

POSTALBULLETIN

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PB 22144, December 23, 2004

What a year it was!

2004 was simply remarkable.

Thank you for taking care of your customers.

- Customer satisfaction and service are at all-time highs, including the first-ever 96 percent on overnight EXFC in quarter 3.

Thank you for selling up at the window and picking up at the door.

- We're seeing positive results as we offer our customers convenience and fresh choices.

Thank you for taking care of yourselves and your families.

- Workplace accidents are down 13 percent.

Thank you for letting us know how you feel about USPS.

- VOE response rates are up.

You've got postal pride and it delivers!



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USPSNEWS@WORK

NAPS President Vincent Palladino dies: Longtime NAPS officer was in his 13th year as president

National Association of Postal Supervisors (NAPS) President Vincent Palladino died unexpectedly at his Arlington, VA, home yesterday. He was 69. Palladino was elected to his seventh consecutive two-year term as president of NAPS at the organization's 59th national convention in Kansas City, MO, in August.

Calling Palladino a close friend and ardent advocate for his membership and the Postal Service™, PMG Jack Potter said Palladino represented NAPS members well.

"I also knew that when I needed an informal opinion on postal issues, I could always turn to Vince. I valued his experience, perspectives and candor," Potter said. "He was devoted to his family, a mentor to many and a friend to all."

"Vince Palladino's passing is a loss not only to NAPS, but to the entire postal community," said NAPS Executive Vice President Ted Keating, who assumes the NAPS presidency. "Vince possessed a keen insight into the problems facing the Postal Service and didn't hesitate to voice his opinion on how they might be addressed."

Palladino represented more than 35,000 active and retired postal supervisors, managers and postmasters. Before being elected NAPS president in 1992, he served as the organization's executive vice president for six years. He testified before the President's Commission on the U.S. Postal Service in 2003, suggesting new ways the Postal Service could operate and still bring in money.

Palladino began his career as a letter carrier in Staten Island, NY, in 1960. He was later promoted to foreman of mails and then station manager in 1970. Prior to joining the Postal Service, Palladino served in the U.S. Air Force for four years.

FY '04 a fiscal success: Surplus revenues tempered by shifting mail volumes

The *Transformation Plan* is working.

That's the word from the Board of Governors year-end meeting, where it was reported the Postal Service achieved a surplus for the second consecutive fiscal year, with a net income of \$3.1 billion on revenues of \$69 billion.

Postmaster General Potter said we've achieved USPS® business goals in 2004 to improve service, reduce costs and continue to build our business.

The good news was tempered by comments that marketplace forces are changing the character of the mail and could threaten Postal Service financial viability in future years with First-Class Mail® pieces projected to fall below Standard Mail® pieces as the largest volume product. Chief Financial Officer Richard Strasser said this shift in mail mix to lower revenue-per-piece mail classes will result in shrinking margins which are used to maintain universal service.

Strasser told the Board that total revenue reached \$69 billion — an increase of \$265 million over last year. First-Class Mail service brought in revenue of \$36.4 billion, Standard Mail service, \$18.1 billion and other products and services, \$14.5 billion.

Total mail volume rose nearly 4 billion pieces to 206 billion, mostly in Standard Mail pieces. First-Class Mail pieces declined by 1.1 billion pieces, for a third straight year of decline.

Expenses were \$900 million below plan and debt was reduced to \$1.8 billion, down from a high of \$11 billion two years ago. Productivity increased for the fifth consecutive year, while workhours were reduced by 21 million.

Potter noted that USPS will continue to pursue its *Transformation Plan* strategies, leveraging resources to build the business.

"While these strategies have resulted in historic productivity levels and cost savings over the last few years, we must recognize that additional efforts to take costs out of the system will require fundamental structural changes," Potter said.

The *Transformation Plan* will help USPS secure a future for universal mail service at affordable rates and give it the tools to protect regular mail and ensure a sound national system well into the future. Take a look at the progress we're making in implementing the plan — go to www.usps.com; click on *About USPS & News*; then *Organization Information*, then *Office of Strategic Planning*, then *Transformation Plan*, then *Transformation Plan Progress Report* — November 2004.

USPS orders 300,000 scanners: Scanning the horizon

The Postal Service will order more than 300,000 intelligent mail devices from Motorola, under a three-year contract awarded to the company recently. The devices will

replace the mobile data collection device used by carriers and other employees for Delivery Confirmation™ service and other applications.

The 16-oz. intelligent mail scanners will be equipped to read signatures and the varieties of USPS barcodes and labels that capture information about mail as it moves through the distribution network.

“This new generation of handheld scanning devices will help us provide postal customers with information about their mail — information they can use to better manage resources and increase responsiveness to their customers,” says Senior Vice President of Intelligent Mail and Address Quality Charlie Bravo.

Deployment will take place from summer 2005 through 2006.

Gift cards galore: Starbucks joins NetPost CardStore gift card service

Brighten the holiday season for someone special with a gift card tucked inside a personalized greeting created purchased online at NetPost® CardStore — www.usps.com/cardstore.

Choose a greeting from the full gallery of images — or upload your own photos for a truly unique card. Then pick the perfect gift card in amounts of \$25 to \$200 from stores like Bed, Bath & Beyond, Circuit City or Lowe’s, participating grocery and drug stores, Barnes & Noble, Starbucks and restaurants including Chili’s, Corner Bakery Café, Macaroni Grill, On The Border and Big Bowl Asian Kitchen. USPS custom prints your cards and mails them the next business day.

With NetPost gift cards, you’re eligible for an Employee Deals discount. Enter “GiftCard” in the promotion code, recalculate your charges and save \$2.50 each time you order a gift card worth \$25 or more. Greeting cards only? Enter “Employee” in the promotion code and recalculate for up to 62 percent off the purchase price.

Walk a mile in her shoes: Postal Ambassador Gina Mendoza-Telck to appear in Prevention magazine

When the American Podiatric Medical Association released a report saying that 75 percent of Americans experience foot pain at some time in their lives — and that women were four times as likely as men to develop it — *Prevention* magazine decided to interview five women whose careers “keep them on their toes.”

When it comes to pounding a beat, few jobs require more walking than a city letter carrier. *Prevention* chose Postal Ambassador Gina Mendoza-Telck to be one of the

women featured. Mendoza’s interview will appear in the April issue.

Discovering NSAs: Financial firm adopts negotiated service agreement

Discover Financial Services and the Postal Service have entered into a negotiated service agreement (NSA) that encourages more use of the mail and benefits both organizations.

Under the terms approved by the USPS governors, Discover will earn lower First-Class Mail rates for volume in excess of 405 million pieces in the first year of the agreement. In exchange, Discover will accept electronic information about undeliverable-as-addressed First-Class Mail in lieu of receiving the actual mail. This will result in significant cost savings for USPS.

“NSAs are one of the important business strategies outlined in our *Transformation Plan*,” said Pricing and Classification Vice President Stephen Kearney. “These agreements allow us to do what millions of companies and organizations around the world do — work individually with customers to develop pricing and service incentives that benefit both parties and ultimately, all customers.”

Safety in numbers: Fewer accidents mean safer employees

Since 2001 when USPS began using Occupational Safety and Health Administration’s Occupational Injuries and Illnesses (OII) program to track safety performance, OIIs have been reduced by more than 25,000 incidents. That’s a credit to safety and every employee who follows safe work practices.

Increased safety awareness has led to a decline in motor vehicle accidents, too. There were nearly 3,000 fewer accidents in 2004 than in 2001.

Total them all up to get the big safety picture. In 2001, USPS had almost 146,000 total accidents. By 2004, that number was down to just over 109,000 — about 37,000 fewer accidents.

Working safely — it’s something we can all live with.

Head for the mall

Magazine Mall has thousands of sports, fitness, entertainment, business, news, games, political titles and many more. Shoppers save up to 85 percent on holiday gifts. USPS employees receive an additional 15 percent off the sale prices. To order, go to www.usps.com/magazines, select the magazines you want and pay by check, major credit card or money order.

Customer Relations

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 202-268-2225 at least 1 month preceding the requested delivery dates. The Postal Service™

also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://www.ribbs.usps.gov/files/advance/ADVTECH.PDF> or contact the National Customer Support Center at 800-458-3181.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JCP Week 48 60% Clearance	Standard/Letter	12/27/04–12/29/04	12.2	Nationwide	Car-Rt	Harte-Hanks
Costco "Wallet"	Standard/Letter	12/28/04–1/4/05	17.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Segerdahl
JCP Week 49 Salon	Standard/Letter	12/29/04–12/31/04	1.6	Nationwide	Car-Rt	Harte-Hanks
Seventh Avenue	Standard/Catalog	1/3/05–1/7/05	2.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI

— Business Service Network Integration, Service and Market Development, 12-23-04

NATIONAL CONSUMER PROTECTION WEEK

National Consumer Protection Week: Work-at-Home Scams — They Just Don't Pay!

February 6–12, 2005, has been designated National Consumer Protection Week (NCPW). The U.S. Postal Service® Consumer Advocate's office and the U.S. Postal Inspection Service are partnering to educate consumers about fraudulent work-at-home schemes and to provide consumers with the tools and information needed to combat this fraud. During NCPW, other federal, state, and local consumer protection agencies — together with consumer organizations and industry associations — also are launching consumer protection and education efforts around the country. The Postal Service™ campaign for 2005 carries a simple but powerful warning: Don't open your door to work-at-home fraud.

Work-at-Home Fraud

The opportunity to work from home is becoming a popular and attractive option for many — from stay-at-home moms to college students to retirees. According to the 2000 Census, more than 4 million people in the United States work at home every day, and the numbers are increasing. So it should come as no surprise that work-at-home scams offering jobs that pay "big financial rewards" have also grown in popularity.

Although there are genuine jobs working at home, many "offers" are bogus. You've seen the ads: *Earn \$50 to \$200 per hour at Home! Start Your Own Home Business and Make \$1000 a day! Envelope Stuffing Jobs Now Available!*

Whether the offer comes by phone or e-mail, appears in a flyer or newspaper ad, or arrives in the mail, thousands of people respond to these ads. But not all work-at-home opportunities deliver on their promises. Work-at-home schemes will not guarantee regular salaried employment, and almost all require the consumer make an "up-front" investment of money for products or instructions before the consumer gets an explanation of how the plan works. And the "work" promised often continues the fraud by getting other victims involved. Consumers deceived by these scams have lost thousands of dollars, in addition to their time and energy.

Common Work-at-Home Schemes

Con artists know working at home sounds attractive. That's why they place such ads. Here are some of the more common fraudulent work-at-home opportunities:

- **Envelope stuffing:** In this scam, promoters offer a money-making opportunity stuffing envelopes at home — for a “small fee.” But victims do not receive a job. Instead, the victims pay the promoter who then provides them with the details of the scheme. The details are simple: contact other potential “employees” with an offer to make money stuffing envelopes and then sell the new recruits the details of the scheme. Typically, there is nothing to stuff. The fraud depends on the continuous recruitment of people to whom the sponsor can offer the same plan. The reality is that the envelope stuffing process has become a highly automated and mechanized operation. Businesses use sophisticated computer software and mail-processing equipment to generate addresses and insert letters into envelopes. This eliminates any profit potential for an individual doing this type of work at home. Postal Inspectors know of no work-at-home envelope stuffing promotion that ever produces income as promised.
- **Product assembly and craft work:** These programs often require victims to buy supplies and instructions for assembling simple toys or other products in their home. The victim spends many hours producing items such as baby booties, plastic signs, or toy clowns for a company that has promised to buy the products. However, after the victim has purchased the supplies and equipment and has performed the work, the promoter often decides not to pay because the work does not meet certain “quality standards.” Unfortunately, with these promoters, no work ever meets their “standards,” and the victim is left with merchandise that is difficult or impossible to sell. With no market for the product, the victim wastes time and money.
- **Reshipping:** These scams involve the receiving and reshipping of merchandise often ordered online to locations that are usually overseas. The work-at-home shipper is told that he or she can make substantial amounts of money by receiving, repackaging, and then mailing the merchandise to the foreign addresses. However, the shipper is unaware the merchandise has been paid for with stolen or fraudulent credit cards. In effect, the shipper becomes part of a fencing operation by receiving stolen goods and then mailing the goods to the promoter. The promoters, often based in a foreign country, are outside the reach of U.S. law enforcement and are able to cover their tracks to evade capture. The victim, however, is easily tracked and implicated in the crime.

This fraudulent work-at-home scam presents other drawbacks. Individuals attracted to work-at-home employment through advertisements posted on popular Internet job Web sites often are required to provide personal information. This means the prospective “employee” might be asked to submit Social Security Number, date of birth, and sensitive bank account information. Once “employees” are hired, they immediately begin receiving packages for reshipping at their residence. Unfortunately, the promoter now has personal information about the new “employee” which often is later used in identity fraud.

Another drawback is the “pay.” Payment to employees usually arrives in the form of a third-party cashier's check, rather than a regular paycheck. The check often is larger than the payment due to the employees for their reshipping services. The employee is instructed to cash the check and electronically forward the excess amount to an overseas bank account. Ultimately, the bank will discover the cashier's check is bogus, and the victim will be liable for repaying the full amount of the check. At this point, “employees” realize they have not only fallen victim to a scam, but that the operators of the scam now possess their personal information.

- **Multilevel Marketing:** Multilevel marketing, a direct sales system, is a well-established, legitimate form of business often promoted as a work-at-home opportunity. Many people have successfully sold the products of reputable companies to their neighbors and co-workers. These people are independent distributors who sell popular products and also recruit other distributors to join them. On the other hand, illegitimate pyramid schemes can resemble these legitimate direct sales systems. An obvious difference is that the emphasis is on recruiting others to join the program, not on selling the product. For a time, new recruits who make the investment to buy product samples keep money coming into the system, but very few products are sold. Sooner or later, the people on the bottom of the pyramid scheme are stuck with a saturated market, and they cannot make money by selling products or recruiting. When the whole system collapses, only a few people at the top have made money — and those at the bottom have lost their investment.

How Does the Postal Service Help to Prevent Mail Fraud Scams?

The Mail Fraud Statute is the oldest and most effective consumer protection statute, and Postal Inspectors have been using that statute to preserve the integrity of the U.S. Mail since the law was enacted in 1872. Postal Inspection Service efforts have combined vigorous enforcement of the law with public education, consumer awareness, and crime prevention programs. Postal Inspectors work with local, state, federal, and international law enforcement agencies — as well as a variety of bank and credit card issuers, financial institutions, retail merchants, credit bureaus, and other industry sources — to help prevent all types of mail fraud schemes and to educate consumers.

What Can You Do to Protect Yourself From Becoming Work-at-Home Fraud Victims?

Ask questions! Every year, thousands of people and businesses are victimized by fraudulent schemes. In general, you should be skeptical of any offer that sounds *“too good to be true.”* Legitimate work-at-home program sponsors should provide information in writing about the program they are offering. Postal Inspectors offer these tips to help you evaluate questionable offers:

- **Closely examine the ad or offer.** The company may not be offering to employ you directly, only to sell you training and materials and to find customers for your work. A legitimate company will be happy to give you information about exactly what you will be doing and for whom.
- **Check out the company.** Research work-at-home opportunities through online sources or in the “Work-At-Home Sourcebook” and other resources that may be available in your local library. These resources provide good advice and list legitimate companies that hire people to work for them at home. Also check out the company with the Better Business Bureau, state Attorney General, or local consumer protection agency.
- **Steer clear of “start-up” fees.** Fraudulent promoters often ask for upfront payments for software, business kits, supplies, membership fees, or lists of hiring companies. Find out what the total cost is for the work-at-home program and what you will get for your money.
- **Know the refund policy.** If you must purchase equipment or supplies, ask if, and under what circumstances, you can return the material for a refund.
- **Find out if there is really a market for your work.** Claims that there is a market for work such as envelope stuffing and craft making may not be true. If the company says it has customers waiting, ask for the names of the customers and contact them to confirm. Get references for other people who are doing the work. Ask the references if the company has kept its promises.
- **Be suspicious.** Beware of advertisements that make unbelievable claims about job opportunities. Particularly be wary of any job offer that doesn’t pay a regular salary or involves an overseas company.
- **Take your time.** Don’t be pressured into making a quick decision. Con artists make a living on their victims’ poor judgment. Be smart. Seek advice and double check the “facts.”

Don’t believe that you can make big profits *easily*. Operating a home-based business is just like any other business — it requires hard work, skill, good products or services, and time to make a profit. There is no easy way to wealth. A consumer’s good judgment is the first, last, and best line of defense against the con artist.

Who Should You Call if You Are the Victim of a Work-at-Home Scam?

If you have spent time and money on a work-at-home program you believe may not be legitimate, you should contact the company and ask for a refund. If a refund is not forthcoming, tell the promoter you plan to notify law enforcement officials. Keep careful records of everything you do to recover your money. Document phone calls, keep copies of all paperwork such as letters and receipts, and record all costs involved. You should also file a complaint with the following:

- Postal Inspectors. Responsible for enforcing the Mail Fraud Statute. You can file a fraud complaint at the local Post Office™, by calling 800 FRAUD IS (800-372-8347) or online at www.usps.com/postalinspectors.
- The Federal Trade Commission. Works for the consumer to prevent fraud and deception. Call 877-FTC-HELP (877-382-4357) or log on to www.ftc.gov.
- The Better Business Bureau at www.bbb.org.
- Your state Attorney General’s office.
- Your local consumer protection office.
- The publication in which the ad appeared. Contact the publication’s advertising manager.

What is the Postal Service Doing for National Consumer Protection Week?

Postmasters and Facility Managers

Postmasters and facility managers are encouraged to join in this annual consumer awareness effort by sponsoring or supporting local activities during NCPW, February 6–12, 2005.

District Consumer Affairs and Claims Manager

The district Consumer Affairs and Claims manager should serve as a consultant and resource for postmasters and managers planning NCPW activities. The district Consumer Affairs and Claims office also serves as the clearinghouse for additional information and materials.

Getting Started

Many of you are old hands at arranging local community events. Nevertheless, the following is a list of guidelines to keep in mind as you plan your program. Remember to use leverage — of time, people, and resources — to make your job easier and to increase your results.

