

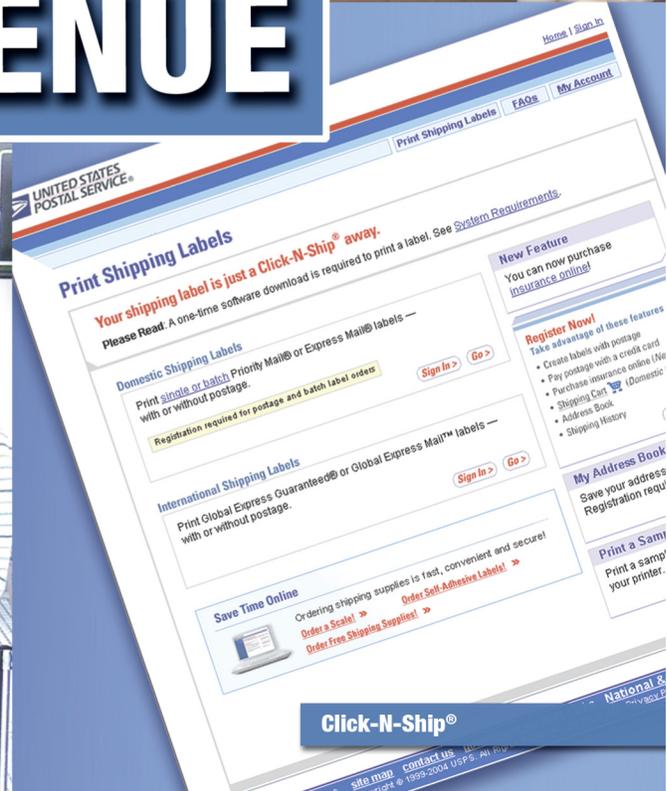
POSTAL BULLETIN

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PB 22139, October 14, 2004



It's all about
REVENUE



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



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

PB 22139: 7690-07-000-0123	PB 22131: 7690-07-000-0115	PB 22124: 7690-07-000-0108	PB 22117: 7690-05-000-5986
PB 22138: 7690-07-000-0122	PB 22130: 7690-07-000-0114	PB 22123: 7690-07-000-0107	PB 22116: 7690-05-000-5985
PB 22137: 7690-07-000-0121	PB 22129: 7690-07-000-0113	PB 22122: 7690-05-000-5991	PB 22115: 7690-05-000-5984
PB 22136: 7690-07-000-0120	PB 22128: 7690-07-000-0112	PB 22121: 7690-05-000-5990	PB 22114: 7690-05-000-5983
PB 22135: 7690-07-000-0119	PB 22127: 7690-07-000-0111	PB 22120: 7690-05-000-5989	PB 22113: 7690-05-000-5982
PB 22134: 7690-07-000-0118	PB 22126: 7690-07-000-0110	PB 22119: 7690-05-000-5988	PB 22112: 7690-05-000-5981
PB 22133: 7690-07-000-0117	PB 22125: 7690-07-000-0109	PB 22118: 7690-05-000-5987	PB 22111: 7690-05-000-5980

USPSNEWS@WORK

On the campaign trail: Tips for handling political mailings

It's election time. That means in the coming weeks, political campaign mailings will be entering the mailstream in advance of the November 2 general elections. It's always a hectic time for the candidates and their committees — and USPS® employees who handle and process the mailings.

Don't confuse political campaign mailings with official mailings from members of Congress under congressional franking privileges. Campaign mailing requirements can be found in *Postal Operations Manual* Part 492. Check them out at <http://blue.usps.gov>; click on *References*, then *PolicyNet*, then *Manuals*.

USPS is responsible for letting campaign mailers know how to properly prepare and deposit their mailings. Employees are responsible for properly accepting, processing, delivering and recording them. Keep in mind — some of the mailings may be made by campaign volunteers who have little or no experience in preparing them.

That's why it's up to USPS employees to provide equal assistance to everyone in this regard, including mailings that don't represent major parties. Employees should be ready to assist in identifying mail preparation and sack or tray labeling problems before they're deposited. And make sure employees emphasize the need to deposit the mailings at the earliest possible date before the election.

If a mailer attempts to deposit a political campaign mailer too late for delivery before the election, he or she needs to be informed of it. Detailed records can help placate any complaints alleging improper handlings of political campaign mailings.

Do the math: Consider the financial possibilities of Thrift Savings

With the next Thrift Savings Plan (TSP) open season coming up soon — Oct. 15 through Dec. 31 — it's a good time to think about your financial future.

USPS employees covered by the Civil Service Retirement System (CSRS), including CSRS Offset, can contribute 10 percent of their basic pay. Employees under the Federal Employees' Retirement System (FERS) can do 15 percent. The IRS limits how much you can defer on your taxes during any year. For 2005, the amount is \$14,000.

It's always important to do the math before you determine how much you want to contribute to TSP. This is especially important for certain higher-salaried employees.

If you're a FERS employee who will earn more than \$93,333 during 2005, you could lose some matching contributions if you elect the maximum percentage instead of putting down the exact amount in dollars. Do the math: Take the IRS deferral limit — \$14,000 — and divide it by 26 pay periods. That equals \$539 per pay period.

Why spread it over the year? If you're a high-salaried FERS employee and you reach the annual maximum too quickly, your contributions will stop — and so will the matching contributions based on the first 5 percent of your basic pay that you contribute each pay period.

And remember: if you're age 50 or older you can make additional "catch-up" contributions. Look for TSP information in the mail from Human Resources. You also can go to www.tsp.gov.

Social un-EASE: No more SSNs for PostalEASE



It may not be classified "top secret" but your Social Security number is definitely sensitive information. The Postal Service™ is committed to helping you protect it.

Now when you access *PostalEASE* by telephone or on the Web, instead of your Social Security number, you can use your eight-digit employee ID number — found at the top of your earnings statement — and your USPS PIN.

The change helps safeguard your Social Security number by reducing its exposure on printed documents and other media, and that helps protect your privacy.

Give My Regards to Broadway: Letter Carrier Alicia Tutt lights up Times Square



They say if you stand in Times Square long enough, you'll see someone you know. USPS employees wouldn't have to wait long. All they'll have to do is look up to see Alicia Tutt's image gracing the skyline of the Big Apple.

The Falls Church, VA, Letter Carrier's image on a billboard is the latest installment in the USPS "Working for You" advertising campaign featuring letter carriers from across the country.

Tutt's image went "up in lights" Friday, Oct. 1, at the famed crossroads. But that's not the only place her warm smile will be featured. Ads featuring Tutt are already placed in the October issues of *Sports Illustrated Adventure* and *ESPN* magazine. And she will be in the November issues of *Money*, *Men's Health*, *PC World* and *Black Enterprise* magazines.

Tutt recently was interviewed by her town newspaper, *The Fairfax Times*, about her sudden fame. When asked what she did to win one of the final slots, Tutt replied, "I didn't know what they were looking for, so I decided to just be myself."

Which turned out to be just what USPS was looking for.

Look for more images of Tutt and other familiar faces in Times Square. Plans call for all nine postal ambassadors to be featured in coming months.

The envelope, please! Diversity Achievement award winners announced



The results are in! The winners of the 2004 National Awards Program for Diversity Achievement have been selected. The executive technical review committee conducted an extensive evaluation and chose the following winners.

In the individual award category, Suncoast District's Gloria Kincaid, San Diego District's Anna Vega, Mid-America District's Sharon Clark, Pittsburgh District's Kathleen Burns and Van Nuys District's Judy Cardenas shared honors.

The altruism award goes to employees who give willingly of themselves to their coworkers and their communities to further the cause of diversity. This year's winners include Ruth Wilson, Chicago District; Cynthia Recker, Hawkeye District; Jesus Torres, Mid-America District; Barbara Brabble, Greensboro District; Rudolph Coombs, New York District; Valerie Foxx, Boston District; Virgie Simmons-Jones, Northern Virginia District; Wanda D. Randolph, Central Florida District; Aulby Gillett, Fort Worth District; and Murline Collins, Dallas District.

This year USPS honored two groups with the team award — the Video Relay Service/Video Remote Interpreting Service pilot deployment team featuring Sue Corbeil, Young Chung-Hall and Joe Negley from Headquarters and Kelvin Williams, Reba Poole and Ann Olliff from the Richmond District. Also honored were the supplier diversity team composed of Janice Williams Hopkins, Rupert Warner and Barbara Dandridge from Headquarters.

And last, but not least, the leadership award went to William Mitchell in Lakeland District.

Certified excellence: New York Metro first area to achieve letter automation certification

If you're mailing a letter in the New York Metro area, you can count on consistently excellent service.

All 18 processing plants in New York Metro have achieved certification on their letter automation operations, meeting Area Vice President David Solomon's goal of 100 percent certification by the end of fiscal year 2004. New York Metro was the first area in the nation to develop and implement the letter automation standardization and certification program.

The program covers all outgoing and incoming operations on multi-line optical character readers (MLOCR), mail processing barcode sorter (MPBCS) and delivery barcode sorter (DBCS) machines on all tours. To be certified, plants must comply with standardized work methods and achieve a minimum 90 percent performance score against established productivity goals.

With a little help from our friends: USPS and Coast Guard team to deliver the mail

Hurricane Jeanne washed out the only access road Sailfish Point, FL, had to the rest of the world. But thanks to the efforts of USPS supervisor Mike Schuster — who also is a Coast Guard reservist — mail for its 1,500 residents is being delivered, according to an article in this week's *Palm Beach Post*.

The Fort Pierce Coast Guard station has made available a 47-foot rescue boat to transfer the mail and a letter carrier from Sandsprit Park in Port Salerno to the island. Letter Carrier Wilbur Glass then uses a golf cart to make deliveries to the more than 500 homes on the peninsula, the article said.

Schuster and his crew also are using a drift boat to ferry mail, but he said the load was so big and heavy it left little room for passengers. He said the Coast Guard has helped ferry the mail on several occasions when the boat has been available. "We know the Coast Guard is there if we need them again."

And thanks to Schuster's efforts, the residents of Sailfish Point know the Postal Service is there if they need them too.

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
Catherine's October Anniversary Sale	Standard/Flat	10/17/04–10/23/04	1.4	Nationwide	3/5-Digit, Car-Rt	Cenveo, Memphis, TN
Hallmark Holiday Catalog	Standard/Flat	10/19/04–10/29/04	5.5	Nationwide	3/5-Digit, Car-Rt	Quebecor, Jonesboro, AR

— Business Service Network Integration, Service and Market Development, 10-14-04

NEW DIRECTIVE

Notice 122, Domestic Indemnity Claims — Customer Quick Reference Guide

Notice 122, *Domestic Indemnity Claims — Customer Quick Reference Guide*, is now available. Retail associates can use this new double-sided postcard to inform customers who purchase insured services about our domestic indemnity claims process — including filing indemnity claims.

Each Post Office™ facility will receive an automatic distribution of Notice 122. You can order additional copies of Notice 122 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 Notice 122:

PSIN: NOT122
PSN: 7610-07-000-0937
Unit of Measure: Each
Minimum Order Quantity: 1
Quick Pick Number: N/A
Bulk Pack Quantity: 250
Price: No cost

Notice 122 is also 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 *Notices*.

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

It is also available on the Postal Service Internet:

- Go to www.usps.com.
- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Notices*.

— Privacy and Consumer Policy, Consumer Advocate, 10-14-04

Postal Service PolicyNet

UNITED STATES POSTAL SERVICE

Postal Service PolicyNet

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

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

Defining Policies and Procedures

Policies are:

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

Procedures are:

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

This collection is updated when new information becomes available.

Signs | Labels | Acrobat | Winzip

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

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

Domestic Mail

FIELD INFORMATION KIT

USPS Insurance Purchased Online to Be Available Through eBay

USPS® insurance purchased online was released in September 2004 as an expanded insurance service available on USPS.com® for Click-N-Ship® services. And soon this easy-to-use online option will be available through the eBay® Web site, thereby allowing eBay sellers to purchase insurance through the integrated shipping solution offered by the Postal Service™.

In early November 2004, eBay sellers using eBay Online Postage will be able to purchase up to \$200 worth of insurance online to cover lost, rifled, or damaged packages. In addition to providing this option for domestic Express Mail® and Priority Mail® items, eBay sellers will be able to purchase online insurance for First-Class Mail® parcels, Parcel Post® service, and Media Mail® pieces.

To make this offering even more appealing to eBay sellers, the electronic shipping label generated by eBay Online Postage will include a barcode indicating the addition of insurance. Additional labels, forms, or stickers will not be required.

This information kit contains the following elements that are designed to inform employees about this new service:

- Stand-Up Talk for All Employees
- Fact Sheet
- Frequently Asked Questions
- Label-Recognition Poster

Stand-Up Talk for All Employees

USPS Online Insurance Option Expanded to eBay Web Site

USPS® insurance purchased online, our expanded insurance service on USPS.com® for Click-N-Ship® users, was released in September 2004. And soon this easy-to-use online option will be available through the eBay® Web site, thereby allowing eBay sellers to purchase insurance through the integrated shipping solution found within the eBay Web site.

In early November 2004, eBay sellers who print labels and pay for postage online using eBay Online Postage will also be able to purchase insurance coverage of up to \$200 to cover lost, rifled, or damaged packages.

USPS insurance purchased online works the same way and costs the same as retail insurance. In addition to offering this option for domestic Express Mail® and Priority Mail® items, eBay sellers will also be able to use eBay's Online Postage feature to purchase insurance for First-Class Mail® parcels, Parcel Post® service, and Media Mail® pieces.

If you have questions or want to read more about USPS insurance purchased online available through eBay, see the Field Information Kit in the October 14, 2004, issue of the *Postal Bulletin*.

Fact Sheet

You can now add USPS® insurance when you print shipping labels and purchase postage online.

- USPS insurance purchased online is currently available with Click-N-Ship® service.
- It will be available to eBay users in early November 2004.
- Up to \$200 indemnity coverage is available.
- No extra forms are needed.
- Because online labels always include Delivery Confirmation™ service, you can also check your delivery status online!

Using Click-N-Ship service, you can add insurance online to the following domestic services:

- Express Mail® service.
- Priority Mail® service.

Using eBay, you can add insurance online to the following domestic services:

- Express Mail service.
- Priority Mail service.
- Parcel Post® service.
- Media Mail® service.
- First-Class Mail® parcels.

Insurance fees online are the same as at Post Office™ facilities and are based on the amount of coverage needed up to \$200:

Fee	Insurance Coverage
\$1.30	\$0.01 to \$50
\$2.20	\$50.01 to \$100
\$3.20	\$100.01 to \$200

Express Mail service provides insurance up to \$100 free of charge. Additional coverage up to \$200 costs \$1. Delivery Confirmation fees apply for Parcel Post service, Media Mail pieces, and First-Class Mail parcels.

You can send your items with USPS insurance purchased online in the following ways:

- For Express Mail and Priority Mail service, request a carrier pickup online at www.usps.com/shipping/carrierpickup.
- Take your items to your local Post Office facility.
- Place your items in your mailbox.
- Drop your items in a Postal Service™ collection box.
- Hand your items to your delivery carrier.

If you need to insure your item for more than \$200, visit any Post Office facility, where you can purchase insurance for up to \$5,000. You cannot combine USPS insurance purchased online with insurance purchased at a Post Office facility.

Here's how and where you can file a claim:

- Visit the "How to File Insurance Claims" page on USPS.com® at www.usps.com/insuranceclaims for instructions on how to file a claim for insurance purchased online.
- Download and complete PS Form 1000, *Domestic Claim or Registered Mail™ Inquiry*.
- Take the completed PS Form 1000, your proof of insurance (i.e., your online label record or shipping history printout), and evidence of value (e.g., sales receipt or invoice) to your Post Office facility for processing.

Frequently Asked Questions

Can I purchase insurance online?

Yes, indemnity coverage is available online for up to \$200 for lost, rifled, or damaged packages.

What services of mail are insurable online?

Click-N-Ship® offers insurance for the following services of domestic mail:

- Express Mail® service.
- Priority Mail® service.

eBay offers insurance for the following services of domestic mail:

- Express Mail service.
- Priority Mail service.
- Parcel Post® service.

- Media Mail® service.
- First-Class Mail® parcels.

Express Mail service provides insurance up to \$100 at no additional cost. Additional coverage up to \$200 costs \$1.

Are the online fees the same as at a Post Office™ facility?

Yes, USPS® insurance purchased online costs the same and the fees are based on the amount of coverage needed up to \$200.

Fee	Insurance Coverage
\$1.30	\$0.01 to \$50
\$2.20	\$50.01 to \$100
\$3.20	\$100.01 to \$200

Express Mail service provides insurance up to \$100 free of charge. Additional coverage up to \$200 costs \$1. For eBay purchases, Delivery Confirmation™ fees will apply for Parcel Post service, Media Mail pieces, and First-Class Mail parcels.

What if I need to purchase insurance for more than \$200?

Visit any Post Office facility, where you can purchase insurance for up to \$5,000. You cannot combine USPS insurance purchased online with insurance purchased at a Post Office facility.

How can I mail my online insured item?

You can take it to your local Post Office facility, drop it in a Postal Service™ collection box, place it in your mailbox, or hand it to your delivery carrier.

For Express Mail and Priority Mail service, you can also request a free carrier pickup at www.usps.com/shipping/carrierpickup. Just prepare your package — including postage — before your carrier arrives. Your carrier will pick it up the next Postal Service delivery day.

How and where do I file a claim?

You may file a claim as follows:

- Visit the “How to File Insurance Claims” page on USPS.com® at www.usps.com/insuranceclaims for instructions on how to file a claim for insurance purchased online.
- Download and complete PS Form 1000, *Domestic Claim or Registered Mail™ Inquiry*.
- Take the completed PS Form 1000, proof of insurance (i.e., online label record or shipping history printout), and evidence of value (i.e., sales receipt or invoice) to any Post Office facility for processing.

How do I contact customer support for my eBay or Click-N-Ship labels?

To print eBay labels, you actually go through PayPal (the preferred way to send secure payments on eBay), so send an e-mail using the “Contact Us” link found on the bottom of every PayPal page. If you’re printing Click-N-Ship labels, send an e-mail using the “Contact Us” link found on the bottom of every USPS.com page. Make certain you contact only the site you used. Please include your account number, label number(s), transaction number and date(s), and details about your system for technical questions.

Does insurance cover all possible losses?

No, coverage is not provided for consequential losses, delay, concealed damage, spoilage of perishable items, articles improperly packaged, articles too fragile to withstand normal handling in the mail, or prohibited articles. These policies can be found on the “How to File Insurance Claims” page on USPS.com at www.usps.com/insuranceclaims. For additional information, see *Domestic Mail Manual (DMM) S010.2.14*.

U.S. Postal Service Insurance Purchased Online Through eBay

Look for these eBay Online Postage labels beginning early November 2004

Label for items insured for \$50 or less

- 1. Indicia (PC Postage) area** identifies the item as INSURED.
- 2. Combined Services Barcode area** displays the text "e/ USPS DELIVERY CONFIRMATION."

UNITED STATES POSTAL SERVICE. a preferred shipping service on eBay	
P	\$5.15 11/30/04 From 06484 0 lbs 3 ozs Zone 1 INSURED
	US POSTAGE PAID Pitney Bowes 024P0007645709
USPS PRIORITY MAIL®	
Jane Doe Pitney Bowes 35 Waterview Dr Ste 101 Shelton CT 06484	
SHIP John Smith TO: High Tech Inc. 27 Waterview Dr Stop 24-35 Shelton CT 06484-4301	
2. e/ USPS DELIVERY CONFIRMATION	
9107 1501 3483 6025 3746 10	
Electronic Rate Approved #150134836	
The safe way to pay online	

Label for items insured for more than \$50

- 1. Indicia (PC Postage) area** identifies the item as INSURED.
- 2. Combined Services Barcode area** displays the text "e/ USPS INSURED."

UNITED STATES POSTAL SERVICE. a preferred shipping service on eBay	
P	NO SURCHARGE 11/30/04 From 06484 1 lbs 3 ozs Zone 1 INSURED
	US POSTAGE PAID Pitney Bowes 024P0007645700
USPS PRIORITY MAIL®	
Jane Doe Pitney Bowes 35 Waterview Dr Ste 101 Shelton CT 06484	
SHIP John Smith TO: High Tech Inc. 27 Waterview Dr Stop 24-35 Shelton CT 06484-4301	
2. e/ USPS INSURED	
9125 1501 3483 6025 3746 61	
Electronic Rate Approved #150134836	
The safe way to pay online	

Action Items:

Acceptance

- No postmark or acceptance scan required for Priority Mail (follows current PC Postage/Click-N-Ship mailing process).

Delivery

- No change in process.
- Scan label at delivery.
- Scanner will prompt for signature if required.



STOP Redistributing the *Postal Bulletin* to CPUs — Decrease Your Subscription Accordingly

Why?

We now have access to the master mailing list for contract postal units (CPUs), so we are mailing the *Postal Bulletin* directly to all CPUs. When you forward to CPUs using your own labels (see example below) the undeliverable copies of the *Postal Bulletin* are returned to us. We can't do anything to stop those shipments, because we didn't send them in the first place. We need you to stop redistributing them.

What Does This Mean for You?

Less work.

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

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

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

Example:

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

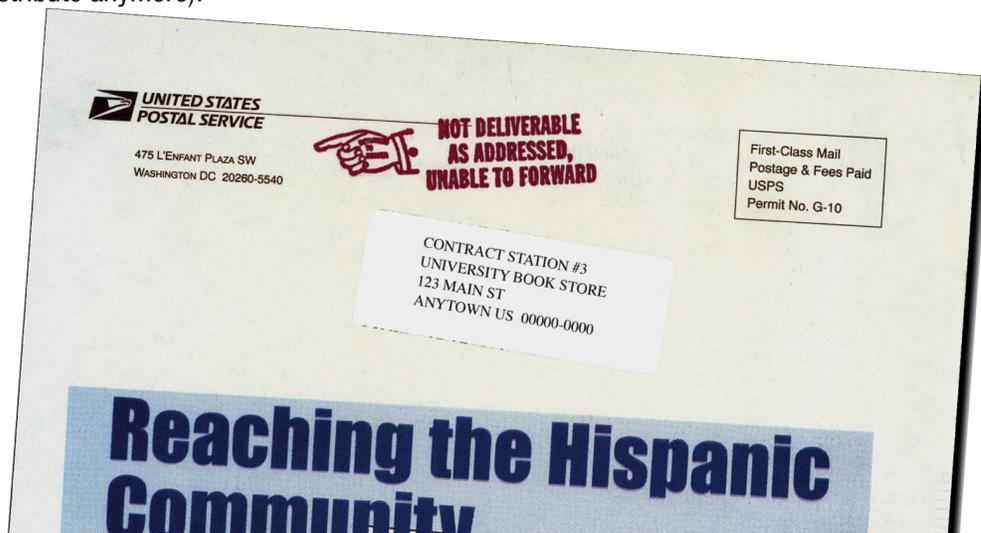
How Do You Decrease Your Subscription?

