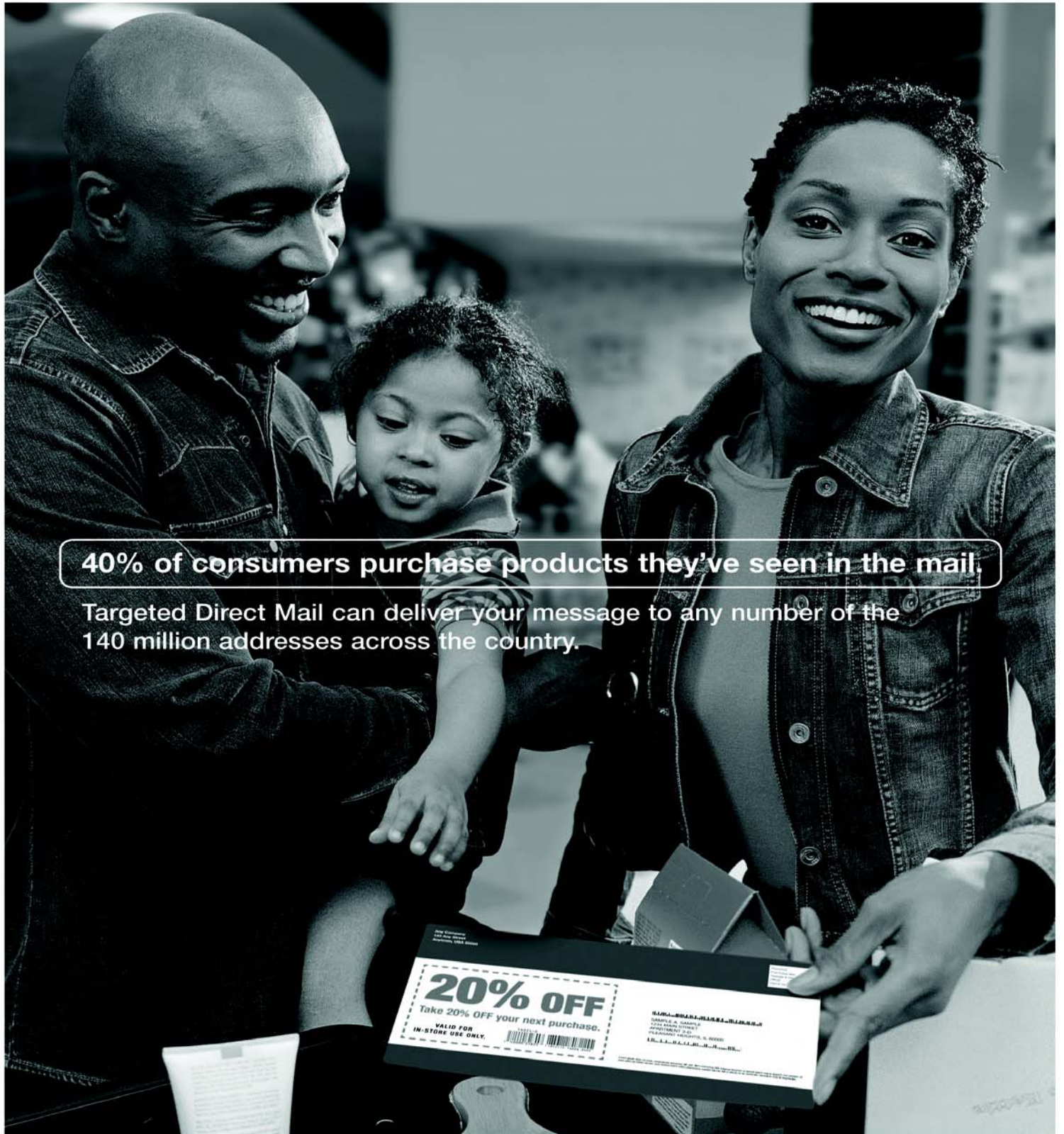


POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22127, April 29, 2004



40% of consumers purchase products they've seen in the mail.

Targeted Direct Mail can deliver your message to any number of the 140 million addresses across the country.

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



Ordering Information: Following is the list of postal stock numbers (PSNs) to use when ordering copies of the <i>Postal Bulletin</i> from the MDC:			
PB 22127: 7690-07-000-0111	PB 22119: 7690-05-000-5988	PB 22112: 7690-05-000-5981	PB 22105: 7690-05-000-5974
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			

USPSNEWS@WORK

Sometimes you need to be direct: USPS launches mail ad blitz

Our new “Be Here” campaign highlights the importance of mail. (See front cover of this *Postal Bulletin*.) The advertising campaign features direct mail — that’s our business after all — as well as a series of direct response print ads in marketing and business magazines, including *Forbes*, *Business Week*, *Fortune*, *Variety*, *Advertising Age*, *Ad-Week*, *Marketing News*, *DMNews*, *Target* and *Automotive News*.

The campaign focuses on three things that lead people to make purchases: Generate awareness about the product or service; plant a seed that could lead to a potential purchase; and make an offer — immediate and compelling enough — that actually leads to a purchase. The “Be Here” campaign targets advertising decision-makers at major companies nationwide.

Fineman says reform legislation essential for USPS to succeed: PMG praises Click-N-Ship success

Postal Service™ Board of Governors Chairman David Fineman opened the recent Board of Governors meeting in Washington, DC, saying the Postal Service is “looking forward to working with the House and Senate on reform legislation, which is absolutely essential for the Postal Service to succeed.”

Postmaster General Jack Potter discussed the expansion of the Carrier Pickup program and highlighted the test drive that customers gave Click-N-Ship® during hands-on demonstrations at Post Offices™ nationwide in March. The results speak for themselves, Potter said, noting that online revenue for Click-N-Ship grew 216 percent during March.

Potter also noted the deployment of the first Automated Postal Centers® — self-service kiosks that extend quick, easy and convenient access to postal products and services. An APC lets customers conduct most retail transactions, including sending packages and letters, buying stamps and searching for ZIP Codes™. APCs will be deployed at select locations across the country in coming months.

Click-N-Ship and Carrier Pickup also have played a role in a recent upsurge in activity at usps.com®, Vice President of Product Development Nicholas Barranca told the Board of Governors. He also cited the Postal Service’s alliance

with eBay for easy access to usps.com. The Postal Service Web site gets more than a million visits a day.

Extended reach: Carrier Pickup expansion lets more customers mail from the couch

Now customers who have packages to mail but would rather stay home can go online to request Carrier Pickup, and the Postal Service will pick up their packages for them.

Carrier Pickup has expanded to include service to 204,000 city and rural carrier routes — about 85 percent of our delivery network. Aside from a few changes to Carrier Pickup forms, the addition of rural routes is virtually seamless. The process is the same.

Customers submit requests for Carrier Pickup via usps.com. The local Post Office receives the information through My Post Office. Letter carriers pick up the packages during their normal deliveries. There is no charge for Carrier Pickup because prepaid packages are ready for the carrier at the time of delivery.



The expanded service is good for our customers, and if the numbers are any indication, great for business. Carrier Pickup volume for March totaled more than 102,000

packages, nearly double the 55,000 total for February. And the packages keep coming in.

Transforming transactions: Automated Postal Centers start arriving in retail lobbies

Mail packages? Indeed. Buy stamps? Of course. Extra services? Sure. Check the ZIP Code? Yes. Take credit cards? Certainly — and debit cards, too. It’s easy at the Automated Postal Center (APC).

In a move to extend quick, easy and convenient access to postal products and services when and where customers want it, the Postal Service is introducing its new self-service kiosk.



APCs will be placed in 2,500 high-traffic Post Offices throughout the nation by the end of the year. Because APCs will allow sales and services associates to focus

USPSNEWS@WORK

on more complex transactions, APCs will help generate more revenue for the Postal Service.

And the winner is: USPS with 19 Communicator Awards

Lord of the Rings might have won 11 Oscars, but the Postal Service was a big winner in the 2004 Communicator Awards international competition — picking up 19 awards in the Print Media category.

Communicator Awards honor outstanding work in the communication field. The Postal Service won 10 Crystal Awards of Excellence — more than any other participant. Crystals are the competition's most prestigious award.

Marketing made an impressive showing, winning five Crystal Awards of Excellence, six Awards of Distinction and three Honorable Mentions.

Marketing brought home Crystal Awards for its Address Change Service deskmat, design category; One Team, One Dream, Speech category; Miltown, USA, Design CD-ROM category; and Customized MarketMail and Simple Shipping brochures, brochures/promotional kit categories.

Government Relations picked up three Crystal Awards for Publication 100, *The United States Postal Service — An American History 1775–2002*. The publication was recognized for excellence in the Special Edition, Internal and External Communications categories.

The Postal Inspection Service earned two Crystal Awards of Excellence. Publication 162, *Because the Mail Matters*, took the top honor in the Brochure/Public Relations category. And the "Identity Theft" DVD was a standout in the Video/Film/Multimedia/Other category.



The Postal Service is delivering results — writing, designing and producing award-winning communications that are setting standards for the industry.

On the move: USPS will keep on truckin' with new fleet

A new USPS® fleet will soon be hitting the streets. The Board of Governors approved funding for 2,014 seven- and 11-ton cargo vans to replace older trucks that transport mail from processing and distribution centers to delivery units in larger cities.

The USPS vehicle team — Engineering, Surface Operations, Delivery Vehicle Operations, Safety, Vehicle CMC and the American Postal Workers Union — wanted safer, more fuel-efficient vehicles equipped with today's technology. Two manufacturers fit the bill — International Truck and Engine Corporation and Freightliner LLC.

The new cargo vans feature an on-board fleet management system. It replaces manual data collection used by facilities to evaluate cargo van operators' performance. "This technology will help USPS improve customer service and reduce administrative and operating costs," said Transportation Specialist Chuck Speelman.

Other vehicle upgrades include: keyless entry and start, AM/FM/weather-band radio and a rearview safety camera system.



The cargo van deployment will begin in May and continue through January 2005.

Going green, saving green: New contracts will reduce energy use and costs

They say you've got to spend money to make money — or in our case, spend a little to save even more. The Postal Service will save \$1.5 million a year in energy costs, thanks to five Shared Energy Service (SES) contracts recently awarded to Honeywell Building Solutions. And managing costs is a key element of transformation.



The contracts cover energy-efficient lighting, thermostats, motor controls and air conditioning units. Honeywell will provide equipment, installation and financing

for these facility improvements to Post Offices and plants located throughout Southern California.

Express Mail® service hauls it fast

Next day delivery guaranteed*



from \$13.65

Next day delivery or your money back. Guaranteed.

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

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UP
DOWN

Administrative Services

Directives and Forms Update

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

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

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

New Directives

Labels

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
LAB 309-C	2/04	Automated Postal Center: Decal (debit/credit cards)	13 x 1	7690-07-000-0162	EACH	SAL	MDC	N/A
LAB 309-D	2/04	Automated Postal Center: Sticker (drop box sticker)	9 x 5	7690-07-000-0163	EACH	SAL	MDC	N/A

Notices

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
NOT 309	2/04	Automated Postal Center: Card (handout)	3 3/4 x 8 1/2	7690-07-000-0144	PKG	SAL	MDC	N/A

Posters

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 309	2/04	Automated Postal Center: Poster (stanchion)	21 x 28	7690-07-000-0146	EACH	SAL	MDC	N/A

Signs

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source
SGN 309-A	2/04	Automated Postal Center: Floor sign #1 (packages, up)	18 x 24	7690-07-000-0145	EACH	SAL	MDC
SGN 309-B	2/04	Automated Postal Center: Floor sign #2 (package, left)	24 x 18	7690-07-000-0308	EACH	SAL	MDC
SGN 309-C	2/04	Automated Postal Center: Floor sign #3 (packages, right)	24 x 18	7690-07-000-0309	EACH	SAL	MDC
SGN 309-D	2/04	Automated Postal Center: Floor sign #4 (stamps, up)	18 x 24	7690-07-000-0310	EACH	SAL	MDC
SGN 309-E	2/04	Automated Postal Center: Floor sign #5 (stamps, left)	24 x 18	7690-07-000-0311	EACH	SAL	MDC
SGN 309-F	2/04	Automated Postal Center: Floor sign #6 (stamps, right)	24 x 18	7690-07-000-0312	EACH	SAL	MDC

New Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 8862-X	1/04	1/04	LDC 46 Cluster Summarization of Findings	N/A	PS	SH	D&R	HQO	N/A
PS 8863-X	1/04	1/04	LDC 47 Operations Report Worksheet	N/A	PS	SH	D&R	HQO	N/A
PS 8864-X	1/04	1/04	LDC 46 Observations and Recommendations	N/A	PS	SH	D&R	HQO	N/A
PS 8865-X	1/04	1/04	LDC 46 SSPC Workload	N/A	PS	SH	D&R	HQO	N/A
PS 8866-X	3/04	1/04	LDC Daily On-Site SSPC Review	N/A	PS	SH	D&R	HQO	N/A
PS 8867-X	3/04	1/04	LDC Machine Performance Report	N/A	PS	SH	D&R	HQO	N/A
PS 8868-X	1/04	1/04	LDC 46 Cluster Summary SSPC	N/A	PS	SH	D&R	HQO	N/A

Revised Directives*Handbooks*

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS 147 VOL A	1/04	Carrier Sequence Bar Code Sorter (CSBCS), System Information	7610-03-000-4730	N/A	ENG	MDC	R
HBK MS 147 VOL B	1/04	Carrier Sequence Bar Code Sorter (CSBCS), Maintenance Information	7610-03-000-4729	N/A	ENG	MDC	R
HBK MS 207 VOL C	1/04	Delivery Bar Code Sorter — Expanded Capability (DBCS-EC), Parts Information	7610-03-000-4622	N/A	ENG	MDC	R

Revised Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 3239	3/04	10/02	Payroll Deduction Authorization to Liquidate Postal Service Indebtedness	7530-01-000-9890	PS	SH	FIN	MIDBFF	N/A
PS 5436	3/04	3/04	Mailing List Application — Mail Transportation Services	7530-02-000-9469	PU	SH	SM	IWEB	WWW

Obsolete Directives*Headquarters Circulars*

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
HC 74-29	12/74	Administrative Control of USPS Funds	N/A	FIN	HQS	N/A

Publications

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 221	895	Addressing for Success	7610-03-000-9513	N/A	CTO	MDCIWB	P/F

— Policies and Procedures Information,
Public Affairs and Communications, 4-29-04

REMINDER

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

Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*, is available, and the Material Distribution Center (MDC) still has many copies in stock.

This handbook provides direction and guidance for Postal Service™ employees, suppliers, or other authorized users with access to Postal Service records and information resources. The handbook explains records management requirements for information relating to the Postal Service, its customers, and its employees. It also describes how this information is collected, maintained, used, disclosed, and safeguarded.

Handbook AS-353 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 Postal Service Internet; go to www.usps.com; click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Publications*.

You can order Publication AS-353 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 Handbook AS-353:

PSIN:	HBK AS-353
PSN:	7610-07-000-7119
Unit of Measure:	EA
Minimum Order Quantity:	1
Quick Pick Number:	N/A
Bulk Pack Quantity:	50
Price:	\$0.9334
Edition Date:	09/03

— Privacy Office,
Consumer Advocate, 4-29-04

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 Summer Booklet	Standard/Flat	5/7/04–5/11/04	1.5	Nationwide	Barcoded, Car-Rt	Mail-Well Services, Memphis, TN
Pottery Barn Kids	Standard/Flat	5/10/04–5/11/04	4.5	Nationwide	3/5-Digit, Car-Rt	Quad/Graphics, Hartford, WI
Williams-Sonoma	Standard/Flat	5/10/04–5/11/04	2.25	Nationwide	3/5-Digit, Car-Rt	Quad/Graphics, Hartford, WI

— *Business Service Network Integration, Service and Market Development, 4-29-04*

CORRECTION

National Dog-Bite Prevention Week Publicity Kit

In *Postal Bulletin* 22126 (4-15-04, page 84), the "National Dog-Bite Prevention Week" publicity kit provided incorrect ordering information for the safety film *Dogs, They Come in All Sizes*. The correct information is as follows:

PSN: 6910-04-000-8529
PSIN: VHS-007-7
Quick Pick #: N/A

Unit of Measure: EA
Cost: \$8.85
Bulk Pack Qty: N/A

— *Community Relations, Public Affairs and Communications, 4-29-04*

May 2004

DISTRICT MANAGERS, CUSTOMER SERVICE AND SALES
POSTMASTERS

SUBJECT: *National World War II Memorial Stamp*

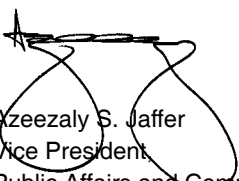
The United States Postal Service® will dedicate the *National World War II Memorial* commemorative postage stamp through a first-day-of-issue ceremony as part of the May 29 National World War II Memorial dedication ceremony in Washington, DC. While Washington, DC, has been designated as the event's location, the stamp will be available nationwide the same day.

Nearly 40 percent of our employees have a military background, and we are proud of the role the Postal Service™ will play in the 'Tribute to a Generation: National World War II Reunion' program. The ceremony will honor the achievements and ideals of the 16 million Americans who served in the armed forces during World War II, as well as the millions more who supported their efforts on the home front.

Throughout the coming year, there will be opportunities in every community across the nation to honor local World War II veterans. We urge you to plan your own local events to celebrate the issuance of this long awaited stamp, and to honor the men and women whose sacrifice contributed to the cause of freedom.

The following field publicity kit will help you implement *National World War II Memorial* stamp events in your community by providing you with planning ideas, veterans' contacts, talking points, media releases and Government Relations and Public Affairs and Communications contacts. Be sure to utilize the expertise of these two teams as you develop and plan local events.

As we make plans to promote the *National World War II Memorial* stamp, we want to take this opportunity to thank you for your support. Promoting the Postal Service's stamp program provides us with a unique way to gain community support for Postal Service public policy programs and helps strengthen our ties with the communities we serve.



Azeezaly S. Jaffer
Vice President
Public Affairs and Communications

cc: Area Vice Presidents

Publicity Kit

National World War II Memorial Stamp

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Publicity Ideas to Interest the Media

Overview

The *National World War II Memorial* stamp will be issued on May 29 just prior to the "Tribute to a Generation: National World War II Reunion" program at the dedication ceremony for the National World War II Memorial in Washington, DC. The memorial is located between the Washington Monument and the Lincoln Memorial. Although this is a nationwide issuance, you will have many opportunities throughout the year to hold a dedication or "second day" event for the *National World War II Memorial* stamp.

Local and national publicity will help raise awareness of America's World War II generation and increase stamp sales at Post Offices™ far beyond the date of issuance. There are many ways to interest local media in your *National World War II Memorial* stamp events.

Following are some methods to capture media attention.

Copy the First Day Event Theme

The first-day-of-issue event will take place May 29.

Keep in mind that this stamp has significant national and political importance; therefore, it is a good idea to contact your Postal Service™ Government Relations representative for guidance in involving elected officials when planning your event (list included at the end of this kit).

Senators and congressional representatives, as well as veterans' organizations, will be interested in this stamp and the events surrounding it.

Your area Public Affairs and Communications (PAC) representatives are available and ready to assist you in publicity for your events. (See "Area Public Affairs and Communications Managers" list on page 24.)

Other Event Ideas

Look for opportunities to sponsor events with local community groups, service organizations, and veterans groups (see list on page 12).

Invite employees, local civic leaders, politicians, and local veterans to be a part of your event. This could be an event at the local Veterans of Foreign Wars (VFW) or other local veterans service associations.

A simple stamp dedication in your Post Office lobby is always a great way to generate publicity for the *National World War II Memorial* stamp and the Postal Service's educational stamp program.

Check with local TV cable stations that may regularly host a patriotic, history, or military program or other community service-oriented programs to see if they are interested in covering your event or if they would consider inviting event participants on the program.

Implement any of these ideas, combine them, or brainstorm with your employees to come up with ideas of your own. Using the publicity materials in this kit, be sure to publicize each and every event to your local newspaper, radio, and television stations via press releases, media advisories, and letters to the media. And don't forget to make follow-up phone calls.

Veterans Service Associations

Suggested Contact Information

AMVETS
4647 FORBES BLVD
LANHAM MD 20706-4380
Telephone: 301-459-9600
Toll-Free: 877-726-8387
Fax: 301-459-7924
E-mail: amvets@amvets.org

VFW (VETERANS OF FOREIGN WARS)
EXECUTIVE DIRECTOR ROBERT E WALLACE
200 MARYLAND AVE NE
WASHINGTON DC 20002-5724
Telephone: 202-543-2239
E-mail: info@vfw.org

AMERICAN GOLD STAR MOTHERS INC
2128 LEROY PL NW
WASHINGTON DC 20008-1813
Telephone: 202-265-0991
E-mail: agsmoms@aol.com

BLINDED VETERANS ASSOCIATION
EXECUTIVE DIRECTOR THOMAS H MILLER
477 H ST NW
WASHINGTON DC 20001-2694
Telephone: 202-371-8880
E-mail: bva@bva.org

CONGRESSIONAL MEDAL OF HONOR SOCIETY
DIRECTOR OF OPERATIONS VICTORIA LESLIE
40 PATRIOTS POINT RD
MT PLEASANT SC 29464
Telephone: 843-884-8862

DISABLED AMERICAN VETERANS
EXECUTIVE DIRECTOR DAVID W GORMAN
807 MAINE AVE SW
WASHINGTON DC 20024-2410
Telephone: 202-554-3501
Web site: www.dav.org

JEWISH WAR VETERANS OF THE USA
 NATIONAL EXECUTIVE DIRECTOR HERB
 ROSENBLEETH
 1811 R ST NW
 WASHINGTON DC 20009
 Telephone: 202-265-6280
 Web site: www.jwv.org

PARALYZED VETERANS OF AMERICA
 EXECUTIVE DIRECTOR DELATARRO L MCNEAL
 801 18TH ST NW
 WASHINGTON DC 20006-3517
 Telephone: 202-872-1300

THE AMERICAN LEGION
 EXECUTIVE DIRECTOR JOHN F SOMMER JR
 1608 K ST NW
 WASHINGTON DC 20006
 Telephone: 202-263-2986

MARINE CORPS LEAGUE
 PO BOX 3070
 MERRIFIELD VA 22116
 POC: BROOKS CORLEY
 Telephone: 703-207-9588
 E-mail: execdir@mcleague.org

LEGION OF VALOR OF THE USA INC
 NATIONAL ADJUTANT PHILIP J CONRAN AFC
 4706 CALLE REINA
 SANTA BARBARA CA 93110-2018
 Telephone: 805-692-2244
 E-mail: pconran@att.net

(This organization is only for those holding one of the two highest medals for valor: Medal of Honor or Army Cross/ Navy Cross/Air Force Cross.)

NATIONAL ASSOCIATION FOR
 UNIFORMED SERVICES
 MG RICHARD MURRAY
 PRESIDENT
 5535 HEMPSTEAD WAY
 SPRINGFIELD VA 22151-4094
 Telephone: 703-750-1342

NATIONAL ASSOCIATION OF
 BLACK MILITARY WOMEN (NABMW)
 MS CONSTANCE BURNS
 WASHINGTON LIAISON
 103 THIRD AVE BLD 35
 FORT MCNAIR DC 20319-5058
 Telephone: 202-685-2470

Event Planning Checklist

When planning *National World War II Memorial* stamp events, keep the following suggestions in mind:

- Begin planning immediately.

- Contact your nearest Veterans office, Department of Veterans Affairs, American Legion Office, or other military-related office to see if they can participate in a *National World War II Memorial* stamp event in your city.
- Set a date.
- Secure participants.
- Order enlargements of the stamp image, flyers, and other supplies for the event.
- Prepare a special pictorial cancellation, if applicable. (See the announcement form on following page.)
- Secure staging and sound equipment, if applicable.
- Plan signage, including a podium sign and banners.
- Launch a local publicity campaign using the materials in this kit.
- Draft a sequence-of-events agenda and speaker remarks.
- Plan retail opportunities (booth, bag stuffers, etc.).
- Prepare ceremony programs and invitations.

Cancellations

If a pictorial cancellation has not been produced from a national level, Post Offices™ planning events should feel free to design their own special pictorial cancellation. As a reminder, the Postal Service™ must endeavor to make all unusual postmarking services widely known to collectors through advance publicity to avoid limiting the availability of these postmarks. Therefore, all pictorial cancellations must be reported to Stamp Development 3 weeks before local events. *Please use the announcement form on the following page to report your use of a cancellation.*

Guidelines for Finalizing National World War II Memorial Stamp Pictorial Cancellation Art

To finalize *National World War II Memorial* stamp pictorial cancellation art, insert the date, city, state, and ZIP Code™ of the physical location of your event adjacent to the stamp image. Overall dimensions of the pictorial cancellation must not exceed 4 inches horizontally by 2 inches vertically. Collectors prefer the dimensions 3 1/2 inches by 1 inch.

Second Day Cancellations

Second day cancellations are pictorial cancellations and follow the same guidelines as above. The word *Station* or the abbreviation *STA* is required somewhere in the design, since it will be a temporary station.