- Start early. It takes time to put together a team, agree on a concept, implement plans, invite guests, publicize events, and coordinate the participation of others. The sooner you begin the more options you are likely to have.
- Create a planning committee to develop and coordinate your event or activities. Many hands not only make light work, they bring ideas and perspectives that can produce better results.
- Involve your local Postal Service team early in the planning process. Your local Postal Inspector is an expert on fraud prevention and can be a key participant in any event. The Area Public Affairs and Communications team can help with media outreach and publicity. Headquarters Government Relations representatives can help invite local elected officials to participate, and your district Consumer Affairs team can provide ideas and support.
- Join the crowd. After all, this is *National* Consumer Protection Week. Find out if other organizations or agencies are planning events and see if they would like Postal Service participation. Local media might even be planning special consumer segments. And public access channels might be thrilled to run the Inspection Service *Work-at-Home Scams: They Just Don't Pay!* video as a public service.
- Realize that small is good, too. Perhaps flyers and a video in the office lobby are all you have time for.
- Finally, think about your audience. In your community, how do you reach the elderly, the unemployed, the underemployed, and others who are most vulnerable to the “make big money at home” pitch?

Suggested Activities

Listed below are suggested activities to highlight the week's event:

- Have a NCPW kick-off and open house. Show the *Work-at-Home Scams: They Just Don't Pay!* video produced by the Postal Inspection Service. All Post Offices will receive a VHS copy of this short film via a direct mailing similar to what occurred with the *Dialing for Dollars* investment fraud prevention tape in October. The VHS tapes will be mailed out in advance of NCPW. You can order a DVD version at 800-STAMP-24 (800-782-6724) or online at www.usps.compostalinspectors after February 6, 2005. Invite a local expert to speak. A local Postal Inspector would be perfect, but a representative from a consumer advocacy group or an appropriate regulatory body would also be good.
- Partner with other federal agencies, community groups, educational institutions, and businesses to sponsor educational workshops or seminars for consumers with special needs.
- Hold a joint press conference with another consumer agency and include a local Postal Inspector. The Postal Inspector can discuss work-at-home fraud both from a national and a community perspective.
- Work with a local Postal Inspector to inform senior citizens about work-at-home schemes. Hold seminars at local retirement communities. Postal Inspectors can discuss recent fraudulent schemes and steps to prevent older Americans from becoming victims.
- Provide your Postal Service employees with information about NCPW activities planned for your area.
- Set up a booth at a busy shopping area and distribute fact sheets about work-at-home fraud and other consumer information. Show the *Work-at-Home Scams: They Just Don't Pay!* video.

- And, while you are at it, let customers know about the other consumer services offered by the Postal Service, such as the new Internet hold, redelivery, and carrier pickup services, and ReadyPost® products. Suggest customers visit www.usps.com.

Event Planning Checklist

When planning National Consumer Protection Week events, keep the following suggestions in mind:

- Begin planning early.
- Contact your local Postal Service team — Postal Inspectors, Public Affairs and Communications managers, Consumer Affairs and Claims managers, and Government Relations representatives — to see how they can help support and participate in the work-at-home fraud prevention events in your city.
- Set a date.
- Secure participants.
- Acquire posters, videos, fact sheets, brochures, and other supplies for the event.
- Prepare a special pictorial cancellation, if applicable.
- Secure staging and sound equipment, if applicable.
- Plan signage, including a podium, sign, and banners.
- Launch a local publicity campaign using the materials suggested in this article.
- Draft a sequence-of-events agenda and speaker remarks.
- Plan retail opportunities (i.e., booth, bag stuffers, etc.)
- Prepare ceremony programs and invitations.

Postal Brochures Useful for National Consumer Protection Week

The work-at-home information provided in this *Postal Bulletin* article, fraud-prevention publications and booklets, and the U.S. Postal Inspection Service video are among your most important communication tools to educate the public about work-at-home scams.

Following is a list of Postal Service publications that may be useful as handouts for customers during NCPW. They also serve as good resource material for postmasters and managers when preparing for the week’s events.

The publications are available in PDF format on the Postal Service PolicyNet Web site. Go to <http://blue.usps.gov/cpim> and click on *PUBs*. The publications are also available on the Internet at www.usps.com; click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals & Publications*, and then *Publications* (either *PDF Format* or *Text Format*).

Note: The sites contain several publications that are out of stock and cannot be ordered from the MDC. These include Publication 280, *Identity Theft, Safeguard Your Personal Information*; Publication 281-S, *No Muerda el Anzuelo (Don’t Bite the Hook, fraud by phone and mail)*; and Publication 546, *Sweepstakes Advertising*. The Postal Inspection Service DVD titled *Work-at-Home Scams: They Just Don’t Pay!* will be available for individual customer orders starting Monday, February 7, 2005. The DVD can be ordered directly from the Stamp Fulfillment Center by calling 800-STAMPS-24 or online at www.usps.com/postalinspectors. Postmasters will receive a direct mailing of a VHS copy in advance of NCPW.

You can also order these publications 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 these publications:

Title	PSIN	PSN	Quick Pick Number	Unit of Measure	Min. Order Qty.	Bulk Pack	Price	Edition Date
Consumer and Business Guide to Preventing Mail Fraud	PUB 300-A	7610-04-000-6949	426	EA	25	300	\$0.1938	07/99
Consumer and Business Guide to Preventing Mail Fraud (Spanish)	PUB 300-A-S	7610-04-000-6950	N/A	EA	1	300	\$0.3964	07/99

Title	PSIN	PSN	Quick Pick Number	Unit of Measure	Min. Order Qty.	Bulk Pack	Price	Edition Date
Consumer Fraud by Phone or Mail	PUB 281	7610-02-000-9388	N/A	EA	100	1,800	\$0.032	05/03
Because The Mail Matters	PUB 162	7610-05-000-5085	N/A	EA	1	200	\$0.2997	04/03
Misleading Advertisements: Media Guidelines	PUB 257	7610-03-000-9174	465	EA	1	500	\$0.1731	01/03

NCPW Poster

The following poster (see page 11) is included with each *Work-at-Home Scams: They Just Don't Pay!* DVD. It can also be downloaded at <http://www.usps.com/postalinspectors>.

— Field Support and Integration, Office of Consumer Advocate, 12-23-04

**Make Big \$\$ working from your home!
No commuting. No time clock.
Be your own boss!**

Sounds great, doesn't it? Although there are genuine jobs working at home, many "offers" don't deliver on their promises. Before responding to a work at home opportunity, check it out.

Protect Yourself:

- Closely examine the ad or offer.
- Don't give out personal information to a person or company you don't know.
- Be suspicious of any offer that doesn't pay a regular salary or involves an overseas company.
- Check out the company with the FTC, Better Business Bureau, state Attorney General or your local consumer protection agency.

Be Smart. There is no easy way to wealth. If the offer sounds too good to be true, it probably is.

For more information on work at home scams or to order a free DVD, visit www.usps.com/postalinspectors.

**WORK AT HOME SCAMS.
THEY JUST DON'T PAY!**



December 2004

DISTRICT MANAGERS, CUSTOMER SERVICE, AND SALES
POSTMASTERS

SUBJECT: Black History Month

We celebrate Black History Month, reflecting on the progress, richness, and diversity of African-American achievements. Although February has been designated as the official month to celebrate Black history, every day is an occasion to highlight the monumental significance of African-American contributions and the vital role they have played in shaping America's history.

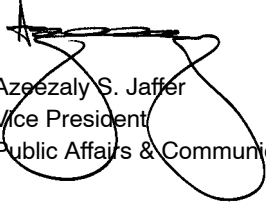
This year, Black History Month provides an opportunity to raise awareness of the *Black Heritage* commemorative stamp series and the 2005 honoree, Marian Anderson. The achievements of operatic and concert star Marian Anderson will be commemorated on a stamp Jan. 27 during the first day-of-issue ceremony at the Daughters of the Americans Revolution (DAR) Constitution Hall, Washington, DC. That location is significant. Anderson was victimized by racism in 1939 when DAR refused to make its Washington, DC, Constitution Hall available due to a "white artist only" policy. First Lady Eleanor Roosevelt, who witnessed Anderson's performance at a White House dinner, left the DAR and made arrangements for Anderson to perform before an audience of 75,000 at the Lincoln Memorial. Anderson later participated in the March on Washington in 1963 to again perform at the Lincoln Memorial.

We encourage you to host special events in your community throughout the month of February, highlighting the achievements of Marian Anderson and others honored in the *Black Heritage* series. Take advantage of Black History Month by inspiring both children and adults to learn more about African-American history through the educational hobby of stamp collecting.

The *Marian Anderson* commemorative stamp will be issued on January 27, 2005, and Black History Month launches nationally on February 1. The enclosed publicity kit provides a step-by-step guide to help you plan your local Black History Month and *Marian Anderson* stamp dedication events and activities. The kit includes the following:

- Suggestions to generate publicity.
- Fill-in news releases for Black History Month events.
- A letter to the editor you can send to local newspapers announcing Black History Month/*Marian Anderson* stamp ceremonies/events.
- Sample media advisory, public service announcement, and thank you notes.
- Talking points for a speech to be given during local community events.
- Public Affairs and Communications contacts.
- Government Relations contacts.

Please use this Black History Month Community Relations Publicity Kit to help develop and plan your local events. Be sure to keep your Public Affairs and Communications Field Communications manager informed of your activities. Your support of this year's Black History Month is vital to its success.



Azeezaly S. Jaffer
Vice President
Public Affairs & Communications

cc: Vice Presidents, Area Operations
Manager, Capital Metro Operations

PUBLICITY KIT

Black History Month/Marian Anderson

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Publicity Ideas to Interest the Media

February Is Black History Month

There are many ways to interest local media in your Black History Month or local dedication of the *Marian Anderson* stamp events. Following are some suggestions to capture media attention.

Note: You can plan Black History Month events in conjunction with *Marian Anderson* local dedication stamp ceremonies. You should emphasize the fact that this is the 28th anniversary of the *Black Heritage* stamp series featuring Marian Anderson.

- Have a month-long Black History Month celebration involving employees and their families, school children and congressional, civic, and community leaders. Involve those people in helping to create a traveling or permanent African-American stamp collection exhibit that could either be placed in Post Office™ lobbies or taken to stamp events at libraries, schools, or museums throughout the month of February. Highlight a different honoree theme every week of the month. Some examples of different themes might include sports figures, entertainers, inventors, educators, leaders, and scientists.
 - Photo opportunity: Encourage media to cover the opening day of your exhibit. Media can take pictures of employees and community members setting up the exhibit to accompany an article about Black History Month.
 - Opening day of the exhibit: Feature unveilings of the *Marian Anderson* commemorative stamp and possibly other stamps in the *Black Heritage* series. Ask congressional, civic, and community leaders to participate in ceremonies.
- Invite children to design stamps about African-American history, and display their designs in the Post Office. Have local customers select the winners. Winners can be awarded *Black Heritage* or other commemorative stamp materials.
- Give presentations and workshops to local elementary schools, libraries, reading clubs, and community organizations like the Girl Scouts/Boy Scouts and the Rotary Club.
- Look for opportunities to partner with local philatelic organizations that may be sponsoring local exhibits or other events. Contact the American Classical Music Hall of Fame and Museum, International Music Association, Marian Anderson Theater, NAACP,

Black Congressional Caucus, and University of Pennsylvania Library, where all of Anderson personal papers — including letters, music scores, programs, photographs, and sound recordings — are housed. Offer to speak, conduct workshops, or organize volunteers from among your staff to help.

- Help after-school programs set up stamp collecting clubs and share African-American history. Ask a local stamp collector to set up a display of stamp collecting tools and philatelic materials, such as tongs, magnifier, perforation gauge, albums, first-day covers, and so on. Go online to the American Philatelic Society's Web site at www.stamps.org to find local chapters (including African-American stamp clubs) and affiliates that might be willing to help.

Postal Service employees can find an electronic version of this kit at <http://blue.usps.gov>. Click *References*, then scroll down and click *Postmaster Toolkits*. Downloading the Microsoft Word version makes it easy to complete the fill-in-the-blank materials.

Implement any of these ideas, combine them, or brainstorm with your employees and come up with ideas of your own. Using the publicity materials in this kit be sure to publicize each and every event to your local newspaper, radio, and television stations via press releases, media advisories, and letters to the media. Don't forget to make follow-up telephone calls.

Products and Licensing

- | | |
|---|---------|
| ■ First Day Cover (single) Item #458061 | \$ 0.75 |
| ■ Cultural Diary Page/Illustrated Envelope Set Item #458076 | \$12.95 |
| ■ Cultural Keepsake (cover/pane) Item #458093 | \$ 8.15 |
| ■ Cultural Diary (with pages and stamps) Item # 458096 | \$34.95 |

The Postal Service is introducing a new philatelic product, *Expressions of African Americans: A Cultural Diary*, scheduled for release in late January.

This unique collectible consists of a beautifully illustrated binder designed to hold current and future insert cards of African-American stamp issues as well as personal notes. The initial product offering will include the binder, insert cards, stamps, and mounts for four African-American issues from 2004 (Paul Robeson, Wilma Rudolph, James

Baldwin, and Kwanzaa), as well as a companion notepad for recording personal thoughts.

Details

The 10 x 13 inch binder features a montage of African-American historical photographs combined with rich textures and decorative elements rendered in warm earth tones of reds, golds, and browns.

The interior, 8 1/2 x 11 inch wire-bound pages, is a deep brown and contain slits in all four corners to allow insertion of stamp issuance cards and notepad pages.

Cultural Diary pages measure 7 3/8 x 10 inches and contain photographs of the featured stamp subject, biographical information, timeline, and memorable quotations. Cards are executed in tones designed to echo the color palette of the binder. There is also a reproduction of a stamp on each card to designate space for mounting the actual stamp. Cultural Diary pages will be produced for all future African-American issues and will include a separate stamp and mount. Separately retailing for \$7.95, Cultural Diary Pages for 2005 include Marian Anderson, Arthur Ashe, and the "To Form A More Perfect Union" pane, which commemorates key events in the struggle for Civil Rights.

The companion notepad included with the package is sized to match the diary pages so that the user can record personal thoughts and combine these personal pages in the binder with the stamp issuance cards. The pages can be rearranged as desired to create a uniquely individual album.

This lovely and unusual product is an ideal vehicle to preserve thoughts from and about notable African-Americans, to generate interest in collecting stamps, and to create a family treasure.

The Cultural Diary can be ordered by calling 800-STAMP-24 or online at www.usps.com in the Postal Store.

Licensing and Use of Marian Anderson Stamp Image

Listed below is the licensee that can create products featuring the *Marian Anderson* commemorative stamp. Please call the company directly to order.

Lapel pins, postcards, and magnets:

US ALLEGIANCE INC
63004 LAYTON AVE
BEND OR 97701-3735

Web: www.ipledge.com

Telephone: 800-327-1402

541-330-6282

Fax: 800-622-8212

For additional information about licensing and use of the *Marian Anderson* commemorative stamp image, please contact Licensing@usps.com.

Pictorial Cancellations

A pictorial cancellation has not been produced for the nation. Post Offices planning second-day events should feel free to design their own special pictorial postmark. As a reminder, the Postal Service must make all unusual postmarking services widely known to collectors through advance publicity to avoid limiting the availability of these postmarks. Therefore, all pictorial postmarks must be reported to the Stamp Development Office 3 weeks prior to local events. Please use the announcement form on the following page to report your use of a cancellation.

Guidelines for Finalizing Marian Anderson Commemorative Stamp Pictorial Cancellation Art

To finalize the *Marian Anderson* commemorative stamp pictorial cancellation art, insert the date, city, state, and ZIP Code™ of the physical location of your event adjacent to the stamp image. Overall dimensions of the pictorial cancellation must not exceed 4 inches horizontally by 2 inches vertically. Collectors prefer the dimensions 3 1/2 inches by 1 inch.

Second-Day Cancellations

Second-day cancellations are pictorial postmarks and follow the same guidelines as above. The word "Station" or the abbreviation "STA" is required somewhere in the design, since it will be a temporary station.



Pictorial Postmark Announcement

<p>Complete this announcement and forward it to the following address:</p> <p>PICTORIAL POSTMARK PROGRAM MANAGER STAMP SERVICES US POSTAL SERVICE 1735 NORTH LYNN ST STE 5016 ARLINGTON VA 22209-6432</p>	<p><i>Insert pictorial postmark Copy here</i> (Camera-ready or reproducible) No larger than 4" horizontal x 2" vertical</p>
---	---

Postal Service Contact (name, address, phone)	
Station Date(s)	
Sponsor	
Station Name	
Complete Street Address or PO Box Number	
City/State/ZIP+4	

Mail Cancellation Requests to:

Station Name	
Addressee Name (usually "Postmaster")	
Complete Street Address or PO Box 9998	
City/State/ZIP+4	

Stamp Artwork

To purchase artwork of the *Marian Anderson* commemorative stamp or other stamps in the *Black Heritage* commemorative stamp series, including poster-sized enlargements, color transparencies, and color prints, contact:

VICTOR PULUPA
DODGE COLOR
4827 RUGBY AVE STE 100
BETHESDA MD 20814-3028
E-mail: victor@dodgecolor.com
Telephone: 301-656-0025 x 212
Fax: 301-656-0435

Please plan ahead and allow enough time for production and shipping.

Suggested Participating Organizations and Contact Information

The information below is a suggested listing of supporters for *Marian Anderson* commemorative stamp dedications.