Contact us to decrease your subscription, by sending us an e-mail or by calling us:

- Send an internal e-mail to *Postal Bulletin*.
- Call us at 703-292-3655.

— Information Policies and Procedures, Public Affairs and Communications, 10-14-04

This is an example of an undeliverable copy of the Postal Bulletin that would be returned to us. But we would not have sent it in the first place, so we could not stop the shipment.



Employees

ELM REVISION

Policies for Salary Assignment in Nonbargaining Unit Positions

Effective October 14, 2004, *Employee and Labor Relations Manual* (ELM) 410, Pay Administration Policy for Nonbargaining Unit Employees, is revised to update policies for salary assignment for new appointments (ELM 412), promotion (ELM 413), and reduction in grade (ELM 415). These changes are in accordance with consultation with the management associations and a memorandum announcing the changes by Postmaster General John E. Potter dated April 2, 2004.

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*.

It is also available on the Postal Service Internet:

- Go to www.usps.com.
- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

Employee and Labor Relations Manual (ELM)

* * * * *

4 Pay Administration

410 Pay Administration Policy for Nonbargaining Unit Employees

* * * * *

412 New Appointment

412.1 Career Appointment

[Revise the text of 412.1 to read as follows:]

A new employee hired into the EAS schedule is paid the minimum salary for the grade of the position to which hired, although the appointing official has the flexibility to set the *starting* salary up to the midpoint of the grade. Further variation may occur in the following circumstances:

- a. *Exceptional Qualifications*. If the person has exceptional qualifications, the appointing official may request an exception to set the salary over the midpoint

of the grade. The exception over the midpoint requires the approval of the functional vice president.

- b. *Supervision of Bargaining Unit Employees*. When an appointment is to an exempt EAS-15 through EAS-19 grade position that involves directly supervising two or more full-time equivalent bargaining unit employees, the salary must be no less than the fixed supervisory differential salary rate for those employees appointed to positions listed in Exhibit 412.1b.

[Renumber and revise exhibit to read as follows:]

Exhibit 412.1b Position Groups Eligible for Supervisory Differential

Position Group	Salary
Maintenance	\$51,000
Vehicle Maintenance	\$49,000
Supervisor, Postal Police	\$47,500
All other eligible EAS-15 to EAS-18	\$47,000

* * * * *

413 Promotion to Nonbargaining Unit Positions

413.1 Definition

[Revise the text of 413.1 to read as follows:]

A *promotion* is the permanent assignment, with or without relocation, of an employee to (a) an established position having a higher grade than the position to which the employee was previously assigned in the same schedule or (b) a position with a higher than equivalent grade (see 418.1) in another schedule.

Note: When an employee who has rate retention (see 415.6) is assigned to a different position, the assignment is not a promotion unless it is to a position with a grade or grade equivalent higher than the grade on which the rate retention was established.

413.2 Promotion Increase

[Revise the title and text of 413.21 to read as follows:]

413.21 Nonbargaining Unit Employees

Nonbargaining unit employees may receive promotion increases of from 3 to 10 percent, although increases of up to 12 percent may be granted on an exception basis. Management should consider the full 3 to 10 percent range in determining the amount of a promotion increase, giving

consideration to such factors as responsibility and complexity of the job, skill requirements, and the employee's experience, credentials, and salary history. Increases of as much as 12 percent should be reserved for employees with exceptional qualifications and can be granted only with the approval of the functional vice president. Promotional increases are subject to the conditions and exceptions described below:

- a. An increase cannot result in a salary that is below the minimum or exceeds the maximum of the new grade.
- b. An increase of more than 10 percent is given if necessary to bring the salary to the minimum of the new grade or the minimum salary for certain supervisory positions as set forth in 413.21d.
- c. If an employee is promoted more than once within 52 weeks, the aggregate promotional increase may not exceed 20 percent of the salary on which the first promotion action was calculated.
- d. For promotions to positions at grades 15 through 19 that require supervising two or more full-time equivalent bargaining unit employees, the amount of the increase must result in a salary that is no less than the fixed supervisory differential salary rate for those employees promoted to positions listed in Exhibit 412.1b.

* * * * *

415 Rate Retention and Change to Lower EAS Grade

415.1 Rate Retention Types

* * * * *

415.12 Veterans' Preference Saved Grade Under RIF

[Revise the text of 415.12 to read as follows:]

Veterans' preference eligible employees who are changed to a lower grade position under reduction in force (RIF) procedures and who held the higher grade position for at least 52 weeks at any time in their history retain the current grade and pay for a period not to exceed 2 years from the effective date of the change to the lower grade position. These employees are treated as being in the higher grade for pay increase and benefit purposes during the saved grade period. On expiration of the saved grade period, they are automatically reduced to the grade of the position to which assigned and receive saved salary indefinitely.

415.13 Saved Salary

[Revise the text of 415.13 to read as follows:]

Saved salary provides that an employee assigned to a lower grade position whose higher grade salary does not fall within the salary range of the lower grade has this higher grade salary continued (saved). For as long as the saved

salary is higher than the maximum salary of the lower grade position, the employee may receive pay-for-performance lump sums based on the policies applicable to employees at or above their salary range maximum. The saved salary is continued until it is terminated as specified in 415.7.

[Delete 415.14 and 415.15.]

415.2 Changes to Lower Grade Using RIF Avoidance Procedures

[Revise the text of 415.2 to read as follows:]

Employees who are voluntarily placed in a lower grade position under the provisions of the RIF avoidance policies retain the current grade and pay for a period not to exceed 2 years from the effective date of the change to the lower grade position. However, they receive saved salary indefinitely.

415.3 Changes to Lower Grade Using RIF Procedures

415.31 Non-Veterans' Preference Eligibles

[Revise the text of 415.31 to read as follows:]

Non-veterans' preference eligible employees retain the current grade and pay for a period not to exceed 2 years from the effective date of the change to the lower grade position and receive saved salary indefinitely.

415.32 Veterans' Preference Eligibles

[Revise the text of 415.32 to read as follows:]

Veterans' preference eligible employees who are changed to a lower grade position in a RIF are governed by Title 5, *Code of Federal Regulations*, sections 351 and 536. Veterans' preference eligible employees who held the higher grade position for less than 52 weeks are reduced to the grade of the position and are eligible for protected salary. Veterans' preference eligible employees who held the higher grade position for at least 52 weeks at any time in their history retain the current grade and pay for a period not to exceed 2 years (104 weeks) from the effective date of the change to the lower grade position. During the 2 years, these employees are eligible for veterans' preference saved grade. They are treated as being in the higher grade for pay and benefit purposes during this saved grade period. On expiration of the 2-year period, they are automatically reduced to the grade of the position to which assigned and receive saved salary indefinitely.

* * * * *

415.5 Non-RIF-Related Changes to Lower Grade

[Revise the title and text of 415.51 to read as follows:]

415.51 Voluntary Change to Lower Grade

An employee who voluntarily changes to lower grade position is immediately reduced to the lower grade, but the

salary remains the same as that in the higher grade position, provided it is not above the maximum in the lower position's salary range. In no case may the salary be set above the maximum for the new grade or above the employee's salary immediately before the change. If the employee has a form of rate retention, it is terminated (see 415.7).

* * * * *

[Add new 415.54 as follows:]

415.54 Refusal of a Reasonable Assignment to a Higher Grade Position During a Rate Retention Period

An employee in a lower grade position with rate retention who refuses a reasonable assignment to a higher grade position is immediately reduced to the lower grade, and the salary is reduced by the dollar amount of the most recent promotion or upgrade received.

[Add new 415.55 as follows:]

415.55 Change to Lower Level Due to Demotion for Cause

An employee who is changed to a lower grade position as a result of a demotion for cause is immediately reduced to the lower grade, and the salary is reduced by 10 percent or placed at the maximum of the lower grade, whichever is lower.

415.6 Rate Retention Effect on Promotion

[Revise the text of 415.6 to read as follows:]

If an employee with rate retention is assigned to a different position, there is no promotional pay raise unless the assignment is to a position with a grade that is higher than the grade on which the retained rate was established. Pay adjustments are made as follows:

- a. If the employee is assigned to a position with a *grade equal to or lower than* the grade on which the retained rate was established, the employee is placed at a salary in the new grade equal to the existing salary, and the retained rate continues until terminated in accordance with 415.7.
- b. If the employee is assigned to a position with a *grade higher than* the grade on which the retained rate was established, the retained rate is terminated, and the employee is eligible for a promotional increase to base pay.

415.7 Termination of Salary Retention

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[Delete 415.73.]

* * * * *

— Compensation,
Employee Resource Management, 10-14-04

ELM REVISION

Administrative Leave and Night Shift Differential

Effective October 14, 2004, *Employee and Labor Relations Manual* (ELM) 434.221, Eligibility for Night Differential, and Exhibit 434.2, Night Differential Pay Eligibility Table, are revised to show that the Postal Service™ pays night shift differential to eligible bargaining unit employees who receive administrative leave. This change was made pursuant to the national arbitration award by Philip W. Parkinson, dated December 8, 2000, case number J90M-1J-C-95047374.

Night shift differential is paid to eligible employees for all work and paid training or travel time performed between 6:00 P.M. and 6:00 A.M. It is paid in addition to premiums that the eligible employee might otherwise be entitled to receive, and is not paid due only to early clocking in or late clocking out. Under no circumstance can the total night shift differential hours exceed the total hours for the tour. Employees regularly assigned to a night tour of duty receive night shift differential if they are rescheduled to participate in training, if they are on court leave or paid military leave, and if they are in continuation of pay (COP) status or are

rescheduled to daytime work in lieu of placement into COP status. Bargaining unit employees may also receive night shift differential on administrative leave hours if they are regularly assigned to a night tour of duty.

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*.

It is also available on the Postal Service Internet:

- Go to www.usps.com.
- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

Summary of Changes

- 434.221, Eligibility for Night Differential, adds a reference to administrative leave.
- Exhibit 434.2, Night Differential Pay Eligibility Table, adds a reference to administrative leave applicability for nonbargaining unit employees.

Employee and Labor Relations Manual (ELM)

	*	*	*	*	*
4	Pay Administration				
	*	*	*	*	*
430	Basic and Special Pay Provisions				
	*	*	*	*	*
434	Overtime and Premium Pay				
	*	*	*	*	*
434.2	Night Differential				
	*	*	*	*	*

434.22 Eligibility

* * * * *

[Replace 434.221 with the following:]

434.221 Eligibility for Night Differential

Exhibit 434.2 shows the employees who are eligible to receive night differential.

Eligible employees who are regularly assigned to a night tour of duty are entitled to receive an equivalent amount of night differential when:

- a. Rescheduled to day work to participate in compensable training.
- b. On court leave.
- c. On military leave.
- d. In a continuation of pay (COP) status.
- e. Rescheduled to day work due to a compensable liability in lieu of placement in a COP status.
- f. On administrative leave (bargaining unit employees only).

[Replace Exhibit 434.2, Night Differential Pay Eligibility Table, with the following:]

Exhibit 434.2

Night Differential Pay Eligibility Table

Rate Schedule	Employee Classification			
	Full-Time Regular	Part-Time Regular	Part-Time Flexible	Casual,* Temporary, and PM Relief
B – Rural Auxiliary	—	—	Yes	No
C – MESC	Yes	Yes	Yes	—
E – EAS	Yes ¹	Yes ¹	—	Yes ¹
F – Postmasters (A–E)	—	No	—	No
G – Nurses	Yes	—	No	No
K – HQ Op. Services	Yes	—	—	—
L – Postmaster Replacement	—	—	—	No
M – Mail Handlers	Yes	Yes	Yes	—
N – Data Center	Yes	—	Yes	—
P – PS	Yes	Yes	Yes	—
Q – City Carriers	Yes	Yes	Yes	—
R – Rural Carriers	No	—	No	—
S – PCES	No	—	—	—
T – Tool and Die	Yes	—	Yes	—
Y – Postal Police	Yes	—	Yes	—

* Casual employees are covered in RS-E regardless of the bargaining unit they supplement.

¹ Grades 23 and below only, excluding postmasters, officers in charge, postal inspectors, and employees in management development programs. Exempt employees are eligible only when their normal hours fall between 6:00 p.m. and 6:00 a.m. During the designated Christmas period, however, FLSA-exempt employees who are eligible for additional pay are also eligible for night differential during paid overtime hours between 6:00 P.M. and 6:00 A.M. Night differential is not available on administrative leave.

* * * * *

ELM REVISION

Military Leave Allowance

Effective October 14, 2004, *Employee and Labor Relations Manual* (ELM) 517.41, General Allowance, is revised to allow the time that part-time employees spend on leave without pay (LWOP) due to active duty military service to be credited toward the 1,040 hours required each fiscal year to receive paid military leave.

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*.

It is also available on the Postal Service Internet:

- Go to www.usps.com.
- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

Employee and Labor Relations Manual (ELM)

	*	*	*	*	*
5	Employee Benefits				
510	Leave				
	*	*	*	*	*
517	Paid Military Leave				
	*	*	*	*	*

517.4 Military Leave Allowances

517.41 General Allowance

Eligible full-time and part-time employees receive credit for paid military leave as follows:

- a. *Full-time employees other than D.C. National Guard* — 15 calendar days (120 hours) each fiscal year.
- b. *Part-time employees other than D.C. National Guard* — 1 hour of military leave for each 26 hours in pay status (including military LWOP) in the preceding fiscal year provided:
 - (1) Employee was in pay status a minimum of 1,040 hours in the preceding fiscal year.
Note: A part-time employee’s time on military LWOP in one fiscal year counts toward meeting the 1,040 hours’ requirement for the next fiscal year.
 - (2) Employee’s pay for military leave does not exceed 80 hours.
- c. *D.C. National Guard* — all days (no limit) of parade or encampment duty ordered under Title 39, District of Columbia Code.

An employee may carry over up to 1 year’s allotted but unused (not to exceed 15 days) military leave from one fiscal year to the next.

* * * * *

— *Compensation, Employee Resource Management, 10-14-04*

ELM REVISION

Pay for Performance

Effective October 14, 2004, *Employee and Labor Relations Manual* (ELM) 416.22, Management Association Officials, is revised to show that the annual Pay for Performance (PFP) increase to the salary of record for employees who are placed on leave without pay (LWOP) to devote full-time service as elected national officers of a recognized management association is equal to the National Performance Assessment score.

We will incorporate this revision 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*.

It is also available on the Postal Service Internet:

- Go to www.usps.com.

- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

Employee and Labor Relations Manual (ELM)

* * * * *

4 Pay Administration

410 Pay Administration Policy for Nonbargaining Unit Employees

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416 Pay for Performance Program

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416.2 Eligibility Requirements

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416.22 Management Association Officials

Employees who are placed on leave without pay (LWOP) to devote full-time service as elected national officers of a

recognized management association are eligible to have their salary of record adjusted to reflect annual PFP increases as if they were continuing in a pay status. The effective date of an employee's adjustment is the same as it would be if the employee were in a pay status. The amount of such an adjustment is determined as follows:

[Revise item a of section 416.22 to read as follows:]

- The percentage increase is equal to the National Performance Assessment score (national rating).
- The adjusted salary may not exceed the maximum of the range for the employee's grade.
- The employee is not eligible for a PFP lump sum.

* * * * *

— *Compensation, Employee Resource Management, 10-14-04*

Election Campaigns — Hatch Act and Other Requirements

Hatch Act Requirements for Postal Service Employees

The Hatch Act affects some political activities, including off-duty activities, for Postal Service™ employees. The Office of Special Counsel, which investigates possible Hatch Act violations, has prepared examples of permitted and prohibited activities for federal, including Postal Service, employees:

Postal Service employees may:

- Be candidates for public office in nonpartisan elections.
- Register and vote as they choose.
- Assist in voter registration drives.
- Express opinions about candidates and issues.
- Contribute money to political organizations.
- Attend political fundraising functions.
- Attend and be active at political rallies and meetings.
- Join and be an active member of a political party or club.
- Sign nominating petitions.
- Campaign for or against referendum questions, constitutional amendments, and municipal ordinances.
- Campaign for or against candidates in partisan elections.

- Make campaign speeches for candidates in partisan elections.
- Distribute campaign literature in partisan elections.
- Hold office in political clubs or parties.

But, Postal Service employees may not:

- Be candidates for public office in partisan elections.
- Use their official authority or influence to interfere with an election.
- Collect political contributions unless both individuals are members of the same federal labor organization or employee organization and the one solicited is not a subordinate employee.
- Knowingly solicit or discourage the political activity of any person who has business before the agency.
- Engage in political activity while on duty.
- Engage in political activity in any government office.
- Engage in political activity while wearing an official uniform.
- Engage in political activity while using a government vehicle.
- Solicit political contributions from the general public.
- Wear political buttons on duty.

For further information about the Hatch Act, please contact the Field Law Office that serves your location, or con-

tact the Ethics Helpline by telephone at 202-268-6346 or by e-mail at ethics.help@usps.gov.

Campaigning on Postal Service Premises

Because 2004 is an election year, candidates may seek to use Postal Service premises for campaign purposes. Postal Service regulations (see *Postal Operations Manual* 124.54; 39 CFR 232.1; and Poster 7, *Rules and Regulations Governing Conduct on Postal Property*) prohibit campaigning for election to public office on leased or owned Postal Service property. Tell individuals who ask about the availability of Postal Service property for such purposes about the prohibition, and give them a copy of the regulations. The following points will help you interpret and apply the regulations:

- The focus of the regulations is to identify activities that are "prohibited." Activities that are not prohibited by any of the regulations are permitted. For example, in the context of political campaigning, informational leafleting would be permitted, so long as the information in the leaflet itself is not political campaigning and the leafleting were carried out in a way that does not disrupt Postal Service business.

- Campaigning for election to public office is prohibited on Postal Service property, even if the candidate is independent of any political party.
- The regulations do not prohibit all activities related to political issues. For example, distributing literature pertaining to a referendum or ballot measure is permitted. The regulations do prohibit, however, the solicitation of signatures on petitions, polls, and surveys.
- The regulations prohibit depositing posters or literature on Postal Service property, obstructing entrances, any activity that tends to impede or disturb the public in transacting Postal Service business, the sale of goods, and the solicitation of contributions on Postal Service property.
- The regulations cover activity only on Postal Service premises. Activity outside Postal Service property, even if it affects our premises, is not governed by our regulations.

— *Ethics and Federal Government,
Law Department, 10-14-04*

Health Benefits Open Season

The 2004 Federal Employees Health Benefits (FEHB) Open Season is scheduled for November 8 through December 14, 2004. Many open season changes may be made via self-service on PostalEASE. During this open season, eligible employees may make any one, or a combination, of the following changes:

- Enroll if not enrolled.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.
- Cancel enrollment.
- Change from pre-tax to post-tax payment of health insurance premiums, or vice versa.

Enrollment changes and new enrollments made during the 2004 open season will be effective January 8, 2005 (Pay Period 02-05).

Distribution of Open Season Materials

Employees

Before the start of open season, the *2005 Guides to Federal Employees Health Benefits (FEHB) Plans* for (1) career employees (RI 70-2); (2) Postal Inspection Service and Office of Inspector General (OIG) employees (RI

70-2IN); and (3) certain temporary (noncareer) employees (RI 70-8PS) will be mailed from the national level to each employee's address of record. Each 2005 Guide includes:

- An overview of FEHB Program eligibility requirements and election choices during open season.
- A comparison of biweekly premium costs of participating plans.
- An explanation of the pre-tax payment feature, including a current listing of qualified life status changes.
- Enrollee survey results provided by the individual health plans.
- Information about accreditation of the key systems and processes that managed care organizations use.

Installations

To assist in publicizing this FEHB open season, all installations must post the open season notice provided on page 51 of this *Postal Bulletin* through December 14, 2004, on bulletin boards.

Compensation will make an automatic distribution of brochures indicated below to the same offices that receive Thrift Savings Plan and Flexible Spending Account materials. This distribution is to all customer service district offices, processing and distribution centers, airport mail

centers, bulk mail centers, remote encoding centers, the Office of the Inspector General, selected Postal Inspection Service divisions, and selected Headquarters field units.

Personnel offices will receive through automatic distribution:

- RI 70-2, *2005 Guide to FEHB Plans* (postal career employees) — postal stocking number (PSN) 7690-03-000-3774.
- RI 70-2IN, *2005 Guide to FEHB Plans* (USPS Inspectors and Office of the Inspector General employees).
- RI 70-5, *2005 Guide to FEHB Plans* (temporary continuation of coverage and former spouses) — PSN 7690-03-000-3772.
- Most fee-for-service plan brochures.

The Rural Carrier Benefit Plan will distribute automatically to district and area Human Resources offices (not to the TSP/FSA installation distribution list):

- RI 72-5, *Rural Carriers Benefit Plan* (individual plan brochure for the rural carriers closed enrollment fee-for-service plan) — PSN 7690-03-000-3809.

Personnel offices must requisition the following item from the Material Distribution Center (MDC):

- RI 70-8PS, *2005 Guide to FEHB Plans* (certain temporary/noncareer employees) — PSN 7690-03-000-3754.

To order brochure RI 70-8PS, and for additional copies of brochures RI 70-2, RI 70-5, and RI 72-5, personnel offices may order from the MDC by using touch tone order entry (TTOE): Call 800-332-0317, option 2.

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

When ordering, provide the item number and PSN and also the following information:

Unit of Measure: EA
Minimum Order Quantity: 1
Quick Pick Number: N/A
Bulk Pack Quantity: 100
Price: No cost

Available on the Postal Service PolicyNet Web site are these two forms:

- PS Form 8201, *Pre-Tax Health Insurance Premium Waiver/Restoration Form for Career Employees*.
- PS Form 8202, *Pre-Tax Health Insurance Premium Election/Waiver Form for Noncareer Employees*.

