

# POSTALBULLETIN

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PB 22142, November 25, 2004

## Customer Service Ambassadors Delivering the message about USPS products and services.



UNITED STATES  
POSTAL SERVICE®

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

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



Recycled  
Paper

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

PB 22142: 7690-07-000-0126	PB 22134: 7690-07-000-0118	PB 22126: 7690-07-000-0110	PB 22140: 7690-07-000-0124
PB 22141: 7690-07-000-0125	PB 22133: 7690-07-000-0117	PB 22125: 7690-07-000-0109	PB 22119: 7690-05-000-5988
PB 22140: 7690-07-000-0124	PB 22132: 7690-07-000-0116	PB 22124: 7690-07-000-0108	PB 22118: 7690-05-000-5987
PB 22139: 7690-07-000-0123	PB 22131: 7690-07-000-0115	PB 22123: 7690-07-000-0107	PB 22117: 7690-05-000-5986
PB 22138: 7690-07-000-0122	PB 22130: 7690-07-000-0114	PB 22122: 7690-05-000-5991	PB 22116: 7690-05-000-5985
PB 22137: 7690-07-000-0121	PB 22129: 7690-07-000-0113	PB 22121: 7690-05-000-5990	PB 22115: 7690-05-000-5984
PB 22136: 7690-07-000-0120	PB 22128: 7690-07-000-0112	PB 22120: 7690-05-000-5989	PB 22114: 7690-05-000-5983
PB 22135: 7690-07-000-0119	PB 22127: 7690-07-000-0111		

## USPSNEWS@WORK

### A matter of diplomacy: Nine Customer Service ambassadors named

Customer service is a big part of what USPS® does. With nine new Customer Service ambassadors named, USPS will be able to message even more effectively the many products and services USPS employees provide.

Who are they?

Capital Metro Area has reeled in Fishing Creek, MD, Postmaster Jeanne Phillips to serve as its ambassador. Representing Eastern Area is Wayne, PA, Officer-in-Charge Margie Washington. Sailing out of Great Lakes Area is Chicago's Rogers Park Station Customer Service Manager Elizabeth Owens.

Hailing from Beachwood, NJ, Postmaster Fulin Ritt is doing New York Metro proud. Branching out of Forrest City, AR, Postmaster Normal Gilchrest will speak for Southwest Area. The Western Area will be turning to Tulare, SD, Postmaster Deborah Kopplin to help educate customers.

Lakewood, CA, Postmaster Robert McGuire has been chosen to represent the Pacific Area. Southeast Area is being championed by Arcadia, FL, Postmaster Raymond Bernicchi. In the meantime, Greenwich, CT, Customer Service Manager Doreen Reichard will be keeping Northeast Area customers updated on products and services.

Here they are . . . your new Customer Service Ambassadors!

### Records to build on: End of year NPA results show big successes, bright future



Closing out 2004, we all can reflect on a year of tremendous, record-breaking performances.

2004 National Performance Assessment (NPA) results recently published in WebEIS — show significant advancements in transformation strategies.

"We have made great strides in achieving our goals in improving service, managing costs, and growing revenue," said COO Pat Donahoe — all accomplished during a time when we have had continued improvement in safety, labor management relations and overall employee satisfaction.

Priority Mail® — Air, First-Class Mail® Overnight, First-Class Mail 3-Day and Occupational Safety and Health

Administration (OSHA) Injury and Illness rates all achieved High Contributor rank at the national level.

Year-end results in Express Mail® service improved to the highest threshold of all service indicators — and National Total Factor Productivity (TFP) ended the year at an astounding cell 15 level.

Looking ahead to fiscal year 2005, revenue will continue to be a focus. While we ended the year on target, there's more work to do. Revenue is an area that needs a push from all of us.

All current corporate NPA indicators and most unit indicators remain for next year, with modified targets and thresholds to drive even greater performance, according to Donahoe. "Continued focus on service, people, costs and revenue will enable this organization to meet and exceed our customer needs into 2005 and beyond," he says.

By the end of November more information on indicators will be available on the WebEIS Web site. Go to [webeis.usps.gov](http://webeis.usps.gov), and click on the links under "Performance Assessment."

### Blue lite special: At home. On the road. Fishing for trout in Montana

Have a computer at home? Have Internet access? Then you've got LiteBlue. It's the Postal Service™ Intranet you can connect with anytime, anywhere.

As its name implies, LiteBlue is a lighter version of the Postal Service Intranet that you access at work. But don't think that "lite" means empty calories.

LiteBlue lets you connect with two areas of the bigger Blue — "My Home" and "My Life" — plus, coming soon, *PostalEASE*, under "My Life."

LiteBlue lets you read USPS News Link and other organization-wide communications. Check out employee deals. Peruse internal job openings. Look at benefits and money management tools and a list of USPS healthcare providers and plans.

How can you access LiteBlue? Simply type into your address bar [liteblue.usps.gov/](http://liteblue.usps.gov/). Then enter your employee ID number and your USPS PIN. If you've got a home computer and Internet, log on whenever you like. Use your USPS-assigned laptop. Or go to the nearest library or Internet cafe.

It's here: Your anytime, anywhere connection. Compliments of your intranet and extranet sponsors, Information

Technology, Human Resources and Public Affairs and Communications.

## **Survey savvy: Your opinion counts in VOE survey**

If you received a Voice of the Employee (VOE) survey this quarter and have filled it out and returned it — thanks!

If you received this quarter's survey and haven't finished it yet, please take time — on the clock — to complete and return it in the postage-paid envelope by November 29.

One-fourth of USPS career employees have the opportunity to take the survey each quarter. It's your chance to let your opinion be known — confidentially, of course — and make a difference in how the Postal Service does business.

VOE survey responses help identify what can be improved in the workplace — and what USPS does well — to ensure continued success.

Questions about the VOE process? Check the Web site at <http://blue.usps.gov/hrisp/ser/voe/>.

## **See more money in your pocket: Flexible spending accounts push forward vision**

Braces. Vision exams, contact lenses or eyeglasses. Laser vision surgery. Medical and dental deductibles and co-pays. Prescription and over-the-counter drugs. Nursery schools. Day care. Summer day camp. Day care for a dependent parent.

Any of this in your future?

Postcards mailed to all USPS employees encourage smart shoppers to set aside dollars in flexible spending accounts. They're tax-free!

Employees who have questions can call 800-842-2026 for more details on how they can save. Then use *PostalEASE* to enroll now, during open season.

Better hurry though — open season ends at 5 P.M. Central Time, Dec. 31. Enroll now!

## **Make it an even 10: Sure Money/Dinero Seguro expands to nine more countries**

The Sure Money/Dinero Seguro® program has expanded to nine Latin American and Caribbean countries — in addition to continued service to Mexico. Customers now can wire money to Argentina, Colombia, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua and Peru.

Sure Money/Dinero Seguro offers customers an economical, secure and convenient way to wire transfer money to other countries. The expansion gives the Postal Service an important opportunity to serve more customers and generate new revenue.

For now, the service will continue to be available at approximately 2,800 retail units nationwide currently selling Sure Money. Monitoring sales and customer demographics will identify opportunities for adjusting the Sure Money retail network.

## 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 Week 44 Holiday Gift Guide	Standard/Flat	11/26/04–11/29/04	13.0	National	Car-Rt	Harte-Hanks
JCP Week 44 Huge Sale Preview	Standard/Flat	11/29/04–12/1/04	13.2	National	Car-Rt	Harte-Hanks
REI 2004 December Holiday Flyer (24 pages)	Standard/Flat	11/29/04–12/2/04	3.0	National	3/5-Digit, Car-Rt	Quad Graphics, Sussex, WI
The Sportsman's Guide November Main & The Golf Warehouse	Standard/Catalog	11/29/04–12/3/04	2.4	National	3/5-Digit, Car-Rt	RR Donnelley, Lynchburg, VA
JCP Week 45 Friends & Family Privilege	Standard/Letter	12/1/04–12/3/04	6.2	National	Car-Rt	Harte-Hanks
JCP Week 45 Watches	Standard/Flat	12/2/04–12/4/04	4.0	National	Car-Rt	Harte-Hanks
JCP Santa Catalog	Standard/Postcard	12/3/04–12/6/04	10.0	National	Car-Rt	Harte-Hanks
JCP Week 45 Biggest Super Saturday	Standard/Letter	12/6/04–12/8/04	20.3	National	Car-Rt	Harte-Hanks
JCP Week 45 Holiday Jewelry	Standard/Flat and Letter	12/9/04–12/11/04	6.5	National	Car-Rt	Harte-Hanks

— Business Service Network Integration, Service and Market Development, 11-25-04



## PUBLICITY KIT

**Holiday 2004 — We're Working for You!**

This year's holiday theme, *We're working for you!*, is just how our Public Affairs and Communications Field Communications team feels now that it's time to relay the appropriate messaging and generate media coverage for the holidays.

**Publicity Tips**

1. Use the sample news releases included in this kit or develop your own using these as a guide. Send the completed releases to local newspapers and radio and television stations. Several days after mailing the release, follow up with a phone call to the local reporters, editor, or news director.
2. Plan special events to get media attention. Special events could include:
  - Hosting a demonstration of our quick, easy, convenient suite of online solutions that includes Click-N-Ship™, carrier pickup, NetPost Card-Store, and NetPost Mailing Online™.
  - Hosting a wrapping demonstration in the Post Office™ lobby.
  - Holding a *Happy Holidays* customer appreciation event to kick off the holiday mailing season. Feature gift ideas from the Postal Service™ such as phone cards or items from the Postal Store as well as mailing tips to avoid holiday glitches.
3. Call local radio and television news and talk show producers. Offer to be a guest on programs airing before Christmas to discuss mailing deadlines and proper addressing and packaging techniques; as well as holiday gifts available at their local Post Office and the Postal Store online at [www.usps.com/shop](http://www.usps.com/shop).
4. Invite radio and television to:
  - Conduct a live remote broadcast on December 20 — the busiest mailing day of the year.
  - Deliver mail with a carrier on December 22 — the busiest delivery day of the year.
  - Accompany employees on their routes dressed as one of Santa's helpers, delivering Express Mail® items.
5. Direct reporters and editors to the *Shipping & Mailing Holiday Guide* at [www.usps.com/holiday](http://www.usps.com/holiday). Consider making copies of the guide available in Post Office lobbies and stress that this guide was mailed to every address in the country.

In this year's publicity kit, you will find important mailing information that you can share with our customers. The kit emphasizes the quick, easy, convenient services that the Postal Service provides as a one-stop shop meeting all the delivery needs of harried holiday shoppers. It also offers mailing tips, correct addressing, alternative locations to purchase stamps, and a complete list of features available at our 24-hour Post Office at [www.usps.com](http://www.usps.com). If you have media or public relations questions, please contact your area Public Affairs and Communications Managers. You can find their contact information on page 11 of this kit.

**2004 Holiday Season Outlook**

- Average daily cancellations: 100 million (this represents the number of First-Class Mail letters and cards that have their respective postage stamps cancelled at processing plants around the country on an average day during the year).
- Average daily cancellations between Thanksgiving and Christmas: 150 million.
- Peak mailing day: We expect that Monday, December 20, will be the busiest mailing day, with more than 280 million cards and letters being cancelled; Monday, December 13, will be a close second.
- Peak delivery day: We expect that Wednesday, December 22, will be the busiest delivery day; Wednesday, December 15, will be a close second.
- We anticipate this holiday season will mirror the last two holiday seasons, with approximately 20 billion cards, letters, and packages being mailed between Thanksgiving and Christmas day.
- The Postal Service averages approximately 670 million pieces of mail on any given day during the year outside of the holiday season.

**Our Web Site**

One of the most frequently visited federal web sites, [www.usps.com](http://www.usps.com) receives more than 21.3 million visits each month. The five most frequented areas on the site (in order of popularity) are:

- Track & Confirm
- ZIP Code™ Lookup
- Rate Calculator
- Post Office Locator
- Click-N-Ship™

Additional quick, easy, convenient online services include carrier pickup, NetPost CardStore, NetPost Mailing Online, the Postal Store and the *Shipping & Mailing Holiday Guide*.

## Holiday 2004 Mailing Tips

### Addressing Tips

- Print addresses clearly.
- Include all address elements (e.g., apartment numbers, suite numbers, directional information for streets [123 S. Main St.]).
- Include both "to" and "from" information on packages, and only on one side; do not include extra writing; tape parcel with shipping tape or tape that won't come off in transit; and cushion contents appropriately.
- Never guess a ZIP Code — having no ZIP Code is better than a wrong ZIP Code.
- Express Mail® delivery occurs on Christmas day in metropolitan areas and, in some of those areas, the mail carriers wear Santa suits to deliver the packages.

### Suggested Mailing Deadlines

- Mailing deadlines for International Mail depend on the destination country (see chart on page 17).
- Parcel Post® items should be mailed no later than the first week of December.
- Priority Mail® service should be used until December 22.
- Express Mail items should be used beginning December 23.

### Care Packages for the Troops

Military families and organizations across the country are preparing care packages to mail to service members overseas for the holidays, and Priority Mail is the product of choice. To meet current demand, the Postal Service has created a special "kit" that contains the necessary mailing materials based on the most popular items ordered to send care packages to the troops.

Customers may order this kit by calling 800-610-8734 and requesting CAREKIT04. The kit contains five each of the following:

- Priority Mail Box-4
- Priority Mail Box-7
- Mili-Pacs

Plus one roll of Priority Mail tape and ten customs forms with envelopes.

All care packages require the mailer's complete return address and must be addressed to individual service members, per the Department of Defense. The Mili-Pacs feature detailed addressing information. We encourage customers to follow that process for all mail destined for overseas. The address block on the Mili-Pac includes:

- Service member full name
- Rank or rating
- Military organization or unit
- APO/FPO (Air/Army Post Office or Fleet Post Office) with 9-digit ZIP

A detailed description of contents is required on the customs form. Do not list items such as "food," "medicine," "toiletries," "gifts," or other general terminology. The contents of APO/FPO mail follow International mailing requirements. Flammables, corrosives, toxins and other dangerous goods are not permitted. Some of those items are perfumes, colognes, hairspray, matches, butane, flea and tick collars and sprays, shaving cream, and other aerosols, some cleaning agents, some paints, etc.



### Impact of the Internet

- As online purchases soar, both businesses and consumers want prompt, reliable delivery of the merchandise purchased, and the ability to easily return the merchandise if that becomes necessary. The Postal Service is listening to the American people and we are working hard to become both the "shipper of choice" for online purchases and the "carrier of choice" for any subsequent returns.
- We have invested in the future and we are offering a suite of quick, easy, convenient online services:
  - Click-N-Ship
  - Carrier pickup

- NetPost CardStore
- Electronic Merchandise Returns
- [www.postalartgallery.com](http://www.postalartgallery.com)
- NetPost Mailing Online
- We have invested in our core product (Priority Mail service) and have developed marketing relationships with Internet companies to offer Priority Mail service as the best shipping option.
- We are the only organization that still makes house calls to every home and business. Our carriers visit over 140 million addresses across the country at least six days a week.

#### Packaging Tips

- Select a box that is strong enough to protect the contents. Leave space for cushioning inside the carton.
- Purchase "Ready Post" boxes at the Post Office.
- Do not use boxes that formerly contained alcoholic beverages or hazardous materials such as bleach, cosmetics, aerosols, etc. If these types of boxes are used, all markings and labels related to the former contents must be *totally* removed or obliterated so they can not be read.
- Pack contents with shredded or rolled newspaper, bubble wrap, or styrofoam peanuts. Plain air-popped popcorn is also good for cushioning; it's inexpensive and environmentally friendly. Pack tightly to avoid shifting.
- Always use tape that is designed for shipping, such as pressure-sensitive tape, nylon-reinforced craft paper tape, or glass-reinforced pressure-sensitive tape.
- Do not use wrapping paper, string, masking tape, or cellophane tape.
- Put the delivery and return addresses on only one side of the package.
- When packaging powders, care must be taken to ensure they are in padded, sift-proof envelopes.

#### Recommendations

- Place an index card inside the package that contains the sender's address and the recipient's address along with a list of the contents. This will help us re-pack boxes that were improperly wrapped and came apart during transporting and processing and help ensure that the package is sent either to its destination or back to the sender.

- Use Click-N-Ship to save a trip to the Post Office. With a Click-N-Ship postage-paid label on domestic mail, you can leave your package for your mail carrier or drop it in a blue street mailbox. Packages bearing PC Postage indicia from partner companies such as *stamps.com*, Endicia, or Pitney Bowes works as well.
- International and APO/FPO mail using Click-N-Ship postage-paid labels can be left for your mail carrier to pick up but cannot be deposited into a blue street mailbox.
- Packages being mailed using postage stamps and weighing 16 oz. and over can be left for your mail carrier to pick up but cannot be deposited into a blue street mailbox.
- Get Express Mail and Priority Mail boxes, envelopes, and tubes for free from your Post Office.

#### Prior to Mailing

- Stuff glass and fragile hollow items, like vases, with newspaper or packing material to avoid damage due to shock. When mailing framed photographs, take the glass out of the frame and wrap it separately.
- Remove batteries from toys. Wrap and place them next to the toys in the mailing box. It is recommended to use new batteries in the manufacturer's packaging.

#### Special Tips

- Access the Postal Service's web site ([www.usps.com](http://www.usps.com)) for postage calculations, the latest addressing information, and unique gifts.
- Just as an ATM (automated teller machines) is a virtual stand-alone bank, the Automated Postal Center (APC) is a virtual stand-alone Post Office. The APC does everything short of face-to-face transactions. APCs dispense the same dollar-bill sized sheet of First-Class Mail stamps currently available through ATMs. And using credit and debit cards, customers can mail packages weighing up to 70 pounds. In addition to having a built-in electronic scale, the APC allows customers to calculate and obtain postage strips in any amount for mailing Express Mail, Priority Mail, First-Class Mail, and Parcel Post items. APCs also provide extensive mailing information along with ZIP Code lookup.
- Avoid waiting in Post Office lines for stamps by ordering your stamps from the Postal Store ([www.usps.com/shop](http://www.usps.com/shop)), using Stamps by Phone (800-STAMP-24), using Stamps by Mail, or purchasing stamps from Post Office self-service vending



machines and ATMs, or from local retail outlets in your neighborhood (e.g., grocery stores, etc.) that are marked with our new decal below:



- Find information about ZIP Codes, postage rates, mailing requirements, Post Office hours, locations, and more at 800-ASK-USPS (800-275-8777), or visit [www.usps.com](http://www.usps.com).

#### Click-N-Ship

- Use Click-N-Ship to save a trip to the Post Office. With a Click-N-Ship postage-paid label on domestic mail, you can leave your package for your mail carrier or drop it in a blue street mailbox. Packages bearing PC Postage indicia from partner companies such as [stamps.com](http://stamps.com), Endicia, or Pitney Bowes works as well.
- Print shipping labels — and pay for postage via credit card — from the convenience of your home or office. Click-N-Ship brings the Post Office to your office. Simply log on to [www.usps.com](http://www.usps.com) and you're ready to print online shipping labels with or without postage.
- Labels can be printed for the following domestic and international expedited services: Priority Mail, Express Mail, Global Express Guaranteed®, and Global Express Mail.
- As an added benefit, you get free Delivery Confirmation™ service with every Priority Mail label you print, making Priority Mail service an even greater value. Signature Confirmation™ service is available at the reduced fee of \$1.30 and online labels qualify for electronic rate Confirmation Services.
- Online insurance is also available. You can now buy insurance packages for up to \$200 online.
- There's no special equipment or supplies needed. All you need is an Internet connection, your home or office PC, and a laser or quality inkjet printer. Labels can be printed on 8 1/2" x 11" paper and glued or taped securely to the package. Self-adhesive labels can also be used and can be purchased online at [www.usps.com/clicknship](http://www.usps.com/clicknship).
- International and APO/FPO mail using Click-N-Ship postage-paid labels or packages 16 oz. or over with stamps for postage can be left for your mail carrier to

pick up but cannot be deposited into a blue street mailbox.

#### NetPost Mailing Online

- NetPost Mailing Online is a powerful printing and mailing service that combines the speed of the Internet with the effectiveness of traditional mail. NetPost Mailing Online offers an array of printing and mailing options to customize your order. With a few clicks of the mouse, you can upload your documents and we do the rest.
- NetPost Mailing Online is the perfect online service to use to create your family holiday newsletters.
- With this service, you can schedule your mailing up to 30 days in advance; you can use First-Class Mail, Standard Mail®, and nonprofit mailing options; and you have color printing options available with full color or highlights in red, blue, green, and magenta as well as black and white.

#### NetPost CardStore

- NetPost CardStore allows you to create high-quality, personalized holiday greeting cards online and mail them the next business day to your specific address lists or back to you so you can further personalize the cards.
- A hybrid service (starting out electronically and becoming hard-copy mail), NetPost CardStore has an extensive library of images and photos that you can select when creating cards. Personal photos and images can be uploaded easily as well.
- You can even schedule cards to be sent up to a year in advance.

#### New This Year

Customers have the option of adding gift cards from a variety of retailers to their personalized greeting card. Retailers include Bed, Bath and Beyond; Brinkers International (restaurants); Circuit City; and Lowe's. And more retailers are joining ... stay tuned.

#### Postal Locator

The Postal Service web site ([www.usps.com](http://www.usps.com)) offers a "locate Post Office" search option that lists Post Offices in close proximity to the address entered. Now there is the added search option of "buy stamps" that lists the nearest retail locations that sell stamps. Once the list appears, click on one of the options and a map appears with directions to that location. The list includes the local Post Offices as well as retail outlets such as grocery stores and ATMs.

### Postal Store

From the convenience of your home or office, simply log on to [www.usps.com/shop](http://www.usps.com/shop) and buy stamps and shop for licensed U.S. Postal Service® merchandise at the Postal Store.

At the Postal Store you can search for stamps by rate, subject, or format; stock up on holiday stamps and other stamp collections; and sign up for a stamp subscription such as Fast Stamps Plus and have stamps delivered to you automatically at periodic intervals. You can also eliminate a step when mailing Priority Mail items by purchasing Prepaid Priority Mail Flat-Rate envelopes, which are now available in convenient packs of 5 and 10. Prepaid Priority Mail Flat-Rate envelopes 16 oz. and over cannot be deposited into blue street mailboxes. These envelopes can be picked up by carriers.

A variety of merchandise is available at the Postal Store, from coin bank mailbox replicas, tree ornaments, and books to beautiful stamp artwork. You can find great gift ideas for the holiday season.

### Letters to Santa

There is no official national Letters to Santa program; however, many Post Offices around the country make Santa letters available to individuals and groups upon request and others provide Santa letters to volunteer organizations. New York City is recognized as having the largest Letters to Santa program in the country.

The Postal Service is committed to keeping this holiday tradition relevant. In 1912, Postmaster General Frank Hitchcock authorized local postmasters to allow individuals or institutions to use letters addressed to Santa Claus for philanthropic purposes.

We recommend that children who write to Santa include their return address and that they do not mail to Santa cookies, candy canes, or any other item that could damage the letter and/or postal processing equipment.

### 2004 Holiday Stamps

In October and November of this year, the U.S. Postal Service issued four new stamps for the holiday season:

- The *Christmas* stamp features artist Lorenzo Monaco's *Madonna and Child* masterpiece (circa 1413). This 37-cent stamp is available in double-sided convertible booklets.

- The *Hanukkah* stamp features a photograph of a dreidel and the word "Hanukkah." This 37-cent stamp is available in self-adhesive panes of 20.
- The *Kwanzaa* stamp features seven robes representing the seven days of Kwanzaa and the seven principles they signify. This 37-cent stamp is available in self-adhesive panes of 20.
- The *Holiday Ornaments* stamps feature painted glass Santa ornaments — four designs in red, blue, green and purple. These 37-cent stamps are available in self-adhesive panes of 20, double-sided convertible booklets, vending booklets and ATM sheetlets.



### 2004 Holiday Stamps Inventory

Stamp	Stamp Type
<i>Holiday Ornaments</i>	
Double-sided booklets	1.6 billion
Panes of 20	140 million
Vending booklets of 20	201 million
ATM sheetlets	270 million
<i>Christmas (Madonna and Child)</i>	776 million
<i>Hanukkah</i>	60 million
<i>Kwanzaa</i>	60 million

The Holiday Merry Makers and Eid stamps are still available as well.

**Area Public Affairs and Communications Contacts**

<b>Name</b>	<b>Area</b>	<b>Office Telephone</b>	<b>E-mail Address</b>
Earl Artis	Southeast	678-442-6018	<i>earl.c.artis@usps.gov</i>
Scott Budny	Western	303-313-5130	<i>scott.w.budny@usps.gov</i>
Monica Hand	NY Metro	212-330-3118	<i>monica.a.hand@usps.gov</i>
Debra Hawkins	Northeast	860-285-7265	<i>debra.a.hawkins@usps.gov</i>
Jim Mruk	Great Lakes	630-539-6565	<i>james.a.mruk@usps.gov</i>
Don Smeraldi	Pacific	323-586-1210	<i>don.a.smeraldi@usps.gov</i>
Paul Smith	Eastern	215-931-5054	<i>paul.f.smith@usps.gov</i>
Darla Stafford	Southwest	214-819-8748	<i>darla.j.stafford@usps.gov</i>
Deborah Yackley	Capital Metro	301-548-1465	<i>deborah.a.yackley@usps.gov</i>

— Field Communications, Public Affairs and Communications, 11-25-04

Holiday 2004 — We're Working for You!

Publicity Kit



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## **BIGGEST MAILING DAY OF THE YEAR IS MONDAY, DECEMBER 20; THERE IS STILL TIME TO SEND YOUR HOLIDAY MAIL — HURRY TO SAVE**

[CITY] — On Monday, December 20, 2004, the [NAME] Post Office™ and Post Offices nationwide will be busier than Santa's workshop. That's because Monday, December 20, will be the biggest and busiest mailing day of the year. In addition, Wednesday, December 22, will be the biggest mail delivery day of the year.

Nationwide, the Postal Service™ expects to handle 280 million postmarked cards and letters and millions of packages on Monday. The local [NAME] Post Office expects to handle [NUMBER] postmarked holiday cards and letters and [NUMBER] packages on Monday, December 20, alone. That is 2–3 times the mail volume of a regular day handled by the Post Office.

"We expect a very busy Monday handling all those holiday cards and packages but that's fine because we welcome all the holiday mail our customers give us," says local Postmaster [NAME]. "We appreciate all their business. Our Post Office and Postal Service workers everywhere are working diligently to make sure that mail is delivered on time."

Mailing deadlines are fast approaching to get your holiday packages to arrive by Christmas, using Priority Mail® service. If you are mailing out of state, send mail by Tuesday, December 21. If you are mailing in-state, send mail by Wednesday, December 22. After those dates, you can use Express Mail® service to have your packages delivered by Christmas.

### **Holiday Mail Tips/Packaging Guidelines**

- Call 800-ASK-USPS (800-275-8777) for local Post Office service hours, rates, ZIP Codes™ and general holiday mail information. You can also access the USPS® web site at [www.usps.com](http://www.usps.com).
- Print complete name and address and your return name and address on all mail.
- Use box/package that is strong enough to protect the contents with no extraneous marking on the outside. Do *not* use boxes with alcohol/liquor or chemical markings on the outside.
- Cushion contents with newspaper, bubble wrap, or styrofoam. Pack very tightly.
- Remove batteries from toys. Wrap/place them next to toys in the mailing box.
- Print the delivery and return addresses neatly on one side only of the package.
- Place your return address on a piece of paper or label inside the package.
- Do *not* use wrapping paper, string, masking tape or cellophane tape outside of box.
- Seal the package securely with nylon-reinforced or glass-reinforced package tape.
- Take packages to the Post Office for mailing.
- Package senders are encouraged to use Delivery Confirmation™ service and insurance.
- For cards and letters, several 37-cent holiday stamps are available including *Santa Ornaments*, *Madonna & Child*, *Eid*, *Hanukkah* and *Kwanzaa*.

###

Publicity Kit

Holiday 2004 — We're Working for You!



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## POST OFFICE MAKES HOLIDAY PACKAGE SHIPPING QUICK, EASY AND CONVENIENT WITH CLICK-N-SHIP

[CITY, STATE] [DATE] — Package shippers, especially businesses and customers who ship a lot of packages, may wish to send those holiday parcels using the Postal Service™'s Click-N-Ship™ online package service. It's quick, easy and convenient and you can ship from your house with just a click of your mouse. Insurance is available online and Delivery Confirmation™ service is free when using this service.

Click-N-Ship service is available on the Postal Service web site at [www.usps.com/clicknship](http://www.usps.com/clicknship). Click on the *Register Now* button to complete a short registration process. Enter the delivery address and weight. Choose the mailing service shipping option and method of payment. You will then be able to print out postage-paid shipping labels. The last step is even easier. Give the packages to your letter carrier, put them in a neighborhood mailbox or take them directly to your Post Office™.

Click-N-Ship service allows you to store up to 500 addresses in your domestic and international shipping database. It provides you with an online label database history. You can also have an e-mail sent to your recipient when you mail a package. We recommend a laser printer or a high-quality ink-jet printer to use Click-N-Ship service.

While customers can use Click-N-Ship service to mail packages any time of the year, below are recommended package mailing dates for delivery by Christmas.

Holiday deadlines for delivery by Christmas: When using Priority Mail® service, mail packages going out-of-state by Tuesday, December 21. Items going to in-state destinations should be sent by Wednesday, December 22. The deadline for most overseas military destinations and international locations is December 11.

After those dates, you can use Express Mail® service to have your packages delivered by Christmas.

###

Holiday 2004 — We're Working for You!

Publicity Kit



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## [NAME] POST OFFICE TO START HOLIDAY MAIL SEASON WITH "MAIL EARLY" CUSTOMER EVENT ON [DATE]

[CITY] — The local Post Office™ invites the local community to celebrate the start of the holiday mail season with a special "Holiday Mail Early Kick-off Day" celebration on [DATE] at [TIME] at the Post Office at [ADDRESS].

[Describe your own creative local event and activities. Event suggestions include:

- Lobby staff greeting customers while dressed as Santa.
- Santa making a special visit to drop off his holiday packages, cards and letters.
- Santa assisting postmaster in providing holiday mail information and passing out free holiday stamps to customers and candy canes to kids.
- Making a special presentation of the new *Holiday Santa Ornaments* stamps.
- Postmaster/staff giving a talk about holiday mail information.
- Placing holiday decorations/displays regarding proper holiday mail guidelines and package preparation in the lobby.
- Providing refreshments for customers.
- Offering tours of facility that day.
- Having special visit by local school children so they can drop off their letters to Santa.]

"We invite our community and many loyal customers to drop by and join us for this festive start to the holiday mail season," says Postmaster [NAME]. "We will be providing lots of good holiday mail tips in addition to offering some holiday cheer."

The postmaster said it is the Post Office's busiest but most rewarding time of the year. "We appreciate our customers using the Post Office for all their shipping needs, not just for the holiday season, but all throughout the year. We encourage everyone to mail early. And on behalf of our [NAME] Post Office staff, we wish everyone a very happy holiday season!"

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Publicity Kit

Holiday 2004 — We're Working for You!



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## POST OFFICE INVITES MEDIA-ONLY TOUR OF [NAME OF FACILITY/POST OFFICE] ON [DATE] TO KICK OFF HOLIDAY MAIL SEASON

[CITY] — The [CITY] Post Office™ expects a BIG holiday mail season this year. To help get the word out on holiday mail and mailing early, the Post Office is inviting local media to make an early pre-holiday visit to the [NAME OF MAIL PROCESSING SITE/POST OFFICE] at [ADDRESS] on [DATE AND TIME].

Media will be allowed to interview Postal Service™ workers and get b-roll footage/photos/sound bites of mail processing operations and equipment, Postal Service workers sorting and moving the mail and other Postal Service operations.

The [NAME OF MAIL PROCESSING FACILITY] is the main mail sorting facility for Post Offices in this area. It has [NUMBER] Postal Service employees who normally process an average of [NUMBER] pieces of mail per day.

"Our Post Office expects to handle over [NUMBER] pieces of holiday mail from the day after Thanksgiving through Christmas," says [NAME OF POSTMASTER/PLANT MANAGER]. "We normally handle [NUMBER] % more postmarked cards and letters and [NUMBER] % more packages compared with any other time of the year."

[NAME] said the Post Office does a lot of extra things this time of the year to ensure that all holiday mail gets delivered on time. [INSERT ACTIVITIES LIKE ADDING ON EXTRA TEMPORARY WORKERS, WORKING LOTS OF EXTRA HOURS, OFFERING EXTENDED CUSTOMER RETAIL HOURS, DOING EXTRA PARCEL DELIVERIES AND COLLECTIONS, ETC.]

"The holiday season is definitely our busiest, but most rewarding, time of the year for the Post Office," [HE/SHE] added. "We encourage the media to join us for this pre-holiday media-only tour of our facility on [DATE]."

"You will get some great coverage of mailing operations, holiday mail tips and information, and most importantly, you will help us get the word out to our many customers to mail early for the holidays. We appreciate your support."

