

FALL 2004 OPEN SEASON TIMELINE, SEE CENTERSPREAD

POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22140, October 28, 2004

Holiday Stamps Fun to Collect Easy to Buy



Holiday Ornaments stamps available
nationwide November 17



Lorenzo Monaco National Gallery of Art
2004

Available at www.usps.com/shop and most retail outlets



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PB 22134: 7690-07-000-0118	PB 22126: 7690-07-000-0110	PB 22119: 7690-05-000-5988	PB 22112: 7690-05-000-5981
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USPSNEWS@WORK

Let the holidays begin: Stamp releases launch holiday mailing season

A trio of 2004 holiday season commemorative stamps will light up the holidays this year.

USPS® kicked off the season with the first release Oct. 14 — the Christmas-themed *Madonna and Child*. The holiday series also includes *Hanukkah*, released Oct. 15; *Kwanzaa*, released Oct. 16; and *Holiday Ornaments*, available Nov. 17.

"These images capture the joy and excitement of this very special time of the year," said USPS Board of Governors Chairman David Fineman. "We're delighted to share them as we enter the busy holiday mailing season."

A good citizen's farewell: Citizens' Stamp Advisory Committee Chair to retire



Postmaster General Jack Potter presents retiring Citizens' Stamp Advisory Committee Chair Dr. Virginia Noelke with a letter from President Bush that thanks her for nearly 30 years of dedicated service.

After nearly thirty years serving on the Citizens' Stamp Advisory Committee (CSAC) — most recently as its Chair — and playing a major role in selecting more than 2,400 stamp subjects from more than 1 million suggestions, Dr. Virginia Noelke is stepping down. Noelke also serves as chairman and professor of History at Angel State University Department of History. She will continue to teach.

Announcing her retirement, PMG Jack Potter said Noelke's commitment to communicating the American experience through stamps has been an invaluable asset to the Postal Service™ and the nation.

Potter credited Noelke's knowledge of American history as helping guide the committee in developing several stamp series that celebrated contemporary American culture — the *American Music*, *Legends of Hollywood*, and *American Treasures* series. She also played a strong role in the *Legends of the West* and *Civil War* stamp selections.

"It has been tremendously rewarding to work with many talented and dedicated people — members, art directors and Postal Service staff alike," said Noelke. "The goal has been to produce a superior United States stamp program. I hope we have succeeded."

2 million packages! Carrier pickup volume passes milestone

If you left your heart in San Francisco, talk to Tony Bennett. But if it's a package to be picked up, talk to the Postal Service.

San Francisco Letter Carrier Xiang Zhou picked up the 2 millionth package to come through the carrier pickup online notification program.

WaterField Designs, a leading maker of custom computer bags, handed off the milestone package when Operations Manager Rommel De Peralta gave a Priority Mail® package to Zhou.

Company owner Gary Waterfield has operated his business for six years. He began using Click-N-Ship® with carrier pickup in January to ship the slim, protective laptop computer bags his company manufactures.



"We ship Priority Mail packages daily to customers throughout the United States and we use Global Express Mail™ to ship to our international customers," said De

Peralta as he expressed appreciation for generating the 2 millionth package.

"I got the telephone call telling us we were being recognized. Thank you," he said.

Sign of hope: Tour of Hope finale draws thousands

Nearly 8,000 people, hundreds of them cancer survivors, turned out in the nation's capital to welcome Lance Armstrong and this year's Tour of Hope team as they made their way into the city for the finale of their 3,500-mile cross-country journey.

Joining Lance and the team were several USPS Pro Cycling teammates, members from the 2003 Tour of Hope team and nearly 1,000 riders who signed up for the 28-mile recreational ride into the city.

Following close behind were three LLVs filled with nearly 150,000 Promise Cards collected during the nationwide

trek. Promise Card holders pledge to learn more about cancer, support cancer research and participate in cancer screening.

At the close of the celebration, Lance commented on the honor and dignity with which the team accomplished their goal, "These 20 riders are examples of what is right with America."

World-class operation: Global Express Mail earns accolades at UPU Congress

USPS delivers more than 40% of the world's mail. With a delivery network that extensive, it's an honor to be recognized by postal representatives from other nations for the quality of services you provide.

Networks Operations Management V.P. Paul Vogel was on hand at the 23rd Universal Postal Union (UPU) Congress recently held in Bucharest, Romania, to accept an award on behalf of the Postal Service for on-time delivery service and customer care for Global Express Mail (GEM).

GEM provides fast service to over 190 countries. Prices start at just \$15.50 and customers can receive volume discounts, online tracking and pickup on demand. The award reflects the combined efforts of the Postal Service's call centers and operations network.

Vogel accepted the Express Mail Service Cooperative's Silver Level Certificate from UPU Director General Thomas Leavey.

Honor for PEMS: Emergency management system gets Computerworld award

Emergency preparedness took on new meaning in the wake of the anthrax attacks. USPS met the challenge by creating the Postal Emergency Management System (PEMS), which has gained international recognition as a model information technology solution.

PEMS, which allows USPS to coordinate emergency preparedness and response, received a "Best Practice in Business Intelligence" award from Computerworld magazine.



The system is the result of a partnership between Information Technology and Emergency Preparedness. It integrates emergency management plans for terrorism, natural disasters, power outages, telecommunication failures and other threats.

Administrative Services

ASM REVISION

Administrative Support Manual (ASM) — Revised Chapters 3, 6, and 8

Effective October 28, 2004, ASM 13 Chapters 3, 6, 8, and Exhibits 892 and 895 are revised. These revisions consolidate and update policies related to the Postal Service™ information technology and information privacy requirements.

Note: Some forms that should have retention periods have been temporarily excluded from Exhibit 892 pending a future update. If you need assistance with a particular PS Form retention period, please contact the Records Office, by e-mail at privacy@usps.gov.

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

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

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

Administrative Support Manual (ASM)

	*	*	*	*	*
3	Communications				
	*	*	*	*	*

[Revise the title of 36 to read as follows:]

36 Web-Based Communications

[Revise 361 and 362 to read as follows:]

361 Intranet

The Postal Service Intranet home page (<http://blue.usps.gov>) provides a common access point to corporate-wide information intended for employee use. It provides access to internal policies and procedures, Postal Service events, current Postal Service news, human resource information, electronic recordkeeping via Track & Confirm, and electronic tools. It also provides direct access to various administrative Web pages that provide detailed information about Postal Service functional groups, including both Headquarters organizations and field units at the area and district levels. This Web site is indexed so that users can search for specific information. The functional

areas participating are responsible for keeping their information accurate and up-to-date. (See MI AS-885-2002-15, *Managing Web Sites on the Corporate Intranet*.)

362 Internet

The Postal Service Internet Web presence (www.usps.com) provides the single, authorized Web domain for external customer access to electronic Postal Service products, services, and information. The *usps.com* site provides service for both the household and business customers under several categories structured to provide easy access to the desired service(s). Interactive pages include lookups for ZIP Codes, Post Offices, postage, and product/tracking information. Products sold online include stamps, stamp merchandise, and mailing labels with postage. Customers may create and post mail online, as well as change their addresses, hold mail, and schedule a pickup or redelivery. Other key pages include the latest rate and rate case information, job postings, print-on-demand forms, a wide range of Postal Service publications, and consumer information including frequently asked questions. The *usps.com* site provides news releases, features, and speeches. The site also provides a comprehensive search capability. The Internet Channel, under the chief marketing officer, provides the overall content and site navigation coordination, while Information Technology provides development, maintenance, and infrastructure support. (See Handbook AS-885, *usps.com Development Process and Standards*.)

6 Support Services

61 Technology

[Revise 611 and 612 to read as follows:]

611 Policy

The Postal Service uses technology as a tool to achieve its business objectives. Technology programs cover a wide range of areas and are intended to make it easier for customers to do business with us. These programs allow the Postal Service to:

- a. Process, track, and distribute mail faster and more effectively.
- b. Protect the environment.
- c. Provide tools for our employees to improve job effectiveness.

A broad definition of technology includes computer systems hardware and software, Internet and intranet development and systems, mail processing, handling and transport equipment, mail tracking systems hardware and software, retail and self-service equipment, telecommunications, and the effective use of the information available in these systems.

612 Information Technology

612.1 Responsibility

Information Technology provides and supports products and services that use computers, telephones, and wireless devices. These services include the following:

- a. Business solutions.
- b. Business data management.
- c. Information security service.
- d. Electronic messaging.
- e. Corporate software and hardware acquisition and support — Blackberry and wireless personal digital assistants (PDAs).
- f. Back office processes (such as payroll processing).
- g. Distributed computing environment.
- h. Host computing services.

612.2 Purpose

The Postal Service information technology infrastructure provides the means to:

- a. Share information electronically as follows:
 - (1) Between Postal Service personnel and customers regarding customer mailings and postal services.
 - (2) Among Postal Service managers for operational and cost management.
 - (3) Among employees so they can be more successful in their jobs.
- b. Conduct Postal Service business transactions electronically.
- c. Learn more about customers and their needs.

See Chapter 8, Information Resources, for policies and services related to the Postal Service information technology infrastructure.

* * * *

[Add new 67 and 68 to read as follows:]

67 Postal Service Corporate Library

The Postal Service Corporate Library is responsible for providing commonly used business and legal reference materials and information services required to assist Postal

Service managers with decision making. Corporate library services include the following:

- a. Providing research and reference services to support Postal Service business needs through in-house and commercial databases, networks, and print materials.
- b. Providing library loan services for Postal Service personnel and user access to commercial electronic subscription services for Postal Service personnel.
- c. Providing orientation and training to Postal Service staff on effective search and retrieval of content from the Internet, Postal Service Intranet, and commercial electronic subscription services that the Corporate Library manages.
- d. Providing support for content management, information monitoring, intelligence gathering, and the integration of commercial business information to meet customer information needs.
- e. Serving as a cost control center in the acquisition, organization, and maintenance of print publications and the facilitation of access to electronically formatted commercial information required for Postal Service management and staff.

68 Postal History

Postal History serves as the institutional memory for the Postal Service. Members of the Postal History staff research, maintain, and analyze historical information on Postal Service policies, services, organizational structure, and artifacts. The historian prepares papers on Postal Service history and tradition; is responsible for the Postal Service's artifacts and fine arts collection, with the exception of New Deal murals and sculpture; maintains a collection of historic records; and develops and maintains histories of local Post Offices, including lists of postmasters. The office maintains Web sites for Postal Service staff and the public on historical postal topics and Postmaster Finder, which provides information on local Post Offices.

* * * *

8 Information Resources

[Revise 8 to read as follows:]

81 Policy

Information resources, as they relate to this chapter, consist of Postal Service information (not including financial records) and the enabling information technologies. The Postal Service is committed to protecting its information resources; providing an information technology infrastructure that supports customer, corporate, and business needs;

and staying abreast of developing legal and policy frameworks, new technologies, and best-in-class business models and practices.

811 Vice President, Chief Technology Officer

The vice president, Chief Technology Officer (VP/CTO), in consultation with key Engineering and other Postal Service functional organizations, provides the following:

- a. Leadership in establishing a Postal Service information technology infrastructure that takes full advantage of new technology and better business processes.
- b. Governance and management such that Postal Service information technology can respond to business needs today and into the future.
- c. Investments that result in an integrated, supportable, secure, and efficient information technology infrastructure.

The VP/CTO is also the Postal Service chief information officer.

812 Installation Heads and Vice Presidents

Installation heads and vice presidents are responsible for information resources within their custody as follows:

- a. Determining whether a system is appropriately protected for the value of the information it contains.
- b. Ensuring that Postal Service policies, guidelines, and procedures for protecting information resources are followed in all system activities, including procurement, development, and operation.

813 Managers

Managers at all levels are responsible for protecting information and enforcing applicable policies and procedures.

814 Headquarters and Field Functional Organizations

Postal Service headquarters and field functional organizations are responsible for working with their portfolio managers, who will coordinate with the Information Technology (IT) service managers to do the following:

- a. Identify business services and solutions compatible with the Postal Service technical architecture and IT policies.
- b. Coordinate development, implementation, and support of business solutions with the appropriate IT service group.
- c. Help enhance existing business services and solutions.
- d. Ensure that business solutions conform to all federal and Postal Service information security rules and regulations.

- e. Coordinate requirements to protect information in accordance with Privacy Act, Freedom of Information Act (FOIA), and Postal Service privacy policies.

815 Privacy Office

815.1 Chief Privacy Officer

The chief privacy officer is responsible for the following:

- a. Developing and implementing policies, processes, and procedures related to privacy, records, and the FOIA.
- b. Determining privacy compliance and information sensitivity during the application business impact assessment (BIA) process.
- c. Directing the activities of the Privacy Office and the Records Office and reporting to the Consumer Advocate.

815.2 Manager, Records Office

The manager, Records Office, is responsible for compliance with policies and procedures related to the Privacy Act, FOIA, and records management.

82 Information

821 Policy

It is the intent of the Postal Service to appropriately protect its information against unauthorized disclosure, use, modification, or destruction of information; to ensure its availability; and to comply with business requirements for the creation or collection, processing, storage, maintenance, retirement, and disposal of information. The Postal Service is mandated by law to protect the privacy of its customers, employees, individuals, and suppliers, and has adopted policies to do so. The Postal Service is also required to make its records available to the public consistent with FOIA and good business practices. (See Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*, for Postal Service policies and procedures about the privacy of information relating to customers, employees, or other individuals, and the release and protection of Postal Service records.)

822 Description

Information consists of data in any form related to Postal Service business activities, employees, or customers that has been created, acquired, or disseminated using Postal Service resources, brand, or funding.

823 Scope

This policy applies to information at all Postal Service facilities that is maintained on any equipment or system with information processing, storage, or retrieval capabilities, as well as the related resources that allow data (i.e., numbers, characters, images) to be input, processed, stored, and

retrieved, and to Postal Service personnel, contractors, vendors, and business partners, as applicable.

824 Information Protection

Information is often confidential or proprietary, and its inappropriate use or disclosure could result in brand or financial damage, unfair advantage to competitors, or negative impact to our customers or employees. Such data may only be disclosed outside the Postal Service in accordance with privacy policies described in Handbook AS-353, chapter 3. The following are the high-level requirements for the types of information indicated:

- a. *Business Data.* Non-public business data may relate to either the Postal Service or its customers. Such data, whether developed or maintained by the Postal Service, must be protected in accordance with good business practices, Postal Service policies, and customer or Postal Service data markings or practices. Customers may only receive non-public information about other customers pursuant to a FOIA request after any exempt material has been identified and redacted.
- b. *Employee Data.* Employee data must be collected, managed, used, disclosed, and stored in accordance with Privacy Act requirements and Postal Service policies.

825 Data Stewardship

825.1 Description

Data stewardship is the management of data from collection through disposition to ensure it is accurate, available, usable, and consistent with Postal Service policies on privacy, security, disclosure, and retention. (See MI AS-860-2003-2, *Data Stewardship: Data Sharing Roles and Responsibilities.*)

825.2 Requirements

Each functional organization that collects or processes data that is shared with other systems or databases must identify a data steward responsible for developing standards to support data integrity and to comply with applicable privacy and security policies.

826 Ownership

Systems, media, and all data and information maintained on them are Postal Service property and are not the property of any single person or organization. Their use is dictated by the business requirements of the Postal Service, irrespective of organizational boundaries.

827 Information Protection Levels

All information maintained on information processing equipment requires some protection. Information that the Postal Service has designated as *sensitive*, *business-controlled*

sensitivity, *critical*, or *business-controlled criticality* requires a greater degree of protection and controls.

83 Information Technology Infrastructure

831 Policy

It is the intent of the Postal Service to provide a technological infrastructure that delivers cost-effective electronic communications, data availability, and automated environments consistent with corporate, legal, and federal requirements and to offer affordable business solutions that keep pace with a rapidly changing and competitive marketplace.

832 Description

The Postal Service information technology infrastructure consists of all computer-based technologies and related processes associated with the creation, collection, processing, storage, transmission, analysis, and disposal of information. It includes the information systems, infrastructure, applications, products, services, telecommunications networks, computer-controlled mail processing equipment, and related resources sponsored by, operated on behalf of, or developed for the benefit of the Postal Service. Information technology-based resources are described in subchapters 84 through 88.

833 Scope

The policies apply to all components that comprise the Postal Service information technology infrastructure and to all Postal Service personnel, including contractors, vendors, and business partners, as applicable.

84 Business Solutions

Business solution services consist of application development, enhancement, and maintenance of Postal Service systems.

841 Business System Design and Development

841.1 Description

Business system design and development follows the Postal Service Integrated Solutions Methodology (ISM) system development life cycle. The ISM is the Postal Service standard for the planning, analysis, design, development, testing, implementation, operation, maintenance, and disposition of information systems required for IT-based business solutions. The ISM also mandates and supports the management of technology funding in accordance with the General Accounting Office's Information Technology Investment Management methodology.

841.2 Requirements

All IT-based application solutions built by or for the Postal Service must comply with the ISM requirements. If system development is outsourced, suppliers may use their own system development life cycle methodologies provided that

the deliverables required by the ISM are provided to the Postal Service and are stored in the ISM.

842 Enterprise Information Repository

842.1 Description

The Enterprise Information Repository (EIR) at <http://eir> is the official central repository of information about Postal Service software applications and application modules. The EIR is used to monitor application status; review applications by their components; identify existing applications that may enhance, or be affected by, proposed applications; and avoid redundancies. When registering an application, the following components must be addressed: General (name, description, parent system); Business (stakeholders, development organization); Platform (mainframe, Web client, Web server); Security (sensitivity and criticality classifications); Disaster recovery contingencies; Section 508 status; and Contacts.

842.2 Requirements

All Postal Service applications and modules procured, developed, or used by the Postal Service must be registered in the EIR. This includes all applications, Web applications, and Web sites, regardless of the operating environment (mainframe or server/client, stand-alone PC, or Web), origin (commercial off-the-shelf (COTS) software, outsourced, or in-house development), or status (pilot, development, production, retired, replaced, future, or suspended). All information in the EIR must be kept current and accurate throughout the life cycle of the application.

842.3 Responsibilities

Functional organization vice presidents must ensure that their applications and modules are registered in the EIR once their funding has been approved. This responsibility is delegated to a portfolio manager, the designated IT point of contact, who may assign the program manager, business project leader, or project manager to maintain application information in the EIR.

842.4 Requests for Access

Anyone with access to the Postal Service Intranet may view (browse) the information contained on the EIR Web site.

843 Business System Maintenance and Enhancement

843.1 Description

Business system maintenance and enhancement focuses on maintaining, correcting, and enhancing the performance or functionality of existing production systems to sustain and extend their value and usefulness.

843.2 Requests for Service

Headquarters and field functional organizations should initiate requests through their respective portfolio managers. IT Customer Support and the Help Desk will determine the

type of remedial maintenance needed and forward the request to the appropriate development organization for action.

85 Customer Support

Customer support service makes sure that authorized users can access the tools, applications, and information they need on the Postal Service IT infrastructure to do their jobs and that applications and technology are kept up-to-date.

851 Remote Support and Operations

851.1 Description

Remote support and operations is a centralized service through which IT provides, configures, installs, and supports hardware and software for the computer desktops of functional organizations. This service includes background tasks, such as account administration, maintenance of backups, disk space management, e-mail, database management, and hardware monitoring.

851.2 Responsibilities

Responsibilities related to remote support and operations are published in Handbooks AS-802 and AS-805.

852 IT Help Desk

852.1 Description

The IT Help Desk provides support 24 hours a day, 7 days a week to resolve or escalate application and technical problems. Users of Postal Service systems can call 1-800-USPS-HELP and say the name of the system or application they are calling about.

852.2 Responsibilities

To have their applications supported by the IT Help Desk, functional organizations are responsible for the following:

- a. Completing the Help Desk New Business Process form provided by the IT Help Desk during application activation.
- b. Providing training and documentation to application users.
- c. Providing support documentation and training to IT Help Desk personnel.
- d. Ensuring that a Service Level Agreement is signed by all stakeholders.
- e. Complying with the requirements relating to placement of applications in the Postal Service centrally hosted environment.

86 Planning and Acquisition

861 IT Architecture and Standards

The Postal Service manages and maintains an information technology architecture and standards in a manner to ensure that the IT infrastructure can respond to Postal Service business requirements.

861.1 Enterprise Architecture

861.11 Description

The enterprise architecture is a conceptual framework for designing, developing, and operating business solutions to ensure that they are closely aligned to Postal Service business goals. It also provides the foundation for reviews of proposed systems architectures and the basis for proposing new IT services. (See Handbook AS-820.)

861.12 Responsibilities

861.121 General

All Postal Service functional organizations, employees, suppliers, and partners must comply with the Postal Service enterprise architecture requirements regarding the acquisition, design, deployment, operation, and replacement or retirement of information technology.

861.122 Enterprise Architecture Committee

The Enterprise Architecture Committee (EAC) ensures that an enterprise architecture is developed, maintained, and used to inform IT management decisions.

861.123 IT Managers

IT managers are responsible for the following:

- a. Submitting the systems architecture for new or expanded business or infrastructure systems or services to the EAC for approval before development begins.
- b. Maintaining current and target architectures for their respective systems and service offerings.

861.124 Portfolio Managers

Portfolio managers are responsible for the following:

- a. Maintaining current and target architectures for business functions under their purview.
- b. Ensuring that the enterprise map of business processes is maintained and updated.
- c. Ensuring that the EIR is updated for every new or updated application.
- d. Ensuring that a system's architecture is approved by the EAC before development activities begin. (See MI AS-810-2003-1.)

861.2 Standards

861.21 Description

IT provides guidance and standards for integrating applications into the IT infrastructure and provides the frameworks for developing and delivering systems to support functional organization requirements.

861.22 Software

Selection of software products for use in the Postal Service infrastructure must comply with the following:

- a. Products must be listed in the Postal Service Infrastructure Tool Kit (ITK). (See <http://itk>.)
- b. Requests to use nonstandard products must be submitted through the ITK update process for review and approval by the EAC before development work begins. (See MI AS-810-2003-1.)
- c. Products must comply with Postal Service Section 508 policy. (See Handbook AS-508.)
- d. COTS products must be implemented with little or no customization.
- e. COTS products, freeware, and shareware must be evaluated for security functionality.
- f. Functional organizations must fund certification or testing costs.

861.3 Compliance

All systems and services must align with the Postal Service Enterprise Architecture and use standards to leverage the benefits of faster deployment and cheaper development and operation. Compliance reviews are conducted under the auspices of the EAC.

862 Software and Hardware Acquisition

The acquisition of software and hardware is designed to provide the products and services that meet IT standards for the development, implementation, and maintenance of the Postal Service technological infrastructure. Acquisition activities also ensure that the Postal Service can negotiate the most beneficial agreements possible by consolidating requirements into advantageous solicitations.

862.1 Software Acquisition

862.11 Corporate Licenses

The Postal Service acquires software by establishing corporate licenses.

862.12 Responsibilities

862.121 Functional Organizations

Functional organizations working in conjunction with their assigned portfolio manager or district IT manager are responsible for the following:

- a. Identifying the business, functional, and technical requirements.
- b. Identifying the software products to be considered.

- c. Once a supplier is selected, initiating the ITK change process, which establishes compatibility of the software with the postal computing environment. (See <http://itk>.)
- d. Collecting Section 508 documentation from the supplier.
- e. If the software complies with Section 508 requirements and is acceptable in the postal computing environment, preparing an eBuy requisition and funding the purchase.

862.122 Information Technology

IT is responsible for the following:

- a. Initiating discussions with Supply Management, representing the customer requirements and business needs.
- b. Working with Supply Management to develop a purchase strategy and to complete the purchase action. (This generally involves a review of the terms and conditions of the supplier's license agreement, a competition among potential suppliers, and a negotiation with the selected supplier.)
- c. Funding software identified as *Enterprise Desktop Software*.
- d. Obtaining software on a free trial basis if it supports the customer's need to evaluate a product before committing to a purchase. (See MI AS-860-2002-6.)

862.2 Hardware and Services Acquisition

862.21 General

Information technology hardware and professional services are acquired to support Postal Service business needs.

862.22 Responsibilities

862.221 Functional Organizations

Functional organizations, working in conjunction with their assigned portfolio manager or district IT manager, are responsible for the following:

- a. Developing a Statement of Work (SOW) that includes the scope, timeframe, deliverables, performance metrics, and other requirements the functional organization has of the supplier, its products, or its services.
- b. Providing the justification and market research data required to prepare a noncompetitive justification, if needed.
- c. Developing and supporting a noncompetitive justification, if needed.
- d. Funding the purchase and preparing an eBuy requisition.

862.222 Information Technology

IT is responsible for the following:

- a. Reviewing the SOW.
- b. Working with Supply Management to determine and to complete the acquisition strategy in the following ways:
 - (1) *Solicitations*. Works with the functional organization and Supply Management to develop the evaluation criteria; participates in the source selection and the technical evaluation and ensures that the business issues from an IT perspective are addressed.
 - (2) *Noncompetitive justifications*. Works with the functional organization to prepare sufficient documentation to justify obtaining services and/or products due to a compelling business interest, industry structure and practice, single source, or superior performance.
 - (3) *Contract modifications*. Provides requirements and technical input to Supply Management regarding business risks, terms, and conditions and suggests changes as needed.
- c. Monitoring the supplier's performance and notifying Supply Management when there is a performance or delivery issue.

87 Information Technology Infrastructure

871 Application Hosting

Application hosting provides computing services for Postal Service business units. These services are provided on a broad range of operating platforms in various locations to ensure that business applications are optimally deployed, operated, and supported. (See Handbooks AS-508, AS-802, and AS-805 for policies governing the placement of applications in the Postal Service computing environment.) The components of application hosting are discussed in the following sections.

871.1 Application, Database, and Web Hosting

871.11 Platforms and Storage

The hosting environment for business applications consists of mainframe, midrange (Unix), and Wintel platforms and a variety of storage solutions. All server solutions that support Postal Service enterprise and Web applications and their databases must comply with IT standards before being placed into production.

871.12 System Support

System support for applications in the centrally hosted environment includes the following activities:

- a. Developing interfaces to integrate vendor software.
- b. Installing and maintaining system software (i.e., with timely patch management).
- c. Hardening servers before production to ensure a secure computing environment.
- d. Installing and maintaining programs that aid application development and implementation.
- e. Working with hardware and software vendors and application developers to resolve problems.
- f. Monitoring performance and planning for changes in capacity.
- g. Managing configurations.
- h. Performing system administration tasks such as file backups.

871.13 Service Support

871.131 Description

The Service Level Agreement (SLA) is an agreement between the sponsor of an information system/application and IT that specifies system objectives such as the hours of system availability; hours of help desk support; and system update, backup, and maintenance windows. The Technology Framework and Host Computing Services Application Hosting Activation Process documents include the technical specifications necessary for installing and operating the application and are completed prior to drafting the SLA. For more information, visit http://it.usps.gov/pls/itprodnp/page?psite_id=10&pnode_id=33; from the "IT Spotlight" drop-down menu, click on *SLA*.

871.132 Requirements

All information systems or applications hosted in the IT environment must have a valid SLA completed and approved prior to the application's being installed in production in the IT Host Computing Environment. SLAs are effective for 1 year, unless the customer changes service-level objectives, at which time the SLA must be revised. If the SLA is not renewed each year, IT will not commit to previously stated service levels after the agreement expires. The responsible IT Business System Portfolio (BSP) Program Manager completes the following steps in establishing and renewing an SLA:

- a. Works with the sponsor to determine the sponsor's service objectives.
- b. Documents the service objectives in the SLA.
- c. Forwards the SLA to the service providers to obtain their signatures, amending the document as needed.

- d. Provides the signed SLA to the sponsor for final approval and acceptance.
- e. Forwards the final SLA signed by the service providers and the sponsor to the Manager, Host Computing Services, Eagan, MN.
- f. Conducts an annual review and renewal process prior to the end of the fiscal year, repeating steps a-e.

871.14 Problem Management

Problem management consists of resolving information technology problems, both nationwide and locally. These services are based on a centralized approach for reporting, handling, and escalating problems to minimize the time and resources needed to resolve them, keeping any outages within predetermined acceptable service levels.

871.15 Responsibilities

871.151 Information Technology

IT is responsible for the following:

- a. Hosting facilities, support staff and processing, and storage capacity to operate and maintain databases, business applications, and Web sites.
- b. Providing system support.
- c. Providing service support based on an active SLA.
 - (1) Performing an annual review of each SLA.
 - (2) Reminding the portfolio or functional manager about renewal requirements 2 months before the SLA expires.
- d. Providing problem management.

871.152 Portfolio Managers

Portfolio managers are responsible for the following:

- a. Registering applications in the EIR and eAccess.
- b. Ensuring that the Application Information Security Assurance (ISA) process has been completed before an application is hosted.
- c. Developing an SLA with the stakeholders; ensuring that all appropriate signatures are obtained before the application is activated; or working with them to determine whether an SLA should be renewed as is, renewed with changes, or not renewed.
- d. Ensuring that an Application Disaster Recovery Plan (ADRP) is developed, maintained, and provided to Disaster Recovery Services.
- e. Ensuring that a technical architectural diagram and detailed architectural description showing a technical architecture that is compatible with the hosting environment is available at the beginning of the application hosting activation process.

- f. Ensuring that all jobs, scripts, and operations and support documentation are available to the hosting organization before production.

871.153 Application Sponsors

Application sponsors are responsible for the following:

- a. Ensuring that applications are browser-accessible, browser-independent, and server-based, and that they use the Enterprise Directory Service for user authentication and authorization.
- b. Funding application hosting, including facilities, hardware, software, and ongoing support required to meet the level of service negotiated in the SLA.

871.2 IT Disaster Recovery

871.21 Description

IT disaster recovery testing and recovery services ensure that an application can be recovered at an alternate location if a significant interruption of computing services occurs. Disaster recovery requirements are based on the outcome of the application Business Impact Assessment (BIA), the component of the process that determines the potential consequences of system unavailability or loss and the related development of an ADRP. (See 882.3.)

871.22 Requirement

Federal mandate and Postal Service policy require that disaster recovery capabilities and plans be in place and tested for all business applications and systems designated as *critical* or *business-controlled criticality*. (See Handbooks AS-805, AS-805-A, and AS-802.)

871.23 Responsibilities

871.231 Functional Organizations

To ensure that appropriate disaster recovery plans are implemented, functional organizations should do the following:

- a. Review their applications with their assigned portfolio managers.
- b. Ensure that application BIAs are complete and maintained for every system.
- c. Identify the recovery time objective (RTO) and data currency needed to minimize the impact of business recovery.
- d. Ensure that funding and requirements are reflected in the client funding agreements system and SLA.

871.232 IT Integrated Business Systems Solutions Center or Systems Development Organizations

For applications classified as *business-controlled criticality* or *critical*, Integrated Business Systems Solutions Centers or system development organizations are responsible for

developing and maintaining ADRPs to document specifications for recovering them at alternate locations.

871.233 IT Disaster Recovery Services

IT Disaster Recovery Services is responsible for the following:

- a. Providing technical and procedural information to assist in the completion of the application BIA and ADRP before disaster recovery testing.
- b. Reviewing and approving the ADRP.
- c. Providing the environment and guidance for executing application recovery testing conducted by the application owner to verify that the application can be recovered within the RTO determined during the BIA.

872 Data Management

The technical infrastructure for data management provides the Postal Service gateway to secure corporate information. Data management consists of acquiring data from disparate sources and positioning it for appropriate access by business applications and authorized users and is based on the development, use, and maintenance of an enterprise architecture. Data management activities must comply with applicable federal and Postal Service information security rules and regulations and with Privacy Act, FOIA, and Postal Service privacy and records policies.

872.1 Data Access

Functional organizations that require data from existing or planned information systems must do the following:

- a. Inform the data steward (see 825).
- b. Fund new development or modifications to achieve data sharing.
- c. Comply with data integrity rules.
- d. Comply with applicable Postal Service privacy and security requirements.

872.2 Data Acquisition

872.21 Description

Postal Service corporate data acquisition service (CDAS) activities enable the "collect once, use many" approach to ensuring that data is a shared corporate resource. CDAS collects data from operational systems and makes it sharable corporate-wide to target systems such as the Postal Service enterprise data warehouse and other data stores.

872.22 Responsibilities

Portfolio managers are responsible for the following:

- a. Overall management of the project using CDAS.
- b. Funding the development and production support for CDAS-related efforts.

- c. Providing requirements for transformation of source data to target systems.

872.3 Data Warehouse

872.31 Description

The Postal Service data warehouse is the authoritative source for corporate data and reporting. It is a centralized resource that provides an integrated database and report and query infrastructure for the Postal Service as a whole, consolidating data from many systems and making it sharable to support accurate and consistent reporting throughout the Postal Service.

872.32 Responsibilities

872.321 Information Technology

IT is responsible for managing the data warehouse, operating the warehouse infrastructure, providing tools for ad hoc reports, and building predefined reports.

872.322 Functional Organizations

Functional organizations are responsible for working with their portfolio managers to identify reporting and storage requirements for the data warehouse.

872.4 Data Transfer

The Postal Service provides the capabilities to move data securely both internally and externally. Internally, it moves data between applications, databases, or file systems. Externally, it supports the transfer of electronic business documents between the Postal Service and its suppliers and customers. (See Handbook AS-805 for data transfer security requirements.)

872.5 Database Support

872.51 Description

Database support provides a stable production database environment across standard platforms to ensure that corporate information stored there has maximum availability.

872.52 Requests for Support

IT and functional organizations negotiate SLAs and budgetary support for each project. Requirements related to database support are published in corporate directives including, but not limited to the following: Handbooks AS-802, AS-805, AS-805-A and AS-812.

872.6 Corporate Data Presentation

872.61 Description

The Postal Service provides and supports a centralized set of data presentation tools to enable customized views of standard corporate reports and ad hoc report generation.

872.62 Responsibilities

872.621 Functional Organizations

Functional organizations are responsible for using the corporate data presentation tools for reporting the state of the corporation for presentation internally and externally.

872.622 Portfolio and Program Managers

Portfolio and program managers are responsible for the following:

- a. Managing the overall project that is using corporate data presentation tools.
- b. Funding development and production support for the corporate data presentation services related to their particular efforts.
- c. Providing reporting requirements.