To find them, go to <http://blue.usps.gov>; under “Essential Links,” click on *Forms*. Printed copies of these forms are available from the Headquarters Compensation insurance officer.

Personnel offices must order directly from plan sponsors:

- Brochures for health maintenance organizations (HMOs) and Point of Service Plans (POSs).

Additional Information

Publication 12, *Health Benefits Open Season Administrative and Processing Information* (November 2004), addresses FEHB open season administrative issues in more detail than the various guides. It contains information on:

- Open season materials, including details of when and how to requisition a residual supply of materials.
- Eligibility requirements for coverage.
- A list of FEHB health plan withdrawals and other significant changes.
- Comprehensive medical plan (HMO) contact information.
- Personnel processing information.
- Open season publicity material.

Publication 12 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 *PUBs*.

— Compensation,
 Employee Resource Management, 10-14-04

2004 Combined Federal Campaign Guidelines

Schedule and Responsibilities

Each fall, the Postal Service™ joins other federal agencies in the Combined Federal Campaign (CFC) drive. In accordance with Office of Personnel Management (OPM) regulations, the campaign runs for a 6-week period between September 1 and December 15, as established by the Local Federal Coordinating Committee.

Vice presidents of Area Operations have campaign responsibility. Area offices must ensure that campaign information is disseminated to all offices in their jurisdiction.

Guidelines Online

Publication 530, *Combined Federal Campaign Operational Guidelines*, May 1994, explains how to carry out a successful campaign. The November 1998 update of Publication 530, which revised position titles, facility locations, and dates of campaign, 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 *PUBs*.

The OPM Web site (www.opm.gov) offers additional information on the Combined Federal Campaign, including geographic boundaries.

Pledge Form Management Instructions

1. Make sure local campaign staff check pledge forms for completeness.
2. Distribute pledge forms as follows:
 - a. Central Receipt and Accounting copy — submit to appropriate CFC official.
 - b. Employee copy — return to employee.
 - c. Payroll Office copy —

<i>If the employee has chosen to...</i>	<i>Then...</i>
Give a one-time contribution (cash, check, or money order),	Destroy the Payroll Office copy.
Make a contribution via payroll deduction,	<p>Make sure:</p> <ul style="list-style-type: none"> - The Social Security Number is legible. - The deduction per pay period is indicated. - The amount per pay period is at least \$1.00. - The amount of the contribution is to be made via payroll deduction. <p>Before January 1, 2005</p> <p>Mail the Payroll Office copy to the following address, making sure a full <i>return address for the CFC coordinator</i> is included with each batch of forms:</p> <p>EAGAN INFORMATION SERVICE CENTER USPS COMBINED FEDERAL CAMPAIGN POST OFFICE BOX 21777 EAGAN MN 55121-0777</p> <p>The Eagan Information Services Center (ISC) retains the payroll deduction portions of the pledge cards for 6 months.</p> <p>After January 1, 2005</p> <p>Submit to the local Distributed Data Entry/Distributed Reporting (DDE/DR) site for entry.</p> <p>Note: All cards dated or sent after January 1, 2005, will be returned to the CFC coordinator for entry by the local DDE/DR site.</p>

- 3. Submit corrections to the local DDE/DR site, *not* to the Eagan ISC.

Note: All cards that are illegible or incomplete will be returned to the local CFC coordinator for local processing in pay period 03/04 or later.

Local DDE/DR sites are to be notified by broadcast message of their ability to access D20M, SDI-09 in pay period 02/04 for local entry, changes, or corrections. DDE/DR sites are not allowed access to D20M for CFC charity entries before that time.

Final Report

At the end of each campaign, the Eagan ISC prepares a report from the Postal Payroll System of CFC contributions through payroll deduction (as of pay period 02) as the annual report of national CFC contributions. Each performance cluster manager receives a copy.

— Personnel Operations Support,
Employee Resource Management, 10-14-04

Finance

HANDBOOK F-1 REVISION

Check Acceptance Policy

Effective November 1, 2004, the policy for accepting checks at postal retail units and Post Offices™ is revised to require a photo-bearing identification showing the customer’s (presenter’s) picture and signature for all types of checks, regardless of whether or not the customer is known. Only the following are acceptable photo-bearing identification: valid state-issued driver’s license, state-issued non-driver identification, passport, military identification card, or other U.S. government-issued identification that shows both the customer’s picture and signature.

Photo-bearing identification is required for both personal and business checks. In addition to the customer’s identification number, the acceptance employee must record the customer’s Post Office (P.O.) box/caller service numbers, trust account permit numbers, or postage meter serial numbers on the face of checks accepted for payment of these services.

The requirement of photo-bearing identification does not apply to checks received by mail for payment of P.O. box/caller services, trust account deposits, or Stamps by Mail®. However, the acceptance employee must record the customer’s P.O. box/caller services numbers or trust account permit numbers for payment of these services, and mark “by mail” on the face of the checks.

We will incorporate these revisions into the next printed edition of Handbook F-1 and into the next update of the online version accessible 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*.
- Then click on *HBKs*.

Handbook F-1, Post Office Accounting Procedures

	*	*	*	*	*
3	Managing Postal Funds				
31	Acceptable Payment for Postal Goods and Services				
	*	*	*	*	*

[Revise the title and text of 312 to read as follows:]

312 Bank Checks

Bank checks (drawn from a U.S. bank branch or a U.S.-based branch of a foreign bank, written in U.S. dollars) such as personal checks, business checks, certified checks, cashier’s checks, drafts, checks covered by a check guarantee furnished by a bank, postal and non-postal money orders, are all acceptable payments for Postal Service goods and services, except for the purchase of postal money orders and SureMoney® (money by wire).

The following is an outline of the minimum requirements for the check acceptance policy at postal retail units, Post Offices, contract postal units, and business mail entry units

(BMEUs). The district Finance manager, in conjunction with the district Retail manager and other concerned operations, may establish additional check acceptance requirements to satisfy the district business needs.

Employees must accept checks in compliance with this policy and any additional specific instructions from the postmaster or the district. The Eagan Accounting Service Center maintains a list of customers denied check acceptance privileges (bad check list) and electronically distributes it to the district offices monthly. Personal checks are accepted for all postal products, except money orders and SureMoney. Checks may be accepted for payment of a Collect on Delivery (COD) item provided that the check is made payable to the sender.

Note: Human resources personnel or a contracting officer representative with vending machine contracts may accept commission checks. Remit the checks to a Post Office and issue a no-fee postal money order for payment to state licensing agency and/or social and recreation committee.

[Revise the title and text of 312.1 to read as follows:]

312.1 Accepting a Personal Check at Post Offices

- 1> Verify that the customer's name and address are imprinted on the check from the check printer manufacturer; do not accept checks without this information.
- 2> If the customer's telephone number is not preprinted on the check, request the telephone number (unless prohibited by local or state law) and record it on the face of the check.
- 3> Verify that the issuer of the check is not on the bad check list. If the customer is on the list, do not accept the check.
- 4> Ensure the check is payable to the "US Postal Service" or "Postmaster" by title only, in the exact amount of the purchase, and with the current date. Do not accept post-dated checks.
- 5> Request to see a photo-bearing identification that shows the customer's (presenter's) picture and signature; identification is required for check acceptance (see section 312.3). Either the customer or acceptance employee must record the identification number on the face of the check.
- 6> Verify the identification and the signature on the identification with the signature on the check.
- 7> If payment is for a specific service, in addition to the identification number, record the customer's Post Office (P.O.) box/caller services number, trust account permit number, or postage meter serial number on the face of the check accepted for payment of any of these services.

8> Do not accept a check made payable to the customer and endorsed on the back as payable to "Postmaster."

9> Do not cash personal checks.

10> For checks in the amount of \$1,000 or more, the issuing bank must be contacted by the Post Office to make sure the bank account is active. Record the bank official's name on the face of the check. (The district Finance manager may recommend a different threshold amount for this process following instructions outlined in section 312.)

Note: After banking hours, process the transaction, make a photocopy of the check, and call the bank on the following business day to ensure the bank account is active. If the bank account is not an active account, immediately communicate this to the district Finance manager to avoid proliferation of bad checks from this bank account.

[Revise the title and text of 312.2 to read as follows:]

312.2 Checks Mailed in for Payments

Checks mailed in for payment of P.O. box/caller services, trust account deposits, or Stamps by Mail:

- 1> Verify that the customer's name and address are imprinted on the check from the check printer manufacturer; do not accept checks without this information.
- 2> Verify that the issuer of the check is not on the bad check list. If the customer is on the list, do not accept the check and mark it "return to sender."
- 3> Make sure that the check is payable to the "US Postal Service" or "Postmaster" by title only, in the exact amount, and with a date no more than 6 months prior to the acceptance date. Do not accept post-dated checks.
- 4> The requirement of photo-bearing identification is not applicable, but the customer's P.O. box/caller services number or trust account permit number must be recorded on the face of the check.
- 5> Endorse "by mail" on the back of the check.
- 6> For checks in the amount of \$1,000 or more, the issuing bank must be contacted by the Post Office to make sure the bank account is active. Record the bank official's name on the face of the check. (The district Finance manager may recommend a different threshold amount for this process following instructions outlined in section 312.)

Note: After banking hours, process the transaction, make a photocopy of the check, and call the bank on the following business day to ensure the bank account is active. If the bank account is not an active account, immedi-

ately communicate this to the district Finance manager to avoid proliferation of bad checks from this bank account.

[Revise the title and text of 312.3 to read as follows:]

312.3 Identification for Check Acceptance

All checks accepted for payment at postal retail units, Post Offices, and contract postal units require a photo-bearing identification that shows the customer’s (present-er’s) picture and signature. Record the name and identification number on the face of the check in location A as shown in Exhibit 312.1. The required photo-bearing identification must be one of the following:

- Valid state-issued drivers’ license.
- State-issued, non-driver identification.
- Passport (foreign or domestic).
- Military identification.
- Other U.S. government-issued identification showing the customer’s picture and signature.

* * * * *

313 Accepting Other Types of Checks

[Revise the title and text of 313.1 to read as follows:]

313.1 Accepting Guarantee Payment Checks

- 1> Certified checks, cashier’s checks and drafts, non-postal money orders, and checks covered by a check guarantee furnished by a bank may be accepted.
- 2> Make sure that the check is payable to the “US Postal Service” or “Postmaster” by title only, in the exact amount of the purchase, and with a date no more than 6 months prior to the acceptance date. Do not accept post-dated checks.
- 3> Record the identification number from a photo-bearing identification that shows the customer’s picture and signature (see section 312.3). Record the customer’s name and address if not printed on the face of the check.
- 4> In addition to the identification number, record the customer’s P.O. box/caller services number, trust account permit number, or postage meter serial number on the check accepted for payment of any of these services.
- 5> Certified checks, cashier’s checks, drafts, and checks covered by a check guarantee card presented for the purchase of Postal Service products (except money orders) in the amount of \$1,000 or more must be verified with the issuer of the check and/or the issuing bank to ensure the check is valid. Record the bank official’s name on the face of the check. (The district Finance manager may recommend a different threshold amount for this process following instructions outlined in section 312.)

Note: After banking hours, process the transaction, make a photocopy of the check, and call the bank on the following business day to ensure the bank account is active. If the bank account is not an active account, immediately notify the district Finance manager to avoid proliferation of bad checks from this bank account.

Caution: Certified checks, as well as business checks, are easy to replicate using laser printers.

313.2 Accepting Checks from Government Agencies

[Revise 313.2 to read as follows:]

- 1> Checks issued by federal, state, county, or municipal agencies may be accepted for the purchase of postal products (except money orders and SureMoney).
- 2> Verify that the check contains the agency’s name and address; do not accept checks without this information imprinted on them.
- 3> If the telephone number is not imprinted on the check, request the agency’s telephone number and record it on the face of the check. (Do not accept checks without the agency’s telephone number.)
- 4> Make sure that the check is payable to the “US Postal Service” or “Postmaster” by title only, in the exact amount of the purchase, and with a date no more than 6 months prior to the acceptance date. Do not accept post-dated checks.
- 5> Record the identification number from a photo-bearing identification showing picture and signature (see section 312.3) on the face of the check.
- 6> In addition to the identification number, record the customer’s P.O. box/caller services number, trust account permit number, or postage meter serial number on the check accepted for payment of any of these services.
- 7> Do not cash government agency checks.
- 8> Do not accept government checks made payable to the customer and endorsed on the back as payable to “Postmaster.”

[Revise the title and text of 313.3 to read as follows:]

313.3 Accepting Business Checks

- 1> Checks issued from a business may be accepted for the purchase of postal products (except money orders and SureMoney).
- 2> Verify that the check contains the business name and address on the check from the check printer manufacturer; do not accept checks without this information imprinted on them.
- 3> If the telephone number is not imprinted on the check, request the business telephone number and

record it on the check. (Do not accept checks without the business telephone number.)

- 4> Verify that the issuer of the check is not on the bad check list. If the customer is on the list, do not accept the check.
- 5> Make sure that the check is payable to the "US Postal Service" or "Postmaster" by title only, in the exact amount of the purchase, and with a date no more than 6 months prior to the acceptance date. Do not accept post-dated checks.
- 6> A photo-bearing identification that shows the customer's (presenter's) picture and signature must be required (see section 312.3). The identification number must be recorded on the face of the check by the customer or the acceptance employee.
- 7> In addition to the identification number, record the customer's P.O. box/caller services number, trust account permit number, or postage meter serial number on the face of the check accepted for payment of any of these services.
- 8> Do not cash business checks.
- 9> Checks from a new business, regardless of the amount, must be verified with the issuing bank to ensure the bank account is active. Record the bank official's name on the face of the check. (If the transaction is the first purchase made with the Post Office, the business would be considered a new business.)

Note: After banking hours, for checks accepted for a new business, process the transaction, make a photocopy of the check, and call the bank on the following business day to ensure the bank account is active. If the bank account is not an active account, immediately notify the district Finance manager to avoid proliferation of bad checks from this bank account.

[Revise the title and text of 313.4 to read as follows:]

313.4 Accepting Business Checks at Business Mail Entry Units

- 1> Verify that the business name and address are imprinted on the check from the check printer manufacturer; do not accept checks without this information.
- 2> If the telephone number is not preprinted on the check, request the business telephone number and record it on the face of the check. (Do not accept checks without the business telephone number.)
- 3> Verify that the issuer of the check is not on the bad check list. If the customer is on the list, do not accept the check.
- 4> Make sure that the check is payable to the "US Postal Service" or "Postmaster" by title only, with a date no

more than 6 months prior to the acceptance date. Do not accept post-dated checks.

- 5> Either the permit holder or the acceptance employee must record the permit customer's trust account number on the face of the check.
- 6> The acceptance employee at the BMEU must ensure that the permit number is an active account.
- 7> Forward the checks to the postal retail unit responsible for processing permit account deposits. Ensure the following information is on the face of each check:
 - (a) Customer's and company's name, address, and telephone number.
 - (b) Permit account number.
 - (c) The account identifier code (AIC), which identifies the account type.

Include an adding machine tape with the total dollar amount of the checks and the number of checks enclosed.

Note: The BMEU must ensure that the permit customer profile with name, address, and telephone numbers are updated annually.

[Revise the title and text of 313.5 to read as follows:]

313.5 Accepting Traveler's Check and AMEX Gift Checks

Traveler's checks issued by a U.S. bank branch and American Express (AMEX) gift checks are acceptable payments for postal goods and services including postal money orders.

- 1> Follow any special instructions appearing on the check and make sure to process these checks with the terms stated on the check.
- 2> Ensure the check is payable to the "US Postal Service" or "Postmaster" by title only.
- 3> Request to see a photo-bearing identification that shows the customer's picture and signature; identification is required for check acceptance (see section 312.3). Either the customer or the acceptance employee must record the identification number on the face of the check.
- 4> Do not cash traveler's checks or AMEX gift checks.
- 5> The amount of the purchase must be at least 50 percent of the amount of the traveler's check or the amount of the AMEX gift check. (This precludes the customer from making small purchases merely to cash the traveler's check or the AMEX gift check.)

* * * * *

— Revenue and Field Accounting,
Finance, 10-14-04

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\$10.50 (4XL)



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Philately

STAMP ANNOUNCEMENT 04-35

Holiday Ornaments Stamps



Copyright USPS 2003

The Postal Service™ will issue 37-cent, *Holiday Ornaments* special stamps in four designs in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 566400), on November 16, 2004, in New York, New York. The stamps, designed by Derry Noyes of Washington, DC, go on sale nationwide November 17, 2004.

The stamps feature photographs by Sally Andersen-Bruce of painted glass Santa ornaments. The ornaments were made in 1999 in Lauscha, Germany, for D. Blümchen & Company of Ridgewood, New Jersey, and were hand-painted by designer Diane S. Boyce. Nestled in tissue paper, these shiny Santas evoke happy memories of lights, tinsel, and other favorite Christmas tree decorations.

The stamps will also be issued in a double-sided booklet of 20 (Item 673200), a folded vending book of 20 (Item 673300), and an ATM sheetlet of 18 stamps (Item 566900).

Issue:	<i>Holiday Ornaments</i>
Item Number:	566400
Denomination & Type of Issue:	37-cent special
Format:	Pane of 20 (4 designs)
Series:	<i>Holiday</i>
Issue Date & City:	November 16, 2004, New York, NY 10199
Designer:	Derry Noyes, Washington, DC
Photographer:	Sally Andersen-Bruce, New Milford, CT
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Engraver:	Southern Graphics Systems.
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec 5, 3000
Stamps per pane:	20
Print Quantity:	140 million stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure-sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Yellow, Cyan, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.76 x 1.04 in./19.30 x 26.41 mm
Overall Size (w x h):	0.91 x 1.19 in./23.11 x 30.22 mm
Full Pane Size (w x h):	5.46 x 5.8125 in./138.68 x 147.63 mm
Plate Size:	320 stamps per revolution
Plate Numbers:	"S" followed by four (4) single digits
Marginal Markings:	"© 2003 USPS" • Plate block numbers (4 per pane) • Price • Plate position diagram • 4 Barcodes on back
Catalog Item Number(s):	566420 Block of 4 — \$1.48 566430 Block of 10 — \$3.70 566440 Full Pane of 20 — \$7.40 566463 First Day Cover — \$3.00 566493 Full Pane w/FDC — \$10.40

How to Order First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at

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

HOLIDAY ORNAMENTS STAMPS
SPECIAL EVENT UNIT
421 8TH AVE RM 2029B
NEW YORK NY 10199-9998

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 December 15, 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 566400, *Holiday Ornaments*, PSA Pane of 20

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

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for their full standard automatic distribution quantity for a PSA sheet stamp using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before November 10, 2004.

Philatelic Requirement

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

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Holiday Ornaments</i> Stamps, Item 566400
1	16,000
2	16,000
3	32,000
4	32,000
5	48,000
6	48,000
8	64,000
9	80,000
12	96,000
13	112,000
16	128,000
19	160,000

Additional Supply

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

For fulfilling supplemental orders from SDOs, the Memphis and New York APDs will each receive 3,200,000 additional stamps; the Chicago APD will receive 2,880,000 additional stamps; the San Francisco APD will receive 2,600,000 additional stamps; and the Denver APD will receive 1,000,000 additional stamps.

For fulfilling supplemental orders from APDs, the Kansas City Stamp Services Center (SSC) will receive 12,000,000 additional stamps.

Distribution: Item 673200, *Holiday Ornaments*, PSA Double-Sided Booklet of 20

SDOs will receive a full standard automatic distribution quantity for a PSA booklet. Distributions are rounded up to the nearest master carton size (4,000 booklets).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for their full standard automatic distribution quantity for a PSA booklet using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before November 10, 2004.

Philatelic Requirement

Authorized philatelic centers requiring the *Holiday Ornaments* PSA double-sided booklet of 20 must order Item 673200 from their designated SDO using a separate PS Form 17.

(Article continues on page 69.)

