

PROTECT YOUR FUTURE — BANK YOUR SICK LEAVE, SEE PAGE 13



# POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22143, December 9, 2004

**STUFF.  
STAMP.  
SHIP.**



**Priority Mail Flat-Rate Boxes**  
**Two convenient shapes. One great price.**



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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 22143: 7690-07-000-0127	PB 22135: 7690-07-000-0119	PB 22127: 7690-07-000-0111	PB 22120: 7690-05-000-5989
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		

# USPSNEWS@WORK

## Holiday mailing season kickoff: PMG, COO get the message out



Postmaster General (PMG) Jack Potter and Chief Operating Officer (COO) Pat Donahoe delivered the USPS® holiday mailing

message to millions of Americans during a recent Headquarters news conference.

From packaging tips to mailing deadlines to projected mail volumes, the pair provided the mailing public with everything they need to know for a successful holiday mailing season.



PMG Jack Potter (above) and COO Pat Donahoe (below) deliver the USPS holiday mailing message.

“The holiday season is a time to share gifts and greetings with loved ones near and far,” said Donahoe. “And, whether you can be there or not, we will get it there for you.”



PMG Potter touted the new flat-rate Priority Mail® boxes, saying, “They’re quick, easy and convenient.”

USPS expects to deliver 20 billion pieces of mail this holiday season, with the heaviest mail processing date expected to be Monday, Dec. 20, and the busiest delivery day, Dec. 22. To help get the mail there on time, air cargo lifts have been increased 40 percent and direct trucking routes between major cities have been added.

## Holiday Help: Guide is largest-ever USPS mailing



The Postal Service™ is delivering holiday help — to every household in America.

Letter carriers began dropping off the *Shipping & Mail-*

*ing Holiday Guide* to 141 million delivery addresses nationally in November.

The guide is a concise booklet full of information on new postal services and mailing tips — everything customers need to know about the convenience of using USPS during the holidays and beyond. It contains details on Priority Mail, Express Mail®, Global Priority Mail®, Global Express Mail® and Global Express Guaranteed® services, and reminds customers of the last mailing dates for items to arrive before Christmas or Hanukkah.

Portland, OR, customers were the first to receive the holiday guide. Hometown letter carrier Earl Keeton — featured on the cover — delivered the booklets to every customer on his route.

The guide is available online at [www.usps.com](http://www.usps.com). USPS employees can get more information about the booklet’s mailing campaign at <http://blue.usps.gov/advertising>.

## Santas set the stage: Holiday stamps open windows to yesteryear



Santa’s waiting for you.

*Holiday Ornaments* stamps featuring four festive Santas were released as part of the “Deliver the Joy” celebration

at New York City’s Fifth Avenue Lord & Taylor department store. Deputy PMG John Nolan released the stamps, along with Lord & Taylor President and CEO Jane Elfers.

The celebration was highlighted by six window displays depicting mail delivery between 1773 and the 1930s — with animated, period-detail horse, steamboat, stagecoach, steam locomotive, biplane and truck deliveries. Each scene is capped off with a stamp of yester-



Deputy PMG John Nolan and Lord & Taylor President and CEO Jane Elfers dedicated the popular new *Holiday Ornaments* stamps.

year to make each display resemble a giant holiday postcard. For a private viewing of the exquisite windows, go to <http://blue.usps.gov>; click *Link Online News Archives*; click *Delivering the Joy*, then click the link under the picture.

The stamps are available at Post Offices™ across the country, and online at The Postal Store on [www.usps.com](http://www.usps.com).

## APCs are here for the holidays: National deployment finishes in New York City



Gathered around a celebratory cake are Rockefeller Station Supervisor Lester O'Neal, Customer Services Supervisor Yuey Chow, IBM Deployment Manager Paul Driskel, USPS APC Field Liaison Michael Adams, NY Metro Area APC Coordinator Ed Zupko and Customer Services Supervisor Minnie Jones.

What can you do in seven months? How about deploying 2,500 Automated Postal Centers® (APCs) to Post Offices throughout the country? That's an average of 357 APCs per month.

The last APC was installed at New York City's Rockefeller Center, culminating a deployment that began in April. The APC is a holiday gift that will keep on giving

customers access to our services without them having to wait in long lines.

As an added stocking stuffer, APC customers can now purchase insurance for their packages and send them with even greater holiday peace of mind. Customers who use the APC to mail domestic Express Mail and Priority Mail packages can purchase up to \$200 worth of coverage against loss or damage.

## Working for a common cause: Hurricanes brought employees together

Nov. 30 was the last day of the 2004 hurricane season. In Orlando, FL, Postmaster General Jack Potter chose that day to pay tribute to the men and women who kept the mail moving — in spite of four hurricanes.

"I was amazed by the spirit of our employees," Potter said at a gathering of

about 100 key managers in the Central Florida District. "I'll never forget it."

Talking about employee "heroics, teamwork and hard work," Potter cited a comment by Vero Beach, FL, Officer-in-Charge Tom Oltman: "No one was a carrier. No one was a clerk. No one was a supervisor, manager or postmaster. We were all just people, doing whatever it took to get the job done."



From left: Postmaster General Jack Potter; Vero Beach, FL, OIC Tom Oltman; Post Office Operations Manager Steve Hooks; Southeast Area Vice President Bill Brown and Central Florida District Manager Pete Captain.

# Administrative Services

## Directives and Forms Update

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

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

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

### New Directives

#### Handbooks

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-144-CHG2	7/04	MLOCR-B/ISS, With Manual Mail Model Parts Information	7610-07-000-3252	ASM 5	ENG	MDC	R
HBK MS-202-VOL-D	10/04	Automated Package Processing Systems (APPS), Parts Information	7610-07-000-4120	ASM 5	ENG	MDC	R
HBK MS-214-VOL-D	7/04	Combined Input/Output Subsystem (CIOS), Parts Information	7610-07-000-0612	ASM 5	ENG	MDC	R

#### Management Instructions

PSIN	Edition Date	Title	Org.	USPS Source	Public Source
MI AS-530-2004-9	9/04	Safety Inspection of Heating, Boilers, Unfired Pressure Vessels, Elevators, Escalators, and Dumbwaiters	FAC	IWEB	N/A

#### Memorandums of Policy

PSIN	Edition Date	Title	Org.	USPS Source
MOP FI-09-17-2004-1	9/04	Policy Memo — Statistical Programs Letter #1, FY 2005	FIN	IWEB
MOP FI-09-17-2004-2	9/04	Policy Memo — Statistical Programs Letter #2, FY 2005	FIN	IWEB

#### Notices

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
NOT 3-P	11/04	Parcel Surcharge Guide Template	17 x 2 ½	7610-07-000-4874	PG	D&R	MDC	N/A

### New Forms

#### Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 6182	8/04	8/04	Global Express Guarantee Commercial Invoice	7530-07-000-3483	PU	SE	MKT	MDCIWB	WWW
PS 8178	10/04	10/04	473 Answer Sheet	7530-07-000-3493	TC	SH	ERM	MDC	N/A

### Revised Directives

#### Handbooks

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-197	10/04	Mailing Evaluation Readability Lookup Instrument	7610-05-000-4500	ASM 5	ENG	MDC	R

*Tags*

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
TAG 183	1/05	International Parcel Tag	7 ¼ x 3 5/8	7690-02-000-7107	EA	NOM	MDC	N/A

**Revised Forms***Forms*

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 969	9/04	9/04	Material Recycling and Disposal	7530-02-000-7258	PS	SE	SM	MDCIWB, AFC	N/A
PS 1018	9/04	9/04	eTravel Repayment Check Deposit Information	N/A	PS	SH	FIN	IWEB	N/A
PS 1357-W	10/04	10/04	Web Access Report	N/A	PU	SH	IMAQ	IWEB	WWW
PS 2013	11/04	11/04	Sensitive Security Clearance Processing Request	7530-01-000-9515	IC	SH	IS	MDCIWB, AFC	N/A
PS 8041	10/04	10/04	Pre-Arbitration or Agency Settlement Worksheet	7690-07-000-1171	PS	SH	ERM	MDCIWB	N/A

**Obsolete Directives***Labels*

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
LAB 87	8/88	Registered Outside	3 x 4 ¼	7690-02-000-9962	EA	PD	MDC	N/A

*Management Instructions*

PSIN	Edition Date	Title	Org.	USPS Source	Public Source
MI AS-620-94-1	8/94	Safety Inspection of Heating, Boilers, Unfired Pressure Vessels, Elevators, Escalators, and Dumbwaiters	FAC	HQO	N/A
MI AS-840-95-4	5/95	Radio Systems Frequencies in Postal Facilities	IT	MDC	N/A
MI AS-840-95-5	5/95	Telecommunications Bill Certification	IT	MDC	N/A
MI AS-840-95-6	5/95	Acquiring Pay Telephones	IT	MDC	N/A
MI AS-840-96-9	10/96	Home-Based Postal-Provided Telephone Line for Business Use	IT	HQO	N/A
MI AS-840-2003-7	7/03	Toll-Free Telephone Services	IT	N/A	N/A
MI AS-860-96-10	10/96	Telephone Calling Card Management	IT	HQO	N/A
MI AS-860-2001-4	10/01	Prohibition of Ownership and Use of Nongovernment Frequency Band Radio Devices	IT	IWEB	N/A
MI AS-860-2002-3	4/02	Acquiring and Managing Wireless Services: Cellular Telephone, Paging, and Wireless Data	IT	IWEB	N/A
MI AS-860-2004-3	5/04	Maintaining Service Level Agreement	IT	IWEB	N/A
MI AS-863-2003-4	4/03	Secure Videoconferences	IT	IWEB	N/A
MI FM-640-1999-1	2/99	Payments for Supplies and Services Using the Miscellaneous Disbursement Payment Process Under Local Buying Authority	FIN	MDC	N/A

**Obsolete Forms**

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
PS 3830-A	8/95	Registry Dispatch Record	7530-02-000-9075	PD	MDC	N/A

REVISED HANDBOOK

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

Handbook AS-805-D, *Information Security Network Connectivity Process*, has been revised to better address the connection to the Postal Service™ networked infrastructure of non-Advanced Computing Environment (ACE) network-enabled hardware and software and to correct several process and administrative items.

We will incorporate these revisions into the online version of Handbook AS-805-D 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*.
- Then click on *HBKs*.

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

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

\* \* \* \* \*

**Transmittal Letter**

\* \* \* \* \*

**D. Comments and Questions**

\* \* \* \* \*

*[Revise the second sentence of this section to read as follows:]*

Comments may also be sent by e-mail to [info\\_security@usps.gov](mailto:info_security@usps.gov).

\* \* \* \* \*

**1 Introduction**

\* \* \* \* \*

*[Renumber current 1-4 as new 1-5 and add new 1-4 to read as follows:]*

**1-4 Postal Service Standard Networked Infrastructure**

The standard enabling networked infrastructure for the Postal Service is the Advanced Computing Environment (ACE)–approved hardware and software configurations. All non-ACE network-enabled hardware and software must be assessed and approved by the NCRB prior to connecting to the Postal Service Intranet. Exceptions are:

- a. Nonroutable mail processing equipment and mail processing infrastructure (MPE/MPI) devices that are only connected to MPE local area networks (LANs).
- b. Initiatives under portfolio management that have been through the Integrated Solutions Methodology (ISM) process.

**1-5 Network Connectivity Review Board**

\* \* \* \* \*

**1-5.2 NCRB Process Overview**

\* \* \* \* \*

**Step 2. Request Initiation**

*[Revise the paragraph to read as follows:]*

The requester and executive sponsor submit appropriate documentation (see section 3-1.2, Documentation Requirements for the Connectivity Package) with a requested completion date.

**Step 3. Preliminary Request Evaluation**

*[Revise the first sentence to read as follows:]*

The NCRB network connectivity engineer reviews the request to ascertain feasibility, risk, and compliance; gathers all required information; performs research; and holds discussions with the requester, as required.\*\*\*

\* \* \* \* \*

**Step 5. Approval**

*[Revise the second sentence to read as follows:]*

\*\*\*If not approved, an alternative is usually suggested.

**Step 6. Scheduling Pre-Implementation Review**

*[Revise the second sentence to read as follows:]*

\*\*\*The NCRB formally opens the change request based on the schedule for firewall updates.

\* \* \* \* \*

**Step 8. Confirmation**

*[Revise the paragraph to read as follows:]*

A confirmation e-mail is sent to the requester notifying him or her of the completion of the request.

\* \* \* \* \*

**2 Roles and Responsibilities**

\* \* \* \* \*

**2-5 Chairperson, Network Connectivity Review Board**

\* \* \* \* \*

*[Delete item j.]*

\* \* \* \* \*

**2-7 Executive Sponsors**

*[Revise the last sentence of the introductory paragraph to read as follows:]*

\*\*\*Executive sponsors and/or assigned portfolio managers are also responsible for the following:

\* \* \* \* \*

*[Reletter current items f through r as new items g through s. Add new item f to read as follows:]*

- f. Securing necessary approvals from the Facilities and Postal Inspection Service organizations for connecting physical access control and environmental systems to the Postal Service Intranet.

*[Revise item g to read as follows:]*

- g. Completing and submitting the appropriate NCRB documentation, including (as required) connectivity description, architectural diagrams, business case, Facilities and Postal Inspection Service approvals, configuration and enforcement strategy, site security review, and appropriate NCRB request forms.

\* \* \* \* \*

**3 Network Connectivity Process**

**3-1 Determination of Need for Connectivity Request**

**3-1.1 Types of Connectivity Requiring Review by the NCRB**

The following types of connectivity must be reviewed, evaluated, and approved by the NCRB:

\* \* \* \* \*



[Add items j and k to read as follows:]

- j. Non-ACE-supported infrastructure, including personally owned devices, physical access control devices such as key card devices and biometric devices, and environmental systems such as redundant power feed controllers; heating, ventilating, and air conditioning equipment; temperature and humidity controllers; fire suppression equipment; and water and sewer controllers.
- k. Any network device not managed by Telecommunications Services, IT.

**3-1.2 Documentation Requirements for the Connectivity Request Package**

[Add a row to the table after "Business Case" to read as follows:]

Support Documentation Required with Request	BP Requests for Leased Line Connectivity	BP Requests for VPN Connectivity	All Other Requests for Connectivity
Facility and Inspection Service Approvals	X	X	X

\* \* \* \* \*

**3-5 Approval**

\* \* \* \* \*

[Revise the second paragraph to read as follows:]

If the request is not approved, the NCRB chairperson or his/her designee suggests an alternate solution compliant with Postal Service information security policy.

**3-6 Scheduling/Pre-Implementation Review**

[Revise the second sentence to read as follows:]

\*\*\*The NCRB formally opens the change request based on the schedule for firewall updates.

\* \* \* \* \*

**3-8 Confirmation**

[Revise the paragraph to read as follows:]

A confirmation e-mail is sent to the executive sponsor of the establishment of connectivity.

\* \* \* \* \*

**4 Connectivity Request Documentation Requirements**

\* \* \* \* \*

[Re-number current 4-5 through 4-8 as new 4-6 through 4-9. Add new 4-5 to read as follows:]

**4-5 Facilities and Postal Inspection Service Approvals**

Connection of physical access control and environmental systems to the Postal Service Intranet must be approved by the Facilities and Postal Inspection Service organizations prior to requesting connectivity from the NCRB. Attach copies of the approvals.

\* \* \* \* \*

## REVISED FORM

**PS Form 2013, Security Clearance Processing Request**

A revised version of PS Form 2013, *Security Clearance Processing Request*, is now 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*.
- Then click on *Forms*.

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

A copy of this form can be found on page 11 of this *Postal Bulletin*.

You may also order hardcopies of the form 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 the revised PS Form 2013:

<b>PSIN:</b>	PS 2013
<b>PSN:</b>	7530-01-000-9515
<b>Unit of Measure:</b>	EA
<b>Minimum Order Quantity:</b>	N/A
<b>Bulk Pack Quantity:</b>	N/A
<b>Quick Pick Number:</b>	N/A
<b>Price:</b>	\$0.0159
<b>Edition Date:</b>	11/04

Submit this form with all clearance packages requesting Sensitive, Non-Sensitive, Interim Sensitive, and Top Secret clearances to the Security Investigations Service Center (SISC) in Memphis, Tennessee.

Previously, PS Form 2013 was used to request only Sensitive and Interim Sensitive clearances.

— Security Group,  
*Inspection Service, 12-9-04*



### Security Clearance Processing Request

Requesting Office (Organizational department)		Location (City, state, and ZIP+4®)	Current Date (MM/DD/YYYY)
Full Name (Last, first, middle name)		Social Security No.	Date of Birth (MM/DD/YYYY)
Position and Grade (Employee/Contractor)		Residential Location (City, state, and ZIP+4)	

(Check appropriate box)

- |  |   |
|--|---|
| <input type="checkbox"/> Non-Sensitive Clearance | <input type="checkbox"/> Top Secret Clearance   |
| <input type="checkbox"/> Sensitive Clearance     | <input type="checkbox"/> Interim Sensitive Clearance Is Requested Before Completion of Security Clearance |

Justification for Clearance (Detailed description of duties required for clearance)

Attach the following completed forms as applicable: Standard Forms 85-P, 86, or 2025; PS Forms 2181 or 2181-C; SF 87 or FD 258. Attach proof of citizenship and drug screening results if required. (Check appropriate box).