National Association for the Advancement of Colored People (NAACP)

National Headquarters

PAULA EDME
CHIEF OF NATIONAL FIELD OPERATIONS
4805 MT HOPE DR
BALTIMORE MD 21215
Telephone: 410-580-5110
Fax: 410-358-1607
877-NAACP-98

Regional National Association for the Advancement of Colored People (NAACP) Offices

Region I

Covering Countries: Japan, Korea
Covering States: Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, Washington
FRANK BERRY REGIONAL DIRECTOR
LAINI COFFEE YOUTH AND COLLEGE DIRECTOR
4929 WILSHIRE BLVD STE 360
LOS ANGELES CA 90010-3817
Telephone: 323-931-6331
Fax: 323-931-9036
E-mail: fberry@aol.com

Region II

Covering Countries: Germany, Italy
Covering States: Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont

HILDA RODGERS REGIONAL DIRECTOR
DIALLO SHABAZZ YOUTH AND COLLEGE DIRECTOR
BEVERLY WHEELER SENIOR SECRETARY
MILDRED ROXBOROUGH CONSULTANT
39 BROADWAY STE 2201 22ND FL
NEW YORK NY 10060-3060

Telephone: 212-344-7474
Fax: 212-344-1212
E-mail: hrodgers@naacpnet.org

Region III

Covering States: Illinois, Indiana, Kentucky, Michigan, Ohio, West Virginia, Wisconsin

SHIRLEY P MILES REGIONAL DIRECTOR
REV JULIUS HOPE DIRECTOR RELIGIOUS AFFAIRS
ERNEST COVERSON YOUTH AND COLLEGE DIRECTOR
JOYCE WILEY SENIOR SECRETARY
17 FORD AVE
HIGHLAND PARK MI 48203-3620

Telephone: 313-869-3717
Fax: 313-869-3763
E-mail: milesregion3@aol.com

Region IV

Covering States: Colorado, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, Wyoming

REV GILL FORD DIRECTOR
SHALIA LINDSEY YOUTH AND COLLEGE DIRECTOR
4477 WOODSON RD STE 201
ST LOUIS MO 63134-3700

Telephone: 314-428-9900
Fax: 314-428-9904
E-mail: fordrevg@aol.com

Region V

Covering States: Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee

REV CHARLES WHITE REGIONAL DIRECTOR
YVONNE FINNEY OFFICE MANAGER
ALETHEA BONELLO YOUTH AND COLLEGE DIRECTOR
970 MARTIN LUTHER KING DR STE 203
ATLANTA GA 30314-2962

Telephone: 404-688-8868
Fax: 404-524-3633
E-mail: whitejrcharles@aol.com

Region VI

Covering States: Arkansas, Louisiana, New Mexico, Oklahoma, Texas

GEORGIA NOONE REGIONAL DIRECTOR
 CATHY LANG SENIOR SECRETARY
 KHAMAL LAKEY YOUTH AND COLLEGE DIRECTOR
 3003 SOUTH LOOP W STE 500
 HOUSTON TX 77054-1376

Telephone: 713-662-2727

Fax: 713-661-5982

E-mail: gnoone@naacpnet.org

Region VII

Covering States: District of Columbia, Maryland, Virginia

BROOKE MCCAULEY REGIONAL DIRECTOR
 KIMBERLY BILLS YOUTH AND COLLEGE DIRECTOR
 4701 MOUNT HOPE DR STE B
 BALTIMORE MD 21215-3246

Telephone: 410-580-2806

E-mail: bmccauley@naacpnet.org

You may also contact your local public libraries, schools of Music and Arts, and African-American bookstores for participation in the events.

Other Suggestions:

THE METROPOLITAN OPERA
 PETER CLARK
 GENERAL PRESS REPRESENTATIVE
 30 LINCOLN CENTER
 NEW YORK NEW YORK 10023-6980

Telephone: 212-870-7457

E-mail: pcclark@mail.metopera.org

UNIVERSITY OF PENNSYLVANIA
 ANNENBERG RARE BOOK AND MANUSCRIPT LIBRARY
 3420 SOUTH ST
 PHILADELPHIA PA 19104-6324

Telephone: 215-898-4021

E-mail: muselib@pobox.upenn.edu

THE JUILLIARD SCHOOL
 JANET KESSIN DIRECTOR COMMUNICATIONS
 60 LINCOLN CENTER PLZ
 NEW YORK NY 10023-6588

Telephone: 212-799-5000, ext. 207

E-mail: news@juilliard.edu

CITY COLLEGE OF NEW YORK
 MARIAN ANDERSON THEATRE
 COMPTON-GOETHALAS HALL
 138TH ST AND CONVENT AVE RM 311
 NEW YORK NY 10031-0001

Telephone: 212-650-5960

Fax: 212-650-5934

Keith Lee Grant, Contact

kgrant552@yahoo.com

NEW YORK PHILHARMONIC
 LANE JOST PUBLICIST
 10 LINCOLN CENTER PLZ
 NEW YORK NY 10023-6912

Telephone: 212-875-5705

NATIONAL ENDOWMENT FOR THE ARTS
 1100 PENNSYLVANIA AVE NW
 WASHINGTON DC 20506-0001

Telephone: 202-682-5570

CARNEGIE HALL
 SUSAN KING VICE PRESIDENT PUBLIC AFFAIRS
 881 SEVENTH AVE
 NEW YORK NY 10019-3293

Telephone: 212-903-9600

SHERWOOD CONSERVATORY OF MUSIC
 1312 SOUTH MICHIGAN AVE
 CHICAGO IL 60605

Telephone: 312-427-6267 Ext. 100

THE FAIRFIELD COUNTY COMMUNITY FOUNDATION
 SUSAN M ROSS
 PRESIDENT CEO
 523 DANBURY RD
 WILTON CT 06897

Telephone: 203-834-9393

Fax: 203-834-9996

E-mail: sross@fccfoundation.org or

www.fccfoundation.org

CONGRESSIONAL BLACK CAUCUS
 PAUL BRATHWAITE
 EXECUTIVE DIRECTOR POLICY
 2235 RAYBURN HOUSE OFFICE BUILDING
 WASHINGTON DC 20515-0001

Telephone: 202-226-9776

Fax: 202-225-3178

E-mail: p.brathwaite@mail.house.gov

trudy.perkins@mail.house.gov

Black Heritage Series Facts



Harriet Tubman (February 1, 1978)

Born a slave, abolitionist Tubman was the first African-American woman to be honored on a U.S. stamp, and the first honoree in the *Black Heritage* series. Tubman was the conductor for the famed Underground Railroad by which many slaves escaped to freedom in the years leading to the Civil War.

Martin Luther King, Jr. (January 13, 1979)

King is considered one of the most powerful and popular leaders of the African-American Civil Rights movement of the 1950s and 1960s. He spearheaded a massive Civil Rights movement through marches, sit-ins, boycotts, and demonstrations that profoundly and positively affected America's attitudes toward race relations. He was presented the Nobel Peace Prize in 1964.



Benjamin Banneker (February 15, 1980)

In 1753, Banneker constructed the first wooden striking clock made in America. At age 60, he was chosen by George Washington to help lay out blueprints for the Capitol in Washington, DC.

Whitney Moore Young, Jr. (January 30, 1981)

Young served for 10 years as the executive director of the National Urban League. In 1969, he received the nation's highest civilian honor — the Medal of Freedom.



Jackie Robinson (August 2, 1982)

Robinson broke the Major League Baseball color barrier in 1947. After retirement from baseball in 1956, he remained active in civil rights and youth activities. In 1962, he became the first African American inducted into the Baseball Hall of Fame.

Scott Joplin (June 9, 1983)

A composer and pianist, Joplin was the "King of Ragtime," fighting for recognition of ragtime as a significant genre in modern music. Some 50 years after his death, he was awarded the Pulitzer Prize for his ragtime opera *Treemonisha*.



Dr. Carter G. Woodson (February 1, 1984)

A prominent historian and the son of former slaves from Virginia, Woodson is credited with starting the observance of Negro History Week in 1926.

Mary McLeod Bethune (March 5, 1985)

A noted educator and social activist, Bethune was an advisor to President Franklin D. Roosevelt. She founded the National Council of Negro Women in 1935.





Sojourner Truth (February 4, 1986)
 Born into slavery, Isabella Baum Free went to live in New York City after acquiring freedom. In 1843, she changed her name to Sojourner Truth and began traveling and lecturing on women's rights and the evils of slavery. She was considered one of the greatest orators of her time.



Ida B. Wells (February 1, 1990)
 Wells devoted her life to educating people about the horrors of discrimination and lynching. In 1895, she published *A Red Record*, the first documented statistical report on lynching.

Jean Baptiste DuSable (February 20, 1987)

A pioneer and entrepreneur, DuSable was the first settler in the community that was known as the cornerstone of America's heartland — Chicago. In 1779, starting from scratch, DuSable built the first permanent house on the north bank of the Chicago river, where the present-day Tribune Tower stands. The stamp was issued during the city's sesquicentennial.



Jan E. Matzeliger (September 15, 1991)

Matzeliger's invention, the shoe-lacing machine, patented in 1883, revolutionized the shoemaking industry and made mass-produced shoes a reality in America.



James Weldon Johnson (February 2, 1988)

Johnson was noted as a lawyer, educator, and writer. His composition "Lift Every Voice and Sing" is sung today as the Black National Anthem.



W.E.B. Du Bois (January 31, 1992)

Critic, editor, scholar, author, civil rights leader, and one of the most influential African Americans of the 20th century, Du Bois was one of the founders of the National Association for the Advancement of Colored People (NAACP) in 1909.

Phillip Randolph (February 3, 1989)

An eloquent spokesperson for civil rights and minority labor, Randolph organized the Brotherhood of Sleeping Car Porters. After 10 years of fierce struggle, he achieved the first union contract signed by a white employer and an African-American leader.



Percy Lavon Julian (January 29, 1993)

Julian won fame for his work as a research chemist. He synthesized cortisone for arthritis, a drug for glaucoma, and progesterone. In 1990, he was inducted into the National Inventors Hall of Fame.



Black History Month/Marian Anderson

Community Relations Publicity Kit



Dr. Allison Davis (February 1, 1994)

A psychologist and educator, Davis served on the President's Commission on Civil Rights and was vice chairman of the Department of Labor's Commission Manpower Retraining during the Johnson and Nixon Administrations. In 1967, he was a Fellow of the Academy of Arts and Sciences and of the National Academy of Education.

Bessie Coleman (April 27, 1995)

On June 15, 1921, Coleman was the first woman to earn an international aviation license issued by the Federation Aeronautique Internationale in Paris, and she was the world's first licensed African-American aviator.



Ernest E. Just (February 1, 1996)

Known primarily for his research in marine biology, Just pioneered experiments in the process of the fertilization of marine invertebrates. He also studied the fundamental role of the cell surface in the development of organisms. Throughout the 1930s, Just conducted research in institutes and marine laboratories in Germany, France, and Italy.

Benjamin O. Davis, Sr. (January 28, 1997)

Davis distinguished himself in a long military career that saw him become the nation's first African-American Brigadier General, in 1940. He was a driving force in the eventual integration of the U.S. Armed Forces.



Madam C. J. Walker (January 28, 1998)

Walker was an early 20th century beauty product pioneer and one of the nation's first female millionaires. An early advocate of women's economic independence and empowerment, her hair products manufacturing company employed thousands of women as sales agents and beauty consultants.

Malcolm X (El-Hajj Malik El-Shabazz) (January 20, 1999)

In the late 1950s, Malcolm X emerged as a major spokesperson for African Americans. He was both a brilliant scholar and a fiery orator whose persuasive and passionate views helped define the debate on race relations.



Patricia Roberts Harris (January 27, 2000)

An extraordinary leader, committed public servant, and champion of civil rights, Harris dedicated her life to improving the quality of life for all Americans. She was the first African-American woman to hold a U.S. ambassadorship when she was named in 1965 by President Lyndon B. Johnson to the embassy in Luxembourg. She was the first

African-American woman to serve as a member of a presidential Cabinet.

Roy Wilkins (January 24, 2001)

Wilkins advocated tirelessly for racial equality. In 1931 Wilkins joined the NAACP and led the organization from 1955 to 1977 as executive secretary and executive director. Under his leadership, the NAACP campaigned for the Civil Rights Act of 1964, the Voting Rights Act of 1965, and the Fair Housing Act of 1968.





Langston Hughes (February 1, 2002)

Hughes is acclaimed for his vivid portrayals of Black America from the Harlem Renaissance to the Civil Rights era. A noted poet, novelist, and playwright, he is regarded as one of the most important writers of the 20th century.

Thurgood Marshall (January 7, 2003)

Marshall is one of the best-known lawyers in the history of civil rights in America. In 1954 Marshall and his legal team prevailed in the landmark Supreme Court case, “Brown v. Board of Education of Topeka, Kansas,” that struck down segregation in public schools. He was the first African American to serve as a U.S. Supreme Court Justice.



Paul Robeson (January 20, 2004)

Robeson is remembered not only for his extraordinary talents as an actor, singer, and athlete but also for his tireless and uncompromising commitment to civil rights and social justice. In addition to his famous repertoire of spirituals, Robeson became well known for performing and interpreting folk songs from around the world.



Marian Anderson (January 27, 2005)

Marian Anderson is known as one of the nation’s greatest classically trained singers of the 20th century and is an important figure in the struggle of Black Americans for racial equality.



Speech Segment and Talking Points

Use talking points for speeches at local ceremonies and events to support Black History Month/Marian Anderson stamp.

[Recognize participants from other organizations.]

America’s greatest strength is the diversity of its people. February is Black History Month, and this is the perfect time to stop and reflect upon the rich cultural legacy African Americans have contributed to our nation.

In reality, every month is a celebration of the many African Americans who were instrumental in shaping America’s history, arts, music, and literature. That is why the Postal Service™ is so proud to help celebrate Black History Month with the release of the newest stamp in our *Black Heritage* series.

This year, the 28th year in this historic series, we are issuing the *Marian Anderson* commemorative stamp. Anderson joins 27 other honorees as a part of this series saluting outstanding African-American activists, theorists, writers, educators, and leaders.

Marian Anderson is remembered as one of the nation’s greatest classically trained singers of the 20th century, and she is also an important figure in the struggle of African Americans for racial equality. She was the first black singer to appear on the stage of New York’s Metropolitan Opera. She later published a successful autobiography, “My Lord, What a Morning.” Anderson performed at an inaugural ceremony for President Eisenhower’s second term and for the inauguration of President Kennedy.

It is significant the First-Day-of-Issue ceremony for the *Marian Anderson* stamp was held at Washington, DC’s Constitution Hall. In 1939, the Daughters of the American Revolution sparked national protests when they refused to allow Anderson to sing at Constitution Hall. In response, the United States Department of the Interior, with the encouragement of First Lady Eleanor Roosevelt, arranged a concert at the Lincoln Memorial. An estimated 75,000 people attended, and millions more heard it on the radio. The episode caused the media to look more closely at cases of discrimination involving Anderson and other African-American performers. Anderson finally sang at Constitution Hall before a capacity crowd in 1953.

Recognizing her extraordinary popularity and determination, the State Department made Anderson a goodwill ambassador to Asia, and in 1958, she was officially designated a delegate to the United Nations. In 1963, Anderson sang at the Lincoln Memorial at the historic March on Washington. The following year she was awarded the Presidential Medal of Freedom. In 1977, she was awarded the UN Peace Prize.

Other notable Americans honored in the *Black Heritage* stamp series include Harriet Tubman, Martin Luther King, Jr., Jackie Robinson, Carter G. Woodson, Mary McLeod Bethune, Bessie Coleman, Ernest E. Just, Benjamin O. Davis, Sr., Madam C. J. Walker, Malcolm X, Patricia Roberts Harris, Roy Wilkins, Langston Hughes, Thurgood Marshall, and last year's honoree, Paul Robeson.

African Americans have played a vital role in the shaping of America's history and culture, and the U.S. Postal Service remains committed to sharing their achievements and contributions. Given the popularity and historic

importance of the *Black Heritage* stamps, there are no plans to discontinue the series. It will continue to be an important part of our stamp program for many years to come.

We encourage everyone — children and adults alike — to learn more about Black history and African Americans on stamps. There are phenomenal stories behind every commemorative stamp — stories that can take us back in time to learn about great Americans and to help us relive moments in the past — moments that we cherish.

For more than 200 years, the Postal Service has been a shining example of a public service institution that the American people can rely on and trust. But in many ways, it's our commemorative stamp program that best connects the Postal Service with the American people.

This month, we hope children and adults of all ages will be participating in Black History Month activities around the country.

Thanks to all of you for joining us here today.

###

Suggested Public Relations Timeline

If you have questions or need assistance with any of these items, please contact the Public Affairs and Communications representative serving your area (see attached list).

Action	Suggested Timing
1. Send invitations to local and area dignitaries.	A few weeks before event.
2. Send announcement and invitations to employees.	A few weeks before event.
3. Distribute public service announcement to radio/TV.	A few weeks before event.
4. Distribute news release.	A few weeks before event.
5. Distribute media advisory to newspapers, radio/TV.	One week before event.
6. Remind invited dignitaries about event via telephone.	Five days before event.
7. Redistribute media advisory to all news media.	One to two days before event.
8. Make follow-up calls to local news media.	One day before event.
9. Distribute day-of-issuance news release.	Day of event.
10. Send letter to newspaper editor thanking community.	One day after event's completion.
11. Send newspaper clippings and "media successes" summary to area Public Affairs manager or fax to 202-268-4925.	Within one week after event.

**POSTAL NEWS**FOR IMMEDIATE RELEASE
[INSERT DATE]Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com***PUBLIC SERVICE ANNOUNCEMENT FOR RADIO*****Public Invited to Join in Celebration of Black History Month and Dedication of
Marian Anderson U.S. Postage Stamp**

[INSERT CITY] postmaster [INSERT NAME] invites everyone in [INSERT LOCATION] to participate in activities surrounding the Postal Service's celebration of Black History Month and the unveiling of the 2004 *Black Heritage* commemorative stamp featuring Marian Anderson, on [INSERT DAY AND DATE] from [INSERT TIME] to [INSERT TIME].

On that day, children and adults will learn more about Black history and African Americans on stamps. Activities include [DESCRIBE ACTIVITIES].

Come take a moment to celebrate African-American history with stamps. It's an educational way to learn about the historic people, places and events honored on U.S. postage stamps each year.

#



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

SAMPLE PRESS RELEASE

BLACK HISTORY MONTH CELEBRATION IN [INSERT CITY] FEATURES AFRICAN-AMERICAN HISTORY ON STAMPS

World Renowned Classical Performer Marian Anderson Featured on New Postage Stamp

[INSERT YOUR CITY, STATE] — As part of Black History Month, the U.S. Postal Service™ and [INSERT NAME OF GROUP OR ORGANIZATION(S)] will join together to pay homage to Marian Anderson, the 2005 honoree in the U.S. Postal Service's *Black Heritage* commemorative stamp series.

[CHANGE TO REFLECT WHO YOUR PARTICIPANTS ARE]

Marian Anderson, renowned classical singer and civil rights activist, [will become/became] the 28th American honored in the long-running *Black Heritage* commemorative stamp series. The achievements of operatic and concert star Marian Anderson [WILL BE/WAS] commemorated on a postage stamp issued on Jan. 27, 2005.

Anderson was victimized by racism in 1939 when the Daughters of the Americans Revolution (DAR) refused to make its Washington, DC, Constitution Hall available due to a "white artists only" policy. First Lady Eleanor Roosevelt, who witnessed Anderson's performance at the White House dinner, left the DAR and made arrangements for Anderson to perform before an audience of 75,000 at the Lincoln Memorial. Anderson later participated in the March on Washington in 1963 to again perform at the Lincoln Memorial.

