

POSTAL BULLETIN

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LETTER CARRIERS' FOOD DRIVE SAT. MAY 8, '04



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2003 Annual Index PB 22119 (1-8-04)



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 22126: 7690-07-000-0110	PB 22118: 7690-05-000-5987	PB 22111: 7690-05-000-5980	PB 22104: 7690-05-000-5973
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

USPSNEWS@WORK

Return on investment: PRS adds \$5 million to revenue pot

Talk about auspicious beginnings. Parcel Return Services (PRS) has generated \$5 million in revenue since October when it was launched as a pilot program. PRS gives Internet and mail-order cataloguers a better way to receive customer returns. It is helping transform the way the Postal Service™ does business with merchandisers.

Newgistics was the first company to use PRS and has generated more than \$4.5 million in USPS® revenue on volume of 1.5 million parcels. Now add Nordstrom to the mix. The national retailer was impressed by the convenience PRS offered customers.

PRS allows shippers to pick up parcels at an origin Post Office™ or bulk mail center (BMC), saving companies time and money. Nordstrom is using consolidator American Package Express to pick up its merchandise returns.

The retailer sent return labels to 14 BMCs nationwide. The labels contain the same unique PRS ZIP Code™ 56920. Retail personnel are reminded that ZIP Codes with the 569 prefix are valid and shouldn't be obliterated. All PRS parcels bearing ZIP Code 56920 should be sent to the BMC for processing. Need more information about PRC? Go to www.usps.com/parcelreturnservices.

Planting the seeds of success: Internal Confirm initiative yields results

PLANET® Code seeding is an Intelligent Mail™ initiative that's giving the Postal Service tools to help improve mail-processing operations.

How? Confirm® service is a USPS product that uses PLANET Codes to track business customers' mail through the postal system. Now USPS is using Confirm as an internal tool to improve mail flow and eliminate operational bottlenecks.

Internal seeding of Confirm mailpieces was implemented in January, and already it's yielding benefits. It helped the Great Lakes Area improve its 2-day service commitment for mail going from Indianapolis to Memphis. Internal seeding revealed a delay between the outgoing sort at Indianapolis and incoming sort at Memphis.

The area used the data to move mail from commercial flights to ground transportation. External First-Class (EXFC) scores improved by more than 20 points. In addition, transportation costs were reduced by approximately \$80,000 a year.

Reducing costs and increasing efficiency — two goals of the Postal Service *Transformation Plan*.

Talking numbers: 800-ASK-USPS features voice recognition technology

Speak and you shall be heard . . . because USPS is listening. Customers calling for information on their packages via our 800-ASK-USPS toll-free number can now "talk" numbers, thanks to voice recognition technology.

When customers call to check on a Track & Confirm item — Express Mail® item, Delivery Confirmation™ and Signature Confirmation™ services, Certified Mail™ and Registered Mail® items and international products — they will be prompted to speak the article numbers on their mailing label instead of typing numbers on the phone keypad.

The new voice recognition program supports only English at this time. Non-English speakers still need to key in the article numbers on their mailing labels. Once the application is proven successful on 800-ASK-USPS, it will be implemented on the 800-222-1811, the Track & Confirm toll-free number.

Safety Star: Omaha PDC achieves honor

The Omaha Processing and Distribution Center (PDC) and its 1,100 employees are shining brightly after achieving "Star" status, the highest U.S. government award for excellence in safety.

Omaha earned the elite rating after an audit by the Occupational Safety and Health Administration (OSHA), resulted in zero unabated hazards. OSHA praised the PDC for its exemplary employee involvement program and hazard reporting and correction system.

The Omaha PDC is the first government building in Nebraska to be Star-certified, and the largest Postal Service facility in the nation to receive the honor. According to OSHA, less than one-hundredth of one percent of six million worksites nationwide have achieved such recognition.

USPSNEWS@WORK

Working smarter, working safer: Ergonomics key to USPS success

USPS is working smarter and safer, thanks to the Ergonomic Risk Reduction Process (ERRP). It's a process used to identify and control risk factors, such as bent wrists, improper lifting and repetitive motion that can lead to musculoskeletal injuries. The Postal Service, its unions and OSHA are working together to implement ERRP across the country.

The Denver PDC implemented ERRP in September 2003. ERRP Site Coordinator Doug Ardourel says it has paid off big time, helping reduce the rate of musculoskeletal disorders by 35 percent. Here are some changes made by the ERRP team:

- Adjusting motor drive on the facility's bay door, making it easier to open.
- Switching from heavier, hard plastic mail trays to lighter, soft plastic ones.
- Rearranging workstations to eliminate awkward twisting and bending.
- Installing light diffusers to reduce brightness and computer screen glare.
- Purchasing headsets for employees who answer telephones most of the day to relieve neck and shoulder strain.

ERRP — it's reducing injuries and improving service.

Winning team: Detroit employees bring home Diversity award

Facing a critical maintenance shortage, the Detroit Performance Cluster formed a maintenance development team to recruit employees as potential mail processing equipment (MPE) mechanics.

Talick and team members — Maintenance Operations Supervisor James Wilson, MPE Mechanic Jane Duggan and Diversity Development Specialist Alzana Braxton — developed a nine-week pilot program that trained employees to pass the MPE mechanics exam.

Successful students qualified for additional industrial electrical training. Students completing the course were given instruction in applying for and interviewing for jobs as MPE mechanics. The team made sure all employees were aware of the program and incorporated diversity training into the classroom sessions.

The Detroit maintenance development team reversed critical shortages in maintenance staffing and their program was adopted nationally. For their efforts, the team was recognized with a 2003 National Award for Diversity Achievement.

Closed captioned: Making a video? Don't forget to make it 508 compliant.

Laying down plans for producing your next USPS video? Be sure to splice-in 508 compliance.

Section 508 of the Rehabilitation Act requires federal agencies to ensure accessibility for all people, including those who are visually or hearing impaired.

If you produce videos or award contracts for production, it's your job to keep USPS on the straight and narrow — all USPS videos must be produced closed or open captioned.

Contracts to produce USPS videos must contain a captioning provision. And, any video received from a vendor, such as an equipment training video, also must be captioned before it is shared with a postal audience. Failure to caption video can have serious legal consequences.

Think the rules on accessibility don't apply to you? Think again. Compliance with 508 guidelines is a must regardless of your audience. It's the law. And it's the right thing to do.

Titans of technology: USPS IT leadership again recognized among the best

A technology giant adds its voice to the growing accolades for the transformation of Information Technology at the Postal Service. Microsoft Corporation has named Chief Technology Officer Bob Otto an "IT hero" for reengineering USPS's technology infrastructure and services.

Microsoft notes the Advanced Computing Environment — ACE — has saved USPS some \$50 million annually. Also praised are Web-enabled self-service employee applications, usps.com® and introduction of the hugely popular Click-N-Ship® service.

The Microsoft honor is given to only a handful of senior technology managers.

Administrative Services

HANDBOOK REVISION

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

Effective April 15, 2004, Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*, is revised to reflect a change in the February 19, 2004, *Federal Register*. The published system of records USPS 150.030, last amended in the *Federal Register* (64 FR 8889-8890) on February 23, 1999, describes computer logon records.

Since then, the Postal Service™ has automated authorizations for many of its computers and information resources using an application called eAccess. This application contains identifying information about users who request access and the access rights authorized or denied, including their computer logon ID and the level or levels of access granted. USPS 150.030 was amended in the *Federal Register* (69 FR 7806-7808) on February 19, 2004, to reflect the character of the system of records as now automated in eAccess. The period for public comment ended without receipt of any comments, and the amendment became effective on March 30, 2004.

Automating computer access enables the Postal Service to more effectively and securely manage access to computers and information resources. The Postal Service does not expect modification of this system to have any effect on individual privacy rights. The amendment does not change the kinds of personal information that are collected and maintained. Other information maintained about the individual relates to his or her official duty status and level of access permitted.

Summary of changes in Appendix — Privacy Act System of Records Index:

- On page 50, in Section B (Systems of Records Index), under 150.000, Records and Information Management Records, change the title to .030 Computer Access Records.
- On page 120, in the section for system 150.030 (Records and Information Management Records — Computer Logon ID Records), change the title to Records and Information Management Records, Computer Access Records, 150.030.
- On page 120, in paragraph one (System Location), replace all text with new text.
- On page 120, paragraph two (Categories of Individuals Covered by the System), replace all text with new text.

- On page 120, in paragraph three (Categories of Records in the System), replace all text with new text.
- On page 120, in paragraph five (Purpose(s)), replace all text with new text.
- On page 121, in paragraph seven (Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System), replace all text with new text.
- On page 121, in paragraph eight (Notification Procedure), replace all text with new text.
- On page 121, in paragraph 11 (Record Source Categories), replace all text with new text.

We will incorporate the amended notice into the next printed version of Handbook AS-353, and into the online version of the handbook, which is available on the Postal Service PolicyNet Web site on the intranet; go to <http://blue.usps.gov>; click on *More References*, then *Handbooks*.

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

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Appendix Privacy Act Systems of Records Index

* * * * *

Section B. System of Records Index

Part 1. General Systems of Records

* * * * *

150.000 Records and Information Management Records

* * * * *

[Revise heading of 150.030 to read as follows:]

.030 Computer Access Records

* * * * *

[Revise heading of 150.030 to read as follows:]

USPS 150.030

System Name

Records and Information Management Records — Computer Access Records, 150.030

System Location

[Replace text with the following:]

All Postal Service facilities; Information System Service Centers; Accounting Service Centers; Inspection Service facilities; and contractor sites.

Categories of Individuals Covered by the System

[Replace text with the following:]

Individuals who have access to Postal Service computers and information resources, including Postal Service employees, contractor employees, and non-Postal Service individuals.

Categories of Records in the System

[Replace text with the following:]

This system contains identifying information about computer users and the corresponding authorizing managers such as name; logon ID; employee identification number, unique identifier, and/or Social Security number; work-related information such as job title, BA Code, finance number, and work telephone number and address; the application(s) that the user may access; and the level(s) of access granted. Additionally, the system contains information related to contractors such as verification of status of contractor employee, screening and/or security clearances.

Authority for Maintenance of the System

[No changes.]

* * * * *

Purpose(s)

[Replace text with the following:]

To ensure access to data and/or files of computer systems is limited to authorized individuals through the use of computer security access control systems. Used by computer security officers in maintaining access controls, and by postal inspectors and authorized personnel in monitoring compliance with access rules. The logon IDs are also used as a positive user identifier in resolving access problems by telephone.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses

[No changes.]

* * * * *

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System

Storage

[Replace text with the following:]

Automated databases, computer storage media, and paper.

Retrievability

[Replace text with the following:]

Name, logon ID, employee ID, and unique identifier.

Safeguards

[Replace text with the following:]

Paper records, computers, and computer storage tapes and disks are maintained in controlled-access areas or under general supervision of program personnel. Computers are protected by a cipher lock system, card key system, or other physical access control methods. Computer systems and electronic records are also protected with security software and operating system controls, including logon and password identifications, firewalls, terminal and use identifications, and file management. Online data transmissions are protected by encryption. Access to these records is limited to authorized personnel. Contractors must provide similar protection subject to a security compliance review by the Postal Inspection Service.

Retention and Disposal

[Replace text with the following:]

Paper records are retained for 1 year after computer access privileges are cancelled and then destroyed by shredding. Electronic records are updated as corresponding access requests are superceded or cancelled, and are deleted 1 year after access is cancelled.

System Manager(s) and Addresses:

VICE PRESIDENT
CHIEF TECHNOLOGY OFFICER
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-1500

CHIEF POSTAL INSPECTOR
INSPECTION SERVICE
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-2100

Notification Procedure

[Replace text with the following:]

Individuals wishing to know whether information about them is maintained in this system of records should address inquiries containing full name and logon ID, employee identification number, unique identifier, and/or Social Security number to the following.

For hard copy PS Form 1357, *Request for Computer Access*:

- Individuals assigned to Headquarters should submit requests to the following address:

MANAGER
 HEADQUARTERS COMPUTING INFRASTRUCTURE SERVICES
 UNITED STATES POSTAL SERVICE
 475 L'ENFANT PLZ SW
 WASHINGTON DC 20260-0001

- Individuals assigned to other facilities should submit requests to the head of the facility that manages the information systems.

For electronic records to access Postal Service computers:

- Send requests to the following address:

MANAGER
 INFORMATION SECURITY SERVICES
 UNITED STATES POSTAL SERVICE
 4200 WAKE FOREST RD
 RALEIGH NC 27668-9500

- For U.S. Inspection Service computer access records, send requests to the following address:

INSPECTOR IN CHARGE
 INFORMATION TECHNOLOGY DIVISION
 UNITED STATES POSTAL SERVICE
 2111 WILSON BLVD STE 500
 ARLINGTON VA 22201-3036

Record Access Procedures

[No changes.]

* * * * *

Contesting Record Procedures

[No changes.]

* * * * *

Record Source Categories

[Replace text with the following:]

Individuals requesting and/or approving access to Postal Service computers or information resources and Postal Service personnel charged with information systems security responsibilities.

* * * * *

— Consumer Affairs,
 Chief Privacy Officer, 4-15-04

Hiring Postal Service Contractors — Who Needs Clearance?

All individuals who provide contract services to the Postal Service™ — including contractors, contractors' employees, subcontractors, and subcontractors' employees — who have access to occupied Postal Service facilities and/or to Postal Service information and resources (including Postal Service computer systems) must obtain clearance from the Postal Service, as stated in *Administrative Support Manual (ASM)*, Section 272, Personnel Security Clearances, before they can receive access.

- Retired or former Postal Service employees who have never received a security clearance must obtain one, according to ASM guidelines, before they can be re-employed with the Postal Service as a contractor.
- Retired or former Postal Service employees who previously held sensitive or top secret clearances and have not been separated from the Postal Service for more than 6 months will be processed as if they were receiving a clearance update. They must submit PS Form 2066, *Updated Personnel Security Questionnaire*, and PS Form 2181-C, *Authorization and Release — Background Investigations*. After

approval, their security clearances will be reinstated and they may begin employment with the Postal Service.

- If retired or former Postal Service employees have been separated from the Postal Service for more than 6 months, or if their security clearances have been expired for more than 6 months, they must obtain clearance, as outlined in the ASM, before they can be re-employed with the Postal Service.

Clearances for Temporary Services Contractors

Temporary services contractors provide short-term support services (e.g., custodial, secretarial, casual, and administrative services). If a Postal Service manager is considering using eBuy to hire temporary employees, he or she must remember that it takes at least 60 days to process security clearances. Headquarters should seek input from the field on the need for seasonal employees, including how many employees will be needed, when they will be needed, and for how long. This will assist the contractor and the Inspection Service in processing clearance packages.

Responsibilities of the Contracting Officer and Contracting Officer's Representative (COR)

When they receive completed sensitive and non-sensitive security clearance forms, the contracting officer, the COR, or their designee must review them for completeness and forward them to the following address:

SECURITY INVESTIGATIONS SERVICE CENTER
US POSTAL INSPECTION SERVICE
225 N HUMPHRIES BLVD
4TH FLOOR S
MEMPHIS TN 38161-0008

Individuals requiring a non-sensitive or sensitive clearance may begin work when they receive notification that their non-sensitive or interim-sensitive security clearance has been granted. The contracting officer, the COR, or their designee must authorize the issuance of an identification badge (PS Form 5140) to the contract employee. Identification badges *will not be* issued before the security clearance has been granted. In some instances, the Inspection Service may grant clearance, on a case-by-case basis, to contractors who are required to start immediately. The Inspection Service will not grant such an exception, however, unless it has received the completed certifications and clearance package.

Contact the Inspection Service Forms Line (for security clearance forms only) at 901-747-7712. The Inspection Service does not provide PS Form 5139, *Non-Postal Service Temporary Employee*, or PS Form 5140, *Non-Postal Service Contract Employee*.

— *Safety and Security,*
U.S. Postal Inspection Service, 4-15-04

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
Catherine's Mother's Day	First-Class/Letter	4/23/04–4/27/04	1.0	Nationwide	Barcoded, 3/5-Digit	Mail-Well Services, Memphis, TN
The Sportsman's Guide, May Main	Standard/Catalog	4/26/04–4/30/04	1.0	Nationwide	3/5-Digit, Car-Rt	RR Donnelley, Lynchburg, VA

— *Business Service Network Integration, Service and Market Development, 4-15-04*

Click-N-Ship Contest

Contest Dates

April 1, 2004–June 30, 2004

Description

The Click-N-Ship® contest is underway. The contest goal is to increase Click-N-Ship awareness and usage nationwide. Areas, districts, and Post Offices™ will compete nationally for awards using two measurement criteria:

- Highest Click-N-Ship Revenue April 1–June 30.
- Highest Dollar Increase in Revenue Over Baseline (the baseline is equivalent to each office's combined total Click-N-Ship revenue for the months of January, February, and March 2004, as reported in Web EIS).

Award Structure

The Click-N-Ship contest will provide awards based on six levels of competition. The two winners at each level will receive a plaque and public recognition through such sources as NewsLink, Direct Line, the USPS® blue page, executive conferences, and so forth. In addition, winning districts and Post Offices will receive the following dollar awards.

Level	Eligibility	Awards
1	Area offices	–
2	District offices	\$5,000
3	PCES — 26 Post Offices	\$2,000
4	24–22 level offices	\$1,000
5	21–18 level offices	\$500
6	15 and below offices	\$200

Use dollar awards to recognize employees for their efforts during the Click-N-Ship contest period. Winning offices have the discretion of determining how to spend the money and will be encouraged to supplement the awards as needed (or as their budgets permit). Suggested activities include the following:

- Employee Appreciation Day.
- Employee breakfast/luncheon.
- Tickets to sporting event.
- Gift cards (i.e., books, restaurants, etc.).
- Postal Service™ apparel.

Award Rules

- Activities will be funded by a Headquarters-approved eBay request, and all awards must be used by the end of fiscal year 2004.
- If an office qualifies for both award categories, we will give one award to the office with the second highest revenue within the same contest level.
- In the case of a tie, Headquarters will conduct a drawing to determine the winner.

— *Advertising and Promotion, Marketing, 4-15-04*

*EXPEDITED AND PACKAGE SERVICES***Enhancements to Toll-Free Number**

On April 1, 2004, the Postal Service™ began testing a new voice-recognition program for Track & Confirm calls that are received through 1-800 ASK USPS (1-800-275-8777). Customers who call this toll-free number requesting Track & Confirm information receive prompts to provide the article numbers from their mailing labels by speaking the numbers instead of entering the numbers by pressing the buttons on the telephone. The new voice-recognition program is for Track & Confirm inquiries only and is not available for other options such as scheduling a pickup or ordering supplies.

After we conduct a complete analysis of this test, we will extend the new voice-recognition program to the Expedited and Package Services support line at 1-800-222-1811. The toll-free number for Expedited and Package Services

supports inquiries for domestic and international Express Mail®, Confirmation Services™, Certified Mail™, and Registered Mail™ items. Customers can also use this number to schedule a pickup or order supplies, although the voice-recognition program will not be available for these options.

The new voice-recognition program supports only the English-speaking option at this time. Customers choosing the Spanish-speaking option will still enter their article numbers from their mailing labels by pressing the buttons on their telephone.

— *Product Information Requirements,
Product Development, 4-15-04*

the usual suspects

NATIONAL DOG-BITE PREVENTION WEEK

MAY 16 - 22, 2004

PUBLICITY KIT

1 2 3 4 5 6 7 8



ATTACKS & BITES COME IN ALL SIZES

National Dog-Bite Prevention Week, May 16–22, 2004

Publicity Kit




DISTRICT MANAGERS
POSTMASTERS

SUBJECT: Dog Attack and Dog Bite Prevention and Publicity Kit for Postmasters

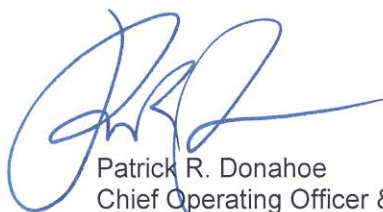
From nips to bites to actual attacks, violent dog behavior continues to pose a serious threat to our employees. Last year, more than 3,000 employees were victimized by dogs. While this is a slight decline from the previous year, it's still a far cry from the 7,000 plus annual dog incidents of the mid-1990s when the Postal Service™ assertively began promoting National Dog Bite Prevention Week.

This year's National Dog Bite Prevention Week is May 16–22. Using the tools in this *Publicity Kit for Postmasters* will go far to tell our employees that their safety is our number one concern.

Enclosed you will find materials you need to make the most of Dog-Bite Prevention Week in your community — from educating your employees to holding a press conference. We urge you to take full advantage of our field communications professionals in assisting you with this initiative. They look forward to hearing from you.

THANK YOU!


Azeezaly S. Jaffer
Vice President
Public Affairs and Communications



Patrick R. Donahoe
Chief Operating Officer &
Executive Vice President

cc: Area Vice Presidents

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260

*PUBLICITY KIT***National Dog-Bite Prevention Week, May 16–22, 2004****Contents**

- I. Attacks and Bites Come in All Sizes
- II. FY 2002 and 2003 Total OSHA Recordable Dog-Attack and Bite Accidents
- III. Information for All Employees
 - Stand-up talk
 - Using dog repellent
 - Material safety data sheet — Halt dog repellent
 - Material safety data sheet — Back off dog repellent
 - Job safety analysis — Confronting a dog attack
 - Basic dog-attack and dog-bite prevention rules for letter carriers and rural letter carriers
 - Dog warning card PS Form 1778
- IV. For Postal Service Managers
 - Progressive warning letters and thank-you letter
- V. Build Community Awareness Through Media Attention (Television, Radio, and Print)
 - Employee event the media will love — a chorus line
 - News release
 - Dog-Attack and dog-bite prevention background
 - Media advisory
 - Employee event the media will love — a picnic and a parade
 - Media advisories
 - Public service announcements
 - Sample postmaster columns
- VI. Community Involvement
 - Sample postmaster speech to deliver in schools
 - Poster contest
 - Working with community leaders
- VII. Additional Resources
 - Dog-attack/bite investigation best practice form
 - Area Public Affairs and Communications managers
 - National Association of Letter Carriers, AFL-CIO
 - American Veterinary Medical Association
 - Humane Society of the United States (HSUS) regional offices
 - Government Relations representatives
 - More resources

Postal Service™ employees can find an electronic version of the “National Dog-Bite Prevention Week” publicity kit on the Intranet at <http://blue.usps.gov>; click on *Postmaster’s Toolkits*. That electronic version makes it easy to complete the fill-in-the-blank materials included in the kit.

I. Attacks and Bites Come in All Sizes

“While delivering mail on my route one day in May, a sharp-toothed Rottweiler approached me. In a panic, I sprayed the black dog with repellent, but he was relentless. I used my mail satchel as bait, but he lunged at my face instead. Then the dog clamped my right arm just above the elbow — he eventually fell off, but wasn’t ready to give up. He lunged at my face again and again, until screams of passersby stopped the attack. When I think about the attack now, I get even more scared, because it could have been a lot worse.”

“The pit bull jumped its walls, and when I looked up the dog was just mauling me. The stitches I received on my face and arms were too numerous to count. I’m just grateful for the hero who came to my rescue.”

Today’s headlines are filled with stories of children and adults who have been injured, or even killed, in vicious animal attacks. The letter carriers quoted above are among those who survived dog attacks, and whose bodies and minds will forever be marked by the incident.

The Postal Service continues its crusade against one of the nation’s most commonly reported public health problems by supporting and participating in this year’s National Dog-Bite Prevention Week program. The campaign, scheduled to begin the week of May 16–22, provides an opportunity for the Postal Service to remind employees, customers, and community representatives of our joint responsibility to do everything possible to prevent dog attacks and dog bites.

Contrary to what cartoonists and comedians might think about dogs and the letter carrier, children in the United States are the most frequent victims of dog bites. Children suffer more than 2 million incidents each year.



As we focus on the future of the Postal Service and on delivering value to the American public, we must do so with an ever-increasing resolve to promote the safety and well-being of our employees. Medical expenses, workers’ compensation, legal costs, delivery curtailment, carrier replacement, and other costs associated with dog attack and dog bite accidents are estimated to exceed \$25 million annually for the Postal Service. Last year the Postal Service averaged 11 dog bites per delivery day.

In a move to continue the momentum of previously successful public safety campaigns, we’re asking postmasters to work with employees’ organizations, local humane societies, animal shelters, and professionals to focus attention on this important safety issue.

This kit contains all the tools needed to promote employee awareness, community awareness, and pet owner awareness. The 3,423 Postal Service employees who suffered dog bites last year carry the memory of the incident with them every day. We carry the responsibility to use the tools in this kit to help prevent those costly and painful injuries by reminding our communities that dog attacks and bites are no laughing matter.

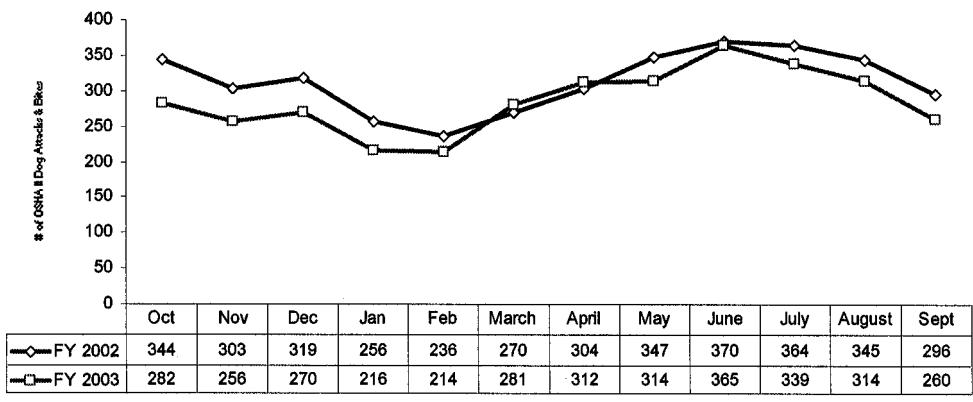
II. FY 2002 and 2003 Total OSHA Recordable Dog-Attack and Bite Accidents

Performance Cluster	Number of Accidents FY 2002	Number of Accidents FY 2003
Alabama	28	22
Alaska	5	5
Albany	47	36
Albuquerque	17	9
Appalachian	15	17
Arizona	62	50
Arkansas	15	17
Atlanta	31	23
Baltimore	31	35
Big Sky	11	9
Boston	25	34
Capital	36	20
Caribbean	14	14
Central Florida	34	41
Central Illinois	69	74
Central NJ	25	35
Central Plains	40	43
Chicago	34	34
Cincinnati*	84	74
Cleveland*	80	96
Colorado/Wyoming	72	84
Columbus	40	29
Connecticut	71	60
Dakotas	18	8
Dallas	63	61
Detroit	50	36
Erie	19	13
Fort Worth	44	62
Gateway*	89	66
Greater Indiana*	101	75
Greater Michigan	25	34
Greater SC	19	5
Greensboro	31	25
Harrisburg	36	24
Hawkeye	55	37
Honolulu	8	5
Houston*	88	106
Kentuckiana	38	39
Lakeland	53	44
Lancaster	16	16
Las Vegas	35	23
Long Beach	76	76
Long Island	49	46
Los Angeles*	81	83
Louisiana	74	69
Maine	11	11
Mid-America	49	52
Mid-Carolinas	51	35

Performance Cluster	Number of Accidents FY 2002	Number of Accidents FY 2003
Middlesex-Central	48	45
Mississippi	9	17
New Hampshire	18	15
New York	10	8
North Florida	27	33
Northern Illinois	80	67
Northern NJ	71	61
Northern VA	27	31
Northland	58	49
Oakland*	85	85
Oklahoma	58	52
Philadelphia	64	69
Pittsburgh	38	46
Portland	45	41
Richmond	53	44
Royal Oak	34	32
Sacramento	75	72
Salt Lake City	37	28
San Antonio	80	81
San Diego	74	74
San Francisco	48	40
San Jose	43	43
Santa Ana*	140	98
Seattle	47	45
South Florida*	82	62
South Georgia	12	15
South Jersey	38	37
Southeast New England	43	42
Spokane	27	34
Springfield	19	19
Suncoast	52	38
Tennessee	49	36
Triboro	67	63
Van Nuys*	82	71
Westchester	34	34
Western NY	55	36
Total	3743	3423

**Denotes "TOP 10" clusters with highest number of dog attacks and dog bites.*

OSHA INJURY AND ILLNESSES DOG ATTACKS AND BITES – USPS NATIONAL



Source: HRIS Legacy System Mainframe Query/Formatted Monthly



III. Information for All Employees

This section offers tools that everyone can use to help educate employees to do their jobs as safely as possible.

Give the following stand-up talk to your letter carriers. The talk focuses on the seriousness of dog bites, what carriers should do about a problem dog on their route, and what to do if a dog attacks. Also, let letter carriers know that you are supporting them by mailing out progressive warning letters to owners whose dogs are unrestrained. Sample warning letters are included in Part IV, for Postal Service Managers.