- Applicant currently holds a security clearance with another agency (Contact Security Unit at 901-747-7700 for instructions).
- Subject is a Postal Service™ career employee currently on duty.
- Subject is a federal government employee, transferring to Postal Service with no break in service.
- Subject is a contractor or contract employee.

Submit documents to:

● ●

SECURITY INVESTIGATIONS SERVICE CENTER (SISC)  
 ATTN: SECURITY CLEARANCE PROCESSING UNIT  
 US POSTAL INSPECTION SERVICE  
 225 HUMPHREYS BLVD 4TH FL  
 MEMPHIS TN 38161-0007

Operating Unit Head (Sign/Type)	Telephone Number	Security Control Officer (Sign/Type)	Telephone Number
---------------------------------	------------------	--------------------------------------	------------------

<p style="text-align: center;"><b>SPACE BELOW TO BE USED FOR REPLY</b></p> <p><i>Security Control Officer: Provide your name and full return address below. Include ZIP + 4.              If you wish to receive interim sensitive or final clearance information via e-mail or fax, provide the e-mail address or fax number below your name and address.</i></p> <p style="text-align: center;">● ●</p>	<p style="text-align: center;"><b>INSPECTION SERVICE USE ONLY</b></p> <p><input type="checkbox"/> Interim Sensitive Clearance Granted              Date _____              By _____</p> <hr/> <p><input type="checkbox"/> Final Clearance Granted              Date _____              By _____</p> <hr/> <p><input type="checkbox"/> Clearance Denied              Date _____              By _____</p>
---	--

## 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 Last Minute Santa Catalog	Standard/Postcard	12/10/04–12/13/04	6.0	National	Car-Rt	Harte-Hanks
JCP Week 46 Holiday \$10 Appreciation	Standard/Letter	12/11/04–12/14/04	38.8	National	Car-Rt	Harte-Hanks

— *Business Service Network Integration, Service and Market Development, 12-9-04*

### DISCONTINUED PUBLICATION

#### Publication 65, National Five-Digit ZIP Code and Post Office Directory

Effective immediately, the two-volume Publication 65, *National Five-Digit ZIP Code and Post Office Directory*, will not be published in 2005. The 2004 edition will be the last printed version.

Publication 65 has been replaced with a new product, the AIS (Address Information Systems) Viewer, which includes several products on a single CD-ROM:

- Address Lookup.
- City/State/Delivery Type.
- County Name Retrieval.
- Delivery Statistics Retrieval.
- ZIP+4® Retrieval.

The AIS Viewer is convenient and easy to use, providing the same ZIP Code™ information available in the hard-copy Publication 65, but with significant improvements, including lookup capability. It is designed to retrieve, view,

and print hardcopy reports, on demand, at a 5-digit ZIP Code level. The data is valid for 105 days from the product cycle date, providing a significant improvement in the content, accuracy, and currency of information over the old hardcopy reports.

Each of the products available on the AIS Viewer CD-ROM is priced separately, allowing mailers the flexibility to customize the product to their needs. The annual subscription price is based on which products are ordered.

To order the AIS Viewer, or for more information about this and other addressing tools, contact the National Customer Support Center at 800-238-3150, option 0.

— *Address Management, Intelligent Mail and Address Quality, 12-9-04*

# Employees

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## SAFETY ALERT

### Snow Blower Safety

Each year, hundreds of people throughout the nation have their fingers amputated by snow blowers. Thousands more are rushed to hospital emergency rooms for related injuries. Most injuries occur when people try to clear the auger/collector or discharge chute with their hands. **Always stop the engine and disconnect the spark plug before attempting to clear snow and debris from any part of a snow blower.**

In 2004, two Postal Service™ employees lost fingers in snow blower accidents. Both employees stuck their hands down the snow blower discharge chute to clear jams. Both had their left ring and middle fingers amputated.

This season, we want to keep everyone safe as they operate snow blowers. Please follow these safety tips to operate snow blowers safely:

#### Before Starting

- Check the snow blower before you use it to make sure it is functioning properly and safety guards are in place.
- Keep people away from the area where you start or operate the machine. Shift into neutral and make sure all clutches are disengaged before starting the motor.

#### While Operating

- Walk slowly and carefully so you don't slip, and keep a firm hold on the machine. If you try to remove snow too quickly, you'll overload the blower. Don't use a snow blower on steep slopes. Make sure you don't hit obstructions such as curbs or tree roots.

- Always keep hands and feet away from all moving parts. Stay away from the discharge opening to prevent entanglement or being struck by objects propelled by the blades. **Never put your hand in any part of the equipment while the machine is running.**
- If you have an electric-powered snow blower, be aware of where the power cord is at all times.
- Don't run a gasoline-powered blower in an enclosed area because of the danger of carbon monoxide poisoning. In recent years, five people have died after leaving snow blower engines running in enclosed areas.

#### While Cleaning or Clearing

- First turn off the engine, wait for all moving parts to stop, and disconnect the spark plug wire so the machine can't accidentally start. Use a tool — **never your fingers** — to remove any snow or ice buildup.

#### While Fueling

- Add fuel to the tank outdoors before starting the machine. Don't add gasoline to a running or hot engine. Always keep the gasoline can capped, and store gasoline out of the house and away from ignition sources.

Remember to practice safety every step of the way. Let's make this year free of snow blower injuries!

— *Safety Performance Management,  
Employee Resource Management, 12-9-04*

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### Protect Your Future — Bank Your Sick Leave

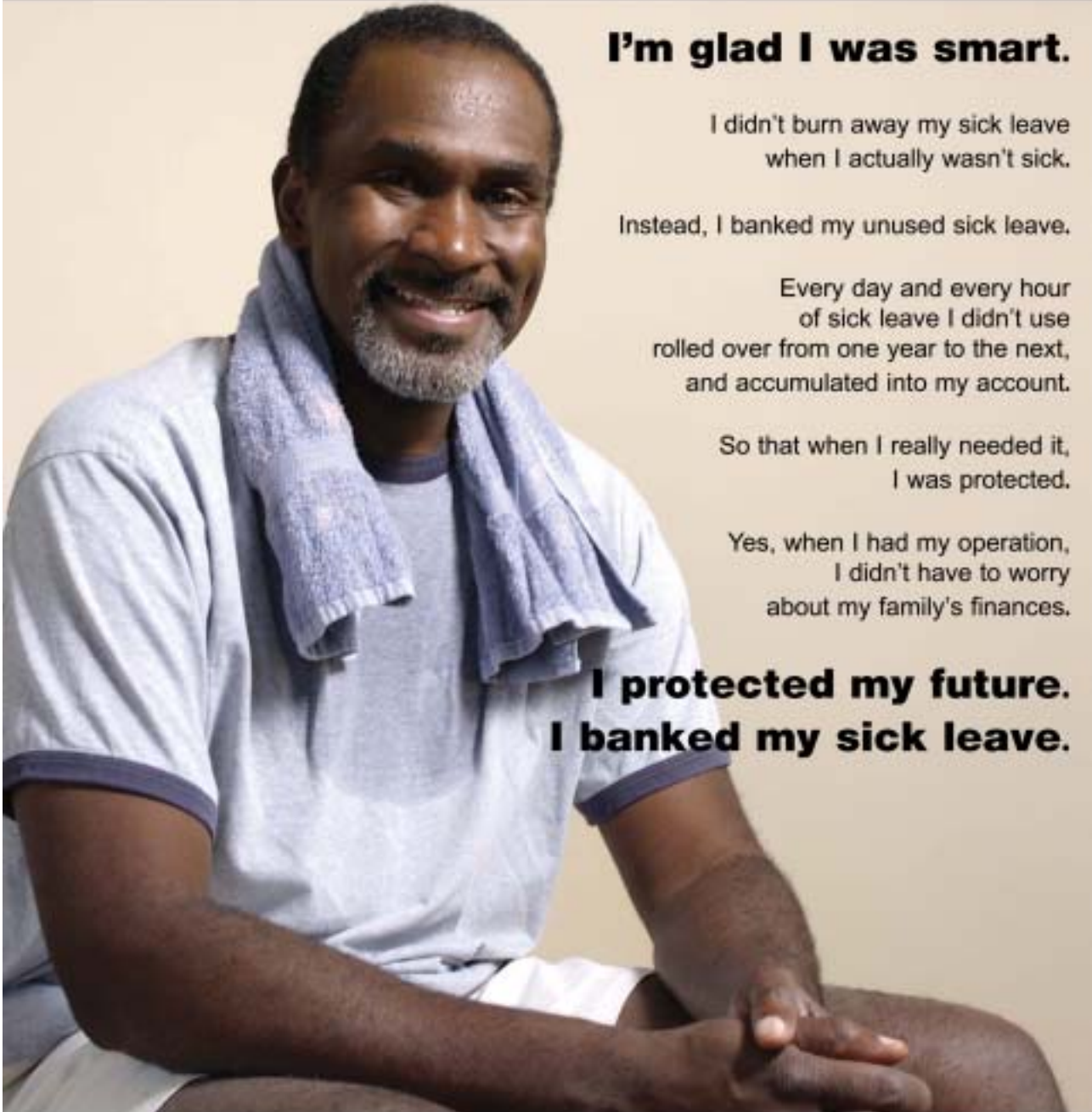
Building a cushion or a nest egg to protect yourself during hard times makes sense. You get a little money and set it aside in case your roof needs repairs or your car needs work.

That's exactly what banking your sick leave is like. It's a little something set aside for days when you're physically incapacitated due to an off-the-job illness or injury. And that's the continuing theme behind the Human Resources employee awareness campaign called "Protect Your Future — Bank Your Sick Leave" (see the new poster on

page 14). The campaign is scheduled to continue through July 2005.

Remember, sick leave is an employee benefit — a cushion — for when you fall on hard times. And it's one you can bank on.

— *Health and Resource Management,  
Employee Resource Management, 12-9-04*

A photograph of a middle-aged Black man with a goatee, smiling warmly. He is wearing a light blue short-sleeved polo shirt and has a light blue towel draped around his neck. He is sitting down with his hands clasped in his lap.

## **I'm glad I was smart.**

I didn't burn away my sick leave  
when I actually wasn't sick.

Instead, I banked my unused sick leave.

Every day and every hour  
of sick leave I didn't use  
rolled over from one year to the next,  
and accumulated into my account.

So that when I really needed it,  
I was protected.

Yes, when I had my operation,  
I didn't have to worry  
about my family's finances.

## **I protected my future. I banked my sick leave.**

**Protect Your Future.  
Bank Your Sick Leave.**

# Finance

HANDBOOK DM-103 REVISION

## U.S. Postal Service Internal Mail

Effective December 9, 2004, chapter 3 of Handbook DM-103, *Official Mail*, is revised to reflect changes made over the past 4 years for tracking and reporting Postal Service™ internal mail.

In addition, all single-piece G-10 permit imprint letter- and flat-size pieces must be prepared using facing identification mark (FIM) B for processing purposes. Parcels do not need FIM B, but labels created locally that will be adhered to letter- and flat-size mailpieces must contain FIM B.

We will incorporate these revisions into the next printed edition of Handbook DM-103 and into the next update of the online version accessible on the Postal Service PolicyNet Web site.

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

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

### Handbook DM-103, *Official Mail*

\* \* \* \* \*

### 3 Postal Service Mail

[Revise chapter 3 to read as follows:]

#### 31 General

##### 311 Overview

All postal units may use the G-10 permit imprint for outgoing mail (both single-piece and volume mailings), except for Express Mail items. Postal units are required to use their accountable finance number for Express Mail items (see 35).

For reply mail, all postal units may use the appropriate Postal Service Business Reply Mail permit number (see 34). Do not use the G-10 permit imprint for reply mail, except for cards prepared for domestic return receipt (Form 3811).

##### 312 Format

All Postal Service mail must have preprinted in the upper left corner the Postal Service corporate logo followed by the

complete return address (including ZIP+4 code) of the postal unit. The return address aligns left with the bottom edge of the “P” in the corporate logo (see Exhibit 322).

The penalty mail legend, “Official Business/Penalty for Private Use \$300,” which is required for other non-prepaid government agency mailings, is not used for Postal Service mailings.

### 32 Single-Piece Mailings

#### 321 General

Single-piece G-10 permit imprint mail may be entered into the mailstream without going through business mail entry unit (BMEU) acceptance. This mail must be prepared according to the elements described below.

#### 322 Format

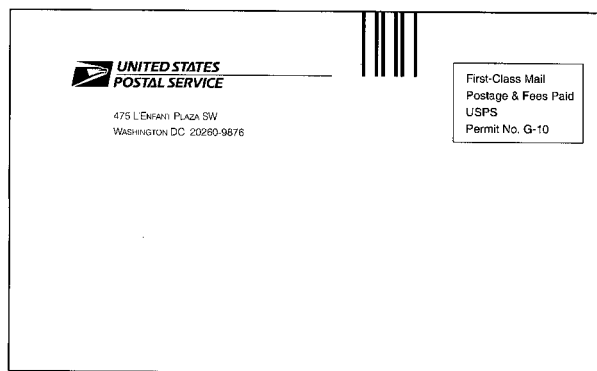
All single-piece G-10 permit imprint letter- and flat-size mailpieces must be prepared using facing identification mark (FIM) B for processing purposes. All other format elements listed in 312 must also be included. All parcels must have the format elements listed in 312, but do not need a FIM B. Labels locally created that will be adhered to letter- and flat-size mailpieces should contain FIM B.

The G-10 permit imprint may not be used for reply purposes except for Form 3811, *Domestic Return Receipt*. This should be formatted according to the single-piece G-10 permit imprint standards.

Exhibit 322 provides an example of a properly formatted G-10 permit imprint for single-piece letters and flats.

Exhibit 322

#### Format for G-10 Permit Imprint Single-Piece Letters or Flats



Drawing not to scale

*Note:* Postal Service employees may not provide G-10 permit imprint labels to suppliers to pay shipping costs. Effective March 1, 1996, Postal Service suppliers must pay for all shipments to postal facilities.

**33 Volume Mailings**

**331 General**

All postal units using the G-10 permit imprint for large volume mailings (200 pieces or 50 pounds minimum) must submit the mailing to a BMEU with the applicable postage statement. Except as described here, these mailings are subject to the normal eligibility and preparation requirements.

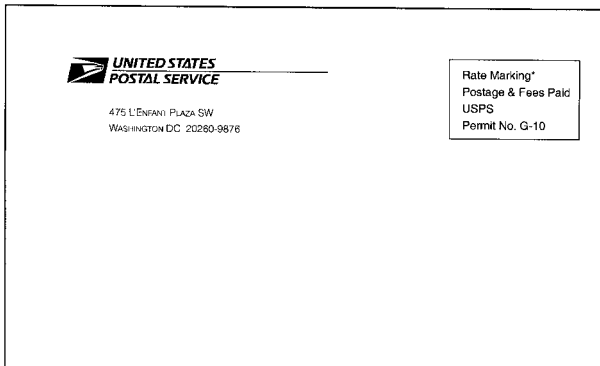
**332 Format**

All format elements listed in 312 must be included. FIM B is optional on volume mailings submitted through a BMEU.

Exhibit 332 shows the proper format for the G-10 permit imprint used for volume mailings. The marking standards in *Domestic Mail Manual (DMM) M012* apply to these mailings.

Exhibit 332

**Format for G-10 Permit Imprint Volume Letters or Flats**



Drawing not to scale

\*DMM M012 for specifications

*Note:* The finance number of the accountable postal unit must be entered in the Federal Agency Cost Code block on the postage statement.

**333 Parcels**

When using a vendor to distribute parcels in bulk using a G-10 permit, the vendor must use the same barcode symbology that is required for barcode discounts for a paid mailing under DMM C700.

**334 Authorization**

Postal units are not required to complete Form 3615, *Mailing Permit Application and Customer Profile*, to activate the G-10 permit imprint number at local post offices.

**34 Business Reply Mail**

**341 General**

All postal units may distribute preaddressed business reply envelopes, cards, and labels using the Postal Service BRM permit number 73026 to facilitate customer response.

*Note:* Do not provide BRM labels to postal suppliers or vendors. Effective March 1, 1996, all shipments to postal facilities must be paid by the supplier.

**342 Notice 32 BRM Permit Number**

Postal Service BRM permit number 99998 is used only to distribute Notice 32-C, *P.O. Box Fee Due (FIM C Marking)*.

**343 Authorization**

Postal units are not required to complete Form 3615, *Mailing Permit Application and Customer Profile*, to activate the Postal Service BRM permit number at local post offices.