The celebration comes to [INSERT CITY] with a special ceremony scheduled for [INSERT EXACT TIME OF EVENT] on [INSERT DATE] at the [INSERT NAME OF POST OFFICE, LIBRARY, SCHOOL, MUSEUM, ETC. WHERE EVENT IS HELD].

[INSERT EVENT AGENDA]

[INSERT QUOTE FROM USPS UNVEILING OFFICIAL]

[INSERT QUOTE FROM ORGANIZATION OFFICIAL YOU ARE WORKING WITH]

[FEEL FREE TO USE THE FOLLOWING BACKGROUND INFORMATION AND CUSTOMIZE] [FOR INSERTION INTO YOUR RELEASE] Anderson joins 27 other honorees in the Postal Service's *Black Heritage* commemorative stamp series, which salutes outstanding African-American activists, theorists, writers, educators, and leaders. Other notable Americans in the series include Harriet Tubman; Martin Luther King, Jr.; Benjamin Banneker; Jackie Robinson; Carter G. Woodson; Mary McLeod Bethune; W.E.B. Du Bois; Bessie Coleman; Ernest E. Just; Benjamin O. Davis, Sr.; Madam C.J. Walker; Malcolm X (El-Hajj Malik El-Shabazz); Patricia Roberts Harris; Roy Wilkins; Langston Hughes; Thurgood Marshall and Paul Robeson.

Anderson was born February 27, 1897, in Philadelphia, PA. Recognizing her talent for music and her need to study with professional teachers, members of her community raised funds for her musical training.

In that era, American classical musicians rose in professional stature at home by studying and performing in Europe. Anderson made her first journey to Europe in late October of 1927. In 1930, she was awarded a fellowship that allowed her to study in Berlin. Her time abroad was immensely important to her emotional and artistic growth, enabling her to deepen her understanding of the languages she sang, to make professional connections, and to escape many of the constraints of Black life in America.

After American producer Sol Hurok heard Anderson sing in Paris, he began to represent her in the United States, where his business practices effectively made her the equal of white concert artists. On December 30, 1935, he presented Anderson at Town Hall in New York. The concert was a grand success and a *New York Times* critic hailed Anderson as “one of the great singers of our time.”

Aware of Anderson’s growing reputation, President Franklin Delano Roosevelt invited her to sing for guests at a White House dinner party in 1936. Eleanor Roosevelt subsequently praised Anderson’s performance in a newspaper column.

Three years later, Mrs. Roosevelt again wrote in connection to Anderson after a group to which she belonged, the Daughters of the American Revolution (DAR), refused to make its Washington venue, Constitution Hall, available for Anderson’s Easter concert due to a “white artist only” policy. The First Lady left the group, and on Easter Sunday 1939, Anderson gave a historic and highly symbolic performance outdoors before 75,000 people at the Lincoln Memorial. She presented a varied repertoire, including “America,” Schubert’s “Ave Maria,” and a group of spirituals. Her performance was broadcast on radio nationwide.

Anderson became the first Black singer to appear on the stage of New York’s Metropolitan Opera when in January 1955 she sang the role of the sorceress Ulrica in Verdi’s “Un Ballo in Maschere.” The following year, she published a successful autobiography, *My Lord, What a Morning*.

As she neared the twilight of her musical career, Anderson became more active in politics. She performed at an inaugural ceremony for President Dwight D. Eisenhower’s second term and for the inauguration of President John F. Kennedy. The State Department named her a goodwill ambassador to Asia; in 1958, she was appointed a delegate to the thirteenth session of the United Nations.

At the historic March on Washington for Jobs and Freedom in August 1963, Anderson again sang at the Lincoln Memorial. The following December, she was awarded the Presidential Medal of Freedom.

Anderson won the United Nations Peace Prize in 1977, and her 75th birthday was marked by a gala concert at Carnegie Hall, where she received New York City’s Handel Medallion and a congressional resolution of congratulations delivered by First Lady Rosalyn Carter. Many more honors were bestowed upon Anderson including the Eleanor Roosevelt Human Rights Award, and in 1991, she received a Grammy Award for Lifetime Achievement.

Anderson died April 8, 1993, in Portland, OR, where she had moved to be with her nephew.



###



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

SAMPLE EVENT OUTLINE

BLACK HISTORY MONTH CELEBRATION IN [INSERT CITY] HIGHLIGHTS ACCOMPLISHMENTS OF AFRICAN AMERICANS ON STAMPS

- EVENT:** The U.S. Postal Service™ teams up with the [NAME OF GROUP OR ORGANIZATION] for Black History Month celebration and the unveiling of the *Marian Anderson* commemorative stamp, the 28th in the *Black Heritage* stamp series. [CHANGE OR ADD TO THIS INFO IF YOUR EVENT IS DIFFERENT, BUT KEEP IT SHORT]
- WHO:** [LIST ONLY DIGNITARIES, KEY POSTAL OFFICIALS, AND ANY WELL-KNOWN SPECIAL GUESTS PARTICIPATING AND/OR ATTENDING EVENT]
- WHAT:** [Describe what makes event newsworthy — list any entertainment, refreshments, sales, etc.]
- WHEN:** [Insert hour, day, date]
- WHERE:** [Insert exact location of event]
- BACKGROUND:** The achievements of operatic and concert star Marian Anderson will be commemorated on a stamp Jan. 27. Anderson was victimized by racism in 1939 when the Daughters of the Americans Revolution (DAR) refused to make its Washington, DC, Constitution Hall available for her performance due to a “white artists only” policy. First Lady Eleanor Roosevelt, who witnessed Anderson’s performance at a White House dinner party, withdrew from the DAR and made arrangements for Anderson to perform before an audience of 75,000 at the Lincoln Memorial. Anderson later participated in the March on Washington in 1963 to again perform at the Lincoln Memorial.
- CONTACT:** [LIST AREA PUBLIC AFFAIRS AND COMMUNICATIONS REPRESENTATIVE OR POSTMASTER’S NAME AND PHONE NUMBER]

###

SAMPLE LETTER TO LOCAL NEWSPAPER EDITOR THANKING RESIDENTS FOR SUPPORT

[INSERT DATE]

[INSERT NAME]

[INSERT TITLE]

[INSERT NAME OF PUBLICATION]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear [INSERT TITLE AND NAME]:

I want to thank the citizens of [INSERT CITY NAME] for their enthusiasm and support in making yesterday's Black History Month celebration such a successful event for our community and for the U.S. Postal Service™.

African Americans have played a vital role in the shaping of America's history. The U.S. Postal Service continues its commitment to honoring the historical achievements and contributions of noted African-American leaders, inventors, educators, scientists, entrepreneurs, entertainers, and sports figures. The *Black Heritage* commemorative stamp series, along with other stamps, pay tribute to these individuals.

Our nation's stamp program has been developed through the participation of the American people. Their stamp ideas and suggestions are instrumental in helping the Postal Service™ honor some of the greatest achievements and achievers who have made our country great.

Again, thanks to everyone in our community who participated in our Black History Month celebration. We hope everyone enjoyed celebrating African-American history with stamps.

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

Participation of Public Officials

Black History Month events are a perfect opportunity to involve elected public officials in an important and positive local event. They are likely to have a keen interest in the event, as it provides elected representatives a chance to interact with constituents in a friendly, civic setting with secured media coverage.

You are encouraged to reach out directly to your federal, state, and local elected officials. Government Relations representatives are available to assist you in coordinating political involvement and would be pleased to help in any way. Please contact them for guidance.

This publicity kit contains simple guidelines, sample letters, a suggested invitation list, and the names and telephone numbers of your Government Relations contacts.

Before the Event

- **Send a written invitation** 4 to 6 weeks before the event to your two U.S. senators, your congressional representatives, the governor of your state, and the mayor of your community. Please include any other local elected officials you feel would be appropriate. The local postmaster should sign the invitations.
- **Follow up** the written invitation with a telephone call to the elected official's scheduler within a week if you have not received a reply. You may need to call more than once.
- **Keep in touch** with all elected officials who respond. If asked, provide updated information to the elected official's staff as it becomes available (e.g., who else is participating, where and when to meet, what his or her role will be, etc.). Stress that remarks should be brief and limited to the unveiling of the *Marian Anderson* commemorative stamp and her achievements, *Black Heritage* stamps, and the recognition of the role the U.S. Postal Service™ continuously plays in celebrating African-American history with stamps.
- **Include names** of all participating elected officials on the "official program" as honored guests, and mention them in all media advisories, if applicable.
- **Provide a courtesy copy** of the program to the elected official in advance.

After the Event

- **Send a written thank you** letter to all elected officials who participated in the ceremony, expressing your appreciation.
- **Provide copies** to their offices of any newspaper articles about the event. Even though they might see those articles on their own, you can take the opportunity to remind them of the press coverage the event received.
- **Provide a supply of extra cacheted envelopes** with the special cancellation, if applicable, to elected officials, even to those who could not attend. These make great giveaways and serve as a positive reminder of the event.
- **Obtain and frame a photo** of the elected official posing beside the stamp image and make an appointment to present it in person, if possible. A matted, well-framed photograph stands a good chance of being hung on the wall of the official's office, again serving as a positive reminder of the event.
- **Keep in touch** with your elected officials. Good relationships are built over time.

###

SAMPLE INVITATION TO PUBLIC OFFICIALS

[INSERT DATE]
[INSERT NAME]
[INSERT TITLE]
[INSERT ORGANIZATION]
[INSERT ADDRESS]
[INSERT CITY, STATE, ZIP+4]

Dear **[INSERT TITLE AND NAME]**:

Employees of the **[INSERT NAME]** Post Office™ invite you to be an honored guest at a special ceremony celebrating Black History Month on **[DATE]** at **[TIME]**. During our ceremony, the U.S. Postal Service™ will dedicate the *Marian Anderson* **[AND/OR Black Heritage series]** commemorative stamp **[OR stamps IF DEDICATING ENTIRE SERIES]**.

The Postal Service™ values its role as a community leader, and we believe that our stamp program gives us an opportunity to connect with customers in a very personal and informative way. During our ceremony, children and adults alike will have an opportunity to learn about the achievements and contributions of African-American leaders, inventors, educators, scientists, entrepreneurs, entertainers, and sports figures.

At the stamp ceremony, you will be invited to say a few words about the *Marian Anderson* commemorative stamp and any comments you may have about African-American history. We expect significant press coverage of the ceremony and a good size crowd.

We hope you will join us for our stamp dedication and special Black History Month celebration. Please confirm your participation by calling **[NAME OF CONTACT]** at **[TELEPHONE NUMBER]** as soon as possible.

Sincerely,

[SIGN]
[INSERT POSTMASTER'S NAME]
Postmaster
U.S. Postal Service
[INSERT CITY, STATE, ZIP+4]

SAMPLE THANK YOU LETTER TO PUBLIC OFFICIALS/PARTICIPATING ORGANIZATIONS

[INSERT DATE]

[INSERT NAME]

[INSERT TITLE]

[INSERT ORGANIZATION]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear [INSERT TITLE AND NAME]:

On behalf of the U.S. Postal Service™, I want to thank you for joining us during our special ceremony celebrating Black History Month and the dedication of the *Marian Anderson* commemorative postage stamp. It was a wonderful event for [INSERT NAME OF COMMUNITY], and your participation helped make it a success.

All of us in the Postal Service™ are extremely proud of the role our organization has played as a community leader and in commemorating many of the people, places, and events that have made our country great. The stamp dedication ceremony was a wonderful way for us to share history on stamps with our friends, neighbors, children, and customers here in [INSERT NAME OF COMMUNITY]. I am enclosing 10 copies of our special cancellation [IF APPLICABLE] for you to share with your constituents, as well as copies of press clippings and photographs that recorded the event [IF APPLICABLE].

I look forward to working with you on future community events. If I can be of assistance with any postal matter, please contact me at [TELEPHONE NUMBER].

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

Public Affairs and Communications Field Managers

PAUL SMITH
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
EASTERN AREA US POSTAL SERVICE
PO BOX 40593
PHILADELPHIA PA 19197-0593

Telephone: 215-931-5054

MONICA HAND
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
NY METRO AREA US POSTAL SERVICE
421 EIGHTH AVE RM 5114
NEW YORK NY 10199-9681

Telephone: 212-330-3167

DEBRA HAWKINS
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
NORTHEAST AREA US POSTAL SERVICE
6 GRIFFIN RD N
WINDSOR CT 06006-9876

Telephone: 860-285-7265

EARL ARTIS JR
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
SOUTHEAST AREA US POSTAL SERVICE
225 N HUMPHREY BLVD 5TH FL
MEMPHIS TN 38166-0832

Telephone: 678-442-6018

JIM MRUK
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
GREAT LAKES AREA US POSTAL SERVICE
244 KNOLLWOOD DR 4TH FL
BLOOMINGDALE IL 60117-2208

Telephone: 630-539-6565

DON SMERALDI
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
PACIFIC AREA US POSTAL SERVICE
7001 S CENTRAL AVE RM 364A
LOS ANGELES CA 90052-9641

Telephone: 323-586-1210

DARLA STAFFORD
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
SOUTHWEST AREA US POSTAL SERVICE
7800 N STEMMONS FREEWAY STE 450
DALLAS TX 75247-4220

Telephone: 214-819-8717

SCOTT BUDNY
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
WESTERN AREA US POSTAL SERVICE
1745 STOUT ST STE 1075
DENVER CO 80299-7500

Telephone: 303-313-5130

DEBORAH YACKLEY
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
CAPITAL METRO OPERATIONS
16501 SHADY GROVE
GAITHERSBURG MD 20898-9998

Telephone: 301-548-1465

Government Relations Contacts

We can help! Your Government Relations representatives are here to serve you. We can assist you in contacting and inviting elected officials to participate in your event — please let us know.

Alphabetical State/Representative Listing

Area code and prefix for all extensions is 202-268-XXXX

Alabama	Laurie Solnik	x 3743
Alaska	Linda Macasa	x 3750
American Samoa	Linda Macasa	x 3750
Arizona	Gerald Kreienkamp	x 3744
Arkansas	Gerald Kreienkamp	x 3744
California	Bill Weagley	x 3745
Connecticut	Jo Waterman	x 6748
Colorado	Gerald Kreienkamp	x 3744
Delaware	Jo Waterman	x 6748
District of Columbia	Rebecca Sumner	x 3755
Florida	Laurie Solnik	x 3743
Georgia	Bill Weagley	x 3745
Guam	Linda Macasa	x 3750
Hawaii	Linda Macasa	x 3750
Idaho	Linda Macasa	x 3750
Illinois	Talaya Simpson	x 7839
Indiana	Annie Kennedy	x 7505
Iowa	Annie Kennedy	x 7505
Kansas	Gerald Kreienkamp	x 3744
Kentucky	Paul Harrington	x 6029
Louisiana	Gerald Kreienkamp	x 3744
Maine	Kathy Sitterle	x 6027
Maryland	Rebecca Sumner	x 3755
Massachusetts	Jo Waterman	x 6748
Michigan	Talaya Simpson	x 7839
Minnesota	Annie Kennedy	x 7505
Mississippi	Laurie Solnik	x 3743
Missouri	Annie Kennedy	x 7505
Montana	Linda Solnik	x 3743
Nebraska	Gerald Kreienkamp	x 3744
Nevada	Linda Macasa	x 3750
New Hampshire	Jo Waterman	x 6748
New Jersey	Jo Waterman	x 6748
New Mexico	Gerald Kreienkamp	x 3744
New York	Kathy Sitterle	x 6027
North Carolina	Bill Weagley	x 3745
North Dakota	Annie Kennedy	x 7505
Ohio	Paul Harrington	x 6029
Oklahoma	Gerald Kreienkamp	x 3744
Oregon	Linda Macasa	x 3750
Pennsylvania	Rebecca Sumner	x 3755
Puerto Rico	Kathy Sitterle	x 6027
Rhode Island	Jo Waterman	x 6748
South Carolina	Linda Macasa	x 3750
South Dakota	Annie Kennedy	x 7505

Community Relations Publicity Kit

Black History Month/Marian Anderson

Tennessee	Linda Macasa	x 3750
Texas	Gerald Kreienkamp	x 3744
Utah	Gerald Kreienkamp	x 3744
Vermont	Kathy Sitterle	x 6027
Virgin Islands	Kathy Sitterle	x 6027
Virginia	Paul Harrington	x 6029
Washington	Linda Macasa	x 3750
West Virginia	Paul Harrington	x 6029
Wisconsin	Talaya Simpson	x 7839
Wyoming	Gerald Kreienkamp	x 3744

— *Community Relations, Public Affairs and Communications, 12-23-04*

Domestic Mail

PUBLICATION 109 REVISION

Online Version of Publication 109 Updated With Revised Forms

Effective December 23, 2004, Publication 109, *Special Services Technical Guide: Postal Forms and Labels (Domestic Service Only)*, is revised to include the current editions of several Postal Service™ forms used for special services.

Publication 109 helps Postal Service customers comply with requirements for privately printed special services forms and labels. This publication provides detailed information on designing forms and labels and provides technical information about barcode specifications.

We will incorporate these revisions into the next update of the online version of Publication 109 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, under “Policies,” click on *PolicyNet*.
- Click on *PUBs*.

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

Publication 109 is also available on the Postal Service Internet:

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

Publication 109, *Special Services Technical Guide: Postal Forms and Labels (Domestic Service Only)*

	*	*	*	*	*
2	Certified Mail — PS Form 3800				
	*	*	*	*	*
2-2	Barcoded Form				
	*	*	*	*	*

Exhibit 2-2 PS Form 3800, Certified Mail Receipt

[Replace the graphic of the February 2000 edition of PS Form 3800 with a graphic of the June 2002 edition.]

2-3 Private Printing Instructions

* * * * *

2-3.4 Required Taggant

* * * * *

2-3.4.1 Taggant Area

[Revise this section to indicate that the taggant area on PS Form 3800 is now located to the left of the barcode (rather than to the right, as on the previous edition). The entire section reads as follows (the boldface type indicates the revised text):]

The taggant area must consist of a single area (minimum dimension 0.5 inch × 0.5 inch; maximum dimension 0.7 inch × 0.7 inch) located to the **left** of the barcode on the label section of the form, approximately 11/16 inch from the bottom of the label. Printers must not alter the fluorescing spectral response when applying the taggant by allowing the fluorescing material to be mixed with the colored ink used on part of the label. The taggant material must be Angstrom #6 Sub-micron Scanning Compound 17 percent concentration at a coat weight of 2 mils (0.002 inch). Alternative compounds and concentrations must be approved by the Postal Service. Angstrom Technologies can be reached at the following address:

ANGSTROM TECHNOLOGIES
1895 AIRPORT EXCHANGE BLVD STE 110
ERLANGER KY 41018-3174

Samples must be sent for testing and approval to the following address:

MANAGER TEST AND EVALUATION
US POSTAL SERVICE
8403 LEE HWY 2ND FL
MERRIFIELD VA 22082-8133

2-3.4.2 Taggant Location

[Revise this section to indicate that the taggant area on PS Form 3800 is now located to the left of the barcode (rather than to the right, as on the previous edition). Rearrange the order of the sentences so that the entire section reads as follows (the boldface type indicates the only change in text — the rest of the text remains the same as in the previous version, except that the order of sentences has changed):]

3-2 Barcoded Form

* * * * *

Exhibit 3-2 PS Form 3813-P, Insured Mail Receipt

[Replace the graphic of the February 2000 edition of PS Form 3813-P with a graphic of the May 2004 edition.]