###

Holiday 2004 — We're Working for You!

Publicity Kit



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## [NAME] POST OFFICE ANNOUNCES HOLIDAY MAIL DEADLINES, GUIDELINES AND PACKAGE TIPS

The [CITY] Post Office™ is ready to deliver your holidays. "We expect a very busy holiday mail season. We welcome all the cards, letters and packages our customers give us," says [NAME OF POSTMASTER] with the local Post Office.

Holiday mail information is provided below. Media can contact [NAME/TELEPHONE NUMBER] at the Post Office for holiday mail stores.

### HOLIDAY MAIL DEADLINES AND TIPS

- Deadlines for U.S. delivery by Christmas: Using regular mail and Priority Mail® service, mail holiday cards, letters and packages going out-of-state by Tuesday, December 21. Items to in-state destinations should be sent by Wednesday, December 22. After those dates, you can use Express Mail® service to have your packages delivered by Christmas.
- Holiday mailing deadlines for delivery by Christmas to most overseas military locations and international destinations is Saturday, December 11. After those dates, you can use Express Mail service to have your packages delivered by Christmas.
- Call 800-ASK-USPS (800-275-8777) to get the holiday customer service hours of your local Post Office, rates, and ZIP Codes™. You can also get holiday mail information at [www.usps.com](http://www.usps.com).
- Include the correct printed address on all cards, letters and packages including name, street, apartment number, city, state and ZIP Code. Print return address in the upper left corner. Never guess on the ZIP Code. There is a ZIP Code Lookup on [www.usps.com](http://www.usps.com) or you can call 800-ASK-USPS.
- For holiday cards and letters, the Post Office offers several colorful 37-cent holiday stamps including *Santa Ornaments*, *Madonna & Child*, *Eid*, *Hanukkah* and *Kwanzaa*.
- In addition to your local Post Office, you can order holiday stamps and other stamps by phone at 800-STAMP-24 and from the Postal Service web site at [www.usps.com](http://www.usps.com). You can also order stamps by mail. Pick up a *Stamps by Mail* order form at your Post Office or from your letter carrier.
- When preparing your package for mailing, use a strong, sturdy box with no writing on the outside.
- Package the contents of your parcel tightly and securely, using newspaper, bubble wrap or other cushioning inside. Remove batteries from toys and items. Package cookies, fruitcakes and food items in leak-proof containers or secure protective wrapping. For packages, include the name and address destination on a piece of paper inside.
- Seal your package with strong, reinforced packing tape. Do *not* use paper or string on the outside of the package. They can get tangled in mail processing equipment.
- For packages, print the complete name and address including ZIP Code in large print on one side of the package only. Make sure you print your return name and address in the upper left corner.
- We encourage package senders to purchase package Delivery Confirmation™ service and insurance.
- Take your packages directly to the Post Office for mailing. Best time is mid-morning or mid-afternoon.
- Mail early. You save on postage costs, save on convenience, and help get your holiday mail there on time, avoiding possible bad winter storms, which can delay delivery.
- The U.S. Postal Service® expects the biggest and busiest mailing day of the year to be Monday, December 20. The biggest delivery day is expected to be Wednesday, December 22.

###



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## POSTAL SERVICE ANNOUNCES INTERNATIONAL AND MILITARY OVERSEAS HOLIDAY MAIL DATES

The U.S. Postal Service® recently announced its 2004 Holiday Season recommended mailing dates for delivery to military overseas APO/FPO addresses and international destinations by December 25, based on economical air and surface transportation. See dates below.

For mailing within the United States, mail cards, letters and packages to out-of-state locations by Tuesday, December 21. Mail to in-state locations by Wednesday, December 22. Express Mail® service is available to many locations after these dates.

To ensure the timely delivery of holiday greeting cards and packages during the 2004 Holiday Season, the Postal Service recommends mailing by the dates listed below. These recommended mailing dates for delivery to military overseas APO/FPO addresses and international destinations by December 25, are based on air and surface transportation.

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

Military Mail Addressed to	First-Class Mail® Letters & Cards	Priority Mail®	Parcel Airlift Mail (PAL)	Space Available Mail	Parcel Post®
APO/FPO AE ZIPs 090–092	Dec. 11	Dec. 11	Dec. 4	Nov. 27	Nov. 13
APO/FPO AE ZIPs 093	Dec. 6	Dec. 6	Dec. 4	Nov. 27	Nov. 13
APO/FPO AE ZIPs 094–099	Dec. 11	Dec. 11	Dec. 4	Nov. 27	Nov. 13
APO/FPO AA ZIPs 340	Dec. 11	Dec. 11	Dec. 4	Nov. 27	Nov. 13
APO/FPO AP ZIPs 962–966	Dec. 11	Dec. 11	Dec. 4	Nov. 27	Nov. 13

### International Addressing Tips

- Place the city or town name and the province or state name on the next line after the street address information.
- Put foreign postal codes, if known, in front of the city or town name and on the same line.
- Write the name of the foreign country in capital letters on the last line of the address.

**The Post Office that's always open: [www.usps.com](http://www.usps.com)**

With the holiday mailing season underway, the Postal Service recommends that customers go on-line and visit the Post Office that never closes at [www.usps.com](http://www.usps.com). Customers can calculate postage, obtain simplified customs forms and select an international mailing service that's right for any mailing need. Visitors to the Postal Service's home page can also purchase stamps, track and confirm mailings and even purchase greeting cards online.

**New, Easy, Simple Customer's Guide to Mailing**

The *Shipping & Mailing Holiday Guide* provides clear, concise information on virtually everything consumer customers need to know about mailing. The free guide was sent to every address in the country and is available online at [www.usps.com](http://www.usps.com). The guide includes illustrations, tips and helpful information about Click-N-Ship™, NetPost CardStore and choosing extra services such as Insurance or Delivery Confirmation™.

**60,000 Additional Stamp Locations**

Beyond visiting the web or the nation's 38,000 Post Offices, there are now 60,000 more locations to purchase stamps. Customers can obtain postage where they see "Buy Stamps Here" signs among 17,000 ATMs, and more than 40,000 supermarkets, drug stores and banks.

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Holiday 2004 — We're Working for You!



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## [NAME] POST OFFICE ANNOUNCES EXTRA HOURS FOR HOLIDAY MAILING SEASON

[CITY/DATE] — The [CITY] Post Office™ is ready to deliver the holidays for you. “Our Post Office is expecting a very busy holiday mail season that usually starts the day after Thanksgiving,” says Postmaster [NAME].

“We encourage [CITY] customers to mail early and to ship all their holiday presents with the Postal Service™,” says Postmaster [NAME]. “We have some great package rates, especially for Priority Mail® service, in addition to Delivery Confirmation™ service, low-rate package insurance coverage, colorful holiday stamps and other neat mailing services.”

The Postmaster noted that the Post Office (and its stations, including contract postal stations) will be open during the following extended customer service retail hours in December:

Name of Post Office/Contract Station	Address	M-F, Saturday, December (Date)	Hours

[IF APPLICABLE] In addition, the Post Office will offer special Sunday customer service hours on these December Sunday dates and locations:

Name of Post Office/Contract Station	Address	Sunday, December (Date)	Hours

When using First-Class Mail® service and Priority Mail service to mail cards and packages domestically, the Postal Service recommends mailing out-of-state items by Tuesday, December 21; and in-state items by Wednesday, December 22. “After those dates, customers can still use Express Mail® service for their packages going to many destinations,” says the Postmaster. “But to save money and to help ensure we get all your holiday mail there on time, as always, we recommend mailing early.”

The Post Office advises customers mailing to military servicepersons overseas and to international locations to mail those packages as soon as possible, to save on rates and to get them there by Christmas. Most military overseas mail and international mail should be sent by Saturday, December 11, to arrive by Christmas. After those dates, you can use Express Mail® service to have your packages delivered by Christmas.

###

Holiday 2004 — We're Working for You!

Publicity Kit



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## POSTAL SERVICE OFFERS ULTIMATE HOLIDAY TIME SAVER

[CITY] — Searching for ideal cards and gifts during the holiday season is exhausting and time consuming. The U.S. Postal Service® has the perfect time-saving solution! Combining the speed and convenience of the Internet with the value and sentimentality of First-Class Mail® service, sending a personalized greeting card with a retail gift card has never been quicker, easier or more convenient.

"With this service, our customers will be able to sit down in front of a computer in the comfort of their own home and design their family's personalized holiday greeting cards complete with a family photo. With the added convenience of being able to add gift cards from national retailers — holiday cards and shopping are done with a simple click of the mouse! It's really that easy," said John M. Nolan, Deputy Postmaster General **[OR LOCAL SPOKESPERSON/DISTRICT MANAGER]**. "The Postal Service™ is working for you to provide easy-to-use, high-value services."

Partnering with TouchPoint in 2000 to launch NetPost CardStore, the Postal Service is the first in the industry to offer the personalized gift card/greeting card combination service. The retailers offering gift cards are Bed, Bath & Beyond, based in Union, NJ; Brinker International, based in Dallas, TX (and including Chili's, Macaroni Grill, Maggianos, The Corner Bakery, Rockfish, and other restaurants); Circuit City, based in Richmond, VA; Lowes, based in Lake Norman, NC; and Safeway, based in Pleasanton, CA (and including Vons, Domini's, Randalls, Genuardis, and other grocery stores). Gift cards for these retailers will be available in denominations of \$25, \$50, \$75, \$100 and \$200.

Designed to make sending high-quality, personalized greeting cards quicker, easier and more convenient, NetPost CardStore has:

- Thousands of custom images and suggested greetings;
- The ability to use your own personal photographs, artwork and graphics;
- The ability to write personalized greetings for individual or volume mailings;
- The ability to use existing address files;
- Custom-printed cards entered into the mailstream the next business day; and
- The ability to schedule greeting cards to be sent up to a year in advance.

The pricing ranges from \$1.35 to \$3.00 per card based on quantity, design and postage, and includes custom personalization, printing and mailing services. NetPost CardStore is accessible via the Postal Service's web site at [www.usps.com/cardstore](http://www.usps.com/cardstore).

# # #



Publicity Kit

Holiday 2004 — We're Working for You!



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## [CITY] POST OFFICE TO HAVE POSTAL SANTA CLAUS(ES) DELIVERING EXPRESS MAIL ON CHRISTMAS EVE/DAY

Media note: Media interested in covering the Post Office™'s Santa Claus Express Mail® deliveries on Christmas day should contact **[INSERT THE SANTA LETTER CARRIER'S NAME/TELEPHONE NUMBER OR POSTMASTER/SUPERVISOR'S NAME/TELEPHONE NUMBER AT THE POST OFFICE]** in advance and as soon as possible, to coordinate meeting time and location.

**[CITY/DATE]** — When you open your door Christmas morning, don't be surprised if you see a Postal Service™ Santa Claus, dressed in full red and white attire — instead of Postal Service blue — making an Express Mail package delivery.

Several Postal Service letter carriers and special delivery messengers from the **[NAME]** Post Office will deliver Express Mail items on Christmas day dressed as Santa Claus.

"The Post Office is one of the few delivery firms nationwide that delivers Express Mail packages on Christmas Day, and every other day of the year, in major metro areas like ours, says Postmaster **[NAME]**. "And some of our Postal Service workers decide to dress as St. Nick while making those Christmas deliveries that Santa cannot always get to."

The postmaster said this year **[HE/SHE]** expects **[NUMBER]** of the city's Postal Service workers to be dressed in full Santa garb and making Christmas day deliveries. They include: **[INSERT NAMES OF CARRIERS WHO WILL BE MAKING DELIVERIES IN FULL SANTA DRESS, IF THE NUMBER IS 15 OR FEWER]**.

"Our Postal Service workers who dress as Santa really enjoy doing it and especially seeing the smiling faces of kids and families, the elderly and everyone," added the postmaster. "They get invited into their homes for pictures, the kids want them to stay around, and they even get invited to Christmas Day dinners. It makes working Christmas Day for these dedicated and great Postal Service workers a much more pleasant experience."

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# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## POST OFFICE OFFERS HOLIDAY STAMPS IN MANY CONVENIENT WAYS; STAMP ARTWORK AS NICE GIFTS

[CITY/DATE] — The Postal Service™ is offering a colorful variety of 37-cent holiday stamps to add a festive touch to your holiday cards and letters this year. You don't even have to leave your home or workplace to purchase these and most U.S. postage stamps. And you can also purchase beautiful stamp framed artwork pieces via the web, which make for wonderful gifts.

As for the holiday stamps, this year the Postal Service is offering the beautiful new *Santa Ornaments* stamps; the traditional *Madonna & Child* stamp; and for other holiday celebrations — the *Hanukkah*, *Eid* and *Kwanzaa* stamps.

You can order U.S. postage stamps in several other convenient ways, in addition to purchasing them at your Post Office™. Most require a credit card. Usually the stamps can be delivered to you in just a few days.

You can order stamps 24 hours a day via the Postal Service web at [www.usps.com](http://www.usps.com). You can also purchase stamps 24 hours a day by phone at 800-STAMP-24. You can order stamps by mail by completing a "stamps by mail" form, available from your Post Office or from your letter carrier. Many Post Offices allow you to order stamps by fax. Check with your local Post Office.

The Postal Service's new Automated Postal Center (APC) is a virtual stand-alone Post Office in many Post Offices nationwide. The APC is a quick, easy, convenient way to purchase stamps without standing in line at the Post Office.

Also many supermarkets and retail outlets sell stamps as do postal contract stations such as Hallmark stores and drug stores. Look for the "Buy Stamps Here" sign. Many postal contract stations also offer mail services like Priority Mail®, First-Class Mail and other services at their stores.

As a nice holiday gift for that special person or for yourself, you may wish to order an attractive enlarged framed stamp art picture of a popular stamp like the *Love* stamp or a variety of *American Flag* stamps. Hundreds of actual beautiful stamp images/art works are available. Go to [www.postalartgallery.com](http://www.postalartgallery.com). The stamp art web site is hosted by Art Select, a licensed vendor of the Postal Service, which debuted last year.

For more information about ordering stamps, sending holiday mail, finding local Post Office hours, and so forth, call 800-ASK-USPS (800-275-8777) or go to [www.usps.com](http://www.usps.com).

###

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Holiday 2004 — We're Working for You!



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## [NAME] POST OFFICE TO OFFER SUNDAY CUSTOMER RETAIL HOURS/COLLECTIONS ON DECEMBER [DATES]

[CITY/DATE] — The [CITY] Post Office™ will offer special Sunday customer service retail hours on these December Sunday dates and locations:

Name of Post Office/Contract Station	Address	Sunday, December (Date)	Hours

In addition, the Post Office will schedule extra collections of cards and letters from the blue collection boxes on main streets and in neighborhoods throughout the city on the Sundays of [DATES]. Be sure to drop off your cards and letters at these collection boxes before [TIME] these dates.

The Post Office reminds everyone that mailing deadlines are fast approaching for delivery by Christmas.

For mailing cards and packages within the U.S. using regular and Priority Mail® service, the Postal Service recommends mailing out-of-state by Tuesday, December 21, and mailing in-state by Wednesday, December 22. Most overseas military mail and international mail should be sent by Saturday, December 11, to arrive by Christmas. After those dates, you can use Express Mail® service to have your packages delivered by Christmas.

# # #

# Domestic Mail

## DMM REVISION

### Labeling List Changes

Effective December 9, 2004, *Domestic Mail Manual* (DMM®) L001, L004, L007, L606, L801, and L802 are revised to reflect changes in mail processing operations. Mailers are encouraged to label according to these revised lists immediately, but *must* comply with these changes no later than February 6, 2005.

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

### Domestic Mail Manual (DMM)

\* \* \* \* \*

#### L Labeling Lists

#### L000 General Use

#### L001 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b>	
48015, 88–93	WARREN MI 48089
48327–29	WATERFORD MI 48327
48359–63	LAKE ORION MI 48359
<b>Change To:</b>	
48015, 88–93, 48397	WARREN MI 48089
48327–30	WATERFORD MI 48327
48359–62	LAKE ORION MI 48359
<b>Add:</b>	
89101, 06	LAS VEGAS NV 89101
89120, 21	LAS VEGAS NV 89120
<b>Delete:</b>	
48047, 51	NEW BALTIMORE MI 48047
48309, 26	ROCHESTER HILLS MI 48309
58103, 04, 06	FARGO ND 58103

\* \* \* \* \*

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

\* \* \* \* \*

Column A 3-Digit ZIP Code Prefix Group	Column B Label Container to
<b>Change From:</b>	
900, 901	ADC LOS ANGELES CA 900
<b>Change To:</b>	
900–905	ADC LOS ANGELES CA 900
<b>Add:</b>	
906–908, 917, 918	ADC INDUSTRY CA 917
910–916, 930–935	ADC SANTA CLARITA CA 914
922–925	ADC SN BERNARDINO CA 923
926–928	ADC SANTA ANA CA 926
<b>Delete:</b>	
902–908, 910–918	ADC TWIN VALLEY CA 90197
922–928, 930–935	ADC SEQUOIA CA 90198

\* \* \* \* \*

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

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b>	
14606, 08, 09, 14	ROCHESTER NY 14609
48034, 37, 86	SOUTHFIELD MI 48034
48327–29	WATERFORD MI 48327
48359–63	LAKE ORION MI 48359
65301, 36, 40, 51, 55, 60	SEDALIA MO 65301
<b>Change To:</b>	
14606, 09	ROCHESTER NY 14609
48025, 34	SOUTHFIELD MI 48034
48327–30	WATERFORD MI 48327
48359–62	LAKE ORION MI 48359
65301, 02, 05, 20–30, 32–40, 44, 47–51, 54, 55, 60	SEDALIA MO 65301
<b>Add:</b>	
14603, 08, 14	ROCHESTER NY 14603

Column A Destination ZIP Codes	Column B Label Container To
48048, 50	NEW HAVEN MI 48048
48062–64	RICHMOND MI 48062
48065, 96	ROMEO MI 480653
48067, 69–70	ROYAL OAK MI 48067
48075, 76	SOUTHFIELD MI 48075
48054, 79	SAINT CLAIR MI 48079
48094, 95	WASHINGTON MI 48094
48356, 57	HIGHLAND MI 48356
48380, 81	MILFORD MI 48380
48383, 86	WHITE LAKE MI 48383
54935–37	FOND DU LAC WI 54935
54956, 57	NEENAH WI 54956
65010, 11, 13, 14, 18, 20, 23, 24, 26, 32, 35, 37, 39, 41, 46, 49, 51–53, 59, 63, 65, 66, 72, 74, 78, 79, 81, 82, 84, 85	ASHLAND MO 65010
65231, 33, 36, 37, 39, 40, 43, 48, 51, 54–57, 59, 61–63, 65, 70, 74–76, 81, 84	AUXVASSE MO 65231
<b>Delete:</b>	
48047, 51	NEW BALTIMORE MI 48047
48069, 70	PLEASANT RIDGE MI 48069
48309, 26	AUBURN HILLS MI 48326
62701, 07, 11, 12	SPRINGFIELD IL 62701
62702, 03	SPRINGFIELD IL 62702
65018, 20, 26, 37, 41, 49, 51, 52, 65, 66, 79, 81, 84	CAMDENTON MO 65020
65233, 40, 48, 51, 65, 70, 81	FULTON MO 65251

\* \* \*

**L600 Standard Mail and Package Services**

\* \* \*

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

\* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b>	
33854–56, 67, 98	LAKE WALES FL 33854
33950, 51, 55, 80, 82, 83	PUNTA GORDA FL 33950
34230, 34, 78	SARASOTA FL 34230
<b>Change To:</b>	
33854–56, 59	LAKE WALES FL 33854
33950, 51, 55, 82	PUNTA GORDA FL 33950
34230, 34, 43, 78	SARASOTA FL 34230

Column A Destination ZIP Codes	Column B Label Container To
<b>Add:</b>	
33853, 67, 98	LAKES WALES FL 33853
33980, 83	PORT CHARLOTTE FL 33980
49501, 02, 30, 55, 60	GRAND RAPIDS MI 49501
49507, 10	GRAND RAPIDS MI 49507
<b>Delete:</b>	
48047, 51	NEW BALTIMORE MI 48047
49501, 03, 07, 30, 50, 55, 99	GRAND RAPIDS MI 49599

\* \* \*

**L800 Automation Rate Mailings**

**L801 AADCs—Letter-Size Mailings**

\* \* \*

Column A Destination ZIP Codes	Column B Label to
<b>Change From:</b>	
335–339, 341, 342, 346	AADC TAMPA FL 335
930–935	AADC SEQUOIA CA 90198
<b>Change To:</b>	
335–338, 342, 346	AADC TAMPA FL 335
930–935	AADC SEQUOIA CA 93090
<b>Add:</b>	
339, 341	AADC FT MYERS FL 339

\* \* \*

**L802 BMC/ASF Entry—Periodicals and Standard Mail Letters, Flats, and Irregular Parcels, and Package Services Flats and Irregular Parcels Mail**

\* \* \*

Column A Entry BMC/ASF	Column B Label to
<b>Add:</b>	
Chicago BMC	MXD IRVING PARK RD IL 607
<b>Delete:</b>	
Chicago BMC	MXD PALATINE IL 600

\* \* \*

— Logistics,  
Network Operations Management, 11-25-04

## DMM REVISION

**Eligibility Requirements for Standard Mail**

Effective June 1, 2005, *Domestic Mail Manual* (DMM®) E610 is revised to clarify the circumstances in which mail containing “personal” information may be eligible for Standard Mail® (rather than First-Class Mail®) rates. In addition, standards in E110 for First-Class Mail items and E610 for Standard Mail items are reorganized and renumbered to better describe the service provided under each class.

The June 1, 2005, implementation date will allow time for extensive training for Postal Service™ personnel and gives mailers adequate time to learn about the new standards and prepare for future mailings. Until June 1, employees should continue to use the current DMM standards to determine mailpiece eligibility.

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

**Domestic Mail Manual (DMM)**

	*	*	*	*	*
<b>E</b>	<b>Eligibility</b>				
	*	*	*	*	*

**E100 First-Class Mail****E110 Basic Standards**

*[Renumber current 2.0 through 5.0 as new 4.0 through 7.0. Replace current 1.0 with new 1.0, 2.0, and 3.0, to read as follows:]*

**1.0 DESCRIPTION OF SERVICE****1.1 Service Objectives**

First-Class Mail receives expeditious handling and transportation. Service objectives for delivery are 1 to 3 days; however, delivery time is not guaranteed.

**1.2 Rate Options**

First-Class Mail offers the flexibility of single-piece rates, and discounted rates for mailings of 500 or more pieces that weigh 13 ounces or less.

**1.3 Mailable Items**

First-Class Mail may be used for any mailable item, including postcards, letters, flats, and small packages. Customized MarketMail under E660 and other restricted material as described in C020 may not be mailed as First-Class Mail.

**2.0 DEFINING CHARACTERISTICS****2.1 Inspection of Contents**

First-Class Mail is closed against postal inspection. Federal law and Postal Service regulations restrict both opening and reviewing the contents of First-Class Mail by anyone other than the addressee.

**2.2 Forwarding Service**

The price of First-Class Mail includes forwarding service to a new address for up to 12 months.

**2.3 Return Service**

The price of First-Class Mail includes return service if the mailpiece is undeliverable.

**2.4 Extra Services Exclusive to First-Class Mail**

First-Class Mail is the only class of mail eligible to receive the following extra services: registered mail service and certified mail service.

**2.5 Additional Extra Services**

Additional extra services available with First-Class Mail are certificate of mailing service, COD service, Delivery Confirmation service (parcels only), insured mail service (merchandise only), return receipt service, restricted delivery service, Signature Confirmation service (parcels only), and special handling. See S900.

**3.0 CONTENT STANDARDS****3.1 Bills and Statements of Account**

Bills and statements of account must be mailed as First-Class Mail (or Express Mail) as follows:

- a. Bills and statements of account assert a debt in a definite amount owed by the addressee to the sender or a third party. In addition, bills include a demand for payment; statements of account do not include a demand for payment. The debt does not have to be due immediately but may become due at a later time or on demand. The debt asserted need not be legally collectible or owed.
- b. Bills and statements of account do not need to state the precise amount due if they contain information that would enable the debtor to determine that amount.



### 3.2 Personal Information

Mail containing personal information must be mailed as First-Class Mail (or Express Mail). Personal information is any information specific to the addressee.

### 3.3 Handwritten and Typewritten Material

Mail containing handwritten or typewritten material must be mailed as First-Class Mail (or Express Mail).

### 3.4 Material Not Required to be Mailed as First-Class Mail

Mail eligible for Standard Mail or Package Services rates under E610 or E700 is not required to be mailed as First-Class Mail or Express Mail.

\* \* \* \* \*

## E600 Standard Mail

### E610 Basic Standards

*[Renumber current 3.0 through 9.0 as new 4.0 through 10.0. Replace current 1.0 and 2.0 with new 1.0, 2.0, and 3.0, to read as follows:]*

## 1.0 DESCRIPTION OF SERVICE

### 1.1 Service Objectives

Standard Mail may receive deferred handling. Service objectives for delivery are 2 to 9 days; however, delivery time is not guaranteed.

### 1.2 Quantity

Standard Mail provides economical rates for mailings of 200 or more pieces or at least 50 pounds of mail.

## 2.0 DEFINING CHARACTERISTICS

### 2.1 Mailpiece Weight Limit

All Standard Mail pieces—letters, flats, and small packages—must weigh less than 16 ounces.

### 2.2 Preparation Requirements

Standard Mail is subject to specific volume, marking, and preparation requirements.

### 2.3 Inspection of Contents

Standard Mail is not sealed against postal inspection.

### 2.4 Forwarding Service

The price of Standard Mail does not include forwarding service. Forwarding is available under F010.5.3.

### 2.5 Return Service

The price of Standard Mail does not include return service. Return service is available under F010.5.3 for an additional fee.

## 2.6 Extra Services

Extra services available with Standard Mail are insured mail service (bulk insurance only), certificate of mailing service (bulk certificate of mailing only), return receipt for merchandise service, and Delivery Confirmation service (parcels only). See S900.

## 2.7 Periodicals

Authorized Periodicals may not be entered as Standard Mail unless permitted by standard.

## 2.8 Identical Pieces

The contents of printed matter in a Standard Mail mailing must be identical to a piece sent to at least one other addressee. Standard Mail may include the addressee's name and address but may not transmit personal information except as permitted under 3.0.

## 3.0 CONTENT STANDARDS

### 3.1 Personal Information

Personal information may not be included in a Standard Mail mailpiece unless *all* of the following conditions are met:

- The mailpiece contains explicit advertising for a product or service for sale or lease or an explicit solicitation for a donation.
- All of the personal information is directly related to the advertising or solicitation.
- The exclusive reason for inclusion of all of the personal information is to support the advertising or solicitation in the mailpiece.

### 3.2 Bills and Statements of Account

Mail containing bills or statements of account as defined in E110.3.0 may not be entered as Standard Mail except under the conditions described in 5.2.

### 3.3 Handwritten and Typewritten Matter

Mail containing handwritten or typewritten matter may not be entered as Standard Mail except under the conditions described in 4.0.

\* \* \* \* \*

— Mailing Standards,  
Pricing and Classification, 11-25-04

## REVISED HANDBOOK

**Handbook DM-901, Registered Mail**

Handbook DM-901, *Registered Mail*, has been revised to update the information on policies and procedures related to Registered Mail™ service from the point of acceptance to the point of delivery. These policies and procedures have been revised in accordance with Transformation Plan efforts to improve the quality, affordability, and convenience of Postal Service™ products and services.

Handbook DM-901 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>.)

You can order Handbook DM-901 from the Material Distribution Center (MDC) by using touch tone order entry (TTOE): Call 800-332-0317, option 2.

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

Use the following information to order Handbook DM-901:

<b>PSIN:</b>	HBK DM-901
<b>PSN:</b>	7610-01-000-9064
<b>Unit of Measure:</b>	EA
<b>Minimum Order Quantity:</b>	1
<b>Bulk Pack Quantity:</b>	50
<b>Quick Pick Number:</b>	508
<b>Price:</b>	\$1.119

— Processing Operations,  
Network Operations Management, 11-25-04

## NEW PS FORM

**PS Form 3600-PMX, Postage Statement — Priority Mail Flat-Rate Box Experiment — Permit Imprint**

Effective November 20, 2004, mailers must use the new PS Form 3600-PMX, *Postage Statement — Priority Mail Flat-Rate Box Experiment — Permit Imprint*, when mailing the new Priority Mail® flat-rate box and paying with permit imprint.

The Postal Service™ is conducting the 2-year Priority Mail flat-rate box experiment to enhance customer convenience through the introduction of two flat-rate box options for Priority Mail items. Much like the Priority Mail flat-rate envelope offered since 1991, the flat-rate boxes afford customers a single, predetermined rate, regardless of the actual weight or destination of the mailpiece.

Mailers can find the form on page 29 of this *Postal Bulletin* and online at [www.usps.com](http://www.usps.com); click on *Find a Form*, then *All Online PDF Forms in Numerical Order*. PS Form 3600-PMX must be used to report mailings of Priority Mail flat-rate boxes paid with permit imprint; it also may be used to enter the other types of Priority Mail listed on the form.

— Mailing Standards,  
Pricing and Classification, 11-25-04

United States Postal Service

**Postage Statement - Priority Mail Flat-Rate Box Experiment**

## Permit Imprint

Post Office: Note Mail Arrival Time

Permit Holder's Name and Address, and Email Address If Any   CAPS Cust. Ref. ID _____ Dun & Bradstreet No. _____	Telephone _____   Dun & Bradstreet No. _____	Name and Address of Mailing Agent (If other than permit holder)   Dun & Bradstreet No. _____	Telephone _____   Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder)   Dun & Bradstreet No. _____
--	---	---	---

Post Office of Mailing	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Parcels	Mailing Date	Federal Agency Cost Code	Statement Seq. No.	Number of Containers
Permit No.		Weight of a Single Piece _____ pounds		Total Pieces	
Separation Method: All pieces must be separated by zone when presented for acceptance unless all the pieces are in a weight category for which the rate does not vary by zone or the postage is reported under a manifest mailing system.				Total Weight _____ pounds	

	Zone	Number of Pieces	x	Rate	Totals
A1	Flat-Rate Envelope			\$3.85	
A10	Flat-Rate Box			\$7.70	
A2	Unzoned (1 pound or less)			\$3.85	
A3	Local, 1, 2, & 3				
A4	4				
A5	5				
A6	6				
A7	7				
A8	8				
A9	Pieces from Standard Mail (DMM E620)				
<b>Totals</b>					

For Special Services and Other Fees	Total From Attached Form 3540-S
Postmaster: Report total postage in AIC 237.	<b>Total Postage</b> (Add two lines above) —▶

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control.

The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation.

I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Signature of Mailer or Agent	Name of Mailer or Agent	Telephone
------------------------------	-------------------------	-----------

Weight of a Single Piece _____ pounds	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total Pieces	If "Yes," Reason	
Total Weight		
Total Postage		
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation; and (3) proper completion of postage statement.		Round Stamp (Required)
Verifying Employee's Signature	Verifying Employee's Name	Time AM PM

## NOTICE AND DMM REVISION

**New Pricing and Classification Service Center**

Effective November 27, 2004, the three Postal Service™ Rates and Classification Service Centers (RCSCs) and the Nonprofit Service Center (NSC) will be consolidated into one unit, the Pricing and Classification Service Center (PCSC). The duties and areas covered by the New York RCSC, Chicago RCSC, San Francisco RCSC, and Memphis NSC will be served by the new PCSC.

The PCSC will improve service to our customers and field employees regarding mailing standards and pricing options. We are transforming from a system of four regionally located service centers to a single, national center located in New York City. Bringing all of these duties together will enhance the quality and consistency of decisions and customer assistance, but we are doing even more to improve service.

By changing our business model, the PCSC will provide consistent application of Postal Service rates and mailing

standards for all customers. This new model will provide one source for mail classification decisions, one staff, and a one-stop-shop for customers and field employees to consult for direction on rate application and mail eligibility questions. The new PCSC will offer a distinct division to provide major mailers with preproduction rulings on the rates that will be charged on proposed mailings; these rulings will provide mailers with increased confidence in planning and budgeting for future mailings.

We will revise the *Domestic Mail Manual* (DMM®) to reflect these organizational changes throughout the text. We will incorporate these revisions into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer® at <http://pe.usps.gov>.

— *Mailing Standards,  
Pricing and Classification, 11-25-04*

# Employees

ELM REVISION

## Service Not Counted Toward Annual Leave Credit

Effective November 25, 2004, *Employee and Labor Relations Manual* (ELM) 512.24, Service Not Counted, is revised to add foreign national service to the list of types of service for which annual leave credit is not allowed.