Pictorial Cancellation Announcement

<p>Complete this announcement and forward it to the following address:</p> <p>PICTORIAL CANCELLATIONS PROGRAM MANGER STAMP SERVICES US POSTAL SERVICE 475 L'ENFANT PLZ SE RM 5610 WASHINGTON DC 20260-2435</p>	<p><i>Insert pictorial cancellation Copy here</i> (Camera ready or reproducible) No larger than 4" horizontal x 2" vertical (the dimensions of this box)</p>
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Postal Service Contact (name, address, phone)	
Station Date(s)	
Sponsor	
Station Name	
Complete Street Address or PO Box Number	
City/State/ZIP+4	

Mail Cancellation Requests to:

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

Stamp Enlargements and Reproductions

To obtain enlargements of stamp images for local dedication ceremonies, or for reproductions of stamp images — including digital files, prints, and transparencies — contact:

VICTOR PULUPA
DODGE COLOR
4827 RUGBY AVE
BETHESDA MD 20814-3028

Phone: 301-656-0025, ext. 212

Please plan ahead and allow at least a 2-week lead time for production and shipping.

Products and Licensing

National World War II Memorial Stamp Products

National World War II Memorial Stamp Cancellation Keepsake (stamp pane and first day cover) \$8.15

Licensing and Use of National World War II Memorial Stamp Image

Listed below is a selection of licensees that can create products featuring the *National World War II Memorial* stamp. Please call them directly to order.

AMERICAN STAMP COLLECTIBLES INC RR 12 BOX 180 DONOHOE RD GREENSBURG PA 15601-9812	Framed reproductions with live stamp.	Telephone: 724-837-8810 Fax: 724-837-0444
FINANCIAL INNOVATIONS INC 1 WEINGEROFF BLVD CRANSTON RI 02910-4019	Lapel pins, key rings.	Telephone: 401-467-3178 Fax: 401-467-3570
SONOMA PINS 677 1ST ST W SONOMA CA 95467-7003	Stamp lapel pins, key chains, dog tags, magnets.	Web: www.usstamppins.com Telephone: 800-996-8655 Fax: 707-996-9957
US ALLEGIANCE INC 63004 LAYTON AVE BEND OR 97701-3735	Lapel pins, postcards, mugs, magnets, key chains, tote bags, and stationery.	Web: www.ipledge.com Telephone: 800-327-1402 Fax: 800-622-8212

For additional information about licensing and use of the *National World War II Memorial* stamp image, please contact Licensing@usps.com.

National World War II Memorial Stamp Facts and Suggested Talking Points

- The U.S. Postal Service® will issue this commemorative U.S. postage stamp, honoring the achievements and ideals of the 16 million Americans who served during World War II and the millions more who supported their efforts on the home front, on May 29, 2004, just before the dedication ceremony for the National World War II Memorial in Washington, DC.
- The *National World War II Memorial* stamp depicts the National World War II Memorial, which is located in Washington, DC, between the Lincoln Memorial and the Washington Monument.
- Stamp artist Tom Engeman used computer-generated imagery to recreate the Friedrich St. Florian-designed structure for the stamp.
- The stamp image shows one of two large memorial arches with a section of the curving row of 56 pillars in the background, each representing a state or territory from the World War II era.
- 96.4 million stamps will be printed.
- Postmaster General John E. Potter unveiled the stamp design for Postal Service™ employees in Washington, DC, at a Veterans Day observance at Postal Service Headquarters on November 10, 2003.
- Stamp collecting is a fun activity for the entire family that helps children learn about the world they live in.
- Customers can get information about stamps and other Postal Service products by calling our toll-free number: 1-800-STAMP-24 or by going to our Web site: www.usps.com.

Selection of Stamp Subjects

As with all of our stamp subjects, the ideas and suggestions for stamps come in to the Citizens' Stamp Advisory Committee (CSAC) from American citizens. CSAC carefully reviews every one of the 50,000 recommendations it receives each year against a long list of criteria. The subjects it selects then go to the postmaster general for final selection. CSAC and the Postal Service are interested in providing a diverse stamp program to the American public that appeals to a wide audience of varied interests and best represents the people, events, and accomplishments that have shaped our nation.

Suggested Public Relations Time Line

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

Action	Suggested Timing
Send invitations to local and area dignitaries.	A few weeks before event.
Send announcement and invitations to employees.	A few weeks before event.
Distribute news release.	A few weeks before event.
Distribute media advisory to newspapers, radio/TV.	One week before event.
Redistribute media advisory to all news media.	One or two days before event.
Remind invited dignitaries about event via telephone.	Five days before event.
Make follow-up phone calls to local news media.	One day before event.
Distribute day-of news release.	Day of event.
Send letter to newspaper editor thanking community.	Day after event's completion.
Send newspaper clippings and "media successes" summary to area PAC office and to Headquarters Community Relations at fax: 202-268-5685.	Within one week after event.

Participation of Public Officials

Stamp events present perfect opportunities to involve public officials in important and positive local events. There is likely to be keen interest in the *National World War II Memorial* stamp, as it provides elected officials a chance to interact with constituents in a friendly, civic setting with secured media coverage.

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

This section of the publicity kit contains simple guidelines, a suggested invitation list, and the names and telephone numbers of your Government Relations contacts.

Before the Event

Coordinate with your Government Relations representative before sending a written invitation to your two U.S. senators, your congressional representatives, or the governor of your state. When making your invite list, be

sure to include the mayor or any other local elected officials you deem appropriate. The local postmaster should sign the invitations.

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

Keep in touch with all elected officials who respond. If asked, provide updated information to the elected official's staff as it becomes available (e.g., who else is participating, where and when to meet, what his or her role will be, etc.). Stress that remarks should be brief and limited to the dedication of the *National World War II Memorial* stamp.

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

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

After the Event

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

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

Provide a supply of extra cachets with the special cancellation (if applicable) to elected officials, even to those who could not attend. These make great giveaways and serve as a positive reminder of the event. As a reminder, pictorial cancellations have not been produced on the national level, but feel free to design and produce your own version.

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

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

National World War II Memorial Stamp

Dedication Speech

The following suggested speech may be used at local ceremonies and events to support and promote the National World War II Memorial stamp. Feel free to customize it to fit your local event and community.

Good [INSERT "MORNING/AFTERNOON"]

I'm [INSERT NAME OF POSTMASTER/DISTRICT MANAGER/MC] and it's a tremendous honor for me to represent the United States Postal Service® today as we dedicate the *National World War II Memorial* stamp.

The *National World War II Memorial* stamp is a welcome addition to our gallery of significant events in American history, and joins the Postal Service's 2004 stamp program, celebrating the people, events, and history of our nation. Many Americans become inspired to learn more about the stamp subjects they see on their letters and packages, and thousands more become collectors every year.

Stamps are unique reminders of the amazing, triumphant, and spectacular accomplishments that shape the world we live in, and clearly show that the Postal Service™ does more than provide mail service. The real power of the Postal Service is our ability to connect people.

This new stamp honors the achievements and ideals of the 16 million Americans who served during World War II as well as the millions more who supported them on the home front. The stamp image itself is a depiction of the newly dedicated National World War II Memorial in Washington, DC. The memorial is between the Lincoln Memorial and the Washington Monument, just east of the Reflecting Pool.

Nearly 40 percent of our employee workforce comes to us from the military. I'm here today to tell you that the 729,000 who deliver the mail salute the millions of Americans whose efforts preserved the unity of our nation during World War II. When you use this stamp, I hope it will remind you and all Americans of the courage of our men and women who served in the armed forces, as well as those who supported them from home to ensure the freedom we enjoy today.

I would like to thank all of you and all of our guests for joining us here today.

Now, would [INSERT NAMES OF DEDICATION PARTICIPANTS IF APPLICABLE] join me as we dedicate the *National World War II Memorial* stamp.

###

National World War II Memorial Stamp

Publicity Kit

**POSTAL NEWS**

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

MEDIA ADVISORY

**VETERANS HONORED IN [INSERT CITY] DURING DEDICATION
OF NEW POSTAGE STAMP**

- Event:** Dedication of *National World War II Memorial* Commemorative postage stamp
- Who:** [LIST ONLY DIGNITARIES, KEY POSTAL OFFICIALS AND ANY WELL-KNOWN SPECIAL GUESTS PARTICIPATING OR ATTENDING THE EVENT.]
- What:** [DESCRIPTION OF WHY THIS EVENT IS NEWSWORTHY; LIST ANY ENTERTAINMENT, STAMP COLLECTABLES, ETC.]
- When:** [INSERT HOUR, DAY AND DATE.]
- Where:** [INSERT EXACT LOCATION OF EVEN.]
- Background:** The *National World War II Memorial* Commemorative Postage Stamp was [OR WILL BE] issued on May 29, 2004. The dedication and issuance of this stamp honors the achievements and ideals of the 16 million americans who served in the U.S. armed forces during World War II and the millions more who supported their efforts on the home front. This ceremony honors those who served from [NAME OF TOWN OR AREA].

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Publicity Kit

National World War II Memorial Stamp

**POSTAL NEWS**FOR IMMEDIATE RELEASE
[INSERT DATE]Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com**SAMPLE NEWS RELEASE TO BE ISSUED A FEW WEEKS BEFORE EVENT**

[Use this as a guide for creating your “day-of” event news release. Use past tense and include information such as crowd turnout, activities associated with the event, etc.]

**NATIONAL WORLD WAR II MEMORIAL POSTAGE STAMP
HONORS VETERANS WHO SERVED**

[INSERT NAME OF YOUR CITY] — The achievements and ideals of the men and women who served in the armed forces during World War II will be the focus of attention on [INSERT DATE] when the U.S. Postal Service® and [INSERT ORGANIZATION/SPECIAL GUEST] will dedicate the *National World War II Memorial* commemorative postage stamp during a ceremony at [INSERT LOCATION]. The 37-cent *National World War II Memorial* stamp is now available at Post Offices™ nationwide.

[INSERT CITY] Postmaster [INSERT POSTMASTER’S NAME] will dedicate the stamp to recognize and pay tribute to the men and women who worked to preserve the freedom of our great nation during World War II. Scheduled to join [INSERT POSTMASTER’S LAST NAME] at the ceremony will be [INSERT CELEBRITY OR LOCAL/AREA DIGNITARIES].

[INSERT OTHER NOTABLE HAPPENINGS AT EVENT].

“[INSERT QUOTE],” said [INSERT POSTMASTER’S LAST NAME].

This new stamp is part of the Postal Service’s 2004 stamp program, a program that celebrates the people, events and history of our nation. Stamps are unique reminders of the amazing, triumphant and spectacular accomplishments that shape the world we live in, and clearly show that the Postal Service™ does more than provide mail service — the real power of the Postal Service is an ability to connect people.

The stamp image features a computer-generated design by stamp artist Tom Engeman, depicting the National World War II Memorial in Washington, DC. The memorial itself was designed by Providence, RI, architect Friedrich St. Florian. The stamp image highlights one of two 43-foot memorial arches and shows a section of the curving row of 56 pillars, each representing a state or territory from the World War II era.

To see the *National World War II Memorial* stamp and other images from the 2004 Commemorative Stamp Program, visit the Postal Store at www.usps.com/shop and click on *Release Schedule* in the Collector's Corner.

Current U.S. stamps, as well as a free comprehensive catalog, are available by toll-free phone order at 1-800-STAMP-24. A wide selection of stamps and other philatelic items is also available at the Postal Store at www.usps.com/shop. Beautifully framed prints of original stamp art for delivery straight to the home or office are available at www.postalartgallery.com.

Since 1775, the U.S. Postal Service has connected friends, families, neighbors and businesses by mail. An independent federal agency, the Postal Service makes deliveries to about 141 million addresses every day and is the only service provider to deliver to every address in the nation. The Postal Service receives no taxpayer dollars for routine operations, but derives its operating revenues solely from the sale of postage, products and services. With annual revenues of more than \$68 billion, it is the world's leading provider of mail and delivery services, offering some of the most affordable postage rates in the world. Moreover, today's postage rates will remain stable until at least 2006. The U.S. Postal Service delivers more than 43 percent of the world's mail volume — some 202 billion letters, advertisements, periodicals and packages a year — and serves 7 million customers each day at its 38,000 retail locations nationwide.

#

Include the following Stamp Selection Criteria and Citizens Stamp Advisory Committee fact sheets with your "day-of" news release press kit. If available, also include biographies of event principals.

Stamp Subject Selection Criteria

The U.S. Postal Service® and the members of the Citizens' Stamp Advisory Committee (CSAC) have set certain basic criteria used in determining the eligibility of subjects for commemoration on U.S. stamps and stationery. These criteria first were formulated about the time of Postal Service reorganization in the early 1970s and have been refined and expanded gradually since then.

Following are the 12 major areas now guiding subject selection:

1. It is a general policy that U.S. postage stamps and stationery primarily will feature American or American-related subjects.
2. No living person shall be honored by portrayal on U.S. postage.
3. Commemorative stamps or Postal Service™ stationery items honoring individuals usually will be issued on or in conjunction with significant anniversaries of their birth, but no Postal Service item will be issued sooner than 10 years after the individual's death. The only exception to the 10-year rule is the issuance of stamps honoring deceased U.S. presidents. They may be honored with a memorial stamp on the first birth anniversary following death.
4. Events of historical significance will be considered for commemoration only on anniversaries in multiples of 50 years.
5. Only events, persons, and themes of widespread national appeal and significance will be considered for commemoration. Events, persons, or themes of local or regional significance may be recognized by a philatelic or special Postal Service cancellation, which may be arranged through the local postmaster.
6. Stamps or stationery items will not be issued to honor fraternal, political, sectarian, or service/charitable organizations. Stamps or stationery shall not be issued to promote or advertise commercial enterprises or products. Commercial products or enterprises might be used to illustrate more general concepts related to American culture.
7. Stamps or stationery items will not be issued to honor cities, towns, municipalities, counties, primary or secondary schools, hospitals, libraries, or similar institutions. Due to the limitations placed on annual Postal Service programs and the vast number of such locales, organizations, and institutions in existence, it would be difficult to single out any one for commemoration.
8. Requests for observance of statehood anniversaries will be considered for commemorative postage stamps only at intervals of 50 years from the date of the state's first entry into the Union. Requests for observance of other state-related or regional anniversaries will be considered only as subjects for Postal Service stationery, and again only at intervals of 50 years from the date of the event.
9. Stamps or stationery items will not be issued to honor religious institutions or individuals whose principal achievements are associated with religious undertakings or beliefs.
10. Stamps or Postal Service stationery items with added values, referred to as "semi-postals," will be issued every 2 years in accordance with Public Law 106253. Semi-postals will not be considered as part of the commemorative program, and separate criteria will apply.
11. Requests for commemoration of universities and other institutions of higher education will be considered only for stamped cards and only in connection with the 200th anniversaries of their founding.
12. No stamp will be considered for issuance if one treating the same subject has been issued in the past 50 years. The only exceptions to this rule are traditional themes such as national symbols and holidays.

Ideas for stamp subjects that meet the criteria may be addressed to:

CITIZENS STAMP ADVISORY COMMITTEE
C/O STAMP DEVELOPMENT
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 5670
WASHINGTON DC 20260-2437

Subjects should be submitted at least 3 years in advance of the proposed date of issue to allow sufficient time for consideration and for design and production, if the subject is approved.

The selection of subjects for U.S. postage stamps and stationery is a difficult task since only a limited number of new commemorative items can be issued annually. To help in this selection process, the postmaster general established CSAC over 40 years ago. Members are ap-

pointed to the committee by the postmaster general. They reflect a wide range of educational, artistic, historical, and professional expertise.

Once a subject is approved, the Postal Service relies heavily on design coordinators for the selection of artists who will execute the designs. Stamp designing is an unusual art form requiring exacting skill in portraying a subject within very small dimensions. Due to the demands of stamp design and reproduction requirements, it is our policy not to review or accept unsolicited artwork.

The Citizens' Stamp Advisory Committee

The U.S. Postal Service® is proud of its role in portraying the American experience to a world audience through the issuance of postage stamps and stationery.

The public suggests almost all subjects chosen to appear on U.S. postage stamps and stationery. Each year, Americans submit proposals to the Postal Service™ on literally thousands of different topics, and every stamp suggestion receives equal consideration, regardless of who makes it or how it is presented. (*Note:* Suggestions must be submitted in writing).

On behalf of the postmaster general, the Citizens' Stamp Advisory Committee ("CSAC" or "the committee") evaluates the merits of all stamp proposals. Established in 1957, the committee provides the Postal Service with a "breadth of judgment and depth of experience in various areas that influence subject matter, character and beauty of postage stamps."

The committee's primary goal is to select subjects for recommendation to the postmaster general that are both interesting and educational. In addition to the Postal Service's extensive line of regular stamps, the committee recommends approximately 25 new subjects for commemorative stamps each year. The wishes and desires of all Postal Service customers influence stamp selections. A good mix of subjects, both interesting and educational, is essential to the stamps program of the U.S. Postal Service.

The postmaster general of the U.S. Postal Service appoints committee members, who serve at his discretion. The committee is composed of 15 members whose backgrounds reflect a wide range of educational, artistic, historical, and professional expertise. All share an interest in philately and the needs of the mailing public.

The committee itself employs no staff. The Postal Service's Stamp Development group handles committee administrative matters, maintains records, and responds to

as many as 50,000 stamp subject and design recommendations annually.

The committee meets four times yearly in rotating locations. At the meetings, the members review all proposals received since the previous meeting. Proponents are not permitted to attend committee meetings. The members also review and provide guidance on artwork and designs for stamp subjects scheduled for issuance. The criteria established by this independent group ensure that stamp subjects stand the test of time, are consistent with public opinion, and have broad national interest.

The Stamp Selection Process

Stamp subject and design suggestions must meet selection criteria and submitted *in writing* to:

CITIZENS STAMP ADVISORY COMMITTEE
C/O STAMP DEVELOPMENT
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 5670
WASHINGTON DC 20260-2437

Submit subject or design suggestions at least 3 years in advance of the proposed date of issue to allow sufficient time for consideration, design, and production, if the subject is approved.

Stamp proposals must be submitted in writing to the Citizens' Stamp Advisory Committee (i.e., stamped card, letters, or petitions) to allow everyone the same opportunity to suggest a new stamp subject or design.

After a proposal's evaluation is complete and deemed to meet selection criteria, research is done on the proposed stamp subject. The committee's agenda for its next meeting will list all new proposals received since their last meeting. The committee considers all new proposals, and will either reject the new proposal or set it aside for future consideration. If set aside for future consideration, the subject is filed and presented for periodic review by the committee.

If approved for issuance, proponents of the subject or design are advised when a general announcement is made to the public. While the Postal Service relies heavily upon the Citizens' Stamp Advisory Committee, it has the exclusive and final authority to determine both subject matter and designs for U.S. postage stamps and stationery.

Artwork for Stamp Designs

Once a stamp suggestion or design receives approval, the Postal Service relies heavily on design coordinators for the selection of artists who will execute the designs.

Stamp designing is an unusual art form that requires exacting skill to portray a subject within very small dimensions.

Unsolicited artwork is not accepted due to the demands of stamp design and reproduction requirements.

Professional artists who wish consideration for a design assignment must request a copy of the "Stamp Design Requirements" package:

STAMP DESIGN
C/O STAMP DEVELOPMENT
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 5670
WASHINGTON DC 20260-2437

Postal Service Facts

Universal Access. Universal Service.

The same high level of service for every American regardless of geographic location. The Postal Service™ delivers everywhere, every day, to everyone.

- Has annual operating revenue of \$68.5 billion.
- Has more than 700,000 career employees serving 141 million addresses.
- Delivers 202 billion pieces of mail a year, or five pieces per address per day, to over 141 million homes, businesses, and Post Office™ boxes. Each of our 300,000 carriers delivers about 2,300 pieces of mail a day to about 500 addresses.
- Adds 1.9 million new addresses each year.
- Redirects 3 billion First-Class Mail® pieces to new addresses for the 17% of the nation's population that moves every year, generating over 44 million address changes.
- Delivers more than 46% of the world's mail volume to more people over a larger geographic area than any other country.
- Serves 7 million customers daily at 37,579 Postal Service retail outlets.
- Makes stamps available on the Internet, by mail, by phone, through 32,000 vending machines, and 40,000 commercial retail outlets and automatic teller machines (ATMs).

Mail Is an Important Part of the Economy

Three of the Postal Service's six product lines would qualify as Fortune 500 companies:

Correspondence and transactions	\$37 billion business
Business advertising	\$17.2 billion business
Expedited delivery	\$5.4 billion business
Publications delivery	\$2.2 billion business
Standard package delivery	\$2.2 billion business
International mail	\$1.5 billion business

The Postal Service is at the center of the \$900 billion mailing industry — which employs 9 million people. Last year, business-to-consumer sales from direct mail generated more than \$423 billion.

We Deliver to Every Residence and Business Address in the Nation

Our national delivery network serves to every American household and business.

- Performance for on-time local delivery of First-Class Mail for 2003 was 95%. Also, 94% of households surveyed in 2003 had a positive perception of the Postal Service, with more than two out of three rating their satisfaction as "very good" or "excellent."
- Operates a transport and delivery fleet of 213,585 vehicles driving approximately 1.15 billion miles a year.
- Leases 25,987 facilities at a rental cost of \$869.7 million.
- Operates 30,000 alternative-fuel vehicles (AFVs), the nation's largest fleet of AFVs, using ethanol, compressed natural gas, and electricity.
- Purchases \$200 million worth of products with recycled content, including pallets and trays, stamp products, and envelopes.
- Uses latest technology to improve service, increase productivity, and reduce costs.
- Leader in developing and using optical character recognition — sorting equipment reads more than 80% of the handwritten addresses on envelopes.
- Upgraded flat-sorting equipment that rapidly deciphers hard-to-read addresses saved \$292.5 million.

Government Relations Contacts

Your Government Relations representatives are here to serve you. They can assist you in contacting and inviting elected officials to participate in your *National World War II Memorial* stamp event — please let them know how they can help.

Alphabetical State/Representative Listing

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

States	Abbr	Representatives	Extensions
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	Katherine 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	Katherine Sitterle	6027
North Carolina	NC	Bill Weagley	3745
North Dakota	ND	Linda Macasa	7505
Ohio	OH	Paul Harrington	6029
Oklahoma	OK	Renee Gadson	7217
Oregon	OR	Talaya Simpson	3750

States	Abbr	Representatives	Extensions
Pennsylvania	PA	Rebecca Sumner	3755
Puerto Rico	PR	Katherine 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	Katherine Sitterle	6027
Virgin Islands	VI	Katherine 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

Area Public Affairs and Communications Managers/Contacts

PAUL F SMITH
EASTERN AREA US POSTAL SERVICE
PO BOX 40593
PHILADELPHIA PA 19197-0593
215-931-5054

DEBORAH YACKLEY
CAPITOL METRO US POSTAL SERVICE
16501 SHADY GROVE
GAITHERSBURG MD 20898-9998
301-548-1465

DIANE TODD
NY METRO AREA US POSTAL SERVICE
421 EIGHTH AVE RM 5114
NEW YORK NY 10199-9681
212-330-3167

DEBRA HAWKINS
NORTHEAST AREA US POSTAL SERVICE
6 GRIFFIN RD N
WINDSOR CT 06006-9876
860-285-7265

EARL C ARTIS JR
SOUTHEAST AREA US POSTAL SERVICE
225 NORTH HUMPHREYS BLVD
MEMPHIS TN 38166-0832
404-915-5877

SCOTT BUDNY
WESTERN AREA US POSTAL SERVICE
1745 STOUT ST STE 1075
DENVER CO 80299-7500
303-313-5125

JIM MRUK
GREAT LAKES AREA US POSTAL SERVICE
244 KNOLLWOOD DR 4TH FL
BLOOMINGDALE IL 60117-2208
630-539-6565

Publicity Kit

National World War II Memorial Stamp

DON SMERALDI
PACIFIC AREA US POSTAL SERVICE
7001 S CENTRAL AVE RM 364A
LOS ANGELES CA 90052-9641
323-586-1210

CESTA AYERS JR (ACTING)
SOUTHWEST AREA US POSTAL SERVICE
7800 N STEMMONS FRWY STE 450
DALLAS TX 75247-4220
214-819-8717

— *Community Relations,
Public Affairs and Communications, 4-29-04*

Domestic Mail

DMM CORRECTION

Machinable Parcel Testing Changes

The information in the opening paragraph of the article titled "DMM Revision: Machinable Parcel Testing Changes" published in the April 15, 2004, *Postal Bulletin* (22126, page 85) contained an error. The text should read as follows: "Effective April 17, 2004, the *Domestic Mail Manual* (DMM™) is revised to require requests for testing

parcel machinability to be sent to Bulk Mail Center (BMC) Operations at Postal Service™ Headquarters."

— *Mailing Standards, Pricing and Classification, 4-29-04*

DMM, POM, PS FORM 1093, AND PS FORM 1583 REVISION

Elimination of Age Requirement for Minors

Effective May 13, 2004, the age requirement for minors is eliminated from PS Form 1093, *Application for Post Office Box or Caller Service*, and PS Form 1583, *Application for Delivery of Mail Through Agent*. Therefore, the words "and age(s)" are being deleted from the *Domestic Mail Manual* (DMM™), the *Postal Operations Manual* (POM), PS Form 1093, and PS Form 1583.

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

Domestic Mail Manual (DMM)

	*	*	*	*	*
D	Deposit, Collection, and Delivery				
D000	Basic Information				
	*	*	*	*	*
D040	Delivery of Mail				
	*	*	*	*	*
D042	Conditions of Delivery				
	*	*	*	*	*
2.0	DELIVERY TO ADDRESSEE'S AGENT				
	*	*	*	*	*

2.6 Delivery to CMRA

Procedures for delivery to a CMRA are as follows:

[Revise item a to delete "and age(s)" in the fifth sentence to read as follows:]

A parent or guardian may receive delivery of a minor's mail by listing the name(s) of each minor on Form 1583 (block 12).