873 Telecommunications

Telecommunications capabilities provide the technological underpinnings for data and voice communication among employees, customers, partners, and suppliers in a content-neutral approach implemented in accordance with security and privacy policies and guidelines. The components of the Postal Service telecommunications environment and related responsibilities are listed below.

873.1 Wide Area Network

873.11 Description

The Wide Area Network (WAN) provides network connectivity for Postal Service locations and business partners. It consists of computer-to-computer or facility-to-facility data communications across the Postal Service through a private, secure network and secure gateways to the Internet. This service is provided through a contract known as the Managed Network Service (MNS). Types of service provided under this contract include the following:

- a. New WAN service.
- b. Data rate changes (upgrading or downgrading of existing service).
- c. Modifications and relocation of existing service, including disconnecting.
- d. Small area office to large area office conversions.

873.12 Funding

Functional organizations are responsible for funding the installation and recurring network service costs for the facility or application for which the service is provided.

873.13 Requests for Service

To request or change service, submit Form 3037, *Request for Service*, available at <http://it> under *Resource Tool Box, Forms and Templates, Form 3037*.

873.2 Local Area Network**873.21 Description**

Local area networks (LANs) provide data communications connectivity within Postal Service facilities using wire-line and wireless technologies and designs.

873.22 Funding

Functional organizations are responsible for funding the fixed service installation costs at the facility they are responsible for.

873.23 Requests for Service

To request new or change existing service, submit Form 3037, *Request for Service*, available at <http://it> under *Resource Tool Box, Forms and Templates, Form 3037*.

873.3 Remote Access**873.31 Description**

Remote access is the capability for authorized users (generally employees, selected contractors, vendors, and business partners) to access the Postal Service network. Types of service include the following:

- a. Point-to-Point Protocol for communication between two computers, typically a personal computer connected via telephone line to a server.
- b. Virtual Private Network (VPN) for use of a public telecommunication infrastructure that maintains privacy through tunneling, encryption, authentication, access control, and auditing.
- c. Business partner connectivity for a secure connection, via either leased lines or VPN, for business entities requiring access to the Postal Service routed network.

873.32 Funding

Postal Service executive sponsors are responsible for funding secure connectivity for business partners related to their areas.

873.33 Requests for Service

To request service, submit the appropriate form to the Network Connectivity Review Board at ncrb@email.usps.gov. Forms are available at <http://it>. Click *Support*, then under "Corporate Information Security," click *CISO Organization Information*, then *Network Connectivity Review Board*, then *Request Forms*. Postal Service executive sponsors must initiate any business partner requests related to their areas of responsibility.

873.4 Telephony/Voice**873.41 Description**

This service provides technical direction, specification development, and guidance for the acquisition of large and small telephone systems; upgrades and long distance and local service support; technical support in the design and implementation of infrastructure cabling for both inside and outside plant applications; public address (paging) systems; and guidance on equipment maintenance coverage.

873.42 Toll-Free Service

The Postal Service uses toll-free services to cover the continental United States, Alaska, Hawaii, Puerto Rico, all U.S. territories, and international toll-free services, when required, and has established standardized processes for acquiring them.

873.43 Funding

Functional organizations are responsible for funding the installation and recurring network service costs for the facility or application for which the service is provided.

873.44 Requests for Service

To request service, submit Form 3037, *Request for Service*, available at <http://it> under *Resource Tool Box, Forms and Templates, Form 3037*. Business support vendors and telecommunications companies can be reached directly by field users under contracts established for the Postal Service.

873.5 Wireless Devices and Services**873.51 Description**

The Postal Service provides for the acquisition, deployment, and support of wireless devices and services to support its business activities. Such devices include pagers, personal digital assistants (PDAs), and cellular telephones. Wireless devices and services, as described here, do not include devices and services integrated with operational mail processing equipment. Supported services, providers, and funding responsibilities are shown in Exhibit 873.5.

873.52 Requests for Service

Personnel should select service from providers that are approved for their respective locations. If more than one provider is available, local IT personnel, with IT Telecommunications Services oversight, will guide managers on the choice of provider based on the expected patterns of use.

Exhibit 873.5

Funding Responsibility for Wireless Services

Service	Providers	Funding Responsibility
Cellular Telephone	AT&T Wireless Cingular Wireless Nextel Wireless Sprint Wireless Verizon Wireless	Local
Pager	Skytel	Local
PDA	Compaq Blackberry	Local

873.6 Radio Frequency**873.61 Description**

The Postal Service provides radio frequencies spectrum support for wireless devices used to support its business activities, including acquisition and deletions, radio device inventory, and operational assurance.

873.62 Funding

The local facility requiring radio frequency service is responsible for funding.

873.7 Responsibilities**873.71 Information Technology**

IT is responsible for the following:

- a. *Overall.* Engineering, managing, and operating the Postal Service national telecommunications voice, video, data, satellite, and wireless communications networks in partnership with various contractors.
- b. *Wireless Devices and Services.* Administration and fiscal oversight, including monitoring and auditing; working with Supply Management to select service providers nationwide and to establish service provider agreements.
- c. *Toll-Free Services.* Approval and ordering of service; program administration; fiscal oversight, including rate monitoring and auditing; and overall invoice review.
- d. *Radio Frequency.* Developing policies and procedures for managing the technology; providing guidance, contractual vehicles, and regulatory support to ensure that wireless programs within the districts are operating within regulations; and designing and developing solutions for the districts.

873.72 District Manager

The district manager, through the information systems (IS) manager at the district level, manages voice, video, facsimile, and data telecommunications systems within a geographic boundary, including processing and distribution installations.

873.73 Information Systems Manager, District Level

The IS manager at the district level is responsible for the following:

- a. *Overall.*
 - (1) Managing operation and implementation of voice, video, facsimile, and data telecommunications systems within a geographic boundary.
 - (2) Requesting IT Telecommunications Services for installation, modification, or removal of:
 - (a) Private Branch Exchange (PBX) telephone systems.
 - (b) Electric key telephone systems of seven or more lines.
 - (c) Automatic call distribution and voice response systems, station message detail recorders, and public address systems.
 - (d) Walkie-talkie-type radio systems, beepers/pagers, speaker phones, stand-alone single answering or recording devices, special hearing and seeing devices, and automatic dialing devices.
 - (e) Off-premises extensions or foreign exchange circuits.
 - (f) Coordinating one to six telephone lines and one or two telephone instruments with the local IS manager.
- b. *Local Area Networks.* Documenting and managing LANs within a geographic boundary.
- c. *Radio Frequency.* Working with IT Telecommunications Services for the engineering of wireless devices, systems, and programs and for managing commercial service accounts and cellular and paging service accounts.

873.74 Telecommunications Coordinator

The telecommunications coordinator is designated by the IS manager to coordinate voice, video, facsimile, and data telecommunications activities within an installation. The telecommunications coordinator has the following responsibilities:

- a. Operating voice, video, facsimile, and data telecommunications systems in an installation (can be one or more buildings in a limited geographic area).
- b. Coordinating implementation and integration of universal wiring systems.
- c. Managing the cable plant and maintaining cable records.
- d. Requesting changes to Federal Technology Service (FTS) through IT.

- e. Submitting changes or requests for access to Postal Service networks to Telecommunication Services.
- f. Complying with telecommunications systems security policies. (See Handbook AS-805.)

873.75 Postal Inspection Service

873.751 Requests

The Postal Inspection Service (Information Technology Division) processes telecommunications requests from Postal Inspection Service (Information Technology) organizations. Forward requests to:

MANAGER INFRASTRUCTURE SUPPORT
US POSTAL INSPECTION SERVICE
INFORMATION TECHNOLOGY DIVISION
2111 WILSON BLVD STE 500
ARLINGTON VA 22201-3036

873.752 Postal Inspector-In-Charge

Each Postal Inspection Service division postal inspector-in-charge approves installations of, or changes to, telephone equipment, such as the relocation or addition of telephone instruments for that division.

873.8 Facility Infrastructure Design and Engineering

Communication systems and services are designed and engineered based on Postal Service structured wiring requirements for Postal Service facilities nationwide and include voice and data communications, PBXs, and LANs. Implementation and installation of these designs are closely coordinated to comply with applicable requirements.

874 Distributed Systems Management

874.1 Description

Distributed systems management is the centralized, standardized approach to managing computers distributed throughout the postal computing environment that allows the Postal Service to enhance the performance of its applications, systems, and services. The approach includes system and network management disciplines that enhance technology integration, implementation, and support, yielding better business value and productivity improvement. The components of distributed systems management are listed in the following sections.

874.2 Enterprise Management

874.21 Description

Enterprise management activities ensure the maximum availability of Postal Service operating systems and databases. Those activities include: tuning, troubleshooting, backup and recovery, distribution of software changes, and coordination of disaster recovery procedures; remote system management and support for distributed systems and applications; nationwide support for distributed IT infrastructure; support services, including management of

performance, files and directories, problem faults, software distributions, tape backups and restores, deployments, and Novell Directory Services; and disaster recoveries, reports, and changes.

874.22 Responsibilities

Responsibilities related to enterprise management are published in Handbooks AS-802 and AS-805.

874.3 Distributed Systems Engineering and Management

874.31 Configuration Management

All technology components in the postal computing environment are managed under the change and configuration management (C/CM) process. C/CM is a required part of every technology project, and the associated costs must be included in project funding. (See MI AS-850-2002-10.)

874.32 Technology Engineering

874.321 Description

Technology engineering consists of server and workstation design, engineering, and integration services for COTS software products on the Advanced Computing Environment platform.

874.322 Responsibilities

IT can provide the following:

- a. Engineering, integration, and packaging, which includes server installation scripts, application launching scripts, and associated documentation.
- b. Certification and beta testing.
- c. Initial deployment, if the functional organization does not install the applications and supporting hardware and infrastructure or the support of the sites during initial rollout.
- d. Ongoing Level 3 support and infrastructure updates and testing.

874.323 Requests for Service

To request service, submit Form 3037, *Request for Service*, available at <http://it> under *Resource Tool Box, Forms and Templates, Form 3037*.

875 Electronic Messaging

The Postal Service electronic messaging environment enables communication in a manner that ensures security and integrity of the environment, complies with monitoring and other applicable policies, and streamlines the development and support of electronic messaging applications throughout the organization. This environment provides the means for users to send text messages and data files electronically to other employees, suppliers, partners, and customer organizations through the gateway to the Internet to

almost anyone in the world who has an e-mail address. The service is available around the clock.

875.1 E-mail Support

875.11 Description

E-mail support provides the backbone that supports the Postal Service electronic messaging service. This support entails distribution of the messaging client (the e-mail application that runs on the personal computer), user support, engineering of the messaging servers, and administration. (See MI-AS-840-2004-2.)

875.12 Requests for Service

Submit requests for a Postal Service e-mail account at <http://eAccess>. If necessary, contact your local IT manager to configure your computer for e-mail.

875.2 Personal Digital Assistant (Blackberry Services)

875.21 Description

Personal digital assistants (PDAs), including wireless Blackberry-style units, are handheld devices that combine a variety of computing and communication features. The Postal Service will allocate PDAs as described below to support selected business activities.

875.22 Funding and Providing

875.221 Officers and Postal Career Executive Service Executives

Headquarters IT will fund and provide Blackberry PDAs (or successor units) to Postal Service officers and Postal Career Executive Service (PCES) employees.

875.222 Executive Administrative Service Employees

PCES executives must approve and fund Blackberry PDAs (or successor units) for Executive Administrative Service (EAS) employees, and Headquarters IT will provide the equipment.

Note: No wireless PDA technology may be issued to Fair Labor Standards Act (FLSA) nonexempt EAS personnel or bargaining unit employees outside of normal working hours due to FLSA constraints.

875.23 Requests for Service

To request information about ordering and activating wireless PDA service, contact the Headquarters IT Help Desk at 202-268-5588 or 800-268-5588 from outside the Washington, DC, Metropolitan Area. The Headquarters IT Help Desk is also available via e-mail at ##IT Help Desk.

88 Information Security

881 Description

Information security activities enable the Postal Service's capability to ensure the integrity, availability, and confidentiality of its information resources. These IT activities

develop the strategies and policies to support information security and comply with federal and legal requirements. Information security policies are published in Handbook AS-805 and related documents. The key policy service components are described in the following sections.

882 Supporting Services

882.1 Secure Infrastructure

This IT service provides activities that develop, implement, and operate technologies and methods to protect the Postal Service infrastructure and includes the following components:

- a. *Enterprise Information Security Architecture*. Defines the Postal Service information security services, vehicles, tools, mechanisms, and procedures that reflect security policy, business objectives, and available technology.
- b. *Technology Assessment*. Evaluates and recommends security products for inclusion in the ITK and evaluates infrastructure and COTS products for common vulnerabilities and exposures.
- c. *Computer Incident Response Team (CIRT)*. Responds to computer incidents and provides threat and vulnerability reconnaissance. To report a suspected computer security violation, please call 1-866-USPS-CIR(T) (1-866-877-7247) or send an e-mail message to USPSCIRT@email.usps.gov.
- d. *Network Vulnerability Testing*. Performs network and modem vulnerability testing, onsite testing of critical sites, and remote testing of high-risk sites to identify exploitable vulnerabilities and then provides recommendations to mitigate those vulnerabilities.
- e. *Network Connectivity Review Board*. Establishes the standards and process for connecting to the Postal Service network. (See Handbook AS-805-D.)
- f. *Intrusion Detection*. Provides security for systems with critical business applications, including intrusion detection, host vulnerabilities analysis, security trend analysis, unauthorized-use-attempt forensics, and response to attacks.
- g. *Penetration Testing and Vulnerability Scans*. Evaluates the effectiveness of an implemented network segment or information resource by scanning for vulnerabilities and compliance with hardening requirements and attempts to bypass implemented controls.
- h. *Server Hardening*. Provides hardening requirements and standards to ensure that nonessential system services are shut down, responsible administrative practices are followed, and security updates are applied. IT will work with functional organizations to customize server hardening for systems in

development, for systems in use that have vendor support, and for legacy systems that have limited support resources.

- i. *Secure Enclaves.* Provides network areas where special protections and access controls, such as firewalls and routers, are used to secure information resources.
- j. *Wireless Access Security.* Ensures that distributed wireless LANs comply with IT wireless standards. Provides onsite and remote testing of facilities to locate and identify wireless access points and wireless ad hoc networks, identifies wireless hardware configured without appropriate encryption and authentication mechanisms enabled, and provides recommendations for mitigating wireless vulnerabilities.
- k. *Personnel Security.* Works with the Postal Inspection Service to identify sensitive positions and ensure that individuals assigned to those positions have the appropriate background investigation and level of personnel clearance before they obtain physical access to Postal Service information resources or access to sensitive, business-controlled sensitivity, critical, or business-controlled criticality information. Works with Human Resources to include information security responsibilities in job descriptions and in personnel performance appraisals.
- l. *Physical and Environmental Security.* Provides a coordinated IT and Inspection Service approach to protect information resources in the areas of physical access controls to facilities and work areas, controlled areas inside facilities, and environmental security.

882.2 User Authentication and Access Control

This service provides user accountability by managing access to and use of Postal Service information resources based on user registration, authorization, identification, verification, and authentication. Management is enabled via eAccess at <http://eaccess>, the Postal Service centralized application for requesting and approving access to Postal Service information resources.

882.3 Application Information Security Assurance (ISA)

This service identifies the sensitivity and criticality of a Postal Service information resource and the corresponding security requirements, ensures that appropriate protection controls and processes are implemented, manages residual risk, and culminates with the certification, accreditation,

and approval to deploy. It includes the following components:

- a. *Application Business Impact Assessment.* The application BIA determines compliance with privacy requirements, the sensitivity, criticality, and recovery time objective of the information resource, and the appropriate security requirements to protect the information resource based on its sensitivity and criticality.
- b. *Application Risk Management.* This component defines the methods for ensuring cost-effective protection of information resources through risk assessment, risk mitigation, and risk acceptance processes.
- c. *Application Disaster Recovery Plan (ADRP).* The ADRP documents the specifications for recovering an application based on the RTO.
- d. *Security Plan.* A security plan describes information security controls (safeguards) and processes in place or planned for meeting the information security requirements.
- e. *Security Testing and Evaluation.* This component defines a test plan and process for testing the information security controls implemented for the information resource.

882.4 IT Business Continuity Management

Business continuity management (BCM) is comprised of business continuity planning and disaster recovery planning. BCM must be implemented for Postal Service information resources and facilities designated by the VP/CTO as major information technology sites to meet its business continuity and contingency planning commitments, to protect Postal Service personnel and assets, and to reduce the likelihood and impact of a disruption to essential business functions of the Postal Service and its customers. BCM requires the following:

- a. A comprehensive business continuity plan for each major IT facility to provide for incident management, facility recovery, and workgroup recovery.
- b. An ADRP for each information resource designated as *critical* or *business-controlled criticality*.

882.5 Strategies and Compliance

This IT service emphasizes the significance of information security requirements for maintaining public trust, continu-

ing business operations, and protecting Postal Service investments and includes the following components:

- a. *Policies, Procedures, and Standards.* Creating and evaluating information security policies, procedures, and standards to support an enterprise information security program that meets federal requirements and incorporates prudent industry practices.
- b. *Training and Awareness.* Providing training and awareness products that leverage techniques to communicate policies, procedures, and standards and ensure all employees and contractors are aware of their information security responsibilities and the appropriate, secure use of information resources.
- c. *Monitoring.* Monitoring information resources as required to ensure compliance with Postal Service policies, procedures, and standards.
- d. *Compliance.* Providing consulting support for inspections and evaluations to the Postal Inspection Service and the Office of the Inspector General (OIG) and recommending remedial action to address significant deficiencies. This may involve conducting administrative investigations for the purpose of maintaining effective information security and confiscating information resources as requested by the Postal Inspection Service or OIG.

883 Law Enforcement and Audit

883.1 Postal Inspection Service

883.11 General

The Postal Inspection Service is a federal law enforcement agency within the Postal Service mandated to protect the Postal Service and its employees and customers from criminal attack and to protect the nation's mail system from criminal misuse. The Inspection Service's overall goals of safety, security, and integrity are based on its mission and relate to all aspects of its jurisdiction and responsibilities. Through its criminal, investigative, preventive, and security programs, the Inspection Service strives to ensure the safety of Postal Service customers and employees; increase the security of Postal Service products, services, and assets; and maintain the public trust in the integrity of the postal system. The responsibilities of the Inspection Service include the following:

- a. The chief postal inspector is designated as the security officer for the Postal Service and is the Postal Service point of contact for receiving notices concerning an assignment of a threat condition under the Homeland Security Advisory System.
- b. The chief postal inspector will have the specific responsibility for liaison with federal, state, and local law enforcement when implementing protective measures.

- c. The Postal Inspection Service is responsible for conducting criminal investigations when Postal Service networks and computers are used to facilitate an attack or crime against Postal Service partners, employees, or customers. Complete descriptions of Postal Inspection Service responsibilities relating to security can be found in ASM 27.

883.12 Personnel Security

Clearance must be obtained for persons in sensitive positions. Management is responsible for ensuring that data processing-related positions meet the security guidelines established by the Postal Inspection Service and that all information systems-related positions requiring sensitive clearances are identified and clearances are kept current. (See ASM 272.)

883.13 Physical Security

Computer equipment, data, facilities, and information must be safeguarded at a level appropriate to their value to the Postal Service or because of statutory requirements. The minimum security requirements are found in Handbook RE-5, *Building and Site Security Requirements*, which is not all-inclusive, and Handbook AS-805, *Information Security*. The security control officer (SCO), is responsible for both physical and personnel security. The SCO is not to be confused with the Corporate Information Security Office information systems security officer (ISSO).

883.2 Office of Inspector General

The Office of Inspector General (OIG) audits Postal Service information systems and performs developmental audits of automated systems, audits of operational and financial systems, and environmental audits. The OIG is also responsible for conducting criminal investigations of attacks on postal networks and computers.

89 Records Retention

891 Record Definition and Ownership

For information on record definition and ownership, see Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*.

892 Records Control Schedules

For the retention periods for forms used at Post Offices, see Exhibit 892, *Retention Periods for Post Office Forms*. Keep records for the periods indicated and then dispose of them as specified in ASM 895.3.

893 Other Records

For information about the retention of other records, contact the manager, Records Office.

894 Extension of Retention Periods

Records should not be maintained for longer than the periods specified in Exhibit 892 or by the manager, Records

Office. (See 893.) Retention periods may be extended in response to a court order or if the records are needed for a special use.

895 Protection

895.1 Safeguards

Appropriate safeguards, such as access restrictions, records controls, lockable cabinets, or lockable rooms, must be provided to protect records that include information needed to protect the Postal Service's interests, its employees, contractors, or the general public, and to ensure the security and privacy of records that include information about customers, employees, or other individuals.

895.2 Transfer and Storage

895.21 Requirement

Records no longer required for active reference but not yet eligible for destruction must be transferred by the cutoff period (e.g., period of time such as a quarter or fiscal year) to local storage or a Federal Records Center (FRC).

895.22 Local Storage

Transfer to local Postal Service storage must be accompanied by Form 773, *Records Transmittal and Receipt*.

895.23 Federal Records Centers

The following procedures apply with respect to transferring records to the FRCs:

- a. *Conditions*. Forward to FRCs only:
 - (1) Records series approved by the National Archives and Records Administration (NARA) and having a remaining life of more than 1 year.
 - (2) Volumes of records consisting of 1 cubic foot or more. (The installation must keep quantities of less than 1 cubic foot and destroy them in-house when the retention period expires.)
- b. *Procedures*. For procedures for sending employee personnel and medical records to the National Personnel Records Center (NPRC), contact the Postal Service Records Office. When shipping records to an FRC other than the National Personnel Records Center at St. Louis, Missouri, use the following procedures:
 - (1) Assemble records to be shipped and pack (to capacity) in 1 cubic foot boxes, obtained for this purpose from the General Services Administration. Prepare a box list, identifying the folders in each box, in duplicate. Insert one copy of the box list in the first box of the accession, to be shipped with the records, and retain one copy locally.

- (2) Complete two copies of SF 135, *Records Transmittal and Receipt*. This form may be obtained from the NARA Web site at http://www.archives.gov/records_center_program/forms/sf_135_intro.html. Send both copies to the receiving FRC at least 2 weeks before the intended shipping date.

- (3) FRC shows approval by returning one annotated copy of SF 135 to the requesting installation.

- (4) Place a copy of SF 135 in the first box of the shipment and ship. Hold a copy in your office until FRC returns the receipted copy.

- c. *Location*. See Exhibit 895, Federal Records Centers, for FRC addresses and areas served.

- d. *Retrieval*. The installation from which the records were sent handles their retrieval. Requests for retrievals are made on Optional Form (OF) 11, *Reference Request — Federal Records Centers*. FEDSTRIP ordering offices order this form directly from GSA; non-FEDSTRIP ordering offices order this form from their supporting supply section or from their GSA Customer Supply Center. Retrievals are made at the FRCs by the accession number and the box location number recorded on the SF 135 when the records were approved for transfer.

Note: Records transferred to local or FRC storage remain under Postal Service control.

895.3 Disposal

895.31 Definition

Disposal is the permanent removal of records or information from Postal Service custody by the following methods:

- a. Transferring to the National Archives.
- b. Donating to the Smithsonian Institution, local museums, or historical societies.
- c. Selling as waste material (see ASM 895.32).
- d. Discarding.
- e. Physically destroying.

895.32 Sale

Paper records whose retention periods have expired may be sold as waste paper, if they do not include personal or other information that cannot be disclosed to the general public (see Handbook AS-353). Those records must be destroyed. The contract for sale must prohibit the resale of the records as records or documents. Film or plastic records may be sold under the same conditions and in the same manner.

895.33 Destruction

Records that cannot be sold may be destroyed by shredding, pulping, or burning.

896 Micrographics**896.1 Definitions****896.11 Micrographics**

Micrographics is a technology that reduces any form of information to a microform medium.

896.12 Microform

Microform is a generic term for any form, either film or paper, that contains microimages; a unit of information, such as a page of text or drawing, too small to be read without magnification.

896.2 Policy

Micrographics may be used for the following purposes, if the applications are supported by enough documentation to prove cost-effectiveness and provide maximum compatibility with other micrographic applications, systems, and equipment:

- a. Preservation of deteriorating records.
- b. Production of archival or intermediate records.
- c. Duplication of information for dissemination to other locations.
- d. Increased efficiency in searching records.
- e. Greater security for sensitive records.
- f. Reduction of paper record holdings or use of space.

896.3 Requirements**896.31 Legal**

Federal statutes provide for the legality and admissibility of microforms that accurately reproduce or form a durable medium for reproducing the original record (28 U.S.C. 1732). To meet the requirements of these statutes, microform records must be produced in the regular course of business and be able to be satisfactorily identified and certified.

- a. Original documents sometimes must be retained to resolve questions of document authenticity.
- b. If the authenticity of documents having legal significance could be subject to question, obtain the advice of the chief field counsel (or for Headquarters organizations, the managing counsel, civil practice) before disposing of the original.

896.32 Archival

Only original silver halide microfilm has sufficient archival quality to be substituted for documents requiring permanent retention or to produce microforms of permanent retention value.

896.33 Maintenance and Disposal

Microforms are subject to all regulations on retention, disclosure, privacy, and security of Postal Service records and information.

Exhibit 81

References**Handbooks**

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

AS-508, *Section 508*

AS-802, *Postal Computing Operations Standards*

AS-805, *Information Security*

AS-805-A, *Application Information Security Assurance (ISA) Process*

AS-805-C, *Information Security for General Users*

AS-805-D, *Information Security Network Connectivity Process*

AS-805-G, *Information Security for Mail Process Equipment/Mail Handling Equipment (MPE/MHE)*

AS-812, *Relational Database Management System (RDMS) Naming Standards and Guidelines*

AS-820, *Postal Computing Environment*

EL-301, *Guidelines for Processing Personnel Actions*

RE-5, *Building and Site Security Requirements*

Management Instructions

MI-AS-810-2003-1, *Information Technology Governance*

MI-AS-860-2002-6, *Obtaining and Evaluating Information Technology Software and Hardware Products for a Trial Period*

MI-AS-850-2002-10, *Information Technology Change and Configuration Management*

MI-AS-860-2003-2, *Data Stewardship: Data Sharing Roles and Responsibilities*

MI-AS-840-2004-2, *Electronic Messaging (e-mail)*

MI-AS-860-2003-11, *Securing Wireless Local Area Networks*

Web Locations

<http://blue.usps.gov/caweb/privacy/welcome.htm> for privacy information

<http://it.usps.gov> for IT organization and services information

<http://eir.usps.gov> for the Postal Service Enterprise Information Repository

<http://itk.usps.gov> for the Postal Service Infrastructure Toolkit

<http://it.usps.gov>; click *Support*, then *Corporate Information Security*, then *Corporate Information Security Organization* for the Network Connectivity Review Board
<http://ism> for the Integrated Solutions Methodology
<http://blue.usps.gov/cpim> for Postal Service policies and procedures

<http://eaccess.usps.gov> for requesting computer access
<http://it.usps.gov> under "Resource Tool Box," select *Forms and Templates*, then *Form 3037* for requesting new or changing existing telecommunications services
<http://esla.usps.gov> for a listing of Service Level Agreements

Exhibit 892

Retention Periods for Post Office Forms

Form/ Label No.	Title	Retention Period	Cutoff*
Label 11-A	Express Mail Post Office to Post Office Service	* 6 months	1
	Corporate Accounts (Finance Copy)	1 year	1
Label 11-B	Express Mail Next Day Service Post Office to Addressee	*6 months	1
	Corporate Accounts (Finance Copy)	1 year	1
Label 11-E	Express Mail Post Office to Post Office	*6 months	1
Label 11-F	Express Mail Post Office to Addressee	*6 months	1
OF 15	Government Property Sales Announcement and Poster Combined	Dispose of in not less than 1 year and not more than 2 years.	1
OF 16	Sales Slip — Sale of Government Personal Property	Dispose of in not less than 1 year and not more than 2 years.	1
OF 346	U.S. Government Motor Vehicle Operator's Identification (Card)	4 years	2
PS 4	Employee's City or County Withholding Certificate	Maintain on permanent (right-hand) side of the employee's personnel file.	
	If superseded	4 years	2
PS 7	Service Record	3 years	2
PS 296	Custody Receipt	Return to individual or destroy when accountability is terminated.	
PS 542	Inquiry About a Registered Article or an Insured Parcel or an Ordinary Article	2 years	3
PS 571	Discrepancy of \$100 or More in Financial Responsibility	2 years	3
PS 697	Extension of City Delivery Service	2 years	
PS 773	Records Transmittal and Receipt	2 years	2
PS 961-A	Post Office Property Record		
	Interim	Destroy when updated/superseded or a subsequent review is completed.	
	Permanent	Retain until equipment is transferred/disposed, then forward to the information service.	
PS 969	Material Recycling and Disposal	Dispose of in not less than 1 year and not more than 2 years.	1
PS 991	Application for Promotion or Assignment	2 years	2
PS 1000	Domestic Claim or Registered Mail Inquiry	3 years	3
PS 1017-A	Time Disallowance Record	3 years	1
PS 1017-B	Unauthorized Overtime Record	3 years	1
PS 1091-A	Post Office Box Fee Register (<i>Note:</i> If automated, delete customer record upon termination of service).	2 years	2
PS 1091-B	Register for Caller Service Fees (<i>Note:</i> If automated, delete customer record upon termination of service).	2 years	2
PS 1093	Application for Post Office Box or Caller Service	2 years	2
PS 1094	Request for Post Office Box Key or Lock Service	2 years	2
PS 1188	Cancellation of Organization Dues from Payroll Withholdings	Maintain on permanent (right-hand) side of the employee's official personnel file.	
PS 1192	U.S. Savings Bond Authorization for Purchase and Request for Change	13 PPs	1
PS 1199A	Direct Deposit	13 PPs	1

Form/ Label No.	Title	Retention Period	Cutoff*
PS 1216	Employee's Current Mailing Address	Destroy after computer processing is verified.	
PS 1224	Court Duty Leave — Statement of Service	3 years	1
PS 1230-C	Time Card — Other Service	3 years	1
PS 1234	Utility Card	3 years	1
PS 1236-A	Weekly Loan, Transfer, and Training Hours	3 years	1
PS 1260	Non-Transactor Card		
	Corrections	1 month	
	Time Card Supporting Documentation	3 years	
PS 1261	Non-Transactor Report		
	Corrections	1 month	
	Time Card Supporting Documentation	3 years	
PS 1262	PSDS Loaned Employee Non-Transactor Card	1 month	1
PS 1268	Employee Suggestion Control Record	2 years	
PS 1269	Employee Suggestion	2 years	2
PS 1311	Carrier Transportation Agreement	2 years	2
PS 1314	Regular Rural Carrier Time Certificate	3 years	
PS 1314-A	Auxiliary Rural Carrier Time Certificate	3 years	1
PS 1377	Request for Payment of Postmaster Replacement and/or RSC F Postmaster Overtime	3 years	1
PS 1476	PSDS EMR Items Transcript	Destroy after computer processing is verified.	
PS 1481	Register of Checks Drawn on Symbol 9500	4 years	1
PS 1483	Accounting Copy — 9500 Form	4 years	
PS 1508	Statement by Shipper of Firearms	1 year	1
PS 1509	Sender's Application for Recall of Mail	2 months	
PS 1510	Mail Loss/Rifling Report	1 year	3
PS 1532	Semiannual Check of Overflow Mail	1 year	
PS 1542	Service Point Delivery Requirements	1 year	1
PS 1551	Accountbook for Post Offices and Financial Reporting Units — CAGs H-L	5 years	1
PS 1564	Address Change Sheet	1 year	
PS 1564-A	Delivery Instructions	Destroy when updated/superseded or a subsequent review is completed.	
PS 1564-B	Special Orders	1 year	2
PS 1567	Requisition for Rubber Hand Canceling Stamps	Dispose of in not less than 1 year and not more than 2 years.	
PS 1571	Undelivered Mail Report	2 years	
PS 1578-B	Requisition for Facing Slips or Labels	1 year	
PS 1583	Application for Delivery of Mail Through Agent	2 years	1
PS 1586	Supply Record	Dispose of in not less than 1 year and not more than 2 years.	
PS 1597	Work Assignment and Mail Count (Messenger Operations)	1 year	1
PS 1604	Confirmation of Trust Fund Balance	1 PQ	
PS 1621	Delivery Management Report	1 year	2
PS 1627	General Purpose Ruled Form	2 years	
PS 1700	Accident Investigation Worksheet	3 years	2
PS 1717	Bid for Preferred Assignment	6 months	2
PS 1723	Assignment Order	3 years	1
PS 1726	Employee Suggestion Acknowledgment/Advice: Adopted Suggestions	4 years	2
	Disapproved Suggestions	2 years	2
PS 1727	Award Recommendation/Authorization	4 years	2
PS 1764	Accident Analysis Summary	5 years	1
PS 1767	Report of Hazard, Unsafe Condition, or Practice	5 years	1
PS 1768	Safe Driver Award Committee Decision	4 years	2
PS 1769	Accident Report	5 years	1
PS 1770	Mail Piece Spill or Leak Incident Report	5 years	1
PS 1772	Accident Log	5 years	1
PS 1773	Report of Hazard Log	5 years	1
PS 1783	On-the-Job Safety Review/Analysis	5 years	1