* * * * *

5 Return Receipt — PS Form 3811

* * * * *

5-2 Form

* * * * *

Exhibit 5-2 PS Form 3811, Domestic Return Receipt

[Replace the graphic of the July 1999 edition of PS Form 3811 with a graphic of the February 2004 edition.]

* * * * *

6 Return Receipt for Merchandise — PS Form 3804

* * * * *

6-2 Barcoded Form

* * * * *

Exhibit 6-2 PS Form 3804, Return Receipt for Merchandise

[Replace the graphic of the July 1999 edition of PS Form 3804 with a graphic of the July 2002 edition.]

* * * * *

The taggant must be located to the **left** of the barcode on the label area and must not interfere with the scanning of the barcode. The bottom of the taggant should be located no lower than 3-1/4 inches from the bottom of the mail-

piece. The taggant location must be consistent without splattering of taggant on other areas of the label. The taggant must not “chalk” (i.e., interfere with the scanning of the barcode) and must maintain consistency. Any overcoat varnish on the taggant area must be consistent and must not interfere with the spectral response of the taggant.

* * * * *

3 Insured Mail — PS Form 3813-P

* * * * *

7 Barcode Requirements

* * * * *

7-2 Privately Printed Barcode Certification

* * * * *

[Revise item 2 to read as follows (indicating a new fax number and address where those who produce privately printed forms and/or labels must send the completed PS Form 109):]

2. Complete PS Form 109, *Application to Print Special Services Barcoded Forms/Labels* (located on the last page of this publication) and either fax it to 901-681-4521 or mail it to the following address:

BARCODE CERTIFICATION
 NATIONAL CUSTOMER SUPPORT CENTER
 US POSTAL SERVICE
 6060 PRIMACY PKWY STE 201
 MEMPHIS TN 38188-0001

Upon receipt of this application, the Postal Service will send you a Special Services Certification Test Kit containing all of the information necessary for certification.

* * * * *

PS Form 109, Application to Print Special Services Barcoded Forms/Labels

[On the last page of the publication, replace the graphic of the March 2001 edition of PS Form 109 with a graphic of the February 2003 edition.]

* * * * *

— *Value Added and Special Services, Product Development, 12-23-04*

Employees

ELM REVISION

Back Pay Claims for Erroneous Retirement Separation

Effective December 23, 2004, *Employee and Labor Relations* (ELM) section 436.52, Corrective Action, is revised to show that employees who separate for retirement erroneously and are restored to service are compensated as if they had worked during the period of erroneous separation rather than given the amount they would have received in retirement payments.

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

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

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

It is also available on the Postal Service Internet:

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

Employee and Labor Relations Manual (ELM)

	*	*	*	*	*
4					
	*	*	*	*	*
430					
	*	*	*	*	*
436					
	*	*	*	*	*
436.5					
	*	*	*	*	*
436.52					
	*	*	*	*	*

[Revise the second paragraph of 436.52 to read as follows:]

In these erroneous optional retirement cases, the back pay is calculated so that employees are compensated as if they had worked during the period of erroneous separation.

	*	*	*	*	*
--	---	---	---	---	---

— Compensation,
Employee Resource Management, 12-23-04

HANDBOOK REVISIONS

Powered Industrial Trucks

Effective December 23, 2004, Handbook EL-801, *Supervisor’s Safety Handbook*, Handbook EL-803, *Maintenance Employee’s Guide to Safety*, and Handbook EL-814, *Postal Employee’s Guide to Safety*, are revised to update policies and procedures for towing wheeled equipment using powered industrial trucks. These revisions are a result of engineering tests and assessments requested by Safety Performance Management.

Note: The revisions apply only to the Logistics and Distribution Centers and Priority Mail® Processing Centers at the following locations:

- Jacksonville, Florida
- Miami, Florida
- Orlando, Florida

- Springfield Massachusetts
- Nashua, New Hampshire
- Northern New Jersey
- Bethpage, New York
- Rochester, New York
- Philadelphia, Pennsylvania
- Pittsburg, Pennsylvania

We will incorporate these revisions into the next printed versions of these handbooks and also into the online versions 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, under “Policies,” click on *PolicyNet*.
- Click on *Handbooks*.

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

Handbook EL-801, Supervisor’s Safety Handbook

* * * * *

4 Processing and Distribution Operations

* * * * *

4-7 Powered Industrial Trucks

[Revise 4-7 to read as follows:]

4-7.1 General

Make sure that operators are trained and authorized to operate powered industrial trucks (PITs) as described in OSHA 1910.178 — such as tow motors, fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines.

All PIT-related accidents and near misses, including property damage, must be investigated and reported on a Form 1769. Fuel-powered industrial trucks are generally prohibited indoors. Consult with your local safety professional before using a fuel-powered industrial truck.

PIT operators are responsible for ensuring vehicle safety and following all safety requirements. Please consult the manufacturer’s safe operating manual or your local safety professional if you have any questions.

4-7.2 General Rules for Operating PIT

Reckless operation is strictly prohibited. When using a PIT, the operator must follow the safety procedures listed below:

- a. Before using the PIT, check the brakes, steering apparatus, horn, and other components, and report defects immediately.
- b. Always wear the seat belts provided any time a PIT is in motion.
- c. Do not exceed the maximum speed limit (about the speed of a fast walk). Use only the designated vehicle traffic lanes and keep the PIT to the right whenever possible.
- d. Do not use the reverse control as a brake.
- e. Never allow passengers to ride on a PIT unless approved, securely attached seating is provided, and never exceed the seating capacity of the unit.
- f. Never disengage, cover up, or bypass any audible or visual warning device.

- g. Never ride with any part of the body protruding from the truck.
- h. Always determine that there is adequate clearance before driving under any overhead obstruction.
- i. Always check for a clear path to the rear before backing a truck.
- j. Stay at least three vehicle lengths behind other trucks when traveling.
- k. Check bridge or dock plates for proper stability before driving across.
- l. Always approach tow conveyor crossings and all intersecting aisles slowly and cautiously, and sound a horn to warn pedestrians of approach.
- m. Before dismounting, stop the truck, place the truck in neutral gear, set the brake, turn off the engine, and remove the key.

4-7.3 Lift Trucks

Make sure that lift truck operators follow the safe procedures listed below:

- a. Lift, lower, and carry loads on a lift truck with the lifting mechanism in a vertical position or tilted back — never forward.
- b. Face in the direction the truck is moving and be careful of rear-end swing when turning corners.
- c. When approaching or leaving a building where the ramp incline is greater than 10 degrees, turn the lift truck so the load is on the upgrade side and cannot slip off the forks.
- d. Keep forks on a moving lift truck low (just high enough to clear any floor obstructions and low enough to clear overhead obstructions). Under normal conditions, 3 to 6 inches above floor level should be sufficient.
- e. Neither raise nor lower forks while the forklift is in motion. When a lift truck is parked, fully lower the forks, place controls in neutral, shut off power, set the brake, and remove the key.
- f. Before entering a truck or trailer with a forklift, inspect the floor for damage or decay that might cause the lift to break through the floor. The truck or trailer must be properly chocked or the dock locks engaged. See 4-6 for additional information.

4-7.4 PIT Warning Devices and Protective Equipment

Equip all PITs with a horn and a flashing warning beacon that is in working order. Industrial lift trucks are not to be operated with the overhead guard or load backrest removed. PIT drivers must wear personal protective equipment

(PPE) as specified by the local PPE assessment. PIT drivers must wear hard hats when working in designated hard hat areas.

4-7.5 Towing Wheeled Equipment

Use only approved tow bars or coupling devices while towing wheeled equipment. Operators are prohibited from using their hands to hold equipment while it is being towed.

Only three platform trucks, hampers, or containers — whether loaded or empty — can be towed at any particular time. Container types include the general purpose mail container (GPMC), the Eastern Region mail container (ERMC), and the bulk mail center over-the-road container (BMC-OTR). No more than three containers can be attached to a driverless tractor unit.

4-7.6 Towing Wheeled Equipment — 12-Foot Aisle Facilities

This section applies only to the following Logistics and Distribution Centers (L&DCs) and Priority Mail Processing Centers (PMPCs) at the following locations:

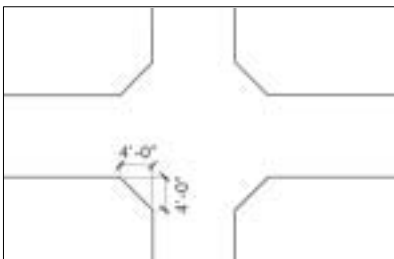
Jacksonville, Florida	Northern New Jersey
Miami, Florida	Bethpage, New York
Orlando, Florida	Rochester, New York
Springfield, Massachusetts	Philadelphia, Pennsylvania
Nashua, New Hampshire	Pittsburg, Pennsylvania

A maximum of seven general purpose mail containers (GPMCs) and/or Eastern Region mail containers (ERMCs) may be towed at any given time provided that the following criteria are met:

- All aisles are clearly marked.
- The aisle width must be a minimum of 12 feet to allow two-way traffic to pass; any aisle less than 12 feet wide requires one-way traffic or no passing of container trains.
- All 90-degree intersections are required to be chamfered by 4 feet at a minimum (see Exhibit 4-7.6a.)

Exhibit 4-7.6a

Chamfered Intersection



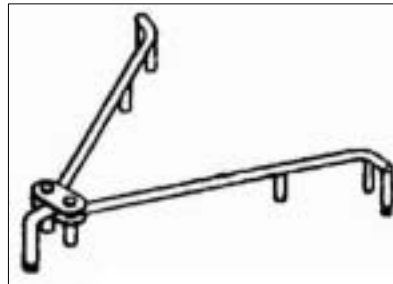
- All L&DC and PMPC sites are required to purchase and install Electronic Speed Control (ESC) Programmers on all existing PIT vehicles before instituting an increase of towing more than three mail containers within the facility. The ESC setting is to be adjusted to approximately 80%, not exceeding 5 mph with the Powered Industrial Vehicle (PIV).
- All newly purchased PIVs must have the ESC devices installed by the manufacturer according to the specifications mentioned above.

When towing more than three GPMC and/or ERMC containers at one time, the PIT operator must place a folding tow bar (shown below) between the third and fourth container. When towing a train of seven containers at one time, the PIT operator must use two folding tow bars. One will be placed between the third and fourth container as previously mentioned and the other will be between the fifth and sixth container (i.e., in a 3-2-2 pattern).

When towing containers, the PIT operator must use the brake levers to prevent jackknifing or loss of containers in the train.

Exhibit 4.7.6b

Folding Tow Bar



(See Handbook PO-502, *Container Methods*, for further information on proper use of mail equipment.)

* * * * *

(Continued on page 65.)

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
DE, Wilmington 19810-4533	All Mail Addressed to James Milford, 1812 Marsh Road, Suite 6, PMB 233
MA, Allston 02134-0003	Any and All Names, P O Box 251
MA, Beverly 01915-2826	Any and All of Various Names Other Than the Name Robert Abate, 85 Bridge Street
MA, Beverly 01915-2826	Any and All of Various Names Other Than the Name Peter Abate, 87 Bridge Street
MA, Beverly 01915-2831	Any and All of Various Names Other Than the Names Fernando Abate and Victoria Abate, 72 Hillside Avenue
ME, Boothbay Harbor 04538-2275	Any and All of Various Names Other Than the Names Robert Abate and Elaine Abate, 133 Atlantic Avenue, #31-A

— Judicial Officer, 12-23-04

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.

005058	020249	055192	075895	103424	133028	191796	278012	322053	322582	331541	402950	482220
005449	020298	055204	076319	103430	142062	191933	279002	322068	322600	331606	405173	482399
005586	020486	056073	076808	103434	142165	192705	280053	322070	322613	331618	410010	482809
005615	020524	060087	077375	104352	142253	192846	280107	322075	322620	331687	415001	483029
006750	020538	060093	077505	104651	142306	192950	281086	322082	322642	331693	421020	483382
008039	020558	060115	077847	105045	142717	193246	282254	322091	322649	331860	430114	483664
008284	020597	060163	078908	105177	142852	193555	282907	322094	322665	332023	431064	483833
008354	020603	060186	080293	105878	146020	193715	282916	322096	322676	332054	432507	483959
008699	022341	060217	080384	106257	146458	193721	282919	322099	322689	332092	432655	484029
008965	023004	060247	085297	106446	146629	193724	282921	322108	322695	332907	432978	485015
009160	023011	060298	085504	107219	146665	200205	283202	322120	322707	332941	436116	485126
009277	023021	060362	085509	108174	150018	200314	283308	322121	322778	333446	436296	485182
009304	023105	060772	085788	108410	150024	200358	283576	322122	322786	334841	436472	485263
009344	023129	060962	088668	108480	150025	200723	285015	322124	322808	335074	441467	486248
010231	023169	061084	088684	108681	150035	200771	292375	322149	322811	335266	441698	488016
010624	023178	061105	088709	108757	150084	200831	293311	322161	322817	335287	441701	489368
011247	023301	061184	089216	108792	150091	207505	294257	322167	322830	335294	441794	489426
011395	023445	061568	089666	110850	150094	207906	294288	322198	322836	335306	443236	490498
011399	023530	063149	089683	110876	150119	207965	294340	322211	322864	336027	443554	490709
013249	023570	063408	090641	111665	150141	208452	294538	322224	322873	336053	450038	492044
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014597	025356	064027	091117	112496	150193	208638	294567	322268	322898	336575	452263	492109
014943	026061	064030	091311	112710	150200	208701	294569	322275	322937	336829	453042	492114
015394	026611	064203	091675	113236	150214	210841	295452	322277	322941	337020	454504	497228
015482	027688	064667	091937	113526	151100	210846	296529	322283	322951	337085	454746	524029
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015566	028460	064995	092960	114042	152317	220673	298022	322303	322965	338331	458152	531490
015647	029280	065477	093267	114102	152713	221146	300025	322304	322984	339303	462923	541240
015716	029703	065869	094498	114469	152810	221257	300275	322307	322994	339353	463084	551332
016127	029872	067123	094526	114534	152892	221284	300288	322319	323562	340139	466571	570052
016214	030076	067155	094603	114617	169005	222129	300403	322321	323578	340144	467065	571014
016221	030125	067187	095472	115222	169014	222147	300535	322327	326420	340510	473023	574026
018034	030189	068044	095689	115350	170338	222256	300884	322329	326615	340631	473118	577002
018036	030193	068048	095971	115435	171275	223003	300892	322330	326623	340748	473143	591190
018125	030289	068508	096426	115440	171276	229094	301276	322331	327027	340780	477034	600037
018165	030445	069272	096455	115476	171310	229119	301393	322334	327048	340783	478119	600073
018226	030514	069306	096908	115551	171315	232023	301461	322336	328067	340853	479048	600132
018281	030556	069423	096941	116020	172056	232316	301773	322369	328282	349000	480025	600204
018310	031091	069674	097372	117051	173050	249102	301901	322375	329005	349005	480226	600448
018327	031230	069757	097529	117087	174055	255071	301924	322379	329619	349017	480672	601018
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018656	032049	070715	097690	117352	175094	265007	306483	322396	329692	354104	480767	601257
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018988	037140	071083	098248	117796	177041	271065	314628	322427	330067	366159	481114	602912
019231	038009	071763	098354	117907	177074	272171	314929	322429	330144	370029	481117	603251
019233	038259	071789	098401	118072	178035	272312	320067	322468	330334	380182	481164	604649
019277	038280	071815	098698	118563	183014	274008	321193	322477	330522	381396	481405	606256
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019341	040052	075297	098860	122192	184062	275012	322010	322487	330582	387017	481587	607187
019476	041004	075315	100173	123145	186011	275101	322025	322503	330646	401044	481611	607196
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019991	055028	075661	102351	129862	187027	276409	322042	322551	330822	402739	481999	608122
020129	055157	075701	102824	130046	187086	277024	322052	322575	331115	402826	482202	608398

609202	725040	765559	774345	787011	787854	853135	902368	910333	920019	928446	941665	970853
611101	727080	765572	775030	787016	787884	853339	902483	911230	920070	928477	941685	970917
611130	730328	765574	775264	787019	787920	853586	903035	911326	920333	928608	941774	970939
615034	730633	765587	775317	787036	787934	853668	903068	913097	920381	928637	945800	970951
616119	730727	765592	775361	787042	787943	853770	903472	913538	921231	928671	946284	972332
619055	730728	765602	776016	787044	787991	853783	903687	913707	921348	928697	946532	972405
620045	731031	765604	780134	787049	788044	853825	903775	913764	921460	928815	946597	972533
620046	731358	765606	781080	787052	789008	856206	904048	913869	921636	930015	948049	972715
620094	740058	765610	782016	787068	801660	871628	904682	913929	921652	930213	948290	973259
624091	740119	765612	782081	787117	802007	871670	906001	914034	922333	930289	948623	974023
626101	740423	765615	782102	787362	802255	890201	906002	914045	925238	931026	948681	974123
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629144	740483	765626	782114	787551	803225	891428	906215	914501	926018	931118	949457	974218
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660227	751104	770536	784609	787763	820502	895068	907312	917051	927383	940172	968647	995262
662533	752032	770665	785749	787771	832026	895102	907439	917067	927390	940233	969020	995287
672082	752456	771083	786071	787784	833102	895128	907457	917410	927445	940254	969039	995570
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701376	761046	772585	786096	787812	840522	900258	907725	917691	927734	940852	970143	
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712013	764011	772962	786116	787837	841636	900346	907780	918392	927756	941257	970345	
723087	765540	773019	786117	787843	852631	902153	907837	918436	928358	941572	970785	