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

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

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

It is also available on the Postal Service Internet:

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

## Employee and Labor Relations Manual (ELM)

\* \* \* \* \*

## 5 Employee Benefits

### 510 Leave

\* \* \* \* \*

### 512 Annual Leave

\* \* \* \* \*

### 512.2 Determining Annual Leave Category

\* \* \* \* \*

#### 512.24 Service Not Counted

Credit is not allowed for:

\* \* \* \* \*

[Add item g as follows:]

- g. Foreign national service, that is, service during which the employee worked outside the United States for a federal agency — such as the Department of the Army, the U.S. Department of State, or the U.S. Agency for International Development — as a foreign citizen.

\* \* \* \* \*

— Compensation,  
Employee Resource Management, 11-25-04

NOTICE

## 2005 Social Security and Medicare Tax Withholding

For 2005, the maximum limit on earnings for withholding in the Old-Age, Survivors, and Disability (OASDI) portion of the Social Security tax increases from \$87,900 to \$90,000. This is a \$2,100 increase from the 2004 limit. The Social Security tax rate remains at 6.2 percent, resulting in a maximum Social Security tax of \$5,580.00. This is a \$130.20 increase from the 2004 limit of \$5,449.80. There is still no limit on the amount of earnings subject to the Medicare portion of the tax rate. The Medicare tax rate applies to all taxable wages, and remains at 1.45 percent. The FICA tax rate, which is the combined Social Security tax rate of 6.2 percent and the Medicare tax rate of 1.45 percent, remains at 7.65 percent for 2005.

The information in the following table is effective January 1, 2005.

Tax Withholding Limit	From 2004	To 2005
Social Security Gross Limit	\$87,900.00	\$90,000.00
Social Security Liability Limit	\$5,449.80	\$5,580.00
Medicare Gross Limit	No Limit	No Limit
Medicare Liability Limit	No Limit	No Limit

— Payroll Accounting,  
Finance, 11-25-04

## 2005 Thrift Savings Plan (TSP) Catch-Up Contributions for TSP Participants Age 50 and Older, and *PostalEASE*

The following information is provided to assist personnel offices in conducting the election opportunity for 2005 tax-deferred Thrift Savings Plan (TSP) Catch-Up Contributions. These contributions are available to TSP participants who are at least age 50 during 2005. TSP Catch-Up Contributions supplement regular TSP contributions and do not count against either the statutory contribution percentage limitations or the Internal Revenue Service (IRS) Code's elective deferral limit. However, the Catch-Up Contributions have their own annual limit (the "annual Catch-Up limit") and eligibility criteria.

### 2005 Initial Election

The 2005 initial election can be made effective no earlier than the first pay period (PP) in 2005 (PP 01-2005) using *PostalEASE*. Employees will have access on Monday,

December 27, 2004. PP 01-2005 begins on December 25, 2004, with a pay date of January 14, 2005. After that, employees can elect their 2005 Catch-Up Contributions at any time.

Employees must complete their election using *PostalEASE* by 12 noon Central Time (CT) the second Tuesday (day 11) of each pay period in order for the election to be effective in that pay period. Any elections completed *after* 12 noon CT on the second Tuesday of each pay period will be effective the next pay period.

### Annual Catch-Up Contribution Limit

For 2005, the maximum Catch-Up Contribution is \$4,000. This contribution election is in addition to the IRS annual deferral limit for 2005, which is \$14,000. See the following table for contribution limits.

### TSP Basic Pay Contribution Limits

Year	FERS Limit %	CSRS and CSRS Offset Limit %	IRS Annual Deferral Limit \$	50+ Catch-Up Contributions Limit \$
2000	10	5	10,000	0
2001	11	6	10,500	0
2002	12	7	11,000	0
2003	13	8	12,000	2,000
2004	14	9	13,000	3,000
2005	15	10	14,000	4,000
2006	Limits will be lifted entirely (effective December 2005)		15,000	5,000
2007			To be determined (TBD) — indexed to inflation	TBD — indexed to inflation

### Eligibility for Catch-Up Contributions

Catch-Up Contributions are supplemental contributions available to TSP participants who are age 50 or older. There is no "lookback" provision to see what the participant could have contributed but did not. Eligible participants simply have the right to contribute the additional funds up to the annual Catch-Up Contribution limit.

To elect Catch-Up Contributions, the employee must:

- Be in a pay status. Make contributions from basic pay through payroll deductions only.
- Have either a regular election on file to contribute the maximum percentage of basic pay, or an election on file where the maximum IRS elective deferral limit will be reached during the calendar year.
- Be age 50 or older, or turn age 50 in the calendar year the election is submitted and processed.

- Not be in the 6-month noncontribution period following the receipt of a financial hardship in-service withdrawal.
- Self-certify that he or she is contributing (in all equivalent employer plans) either the maximum TSP contribution percentage or an amount that will result in his or her reaching the IRS elective deferral limit by the end of the relevant calendar year.

In addition, the following rules will apply to the 50 and older Catch-Up Contributions:

- TSP open season dates do not apply to Catch-Up Contributions (once implemented, participants can start, change the amount, or stop at any time). The termination of Catch-Up Contributions does not affect the participant's regular contributions.



- A new election must be submitted each year (deductions will not continue into the next calendar year).
- The annual amount of the contribution will be combined with regular tax-deferred contributions in the deferral block of Form W-2 as follows:
  - If amount shown exceeds the IRS limit, the IRS will check the date of birth with the Social Security Administration and assume any amount over the limit is attributable to the Catch-Up Contributions.
  - If participant exceeds the Catch-Up limit (usually by contributing to more than one plan), the participant may contact the TSP and request a refund of the excess Catch-Up Contributions.
- If applicable, participant is eligible under the Uniformed Services Employment and Reemployment Rights Act (USERRA) to make up missed Catch-Up Contributions.

### Other Catch-Up Contributions Information

Catch-Up Contribution elections are not subject to the TSP open season rules. Participants can make more than one election in any given calendar year (as long as the annual Catch-Up limit is not exceeded). Beginning with the 2005 initial election period (PP 01-2005), participants can make Catch-Up Contribution elections at any time during the calendar year via payroll deductions.

Employees will need to make a new election for each calendar year in which they wish to participate in the Catch-Up Contribution election.

Catch-Up Contributions will be invested in the employee's account based on the most current contribution allocation on file with the TSP. The employee should be reminded that his or her contribution allocations must be made with the TSP using the TSP Web site, ThriftLine, or Form TSP-50, *Investment Allocation*.

There are no Postal Service™ matching contributions associated with TSP Catch-Up Contributions.

### Termination of Catch-Up Contributions

Employees can stop their Catch-Up Contributions at any time without penalty. They may restart them at any time. This rule differs from the current rule for regular employee TSP contributions, which imposes a waiting period between stopping and resuming contributions. The termination of Catch-Up Contributions does not affect the employee's regular contributions.

If a participant receives a financial hardship in-service withdrawal, then the participant's Catch-Up Contributions must stop along with any regular employee contributions for a period of 6 months.

The Catch-Up Contribution election terminates automatically with the last pay date of the calendar year to which it applies unless the employee has previously terminated the election or has reached the annual Catch-Up Contribution limit.

### Using PostalEASE for Enrollment

Employees who wish to start, stop, or change a TSP Catch-Up Contribution must use the *PostalEASE* telephone system or the *PostalEASE* employee Web site to make an election. *PostalEASE*'s toll-free number is 877-4PS-EASE (877-477-3273). For Web access through the Postal Service Intranet, employees must go to <http://blue.usps.gov>, click on *Employee Self Service*, and then click on *PostalEASE*. Employees must have their Employee IDs (found on their earnings statements) and USPS® personal identification numbers (PINs) to use *PostalEASE* (for information on PINs, see "USPS PIN" and "TSP PIN" below).

*Note:* Personnel and employing offices must not distribute Form TSP-1-C, *Catch-Up Contribution Election*, to employees for making Catch-Up Contribution elections. TSP-1-C will not be stocked at the Material Distribution Center (MDC). If an employee brings a Form TSP-1-C to Personnel, Personnel should return the form to the employee and inform the employee that he or she must use *PostalEASE* to make his or her 2005 Catch-Up Contribution election beginning Monday, December 27, 2004, per instructions provided in the December 2004 mailing.

### Contacting TSP to Make a Fund Investment Election

Employees have three methods to make a fund investment election as follows:

- **Web site:** Go to the TSP Web site at [www.tsp.gov](http://www.tsp.gov).
- **Telephone:** Call the TSP ThriftLine at 504-255-8777.
- **Mail:** Mail Form TSP-50, *Investment Allocation*, to the TSP service office in New Orleans.

*Note:* Personnel offices must not accept and cannot process completed Forms TSP-50. Form TSP-50 is not available from the TSP Web site. Form TSP-50 is available from the MDC. Personnel offices must maintain a small supply of Form TSP-50 by ordering from the MDC using touch tone order entry (TTOE): Call 800-332-0317, option 2. (You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. Wait 48 hours after registering before placing your first order.)

The relevant ordering information for Form TSP-50 is as follows:

<b>PSIN:</b>	TSP-50
<b>PSN:</b>	7530-05-000-4305
<b>Unit of Measure:</b>	EA
<b>Bulk Pack Qty:</b>	3,800
<b>Quick Pick Number:</b>	N/A
<b>Price:</b>	No cost

The TSP Web site and ThriftLine are convenient methods for making fund investment elections. Employees' elections will take effect more quickly by using the TSP Web site and ThriftLine than by using Form TSP-50. To use the TSP Web site or TSP ThriftLine, participants must use their TSP PIN.

### Using PINs to Make TSP Elections

To make TSP elections, use two PINs: USPS PIN and TSP PIN.

#### USPS PIN

The Postal Service maintains the USPS PIN. Employees must use their USPS PIN to (1) begin a contribution percentage or a dollar amount election, or (2) change their current TSP contribution percentage or dollar amount, or (3) begin, change, or stop a Catch-Up Contribution election, or (4) cancel TSP participation via *PostalEASE*. If employees do not know their USPS PIN, they must contact *PostalEASE* and do the following steps when prompted: (1) press 1 for *PostalEASE*; (2) enter their Employee ID number; (3) when prompted to enter their PIN, pause and then press 2. Employees' USPS PIN will be mailed to their address of record, usually by the next business day.

*Note:* When an employee requests his or her USPS PIN, the USPS PIN does not change (unlike the TSP PIN). The employee's old USPS PIN remains valid. (The USPS PIN is the same PIN employees use for telephone bidding and computerized bidding.)

#### TSP PIN

The TSP PIN is maintained by TSP. Employees must use their TSP PIN to make fund investment choices via the TSP Web site or the TSP ThriftLine. If employees are TSP participants and they do not know their TSP PIN, they have three methods for having a new TSP PIN mailed to their address of record:

1. Go to the TSP Web site at [www.tsp.gov](http://www.tsp.gov) and select *Account Access*, or
2. Call the TSP ThriftLine toll-free at 877-968-3778, choose 2, enter the Social Security number, and then follow the instructions, or
3. Call the TSP service office toll-free at 877-968-3778; the toll-free TDD (telecommunications device for the deaf) number is 877-847-4385.

Once TSP has received the employee's TSP PIN request, his or her former TSP PIN is no longer valid.

### Direct Mailings to Employees

Headquarters will mail to career employees who meet the age requirements a *PostalEASE* worksheet and cover letter containing TSP Catch-Up Contribution election information at their mailing address of record during mid December.

### Publicity

To assist in publicizing this TSP Catch-Up Contribution election, all offices must post (1) the notice "2005 Thrift Savings Plan Catch-Up Contributions for TSP Participants Age 50 and Older, and *PostalEASE*" provided on page 59 of this *Postal Bulletin* through December 31, 2005, and (2) the current TSP fact sheet on bulletin boards.

— *Compensation,  
Employee Resource Management, 11-25-04*

## 2004–2005 U.S. Postal Service Safe Driver Award Program

The U.S. Postal Service® has renewed its agreement for the Safe Driver Award Program for September 2004 through September 2005. We encourage you to take advantage of this outstanding opportunity.

The National Safety Council and Postal Service™ Headquarters have established this agreement to recognize safe driving performance and to prevent unintentional injury and illness in the Postal Service. The agreement extends the benefits of the Safe Driver Award Program to all Postal Service facilities with driving employees. Eligible participants are Postal Service employees (1) who have a normal daily assignment that involves driving a motor vehicle for official office business and (2) who have not had their driving privilege revoked or suspended.

The Postal Service Safe Driver Award Program allows postmasters to order program components at no cost to their facility. The National Safety Council bills all costs for the components covered under the agreement to Postal Service Headquarters. To order program components and for more information about the Postal Service Safe Driver Award Program, postmasters should contact the National Safety Council by telephone at 800-SAFE-643, by fax at 630-285-0797, or by e-mail at [motprog@nsc.org](mailto:motprog@nsc.org).

Under the current contract, postmasters can order the following program components:

- 1-year through to 45-year safe driver lapel pins (upon request, wallet cards come with orders for lapel pins).
- Million-mile plaques and pins (upon request, pins come with orders for plaques).
- Postal Service Safe Driver Rule Book (upon request, but no restrictions on quantity).

The following program components are *not* covered under the current contract, but postmasters can purchase them separately and pay for them locally:

- Expert driver certificates.
- 1-year through 45-year safe driver patches.
- 2- and 3-million mile plaques.
- 1-year through 45-year personalized safe worker pins.

— Safety Performance Management,  
Employee Resource Management, 11-25-04

### POSTMASTERS/INSTALLATION HEADS AT LEVEL 13 AND BELOW POST OFFICES

## Annual Safety and Health Inspections

Within the next 30 days, Safety Performance Management at Headquarters will mail a package to all Level 13 and below Post Offices™, which contains safety and health inspection checklists and instructions for completing an inspection. Please follow the instructions in the cover letter provided in the package. Postmasters/Installation Heads (PM/IHs) or their designees must complete a safety and health inspection using the checklist within 30 days of receiving the package. Those annual safety and health inspections are required by ELM 824, Safety and Health Inspections.

PM/IHs must:

- Post the results of the inspection.

- Ensure the abatement of all deficiencies in accordance with the instructions.
- Certify completion of the inspection to the servicing safety office.

PM/IHs in Level 13 or below Post Offices should contact their servicing safety office if they need technical assistance or if they do not receive the package that includes the inspection checklists and instructions.

— Safety Performance Management,  
Employee Resource Management, 11-25-04

# HAZMAT

## HAZMAT

### Parcels Marked With “ORM-D” or “ORM-D – Air”

Have you ever noticed a parcel marked with the words “ORM-D, Consumer Commodity?” ORM-D means other regulated material — class D. Did you know that these words indicate the presence of a hazardous material (HAZMAT)? Most HAZMAT is not mailable. HAZMAT that is mailable must meet special mailing requirements.

According to the *Domestic Mail Manual* (DMM), section C023.1.1.c, an ORM-D is a limited quantity of a HAZMAT that presents a limited hazard during transportation due to its form, quantity, and packaging. Not all HAZMAT permitted to be shipped as a limited quantity can qualify as an ORM-D. In nearly all cases, the proper *shipping* name for an ORM-D is *consumer commodity*.

A consumer commodity is HAZMAT that is packaged and distributed in a quantity or form intended or suitable for retail sale and designed for consumption by individuals for their personal care or household use. Not all HAZMAT permitted to be shipped as limited quantities can qualify as a consumer commodity. Some materials can be extremely hazardous, even in small quantities, or present significant risks during transportation. For these reasons, many HAZMAT purchased at hardware and grocery stores and used safely every day are *not* mailable under Postal Service™ regulations.

HAZMAT items typically classified as ORM-D, consumer commodity, include but are not limited to the following items:

- Cosmetics (e.g., perfume, nail polish, and nail polish remover).
- Aerosols (e.g., hairspray, shaving cream, and deodorant).
- Household cleaning products (e.g., cleansers, drain cleaner, and furniture/floor polish).
- Paints/solvents (e.g., oil-based, spray paints, and model paints).
- Pesticides (e.g., flea/tick collars and liquids, insect repellents, and bug spray).

### HAZMAT Destined for Air Transportation

Postal Service regulations distinguish between HAZMAT that is destined for air transportation and

HAZMAT that is intended for surface transportation. Parcels marked with “ORM-D-Air, Consumer Commodity” are suitable for air transportation *only* when all of the applicable requirements of DMM, section C023, are met for that hazardous material. Parcels mailed as First-Class Mail®, Priority Mail®, or Express Mail® service must meet all of the requirements for air transportation described in DMM C023. Parcels meeting only the requirements for surface transportation must be mailed as Standard Mail® service. ORM-D materials cannot be mailed to international or APO/FPO destinations.

The regulations for mailing HAZMAT are available in the DMM, section C023, and in Publication 52, *Hazardous, Restricted, and Perishable Mail*. The DMM and Publication 52 are available on both the internal and external Postal Service Web sites.

For the DMM, on Postal Explorer:

- Go to <http://pe.usps.gov>.

For Publication 52, on the 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>.)

For Publication 52 on the Postal Service Internet:

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

If you have questions about the mailability of an ORM-D, consumer commodity parcel, contact your local Business Mail Entry Office.

— Aviation Mail Security,  
Network Operations Management, 11-25-04

# Invalid Express Mail Corporate Account Numbers

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

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

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

<b>005058</b>	020249	056073	077375	101495	142165	193197	280053	322120	322695	331326	359001	480746
005248	020298	060093	077505	101981	142253	193721	280107	322121	322707	331493	365005	480764
005449	020486	060114	077847	102535	142306	193724	281086	322122	322778	331541	366075	480767
006750	020538	060115	078001	104314	142717	198247	281138	322124	322786	331618	366159	480981
008284	020558	060163	079993	104431	142852	<b>200205</b>	282254	322149	322808	331679	370029	481001
008354	020603	060186	079999	105049	142875	200358	282907	322161	322811	331687	381415	481114
008699	021840	060772	080006	105099	146020	200723	282916	322167	322817	331693	383144	481117
008965	022124	060962	080128	105177	146261	200771	282919	322211	322830	331830	387017	481139
009160	022309	061084	080213	106341	146458	200809	282921	322224	322836	331835	<b>401044</b>	481151
009232	022341	061105	085509	106441	146629	200831	283308	322253	322852	331846	402211	481405
009304	023004	061184	088282	108174	146665	206102	283413	322268	322864	332023	402633	481568
009344	023011	061391	088335	108410	150018	207505	283576	322275	322873	332072	402739	481569
011247	023021	061568	088621	108480	150024	207906	287047	322277	322874	332736	402950	481584
011395	023105	063149	088668	108681	150025	207965	292375	322283	322898	332743	410010	481587
011399	023129	063408	088720	108757	150035	208452	292654	322302	322937	332788	415001	481736
012206	023178	063487	089216	109801	150084	208561	296467	322303	322941	332800	421020	481742
012404	023301	064027	089666	111665	152183	208638	296529	322304	322951	332941	430184	481800
013246	023445	064203	089683	112475	152314	208701	297034	322307	322961	333446	431064	481986
014282	023530	064667	090641	112496	152462	209285	298022	322319	322965	333534	432259	481992
014597	023570	064744	091056	112710	152810	210811	<b>300025</b>	322321	322970	333754	432449	481993
015394	023589	065477	091117	113320	152892	210841	300288	322327	322973	334035	432655	482202
015482	025052	065782	091393	113372	152935	210846	300535	322329	322984	334047	441002	482399
015562	025356	065869	091675	114102	154051	220087	300884	322330	322990	334841	441082	482550
015566	027595	067123	091775	114469	156232	220281	301276	322331	323646	335287	441133	482573
015596	027688	067155	091937	115040	169005	220533	301277	322334	324074	335294	441467	482804
015647	027900	067187	092901	115222	169014	221001	301306	322336	326420	335306	441552	482809
015675	028029	068508	093267	115314	170338	221146	301393	322369	326615	335606	441609	482918
015710	028460	069153	093363	115350	171275	221189	301461	322375	326699	336027	441698	483209
015716	029703	069168	094498	115435	171276	221257	301773	322379	327027	336053	441701	483212
016214	029704	069222	094526	115440	171310	221284	301901	322388	327048	336145	441794	483229
016221	029773	069272	094603	115476	171315	221615	301940	322396	328067	337085	441834	483331
018036	029793	070043	094883	115540	172056	222034	305838	322404	328282	339303	443021	483664
018125	029872	070459	095472	115551	173050	222129	311304	322427	329578	340139	443236	483941
018226	030125	070715	095689	116020	173056	222147	312215	322429	329619	340144	443554	484029
018281	030189	071083	095971	117051	174055	222193	314628	322468	329651	340312	450038	485126
018327	030193	071096	096262	117087	174059	222322	320067	322477	329692	340748	452038	485133
018391	030289	071479	096455	117357	175094	223373	321193	322483	330044	340780	452142	485338
018652	030445	071632	096908	117635	176109	229094	322009	322484	330067	340853	452263	486248
018656	030514	071668	096941	117712	177041	229119	322010	322487	330138	340990	453042	488016
018967	030556	071789	097372	117796	177074	232316	322025	322503	330311	344086	454504	489368
018988	037140	071815	097690	117907	178035	232364	322035	322515	330334	349000	454704	489426
019231	038259	075202	097878	118046	182006	260055	322040	322519	330522	349005	454746	490498
019233	040052	075297	097989	118072	184030	262001	322042	322575	330523	349017	454813	490709
019296	041004	075315	098056	118563	184062	274008	322052	322582	330582	349349	458152	492015
019311	042068	075372	098248	118900	186011	275011	322053	322587	330646	349551	462727	492037
019329	042102	075603	098401	119155	186014	275012	322068	322594	330666	350025	463084	492071
019341	044306	075661	098602	119502	186039	275101	322070	322600	330702	351068	466571	492096
019396	048025	075701	098803	123145	187027	276008	322075	322613	330723	351073	467065	492105
019441	050074	075895	098860	124016	187086	276038	322082	322620	330745	352206	469196	492109
019476	051030	076232	<b>100034</b>	125209	191796	276409	322091	322642	330822	352500	473118	492114
019638	053082	076319	100105	127043	191933	277024	322094	322649	331047	352592	473143	492117
019991	054084	076808	100173	128143	192705	277161	322096	322665	331106	352599	476013	493311
020129	054303	076832	100232	130046	192863	278012	322099	322676	331155	352644	478119	495096
020239	055192	076889	100410	142062	192950	279002	322108	322689	331257	354104	479048	495167

497228	551652	607445	740119	765625	782102	786062	<b>802066</b>	891799	914129	922333	931077	958105
<b>524029</b>	551686	608031	740423	765626	782112	786071	802190	891827	914190	922380	931118	958127
527024	551705	608091	740439	766508	782113	786076	802211	891931	914501	924116	931212	960070
527030	551726	609202	740860	766517	782114	786090	802361	891969	914669	925234	931506	967208
531490	551766	611101	741354	767535	782117	786096	802375	891972	914778	925239	931635	967270
532960	551780	611130	741427	767554	782136	786113	802410	895006	914952	926018	931749	967285
537070	551825	615034	741863	767562	782168	786116	803130	895068	915015	926048	931849	968177
541240	551875	619055	743081	767578	782290	786117	803225	895102	915053	926093	932812	968463
546126	551945	620046	743104	767586	782309	787011	804038	895128	915112	926225	933303	968647
551012	553096	620094	750012	770237	782503	787016	804228	898091	915525	926302	935246	969020
551022	553852	624091	750251	770297	782508	787019	805510	<b>900019</b>	915581	926358	939046	969033
551030	553997	629146	750274	770298	782535	787036	809088	900258	915680	926447	939569	969039
551037	554369	631357	750301	770464	782548	787042	809237	900262	917002	926664	940172	969057
551043	571014	631387	750454	770510	782555	787044	815247	902129	917067	926742	940233	969129
551066	577002	631696	750480	770536	782563	787049	816071	902368	917177	926770	940254	970060
551075	599561	631785	751104	770665	782585	787052	820502	902483	917185	926790	940310	970785
551097	<b>600037</b>	631948	752449	771052	782664	787061	833204	903035	917531	926801	940421	970923
551101	600073	641065	757083	771083	782667	787068	834048	903068	918011	926983	940508	970934
551130	600132	641341	760031	772953	782749	787117	840140	903472	918214	927260	940852	970939
551141	600146	641581	760102	773040	782787	787362	841067	903687	918392	927349	941257	970953
551142	600204	641858	763128	775264	782813	787551	841636	903775	918436	927390	941685	970993
551180	600271	648144	764011	775317	782858	787556	852631	904048	918818	927445	941944	972568
551274	600646	660125	765522	775361	782894	787592	853135	904682	920019	927488	941994	972817
551278	600967	660227	765540	775385	782897	787677	853339	906002	920070	927645	946284	974218
551302	600987	666275	765559	780073	782922	787683	853367	906278	920100	927747	946597	976004
551316	601462	679005	765572	780134	782935	787712	853600	907290	920229	927756	948623	980348
551332	601467	681287	765574	780137	782973	787733	853668	907780	920241	928358	948681	980875
551372	601821	681402	765587	781072	782985	787763	853783	910333	920333	928446	948695	985211
551384	602600	681643	765592	781080	782991	787784	853825	911138	920381	928477	948772	992481
551388	602912	<b>701376</b>	765601	782016	784192	787795	856206	911230	921053	928608	949457	992561
551409	604284	712013	765602	782041	784199	787797	856572	911326	921111	928637	950592	992608
551451	604649	712021	765604	782049	784210	787819	871628	913097	921348	928671	950628	992738
551471	606158	723087	765606	782067	784229	787837	871670	913538	921460	928697	951057	995262
551536	606439	727080	765607	782076	784265	787934	890201	913707	921652	928776	951370	995525
551551	606884	730727	765610	782081	784321	788044	891228	913869	921678	928815	951885	995570
551584	607047	730728	765612	782082	785486	788066	891428	913929	921823	930015	951904	995603
551631	607127	731031	765615	782096	785528	789008	891477	914034	921914	930289	951914	995950
551648	607196	731358	765624	782101	785746	799144	891524	914045	921927	931026	955213	

# 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	071 386 3682 to 071 386 3699
011 582 1889 to 011 582 1899	026 492 3180 to 026 492 3199	043 205 5922 to 043 205 5999	072 045 9641 to 072 045 9699
011 588 2900 to 011 588 3099	027 361 0430 to 027 361 0499	044 087 3457 to 044 087 3499	077 999 4001 to 077 999 4090
012 579 5675 to 012 579 5699	027 369 4482 to 027 369 4495	044 087 4000 to 044 087 4099	210 221 0548 to 210 221 0599
013 289 6176 to 013 289 6199	027 671 8762 to 027 671 8776	045 524 4121 to 045 524 4298	227 275 9400 to 227 275 9999
013 610 0014 to 013 610 0099	027 787 9886 to 027 787 9899	046 800 9870 to 046 800 9899	273 070 8059 to 273 070 8099
014 932 1000 to 014 932 1099	027 965 9487 to 027 965 9499	047 352 4000 to 047 352 4099	273 775 7700 to 273 775 7899
014 972 0800 to 014 972 0899	028 191 1852 to 028 191 1999	047 552 4370 to 047 552 4399	302 000 0000 to 302 123 9999
015 363 0007 to 015 363 0099	028 850 3000 to 028 850 3199	048 383 7650 to 048 383 7659	349 746 2056 to 2099
017 028 3200 to 017 028 3299	029 510 1500 to 029 510 1599	048 396 3647 to 048 396 3699	350 518 7350 to 7374
018 569 5333 to 018 569 5399	030 687 0903 to 030 687 0999	051 774 8857 to 051 774 8899	360 011 1690 to 1699
018 986 5264 to 018 986 5299	030 701 3442 to 030 701 3499	051 781 2875 to 051 781 2885	360 168 6008 to 6099
019 518 2814 to 019 518 2899	031 077 4507 to 031 077 4799	057 670 0563 to 057 670 0599	360 173 8800 to 8899
020 698 5159 to 020 698 5199	032 295 7500 to 032 295 9999	058 187 3836 to 058 187 3899	360 324 2326 to 2399
020 844 7307 to 020 844 7399	034 394 1000 to 034 394 1099	058 591 1153 to 058 591 1299	362 861 3064 to 3099
020 972 8948 to 020 972 8999	034 943 0400 to 034 943 0799	058 895 3746 to 058 895 3799	373 006 2176 to 2199
022 021 9110 to 022 021 9181	035 035 4337 to 035 035 4399	059 986 0814 to 059 986 0899	374 768 2600 to 2699
022 037 1411 to 022 037 1499	037 706 9578 to 037 706 9599	060 406 7650 to 060 406 7699	375 169 4400 to 4499
022 527 9201 to 022 527 9210	037 805 3677 to 037 805 3699	065 392 6345 to 065 392 6399	375 829 3400 to 3499
023 637 7169 to 023 637 7199	037 909 5490 to 037 909 5499	066 648 2880 to 066 648 2899	375 851 9100 to 9199
024 380 4100 to 024 380 4199	040 024 3901 to 040 024 3999	066 787 3639 to 066 787 3699	376 196 0911 to 0999
024 496 6870 to 024 496 6896	040 674 7100 to 040 674 7199	066 845 7500 to 066 845 9999	378 085 3679 to 3699
025 092 0987 to 025 092 0999	040 688 8816 to 040 688 8899	067 093 3869 to 067 093 3899	378 351 1063 to 1099
025 369 5535 to 025 369 5599	041 299 6752 to 041 299 6799	067 324 9756 to 067 324 9799	379 843 5100 to 5199
025 729 1151 to 025 729 1199	041 623 8889 to 041 623 8899	068 895 0334 to 068 895 0399	380 093 9600 to 9699
		071 179 9800 to 071 179 9899	380 165 1165 to 1199
			381 325 4500 to 4599
			381 604 2510 to 2699
			381 645 9525 to 9599
			383 314 3968 to 3999
			383 892 1000 to 1344
			383 892 1382 to 1399
			384 925 3641 to 3654
			385 568 2331 to 2399
			385 599 7554 to 7575
			385 774 2024 to 2099
			386 624 1412 to 1599
			386 883 8936 to 8999
			387 314 5574 to 5599
			387 837 6300 to 6399
			388 828 0656 to 0699
			389 696 2400 to 2799