Form/ Label No.	Title	Retention Period	Cutoff*
PS 1804-C	Postmaster's Certification of SDM Equipment Maintenance	2 years	2
PS 1813	Late Leaving and Returning Report — First Carrier Delivery Trip	2 years	
PS 1838	Carrier's Count of Mail — Letter Carrier Routes (Management Summary)	1 year	6
PS 1838-A	Carrier's Count of Mail — Parcel Post and Combination Services Worksheet/Management Summary	1 year	6
PS 1838-B	Parcel Post Firm Delivery Worksheet	1 year	6
PS 1838-C	Carrier's Count of Mail — Letter Carrier Routes Worksheet	1 year	6
PS 1840	Carrier Delivery Route — Summary of Count and Inspection	1 year	6
PS 1840-B	Carrier Time Card Analysis	1 year	6
PS 1915	Authorization to Flag Employee's Accounts	3 years	
PS 1994	Employee's Work Schedule	3 years	
PS 2016	Mail Theft and Vandalism Complaint	1 year	3
PS 2025	Contract Personnel Questionnaire	1 year	2
PS 2081	Contractor Employee Assignment Notification	1 year	2
PS 2106	Adjudication — Tort Claims	3 years	2
PS 2146	Employee's Claim for Personal Property	3 years	1
PS 2198	Accident Report — Tort Claim	3 years	2
PS 2202	Daily Time Record	3 years	
PS 2243	PSDS Hours Adjustment Record	3 years	1
PS 2371-A	MOD 2 Performance Summary — Mail Volume	2 years	
PS 2480	Driving Record — For Positions That Require Driving	3 years	
PS 2548	Individual Training Record — Supplement Sheet	Maintain on permanent (right-hand) side of the employee's official personnel file.	
PS 2550	Interview Notice	5 years	
PS 2591	Application for Employment	2 years	2
PS 2858-C	City Carrier Cost System — FY92	5 years	1
PS 2858-R	Rural Carrier Cost System — FY92	5 years	1
PS 2866	Presort Verification Record	1 year	1
PS 2866-IP	In-Plant Verification for Second- and Fourth-Class Matter	1 year	2
PS 2932	Customs Collections Summary	2 years	
PS 2933	Register of Uncollected Customs Charges	2 years	
PS 2960	Inventory Record	2 years	
PS 3077	Request to Forward Salary Check	13 PPs	
PS 3189	Request for Temporary Schedule Change for Personal Convenience	3 years	1
PS 3205	Requisition for Plain Stamped Envelopes	2 years	1
PS 3216	Requisition for Postal Cards — Bulk Quantities	2 years	1
PS 3217	Order for Forms 3216	2 years	1
PS 3227	Stamps by Mail	Dispose of after audit of accountability/next stamp credit examination or resolution of differences, whichever is longer.	
PS 3227-R	Stamp Purchase Order (Rural)	Dispose of after audit of accountability/next stamp credit examination or resolution of differences, whichever is longer.	
PS 3236	Uniform Allowance, Cap Disbursements	4 years	1
PS 3237	Stamp Stock Destruction Committee Notice of Appointment	3 years	
PS 3240	Uniform Allowance Inquiry	1 year	3
PS 3309	Advice of Shipment/Stamp Invoice	2 years	1
PS 3356	Stamp Requisition — Bulk Quantities	2 years	1
PS 3499	Operations Analysis Report	2 years	
PS 3503	Record of Deposits Made While Second-Class Application Is Pending	2 years	2
PS 3510	Application for Additional Entry, Reentry, or Special Rate Request for Periodicals Publication	1 year	2
PS 3526	Statement of Ownership, Management, and Circulation	5 years	1
PS 3538	Irregular Handling of Undeliverable Periodicals Publication	2 years	3
PS 3541-C	Periodicals Certification for Multiple Issues (On the Same Day)	3 years	1
PS 3541-E	Periodicals Certification for Multiple Issues (Not on the Same Day)	3 years	1

Form/ Label No.	Title	Retention Period	Cutoff*
PS 3548	Review and Verification of Circulation	Destroy when updated/superseded or a subsequent review is completed.	
PS 3555	Report of Returned Mail	2 years	
PS 3575	Change of Address Order	18 months	1
PS 3600-R	Postage Statement — First-Class Mail — Permit Imprint	4 years	1
PS 3601-A	Application or Update for a License to Lease and Use Postage Meters	2 years	2
PS 3602-N	Postage Statement — Nonprofit Standard Mail Letters and Flats — Permit Imprint	4 years	1
PS 3602-R	Postage Statement — Standard Mail Letters and Flats — Permit Imprint	4 years	1
PS 3604	Nonuse Revocation of Mailing Permit or Meter License	1 year	2
PS 3605-PC	Statement of Mailing with Meter Postage Affixed — Priority Mail and Zone-Rated Fourth-Class Mail	4 years	
PS 3605-R	Postage Statement Zoned Rate Standard Mail Permit Imprint	4 years	
PS 3607	Weighing and Dispatch Certificate	2 years	
PS 3608-R	Postage Statement — Media Mail or Library Mail — Permit Imprint	4 years	
PS 3609-PO	Control for Post Office Meter	2 years	2
PS 3616	Report of Quarterly Verification of Metered Mail	2 years	
PS 3619	Permit Number Record	1 year	2
PS 3623	Application for Nonprofit Standard Mail Rates at Additional Mailing Office	3 years	2
PS 3624	Application to Mail at Nonprofit Standard Mail Rates	3 years	2
PS 3650	Statement of Mailing — International Surface Air Lift	4 years	
PS 3652	Postage Statement — International Priority Airmail	4 years	
PS 3701	Delivery Survey	2 years	
PS 3702	Test Mailing Record	1 year	
PS 3721	Publication Watch	1 year	3
PS 3743	Delayed Mail Report — All Post Offices	2 years	3
PS 3749	Irregularities in the Preparation of Mail Matter	1 year	
PS 3801	Standing Delivery Order	1 year	2
PS 3801-A	Agreement by a Hotel, Apartment House, or the Like	1 year	2
PS 3806	Receipt for Registered Mail	2 years	1
PS 3815	Plant-Load Authorization, Application, Worksheet and Agreement	3 years	2
PS 3816	COD Mailing and Delivery Receipt	*2 years	1
PS 3821	Clearance Receipt	2 years	
PS 3822	COD Tag Transmittal	2 years	
PS 3826	Registry Irregularity Report	1 year	
PS 3827	Irregularity Report of Insured and COD Mail	1 year	
PS 3830-A	Registry Dispatch Record	2 years	1
PS 3841	Post Office Record of Claim	2 years	3
PS 3845	Annual Verification of Circulation	2 years	
PS 3849	Delivery Notice/Reminder/Receipt		
	Express Mail Service	*6 months	1
	Signature Confirmation Service	1 year	1
	All Other Services	*2 years	1
PS 3854	Manifold Registry Dispatch Book	2 years	1
PS 3854-A	Registered Mail Dispatch Bill	2 years	1
PS 3867	Accountable Mail Matter Received for Delivery	2 years	
PS 3871	Receipt Verification — Insured and Returned COD Mail	1 year	

Form/ Label No.	Title	Retention Period	Cutoff*
PS 3877	Firm Mailing Book for Accountable Mail:		
	EMS — Corporate Account Records	3 years	1
	EMS — Receipts/Mailing Statements	6 months	1
	Domestic Mail Acceptance Receipts	2 years	1
PS 3883	Firm Delivery Book for Accountable Mail	*2 years	1
PS 3883-A	Firm Delivery Receipt	2 years	1
PS 3921	Volume Recording Worksheet	2 years	
PS 3922	Customer Services Volume Recording Worksheet	2 years	
PS 3925	Daily Address Information Operations Analysis	2 years	
PS 3930	Operations Analysis	2 years	
PS 3932	CSMDS Plan Input Sheet	2 years	
PS 3956	Authorization for Medical Attention	2 years	1
PS 3959	Daily Recap — Stamp Stock Transactions	2 years	1
PS 3968	Daily Mail Collection Record	2 years	
PS 3971	Request For or Notification of Absence	3 years	1
PS 3972	Absence Analysis	3 years	
PS 3973	Military Leave Control	3 years	1
PS 3978-B	Parcel Distribution	1 year	
PS 3978-D	Accountable Mail	1 year	
PS 3996	Carrier — Auxiliary Control	2 years	
PS 3997	Unit Daily Record	2 years	
PS 3998	Unit Summary of City Delivery Assignments	2 years	
PS 3999	Inspection of Letter Carrier Route	1 year	1
PS 3999-A	Deliveries/Inspection Record — Worksheet	2 years	
PS 3999-B	Inspection of Collection Route	2 years	
PS 4003	Official Rural Route Description	Retain the most recent complete copy of PS Forms 4003 and 4003-A. Forms 4003 and 4003-A showing only the lines changed may be removed when complete Forms 4003 and 4003-A are prepared that include these changes. Form 4003, OPF copy, must be retained permanently.	
PS 4003-A	Official Rural Route Description (Continuation Sheet)	Retain the most recent complete copy of PS Forms 4003 and 4003-A. Forms 4003 and 4003-A showing only the lines changed may be removed when complete Forms 4003 and 4003-A are prepared that include these changes. Form 4003, OPF copy, must be retained permanently.	
PS 4015-A	Rural Carrier Agreement to Use Annual Leave Pursuant to Election of Higher Route Classification	3 years	
PS 4015-B	Rural Carrier Agreement to Terminate Guarantee	3 years	
PS 4015-C	Rural Carrier Agreement to Terminate Guarantee (Exercising Retreat or Bidding Rights)	3 years	
PS 4015-D	Rural Carrier Agreement to Terminate Guarantee	3 years	
PS 4015-E	Rural Carrier Agreement to Use Annual Leave Earned to Reduce Actual Work Hours	3 years	
PS 4015-F	Rural Carrier Agreement to Use Annual Leave Earned to Obtain Protected Salary	3 years	
PS 4024	Request to Repair Roads	1 year	
PS 4027	Petition for Change In Rural Delivery	1 year	
PS 4239	Rural Route Count of Mail	Destroy when updated/superseded or a subsequent review is completed.	
PS 4240	Rural Carrier Trip Report	3 years	1
PS 4241	Rural Delivery Statistics Report	Retain latest copy. All others may be destroyed after 3 years.	
PS 4241-A	Rural Route Evaluation	Retain latest copy. All others may be destroyed after 3 years.	

Form/ Label No.	Title	Retention Period	Cutoff*
PS 4248	Rural Route Inspection Report	2 years	1
PS 4314-A	Consumer Service Card (Spanish)	1 year	3
PS 4314-C	Consumer Service Card	1 year	
PS 4315	Evaluation of Routes for Motorization	2 years	
PS 4460	Vehicle Record/Trip Ticket	3 years	
PS 4503	Vehicle Delivery Control Sheet	1 year	2
PS 4508	Vehicle Maintenance Facility Inventory Order	3 years	1
PS 4509	VMF Inventory Purchase	3 years	1
PS 4513	Scheduled/Unscheduled Maintenance Record	3 APs	1
PS 4513-A	Scheduled/Unscheduled Shop Maintenance Record	3 APs	1
PS 4515	Vehicle Assignment Justification and Request	1 year	2
PS 4523	Damage Claim Certification — Hired Vehicle: VMF Accident Case File Records	3 years	2
	Vehicle Hire Records	2 years	2
PS 4529	Inventory/Parts Tools	3 years	
PS 4533	MVS Schedule	1 year	1
PS 4534	Inventory Adjustment Record and Parts Transferred Between VMFs	3 years	1
PS 4539	Railroad Van Movement Log	6 months	1
PS 4565	Vehicle Repair Tag	On completion of work order	2
PS 4567	Commercial Service Station Procurement Record	1 year	1
PS 4569	Vehicle Use Plan	Destroy when updated/superseded or a subsequent review is completed.	
PS 4570	Vehicle Time Record:		
	Accident Records	3 years	2
	Vehicle Hire Records	2 years	2
	Vehicle Time Records	3 months	1
PS 4572	Tractor Log	6 months	1
PS 4574	Daily Record of Gasoline, Diesel Fuel, and Motor Oil Issued	1 year	
PS 4575	MVS Vehicle Survey	Destroy when updated/superseded or a subsequent review is completed.	
PS 4575-A	Five Day Summary — Motor Vehicle Service Vehicle Utilization	Destroy when updated/superseded or a subsequent review is completed.	
PS 4577	Leased Vehicle Condition Report:		
	Requirements Survey Records	1 year	1
	Vehicle Hire Records	2 years	2
PS 4582	Operator's Record	4 years	2
PS 4584	Observation of Driving Practices	4 years	2
PS 4586	Accident Information:		
	Over \$10.00	3 years	2
	Under \$10.00	2 years	2
PS 4587	Request to Repair, Replace, or Dispose of Postal-Owned Vehicle	1 year after sale of vehicle	
PS 4594	Vehicle Sales Request and Report	1 year after sale of vehicle	
PS 4625	Mounted Tires and Batteries Authorized for Fleet Use	Destroy when updated/superseded or a subsequent review is completed.	
PS 4626	Vehicle Fuel and Motor Oil Purchase Record	3 years	1
PS 4703	Out of Order (Trailer Tag)	1 month	1
PS 4707	Out-of-Order Tag:		
	VMF Copies	1 month	1
	All Other Copies	Dispose of in not less than 1 year and not more than 2 years.	1
PS 4805	Maintenance Work Order Request	2 years	
PS 4841	Fuel and Utilities Record	2 years	
PS 4851	Housekeeping Inspection	1 year	
PS 4852	Workload Analysis and Summary	2 years	
PS 4871	Relocation — Miscellaneous Expense Allowance Claim	1 year	1
PS 4872	Claim for Subsistence Expenses — Temporary Quarters	1 year	1

Form/ Label No.	Title	Retention Period	Cutoff*
PS 4877	Reimbursement of Real Estate Expenses — Change of Official Station	1 year	1
PS 4984	Repair Parts Requisition:		
	Parts and Fuel Inventory Records	3 years	1
	Vehicle Maintenance Agreement Records	1 year	2
PS 5201	Mail Van Inspection	2 years	2
PS 5397	Contract Route Extra Trip Authorization	1 year	2
PS 5398	Transportation Performance Record	2 years	2
PS 5399	Contract Routes Performance Record	2 years	2
PS 5406	Box Delivery Contract Route Survey	7 years	2
PS 5407	Highway Contract Route Survey/Service Change	7 years	2
PS 5420	Certification of Insurance	7 years	2
PS 5427	Contract Route Review and Award	7 years	2
PS 5429	Certification of Exceptional Contract Service Performed	7 years	2
PS 5431	Contract Route Box Customer Notice	3 years	2
PS 5443	Contract Route Statement, Schedule, and Specifications	7 years	2
PS 5461	Amount Due Deceased Contractor	3 years	2
PS 5466	Late Slip	15 days	2
PS 5479	Contract Adjustments	7 years	2
PS 5496	Adjustment Analysis and Report	7 years	2
PS 5500	Contract Route Irregularity Report	1 year	2
PS 5500-A	Contract Route Irregularity Report	1 year	2
PS 5505	Cost Evaluation — Postal Vehicle Service versus Contract Service	1 year	2
PS 5625	Express Mail Custom Designed Service Receipt	6 months	1
	Corporate Accounts	1 year	1
PS 5625-C	Express Mail Custom Designed Service	6 months	1
	Corporate Accounts	3 years	1
PS 5631	Express Mail Service Agreement [Pub 223 has "Express Mail Custom Designed Service Agreement"]	4 months	2
PS 5637	Express Mail Corporate Account/Custom Designed Agreement	4 months	2
PS 5639	Express Mail Corporate Account Application	3 years	2
PS 5659	Daily Passport Applications (DSP-11) Transmittal	3 months	1
PS 5660	Summary of Passport Applications Accepted	3 months	1
PS 5674	EMS — Express Mail International Service Manifest: Suspense Copies	Discard on receipt/receipt of signed copy.	
	Signed Copies	6 months	1
PS 5909	Road Test Examiner's Certificate	4 years	2
PS 6349	Issued Money Order Sales Record	2 years	
	Money Order Tapes	4 years	1
PS 6401	Money Order Inquiry	Not retained	3
PS 7020	Authorized Absence from Workroom Floor	3 years	1
PS 7340	Shipping Instructions for Excess Property	Dispose of in not less than 1 year and not more than 2 years.	1
PS 7340-A	Shipping Instructions for Excess Property — Vehicle	1 year	2
PS 7364	Serviceable Property Tag	Dispose of in not less than 1 year and not more than 2 years.	1
PS 7380	MDC Supply Requisition	Dispose of in not less than 1 year and not more than 2 years.	1
PS 7381	Requisition for Supplies, Services, or Equipment: VMF Copies (Fuel)	3 years	1
	All Other Copies	Dispose of in not less than 1 year and not more than 2 years.	1
PS 7405	Transportation Services Bid or Proposal and Contract for Regular Service	7 years	2
PS 7406	Amendment to Transportation Services Contract	7 years	2
PS 7435	Solicitation for Transportation Services Contract	7 years	2
PS 7439	Solicitation Record — Emergency Highway Contract	7 years	2
PS 7440	Contract Route Service Order	7 years	2
PS 7440-A	Change in Schedule Notice	7 years	2
PS 7445	Inquiry Concerning Renewal of Transportation Services Contract	7 years	2
PS 7447	Transportation Services Renewal Contract for Regular Services	7 years	2
PS 7448	Notice of Renewal of Transportation Services Contract for Regular Services	7 years	2

Form/ Label No.	Title	Retention Period	Cutoff*
PS 9528 OC	Advice of Shipment — Stamp Invoice	4 years	
SF 94	Statement of Witness	3 years	2
SF 95	Claim For Damage, Injury, or Death	3 years	2
SF 97	The United States Government Certificate of Release of a Motor Vehicle	4 years	2
SF 120	Report of Excess Personal Property	Dispose of in not less than 1 year and not more than 2 years.	1
SF 122	Transfer Order — Excess Personal Property	Dispose of in not less than 1 year and not more than 2 years.	1
SF 123	Transfer Order — Surplus Personal Property	Dispose of in not less than 1 year and not more than 2 years.	1
SF 135	Records Transmittal and Receipt	2 years	2
SF 258	Request to Transfer, Approval and Receipt of Records to the National Archives of the United States	2 years	2
SF 344	Multiuse Standard Requisitioning/Issue System Document: Vehicle Parts and Fuel Requisitions	3 years	1
	Other Supply Requisitions	Dispose of in not less than 1 year and not more than 2 years.	1
SF 1164	Claim for Reimbursement for Expenditures on Official Business	4 years	1
SF 1187	Request for Payroll Deduction for Labor Organization Dues	Maintain on the permanent (right-hand) side of the employee's official personnel file.	
SF 2809	Employee Health Benefits Election Form		
	OPF Copies	Maintain on the permanent (right-hand) side of the employee's official personnel file.	
	DDE/DR Site Copies	2 PPs	5
SF 2810	Notice of Change in Health Benefits Enrollment		
	OPF Copies	Maintain on the permanent (right-hand) side of the employee's official personnel file.	
	DDE/DR Site Copies	2 PPs	5
V 11P	Application for Safe Driver Awards (National Safety Council)	4 years	2
W-4	Employee's Withholding Allowance Certificate	Maintain on the permanent (right-hand) side of the employee's official personnel file.	
	If superseded	4 years	2
W-15	State Withholding Tax Exemption Certificate	Maintain on the permanent (right-hand) side of the employee's official personnel file.	
	If superseded	4 years	2

* Cutoff Codes

1. The cutoff point is based on a point in time, e.g., at the end of a pay period, calendar month, postal quarter, fiscal year, calendar year, etc.
2. The cutoff point is based on the occurrence of an event, such as when selection has occurred, when the equipment is disposed, on revocation/cancellation of a permit/license, expiration of a contract/agreement, closing of an account, closing of a Post Office box/caller service, or when the form is completely filled.
3. Destroy after problem is resolved.
4. Destroy when updated/superseded or a subsequent review is completed.
5. Destroy after computer processing is verified.
6. Retain the most recent forms for the carrier holding the bid assignment. Dispose of forms 1 year after new mail counts and inspection date supersedes previous data.

* Retention Periods for Special Services Delivery Records

For specific instructions regarding manual record management and electronic record management sites see *Postal Operations Manual*, section 619.125. Scanning policies are provided in Handbook PO 610, *Signature Capture and Electronic Record Management: Manager's Guide to Standard Operating Procedures*.

Exhibit 895

Federal Records Centers

Location	Areas Served
CIVILIAN PERSONNEL RECORDS NATL PERSONNEL RECORDS CTR 111 WINNEBAGO ST ST LOUIS MO 63118-4199 (314) 538-5719	Entire federal government for personnel records of separated federal employees; pay and medical records of all federal employees; medical records of civilian employees of the Army, Navy, and Air Force; records of agencies in greater St. Louis, Missouri, area
FEDERAL RECORDS CENTER 380 TRAPELO RD WALTHAM MA 02452-6399 (781) 647-8108	Maine, Vermont, New Hampshire, Massachusetts, Connecticut, and Rhode Island
FEDERAL RECORDS CENTER 200 SPACE CENTER DR LEES SUMMIT MO 64064-1182 (816) 478-7089	New York, New Jersey, Puerto Rico, the Virgin Islands, and the Panama Canal Zone
FEDERAL RECORDS CENTER 14700 TOWNSEND RD PHILADELPHIA PA 19154-1096 (215) 671-9027	Delaware and Pennsylvania
WASHINGTON NATL RECORDS CTR 4205 SUITLAND RD SUITLAND MD 20746-8001 (301) 457-7000	District of Columbia, Maryland, Virginia, and West Virginia
FEDERAL RECORDS CENTER 1557 ST JOSEPH AVE EAST POINT GA 30344-2593 (404) 763-7474	North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, Florida, and Kentucky
FEDERAL RECORDS CENTER 7358 S PULASKI RD CHICAGO IL 60629-5898 (773) 581-7816	Illinois, Wisconsin, and Minnesota
FEDERAL RECORDS CENTER 3150 SPRINGBORO RD DAYTON OH 45439-1883 (937) 225-2582	Indiana, Michigan, and Ohio
FEDERAL RECORDS CENTER 2312 E BANNISTER RD KANSAS CITY MO 64131-3011 (816) 926-6920	Kansas, Iowa, Nebraska, and Missouri, except greater St. Louis area
FEDERAL RECORDS CENTER 501 W FELIX ST BLDG 1 FORT WORTH TX 76115-3405 (817) 334-5515	Texas, Oklahoma, Arkansas, and Louisiana
FEDERAL RECORDS CENTER DENVER FEDERAL CTR BLDG 48 DENVER CO 80225-0307 (303) 236-0804	Colorado, Wyoming, Utah, Montana, New Mexico, North Dakota, and South Dakota
FEDERAL RECORDS CENTER 1000 COMMODORE DR SAN BRUNO CA 94066-2350 (650) 876-9249	Nevada (except Clark County), California (except Southern California), Hawaii, and American Samoa
FEDERAL RECORDS CENTER 24000 AVILA RD LAGUNA NIGUEL CA 92677-3497 (949) 360-2618	Arizona; Clark County, Nevada; Southern California (counties of San Luis Obispo, Kern, San Bernardino, Santa Barbara, Ventura, Los Angeles, Riverside, Orange, Imperial, Inyo, and San Diego)
FEDERAL RECORDS CENTER 6125 SAND POINT WAY NE SEATTLE WA 98115-7999 (206) 526-6501	Washington, Oregon, Idaho, Alaska, Hawaii, and Pacific Ocean area (except American Samoa)

* * * *

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
JCP Toy Book	Standard/Catalog	10/29/04–11/1/04	1.5	Nationwide	Car-Rt	Quebecorworld
JCP Holiday Sale	Standard/Catalog	10/29/04–11/3/04	11.7	Nationwide	Car-Rt	RR Donnelley
JCP Pre-Thanksgiving Catalog	Standard/Postcard	11/1/04–11/3/04	10.3	Nationwide	Car-Rt	Harte-Hanks
JCP Week 40 BSOTA	Standard/Flat	11/1/04–11/3/04	21.4	Nationwide	Car-Rt	Harte-Hanks
Williams-Sonoma	Standard/Flat	11/1/04–11/3/04	3.69	Nationwide	3/5-Digit, Car-Rt	Quad Graphics, Hartford, WI
Seventh Avenue	Standard/Catalog	11/1/04–11/4/04	1.07	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
Pottery Barn Kids	Standard/Flat	11/3/04–11/5/04	6.38	Nationwide	3/5-Digit, Car-Rt	Quad Graphics, Hartford, WI
The Swiss Colony	Standard/Catalog	11/3/04–11/6/04	4.1	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
JCP Week 41 Grand Opening (Credit)	Standard/Flat and Letter	11/6/04–11/9/04	8.0	Nationwide	Car-Rt	Harte-Hanks
JCP All Day – Every Day	Standard/Flat	11/6/04–11/11/04	1.5	Nationwide	Car-Rt	Quebecorworld
JCP Home Sale	Standard/Catalog	11/6/04–11/11/04	8.6	Nationwide	Car-Rt	RR Donnelley
JCP Week 41 Home Sale	Standard/Flat	11/8/04–11/10/04	11.2	Nationwide	Car-Rt	Harte-Hanks
JCP Week 41 Men's Clothing/Shoes	Standard/Flat	11/8/04–11/10/04	4.1	Nationwide	Car-Rt	Harte-Hanks
The Swiss Colony	Standard/Catalog	11/8/04–11/12/04	11.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
JCP Week 42 VIP Night	Standard/Letter	11/9/04–11/12/04	10.2	Nationwide	Car-Rt	Harte-Hanks
JCP Week 42 Salon	Standard/Letter	11/10/04–11/12/04	1.0	Nationwide	Car-Rt	Harte-Hanks

— Business Service Network Integration, Service and Market Development, 10-28-04

Employees

ELM REVISION

Equivalent Grade Chart

Employee and Labor Relations Manual (ELM) 418.1, Equivalent Grades, and exhibit 418.1 are revised effective November 29, 2003, to accommodate the single-grade upgrade for electronic technicians from grade 11 (occupation code 0856-0004) to new grade 12 (occupation code 0856-0005). These upgrades were agreed to through the collective bargaining process that accompanied the 2-year labor contract extension between the Postal Service™ and the American Postal Workers' Union. Section 418.1 now more clearly shows how the table in exhibit 418.1 is actually used during personnel action processing. The exhibit revision corrects clerical errors in the instructions as well as acknowledges existing grade 26 in the Executive and Administrative (EAS) schedule.

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

410, Pay Administration Policy for Nonbargaining Unit Employees

418.1, Equivalent Grades, and **exhibit 418.1** are revised to accommodate the single grade upgrade for electronic

technicians, from former grade 11 to new grade 12. The changes correct clerical errors in the exhibit's instructions and a grade-level designation in the Executive and Administrative (EAS) schedule. Existing grade 26 in the EAS schedule is also added. Section 418.1 now more clearly shows how the table in exhibit 418.1 is actually used during personnel action processing.

Employee and Labor Relations Manual (ELM)

* * * * *

4 Pay Administration

410 Pay Administration Policy for Nonbargaining Unit Employees

* * * * *

418 Assignment to a Different Salary Schedule

418.1 Equivalent Grades

[Revise the text to read as follows:]

When an employee is reassigned, reduced in grade, promoted, or otherwise permanently or temporarily changed to a position in another salary schedule, see Exhibit 418.1 for grades that are equivalent for pay purposes. This chart determines the appropriate Nature of Action (NOA) triggered when processing a PS Form 50, *Notification of Personnel Action*. Special salary handling during an involuntary reduction in grade involving bargaining unit employees is performed in accordance with the applicable collective bargaining agreement.

Exhibit 418.1

Equivalent Grades*[Revise the exhibit to read as follows:]*

C – Mail Equipment Shops & Material Distribution	E – EAS	F – A-E Postmasters	G – Postal Nurses	K – Operating Services Division	M – Mail Handlers	N – Information/Technology Accounting Service	P – Postal Service	Q – City Carriers	R – Rural Carriers	T – Tool & Die Shop	Y – Postal Police Officers
—	1-4	—	—	—	—	—	—	—	—	—	—
—	5	A-E	—	—	—	—	—	—	—	—	—
—	6	—	—	—	—	—	—	—	—	—	—
—	—	—	—	1	—	—	—	—	—	—	—
—	7	—	—	2	—	—	—	—	—	—	—
1	8	—	—	—	—	—	1	—	—	—	—
2	9	—	—	3	—	—	2	—	—	—	—
3	—	—	—	4	—	—	3	—	—	—	—
4	10	—	—	5	4	6, 7, 8	4	—	—	4	—
5	11	—	X *	6	5	9, 10	5	—	X *	—	—
6	12	—	—	7	6	11, 12	6	1	—	6	X *
7	—	—	—	—	—	13	7	2	—	7	—
8	13	—	—	8	—	14	8	—	—	8	—
9	14	—	—	9	—	15	9	—	—	9	—
10	15	—	—	—	—	16	10	—	—	—	—
11	16	—	—	—	—	17	11	—	—	11	—
12	17	—	—	—	—	18	12	—	—	—	—
—	18	—	—	—	—	19	—	—	—	—	—
—	19	—	—	—	—	20	—	—	—	—	—
—	20	—	—	—	—	21	—	—	—	—	—
—	21	—	—	—	—	22	—	—	—	—	—
—	22	—	—	—	—	23	—	—	—	—	—
—	23	—	—	—	—	—	—	—	—	—	—
—	24	—	—	—	—	—	—	—	—	—	—
—	25	—	—	—	—	—	—	—	—	—	—
—	26	—	—	—	—	—	—	—	—	—	—

* X signifies a single-level schedule.

EQUIVALENT GRADE DETERMINATION — To use the chart:**Step 1.** In the horizontal list at the top, locate the salary schedule and grade of the employee's position before the change action.**Step 2.** Cross over to the salary schedule into which the employee is being assigned.**Step 3.** Determine the nature of the placement action from the following:**If the new grade is ...**

On the same line as the previous grade,

On a lower line than the previous grade,

On a higher line than the previous grade,

Then the placement action is ...

Lateral reassignment to an equivalent grade.

Promotion.

Reduction in grade (change to lower level).

The number of lines on the chart between the old grade and the new grade is considered to be the number of grades changed for the purpose of calculating promotions or reductions in grade.

* * * *

NOTICE

New Postal Service Web-Based Defensive Driving Course — Now Available

Defensive Driving Course (DDC) 43601-06, a partnership production between Safety Performance Management and Employee Development, is now available through the Web-based Automated Enrollment System (AES).

This Web-based data-driven course is designed to provide or enhance employee defensive driving skill sets. It targets primarily city and rural carriers who operate right-hand-drive Postal Service™ vehicles; however, other drivers with Postal Service driving privileges can also take the course.

This course is designed to support loss-prevention efforts for reducing motor vehicle accidents at the local level. It aligns with the Program Evaluation Guide (PEG). Students may take the course in whole or in part, based on local discretion.

Course Description

The course consists of eight modules with introductory and review material. Topics include the driver, the vehicle, driving conditions, defensive driving techniques, and preventing collisions on the road and on the route. It also covers properly reporting collisions.

The Web-based DDC course is self-study and self-paced. When we tested this course, students spent an average of five hours to complete the course. Students do not have to complete the course in one sitting.

Enrollment

DDC 43601-06 is offered through AES. Go to <http://blue.usps.gov> and click on *My Work*; then, under "General Tools," click on *Automated Enrollment System*. Each student enrolled in the course pays a nominal \$2 fee. Students may enroll through their servicing Postal Service employee development centers as they would for any other AES course. Students completing the entire course will receive appropriate credit in the National Training Database.

System Requirements

This course contains voice, music, and animation. Computers now running AES courses should be able to run this course. However, the faster the computer and the faster the Web connection, the faster the course will run. As with all Web pages, there is a download time the first time a page is loaded, but then the page is stored (cached) on the machine for quicker viewing when it is used next.

Defensive Driving Course Content

Introduction: What to Expect in this Course

Course Navigation Tools

Course Content and Information

Module 1: What is Defensive Driving?

Defensive Driving

Collision Prevention Formula

Collision Types

Module 2: The Conditions of the Driver

Physical Conditions of the Driver

Mental Conditions of the Driver

Defensive Driving Characteristics

Module 3: Know Your Vehicle

The Postal Vehicle

Daily Vehicle Inspection

Using Mirrors Effectively

Use of Safety Belts

Module 4: The Conditions of Driving

Weather Conditions

Road Conditions

Traffic Conditions

Module 5: Defensive Driving Techniques

Stopping Distance

Side Clearances

Safety Circle

Module 6: Preventing Collisions on the Road

Making Safe Lane Changes

Intersections and Turns

Right-of-Way

Communication

Freeway Driving

Split-Second Decisions

Module 7: Preventing Collisions on the Route

Parking Your Delivery Vehicle

Proper Backing Procedures

Route Hazards

Module 8: Collision Reports and Summary

Collision Reporting

What is Defensive Driving?

Course Review: End of Course Review Questions

— Safety Performance Management,
Employee Resource Management, 10-28-04

*RURAL CARRIERS***Equipment Maintenance Allowance Schedule for Rural Routes**

In accordance with provisions of Article 9, Section 2.J.3 of the Rural Carrier National Agreement, effective October 30, 2004 (pay period 24-04), the equipment maintenance allowance (EMA) will increase from 41.0 cents per mile to 44.5 cents per mile.

The EMA is 44.5 cents per mile, or a minimum of \$17.80 per day, whichever is greater.

Auxiliary Rural Carriers, Rural Carrier Reliefs, Rural Carrier Associates, Rural Carrier Part-Time Flexibles, and Auxiliary Assistance

Employees providing auxiliary assistance or serving auxiliary routes under provisions of Article 9, Section 2.J.5, receive an EMA of 44.5 cents per mile or \$5.05 per hour, whichever is greater. This EMA should not exceed the amount provided in the special EMA for the route stops and miles.

EMA Rate Schedule

The EMA rate schedule on pages 37–38 supersedes all previously published EMA schedules for employees receiving EMA.

— *Collective Bargaining and Arbitration, Labor Relations, 10-28-04*

*REMINDER***Use eAwards for Cash Equivalent Awards**

American Express Gift Cheques and other cash equivalent instruments are considered income and must be reported through eAwards. Note that Postal Service™ policy prohibits cash and cash equivalent awards for noncareer employees.

Consult the revisions to *Employee and Labor Relations Manual* (ELM) 470 published in *Postal Bulletins* 22133

(7-22-04, pages 16–33) and 22137 (9-16-04, pages 77–78) and also the eAwards Web site for up-to-date information on award reporting and eligibility requirements.

— *Compensation, Employee Resource Management, 10-28-04*

Penalty Overtime Exclusion

As referenced in Article 8, Sections 4 and 5, of the USPS-NALC and USPS-APWU national agreements, the December period (during which penalty overtime regulations are not applicable) consists of 4 consecutive service weeks. This year, the December period begins Pay Period 26-04 — Week 2 (December 4, 2004) — and ends Pay Period 01-05 — Week 1 (December 31, 2004).