Fraud Alert

Domestic Orders

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

State/City/ZIP Code	Names and Addresses Covered	Product
FL, New Port Richey 34654-4241	James Presant d/b/a Home Net America, 9125 Little Road #178	A work-at-home scheme

— Judicial Officer, 10-14-04

554424	602600	631328	731371	770383	782099	782917	802375	853834	907894	921562	935001	968418
554504	602726	631635	740014	770392	782101	782922	802410	856179	911138	921602	935246	968463
554518	602934	631663	740860	770869	782112	782935	802693	856539	913059	921678	939529	968707
554538	604256	631792	741427	771052	782114	782966	803130	873002	913707	921823	939608	969033
554573	604284	631948	741519	771846	782117	782967	804038	875478	913761	921914	940310	969039
554604	604898	631992	741863	771998	782136	782972	804228	891227	914170	921927	940513	969129
554720	605008	641065	743060	772711	782143	782980	805094	891428	914190	921961	941298	970060
554759	605012	641089	743104	773040	782290	782991	805510	891675	914639	922380	941551	970728
554761	605032	641200	748033	773464	782309	782998	809076	891919	915377	924116	941944	970908
554766	605106	641341	750251	774380	782362	782999	809088	891931	915400	924686	941994	970912
554767	605151	641360	750454	775290	782467	784229	809121	891964	915401	925234	943025	970923
554781	605317	641411	750480	775330	782499	784321	809188	891969	915525	926048	946451	970934
554793	605583	641430	752041	775385	782503	785486	809237	891972	917002	926225	948554	970953
554833	605943	641665	752397	778361	782508	785528	815247	895032	917177	926319	948609	970983
554962	606158	641793	752449	778371	782535	785746	816170	895083	917185	926329	948695	972653
554973	606168	656124	752749	780073	782548	785753	820400	895354	917279	926384	949628	972817
554978	606321	660125	757514	780090	782563	786062	820606	895537	917373	926742	950592	972961
571014	606439	662133	760006	780093	782573	787052	820827	900417	917389	926770	950628	980348
596521	606884	662211	760031	780100	782585	787061	823130	900432	917401	926801	950935	980680
598605	607047	662646	760102	780116	782664	787541	829061	902116	917450	926948	950939	980875
599561	607127	666275	765522	780118	782672	787592	829500	902129	917531	926953	951054	981619
599562	607445	666790	765540	780137	782686	787677	832047	902474	917541	927349	951057	982273
600146	607766	679005	765559	780141	782715	788030	833204	902767	917652	928361	951885	982337
600271	607968	681287	765572	781021	782749	788044	833508	903176	917952	928446	951904	982338
600646	608033	681402	765574	781057	782754	788066	840140	903223	918008	928769	955213	982340
600671	608058	681643	765587	781072	782787	788069	841063	906002	918214	928776	955401	982416
600931	608091	701203	765592	782041	782792	791028	841067	906028	918788	930366	958104	982422
600967	609343	701376	765601	782049	782810	794014	841245	906278	918818	930394	958561	984188
600987	610110	701423	765607	782055	782813	799144	844115	906503	920085	931185	958960	984267
601044	616127	701646	765625	782058	782858	800421	844115	906503	920085	931185	958960	984267
601213	620094	708633	766508	782063	782860	802066	853367	907174	920100	931381	967208	992481
601462	624049	712021	766517	782067	782872	802190	853417	907290	920229	931530	967217	992561
601467	624091	712024	767535	782076	782879	802211	853440	907293	920241	931849	968173	992738
601821	629146	712028	767554	782082	782890	802226	853582	907334	920333	931919	968177	995525
602284	631059	730213	767586	782089	782894	802361	853600	907395	921053	932592	968181	995570
602409	631204	730780	770052	782096	782897	802363	853668	907406	921111	932823	968231	995854
602459	631212	730906	770297	782098	782905	802373	853804	907847	921348	933303	968267	997136

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	273 070 8059 to 273 070 8099	
011 582 1889 to 011 582 1899	026 492 3180 to 026 492 3199	043 205 5922 to 043 205 5999	273 775 7700 to 273 775 7899	
011 588 2900 to 011 588 3099	027 361 0430 to 027 361 0499	044 087 3457 to 044 087 3499	302 000 0000 to 302 123 9999	
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013 289 6176 to 013 289 6199	027 671 8762 to 027 671 8776	045 524 4121 to 045 524 4298		
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019 518 2814 to 019 518 2899	031 077 4507 to 031 077 4799	058 187 3836 to 058 187 3899		
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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
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394 822 3243 to 3278	412 485 6610 to 6699	433 003 5800 to 5899	455 543 0618 to 0699
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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
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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
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404 003 0300 to 0399	421 130 9300 to 9399	450 048 4442 to 4699	462 554 6051 to 6099
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404 961 5001 to 5199	422 484 4212 to 4299	451 109 2967 to 2984	463 414 4869 to 4899
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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
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410 491 2311 to 2399	429 474 4172 to 4199	454 013 2919 to 2999	469 658 1961 to 1999
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469 678 1900 to	1999	484 680 5077 to	5099	603 678 7100 to	7199	623 895 8200 to	8399
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469 947 6960 to	6999	486 176 0600 to	0699	603 678 7902 to	7999	623 917 0200 to	0299
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471 985 2408 to	2419	488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799
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473 952 3429 to	3499	489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599
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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
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475 319 3415 to	3499	490 717 7080 to	7099	609 067 5600 to	5699	630 389 3056 to	3071
475 319 3649 to	3799	490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599
475 340 6400 to	6599	490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199
475 424 8410 to	8499	490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399
475 629 9156 to	9199	490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999
475 850 6101 to	6199	491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	599 9999
475 875 2500 to	2599	491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199
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476 189 3000 to	3499	492 283 5100 to	5199	610 092 3200 to	3299	633 438 6429 to	6599
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477 289 8601 to	8699	493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799
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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
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480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
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644 069 0600 to 0699	658 586 1400 to 1499	683 118 2389 to 2399	701 499 2260 to 2299
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644 112 9839 to 9899	659 398 7300 to 7399	683 415 1200 to 1499	701 553 6557 to 6599
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834 316 5444 to	5499	855 319 9364 to	9399	870 691 7060 to	7099	911 523 3000 to	3999
834 354 8747 to	8766	855 361 3390 to	3399	872 029 9306 to	9399	912 057 9922 to	9999
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837 672 8967 to	8999	857 843 4000 to	4099	901 058 5255 to	5280	914 346 7621 to	7644
837 784 3282 to	3299	858 124 7644 to	7699	901 273 1082 to	1099	914 453 1366 to	1399
838 176 8377 to	8399	858 756 3111 to	3299	901 287 5143 to	5199	914 529 6185 to	6299
838 518 1257 to	1299	859 063 8200 to	8699	901 291 2789 to	2799	914 896 4658 to	4699
839 718 8257 to	8299	859 190 0600 to	0644	901 525 7122 to	7199	915 187 8774 to	8779
840 323 0600 to	0699	859 437 5538 to	5599	902 089 1253 to	1299	915 300 2783 to	2799
840 875 6235 to	6299	859 811 2888 to	2899	902 198 9769 to	9799	915 546 6822 to	6999
840 910 0900 to	0999	859 855 8873 to	8999	902 948 1269 to	1299	915 671 3963 to	3980
841 349 5000 to	5099	860 240 8520 to	8599	902 985 0833 to	0899	915 671 3982 to	3999
841 805 7747 to	7899	860 275 3900 to	3999	903 370 6934 to	6999	915 675 2217 to	2299
841 805 7944 to	8099	860 518 9629 to	9699	904 600 6523 to	6599	916 440 3377 to	3399
842 226 0685 to	0695	860 600 0021 to	0999	904 892 0378 to	0399	916 670 6352 to	6399
842 685 4600 to	4699	861 158 2350 to	2599	904 892 0648 to	1299	916 682 5300 to	5399
842 685 4742 to	4999	861 367 5400 to	5499	905 056 2216 to	2299	916 694 1414 to	1499
842 860 0300 to	0399	861 637 6010 to	6099	905 510 6647 to	6799	916 703 0802 to	0821
842 898 5582 to	5599	861 979 7292 to	7499	905 510 6900 to	7099	917 089 0709 to	0799
843 062 7100 to	7199	862 216 6100 to	6199	905 794 0000 to	0199	917 089 0842 to	0899
843 077 6288 to	6299	862 263 9213 to	9299	905 794 0288 to	0299	917 216 2928 to	2999
843 077 6378 to	6399	862 271 0800 to	0999	905 873 6900 to	6999	917 370 6300 to	6499
843 758 5769 to	5778	862 271 5000 to	5099	905 873 7100 to	7299	917 486 4900 to	4999
843 786 2554 to	2699	863 871 5138 to	5199	905 880 8900 to	8999	918 460 0602 to	0699
845 656 8165 to	8199	863 949 5300 to	5399	905 889 7100 to	7199	918 492 5200 to	5399
845 727 2100 to	2199	864 088 8200 to	8299	906 158 1508 to	1599	918 951 7231 to	7299
845 746 2618 to	2635	864 426 3972 to	3999	906 558 8812 to	8899	919 519 2786 to	2799
846 390 7531 to	7599	864 520 6117 to	6136	906 982 2214 to	2299	919 536 0770 to	0799
846 918 0572 to	0599	865 151 0526 to	0599	907 725 8500 to	8599	919 814 3095 to	3199
847 237 7690 to	7699	865 500 4034 to	4099	907 815 0216 to	0257	919 915 2774 to	2787
847 284 2481 to	2499	865 883 6082 to	6099	908 622 4225 to	4235	920 155 4662 to	4687
847 374 7055 to	7065	866 004 3000 to	3999	908 936 9254 to	9299	920 309 9039 to	9199
847 374 7055 to	7065	866 442 4100 to	4899	909 100 1787 to	1799	920 857 5500 to	5899
847 636 5304 to	5399	867 366 9108 to	9118	909 100 1900 to	2099	920 864 3480 to	3499
847 700 5447 to	5499	867 633 7403 to	7499	909 355 0422 to	0499	921 333 7400 to	7499
847 723 7500 to	7599	867 737 5623 to	5699	909 568 8900 to	9099	921 414 3762 to	3799
849 485 3427 to	3499	868 169 4529 to	4599	909 568 9300 to	9499	921 477 3762 to	3799
849 520 9850 to	9899	868 173 8400 to	8599	909 725 7307 to	7399	922 278 1048 to	1399
849 608 1357 to	1399	868 514 9000 to	9099	909 833 0947 to	0999	922 280 2019 to	2099
849 792 2600 to	2699	868 566 9200 to	9299	910 219 8631 to	8699	922 280 2233 to	2299
850 546 1862 to	1899	869 387 1150 to	1199	910 265 1100 to	1199	922 773 0459 to	0499
851 143 6826 to	6844	869 505 3500 to	3599	910 471 7273 to	7299	923 032 7000 to	7399
851 209 9880 to	9899	869 523 7033 to	7099	910 536 2505 to	2599	923 045 3630 to	3699
851 928 9221 to	9299	869 800 0000 to	999 9999	910 958 7499 to	7599	923 810 7800 to	8299
852 589 6560 to	6599	870 054 4814 to	4899	911 140 1000 to	2199	924 252 1200 to	1299
853 049 3646 to	3699	870 491 4812 to	4849	911 245 2545 to	2599	924 252 1400 to	1499
854 304 4089 to	4999	870 536 5820 to	5829	911 268 9077 to	9099		
854 529 2200 to	2299	870 541 7167 to	7239	911 400 8948 to	8999		

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

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

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

765 194 728	to	4 970	773 852 971	to	3 030	780 625 208	to	5 920	789 044 014	to	4 100
765 387 365	to	7 450	773 858 011	to	8 100	780 711 345	to	1 540	789 326 341	to	6 880
765 541 801	to	2 100	773 892 721	to	7 190	780 778 894	to	8 920	790 209 421	to	9 480
765 638 461	to	8 970	773 958 061	to	8 660	780 865 851	to	5 920	790 418 170	to	8 190
765 647 101	to	7 190	774 101 148	to	1 190	780 873 421	to	3 450	790 448 020	to	8 460
765 813 781	to	4 029	774 107 161	to	7 190	781 141 891	to	1 980	790 597 485	to	7 530
765 879 314	to	9 390	774 177 226	to	7 270	781 238 697	to	8 730	790 911 883	to	1 900
765 954 001	to	4 030	774 279 481	to	9 810	781 503 151	to	3 180	791 057 441	to	7 550
766 120 286	to	0 320	774 408 399	to	8 420	781 518 818	to	8 840	791 239 081	to	9 290
766 125 716	to	5 750	774 431 821	to	2 450	781 624 126	to	4 200	791 374 483	to	4 500
766 158 824	to	8 840	774 510 451	to	0 780	781 679 221	to	9 340	791 387 971	to	8 030
766 388 433	to	8 460	774 652 981	to	3 010	781 723 771	to	3 890	791 447 521	to	7 850
766 509 421	to	9 660	774 778 981	to	9 040	781 723 964	to	3 990	791 451 151	to	1 240
766 572 901	to	3 020	774 867 481	to	7 510	781 761 391	to	1 720	791 500 009	to	0 470
766 748 500	to	8 521	774 867 515	to	7 540	781 878 721	to	9 020	791 771 431	to	1 490
767 024 341	to	4 370	774 934 275	to	4 290	782 424 840	to	4 900	792 004 293	to	4 320
767 326 471	to	6 590	774 961 261	to	1 290	782 939 821	to	9 850	792 018 379	to	8 420
767 332 561	to	2 950	775 106 223	to	6 235	782 985 347	to	5 360	792 070 621	to	0 740
768 009 841	to	9 960	775 106 237	to	6 248	783 063 631	to	3 690	792 145 211	to	5 230
768 011 489	to	1 520	775 331 515	to	1 550	783 578 101	to	8 130	792 391 381	to	1 620
768 177 980	to	7 990	775 444 210	to	4 230	783 578 143	to	8 160	792 452 779	to	2 790
768 391 081	to	1 170	775 579 301	to	9 320	783 663 991	to	4 050	792 772 728	to	2 770
768 661 569	to	1 650	775 622 683	to	2 760	783 739 838	to	0 280	792 903 511	to	3 990
769 000 051	to	0 080	776 144 621	to	4 670	784 142 598	to	2 610	793 282 518	to	2 533
769 050 841	to	0 900	776 154 010	to	4 060	784 380 061	to	0 090	794 041 831	to	2 040
769 159 081	to	9 178	777 561 631	to	2 080	784 507 591	to	7 740	794 397 709	to	7 780
769 737 496	to	7 510	776 657 371	to	7 490	784 507 759	to	7 860	794 581 741	to	2 040
769 778 491	to	8 730	776 817 421	to	7 450	784 913 509	to	3 531	794 592 122	to	2 150
769 827 331	to	7 450	776 951 225	to	1 250	785 429 491	to	9 520	795 032 251	to	2 340
770 216 071	to	6 100	777 141 601	to	2 140	785 989 351	to	9 440	796 373 406	to	3 430
770 723 281	to	3 400	777 297 421	to	7 510	786 036 450	to	6 480	796 602 961	to	3 050
770 790 451	to	0 480	777 621 721	to	1 750	786 111 854	to	1 930	796 708 441	to	8 500
770 915 150	to	5 490	777 810 309	to	0 330	786 510 527	to	0 540	796 886 281	to	6 430
771 455 551	to	5 610	778 049 651	to	9 670	786 510 571	to	0 600	796 901 701	to	2 000
771 609 661	to	9 690	778 106 225	to	6 310	786 676 937	to	6 980	796 975 466	to	5 590
771 932 551	to	2 580	778 218 730	to	8 780	786 730 831	to	0 920	797 272 917	to	2 950
772 057 224	to	7 440	778 251 871	to	1 930	786 730 831	to	0 920	797 519 441	to	9 460
772 162 660	to	3 070	778 286 911	to	6 940	786 743 671	to	3 700	797 519 731	to	0 240
772 718 615	to	8 640	778 328 699	to	8 730	786 743 711	to	3 730	797 535 181	to	5 330
772 940 140	to	0 160	778 567 471	to	7 860	786 854 491	to	4 550	798 040 053	to	0 080
772 970 886	to	0 940	778 570 771	to	0 830	786 854 491	to	4 550	798 055 813	to	5 830
773 009 419	to	9 430	778 699 096	to	9 110	786 977 256	to	7 461	798 055 891	to	5 950
773 112 031	to	2 060	778 779 471	to	9 480	787 158 121	to	8 390	798 326 371	to	6 520
773 125 387	to	5 410	779 146 205	to	6 230	787 325 701	to	5 910	798 339 167	to	9 210
773 179 320	to	9 410	779 233 681	to	3 710	787 493 281	to	3 340	798 562 411	to	2 440
773 202 989	to	3 140	779 316 961	to	7 200	787 793 816	to	3 880	798 632 461	to	2 490
773 208 991	to	9 290	779 339 221	to	9 400	787 822 428	to	2 440	798 807 151	to	7 510
773 231 311	to	1 340	779 702 191	to	2 250	787 887 881	to	7 901	798 944 761	to	5 030
773 348 739	to	8 940	779 994 001	to	4 090	788 306 478	to	6 490	799 133 191	to	3 220
773 348 739	to	8 940	780 103 591	to	3 650	788 326 339	to	6 380	799 177 626	to	7 650
773 575 891	to	5 950	780 533 288	to	3 310	788 403 671	to	3 690	799 854 751	to	5 200
						788 815 771	to	5 860	800 211 901	to	2 440
									800 872 741	to	2 830

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, 10-14-04*

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, 10-14-04*

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.