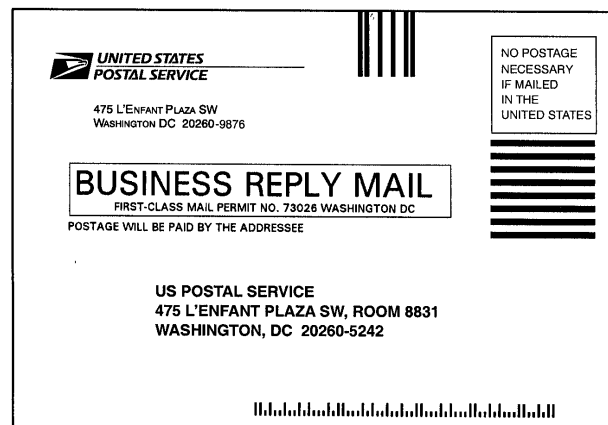
**344 Format**

Postal Service BRM envelopes and labels must be in the approved format shown in Exhibit 344. The mailpiece characteristics and format elements described in DMM S922 apply to Postal Service BRM. Each BRM envelope and label should include the following:

- A legibly printed address. Handwriting, typewriting, and handstamping may not be used to prepare BRM.
- A complete address, which must be printed directly on the mailpiece.
- The legend "Postage Will Be Paid By Addressee" even though Postal Service mail is not charged.
- A barcode with FIM C.

Exhibit 344

**Postal Service BRM Format (FIM C w/ ZIP+4 Barcode)**



Drawing not to scale



**35 Express Mail**

**351 General**

All postal units may use Express Mail service with an accountable finance number.

**352 Completing the Express Mail Label**

To use Express Mail service, the Postal Service Acct. No. block of the Express Mail label must be filled in with the appropriate 8-digit combination of numbers (e.g., 419-99999 — where the first digit is always “4,” the second digit is “0” for field or “1” for Headquarters, and the last 6 digits are the accountable finance number).

**36 Merchandise Return Service**

No postal unit at any level (including managers and authorized purchasing agents) is authorized to use Merchandise Return Service for any purpose.

\* \* \* \* \*

— Revenue and Field Accounting,  
Finance, 12-9-04



HANDBOOK REVISION

**Handbook F-15, Travel and Relocation**

Effective December 9, 2004, Handbook F-15, *Travel and Relocation* (February 2004), is revised to include updated editions of PS Form 1010, *eTravel Participant Enrollment Request*, and PS Form 1018, *eTravel Repayment for Overpayments or Cash Advances*.

We will incorporate these revisions into the next printed version of Handbook F-15 and into the next update of the online version accessible on the Postal Service™ PolicyNet Web site.

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

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

**Handbook F-15, Travel and Relocation**

\* \* \* \* \*

**Appendix B Instructions for Submitting Forms**

\* \* \* \* \*

**B-6 PS Form 1010, eTravel Participant Enrollment Form**

\* \* \* \* \*

**B-6.2 Filling Out the Form**

\* \* \* \* \*

**B-6.2.1 eTravel Participant Enrollment Form (Page 1 of 2)**

[Form shown on page 19 appears here.]

**B-6.2.2 eTravel Participant Enrollment Form (Page 2 of 2)**

[Form shown on page 20 appears here.]

[Revise the title of B-7 to read as follows:]

**B-7 PS Form 1018, eTravel Repayment for Overpayments or Cash Advances**

\* \* \* \* \*

**B-7.2 Filling Out the Form**

\* \* \* \* \*

[Revise the title and text of B-7.2.1 to read as follows:]

**B-7.2.1 eTravel Repayment for Overpayments or Cash Advances (Page 1 of 2)**

[Form shown on page 21 appears here.]

[Revise the title and text of B-7.2.2 to read as follows:]

**B-7.2.2 eTravel Repayment for Overpayments or Cash Advances (Page 2 of 2)**

[Form shown on page 22 appears here.]

\* \* \* \* \*

— National Accounting,  
Finance, 12-9-04



**eTravel Participant Enrollment Request**

*(Please print legibly)*

Employee Name <i>(Last, first, MI)</i>		Social Security Number <i>(9 digits)</i>	User I.D. <i>(6-digit alphanumeric)</i>
Employee Work Location	E-mail Address	Finance Number	Work Telephone No. <i>(Include area code)</i>
Role of Employee <i>(Check all that apply)</i> <input type="checkbox"/> Traveler <input type="checkbox"/> Approver		Employee Type <i>(Check one)</i> <input type="checkbox"/> PCES/EAS <input type="checkbox"/> Craft <input type="checkbox"/> Officer <input type="checkbox"/> OIG	
Work Location Mailing Address	Address		ZIP + 4 <sup>®</sup>
	City		
Authorized Approving Manager's Name <i>(Please print)</i>		Finance Number	Work Telephone No. <i>(Include area code)</i>

**Electronic Funds Transfer (EFT) Enrollment Information**

**EFT payment is required for all EAS and PCES employees who will receive reimbursement through eTravel. EFT payment is preferred for all bargaining unit employees. Employees may enter EFT information through PostalEASE online, or by completing the EFT information below.**

Should we use the same account as your payroll net-to-bank for eTravel reimbursements?       Yes       No  
 Was eTravel net-to-bank entered online through PostalEASE?       Yes       No

**Complete this section if: (1) The answer to the question above is "No," or (2) If you wish to change your current EFT information for eTravel.**

Check to indicate if EFT is for a new enrollment or to change a current travel EFT account.  
 New       Change

Financial Institution Name	Telephone No. <i>(Include area code)</i>	
Financial Institution Address		
9-Digit Financial Routing Transit No.	Depositor Account No.	Account Type <input type="checkbox"/> Checking (CODE 22) <input type="checkbox"/> Savings (CODE 32)

**NOTE: If you have more than one account in the same financial institution, you may need to contact the institution to ensure that your travel reimbursement funds are deposited to the correct account.**

**Complete This Section ONLY if You are a Bargaining Employee and Opt out From EFT and Want Check Reimbursement**

Check Reimbursement Mailing Address	Address		
	City	State	ZIP+ 4

**Privacy Act Statement:** The collection of this information is authorized by 39 USC 401, 404, 1001, 1206, and 2008 and Public Law 104-134. This information will be used to reimburse you for the miscellaneous expenses for which you have submitted a claim. As a routine use, the information may be disclosed to an appropriate government agency, for law enforcement or other official purposes; where pertinent, in a legal proceeding to which the USPS<sup>®</sup> is a party or has an interest; and to an expert, consultant, or other person under contract with the USPS to fulfill an agency function. Completion of this form is voluntary. If the required information is not provided, you will not be reimbursed for official travel expenses through the eTravel system.

In order to participate in the eTravel system, and for purposes of setting up my employee profile, I agree that:

The project team may use information from this form to access USPS electronic information systems to confirm my finance number, Social Security number, government travel card account number, and EFT deposit information. I also understand that this information will be used to create an electronic "e1357" computer system responsibility agreement and logon identification number that will be provided for me to access the eTravel system. Bargaining unit employees proxied by a Web alias may not receive the responsibility agreement and logon identification. I agree that the use of my logon identification number and password to identify me as the submitter, and where appropriate, approver, of eTravel expense reports is acceptable to me.

Employee Signature		Date <i>(MM/DD/YYYY)</i>	
Please return completed form to your eTravel coordinator:		Name	Telephone No. <i>(Include area code)</i>
OFFICE USE ONLY	EFT Input <i>(Initials)</i>	P30 Input <i>(Initials)</i>	Date <i>(MM/DD/YYYY)</i>

Instructions: Print all entries.

#### General

<b>Employee Name</b>	Enter the name ( <i>last, first, MI</i> ) of the employee for whom the eTravel account is being set up.
<b>Social Security Number</b>	Enter the employee's 9-digit Social Security number. The SSN becomes the vendor identification number in eTravel and the accounts payable system.
<b>User ID</b>	Enter the employee's user ID if available. This is the 6-digit alpha-numeric number used in eAccess.
<b>Employee Work Location</b>	Enter the employee's official duty station.
<b>E-mail Address</b>	Enter the employee's e-mail address (e.g., john.g.doe@usps.gov) or generic office email (e.g., ~finance number).
<b>Finance Number</b>	Enter employee's finance number of official duty station.
<b>Work Telephone Number</b> ( <i>Include area code</i> )	Enter the employee's telephone number at the official duty station.
<b>Role of Employee</b> ( <i>Check all that apply</i> )	Check the role(s) that apply to the person for whom the eTravel account is being set up.
<b>Employee Type</b> ( <i>Check one</i> )	Check employee's personnel type.
<b>Work Location Mailing Address</b>	Enter the address of the official duty station.
<b>Authorizing Approving Manager's Name</b>	Enter name of authorized approver of eTravel voucher.
<b>Authorizing Approving Manager's Fin. No.</b>	Enter finance number of approving manager.
<b>Authorized Approving Manager's Tel. No.</b>	Enter telephone number (include area code) of approving manager.

#### Electronic Funds Transfer (EFT) Enrollment Information

<b>Should we use the same account as your payroll net-to-bank for eTravel reimbursements?</b>	Check either "Yes" or "No." EFT payment is required for all EAS and PCES employees and preferred for all bargaining unit employees.
<b>Was eTravel net-to-bank entered online through PostalEASE?</b>	Check either "Yes" or "No."
<b>Check to indicate if EFT is for a new enrollment or to change an existing travel EFT account?</b>	Check "New" if this is the first time you have entered an EFT account for travel in the accounts payable system for this employee. Check "Change" if the employee presently has a travel EFT account but wants to change.
<b>Financial Institution Name</b>	Enter the name of the bank where the account is located.
<b>Telephone Number</b> ( <i>Include area code</i> )	Enter the telephone number of the financial institution.
<b>Financial Institution Address</b>	Enter the address of the financial institute.
<b>9-Digit Financial Routing Transit Number</b>	Enter the 9-digit bank routing number.
<b>Depositor Account Number</b>	Enter the account number where where travel reimbursement is to be deposited.
<b>Account Type</b>	Check to indicate whether the account is a checking or savings account.
<b>Check Reimbursement Mailing Address</b>	Enter the address where travel reimbursement check is to be mailed. Used for the bargaining employee who elects to receive travel reimbursement by check. Do not use the address of the employee's permanent duty station.
<b>Employee Signature</b>	Employee signs form attesting to qualification in preceding paragraph.
<b>Date</b> ( <i>MM/DD/YYYY</i> )	Enter the month, date, and year that the form was signed.
<b>Name</b>	Enter the eTravel coordinator's name.
<b>Telephone Number</b> ( <i>Include area code</i> )	Enter the telephone number of the eTravel coordinator.
<b>Office Use Only</b>	Used for office control.



## eTravel Repayment for Overpayments or Cash Advances

Use this form to record repayment of overpayments or travel advances made by the U.S. Postal Service® to you through Accounts Payable. Complete all fields to ensure proper credit of the repayment.

**Traveler Information**

First Name	MI	Last Name	Social Security No.
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**Personal Check Information**

Check Number	Check Date (MM/DD/YYYY)	Check Amount
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**Expense Report Information**

Expense Report Name	Travel Dates (MM/DD/YY-MM/DD/YY)	Account No.	Finance No.	Amount

**Cash Advance Information**

Expense Report Name	Travel Dates (MM/DD/YY-MM/DD/YY)	Account No.	Finance No.	Amount
		<b>15130.000</b>		

**Note:** This information can be obtained from the original expense report. Failure to complete the above information will result in the check being recorded in travel account 51401.000 and servicewide finance number 10-4390.

**Explanation of Overpayment**

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**Contact Information**

Contact Name (First, MI, last)	Telephone No. (Include area code)	Date (MM/DD/YYYY)
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Mail a copy of this form and check (payable to the U.S. Postal Service) to:

**DISBURSING OFFICER  
ACCOUNTING SERVICE CENTER  
US POSTAL SERVICE  
PO BOX 21888  
EAGAN MN 55121-0888**

**Privacy Act Statement:** Your information will be used to document collection of overpayments made in eTravel. Collection is authorized by 39 USC 401, 404, 1001, 1206, and 2008.

Providing the information is voluntary, but if not provided, your records may not be properly updated to reflect repayment to the Postal Service™. We do not disclose your information to third parties without your consent except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: as required by law or in legal proceedings; to law enforcement; to entities or individuals under contract with USPS®; to entities authorized to perform audits; as required by the NLRA; to federal, state, local, or foreign government agencies regarding personnel matters; to the EEOC; and to the MSPB or Office of Special Counsel.

### Instructions

Complete the form as indicated below. All fields must be completed for proper credit.

1. **Traveler Information.** Enter the name and Social Security number of the traveler who received the overpayment.
2. **Personal Check Information.** Enter the check number, check date, and check amount for the check issued by the traveler to repay the Postal Service™.
3. **Expense Report Information.**
  - a. Enter the name of the expense report in which the overpayment occurred.  
For example: JonesJL, Stl/Dca, 04/01-04/04/02.
  - b. Enter the dates of travel.
  - c. Enter the account number used for expense that was overpaid. Bargaining employees repaying cash advances obtained by using PS Form 1011, *Travel Advance Request and Itinerary Schedule*, use account 15130.000. See chart below:

Account No.	Description
51401.000	Domestic Travel
51404.000	International Travel
52363.183	Training Expenses
56316.183	Board of Governors
56409.183	Investigations (OIG and IS)
56603.183	Postal Forum
56605.183	Supplies
15130.000	Cash Advance

4. **Explanation of Overpayment.** Enter a detailed explanation of how the overpayment occurred. This information is needed to update eTravel to reflect collection of the overpayment.
5. **Contact Information.** Enter the name and telephone number of the person who should be contacted in case additional information is required.
6. **Mailing Instructions.** The repayment check should be made payable to the "U.S. Postal Service." Annotate "eTravel repayment" or "cash advance repayment" in the memo section of the check.

Mail completed form and check to the following address:

**DISBURSING OFFICER  
ACCOUNTING SERVICE CENTER  
US POSTAL SERVICE  
PO BOX 21888  
EAGAN MN 55121-0888**

## NOTICE

**Contract Postal Unit Anti-Money Laundering/Anti-Terrorist Compliance Training**

All Postal Service™ managers responsible for the administration of contract postal units (CPUs) are reminded that personnel in CPUs that sell money orders must comply with all federal laws and regulations and with Postal Service policies related to anti-money laundering and anti-terrorist initiatives.

Federal anti-money laundering and anti-terrorist laws and regulations (commonly referred to as the Bank Secrecy Act (BSA) and the USA PATRIOT Act) mandate that the Postal Service implements a comprehensive Anti-Money Laundering/Anti-Terrorist Program (AML/ATP). At a minimum, the AML/ATP must include internal controls, policies, and procedures to detect and report certain financial transactions, and all suspicious activity, to the Department of the Treasury. To satisfy these legal mandates, the Postal Service developed two forms, PS Form 8105-A, *Funds Transaction Report (FTR)*, and PS Form 8105-B, *Suspicious Transaction Report (STR)*, and produced a BSA training video and manual.

Postal Service managers responsible for CPUs must ensure that CPU personnel who sell postal money orders do the following:

- View the BSA training video and review the training manual.
- Maintain a readily available supply of PS Forms 8105-A and PS Forms 8105-B.
- Send completed PS Forms 8105-A and PS Forms 8105-B to the address on the bottom of the forms the day the forms are completed.

Detailed instructions for ordering PS Forms 8105-A and PS Forms 8105-B were published in *Postal Bulletin* 22122 (2-19-04, pages 13–18). In addition, procedures for completing PS Forms 8105-A and PS Forms 8105-B are explained in *Administrative Support Manual (ASM)* part 229. Following are general guidelines for completing PS Forms 8105-A and PS Forms 8105-B:

**PS Form 8105-A, Funds Transaction Report (FTR)**

Complete these sections on PS Form 8105-A for all cash sales of money orders totaling \$3,000 or more to the same customer in the same day:

- Purchaser's name.
- Purchaser's address.
- Purchaser's date of birth.

- Purchaser's photo identification (driver's license or other government-issued ID).
- Purchaser's Social Security number (or alien registration of passport).
- Inclusive serial numbers of the money orders sold.
- Date of transaction.
- Amount of transaction.
- Employee/contractor signature.

Send PS Forms 8105-A to the address on the bottom of the form on the same day the transaction is conducted.

*Note:* Record serial numbers in the boxes provided; do not affix attachments (POS/IRT receipts, etc.) to PS Forms 8105-A.

**PS Form 8105-B, Suspicious Transaction Report (STR)**

Complete PS Form 8105-B when the employee/contractor believes the transaction was suspicious in nature. The BSA training video presents various scenarios depicting possible suspicious transactions. Federal law prohibits notifying the customer that a suspicious report is being completed; therefore, complete the following sections of PS Form 8105-B immediately after the customer leaves the counter line:

- Inclusive serial numbers of the money orders sold.
- Date of transaction.
- Amount of transaction.
- Any information identifying the customer (name, address, identification, etc., *if available*).
- The Comments section, explaining the nature of the activity that caused the employee/contractor to believe the transaction is suspicious. All boxes in the Comments section that apply to the transaction should be checked. In addition, identifying information about the customer (such as height, weight, ethnicity, etc.) should be included in the Comments section.

*Note:* Record serial numbers in the boxes provided. Do not attach POS/IRT receipts to PS Forms 8105-B. However, you may attach copies of Express Mail® labels, photo identification, etc., to PS Forms 8105-B.

— Corporate Treasury,  
Finance, 12-9-04

## NOTICE

**Household Diary Study**

The Postal Service's™ Household Diary Study (HDS), conducted since 1987, provides information about the contents of the mail sent and received by U.S. households. The Postal Service uses this information to help understand why and how customers use the mail. The results are used to:

- Forecast mail volume.
- Plan marketing strategies.
- Provide information for rate-setting purposes.