— *Policies and Programs, Labor Relations, 10-28-04*

RURAL EQUIPMENT MAINTENANCE

BASED ON \$0.445 PER MILE

WILES STOPS = *0640**0660**0680**0700**0720**0740**0760**0780**0800**0820**0840**0860**0880**0900**0920**0940**0960**0980**1000

[illegible]

Fraud Alert

Invalid Express Mail Corporate Account Numbers

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

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

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

	020298	054303	077847	100232	117478	191796	260055	306250	322990	332743	383144	480746
	020486	056073	078001	100338	117635	192221	261006	306473	323099	332788	392418	480764
005058	020538	060093	079974	100410	118011	192314	262001	311304	323519	332800	401032	481001
005248	020558	060114	079993	101968	118046	192863	271010	311547	323559	333159	401044	481114
005251	020603	060163	079999	101981	118072	192944	272127	312215	323646	333534	402211	481117
006680	021807	060173	080006	102535	118285	192969	272145	314628	324031	333754	402633	481139
006805	021840	060704	080128	103403	118592	193197	272338	320067	324074	334031	402789	481151
007370	021864	060772	080213	103781	118900	193239	274361	321193	326360	334035	405029	481568
008354	022124	061391	088282	104314	119155	193721	275011	322025	326420	334039	410041	481569
008699	022257	061568	088335	104431	119502	197126	275012	322035	326502	334047	410114	481584
008965	022309	062022	088621	105049	125209	198247	275101	322040	326699	334061	421020	481736
009044	022389	063149	088667	105099	125454	200358	276038	322054	326765	335111	423092	481742
009232	023004	063408	088720	105177	127043	200771	276409	322068	327027	335281	430184	481752
009511	023011	064667	089666	106341	130021	200809	277024	322099	327470	335287	431064	481800
010746	023021	065083	089683	106441	142253	206102	277161	322120	328067	335294	432259	481857
011247	023105	065367	090641	107022	142306	207002	278012	322124	328070	335606	432449	481986
011373	023129	065477	091056	107047	142875	208452	279002	322167	328282	336145	432524	481992
011395	023178	065676	091117	108174	146020	208561	280107	322224	328975	336508	432655	481993
011399	023301	065782	091393	108410	146039	208638	281086	322253	329692	339028	432883	482202
011404	023445	067076	091775	108480	146261	209285	281138	322304	330067	340139	439714	482399
012206	023530	068574	092527	108560	146629	210811	282391	322307	330138	340312	441002	482550
012404	023570	069153	092792	108681	146665	210841	282865	322331	330311	340780	441082	482573
013246	023589	069168	093341	108773	152021	210846	282903	322379	330522	340794	441133	482804
014486	025356	069222	093363	108902	152183	220274	282907	322388	330523	340853	441552	482809
014597	027320	069312	093488	109801	152314	220281	282916	322396	330666	340990	441609	482918
014971	027595	069837	094498	110075	152358	220533	283308	322404	330702	344054	441619	482978
015394	027900	069936	094603	111665	152462	221001	283413	322484	330723	344061	441834	483149
015564	028029	070294	094883	112475	152476	221082	283531	322503	330794	344086	443021	483209
015675	028863	070459	095472	112633	152582	221088	283600	322519	331043	347006	443323	483212
016022	029703	071096	095971	113318	152625	221104	286146	322575	331047	349869	452038	483229
016221	029704	071287	096262	113320	152675	221189	287047	322582	331106	350025	452078	483331
018125	029773	071479	096455	113372	152790	221233	292227	322587	331155	351068	453042	483364
018226	029793	071632	096510	113616	152935	221268	292621	322594	331257	351073	454504	483664
018327	029815	071668	096746	113960	152954	221284	292654	322600	331266	352206	454627	483941
018391	029872	071789	096908	114102	154051	221615	296467	322642	331326	352500	454649	485133
018471	029902	071815	097185	114329	156075	222034	296529	322649	331442	352592	454704	485338
018624	030106	075064	097552	114469	156232	222129	300452	322665	331493	352599	454746	489314
018652	038077	075340	097878	115040	165047	222193	300535	322695	331541	352644	454813	489368
018988	038259	075372	097989	115266	165416	222212	300536	322778	331618	352809	460097	490498
019311	040052	075895	098056	115314	170167	222322	300884	322817	331679	354104	462727	490709
019329	042068	075935	098445	115440	170277	223373	301276	322852	331685	357010	469196	492015
019341	042102	076232	098461	115476	170290	229094	301277	322864	331693	357015	473118	492037
019396	042105	076319	098536	115540	170295	229119	301306	322873	331830	359001	473143	492071
019441	044306	076629	098602	116020	171132	232316	301345	322898	331835	361171	476013	492096
019906	048025	076832	098634	116021	171177	232364	301461	322937	331846	365005	479048	492105
019991	051030	076845	098803	117014	173050	232365	301940	322951	332023	370029	480105	492109
020129	053022	076889	098832	117081	173056	232376	302088	322965	332072	381415	480122	492117
020220	053082	077375	100034	117345	174055	240507	303100	322970	332149	381474	480377	493311
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551652	554518	605032	666275	765559	781072	782905	815247	903068	920085	928361	951904	

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	227 275 9400 to 227 275 9999
011 582 1889 to 011 582 1899	026 492 3180 to 026 492 3199	043 205 5922 to 043 205 5999	273 070 8059 to 273 070 8099
011 588 2900 to 011 588 3099	027 361 0430 to 027 361 0499	044 087 3457 to 044 087 3499	273 775 7700 to 273 775 7899
012 579 5675 to 012 579 5699	027 369 4482 to 027 369 4495	044 087 4000 to 044 087 4099	302 000 0000 to 302 123 9999
013 289 6176 to 013 289 6199	027 671 8762 to 027 671 8776	045 524 4121 to 045 524 4298	349 746 2056 to 350 518 7350 to
013 610 0014 to 013 610 0099	027 787 9886 to 027 787 9899	046 800 9870 to 046 800 9899	360 011 1690 to 360 168 6008 to
014 932 1000 to 014 932 1099	027 965 9487 to 027 965 9499	047 352 4000 to 047 352 4099	360 173 8800 to 360 324 2326 to
014 972 0800 to 014 972 0899	028 191 1852 to 028 191 1999	047 552 4370 to 047 552 4399	362 861 3064 to 373 006 2176 to
015 363 0007 to 015 363 0099	028 850 3000 to 028 850 3199	048 383 7650 to 048 383 7659	374 768 2600 to 375 169 4400 to
017 028 3200 to 017 028 3299	029 510 1500 to 029 510 1599	048 396 3647 to 048 396 3699	375 829 3400 to 375 851 9100 to
018 569 5333 to 018 569 5399	030 687 0903 to 030 687 0999	051 774 8857 to 051 774 8899	376 196 0911 to 378 085 3679 to
018 986 5264 to 018 986 5299	030 701 3442 to 030 701 3499	051 781 2875 to 051 781 2885	378 351 1063 to 379 843 5100 to
019 518 2814 to 019 518 2899	031 077 4507 to 031 077 4799	058 187 3836 to 058 187 3899	380 093 9600 to 380 165 1165 to
020 698 5159 to 020 698 5199	032 295 7500 to 032 295 9999	058 591 1153 to 058 591 1299	381 325 4500 to 381 604 2510 to
020 844 7307 to 020 844 7399	034 394 1000 to 034 394 1099	058 895 3746 to 058 895 3799	381 645 9525 to 383 314 3968 to
020 972 8948 to 020 972 8999	034 943 0400 to 034 943 0799	059 986 0814 to 059 986 0899	383 892 1000 to 383 892 1382 to
022 021 9110 to 022 021 9181	035 035 4337 to 035 035 4399	060 406 7650 to 060 406 7699	384 925 3641 to 385 568 2331 to
022 037 1411 to 022 037 1499	037 706 9578 to 037 706 9599	065 392 6345 to 065 392 6399	385 599 7554 to 385 774 2024 to
022 527 9201 to 022 527 9210	037 805 3677 to 037 805 3699	066 787 3639 to 066 787 3699	386 624 1412 to 386 883 8936 to
023 637 7169 to 023 637 7199	037 909 5490 to 037 909 5499	066 845 7500 to 066 845 9999	387 314 5574 to 387 837 6300 to
024 380 4100 to 024 380 4199	040 024 3901 to 040 024 3999	067 093 3869 to 067 093 3899	388 828 0656 to 389 696 2400 to
024 496 6870 to 024 496 6896	040 674 7100 to 040 674 7199	071 179 9800 to 071 179 9899	389 696 2400 to 389 846 3104 to
025 092 0987 to 025 092 0999	040 688 8816 to 040 688 8899	071 386 3682 to 071 386 3699	389 846 3145 to 389 887 9211 to
025 369 5535 to 025 369 5599	041 299 6752 to 041 299 6799	072 045 9641 to 072 045 9699	389 887 9234 to 390 001 3182 to
025 729 1151 to 025 729 1199	041 623 8889 to 041 623 8899	077 999 4001 to 077 999 4090	390 001 3500 to 390 545 5974 to
		210 221 0548 to 210 221 0599	391 104 6146 to 6199

391 574 1466 to	1499	410 491 2311 to	2399	429 474 4172 to	4199	454 013 2919 to	2999
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393 584 7566 to	7699	410 867 0970 to	0999	430 444 9500 to	9699	454 547 7434 to	7499
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393 838 8316 to	8499	411 922 2322 to	2399	432 168 8419 to	8499	455 221 1348 to	1499
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398 149 7200 to	7699	417 387 6532 to	6599	435 666 6092 to	6399	458 057 2712 to	2999
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399 156 7119 to	7199	417 871 9250 to	9299	436 160 6441 to	6499	458 069 9665 to	9699
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399 296 9910 to	9999	418 164 6500 to	6799	437 427 0500 to	3499	458 354 7653 to	7999
399 396 8935 to	8999	418 423 9863 to	9899	439 179 2300 to	2399	458 671 8678 to	8699
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407 959 2190 to	2199	425 298 2352 to	2399	452 890 4679 to	4799	467 147 4300 to	4399
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408 499 7700 to	7799	425 418 4405 to	4499	453 117 9146 to	9199	469 067 2817 to	2899
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469 658 1961 to	1999	484 680 5000 to	5038	603 483 9572 to	9599	623 076 9300 to	9399
469 666 9900 to	9999	484 680 5040 to	5074	603 490 7200 to	7299	623 819 5006 to	5099
469 678 1900 to	1999	484 680 5077 to	5099	603 678 7100 to	7199	623 895 8200 to	8399
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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
474 108 5402 to	5499	489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199
474 356 5193 to	5299	489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799
474 949 3366 to	3399	489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699
475 134 9362 to	9399	489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299
475 167 9667 to	9699	490 669 5850 to	6099	609 067 5488 to	5499	629 964 4200 to	4294
475 319 3415 to	3499	490 717 7080 to	7099	609 067 5600 to	5699	630 389 3056 to	3071
475 319 3649 to	3799	490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599
475 340 6400 to	6599	490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199
475 424 8410 to	8499	490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399
475 629 9156 to	9199	490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999
475 850 6101 to	6199	491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	599 9999
475 875 2500 to	2599	491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199
476 169 8264 to	8299	492 254 4800 to	4899	609 893 1000 to	1099	633 110 4303 to	4499
476 189 3000 to	3499	492 283 5100 to	5199	610 092 3200 to	3299	633 438 6429 to	6599
476 331 2480 to	2499	492 610 6813 to	6899	610 582 4200 to	4299	633 588 7173 to	7182
477 289 8601 to	8699	493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799
477 681 5206 to	5299	493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299
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478 010 4270 to	4291	493 716 2153 to	2199	612 751 5226 to	5299	634 827 5900 to	5999
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478 469 7838 to	7858	494 217 3446 to	3999	612 751 6268 to	6299	635 559 3449 to	3499
478 469 7883 to	7899	494 224 0500 to	0599	612 751 6572 to	6599	636 289 6214 to	6299
479 280 9800 to	9899	495 145 0600 to	0699	612 774 2111 to	2199	636 634 8007 to	8042
479 365 9116 to	9176	496 209 7425 to	7499	612 774 2254 to	2299	637 150 1200 to	1299
479 412 9900 to	9999	496 213 8728 to	8799	612 774 2500 to	2599	637 562 5828 to	5899
479 667 6190 to	6199	496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699
479 748 9680 to	9699	497 053 8517 to	8699	614 474 3000 to	3099	638 049 4984 to	4999
479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
480 526 2000 to	2099	498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499
480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
480 658 0568 to	0599	498 936 5310 to	5399	615 017 7505 to	7599	638 903 4362 to	4373
480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
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482 527 1500 to	1599	500 064 1858 to	1869	618 840 9200 to	9299	639 469 3517 to	3799
482 541 5255 to	5299	500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199
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483 363 7207 to	7299	601 339 1200 to	1399	620 073 9400 to	9499	640 289 7500 to	7599
483 402 2356 to	2399	601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999
483 486 5100 to	5199	601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499
483 632 1521 to	1599	601 682 5343 to	5399	621 648 8021 to	8199	641 318 3133 to	3199
483 632 2600 to	2799	601 928 1600 to	1699	621 648 8500 to	8599	641 378 6500 to	6999
483 849 1615 to	1699	602 512 2972 to	2999	621 904 8351 to	8599	641 383 8739 to	8799
484 174 4803 to	5299	602 555 2400 to	2799	621 916 1978 to	1989	641 877 3187 to	3299
484 323 8900 to	9199	602 829 7061 to	7099	622 989 8032 to	8099	641 877 3310 to	3399

642 355 8094 to	8199	655 523 2600 to	2999	682 956 6280 to	6299	701 028 6780 to	6899
642 355 8308 to	8999	656 305 2448 to	2499	682 956 6490 to	6599	701 213 3900 to	3999
642 900 0018 to	0099	657 347 4438 to	4999	682 956 6700 to	6799	701 267 2000 to	3999
643 030 6254 to	6299	657 710 8100 to	8999	682 965 1178 to	1199	701 335 7312 to	7399
644 066 0882 to	0899	657 780 0985 to	0999	682 965 1201 to	1299	701 369 2005 to	2050
644 069 0600 to	0699	658 586 1400 to	1499	683 118 2389 to	2399	701 499 2260 to	2299
644 077 7506 to	7699	658 877 8000 to	8199	683 378 2000 to	2099	701 503 2247 to	2299
644 085 8157 to	8199	658 880 8000 to	8199	683 378 2117 to	2299	701 541 2271 to	2299
644 112 9839 to	9899	659 398 7300 to	7399	683 415 1200 to	1499	701 553 6557 to	6599
644 373 9083 to	9099	659 706 8113 to	8199	683 444 8159 to	8199	701 578 7460 to	7469
644 380 1460 to	1499	659 846 7837 to	7899	685 154 7780 to	7789	701 578 7475 to	7499
644 733 4715 to	4799	660 510 4100 to	4199	685 297 7645 to	7699	701 601 3457 to	3499
644 900 9712 to	9799	660 673 0400 to	0599	685 623 5264 to	5299	701 605 5913 to	5999
644 901 0109 to	1299	661 488 5000 to	5099	685 650 9487 to	9499	701 695 3982 to	3999
644 901 1325 to	1399	661 609 9100 to	9199	685 669 4200 to	4299	701 695 4148 to	4199
644 923 6800 to	7799	661 716 9420 to	9499	685 757 8452 to	8499	701 695 4227 to	4299
644 932 4655 to	4699	661 906 6522 to	6599	686 071 2694 to	2799	701 708 1741 to	1799
645 318 7240 to	7499	662 021 8332 to	8399	686 176 3333 to	3354	701 736 3966 to	3999
645 333 1766 to	1799	662 068 0700 to	0899	686 372 3200 to	3299	701 838 2800 to	2899
645 790 8632 to	8699	662 553 0774 to	0799	686 644 5879 to	5899	701 941 0600 to	0699
645 821 0657 to	0699	663 078 7034 to	7099	686 899 1371 to	1399	702 171 1603 to	1699
645 930 7948 to	7999	663 763 5300 to	5399	686 931 7636 to	7699	702 195 5109 to	5199
645 975 0737 to	0762	663 883 7039 to	7499	687 601 0973 to	0999	702 254 9300 to	9399
646 242 6200 to	6299	663 938 9200 to	9299	687 614 6774 to	6799	702 264 7569 to	7599
646 270 7639 to	7799	664 253 8000 to	8499	688 120 9000 to	9999	702 519 0513 to	0524
646 798 4000 to	4999	664 656 3055 to	3099	688 314 3107 to	3191	702 713 1800 to	1809
647 048 7035 to	7099	665 174 6400 to	6499	690 291 1361 to	1371	702 821 5730 to	5799
647 049 2900 to	2999	665 274 8208 to	8299	690 788 2877 to	2899	702 821 5805 to	5899
647 398 8300 to	8399	665 669 5400 to	5499	690 893 5344 to	5399	702 846 6331 to	6399
647 398 8481 to	8499	666 132 8226 to	8299	690 893 5512 to	5599	702 848 3900 to	3999
647 437 3000 to	4999	666 696 2209 to	2299	690 904 1300 to	1599	702 857 7302 to	7499
647 811 2188 to	2199	666 696 2309 to	2399	690 941 6000 to	6199	702 878 0114 to	0199
648 009 6057 to	6099	667 032 9300 to	9399	691 313 6383 to	6399	703 364 1707 to	1799
648 163 5300 to	5499	667 729 5529 to	5599	691 313 6600 to	6699	740 002 7710 to	7719
648 722 5283 to	5299	668 383 8400 to	8699	691 582 8003 to	8099	740 241 9049 to	9099
648 892 3164 to	3199	670 368 3400 to	3499	691 664 1800 to	1999	740 255 1718 to	1799
649 100 3989 to	3999	670 369 7336 to	7399	691 664 2400 to	2499	740 470 2420 to	2443
649 647 0370 to	0399	670 750 7169 to	7199	692 727 9362 to	9399	740 523 7432 to	7449
649 647 0522 to	0599	671 046 6200 to	6399	692 798 1800 to	1899	740 535 1555 to	1580
649 647 5237 to	5399	671 251 5448 to	5499	693 249 0779 to	0799	740 701 6105 to	6114
649 647 9100 to	9299	671 926 5600 to	5799	693 249 0877 to	1699	740 705 9790 to	9799
649 666 7800 to	8299	672 444 2000 to	2999	693 445 0566 to	0999	740 726 6400 to	6500
650 114 7707 to	7719	672 828 3410 to	3499	693 448 8500 to	8999	740 765 3306 to	3399
650 130 3400 to	3599	673 167 5776 to	5799	693 645 9583 to	9599	805 885 8411 to	8499
650 213 0406 to	0499	675 464 3700 to	3799	693 965 4200 to	4299	806 087 1100 to	1499
650 555 1749 to	1799	675 464 4000 to	4199	695 741 2906 to	2999	806 268 9275 to	9299
650 564 1900 to	1999	676 365 5958 to	5999	695 947 8518 to	8599	806 534 3400 to	3477
650 627 4212 to	4299	676 669 1024 to	1099	696 662 8247 to	8299	807 342 3283 to	3399
650 736 2043 to	2099	677 126 6734 to	6799	697 447 8285 to	8296	808 086 7100 to	7199
650 739 1540 to	1699	677 333 9979 to	9999	698 042 4816 to	4899	808 090 3440 to	3499
651 741 4415 to	4499	677 466 1088 to	1099	698 131 2138 to	2157	808 325 5161 to	5699
651 882 2800 to	2899	678 071 4500 to	4799	698 227 0000 to	0099	808 784 8000 to	8299
652 754 6317 to	6399	678 096 7531 to	7599	700 065 2570 to	2599	830 125 0672 to	0699
653 131 4945 to	4999	679 909 2578 to	2599	700 065 4800 to	4899	830 602 5800 to	5999
653 426 3300 to	3399	680 112 9565 to	9599	700 190 3350 to	3359	830 610 3700 to	3799
653 455 4874 to	4899	680 244 0903 to	0999	700 228 6048 to	6099	830 983 3500 to	3599
654 238 0000 to	0399	680 412 6046 to	6099	700 650 0452 to	0499	830 983 3635 to	3699
654 404 3065 to	3092	680 761 6800 to	6899	700 666 1323 to	1349	831 354 1387 to	1399
654 962 2900 to	3199	681 677 0540 to	0699	700 786 9106 to	9142	831 815 8240 to	8299
655 103 5081 to	5199	682 070 1029 to	1099	700 859 0744 to	0758	832 525 3810 to	3899

833 159 1884 to	1899	854 529 2200 to	2299	870 575 8155 to	8999	911 509 9310 to	9399
833 456 2567 to	2599	854 532 0000 to	2999	870 589 0485 to	0494	911 523 3000 to	3999
833 566 3015 to	3071	855 001 6204 to	6249	870 691 7060 to	7099	912 057 9922 to	9999
834 130 5200 to	5299	855 319 9364 to	9399	872 029 9306 to	9399	912 882 0563 to	0899
834 316 5444 to	5499	855 361 3390 to	3399	872 100 0445 to	0459	913 605 2218 to	2299
834 354 8747 to	8766	856 226 0490 to	0499	900 556 4178 to	4199	913 709 2429 to	2499
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835 269 5700 to	5799	856 752 0200 to	0299	900 936 0217 to	0299	914 063 4300 to	4399
835 496 7303 to	7399	857 111 1352 to	1399	900 936 0435 to	0499	914 346 7621 to	7644
835 539 5200 to	5999	857 279 3450 to	3499	901 058 5255 to	5280	914 453 1366 to	1399
835 813 3015 to	3099	857 843 4000 to	4099	901 273 1082 to	1099	914 529 6185 to	6299
837 672 8967 to	8999	858 124 7644 to	7699	901 287 5143 to	5199	914 896 4658 to	4699
837 784 3282 to	3299	858 756 3111 to	3299	901 291 2789 to	2799	915 187 8774 to	8779
838 176 8377 to	8399	859 063 8200 to	8699	901 525 7122 to	7199	915 300 2783 to	2799
838 518 1257 to	1299	859 190 0600 to	0644	902 089 1253 to	1299	915 546 6822 to	6999
839 718 8257 to	8299	859 437 5538 to	5599	902 198 9769 to	9799	915 671 3963 to	3980
840 323 0600 to	0699	859 811 2888 to	2899	902 948 1269 to	1299	915 671 3982 to	3999
840 875 6235 to	6299	859 855 8873 to	8999	902 985 0833 to	0899	915 675 2217 to	2299
840 910 0900 to	0999	860 240 8520 to	8599	903 370 6934 to	6999	916 440 3377 to	3399
841 349 5000 to	5099	860 275 3900 to	3999	904 600 6523 to	6599	916 670 6352 to	6399
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842 226 0685 to	0695	861 158 2350 to	2599	905 056 2216 to	2299	916 703 0802 to	0821
842 685 4600 to	4699	861 367 5400 to	5499	905 510 6647 to	6799	917 089 0709 to	0799
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842 860 0300 to	0399	861 979 7292 to	7499	905 794 0000 to	0199	917 216 2928 to	2999
842 898 5582 to	5599	862 216 6100 to	6199	905 794 0288 to	0299	917 370 6300 to	6499
843 062 7100 to	7199	862 263 9213 to	9299	905 873 6900 to	6999	917 486 4900 to	4999
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843 077 6378 to	6399	862 271 5000 to	5099	905 880 8900 to	8999	918 492 5200 to	5399
843 758 5769 to	5778	863 871 5138 to	5199	905 889 7100 to	7199	918 951 7231 to	7299
843 786 2554 to	2699	863 949 5300 to	5399	906 158 1508 to	1599	919 519 2786 to	2799
845 656 8165 to	8199	864 088 8200 to	8299	906 558 8812 to	8899	919 536 0770 to	0799
845 727 2100 to	2199	864 426 3972 to	3999	906 982 2214 to	2299	919 814 3095 to	3199
845 746 2618 to	2635	864 520 6117 to	6136	907 725 8500 to	8599	919 915 2774 to	2787
846 390 7531 to	7599	865 151 0526 to	0599	907 815 0216 to	0257	920 155 4662 to	4687
846 918 0572 to	0599	865 500 4034 to	4099	908 622 4225 to	4235	920 309 9039 to	9199
847 237 7690 to	7699	865 883 6082 to	6099	908 936 9254 to	9299	920 857 5500 to	5899
847 284 2481 to	2499	866 004 3000 to	3999	909 100 1787 to	1799	920 864 3480 to	3499
847 374 7055 to	7065	866 442 4100 to	4899	909 100 1900 to	2099	921 333 7400 to	7499
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847 700 5447 to	5499	867 737 5623 to	5699	909 568 9300 to	9499	922 278 1048 to	1399
847 723 7500 to	7599	868 169 4529 to	4599	909 725 7307 to	7399	922 280 2019 to	2099
849 485 3427 to	3499	868 173 8400 to	8599	909 833 0947 to	0999	922 280 2233 to	2299
849 520 9850 to	9899	868 514 9000 to	9099	910 219 8631 to	8699	922 773 0459 to	0499
849 608 1357 to	1399	868 566 9200 to	9299	910 265 1100 to	1199	923 032 7000 to	7399
849 792 2600 to	2699	869 387 1150 to	1199	910 471 7273 to	7299	923 045 3630 to	3699
850 546 1862 to	1899	869 505 3500 to	3599	910 536 2505 to	2599	923 493 9403 to	9599
851 143 6826 to	6844	869 523 7033 to	7099	910 958 7499 to	7599	923 493 9681 to	9699
851 209 9880 to	9899	869 800 0000 to	999 9999	911 140 1000 to	2199	923 810 7800 to	8299
851 928 9221 to	9299	870 054 4814 to	4899	911 245 2545 to	2599	924 252 1200 to	1299
852 589 6560 to	6599	870 491 4812 to	4849	911 268 9077 to	9099	924 252 1400 to	1499
853 049 3646 to	3699	870 536 5820 to	5829	911 400 8948 to	8999	924 685 1957 to	1999
854 304 4089 to	4999	870 541 7167 to	7239	911 508 1620 to	1799		

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

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

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

765 194 728	to	4 970	773 858 011	to	8 100	780 778 894	to	8 920	790 448 020	to	8 460
765 387 365	to	7 450	773 892 721	to	7 190	780 865 851	to	5 920	790 597 485	to	7 530
765 541 801	to	2 100	773 958 061	to	8 660	780 873 421	to	3 450	790 911 883	to	1 900
765 638 461	to	8 970	774 101 148	to	1 190	781 141 891	to	1 980	791 057 441	to	7 550
765 647 101	to	7 190	774 107 161	to	7 190	781 238 697	to	8 730	791 239 081	to	9 290
765 813 781	to	4 029	774 177 226	to	7 270	781 503 151	to	3 180	791 374 483	to	4 500
765 879 314	to	9 390	774 279 481	to	9 810	781 518 818	to	8 840	791 387 971	to	8 030
765 954 001	to	4 030	774 408 399	to	8 420	781 624 126	to	4 200	791 447 521	to	7 850
766 120 286	to	0 320	774 431 821	to	2 450	781 679 221	to	9 340	791 451 151	to	1 240
766 125 716	to	5 750	774 510 451	to	0 780	781 723 771	to	3 890	791 500 009	to	0 470
766 158 824	to	8 840	774 652 981	to	3 010	781 723 964	to	3 990	791 771 431	to	1 490
766 388 433	to	8 460	774 778 981	to	9 040	781 761 391	to	1 720	792 004 293	to	4 320
766 509 421	to	9 660	774 867 481	to	7 510	781 878 721	to	9 020	792 018 379	to	8 420
766 572 901	to	3 020	774 867 515	to	7 540	782 424 840	to	4 900	792 070 621	to	0 740
766 748 500	to	8 521	774 934 275	to	4 290	782 939 821	to	9 850	792 145 211	to	5 230
767 024 341	to	4 370	774 961 261	to	1 290	782 985 347	to	5 360	792 391 381	to	1 620
767 326 471	to	6 590	775 106 223	to	6 235	783 063 631	to	3 690	792 452 779	to	2 790
767 332 561	to	2 950	775 106 237	to	6 248	783 578 101	to	8 130	792 772 728	to	2 770
768 009 841	to	9 960	775 331 515	to	1 550	783 578 143	to	8 160	792 903 511	to	3 990
768 011 489	to	1 520	775 444 210	to	4 230	783 663 991	to	4 050	793 282 518	to	2 533
768 177 980	to	7 990	775 579 301	to	9 320	783 739 838	to	0 280	794 041 831	to	2 040
768 391 081	to	1 170	775 622 683	to	2 760	784 142 598	to	2 610	794 397 709	to	7 780
768 661 569	to	1 650	776 144 621	to	4 670	784 380 061	to	0 090	794 581 741	to	2 040
769 000 051	to	0 080	776 154 010	to	4 060	784 507 591	to	7 740	794 592 122	to	2 150
769 050 841	to	0 900	777 561 631	to	2 080	784 507 759	to	7 860	795 032 251	to	2 340
769 159 081	to	9 178	776 657 371	to	7 490	784 913 509	to	3 531	795 796 291	to	6 350
769 737 496	to	7 510	776 817 421	to	7 450	785 429 491	to	9 520	796 143 151	to	3 630
769 778 491	to	8 730	776 951 225	to	1 250	785 989 351	to	9 440	796 373 406	to	3 430
769 827 331	to	7 450	777 141 601	to	2 140	786 036 450	to	6 480	796 602 961	to	3 050
770 216 071	to	6 100	777 297 421	to	7 510	786 111 854	to	1 930	796 708 441	to	8 500
770 723 281	to	3 400	777 621 721	to	1 750	786 510 527	to	0 540	796 886 281	to	6 430
770 790 451	to	0 480	777 810 309	to	0 330	786 510 571	to	0 600	796 901 701	to	2 000
770 915 150	to	5 490	778 049 651	to	9 670	786 676 937	to	6 980	796 975 466	to	5 590
771 455 551	to	5 610	778 106 225	to	6 310	786 730 831	to	0 920	797 272 917	to	2 950
771 609 661	to	9 690	778 218 730	to	8 780	786 743 671	to	3 700	797 519 441	to	9 460
771 932 551	to	2 580	778 251 871	to	1 930	786 743 711	to	3 730	797 519 731	to	0 240
772 057 224	to	7 440	778 286 911	to	6 940	786 854 491	to	4 550	797 535 181	to	5 330
772 162 660	to	3 070	778 328 699	to	8 730	786 977 256	to	7 461	798 040 053	to	0 080
772 718 615	to	8 640	778 567 471	to	7 860	787 158 121	to	8 390	798 055 813	to	5 830
772 940 140	to	0 160	778 570 771	to	0 830	787 325 701	to	5 910	798 055 891	to	5 950
772 970 886	to	0 940	778 699 096	to	9 110	787 493 281	to	3 340	798 326 371	to	6 520
773 009 419	to	9 430	778 779 471	to	9 480	787 793 816	to	3 880	798 339 167	to	9 210
773 112 031	to	2 060	779 146 205	to	6 230	787 822 428	to	2 440	798 562 411	to	2 440
773 125 387	to	5 410	779 233 681	to	3 710	787 887 881	to	7 901	798 632 461	to	2 490
773 179 320	to	9 410	779 316 961	to	7 200	788 306 478	to	6 490	798 807 151	to	7 510
773 202 989	to	3 140	779 339 221	to	9 400	788 326 339	to	6 380	798 944 761	to	5 030
773 208 991	to	9 290	779 702 191	to	2 250	788 403 671	to	3 690	799 133 191	to	3 220
773 231 311	to	1 340	779 994 001	to	4 090	788 815 771	to	5 860	799 177 626	to	7 650
773 348 739	to	8 940	780 103 591	to	3 650	789 044 014	to	4 100	799 854 751	to	5 200
773 348 739	to	8 940	780 533 288	to	3 310	789 326 341	to	6 880	800 044 320	to	4 410
773 575 891	to	5 950	780 625 208	to	5 920	790 209 421	to	9 480	800 211 901	to	2 440
773 852 971	to	3 030	780 711 345	to	1 540	790 418 170	to	8 190	800 427 530	to	7 540
									800 872 741	to	2 830
									801 676 681	to	7 100

— Group2-Mail Theft, Violent Crimes, and Narcotics Investigations,
Postal Inspection Service, 10-28-04

Counterfeit Canadian Money Order Forms

Do Not Cash

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

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

— *Group2—Mail Theft, Violent Crimes,
and Narcotics Investigations,
Postal Inspection Service, 10-28-04*

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—Mail Theft, Violent Crimes,
and Narcotics Investigations,
Postal Inspection Service, 10-28-04*

