

# POSTAL BULLETIN

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PB 22133, July 22, 2004

## A NEW RECORD!

# 96%

EXFC OVERNIGHT

# CONGRATULATIONS!

**YOU'RE** *Delivering*  
**Results** 

**CONTENTS**

The *Postal Bulletin* is also available on the World Wide Web at <http://www.usps.com/cpim/ftp/bulletin/pb.htm> for customers and at <http://blue.usps.gov> for employees.

**USPSNEWS@WORK** ..... 3

**Administrative Services**  
 Directives and Forms Update ..... 5

**Customer Relations**  
 Mail Alert ..... 7  
 Passport Services — Banner and Direct Mailpiece ..... 8

**Domestic Mail**  
 Publication 410 Obsolete: Combining Multiple Editions or Publications ..... 10  
 DMM Revision: General Mailability — Minimum and Maximum Size, Rectangular Shape ..... 10  
 DMM Revision: Labeling List Changes ..... 11

**Employees**  
 Notice: RIF Competitive Areas for the Postal Service .... 14  
 ELM Revision: Collection of Postal Debts From Nonbargaining Unit Employees ..... 15  
 ELM Revision: Recognition and Awards ..... 16  
 Revised Form: PS Form 1727, *Award Recommendation/Authorization (Quality Step Increase)* ..... 33

---

**Pull-Out Section**

**Fraud Alert**  
 Invalid Express Mail Corporate Account Numbers ..... 35  
 Missing, Lost, or Stolen U.S. Money Order Forms ..... 37  
 Missing, Lost, or Stolen Canadian Money Order Forms ..... 42  
 Counterfeit Canadian Money Order Forms ..... 45  
 Toll-Free Number Available to Verify Canadian Money Orders ..... 45

**Other Information**  
 Overseas Military Mail ..... 46  
 Notice to All Employees: Thrift Savings Plan Fact Sheet ..... 51

---

**Employees (Continued)** ..... 55

**International Mail**  
 IMM and Publication 51 Revisions: International Mail — Airmail Parcel Post Insurance to Ethiopia ..... 58  
 Reminder: Preparation Requirements for International Priority Airmail to Canada ..... 59  
 Revised Publication: Publication 141, *Global Express Guaranteed Service Guide* ..... 60

**Licensing**  
 Promotions ..... 61

**Philately**  
 Stamp Announcement 04-25: *Navajo Jewelry* Definitive Stamp ..... 63  
 Stamp Announcement 04-26: *Art of the American Indian* Stamps ..... 65  
 Pictorial Cancellations Announcement ..... 68  
 Special Cancellation Die Hubs ..... 78

**Post Offices**  
 Post Office Changes ..... 79  
*Mover's Guide* News: Spanish-Language Edition of *Mover's Guide* (Publication 75-S, *La Mudanza*) — July–September Edition Now Available ..... 80

**Retail**  
 Handbook PO-701 Revision: Vehicle Assignment and Service Expectancies ..... 81  
 PhotoStamps — In Market Test Phase ..... 84

**Supply Management**  
 PM Revision: *Purchasing Manual* — Chapters 1 and 2 ... 85  
 Non-Supply Management Employees: Total Cost of Ownership (TCO) ..... 86

**Postal Bulletin Index**  
 Semiannual Index ..... PB 22132 (7-8-04)



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



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

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PB 22132: 7690-07-000-0116	PB 22124: 7690-07-000-0108	PB 22117: 7690-05-000-5986	PB 22110: 7690-05-000-5979
PB 22131: 7690-07-000-0115	PB 22123: 7690-07-000-0107	PB 22116: 7690-05-000-5985	PB 22109: 7690-05-000-5978
PB 22130: 7690-07-000-0114	PB 22122: 7690-05-000-5991	PB 22115: 7690-05-000-5984	PB 22108: 7690-05-000-5977
PB 22129: 7690-07-000-0113	PB 22121: 7690-05-000-5990	PB 22114: 7690-05-000-5983	PB 22107: 7690-05-000-5976
PB 22128: 7690-07-000-0112	PB 22120: 7690-05-000-5989	PB 22113: 7690-05-000-5982	PB 22106: 7690-05-000-5975
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			

## USPSNEWS@WORK

### National EXFC score hits 96 for first time



You did it — again. You gave it your best and you achieved a new record.

For quarter three, employees delivered the best overnight EXFC performance we've

ever seen — an incredible 96%.

That's right — 96%! It takes a great team and a *great team effort* to accomplish something this extraordinary and USPS® couldn't have done it without you, PMG Jack Potter said.

"I am proud of every one of you. No matter what your job, no matter where you work, you played an important role in developing the best service team the Postal Service™ has ever had. And, as far as I'm concerned, you're the best service team in the business," said the PMG.

This remarkable achievement builds on 21 consecutive quarters of National EXFC scores above 93/94% and five consecutive quarters above 95%.

"We knew we would get to 96%," said Chief Operating Officer Pat Donahoe, "but we never thought we would get there this quickly. We did it by staying focused on the basics — collecting, processing, transporting and delivering the mail."

We're not only delivering mail for our customers, we're delivering dependability in our products, we're delivering confidence in our service — we're Delivering Results.

"On behalf of our customers I want to thank all of you for this incredible achievement," said Chief Marketing Officer Anita Bizzotto. "This is the kind of performance that gives customers a reason to stay in the mail. It will make a difference as we're out there building the business. Thanks for working hard for us, and for our customers."

First-Class Mail® delivery performance is measured by IBM's Business Consulting Services unit, using the External First-Class measurement system, or EXFC.

It provides an independent assessment of the time it takes a piece of First-Class Mail, once it's deposited into a collection box, to be delivered.

EXFC service performance scores are measured by testing 463 ZIP Code™ areas selected on the basis of geography and volume density, from which 90% of First-Class Mail volume originates and 80% destinates. EXFC is not a systemwide measurement of all First-Class Mail performance.

### Al Casey: USPS Governor and former PMG, who revised field reporting structure, dies at 84

Albert V. Casey, a governor of the Postal Service and the 67th postmaster general, died Saturday in Dallas at 84. Casey was appointed governor by President George W. Bush in August 2002.

As postmaster general in 1986, he was responsible for the restructuring that established the *division structure*. The 74 field divisions increased flexibility and accountability by pushing decision-making down within the organization. The division structure also put the customer in closer contact with management-level employees.

Casey is survived by his son, Peter, and his daughter, Judith. His wife, the former Eleanor Anne Welch, died in 1989.

### Standard-Bearers: AFSM 100 is first USPS standardized operation

Automated Flat Sorting Machine (AFSM) 100 sites around the country are now standardized and certified — the first Postal Service operation to achieve the coveted status.

New York Metro Area has consistently led the nation in 2004 AFSM 100 operations with 2,109 pieces per hour through June 25.

All areas have shown significant improvement during the standardization effort. Over the past two years, performance has increased more than 29 percent in the New York Metro, Great Lakes, Southeast, Southwest and Pacific Areas. National performance increased almost 25 percent.

Performance and Field Operations Support, Processing Operations and area representatives worked together to make Louisville, KY, the first certified site in 2002. The last of the original 234 sites, Milwaukee, WI, was certified this month.

Our AFSM 100 sites are raising standards. Standardizing best practices is not only good business — it's a *Transformation Plan* strategy that's delivering results.

### Performance plus: Service scores shine brightly in National Performance Assessment

Improving service! Indeed. It's part of the *Delivering Results* star and its point is shining even more brightly, according to the latest National Performance Assessment (NPA) scores. All service performance scores are doing better than targeted goals.

The NPA system rates nationwide performance in several categories. In the latest results, Express Mail and First-Class Mail overnight and three-day delivery each scored a 10, putting them in the high contributor category. Also in that category was the Occupational Safety and Health Administration illness and injury score. And Voice of the Employee scores keep getting better through the year as more employees get a chance to speak up about their workplace.

Overall, the nationwide NPA score was 8.90, reflecting revenue figures that more closely relate to original targets based on economic forecasts. When the nation's economy improved faster than expected, this gave a boost to previous NPA results. The latest scores reflect a settling economy, although the results are still above target.

Check out the current NPA scores on WebEIS.

### **And the Stevie goes to: USPS 2003 Annual Report wins American Business Award**

You've heard of the Oscars, the Tonys and the Emmys — but if you're an American business, the award you want to win is the Stevie. And the Stevie Award winner for Best Annual Report was none other than — the Postal Service. The Stevie Awards were created to honor and generate public recognition of the efforts, accomplishments and positive contributions of companies and business people worldwide.

Accepting the award for the Postal Service was Corporate Financial Reporting Manager Jon Stratton. "Our goal was to make this report transparent and easy to understand. USPS sets the standard for financial reporting among federal agencies — winning the Stevie Award is a tribute to our organization."

### **Signing on for a safer tomorrow: USPS and APWU sign Voluntary Protection Programs agreement**

*"It's the responsibility of USPS management to provide safe working conditions in all present and future installations and to develop a safe working force, and of the American Postal Workers Union (APWU) to cooperate and assist management to live up to this responsibility."*

So begins the Voluntary Protection Programs (VPP) agreement between USPS and the APWU signed yesterday by USPS Chief Operating Officer Pat Donahoe and APWU President William Burrus. The two met in the Ben Franklin Room at USPS Headquarters for the signing.

Under the agreement, management, labor and the Occupational Safety and Health Administration (OSHA) establish cooperative relationships at workplaces that have a comprehensive safety and health management system.

The Voluntary Protection Programs plan is designed to accomplish the following goals at participating worksites:

- Improve safety and health at the worksite so that USPS and APWU can work together to reduce accidents and injuries.
- Train USPS worksite managers, supervisors, APWU representatives and the local Joint Labor-Management Safety and Health Committee to make sure everyone understands the OSHA VPP process.
- Reduce the number and severity of job-related injuries and illnesses.
- Eliminate or reduce unsafe working conditions and practices.

According to OSHA, statistical evidence of the program's success is impressive. The average VPP worksite has a lost workday incidence rate 52 percent below the industry average. These sites typically do not start out with such low rates. Reductions in injuries and illnesses begin when the site commits to the VPP approach to safety and health management and the challenging VPP application process.

At present, USPS has 14 facilities in the VPP.

### **Main Street or Main Avenue: USPS patents Early Warning System**

The Postal Service has been granted a patent for an Early Warning System (EWS) that gives mailers a heads-up about newly created streets and addresses.

Especially in high-growth areas, mailers face a time lag to get brand new addresses online — even if they're using an Address Information System (AIS) product. They get updates from USPS every 30 or 60 days, whichever they chose, but the continuous creation of new addresses means there are almost always updates pending.

That's where EWS comes in, by providing mailers weekly updates of all new streets.

EWS helps mailers not to enter wrong addresses by preventing an AIS product from trying to "correct" a valid new street name not in its database. The result: USPS avoids handling mail more than necessary or returning it to sender — ultimately, increasing customer satisfaction, improving service and reducing costs.

The EWS patent was awarded to the Postal Service Address Management team — the first one for Intelligent Mail and Address Quality.

# 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.

Publication 223 is available electronically at [www.usps.com/cpim/ftp/pubs/pub223.pdf](http://www.usps.com/cpim/ftp/pubs/pub223.pdf).

## New Directives

### Management Instructions

PSIN	Edition Date	Title	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
MI AS-333-2004-7	6/04	Direct Marketing Co-Branded Products or Services to Employees	N/A	EACH	PA&C	IWEB	N/A

### Memorandums of Policy

PSIN	Edition Date	Title	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
MOP ERM-05-27-2004	5/04	FMLA Eligibility Determination Following a Back Pay Claim	N/A	N/A	ERM	IWEB	N/A
MOP FI-05-25-2004	5/04	Statistical Programs Letter #6, FY2004	N/A	EACH	FIN	IWEB	N/A

## New Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 1018	2/03	2/03	eTravel Repayment Check Deposit Information	N/A	PS	SHEET	FIN	IWEB	N/A
PS 5210	6/04	6/04	Official Case File — US Postal Inspection Service	7530-07-000-0895	IC	EACH	IS	R	N/A

## Revised Directives

### Handbooks

PSIN	Edition Date	Title	Size (inches)	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS 138 VOL A	5/04	Small Parcel and Bundle Sorter (SPBS-1 and SPBS-2) System Information	11 x 17	7610-03-000-9202	ASM1	ENG	MDCIWB	R
HBK MS 138 VOL B	5/04	Small Parcel and Bundle Sorter (SPBS-1 and SPBS-2) Maintenance Information	11 x 17	7610-03-000-9367	ASM1	ENG	MDCIWB	R
HBK MS 138 VOL C	5/04	Small Parcel and Bundle Sorter (SPBS-1 and SPBS-2) Troubleshooting Information	11 x 17	7610-05-000-5511	ASM1	ENG	MDCIWB	R



*Labels*

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
LAB 62	7/04	Positioning Restraining Straps	8 ½ x 11	7690-02-000-7909	EACH	NOM	MDC	N/A
LAB 220	4/04	Caution: Keep Hands Off Belts	1 x 2	7690-03-000-9283	STRIP	ENG	MDC	N/A

*Posters*

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 296	6/04	Notice of Reward	8 ½ x 11	7690-03-000-9335	EACH	IS	MDCWEB	MDC

*Publications*

PSIN	Edition Date	Title	Size (inches)	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 8	5/04	Address Change Service	8 1/2 x 11	7610-03-000-9142	POM	IMA Q	MDCWEB	P/F
PUB 141	7/04	Global Express Guaranteed Service Guide	8 3/8 x 10 7/8	N/A	ELM	MKT	IWEB	WWW
PUB 146	10/03	A Law Enforcement Guide to Postal Crimes	5 ½ x 8 ½	7610-03-000-5307	ELM	IS	MDCWEB	P/F

**Revised Forms**

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 1727	5/04	5/04	Award Recommendation/ Authorization (Quality Step Increase)	7530-02-000-7173	PS	SET	ERM	MDCAFC	N/A
PS 2109	6/04	6/04	Examination Results	7530-03-000-0698	IC	EACH	IS	R	N/A
PS 3813-P	5/04	5/04	Insured Receipt Mail	7530-02-000-9057	PS	SET	MKT	MDC	P/F
PS 5112	4/04	6/04	Mailpiece Quality Control Order Form	N/A	PS	SHEET	NOM	IWEB	WWW
PS 8006	6/04	6/04	Uniform Allowance Code Sheet	7530-02-000-9225	PS	SHEET	LR	IWEB	N/A

**Obsolete Directives***Management Instructions*

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
MI AS-830-2002-11	9/02	Application Development and Gold Tape Retirement	8 ½ x 11	N/A	N/A	IT	IWEB	N/A
MI EL-650-96-3	5/96	Letters of Warning in Lieu of Time Off Suspensions	8 x 11	7610-03-000-7673	EACH	LR	MDC	N/A

*Publications*

PSIN	Edition Date	Title	Size (inches)	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 432	3/01	CONFIRM: Mail Tracking Information Using Planet Code	8 1/2 x 11	N/A	DMM	MKT	HQO, IWEB	P/F

**Obsolete Forms**

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 3601-A	5/96	5/96	Application or Update for a License to Lease and Use Postage Meters	7530-01-000-9972	PU	SHEET	D&R	MDC	P/F
PS 3602-NV	7/01	1/01	Consolidated Postage Statement — Nonprofit Standard Mail Letters and Flats — Permit Imprint	7530-03-000-8322	PU	SHEET	P&C	MDCIWB	WWW
PS 3602-PN	7/01	1/01	Postage Statement — Nonprofit Standard Mail Letters and Flats — Postage Affixed	7530-03-000-7206	PU	SHEET	P&C	MDCIWB	WWW
PS 3602-PNV	7/01	1/01	Consolidated Postage Statement — Nonprofit Standard Mail Letters and Flats — Postage Affixed	7530-03-000-8345	PU	EACH	P&C	IWEB	WWW
PS 5051	6/04	6/04	Confirmation Services — Electronic Option Application	N/A	PU	SHEET	MKT	IWEB	WWW
PS 5051-C	6/03	6/03	Confirmation Services — Electronic Option Checklist	N/A	AC	SHEET	MKT	IWEB	WWW

— *Policies and Procedures Information, Public Affairs and Communications, 7-22-04*

## 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 202-268-2225 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
Pottery Barn Kids	Standard/Flat	7/26/04–7/27/04	6.85	Nationwide	3/5-Digit, Car-Rt	Quad Graphics, Hartford, WI
Best Buy	Standard/Flat	7/26/04–7/29/04	4.7	Nationwide	3/5-Digit, Car-Rt	Quad Graphics, Hartford, WI
Catherine's Wardrobe	First-Class/Postcard	7/30/04–8/3/04	1.0	Nationwide	Barcoded, 3/5-Digit	Cenveo, Memphis, TN
Midnight Velvet	Standard/Catalog	8/2/04–8/5/04	3.8	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
REI 2004 Fall Preview Flyer	Standard/Flat	8/2/04–8/5/04	2.345	Nationwide	3/5-Digit, Car-Rt	Quebecor World Color, Bensenville, IL
Seventh Avenue	Standard/Catalog	8/2/04–8/5/04	1.6	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
Williams-Sonoma	Standard/Flat	8/5/04–8/6/04	2.67	Nationwide	3/5-Digit, Car-Rt	Quad Graphics, Hartford, WI

— *Business Service Network Integration, Service and Market Development, 7-22-04*

### Passport Services — Banner and Direct Mailpiece

Message Maker provides creative elements for field promotional materials that you can customize with local Post Office™ information. In your passport promotional campaign, you can use Message Maker to order the banner shown below. The banner, although not customizable, will let passersby know that your Post Office has passport service available. The direct mailpiece (shown on

page 9) is customizable for local Post Office and passport information.

— *Field Communications,  
Public Affairs and Communications, 7-22-04*



**Apply for a  
U.S. Passport here.**  
**Photos also available.**







# Domestic Mail

PUBLICATION 410 OBSOLETE

## Combining Multiple Editions or Publications

Effective July 22, 2004, Publication 410, *Combining More Than One Second-Class Publication*, is obsolete. For current, comprehensive information about combining multiple editions or publications of Periodicals mail, see *Domestic Mail Manual* (DMM) M230, which we revised in its entirety in *Postal Bulletin* 22097 (3-6-03, pages 14–16).

For many mailers, combining publications or editions is an effective way to increase operational efficiencies while reducing production and postage costs. Mailers may prepare Periodicals publications as a combined mailing by merging copies either during production or after finished copies are produced in order to achieve the finest presort level possible or to reduce the per-piece charge.

— *Mailing Standards,  
Pricing and Classification, 7-22-04*

DMM REVISION

## General Mailability — Minimum and Maximum Size, Rectangular Shape

Effective August 5, 2004, *Domestic Mail Manual* (DMM™) C010.1.0 is revised to clarify and reorganize the minimum size standards for general mailability, particularly those standards governing Customized MarketMail™ (CMM) pieces, keys, and identification devices.

Although CMM pieces are exempt from the general mailability standards that require a rectangular shape for pieces 1/4 inch thick or less, CMM pieces 1/4 inch thick or less are not exempt from the minimum height and length requirements of 3-1/2 inches high and 5 inches long.

This revision clarifies that the minimum height and length requirements apply to mailpieces 1/4 inch thick or less, except for keys and identification devices. The minimum thickness of 0.007 inch applies to all mailpieces, including CMM pieces, keys, and identification devices. Therefore, C010.1.5 is deleted and Exhibit 1.1 is revised to assert that all mailpieces are subject to the minimum thickness. C010.1.4 also is deleted, since restrictions referred to in 1.4 are mentioned previously.

C010.1.2 is clarified to state that the definition of “length” as the longest dimension pertains to parcels.

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

### *Domestic Mail Manual* (DMM)

\* \* \* \* \*

#### C Characteristics and Content

\* \* \* \* \*

#### C000 General Information

#### C010 General Mailability Standards

#### 1.0 MINIMUM AND MAXIMUM DIMENSIONS

#### 1.1 Minimum

[Revise 1.1 by combining current 1.1a and 1.1b as new 1.1b and redesignating current 1.1c as new 1.1a to read as follows:]

For mailability, the following standards apply:

- a. All mailpieces must be at least 0.007 inch thick.
- b. All mailpieces (except keys and identification devices) that are 1/4 inch thick or less must be:
  - (1) At least 3-1/2 inches high and at least 5 inches long.
  - (2) Rectangular, with four square corners and parallel opposite sides (see Exhibit 1.1), unless prepared as Customized MarketMail under E660.

[Move Exhibit 1.1, which is currently at the bottom of the page, to come immediately after 1.1, and revise the parenthetical statement to read as follows:]

**Exhibit 1.1 Minimum Dimensions, Pieces 1/4" Thick or Less**

\*\*\*(all mailpieces are subject to minimum thickness; keys and identification devices are not subject to minimum length and height)

**1.2 Maximum**

[Revise 1.2 by adding "For parcels" at the beginning of the third sentence and removing the reference to 1.3, so that 1.2 in its entirety reads as follows:]

No mailpiece may weigh more than 70 pounds. Except for Parcel Post, no mailpiece may measure more than 108

inches in length and girth combined. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part.

\* \* \* \* \*

[Delete 1.4 and 1.5.]

\* \* \* \* \*

— Mailing Standards, Pricing and Classification, 7-22-04

*DMM REVISION*

**Labeling List Changes**

Effective July 22, 2004, *Domestic Mail Manual* (DMM) L001, L004, L007, L601, L602, L603, L605, L606, L802, and L803 are revised to reflect changes in mail processing operations. Mailers are encouraged to label according to these revised lists immediately, but *must* comply with these changes no later than October 3, 2004.