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	09100	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09007	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U	09316	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09009	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09229	A1-B-B1-C-D-U	09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09012	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09013	A1-B-B1-C-D-U-Z1	09107	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U	09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09014	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U	09326	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09021	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U	09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09028	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U	09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09031	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U	09329	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1
09033	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09262	A1-B-B1-C-D-U	09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09034	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U	09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09036	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U	09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09042	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09265	A1-B-B1-C-D-N-U	09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09045	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U	09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U	09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09050	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09053	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09054	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09340	A-A1-B-B1-C1-F-R-V
09056	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09058	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09059	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09307	A1-B-B1-V-Z1		
09060	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09063	A1-B-B1-C-D-L-U	09169	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M- R-R1-V-Z1		
09067	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09069	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09074	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09313	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09076	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09080	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U				
09081	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U				
09086	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U				
09089	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U				
09090	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U				
09094	A1-B-B1-C-D	09211	A1-B-B1-C-D-U				
09095	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V				
09096	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U				
09098	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U				
09099	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09344	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09381	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09499	A1-B-B1-C-C1-U	09599	A1-B-V
09345	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09383	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09501	A1-B-V	09601	A1-B-B1-C-F-F1-U
09346	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09502	A1-B-V	09602	A1-B-B1-C-F-F1-N-U
09347	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09503	A1-B-V	09603	A1-B-B1-C-F-F1-U
09348	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09504	A1-B-V	09604	A1-B-B1-C-F-F1-U
09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09505	A1-B-V	09609	A1-B-B1-C-F-U
09352	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-Z-Z1	09506	A1-B-V	09610	A1-B-B1-C-F-U
09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09507	A1-B-V	09612	A1-B-B1-C-F-U
09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09508	A1-B-V	09613	A1-B-B1-C-F-U-V
09355	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	09509	A1-B-V	09617	A1-B-B1-C-F-U
09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09510	A1-B-V	09618	A1-B-B1-C-F-U
09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09511	A1-B-V	09619	A1-B-B1-C-F-U
09358	A-A1-B-B1-E2-F-H1-N-R-V-Z1	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09517	A1-B-V	09620	A1-B-B1-C-F-U
09359	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	09521	A1-B-V	09621	A1-B-B1-C-F-U
09360	A1-B-B1-V	09396	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09524	A1-B-V	09622	A1-B-B1-C-F-U
09363	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09397	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09532	A1-B-V	09623	A1-B-B1-C-F-U
09364	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09398	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09534	A1-B-V	09624	A1-B-B1-C-F-U
09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09399	A-A1-B-B1-C-F-M-V-Z1	09542	A1-B-V	09625	A1-B-B1-C-F-U
09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09543	A1-B-V	09626	A1-B-B1-C-F-U
09367	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09420	A1-B-B1-C-C1-U	09545	A1-B-V	09627	A1-B-B1-C-F-U
09368	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09421	A1-B-B1-C-C1-U	09549	A1-B-V	09628	A1-B-B1-C-F-F1-U-V
09370	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09447	A1-B-B1-C-C1-U-V	09550	A1-B-V	09630	A1-B-B1-C-F-U-V
09371	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09454	A1-B-B1-C-C1-U-V	09554	A1-B-B1-V	09631	A1-B-B1-C-F-U
09373	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09456	A1-B-B1-C-C1-U	09556	A1-B-V	09636	A1-B-B1-C-F-U
09374	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09459	A1-B-B1-C-C1-U	09557	A1-B-V	09642	A1-B-B1-N-U
09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09564	A1-B-V	09643	A1-B-B1-U
09377	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09463	A1-B-B1-C-C1-U	09565	A1-B-V	09644	A1-B-B1-U
09378	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09464	A1-B-B1-C-C1-U	09566	A1-B-V	09645	A1-B-U
09379	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09468	A1-B-B1-C-C1-U	09567	A1-B-V	09647	A1-B-B1-N-U
09380	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09469	A1-B-B1-C-C1-U	09568	A1-B-V	09648	A1-B-B1-N-U-V-Z1
		09470	A1-B-B1-C-C1-U	09569	A1-B-V	09649	A1-B-B1-U
		09494	A1-B-B1-C-C1-U	09570	A1-B-V	09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
		09496	A1-B-B1-C-C1-U-V	09573	A1-B-V	09703	A1-B-B1-C-F1
		09498	A1-B-B1-C-C1-U	09574	A1-B-V	09704	A1-B-B1-C-D-V
				09575	A1-B-V	09705	A1-B-B1-U
				09576	A1-B-V	09706	A1-B-B1-C-U-V
				09577	A1-B-V	09707	A1-B-B1-C-N-U-V
				09578	A1-B-V	09708	A1-B-B1
				09579	A1-B-V	09709	A1-B-B1-F1
				09581	A1-B-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U
				09582	A1-B-V	09711	A1-B-B1-F1-Z1
				09586	A1-B-V	09713	A1-B-B1-C-F1
				09587	A1-B-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U
				09588	A1-B-V	09715	A1-B-B1-F1
				09589	A1-B-B1-V	09716	A1-B-B1-C-D-N-U-V
				09590	A1-B-V	09717	A1-B-B1-M-W
				09591	A1-B-V	09718	A1-B-B1-F-I-N-U-V
				09593	A1-B-V		
				09594	A1-B-V		
				09595	A1-B-V		
				09596	A1-B-V		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09719	A1-B-B1-C-F1-V	09819	A-A1-B-F-P-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96218	A-A1-B-B1-U
09720	A1-B-B1-U-V	09821	A-A1-B-F-V-Z1			96219	A-A1-B-B1-U-V
09721	A1-B-B1-N-U-V-Z1	09822	A-A1-B-F-V-Z1	34023	A1-B-B1-M-N-V-Z1	96220	A-A1-B-B1-U-V
09722	A1-B-B1-C-D-N-U-V	09823	A-A1-B-F-V-Z1	34024	A1-B-B1-M-N-V-Z1	96221	A-A1-B-B1-U-V
09723	A1-B-B1-N-U-V-Z1	09824	A-A1-B-F-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96224	A-A1-B-B1-U
09724	A1-B-B1-C-C1-F1-M-R-R1-U	09827	A-A1-B-F-Z1	34030	A1-B-B1-M-N-V-Z1	96251	A-A1-B-B1-U
09725	A1-B-B1-C	09828	A1-B-N-V-Z1	34031	A1-B-B1-M-N-V-Z1	96257	A-A1-B-B1-U
09726	A1-B-B1-N-U	09830	A1-B-B1-C-N-V-Z1	34032	A1-B-M-N-V-Z1	96258	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	09831	A1-B-B1-F-N-U-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96259	A-A1-B-B1-U
09728	A1-B-B1-C-F1-U-V	09832	A-B-B1-U1-V-Z1	34034	A1-B-B1-M-N-V-Z1	96260	A-A1-B-B1-U
09729	A1-B-B1-N-U-V	09833	A1-B-B1-U1-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96262	A-A1-B-B1-U
09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09834	A1-B-B1-V-Z1	34036	A1-B-M-N-V-Z1	96264	A-A1-B-B1-U
09731	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09835	A-A1-B-B1-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96266	A-A1-B-B1-U
09732	A1-B-B1-N-V-Z1	09836	A-A1-B-B1-C-F-M-V-Z1			96267	A-A1-B-B1-U-V
09733	A1-B-B1-V	09837	A1-B-B1-V-Z1	34038	A1-B-B1-M-N-V-Z1	96269	A-A1-B-B1-U
09735	A1-B-B1-N-V-Z1	09838	A1-B-B1-V-Z1	34039	A1-B-N-V-Z1	96271	A-A1-B-B1-U
09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09839	A-A1-B-B1-U-V-Z1	34040	A1-B-V-Z1	96275	A-A1-B-B1-V
09777	A-A1-B-B1-C-E1-N	09840	A-A1-B-B1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96276	A-A1-B-B1
09779	A-A1-B-B1-F-R-V	09841	A-A1-B-B1-U-Z1			96278	A-A1-B-B1-U
09780	A-A1-B-B1-F-R-V	09842	A-A1-B-B1-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96283	A-A1-B-B1-U
09788	A-A1-B-B1-F-R-V	09843	A-A1-B-B1-U-V-Z1			96284	A-A1-B-B1-U-V
09789	A-A1-B-B1-F-R-V	09844	A-A1-B-B1-U-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1	96297	A-A1-B-B1-U
09790	A-A1-B-B1-C1-F-R-V	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34050	A1-B-V	96306	A1-B-B1-F-F1-F2-M-W
09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34051	A1-B-V-Z1	96309	A1-B-B1-M-V-W
09793	A-A1-B-B1-F-R-V	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34053	A1-B-V-Z1	96310	A1-B-B1-M-W
09797	A1-B-B1-C-D-P-V	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34055	A1-B-N-V-Z1	96311	A1-B-B1-M-W
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34058	A1-B-B1-V-Z1	96313	A1-B-B1-F-F1-F2-M-W
09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09865	A-A1-B-B1-V-Z1	34071	A1-B-I-M-N-V-Z	96319	A1-B-B1-M-W
09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09868	A-A1-B-B1-U-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96321	A1-B-B1-F-F1-F2-M-W
09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	34078	A1-B-B1-F1-N-V-Z1	96322	A1-B-B1-F-F1-F2-M-W
09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	34079	A1-B-B1-F1-N-V-Z1		
09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34090	A1-B-V	96323	A1-B-B1-M-V-W
09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34091	A1-B-V	96326	A1-B-B1-M-W
09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09892	A-A1-B-B1-F-N-R-R1-V-Z1	34092	A1-B-V	96328	A1-B-B1-M-W
09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34093	A1-B-V	96330	A1-B-B1-M-W
09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34002	A1-B-B1-N-U-Z1	34095	A1-B-V	96336	A1-B-B1-M-V-W
		34006	A-A1-B-B1-C1-F1-N-V-Z1	34098	A1-B-V	96337	A1-B-B1-M-W
		34007	A-A1-B-B1-C1-F1-V-Z1	34099	A1-B-V	96338	A1-B-B1-M-W
		34008	A-A1-B-B1-C1-F1-V-Z1	96201	A-A1-B	96339	A1-B-B1-M-V-W
		34020	A1-B-B1-M-N-V-Z1	96202	A-A1-B1-U-V	96343	A1-B-B1-M-W
		34021	A1-B-M-N-V-Z1	96203	A-A1-B	96347	A1-B-B1-F-F1-F2-M-W
				96204	A-A1-B-B1	96348	A1-B-B1-F-F1-F2-M-W
				96205	A-A1-B-B1-U		
				96206	A-A1-B-B1-U	96349	A1-B-B1-F-F1-F2-M-W
				96207	A-A1-B-B1-V		
				96208	A-A1-B-B1-U	96350	A1-B-B1-F-F1-F2-M-W
				96212	A-A1-B-B1-U		
				96213	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W
				96214	A-A1-B-B1-U		
				96215	A-A1-B-B1-U-V		
				96217	A-A1-B-B1-U-V		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96362	A1-B-B1-F-F1-F2-M-W	96507	A-A1-B-F-V	96595	A1-B-B1-V	96634	A1-B-V
96365	A1-B-B1-M-V-W	96511	A1-B-B1-I-N-V	96598	A1-B-B1-V	96635	A1-B-V
96367	A1-B-B1-L-M-W	96515	A1-B-B1-F	96599	A1-B-B1-V	96643	A1-B-V
96368	A1-B-B1-M-W	96517	A1-B-B1-F-U3-V	96601	A1-B-V	96657	A1-B-V
96370	A1-B-B1-F-F1-F2-M-W	96518	A1-B-B1-V	96602	A1-B-V	96660	A1-B-V
96372	A1-B-B1-M-W	96520	A1-B-F-U3-V	96603	A1-B-V	96661	A1-B-V
96373	A1-B-B1-M-W	96521	A1-B-F-N	96604	A1-B-V	96662	A1-B-V
96374	A1-B-B1-M-W	96522	A1-B-F-N-U	96605	A1-B-O-V	96663	A1-B-V
96375	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U-V	96606	A1-B-V	96664	A1-B-V
96376	A1-B-B1-M-W	96531	A1-B-B1-H-M-U-V	96607	A1-B-V	96665	A1-B-V
96377	A1-B-B1-M-W	96534	A-A1-B-F	96608	A1-B-V	96666	A1-B-V
96378	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96609	A1-B-V	96667	A1-B-V
96379	A1-B-B1-M-W	96536	A1-B-B1-V	96610	A1-B-V	96668	A1-B-V
96384	A1-B-B1-M-W	96537	A1-B-B1-V	96611	A1-B-V	96669	A1-B-V
96386	A1-B-B1-M-W	96538	A1-B-B1-V	96612	A1-B-V	96670	A1-B-V
96387	A1-B-B1-M-W	96540	A1-B-B1-V	96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96671	A1-B-V
96388	A1-B-B1-M-W	96541	A1-B-B1-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96672	A1-B-V
96401	A1-B-B1-F-N-V-Z1	96542	A1-B-B1-V	96615	A1-B-V	96673	A1-B-V
96424	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96543	A1-B-B1-P-V	96616	A-A1-B-B1-V-Z1	96674	A1-B-V
96425	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96544	A1-B-F-U3-V	96617	A1-B-V	96675	A1-B-V
96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96546	A1-B-F-U3	96619	A1-B-V	96677	A1-B-V
96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96548	A-A1-B-B1-H-M-U	96620	A1-B-V	96678	A1-B-V
96490	A1-B-B1-V	96549	A-A1-B-B1-H-M-U	96621	A1-B-V	96679	A1-B-V
		96550	A-A1-B-B1-H-M-U	96622	A1-B-V	96681	A1-B-V
		96551	A-A1-B-B1-H-M-U	96623	A1-B-V	96682	A1-B-V
		96553	A-A1-B-B1-H-M-N-U-V	96624	A1-B-V	96683	A1-B-V
		96554	A-A1-B-B1-H-M-U	96628	A1-B-V	96684	A1-B-V
		96555	A1-B-B1-F-M-V	96629	A1-B-V	96686	A1-B-V
		96557	A1-B-B1-F-M-V			96687	A1-B-V
						96698	A1-B-V

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

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

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

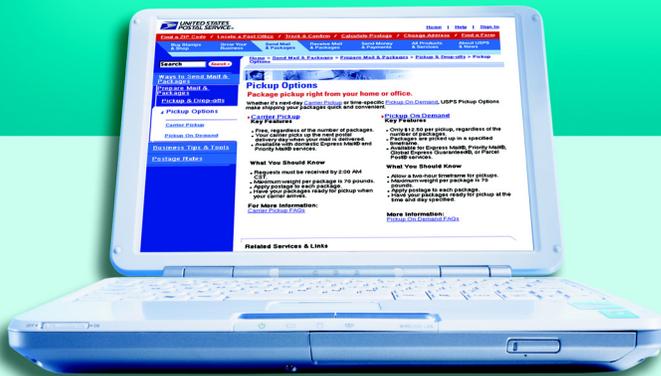
X. Personal mail is limited to First-Class Mail items (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.

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

Z. No outside pieces (OSPs).

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

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SP04-1, 2, 2P, 3-11
Carrier Pickup Small Postal



Passport Application Revisions

All retail personnel must note the following important changes from the Department of State regarding issuances of passports.

Proposed Increase to File Search Fee Is Delayed

The Department of State has delayed a proposed increase to the file search fee (to verify an applicant's U.S. citizenship) that had been scheduled to take effect October 1, 2004. Retail personnel must disregard any previous announcements that the file search fee has been increased effective that date. Until further notice, the file search fee **remains \$45**. This fee is noted on Form DS-11, *Application for a U.S. Passport or Registration*.



Issuance of a Passport to a Minor Will Require Notarization

Effective November 1, 2004

Effective November 1, 2004, the Department of State will require that Form DS-3053, *Statement of Consent: Issuance of a Passport to a Minor Under Age 14* (or other paper with the same information that an applicant submits) **must be notarized**. The purpose of this change is to prevent forgery and ensure that the person signing the statement has been properly identified. This change will further reduce the possibility of a U.S. passport being used in any effort to interfere with the custodial rights of non-applying parents (i.e., the parent or guardian who is not present at the time the applying parent or guardian submits the child's application).

Note: The notarization requirement for Form DS-3053 will become effective *before* the Department of State will distribute copies of the revised Form DS-3053, which it expects to do as soon as possible after January 1, 2005. In the meantime, to get an up-to-date Form DS-3053 starting on November 1, 2004, customers may go online to the U.S. Department of State Web site at www.travel.state.gov; click on *Passports*, and under "Applications and Forms," click on the desired form. Passport acceptance personnel should have this information available for verification (with customers) until the Department of State reprints the official form.

— In-Store Programs,
Service and Market Development, 10-14-04

Post on employee bulletin boards *only* — do *not* post in retail lobbies.

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 November 5, 2004

Bidding Begins: 8am CT

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 By appointment only. For further information, preview appointment, or to obtain a PIP, please contact Steve Ewers Phone 505.310.3828 E-mail sewers@dovebid.com

Terms & Conditions

The terms and the conditions of this auction will be governed by the Contract for the sale of Real Estate (herein called the buy/sell). The following terms are a summary provided for the convenience of the bidder. The buy/sell is available in the bidders packet and should be reviewed prior to the auction. All properties sell "AS IS WHERE IS" with no warranties of any type expressed or implied as to the merchantability, usability, fitness for a particular purpose, or any matter of whatsoever type of nature. Any improvements, which must be made, are the responsibility of the purchaser. All information advertised or stated was derived from sources believed correct but is not guaranteed. All property dimensions are only approximations. Buyers shall rely entirely on their own information, judgment, and inspection of the property and records. The Real Estate will be sold free and clear of all the liens. The property will however be sold subject to any easements and building and use restrictions of record. Any announcements made at the auction site take precedence over printed material.

*For further information,
 please contact our Chicago Office
 Phone 847.597.4400*



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(5) Parcels Located in Arkansas, Illinois, Michigan, Oregon & Texas

MCGEHEE, ARKANSAS

Land Area: .0402 acres (17,500 sq ft)
Building Area *Historic Building:* 14,609 sq ft Total (±7700 sq ft Office Area, ±6670 sq ft Common & Unfinished Areas)

- Use: Customer Service Facility
- Zoning: C-1 • Central Business District
- Lot Size: 140' X 125' X 140' X 125' (Road Frontage: 140' & 125')
- Building Layout: One-Story With Basement & Covered Loading Dock
- Building Construction: Brick/Block
- Air Conditioning: Central-Freon
- Utilities: Electricity, Natural Gas, Telephone and City Water & Sewer

Realtor: Dan Robinson, II, License #PB00020287

ISLAND LAKE, ILLINOIS

Land Area: 1.02 acres (42,421 sq ft)

- Use: Vacant
- Zoning: B-1 • General Business District
- Maximum Depth of Lot: 183' (Road Frontage: 316')
- Topography: Non-Wooded, Well-Drained, Less than 10' Elevation Variation
- Area Utilities: Electricity, Natural Gas, Telephone and City Water & Sewer

Realtor: Amber Gitter • License #0760392090

CARO, MICHIGAN

Land Area: 1.67 acres (72,745 sq ft)

- Use: Vacant
- Zoning: B-2 • General Business District
- Road Frontage: 200' & 79'
- Topography: Declines 4' to 5' from Road Grade
- Area Utilities: Electricity, Natural Gas, Telephone and City Water & Sewer

Realtor: Michael Keenan • License #6501114201

MYRTLE CREEK, OREGON

Land Area: 44,152 sq ft

- Use: Vacant
- Zoning: SD & CD • Special District/Community Services
- Lot Size: 284' X 155' X 284' X 155'

Realtor: Max James • License #981200007 • Allstate Realty

EDINBURG, TEXAS

Land Area: 4.31 acres (187,726 sq ft)

- Use: Vacant
- Zoning: C-1 • Central Business District
- Lot Depth: 619' (Road Frontage: 304')
- Area Utilities: Electricity, Telephone and City Water & Sewer

Realtor: Pauline Sweezy • License #0490750 • NAI Rioco Realty

Bid on the web at www.dovebid.com

**Federal Employees Health Benefits
Open Season
November 8, 2004, to December 14, 2004**

**HEALTH BENEFITS OPEN SEASON
ON *PostalEASE***

Health benefits open season will be held from November 8 to December 14, 2004, closing at 5:00 P.M. central time. Employees should complete the health benefits worksheet included in the mailing to their homes and enter enrollment information directly into *PostalEASE* via the web, kiosk, or telephone.

During this open season, eligible employees may make any one, or a combination, of the following changes using *PostalEASE*:

- Enroll if not enrolled.
- Cancel enrollment.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.

Enrollment changes and new enrollments made during the 2004 open season will be effective January 8, 2005 (Pay Period 02-05). New premium payments will be reflected in paychecks dated January 28, 2005.

— Compensation,
Employee Resource Management 10-14-04

Please post on all bulletin boards through December 14, 2004.

(See article on page 18.)

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This office will be
CLOSED
Thursday,
November 11, 2004,
Veterans Day.

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

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released October 4, 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
Sept.	0.38	0.29	0.27	1.11	1.08	3.92	3.84	2.05	2.61
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
July	0.38	1.00	0.99	-3.24	-3.31	-5.52	-5.54	-3.76	-3.25
Aug.	0.38	1.88	1.91	.34	.40	.00	.01	1.00	.44
Sept.	0.40	2.68	2.65	-1.14	-1.06	-1.35	-1.24	3.08	3.08
LAST 12 MONTHS	4.34	3.61	3.68	13.87	13.87	18.21	18.13	21.63	22.08

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

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

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

* Implemented May 2001.

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

Priority Mail® bundles

1 with
Delivery Confirmation™
service

\$4.30
and up



2 with
Insurance*

\$5.15
and up



3 with
Insurance* & Delivery Confirmation™
service

\$5.60
and up



usps.com

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

©2004 United States Postal Service
3704-CIC2-MS-412-2
Half Menuboard
UP 7/1/04
DOWN 10/31/04

2004 International and Military Mail Christmas Mailing Dates

To ensure delivery of holiday cards and packages by December 25 to military APO/FPO addresses overseas and to international addresses, we suggest that mail be entered by the recommended mailing dates listed below. Beat the last minute rush by bringing your mail to your Post Office™ by these suggested dates.

Military Mail Addressed To	Express Mail Military Service (EMMS) ^{1/}	First-Class Mail® Letters/Cards	Priority Mail®	Parcel Airlift Mail (PAL) ^{2/}	Space Available Mail (SAM) ^{3/}	Parcel Post®
APO/FPO AE ZIPs 090–092	Dec 20	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AE ZIP 093	N/A	Dec 6	Dec 6	Dec 4	Nov 27	Nov 13
APO/FPO AE ZIPs 094–098	Dec 20	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AA ZIPs 340	Dec 20	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AP ZIPs 962–966	Dec 20	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13

- 1/ EMMS: Express Mail Military Service is available to selected military post offices. Check with your local Post Office to determine if this service is available to your APO/FPO of address.
- 2/ PAL: A special service that provides air transportation for parcels on a space-available basis. PAL is available for Parcel Post items not exceeding 30 pounds in weight or 60 inches in length and girth combined. The applicable PAL fee must be paid, in addition to the regular surface rate of postage for each addressed piece sent by PAL service.
- 3/ SAM: Parcels paid at Parcel Post postage rates are first transported domestically by surface and then to overseas destinations by air on a space-available basis. The maximum weight and size limits are 15 pounds and 60 inches in length and girth combined.

International Mail Addressed to	Global Express Guaranteed® (GXG) ^{4/}	Global Express Mail™ (GEM) ^{5/}	Global Priority Mail® (GPM) ^{6/}	Global Airmail® Letters and Cards	Global Airmail Parcel Post	Global Economy (Surface)
Africa	Dec 20	Dec 11	Dec 10	Dec 6	Dec 6	Oct 14
Asia / Pacific Rim	Dec 20	Dec 17	Dec 16	Dec 13	Dec 13	Oct 28
Australia / New Zealand	Dec 20	Dec 17	Dec 16	Dec 13	Dec 13	Oct 28
Canada	Dec 21	Dec 18	Dec 16	Dec 13	Dec 13	Nov 19
Caribbean	Dec 20	Dec 17	Dec 16	Dec 13	Dec 13	Nov 5
Central & South America	Dec 20	Dec 11	Dec 10	Dec 6	Dec 6	Oct 29
Mexico	Dec 20	Dec 17	Dec 16	Dec 13	Dec 13	Nov 5
Europe	Dec 20	Dec 11	Dec 10	Dec 13	Dec 10	Nov 5
Middle East	Dec 20	Dec 17	Dec 16	Dec 13	Dec 13	Oct 21

- 4/ GXG: Global Express Guaranteed is available to more than 200 countries via a partnership with Federal Express. See a retail associate at participating locations for a complete list of countries and money-back guarantee details or visit <http://www.usps.com/global/globalexpressguaranteed.htm>. Some restrictions apply.
- 5/ GEM: Global Express Mail is available to most countries with delivery in 3 to 5 business days. See a retail associate at participating locations for a complete list of countries or visit www.usps.com/global/globalexpressmail.htm. Some restrictions apply.
- 6/ GPM: Global Priority Mail is an accelerated airmail service available for items up to 4 pounds to 51 countries. The service is available in two attractive sized envelopes. Customers can also use their own packaging by adding the Global Priority Mail sticker. See a retail associate at participating locations for a complete list of countries or visit <http://www.usps.com/global/globalprioritymail.htm>. Some restrictions apply.

**This poster replaces the version published in *Postal Bulletin* 22138 (9-30-04, page 69).
Discard/recycle the previous version.**

PLEASE POST ON ALL BULLETIN BOARDS.

— International Network Operations,
Network Operations Management, 10-14-04

Are you in the
**watch your
dollars & cents**
business?



Send
Priority Mail[®]
packages
 starting at \$3.85

usps.com

October 2004

Have You Seen Any of These Missing Children?

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



Beatriz Rivera-Carcamo
 Born: 5-20-96
 Date Missing: 3-1-03
 Missing From: Fremont, CA



Jacqueline Rivera-Carcamo
 Born: 8-16-94
 Date Missing: 3-1-03
 Missing From: Fremont, CA



Only Photo Available

Amber Williams
 Born: 11-1-86
 Date Missing: 7-3-04
 Missing From: East Bend, NC



John Nguyen
 Born: 2-14-99
 Date Missing: 4-18-02
 Missing From: Cincinnati, OH



Kristina Nguyen
 Born: 6-14-97
 Date Missing: 4-18-02
 Missing From: Cincinnati, OH



Adrianna Rodriguez
 Born: 5-19-90
 Date Missing: 7-15-04
 Missing From: West Palm Beach, FL

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

Missing Children Poster Display Instructions

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

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

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

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

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

If you have any information, or for free prevention tips, please call 1-800-THE-LOST (1-800-843-5678).

October 2004

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Suesuky Raiz-Powers
 Born: 11-8-89
 Date Missing: 8-20-04
 Missing From: Salt Lake
 City, UT



Jamie Parcels
 Born: 7-26-93
 Date Missing: 9-22-04
 Missing From:
 Lawrenceville, GA



Benjamin Norton
 Born: 6-4-88
 Date Missing: 8-1-04
 Missing From: Winchester, VA



Jordan Osborne
 Born: 11-18-01
 Date Missing: 3-22-04
 Missing From: Blue Island, IL



Lisa Osborne
 Born: 8-25-86
 Date Missing: 3-22-04
 Missing From: Blue Island, IL

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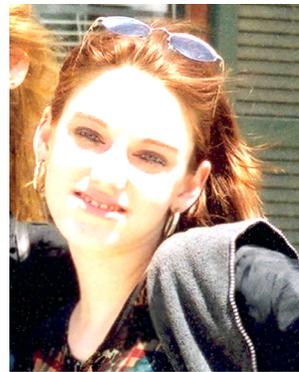
Nicholas McDonald
 Born: 10-27-99
 Date Missing: 9-27-04
 Missing From: Napa, CA



Rosa Martinez
 Born: 10-20-88
 Date Missing: 9-22-03
 Missing From: Jersey City, NJ



Amanda Monterroso
 Born: 2-4-88
 Date Missing: 3-7-03
 Missing From: Carpentersville, IL



Crystal King
 Born: 10-3-88
 Date Missing: 4-17-04
 Missing From: Natchitoches, LA

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Abby Steyne
 Age progression to 10 years
 Born: 10-11-93
 Date Missing: 12-17-99
 Missing From: Ahoskie, NC



Christy Steyne
 Age progression to 12 years
 Born: 11-21-91
 Date Missing: 12-17-99
 Missing From: Ahoskie, NC



Bianca Lebron
 Age progression to 12 years
 Born: 6-26-91
 Date Missing: 11-7-01
 Missing From: Bridgeport, CT



Bryan Braswell
 Born: 4-29-02
 Date Missing: 3-29-04
 Missing From: Marshall, NC

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2004 STAMPS AND POSTAL STATIONERY

This schedule is subject to change.