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		
09009	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09229	A1-B-B1-C-D-U	09316	A-A1-B-B1-C1-E2-F-H1-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	09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09013	A1-B-B1-C-D-U-Z1	09107	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F-H1-M-N-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		
09021	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U	09321	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	09326	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	09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09033	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09262	A1-B-B1-C-D-U	09328	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	09329	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1
09036	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U	09330	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	09331	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	09332	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	09333	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	09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-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	09337	A-A1-B-B1-C1-E2-F-H1-M-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	09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
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	09339	A-A1-B-B1-C1-E2-F-H1-M-N-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	09340	A-A1-B-B1-C1-F-R-V
09059	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09307	A1-B-B1-V-Z1	09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-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	09344	A-A1-B-B1-C1-E2-F-H1-I-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
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	09502	A1-B-V	09604	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	09503	A1-B-V	09609	A1-B-B1-C-F-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	09504	A1-B-V	09610	A1-B-B1-C-F-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-Z1	09505	A1-B-V	09612	A1-B-B1-C-F-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-Z1	09506	A1-B-V	09613	A1-B-B1-C-F-U-V
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-Z1	09507	A1-B-V	09617	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-Z1	09508	A1-B-V	09618	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	09509	A1-B-V	09619	A1-B-B1-C-F-U
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	09510	A1-B-V	09620	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	09511	A1-B-V	09621	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-U2-V-Z1	09517	A1-B-V	09622	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	09521	A1-B-V	09623	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	09524	A1-B-V	09624	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	09532	A1-B-V	09625	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	09534	A1-B-V	09626	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	09542	A1-B-V	09627	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	09543	A1-B-V	09628	A1-B-B1-C-F-F1-U-V
09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09545	A1-B-V	09630	A1-B-B1-C-F-U-V
09367	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09420	A1-B-B1-C-C1-U	09549	A1-B-V	09631	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	09550	A1-B-V	09636	A1-B-B1-C-F-U
09370	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09447	A1-B-B1-C-C1-U-V	09554	A1-B-B1-V	09642	A1-B-B1-N-U
09371	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09454	A1-B-B1-C-C1-U-V	09556	A1-B-V	09643	A1-B-B1-U
09373	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09456	A1-B-B1-C-C1-U	09557	A1-B-V	09644	A1-B-B1-U
09374	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09459	A1-B-B1-C-C1-U	09564	A1-B-V	09645	A1-B-U
09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09565	A1-B-V	09647	A1-B-B1-N-U
09378	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09463	A1-B-B1-C-C1-U	09566	A1-B-V	09648	A1-B-B1-N-U-V-Z1
09379	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09464	A1-B-B1-C-C1-U	09567	A1-B-V	09649	A1-B-B1-U
09380	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09468	A1-B-B1-C-C1-U	09568	A1-B-V	09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
09381	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09469	A1-B-B1-C-C1-U	09569	A1-B-V	09703	A1-B-B1-C-F1
		09470	A1-B-B1-C-C1-U	09570	A1-B-V	09704	A1-B-B1-C-D-V
		09494	A1-B-B1-C-C1-U	09573	A1-B-V	09705	A1-B-B1-U
		09496	A1-B-B1-C-C1-U-V	09574	A1-B-V	09706	A1-B-B1-C-U-V
		09498	A1-B-B1-C-C1-U	09575	A1-B-V	09707	A1-B-B1-C-N-U-V
		09499	A1-B-B1-C-C1-U	09576	A1-B-V	09708	A1-B-B1
		09501	A1-B-V	09577	A1-B-V	09709	A1-B-B1-F1
				09578	A1-B-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U
				09579	A1-B-V	09711	A1-B-B1-F1-Z1
				09581	A1-B-V	09713	A1-B-B1-C-F1
				09582	A1-B-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U
				09586	A1-B-V	09715	A1-B-B1-F1
				09587	A1-B-V	09716	A1-B-B1-C-D-N-U-V
				09588	A1-B-V	09717	A1-B-B1-M-W
				09589	A1-B-B1-V	09718	A1-B-B1-F-I-N-U-V
				09590	A1-B-V	09719	A1-B-B1-C-F1-V
				09591	A1-B-V	09720	A1-B-B1-U-V
				09593	A1-B-V	09721	A1-B-B1-N-U-V-Z1
				09594	A1-B-V	09722	A1-B-B1-C-D-N-U-V
				09595	A1-B-V	09723	A1-B-B1-N-U-V-Z1
				09596	A1-B-V		
				09599	A1-B-V		
				09601	A1-B-B1-C-F-F1-U		
				09602	A1-B-B1-C-F-F1-N-U		
				09603	A1-B-B1-C-F-F1-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09724	A1-B-B1-C-C1-F1-M-R-R1-U	09828	A1-B-N-V-Z1	34032	A1-B-M-N-V-Z1	96259	A-A1-B-B1-U
09725	A1-B-B1-C	09830	A1-B-B1-C-N-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96260	A-A1-B-B1-U
09726	A1-B-B1-N-U	09831	A1-B-B1-F-N-U-V-Z1	34034	A1-B-B1-M-N-V-Z1	96262	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	09832	A-B-B1-U1-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96264	A-A1-B-B1-U
09728	A1-B-B1-C-F1-U-V	09833	A1-B-B1-U1-V-Z1	34036	A1-B-M-N-V-Z1	96266	A-A1-B-B1-U
09729	A1-B-B1-N-U-V	09834	A1-B-B1-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96267	A-A1-B-B1-U-V
09730	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	34038	A1-B-B1-M-N-V-Z1	96269	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	09836	A-A1-B-B1-C-F-M-V-Z1	34039	A1-B-N-V-Z1	96271	A-A1-B-B1-U
09732	A1-B-B1-N-V-Z1	09837	A1-B-B1-V-Z1	34040	A1-B-V-Z1	96275	A-A1-B-B1-V
09733	A1-B-B1-V	09838	A1-B-B1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96276	A-A1-B-B1
09735	A1-B-B1-N-V-Z1	09839	A-A1-B-B1-U-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96278	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	09840	A-A1-B-B1-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1	96283	A-A1-B-B1-U
09777	A-A1-B-B1-C-E1-N	09841	A-A1-B-B1-U-Z1	34050	A1-B-V	96284	A-A1-B-B1-U-V
09779	A-A1-B-B1-F-R-V	09842	A-A1-B-B1-Z1	34051	A1-B-V-Z1	96297	A-A1-B-B1-U
09780	A-A1-B-B1-F-R-V	09843	A-A1-B-B1-U-V-Z1	34053	A1-B-V-Z1	96306	A1-B-B1-F-F1-F2-M-W
09788	A-A1-B-B1-F-R-V	09844	A-A1-B-B1-U-V-Z1	34055	A1-B-N-V-Z1	96309	A1-B-B1-M-V-W
09789	A-A1-B-B1-F-R-V	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34058	A1-B-B1-V-Z1	96310	A1-B-B1-M-W
09790	A-A1-B-B1-C1-F-R-V	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34071	A1-B-I-M-N-V-Z	96311	A1-B-B1-M-W
09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96313	A1-B-B1-F-F1-F2-M-W
09793	A-A1-B-B1-F-R-V	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96319	A1-B-B1-M-W
09797	A1-B-B1-C-D-P-V	09865	A-A1-B-B1-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96321	A1-B-B1-F-F1-F2-M-W
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09868	A-A1-B-B1-U-V-Z1	34090	A1-B-V	96322	A1-B-B1-F-F1-F2-M-W
09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	34091	A1-B-V	96323	A1-B-B1-M-V-W
09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	34092	A1-B-V	96326	A1-B-B1-M-W
09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34093	A1-B-V	96328	A1-B-B1-M-W
09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34095	A1-B-V	96330	A1-B-B1-M-W
09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	09892	A-A1-B-B1-F-N-R-R1-V-Z1	34098	A1-B-V	96336	A1-B-B1-M-V-W
09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34099	A1-B-V	96337	A1-B-B1-M-W
09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34002	A1-B-B1-N-U-Z1	96201	A-A1-B	96338	A1-B-B1-M-W
09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	96202	A-A1-B1-U-V	96339	A1-B-B1-M-V-W
09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34007	A-A1-B-B1-C1-F1-V-Z1	96203	A-A1-B	96343	A1-B-B1-M-W
09819	A-A1-B-F-P-V-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	96204	A-A1-B-B1	96347	A1-B-B1-F-F1-F2-M-W
09821	A-A1-B-F-V-Z1	34020	A1-B-B1-M-N-V-Z1	96205	A-A1-B-B1-U	96348	A1-B-B1-F-F1-F2-M-W
09822	A-A1-B-F-V-Z1	34021	A1-B-M-N-V-Z1	96206	A-A1-B-B1-U	96349	A1-B-B1-F-F1-F2-M-W
09823	A-A1-B-F-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96207	A-A1-B-B1-V	96350	A1-B-B1-F-F1-F2-M-W
09824	A-A1-B-F-V-Z1	34023	A1-B-B1-M-N-V-Z1	96208	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W
09827	A-A1-B-F-Z1	34024	A1-B-B1-M-N-V-Z1	96212	A-A1-B-B1-U	96355	A1-B-B1-F-F1-F2-M-W
		34025	A1-B-B1-F-N-U-V-Z1	96213	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W
		34030	A1-B-B1-M-N-V-Z1	96214	A-A1-B-B1-U	96365	A1-B-B1-M-V-W
		34031	A1-B-B1-M-N-V-Z1	96215	A-A1-B-B1-U-V	96367	A1-B-B1-L-M-W
				96217	A-A1-B-B1-U-V	96368	A1-B-B1-M-W
				96218	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2-M-W
				96219	A-A1-B-B1-U-V	96372	A1-B-B1-M-W
				96220	A-A1-B-B1-U-V	96373	A1-B-B1-M-W
				96221	A-A1-B-B1-U-V	96374	A1-B-B1-M-W
				96224	A-A1-B-B1-U		
				96251	A-A1-B-B1-U		
				96257	A-A1-B-B1-U		
				96258	A-A1-B-B1-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96375	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U-V	96605	A1-B-O-V	96661	A1-B-V
96376	A1-B-B1-M-W			96606	A1-B-V	96662	A1-B-V
96377	A1-B-B1-M-W	96531	A1-B-B1-H-M-U-V	96607	A1-B-V	96663	A1-B-V
96378	A1-B-B1-M-W	96534	A-A1-B-F	96608	A1-B-V	96664	A1-B-V
96379	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96609	A1-B-V	96665	A1-B-V
96384	A1-B-B1-M-W	96536	A1-B-B1-V	96610	A1-B-V	96666	A1-B-V
96386	A1-B-B1-M-W	96537	A1-B-B1-V	96611	A1-B-V	96667	A1-B-V
96387	A1-B-B1-M-W	96538	A1-B-B1-V	96612	A1-B-V	96668	A1-B-V
96388	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	96669	A1-B-V
96401	A1-B-B1-F-N-V-Z1	96541	A1-B-B1-V			96670	A1-B-V
96424	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96542	A1-B-B1-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96671	A1-B-V
96425	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96543	A1-B-B1-P-V			96672	A1-B-V
		96544	A1-B-F-U3-V			96673	A1-B-V
		96546	A1-B-F-U3	96615	A1-B-V	96674	A1-B-V
		96548	A-A1-B-B1-H-M-U	96616	A-A1-B-B1-V-Z1	96675	A1-B-V
96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96549	A-A1-B-B1-H-M-U	96617	A1-B-V	96677	A1-B-V
		96550	A-A1-B-B1-H-M-U	96619	A1-B-V	96678	A1-B-V
		96551	A-A1-B-B1-H-M-U	96620	A1-B-V	96679	A1-B-V
96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96553	A-A1-B-B1-H-M-N-U-V	96621	A1-B-V	96681	A1-B-V
				96622	A1-B-V	96682	A1-B-V
96490	A1-B-B1-V	96554	A-A1-B-B1-H-M-U	96623	A1-B-V	96683	A1-B-V
96507	A-A1-B-F-V	96555	A1-B-B1-F-M-V	96624	A1-B-V	96684	A1-B-V
96511	A1-B-B1-I-N-V	96557	A1-B-B1-F-M-V	96628	A1-B-V	96686	A1-B-V
96515	A1-B-B1-F	96595	A1-B-B1-V	96629	A1-B-V	96687	A1-B-V
96517	A1-B-B1-F-U3-V	96598	A1-B-B1-V	96634	A1-B-V	96698	A1-B-V
96518	A1-B-B1-V	96599	A1-B-B1-V	96635	A1-B-V		
96520	A1-B-F-U3-V	96601	A1-B-V	96643	A1-B-V		
96521	A1-B-F-N	96602	A1-B-V	96657	A1-B-V		
96522	A1-B-F-N-U	96603	A1-B-V	96660	A1-B-V		
		96604	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 0817E or 0818A) is required on all pouches and sacks.

— *International Network Operations,
Network Operations Management, 10-28-04*

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
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	0.34	0.40	0.00	0.01	1.00	0.44
Sept.	0.38	0.29	0.27	1.11	1.08	3.92	3.84	2.05	2.61
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

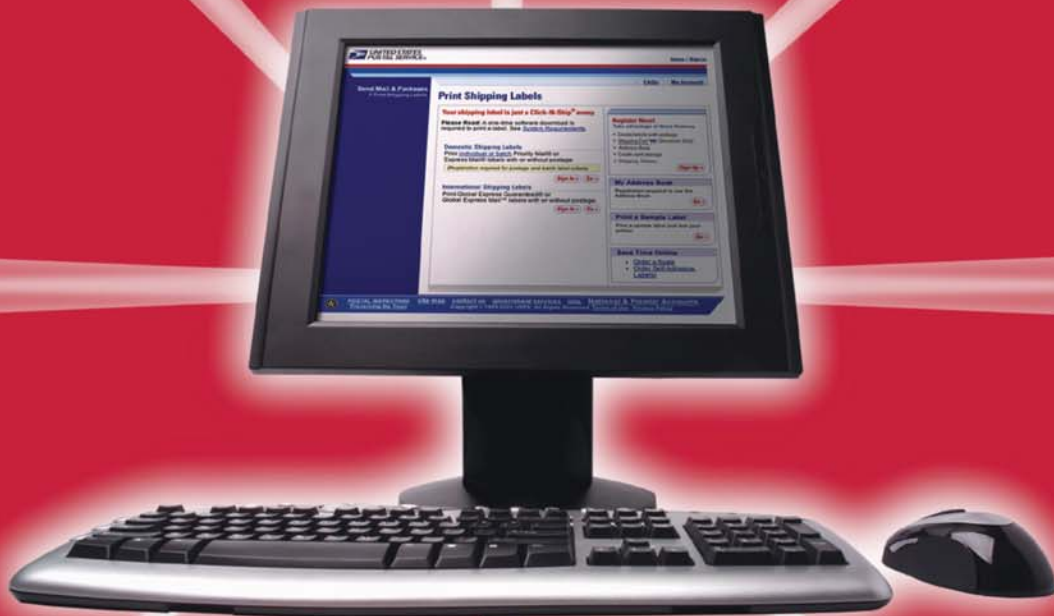
Future performance of the funds will vary and may be significantly different from the returns shown above. See the *Summary of the Thrift Savings Plan* for detailed information about the funds and their investment risks. The monthly returns of the TSP Funds represent net earnings for the month after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

IT'S EASY TO SHIP FROM HO, HO, HOME.



Pay for postage and request a carrier pickup at
usps.com/clicknship



usps.com

UP 11/1/04 DOWN 12/31/04

Annual Leave Exchange Option

The Annual Leave Exchange Program provides an option for eligible employees to receive a lump sum payment in exchange for a portion of the annual leave that would otherwise be advanced at the beginning of the 2005 leave year.

Note: Annual leave earned and accumulated through the 2004 leave year, which ends January 7, 2005, cannot be exchanged for cash.

Eligible Employees

Employees eligible for the Annual Leave Exchange Program include the following:

- Career nonbargaining employees from Rate Schedule Codes (RSCs) E, F, S, and U who have an annual leave balance of at least 160 hours at the end of the leave year.
- Bargaining unit employees from the following RSCs who have an annual leave balance of at least 440 hours at the end of the leave year and have used less than 75 hours of sick leave during the leave year:
 - National Postal Mail Handlers Union — RSC M.
 - International Association of Machinists — RSC T.
 - American Postal Workers Union, AFL-CIO — RSCs C, N, and P.
 - Operating Services Division Agreement — RSC K.
 - Fraternal Order of Police, National Labor Council, USPS No. 2 — RSC Y.

Letter Soon Mailed to Eligible Employees

The Eagan Accounting Service Center (ASC) will mail a letter providing details of the eligibility criteria and instructions for using *PostalEASE* to make annual leave exchange elections to eligible employees at their address of record during November 2004. Undeliverable letters will be returned to the personnel office, which should ensure that they are forwarded to the employee's work location along with PS Form 1216, *Employee's Current Mailing Address*. Employees who have access to either the Employee Change of Address feature on the intranet (go to <http://blue.usps.gov>; under "Employee Resources," click on *Employee Self Service*, then *Employee Change of Address*) or to an employee Self-Service kiosk (available at some facilities) should use those methods rather than completing PS Form 1216.

PostalEASE Elections

Employees who meet the eligibility criteria and want to exercise that option must use *PostalEASE* to make elections. For the election to be considered timely, employees must complete their entries in *PostalEASE* by midnight, Central Time, December 15, 2004.

Employees who are unable to use *PostalEASE* to complete their elections should contact their local personnel office before December 15, 2004, for assistance.

We will not distribute forms for the November 15, 2004, to December 15, 2004, election period.

Payment by Lump Sum

Payment under the Annual Leave Exchange Program will be a lump sum calculated on the employee's base salary as of the first day of the 2005 leave year (January 8, 2005). Paychecks dated January 28, 2005, will include the 2005 lump sum payment.

— Compensation,
Employee Resource Management, 10-28-04

PLEASE POST ON ALL BULLETIN BOARDS THROUGH DECEMBER 15, 2004.

PRIORITY MAIL® BUNDLES

1 with
Delivery Confirmation™
service



\$4³⁰
and up

2 with
Insurance*



\$5¹⁵
and up

3 with
Insurance & Delivery Confirmation™
service



\$5⁶⁰
and up

usps.com

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

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ONLY REINDEER DELIVER FASTER.

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or your money back. Guaranteed.*



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and up

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

UP 11/1/04 DOWN 12/31/04

FALL 2004 OPEN SEASON TIMELINE FOR CAREER EMPLOYEES

2004 Program	Dates	Election Method	Comments
<i>PostalEASE</i> and USPS PIN	Anytime. See below for open seasons.	It is easiest to use the <i>PostalEASE</i> Employee Web, either at an Employee Self-Service kiosk (available at some facilities) or on the Intranet at <i>https://ewss.usps.gov/esymain.htm</i> (from blue page, choose Employee Self Service, then <i>PostalEASE</i>). By phone, call 877-4PS-EASE (877-477-3273).	You must use your Employee ID, printed at the top of your earnings statement — use all eight digits, even if the first one is 0. Social Security number no longer used. USPS PIN required — request reminder letter via Web (follow instructions) or telephone (when asked to enter PIN, wait, and then will hear reminder letter choice). Usually mailed to address of record next business day.
Thrift Savings Plan Open Season	Opens: 10/15 Closes: 12/31 @ 5 p.m. Central Time (CT)	You may begin or change your TSP paycheck contribution dollar or percentage amount via <i>PostalEASE</i> .	For 2005, CSRS employees may elect up to 10% and FERS employees up to 15% of their basic pay. The IRS maximum for 2005 is \$14,000. FERS employees with salaries over \$93,333 should consider making a whole dollar contribution of \$14,000/26=\$539 <i>per pay period</i> to avoid loss of USPS matching contributions. Effective in December. <i>Coming to you in the mail:</i> A TSP open season update and <i>PostalEASE</i> TSP worksheet.
TSP 50+ Catch-Up Contributions	Anytime	Via <i>PostalEASE</i> .	You may contribute up to an additional \$4,000 if you are age 50 or older during 2005. Catch-up contribution elections for 2005 will be accepted beginning at 12:01 p.m. CT on December 21, 2004. You must certify that regular TSP contributions are at TSP percentage maximum or will reach IRS maximum. <i>Coming to you in the mail:</i> <i>PostalEASE</i> TSP Catch-Up worksheet.
TSP Investment Choices	Anytime	You may make your investment fund choice or interfund transfer of an existing balance by: ■ Accessing the TSP Web site at <i>www.tsp.gov</i>. ■ Calling ThriftLine toll-free at 877-968-3778. ■ Mailing Form TSP-50 (available from your local Personnel office) to TSP.	You must use your TSP PIN (<i>not</i> your USPS PIN). You may request a new TSP PIN via <i>www.tsp.gov</i> or ThriftLine. TSP issues quarterly participant statements.
Federal Employees Health Benefits	Opens: 11/8 Closes: 12/14 @ 5 p.m. CT	Via <i>PostalEASE</i> . It is much simpler to process your election by using the <i>PostalEASE</i> Employee Web than by calling <i>PostalEASE</i> .	OPM requires information about dependents — must enter if electing new family plan. Mailing: FEHB guide (plan summary) with <i>PostalEASE</i> FEHB worksheet. Individual plan brochures available from your local Personnel office.
Flexible Spending Accounts	Opens: 11/8 Closes: 12/31 @ 5 p.m. CT	Via <i>PostalEASE</i> .	Health Care FSA maximum is \$5,000. Dependent Care (day care) FSA maximum is \$5,000. Over-the-counter medicines and drugs eligible. <i>Coming to you in the mail:</i> post cards, leaflet, brochure.
Annual Leave Exchange	Opens: 11/15 Closes: 12/15 @ Midnight CT	Via <i>PostalEASE</i> .	Career nonbargaining employees from Rate Schedule Codes (RSCs) E, F, S, and U may exchange from 8 to 128 hours in whole-hour increments, if annual leave balance is at least 160 hours as of the close of business on January 7, 2005. Bargaining employees from RSCs C, K, M, N, P, T, and Y may exchange from 8 to 40 hours in whole-hour increments, if annual leave balance is at least 440 hours and less than 75 hours of sick leave has been used for the leave year as of the close of business on January 7, 2005. The lump sum is calculated on salary as of January 8, 2005. It is included in the January 28, 2005, paycheck and taxable in 2005. <i>Coming to you in the mail:</i> letter about Annual Leave Exchange.
Allotments/Net-to-Bank	Anytime	Via <i>PostalEASE</i> .	You must provide your financial institution’s routing number and your account number.

RING IN THE NEW YEAR WITH SAVINGS.



Save 40%*
when you buy a FIRSTCLASS PHONECARD® multi-pack!



usps.com

*Save 40% off the regular rate of a 100-minute FIRSTCLASS PHONECARD.

See usps.com for details.
UP 10/104 DOWN 100/104



UNITED STATES
POSTAL SERVICE®

This office will be
CLOSED

Thursday

November 25, 2004

Thanksgiving Day

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



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CLOSED

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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.



Angel Tarzia
Born: 8-13-91
Date Missing: 6-16-04
Missing From: Cicero, IL



Marrangie Tarzia
Born: 5-17-90
Date Missing: 6-16-04
Missing From: Cicero, IL



Daniel Yuen
Born: 7-20-87
Date Missing: 2-8-04
Missing From: Running Springs, CA



Alaina Wood
Born: 4-6-88
Date Missing: 8-14-04
Missing From: Fresno, CA



Jessica Wheeler
Born: 7-18-88
Date Missing: 2-27-04
Missing From: Fresno, CA



Jackson Vick
Born: 8-5-00
Date Missing: 4-30-04
Missing From: Petal, MS

**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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Monique Velasco
Born: 7-17-88
Date Missing: 9-13-04
Missing From: Evans, CO



Estrella Valdovinos
Born: 3-11-92
Date Missing: 8-13-04
Missing From: Plano, TX



Farryn Townson
Born: 10-18-86
Date Missing: 8-24-04
Missing From: Peoria, AZ



Araceli Torres
Born: 5-8-88
Date Missing: 8-20-04
Missing From: Tulia, TX



Kimberly Thrower
Born: 11-29-87
Date Missing: 4-29-04
Missing From: Laurinburg, NC



Shari Templin
Born: 11-17-89
Date Missing: 6-21-04
Missing From: Spokane, WA

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October 2004

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Trishtina Snyder

Born: 10-24-89

Date Missing: 9-24-04

Missing From:
Simpsonville, SC

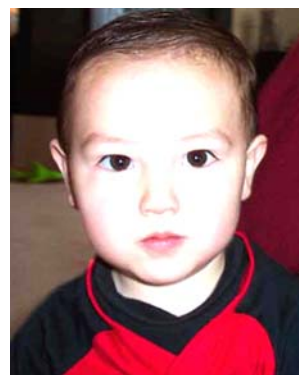


Felicia Sives

Born: 8-25-86

Date Missing: 6-6-04

Missing From: Warwick, RI



Nathan Shugarman

Born: 12-22-02

Date Missing: 5-22-04

Missing From: Las Vegas, NV

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Hot Line 1-800-843-5678
TDD 1-800-826-7653**

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USPS Locations That Sell/Service GXG — Effective October 28, 2004

00612	01040	01501	01827	02067	02215	02556	02780	03042	03830	05663	06249	06498
00622	01050	01503	01830	02072	02228	02559	02790	03045	03833	05664	06250	06510
00623	01054	01505	01835	02081	02302	02561	02802	03048	03837	05667	06255	06511
00638	01056	01506	01842	02090	02304	02562	02804	03049	03838	05672	06259	06512
00646	01059	01508	01844	02109	02305	02563	02806	03051	03841	05673	06266	06513
00650	01060	01510	01845	02112	02324	02564	02808	03053	03842	05674	06268	06514
00653	01062	01519	01851	02113	02327	02574	02809	03054	03844	05676	06278	06515
00662	01069	01520	01854	02114	02330	02576	02813	03055	03845	05680	06279	06516
00669	01073	01523	01860	02115	02331	02584	02816	03060	03846	06001	06281	06518
00674	01075	01524	01862	02116	02332	02601	02818	03071	03847	06002	06320	06520
00680	01077	01527	01863	02118	02333	02630	02822	03076	03848	06010	06333	06602
00681	01080	01531	01864	02119	02334	02631	02828	03079	03852	06013	06335	06604
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90071	90716	91352	92007	92234	92553	92846	94044	94553	94956	95490	98126	99037
90081	90717	91355	92008	92236	92562	92856	94061	94557	94957	95492	98133	99163
90093	90720	91356	92009	92240	92567	92857	94062	94558	94960	97201	98134	99201
90201	90723	91360	92014	92243	92570	92859	94063	94559	94965	97202	98154	99202
90210	90731	91362	92020	92252	92583	92860	94064	94560	94970	97204	98155	99203
90211	90740	91367	92021	92253	92586	92867	94066	94561	94971	97205	98158	99205
90212	90744	91384	92024	92256	92591	92870	94070	94563	94973	97208	98166	99206
90221	90745	91401	92025	92258	92593	92877	94080	94564	94999	97210	98168	99208
90222	90746	91402	92027	92260	92595	92878	94086	94565	95003	97211	98178	99223
90230	90802	91403	92037	92261	92616	92885	94087	94566	95005	97212	98188	99224
90232	90803	91406	92040	92263	92619	93001	94102	94568	95007	97214	98198	99503
90241	90804	91503	92054	92264	92623	93003	94103	94573	95008	97216	98199	99504
90242	90805	91505	92056	92270	92624	93010	94104	94577	95010	97217	98201	99507
90245	90806	91507	92064	92274	92625	93022	94105	94578	95014	97223	98203	99515
90247	90807	91604	92065	92276	92626	93023	94107	94579	95018	97225	98221	99517
90250	90809	91606	92067	92277	92627	93030	94108	94583	95020	97238	98223	99519
90254	90810	91702	92069	92278	92629	93033	94109	94585	95023	97240	98225	99709
90255	90815	91706	92071	92284	92630	93041	94110	94587	95030	97266	98226	
90260	90832	91708	92075	92301	92646	93065	94112	94588	95035	98002	98230	
90262	91001	91709	92083	92307	92647	93066	94114	94590	95037	98003	98233	
90265	91006	91711	92101	92311	92648	93103	94115	94591	95046	98004	98248	
90266	91007	91715	92102	92314	92650	93105	94116	94595	95050	98005	98270	
90270	91010	91722	92103	92315	92652	93291	94117	94596	95051	98008	98272	
90274	91011	91729	92104	92316	92653	93422	94118	94597	95054	98009	98273	
90277	91016	91731	92105	92317	92655	93446	94121	94598	95060	98011	98275	
90278	91020	91733	92106	92320	92660	93449	94122	94601	95062	98012	98277	
90280	91024	91740	92107	92324	92661	93454	94123	94602	95066	98019	98284	

(See article on page 100.)

Employees (Continued)

NOTICE

National Manpower Contract

Employee Resource Management has extended the National Manpower (Temporary Services Personnel) contract for a 3-year period, ending April 2007. Corporate Personnel Management (CPM) manages the contract. This contract allows for easier transitions for management of temporary personnel and freezes pricing for a longer period, giving managers the ability to accurately forecast their temporary services costs for budgeting purposes.

During this extension, reviewing managers can use the Manpower Direct Time system to approve or reject time slips submitted by temporary personnel assigned to their office.

Per customer request, we have added three new positions to the contract — general office helper, rural route counter, and data entry II-team lead — and we will consider more as the need arises. We have encouraged customers to continue considering other positions and contact CPM for assistance (see contact information below).

The eBuy catalog for Manpower is available. We require a 30-day notice (before the start date), but we recommend a 60-day notice on all requests for temporary services personnel to cover both Manpower's recruiting and the Inspection Service's security clearance processes.

The eBuy catalog is a *mandatory* source for all temporary agency employees. Do not solicit or use other sources, unless approved by the CPM manager and the contracting officer. (You can still hire casual employees as employees using PS Form 50, *Notification of Personnel Action*.)

For further information, questions, or assistance on the National Manpower contract, please contact the following:

Deborah A. Mobley, COR, CPM: 202-268-7011

Manpower On-Site Office: 202-268-6400

— *Corporate Personnel Management,
Employee Resource Management, 10-28-04*

Finance

CORRECTION — HANDBOOK F-15 REVISION

Travel Per Diem Rates

This article corrects the article “Handbook Revisions: Travel Per Diem Rates — Handbooks F-15 and F-12” published in *Postal Bulletin* 22138 (9-30-04, pages 28–39).

We will incorporate these revisions into the next printed edition of Handbook F-15 and F-12 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-15, *Travel and Relocation*

* * * * *

Part 4 Appendixes

Appendix A Rates

* * * * *

A-2 Travel Per Diem Rates

* * * * *

A-2.4 High Cost Localities

* * * * *

State and Key City ¹	County and/or Other Defined Location ^{2,3}	Rate (\$)
* * *	* * *	*
Arkansas		
Hot Springs	Garland	35
Little Rock	Pulaski	39
<i>[Delete the Denver, Durango, and Fort Collins entries.]</i>		
California		
* * *	* * *	*

Handbook F-12, *Relocation Policy*

* * * * *

B Relocation Rates

* * * * *

I Mileage Rates

C High cost localities

* * * * *

State and Key City ¹	County and/or Other Defined Location ^{2,3}	Rate (\$)
* * *	* * *	*
Arkansas		
Hot Springs	Garland	35
Little Rock	Pulaski	39
<i>[Delete the Denver, Durango, and Fort Collins entries.]</i>		
California		
* * *	* * *	*

— National Accounting,
Finance, 10-28-04

CLARIFICATION — HANDBOOK F-1 REVISION

Check Acceptance Policy

This article clarifies the article “Handbook F-1 Revision: Check Acceptance Policy” published in *Postal Bulletin* 22139 (10-14-04, pages 21–24). Effective November 1, 2004, the requirement of photo-bearing identification does not apply to checks received by mail for payment of Post Office Box™ and caller services, trust account deposits, or Stamps by Mail®. However, the acceptance employee must record the customer’s Post Office Box and 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, *Post Office Accounting Procedures*, 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				
	*	*	*	*	*

CLARIFICATION — HANDBOOK F-1 REVISION

Customer Permit Mailing Accounts

This article clarifies the article “Handbook F-1 Revision: Customer Permit Mailing Accounts” published in *Postal Bulletin* 22136 (9-2-04, pages 32–36).

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*.

312	Bank Checks				
	*	*	*	*	*
312.2	Checks Mailed in for Payments				
	*	*	*	*	*

[Revise item 4, delete item 5, and renumber item 6 as item 5:]

- 4> The requirement of photo-bearing identification is not applicable; however, the acceptance employee must record the customer’s Post Office Box/caller services numbers or trust account permit numbers for payment of these services, and mark “by mail” on the face of the checks.
- 5> 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.)

*	*	*	*	*
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— Revenue and Field Accounting,
Finance, 10-28-04

Handbook F-1, Post Office Accounting Procedures

	*	*	*	*	*
5	Trust, Suspense, and Financial Differences				
51	Trust Funds				
	*	*	*	*	*
512	Handling Customer Permit Accounts				
	*	*	*	*	*

512.2 Withdrawals from Permit Accounts**512.21 Locally Managed Customer Permit Accounts
(Post Office or Postal Retail Unit)**

* * * * *

[Insert note after number 5 of 512.21 to read as follows:]

Note: Payment must be made for each mailing — either by cash, by check, or through an advance deposit account — before the mailing can be released for processing. If the funds paid or on deposit are less than the amount necessary to pay for the mailing, the difference must be paid or deposited before the mailing is accepted. Credit for postage is not allowed, nor is a negative balance in a trust account allowed.

512.22 Business Mail Entry Units

* * * * *

[Insert note after number 4 of 512.22 to read as follows:]

Note: Payment must be made for each mailing — either by cash, by check, or through an advance deposit account — before the mailing can be released for processing. If the funds paid or on deposit are less than the amount necessary to pay for the mailing, the difference must be paid or deposited before the mailing is accepted. Credit for postage is not allowed, nor is a negative balance in a trust account allowed.

* * * * *

513 Handling Other Trust Fund Accounts

* * * * *

**513.4 Special Provisions for Business and
Government Advance Deposits**

* * * * *

[Revise AIC 074 to read as follows:]

AIC	GLA	PSFR	Title	Description
074	25311.074	N/A	Special Provisions Locally Managed Trust Advance Deposits	Funds collected and deposited for future payments of postal products and services by businesses and government agencies with annual budget constraints. These accounts are maintained locally.

* * * * *

[Revise AIC 474 to read as follows:]

AIC	GLA	PSFR	Title	Description
474	25311.474	N/A	Special Provisions Locally Managed Trust Withdrawal	Funds withdrawn from locally managed trust for the payment of postal products and services.

* * * * *

[Revise the second sentence of 513.4 to read as follows:]

These amounts are reported into AIC 074, Special Provisions Locally Managed Trust Advance Deposits, on PS Form 1412.

* * * * *

514 Clearing Trust Fund Accounts

* * * * *

[Revise the last entry of the table to read as follows:]

Type of Account	Clearance Accounting Entry
Special Provisions Locally Managed Trust Advance Deposits (AIC 074)	Funds withdrawn from advance accounts deposited by government agencies or authorized businesses are recorded in AIC 474, Special Provisions Locally Managed Trust Withdrawal. The offset must be one of the following: ■ Purchase of postal products or services. ■ A refund requested by the customer. ■ Closing the account by Postal Service.

* * * * *

**Appendix A Account Identifier Code and General
Ledger Account Crosswalk**

* * * * *

International Mail

IMM AND PUBLICATION 51 REVISION

Requirements for Properly Addressing International Mail

Due to heightened security, many foreign postal administrations require complete sender and addressee information in roman letters and arabic numerals on postal items. Without this information, mailed items are subject to return.