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

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**L Labeling Lists**

**L000 General Use**

**L001 5-Digit Scheme—Periodicals Flats and Irregular Parcels, Standard Mail Flats, and BPM Flats**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b>	
30030–37	DECATUR GA 30030
89012, 52	HENDERSON NV 89012
<b>Change To:</b>	
30030, 31, 33	DECATUR GA 30030
89012, 44, 52	HENDERSON NV 89012

Column A Destination ZIP Codes	Column B Label Container To
<b>Add:</b>	
30034–37	DECATUR GA 30034

\* \* \* \* \*

**L004 3-Digit ZIP Code Prefix Groups—ADC Sortation**

\* \* \* \* \*

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
<b>Change From:</b>	
850, 852, 853, 855–857, 859, 860, 863	ADC PHOENIX AZ 852
<b>Change To:</b>	
850, 852, 853, 855, 859, 860, 863	ADC PHOENIX AZ 852
<b>Add:</b>	
856, 857	ADC TUCSON AZ 856

\* \* \* \* \*

**L007 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b>	
48815, 41, 67	OWOSSO MI 48867
49301, 07, 19, 49426, 31, 64	ADA MI 49301
49315, 16, 21, 31, 37, 45	BYRON CENTER MI 49315
49341, 49417, 18, 28, 29, 68	GRAND HAVEN MI 49417
49422-24	HOLLAND MI 49422
49441-44	MUSKEGON MI 49441
49508, 09, 12	GRAND RAPIDS MI 49508
61101, 09, 12	ROCKFORD IL 61101
61104, 08	ROCKFORD IL 61104
89103, 13, 48, 78, 79	LAS VEGAS NV 89103
<b>Change To:</b>	
48817, 41, 67	OWOSSO MI 48867
49301, 02, 07, 19, 23, 49426, 31, 64	ADA MI 49301
49315, 16, 21, 29, 31, 37, 45, 49412, 56	BYRON CENTER MI 49315
49327, 41, 49408, 17, 18, 28, 29, 68	GRAND HAVEN MI 49417
49346, 49421-24, 60	HOLLAND MI 49422
49440-45	MUSKEGON MI 49441
49508, 09, 12, 19	GRAND RAPIDS MI 49508
61101, 08	ROCKFORD IL 61101
61104, 09, 12	ROCKFORD IL 61104
89103, 13, 48	LAS VEGAS NV 89103
<b>Add:</b>	
46514-17	ELKART IN 46514
46526-28, 80-82	GOSHEN IN 46526
46530, 61	GRANGER IN 46530
46544-46	MISHAWAKA IN 46544
46601, 04, 17, 20, 24, 34, 99	SOUTH BEND IN 46601
46613-15, 35, 37, 60, 80	SOUTH BEND IN 46613
46616, 19, 28, 29	SOUTH BEND IN 46616
48504, 31	FLINT MI 48504
48519, 29	BURTON MI 48519
49304, 06, 33, 48, 49, 49401, 04, 15, 19, 20, 37, 54, 55, 57, 61	BALDWIN MI 49304
60426, 28	HARVEY IL 60426
60441, 46, 91	LOCKPORT IL 60441
62521-26	DECATUR IL 62521
62701, 07, 11, 12	SPRINGFIELD IL 62701
62702, 03	SPRINGFIELD IL 62702

\* \* \* \* \*

**L600 Standard Mail and Package Services**

**L601 BMCs**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label to
<b>Change From:</b>	
590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, (850, 852, 853, 855-857, 859, 860, 863, 864), 865, 870-875, 877-884, 898, 979	BMC DENVER CO 80088 <sup>2</sup>
<b>Change To:</b>	
590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, (850, 852, 853, 855), 856, 857, (859, 860, 863, 864), 865, 870-875, 877-884, 898, 979	BMC DENVER CO 80088 <sup>2</sup>

[Revise footnote two (2) to read as follows:]

<sup>2</sup> Except for mail prepared for destination entry rates, if the origin entry post office is in ZIP Code areas 800-820, 822-831, 835, 838-884, 889-978, or 980-999 and the destination post office is in ZIP Code areas 850, 852, 853, 855, 859, 860, 863, or 864, then the mail containers are labeled to the Los Angeles BMC rather than the Denver BMC as follows:

BMC LOS ANGELS CA 90901

\* \* \* \* \*

**L602 ASFs**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label to
<b>Change From:</b>	
850, 852, 853, 855-857, 859, 860, 863, 864	ASF PHOENIX AZ 852
<b>Change To:</b>	
850, 852, 853, 855, 859, 860, 863, 864	ASF PHOENIX AZ 852

\* \* \* \* \*

**L603 ADCs—Irregular Standard Mail Parcels**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label to
<b>Change From:</b> 590–599, 690–693, 800–816, 820–834, 836, 837, 840–847, (850, 852, 853, 855–857, 859, 860, 863, 864), 865, 870–875, 877–884, 898, 979	BMC DENVER CO 80077 <sup>2</sup>
<b>Change To:</b> 590–599, 690–693, 800–816, 820–834, 836, 837, 840–847, (850, 852, 853, 855), 856, 857, (859, 860, 863, 864), 865, 870–875, 877–884, 898, 979	BMC DENVER CO 80077 <sup>2</sup>

[Revise footnote two (2) to read as follows:]

<sup>2</sup> Except for mail prepared for destination entry rates, if the origin entry post office is in ZIP Code areas 800–820, 822–831, 835, 838–884, 889–978, or 980–999 and the destination post office is in ZIP Code areas 850, 852, 853, 855, 859, 860, 863, or 864, then the mail containers are labeled to the Los Angeles BMC rather than the Denver BMC as follows:

BMC LOS ANGELS CA 90901

\* \* \* \* \*

**L605 BMCs/ASFs—Nonmachinable Parcel Post BMC Presort and OBMC Presort**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label to
<b>Change From:</b> 690–693, 800–816, 820, 822–831	BMC DENVER CO 80088
850, 852, 853, 855–857, 859, 860, 863, 864	ASF PHOENIX AZ 852
<b>Change To:</b> 690–693, 800–816, 820, 822–831, 856, 857	BMC DENVER CO 80088
850, 852, 853, 855, 859, 860, 863, 864	ASF PHOENIX AZ 852

\* \* \* \* \*

**L606 5-Digit Scheme—Standard Mail and Package Services Parcels**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b> 32812, 27, 32	ORLANDO FL 32812
32829, 72	ORLANDO FL 32829
48306-08	ROCHESTER MI 48308
48359–63	LAKE ORION MI 48360

Column A Destination ZIP Codes	Column B Label Container To
<b>Change To:</b> 32812, 27	ORLANDO FL 32812
32829, 32, 72	ORLANDO FL 32829
48306–08, 63	ROCHESTER MI 48308
48359–62	LAKE ORION MI 48360
<b>Delete:</b> 48309, 26	ROCHESTER MI 48309

\* \* \* \* \*

**L800 Automation Rate Mailings**

\* \* \* \* \*

**L802 BMC/ASF Entry—Periodicals, Standard Mail, and Bound Printed Matter**

\* \* \* \* \*

Column A Entry BMC/ASF	Column B Label to
<b>Change From:</b> Washington BMC	MXD SOUTHERN MD MD 207
<b>Change To:</b> Washington BMC	MXD JCTM WASH DC 20495

\* \* \* \* \*

**L803 Non-BMC/ASF Entry—Periodicals, Standard Mail, and Bound Printed Matter**

Column A Originating ZIP Codes	Column B Label to
<b>Add:</b> 200–212, 214–223, 226, 227, 267	MXD JCTM WASH DC 20495
<b>Delete:</b> 200, 202–205	MXD WASHINGTON DC 200
201, 226, 227	MXD DULLES VA 201
206, 207	MXD SOUTHERN MD MD 207
208, 209	MXD SUBURBAN MD MD 208
210–212, 214–219, 267	MXD BALTIMORE MD 212
220–223	MXD NORTHERN VA VA 220

\* \* \* \* \*

— Logistics,  
Network Operations Management, 7-22-04

# Employees

## NOTICE

### RIF Competitive Areas for the Postal Service

The Office of Personnel Management requires agencies covered by reduction-in-force (RIF) procedures to establish Competitive Areas and to publish them for their employees. Competitive Areas are organizational units under separate management authority within which preference-eligible employees compete during a RIF. Listed below are the Competitive Areas for the Postal Service™ as of July 22, 2004.

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



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

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

— Selection, Evaluation, and Recognition, Employee Resource Management, 7-22-04

ELM REVISION

**Collection of Postal Debts From Nonbargaining Unit Employees**

Effective July 22, 2004, the *Employee and Labor Relations Manual* (ELM), section 452.4, Collection of Amounts Due Under Federal Benefits Program, is revised to incorporate the statutory provision in section 31001(h) of the Debt Collection Improvement Act of 1996, codified at 5 U.S.C. section 5514(a)(3), that excludes certain routine intra-agency adjustments of pay from the provisions of section 5514(a)(2).

We will incorporate these revisions into the next printed version of the ELM and also into the online version, which is available on the Postal Service™ PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, click on *PolicyNet*.
- Click on *Manuals*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

**Employee and Labor Relations Manual (ELM)**

	*	*	*	*	*
<b>4</b>	<b>Pay Administration</b>				
	*	*	*	*	*
<b>450</b>	<b>Collection of Postal Debts From Nonbargaining Unit Employees</b>				
	*	*	*	*	*
<b>452</b>	<b>Procedures Governing Administrative Salary Offsets</b>				
	*	*	*	*	*

[Revise the title and text of section 452.4 to read as follows:]

**452.4 Exceptions to Procedures Found in Sections 452.2 and 452.3**

- a. The procedures governing the collection of postal debts contained in sections 452.2 and 452.3 do not apply to:
- (1) Amounts to be collected which arose from the employee's election of coverage or change of coverage under a federal benefits program requiring periodic deductions from pay, and were accumulated over four pay periods or less;
  - (2) Routine intra-agency adjustments of pay that are attributable to clerical or administrative errors or delays in processing pay documents that have occurred within the four pay periods preceding

the pay period in which the first adjustment is made, provided the individual is given notice in accordance with section 452.4(b); or

- (3) Any adjustment that amounts to \$50 or less, provided the individual is given notice in accordance with section 452.4(b).

- b. At the time the first adjustment is made pursuant to section 452.4(a)(2) or (3), or as soon thereafter as practical, the individual must be provided written notice of the nature and the amount of the debt and adjustments and a point of contact for contesting collection.

\* \* \* \* \*

— *Labor Relations, 7-22-04*

*ELM REVISION*

**Recognition and Awards**

Effective July 22, 2004, *Employee and Labor Relations Manual (ELM) 470*, "Incentive Awards and Service Recognition," is retitled "Recognition and Awards" and revised to provide greater flexibility in granting cash and noncash awards. The revisions include the following:

- Clarifying the definitions of *Service Award*, *Informal Award*, *Formal Award*, and *Special Award*, and identifying the employee group eligible for each award.
- Clarifying the definitions of *noncash award*, *cash equivalent award*, and *cash award*.
- Clarifying the tax implications of awards.
- Revising the budget limit for all awards to one half of one percent (0.005%) of the total end of fiscal year salary budget and directing that administration of this budgeted amount be on a performance cluster level.
- Revising the procedures for requesting 50-year service pins.
- Updating sample letters of appreciation.
- Updating eAWARDS payment procedures.
- Combining award categories, expanding the pool of employees eligible, and increasing the maximum dollar value of cash and cash equivalent awards that may be issued each fiscal year, as follows:
  - Expanding eligibility for Informal Awards (previously limited to employees) to contractors.
  - Expanding eligibility for Spot Awards (previously limited to EAS and PCES career employees) to all career employees and increasing the fiscal year award limit to \$3,000.
  - Expanding the eligibility for Team, Vice President, and Postmaster General Awards (previously limited to EAS and PCES career employees) to all career employees and maintaining the fiscal year limits of \$2,000, \$5,000, and \$10,000, respectively.
  - Discontinuing the use of the Special Achievement Award, Meritorious Service Award, Distinguished Service Award, Exceptional Performance Award, and Bargaining Unit Non-Cash Tangible Award categories, previously subject to fiscal year limits of \$500, \$2,000, \$3,500, \$7,500, and \$500, respectively.

We will incorporate these revisions into the next printed version of the ELM and also into the online version, available on the Postal Service™ PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under "Essential Links" in the left-hand column, click on *References*.

- Under “References” in the right-hand column, click on *PolicyNet*.
- Click on *Manuals*.

(The direct URL for the Postal Service PolicyNet is <http://blue.usps.gov/cpim>.)

It is also available on the Postal Service Internet:

- Go to [www.usps.com](http://www.usps.com).
- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

**Employee and Labor Relations Manual (ELM)**

\* \* \* \* \*

**4 Pay Administration**

\* \* \* \* \*

*[Revise the title and text of 470 to read as follows:]*

**470 Recognition and Awards**

**471 Overview**

**471.1 Policy**

The Recognition and Awards Program is intended to recognize employees who have achieved outstanding performance, have superior competence, or have performed some other significant accomplishment. The program is not intended to provide incentives to employees to meet predetermined goals. The program has been broadly designed to ensure that the recognition and award needs of all organizations and functional areas are met and provides awards ranging from a letter of appreciation to \$10,000 in cash.

Recognition falls into five broad categories: (a) Certificates of Appreciation; (b) Service Awards, for which noncash recognition items, such as Service Award Pins, Service Award Certificates, and the Benjamin Franklin Award plaque are awarded; (c) Informal Awards, for which noncash gift items valued at less than \$50 are awarded; (d) Formal Awards, for which cash and cash-equivalent items valued at up to \$3,000 are awarded; and (e) Special Awards, including Team Awards, Vice President Awards, and Postmaster General Awards, for which cash and cash equivalent items up to \$10,000 are awarded.

A summary description of service recognition and incentive awards is contained in exhibit 471.1.

Exhibit 471.1

**Service Recognition and Incentive Awards**

Award Category		ELM Reference	Employees Eligible	Others Eligible	Award Description
Certificate of Appreciation		472	All	Contractors and customers	Noncash recognition
Service Award	Service Award Pin	473.2	Career		Noncash recognition
	Service Award Certificate	473.3	Career		Noncash recognition
	Ben Franklin Award	473.4	Career		Noncash recognition
Informal Award		474	All	Contractors	Noncash Gift Item up to \$50
Formal Award	Spot Award	475.2	Career		Cash or Cash Equivalent from \$50 to \$3,000
	Quality Step Increase	475.3	Career bargaining unit on step schedule		Change in Base Pay
Special Award	Team Award	476.2	Career		Cash or Cash Equivalent from \$50 to \$3,000
	Vice President Award	476.3	Career		Cash up to \$5,000
	Postmaster General Award	476.4	Career		Cash up to \$10,000

## 471.2 Management Control

Postal managers must use appropriate review and control procedures to identify individual performance, programs, or operational areas of superior work. Managers must ensure that related actions, such as performance evaluations, are fully considered to maintain compatibility between awards and other relevant factors. It is the responsibility of all levels of management to ensure that all employees are treated fairly and equitably and to provide a workplace environment characterized by recognition and celebration of business success. Vice presidents, district managers, senior and lead plant managers, and the Headquarters vice president of Employee Resource Management periodically audit the awards process.

## 471.3 Awards

### 471.31 Noncash

Noncash awards include the following:

- a. *Recognition* items, such as pins, certificates, and plaques.
- b. *Gift* items, such as mugs, clothing, event tickets, and gift certificates redeemable only for merchandise.

The market value of noncash awards should be less than \$50.

### 471.32 Cash and Cash Equivalent

*Cash awards* are issued in the form of checks by the Eagan Accounting Service Center (ASC). *Cash equivalent awards* are issued in the form of a "gift check" or similar item that can be immediately converted to cash.

All cash awards and cash equivalent awards, regardless of value, are considered ordinary income and are subject to income tax withholding and involuntary deductions.

## 471.4 Budgeting Considerations

The award budget for an organization to cover informal noncash and formal cash and cash equivalent awards should be equal to at least 1/2 percent of aggregate salaries paid and should not exceed 1 percent of the aggregate salaries paid at the beginning of the fiscal year.

## 471.5 Privacy Act Considerations

Award records contain personal information; therefore, such records must be handled and disclosed only as stipulated in the Privacy Act and implementing instructions (see Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*). Records of cash awards received by employees are maintained in the privacy system USPS 120.070, Personnel Records — General Personnel Folder (Official Personnel Folders and Records Related Thereto). Records of achievement awards are maintained in USPS 120.100, Personnel Records — Performance Awards System Records.

## 471.6 Presentation Ceremonies

Whenever possible, installation heads should (a) coordinate publicity with public information personnel and (b) provide an appropriate ceremony for each award in the presence of the employee's managers and co-workers.

## 471.7 Documenting Awards

Awards are documented by a permanent record filed in the recipient's official personnel folder.

## 472 Certificate of Appreciation

### 472.1 Overview

Characteristics of this award are as follows:

Type of Award	Who Is Eligible	Award Description	Approval Authority	Basis
Certificate of Appreciation	All employees, contractors, and customers	Certificate	Installation head, district manager, senior plant manager	Recognizes contributions that improve the Postal Service™

### 472.2 Purpose

The *Certificate of Appreciation* provides postmasters and other installation heads a way to recognize and commend customers, contract employees, and noncareer and career employees for their contributions to the improvement of the Postal Service.

**472.3 Description**

The Certificate of Appreciation, a noncash recognition award, is a printed certificate that has a Postal Service corporate signature and has "Certificate of Appreciation" printed at the top. A commendatory letter may accompany the Certificate of Appreciation at the discretion of the approving official.

The certificate and, if included, letter of commendation are presented in a blue leatherette folder.

**472.4 Eligibility**

Customers, contract employees, and noncareer and career employees are eligible to receive the Certificate of Appreciation.

**472.5 Basis**

The Certificate of Appreciation may be issued for noteworthy assistance to the Postal Service. Examples of such contributions are:

- a. Reflecting credit on the Postal Service through civic service and humanitarian endeavors.
- b. Participating significantly in Postal Service programs such as Savings Bond drives, Combined Federal Campaigns, and blood donor drives.
- c. Performing exceptionally in one or more important job projects.
- d. Meeting unusual demands on one's own initiative, along with regularly assigned duties, during unplanned absences of associates.
- e. Improving public relations or sustaining good public relations in unusual circumstances.
- f. Enabling the unit to meet unanticipated demands by performance of unusual duties for short periods.
- g. Demonstrating unusual courage or competence in an emergency.
- h. Improving service through actions that Postal Service management feels are significant.

**472.6 Responsibility**

**472.61 Headquarters and Headquarters-Related Units**

The manager of Corporate Personnel Operations administers the program for Headquarters and Headquarters-related units.

**472.62 Areas, Districts, and Plants**

Area vice presidents, district managers, and senior or lead plant managers administer the program in their organization units.

**472.7 Approval Authority**

**472.71 Headquarters and Headquarters-Related Units**

PCES executives may approve the Certificate of Appreciation for customers, noncareer Postal Service employees, and contract employees.

**472.72 Areas**

The area vice president may approve a Certificate of Appreciation recommended for customers, noncareer Postal Service employees, and contract employees.

**472.73 Field**

Postmasters and installation heads may approve the Certificate of Appreciation to suit local needs.

**472.8 Ordering Certificates**

Certificates and folders may be ordered by personnel offices under the following item numbers:

Item No.	Description
0-1100-F	Certificate of Appreciation
0-1100-H	Service Award Folder (Single Window)
0-1100-K	Service Award Folder (Double Window)

**472.9 Presenting Awards**

The Certificate of Appreciation is presented by the immediate supervisor or higher official with appropriate ceremony and publicity in the presence of top officials and co-workers, preferably at the employee's work site.

## 473 Service Awards

### 473.1 Overview

Characteristics of this award are as follows:

Type of Award	Who Is Eligible	Award Description	Approval Authority	Basis
Service Award Pin (milestone years)	All employees	Emblem pin and letter of appreciation	Installation head, district manager, senior plant manager	Recognizes employees with 25, 30, 35, 40, 45, and 50 years of federal service.
Service Award Certificate (retirement)	All employees	Certificate (retirement) and letter of appreciation	Installation head, district manager, senior plant manager	Recognizes employees at time of retirement.
Service Award Certificate (posthumous)	All employees	Certificate (posthumous) and letter of appreciation	Installation head, district manager, senior plant manager	Recognizes employees with 5 or more years of federal service who die while still employed. Presented to nearest relative.
Benjamin Franklin	All employees	Plaque showing a bust of Benjamin Franklin and a cancelled 1847 issue of a 5-cent stamp	Postmaster general	As highest award given by the Postal Service, reserved for employees in highly responsible Postal Service positions and recognizes unusually significant service.

### 473.2 Service Award Pin

#### 473.21 Description

The *Service Award Pin*, a noncash recognition award given at milestone years, consists of an emblem pin and a letter of appreciation issued in recognition of government service. The letter of appreciation for an employee with 25, 30, 35, 40, or 45 years of service is signed by the installation or functional organization head. The letter of appreciation for an employee with 50 years of service is signed by the postmaster general.

The letter of appreciation is presented in a blue leatherette folder.

#### 473.22 Basis

The Service Award Pin is presented to career employees who have completed 25, 30, 35, 40, 45, or 50 years of creditable service to the government. All federal and military service is creditable.

#### 473.23 Responsibility

##### 473.231 Headquarters

The manager of Corporate Personnel Operations is responsible for the administration of the program for Headquarters and Headquarters-related units.

##### 473.232 Areas

The area vice president is responsible for the administration of the program for personnel on area rolls and employees reporting directly to the area office. The area vice president is also responsible for administration of 50-year service pin awards for eligible employees within the area.

##### 473.233 Districts and Plants

District managers are responsible for the administration of the program for district and plant employees.

##### 473.234 Inspection Service

The chief postal inspector is responsible for the administration of the program for Inspection Service employees.

#### 473.24 Providing Lists of Eligible Employees

Officials at the Eagan ASC furnish a printout prior to each quarter listing all employees whose retirement computation date indicates sufficient government service to receive the Service Award Pin. The printouts are provided to the officials who are responsible for administration of the program.

*Note:* To determine an individual's eligibility for the Service Award Pin, federal civilian and military service that is not creditable for retirement purposes must be added to service indicated by the retirement compensation date.



**473.25 Ordering Pins**

Pins and folders may be requisitioned from the Material Distribution Center under the following item numbers:

<b>Item No.</b>	<b>Description</b>
0-917-C	25-Year Pin
0-917-G	30-Year Pin
0-917-D	35-Year Pin
0-917-E	40-Year Pin
0-917-H	45-Year Pin
0-917-J	50-Year Pin
0-1100-H	Service Award Folder (Single Window)
0-1100-K	Service Award Folder (Double Window)

**473.26 Preparing Letters of Appreciation**

For an employee with 25, 30, 35, 40, or 45 years of service, the responsible installation or functional organization head prepares a letter of appreciation appropriate to accompany the Service Award Pin. See exhibit 473.27a for a general example of a letter that can be modified.

For an employee with 50 or more years of service, the responsible vice president or district Human Resources manager drafts a suggested letter appropriate to accompany the Service Award Pin and forwards it by electronic mail, headed "Fifty-Year Retirement," to the Office of the Postmaster General. See exhibit 473.27b for a general example of a letter that can be modified.

**473.27 Presenting Awards**

The Service Award Pin, except that for 50 years, is presented by the installation or functional organization head, with appropriate ceremony and publicity, in the presence of top officials and co-workers. Responsibility for presenting 50-year pins remains with the vice president, who may delegate the responsibility.

Exhibit 473.27a

**Sample Letter of Appreciation — Employee With 25, 30, 35, 40, or 45 Years of Service**

*To be signed by the installation or functional organization head.*



[ *date* ]

[ *name* ]

[ *street address* ]

[ *city, state, ZIP Code* ]

Dear [ *name* ]:

It gives me a great deal of pleasure to present this Service Award Pin in recognition of your [ *number of* ] years of federal employment.

The Postal Service owes a great deal to the loyalty and dedication of its employees, and I am happy to commend you for your many contributions throughout the years toward improved Postal Service operations.

[ *If desired, personal information can be inserted here.* ]

I wish to extend my warm personal greetings and the hope that you will accept this pin as a symbol of my deep appreciation for a career of commendable service.

Sincerely,

[ *signature* ]

[ *name* ]

Exhibit 473.27b

**Sample Letter of Appreciation — Employee With 50 Years of Service***To be signed by the postmaster general.*[ *date* ][ *name* ][ *street address* ][ *city, state, ZIP Code* ]Dear [ *name* ]:

It is a privilege for me to present this Service Award Pin to recognize your completion of 50 years of government service.

A career spanning a half century is certainly indicative of a unique dedication to duty and to country. The attainment of this career milestone places you in an elite group. Few employees inside or outside of the Postal Service ever attain this distinction. It is an accomplishment of which you should be proud, and one which deserves the admiration of your fellow employees and your community as well.

I am happy to thank you, on behalf of the Postal Service, for your many years of dedicated service and to commend you personally on the attainment of this major career landmark.

Sincerely,

[ *signature* ][ *name* ]

### 473.3 Service Award Certificate

#### 473.31 Description

The *Service Award Certificate*, a noncash recognition item, is a printed certificate that has a Postal Service corporate signature and has "Service Award" printed at the top. A certificate presented at the time of retirement also states: "Given . . . on this occasion of your retirement." A certificate given to the next of kin of an employee who dies states: "Given posthumously . . . ."

Retirees with 25, 30, 35, 40, or 45 years of service receive a certificate and a letter of appreciation signed by the installation or functional organization head. Retirees with 50 or more years of service receive a certificate and a letter of appreciation signed by the postmaster general.

The certificate and the letter of appreciation that accompanies it are presented in a blue leatherette folder.

#### 473.32 Basis

##### 473.321 Retirement

The Service Award Certificate at retirement recognizes employees who retire (a) under the optional provisions of retirement law, (b) due to disability, or (c) under mandatory retirement for postal inspectors.

##### 473.322 Death

To honor employees with 5 or more years of creditable service who die while still employed, the Service Award Certificate is presented posthumously to the nearest relative. Creditable service is defined as service that qualifies for retirement under the procedures for the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS).

#### 473.33 Responsibility

##### 473.331 Headquarters

The manager of Corporate Personnel Operations is responsible for preparing certificates and letters for Headquarters and Headquarters-related unit employees and for submitting requests to the postmaster general for certificates and letters for Headquarters and Headquarters-related retirees with 50 or more years of service.

##### 473.332 Areas

The area vice president is responsible for preparing certificates and letters for area employees in the area office and for submitting requests to the Office of the Postmaster General for certificates and letters for area office retirees with 50 or more years of service.

##### 473.333 Field

District managers are responsible for the administration of the service award program for field employees and for submitting requests to the Office of the Postmaster General for certificates and letters for field retirees with 50 or more years of service.

#### 473.34 Ordering Certificates

Certificates and folders may be requisitioned from the Material Distribution Center under the following item numbers:

Item No.	Description
0-1100-N	Service Award Certificate (Retirement)
0-1100-P	Service Award Certificate (Posthumous)
0-1100-H	Service Award Folder (Single Window)
0-1100-K	Service Award Folder (Double Window)

#### 473.35 Preparing Letters of Appreciation

##### 473.351 Retiring Employees

For an employee with 25, 30, 35, 40, or 45 years of service, the responsible installation or functional organization head prepares a letter of appreciation appropriate to accompany the Service Award Certificate. See exhibit 473.351a for a general example of a letter that can be modified.