Updated Announcement 04-F (October 2004)

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

	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
	37¢ Pacific Coral Reef (Nature of America; 10 designs)	Jan 2	Honolulu, HI 96820	PSA pane of 10 w/selvage	Feb 1
	37¢ Year of the Monkey (Lunar New Year)	Jan 13	San Francisco, CA 94188	PSA pane of 20	Feb 12
P	37¢ Love: Candy Hearts	Jan 14	Boston, MA 02205	PSA convertible booklet of 20	Feb 13
	37¢ Paul Robeson (Black Heritage)	Jan 20	Princeton, NJ 08540	PSA pane of 20	Feb 19
	37¢ Snowy Egret	Jan 30	Norfolk, VA 23501 (APS Stamp Show)	PSA convertible booklet of 20	Feb 29
	37¢ Theodor Seuss Geisel	Mar 2	La Jolla, CA 92038	PSA pane of 20 w/selvage	Apr 1
	37¢ and 60¢ Garden Blossoms (2 designs for weddings)	Mar 4	New York, NY 10199 (Mega Stamp Show)	PSA single-sided convertible booklet of 20 and PSA pane of 20	Apr 3
1	4¢ American Design Chippendale Chair	Mar 5	New York, NY 10199 (Mega Stamp Show)	PSA pane of 20	Apr 4
	23¢ Columbia University	Mar 25	New York, NY 10199	Stamped card	Apr 24
	37¢ United States Air Force Academy	Apr 1	USAF Academy, CO 80840	PSA pane of 20	May 1
1	Seacoast (Non-profit rate)	Apr 6	Washington, DC 20066 (no ceremony)	PSA coil of 3000	May 6
P	37¢ Henry Mancini	Apr 13	Los Angeles, CA 90052	PSA pane of 20	May 13
P	37¢ American Choreographers (four designs)	May 4	Newark, NJ 07102	PSA pane of 20 w/header	Jun 3
1	American Eagle (First Class™ Presort rate, 10 designs)	May 12	Washington, DC 20066 (no ceremony)	Gummed coil of 3000	Jun 11
	37¢ Lewis and Clark Bicentennial (three designs)	May 14	Astoria, OR 97103 Atchison, KS 66002 Great Falls, MT 59401 Hartford, IL 62048 Ilwaco, WA 98624 Orofino, ID 83544 Omaha, NE 68108 Pierre, SD 57501 Sioux City, IA 51101 St. Charles, MO 63301 Washburn, ND 58577	PSA prestige book of 20 (two designs) and PSA pane of 20 (one design)	Jun 13
P	37¢ Isamu Noguchi (five designs)	May 18	Long Island City, NY 11101	PSA pane of 20 w/selvage	Jun 17
	37¢ National World War II Memorial	May 29 Nationwide	Washington, DC 20066	PSA pane of 20	Jun 28
	37¢ Summer Olympic *Athens, Greece	Jun 9	Philadelphia, PA 19104	PSA pane of 20	Jul 9
	23¢ Harriton House	Jun 10	Bryn Mawr, PA 19010	Stamped card	Jul 10
1	Seacoast (Non-profit rate)	Jun 11	Washington, DC 20066 (no ceremony)	Gummed coil of 3000	Jul 11
P	37¢ The Art of Disney: Friendship (four designs)	Jun 23	Anaheim, CA 92803	PSA pane of 20 w/selvage	Jul 23
1	5¢ Toleware	Jun 25	Santa Clara, CA 95050 (ASDA Stamp Show)	PSA pane of 20	Jul 25
	37¢ USS Constellation	Jun 30	Baltimore, MD 21233	PSA pane of 20	Jul 30
	37¢ R. Buckminster Fuller	Jul 12	Stanford, CA 94305	PSA pane of 20	Aug 11
P	23¢ Wilma Rudolph (Distinguished Americans)	Jul 14	Sacramento, CA 95813	PSA pane of 20, PSA booklet of 10, and Vending booklet of 10	Aug 13

	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
P	37¢ James Baldwin (Literary Arts)	Jul 23	New York, NY 10199	PSA pane of 20	Aug 22
	37¢ "Magnolia" by Heade (American Treasures)	Aug 12	Sacramento, CA 95813 (APS Stamp Show)	PSA double-sided booklet of 20	Sep 11
1	2¢ Navajo Jewelry	Aug 20	Indianapolis, IN 46206 (Americover Stamp Show)	PSA pane of 20	Sep 19
P	37¢ Art of the American Indian (10 designs)	Aug 21	Santa Fe, NM 87501	PSA souvenir sheet of 10	Sep 20
P	37¢ John Wayne (Legends of Hollywood)	Sep 9	Los Angeles, CA 90052	PSA pane of 20	Oct 9
1	Atlas (Standard Presort Rate)	Sep 13	Washington, DC 20066	PSA coil of 3000	Oct 13
P	37¢ Sickle Cell Disease	Sep 29	Atlanta, GA 30304	PSA pane of 20	Oct 29
2	37¢ Cloudscapes (15 designs)	Oct 4	Boston, MA 02186	PSA souvenir sheet of 15	Nov 3
	37¢ Christmas: Madonna & Child by Lorenzo Monaco	Oct 14	New York, NY 10199 (Mega Stamp show)	Double-sided booklet of 20	Nov 13
	37¢ Hanukkah (Holiday Celebrations)	Oct 15	New York, NY 10199 (Mega Stamp Show)	PSA pane of 20	Nov 14
	37¢ Kwanzaa (Holiday Celebrations)	Oct 16	Chicago, IL 60607	PSA pane of 20	Nov 15
	37¢ Moss Hart	Oct 25	New York, NY 10199	PSA pane of 20	Nov 24
	37¢ Holiday Ornaments (four designs)	Nov 16	New York, NY 10199	Double-sided booklet of 20, vending booklet of 20, PSA pane of 20, and ATM convertible book of 18	Dec 16

Note Descriptions

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

N: New issue

P: Pictorial first day postmark

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

2: Issued to kick off National Stamp Collecting Month.

(See article on page 72.)

Philately (Continued)

Additional Supply

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

For fulfilling supplemental orders from SDOs, the Chicago, Memphis and New York APDs will each receive 1,000,000 additional booklets; the San Francisco APD will receive 800,000 additional booklets; and the Denver APD will receive 400,000 additional booklets.

Distribution: Items 673300 and 673311, *Holiday Ornaments*, PSA Folded Vending Book of 20 (For Vending Use Only)

SDOs will receive automatic distributions of the *Holiday Ornaments* folded vending books of 20, both straight packaging (Item 673300) and crisscross packaging (Item 673311). Distributions are rounded up to the nearest master carton size (4,500 books for straight; 3,000 books for crisscross).

Initial Supply to Post Offices

SDOs *will not* make a subsequent automatic distribution to Post Offices. *Only* Post Offices equipped with the appropriate self-service vending machines may order Items 673300 and 673311 from their designated SDO using a separate PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before November 10, 2004.

Additional Supply

Authorized Post Offices requiring additional books for restocking of the appropriate self-service vending machines must requisition them from their designated SDO using PS Form 17. SDOs requiring additional books must order them from the appropriate APD using PS Form 17.

For fulfilling supplemental orders from SDOs, APDs will receive additional quantities of the vendible straight books (Item 673300) and crisscross books (Item 673311).

Distribution: Item 566900, *Holiday Ornaments*, PSA ATM Sheetlet of 18 (For Automated Postal Center Use Only)

SDOs will receive automatic distributions of the *Holiday Ornaments* ATM sheetlets of 18. Distributions are rounded up to the nearest master carton size (12,000 sheetlets).

Issue:	<i>Holiday Ornaments</i>
Item Number:	673200
Denomination & Type of Issue:	37-cent special
Format:	Double-sided booklet of 20 (4 designs)
Series:	<i>Holiday</i>
Issue Date & City:	November 16, 2004, New York, NY 10199
Designer:	Derry Noyes, Washington, DC
Photographer:	Sally Andersen-Bruce, New Milford, CT
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Engraver:	Southern Graphics Systems
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomek 5, 3000
Stamps per Book:	20
Print Quantity:	1.67 billion stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Yellow, Cyan, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.76 x 1.04 in./19.30 x 26.67 mm
Overall Size (w x h):	0.91 x 1.19 in./23.11 x 30.22 mm
Booklet Size (w x h) :	1.823 x 7.50 in /46.30 x 190.50 mm
Plate Size:	288 stamps per revolution
Plate Numbers:	"S" followed by four (4) single digits
Marginal Markings:	"© 2003 USPS" • Plate Numbers On cover: "Holiday Ornaments" • "Twenty 37c Self-adhesive Stamps" • "4 different designs" • Price • Barcode
Catalog Item Number(s):	673240 Ornaments Double-Sided Book of 20 — \$7.40 673263 First Day Cover Set of 4 — \$3.00

Initial Supply to Post Offices

SDOs *will not* make a subsequent automatic distribution to Post Offices. *Only* Post Offices equipped with automated postal centers (APCs) may order Item 566900 from their designated SDO using a separate PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before November 10, 2004.

Additional Supply

Authorized Post Offices requiring additional sheetlets for restocking APCs must requisition them from their designated SDO using PS Form 17. SDOs requiring additional sheetlets must order them from the appropriate APD using PS Form 17.

For fulfilling supplemental orders from SDOs, APDs will receive additional quantities of the ATM sheetlets of 18 (Item 566900).

Issue:	<i>Holiday Ornaments</i>
Item Number:	673300
Denomination & Type of Issue:	37-cent special
Format:	Folded vending book of 20 (4 designs)
Series:	<i>Holiday</i>
Issue Date & City:	November 16, 2004, New York, NY 10199
Designer:	Derry Noyes, Washington, DC
Photographer:	Sally Andersen-Bruce, New Milford, CT
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Engraver:	Southern Graphics System
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomek 5, 3000
Stamps per Book:	20
Print Quantity:	200,990,000 stamps
Paper Type:	Pre-phosphored, Type II
Adhesive Type:	Pressure-sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Yellow, Cyan, Black, PMS 193 (red)
Stamp Orientation:	Vertical
Image Area (w x h):	0.72 x 0.832 in./18.28 x 21.13 mm
Overall Size (w x h):	0.87 x 0.982 in./22.09 x 24.94 mm
Booklet Size (w x h) :	1.74 x 10.375 in /44.19 x 263.52 mm
Plate Size:	480 stamps per revolution
Plate Numbers:	"S" followed by five (5) single digits
Marginal Markings:	N/A
	On Cover: "© 2003 USPS" • Plate Numbers "Holiday Ornaments" "Twenty 37c Self-adhesive Stamps" • "4 different designs" • Price • Barcode • Website address • Promotional text • USPS Logo
Catalog Item Number(s):	673340 Ornaments Vending Book of 20 — \$7.40

— Stamp Services,
Government Relations, 10-14-04

2004 Commemorative Stamp Yearbook



The *2004 Commemorative Stamp Yearbook*, Item 990400, soon will be available for sale as follows:

- At Post Offices™
- At postal retail stores
- At philatelic centers
- By mail
- By telephone
- By Internet order from Stamp Fulfillment Services

To obtain an initial supply of the *2004 Commemorative Stamp Yearbook*, Post Offices must immediately order Item 990400 from their designated stamp distribution office (SDO) using a separate PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute the 2004 yearbook to Post Offices before November 10, 2004. All locations may place the *2004 Commemorative Stamp Yearbook* on sale November 17, 2004, or as soon thereafter as initial quantities are received.

This item is a 64-page hardbound book that includes 83 commemorative stamps, with mounts, and sells for \$49.95. **Report all sales of Item 990400, 2004 Commemorative Stamp Yearbook, in AIC 092, Philatelic Product Sales.**

The beautifully illustrated book contains colorful pictures and text on the following:

- *Theodor Seuss Geisel*
- *Paul Robeson*
- *The Art of Disney: Friendship*
- *Lewis and Clark*
- *National World War II Memorial*
- *Olympic Games Athens Greece*
- *Art of the American Indian*
- *John Wayne*
- *Cloudscapes*
- 20 other subjects celebrated on 2004 commemorative stamps

The 83 commemorative stamps have a combined postage value of \$30.94. The yearbooks and stamp packets are being shipped to SDOs separately from different suppliers. The printing contractor for the yearbook has already completed its shipments to SDOs. Shipments are in master cartons of 15 books.

Minnesota Diversified Industries will ship the stamp packets to SDOs. Distributions are scheduled to begin October 25 and will be completed October 29, 2004. SDOs must verify the quantities of stamp packets received as recorded on the "Advice of Shipment."

The stamp packets will be banded in bundles of 15 and shipped to SDOs in master cartons of 150 packets. Partial cartons will be used for shipments not in multiples of 150.

For the fifth year, in partnership with HarperCollins Publishers, this book and the 31st edition of *The Postal Service Guide to U.S. Stamps* will be available in bookstores and retail outlets where books are purchased.

— Stamp Services,
Government Relations, 10-14-04

CORRECTION

Atlas Presorted Stamp

In the article "Stamp Announcement 04-29, *Atlas* Presorted Stamp," in *Postal Bulletin* 22135 (8-19-04, pages 86–87), the information about the *Atlas* stamp format incorrectly states a coil of 10,000 stamps.

The number of stamps in the coil is 3,000.

— Stamp Services,
Government Relations, 10-14-04

UPDATED ANNOUNCEMENT 04-F

2004 Stamps and Postal Stationery

"2004 Stamps and Postal Stationery" (Announcement 04-F, October 2004), which appears on page 67, is intended to replace the quarterly announcement of the same name, previously printed and sent to customers on request through Stamp Fulfillment Services in Kansas City. The announcement is a listing of stamps and postal stationery items scheduled for issuance during calendar year 2004. Post Offices™ may wish to post this schedule on their bulletin boards.

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

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

How to Order First Day of Issue Cancellations and Covers

Customers may purchase new stamps or postal stationery items at their Post Office, from the *USA Philatelic* catalog, by calling 800-STAMP-24, or online at www.usps.com by clicking on *Buy Stamps & Shop*. Then they should prepare their own covers by affixing new stamps to the upper-right corner of envelopes or postcards of their choice, and

address those envelopes, postcards, or postal stationery items to themselves or others. (Postage must equal the current First-Class Mail® rate.) For sturdiness, include a card of postcard thickness in each cover (envelopes only) submitted, and tuck in the flap. Place the cover in a larger envelope addressed to:

NAME OF ISSUE
POSTMASTER
CITY STATE ZIP CODE (followed by -9991).

Covers submitted for first day of issue cancellations may include additional uncanceled stamps only if the uncanceled stamps were issued before the first day of issue of the new stamps or postal stationery items. All orders must be postmarked on or before the deadline indicated in the "2004 Stamps and Postal Stationery" announcement that follows.

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

— Stamp Services,
Government Relations, 10-14-04

Pictorial Cancellations Announcement

As a community service, the Postal Service™ offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial cancellations are authorized appears below. If available, the sponsor of the pictorial cancellation appears in italics under the date. Also provided, as space permits, are illustrations of those cancellations that were reproducible and available at press time.

People attending these local events may obtain the cancellation in person at the temporary Post Office™ station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated, and *requests must be post-marked no later than 30 days following the requested pictorial cancellation date.*

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for cancellation may not include

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

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

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

The following cancellations have been extended for 30 days.



September 8–10, 2004
Sherman's Valley Heritage Association
 SHERMAN'S VALLEY HERITAGE DAYS STATION
 POSTMASTER
 PO BOX 9998
 BLAIN PA 17006-9998



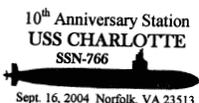
September 18, 2004
Bird-in-Hand Fire Company
 HAND IN HAND FIRE COMPANY STATION 4-1
 POSTMASTER
 PO BOX 9998
 BIRD IN HAND PA 17505-9998



September 14–19, 2004
Postal Service for the Ryder Cup
 10TH ANNIVERSARY STATION
 POSTMASTER
 71 E LONG LAKE RD
 BLOOMFIELD HILLS MI 48303-9998



September 18, 2004
Historical Society
 FORT ANTES HISTORICAL DAYS STATION
 POSTMASTER
 PO BOX 9998
 ANTES FORT PA 17720-9998



September 16, 2004
Postal Service
 10TH ANNIVERSARY STATION
 POSTMASTER
 2600 ELTHAM AVE STE 109
 NORFOLK VA 23513-2501



September 19, 2004
West Side Cultural Center
 16TH ANNUAL ECOFEST STATION
 POSTMASTER
 SPECIAL EVENTS
 JAF BLDG RM 2029B
 421 EIGHTH AVE
 NEW YORK NY 10199-9998



September 18, 2004
HSBC Bank USA
 FIESTA DE FLORES STATION
 POSTMASTER
 SPECIAL EVENTS
 JAF BLDG RM 2029B
 421 EIGHTH AVE
 NEW YORK NY 10199-9998



September 19, 2004
Dallas Harvest Festival
 DALLAS HARVEST FESTIVAL STATION
 POSTMASTER
 495 MEMORIAL HWY
 DALLAS PA 18612-9998



September 18, 2004
Hummelstown Arts Festival
 23RD ANNUAL STATION HUMMELSTOWN
 ARTS FESTIVAL
 POSTMASTER
 PO BOX 9998
 HUMMELSTOWN PA 17036-9998



September 19, 2004
East Hanover Historical Society
 10TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 GRANTVILLE PA 17028-9998

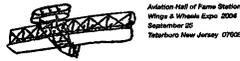
The following cancellations have been extended for 30 days.



September 24, 2004
Postal Service
 DATE MEETS ZIP STATION
 POSTMASTER
 390 W 5TH ST
 SAN BERNARDINO CA 92401-9998



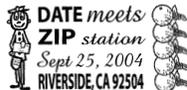
September 25, 2004
Georgetown City Fair
 THE 153RD BROWN COUNTY FAIR
 STATION
 POSTMASTER
 201 E GRANT AVE
 GEORGETOWN OH 45121-9998



September 25, 2004
Postal Service
 AVIATION HALL OF FAME STATION
 POSTMASTER
 560 HUYLEY
 SOUTH HACKENSACK NJ 07606-9606



September 30, 2004
Sickle Cell Disease Association of Escarosa
 SCD STATION
 POSTMASTER
 PO BOX 19000
 PENSACOLA FL 32522-9998



September 25, 2004
Postal Service
 DATE MEETS ZIP STATION
 POSTMASTER
 4150 CHICAGO AVE
 RIVERSIDE CA 92507-9998

The following cancellations have been extended for 60 days.



August 23, 2004
Lockheed Martin Aeronautics Company
 C 130 HERCULES FIRST FLIGHT 1954
 STATION
 POSTMASTER
 257 LAWRENCE ST
 MARIETTA GA 30060-9998

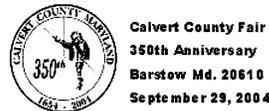


September 9, 2004
Puerto Rico Association of Realtor
 50 ANOS STATION
 POSTMASTER
 PICTORIAL CANCELLATION
 COORDINATOR
 CARIBBEAN DISTRICT
 585 AVE FD ROOSEVELT STE 223
 SAN JUAN PR 00936-9996

**Fort Omaha Intertribal
 Powwow Station**
 125th Anniversary Trial
 Chief Standing Bear
 September 25, 2004
 Omaha, Nebraska 68111



September 25, 2004
Metro Community College
 FORT OMAHA INTERTTRIBAL
 POW WOV STATION
 POSTMASTER PHILATELIC
 WINDOW
 1124 PACIFIC ST
 OMAHA NE 68108-9998



September 29–October 3, 2004
Sonia Holley, Officer in Charge
 CALVERT COUNTY FAIR
 STATION
 OFFICER IN CHARGE
 5537 DEALE CHURCHTON RD
 CHURCHTON MD 20733-9998



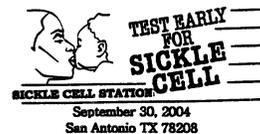
September 26, 2004
Union Pacific Rail Road
 UNION PACIFIC CENTER
 EMPLOYEE CELEBRATION
 STATION
 POSTMASTER PHILATELIC
 WINDOW
 1124 PACIFIC ST
 OMAHA NE 68108-9998



September 30, 2004
Postal Service
 SICKLE CELL SECOND DAY
 OF ISSUE FAYETTEVILLE GA
 STATION
 POSTMASTER
 250 E GEORGIA AVE
 FAYETTEVILLE GA
 30214-9998



September 28, 2004
United Nations Postal Administration
 INDIGENOUS INDIAN ART
 FESTIVAL
 POSTMASTER
 SPECIAL EVENTS
 JAF BLDG RM 2029B
 421 EIGHTH AVE
 NEW YORK NY 10199-9998



September 30, 2004
San Antonio Sickle Cell Chapter
 SICKLE CELL STATION
 POSTMASTER
 10410 PERRIN BEITEL RD
 SAN ANTONIO TX 78284-9998

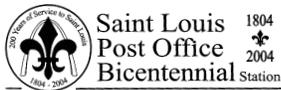


September 30–October 2, 2004
 Guthrie Chamber of Commerce
 BLUEGRASS FESTIVAL 8TH ANNUAL STATION
 POSTMASTER
 201 W OKLAHOMA AVE
 GUTHRIE OK 73044-9998

THE COTTON PICKIN' FAIR
 ANTIQUES, ARTS, CRAFTS
 61st ANNIVERSARY
 OCTOBER 2, 2004



October 2–3, 2004
 Ellen McEwen, Owner Cotton Pickin' Fair
 COTTON PICKIN STATION
 POSTMASTER
 18685 HWY 85
 GAY GA 30218-9998



Saint Louis, Missouri 63155 October 1, 2004

October 1–3, 2004
 Postal Service
 ST LOUIS POST OFFICE
 BICENTENNIAL STATION
 POSTMASTER
 1720 MARKET ST
 ST LOUIS MO 63155-9998



October 3, 2004
 Pumpkin Festival Station
 Huntsburg OH 44046

October 2–3, 2004
 PUMPKIN FESTIVAL STATION
 POSTMASTER SPECIAL
 CANCELLATION
 12341 MADISON RD
 HUNTSBURG OH 44046-9998



October 1–9, 2004
 Bristol-Myers Squibb
 TOUR OF HOPE STATION
 POSTMASTER PHILATELIC WINDOW
 1124 PACIFIC ST
 OMAHA NE 68108-9998



October 2–3/9–10, 2004
 Upper Adams Jaycees
 NATIONAL APPLE HARVEST FESTIVAL 40TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 ARENDTSTVILLE PA 17303-9998