If your office is a Level 20 or above, or a station and branch with city delivery, you will be receiving a “Safety Depends on Me” dog-bite employee awareness and prevention kit in the mail. The kit, scheduled to be distributed in mid-May, will contain a video, safety talk, and poster.

The true-or-false quiz “Are You an Unwary Visitor?” can educate letter carriers on proper behavior around dogs and is an interesting way to share important information. A letter carrier who knows the answers to the quiz is less likely to be a dog-bite victim. Post the quiz, print it in a newsletter, or distribute it as a handout to your letter carriers and supervisors.

The Postal Service also offers a dog repellent spray for letter carriers. Publication 174, *How to Avoid Dog Bites: Dogs and Dog Repellent*, describes the spray and its use. Information from that publication is included in this section. Post the information, publish it in a newsletter, or reproduce it as a handout for supervisors and carriers. Tell carriers how to obtain repellent.

Use “Basic Dog-Attack and Dog-Bite Prevention Rules for Letter Carriers and Rural Carriers” as a reinforcing stand-up talk or a posting.

POSTMASTER STAND-UP TALK

Safety Talk for Letter Carriers and Rural Carriers

It won't be long until school is out for the summer and children begin to spend their days outside playing.

We all know that means taking extra care to watch out for children playing around our vehicles, but it also is the time of year to be on the lookout for loose dogs. Many of these pets have been in the house or confined to the backyard all winter and manage to get out when children leave a door or gate open.

Last year, approximately 4.7 million people suffered dog bites in the United States, including 3,423 letter carriers. That means an average of 11 letter carriers is injured in a dog attack or dog bite each delivery day.

[SHARE SOME EXAMPLES OF INJURED LETTER CARRIERS THAT ARE FOUND IN THIS GUIDE OR EXAMPLES FROM YOUR OWN POST OFFICE.]

Loose dogs are a serious problem for everyone. As letter carriers, you are not only doing yourself a favor, you are helping everyone in the community by getting these animals off the street. Letter carriers are the third most frequent victims of dog attacks, but children and the elderly rank first and second, respectively.

One tool we have in controlling the dog problem is a policy of withholding delivery where dogs are a threat. Report all incidents to the postmaster or the carrier supervisor, who will decide what action needs to be taken. If a phone call to the customer doesn't take care of the situation, we have a series of progressive warning letters that could ultimately lead to the suspension of mail service to the customer's home. But our goal isn't to suspend delivery — it's to eliminate the hazard.

There are several things you can do to avoid dog-bite situations:

- Watch out for dogs along your route and be aware of places a dog can hide.
- Never hand mail to a child or adult while in view of a dog.
- Place one foot at the base of doors that open outward to prevent a dog from rushing out.
- Learn to recognize the warning signs that a dog is about to attack: tail high and stiff, ears up, hair on back standing up, and teeth showing.



- Report all incidents regarding dogs to supervisors.
- Dogs are very territorial animals who react aggressively when someone invades their territory or "danger zone." When you find yourself in a dog's danger zone, you should stop immediately and remain still, allowing the dog's anger to subside.
- If confronted, face the dog without making direct eye contact and back away slowly. Be submissive, but don't run. If you run, the dog may try to knock you to the ground and you could be seriously hurt.
- Put something between you and the dog, such as a package or pouch. Don't try to make friends with the dog, pet it, or put your hands or face near it. And if the dog does bite, try not to pull away because that may cause further injury. Instead, try to make the dog release its hold.
- Quickly obtain medical attention and report all injuries.

We all watch the news and know the potential for serious injury cannot be ignored. Be vigilant about the threat of animal attacks for your safety, for your family, and for the children and elderly in the community.

###

Using Dog Repellent

Dog repellent is to be used on any dog that attacks, but it does not replace the policy of non-delivery of mail where there is a dog menace. Collection and delivery employees should promptly report to their supervisor the name and address of the customer where such a menace exists. The supervisor must immediately telephone the customer and request that the animal be confined during the usual delivery hours in the neighborhood. The supervisor will inform the customer that no deliveries will be made until this is done. Employees are not to use the repellent where there is a danger of spraying people or children. Indiscriminate use of the repellent will not be tolerated.

What is the repellent?

The repellent approved for use by the Postal Service consists of 0.35 percent oleoresin capsaicin (extract of cayenne pepper) and 99.65 percent mineral oil propelled by an inert gas contained in an aerosol spray can.

Has it been adequately tested?

Extensive laboratory and field tests have been made on the repellent. Veterinarians have thoroughly examined it and have stated that not only is it safe and effective but it is a very humane method of controlling animals. The Postal Service field test showed a high degree of effectiveness in controlling attacking animals; however, its effectiveness against trained attack dogs has not been established.

Has it been accepted as safe?

The repellent has been accepted by the U.S. Department of Agriculture Pesticides Regulation Branch and has been registered by the U.S. Environmental Protection Agency. It has been registered in all states requiring such registration. Registration identifies the product as effective and safe.

Are various humane groups aware that the Postal Service might use repellent?

Yes. The American Kennel Club, the American Humane Association, the Popular Dogs Publishing Company, and the Humane Society of the United States were advised and indicated no objection to our using the product under the conditions indicated.

How is the repellent used?

It is sprayed directly at the eyes, nose, and mouth of the attacking dog. Direct application must be made. The effective range is up to 10 feet. The repellent leaves a yellow stain on the dog's hair, which is removable by washing. This stain helps to identify an animal if a check for rabies is necessary.

How does the dog react?

The dog will put its tail between its legs and retreat. Within 10 to 15 minutes, the repellent will wear off and the dog will return to normal.

How does it affect humans?

It produces marked discomfort to the eyes for about 10 minutes, but produces no damage or harmful effects. It has a faint odor and is mustard yellow. If repellent is inadvertently sprayed into a person's eye, apply copious amounts of water. If it is sprayed on clothing, use commercial spot removers or have the clothing dry-cleaned.

Does repellent lose effectiveness with age?

The repellent is effective indefinitely. In isolated cases, such as after long periods of non-use, exposure to extreme temperatures may hamper effectiveness or dirt may clog the nozzle orifice, reducing the effective range of the repellent. To avoid this type of failure, insert the tip of a pin into the nozzle opening, turn container upside down, and press the nozzle until white mist is discharged. Check your dog repellent container periodically to see that it is working properly.

What if the container leaks after use?

Some residue will remain in the nozzle after use. You can expel this by turning the container upside down and briefly pressing the nozzle until a white mist is discharged.

How should used repellent containers be discarded?

The inert propellant gas left inside will expand to the point of exploding if the container is compressed or thrown into a trash fire or incinerator. Return containers to the Post Office for recycling.

Material Safety Data Sheet (MSDS) – Halt Dog Repellent

ARI -- HALT DOG-REPELLENT

=====
MSDS Safety Information
=====

FSC: 6840

NIIN: 01-357-0744

MSDS Date: 01/01/2000

MSDS Num: CKJWB

Product ID: HALT DOG REPELLENT

MFN: 03

Responsible Party

Cage: 1L113

Name: ARI

Box: 510

City: ORCHARD HILL GA 30266

Info Phone Number: 770-227-8222 FAX: 770-227-9190

Emergency Phone Number: 800-241-5064
=====Item Description Information
=====

Item Manager: S9G

Item Name: DOG REPELLENT

Specification Number: NONE

Type/Grade/Class: NONE

Unit of Issue: BX

Quantitative Expression: 00000000012EA

UI Container Qty: 1

Type of Container: CAN
=====Ingredients
=====

Cas: 404-86-4

RTECS #: RA8530000

Name: CAPSAICIN

Percent by Wt: .35
=====Health Hazards Data
=====

Route of Entry Inds - Inhalation: YES

Skin: NO

Ingestion: NO

Effects of Exposure: INHALATION: BURNING SENSATION, IRRITATION. COULD CAUSE SUPERFICIAL KERATITIS & CONJUNCTIVITIS, SEVERE LUNG IRRITATION. SKIN CONTACT: NOT READILY ABSORBED THROUGH SKIN.EYE CONTACT: BURNING SENSATION. IRRITATION. INGESTION: BURNING SENSATION. IRRITATION, SEVERE STOMACH IRRITATION.

Signs and Symptoms of Overexposure: SEVERE IRRITATION, BURNING SENSATION.

First Aid: EYE: FLUSH WITH WATER. SKIN: WASH AREAS WITH SOAP AND WATER.

INHALATION: REMOVE TO FRESH AIR.
=====Handling and Disposal
=====

Spill Release Procedures: ABSORB ONTO ABSORBENT MATERIAL.

Waste Disposal Methods: NOT REQUIRED.

Handling And Storage Precautions: PACKAGED UNDER PRESSURE. DO NOT PUNCTURE,

INCINERATE OR STORE AT TEMPERATURES OVER 120F.

=====
 Fire and Explosion Hazard Information

Flash Point Method: CC
 Flash Point: =173.9C, 345.F
 Extinguishing Media: USE CARBON DIOXIDE, FOAM, OR DRY CHEMICAL. COOL CONTAINER WITH WATER SPRAY.
 Fire Fighting Procedures: COOL CONTAINER WITH WATER SPRAY.
 Unusual Fire/Explosion Hazard: PRODUCT PACKAGED IN AEROSOL FORM-WILL EXPLODE UNDER EXTREME HEAT.

=====
 Control Measures

Respiratory Protection: NONE REQUIRED.
 Protective Gloves: NONE REQUIRED.
 Eye Protection: NONE REQUIRED.
 Other Protective Equipment: NONE REQUIRED.
 Work Hygienic Practices: NONE REQUIRED.
 Supplemental Safety and Health: FORMULA CHANGED. FOR PREVIOUS FORMULATION, SEE MFN 1, SAME NSN.
 FLASH POINT OF LIQUID: 345F. EPA REGISTRATION NUMBER:7754-37.

=====
 Physical/Chemical Properties

HCC: V2
 Boiling Point: =212.C, 413.6F
 Spec Gravity: 0.97
 PH: 6
 Solubility in Water: INSOLUBLE
 Appearance and Odor: RED-ORANGE OILY LIQUID WITH PUNGENT AROMA
 Percent Volatiles by Volume: 0

=====
 Reactivity Data

Stability Indicator: YES
 Materials to Avoid: NONE
 Hazardous Decomposition Products: PUNGENT FUMES MAYBE EMITTED WHEN HEATED ABOUT 175F.
 Hazardous Polymerization Indicator: NO
 Conditions to Avoid Polymerization: NONE.

=====
 Responsible Party Cage: 1L113
 Trans ID NO: 152665
 Product ID: HALT DOG REPELLENT
 MSDS Prepared Date: 01/01/2000
 Review Date: 04/28/2000
 MFN: 3
 Tech Entry NOS Shipping Nm: CAPSAICIN
 Net Unit Weight: 0.72 LB
 Multiple KIT Number: 0
 Unit of Issue: BX
 Container QTY: 1
 Type of Container: CAN
 =====

LHB Industries Material Safety Data Sheet**MSDS Part No. 00J2-A-800****Back Off Dog Repellent****Section 1 Chemical Product And Company Identification**

Manufacturer: LHB Industries [Lighthouse for the Blind]
Emergency Telephone Number (800) 424-9300 (Chemtrec)
8833 Fleischer Place Information Telephone Number (314) 423-4333
Berkeley, MO 63134

Date of Preparation January 22, 2003

Product ID: USPS-D-734B, Back Off – Dog Repellent
LHB Part Number: 00J4---000
National Stock Number: N/A
CAGE Code: OFTT5
Contract Number: 26351-97-B-0337

Section 2

Composition/Information on Ingredients
CAS No. 8042-47-5
Ingredient & Wt %: Mineral Oil: > 95%, Capsicum: 0.35%
ACGIH TLV: Mineral Oil: 5 mg/m³, Capsicum: ND
OSHA PEL: Mineral Oil: 5 mg/m³, Capsicum: ND
Vapor Pressure (mm Hg 20°C)

Section 3 Hazards Identification

ROUTES OF EXPOSURE: Exposure may be by INHALATION and/or SKIN or EYE contact, depending on conditions of use. To minimize exposure, follow recommendations for proper use, ventilation, and personal protective equipment.
EFFECTS OF OVEREXPOSURE: Topical irritation. Can cause severe irritation, redness, tearing, blurred vision, superficial keratitis and conjunctivitis to the eyes. Severe irritation to lungs and stomach are possible.
MEDICAL CONDITIONS AGGRAVATED BY EXPOSURE: Pre-existing respiratory, skin, and eye disorders.

Section 4 First Aid Measures

INHALATION: Remove to fresh air and seek medical attention immediately.
SKIN CONTACT: Immediately flush skin with plenty of soap and water while removing contaminated clothing and shoes. Call a physician if irritation persists. Wash clothing and shoes before reuse.
EYE CONTACT: Immediately flush eyes with plenty of cool water for at least 15 minutes. Seek medical attention.
INGESTION: If swallowed, do not induce vomiting. Slowly dilute with 1–2 glasses of water or milk and seek medical attention. Never give anything by mouth to an unconscious person.

Section 5 Fire Fighting Measures

FLASH POINT Nonflammable (CSMA) LEL ND UEL ND
EXTINGUISHING MEDIA: Carbon Dioxide, Dry Chemicals and Foam
SPECIAL EXPOSURE HAZARDS: Do not expose to temperatures over 120°F. Keep away from heat, sparks and flame. Containers may explode when exposed to extreme heat.
SPECIAL PROTECTIVE EQUIPMENT: Water may be used to keep fire-exposed containers cool. Fire fighters should wear full protective clothing, including self-contained breathing equipment.
NFPA RATING: HEALTH 1, FLAMMABILITY 1, REACTIVITY 0
HMIS CLASSIFICATION: HEALTH 1, FLAMMABILITY 1, REACTIVITY 0

Section 6 Accidental Release Measures

PERSONAL PRECAUTIONARY MEASURES: Avoid inhalation. Use good ventilation. Read entire label before using and follow all label directions.
ENVIRONMENTAL PRECAUTIONARY PROCEDURE FOR CLEANING/ABSORPTION: Wipe, scrape or soak up contents in an inert material. Pick up spill for recovery or disposal and place in a closed container. Dispose of in accordance with applicable Federal, State & Local regulations. Wash area with a strong biodegradable soap solution.

Section 7 Handling and Storage

HANDLING: Keep out of reach of children. Keep away from heat, sparks, and open flame. Contents are under pressure. Do not puncture, incinerate, or expose to temperatures above 120F. Heat from sunlight, radiators, stoves, hot water, and other heat sources could cause container to burst. Do not take internally.

STORAGE: CATEGORY – NFPA 30B Level 1 Aerosol

Do not store where temperatures may exceed 120°F (48.9°C).

Section 8 Exposure Controls/Personal Protection

ENGINEERING CONTROLS: Local Exhaust preferable. General exhaust acceptable if the exposure to materials in Section 2 is maintained below applicable exposure limits.

RESPIRATORY PROTECTION: If personal exposure cannot be controlled to below applicable limits by ventilation, wear a properly fitted organic vapor/particulate respirator approved by NIOSH/MSHA for protection against materials in Section 2.

GLOVES: Wear solvent resistant rubber

SKIN PROTECTION: Not normally necessary. Wash promptly when skin becomes contaminated.

EYES: Safety glasses with side shields or chemical goggles.

OTHER PERSONAL PROTECTION DATA: Avoid contact with skin and eyes. Wash hands after using.

Section 9 Physical and Chemical Properties

PHYSICAL STATE: Liquid

COLOR: Clear and reddish brown

ODOR: Pungent

SPECIFIC GRAVITY: 0.830

DENSITY: 6.92 lbs/gal

PH: N/A

VAPOR DENSITY (AIR=1) >1

EVAPORATION RATE: Nonvolatile

SOLUBILITY IN WATER: Insoluble

Section 10 Stability and Reactivity

CHEMICAL STABILITY: Stable

HAZARDOUS POLYMERIZATION: Will not occur

CONDITIONS TO AVOID: Do not expose to heat or store at temperatures above 120F

MATERIAL TO AVOID: Strong oxidizing agents.

HAZARDOUS DECOMPOSITION PRODUCTS: Pungent fumes if exposed to extreme heat.

Section 11 Toxicological Information

TOXICOLOGY DATA (listed if available)

Section 12 Ecological Information

ECOLOGICAL INFORMATION: No data available

Section 13 Disposal Considerations

DISPOSAL OF WASTE METHOD: Do not incinerate. Depressurize container. Dispose of in accordance with Federal, State, and Local regulations regarding pollution.

Section 14 Transport Information

U.S. DOT 49 CFR 172.101 Hazardous Material Table

DOT STATUS: Not regulated

DOT SHIPPING NAME: Consumer Commodity

UN/NA NUMBER: UN1950

HAZARD CLASS: ORM-D

DOT PACKING GROUP: Not Determined

IATA: List of Dangerous Goods

PROPER SHIPPING NAME: Aerosols, non-flammable

HAZARD CLASS OR DIVISION: 2.2

IDENTIFICATION NUMBER: UN1950

PACKING GROUP:

Section 15 Regulatory Information

U.S. REGULATORY RULES

SARA SECTION 302 None

SARA 313 CHEMICALS None

CALIFORNIA PROPOSITION 65 None

RCRA STATUS This material is not classified as a hazardous waste.

TSCA CERTIFICATION All chemicals in this product are listed, or are exempt from listing on the TSCA Inventory.

VOC CONTENT 0.0% by wt.

HAZARDOUS AIR POLLUTANTS (Clean Air Act, Section 112(b))

HAPS (lbs/gal) 0.0 lbs/gal

Section 16 Other Information

REVISION NUMBER: 03

REASON FOR REVISION: Format change and general update.

ADDITIONAL INFORMATION: This MSDS has been prepared in accordance with FED-STD-313D and meets the requirements of 29 CFR 1910.1200.

IMPORTANT NOTE: This information is furnished without warranty, expressed or implied, as to accuracy or completeness. The information is obtained from various sources including the manufacturer and other third party sources. The information may not be valid under all conditions nor if this material is used in combination with other materials or any process. Final determination of suitability of any material is the sole responsibility of the user.

Prepared by: Mark Epstein, R&D Manager

***** END OF MSDS*****

Job Safety Analysis (National/Generic)

Title: Confronting a Dog

***Note:** This document verifies the hazard assessment as required by 29 CFR 1910.132(d)(2). It must be modified to meet local needs and requirements

Location (e. g., Station, Branch, Plant) Name: Street Address 1: Street Address 2: City: State: Zip Code: Area: PC:	Job Description: Confronting a dog attack	Titles of Employees Performing the Job: City Carriers Rural Carriers	Occupational Codes:
	Location Description: General Public		

Author Name: Dean Taiani Title: Safety Specialist Date: 6/26/2002	Headquarters Safety Review Name: Frank Lundblad, CIH, CHMM Title: Manager, Safety Programs Date: 6/26/2002 Approval: Yes	Local Review Name: Title: Date: Approval: Yes No
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Sequence of Basic Steps	Potential Hazards and Effects	Safe Work Practices	Required PPE*
1. Stop when seeing dog approach.	1.1 Hazard: Not stopping. Effect: Dog may follow and attack. <i>Note:</i> If dog approaches too close for comfort firmly say one of these phrases "No," "Go Home," "Stop."	1.1 Stop and pay attention to the dog, make sure you do not stare at the dog's eyes.	1.1.<None>
2. Take out your dog repellent.	2.1 Hazard: You might panic Effect: Drop dog spray <i>Note:</i> Only use repellent if the dog attacks. Do not use repellent as a means of keeping distance between you and the dog.	2.1 Store dog repellent in an easy-access location. Practice removing repellent to become fast and efficient.	2.1 Dog Repellent
	2.2 Hazard: Not knowing where your dog repellent is located or if you do not have any dog repellent. Effect: No defense toward the dog <i>Note:</i> Only use repellent if the dog attacks. Do not use repellent as a means of keeping distance between you and the dog.	2.2 Store dog spray in an easy-access location. Practice removing spray to become fast and efficient.	2.2 Dog Repellent
	2.3 Hazard: Not knowing where your dog repellent is located or if you do not have any dog repellent. Effect: No defense toward the dog. <i>Note:</i> Only use repellent if the dog attacks. Do not use repellent as a means of keeping distance between you and the dog.	2.2 Store dog spray in an easy-access location. Practice removing repellent to become fast and efficient.	2.3 Dog Repellent

National Dog-Bite Prevention Week, May 16–22, 2004

Publicity Kit

Sequence of Basic Steps	Potential Hazards and Effects	Safe Work Practices	Required PPE*
3. Place satchel between yourself and the dog.	3.1. Hazard: Losing sight of the dog when reaching for satchel. Effect: Dog may attack. <i>Note:</i> Only use repellent if the dog attacks. Do not use repellent as a means of keeping distance between you and the dog.	3.1. Make sure not to turn away from dog when preparing satchel.	3.1 Dog Repellent
4. Back away from the dog.	4.1 Hazard: Not backing up from the dog but rather running away from dog. Effect: Dog will want to chase and may attack. <i>Note:</i> Only use repellent if the dog attacks. Do not use repellent as a means of keeping distance between you and the dog.	4.1 Make sure to back away facing the dog, keeping your satchel between you and the dog.	4.1 Dog Repellent
5. When safely away from the dog, call supervisor and Animal Control.	5.1 Hazard: Not reporting dog attack. Effect: Dog may attack at another time.	5.1 Always report the incident so that appropriate action can be taken. This will help prevent another dog attack in the future.	5.1 None
6. Sign and complete complaint form from Animal Control.	6.1 Hazard: Do not complete complaint. Effect: Dog will roam freely and may attack later.	6.1 Make sure to file a complaint. This will help assist Animal Control.	6.1 None
7. Request a dog letter be issued to the owner of dog.	7.1 Hazard: Not issuing a letter to the owner of the dog. Effect: Dog may attack again at another time.	7.1 Request a dog letter to the owner of the dog.	7.1 None
8. Curtail mail until dog situation is under control.	8.1 Hazard: Not curtailing mail. Effect: When carrier delivers mail the dog may attack again.	8.1 Make sure mail is curtailed until the dog is restrained and/or placed under control.	8.1 None
Health Risk Assessment: 4 (Minor)	Ergonomic Risk Assessment Code: 3 (Moderate)		
Safety Risk Assessment: 3 (Moderate)			
Qualitative/Quantitative Exposure Assessment Data n/a		Supporting Postal Service Policy Documents EL-801 & EL 814	
Supporting Safety Talks		Required Training	
Title:	Link:	Course No.	Course Title:

Basic Dog-Attack and Dog-Bite Prevention Rules for Letter Carriers and Rural Letter Carriers

Dogs are self-elected and sometimes highly trained protectors of their masters and their property. To them, you are an intruder. You must prepare yourself for a new challenge each day from every dog you meet as you go about your daily work.

- Observe the area. Take a quick glance at all the places a dog might be located, such as under parked cars, under hedges, on the porch, etc.
- Size up the situation. Is the dog large or small? Is it asleep, barking, growling, nonchalant, etc.?
- Don't show fear. A dog is more apt to attack and bite you if it knows you are afraid.
- Don't startle a dog. If it is asleep, make some kind of nonstartling noise, such as soft whistling. Do this before you are close to the dog, while you still have time and space for an "out."
- Never assume a dog won't bite. You may encounter a certain dog for days or weeks without incident; then one day, it might decide to attack and bite you.
- Keep your eyes on the dog. A dog is basically a coward and a sneak and is more apt to attack and bite you when you aren't looking.
- Stand your ground. If a dog comes toward you, turn and face it. If you have a satchel, hold it in front of you and back away slowly, making sure you don't stumble and fall.
- Never turn and run.



Dog Warning Card

DANGEROUS DOG

At address _____
(Case in front of mail for address where dog poses a threat — do not deliver this form.)

Description _____
(Color, size, breed, if known.)

Dog's name, if known _____

Do not deliver mail if you feel endangered by an animal.

Postmaster: If customer moves, immediately forward this form under separate cover to the receiving office postmaster in order to alert carrier of new dog on route.

IV. For Postal Service Managers

Progressive Warning Letters and Thank-You Letter

This section offers materials for you to use to help your letter carriers do their jobs more safely. You can use the progressive warning letters in this section to alert dog owners to the possible loss of mail delivery if they do not restrain their pets. And don't forget to send a letter of thanks when they do!

Warning letters, like collection letters, need to be handled tactfully. The first and second sample letters tell customers what we want them to do. The third tells them we have taken corrective steps. The fourth details the customers' options. The fifth is a thank-you letter. In using these letters, keep in mind that our purpose is not to police the neighborhood but to obtain a safe environment in which carriers can do their work. Though most customers will respond to your first polite request, be meticulous in following up if they don't. Otherwise your efforts may not be taken seriously.

SAMPLE WARNING LETTER NO. 1**[INSERT DATE]****[INSERT NAME]****[INSERT TITLE]****[INSERT STREET ADDRESS]****[INSERT CITY, STATE, ZIP+4]**

Dear Postal Service™ Customer:

Your letter carrier takes pride in delivering your mail promptly and efficiently. That means being able to approach your mailbox without interference from your pet.

Although your dog may not be known to attack and bite or otherwise be dangerous to people, your carrier has expressed concern about its behavior. I believe you will agree that this concern is understandable since each year thousands of letter carriers are bitten or physically harmed by dogs.

This letter is to inform you that we are concerned your dog may have a propensity to attack and to bite or otherwise injure your letter carrier.

To provide you uninterrupted mail delivery while protecting our letter carriers, the Postal Service is requesting your assistance. Please confine your dog, either in the house or tethered or fenced outdoors, away from the route your carrier uses to deliver your mail.

We appreciate your cooperation.

Sincerely,

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

Postmaster

U.S. Postal Service®

[INSERT CITY, STATE, ZIP+4]

SAMPLE WARNING LETTER NO. 2**[INSERT DATE]****[INSERT NAME]****[INSERT TITLE]****[INSERT STREET ADDRESS]****[INSERT CITY, STATE, ZIP+4]**

Dear Postal Service™ Customer:

We understand that you have installed an electronic fence on your property. We are writing to request that you keep your dog restrained or inside when the mail is delivered. Although the electronic fence may keep your dog from wandering, it does not protect your letter carrier, who must enter the property to deliver the mail.

Letter carriers may assume, when they see no physical fence around a property, that the property is animal-free. This can be a dangerous mistake.

Every year thousands of letter carriers are attacked and injured — many seriously by dogs. Even the kindest of family pets can bite to protect its territory.

So we request that you keep your animal restrained or inside during times when your letter carrier will be delivering the mail. Please help us deliver your mail consistently and safely. Thank you for your help.

Sincerely,

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

Postmaster

U.S. Postal Service®

[INSERT CITY, STATE, ZIP+4]

SAMPLE WARNING LETTER NO. 3

[INSERT DATE]

[INSERT NAME]

[INSERT TITLE]

[INSERT STREET ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear Postal Service™ Customer:

We were unable to deliver your mail recently because your unrestrained dog threatened our letter carrier.

We previously notified you of our concern that your dog might have a propensity to attack and to bite or otherwise injure your letter carrier. That concern was based on prior observations.

We are sorry for any inconvenience the interruption of your mail delivery might have caused. However, I think you can understand that we must protect our employees from potential injury.

If your carrier is threatened by your unrestrained dog again, we must take further action. That action will require you to either arrange to obtain your mail at a Post Office™ box or install a mail receptacle at the curb in front of your residence for home delivery.

To restore delivery at this time, please pick up your mail at our Post Office, which is located at **[ADDRESS]**. You will be asked to sign a statement assuring us that you will keep your dog restrained during normal delivery hours.

Thank you for your cooperation.

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service®

[INSERT CITY, STATE, ZIP+4]

SAMPLE WARNING LETTER NO. 4**[INSERT DATE]****[INSERT NAME]****[INSERT TITLE]****[INSERT STREET ADDRESS]****[INSERT CITY, STATE, ZIP+4]**

Dear Postal Service™ Customer:

We previously notified you that your dog is considered to be a danger to your letter carrier. Yet, on **[DATE]**, our letter carrier was again threatened by your dog. As a result of this incident, I must ask you to choose within the next **[NUMBER]** days one of the following options for receiving your mail:

- Rent a Post Office™ box to receive your mail.
- Install a curbside receptacle at your residence.

Until you have informed us of your decision, your mail will be held at **[POST OFFICE AND ADDRESS]**. It will be available for pickup during normal business hours, which are **[INSERT YOUR OFFICE'S MONDAY-FRIDAY AND SATURDAY HOURS]**. If you have not picked up your mail within **[NUMBER OF DAYS]**, we will return it to the senders.

If you have any questions concerning this policy, please call **[NAME]** at **[PHONE NUMBER]**.

Sincerely,

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

Postmaster

U.S. Postal Service®

[INSERT CITY, STATE, ZIP+4]

SAMPLE THANK YOU LETTER FOR CUSTOMER COMPLIANCE**[INSERT DATE]****[INSERT NAME]****[INSERT TITLE]****[INSERT STREET ADDRESS]****[INSERT CITY, STATE, ZIP+4]**

Dear Postal Service™ Customer:

Thank you for keeping your dog safely away from the letter carrier's path. Because dog owners like you accept responsibility for their pets, letter carriers and other service people are better able to work in your neighborhood.