For an employee with 50 or more years of service, the responsible installation or functional organization head drafts a suggested letter appropriate to accompany the Service Award Certificate and forwards it by electronic mail, headed "Fifty-Year Retirement," to the Office of the Postmaster General for signature. See exhibit 473.351b for a general example of a letter that can be modified.

**473.352 Deceased Employees**

A letter appropriate to accompany the posthumous Service Award Certificate may be best drafted by those close to the deceased at the request of the responsible installation or functional organization head.

**473.36 Presenting Awards****473.361 Retirement Award Certificates**

Whenever possible, installation heads coordinate publicity with public information personnel and provide an appropriate ceremony for each award in the presence of the employee's managers, co-workers, and family. Only under unusual circumstances should the award be mailed.

**473.362 Posthumous Award Certificates**

Presentation of posthumous awards must be tailored to the wishes of the family, as follows:

- a. The nearest relative should be contacted by district Human Resources personnel to determine whether the recipient prefers to have the certificate presented formally or taken to the home.
- b. At a formal ceremony, attendance should be limited to a few close friends and co-workers of the deceased.
- c. When delivery to the home is preferred, the management representative should consider having some close friends of the deceased accompany him or her.
- d. District Human Resources personnel should mail the Service Award Certificate only as a last resort, making certain that the award is carefully and securely wrapped before mailing.

Exhibit 473.351a

**Sample Letter of Appreciation — Retiring Employee With Less Than 50 Years of Service**

*To be signed by the installation or functional organization head.*



[ *date* ]

[ *name* ]

[ *street address* ]

[ *city, state, ZIP Code* ]

Dear [ *name* ]:

It gives me a great deal of pleasure to present this Service Award Certificate in commemoration of your [ *number of* ] years of service. The good reputation the Postal Service enjoys is built on the loyal service of people like you, and I am happy to commend you for your contribution to our efforts for a better Postal Service.

I wish to extend my warm personal greetings and the hope that you will accept this certificate as a symbol of my deep appreciation for a career of commendable service. Best wishes for many years of happy retirement.

Sincerely,

[ *signature* ]

[ *name* ]



Exhibit 473.351b

**Sample Letter of Appreciation — Retiring Employee With 50 or More Years of Service***To be signed by the postmaster general.*[ *date* ][ *name* ][ *street address* ][ *city, state, ZIP Code* ]Dear [ *name* ]:

It gives me a great deal of pleasure to present this Service Award Certificate in recognition of your [ *number of* ] years with the U.S. Postal Service.

The Postal Service owes a great deal to the loyalty and dedication of its employees, and I am happy to commend you for your many contributions throughout the years toward improved Postal Service operations. I wish to extend my warm personal greetings and the hope that you will accept this certificate as a symbol of my deep appreciation for a career of commendable service.

[ *If desired, personal information can be inserted here.* ]

Sincerely,

[ *signature* ][ *name* ]

**473.4 Benjamin Franklin Award****473.41 Description**

The *Benjamin Franklin Award*, the highest award given by the Postal Service, is a plaque showing a bust of Benjamin Franklin and a canceled 1847 issue of a 5-cent Benjamin Franklin stamp. An engraved metal plate is attached to the plaque.

**473.42 Eligibility**

The postmaster general designates those to be honored. Recommendations may not be made to him.

**473.43 Basis**

This award is reserved for employees serving in highly responsible Postal Service positions who meet either of the following criteria:

- a. Accomplishments having a unique impact on major Postal Service programs.
- b. Accomplishments effecting an unusually significant improvement in service to the public or in general operations.

**473.44 Approval Authority**

The postmaster general alone approves this award.

**474 Informal Award****474.1 Overview**

Characteristics of this award are as follows:

Type of Award	Who Is Eligible	Award Description	Approval Authority	Basis	Award Limit
Informal Award	All employees and contractors	Noncash gift items, such as mugs, clothing, event tickets, and gift certificates redeemable only for merchandise.	Immediate supervisor	Recognizes a specific action or consistent performance of regular duties in an exemplary manner.	Less than \$50

**474.2 Purpose**

The *Informal Award* is a quick and simple method to recognize employees and contractors who regularly perform duties beyond what is normally expected of them or who have performed a specific exceptional task or action.

**474.3 Description**

The Informal Award, a noncash gift item of less than \$50 value, is a mug, clothing, event tickets, gift certificate redeemable only for merchandise, or similar item.

**474.4 Eligibility**

All employees and contractors are eligible to receive the Informal Award.

**474.5 Basis**

The basis for this award is an employee contribution (sustained performance or achievement). The employee must:

- a. Consistently perform regular duties in an exemplary manner.
- b. Accomplish a specific act beyond the normal duties.

**474.6 Approval Authority**

The immediate supervisor is the approving official for the Informal Award.

**475 Formal Awards**

**475.1 Overview**

Characteristics of this award are as follows:

Type of Award	Who Is Eligible	Award Description	Approval Authority	Basis	Award Limit
Spot Award	Career employees	Cash or cash equivalent item	Installation head, district manager, senior plant manager	Recognizes sustained high-quality performance that is likely to continue or a specific action or accomplishment beyond what is normally expected.	From \$50 to \$3,000
Quality Step Increase (QSI)	Career bargaining unit employees	Change in base pay	See 475.3	See 475.3	Step increase (see 475.3)

**475.2 Spot Award**

**475.21 Purpose**

The *Spot Award* is to provide immediate recognition for a specific action or achievement beyond what is normally expected of an employee. It is not to be used as an incentive for preestablished goals or objectives. The spot award may be used to recognize a wide range of performance or actions.

**475.22 Description**

The Spot Award, a one-time cash or cash equivalent award (i.e., a check issued by the Eagan ASC or a “gift check” or similar item that can be immediately converted to cash), is valued at up to \$3,000. It is presented along with a certificate that has a Postal Service corporate signature and has “Spot Award” printed at the top.

The certificate may be presented in a blue leatherette folder.

The Spot Award is considered ordinary income for tax purposes (see 471.32).

**475.23 Eligibility**

All career employees are eligible to receive the Spot Award.

**475.24 Basis**

The basis for this award is an employee contribution (sustained performance, achievement, invention, special act, or service) that exceeds usual work requirements. (See 475.342 for comparison with Quality Step Increase.) The employee must:

- a. Exceed requirements in one or more important job elements for 12 months or more.
- b. Devise new or improved methods that save manpower, space, materials, equipment, or other cost items.
- c. Contribute to outstanding economy, efficiency, added income, or measurably improved service to the public.
- d. Break production records or inspire others to improve quantity and quality of work.
- e. Risk life or personal safety in an act of heroism.
- f. Maintain work schedule in absence of supervisor or meet unusual demands of higher level duties on one’s own initiative.

**475.25 Approval Authority**

**475.251 Headquarters and Headquarters-Related Units**

Appropriate officers may approve awards up to the maximum for eligible Headquarters or Headquarters-related unit employees.

**475.252 Areas**

Approval authority at the area level is as follows:

- a. Area vice presidents may approve awards up to the maximum for eligible area office employees.
- b. Inspection Service Operations Support Group managers may approve awards up to the maximum for eligible Inspection Service employees under their jurisdiction.

**475.253 Field**

Installation heads, district managers, and senior plant managers may approve awards up to the maximum for eligible employees under their jurisdiction.

**475.26 Recommending an Award**

Recommendation for an award originates with the immediate supervisor or person with knowledge of the employee or group contribution. The recommendation is initiated promptly but no later than 1 year after the date of the achievement, act, or period covering the performance. The nominee is not advised of the recommendation. The recommending official reviews the employee's job description, assigned duties, and performance requirements and decides to what degree the contribution exceeds average requirements by:

- a. Measuring amount of savings or degree of improvement effected in relation to job responsibilities. (Savings alone cannot be used to determine an award. Higher level employees are expected to effect more significant improvements and benefits than are employees at lower levels.)
- b. Deciding the extent of contribution and benefits outside employee's immediate installation.
- c. Considering the degree of ingenuity, magnitude of accomplishment, and noncash benefits represented by the contribution.

**475.27 Evaluating and Approving the Award**

Management evaluates the recommendation, decides if an award is warranted, and approves the recognition through normal channels.

When the accomplishment fails to meet the outlined criteria, a brief written explanation is sent to the person who made the recommendation.

**475.28 Processing the Award**

The official who is recommending the Spot Award initiates the request for an award by following the procedures in the eAward system.

**475.29 Ordering Certificates**

Certificates can be printed through the eAwards system. Folders may be ordered from the Material Distribution Center under the following item number:

Item No.	Description
0-1100-H	Service Award Folder (Single Window)

**475.3 Quality Step Increase Award****475.31 Description**

The *Quality Step Increase* (QSI) is an increase in basic pay that recognizes sustained high-quality performance. The total dollar benefit usually exceeds that of a one-time cash award and is granted only when the performance level is likely to continue.

**475.32 Eligibility**

All career bargaining unit employees are eligible to receive the QSI. An employee cannot receive more than one QSI in any 52-week period.

**475.33 Basis**

High-quality performance can be determined only after a thorough review of the position requirements, duties, and responsibilities. Consideration must be given to the quality and quantity of work, demonstrated professional and technical knowledge, manual skills, and other evidence of superior competence. Performance criteria include the following:

- a. The most important function of the job is being performed in a manner that substantially exceeds normal requirements.
- b. Another function of the job is being performed in a manner that is better than satisfactory.
- c. A specific job was sustained at a high level during the preceding year and gives promise of continuing.

## **475.34 Comparisons**

### **475.341 Comparison to Regular Within-Grade Increases**

A QSI requires exceptional authorization by management and is always in addition to regular pay adjustments (such as general increases, cost of living adjustments, and/or regular within-grade increases) required by the labor contracts. Any employee below the highest step is eligible to receive a QSI.

A bargaining unit employee cannot receive more than one QSI in any 52-week period (see ELM 475.32). A QSI, once filed on PS Form 1727, *Award Recommendation/Authorization*, may result in an advancement of either one or two steps, as determined by the procedure described below. The QSI may also change the due date for advancement to the next higher step.

The step and next step date for the QSI action are determined as follows:

- a. If the number of weeks served before the QSI is greater than the number of weeks that would be required to progress from the QSI step to the next step, the employee is actually advanced two steps as the result of the QSI. The next step date is then set to allow for a complete waiting period following the QSI.

*Example:* Before the QSI, Joseph completed 38 weeks in step I in RSC M. The labor contract requires 34 weeks to progress from step J to K. Because the time served in step I is greater than the time required to progress from step J to K, Joseph is given an additional step and placed directly into step K as the result of the QSI. He then must wait the full contractual period (34 weeks) before he reaches the next step, step L.

- b. If the number of weeks served before the QSI is less than or equal to the number of weeks required to progress from the QSI step to the next step, the employee is advanced only a single step. The next step date is then determined by subtracting the waiting period weeks required by the labor contract to progress from the QSI step to the next step by the weeks already served before the QSI.

*Example:* Before the QSI, Joseph completed 22 weeks in step I in RSC M. The labor contract requires 34 weeks to progress from step J to step K. Because the time served in step I is less than the time required to progress from step J to K, Joseph is advanced just a single step, to step J, as the result of the QSI. The next step is determined by taking the waiting period required between steps J and K (34 weeks) and subtracting from it the weeks served in step I before the QSI (22 weeks). The next step, to step K, occurs 12 weeks after the QSI (34 weeks – 22 weeks = 12 weeks).

### **475.342 Comparison to Spot Awards**

The standards for a QSI and a Spot Award are similar. Employee performance is evaluated according to the conditions required under both awards to see which is more appropriate (see 475.24 and 475.33). The primary difference is that the QSI changes the employee's base salary, while the Spot Award is a one-time, lump-sum, cash award. The Spot Award may be preferable when (a) the employee is at the top of the grade or (b) group recognition is desired.

## **475.35 Approval Authority**

### **475.351 Headquarters and Headquarters-Related Units**

Appropriate officers may approve QSIs for eligible employees.

### **475.352 Areas, Districts, and Plants**

Area vice presidents and district managers may approve QSIs for eligible employees under their jurisdiction.

## **475.36 Recommending an Award**

Normally, the employee's supervisor initiates the recommendation for a QSI; however, such recommendations may be initiated by others with the supervisor's concurrence.

## **475.37 Initiating Documentation**

The official who is recommending the QSI award initiates the request through his or her local personnel office by filing a PS Form 1727, *Award Recommendation/Authorization*.

## **475.38 Initiating a Personnel Action**

When the award is approved, the employee's personnel office completes PS Form 50, *Notification of Personnel Action*. The personnel action is effective the first day of the first pay period beginning on or after the approval date of the award.

**476 Special Awards****476.1 Overview**

Characteristics of this award are as follows:

Type of Award	Who Is Eligible	Award Description	Approval Authority	Basis	Award Limit
Team Award	All career employees	Cash or cash equivalent item	Vice president	Recognizes superior team contribution or achievement deserving of systemwide recognition.	From \$50 to \$3,000
Vice President Award	All career employees	Cash	Vice president	Recognizes superior individual contribution or achievement deserving of systemwide recognition.	\$5,000
Postmaster General Award	All career employees	Cash	Postmaster general, management committee member, senior vice president	Recognizes exceptional individual contribution and achievement deserving of systemwide recognition.	\$10,000

**476.2 Team Award****476.21 Purpose**

The *Team Award* is to reward superior team contribution or achievement deserving of systemwide recognition.

**476.22 Description**

The Team Award, a one-time cash or cash equivalent award (i.e., a check issued by the Eagan ASC or a "gift check" or similar item that can be immediately converted to cash), is valued at a minimum of \$50 and is not to exceed \$3,000.

The amount of the award should be commensurate with the magnitude of the team achievement.

The Team Award is considered ordinary income for tax purposes (see 471.32).

**476.23 Eligibility**

All career bargaining and nonbargaining unit employees are eligible for Team Awards.

**476.24 Award Limits Ceilings**

An employee may receive up to \$3,000 in cash Team Awards in a fiscal year (independent of Spot Award dollar amounts).

**476.25 Approval Authority**

Vice presidents must approve these awards and are responsible for establishing administrative procedures for issuing these awards within their respective organizations.

**476.26 Processing the Award**

The official who is recommending the Team Award initiates the request for an award by following the procedures in the eAward system.

**476.3 Vice President Award****476.31 Purpose**

The *Vice President Award* is a cash payment to acknowledge and reward superior individual contribution or achievement that is deserving of systemwide recognition. It is intended to recognize contributions not encompassed by basic salary, merit salary adjustments, or formal pay for performance programs.

**476.32 Description**

The Vice President Award, a one-time cash award (i.e., a check issued by the Eagan ASC) is valued at up to \$5,000.

The amount of an award should be commensurate with the magnitude of the effort or achievement.

The Vice President Award is considered ordinary income for tax purposes (see 471.32).

**476.33 Eligibility**

All career bargaining and nonbargaining unit employees are eligible for Vice President Awards.



**476.34 Approval Authority**

Vice presidents must approve these awards and are responsible for establishing administrative procedures for issuing this award within their respective organizations.

**476.35 Processing the Award**

The official who is recommending the Vice President Award initiates the request for an award by following the procedures in the eAward system.

**476.4 Postmaster General Award**

**476.41 Purpose**

The *Postmaster General Award* is a cash payment to acknowledge and reward superior individual contribution or achievement that deserves systemwide recognition. It is intended to recognize contributions not encompassed by basic salary, merit salary adjustments, or formal pay for performance programs.

**476.42 Description**

The Postmaster General Award, a one-time cash award (i.e., a check issued by the Eagan ASC), is valued at up to \$10,000. The amount of the Postmaster General Award should be commensurate with the magnitude of the effort or achievement. The Postmaster General Award is considered ordinary income for tax purposes (see 471.32).

**476.43 Eligibility**

All career bargaining and nonbargaining unit employees are eligible for the Postmaster General Award.

**476.44 Approval**

The postmaster general, management committee members, or senior vice presidents must approve these awards and are responsible for establishing administrative procedures for issuing these awards within their respective organizations.

**476.45 Processing the Award**

The recommending official initiates the Postmaster General Award through the eAwards system.

\* \* \* \* \*

— *Compensation,  
Employee Resource Management, 7-22-04*

*REVISED FORM*

**PS Form 1727, Award Recommendation/Authorization (Quality Step Increase)**

PS Form 1727, *Award Recommendation/Authorization (Quality Step Increase)*, is revised to reflect that all awards, except for the quality step increase, are now processed through eAwards on the Postal Service™ Intranet at <https://eawards.usps.gov>. PS Form 1727 now is intended only for documenting and authorizing a quality step increase, which the local personnel office then processes via the Complement Management System and by generating a PS Form 50, *Notification of Personnel Action*.

See pages 55–57 of this *Postal Bulletin* for a copy of PS Form 1727. You can print the form from the Postal Service PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.

- Under “References” in the right-hand column, click on *PolicyNet*.
- Click on *Forms*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

You can also order PS Form 1727 from the Material Distribution Center (MDC) by using touch tone order entry (TTOE): Call 800-332-0317, option 2.

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

Use the following information to order PS Form 1727:

<b>PSIN:</b>	PS 1727
<b>PSN:</b>	7530-02-000-7173
<b>Unit of Measure:</b>	SE
<b>Minimum Order Quantity:</b>	1
<b>Quick Pick Number:</b>	N/A
<b>Bulk Pack Quantity:</b>	1,000
<b>Price:</b>	\$0.1965

— *Compensation,*  
*Employee Resource Management, 7-22-04*

*(Employees section continues on page 55.)*

# Fraud Alert

## 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.

<b>005208</b>	016337	038218	063400	079014	098626	110400	142386	210901	294570	328084	340397	441963
005296	016405	038287	063459	079047	098761	110717	142629	212298	296359	328908	340885	443013
005621	016802	038289	064192	079054	098812	111551	146089	220211	<b>300206</b>	329022	340903	450155
005845	016963	038292	064202	079774	098815	111753	146282	220260	300458	329029	340995	452035
005878	018044	038414	064227	080020	098830	111860	148230	220304	300491	329392	344006	452261
006306	018180	038509	064449	080028	098977	112116	150221	220568	300702	329433	344044	452300
006350	018344	038556	064746	080494	<b>100010</b>	112157	150240	221090	301055	329448	344179	452809
006613	018427	038601	064886	080664	100076	112229	152007	221174	301244	329457	344181	452906
006768	018640	040006	065188	085316	100302	112396	152087	221323	301279	329484	349197	454393
006950	018706	040096	065224	088358	100343	112974	152309	221324	301291	329516	349544	454472
006982	018782	040112	065252	088742	100354	113002	152691	221335	301303	329571	349619	454636
007031	019030	041313	065848	089758	100360	113130	152755	221383	301336	330116	352246	454729
007044	019290	042016	065916	090078	100436	113203	152771	221455	301378	330211	352807	454811
007135	019432	043024	066370	090473	100754	113294	152799	221547	301398	330579	352808	460118
007227	019735	046066	067006	090705	101268	113353	154013	222252	301417	330709	361268	460154
007304	020465	048062	067054	090895	101289	113798	159204	222327	301441	330934	361331	461013
007347	021453	051044	067096	091329	101472	113821	165049	223143	302477	331004	363136	461020
007387	021658	051073	067127	092204	101824	113958	165072	229019	302595	331025	366178	461060
008161	022276	052045	067232	092311	102117	115135	165254	232311	302670	331341	371004	462023
008378	022308	052105	067249	092514	102173	115219	171154	235358	303709	331627	371005	462064
008396	025059	053001	067303	092527	102303	115226	175082	235469	304008	331656	372028	462440
008577	027142	055136	067318	093027	102538	115308	177067	243150	305040	331840	372074	462698
008579	028798	057001	067361	093061	102779	115340	183003	247110	305053	332187	372089	462911
008628	028982	058072	067419	093280	102845	115683	186023	254008	305222	332201	372096	462942
008737	029597	060099	068265	093317	102872	115697	192621	260010	305440	332270	372275	468409
008755	029706	060316	068285	093723	103181	117008	192866	260051	306140	332335	372696	470002
008873	029814	060389	068388	093898	103200	117059	193305	262005	306153	332353	374140	473021
008957	030003	060462	068591	094119	103232	118028	197150	265008	312358	332655	374147	474211
009051	030135	060500	069183	094204	103414	118196	198184	271203	312421	332863	381235	477169
009114	030179	060515	069191	094944	103421	118263	198230	272024	312502	332944	381673	480352
009119	030303	060643	069207	094947	104228	118403	198264	272130	312525	333104	381926	480684
009125	030337	060651	069296	095420	104325	118485	<b>200084</b>	274028	314452	333236	385005	480963
009261	030354	060708	069868	095669	104450	118511	200303	274050	314823	333572	391164	480968
009321	030448	060716	069931	096188	104472	118914	200339	274344	314917	333786	392485	481163
009596	030455	060867	070432	096322	105021	119431	200579	275093	322137	333836	<b>400035</b>	481392
009799	030462	060924	070532	096359	105057	120270	200592	275113	322271	334067	401012	481811
010426	030470	061015	071290	096606	106059	120300	200614	275720	322353	334069	402006	481947
010551	030495	061044	071332	096636	106571	121212	200634	276017	322538	335090	402052	482431
010621	030497	061067	071412	096661	107188	121218	200645	277321	322942	335117	402385	482939
010687	030506	061090	071666	096782	107269	122391	200664	282351	322987	335253	402462	483048
010753	030529	061103	071697	097072	108012	122417	200811	283489	323065	335277	402900	483107
011405	030539	061114	071707	097109	108421	125011	200834	283572	325480	336215	404600	483118
012127	030558	061179	075984	097288	108730	125363	200871	285035	326005	336577	405014	483143
012354	031264	061238	076175	097364	108750	125415	200995	286077	326264	338041	410085	483217
012403	032005	061614	076222	097826	108777	125474	208874	286080	326530	338074	410148	483313
014988	032130	061665	076885	098044	109019	131488	209177	292412	327021	338292	432505	483358
015351	035007	061757	076903	098130	109809	132133	210644	292569	327883	339069	432588	483535
015388	037128	062039	077319	098309	109982	135213	210777	292640	328019	340030	432981	483624
015561	038059	062048	078025	098426	110092	135245	210835	292649	328032	340302	441003	483984
015670	038112	062098	078107	098532	110340	135246	210850	294531	328050	340331	441052	485139

490110	558102	605763	740036	787111	820700	841565	901202	912240	920331	922329	937879	968204
490594	563014	606901	740582	787343	820702	841658	901224	913020	920338	922356	939559	968316
490670	563031	607397	740786	787680	820800	841789	901232	913059	921008	922366	939587	968520
490704	563050	607455	741447	787930	820801	841825	901278	913087	921023	922375	940342	968578
492078	564019	607842	741616	788004	820819	841869	901294	913613	921046	922377	940403	968630
494245	564028	607989	744035	791024	820829	841890	901389	913750	921051	924419	940487	968856
495448	564029	608157	750282	791285	820832	841980	901390	913806	921069	924490	940574	968908
496149	566004	608223	750377	794356	820833	844073	901426	914037	921090	924504	941482	968972
<b>503039</b>	566009	608255	750621	<b>800413</b>	823200	844077	901466	914038	921239	924581	941585	970421
532342	571012	615007	750801	800503	823222	844183	901620	914380	921259	924650	941719	970496
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553819	600813	652140	765617	804253	837045	856400	906019	917336	921705	930394	950955	992361
553927	600909	652405	770773	804259	840002	890201	906043	917476	921750	930397	951841	992409
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554401	601202	661102	771305	805493	840216	895554	907025	920042	921793	931412	951934	995217
554633	601395	662251	771370	805598	840276	<b>900062</b>	907112	920054	921871	931483	951986	995259
554904	601576	667005	774382	806028	840578	900166	907219	920076	921905	931758	951990	995292
557016	601984	681507	775271	806200	840592	900324	907383	920083	921953	931861	954187	995300
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558006	602019	681635	780139	812027	841038	900376	907922	920164	921994	931974	958120	995832
558022	603089	<b>708526</b>	784332	815029	841118	900378	910024	920172	922033	932801	958472	995918
558049	605039	727078	784601	816053	841139	900381	910332	920228	922091	932823	959027	995961
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558074	605179	731040	785523	820007	841281	900835	911229	920298	922262	936082	967252	997217
558094	605453	731455	787002	820300	841554	900989	911302	920314	922286	937868	968067	998128