389 846 3104 to	3135	407 692 9100 to	9299	424 871 6600 to	6699	452 855 6471 to	6499
389 846 3145 to	3195	407 959 2190 to	2199	425 298 2352 to	2399	452 890 4679 to	4799
389 887 9211 to	9230	408 265 2275 to	2288	425 418 4269 to	4299	452 900 8215 to	8238
389 887 9234 to	9299	408 499 7700 to	7799	425 418 4405 to	4499	453 117 9146 to	9199
<b>390 001 3182 to</b>	<b>3199</b>	408 499 7900 to	7999	426 547 4566 to	4599	453 334 3631 to	3699
390 001 3500 to	3699	408 682 8484 to	8599	427 412 6337 to	6499	453 603 7841 to	7891
390 545 5974 to	5999	408 698 7015 to	7099	427 481 0900 to	0999	453 650 1140 to	1199
391 104 6146 to	6199	409 072 3941 to	3999	428 027 2742 to	2752	453 741 1300 to	1399
391 574 1466 to	1499	<b>410 491 2311 to</b>	<b>2399</b>	429 474 4172 to	4199	454 013 2919 to	2999
391 783 3020 to	3599	410 694 8400 to	8599	429 889 2900 to	2999	454 186 2411 to	2499
391 792 6100 to	6199	410 775 1500 to	1599	<b>430 150 4401 to</b>	<b>4599</b>	454 268 4883 to	4899
392 668 2956 to	2999	410 795 7927 to	7999	430 172 9800 to	9899	454 302 5400 to	5499
392 854 8500 to	8899	410 867 0917 to	0966	430 177 1900 to	2099	454 490 8300 to	8399
393 584 7566 to	7699	410 867 0970 to	0999	430 444 9500 to	9699	454 547 7434 to	7499
393 650 0074 to	0099	411 868 1023 to	1199	430 664 4070 to	4099	454 922 4867 to	4895
393 838 8316 to	8499	411 922 2322 to	2399	432 168 8419 to	8499	455 221 1348 to	1499
393 893 6007 to	6099	412 193 0900 to	0999	432 708 6800 to	6999	455 364 2147 to	2199
394 126 6907 to	6999	412 395 8599 to	8699	432 744 1544 to	1599	455 399 5400 to	5499
394 189 0405 to	0599	412 485 6500 to	6599	432 995 9775 to	9799	455 476 0676 to	0699
394 822 3243 to	3278	412 485 6610 to	6699	433 003 5800 to	5899	455 543 0618 to	0699
394 990 1810 to	1899	412 885 5953 to	5999	433 757 3047 to	3099	456 410 9006 to	9099
395 343 3264 to	3299	414 193 3608 to	3674	433 765 4003 to	4099	456 470 4146 to	4299
395 373 3035 to	3099	414 193 3677 to	3699	434 482 7060 to	7199	456 619 4460 to	4499
395 396 9649 to	9799	414 411 7348 to	7399	434 513 2386 to	2399	457 333 2686 to	2699
395 970 3240 to	3299	414 640 0757 to	0799	434 968 3076 to	3092	457 729 1767 to	1777
397 622 4054 to	4099	414 965 1727 to	1799	435 303 1831 to	1842	457 937 8615 to	8699
397 819 8902 to	8999	417 302 8104 to	8199	435 303 1986 to	1999	458 028 9810 to	9899
398 149 7200 to	7699	417 387 6532 to	6599	435 666 6092 to	6399	458 057 2712 to	2999
399 070 0872 to	0899	417 496 6800 to	6999	436 082 6400 to	6899	458 069 9537 to	9599
399 156 7119 to	7199	417 871 9250 to	9299	436 160 6441 to	6499	458 069 9665 to	9699
399 203 5064 to	5099	417 930 9533 to	9599	437 316 7115 to	7199	458 337 5222 to	5299
399 296 9910 to	9999	418 164 6500 to	6799	437 427 0500 to	3499	458 354 7653 to	7999
399 396 8935 to	8999	418 423 9863 to	9899	439 179 2300 to	2399	458 671 8678 to	8699
399 792 7775 to	7799	418 633 5922 to	5999	439 310 0458 to	0499	458 671 8721 to	8798
399 792 8300 to	8399	418 719 8520 to	8599	<b>440 698 1947 to</b>	<b>1999</b>	458 847 5044 to	5999
<b>400 427 1051 to</b>	<b>1999</b>	418 744 2235 to	2299	440 858 6300 to	6399	459 274 7624 to	7699
401 045 1505 to	1549	418 962 2848 to	2899	440 858 6420 to	7299	459 365 5432 to	5499
401 045 1571 to	1599	419 543 0286 to	0299	441 199 1655 to	1699	459 378 5764 to	5799
401 294 2700 to	2799	419 730 0300 to	0399	443 127 3648 to	3699	459 472 4816 to	4999
401 310 9505 to	9599	<b>420 277 0015 to</b>	<b>0049</b>	443 127 4000 to	4099	<b>460 349 6878 to</b>	<b>6899</b>
401 382 5312 to	5399	420 599 0734 to	0798	443 673 7900 to	7999	460 550 1909 to	1999
402 578 7876 to	7899	420 661 4115 to	4199	443 800 9335 to	9399	460 997 5234 to	5299
403 125 6744 to	6799	420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499
403 260 7000 to	7499	420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299
403 280 6470 to	6499	420 969 3973 to	3999	444 457 3854 to	3899	462 274 1072 to	1099
403 685 8600 to	8699	421 116 3565 to	3599	<b>450 048 4173 to</b>	<b>4199</b>	462 277 8373 to	8399
404 003 0300 to	0399	421 130 9300 to	9399	450 048 4442 to	4699	462 554 6051 to	6099
404 041 8838 to	8899	421 313 4500 to	4999	450 560 5173 to	5199	463 011 5529 to	5540
404 071 4268 to	4299	421 364 5537 to	5599	450 620 3077 to	3099	463 176 4115 to	4199
404 347 5356 to	5399	421 656 2609 to	2699	450 620 3135 to	3199	463 176 4229 to	4299
404 347 5548 to	5599	421 988 9700 to	9799	450 780 2716 to	2799	463 185 2600 to	2799
404 726 4500 to	4599	422 172 4667 to	4699	450 801 2700 to	2799	463 227 7711 to	7799
404 961 5001 to	5199	422 484 4212 to	4299	451 109 2967 to	2984	463 414 4869 to	4899
405 325 0188 to	0198	422 556 1270 to	1299	451 115 4110 to	4125	463 808 3484 to	3499
406 009 4587 to	4599	422 587 7024 to	7099	451 115 4127 to	4199	463 945 7400 to	7899
406 260 6830 to	6899	422 819 7533 to	7599	451 746 0700 to	0799	464 629 9000 to	9399
406 459 6641 to	6999	422 842 5073 to	5087	452 265 0074 to	0099	464 711 4332 to	4399
406 733 3000 to	3999	422 907 7563 to	7599	452 265 0246 to	0299	465 692 3963 to	3999
407 545 1557 to	1599	424 500 6050 to	6099	452 265 0335 to	0999	465 698 8300 to	8599
407 594 0412 to	0599	424 641 8500 to	8599	452 509 1169 to	1199	465 743 7745 to	7799



466 798 6056 to	6067	483 363 7207 to	7299	601 339 1200 to	1399	<b>620 073 9400 to</b>	<b>9499</b>
467 147 4300 to	4399	483 402 2356 to	2399	601 653 5884 to	5899	621 614 7907 to	7930
468 079 5782 to	5799	483 486 5100 to	5199	601 661 7700 to	7799	621 614 7932 to	7999
469 067 2817 to	2899	483 632 1521 to	1599	601 682 5343 to	5399	621 648 8021 to	8199
469 127 8000 to	8199	483 632 2600 to	2799	601 928 1600 to	1699	621 648 8500 to	8599
469 213 0359 to	0399	483 849 1615 to	1699	602 512 2972 to	2999	621 904 8351 to	8599
469 213 0500 to	0599	484 174 4803 to	5299	602 555 2400 to	2799	621 916 1978 to	1989
469 561 8011 to	8099	484 323 8900 to	9199	602 829 7061 to	7099	622 989 8032 to	8099
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
469 781 4900 to	4999	485 029 4913 to	4999	603 678 7662 to	7699	623 917 0000 to	0099
469 947 6960 to	6999	486 176 0600 to	0699	603 678 7902 to	7999	623 917 0200 to	0299
<b>470 755 5800 to</b>	<b>5818</b>	486 559 7555 to	7599	603 678 8418 to	8499	624 468 5288 to	5299
471 918 0300 to	0999	486 696 3023 to	3199	603 678 8700 to	9999	624 665 3162 to	3198
471 985 2408 to	2419	488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799
472 191 6700 to	6799	488 206 4100 to	4199	604 349 1414 to	1499	625 916 9500 to	9799
472 270 2555 to	2599	488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999
472 987 0213 to	0241	488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999
472 987 0290 to	0299	488 855 8359 to	8399	605 685 4010 to	4099	627 384 3907 to	4099
473 151 2069 to	2199	489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599
473 666 9138 to	9199	489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699
473 952 3429 to	3499	489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599
474 108 5402 to	5499	489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199
474 356 5193 to	5299	489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799
474 949 3366 to	3399	489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699
475 134 9362 to	9399	489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299
475 167 9667 to	9699	<b>490 669 5850 to</b>	<b>6099</b>	609 067 5488 to	5499	629 964 4200 to	4294
475 319 3415 to	3499	490 717 7080 to	7099	609 067 5600 to	5699	<b>630 389 3056 to</b>	<b>3071</b>
475 319 3649 to	3799	490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599
475 340 6400 to	6599	490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199
475 424 8410 to	8499	490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399
475 629 9156 to	9199	490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999
475 850 6101 to	6199	491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	599 9999
475 875 2500 to	2599	491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199
476 169 8264 to	8299	492 254 4800 to	4899	609 893 1000 to	1099	633 110 4303 to	4499
476 189 3000 to	3499	492 283 5100 to	5199	<b>610 092 3200 to</b>	<b>3299</b>	633 438 6429 to	6599
476 331 2480 to	2499	492 610 6813 to	6899	610 582 4200 to	4299	633 588 7173 to	7182
477 289 8601 to	8699	493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799
477 681 5206 to	5299	493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299
478 010 4243 to	4268	493 473 7700 to	7799	612 751 5171 to	5199	634 807 2474 to	2499
478 010 4270 to	4291	493 716 2153 to	2199	612 751 5226 to	5299	634 827 5900 to	5999
478 450 5071 to	5099	494 206 2972 to	2999	612 751 6083 to	6099	634 886 3428 to	3499
478 469 7838 to	7858	494 217 3446 to	3999	612 751 6268 to	6299	635 559 3449 to	3499
478 469 7883 to	7899	494 224 0500 to	0599	612 751 6572 to	6599	636 289 6214 to	6299
479 280 9800 to	9899	495 145 0600 to	0699	612 774 2111 to	2199	636 634 8007 to	8042
479 365 9116 to	9176	496 209 7425 to	7499	612 774 2254 to	2299	637 150 1200 to	1299
479 412 9900 to	9999	496 213 8728 to	8799	612 774 2500 to	2599	637 562 5828 to	5899
479 667 6190 to	6199	496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699
479 748 9680 to	9699	497 053 8517 to	8699	614 474 3000 to	3099	638 049 4984 to	4999
479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
<b>480 526 2000 to</b>	<b>2099</b>	498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499
480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
480 658 0568 to	0599	498 936 5310 to	5399	615 017 7505 to	7599	638 903 4362 to	4373
480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
481 072 9463 to	9499	499 440 8575 to	8899	617 760 5266 to	5299	639 415 2019 to	2099
481 673 0074 to	0095	499 731 6717 to	6799	617 813 3601 to	3699	639 420 6200 to	6299
482 527 1500 to	1599	<b>500 064 1858 to</b>	<b>1869</b>	618 840 9200 to	9299	639 469 3517 to	3799
482 541 5255 to	5299	500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199
482 729 6800 to	6899	<b>600 645 3223 to</b>	<b>3299</b>	619 859 3000 to	3099	639 657 8600 to	8799

<b>640 289 7500 to 7599</b>	652 754 6317 to 6399	678 096 7531 to 7599	<b>700 065 2570 to 2599</b>
640 289 7700 to 7999	653 131 4945 to 4999	679 909 2578 to 2599	700 065 4800 to 4899
641 170 4420 to 4499	653 426 3300 to 3399	<b>680 112 9565 to 9599</b>	700 190 3350 to 3359
641 318 3133 to 3199	653 455 4874 to 4899	680 244 0903 to 0999	700 228 6048 to 6099
641 378 6500 to 6999	654 238 0000 to 0399	680 412 6046 to 6099	700 650 0452 to 0499
641 383 8739 to 8799	654 404 3065 to 3092	680 761 6800 to 6899	700 666 1323 to 1349
641 877 3187 to 3299	654 962 2900 to 3199	681 677 0540 to 0699	700 786 9106 to 9142
641 877 3310 to 3399	655 103 5081 to 5199	682 070 1029 to 1099	700 859 0744 to 0758
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	<b>660 510 4100 to 4199</b>	685 297 7645 to 7699	701 601 3457 to 3499
644 900 9712 to 9799	660 673 0400 to 0599	685 623 5264 to 5299	701 605 5913 to 5999
644 901 0109 to 1299	661 488 5000 to 5099	685 650 9487 to 9499	701 695 3982 to 3999
644 901 1325 to 1399	661 609 9100 to 9199	685 669 4200 to 4299	701 695 4148 to 4199
644 923 6800 to 7799	661 716 9420 to 9499	685 757 8452 to 8499	701 695 4227 to 4299
644 932 4655 to 4699	661 906 6522 to 6599	686 071 2694 to 2799	701 708 1741 to 1799
645 318 7240 to 7499	662 021 8332 to 8399	686 176 3333 to 3354	701 736 3966 to 3999
645 333 1766 to 1799	662 068 0700 to 0899	686 372 3200 to 3299	701 838 2800 to 2899
645 790 8632 to 8699	662 553 0774 to 0799	686 644 5879 to 5899	701 941 0600 to 0699
645 821 0657 to 0699	663 078 7034 to 7099	686 899 1371 to 1399	702 171 1603 to 1699
645 930 7948 to 7999	663 763 5300 to 5399	686 931 7636 to 7699	702 195 5109 to 5199
645 975 0737 to 0762	663 883 7039 to 7499	687 601 0973 to 0999	702 254 9300 to 9399
646 242 6200 to 6299	663 938 9200 to 9299	687 614 6774 to 6799	702 264 7569 to 7599
646 270 7639 to 7799	664 253 8000 to 8499	688 120 9000 to 9999	702 519 0513 to 0524
646 798 4000 to 4999	664 656 3055 to 3099	688 314 3107 to 3191	702 713 1800 to 1809
647 048 7035 to 7099	665 174 6400 to 6499	<b>690 291 1361 to 1371</b>	702 821 5730 to 5799
647 049 2900 to 2999	665 274 8208 to 8299	690 788 2877 to 2899	702 821 5805 to 5899
647 398 8300 to 8399	665 669 5400 to 5499	690 893 5344 to 5399	702 846 6331 to 6399
647 398 8481 to 8499	666 132 8226 to 8299	690 893 5512 to 5599	702 848 3900 to 3999
647 437 3000 to 4999	666 696 2209 to 2299	690 904 1300 to 1599	702 857 7302 to 7499
647 811 2188 to 2199	666 696 2309 to 2399	690 941 6000 to 6199	702 878 0114 to 0199
648 009 6057 to 6099	667 032 9300 to 9399	691 313 6383 to 6399	703 364 1707 to 1799
648 163 5300 to 5499	667 729 5529 to 5599	691 313 6600 to 6699	<b>740 002 7710 to 7719</b>
648 722 5283 to 5299	668 383 8400 to 8699	691 582 8003 to 8099	740 241 9049 to 9099
648 892 3164 to 3199	<b>670 368 3400 to 3499</b>	691 664 1800 to 1999	740 255 1718 to 1799
649 100 3989 to 3999	670 369 7336 to 7399	691 664 2400 to 2499	740 470 2420 to 2443
649 647 0370 to 0399	670 750 7169 to 7199	692 727 9362 to 9399	740 523 7432 to 7449
649 647 0522 to 0599	671 046 6200 to 6399	692 798 1800 to 1899	740 535 1555 to 1580
649 647 5237 to 5399	671 251 5448 to 5499	693 249 0779 to 0799	740 701 6105 to 6114
649 647 9100 to 9299	671 926 5600 to 5799	693 249 0877 to 1699	740 705 9790 to 9799
649 666 7800 to 8299	672 444 2000 to 2999	693 445 0566 to 0999	740 726 6400 to 6500
<b>650 114 7707 to 7719</b>	672 828 3410 to 3499	693 448 8500 to 8999	740 765 3306 to 3399
650 130 3400 to 3599	673 167 5776 to 5799	693 645 9583 to 9599	<b>805 885 8411 to 8499</b>
650 213 0406 to 0499	675 464 3700 to 3799	693 965 4200 to 4299	806 087 1100 to 1499
650 555 1749 to 1799	675 464 4000 to 4199	695 741 2906 to 2999	806 268 9275 to 9299
650 564 1900 to 1999	676 365 5958 to 5999	695 947 8518 to 8599	806 534 3400 to 3477
650 627 4212 to 4299	676 669 1024 to 1099	696 662 8247 to 8299	807 342 3283 to 3399
650 736 2043 to 2099	677 126 6734 to 6799	697 447 8285 to 8296	808 086 7100 to 7199
650 739 1540 to 1699	677 333 9979 to 9999	698 042 4816 to 4899	808 090 3440 to 3499
651 741 4415 to 4499	677 466 1088 to 1099	698 131 2138 to 2157	808 325 5161 to 5699
651 882 2800 to 2899	678 071 4500 to 4799	698 227 0000 to 0099	808 784 8000 to 8299

<b>830 125 0672 to 0699</b>	851 143 6826 to 6844	<b>870 054 4814 to 4899</b>	911 400 8948 to 8999
830 602 5800 to 5999	851 209 9880 to 9899	870 491 4812 to 4849	911 508 1620 to 1799
830 610 3700 to 3799	851 928 9221 to 9299	870 536 5820 to 5829	911 509 9310 to 9399
830 983 3500 to 3599	852 589 6560 to 6599	870 541 7167 to 7239	911 523 3000 to 3999
830 983 3635 to 3699	853 049 3646 to 3699	870 575 8155 to 8999	912 057 9922 to 9999
831 354 1387 to 1399	854 304 4089 to 4999	870 589 0485 to 0494	912 882 0563 to 0899
831 815 8240 to 8299	854 529 2200 to 2299	870 691 7060 to 7099	913 605 2218 to 2299
832 525 3810 to 3899	854 532 0000 to 2999	872 029 9306 to 9399	913 709 2429 to 2499
833 159 1884 to 1899	855 001 6204 to 6249	872 100 0445 to 0459	913 818 3501 to 3999
833 456 2567 to 2599	855 319 9364 to 9399	<b>900 556 4178 to 4199</b>	914 063 4300 to 4399
833 566 3015 to 3071	855 361 3390 to 3399	900 845 0044 to 0099	914 346 7621 to 7644
834 130 5200 to 5299	856 226 0490 to 0499	900 936 0217 to 0299	914 453 1366 to 1399
834 316 5444 to 5499	856 656 5800 to 5999	900 936 0435 to 0499	914 529 6185 to 6299
834 354 8747 to 8766	856 752 0200 to 0299	901 058 5255 to 5280	914 896 4658 to 4699
834 354 8824 to 8838	857 111 1352 to 1399	901 273 1082 to 1099	915 187 8774 to 8779
835 269 5700 to 5799	857 279 3450 to 3499	901 287 5143 to 5199	915 300 2783 to 2799
835 496 7303 to 7399	857 843 4000 to 4099	901 291 2789 to 2799	915 546 6822 to 6999
835 539 5200 to 5999	858 124 7644 to 7699	901 525 7122 to 7199	915 671 3963 to 3980
835 813 3015 to 3099	858 756 3111 to 3299	902 089 1253 to 1299	915 671 3982 to 3999
837 672 8967 to 8999	859 063 8200 to 8699	902 198 9769 to 9799	915 675 2217 to 2299
837 784 3282 to 3299	859 190 0600 to 0644	902 948 1269 to 1299	916 440 3377 to 3399
838 176 8377 to 8399	859 437 5538 to 5599	902 985 0833 to 0899	916 670 6352 to 6399
838 518 1257 to 1299	859 811 2888 to 2899	903 370 6934 to 6999	916 682 5300 to 5399
839 718 8257 to 8299	859 855 8873 to 8999	904 600 6523 to 6599	916 694 1414 to 1499
<b>840 323 0600 to 0699</b>	<b>860 240 8520 to 8599</b>	904 892 0378 to 0399	916 703 0802 to 0821
840 875 6235 to 6299	860 275 3900 to 3999	904 892 0648 to 1299	917 089 0709 to 0799
840 910 0900 to 0999	860 518 9629 to 9699	905 056 2216 to 2299	917 089 0842 to 0899
841 349 5000 to 5099	860 600 0021 to 0999	905 510 6647 to 6799	917 216 2928 to 2999
841 805 7747 to 7899	861 158 2350 to 2599	905 510 6900 to 7099	917 370 6300 to 6499
841 805 7944 to 8099	861 367 5400 to 5499	905 794 0000 to 0199	917 486 4900 to 4999
842 226 0685 to 0695	861 637 6010 to 6099	905 794 0288 to 0299	918 460 0602 to 0699
842 685 4600 to 4699	861 979 7292 to 7499	905 873 6900 to 6999	918 492 5200 to 5399
842 685 4742 to 4999	862 216 6100 to 6199	905 873 7100 to 7299	918 951 7231 to 7299
842 860 0300 to 0399	862 263 9213 to 9299	905 880 8900 to 8999	919 519 2786 to 2799
842 898 5582 to 5599	862 271 0800 to 0999	905 889 7100 to 7199	919 536 0770 to 0799
843 062 7100 to 7199	862 271 5000 to 5099	906 158 1508 to 1599	919 814 3095 to 3199
843 077 6288 to 6299	863 871 5138 to 5199	906 558 8812 to 8899	919 915 2774 to 2787
843 077 6378 to 6399	863 949 5300 to 5399	906 982 2214 to 2299	<b>920 155 4662 to 4687</b>
843 758 5769 to 5778	864 088 8200 to 8299	907 725 8500 to 8599	920 309 9039 to 9199
843 786 2554 to 2699	864 426 3972 to 3999	907 815 0216 to 0257	920 857 5500 to 5899
845 656 8165 to 8199	864 520 6117 to 6136	908 622 4225 to 4235	920 864 3480 to 3499
845 727 2100 to 2199	865 151 0526 to 0599	908 936 9254 to 9299	921 333 7400 to 7499
845 746 2618 to 2635	865 500 4034 to 4099	909 100 1787 to 1799	921 414 3762 to 3799
846 390 7531 to 7599	865 883 6082 to 6099	909 100 1900 to 2099	921 477 3762 to 3799
846 918 0572 to 0599	866 004 3000 to 3999	909 355 0422 to 0499	922 278 1048 to 1399
847 237 7690 to 7699	866 442 4100 to 4899	909 568 8900 to 9099	922 280 2019 to 2099
847 284 2481 to 2499	867 366 9108 to 9118	909 568 9300 to 9499	922 280 2233 to 2299
847 374 7055 to 7065	867 633 7403 to 7499	909 725 7307 to 7399	922 773 0459 to 0499
847 374 7055 to 7065	867 737 5623 to 5699	909 833 0947 to 0999	923 032 7000 to 7399
847 636 5304 to 5399	868 169 4529 to 4599	<b>910 219 8631 to 8699</b>	923 045 3630 to 3699
847 700 5447 to 5499	868 173 8400 to 8599	910 265 1100 to 1199	923 493 9403 to 9599
847 723 7500 to 7599	868 514 9000 to 9099	910 471 7273 to 7299	923 493 9681 to 9699
849 485 3427 to 3499	868 566 9200 to 9299	910 536 2505 to 2599	923 810 7800 to 8299
849 520 9850 to 9899	869 387 1150 to 1199	910 958 7499 to 7599	924 252 1200 to 1299
849 608 1357 to 1399	869 505 3500 to 3599	911 140 1000 to 2199	924 252 1400 to 1499
849 792 2600 to 2699	869 523 7033 to 7099	911 245 2545 to 2599	924 685 1957 to 1999
<b>850 546 1862 to 1899</b>	869 800 0000 to 999 9999	911 268 9077 to 9099	

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

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

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

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

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

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

765 194 728	to	4 970	769 737 496	to	7 510	<b>790 448 020</b>	<b>to</b>	<b>8 460</b>	796 143 151	to	3 630
765 387 365	to	7 450	769 778 491	to	8 730	790 597 485	to	7 530	796 373 406	to	3 430
765 541 801	to	2 100	769 827 331	to	7 450	790 911 883	to	1 900	796 602 961	to	3 050
765 638 461	to	8 970	<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	791 057 441	to	7 550	796 708 441	to	8 500
765 647 101	to	7 190	770 723 281	to	3 400	791 239 081	to	9 290	796 886 281	to	6 430
765 813 781	to	4 029	770 790 451	to	0 480	791 374 483	to	4 500	796 901 701	to	2 000
765 879 314	to	9 390	770 915 150	to	5 490	791 387 971	to	8 030	796 975 466	to	5 590
765 954 001	to	4 030	771 455 551	to	5 610	791 447 521	to	7 850	797 272 917	to	2 950
766 120 286	to	0 320	771 609 661	to	9 690	791 451 151	to	1 240	797 519 441	to	9 460
766 125 716	to	5 750	771 932 551	to	2 580	791 500 009	to	0 470	797 519 731	to	0 240
766 158 824	to	8 840	772 057 224	to	7 440	791 771 431	to	1 490	797 535 181	to	5 330
766 388 433	to	8 460	772 162 660	to	3 070	792 004 293	to	4 320	798 040 053	to	0 080
766 509 421	to	9 660	772 718 615	to	8 640	792 018 379	to	8 420	798 055 813	to	5 830
766 572 901	to	3 020	772 940 140	to	0 160	792 070 621	to	0 740	798 055 891	to	5 950
766 748 500	to	8 521	772 970 886	to	0 940	792 145 211	to	5 230	798 326 371	to	6 520
767 024 341	to	4 370	773 009 419	to	9 430	792 391 381	to	1 620	798 339 167	to	9 210
767 326 471	to	6 590	773 112 031	to	2 060	792 452 779	to	2 790	798 562 411	to	2 440
767 332 561	to	2 950	773 125 387	to	5 410	792 772 728	to	2 770	798 632 461	to	2 490
768 009 841	to	9 960	773 179 320	to	9 410	792 903 511	to	3 990	798 807 151	to	7 510
768 011 489	to	1 520	773 202 989	to	3 140	793 282 518	to	2 533	798 944 761	to	5 030
768 177 980	to	7 990	773 208 991	to	9 290	794 041 831	to	2 040	799 133 191	to	3 220
768 391 081	to	1 170	773 231 311	to	1 340	794 397 709	to	7 780	799 177 626	to	7 650
768 661 569	to	1 650	773 348 739	to	8 940	794 581 741	to	2 040	799 854 751	to	5 200
769 000 051	to	0 080	773 348 739	to	8 940	794 592 122	to	2 150	<b>800 044 320</b>	to	4 410
769 050 841	to	0 900	773 575 891	to	5 950	795 032 251	to	2 340	800 211 901	to	2 440
769 159 081	to	9 178	773 852 971	to	3 030	795 796 291	to	6 350	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, 11-25-04

## 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, 11-25-04*

## 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, 11-25-04*



## **A matter of diplomacy: Nine Customer Service ambassadors named**

Customer service is a big part of what USPS does. With nine new Customer Service ambassadors named, USPS will be able to message even more effectively the many products and services USPS employees provide.

Who are they?

Capital Metro Area has reeled in Fishing Creek, MD, Postmaster Jeanne Phillips to serve as its ambassador. Representing Eastern Area is Wayne, PA, Officer-in-Charge Margie Washington. Sailing out of Great Lakes Area is Chicago's Rogers Park Station Customer Service Manager Elizabeth Owens.

Hailing from Beachwood, NJ, Postmaster Fulin Ritt is doing New York Metro proud. Branching out of Forrest City, AR, Postmaster Normal Gilchrest will speak for Southwest Area. The Western Area will be turning to Tulare, SD, Postmaster Deborah Kopplin to help educate customers.

Lakewood, CA, Postmaster Robert McGuire has been chosen to represent the Pacific Area. Southeast Area is being championed by Arcadia, FL, Postmaster Raymond Bernicchi. In the meantime, Greenwich, CT, Customer Service Manager Doreen Reichard will be keeping Northeast Area customers updated on products and services.

**Here they are . . . your new Customer Service ambassadors!**



# USPS Customer Service Ambassadors







Working for You  
USPS Customer Service Ambassadors



# Overseas Military Mail

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

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

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

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

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

## Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09722	Close	Immediately	
APO AE 09804	Activate	Immediately	A-A1-B-B1-F-Z1
APO AE 09871	Close	Immediately	

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

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09508	A1-B-V
09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09509	A1-B-V
09316	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09510	A1-B-V
09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09511	A1-B-V
09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09517	A1-B-V
09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09358	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09521	A1-B-V
09326	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09524	A1-B-V
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09360	A1-B-B1-V	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09532	A1-B-V
09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09395	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09534	A1-B-V
09329	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09364	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09396	A-A1-B-B1-C1-E2-F-H1-M-R1-U2-V-Z1	09542	A1-B-V
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09397	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09543	A1-B-V
09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09398	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09545	A1-B-V
09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09367	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09399	A-A1-B-B1-C-F-M-V-Z1	09549	A1-B-V
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09368	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09550	A1-B-V
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09370	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09420	A1-B-B1-C-C1-U	09554	A1-B-B1-V
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09371	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09421	A1-B-B1-C-C1-U	09556	A1-B-V
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09373	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09447	A1-B-B1-C-C1-U-V	09557	A1-B-V
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09374	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09454	A1-B-B1-C-C1-U-V	09564	A1-B-V
09340	A-A1-B-B1-C1-F-R-V	09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-U	09565	A1-B-V
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09459	A1-B-B1-C-C1-U	09566	A1-B-V
09344	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09461	A1-B-B1-C-C1-U	09567	A1-B-V
09345	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09380	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09463	A1-B-B1-C-C1-U	09568	A1-B-V
09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09464	A1-B-B1-C-C1-U	09569	A1-B-V
09347	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	09468	A1-B-B1-C-C1-U	09570	A1-B-V
09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09573	A1-B-V
09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09470	A1-B-B1-C-C1-U	09574	A1-B-V
09352	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R1-U2-V-Z-Z1	09494	A1-B-B1-C-C1-U	09575	A1-B-V
				09496	A1-B-B1-C-C1-U-V	09576	A1-B-V
				09498	A1-B-B1-C-C1-U	09577	A1-B-V
				09499	A1-B-B1-C-C1-U	09578	A1-B-V
				09501	A1-B-V	09579	A1-B-V
				09502	A1-B-V	09581	A1-B-V
				09503	A1-B-V	09582	A1-B-V
				09504	A1-B-V	09586	A1-B-V
				09505	A1-B-V	09587	A1-B-V
				09506	A1-B-V	09588	A1-B-V
				09507	A1-B-V	09589	A1-B-B1-V
						09590	A1-B-V
						09591	A1-B-V
						09593	A1-B-V
						09594	A1-B-V
						09595	A1-B-V
						09596	A1-B-V
						09599	A1-B-V
						09601	A1-B-B1-C-F-F1-U
						09602	A1-B-B1-C-F-F1-N-U
						09603	A1-B-B1-C-F-F1-U
						09604	A1-B-B1-C-F-F1-U
						09609	A1-B-B1-C-F-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09610	A1-B-B1-C-F-U	09724	A1-B-B1-C-C1-F1-M-R-R1-U	09822	A-A1-B-F-V-Z1	34023	A1-B-B1-M-N-V-Z1
09612	A1-B-B1-C-F-U			09823	A-A1-B-F-V-Z1	34024	A1-B-B1-M-N-V-Z1
09613	A1-B-B1-C-F-U-V	09725	A1-B-B1-C	09824	A-A1-B-F-V-Z1	34025	A1-B-B1-F-N-U-V-Z1
09617	A1-B-B1-C-F-U	09726	A1-B-B1-N-U	09827	A-A1-B-F-Z1	34030	A1-B-B1-M-N-V-Z1
09618	A1-B-B1-C-F-U	09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09828	A1-B-N-V-Z1	34031	A1-B-B1-M-N-V-Z1
09619	A1-B-B1-C-F-U			09830	A1-B-B1-C-N-V-Z1	34032	A1-B-M-N-V-Z1
09620	A1-B-B1-C-F-U	09728	A1-B-B1-C-F1-U-V	09831	A1-B-B1-F-N-U-V-Z1	34033	A1-B-C-F-M-N-V-Z1
09621	A1-B-B1-C-F-U	09729	A1-B-B1-N-U-V	09832	A-B-B1-U1-V-Z1	34034	A1-B-B1-M-N-V-Z1
09622	A1-B-B1-C-F-U	09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09833	A1-B-B1-U1-V-Z1	34035	A1-B-B1-H-M-N-V-Z1
09623	A1-B-B1-C-F-U			09834	A1-B-B1-V-Z1	34036	A1-B-M-N-V-Z1
09624	A1-B-B1-C-F-U	09731	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09835	A-A1-B-B1-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1
09625	A1-B-B1-C-F-U			09836	A-A1-B-B1-C-F-M-V-Z1	34038	A1-B-B1-M-N-V-Z1
09626	A1-B-B1-C-F-U					34039	A1-B-N-V-Z1
09627	A1-B-B1-C-F-U	09732	A1-B-B1-N-V-Z1	09837	A1-B-B1-V-Z1	34040	A1-B-V-Z1
09628	A1-B-B1-C-F-F1-U-V	09733	A1-B-B1-V	09838	A1-B-B1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1
09630	A1-B-B1-C-F-U-V	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
09631	A1-B-B1-C-F-U	09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09840	A-A1-B-B1-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1
09636	A1-B-B1-C-F-U			09841	A-A1-B-B1-U-Z1	34050	A1-B-V
09642	A1-B-B1-N-U	09777	A-A1-B-B1-C-E1-N	09842	A-A1-B-B1-Z1	34051	A1-B-V-Z1
09643	A1-B-B1-U	09779	A-A1-B-B1-F-R-V	09843	A-A1-B-B1-U-V-Z1	34053	A1-B-V-Z1
09644	A1-B-B1-U	09780	A-A1-B-B1-F-R-V	09844	A-A1-B-B1-U-V-Z1	34055	A1-B-N-V-Z1
09645	A1-B-U	09788	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
09647	A1-B-B1-N-U	09789	A-A1-B-B1-F-R-V	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34071	A1-B-I-M-N-V-Z
09648	A1-B-B1-N-U-V-Z1	09790	A-A1-B-B1-C1-F-R-V	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34076	A1-B-B1-F1-N-V-Z1
09649	A1-B-B1-U	09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34078	A1-B-B1-F1-N-V-Z1
09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09793	A-A1-B-B1-F-R-V	09865	A-A1-B-B1-V-Z1	34079	A1-B-B1-F1-N-V-Z1
09703	A1-B-B1-C-F1	09797	A1-B-B1-C-D-P-V	09868	A-A1-B-B1-U-V-Z1	34090	A1-B-V
09704	A1-B-B1-C-D-V	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	34091	A1-B-V
09705	A1-B-B1-U	09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34092	A1-B-V
09706	A1-B-B1-C-U-V	09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34093	A1-B-V
09707	A1-B-B1-C-N-U-V			09892	A-A1-B-B1-F-N-R-R1-V-Z1	34095	A1-B-V
09708	A1-B-B1	<b>09804 A-A1-B-B1-F-Z1</b>		09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34098	A1-B-V
09709	A1-B-B1-F1	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34002	A1-B-B1-N-U-Z1	34099	A1-B-V
09710	A1-B-B1-C-C1-F1-M-R-R1-U	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	96201	A-A1-B
09711	A1-B-B1-F1-Z1	09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	34007	A-A1-B-B1-C1-F1-V-Z1	96202	A-A1-B1-U-V
09713	A1-B-B1-C-F1	09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	96203	A-A1-B
09714	A1-B-B1-C-C1-F1-M-R-R1-U	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34020	A1-B-B1-M-N-V-Z1	96204	A-A1-B-B1
09715	A1-B-B1-F1	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34021	A1-B-M-N-V-Z1	96205	A-A1-B-B1-U
09716	A1-B-B1-C-D-N-U-V	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96206	A-A1-B-B1-U
09717	A1-B-B1-M-W	09819	A-A1-B-F-P-V-Z1			96207	A-A1-B-B1-V
09718	A1-B-B1-F-I-N-U-V	09821	A-A1-B-F-V-Z1			96208	A-A1-B-B1-U
09719	A1-B-B1-C-F1-V					96212	A-A1-B-B1-U
09720	A1-B-B1-U-V					96213	A-A1-B-B1-U
09721	A1-B-B1-N-U-V-Z1					96214	A-A1-B-B1-U
09723	A1-B-B1-N-U-V-Z1					96215	A-A1-B-B1-U-V
						96217	A-A1-B-B1-U-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96218	A-A1-B-B1-U	96347	A1-B-B1-F-F1-F2-M-W	96521	A1-B-F-N	96616	A-A1-B-B1-V-Z1
96219	A-A1-B-B1-U-V			96522	A1-B-F-N-U	96617	A1-B-V
96220	A-A1-B-B1-U-V	96348	A1-B-B1-F-F1-F2-M-W	96530	A-A1-B-B1-H-M-N-U-V	96619	A1-B-V
96221	A-A1-B-B1-U-V			96531	A1-B-B1-H-M-U-V	96620	A1-B-V
96224	A-A1-B-B1-U	96349	A1-B-B1-F-F1-F2-M-W	96534	A-A1-B-F	96621	A1-B-V
96251	A-A1-B-B1-U			96535	A-A1-B-B1-F-V	96622	A1-B-V
96257	A-A1-B-B1-U	96350	A1-B-B1-F-F1-F2-M-W	96536	A1-B-B1-V	96623	A1-B-V
96258	A-A1-B-B1-U			96537	A1-B-B1-V	96624	A1-B-V
96259	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W	96538	A1-B-B1-V	96628	A1-B-V
96260	A-A1-B-B1-U			96540	A1-B-B1-V	96629	A1-B-V
96262	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W	96541	A1-B-B1-V	96634	A1-B-V
96264	A-A1-B-B1-U			96542	A1-B-B1-V	96635	A1-B-V
96266	A-A1-B-B1-U	96365	A1-B-B1-M-V-W	96543	A1-B-B1-P-V	96643	A1-B-V
96267	A-A1-B-B1-U-V	96367	A1-B-B1-L-M-W	96544	A1-B-F-U3-V	96657	A1-B-V
96269	A-A1-B-B1-U	96368	A1-B-B1-M-W	96546	A1-B-F-U3	96660	A1-B-V
96271	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2-M-W	96548	A-A1-B-B1-H-M-U	96661	A1-B-V
96275	A-A1-B-B1-V			96549	A-A1-B-B1-H-M-U	96662	A1-B-V
96276	A-A1-B-B1	96372	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U	96663	A1-B-V
96278	A-A1-B-B1-U	96373	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U	96664	A1-B-V
96283	A-A1-B-B1-U	96374	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U-V	96665	A1-B-V
96284	A-A1-B-B1-U-V	96375	A1-B-B1-M-W	96554	A-A1-B-B1-H-M-U	96666	A1-B-V
96297	A-A1-B-B1-U	96376	A1-B-B1-M-W	96555	A1-B-B1-F-M-V	96667	A1-B-V
96306	A1-B-B1-F-F1-F2-M-W	96377	A1-B-B1-M-W	96557	A1-B-B1-F-M-V	96668	A1-B-V
		96378	A1-B-B1-M-W	96595	A1-B-B1-V	96669	A1-B-V
96309	A1-B-B1-M-V-W	96379	A1-B-B1-M-W	96598	A1-B-B1-V	96670	A1-B-V
96310	A1-B-B1-M-W	96384	A1-B-B1-M-W	96599	A1-B-B1-V	96671	A1-B-V
96311	A1-B-B1-M-W	96386	A1-B-B1-M-W	96601	A1-B-V	96672	A1-B-V
96313	A1-B-B1-F-F1-F2-M-W	96387	A1-B-B1-M-W	96602	A1-B-V	96673	A1-B-V
		96388	A1-B-B1-M-W	96603	A1-B-V	96674	A1-B-V
96319	A1-B-B1-M-W	96401	A1-B-B1-F-N-V-Z1	96604	A1-B-V	96675	A1-B-V
96321	A1-B-B1-F-F1-F2-M-W	96424	A-A1-B-B1-C1-E2-F-H 1-I-M-R-R1-U2-V-Z-Z1	96605	A1-B-O-V	96677	A1-B-V
				96606	A1-B-V	96678	A1-B-V
96322	A1-B-B1-F-F1-F2-M-W	96425	A-A1-B-B1-C1-E2-F-H 1-I-M-R-R1-U2-V-Z-Z1	96607	A1-B-V	96679	A1-B-V
				96608	A1-B-V	96681	A1-B-V
96323	A1-B-B1-M-V-W	96426	A-A1-B-B1-C1-E2-F-H 1-I-M-R-R1-U2-V-Z-Z1	96609	A1-B-V	96682	A1-B-V
96326	A1-B-B1-M-W	96427	A-A1-B-B1-C1-E2-F-H 1-I-M-R-R1-U2-V-Z-Z1	96610	A1-B-V	96683	A1-B-V
96328	A1-B-B1-M-W			96611	A1-B-V	96684	A1-B-V
96330	A1-B-B1-M-W	96490	A1-B-B1-V	96612	A1-B-V	96686	A1-B-V
96336	A1-B-B1-M-V-W	96507	A-A1-B-F-V	96613	A-A1-B-B1-C1-E2-F-H 1-I-M-R-R1-U2-V-Z-Z1	96687	A1-B-V
96337	A1-B-B1-M-W	96511	A1-B-B1-I-N-V	96614	A-A1-B-B1-C1-E2-F-H 1-I-M-R-R1-U2-V-Z-Z1	96698	A1-B-V
96338	A1-B-B1-M-W	96515	A1-B-B1-F				
96339	A1-B-B1-M-V-W	96517	A1-B-B1-F-U3-V				
96343	A1-B-B1-M-W	96518	A1-B-B1-V				
		96520	A1-B-F-U3-V	96615	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.