On behalf of both your regular letter carrier, **[NAME]**, and the substitute carriers who deliver your mail in **[HIS/HER]** absence I appreciate your cooperation.

Sincerely,

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

Postmaster

U.S. Postal Service®

[INSERT CITY, STATE, ZIP+4]

V. Build Community Awareness Through Media Attention (Television, Radio, and Print)

The media has always been very interested in the Postal Service's National Dog-Bite Prevention Week support and campaign. Members of the media can be your best allies when it comes to communicating the problem of animal attacks and the need for responsible pet ownership. Here are several ways to approach television, radio, and print media to get them to help promote awareness of this important issue.

Part V of this kit includes:

- Two ideas for enjoyable employee events that will be of particular interest to television stations and newspaper photographers, each followed by a news release and media advisory to announce your event.
- An offer to be interviewed combined with public service announcements (PSAs) to take or send to local radio stations.
- Sample postmaster columns that you can suggest to your local paper editor.

These simple strategies for television, radio, and print will help make your media campaign a success.

The bracket symbols “[]” indicate words for which you need to make a decision or insert information. If you need help with a media-related issue, contact your area Public Affairs and Communications manager (see Part VII).

Employee Event the Media Will Love — a Chorus Line

Work with your employees to stage a 30-minute event in a public area inside or outside the Post Office, just before carriers depart for their routes. Ask which employees would be willing to show their scars and tell their stories about encounters with vicious animals. It's their opportunity to help customers, friends, and neighbors protect themselves and their children from similar pain.

Consider inviting someone from the local animal shelter, humane society, homeowners association, neighborhood association, or pet trainers to talk about animal safety and responsible pet ownership. Providing a local animal shelter representative to speak to the community about animal behavior and dog bites gives the “third-party endorsement” reporters use to validate news stories.

If you are in a smaller community, think about partnering with neighboring postmasters to hold a joint event. You'll have more examples, and you will be able to interest media from surrounding communities.

Planning the Event

Complete and mail the news release along with the Dog-Attack and Dog-Bite Prevention Background (see page 37) material two weeks out and media advisory two days before or morning of your event. You can also use the facts in the release to share brief remarks about the impact of dog bites on the Postal Service.

Give newspaper editors and television assignment editors a call between 10 a.m. and 11 a.m. a couple of days before the event as a follow-up to your original news release. You can also send the media advisory as another reminder. Just one note about a typical news day: Editors are usually making assignments in the morning and will be busy in the afternoon as their deadlines approach. Late-morning calls are usually better. Just in case the editor asks for more information, have the news release and media advisory available before you make your telephone calls.

Ask the editor if he or she would be interested in covering a photo opportunity of letter carriers lining up, chorus line style, to display their dog-bite scars. You can create more interest if you describe dog bites as a community issue and not just a Postal Service problem. Tell the editor that small children represent the majority of victims and are estimated to be 900 times more likely to be victimized by dog attacks than letter carriers.

Be sure to add that this is a good opportunity for the public to learn how to avoid dog attacks and bites, and an opportunity for dog owners to learn how to reduce the risk of their dog attacking someone.

On the Day of the Event

Designate an area in the parking lot for camera crews and have an alternative location in case it rains. Give your remarks and then introduce the local animal shelter representative, who will speak about dog behavior and about dog bites in the community. Just before your letter carriers are ready to leave for their routes, ask them to stand shoulder to shoulder and hold out their legs and/or arms to display dog-bite scars. You can even add music. At this point you'll probably see camera crews and photographers move in for close-up shots.

After a couple of minutes, when the activity starts to die down, inform the media that the letter carriers are available to talk about dog bites and how to avoid them. But remind them they have only a few minutes, as the carriers must leave to deliver the mail. If reporters ask to follow a letter carrier on their route be sure to select someone who will represent your office well.

National Dog-Bite Prevention Week, May 16-22, 2004

Publicity Kit



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

NEWS RELEASE

A Different Kind of Chorus Line

[YOUR CITY] — A different kind of chorus line will be staged in a rather unusual setting on [DATE] promptly at [TIME]. It's all part of the Postal Service's™ support of the annual National Dog-Bite Prevention Week program. To help their customers — especially the youngest ones — U.S. Postal Service® letter carriers at the [NAME OF OFFICE] at [ADDRESS OF OFFICE] are kicking up their heels and waving their arms to show the community the importance of preventing animal attacks.

Between October 1, 2002, and September 30, 2003, the Postal Service™ recorded 3,423 dog attack and dog bite-related injuries to letter carriers. While that number is disturbing, the most frequent victims of dog attacks are children. American children suffer an average of 2 million dog-bite injuries every year. "That's why our letter carriers have agreed to start 'dancing in the street' to show the community their scars, share their stories, and help their customers avoid the kind of pain they have already suffered," says Postmaster [POSTMASTER'S NAME].

While the country has become increasingly focused in the past year on the tragic injuries and deaths resulting from dog attacks, the Postal Service has been at the forefront of this issue for decades.

In addition to the letter carrier chorus line [LIST ANY OTHER OFFICIALS WHO WILL PARTICIPATE IN THE EVENT, for example, a safety or animal expert who can talk about how to avoid attacks and what to do if one occurs]. [ATTACH DOG-ATTACK AND DOG-BITE PREVENTION BACKGROUND.]

At one time experiencing as many as 7,000 annual dog-bite injuries to its letter carriers, the Postal Service partnered with the Humane Society of the United States and other interested parties to teach people how to avoid dog attacks and how to protect themselves if an attack occurs. In recent years, a strong emphasis has also been placed on educating the public about responsible pet ownership.

###

Dog-Attack and Dog-Bite Prevention

Background

The Victims

- The Humane Society of the United States reports that small children, the elderly, and letter carriers, in that order, are the most frequent victims. Dog attacks are the most commonly reported childhood public health problem in the United States.
- The American Veterinary Medical Association (AVMA) states that children account for more than 60 percent of all dog-bite victims.
- The AVMA also reports that the number of dog attacks exceeds the reported instances of measles, whooping cough, and mumps, combined. Dog-bite victims account for up to 5 percent of emergency room visits.
- According to the AVMA, between 500,000 and 1 million people require medical attention for dog bites each year in the United States and, on an average, 12 people die each year from dog bites.
- Many of the dog attacks and dog bites that were reported by 3,423 letter carriers in 2003 came from dogs whose owners said...“would not bite”.

How to Avoid Being Bitten

- Don't run past a dog. The dog's natural instinct is to chase and catch prey.
- If a dog threatens you, don't scream. Avoid eye contact. Try to remain motionless until the dog leaves, then back away slowly until the dog is out of sight.
- Don't approach a strange dog, especially one that's tethered or confined.
- While letter carriers are discouraged from petting animals, people who choose to pet dogs should always let a dog see and sniff them before petting the animal.
- If you believe a dog is about to attack you, try to place something between yourself and the dog, such as a backpack or a bicycle.

How to Be a Responsible Dog Owner

- Obedience training can teach dogs proper behavior and help owners control their dog in any situation.
- When the letter carrier comes to your home, keep your dog inside, away from the door, in another room, or on a leash.
- Don't let your child take mail from the letter carrier in the presence of your dog. Your dog's instinct is to protect the family.
- Spay or neuter your dog. Spayed or neutered dogs are less likely to bite. Humane Society statistics reflect that dogs that have not been spayed or neutered are up to three times more likely to be involved in a biting incident than neutered or spayed dogs.
- Dogs that haven't been properly socialized, receive little attention or handling, or are left tied up for long periods of time frequently turn into biters.

National Dog-Bite Prevention Week, May 16-22, 2004

Publicity Kit

**POSTAL NEWS**FOR IMMEDIATE RELEASE
[INSERT DATE]Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com**MEDIA ADVISORY****Letter Carriers at [CITY NAME] Post Office Set up a Very Special Chorus Line
for a Very Special Reason****ATTENTION:** News Editor**WHAT:** Letter carriers of the [NAME] Post Office™ will line up chorus line style and display their dog-bite scars to promote dog-bite prevention. Postmaster [NAME] and [NAME] of [ANY OTHER PARTICIPATING HEALTH OR ANIMAL PROTECTION AGENCY] will speak about the problem of dog attacks and dog bites to the Postal Service™ and the community.

Media can also obtain tips on how to avoid dog attacks and bites and learn what dog owners can do to reduce the chances their pet will injure someone.

WHEN: [DATE AND TIME. Preferably no earlier than 10:00 A.M., or just before letter carriers depart for their routes].**WHERE:** [POST OFFICE LOCATION]**BACKGROUND:** The 3,423 letter carriers attacked or bitten by dogs last year pales in comparison to the more than 2 million children who were needlessly victimized by dogs. The owners of many dogs involved in those attacks believed their pet would never bite. This year, the U.S. Postal Service® and its letter carriers are working to prevent those painful, sometimes fatal, injuries by promoting community awareness and responsible pet ownership.**CONTACT:** [NAME], postmaster at [TELEPHONE].

#

Employee Event the Media Will Love — a Picnic and a Parade

This is an opportunity to achieve two objectives. You can organize a Postal Service employee family event and at the same time make the community aware of the serious issue of dog attacks. Ask which employees would be willing to participate in a planning committee and then divide the tasks among them.

The event would start with a short parade, providing you have secured a permit, to the prearranged picnic site. Letter carriers and their families would parade through a residential neighborhood to bring attention to the issue of dog-bite prevention. Signs with brief dog-bite statistics and facts about prevention are a nice addition.

Invite letter carriers who have previously been injured by dogs to lead the parade. By walking with their families, they put a human face on the statistic of 3,423 letter carriers injured by dog attacks and bites last fiscal year. They can tell their stories, and perhaps show their scars, to help others avoid the kind of pain they have suffered.

Consider inviting someone from a local animal shelter join you to talk about animal safety and responsible pet ownership. In smaller communities, consider partnering with neighboring postmasters to hold a joint event. You'll have more examples, and you will be able to interest media in surrounding communities.

Be mindful in selecting your parade route and picnic site. While it makes sense to use this opportunity to bring attention to problem areas of your community, do not create a parade route that you know to be unsafe. Also check with city officials to obtain any necessary parade permits.

Planning the Event

Complete and send the news release two weeks before your event. You can also use the facts in the release to share brief remarks about the impact of dog attacks and bites on the Postal Service.

Give newspaper editors and television assignment editors a call between 10 a.m. and 11 a.m. a couple of days before the event as a follow-up to your original news release. You can also send the media advisory as another reminder. Just one note about a typical news day: Editors are typically making assignments in the morning and will be busy in the afternoon as their deadlines approach. Late morning calls are usually better. Just in case the editor asks for more information, have the news release and media advisory available before you make your telephone calls. Timing your parade to begin on a Sunday around 10 a.m. will give you the best chance for media coverage.

Ask the editor if he or she would be interested in covering a parade of Postal Service employees and their families who are taking the message of dog attack and bite prevention to the streets of their community. You can create more interest if you describe dog attacks and bites as a community issue and not a Postal Service problem. Tell the editor that small children represent the majority of victims and are estimated to be 900 times more likely to be victimized by dog attacks than letter carriers.

Be sure to add that this is a good opportunity for the public to learn how to avoid dog attacks and bites and an opportunity for dog owners to learn how to reduce the risk of their dog attacking someone. Make sure the news editor knows that they will be able to talk with letter carriers who have been bitten by dogs and learn how the event affected them and their families.

National Dog-Bite Prevention Week, May 16-22, 2004

Publicity Kit

**POSTAL NEWS**FOR IMMEDIATE RELEASE
[INSERT DATE]Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com**MEDIA ADVISORY****[CITY NAME] Post Office and [LOCAL ANIMAL SHELTER] Lead the Parade for Dog-Bite Prevention**

[CITY] — They walk the streets of [CITY] every day, but Sunday, [DATE] at [TIME], [YOUR CITY] letter carriers are bringing friends and family along with them to deliver a very special message. The message they will deliver has received a lot of media attention lately, but it is one that letter carriers have been concerned about for decades. It is the need for the entire community to work together to avoid the cost and pain of dog attacks and bites.

Last fiscal year more than 3,000 letter carriers in the nation suffered the pain of a dog attack or dog bite. But that number pales in comparison to the more than 2 million children who received dog bite-injuries in a single year. "That's why we're appearing on a Sunday to deliver this important message," says Postmaster [POSTMASTER NAME]. "Several of our letter carriers know first-hand about both the prevention and the pain of animal attacks, and we want to do whatever we can to help educate the community — especially parents and pet owners."

Letter carriers who are on the job, having recovered from animal attacks, will lead the parade and are available to talk about their experience. [NAME OF HEALTH CARE OR ANIMAL PROTECTION OFFICIAL] will join letter carriers along their route to talk about dog-attack and dog-bite prevention and responsible pet ownership. A sample of some important facts that officials can share is attached. [ATTACH DOG-ATTACK AND DOG-BITE PREVENTION BACKGROUND.]

The parade route will be [DESCRIBE THE PARADE'S ROUTE SO REPORTERS CAN CATCH UP WITH YOU IF THEY MISS THE BEGINNING OF THE PARADE].

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Publicity Kit

National Dog-Bite Prevention Week, May 16-22, 2004



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

MEDIA ADVISORY

[CITY NAME] Post Office and [LOCAL ANIMAL SHELTER] Deliver a Very Special Message This [DAY]

ATTENTION: News Editor

WHAT: Letter carriers of the [NAME] Post Office™ will be joined by their friends, family, children, and even some of their pets as they deliver a very important message to the community. **[THE APPEARANCE OF A WELL-TRAINED DOG OWNED BY ONE OF YOUR LETTER CARRIERS WILL HELP DISPEL THE MYTH THAT POSTAL EMPLOYEES DON'T LIKE DOGS.]** Postmaster [NAME] and [NAME] of the [LOCAL HEALTH OR ANIMAL PROTECTION AGENCY] will speak about the problem of dog attacks and bites to the Postal Service™ and the community as they travel a parade route through the [NAME] community.

Letter carriers who will lead the parade and have recovered from dog attacks and bites will share their stories in order to help others avoid the pain they have gone through.

Media can also obtain tips on how to avoid dog attacks and bites and learn what dog owners can do to reduce aggressive pet behavior.

WHEN: Sunday, [DATE AND TIME, preferably no earlier than 10:00 A.M.].

WHERE: The parade will begin at [DESCRIBE PARADE ROUTE] and end at [PICNIC LOCATION].

BACKGROUND: The 3,423 letter carriers attacked and bitten by dogs in 2003 pales in comparison to the more than 2 million children who were needlessly victimized by dogs. The owners of many dogs claimed their pet would never bite. This year, the U.S. Postal Service® and its letter carriers work to prevent these painful, sometimes fatal, injuries by promoting community awareness and responsible pet ownership.

CONTACT: Postmaster [POSTMASTER NAME] at [PHONE].

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National Dog-Bite Prevention Week, May 16–22, 2004

Publicity Kit

**POSTAL NEWS**FOR IMMEDIATE RELEASE
[INSERT DATE]Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com**PUBLIC SERVICE ANNOUNCEMENTS****May 16–22 is National Dog-Bite Prevention Week**

Below you will find three public service announcements (PSAs) for your consideration. Spring is here and more people and dogs will be on the street. This is the perfect time to participate in an education campaign aimed at reducing these painful and costly attacks.

For decades the U.S. Postal Service® has taken a leadership role in preventing animal attacks even though letter carriers are members of the third most likely group to be bitten by a dog. Children and the elderly rank number 1 and 2, respectively. More information is found on the Dog-Attack and Dog-Bite Prevention Background sheet attached. **[ATTACH DOG-ATTACK AND DOG-BITE PREVENTION BACKGROUND (see page 37).]**

Please join the Postal Service™ in this important public education campaign by using these public service announcements and by interviewing Postal Service, animal protection, and public health officials during National Dog-Bite Prevention Week.

PSA 1

It's that time of year again, and the Postal Service, health care providers, and animal protection professionals need your help. Last year, nationwide, 3,423 letter carriers sustained dog-attack and dog-bite injuries. But that pales in comparison to the more than 4.7 million people — most of them children and the elderly — who are bitten by dogs each year. You can help protect your letter carrier, meter reader, newspaper delivery person, or your neighbors' children by making sure your pet is properly restrained. Be a responsible pet owner. Help prevent the injuries, pain and costs caused by animal attacks. This message is a public service of this station and your local servicing Post Office™.

PSA 2

Today, even the comedians know that "dog bites man" is no laughing matter. According to the American Veterinary Medical Association, 44 people died between 1999 and 2003 after being bitten by a dog. Most of the victims — 24 of them — were children under the age of 12. That's why the nation's letter carriers, who suffered more than 3,400 dog-attack and dog-bite injuries last year, are reminding pet owners to restrain their dogs to protect letter carriers, meter readers, children and others who may come near their dogs. This message is a public service of this station and your local servicing Post Office.

PSA 3

Pet owners, did you know that if your dog attacks and bites a letter carrier, you could be held liable for all medical expenses and other costs, which can run into thousands of dollars?

Don't think your fence is the only protection you need — especially if a letter carrier or delivery person must enter your yard. The Postal Service is not anti-dog, but pro-responsibility. Responsible pet ownership includes making sure your pet is properly restrained. Last year, nationally, more than 3,000 letter carriers sustained dog attacks and bites while delivering the mail. Help your letter carrier deliver safely for you. This message is a public service of this station and your local servicing Post Office.

#

Sample Postmaster Columns

Using these columns will help you spread the word about the Postal Service's efforts to protect letter carriers and children in the community. The message is that dog attacks and bites are a serious matter and, by helping protect letter carriers, the public is protecting everyone.

Retype these columns on your letterhead and take or send them to your local newspapers. It's a good idea to localize the articles with experiences from your own Post Office or community. Contact local newspaper editors to propose running the column weekly for three weeks. You should also post copies of these columns in your lobby and employee break room.

Although the material is designed specifically for use during the spring, you also can use it to build community awareness throughout the summer months.

POSTMASTER COLUMN NO. 1**“Children Suffer Most Dog Bites,” By [NAME],
Postmaster [CITY]**

For every letter carrier attacked or bitten, hundreds of children needlessly suffer the pain and trauma of dog bites. Whatever the reasons for them, dog attacks and bites are a serious problem for the entire community, not just our letter carriers trying to deliver your mail. Nationwide, the U.S. Postal Service® carriers suffered 3,423 dog attacks and bites last year. That’s an average of 11 dog attacks and/or bites every delivery day, and that figure does not include the number of threatening incidents that did not result in injury.

These numbers pale in comparison with the more than 4.7 million people — mostly children and the elderly — who suffer injuries from dog attacks each year.

In [CITY] last year dogs attacked and bit [NUMBER] letter carriers and a significant number of [OR YOU CAN ESTIMATE A NUMBER IF POSSIBLE] instances where dogs interfered with mail delivery. Fortunately, most dog bites can be prevented through responsible pet ownership.

[IF YOU DID HAVE DOG BITES LAST YEAR, USE THE PREVIOUS PARAGRAPH AND INSERT A PARAGRAPH OR TWO HERE GIVING A FEW DETAILS, SUCH AS THE SERIOUSNESS OF THE INCIDENTS AND THE AMOUNT OF LOST TIME.]

[IF YOU HAD NO DOG BITES OR NO CASES OF DOGS INTERFERING WITH MAIL DELIVERY LAST YEAR, OMIT THE PREVIOUS PARAGRAPH.]

If a letter carrier needs to interact with you, put your dog into a separate room before opening your front door. Dogs have been known to burst through screen doors or plate-glass windows to get at letter carriers and strangers.

Just ask Dover, Delaware, Postmaster Jack Bailey. A letter carrier at his Post Office™, who had survived eight attacks during his 20-year career, felt secure in his ability to avoid dog bites. He owns four dogs himself. But, in February 1993, that carrier would be scarred for life — both physically and emotionally.

While delivering to a mailbox at the entrance to a customer’s home, the carrier watched in horror as a

100-pound dog charged the front door. Instinctively, he braced his foot against the door as the dog backed up to charge again. This time, the animal crashed through the Plexiglas-plated door and tore into the flesh of his arm.

“It happened so quickly that he didn’t have time to react,” explains Bailey.

“The animal’s bite so severely shredded his left arm that he has undergone several restorative surgeries and may never have full use of his arm,” says Bailey. **[FEEL FREE TO SUBSTITUTE THIS EXAMPLE WITH A LOCAL ONE IF IT IS APPROPRIATE.]**

Nationally, the number of carriers attacked and bitten by dogs has declined over the years. This is because of greater cooperation from dog owners, stricter leash laws, and stepped-up efforts to educate letter carriers and the public about dealing with the problem.

Our letter carriers are vigilant and dedicated, but we may be forced to stop mail delivery at an address if a letter carrier is threatened by a vicious dog. In some instances, Postal Service™ employees have sued and collected damages for dog bite injuries. We can’t control people’s dogs; only dog owners can do that.

While some attribute attacks on letter carriers to dogs’ inbred aversion to uniforms, experts say the psychology actually runs much deeper. Every day that a letter carrier comes into a dog’s territory, the dog barks and the letter carrier leaves. Day after day the dog sees this action repeated. After a week or two, the dog appears to feel invincible against intruders. Once the dog gets loose, there’s a good chance it will attack.

Dog owners should remind their children about the need to keep the family dog secured. We also recommend parents ask their children not to take mail directly from letter carriers. A dog may see handing mail to a child as a threatening gesture.

These simple reminders and helpful tips can reduce the hazard of dog-bite attacks. Help us to help you this spring and summer.

This is the first in a series of three columns by [CITY] Postmaster [NAME] addressing the problem of dog attacks, both in the Postal Service and in the community. Next week: “Why Do Some Dogs Bite?”

#

POSTMASTER COLUMN NO. 2**“Why Do Some Dogs Bite?” By [NAME],
Postmaster [CITY]**

Would your dog bite? The American Veterinary Medical Association estimates that more than 4.7 million dog bites are reported to local authorities each year. Countless more go unreported.

Dog bites can range from a relatively painless nip to a fatal mauling. Dog-bite victims account for up to 5 percent of all hospital emergency room visits. Children are most often the victims. Of the 44 people who died from dog attacks between 1999 and 2003, 24 of them were children under the age of 12. Dog attacks are the most commonly reported childhood public health problem in the United States.

You may feel confident that your dog won't add to these statistics, and it is probably true that your trusty companion will never seriously harm anyone. However, if your dog does attack or bite someone, you could be liable for the victim's pain, suffering, and medical expenses. Potential victims include your letter or rural carrier and neighborhood children. There are several ways you can avoid liability. Reducing the likelihood your dog will ever bite someone helps protect you, your dog, and everyone else in the community.

Why Some Dogs Bite

Although dogs may bite for a variety of reasons, spaying or neutering has been shown to reduce aggressiveness. Bite statistics show that dogs that have not been spayed or neutered are up to three times more likely to be involved in a biting incident.

Lack of socialization, improper training, excitement, and fear can all contribute to a dog attack. Even a nip on the leg is unacceptable behavior for a family dog.

Three Suggestions to Help Take the Bite out of Your Dog

- Teach your dog appropriate behavior. Don't play aggressive games with your dog such as wrestling, tug of war, or enticing your dog on another person. It's essential that your dog recognize members of your family as dominant figures not to be challenged.
- Be a responsible pet owner. For everyone's safety, don't allow your dog to roam. Make your pet a member of your family. Dogs that spend too much time tethered to a dog house or in the back yard have a much greater chance of developing aggressive behavioral problems.
- Stay on the safe side. Help your dog become accustomed to a variety of situations. If you don't know how your dog will react to a new situation, be cautious. If you think your dog could panic in a crowd, leave him or her at home. If your dog may overreact to visitors or delivery people, keep him or her in another room.

This is the second in a series of three columns by [CITY] Postmaster [NAME] addressing the problem of dog attacks, both in the Postal Service™ and in the community. Next week: “Protecting the Community.”

#

POSTMASTER COLUMN NO. 3**“Protecting the Community,” By [NAME],
Postmaster [CITY]**

Last year, dog attacks and bites resulted in 3,423 injuries to letter carriers nationwide. The Centers for Disease Control and Prevention estimates that nearly two percent of Americans are bitten by a dog each year, and most of the victims are children.

Clearly, parents must never leave a defenseless infant with a dog and must make sure that older children know the potential danger of dogs. It is also important to know that studies have shown that dogs are three times more likely to be involved in a biting incident if they have not been spayed or neutered.

The American Veterinary Medical Association has found that the breed of animal most commonly involved in dog attacks can change from year to year and from one part of the country to another, depending on the popularity

of the breed. According to the Association, while some breeds are more likely to bite, other factors such as whether the animal has been spayed or neutered, and whether the animal has been properly socialized, safely confined, properly supervised, and humanely trained play great roles in a dog's tendency to bite. Dog owners can prevent serious injuries to others by realizing their important role in dog-bite prevention.

This concludes a series of three columns by [CITY] Postmaster [NAME] addressing the problem of dog attacks, both in the Postal Service™ and in the community.

To learn more about the importance of neutering or spaying your pets, visit the American Partnership for Pets (APP) web page at www.americanpartnershipforpets.org. The APP is an unprecedented coalition of more than 25 leading and influential animal health and welfare organizations, community animal care, control services, and veterinarians.

#

VI. Community Involvement

Most people think children and dogs go together naturally, and they often do. But, it may shock you to learn that children are the most common victims of dog bites. You can use the following talk and the enclosed handout to alert schoolchildren to two important points in preventing dog bites: responsible pet ownership and safe behavior around dogs.

Sponsoring a poster contest gets children involved in spreading the word about preventing dog bites. And the colorful posters that result are a great way to get the word out to the public.

Get postmasters and station managers to hang posters or display in lobby or local high traffic grocery stores

The postmaster is a key community leader. Postmasters should use their influence to win support from other key leaders for our campaign to reduce dog attacks and dog bites. The suggestions in this section will get you started toward some cooperative campaigning for dog-bite awareness.

POSTMASTER SPEECH

[Make the presentation light and fun. Even though this is a serious subject, children will respond to your being friendly and approachable. Be sure to tell the children what a postmaster is/does.]

Good morning boys and girls.

My name is [NAME] and I'm your postmaster.

[TELL THE CHILDREN WHAT A POSTMASTER IS/DOES.]

How many of you have dogs at home or have friends who own a dog? **[LISTEN TO RESPONSES.]** Have you or any of your friends ever been bitten by a dog? **[LISTEN TO RESPONSES.]** Well, I'll bet you didn't like it, did you?

At the Post Office™ where I work, the people who deliver your mail get bitten, too. Sometimes they have to go to the hospital and can't do their job for a long time. The dog's owner may have to pay a big hospital bill. And the mail may not be delivered to that house until the owners promise to keep the dog fenced in.

I don't want anybody at work to be bitten, and I don't want any of you to get bitten, either. That's why I'm here today, because I need your help.

There are several things you can do to help out. The most important thing is to stop your dog from getting outside and running loose. When you go outside, make sure to close the door tight, and when you are playing with your dog in the yard, make sure you close the gate so he or she does not get out.

When you see the letter carrier coming down your street, look around and make sure your dog is either inside or securely fenced away from the mailbox.

When the letter carrier gets to your house, let him or her put the mail in your mailbox. Never reach out to take the mail yourself, because, your dog might think the letter carrier is a threat to you even though we know that isn't true.

After the letter carrier has delivered the mail and gone, you still need to watch out for loose dogs. Never step too close to a strange dog. Even if they look friendly, he or she might still bite.

I am going to give each of you a list of things you can do to help keep dogs from biting your letter carrier, your friends, and yourself. I want you to take this list home and talk to your parents about it. See if they will help you keep your dog from getting outside.

If you do that, your letter carrier won't have to worry about going to the hospital for a dog bite, and we can deliver everyone's mail — safely and quickly.

Dog-Bite Prevention Tips for Kids — How You Can Help Prevent Dog Bites

To help make your neighborhood safe for the letter carrier, yourself, and other people, just remember these simple rules:

- Find out what time the letter carrier usually brings your mail.
- Check to be sure your dog is inside and door is closed when the letter carrier is due to visit your house. Keep the dog inside until the letter carrier is gone.
- Put your dog in another room and close the door to that room if someone needs to open the door for the letter carrier.
- Keep your dog away from the mail slot (if you have one) so the carrier's fingers don't get bitten.
- Keep your dog on a leash away from the mailbox during the time your letter carrier delivers the mail, if your mailbox and your dog are inside your fenced yard.
- Never walk up to the letter carrier and ask for your mail when your dog is outside. Your dog may think you are being threatened.
- Tell your parents if you see a dog running loose in your neighborhood.
- Never, ever approach a strange dog.

Poster Contest

If you plan to sponsor a poster contest for schoolchildren, you will need to furnish some slogans and a set of rules. It's also standard procedure to appoint judges and offer some kind of reward or prize for the winners.

Where young children are involved, it's a good idea to make everybody feel like a winner. For the three main prizes, we recommend commemorative stamp sets. Try to offer something for participation, as well. Perhaps you could obtain a number of special pictorial cancellations of local interest.