* * * * *

D900 Other Delivery Services

D910 Post Office Box Service

* * * * *

2.0 SERVICE

2.1 APPLICATION

Procedures for applying for Post Office box service are as follows:

[Revise item b to delete "and age(s)" in the third sentence to read as follows:]

A parent or guardian may receive delivery of a minor's mail by listing the name(s) of each minor on Form 1093.

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Postal Operations Manual (POM)

* * * * *

6 Delivery Services

61 Conditions of Delivery

* * * * *

612 Delivery of Addressee’s Mail to Another

612.1 Delivery to Addressee’s Agent

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612.13 Procedures for Delivery to CMRA

Mail delivery to a CMRA requires the following:

[Revise item a to delete “and age(s)” and “(s)” from the fifth sentence to read as follows:]

A parent or guardian may receive delivery of a minor’s mail by listing the name(s) of each minor on PS Form 1583 (block 12).

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8 Special Services

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84 Other Delivery Services

841 Post Office Box Service

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841.1 Purpose and Definition

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841.12 Obtaining Service

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841.122 Verification

[Revise item a(2) to delete “and age(s)” in the fifth sentence to read as follows:]

A parent or guardian may receive delivery of a minor’s mail by listing the name(s) of each minor on Form 1093.

* * * * *

— Customer Service Operations,
Delivery and Retail, 4-29-04

Apply for Post Office Box Service!



*The safe and
convenient way
to get your mail*



Why Not Use a Box?

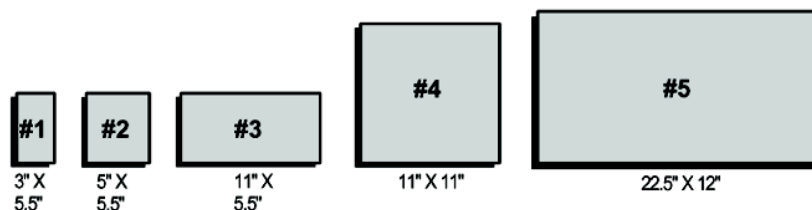
Many people have discovered that Post Office™ box service is a safe, convenient way to receive their mail. People who run a club, business, or professional organization find that Post Office box service gives them more room for higher volumes of mail.

If your organization gets an extra-large volume of mail, caller service is the answer. Inquire about caller service at your Post Office.

Benefits. With either service, you can enjoy these benefits:

- **Early Morning Mail.** You can generally pick up your mail first thing in the morning and take care of business earlier in the day. Of course, you may also pick up your mail later in the day, if you prefer.
- **Security.** You can rest assured that checks, dividend payments, and other valuable correspondence are secure.
- **Separate Business Address.** You can separate your business mail from your personal mail. That makes it easier for you to keep track of checks, orders, responses, and important correspondence.
- **Accessibility.** You can easily retrieve your mail during Post Office operating hours. In addition, some of our lobbies and box sections are open 24 hours a day, 7 days a week. Check with your local Post Office for more information.
- **Travel Convenience.** You can go away on short business or vacation trips without worrying about your mail.

Sizes for All. We offer several box sizes for different fees. (Some Post Offices may not have every size.) The approximate sizes are shown here:



Obtaining Box Service. It's simple! Just fill in the two-part tear-out card on the next page and turn it in to your local Post Office. Once we verify your information and receive your payment, we will begin providing your service.

Using Box or Caller Service

Post Office™ Box or Caller Service Address Use. We deliver to your box or caller address as printed on your mail, so be sure to provide correct and current address information to your correspondents. Your Post Office box or caller service number should appear on a separate line, followed by the Post Office's city, state, and ZIP+4® (*when we assign your box or caller service number, we will provide the corresponding ZIP+4*).

Use the following example as a guide for proper addressing:

JOHN DOE
PO BOX 1122
ANYTOWN NY 01234-1122

Fee Notification. Twenty days before the fee is due, we put a notice in your box (with caller service, we include the notice with your mail). If you go out of town after turning in a temporary forwarding order, we can mail the notice to your temporary address.

Fee Payment. With either service, you can pay in advance for 6 months or 1 year. It is your responsibility to pay your fee on time. If you pay by mail, we must receive your payment by the due date.

You can pay in cash, by check made out to "Postmaster", or with your credit or debit (ATM) card. Do not send cash by mail. If your check is returned by the bank, we must suspend your service until another form of payment is submitted. You may also incur a handling charge to cover our processing costs.

Late Payment. If you do not pay your Post Office box fee on time, we must close your box (or suspend caller service) and you will not be able to retrieve your mail. After 10 days of nonpayment, we remove the mail and treat it as undeliverable and suspend box/caller service. Closed boxes/suspended call numbers become available for assignment to new customers immediately.

Terms of Service. You may not use Post Office box or caller service just to avoid paying a forwarding charge or for any purpose prohibited by law or Postal Service™ regulations. We will immediately terminate box or caller service if used for any unlawful purpose. Post Office box or caller service may be provided to minors unless parents or guardians submit a written objection to the postmaster.

Accumulated Mail. We encourage you to remove your mail from your box regularly. You can make a special arrangement with the postmaster if you won't be able to pick up your mail for more than 30 days. Complete PS Form 8076, *Authorization to Hold Mail*, and we'll take care of it.

If the volume of your incoming mail repeatedly exceeds the capacity of the box you are using, we may require that you use caller service, change to a larger box (and pay applicable fees), or apply for service through one or more additional boxes.

(Continued on the back of this panel)

Using Box or Caller Service

(Continued from front of this panel)

Change of Address. If you choose to discontinue your box service, please complete a change of address (COA) form found in the *Mover's Guide*®, available in the lobby, or on our website: www.usps.com/moversguide. After completing the form give it to one of our retail associates, or to your letter carrier, or you may mail it to your Post Office™. Only the box customer or authorized representatives of the organization listed on the Form 1093 may file change of address orders. Forwarding of mail for other persons is the responsibility of the box customer.

Box Keys. We issue up to two keys for key-type Post Office boxes and issue an access code for combination lock-type Post Office boxes. A small deposit is required for each key. Whenever your box service terminates, turn in all keys to the Postal Service. We refund the deposits for each key returned. Post Office box keys may not be duplicated commercially.

Updating Information. The information on your application (PS Form 1093) must always be current. As soon as any information changes (such as address, telephone number, etc.), you are responsible for updating the form. Failure to update the application may result in a termination of service. We keep the form on file at the office where you use the service.

Use of Information. The U.S. Postal Service® is authorized by 39 U.S.C. 403 and 404 to collect the information on PS Form 1093. We use the information in providing Post Office box or caller service to the applicant, but we may disclose it:

- To anyone authorized by law to serve judicial process.
- To a government agency, in performance of its duties.
- To anyone, if the box is used for doing business with the public.
- To a congressional office, if the boxholder requests it.
- In response to a subpoena or court order.
- When it pertains to a legal proceeding that involves the Postal Service.

The complete Privacy Act Statement is on the back of the application card.



How to Use the Combination Lock

1. Clear dial by turning three times RIGHT and stop on _____.
2. Turn LEFT and stop the second time around on _____.
3. Turn RIGHT and stop on _____.
4. Turn latch key LEFT to open.



Your ZIP+4® is: -

Application Cards

Tear off this page, fill it out, and turn it in to your Post Office™.

Application for Post Office Box or Caller Service – Part 1

Customer: Complete items 1, 3-6, 14-16, and 18-19.

Post Office: Complete items 2, 7-13, 17 and 20.

1. Name(s) to Which Box Number(s) Is (are) Assigned		2. Box or Caller Numbers _____ through _____	
3. Name of Person Applying, Title (if representing an organization), and Name of Organization (if Different From Item 1)		4a. Will This Box Be Used for: <input type="checkbox"/> Personal Use <input type="checkbox"/> Business Use (Optional)	
5. Address (Number, street, apt. no., city, state, and ZIP Code™). When address changes, cross out address here and put new address on back.		4b. Email Address (Optional)	
7. Date Application Received		6. Telephone Number (Include area code)	
8. Box Size Needed	9. ID and Physical Address Verified by (Initials)	10. Dates of Service _____ through _____	
11. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. Write in identifying information. Subject to verification.		12. Check Eligibility for Carrier Delivery <input type="checkbox"/> a. City <input type="checkbox"/> b. Rural <input type="checkbox"/> c. HCR <input type="checkbox"/> d. None	
		13. Service assigned <input type="checkbox"/> a. Box <input type="checkbox"/> b. Caller <input type="checkbox"/> c. Reserve No.	
14. List name(s) of minors or names of other persons receiving mail in individual box. Other persons must present two forms of valid ID. If applicant is a firm, name each member receiving mail. Each member must have verifiable ID upon request. (Continue on reverse side.)			
15. Signature of Applicant (Same as Item 3). I agree to comply with all Postal Service® rules regarding Post Office box or caller services.			

WARNING: The furnishing of false or misleading information on this form or omission of information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties.) (18 U.S.C. 1001)

PS Form 1093, April 2004 (Page 1 of 2) (7530-02-000-7165)

Use a separate form for each number or consecutive group of numbers, and type of service. File part 1 alphabetically by customer's name.

Application for Post Office™ Box or Caller Service – Part 2

Special Orders

16. Postmaster: The following named persons or representatives of the organization listed below are authorized to accept mail addressed to this (these) Post Office box(es) or caller number(s). All names listed must have verifiable ID. (Continue on reverse side.)

a. Name of Box Customer (Same as item 1)	Customer Note: The Postal Service® may consider it valid evidence that a person is authorized to remove mail from the box if that person possesses a key or combination to the box.	
b. Name(s) of Applicant(s) (Same as item 3)		
c. Other Authorized Representative	d. Other Authorized Representative	20. Post Office Date Stamp
17. Box or Caller Number to Which This Card Applies		
18. Will this box be used for Express Mail® reshipment? (Check one) a. Yes <input type="checkbox"/> b. No <input type="checkbox"/>		
19. Signature of Applicant (Same as Item 3). I agree to comply with all Postal Service® rules regarding Post Office box or caller services.		

WARNING: The furnishing of false or misleading information on this form or omission of material may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties.) (18 U.S.C. 1001)

PS Form 1093, April 2004 (Detached from Page 1 of 2) (7530-02-000-7165)(DRAFT: 4/21/04)

Use a separate form for each number or consecutive group of numbers, and type of service. File part 2 by box or caller number.

Privacy Act statement: Your information will be used to provide Post Office™ box or caller services. Collection is authorized by 39 USC 401, 403, & 404. Providing the information is voluntary, but if not provided, we will be unable to provide this service to you.

We do not disclose your information without your consent to third parties, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS auditor or contractor; to process servers; to domestic government agencies if needed as part of their duties; to a foreign government agency for alleged legal violations; and to entities, including law enforcement, as required by law or in legal proceedings. Information concerning an individual boxholder who has filed a protective court order with the postmaster will not be disclosed except pursuant to court order. For more information on our privacy policies see our privacy link on usps.com.

United States Postal Service®
Application for Delivery of Mail Through Agent
 See Privacy Act Statement on Reverse

1. Date _____

In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the addressee and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) upon request the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).

NOTE: The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed signed PS Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of PS Form PS 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The addressee and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in boxes 7 or 10, and that the identification listed in box 8 is valid.

2. Name in Which Applicant's Mail Will Be Received for Delivery to Agent. <i>(Complete a separate PS Form 1583 for EACH applicant. Spouses may complete and sign one PS Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)</i>		3a. Address to be Used for Delivery (No., street, apt./ste. no.) _____ _____ _____		
		3b. City	3c. State	3d. ZIP + 4®
4. Applicant authorizes delivery to and in care of: a. Name _____ b. Address (No., street, apt./ste. no.) _____ c. City _____ d. State _____ e. ZIP + 4 _____		5. This authorization is extended to include restricted delivery mail for the undersigned(s): _____ _____		
6. Name of Applicant _____		7a. Applicant Home Address (No., street, apt./ste. no.) _____ _____ _____		
8. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. The agent must write in identifying information. Subject to verification. a. _____ _____ _____ b. _____ _____ _____		7b. City	7c. State	7d. ZIP + 4
		7e. Applicant Telephone Number (Use area code) _____ 9. Name of Firm or Corporation _____ 10a. Business Address (No., street, apt./ste. no.) _____ 10b. City _____ 10c. State _____ 10d. ZIP + 4 _____ 10e. Business Telephone Number (Include area code) _____		
Acceptable identification includes: valid driver's license or state non-driver's identification card; armed forces, government, university, or recognized corporate identification card; passport, alien registration card or certificate of naturalization; current lease, mortgage or Deed of Trust; voter or vehicle registration card; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification.		11. Type of Business _____		
12. If applicant is a firm, name each member whose mail is to be delivered. <i>(All names listed must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address.)</i> _____ _____				
13. If a CORPORATION, Give Names and Addresses of Its Officers _____ _____		14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration. _____		
Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties). (18 U.S.C. 1001)				
15. Signature of Agent/Notary Public _____		16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.) _____		

Privacy Act Statement: Your information will be used to authorize the delivery of your mail to the designated addressee as your agent. Collection is authorized by 39 USC 401, 403, and 404. Providing the information is voluntary, but if not provided, we cannot provide this service to you. We do not disclose your information without your consent to third parties, except for the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS® auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service; and for the purpose of identifying an address as an address of an agent who receives mail on behalf of other persons. Information concerning an individual who has filed an appropriate protective court order with the postmaster will not be disclosed except pursuant to court order. For more information on our privacy policies, see our privacy link on usps.com®.

DMM AND POM REVISION

Indemnity Claims for Domestic Mail

Effective May 1, 2004, the policies and procedures for processing indemnity claims for domestic mail will be revised to clarify existing policies and procedures and to establish other guidelines regarding indemnity claims. The new revisions will do the following:

- Clarify situations under which indemnity will not be paid.
- Provide that the original sales receipt from a postal retail terminal listing the mailing receipt number and the insurance amount is acceptable evidence of insurance when the original mailing receipt is not available.
- Clarify that a mailer of a collect on delivery (COD) article may not stipulate "Cash Only."
- Provide that the initial appeal must be sent directly to Claims Appeals at the St. Louis Accounting Service Center (ASC).
- Clarify the time limit in which a customer may forward a final appeal to the Consumer Advocate at Postal Service™ Headquarters.

In conjunction with the policies and procedures changes, the Postal Service Customer Claims Response System (CCRS) will process indemnity claims submitted to the St. Louis ASC. It is a newly developed system to process Insured Mail claims for customers who incurred lost or damaged items in the mail. CCRS is a Web-based system that will expedite insured claim processing and improve customer satisfaction. The revised PS Form 1000, *Domestic Claim or Registered Mail Inquiry*, has an edition date of April 2004. All Post Offices™ will receive an automatic distribution of PS Forms 1000 and should begin using them immediately upon receipt. Postmasters should inform all customers of the new form and encourage them to comply with the change immediately. A copy of PS Form 1000 is shown in this *Postal Bulletin* on pages 64–66.

CCRS will provide an interactive system using Web technology to capture claim information. The system will include interfaces with various systems including Delivery Confirmation™ Guarantee, and will edit records based upon business rules in the system to automatically generate a payment or correspondence on most claims. The system will have an online menu of frequently asked questions (FAQs) that will provide uniform and updated information to Postal Service personnel. The FAQ feature will help to ensure claims are filed correctly the first time.

Large Post Offices with Web access will have the capability to access the system to determine the status of claims. In addition, an 800 toll-free number will be available for customers to call and check on the status of their claims.

All PS Forms 1000 submitted will be forwarded to the St. Louis ASC for processing, except locally adjudicated claims (articles insured for \$50.00 or less). Locally adjudicated claim forms will be forwarded to St. Louis after processing to ensure all claim data is captured by the system.

CCRS represents a customer-driven solution for improving the Postal Service indemnity claims process. In addition, the system is expected to grow revenue, manage costs, and develop Postal Service personnel to provide more consistent information.

The published policies and procedures pertaining to indemnity claims for domestic mail as published in the *Domestic Mail Manual (DMM™)* and the *Postal Operations Manual (POM)* are amended with this effective date. The effective sections of these publications are DMM S010, S913, and S921; and POM 146. Publication 122, *Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries*, will be amended at a later date.

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

Domestic Mail Manual (DMM)

* * * * *

S Special Services

S000 Miscellaneous Services

S010 Indemnity Claims

* * * * *

2.0 GENERAL FILING INSTRUCTIONS

2.1 Who May File

A claim may be filed by:

[Reletter current items a, b, c, and d as new items b, c, d, and e, respectively. Add new item a to read as follows:]

- a. Only the mailer, for the complete loss of an unnumbered Insured Mail article.

[Revise new item b to read as follows:]

- b. Either the mailer or addressee, who is in possession of the original mailing receipt, for the complete loss of a numbered Insured Mail, Registered Mail, COD, or Express Mail article.

* * * * *

2.2 When to File

[Revise 2.2 to read as follows:]

A customer may file a claim immediately, but must file no later than 60 days from the date of mailing, when the contents of an article are damaged or missing from the mailing container. For a lost article, a customer must file a claim within the time limits in the chart below.

Mail Type or Service	When to File (From Mailing Date)	
	No Sooner Than	No Later Than
Insured Mail	21 days	180 days
COD	45 days	180 days
Registered Mail	15 days	180 days
Registered COD	45 days	180 days
Express Mail	7 days	90 days
Express Mail COD	45 days	90 days
APO/FPO Insured Mail (First-Class Mail, SAM, PAL, or COD)	45 days	180 days
APO/FPO Insured Mail (Surface Only)	75 days	180 days

* * * * *

2.4 How to File

[Revise 2.4 to read as follows:]

A customer may file a claim by presenting evidence of insurance, evidence of value, proof of damage, and, for unnumbered Insured Mail claims only, proof of loss. (Proof of loss is not required for numbered Insured Mail, Registered Mail, COD, or Express Mail claims.) If the article was mailed Express Mail COD or Registered Mail COD, the claimant must provide both the original COD receipt with either the Express Mail or the Registered Mail receipt. The customer must complete the applicable spaces on PS Form 1000.

2.5 Evidence of Insurance

For a claim involving Insured Mail, Registered Mail, COD, or Express Mail service, the customer must present any of the following evidence showing that the particular service was purchased:

* * * * *

[Revise item a to read as follows:]

- a. The original mailing receipt issued at the time of mailing (Insured Mail, Registered Mail, and COD receipts must contain a USPS postmark). Reproduced copies are not acceptable.

* * * * *

[Insert item d to read as follows:]

- d. The original sales receipt from the USPS listing the mailing receipt number and insurance amount, if the original mailing receipt is not available. Reproduced copies of the USPS sales receipt are not acceptable.

2.6 Evidence of Value

[Revise introductory text to read as follows:]

The customer, either the mailer or the addressee, must submit acceptable evidence to establish the cost or value of the article at the time it was mailed. (Other evidence may be requested to help determine an accurate value.) Examples of acceptable evidence are:

* * * * *

Revise item a to read as follows:

- a. Sales receipt, invoice or bill of sale, or statement of value from a reputable dealer.

[Revise item b to read as follows:]

- b. For items valued up to \$100, the customer’s own statement describing the lost or damaged article and including the date and place of purchase, the amount paid, and whether the item was new or used (only if a sales receipt or invoice is not available). If the article mailed is a hobby, craft, or similar handmade item, the statement must include the cost of the materials used in making the item. The statement must describe the article in sufficient detail to determine whether the value claimed is accurate.

* * * * *

[Add new item g to read as follows:]

- g. A copy of a canceled check, money order receipt, credit card statement, or other documentation indicating the amount paid. For Internet purchases, a copy of the front and back of the canceled check, money order, or a copy of the credit card billing statement is required.

[Add new item h to read as follows:]

- h. For Internet transactions conducted through a Web-based payment network that offers payment services through a stored value account, a computer printout of an online transaction identifying the purchaser and seller, price paid, date of transaction, description of item purchased, and assurance that the transaction status is completed. The printout must clearly identify the Web-based payment network provider through which the Internet transaction was conducted.

2.7 Missing Contents

[Revise 2.7 to read as follows:]

If a claim is filed because some or all of the contents are missing, the addressee must present the mailing container, including any wrapping, packaging, and any contents that were received, to the USPS with the claim. Failure to do so results in denial of the claim.

2.8 Damage

[Revise 2.8 to read as follows:]

If the addressee files the claim, the addressee must present the damaged article and mailing container, including any wrapping, packaging, and any other contents that were received, to the USPS for inspection. If the mailer files the claim, the St. Louis ASC will notify the addressee by letter to present the damaged article and mailing container, including any wrapping, packaging, and any other contents that were received, to the USPS for inspection. Failure to do so results in denial of the claim.

2.9 Proof of Loss

[Revise 2.9 to read as follows:]

The mailer must provide proof of loss for unnumbered Insured Mail only. Proof of loss is not required for numbered Insured Mail, Registered Mail, COD, or Express Mail claims. The mailer must present written and signed documentation from the addressee (such as a letter) dated at least 21 days from the date of mailing, stating the addressee did not receive the article.

[Delete items a, b, and c.]

2.10 Duplicate Claim

[Revise 2.10 to read as follows.]

A customer must file any duplicate claim no sooner than 30 days and no later than 60 days from the date the original claim was filed.

[Delete the table.]

* * * * *

2.14 Nonpayable Claims

[Revise introductory text to read as follows:]

Indemnity is not paid for Insured Mail, Registered Mail, COD, or Express Mail in these situations:

* * * * *

[Add items ac through ah to read as follows:]

- ac. Mailer refuses to accept delivery of the parcel on return.
- ad. Mail not bearing the complete names and addresses of the mailer and addressee, or is undeliverable as addressed to either the addressee or mailer.
- ae. Event or transportation tickets (e.g., concert, theater, sport, airline, bus, train, etc.) received after the event date. Such items are insured for loss, but not for delay or receipt after the event date for which they were purchased unless sent by Express Mail and the loss is attributable solely to the failure to meet the guaranteed delivery standard under the terms and conditions for the Express Mail offering selected.

- af. Software installed onto computers that have been lost or damaged.
- ag. Damaged articles not claimed within the required time limits in *Postal Operations Manual* 146.3.
- ah. Personal time used to make hobby, craft, or similar handmade items.

* * * * *

3.0 PAYMENT

* * * * *

3.3 Dual Claim

[Revise 3.3 to read as follows:]

If the mailer and the addressee both claim insurance and cannot agree on which one should receive the payment, any payment due is made to the mailer unless the claim has already been paid to the addressee upon presentation of the original mailing receipt.

* * * * *

4.0 ADJUDICATION

* * * * *

4.2 Appeal

[Revise the first sentence of 4.2 to read as follows:]

A customer may appeal a claim decision by filing a written appeal within 60 days of the date of the original decision. Except for an unnumbered Insured Mail article, the customer must send the appeal directly to Claims Appeals at the St. Louis ASC (see G043 for address). For an unnumbered Insured Mail article, the customer must send the appeal to the Post Office where the claim was filed. That Post Office forwards the appeal to the manager of Claims Appeals at the St. Louis ASC.

4.3 Final USPS Decision

[Revise 4.3 to read as follows:]

If the manager of Claims Appeals at the St. Louis ASC sustains the denial of a claim, the customer may submit an additional appeal within 60 days for final review and decision to the Consumer Advocate, USPS Headquarters (see G043 for address), who may waive the standards in S010 in favor of the customer.

* * * * *

[Delete 5.0. Sampling process will be discontinued with the implementation of CCRS.]

* * * * *

S900 Special Postal Services

S910 Security and Accountability

* * * * *

S913 Insured Mail
* * * * *

2.0 MAILING
* * * * *

2.7 Receipt
[Revise 2.7 to read as follows:]

For each Insured Mail article mailed, the mailer receives a USPS sales receipt and the appropriate postmarked (i.e., round-dated) Insured Mail form as follows:

- a. Form 3813 when the insurance coverage is \$50 or less.
- b. Form 3813-P when the insurance coverage is more than \$50.

* * * * *

S920 Convenience
* * * * *

S921 Collect on Delivery (COD) Mail

1.0 BASIC INFORMATION

1.1 Description

[Insert text after first sentence to read as follows:]

The recipient has the option to pay the COD charges using either cash or personal check. Only one form of payment may be used for a single mailpiece.

* * * * *

3.0 MAILING
* * * * *

3.4 Indelible Ink, Mailer Errors

[Revise 3.4 to read as follows:]

The information required on the COD form must be handwritten with ink, typewritten, or computer printed. The USPS is not responsible for errors that a mailer makes in stating the charges to be collected. The mailer may not stipulate "Cash Only" on the COD form.

* * * * *

Postal Operations Manual (POM)

[Replace all instances of the word "insured" with "Insured Mail", where it refers to a mail service, throughout the POM.]

1 Retail Management
* * * * *

14 Other Retail Services Management
* * * * *

146 Indemnity Claims

146.1 General Instructions for Filing Claims

146.11 How to File

146.111 Customer Action

[Revise 146.111 to read as follows:]

The following actions apply to customers who file indemnity claims for Insured Mail, Registered Mail™, COD, or Express Mail® articles. (See Exhibit 146.11 and the IMM for international Insured Mail and Registered Mail claims.)

- a. *Claims for Loss.* Only the mailer may file an indemnity claim for the complete loss of an unnumbered Insured Mail article. Either the mailer or addressee, who is in possession of the original mailing receipt, may file an indemnity claim for the complete loss of a numbered Insured Mail, Registered Mail, COD, or Express Mail article by presenting evidence of insurance and evidence of value. (Proof of loss is not required for numbered Insured Mail, Registered Mail, COD, or Express Mail claims.)