The HDS is administered at Headquarters by the Office of Demand Forecasting and Economic Analysis, Finance. NuStats, the HDS survey research firm contractor since July 1999, conducts the interviews and collects and analyzes the HDS data throughout the year.

HDS is a two-stage survey. Stage 1 is the *Household Interview*. NuStats sends an advance letter, signed by the postmaster general, to a representative sample of U.S. households. This letter emphasizes the importance of the HDS and asks for participation. These sample households are contacted either by telephone or in person and asked about the mail they send and receive, their adoption and use of various communications' technologies, their attitudes about mail service in general, and information relating to their household and personal demographics. Those respondent households are recruited to participate in HDS Stage 2.

Stage 2 is the *Mail Diary*. NuStats asks households that agree to participate in Stage 2 to record information about

the mail they send and receive for a 7-day period from Monday to Sunday. Information recorded includes: number of mailpieces received and sent, industry mail source, mail characteristics, and attitudes regarding mail received. As an incentive for HDS Stage 2 participation, households are offered the options of receiving \$30 or a roll of 100 First-Class Mail® stamps.

Data gathered in both HDS stages is available in a final report, "The Household Diary Study — Mail Use and Attitudes." The report is published in hard copy and a free electronic file. Order forms for the latest HDS report may be obtained via the Postal Service Internet at [www.usps.com/householddiary](http://www.usps.com/householddiary).

For additional information, contact either of the following individuals:

Malcolm Harris  
 Telephone: 202-268-3650  
 Fax: 202-268-6841  
 E-mail [malcolm.c.harris@usps.gov](mailto:malcolm.c.harris@usps.gov)

Greg Dawson  
 Telephone: 202-268-7446  
 Fax: 202-268-6841  
 E-mail [gregory.e.dawson@usps.gov](mailto:gregory.e.dawson@usps.gov)

— Office of Demand Forecasting and Economic Analysis,  
 Finance, 12-9-04

**Annual Vending Machine Income Report Due Soon**

A summary of vending machine income sharing and other activities related to the Randolph-Sheppard Act Amendments of 1974 is required for fiscal year 2004 (October 1, 2003, through September 30, 2004). This report (see page 26) complies with an annual request from the Department of Education and Handbook EL-602, *Food Service Operations*, 441.3.

The report covers proceeds and/or commissions of every Postal Service™ installation with even a single coin-operated vending machine (stamp machines excepted) selling snacks, drinks, food, or tobacco. Postmasters, installation heads, lead plant and district managers, and district Human Resources and Headquarters field unit managers must prepare or consolidate and send reports as described below by the dates shown.

**By January 28, 2005 — All Postmasters and Installation Heads**

Send final reports to the processing and distribution lead plant or Customer Service and Sales district level manager. Postmasters must send consolidated reports to appropriate managers (see format for reporting vending machine income provided) including proceeds and/or commissions from vending machines at their branches and stations.

**By February 18, 2005 — Lead Plant and District Managers**

Consolidate reports by state and forward them to district Human Resources managers.



**By March 11, 2005 — District Human Resources Managers and Headquarters Field Unit Managers**

Send consolidated reports, summarized by state, to this address:

MANAGER PERSONNEL OPERATIONS SUPPORT  
 ANNUAL VENDING INCOME REPORT  
 US POSTAL SERVICE  
 475 L'ENFANT PLZ SW RM 1831  
 WASHINGTON DC 20260-4261

— *Personnel Operations Support,  
 Employee Resource Management, 12-9-04*

(See form on page 26.)

## International Mail

*IMM REVISION*

**Changes to Global Express Mail Shipments to Canada**

Effective December 9, 2004, the *International Mail Manual* (IMM) is revised to allow Global Express Mail™ (EMS®) items destined for Canada to be addressed to post office box addresses. In addition, a local telephone number of the addressee is now required for mail addressed to a post office box address. Previously, all EMS shipments were required to have a street address (post office box addresses were not allowed), and a local telephone number for the addressee was requested (but not required). The U.S. Postal Service™ will continue to request a local telephone number for mail addressed to a physical home or business address.

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

**International Mail Manual (IMM)**

\* \* \* \* \*

**Individual Country Listing**

\* \* \* \* \*

**Canada**

\* \* \* \* \*

**Global Express Mail (EMS) (220)**

\* \* \* \* \*

**Notes:**

\* \* \* \* \*

*[Revise note 3 to read as follows:]*

3. Express Mail shipments may have a street address or a post office box address. A local telephone number for the addressee **MUST** be provided for shipments addressed to a post office box address. A local telephone number for the addressee should be provided if possible for shipments to a street address.

\* \* \* \* \*

— *Mailing Standards,  
 Pricing and Classification, 12-9-04*

<b>Vending Machine Income<sup>1</sup></b>		
Vending machine commissions received from commercial concessionaire (do not include the 1 ½% operating fee):	Receipts of locally operated vending machine, after deducting the costs of goods sold, including reasonable maintenance cost:	Amount disbursed to state licensing agency:
\$	\$	\$

**Applications From State Licensing Agency (SLA) for Permits or Contracts to Operate Vending Facilities**

Number Pending at Beginning of Period	Total Number Received	Number Awarded to SLA	Number Denied <sup>2</sup>	Number Pending at End of Period

The above data is taken from records on file in the office of:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Installation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

<sup>1</sup> Do not include income from postal products, machines, or recreation/information service machines

<sup>2</sup> Attach explanation of each denial.

## Fraud Alert

### Withholding of Mail Orders

Withholding of mail orders is enforced by postmasters at the cities listed below.

State/City/ZIP Code	Names and Addresses Covered
CA, Los Angeles 90019-5847	Any and All Names Except Joseph Rogers, Saron Rogers and Ambria James, 4568 Saturn Street
MI, Bitely 49309-9601	Any and All Various names Other Than the Names L.C. Elcan and/or Francine Elcan, 8945 28th Avenue

— Judicial Officer, 12-9-04

## 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>	021840	063149	090641	113320	172056	232364	320067	322468	329692	340853	467065	497228
005449	022124	063408	091056	114102	173050	262001	321193	322477	330044	344086	473118	<b>524029</b>
006750	022341	063487	091117	114469	174055	265007	322009	322483	330067	349000	473143	527024
008284	023004	064027	091393	115222	174059	274008	322010	322484	330144	349005	477034	531490
008354	023011	064203	091675	115314	175094	275011	322025	322487	330334	349017	478119	537070
008699	023021	064667	091775	115350	176109	275012	322035	322503	330522	349349	479048	541240
008965	023105	064744	091937	115435	177041	275101	322040	322515	330523	350025	480226	551332
009160	023129	064995	092901	115440	177074	276008	322042	322519	330582	351068	480746	553096
009232	023169	065477	092960	115476	178035	276038	322052	322575	330646	352206	480767	553997
009304	023178	065869	093267	115551	184030	276409	322053	322582	330702	352500	480981	571014
009344	023301	067123	093363	116020	184062	277024	322068	322587	330745	352592	481001	577002
010231	023445	067155	094498	117051	186011	278012	322070	322594	330822	352599	481114	591190
011247	023530	067187	094526	117087	186014	279002	322075	322600	331106	352644	481117	599561
011395	023570	068048	094603	117097	186039	280053	322082	322613	331115	354104	481151	<b>600037</b>
011399	023589	068508	095472	117635	187027	280107	322091	322620	331257	359001	481405	600073
012206	025052	069272	095689	117712	187086	281086	322094	322642	331541	366075	481584	600132
013249	025356	069306	095971	117796	191796	282254	322096	322649	331618	366159	481587	600146
014282	027688	069423	096455	117907	191933	282907	322099	322665	331687	370029	481611	600204
014597	027900	069674	096908	118046	192705	282916	322108	322676	331693	380182	481736	600448
015394	028460	069757	096941	118072	192950	282919	322120	322689	331830	381891	481742	600967
015482	029703	070043	097372	118563	193197	282921	322121	322695	331860	387017	481992	601262
015562	029704	070459	097683	119502	193715	283308	322122	322707	332023	<b>401044</b>	481993	602600
015566	029793	070715	097690	123145	193721	283576	322124	322778	332054	402633	482202	602912
015647	029872	071083	097878	124016	193724	292375	322149	322786	332092	402739	482399	604649
015682	030076	071096	097965	128143	198247	293311	322161	322808	332788	402950	482550	606256
015716	030125	071668	097989	130046	<b>200205</b>	294257	322167	322811	332907	410010	482573	607047
016214	030189	071789	098248	142062	<b>200358</b>	294288	322198	322817	332941	415001	482804	607127
016221	030193	071815	098354	142165	200723	294340	322211	322830	333446	421020	482809	607187
018036	030289	075202	098401	142253	200771	294538	322224	322836	333534	431064	482918	607196
018125	030445	075297	098602	142306	200831	294551	322253	322852	334841	432259	483209	608031
018226	030514	075315	098698	142717	206102	294567	322268	322864	335074	432655	483212	608122
018281	030556	075603	098803	142852	207505	294569	322275	322873	335287	436116	483229	608398
018327	031091	075631	098860	146020	207906	295452	322277	322874	335294	436296	483331	609202
018652	037140	075661	<b>100034</b>	146458	207965	296529	322283	322898	335306	436472	483382	611101
018656	038259	075701	100105	146629	208452	297034	322302	322937	335606	441467	483664	611130
018967	040052	075895	100173	146665	208561	298022	322303	322941	335856	441609	483833	615034
018988	041004	076232	100232	150018	208638	<b>300025</b>	322304	322951	336027	441698	484029	619055
019231	048025	076319	101495	150024	208701	300275	322307	322961	336053	441701	485126	620045
019233	050074	076808	103424	150025	209285	300288	322319	322965	336575	441794	485263	620046
019296	051030	076832	103430	150035	210811	300403	322321	322970	336829	443021	485338	620094
019311	053082	077375	103434	150084	210841	300535	322327	322973	337020	443236	486248	624091
019329	054303	077505	104352	151100	210846	300884	322329	322984	337085	443554	488016	629144
019341	055192	077847	104431	152057	220087	301276	322330	322990	338082	450038	489368	629146
019396	056073	079993	105099	152810	221146	301306	322331	322994	338331	452038	489426	631357
019476	060093	080213	105177	152892	221257	301393	322334	323646	339303	452142	490498	631387
019638	060115	085504	108174	152935	221284	301461	322336	326420	339353	452263	490709	631696
019991	060163	085509	108410	154051	221615	301773	322369	326615	340139	453042	492015	631785
020129	060186	088335	108480	169005	222129	301901	322375	326699	340144	454504	492037	637103
020249	060772	088621	108681	169014	222147	301924	322379	327027	340312	454746	492071	641065
020298	060962	088668	108757	170338	223373	305838	322388	327048	340510	454813	492096	641341
020486	061084	088720	111665	171275	229094	306483	322396	328067	340631	458152	492105	641581
020538	061105	089216	112475	171276	229119	312215	322404	328282	340748	462923	492109	641858
020558	061184	089666	112496	171310	232023	314628	322427	329619	340780	463084	492114	648144
020603	061568	089683	112710	171315	232316	314929	322429	329651	340783	466571	492117	660125

660227	750431	767554	782113	787049	787854	853668	903035	914501	921348	927747	940421	969039
672082	751104	767562	782114	787052	787884	853783	903068	914669	921460	927756	940508	969057
679005	752032	767578	782168	787061	787920	853825	903472	914778	921652	928358	940852	969129
681402	752449	767586	782290	787068	787934	856206	903687	914849	921678	928446	941257	970001
681477	757083	770237	782555	787117	787943	871628	903775	914952	921823	928477	941685	970785
681643	760102	770297	782667	787362	787991	871670	904048	915015	922333	928608	941994	970917
<b>701376</b>	763128	770298	782858	787500	788044	890201	904682	915053	922380	928637	946284	970923
712013	764011	770345	782973	787551	789008	891228	906001	915112	924116	928671	946597	970939
712021	765522	770464	782985	787556	799144	891428	906002	915525	925234	928697	948623	970993
723087	765540	770510	784192	787592	<b>802211</b>	891444	906633	915581	925239	928776	948681	972715
727080	765559	770536	784199	787630	802336	891477	906833	915680	926018	928815	948772	974218
730328	765572	770665	784210	787673	803225	891482	906848	917002	926048	930015	949457	976004
730727	765574	771083	784265	787677	804032	891524	906864	917051	926093	930213	950628	985211
730728	765587	771944	784609	787679	804038	891799	907116	917067	926225	930289	951370	992561
731031	765592	772585	785528	787681	804228	891827	907285	917177	926302	931026	951379	992608
731358	765601	772953	786062	787683	805510	891969	907457	917410	926358	931077	951885	992738
740119	765602	773019	786071	787712	809088	891972	907780	917454	926447	931118	951904	995262
740423	765604	774345	786076	787733	816071	895006	910333	917465	926664	931190	951914	995287
740439	765606	775030	786090	787735	820502	895041	911138	917691	926742	931212	955213	995525
740860	765607	775264	786096	787753	832026	895068	911230	918011	926770	931506	958105	995570
741295	765610	775317	786113	787763	833204	895102	911326	918392	926790	931635	958127	995603
741354	765612	775361	786116	787771	834048	895128	913097	918436	926801	931749	960070	995950
741427	765615	780134	786117	787784	840140	898091	913538	920019	926959	932812	967270	
741783	765624	781080	787011	787795	841311	<b>900019</b>	913707	920070	926983	933152	967285	
741863	765625	782016	787016	787797	841636	900258	913869	920229	927260	939046	968177	
743081	765626	782076	787019	787812	852631	900262	913929	920241	927390	939569	968463	
750012	766508	782081	787036	787819	853135	900346	914034	920333	927445	940172	968647	
750274	766517	782102	787042	787837	853339	902368	914045	920381	927488	940233	969020	
750301	767535	782112	787044	787843	853600	902483	914129	921111	927645	940254	969033	

— Product Information Requirements,  
Product Development, 12-9-04

## 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 4099
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 4599
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</b>	<b>7599</b>	652 754 6317 to	6399	678 096 7531 to	7599	<b>700 065 2570 to</b>	<b>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</b>	<b>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</b>	<b>4199</b>	685 297 7645 to	7699	701 601 3457 to	3499
644 900 9712 to	9799	660 673 0400 to	0599	685 623 5264 to	5299	701 605 5913 to	5999
644 901 0109 to	1299	661 488 5000 to	5099	685 650 9487 to	9499	701 695 3982 to	3999
644 901 1325 to	1399	661 609 9100 to	9199	685 669 4200 to	4299	701 695 4148 to	4199
644 923 6800 to	7799	661 716 9420 to	9499	685 757 8452 to	8499	701 695 4227 to	4299
644 932 4655 to	4699	661 906 6522 to	6599	686 071 2694 to	2799	701 708 1741 to	1799
645 318 7240 to	7499	662 021 8332 to	8399	686 176 3333 to	3354	701 736 3966 to	3999
645 333 1766 to	1799	662 068 0700 to	0899	686 372 3200 to	3299	701 838 2800 to	2899
645 790 8632 to	8699	662 553 0774 to	0799	686 644 5879 to	5899	701 941 0600 to	0699
645 821 0657 to	0699	663 078 7034 to	7099	686 899 1371 to	1399	702 171 1603 to	1699
645 930 7948 to	7999	663 763 5300 to	5399	686 931 7636 to	7699	702 195 5109 to	5199
645 975 0737 to	0762	663 883 7039 to	7499	687 601 0973 to	0999	702 254 9300 to	9399
646 242 6200 to	6299	663 938 9200 to	9299	687 614 6774 to	6799	702 264 7569 to	7599
646 270 7639 to	7799	664 253 8000 to	8499	688 120 9000 to	9999	702 519 0513 to	0524
646 798 4000 to	4999	664 656 3055 to	3099	688 314 3107 to	3191	702 713 1800 to	1809
647 048 7035 to	7099	665 174 6400 to	6499	<b>690 291 1361 to</b>	<b>1371</b>	702 821 5730 to	5799
647 049 2900 to	2999	665 274 8208 to	8299	690 788 2877 to	2899	702 821 5805 to	5899
647 398 8300 to	8399	665 669 5400 to	5499	690 893 5344 to	5399	702 846 6331 to	6399
647 398 8481 to	8499	666 132 8226 to	8299	690 893 5512 to	5599	702 848 3900 to	3999
647 437 3000 to	4999	666 696 2209 to	2299	690 904 1300 to	1599	702 857 7302 to	7499
647 811 2188 to	2199	666 696 2309 to	2399	690 941 6000 to	6199	702 878 0114 to	0199
648 009 6057 to	6099	667 032 9300 to	9399	691 313 6383 to	6399	703 364 1707 to	1799
648 163 5300 to	5499	667 729 5529 to	5599	691 313 6600 to	6699	<b>740 002 7710 to</b>	<b>7719</b>
648 722 5283 to	5299	668 383 8400 to	8699	691 582 8003 to	8099	740 241 9049 to	9099
648 892 3164 to	3199	<b>670 368 3400 to</b>	<b>3499</b>	691 664 1800 to	1999	740 255 1718 to	1799
649 100 3989 to	3999	670 369 7336 to	7399	691 664 2400 to	2499	740 470 2420 to	2443
649 647 0370 to	0399	670 750 7169 to	7199	692 727 9362 to	9399	740 523 7432 to	7449
649 647 0522 to	0599	671 046 6200 to	6399	692 798 1800 to	1899	740 535 1555 to	1580
649 647 5237 to	5399	671 251 5448 to	5499	693 249 0779 to	0799	740 701 6105 to	6114
649 647 9100 to	9299	671 926 5600 to	5799	693 249 0877 to	1699	740 705 9790 to	9799
649 666 7800 to	8299	672 444 2000 to	2999	693 445 0566 to	0999	740 726 6400 to	6500
<b>650 114 7707 to</b>	<b>7719</b>	672 828 3410 to	3499	693 448 8500 to	8999	740 765 3306 to	3399
650 130 3400 to	3599	673 167 5776 to	5799	693 645 9583 to	9599	<b>805 885 8411 to</b>	<b>8499</b>
650 213 0406 to	0499	675 464 3700 to	3799	693 965 4200 to	4299	806 087 1100 to	1499
650 555 1749 to	1799	675 464 4000 to	4199	695 741 2906 to	2999	806 268 9275 to	9299
650 564 1900 to	1999	676 365 5958 to	5999	695 947 8518 to	8599	806 534 3400 to	3477
650 627 4212 to	4299	676 669 1024 to	1099	696 662 8247 to	8299	807 342 3283 to	3399
650 736 2043 to	2099	677 126 6734 to	6799	697 447 8285 to	8296	808 086 7100 to	7199
650 739 1540 to	1699	677 333 9979 to	9999	698 042 4816 to	4899	808 090 3440 to	3499
651 741 4415 to	4499	677 466 1088 to	1099	698 131 2138 to	2157	808 325 5161 to	5699
651 882 2800 to	2899	678 071 4500 to	4799	698 227 0000 to	0099	808 784 8000 to	8299