October 1–31, 2004
 Friendship Month Celebration
 Postmaster, Postal Service
 THE ART OF DISNEY FRIENDSHIP STATION
 POSTMASTER
 125 W HIGHTOWER TRAIL SW
 SOCIAL CIRCLE GA 30025-9998



October 4, 2004
 Postal Service
 TEST EARLY FOR SICKLE CELL STATION
 POSTMASTER
 1720 MARKET ST
 ST LOUIS MO 63155-9998



October 2, 2004
 BALTIMORE COUNTY COMMUNITY WATERFRONT FESTIVAL STATION
 MANAGER MAIN OFFICE WINDOW SERVICES
 900 E FAYETTE ST
 BALTIMORE MD 21233-9715



October 4, 2004
 CLOUDSCAPE STATION
 PHILATELIC CLERK
 17 S COMMERCE WAY
 LEHIGH VALLEY PA 18002-9610



October 2, 2004
 San Dimas Rodeo
 SAN DIMAS RODEO STATION
 POSTMASTER
 300 E BONITA AVE
 SAN DIMAS CA 91773-9998



October 5, 2004
 Postal Service
 TORNADO STATION
 POSTMASTER
 PO BOX 9998
 LANGDON ND 58249-9998



October 2–3, 2004
 Rekindle the Spirit Association
 APPLE AND CHEESE FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 CANTON PA 17724-9998



October 7, 2004
 24th Annual Tuscola County Pumpkin Festival Station
 Caro MI 48723

October 7, 2004
 Tuscola County
 TUSCOLA COUNTY PUMKIN FESTIVAL STATION
 POSTMASTER
 210 W LINCOLN ST
 CARO MI 48723-9998



October 8, 2004
 Sickle Cell Disease Association
 SICKLE CELL DISEASE
 STATION
 POSTMASTER
 500 BILL FRANCE BLVD
 DAYTONA BEACH FL
 32114-9998



October 15, 2004
 WOODSTOCK FILM FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 WOODSTOCK NY 12498-9998

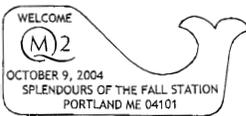
Sherman's Valley Heritage Days Station
 Blain, Pennsylvania 17006



October 8-10, 2004
 Sherman's Valley Heritage
 Association
 SHERMANS VALLEY
 HERITAGE DAYS STATION
 POSTMASTER
 PO BOX 9998
 BLAIN PA 17006-9998



October 15, 2004
 Cornell University
 CORNELL UNIVERSITY
 STATION
 POSTMASTER
 757 WARREN RD
 ITHACA NY 14850-9998



October 9, 2004
 Postal Service
 WELCOME QM2
 SPLENDOURS OF THE FALL
 STATION
 POSTMASTER
 125 FOREST AVE
 PORTLAND ME 04101-9998



October 15, 2004
 Civic Organization
 FALL FOLK FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 BURNT CABINS PA
 17215-9998



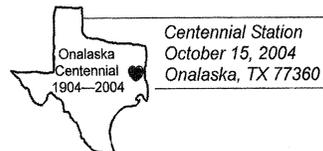
October 9, 2004
 Flaming Foliage Committee
 FLAMING FOLIAGE FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 RENOVO PA 17764-9998



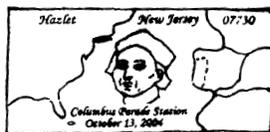
October 15, 2004
 Postal Service
 OAKLANDS 37TH FESTIVAL
 STATION
 POSTMASTER
 22 S SECOND ST
 OAKLAND MD 21550-9998



October 9, 2004
 Arcola Volunteer Fire
 Department
 ARCOLA FALL FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 ARCOLA IN 46704-9998



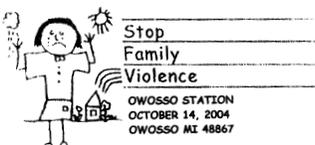
October 15, 2004
 Onalaska, TX
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 ONALASKA TX 77360-9998



October 13, 2004
 Jerome Marshall
 COLUMBUS PARADE
 STATION
 POSTMASTER
 65 HAZLET AVE
 HAZLET NJ 07730-9998



October 15, 2004
 Postal Service
 EARLY MORNING STATION
 POSTMASTER
 100 AVENUE C
 DAWN TX 79025-9998



October 14, 2004
 RAVE (Relief After Violent
 Encounters)
 STOP FAMILY VIOLENCE
 OWOSSO STATION
 POSTMASTER
 PO BOX 9998
 OWOSSO MI 48867-9998

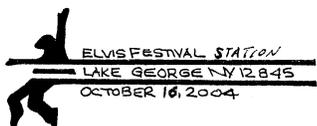


October 15, 2004
 Postal Service
 RED HAT STATION
 POSTMASTER
 210 W HARRIS ST
 SPUR TX 79370-9998



OCTOBER 15, 2004

October 15-17, 2004
 Postal Service
 FALL FESTIVAL OF LEAVES
 STATION
 POSTMASTER
 PO BOX 9998
 BAINBRIDGE OH 45612-9998



October 16, 2004
 Elvis Festival Committee
 ELVIS FESTIVAL STATION
 POSTMASTER
 180 CANADA ST
 LAKE GEORGE NY
 12845-9998



OCTOBER 16, 2004
 150TH ANNIVERSARY STATION
 BINGHAMTON NY 13901

October 16, 2004
 Binghamton Railroad Club
 150TH ANNIVERSARY
 STATION
 POSTMASTER
 120 CHENANGO ST
 BINGHAMTON NY 13901-9998



October 16, 2004
 Bracken Cavaliers
 80TH ANNIVERSARY STATION
 POSTMASTER
 699 BEAVER ST
 BRISTOL PA 19007-9998



October 16, 2004
 Postal Service
 FESTIVAL STATION
 POSTMASTER
 22 S SECOND ST
 OAKLAND MD 21550-9998



October 16, 2004
 Cairo Community Development
 Association
 PIONEER DAYS STATION
 POSTMASTER
 PO BOX 9998
 CAIRO WV 26337-9998



October 16, 2004
 North Vernon Sesquicentennial
 Steering Committee
 SESQUICENTENNIAL
 STATION
 POSTMASTER
 330 EAST O AND M AVE
 NORTH VERNON IN
 47265-9998



October 16, 2004
 SHEPEX Stamp Club
 SHEPEX STATION
 POSTMASTER
 522 N 9TH ST
 SHEBOYGAN WI 53081-9998



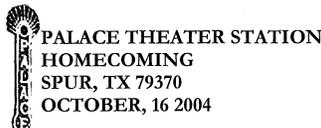
October 16, 2004
 Hot Springs National Park
 Service
 HOT SPRINGS NATIONAL
 PARK STATION
 POSTMASTER
 PO BOX 9998
 HOT SPRINGS AR 71901-9998



October 16, 2004
 Chamber of Commerce
 Madisonville, TX
 MADISON COUNTY
 SESQUICENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 MADISONVILLE TX
 77864-9998



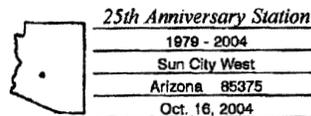
October 16, 2004
 Taft Chamber of Commerce
 TAFT PARK STATION
 POSTMASTER
 110 VICTORIA AVE
 TAFT TX 78390-9998



October 16, 2004
 Postal Service
 PALACE THEATER STATION
 POSTMASTER
 210 W HARRIS ST
 SPUR TX 79370-9998



October 16, 2004
 Postal Service
 TEBO TYE STATION
 POSTMASTER
 200 TAYLOR
 TYE TX 79563-9998



October 16, 2004
 P.O.R.A.
 25TH ANNIVERSARY STATION
 STATION MANAGER
 19437 N NEW TRADITION RD
 SUN CITY WEST AZ
 85351-9998



October 16, 2004
 Juneau Philatelic Society
 PANEX XLIV STATION
 POSTMASTER
 PO BOX 39998
 JUNEAU AK 99803-9998



October 19-21, 2004
 Greater Augusta Stamp Club
 CELEBRATE STAMP
 COLLECTING MONTH
 STATION
 POSTMASTER
 525 8TH ST
 AUGUSTA GA 30901-9998



Bellmore Festival Station
 October 16, 2004
 Bellmore, NY 11710

October 16-17, 2004
 Postal Service
 BELLMORE FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 BELLMORE NY 11710-9998



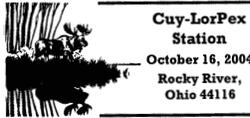
October 20, 2004
 Postal Service
 TORNADO STATION
 POSTMASTER
 PO BOX 9998
 OSNABROCK ND 58269-9998



October 16-17, 2004
 THE 6TH ANNUAL POMPANO
 BEACH AIR FAIR 2004
 STATION
 POSTMASTER
 PO BOX 9998
 POMPANO BEACH FL
 33060-9998



October 20-23, 2004
 Mile Branch Settlement
 Committee
 MILE BRANCH SETTLEMENT
 STATION
 POSTMASTER
 900 MAIN ST
 FRANKLINTON LA 70438-9998



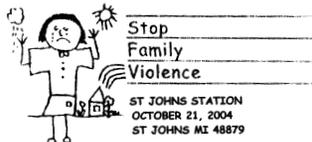
October 16-17, 2004
 CUY LORPEX STATION
 MARKETING SPECIAL
 CANCELS
 2200 ORANGE AVE NO 206
 CLEVELAND OH 44101-9996



October 21, 2004
 Mullens Area Chamber of
 Commerce
 THE MULLENS ADVOCATE
 STATION
 POSTMASTER
 PO BOX 9998
 MULLENS WV 25882-9998



October 17, 2004
 Batsto Citizen's Committee
 COUNTRY LIVING FAIR
 STATION
 POSTMASTER
 114 S 3RD ST
 HAMMONTON NJ 08037-9998



October 21, 2004
 RAVE (Relief After Violent
 Encounter)
 STOP FAMILY VIOLENCE
 STATION
 POSTMASTER
 PO BOX 9998
 ST JOHNS MI 48879-9998



October 17, 2004
 Postal Service
 KUCHEN FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 DELMONT SD 37330-9998



October 21, 2004
 Affinity Health System
 AFFINITY STATION
 POSTMASTER
 PO BOX 9998
 OSHKOSH WI 54902-9998



October 18, 2004
 Postmaster
 VITILAS VETO REID
 DEDICATION STATION
 MANAGER
 7450 NATURAL BRIDGE RD
 ST LOUIS MO 63121-9998



October 21, 2004
 MERCURY 40 YEAR
 CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 MERCURY NV 89023-9998



Thomas Edison Depot Museum Station
 Fort Huron, Michigan 48060
 October 21, 2004

October 21, 2004
 Thomas Edison Depot Museum
 THOMAS EDISON DEPOT
 MUSEUM STATION
 POSTMASTER
 1300 MILITARY ST
 PORT HURON MI 48061-9998

Tri-State Stamp Club
 Show Station
 October 23, 2004
 Dubuque, IA 52001



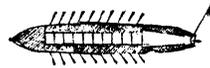
October 23, 2004
 Tri-State Stamp Club
 TRISTATE STAMP CLUB
 SHOW STATION
 POSTMASTER
 PO BOX 9998
 DUBUQUE IA 52001-9998



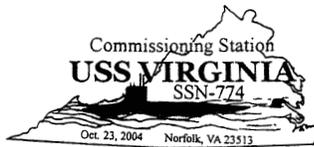
Circle of Cultures Station
 October 22, 2004
 Bismarck ND 58504

October 22, 2004
 Postal Service
 CIRCLE OF CULTURES
 STATION
 POSTMASTER
 PO BOX 9998
 BISMARCK ND 58504-9998

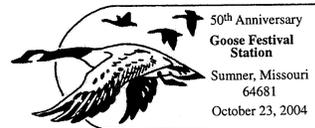
GlapeX XX Station
 October 23, 2004
 Kalispell, MT 59901



October 23, 2004
 Glacier Stamp Club
 GLAPEX XX STATION
 POSTMASTER
 PO BOX 9998
 KALISPELL MT 59901-9998



October 23, 2004
 Postal Service
 COMMISSIONING STATION
 POSTMASTER
 2800 ELTHAM AVE STE 109
 NORFOLK VA 23513-2504



October 23, 2004
 Goose Festival Committee
 GOOSE FESTIVAL STATION
 POSTMASTER
 200 W CENTRE
 SUMNER MO 64681-9998



October 23, 2004
 City of Lexington
 BARBEQUE FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 LEXINGTON NC 27292-9998



OCTOBER 23, 2004
 GRAND OPENING
 THE ROGER MILLER MUSEUM STATION
 Postmaster
 P.O. Box 9998
 Erick, OK 73645-9998

October 23, 2004
 Roger Miller Museum
 THE ROGER MILLER
 MUSEUM STATION
 POSTMASTER
 PO BOX 9998
 ERICK OK 73645-9998



NASCAR DAY STATION
 (16TH ANNUAL)

RANDLEMAN, NC 27317

October 23, 2004
 "Feel Your Heart Race in Randleman"

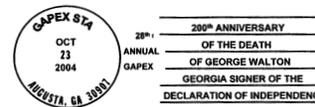
October 23, 2004
 NASCAR/Randleman Chamber
 of Commerce
 NASCAR DAY STATION
 POSTMASTER
 611 W ACADEMY ST
 RANDLEMAN NC 27317-9998



October 23, 2004
 UNION STATION
 POSTMASTER
 PO BOX 9998
 PARIS TX 75460-9998



October 23, 2004
 Lynchburg & Metro Moore Co.
 Chamber of Commerce
 BARBECUE STATION
 POSTMASTER
 PO BOX 9998
 LYNCHBURG TN 37352-9998

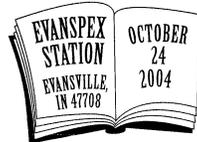


October 23-24, 2004
 Greater Augusta Stamp Club
 GAPEX STATION
 POSTMASTER
 525 8TH ST
 AUGUSTA GA 30901-9998



AWPEX 2004 STATION
 Commemorates
 "Patriotic"
 October 23, 2004
 Fort Wayne, IN 46802

October 23, 2004
 Anthony Wayne Stamp Society
 AWPEX 2004 STATION
 POSTMASTER
 1501 S CLINTON ST
 FORT WAYNE IN 46802-9998



October 23-24, 2004
 Evansville Stamp Club
 EVANSPEX STATION
 POSTMASTER
 PO BOX 9998
 EVANSVILLE IN 47708-9998



October 23–24, 2004

Umpqua Valley Stamp Club
 UMPQUA STAMPFEST
 STATION
 POSTMASTER PHILATELIC
 SERVICES
 6451 FORT MCKAY RD
 UMPQUA OR 97486-9706



October 27, 2004

Postal Service
 BOISE CITY STATION
 POSTMASTER
 210 N CIMARRON ST
 BOISE CITY OK 73933-9998

**There's A Strong
 Wind Blowing Station**



October 27, 2004
 Edmore, ND 58330



October 27, 2004

Postal Service
 THERE IS A STRONG WIND
 BLOWING STATION
 POSTMASTER
 PO BOX 9998
 EDMORE ND 58330-9998



October 28, 2004

South Miami Stamp Club
 CELEBRATING THE SMSC
 25TH ANNIVERSARY
 STATION
 POSTMASTER
 2200 NW 72 AVE
 MIAMI FL 33152-9998

— *Stamp Services, Government Relations, 10-14-04*

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
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, 10-14-04*

Post Offices

America Recycles 2004



On November 15, 2004, the Postal Service™ is joining thousands of other companies across the country in celebrating the eighth annual America Recycles Day, a day set aside to build consumer demand for recycled products and educate

Americans about the environmental and economic benefits of recycling and buying recycled-content products. Through this event, the Postal Service, along with other responsible organizations, is hoping to raise consumer awareness on all aspects of recycling, from collection, to processing, to completing the loop through the purchase of products and packaging made from recycled content.

This year the America Recycles Day campaign has changed its name to America Recycles 2004 to emphasize recycling on a year-round basis. The group plans to change the campaign name by year designation annually. The theme for the 2004 campaign is “It All Comes Back To You.” There are multiple meanings to the new theme:

- Recycled materials return to you as new products.
- Recycling comes back to you as a better environment, preservation of natural resources, and an improved economy.
- It is everyone’s responsibility to recycle. It all comes back to you.

Once again, a grand prize will be awarded by America Recycles 2004 as part of its eighth annual campaign to encourage Americans to recycle and buy recycled. This year’s grand prize is the Ford Motor Company’s Escape Hybrid, the industry’s first full gasoline-electric hybrid SUV. Five recycled aluminum-content Trek Model 4300 24-speed bicycles will also be awarded as youth prizes. The prizes will be awarded in mid-December during a national random drawing from entries submitted by individuals who voluntarily pledge to recycle and buy recycled products.*

The Postal Service has supported the America Recycles campaign since its inception in 1997 and continuously works to raise consumer awareness of all aspects of recycling. The Postal Service is one of the nation’s leading recyclers with more than 20,000 recycling locations, and by purchasing millions of dollars worth of products each year

that contain recycled material. All postmasters and Postal Service employees are encouraged to participate in the America Recycles 2004 campaign to promote recycling at their facility and in their community — not only on November 15, but year round. Recycling is not only the right thing to do, it is also good for business.

Please visit the America Recycles 2004 Web site at www.americarecyclesday.org for more information about this year’s campaign and recycling events in your community, and to enter the grand prize drawing by signing an online pledge to recycle. See page 83 for an America Recycles 2004 poster to put in your Post Office™ window or lobby or to post on your facility’s bulletin board.

Reasons to Recycle

There are many reasons why you should get involved in recycling at your facility and in your community. As this year’s theme, “It All Comes Back To You”, implies, each individual has a responsibility in the recycling process. Here are five reasons why it is important to recycle, which you can share with your coworkers, family, and friends:

- Making products from recycled materials instead of new materials conserves our natural resources, such as land and forests.
- It usually takes less energy to make recycled products than products made from new resources.
- Recycling materials into new products diverts those materials from disposal and saves landfill space.
- Making products from recycled materials usually creates less air and water pollution than making products from new resources.
- The recycling process creates more new jobs than landfills or incinerators, and can be less costly.

Ways to Celebrate America Recycles Day 2004

- Print the America Recycles 2004 entry form/pledge card for employees to fill out.
- Print posters or flyers to promote the America Recycles 2004 campaign.
- Promote the America Recycles 2004 contest to win a Ford Escape Hybrid or Trek road bikes.

* There are two ways to enter the America Recycles 2004 national drawing — either by written entry or an online entry. The written entry does not need to be on the official entry form, but it must be postmarked by November 15, 2004. Written entries should include your name, address, and phone number and be mailed to America Recycles Day Contest, 1325 G Street NW, Suite 1025, Washington DC 20005-3104. Online forms/pledge cards and complete contest rules are available through the America Recycles Day Web site, www.americarecyclesday.org.

- Buy recycled-content products at home and on the job to create a greater demand for the products.
- Run a public service announcement on radio or television highlighting your local recycling program or event.
- Enhance your recycling program, or start one if none exists. Team up with your community's recycling program.
- Collect and clean out old files and recycle them. Recycle file folders by re-using them.
- If your facility does not have a recycle bin, request one, or take your recyclables to a local recycling center.
- Make a collection point for office paper to be recycled.
- Partner with local recycling centers and companies in the community for collection.
- Send a letter to local media outlets to encourage them to highlight the importance of recycling.
- Have a contest to promote recycling among employees.
- Sponsor an essay or poster contest in the local schools. Invite schools to tour your facilities to see the recycling efforts.
- Set up a display in your Post Office lobby with a recycling bin to advertise your America Recycles 2004 campaign events.
- Find ways to promote the Postal Service's commitment to recycling and accomplishments in preserving and protecting the environment.
- Make a file and collect America Recycles campaign information for next year.

— *Environmental Management Policy,
Engineering, 10-14-04*

MOVER'S GUIDE NEWS

Spanish-Language Edition of Mover's Guide (Publication 75-S, La Mudanza) — October–December Version Now Available

The October–December edition of Publication 75-S, *La Mudanza* (the Spanish edition of Publication 75, *Mover's Guide*) is now available. **Please display *La Mudanza* next to the English edition of *Mover's Guide*.**

You may order a 3-month supply of the October–December 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 October 2004 edition. Please order only enough copies to last from October through December. This ver-

sion is valid for only 3 months. At the end of December, order new *La Mudanzas* for January 2005.

Use the following information to order Publication 75-S from the MDC:

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

— *Address Management,
Intelligent Mail and Address Quality, 10-14-04*

Recycling. What's In It For You?



We can get a lot of mileage out of the idea of using recycled components in new products.



From aluminum cans that help you quench your thirst to a brand new bike that helps you work one up - talk about shifting gears!



It's back as a glass bottle again this time, but it may wind up in a road, jewelry, tile or a surfboard.



Recycling soft drink bottles can give you a really warm feeling.



Plastic is so reusable, the fun never has to end.



Products made from recycled cardboard use one-quarter of the energy and create one-half the pollution as making them from new materials.



An aluminum can's journey from your recycle bin back to a store shelf can take as little as 60 days.



AMERICA RECYCLES 2004



Recycling transforms 2-liter bottles into 3-ply carpet.

It All Comes Back To You • America Recycles Day, November 15, 2004 • www.americarecyclesday.org



©2004 America Recycles Day, Inc. Printed On 100% Post-Consumer Recycled Paper.

The Postal Service proudly supports America Recycles 2004

Retail

ALL IRT AND DEBIT/CREDIT CARD OFFICES

Setting Clocks for Standard Time

Managers must ensure that before opening for business on Monday, November 1, 2004, the clocks in all integrated retail terminals (IRTs) and debit/credit card terminals under their control are set *back* (in most locations) 1 hour to reflect the change to Standard Time. Facilities with Saturday night operations should reset the time as soon as possible after the 2 A.M. start time, Sunday, October 31, 2004.

The correct system time in IRTs is critical since their internal clocks are used to verify Express Mail® and Global Express Guaranteed™ acceptance times and service commitments. The IRT system time is also printed on customer receipts and employee reports. It is very important that the debit/credit card terminal clocks be set to the correct day, date, and time as this will help reduce the possibility of accepting an expired debit/credit card.