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
390 001 3182	to	3199	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	410 491 2311	to	2399	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	430 150 4401	to	4599	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	440 698 1947	to	1999	458 847 5044	to	5999
400 427 1051	to	1999	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	420 277 0015	to	0049	443 127 4000	to	4099	460 349 6878	to	6899
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	450 048 4173	to	4199	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	620 073 9400 to	9499
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
470 755 5800 to	5818	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
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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	490 669 5850 to	6099	609 067 5488 to	5499	629 964 4200 to	4294
475 319 3415 to	3499	490 717 7080 to	7099	609 067 5600 to	5699	630 389 3056 to	3071
475 319 3649 to	3799	490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599
475 340 6400 to	6599	490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199
475 424 8410 to	8499	490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399
475 629 9156 to	9199	490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999
475 850 6101 to	6199	491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	599 9999
475 875 2500 to	2599	491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199
476 169 8264 to	8299	492 254 4800 to	4899	609 893 1000 to	1099	633 110 4303 to	4499
476 189 3000 to	3499	492 283 5100 to	5199	610 092 3200 to	3299	633 438 6429 to	6599
476 331 2480 to	2499	492 610 6813 to	6899	610 582 4200 to	4299	633 588 7173 to	7182
477 289 8601 to	8699	493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799
477 681 5206 to	5299	493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299
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
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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
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479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
480 526 2000 to	2099	498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499
480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
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480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
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482 527 1500 to	1599	500 064 1858 to	1869	618 840 9200 to	9299	639 469 3517 to	3799
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640 289 7500 to	7599	652 754 6317 to	6399	678 096 7531 to	7599	700 065 2570 to	2599
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641 170 4420 to	4499	653 426 3300 to	3399	680 112 9565 to	9599	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
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643 030 6254 to	6299	657 710 8100 to	8999	682 965 1178 to	1199	701 335 7312 to	7399
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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
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644 112 9839 to	9899	659 398 7300 to	7399	683 415 1200 to	1499	701 553 6557 to	6599
644 373 9083 to	9099	659 706 8113 to	8199	683 444 8159 to	8199	701 578 7460 to	7469
644 380 1460 to	1499	659 846 7837 to	7899	685 154 7780 to	7789	701 578 7475 to	7499
644 733 4715 to	4799	660 510 4100 to	4199	685 297 7645 to	7699	701 601 3457 to	3499
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645 790 8632 to	8699	662 553 0774 to	0799	686 644 5879 to	5899	701 941 0600 to	0699
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646 242 6200 to	6299	663 938 9200 to	9299	687 614 6774 to	6799	702 264 7569 to	7599
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646 798 4000 to	4999	664 656 3055 to	3099	688 314 3107 to	3191	702 713 1800 to	1809
647 048 7035 to	7099	665 174 6400 to	6499	690 291 1361 to	1371	702 821 5730 to	5799
647 049 2900 to	2999	665 274 8208 to	8299	690 788 2877 to	2899	702 821 5805 to	5899
647 398 8300 to	8399	665 669 5400 to	5499	690 893 5344 to	5399	702 846 6331 to	6399
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647 437 3000 to	4999	666 696 2209 to	2299	690 904 1300 to	1599	702 857 7302 to	7499
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648 163 5300 to	5499	667 729 5529 to	5599	691 313 6600 to	6699	740 002 7710 to	7719
648 722 5283 to	5299	668 383 8400 to	8699	691 582 8003 to	8099	740 241 9049 to	9099
648 892 3164 to	3199	670 368 3400 to	3499	691 664 1800 to	1999	740 255 1718 to	1799
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649 647 0370 to	0399	670 750 7169 to	7199	692 727 9362 to	9399	740 523 7432 to	7449
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649 647 5237 to	5399	671 251 5448 to	5499	693 249 0779 to	0799	740 701 6105 to	6114
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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

830 125 0672 to	0699	851 143 6826 to	6844	870 054 4814 to	4899	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
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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
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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	900 556 4178 to	4199	914 063 4300 to	4399
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841 349 5000 to	5099	860 600 0021 to	0999	905 510 6647 to	6799	917 216 2928 to	2999
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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	920 155 4662 to	4687
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	921 477 3762 to	3799
846 390 7531 to	7599	865 883 6082 to	6099	909 100 1900 to	2099	922 278 1048 to	1399
846 918 0572 to	0599	866 004 3000 to	3999	909 355 0422 to	0499	922 280 2019 to	2099
847 237 7690 to	7699	866 442 4100 to	4899	909 568 8900 to	9099	922 280 2233 to	2299
847 284 2481 to	2499	867 366 9108 to	9118	909 568 9300 to	9499	922 773 0459 to	0499
847 374 7055 to	7065	867 633 7403 to	7499	909 725 7307 to	7399	923 032 7000 to	7399
847 374 7055 to	7065	867 737 5623 to	5699	909 833 0947 to	0999	923 045 3630 to	3699
847 636 5304 to	5399	868 169 4529 to	4599	910 219 8631 to	8699	923 493 9403 to	9599
847 700 5447 to	5499	868 173 8400 to	8599	910 265 1100 to	1199	923 493 9681 to	9699
847 723 7500 to	7599	868 514 9000 to	9099	910 471 7273 to	7299	923 810 7800 to	8299
849 485 3427 to	3499	868 566 9200 to	9299	910 536 2505 to	2599	924 252 1200 to	1299
849 520 9850 to	9899	869 387 1150 to	1199	910 958 7499 to	7599	924 252 1400 to	1499
849 608 1357 to	1399	869 505 3500 to	3599	911 140 1000 to	2199	924 685 1957 to	1999
849 792 2600 to	2699	869 523 7033 to	7099	911 245 2545 to	2599		
850 546 1862 to	1899	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.

000 000 001 to 692 600 000	702 104 368 to 4 900	709 649 804 to 9 820	719 869 731 to 9 760
692 720 871 to 0 900	702 128 306 to 8 400	709 733 281 to 3 580	720 227 871 to 7 930
692 876 955 to 7 050	702 179 891 to 9 900	710 046 813 to 6 840	720 227 949 to 7 960
693 290 380 to 0 400	702 260 751 to 0 850	710 358 093 to 8 166	720 368 543 to 8 570
693 290 426 to 0 450	702 410 595 to 1 050	710 358 257 to 8 270	720 392 151 to 2 570
694 063 700 to 3 897	702 660 151 to 0 540	711 021 501 to 1 510	720 556 491 to 6 640
694 063 900 to 4 000	702 723 429 to 3 450	711 049 411 to 9 560	720 558 621 to 8 650
694 550 501 to 0 530	703 004 401 to 4 820	711 408 045 to 8 090	720 575 361 to 5 570
694 595 031 to 5 050	703 083 819 to 4 020	712 003 381 to 3 650	720 590 152 to 0 179
694 595 087 to 5 300	703 432 131 to 2 230	712 104 220 to 4 230	721 638 331 to 9 170
694 698 551 to 8 650	703 626 061 to 6 090	712 327 861 to 7 890	721 815 391 to 5 420
694 745 458 to 5 600	703 863 121 to 3 240	712 327 952 to 7 980	721 969 713 to 9 740
695 105 313 to 5 350	703 863 477 to 3 540	712 647 061 to 7 090	722 072 137 to 2 160
695 142 809 to 3 050	703 867 801 to 7 980	713 284 171 to 4 260	722 378 265 to 8 280
695 144 666 to 4 700	704 030 628 to 0 640	713 292 871 to 2 990	722 413 990 to 4 004
695 272 601 to 2 750	704 154 024 to 4 120	714 035 101 to 5 160	722 764 948 to 4 980
695 277 576 to 7 650	704 227 561 to 7 829	714 155 011 to 5 400	722 825 840 to 5 889
695 530 761 to 0 800	704 227 831 to 8 069	714 328 231 to 8 440	723 153 841 to 3 850
696 487 701 to 7 800	704 228 071 to 8 100	714 442 952 to 2 980	723 237 616 to 7 630
696 784 101 to 4 550	704 420 344 to 0 490	714 562 843 to 2 860	723 331 081 to 1 110
696 870 601 to 0 650	704 568 751 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
700 068 473 to 8 500	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
730 077 683	to	7 840	737 317 321	to	7 350	748 565 162	to	5 280	758 105 221	to	5 250
730 109 847	to	9 880	737 517 781	to	7 840	748 874 988	to	5 030	758 324 941	to	5 000
730 373 761	to	3 850	737 628 181	to	8 210	749 137 381	to	7 410	758 593 628	to	3 650
730 501 951	to	2 130	737 634 258	to	4 270	749 190 192	to	0 210	758 709 038	to	9 060
730 519 379	to	9 470	738 361 971	to	1 980	749 685 421	to	5 450	758 744 101	to	4 160
730 569 278	to	9 360	738 447 601	to	7 660	749 846 791	to	6 850	758 850 883	to	0 900
730 711 711	to	1 740	738 648 355	to	8 450	749 993 131	to	3 580	758 860 951	to	1 550
730 722 991	to	3 230	738 849 811	to	9 900	750 071 587	to	1 610	759 152 851	to	2 880
730 845 970	to	5 990	738 892 270	to	2 290	750 408 167	to	8 183	759 740 941	to	1 090
730 888 291	to	8 320	738 997 259	to	7 380	750 438 421	to	8 501	760 004 596	to	4 610
730 927 591	to	7 680	739 161 451	to	1 540	750 743 911	to	4 030	760 118 191	to	8 250
731 307 914	to	7 930	739 219 381	to	9 440	750 779 118	to	9 400	760 155 001	to	5 090
731 402 431	to	2 460	739 740 151	to	0 180	750 910 981	to	1 010	760 378 002	to	8 020
731 407 232	to	7 320	739 793 491	to	3 520	750 960 841	to	0 900	760 692 722	to	2 749
731 588 301	to	8 340	739 793 527	to	3 550	751 296 211	to	6 240	761 055 460	to	5 480
731 767 273	to	7 320	739 942 621	to	2 650	751 539 121	to	9 180	761 169 781	to	9 810
731 781 061	to	1 120	739 999 231	to	9 320	751 541 311	to	1 790	761 504 941	to	5 120
731 837 821	to	7 910	740 011 517	to	1 530	751 757 641	to	7 700	761 516 836	to	6 910
731 841 377	to	1 450	740 030 701	to	0 970	751 936 951	to	7 010	761 613 588	to	3 600
732 018 481	to	8 600	740 261 740	to	1 820	751 951 861	to	1 890	761 688 631	to	8 690
732 067 972	to	8 370	740 265 811	to	6 290	751 999 021	to	9 110	761 805 199	to	5 240
732 188 649	to	8 670	740 299 111	to	9 170	752 139 516	to	9 570	761 826 106	to	6 120
732 193 460	to	3 470	740 299 231	to	9 260	752 182 892	to	2 950	761 881 171	to	1 560
732 201 241	to	1 390	740 329 266	to	9 320	752 206 861	to	7 100	761 975 641	to	5 670
732 220 431	to	0 440	740 889 081	to	9 090	752 295 241	to	5 600	761 975 886	to	5 895
732 355 201	to	5 380	741 010 421	to	0 530	752 731 351	to	1 410	762 304 144	to	4 170
732 472 320	to	2 560	741 113 041	to	3 370	752 767 441	to	7 470	762 324 931	to	4 960
732 541 605	to	1 620	741 373 891	to	4 340	753 008 941	to	9 030	762 439 261	to	9 290
732 572 221	to	2 490	741 452 369	to	2 490	753 194 311	to	4 370	762 524 158	to	4 220
732 586 479	to	6 710	741 492 991	to	3 140	753 620 378	to	0 400	762 584 872	to	4 970
732 994 037	to	4 080	741 553 460	to	3 470	754 013 917	to	3 940	762 593 431	to	3 460
733 163 449	to	3 460	741 764 431	to	4 520	754 161 061	to	1 120	763 155 160	to	5 180
733 297 171	to	7 290	742 178 834	to	8 880	754 358 445	to	8 610	763 178 631	to	8 660
733 446 631	to	7 110	742 325 500	to	5 520	754 410 451	to	0 660	763 506 001	to	6 060
733 474 665	to	4 770	742 325 668	to	5 700	754 438 393	to	8 410	763 522 141	to	2 470
733 704 482	to	4 570	742 408 771	to	8 830	754 493 109	to	3 130	763 717 694	to	7 800
733 751 041	to	1 130	742 512 120	to	2 150	754 664 182	to	4 220	763 826 461	to	6 520
734 009 101	to	9 130	742 684 849	to	4 890	754 816 377	to	6 470	763 900 460	to	0 471
734 290 759	to	0 770	742 839 553	to	9 630	755 487 421	to	7 600	763 900 479	to	0 530
734 389 273	to	9 290	742 913 668	to	3 700	755 592 901	to	3 140	763 917 271	to	7 750
734 440 031	to	0 111	742 917 287	to	7 296	755 790 020	to	0 030	764 125 801	to	5 860
734 797 201	to	7 320	742 921 891	to	1 980	755 791 730	to	1 800	764 284 525	to	4 560
734 939 611	to	9 640	742 983 631	to	3 810	755 926 951	to	7 070	764 526 241	to	6 330
734 950 111	to	0 170	743 020 021	to	0 170	755 934 332	to	4 510	764 601 421	to	1 600
735 120 331	to	0 840	743 206 491	to	6 500	755 957 701	to	8 000	764 650 231	to	0 470
735 283 008	to	3 020	743 235 992	to	6 050	755 962 981	to	3 280	764 984 371	to	4 850
735 293 131	to	3 220	743 940 631	to	0 900	756 035 371	to	5 490	765 003 667	to	3 680
735 635 010	to	5 040	743 978 011	to	8 070	756 301 257	to	1 290	765 042 517	to	2 540

765 194 728 to 4 970	769 778 491 to 8 730	790 911 883 to 1 900	796 602 961 to 3 050
765 387 365 to 7 450	769 827 331 to 7 450	791 057 441 to 7 550	796 708 441 to 8 500
765 541 801 to 2 100	770 216 071 to 6 100	791 239 081 to 9 290	796 886 281 to 6 430
765 638 461 to 8 970	770 723 281 to 3 400	791 374 483 to 4 500	796 901 701 to 2 000
765 647 101 to 7 190	770 790 451 to 0 480	791 387 971 to 8 030	796 975 466 to 5 590
765 813 781 to 4 029	770 915 150 to 5 490	791 447 521 to 7 850	797 272 917 to 2 950
765 879 314 to 9 390	771 455 551 to 5 610	791 451 151 to 1 240	797 519 441 to 9 460
765 954 001 to 4 030	771 609 661 to 9 690	791 500 009 to 0 470	797 519 731 to 0 240
766 120 286 to 0 320	771 932 551 to 2 580	791 771 431 to 1 490	797 535 181 to 5 330
766 125 716 to 5 750	772 057 224 to 7 440	792 004 293 to 4 320	798 040 053 to 0 080
766 158 824 to 8 840	772 162 660 to 3 070	792 018 379 to 8 420	798 055 813 to 5 830
766 388 433 to 8 460	772 718 615 to 8 640	792 070 621 to 0 740	798 055 891 to 5 950
766 509 421 to 9 660	772 940 140 to 0 160	792 145 211 to 5 230	798 326 371 to 6 520
766 572 901 to 3 020	772 970 886 to 0 940	792 391 381 to 1 620	798 339 167 to 9 210
766 748 500 to 8 521	773 009 419 to 9 430	792 452 779 to 2 790	798 562 411 to 2 440
767 024 341 to 4 370	773 112 031 to 2 060	792 772 728 to 2 770	798 632 461 to 2 490
767 326 471 to 6 590	773 125 387 to 5 410	792 903 511 to 3 990	798 807 151 to 7 510
767 332 561 to 2 950	773 179 320 to 9 410	793 282 518 to 2 533	798 944 761 to 5 030
768 009 841 to 9 960	773 202 989 to 3 140	794 041 831 to 2 040	799 133 191 to 3 220
768 011 489 to 1 520	773 208 991 to 9 290	794 397 709 to 7 780	799 177 626 to 7 650
768 177 980 to 7 990	773 231 311 to 1 340	794 581 741 to 2 040	799 854 751 to 5 200
768 391 081 to 1 170	773 348 739 to 8 940	794 592 122 to 2 150	800 044 320 to 4 410
768 661 569 to 1 650	773 348 739 to 8 940	795 032 251 to 2 340	800 211 901 to 2 440
769 000 051 to 0 080	773 575 891 to 5 950	795 796 291 to 6 350	800 427 530 to 7 540
769 050 841 to 0 900	773 852 971 to 3 030	796 070 139 to 0 160	800 872 741 to 2 830
769 159 081 to 9 178	790 448 020 to 8 460	796 143 151 to 3 630	801 676 681 to 7 100
769 737 496 to 7 510	790 597 485 to 7 530	796 373 406 to 3 430	802 967 821 to 7 940

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,
Postal Inspection Service, 12-23-04