Be sure to furnish the media with information about when the contest will start, what schools are participating, who will judge the contest, and where the entries will be displayed.

Suggested slogans:

- Good neighbors keep good control of their dogs.
- Good fences make good dogs better.
- Mail time is time to take your pooch inside.
- Letter carriers love dogs on a leash.
- A dog on the loose is bad news.

Have the posters judged on originality, clarity of the dog-bite message, and quality of the artwork. A panel of judges might consist of an art teacher, a letter carrier, an animal control officer, and a member of the PTA. State that the decision of the judges will be final and list the prizes. If possible, have the grand-prize-winning poster reproduced and sent to the schools. Try to display all the entries in the Post Office lobby or local grocery stores. Children and parents will be looking for them.

Suggested contest rules:

- The Dog-Bite Awareness Poster Contest is open to students in grades 1 through 5 from now until **[MONTH, DAY, YEAR]**.
- The theme is **[CHOOSE THEME]**.
- Only one entry per student will be accepted.
- Students must design and complete posters without help.
- Entries must be **[CHOOSE: e.g., 11" x 17", horizontal or vertical, black and white or color, in any two-dimensional medium (charcoal, watercolor, marker, paint, etc.)]**.
- Posters will not be returned. By entering, a student agrees to give the Postal Service full ownership of the artwork and reproduction rights should it be selected the grand-prize winner.
- Each entry must have an entry form attached to the back. Posters with incomplete forms will not be considered.
- Entries must be submitted by **[DATE]** to be considered for judging.
- Winners will be notified by mail.

Working With Community Leaders

- Seek ideas from other postmasters. When attending various management meetings, seminars, training sessions, or conventions, take time to discuss dog-bite prevention and other safety programs with your peers. Many postmasters have come up with some innovative ideas and developed excellent dog-bite awareness campaigns.
- Visit area schools to discuss dog-bite prevention with students. Many local animal control officials and veterinarians will participate, particularly when they can stage a pet licensing and rabies vaccination effort at the same time.
- Holding a dog-bite awareness poster contest for local elementary school students is another way to involve the schools. Arrange to display the entries at the Post Office for a day and invite parents and the media. Give a short talk or provide handout information on dog-bite awareness.
- Locate a local dog obedience club and allow it to stage a free one-day dog training session at your Post Office. (An excellent time is after the Post Office closes on Saturday.) Publicize the event and invite the media. (Note: If employees are involved, be aware of FLSA requirements.)
- Locate a scout troop or similar youth organization and encourage it to make a project of creating public awareness of dog-bite dangers. Help them publicize their efforts through the local media.
- Contact your local utility companies to participate in some of your events. They are attuned to public service, and they have their own dog-bite problems.

VII. Additional Resources

Now that you have read through this publicity kit and made some decisions about what would work best in your area, *it is time for action.*

In addition to this kit, a number of resources are available to assist you in your effort to educate employees, your customers, and the entire community about the importance of dog-bite prevention. If you have media or public relations questions, area Public Affairs and Communications managers can put you in touch with your local communications person. And, while the Humane Society of America is not an official partner during this year's National Dog-Bite Prevention Week campaign, it is always willing to help organizations that are promoting safety around animals. Their dog-bite prevention web site, www.nodogbites.org, is an excellent resource for employees and your community.

Although dog bites are declining, we must keep in mind that last year we averaged 11 dog-attack and dog-bite injuries per delivery day. This is down from 12 dog-attack and dog-bite injuries the previous year. Dog bites are no laughing matter! Watch out — and, remember, looks can be deceiving. We must take action now to reduce these costly and painful injuries.

If one of your employees is injured evading a dog attack or suffers a dog bite, this form will help you to capture relevant investigative information. Complete this form and send to your servicing safety office with the accident report.

Dog Bite/Attack Investigation Information

(To be completed by Injured Employee's Supervisor)					
EMPLOYEE INFORMATION					
Name	Date of Injury	SSN	Pay Loc	Unit/Sta/Bra	City & Zip
DOG & OWNER INFORMATION					
Name of Owner	Address of Owner <i>(include street, city, state, zip)</i>				
Name of Dog(s)	Breed	Size: Toy S M L XL	Weight	Color	
Circumstances (Location/Address of Attack) <i>(if different than that of owner)</i>					
Dog Leashed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dog Chained, tied, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No	Inside Fenced Yard? <input type="checkbox"/> Yes <input type="checkbox"/> No	On owner's property? <input type="checkbox"/> Yes <input type="checkbox"/> No		
On Public Property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dog Warning sign posted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Regular Carrier? <input type="checkbox"/> Yes <input type="checkbox"/> No	Aware of dogs presence on property? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Has customer been notified of the dog bite/attack? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has Animal Control been notified? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, Date</i>		Time		Was the dog picked up? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe wound in detail:					
If severe dog bite, or if scarring will occur, show proof in form of photos. <i>(Annotate all marks on diagram below)</i>					
Photos of bite available? <input type="checkbox"/> Yes <input type="checkbox"/> No					
NATURE OF DOG					
Any problems with dog before? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, describe in comments section below)</i>			Other carriers have any problems with the dog? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, give all information available, name of carrier etc)</i>		
Have any neighbors had problems with the dog or observed carrier having difficulty? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, describe in comments section)</i>			Mail ever curtailed? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes because of dog give dates, state if owner was aware and how)</i>		
Is this the regular carrier on the route? <input type="checkbox"/> Yes <input type="checkbox"/> No		Did carrier strike dog prior to attack? <input type="checkbox"/> Yes <input type="checkbox"/> No		Did carrier "make sudden movement" in front of dog? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Trouble with same dog or residence previously? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was there a dog warning card for this dog? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, was the Dog Warning Card cased? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did employee have Halt on their person at the time of accident? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was Halt in working condition? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Was it used? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, explain in comments)</i>		Did employee have satchel with him/her? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Witnesses: (If any witnesses, please provide the name, address and/or statement from each witness)					
Comments: (Narrative of events leading to attack where specified above)			Note location of bite area on diagram below		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>					
PERSON COMPLETING FORM					
Printed Name		Signature		Title	Date

Area Public Affairs and Communications Managers

EARL C ARTIS JR
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
SOUTHEAST AREA US POSTAL SERVICE
225 N HUMPHREY BLVD
MEMPHIS TN 38166-0832
Telephone: 901-747-7544

CESTA W AYERS JR
ACTING MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
SOUTHWEST AREA US POSTAL SERVICE
7800 N STEMMONS FREEWAY STE 450
DALLAS TX 75247-4220
Telephone: 214-819-8717

SCOTT BUDNY
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
WESTERN AREA US POSTAL SERVICE
1745 STOUT ST STE 400
DENVER CO 80299-7500
Telephone: 303-313-5125

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

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

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

DON SMERALDI
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
PACIFIC AREA US POSTAL SERVICE
7001 S CENTRAL AVE RM 364A
LOS ANGELES CA 90052-9641
Telephone: 323-586-1212

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

DEBORAH YACKLEY
CAPITAL AND NORTHERN VIRGINIA
ROBERT NOVAK
BALTIMORE AND RICHMOND
PUBLIC AFFAIRS AND COMMUNICATIONS
CAPITOL METRO US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 10327
WASHINGTON DC 20260-3100
Telephone: 301-548-1465, Deborah Yackley
Telephone: 410-347-4322, Robert Novak

Other Contacts:

NATIONAL ASSOCIATION OF LETTER CARRIERS
AFL-CIO
100 INDIANA AVE NW
WASHINGTON DC 20001-2196
Telephone: 202-393-4695
Fax: 202- 638-7720

American Veterinary Medical Association (AVMA) is this year's host of National Dog-Bite Prevention Week. Please obtain additional information and support for your events.

AMERICAN VETERINARY MEDICAL ASSOCIATION
(AVMA)
NATIONAL OFFICE
1931 N MEACHAM RD STE 100
SCHAUMBURG IL 60173-4360
Telephone: 847-925-8070

Humane Society of the United States (HSUS) Regional Offices

The following is a list of regional HSUS contacts. These individuals can help you obtain local Humane Society support and find animal behavior experts for local events.

DIRECTOR PHIL SNYDER
CENTRAL STATES REGIONAL OFFICE
SERVES: TN KY NC IL WI
800 W. FIFTH AVE STE 110
NAPERVILLE IL 60563-8965
Telephone: 630-357-7015
Fax: 630-357-5725
E-mail: csro@hsus.org

GREAT LAKES REGIONAL OFFICE
SERVES OH IN MI WV
DIRECTOR SANDY ROWLAND
745 HASKINS ST
BOWLING GREEN OH 43402-1696
Telephone: 419-352-5141
Fax: 419-354-5351
E-mail: glro@hsus.org

DIRECTOR NINA AUSTENBERG
MID ATLANTIC REGIONAL OFFICE
SERVES DE NJ NY PA
BARTLEY SQUARE
270 US HWY 206
FLANDERS NJ 07836-9097
Telephone: 973-927-5611
Fax: 973-927-5617
E-mail: maro@hsus.org

DIRECTOR DIANE WEBBER
MIDWEST REGIONAL OFFICE
SERVES MO NE KS MN IA
1515 LINDEN ST STE 220
DES MOINES IA 50309-3120
Telephone: 515-283-1393
Fax: 515-283-1407
E-mail: mwro@hsus.org

DIRECTOR JOANNE BOURBEAU
NEW ENGLAND REGIONAL OFFICE
SERVES CT MA ME NH RI VT
PO BOX 619
JACKSONVILLE VT 05342-0619
Telephone: 802-368-2790
Fax: 802-368-2756
E-mail: nero@hsus.org

DIRECTOR DAVE PAULI
NORTHERN ROCKIES REGIONAL OFFICE
SERVES MT WY ID SD ND
490 N 31ST ST STE 215
BILLINGS MT 59101-1256
Telephone: 406-255-7161
Fax: 406-255-7162
E-mail: nrro@hsus.org

DIRECTOR LISA WATHNE
PACIFIC NORTHWEST REGIONAL OFFICE
SERVES OR WA
5200 UNIVERSITY WAY NE STE 201
SEATTLE WA 98105-3597
Telephone: 206-526-0949
Fax: 206-526-0989
E-mail: pnro@hsus.org

DIRECTOR LAURA BEVAN
SOUTHEAST REGIONAL OFFICE
SERVES FL AL GA SC MS
1624 METROPOLITAN CIRCLE STE B
TALLAHASSEE FL 32308-3789
Telephone: 850-386-3435
Fax: 850-386-4534
E-mail: sero@hsus.org

DIRECTOR LOU GUYTON
SOUTHWEST REGIONAL OFFICE
SERVES AZ UT CO NM AR LA OK TX
3001 LBJ FREEWAY STE 224
DALLAS TX 75234-2715
Telephone: 972-488-2964
Fax: 972-488-2965
E-mail: swro@hsus.org

DIRECTOR ERIC SAKACH
WEST COAST REGIONAL OFFICE
SERVES CA NV HI
PO BOX 417220
SACRAMENTO CA 95841-7220
Telephone: 916-344-1710
Fax: 916-344-1808
E-mail: wcro@hsus.org

For states not listed above, contact:

STEPHANIE SHAIN
ISSUES SPECIALIST
HSUS
2100 L ST NW
WASHINGTON DC 20037-1598
Telephone: 301-258-3121
Fax: 301-258-3081
E-mail: sshain@hsus.org

(Publicity kit continues on page 83.)

Fraud Alert

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
Knoxville, TN 37918-2112	Any and All of Various Names Other Than the Surname Bell and Ault

— Judicial Officer, 4-15-04

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	360 168 6008 to 360 173 8800 to	6099 8899
011 582 1889 to 011 582 1899	026 492 3180 to 026 492 3199	043 205 5922 to 043 205 5999	360 324 2326 to 362 861 3064 to	2399 3099
011 588 2900 to 011 588 3099	027 361 0430 to 027 361 0499	044 087 3457 to 044 087 3499	373 006 2176 to 374 768 2600 to	2199 2699
012 579 5675 to 012 579 5699	027 369 4482 to 027 369 4495	044 087 4000 to 044 087 4099	375 169 4400 to 375 829 3400 to	4599 3499
013 289 6176 to 013 289 6199	027 671 8762 to 027 671 8776	045 524 4121 to 045 524 4298	375 851 9100 to 376 196 0911 to	9199 0999
013 610 0014 to 013 610 0099	027 787 9886 to 027 787 9899	046 800 9870 to 046 800 9899	378 085 3679 to 378 351 1063 to	3699 1099
014 932 1000 to 014 932 1099	027 965 9487 to 027 965 9499	047 352 4000 to 047 352 4099	379 843 5100 to 380 093 9600 to	5199 9699
014 972 0800 to 014 972 0899	028 191 1852 to 028 191 1999	047 552 4370 to 047 552 4399	380 165 1165 to 381 325 4500 to	1199 4599
015 363 0007 to 015 363 0099	028 850 3000 to 028 850 3199	048 383 7650 to 048 383 7659	381 604 2510 to 381 645 9525 to	2699 9599
017 028 3200 to 017 028 3299	029 510 1500 to 029 510 1599	048 396 3647 to 048 396 3699	383 314 3968 to 383 892 1000 to	3999 1344
018 569 5333 to 018 569 5399	030 687 0903 to 030 687 0999	051 774 8857 to 051 774 8899	383 892 1382 to 384 925 3641 to	1399 3654
018 986 5264 to 018 986 5299	030 701 3442 to 030 701 3499	051 781 2875 to 051 781 2885	385 568 2331 to 385 599 7554 to	2399 7575
019 518 2814 to 019 518 2899	031 077 4507 to 031 077 4799	058 187 3836 to 058 187 3899	385 774 2024 to 386 624 1412 to	2099 1599
020 698 5159 to 020 698 5199	032 295 7500 to 032 295 9999	058 591 1153 to 058 591 1299	386 883 8936 to 387 314 5574 to	8999 5599
020 844 7307 to 020 844 7399	034 394 1000 to 034 394 1099	058 895 3746 to 058 895 3799	387 837 6300 to 388 828 0656 to	6399 0699
020 972 8948 to 020 972 8999	034 943 0400 to 034 943 0799	060 406 7650 to 060 406 7699	389 696 2400 to 389 846 3104 to	2799 3135
022 021 9110 to 022 021 9181	035 035 4337 to 035 035 4399	065 392 6345 to 065 392 6399	389 846 3145 to 389 887 9211 to	3195 9230
022 037 1411 to 022 037 1499	037 706 9578 to 037 706 9599	066 845 7500 to 066 845 9999	389 887 9234 to 390 001 3182 to	9299 3199
022 527 9201 to 022 527 9210	037 805 3677 to 037 805 3699	077 999 4001 to 077 999 4090	390 001 3500 to 390 545 5974 to	3699 5999
023 637 7169 to 023 637 7199	037 909 5490 to 037 909 5499	210 221 0548 to 210 221 0599	391 104 6146 to 391 574 1466 to	6199 1499
024 380 4100 to 024 380 4199	040 024 3901 to 040 024 3999	227 275 9400 to 227 275 9999	391 783 3020 to 391 792 6100 to	3599 6199
024 496 6870 to 024 496 6896	040 674 7100 to 040 674 7199	273 070 8059 to 273 070 8099	392 668 2956 to 392 854 8500 to	2999 8899
025 092 0987 to 025 092 0999	040 688 8816 to 040 688 8899	273 775 7700 to 273 775 7899	393 584 7566 to 393 650 0074 to	7699 0099
025 369 5535 to 025 369 5599	041 299 6752 to 041 299 6799	302 000 0000 to 302 123 9999	393 838 8316 to 393 893 6007 to	8499 6099
025 729 1151 to 025 729 1199	041 623 8889 to 041 623 8899	349 746 2056 to 350 518 7350 to	394 126 6907 to 394 189 0405 to	6999 0599
		360 011 1690 to 360 011 1699		

394 822 3243 to 3278	412 485 6610 to 6699	433 003 5800 to 5899	455 543 0618 to 0699
394 990 1810 to 1899	412 885 5953 to 5999	433 757 3047 to 3099	456 410 9006 to 9099
395 343 3264 to 3299	414 193 3608 to 3674	433 765 4003 to 4099	456 470 4146 to 4299
395 373 3035 to 3099	414 193 3677 to 3699	434 482 7060 to 7199	456 619 4460 to 4499
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
399 070 0872 to 0899	417 496 6800 to 6999	436 082 6400 to 6899	458 069 9537 to 9599
399 156 7119 to 7199	417 871 9250 to 9299	436 160 6441 to 6499	458 069 9665 to 9699
399 203 5064 to 5099	417 930 9533 to 9599	437 316 7115 to 7199	458 337 5222 to 5299
399 296 9910 to 9999	418 164 6500 to 6799	437 427 0500 to 3499	458 354 7653 to 7999
399 396 8935 to 8999	418 423 9863 to 9899	439 179 2300 to 2399	458 671 8678 to 8699
399 792 7775 to 7799	418 633 5922 to 5999	439 310 0458 to 0499	458 671 8721 to 8798
399 792 8300 to 8399	418 719 8520 to 8599	440 698 1947 to 1999	458 847 5044 to 5999
400 427 1051 to 1999	418 744 2235 to 2299	440 858 6300 to 6399	459 274 7624 to 7699
401 045 1505 to 1549	418 962 2848 to 2899	440 858 6420 to 7299	459 365 5432 to 5499
401 045 1571 to 1599	419 543 0286 to 0299	441 199 1655 to 1699	459 378 5764 to 5799
401 294 2700 to 2799	419 730 0300 to 0399	443 127 3648 to 3699	459 472 4816 to 4999
401 310 9505 to 9599	420 277 0015 to 0049	443 127 4000 to 4099	460 349 6878 to 6899
401 382 5312 to 5399	420 599 0734 to 0798	443 673 7900 to 7999	460 550 1909 to 1999
402 578 7876 to 7899	420 661 4115 to 4199	443 800 9335 to 9399	460 997 5234 to 5299
403 125 6744 to 6799	420 758 9500 to 9699	444 382 8822 to 8899	461 973 6443 to 6499
403 260 7000 to 7499	420 969 3951 to 3971	444 390 1667 to 1699	462 152 0107 to 0299
403 280 6470 to 6499	420 969 3973 to 3999	444 457 3854 to 3899	462 274 1072 to 1099
403 685 8600 to 8699	421 116 3565 to 3599	450 048 4173 to 4199	462 277 8373 to 8399
404 003 0300 to 0399	421 130 9300 to 9399	450 048 4442 to 4699	462 554 6051 to 6099
404 041 8838 to 8899	421 313 4500 to 4999	450 560 5173 to 5199	463 011 5529 to 5540
404 071 4268 to 4299	421 364 5537 to 5599	450 620 3077 to 3099	463 176 4115 to 4199
404 347 5356 to 5399	421 656 2609 to 2699	450 620 3135 to 3199	463 176 4229 to 4299
404 347 5548 to 5599	421 988 9700 to 9799	450 780 2716 to 2799	463 185 2600 to 2799
404 726 4500 to 4599	422 172 4667 to 4699	450 801 2700 to 2799	463 227 7711 to 7799
404 961 5001 to 5199	422 484 4212 to 4299	451 109 2967 to 2984	463 414 4869 to 4899
405 325 0188 to 0198	422 556 1270 to 1299	451 115 4110 to 4125	463 808 3484 to 3499
406 009 4587 to 4599	422 587 7024 to 7099	451 115 4127 to 4199	463 945 7400 to 7899
406 260 6830 to 6899	422 819 7533 to 7599	451 746 0700 to 0799	464 629 9000 to 9399
406 459 6641 to 6999	422 842 5073 to 5087	452 265 0074 to 0099	464 711 4332 to 4399
406 733 3000 to 3999	422 907 7563 to 7599	452 265 0246 to 0299	465 692 3963 to 3999
407 545 1557 to 1599	424 500 6050 to 6099	452 265 0335 to 0999	465 698 8300 to 8599
407 594 0412 to 0599	424 641 8500 to 8599	452 509 1169 to 1199	465 743 7745 to 7799
407 692 9100 to 9299	424 871 6600 to 6699	452 855 6471 to 6499	466 798 6056 to 6067
407 959 2190 to 2199	425 298 2352 to 2399	452 890 4679 to 4799	467 147 4300 to 4399
408 265 2275 to 2288	425 418 4269 to 4299	452 900 8215 to 8238	468 079 5782 to 5799
408 499 7700 to 7799	425 418 4405 to 4499	453 117 9146 to 9199	469 067 2817 to 2899
408 499 7900 to 7999	426 547 4566 to 4599	453 334 3631 to 3699	469 127 8000 to 8199
408 682 8484 to 8599	427 412 6337 to 6499	453 603 7841 to 7891	469 213 0359 to 0399
408 698 7015 to 7099	427 481 0900 to 0999	453 650 1140 to 1199	469 213 0500 to 0599
409 072 3941 to 3999	428 027 2742 to 2752	453 741 1300 to 1399	469 561 8011 to 8099
410 491 2311 to 2399	429 474 4172 to 4199	454 013 2919 to 2999	469 658 1961 to 1999
410 694 8400 to 8599	429 889 2900 to 2999	454 186 2411 to 2499	469 666 9900 to 9999
410 775 1500 to 1599	430 150 4401 to 4599	454 268 4883 to 4899	469 678 1900 to 1999
410 795 7927 to 7999	430 172 9800 to 9899	454 302 5400 to 5499	469 781 4900 to 4999
410 867 0917 to 0966	430 177 1900 to 2099	454 490 8300 to 8399	469 947 6960 to 6999
410 867 0970 to 0999	430 444 9500 to 9699	454 547 7434 to 7499	470 755 5800 to 5818
411 868 1023 to 1199	430 664 4070 to 4099	454 922 4867 to 4895	471 918 0300 to 0999
411 922 2322 to 2399	432 168 8419 to 8499	455 221 1348 to 1499	471 985 2408 to 2419
412 193 0900 to 0999	432 708 6800 to 6999	455 364 2147 to 2199	472 191 6700 to 6799
412 395 8599 to 8699	432 744 1544 to 1599	455 399 5400 to 5499	472 270 2555 to 2599
412 485 6500 to 6599	432 995 9775 to 9799	455 476 0676 to 0699	472 987 0213 to 0241

472 987 0290 to	0299	488 855 8359 to	8399	605 685 4010 to	4099	627 384 3907 to	4099
473 151 2069 to	2199	489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599
473 666 9138 to	9199	489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699
473 952 3429 to	3499	489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599
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
480 658 0568 to	0599	498 936 5310 to	5399	615 017 7505 to	7599	638 903 4362 to	4373
480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
481 072 9463 to	9499	499 440 8575 to	8899	617 760 5266 to	5299	639 415 2019 to	2099
481 673 0074 to	0095	499 731 6717 to	6799	617 813 3601 to	3699	639 420 6200 to	6299
482 527 1500 to	1599	500 064 1858 to	1869	618 840 9200 to	9299	639 469 3517 to	3799
482 541 5255 to	5299	500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199
482 729 6800 to	6899	600 645 3223 to	3299	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	620 073 9400 to	9499	640 289 7500 to	7599
483 402 2356 to	2399	601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999
483 486 5100 to	5199	601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499
483 632 1521 to	1599	601 682 5343 to	5399	621 648 8021 to	8199	641 318 3133 to	3199
483 632 2600 to	2799	601 928 1600 to	1699	621 648 8500 to	8599	641 378 6500 to	6999
483 849 1615 to	1699	602 512 2972 to	2999	621 904 8351 to	8599	641 383 8739 to	8799
484 174 4803 to	5299	602 555 2400 to	2799	621 916 1978 to	1989	641 877 3187 to	3299
484 323 8900 to	9199	602 829 7061 to	7099	622 989 8032 to	8099	641 877 3310 to	3399
484 680 5000 to	5038	603 483 9572 to	9599	623 076 9300 to	9399	642 355 8094 to	8199
484 680 5040 to	5074	603 490 7200 to	7299	623 819 5006 to	5099	642 355 8308 to	8999
484 680 5077 to	5099	603 678 7100 to	7199	623 895 8200 to	8399	642 900 0018 to	0099
485 029 4913 to	4999	603 678 7662 to	7699	623 917 0000 to	0099	643 030 6254 to	6299
486 176 0600 to	0699	603 678 7902 to	7999	623 917 0200 to	0299	644 066 0882 to	0899
486 559 7555 to	7599	603 678 8418 to	8499	624 468 5288 to	5299	644 069 0600 to	0699
486 696 3023 to	3199	603 678 8700 to	9999	624 665 3162 to	3198	644 077 7506 to	7699
488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799	644 085 8157 to	8199
488 206 4100 to	4199	604 349 1414 to	1499	625 916 9500 to	9799	644 112 9839 to	9899
488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999	644 373 9083 to	9099
488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999	644 380 1460 to	1499

644 733 4715 to	4799	660 510 4100 to	4199	685 297 7645 to	7699	701 695 3982 to	3999
644 900 9712 to	9799	660 673 0400 to	0599	685 623 5264 to	5299	701 695 4148 to	4199
644 901 0109 to	1299	661 488 5000 to	5099	685 650 9487 to	9499	701 695 4227 to	4299
644 901 1325 to	1399	661 609 9100 to	9199	685 669 4200 to	4299	701 708 1741 to	1799
644 923 6800 to	7799	661 716 9420 to	9499	685 757 8452 to	8499	701 736 3966 to	3999
644 932 4655 to	4699	661 906 6522 to	6599	686 071 2694 to	2799	701 838 2800 to	2899
645 318 7240 to	7499	662 021 8332 to	8399	686 176 3333 to	3354	701 941 0600 to	0699
645 333 1766 to	1799	662 068 0700 to	0899	686 372 3200 to	3299	702 171 1603 to	1699
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

839 718 8257 to	8299	856 656 5800 to	5999	870 491 4812 to	4849	909 833 0947 to	0999
840 323 0600 to	0699	856 752 0200 to	0299	870 536 5820 to	5829	910 219 8631 to	8699
840 875 6235 to	6299	857 111 1352 to	1399	870 541 7167 to	7239	910 265 1100 to	1199
840 910 0900 to	0999	857 279 3450 to	3499	870 575 8155 to	8999	910 471 7273 to	7299
841 349 5000 to	5099	857 843 4000 to	4099	870 589 0485 to	0494	910 536 2505 to	2599
841 805 7747 to	7899	858 124 7644 to	7699	870 691 7060 to	7099	910 958 7499 to	7599
841 805 7944 to	8099	858 756 3111 to	3299	872 029 9306 to	9399	911 140 1000 to	2199
842 226 0685 to	0695	859 063 8200 to	8699	872 100 0445 to	0459	911 245 2545 to	2599
842 685 4600 to	4699	859 190 0600 to	0644	900 556 4178 to	4199	911 268 9077 to	9099
842 685 4742 to	4999	859 437 5538 to	5599	900 845 0044 to	0099	911 400 8948 to	8999
842 860 0300 to	0399	859 811 2888 to	2899	900 936 0217 to	0299	911 508 1620 to	1799
842 898 5582 to	5599	859 855 8873 to	8999	900 936 0435 to	0499	911 509 9310 to	9399
843 062 7100 to	7199	860 240 8520 to	8599	900 936 0435 to	0499	911 523 3000 to	3999
843 077 6288 to	6299	860 275 3900 to	3999	901 058 5255 to	5280	911 523 3000 to	3999
843 077 6378 to	6399	860 518 9629 to	9699	901 273 1082 to	1099	912 057 9922 to	9999
843 758 5769 to	5778	860 600 0021 to	0999	901 287 5143 to	5199	912 882 0563 to	0899
843 786 2554 to	2699	860 600 0021 to	0999	901 291 2789 to	2799	913 605 2218 to	2299
845 656 8165 to	8199	861 158 2350 to	2599	901 525 7122 to	7199	913 709 2429 to	2499
845 727 2100 to	2199	861 367 5400 to	5499	902 198 9769 to	9799	913 818 3501 to	3999
845 746 2618 to	2635	861 637 6010 to	6099	902 948 1269 to	1299	914 063 4300 to	4399
846 390 7531 to	7599	861 979 7292 to	7499	902 985 0833 to	0899	914 346 7621 to	7644
846 918 0572 to	0599	862 216 6100 to	6199	903 370 6934 to	6999	914 529 6185 to	6299
847 237 7690 to	7699	862 263 9213 to	9299	904 600 6523 to	6599	915 546 6822 to	6999
847 284 2481 to	2499	862 271 0800 to	0999	904 892 0378 to	0399	915 671 3963 to	3980
847 374 7055 to	7065	862 271 5000 to	5099	904 892 0648 to	1299	915 671 3982 to	3999
847 374 7055 to	7065	863 871 5138 to	5199	905 056 2216 to	2299	915 675 2217 to	2299
847 636 5304 to	5399	863 949 5300 to	5399	905 510 6647 to	6799	916 440 3377 to	3399
847 700 5447 to	5499	864 088 8200 to	8299	905 510 6900 to	7099	916 670 6352 to	6399
847 723 7500 to	7599	864 426 3972 to	3999	905 794 0000 to	0199	916 682 5300 to	5399
849 485 3427 to	3499	864 520 6117 to	6136	905 794 0288 to	0299	916 694 1414 to	1499
849 520 9850 to	9899	865 151 0526 to	0599	905 873 6900 to	6999	916 703 0802 to	0821
849 608 1357 to	1399	865 500 4034 to	4099	905 873 7100 to	7299	917 089 0709 to	0799
849 792 2600 to	2699	865 883 6082 to	6099	905 880 8900 to	8999	917 089 0842 to	0899
850 546 1862 to	1899	866 004 3000 to	3999	905 889 7100 to	7199	917 370 6300 to	6499
851 143 6826 to	6844	866 442 4100 to	4899	906 158 1508 to	1599	917 486 4900 to	4999
851 209 9880 to	9899	867 366 9108 to	9118	906 558 8812 to	8899	918 460 0602 to	0699
851 928 9221 to	9299	867 633 7403 to	7499	906 982 2214 to	2299	918 951 7231 to	7299
852 589 6560 to	6599	867 737 5623 to	5699	907 725 8500 to	8599	919 519 2786 to	2799
853 049 3646 to	3699	868 169 4529 to	4599	907 815 0216 to	0257	919 536 0770 to	0799
854 304 4089 to	4999	868 173 8400 to	8599	908 622 4225 to	4235	919 915 2774 to	2787
854 529 2200 to	2299	868 514 9000 to	9099	908 936 9254 to	9299	920 155 4662 to	4687
854 532 0000 to	2999	868 566 9200 to	9299	909 100 1787 to	1799	920 309 9039 to	9199
855 001 6204 to	6249	869 387 1150 to	1199	909 100 1900 to	2099	920 857 5500 to	5899
855 319 9364 to	9399	869 505 3500 to	3599	909 355 0422 to	0499	920 864 3480 to	3499
855 361 3390 to	3399	869 523 7033 to	7099	909 568 8900 to	9099	921 333 7400 to	7499
856 226 0490 to	0499	869 800 0000 to	999 9999	909 568 9300 to	9499	922 278 1035 to	1399
		870 054 4814 to	4899	909 725 7307 to	7399	923 032 7000 to	7399