<b>830 125 0672 to</b>	<b>0699</b>	851 143 6826 to	6844	<b>870 054 4814 to</b>	<b>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</b>	<b>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 8822 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</b>	<b>0699</b>	<b>860 240 8520 to</b>	<b>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</b>	<b>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</b>	<b>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</b>	<b>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	791 771 431	to	1 490	798 040 053	to	0 080
766 509 421	to	9 660	772 162 660	to	3 070	792 004 293	to	4 320	798 055 813	to	5 830
766 572 901	to	3 020	772 718 615	to	8 640	792 018 379	to	8 420	798 055 891	to	5 950
766 748 500	to	8 521	772 940 140	to	0 160	792 070 621	to	0 740	798 326 371	to	6 520
767 024 341	to	4 370	772 970 886	to	0 940	792 145 211	to	5 230	798 339 167	to	9 210
767 326 471	to	6 590	773 009 419	to	9 430	792 391 381	to	1 620	798 562 411	to	2 440
767 332 561	to	2 950	773 112 031	to	2 060	792 452 779	to	2 790	798 632 461	to	2 490
768 009 841	to	9 960	773 125 387	to	5 410	792 772 728	to	2 770	798 807 151	to	7 510
768 011 489	to	1 520	773 179 320	to	9 410	792 903 511	to	3 990	798 944 761	to	5 030
768 177 980	to	7 990	773 202 989	to	3 140	793 282 518	to	2 533	799 133 191	to	3 220
768 391 081	to	1 170	773 208 991	to	9 290	794 041 831	to	2 040	799 177 626	to	7 650
768 661 569	to	1 650	773 231 311	to	1 340	794 397 709	to	7 780	799 854 751	to	5 200
769 000 051	to	0 080	773 231 311	to	1 340	794 581 741	to	2 040	<b>800 044 320</b>	to	4 410
769 050 841	to	0 900	773 348 739	to	8 940	794 581 741	to	2 040	800 211 901	to	2 440
769 159 081	to	9 178	773 348 739	to	8 940	794 592 122	to	2 150	800 427 530	to	7 540
			773 575 891	to	5 950	795 032 251	to	2 340	800 872 741	to	2 830
			773 852 971	to	3 030	795 796 291	to	6 350	801 676 681	to	7 100

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,  
Postal Inspection Service, 12-9-04

## 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, 12-9-04*

## 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, 12-9-04*

### Overseas Military Mail

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

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

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

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

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

### Changes

<b>APO/FPO</b>	<b>Action</b>	<b>Effective Date</b>	<b>See Restrictions</b>
APO AE 09098	Close	10 Dec 2004	
APO AE 09320	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09325	Activate	13 Dec 2004	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
APO AE 09351	Close	10 Dec 2004	
APO AE 09380	Delete U2	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09385	Delete N	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09706	Add N	Immediately	A1-B-B1-C-N-U-V

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

### APO/FPO Table

<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>
09003	A1-B-B1-C-D-P-U-V	09069	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09225	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09074	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09076	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-U	09080	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09081	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V
09014	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U
09031	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09165	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U
09033	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U
09034	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U
09036	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U
09042	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U
09045	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U
09046	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09177	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09050	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09053	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09054	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09056	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09058	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09059	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U		
09060	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09212	A1-B-B1-C-D-U-V		
09063	A1-B-B1-C-D-L-U	09128	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U		
09067	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09344	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09504	A1-B-V
09307	A1-B-B1-V-Z1	09345	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	09505	A1-B-V
09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09506	A1-B-V
09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09347	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	<b>09380</b>	<b>A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1</b>	09507	A1-B-V
09310	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09348	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	09508	A1-B-V
09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09352	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	09509	A1-B-V
09313	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09510	A1-B-V
09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	<b>09385</b>	<b>A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1</b>	09511	A1-B-V
09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09355	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	09517	A1-B-V
09316	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09356	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	09521	A1-B-V
09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09524	A1-B-V
09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09358	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09532	A1-B-V
<b>09320</b>	<b>A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1</b>	09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09534	A1-B-V
09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09360	A1-B-B1-V	09395	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09532	A1-B-V
<b>09325</b>	<b>A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1</b>	09363	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09396	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09534	A1-B-V
09326	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09364	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	09542	A1-B-V
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09398	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09543	A1-B-V
09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09399	A-A1-B-B1-C-F-M-V-Z1	09545	A1-B-V
09329	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09367	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09409	A1-B-B1-C-C1-U-V	09549	A1-B-V
09330	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	09420	A1-B-B1-C-C1-U	09550	A1-B-V
09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09370	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09421	A1-B-B1-C-C1-U	09554	A1-B-B1-V
09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09447	A1-B-B1-C-C1-U-V	09556	A1-B-V
09333	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	09454	A1-B-B1-C-C1-U-V	09557	A1-B-V
09334	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	09456	A1-B-B1-C-C1-U	09564	A1-B-V
09337	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	09459	A1-B-B1-C-C1-U	09565	A1-B-V
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09371	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09461	A1-B-B1-C-C1-U	09566	A1-B-V
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09373	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09463	A1-B-B1-C-C1-U	09567	A1-B-V
09340	A-A1-B-B1-C1-F-R-V	09374	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09464	A1-B-B1-C-C1-U	09568	A1-B-V
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1			09466	A1-B-B1-C-C1-U	09569	A1-B-V
				09469	A1-B-B1-C-C1-U	09570	A1-B-V
				09470	A1-B-B1-C-C1-U	09573	A1-B-V
				09494	A1-B-B1-C-C1-U	09574	A1-B-V
				09496	A1-B-B1-C-C1-U-V	09575	A1-B-V
				09498	A1-B-B1-C-C1-U	09576	A1-B-V
				09499	A1-B-B1-C-C1-U	09577	A1-B-V
				09501	A1-B-V	09578	A1-B-V
				09502	A1-B-V	09579	A1-B-V
				09503	A1-B-V	09581	A1-B-V
						09582	A1-B-V
						09586	A1-B-V
						09587	A1-B-V
						09588	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	09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09831	A1-B-B1-F-N-U-V-Z1	34036	A1-B-M-N-V-Z1
09612	A1-B-B1-C-F-U			09832	A-B-B1-U1-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1
09613	A1-B-B1-C-F-U-V	09728	A1-B-B1-C-F1-U-V	09833	A1-B-B1-U1-V-Z1	34038	A1-B-B1-M-N-V-Z1
09617	A1-B-B1-C-F-U	09729	A1-B-B1-N-U-V	09834	A1-B-B1-V-Z1	34039	A1-B-N-V-Z1
09618	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	09835	A-A1-B-B1-V-Z1	34040	A1-B-V-Z1
09619	A1-B-B1-C-F-U			09836	A-A1-B-B1-C-F-M-V-Z1	34041	A1-B-B1-M-N-U-V-Z1
09620	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	09837	A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1
09621	A1-B-B1-C-F-U			09838	A1-B-B1-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1
09622	A1-B-B1-C-F-U	09732	A1-B-B1-N-V-Z1	09839	A-A1-B-B1-U-V-Z1	34050	A1-B-V
09623	A1-B-B1-C-F-U	09733	A1-B-B1-V	09840	A-A1-B-B1-V-Z1	34051	A1-B-V-Z1
09624	A1-B-B1-C-F-U	09735	A1-B-B1-N-V-Z1	09841	A-A1-B-B1-U-Z1	34053	A1-B-V-Z1
09625	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	09842	A-A1-B-B1-Z1	34055	A1-B-N-V-Z1
09626	A1-B-B1-C-F-U	09777	A-A1-B-B1-C-E1-N	09843	A-A1-B-B1-U-V-Z1	34058	A1-B-B1-V-Z1
09627	A1-B-B1-C-F-U	09779	A-A1-B-B1-F-R-V	09844	A-A1-B-B1-U-V-Z1	34052	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1
09628	A1-B-B1-C-F-F1-U-V	09780	A-A1-B-B1-F-R-V	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34071	A1-B-I-M-N-V-Z
09630	A1-B-B1-C-F-U-V	09788	A-A1-B-B1-F-R-V	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34076	A1-B-B1-F1-N-V-Z1
09631	A1-B-B1-C-F-U	09789	A-A1-B-B1-F-R-V	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34078	A1-B-B1-F1-N-V-Z1
09636	A1-B-B1-C-F-U	09790	A-A1-B-B1-C1-F-R-V	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34079	A1-B-B1-F1-N-V-Z1
09642	A1-B-B1-N-U	09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09859	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34090	A1-B-V
09643	A1-B-B1-U	09793	A-A1-B-B1-F-R-V	09865	A-A1-B-B1-V-Z1	34091	A1-B-V
09644	A1-B-B1-U	09797	A1-B-B1-C-D-P-V	09868	A-A1-B-B1-U-V-Z1	34092	A1-B-V
09645	A1-B-U	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	34093	A1-B-V
09647	A1-B-B1-N-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	34095	A1-B-V
09648	A1-B-B1-N-U-V-Z1	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	34098	A1-B-V
09649	A1-B-B1-U	09804	A-A1-B-B1-F-Z1	09892	A-A1-B-B1-F-N-R-R1-V-Z1	34099	A1-B-V
09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96201	A-A1-B
09703	A1-B-B1-C-F1	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34002	A1-B-B1-N-U-Z1	96202	A-A1-B1-U-V
09704	A1-B-B1-C-D-V	09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	96203	A-A1-B
09705	A1-B-B1-U	09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34007	A-A1-B-B1-C1-F1-V-Z1	96204	A-A1-B-B1
<b>09706</b>	<b>A1-B-B1-C-N-U-V</b>	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	96205	A-A1-B-B1-U
09707	A1-B-B1-C-N-U-V	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34020	A1-B-B1-M-N-V-Z1	96206	A-A1-B-B1-U
09708	A1-B-B1	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34021	A1-B-M-N-V-Z1	96207	A-A1-B-B1-V
09709	A1-B-B1-F1	09819	A-A1-B-F-P-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96208	A-A1-B-B1-U
09710	A1-B-B1-C-C1-F1-M-R-R1-U	09821	A-A1-B-F-V-Z1	34023	A1-B-B1-M-N-V-Z1	96212	A-A1-B-B1-U
09711	A1-B-B1-F1-Z1	09822	A-A1-B-F-V-Z1	34024	A1-B-B1-M-N-V-Z1	96213	A-A1-B-B1-U
09713	A1-B-B1-C-F1	09823	A-A1-B-F-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96214	A-A1-B-B1-U
09714	A1-B-B1-C-C1-F1-M-R-R1-U	09824	A-A1-B-F-V-Z1	34030	A1-B-B1-M-N-V-Z1	96215	A-A1-B-B1-U-V
09715	A1-B-B1-F1	09827	A-A1-B-F-Z1	34031	A1-B-B1-M-N-V-Z1	96217	A-A1-B-B1-U-V
09716	A1-B-B1-C-D-N-U-V	09828	A1-B-N-V-Z1	34032	A1-B-M-N-V-Z1	96218	A-A1-B-B1-U
09717	A1-B-B1-M-W	09830	A1-B-B1-C-N-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96219	A-A1-B-B1-U-V
09718	A1-B-B1-F-I-N-U-V			34034	A1-B-B1-M-N-V-Z1	96220	A-A1-B-B1-U-V
09719	A1-B-B1-C-F1-V			34035	A1-B-B1-H-M-N-V-Z1	96221	A-A1-B-B1-U-V
09720	A1-B-B1-U-V					96222	A-A1-B-B1-U
09721	A1-B-B1-N-U-V-Z1					96224	A-A1-B-B1-U
09722	A1-B-B1-N-U-V-Z1					96251	A-A1-B-B1-U
09724	A1-B-B1-C-C1-F1-M-R-R1-U					96257	A-A1-B-B1-U
09725	A1-B-B1-C					96258	A-A1-B-B1-U
09726	A1-B-B1-N-U					96259	A-A1-B-B1-U
						96260	A-A1-B-B1-U
						96262	A-A1-B-B1-U
						96264	A-A1-B-B1-U
						96266	A-A1-B-B1-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96267	A-A1-B-B1-U-V	96365	A1-B-B1-M-V-W	96535	A-A1-B-B1-F-V	96617	A1-B-V
96269	A-A1-B-B1-U	96367	A1-B-B1-L-M-W	96536	A1-B-B1-V	96619	A1-B-V
96271	A-A1-B-B1-U	96368	A1-B-B1-M-W	96537	A1-B-B1-V	96620	A1-B-V
96275	A-A1-B-B1-V	96370	A1-B-B1-F-F1-F2-M- W	96538	A1-B-B1-V	96621	A1-B-V
96276	A-A1-B-B1	96372	A1-B-B1-M-W	96540	A1-B-B1-V	96622	A1-B-V
96278	A-A1-B-B1-U	96373	A1-B-B1-M-W	96541	A1-B-B1-V	96623	A1-B-V
96283	A-A1-B-B1-U	96374	A1-B-B1-M-W	96542	A1-B-B1-V	96624	A1-B-V
96284	A-A1-B-B1-U-V	96374	A1-B-B1-M-W	96543	A1-B-B1-P-V	96628	A1-B-V
96297	A-A1-B-B1-U	96375	A1-B-B1-M-W	96544	A1-B-F-U3-V	96629	A1-B-V
96306	A1-B-B1-F-F1-F2-M- W	96376	A1-B-B1-M-W	96546	A1-B-F-U3	96634	A1-B-V
96309	A1-B-B1-M-V-W	96377	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U	96635	A1-B-V
96310	A1-B-B1-M-W	96378	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U	96643	A1-B-V
96311	A1-B-B1-M-W	96379	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U	96657	A1-B-V
96313	A1-B-B1-F-F1-F2-M- W	96384	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U	96660	A1-B-V
96319	A1-B-B1-M-W	96386	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U- V	96661	A1-B-V
96321	A1-B-B1-F-F1-F2-M- W	96387	A1-B-B1-M-W	96554	A-A1-B-B1-H-M-U	96662	A1-B-V
96322	A1-B-B1-F-F1-F2-M- W	96388	A1-B-B1-M-W	96555	A1-B-B1-F-M-V	96663	A1-B-V
96323	A1-B-B1-M-V-W	96401	A1-B-B1-F-N-V-Z1	96557	A1-B-B1-F-M-V	96664	A1-B-V
96326	A1-B-B1-M-W	96424	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96595	A1-B-B1-V	96665	A1-B-V
96328	A1-B-B1-M-W	96425	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96598	A1-B-B1-V	96666	A1-B-V
96330	A1-B-B1-M-W	96426	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96599	A1-B-B1-V	96667	A1-B-V
96336	A1-B-B1-M-V-W	96427	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96601	A1-B-V	96668	A1-B-V
96337	A1-B-B1-M-W	96490	A1-B-B1-V	96602	A1-B-V	96669	A1-B-V
96338	A1-B-B1-M-W	96507	A-A1-B-F-V	96603	A1-B-V	96670	A1-B-V
96339	A1-B-B1-M-V-W	96511	A1-B-B1-I-N-V	96604	A1-B-V	96671	A1-B-V
96343	A1-B-B1-M-W	96515	A1-B-B1-F	96605	A1-B-O-V	96672	A1-B-V
96347	A1-B-B1-F-F1-F2-M- W	96517	A1-B-B1-F-U3-V	96606	A1-B-V	96673	A1-B-V
96348	A1-B-B1-F-F1-F2-M- W	96518	A1-B-B1-V	96607	A1-B-V	96674	A1-B-V
96349	A1-B-B1-F-F1-F2-M- W	96520	A1-B-F-U3-V	96608	A1-B-V	96675	A1-B-V
96350	A1-B-B1-F-F1-F2-M- W	96521	A1-B-F-N	96609	A1-B-V	96677	A1-B-V
96351	A1-B-B1-F-F1-F2-M- W	96522	A1-B-F-N-U	96610	A1-B-V	96678	A1-B-V
96362	A1-B-B1-F-F1-F2-M- W	96530	A-A1-B-B1-H-M-N-U- V	96611	A1-B-V	96679	A1-B-V
		96531	A1-B-B1-H-M-U-V	96612	A1-B-V	96681	A1-B-V
		96534	A-A1-B-F	96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96682	A1-B-V
				96614	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96683	A1-B-V
				96615	A1-B-V	96684	A1-B-V
				96616	A-A1-B-B1-V-Z1	96686	A1-B-V
						96687	A1-B-V
						96698	A1-B-V

**RESTRICTIONS**

**LEGEND**

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

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

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

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

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

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

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

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

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

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

**C.** Cigarettes and other tobacco products are prohibited.

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

**D.** Coffee is prohibited.

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

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

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

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

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

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

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

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

**H1.** Pork or pork by-products are prohibited.

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

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

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

**I1.** This restriction does not apply to registered mail.

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

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

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

**L.** All official mail is prohibited.

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

**N.** Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Z.** No outside pieces (OSPs).

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



**Flexible Spending Accounts**

**FSA**

**You'll smile too!**

*An FSA can help you save money for before- and after-school costs.*

**Put an FSA to work for your family.**

 UNITED STATES  
POSTAL SERVICE.