Note: If the article was mailed with Express Mail COD or Registered Mail COD service, the claimant must provide the original COD receipt with either the Express Mail or the Registered Mail receipt.

- b. *Claims for Damage.* Either the mailer or addressee may file a claim for damage or for missing contents by presenting evidence of insurance and evidence of value. The addressee must present the article and mailing container, including any wrapping, packaging, and any other contents that were received, to the Postal Service™ for inspection. If the mailer filed the claim, the St. Louis ASC will notify the addressee by letter to present the article and mailing container, including any wrapping, packaging, and any other content that were received to the Postal Service for inspection.
- c. *Time Limits.* Claims for complete loss must be filed within the time frames prescribed in DMM S010.2.2 and POM Exhibit 146.11. Claims for damage or missing contents should be filed immediately, but no later than 60 days from the date of mailing.
- d. *PS Form 1000.* The customer must complete the applicable spaces on PS Form 1000 April 2004, *Domestic Claim or Registered Mail Inquiry*, for all domestic indemnity claims.

Exhibit 146.11

General Instructions for Filing Claims

[Revise Exhibit 146.11 to read as follows:]

Eligible Types of Mail Services: Insured Mail (unnumbered/numbered), Registered Mail, COD, Express Mail, Express Mail COD, and Registered Mail COD service.

Who May File

For complete loss: Only mailer for unnumbered Insured Mail/mailer or addressee, whoever is in possession of the mailing receipt for numbered Insured Mail, Registered Mail, COD, or Express Mail service.

For damage or loss of contents: Mailer or addressee.

When to File

A customer should file a claim immediately, but no later than 60 days from the date of mailing, when the contents of an article are damaged or missing from the mailing container.

For a lost article, a customer must file a claim within the time limits in the chart below.

Filing Time Periods for Form 1000

Mail Type or Service	When to File (From Mailing Date)	
	No Sooner Than	No Later Than
Insured Mail	21 days	180 days
COD	45 days	180 days
Registered Mail	15 days	180 days
Registered COD	45 days	180 days
Express Mail	7 days	90 days
Express Mail COD	45 days	90 days
APO/FPO Insured Mail (First-Class Mail, SAM, PAL, or COD)	45 days	180 days
APO/FPO Insured (Surface Only)	75 days	180 days

DOCUMENTATION REQUIRED FROM CUSTOMER

A. Evidence of Insurance (at least one):

For a claim involving Insured Mail, Registered Mail, COD, or Express Mail service, the customer must present any one of the following evidence showing that the particular service was purchased:

1. The original mailing receipt issued at the time of mailing (Insured Mail, Registered Mail, and COD receipts must contain a Postal Service postmark). Reproduced copies are not acceptable.
2. The wrapper showing the names and addresses of the mailer and the addressee and the proper mail endorsement, tag, or label showing that the article was sent Insured Mail, Registered Mail, COD, or Express Mail service. If only the wrapper is submitted, indemnity can be limited to \$100 for Insured Mail, \$50 for

COD, \$100 for Registered Mail, and \$100 for Express Mail items.

3. For Express Mail items accepted for mailing under an Express Mail Manifesting agreement in P910, a copy of the manifest page showing the Express Mail label number for the item in question; the manifest summary page for the date the piece was mailed; a copy of PS Form 3152-E, *Express Mail Manifesting Certification*, round-dated by the accepting Post Office; and a copy of the EMCA monthly statement that lists the label number and postage for the mailpiece. If the customer purchased additional insurance, a copy of the round-stamped PS Form 3877, *Firm Mailing Book for Accountable Mail*, must also be submitted.
4. The original sales receipt from the Postal Service listing the mailing receipt number and insurance amount, only if the original mailing receipt is not available. Reproduced copies of the Postal Service sales receipt are not acceptable.

B. Evidence of Value (at least one):

1. Sales receipt, invoice or bill of sale, or statement of value from a reputable dealer.
2. For items valued up to \$100, the customer's own statement describing the lost or damaged article and including the date and place of purchase, the amount paid, and whether new or used (only if a sales receipt or invoice is not available). If the article mailed is a hobby, craft, or similar handmade item, the statement must include the cost of the materials used in making the item. The statement must describe the article in sufficient detail to determine whether the value claimed is accurate.
3. Picture from a catalog showing the value of a similar article (only if a sales receipt, invoice, or statement of value from a reputable dealer is not available). The date and place of purchase must be included.
4. Paid repair bills; if the claim is for partial damage, estimates of repair costs or appraisals from a reputable dealer. Repair costs may not exceed the original purchase price.
5. Receipt or invoice for the costs incurred to buy a surety bond required to reissue a lost item.
6. Receipt or invoice of costs incurred for the reconstruction of nonnegotiable documents.
7. A copy of a canceled check, money order receipt, credit card statement, or other documentation including the amount paid. For Internet purchases, a copy of the front and back of the canceled check, money order, or a copy of the credit card billing statement is required.

8. For Internet transactions conducted through a Web-based payment network that offers payment services through a stored value account, a computer printout of an online transaction identifying the purchaser and seller, price paid, date of transaction, description of item purchased, and assurance that the transaction status is completed. The printout must clearly identify the Web-based payment network provider through which the Internet transaction was conducted.

C. Proof of Loss (required for unnumbered Insured Mail only):

The mailer must provide proof of loss for unnumbered Insured Mail items only. Proof of loss is not required for numbered Insured Mail, Registered Mail, COD, or Express Mail claims. The mailer must present written and signed documentation from the addressee (such as a letter), dated at least 21 days after the date of mailing, stating that the addressee did not receive the article.

Note: The documentation or a copy of it must be attached to the claim. On the back of the mailing receipt, write “claim filed,” round date stamp, photocopy for the file, and return to customer, except unnumbered Insured Mail and Express Mail receipts. Instruct the customer to keep the original receipts until the claim is settled.

146.112 Accepting Post Office

When accepting a customer’s claim, handle it as follows:

* * * * *

[Revise item e to read as follows:]

- e. (For numbered Insured Mail, Registered Mail COD, or Express Mail claims) Detach copy 2 of PS Form 1000 and give it to the customer to retain until the claim is settled. Forward copy 1 of the claim form and supporting documentation to the St. Louis Accounting Service Center for processing. For unnumbered Insured Mail, mail copy of PS Form 1000 to the St. Louis Accounting Service Center after processing locally as described in 146.122.

[Delete item f. Reletter current item g as new item f and revise to read as follows:]

- f. Endorse the original insurance receipt and/or wrapper “Claim Filed [date],” date-stamp, and initial it. Return the receipt or wrapper to the customer (except unnumbered Insured Mail and Express Mail receipts). Instruct the customer to keep the receipts until the claim is settled.

146.113 Claims and Inquiry Employee

[Revise 146.113 to read as follows:]

Detach copy 3 of PS Form 1000 and file it alphabetically by mailer’s name. Process the claim as explained in 146.12.

146.12 Processing Claims at the Post Office

[Revise title and text of 146.121 to read as follows:]

146.121 Loss of Numbered Insured Mail, Registered Mail With Postal Service Insurance, COD, or Express Mail Items

Process the claims as follows:

- a. When PS Form 1000 is presented at a Post Office for the purpose of filing a claim, check for completeness, mailer and addressee address, customer signature, complete article receipt number, and supporting documentation.
- b. Mail PS Form 1000 and supporting documentation, evidence of insurance and evidence of value (as defined in DMM S010) to the St. Louis Accounting Service Center at the following address:

CLAIMS SERVICING SECTION
ACCOUNTING SERVICE CENTER
PO BOX 80143
ST LOUIS MO 63180-0143

Claims forms submitted with an APO/FPO mailing address must include the unit or ship designation.

[Delete Exhibit 146.12]

146.122 Loss of Unnumbered Insured Articles

[Revise 146.122 to read as follows:]

When PS Form 1000 is presented at a Post Office for the purpose of filing a claim, check for completeness, customer signature, and supporting documentation. Complete section B of the claim form and indicate claim was paid or denied. After processing locally, mail the original copy 1 of the form to the St. Louis Accounting Service Center at the following address:

CLAIMS SERVICING SECTION
ACCOUNTING SERVICE CENTER
PO BOX 80143
ST LOUIS MO 63180-0143

[Delete current sections 146.123 through 146.124. Renumber current sections 146.125 and 146.126 as new 146.123 and 146.124, respectively. Revise to read as follows:]

146.123 Damage Claim Filed by Mailer

[Revise 146.123 to read as follows:]

If the mailer files a damage claim for an article still in the possession of the addressee, the St. Louis ASC will notify the addressee by letter to present the damaged article and mailing container, including any wrapping, packaging, and any other contents that were received, to the Postal Service for inspection. Failure to do so will result in denial of the claim.

Note: When the mailer receives notification from the addressee of receipt of a damaged article, the mailer must advise the addressee to await notification from the Postal

Service to present the damaged article and mailing container, including any wrapping, packaging, and any other contents they received to the Postal Service for inspection if the mailer elects to file the claim.

146.124 Damage Claim Filed by Addressee

If the addressee files a damage claim, part B of PS Form 1000 (April 2004) must be completed to show that the damaged article and mailing container, including any wrapping, packaging, and any other contents they received, were presented for inspection when the claim was filed. If additional space is needed, attach a separate sheet to the claim form describing the damage. The St. Louis ASC will make payment to the person designated in section A 3a of PS Form 1000 provided the original proof of insurance is submitted with claim. If a dual claim is filed, the claim with the original mailing receipt will be honored.

[Insert Exhibit 146.124.]

Exhibit 146.124

Processing Claims for Damage or Partial Loss of Contents

All Claims for Damaged/Missing Contents

- Complete PS Form 1000, part B, to show that the damaged article and mailing container, including wrapping, packaging, and any other contents that were received, were presented for inspection when the claim was filed.
- Attach a separate sheet to the claim form describing the damage.
- If necessary, return the article to the customer so that an appraisal or estimate can be obtained.
- Use PS Form 3831, *Receipt for Article(s) Damaged in Mails*, to give receipts for damaged articles. Note the condition on the form.
- Payment is made to the customer presenting the mailing receipt or to the addressee when designated by the sender as payee.
Exception: (For numbered Insured Mail articles only) If the addressee paid for repair to a partially damaged article and the endorsement on the wrapper shows that enough insurance was bought to cover the cost of repairs, payment will be made to the addressee unless a claim payment has already been made on the numbered Insured Mail article.
- If the article has no salvage value (below \$10.00), allow the customer to keep it if the customer wants it; otherwise, destroy it.
- If the completely damaged Insured Mail, COD, or Express Mail article has salvage value, retain it for 60 days, and then forward it to the appropriate mail recovery center on the next weekly dispatch.
- For Registered Mail claims, retain the article and the packaging until released by notification from the St. Louis ASC.

[Delete 146.127 and 146.128. Renumber current 146.129 as new 146.125.]

* * * * *

[Delete 146.13. Renumber current 146.14 through 146.144 as new 146.13 through 146.134, respectively. Delete current 146.145.]

146.13 Inquiries and Duplicate Claims

146.131 Time Limits

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146.132 Customer Filing

* * * * *

146.133 Claim Form Copy Not on File

[Revise 146.133 to read as follows:]

If a copy of PS Form 1000 is not on file, advise the customer that no record exists. If the customer kept a copy of the claim form, ask the customer to bring or send a copy to the Post Office. If neither the customer nor the Post Office has a copy of the claim form, the customer must file an original claim on PS Form 1000. Ask the customer to present the original mailing receipt to the Post Office. When the customer presents the mailing receipt and the receipt is annotated to show that a claim was filed, follow original claim procedures and attach a note to the claim indicating that a previous claim was filed.

146.134 Completing Duplicate Claims

[Revise to read as follows:]

Complete these duplicate claims as follows:

- a. Do not use a new PS Form 1000 when filing a duplicate claim.
- b. Use either a photocopy of the customer's original copy or the Post Office's original copy and mark "Duplicate" on the top left corner of the form immediately above the title.
- c. Process the form as described in 147.12.

[Delete 146.145.]

146.2 Reimbursements

146.21 Tendered

[Revise 146.21 to read as follows:]

If a customer reimburses the Postal Service for an incorrectly paid claim, Postal Service personnel must accept it and issue a receipt using PS Form 1096, *Receipt*. Annotate the receipt to indicate the form of payment received, such as, cash, personal check, money order, and record the

(Domestic Mail section continues on page 63.)

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
Glendale, CA 91202-2896	Ascot Medical Associates Inc., Versatile Medical Associates Inc., and Alfredo Pascali MD, 501 West Glenoaks Boulevard, PMB 632
Whitefish, MT 59937-8238	International Tax Refund Services (ITRS) and/or Canada Tax Refund (CTR), 6477 Highway 93, PMB #6523

— Judicial Officer, 4-29-04

Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be recycled. Retail/acceptance clerks must not accept Express Mail® shipments bearing any of the invalid numbers (listed below) in the “customer

number” or “agreement number” section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

005087	019365	029367	067372	080523	100224	115338	180089	235498	321235	335238	402176	463065
005117	019370	029369	068013	085581	100250	115583	180096	254006	322236	335249	402180	464050
005407	019407	029423	068025	085692	100291	115627	180104	254009	322485	335260	402527	464086
005505	019645	029426	068063	088153	100336	115833	183005	271045	322577	335264	402621	465047
006175	019957	029450	068412	088168	100341	117012	184013	272041	322762	335379	402692	468112
006210	021005	029482	068415	088517	100366	117042	184037	272150	323056	335672	403005	468404
006626	021073	029505	068420	088560	100380	117088	185700	272232	325089	335691	404700	468405
007110	021094	029540	068460	089727	100403	117304	186021	273029	325137	335922	405168	469180
008123	021113	029580	068639	090015	100448	117311	192836	274192	325790	335930	423022	469189
008142	021216	029589	069299	090265	101977	117337	192849	274313	326268	336082	424013	472068
008295	021297	029599	069579	090799	102060	117372	193106	276083	326329	336129	431032	473155
008382	021379	029654	069687	091175	102618	117391	193210	281145	326726	336139	432106	475684
008546	021382	029733	069879	091340	103295	117397	193725	282540	327854	336195	432424	478100
008553	021423	029764	070088	091677	103409	117705	193730	282675	328987	336377	432740	478823
008658	021649	029784	070613	092081	103940	117765	196086	282899	329065	337033	432813	479107
009009	021831	029800	070772	092680	104099	118009	200002	283269	329429	337082	432948	479115
009082	021913	029802	070787	092688	104126	118056	200156	283435	329483	337332	436176	480056
009135	021918	029928	071273	092776	104515	119041	200459	283486	329495	338009	436387	480172
009608	021926	029933	071299	093589	104542	119042	206058	286123	329540	338069	436458	480258
009731	022043	029934	071370	093906	104628	119199	207901	288118	329652	338344	439443	480382
009932	022053	029960	071417	093912	105291	119337	207925	292636	330209	339332	439712	480385
010074	022135	029965	071442	094048	105340	120298	207937	294279	330294	340008	439713	480389
010322	022153	029980	071448	094245	105414	122415	208388	296435	330329	340513	441125	480548
010544	022259	031004	071505	094336	105464	123093	208482	298011	330332	340590	441244	480630
010577	022311	031273	071589	094372	105678	123117	208510	300102	330374	340620	441256	480687
010722	022323	037009	071621	094387	105950	125213	208546	300127	330403	340624	441410	480787
010763	022340	038422	071877	094546	107189	125350	208573	300925	330463	340694	441422	480811
010774	022386	038631	071923	094956	107326	127032	208583	300928	330513	340769	441527	481121
011101	022444	039001	075019	094964	107350	129938	208952	301074	330533	344011	441536	481430
012302	022482	041174	075033	094965	108326	130052	209058	301214	330611	344037	441568	481641
012321	022527	043014	075134	095772	108500	139101	210024	301324	330621	344043	441775	481642
012408	022529	047304	075267	096104	109033	142027	210331	301414	330784	344063	443003	481807
013165	022572	048040	075449	096242	109595	142191	210528	301520	330803	344071	443014	481872
014536	022608	054011	075573	096274	109743	142282	210774	301939	331029	344153	443034	481984
015011	022635	055007	075820	096448	110061	148242	210827	301983	331534	344158	443037	482186
015104	022776	055116	075874	096481	110828	150222	212508	302479	331565	349004	443123	482684
015300	023016	060052	075882	096938	110872	151074	212769	302873	331659	349511	443138	482779
015573	023174	060112	075888	097287	111359	152014	220675	303903	332053	349587	443187	482818
015720	023306	060194	075890	097540	111489	152113	220836	303969	332180	349712	443211	482866
016123	026620	060231	076075	097732	111498	152465	220892	305020	332460	349818	443335	482950
016197	027116	060369	076082	097960	111744	159106	221029	305098	332755	352587	444101	482985
018105	028031	060385	076229	098167	113004	165050	221089	306485	332881	358025	445121	482987
018208	028064	060929	076354	098302	113166	165078	221107	311019	332937	363039	447006	483066
018229	029053	061250	076640	098343	113605	165245	221114	311033	332950	370035	447131	484022
018318	029126	061589	077510	098451	114225	165246	221158	311284	332975	381507	452262	485200
018591	029132	061635	077782	098608	114259	171200	221282	314668	333064	381723	452410	485243
018687	029146	062075	077861	098644	114335	171334	221637	317242	333473	382033	452698	485333
018814	029167	063145	078425	098647	114525	180018	222008	319156	333834	387020	452902	486273
018889	029168	063318	079022	098714	115054	180022	222084	320059	334021	387022	454805	488020
019166	029206	065819	079027	098937	115096	180029	223146	320081	334066	388077	462031	489228
019171	029257	067006	080023	098967	115120	180033	229118	320141	334069	392707	462080	489244
019176	029274	067048	080191	098996	115231	180061	232383	321073	335020	392733	462796	489329
019263	029301	067080	080220	100061	115284	180066	235272	321152	335176	402009	462852	490515
019310	029351	067226	080356	100193	115309	180083	235316	321161	335229	402151	462931	490554

492040	601106	666710	752049	799169	840592	853785	906037	907413	915119	924588	940673	974150
492067	601486	666820	752060	800115	841194	853790	906046	907419	915227	924592	940730	980315
492069	601638	672050	752063	800332	841283	853801	906078	907424	915401	925210	940821	980343
492101	601873	681185	752405	801049	841296	853806	906088	907431	915409	925213	941181	980799
494066	602034	701274	752412	801285	841981	853808	906143	907448	915525	925240	941207	980805
494074	602512	701417	752417	801405	844094	853812	906144	907468	915529	925242	941268	980832
495417	602555	701422	752421	801532	846065	853814	906172	907480	915643	925244	941275	980836
498350	602614	701425	752531	801570	846240	856030	906188	907485	916005	926106	941397	980998
500026	602624	701757	752574	801764	850005	856075	906191	907541	917200	926130	941548	981694
524119	602760	701766	752599	802024	850064	856126	906287	907590	917231	926242	943030	981707
531109	602832	711016	752621	802100	850285	856150	906315	907609	917472	926270	945388	981788
531512	602945	711039	752634	802147	850344	856155	906412	907610	917483	926342	945560	981847
531528	604577	711337	752655	802175	850514	856156	906414	907620	917732	926545	945816	981955
531579	604855	712152	752786	802219	850749	856193	906416	907628	917765	927160	945914	982142
531658	605076	716016	752857	802248	852315	856246	906440	907646	918171	927221	945941	982179
531764	605675	722179	753031	802250	852439	856252	906499	907650	920005	927380	946452	982190
531787	605798	722180	753144	802332	852593	856274	906529	907674	920049	927701	947268	982200
531800	606019	730014	754034	802333	852610	856284	906636	907687	920211	927795	948343	982203
532393	606222	730321	754060	802334	852646	856304	906639	907690	920443	927976	948406	982217
532574	606378	730489	755002	802349	852675	856425	906644	907706	920444	928320	948522	982280
532891	606577	730774	760033	802352	852677	856508	906806	907718	921010	928408	948678	982289
537216	607117	730886	761740	802355	852734	856573	906811	907724	921025	928418	948710	982422
537320	607332	731048	763021	802364	852798	856585	906821	907730	921088	928461	949175	982445
537356	607831	731354	766516	802377	852857	860085	906822	907737	921091	928472	949209	982474
545007	607835	731750	770165	802672	852903	871010	906832	907760	921172	928646	949512	982479
551009	607885	740503	770180	802684	852904	891301	906900	907764	921216	928704	949632	982493
551016	608019	740968	770266	802850	852911	891603	906908	907771	921229	930023	950103	982531
551099	608385	740997	770354	802882	852954	891609	906912	907777	921327	930394	951038	982984
551224	608463	741005	770423	802911	853077	891781	906917	907797	921380	931013	951062	983029
551279	608475	741307	770462	802931	853087	891788	906934	907807	921384	931112	951593	984256
551322	610109	741496	770479	804140	853095	891940	906938	907817	921397	931113	951786	984268
551437	611111	741513	770519	804261	853114	891951	906954	907820	921400	931147	954148	989072
551730	618042	741551	770554	805385	853273	891959	906961	907825	921461	931230	967045	989090
551994	620047	741789	770613	805409	853338	895033	906964	907881	921561	931389	967280	992327
553058	627004	744095	770637	805552	853357	900088	907031	907945	921576	931535	967419	992371
553799	631054	745009	770770	805591	853361	900302	907036	907976	921710	931834	968269	992413
554396	631143	747020	770822	807020	853391	900357	907058	907987	921839	931919	968321	992559
554413	631174	747024	770866	809057	853397	900537	907093	910006	921845	932781	968430	992627
554665	631200	749102	770879	809071	853422	900680	907109	910399	921874	932823	968477	992690
559051	631304	749201	770897	811016	853484	900923	907126	911301	921903	933207	968719	992715
581011	631400	750217	771125	812005	853490	901001	907133	913059	921947	933316	969085	992736
591510	631524	750226	771821	812008	853534	901101	907161	913062	921952	933398	969093	992749
598659	633025	750375	772924	813057	853540	901105	907169	913063	921959	933547	970058	995142
600074	641112	750396	774319	814212	853543	901538	907179	913099	921960	933552	970242	995267
600080	641133	750433	778307	814220	853556	901662	907186	913589	921992	934201	970316	995337
600197	641402	750442	782516	816613	853573	901685	907187	913613	922035	934268	970670	995623
600302	641592	750471	785344	820835	853589	902141	907193	913806	922040	935234	970701	995899
600337	641933	750497	785411	823126	853601	902169	907215	913845	922206	935242	970719	995909
600357	648190	750500	785525	825101	853634	902207	907218	914031	922248	935271	970795	995974
600512	652440	750508	786100	827104	853690	902252	907241	914070	922364	937758	970899	997126
600584	657121	750574	787388	827106	853759	902593	907242	914275	922369	939072	970916	997148
600713	658208	750640	787689	827351	853763	902966	907264	914359	922370	940050	972376	998343
600788	662287	750650	791119	834060	853764	903283	907317	914570	922382	940388	972669	
600795	662472	750996	797199	837130	853775	903517	907323	914946	924088	940443	972868	
600885	662505	751024	799004	837136	853776	904270	907350	915053	924090	940451	973115	
600939	662507	752037	799134	840556	853782	906014	907352	915054	924577	940493	974110	

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	901 058 5255 to	5280	911 523 3000 to	3999
843 077 6288 to	6299	860 275 3900 to	3999	901 273 1082 to	1099	912 057 9922 to	9999
843 077 6378 to	6399	860 518 9629 to	9699	901 287 5143 to	5199	912 882 0563 to	0899
843 758 5769 to	5778	860 600 0021 to	0999	901 291 2789 to	2799	913 605 2218 to	2299
843 786 2554 to	2699	861 158 2350 to	2599	901 525 7122 to	7199	913 709 2429 to	2499
845 656 8165 to	8199	861 367 5400 to	5499	902 198 9769 to	9799	913 818 3501 to	3999
845 727 2100 to	2199	861 637 6010 to	6099	902 948 1269 to	1299	914 063 4300 to	4399
845 746 2618 to	2635	861 979 7292 to	7499	902 985 0833 to	0899	914 346 7621 to	7644
846 390 7531 to	7599	862 216 6100 to	6199	903 370 6934 to	6999	914 529 6185 to	6299
846 918 0572 to	0599	862 263 9213 to	9299	904 600 6523 to	6599	915 546 6822 to	6999
847 237 7690 to	7699	862 271 0800 to	0999	904 892 0378 to	0399	915 671 3963 to	3980
847 284 2481 to	2499	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
847 374 7055 to	7065	863 949 5300 to	5399	905 510 6647 to	6799	916 440 3377 to	3399
847 636 5304 to	5399	864 088 8200 to	8299	905 510 6900 to	7099	916 670 6352 to	6399
847 700 5447 to	5499	864 426 3972 to	3999	905 794 0000 to	0199	916 682 5300 to	5399
847 723 7500 to	7599	864 520 6117 to	6136	905 794 0288 to	0299	916 694 1414 to	1499
849 485 3427 to	3499	865 151 0526 to	0599	905 873 6900 to	6999	916 703 0802 to	0821
849 520 9850 to	9899	865 500 4034 to	4099	905 873 7100 to	7299	917 089 0709 to	0799
849 608 1357 to	1399	865 883 6082 to	6099	905 880 8900 to	8999	917 089 0842 to	0899
849 792 2600 to	2699	866 004 3000 to	3999	905 889 7100 to	7199	917 370 6300 to	6499
850 546 1862 to	1899	866 442 4100 to	4899	906 158 1508 to	1599	917 486 4900 to	4999
851 143 6826 to	6844	867 366 9108 to	9118	906 558 8812 to	8899	918 460 0602 to	0699
851 209 9880 to	9899	867 633 7403 to	7499	906 982 2214 to	2299	918 951 7231 to	7299
851 928 9221 to	9299	867 737 5623 to	5699	907 725 8500 to	8599	919 519 2786 to	2799
852 589 6560 to	6599	868 169 4529 to	4599	907 815 0216 to	0257	919 536 0770 to	0799
853 049 3646 to	3699	868 173 8400 to	8599	908 622 4225 to	4235	919 915 2774 to	2787
854 304 4089 to	4999	868 514 9000 to	9099	908 936 9254 to	9299	920 155 4662 to	4687
854 529 2200 to	2299	868 566 9200 to	9299	909 100 1787 to	1799	920 309 9039 to	9199
854 532 0000 to	2999	869 387 1150 to	1199	909 100 1900 to	2099	920 857 5500 to	5899
855 001 6204 to	6249	869 505 3500 to	3599	909 355 0422 to	0499	920 864 3480 to	3499
855 319 9364 to	9399	869 523 7033 to	7099	909 568 8900 to	9099	921 333 7400 to	7499
855 361 3390 to	3399	869 800 0000 to	999 9999	909 568 9300 to	9499	922 278 1035 to	1399
856 226 0490 to	0499	870 054 4814 to	4899	909 725 7307 to	7399	923 032 7000 to	7399