— Group2—Internal and External Investigations,
Postal Inspection Service, 4-15-04

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

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

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

765 194 728	to	4 970	773 231 311	to	1 340	779 233 681	to	3 710	786 977 256	to	7 461
765 387 365	to	7 450	773 348 739	to	8 940	779 316 961	to	7 200	787 158 121	to	8 390
765 541 801	to	2 100	773 575 891	to	5 950	779 339 221	to	9 400	787 325 701	to	5 910
765 638 461	to	8 970	773 852 971	to	3 030	779 702 191	to	2 250	787 493 281	to	3 340
765 647 101	to	7 190	773 858 011	to	8 100	779 994 001	to	4 090	787 793 816	to	3 880
765 813 781	to	4 029	773 892 721	to	7 190	780 103 591	to	3 650	787 822 428	to	2 440
765 879 314	to	9 390	773 958 061	to	8 660	780 533 288	to	3 310	787 887 881	to	7 901
765 954 001	to	4 030	774 101 148	to	1 190	780 625 208	to	5 920	788 306 478	to	6.490
766 120 286	to	0 320	774 107 161	to	7 190	780 711 345	to	1 540	788 326 339	to	6 380
766 125 716	to	5 750	774 177 226	to	7 270	780 778 894	to	8 920	788 403 671	to	3 690
766 158 824	to	8 840	774 279 481	to	9 810	780 865 851	to	5 920	788 815 771	to	5 860
766 388 433	to	8 460	774 408 399	to	8 420	780 873 421	to	3 450	789 044 014	to	4 100
766 509 421	to	9 660	774 431 821	to	2 450	781 141 891	to	1 980	789 326 341	to	6 880
766 572 901	to	3 020	774 510 451	to	0 780	781 238 697	to	8 730	790 209 421	to	9 480
766 748 500	to	8 521	774 652 981	to	3 010	781 503 151	to	3 180	790 418 170	to	8 190
767 024 341	to	4 370	774 778 981	to	9 040	781 518 818	to	8 840	790 448 020	to	8 460
767 326 471	to	6 590	774 867 481	to	7 510	781 624 126	to	4 200	790 597 485	to	7 530
767 332 561	to	2 950	774 867 515	to	7 540	781 679 221	to	9 340	790 911 883	to	1 900
768 009 841	to	9 960	774 934 275	to	4 290	781 723 771	to	3 890	791 057 441	to	7 550
768 011 489	to	1 520	774 961 261	to	1 290	781 723 964	to	3 990	791 239 081	to	9 290
768 177 980	to	7 990	775 106 223	to	6 235	781 761 391	to	1 720	791 374 483	to	4 500
768 391 081	to	1 170	775 106 237	to	6 248	781 878 721	to	9 020	791 387 971	to	8 030
768 661 569	to	1 650	775 331 515	to	1 550	782 424 840	to	4 900	791 447 521	to	7 850
769 000 051	to	0 080	775 444 210	to	4 230	782 939 821	to	9 850	791 451 151	to	1 240
769 050 841	to	0 900	775 579 301	to	9 320	782 985 347	to	5 360	791 500 009	to	0 470
769 159 081	to	9 178	775 622 683	to	2 760	783 063 631	to	3 690	791 771 431	to	1 490
769 737 496	to	7 510	776 144 621	to	4 670	783 578 101	to	8 130	792 004 293	to	4 320
769 778 491	to	8 730	776 154 010	to	4 060	783 578 143	to	8 160	792 018 379	to	8 420
769 827 331	to	7 450	777 561 631	to	2 080	783 663 991	to	4 050	792 070 621	to	0 740
770 216 071	to	6 100	776 657 371	to	7 490	783 739 838	to	0 280	792 145 211	to	5 230
770 723 281	to	3 400	776 817 421	to	7 450	784 142 598	to	2 610	792 391 381	to	1 620
770 790 451	to	0 480	776 951 225	to	1 250	784 380 061	to	0 090	792 452 779	to	2 790
770 915 150	to	5 490	777 141 601	to	2 140	784 507 591	to	7 740	792 772 728	to	2 770
771 455 551	to	5 610	777 297 421	to	7 510	784 507 759	to	7 860	792 903 511	to	3 990
771 609 661	to	9 690	777 621 721	to	1 750	784 507 759	to	7 860	793 282 518	to	2 533
771 932 551	to	2 580	777 810 309	to	0 330	784 913 509	to	3 531	794 041 831	to	2 040
772 057 224	to	7 440	778 049 651	to	9 670	785 429 491	to	9 520	794 397 709	to	7 780
772 162 660	to	3 070	778 106 225	to	6 310	785 989 351	to	9 440	794 581 741	to	2 040
772 718 615	to	8 640	778 218 730	to	8 780	786 036 450	to	6 480	794 592 122	to	2 150
772 940 140	to	0 160	778 251 871	to	1 930	786 111 854	to	1 930	795 032 251	to	2 340
772 970 886	to	0 940	778 286 911	to	6 940	786 510 527	to	0 540	796 373 406	to	3 430
773 009 419	to	9 430	778 328 699	to	8 730	786 510 571	to	0 600	796 602 961	to	3 050
773 112 031	to	2 060	778 567 471	to	7 860	786 676 937	to	6 980	796 708 441	to	8 500
773 125 387	to	5 410	778 570 771	to	0 830	786 730 831	to	0 920	796 886 281	to	6 430
773 179 320	to	9 410	778 699 096	to	9 110	786 743 671	to	3 700	796 901 701	to	2 000
773 202 989	to	3 140	778 779 471	to	9 480	786 743 711	to	3 730	796 975 466	to	5 590
773 208 991	to	9 290	779 146 205	to	6 230	786 854 491	to	4 550	797 519 731	to	0 240

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, 4-15-04*

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, 4-15-04*

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 09302	Close	Immediately	
APO AE 09325	Close	Immediately	
APO AE 09346	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09347	Close	Immediately	
APO AE 09371	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09372	Close	Immediately	
APO AE 09701	Add (A-B2-C1-D-F-I-M-N-Q-R-R1-T-Z)	Immediately	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
APO AE 09702	Add (A-B2-C1-D-F-I-M-N-Q-R-R1-T-Z)	Immediately	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
APO AE 09727	Add (A-B2-C1-D-F-I-M-N-Q-R-R1-T-Z)	Immediately	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
APO AE 09730	Add (A-B2-C1-D-F-I-M-N-Q-R-R1-T-Z)	Immediately	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
APO AE 09731	Add (A-B2-C1-D-F-I-M-N-Q-R-R1-T-Z)	Immediately	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
APO AE 09736	Activate	Immediately	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-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	09067	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09211	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09069	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-U
09009	A1-B-B1-C-D-U	09074	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-U	09076	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09214	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09080	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09081	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U
09031	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-U
09033	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09143	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U
09034	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U
09036	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U
09042	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U
09045	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U
09046	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U
09050	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U
09053	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09175	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U
09054	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U
09056	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09058	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09059	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09060	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09123	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09304	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V- Z1	09344	A-A1-B-B1-C1-E2-F- H1-M-I-R-R1-V-Z-Z1	09388	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09545	A1-B-V
09305	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09346	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1			09549	A1-B-V
09306	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	09389	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09550	A1-B-V
09307	A1-B-B1-V-Z1	09349	A-A1-B-B1-C-C1-D- E2-F-F1-H-I-M-N-R- R1-V-Z-Z1	09390	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09554	A1-B-B1-V
09308	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09351	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09391	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09556	A1-B-V
09309	A-A1-B-B1-C1-E2-F- H1-M- R-R1-V-Z1	09353	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09557	A1-B-V
09310	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09354	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09564	A1-B-V
09311	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09355	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09394	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09565	A1-B-V
09312	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09356	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09396	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09566	A1-B-V
09313	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09357	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09399	A-A1-B-B1-C-F-M-V- Z1	09567	A1-B-V
09315	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09358	A-A1-B-B1-E2-F-H1- N-R-V-Z1	09409	A1-B-B1-C-C1-U-V	09568	A1-B-V
09316	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09359	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09420	A1-B-B1-C-C1-U	09574	A1-B-V
09317	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09360	A1-B-B1-V	09421	A1-B-B1-C-C1-U	09575	A1-B-V
09318	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09361	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09447	A1-B-B1-C-C1-U-V	09576	A1-B-V
09320	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	09454	A1-B-B1-C-C1-U-V	09577	A1-B-V
09321	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09456	A1-B-B1-C-C1-U	09578	A1-B-V
09322	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09366	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09459	A1-B-B1-C-C1-U	09579	A1-B-V
09323	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09371	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09461	A1-B-B1-C-C1-U	09581	A1-B-V
09324	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	09463	A1-B-B1-C-C1-U	09582	A1-B-V
09327	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	09464	A1-B-B1-C-C1-U	09586	A1-B-V
09328	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	09468	A1-B-B1-C-C1-U	09587	A1-B-V
09330	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	09469	A1-B-B1-C-C1-U	09588	A1-B-V
09331	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09377	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09470	A1-B-B1-C-C1-U	09589	A1-B-B1-V
09332	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	09494	A1-B-B1-C-C1-U	09590	A1-B-V
09333	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	09496	A1-B-B1-C-C1-U-V	09591	A1-B-V
09334	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	09498	A1-B-B1-C-C1-U	09593	A1-B-V
09335	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	09499	A1-B-B1-C-C1-U	09594	A1-B-V
09336	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09384	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09501	A1-B-V	09595	A1-B-V
09337	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09385	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09502	A1-B-V	09596	A1-B-V
09338	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09386	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09503	A1-B-V	09599	A1-B-V
09339	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09504	A1-B-V	09601	A1-B-B1-C-F-F1-U
09340	A-A1-B-B1-C1-F-R-V			09505	A1-B-V	09602	A1-B-B1-C-F-F1-N-U
09342	A-A1-B-B1-C1-E2-F- H1-M-I-R-R1-V-Z-Z1			09506	A1-B-V	09603	A1-B-B1-C-F-F1-U
				09507	A1-B-V	09604	A1-B-B1-C-F-F1-U
				09508	A1-B-V	09609	A1-B-B1-C-F-U
				09509	A1-B-V	09610	A1-B-B1-C-F-U
				09510	A1-B-V	09612	A1-B-B1-C-F-U
				09511	A1-B- V	09613	A1-B-B1-C-F-U-V
				09512	A1-B-V	09617	A1-B-B1-C-F-U
				09521	A1-B-V	09618	A1-B-B1-C-F-U
				09524	A1-B-V	09619	A1-B-B1-C-F-U
				09532	A1-B-V	09620	A1-B-B1-C-F-U
				09534	A1-B-V	09621	A1-B-B1-C-F-U
				09542	A1-B-V	09622	A1-B-B1-C-F-U
				09543	A1-B-V	09623	A1-B-B1-C-F-U
						09624	A1-B-B1-C-F-U
						09625	A1-B-B1-C-F-U
						09626	A1-B-B1-C-F-U
						09627	A1-B-B1-C-F-U
						09628	A1-B-B1-C-F-F1-U-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09630	A1-B-B1-C-F-U-V	09735	A1-B-B1-N-V-Z1	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1
09631	A1-B-B1-C-F-U	09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34050	A1-B-V
09636	A1-B-B1-C-F-U			09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34051	A1-B-V-Z1
09642	A1-B-B1-N-U	09777	A-A1-B-B1-C-E1-N	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34053	A1-B-V-Z1
09643	A1-B-B1-U	09779	A-A1-B-B1-F-R-V	09865	A-A1-B-B1-V-Z1	34055	A1-B-N-V-Z1
09644	A1-B-B1-U	09780	A-A1-B-B1-F-R-V	09868	A-A1-B-B1-U-V-Z1	34058	A1-B-B1-V-Z1
09645	A1-B-U	09788	A-A1-B-B1-F-R-V	09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	34071	A1-B-I-M-N-V-Z
09647	A1-B-B1-N-U	09789	A-A1-B-B1-F-R-V	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34076	A1-B-B1-F1-N-V-Z1
09648	A1-B-B1-N-U-V-Z1	09790	A-A1-B-B1-C1-F-R-V	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34078	A1-B-B1-F1-N-V-Z1
09649	A1-B-B1-U	09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34079	A1-B-B1-F1-N-V-Z1
09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09793	A-A1-B-B1-F-R-V	09892	A-A1-B-B1-F-N-R-R1-V-Z1	34090	A1-B-V
09702	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09797	A1-B-B1-C-D-P-V	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34091	A1-B-V
09703	A1-B-B1-C-F1	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09899	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34092	A1-B-V
09704	A1-B-B1-C-D-V	09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09900	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34093	A1-B-V
09705	A1-B-B1-U	09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09902	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34095	A1-B-V
09706	A1-B-B1-C-U-V	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09909	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34098	A1-B-V
09707	A1-B-B1-C-N-U-V	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34002	A1-B-B1-N-U-Z1	34099	A1-B-V
09708	A1-B-B1	09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	34004	A1-B-B1-D-F-M-N-V-Z1	96201	A-A1-B
09709	A1-B-B1-F1	09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34005	A-A1-B-B1-C1-F1-N-V-Z1	96202	A-A1-B1-U-V
09710	A1-B-B1-C-C1-F1-M-R-R1-U	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	96203	A-A1-B
09711	A1-B-B1-F1-Z1	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34007	A-A1-B-B1-C1-F1-V-Z1	96204	A-A1-B-B1
09713	A1-B-B1-C-F1	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	96205	A-A1-B-B1-U
09714	A1-B-B1-C-C1-F1-M-R-R1-U	09819	A-A1-B-F-P-V-Z1	34020	A1-B-B1-M-N-V-Z1	96206	A-A1-B-B1-U
09715	A1-B-B1-F1	09821	A-A1-B-F-V-Z1	34021	A1-B-M-N-V-Z1	96207	A-A1-B-B1-V
09716	A1-B-B1-C-D-N-U-V	09822	A-A1-B-F-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96208	A-A1-B-B1-U
09717	A1-B-B1-M-W	09823	A-A1-B-F-V-Z1	34023	A1-B-B1-M-N-V-Z1	96212	A-A1-B-B1-U
09718	A1-B-B1-F-I-N-U-V	09824	A-A1-B-F-V-Z1	34024	A1-B-B1-M-N-V-Z1	96213	A-A1-B-B1-U
09719	A1-B-B1-C-F1-V	09827	A-A1-B-F-Z1	34025	A1-B-B1-F-N-U-V-Z1	96214	A-A1-B-B1-U
09720	A1-B-B1-U-V	09828	A1-B-N-V-Z1	34030	A1-B-B1-M-N-V-Z1	96215	A-A1-B-B1-U-V
09721	A1-B-B1-N-U-V-Z1	09830	A1-B-B1-C-N-V-Z1	34031	A1-B-B1-M-N-V-Z1	96217	A-A1-B-B1-U-V
09722	A1-B-B1-C-D-N-U-V	09831	A1-B-B1-F-N-U-V-Z1	34032	A1-B-M-N-V-Z1	96218	A-A1-B-B1-U
09723	A1-B-B1-N-U-V-Z1	09832	A-B-B1-U1-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96219	A-A1-B-B1-U-V
09724	A1-B-B1-C-C1-F1-M-R-R1-U	09833	A1-B-B1-U1-V-Z1	34034	A1-B-B1-M-N-V-Z1	96220	A-A1-B-B1-U-V
09725	A1-B-B1-C	09834	A1-B-B1-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96221	A-A1-B-B1-U-V
09726	A1-B-B1-N-U	09835	A-A1-B-B1-V-Z1	34036	A1-B-M-N-V-Z1	96224	A-A1-B-B1-U
09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09836	A-A1-B-B1-C-F-M-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z1	96251	A-A1-B-B1-U
09728	A1-B-B1-C	09837	A1-B-B1-V-Z1	34038	A1-B-B1-M-N-V-Z1	96257	A-A1-B-B1-U
09729	A1-B-B1-N-U-V	09838	A1-B-B1-V-Z1	34039	A1-B-N-V-Z1	96258	A-A1-B-B1-U
09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09839	A-A1-B-B1-U-V-Z1	34040	A1-B-V-Z1	96259	A-A1-B-B1-U
09731	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09841	A-A1-B-B1-U-Z1	34041	A1-B-B1-M-N-U-V-Z1	96260	A-A1-B-B1-U
09732	A1-B-B1-N-V-Z1	09842	A-A1-B-B1-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96266	A-A1-B-B1-U
09733	A1-B-B1-V	09844	A-A1-B-B1-U-V-Z1			96267	A-A1-B-B1-U-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96306	A1-B-B1-F-F1-F2-M-W	96374	A1-B-B1-M-W	96537	A1-B-B1-V	96619	A1-B-V
96309	A1-B-B1-M-V-W	96375	A1-B-B1-M-W	96538	A1-B-B1-V	96620	A1-B-V
96310	A1-B-B1-M-W	96376	A1-B-B1-M-W	96540	A1-B-B1-V	96621	A1-B-V
96311	A1-B-B1-M-W	96377	A1-B-B1-M-W	96541	A1-B-B1-V	96622	A1-B-V
96313	A1-B-B1-F-F1-F2-M-W	96378	A1-B-B1-M-W	96542	A1-B-B1-V	96623	A1-B-V
96319	A1-B-B1-M-W	96379	A1-B-B1-M-W	96543	A1-B-B1-P-V	96624	A1-B-V
96321	A1-B-B1-F-F1-F2-M-W	96384	A1-B-B1-M-W	96544	A1-B-F-U3-V	96628	A1-B-V
96322	A1-B-B1-F-F1-F2-M-W	96386	A1-B-B1-M-W	96546	A1-B-F-U3	96629	A1-B-V
96323	A1-B-B1-M-V-W	96387	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U	96634	A1-B-V
96326	A1-B-B1-M-W	96388	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U	96635	A1-B-V
96328	A1-B-B1-M-W	96401	A1-B-B1-F-N-V-Z1	96551	A-A1-B-B1-H-M-U	96643	A1-B-V
96330	A1-B-B1-M-W	96424	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	96657	A1-B-V
96336	A1-B-B1-M-V-W	96425	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96554	A-A1-B-B1-H-M-U	96660	A1-B-V
96337	A1-B-B1-M-W	96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96555	A1-B-B1-F-M-V	96661	A1-B-V
96338	A1-B-B1-M-W	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96557	A1-B-B1-F-M-V	96662	A1-B-V
96339	A1-B-B1-M-V-W	96447	A-A1-B-B1-F-U3-V-Z1	96595	A1-B-B1-V	96663	A1-B-V
96343	A1-B-B1-M-W	96490	A1-B-B1-V	96598	A1-B-B1-V	96664	A1-B-V
96347	A1-B-B1-F-F1-F2-M-W	96507	A-A1-B-F-V	96599	A1-B-B1-V	96665	A1-B-V
96348	A1-B-B1-F-F1-F2-M-W	96511	A1-B-B1-I-N-V	96601	A1-B-V	96666	A1-B-V
96349	A1-B-B1-F-F1-F2-M-W	96515	A1-B-B1-F	96602	A1-B-V	96667	A1-B-V
96350	A1-B-B1-F-F1-F2-M-W	96517	A1-B-B1-F-U3-V	96603	A1-B-V	96668	A1-B-V
96351	A1-B-B1-F-F1-F2-M-W	96518	A1-B-B1-V	96604	A1-B-V	96669	A1-B-V
96362	A1-B-B1-F-F1-F2-M-W	96520	A1-B-F-U3-V	96605	A1-B-O-V	96670	A1-B-V
96365	A1-B-B1-M-V-W	96521	A1-B-F-N	96606	A1-B-V	96671	A1-B-V
96367	A1-B-B1-L-M-W	96522	A1-B-F-N-U	96607	A1-B-V	96672	A1-B-V
96368	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U-V	96608	A1-B-V	96673	A1-B-V
96370	A1-B-B1-F-F1-F2-M-W	96531	A1-B-B1-H-M-U-V	96609	A1-B-V	96674	A1-B-V
96372	A1-B-B1-M-W	96534	A-A1-B-F	96610	A1-B-V	96675	A1-B-V
96373	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96611	A1-B-V	96677	A1-B-V
		96536	A1-B-B1-V	96612	A1-B-V	96678	A1-B-V
				96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96679	A1-B-V
				96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96681	A1-B-V
				96615	A1-B-V	96682	A1-B-V
				96617	A1-B-V	96683	A1-B-V
						96684	A1-B-V
						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 = *Domestic Mail Manual*
- MOM = Military Ordinary Mail
- MPO = Military Post Office
- PAL = Parcel Airlift
- PSC = Postal Service Center
- SAM = Space Available Mail
- USDA = United States Department of Agriculture

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

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

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Z. No outside pieces (OSPs).

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

the usual suspects

NATIONAL DOG-BITE PREVENTION WEEK
MAY 16 - 22, 2004



ATTACKS & BITES COME IN ALL SIZES

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.



Jonathan Camacho
 Born: 8-1-87
 Date Missing: 6-7-00
 Missing From: Whidbey
 Island, WA



Joshua Bryant
 Born: 12-24-90
 Date Missing: 5-12-01
 Missing From: Deltona, FL



Lailaa Aboseid
 Age progression to 16 years
 Born: 12-29-86
 Date Missing: 4-12-90
 Missing From: Tempe, AZ



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



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



Rilya Wilson
 Age progression to 5 years
 Born: 9-29-96
 Date Missing: 1-18-01
 Missing From: Miami, FL

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

Missing Children Poster Display Instructions

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

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

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

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

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April 2004

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Logan Tucker
 Age progression to 7 years
 Born: 4-10-96
 Date Missing: 6-23-02
 Missing From: Woodward, OK



Michelle Smith
 Born: 10-1-87
 Date Missing: 9-26-03
 Missing From: Beaverton, OR



Sharquita Richardson
 Born: 3-15-90
 Date Missing: 9-13-03
 Missing From: Jacksonville, FL



Jeanette Picaso
 Born: 11-3-89
 Date Missing: 1-15-04
 Missing From: Pompano Beach, FL



Nicole Mercado
 Born: 2-27-87
 Date Missing: 9-3-03
 Missing From: Chicago, IL



Brenda Mahecha
 Born: 8-11-88
 Date Missing: 12-1-03
 Missing From: Lakewood, NJ

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Kimberly Layton
 Born: 12-27-86
 Date Missing: 10-17-03
 Missing From: Virginia Beach,
 VA



Renee Francis
 Born: 5-25-88
 Date Missing: 1-19-03
 Missing From: Brooklyn, NY



Michon Dopham
 Age progression to 8 years
 Born: 1-1-94
 Date Missing: 12-25-99
 Missing From: Stanton, CA



Mila Dopham
 Age progression to 10 years
 Born: 12-2-91
 Date Missing: 12-25-99
 Missing From: Stanton, CA

**Please call the National Center for Missing and Exploited Children
 Hot Line 1-800-843-5678
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NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released April 2, 2004, by the Federal Retirement Thrift Investment Board

ANNUAL RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S * Fund	Wilshire 4500 Stock Index	I * Fund	EAFE Stock Index
1994	7.22	-2.96	-2.92	1.33	1.32	—	-2.66	—	7.75
1995	7.03	18.31	18.47	37.41	37.58	—	33.48	—	11.27
1996	6.76	3.66	3.63	22.85	22.96	18.52	17.18	6.27	6.14
1997	6.77	9.60	9.65	33.17	33.36	26.61	25.69	1.46	1.55
1998	5.74	8.70	8.69	28.44	28.58	7.51	8.63	20.46	20.09
1999	5.99	-0.85	-0.82	20.95	21.04	32.70	35.49	26.81	26.72
2000	6.42	11.67	11.63	-9.14	-9.10	-8.76	-15.77	-14.11	-14.17
2001	5.39	8.61	8.44	-11.94	-11.89	-2.22*	-2.52*	-15.42*	-14.88*
2002	5.00	10.27	10.26	-22.05	-22.10	-18.14	-17.80	-15.98	-15.94
2003	4.11	4.11	4.10	28.54	28.69	42.92	43.84	37.94	38.59

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

2003 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
April	0.33	0.83	0.83	8.26	8.24	8.31	8.33	9.82	9.80
May	0.34	1.87	1.86	5.26	5.27	9.42	9.50	6.07	6.06
June	0.20	-0.30	-0.20	1.20	1.28	2.20	2.38	2.30	2.42
July	0.30	-3.41	-3.36	1.78	1.76	4.60	4.67	2.35	2.42
Aug.	0.40	.73	.66	1.94	1.95	4.12	4.19	2.39	2.41
Sept.	0.40	2.68	2.65	-1.14	-1.06	-1.35	-1.24	3.08	3.08
Oct.	0.30	-1.00	-0.93	5.68	5.66	7.65	7.62	6.06	6.23
Nov.	0.30	0.30	0.24	0.91	0.88	3.47	3.42	2.22	2.22
Dec.	0.49	1.01	1.02	5.24	5.24	2.04	2.08	7.68	7.81

2004 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Jan.	0.29	0.80	0.80	1.80	1.84	3.53	3.58	1.32	1.41
Feb.	0.39	1.09	1.08	1.35	1.39	1.78	1.75	2.22	2.31
March	0.29	0.69	0.75	-1.50	-1.51	0.38	0.42	0.60	0.56
LAST 12 MONTHS	4.09	5.29	5.41	34.93	35.12	56.44	57.34	56.56	57.54

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

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

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

* Implemented May 2001.

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



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UP DOWN

(See article on page 11.)

Postal Service PolicyNet



It's your source for up-to-date information.
<http://blue.usps.gov/cpim>

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).