Consequently, effective October 28, 2004, *International Mail Manual* (IMM) 122.2 and 431 and Publication 51, *International Postal Rates and Fees*, are revised to reflect this requirement. In addition, in the IMM, the Individual Country Listing for Canada is revised to reflect Canada's requirements pursuant to the Canada Customs Act.

We will incorporate these revisions into the printed version of IMM 31 and into the next printed version of Publication 51, and also into the online versions of the IMM and Publication 51, both of which can be accessed via Postal Explorer® at <http://pe.usps.gov>.

International Mail Manual (IMM)

1 International Mail Services

* * * *

120 Preparation for Mailing

* * * *

122 Addressing

* * * *

122.2 Return Address

[Revise the paragraph by adding a new first sentence so that the paragraph in its entirety reads as follows (the first sentence is highlighted here merely for emphasis):]

Due to heightened security, many foreign postal administrations require complete sender and addressee information in roman letters and arabic numerals on postal items. The complete address of the sender, including ZIP Code and country of origin, should be shown in the upper left corner of the address side of the envelope, package, or card. Only one return address may be used. It must be located so that it does not affect either the clarity of the address of destination or the application of service labels and notations (postmarks, etc.). Unregistered items bearing a return address in another country are accepted only at the sender's risk. In the case of bulk mailings, the return address must be in the country of mailing. For the

purpose of this section, a "bulk mailing" is 200 or more pieces mailed at the same time by the sender.

* * * *

4 Treatment of Outbound Mail

* * * *

430 Improperly Prepared Mail

431 Insufficient Address

* * * *

[Add a note at the end of 431 to read as follows:]

Note: Due to heightened security, many foreign postal administrations require complete sender and addressee information in roman letters and arabic numerals on postal items.

* * * *

Individual Country Listings

* * * *

Canada

Country Conditions of Mailing

* * * *

Observations

* * * *

[Add new number 14 to read as follows:]

14. Pursuant to the Canada Customs Act and a need to heighten border security, Canada will deny entry of all postal items (except postcards) that do not bear complete sender and addressee information in roman letters and arabic numerals.

* * * *

Publication 51, *International Postal Rates and Fees*

* * * *

Mail Preparation**Addressing**

* * * *

Sender's Return Address

* * * *

[Add a second paragraph to read as follows:]

Due to heightened security, many foreign postal administrations require complete sender and addressee information in roman letters and arabic numerals on postal items.

* * * *

— *Mailing Standards,
Pricing and Classification, 10-28-04*

*ICM UPDATES***International Customized Mail**

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 7 ICM updates appear here.

On January 30, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** February 1, 2004, through January 31, 2005.
- b. Type of mail:** Global Direct — Canada Lettermail.
Every item must conform to the mailing requirements the Postal Service provides.
- c. Destination countries:** Canada.
- d. Service provided by the Postal Service:** The Postal Service has agreed to:
 1. Provide the Mailer with pre-mailing consultation on postal regulations as they relate to Lettermail, including information on indicia, mail preparation and presentation.
 2. Furnish the Mailer with any equipment and/or supplies required for the use of Qualifying Mail.
 3. Verify the mailings at the Business Mail Entry Unit at the Processing and Distribution Center the Postal Service designates.
 4. Facilitate postage payments through the use of Permit accounts.
 5. Arrange transportation for Qualifying Mail from the Mailer's plant to the USPS Processing and Distribution Center, and to the appropriate Canada Post Corporation acceptance site in Canada.
 6. Coordinate with Canada Post Corporation for delivery to addressees.
- e. Minimum volume commitment:** The Mailer has agreed to meet an annualized minimum volume commitment of 50,000 pounds of Qualifying Lettermail or to pay at least \$300,000 in postage on an annualized basis for Qualifying Lettermail.

f. Worksharing: The Mailer has agreed to:

1. Present all ICM Mail in accordance with the preparation requirements the Postal Service provides and to pay any penalty Canada Post Corporation may assess for mail which is not prepared in accordance with the appropriate preparation requirements.
2. Present mail for plant loading at the Mailer's location.
3. Pay postage to the Postal Service, either directly or through a mailing agent, for all Qualifying Mail by use of a dedicated permit imprint subject to the conditions stated in DMM P040.
4. Provide the Postal Service with projections of mailings including the intended date of mailing, weight, volume, and tender locations.
5. Provide the Postal Service with notification of any new acceptance sites and appropriate permit numbers, via e-mail or by fax at least two (2) weeks before the startup of each additional site.

g. Rates: The Mailer has agreed to pay postage for Qualifying Mail according to the rate charts in Exhibit 1.

Exhibit 1, Rates

Letter Size

Piece Weight (oz.)	Piece Weight (g.)	Rate Per Piece (U.S. dollars)
up to 1.06 oz.	up to 30.0 g.	\$0.375
over 1.06 oz. and up to 1.76 oz.	over 30.0 g and up to 50.0 g.	0.630
over 1.76 oz. and up to 3.53 oz.	over 50.0 g and up to 100.0 g.	0.790
over 3.53 oz. and up to 7.05 oz.	over 100.0 g. and up to 200.0 g.	1.250
over 7.05 oz. and up to 17.63 oz.	over 200.0 g. and up to 500.0 g.	1.900

On June 30, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** July 1, 2004, through June 30, 2005.
- b. Type of mail:** Global Direct — Canada Admail. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. Destination countries:** Canada.
- d. Service provided by the Postal Service:** The Postal Service has agreed to:
 - 1. Furnish the Mailer, or its agent(s), with the postal equipment and postal supplies required for the use of Qualifying Mail.
 - 2. Provide the Mailer, or its agent(s), with any training necessary to prepare mail shipments in conformity with the requirements of Qualifying Mail.
 - 3. To arrange with carriers to transport Qualifying Mail to Canada where the proper authority will effect delivery.
 - 4. Verify and accept Qualifying Mail at a location mutually agreed upon between the Mailer and the Postal Service.
- e. Minimum volume commitment:** The Mailer has agreed to meet an annualized minimum volume commitment of 1,200,000 pieces of Qualifying Mail.
- f. Worksharing:** The Mailer has agreed to:
 - 1. Mail a minimum of 25,000 Admail items or 250 pounds with at least 1,000 pieces per mailing.
 - 2. Tender Qualifying Mail to the USPS in accordance with Canada Post Corporation requirements for Admail.

Flat Size

Piece Weight (oz.)	Piece Weight (g.)	Rate Per Piece (U.S. dollars)
up to 3.53 oz.	up to 100.0 g.	\$0.790
over 3.53 oz. and up to 7.05 oz.	over 100.0 g. and up to 200.0 g.	1.250
over 7.05 oz. and up to 17.63 oz.	over 200.0 g. and up to 500.0 g.	1.900

- 3. Tender Global Direct — Canada Admail at a location mutually agreed upon between the Mailer and the Postal Service.
- 4. Provide the Postal Service with an advance schedule of all mailings.
- 5. Provide the Postal Service, via e-mail, with notification of any new permit numbers at least two (2) weeks in advance of using the new permit numbers.
- 6. Pay postage to the Postal Service, either directly or through a mailing agent(s), for all Qualifying Mail with a dedicated unique permit imprint to be used only for Qualifying Mail, subject to the conditions stated in DMM P040. For non-identical weight items, mailings are acceptable as authorized under the specific procedures in one of the special payment programs in DMM 710 or P720.
- g. Rates:** The Mailer has agreed to pay postage for Qualifying Mail according to the rate charts in Exhibit 1.

Exhibit 1, Global Direct — Canada Admail

Letter Carrier Presort — First 1.76 oz (0.11 lb.) (50 g.)	Standard (U.S.)	Large (U.S.)
Delivery Mode Direct	\$0.255	\$0.315
Delivery Facility	0.285	0.255
Distribution Center Facility	0.292	0.036
Residue	0.367	0.449
Over 1.76 oz (0.11 lb.) (50 g.) — Per additional pound	0.567	0.668

National Distribution Guide	Standard (U.S.)	Large (U.S.)
First 1.76 oz (0.11 lbs.) (50 g.)	\$0.322	\$0.397
Over 1.76 oz (0.11 lbs.) (50 g.) — Per additional pound	0.567	0.668

On January 26, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** February 14, 2004, through June 30, 2006.
- b. Type of mail:** Global Express Mail™ (EMS) and Airmail Parcel Post. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to:
 - 1. Furnish the Mailer or its agent(s) with the postal equipment and postal supplies required for the use of Qualifying Mail.
 - 2. Provide the Mailer or its agent(s) with any training necessary to prepare mail shipments in conformity with the requirements for Qualifying Mail.
 - 3. Provide the Mailer with technical assistance necessary to prepare the necessary information linkages, electronic data files, and data exchanges.
 - 4. Arrange with carriers to transport Qualifying Mail to international destinations where the proper authority will effect delivery.
 - 5. Return Global Express Mail (EMS) items refused by an addressee and undeliverable items to the Mailer via Express Mail at no charge provided that the return rate is no more than four percent (4.0%) of total volume.
 - 6. Return Global Express Mail (EMS) items and Airmail Parcel Post items receiving Customs Pre-Payment, whether refused by an addressee or undeliverable, to the Mailer at the fees listed in Exhibit 1.
 - 7. Return Airmail Parcel Post items refused by an addressee and undeliverable items to the Mailer according to the provisions of IMM 771.
 - 8. Provide the Mailer with access to tracking reports, if applicable to the service, and delivery performance reports on a regular basis.
 - 9. Present, at the Mailer's request, a customized binding Proposal detailing the number of hours required to complete a harmonization process. The Proposal shall be presented before the process begins.

- 10. Send an electronic data file for Global Express Mail (EMS) to Australia, Canada, Japan, Singapore, and the United Kingdom and to send an electronic data file for Airmail Parcel Post to Australia, Canada, Singapore, and the countries of the European Union indicated in Exhibit 2 that will allow the Customs officials to review the contents of each shipment before the packages arrive.

- e. Minimum volume commitment:** The Mailer has agreed to meet an annualized minimum volume commitment of 3,000 packages of Qualifying Mail.

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

- 1. Establish the necessary linkages with the Postal Service so that the Mailer and the Postal Service can exchange data transmissions concerning the Mailer's packages; and so that the Postal Service can extract information by scanning the Mailer-provided barcode on each package.
- 2. Exchange electronic information with the Postal Service according to the specifications and instructions the Postal Service provides.
- 3. Pay for the return of Global Express Mail (EMS) items and Airmail Parcel Post items receiving Customs Pre-Payment, whether refused by an addressee or undeliverable, at the fees listed in Exhibit 3.
- 4. Pay postage to the Postal Service, either directly or through a mailing agent, for all Qualifying Mail by use of a permit imprint subject to the conditions stated in DMM P040 (with the exception that DMM P040.1.1 shall not apply) and IMM 152.3.
- 5. Provide the Postal Service, via fax or e-mail, with notification of new permit numbers used for Qualifying Mail, one week in advance of using the new permit numbers.
- 6. Provide the appropriate Postal Service acceptance sites a schedule of mailings, including the intended date of tender, weight, volume, and location where mail will originate, in accordance with instructions the Postal Service provides.
- 7. Present the mailings to the Postal Service at a location the Postal Service designates.
- 8. Pay for any requested harmonization at a rate of \$250 per hour.

- g. Rates:** The Mailer has agreed to pay postage for Qualifying Mail according to the rate charts in Exhibit 3.

Exhibit 1**Fees for the Return of Unopened Undeliverable and Refused Items Receiving Customs Pre-Payment**

Weight Not Over (in lbs.)	Canada	Japan	Great Britain
1	\$7.25	\$7.20	\$6.93
2	8.25	9.80	7.40
3	9.00	12.40	8.79
4	9.75	15.00	9.26
5	10.50	17.60	10.66
6	11.25	20.20	11.12
7	12.00	22.80	12.52
8	12.75	25.40	12.99
9	13.75	28.00	14.38
10	14.25	30.60	14.85
11	15.00	33.20	15.32
12	15.75	35.80	16.72
13	16.50	38.40	17.18
14	17.25	41.00	18.58
15	18.00	43.70	19.05
16	19.00	48.00	20.44
17	19.75	50.70	20.91
18	20.50	53.50	22.31
19	21.25	56.20	22.77
20	22.00	58.90	24.17
21	22.50	63.90	24.64
22	23.25	66.70	25.10
23	24.25	69.50	26.50
24	25.00	72.30	26.97
25	25.75	75.10	28.37
26	26.50	77.90	28.83
27	27.25	80.70	30.32
28	28.00	83.50	30.70
29	29.00	86.30	32.09
30	29.75	89.10	32.56
31	30.50	91.90	33.96
32	31.00	94.70	34.42
33	31.75	97.50	34.89
34	32.50	100.40	36.29
35	33.25	103.20	36.75
36	34.25	106.00	38.15
37	35.00	108.80	38.62
38	35.75	111.60	40.02
39	36.50	114.40	40.48
40	37.25	117.20	41.88
41	38.00	120.00	42.35
42	38.75	122.80	43.74
43	39.75	125.60	44.21
44	40.25	128.40	44.68
45	41.00	130.00	46.07
46	41.75	131.20	46.54
47	42.50	132.40	47.94
48	43.25	133.20	48.40
49	44.00	134.60	49.80
50	45.00	135.20	50.27
51	45.75	136.20	51.67
52	46.50	137.40	52.13
53	47.25	138.60	53.53
54	48.00	141.60	54.00

Weight Not Over (in lbs.)	Canada	Japan	Great Britain
55	48.50	143.40	54.46
56	49.25	146.00	55.86
57	50.25	148.00	56.33
58	51.00	150.00	57.72
59	51.75	152.00	58.19
60	52.50	154.00	59.59
61	53.25	156.00	60.55
62	54.00	158.00	61.45
63	54.75	160.00	61.92
64	55.75	162.00	63.32
65	56.50	164.00	63.78
66	57.00	168.00	64.25
67	–	170.00	–
68	–	172.00	–
69	–	174.00	–
70	–	176.00	–

Exhibit 2*** Airmail Parcel Post Rate Group 6****Countries That Accept Customs Pre-Advice**

1. Belgium
2. Denmark
3. France (including Corsica & Monaco)
4. Faroe Islands
5. Finland
6. Germany
7. Greece
8. Ireland
9. Italy
10. Luxembourg
11. Netherlands
12. Norway
13. Iceland
14. Switzerland

*** Airmail Parcel Post Rate Group 7****Countries That Accept Customs Pre-Advice**

1. Austria
2. Portugal (including Azores & Madeira Islands)
3. Spain (including Canary Islands)
4. Sweden

Exhibit 3

Global Express Mail (EMS)

Mailer Applies Labels

Weight Not Over (lbs.)	Group 1 Canada	Group 2 Mexico	Group 3 Great Britain	Group 4 Japan	Group 5 China	Group 6	Group 7	Group 8	Group 9	Group 10	Group 11	Group 12
0.5	\$ 13.64	\$ 14.74	\$ 17.60	\$ 14.96	\$ 16.72	\$ 14.96	\$ 20.24	\$ 14.96	\$ 16.72	\$ 20.02	\$ 25.08	\$ 19.58
1	14.30	17.60	21.78	18.48	20.02	16.85	22.88	18.04	19.36	22.22	27.50	21.78
2	14.96	20.86	25.30	22.00	22.92	19.05	25.52	21.12	22.88	24.86	31.24	24.64
3	16.06	24.29	28.82	25.52	26.84	21.96	28.16	24.64	26.40	28.60	35.64	28.16
4	6.94	27.37	31.46	29.04	30.71	24.77	30.80	28.16	30.80	32.12	39.38	31.68
5	18.04	30.10	34.10	32.34	34.50	28.03	33.44	31.68	35.20	35.86	43.78	35.20
6	20.02	32.03	36.74	35.24	38.24	30.76	36.26	35.38	39.29	39.60	47.96	38.72
7	22.00	33.97	39.38	38.15	41.98	33.48	39.07	39.07	43.38	43.34	52.14	42.24
8	23.98	35.90	42.02	41.05	45.72	36.21	41.89	42.77	47.48	47.08	56.32	45.76
9	25.96	37.84	44.66	43.96	49.46	38.94	44.70	46.46	51.57	50.82	60.50	49.28
10	27.94	39.78	47.30	46.86	53.20	41.67	47.52	50.16	55.66	54.56	64.68	52.80
11	29.92	41.71	49.94	49.76	56.94	44.40	50.34	53.86	59.75	58.30	68.86	56.32
12	31.90	43.65	52.58	52.67	60.68	47.12	53.15	57.55	63.84	62.04	73.04	59.84
13	33.88	45.58	55.22	55.57	64.42	49.85	55.97	61.25	67.94	65.78	77.22	63.36
14	35.86	47.52	57.86	58.48	68.16	52.58	58.78	64.94	72.03	69.52	81.40	66.88
15	37.84	49.46	60.50	61.38	71.90	55.31	61.60	68.64	76.12	73.26	85.58	70.40
16	39.82	51.39	63.14	64.28	75.64	58.04	64.42	72.34	80.21	77.00	89.76	73.92
17	41.80	53.33	65.78	67.19	79.38	60.76	67.23	76.03	84.30	80.74	93.94	77.44
18	43.78	55.26	68.42	70.09	83.12	63.49	70.05	79.73	88.40	84.48	98.12	80.96
19	45.76	57.20	71.06	73.00	86.86	66.22	72.86	83.42	92.49	88.22	102.30	84.48
20	47.74	59.14	73.70	75.90	90.60	68.95	75.68	87.12	96.58	91.96	106.48	88.00
21	49.72	61.07	76.34	78.80	94.34	71.68	78.50	90.82	100.67	95.70	110.66	91.52
22	51.70	63.01	78.98	81.71	98.08	74.40	81.31	94.51	104.76	99.40	114.84	95.04
23	53.68	64.94	81.62	84.61	101.82	77.13	84.13	98.21	108.86	103.18	119.02	98.56
24	55.66	66.88	84.26	87.52	105.56	79.86	86.94	101.90	112.95	106.92	123.20	102.08
25	57.64	68.82	86.90	90.42	109.30	82.59	89.76	105.60	117.04	110.66	127.38	105.60
26	59.62	70.75	89.54	93.32	113.04	85.32	92.58	109.30	121.13	114.40	131.56	109.12
27	61.60	72.69	92.18	96.23	116.78	88.04	95.39	112.99	125.22	118.14	135.74	112.64
28	63.58	74.62	94.82	99.13	120.52	90.77	98.21	116.69	129.32	121.88	139.92	116.16
29	65.56	76.56	97.46	102.04	124.26	93.50	101.02	120.38	133.41	125.62	144.10	119.68
30	67.54	78.50	100.10	104.94	128.00	96.23	103.84	124.08	137.50	129.36	148.28	123.20
31	69.52	80.43	102.74	107.84	131.74	98.96	106.66	127.78	141.59	133.10	152.46	126.72
32	71.50	82.37	105.38	110.75	135.48	101.68	109.47	131.47	145.68	136.84	156.64	130.24
33	73.48	84.30	108.02	113.65	139.22	104.41	112.29	135.17	149.78	140.58	160.82	133.76
34	75.46	86.24	110.66	116.56	142.96	107.14	115.10	138.86	153.87	144.32	165.00	137.28
35	77.44	88.18	113.30	119.46	146.70	109.87	117.92	142.56	157.96	148.06	169.18	140.80
36	79.42	90.11	115.94	122.36	150.44	112.60	120.74	146.26	162.05	151.80	173.36	144.32
37	81.40	92.05	118.58	125.27	154.18	115.32	123.55	149.95	166.14	155.54	177.54	147.84
38	83.38	93.98	121.22	128.17	157.92	118.05	126.37	153.65	170.24	159.28	181.72	151.36
39	85.36	95.92	123.86	131.08	161.66	120.78	129.18	157.34	174.33	163.02	185.90	154.88
40	87.34	97.86	126.50	133.98	165.40	123.51	132.00	161.04	178.42	166.76	190.08	158.40
41	89.32	99.79	129.14	136.88	169.14	126.24	134.82	164.74	182.51	170.50	194.26	161.92
42	91.30	101.73	131.78	139.79	172.88	128.96	137.63	168.43	186.60	174.24	198.44	165.44
43	93.28	103.66	134.42	142.69	176.62	131.69	140.45	172.13	190.70	177.98	202.62	168.96
44	95.26	105.60	137.06	145.60	180.36	134.42	143.26	175.82	194.79	181.72	206.80	172.48
45	97.24	107.54	139.70	148.50	184.10	137.15	146.08	179.52	198.88	185.46	210.98	176.00
46	99.22	109.47	142.34	151.40	187.84	139.88	148.90	183.22	202.97	189.20	215.16	179.52
47	101.20	111.41	144.98	154.31	191.58	142.60	151.71	186.91	207.06	192.94	219.34	183.04
48	103.18	113.34	147.62	157.21	195.32	145.33	154.53	190.61	211.16	196.68	223.52	186.56
49	105.16	115.28	150.26	160.12	199.06	148.06	157.34	194.30	215.25	200.42	227.70	190.08
50	107.14	117.22	152.90	163.02	202.80	150.79	160.16	198.00	219.34	204.16	231.88	193.60
51	109.12	119.15	155.54	165.92	206.54	153.52	162.98	201.70	223.43	207.90	236.06	197.12
52	111.10	121.09	158.18	168.83	210.28	156.24	165.79	205.39	227.52	211.64	240.24	200.64
53	113.08	123.02	160.82	171.73	214.02	158.97	168.61	209.09	231.62	215.38	244.42	204.16
54	115.06	124.96	163.46	174.64	217.76	161.70	171.42	212.78	235.71	219.12	248.60	207.68
55	117.04	126.90	166.10	177.54	221.50	164.43	174.24	216.48	239.80	222.86	252.78	211.20
56	119.02	128.83	168.74	180.44	225.24	167.16	177.06	220.18	243.89	226.60	256.96	214.72
57	121.00	130.77	171.38	183.35	228.98	169.88	179.87	223.87	247.98	230.34	261.14	218.24
58	122.98	132.70	174.02	186.25	232.72	172.61	182.69	227.57	252.08	234.08	265.32	221.76

Weight Not Over (lbs.)	Group 1 Canada	Group 2 Mexico	Group 3 Great Britain	Group 4 Japan	Group 5 China	Group 6	Group 7	Group 8	Group 9	Group 10	Group 11	Group 12
59	124.96	134.64	176.66	189.16	236.46	175.34	185.50	231.26	256.17	237.82	269.50	225.28
60	126.94	136.58	179.30	192.06	240.20	178.07	188.32	234.96	260.26	241.56	273.68	228.80
61	128.92	138.51	181.94	194.96	243.94	180.80	191.14	238.66	264.35	245.30	277.86	232.32
62	130.90	140.45	184.58	197.87	247.68	183.52	193.95	242.35	268.44	249.04	282.04	235.84
63	132.88	142.38	187.22	200.77	251.42	186.25	196.77	246.05	272.54	252.78	286.22	239.36
64	134.86	144.32	189.86	203.68	255.16	188.98	199.58	249.74	276.63	256.52	290.40	242.88
65	136.84	146.26	192.50	206.58	258.90	191.71	202.40	253.44	280.72	260.26	294.58	246.40
66	138.82	148.19	195.14	209.48	262.64	194.44	205.22	257.14	284.81	264.00	298.76	249.92

Weight Not Over (lbs.)	Group 1 Canada	Group 2 Mexico	Group 3 Great Britain	Group 4 Japan	Group 5 China	Group 6 *	Group 7 *	Group 8	Group 9	Group 10	Group 11	Group 12	Group 13
1	\$ 12.43	\$ 13.00	\$ 16.00	\$ 4.51	\$ 15.25	\$ 14.00	\$ 16.50	\$ 12.50	\$ 14.50	\$ 15.36	\$ 17.28	\$ 13.44	\$ 16.32
2	12.43	15.50	20.00	8.83	19.75	15.50	19.00	16.00	18.75	17.76	21.12	14.88	19.00
3	13.68	17.04	24.00	13.15	23.52	17.50	21.75	20.00	23.25	20.64	24.96	16.56	22.00
4	14.28	19.44	28.00	17.47	28.56	20.25	24.50	24.25	26.75	23.04	28.80	18.48	25.00
5	15.04	22.08	30.72		33.60	22.75	27.25	27.60	31.44	25.44	32.64	20.40	26.88
6	17.80	24.00	33.60		37.68	25.65	30.25	31.34	35.04	28.32	36.00	22.80	30.00
7	18.19	25.92	36.48		41.76	28.55	33.25	35.09	38.78	31.20	39.36	25.20	33.12
8	19.25	27.84	39.36		45.84	31.45	34.80	38.83	42.53	34.08	42.72	27.60	36.24
9	20.30	29.76	42.24		49.92	34.35	37.68	42.58	46.27	36.96	46.08	30.00	39.36
10	21.36	31.68	45.12		54.00	37.25	40.56	46.32	50.02	39.84	49.44	32.40	42.48
11	22.42	33.60	48.00		58.08	40.15	43.44	50.06	53.76	42.72	52.80	34.80	45.60
12	23.47	35.52	50.88		62.16	43.05	46.32	53.81	57.50	45.60	56.16	37.20	48.72
13	24.53	37.44	53.76		66.24	44.11	49.20	57.55	61.25	48.48	59.52	39.60	51.84
14	25.58	39.36	56.64		70.32	46.90	52.08	61.30	64.99	51.36	62.88	42.00	54.96
15	26.64	41.28	59.52		74.40	49.68	54.96	65.04	68.74	54.24	66.24	44.40	58.08
16	27.70	43.20	62.40		78.48	52.46	57.84	68.78	72.48	57.12	69.60	46.80	61.20
17	28.75	45.12	65.28		82.56	55.25	60.72	72.53	76.22	60.00	72.96	49.20	64.32
18	29.81	47.04	68.16		86.64	58.03	63.60	76.27	79.97	62.88	76.32	51.60	67.44
19	30.86	48.96	71.04		90.72	60.82	66.48	80.02	83.71	65.76	79.68	54.00	70.56
20	31.92	50.88	73.92		94.80	63.60	69.36	83.76	87.46	68.64	83.04	56.40	73.68
21	32.98	52.80	76.80		98.88	66.38	72.24	87.50	91.20	71.52	86.40	58.80	76.80
22	34.03	54.72	79.68		102.96	69.17	75.12	91.25	94.94	74.40	89.76	61.20	79.92
23	35.09	56.64	82.56		107.04	71.95	78.00	94.99	98.69	77.28	93.12	63.60	83.04
24	36.14	58.56	85.44		111.12	74.74	80.88	98.74	102.43	80.16	96.48	66.00	86.16
25	37.20	60.48	88.32		115.20	77.52	83.76	102.48	106.18	83.04	99.84	68.40	89.28
26	39.85	62.40	91.20		119.28	80.30	86.64	106.22	109.92	85.92	103.20	70.80	92.40
27	40.95	64.32	94.08		123.36	83.09	89.52	109.97	113.66	88.80	106.56	73.20	95.52
28	42.05	66.24	96.96		127.44	85.87	92.40	113.71	117.41	91.68	109.92	75.60	98.64
29	43.15	68.16	99.84		131.52	88.66	95.28	117.46	121.15	94.56	113.28	78.00	101.76
30	44.25	70.08	102.72		135.60	91.44	98.16	121.20	124.90	97.44	116.64	80.40	104.88
31	45.35	72.00	105.60		139.68	94.22	101.04	124.94	128.64	100.32	120.00	82.80	108.00
32	46.45	73.92	108.48		143.76	97.01	103.92	128.69	132.38	103.20	123.36	85.20	111.12
33	47.55	75.84	111.36		147.84	99.79	106.80	132.43	136.13	106.08	126.72	87.60	114.24
34	48.65	77.76	114.24		151.92	102.58	109.68	136.18	139.87	108.96	130.08	90.00	117.36
35	49.75	79.68	117.12		156.00	105.36	112.56	139.92	143.62	111.84	133.44	92.40	120.48
36	50.85	81.60	120.00		160.08	108.14	115.44	143.66	147.36	114.72	136.80	94.80	123.60
37	51.95	83.52	122.88		164.16	110.93	118.32	147.41	151.10	117.60	140.16	97.20	126.72
38	53.05	85.44	125.76		168.24	113.71	121.20	151.15	154.85	120.48	143.52	99.60	129.84
39	54.15	87.36	128.64		172.32	116.50	124.08	154.90	158.59	123.36	146.88	102.00	132.96
40	55.25	89.28	131.52		176.40	119.28	126.96	158.64	162.34	126.24	150.24	104.40	136.08
41	56.35	91.20	134.40		180.48	122.06	129.84	162.38	166.08	129.12	153.60	106.80	139.20
42	57.45	93.12	137.28		184.56	124.85	132.72	166.13	169.82	132.00	156.96	109.20	142.32
43	58.55	95.04	140.16		188.64	127.63	135.60	169.87	173.57	134.88	160.32	111.60	145.44
44	59.65	96.96	143.04		192.72	130.42	138.48	173.62	177.31	137.76	163.68	114.00	148.56
45	60.75		145.92		196.80	133.20	141.36	177.36	181.06	140.64	167.04	116.40	151.68
46	61.85		148.80		200.88	135.98	144.24	181.10	184.80	143.52	170.40	118.80	154.80
47	62.95		151.68		204.96	138.77	147.12	184.85	188.54	146.40	173.76	121.20	157.92
48	64.05		154.56		209.04	141.55	150.00	188.59	192.29	149.28	177.12	123.60	161.04
49	65.15		157.44		213.12	144.34	152.88	192.34	196.03	152.16	180.48	126.00	164.16
50	66.25		160.32		217.20	147.12	155.76	196.08	199.78	155.04	183.84	128.40	167.28

Weight Not Over (lbs.)	Group 1 Canada	Group 2 Mexico	Group 3 Great Britain	Group 4 Japan	Group 5 China	Group 6 *	Group 7 *	Group 8	Group 9	Group 10	Group 11	Group 12	Group 13
51	67.35		163.20		221.28	149.90	158.64	199.82	203.52	157.92	187.20	130.80	170.40
52	68.45		166.08		225.36	152.69	161.52	203.57	207.26	160.80	190.56	133.20	173.52
53	69.55		168.96		229.44	155.47	164.40	207.31	211.01	163.68	193.92	135.60	176.64
54	70.65		171.84		233.52	158.26	167.28	211.06	214.75	166.56	197.28	138.00	179.76
55	71.75		174.72		237.60	161.04	170.16	214.80	218.50	169.44	200.64	140.40	182.88
56	72.85		177.60		241.68	163.82	173.04	218.54	222.24	172.32	204.00	142.80	186.00
57	73.95		180.48		245.76	166.61	175.92	222.29	225.98	175.20	207.36	145.20	189.12
58	75.05		183.36		249.84	169.39	178.80	226.03	229.73	178.08	210.72	147.60	192.24
59	76.15		186.24		253.92	172.18	181.68	229.78	233.47	180.96	214.08	150.00	195.36
60	77.25		189.12		258.00	174.96	184.56	233.52	237.22	183.84	217.44	152.40	198.48
61	78.35		192.00		262.08	177.74	187.44	237.26	240.96	186.72	220.80	154.80	201.60
62	79.45		194.88		266.16	180.53	190.32	241.01	244.70	189.60	224.16	157.20	204.72
63	80.55		197.76		270.24	183.31	193.20	244.75	248.45	192.48	227.52	159.60	207.84
64	81.65		200.64		274.32	186.10	196.08	248.50	252.19	195.36	230.88	162.00	210.96
65	82.75		203.52		278.40	188.88	198.96	252.24	255.94	198.24	234.24	164.40	214.08
66	83.85		206.40		282.48	191.66	201.84	255.98	259.68	201.12	237.60	166.80	217.20

On December 15, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

a. Term: January 1, 2004, through December 31, 2004.

b. Type of mail: Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.

c. Destination countries: Japan.

d. Service provided by the Postal Service: The Postal Service has agreed to:

1. Furnish the Mailer, or its agent(s), with the postal equipment and postal supplies required for the use of Qualifying Mail.
2. Provide the Mailer with the preparation requirements for Qualifying Mail and training necessary to prepare ICM mail in conformity with the requirements for Qualifying Mail.
3. Perform on-call and scheduled pickup service in accordance with IMM 222.24 except that the pickup fee is included in the ICM rate.
4. To arrange with air and surface carriers to transport Qualifying Mail to international destinations for delivery by the appropriate authority.
5. Provide an application which produces manifests, EMS labels, customs declaration, and customized reports, and provide software updates as warranted.
6. Inform the Mailer if new equipment is required to comply with changes in the system application.
7. Provide the Mailer a Corporate Account Mailing Statement at the end of each postal accounting

period showing a beginning balance, deposits, a listing of each shipment mailed and date, label numbers, office of mailing, number of shipments, postage and fees, and the ending balance in the account.

e. Minimum volume commitment: The Mailer has agreed to meet an annualized minimum volume commitment of 1,000 pieces of Qualifying Mail.

f. Worksharing: The Mailer has agreed to:

1. Pay postage to the USPS, either directly or through a mailing agent(s), for Global Express Mail (EMS) through an Express Mail Corporate Account according to the terms of DMM P500.2.
2. Tender Qualifying Mail at the Mailer's plant in accordance with instructions the USPS provides and to provide the USPS with a schedule of mailings including date of tender, weight, volume and location where mail will originate, in accordance with instructions the Postal Service provides.
3. Be responsible for required maintenance on the USPS-owned computer workstation, in-line scale, and printers currently in place at the Mailer's location.
4. Be responsible for purchasing any required hardware necessitated by an upgrade to the system application.
5. Return to the USPS the USPS-owned computer workstation, in-line scale, scanner, and printers currently in place at the Mailer's location within one month after the termination date of this Agreement, or when any piece of the existing equipment is replaced due to required system upgrades.

- g. Rates:** The Mailer has agreed to pay postage for Qualifying Mail at a discounted rate of ten percent (10.0%) off non-discounted published rates for

Global Express Mail™ (EMS) to Japan in effect on the date of mailing.