— Group2—Internal and External Investigations,
Postal Inspection Service, 4-29-04

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, 4-29-04*

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, 4-29-04*

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 09306	Delete M Add U2	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09347	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09356	Delete N	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09367	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09370	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
APO AE 09839	Add N	Immediately	A-A1-B-B1-N-U-V-Z1

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

APO/FPO Table

APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions
09003	A1-B-B1-C-D-P-U-V	09069	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09074	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09225	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09076	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-U	09080	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09081	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V
09021	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U
09031	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09154	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U
09033	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U
09034	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U
09036	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U
09042	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U
09045	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U
09046	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U
09050	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09177	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09053	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09054	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09056	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09058	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09059	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U		
09060	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09126	A1-B-B1-C-D	09212	A1-B-B1-C-D-U-V		
09067	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09342	A-A1-B-B1-C1-E2-F-H1-M-I-R-R1-V-Z-Z1	09381	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09508	A1-B-V
09307	A1-B-B1-V-Z1	09344	A-A1-B-B1-C1-E2-F-H1-M-I-R-R1-V-Z-Z1	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09509	A1-B-V
09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09346	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09510	A1-B-V
09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09347	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09511	A1-B-V
09310	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09348	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09517	A1-B-V
09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09349	A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1	09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09521	A1-B-V
09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09524	A1-B-V
09313	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09532	A1-B-V
09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09534	A1-B-V
09316	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09542	A1-B-V
09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09543	A1-B-V
09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09545	A1-B-V
09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09358	A-A1-B-B1-E2-F-H1-N-R-V-Z1	09396	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09549	A1-B-V
09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09399	A-A1-B-B1-C-F-M-V-Z1	09550	A1-B-V
09322	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09360	A1-B-B1-V	09409	A1-B-B1-C-C1-U-V	09554	A1-B-B1-V
09323	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09361	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09420	A1-B-B1-C-C1-U	09556	A1-B-V
09324	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09421	A1-B-B1-C-C1-U	09557	A1-B-V
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09447	A1-B-B1-C-C1-U-V	09564	A1-B-V
09328	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	09454	A1-B-B1-C-C1-U-V	09565	A1-B-V
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09367	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09456	A1-B-B1-C-C1-U	09566	A1-B-V
09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09370	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09459	A1-B-B1-C-C1-U	09567	A1-B-V
09332	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	09568	A1-B-V
09333	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	09569	A1-B-V
09334	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	09570	A1-B-V
09335	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	09573	A1-B-V
09336	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	09574	A1-B-V
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09470	A1-B-B1-C-C1-U	09575	A1-B-V
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09379	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09494	A1-B-B1-C-C1-U	09576	A1-B-V
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09380	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09496	A1-B-B1-C-C1-U-V	09577	A1-B-V
09340	A-A1-B-B1-C1-F-R-V			09498	A1-B-B1-C-C1-U	09578	A1-B-V
				09499	A1-B-B1-C-C1-U	09579	A1-B-V
				09501	A1-B-V	09581	A1-B-V
				09502	A1-B-V	09582	A1-B-V
				09503	A1-B-V	09586	A1-B-V
				09504	A1-B-V	09587	A1-B-V
				09505	A1-B-V	09588	A1-B-V
				09506	A1-B-V	09589	A1-B-B1-V
				09507	A1-B-V	09590	A1-B-V
						09591	A1-B-V
						09593	A1-B-V
						09594	A1-B-V
						09595	A1-B-V
						09596	A1-B-V
						09599	A1-B-V
						09601	A1-B-B1-C-F-F1-U
						09602	A1-B-B1-C-F-F1-N-U
						09603	A1-B-B1-C-F-F1-U
						09604	A1-B-B1-C-F-F1-U
						09609	A1-B-B1-C-F-U
						09610	A1-B-B1-C-F-U
						09612	A1-B-B1-C-F-U
						09613	A1-B-B1-C-F-U-V
						09617	A1-B-B1-C-F-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09618	A1-B-B1-C-F-U	09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09832	A-B-B1-U1-V-Z1	34033	A1-B-C-F-M-N-V-Z1
09619	A1-B-B1-C-F-U			09833	A1-B-B1-U1-V-Z1	34034	A1-B-B1-M-N-V-Z1
09620	A1-B-B1-C-F-U	09728	A1-B-B1-C	09834	A1-B-B1-V-Z1	34035	A1-B-B1-H-M-N-V-Z1
09621	A1-B-B1-C-F-U	09729	A1-B-B1-N-U-V	09835	A-A1-B-B1-V-Z1	34036	A1-B-M-N-V-Z1
09622	A1-B-B1-C-F-U	09730	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-Z-Z1
09623	A1-B-B1-C-F-U			09837	A1-B-B1-V-Z1	34038	A1-B-B1-M-N-V-Z1
09624	A1-B-B1-C-F-U	09731	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09838	A1-B-B1-V-Z1	34039	A1-B-N-V-Z1
09625	A1-B-B1-C-F-U			09839	A-A1-B-B1-N-U-V-Z1	34040	A1-B-V-Z1
09626	A1-B-B1-C-F-U	09732	A1-B-B1-N-V-Z1	09841	A-A1-B-B1-U-Z1	34041	A1-B-B1-M-N-U-V-Z1
09627	A1-B-B1-C-F-U	09733	A1-B-B1-V	09842	A-A1-B-B1-Z1	34042	A1-B-B1-D-F-M-N-V-Z1
09628	A1-B-B1-C-F-F1-U-V	09735	A1-B-B1-N-V-Z1	09844	A-A1-B-B1-U-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1
09630	A1-B-B1-C-F-U-V	09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1		
09631	A1-B-B1-C-F-U			09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34050	A1-B-V
09636	A1-B-B1-C-F-U	09777	A-A1-B-B1-C-E1-N	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	09779	A-A1-B-B1-F-R-V	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34053	A1-B-V-Z1
09643	A1-B-B1-U	09780	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	09788	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	09789	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	09790	A-A1-B-B1-C1-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	09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34078	A1-B-B1-F1-N-V-Z1
09649	A1-B-B1-U	09793	A-A1-B-B1-F-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	09797	A1-B-B1-C-D-P-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	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34091	A1-B-V
09703	A1-B-B1-C-F1	09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	34002	A1-B-B1-N-U-Z1	34092	A1-B-V
09704	A1-B-B1-C-D-V	09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34004	A1-B-B1-D-F-M-N-V-Z1	34093	A1-B-V
09705	A1-B-B1-U	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34005	A-A1-B-B1-C1-F1-N-V-Z1	34095	A1-B-V
09706	A1-B-B1-C-U-V	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	34098	A1-B-V
09707	A1-B-B1-C-N-U-V	09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	34007	A-A1-B-B1-C1-F1-V-Z1	34099	A1-B-V
09708	A1-B-B1	09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	96201	A-A1-B
09709	A1-B-B1-F1	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34020	A1-B-B1-M-N-V-Z1	96202	A-A1-B1-U-V
09710	A1-B-B1-C-C1-F1-M-R-R1-U	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34021	A1-B-M-N-V-Z1	96203	A-A1-B
09711	A1-B-B1-F1-Z1	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96204	A-A1-B-B1
09713	A1-B-B1-C-F1	09819	A-A1-B-F-P-V-Z1	34023	A1-B-B1-M-N-V-Z1	96205	A-A1-B-B1-U
09714	A1-B-B1-C-C1-F1-M-R-R1-U	09821	A-A1-B-F-V-Z1	34024	A1-B-B1-M-N-V-Z1	96206	A-A1-B-B1-U
09715	A1-B-B1-F1	09822	A-A1-B-F-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96207	A-A1-B-B1-V
09716	A1-B-B1-C-D-N-U-V	09823	A-A1-B-F-V-Z1	34030	A1-B-B1-M-N-V-Z1	96208	A-A1-B-B1-U
09717	A1-B-B1-M-W	09824	A-A1-B-F-V-Z1	34031	A1-B-B1-M-N-V-Z1	96212	A-A1-B-B1-U
09718	A1-B-B1-F-I-N-U-V	09827	A-A1-B-F-Z1	34032	A1-B-M-N-V-Z1	96213	A-A1-B-B1-U
09719	A1-B-B1-C-F1-V	09828	A1-B-N-V-Z1			96214	A-A1-B-B1-U
09720	A1-B-B1-U-V	09830	A1-B-B1-C-N-V-Z1			96215	A-A1-B-B1-U-V
09721	A1-B-B1-N-U-V-Z1	09831	A1-B-B1-F-N-U-V-Z1			96217	A-A1-B-B1-U-V
09722	A1-B-B1-C-D-N-U-V					96218	A-A1-B-B1-U
09723	A1-B-B1-N-U-V-Z1					96219	A-A1-B-B1-U-V
09724	A1-B-B1-C-C1-F1-M-R-R1-U					96220	A-A1-B-B1-U-V
09725	A1-B-B1-C					96221	A-A1-B-B1-U-V
09726	A1-B-B1-N-U					96224	A-A1-B-B1-U
						96251	A-A1-B-B1-U
						96257	A-A1-B-B1-U
						96258	A-A1-B-B1-U
						96259	A-A1-B-B1-U
						96260	A-A1-B-B1-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96264	A-A1-B-B1-U	96365	A1-B-B1-M-V-W	96531	A1-B-B1-H-M-U-V	96617	A1-B-V
96266	A-A1-B-B1-U	96367	A1-B-B1-L-M-W	96534	A-A1-B-F	96619	A1-B-V
96267	A-A1-B-B1-U-V	96368	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96620	A1-B-V
96269	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2-M- W	96536	A1-B-B1-V	96621	A1-B-V
96271	A-A1-B-B1-U			96537	A1-B-B1-V	96622	A1-B-V
96275	A-A1-B-B1-V	96372	A1-B-B1-M-W	96538	A1-B-B1-V	96623	A1-B-V
96276	A-A1-B-B1	96373	A1-B-B1-M-W	96540	A1-B-B1-V	96624	A1-B-V
96278	A-A1-B-B1-U	96374	A1-B-B1-M-W	96541	A1-B-B1-V	96628	A1-B-V
96283	A-A1-B-B1-U	96375	A1-B-B1-M-W	96542	A1-B-B1-V	96629	A1-B-V
96284	A-A1-B-B1-U-V	96376	A1-B-B1-M-W	96543	A1-B-B1-P-V	96634	A1-B-V
96297	A-A1-B-B1-U	96377	A1-B-B1-M-W	96544	A1-B-F-U3-V	96635	A1-B-V
96306	A1-B-B1-F-F1-F2-M- W	96378	A1-B-B1-M-W	96546	A1-B-F-U3	96643	A1-B-V
96309	A1-B-B1-M-V-W	96379	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U	96657	A1-B-V
96310	A1-B-B1-M-W	96384	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U	96660	A1-B-V
96311	A1-B-B1-M-W	96386	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U	96661	A1-B-V
96313	A1-B-B1-F-F1-F2-M- W	96387	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U- V	96662	A1-B-V
96319	A1-B-B1-M-W	96388	A1-B-B1-M-W	96554	A-A1-B-B1-H-M-U	96663	A1-B-V
96321	A1-B-B1-F-F1-F2-M- W	96401	A1-B-B1-F-N-V-Z1	96555	A1-B-B1-F-M-V	96664	A1-B-V
96322	A1-B-B1-F-F1-F2-M- W	96424	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96557	A1-B-B1-F-M-V	96665	A1-B-V
96323	A1-B-B1-M-V-W	96425	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96595	A1-B-B1-V	96666	A1-B-V
96326	A1-B-B1-M-W			96598	A1-B-B1-V	96667	A1-B-V
96328	A1-B-B1-M-W	96426	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96599	A1-B-B1-V	96668	A1-B-V
96330	A1-B-B1-M-W			96601	A1-B-V	96669	A1-B-V
96336	A1-B-B1-M-V-W	96427	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96602	A1-B-V	96670	A1-B-V
96337	A1-B-B1-M-W			96603	A1-B-V	96671	A1-B-V
96338	A1-B-B1-M-W	96447	A-A1-B-B1-F-U3-V-Z 1	96604	A1-B-V	96672	A1-B-V
96339	A1-B-B1-M-V-W			96605	A1-B-O-V	96673	A1-B-V
96343	A1-B-B1-M-W	96490	A1-B-B1-V	96606	A1-B-V	96674	A1-B-V
96347	A1-B-B1-F-F1-F2-M- W	96507	A-A1-B-F-V	96607	A1-B-V	96675	A1-B-V
96348	A1-B-B1-F-F1-F2-M- W	96511	A1-B-B1-I-N-V	96608	A1-B-V	96677	A1-B-V
96349	A1-B-B1-F-F1-F2-M- W	96515	A1-B-B1-F	96609	A1-B-V	96678	A1-B-V
96350	A1-B-B1-F-F1-F2-M- W	96517	A1-B-B1-F-U3-V	96610	A1-B-V	96679	A1-B-V
96351	A1-B-B1-F-F1-F2-M- W	96518	A1-B-B1-V	96611	A1-B-V	96681	A1-B-V
96362	A1-B-B1-F-F1-F2-M- W	96520	A1-B-F-U3-V	96612	A1-B-V	96682	A1-B-V
		96521	A1-B-F-N	96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96683	A1-B-V
		96522	A1-B-F-N-U	96614	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96684	A1-B-V
		96530	A-A1-B-B1-H-M-N-U- V	96615	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	= <i>Domestic Mail Manual</i>
MOM	= Military Ordinary Mail
MPO	= Military Post Office
PAL	= Parcel Airlift
PSC	= Postal Service Center
SAM	= Space Available Mail
USDA	= United States Department of Agriculture

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

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

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Z. No outside pieces (OSPs).

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

New Stamps



Snowy Egret

Now Available

37¢



Henry Mancini

Available in April

37¢



American Choreographers

Available in May

37¢



Lewis & Clark Bicentennial

Available in May

37¢



Garden Blossoms

Now Available

37¢



Garden Blossoms

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

Now Available

60¢



This office will be
CLOSED
Monday,
May 31, 2004,
Memorial Day.

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



This office will be
CLOSED
Monday,
May 31, 2004,
Memorial Day.

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

Domestic Mail (Continued)

number of any negotiable instrument received. If cash is received from the customer, issue a no-fee money order payable to the U.S. Postal Service for transmittal to the Eagan ASC. Do not send cash. Send all reimbursements to the Eagan ASC with all claim-identifying information to the following address:

DISBURSING BRANCH
2825 LONE OAK PKWY
EAGAN MN 55121-9600

Personal checks, money orders, or other negotiable instruments should be made payable to the U.S. Postal Service. If the instrument is made payable to the postmaster, the postmaster must sign and restrictively endorse it "Pay to U.S. Postal Service" and forward as above.

* * * * *

146.3 Disposition

146.31 Damaged Article

[Revise 146.31 to read as follows:]

For a completely damaged article with little or no salvage value (under \$10.00), allow the customer to keep the article if the customer wants it; items that may be of a hazardous nature to employees must be destroyed. If the completely damaged Insured Mail, COD, or Express Mail article has salvage value, retain it for 60 days, and then forward it to the appropriate mail recovery center on the next weekly dispatch.

Provide the customer with PS Form 3831, *Receipt for Article(s) Damaged in Mails*. The status of a claim can be obtained by calling the St. Louis ASC Help Desk at 866-974-2733. If the customer's claim is denied, return the article upon request. St. Louis ASC will notify the customer in writing that the claimant has 30 days from the date of denial action to recover the article and that he/she has no recourse if, subsequently, the item is disposed of after the 30 days. Articles on which claims are paid, on which the customer has not filed an appeal, or on which the customer fails to recover after the final denial action, should be forwarded to the appropriate mail recovery center on the next weekly dispatch. Articles being sent to the mail recovery center should not be stripped of the insured labels and must include a copy of the paid claim letter or notice that the item is ready for auction. Always document disposition of damaged article. For Registered Mail damage claims, retain the article and packaging at the Post Office until released by notification from the St. Louis ASC. Make sure the disposition of the damaged article is clearly annotated on PS Form 1000.

* * * * *

[Delete current 146.4. Renumber current 146.5 as new 146.4.]

* * * * *

— Revenue and Field Accounting,
Finance, 4-29-04



Domestic Claim or Registered Mail™ Inquiry

Despite our best efforts, mail is occasionally damaged or lost.

We are constantly improving the way we handle mail so that loss or damage will not occur.

WHAT YOU NEED TO FILE A CLAIM:

1. Your original mailing receipt for Insured, COD, Registered Mail, Express Mail® Service (original sales receipt from the USPS® showing article number and insurance amount is acceptable if original mailing receipt is not available). Original mailing receipts for Unnumbered Insured and Express Mail Service must be surrendered at the time the claim is initiated.
2. Evidence of value, such as a sales receipt (if applicable), invoice or bill of sale, or statement of costs for reconstruction of Express Mail Service documents. Either the mailer or addressee may furnish evidence of value. For internet purchases, a copy of the front and the back of the canceled check, money order, or a copy of the credit card billing statement is required. If the purchase was made using an internet account, a final or complete transaction sheet indicating the amount deducted from the account is required.
3. Proof of Damage and/or Estimate of Repair: For damage, loss or partial loss of contents, the addressee must present the following:
 - (a) The container, wrapping, packaging, and any contents that were received;
 - (b) The original mailing receipt, or other proof of mailing specified in paragraph 1, above;
 - (c) Evidence of value; and
 - (d) Estimate of repair (if applicable).

NOTE: Do not return the damaged parcel(s) to the mailer to file the claim. Either the addressee or the mailer may file claims for damage or loss of contents.
4. Proof of Loss for Unnumbered Insured Mail Only: The mailer must present the following:
Written and signed documentation from the addressee (such as a letter), dated at least 21 days from the date of mailing, stating the addressee did not receive the article.
5. Completed Section A of claim form, PS Form 1000, *Domestic Claim or Registered Mail™ Inquiry*.

Enter the appropriate article code(s) in Item A4c on PS Form 1000:

01 Cash	05 Media: Music/Video	09 Sports Equipment	13 Firearms
02 Jewelry	06 Electronics	10 Liquor/Wine	14 Hazardous/Sexually Oriented Material
03 Clothing/Home Products	07 Computers	11 Animals	15 Other
04 Art/Crafts	08 Collectibles	12 Document Reconstruction/Event Tickets	

TIME LIMITS FOR FILING CLAIMS

Claims for Damage or Partial Loss of Contents:

All claims for damage or loss of contents should be filed **immediately**, but no later than 60 days from the date of mailing.

Claims for Loss:

Type of Service	Claim may not be filed until	Claim must be filed by
Insured	21 days	180 days
COD	45 days	180 days
Registered	15 days	180 days
Registered COD	45 days	180 days
Express Mail Service	7 days	90 days
Express Mail COD Service	45 days	90 days
APO/FPO Insured (First-Class, SAM, PAL, or COD)	45 days	180 days
APO/FPO Insured (Surface mail)	75 days	180 days
 after date of mailing. from date of mailing.

If you need more information, ask for a copy of Publication 122, *Customer Guide to Filing Domestic Claims or Registered Mail Inquiry*, or visit www.usps.com.

To check the status of your claim, call toll free 1-866-974-2733.

Privacy Statement: Your information will be used to process and respond to your indemnity claim or Registered Mail inquiry. Collection is authorized by 39 USC 401, 403, and 404. Providing the information is voluntary, but if not provided, we may not process your transaction. We do not disclose your information without your consent to third parties, except to facilitate the transaction (such as to the sender or addressee), to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf, to financial entities regarding financial transaction issues, to a USPS auditor, to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). For more information on our privacy policies see our privacy policy link on usps.com.

Please detach this page before submitting claim form.



Domestic Claim or Registered Mail™ Inquiry
 (Type or print legibly with a black ink ball-point pen.)

A. Completed by Customer (Claims may be filed at any Post Office™, Station or Branch)

1. Mailer Information			2. Addressee Information		
a. First Name	b. MI	c. Last Name	a. First Name	b. MI	c. Last Name
d. Business Name (Use only if the mailer is a company)			d. Business Name (Use only if the addressee is a company)		
e. Street Name 1 (No., st., ste./apt. no.)			e. Street Name 1 (No., st., ste./apt. no.)		
f. Street Name 2 (No., st., ste./apt. no.)			f. Street Name 2 (No., st., ste./apt. no.)		
g. City	h. State	i. ZIP + 4®	g. City	h. State	i. ZIP + 4
j. Telephone No. (Include area code)			j. Telephone No. (Include area code)		
3. Payment Assignment - Alternate Payment Address			4. Description of Lost or Damaged Article(s) - Add Extra Sheets as Needed		
a. Who is to Receive Payment? (Check one) <input type="checkbox"/> Mailer <input type="checkbox"/> Addressee			a. Item No.	b. Description of Article	c. Article Code - See Cover
b. Street Name 1 (If other than address above) (No., st., ste./apt. no.)			1		d. Value or Cost
c. Street Name 2 (No., st., ste./apt. no.)			2		e. Purchase Date
d. City	e. State	f. ZIP + 4	3		
5. COD Amount to Be Remitted to Sender (For business mailer COD claims only) \$			6. Total Amount Claimed for All Articles \$		
7. Certification and Signature		I hereby certify that all information furnished on this form is accurate, truthful, and complete. I understand that anyone who furnishes false or misleading information on this form, whether by including it or omitting it, may be subject to criminal and/or civil penalties, including fines and imprisonment.			
a. Customer Submitting Claim: <input type="checkbox"/> Mailer <input type="checkbox"/> Addressee		b. Signature of Customer Filing the Claim		c. Date Signed (MM/DD/YYYY)	

B. Completed by Postal Employee Where Claim Is Filed

1a. Service Category (Check only one)			1b. If service category is Express Mail Service Merchandise, COD or document reconstruction, was the service guarantee met?		
i. <input type="checkbox"/> Numbered Insured Mail	iv. <input type="checkbox"/> Registered Mail w/o Insurance (Inquiry Only)	vii. <input type="checkbox"/> COD Mail	<input type="checkbox"/> Yes <input type="checkbox"/> No		
ii. <input type="checkbox"/> Unnumbered Insured Mail	v. <input type="checkbox"/> Express Mail® Service (Merchandise)	viii. <input type="checkbox"/> Registered COD Mail			
iii. <input type="checkbox"/> Registered Mail w/ Insurance	vi. <input type="checkbox"/> Express Mail Service (Document Reconstruction)	ix. <input type="checkbox"/> Express Mail COD Service			
2. Postage Paid \$	3. Insurance Fee \$	4. Other Refundable Fees \$			
5. Reason for Claim Category (Check only one)					
a. <input type="checkbox"/> Article Not Delivered	c. <input type="checkbox"/> Some Contents Delivered	e. <input type="checkbox"/> All Contents Damaged	g. <input type="checkbox"/> No COD Remittance Received		
b. <input type="checkbox"/> Container Only Delivered	d. <input type="checkbox"/> Some Contents Damaged	f. <input type="checkbox"/> Repair of Damaged Contents	h. <input type="checkbox"/> Delay of Express Mail Service Containing Non-Negotiable Documents		
6. If claim reason is for damage or loss of contents, was the wrapper/container/packaging and article presented? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, indicate reason for damage (check one) and provide description on separate sheet.					
a. <input type="checkbox"/> Visible Damage	b. <input type="checkbox"/> Transported by Non-USPS® Carrier	c. <input type="checkbox"/> Damage Caused by USPS	d. <input type="checkbox"/> Damage not Caused by USPS		
7. Location of Damaged Article(s) (Enter city, state, ZIP + 4, and telephone no.)		a. (Check one) <input type="checkbox"/> Post Office <input type="checkbox"/> MRC <input type="checkbox"/> Discarded by Post Office			
b. City		c. State	d. ZIP + 4	e. Telephone No. (Include area code)	
8. Mailing Receipt Presented? (Important: Unnumbered Insured and Express Mail Service mailing receipts must be surrendered by the customer and retained in Post Office files) <input type="checkbox"/> Yes <input type="checkbox"/> No			9. Evidence of Value for Article(s) Presented? (Attach copy) <input type="checkbox"/> Yes <input type="checkbox"/> No		
10. Proof of Insurance Verification		a. Mailing Receipt No. (Include all letters and numbers)		b. ZIP + 4 Where Package Mailed	
		c. COD No. (COD claims only, include all letters and numbers)		d. Mailing Date ((MM/DD/YYYY))	
11. Local Adjudication					12f. Round Date Stamp of Accepting Office
a. <input type="checkbox"/> Approved (Enter money order no., date, and amount): M.O. No.: _____ Date: _____ Amount: \$ _____					
b. <input type="checkbox"/> Denied (Enter reason):					
11c. Signature of Approval Authority		12a. Signature of Employee Accepting Claim	12b. Date (MM/DD/YYYY)	12c. ZIP + 4 of Accepting Office	
11d. Date (MM/DD/YYYY)		12d. Telephone Number (Include area code)		12e. Finance Number and 4-Digit Unit ID	

Postal Service Instructions — Post Office™ Where Claim Filed

Section A

Verify customer entries for accuracy in Section A against those on the original mailing receipt. On the back of the mailing receipt: (1) write "Claim Filed"; (2) round date stamp; (3) photocopy for your file; and (4) return to customer (except unnumbered insured and Express Mail® Service claims). Note: Original mailing receipts must be retained for unnumbered insured and Express Mail Service claims.