## 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	302 000 0000 to 302 123 9999
011 582 1889 to 011 582 1899	026 492 3180 to 026 492 3199	043 205 5922 to 043 205 5999	349 746 2056 to 350 518 7350 to
011 588 2900 to 011 588 3099	027 361 0430 to 027 361 0499	044 087 3457 to 044 087 3499	360 011 1690 to 360 168 6008 to
012 579 5675 to 012 579 5699	027 369 4482 to 027 369 4495	044 087 4000 to 044 087 4099	360 173 8800 to 360 324 2326 to
013 289 6176 to 013 289 6199	027 671 8762 to 027 671 8776	045 524 4121 to 045 524 4298	362 861 3064 to 373 006 2176 to
013 610 0014 to 013 610 0099	027 787 9886 to 027 787 9899	046 800 9870 to 046 800 9899	374 768 2600 to 375 169 4400 to
014 932 1000 to 014 932 1099	027 965 9487 to 027 965 9499	047 352 4000 to 047 352 4099	375 829 3400 to 375 851 9100 to
014 972 0800 to 014 972 0899	028 191 1852 to 028 191 1999	047 552 4370 to 047 552 4399	376 196 0911 to 378 085 3679 to
015 363 0007 to 015 363 0099	028 850 3000 to 028 850 3199	048 383 7650 to 048 383 7659	378 351 1063 to 379 843 5100 to
017 028 3200 to 017 028 3299	029 510 1500 to 029 510 1599	048 396 3647 to 048 396 3699	380 093 9600 to 380 165 1165 to
018 569 5333 to 018 569 5399	030 687 0903 to 030 687 0999	051 774 8857 to 051 774 8899	381 325 4500 to 381 604 2510 to
018 986 5264 to 018 986 5299	030 701 3442 to 030 701 3499	051 781 2875 to 051 781 2885	381 645 9525 to 383 314 3968 to
019 518 2814 to 019 518 2899	031 077 4507 to 031 077 4799	058 187 3836 to 058 187 3899	383 892 1000 to 383 892 1382 to
020 698 5159 to 020 698 5199	032 295 7500 to 032 295 9999	058 591 1153 to 058 591 1299	384 925 3641 to 385 568 2331 to
020 844 7307 to 020 844 7399	034 394 1000 to 034 394 1099	058 895 3746 to 058 895 3799	385 599 7554 to 385 774 2024 to
020 972 8948 to 020 972 8999	034 943 0400 to 034 943 0799	059 986 0814 to 059 986 0899	386 624 1412 to 386 883 8936 to
022 021 9110 to 022 021 9181	035 035 4337 to 035 035 4399	060 406 7650 to 060 406 7699	387 314 5574 to 387 837 6300 to
022 037 1411 to 022 037 1499	037 706 9578 to 037 706 9599	065 392 6345 to 065 392 6399	388 828 0656 to 389 696 2400 to
022 527 9201 to 022 527 9210	037 805 3677 to 037 805 3699	066 787 3639 to 066 787 3699	389 846 3104 to 389 846 3145 to
023 637 7169 to 023 637 7199	037 909 5490 to 037 909 5499	066 845 7500 to 066 845 9999	389 887 9211 to 389 887 9234 to
024 380 4100 to 024 380 4199	040 024 3901 to 040 024 3999	077 999 4001 to 077 999 4090	390 001 3182 to 390 001 3500 to
024 496 6870 to 024 496 6896	040 674 7100 to 040 674 7199	210 221 0548 to 210 221 0599	390 545 5974 to 391 104 6146 to
025 092 0987 to 025 092 0999	040 688 8816 to 040 688 8899	227 275 9400 to 227 275 9999	391 574 1466 to 391 783 3020 to
025 369 5535 to 025 369 5599	041 299 6752 to 041 299 6799	273 070 8059 to 273 070 8099	391 792 6100 to 392 668 2956 to
025 729 1151 to 025 729 1199	041 623 8889 to 041 623 8899	273 775 7700 to 273 775 7899	2099 7374 1699 6099 8899 2399 3099 2199 2699 4599 3499 9199 0999 3699 1099 5199 9699 1199 4599 2699 9599 3999 1344 1399 3654 2399 7575 2099 1599 8999 5599 6399 0699 2799 3135 3195 9230 9299 3199 3699 5999 6199 1499 3599 6199 2999

392 854 8500 to	8899	410 867 0917 to	0966	430 177 1900 to	2099	454 490 8300 to	8399
393 584 7566 to	7699	410 867 0970 to	0999	430 444 9500 to	9699	454 547 7434 to	7499
393 650 0074 to	0099	411 868 1023 to	1199	430 664 4070 to	4099	454 922 4867 to	4895
393 838 8316 to	8499	411 922 2322 to	2399	432 168 8419 to	8499	455 221 1348 to	1499
393 893 6007 to	6099	412 193 0900 to	0999	432 708 6800 to	6999	455 364 2147 to	2199
394 126 6907 to	6999	412 395 8599 to	8699	432 744 1544 to	1599	455 399 5400 to	5499
394 189 0405 to	0599	412 485 6500 to	6599	432 995 9775 to	9799	455 476 0676 to	0699
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	<b>440 698 1947 to</b>	<b>1999</b>	458 847 5044 to	5999
<b>400 427 1051 to</b>	<b>1999</b>	418 744 2235 to	2299	440 858 6300 to	6399	459 274 7624 to	7699
401 045 1505 to	1549	418 962 2848 to	2899	440 858 6420 to	7299	459 365 5432 to	5499
401 045 1571 to	1599	419 543 0286 to	0299	441 199 1655 to	1699	459 378 5764 to	5799
401 294 2700 to	2799	419 730 0300 to	0399	443 127 3648 to	3699	459 472 4816 to	4999
401 310 9505 to	9599	<b>420 277 0015 to</b>	<b>0049</b>	443 127 4000 to	4099	<b>460 349 6878 to</b>	<b>6899</b>
401 382 5312 to	5399	420 599 0734 to	0798	443 673 7900 to	7999	460 550 1909 to	1999
402 578 7876 to	7899	420 661 4115 to	4199	443 800 9335 to	9399	460 997 5234 to	5299
403 125 6744 to	6799	420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499
403 260 7000 to	7499	420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299
403 280 6470 to	6499	420 969 3973 to	3999	444 457 3854 to	3899	462 274 1072 to	1099
403 685 8600 to	8699	421 116 3565 to	3599	<b>450 048 4173 to</b>	<b>4199</b>	462 277 8373 to	8399
404 003 0300 to	0399	421 130 9300 to	9399	450 048 4442 to	4699	462 554 6051 to	6099
404 041 8838 to	8899	421 313 4500 to	4999	450 560 5173 to	5199	463 011 5529 to	5540
404 071 4268 to	4299	421 364 5537 to	5599	450 620 3077 to	3099	463 176 4115 to	4199
404 347 5356 to	5399	421 656 2609 to	2699	450 620 3135 to	3199	463 176 4229 to	4299
404 347 5548 to	5599	421 988 9700 to	9799	450 780 2716 to	2799	463 185 2600 to	2799
404 726 4500 to	4599	422 172 4667 to	4699	450 801 2700 to	2799	463 227 7711 to	7799
404 961 5001 to	5199	422 484 4212 to	4299	451 109 2967 to	2984	463 414 4869 to	4899
405 325 0188 to	0198	422 556 1270 to	1299	451 115 4110 to	4125	463 808 3484 to	3499
406 009 4587 to	4599	422 587 7024 to	7099	451 115 4127 to	4199	463 945 7400 to	7899
406 260 6830 to	6899	422 819 7533 to	7599	451 746 0700 to	0799	464 629 9000 to	9399
406 459 6641 to	6999	422 842 5073 to	5087	452 265 0074 to	0099	464 711 4332 to	4399
406 733 3000 to	3999	422 907 7563 to	7599	452 265 0246 to	0299	465 692 3963 to	3999
407 545 1557 to	1599	424 500 6050 to	6099	452 265 0335 to	0999	465 698 8300 to	8599
407 594 0412 to	0599	424 641 8500 to	8599	452 509 1169 to	1199	465 743 7745 to	7799
407 692 9100 to	9299	424 871 6600 to	6699	452 855 6471 to	6499	466 798 6056 to	6067
407 959 2190 to	2199	425 298 2352 to	2399	452 890 4679 to	4799	467 147 4300 to	4399
408 265 2275 to	2288	425 418 4269 to	4299	452 900 8215 to	8238	468 079 5782 to	5799
408 499 7700 to	7799	425 418 4405 to	4499	453 117 9146 to	9199	469 067 2817 to	2899
408 499 7900 to	7999	426 547 4566 to	4599	453 334 3631 to	3699	469 127 8000 to	8199
408 682 8484 to	8599	427 412 6337 to	6499	453 603 7841 to	7891	469 213 0359 to	0399
408 698 7015 to	7099	427 481 0900 to	0999	453 650 1140 to	1199	469 213 0500 to	0599
409 072 3941 to	3999	428 027 2742 to	2752	453 741 1300 to	1399	469 561 8011 to	8099
<b>410 491 2311 to</b>	<b>2399</b>	429 474 4172 to	4199	454 013 2919 to	2999	469 658 1961 to	1999
410 694 8400 to	8599	429 889 2900 to	2999	454 186 2411 to	2499	469 666 9900 to	9999
410 775 1500 to	1599	<b>430 150 4401 to</b>	<b>4599</b>	454 268 4883 to	4899	469 678 1900 to	1999
410 795 7927 to	7999	430 172 9800 to	9899	454 302 5400 to	5499	469 781 4900 to	4999

469 947 6960 to	6999	486 176 0600 to	0699	603 678 7902 to	7999	623 917 0200 to	0299
<b>470 755 5800 to</b>	<b>5818</b>	486 559 7555 to	7599	603 678 8418 to	8499	624 468 5288 to	5299
471 918 0300 to	0999	486 696 3023 to	3199	603 678 8700 to	9999	624 665 3162 to	3198
471 985 2408 to	2419	488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799
472 191 6700 to	6799	488 206 4100 to	4199	604 349 1414 to	1499	625 916 9500 to	9799
472 270 2555 to	2599	488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999
472 987 0213 to	0241	488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999
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	<b>490 669 5850 to</b>	<b>6099</b>	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	<b>630 389 3056 to</b>	<b>3071</b>
475 319 3649 to	3799	490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599
475 340 6400 to	6599	490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199
475 424 8410 to	8499	490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399
475 629 9156 to	9199	490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999
475 850 6101 to	6199	491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	599 9999
475 875 2500 to	2599	491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199
476 169 8264 to	8299	492 254 4800 to	4899	609 893 1000 to	1099	633 110 4303 to	4499
476 189 3000 to	3499	492 283 5100 to	5199	<b>610 092 3200 to</b>	<b>3299</b>	633 438 6429 to	6599
476 331 2480 to	2499	492 610 6813 to	6899	610 582 4200 to	4299	633 588 7173 to	7182
477 289 8601 to	8699	493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799
477 681 5206 to	5299	493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299
478 010 4243 to	4268	493 473 7700 to	7799	612 751 5171 to	5199	634 807 2474 to	2499
478 010 4270 to	4291	493 716 2153 to	2199	612 751 5226 to	5299	634 827 5900 to	5999
478 450 5071 to	5099	494 206 2972 to	2999	612 751 6083 to	6099	634 886 3428 to	3499
478 469 7838 to	7858	494 217 3446 to	3999	612 751 6268 to	6299	635 559 3449 to	3499
478 469 7883 to	7899	494 224 0500 to	0599	612 751 6572 to	6599	636 289 6214 to	6299
479 280 9800 to	9899	495 145 0600 to	0699	612 774 2111 to	2199	636 634 8007 to	8042
479 365 9116 to	9176	496 209 7425 to	7499	612 774 2254 to	2299	637 150 1200 to	1299
479 412 9900 to	9999	496 213 8728 to	8799	612 774 2500 to	2599	637 562 5828 to	5899
479 667 6190 to	6199	496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699
479 748 9680 to	9699	497 053 8517 to	8699	614 474 3000 to	3099	638 049 4984 to	4999
479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
<b>480 526 2000 to</b>	<b>2099</b>	498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499
480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
480 658 0568 to	0599	498 936 5310 to	5399	615 017 7505 to	7599	638 903 4362 to	4373
480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
481 072 9463 to	9499	499 440 8575 to	8899	617 760 5266 to	5299	639 415 2019 to	2099
481 673 0074 to	0095	499 731 6717 to	6799	617 813 3601 to	3699	639 420 6200 to	6299
482 527 1500 to	1599	<b>500 064 1858 to</b>	<b>1869</b>	618 840 9200 to	9299	639 469 3517 to	3799
482 541 5255 to	5299	500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199
482 729 6800 to	6899	<b>600 645 3223 to</b>	<b>3299</b>	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	<b>620 073 9400 to</b>	<b>9499</b>	<b>640 289 7500 to</b>	<b>7599</b>
483 402 2356 to	2399	601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999
483 486 5100 to	5199	601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499
483 632 1521 to	1599	601 682 5343 to	5399	621 648 8021 to	8199	641 318 3133 to	3199
483 632 2600 to	2799	601 928 1600 to	1699	621 648 8500 to	8599	641 378 6500 to	6999
483 849 1615 to	1699	602 512 2972 to	2999	621 904 8351 to	8599	641 383 8739 to	8799
484 174 4803 to	5299	602 555 2400 to	2799	621 916 1978 to	1989	641 877 3187 to	3299
484 323 8900 to	9199	602 829 7061 to	7099	622 989 8032 to	8099	641 877 3310 to	3399
484 680 5000 to	5038	603 483 9572 to	9599	623 076 9300 to	9399	642 355 8094 to	8199
484 680 5040 to	5074	603 490 7200 to	7299	623 819 5006 to	5099	642 355 8308 to	8999
484 680 5077 to	5099	603 678 7100 to	7199	623 895 8200 to	8399	642 900 0018 to	0099
485 029 4913 to	4999	603 678 7662 to	7699	623 917 0000 to	0099	643 030 6254 to	6299

644 066 0882 to	0899	657 780 0985 to	0999	682 965 1201 to	1299	701 369 2005 to	2050
644 069 0600 to	0699	658 586 1400 to	1499	683 118 2389 to	2399	701 499 2260 to	2299
644 077 7506 to	7699	658 877 8000 to	8199	683 378 2000 to	2099	701 503 2247 to	2299
644 085 8157 to	8199	658 880 8000 to	8199	683 378 2117 to	2299	701 541 2271 to	2299
644 112 9839 to	9899	659 398 7300 to	7399	683 415 1200 to	1499	701 553 6557 to	6599
644 373 9083 to	9099	659 706 8113 to	8199	683 444 8159 to	8199	701 578 7460 to	7469
644 380 1460 to	1499	659 846 7837 to	7899	685 154 7780 to	7789	701 578 7475 to	7499
644 733 4715 to	4799	<b>660 510 4100 to</b>	<b>4199</b>	685 297 7645 to	7699	701 601 3457 to	3499
644 900 9712 to	9799	660 673 0400 to	0599	685 623 5264 to	5299	701 605 5913 to	5999
644 901 0109 to	1299	661 488 5000 to	5099	685 650 9487 to	9499	701 695 3982 to	3999
644 901 1325 to	1399	661 609 9100 to	9199	685 669 4200 to	4299	701 695 4148 to	4199
644 923 6800 to	7799	661 716 9420 to	9499	685 757 8452 to	8499	701 695 4227 to	4299
644 932 4655 to	4699	661 906 6522 to	6599	686 071 2694 to	2799	701 708 1741 to	1799
645 318 7240 to	7499	662 021 8332 to	8399	686 176 3333 to	3354	701 736 3966 to	3999
645 333 1766 to	1799	662 068 0700 to	0899	686 372 3200 to	3299	701 838 2800 to	2899
645 790 8632 to	8699	662 553 0774 to	0799	686 644 5879 to	5899	701 941 0600 to	0699
645 821 0657 to	0699	663 078 7034 to	7099	686 899 1371 to	1399	702 171 1603 to	1699
645 930 7948 to	7999	663 763 5300 to	5399	686 931 7636 to	7699	702 195 5109 to	5199
645 975 0737 to	0762	663 883 7039 to	7499	687 601 0973 to	0999	702 254 9300 to	9399
646 242 6200 to	6299	663 938 9200 to	9299	687 614 6774 to	6799	702 264 7569 to	7599
646 270 7639 to	7799	664 253 8000 to	8499	688 120 9000 to	9999	702 519 0513 to	0524
646 798 4000 to	4999	664 656 3055 to	3099	688 314 3107 to	3191	702 713 1800 to	1809
647 048 7035 to	7099	665 174 6400 to	6499	<b>690 291 1361 to</b>	<b>1371</b>	702 821 5730 to	5799
647 049 2900 to	2999	665 274 8208 to	8299	690 788 2877 to	2899	702 821 5805 to	5899
647 398 8300 to	8399	665 669 5400 to	5499	690 893 5344 to	5399	702 846 6331 to	6399
647 398 8481 to	8499	666 132 8226 to	8299	690 893 5512 to	5599	702 848 3900 to	3999
647 437 3000 to	4999	666 696 2209 to	2299	690 904 1300 to	1599	702 857 7302 to	7499
647 811 2188 to	2199	666 696 2309 to	2399	690 941 6000 to	6199	702 878 0114 to	0199
648 009 6057 to	6099	667 032 9300 to	9399	691 313 6383 to	6399	703 364 1707 to	1799
648 163 5300 to	5499	667 729 5529 to	5599	691 313 6600 to	6699	<b>740 002 7710 to</b>	<b>7719</b>
648 722 5283 to	5299	668 383 8400 to	8699	691 582 8003 to	8099	740 241 9049 to	9099
648 892 3164 to	3199	<b>670 368 3400 to</b>	<b>3499</b>	691 664 1800 to	1999	740 255 1718 to	1799
649 100 3989 to	3999	670 369 7336 to	7399	691 664 2400 to	2499	740 470 2420 to	2443
649 647 0370 to	0399	670 750 7169 to	7199	692 727 9362 to	9399	740 523 7432 to	7449
649 647 0522 to	0599	671 046 6200 to	6399	692 798 1800 to	1899	740 535 1555 to	1580
649 647 5237 to	5399	671 251 5448 to	5499	693 249 0779 to	0799	740 701 6105 to	6114
649 647 9100 to	9299	671 926 5600 to	5799	693 249 0877 to	1699	740 705 9790 to	9799
649 666 7800 to	8299	672 444 2000 to	2999	693 445 0566 to	0999	740 726 6400 to	6500
<b>650 114 7707 to</b>	<b>7719</b>	672 828 3410 to	3499	693 448 8500 to	8999	740 765 3306 to	3399
650 130 3400 to	3599	673 167 5776 to	5799	693 645 9583 to	9599	<b>805 885 8411 to</b>	<b>8499</b>
650 213 0406 to	0499	675 464 3700 to	3799	693 965 4200 to	4299	806 087 1100 to	1499
650 555 1749 to	1799	675 464 4000 to	4199	695 741 2906 to	2999	806 268 9275 to	9299
650 564 1900 to	1999	676 365 5958 to	5999	695 947 8518 to	8599	806 534 3400 to	3477
650 627 4212 to	4299	676 669 1024 to	1099	696 662 8247 to	8299	807 342 3283 to	3399
650 736 2043 to	2099	677 126 6734 to	6799	697 447 8285 to	8296	808 086 7100 to	7199
650 739 1540 to	1699	677 333 9979 to	9999	698 042 4816 to	4899	808 090 3440 to	3499
651 741 4415 to	4499	677 466 1088 to	1099	698 131 2138 to	2157	808 325 5161 to	5699
651 882 2800 to	2899	678 071 4500 to	4799	698 227 0000 to	0099	808 784 8000 to	8299
652 754 6317 to	6399	678 096 7531 to	7599	<b>700 065 2570 to</b>	<b>2599</b>	<b>830 125 0672 to</b>	<b>0699</b>
653 131 4945 to	4999	679 909 2578 to	2599	700 065 4800 to	4899	830 602 5800 to	5999
653 426 3300 to	3399	<b>680 112 9565 to</b>	<b>9599</b>	700 190 3350 to	3359	830 610 3700 to	3799
653 455 4874 to	4899	680 244 0903 to	0999	700 228 6048 to	6099	830 983 3500 to	3599
654 238 0000 to	0399	680 412 6046 to	6099	700 650 0452 to	0499	830 983 3635 to	3699
654 404 3065 to	3092	680 761 6800 to	6899	700 666 1323 to	1349	831 354 1387 to	1399
654 962 2900 to	3199	681 677 0540 to	0699	700 786 9106 to	9142	831 815 8240 to	8299
655 103 5081 to	5199	682 070 1029 to	1099	700 859 0744 to	0758	832 525 3810 to	3899
655 523 2600 to	2999	682 956 6280 to	6299	701 028 6780 to	6899	833 159 1884 to	1899
656 305 2448 to	2499	682 956 6490 to	6599	701 213 3900 to	3999	833 456 2567 to	2599
657 347 4438 to	4999	682 956 6700 to	6799	701 267 2000 to	3999	833 566 3015 to	3071
657 710 8100 to	8999	682 965 1178 to	1199	701 335 7312 to	7399	834 130 5200 to	5299