On December 12, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** January 1, 2004, through December 31, 2004.
- b. Type of mail:** Global Direct — Canada Lettermail. Every item must conform to size, shape, address standard sortation requirements, and other Canada Post Corporation mail piece specifications.
- c. Destination countries:** Canada.
- d. Service provided by the Postal Service:** The Postal Service has agreed to:
 - 1. Provide Mailer with pre-mailing consultation on postal regulations as they relate to letter mail to Canada, including information on indicia, sortation, mail preparation and presentation.
 - 2. Furnish the Mailer with letter trays as well as any postal equipment and/or supplies required for the use of Qualifying Mail.
 - 3. Verify and accept the mailings at a Detached Mail Unit located at the Mailer's plant.
 - 4. Facilitate postage payments through the use of permit accounts.
 - 5. Prepare appropriate export documentation for dispatch of Qualifying Mail to Canada.
 - 6. Arrange with commercial air carriers to transport Qualifying Mail to the Canada Post Corporation acceptance site in Canada.
 - 7. Confirm tender of Qualifying Mail to Canada Post Corporation with the Mailer.

On April 20, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** May 17, 2004, through Jun 30, 2006.
- b. Type of mail:** Global Express Mail™ (EMS) and Air-mail Parcel Post. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. Destination countries:** Japan and Singapore.

- 8. Coordinate with Canada Post Corporation for delivery to addressees.

- e. Minimum volume commitment:** The Mailer has agreed to meet an annualized minimum commitment of \$700,000 in postage for Qualifying Mail on an annualized basis starting on the effective date of this Agreement, with a minimum of 200 pieces per mailing.

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

- 1. Tender Qualifying Mail to the Postal Service in accordance with Postal Service and Canada Post Corporation requirements.
- 2. Tender Qualifying Mail to a location the Postal Service designates and provide the Postal Service with an advance schedule of all mailings.
- 3. Pay postage, either directly or through a mailing agent(s), for all Qualifying ICM Mail with a dedicated permit imprint, subject to the general conditions stated in DMM P040. For non-identical weight items, mailings are acceptable if authorized under specific procedures in one of the special postage payment programs in DMM P710, P720 or P730.
- 4. Notify the Postal Service, via e-mail or by fax, of any new permit numbers to be used for Qualifying Mail at least two (2) weeks in advance of using the new permit numbers.
- 5. Provide transportation of mailings to the Postal Service Processing and Distribution Center either directly or through a mailing agent(s).

- g. Rates:** The Mailer has agreed to pay postage for Qualifying Mail at a rate of US\$0.375 per piece.

- d. Service provided by the Postal Service:** The Postal Service has agreed to:

- 1. Furnish the Mailer or its agent(s) with the postal equipment and postal supplies required for the use of Qualifying Mail.
- 2. Provide the Mailer or its agent(s) with any training necessary to prepare mail shipments in conformity with the requirements for Qualifying Mail.
- 3. Provide the Mailer with technical assistance necessary to prepare the necessary

- information linkages, electronic data files, and data exchanges.
4. Arrange with carriers to transport Qualifying Mail to international destinations where the proper authority will effect delivery.
 5. Present, at the Mailer's request, a customized binding Proposal detailing the number of hours required to complete a harmonization process. The Proposal shall be presented before the process begins.
 6. Provide the Mailer with access to tracking reports, if applicable to the service, and delivery performance reports on a regular basis.
 7. Return Global Express Mail™ (EMS) items refused by an addressee and undeliverable items to the Mailer via Express Mail at no charge provided that the return rate is no more than four percent (4.0%) of total volume.
 8. Return Airmail Parcel Post items refused by an addressee and undeliverable items to the Mailer according to the provisions of IMM 771.
 9. Apply, at the Mailer's request, a USPS shipping label and Customs documentation to each package intended for delivery in Japan and Singapore.
 10. Send an electronic data file for Global Express Mail™ (EMS) to Japan and Singapore and to send an electronic data file for Airmail Parcel Post to Singapore that will allow the Customs officials to review the contents of each shipment before the packages arrive.
- e. Minimum volume commitment:** The Mailer has agreed to meet an annualized minimum volume commitment of 100,000 packages of Qualifying Mail.
- f. Worksharing:** The Mailer has agreed to:
1. Establish the necessary linkages with the Postal Service so that the Mailer and the Postal Service can exchange data transmissions concerning the Mailer's packages and so that the Postal Service can extract information by scanning the Mailer-provided barcode on each package.
 2. Exchange electronic information with the Postal Service according to the specifications and instructions the Postal Service provides.
 3. Provide the Postal Service, via fax or e-mail, with notification of new permit numbers used for Qualifying Mail, one (1) week in advance of using the new permit numbers.
 4. Provide the appropriate Postal Service acceptance sites with a schedule of mailings at least one week in advance, including the intended date of tender, weight, volume, and location where mail will originate, in accordance with instructions the Postal Service provides.
 5. Present the mailings to the Postal Service at a site the Postal Service designates where the mailings shall be sampled and accepted.
 6. Transport the mailings to the Postal Service International Service Center in Chicago.
 7. Pay a labeling fee of \$2.50 each time the USPS applies a shipping label and Customs documentation at the Mailer's request.
 8. Pay postage to the USPS, either directly or through a mailing agent, for all Qualifying Mail by use of a permit imprint subject to the conditions stated in DMM P040, with the exception that DMM P040.1.1 shall not apply, and IMM 152.3.
- g. Rates:** The Mailer has agreed to pay postage for Qualifying Mail according to the rate charts in Exhibit 1.

Exhibit 1

Global Express Mail™ (EMS) Mailer Applies Labels

Weight Not Over (lbs.)	Japan	Singapore
0.5	\$ 13.60	\$ 13.60
1	16.80	16.40
2	20.00	19.20
3	23.20	22.40
4	26.40	25.60
5	29.40	28.80
6	32.04	32.16
7	34.68	35.52
8	37.32	38.88
9	39.96	42.24
10	42.60	45.60
11	45.24	48.96
12	47.88	52.32
13	50.52	55.68
14	53.16	59.04
15	55.80	62.40
16	58.44	65.76
17	61.08	69.12
18	63.72	72.48
19	66.36	75.84
20	69.00	79.20
21	71.64	82.56
22	74.28	85.92
23	76.92	89.28
24	79.56	92.64
25	82.20	96.00
26	84.84	99.36
27	87.48	102.72
28	90.12	106.08
29	92.76	109.44

Weight Not Over (lbs.)	Japan	Singapore
30	95.40	112.80
31	98.04	116.16
32	100.68	119.52
33	103.32	122.88
34	105.96	126.24
35	108.60	129.60
36	111.24	132.96
37	113.88	136.32
38	116.52	139.68
39	119.16	143.04
40	121.80	146.40
41	124.44	149.76
42	127.08	153.12
43	129.72	156.48
44	132.36	159.84
45	135.00	163.20
46	137.64	166.56
47	140.28	169.92
48	142.92	173.28
49	145.56	176.64
50	148.20	180.00
51	150.84	183.36
52	153.48	186.72
53	156.12	190.08
54	158.76	193.44
55	161.40	196.80
56	164.04	200.16
57	166.68	203.52
58	169.32	206.88
59	171.96	210.24
60	174.60	213.60
61	177.24	216.96
62	179.88	220.32
63	182.52	223.68
64	185.16	227.04
65	187.80	230.40
66	190.44	233.76

Exhibit 1
Airmail Parcel Post
Mailer Applies Labels

Weight Not Over (lbs.)	Japan	Singapore
1	\$4.39	\$12.50
2	8.60	16.00
3	12.81	20.00
4	17.02	24.25
5		26.88
6		30.53
7		34.17
8		37.82
9		41.47
10		45.11

Weight Not Over (lbs.)	Japan	Singapore
11		48.76
12		52.41
13		56.05
14		59.70
15		63.35
16		66.99
17		70.64
18		74.29
19		77.93
20		81.58
21		85.23
22		88.87
23		92.52
24		96.16
25		99.81
26		103.46
27		107.10
28		110.75
29		114.40
30		118.04
31		121.69
32		125.34
33		128.98
34		132.63
35		136.28
36		139.92
37		143.57
38		147.22
39		150.86
40		154.51
41		158.16
42		161.80
43		165.45
44		169.09
45		172.74
46		176.39
47		180.03
48		183.68
49		187.33
50		190.97
51		194.62
52		198.27
53		201.91
54		205.56
55		209.21
56		212.85
57		216.50
58		220.15
59		223.79
60		227.44
61		231.09
62		234.73
63		238.38
64		242.02
65		245.67
66		249.32

On February 6, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** February 14, 2004, through June 30, 2006.
- b. Type of mail:** Global Express Mail™ (EMS) and Airmail Parcel Post. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to:
 - 1. Furnish the Mailer, or its agent(s), with the postal equipment and postal supplies required for the use of Qualifying Mail.
 - 2. Provide the Mailer, or its agent(s), with any training necessary to prepare mail shipments in conformity with the requirements of Qualifying Mail.
 - 3. Provide the Mailer with technical assistance necessary to prepare the necessary information linkages, electronic data files, and data exchanges.
 - 4. Arrange with carriers to transport Qualifying Mail to international destinations for where the proper authorities will effect delivery.
 - 5. Return Global Express Mail™ (EMS) items refused by an addressee and undeliverable items to the Mailer via Express Mail at no charge provided the return rate is no more than four percent (4.0%) of total volume.
 - 6. Return Airmail Parcel Post items refused by an addressee or undeliverable items to the Mailer according to the provisions of IMM 771.
 - 7. Provide the Mailer with access to tracking reports, if applicable to the service and delivery performance reports on a regular basis.
 - 8. Present the Mailer, at the Mailer's request, a customized binding Proposal detailing the number of hours required to complete a harmonization process. The Proposal shall be presented before the process begins.
 - 9. Send an electronic data file for Global Express Mail™ (EMS) to Canada, Japan, Singapore, and the United Kingdom and send an electronic data file for Airmail Parcel Post to Canada, Singapore, and the countries in Airmail Parcel Post Rate groups 6 and 7 indicated in Exhibit 1 allowing the Customs officials to review the contents of each shipment before the packages arrive.
- e. Minimum volume commitment:** The Mailer has agreed to meet an annualized minimum volume commitment of 12,500 pieces of Qualifying Mail.

f. Worksharing: The Mailer has agreed to:

- 1. Establish the necessary linkages so that the Mailer and the Postal Service can exchange data transmissions concerning the Mailer's packages and so that the USPS can extract information by scanning the Mailer-provided barcode on each package.
- 2. Exchange electronic information with the Postal Service according to the specifications and instructions the Postal Service provides.
- 3. Pay postage to the Postal Service, either directly or through a mailing agent, for all Qualifying Mail by use of a permit imprint subject to the conditions states in DMM P040, with the exception that DMM P040.1.1 shall not apply, and IMM 152.3.
- 4. Provide the Postal Service via fax or e-mail with notification of new permit numbers used for Qualifying Mail one week in advance of using the new permit numbers.
- 5. Provide the Postal Service acceptance sites with a schedule of mailings, at least one week in advance, including the intended date of tender, weight, volume and location where mail will originate, in accordance with instructions the Postal Service provides.
- 6. Present mailings to the Postal Service at a location the Mailer and the Postal Service mutually agree upon.
- 7. Pay for any requested harmonization at a rate of \$250 per hour.

g. Rates: The Mailer has agreed to pay postage for Qualifying Mail according to the rate charts in Exhibit 2.

Exhibit 1

Airmail Parcel Post Rate Group 6

Countries That Accept Customs Pre-Advice

- 1. Belgium
- 2. Denmark
- 3. France (including Corsica & Monaco)
- 4. Faroe Islands
- 5. Finland
- 6. Germany
- 7. Greece
- 8. Ireland
- 9. Italy
- 10. Luxembourg
- 11. Netherlands
- 12. Norway

13. Iceland

14. Switzerland

*** Airmail Parcel Post Rate Group 7****Countries That Accept Customs Pre-Advice**

1. Austria

2. Portugal (including Azores & Madeira Islands)

3. Spain (including Canary Islands)

4. Sweden

Exhibit 2**EMS**

Weight Not Over (lbs.)	Group 1 Canada	Group 2 Mexico	Group 3 Great Britain	Group 4 Japan	Group 5 China	Group 6	Group 7	Group 8	Group 9	Group 10	Group 11	Group 12
0.5	\$ 13.49	\$ 14.57	\$ 17.40	\$ 14.79	\$ 16.53	\$ 14.79	\$ 20.01	\$ 14.79	\$ 16.53	\$ 19.79	\$ 24.80	\$ 19.36
1	14.14	17.40	21.53	18.27	19.79	16.66	22.62	17.84	19.14	21.97	27.19	21.53
2	14.79	20.62	25.01	21.75	22.66	18.84	25.23	20.88	22.62	24.58	30.89	24.36
3	15.88	24.01	28.49	25.23	26.54	21.71	27.84	24.36	26.10	28.28	35.24	27.84
4	16.75	27.06	31.10	28.71	30.36	24.49	30.45	27.84	30.45	31.76	38.93	31.32
5	17.84	29.75	33.71	31.97	34.10	27.71	33.06	31.32	34.80	35.45	43.28	34.80
6	19.79	31.67	36.32	34.84	37.80	30.41	35.84	34.97	38.85	39.15	47.42	38.28
7	21.75	33.58	38.93	37.71	41.50	33.10	38.63	38.63	42.89	42.85	51.55	41.76
8	23.71	35.50	41.54	40.59	45.20	35.80	41.41	42.28	46.94	46.55	55.68	45.24
9	25.67	37.41	44.15	43.46	48.89	38.50	44.20	45.94	50.98	50.24	59.81	48.72
10	27.62	39.32	46.76	46.33	52.59	41.19	46.98	49.59	55.03	53.94	63.95	52.20
11	29.58	41.24	49.37	49.20	56.29	43.89	49.76	53.24	59.07	57.64	68.08	55.68
12	31.54	43.15	51.98	52.07	59.99	46.59	52.55	56.90	63.12	61.34	72.21	59.16
13	33.50	45.07	54.59	54.94	63.68	49.29	55.33	60.55	67.16	65.03	76.34	62.64
14	35.45	46.98	57.20	57.81	67.38	51.98	58.12	64.21	71.21	68.73	80.48	66.12
15	37.41	48.89	59.81	60.68	71.08	54.68	60.90	67.86	75.26	72.43	84.61	69.60
16	39.37	50.81	62.42	63.55	74.78	57.38	63.68	71.51	79.30	76.13	88.74	73.08
17	41.33	52.72	65.03	66.42	78.47	60.07	66.47	75.17	83.35	79.82	92.87	76.56
18	43.28	54.64	67.64	69.30	82.17	62.77	69.25	78.82	87.39	83.52	97.01	80.04
19	45.24	56.55	70.25	72.17	85.87	65.47	72.04	82.48	91.44	87.22	101.14	83.52
20	47.20	58.46	72.86	75.04	89.57	68.16	74.82	86.13	95.48	90.92	105.27	87.00
21	49.16	60.38	75.47	77.91	93.26	70.86	77.60	89.78	99.53	94.61	109.40	90.48
22	51.11	62.29	78.08	80.78	96.96	73.56	80.39	93.44	103.57	98.31	113.54	93.96
23	53.07	64.21	80.69	83.65	100.66	76.26	83.17	97.09	107.62	102.01	117.67	97.44
24	55.03	66.12	83.30	86.52	104.36	78.95	85.96	100.75	111.66	105.71	121.80	100.92
25	56.99	68.03	85.91	89.39	108.05	81.65	88.74	104.40	115.71	109.40	125.93	104.40
26	58.94	69.95	88.52	92.26	111.75	84.35	91.52	108.05	119.76	113.10	130.07	107.88
27	60.90	71.86	91.13	95.13	115.45	87.04	94.31	111.71	123.80	116.80	134.20	111.36
28	62.86	73.78	93.74	98.01	119.15	89.74	97.09	115.36	127.85	120.50	138.33	114.84
29	64.82	75.69	96.35	100.88	122.84	92.44	99.88	119.02	131.89	124.19	142.46	118.32
30	66.77	77.60	98.96	103.75	126.54	95.13	102.66	122.67	135.94	127.89	146.60	121.80
31	68.73	79.52	101.57	106.62	130.24	97.83	105.44	126.32	139.98	131.59	150.73	125.28
32	70.69	81.43	104.18	109.49	133.94	100.53	108.23	129.98	144.03	135.29	154.86	128.76
33	72.65	83.35	106.79	112.36	137.63	103.23	111.01	133.63	148.07	138.98	158.99	132.24
34	74.60	85.26	109.40	115.23	141.33	105.92	113.80	137.29	152.12	142.68	163.13	135.72
35	76.56	87.17	112.01	118.10	145.03	108.62	116.58	140.94	156.17	146.38	167.26	139.20
36	78.52	89.09	114.62	120.97	148.73	111.32	119.36	144.59	160.21	150.08	171.39	142.68
37	80.48	91.00	117.23	123.84	152.42	114.01	122.15	148.25	164.26	153.77	175.52	146.16
38	82.43	92.92	119.84	126.72	156.12	116.71	124.93	151.90	168.30	157.47	179.66	149.64
39	84.39	94.83	122.45	129.59	159.82	119.41	127.72	155.56	172.35	161.17	183.79	153.12
40	86.35	96.74	125.06	132.46	163.52	122.10	130.50	159.21	176.39	164.87	187.92	156.60
41	88.31	98.66	127.67	135.33	167.21	124.80	133.28	162.86	180.44	168.56	192.05	160.08
42	90.26	100.57	130.28	138.20	170.91	127.50	136.07	166.52	184.48	172.26	196.19	163.56
43	92.22	102.49	132.89	141.07	174.61	130.20	138.85	170.17	188.53	175.96	200.32	167.04
44	94.18	104.40	135.50	143.94	178.31	132.89	141.64	173.83	192.57	179.66	204.45	170.52
45	96.14	106.31	138.11	146.81	182.00	135.59	144.42	177.48	196.62	183.35	208.58	174.00
46	98.09	108.23	140.72	149.68	185.70	138.29	147.20	181.13	200.67	187.05	212.72	177.48
47	100.05	110.14	143.33	152.55	189.40	140.98	149.99	184.79	204.71	190.75	216.85	180.96
48	102.01	112.06	145.94	155.43	193.10	143.68	152.77	188.44	208.76	194.45	220.98	184.44
49	103.97	113.97	148.55	158.30	196.79	146.38	155.56	192.10	212.80	198.14	225.11	187.92

Weight Not Over (lbs.)	Group 1 Canada	Group 2 Mexico	Group 3 Great Britain	Group 4 Japan	Group 5 China	Group 6	Group 7	Group 8	Group 9	Group 10	Group 11	Group 12
50	105.92	115.88	151.16	161.17	200.49	149.07	158.34	195.75	216.85	201.84	229.25	191.40
51	107.88	117.80	153.77	164.04	204.19	151.77	161.12	199.40	220.89	205.54	233.38	194.88
52	109.84	119.71	156.38	166.91	207.89	154.47	163.91	203.06	224.94	209.24	237.51	198.36
53	111.80	121.63	158.99	169.78	211.58	157.17	166.69	206.71	228.98	212.93	241.64	201.84
54	113.75	123.54	161.60	172.65	215.28	159.86	169.48	210.37	233.03	216.63	245.78	205.32
55	115.71	125.45	164.21	175.52	218.98	162.56	172.26	214.02	237.08	220.33	249.91	208.80
56	117.67	127.37	166.82	178.39	222.68	165.26	175.04	217.67	241.12	224.03	254.04	212.28
57	119.63	129.28	169.43	181.26	226.37	167.95	177.83	221.33	245.17	227.72	258.17	215.76
58	121.58	131.20	172.04	184.14	230.07	170.65	180.61	224.98	249.21	231.42	262.31	219.24
59	123.54	133.11	174.65	187.01	233.77	173.35	183.40	228.64	253.26	235.12	266.44	222.72
60	125.50	135.02	177.26	189.88	237.47	176.04	186.18	232.29	257.30	238.82	270.57	226.20
61	127.46	136.94	179.87	192.75	241.16	178.74	188.96	235.94	261.35	242.51	274.70	229.68
62	129.41	138.85	182.48	195.62	244.86	181.44	191.75	239.60	265.39	246.21	278.84	233.16
63	131.37	140.77	185.09	198.49	248.56	184.14	194.53	243.25	269.44	249.91	282.97	236.64
64	133.33	142.68	187.70	201.36	252.26	186.83	197.32	246.91	273.48	253.61	287.10	240.12
65	135.29	144.59	190.31	204.23	255.95	189.53	200.10	250.56	277.53	257.30	291.23	243.60
66	137.24	146.51	192.92	207.10	259.65	192.23	202.88	254.21	281.58	261.00	295.37	247.08

Airmail Parcel Post Rates

Weight Not Over (lbs.)	Group 1 Canada	Group 2 Mexico	Group 3 Great Britain	Group 4 Japan	Group 5 China	Group 6	Group 7	Group 8	Group 9	Group 10	Group 11	Group 12	Group 13
1	\$ 12.59	\$ 13.00	\$ 16.00	\$ 4.47	\$ 15.25	\$ 14.00	\$ 16.50	\$ 12.50	\$ 14.50	\$ 16.00	\$ 17.10	\$ 13.30	\$ 17.00
2	12.59	15.50	20.00	8.74	19.75	15.50	19.00	16.00	18.75	17.58	20.90	14.73	19.00
3	13.54	17.75	24.00	13.02	23.28	17.50	21.75	20.00	23.25	20.43	24.70	16.39	22.00
4	14.73	19.24	28.00	17.29	28.26	20.25	24.50	24.25	26.75	22.80	28.50	18.29	25.00
5	15.91	21.85	30.40		33.25	22.75	27.25	27.31	31.11	25.18	32.30	20.19	28.00
6	16.96	23.75	33.25		37.29	25.65	30.25	31.02	34.68	28.03	35.63	22.56	29.69
7	18.00	25.65	36.10		41.33	28.55	33.25	34.72	38.38	30.88	38.95	24.94	32.78
8	19.05	27.55	38.95		45.36	31.45	34.44	38.43	42.09	33.73	42.28	27.31	35.86
9	20.09	29.45	41.80		49.40	34.35	37.29	42.13	45.79	36.58	45.60	29.69	38.95
10	21.14	31.35	44.65		53.44	37.25	40.14	45.84	49.50	39.43	48.93	32.06	42.04
11	22.18	33.25	47.50		57.48	40.15	42.99	49.54	53.20	42.28	52.25	34.44	45.13
12	23.23	35.15	50.35		61.51	43.05	45.84	53.25	56.91	45.13	55.58	36.81	48.21
13	24.27	37.05	53.20		65.55	43.65	48.69	56.95	60.61	47.98	58.90	39.19	51.30
14	25.32	38.95	56.05		69.59	46.41	51.54	60.66	64.32	50.83	62.23	41.56	54.39
15	26.36	40.85	58.90		73.63	49.16	54.39	64.36	68.02	53.68	65.55	43.94	57.48
16	27.41	42.75	61.75		77.66	51.92	57.24	68.07	71.73	56.53	68.88	46.31	60.56
17	28.45	44.65	64.60		81.70	54.67	60.09	71.77	75.43	59.38	72.20	48.69	63.65
18	29.50	46.55	67.45		85.74	57.43	62.94	75.48	79.14	62.23	75.53	51.06	66.74
19	30.54	48.45	70.30		89.78	60.18	65.79	79.18	82.84	65.08	78.85	53.44	69.83
20	31.59	50.35	73.15		93.81	62.94	68.64	82.89	86.55	67.93	82.18	55.81	72.91
21	32.63	52.25	76.00		97.85	65.69	71.49	86.59	90.25	70.78	85.50	58.19	76.00
22	33.68	54.15	78.85		101.89	68.45	74.34	90.30	93.96	73.63	88.83	60.56	79.09
23	34.72	56.05	81.70		105.93	71.20	77.19	94.00	97.66	76.48	92.15	62.94	82.18
24	37.65	57.95	84.55		109.96	73.96	80.04	97.71	101.37	79.33	95.48	65.31	85.26
25	38.75	59.85	87.40		114.00	76.71	82.89	101.41	105.07	82.18	98.80	67.69	88.35
26	39.85	61.75	90.25		118.04	79.47	85.74	105.12	108.78	85.03	102.13	70.06	91.44
27	40.95	63.65	93.10		122.08	82.22	88.59	108.82	112.48	87.88	105.45	72.44	94.53
28	42.05	65.55	95.95		126.11	84.98	91.44	112.53	116.19	90.73	108.78	74.81	97.61
29	43.15	67.45	98.80		130.15	87.73	94.29	116.23	119.89	93.58	112.10	77.19	100.70
30	44.25	69.35	101.65		134.19	90.49	97.14	119.94	123.60	96.43	115.43	79.56	103.79
31	45.35	71.25	104.50		138.23	93.24	99.99	123.64	127.30	99.28	118.75	81.94	106.88
32	46.45	73.15	107.35		142.26	96.00	102.84	127.35	131.01	102.13	122.08	84.31	109.96
33	47.55	75.05	110.20		146.30	98.75	105.69	131.05	134.71	104.98	125.40	86.69	113.05
34	48.65	76.95	113.05		150.34	101.51	108.54	134.76	138.42	107.83	128.73	89.06	116.14
35	49.75	78.85	115.90		154.38	104.26	111.39	138.46	142.12	110.68	132.05	91.44	119.23
36	50.85	80.75	118.75		158.41	107.02	114.24	142.17	145.83	113.53	135.38	93.81	122.31
37	51.95	82.65	121.60		162.45	109.77	117.09	145.87	149.53	116.38	138.70	96.19	125.40
38	53.05	84.55	124.45		166.49	112.53	119.94	149.58	153.24	119.23	142.03	98.56	128.49
39	54.15	86.45	127.30		170.53	115.28	122.79	153.28	156.94	122.08	145.35	100.94	131.58

Weight Not Over (lbs.)	Group 1 Canada	Group 2 Mexico	Group 3 Great Britain	Group 4 Japan	Group 5 China	Group 6	Group 7	Group 8	Group 9	Group 10	Group 11	Group 12	Group 13
40	55.25	88.35	130.15		174.56	118.04	125.64	156.99	160.65	124.93	148.68	103.31	134.66
41	56.35	90.25	133.00		178.60	120.79	128.49	160.69	164.35	127.78	152.00	105.69	137.75
42	57.45	92.15	135.85		182.64	123.55	131.34	164.40	168.06	130.63	155.33	108.06	140.84
43	58.55	94.05	138.70		186.68	126.30	134.19	168.10	171.76	133.48	158.65	110.44	143.93
44	59.65	95.95	141.55		190.71	129.06	137.04	171.81	175.47	136.33	161.98	112.81	147.01
45	60.75		144.40		194.75	131.81	139.89	175.51	179.17	139.18	165.30	115.19	150.10
46	61.85		147.25		198.79	134.57	142.74	179.22	182.88	142.03	168.63	117.56	153.19
47	62.95		150.10		202.83	137.32	145.59	182.92	186.58	144.88	171.95	119.94	156.28
48	64.05		152.95		206.86	140.08	148.44	186.63	190.29	147.73	175.28	122.31	159.36
49	65.15		155.80		210.90	142.83	151.29	190.33	193.99	150.58	178.60	124.69	162.45
50	66.25		158.65		214.94	145.59	154.14	194.04	197.70	153.43	181.93	127.06	165.54
51	67.35		161.50		218.98	148.34	156.99	197.74	201.40	156.28	185.25	129.44	168.63
52	68.45		164.35		223.01	151.10	159.84	201.45	205.11	159.13	188.58	131.81	171.71
53	69.55		167.20		227.05	153.85	162.69	205.15	208.81	161.98	191.90	134.19	174.80
54	70.65		170.05		231.09	156.61	165.54	208.86	212.52	164.83	195.23	136.56	177.89
55	71.75		172.90		235.13	159.36	168.39	212.56	216.22	167.68	198.55	138.94	180.98
56	72.85		175.75		239.16	162.12	171.24	216.27	219.93	170.53	201.88	141.31	184.06
57	73.95		178.60		243.20	164.87	174.09	219.97	223.63	173.38	205.20	143.69	187.15
58	75.05		181.45		247.24	167.63	176.94	223.68	227.34	176.23	208.53	146.06	190.24
59	76.15		184.30		251.28	170.38	179.79	227.38	231.04	179.08	211.85	148.44	193.33
60	77.25		187.15		255.31	173.14	182.64	231.09	234.75	181.93	215.18	150.81	196.41
61	78.35		190.00		259.35	175.89	185.49	234.79	238.45	184.78	218.50	153.19	199.50
62	79.45		192.85		263.39	178.65	188.34	238.50	242.16	187.63	221.83	155.56	202.59
63	80.55		195.70		267.43	181.40	191.19	242.20	245.86	190.48	225.15	157.94	205.68
64	81.65		198.55		271.46	184.16	194.04	245.91	249.57	193.33	228.48	160.31	208.76
65	82.75		201.40		275.50	186.91	196.89	249.61	253.27	196.18	231.80	162.69	211.85
66	83.85		204.25		279.54	189.67	199.74	253.32	256.98	199.03	235.13	165.06	214.94

— Pricing Strategy, Pricing and Classification, 10-28-04

GLOBAL EXPRESS GUARANTEED SERVICE

Announcing Updated List of GXG Retail Units

Starting on page 71 is a complete, updated ZIP Code™ list of retail units — more than 8,200 locations — where Global Express Guaranteed® (GXG™) service is available to customers. Use this list and discard the original GXG network list, which had 7,600 locations and was published in *Postal Bulletin* 22130 (6-10-04, starting on page 31). (The Postal Service™ adds and deletes locations where GXG service is available to customers based on area and district identification of customer demand and potential growth of expedited international shipping.)

During the week of October 25, 2004, each new GXG retail unit will receive a GXG shipping supplies kit that includes the following items:

- One copy of Publication 141, *Global Express Guaranteed Service Guide, Volume 10*.
- Three copies of an employee information guide.
- 25 Air Waybill/Shipping Labels to be made available to customers.
- 25 GXG cardboard packages to be made available to customers.
- 25 GXG Tyvek packages to be made available to customers.
- 150 lobby brochures to be made available to customers through the Small Business Solutions Display or a “take-one” holder.

Also, all GXG retail units will receive a shipment of PS Form 6182, *Global Express Guaranteed Commercial Invoice*. Shipments are scheduled to start on October 28, 2004, and should arrive the week of November 1, 2004.

GXG retail units may reorder supplies from the Postal Service Expedited Package Supply Center as follows:

- On the Web, go to <http://supplies.usps.gov>; under “Browse Store” and “Shipping Supplies,” click on either *Business Use* or *Personal Use*, and then click on *Global Express Gtd*.
- By fax, call 800-270-6233.
- By telephone, call 800-610-8734.

— *International Product Development,
Product Development, 10-28-04*

Promotion. Postal Service Official Licensed Products

WARM UP WITH THESE FALL SPECIALS

From Highlander Logo Products

The temperature outside is dropping and we have the apparel to keep you warm. Here are a few items that will allow you to still have fun in the cooler weather.

To order or request a catalog

call **866-303-4594**

fax **866-666-4525**

e-mail **usps@hlp golf.com**

web **http://usps.hlp golf.com**

SF-81

Hanes Long Sleeve Beefy-T™ T-shirt**

Sizes: S-XXXL
Colors: ash or red
Logo Options: 1 2 3
\$17.95

SF-3

Jerzees NuBlend Sweatshirt**

Sizes: S-XXL
Colors: heather gray, red, royal or navy
Logo Options: 1 2 3
\$15.95

SF-90

Port & Co Sweatpants**

Sizes: XS-XL
Colors: heather gray, navy or black
Logo Options: 1
\$17.95

SF-2

Jerzees 50/50 Hooded Sweatshirt*

Sizes: S-XXXL
Colors: ash or red
Logo Options: 1 2
\$17.95

SF-23

Weatherproof Garment Co. Fleece*

Sizes: S-XXL
Colors: red, charcoal or royal
Logo Options: 1 2
\$25.95



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

Prices DO NOT include Shipping & Handling

* Embroidered only ** Screen printed

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

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

Promotion. Postal Service Official Licensed Products

WWW.POSTALSTUFF.COM**BAYSIDE... PROUDLY MADE IN THE USA!!!**

#A97950
\$27.50
Reg \$29.95

BAYSIDE Crewneck and Hooded Fleece provide extra warmth, strength and long-life. Made from 9.5 oz. 80% cotton/20% polyester. Ribbed cuffs, waistband and double-needle stitching throughout. Featuring an embroidered USPS® logo.



#A971101
\$22.50
Reg \$24.95



Colors: Dark Ash, Navy, Black.

Sizes: M through 6XL
Please add for larger sizes: \$3.00 (2XL); \$4.50 (3XL); \$6.50 (4XL); \$8.50 (5XL); \$12.00 (6XL)



#A20830
\$24.50
Reg \$29.95

This **Tri-Mountain** shirt is a heavyweight 8 oz. stonewashed, 100% cotton, pre-shrunk for a perfect fit!

Color: Light Blue, Medium Blue, Dark Blue and Black

Sizes: XS thru 6X; LT thru 6XLT

*Please add for larger sizes: \$2.00 (2XL); \$3.50 (3XL); \$4.50 (4XL); \$5.50 (5XL); \$7.50 (6XL) \$3.00 (LT); \$4.00 (XLT); \$6.00 (2XLT); \$8.00 (3XLT); \$10.00 (4XLT); \$12.00 (5XLT); \$14.00 (6XLT)

Outer Banks has long stood for style and quality among manufacturer's of corporate casual and golf apparel. A trusted name providing detailed construction in every garment. This trio of 100% cotton pique knit polo's may provide the perfect ensemble for outfitting your staff. In matching Men's and Ladies' cuts and even a long-sleeve polo in Men's sizes. Featuring a narrow stripe knit collar and cuff, contrasting inner facing on the three-button placket (four-button Ladies') with pearl buttons on the short-sleeve and horn-tone buttons on the long-sleeve. Square-cut, double-needle hemmed bottom.