Section B

Complete items 1–10 and 12 of Section B **before the customer leaves.**

1. Enter the service category.
2. Enter postage paid.
3. Enter insurance fee paid.
4. Enter other refundable fees paid, (e.g., Delivery Confirmation™ Service fees, restricted delivery fees, or special handling fees).
5. Check the reason for the claim.
6. Damage or loss of contents: Indicate if the wrapper, container, packaging, and article are presented. If yes, check the reason for damage and attach a separate sheet that provides a complete description of the damage. If there is no visible damage to the container and damage could have occurred while in postal custody, provide explanation.
7. If the claim is for damage, indicate the location of the damaged article(s).
8. Verify if the mailing receipt was presented. For unnumbered insured and Express Mail Service claims, the original receipt must be retained in Post Office files.
9. Indicate if evidence of value was presented (attach copy).
10. Record the mailing receipt number and COD number (if applicable). For Registered™ COD Mail and Express Mail COD Service, record both numbers. Enter ZIP Code™ where article was mailed and mailing date. Do not enter the Delivery Confirmation Service number.
11. For locally adjudicated (unnumbered) claims: If claim is paid, enter money order number, date and amount (signature of approval is required). If claim is denied, enter reason for denial. In either case, the Form 1000 must be sent to the St. Louis Accounting Service Center.
12. Accepting office must: Sign claim form, enter the acceptance date, ZIP + 4®, telephone number, finance number and 4-digit unit ID number, and round date stamp.

Distribution of Form

Note: Mail claim forms to the Accounting Service Center **DAILY**.

Part	Domestic Numbered Claims <i>(Insured, Express Mail Service, Registered Mail with insurance, and COD)</i>	Local Adjudicated Claims <i>(Unnumbered Insured)</i>	Registered Mail Inquiry <i>(With no insurance)</i>
1	With supporting documents, send to: CLAIMS SERVICING SECTION ACCOUNTING SERVICE CENTER PO BOX 80143 ST LOUIS MO 63180-0143	After adjudication, send to: CLAIMS SERVICING SECTION ACCOUNTING SERVICE CENTER PO BOX 80143 ST LOUIS MO 63180-0143	Filing instructions: POM, Section 812 Handbook DM-901, <i>Registered Mail</i> , Section 741.
2	Customer	Customer	Customer
3	Retain at: POST OFFICE ACCEPTING CLAIM	Retain at: POST OFFICE ACCEPTING CLAIM	Retain at: POST OFFICE ACCEPTING CLAIM

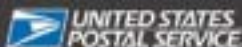
Great new rates on every card!

As low as 6.7¢ per minute:



Buy a FIRSTCLASS PHONECARD® today!

*450 minute card is 6.7 cents per minute.
 A built-in cap of 4500 minutes applies to international calls for pay phone calls. Minutes based on U.S. domestic calling.
 International air rates are higher than U.S. domestic rates, after accounting for distance rates, and are subject to change. See card packaging for complete terms and conditions.



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Employees

CORRECTION/REVISED PUBLICATION

Publication 553, Employee's Guide to Understanding Sexual Harassment

In *Postal Bulletin* 22126 (4-15-04, page 90), the article "Publication 553 Helps Employees Identify Sexual Harassment and Inappropriate Sexual Conduct" incorrectly stated that Publication 553, *Employee's Guide to Understanding Sexual Harassment* (February 2004), is available on the Internet at www.usps.com.

It is available *only* on the Postal Service™ PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *PUBs*.

— Headquarters and Field Programs,
Diversity Development, 4-29-04

New Supplier Diversity Training Tool

Effective May 1, 2004, the course *Supplier Diversity in the U.S. Postal Service: An Introduction for Buyers* (course number 34Q01-09) will be available. This 2-hour, self-paced Computer Based Training (CBT) module combines information, graphics, and tests to provide a basic understanding of supplier diversity as a supply management strategy. The training is mandatory for any Postal Service™ employee in a buying function, including contracting officers, contracting officer representatives, managers, eBuy users, those selecting suppliers, and I.M.P.A.C. credit card holders. Participants who complete the training will receive 2-hour VOE training credit through the National Training Data Base.

The CBT translates the nine elements of the supplier diversity corporate plan — along with the transformation plan — into real-life "best practices" that the Postal Service buyer may use immediately.

Effective May 1, 2004, the course will be available at the Supplier Diversity Web page on the corporate Intranet at <http://blue.usps.gov/purchase/scmstrategies/diversity.htm>.

You may request CD copies of the training by sending an e-mail to business@usps.gov or by writing to:

SUPPLY MANAGEMENT STRATEGIES SUPPLIER
DIVERSITY
475 L'ENFANT PLAZA SW RM 4320
WASHINGTON DC 20260-4320

— SCM Strategies,
Supply Management, 4-29-04

Information Technology

Nitta Belting Materials Now Available Through eBay

Working in partnership, Information Technology and Supply Management are pleased to announce that belting materials produced by Nitta Corporation of America are now available on eBay.

On August 11, 2003, we awarded contract number 3CASPT-03-Q-6265 to Nitta Corporation of America for belting materials. As of April 7, 2004, you may order Nitta belting items only through eBay, which may be accessed online at <http://ebuy.usps.gov/eBuyWelcome.jsp>. Contract pricing is available on eBay in Nitta's electronic catalog.

To order through eBay you should contact your district or area eBay representative to receive a logon ID and password. If you have access to the Postal Service™ Intranet, you must order through eBay and can obtain an eBay logon ID and password at the blue page. Go to <http://blue.usps.gov>; under "eLinks," click on *eBuy*.

If your office currently uses the Visual Maintenance Activity Reporting System (VMARS), continue ordering through VMARS, because these orders pass through the eBay purchasing system.

We will be publishing detailed ordering information in a forthcoming *Material Logistics Bulletin*, which may be accessed online (when it is available) at http://blue.usps.gov/purchase/operations/ops_nmcs_home.htm.

— *Information Technology and
Supply Management, 4-29-04*

Promotion. Postal Service Official Licensed Products

WE'D LIKE TO SHOW YOU OUR NEW USPS COLORS, BUT IT'S A BLACK-AND-WHITE AD.



For a free catalog, call your USPS consultant at Lands' End at 800-497-6570.

Black Forest, French Blue, and dozens of other popular Lands' End® fabric colors have just been approved for the USPS® Dress Program. But you'll need our catalog to see them! Call **800-497-6570** today for your copy.

We're the friendly Lands' End folks you may know from home, with a twist: we embroider apparel and personalize gifts with company logos, efficiently outfitting organizations everywhere with a variety of time-saving business services.

Highlights of the USPS® Dress Program...

- Lands' End is the first official licensee of USPS logo'd apparel.
- Some logos can be customized with your department, location, or district name.
- You'll receive a 10% discount on goods embroidered with a USPS logo.
- Everything we sell is Guaranteed. Period.®

The USPS® Dress Program from Lands' End is not to be associated with the USPS Uniform Program. Items offered in our Dress Program are for personal casual wear only and are not to be purchased with USPS employee uniform allowance purchase cards and/or worn as "official" uniform items.

LANDS' END
DIRECT MERCHANTS
**BUSINESS
OUTFITTERS**

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

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

Promotion. Postal Service Official Licensed Products

INTRODUCING
**SUMMER FUN
 COLLECTION**

Featuring merchandise from Highlander Logo Products.

When placing your order, be sure to specify the number of the design you would like your items to feature from the selections pictured below.



SF-80



SF-10



SF-6



SF-81

HIGHLANDER

More USPS® items can be found online at <http://usps.hlp golf.com>



To order or request a catalog
 call **866-303-4594**
 fax **866-666-4525**
 e-mail **usps@hlp golf.com**

Minimum Order - \$40.00

- SF-10 Ladies Sleeveless S-XL Colors: wht and red, wht and blk or wht and dark blue (logo 1 or 2) **\$8.95**
- SF-81 Long Sleeve T-Shirt M-XXL Colors: white, light gray or red (logo 2 or 9) **\$11.95**
- SF-80 Gear Cotton Polo* S-XXL Colors: white, navy or red (logo 1 or 2) **\$18.75**
- SF-6 Screened T-shirts M-XXL Colors: red, heather gray or navy (logo 1, 2, 8, or 9) **\$9.95**

* Embroidered only
 ** Embroidered or screen printed

Plus Shipping & Handling

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

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

Philately

Stamp Announcement 04-12

American Choreographers Stamps



Copyright USPS 2003

The Postal Service™ will issue 37-cent, *American Choreographers* commemorative stamps (Item 456000) in a pressure-sensitive adhesive (PSA) pane of 20 on May 4, 2004, in Newark, New Jersey. The stamps, designed by Ethel Kessler of Bethesda, Maryland, go on sale nationwide May 5, 2004.

The stamps honor four extraordinary choreographers — George Balanchine, Martha Graham, Agnes de Mille, and Alvin Ailey. Each left a profound mark on the language of dance. Each stamp contains a collage that features a photographic portrait of the choreographer. Some of the stamps also show members of the choreographer's company dancing.

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:

AMERICAN CHOREOGRAPHERS COMMEMORATIVE
STAMPS POSTMASTER
2 FEDERAL SQUARE RM 211
NEWARK NJ 07102-9998

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 3, 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 is a philatelic product for this stamp issue. The Ceremony Program and First Day Cover Keepsake, Item 456091, sells for \$8.95 and is available:

- In Postal Service retail stores.
- Online at www.usps.com/shop.
- By telephone at 800-STAMP-24.

Distribution: 37-cent, *American Choreographers* Commemorative Stamps, Item 456000

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

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-half of their standard automatic distribution quantities using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute these stamps to Post Offices before April 29, 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 American Choreographers Commemorative Stamps, Item 456000
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 456000 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 1,600,000 additional stamps; the Memphis and Chicago APDs will each receive 1,120,000 additional stamps; the San Francisco APD will receive 1,000,000 additional stamps; and the Denver APD will receive 480,000 additional stamps.

Sales Policy

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

Issue:	<i>American Choreographers</i>
Item Number:	456000
Denomination & Type of Issue:	37-cent Commemorative
Format:	Pane of 20 with header (4 designs)
Series:	N/A
Issue Date & City:	May 4, 2004, Newark, NJ 07102
Designer:	Ethel Kessler, Bethesda, MD
Engraver:	N/A
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Ethel Kessler, Bethesda, MD
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:	Prephosphored, Phosphor 175 PMU
Adhesive Type:	Pressure sensitive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow, PMS 7506 (Beige), PMS 2776 (Purple)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.42 x 0.84 in./36.068 x 21.336 mm
Overall Size (w x h):	1.56 in.0.99 in./39.625 x 25.146 mm
Full Pane Size (w x h):	7.24 x 6.47 in./183.896 x 164.433 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"P" followed by six (6) single digits
Marginal Markings:	"© 2003 USPS" • Plate numbers • Price • Header "American Choreographers" • Plate position diagram • Proprietary notices • 4 Barcodes on back
Catalog Item Number(s):	456020 Block of 4 — \$1.48 456030 Block of 10 — \$3.70 456040 Full Pane of 20 — \$7.40 456063 First Day Cover Set of 4 — \$3.00 456091 Ceremony w/FDC Set of 4 — \$8.95 456093 Full Pane w/FDC Set of 4 — \$10.40

— Stamp Services,
Government Relations, 4-29-04

STAMP ANNOUNCEMENT 04-13

National World War II Memorial Stamp

Copyright USPS 2003

The Postal Service™ will issue a 37-cent, *National World War II Memorial* commemorative stamp (Item 456200) in a pressure-sensitive adhesive (PSA) pane of 20 on May 29, 2004, in Washington, DC. The stamp, designed by Howard E. Paine of Delaplane, Virginia, goes on sale nationwide May 29, 2004.

With the issuance of a stamp depicting the National World War II Memorial, the Postal Service honors the achievement and ideals of Americans who served during World War II.

The memorial, located on the National Mall in Washington, DC, between the Lincoln Memorial and the Washington Monument, was designed by Friedrich St. Florian, an architect based in Providence, Rhode Island. Artist Tom Engeman's computer-generated design shows one of the two large memorial arches with a curving row of pillars, each pillar representing a state or territory from the World War II era, in the background. The stamp issuance is scheduled to coincide with the dedication of the memorial.

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:

NATIONAL WORLD WAR II MEMORIAL
 COMMEMORATIVE STAMP
 POSTMASTER
 WWII FIRST DAY OF ISSUE
 900 BRENTWOOD RD NE
 WASHINGTON DC 20066-9998

Issue:	<i>National World War II Memorial</i>
Item Number:	456200
Denomination & Type of Issue:	37-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	May 29, 2004, Washington, DC 20066
Designer:	Howard E. Paine, Delaplane, VA
Engraver:	N/A
Artist:	Tom Engeman, Brunswick, MD
Art Director:	Howard E. Paine, Delaplane, VA
Typographer:	Howard E. Paine, Delaplane, VA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset with Srambled Indicia (USA Flag)
Printer:	Ashton Potter (USA) Ltd.
Printed at:	Williamsville, NY
Press Type:	Stevens Varisize Security Press
Stamps per Pane:	20
Print Quantity:	96.4 million stamps
Paper Type:	Prephosphored, Phosphor 175 PMU
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Horizontal
Image Area (w x h):	1.4 x 0.84 in./35.56 x 21.336 mm
Overall Size (w x h):	1.56 x 0.99 in./39.625 x 25.146 mm
Full Pane Size (w x h):	7.135 x 5.9 in./181.229 x 149.86 mm
Plate Size:	180 stamps per revolution
Plate Numbers:	"P" followed by four (4) single digits
Marginal Markings:	"© 2003 USPS" • Price • Plate numbers in four corners • Plate position diagram • Barcodes in four corners on back
Catalog Item Number(s):	456220 Block of 4 — \$1.48 456230 Block of 10 — \$3.70 456240 Full Pane of 20 — \$7.40 456261 First Day Cover — \$0.75 456293 Full Pane w/First Day Cover — \$8.15

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by June 28, 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

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: Item 456200, 37-cent, *National World War II Memorial Commemorative Stamp*

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

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-half of their standard automatic distribution quantities using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute these stamps to Post Offices before May 21, 2004.

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 <i>National World War II Memorial Commemorative Stamp, Item 456200</i>
1	18,000
2	36,000
3	54,000
4	72,000
5	90,000
6	108,000
8	144,000
9	162,000
12	216,000
13	234,000
16	288,000
19	342,000

Additional Supply

Post Offices requiring additional Item 456200 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, Memphis, and Chicago APDs will each receive 2,600,000 additional stamps; the San Francisco APD will receive 2,200,000 additional stamps; and the Denver APD will receive 1,000,000 additional stamps.

Sales Policy

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

— Stamp Services,
 Government Relations, 4-29-04

CORRECTION

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

In the article “Stamp Announcement 04-07: *Lewis & Clark: The Corps of Discovery, 1804–1806*, Prestige Booklet of 20 Stamps,” in *Postal Bulletin* 22126 (4-15-04, page 102), the technical details table incorrectly lists:

- “882600 Prestige Booklet w/special PG — \$8.95.”
The item should have been listed as “882600 Prestige Booklet — \$8.95.”

- “882693 Prestige Booklet w/Full Pane stamp —\$16.35.” The item should have been listed as “882693 Prestige Booklet w/Full Pane stamp — \$16.30.”

— Stamp Services,
Government Relations, 4-29-04

CORRECTION

Lewis & Clark Bicentennial Commemorative Stamp

In the article “Stamp Announcement 04-08: *Lewis & Clark Bicentennial Commemorative Stamp*,” in *Postal Bulletin* 22126 (4-15-04, page 105):

- The catalog item number 455993 (listed in the technical details table) incorrectly lists “455993 Full Pane w/FDC single —\$8.15.” The item should have been listed as “455993 Full Pane w/11 FDC —\$15.65.”

- In addition, a new catalog item (455992) has been added. The specifics of item 455992 are “455992 Full Pane w/1 FDC — \$8.15.”

— Stamp Services,
Government Relations, 4-29-04

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.



April 10, 2004
Sopchoppy Worm Gruntin' Committee
 WORM GRUNTIN FESTIVAL
 STATION
 POSTMASTER
 2284 SOPCHOPPY HWY
 SOPCHOPPY FL 32358-9998



April 25, 2004
Postal Service
 ALPHARETTA GA STATION
 POSTMASTER
 4575 WEBB BRIDGE RD
 ALPHARETTA GA 30005-9998

Postal Service
 DAWSONVILLE GA STATION
 POSTMASTER
 452 HWY 53 E
 DAWSONVILLE GA 30534-9998

April 30, 2004

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
PO BOX 9998
AMHERST TX 79312-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
PO BOX 9998
ANTON TX 79313-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
232 SW JOHNSON AVE
BURLESON TX 76028-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
311 PURCELL AVE
CANADIAN TX 79014-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
507 AVE F NW
CHILDRESS TX 79201-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
PO BOX 9998
CROSS PLAINS TX 76443-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
210 N ECTOR DR
EULESS TX 76039-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
4450 OAK PARK LN
FORT WORTH TX 76109-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
1008 ROBERTS CUTOFF RD
FORT WORTH TX 76114-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
4901 S LOOP 289
LUBBOCK TX 79464-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
102 CLOVIS RD
SHALLOWATER TX 79363-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
8616 FM 920
PEASTER TX 76485-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
102 W MAIN ST
SONORA TX 76950-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
PO BOX 9998
SUDAN TX 79371-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
3701 ALTAMESA BLVD
FORT WORTH TX 76133-9998

HAPPY MOTHER'S DAY STATION
APRIL 30, 2004
AMHERST TX 79312



May 3, 2004

Tate Springs Finance Unit

HAPPY MOTHERS DAY STATION
POSTMASTER
4108 SW GREEN OAKS BLVD
ARLINGTON TX 76003-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
PO BOX 9998
BRONTE TX 76933-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
1501 HALL JOHNSON RD
COLLEYVILLE TX 76034-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
PO BOX 9998
EDMONSON TX 79032-9998

Polytechnic Station

HAPPY MOTHERS DAY STATION
POSTMASTER
4650 E ROSEDALE ST
FORT WORTH TX 76105-9998

Riglea Station

HAPPY MOTHERS DAY STATION
POSTMASTER
3020 S CHERRY LN
FORT WORTH TX 76116-9998

Southeast Branch

HAPPY MOTHERS DAY STATION
POSTMASTER
500 S FOREST DR
FORT WORTH TX 76140-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
PO BOX 9998
HAPPY TX 79059-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
120 E FOSTER AVE
PAMPA TX 79065-9998

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
PO BOX 9998
WALL TX 76957-9998

HAPPY MOTHER'S DAY STATION
MAY 3, 2004
ARLINGTON TX 76017



May 3, 2004

Postal Service

HAPPY MOTHERS DAY STATION
POSTMASTER
P O BOX 9998
GOODWELL OK 73939-9998

HAPPY MOTHER'S DAY STATION
MAY 3, 2004
GOODWELL OK 73939





May 4, 2004

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 341 PINE ST
 ABILENE TX 79604-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 1002 11TH ST
 ANSON TX 79501-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 440 HWY 377 N
 ARGYLE TX 76226-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 300 E SANTA FE ST
 BANGS TX 76823-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 PO BOX 9998
 BEAVER OK 73932-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 PO BOX 9998
 BOOKER TX 79005-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 301 W HILL ST
 BROWNFIELD TX 79316-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 PO BOX 9998
 BOVINA TX 79009-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 103 NORTH DR
 CACTUS TX 79013-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 19902 MAIN ST
 CHRISTOVAL TX 76935-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 102 S 1ST ST
 COAHOMA TX 79511-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 702 W 7TH ST
 DALHART TX 79022-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 PO BOX 9998
 FARWELL TX 79325-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 251 W LANCASTER AVE
 FORT WORTH TX 76102-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 301 N LAS VEGAS TRL
 FORT WORTH TX 76108-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 7101 BRYANT IRVIN RD
 FORT WORTH TX 76132-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 530 N CROCKETT ST
 GRANBURY TX 76048-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 900 E CRINER ST
 GRANDVIEW TX 76050-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 1251 WILLIAM D TATE AVE
 GRAPEVINE TX 76051-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 PO BOX 9998
 GRUVER TX 79040-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 100 E ADAMS ST
 ITASCA TX 76055-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 235 W 2ND ST
 MÜNSTER TX 76252-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 206 BRADFORD ST
 MYRA TX 76253-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 312 FM 718
 NEWARK TX 76071-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 PO BOX 9998
 PAHANDLE TX 79068-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 2722 S MAIN ST
 PERRYTON TX 79070-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 202 W MAIN ST
 POST TX 79356-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 1 N ABE ST
 SAN ANGELO TX 76902-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 201 SE 3RD ST
 SEMINOLE TX 79360-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 150 W LYNN ST
 SLATON TX 79364-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 101 N BERNICE ST
 SPEARMAN TX 79081-9998

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 431 N GRAHAM ST
 STEPHENVILLE TX 76401-9998



Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 PO BOX 9998
 STINNETT TX 79083-9998

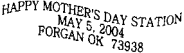

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 11936 W STATE HWY 71
 WALLEY SPRING TX 76885-9998

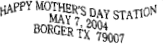

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 1145 SANTA FE DR
 WEATHERFORD TX 76086-9998

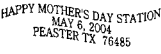

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 1000 W AVE
 WELLINGTON TX 79095-9998

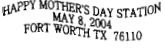

Postal Service
 HAPPY MOTHERS DAY STATION
 POSTMASTER
 4001 SW PKWY
 WICHITA FALLS TX 76308-9998

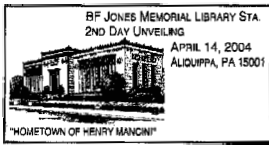
 	<p>May 5, 2004</p> <p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER 105 S HINTON ST BENJAMIN TX 79505-9998</p>	<p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER 9415 BENBROOK BLVD FORTH WORTH TX 76126-9998</p>	<p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER 520 E VINE ST KELLER TX 76248-9998</p>
	<p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER 110 N BERKSHIRE ST CROSBYTON TX 79322-9998</p>	<p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER 6051 N DAVIS BLVD FORTH WORTH TX 76180-9998</p>	<p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER 241 W B ST MUNDAY TX 76371-9998</p>
	<p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER 540 W NAVARRO AVE DELEON TX 76444-9998</p>	<p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER PO BOX 9998 HAPPY TX 79042-9998</p>	<p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER 8616 FM 920 PEASTER TX 76485-9998</p>
	<p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER 400 N RETTA ST FORT WORTH TX 76111-9998</p>	<p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER P BOX 9998 HARTLEY TX 79044-9998</p>	<p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER 107 HWY 101 W SUNSET TX 76270-9998</p>

 	<p>May 5, 2004</p> <p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER PO BOX 9998 FORGAN OK 73938-9998</p>
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 	<p>May 6, 2004</p> <p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER 8616 FM 920 PEASTER TX 76485-9998</p>
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 	<p>May 7, 2004</p> <p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER 500 S MGEE ST BORGER TX 79007-9998</p>	<p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER 1475 HANDLEY DR FORT WORTH TX 76112-9998</p>
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 	<p>May 8, 2004</p> <p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER 2600 8TH AVE FORT WORTH TX 76110-9998</p>	<p><i>Postal Service</i></p> <p>HAPPY MOTHERS DAY STATION POSTMASTER 5709 BROADWAY AVE FORT WORTH TX 76117-9998</p>
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April 14, 2004
BF Jones Memorial Library
BF JONES MEMORIAL LIBRARY
 STATION
 POSTMASTER
 517 FRANKLIN AVE
 ALIQUIPPA PA 15001-9998



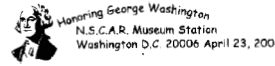
April 23, 2004
Postal Service
DAHLONEGA GA STATION
 POSTMASTER
 72 ALICIA LN
 DAHLONEGA GA 30533-9998



John Wilkes Booth
 Assassination Trail Station

 April 14, 2004
 Surrattsville, MD 20735

April 14, 2004
Surratt House Museum/Maryland
 Civil War Trails
JOHN WILKES BOOTH
 ASSASSINATION TRAIL
 STATION
 POSTMASTER
 PO BOX 9998
 CLINTON MD 20735-9998