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, 12-23-04

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, 12-23-04

Overseas Military Mail

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

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to

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

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

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

APO/FPO Table

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09003	A1-B-B1-C-D-P-U-V	09102	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U	09316	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09007	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09229	A1-B-B1-C-D-U		
09009	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V	09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09012	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U		
09013	A1-B-B1-C-D-U-Z1	09110	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09014	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U		
09021	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U	09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09028	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U		
09031	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09262	A1-B-B1-C-D-U	09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09033	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U		
09034	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U	09325	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09036	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09265	A1-B-B1-C-D-N-U		
09042	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U	09326	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09045	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U		
09046	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U	09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09050	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09053	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09054	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U			09329	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1
09056	A1-B-B1-C-D-U	09154	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	09165	A1-B-B1-C-D-U			09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09059	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09060	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U			09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09063	A1-B-B1-C-D-L-U	09172	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09067	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U			09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09069	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09307	A1-B-B1-V-Z1		
09074	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09076	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U				
09080	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09081	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U				
09086	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09089	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U				
09090	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09094	A1-B-B1-C-D	09212	A1-B-B1-C-D-U-V				
09095	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09313	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09096	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U				
09099	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U	09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09340	A-A1-B-B1-C1-F-R-V
09100	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U			09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09344	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09374	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09502	A1-B-V	09604	A1-B-B1-C-F-F1-U
09345	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09503	A1-B-V	09609	A1-B-B1-C-F-U
09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09504	A1-B-V	09610	A1-B-B1-C-F-U
09347	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09505	A1-B-V	09612	A1-B-B1-C-F-U
09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09380	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09506	A1-B-V	09613	A1-B-B1-C-F-U-V
09352	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09507	A1-B-V	09617	A1-B-B1-C-F-U
09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09383	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09508	A1-B-V	09618	A1-B-B1-C-F-U
09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09509	A1-B-V	09619	A1-B-B1-C-F-U
09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09510	A1-B-V	09620	A1-B-B1-C-F-U
09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09511	A1-B-V	09621	A1-B-B1-C-F-U
09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09383	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09517	A1-B-V	09622	A1-B-B1-C-F-U
09358	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09521	A1-B-V	09623	A1-B-B1-C-F-U
09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09524	A1-B-V	09624	A1-B-B1-C-F-U
09360	A1-B-B1-V	09388	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09532	A1-B-V	09625	A1-B-B1-C-F-U
09363	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09534	A1-B-V	09626	A1-B-B1-C-F-U
09364	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09542	A1-B-V	09627	A1-B-B1-C-F-U
09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09543	A1-B-V	09628	A1-B-B1-C-F-F1-U-V
09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09545	A1-B-V	09630	A1-B-B1-C-F-U-V
09367	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09549	A1-B-V	09631	A1-B-B1-C-F-U
09368	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09395	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09550	A1-B-V	09636	A1-B-B1-C-F-U
09370	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09396	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09554	A1-B-B1-V	09642	A1-B-B1-N-U
09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09397	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09556	A1-B-V	09643	A1-B-B1-U
09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09398	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09557	A1-B-V	09644	A1-B-B1-U
09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09399	A-A1-B-B1-C-F-M-V-Z1	09564	A1-B-V	09645	A1-B-U
09389	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09409	A1-B-B1-C-C1-U-V	09565	A1-B-V	09647	A1-B-B1-N-U
09371	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09420	A1-B-B1-C-C1-U	09566	A1-B-V	09648	A1-B-B1-N-U-V-Z1
09373	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09421	A1-B-B1-C-C1-U	09567	A1-B-V	09649	A1-B-B1-U
		09447	A1-B-B1-C-C1-U-V	09568	A1-B-V	09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1
		09454	A1-B-B1-C-C1-U-V	09569	A1-B-V		
		09456	A1-B-B1-C-C1-U	09570	A1-B-V	09703	A1-B-B1-C-F1
		09459	A1-B-B1-C-C1-U	09573	A1-B-V	09704	A1-B-B1-C-D-V
		09461	A1-B-B1-C-C1-U	09574	A1-B-V	09705	A1-B-B1-U
		09463	A1-B-B1-C-C1-U	09575	A1-B-V	09706	A1-B-B1-C-N-U-V
		09464	A1-B-B1-C-C1-U	09576	A1-B-V	09707	A1-B-B1-C-N-U-V
		09468	A1-B-B1-C-C1-U	09577	A1-B-V	09708	A1-B-B1
		09469	A1-B-B1-C-C1-U	09578	A1-B-V	09709	A1-B-B1-F1
		09470	A1-B-B1-C-C1-U	09579	A1-B-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U
		09494	A1-B-B1-C-C1-U	09581	A1-B-V		
		09496	A1-B-B1-C-C1-U-V	09582	A1-B-V	09711	A1-B-B1-F1-Z1
		09498	A1-B-B1-C-C1-U	09586	A1-B-V	09713	A1-B-B1-C-F1
		09499	A1-B-B1-C-C1-U	09587	A1-B-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U
		09501	A1-B-V	09588	A1-B-V		
				09589	A1-B-B1-V	09715	A1-B-B1-F1
				09590	A1-B-V	09716	A1-B-B1-C-D-N-U-V
				09591	A1-B-V	09717	A1-B-B1-M-W
				09593	A1-B-V	09718	A1-B-B1-F-I-N-U-V
				09594	A1-B-V	09719	A1-B-B1-C-F1-V
				09595	A1-B-V	09720	A1-B-B1-U-V
				09596	A1-B-V	09721	A1-B-B1-N-U-V-Z1
				09599	A1-B-V	09723	A1-B-B1-N-U-V-Z1
				09601	A1-B-B1-C-F-F1-U	09724	A1-B-B1-C-C1-F1-M-R-R1-U
				09602	A1-B-B1-C-F-F1-N-U		
				09603	A1-B-B1-C-F-F1-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09725	A1-B-B1-C	09828	A1-B-N-V-Z1	34034	A1-B-B1-M-N-V-Z1	96264	A-A1-B-B1-U
09726	A1-B-B1-N-U	09830	A1-B-B1-C-N-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96266	A-A1-B-B1-U
09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09831	A1-B-B1-F-N-U-V-Z1	34036	A1-B-M-N-V-Z1	96267	A-A1-B-B1-U-V
09728	A1-B-B1-C-F1-U-V	09832	A-B-B1-U1-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96269	A-A1-B-B1-U
09729	A1-B-B1-N-U-V	09833	A1-B-B1-U1-V-Z1	34038	A1-B-B1-M-N-V-Z1	96271	A-A1-B-B1-U
09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09834	A1-B-B1-V-Z1	34039	A1-B-N-V-Z1	96275	A-A1-B-B1-V
09731	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09835	A-A1-B-B1-V-Z1	34040	A1-B-V-Z1	96276	A-A1-B-B1
09732	A1-B-B1-N-V-Z1	09836	A-A1-B-B1-C-F-M-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96278	A-A1-B-B1-U
09733	A1-B-B1-V	09837	A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96283	A-A1-B-B1-U
09735	A1-B-B1-N-V-Z1	09838	A1-B-B1-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1	96284	A-A1-B-B1-U-V
09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09839	A-A1-B-B1-U-V-Z1	34050	A1-B-V	96297	A-A1-B-B1-U
09777	A-A1-B-B1-C-E1-N	09840	A-A1-B-B1-V-Z1	34051	A1-B-V-Z1	96306	A1-B-B1-F-F1-F2-M-W
09779	A-A1-B-B1-F-R-V	09841	A-A1-B-B1-U-Z1	34053	A1-B-V-Z1	96309	A1-B-B1-M-V-W
09780	A-A1-B-B1-F-R-V	09842	A-A1-B-B1-Z1	34055	A1-B-N-V-Z1	96310	A1-B-B1-M-W
09788	A-A1-B-B1-F-R-V	09843	A-A1-B-B1-U-V-Z1	34058	A1-B-B1-V-Z1	96311	A1-B-B1-M-W
09789	A-A1-B-B1-F-R-V	09844	A-A1-B-B1-U-V-Z1	34071	A1-B-I-M-N-V-Z	96313	A1-B-B1-F-F1-F2-M-W
09790	A-A1-B-B1-C1-F-R-V	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96319	A1-B-B1-M-W
09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96321	A1-B-B1-F-F1-F2-M-W
09793	A-A1-B-B1-F-R-V	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96322	A1-B-B1-F-F1-F2-M-W
09797	A1-B-B1-C-D-P-V	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34090	A1-B-V	96323	A1-B-B1-M-V-W
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09865	A-A1-B-B1-V-Z1	34091	A1-B-V	96326	A1-B-B1-M-W
09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09868	A-A1-B-B1-U-V-Z1	34092	A1-B-V	96328	A1-B-B1-M-W
09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	34093	A1-B-V	96330	A1-B-B1-M-W
09804	A-A1-B-B1-F-Z1	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34095	A1-B-V	96336	A1-B-B1-M-V-W
09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34098	A1-B-V	96337	A1-B-B1-M-W
09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09892	A-A1-B-B1-F-N-R-R1-V-Z1	34099	A1-B-V	96338	A1-B-B1-M-W
09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96201	A-A1-B	96339	A1-B-B1-M-V-W
09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34002	A1-B-B1-N-U-Z1	96202	A-A1-B1-U-V	96343	A1-B-B1-M-W
09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	96203	A-A1-B	96347	A1-B-B1-F-F1-F2-M-W
09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34007	A-A1-B-B1-C1-F1-V-Z1	96204	A-A1-B-B1	96348	A1-B-B1-F-F1-F2-M-W
09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	96205	A-A1-B-B1-U	96349	A1-B-B1-F-F1-F2-M-W
09819	A-A1-B-F-P-V-Z1	34020	A1-B-B1-M-N-V-Z1	96206	A-A1-B-B1-U	96350	A1-B-B1-F-F1-F2-M-W
09821	A-A1-B-F-V-Z1	34021	A1-B-M-N-V-Z1	96207	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W
09822	A-A1-B-F-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96208	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W
09823	A-A1-B-F-V-Z1	34023	A1-B-B1-M-N-V-Z1	96212	A-A1-B-B1-U	96365	A1-B-B1-M-V-W
09824	A-A1-B-F-V-Z1	34024	A1-B-B1-M-N-V-Z1	96213	A-A1-B-B1-U	96367	A1-B-B1-L-M-W
09827	A-A1-B-F-Z1	34025	A1-B-B1-F-N-U-V-Z1	96214	A-A1-B-B1-U	96368	A1-B-B1-M-W
		34030	A1-B-B1-M-N-V-Z1	96215	A-A1-B-B1-U-V	96370	A1-B-B1-F-F1-F2-M-W
		34031	A1-B-B1-M-N-V-Z1	96217	A-A1-B-B1-U-V	96372	A1-B-B1-M-W
		34032	A1-B-M-N-V-Z1	96218	A-A1-B-B1-U	96373	A1-B-B1-M-W
		34033	A1-B-C-F-M-N-V-Z1	96219	A-A1-B-B1-U-V	96374	A1-B-B1-M-W
				96220	A-A1-B-B1-U-V	96375	A1-B-B1-M-W
				96221	A-A1-B-B1-U-V	96376	A1-B-B1-M-W
				96224	A-A1-B-B1-U	96377	A1-B-B1-M-W
				96251	A-A1-B-B1-U		
				96257	A-A1-B-B1-U		
				96258	A-A1-B-B1-U		
				96259	A-A1-B-B1-U		
				96260	A-A1-B-B1-U		
				96262	A-A1-B-B1-U		

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

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

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

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Z. No outside pieces (OSPs).

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



This office will be
CLOSED

Monday

January 17, 2005

Martin Luther King Jr.'s
Birthday

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



This office will be
CLOSED

Monday

January 17, 2005

Martin Luther King Jr.'s
Birthday

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.

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released December 2, 2004, by the Federal Retirement Thrift Investment Board

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

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

2003 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Dec.	0.49	1.01	1.02	5.24	5.24	2.04	2.08	7.68	7.81

2004 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Jan.	0.29	0.80	0.80	1.80	1.84	3.53	3.58	1.32	1.41
Feb.	0.39	1.09	1.08	1.35	1.39	1.78	1.75	2.22	2.31
March	0.29	0.69	0.75	-1.50	-1.51	0.38	0.42	0.60	0.56
April	0.29	-2.54	-2.60	-1.52	-1.57	-3.94	-4.02	-2.31	2.26
May	0.39	-0.50	-0.40	1.37	1.37	1.50	1.52	0.30	0.34
June	0.38	0.60	0.57	1.86	1.94	2.72	2.75	2.89	2.19
July	0.38	1.00	0.99	-3.24	-3.31	-5.52	-5.54	-3.76	-3.25
Aug.	0.38	1.88	1.91	0.34	0.40	0.00	0.01	1.00	0.44
Sept.	0.38	0.29	0.27	1.11	1.08	3.92	3.84	2.05	2.61
Oct.	0.38	0.87	0.84	1.52	1.53	1.85	1.85	3.94	3.41
Nov.	0.28	(0.86)	(0.80)	4.08	4.05	6.96	6.98	6.16	6.83
LAST 12 MONTHS	4.42	4.35	4.44	12.83	12.86	15.62	13.26	23.79	24.19

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

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

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

* Implemented May 2001.

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



**See more
money in
your pocket.**

**Flexible
Spending
Accounts**

 UNITED STATES
POSTAL SERVICE.

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!



Daily Financial Report

Unit or Individual Name _____ Finance No.-Unit ID (XXXXXX-XXXX) _____

Receipts			Stamp Accountability		
Description	AIC	\$ Amount	Description	AIC	\$ Amount
Postage Due/BRM Advance Deposits	053		Opening Balance	840	
Express Mail Advance Deposits	055		Stock Received (+)	841	
Employee Stamp Credit Overage	057				
Customer Permit Account Deposits	070				
Special Provisions Advance Deposits	074		Stamped Envelope Discount (-)	846	
			Stock Returned (-)	848	
			Sales (084-089, 090-092, 094-096)	852	
			Closing Stamp Accountability	853	
			Disbursements		
			Description	AIC	\$ Amount
Breast Cancer Research Stamp Sales	084		Postage Due/BRM Withdrawal	453	
Heroes of 2001 Stamp Sales	087		Employee Overage Withdrawal	457	
Stop Family Violence Stamp Sales	089		Customer Permit Account Withdrawal	470	
Postage Stock Sales	090		Special Provision Withdrawal	474	
Bird Stock Sales	091				
Philatelic Product Sales	092				
Packaging Product Sales	093				
Stamps by Mail Sales	094				
Vending Equipment Postage Sales	096				
Domestic Money Order	Value	100	Refund - Customer Meter Strips	526	
	Fee	101	Refund - Permit, Postage, and Fees	528	
International Money Order	Value	102	Refund of Fees - Retail Services	535	
	Fee	103	Refund - Stamps and Fees	553	
Post Office Postage Meter Sales	110		Fee Offset - No Fee Money Order	586	
Postage Due Invoices	114		Vending Machine Shortages	612	
Annual PO Box Rent and Caller Service Fees	115		Refund - Miscellaneous Nonpostal Revenue	624	
6-Month PO Box Rent and Caller Service Fees	158		Financial Differences Shortage	647	
Lobby Services Revenue	123		Refund - Express Mail	676	
Miscellaneous Nonpostal Revenue	126		Employee Stamp Credit Shortage	767	
Vending Machine Overages	175				
Freedom of Information Fees	198				
Financial Differences Overage	247				
Disbursement Sent to Shared Services Acct.	280		Cash Remitted Advance	751	
Stamp Credit Shortage Cleared	367		Cash Remitted Final	752	
			Credit Cards Remitted	762	
			Debit Cards Remitted	772	
Cash Retained From Previous Report	353		Cash Retained Today	753	
Cash Required	400		Cash Accounted for	800	

I certify that this is a true statement and the accountability consigned to me is as shown on this form:
 Signature _____ Date _____

PS Form **1412**, December 2004 (PSN 7530-07-000-5259)

(See article on page 72.)

PRIORITY MAIL® BUNDLES



1 with
Delivery Confirmation™
service
\$4³⁰
and up



2 with
Insurance*
\$5¹⁵
and up



3 with
**Insurance &
Delivery Confirmation**
service
\$5⁶⁰
and up

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

UP
DOWN



Health Benefits Open Season: New Deadline

Health benefits open season elections will be accepted until:

**5 p.m. Central Time
Jan. 7, 2005**

The effective date of an open season election remains the same – Jan. 8, 2005.

Until *PostalEASE* has been programmed with the new date, it will continue to say the closing date is Dec. 28, 2004.

Please don't wait until the last day to enter your election into *PostalEASE*.

PLEASE POST ON ALL BULLETIN BOARDS THROUGH JANUARY 7, 2005

(See article on page 69.)

Flexible Spending Accounts

FSA

He's taken care of you for a lifetime — now it's your turn.

Flexible Spending Accounts can help you save money for day care for a dependent parent.

You'll know he's in good hands.

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

FSA

Employees (Continued)

Handbook EL-803, Maintenance Employee's Guide to Safety

* * * * *

SECTION XI

In-Plant Powered Industrial Trucks

[Revise Section XI to read as follows:]

This section applies to all types of materials-handling equipment commonly known as powered industrial trucks (PITs), as described in OSHA Standard 1910.178 — such as tow motors, fork trucks, tractors, platform lift trucks, motorized hand trucks and other specialized industrial trucks powered by electric motors or internal combustion engines. Fuel-powered industrial trucks are generally prohibited indoors. Consult with your local safety professional before using a fuel-powered industrial truck.

You must be trained and authorized to operate in-plant powered industrial trucks. PIT operators are responsible for ensuring vehicle safety and following all safety requirements. Immediately report to your supervisor all PIT-related accidents and near misses, including property damage; they must be investigated and reported on a Form 1769.

A. Vehicle Regulations

- Inspect brakes, steering apparatus, horn, etc., each day prior to using in-plant powered industrial trucks. Tag all defective powered industrial trucks using Form 4707, remove them from service, and report all defects to your supervisor immediately.
- Be sure that all in-plant powered industrial trucks are equipped with horns and a flashing warning light that works.
- Do not operate industrial lift trucks with the overhead guard or load backrest removed.

B. Driving Regulations

1. Do not operate powered industrial trucks in a reckless manner; this is strictly prohibited.
2. Use a hard hat under these situations:
 - When working above floor level.
 - When working from mechanical lifts and platforms.
 - When operating powered mechanical equipment and where an overhead hazard exists.
 - When local safety rules are based upon a hazard assessment requiring hard hat protection.

3. Do not ride with any part of the body protruding from the powered industrial truck.
4. Use only the designated truck traffic aisles.
5. Make sure there is adequate clearance before proceeding under all overhead obstructions.
6. Face the direction toward which you are moving and be careful of rear-end swing when turning corners.
7. Speed
 - Drive in-plant powered industrial trucks below 5 mph (that is, about the speed of a fast walk).
 - Approach all intersecting aisles and towveyor crossings slowly and cautiously. Sound the horn to inform pedestrians of your approach.
 - Keep the powered industrial truck at least three vehicle lengths behind other vehicles when traveling.
8. Backing Up
 - Check to be certain there is a clear path to the rear before backing.
 - Do not back powered industrial trucks through doorways, unless your field of vision is clear.
9. Passengers
 - Never exceed powered industrial truck seating capacity.
 - Provide securely attached seating for passengers.
 - Never allow a passenger to ride on an in-plant powered industrial truck without securely attached seating.
10. Industrial Lift Trucks
 - Use industrial lift trucks only for lifting and hauling loads. Do not use them as a means of personal transportation or for raising personnel to elevated locations, unless properly equipped and installed personnel platforms are used.
 - Lift, lower, and carry loads with industrial lift trucks with the lifting mechanism vertical or tilted back, but never tilted forward.
 - Keep forks on a moving lift truck low (just high enough to clear all floors and low enough to clear all overhead obstructions). Under normal conditions, 3 inches above floor level should be sufficient.
 - When approaching or leaving a building where the ramp incline is greater than 10 degrees, turn the

lift truck so that the load is on the upgrade side and cannot slip off the forks.