**Dependent care comes in all shapes and sizes —**  
*day care, nursery school, before- and after-school care,  
summer day camp — even day care for dependent parents.*

**Flexible Spending Accounts (FSAs) can cover them all.**

**Set aside money for dependent care — TAX FREE!**

**New for 2005**, you can withdraw Dependent Care FSA money even before all your contributions are made — much like a loan. Just submit your eligible expenses, up to your full FSA amount for the year.

Call **1-800-842-2026** for more details about FSAs.

Then dial **PostaIEASE** at **1-877-477-3273** to enroll during Open Season, which ends Dec. 31, at 5 p.m. Central Time.

**FSA**



This office will be  
**CLOSED**  
Saturday  
**January 1, 2005**  
New Year's Day

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



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December 2004

## Have You Seen Any of These Missing Children?

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



**Dylan Zavaleta**  
 Age progressed to 7 years  
 Born: 12-11-96  
 Date Missing: 3-9-99  
 Missing From: Texarkana, TX



**Aimee Workman**  
 Born: 2-10-87  
 Date Missing: 2-20-04  
 Missing From: Zullinger, PA



**Rebekah Waugh**  
 Born: 2-25-89  
 Date Missing: 3-12-04  
 Missing From: Elizabeth, NJ



**LeeAnna Warner**  
 Born: 1-21-98  
 Date Missing: 6-14-03  
 Missing From: Chisholm, MN



**Tabitha Tuders**  
 Born: 2-15-90  
 Date Missing: 4-29-03  
 Missing From: Nashville, TN



**Sophia Tennis**  
 Born: 7-20-02  
 Date Missing: 10-6-03  
 Missing From: Phoenix, AZ

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

### **Missing Children Poster Display Instructions**

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

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

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

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

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

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



December 2004

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**Rodrigo Rios**  
 Born: 12-5-94  
 Date Missing: 6-13-03  
 Missing From: Carpinteria, CA



**Samantha Rainey**  
 Born: 2-27-87  
 Date Missing: 12-8-02  
 Missing From: Charleston, SC



**Randi Bull**  
 Born: 8-22-90  
 Date Missing: 6-23-04  
 Missing From: Tallahassee, FL



**Diamond Bradley**  
 Age progressed to 5 years  
 Born: 11-25-97  
 Date Missing: 7-6-01  
 Missing From: Chicago, IL



**Tionda Bradley**  
 Age progressed to 12 years  
 Born: 1-20-91  
 Date Missing: 7-6-01  
 Missing From: Chicago, IL



**Marti Bell**  
 Aged progressed to 10 years  
 Born: 10-23-93  
 Date Missing: 10-7-94  
 Missing From: Cincinnati, OH

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**Christopher Bell**  
 Born: 1-5-87  
 Date Missing: 10-14-04  
 Missing From: Peoria, IL



**Garrett Bardsley**  
 Born: 7-24-92  
 Date Missing: 8-20-04  
 Missing From: Cuberant Lake, UT



**Sarah Amiri**  
 Age progressed to 12 years  
 Born: 6-8-90  
 Date Missing: 3-22-94  
 Missing From: Reseda, CA

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

### **Missing Children Poster Display Instructions**

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

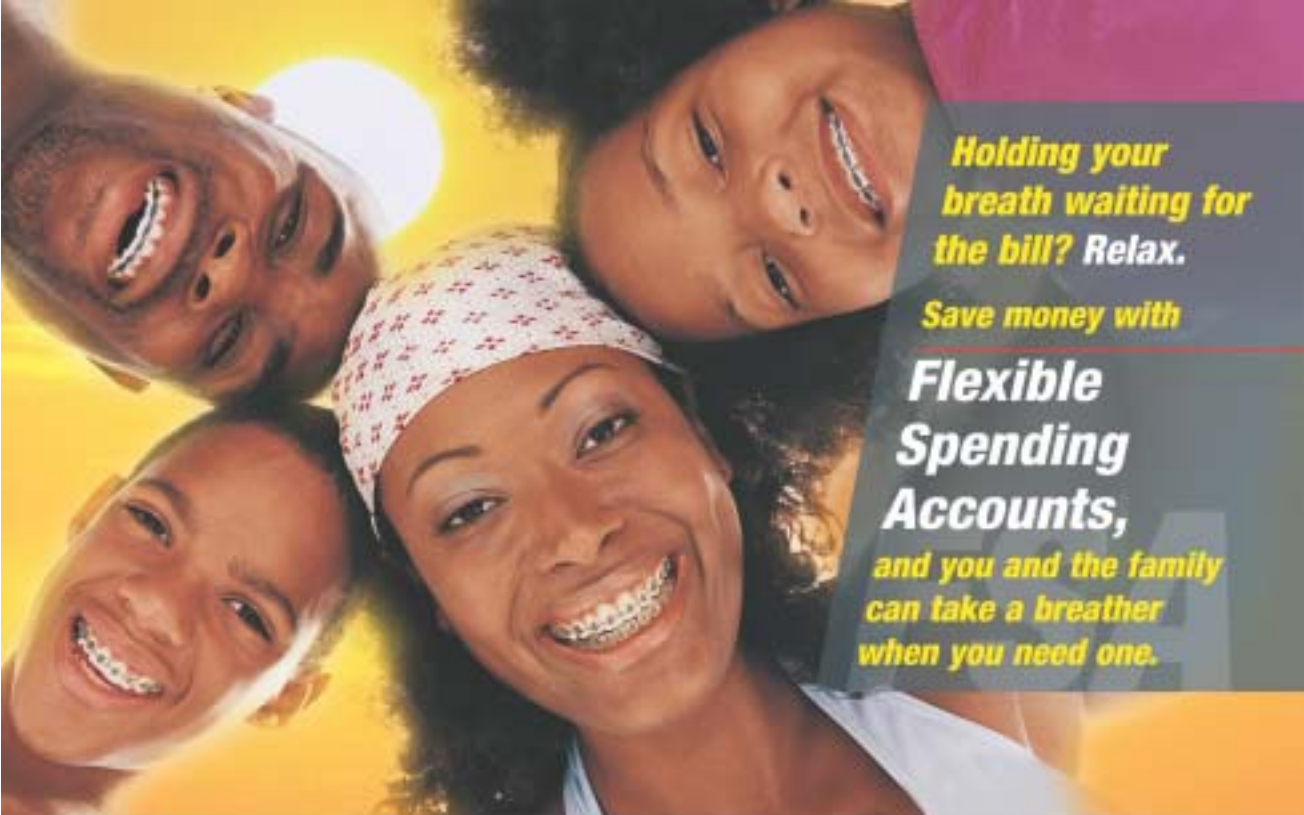
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*Holding your breath waiting for the bill? Relax. Save money with*

**Flexible Spending Accounts,**

*and you and the family can take a breather when you need one.*



## ***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.

---

***Enroll now!***

# LEAVE THE LAST-MINUTE WRAPPING TO US.



Ready **P**ost. Shipping Supplies let you  
pack your gift in a decorative box.



[usps.com](http://usps.com)



# International Mail (Continued)

## ICM UPDATES

### International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 3 ICM updates appear here.

On October 28, 2004, the Postal Service™ entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** October 28, 2004, through October 27, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 3,000 pieces of EMS mail.
- f. **Worksharing:** The Mailer has agreed to:
  1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.

On November 2, 2004, the Postal Service™ entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** November 16, 2004, through November 15, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 1,000 pieces of EMS mail or \$20,000 in EMS postage.

2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM®).

- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

#### Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

- f. **Worksharing:** The Mailer has agreed to:
  1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
  2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM®).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

#### Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On October 29, 2004, the Postal Service™ entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** November 12, 2004, through November 11, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$12,000 in EMS postage.
- f. **Worksharing:** The Mailer has agreed to:
  1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.

2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM®).

- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

— Pricing Strategy,  
Pricing and Classification, 12-9-04



Promotion. Postal Service Official Licensed Products



# USPS® Products

Quantity Discounts Available for All Products

## CELEBRATE THE HOLIDAYS



**METAL KEYCHAINS**  
Available in:  
Red Santa  
Blue Santa  
Green Santa  
Purple Santa **\$2.90**



Lightup Pen  
Blue Santa  
**\$4.00**



GS-I  
USPS Gift Set  
Keychain and Lapel Pin  
**\$5.00**



Q101-Gold  
Santa Ornament  
Gift Box Included  
**\$5.00**



GS-II  
Santa Gift Set  
Keychain and Lapel Pin  
**\$5.00**



GS-III  
Kwanzaa Gift Set  
Flashlight Keychain  
and Gripper Pen  
**\$6.25**



Metal Lapel Pins  
**\$1.25**

## Concord Industries, Inc.

19 Willard Rd. Norwalk, CT 06851

Toll-Free: 800-553-9824 Fax: 203-750-6057 Web: [www.uspsproducts.com](http://www.uspsproducts.com)

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

For the largest selection of outerwear...  
...the most styles, colors  
and sizes available!

SALE THRU  
12/23/04



#A209600  
\$38.95\*

Reg. \$44.95



**Extraordinary Values in Polar Fleece!** Two unisex styles available in our 10.5 oz. anti-pilling polar fleece. Each is a full-zip style with zippered side pockets, with or without a hood. Many popular colors available, some to size 6XLT.



#A207680  
\$36.95\*

Reg. \$42.95

**Men's and Ladies' Multi-purpose 3/4 Length Parka!**

Featuring a windproof/water-resistant polyurethane coated nylon shell with a contrasting color 3.3 oz. soft fleece lining. Double storm flap, full-length zipper and snap closure, dual entry safari pockets, zippered inner chest pocket, concealed hood, adjustable draw cords with locks at waist plus many more features. Five color options in sizes S to 6XLT (Men's) and XS to 4XL (Ladies' #A209620)



#A209600  
\$66.95\*

Reg. \$74.95

An embroidered USPS® logo is included in price of garment, custom embroidery options available.



#A206700  
\$72.95\*

Reg. \$79.95

\*Sizes 2X and larger, additional charges apply.

**Classic Styling!** Featuring a water-resistant polyester/cotton blend poplin shell with a full zip-out 3 oz. quilted polyfill lining. Zippered side pockets, inner chest pocket and cell phone pocket, adjustable cuffs, elastic waistband and concealed hood in collar. Four color options in sizes XS to 4XL.



#A208800  
\$52.95\*

Reg. \$59.95

**A Great Value!** Featuring a rugged windproof/water-resistant nylon shell, 11.5 oz. polar fleece lining, zippered pockets, full-cut in many color combinations in sizes XS to 6XLT.

ORDER YOURS TODAY

VISIT US ONLINE

WWW.POSTALSTUFF.COM

800-877-7492



Visit us online to see each style's color options and size availability or call on our toll free line.

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POSTALSTUFF, LLC

2699 HARRISON RD

COLUMBUS OH 43204-3591

614-276-9717 FAX 614-276-9726

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

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

# Philately

STAMP ANNOUNCEMENT 05-01

## Lunar New Year Souvenir Sheet



Copyright USPS 2004

The Postal Service™ will issue a souvenir sheet of 37-cent, *Lunar New Year* commemorative stamps in 12 designs in a pressure-sensitive adhesive (PSA) souvenir sheet of 24 stamps (Item 567000), on January 6, 2005, in Honolulu, Hawaii. The stamps, designed by Clarence Lee of Honolulu, Hawaii, go on sale nationwide January 6, 2005.

Stamp designer Clarence Lee, created intricate paper-cut designs for all of the 12 animals associated with the Chinese lunar calendar. The calligraphic characters used for this souvenir sheet were drawn by Lau Bun, also of Honolulu. The characters in the individual stamps identify the Year of the Dog, Rat, Tiger, and so on. The characters on the selvage to the left of the souvenir sheet may be translated as "Happy New Year!" The same greeting appears in English at the top of the sheet.

The \$8.88 *Lunar New Year* souvenir sheet may not be split and the stamps may not be sold individually.

Issue:	<i>Lunar New Year</i>
Item Number:	567000
Denomination & Type of Issue:	37-cent commemorative
Format:	Souvenir sheet of 24 (12 designs)
Series:	<i>Lunar New Year</i>
Issue Date & City:	January 6, 2005, Honolulu, HI
Designer:	Clarence Lee, Honolulu, HI
Engraver:	Armotek Industries
Artist:	Clarence Lee, Honolulu, HI
Art Director:	Terry McCaffrey, USPS
Typographer:	Clarence Lee, Honolulu, HI
Modeler:	Donald Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Ceruti, 950
Stamps per Pane:	24
Print Quantity:	108 million stamps
Paper Type:	Phosphored tagged
Adhesive Type:	Pressure-sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Yellow, Cyan, Black
Stamp Orientation:	Horizontal
Image Area (w x h):	1.41 x 0.84 in./35.81 x 21.33 mm
Overall Size (w x h):	1.56 x 0.99 in./39.21 x 25.14 mm
Full Pane Size (w x h):	7.25 x 5.937 in./184.15 x 150.799 mm
Plate Size:	576 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	© 2004 USPS • "HAPPY • NEW • YEAR!"
Catalog Item Number(s):	567040 Lunar New Year PSA Pane of 24 — \$8.88 567063 First Day Cover Set of 12 — \$9.00 567064 Canceled Full Pane (Front & Back) — \$11.38 567065 Color Cancellation Random Single First Day Cover — \$1.50 567068 First Day Cover Color Cancellation Set of 12 — \$18.00 567088 Lunar New Year Collection — \$21.95 567093 Full Pane w/FDC Set of 12 — \$17.88 567099 Cancellation Keepsake (FP w/CC FDC Set 12) — \$26.88

### How to Order First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at *www.usps.com*. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

[This information is not available at the time of this printing.]

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by February 5, 2005.

### How to Order First Day Covers

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by calling 800-STAMP-24 or writing to:

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

### Philatelic Products

[This information is not available at the time of this printing.]

#### **Distribution: Item 567000, \$8.88 Lunar New Year, Souvenir Sheet of 24 Stamps.**

Stamp distribution offices (SDOs) will receive approximately two-thirds of their standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (1,500 souvenir sheets/36,000 stamps).

### Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of one-half their standard automatic distribution quantities using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute this souvenir sheet to Post Offices before December 30, 2004.

### Philatelic Requirement

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

### Additional Supply

Post Offices requiring additional souvenir sheets must requisition Item 567000 from their designated SDO using PS Form 17. SDOs requiring additional souvenir sheets must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the San Francisco APD will receive 480,000 additional souvenir sheets; the New York APD will receive 300,000 additional souvenir sheets; the Memphis and Chicago APDs will each receive 157,000 additional souvenir sheets; and the Denver APD will receive 75,000 additional souvenir sheets.

### Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures. The \$8.88 *Lunar New Year* souvenir sheet may not be split, and the stamps may not be sold individually.

— Stamp Services,  
Government Relations, 12-9-04

### NOTICE

## **Heroes of 2001 Semipostal Stamps Withdrawn From Sale, Statutory Authority Will Expire December 31, 2004**

Effective close of business December 31, 2004, all Post Offices™, stations, branches, postal stores, contract postal units, vending outlets, and authorized philatelic centers must withdraw from sale the *Heroes of 2001* semipostal stamps. Further details and instructions about the

withdrawal and destruction of these stamps will be provided in the December 23, 2004, issue of the *Postal Bulletin*.

— Stamp Services,  
Government Relations, 12-9-04

### Pictorial Cancellations Announcement

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

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

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

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

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

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

The following cancellations have been extended for 30 days.



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



November 13, 2004  
*General Patton Memorial Museum*  
 VETERANS DAY STATION  
 POSTMASTER  
 45805 FARGO ST  
 INDIO CA 92201-9998

The following cancellation had an incorrect ZIP Code in *Postal Bulletin* 22142. The correct ZIP Code appears here. In addition, the following cancellation has been extended for 30 days.