Integrated Retail Terminals (IRTs)

On the UNISYS III Supervisor Disk, select menu item 11, Set System Date and Time, from the Control menu, and perform the following steps:

1. Observe that the date appears.
2. Press the ENTER key to accept the current date. The time appears.
3. Press the CE key to clear the time.
4. Enter correct Standard Time in military format (examples: 8 A.M. = 0800, 1:30 P.M. = 1330).
5. Press the ENTER key to save the corrected time. The Control menu appears.
6. Observe that the corrected time is displayed in the upper right-hand corner of the screen.

Debit/Credit Card Terminals

For debit/credit card terminals, follow these steps:

Display	Action
U.S. Postal Service	Press the (*) key and the (3) key at the same time. (If you are having trouble, simply hold the (*) key and tap the (3) key.)
Diagnostics	Press ALPHA key.
Year	Key in the current year (4 digits). Press ENTER key.
Month	Key in a number (1–12) for current month. Press ENTER key.
Date	Key in a number (1–31) for current date. Press ENTER key.

Display	Action
Hour	Key in a number (1–24) for current hour. Press ENTER key.
Minutes	Key in number of minutes (0–59). Press ENTER key.
Seconds	Key in number of seconds or press ENTER key to bypass.

You must make an entry for each selection, even if the display is correct.

Note: The date and time of Tranz 380s located in Europe should be set to Eastern (New York) time. The date and time of Tranz 380s located in the Pacific should be set to Pacific (San Francisco) time.

Displaying the Clock and Calendar

To verify the existing date and time of the clock in the terminal, follow these steps:

Display	Action
U.S. Postal Service	Press ENTER key.
Function	Press the (4) key.
Day, Date, Time	
Exit	Press CLEAR key.
<US Postal Service>	

Retail Consolidation Unit (RCU)

The time for the RCU/CONA will be updated automatically by the Raleigh Distributed Systems Service Center, Operations and Support Services. However, all RCU operators should validate the correct time and date when they log on to the RCU on Monday, November 1, 2004, and notify Raleigh if the time and date are incorrect.

Mobile Data Collection Devices (MDCDs)

The Delivery Confirmation™ handheld scanners will automatically change to Standard Time. No manual changes are necessary.

IBM and NCR POS ONE Terminals

The IBM and NCR POS ONE terminals will automatically change to Standard Time. No manual changes are necessary.

— Customer Service Systems Support,
Delivery and Retail, 10-14-04

PASSPORT APPLICATION REVISIONS

Search Fee Increase Has Been Delayed, and Issuance of a Passport to a Minor Will Require Notarization

The article titled "Passport Application Revisions: Search Fee Will Increase, and Issuance of a Passport to a Minor Will Require Notarization" in *Postal Bulletin* 22138 (9-30-04, page 115) stated that the Department of State would increase the file search fee (to verify an applicant's U.S. citizenship) from \$45 to \$60. However, the Department of State has delayed that proposed increase. Retail personnel must disregard any previous announcements that the file search fee has been increased effective that date. Until further notice, the file search fee **remains \$45**. This fee is noted on Form DS-11, *Application for a U.S. Passport or Registration*.

The other passport revision noted in that *Postal Bulletin* article remains valid. Effective November 1, 2004, the Department of State will require that Form DS-3053, *Statement of Consent: Issuance of a Passport to a Minor Under Age 14*, or other paper with the same information that an applicant submits, **must be notarized**. The purpose of this change is to prevent forgery and ensure that the person signing the statement has been properly identified. This change will further reduce the possibility of a U.S. passport being used in any effort to interfere with the custodial rights of non-applying parents (i.e., the parent or guardian who is

not present at the time the applying parent or guardian submits the child's application).

Note: The notarization requirement for Form DS-3053 will become effective *before* the Department of State will distribute copies of the revised Form DS-3053, which it expects to do as soon as possible after January 1, 2005. In the meantime, to get an up-to-date Form DS-3053 starting on November 1, 2004, customers may go online to the U.S. Department of State Web site at www.travel.state.gov; click on *Passports*, and under "Applications and Forms," click on the desired form. Passport acceptance personnel should have this information available for verification (with customers) until the Department of State reprints the official form. However, passport acceptance personnel must *not* post this information in retail lobbies but must post it only on employee bulletin boards. Please see page 47 in this *Postal Bulletin* for a poster that is available for posting on employee bulletin boards.

— *In-Store Programs,
Service and Market Development, 10-14-04*

ALL POST OFFICES WITH RURAL DELIVERY SERVICE

Rural Carrier Guarantee Period

Postal Service™ managers must effectively manage rural carriers who work under the provisions of the Fair Labor Standards Act (FLSA) section 7(b)(2). These carriers are paid overtime for all hours actually worked in excess of 2,080, up to 2,240, within the 52-consecutive-week guarantee period.

If a carrier works more than 2,240 hours within the guarantee period, the agreement under FLSA, section 7(b)(2), is considered void, and the carrier must be compensated for all hours worked during the guarantee period in accordance with FLSA, section 7(a).

It is important that we make every effort to minimize the number of hours carriers work over 2,080 and strictly monitor these carriers to ensure that no carrier works in excess of 2,240 actual work hours.

Last year's guarantee period was from Saturday, November 1, 2003, through Friday, October 29, 2004. The guarantee period for this year runs from Saturday, October 30, 2004, through Friday, October 28, 2005.

— *Delivery Support,
Delivery and Retail, 10-14-04*

*CLARIFICATION***Address Change Service Fees**

Postage due clerks, postmasters, supervisors, and carriers are reminded that all customers receiving hardcopy address corrections are to be charged \$0.70 each. Only customers receiving *electronic* address corrections are charged \$0.20 each; these customers are billed by the National Customer Support Center (NCSC) in Memphis. Postal Service™ employees must *not* charge a customer \$0.20 for a hardcopy address correction, give customers \$0.70 hardcopy corrections for free, or allow a customer to refuse a \$0.70 hardcopy address correction.

Also, some mailers send duplicate mailpieces to customers to obtain discounted mailing rates. Therefore,

duplicate address corrections are not errors. Customers must be charged \$0.70 for all address corrections, including duplicates.

The only instance when a refund for an address correction fee should be approved is when the correction is illegible.

— *Customer Service Support,
Delivery and Retail, 10-14-04*

What's in Store

Celebrating the makeovers

A retail lobby makeover is more than just a facelift — it's a revenue lift. The two winners of the Retail Lobby Makeover Contest — the San Carlos, CA, and East Sandwich, MA, Post Offices™ — this month held community celebrations to show off their newly updated lobbies. Both Post Offices have seen a boost in revenue since their makeovers, which were based on simple techniques designed to maximize the effectiveness of point-of-purchase (POP) signs and other materials that every Post Office receives.

For more details, visit the Advertising Web site at <http://blue.usps.gov/advertising>.

Look us over!



Before



Before



After



After

Holidays are coming

Remember proper POP placement

The Holiday retail drive period begins Nov. 1. This year's retail POP materials have a "packaged" appeal with the focus on Package Services. The Postal Service also is teaming up again with eBay in a holiday promotion. eBay is conducting a "Just What You Wished For" sweepstakes and the Postal Service will display a co-branded poster in 7,500 Post Offices located in eBay's top 10 markets. The Postal Service role in this promotion is to simply put up the poster on Nov. 4 and take it down on Dec. 16.

Check out the Holiday POP elements on the Advertising Web site at <http://blue.usps.gov/advertising>.

What's in Store

The cards are coming

Boost your revenue!



Look for two postmaster cards this month. One is a reminder to put up your new Holiday POP signs on Nov. 1 and — just as important — take down your old Summer/Fall signage. The Holiday POP materials should stay up until Dec. 31. And the other card reminds you that the Advertising Web site offers tools that will help you increase revenue at your office.

OLRP for the holidays

Check it out!



The Official Licensed Retail Program (OLRP) is available to all Post Offices, stations, and branches. With the recent distribution of the expanded holiday catalog, retail locations have the flexibility to choose from a variety of products to sell in their lobbies. Offices may choose from popular product lines that include Holiday, Postmark Gallery, Greetings from America, and Plush Teddy Bear. These products created by pre-approved licensed vendors offer a wide selection of themed products such as ornaments, framed art, sports collectibles, teddy bears, tote bags, postcards, key chains, and more.

Use eBay to place orders for OLRP products. Offices without eBay capability may fax orders to the Retail Merchandise Product Center using the order form in the holiday catalog.

Before you place an order, consider these steps:

- Determine product mix — feature seasonal items with holiday images.
- Determine ordering quantities (most are in quantities of three or six).
- Place order through eBay (minimum order \$50).
- Upon approval of eBay by manager, allow 1 week for delivery.
- Display merchandise immediately.
- Review inventory on a weekly basis.
- Keep displays neat and well stocked.

What's in Store

Passport fee update

Note change

Additional catalogs may be ordered by calling 800-711-0428 (press option 6, then 7 and ask for a catalog). Or view the OLRP items on the Retail Web site at <http://blue.usps.gov/marketing/retail> or in the eBuy catalog.

The Department of State has delayed a proposed increase to the passport file search fee that had been scheduled to take effect Oct. 1, 2004. The increase would have raised the fee from \$45 to \$60. The Department of State has not provided a new effective date, so until further notice, the fee remains \$45.

Feedback

Send comments and questions to:
WHATS IN STORE
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 1141
WASHINGTON DC 20260-1019

What's in Store

october

retail employee bulletin

Summer/Fall '04 Retail Drive Period

7/1/04-10/31/04

Electronic Return Receipt is Now Available!

There's a new electronic option for obtaining return receipt service now available to customers at the retail counter. Proof of delivery for Certified Mail™, Registered Mail™, collect on delivery (COD), and numbered Insured Mail services can now be sent as a PDF file to a customer's e-mail address, instead of by regular mail. After the purchase, the customer must visit www.usps.com, click *Track and Confirm*, enter the label number from their sales receipt or accountable mail label, and then type in their name and e-mail address. There are no extra forms to complete and no extra labels to affix or scan. Customers save 45¢ per item (\$1.30 vs. \$1.75) and receive their return receipt in a quick, convenient new format. And the Post Office™ saves on handling and delivery costs.

UNITED STATES
POSTAL SERVICE

Date: 9/9/05

JANE DOE
The following is in response to your 9504 request for delivery information on your Certified Mail item number 7003 1010 0000 8888 1234. The delivery record shows that this item was delivered on 9/7/04 at 10:19 AM in ANYTOWN, MD 20778 to J. Somebody. The scanned image of the recipient information is provided below.

Signature of Recipient: John Somebody
Jane Somebody

Address of Recipient: 1234 Any Street

Thank you for selecting the U.S. Postal Service for your mailing needs. If you require additional assistance, please contact your local Post Office™ or postal representative.

Sincerely,

United States Postal Service

Order Bigger ReadyPost Boxes!



Due to customer demand, a new and bigger ReadyPost® box is now available! The new box measures 17" x 17" x 17" and has a nondecorative design. It will be available only in all Category 3 offices, so make sure you order this in time for the busy holiday season! And remember, the balloon surcharge applies to boxes that weigh less than 15 pounds shipped by both Priority Mail® and Parcel Post® services.

To order ReadyPost shipping supplies, place your order through eBay or call 1-800-711-0428.

What's in Store

october

retail employee bulletin

Summer/Fall '04 Retail Drive Period

7/1/04 - 10/31/04

Express Mail Tools Now Online.

Now it's even easier for customers to learn about domestic Express Mail® service commitments, drop-off times, and facility locations because the information is available online at www.usps.com/expressmailcommitments.

Customers simply enter their origin and destination ZIP Codes™ online to receive a destination-specific Express Mail service commitment and nearby facility drop-off times. This information will continue to be available at local Post Office™ locations and by calling 1-800-ASK-USPS.



Place Your Order for OLRP Holiday Items!



The new Official Licensed Retail Product (OLRP) catalog is here and that means it's time to place your order for the holidays! The OLRP catalog features new product lines as well as popular holiday items.

The featured holiday gift this year is a set of four exclusive hand-blown glass holiday ornaments that are designed after the new holiday stamp. The ornament set was made exclusively for the United States Postal Service® and is packaged in a holiday red box that is ideal for gift-giving and displaying on your retail slat wall. In addition to the exclusive ornament set, a box set of matching gift cards will also be available for sale. The demand for these holiday items is expected to be high, so make sure to place your order for OLRP holiday items soon!

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

What's in Store

october

retail employee bulletin

Summer/Fall '04 Retail Drive Period
7/1/04-10/31/04

Lisa Goodar
Sales and Services Associate
32 years of service



focus!

Remind customers they can log on to www.usps.com/magazines to order and manage all of their magazine subscriptions online with Magmall!

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4 OLRP catalogs mailed to all offices	5 Cloudscapes stamps on sale today 	6	7 Gather VESS data for September	8 \$\$\$ payday!	9
10	11 Columbus Day Offices closed	12	13	14 Last day for districts to input VESS data for September	15 CHRISTMAS Madonna & Child by Lorenzo Monaco stamp on sale today 	16 HANUKKAH Hanukkah stamp on sale today 
17	18 Kwanzaa stamp on sale today 	19	20	21	22 \$\$\$ payday!	23
24	25	26 Moss Hart stamp on sale today 	27	28	29	30

Take down Summer/Fall POP
Halloween
Daylight Saving
Time ends

coming next month...

Look for the ReadyPost® contest winners to appear in the "What's In Store" section of the *Postal Bulletin* next month!



Eid stamp also on sale!

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

Supply Management

2005 Year Type for Hand Stamp and Canceling Machines

The Material Distribution Center (MDC) will automatically deliver the 2005 year type for hand stamp and canceling machines to all Postal Service™ facilities that received 2004 year types for hand stamps and canceling machines. On October 12, 2004, the MDC notified each Postal Service facility that received 2004 year types, by postcard.

If your facility needs a different quantity or a different 2005 year type, you can make changes on the preaddressed postcard and drop it in the mail, or you can respond electronically by going to our Web site at http://blue.usps.gov/purchase/operations/ops_nmcs_home.htm; click on *2005 Year Type Changes*, enter your FEDSTRIP number, make the necessary changes using the information on the postcard, and then click *Exit*.

Note: If no changes are needed, do not mail the postcard or make changes electronically. You will be sent the same quantities as last year.

You should contact the MDC at 800-332-0317 by November 12, 2004, if your facility has not received the MDC notification by November 2, 2004, and you need 2005 year type for hand stamp or canceling machines. Please be ready to give the customer service representative the PSIN for the item needed, the quantity you need, and the FEDSTRIP number for the ordering facility.

The MDC will ship the 2005 year type no later than December 15, 2004. Allow 8 to 10 days for delivery. Any orders submitted for year type before October 14, 2004, will be processed for 2004 year type. No orders for 2005 year type will be accepted until after the annual distribution of the 2005 year type has been made.

You can determine the proper year type for canceling machines by checking the model number on the machine nameplate. Use Publication 112, *Technical Data for Spare Parts & Supplies*, and Publication 247, *Supply and Equipment Catalog*, Exhibit 15, as a guide for ordering the correct year type and for complete descriptions.

PSIN	Model	Model Number
PSIN O76E	Models D, K, and G new style canceling machines using 77, 225, and 218-A die hubs	7520-01-363-9283
PSIN O103HD2	Models HD-2 canceling machines	7490-00-920-9277
PSIN O217E	Model G canceling machines using 218 die hubs	7520-01-363-9279
PSIN O691G	Model Flier and M machines using 1207-G die hubs	7520-01-363-9280
PSIN O702A	Steel post marked, hammer type	7520-01-363-9281
PSIN O718A	Steel post marker, rotary type	7520-01-363-9282
PSIN O642	Rubber for use on No. 550, 570, and 552	7520-01-000-9100
PSIN O744	Steel for use with No. 700 without flange	7520-01-364-1911
PSIN O747	Steel, for use with No. 700 with flange	7520-01-364-3887

If your facility is a plant maintenance facility that received the 2004 year type, you will automatically receive the 2005 year type for Mark II Facer-Cancellers, 7490-04-000-2005. This year type is also used on the MRC small canceling machine (Model 3601/3602) and the AFCS machine (both lead and trail). Only plant maintenance facilities may order this year type. Plant maintenance facilities are responsible for supplying this year type to all offices they service.

— *National Supply Management Programs, Supply Management, 10-14-04*

Shared Energy Savings Contracts — Saving Energy, Saving Money

In fiscal year 2004, the Environmental Management Policies office provided funding to the Utilities Category Management Team at the Office Products and Utilities Category Management Center to buy out a number of Shared Energy Savings contracts.

The Postal Service™, through Shared Energy Savings contracts, finances these types of projects and agrees to pay an energy service company a percentage of the energy cost savings resulting from installed energy retrofit projects (e.g., more energy-efficient lighting). The Postal Service

may buy out these contracts at any time. When that happens, the Postal Service pays off the balance of the contract loan, ending the monthly payments and saving future interest costs.

The Utilities Category Management Team worked with Headquarters' Facilities and Finance Office to finish buying out 15 contracts in four areas. As a result, the performance

clusters now receive 100 percent of the savings generated by the energy retrofit projects completed in their facilities. We will save over \$4 million in fuel and utilities in fiscal year 2005.

— *SCM Strategies,*
Supply Management, 10-14-04

GOODYEAR 5-DAY TIRE SALE FOR EMPLOYEES

Buy Tires at Goodyear Associate Prices — But for Only 5 Days!

If you are planning to purchase tires soon, here's an opportunity to save money. Twice a year, Goodyear Tire and Rubber Company offers its associates discounts on tires sold by its company-owned stores, including Just Tires. These prices are offered for only 5 days and are not extended to the general public.

Goodyear is now extending these special discounts by offering Postal Service™ employees and retirees up to 25 percent off the purchase of Goodyear brand auto and light truck tires October 14–18, 2004. Goodyear is also offering special pricing for tire balancing and installation. You can take advantage of these discounts at Goodyear's company-owned stores only (Goodyear Auto Service Centers or Just Tires). There are more than 700 locations in 40 states. To locate a participating store near you, call 888-439-7786.

If you don't have a Goodyear Auto Service Center or Just Tires near you, you can call 877-847-3728, option 1,

and have the tires shipped directly to your home and installed at a place convenient for you. This isn't a 24-hour telephone line, so you may have to leave your telephone number and a message advising of your interest to purchase tires through the sale. Please use reference code USPS-2. The prices are too good to pass up, and all you need to receive the discount is a Postal Service photo ID or other proof of employment.

You can check out sale information on the Goodyear Employee Deal on the Postal Service intranet at <http://blue.usps.gov>; under "Employee Deals," click on *View More Deals*; then click on *Goodyear Employee VIP Program*.

— *SCM Strategies,*
Supply Management, 10-14-04

Electrical Switchgear Maintenance and Testing — National Contract Awarded

On June 2, 2004, the Dallas Environmental and Maintenance, Repair, and Operating Supplies Category Management Center (MRO CMC) awarded a national contract to Eaton Electrical, Inc., to provide all electrical switchgear equipment maintenance and testing to the Postal Service™.

The Environmental and MRO CMC is responsible for deploying and managing this mandatory national sourcing strategy. By applying supply chain management practices, process management, and life cycle support principles, the CMC expects this strategy to improve buying practices, reduce total costs, and improve total service values for the Postal Service.

If you have access to the Postal Service Intranet, you must order these services through eBuy, the preferred pur-

chasing method. You can access eBuy on the Postal Service Intranet at <http://blue.usps.gov>; under "Essential Links," click on *eBuy*. The direct URL is <http://ebuy.usps.gov/eBuyWelcome.jsp>. If your Postal Service facility does not have intranet access to eBuy, or if you have any questions relating to this initiative, contact the contracting officer, Robin Pacheco, at 214-819-7112.

Full eBuy catalog activation is tentatively scheduled for January 2005.

The success of this strategy and cost savings for the Postal Service is dependent on the support of you, the customer.

— *SCM Strategies,*
Supply Management, 10-14-04

Have You Been “Slammed” or “Crammed” Lately?

Many of you know that “slamming” is the illegal practice of changing a consumer’s telephone service without permission. However, did you know it can also happen with your electric and/or gas service? This can and has happened to Postal Service™ facility accounts as well as private consumers. State Public Utilities Commissions and consumer advocate groups report that slamming is now the largest single consumer complaint they receive. As many as one million consumers (private and corporate accounts) per year are fraudulently transferred to a third-party supplier without express permission.

Slamming occurs when telephone service is changed based on mail sent or telephone contact made to a consumer or Postal Service facility manager who has not authorized the change. Be advised that the law requires either a recorded message of the agreement or a written acknowledgment to confirm the switch. In addition, the supplier must provide a written contract.

Cramming occurs when unauthorized charges are added to your utility bill. With the advent of deregulation in the utilities industry, consumer choice has become “consumer beware.” Utility companies make it very easy for consumers to sign up for a large variety of new services that

companies now provide for an extra charge. Consumers are now fair game for unauthorized charges to utility bills thanks to this easy access to new services.

The Utilities Category Management Center is responsible for all utility-related contracting and is available to assist you with this problem. If you are a Postal Service facility manager and you receive a telephone call or you receive a letter or card in the mail about switching your electric or gas service provider, please refer the supplier or forward the card or letter to the Office Products and Utilities Category Management Center (OP&U CMC) for validation and do not authorize the change.

OFFICE PRODUCTS AND UTILITIES CATEGORY
MANAGEMENT CENTER (OP&U CMC)
8 GRIFFIN RD N
WINDSOR CT 06095-1572

Telephone: 860-285-7004 (Bob Wilczynski) or
860-285-7285 (Judy Viola)

Fax: 860-285-7272

E-mail: CMC.OfficeProductsUtilities@usps.gov

— *SCM Strategies,*
Supply Management, 10-14-04

USPS Online Real Estate Auction — Dovebid

The Postal Service’s™ Supply Management Investment Recovery Team located in Washington, DC, is partnering with Facilities to auction five parcels of commercial real estate and vacant land located in the following states:

- Arkansas
- Illinois
- Michigan
- Oregon
- Texas

The auction will be held online at www.dovebid.com on November 5, 2004, with bidding beginning at 8:00 A.M.

central time and ending at 5:00 P.M. central time. For additional information, contact the DoveBid Chicago office at 847-597-4400.

Please post the auction notification poster (on page 49) in your retail store or Post Office™ lobby until the close of business on November 5, 2004.

— *National Supply Management Programs,*
Supply Management, 10-14-04



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