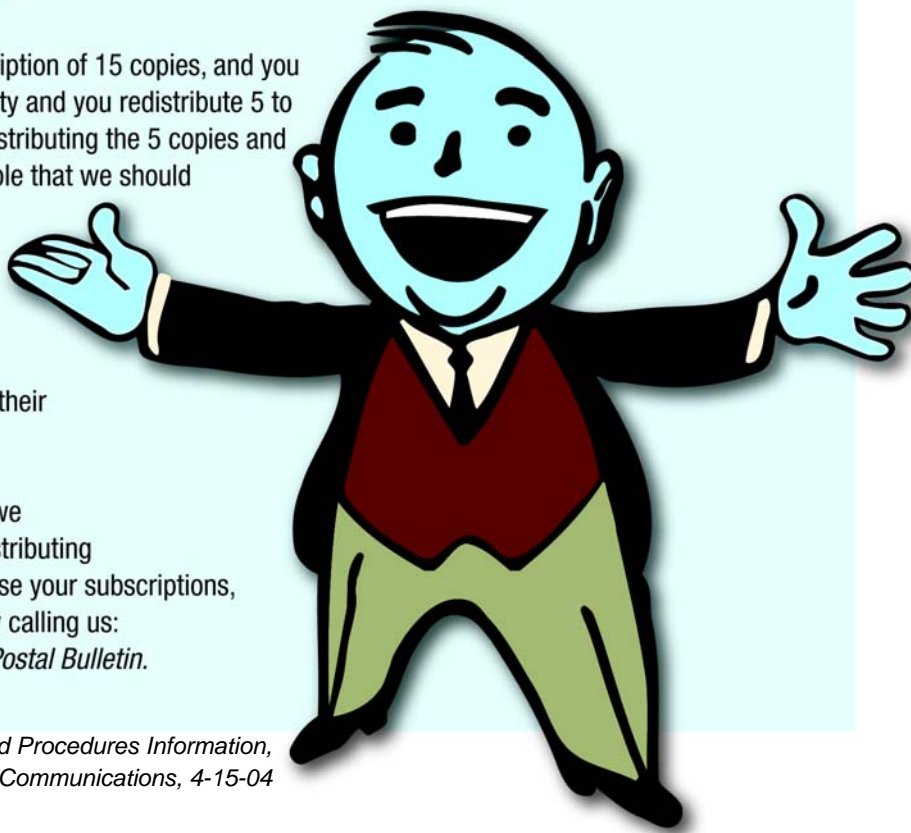
Example:

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, 4-15-04*

Publicity Kit (Continued)

Government Relations Representatives

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

Alphabetical State/Representative Listing

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

State	Abbr	Representative	Extension
Alabama	AL	Laurie Solnik	3743
Alaska	AK	Talaya Simpson	3750
American Samoa	AS	Talaya Simpson	3750
Arizona	AZ	Gerald Kreienkamp	3744
Arkansas	AR	Renee Gadson	7217
California	CA	Bill Weagley	3745
Connecticut	CT	Jo Waterman	6748
Colorado	CO	Gerald Kreienkamp	3744
Delaware	DE	Jo Waterman	6748
District of Columbia	DC	Rebecca Sumner	3755
Florida	FL	Laurie Solnik	3743
Georgia	GA	Bill Weagley	3745
Guam	GU	Talaya Simpson	3750
Hawaii	HI	Talaya Simpson	3750
Idaho	ID	Talaya Simpson	3750
Illinois	IL	Annie Kennedy	7839
Indiana	IN	Linda Macasa	7505
Iowa	IA	Linda Macasa	7505
Kansas	KS	Gerald Kreienkamp	3744
Kentucky	KY	Paul Harrington	6029
Louisiana	LA	Gerald Kreienkamp	3744
Maine	ME	Kathy Sitterle	6027
Maryland	MD	Rebecca Sumner	3755
Massachusetts	MA	Jo Waterman	6748
Michigan	MI	Annie Kennedy	7839
Minnesota	MN	Linda Macasa	7505
Mississippi	MS	Laurie Solnik	3743
Missouri	MO	Linda Macasa	7505
Montana	MT	Talaya Simpson	3750
Nebraska	NE	Gerald Kreienkamp	3744
Nevada	NV	Talaya Simpson	3750
New Hampshire	NH	Jo Waterman	6748
New Jersey	NJ	Jo Waterman	6748
New Mexico	NM	Gerald Kreienkamp	3744
New York	NY	Kathy Sitterle	6027
North Carolina	NC	Bill Weagley	3745
North Dakota	ND	Linda Macasa	7505

State	Abbr	Representative	Extension
Ohio	OH	Paul Harrington	6029
Oklahoma	OK	Renee Gadson	7217
Oregon	OR	Talaya Simpson	3750
Pennsylvania	PA	Rebecca Sumner	3755
Puerto Rico	PR	Kathy Sitterle	6027
Rhode Island	RI	Jo Waterman	6748
South Carolina	SC	Talaya Simpson	3754
South Dakota	SD	Linda Macasa	7505
Tennessee	TN	Talaya Simpson	3750
Texas	TX	Renee Gadson	7217
Utah	UT	Gerald Kreienkamp	3744
Vermont	VT	Kathy Sitterle	6027
Virgin Islands	VI	Kathy Sitterle	6027
Virginia	VA	Paul Harrington	6029
Washington	WA	Talaya Simpson	3750
West Virginia	WV	Paul Harrington	6029
Wisconsin	WI	Annie Kennedy	7839
Wyoming	WY	Gerald Kreienkamp	3744

More Resources**PS Form 1778, Dog Warning Card**

PSN: 7530-01-000-9428

PSIN: PS1778

Quick Pick #: 289

Unit of Issue: EA

Cost: \$0.0241

Bulk Pack Qty: 3,000

Publication 129, Safety Talks

PSN: 7610-02-000-7088

PSIN: PUB129

Quick Pick #: 419

Unit of Issue: EA

Cost: \$3.3691

Bulk Pack Qty: 14

Publication 174, How to Avoid Dog Bites: Dogs and Dog Repellent

PSN: 7610-03-000-9027

PSIN: PUB174

Quick Pick #: N/A

Unit of Issue: EA

Cost: \$0.0341

Bulk Pack Qty: 3,000

Dog training video, Understanding Canine Behavior

Contact your PEDC for availability.

Safety film, Dogs, They Come in All Sizes

Contact your Postal Employee Development Center (PEDC) for availability.

PSN: 7530-01-000-9360

PSIN: 5PS1567

Quick Pick #: 132

Unit of Issue: SH

Cost: \$0.0193

Bulk Pack Qty: 4,000

— Community Relations,
Public Affairs and Communications, 4-15-04

Domestic Mail

DMM REVISION

Machinable Parcel Testing Changes

Effective April 17, 2004, *Domestic Mail Manual* (DMM™) C010.7.0, C050.4.3, C050.6.0, and G043 are revised to require requests for testing parcel eligibility for the barcode discount to be sent to BMC Operations at Postal Service™ Headquarters.

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)

* * * * *

C Characteristics and Content

C000 General Information

C010 General Mailability Standards

* * * * *

[Delete 7.0, Mailing Test Packages.]

* * * * *

C050 Mail Processing Categories

* * * * *

4.0 MACHINABLE PARCEL

* * * * *

4.3 Exception

[Revise 4.3 to read as follows:]

Some parcels may be successfully processed on BMC parcel sorters even though they do not conform to the general machinability criteria in 4.1. The manager, BMC Operations, USPS® Headquarters (see G043 for address), may authorize a mailer to enter such parcels as machinable parcels rather than irregular parcels if the parcels are tested on BMC parcel sorters and prove to be machinable. Mailers who wish to have parcels tested for machinability on USPS parcel sorting machines must:

- a. Submit a written request to BMC Operations. The request must list mailpiece characteristics for every shape, weight, and size to be considered. If the letter requesting testing describes a mailpiece that falls within the specifications of pieces that were tested previously, the mailpiece will not be tested.

- b. Describe mailpiece construction, parcel weight(s), estimated number of parcels to be mailed in the coming year, and preparation level (e.g., destination BMC pallets).
- c. Send 100 samples to the test facility designated by the manager, BMC Operations, at least 6 weeks prior to the first mailing date. The manager, BMC Operations, will recommend changes, to ensure machinability, of parcels that do not qualify.

* * * * *

6.0 OUTSIDE PARCEL (NONMACHINABLE)

[Revise the first sentence to read as follows:]

An outside parcel is a parcel that exceeds any of the maximum dimensions for a machinable parcel.***

* * * * *

G General Information

G000 The USPS and Mailing Standards

* * * * *

G040 Information Resources

* * * * *

G043 Address List for Correspondence

[Add the following address:]

BMC OPERATIONS
 US POSTAL SERVICE
 475 L'ENFANT PLZ SW RM 7631
 WASHINGTON DC 20260-2806

* * * * *

— *Mailing Standards,
 Pricing and Classification, 4-15-04*

Customized MarketMail Is Shaping the Future of Direct Mail

The Postal Service™ introduced Customized MarketMail™ (CMM) on August 10, 2003, bringing to life the dreams of creative advertising mail designers nationwide. Perhaps you have seen the Krispy Kreme® donuts, jet airplanes, giant quarters, or reindeer antlers in your mailbox, promoting products and services in your community.

These creative pieces can take virtually any shape and design to demand attention, deliver high impact, and generate greater response rates. Here are some facts about CMM:

- CMM has proven successful for businesses: The first CMM user in the nation, Great Circle Family Foods, a Krispy Kreme franchisee in the Los Angeles area, received an 11-percent response rate — more than three times the group's typical response rate for unsolicited mailings.
 - The public accounting firm Rosenfield Raymon Pielech achieved an amazing 20-percent response rate using CMM. The total cost of the firm's mailing was about \$1,500, and it generated approximately \$120,000 in new business, a phenomenal 8,000-percent return-on-investment.
 - CMM is now an even more effective marketing tool for businesses. As of March 4, 2004, business mailers can attach Standard Mail® matter — such as business reply cards and envelopes, coupons and coupon booklets, thin merchandise samples, promotional magnets, and other marketing material — to their CMM pieces.
 - Another enhancement to CMM allows mailers to use standard delivery addresses in addition to the "Occupant" and "Exceptional" address formats. Changes in the CMM mail preparation procedures also have recently taken effect.
 - CMM users must have or must obtain a Standard Mail permit. Postage for CMM pieces is 57.4 cents for Regular Standard Mail service and 46 cents for Non-profit Standard Mail service.
- CMM pieces can be as small as the smallest mailable letter (3.5 inches by 5 inches), as large as the largest flat (12 inches by 15 inches), and any size in between. The maximum weight for a CMM piece is 3.3 ounces. In addition, for safety, CMM mailpieces cannot have sharp or pointed edges.
 - CMM pieces do not have to be uniform in thickness as long as the thickest point is less than 0.75 inch. The minimum thickness is 0.007 inch. To ensure adherence to standards, mailers should have their CMM mailpiece designs reviewed by their local Postal Service acceptance unit before production.
 - CMM users must send a minimum of 200 pieces per mailing, but not necessarily per destinating delivery unit (DDU).
 - CMM users must take their mailings to the DDU or dropship them to the DDU by sending them via Priority Mail® service or Express Mail® service in packaging marked "Postmaster — Open and Distribute."

CMM is just one of the value-added services that the Postal Service provides to meet the direct mail needs of business customers. Other direct mail products and services from the Postal Service include Repositional Notes, NetPost Mailing Online™, and Reply Mail services.

For more information on CMM, see the article titled "DMM Revision: Customized MarketMail — Addressing, Attachments, and Mail Preparation" starting on page 29 in *Postal Bulletin* 22123 (3-4-04). Or for the most up-to-date information on CMM, visit the CMM web site at www.usps.com/customizedmarketmail.

— *Implementation and Outreach, Pricing and Classification, 4-15-04*

Employees

ELM REVISION

Availability of Sunday Premium Pay

Effective April 15, 2004, the availability of Sunday premium pay will increase in certain situations. The *Employee and Labor Relations Manual* (ELM) revisions noted in this article concerning ELM 430, Basic and Special Pay Provisions, rescind the revisions announced in *Postal Bulletin* 22023 (5-4-00, page 65).

The Treasury and General Appropriations Acts of 1998 and 1999 (P.L. 105–61, 105–277) contained language that forbade federal agencies that received appropriated funds from paying Sunday premium except for hours actually worked. The Postal Service™ originally believed that it was covered under this statutory limitation, and the May 2000 ELM changes were implemented to reflect this interpretation. However, further legal investigation has determined that the Postal Service is not covered under this statutory restriction. The ELM revisions published below, therefore, represent re-implementation of the substantive provisions found in ELM 15, in place before the May 2000 ELM change.

We will incorporate these revisions into the next printed version of the ELM and also into the online version, available on the Postal Service PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *Manuals*. It is also available on the Internet; go to www.usps.com; click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals & Publications*, and then *Manuals*.

Summary of Changes

Subchapter 430, Basic and Special Pay Provisions

The term “guarantee” has been changed to “guaranteed” throughout.

432.462, Applicability, adds a reference to 432.464b to clarify that tardiness at time clock procedures does not trigger an obligation of the Postal Service to pay Sunday premium.

432.464, Special Cases, adds a comma and removes the word “actually” from paragraph (b).

432.63, Pay Computation, removes the statement “Also Sunday premium is only paid for time actually worked.”

Exhibit 434.3, Sunday Premium Pay Eligibility Table, modernizes names, abbreviations, and shorthand notations for bargaining unit and nonbargaining unit rate schedules, and it clarifies the salary table handling of casual employees.

434.31, Policy, reverts to the substantive content of ELM 15, before May 4, 2000.

434.32, Eligibility, reverts to the substantive content of ELM 15, before May 4, 2000.

434.33, Leave, reverts to the substantive content of ELM 15, before May 4, 2000.

434.34, Pay Computation, reverts to the substantive content of ELM 15, before May 4, 2000.

Employee and Labor Relations Manual (ELM)

* * * * *

4 Pay Administration

* * * * *

430 Basic and Special Pay Provisions

[Replace the term “guarantee” with “guaranteed” throughout 430.]

* * * * *

432 GENERAL DEFINITIONS AND PROVISIONS

* * * * *

432.4 Service Periods

* * * * *

432.46 Five-Minute Leeway Rule

* * * * *

432.462 Applicability

[Replace the first paragraph of 432.462 with the following:]

This 5-minute leeway rule applies only to full-time and part-time regular schedule employees. Part-time flexible, casual, transitional, and temporary employees are allowed the 5-minute privilege for clocking purposes, subject to ELM 432.464b, but are paid on the basis of their actual clock rings.

* * * * *

432.464 Special Cases

* * * * *

[Replace paragraph (b) of 432.464 with the following:]

b. Eligible bargaining unit employees receive Sunday premium for all hours worked during a scheduled tour any part of which falls on Sunday. The amount of Sunday premium cannot exceed the hours worked, nor can it exceed 8.00 hours per tour. If the only reason that part of an employee's clock time falls on Sunday is that the employee clocked in 0.08 hour or less before the scheduled tour started or 0.08 hour or less after the scheduled tour ended, then the employee is not eligible for any Sunday premium.

* * * * *

432.6 Guarantee Time

* * * * *

432.63 Pay Computation

[Replace 432.63 with the following:]

As a general principle, when employees are told to *clock out* by management prior to the end of the guaranteed period, the employees are compensated for the hours of the guaranteed period at the rate of pay they would have received had they actually worked the hours. There are, however, conditions under which employees are not compensated for the remaining hours of the guaranteed period. Generally, this occurs when an employee requests to leave the postal premises because of an illness or for personal reasons or leaves without proper authorization.

Note: The *5-minute leeway rule* does not apply to any clock rings for an employee entering a *guaranteed time* status. The employee is credited with the time reflected by his or her clock rings.

* * * * *

434 OVERTIME AND PREMIUM PAY

* * * * *

434.3 Sunday Premium

434.31 Policy

[Replace 434.31 with the following:]

Sunday premium is paid to eligible bargaining unit employees for all work and paid training or travel time performed during a scheduled tour that includes any part of a Sunday. EAS-23 and below nonbargaining employees receive Sunday premium only for time actually worked on Sunday, provided that the time is part of the employee's regular schedule, or the time is eligible for FLSA-exempt additional pay (see Exhibit 434.3). Note that:

- a. An employee entitled to Sunday premium may also be entitled to other premiums for the same tour (see 434.8).
- b. Bargaining unit employees may not be credited with Sunday premium in excess of the hours worked per tour, of 8.00 hours per tour, or of 16 hours per service week.
- c. Sunday premium does not apply if Sunday time is due only to late clocking out or early clocking in (see 432.462 and 432.464b), to a temporary schedule change at the employee's request, or to a temporary schedule initiated by management if the employee receives out-of-schedule premium or nonbargaining re-scheduling for the Sunday time.

434.32 Eligibility

[Replace the text of 434.32 with the following:]

Exhibit 434.3 describes those employees who are eligible to receive Sunday premium. It is important to note that only those employees who have been *scheduled* to work on a Sunday are eligible to receive the premium. If the employee has not been scheduled, then he or she is not eligible for Sunday premium unless the time worked is eligible for FLSA-exempt additional pay.

* * * * *

[Replace Exhibit 434.3 with the following:]

Exhibit 434.3

Sunday Premium Pay Eligibility Table

Rate Schedule (RSC)	Employee Classification			
	Full-Time Regular	Part-Time Regular	Part-Time Flexible	Casual, ¹ Temporary, and PM Relief
B — Rural Auxiliary (RAUX)	—	—	No	No
C — Mail Equipment Shops / Material Distribution Center (MESC-1)	Yes	Yes	Yes	—
CB — Mail Equipment Shops / Material Distribution Center (MESC-2)	—	—	—	—
E — Executive and Administrative (EAS)	Yes ²	Yes ²	—	No
F — Postmasters (A–E)	—	No	—	No
G — Postal Nurses (PNS)	Yes	—	Yes	No
K — HQ Operating Services (OSD)	Yes	—	—	—
L — Postmaster Replacement (PMR)	—	—	—	No
M — Mail Handlers (MH)	Yes	Yes	Yes	—
N — Information Technology / Accounting Service Centers (IT/ASC)	Yes	—	Yes	—
P — Postal Service (PS-1)	Yes	Yes	Yes	—
PB — Postal Service (PS-2)	—	—	—	—
Q — City Carriers (CC)	Yes	Yes	Yes	—
R — Rural Carriers (RC)	No	—	No	—
S — Postal Career Executive Service (PCES)	No	—	—	—
T — Tool and Die Shop (TDS)	No	—	No	—
Y — Postal Police Officers (PPO)	Yes	—	Yes	—

¹ Casual employees are covered in RSC-E (salary table E6) regardless of the bargaining unit they supplement.

² Grades 23 and below only, excluding postmasters, officers in charge, postal inspectors, and employees in management developmental programs.

434.33 Leave

[Replace 434.33 with the following:]

If an employee is on leave for any part of the tour, he or she is not entitled to Sunday premium for the leave hours.

The exception is that Sunday premium will be continued while an eligible employee is in continuation of pay (COP) status, or is on military or court leave. An eligible employee also continues to receive the Sunday premium when the employee is rescheduled due to compensable disability in lieu of placement into COP status.

434.34 Pay Computation

[Replace 434.34 with the following:]

Eligible employees receive Sunday premium, in addition to their basic salary, equal to 25 percent of their hourly straight time rate for each hour of work up to 8.00 hours, or in the case of nonbargaining employees, for each hour of work eligible for FLSA-exempt additional pay.

Note: Hours worked in excess of 8.00 paid hours on a Sunday by bargaining unit employees are paid as overtime pay, as provided in ELM 434.13.

* * * * *

REVISED PUBLICATION

Publication 553 Helps Employees Identify Sexual Harassment and Inappropriate Sexual Conduct

We have revised Publication 553, *Employee's Guide to Understanding Sexual Harassment* (February 2004). The educational publication, which is being mailed to employees' homes this month, outlines the Postal Service's™ policy on sexual harassment and inappropriate sexual conduct. It also provides information on what sexual harassment is, what to do about it, and how to prevent it.

Publication 553 is available on the Postal Service PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *PUBs*. It is also available on the Internet at www.usps.com; click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Publications* (either *PDF Format* or *Text Format*).

You can order additional copies of Publication 553 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 553:

PSIN:	PUB 553
PSN:	7610-04-000-5098
Unit of Measure:	EA
Minimum Order Quantity:	50
Quick Pick Number:	N/A
Bulk Pack Quantity:	1000
Price:	\$0.1443
Edition Date:	02/04

— Headquarters and Field Programs,
Diversity Development, 4-15-04

REMINDER

Flexible Spending Accounts (FSAs)

All career Postal Service employees are eligible to enroll in Flexible Spending Accounts (FSAs). Through the *Postal Bulletin* and other media, we will keep you informed of the benefits of having an FSA — we will remind you of open season dates, enrollment options, etc.

If you're like most people, you have health care expenses that you have to pay yourself because your health insurance doesn't cover them. These could include expenses for doctor and dentist visits, over the counter medicines, vision care, and so on. Even if you itemize deductions on your income tax, these expenses are not usually high enough for you to claim a deduction.

However, by signing up for an FSA, you can get a tax break.

Here's how it works: You contribute money from your paychecks to an FSA, which allows you to cover your eligible health care expenses throughout the year with *tax-free money*. Meanwhile, whatever you contribute isn't subject to federal income tax, or Social Security tax, or Medicare tax.

With an FSA, you pay less for your health care expenses.

If you don't sign up for an FSA, you're still going to have to write a check for your health care expenses. It's just that without an FSA, you pay for your health care without a tax break.

And you can use your FSA for dependent care (day care) expenses too.

Think about it: *tax breaks* mean that you keep more of your money. It's almost like getting free money.

The next open season will start in November 2004 — start planning now.

— Compensation,
Employee Resource Management, 4-15-04

SAFETY REMINDER

Not Properly Securing a Vehicle Can Be a Moving Experience

Procedures for properly securing a vehicle and avoiding a roll-away or runaway vehicle have been well known to Postal Service™ employees for more than 15 years. Employees learn the procedures in driver training programs and during safety talks and driver observations. Yet sometimes Postal Service employees still leave the controls of their vehicles without properly securing them and safeguarding against roll-away and runaway accidents.

What Do You Risk With a Roll-Away or Runaway Accident?

Roll-away or runaway Postal Service vehicles have pinned their operators, run over their operators who were chasing them and fell beneath their wheels, and even struck members of the community. Unattended vehicles have struck parked vehicles along streets, homes, and businesses; trees; and moving private vehicles in streets and intersections.

These incidents:

- Damage Postal Service vehicles and private property.
- Can sometimes injure our employees and others.
- Increase our operating costs.
- Create an unfavorable perception of our vehicle drivers.

Why Do Roll-Away or Runaway Accidents Happen?

Roll-away or runaway vehicle accidents occur because operators are in a hurry, take short cuts, and do not properly secure the vehicle when leaving the controls of the vehicle. This type of accident occurs across the spectrum of operators — from the new driver to the professional driver with more than 30 years of service.

Typically, when a roll-away or runaway occurs, it is not the first time that the operator has failed to properly secure the vehicle. In most cases, the operator has been in the habit of not properly securing the vehicle, and eventually a roll-away and/or runaway happens.

It takes only *one* failure of a vehicle operator to place the gearshift selector adequately in park for an accident to happen. Often employees who have experienced runaway and/or roll-away accidents claim, “I thought it was in park!”

You Must Properly Secure Your Vehicle

If you do not follow the proper steps for securing a vehicle upon leaving the vehicle controls, you are taking a gamble. As vehicle operator, you are responsible for all decisions for the safe operation of your vehicle. Follow these procedures to safely secure your vehicle:

- Place the gear selector in “park.”
- Turn off the engine.
- Remove the key.
- Set the parking brake.
- Curb or turn the wheels to minimize vehicle travel distance should any of the above steps fail to keep the vehicle from rolling or running away.

Remember: Accidents Don't Just Happen!

In addition to following these procedures, you should be aware of the condition of your vehicle. Even though Postal Service vehicles receive scheduled periodic maintenance, you should complete vehicle repair tags as needed.

You can find more information on Postal Service job safety requirements in Handbook EL-814, *Postal Employee's Guide to Safety*, and Handbook EL-803, *Maintenance Employee's Guide to Safety*.

— Safety Performance Management,
Employee Resource Management, 4-15-04

Finance

NOTICE

Local Tax Code Information

The United States Postal Service® collects appropriate federal, state, and local taxes from the pay of our employees who are subject to these deductions. Based on agreements between local taxation authorities and the United States Treasury Department, the Postal Service™ collects occupational license taxes, city and/or county income taxes, revenue taxes, senior citizen taxes, mental health taxes, residence taxes, or, in some locations, two of these taxes.

The updated Local Tax Code (LTC) listing adds a number of additional tax collection locations, and indicates the type(s) of taxes collected directly from our employees via payroll deduction procedures.

Some of the taxes shown below are automatically deducted from the salaries of Postal Service employees who live or work within the geographic boundaries of specific taxing authorities. However, most of these taxes have not been established as automatic deductions. If you are subject to any of these local taxes, you must be proactive and complete and submit the proper taxation paperwork. You are ultimately responsible for ensuring that the correct local taxes are deducted from your pay.

All Postal Service employees are reminded that they are bound by Standards of Ethical Conduct for Employees of the Executive Branch at Title 5 of the Code of Federal Regulations Part 2635. This includes Section 2635.809, which states, "Employees shall satisfy in good faith their **obligations** as citizens, including all **just financial obligations**, especially those such as Federal, State, or local taxes that are imposed by law."

If you live or work in a locality that is subject to one (or more) of the taxes listed below and the correct deduction(s) is not being assessed from your pay, you should immediately complete PS Form 4, *Employee's City or County Withholding Certificate*. After completing these forms, send them to the appropriate Personnel office for entry into your master file.

State and City or County	Type of Tax	Local Tax Code
<i>Alabama</i>		
Bessemer	Occupational Tax	081
Birmingham	Occupational Tax	084
Gasden	Occupational Tax	094
Jefferson County	Occupational Tax	085
Macon County	Occupational Tax	096

State and City or County	Type of Tax	Local Tax Code
<i>Colorado</i>		
Aurora	Occupational Tax	495
Denver	Occupational Tax	294
<i>Delaware</i>		
Wilmington	City Income Tax	903
<i>Indiana</i>		
Allen County	County Income Tax	007
<i>Kentucky</i>		
Bowling Green	City Income Tax	215
Boone County	1. Occupational Tax 2. Senior Citizen & Mental Health Tax	015 016
Covington	City Income Tax	252
Florence	City Income Tax	836
Frankfort	City Income Tax	292
Jefferson County	Occupational Tax	989
Kenton County	Occupational Tax	435
Lexington City/ ette County	Fay City/County Income Tax	525
Louisville	Occupational Tax	546
Madison County	County Income Tax	547
Owensboro	City Income Tax	201
Richmond	City Income Tax	735
<i>Michigan</i>		
Battle Creek	City Income Tax	063
Detroit	City Income Tax	315
Flint	City Income Tax	357
Grand Rapids	City Income Tax	378
Lansing	City Income Tax	483
Pontiac	City Income Tax	693
Saginaw	City Income Tax	756
<i>Missouri</i>		
Kansas City	City Income Tax	420
St. Louis	City Income Tax	819
<i>New York</i>		
New York City	City Income Tax	588
<i>Ohio</i>		
Akron	City Income Tax	021
Brecksville	City Income Tax	105
Brook Park	City Income Tax	106
Canton	City Income Tax	126
Cincinnati	City Income Tax	168
Cleveland	City Income Tax	189
Columbus	City Income Tax	231
Dayton	City Income Tax	273
Fairview Park	City Income Tax	274
Heath (Currently Inactive)	City Income Tax	399
Kettering	City Income Tax	441

State and City or County	Type of Tax	Local Tax Code
Mansfield	City Income Tax	567
Newark	City Income Tax	698
Oberlin	City Income Tax	609
Sharonville	City Income Tax	785
Springfield	City Income Tax	798
Toledo	City Income Tax	840
Whitehall	City Income Tax	861
Youngstown	City Income Tax	924
<i>Oregon</i>		
Multnomah*	County Residence Tax	406
* Scheduled to expire on 12/31/05		
<i>Pennsylvania</i>		
Bethlehem	City Income Tax	335
Erie	1. City Income Tax 2. Occupational Tax	336 337
Greene Township	City Income Tax	375
Hanover Township	1. City Income Tax 2. Occupational Tax	342 343
Harrisburg	1. City Income Tax 2. Occupational Tax	385 386
Horsham Township	City Income Tax	352
Lancaster	City Income Tax	462

State and City or County	Type of Tax	Local Tax Code
Marshall Township	Occupational Tax	555
Middletown	City Income Tax	388
Philadelphia	City Income Tax	651
Pittsburgh	1. City Income Tax 2. Occupational Tax	672 673
Reading	1. City Income Tax 2. Occupational Tax	714 715
Scranton	1. City Income Tax 2. Occupational Tax	777 778
Tinicum Township	1. City Income Tax 2. Occupational Tax	779 780
Warminster Township	1. City Income Tax 2. Occupational Tax	856 855
Wilkes-Barre	1. City Income Tax 2. Occupational Tax	882 883
York	City Income Tax	492
<i>West Virginia</i>		
Huntington	City Income Tax	900

— Payroll Accounting,
Finance, 4-15-04

International Mail

ICM UPDATES

International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 13 ICM updates appear here.

On December 3, 2003, the Postal Service™ entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** December 17, 2003, through December 16, 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 of 3,000 pieces of Global Express Mail™ (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

On December 3, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** December 17, 2003, through December 16, 2004.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum \$20,000 in postage for Global Express Mail™ (EMS).
- f. Worksharing:** The Mailer has agreed to:

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

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

Exhibit 1

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

On February 19, 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 4, 2004, through March 3, 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 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

On February 23, 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 8, 2004, through March 7, 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 EMS postage.

On February 20, 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 5, 2004, through March 4, 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 \$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 eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

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

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

Exhibit 1

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

On March 16, 2004, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated March 3, 2003. The Agreement was published on page 69 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, 2006.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On February 13, 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 27, 2004, through February 26, 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.

On December 3, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** December 17, 2003, through December 16, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to

- 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

international destinations for delivery by the appropriate authorities.

- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 1,000 pieces of Global Express Mail™ (EMS) or \$20,000 in postage for Global Express Mail™ (EMS).
- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

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

Exhibit 1

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

On March 16, 2004, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated April 11, 2003. The Agreement was published on page 37 of *Postal Bulletin 22102 (5-15-03)*. 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:** April 25, 2003, through April 24, 2006.
- b. Type of mail:** *All other provisions of the Agreement shall remain in force.*

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

On November 25, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM) 297.4*, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** December 9, 2003, through December 8, 2004.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of \$60,000 in postage for Global Express Mail™ (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

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

- a. **Term:** December 9, 2003, through December 8, 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 of 3,000 pieces of Global Express Mail™ (EMS) or \$60,000 in postage for Global Express Mail™ (EMS).