**15th Annual Christmas  
 on the Prairie Station  
 December 5, 2004  
 Wahoo NE 68066**

December 4-5, 2004  
*Wahoo Chamber of Commerce*  
 15TH ANNUAL CHRISTMAS ON THE PRAIRIE STATION  
 OFFICER IN CHARGE  
 134 EAST 6TH ST  
 WAHOO NE 68066-9998

The following cancellations have been extended for 60 days.



LEWIS & CLARK  
BICENTENNIAL STATION  
OCTOBER 8-12, 2004  
OCTOBER 8, 2004  
MOBRIDGE, SD 57601

October 8, 2004  
*Postal Service*  
LEWIS AND CLARK BICENTENNIAL  
STATION  
POSTMASTER  
PO BOX 9998  
MOBRIDGE SD 57601-9998



LEWIS & CLARK  
BICENTENNIAL STATION  
OCTOBER 8-12, 2004  
OCTOBER 11, 2004  
MOBRIDGE, SD 57601

October 11, 2004  
*Postal Service*  
LEWIS AND CLARK BICENTENNIAL  
STATION  
POSTMASTER  
PO BOX 9998  
MOBRIDGE SD 57601-9998



LEWIS & CLARK  
BICENTENNIAL STATION  
OCTOBER 8-12, 2004  
OCTOBER 9, 2004  
MOBRIDGE, SD 57601

October 9, 2004  
*Postal Service*  
LEWIS AND CLARK BICENTENNIAL  
STATION  
POSTMASTER  
PO BOX 9998  
MOBRIDGE SD 57601-9998



LEWIS & CLARK  
BICENTENNIAL STATION  
OCTOBER 8-12, 2004  
OCTOBER 12, 2004  
MOBRIDGE, SD 57601

October 12, 2004  
*Postal Service*  
LEWIS AND CLARK BICENTENNIAL  
STATION  
POSTMASTER  
PO BOX 9998  
MOBRIDGE SD 57601-9998



LEWIS & CLARK  
BICENTENNIAL STATION  
OCTOBER 8-12, 2004  
OCTOBER 10, 2004  
MOBRIDGE, SD 57601

October 10, 2004  
*Postal Service*  
LEWIS AND CLARK BICENTENNIAL  
STATION  
POSTMASTER  
PO BOX 9998  
MOBRIDGE SD 57601-9998

PARKER COUNTY  
"CUTTING HORSE CAPITAL  
OF THE WORLD"  
STATION



December 3, 2004  
*Postal Service*  
PARKER COUNTY "CUTTING HORSE  
CAPITAL OF THE WORLD" STATION  
POSTMASTER  
6940 FARM MARKET RD 1189  
DENNIS TX 76439-9998

*Chamber of Commerce*  
PARKER COUNTY "CUTTING HORSE  
CAPITAL OF THE WORLD" STATION  
POSTMASTER  
8616 FARM MARKET RD 920  
PEASTER TX 76485-9998



**GIRL SCOUT HOLIDAY STATION**  
**CANANDAIGUA NY 14424**  
**DECEMBER 11, 2004**

December 11, 2004  
*Girl Scouts*  
GIRL SCOUT HOLIDAY STATION  
POSTMASTER  
405 EASTERN BLVD  
CANANDAIGUA NY 14424-9998

*Girl Scouts*  
GIRL SCOUT HOLIDAY STATION  
POSTMASTER  
1560 ST RT 332  
FARMINGTON NY 14425-9998



**HAPPY HOLIDAYS STATION**  
**DEC. 13, 2004**  
**HAMDEN OH 45634**

December 13, 2004  
*Postal Service*  
HAPPY HOLIDAYS STATION  
POSTMASTER  
PO BOX 9998  
HAMDEN OH 45634-9998

*Postal Service*  
HAPPY HOLIDAYS STATION  
POSTMASTER  
PO BOX 9998  
LATHAM OH 45646-9998

PARKER COUNTY  
"CUTTING HORSE CAPITAL  
OF THE WORLD"  
STATION

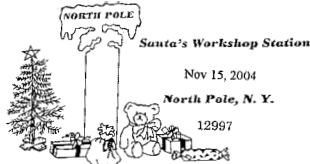


December 16, 2004

*Garner Store*  
PARKER COUNTY CUTTING HORSE  
CAPITAL OF THE WORLD STATION  
POSTMASTER  
8616 FARM MARKET RD 920  
PEASTER TX 76485-9998

*Postal Service*

PARKER COUNTY CUTTING HORSE  
CAPITAL OF THE WORLD STATION  
POSTMASTER  
104 WEST AVE  
POOLVILLE TX 76487-9998



November 15, 2004–January  
31, 2005

*Santa's Workshop*  
SANTAS WORKSHOP  
STATION  
POSTMASTER  
PO BOX 9998  
NORTH POLE NY 12997-9998



December 1–31, 2004

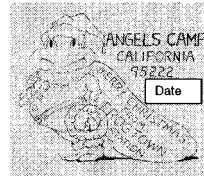
*Mount Saint Francis Friary &  
Retreat Center*  
MOUNT SAINT FRANCIS  
STATION  
POSTMASTER  
PO BOX 9998  
MOUNT ST FRANCIS IN  
47146-9998



**DELIVER  
THE  
JOY!**  
**LORD & TAYLOR STATION**

November 16–20, 2004

*Lord & Taylor*  
DELIVER THE JOY  
LORD AND TAYLOR STATION  
POSTMASTER  
SPECIAL EVENTS UNIT  
421 8TH AVE RM 2029B  
NEW YORK NY 10199-9998



December 1–31, 2004

*Postal Service*  
MERRY CHRISTMAS FROM  
FROG TOWN STATION  
POSTMASTER  
1216 S MAIN ST  
ANGELS CAMP CA  
95222-9998



November 24, 2004

*Postal Service*  
PARKER COUNTY CUTTING  
HORSE CAPITAL OF THE  
WORLD STATION  
POSTMASTER  
225 BONNIE BELL LN  
SPRINGTOWN TX 76082-9998



December 2, 2004

*Saratoga Springs Victorian  
Streetwalk Committee*  
SARATOGA SPRINGS  
VICTORIAN STREETWALK  
STATION  
POSTMASTER  
245 WASHINGTON ST  
SARATOGA SPRINGS NY  
12866-9998



November 27, 2004

*Colleen Lewis/City of Galva*  
OL FASHION CHRISTMAS  
STATION  
POSTMASTER  
PO BOX 9998  
GALVA IL 61434-9998



December 3–4, 2004

*Skowhegan Downtown  
Business Association*  
SKOWHEGAN DBA HOLIDAY  
STROLL STATION  
POSTMASTER  
242 WATER ST  
SKOWHEGAN ME 04976-9998



November 29, 2004

*Raytheon*  
SOUTH POLE STATION  
ANTARTICA  
ATTN TSGT ALFRED COE  
UNIT 11034  
APO AP 96531-9998



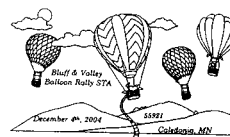
December 3–5, 2004

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



December 1, 2004

PRINCETON SCHOOL  
STATION  
POSTMASTER  
PO BOX 9998  
PRINCETON TX 75407-9998



December 4, 2004

*Chamber of Commerce*  
BLUFF AND VALLEY  
BALLOON RALLY STATION  
POSTMASTER  
PO BOX 9998  
CALEDONIA MN 55921-9998



December 4, 2004  
**ALLAIRE VILLAGE STATION**  
 POSTMASTER  
 66 MAIN ST  
 FARMINGDALE NJ  
 07727-9998



**CHRISTMAS IN FLOYDADA**  
**HOLIDAY STATION**  
 DEC 6, 2004  
 FLOYDADA, TX 79235

December 6, 2004  
*Postal Service*  
**HOLIDAY STATION**  
 POSTMASTER  
 226 MISSOURI ST  
 FLOYDADA TX 79235-9998



**Christmas in Warrensburg**  
 Holiday Station  
 Warrensburg, NY 12885  
 December 4, 2004

December 4, 2004  
*Christmas in Warrensburg*  
 Committee  
**CHRISTMAS IN**  
**WARRENSBURG HOLIDAY**  
**STATION**  
 POSTMASTER  
 3930 MAIN ST  
 WARRENSBURG NY  
 12885-9998



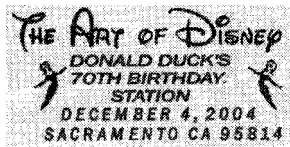
December 6-7, 2004  
*"Hancher" in Iowa City*  
 Auditorium  
**THE NUTCRACKER STATION**  
 POSTMASTER  
 400 S CLINTON  
 IOWA CITY IA 52240-9998



December 4, 2004  
*Bracken Village Ltd.*  
**BRACKEN VILLAGE STOP**  
**STATION**  
 POSTMASTER  
 10410 PERRIN BEITEL RD  
 SAN ANTONIO TX 78284-9998



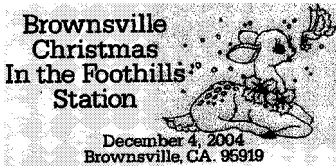
December 8, 2004  
*Postal Service*  
**PARKER COUNTY CUTTING**  
**HORSE CAPITAL OF THE**  
**WORLD STATION**  
 POSTMASTER  
 1145 SANTA FE DR  
 WEATHERFORD TX  
 76086-9998



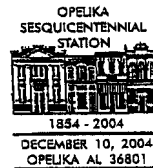
December 4, 2004  
*Postal Service*  
**DONALD DUCK 70TH**  
**BIRTHDAY STATION**  
 POSTMASTER  
 2000 ROYAL OAKS DR  
 SACRAMENTO CA  
 95813-9998



December 9, 2004  
*Postal Service*  
**PARKER COUNTY CUTTING**  
**HORSE CAPITAL OF THE**  
**WORLD STATION**  
 POSTMASTER  
 201 FARM RD 1187 NORTH  
 ALEDO TX 76008-9998



December 4-5, 2004  
*Postal Service*  
**BROWNSVILLE CHRISTMAS**  
**IN THE FOOTHILLS STATION**  
 POSTMASTER  
 8975 FRENCHTOWN EXT  
 BROWNSVILLE CA  
 95919-9998



December 10, 2004  
*Opelika Sesquicentennial*  
 Committee  
**OPELIKA**  
**SESQUICENTENNIAL**  
**STATION**  
 POSTMASTER  
 500 S 7TH ST  
 OPELIKA AL 36801-9998

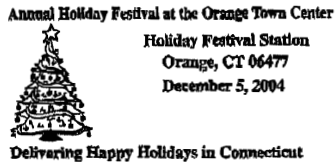


**Norskedalen**  
*Old-Fashioned*  
**Christmas Station**  
 December 5, 2004  
 Coon Valley, WI 54623

December 5, 2004  
*Norskedalen Nature and*  
*Heritage Center Inc.*  
**OLD FASHIONED CHRISTMAS**  
**STATION**  
 POSTMASTER  
 PO BOX 9998  
 COON VALLEY WI 54623-9998



December 10, 2004  
*The Springfield Area Nativity*  
*Theatre Association*  
**NATIVITY PAGEANT STATION**  
 POSTMASTER  
 PO BOX 9998  
 SPRINGFIELD MN 56087-9998



December 5, 2004  
**HOLIDAY FESTIVAL STATION**  
 POSTMASTER  
 PO BOX 9998  
 ORANGE CT 06477-9998



December 10, 2004  
**ANGEL STATION**  
 POSTMASTER  
 1 W MAIN ST  
 ANGELICA NY 14709-9998





December 10, 2004  
 Chamber of Commerce  
 PARKER COUNTY CUTTING  
 HORSE CAPITAL OF THE  
 WORLD STATION  
 POSTMASTER  
 8616 FARM MARKET RD 920  
 PEASTER TX 76485-9998



**Victorian  
 Walk Station  
 Geneseo, IL  
 61254  
 December 11,  
 2004**

December 11, 2004  
 Geneseo Chamber of  
 Commerce  
 VICTORIAN WALK STATION  
 POSTMASTER  
 120 WEST 1ST ST  
 GENESEO IL 61254-9998

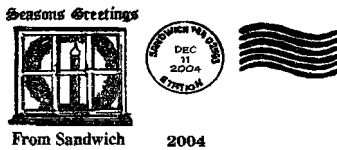


December 11, 2004  
 HOLIDAY STROLL STATION  
 POSTMASTER  
 129 MAIN ST  
 ASHAWAY RI 02804-9998



Christmas on the Square Sta.  
 Coldspring, Texas 77331  
 December 11, 2004

December 11, 2004  
 City of Coldspring  
 CHRISTMAS ON THE  
 SQUARE STATION  
 POSTMASTER  
 PO BOX 9998  
 COLDSRING TX 77331-9998



December 11, 2004  
 SANDWICH MA STATION  
 POSTMASTER  
 69 ROUTE 6 A  
 SANDWICH MA 02563-9998



Utica  
 Public  
 Library  
 Station

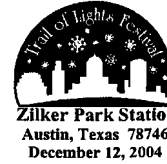


December 12, 2004  
 Utica Stamp Club  
 UTICA PUBLIC LIBRARY  
 STATION  
 POSTMASTER  
 100 PITCHER ST  
 UTICA NY 13504-9998

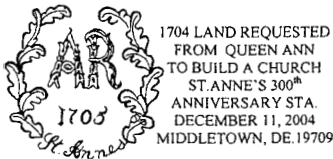


**Guilford Country  
 Christmas Station  
 Guilford, N.Y. 13780  
 December 11th, 2004**

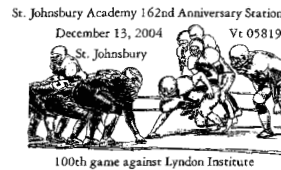
December 11, 2004  
 Guilford Town Historian  
 GUILFORD COUNTRY  
 CHRISTMAS STATION  
 POSTMASTER  
 1261 COUNTY RD 35  
 GUILFORD NY 13780-9998



December 12, 2004  
 Austin Parks & Recreation  
 Department  
 ZILKER PARK STATION  
 POSTMASTER  
 8225 CROSS PARK DR  
 AUSTIN TX 78710-9998



December 11, 2004  
 300th Anniversary Committee  
 for St. Anne's Church  
 ST ANNES 300TH  
 ANNIVERSARY STATION  
 POSTMASTER  
 298 E MAIN ST  
 MIDDLETOWN DE 19709-9998



December 13, 2004  
 Postal Service  
 ST JOHNSBURY ACADEMY  
 162TH ANNIVERSARY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 ST JOHNSBURY VT  
 05819-9998



December 11, 2004  
 COUNTRY CHRISTMAS  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 RUDOLPH WI 54475-9998



December 13, 2004  
 Postal Service  
 HAPPY HOLIDAYS STATION  
 POSTMASTER  
 PO BOX 9998  
 RARDEN OH 45671-9998



December 11, 2004  
 Libby Area Chamber of  
 Commerce  
 LIBBY CHRISTMAS STATION  
 POSTMASTER  
 PO BOX 9998  
 LIBBY MT 59923-9998



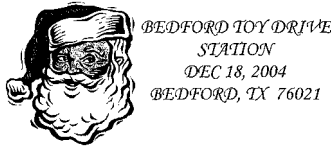
December 13, 2004  
 Postal Service  
 PARKER COUNTY CUTTING  
 HORSE CAPITAL OF THE  
 WORLD STATION  
 POSTMASTER  
 191 MAIN  
 WHITT TX 76490-9998



December 17, 2004  
 Chamber of Commerce  
 PARKER COUNTY CUTTING  
 HORSE CAPITAL OF THE  
 WORLD STATION  
 POSTMASTER  
 8616 FARM MARKET RD 920  
 PEASTER TX 76485-9998



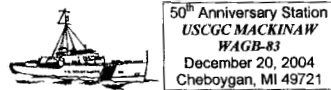
December 20, 2004  
 Postal Service  
 PARKER COUNTY CUTTING  
 HORSE CAPITAL OF THE  
 WORLD STATION  
 POSTMASTER  
 8616 FARM MARKET RD 920  
 PEASTER TX 76485-9998



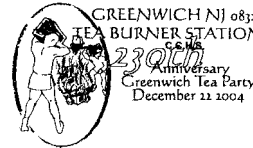
December 18, 2004  
 Postal Service  
 BEDFORD TOY DRIVE  
 STATION  
 POSTMASTER  
 1300 HARWOOD RD  
 BEDFORD TX 76021-9998



December 21, 2004  
 WINTER SOLSTICE STATION  
 POSTMASTER  
 114 SOUTH 3RD ST  
 HAMMONTON NJ 08037-9998



December 20, 2004  
 Universal Ship Cancellation  
 Society  
 Stephens Decatur Chapter 4  
 50TH ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 CHEBOYGAN MI 49721-9998



December 22, 2004  
 Cape May County Historic  
 Society  
 TEA BURNER STATION CCHS  
 POSTMASTER  
 1016 YE GREATE ST STE 1  
 GREENWICH NJ 08323-9998

— Stamp Services, Government Relations, 12-9-04

### 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
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Mailing Standards, Pricing and Classification, 12-9-04

# Holiday Stamps



**Holiday  
Ornaments** **37¢**  
Available November 17

**Madonna &  
Child** **37¢**

**Hanukkah** **37¢**

**Kwanzaa** **37¢**

**Eid Greetings** **37¢**

# RING IN THE NEW YEAR WITH SAVINGS.



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



[usps.com](http://usps.com)

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



# Post Offices

## Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	36-3864	28446	NC	Ingold	Sampson	Main Office	Post Office	07/05/2000	Post Office™ and ZIP Code™ discontinued. Establish a place name. Ingold NC becomes an acceptable last line for use with ZIP Code 28441.
New	36-2816	28441	NC	Garland	Sampson	Ingold	Place Name	01/10/2004	
Old	36-6992	28470	NC	Shallotte	Brunswick	South Brunswick	Classified Branch		Realign ZIP Code boundaries. Use Shallotte NC 28469 as last line of address for the PO Box deliveries previously in ZIP Code 28470.
New	36-6992	28469	NC	Shallotte	Brunswick	South Brunswick	Classified Branch	10/18/2004	
Old	40-8576	97359	OR	Turner	Marion	Marion	Community Post Office	04/18/2003	Community Post Office and ZIP Code discontinued. Establish a place name. Marion OR becomes an acceptable last line for use with ZIP Code 97392.
New	40-8576	97392	OR	Turner	Marion	Marion	Place Name	08/07/2004	
Old	48-7980	78221	TX	San Antonio	Bexar	Terrell Wells	Classified Station	08/17/1997	Classified Branch discontinued. Retain ZIP Code. Use San Antonio TX 78221 as last line of address.
New	48-7980	78221	TX	San Antonio	Bexar	Tejeda	Classified Station	12/06/2003	
Old	49-2142	84073	UT	Duchesne	Duchesne	Talmage	Community Post Office	04/19/2003	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Talmage UT 84073 as last line of address.
New	49-2142	84073	UT	Duchesne	Duchesne	Talmage	Place Name	08/28/2004	
Old	51-2874	22456	VA	Edwardsville	North-umberland	Main Office	Post Office	07/14/2004	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Edwardsville VA 22456 as last line of address.
New	51-1302	22456	VA	Burgess	North-umberland	Edwardsville	Place Name	07/14/2004	
Old	51-5310	22509	VA	Loretto	Essex	Main Office	Post Office	06/18/1997	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Loretto VA 22509 as last line of address.