834 316 5444	to	5499	854 532 0000	to	2999	870 536 5820	to	5829	910 958 7499	to	7599
834 354 8747	to	8766	855 001 6204	to	6249	870 541 7167	to	7239	911 140 1000	to	2199
834 354 8824	to	8838	855 319 9364	to	9399	870 575 8155	to	8999	911 245 2545	to	2599
835 269 5700	to	5799	855 361 3390	to	3399	870 589 0485	to	0494	911 268 9077	to	9099
835 496 7303	to	7399	856 226 0490	to	0499	870 691 7060	to	7099	911 400 8948	to	8999
835 539 5200	to	5999	856 656 5800	to	5999	872 029 9306	to	9399	911 508 1620	to	1799
835 813 3015	to	3099	856 752 0200	to	0299	872 100 0445	to	0459	911 509 9310	to	9399
837 672 8967	to	8999	857 111 1352	to	1399	<b>900 556 4178</b>	<b>to</b>	<b>4199</b>	911 523 3000	to	3999
837 784 3282	to	3299	857 279 3450	to	3499	900 845 0044	to	0099	912 057 9922	to	9999
838 176 8377	to	8399	857 843 4000	to	4099	900 936 0217	to	0299	912 882 0563	to	0899
838 518 1257	to	1299	858 124 7644	to	7699	900 936 0435	to	0499	913 605 2218	to	2299
839 718 8257	to	8299	858 756 3111	to	3299	901 058 5255	to	5280	913 709 2429	to	2499
<b>840 323 0600</b>	<b>to</b>	<b>0699</b>	859 063 8200	to	8699	901 273 1082	to	1099	913 818 3501	to	3999
840 875 6235	to	6299	859 190 0600	to	0644	901 287 5143	to	5199	914 063 4300	to	4399
840 910 0900	to	0999	859 437 5538	to	5599	901 291 2789	to	2799	914 346 7621	to	7644
841 349 5000	to	5099	859 811 2888	to	2899	901 525 7122	to	7199	914 529 6185	to	6299
841 805 7747	to	7899	859 855 8873	to	8999	902 089 1253	to	1299	914 896 4658	to	4699
841 805 7944	to	8099	<b>860 240 8520</b>	<b>to</b>	<b>8599</b>	902 198 9769	to	9799	915 300 2783	to	2799
842 226 0685	to	0695	860 275 3900	to	3999	902 948 1269	to	1299	915 546 6822	to	6999
842 685 4600	to	4699	860 518 9629	to	9699	902 985 0833	to	0899	915 671 3963	to	3980
842 685 4742	to	4999	860 600 0021	to	0999	903 370 6934	to	6999	915 671 3982	to	3999
842 860 0300	to	0399	861 158 2350	to	2599	904 600 6523	to	6599	915 675 2217	to	2299
842 898 5582	to	5599	861 367 5400	to	5499	904 892 0378	to	0399	916 440 3377	to	3399
843 062 7100	to	7199	861 637 6010	to	6099	904 892 0648	to	1299	916 670 6352	to	6399
843 077 6288	to	6299	861 979 7292	to	7499	905 056 2216	to	2299	916 682 5300	to	5399
843 077 6378	to	6399	862 216 6100	to	6199	905 510 6647	to	6799	916 694 1414	to	1499
843 758 5769	to	5778	862 263 9213	to	9299	905 510 6900	to	7099	916 703 0802	to	0821
843 786 2554	to	2699	862 271 0800	to	0999	905 794 0000	to	0199	917 089 0709	to	0799
845 656 8165	to	8199	862 271 5000	to	5099	905 794 0288	to	0299	917 089 0842	to	0899
845 727 2100	to	2199	863 871 5138	to	5199	905 873 6900	to	6999	917 216 2928	to	2999
845 746 2618	to	2635	863 949 5300	to	5399	905 873 7100	to	7299	917 370 6300	to	6499
846 390 7531	to	7599	864 088 8200	to	8299	905 880 8900	to	8999	917 486 4900	to	4999
846 918 0572	to	0599	864 426 3972	to	3999	905 889 7100	to	7199	918 460 0602	to	0699
847 237 7690	to	7699	864 520 6117	to	6136	906 158 1508	to	1599	918 492 5200	to	5399
847 284 2481	to	2499	865 151 0526	to	0599	906 558 8812	to	8899	918 951 7231	to	7299
847 374 7055	to	7065	865 500 4034	to	4099	906 982 2214	to	2299	919 519 2786	to	2799
847 374 7055	to	7065	865 883 6082	to	6099	907 725 8500	to	8599	919 536 0770	to	0799
847 636 5304	to	5399	866 004 3000	to	3999	907 815 0216	to	0257	919 915 2774	to	2787
847 700 5447	to	5499	866 442 4100	to	4899	908 622 4225	to	4235	<b>920 155 4662</b>	<b>to</b>	<b>4687</b>
847 723 7500	to	7599	867 366 9108	to	9118	908 936 9254	to	9299	920 309 9039	to	9199
849 485 3427	to	3499	867 633 7403	to	7499	909 100 1787	to	1799	920 857 5500	to	5899
849 520 9850	to	9899	867 737 5623	to	5699	909 100 1900	to	2099	920 864 3480	to	3499
849 608 1357	to	1399	868 169 4529	to	4599	909 355 0422	to	0499	921 333 7400	to	7499
849 792 2600	to	2699	868 173 8400	to	8599	909 568 8900	to	9099	921 414 3762	to	3799
<b>850 546 1862</b>	<b>to</b>	<b>1899</b>	868 514 9000	to	9099	909 568 9300	to	9499	921 477 3762	to	3799
851 143 6826	to	6844	868 566 9200	to	9299	909 725 7307	to	7399	922 278 1048	to	1399
851 209 9880	to	9899	869 387 1150	to	1199	909 833 0947	to	0999	922 280 2019	to	2099
851 928 9221	to	9299	869 505 3500	to	3599	<b>910 219 8631</b>	<b>to</b>	<b>8699</b>	922 800 2233	to	2299
852 589 6560	to	6599	869 523 7033	to	7099	910 265 1100	to	1199	923 032 7000	to	7399
853 049 3646	to	3699	869 800 0000	to	999 9999	910 471 7273	to	7299	923 045 3630	to	3699
854 304 4089	to	4999	<b>870 054 4814</b>	<b>to</b>	<b>4899</b>	910 536 2505	to	2599	923 810 7800	to	8299
854 529 2200	to	2299	870 491 4812	to	4849						

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

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

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

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

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

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

765 194 728	to	4 970	773 575 891	to	5 950	<b>780 103 591</b>	<b>to</b>	<b>3 650</b>	788 326 339	to	6 380
765 387 365	to	7 450	773 852 971	to	3 030	780 533 288	to	3 310	788 403 671	to	3 690
765 541 801	to	2 100	773 858 011	to	8 100	780 625 208	to	5 920	788 815 771	to	5 860
765 638 461	to	8 970	773 892 721	to	7 190	780 711 345	to	1 540	789 044 014	to	4 100
765 647 101	to	7 190	773 958 061	to	8 660	780 778 894	to	8 920	789 326 341	to	6 880
765 813 781	to	4 029	774 101 148	to	1 190	780 865 851	to	5 920	<b>790 209 421</b>	<b>to</b>	<b>9 480</b>
765 879 314	to	9 390	774 107 161	to	7 190	780 873 421	to	3 450	790 418 170	to	8 190
765 954 001	to	4 030	774 177 226	to	7 270	781 141 891	to	1 980	790 448 020	to	8 460
766 120 286	to	0 320	774 279 481	to	9 810	781 238 697	to	8 730	790 597 485	to	7 530
766 125 716	to	5 750	774 408 399	to	8 420	781 503 151	to	3 180	790 911 883	to	1 900
766 158 824	to	8 840	774 431 821	to	2 450	781 518 818	to	8 840	791 057 441	to	7 550
766 388 433	to	8 460	774 510 451	to	0 780	781 624 126	to	4 200	791 239 081	to	9 290
766 509 421	to	9 660	774 652 981	to	3 010	781 679 221	to	9 340	791 374 483	to	4 500
766 572 901	to	3 020	774 778 981	to	9 040	781 723 771	to	3 890	791 387 971	to	8 030
766 748 500	to	8 521	774 867 481	to	7 510	781 723 964	to	3 990	791 447 521	to	7 850
767 024 341	to	4 370	774 867 515	to	7 540	781 761 391	to	1 720	791 451 151	to	1 240
767 326 471	to	6 590	774 934 275	to	4 290	781 878 721	to	9 020	791 500 009	to	0 470
767 332 561	to	2 950	774 961 261	to	1 290	782 424 840	to	4 900	791 771 431	to	1 490
768 009 841	to	9 960	775 106 223	to	6 235	782 939 821	to	9 850	792 004 293	to	4 320
768 011 489	to	1 520	775 106 237	to	6 248	782 985 347	to	5 360	792 018 379	to	8 420
768 177 980	to	7 990	775 331 515	to	1 550	783 063 631	to	3 690	792 070 621	to	0 740
768 391 081	to	1 170	775 444 210	to	4 230	783 578 101	to	8 130	792 145 211	to	5 230
768 661 569	to	1 650	775 579 301	to	9 320	783 578 143	to	8 160	792 391 381	to	1 620
769 000 051	to	0 080	775 622 683	to	2 760	783 663 991	to	4 050	792 452 779	to	2 790
769 050 841	to	0 900	776 144 621	to	4 670	783 739 838	to	0 280	792 772 728	to	2 770
769 159 081	to	9 178	776 154 010	to	4 060	784 142 598	to	2 610	792 903 511	to	3 990
769 737 496	to	7 510	777 561 631	to	2 080	784 380 061	to	0 090	793 282 518	to	2 533
769 778 491	to	8 730	776 657 371	to	7 490	784 507 591	to	7 740	794 041 831	to	2 040
769 827 331	to	7 450	776 817 421	to	7 450	784 507 759	to	7 860	794 397 709	to	7 780
<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	776 951 225	to	1 250	784 913 509	to	3 531	794 581 741	to	2 040
770 723 281	to	3 400	777 141 601	to	2 140	785 429 491	to	9 520	794 592 122	to	2 150
770 790 451	to	0 480	777 297 421	to	7 510	785 989 351	to	9 440	795 032 251	to	2 340
770 915 150	to	5 490	777 621 721	to	1 750	786 036 450	to	6 480	796 373 406	to	3 430
771 455 551	to	5 610	777 810 309	to	0 330	786 036 450	to	6 480	796 602 961	to	3 050
771 609 661	to	9 690	778 049 651	to	9 670	786 111 854	to	1 930	796 708 441	to	8 500
771 932 551	to	2 580	778 106 225	to	6 310	786 510 527	to	0 540	796 886 281	to	6 430
772 057 224	to	7 440	778 218 730	to	8 780	786 510 571	to	0 600	796 901 701	to	2 000
772 162 660	to	3 070	778 251 871	to	1 930	786 676 937	to	6 980	796 975 466	to	5 590
772 718 615	to	8 640	778 286 911	to	6 940	786 730 831	to	0 920	797 272 917	to	2 950
772 940 140	to	0 160	778 328 699	to	8 730	786 743 671	to	3 700	797 519 441	to	9 460
772 970 886	to	0 940	778 567 471	to	7 860	786 743 711	to	3 730	797 519 731	to	0 240
773 009 419	to	9 430	778 570 771	to	0 830	786 854 491	to	4 550	797 535 181	to	5 330
773 112 031	to	2 060	778 699 096	to	9 110	786 977 256	to	7 461	798 040 053	to	0 080
773 125 387	to	5 410	778 779 471	to	9 480	787 158 121	to	8 390	798 055 813	to	5 830
773 179 320	to	9 410	779 146 205	to	6 230	787 325 701	to	5 910	798 055 891	to	5 950
773 202 989	to	3 140	779 233 681	to	3 710	787 493 281	to	3 340	798 326 371	to	6 520
773 208 991	to	9 290	779 316 961	to	7 200	787 793 816	to	3 880	798 562 411	to	2 440
773 231 311	to	1 340	779 339 221	to	9 400	787 822 428	to	2 440	798 632 461	to	2 490
773 348 739	to	8 940	779 702 191	to	2 250	787 887 881	to	7 901	798 807 151	to	7 510
773 348 739	to	8 940	779 994 001	to	4 090	788 306 478	to	6.490	798 944 761	to	5 030
									799 133 191	to	3 220
									799 854 751	to	5 200

— Group2—Internal and External Investigations,  
Postal Inspection Service, 7-22-04

### Counterfeit Canadian Money Order Forms

#### Do Not Cash

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

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

— *Group2-Internal and External Investigations,  
Postal Inspection Service, 7-22-04*

### 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, 7-22-04*

## Overseas Military Mail

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

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

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

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

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

## Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09302	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09323	Close	Immediately	
APO AE 09361	Close	Immediately	
APO AE 09839	Delete N	Immediately	A-A1-B-B1-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	09081	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U
09012	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09094	A1-B-B1-C-D	09172	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09021	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	<b>09302</b>	<b>A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1</b>
09028	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09031	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09033	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09034	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09036	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09185	A1-B-B1-C-D-U	09307	A1-B-B1-V-Z1
09042	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09045	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09310	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09050	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09053	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U	09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09054	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U		
09056	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09226	A1-B-B1-C-D-U		
09058	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U		
09059	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U		
09060	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09237	A1-B-B1-C-D-U-V		
09063	A1-B-B1-C-D-L-U	09137	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U		
09067	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U		
09069	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U		
09074	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U		
09076	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U		
09080	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09313	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09396	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09579	A1-B-V
09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09358	A-A1-B-B1-E2-F-H1-N-R-V-Z1	09399	A-A1-B-B1-C-F-M-V-Z1	09581	A1-B-V
09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09582	A1-B-V
09316	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09360	A1-B-B1-V	09420	A1-B-B1-C-C1-U	09586	A1-B-V
09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09421	A1-B-B1-C-C1-U	09587	A1-B-V
09318	A-A1-B-B1-C1-E2-F-H1-M-N-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	09588	A1-B-V
09321	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	09589	A1-B-B1-V
09322	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	09590	A1-B-V
09324	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	09591	A1-B-V
09327	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	09593	A1-B-V
09328	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	09594	A1-B-V
09330	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	09595	A1-B-V
09331	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	09596	A1-B-V
09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09469	A1-B-B1-C-C1-U	09599	A1-B-V
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09379	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09470	A1-B-B1-C-C1-U	09601	A1-B-B1-C-F-F1-U
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09380	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09494	A1-B-B1-C-C1-U	09602	A1-B-B1-C-F-F1-N-U
09336	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09496	A1-B-B1-C-C1-U-V	09603	A1-B-B1-C-F-F1-U
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09498	A1-B-B1-C-C1-U	09604	A1-B-B1-C-F-F1-U
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09499	A1-B-B1-C-C1-U	09609	A1-B-B1-C-F-U
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09501	A1-B-V	09610	A1-B-B1-C-F-U
09340	A-A1-B-B1-C1-F-R-V	09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09502	A1-B-V	09612	A1-B-B1-C-F-U
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09503	A1-B-V	09613	A1-B-B1-C-F-U-V
09344	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09504	A1-B-V	09617	A1-B-B1-C-F-U
09346	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09505	A1-B-V	09618	A1-B-B1-C-F-U
09347	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	09506	A1-B-V	09619	A1-B-B1-C-F-U
09348	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09507	A1-B-V	09620	A1-B-B1-C-F-U
09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09508	A1-B-V	09621	A1-B-B1-C-F-U
09353	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	09509	A1-B-V	09622	A1-B-B1-C-F-U
09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09395	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09510	A1-B-V	09623	A1-B-B1-C-F-U
09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1			09511	A1-B-V	09624	A1-B-B1-C-F-U
09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1			09517	A1-B-V	09625	A1-B-B1-C-F-U
				09521	A1-B-V	09626	A1-B-B1-C-F-U
				09524	A1-B-V	09627	A1-B-B1-C-F-U
				09532	A1-B-V	09628	A1-B-B1-C-F-F1-U-V
				09534	A1-B-V	09630	A1-B-B1-C-F-U-V
				09542	A1-B-V	09631	A1-B-B1-C-F-U
				09543	A1-B-V	09636	A1-B-B1-C-F-U
				09545	A1-B-V	09642	A1-B-B1-N-U
				09549	A1-B-V	09643	A1-B-B1-U
				09550	A1-B-V	09644	A1-B-B1-U
				09554	A1-B-B1-V	09645	A1-B-U
				09556	A1-B-V	09647	A1-B-B1-N-U
				09557	A1-B-V	09648	A1-B-B1-N-U-V-Z1
				09564	A1-B-V	09649	A1-B-B1-U
				09565	A1-B-V	09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1
				09566	A1-B-V	09702	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1
				09567	A1-B-V	09703	A1-B-B1-C-F1
				09568	A1-B-V	09704	A1-B-B1-C-D-V
				09569	A1-B-V	09705	A1-B-B1-U
				09570	A1-B-V	09706	A1-B-B1-C-U-V
				09573	A1-B-V	09707	A1-B-B1-C-N-U-V
				09574	A1-B-V	09708	A1-B-B1
				09575	A1-B-V	09709	A1-B-B1-F1
				09576	A1-B-V		
				09577	A1-B-V		
				09578	A1-B-V		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09710	A1-B-B1-C-C1-F1-M-R-R1-U	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34009	A-A1-B-B1-D-F-I-M-N-R-R1-V-Z-Z1	96221	A-A1-B-B1-U-V
09711	A1-B-B1-F1-Z1	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34020	A1-B-B1-M-N-V-Z1	96224	A-A1-B-B1-U
09713	A1-B-B1-C-F1			34021	A1-B-M-N-V-Z1	96251	A-A1-B-B1-U
09714	A1-B-B1-C-C1-F1-M-R-R1-U	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	96257	A-A1-B-B1-U
09715	A1-B-B1-F1	09819	A-A1-B-F-P-V-Z1	34023	A1-B-B1-M-N-V-Z1	96258	A-A1-B-B1-U
09716	A1-B-B1-C-D-N-U-V	09821	A-A1-B-F-V-Z1	34024	A1-B-B1-M-N-V-Z1	96259	A-A1-B-B1-U
09717	A1-B-B1-M-W	09822	A-A1-B-F-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96260	A-A1-B-B1-U
09718	A1-B-B1-F-I-N-U-V	09823	A-A1-B-F-V-Z1	34030	A1-B-B1-M-N-V-Z1	96264	A-A1-B-B1-U
09719	A1-B-B1-C-F1-V	09824	A-A1-B-F-V-Z1	34031	A1-B-B1-M-N-V-Z1	96266	A-A1-B-B1-U
09720	A1-B-B1-U-V	09827	A-A1-B-F-Z1	34032	A1-B-M-N-V-Z1	96267	A-A1-B-B1-U-V
09721	A1-B-B1-N-U-V-Z1	09828	A1-B-N-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96269	A-A1-B-B1-U
09722	A1-B-B1-C-D-N-U-V	09830	A1-B-B1-C-N-V-Z1	34034	A1-B-B1-M-N-V-Z1	96271	A-A1-B-B1-U
09723	A1-B-B1-N-U-V-Z1	09831	A1-B-B1-F-N-U-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96275	A-A1-B-B1-V
09724	A1-B-B1-C-C1-F1-M-R-R1-U	09832	A-B-B1-U1-V-Z1	34036	A1-B-M-N-V-Z1	96276	A-A1-B-B1
09725	A1-B-B1-C	09833	A1-B-B1-U1-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96278	A-A1-B-B1-U
09726	A1-B-B1-N-U	09834	A1-B-B1-V-Z1	34038	A1-B-B1-M-N-V-Z1	96283	A-A1-B-B1-U
09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09835	A-A1-B-B1-V-Z1	34039	A1-B-N-V-Z1	96284	A-A1-B-B1-U-V
		09836	A-A1-B-B1-C-F-M-V-Z1	34040	A1-B-V-Z1	96297	A-A1-B-B1-U
		09837	A1-B-B1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96306	A1-B-B1-F-F1-F2-M-W
09728	A1-B-B1-C-F1-U-V	09838	A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96309	A1-B-B1-M-V-W
09729	A1-B-B1-N-U-V	<b>09839</b>	<b>A-A1-B-B1-U-V-Z1</b>	34043	A1-B-B1-D-F-M-N-V-Z1	96310	A1-B-B1-M-W
09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09840	A-A1-B-B1-V-Z1	34050	A1-B-V	96311	A1-B-B1-M-W
		09841	A-A1-B-B1-U-Z1	34051	A1-B-V-Z1	96313	A1-B-B1-F-F1-F2-M-W
09731	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09842	A-A1-B-B1-Z1	34053	A1-B-V-Z1	96319	A1-B-B1-M-W
		09843	A-A1-B-B1-U-V-Z1	34055	A1-B-N-V-Z1	96321	A1-B-B1-F-F1-F2-M-W
09732	A1-B-B1-N-V-Z1	09844	A-A1-B-B1-U-V-Z1	34058	A1-B-B1-V-Z1	96322	A1-B-B1-F-F1-F2-M-W
09733	A1-B-B1-V	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34071	A1-B-I-M-N-V-Z	96323	A1-B-B1-M-V-W
09735	A1-B-B1-N-V-Z1	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96326	A1-B-B1-M-W
09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96328	A1-B-B1-M-W
		09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96330	A1-B-B1-M-W
09777	A-A1-B-B1-C-E1-N	09865	A-A1-B-B1-V-Z1	34090	A1-B-V	96336	A1-B-B1-M-V-W
09779	A-A1-B-B1-F-R-V	09868	A-A1-B-B1-U-V-Z1	34091	A1-B-V	96337	A1-B-B1-M-W
09780	A-A1-B-B1-F-R-V	09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	34092	A1-B-V	96338	A1-B-B1-M-W
09788	A-A1-B-B1-F-R-V			34093	A1-B-V	96339	A1-B-B1-M-V-W
09789	A-A1-B-B1-F-R-V	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34095	A1-B-V	96343	A1-B-B1-M-W
09790	A-A1-B-B1-C1-F-R-V	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34098	A1-B-V	96347	A1-B-B1-F-F1-F2-M-W
09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34099	A1-B-V	96348	A1-B-B1-F-F1-F2-M-W
09793	A-A1-B-B1-F-R-V	09892	A-A1-B-B1-F-N-R-R1-V-Z1	96201	A-A1-B	96349	A1-B-B1-F-F1-F2-M-W
09797	A1-B-B1-C-D-P-V	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96202	A-A1-B1-U-V	96350	A1-B-B1-F-F1-F2-M-W
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1			96203	A-A1-B	96351	A1-B-B1-F-F1-F2-M-W
09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09800	A1-B-B1-N-U-Z1	96204	A-A1-B-B1	96362	A1-B-B1-F-F1-F2-M-W
09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34002	A1-B-B1-N-U-Z1	96205	A-A1-B-B1-U	96365	A1-B-B1-M-V-W
09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	96206	A-A1-B-B1-U	96367	A1-B-B1-L-M-W
09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34007	A-A1-B-B1-C1-F1-V-Z1	96207	A-A1-B-B1-U	96368	A1-B-B1-M-W
09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	96208	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2-M-W
09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1			96212	A-A1-B-B1-U	96372	A1-B-B1-M-W
				96213	A-A1-B-B1-U	96373	A1-B-B1-M-W
				96214	A-A1-B-B1-U	96374	A1-B-B1-M-W
				96215	A-A1-B-B1-U-V		
				96217	A-A1-B-B1-U-V		
				96218	A-A1-B-B1-U		
				96219	A-A1-B-B1-U-V		
				96220	A-A1-B-B1-U-V		



<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>
96375	A1-B-B1-M-W	96521	A1-B-F-N	96602	A1-B-V	96635	A1-B-V
96376	A1-B-B1-M-W	96522	A1-B-F-N-U	96603	A1-B-V	96643	A1-B-V
96377	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U- V	96604	A1-B-V	96657	A1-B-V
96378	A1-B-B1-M-W	96531	A1-B-B1-H-M-U-V	96605	A1-B-O-V	96660	A1-B-V
96379	A1-B-B1-M-W	96534	A-A1-B-F	96606	A1-B-V	96661	A1-B-V
96384	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96607	A1-B-V	96662	A1-B-V
96386	A1-B-B1-M-W	96536	A1-B-B1-V	96608	A1-B-V	96663	A1-B-V
96387	A1-B-B1-M-W	96537	A1-B-B1-V	96609	A1-B-V	96664	A1-B-V
96388	A1-B-B1-M-W	96538	A1-B-B1-V	96610	A1-B-V	96665	A1-B-V
96401	A1-B-B1-F-N-V-Z1	96540	A1-B-B1-V	96611	A1-B-V	96666	A1-B-V
96424	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96541	A1-B-B1-V	96612	A1-B-V	96667	A1-B-V
96425	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96542	A1-B-B1-V	96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96668	A1-B-V
96426	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96543	A1-B-B1-P-V	96614	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96669	A1-B-V
96427	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96544	A1-B-F-U3-V	96615	A1-B-V	96670	A1-B-V
96490	A1-B-B1-V	96546	A1-B-F-U3	96616	A-A1-B-B1-V-Z1	96671	A1-B-V
96507	A-A1-B-F-V	96548	A-A1-B-B1-H-M-U	96617	A1-B-V	96672	A1-B-V
96511	A1-B-B1-I-N-V	96549	A-A1-B-B1-H-M-U	96619	A1-B-V	96673	A1-B-V
96515	A1-B-B1-F	96550	A-A1-B-B1-H-M-U	96620	A1-B-V	96674	A1-B-V
96517	A1-B-B1-F-U3-V	96551	A-A1-B-B1-H-M-U	96621	A1-B-V	96675	A1-B-V
96518	A1-B-B1-V	96553	A-A1-B-B1-H-M-N-U- V	96622	A1-B-V	96677	A1-B-V
96520	A1-B-F-U3-V	96554	A-A1-B-B1-H-M-U	96623	A1-B-V	96678	A1-B-V
		96555	A1-B-B1-F-M-V	96624	A1-B-V	96679	A1-B-V
		96557	A1-B-B1-F-M-V	96628	A1-B-V	96681	A1-B-V
		96595	A1-B-B1-V	96629	A1-B-V	96682	A1-B-V
		96598	A1-B-B1-V	96634	A1-B-V	96683	A1-B-V
		96599	A1-B-B1-V			96684	A1-B-V
		96601	A1-B-V			96686	A1-B-V
						96687	A1-B-V
						96688	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.