On March 19, 2004, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated April 11, 2003. The Agreement was published on page 35 of *Postal Bulletin* 22102 (5-15-03). 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:** April 25, 2003, through April 24, 2005.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On March 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:** March 19, 2004, through March 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.

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

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

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

Exhibit 1

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

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

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

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

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

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

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, 4-15-04*

*NOTICE***Compliance Date for New Customs Forms Rescheduled to June 5, 2004**

In *Postal Bulletin* 22123 (3-4-04, page 69), the article “IMM Revision: Compliance Date for New Customs Forms Rescheduled to April 4, 2004” noted that, starting on April 4, 2004, mailers must use the January 2004 editions of the following three customs forms:

- PS Form 2976, *Customs Declaration CN 22 — Sender's Declaration* (green label)
- PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*
- PS Form 2976-E, *Customs Declaration Envelope — CP 91*

However, we have rescheduled the mandatory compliance date for using the January 2004 editions of these forms to **June 5, 2004**.

This extension will not require a change to the language in the printed version of the *International Mail Manual* (IMM) or the online version of the IMM, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

— *Mailing Standards,
Pricing and Classification, 4-15-04*

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logo \$89.99**



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\$39.99**

**C103 Crystal
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with the United
States Postal
Service® logo
\$11.99**



**G57
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engraved United States Postal Service® logo
enclosed in the glass. Wood base can be
engraved. Ideal for awards and recognition \$39.99**

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with the
United States
Postal Service®
logo \$11.99**



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Philately

STAMP ANNOUNCEMENT 04-07

Lewis & Clark: The Corps of Discovery, 1804–1806, Prestige Booklet of 20 Stamps



Copyright USPS 2003

To commemorate the bicentennial of the official launch of the Lewis and Clark expedition on May 14, 1804, the Postal Service™ will issue a special 32-page prestige booklet, *Lewis & Clark: The Corps of Discovery, 1804–1806* (Item 882600), on May 14, 2004, in the following cities:

- Astoria, Oregon
- Atchison, Kansas
- Great Falls, Montana
- Hartford, Illinois
- Ilwaco, Washington
- Orofino, Idaho
- Omaha, Nebraska
- Pierre, South Dakota
- Sioux City, Iowa
- St. Charles, Missouri
- Washburn, North Dakota

Priced at \$8.95, the *Lewis & Clark* prestige booklet includes 20 First-Class Mail® stamps (\$7.40 value) and features informative text, historic illustrations, and scenic photographs. The prestige booklet goes on sale nationwide May 15, 2004. It is the third such booklet to be issued by the

Postal Service, following *U.S. Navy Submarines* (2000) and *Old Glory* (2003).

Meriwether Lewis and William Clark led the Corps of Discovery on a heroic expedition from the mouth of the Missouri River near St. Louis to the Pacific Ocean and back. President Thomas Jefferson had instructed them to follow the Missouri and Columbia Rivers and locate the elusive Northwest Passage.

Along the way, they explored much of the territory of Louisiana, the vast uncharted wilderness west of the Mississippi River that the United States had recently purchased from France. They mapped rivers; collected plants and animals new to science; held councils with Indians; and kept detailed journals — books destined to become classics of both American history and American literature.

The booklet contains two semijumbo stamp designs in self-adhesive panes of 10. The stamps feature individual portraits of Meriwether Lewis and William Clark painted by Michael J. Deas in a style reminiscent of early 19th-century portraits of the two explorers. The text was written by Ron Fisher, a Lewis and Clark enthusiast who has visited many of the expedition's sites and first wrote about the Corps of Discovery in 1970. Fisher's article, "Lewis and Clark:

Naturalist-Explorers™ appeared in the October 1998 issue of *National Geographic*.

How to Order First Day of Issue Postmark

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

LEWIS AND CLARK PRESTIGE BOOKLET
POSTMASTER
320 MICHIGAN AVE
OROFINO ID 83544-9998

LEWIS AND CLARK PRESTIGE BOOKLET
POSTMASTER
100 W CHERRY ST
HARTFORD IL 62048-99980

LEWIS AND CLARK PRESTIGE BOOKLET
POSTMASTER
214 JACKSON ST
SIOUX CITY IA 51101-9998

LEWIS AND CLARK PRESTIGE BOOKLET
POSTMASTER
621 KANSAS AVE
ATCHISON KS 66002-9998

LEWIS AND CLARK PRESTIGE BOOKLET
POSTMASTER
112 S FIFTH ST
ST CHARLES MO 63301-9998

LEWIS AND CLARK PRESTIGE BOOKLET
POSTMASTER
215 1ST AVE N
GREAT FALLS MT 59401-99980

LEWIS AND CLARK PRESTIGE BOKLET
PHILATELIC WINDOW
1124 PACIFIC ST
OMAHA NE 68108-9998

LEWIS AND CLARK PRESTIGE BOOKLET
POSTMASTER
721 MAIN AVE
WASHBURN ND 58577-9998

LEWIS AND CLARK PRESTIGE BOOKLET
POSTMASTER
750 COMMERCIAL ST
ASTORIA OR 97103-9998

LEWIS AND CLARK PRESTIGE BOOKLET
POSTMASTER
225 S PIERRE ST
PIERRE SD 57501-9998

LEWIS AND CLARK PRESTIGE BOOKLET
POSTMASTER
128 LAKE ST
ILWACO WA 98624-99980

Issue:	<i>Lewis & Clark: The Corps of Discovery, 1804–1806</i>
Item Number:	882600
Denomination & Type of Issue:	37-cent Commemorative
Format:	Prestige booklet of 20 (2 designs)
Price per Booklet:	\$8.95
Series:	N/A
Issue Date:	May 14, 2004
Cities:	Astoria, OR 97103 Atchison, KS 66002 Great Falls, MT 59405 Hartford, IL 62048 Ilwaco, WA 98624 Orofino, ID 83544 Omaha, NE 68102 Pierre, SD 57501 Sioux City, IA 51106 St. Charles, MO 63301 Washburn, ND 58577
Engraver:	N/A
Artist:	Michael J. Deas, Brooklyn Heights, NY
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	Michael J. Deas, Brooklyn Heights, NY
Designer:	Michael J. Deas, Brooklyn Heights, NY
Modeler:	Joseph Sheeran
Manufacturing Process:	Intaglio/Offset
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Stevens, Vari-size Security Press
Stamps per Booklet:	20 stamps per booklet
Print Quantity:	1 million booklets
Paper Type:	Prephosphored, type II
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	
Intaglio:	“Clark” PMS 200 (Red), “Lewis” PMS 288 (Blue)
Offset:	Black, Cyan, Magenta, Yellow, PMS 454 (Beige)
Stamp Orientation:	Vertical
Image Area (w x h):	1.225 x 1.56 in./31.115 x 39.624 mm
Overall Size (w x h):	1.105 x 1.44 in./28.067 x 36.576 mm
Booklet Size (w x h):	6.8125 x 3.75 in./173.037 x 95.25 mm
Full Pane Size (w x h):	6.8125 x 3.75 in./173.037 x 95.25 mm
Plate Size:	90 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	N/A
Catalog Item Number(s):	882600 Prestige Booklet w/special PG — \$8.95 882693 Prestige Booklet w/Full Pane stamp — \$16.35

Customers requesting multiple cancellations (two or more first day cancellations) should send their request to:

POSTMASTER
100 W CHERRY ST
HARTFORD IL 62048-9998

Customers should specify how they wish their stamps to be cancelled (i.e., which states). Without specific instructions, the Postal Service will apply the Hartford, Illinois, cancellation. After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by June 13, 2004.

Philatelic Products

The *Lewis & Clark* prestige booklet (Item 882600), a philatelic product, will be issued on May 14, 2004. Sales of this item must be tracked in account identifier code (AIC) 092.

A *Lewis & Clark* philatelic print and prestige booklet set will be available only at the 11 first day of issue sites. Each site will receive 250 sets.

The *Lewis & Clark* prestige booklet and full pane set (Item 882693) will be available in postal stores, online at www.usps.com, and by telephone at 800-STAMP-24.

Distribution: Item 882600, \$8.95 *Lewis & Clark* Prestige Booklet

The *Lewis & Clark* prestige booklet (Item 882600) will be distributed to and sold at *only* the following locations:

- First day of issue sites
- Philatelic centers nationwide
- Collectables section of select postal stores
- Stamp Fulfillment Services (SFS) in Kansas City, Missouri
- Special events held along the Lewis and Clark historic trail

Stamp distribution offices (SDOs) *will not* receive a standard automatic distribution of the *Lewis & Clark* prestige booklet for subsequent distribution to Post Offices; however, all SDOs, will automatically receive a philatelic center distribution of this philatelic item.

Initial Supply to Post Offices

The *Lewis and Clark* prestige booklet *will not* be distributed to or sold at all Post Offices. SDOs will make a subsequent automatic distribution to authorized philatelic centers, using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute this prestige booklet to Post Offices before May 10, 2004.

Philatelic Requirement

SDOs will receive an automatic distribution of this philatelic item for subsequent distribution to each philatelic window. Philatelic distributions are rounded to master carton size (480 prestige booklets).

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Lewis & Clark</i> Prestige Booklet Item 882600...
0	480
1	480
2	960
3	1,440
4	1,920
5	2,400
6	2,880
8	3,840
9	4,320
12	5,760
13	6,240
16	7,680
19	9,120

Additional Supply

Authorized philatelic centers nationwide, requiring additional *Lewis & Clark* prestige booklets must requisition them from their designated SDO using PS Form 17. SDOs requiring additional prestige books to meet philatelic center demand must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs for additional philatelic center stock, the Chicago, Memphis, and New York APDs will each receive 12,000 additional prestige booklets.

For fulfilling supplemental orders from SDOs for additional philatelic center stock and from SDOs supporting events along Lewis and Clark's historic trail, the San Francisco and Denver APD will receive 60,000 additional prestige booklets.

For fulfilling supplemental orders from the APDs that supply SDOs supporting events along Lewis and Clark's historic trail, the Kansas City Stamp Services Center will receive 520,000 additional prestige booklets.

Sales Policy

Authorized philatelic centers nationwide must acquire and maintain a supply of this philatelic Item 882600 as long as customer demand exists, until inventory is depleted, or until the prestige booklet is officially withdrawn from sale. If supplies run low, philatelic centers must reorder additional quantities using their normal ordering procedures. *Sales of Item 882600 must be tracked in AIC 092.*

— Stamp Services,
Government Relations, 4-15-04

STAMP ANNOUNCEMENT 04-08

Lewis & Clark Bicentennial Commemorative Stamp



Copyright USPS 2003

The Postal Service™ will issue a 37-cent *Lewis & Clark Bicentennial* commemorative stamp (Item 455900) in a pressure-sensitive adhesive (PSA) pane of 20 on May 14, 2004, in the following cities:

- Astoria, Oregon
- Atchison, Kansas
- Great Falls, Montana
- Hartford, Illinois
- Ilwaco, Washington
- Orofino, Idaho
- Omaha, Nebraska
- Pierre, South Dakota
- Sioux City, Iowa
- St. Charles, Missouri
- Washburn, North Dakota

The stamp, designed and painted by Michael J. Deas of Brooklyn Heights, New York, goes on sale nationwide May 15, 2004.

The stamp honors Meriwether Lewis and William Clark, the two valiant leaders of the Lewis and Clark expedition. The stamp depicts Meriwether Lewis and William Clark standing on a promontory surveying the countryside.

The Postal Service will issue the *Lewis & Clark Bicentennial* stamp separately from the special prestige booklet, *Lewis & Clark: The Corps of Discovery, 1804–1806* (see related article on page 102 of this *Postal Bulletin*).

How to Order First Day of Issue Postmark

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

should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to any one of the following cities:

LEWIS AND CLARK COMMEMORATIVE STAMP
POSTMASTER
320 MICHIGAN AVE
OROFINO ID 83544-9998

LEWIS AND CLARK COMMEMORATIVE STAMP
POSTMASTER
100 W CHERRY ST
HARTFORD IL 62048-9998

LEWIS AND CLARK COMMEMORATIVE STAMP
POSTMASTER
214 JACKSON ST
SIOUX CITY IA 51101-9998

LEWIS AND CLARK COMMEMORATIVE STAMP
POSTMASTER
621 KANSAS AVE
ATCHISON KS 66002-9998

LEWIS AND CLARK COMMEMORATIVE STAMP
POSTMASTER
112 S FIFTH ST
ST CHARLES MO 63301-9998

LEWIS AND CLARK COMMEMORATIVE STAMP
POSTMASTER
215 1ST AVE N
GREAT FALLS MT 59401-9998

LEWIS AND CLARK COMMEMORATIVE STAMP
PHILATELIC WINDOW
1124 PACIFIC ST
OMAHA NE 68108-9998

LEWIS AND CLARK COMMEMORATIVE STAMP
POSTMASTER
721 MAIN AVE
WASHBURN ND 58577-9998

LEWIS AND CLARK COMMEMORATIVE STAMP
POSTMASTER
750 COMMERCIAL ST
ASTORIA OR 97103-9998

LEWIS AND CLARK COMMEMORATIVE STAMP
POSTMASTER
225 S PIERRE ST
PIERRE SD 57501-9998

LEWIS AND CLARK COMMEMORATIVE STAMP
POSTMASTER
128 LAKE ST
ILWACO WA 98624-9998

To request multiple cancellations (i.e., two or more first day cancellations), customers should send their requests to:

POSTMASTER
100 W CHERRY ST
HARTFORD IL 62048-9998

Customers should specify how their stamps are to be cancelled (i.e., which states). If customers do not specify the states, the Postal Service will apply the Hartford, Illinois, cancellation. After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by June 13, 2004.

How to Order First Day Covers

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

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

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

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: 37-cent *Lewis & Clark Bicentennial* Commemorative Stamp, Item 455900

Stamp distribution offices (SDOs) will receive approximately one-third the standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of one-quarter their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before May 10, 2004.

Issue:	<i>Lewis & Clark Bicentennial</i>
Item Number:	455900
Denomination & Type of Issue:	37-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date:	May 14, 2004
Cities:	Astoria, OR 97103 Atchison, KS 66002 Great Falls, MT 59405 Hartford, IL 62048 Ilwaco, WA 98624 Orofino, ID 83544 Omaha, NE 68102 Pierre, SD 57501 Sioux City, IA 51106 St. Charles, MO 63301 Washburn, ND 58577
Artist:	Michael J. Deas, Brooklyn Heights, NY
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	Michael J. Deas, Brooklyn Heights, NY
Designer:	Michael J. Deas, Brooklyn Heights, NY
Modeler:	Donald Woo
Manufacturing Process:	Intaglio/Offset
Printer:	Banknote Corporation of America, Inc. (BCA) Sennett Security Products (SSP)
Printed at:	Browns Summit, NC
Press Type:	Roland, 300
Stamps per Pane:	20
Print Quantity:	62.2 million stamps
Paper Type:	Nonhosphored, Type III, Block Tagged
Adhesive Type:	Pressure-sensitive
Processed at:	Browns Summit, NC
Colors:	
Offset:	Yellow, Magenta, Cyan, Black,
Intaglio:	PMS 454 (Green) PMS 5535 (Dark Green)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.40 x 0.82 in./35.56 x 20.83 mm
Overall Size (w x h):	1.56 x 0.98 in./39.62 x 24.89 mm
Full Pane Size (w x h):	7.26 x 5.90 in./184.40 x 149.86 mm
Plate Size:	180 stamps per revolution
Plate Numbers:	"S" followed by six (6) single digits
Marginal Markings:	"© 2003 USPS" • Price • Plate numbers in four corners • Plate position diagram • Four barcodes on back of pane
Catalog Item Number(s):	455920 Block of 4 — \$1.48 455930 Block of 10 — \$3.70 455940 Full Pane of 20 — \$7.40 455961 Random Single FDC — \$0.75 455963 FDC Set of 11 — \$8.25 455984 Press Sheet — \$66.60 455993 Full Pane w/FDC single — \$8.15

Philatelic Requirement

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

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the Lewis & Clark Bicentennial Commemorative Stamp, Item 455900
1	18,000
2	18,000
3	36,000
4	36,000
5	54,000
6	54,000
8	72,000
9	90,000
12	108,000
13	126,000
16	144,000
19	180,000

Additional Supply

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

For fulfilling supplemental orders from SDOs, the San Francisco and Denver APDs will each receive 2,000,000 additional stamps; the Memphis, New York, and Chicago APDs will each receive 1,120,000 additional stamps.

The Kansas City Stamp Services Center will receive an additional 10,000,000 stamps; these stamps will be for supplemental orders from APDs that supply SDOs supporting events along the Lewis and Clark historic trail.

Sales Policy

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

— Stamp Services,
Government Relations, 4-15-04

CORRECTION

Spencer Tracy Pictorial Cancellation

In the article "Pictorial Cancellations Announcement" in *Postal Bulletin* 22125 (4-1-04, page 71), the *Legends of Hollywood Spencer Tracy Second Day of Issue Station* (pictured below) was incorrectly included among the cancellations.

This pictorial cancellation will not be issued.

Note: We were notified that it would not be issued after the *Postal Bulletin* was published.

— Stamp Services,
Government Relations, 4-15-04



STAMP ANNOUNCEMENT 04-09

Isamu Noguchi Commemorative Stamp



Copyright USPS 2003

The Postal Service™ will issue a 37-cent *Isamu Noguchi* commemorative stamp (Item 456100) in a pressure-sensitive adhesive (PSA) pane of 20 on May 18, 2004, in Long Island City, New York. The stamp, designed by Derry Noyes of Washington, DC, goes on sale nationwide May 19, 2004.

The stamp honors sculptor Isamu Noguchi (1904–1988) on the 100th anniversary of his birth. Noted for merging Western and Eastern influences, Noguchi expanded the definition of sculpture with creations that ranged from portraiture and abstract sculpture to graceful meditation gardens and sprawling landscapes. Drawing no distinction between art and design, Noguchi also created furniture, theater sets, and other functional objects that demonstrated his desire to make sculpture useful to society.

The pane of 20 stamps features five different works by Noguchi: *Margaret La Farge Osborn*, 1937; *Black Sun*, 1960–1963; *Mother and Child*, 1944–1947; *Figure*, 1945; and *Akari 25N*, circa 1968.

The selvage features a photograph of Noguchi taken by Eliot Elisofon for publication in 1952. Below the photograph is text reading, “sculptor 1904–1988” and the quotation by Noguchi, “Everything is sculpture. Any material, any idea without hindrance born into space, I consider sculpture.”

How to Order First Day of Issue Postmark

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

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

ISAMU NOGUCHI COMMEMORATIVE STAMP
POSTMASTER
4602 21ST ST
LONG ISLAND CITY NY 11101-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by June 17, 2004.

How to Order First Day Covers

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

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

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

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: Item 456100, 37-cent *Isamu Noguchi* Commemorative Stamp

Stamp distribution offices (SDOs) will receive two automatic distributions of Item 456100. The first distribution of approximately one-fourth the standard automatic distribution quantity for a sheet stamp will be completed on April 22, 2004. The second distribution, also approximately one-fourth the standard automatic distribution quantity for a PSA sheet stamp, will be completed on May 13, 2004. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

From the initial shipment, SDOs will make a subsequent automatic distribution to Post Offices for one-fourth their standard automatic distribution quantities using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before May 13, 2004.

Philatelic Requirement

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

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Isamu Noguchi</i> Commemorative Stamp, Item 456100
1	12,000
2	24,000
3	36,000
4	48,000
5	60,000
6	72,000
8	96,000
9	108,000
12	144,000
13	156,000
16	192,000
19	228,000

Additional Supply

Post Offices requiring additional Item 456100 must requisition them from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the New York APD will receive 1,400,000 additional stamps; the San Francisco, Chicago, and Memphis APDs will each receive 1,000,000 additional stamps; and the Denver APD will receive 400,000 additional stamps.

Issue:	<i>Isamu Noguchi</i>
Item Number:	456100
Denomination & Type of Issue:	37-cent Commemorative
Format:	Pane of 20 with selvage (5 designs)
Series:	N/A
Issue Date & City:	May 18, 2004, Long Island City, NY 11101
Designer:	Derry Noyes, Washington, DC
Engraver:	N/A
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Mueller Martini, A76 Modified
Stamps per Pane:	20
Print Quantity:	57 million stamps
Paper Type:	Phosphor 225 PMU, Type II, Block (refers to blockage of selvage)
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black in unit #1, Black in unit #2
Stamp Orientation:	Vertical
Image Area (w x h):	1.085 x 1.42 in./27.559 x 36.068mm
Overall Size (w x h):	1.225 x 1.56 in./31.115 x 39.624 mm
Full Pane Size (w x h):	9.5 x 7.125 in./241.30 x 180.975mm
Plate Size:	120 stamps per revolution
Plate Numbers:	"P" followed by two (2) single digits
Marginal Markings:	© 2003 USPS • Plate numbers • Price • Plate position diagram • Barcode
Catalog Item Number(s):	456120 Strip of 5 — \$1.85 456130 Block of 10 — \$3.70 456140 Full Pane of 20 — \$7.40 456163 First Day Cover Set of 5 — \$3.75 456184 Press Sheet — \$44.40 456193 Full Pane w/FDC Set of 5 — \$11.15

Sales Policy

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

— Stamp Services,
Government Relations, 4-15-04

STAMP ANNOUNCEMENT 04-10

Sea Coast Definitive Stamp

Copyright USPS 2003

The Postal Service™ will issue a nondenominated (5-cent value) *Sea Coast* nonprofit stamp in a pressure-sensitive adhesive (PSA) coil of 3,000 (Item 782700) on April 6, 2004, in Washington, DC. The stamp, designed by Phil Jordan of Falls Church, Virginia, and illustrated by Tom Engeman of Brunswick, Maryland, goes on sale nationwide April 7, 2004.

The *Sea Coast* nonprofit stamp was previously issued: (1) on October 21, 2002, in a pressure-sensitive adhesive (PSA) coil of 10,000 (Item 781400); (2) on March 19, 2003, in a water-activated gum (WAG) coil of 500 (Item 781800); and (3) on March 19, 2003, in a WAG coil of 10,000 (Item 782000).

How to Order First Day of Issue Postmark

Customers have 90 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at www.usps.com/shop. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

SEA COAST NONPROFIT STAMP
POSTMASTER
SPECIAL CANCELLATIONS
PO BOX 92282
WASHINGTON DC 20090-2282

Issue:	<i>Sea Coast</i>
Item Number:	782700
Denomination & Type of Issue:	5-cent value, nondenominated definitive nonprofit
Format:	Coil of 3,000 (1 design)
Series:	N/A
Issue Date & City:	April 6, 2004, Washington, DC 20066
Designer:	Tom Engeman, Brunswick, MD
Cylinders:	Southern Graphics
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	Phil Jordan, Falls Church, VA
Modeler:	Joseph Sheeran
Manufacturing Process:	Gravure
Printer:	JW Fergusson & Sons
Printed at:	Richmond, VA
Press Type:	Goebel
Stamps per Coil:	3,000
Print Quantity:	105 million stamps (35,000 coils)
Paper Type:	Nonphosphored, type III
Adhesive Type:	Pressure sensitive
Processed at:	Ashton Potter (USA) Ltd. (APU)
Colors:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Vertical
Image Area (w x h):	0.73 x 0.84 in./18.542 x 21.336 mm
Overall Size (w x h):	0.87 x 0.980 in./22.098 x 24.892 mm
Full Pane Size (w x h):	N/A
Plate Size:	567 stamps per revolution
Plate Numbers:	"P" followed by 2222 every 27 stamps
Marginal Markings	N/A
Catalog Item Number(s):	782740 Full Coil of 3000 — \$150.00 782730 Strip of 25 — \$1.25 782762 First Day Cover — \$0.80

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by July 5, 2004.

How to Order First Day Covers

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

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

Each cover must have sufficient postage to meet current First-Class Mail® postage. First day covers remain on sale for at least 1 year after the stamp's issuance.

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: Item 782700, Sea Coast, Nonprofit Rate, PSA Coil of 3,000

Stamp distribution offices (SDOs) *will not* receive an automatic distribution of Item 782700. SDOs requiring Item 782700 must order them from their designated accountable paper depository (APD) using PS Form 17, *Stamp Requisition/Stamp Return*.

Initial Supply to Post Offices

Post Offices requiring quantities of Item 782700 must order them from their designated SDO using a separate PS Form 17. SDOs must not distribute these stamps to Post Offices before April 1, 2004.

Philatelic Requirement

Philatelic centers requiring Item 782700 must order them from their designated SDO using a separate PS Form 17.

Additional Supply

Post Offices requiring additional coils must requisition them from their designated SDO using PS Form 17. SDOs requiring additional coils must order them from the appropriate APD using PS Form 17.

For fulfilling orders from SDOs, the San Francisco, Chicago, Memphis, and New York APDs will each receive 3,240 coils; the Denver APD will receive 1,080 coils. For fulfilling supplemental orders from APDs, the Kansas City Stamp Services Center will receive 14,480 coils.

— *Stamp Services,
Government Relations, 4-15-04*

STAMP ANNOUNCEMENT 04-11

American Eagle Definitive Stamp

Copyright USPS 2003

The Postal Service™ will issue a nondenominated (25-cent value), *American Eagle* Presorted First-Class Mail® stamp (Item 782500) in a water-activated gum (WAG) coil of 3,000 on May 12, 2004, in Washington, DC. The stamp, designed by Tom Engeman of Brunswick, Maryland, goes on sale nationwide May 13, 2004.

The *American Eagle* definitive stamp was previously issued on June 26, 2003, in a pressure-sensitive adhesive (PSA) coil of 10,000 (Item 782100).

How to Order First Day of Issue Postmark

Customers have 90 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at www.usps.com/shop. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

AMERICAN EAGLE DEFINITIVE STAMPS
POSTMASTER
SPECIAL CANCELLATIONS
PO BOX 92282
WASHINGTON DC 20090-2282

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by August 11, 2004.

Issue:	<i>American Eagle</i>
Item Number:	782500
Denomination & Type of Issue:	25-cent, Presorted First-Class Mail Nondenominated Definitive
Format:	Coil of 3,000 (10 designs)
Series:	N/A
Issue Date & City:	May 12, 2004, Washington, DC 20066
Designer:	Tom Engeman, Brunswick, MD
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Tom Engeman, Brunswick, MD
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Engraver:	Southern Graphics
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec, 3000
Stamps per Coil:	3,000
Print Quantity:	75 million stamps
Paper Type:	Nonphosphored, type III
Adhesive Type:	Water-activated
Processed at:	American Packaging, Columbus, WI
Colors:	Yellow, Red, Green, Blue, Dark Blue, Grey Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.72 x 0.810 in./18.28 x 20.57 mm
Overall Size (w x h):	0.87 x 0.96 in./22.09 x 24.38 mm
Full Pane Size (w x h):	N/A
Plate Size:	660 stamps per revolution
Plate Numbers:	"S" followed by seven (7) single digits (every 10 stamps)
Coil Back Number Frequency:	N/A
Marginal Markings:	N/A
Catalog Item Number(s):	782520 Strip of 5 — \$1.25 782530 Strip of 25 — \$6.25 782540 Full Coil of 3000 — \$750.00 782562 First Day Cover — \$0.88

How to Order First Day Covers

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

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

Each cover must have sufficient postage to meet current First-Class Mail postage. First day covers remain on sale for at least 1 year after the stamp's issuance.

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: *American Eagle*, Presorted First-Class Mail Rate, PSA Coil of 3,000, Item 782500

Stamp distribution offices (SDOs) *will not* receive an automatic distribution of Item 782500. SDOs requiring Item 782500 must order them from their designated accountable paper depository (APD) using PS Form 17, *Stamp Requisition/Stamp Return*.

Initial Supply to Post Offices

Post Offices requiring Item 782500 must order them from their designated SDO using a separate PS Form 17. SDOs must not distribute these stamps to Post Offices before May 7, 2004.

Philatelic Requirement

Philatelic centers requiring Item 782500 must order them from their designated SDO using a separate PS Form 17.

Additional Supply

Post Offices requiring additional coils must requisition them from their designated SDO using PS Form 17. SDOs requiring additional coils must order them from the appropriate APD using PS Form 17.

For fulfilling orders from SDOs, the San Francisco, Chicago, Memphis, and New York APDs will each receive 2,560 coils; the Denver APD will receive 960 coils. For fulfilling supplemental orders from APDs, the Kansas City Stamp Services Center will receive 10,240 coils.

— *Stamp Services,
Government Relations, 4-15-04*

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.

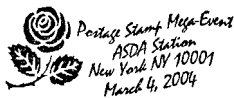
Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope 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 cancellations have been extended for 30 days.