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
New	51-1668	22509	VA	Champlain	Essex	Loretto	Place Name	07/17/2004	
Old	50-0028	05640	VT	Adamant	Washington	Main Office	Post Office	10/23/1993	Post Office discontinued. Retain PO Box ZIP Code. Establish a Community Post Office. Continue to use Adamant VT 05640 as last line of address. This announcement amends PB 21853.
New	50-1988	05640	VT	East Calais	Washington	Adamant	Community Post Office	10/23/1993	

— Address Management, Intelligent Mail and Address Quality, 12-9-04

### MOVER'S GUIDE NEWS

## January 2005 Mover's Guide Now Available

The January 2005 issue of Publication 75, *Mover's Guide*, will be arriving at your facility, packed in boxes of 300, 200, and 100.

We print and distribute *Mover's Guide* three times per year — in April, August, and December. To order up to 100 additional copies, please call 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 the January 2005 issue of *Mover's Guide*:

**PSIN:** PUB 75  
**PSN:** 7610-03-000-4795  
**Unit of Measure:** EA  
**Minimum Order Quantity:** N/A  
**Bulk Pack Quantity:** 100  
**Quick Pick Number:** 441  
**Price:** N/A  
**Edition Date:** 01/05

If you need more than 100 copies, or if you have other questions regarding *Mover's Guide*, please call Imagitas directly at 800-816-6837.

Do not start using this edition until January 1, 2005, unless your current stock of this item has been depleted. After January 1, 2005, you must recycle all copies of any older versions of *Mover's Guide* remaining at your facility.

Please keep track of your inventory. Businesses and other organizations must purchase *Mover's Guide* and can obtain order forms by calling Imagitas at 800-816-6837. Remember, consumers can visit [www.usps.com](http://www.usps.com) and select *Change Address* to change their address online.

— Address Management,  
Intelligent Mail and Address Quality, 12-9-04

# Retail

HANDBOOK REVISION

## Handbook DM-901, Registered Mail

Handbook DM-901 section 7-4.1.2 incorrectly states that Computerized Forwarding System (CFS) sites must return PS Forms 3849, *Delivery Notice/Reminder/Receipt*, to the original delivery Post Office™ after optical scanning. This statement is incorrect and is now deleted.

CFS sites should continue to process PS Forms 3849 according to the procedures outlined in section 3-1 of Handbook PO-610, *Signature Capture and Electronic Record Management: Manager's Guide to Standard Operating Procedures*. In summary, CFS sites should return PS Forms 3849 to the delivery unit *only if remedial action is required*.

We will incorporate this revision into the next printed edition of Handbook DM-901 and into the next update of the online version accessible on the Postal Service™ PolicyNet Web site:

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

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

### Handbook DM-901, Registered Mail

\* \* \* \* \*

#### 7 Special Instructions

\* \* \* \* \*

#### 7-4 Record Keeping

##### 7-4.1 Forms and Filing

\* \* \* \* \*

##### 7-4.1.2 Filing: Dispatch and Delivery Receipts

\* \* \* \* \*

#### *Electronic Record Management Sites\*\*\**

\* \* \* \* \*

*[Delete the second sentence of the second paragraph.]*

\* \* \* \* \*

— *Value Added and Special Services, Product Development, 12-9-04*

NOTICE

## Stamps by Mail Brochure Ordering Information and Print Schedule for 2005

In an effort to help you plan for Stamps by Mail local marketing campaigns, we are announcing the print schedule for calendar year 2005. You must send brochure order forms, PS Form 3227-O, *Stamps by Mail Supply Order*, and accompanying payment to the printer, Cyril-Scott Company, by the close of business on the following dates to receive orders from that press run:

- January 2
- March 14
- April 11
- May 16
- July 11
- August 15
- September 12 (for holiday version)
- October 3 (for holiday version)

- December 12

All print cut-off dates listed above are for production of the year-round brochure versions, *Stamps Delivered to Your Door* and *Stamps at Your Door*, with the exception of the September 12 and October 3 print runs, which are for next year's holiday brochure, *Holiday Stamps Delivered to Your Door*.

You are encouraged to plan out marketing campaigns and mark these on your calendars.

Printing takes approximately 1 week. Production of the brochures begins the week following the print cut-off date. Cyril-Scott will deliver orders within 35 calendar days after printing. Actual receipt of the order will depend on the destination and the corresponding delivery service standard. You should save copies at your local Post Office™ of all orders placed until the orders have been received. Please

ensure that proper procedures are in place to verify receipt of an order, particularly in larger offices.

*Example:* A local Post Office (decentralized fulfillment site) desires to run a marketing campaign effective May 1. Orders for brochures to cover that campaign, plus additional quantities for lobbies, letter carriers, etc., should be ordered from the March 14 print cut-off. This means you must submit the order form and payment to Cyril-Scott by close of business March 14.

To order *Stamps by Mail* brochures, submit PS Form 3227-O to Cyril-Scott Company:

CYRIL SCOTT COMPANY  
PO BOX 627  
LANCASTER OH 43130-0627  
Telephone: 800-466-0455  
Fax: 740-689-0210

You can find this form at <http://blue.usps.gov>; click on *Forms*, then select the form by number. A copy of this form appears on page 73 in this *Postal Bulletin*.

The current cost per unit of 500 is \$11.00. This cost includes overprinting the address of the fulfillment office

placing the order. You may pay for orders with local IMPAC credit cards, checks, or money orders. However, Cyril-Scott Company cannot process the order until payment is received. Local eBuy procedures may also apply (refer to local procurement procedures).

Stamps by Mail centralized fulfillment sites (those 50 supported by the Stamps by Mail computer system such as in San Diego, California) automatically receive designated quantities funded by Postal Service™ Headquarters from each print run. Because these copies are automatically distributed, centralized sites do not need to place an order. However, centralized sites may order additional quantities from Cyril-Scott Company from local funds by following the ordering instructions contained within this article. Non-centralized sites (local Post Offices) pay for all of their brochures at the time of order placement.

— *Retail Marketing,  
Service and Market Development, 12-9-04*



**Stamps by Mail Supply Order**

Required Entry

Order No. (mm-dd-yy-ZIP+ 4) Example: 12-18-00-22209-6057

**You MUST complete ALL fields on this form**

To: STAMPS BY MAIL  
CYRIL-SCOTT CO  
PO BOX 627  
LANCASTER OH 43130-0627

Office Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Contact Telephone No. *Include area code* \_\_\_\_\_  
Contact Fax No. *Include area code* \_\_\_\_\_  
Contact Email Address \_\_\_\_\_

Telephone No. 800-466-0455 Fax No. 740-689-0210

**Quantity**

Item	Specify No. of Packs <i>(500 forms per pack)</i>	Unit Cost	Total
Form 3227 <i>(English)</i>	_____	@ \$11.00 ea. per pkg. =	
Spanish-language forms will be available in the future	_____	@ \$ _____ ea. per pkg. =	
Chinese-language forms will be available in the future	_____	@ \$ _____ ea. per pkg. =	
<b>Total</b>			<b>\$</b>

**Ship to (Cannot ship to post office boxes):**

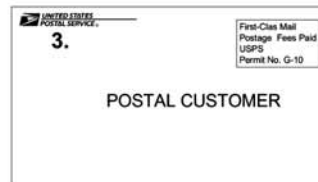
*(No., street, apt./ste., city, state, ZIP + 4)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name \_\_\_\_\_  
Contact Telephone No. *(Include area code)* \_\_\_\_\_

**Imprint Information**

*(Type or print clearly. Printer is not responsible for errors due to illegible or unclear copy.)*



**1. Imprint Address** *(Where order is sent for fulfillment - MUST include ZIP + 4)*    **2 & 3. Return Address** *(MUST include ZIP + 4)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payment Information:** Orders will be shipped within 35 calendar days after receipt of order.

Actual delivery times will vary based upon the destination and the shipment method used.

VISA IMPAC Card No.: \_\_\_\_\_ Ex. Date \_\_\_\_\_  Check **(Include with order)**  USPS Money Order **(Include with order)**

Requestor Signature \_\_\_\_\_ Manager/Supervisor Signature \_\_\_\_\_  
Funding/Credit Card Official Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

If shipment is over 20,000 forms (40 packs), enter finance no. to be charged for transportation costs: \_\_\_\_\_

# What's in Store

## New Year POP talks up sales



The start of the new year means the start of the New Year Drive Period. Your point-of-purchase (POP) kits are coming. Display your POP materials beginning Jan. 1, 2005. The New Year POP materials inform customers about our expanded services on USPS.com® and they also feature Priority Mail® bundles. Postmasters and station managers should be on the lookout for a postcard message about the New Year POP

You can generate revenue!

## AOL and USPS launch new initiative

America Online (AOL) start-up disks available in many Post Office™ lobbies now will include USPS.com software. The packaging for the AOL CD-ROMs also will feature a sticker on the outside promoting Click-N-Ship® service.

Now, when customers pick up AOL disks from take-one displays and load the software onto their computers, they'll also be loading these USPS.com tools — Click-N-Ship, Postal Locator, ZIP Code™ Lookup, The Postal Store, and Track & Confirm. A USPS icon will appear on the user's desktop.

You've got USPS.com!

## Give your lobby a new look in 2005

A lobby makeover can be a revenue builder for your Post Office. Go to the Advertising Web site at [blue.usps.gov/advertising](http://blue.usps.gov/advertising) to see how you can transform your lobby and build revenue for the Postal Service™.

## Feedback

Send comments and questions to:

WHATS IN STORE  
US POSTAL SERVICE  
475 L'ENFANT PLAZA SW RM 1141  
WASHINGTON DC 20260-1019

## What's in Store

# december

retail employee bulletin

Holiday '04 Retail Drive Period

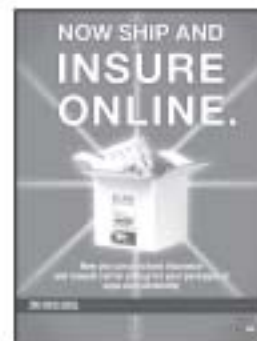
11/1/04–12/31/04

## Point Customers to Click-N-Ship for Online Insurance.

The convenience of shipping from home or the office at [usps.com/clicknship](http://usps.com/clicknship) enables customers to work more efficiently. So remind your customers that they can now purchase USPS® Insurance online and ship with extra peace of mind. And remember: Sales of online services in your ZIP Code™ contribute revenue to your Post Office®.

Online USPS Insurance has the added value of online delivery lookup, since it's always combined with electronic rate Confirmation Services. Online delivery lookup lets customers check the delivery status of their shipments, which they can't do with USPS Insurance purchased at the Post Office. USPS Insurance online is available for all domestic services on [usps.com](http://usps.com), covers shipments up to \$200, and costs the same as at the Post Office. Customers can visit [usps.com/insurance](http://usps.com/insurance) to learn more.

A holiday POP poster promotes online USPS Insurance this drive period. Look for more to come with the New Year Drive Period Kit! Visit <http://blue.usps.gov/delivery> for standard operating procedures regarding online labels and USPS Insurance.



**USPS Insurance is also now available at APC® kiosks!**

## Promote Online Insurance to Your eBay Customers.

As of November, eBay sellers will be able to purchase USPS Insurance through the integrated shipping label solution on eBay/PayPal — up to \$200 worth of coverage for rifled or damaged packages. Insurance purchased through eBay includes the same options as USPS Insurance purchased through [usps.com](http://usps.com). USPS Insurance online is available for eBay sellers who choose to ship using the following:

- Express Mail® service
- Priority Mail® service
- First-Class Mail® service
- Parcel Post® service
- Media Mail™ service

**Let customers know that they can now sell on eBay and purchase USPS Insurance online, from their home or office!**

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

## What's in Store

# december

retail employee bulletin

Holiday '04 Retail Drive Period  
11/1/04-12/31/04

## Money Order POP Now on MessageMaker 2.

To help you maximize revenue at your Post Office<sup>®</sup>, new postal money order POP materials — a window cling, a take-one, and a postcard — are now available on MessageMaker 2. Contact your district advertising specialist or retail manager for more information on ordering materials through MessageMaker 2.

Buy a Money Order  
at the Post Office.



Safe. Convenient. Economical.

UNITED STATES  
POSTAL SERVICE

usps.com

## Great FIRSTCLASS PHONECARD Offers Available Soon!

Beginning January 3, 2005, there will be a great FCPC offer for customers. It will be promoted at the Post Office with POP materials and features a printable online coupon good for 10% off any of these FCPCs:

- \$10/100-minute
- \$20/250-minute
- \$30/450-minute

**Look for a paycheck stuffer with information on a similar FCPC offer for employees: 15% off any of the FCPCs listed above!**

Save 10%  
on a FIRSTCLASS PHONECARD\*



Print a 10% off  
coupon at usps.com

\*Printable coupon good for 10% off any one (1) First-Class Phone Card (FCPC) purchased at participating Post Office<sup>®</sup> between 12/15/04 and 1/2/05. Offer not available on 100-minute or 250-minute FCPCs. See restrictions.

usps.com

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

# What's in Store

# december

retail employee bulletin

Holiday '04 Retail Drive Period  
11/1/04-12/31/04

Theresa Wynn  
Supervisor of  
Customer Service  
34 years of service



## focus!

Recommend these unique gift ideas to your customers:  
2004 Commemorative Yearbook, Disney prestamped stationery, Cloudscapes Scrapbook, Art of the American Indian Matted Keepsake.



SUN	MON	TUES	WED	THU	FRI	SAT
			1	2	3 \$ <sup>\$\$</sup> payday!	4
5	6	7 Gather VESS data for November Hanukkah begins at sundown	8	9	10	11
12	13	14 Last day for districts to input VESS data for November	15	16	17 \$ <sup>\$\$</sup> payday!	18
19	20	21 Winter begins	22	23	24 Christmas Eve	25 Christmas Offices closed
26 Kwanzaa begins	27	28	29	30	31 \$ <sup>\$\$</sup> payday! DOWN Take down holiday drive period POP New Year's Eve	

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

# ONLY REINDEER DELIVER FASTER.

Express Mail® service delivers next day  
or your money back. Guaranteed.\*

**\$13.65**  
and up



©2004 USPS

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



# NOW SHIP AND INSURE ONLINE.



Now you can purchase Insurance  
and request carrier pickup for your packages at  
[usps.com/clicknship](http://usps.com/clicknship)



[usps.com](http://usps.com)



# BUNDLE UP FOR THE HOLIDAYS PRIORITY MAIL®

**1** with  
Delivery  
Confirmation™  
service



**\$4<sup>30</sup>**  
and up

*Know when your  
package gets there.*

**2** with  
Insurance\*



**\$5<sup>15</sup>**  
and up

*Get protection for items  
valued at up to \$5000.*

**3** with  
Insurance &  
Delivery  
Confirmation  
service



**\$5<sup>60</sup>**  
and up

*\*Prices reflect insurance for packages up to 1 lb. and \$5000 coverage.*

**[www.usps.com](http://www.usps.com)**