NOTICE TO ALL EMPLOYEES

# THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released July 6, 2004, by the Federal Retirement Thrift Investment Board

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

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

2003 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
July	0.30	-3.41	-3.36	1.78	1.76	4.60	4.67	2.35	2.42
Aug.	0.40	.73	.66	1.94	1.95	4.12	4.19	2.39	2.41
Sept.	<b>0.40</b>	<b>2.68</b>	<b>2.65</b>	<b>-1.14</b>	<b>-1.06</b>	<b>-1.35</b>	<b>-1.24</b>	<b>3.08</b>	<b>3.08</b>
Oct.	0.30	-1.00	-0.93	5.68	5.66	7.65	7.62	6.06	6.23
Nov.	0.30	0.30	0.24	0.91	0.88	3.47	3.42	2.22	2.22
Dec.	0.49	1.01	1.02	5.24	5.24	2.04	2.08	7.68	7.81

2004 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Jan.	0.29	0.80	0.80	1.80	1.84	3.53	3.58	1.32	1.41
Feb.	0.39	1.09	1.08	1.35	1.39	1.78	1.75	2.22	2.31
March	0.29	0.69	0.75	-1.50	-1.51	0.38	0.42	0.60	0.56
April	0.29	-2.54	-2.60	-1.52	-1.57	-3.94	-4.02	-2.31	2.26
May	0.39	-0.50	-0.40	1.37	1.37	1.50	1.52	0.30	0.34
June	0.38	0.60	0.57	1.86	1.94	2.72	2.75	2.89	2.19
<b>LAST 12 MONTHS</b>	<b>4.29</b>	<b>0.30</b>	<b>0.32</b>	<b>18.97</b>	<b>19.11</b>	<b>29.35</b>	<b>29.69</b>	<b>32.45</b>	<b>32.37</b>

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

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

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

\* Implemented May 2001.

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7/1/04 10/31/04

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**The Art of Disney** 37¢  
Available in June

**USS Constellation** 37¢  
Available in June

**R. Buckminster Fuller** 37¢  
Available in July

**“Magnolia” by Heade** 37¢  
Available in August

**Sickle Cell Disease** 37¢  
Available in September

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This 3' x 5' indoor/outdoor American flag is a \$15 value. Get yours while supplies last. Offer ends September 30, 2004. See Retail Associate for details.

PLACE TEAR PAD HERE

Please see a Retail Associate to request an offer form or send your original receipt(s) dated between 7/1/04 and 9/30/04 and a 3" x 5" card with your name, address and phone number to:

**AT&T USPS Salute to America**  
PO Box 5123  
Clifton NJ 07015-5123



usps.com

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SFO4-FLZ-CC-310  
Courier Card





### Award Recommendation/Authorization (Quality Step Increase)

**Note:** All information on this form is required before a Quality Step Increase (QSI) will be processed. QSIs are awarded through the *Incentive Awards and Service Recognition Program* as described in the *Employee and Labor Relations Manual (ELM) 475.3*. An employee who receives a QSI will be advanced in step(s) and may have his or her next step date adjusted. A request for a QSI must be submitted to the employee's personnel office at least 7 calendar days prior to the effective date of the QSI.

Employee Name <i>(Last, first, MI)</i>	Social Security Number or ID			Employee Installation City	State	ZIP + 4 <sup>®</sup>
Employee Position Title	RSC	Grade	Step	Finance Number	eIDEA Number	

Basis for QSI *(Describe improvements)*

---

Estimated First-Year Savings *(Show calculation)*

Recommended by <i>(Printed name and signature)</i>	Title	Date
Idea Adopted by <i>(Printed name and signature)</i>	Title	Date

**Note:** QSI must be approved by a district manager, plant manager, or postmaster (EAS-22 and above).

Approved by <i>(Printed name and signature)</i>	Title	Date
Person Processing PS Form 50 <i>(Printed name and signature)</i>	Effective date of QSI <i>(Determined by personnel office)</i>	



### Award Recommendation/Authorization (Quality Step Increase)

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Employee Name <i>(Last, first, MI)</i>	Social Security Number or ID			Employee Installation City	State	ZIP + 4®
Employee Position Title	RSC	Grade	Step	Finance Number	eIDEA Number	

Basis for QSI *(Describe improvements)*

---

Estimated First-Year Savings *(Show calculation)*

Recommended by <i>(Printed name and signature)</i>	Title	Date
Idea Adopted by <i>(Printed name and signature)</i>	Title	Date

**Note:** QSI must be approved by a district manager, plant manager, or postmaster (EAS-22 and above).

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Basis for QSI *(Describe improvements)*

---

Estimated First-Year Savings *(Show calculation)*

Recommended by <i>(Printed name and signature)</i>	Title	Date
Idea Adopted by <i>(Printed name and signature)</i>	Title	Date

**Note:** QSI must be approved by a district manager, plant manager, or postmaster (EAS-22 and above).

Approved by <i>(Printed name and signature)</i>	Title	Date
Person Processing PS Form 50 <i>(Printed name and signature)</i>	Effective date of QSI <i>(Determined by personnel office)</i>	

# International Mail

## IMM AND PUBLICATION 51 REVISIONS

### International Mail — Airmail Parcel Post Insurance to Ethiopia

Effective July 22, 2004, the *International Mail Manual* (IMM) and Publication 51, *International Postal Rates and Fees*, are revised to reflect the availability of insurance for airmail parcel post items to Ethiopia, with a maximum insurance indemnity limit of \$1,000.

We will incorporate this revision into the printed version of IMM 30 and the next printed version of Publication 51, and also into the online versions of the IMM and Publication 51, both of which are available via Postal Explorer® at <http://pe.usps.gov>.

#### International Mail Manual (IMM)

\* \* \* \* \*

#### Individual Country Listings

\* \* \* \* \*

#### Ethiopia

\* \* \* \* \*

#### Special Services

\* \* \* \* \*

#### Insurance (320)

[Revise the section on insurance by removing the text “NOT Available” and adding new text and an insurance table to read as follows:]

Available for **Airmail Parcel Post** only (see 324.2 for required markings)

Insured Amount Not Over	Fee	Insured Amount Not Over	Fee
\$50	\$1.85	Add \$1.00 for each additional \$100 or fraction of insurance coverage.	
\$100	\$2.60		
\$200	\$3.60		
\$300	\$4.60		
\$400	\$5.60		
\$500	\$6.60	\$1,000 max.	\$11.60

\* \* \* \* \*

#### Publication 51, *International Postal Rates and Fees*

\* \* \* \* \*

#### Country Listing

[In the Country Listing, revise the entry for Ethiopia to read as follows (showing a revision in the column “Parcel Post Insurance Indemnity Limit (\$)”):]

Country	EMS Rate Group	EMS Max. Weight Limit (lb.)	Airmail Parcel Post Rate Group	Economy (Surface) Parcel Post Rate Group	Parcel Post Max. Weight Limit (lb.)	Parcel Post Insurance Indemnity Limit (\$)	Letter-post Rate Group *	GXG Rate Group
Ethiopia	10	44	10	10	66	1000	5	8

\* \* \* \* \*

REMINDER

**Preparation Requirements for International Priority Airmail to Canada**

Canada Post has informed us that some mailers are failing to prepare International Priority Airmail (IPA) letter and flat mail as specified in the *International Mail Manual (IMM)*. As noted in the IMM, mailers must place IPA letter and flat mail to Canada in trays — mailers cannot place such mail in sacks.

Postal Service™ acceptance unit clerks must identify any mail that is not prepared according to the IMM specifications and must have the mailer prepare it correctly before accepting it.

To remind mailers and acceptance personnel of the specifications, we are including the applicable IMM text with this article.

**International Mail Manual (IMM)**

	*	*	*	*	*
<b>2</b>	<b>Conditions for Mailing</b>				
	*	*	*	*	*
<b>290</b>	<b>Commercial Services</b>				
	*	*	*	*	*
<b>292</b>	<b>International Priority Airmail Service</b>				
	*	*	*	*	*
<b>292.4</b>	<b>Preparation Requirements for Individual Items</b>				
	*	*	*	*	*
<b>292.45</b>	<b>Sacking Requirements</b>				
	*	*	*	*	*

**292.455 Preparation Requirements for Canada**

\* \* \* \* \*

- a. *Letter-Size Mail and Flat-Size Mail.* Letter-size items are prepared in letter trays, either half-size or full-size, depending on volume. Flat-size items are prepared in flat trays. All items must be faced in the same direction, and all trays must be full enough to keep the mail from mixing during transportation. Do not prepare the content of the tray in packages. The mailer must label each tray to show the destination in Canada and the dispatching U.S. International exchange office in the following format:

Line 1: Canadian Destination, U.S. Exchange Office Code

Line 2: Contents

Line 3: Mailer, Mailer Location

**Example:**

MONTREAL QC FWD	003
IPA	
ABC COMPANY NEW YORK NY	

In addition, the mailer must complete PS Tag 115, *International Priority Airmail*. Write “Canada” on the reverse and tape the tag to the tray sleeve. All trays must be banded.

\* \* \* \* \*

— *International Network Operations, Network Operations Management, 7-22-04*

## REVISED PUBLICATION

**Publication 141, Global Express Guaranteed Service Guide**

We have revised Publication 141, *Global Express Guaranteed Service Guide*. Publication 141 sets forth the policies, regulations, and procedures governing Global Express Guaranteed® (GXG™) services that the U.S. Postal Service® provides to the public.

We mailed copies of Publication 141 to participating Postal Service™ locations starting on June 4, 2004.

Publication 141 is also available on the following web sites:

- The Postal Service PolicyNet Web site:
  - Go to <http://blue.usps.gov>.
  - Under “Essential Links” in the left-hand column, click on *References*.
  - Under “References” in the right-hand column, click on *PolicyNet*.
  - Click on *PUBs*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

- The Postal Service Internet Web site:
  - Go to [www.usps.com](http://www.usps.com).
  - Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Publications*.
- The Global Delivery Service Web site:
  - Go to [www.usps.com](http://www.usps.com).
  - Click on *Send Mail & Packages*, then *International Delivery Options*, then *Global Express Guaranteed®*, and then, under “Resource Center,” *Global Express Guaranteed Service Guide (PDF)*.

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Retail was \$2.95



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Retail was \$11.95



ACRYLIC MAGNETS - \$1.00  
Retail was \$4.95



LAPEL PINS - 75¢  
Retail was \$3.95



POSTCARDS - 50PK...\$2.50  
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Postcards ♥ Note Pads ♥ Acrylic Magnets ♥ Lapel Pins ♥ Travel Mugs ♥ Key Chains ♥ Metal Magnets

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Promotion. Postal Service Official Licensed Products



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Button-down Oxfords in a **Stain-Resistant** 60% Cotton/40% Polyester easy-care blend, in short-sleeve and long-sleeve styles for men and women.



**\$24.95\***  
Reg. \$28.95

Ladies': S/S #A20741; L/S #A20742  
Sizes: XS(2-4) – 4XL(30-32)  
Men's: S/S #A20748; L/S #A20750  
Sizes: XS-6XL – LT-6XLT  
Colors: Butter, French Blue, White, Light Blue



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L/S

Smartly-styled Twills in a **Stain-Resistant**, light-weight, 5.5 ounce, 60/40 blend, in short-sleeve and long-sleeve styles for men and women.



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Cool and comfortable, **Soft-Touch** Twills in a light-weight 5.5 ounce 100% cotton fabric, in short-sleeve and long-sleeve styles for men and women.



**\$29.95\***  
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L/S

**\$28.95\***  
Reg. \$32.95

Ladies': S/S #A20781; L/S #A20782  
Sizes: XS(2-4) – 4XL(30-32)  
Men's: S/S #A20788; L/S #A20790  
Sizes: S-6XL – LT-6XLT  
Colors: Maroon, Khaki, Forest Green, Navy, White, Pacific Blue, Black, Red

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Men's: S/S #A20768; L/S #A20770  
Sizes: S-6XL – LT-6XLT  
Colors: Black, White, French Blue, Khaki, Red, Navy, Forest Green

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# Philately

STAMP ANNOUNCEMENT 04-25

## Navajo Jewelry Definitive Stamp



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The Postal Service™ will issue a 2-cent, *Navajo Jewelry* definitive stamp (Item 107200) in a pressure-sensitive adhesive (PSA) pane of 20 on August 20, 2004, in Indianapolis, Indiana. The stamp, designed by Derry Noyes of Washington, DC, goes on sale nationwide August 21, 2004.

Inaugurated in 2002 with the *American Toleware* stamp, the *American Design* series showcases beautiful works of American art and crafts. The 2002 issuance featured *American Toleware* followed by *American Clock* and *Tiffany Lamp* (2003), and *Chippendale Chair* (2004).

For this fifth issuance in the *American Treasures* series, artist Lou Nolan painted a detail of a Navajo silver and turquoise necklace with sand-cast squash blossoms set with polished blue turquoise nuggets. Mr. Nolan based his painting on a photograph by Peter T. Furst. The necklace itself belongs to a private collector.

### 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](http://www.usps.com/shop). They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

NAVAJO JEWELRY DEFINITIVE STAMP  
 POSTMASTER  
 125 W SOUTH ST  
 INDIANAPOLIS IN 46206-9998

Issue:	<i>Navajo Jewelry</i>
Item Number:	107200
Denomination & Type of Issue:	2-cent definitive
Format:	Pane of 20 (1 design)
Series:	<i>American Design</i>
Issue Date & City:	August 20, 2004, Indianapolis, IN 46206
Designer:	Derry Noyes, Washington, DC
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Illustrator:	Lou Nolan, McLean, VA
Engraver:	Keating Gravure
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	100 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Cyan, Magenta, Black, PMS 309 (Green)
Stamp Orientation:	Vertical
Image Area (w x h):	0.730 x 0.840 in./18.542 x 21.336 mm
Overall Size (w x h):	0.870 x 0.980 in./22.098 x 24.943 mm
Full Pane Size (w x h):	5.250 x 4.921 in./133.35 x 124.9934 mm
Plate Size:	280 stamps per revolution
Plate Numbers:	"V" followed by five (5) single digits
Marginal Markings:	"© 2004 USPS" • Price • Plate position diagram
Plate Numbers	Four per pane • Four barcodes on back of each pane
Catalog Item Number(s):	107220 Block of 4 — \$0.08 107230 Block of 10 — \$0.20 107240 Full Pane of 20 — \$0.40 107262 First Day Cover — \$0.77

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 September 19, 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 calling 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 107200, 2-cent *Navajo Jewelry*, Definitive Stamp

All stamp distribution offices (SDOs) will receive an automatic distribution of Item 107200, 2-cent *Navajo Jewelry*, PSA pane of 20 stamps. Master carton size is 40,000 stamps.

### Initial Supply to Post Offices

SDOs will not make a subsequent automatic distribution to Post Offices. To obtain an initial supply of this 2-cent definitive stamp, all Post Offices must immediately submit a separate PS Form 17, *Stamp Requisition/Stamp Return*, to their designated SDO. SDOs must not distribute these stamps to Post Offices before August 15, 2004.

### Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of these stamps in 14 positions for subsequent distribution to each philatelic window.

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Navajo Jewelry</i> Definitive Stamp, Item 107200
1	28,000
2	28,000
3	56,000
4	56,000
5	84,000
6	84,000
8	112,000
9	140,000
12	168,000
13	196,000
16	224,000
19	280,000

### Additional Supply

Post Offices requiring additional Item 107200 must requisition them from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the San Francisco, Chicago, Memphis, and New York APDs will each receive 2,400,000 additional stamps; the Denver APD will receive 1,040,000 additional stamps.

For fulfilling supplemental orders from APDs, the Kansas City Stamp Services Center will receive 28,800,000 additional stamps.

— Stamp Services,  
Government Relations, 7-22-04



STAMP ANNOUNCEMENT 04-26

**Art of the American Indian Stamps**



**Copyright USPS 2003**

The Postal Service™ will issue 37-cent, *Art of the American Indian* commemorative stamps (Item 457300) in a pressure-sensitive adhesive (PSA) souvenir sheet of 10, in 10 designs on August 21, 2004, in Santa Fe, New Mexico. The stamps, designed by Richard Sheaff of Scottsdale, Arizona, go on sale nationwide August 22, 2004. This \$3.70 souvenir sheet may not be split, and the stamps may not be sold individually.

This pane of 100 jumbo stamps offers a sampling of the diverse ways in which American Indians, in their everyday lives, created utilitarian, social, spiritual, and commercial objects that were also extraordinary expressions of beauty. The pane features photographs of 100 American Indian artifacts dating from around the 11th century A.D. to circa 1969. John Stevens, a calligrapher in Winston-Salem, North Carolina, designed and created the lettering in the title. Descriptive text on the back provides an overview and information about each of the 10 objects.

The first-day-of-issue ceremony will take place at 11 A.M. on August 21, 2004, at the Santa Fe Indian Market. This annual event sponsored by the Southwestern Association for Indian Arts (SWAIA) includes 1,200 artists from 100 tribes. The event attracts an estimated 100,000 visitors to Santa Fe from all over the world and is where Native American art meets the world. The stamp's issuance is also in anticipatory celebration of the September 2004 opening of the National Museum of the American Indian on the National Mall in Washington, DC.

The stamps will also be issued in a set of stamped cards (Item 884500).

**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](http://www.usps.com/shop). They

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

ART OF THE AMERICAN INDIAN COMMEMORATIVE  
STAMPS  
POSTMASTER  
120 S FEDERAL PL  
SANTA FE NM 87501-9998

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 September 20, 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 calling 800-STAMP-24 or writing to:

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

### Philatelic Products

Two philatelic products are available for the *Art of the American Indian* stamps:

- Matted keepsake \$21.95 (Item 457382).
- Stamped postal cards \$9.75 (Item 884500).

These philatelic products will be available at postal stores, online at [www.usps.com](http://www.usps.com), and by telephone at 800 STAMP-24. The stamped postal cards will also be available at all Post Offices.

### Distribution: Item 457300, \$3.70 *Art of the American Indian Souvenir Sheet of 10 Stamps*

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

### Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-half of their standard automatic distribution quantities using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute this souvenir sheet to Post Offices before August 15, 2004.

Issue:	<i>Art of the American Indian</i>
Item Number:	457300
Denomination & Type of Issue:	37-cent commemorative
Format:	Souvenir Sheet of 10 (10 designs)
Series:	N/A
Issue Date & City:	August 21, 2004, Santa Fe, NM 87501
Designer:	Richard Sheaff, Scottsdale, AZ
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Engraver:	Keating Gravure
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Sheet:	10
Print Quantity:	87 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, Cyan, Black; PMS 452 (Green)
Stamp Orientation:	Vertical
Image Area (w x h):	1.270 x 1.820 in./32.258 x 46.228 mm
Overall Size (w x h):	1.410 x 1.960 in./35.814 x 49.784 mm
Full Pane Size (w x h):	8.0 x 5.8125 in./203.20 x 147.6375 mm
Plate Size:	80 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	
Front:	Heading "ART OF THE AMERICAN INDIAN"
Back:	At the top of the pane, two paragraphs describe the diverse ways the American Indian artist uses creative expression. Each stamp has a paragraph written about the artifact image that appears on the stamp and the museum in which the piece of art is located • Barcode • © 2003 USPS®
Catalog Item Number(s)	457340 Full Pane of 10 — \$3.70 457362 FDC FP — \$6.20 457364 Canceled FP — \$6.20 457366 Stamped Cards — \$9.75 457382 Matted Keepsake — \$21.95 457391 Ceremony Keepsake — \$9.65 457393 Full Pane w/First Day Cover — \$9.90

**Philatelic Requirement**

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

**Additional Supply**

Post Offices requiring additional souvenir sheets must requisition Item 457300 from their designated SDO using PS Form 17. SDOs requiring additional souvenir sheets must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Memphis, Chicago, and New York APDs will each receive 300,000 additional souvenir sheets; the San Francisco APD will receive 250,000 additional souvenir sheets; and the Denver APD will receive 200,000 additional souvenir sheets.

**Sales Policy**

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures. The \$3.70 *Art of the American Indian* souvenir sheet may not be split, and the stamps may not be sold individually.

Issue:	<i>Art of the American Indian</i>
Item Number:	884500
Denomination & Type of Issue:	23-cent stamped postal card
Format:	\$9.75 stamped postal card booklet of 20 (10 designs)
Series:	N/A
Issue Date & City:	August 21, 2004, Santa Fe, NM 87501
Designer:	Richard Sheaff, Scottsdale, AZ
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Engraver:	N/A
Modeler:	Donald Woo
Manufacturing Process:	Offset
Printer:	Banknote Corporation of America, Inc./SSP
Printed at:	Browns Summit, NC
Press Type:	Man Roland, 300
Cards per Set:	20
Print Quantity:	35,000 booklets (700,000 cards)
Paper Type:	Phosphored Tagged
Adhesive Type:	N/A
Colors:	Cyan, Magenta, Yellow, Black
Stamp Orientation:	Vertical
Card Size (w x h):	6 x 4.25 in./152.40 x 107.95 mm
Booklet Size (w x h):	6.75 x 4.25 in./171.45 x 107.95 mm
Plate Size:	12 cards per revolution
Plate Numbers:	N/A
Marginal/Backside Markings:	
Front:	Header • Stamp Design Image • "Twenty Stamped Postal Cards" • "Ten Designs \$9.75"
Back:	USPS Logo • Design • Web site information • "© 2004 USPS" • Barcode
Catalog Item Number(s)	884566 Stamped Card Set — \$9.75

— Stamp Services,  
Government Relations, 7-22-04

## 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 up to 30 days.



June 11, 2004  
*Puerto Rico Baseball Academy & High School*  
 PRBAHS STATION  
 POSTMASTER  
 PICTORIAL CANCELLATION  
 COORDINATOR  
 585 AVE FD ROOSEVELT STE 223  
 SAN JUAN PR 00936-9996



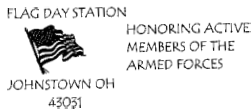
June 14, 2004  
*Sociedad de Ingenieros de Puerto Rico*  
 CENTENARIO STATION  
 POSTMASTER  
 PICTORIAL CANCELLATION  
 COORDINATOR  
 585 AVE FD ROOSEVELT STE 223  
 SAN JUAN PR 00936-9996



June 12, 2004  
*Pony Express Station Committee*  
 GUITTARD PONY EXPRESS  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 BEATTIE KS 66406-9998



June 19, 2004  
*Wisconsin Rural Letter Carriers' Association*  
 100th Convention Station  
 June 19, 2004  
 Platteville, WI 53818  
 WISCONSIN RURAL LETTER  
 CARRIERS ASSOCIATION 100TH  
 CONVENTION STATION  
 POSTMASTER  
 PO BOX 9998  
 PLATTEVILLE WI 53818-9998




June 14, 2004  
*Postal Service*  
 FLAG DAY STATION  
 POSTMASTER  
 PO BOX 9998  
 JOHNSTOWN OH 43031-9998

The following cancellation has been extended up to 60 days.