April 23, 2004
NSCAR MUSEUM STATION
 POSTMASTER
 PO BOX 9998
 WASHINGTON DC 20006-9998



April 18, 2004
Baltimore Civil War Museum
SANITARY FAIR STATION
 MOWS
 900 E FAYETTE ST
 BALTIMORE MD 21233-9998



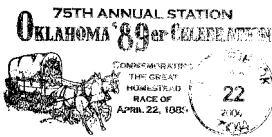
April 23, 2004
Bob Wills Day Committee
33RD ANNUAL BOB WILLS DAY
 CELEBRATION STATION
 POSTMASTER
 505 MAIN ST
 TURKEY TX 79261-9998



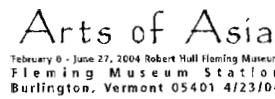
April 18, 2004
Friends of the Coleman
75TH ANNIVERSARY STATION
 POSTMASTER
 34 A ST NE
 MIAMI OK 74354-9998



April 23-30/May 1-2, 2004
New Orleans Jazz and Heritage
 Foundation Inc.
JAZZ FEST STATION
 POSTMASTER
 PO BOX 58980
 NEW ORLEANS LA 70158-8980



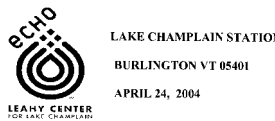
April 20-25, 2004
Chamber of Commerce
GUTHRIE STATION
 POSTMASTER
 201 W OKLAHOMA AVE
 GUTHRIE OK 73044-9998



April 23, 2004
FLEMING MUSEUM STATION
 POSTMASTER
 PO BOX 9998
 BURLINGTON VT 05401-9998



April 22, 2004
Postal Service
ROME GA STATION
 POSTMASTER
 600 E FIRST ST
 ROME GA 30161-9998



April 24, 2004
The Leahy Center for Lake
 Champlain Science Center
LAKE CHAMPLAIN STATION
 POSTMASTER
 PO BOX 9998
 BURLINGTON VT 05402-9998



April 22, 2004
New Orleans Jazz and Heritage
 Foundation Inc.
AARON NEVILLE STATION
 POSTMASTER
 PO BOX 58890
 NEW ORLEANS LA 70158-8980



April 24, 2004
Athens Chamber of Commerce
ATHENS TWILIGHT STATION
 POSTMASTER
 196 ALPS RD STE 48
 ATHENS GA 30606-9998



April 24, 2004
 Old Iron Days Station Committee
 OLD IRON DAYS STATION
 POSTMASTER
 PO BOX 9998
 OTIS KS 67565-9998



VFW Post 9969
 Loyalty Day Station
 April 30, 2004
 Del City, OK 73115

April 30, 2004
 VFW Post 9969
 LOYALTY DAY STATION
 POSTMASTER
 320 SW 5TH ST
 OKLAHOMA CITY OK
 73125-9998



April 24, 2004
 Susan G. Komen Foundation
 BREAST CANCER SYMPOSIUM
 STATION
 MANAGER
 808 GLEN EAGLES CT
 BALTIMORE MD 21286-9998



PIONEER DAY STATION
 APRIL 30, 2004
 GUYMON, OK 73942

April 30, 2004
 Chamber of Commerce
 PIONEER DAY STATION
 POSTMASTER
 302 N QUINN
 GUYMON OK 73942-9998



April 24, 2004
 International Whistlers Convention
 INTERNATIONAL WHISTLERS
 CONVENTION STATION
 POSTMASTER
 125 N MAIN ST
 LOUISBURG NC 27549-9998



April 30-May 1, 2004
 Tucson Street Rod Association
 30TH ANNUAL RODDERS DAYS
 STATION
 PHILATELIC OFFICE
 1501 S CHERRYBELL STRAV
 TUCSON AZ 85726-9998



April 24, 2004
 Historical Society
 US GRANT BIRTHPLACE
 STATION
 POSTMASTER
 111 BROADWAY
 MOSCOW OH 45153-9998



May 1, 2004
 Borough of Harrington Park
 HARRINGTON PARK
 CENTENNIAL STATION
 POSTMASTER
 7 LYNN ST
 HARRINGTON PARK NJ
 07640-9998



April 24, 2004
 Historical Society
 ULYSSES S GRANT BOYHOOD
 HOME STATION
 POSTMASTER
 201 E GRANT AVE
 GEORGETOWN OH 45121-9998



May 1, 2004
 TOWSONTOWN SPRING
 FESTIVAL STATION
 SUPERVISOR TOWSON
 FINANCE BRANCH
 100 W CHESAPEAKE AVE
 BALTIMORE MD 21204-9998



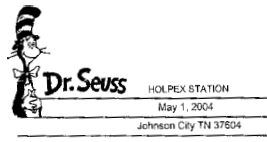
April 27, 2004
 Postal Service
 DR SEUSS STATION
 POSTMASTER
 PO BOX 9998
 FINLEY ND 85230-9998



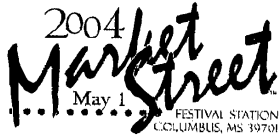
May 1, 2004
 PUBLIC SAFETY AWARENESS
 STATION
 POSTMASTER
 106 S VARNELL RD
 TUNNEL HILL GA 30755-9998



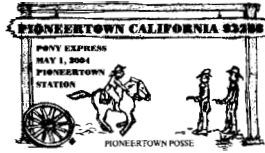
April 30, 2004
 ASSOCIATION STATION
 POSTMASTER
 125 W SOUTH ST
 INDIANAPOLIS IN 46206-9998



May 1, 2004
 Holston Stamp Club
 HOLPEX STATION
 POSTMASTER
 530 E MAIN ST
 JOHNSON CITY TN 37601-9998



May 1, 2004
 MARKET STREET FESTIVAL
 STATION
 DOWNTOWN STATION
 MANAGER
 524 MAIN ST
 COLUMBUS MS 39703-9998



May 1, 2004
 Yucca Valley Chamber of
 Commerce
 PONY EXPRESS
 PIONEERTOWN STATION
 POSTMASTER
 53441 MANE ST
 PIONEERTOWN CA 92268-9998



May 1, 2004
 OKATOMA FESTIVAL STATION
 OIC
 304 S DOGWOOD AVE
 COLLINS MS 39428-9998



May 1, 2004
 North Little Rock Centennial
 Commission
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 NORTH LITTLE ROCK AR
 72114-9998



May 1, 2004
 St. Wenceslaus Heritage Society
 SPILLVILLE EXPERIENCE
 STATION
 POSTMASTER
 PO BOX 9998
 SPILLVILLE IA 52168-9998



May 1, 2004
 AATEXPO/SATS Weatherford
 Area Chamber of Commerce
 FASTEST MAN IN SPACE
 STATION
 POSTMASTER
 PO BOX 9998
 WEATHERFORD OK
 73096-9998



May 1, 2004
 Blue Crab Festival Committee
 PANACEA STATION
 POSTMASTER
 1444 COASTAL HWY
 PANACEA FL 32346-9998



May 1, 2004
 Kern Valley Audubon
 BIOREGION STATION
 POSTMASTER
 PO BOX 9998
 WELDON CA 93283-9998



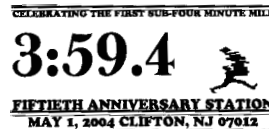
May 1, 2004
 Hopkins County Annual Mule
 Days
 MULE AND DRAFT HORSE DAY
 STATION
 POSTMASTER
 PO BOX 9998
 HANSON KY 42413-9998



May 1-2, 2004
 MIDATLANTIC REGIONAL
 STATION
 POSTMASTER
 WEST LAKE STATION
 10421 MOTOR CITY DR
 BETHESDA MD 20817-9998



May 1, 2004
 Elmhurst Historical Museum
 HISTORIC MARKER
 DEDICATION STATION
 POSTMASTER
 154 W PARK AVE
 ELMHURST IL 60126-9998



May 1-2, 2004
 Clifton Stamp Show Society
 STAMP SHOW STATION
 POSTMASTER
 1114 MAIN AVE
 CLIFTON NJ 07011-9998



May 1, 2004
 Kolache Festival Association
 KOLACHE FESTIVAL STATION
 POSTMASTER
 901 KLABZUBA ST
 PRAGUE OK 74864-9998



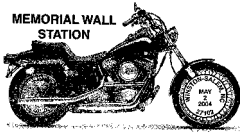
May 1-2, 2004
 Broadwater County Discovery
 Days Committee
 DISCOVERY DAYS STATION
 POSTMASTER
 PO BOX 9998
 TOWNSEND MT 59644-9998



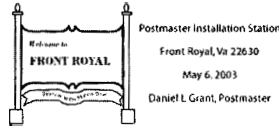
May 1-2, 2004
Dan Williams
LEWIS AND CLARK
EXPEDITION STATION
POSTMASTER
11 N 2ND ST
HARTSBURG MO 65039-9998



May 5, 2004
KENNETH NED SPRECHER
TRIBUTE STATION
POSTMASTER
PO BOX 9998
TIPP CITY OH 45371-9998



May 2, 2004
Curly's Harley Davidson
MEMORIAL WALL STATION
POSTMASTER
PO BOX 27102
WINSTON SALEM NC
27102-9998



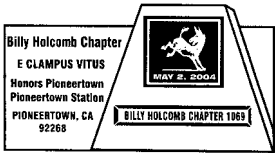
May 6, 2004
Postal Service
POSTMASTER INSTALLATION
STATION
POSTMASTER
120 E 3RD ST
FRONT ROYAL VA 22630-9998



May 2, 2004
Evergreen 4-H Group
CENTENNIAL CELEBRATION
STATION
POSTMASTER
PO BOX 9998
PICKEREL WI 54465-9998



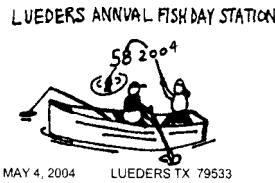
May 6, 2004
BRADEN RIVER STATION
POSTMASTER
4112 53RD AVE E
BRADENTON FL 34203-9998



May 2, 2004
E Clampus Vitus Billy Holcomb
Chapter 1069
E CLAMPUS VITUS HONORS
PIONEERTOWN STATION
POSTMASTER
53441 MANE ST
PIONEERTOWN CA 92268-9998



May 7, 2004
American Red Cross
HOMETOWN HEROES STATION
POSTMASTER
COLONIE CENTER POST
OFFICE
50001 COLONIE CENTER MALL
ALBANY NY 12205-9998



May 4, 2004
Lueders Community Fish Day
Committee
LUEDEERS ANNUAL FISH DAY
STATION
POSTMASTER
125 E MAIN
LUEDEERS TX 79533-9998



May 7, 2004
Mullens Area Chamber of
Commerce
FESTIVAL STATION
POSTMASTER
PO BOX 9998
MULLENS WV 25882-9998



May 5, 2004
Birch River Community
BIRCH RIVER MOTHERS DAY
STATION
POSTMASTER
55 POWELLS CREEK RD
BIRCH RIVER WV 26610-9998



May 7, 2004
City of Liberty
175TH ANNIVERSARY STATION
POSTMASTER
1000 PROGRESS ST
LIBERTY MO 64068-9998



May 5, 2004
Coshocton Public Library
PUBLIC LIBRARY STATION
POSTMASTER
516 CHESTNUT ST
COSHOCTON OH 43812-9998



May 7, 2004
Postal Service
CINCO DE MAYO STATION
POSTMASTER
232 SW JOHNSON AVE
BURLESON TX 76028-9998



SMOKEY'S SIXTIETH STATION
CAPITAN, NM 88316
MAY 07, 2004

May 7-9, 2004
Smokey's Stampers Third Grade
SMOKEY'S SIXTIETH STATION
POSTMASTER
PO BOX 9998
CAPITAN NM 88316-9998



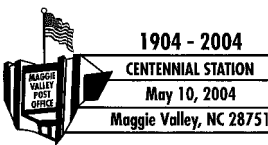
May 10, 2004
RIVIERA BEACH STATION
POSTMASTER
1905 W BLUE HERON BLVD
RIVIERA BEACH FL 33404-9998

"Spirit of the Jerseys"



NJ State Historic Sites Centennial Station

May 8, 2004
Batsto Citizens Committee
NJ STATE HISTORIC SITES
CENTENNIAL STATION
POSTMASTER
114 S 3RD ST
HAMMONTON NJ 08037-9998



May 10, 2004
Centennial Committee for the 100th Birthday Celebration
CENTENNIAL STATION
POSTMASTER
4280 SOCO RD
MAGGIE VALLEY NC 28751-9998



PROFESSIONAL WRESTLING
HALL OF FAME & MUSEUM
INDUCTION DAY STATION
MAY 8, 2004
SCHENECTADY NY 12305

May 8, 2004
Professional Wrestling Hall of Fame and Museum
INDUCTION DAY STATION
POSTMASTER
29 JAY ST
SCHENECTADY NY 12305-9998



YOU ARE NOT FORGOTTEN
STATION
OAKLEY, KS 67748
MAY 12, 2004

May 12, 2004
Oakley Kansas VFW
YOU ARE NOT FORGOTTEN
STATION
POSTMASTER
PO BOX 9998
OAKLEY KS 66748-9998

Launch & Christening
Station of the
Staten Island Ferry
John J. Marchi
May 8, 2004
Marinette, WI 54143



May 8, 2004
Marinette Marine
LAUNCH AND CHRISTENING
STATION
POSTMASTER
PO BOX 9998
MARINETTE WI 54143-9998

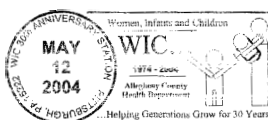


May 12, 2004
150th Anniversary Committee - Chisago Lake Committee
150TH ANNIVERSARY AT
CHISAGO LAKE STATION
POSTMASTER
PO BOX 9998
CENTER CITY MN 55012-9998

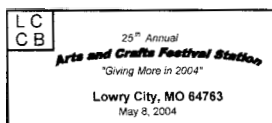


May 8, 2004 - Carbondale, Illinois 62901

May 8, 2004
Carbondale Historical Committee
AFRICAN AMERICAN MUSEUM
STATION
POSTMASTER
1301 E MAIN ST
CARBONDALE IL 62901-9998



May 12, 2004
Allegheny County Health Department
WIC 30TH ANNIVERSARY
STATION
PHILATELIC CLERK
700 GRANT ST
PITTSBURGH PA 15219-9998



May 8, 2004
Lowry City Community Betterment Organization
25TH ANNUAL ARTS AND
CRAFTS FESTIVAL STATION
POSTMASTER
204 S MAIN ST
LOWRY CITY MO 64763-9998



May 13, 2004
The Bunkhouse Outlaws Pony Express Elanna Skorupa
PONY EXPRESS STATION
POSTMASTER
223 MAIN ST
GEORGETOWN ID 83239-9998



OKLAHOMA STEAM THRESHING
OAS ENGINE ASSN. ANNUAL SHOW
STEAM ENGINE PARK STATION
MAY 8, 2004
PAWNEE OK 74058

May 8, 2004
STEAM ENGINE PARK STATION
POSTMASTER
658 ILLINOIS AVE
PAWNEE OK 74058-9998

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die

hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
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, 4-29-04*

Priority Mail® bundles

1
with **Delivery Confirmation™**
service



with **2**
Insurance

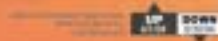


with **3**
Insurance & Delivery Confirmation
service



usps.com

Prices reflect packages weighing 1 lb or less and insurance up to \$500.



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	01-0270	36420	AL	Andalusia	Covington	Main Office	Post Office		Establish a new ZIP Code™ for a delivery area. Use Andalusia AL 36421 as last line of address for a portion of the deliveries previously in ZIP Code 36420.
New	01-0270	36421	AL	Andalusia	Covington	Main Office	Post Office	07/01/2004	
Old	05-4194	92253	CA	La Quinta	Riverside	Main Office	Post Office		Establish a new ZIP Code™ for Post Office™ boxes. Use La Quinta CA 92247 as last line of address for a portion of the Post Office Boxes previously in ZIP Code 92253.
New	05-4194	92247	CA	La Quinta	Riverside	Main Office	Post Office	07/01/2004	
Old	05-4194	92253	CA	La Quinta	Riverside	Main Office	Post Office		Establish a new ZIP Code for Post Office boxes. Use La Quinta CA 92248 as last line of address for a portion of the Post Office boxes previously in ZIP Code 92253.
New	05-4194	92248	CA	La Quinta	Riverside	Main Office	Post Office	07/01/2004	
Old	05-3710	92612	CA	Irvine	Orange	Main Office	Post Office		Establish a new ZIP Code for a delivery area. Use Irvine CA 92617 as last line of address for a portion of the deliveries previously in ZIP Code 92612.
New	05-3710	92617	CA	Irvine	Orange	Main Office	Post Office	07/01/2004	
Old	05-8148	92392	CA	Victorville	San Bernardino	Main Office	Post Office		Establish a new ZIP Code for a delivery area. Use Victorville CA 92395 as last line of address for a portion of the deliveries previously in ZIP Code 92392.
New	05-8148	92395	CA	Victorville	San Bernardino	Main Office	Post Office	07/01/2004	
Old	05-6924	94583	CA	San Ramon	Contra Costa	Main Office	Post Office		Establish a new ZIP Code for a delivery area. Use San Ramon CA 94582 as last line of address for a portion of the deliveries previously in ZIP Code 94583.
New	05-6924	94582	CA	San Ramon	Contra Costa	Main Office	Post Office	07/01/2004	
Old	05-1656	93611	CA	Clovis	Fresno	Main Office	Post Office		Establish a new ZIP Code for a delivery area. Use Clovis CA 93619 as last line of address for a portion of the deliveries previously in ZIP Code 93611.
New	05-1656	93619	CA	Clovis	Fresno	Main Office	Post Office	07/01/2004	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	05-2424	95758	CA	Elk Grove	Sacramento	Main Office	Post Office		Establish a new ZIP Code for a delivery area. Use Elk Grove CA 95757 as last line of address for a portion of the deliveries previously in ZIP Code 95758.
New	05-2424	95757	CA	Elk Grove	Sacramento	Elk Grove Carrier Annex	Carrier Annex	07/01/2004	
Old	05-2028	95616	CA	Davis	Yolo	Main Office	Post Office		Realign ZIP Code boundaries. Use Davis CA 95618 as last line of address for the deliveries previously in ZIP Code 95616.
New	05-2028	95618	CA	Davis	Yolo	Main Office	Post Office	07/01/2004	
Old	05-2028	95618	CA	Davis	Yolo	Main Office	Post Office		This announcement changes the preferred last line of this ZIP Code from El Macero CA to Davis CA. Use Davis CA 95618 as last line of address.
New	05-2028	95618	CA	Davis	Yolo	Main Office	Post Office	04/08/2004	
Old	05-3936	95328	CA	Keyes	Stanislaus	Main Office	Post Office		This announcement expands the use of ZIP Code 95328 to include delivery.
New	05-3936	95328	CA	Keyes	Stanislaus	Main Office	Post Office	04/30/2004	
Old	05-6678	95899	CA	Sacramento	Sacramento	Main Office	Post Office		This announcement changes the use of ZIP Code 95899 from a unique ZIP Code to a Post Office box ZIP Code.
New	05-6678	95899	CA	Sacramento	Sacramento	Main Office	Post Office	04/08/2004	
Old	08-9378	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 Depot CT as last line of address. This announcement amends PB 22126.
New	08-7922	06251	CT	Storrs Mansfield	Tolland	Mansfield Depot	Place Name	12/20/2003	
Old	11-5055	34639	FL	Land O Lakes	Pasco	Main Office	Post Office		Establish a new ZIP Code for a delivery area. Use Land O Lakes FL 34637 as last line of address for a portion of the deliveries previously in ZIP Code 34639.
New	11-5055	34637	FL	Land O Lakes	Pasco	Main Office	Post Office	07/01/2004	
Old	11-5055	34639	FL	Land O Lakes	Pasco	Main Office	Post Office		Establish a new ZIP Code for a delivery area. Use Land O Lakes FL 34638 as last line of address for a portion of the deliveries previously in ZIP Code 34639.
New	11-5055	34638	FL	Land O Lakes	Pasco	Main Office	Post Office	07/01/2004	
Old	11-8780	33044	FL	Summerland Key	Monroe	Sugarloaf Shores	Classified Branch	11/30/2002	Classified Branch discontinued. Retain ZIP Code. Establish a place name. Use Sugarloaf Shores FL 33044 as last line of address.
New	11-8780	33044	FL	Summerland Key	Monroe	Sugarloaf Shores	Place Name	12/06/2003	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	12-2970	30540	GA	Elijay	Gilmer	Main Office	Post Office		Establish a new ZIP Code for a delivery area. Use Elijay GA 30536 as last line of address for a portion of the deliveries previously in ZIP Code 30540.
New	12-2970	30536	GA	Elijay	Gilmer	Main Office	Post Office	07/01/2004	
Old	25-3920	49509	MI	Grand Rapids	Kent	Wyoming	Branch		Establish a new ZIP Code for a delivery area. Use Wyoming MI 49519 as last line of address for a portion of the deliveries previously in ZIP Code 49509.
New	25-3920	49519	MI	Grand Rapids	Kent	Wyoming	Branch	07/01/2004	
Old	25-3920	49546	MI	Grand Rapids	Kent	Main Office	Post Office		Realign ZIP Code boundaries. Use Ada MI 49301 as last line of address for the 1,060 deliveries previously in ZIP Code 49546.
New	25-0010	49301	MI	Ada	Kent	Main Office	Post Office	07/01/2004	
Old	26-6360	55409	MN	Minneapolis	Hennepin	Lake Street	Classified Station		Realign ZIP Code boundaries. Use Minneapolis MN 55419 as last line of address for the 3,589 deliveries previously in ZIP Code 55409.
New	26-6360	55419	MN	Minneapolis	Hennepin	Diamond Lake	Classified Station	07/01/2004	
Old	32-1800	03820	NH	Dover	Strafford	Madbury	Place Name		Establish a new ZIP Code for a delivery area. Use Madbury NH 03823 as last line of address for 611 deliveries previously in ZIP Code 03820.
New	32-1800	03823	NH	Dover	Strafford	Madbury	Place Name	07/01/2004	
Old	32-4560	03585	NH	Lisbon	Grafton	Main Office	Post Office		Establish a new ZIP Code for a delivery area. Use Sugar Hill NH 03586 as last line of address for a portion of the deliveries previously in ZIP Code 03585.
New	32-4560	03586	NH	Sugar Hill	Grafton	Main Office	Place Name	07/01/2004	
Old	51-7650	23233	VA	Richmond	Henrico	Ridge	Classified Branch		Realign ZIP Code boundaries. Use Richmond VA 23238 as last line of address for the deliveries previously in ZIP Code 23233.
New	51-7650	23238	VA	Richmond	Henrico	Ridge	Classified Branch	07/01/2004	
Old	54-7140	99352	WA	Richland	Benton	Main Office	Post Office		Establish a new ZIP Code for a delivery area. Use Richland WA 99354 as last line of address for a portion of the deliveries previously in ZIP Code 99552.
New	54-7140	99354	WA	Richland	Benton	Main Office	Post Office	07/01/2004	

NOTICE

NALC and Postal Service Prepare To Help Stamp Out Hunger!

The National Association of Letter Carriers' (NALC) 12th annual Stamp Out Hunger! National Food Drive will take place Saturday, May 8. More than 229,000 city letter carriers throughout the nation will participate in the nation's largest one-day food drive. Approximately 587 million pounds of food has been collected and delivered to local food banks to help the hungry since the program's inception in 1993. Donations of nonperishable food items provide significant aid to local food banks and the people they serve. Many emergency food programs report that without the NALC Food Drive they would not have enough food to meet demand.

The 2004 NALC Food Drive is a joint effort of the NALC, U.S. Postal Service®, Campbell Soup Company, United Way, America's Second Harvest, American Federation of Labor and Congress of Industrial Organizations (AFL-CIO), and Valpak. In a recent letter to NALC President William Young, Postmaster General John Potter wrote, "Every year, this selfless act of charity demonstrates the compassion and generosity of Postal Service™ employees and customers in every community in the United States. The NALC Food Drive makes the difference for thousands of disadvantaged Americans, and the Postal Service is proud to be a partner in this wonderful activity."

Beginning May 3, city letter carriers in participating Post Offices™ will receive postcard notices to distribute to customers. The notices request that customers leave nonperishable food items in a bag adjacent to their mail receptacle on May 8. Carriers will pick up the food donations and bring them to their Post Offices, and the donated food will be consolidated and delivered to local food banks in the area.

Offices may direct questions about participation in the food drive or how the food drive will be conducted to local or regional NALC officials. At nonparticipating Postal Service facilities, carriers should pick up donations found at customer mail receptacles where possible. If carriers are unable to pick up donations at nonparticipating facilities, they should notify the local NALC officials of the location of the donated items. Managers of Customer Service can assist NALC officials with making arrangements to collect donations and provide them to local food banks.

This annual effort to assist customers in providing donations of nonperishable food items to local food banks helps feed many hungry Americans.

For more details about the event visit the NALC Web site at www.nalc.org or get in touch with Drew von Bergen, national coordinator for the food drive, by telephone at 202-662-2489 or by e-mail at vonbergen@nalc.org.