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



Pay for postage and request a carrier pickup at  
**[usps.com/clicknship](http://usps.com/clicknship)**

USPS.com



# 2005 STAMPS AND POSTAL STATIONERY

This schedule is subject to change.

Updated Announcement 05-A (November 2004)

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

	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
	37¢ Lunar New Year Souvenir Sheet (12 designs)	Jan 6	Honolulu, HI (nationwide)	PSA double-sided souvenir sheet of 24	Feb 5
	37¢ Marian Anderson (Black Heritage)	Jan	Philadelphia, PA	PSA pane of 20	
	37¢ Ronald Reagan	Feb 9	Simi Valley, CA	PSA pane of 20	Mar 11
	37¢ Love Bouquet	Feb 18	Atlanta, GA (APS Stamp Show)	PSA book of 20	Mar 20
	37¢ Northeastern Deciduous Forest (Nature of America; 10 designs)	Mar 3	New York, NY (Mega Stamp Show)	PSA pane of 10	Apr 2
	37¢ Spring Flowers (4 designs)	Mar	TBD	PSA book of 20	
	37¢ Jim Henson – Muppets (11 designs)	Mar	Los Angeles, CA	Souvenir sheet of 11	
	37¢ American Scientists (4 designs)	TBD	TBD	PSA pane of 20	
	37¢ Robert Penn Warren (Literary Arts)	Apr 22	Bowling Green, KY	PSA pane of 20	May 22
	37¢ Yip Harburg	TBD	New York, NY	PSA pane of 20	
	37¢ Henry Fonda (Legends of Hollywood)	May	Los Angeles, CA	PSA pane of 20	
	37¢ Distinguished Marines (4 designs)	May 21	Washington, DC	PSA pane of 20	Jun 20
	37¢ Masterworks of Modern American Architecture (12 designs)	May	TBD	PSA pane of 12	
	37¢ Arthur Ashe	Jul 10	TBD	PSA pane of 20	Aug 9
	37¢ American Advances in Aviation (10 designs)	Jul	TBD	PSA pane of 20	
	37¢ The Art of Disney: Celebration (4 designs)	Jul	Anaheim, CA	PSA pane of 20 w/selvage	
	37¢ Let's Dance/Bailamos (4 designs)	Jul	TBD	PSA pane of 20	
	37¢ To Form A More Perfect Union (10 designs)	Aug 6	TBD	PSA pane of 10	Sep 5
	37¢ 50s Sporty Cars (5 designs)	Aug 21	TBD	Double-sided book of 20	Sep 20
	37¢ New Mexico Rio Grande Blankets (American Treasures; 4 designs)	TBD	TBD	Double-sided book of 20	
	37¢ Greta Garbo (Joint Issue)	Sep 23	Los Angeles, CA Stockholm Sweden	PSA pane of 20	Oct 23
2	37¢ Constellations (4 designs)	Oct 1	TBD	PSA pane of 20	Oct 31
	37¢ Children's Health	Oct	Philadelphia, PA	PSA pane of 20	
	37¢ Holiday Cookies (4 designs)	Oct 27	New York, NY (Mega Stamp Show)	PSA pane of 20; Vending book of 20, PSA book of 20	Nov 26
	37¢ Christmas: Madonna and Child	Oct 27	New York, NY (Mega Stamp Show)	PSA pane of 20	Nov 26

## Note Descriptions

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

N: New issue

P: Pictorial first day postmark

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

2: Issued to kick off National Stamp Collecting Month.

(See article on page 67.)



## ***PostalEASE***

### **Any of this in your future?**

Braces. Vision exams, contacts and eyeglasses. Laser vision surgery. Medical and dental deductibles and co-pays. Prescription and over-the-counter drugs. Nursery schools. Summer day camp. Day care for a dependent parent.

Set aside dollars in flexible spending accounts — they're tax free!

Call 1-800-842-2026 for more details on how you can save. Then use ***PostalEASE*** to enroll.

Open season ends Dec. 31 at 5 p.m. Central time.

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***Enroll now!***



UNITED STATES  
POSTAL SERVICE®

This office will be

**CLOSED**

Saturday

**December 25, 2004**

Christmas 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.



This office will be

**CLOSED**

Saturday

**December 25, 2004**

Christmas 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.

## 2005 Thrift Savings Plan Catch-Up Contributions for TSP Participants Age 50 and Older, and *PostalEASE*

<b>When and Who</b>	December 27, 2004, through 12:00 noon Central Time on December 20, 2005 — all career employees
<b>Catch-Up Contribution Limit for Calendar Year 2005</b>	<p>IRS Annual Catch-Up limit for 2005 is \$4,000.</p> <p><i>Reminder:</i> Calendar year 2005 will have 26 pay periods. If you would like to evenly distribute your TSP Catch-Up Contribution election over all the available pay periods you must divide the Catch-Up limit (\$4,000) by the available pay periods (26), which equals \$154 dollars per pay period (after rounding up to the nearest whole dollar).</p>
<b>TSP Catch-Up Contribution Elections</b>	Use the <i>PostalEASE</i> employee Web site on the Intranet (from the blue page) or at an Employee Self Service kiosk or the <i>PostalEASE</i> telephone system to begin contributing, to change your contribution amount, or to stop your TSP Catch-Up Contribution election.
<b>(USPS PIN)</b>	<p>To use <i>PostalEASE</i>, you will need your Employee ID number (found on your earnings statement) and USPS personal identification number (PIN) available only from <i>PostalEASE</i>.</p> <p>Use the <i>PostalEASE</i> employee Web site and follow the instructions, or call toll free: <b>877-4PS-EASE (877-477-3273)</b>.</p> <p>Don't know your USPS PIN? Use the <i>PostalEASE</i> employee Web site, or call <i>PostalEASE</i>; press 1; enter Employee ID number; when prompted to enter PIN, pause, then press 2. Your USPS PIN will be mailed to your address of record, usually by the next business day.</p> <p>Employees who have trouble using <i>PostalEASE</i>, or who are unable to use a telephone, may contact their local personnel office for help.</p>
<b>TSP Fund Investment Elections</b>	Contact TSP directly, during or outside TSP open season, to change investment of future TSP contributions or money already in account.
<b>(TSP PIN)</b>	<p>Go to the TSP Web site at <a href="http://www.tsp.gov">www.tsp.gov</a>, or call the TSP ThriftLine toll-free at 877-968-3778. Or mail to TSP a Form TSP-50, <i>Investment Allocation</i>, available from your local personnel office (election not effective as quickly).</p> <p>To use the TSP Web site or TSP ThriftLine, you must know your TSP PIN, available only from TSP.</p> <p>Don't know your TSP PIN? Request it from <a href="http://www.tsp.gov">www.tsp.gov</a> — choose <i>Account Access</i>. Or call the TSP ThriftLine toll-free at 877-968-3778 — press 2, enter your Social Security number, follow instructions. Or call the TSP Service Office toll-free at 877-968-3778 and speak to a representative; toll-free TDD (telecommunications device for the deaf) number is 877-847-4385. Your new TSP PIN will be mailed to your address of record.</p>
<b><i>PostalEASE</i> and TSP Information Mailed to Career Employees</b>	Career employees who meet the age requirements receive from Headquarters a direct mailing of a <i>PostalEASE</i> worksheet and cover letter containing TSP Catch-Up Contribution election information at their mailing addresses of record. If you do not receive the mailing by late December, contact your local personnel office.
<b>Closing Date and Time</b>	<i>PostalEASE</i> closes 12 noon Central Time on December 20, 2005, for 2005 TSP Catch-Up Contribution elections.

**Please post on all bulletin boards through December 31, 2005.**

(See article on page 32.)

# Holiday Stamps



## Holiday Ornaments

Available November 17

37¢

## Madonna & Child

37¢

## Hanukkah

37¢

## Kwanzaa

37¢

## Eid Greetings

37¢

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# Information Technology

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## NEW MANAGEMENT INSTRUCTION

### Integrated Solutions Methodology/System Development Life Cycle (ISM/SDLC)

Management Instruction (MI) AS-841-2004-11, *Integrated Solutions Methodology/System Development Life Cycle (ISM/SDLC)*, is now available.

This MI provides the policies and requirements for developing and modifying technology solutions in the information technology infrastructure. The purpose of the ISM/SDLC is to ensure that design, development, and maintenance of information technology solutions can progress smoothly, accurately, and efficiently.

MI AS-841-2004-11 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 *MI*s.

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

— *IT Value*,  
Vice President/Chief Technology Officer, 11-25-04

---

## NEW MANAGEMENT INSTRUCTION

### Printers — Purchase, Use, and Maintenance

Management Instruction (MI) AS-860-2004-11, *Printers — Purchase, Use, and Maintenance*, is now available.

This MI provides the policy and requirements for managing the printer environment in the Postal Service™, including reducing the number of printers and models and defining how they are supported.

MI AS-860-2004-11 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 *MI*s.

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

— *Vice President/Chief Technology Officer*,  
Vice President, Engineering, 11-25-04

# SEND YOUR GIFTS WITH ALL THE TRIMMINGS.

Choose a Priority Mail® bundle today!

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Confirmation  
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PRODUCT OF THE UNITED  
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MODEL SLX

ONLY  
\$8.25 EACH!

- Gift box includes:  
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Model K3A

CALL TOLL-FREE 800-952-7340

ORDER FORM

Local Post Office™: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
Payment: ☐ Visa ☐ Mastercard ☐ Amex ☐ Money Order  
Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_  
Purchaser: \_\_\_\_\_ Signature: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Quantity: Model SLX (min. order 10 watches): \_\_\_\_\_ Model K3A (min. order 10 pieces): \_\_\_\_\_

FAX YOUR ORDER TO 973-624-6664 \* PLEASE ALLOW 3-4 WEEKS FOR DELIVERY

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

Great for Gifts, Incentives and Recognition. We proudly offer the widest selection of **BAGS** to our postal customers. *Many more styles available online!*



**Multi-Purpose Zippered Tote** with two, end mesh pockets, zippered outside pocket and top closure. 600 Denier Polyester. Royal/Black. 12.75"X5"X14.5".



**Flap-Over Expandable Briefcase** in Navy with Khaki removable shoulder strap, leather-like handle and accents. Well designed organizer section under flap, outside front pocket and spacious interior. 600 Denier Polyester. 16"X3.5"X12", expands to 6.5".



**About Town Tote** with outside zippered pocket and top closure, removable shoulder strap, roomy interior. 600 Denier Polyester. Royal/Black. 16"X4"X15.25".

**Stylish Sports Duffel** with reflective safety striping. Large main section with ventilated end pockets and zippered front pocket with organizer. 600 Denier Polyester. Red/Black or Royal/Black. 20"X9.5"X12".



**Top Quality Leather-Like Duffel**, the perfect size for weekend getaways. Two large end pockets, zippered outside front pocket and spacious interior. Heavy-duty metal fittings, padded carry-handles and shoulder strap...an excellent bag in every detail!



**Our Patriotic RWB Tote** makes a powerful statement. Great for meetings, conventions or every day use. Interior zippered change purse. 600 Denier Polyester. 17"X4.5"X14".



**Best Selling Sports Duffel**, a super value! Great for gym or travel. Shoe pocket, outside front pocket, water-bottle and cell phone pockets with carry-handles and non-slip shoulder strap. 600 Denier Polyester. 19"X11"X11.5".



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614-276-9717 FAX 614-276-9726

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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.

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UNITED STATES  
POSTAL SERVICE

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UP  
FOR  
DOWN

# Philately

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UPDATED ANNOUNCEMENT 05-A

## 2005 Stamps and Postal Stationery

"2005 Stamps and Postal Stationery" (Announcement 05-A, November 2004), which appears on page 55, is intended to replace the quarterly announcement of the same name, previously printed and sent to customers on request through Stamp Fulfillment Services in Kansas City. The announcement is a listing of stamps and postal stationery items scheduled for issuance during calendar year 2005. Post Offices™ may wish to post this schedule on their bulletin boards.

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

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

## How to Order First Day of Issue Cancellations and Covers

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

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

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

Covers submitted for first day of issue cancellations may include additional uncanceled stamps only if the uncanceled stamps were issued before the first day of issue of the new stamps or postal stationery items. All orders must be postmarked on or before the deadline indicated in the "2005 Stamps and Postal Stationery" announcement that follows.

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

— Stamp Services,  
Government Relations, 11-25-04

## 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.



October 5, 2004

*Banco Popular*  
110 BANCO POPULAR STATION  
ACTING RETAIL MGR  
585 AVE FD ROOSEVELT STE 223  
SAN JUAN PR 00936-9996



October 5, 2004

*Fundacion Ismael Rivera*  
MAELO STATION  
585 AVE FD ROOSEVELT STE 223  
SAN JUAN PR 00936-9996



October 9, 2004

*The Champaign – Urbana Stamp Club*  
CUPEX STATION  
POSTMASTER  
2001 N MATTIS AVE  
CHAMPAIGN IL 61821-9998



October 24, 2004

*Departamento Recreation y Deportes*  
COLECCIONISTAS Y PLENEROS  
STATION  
POSTMASTER  
585 FD ROOSEVELT STE 223  
SAN JUAN PR 00936-9998



October 24, 2004

*Municipio Autonomo de Ponce*  
*Secretaria de Cultura y Turismo*  
NATALICIO STATION  
POSTMASTER  
585 FD ROOSEVELT STE 223  
SAN JUAN PR 00936-9998

The following cancellation has been extended for 60 days.



**PURIPEX 2004**  
FOURTH CENTENNARY STATION  
SEPTEMBER 20, 2004  
SAN JUAN, PR 00938

September 20, 2004

*Puripex*  
PURIPEX 2004 FOURTH CENTENNARY STATION  
POSTMASTER  
585 AVE FD ROOSEVELT STE 223  
SAN JUAN PR 00936-9996

December 1, 2004

*Postal Service*

EARTH AND SKY STATION  
POSTMASTER  
PO BOX 9998  
ALBANY VT 05820-9998

*Postal Service*

EARTH AND SKY STATION  
POSTMASTER  
PO BOX 9998  
VERNON VT 05354-9998

*Postal Service*

EARTH AND SKY STATION  
POSTMASTER  
PO BOX 9998  
BRANDON VT 05733-9998

*Postal Service*

EARTH AND SKY STATION  
POSTMASTER  
PO BOX 9998  
WAITSFIELD VT 05673-9998

*Postal Service*

EARTH AND SKY STATION  
POSTMASTER  
PO BOX 9998  
BRATTLEBORO VT 05301-9998

*Postal Service*

EARTH AND SKY STATION  
POSTMASTER  
PO BOX 9998  
WEST PAWLET VT 05775-9998

*Postal Service*

EARTH AND SKY STATION  
POSTMASTER  
PO BOX 9998  
HUNTINGTON VT 05462-9998

*Postal Service*

EARTH AND SKY STATION  
POSTMASTER  
PO BOX 9998  
WOODSTOCK VT 05091-9998

*Postal Service*

EARTH AND SKY STATION  
POSTMASTER  
PO BOX 9998  
NEWFANE VT 05345-9998

*Postal Service*

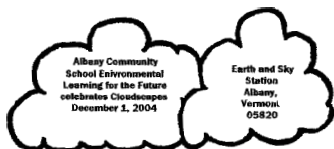
EARTH AND SKY STATION  
POSTMASTER  
PO BOX 9998  
ENFIELD CENTER NH  
03749-9998

*Postal Service*

EARTH AND SKY STATION  
POSTMASTER  
PO BOX 9998  
PUTNEY VT 05346-9998

*Postal Service*

EARTH AND SKY STATION  
POSTMASTER  
PO BOX 9998  
LEBANON NH 03766-9998



October 26-28, 2004

*Postal Service*

2004 WORLD CHAMPIONSHIP  
STATION  
STATION MANAGER  
1140 OLIVE ST  
ST LOUIS MO 63102-9998



October 30, 2004

*Postal Service*

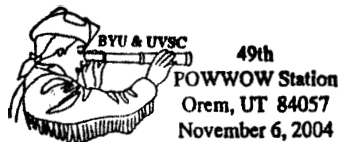
FENWAY STATION  
POSTMASTER  
25 DORCHESTER AVE RM  
4009  
BOSTON MA 02205-9998



October 29, 2004

*Escuela de La Comunidad  
Especializada en Deportes en  
el Albergue Olimpico*

SUWANEE BRANCH ECEDAO  
STATION  
POSTMASTER  
585 AVE FD ROOSEVELT STE  
223  
SAN JUAN PR 00936-9998



November 6, 2004

*Boy Scouts of America*

POW WOW STATION  
POSTMASTER  
22 W ST  
OREM UT 84057-9998



October 30, 2004

*Syrup Sipping Station at  
Loachapoka, Inc.*

SYRUP SIPPING STATION  
POSTMASTER  
6520 STAGE RD  
LOACHAPOKA AL 36865-9998



November 10, 2004

*Postal Service*

HONORING VETERANS  
STATION  
MPLS ST PAUL BULK MAIL  
CTR  
3165 LEXINGTON AVE S  
EAGAN MN 55121-0000





**Baltimore - A House Divided**  
**War on the Chesapeake**  
 ★★★★★★  
**Civil War Trail Station**  
**November 11, 2004**  
**Baltimore, Maryland 21201**

November 11, 2004

*Maryland Office of Tourism*  
**BALTIMORE A HOUSE**  
**DIVIDED**  
**WAR ON THE CHESAPEAKE**  
**CIVIL WAR TRAIL STATION**  
**MOWS**  
**900 E FAYETTE ST**  
**BALTIMORE MD 21233-9715**



**49th**  
**POWWOW Station**  
**Orem, UT 84057**  
**November 20, 2004**

November 20, 2004

*Boy Scouts of America*  
**POW WOW STATION**  
**POSTMASTER**  
**95 W 100 ST**  
**PROVO UT 84601-9998**



**R.C.S.C. Exhibition Sta.**  
**Akron, OH 44309**

November 13, 2004  
 1929 - 2004

*75<sup>th</sup> Anniversary of Graf Zeppelin Flight*

November 13, 2004

*Postal Service*  
**RCSC EXHIBITION STATION**  
**POSTMASTER**  
**375 WOLF LEDGES PKWY**  
**AKRON OH 44309-9998**



November 20, 2004

*First National Bank of Waverly*  
**JINGLE BELL PARADE**  
**STATION**  
**POSTMASTER**  
**125 E 2ND ST**  
**WAVERLY OH 45690-9998**



**CENTENNIAL STATION**  
**ELBERTA, AL 36530**

**NOV. 13, 2004**

November 13, 2004

*Town of Elberta*  
**CENTENNIAL STATION**  
**POSTMASTER**  
**24750 STATE ST**  
**ELBERTA AL 36530-9998**



**Houston Texas Post # 2 Station**  
**La Porte, Texas 77571**  
**November 20, 2004**

November 20, 2004

*Postal Service*  
**HOUSTON TEXAS POST**  
**NUMBER 2 STATION**  
**POSTMASTER**  
**801 W FAIRMONT PKWY**  
**LA PORTE TX 77571-9998**



November 13, 2004

*General Patton Memorial Museum*  
**VETERANS DAY STATION**  
**POSTMASTER**  
**45805 FARGO ST**  
**INDIO CA 92201-9998**

**Tamalada Station**  
**Encinal, TX 78019**



**November 20, 2004**

November 20, 2004

*Hecho En Encinal*  
**TAMALADA STATION**  
**POSTMASTER**  
**400 N MAIN ST**  
**ENCINAL TX 78019-9998**

**R.C.S.C. Exhibition Sta.**  
**Akron, OH 44309**  
**November 14, 2004**



1929 - 2004  
*75<sup>th</sup> Anniversary*

November 14, 2004

*Postal Service*  
**RCSC STATION**  
**POSTMASTER**  
**375 WOLF LEDGES PKWY**  
**AKRON OH 44309-9998**



**THE METROPOLITAN OPERA GUILD**  
**HART to HART**  
**AVERY FISHER HALL STATION**

November 21, 2004

*The Metropolitan Opera*  
**AVERY FISHER HALL**  
**STATION**  
**SPECIAL EVENTS**  
**421 8TH AVE RM 2029B**  
**NEW YORK NY 10099-9998**



**DELIVER**  
**THE**  
**JOY!**

**LORD & TAYLOR STATION**

November 16, 2004

*Postal Service — Lord and Taylor*  
**DELIVER THE JOY LORD AND**  
**TAYLOR STATION**  
**SPECIAL EVENTS**  
**421 8TH AVE RM 2029**  
**NEW YORK NY 10199-9998**

November 23, 2004



**Santa's Mail Station**  
**Postmaster**  
**350 W Venice Avenue**  
**PO Box 9998**  
**Venice FL 34284-9998**

November 23, 2004

*Postal Service*  
**120 YEARS SERVICE**  
**STATION**  
**POSTMASTER**  
**350 W VENICE AVE**  
**VENICE FL 34284-9998**



**Holiday Folk Fair Station**  
**West Allis WI 53214**  
**November 19, 2004**

November 19-21, 2004

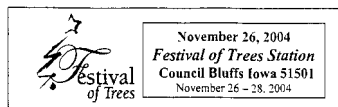
*Holiday Folk Fair International*  
**HOLIDAY FOLK FAIR STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**WEST ALLIS WI 53214-9998**



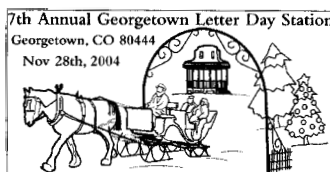
November 24-December 25, 2004

*Guthrie Chamber of Commerce*  
**GUTHRIE POST OFFICE**  
**STATION**  
**POSTMASTER**  
**201 W OKLAHOMA AVE**  
**GUTHRIE OK 73044-9998**





November 26-28, 2004  
**Festival of Trees Committee**  
**FESTIVAL OF TREES STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**COUNCIL BLUFFS IA**  
**5150-19998**



November 28, 2004  
**Postal Service**  
**GEORGETOWN POST OFFICE**  
**STATION**  
**POSTMASTER**  
**700 6TH AVE**  
**GEORGETOWN CO**  
**80444-9998**



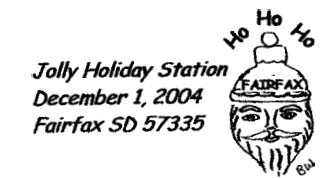
November 27, 2004  
**Postal Service**  
**FESTIVAL OF LIGHTS**  
**STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**EAST PEORIA IL 6161-9998**



November 29, 2004  
**Postal Service**  
**LONDONS OLD FASHIONED**  
**CHRISTMAS STATION**  
**POSTMASTER**  
**25 S OAK ST**  
**LONDON OH 43140-9998**



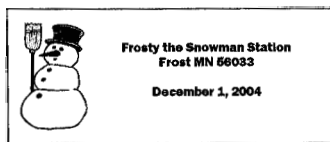
November 27, 2004  
**McDonough Improvement**  
**Committee**  
**CHRISTMAS TREE STATION**  
**POSTMASTER**  
**1600 STATE HWY 122**  
**MCDONOUGH NY 13801-9998**



December 1, 2004  
**Postal Service**  
**JOLLY HOLIDAY STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**FAIRFAX SD 57335-9998**



November 27, 2004  
**Grouseland Foundation**  
**GROUSELAND STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**VINCENNES IN 47591-9998**



December 1, 2004  
**Postal Service**  
**FROSTY THE SNOWMAN**  
**STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**FROST MN 56033-9998**



November 27, 2004  
**Comfort Chamber of Commerce**  
**COMFORT STATION**  
**POSTMASTER**  
**726 N FRONT ST**  
**COMFORT TX 78013-9998**



December 1, 2004  
**Postal Service**  
**YOUR HOLIDAY STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**SNOWFLAKE AZ 85937**



November 27, 2004  
**City of Galva**  
**OLD FASHION CHRISTMAS**  
**STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**GALVA IL 61434-9998**



December 1-25, 2004  
**Santa Claus Chamber of**  
**Commerce**  
**SANTA CLAUS STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**SANTA CLAUS IN 47579-9998**



November 27-28, 2004  
**Lake Minnetonka Stamp Club**  
**TONKAPEX STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**HOPKINS MN 55343-9998**



December 1-25, 2004  
**Postal Service**  
**NORTH POLE STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**OSHTEMO MI 49077-9998**



December 1-31, 2004

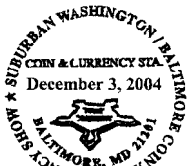
Postal Service  
PEACE ON EARTH STATION  
POSTMASTER  
PO BOX 9998  
JOY IL 61260-9998



Come Home for the Holidays  
Station  
December 4, 2004  
Dresden OH 43821

December 4, 2004

Dresden Village Association  
COME HOME FOR THE  
HOLIDAYS STATION  
POSTMASTER  
25 W 4TH ST  
DRESDEN OH 43821-9998



December 2-5, 2004

Postal Service  
SUBURBAN WASHINGTON  
BALTIMORE COIN AND  
CURRENCY STATION  
MOWS  
900 E FAYETTE ST  
BALTIMORE MD 21233-9715



Candlelight  
Christmas  
at Oakleigh  
Oakleigh Station  
December 4, 2004  
Mobile, Alabama 36601

December 4, 2004

Oakleigh Museum  
CANDLELIGHT CHRISTMAS  
STATION  
POSTMASTER  
250 SAINT JOSEPH ST  
MOBILE AL 36601-9998



December 3, 2004

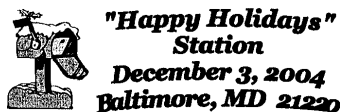
Postal Service  
HOMETOWN CHRISTMAS  
STATION  
POSTMASTER  
1800 DOC WOLF DR  
BELVIDERE IL 61008-9998



200th Anniversary Station  
Candlelight Walking Tour  
December 4, 2004  
Granville, Ohio 43023

December 4, 2004

Granville 2005 Bicentennial  
Commission  
ANNIVERSARY STATION  
POSTMASTER  
203 E BROADWAY  
GRANVILLE OH 43023-9998



December 3, 2004

Postal Service  
HAPPY HOLIDAYS STATION  
MOWS  
900 E FAYETTE ST  
BALTIMORE MD 21233-9715



December 4, 2004

Lynchburg and Metro Moore Co  
Chamber of Commerce  
HOLIDAY STATION  
POSTMASTER  
PO BOX 9998  
LYNCHBURG TN 37352-9998



December 3, 2004

U.S. Ship Cancellation Society  
DECOMMISSIONING STATION  
POSTMASTER  
911 JACKSON AVE  
PASCAGOULA MS  
39567-9998



December 4, 2004

Masons  
MASONIC STATION ANNUAL  
CELEBRATION OF THE  
FEASTS OF ST JOHN  
POSTMASTER  
427 HIGH ST  
BURLINGTON NJ 08016-9998



December 3-5, 2004

Postal Service  
CHRISTMAS AT OLD FORT  
CONCHO STATION  
POSTMASTER  
1 N ABE ST  
SAN ANGELO TX 76902-9998



Christmas in Odessa  
Station  
Odessa, DE 19730  
December 4, 2004

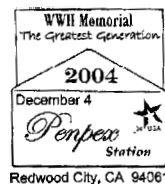
December 4, 2004

Women's Club of Odessa  
CHRISTMAS IN ODESSA  
STATION  
POSTMASTER  
312 MAIN ST  
ODESSA DE 19730-9998



December 3-5, 2004

Florida State Stamp Show  
FLOREX STATION  
POSTMASTER  
PO BOX 620045  
ORLANDO FL 32862-0045



December 4-5, 2004

Postal Service  
PENPEX STATION  
POSTMASTER  
1401 ROOSEVELT AVE  
REDWOOD CITY CA  
94061-9998



**Zoar Village Station**  
Dec. 4, 2004  
Zoar, OH 44697

December 4–5, 2004  
*Postal Service*  
ZOAR VILLAGE STATION  
POSTMASTER  
171 W FIRST ST  
ZOAR OH 44697-9998



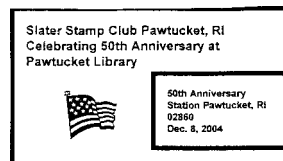
**Hanukkah  
Celebration  
Station**  
December 7, 2004  
Island Park, NY 11558

December 7, 2004  
*Postal Service*  
HANUKKAH CELEBRATION  
STATION  
POSTMASTER  
PO BOX 9998  
ISLAND PARK NY 11558-9998



**15th Annual Christmas  
on the Prairie Station**  
December 4, 2004  
Wahoo NE 68006

December 4–5, 2004  
*Wahoo Chamber of Commerce*  
15TH ANNUAL CHRISTMAS  
ON THE PRAIRIE STATION  
OIC  
134 E 6TH ST  
WAHOO NE 68066-9998



December 8, 2004  
*Slater Stamp Club*  
50TH ANNIVERSARY STATION  
POSTMASTER  
40 MONTGOMERY ST  
PAWTUCKET RI 02860-9998



**"Simply Christmas"  
19th Annual  
Soroptimist Christmas Tree  
Festival Station**

December 5, 2004 - Jackson, WY 83001

December 5, 2004  
*Soroptimist*  
SOROPTIMIST CHRISTMAS  
TREE FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
JACKSON WY 83001-9998

— Stamp Services, Government Relations, 11-25-04

## 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
Employ People With Disabilities	Sept. 1–Nov. 30
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, 11-25-04

## ORDERING INFORMATION

**2005 Plain Stamped Envelope**

Follow these procedures to ensure the timely receipt of plain stamped envelope orders. Current and new accountable paper custodians should retain this document for reference and review it frequently. For complete information, refer to Handbook F-1, *Post Office Accounting Procedures*, section 423.43, Ordering Stamped Envelopes. The current edition of Handbook F-1 is 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*.
- Click on *HBKs*.