June 18, 2004  
 SAN PATRICIO POST OFFICE CENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 SAN PATRICIO NM 88348-9998

June 24, 2004



THE ART OF DISNEY FRIENDSHIP  
GARRISON STATION  
POSTMASTER  
PO BOX 9998  
GARRISON NY 10524-9998

THE ART OF DISNEY FRIENDSHIP  
LAGRANGEVILLE STATION  
POSTMASTER  
PO BOX 9998  
LAGRANGEVILLE NY 12540-9998

THE ART OF DISNEY FRIENDSHIP  
MILLBROOK STATION  
POSTMASTER  
PO BOX 9998  
MILLBROOK NY 12545-9998

THE ART OF DISNEY FRIENDSHIP  
ORANGEBURG STATION  
POSTMASTER  
PO BOX 9998  
ORANGEBURG NY 10962-9998

THE ART OF DISNEY FRIENDSHIP  
PATTERSON STATION  
POSTMASTER  
PO BOX 9998  
PATTERSON NY 12563-9998


June 24, 2004



THE ART OF DISNEY FRIENDSHIP ORANGEBURG STATION  
POSTMASTER  
PO BOX 9998  
ORANGEBURG NY 10962-9998

THE ART OF DISNEY FRIENDSHIP TAPPAN STATION  
POSTMASTER  
PO BOX 9998  
TAPPAN NY 10983-9998


June 24, 2004



THE ART OF DISNEY FRIENDSHIP LAGRANGEVILLE STATION  
POSTMASTER  
PO BOX 9998  
LAGRANGEVILLE NY 12540-9998

THE ART OF DISNEY FRIENDSHIP TAPPAN STATION  
POSTMASTER  
PO BOX 9998  
TAPPAN NY 10983-9998


June 25, 2004



THE ART OF DISNEY FRIENDSHIP MARGARETVILLE STATION  
POSTMASTER  
PO BOX 9998  
MARGARETVILLE NY 12455-9998


THE ART OF DISNEY FRIENDSHIP WEST NYACK STATION  
POSTMASTER  
PO BOX 9998  
WEST NYACK NY 10994-9998

June 28, 2004



THE ART OF DISNEY FRIENDSHIP COTTEKILL STATION  
POSTMASTER  
PO BOX 9998  
COTTEKILL NY 12419-9998


THE ART OF DISNEY FRIENDSHIP GRAHAMSVILLE STATION  
POSTMASTER  
PO BOX 9998  
GRAHAMSVILLE NY 12740-9998



June 28, 2004

THE ART OF DISNEY FRIENDSHIP BEDFORD STATION  
 POSTMASTER  
 PO BOX 9998  
 BEDFORD NY 10506-9998

THE ART OF DISNEY FRIENDSHIP BUCHANAN STATION  
 POSTMASTER  
 PO BOX 9998  
 BUCHANAN NY 10511-9998



July 1, 2004

THE ART OF DISNEY FRIENDSHIP  
 CHESTER STATION  
 POSTMASTER  
 PO BOX 9998  
 CHESTER NY 10918-9998

THE ART OF DISNEY FRIENDSHIP  
 FALLSBURG STATION  
 POSTMASTER  
 PO BOX 9998  
 FALLSBURG NY 12733-9998

THE ART OF DISNEY FRIENDSHIP RUBY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 RUBY NY 12475-9998

THE ART OF DISNEY FRIENDSHIP  
 WESTTOWN STATION  
 POSTMASTER  
 PO BOX 9998  
 WESTTOWN NY 10998-9998

THE ART OF DISNEY FRIENDSHIP  
 WOODSTOCK STATION  
 POSTMASTER  
 PO BOX 9998  
 WOODSTOCK NY 12533-9998



June 25, 2004


THE ART OF DISNEY  
 FRIENDSHIP WEST NYACK  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 WEST NYACK NY 10994-9998



June 29, 2004


*Postal Service*

THE ART OF DISNEY  
 FRIENDSHIP STATION  
 POSTMASTER  
 SPECIAL EVENTS  
 JAF BLDG  
 421 EIGHTH AVE RM 2029B  
 NEW YORK NY 10199-9998



June 25, 2004

THE ART OF DISNEY  
 FRIENDSHIP WEST NYACK  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 WEST NYACK NY 10994-9998



June 30, 2004

THE ART OF DISNEY  
 FRIENDSHIP NEW CITY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 NEW CITY NY 10956-9998



June 25, 2004

THE ART OF DISNEY  
 FRIENDSHIP WEST NYACK  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 WEST NYACK NY 10994-9998




June 30, 2004

THE ART OF DISNEY  
 FRIENDSHIP NEW CITY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 NEW CITY NY 10956-9998



June 28, 2004

THE ART OF DISNEY  
 FRIENDSHIP CROTON FALLS  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 CROTON FALLS NY 10519-9998



June 30, 2004

THE ART OF DISNEY  
 FRIENDSHIP NEW CITY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 NEW CITY NY 10956-9998



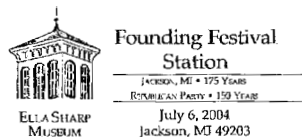
June 30, 2004  
 THE ART OF DISNEY  
 FRIENDSHIP NEW CITY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 NEW CITY NY 10956-9998



July 3, 2004  
 Postal Service  
 PARADE STATION  
 POSTMASTER  
 HWY 70 W  
 PO BOX 9998  
 SPRINGLAKE TX 79082-9998



July 1, 2004  
 THE ART OF DISNEY  
 FRIENDSHIP KIAMESHA LAKE  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 KIAMESHA LAKE NY  
 12751-9998



July 6, 2004  
 FOUNDING FESTIVAL STATION  
 STATION MANAGER  
 JACKSON POSTAL STORE  
 113 MICHIGAN AVE  
 JACKSON MI 49201-9998



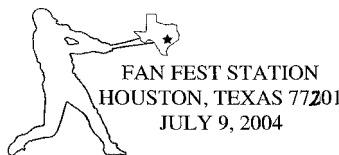
July 1, 2004  
 THE ART OF DISNEY  
 FRIENDSHIP NEVERSINK  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 NEVERSINK NY 12765-9998



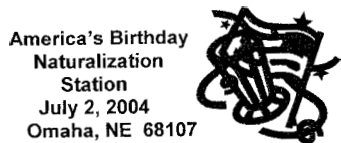
July 7-14, 2004  
 Postal Service  
 SWIMMING STATION  
 POSTMASTER  
 PO BOX 140  
 LONG BEACH CA 90801-0140



July 2, 2004  
 City of Wichita Project Manager,  
 Operation Ensign  
 VETERANS PARK STATION  
 POSTMASTER  
 7117 W HARRY ST  
 WICHITA KS 67276-9998



July 9-13, 2004  
 Postal Service  
 FAN FEST STATION  
 WINDOW UNIT STATION  
 MANAGER  
 401 FRANKLIN ST  
 HOUSTON TX 77201-9998



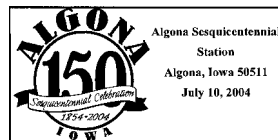
July 2, 2004  
 Naturalization Service, Omaha,  
 NE  
 AMERICAS BIRTHDAY  
 NATURALIZATION STATION  
 POSTMASTER  
 PHILATELIC WINDOW  
 1124 PACIFIC ST  
 OMAHA NE 68108-9998



July 10, 2004  
 St. Demetrios Greek Orthodox  
 Church  
 ST DEMETRIOS GREEK  
 HERITAGE FESTIVAL STATION  
 POSTMASTER  
 225 MAIN ST  
 SACO ME 04072-9998



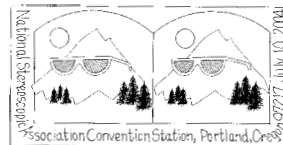
July 2-3, 2004  
 Safeway & Oregon Food Bank  
 SAFEWAY WATERFRONT  
 BLUES FESTIVAL STATION  
 POSTMASTER PHILATELIC  
 SERVICES  
 PO BOX 3480  
 PORTLAND OR 97208-9615



July 10, 2004  
 Sandy Batt  
 Chairperson, Souvenir Committee  
 ALGONA SESQUICENTENNIAL  
 STATION  
 POSTMASTER  
 112 N MINNESOTA ST  
 ALGONA IA 50511-9998



July 3, 2004  
 Village of Mundelein  
 MUNDELEIN COMMUNITY DAYS  
 STATION  
 POSTMASTER  
 435 E HAWLEY ST  
 MUNDELEIN IL 60060-9998



July 10, 2004  
 Cascade Stereoscopic Club 3D  
 Center of Art and Photography  
 NATIONAL STEREOSCOPIC  
 ASSOCIATION CONVENTION  
 STATION  
 POSTMASTER PHILATELIC  
 SERVICES  
 PO BOX 3480  
 PORTLAND OR 97208-9615



July 12, 2004  
 THE ART OF DISNEY  
 FRIENDSHIP NEW ROCHELLE  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 NEW ROCHELLE NY  
 10802-9998



July 16-18, 2004  
 Postal Service  
 WATER POLO STATION  
 POSTMASTER  
 PO BOX 140  
 LONG BEACH CA 90801-0140



July 12-17, 2004  
 IFYR  
 IFYR STATION  
 POSTMASTER  
 33654 SECOND ST  
 MACOMB OK 74852-9998

100<sup>th</sup> Anniversary Station  
 Farmingdale, NY 11735  
 July 17, 2004



July 17, 2004  
 Postal Service  
 VILLAGE OF FARMINGDALE  
 100TH ANNIVERSARY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 FARMINGDALE NY 11735-9998



July 12-18, 2004  
 Postal Service  
 WILDFLOWER FESTIVAL  
 STATION  
 POSTMASTER  
 217 ELK AVE  
 CRESTED BUTTE CO  
 81224-9998



DEBUT STATION  
 JULY 17, 2004  
 RACINE WI 53403

July 17, 2004  
 WA 767  
 DEBUT STATION  
 POSTMASTER  
 PO BOX 9998  
 2635 4 ML RD  
 RACINE WI 53404-9998



July 13, 2004  
 Postal Service  
 ALL STAR STATION  
 WINDOW UNIT STATION  
 MANAGER  
 401 FRANKLIN ST  
 HOUSTON TX 77201-9998



July 20, 2004  
 Postal Service  
 CELEBRATING NEWTON  
 VETERANS STATION  
 POSTMASTER  
 25 DORCHESTER AVE RM 4009  
 BOSTON MA 02205-9998



July 14, 2004  
 Brian Shallcross  
 BAYSOX STATION  
 POSTMASTER  
 6710 LAUREL BOWIE RD  
 BOWIE MD 20716-9998



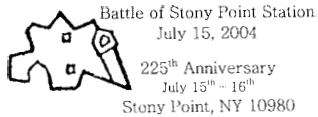
July 21, 2004  
 Cheryl Ferber  
 THE ART OF DISNEY  
 FRIENDSHIP STATION  
 POSTMASTER  
 121 W HILLGROVE  
 LAGRANGE IL 60525-9998



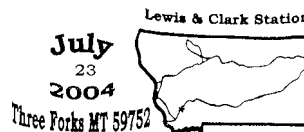
July 14, 2004  
 MO Botanical Gardens  
 MISSOURI BOTANICAL  
 GARDEN CLIMATRON STATION  
 MANAGER  
 4120 MANCHESTER  
 ST LOUIS MO 63110-9998



July 21-August 1, 2004  
 Lions Club  
 GA MOUNTAIN FAIR STATION  
 POSTMASTER  
 118 N MAIN ST  
 HIWASSEE GA 30546-9998



July 15, 2004  
 BATTLE OF STONY POINT  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 STONY POINT NY 10980-9998



July 23, 2004  
 Postal Service  
 LEWIS AND CLARK STATION  
 POSTMASTER  
 PO BOX 9998  
 THREE FORKS MT 59752-9998





July 23, 2004  
 Better Beallsville Bureau  
**JACK PITTMAN MEMORIAL STATION**  
 POSTMASTER  
 PO BOX 9998  
 BEALLSVILLE OH 43716-9998



July 24, 2004  
 Almanzo Wilder Association  
**WILDER FARM STATION**  
 POSTMASTER  
 135 E MAIN ST  
 MALONE NY 12953-9998



July 23-24, 2004  
 Bellevue Chamber of Commerce  
**BELLEVUE STATION**  
 POSTMASTER  
 PO BOX 9998  
 BELLEVUE NE 68005-9998



July 24, 2004  
 Syracuse Stamp Club  
**ROSAMOND GIFFORD ZOO 90TH ANNIVERSARY STATION**  
 POSTMASTER  
 5640 E TAFT RD  
 SYRACUSE NY 13220-9998



July 23-25, 2004  
**GERMAN FEST STATION**  
 POSTMASTER  
 PO BOX 9998  
 MILWAUKEE WI 53203-9998

Guilford's Archeology Fair

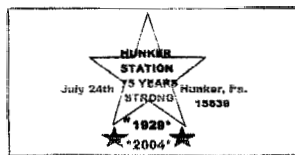


Guilford Community Day Station  
 Guilford, NY 13780  
 July 24th, 2004

July 24, 2004  
 Guilford Historical Society  
**GUILFORD COMMUNITY DAY STATION**  
 POSTMASTER  
 1261 COUNTY RD 35  
 GUILFORD NY 13780-9998



July 23-25, 2004  
 The Minnesota Stamp Expo 2004 Committee  
**SALUTE TO AVIATION STATION**  
 POSTMASTER  
 100 S 1ST ST  
 MINNEAPOLIS MN 55401-9998



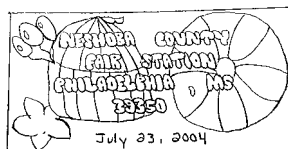
July 24, 2004  
 Hunker Borough  
**HUNKER STATION**  
 POSTMASTER  
 PO BOX 9998  
 HUNKER PA 15639-9998



July 23-25, 2004  
 Postal Service  
**FIELD DAYS STATION**  
 POSTMASTER  
 PO BOX 9998  
 JOHNSON VT 05656-9998



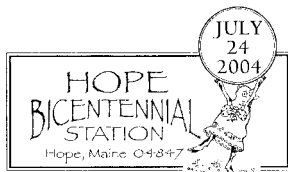
July 24, 2004  
 Postal Service  
**SWEET DREAMS STATION**  
 POSTMASTER  
 2857 STUARTS DRAFT HWY  
 STE 183  
 STUARTS DRAFT VA 24477-9998



July 23-30, 2004  
**NESHOBA COUNTY FAIR STATION**  
 POSTMASTER  
 1 GOVERNMENT ST  
 PHILADELPHIA MS 39350-9998



July 24, 2004  
**TINIAN TAKEN 60 YEARS AGO STATION**  
 POSTMASTER  
 PO BOX 9998  
 SOUTH BOSTON VA 24592-9998



July 24, 2004  
 Hope Bicentennial Committee  
**HOPE BICENTENNIAL STATION**  
 POSTMASTER  
 28 CHESTNUT ST  
 HOPE ME 04843-9998



July 24, 2004  
 Postal Service  
**FIREMENS FEST STATION**  
 POSTMASTER  
 PO BOX 9998  
 WALDO OH 43356-9998



Duane Greenlee  
Memorial Station  
July 24, 2004  
Beallsville, OH 43716  
Born April 30, 1947  
K.I.A. August 25, 1966

July 24, 2004  
*Better Beallsville Bureau*  
DUANE GREENLEE MEMORIAL  
STATION  
POSTMASTER  
PO BOX 9998  
BEALLSVILLE OH 43716-9998



JULY 25, 2004

**Bridal Show  
Station**

BANGOR, MAINE 04401

July 25, 2004  
*Maine Wedding Association*  
MAINE WEDDING  
ASSOCIATION BRIDAL SHOW  
STATION  
POSTMASTER  
202 HARLOW ST  
BANGOR ME 04401-9998



*Fairwater's Olde  
Days*  
Fairwater Historical  
Society Station  
July 24, 2004  
Fairwater, WI 53931

July 24, 2004  
FAIRWATER HISTORICAL  
SOCIETY STATION  
POSTMASTER  
PO BOX 9998  
FAIRWATER WI 53931-9998



*Blueberry Festival Station*  
1st Annual  
Blueberry Festival  
Austerlitz, NY 12017  
Sunday, 30th July 2004

July 25, 2004  
*Austerlitz Historical Society*  
BLUEBERRY FESTIVAL  
STATION  
POSTMASTER  
6 E HILL RD  
AUSTERLITZ NY 12017-9998



SPARTA'S HISTORIC CORNERS  
Historic Corners Station  
Sparta WI 54656

July 24, 2004

July 24, 2004  
*Sparta Historical Society*  
HISTORIC CORNERS STATION  
POSTMASTER  
PO BOX 9998  
SPARTA WI 54656-9998



ROCK HILL, NY STATION  
July  
25  
2004  
12775

July 25, 2004  
THE ART OF DISNEY  
FRIENDSHIP ROCK HILL  
STATION  
POSTMASTER  
PO BOX 9998  
ROCK HILL NY 12775-9998

*Home of the  
Ding Dong Daddy  
Dumas, Arkansas  
71639*



Ding Dong Daddy Station  
July 24, 2004

July 24, 2004  
DING DONG DADDY STATION  
POSTMASTER  
PO BOX 9998  
DUMAS AR 71639-9998



*Bieznennial Station*  
Town Of Chazy  
Established 1804  
July 25th, 2004  
Chazy NY, 12921

July 25, 2004  
*Town of Chazy*  
BICENTENNIAL STATION  
POSTMASTER  
9578 STATE RTE 9  
CHAZY NY 12921-9998



*Hummingbird Celebration Station*  
July 24, 2004  
Weldon, CA 93283

July 24, 2004  
*Kern Valley Audubon*  
HUMMINGBIRD CELEBRATION  
STATION  
POSTMASTER  
PO BOX 9998  
WELDON CA 93283-9998



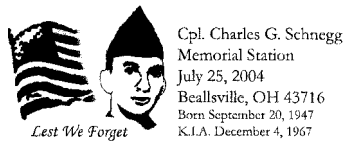
*NATIONAL BASEBALL  
HALL OF FAME  
AND MUSEUM*  
Established  
1939  
INDUCTION DAY STATION  
COOPERSTOWN NY 13326 JULY 24, 2004

July 25, 2004  
*National Baseball Hall of Fame  
and Museum*  
INDUCTION DAY STATION  
POSTMASTER  
40 MAIN ST  
COOPERSTOWN NY  
13326-9998



**COWEN  
RAILROAD  
FESTIVAL  
STATION**  
JUL 24 2004  
26206

July 24–August 1, 2004  
*Cowen Historical Railroad Festival*  
COWEN RAILROAD FESTIVAL  
STATION  
POSTMASTER  
PO BOX 9998  
COWEN WV 26206-9998



Cpl. Charles G. Schnegg  
Memorial Station  
July 25, 2004  
Beallsville, OH 43716  
Born September 20, 1947  
K.I.A. December 4, 1967

July 25, 2004  
*Better Beallsville Bureau*  
CPL CHARLES G SCHNEGG  
MEMORIAL STATION  
POSTMASTER  
PO BOX 9998  
BEALLSVILLE OH 43716-9998



July 24–August 1, 2004  
*Postal Service*  
RODEO STATION  
POSTMASTER  
4800 CONVERSE ST  
CHEYENNE WY 82009-9998



July 25, 2004  
*Anthony Fair Association*  
ANTHONY DOWNS  
CENTENNIAL STATION  
POSTMASTER  
121 W STEADMAN ST  
ANTHONY KS 67003-9998



July 26, 2004  
 Postal Service  
 CONVENTION STATION  
 POSTMASTER  
 25 DORCHESTER AVE RM 4009  
 BOSTON MA 02205-9998



July 28, 2004  
 Saratoga Springs NY 12866

July 28–September 6, 2004  
 New York Racing Association  
 SARATOGA RACE COURSE  
 STATION  
 POSTMASTER  
 245 WASHINGTON ST  
 SARATOGA SPRINGS NY  
 12866-9998



Richard Rucker  
 Memorial Station  
 July 26, 2004  
 Beallsville, OH 43716  
 Born September 28, 1947  
 K.I.A. May 30, 1968

July 26, 2004  
 Better Beallsville Bureau  
 RICHARD RUCKER MEMORIAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 BEALLSVILLE OH 43716-9998

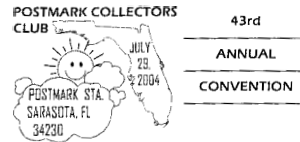


July 29, 2004  
 Postal Service  
 WC HANDY STATION  
 POSTMASTER  
 210 N SENINARY ST  
 FLORENCE AL 35630-9998



William R. Lucas  
 Memorial Station  
 July 27, 2004  
 Beallsville, OH 43716  
 Born October 9, 1948  
 K.I.A. March 9, 1969

July 27, 2004  
 Better Beallsville Bureau  
 WILLIAM R LUCAS MEMORIAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 BEALLSVILLE OH 43716-9998



July 29–31, 2004  
 Postmark Collector's Club  
 POSTMARK STATION  
 POSTMASTER  
 1661 RINGLING BLVD  
 PO BOX 9998  
 SARASOTA FL 34230-9998



July 27, 2004  
 Troy Fair Board  
 STAMP CAMP USA STATION  
 POSTMASTER  
 PO BOX 9998  
 TROY PA 16947-9998



WHEATON, IL  
 July 30th  
 2004  
 60187  
 "No Sacrifice Too Great"  
 The National World War II  
 Memorial Stamp

July 30, 2004  
 Cantigny Park  
 CANTIGNY STATION  
 POSTMASTER  
 122 N WHEATON AVE  
 WHEATON IL 60187-9998



7-27-04  
 ZIP CODE STATION  
 FAYETTEVILLE, AR  
 72704

July 27, 2004  
 Postal Service  
 ZIP CODE STATION  
 POSTMASTER  
 12 W DICKSON ST  
 FAYETTEVILLE AR 72701-9998



Grand Opening  
 Station  
 July 30, 2004  
 Nebraska City, NE 68410

July 30, 2004  
 Missouri River Basin Lewis &  
 Clark Interpretive Visitors Center  
 GRAND OPENING STATION  
 POSTMASTER  
 PO BOX 9998  
 NEBRASKA CITY NE  
 68410-9998

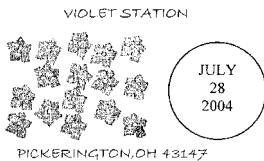


Phillip Brandon  
 Memorial Station  
 July 28, 2004  
 Beallsville, OH 43716  
 Born November 19, 1951  
 K.I.A. March 7, 1971

July 28, 2004  
 Better Beallsville Bureau  
 PHILLIP BRANDON MEMORIAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 BEALLSVILLE OH 43716-9998



July 30, 2004  
 Fly Killeen Task Force  
 KILLEEN FORT HOOD  
 REGIONAL AIRPORT STATION  
 POSTMASTER  
 300 N 10TH ST  
 KILLEEN TX 73541-9998



July 28–31, 2004  
 Postal Service  
 VIOLET STATION  
 POSTMASTER  
 520 N HILL RD  
 PICKERINGTON OH 43147-9998



July 30, 2004  
 White Deer Post Office  
 KICK BACK DAY STATION  
 POSTMASTER  
 110 E THIRD ST  
 WHITE DEER TX 79097-9998

**EXPO STATION  
CAPE ELIZABETH  
ME 04107  
JULY 30, 2004**



July 30-31, 2004  
Banknorth  
PEOPLES BEACH TO BEACON  
10K EXPO STATION  
POSTMASTER  
125 FOREST AVE  
PORTLAND ME 04101-9998



**July 31, 2004  
CELEBRATING  
50th Anniversary Station  
Postmaster  
Southwest, Pa 15685**

July 31, 2004  
Volunteer Fire Department/Postal  
Service  
50TH ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
SOUTHWEST PA 15685-9998



July 30-31, 2004  
Lore City Ladies Association  
LORE CITY CENTENNIAL  
FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
LORE CITY OH 43755-9998

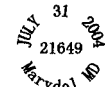
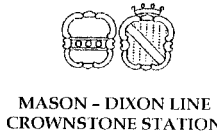


**July 31, 2004  
Hanover, PA 17331-9998**

July 31, 2004  
Dutch Festival  
DUTCH FESTIVAL HANOVER  
STATION  
POSTMASTER  
PO BOX 9998  
HANOVER PA 17331-9998



July 30-31, 2004  
Gilbert 125th Anniversary  
Committee  
GILBERT STATION  
POSTMASTER  
PO BOX 9998  
GILBERT IA 50105-9998



MASON - DIXON LINE  
CROWNSTONE STATION

July 31, 2004  
Postal Service  
CROWNSTONE STATION  
POSTMASTER  
114 HALLTOWN RD  
MARYDEL MD 21649-9998



July 30-August 1, 2004  
OTAKON STATION  
POSTMASTER  
1 W PRATT ST  
BALTIMORE MD 21201-9715

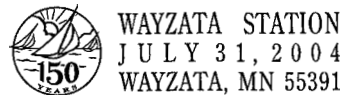


**WWII  
VETERANS  
STATION  
JEROMESVILLE, OHIO  
44840  
JULY 31, 2004**

July 31, 2004  
WWII VETERANS STATION  
SPECIAL CANCELS  
21 S HIGH ST  
JEROMESVILLE OH 44840-9998

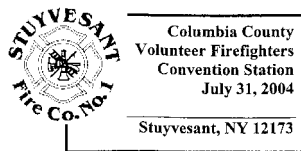


July 30-August 7, 2004  
NATIONAL BALLOON STATION  
POSTMASTER  
201 W FIRST  
INDIANOLA IA 50125-9998



**WAYZATA STATION  
JULY 31, 2004  
WAYZATA, MN 55391**

July 31, 2004  
Wayzata Sesquicentennial  
Committee  
WAYZATA STATION  
POSTMASTER  
PO BOX 9998  
WAYZATA MN 55391-9998



July 31, 2004  
The Stuyvesant Fire Company  
Number 1  
COLUMBIA COUNTY  
VOLUNTEER FIREFIGHTERS  
CONVENTION STATION  
POSTMASTER  
48 RIVERVIEW ST  
STUYVESANT NY 12173-9998



July 31, 2004  
Postal Service  
HERRICK CENTENNIAL  
STATION  
POSTMASTER  
PO BOX 9998  
HERRICK SD 57538-9998

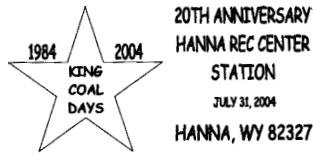


July 31, 2004  
Town of Ticonderoga's  
Bicentennial Committee  
OUR BOYS IN BLUE STATION  
POSTMASTER  
169 CHAMPLAIN AVE  
TICONDEROGA NY 12883-9998