Colors: Black/Red, White/Navy, Navy/Chino, Chino/Black, Corporate Blue/Natural, Pine Green/Chino

Sizes (Men's): S thru 3XL

Sizes (Ladies' and long-sleeve): S thru 2XL

Please add for larger sizes: \$2.50 (2XL); \$3.50 (3XL)



#A972107
\$24.95
Reg \$28.95

#A972103
\$22.95
Reg \$26.95

#A972102
\$22.95
Reg \$26.95



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614-276-9717 FAX 614-276-9726

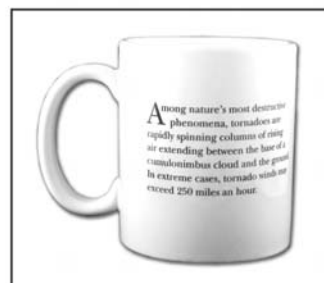
Products featured in this promotion are for individual purchases or Postal Service promotional events. These items are *not* for resale in Postal Service retail stores.

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

Promotion. Postal Service Official Licensed Products

Cloudscapes

STAMP MUGS



Back with Description

Tornado Mug
R-MGTornado

LIMITED EDITION STAMP MUGS

Each 11 oz. ceramic mug features a full-color, licensed reproduction of a "Cloudscape" stamp (available with all 15 stamp images). "Reach for the Sky" or a description of the stamp is printed on the opposite side. Call now or visit our website to order your limited edition mugs.

To order, visit our website
www.harmonydesigns.com
e-mail info@harmonydesigns.com
or call (toll-free)
888-293-1109



MADE IN USA
\$10.00 EACH
plus S & H

Shipping by Priority Mail
and Express Mail



Harmony Designs

Making history one piece at a time...since 1992

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Postal Service PolicyNet



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

Philately

CORRECTION

Holiday Ornaments Stamps

In the article "Stamp Announcement 04-35, *Holiday Ornaments Stamps*" in *Postal Bulletin* 22139 (10-14-04, beginning on page 27), the technical details table for Item 566900, an ATM sheetlet of 18 stamps, was omitted. The technical details table is provided here.

Issue:	<i>Holiday Ornaments</i>
Item Number:	566900
Denomination & Type of Issue:	37-cent, Special
Format:	ATM Sheetlet of 18 (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:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Engraver:	Southern Graphics Systems
Printer:	Avery Dennison, (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Booklet:	18
Print Quantity:	270 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	Magenta, Yellow, Cyan, Black, PMS 4665 (Tan)
Stamp Orientation:	Vertical
Image Area (w x h):	0.730 x 0.840 in./18.542 x 21.336 mm
Overall Size (w x h):	0.870 x 0.982 in./22.098 x 24.942 mm
Full Booklet Size (w x h):	2.61 x 6.125 in./66.29 x 155.58 mm
Plate Size:	5 books across x 6 books around (30 per press sheet)
Plate Numbers:	"V" followed by five (5) single digits
Marginal Markings:	
Front:	Plate numbers • "Peel here to fold" • © 2003 USPS
Back:	Text • Barcode
Catalog Item Number(s):	566940 PSA ATM 18 — \$6.66 566963 First Day Cover Set of 4 — \$3.00

— Stamp Services,
Government Relations, 10-28-04

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 postmarked no later than 30 days following the requested pictorial cancellation date.*

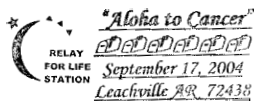
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for cancellation may not include

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 17, 2004
Relay for Life Cancer Society
RELAY FOR LIFE STATION
POSTMASTER
300 W DOC RODMAN ST
LEACHVILLE AR 72438-9998



October 5, 2004
Postal Service
JOHN DAY STATION
POSTMASTER PHILATELIC
SERVICES
650 E 2ND ST
MCMINNVILLE OR 97128-9998



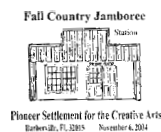
September 30, 2004
Harlem Hospital Center—Columbia University
COMPREHENSIVE SICKLE CELL
CENTER HARLEM HOSPITAL
STATION
POSTMASTER
SPECIAL EVENTS
JAF BLDG RM 2029B
421 EIGHTH AVE
NEW YORK NY 10199-9998



October 7–9, 2004
King Biscuit Blues Festival
KING BISCUIT BLUES FESTIVAL
STATION
POSTMASTER
PO BOX 9998
HELENA AR 72342-9998



October 2, 2004
BAR B QUE BASH STATION
POSTMASTER
PO BOX 9998
BISMARCK AR 71929-9998



November 6–7, 2004
Pioneer Settlement for the Creative Arts
FALL COUNTRY JAMBOREE
STATION
POSTMASTER
1650 RAILROAD AVE
BARBERVILLE FL 32105-9998

The following cancellations have been extended for 60 days.



September 11, 2004
CENTENNIAL CELEBRATION STATION
POSTMASTER
PO BOX 9998
DELIGHT AR 71940-9998



September 21, 2004
Postal Service/Smithsonian Institution
NATIONAL MUSEUM OF THE
AMERICAN INDIAN GRAND
OPENING STATION
POSTMASTER
PO BOX 9282
WASHINGTON DC 20090-2282



November 4, 2004

Will Rogers Memorial Museums
125TH BIRTHDAY STATION
POSTMASTER
400 W 9TH ST
CLAREMORE OK 74017-9998



LEWIS & CLARK
BICENTENNIAL STATION
OCTOBER 8-12, 2004

OCTOBER 8, 2004
MOBRIDGE, SD 57601

October 8, 2004

Postal Service
LEWIS AND CLARK
BICENTENNIAL STATION
POSTMASTER
PO BOX 9998
MOBRIDGE SD 57601-9998



October 14, 2004

Sickle Cell Foundation of Palm Beach County
SICKLE CELL STAMP STATION
SUPERVISOR
3200 SUMMIT BLVD
WEST PALM BEACH FL
33406-9998



LEWIS & CLARK
BICENTENNIAL STATION
OCTOBER 8-12, 2004

OCTOBER 9, 2004
MOBRIDGE, SD 57601

October 9, 2004

Postal Service
LEWIS AND CLARK
BICENTENNIAL STATION
POSTMASTER
PO BOX 9998
MOBRIDGE SD 57601-9998

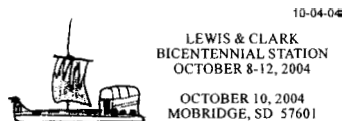
STAMP COLLECTING MONTH
OCTOBER 15, 2004



DUKE STATION
BRADENTON FL 34202

October 15, 2004

STAMP COLLECTING MONTH
DUKE STATION
POSTMASTER
PO BOX 9998
BRADENTON FL 34202-9998



LEWIS & CLARK
BICENTENNIAL STATION
OCTOBER 8-12, 2004

OCTOBER 10, 2004
MOBRIDGE, SD 57601

October 10, 2004

Postal Service
LEWIS AND CLARK
BICENTENNIAL STATION
POSTMASTER
PO BOX 9998
MOBRIDGE SD 57601-9998



Break the Sickle Cycle

EARLY TESTING STATION
OCTOBER 15, 2004
OKLAHOMA CITY, OK 73104

October 15, 2004

Sickle Cell Disease Association of America
EARLY TESTING STATION
POSTMASTER
320 SW 5TH ST
OKLAHOMA CITY OK
73125-9998



125th Anniversary Station
Stuttgart, Arkansas 72464
Greetings from Stuttgart, Arkansas
"A Community Founded by Emanuel"
October 10, 2004

October 10, 2004

Emanuel Evangelical Lutheran Church
125TH ANNIVERSARY
STATION
POSTMASTER
304 W MICHIGAN ST
STUTTART AR 72160-3122



October 15-17, 2004

Postal Service
OYSTER FESTIVAL STATION
POSTMASTER
PO BOX 9998
OYSTER BAY NY 11771-9998



LEWIS & CLARK
BICENTENNIAL STATION
OCTOBER 8-12, 2004

OCTOBER 11, 2004
MOBRIDGE, SD 57601

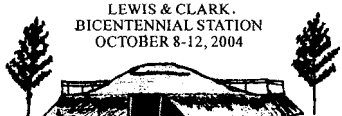
October 11, 2004

Postal Service
LEWIS AND CLARK
BICENTENNIAL STATION
POSTMASTER
PO BOX 9998
MOBRIDGE SD 57601-9998



October 16-17, 2004

MOTOPEX
MOTOPEX STATION
POSTMASTER
26200 FORD RD
DEARBORN HEIGHTS MI
48127-9998



LEWIS & CLARK
BICENTENNIAL STATION
OCTOBER 8-12, 2004

OCTOBER 12, 2004
MOBRIDGE, SD 57601

October 12, 2004

Postal Service
LEWIS AND CLARK
BICENTENNIAL STATION
POSTMASTER
PO BOX 9998
MOBRIDGE SD 57601-9998



October 18, 2004

"DOMESTIC VIOLENCE IS A CRIME STATION"
Rogers County Community Services Center, Inc
Claremore, OK 74617

October 18, 2004

Rogers County Community Services Center Inc.
DOMESTIC VIOLENCE IS A
CRIME STATION
POSTMASTER
400 W 9TH ST
CLAREMORE OK 74017-9998



**Battle of Savannah
225th Anniversary Station**

October 19, 2004
Savannah, GA 31402

October 19, 2004

Postal Service
BATTLE OF SAVANNAH 225TH
ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
SAVANNAH GA 31402-9998

October 20-22, 2004

*New Jersey School Boards
Association*

*New Jersey Association of
School Administrators*

*New Jersey Association of
School Business Officials*

WORKSHOP 2004 STATION
POSTMASTER
1701 PACIFIC AVE
ATLANTIC CITY NJ
08401-9998

WORKSHOP 2004 STATION



2004—destination... *Growth*
October 20, 2004
The Atlantic City Convention Center

ATLANTIC CITY, NEW JERSEY 08401
NJSBA • NJASA • NJASBO



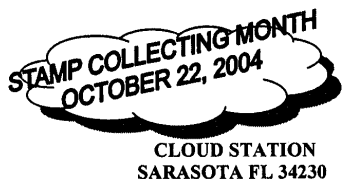
October 27, 2004

NATIONAL STAMP
COLLECTING MONTH
STATION
POSTMASTER
PO BOX 9998
GREEN BAY WI 54303-9998



October 29, 2004

Chamber of Commerce
BUENA VISTA STATION
POSTMASTER
110 BROOKDALE AVE
BUENA VISTA CO 81211-9616



October 22, 2004

STAMP COLLECTING MONTH
CLOUD STATION
POSTMASTER
1661 RINGLING BLVD
SARASOTA FL 34230-9998



October 30, 2004

Chittenden County Stamp Club
CHAMPEY STATION
POSTMASTER
PO BOX 9998
BURLINGTON VT 05402-9998



FALL FESTIVAL 2004 STATION
OCTOBER 23, 2004
4988 WEST BROAD STREET
SUGAR HILL GA 30518

October 23, 2004

City of Sugar Hill
FALL FESTIVAL 2004 STATION
POSTMASTER
2030 BUFORD HWY
BUFORD GA 30518-9998



October 30, 2004

Center United Methodist Church
Waterfall, PA
Centennial Station
Postmaster
Waterfall, PA 16689-9998

October 30, 2004

Center United Methodist Church
CENTENNIAL STATION
POSTMASTER
PO BOX 9998
WATERFALL PA 16689-9998

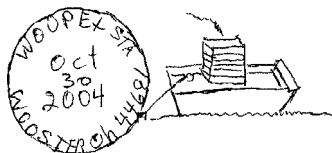
**CLASS OF 1954
STATION**

October 23, 2004
Conway AR 72035



October 23, 2004

UCA Class of 1954
CLASS OF 1954 STATION
POSTMASTER
PO BOX 9998
CONWAY AR 72032-9998



October 30-31, 2004

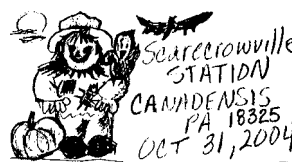
Woopex
WOOPEX STATION
POSTMASTER
PO BOX 9998
WOOSTER OH 44691-9998

Belfast, ME 04915



October 24, 2004

City Point Central Railroad
BELFAST AND BURNHAM
RPO STATION
POSTMASTER
1 FRANKLIN ST
BELFAST ME 04915-9998



October 31, 2004

Town of Canadensis, PA
SCARECROWVILLE STATION
POSTMASTER
PO BOX 9998
CANADENSIS PA 18325-9998



October 25, 2004
2nd Annual

"DOMESTIC VIOLENCE IS A CRIME STATION"
Rogers County Community Services Center, Inc
Pryor, OK 74361

October 25, 2004

*Rogers County Community
Services Center*
DOMESTIC VIOLENCE IS A
CRIME STATION
POSTMASTER
111 S ADAIR ST
PRYOR OK 74361-9998



Police Officer
Mary Ann Collura Station
18 Years Of Dedicated Public Service
Fair Lawn NJ 07410-9998
November 01, 2004

November 1, 2004

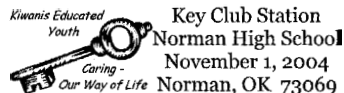
Postal Service
POLICE OFFICER MARY ANN
COLLURA STATION
POSTMASTER
14-24 ABBOTT RD
FAIR LAWN NJ 07410-9998



November 1, 2004
KIMT Television
STORM TEAM 3 STATION
POSTMASTER
PO BOX 9998
MASON CITY IA 50401-9998



November 5, 2004
NEW ALBANY NATIONAL
CEMETERY STATION
POSTMASTER
145 E ELM ST
NEW ALBANY IN 47150-9998



November 1, 2004
Norman High School Key Club
KEY CLUB STATION
POSTMASTER
129 W GRAY ST
NORMAN OK 73069-9998



November 5, 2004
STAMP AND COIN EXPO
STATION
POSTMASTER
2850 NEEDLES HWY
LAUGHLIN NV 89029-9998



November 1, 2004
Oklahoma Association of
Extension 4-H Agents
MAE4 HA STATION
POSTMASTER
320 SW 5TH ST
OKLAHOMA CITY OK
73125-9998



November 5, 2004
Postal Service
ANNIVERSARY STATION
CRC
501 VIKING DR
VIRGINIA BEACH VA
23452-9998



John Wayne Station
Abilene, Tx 79601
November 3, 2004

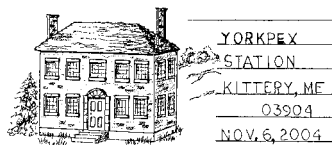
November 3-6, 2004
Dean Smith Celebrity Rodeo
JOHN WAYNE STATION
POSTMASTER
341 PINE ST
ABILENE TX 79604-9998



November 5-6, 2004
Postal Service
INTERNATIONAL SAR
STATION
POSTMASTER
2600 ELTHAM AVE STE 109
NORFOLK VA 23513-2504



November 4, 2004
LEWIS AND CLARK STATION
POSTMASTER
PO BOX 9998
WASHBURN ND 58577-9998



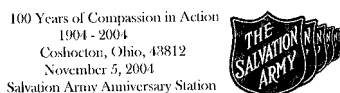
November 6, 2004
York County Stamp Club
YORKPEX STATION
POSTMASTER
10 SHAPLEIGH RD
KITTELY ME 03904-9998



November 4, 2004
University of North Texas Health
Science Center
SICKLE CELL STATION
POSTMASTER
251 W LANCASTER AVE
FORT WORTH TX 76102-9998



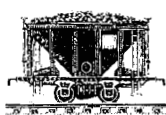
November 6, 2004
Postal Service
THEODORE ROOSEVELT
PILGRIMAGE STATION
POSTMASTER
PO BOX 9998
OYSTER BAY NY 11771-9998



November 5, 2004
Coshocton Salvation Army
SALVATION ARMY
ANNIVERSARY STATION
POSTMASTER
516 CHESTNUT ST
COSHOCKTON OH 43812-9998



November 6, 2004
50TH ANNIVERSARY HAINES
FALLS VOLUNTEER FIRE
COMPANY 1954-2004
STATION
POSTMASTER
PO BOX 9998
HAINES FALLS NY
12436-9998

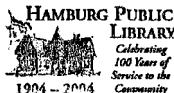


Johnstown Stamp Club
Coal Heritage Station
November 6, 2004
Johnstown, PA 15901

November 6, 2004
Johnstown Stamp Club
COAL HERITAGE STATION
POSTMASTER
111 FRANKLIN ST
JOHNSTOWN PA 15901-9998

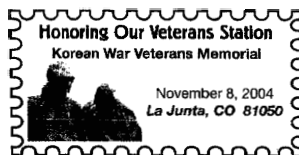


November 8, 2004
Area 6 Diversity Team
HONORING OUR VETERANS
STATION
POSTMASTER
PO BOX 9998
HOLLY CO 81047-9998



November 6, 2004
Hamburg Public Library Station
POSTMASTER
60 N THIRD ST
HAMBURG PA 17028

November 6, 2004
Hamburg Public Library
HAMBURG PUBLIC LIBRARY
STATION
POSTMASTER
PO BOX 9998
HAMBURG PA 17028-9998



November 8, 2004
Area 6 Diversity Team
HONORING OUR VETERANS
STATION
POSTMASTER
PO BOX 9998
LA JUNTA CO 81050-9998



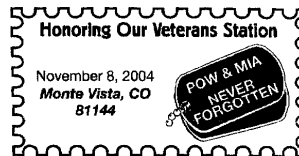
November 6, 2004
Postal Service
ANNIVERSARY STATION
CRC
501 VIKING DR
VIRGINIA BEACH VA
23452-9998



November 8, 2004
Area 6 Diversity Team
HONORING OUR VETERANS
STATION
POSTMASTER
PO BOX 9998
IGNACIO CO 81137-9998



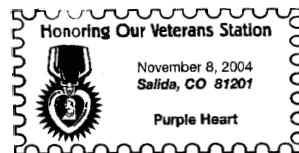
November 6, 2004
Veteran's Day Committee
SOLDIERS MEMORIAL
STATION
POSTMASTER
1720 MARKET ST
ST LOUIS MO 63155-9998



November 8, 2004
Area 6 Diversity Team
HONORING OUR VETERANS
STATION
POSTMASTER
PO BOX 9998
MONTE VISTA CO 81144-9998



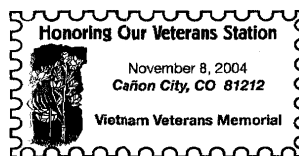
November 6, 2004
Borpex Stamp Club
BORPEX STATION
POSTMASTER
500 S MCGEE ST
BORGER TX 79007-9998



November 8, 2004
Area 6 Diversity Team
HONORING OUR VETERANS
STATION
POSTMASTER
PO BOX 9998
SALIDA CO 81201-9998



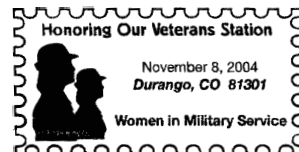
November 6, 2004
STAMP AND COIN EXPO
STATION
POSTMASTER
2850 NEEDLES HWY
LAUGHLIN NV 89029-9998



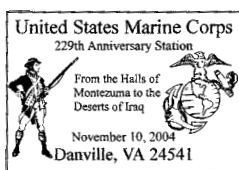
November 8, 2004
Area 6 Diversity Team
HONORING OUR VETERANS
STATION
POSTMASTER
PO BOX 9998
CANON CITY CO 81212-9998



November 7, 2004
Postal Service
ANNIVERSARY STATION
CRC
501 VIKING DR
VIRGINIA BEACH VA
23452-9998



November 8, 2004
Area 6 Diversity Team
HONORING OUR VETERANS
STATION
POSTMASTER
PO BOX 9998
DURANGO CO 81301-9998

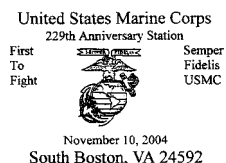


November 10, 2004
Halifax Stamp Club
 UNITED STATES MARINE
 CORPS 229TH
 ANNIVERSARY STATION
 POSTMASTER
 105 TEAL CT
 DANVILLE VA 24541-9998

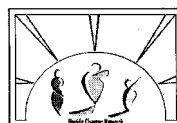
HONORING
WW II
 VETERANS

AMERICAN LEGION POST 38
 STATION
 HADDONFIELD NJ 08033
 NOVEMBER 14, 2004

November 11-14, 2004
 AMERICAN LEGION POST 38
 STATION
 POSTMASTER
 25 S HADDON AVE
 HADDONFIELD NJ
 08033-9998



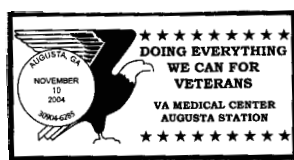
November 10, 2004
 UNITED STATES MARINE
 CORPS STATION
 POSTMASTER
 PO BOX 9998
 SOUTH BOSTON VA
 24592-9998



*November 12, 2004
 Network Station
 Orlando Florida 32819*

Postal Service
 Network Station
 Postmaster
 P O BOX 9998
 ORLANDO FL 32819-9998

November 12, 2004
Postal Service
 NETWORK STATION
 POSTMASTER
 PO BOX 9998
 ORLANDO FL 32819-9998



November 10, 2004
VA Hospital
 VA MEDICAL CENTER
 AUGUSTA STATION
 POSTMASTER
 525 8TH ST
 AUGUSTA GA 30901-9998

PARKER COUNTY
 "CUTTING HORSE CAPITAL
 OF THE WORLD"
 STATION



November 12, 2004
Postal Service
 PARKER COUNTY CUTTING
 HORSE CAPITAL OF THE
 WORLD STATION
 POSTMASTER
 103 FAIRVIEW RD
 MILLSAP TX 76066-9998



November 10, 2004
Postal Service
 HONOR STATION
 POSTMASTER
 3601 N SPENCER RD
 SPENCER OK 73084-9998

— Stamp Services,
 Government Relations, 10-28-04

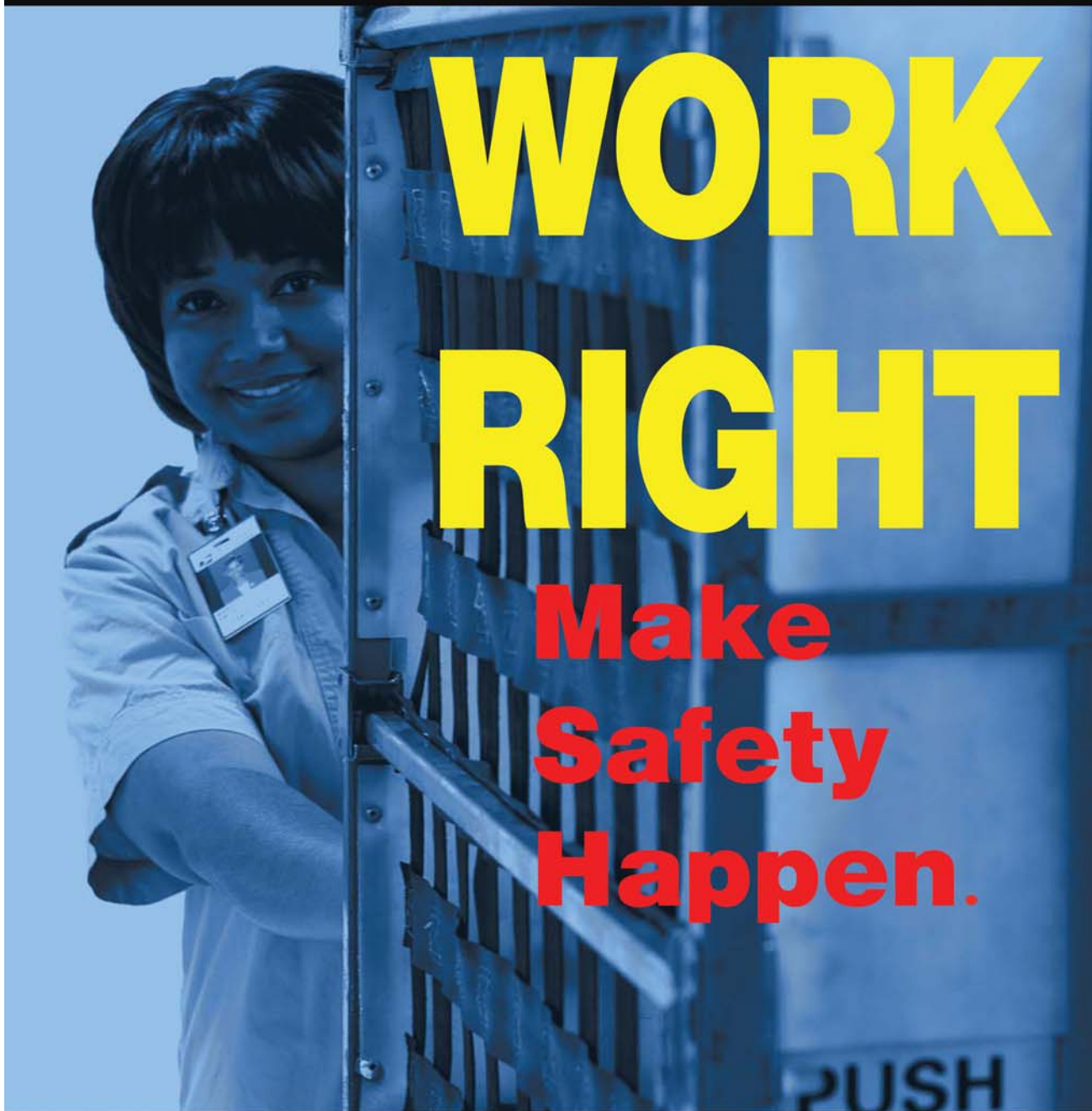
Special Cancellation Die Hubs

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, 10-28-04*



WEAR SENSIBLE CLOTHES. DO NOT WEAR ANY JEWELRY. WEAR PROPER SHOES. NO NYLON OR CANVAS SHOES. PREVENT SLIP, TRIP AND FALL HAZARDS. KEEP WORK AREA CLEAN. CLEAN UP TRIP, SLIP AND FALL HAZARDS IMMEDIATELY. KEEP EMERGENCY EXITS CLEAR. BE AWARE AND ALERT AT ALL TIMES. WATCH OUT FOR MULES, TOWS AND FORKLIFTS.

SAFETY DEPENDS ON ME.

Post Offices

HANDBOOK PO-701 REVISION

Authorized Passengers in Postal Service Vehicles

Effective October 28, 2004, section 242.1 of Handbook PO-701, *Fleet Management*, is revised to reflect current information.

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

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

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

Handbook PO-701, *Fleet Management*

* * * *

2 Vehicle Operations and Utilization

* * * *

[Revise the title of 24 to read as follows:]

24 Driver and Supervisor Responsibilities

* * * *

242 Passengers and Passenger Seats

242.1 Authorized Passengers

[Revise 242.1 to read as follows:]

Postal Service executives (e.g., PCES employees) may authorize non-Postal Service persons to ride as passengers in Postal Service-owned, -rented, or -leased vehicles *only* in situations necessary to conduct official Postal Service business. Postal Service executives may not delegate this responsibility, and they should consider providing written authorization in these situations.

Exception: The Postal Inspection Service and the Office of Inspector General are exempt from this requirement.

* * * *

— *Delivery Vehicle Operations,
Delivery and Retail, 10-28-04*

REMINDER TO ALL POSTMASTERS

America Recycles Day — November 15, 2004



Help America celebrate America Recycles Day, a day set aside to remind us all to recycle and buy products with recycled content.

The Postal Service™ is committed to preserving and protecting the environment. You can do your part by encouraging recycling and the buying of recycled products in your community.

See page 115 for an America Recycles 2004 poster to put in your Post Office™ window or lobby or to post on your facility's bulletin board.

For more information on America Recycles 2004, including how to obtain contest entry forms and recycling pledge cards for a Ford Escape Hybrid SUV giveaway, please visit www.americarecyclesday.org.

— *Environmental Management Policy,
Engineering, 10-28-04*

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

REVISED HANDBOOK PO-101

Post Office Discontinuance Guide

Handbook PO-101, *Post Office Discontinuance Guide*, has been revised. This revision updates the previous version, published in January 1994, to reflect policy changes for the emergency suspension process and ZIP Code™ retention at discontinued facilities.

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

You can order Handbook PO-101 from the Material Distribution Center (MDC) by using touch tone order entry (TTOE): Call 800-332-0317, option 2.

Use the following information to order Handbook PO-101:

PSIN:	HBKPO101
PSN:	7610-01-000-9324
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	25
Quick Pick Number:	N/A
Price:	\$5.95
Edition Date:	08/04

— Retail Operations,
Delivery and Retail, 10-28-04

REMINDER — RETAIL ASSOCIATES AND CARRIERS

First Attempt and Final Delivery Scans on Delivery Confirmation Service, Signature Confirmation Service, Express Mail Service, Special Services Mail, and International-Accountable Mail

This is a reminder concerning left notice and returned items that are not receiving a delivered scan as required by Handbook PO-610, *Signature Capture and Electronic Record Management: Manager's Guide to Standard Operating Procedures*. We have continually stressed that one of the event codes must be used on the first attempt to stop the clock. However, it is just as important that when a mailpiece is scanned as either “attempted”, “forwarded”, “arrival at unit”, or “missent” that the customer is able to determine the final disposition of the mailpiece.

For both the sender and the addressee it is equally important that when the mail is finally disposed, the pieces are scanned appropriately. In all cases, the last scan on any mailpiece requiring confirmation scanning should be the “delivered” event. This is true whether the mailpiece is delivered to the addressee or returned to the sender. Otherwise, there is no record of delivery and we, along with our mailing or shipping customers, can be held liable for

nondelivery. Logically, the two likeliest places that this problem may occur are at the retail service center when delivering hold mail and when redelivering mail at the request of the addressee. Therefore, please remind delivery employees and retail associates of this requirement for a delivery event scan and post this reminder for these employees at the hold mail section in your unit.

Delivery employees and retail associates are required to follow the procedures outlined in Handbook PO-610 when using either handheld scanners or POS ONE terminals/scanners to record delivery event information. The list of scanning events for handheld scanners is found in Exhibit 2-6a, and the scanner events for POS ONE are located in Exhibit 2-6b (see pages 117–118).

— Delivery Support,
Delivery and Retail, 10-28-04

Exhibit 2-6a

Scanning Events for a Handheld Scanner

Event No.		Event Description	Event Use	Service Type
1		DELIVERED	Delivery is made on item(s).	All service types.
2		ATTEMPTED	Item(s) cannot be delivered and a notice is left.	All service types.
3		ACCEPT/PICK-UP	ACCEPT: Used to indicate that an item has been accepted into the mailstream. PICK-UP: Not used at this time.	Confirmation Services; non-IRT and POS sites only. <i>Not for Express Mail acceptance.</i>
4		REFUSED	Item(s) refused by the addressee.	All service types.
5		UNDELIV AS ADDRSSD	On-street user: item(s) undeliverable. In-office user: item(s) undeliverable and the final status is not known.	All service types.
6		FORWARDED	In-office user: undeliverable item(s) having a valid forwarding address or item(s) forwarded due to customer addressing error.	All service types.
7		ARRIVAL AT UNIT	Scan Express Mail item(s) when entering facility of destination.	Express Mail items.
8		MISSENT	Item(s) missent due to Postal Service error.	All service types.
9		RETURN TO SENDER (See events listed below in items 1-9)	In-office user: undeliverable, unforwardable item(s) with valid return address.	All service types.
R E T U R N T O S E N D E R E V E N T	1	NO SUCH NUMBER	Item(s) having such numbers do not exist.	All service types.
	2	INSUFFICIENT ADDR	Item(s) that have an incorrect or insufficient address for delivery.	All service types.
	3	UNABLE TO FORWARD	Item(s) that cannot be forwarded.	All service types.
	4	FORWARD EXPIRED	Item(s) where the forwarding order has expired.	All service types.
	5	ADDRESSEE UNKNOWN	Item(s) where the addressee is unknown at the address.	All service types.
	6	VACANT	Item(s) addressed to vacant premises.	All service types.
	7	UNCLAIMED	Item(s) that have been attempted and held the allotted amount of time but remain unclaimed.	All service types.
	8	DECEASED	Item(s) sent to deceased persons.	All service types.
	9	OTHER	Item(s) not meeting any of the specific return events provided.	All service types.
0		ENROUTE (processing scan)	Used mainly on Express Mail items to track progress through mailstream. Generally scanned at each processing site.	Express Mail items.
A		ARRIVAL AT PICK-UP POINT	Used when an Express Mail piece arrives at the Postal Service destination designated as a pick-up location.	Express Mail items.
D		VISIBLE DAMAGE	Used on items that have obvious visible damage.	COD, Express Mail, numbered Insured Mail, Registered Mail, international accountable mail items.

Event No.	Event Description	Event Use	Service Type
G	AUTHORIZED AGENT	Used when an addressee designates an agent to sign for his or her item(s) using PS Form 3849 and the agent is there to receive the item(s).	All service types.
J	DEAD MAIL	Item(s) that cannot be delivered, forwarded, or returned sent to a mail recovery center.	All service types.
M	MISSHIPED	Used for Parcel Select items with Delivery or Signature Confirmation service that have either been left at the incorrect entry facility by the shipper or returned to the shipper for other shipping error.	Parcel Select™ item with Delivery Confirmation™ service or Signature Confirmation™ service.

Exhibit 2-6b

Scanning Events for POS ONE

Event No.	Event Description	Event Use	Service Type
1	DELIVERED	Delivery is made on item(s).	All service types.
3	ACCEPT/PICK-UP	Used when an item is accepted at the retail counter.	Express Mail, Delivery Confirmation, and Signature Confirmation items.
4	REFUSED	Item(s) refused by the addressee.	All service types.
5	UNDELIV AS ADDRSD	Item(s) undeliverable and the final status is not known.	All service types.

Holiday Stamps



Holiday Ornaments

Available November 17

37¢

Madonna & Child

37¢

Hanukkah

37¢

Kwanzaa

37¢

Eid Greetings

37¢

usps.com

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PSN 412-PS-2004
Small Printer

UP 11/1/04
DOWN 12/31/04

Heart Attack Warning Signs That Could Save Your Life

Three simple facts you should know:

- 1** Heart Disease is the nation's number one cause of death, half caused by a heart attack.
- 2** Half of all heart attack victims wait more than two hours before seeking help.
- 3** If you feel a warning sign(s), seek medical attention.

Warning signs:

- Sweating
- Shortness of breath
- Discomfort or pain between the shoulder blades
- Chest or abdominal discomfort or pain spreading to the shoulders, neck, arm or jaw
- Chest discomfort, pressure or burning
- Indigestion or gas-like pain
- Anxiety or nervousness
- Dizziness or fainting
- Unexplained weakness or fatigue

**SAFETY
DEPENDS
ON ME!**