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

All stamp distribution offices (SDOs) may submit requisitions to Stamp Fulfillment Services (SFS) for stamped envelopes. Plain stamped envelopes can be ordered once every 4 weeks according to the requisition schedule shown in Figure 1 on page 75. Submit requests to SFS using PS Form 3205, *Requisition for Plain Stamped Envelopes*, which is shown in Figure 2 on page 76. Submit all requisitions to arrive at least 7 days before the due date indicated on the schedule in Figure 1. **Shipments are made in the second week following the scheduled submission week.** Please maintain an 8-week inventory of stamped envelopes. *Note:* The submission week for stamped envelopes is *not* the same as those for stamps and stamped cards (see Handbook F1, 423.43, item 5).

Use a preaddressed EP-10E envelope, which is available from the Material Distribution Center (MDC), to submit PS Form 3205 to SFS. Do not lend PS Forms 3205 to other Post Offices™. These forms are preprinted with your finance number and office information. They are issued in ascending numerical sequence in lots of 100 cards (see Handbook F-1, 423.43, item 2). When your current supply of PS Forms 3205 is depleted, order a new supply by submitting PS Form 3206, *Order for Forms 3205*, which is shown in Figure 3 on page 77.

*Please note the packing requirements.* To help the processing of your requisition, order only in the package sizes shown on PS Form 3205 (Figure 2), and/or the chart of carton sizes shown in Figure 4 on page 77. You must circle a specific packing size on PS Form 3205 or you will receive the 2,500-size carton for the #10 and #9 envelopes, and the 5,000-size carton for the #6-3/4 envelopes, for quantities in those amounts or greater. When ordering full pallets of envelopes, refer to Figure 5 on page 77 for the standard

palletized quantities used to meet new Postal Service shipping and stacking requirements.

You can order the EP-10E envelope, preaddressed to SFS, by using the touch tone order entry (TTOE) as follows: Call 800-332-0317, option 2.

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

Use the following information to order the EP-10E envelope:

<b>PSIN:</b>	EP10E
<b>PSN:</b>	7530-01-364-7065
<b>Unit of Measure:</b>	EA
<b>Minimum Order Quantity:</b>	10
<b>Bulk Pack Quantity:</b>	2,500
<b>Quick Pick Number:</b>	N/A
<b>Price:</b>	\$0.0966

If you have not already done so, please order this new envelope immediately, and destroy all previous issues of EP-10E envelope. Using the new envelope will speed up the delivery and processing of your requisition.

**Emergency Requisitions**

If you need stamped envelopes urgently to fulfill customer demand outside the normal requisitioning cycle, you may submit an emergency requisition. Submit a memorandum with the requisition listing the reason for the out-of-cycle order, the date the envelopes are required, the requisition number, the quantity and item, the signature of the local manager, and the SDO telephone number, city, state, and ZIP Code™. If this information is not included on the memo, the requisition will be processed as a normal requisition. Processing orders out-of-cycle increases shipping and handling cost, so please submit emergency requisitions only if you are unable to get stock from your SDO or accountable paper depository.

**Receipt of Stock**

Examine each shipping carton to make sure that all cartons are addressed to your office, that the seals are not broken, and that the cartons are not damaged. If there are any signs of tampering, report to the inspector in charge immediately (Handbook F-1, 423.6, item 3).

**Always enter the total value of the stock as noted on PS Form 3309, *Advice of Shipment/Stamp Invoice*, even if physical quantity is not the same. This amount has been charged to your finance number as of the date of shipment.** If you enter a figure other than the total

from PS Form 3309, you will receive a statement of difference from the postal data center. Allow 3 weeks from date of shipment before reporting full-carton nonreceipts to SFS. If a Post Office ordered the incorrect item from an SDO, contact that SDO for permission to return or exchange the stock. If the contractor furnished an SDO the incorrect item, contact SFS for information on how to receive an Advice of Shipment for stock received (Treat-As-Filled) or how to return stock to SFS for replacement if it cannot be used.

To report nonreceipt of a carton or cartons, send a memo to SFS. **Do not use PS Form 8144, *Stamp Discrepancy Report*, to report nonreceipts of full cartons or for incorrect items.** After a reasonable time, if all efforts fail to locate the missing carton(s), and the proper notifications have been made, Headquarters Stamp Acquisition and Distribution will grant permission by adjudicating a Claim for Loss for the missing carton(s). Prepare PS Form 2130, *Claim for Loss*, and follow the standard procedures for submitting the claim.

### Shortages in Sealed Cartons

If one or more boxes of 500 are missing in a sealed carton, report by telephone to Stamp Acquisition, Quality Assurance (703-292-3808). Follow up by reporting shortage on PS Form 8144 to the address on the form. Include the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box on the PS Form 8144 so that the contractor can be appropriately notified.

Total all PS Forms 8144 at end of each month and file a PS Form 2130 following the procedures outlined in Handbook F-1, 446.12.

### Shortages in Open/Damaged Cartons

If there are any signs of tampering and stock is missing from a carton, report it to the inspector in charge immediately (see Handbook F-1, 423.6, item 3).

### Damaged Cartons

Handle stamped envelopes that are damaged according to Handbook F-1, part 452.

### Overages in Sealed Cartons

Report overages on PS Form 8144 immediately and send a *copy* to the address on the form. Include on the PS Form 8144 the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box so that the contractor can be appropriately notified.

**Process the overage into your stock and maintain a copy of PS Form 8144 for record and justification.**

### Defective Stock

Defective stock is not saleable and must remain the property of the Postal Service. It must be returned

immediately to main stock and then to the SDO, if applicable. Follow the procedures for shortages as noted previously.

Report defective stock on PS Form 8144 immediately and send a *copy* to the address on the form. Include the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box on the PS Form 8144 so that the contractor can be appropriately notified.

### Stamped Envelope Discount

Full boxes of stamped envelopes may be sold to customers using the rates shown in the *Domestic Mail Manual* P020, which results in making sales at a discount. Your office was charged the individual price when the envelopes were shipped to you. Use PS Form 3220, *Claim for Stamped Envelope Discount*, to account for all full boxes of envelopes sold to customers at a discount (see Handbook F-1, 426.82).

Figure 1. Requisition Schedule FY 2003

Offices having ZIP Codes beginning with:	Submit requisition to reach SFS before:
004-099, 100-199, 200-239, 244, 254, 260-268, 439-447	December 25, 2004 January 22, 2005 February 19, 2005 March 19, 2005 April 16, 2005 May 14, 2005 June 11, 2005 July 9, 2005 August 6, 2005 September 3, 2005 October 1, 2005 October 29, 2005 November 26, 2005
240-243, 245-253, 255-259, 270-299, 300-397, 400-418, 421-422, 425-438, 448-462, 465-474, 480-497, 700-705, 707-709, 713-717, 719-729	January 1, 2005 January 29, 2005 February 26, 2005 March 26, 2005 April 23, 2005 May 21, 2005 June 18, 2005 July 16, 2005 August 13, 2005 September 10, 2005 October 8, 2005 November 5, 2005 December 3, 2005

Offices having ZIP Codes beginning with:	Submit requisition to reach SFS before:
420–423–424, 463–464, 475–479, 498–499, 500–588, 600–678, 680–689	January 8, 2005 February 5, 2005 March 5, 2005 April 2, 2005 April 30, 2005 May 28, 2005 June 25, 2005 July 23, 2005 August 20, 2005 September 17, 2005 October 15, 2005 November 12, 2005 December 10, 2005
590–599, 679, 690–693, 706, 710–712, 718, 730–799, 800–898, 900–999	January 15, 2005 February 12, 2005 March 12, 2005 April 9, 2005 May 7, 2005 June 4, 2005 July 2, 2005 July 30, 2005 August 27, 2005 September 24, 2005 October 22, 2005 November 19, 2005 December 17, 2005

*Note:* The requisition schedule for stamped envelopes is not the same as the schedule for stamps and stamped cards.

Figure 2. PS Form 3205, *Requisition for Plain Stamped Envelopes*


						St.	Office	
City, State, and ZIP Code				Req. No.	Region No.	Finance Number		Your Week to Order
Item No.	Quantity Requisitioned	Date of Requisition		Phone Number (Include area code)			Signature	
		Mo.	Day	Year				
See Handbook F-1 for Instructions as to HOW and WHEN to order								
Postmaster/Accountable Paper Custodian: Check packing specifications for each envelope type ordered		6¾		<input type="checkbox"/> Package of 500	<input type="checkbox"/> Package of 1,000	<input type="checkbox"/> Package of 2,500	<input type="checkbox"/> Package of 5,000	
		9 & 10		<input type="checkbox"/> Package of 500	<input type="checkbox"/> Package of 1,000	<input type="checkbox"/> Package of 2,500		
				1. Use a separate form for each item or packaging configuration ordered (the minimum order for banded items is 1,000). Complete and verify each data element. Use forms in ascending requisition sequence. This is an accountable form and is preprinted with your office name and finance number. <b>Do not</b> lend to another office.				
				2. Send this completed form to <b>STAMP FULFILLMENT SERVICES (SFS)</b> in a pre-addressed EP10E envelope, (available from your servicing MDC). <b>NOTE:</b> This requisition must arrive at the SFS a week before the week shown above to be shipped in cycle. <b>Emergency Orders:</b> Attach a justifying memo stating reason for expedited request. <b>Do not write messages on this form.</b>				
PS Form 3205, August 1999				Requisition for Plain Stamped Envelopes				

Figure 3. PS Form 3206, Order for Form 3205


City, State, and ZIP Code		Req. No.	Region No.	St.	Office	Signature
				Finance Number		
<b>Postmaster/Accountable Paper Custodian:</b> Complete <i>Quantity</i> and <i>Date of Request</i>		Quantity Ordered <input type="checkbox"/> 100 ( <i>SDOs Only</i> ) <input type="checkbox"/> 50 ( <i>All other post offices</i> )		Date of Request Mo.    Day    Year		Phone Number ( <i>Include area code</i> )
 <p>1. Use this form to order additional Forms 3205.</p> <p>2. Place this form in your deck of unused Forms 3205 to serve as a replenishment reminder.</p> <p>3. Complete <i>Quantity Ordered</i> (<i>NOTE: SDOs order 100; all other post offices order 50</i>) and <i>Date Requested</i>. Sign and mail to <b>STAMP FULFILLMENT SERVICES</b> in a pre-addressed EP10E envelope, (available from your servicing MDC). Another Form 3206 will accompany your new supply of Forms 3205.</p> <p>4. This is an accountable form and is preprinted with your office name and finance number. <b>Do not</b> lend to another office.</p>						
PS Form <b>3206</b> , August 1999			<b>Order for Form 3205, Requisition for Plain Stamped Envelopes</b>			

Figure 4. Carton Sizes

Type of Envelope	Carton Sizes
#6-3/4	500; 1,000; 2,500; 5,000*
#9 and #10	500; 1,000; 2,500**

Maximum quantity that can be ordered per requisition is 2,500,000.

\* For quantities greater than 5,000, must order in multiples of 5,000.

\*\* For quantities greater than 2,500, must order in multiples of 2,500.

Figure 5. Standard Palletized Quantities

Quantities to Order to Receive Full Pallet			
Pallet Size		Quantity	Number Of Cartons
500 Carton:	#10	70,000	140
	#9	56,000	112
	#6-3/4	72,000	144
1,000 Carton:	#10	64,000	64
	#9	64,000	64
	#6-3/4	72,000	72
2,500 Carton:	#10	75,000	30
	#9	87,500	35
	#6-3/4	140,000	56
5,000 Carton:	#6-3/4	140,000	28

— Stamp Services,  
Government Relations, 11-25-04

# 'TIS THE SEASON TO SAVE ON SHIPPING.



**Choose Priority Mail® service.**



## 2005 Requisition Schedule — Postage Stamps and Stamped Cards

All stamp distribution offices (SDOs) submitting requisitions to the Bureau of Engraving and Printing (BEP) for postage stamps and to the Government Printing Office (GPO) for stamped cards should refer to the 2005 requisition schedule appearing with this article.

When ordering postage stamps from the BEP, submit PS Form 3356, *Stamp Requisition — Bulk Quantities* (Note: use PS Form 3356 to order only those postage stamps manufactured by the BEP). When ordering stamped cards from GPO, submit PS Form 3216, *Requisition for Postal Cards — Bulk Quantities*.

**Until further notice, do not mail your stamp or post card requisitions to BEP or GPO, but follow the procedures as outlined below.**

1. Complete PS Form 3356 (for stamps from BEP), or PS Form 3216 (for cards from GPO).
2. Print *clearly* all required information.
3. Enter the appropriate item number (*reminder:* accountable paper depositories (APDs) are the primary source of supply for stamp items not available for bulk requisitioning from suppliers).
4. Enter the quantity requisitioned. (Do not exceed the maximum quantity per requisition, or the order will be edited down to that prescribed amount.)
5. Signatures are required. Requisitions must contain a signature.
6. Photocopy the completed forms three to a sheet if possible, but *do not* combine BEP and GPO requisitions on the same sheet. Please keep requisitions to BEP and GPO separate.
7. Fax to Headquarters Stamp Distribution at 703-292-4095.
8. Retain the original PS Forms 3356 and 3216 at your SDO or accounting office. *Do not mail.*
9. Before faxing, examine photocopies for clarity. Leave a space of approximately one-half inch at the top of the photocopy to allow for the fax transmission's informational header.

Requisitions to the BEP for postage stamps and to the GPO for stamped cards must be faxed at least 1 week before the date assigned on the schedule. Shipments will begin approximately 7 to 10 days after that date. Strict compliance with this schedule equalizes the workload and maximizes transportation efficiency.

Requisitions to the BEP that are received after their assigned date are processed and shipped as time permits, but no later than the next designated ordering cycle. Requisitions to the GPO that are received after their assigned date are deferred until the next designated ordering cycle.

This schedule does not apply to orders for precanceled stamps or to *properly identified and documented* emergency orders. Such orders are processed immediately upon receipt. Nevertheless, it takes 7 to 10 days from the date of submission before the requisitioning office receives the stock. Offices must identify emergency orders by faxing a separate memorandum with the requisition. The memorandum must list the reason for out-of-schedule ordering, and include the requisition number, item number, manager's signature and city, state, and ZIP Code™. Unless such a memorandum is received, the BEP and GPO will follow normal processing procedures. Processing orders "out of schedule" increases shipping and handling costs; consequently, this practice must be avoided when possible.

Complete instructions for ordering stock in bulk quantities may be found in the current edition of Handbook F-1, *Post Office Accounting Procedures*, section 423.4. The current edition of Handbook F-1 is 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*.
- Click on *HBKs*.

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

**2005 Requisition Schedule (BEP and GPO Only)**

Offices Within These States...	Submit Requisitions to Reach Supplier by...					
Alaska, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming	Jan. 3	Feb. 28	Apr. 25	Jun. 27	Aug. 22	Oct. 24
Arizona, California, Guam, Hawaii	Jan. 10	Mar. 7	May 2	July 4	Aug. 29	Oct. 31
Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin	Jan. 17	Mar. 14	May 9	July 11	Sep. 12	Nov. 7
Illinois, Indiana, Kansas, Kentucky, Missouri, Ohio	Jan. 24	Mar. 21	May 16	July 18	Sep. 19	Nov. 14
Arkansas, Louisiana, Mississippi, Oklahoma, Tennessee, Texas	Jan. 31	Mar. 28	May 23	July 25	Sep. 26	Nov. 21
Alabama, District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia	Feb. 7	April 4	Jun. 6	Aug. 1	Oct. 3	Nov. 28
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	Feb. 14	April 11	Jun. 13	Aug. 8	Oct. 10	Dec. 5
Delaware, New Jersey, New York, Pennsylvania, Puerto Rico	Feb. 21	April 18	Jun. 20	Aug. 15	Oct. 17	Dec. 5

*Note:* The requisition schedule for stamps and stamped cards is not the same as the schedule for stamped envelopes.

— Stamp Services, Government Relations, 11-25-04

## Supply Management

### I.M.P.A.C. Purchase Cardholders Targeted by “Phishing” Scams

Numerous Postal Service™ employees — especially I.M.P.A.C. purchase cardholders — have received illegitimate e-mail messages claiming to be from financial institutions such as Wells Fargo, Washington Mutual, Sun Trust Bank, Citibank, and U.S. Bank. The sources of the e-mails have managed to duplicate the logos from these banks to make their messages seem authentic. This e-mail scam is called “phishing.” You should not open or respond to any e-mail containing a logo from a financial institution.

Some purchase cardholders have even received illegitimate telephone messages claiming to be from U.S. Bank to verify account information. The U.S. Bank’s Fraud Prevention and Investigation team would never contact a cardholder by e-mail or telephone to ask for sensitive information. They ask that you do not reply to those calls or e-mails under any circumstances and that you do not click on any included links. Instead, please forward them to [fraud\\_help@usbank.com](mailto:fraud_help@usbank.com) so that the bank may use them in their efforts to identify the sources responsible for these fraud attempts. If you have already replied to an illegitimate e-mail and given out any information, contact U.S. Bank or Citibank (depending on which card information you gave out) and let them know your card has been compromised. They will cancel your card and issue a new one.

The Postal Service is aware that a “phishing” e-mail has been going out to Citibank Travel cardholders also. If you receive a fraudulent e-mail relating to your Citibank Travel Card, please forward the message to Citibank Security at [emailspoof@citigroup.com](mailto:emailspoof@citigroup.com) and copy Phyllis Johnston, Headquarter’s Travel Card coordinator.

Please keep in mind that *no financial institution would contact you (via e-mail or telephone) requesting updates or information about you or your account.* The Postal Service uses technical countermeasures to mitigate “phishing” attacks to protect our infrastructure. As part of that, the Office of the Inspector General (OIG) is currently investigating the sources of these messages and needs to be able to identify the recipients. You should send all questionable e-mail to USPSCIRT at [abuse@usps.gov](mailto:abuse@usps.gov) and to the OIG’s Financial Fraud Unit at [financialfraud@uspsoig.gov](mailto:financialfraud@uspsoig.gov).

Thank you for your cooperation.

— National I.M.P.A.C. Program,  
National Supply Management Programs, 11-25-04

## Quick Pick List

When accessing the Material Distribution Center (MDC) Touch Tone Order Entry (TTOE) system, sites can use either the 13-digit stock number or the 3-digit quick pick number (if one has been assigned). Included in this *Postal Bulletin* are the most recent quick pick list on pages 83–95 and the instructions for using TTOE on page 82. These instructions and the *most current* quick pick list can also be downloaded from the Supply Management Web site at <http://blue.usps.gov/purchase/material>; click on *Download Files*, then *Other Files*, and then *Quick Pick List*.

Column heading abbreviations: QP# = quick pick number; PSN = postal stock number; UI = unit of issue; Iss Incr = issue increment; BPQ = bulk pack quantity; DVD = direct vendor delivery.

Unit of issue abbreviations: BK = book; BT = bottle; BX = box; CD = card; CE = cone; CN = can; CT = carton; DZ = dozen; EA = each; FT = foot; GL = gallon; HD = hundred; MX = thousand; PD = pad; PG = package; PR = pair; PT = pint; RL = reel; RM = ream; RO = roll; SE = set; SH = sheet; SL = spool.

Disclaimer notice: The listed prices and bulk pack quantities (BPQs) are subject to change as new inventories are received at the MDC. Items marked with an asterisk (\*) are ordered through the MDC but shipped directly from the vendor. For the latest price information, contact Materials Customer Service at 800-332-0317, option 4, option1, option 1, option 4 (available 24 hours a day).



### TOUCH TONE ORDER ENTRY

The advantages of using the Touch Tone Order Entry System include:

- Faster order processing
- Immediate feedback on ordered items
- Improved order accuracy

Item status such as cost and availability may be obtained 24 hours a day by accessing the automated system at 1-800-332-0317, option 4, option 1.

### TOLL FREE ORDER LINES

To place an order, Dial 1-800-332-0317, and press option 2

System is unavailable between 4:00 am and 6:00 am Central time due to maintenance

### PROCESSING TIMES

Orders placed before 4:45 pm Central Time will be processed that evening for release to the warehouse the next business day

### HOW TO REGISTER

Only NEW users must register to use the system. To register, call 1-800-332-0317, option 1, extension 2925. Follow the instructions to leave a message. (Wait 48 hours before placing your first order)

### HOW TO ACCESS THE SYSTEM

1. If you have registered previously, call 1-800-332-0317, press **2** to place an order.
2. Enter the 10 digit Access Code chosen when registering to use the system (usually your office phone number).
3. The System will tell you your FEDSTRIP number (if the FEDSTRIP number the system gives you is not your FEDSTRIP number, do not continue with your order. Press **2** to reenter your Access Code to try again or press **0** for assistance)

Press

- 1** if correct
- 2** to re-enter Access Code
- 0** to transfer to Materials Customer Service for assistance
- #** to end the call

### TO PLACE AN ORDER

Press **1** to order by 13 digit NSN

Enter **13 digit NSN** (check **PUB223** or **PUB247** for the correct **NSN**.)  
After the prompt,

Enter Quantity then press the \* key.

The System will repeat the **Item number** ordered

The System will repeat the **Quantity** ordered

The System will tell you the **Unit of Issue** ordered

Press

- 1** if correct (places order for item)
- 2** to re-enter order

Or press **#** to return to Main Menu.

**ONLY MAINTENANCE CAPABLE OFFICES WILL BE GIVEN THE OPPORTUNITY TO USE THIS OPTION – ORDERS ARE PROCESSED HOURLY**

Press **3** to order emergency vending machine parts.

Enter the vending part **13 digit NSN**

After the prompt,

Enter Quantity then press the \* key.

The System will repeat the **Item number** ordered

The System will repeat the **Quantity** ordered

The System will tell you the **Unit of Issue** ordered

Press

- 1** if correct (places order for item)
- 2** to re-enter order

Or press **#** to return to Main Menu.

Press **1** for Express Mail, Press **2** for Priority Mail

Press **#** to return to Main Menu

Press **2** to order by 3 digit Quick Pick#

Enter **3 digit Quick Pick Number**

After the prompt,

enter **Quantity** then press the \* key.

The System will repeat the **Item number** ordered

The System will repeat the **Quantity** ordered

The System will tell you the **Unit of Issue** ordered

Press

- 1** if correct (places order)
- 2** to re-enter order

Or press **#** to return to Main Menu.

Press **4** to order keys for Mail Equipment Shop (MES) locks

Enter the **4 or 5 digit lock #** then press the \* key.

Enter up to a 6 digit box # then press the \* key.

If no box #, then press the \* key.

Enter up to a 2 digit **Quantity** then press the \* key.

After the prompt,

The System will repeat the **lock #** ordered

The System will repeat the **box #** if one was given

The System will repeat the **Quantity** ordered

Press

- 1** if correct (places order for item)
- 2** to re-enter order

Or press **#** to return to Main Menu

**CONTACT MES @ 202-281-2626 WITH ANY DISCREPANCIES OR IF ORDER IS NOT RECEIVED IN 3 WEEKS.**

### TO EXIT THE SYSTEM

Press **#** to return to the Main Menu, then **#** from the Main menu to end the call.

If your order was accepted, you will be given a 9-digit order number consisting of the last four digits of the FEDSTRIP along with 4-digits of the Julian date and ending with an "S". You will also be given the total number of items ordered and total approximate cost. In addition, you will be given a chance to transfer to a customer service representative.

**IF YOU HANG UP WITHOUT EXITING PROPERLY, YOUR ORDER WILL BE PLACED, HOWEVER, YOU WILL NOT RECEIVE YOUR ORDER NUMBER.**

### How To Get Help

For help or problems with the ordering system, call 1-800-332-0317, option **4**.  
Materials Customer Service hours of operation are M-F 6 AM – 6 PM Central Time

MATERIAL DISTRIBUTION CENTER  
600 SW GARY ORMSBY DR  
TOPEKA KS 66624-9998

**Quick Pick List — Supply Items (FY2005, revise date 11/3/2004)**

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
555	DEC10	7690-03-000-6229	DEC,GLOBAL PRIORITY MAIL STICKER	EA	\$0.0000	1		*
525	6ACCD	7690-04-000-8732	DEC, CREDIT CARD DOOR DECAL	EA	\$0.0237	1	400	
574	C1105B	8345-00-753-3234	FLAG, NATIONAL, NYLON, 3-1/2 FT X 6 FT 7-3/4 INCHES	EA	\$31.0400	1		
584	C1105C	8345-00-753-3235	FLAG, US, NYLON STORM, 5 X 9-1/2 FT, W/GROMMET, RED WHT, BLU	EA	\$44.5900	1		
001	CA1	7530-03-000-9308	FORM, NOT INJ/CL COMP	SH	\$0.0257	1	2200	
344	CA16	7530-03-000-9302	FORM, AUTH FOR EXAMINATION AND /OR TREATMENT	SH	\$0.0221	1	2000	
002	CA17	7530-03-000-9116	FORM, DUTY STATUS REPORT	SH	\$0.0219	1		*
345	CA2	7530-03-000-9152	FORM, COMP CLAIM OCCUP DISE	SH	\$0.0284	1	1500	
486	CA7/CA20	7530-03-000-9195	FORM, COMPENSATION CLAIM	SH	\$0.0452	1	1000	
591	CPG13201-02	7610-07-000-0935	13201-02: POSTMASTER TRAINING, LEVEL A-16, SELF STUDY GUIDE	EA	\$24.8310	1		*
346	D1147	7530-01-364-3429	CARD, CARRIER INFO, ROUTE, 8 X 10 INCHES, ADHESIVE BACK	EA	\$0.1826	1	500	
347	D1148	7530-01-000-9249	CARD, COLLECTION TEST, 13 X 10 INCHES, PLASTIC	EA	\$1.5818	1	250	
349	D1168	7110-02-000-8002	LEG, COLLECTION BOX, BLUE, 4- 7/8 IN HT	EA	\$5.9234	1	30	
003	D1200F	8465-01-141-0813	BAG, SATCHEL, CARRIER'S, 2 COMPARTMENTS, ONE PATCH PKCT	EA	\$18.1899	1	25	
604	D1210A	8465-03-000-6008	SATCHEL ASSY, DBL BAG, W/ ONE RAIN FLAP (TWO ARE NEEDED)	EA	\$31.3500	1	25	
004	D1211A	5340-01-365-1060	STRAP, SHOULDER, CARRIER SATCHELL, LEATHER, 40 X 1 INCHES	EA	\$1.9939	1	200	
005	D1211B	5340-02-000-8196	BUCKLE, CARRIER, SATCHEL, 2.06 X 1.28 INCHES, CAST IRON	EA	\$0.1791	1	400	
006	D1211C	5340-00-205-5574	SNAP HOOK, SWIVEL, CARRIER SATCHEL, 2.950 X 1.410 INCHES	EA	\$0.3990	1	400	
007	D1212	8465-01-365-7843	PAD, SHOULDER STRAP, CARRIER, NYLON,	EA	\$2.0499	1	100	
350	D1216E	5340-02-000-8129	STRAP TIE NYLON, MED, 30 INCHES LG, BLUE	EA	\$0.8500	1	500	
008	D1216F	5340-01-365-6143	STRAP, TIE, NYLON, LARGE, BLUE, 36 INCHES LONG	EA	\$0.9071	1	500	
615	D1217A	4010-01-365-6107	CHAIN, KEY, W/O RINGS, WITH BELT LOOP, 27-1/2 INCHES	EA	\$1.3481	1	500	
351	D1218	5365-01-000-9101	RINGS, KEY, CARRIER, USED WITH ITEMS D1217A & B, 1 INCH DIA	EA	\$0.0320	100	7000	
054	DEC55A	7690-02-000-8286	DECAL, MAIL EMBLEM, EAGLE, LG 10 X WD 10 INCHES,	EA	\$4.9700	1		*
055	DEC55B	7690-03-000-5742	DECAL, COLLECTION SCHEDULE, 5-1/8 X 10-3/4 INCHES	EA	\$0.2740	1		*
056	DEC55C	7690-02-000-8288	DEC, DEPOSIT FOR MAIL COLLECTION, 5-3/4 X 1-11/16 INCHES	EA	\$0.1600	1	4000	
517	DECDDD1	7690-04-000-6662	DEC, STOP IMPORTANT CUSTOMER INFO	EA	\$0.0455	50		*
518	DECDDD3	7690-04-000-6666	DECAL, STOP IMPORTANT CUSTOMER INFO	EA	\$0.0380	1		*
526	DMM100	7610-05-000-5072	MANUAL, A CUSTOMER'S GUIDE TO MAILING	EA	\$0.1883	1	200	
534	DMM200A	7610-07-000-7089	PUB, A GUIDE TO MAILING FOR BUSINESSES AND ORGANIZATIONS	EA	\$0.6750	1	50	
588	DS10	7530-01-000-9253	FORM, BIRTH AFFIDAVIT	SH	\$0.0000	1	3000	
009	DS11	7530-03-000-3540	FORM, PASSPORT APPLICATION	EA	\$0.0000	250	1500	
529	DS19	7530-03-000-3529	FORM, PASSPORT AMEND APPLICATION	EA	\$0.0000	25	3000	