**PIONEER CHAPEL STATION  
MILLIGAN NE 68406  
1874-2004  
130 YEARS  
JULY 31, 2004**

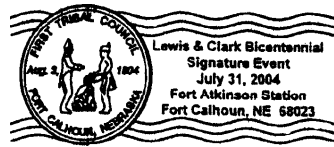


July 31, 2004  
Pioneer Station Committee  
PIONEER CHAPEL STATION  
POSTMASTER  
PO BOX 9998  
MILLIGAN NE 68406-9998



**20TH ANNIVERSARY  
HANNA REC CENTER  
STATION  
JULY 31, 2004  
HANNA, WY 82327**

July 31, 2004  
20TH ANNIVERSARY HANNA  
REC CENTER STATION  
POSTMASTER  
10001 JADE DR  
HANNA WY 82327-9998



**Lewis & Clark Bicentennial  
Signature Event  
July 31, 2004  
Fort Atkinson Station  
Fort Calhoun, NE 68023**

July 31–August 3, 2004  
*Washington County Historical  
Society*  
FORT ATKINSON STATION  
POSTMASTER  
PO BOX 9998  
FORT CALHOUN NE  
68023-9998



**HOWE CAVERNS  
75TH ANNIVERSARY STATION  
MAKING DISCOVERY FUN  
JULY 31, 2004  
HOWES CAVE, NY 12092**

July 31, 2004  
*Howe Caverns*  
HOWE CAVERNS 75TH  
ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
HOWES CAVE NY 12092-9998



July 31–August 7, 2004  
*Germantown Bicentennial  
Committee*  
GERMANTOWN BICENTENNIAL  
CELEBRATION STATION  
POSTMASTER  
205 E MARKET ST  
GERMANTOWN OH 45327-9998



**Reunion Bee Station  
Dresden, OH 43821  
July 31, 2004**

July 31, 2004  
*Longaberger Bee Committee*  
REUNION BEE STATION  
POSTMASTER  
PO BOX 9998  
DRESDEN OH 43821-9998

**RACE DAY STATION  
CAPE ELIZABETH  
ME 04107  
AUGUST 1, 2004**



August 1, 2004  
*Banknorth*  
PEOPLES BEACH TO BEACON  
10K RACE DAY STATION  
POSTMASTER  
125 FOREST AVE  
PORTLAND ME 04101-9998

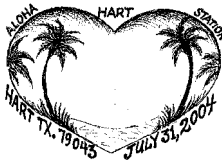


**HORSEFEST  
STATION  
Taylor ND  
58656  
July 31, 2004**

July 31, 2004  
*Postal Service*  
HORSEFEST STATION  
POSTMASTER  
PO BOX 9998  
TAYLOR ND 58656-9998



August 1, 2004  
*The Salem Christian Fellowship  
Church*  
SALEM CHRISTIAN  
FELLOWSHIP CHURCH  
BUILDING STATION  
POSTMASTER  
MAIN ST  
BEAVER FALLS NY 13305-9998



July 31, 2004  
*Postal Service*  
ALOHA HART STATION  
POSTMASTER  
600 BROADWAY  
HART TX 79043-9998



August 1, 2004  
*German Heritage Tour Committee*  
GERMAN HERITAGE TOUR  
STATION  
POSTMASTER  
PO BOX 9998  
LOOSE CREEK MO 65054-9998



July 31–August 1, 2004  
*Ohio Railway Museum*  
X6325 STATION  
PHILATELIC STATION  
6316 NICHOLAS DR  
COLUMBUS OH 43235-9998



August 1–5, 2004  
*National League of Postmasters*  
NATIONAL LEAGUE OF  
POSTMASTERS WELCOME  
STATION  
POSTMASTER PHILATELIC  
SERVICES  
PO BOX 3480  
PORTLAND OR 97208-9615

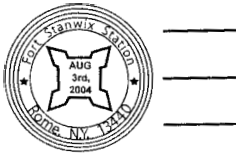


*DeSoto National Wildlife  
Refuge Station  
Missouri Valley IA 51555  
July 31, 2004*  
*Lewis & Clark Slept Here  
August 4, 1804*

July 31–August 1, 2004  
*DeSoto National Wildlife Refuge*  
DESOTO NATIONAL WILDLIFE  
REFUGE STATION  
POSTMASTER  
PO BOX 9998  
MISSOURI VALLEY IA  
51555-9998



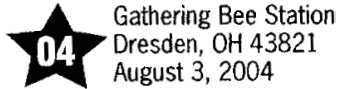
August 2–7, 2004  
*Claysburg Area Bicentennial  
Committee*  
CLAYSBURG STATION  
POSTMASTER  
PO BOX 9998  
CLAYSBURG PA 16625-9998



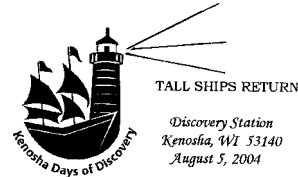
August 3, 2004  
 Fort Stanwix Stamp Club  
 FORT STANWIX STATION  
 POSTMASTER  
 110 E GARDEN ST  
 ROME NY 13440-9998



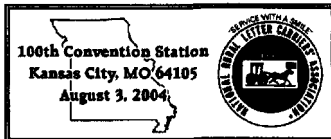
August 4, 2004  
 Clayton Company Fair  
 CLAYTON COMPANY FAIR  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 ST OLAF IA 52072-9998



August 3, 2004  
 Longaberger Bee Committee  
 GATHERING BEE STATION  
 POSTMASTER  
 PO BOX 9998  
 DRESDEN OH 43821-9998



August 5-6, 2004  
 Kenosha Days of Discovery  
 DISCOVERY STATION  
 POSTMASTER  
 PO BOX 9998  
 KENOSHA WI 53141-9998



August 3-5, 2004  
 National Rural Letter Carriers' Association  
 100TH CONVENTION STATION  
 POSTMASTER  
 315 W PERSHING RD  
 KANSAS CITY MO 64108-9998

— Stamp Services,  
 Government Relations, 7-22-04

## Special Cancellation Die Hubs

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

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

Cancellation	Period of Use
Only You Can Prevent Forest Fires	April 1–Oct. 31
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, 7-22-04

## Post Offices

### Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	24-1360	01084	MA	West Chesterfield	Hampshire	Main Office	Post Office		This announcement expands the use of ZIP Code™ 01084 to include delivery.
New	24-1360	01084	MA	West Chesterfield	Hampshire	Main Office	Post Office	08/20/2004	
Old	24-8228	01349	MA	Turner Falls	Franklin	Main Office	Post Office		This announcement changes the preferred last line of this ZIP Code from Turner Falls MA to Miller Falls MA. Use Miller Falls MA 01349 as last line of address.
New	24-8228	01349	MA	Turner Falls	Franklin	Miller Falls	Place Name	08/20/2004	
Old	48-9395	76798	TX	Waco	McClennan	Main Office	Post Office		This announcement expands the use of ZIP Code 76798 to include delivery.
New	48-9395	76798	TX	Waco	McClennan	Main Office	Post Office	08/07/2004	
Old	48-0075	78330	TX	Agua Dulce	Nueces	Main Office	Post Office		This announcement expands the use of ZIP Code 78330 to include delivery.
New	48-0075	78330	TX	Agua Dulce	Nueces	Main Office	Post Office	08/20/2004	
Old	48-6940	78576	TX	Penitas	Hidalgo	Main Office	Post Office		This announcement expands the use of ZIP Code 78576 to include delivery.
New	48-6940	78576	TX	Penitas	Hidalgo	Main Office	Post Office	08/20/2004	
Old	48-1065	78608	TX	Briggs	Burnet	Main Office	Post Office		This announcement expands the use of ZIP Code 78608 to include delivery.
New	48-1065	78608	TX	Briggs	Burnet	Main Office	Post Office	08/20/2004	

— Address Management, Intelligent Mail and Address Quality, 7-22-04

MOVER'S GUIDE NEWS

## Spanish-Language Edition of Mover's Guide (Publication 75-S, La Mudanza) — July–September Edition Now Available

The July–September 2004 edition of Publication 75-S, *La Mudanza* (the Spanish edition of Publication 75, *Mover's Guide*), is now available.

You may order a 3-month supply of the July–September 2004 edition of *La Mudanza* from the Material Distribution Center (MDC) by using touch-tone order entry (TTOE): Call 800-332-0317, option 2.

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

Discard/recycle all copies of expired stock once you receive the July–September 2004 edition. Please order only as many copies of this edition as you need for July through September. This version is valid for only 3 months. At the

end of September, order your copies of the October–December edition of *La Mudanza*.

Please display *La Mudanza* next to the English edition of *Mover's Guide*.

Use the following information to order Publication 75-S:

<b>PSIN:</b>	PUB 75-S
<b>PSN:</b>	7610-03-000-4096
<b>Unit of Measure:</b>	EA
<b>Minimum Order Quantity:</b>	125
<b>Bulk Pack Quantity:</b>	1,000
<b>Quick Pick Number:</b>	N/A
<b>Price:</b>	No cost

— Address Management,  
*Intelligent Mail and Address Quality, 7-22-04*



# Retail

HANDBOOK PO-701 REVISION

## Vehicle Assignment and Service Expectancies

Effective July 22, 2004, Section 221.2 and Exhibit 221.211 of Handbook PO-701, *Fleet Management*, are revised to reflect current information.

We will incorporate this revision into the next printed version of Handbook PO-701 and also into the online version of Handbook PO-701, which is available on the Postal Service™ PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, click on *PolicyNet*.
- Click on *HBKs*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

### Handbook PO-701, *Fleet Management*

\* \* \* \* \*

#### 2 Vehicle Operations and Utilization

\* \* \* \* \*

#### 22 Vehicle Assignment, Scheduling, and Dispatching

#### 221 Vehicle Assignment

\* \* \* \* \*

[Revise the title and text of section 221.2 in its entirety to read as follows:]

#### 221.2 Repair and Replacement of Vehicles

##### 221.21 Vehicles Requiring Extensive Repair

Due to cumulative age and wear or extensive body damage, some vehicles might require considerable maintenance investment before being restored to operational service. Before authorizing extensive repairs, the district’s manager of vehicle maintenance (MVM) must confirm with the functional customer that the vehicle is essential to operations. Additionally, the MVM must determine if the vehicle can be replaced with an existing surplus vehicle, or if it can be replaced more economically with a rented or leased vehicle until a permanent replacement is identified or acquired.

##### 221.211 Scheduled Service Life and Maintenance Reinvestment

Before initiating any extensive vehicle repair, including a repair for major fire or body damage, vehicle maintenance facilities (VMFs) must assess maintenance reinvestment using PS Form 4587, *Request to Repair, Replace, or Dispose of Postal-Owned Vehicle*, in conjunction with Exhibit 221.211. The MVM and the district manager (DM) or the DM’s designee (excluding vehicle maintenance employees) must concur on any decision to exceed the maintenance reinvestment guidelines in Exhibit 221.211.

##### Exhibit 221.211 Service Life and Maintenance Reinvestment Guidelines

Vehicle Type	Life (Years)	Mileage (000)		Maintenance Reinvestment Threshold as Percentage of Vehicle Contract Price According to Age in Years											
		Total	Annual	1	2	3	4	5	6	7	8	9	10	11	12
<b>Light Delivery</b>															
LLV, FFV*	24	120	5	50	46	43	40	37	34	31	28	26	24	22	20
1/2-ton**	8	56	7	50	45	40	35	30	25	20	15	10	5	0	0

Vehicle Type	Life (Years)	Mileage (000)		Maintenance Reinvestment Threshold as Percentage of Vehicle Contract Price According to Age in Years											
		Total	Annual	1	2	3	4	5	6	7	8	9	10	11	12
<b>Intermediate</b>															
1-ton	12	120	10	50	47	44	40	37	34	30	27	24	20	17	15
1-ton gasoline	12	120	10	50	45	40	35	30	25	20	15	10	5	5	5
2-ton	12	120	10	50	47	44	40	37	34	30	27	24	20	17	15
<b>Cargo Van</b>															
5-, 7-, 9-, & 11-ton	8	240	30	50	47	44	40	37	33	29	24	19	12	9	5
<b>Tractor</b>															
Single-Axle	8	360	45	50	45	40	35	30	25	20	15	10	5	0	0
Tandem-Axle	8	360	45	50	45	40	35	30	25	20	15	10	5	0	0
<b>Spotter</b>	8	NA	NA	50	45	40	35	30	25	20	15	10	5	0	0
<b>Trailer</b>	12	NA	NA	50	47	44	40	37	33	29	24	19	12	9	5
<b>Service Trucks</b>															
VMF	8	72	9	50	45	40	35	30	25	20	15	10	5	0	0
Plant Maint.	8	72	9	50	45	40	35	30	25	20	15	10	5	0	0
<b>Administrative</b>	8	72	9	50	40	30	20	5	0	0	0	0	0	0	0

\* Note: Original LLV service life expectancy was based on an aluminum body and a planned mid-life refurbishment program. Life expectancy for aluminum-bodied right-hand drive vehicles (LLVs and FFVs) is now 24 years, with ongoing maintenance of individual vehicles (including engine and transmission replacement) on an as-needed basis. For years 13–24, the threshold for maintenance reinvestment requiring completion of PS Form 4587 remains at 20 percent.

\*\* Includes Ford Windstar, Ford Aerostar, and Chrysler van-type vehicles acquired for delivery operations.

### 221.212 Retain Records Permanently

Permanently retain each individual work order for any engine, transmission, hour meter, or speedometer head replacement in the vehicle's maintenance file.

### 221.22 Surplus and Seized Vehicles

#### 221.221 Use of Available Surplus Vehicles Required

VMFs must meet vehicle needs with existing Postal Service–owned vehicles whenever possible, documenting each vehicle requirement on PS Form 4515, *Vehicle Request, Review, and Approval*. Using PS Form 4515, the MVM will determine if surplus vehicles are available within the cluster. If surplus vehicles are not available, the MVM will contact the area vehicle maintenance programs analyst (VMPA), who will attempt to locate suitable vehicles in other performance clusters within the area. If no suitable vehicles are available, the VMPA will contact Headquarters Delivery Vehicle Operations (DVO), which may meet service needs by directing inter-area vehicle transfers or releasing storage vehicles. VMF personnel must thoroughly inspect vehicles released from storage and ensure that appearance deficiencies and all safety-related defects are corrected before the vehicle is returned to service. Note: The area manager of Distribution Networks Operations (DNO) is responsible for administering Postal Vehicle Service (PVS) requirements. The DNO reviews needs, identifies and reallocates available PVS vehicles, and approves leasing in periods between national acquisitions.

#### 221.222 Office of Inspector General or Postal Inspection Service Vehicles

Office of Inspector General or Postal Inspection Service (OIG/IS) surplus vehicles are vehicles that are no longer required for OIG/IS use or that are no longer suitable for law enforcement applications. When a genuine need exists, the MVM may reassign serviceable and suitable surplus OIG/IS vehicles to the non-mailhauling fleet to defer or avoid acquiring replacement vehicles.

Special agents-in-charge (SAC) should notify the OIG vehicle control officer (VCO) at Headquarters of surplus or unsuitable vehicles. Postal Service inspectors-in-charge should notify the MVM when surplus or unsuitable vehicles are available. When the OIG VCO or a Postal Service inspector-in-charge releases surplus vehicles, VMF personnel should move the surplus OIG/IS vehicles to a VMF to facilitate their processing. If surplus vehicles are not needed for reassignment locally, the MVM must first notify the area VMPA of their availability for possible transfer to other clusters. If the area VMPA determines that there is no need for the surplus vehicles, the MVM must dispose of them in accordance with chapter 7.

Note: The reassignment of surplus vehicles (including full-size sedans) must be cost-effective and suitable. Reassigned vehicles must reflect an appropriate professional application and image. If surplus vehicles present an image that is too “sporty” or extravagant, the MVM must dispose of such vehicles in accordance with chapter 7. Prior to vehicle redeployment or dis-

posal, VMF personnel must ensure that all “police package” equipment (e.g., lights, sirens, and specialty radios) are removed.

**221.223 Seized Vehicles**

When the Inspection Service seizes vehicles as a result of law enforcement activity and does not redirect them for use in the Inspection Service fleet, the chief inspector or designee will notify the local MVM of seized vehicles to be released to the nearest VMF for disposal. The VMF will promptly dispose of the seized vehicles in accordance with chapter 7. With the exception of authorized Inspection Service applications, the Postal Service will not use seized vehicles in its fleet.

**221.23 New Vehicles**

**221.231 Purchase of Mailhauling Vehicles Restricted**

Headquarters controls the purchase of all new or replacement mailhauling vehicles for delivery and Postal Vehicle Service (PVS) applications. The Delivery and Retail group is responsible for delivery requirements, and the Network Operations group is responsible for PVS requirements. No other organization or field office may initiate a purchase of mailhauling vehicles without the specific written authorization from the senior vice president of Operations. In periods between national acquisitions, the MVM and DNO must meet local needs first by reallocating existing vehicles (see section 221.221) and then by using vehicle rental/lease (see part 221.5). Headquarters may periodically issue supplemental instructions or restrictions to the purchase, rental, or lease of mailhauling vehicles.

**221.232 Purchase of Non-Mailhauling Vehicles**

Clusters must compile and prioritize local requirements for non-mailhauling vehicles annually in accordance with field budget processes and meet those requirements through improved utilization or redeployment of existing vehicles to the maximum extent practicable. MVMs should submit residual requirements to the area VMPA, who then reviews, compiles, approves, and forwards the residual requirements to Supply Material Management (SMM) at the Vehicles CMC. The SMM submits the funding request to Headquarters Finance for review. Upon funding approval, each district VMF enters its approved and funded orders in accordance with the ordering instructions published on the Vehicles CMC web site at <http://blue.usps.gov/purchase/material/pmsc/philadelphia/dlphi.htm>; click on *Non-Mailhauling Vehicles*, then on *Non-Mailhauling Vehicles ordering process*, and then follow the procedures noted there.

**221.233 Restriction on Purchase of Non-Mailhauling Vehicles**

Vehicles CMC is authorized to purchase *full-size* non-mailhauling vehicles only for Postal Service vice presidents and the Postal Inspection Service. See section 221.222 for reallocation of surplus Inspection Service vehicles.

**221.234 Consideration of Alternative Fuel Vehicles Required**

The Energy Policy Act of 1992 requires that certain percentages of newly purchased or leased Postal Service vehicles be capable of using alternative fuels. (Refer to Management Instruction AS-550-1999-4, *Alternative Fuel Vehicle Program*). To the maximum extent practicable, the MVM must specify suitable alternative fuel vehicles (AFVs) when submitting requests for light-duty vehicles — e.g., those less than 8,500 lbs. gross vehicle weight rating (GVWR) — through the area VMPA to the Vehicles CMC for acquisition (see section 221.231). Vehicles CMC may return requests for acquisition of non-AFVs to the area or cluster for additional review or information, as necessary to ensure Postal Service compliance with the Energy Policy Act.

**221.24 Assignment of Older Vehicles**

The MVM will assign vehicles that are nearing replacement due to age, mileage, or high maintenance cost to locations closer to the VMF or a designated maintenance provider. When practicable, deploy them to less-demanding assignments. This will minimize overall repair cost and will avoid disruption of service at offices that may not be able to obtain prompt local maintenance service.

\* \* \* \* \*

## PhotoStamps — In Market Test Phase

A new form of USPS®- approved PC Postage® known as PhotoStamps™ is in the market test phase. The new PhotoStamps™ labels (shown on this page) are in the mail stream beginning July 23, 2004. These PhotoStamps labels are authorized postage, so employees must process them as usual, without delay.

PhotoStamps™ is an online commercial service that allows customers to create postage with their own designs, images, and photographs. The product is a variation of Stamps.com's NetStamps™, and has been approved and in popular use since June 2002. PC Postage products like NetStamps use secure Information Based Indicia (IBI) technology to provide maximum revenue protection and mail intelligence while also providing extended value to the customer.

The PhotoStamps label measures approximately 1.4 inches by 1.8 inches and includes unique serrations on one side. The label base material of the PhotoStamp product has proprietary invisible florescent material printed onto it for added security. The image covers approximately two-thirds of the face of the label with the remaining one-third containing the indicia information, two dimensional (2D) barcode, a human readable unique serial number, and the postage face value.

During the market test phase, PhotoStamps offers seven full-rate postage mail types and values for use with assorted mailpieces. The mail types and values are:

- Postcard (\$0.23).
- Regular envelope (\$0.37).
- Large envelope (\$0.49).
- Two-ounce envelope (\$0.60).
- Three-ounce envelope (\$0.83).
- Four-ounce envelope (\$1.06).
- Priority Mail® service Flat Rate envelope (\$3.85).

The online interface also allows customers to change the border color of their PhotoStamps labels.



— Product Development,  
Postage Technology Management, 7-22-04

# Supply Management

PM REVISION

## Purchasing Manual — Chapters 1 and 2

Effective July 22, 2004, the following sections of the *Purchasing Manual* have been revised:

- Section 1.4.4.b.3 has been changed to correct a typographical error.
- Section 2.1.6.c.4(a) has been rewritten to reflect the new job titles resulting from the reorganization of Supply Management.

We will incorporate these revisions into the next update of the online version of the *Purchasing Manual*, Issue 3, available on the Postal Service™ PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under Essential Links™ in the left-hand column, click on *References*.
- Under “References” in the right-hand column, click on *PolicyNet*.
- Click on *Manuals*.

### Purchasing Manual (PM)

	*	*	*	*	*
1	<b>Authority, Responsibility and Policy</b>				
	*	*	*	*	*
1.4	<b>Purchasing Authority</b>				
	*	*	*	*	*
1.4.4	<b>Appointment and Selection</b>				
	*	*	*	*	*
1.4.4.b	<b>Selection</b>				

[Revise the second sentence of 1.4.4.b.3 to read as follows:]

**1.4.4.b.3 Qualifications.** Appointment to a particular contracting officer level requires progressively more exacting qualifications. However, all individuals nominated to be contracting officers, with the exception of those individuals nominated and holding a certification described in item (a) of this section must have baccalaureate degrees. \*\*\*

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## 2 Purchase Planning

2.1	<b>Policy</b>	*	*	*	*	*
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2.1.6	<b>Purchase Method</b>	*	*	*	*	*
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2.1.6.c	<b>Noncompetitive Purchase Method.</b>	*	*	*	*	*
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### 2.1.6.c.4 Reviews and Approvals

[Revise 2.1.6.c.4(a) to read as follows:]

**2.1.6.c.4(a)** The VP, SM, has delegated noncompetitive review and approval authority for contracts up to and including \$10 million, by letter of delegation, to the managers, Facilities, Mail Equipment, Services, Supplies, and Transportation Portfolios, and to the managers, Operations, Supply Chain Management Strategies, and Supply Management Infrastructure, who may, consistent with those delegations, redelegate, by letter of delegation, some of that authority to subordinate managers and contracting officers.

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— *Supply Management Infrastructure,  
Supply Management, 7-22-04*

*NON-SUPPLY MANAGEMENT EMPLOYEES***Total Cost of Ownership (TCO)**

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

**Hidden Costs**

A TCO analysis is routinely performed for items that Supply Management purchases from all of the Postal Service's™ national strategic contracts (e.g., office supplies, custodial products, furniture, etc.). All purchasing decisions take item price into consideration, as this is usually the major component of the total cost. However, Supply Management professionals also take into account "all-in-cost" components — the hidden costs associated with requisition preparation and approval, invoicing, and payment — before awarding a contract.

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

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

You may often spend several hours searching for better prices for items you want to purchase. If you look hard enough, you may find the item you are looking for on sale.

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

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

**Product Quality Costs**

Costs associated with product quality (warranties and returns) are also often overlooked. When you purchase an item through eBuy from one of our national strategic suppliers, warranty issues and returns are not a problem. Each of these suppliers has agreed to total customer satisfaction. Warranty issues and returns are accepted without added costs, such as restocking charges. Additionally, Supply Management professionals are available to assist if you have a problem with a purchase from these suppliers. Our purchasing power with these suppliers is significant and suppliers do not want to lose Postal Service business due to unsatisfied customers.

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

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

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

— *SCM Strategies,*  
*Supply Management, 7-22-04*

# Priority Mail® bundles



**1** with  
Delivery  
Confirmation™  
service



**2** with  
Insurance\*



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



**4** with  
Signature  
Confirmation™  
service\*\*

\*\*Signature Confirmation service  
does not include Insurance