March 4–7, 2004

American Stamp Dealers Association
POSTAGE STAMP MEGAEVENT
ASDA STATION
POSTMASTER
SPECIAL EVENTS
JAF BLDG
421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9998



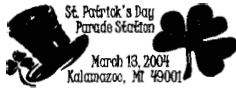
March 20–21, 2004

Gay & Lesbian Business and Trade EXPO
11TH ANNIVERSARY GAY AND LESBIAN BUSINESS AND TRADE EXPO STATION
POSTMASTER
SPECIAL EVENTS
JAF BLDG
421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9998



March 13, 2004

ST PATRICKS DAY PARADE STATION
POSTMASTER
PO BOX 9998
OSHTEMO MI 49077-9998



March 26, 2004

Francisco Priegues General Sales Manager Telemundo of Puerto Rico
WKAQ Channel 2
TELEMUNDO 50 ANOS EN FAMILIA STATION
RETAIL MANAGER CARIBBEAN DISTRICT
585 AVE FD ROOSEVELT STE 223
SAN JUAN PR 00936-9996



March 14, 2004

The Three Flags Committee
LOUISIANA PURCHASE BICENTENNIAL STATION
POSTMASTER
1140 OLIVE
ST LOUIS MO 63102-9998



March 27, 2004

KAZOOPEX STATION
POSTMASTER
PO BOX 9998
OSHTEMO MI 49077-9998



April 23, 2004

Rush-Henrietta Rotary Club
HENRIETTA STATION
POSTMASTER
25 GOODBURLET RD
HENRIETTA NY 14467-9998

Rush-Henrietta Rotary Club
50 Years of Service



Rush-Henrietta Rotary Club
RUSH STATION
POSTMASTER
6144 RUSH LIMA RD
RUSH NY 14543-9998



March 26, 2004
 Postal Service
 ANNIVERSARY STATION
 POSTMASTER
 1961 TRINIDAD ST
 PO BOX 9998
 GLENWOOD FL 32722-9998



Hibiscus Station
 Vero Beach, FL 32960-9998
 April 17, 2004

April 16-17, 2004
 Main St Vero Beach, Indian River
 Historical Society, The Heritage
 Center
 HIBISCUS STATION
 POSTMASTER
 2050 13TH AVE
 VERO BEACH FL 32960-9998



April 2, 2004
 Mesa Employee Social &
 Recreation Committee
 PURPLE HEART STATION
 FINANCE SUPERVISOR
 325 S LINDSAY RD
 MESA AZ 85204-9998



April 17, 2004
 Ramp Feast
 FEAST OF THE RAMSON
 STATION
 POSTMASTER
 22 E MAIN ST
 RICHWOOD WV 26261-9998



April 2 2004
 United States Air Force Academy Station
 Postmaster
 1985 King Ave.
 Kings Mills Ohio 45034-9998

April 2, 2004
 United States Air Force Academy
 UNITED STATES AIR FORCE
 ACADEMY STATION
 POSTMASTER
 1985 KING AVE
 KINGS MILLS OH 45034-9998



April 17, 2004
 Postal Service
 60TH ANNIVERSARY
 COMMISSIONING STATION
 POSTMASTER
 2600 ELTHAM AVE STE 109
 NORFOLK VA 23513-2501



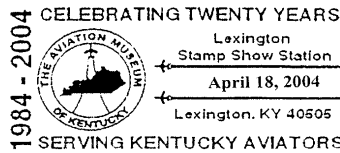
April 3-4, 2004
 Park Forest Stamp Club
 PARFOREX STATION
 POSTMASTER
 123 INDIANWOOD BLVD
 PARK FOREST IL 60466-9998



April 17, 2004
 Stephen Decatur Chapter No 4
 Universal Ship Cancellation
 Society
 60TH ANNIVERSARY
 COMMISSIONING STATION
 POSTMASTER
 PO BOX 9998
 MADISON WI 53714-9998



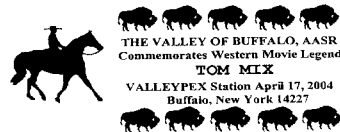
April 10, 2004
 BLACK MEMORABILIA AND
 COLLECTIBLE SHOW
 GAITHERSBURG STATION
 SPECIAL CANCELLATION UNIT
 900 BRENTWOOD RD NE RM
 1089
 WASHINGTON DC 20066-9998



April 17, 2004
 Henry Clay Philatelic Society
 LEXINGTON STAMP SHOW
 STATION
 POSTMASTER
 PO BOX 9998
 LEXINGTON KY 40505-9998



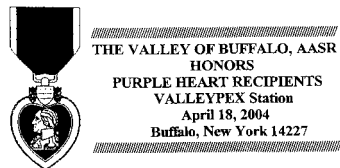
April 15, 2004
 Erie SeaWolves
 ERIE SEAWOLVES STATION
 POSTMASTER
 2108 E 38TH ST
 ERIE PA 16515-9998



April 17-18, 2004
 The Valley of Buffalo, AASR
 VALLEYPEX STATION
 POSTMASTER
 1200 WILLIAM ST
 BUFFALO NY 14240-9998



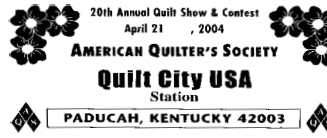
April 16, 2004
 MENC - The National Association
 for Music Education and the U.S.
 Postal Service
 MENC MUSIC EDUCATION
 STATION
 MPLS MAIN POST OFFICE
 STAMP SHOP
 PO BOX 9998
 MINNEAPOLIS MN 55401-9998



April 17-18, 2004
 The Valley of Buffalo, AASR
 VALLEYPEX STATION
 POSTMASTER
 1200 WILLIAM ST
 BUFFALO NY 14240-9998



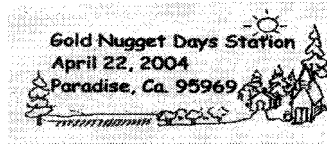
April 17-18, 2004
 Wilkinsburg Stamp Club
 EXHIBITION STATION
 PHILATELIC CLERK
 700 GRANT ST
 PITTSBURGH PA 15219-9998



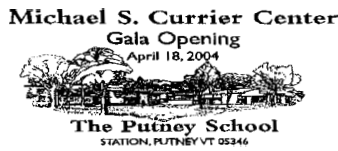
April 21-24, 2004
 Postal Service
 QUILT CITY USA STATION
 POSTMASTER
 300 S 4TH ST
 PADUCAH KY 42003-9998



April 17-18, 2004
 Southern Oregon Philatelic Society
 SOPEX STATION
 POSTMASTER PHILATELIC SERVICES
 333 W 8TH ST
 MEDFORD OR 97501-9998



April 22-25, 2004
 Postal Service
 GOLD NUGGETT DAYS STATION
 POSTMASTER
 6469 CLARK RD
 PARADISE CA 95969-9998



April 18, 2004
 The Putney School
 THE PUTNEY SCHOOL STATION
 OIC
 109 MAIN ST
 PUTNEY VT 05346-9998



April 23, 2004
 Woman's National Farm & Garden Association
 90TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 EAST LANSING MI 48823-9998



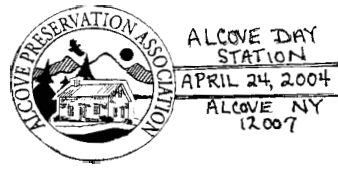
April 18, 2004
 TUSCOPEX STATION
 POSTMASTER
 210 N BROADWAY
 NEW PHILADELPHIA OH
 44663-9998



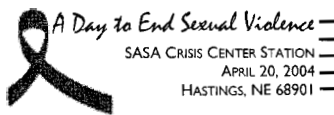
April 24, 2004
 SHAD FESTIVAL STATION
 POSTMASTER
 10 YORK ST
 LAMBERTVILLE NJ 08530-9998



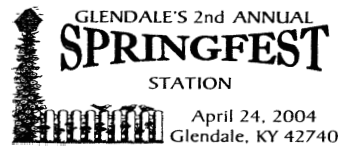
April 20, 2004
 Forgan High School
 BULLDOG STATION
 POSTMASTER
 115 S BROADWAY ST
 FORGAN OK 73938-9998



April 24, 2004
 Alcove Preservation Association
 ALCOVE DAY STATION
 POSTMASTER
 PO BOX 9998
 ALCOVE NY 12007-9998



April 20, 2004
 SASA Crisis Center
 SASA CRISIS CENTER STATION
 POSTMASTER
 PO BOX 9998
 HASTINGS NE 68901-9998



April 24, 2004
 SpringFest Committee
 GLENDALES 2ND ANNUAL SPRINGFEST STATION
 POSTMASTER
 PO BOX 9998
 GLENDALE KY 42740-9998



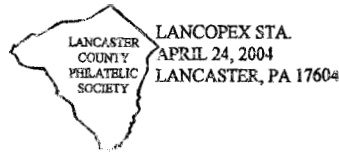
April 21, 2004
 120TH ANNIVERSARY STATION
 POSTMASTER
 391 OLD COLONY RD
 CHARTLEY MA 02712-9998



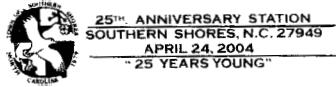
April 24, 2004
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 WINNSBORO TX 75494-9998



April 24, 2004
MADONNA OF THE TRAIL STATION
 POSTMASTER
 7400 WISCONSIN AVE
 BETHESDA MD 20814-9998



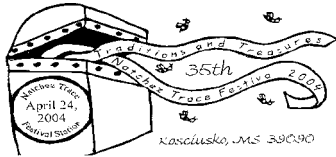
April 24-25, 2004
Lancaster County Philatelic Society
LANCOPEX STATION
 POSTMASTER
 PO BOX 9998
 LANCASTER PA 17604-9998



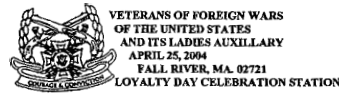
April 24, 2004
Town of Southern Shores
25TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 SOUTHERN SHORES NC 27949-9998



April 24-25, 2004
Wisconsin Federation of Stamp Clubs
WISCOPEX 2004 STATION
 POSTMASTER
 PO BOX 9998
 SCANDINAVIA WI 54977-9998



April 24, 2004
NATCHEZ TRACE FESTIVAL STATION
 POSTMASTER
 65 VETERANS MEMORIAL DR
 KOSCIUSKO MS 39090-9998

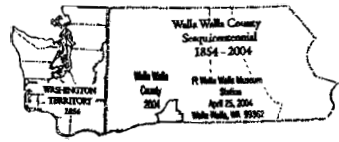


April 25, 2004
VFW & Ladies AUX
LOYALTY DAY CELEBRATION STATION
 POSTMASTER
 2 GOVERNMENT CTR
 FALL RIVER MA 02721-9998



Athens County Children Services
 Convoy Center Station
 April 24, 2004
 Athens, OH 45701

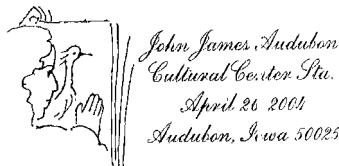
April 24, 2004
Athens County Children Services
CONVO CENTER STATION
 POSTMASTER
 110 W WASHINGTON ST
 NELSONVILLE OH 45764-9998



April 25, 2004
Walla Walla Valley Philatelic Society
FT WALLA WALLA MUSEUM STATION
 POSTMASTER
 128 W 2ND AVE
 WALLA WALLA WA 99362-9998



April 24, 2004
EARTH DAY INDIANA FESTIVAL STATION
 POSTMASTER
 125 W SOUTH ST
 INDIANAPOLIS IN 46206-9998



April 26, 2004
Audubon Public Library & Cultural Center
JOHN JAMES AUDOBON CULTURAL CENTER STATION
 POSTMASTER
 428 TRACY ST
 AUDUBON IA 50025-9998



ETHNIC FESTIVAL STATION
 APRIL 24, 2004
 BALLINGER TX 76821

April 24, 2004
Postal Service
ETHNIC FESTIVAL STATION
 POSTMASTER
 116 S 8TH ST
 BALLINGER TX 76821-9998



April 29, 2004
Postal Service
TOLEDO STATION
 POSTMASTER
 202 COWLITZ ST
 TOLEDO WA 98591-9998

— Stamp Services,
 Government Relations, 4-15-04

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, 4-15-04*

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	01-4960	36906	AL	Lisman	Choctaw	Cromwell	Community Post Office	06/30/2001	Community Post Office™ and ZIP Code™ discontinued. Establish a place name. Lisman AL becomes an acceptable last line for use with ZIP Code 36912.
New	01-4960	36912	AL	Lisman	Choctaw	Lisman	Place Name	12/06/2003	
Old	07-0054	81042	CO	Aguilar	Las Animas	Gulnare	Community Post Office	07/20/1999	Community Post Office and ZIP Code discontinued. Establish a place name. Aguilar CO becomes an acceptable last line for use with ZIP Code 81020.
New	07-0054	81020	CO	Aguilar	Las Animas	Aguilar	Place Name	12/06/2003	
Old	07-3456	81066	CO	Gardner	Huerfano	Red Wing	Community Post Office	12/31/1999	Community Post Office and ZIP Code discontinued. Establish a place name. Gardner CO becomes an acceptable last line for use with ZIP Code 81040.
New	07-3456	81040	CO	Gardner	Huerfano	Gardner	Place Name	12/06/2003	
Old	08-0034	06230	CT	Abington	Windham	Main Office	Post Office	02/28/1991	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Abington CT 06230 as last line of address.
New	08-6120	06230	CT	Pomfret Center	Windham	Abington	Place Name	12/20/2003	
Old	08-3978	06251	CT	Mansfield Depot	Tolland	Main Office	Post Office	01/17/1997	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Mansfield CT 06251 as last line of address.
New	08-7922	06251	CT	Storrs Mansfield	Tolland	Mansfield Depot	Place Name	12/20/2003	
Old	12-7711	31082	GA	Sandersville	Washington	Deep Step	Community Post Office	04/01/2003	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Deep Step GA 31082 as last line of address.
New	12-7711	31082	GA	Sandersville	Washington	Deep Step	Place Name	12/20/2003	
Old	16-5928	61468	IL	Opheim	Henry	Main Office	Post Office	04/15/2004	This announcement corrects the spelling of the Main Post Office name from Opheim to Ophiem.
New	16-5928	61468	IL	Ophiem	Henry	Ophiem	Main Office	04/15/2004	
Old	17-8646	46380	IN	Tefft	Jasper	Main Office	Post Office	03/01/1997	Post Office discontinued. Retain ZIP Code. Establish a Community Post Office. Use Tefft IN 46380 as last line of address.
New	17-9416	46380	IN	Wheatfield	Jasper	Tefft	Community Post Office	12/27/2003	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	19-6710	67656	KS	Ogallah	Trego	Main Office	Post Office	04/08/1999	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Ogallah KS 67656 as last line of address.
New	19-2827	67656	KS	Ellis	Ellis	Ogallah	Place Name	01/10/2004	
Old	20-1648	42735	KY	Columbia	Adair	Fairplay	Community Post Office	07/19/2002	Community Post Office and ZIP Code discontinued. Establish a place name. Fairplay KY becomes an acceptable last line for use with ZIP Code 42728.
New	20-1648	42728	KY	Columbia	Adair	Fairplay	Place Name	12/06/2003	
Old	20-2356	42783	KY	Eastview	Hardin	Summit	Community Post Office	02/28/2003	Community Post Office and ZIP Code discontinued. Establish a place name. Summit KY becomes an acceptable last line for use with ZIP Code 42732.
New	20-2356	42732	KY	Eastview	Hardin	Summit	Place Name	12/06/2003	
Old	20-3616	41701	KY	Hazard	Perry	Darfork	Community Post Office	12/31/2002	Community Post Office and ZIP Code are being retained. Establish a place name. Hazard KY becomes an acceptable last line for use with ZIP Code 41701.
New	20-3616	41701	KY	Hazard	Perry	Hazard	Place Name	12/06/2003	
Old	20-2460	42203	KY	Elkton	Todd	Allegre	Community Post Office	06/21/2002	Community Post Office and ZIP Code discontinued. Establish a place name. Allegre KY becomes an acceptable last line for use with ZIP Code 42220.
New	20-2460	42220	KY	Elkton	Todd	Allegre	Place Name	12/06/2003	
Old	20-6908	42150	KY	Scottsville	Allen	Halfway	Community Post Office	03/29/2002	Community Post Office and ZIP Code discontinued. Establish a place name. Halfway KY becomes an acceptable last line for use with ZIP Code 42164.
New	20-6908	42164	KY	Scottsville	Allen	Halfway	Place Name	12/06/2003	
Old	20-4516	41342	KY	Lee City	Wolfe	Main Office	Post Office	01/03/1997	Post Office and ZIP Code discontinued. Establish a place name. Lee City KY becomes an acceptable last line for use with ZIP Code 41301.
New	20-1224	41301	KY	Campton	Wolfe	Lee City	Place Name	01/03/2004	
Old	20-6332	42267	KY	Provo	Bulter	Main Office	Post Office	06/19/1998	Post Office and ZIP Code discontinued. Establish a place name. Provo KY becomes an acceptable last line for use with ZIP Code 42261.
New	20-5396	42261	KY	Morgantown	Butler	Provo	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	20-1172	41612	KY	Bypro	Floyd	Main Office	Post Office	04/12/2001	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Bypro KY 41612 as last line of address.
New	20-5180	41612	KY	Melvin	Floyd	Bypro	Place Name	01/03/2004	
Old	20-7448	41567	KY	Stone	Pike	Main Office	Post Office	05/10/1996	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Stone KY 41567 as last line of address.
New	20-0540	41567	KY	Belfry	Pike	Stone	Place Name	01/03/2004	
Old	20-7020	41563	KY	Shelby Gap	Pike	Main Office	Post Office	09/07/2001	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Shelby Gap KY 41563 as last line of address.
New	20-4092	41563	KY	Jenkins	Pike	Shelby Gap	Place Name	01/03/2004	
Old	20-4928	41546	KY	McVeigh	Pike	Main Office	Post Office	03/27/1998	Post Office and ZIP Code discontinued. Establish a place name. McVeigh KY becomes an acceptable last line for use with ZIP Code 41555.
New	20-6168	41555	KY	Pinsonfork	Pike	McVeigh	Place Name	01/03/2004	
Old	20-2392	41419	KY	Edna	Magoffin	Main Office	Post Office	01/03/2003	Post Office and ZIP Code discontinued. Establish a place name. Edna KY becomes an acceptable last line for use with ZIP Code 41465.
New	20-6816	41465	KY	Saylorsville	Magoffin	Edna	Place Name	01/03/2004	
Old	21-0520	71405	LA	Ball	Rapides	Main Office	Post Office	06/12/2004	This announcement expands the use of ZIP Code 71405 to include delivery.
New	21-0520	71405	LA	Ball	Rapides	Main Office	Post Office		
Old	26-6040	55572	MN	Maple Plain	Hennepin	Main Office	Post Office	04/01/2004	This announcement changes the preferred last line of this ZIP Code from Maple Plain MN to Rockford MN. Use Rockford MN 55572 as last line of address.
New	26-7980	55572	MN	Rockford	Hennepin	Main Office	Post Office		
Old	28-2220	65638	MO	Drury	Douglas	Main Office	Post Office	01/10/1997	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Drury MO 65638 as last line of address.
New	28-5580	65638	MO	Mountain Grove	Wright	Drury	Place Name	12/27/2003	
Old	27-1495	38758	MS	Clarksdale	Coahoma	Mattson	Community Post Office	03/11/2000	Community Post Office and ZIP Code discontinued. Establish a place name. Mattson MS becomes an acceptable last line for use with ZIP Code 38614.
New	27-1495	38614	MS	Clarksdale	Coahoma	Mattson	Place Name	12/20/2003	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	29-3600	59441	MT	Grass Range	Fergus	Forestgrove	Community Post Office		This announcement changes the administrative office for this ZIP Code from Grass Range MT to Lewistown MT. Continue to use Forestgrove MT 59441 as last line for addresses.
New	29-4950	59441	MT	Lewistown	Fergus	Forestgrove	Community Post Office	03/23/2004	
Old	29-5724	59345	MT	Miles City	Powder River	Powderville	Community Post Office		This announcement changes the administrative office for this ZIP Code from Miles City MT to Broadus MT. Continue to use Powderville MT 59345 as last line for addresses.
New	29-1062	59345	MT	Broadus	Powder River	Powderville	Community Post Office	03/23/2004	
Old	30-9105	68667	NE	Ulysses	Butler	Surprise	Community Post Office	11/09/2002	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Surprise NE 68667 as last line of address.
New	30-9105	68667	NE	Ulysses	Butler	Surprise	Place Name	12/06/2003	
Old	30-7650	68952	NE	Riverton	Webster	Inavale	Community Post Office	08/15/2003	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Inavale NE 68952 as last line of address.
New	30-7650	68952	NE	Riverton	Franklin	Inavale	Place Name	01/24/2004	
Old	41-7912	17577	PA	Soudersburg	Lancaster	Main Office	Post Office	03/02/1985	Post Office and ZIP Code discontinued. Establish a Place Name. Soudersburg PA becomes an acceptable last line for use with ZIP Code 17572.
New	41-7188	17572	PA	Ronks	Lancaster	Soudersburg	Place Name	01/17/2004	
Old	41-9176	17583	PA	West Willow	Lancaster	Main Office	Post Office	08/31/1984	Post Office discontinued. Retain ZIP Code. Establish a Community Post Office. Continue to use West Willow PA 17583 as last line of address.
New	41-9296	17583	PA	Willow Street	Lancaster	West Willow	Community Post Office	01/17/2004	
Old	48-7955	79847	TX	Salt Flat	Hudspeth	Main Office	Post Office	09/11/1999	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Salt Flat TX 79847 as last line of address.
New	48-2355	79847	TX	Dell City	Hudspeth	Salt Flat	Place Name	01/03/2004	

— Address Management,
Intelligent Mail and Address Quality, 4-15-04

Retail

NEW PUBLICATION

Publication 296-S, CPU Marketing Brochure (Spanish), Is Available at the Material Distribution Center

The Material Distribution Center (MDC) has received its stock of Publication 296-S, *CPU Marketing Brochure (Spanish)*. This brochure was designed to help with sales calls for potential CPU suppliers.

You can order Publication 296-S 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 Publication 296-S:

PSIN:	PUB296S
PSN:	7610-07-000-8620
Unit of Measure:	EA
Minimum Order Quantity:	25
Bulk Pack Quantity:	100
Quick Pick Number:	N/A
Price:	\$1.77

Publication 296-S is not available on the web at this time.

— Retail Marketing,
Service and Market Development, 4-15-04

REMINDER

Stamps By Mail — Brochure Ordering Information

The next deadline date for ordering Stamps By Mail® brochures is **May 3, 2004**.

To order Stamps By Mail brochures, submit PS Form 3227-O, *Stamps by Mail Supply Order* (January 2002), to Cyril-Scott Company:

CYRIL-SCOTT COMPANY
PO BOX 627
LANCASTER OH 43130-0627
Telephone: 800-466-0455
Fax: 740-689-0210

You can find this form at <http://blue.usps.gov>; click on *Forms*, then select the form by number. A copy of this form appears on page 124 in this *Postal Bulletin*.

The cost per unit of 500 is \$11.00. This cost includes overprinting the address of the fulfillment office placing the order. You may pay for orders with IMPAC credit cards, checks, or money orders. However, Cyril-Scott Company cannot process the order until it receives payment.

Cyril-Scott will ship orders within 35 calendar days after printing. Actual receipt of the order will depend on the ultimate destination and the corresponding delivery service standard. You should save copies of all orders placed at your local Post Office™ until the order has been received.

Below are the remaining print deadline dates for 2004. Please place orders before these dates to meet production deadlines 1 week later:

May 3
July 5
Sept. 6 — last recommended order date for Christmas 2004 quantities
Nov. 8

Stamps By Mail centralized computer processing sites automatically will receive quantities, funded by Postal Service™ Headquarters, based on the above schedule. These quantities are based on order volumes by site. Centralized processing sites may order additional quantities from Cyril-Scott Company.

— Retail Marketing,
Service and Market Development, 4-15-04

Stamps by Mail Supply Order

Required Entry ▶

Order No. (mm-dd-yy-ZIP+4) Example: 12-18-00-22209-6057

You MUST complete ALL fields on this form

To: STAMPS BY MAIL
CYRIL-SCOTT CO
PO BOX 627
LANCASTER OH 43130-0627

Office Name

Contact Name

Contact Telephone No. *(Include area code)*

Contact Fax No. *(Include area code)*

Telephone No. 800-466-0455

Fax No. 740-689-0210

Contact Email Address

Quantity

Item	Specify No. of Packs <i>(500 forms per pack)</i>	Unit Cost	Total
Form 3227 <i>(English)</i>	_____	@ \$11.00 ea. per pkg. =	
Spanish-language forms will be available in the future	_____	@ \$ _____ ea. per pkg. =	
Chinese-language forms will be available in the future	_____	@ \$ _____ ea. per pkg. =	
Total			\$

Ship to (Cannot ship to post office boxes):

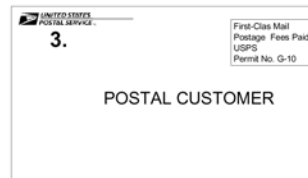
(No., street, apt./ste., city, state, ZIP + 4)

Contact Name

Contact Telephone No. *(Include area code)*

Imprint Information

(Type or print clearly. Printer is not responsible for errors due to illegible or unclear copy.)



1. Imprint Address *(Where order is sent for fulfillment - MUST include ZIP + 4)* **2 & 3.** Return Address *(MUST include ZIP + 4)*

Payment Information: Orders will be shipped within 35 calendar days after receipt of order.

Actual delivery times will vary based upon the destination and the shipment method used.

VISA IMPAC Card No.: _____ Ex. Date _____ Check *(Include with order)* USPS Money Order *(Include with order)*
Requestor Signature _____ Manager/Supervisor Signature _____

Funding/Credit Card Official Signature _____ Date Signed _____

If shipment is over 20,000 forms (40 packs), enter finance no. to be charged for transportation costs: _____

NOTICE

Online Labels — Alert to Short Payment of Postage

As described in the February 4, 2004, Standup Talk for Online Labels (e-labels), which can be found on the Delivery and Retail Web site at <http://blue.usps.gov/delivery>; click *Online Labels (e-Labels)*, then *e-Label Standup Talk*, some online labels allow customers to print the postage amount in the indicia (where it is hidden) and not explicitly on the label. Information on verifying the postage amount paid for such a label is found in the *FAQs* link on the Online Labels (e-Labels) Web page.

Postage Technology Management (PTM) is requesting copies of PC Postage® online shipping labels that appear to be short paid. Online labels printed by PC Postage customers are identifiable by “endicia.com” or “stamps.com” printed in the area of the postage barcode.

Copies of short-paid PC Postage online shipping labels should be sent via fax to 703-292-4073 or via attachment in an internal e-mail to “PTM — Washington, DC”. Be sure to clearly distinguish the type of piece (i.e., letter, flat, or package), the actual weight of the piece, and correct zone, if applicable, or corrected rate eligibility.

Click-N-Ship® online shipping labels and USPS®/eBay online shipping labels should not be sent to the PTM office. Click-N-Ship labels are distinguished by “usps.com” in the area of the postage barcode. USPS/eBay labels are co-branded with USPS and eBay logos and are distinguished by “Pitney Bowes” printed with the postage barcode.

— Postage Technology Management,
Product Development, 4-15-04

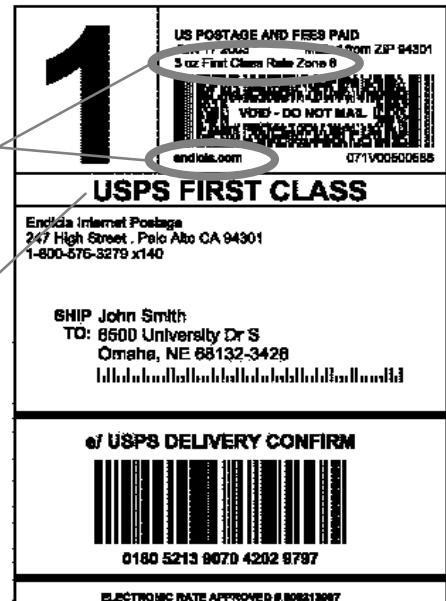


PC Postage Vendor

Label from package weighing 1.5 lbs. and mailed to Zone 8.

OR

Label from flat less than 3/4" thick ineligible for First-Class Mail rate. Marked up to Priority Mail rate and forwarded "Postage Due."



ELECTRONIC RATE APPROVED # 806213907

Going far far away?

Apply for a U.S. Passport here

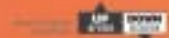


See a retail associate for details



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with Delivery ConfirmationSM
SERVICE



from
\$4.30

2

with Insurance



from
\$5.15

3

with Insurance & Delivery ConfirmationSM
SERVICE



from
\$5.60

Prices reflect packages weighing 1 lb or less and insurance up to \$50.

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First-Class Mail
Postage & Fees Paid
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DON'T FORGET THE
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CONTEST
APRIL 1, 2004
THROUGH
JUNE 30, 2004

- Highest Click-N-Ship revenue during contest.
- Highest dollar increase in revenue over baseline.

See page 9