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582	DS3053	7530-05-000-4555	STATEMENT OF CONSENT: INSSUANCE OF A PASSPORT TO A MINOR 14	EA	\$0.0000	1	3000	
537	DS60	7530-03-000-3652	FORM, AFFIDAVIT/ CHANGE OF NAME	EA	\$0.0000	1	3000	
535	DS64	7530-03-000-3650	FORM, LOST OR STOLEN PASSPORT	EA	\$0.0000	50	2000	
536	DS71	7530-01-000-9260	FORM, IDENTIFYING WITNESS	SH	\$0.0000	25	3000	
010	DS82	7530-01-000-9261	FORM, PASSPORT APPLICATION BY MAIL	SH	\$0.0000	250	1500	
538	DS86	7530-04-000-1054	FORM, STATEMENT OF NONRECEIPT OF PASSPORT	EA	\$0.0000	1	3000	
607	DSP11BROCHURE	7530-05-000-4435	BROCHURE, PASSPORT APPLICATION FOR CHILDREN UNDER 14 YRS	EA	\$0.0000	1	3000	
539	DSPEXP1	7690-04-000-5078	LAB, EXPEDITE STICKERS (10 STICKERS PER SHEET)	SH	\$0.0000	1	11600	
353	ELMISSUE	7610-02-000-9963	MANUAL, EMPLOYEE LABOR RELATIONS	EA	\$3.2832	1	10	
354	EMO4	7530-01-365-8691	ENVELOPE, MONEY ORDER, WINDOW, 3-1/2 X 6-1/2 INCHES, TAN,	EA	\$0.0101	100	5000	
011	EP101	7530-01-364-3875	ENVELOPE, GENERAL USE, POSTMASTER, 11 X 12-1/2, WHITE	EA	\$0.0393	100	500	
012	EP104	7530-01-365-4677	ENVELOPE, GEN USE, 12 X 16 INCHES, WHITE	EA	\$0.0959	100	500	
355	EP11	7530-01-364-3876	ENVELOPE, COMBINATION REGISTRY BILL CONTAINER, 4 X 6 IN	EA	\$0.0629	50	1250	
013	EP13	7530-01-364-1883	ENVELOPE, TYVEK RECEIPT HOLDER, EXP MAIL, 4 X 6, 500 PER CT	EA	\$0.0000	1		*
014	EP13A	7530-01-364-1884	ENVELOPE, EXPRESS MAIL, 12-1/2 X 9-1/2, (500 PER CT)	EA	\$0.0000	1		*
015	EP13B	7530-01-364-1885	ENVELOPE, PAPER, W/CLEAR WINDOW, 4-1/4 X 10 IN, (500 PER CT)	EA	\$0.0000	1		*
016	EP13C	7530-01-364-1886	ENVELOPE, EXPRESS MAIL, TYVEK, 12" X 15.5", EP13C	EA	\$0.0000	1		*
017	EP13E	7530-01-364-1880	ENVELOPE, EXPRESS MAIL INT'L, 8-7/8 X 12 INCHES (800 PER CT)	EA	\$0.0000	1		*
018	EP13F	7530-01-364-1881	ENVELOPE, EXPRESS MAIL, FLAT, (25 PER CT)	EA	\$0.0000	1		*
019	EP14	7530-01-000-9264	ENVELOPE, PRIORITY MAIL, 12 X 15-1/2 INCHES, (800 PER CT)	EA	\$0.0000	1		*
020	EP14F	7530-01-364-1882	ENVELOPE, PRIORITY MAIL FLAT RATE, 9-1/2 X 12-1/2 INCHES	EA	\$0.0000	1		*
547	EP14H	7530-04-000-4322	ENVELOPE, PRIORITY MAIL W/WINDOW, 5 X 10 INCHES,	EA	\$0.0000	1		*
553	EP15A	7530-03-000-9485	ENVELOPE, GLOBAL PRIORITY FLAT RATE (LARGE) 12-1/2 X 9-1/2	EA	\$0.0000	1		*
554	EP15B	7530-03-000-9486	ENVELOPE, GLOBAL PRIORITY FLAT RATE (SMALL), 10 X 6 INCHES	EA	\$0.0000	1		*
557	EP15GP	7530-04-000-5107	ENVELOPE, GLOBAL PRIORITY MAIL, TYVEK, 15-1/2 X 12 INCHES	EA	\$0.0000	1		*
564	EP16A	7530-04-000-8877	ENVELOPE, CARD BD, EXPRESS MAIL GLOBAL, 9-1/2 X 12-1/2 IN	EA	\$0.0000	1		*
565	EP16B	7530-04-000-8878	ENVELOPE, TYVEK, (12 X 15.50) EXPRESS MAIL GLOBAL GUARANTEE	EA	\$0.0000	1		*
021	EP186	7530-00-767-5707	ENVELOPE, PENALTY, GEN USE, 3-5/8 X 6-1/2 INCHES, WHITE	EA	\$0.0074	500	5000	
022	EP1865D	7530-01-363-9264	ENVELOPE, POSTAGE DUE, 3-5/8 X 6-1/2 INCHES, WHITE, BLK PRIN	EA	\$0.0072	500	5000	
459	EP189	7530-01-363-9266	ENVELOPE, GEN USE, 3-7/8 X 8-7/8 INCHES, WHITE	EA	\$0.0093	500	2500	
596	EP192A	7530-07-000-0531	ENVELOPE, BLANK TYVEK, 7.5" X 10.5", EP192A	CT	\$26.8000	1	1	
614	EP192B	7530-07-000-0532	ENVELOPE, BLANK TYVEK, 9" X 12", EP192B	CT	\$36.6000	1	1	
023	EP194	7530-01-363-9267	ENVELOPE, GEN USE, 4-1/2 X 10-3/4 INCHES, WHITE	EA	\$0.0109	500	2500	

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356	EP396	7530-01-363-9270	ENVELOPE, REGISTRY JACKET,(INTRNTNL) 11 X 15 INCHES, TAN	EA	\$0.3640	50	250	
024	EP399	7530-01-363-9559	ENVELOPE, REGISTRY ,REUSEABLE, 11 X 15 INCHES, BROWN	EA	\$0.1497	100	500	
025	EP433	7530-00-935-6578	ENVELOPE, WINDOW, 3.875" X 8.875", WHITE (1000 PER PKG)	EA	\$0.0105	500	2500	
026	EP51	7530-01-043-7620	ENVELOPE, GEN USE, 6 X 9-1/2 INCHES, BROWN	EA	\$0.0138	250	2000	
027	EP875	7530-01-000-9642	ENVELOPE, GEN USE, 9-1/2 X 12-1/2, WHITE,	EA	\$0.0327	100	500	
028	EP9	7530-01-000-9270	ENVELOPE, REGISTRY JACKET, BROWN, 4 X 6 INCHES, RED PRINT	EA	\$0.1231	50	1250	
029	EP93	7530-00-935-6547	ENVELOPE, GEN USE, 10" X 15", BROWN	EA	\$0.0789	100	500	
532	HBKAS709	7610-03-000-0339	HBK, CREDIT CARD POL & PROC	EA	\$0.5900	1	40	
508	HBKDM901	7610-01-000-9064	HBK, REGISTERED MAIL	EA	\$0.7200	1	80	
358	HBKEL801	7610-02-000-9938	HBK, SUPERVISOR'S SAFETY HBK	EA	\$0.9833	1	80	
493	HBKEL812	7610-03-000-9190	HBK, HAZARDOUS MATERIALS	EA	\$0.2355	1	320	
359	HBKEL814	7610-01-000-9089	HBK, EMPLOYEE'S GUIDE TO SAFETY	EA	\$0.1049	1	400	
030	HBKEL901	7610-03-000-3827	HBK, AGR PS NALC	EA	\$0.9956	1	50	
484	HBKEL902	7610-01-000-9092	HBK, AGREE USPS/NRLCA	EA	\$0.5836	1	100	
361	HBKF21	7610-02-000-9914	HBK, TIME AND ATTENDANCE, INCLUDES REVISED CHAPTERS 1 & 5	EA	\$2.4883	1	20	
362	HBKM39	7610-01-000-9178	HBK, MGMT DELIVERY SERVICES	EA	\$2.6094	1	40	
476	HBKM41	7610-03-000-3553	HBK, CITY DLVY DUTIES	EA	\$1.1189	1	40	
533	HBKPO250	7610-03-000-9188	HBK, CONSUMER ANSWER BOOK	EA	\$3.0234	1	16	
031	HBKPO423	7610-03-000-9081	HBK, REQUISITIONING LABELS	EA	\$2.1700	1	70	
363	HBKPO603	7610-02-000-7023	HBK, CARRIER DUTIES AND RESPONSIBIL	EA	\$0.8838	1	60	
579	IBM0138B	7510-04-000-5514	RIBBON, PRINTER,IBM, W/USPS SECURITY INK (12 PER CT)	CT	\$63.3500	1		*
577	IBM0138C	7930-04-000-5515	CARDS, CLEANING, IBM, MICR CHECK READER (25 PER BX)	BX	\$40.0000	1		*
590	IBM0200	7025-05-000-4125	RECEIPT PRINTER CLEANING KIT	EA	\$86.9400	1		*
032	IMMISSUE	7610-02-000-9904	MANUAL, INTERNATIONAL MAIL	EA	\$1.8320	1	12	
571	K3288-BPP10	7920-04-000-7147	CARD, CLEANING, CURRENCY VALIDATOR (PACKAGE OF 10)	PG	\$1.9503	1	200	
034	LAB100	7690-03-000-9028	LAB, R T S POSTAGE DUE	EA	\$0.0304	1		*
364	LAB101V	7690-03-000-9299	LAB, PENALTY 1ST CLASS	EA	\$0.0089	252		*
035	LAB106	7690-03-000-9057	PRIORITY MAIL STICKER	SH	\$0.0000	1		*
036	LAB106A	7690-03-000-9056	PRIORITY MAIL, TAPE	RO	\$0.0000	1		*
037	LAB107	7690-02-000-7940	LAB, PRIORITY MAIL (50 PER PAD)	PD	\$0.0000	1		*
561	LAB107PGG3	7690-07-000-0954	LABEL, ID STICKER, (PRESSURE SENSITIVE 50/PAD) GXG	PD	\$0.0000	1		*
551	LAB107R	7690-03-000-9334	PRIORITY MAIL STICKER	RO	\$0.0000	1		*
038	LAB108	7690-03-000-3584	E/M CORPORATE ACCOUNT (50 PER PAD)	PD	\$0.0000	1		*
586	LAB112	7690-01-000-9093	LAB, ALARMS	EA	\$0.2100	1	1500	
592	LAB112A	7690-01-000-9094	LAB, ALARMS PROTECT POSTAL PROPERTY, FEDERAL CRIMES	EA	\$0.7020	1	1600	
580	LAB117A	7690-01-000-9097	LAB, WRNG ARMD RBRY E	EA	\$0.4908	1	1000	
544	LAB119	7690-04-000-5864	LAB, TAPE,EXPRESS MAIL (SELF ADHESIVE)	EA	\$0.0000	1		*
039	LAB11A	7690-02-000-9995	EXPRESS MAIL PO TO PO	EA	\$0.0000	1		*
040	LAB11B	7690-02-000-9996	LAB, EXPRESS MAIL PO TO AD	EA	\$0.0000	1		*
562	LAB11E	7690-02-000-9997	EXPRESS MAIL/CONT FOR	EA	\$0.0000	1		*
041	LAB11F	7690-02-000-9998	EXPRESS MAIL POST OFFICE TO ADDRESSEE	EA	\$0.0000	1		*
560	LAB11FGG1	7690-04-000-8880	LAB, GLOBAL EXPRESS GUARANTEED	EA	\$0.0000	1		*
511	LAB127	7690-05-000-0717	LABEL, SURFACE TRANSPORTATION ONLY (250 PER ROLL)	RO	\$2.0519	1		*

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545	LAB127R	7690-04-000-5865	LAB, STICKER, EXPRESS MAIL (SELF ADHESIVE)	RO	\$0.0000	1		*
042	LAB19A	7690-02-000-8745	LAB, AIRMAIL PAR AVION (50 PER PAD)	PD	\$0.1859	5	300	
043	LAB19B	7690-02-000-8746	LAB, AIRMAIL PAR AVION (250 PER PAD)	PD	\$0.2453	1	150	
044	LAB200	7690-03-000-9311	LAB, REGISTERED MAIL (600 PER ROLL)	RO		1		*
365	LAB208	7690-02-000-7029	LAB, BARCODED MAIL	EA	\$0.0260	1		*
046	LAB21	7690-03-000-9108	LAB, OFFICIALLY SEALED (250 PER PAD)	PD	\$0.3775	1	300	
048	LAB228	7690-02-000-7033	PM ADDRESS-SINGLE	EA	\$0.0000	1		*
049	LAB228C	7690-02-000-7034	PM ADDRESS-CON	EA	\$0.0000	1		*
550	LAB23	7690-04-000-5145	LAB, PRIORITY MAIL DROP SHIPMENT OPEN AND DISTRIBUTE	EA	\$0.0000	1		*
050	LAB230	7690-02-000-8684	LAB, LOOP MAIL	EA	\$0.0108	1		*
051	LAB234	7690-02-000-9924	PARCEL TO ADDRESSEE (114 PER PG)	PG	\$0.9833	1		*
052	LAB3	7690-01-000-9791	LAB, SAME 3-DIGIT ZIP CODE	RO	\$0.5800	1	100	
366	LAB33	7690-01-000-9043	LAB, WARNING PENALTY FOR DAMAGE TO MAILBOXES (PAD = 50 EACH)	PD	\$1.5020	1	300	
053	LAB41	7690-03-000-9264	LAB, G-10, OPEN RETURN ADDRESS, 5-1/2 X 3-7/16,	EA	\$0.0069	252		*
061	LAB5	7690-01-000-9003	SAME 5-DIGIT ZIP CODE	RO	\$0.4500	1	100	
057	LAB55D	7690-02-000-8289	LAB, PARCEL LOCKER LABEL	EA	\$0.0732	1	9000	
058	LAB6	7690-03-000-3740	LAB, VENDING EQU OUT OF OREDR	EA	\$0.1035	10		*
059	LAB63	7690-01-000-9067	LAB,EXP ML OUT SHPT	EA	\$0.0000	1		*
494	LAB87	7690-02-000-9962	LAB, REGISTERED OUTSIDE	SH	\$0.0105	100	20000	
060	LAB89	7690-03-000-9153	LAB, CLOSING REGIST MAIL CONTAINER (100 PER PAD)	PD	\$0.4141	1	200	
369	LABA	7690-03-000-9313	LAB, ALL FOR ADC	RO	\$0.5200	1	100	
519	LABDDD2	7690-04-000-6664	LAB, STOP IMPORTANT CUSTOMER INFO (500 LABELS PER ROLL)	RL	\$1.3645	1		*
371	LABF	7690-01-000-9004	LAB, ALL FOR FIRM	RO	\$0.3900	1	100	
617	LAB-RTS	7690-05-000-4812	LABEL, RETURN TO SENDER (RTS) 1-1/4IN X 4-7/16IN, BROWN LTR,	EA	\$0.0035	1		*
062	LABX	7690-03-000-8654	LAB, MIXED ADC	RO	\$0.3790	1	100	
600	M300	7530-04-000-1055	FORM, DOCUMENTATION OF U.S. CITIZENS BORN ABROAD	EA	\$0.0000	25	3000	
601	M349	7530-04-000-1056	FORM, EVIDENCE OF CITIZENSHIP	EA	\$0.0000	500	3000	
609	MDCD007	8465-04-000-5015	HOLSTER, SCANNER, MDCD	EA	\$8.1600	1	120	
510	MDCD055	6135-04-000-5092	BATTERY PACK (FOR THE MDCD) 3.6V, 2.20 X 1.80 X 0.80 INCHES	EA	\$30.0000	1	100	
575	NCR0117D	7930-04-000-5389	CARD CLEANER, NCR 5991 MAGNETIC STRIPE	EA	\$4.0000	1		*
372	NOT107	7610-01-000-9693	NOT LET'S KEEP THE MAIL SAFE	EA	\$0.0347	1	900	
373	NOT11	7610-03-000-9146	NOT, TIPS, TAGS, THANKS	EA	\$0.0394	100	1000	
374	NOT123	7610-03-000-9257	NOT, RATEFOLD	EA	\$0.0753	50	300	
496	NOT209	7610-03-000-9145	NOT, MAILBOX IMPROVEMENT WEEK	EA	\$0.0242	1		*
491	NOT32B	7610-03-000-8332	NOT, BX FEE DUE (FIM B) (NON-BAR CODED)	EA	\$0.0205	250	3000	
492	NOT32C	7610-03-000-8333	NOT, BX FEE DUE (FIM C) (BAR CODED)	EA	\$0.0255	250	3000	
507	NOT32N	7610-04-000-5093	NOT, NO-FEE P.O.B. RENEWAL NOTICE	EA	\$0.0159	1		*
066	NOT38	7610-03-000-9147	NOT, APPROACHES TO MAILBOXES	EA	\$0.0110	1		*
378	NOT3A	7610-03-000-9053	NOT, TEMPLATE LETTER SIZE	EA	\$0.5600	1	200	
239	NOT4314C	7610-05-000-4859	NOTICE, WE WANT TO KNOW, 3-3/4IN X 9IN, 250 PER PKG	PG	\$2.2864	1	20	
380	NOT67	7610-02-000-9906	NOT, AUTOMATION TEMPLATE	EA	\$0.3700	1	500	
070	NOT70	7610-01-000-9670	NOT, USPS PRIVACY ACT NOTICE	EA	\$0.0122	1	3600	
381	O1033I	7240-01-365-4288	INSERT, BASKET, CANVAS, W/ROPE LACING, USE WITH O1033	EA	\$19.6800	5	5	
382	O1036	7690-01-365-4698	MARKER, IDENTIFICATION, COLOR-WHITE, PLASTIC	EA	\$2.0500	1	100	



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383	O1037A	7110-01-364-3428	DIVIDER, LTR CSE, PLSTC	EA	\$1.5268	1	100	
384	O1037B	7110-01-364-3427	DIVIDER, SEPARATION	EA	\$2.6206	1	50	
073	O1046I	7240-01-365-4289	INSERT, NYLON HAMPER ASSY, FOR USE WITH O1046	EA		5		*
385	O1075A	7240-01-365-4291	INSERT, CART, UTILITY, W/LACING	EA	\$15.0700	1		*
548	O1092	8115-05-000-4413	PRIORITY MAIL BOX, 13-3/8 X 12-1/8 X 2-3/4 INCHES,	EA	\$0.0000	1		*
074	O1093	8115-01-363-9572	CONTAINER, CARDBOARD BOX EXPRESS MAIL 15-1/2 X 12-3/8 X 3 IN	EA	\$0.0000	1		*
549	O1096S	8115-04-000-5692	PRIORITY MAIL VIDEO BOX (SMALL)	EA	\$0.0000	1		*
556	O1099	8115-04-000-2988	CONTAINER, GLOBAL, PRIORITY MAIL BOX	EA	\$0.0000	1		*
386	O1100F	7510-02-000-8761	AWARD, CERTIFICATE OF APPRECIATION, 8-1/2" X 11" OFF-WHITE,	EA	\$0.1002	1	1400	
387	O1100H	7510-02-000-8762	AWARD, SERVICE, FOLDER (1 WINDOW) USPS LOGO 8-1/2 X 11 INCH	EA	\$2.1900	1	30	
388	O1100K	7510-02-000-8763	AWARD, SERVICE, FOLDER (2 WINDOWS) 10-3/8 X 12 INCHES	EA	\$3.1800	1	25	
572	O1242A	7530-01-354-3982	ENVELOPE, GLASSINE ( 500 PER BOX)	BX	\$9.8300	1		*
581	O1242B	7530-01-354-2327	ENVELOPE, GLASSINE (500 PER BX)	BX	\$14.6600	1		*
573	O1242C	7530-01-354-3983	ENVELOPE, GLASSINE ( 500 PER BOX)	BX	\$24.4000	1		*
390	O1250A	9905-01-365-4686	MARKER, TRAY, BLUE, FOR BBMD (PLASTIC) 4 X 9-1/2 INCHES	EA	\$0.2710	25		*
077	O1250B	9905-01-365-4687	MARKER, TRAY, ORANGE, FOR BBMD (PLASTIC) 4 X 9-1/2 INCHES	EA	\$0.2710	25		*
391	O1250C	9905-01-365-4688	MARKER, TRAY, GREEN, FOR BBMD (PLASTIC) 4 X 9-1/2 INCHES	EA	\$0.2710	25		*
078	O1250D	9905-01-365-4689	MARKER, TRAY, VIOLET, FOR BBMD (PLASTIC) 4 X 9-1/2 INCHES	EA	\$0.2710	25		*
392	O1250E	9905-01-365-4690	MARKER, TRAY, YELLOW, FOR BBMD (PLASTIC) 4 X 9-1/2 INCHES	EA	\$0.2710	25		*
393	O1250F	9905-01-365-8706	MARKER, TRAY, PINK, FOR BBMD (PLASTIC) 4 X 9-1/2 INCHES	EA	\$0.2710	25		*
079	O12C	7530-01-364-3029	LETTERHEAD, U.S. POSTAL SERVICE, 11 X 8-1/2 IN, (500 PER RM)	SH	\$0.0149	500	4000	
080	O12D	7530-01-364-3030	LETTERHEAD, W/POSTAL SEAL BLUE PRNT W/RED LINE (500 PER BX)	SH	\$0.0125	50	4000	
081	O13	7530-01-364-3032	SLIP, ROUTING (100 PER PAD) 5-1/2 X 8-1/2 INCHES	PD	\$0.9772	1		*
082	O306B	5340-02-000-8177	LOCK,CAM 1, FOR 1801,1802,1803,2902,2903 POBXS	EA	\$1.8053	1	100	
394	O308	5340-02-000-8179	KEYLOCK,PO BX LOCK-1500SERIES,MNTG SCREWS NOT INCLUDED	EA	\$1.8813	1	50	
603	O30B	8135-00-271-1446	TAPE, GUMMED, 2 1/2 INCHES WD, 600 FT PER ROLL, BROWN, KRAFT	RO	\$1.8984	1		
608	O372D	7510-01-390-0722	FINGER PAD, RUBBER, RED, SZ 13, (1-9/16 X 3/4 INCH)	DZ	\$0.0500	1		
599	O372E	7510-01-390-0723	FINGER PAD, RUBBER, RED, SZ 14 (1-5/8 X 7/8 INCHES)	DZ	\$0.0363	1		
597	O385E	7510-00-243-3435	RUBBER BANDS, NO 64, 1/4 X 3-1/2 INCHES, (106 PER BG)	BG	\$0.2497	1		
083	O385G	7510-01-368-3495	BAND, RUBBER NO 64, 1/4 X 3-1/2 INCH (4,250 PER BG 10 BG)	CT	\$47.5700	1		*
395	O399A	7510-02-000-8125	BINDER, MS HANDBOOK, 8-1/2 X 11 INCHES, 3 RINGS, 1 INCH CAP	EA	\$1.8474	1	12	
396	O399B	7510-02-000-8173	BINDER, MS HANDBOOK , 11 X 17 INCHES, BLACK, 6-RING, 1-1/2	EA	\$5.3245	1	12	
398	O570R	7510-03-000-3640	HANDLE, WOOD, RED 4-3/8IN HT, 1-1/2IN DIA	EA	\$0.8800	1	200	
086	O625A	5975-00-074-2072	STRAP,TIEDOWN,ELECTRICAL	EA	\$0.0140	100	10000	

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087	O635	7520-02-000-8087	TYPE SET, RUBBER (PICA) DAYS, MONTH YEAR, AM, PM	SE	\$1.1768	1	288	
399	O65	7540-02-000-8020	ENVELOPE, INTER-OFFICE, STRING TIE, 9-1/2 X 12 INCHES, BROWN	EA	\$0.0677	25	250	
400	O66	7530-01-365-3081	FOLDER, PERSONNEL OFFICE, HVY-MANILA, W/ BLACK PRINT	EA	\$0.2532	1	200	
401	O67	7530-01-365-3089	FOLDER, EMPLOYEE MEDICAL (EMF) 11-3/8 X 10 INCHES	EA	\$0.2271	1	300	
091	O7509	7520-02-000-8147	STAMP, CANCELING, SELF INKING, ADHESIVE BACKED	EA	\$0.7512	12	384	
612	O7516A	7510-03-000-9395	RIBBON, ROLL, CFS II, THERMAL, BLACK 1-1/4 WD (45 RO PER CT)	CT	\$265.1765	1	1	
594	O7517A	7530-03-000-9393	LAB, CFS, FULL HEIGHT (CONTAINS 36,000 LABELS)	CS	\$58.2101	1		*
613	O7518	7530-01-365-4693	LABEL, CFS II NMT LABEL ,NON MECH, (CONTAINS 20,000 LABELS)	CS	\$68.3008	1		*
503	O7522	7690-04-000-1181	LABEL, POSTAGE VALIDATION IMPRINTER, PVI (12 ROLLS PER CS)	CS		1		*
587	O7523	7530-05-000-0344	LABELS, AFSM, 3.344 X 1-15/16 IN WD ( 6 RO PER CS)	CS	\$48.5000	1		*
473	O7551	7530-03-000-9396	PAPER, THERMAL, FOR STAMP VENDING 2.25 IN WD, 270 FT LG	RO	\$1.7363	1	32	
403	O790D	7510-02-000-8119	INK, CANCELLATION: (GAL)FOR AUTOMATIC & MANUAL CANEL MACHS	GL	\$85.9600	1	4	
404	O790E	7510-02-000-8120	INK, CANCELLATION: (PINT) FOR AUTOMATIC & MANUAL CANEL MACHS	PT	\$11.9883	1	12	
095	O8100R	7510-01-365-3099	RIBBON, FOR MONEY ORDER IMPRINTER MODEL 8100	EA	\$17.2000	1	100	
593	O8101	8105-03-000-4094	BAG, CUSTOMER SHOPPING, PLASTIC (500 PER CT) 15 X 18 IN	CT	\$34.5000	1	1	
474	O8102	6910-03-000-5813	HOLDER, CARD, CONSUMER, PLASTIC, CLEAR ACRYLIC	EA	\$3.9600	1	25	
096	O813R	5340-02-000-8875	CLOSURE DEVICE, POUCH, I.D. 0.30 - 0.40 + 0.02IN, GREEN,	PG	\$2.7355	1	10	
405	O817A	5340-02-000-8123	SEAL, BAR CODED, CARGO (1,000 /BX) RED	BX	\$109.2100	1		*
097	O817C	5340-03-000-3520	SEAL, REGISTERED AIR MAIL (1,000/BX) 6.130 X 3/8 X 0.0094 IN	BX	\$72.0100	1		*
478	O817PM	5340-03-000-7006	SEAL, POSTAGE METER. NYLON,	EA	\$0.0000	100	5000	
406	O818A	5340-02-000-8208	SEAL, ANTI-PILFERAGE, INT'L MAIL (100/PG) 13-1/2 X 0.766 INC	PG		1		*
407	O831	5340-01-365-4675	PADLOCK, SHACKLE CLEARANCE 1/2 INCH, WIDTH 1-3/4 INCHES	EA	\$22.5959	1	50	
409	O87H	7530-02-000-8806	ENVELOPE, JACKET FOR VEHICLE ACCIDENT REPORT 6-1/16 X 10-1/2	EA	\$0.0591	1	1000	
410	O87X	7510-02-000-8754	PORTFOLI, DBL PKCT, 9-1/2 X 12 INCHES	EA	\$0.1242	1	400	
098	O910A	5340-02-000-8190	LOCK, NDCBU, CLOCKWISE, NDCBU	PG	\$9.7876	1	20	
099	O910B	5340-02-000-8005	LOCK, CTR-CLCK-WSE, NDCBU	PG	\$8.9800	1	20	
412	O911B	7520-02-000-8078	CASH AND STAMP BOX, LARGE, 14-1/2 X 10-1/2 X 5-3/4 INCHES	EA	\$37.8014	1	1	
413	O913A	5340-03-000-3608	CAM, LOCK, OFFSET, NDCBU, REPLACEMENT (10 PER PG)	PG	\$2.8375	1	100	
414	O913D	5340-01-000-9378	CAM, LOCK, OFFSET, NDCBU (10 PER PG) USE WITH 910A AND 0910B	PG	\$2.9327	1	40	
100	O933L	5340-01-000-9418	LOCK & KEYS, TYPE I, FOR CASH AND STAMP DRAWERS IRT W/S	EA	\$2.0390	5	100	
415	O947	5340-02-000-8886	HOLDER, LOCK, CANVAS	EA	\$9.1062	1	36	
416	O9930	9905-01-365-2125	HOLDER, LABEL, W/SLIT, FOR 3-3/8 X 1-7/8 IN LABELS	EA	\$0.0217	100	8000	
563	P2976G	7530-05-000-4331	ENVELOPE POUCH, 10-1/4IN LG X 7IN WD, 0.00175IN THICK	EA	\$0.0000	1		*

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540	P358	7530-07-000-0103	PAPER, THERMAL, RECEIPT ROLLS, POS (50 ROLLS PER CARTON)	CT	\$55.7900	1		*
480	POMISSUE	7610-03-000-3558	MANUAL, POSTAL OPERATIONS	EA	\$3.5958	1	8	
463	POS123L	7690-03-000-4150	POS, POSTAL RATES AND FEES	EA	\$0.1709	1	300	
464	POS123S	7690-03-000-4151	POS, POSTAL RATES AND FEES	EA	\$0.0784	1	400	
068	POS158	7610-03-000-3949	POS, POSSESSION OF FIREARMS	EA	\$0.6500	1		*
589	POS159	7690-07-000-7099	POS, KNOW YOUR RIGHTS, TAKE RESPONSIBILITY (SEXUAL HARASSMEN	EA	\$0.0665	1	1000	
103	POS265	7690-03-000-9031	POS, DRUGS BY MAIL	EA	\$0.0990	1	1500	
071	POS296	7690-03-000-9335	POS, NOTICE OF REWARD	EA	\$0.1523	1	2000	
524	POS298	7690-05-000-4227	POSTER, DOT HAZARDOUS WARNING LABELS	EA	\$0.3814	1	125	
616	POS37	7690-05-000-4804	POSTER, HAZMAT, 24IN X 36IN	EA	\$0.0000	1		
105	POS51	7610-01-000-9149	POS, INT'L RATES AND FEES	EA	\$0.0639	1	1000	
106	POS7	7690-03-000-9181	POS, RULES/REGS ON PS PROPERTY	EA	\$0.0752	1	2000	
107	POS74	7690-03-000-9236	POS, PACKAGING POINTERS	EA	\$0.1447	1	700	
108	POS76	7690-03-000-9321	POS, SOMETHINGS AR NEVER MEANT TO BE MAILED	EA	\$0.0583	1	2000	
523	POS81	7690-05-000-4434	POS, REUSED BOXES (24 X 36)	EA	\$0.6609	1	250	
417	POSOSHA3165	7690-05-000-4387	POSTER, OSHA, JOB SAFETY AND HEALTH PROTECTION ENGLISH	EA	\$0.0000	1	200	
109	PS1000	7530-02-000-9931	FORM, DOMESTIC CLAIM/REG IN	EA	\$0.0490	100	1000	
110	PS1012	7530-02-000-7334	FORM, TRAVEL VOUCHER	SH	\$0.0189	1		*
111	PS1091A	7530-02-000-7341	FORM, POST OFFICE BOX FEE REGISTER (CARD )	EA	\$0.0201	100		*
112	PS1093	7530-02-000-7165	FORM, APP FR PO BOX	EA	\$0.0290	125	1000	
113	PS1094	7530-02-000-7345	FORM, APP FR ADD KEY PO	SH	\$0.0093	1		*
114	PS1096	7530-02-000-7346	FORM, CASH RECEIPT (100 PER PAD)	PD	\$0.3338	2		*
115	PS1099	7530-02-000-7347	FORM, NOT RET KEYS	SH	\$0.0072	1		*
116	PS1164	7530-02-000-8335	FORM, CLAIM REIMBURSE EXP	SH	\$0.0189	100		*
277	PS1188	7530-01-000-9016	FORM, CANCEL ORG DUES/PAYROLL WITHHOLDINGS	SE	\$0.0474	1	1500	
117	PS1199A	7530-02-000-7353	FORM, DIRECT DEPOSIT	SE	\$0.0540	100	2000	
118	PS1216	7530-02-000-7354	FORM, EMPLOYEE'S CURRENT MAILING ADDRESS	SE	\$0.0147	1	4000	
278	PS1221	7530-02-000-7356	FORM, ADV SICK LEAVE AUTH (100 PER PAD)	PD	\$0.9325	1		*
119	PS1230C	7530-00-270-6182	FORM, TIME CARD	EA	\$0.0240	1		*
120	PS1234	7530-02-000-7359	FORM, UTILITY CARD	EA	\$0.0285	100		*
121	PS1236A	7530-01-000-9649	FORM, WKLY LOAN TRANS/TRAIN	EA	\$0.0159	25		*
122	PS1260	7530-01-000-9268	FORM, NON-TRANSACTOR CD	EA	\$0.0075	1		*
279	PS1261	7530-01-000-9269	FORM, NONTRANSACTOR REPORT	SH	\$0.0159	1		*
280	PS1270	7530-03-000-9448	FORM, IDEA PROPOSAL	EA	\$0.0738	50	800	
123	PS1314A	7530-01-000-9282	FORM, AUX RURAL CARRIER TIME	EA	\$0.0120	1		*
124	PS1412A	7530-01-000-9295	FORM, DAILY CASH REPORT (100 PER PAD)	PD	\$1.6386	1		*
125	PS1412B	7530-01-000-9296	FORM, DAILY FINANCIAL RPRT (100 PER PAD)	PD	\$0.9772	5		*
481	PS1500	7530-03-000-7374	FORM, APPL FOR LISTING & PROHIBITORY	EA	\$0.0443	25	1200	
126	PS1509	7530-01-000-9334	FORM, SENDER'S APPLICATION FOR RECALL OF MAIL	SH	\$0.0159	1		*
127	PS1510	7530-01-000-9335	FORM, MAIL LOSS/RIFLING REPORT	SE	\$0.0644	100	1000	
504	PS152	7530-04-000-4309	FORM, DELIVERY CONFIRMATION LABEL	EA	\$0.0042	500	10000	
470	PS1527	7530-01-000-9343	FORM, GEN DEL SERVICE APPL	EA	\$0.0078	1		*
512	PS153	7530-05-000-4046	FORM, U.S. POSTAL SERVICE SIGNATURE CONFIRMATION	EA	\$0.0050	500	10000	
281	PS1532	7530-01-000-9345	FORM, SEMIANNUAL CHECK OF OVERFLOW MAIL	SH	\$0.0659	1		*