— *Community Relations,
Public Affairs and Communications, 4-29-04*

Retail

HANDBOOK PO-102 REVISION

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

Effective April 29, 2004, the following revisions are made to Handbook PO-102, *Self Service Vending Operational and Marketing Program*:

- Exhibit 451.2, *Standard Servicing Frequencies*, is revised to make the succession of servicing periods clear. The automated workload analysis available on the Vending Equipment and Services System (VESS) online site at <http://vess.usps.gov> (click *Workload Analysis*) already incorporates this change in its calculations.
- PS Form 8130, *Vending Equipment Sales and Service — Daily Activity Log* (page 2 of 2), dated October 2003, will be revised upon the next printing to provide a specific retention period for the form.
- Chapter 8 is revised to ensure that requests for vending reimbursements are valid and are handled with care to the customer. These changes (which are necessary to better protect the U.S. Postal Service® and its vending servicing employees) support a Standard Operating Procedure already put into practice by the Retail Operations office in Delivery and Retail.

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

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

* * * * *

4 Servicing Self Service Vending Equipment

* * * * *

45 Workload

451 Determining Frequencies

* * * * *

Exhibit 451.2 Standard Servicing Frequencies

[Revise Exhibit 451.2 to read as follows:]

Number of Servicing per Month ¹	Machine Type					
	MCM (BA) ^{1,2}	BSM ¹	BVM ¹	BVM (BA) ¹	SVM ¹	SVM (BA) ¹
	Self Service Equipment Sales per Month					
1						
2				\$550		\$500
3		\$2,130	\$550	\$1,200	\$500	\$1,050
4		\$4,000	\$800	\$1,600	\$700	\$1,400
5	\$5,000	\$5,000	\$1,000	\$2,000	\$875	\$1,750
6	\$6,000	\$6,000	\$1,200	\$2,400	\$1,050	\$2,100
7	\$7,000	\$7,000	\$1,400	\$2,800	\$1,225	\$2,450
8	\$8,000	\$8,000	\$1,600	\$3,200	\$1,400	\$2,800
9	\$9,000	\$9,000	\$1,800	\$3,800	\$1,575	\$3,150
10	\$10,000	\$10,000	\$2,000	\$4,000	\$1,750	\$3,500
11	\$11,000	\$11,000	\$2,200	\$4,400	\$1,925	\$3,850
12	\$12,000	\$12,000	\$2,400	\$4,800	\$2,100	\$4,200
13	\$13,000	\$13,000	\$2,600	\$5,200	\$2,275	\$4,550
14	\$14,000	\$14,000	\$2,800	\$5,600	\$2,450	\$4,900
15	\$15,000	\$15,000	\$3,000	\$6,000	\$2,625	\$5,250
16	\$16,000	\$16,000	\$3,200	\$6,400	\$2,800	\$5,600

Number of Servicing per Month ¹	Machine Type					
	MCM (BA) ^{1,2}	BSM ¹	BVM ¹	BVM (BA) ¹	SVM ¹	SVM (BA) ¹
	Self Service Equipment Sales per Month					
17	\$17,000	\$17,000	\$3,400	\$6,800	\$2,975	\$5,950
18	\$18,000	\$18,000	\$3,600	\$7,200	\$3,150	\$6,300
19	\$19,000	\$19,000	\$3,800	\$7,600	\$3,325	\$6,650
20	\$20,000	\$20,000	\$4,000	\$8,000	\$3,500	\$7,000

Notes:

Shaded Areas on the chart are below minimum sales per month.

See Part 131 for the definition of each machine type.

¹ Each machine is required to generate a projected minimum amount of sales before it can be installed. The number of servicing per month is based on these projected sales. The minimum requirements for each machine are reflected in the above table. The term "BA" stands for "Bill Acceptor"

² MCMs (BA) are serviced at least five (5) times a month.

³ SCCs (Small Currency Changers): Since these do not generate sales, they do not appear on the chart. They need servicing only when required to keep them in operation (at least once (1) every two (2) weeks but not more than three (3) times per week).

* * * * *

6 Examining Self Service Vending Credit

61 Procedure

* * * * *

613 General

[Revise 613 to read as follows:]

PS Form 3293, *Retail Vending Credit Examination*, and PS Form 3294, *Cash and Stamp Stock Count and Summary* (Exhibits 612a, b, c, and d) are used when performing self service vending credit examinations. Servicing personnel workhours used during an audit must be recorded on PS Form 8130, *Vending Equipment Sales and Service — Daily Activity Log* (Exhibits 613a and b), dated October 2003. When completed, this form will remain on file in the location where VESS data entry was completed for the current U.S. Postal Service fiscal year plus one (1).

* * * * *

8 Handling Customer Complaints, Claims, and Reimbursements

81 Guidelines for Handling Complaints

811 General

[Revise 811 to read as follows:]

Customers may submit complaints, such as equipment malfunction, loss of money or stamps, or empty equipment, in person, by telephone, by mail, or by e-mail. Employees record complaints concerning vending reimbursements on PS Form 5445, *Stamp Vending Machine Reimbursement Request* (Exhibit 811). PS Form 5445 is used to process and document the reimbursement process, provide a receipt to the customer, and provide written proof of the reimbursement itself for vending servicing employees. If the customer initiates a complaint in person, *the customer* must completely fill out and sign the unshaded portion of the form. If the customer makes the complaint by telephone, mail, or e-mail, *the employee* accepting the complaint fills out the unshaded portion of the form and signs in the "Sign Here" block.

In addition, customer vending complaints will come from the We Want to Know program (Notice 4314-C, *We Want To Know*). The WWTK program receives complaints, records them, documents their status, and processes them to specific locations for resolution. Customers can initiate complaints in person at the Post Office, by telephone at 800-ASK-USPS, or by visiting www.usps.com.

812 Vending Reimbursements — Guidelines for Recording Vending Reimbursements on PS Form 5445

* * * * *

812.1 Person Completing PS Form 5445 Completes Unshaded Portion

* * * * *

[Revise item i to read as follows:]

- i. "Comments." (If the request is other than in person, note whether the request was by telephone, e-mail, or letter.)

* * * * *

82 Reimbursing Money to Customers

* * * * *

821 Complaints Registered in Person

* * * * *

821.2 Resolution

821.21 By Sales and Services Associate (SSA)

If the machine is not functioning properly, the SSA performs the following procedures:

* * * * *

[Revise item c to read as follows:]

- c. Ask the customer to completely fill out the unshaded portion of PS Form 5445, *Stamp Vending Machine Reimbursement Request* (see Exhibit 811), in order to receive reimbursement.

* * * * *

[Add new item e as follows:]

- e. Verify the information entered with the Customer ID and annotate in the *Comments* section of the form "ID Verified."

[Reletter existing items e–i as new items f–j.]

* * * * *

[Revise the last sentence in relettered item i to read as follows:]

- i. *** The SSA may increase his or her cash retained by the collective amount of all PS Forms 5445 until vending servicing employee reimbursement occurs.

* * * * *

[Add the following Note after relettered item j:]

Note: In the above sequence of events, failure to ensure proper completion of the PS Form 5445 by the customer may lead to non-reimbursement from the vending servicing employee.

821.22 By Vending Servicing Employee

The vending servicing employee resolves the complaint as follows:

* * * * *

- b. If the no-vend complaint cannot be verified, follow these procedures:

[Revise items b(1), b(3), and b(7) to read as follows:]

- (1) Ask the customer to completely fill out the unshaded portion of PS Form 5445, *Stamp Vending Machine Reimbursement Request* (see Exhibit 811), in order to receive reimbursement.

* * * * *

- (3) Verify the information entered with the Customer ID and annotate in the *Comments* section of the form "ID Verified."

* * * * *

- (7) Retain the original (sales and services associate/vending employee copy) as a record of the transaction. PS Form 5445 is not included as part of the actual credit count, but as documentation of reimbursement activity.

[Add the following Note:]

Note: PS Forms 5445 that are not completed in full by customers being serviced by the SSA, may lead to non-acceptance and reimbursement from the vending servicing employee.

822 Complaints Registered by Telephone

822.1 Acceptance

The employee accepting the complaint does the following:

- a. Record the complaint on the unshaded portion of PS Form 5445, *Stamp Vending Machine Reimbursement Request* (see Exhibit 811).

[Add item (1) as follows:]

Enter "Telephone Request" in the *Comments* section of the form.

* * * * *

822.2 Resolution

Upon receipt of PS Form 5445, *Stamp Vending Machine Reimbursement Request*, the vending servicing employee follows these procedures:

[Revise 822.2 items a–d to read as follows:]

- a. Investigate the complaint as soon as possible.
- b. Fill out and sign the shaded portion of PS Form 5445 ("For Postal Service Use").
- c. Dispatch the vending reimbursement by purchasing a postal money order, together with sheet 2 (customer copy) of PS Form 5445, the next regular mail delivery day.
- d. Retain the original (sales and services associate/vending employee copy). Staple the receipt for the postal money order to the Postal Service receipt to PS Form 5445. PS Form 5445 is not included as part of the actual credit count, but as documentation of reimbursement activity.

823 Complaints Registered by Mail

823.1 Acceptance

The employee accepting the complaint sent in the mail does the following:

- a. Complete the unshaded portion of PS Form 5445, *Stamp Vending Machine Reimbursement Request* (see Exhibit 811).

[Add item (1) as follows:]

(1) Enter "Mail Request" or "e-Mail Request" in the *Comments* section of the form.

* * * * *

823.2 Resolution

823.21 By Servicing Person

* * * * *

[Revise 823.21, items a–d as follows:]

- a. Investigate the complaint as soon as possible.
- b. Fill out and sign the shaded portion of PS Form 5445 ("For Postal Service Use").
- c. Dispatch the vending reimbursement by purchasing a postal money order and sending it, together with sheet 2 (customer copy) of PS Form 5445, the next regular mail delivery day.
- d. Retain the original (sales and services associate/vending employee copy). Staple the receipt for the postal money order to the Postal Service receipt to PS Form 5445. PS Form 5445 is not included as part of the actual credit count, but as documentation of reimbursement activity.

823.22 By Postmaster or Designee

[Revise 823.22 as follows:]

The postmaster or designee may answer a written complaint by telephone or in writing. If the complaint requires a reimbursement, the written response may include the reimbursement. The vending servicing employee will purchase a postal money order and will retain the original PS Form 5445 (sales and services associate/vending employee copy) to use as a receipt.

Staple the receipt for the postal money order to the original PS Form 5445. PS Form 5445 is not included as part of the actual credit count, but as documentation of reimbursement activity.

* * * * *

84 Retaining Complaint Records

[Revise 84 to read as follows:]

The vending servicing person retains the completed originals (sales and services associate/vending employee copy) of PS Form 5445, *Stamp Vending Machine Reimbursement Request*. PS Form 5445 is not included as part of the actual credit count, but as documentation of reimbursement activity. The forms are attached to the credit examinations and retained for a period of 2 years.

Note: PS Forms 5445 shown in Part 821, Complaints Registered in Person, that are not completed in full by customers being serviced by the SSA, that are subsequently not accepted by the vending servicing employee, will be retained for a period of 2 years.

* * * * *

— *Self Service and Access Management, Delivery and Retail, 4-29-04*

FIRSTCLASS PHONECARDS

New Rates and a Money Saving Special Make FIRSTCLASS PHONECARDS Ring!

If your customers need an affordable way to stay in touch with family, friends, and associates around the country, suggest they try the FIRSTCLASS PHONECARD® offered by the U.S. Postal Service®. The FIRSTCLASS PHONECARD is a prepaid phone card that provides customers with a convenient, cost-effective method of making long-distance telephone calls — and with new lower rates, the cards are an even better value.

Available at more than 13,500 Post Office™ facilities across the country, the FIRSTCLASS PHONECARD makes a wonderful gift for family and friends. These cards are the perfect item to have around in case of emergency and are a terrific addition to student and summer camp care packages. And with new low prices and our Mother's Day recharge special, they are a great deal.

Here are more facts about FIRSTCLASS PHONECARDS:

- Three new denominations of FIRSTCLASS PHONECARDS are now available: 100, 250, or 450 minutes, at prices as low as 6.7 cents per minute.
- This spring, customers can save even more by recharging their FIRSTCLASS PHONECARD during our Mother's Day promotion. From May 5 to May 11, 2004, any customer who adds \$30 or more to a FIRSTCLASS PHONECARD will receive an extra 100 minutes for free.
- The FIRSTCLASS PHONECARD is fully rechargeable at the same low rates. Users can add minutes by calling the 24-hour customer support line at 800-208-0267.

- Customers can also call the 24-hour customer support line at 800-208-0267 for assistance with general card usage, card recharging, and placing international calls.
- Customers can use FIRSTCLASS PHONECARDS to place domestic-rate calls to or from anywhere in the United States, the U.S. Virgin Islands, Puerto Rico, and Guam. They can also use the cards to place international-rate calls to or from more than 200 countries around the world. International availability and rates are subject to change.
- The "Salute to America" phone card series has been re-released at new, lower rates. These cards bear images of the U.S. Postal Service's most popular patriotic stamp designs — the American Flag, the Statue of Liberty, and the Capitol Dome.
- A special "Salute to America" sales promotion starts July 1, 2004. Customers purchasing any two "Salute to America" FIRSTCLASS PHONECARDS will receive a coupon redeemable for a 3' x 5', indoor/outdoor American flag. The promotion will continue through October or while supplies last.

The FIRSTCLASS PHONECARD is another useful and convenient product from the U.S. Postal Service to meet the needs of customers. For more information on FIRSTCLASS PHONECARDS, call 800-ASK-USPS or visit your local Post Office facility.

— *Implementation and Outreach, Pricing and Classification, 4-29-04*

New Automated Postal Center Indicia

The first Automated Postal Center (APC) was installed on April 14, 2004, in Dallas, Texas. We will continue installing APCs nationwide through November 2004. APCs produce small postage labels for letters and larger postage labels for flats and parcels. The APC postage indicium is similar — but not identical to — those on Click-N-Ship® labels and U.S. postage labels that can be purchased on eBay. All APC labels have an identifying number that begins with “1P” positioned under the postage amount and date of sale.

APC postage labels for flats and parcels include the following:

- Destination city, state, and ZIP Code™
- Destination barcode
- Mail class
- Customer name/address space

We will add the origin ZIP Code to the labels later this spring.

You can see examples of APC postage labels below or find them on the APC Web site. Go to <http://apc/> and click on the *APC Postage* link. Post copies of these labels on Postal Service™ bulletin boards so that employees can become familiar with them.

Please ensure that your employees are aware of the APC postage labels now in use so that mail bearing this type of postage label does not encounter delays.

Please direct any questions you may have on the new indicia to Customer Service Systems Support via internal e-mail at *APC Communications*.



— Postage Technology Management,
Product Development, 4-29-04

Chief Marketing Officer's Growth Award — Updated Guidelines

The Marketing department continues to introduce new programs aimed at generating revenue, promoting products and services, and keeping customers informed about the Postal Service™.

Along with the rollout of these new programs comes a continued commitment from Chief Marketing Officer (CMO) Anita Bizzotto to ensure that postmasters, managers, and supervisors have the right information and tools at the right time to achieve success.

CMO Anita Bizzotto and Chief Operating Officer (COO) Pat Donahoe are committed to recognizing postmasters, managers, and supervisors who have contributed the most toward growing the business. That recognition comes in the form of Marketing's highest honor — the CMO's Growth Award, which was introduced at the beginning of fiscal year 2003.

The updated guidelines for participation include adjusted competitive levels within areas to reflect the addition of level EAS-16 postmaster positions to the competition.

Guidelines

What: The Growth Award, sponsored by the CMO, is nonmonetary recognition in the form of a specially designed trophy to honor outstanding marketing efforts. It is the highest marketing honor for postmasters, managers, and supervisors who are most successful in marketing and growth activities.

Who: The program is open to postmasters and executive and administrative schedule (EAS) managers/supervisors (nonpostmasters) in performance clusters. Account representatives, customer relations coordinators (CRCs), and Marketing staff members, either in the field or at Headquarters, are not eligible. Exceptions are those who are officially detailed into postmaster or customer service assignments, such as an officer-in-charge or an acting station manager. A postmaster who employs a CRC may, by marking the submission form, submit the CRC as a Growth Partner.

When: The calendar year for the Growth Award begins the first day of the fiscal year and ends the last day of the fiscal year. To compete for a Growth Award, participants must send a copy of the submission form, qualifying activities, and supporting documentation — such as published outreach articles and seminar participation — within 3 weeks of their occurrence to Headquarters Marketing at the address noted on the submission form. Headquarters Marketing will collect and combine each participant's submissions throughout the fiscal year to form a complete entry package. At the end of the fiscal year, participants must

send a copy of the submission form and that fiscal year's revenue numbers as well as the revenue numbers from the previous fiscal year to Headquarters Marketing at the address noted on the submission form. Participants must obtain revenue numbers from official financial records.

Where: Marketing will announce the Growth Award winners at the legislative conferences sponsored by the National Association of Postmasters of the United States (NAPUS) and the National League of Postmasters of the United States (the League). Postmasters attending the legislative meetings will receive their awards at those events. For postmasters not attending those events and for EAS managers/supervisors who win in their categories, local managers will arrange appropriate ceremonies.

Why: The Postal Service is committed to building on current efforts to achieve growth through added value to customers, improved operational efficiency, and an enhanced performance-based culture. Postmasters and other field supervisors are the Postal Service's link to the Preferred segment (20 million small businesses around the nation) and the Household segment. The efforts of postmasters and supervisors are vital to the Postal Service's success, and this award recognizes their outstanding results.

How: There are six levels of competition within each area, and Headquarters Marketing determines winners using a cumulative point system within three growth categories — revenue generation, marketing initiatives, and marketing outreach. Participants receive points for documented activities important to the Postal Service's growth strategies. Headquarters Marketing will describe additional marketing initiatives throughout the year in official Postal Service and Marketing publications, and will provide participation ideas and instructions on how to document activities. Headquarters Marketing outlines the rules of the program and will monitor and verify documented points. To qualify for consideration, *participants must meet minimum-point requirements and have at least one point in each growth category* and must complete and submit a copy of the Growth Award submission form, which is available on page 100 in this *Postal Bulletin*. After the program ends each year, Headquarters Marketing will tally all the points for all participants and inform area vice presidents and district managers of the participants with the highest number of points. After district managers approve individual winners, Headquarters Marketing will notify those winners. Headquarters Marketing will evaluate the program each year and will outline any updates or changes to the program in the *Postal Bulletin*.

Competitive Levels Within Each Area

Level	Minimum Requirements (points)
EAS managers/supervisors, nonpostmaster	20
Postmasters, EAS-13 and below	20
Postmasters, EAS-15-16	25
Postmasters, EAS-18-20	30
Postmasters, EAS-21-22	40
Postmasters, EAS-24 and above	50

Growth Categories

The three growth categories are revenue generation, marketing initiatives, and marketing outreach. To be eligible, participants must have at least one point in each of these three broad categories.

Revenue Generation

- Maintain revenue level of the previous fiscal year = 1 point.
- Percentage of increased revenue — each percent of increase = 1 point.
- Increase in walk-in revenue (WIR) over same period last year (SPLY) — WIR per transaction, each percent of increase over last year’s total = 1 point.
- WIR divided by LDC45 workhours improvement over previous year:
 - If base is below 74%, each percentage of improvement = 1/2 point.
 - If performance to goal is 75%–85%, each percentage of improvement = 1 point.
 - If performance to goal is 86%–99%, each 1/2 percentage of improvement = 1 point
 - If performance to goal is 100%, total points awarded = 10 points.
- Sale of Express Mail® Corporate Account (Express Mail and Global Express Mail®) — each account = 1 point.
- Participation in other revenue generation activities throughout the year, as described in *Grow!*, *Postal Bulletin*, or other official Postal Service publications — each activity = 1 point minimum, with bonus points possible.

Revenue points will be based on numbers shown on the FY printout. Participants must send a copy of the previous year’s printout (i.e., FY03) and the current year’s printout (i.e., FY04) together with one submission sheet.

Marketing Initiatives

- Promotion of Stamps by Phone™ service and Stamps by Mail® service — each percentage of increase in revenue through these channels = 1 point.

- Increase in sales of packaging materials — each percentage of increase over previous year = 1 point.
- Revenue generated through the Inside Sales program:
 - For levels 21 and below and for the nonpostmaster category, each \$100 of revenue generated = 1 point.
 - For levels 22 and above, each \$500 of revenue generated = 1 point.
- Promotion of Click-N-Ship® service:
 - For levels 20 and below and for the nonpostmaster category, each \$100 over previous year’s revenue = 1 point.
 - For levels 21 and above, each \$500 over previous year’s revenue = 1 point.
- Maintain at least the national average in Mystery Shopper = 1 point.
- Participation in other marketing initiatives throughout the year as described in *Grow!*, *Postal Bulletin*, or other official Postal Service publications — each activity = 1 point minimum, with bonus points possible.

Marketing Outreach

- Newspaper articles (these articles are generated through the Marketing Outreach articles published by Headquarters Marketing for local use; along with the submission form, participants must send a copy of each article, and include the publication’s name, location, and date) — each published article = 1 point.
- Headquarters Marketing–approved presentations made to the local business community — each presentation = 1 point.
- Results from promoting participation by local businesses in larger Marketing seminars or events, such as Small Business seminars, Direct Mail seminars, Postal Customer Council meetings, and National Postal Forum — each customer participating in each event = 1 point.
- Participation in Postal Customer Council (PCC) meetings — each meeting attended = 1 point.
- Tip of the Month published in *Grow!* — each tip published = 1 point.
- Participation in other marketing outreach activities throughout the year, as described in *Grow!*, *Postal Bulletin*, or other official Postal Service publications — each activity = 1 point minimum, with bonus points possible.

— *Implementation and Outreach, Pricing and Classification, 4-29-04*

GROWTH AWARD SUBMISSION FORM

		Area & District
Name		
Title		EAS Level
Work Address		
City, State, ZIP Code		
Phone Number		Fax Number
USPS E-Mail Address		
Customer Relations Coordinator (Growth Partnership)		

I submit the following description(s) of approved Growth Award activities and attached supporting documentation for points toward the Chief Marketing Officer's annual Growth Award in the following category/categories:

Revenue Generation

Marketing Initiatives

Marketing Outreach

Signature

Submit completed form with supporting documentation to:
 Marketing Outreach Coordinator
 US Postal Service
 PO Box 23079
 Washington DC 20026-3079

Priority Mail® bundles

1
with **Delivery Confirmation™**
service



with **2**
Insurance

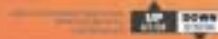


with **3**
Insurance & Delivery Confirmation
service



usps.com

Prices reflect packages weighing 1 lb or less and insurance up to \$500.



Supply Management

ORDERING INSTRUCTIONS

POW-MIA Flags



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

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

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

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

Ordering Instructions

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

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

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

You can order a POW-MIA flag by Touch Tone Order Entry (TTOE): Call 800-332-0317, select option 2.

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

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

— Supply Management, 4-29-04

NOTICE

Interest Rate on Contract Claims

The Postal Service™ periodically publishes in the *Postal Bulletin* the interest rate payable on a claim decided in a supplier's favor, under the Contract Dispute Act of 1978. This rate also applies for late payments to suppliers under the Prompt Payment Act, as amended.

The interest rate effective for the 6-month period beginning January 1, 2004, and ending June 30, 2004, is 4 percent.

— *Supply Management Infrastructure,
Supply Management, 4-29-04*

Holiday Savings Continue

The Postal Service™ provides extra airlift to handle additional holiday/seasonal mail and packages each year, particularly to locations outside of the continental United States. For the third consecutive year, we bought fuel directly from major fuel providers and supplied it to our air carriers for the holiday season.

The fuel bill figures for the 2003 holiday season have been calculated and show that the Postal Service spent \$3 million for commercial jet fuel — over \$620,000 less than it would have spent using previous buying methods for this 2-week period. The Postal Service paid only \$1.15 per gallon for the fuel.

The Postal Service competitively bid fueling services across the industry and put in place a system to track expenditures down to the penny. The proactive partnership among Supply Management, Network Operations, and Information Technology helped the Postal Service realize the savings.

The Postal Service was able to eliminate inefficiencies throughout the fuel supply chain by sharing usage information with selected suppliers, both within the supplier's operations and within the Postal Service.

— *SCM Strategies,
Supply Management, 4-29-04*



DEVELOPING PEOPLE

1. Treat everyone with dignity and respect
2. Value diversity and its benefits
3. Communicate workplace changes openly and honestly
4. Don't just say it -- do it!
5. Maintain values: accountability, integrity
6. More than 700,000 partners

PURSUING REFORM

1. Positive, constructive changes:
 - a. Legislative, regulatory frameworks
 - b. Postal culture
2. Work with all stakeholders
3. Current statute no longer provides tools to manage organization effectively
4. Not reform for sake of reform
5. Reform that gives us tools to maintain universal service and a healthy USPS
6. Maintain values: accountability, integrity
7. More than 700,000 messengers

MANAGING COSTS

1. We have to get back every penny we spend from our customers
2. Customers facing same tough economy we are
3. Must show we are doing *everything* possible to hold down our costs and theirs
4. The small things add up
5. More than 700,000 productive people

GROWING REVENUE

1. Start with the \$68 billion core business
2. Every penny below revenue plan is a penny less to support universal service infrastructure
3. More efficient, timely transportation
4. Develop new products and services
5. Use postal products
6. Electronic initiatives
7. More than 700,000 sales reps

IMPROVING SERVICE

1. Heart of our brand
2. It's our promise
3. Provide best service and value possible
4. Find the problems and fix them
5. Generate better information about customers' mail in our system
6. More than 700,000 service reps

**KEEPING
OUR
FOCUS**