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129	PS1556	7530-01-000-9356	FORM, SUSP ITEMS-SPRT INFO	SH	\$0.0159	1		*
131	PS1564	7530-01-000-9357	FORM, ADDRESS CHANGE SHEET	SH	\$0.0370	50		*
284	PS1564B	7530-01-000-9358	FORM, SPECIAL ORDERS (CARD)	EA	\$0.0370	100		*
132	PS1567	7530-01-000-9360	FORM, REQ RUBBER/STEEL STP	SH	\$0.0189	1		*
285	PS1571	7530-01-000-9361	FORM, UNDELIVERED MAIL REPORT (100 PER PAD)	PD	\$0.6875	1		*
133	PS1578B	7530-02-000-7171	FORM, REQ NON-STD FACING SLIPS	SE	\$0.0354	100	2000	
134	PS1608	7530-01-000-9371	FORM, EMER SALARY AUTH/REC	SH	\$0.0059	1		*
135	PS1621	7530-01-000-9390	FORM, DELIVERY MGMT REPORT	SE	\$0.0157	1	3000	
136	PS1627	7530-01-000-9394	FORM, GENL PRP RULED FORM	SH	\$0.0159	100		*
137	PS1628	7530-03-000-3661	FORM, IND KEY REC	EA	\$0.0099	1		*
286	PS1629	7530-01-000-9396	FORM, BUILDING KEYS INVENTORY	SH	\$0.0159	1		*
138	PS17	7530-03-000-9112	FORM, STAMP REQUISITION (100 PER PAD)	PD	\$1.6386	1		*
139	PS1700	7530-02-000-7362	FORM, VEHICLE ACCIDENT INVEST	SH	\$0.0356	50	2000	
287	PS1717	7530-02-000-7364	FORM, BID PREFERRED ASSIGN	EA	\$0.0079	50		*
140	PS1723	7530-02-000-7366	FORM, ASSIGNMENT ORDER (50 PER PAD)	PD	\$1.1524	5		*
288	PS1766	7530-02-000-7374	FORM, HAZARD WARNING CARD	EA	\$0.0236	1		*
141	PS1767	7530-01-000-9422	FORM, REPORT OF HAZARD	SE	\$0.0555	25	800	
142	PS1769	7530-02-000-7375	FORM, SUPRV RPT OF ACCIDENT	SE	\$0.1716	10	400	
497	PS1770	7530-02-000-7376	FORM, HAZARDOUS MATERIAL RP	SE	\$0.0461	25	2000	
289	PS1778	7530-01-000-9428	FORM, DOG WARNING CARD	EA	\$0.0211	1		*
143	PS1783	7530-01-000-9430	FORM, ON-JOB SAFETY REVIEW	SH	\$0.0189	1		*
290	PS1838	7530-01-000-9461	FORM, CARRIER CT ML/LTR	SE	\$0.0271	1	2000	
291	PS1838C	7530-01-000-9464	FORM, CARR CT MAIL LC WKSH	SE	\$0.0192	1	2000	
292	PS1840	7530-01-000-9466	FORM, SUMMARY COUNT/INSP (50 PER PAD)	PD	\$0.9986	1		*
146	PS1908	7530-01-000-9475	FORM, FINANCIAL ADJ MEMO (100 PER PAD)	PD	\$0.9772	1		*
147	PS2016	7530-01-000-9517	FORM, MAIL THEFT & VANDALISM	SH	\$0.0159	25		*
505	PS2018	7530-04-000-5309	FORM, DUPLICATE KEY, PIN & COMBINATION INVENTORY	EA	\$0.0523	1	3000	
498	PS2130	7530-02-000-7390	FORM, CLA/LOSS INIT LTR	SE	\$0.0159	1		*
148	PS2131	7530-01-000-9711	FORM, UNCOL CHECK REPORT	SE	\$0.0353	1	4500	
149	PS2240	7530-02-000-7406	FORM, PAY LV ADJ REQ	SE	\$0.0246	1	1000	
295	PS2240R	7530-02-000-7407	FORM, RURAL PAY/LEAVE ADJ R	SE	\$0.0340	1	1000	
296	PS2243	7530-02-000-7426	FORM, PSDS HR ADJ RECORD	SH	\$0.0189	1		*
297	PS2485	7530-01-000-9637	FORM, MED EXAM AND ASSESSMENT	SE	\$0.0760	1	700	
150	PS25	7530-01-000-9502	FORM, TRUST FUND ACCOUNT	SH	\$0.0209	1		*
151	PS2591	7530-01-000-9733	FORM, APPLICATION FOR EMPLOYMENT	SE	\$0.0190	1	1600	
152	PS2855	7530-01-000-9771	FORM, CLM FR IND INTL ML	SE	\$0.0269	50	1500	
153	PS2865	7530-01-000-9775	FORM, RETURN RECEIPT FOR INT'L MAIL	EA	\$0.0116	250		*
298	PS2866	7530-01-000-9776	FORM, PRESORT VERIFICATION	SH	\$0.0189	1		*
299	PS2942A	7530-01-000-9811	FORM, DELIVERY LST AV 7 MA (500PER CTN)	CT	\$33.2900	1	1	
300	PS2944	7530-01-000-9814	FORM, RECPT FR CUST ML(100 PER PAD)	PD	\$0.3868	1		*
301	PS2960	7530-01-000-9821	FORM, INVENTORY RECORDS	EA	\$0.0075	1		*
157	PS2976	7530-01-000-9833	FORM, CUSTOMS (CN22)	EA	\$0.0079	500	10000	
154	PS2976A	7530-01-000-9834	FORM, CUST DECL DISP (CP72) (5-PART SET)	SE	\$0.0502	125	1500	
156	PS2976E	7530-03-000-5174	FORM, PARCEL POST CUST DECL	EA	\$0.0231	50	1500	
158	PS3083	7530-01-000-9850	FORM, TRUST ACCOUNTS RECEIPTS & WITHDRAWALS (100 PER PAD)	PD	\$0.6641	1		*
159	PS3176	7530-01-000-9870	FORM, BANK TRANSACTION RECORD	SH	\$0.0189	1		*
160	PS3189	7530-01-000-9878	FORM, REQ FOR TEMP SCH CHG (100 PER PAD)	PD	\$0.6485	5		*
161	PS3203	7530-01-000-9880	FORM, ORDER PRINTED STAMPD	EA	\$0.0586	50	1000	

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162	PS3220	7530-01-000-9883	FORM, STAMP ENV SALE AT DIS	SH	\$0.0159	100		*
164	PS3227R	7530-01-000-9885	FORM, STAMP STOCK PURCHASE	EA	\$0.0229	100	2400	
166	PS3293	7530-02-000-7447	FORM, RETAIL VEND CRED EXAM	SH	\$0.0189	1		*
167	PS3294	7530-01-000-9913	FORM, CASH STAMP STK COUNT	SH	\$0.0400	50		*
168	PS3295	7530-01-000-9914	FORM, DLY REC OF STAMPS	SH	\$0.0209	1		*
169	PS3317A	7530-01-000-9916	FORM, PHILATELIC SALES RCD	SH	\$0.0189	50		*
170	PS3368	7530-01-000-9917	FORM, FXD CREDIT INV REC	EA	\$0.0191	50		*
171	PS3369	7530-01-000-9918	FORM, CONSIGNED CREDIT RECEIPT (50 PER PAD)	PD	\$0.1750	1		*
173	PS3533	7530-01-000-9932	FORM, REFUND POSTAGE & FEES	SH	\$0.0189	100		*
516	PS3541	7530-05-000-4277	FORM, PERIODICALS ONE ISSUE OR ONE EDITION	EA	\$0.0409	1		*
176	PS3544	7530-03-000-3768	FORM, POST OFFICE RECPT	BK	\$1.5600	1	40	
177	PS3546	7530-01-000-9953	FORM, FORWARDING ORDER CHANGE NOTICE (POSTAL CARD)	EA	\$0.0200	100		*
178	PS3547	7530-01-000-9954	FORM, NOT OF CORR IN ADDRESS	EA	\$0.0096	250		*
179	PS3555	7530-01-000-9959	FORM, REPORT OF RETURNED MAIL	SH	\$0.0159	50		*
460	PS3575Z	7530-03-000-4594	FORM, CHANGE OF ADDRESS (INTERNAL POSTAL SERVICE USE ONLY)	EA	\$0.0000	250	3000	
182	PS3579	7530-01-000-9965	FORM, UNDELIVERABLE STD & SPEC MAIL	EA	\$0.0164	100		*
183	PS3580	7530-01-000-9966	FORM, NOT POSTAGE DUE ADV	EA	\$0.0103	50		*
184	PS3582A	7530-03-000-3832	FORM, POSTAGE DUE BILL	EA	\$0.0093	100		*
520	PS3582P	7530-05-000-4539	FORM, BRM/POSTAGE DUE INVOICE DEC 2000 5 X 8 INCHES	EA	\$0.0093	1		*
185	PS3584	7530-01-000-9970	FORM, POSTAGE DUE LOG	SH	\$0.0159	100		*
513	PS3600EZ	7530-05-000-4270	FORM, 1ST CLASS MAIL EASY NONAUTO LTRS,CARDS, FLATS, PERMIT	EA	\$0.0159	1		*
186	PS3600P	7530-03-000-7026	FORM, STATEMENT-FIRST CLASS MAIL POSTAGE AFFIXED	EA	\$0.0189	1		*
187	PS3600R	7530-02-000-8049	FORM, STATEMENT -FIRST CLASS MAIL PERMIT IMPRINT	SH	\$0.0000	1		*
483	PS3601C	7530-03-000-7523	FORM, POSTAGE METER REPORT	EA	\$0.0610	100	1000	
302	PS3602C	7530-05-000-5027	CONSOLIDATED - SUPPLEMENT STD MAIL AND NONPROFIT STD MAIL	EA	\$0.0159	1		*
514	PS3602EZ	7530-05-000-4273	FORM, STD MAIL EASY, NONAUTO, LETTERS OR FLAT PERMIT IMPRINT	EA	\$0.0159	1		*
191	PS3602N	7530-02-000-8047	FORM, STATEMENT NONPROFIT STANDARD MAIL PERMIT IMPRINT	SH	\$0.0189	1		*
477	PS3602NP	7530-05-000-5031	NONPROFIT STANDARD MAIL LETTER AND FLATS POSTAGE AFFIXED	EA	\$0.0189	1		*
515	PS3602NZ	7530-05-000-4276	FORM, NONPROFIT STD, MAIL, EZ, NONAUTO, LTRS, FLATS, PERMIT	EA	\$0.0159	1		*
192	PS3602P	7510-05-000-4296	FORM, STATEMENT-STD, MIAL LETTERS AND FLATS POSTAGE AFFIXED	EA	\$0.0189	1		*
193	PS3602PO	7530-01-000-9976	FORM, PTG COLL PO	BK	\$2.4318	1	40	
194	PS3602R	7530-02-000-8053	FORM, POSTAGE STMT-STANDARD MAIL PERMIT IMPRINT	EA	\$0.0189	1		*
303	PS3603	7530-02-000-9495	FORM, RECPT FR POSTAGE	BK	\$1.4305	1	40	
195	PS3604	7530-01-000-9978	FORM, REVOCATION OF MLG PERMIT	SH	\$0.0072	1		*
305	PS3607	7530-02-000-9000	FORM, WGT AND DISP CERT	SH	\$0.0159	1		*
196	PS3609	7530-03-000-3821	FORM, RCD PERMIT IMPRINT MLGS	EA	\$0.0189	1		*
307	PS3609PO	7530-02-000-9003	FORM, CONT FR POST OFF MTR	EA	\$0.0925	1	3000	
197	PS3610	7530-02-000-9005	FORM, REC OF POSTAGE METER	SH	\$0.0025	1	2500	
461	PS3615	7530-03-000-6048	FORM, MAILING PERMIT	EA	\$0.0667	25		*
198	PS3619	7530-02-000-9011	FORM, PERMIT NUMBER RECORD (CARD)	EA	\$0.0075	1		*
199	PS3621A	7530-02-000-8210	FORM, RENEWAL NOT ANN FEES	SH	\$0.0159	1		*
462	PS3624	7530-02-000-9014	FORM, APPL TO MAIL AT NONPROFIT STANDARD MAIL RATES	SH	\$0.0449	25		*

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
471	PS3637G	7530-02-000-9022	FORM, OFFICIAL MAIL BATCH HEADER	SE	\$0.0235	250	3000	
309	PS3721	7530-02-000-9042	FORM, PUBL WATCH REP	SE	\$0.0554	100	1000	
310	PS3749	7530-02-000-9044	FORM, IRREGULARITIES IN THE PREP OF MAIL MATTER, 2 PART	SE	\$0.0279	1	2400	
200	PS3800	7530-02-000-9047	FORM, RECEIPT CERTIFIED MAIL (LABEL) 1 EA = 1 SHEET	EA	\$0.0049	500	10000	
311	PS3801	7530-02-000-9048	FORM, STANDING DELIVERY ORDER	EA	\$0.0110	1		*
201	PS3804	7530-02-000-9031	FORM, RET RCPT MERCHANDISE	EA	\$0.0045	500	10000	
202	PS3806	7530-02-000-9051	FORM, RECPT FR REG MAIL	SE	\$0.0095	100	4500	
203	PS3811	7530-02-000-9053	FORM, DOMESTIC RETURN RECEIPT	EA	\$0.0066	250		*
204	PS3811A	7530-02-000-9054	FORM, REQ. FOR RETURN RECEIPT (AFTER MAILING)	SH	\$0.0468	250		*
205	PS3813	7530-02-000-9056	FORM, RECPT FOR DOM INS PAR (100 SHEETS PER PAD)(GREEN)	PD	\$0.2169	5	140	
206	PS3813P	7530-02-000-9057	FORM, RECPT FOR INS MAIL (WHITE W/BUE RECEIPT) 1 SHEET	EA	\$0.0044	500	10000	
207	PS3816	7530-02-000-9062	FORM, C.O.D. MAILING AND DEL RECEIPT	SE		100		*
312	PS3816AS	7530-02-000-9063	FORM, C.O.D. CARD-FIRM MAILINGS, CONTINUOUS-1200 PER CTN	CT	\$52.0226	1		*
208	PS3817	7530-02-000-9065	FORM, CERT OF MAILING	SH	\$0.0032	500		*
209	PS3821	7530-02-000-9068	FORM, CLEARANCE RECEIPT (50 PER PAD)	PD	\$0.1750	2		*
313	PS3822	7530-02-000-9069	FORM, C.O.D. TAG TRANSMITTAL (100 PER PAD)	PD	\$0.3868	5		*
210	PS3830A	7530-02-000-9075	FORM, REGISTRY DISPATCH RCD	SE	\$0.0125	500	5000	
606	PS3831	7530-02-000-9076	FORM, RECEIPT FOR ARTICLE(S) DAMAGED IN MAIIS	SH	\$0.0063	1		*
211	PS3849	7530-01-000-9716	FORM, DELIVERY NOTICE/REMINDER/RECEIPT	EA	\$0.0047	500		*
212	PS3854	7530-02-000-9084	FORM, MANIFOLD REG DISPATCH BK	BK	\$1.3415	1	30	
217	PS3867	7530-02-000-9093	FORM, ACCT MAIL REC FOR DEL	SH	\$0.0189	100		*
218	PS3877	7530-02-000-9098	BOOK, MAILING, FIRM	BK	\$1.1028	1	20	
219	PS3883	7530-02-000-9099	FORM, FIRM DELIVERY RECEIPT (75 SETS PER PKG)	PG	\$1.9800	1	40	
220	PS3907	7530-03-000-3749	FORM, MAIL PICKUP NOTICE	EA	\$0.0163	2		*
221	PS3915	7530-02-000-9124	FORM, LOCK BX KEY REQ	SE	\$0.1184	50		*
222	PS3921	7530-02-000-9125	FORM, DAILY DELIVERY UNIT V	SH	\$0.0189	50		*
223	PS3922	7530-02-000-9126	FORM, DELIVERY UNIT VOL REC	SH	\$0.0189	100		*
224	PS3930	7530-02-000-9035	FORM, OPERATIONS ANALYSIS	SH	\$0.0189	100		*
225	PS3958	7530-02-000-9132	FORM, MAIN STAMP STOCK DAILY	SH	\$0.0159	100		*
226	PS3959	7530-02-000-9133	FORM, STAMP STK DLY RECAP	SH	\$0.0159	100		*
227	PS3971	7530-02-000-9136	FORM, REQ OR NOTIF OF ABSEN (100 PER PAD)	PD	\$1.1524	5		*
228	PS3972	7530-02-000-9137	FORM, ABSENCE ANALYSIS	EA	\$0.0350	1		*
229	PS3977	7530-02-000-9140	FORM, DUPL KEY REC	EA	\$0.0190	1	3000	
230	PS3982	7530-02-000-9148	FORM, CHANGE OF ADDRESS, PS3982	EA	\$0.0242	1		*
570	PS3982X	7530-07-000-0106	FORM, CHANGE OF ADDRESS, PS3982X	EA	\$0.0242	1		*
231	PS3996	7530-02-000-9151	FORM, CARRIER AUX CONT (100 PER PAD)	PD	\$1.9456	1		*
315	PS3999	7530-02-000-9154	FORM, INSP OF LTR CARR ROUTE	SH	\$0.0189	1		*
232	PS4003	7530-02-000-9157	FORM, RURAL ROUTE DESCRIPTION	SE	\$0.0560	1	600	
233	PS4027	7530-02-000-9167	FORM, CHANGE IN RURAL DELIVERY	SH	\$0.0189	1		*
234	PS4052	7530-02-000-9168	FORM, NOT TO RU PAT	SH	\$0.0159	1		*
235	PS4056	7530-02-000-9169	FORM, YOUR MAILBOX NEEDS ATTN (100 PER PAD)	PD	\$1.1524	1		*
236	PS4232	7530-03-000-9022	FORM, RURAL CUSTOMER DELIVERY INST	EA	\$0.0201	1		*
316	PS4239	7530-02-000-9205	FORM, RURAL ROUTE COUNT OF MAIL	SE	\$0.0281	25	2000	
237	PS4240	7530-02-000-9206	FORM, RURAL CARRIER TRIP REPORT	SH	\$0.0189	1		*

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317	PS4241	7530-02-000-9207	FORM, RURAL DEL STATISTICS REPORT	SE	\$0.0567	25	1200	
499	PS4241X	7530-03-000-0936	FORM, RURAL DEL STATISTICS SUMMARY REPORT	EA	\$0.0503	25	2000	
238	PS4245	7530-02-000-9211	FORM, CARRIER'S STATEMENT	EA	\$0.0089	500	5000	
318	PS4248	7530-02-000-9212	FORM, RURAL ROUTE INSPECTION REPORT	SE	\$0.0339	1	1200	
319	PS4326	7530-02-000-9217	FORM, USPS NAT ZIP CODE DIR	SE	\$0.1161	1	3000	
320	PS4541	7530-02-000-9246	FORM, WORK ORDER VEH REPAIR	SE	\$0.1200	50	700	
321	PS4543	7530-02-000-9247	FORM, VEH MAINT WORK ORDER	EA	\$0.0440	100		*
240	PS4565	7530-02-000-9250	FORM, VEHICLE REPAIR TAG	SE	\$0.0330	200	1600	
322	PS4567	7530-02-000-9252	FORM, COMM SERV STA PROC RE	SH	\$0.0256	100		*
241	PS4570	7530-02-000-9272	FORM, VEHICLE TIME RECORD	EA	\$0.0244	250		*
323	PS4572	7530-02-000-9273	FORM, TRACTOR LOG	EA	\$0.0241	1		*
324	PS4582	7530-02-000-9280	FORM, OPERATOR'S RECORD (CARD)	EA	\$0.1215	1	800	
325	PS4583	7530-02-000-9281	FORM, PHY FIT INQ/MTR VEH	SE	\$0.0213	1	3500	
242	PS4584	7530-02-000-9282	FORM, OBSERVATION OF DRIVING PRACTICES	SE	\$0.0486	100	1000	
326	PS4585	7530-02-000-9283	FORM, POSTAL DRIVER ACCD INFO	EA	\$0.0064	1		*
327	PS4586	7530-02-000-9284	FORM, ACCIDENT INFORMATION	EA	\$0.0120	1		*
243	PS4705	7530-02-000-9300	FORM, FIRE INSP TAG	EA	\$0.0828	1		*
244	PS4707	7530-02-000-9301	FORM, OUT OF ORDER TAG	EA	\$0.0349	50		*
245	PS4805	7530-02-000-9330	FORM, WORK RECORD SHEET	EA	\$0.0350	100		*
246	PS4841	7530-03-000-9265	FORM, FUEL AND UTILITIES RE	EA	\$0.0189	1		*
328	PS4983	7530-02-000-9402	FORM, KEY AND LOCK REQUISITION	SH	\$0.0777	1	1500	
329	PS5111R	7530-02-000-9437	FORM, REVENUE PROTECTION PL	EA	\$0.1137	100		*
487	PS5397	7530-02-000-9458	FORM, CONTRACT ROUTE EXTRA TRIP AUTHORIZATION	SE	\$0.0485	1	1000	
247	PS5398A	7530-02-000-9198	FORM, STAR ROUTE VEH RECORD	SE	\$0.0162	100	4000	
248	PS5399	7530-02-000-9199	FORM, CONTRACT ROUTES PERFORMANCE RECORD	SH	\$0.0219	1		*
249	PS542	7530-02-000-7216	FORM, FOREIGN REG ARTICLE	SE	\$0.0652	25	1000	
330	PS5429	7530-02-000-9467	FORM, CERT OF EXCEPTIONAL CONTRACT SERVICE	SE	\$0.0646	1	800	
522	PS5445	7530-05-000-4885	FORM, STAMP VENDING MACHINE REIMBURSEMENT REQUEST	EA	\$0.0105	100	1000	
331	PS5466	7530-02-000-9472	FORM, LATE SLIP	BK	\$0.9162	1	75	
332	PS5500	7530-02-000-9476	FORM, REP OF CONTRACT RTE	SE	\$0.0461	1	1000	
250	PS5541	7530-01-000-9723	EXPRESS MAIL SERV PICKUP	EA	\$0.0000	1		*
546	PS5541C	7530-02-000-7489	EXPRESS MAIL PICKUP STMT	SE	\$0.0000	1		*
541	PS5625	7530-02-000-9481	EXPRESS MAIL SER REC	SE	\$0.0000	1		*
559	PS5625C	7530-02-000-9483	EXPRESS MAIL CUSTOM DESIGNED	SE	\$0.0000	1		*
333	PS5659	7530-02-000-9490	FORM, PASSPORT APPL TRANS	EA	\$0.0189	1		*
251	PS571	7530-02-000-7223	FORM, DISCREPANCY OF \$100	SE	\$0.0634	50	1000	
252	PS6387	7530-02-000-9535	FORM, APP RURAL MO TRANS	SH	\$0.0247	100		*
253	PS6401	7530-02-000-9536	FORM, DOMESTIC MONEY TO	EA	\$0.0112	1	3000	
334	PS7020	7530-02-000-9539	FORM, AUTH ABSENCE FM WKRM FLOOR (100 PER PAD)	PD	\$0.3932	1		*
254	PS7380	7530-02-000-9635	FORM, M.D.C. SUPPLY REQUISITION	SH	\$0.0159	100		*
255	PS7381	7530-02-000-9636	FORM, REQ FOR SUPPLIES,EQUIP	SH	\$0.0189	1		*
335	PS8040	7530-01-000-9906	FORM, BULK MAIL ACCPT WRKSHT (100 PER PAD)	PD	\$1.6386	1		*
256	PS8076	7530-02-000-8028	FORM, AUTH TO HOLD MAIL	EA	\$0.0138	100		*
509	PS8099	7530-02-000-7238	FORM, RECEIPT FOR REC DEL	EA	\$0.0053	100	10000	
500	PS8105A	7530-04-000-0302	FORM, FUNDS TRANS/TRANSFER REPORT	SH	\$0.0189	25		*
501	PS8105B	7530-04-000-0303	FORM, SUSPICIOUS TRANSACTION REPORT	SH	\$0.0189	25		*
336	PS8125	7530-02-000-7255	FORM, DROP SHIPMENT CLEARANCE DOCUMENT	EA	\$0.0181	200	2800	

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338	PS8127	7530-02-000-8685	FORM, RURAL CARRIER SUPP PAYMENT	SH	\$0.0159	25		*
339	PS8130	7530-02-000-9839	FORM, VEND EQUIP LOG	EA	\$0.0194	25		*
340	PS8152	7530-03-000-9249	FORM, EMPLOYEE DAILY ACTIVITY CARD	EA	\$0.0112	250		*
506	PS8165	7530-03-000-9387	FORM, MAIL FRAUD REPORT	EA	\$0.0449	50		*
468	PS8191	7610-03-000-6538	FORM, STEP 1 GRIEVANCE	EA	\$0.0189	1		*
530	PS8230	7530-07-000-7117	FORM, AUTHORIZATION FOR PAYMENT	EA	\$0.0108	1	3000	
531	PS8231	7530-07-000-7118	FROM, VENDOR PAYMENT 1099 REPORT FORM APRIL 2003	EA	\$0.0102	1	3000	
257	PS835	7530-02-000-9461	FORM, QTRLY REPORT OF ORIGINATING REG	SH	\$0.0159	1		*
341	PS969	7530-02-000-7258	FORM, MATERIAL RECYCLING AND DISPOSAL	SE	\$0.1118	1	700	
258	PS991	7530-02-000-9547	FORM, APPL FOR PROM OR ASSIGN	EA	\$0.1175	50	500	
418	PUB100	7610-03-000-9247	PUB, HISTORY OF U.S.P.S.	EA	\$0.5644	1	80	
419	PUB129	7610-02-000-7088	PUB, SAFETY TALKS	EA	\$3.3691	1	14	
610	PUB154	7690-07-000-7014	PUB, GET STAMPS ON THE GO JAN 2003, 3-3/8X7-1/2INCH	EA	\$0.0000	1	4200	
420	PUB192	7610-03-000-9314	POSTER, TIPS FOR COLLECTING STAMPS	EA	\$0.0407	100	1000	
521	PUB194	7610-05-000-4021	PUB, 2000 STAMP IMAGES 8-1/2 X 11, 4 COLOR BOOKLET	EA	\$0.0743	1	600	
423	PUB208	7610-03-000-9402	PUB, SERV.AVAIL FR.RURAL CARR	EA	\$0.0149	1	2500	
377	PUB221	7610-03-000-9513	PUB, ADDRESSING FOR SUCCESS	EA	\$0.0522	100	1000	
457	PUB223	7610-03-000-9087	PUB, DIRECTIVES/FORMS CATALOG	EA	\$1.6460	1		
264	PUB225	7610-02-000-7089	PUB, INTRO TO STAMP COLLECTING 32PG, 5WX9LG NCHES 25 PER PG	EA	\$0.0000	25	500	
266	PUB247	7610-02-000-7982	PUB, 247 - SUPPLY AND EQUIPMENT CATALOG	EA	\$3.6737	1	15	
267	PUB25	7610-03-000-9119	PUB, GUIDE TO DESIGNING LETTER MAIL	EA	\$0.7813	1	40	
268	PUB28	7610-03-000-3688	PUB, POSTAL ADDRESSING STANDARDS	EA	\$0.7053	1	50	
426	PUB300A	7610-04-000-6949	PUB, CONSUMER & BUSINESS GUIDE TO PREVENTING MAIL FRAUD	EA	\$0.1938	25	300	
433	PUB355	7610-03-000-9452	PUB, IDEAS PROG SUPERVISOR'S GUIDE	EA	\$0.2465	1	1000	
528	PUB370	7610-04-000-5602	PUB, GET MORE FROM YOUR POST OFFICE	EA	\$0.1122	1	850	
269	PUB39	7610-03-000-9154	PUB, US POSTAGE COLORING BOOK	EA	\$0.1535	50	200	
435	PUB417	7610-02-000-9159	PUB, NONPROFIT STANDARD MAIL ELIGIBILITY	EA	\$0.3853	1	80	
437	PUB51	7610-01-000-9815	PUB, INTERNATIONAL MAIL	EA	\$0.1092	25	200	
488	PUB552	7610-03-000-7591	PUB, UNDERSTANDING SEXUAL HARASSMENT	EA	\$0.5333	1	100	
440	PUB71	7610-03-000-9441	PUB, EMP REQ LV FOR COND	EA	\$0.0449	50		*
441	PUB75	7610-03-000-4795	PUB, MOVER'S GUIDE, (INCLUDES PS 3575 FORM)	EA	\$0.0000	1	100	
583	PUB75S	7610-03-000-4096	PUB, MOVER'S GUIDE (SPANISH)	EA	\$0.0000	125	1000	
502	PUB95	7610-04-000-1197	PUB, QUICK SERVICE GUIDE	EA	\$1.2900	1	24	
442	S2005D	8415-01-347-1461	GLOVES, WOMEN, SZ MED, IMPREGNATED CLOTH RED	PR	\$0.5779	1	72	
443	S2005E	8415-01-347-1462	GLOVES, WOMEN'S, LARGE, VINYL IMPREGNATED CLOTH RED	PR	\$0.4451	1	72	
444	S2005J	8415-01-347-4509	GLOVES, MEN'S MEDIUM, CLOTH, KNITTED WRISLET, LEATHER PALM	PR	\$1.0504	1	72	
445	S2005K	8415-01-347-4510	GLOVES, MEN'S, SMALL, FLANNEL/LEATHER,W/ KNIT WRIST	PR	\$0.9724	1	72	
272	S2025	6840-01-357-0744	DOG REPELLENT, BACK OFF, SPRAY	EA	\$2.5500	12		*
595	SF91	7540-00-634-4041	FORM, OPR'S RPT ACCID	HD	\$0.0310	1		
274	SSS1M	7530-04-000-5367	FORM, (UPO), REGISTRATION MAIL-BACK	EA	\$0.0000	50	1250	
485	SSS2	7530-03-000-3658	FORM, SSS INFORMATION CHANGE	EA	\$0.0000	25	2500	



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447	SSSBOX45	7690-03-000-3813	FORM, DISPENSER BOX/DISPLAY	EA	\$0.0000	1	4	
449	SSSPOS46	7690-03-000-3746	POS, REGISTRATION POSTER	EA	\$0.0000	1	1400	
450	TAG13	7690-03-000-9014	TAG, SCHEDULED MAIL	EA	\$0.0217	500		*
558	TAG141	7690-04-000-6856	TAG, "EXPRESS MAIL-GLOBAL GUARANTEED"	EA	\$0.0000	1		*
451	TAG15	7690-02-000-9907	TAG, DO NOT DELAY-TIME VALUE DATA-EXPEDITE	EA	\$0.0215	100		*
452	TAG155	7690-03-000-9238	TAG, SURFACE AIRLIFT	EA	\$0.0288	100		*
543	TAG157	7690-03-000-3824	EXP MAIL-DROP SHIPMENT	EA	\$0.0000	1		*
453	TAG158	7690-03-000-9135	TAG, S.A.M. M-BAG ADDRESS TAG	EA	\$0.0676	1		*
552	TAG159	7690-03-000-9177	DROP SHIPMENT PRIORITY	EA	\$0.0000	1		*
275	TAG2	7690-01-000-9229	TAG, PRIORITY MAIL	EA	\$0.0208	100		*
598	TAG44	7690-02-000-9990	TAG, SACK CONTENTS WARNING	EA	\$0.0288	1		*
454	TAG57	7690-02-000-9965	TAG, POL CAMP MAILING	EA	\$0.0254	100		*
455	TAG6	7690-03-000-9237	TAG, FIRST CLASS- DO NOT DELAY	EA	\$0.0217	1		*
469	TAG8	7690-03-000-9498	TAG, GLOBAL PRIORITY MAIL	EA	\$0.0322	1		*
456	TSP20	7530-01-000-9449	TSP, LOAN APPLICATION	EA	\$0.0000	1	3800	
479	TSP3	7530-01-000-9647	TSP, DESIGN BENEFICIA	EA	\$0.0000	1	1800	

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Supply Management, 11-25-04



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