C. Work Practices

- Do not tow more than three empty or loaded containers of rolling stock (platform trucks, hampers, or containers); however, driverless tractor units are permitted to tow up to five containers empty or loaded.
- Do not obstruct aisles, passageways, fire-fighting equipment, electrical panels, exits, or towveyor lines with parked, in-plant powered vehicles.
- Fully lower the load-engaging mechanism, with controls in neutral and the brakes set, when the driver has dismounted and is within 25 feet of vehicle and the vehicle is still in view.
- If the driver is more than 25 feet away from the vehicle that remains in view, or if the vehicle is not in the driver's view, consider the vehicle unattended.
- When vehicles are to be left unattended, lower the load-engaging mechanism, put all controls in neutral, shut off the power, set the brakes, and remove the ignition key.
- Inspect trailers and trucks that are entered by in-plant powered vehicles or conveyors to ensure that the flooring appears capable of handling the load and that the trailer is prevented from rolling by wheel chocks or positive-locking parking devices.
- Inspect dock plates to ensure that they are capable of handling the load and are properly seated on the bed of the truck.
- Use the proper hooks and coupling devices for towing. Do not use your hand to hold equipment being towed.
- Never use propane-powered equipment in poorly ventilated spaces, such as in a trailer.

D. Maintenance

- Repair trucks only if you are authorized to do so. (Only authorized modifications are to be installed in powered industrial equipment.)
- Disconnect the batteries of in-plant powered trucks before performing corrective maintenance on them. Follow appropriate lockout procedures (see Section XIX, Hazardous Energy Control Procedures — Lockout).
- Do not get under a lift truck to do repairs unless it is properly held up by jack stands.
- Remove from service any power-operated industrial truck not in safe operating condition.
- Examine powered industrial trucks before placing in service and do not place them in service if the ex-

amination shows any condition adversely affecting the safety of the truck.

E. Special PIT Operating Rules —12 Foot Aisle Facilities

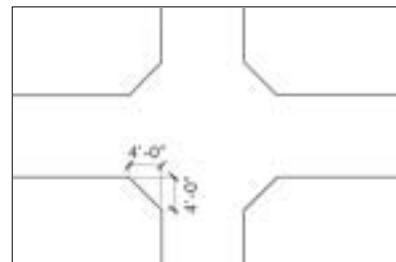
This section applies only to the following Logistics and Distribution Centers (L&DCs) and Priority Mail Processing Centers (PMPCs) at the following locations:

Jacksonville, Florida	Northern New Jersey
Miami, Florida	Bethpage, New York
Orlando, Florida	Rochester, New York
Springfield, Massachusetts	Philadelphia, Pennsylvania
Nashua, New Hampshire	Pittsburg, Pennsylvania

A maximum of seven general purpose mail containers (GPMCs) and/or Eastern Region mail containers (ERMCS) may be towed at any given time provided that the following criteria are met:

- All aisles are clearly marked.
- The aisle width must be a minimum of 12 feet to allow two-way traffic to pass; any aisle less than 12 feet wide requires one-way traffic or no passing of container trains.
- All 90-degree intersections are required to be chamfered by 4 feet at a minimum (see below).

Chamfered Intersection



- All L&DC and PMPC sites are required to purchase and install Electronic Speed Control (ESC) Programmers on all existing PIT vehicles before instituting an increase of towing more than three mail containers within the facility. The ESC setting is to be adjusted to approximately 80%, not exceeding 5 mph with the Powered Industrial Vehicle (PIV).
- All newly purchased PIVs must have the ESC devices installed by the manufacturer according to the specifications mentioned above.

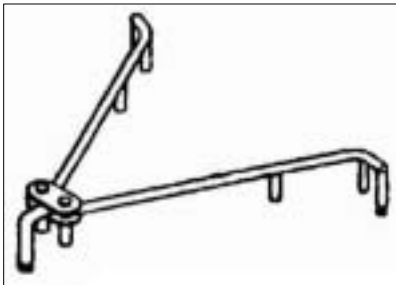
When towing more than three GPMC and/or ERMC containers at one time, the PIT operator must place a folding tow bar (shown below) between the third and fourth container. When towing a train of seven containers at one time, the PIT operator must use two folding tow bars. One will be placed between the third and fourth container as previously mentioned and the other will be between the fifth and sixth container (i.e., in a 3-2-2 pattern).

When towing containers, the PIT operator must use the brake levers to prevent jackknifing or loss of containers in the train.

(See Handbook PO-502, *Container Methods*, for further information on proper use of mail equipment.)

* * * * *

Folding Tow Bar



Handbook EL-814, *Postal Employee’s Guide to Safety*

* * * * *

SECTION VIII

Powered Industrial Trucks

[Revise Section VIII to read as follows:]

Powered industrial truck (PIT) operators are responsible for ensuring vehicle safety and following all safety requirements. Make sure that operators are trained and authorized to operate PITs described in OSHA 1910.178, such as tow motors, fork trucks, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines. All PIT-related accidents and near misses, including property damage, must be investigated and reported on a Form 1769. Fuel-powered industrial trucks are generally prohibited indoors. Consult with your local safety professional before using a fuel-powered industrial truck.

A. Operating Rules

1. General Rules

- Do not operate PITs in a reckless manner; this is strictly prohibited.
- Always wear your seat belt any time a PIT is in motion.
- Before using a PIT, check the brakes, steering apparatus, horn, etc. Report any defects to your supervisor immediately.
- Drive PITs at or below 5 miles per hour (about the speed of a fast walk). Use only the designated vehicle traffic lanes, and keep to the right when ever possible.
- Never use the reverse control as a brake.

- Never allow a passenger to ride on a PIT unless securely attached seating is provided. Never exceed the seating capacity of the unit.
- Never disengage, cover up, or bypass any audible or visual warning devices on powered industrial equipment.
- Do not ride with any part of your body protruding from the vehicle.
- Make sure that there is adequate clearance before you drive under any overhead obstruction.
- Approach all intersecting aisles and tow conveyor crossings slowly and cautiously. Sound your horn to warn pedestrians of your approach.
- Check to be sure there is a clear path to the rear before backing up.
- Stay at least three vehicle lengths behind other vehicles when traveling.
- Check bridge or dock plates for proper stability before you drive across them.
- Before dismounting, stop your vehicle, place the gear in neutral, set the brake, and turn the ignition off.

2. Lift Trucks

- Lift, lower, and carry loads on a lift truck with the lifting mechanism in a vertical position or tilted back — never forward.
- Face the direction in which you are moving and be careful of rear-end swing when turning corners.
- When approaching or leaving a building where the ramp incline is greater than 10 degrees, turn the lift truck so the load is on the upgrade side and cannot slip off the forks.

- Keep forks on a moving lift truck low (just high enough to clear any floor obstructions and low enough to clear overhead obstructions). Under normal conditions, 3 to 6 inches above floor level should be sufficient.
- Do not raise or lower forks while the forklift is in motion.
- When you park a lift truck, fully lower the forks, put the controls in neutral, shut off the power, set the brake, and remove the key.
- Before entering a truck or trailer with a forklift, inspect the floor for damage or decay which might cause the lift to break through.
- Make sure that the truck or trailer wheels are properly chocked or secured by a mechanical vehicle restraint system before entering the vehicle with a forklift.

B. Warning Devices and Protective Equipment

- Be sure that any powered industrial vehicle you operate is equipped with a horn and a flashing warning beacon that is in working order.
- Do not operate industrial lift trucks with the overhead guard or load backrest removed.
- PIT drivers must wear personal protective equipment as specified by the local PPE assessment. PIT drivers must also wear hard hats when working in designated hard hat areas.

C. Towing Wheeled Equipment

- Use only approved tow bars or coupling devices for towing wheeled equipment. Do not use your hand to hold equipment being towed.
- Tow only three platform trucks, hampers, or containers (GPMC, ERM, BMC-OTR) whether loaded or empty.
- Attach no more than five containers to a driverless tractor unit or automatic guarded vehicle (AGV).

D. Towing Wheeled Equipment — 12 Foot Aisle Facilities

This section applies only to the following Logistics and Distribution Centers (L&DCs) and Priority Mail Processing Centers (PMPCs) at the following locations:

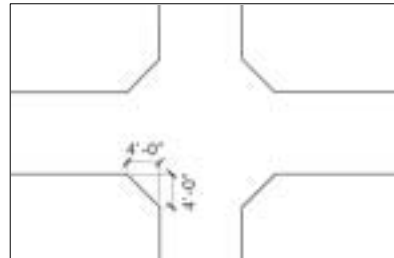
Jacksonville, Florida	Northern New Jersey
Miami, Florida	Bethpage, New York
Orlando, Florida	Rochester, New York
Springfield, Massachusetts	Philadelphia, Pennsylvania
Nashua, New Hampshire	Pittsburg, Pennsylvania

A maximum of seven general purpose mail containers (GPMCs) and/or Eastern Region mail containers (ERMCs)

may be towed at any given time provided that the following criteria are met:

- All aisles are clearly marked.
- The aisle width must be a minimum of 12 feet to allow two-way traffic to pass; any aisle less than 12 feet wide requires one-way traffic or no passing of container trains.
- All 90-degree intersections are required to be chamfered by 4 feet at a minimum (see below).

Chamfered Intersection

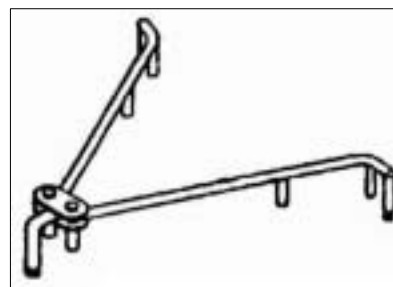


- All L&DC and PMPC sites are required to purchase and install Electronic Speed Control (ESC) Programmers on all existing PIT vehicles before instituting an increase of towing more than three mail containers within the facility. The ESC setting is to be adjusted to approximately 80%, not exceeding 5 mph with the powered industrial vehicle (PIV).
- All newly purchased PIVs must have the ESC devices installed by the manufacturer according to the specifications mentioned above.

When towing more than three GPMC and/or ERM containers at one time, the PIT operator must place a folding tow bar (shown below) between the third and fourth container. When towing a train of seven containers at one time, the PIT operator must use two folding tow bars. One will be placed between the third and fourth container as previously mentioned and the other will be between the fifth and sixth container (i.e., in a 3-2-2 pattern).

When towing containers, the PIT operator must use the brake levers to prevent jackknifing or loss of containers in the train.

Folding Tow Bar



E. Repairs

Repair Postal Service vehicles only if you are a qualified and fully trained employee.

(See Handbook PO-502, *Container Methods*, for further information on proper use of mail equipment.)

* * * * *

— *Safety Performance Management,
Employee Resource Management, 12-23-04*

NOTICE

Federal Employees Health Benefits (FEHB) Open Season: Acceptance of Belated Elections

This article assists personnel offices in administering the current FEHB open season. There has been an unexpected delay in the printing and mailing of the 2005 *Guide to Federal Employees Health Benefits Plans*, RI 70-2, to some employees. Therefore, under the belated election authority that the Office of Personnel Management (OPM) grants to agencies, the Postal Service™ is accepting elections for an additional 10 days beyond the original belated election deadline of December 28, 2004.

FEHB open season elections will be accepted until 5:00 P.M. Central Time (CT) on January 7, 2005, for all employees. This date is being programmed into the *PostalEASE* telephone system, employee Web site, and Human Resources Web site. Until *PostalEASE* is reprogrammed, it will continue to state that FEHB open season closes at 5:00 P.M. CT on December 28, 2004.

The effective date of open season elections will remain the same — January 8, 2005 — even with the later

deadline. The processing deadline for the *PostalEASE* Human Resources Web site will also remain the same — 12:00 Midnight CT on January 9, 2005.

We encourage employees *not* to wait until the last day (or week) to make their elections.

Remember that FEHB guides are available at the OPM Web site, under the heading “Guides for Postal Workers:” at <http://opm.gov/insure/05/guides>.

To assist in publicizing this FEHB open season, all installations must post the open season notice provided on page 63 of this *Postal Bulletin* through January 7, 2005, on bulletin boards.

— *Compensation,
Employee Resource Management, 12-23-04*

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Finance

HANDBOOK F-1 REVISION

Changes to Account Identifier Codes

Effective December 23, 2004, Account Identifier Code (AIC) 614, Vehicle Repair Parts and Materials, is deactivated. Offices must record all expenses associated with vehicle repair and parts in AIC 604, Vehicle Repair and Maintenance.

We will incorporate these revisions into the next printed edition of Handbook F-1 and into the next update of the online version accessible on the Postal Service™ PolicyNet Web site:

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

Handbook F-1, Post Office Accounting Procedures

* * * * *

A Account Identifier Code and General Ledger Account Crosswalk

* * * * *

AIC	Master Title	General Description	GLA
<i>[Revise AIC 604 to read as follows:]</i>			
604	Vehicle Repair and Maintenance	Expense associated with payment for maintenance, parts and repair work performed by commercial garages and other contractual services.	54543604
* * * * *			
<i>[Revise AIC 614 to read as follows:]</i>			
614	Reserved	Reserved	Reserved
* * * * *			

— Revenue and Field Accounting, Finance, 12-23-04

REVISED HANDBOOK

Handbook F-1, Post Office Accounting Procedures

Effective December 23, 2004, Handbook F-1, *Post Office Accounting Procedures*, is revised with the December 2004 edition of PS Form 1412, *Daily Financial Report*. The December 2004 edition of this form replaces the August 2003 edition of PS Form 1412-A and the April 2003 edition of PS Form 1412-B. All references to “PS Form 1412-A” and “PS Form 1412-B” in Handbook F-1 will be replaced with “PS Form 1412.”

We will incorporate this revision into the next printed edition of Handbook F-1 and into the next update of the online version available on the Postal Service PolicyNet Web site:

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

- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, under “Policies”, click on *PolicyNet*.
- Then click on *HBKs*.

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

— Revenue and Field Accounting, Finance, 12-23-04

CLARIFICATION/HANDBOOK F-1 REVISION

Cash Retained/Cash Reserves Authorization

This article clarifies the article “Cash Retained/Cash Reserves Authorization” published in *Postal Bulletin* 22110 (9-4-03, pages 37–40).

We will incorporate these revisions into the next printed edition of Handbook F-1 and into the next update of the on-line 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, under “Policies”, click on *PolicyNet*.
- Then click on *HBKs*.

Handbook F-1, Post Office Accounting Procedures

	*	*	*	*	*
3	Managing Postal Funds				
	*	*	*	*	*
33	Funds Received				
331	Cash Reserves				
	*	*	*	*	*

[Delete the second paragraph in the note.]

	*	*	*	*	*
4	Managing Accountable Paper				
	*	*	*	*	*
48	Managing Accountable Paper and Cash at Offices With Segmented Inventory Accountability				
	*	*	*	*	*
486	Cash Credits				
	*	*	*	*	*
486.1	Unit Cash Retained Reserve				
	*	*	*	*	*

[Delete the second paragraph in the note in item 1.]

*	*	*	*	*
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— Revenue and Field Accounting,
Finance, 12-23-04

REVISED FORM

PS Form 1412, Daily Financial Report

Effective December 23, 2004, Post Offices™ and postal retail units must use the revised edition of PS Form 1412, *Daily Financial Report*, dated December 2004. All previous editions of PS Forms 1412, 1412-A, and 1412-B are obsolete and must be discarded/recycled. This form is mandatory for Money Order Voucher Entry System (MOVES) and Small Post Office Reporting Tool (SPORT) offices, and should be used for other reporting technologies (integrated retail terminals and point-of-service terminals) if equipment or power failures occur.

The December 2004 edition of this form replaces the August 2003 edition of PS Form 1412-A and the April 2003 edition of PS Form 1412-B. Upon the arrival of the December 2004 edition of PS Form 1412, the Material Distribution Center (MDC) will discard/recycle the previous editions of PS Forms 1412-A and 1412-B and will begin using the December 2004 edition of PS Form 1412. This form appears on page 61 of the pull-out section in this *Postal*

Bulletin so that offices may reproduce this copy locally until they order and receive the stock from the MDC.

Summary of Changes of PS Form 1412

- Deleted the following AICs: 051, 052, 129, 451, 452, 455, 541, 546, and 583.
- Added the following AICs: 070, 089, 092, 094, 096, 102, 103, 158, 175, 198, 247, 280, 470, 586, 612, 647, 751, and 846.
- Changed the descriptions to match the titles in appendix A of Handbook F-1, *Post Office Accounting Procedures*.

Completing PS Form 1412

Employees complete PS Form 1412 as follows:

- Include the unit or individual name.
- Include the finance number and unit ID.

- Include the account identifier code (AIC) number and amount.
- Ensure that all supporting documentation has been verified and the PS Form 1412 is balanced.
- Certify the information by signing the form.
- Date the form.
- Go to *blue.usps.gov*.
- Under “Essential Links” in the left-hand column, click on *Forms*.
- Click on *1000 – 1999*.
- Select PS Form 1412.

Ordering the Revised Form

— Revenue and Field Accounting,
Finance, 12-23-04

Ordering information is not available at this time and will be published in a future *Postal Bulletin*.

Viewing PS Form 1412 on the Postal Service Intranet

PS Form 1412 is available on the Postal Service Intranet:

NOTICE

2005 Pay Dates, Organization Dues, and Leave Year

The following chart lists the pay periods for 2005. For the convenience of timekeepers, each biweekly pay period appears as 2 separate weeks, with the beginning and ending dates indicated for each week.

Pay periods with an asterisk indicate when monthly dues for unions and employee organizations are deducted.

The leave year always begins the first day of the first full pay period in the calendar year. The 2005 leave year begins Pay Period 02, January 08, 2005, and extends for 26 full pay periods, ending January 06, 2006 (Pay Period 01 of 2006).

2005 Pay Period Inclusive Dates

Pay Period	Week One	Week Two	Pay Date	Holidays
*01	12-25 to 12-31	01-01 to 01-07	01-14	12-25, 01-01
02	01-08 to 01-14	01-15 to 01-21	01-28	01-17
*03	01-22 to 01-28	01-29 to 02-04	02-11	
04	02-05 to 02-11	02-12 to 02-18	02-25	
*05	02-19 to 02-25	02-26 to 03-04	03-11	02-21
06	03-05 to 03-11	03-12 to 03-18	03-25	
*07	03-19 to 03-25	03-26 to 04-01	04-08	
08	04-02 to 04-08	04-09 to 04-15	04-22	
09	04-16 to 04-22	04-23 to 04-29	05-06	
*10	04-30 to 05-06	05-07 to 05-13	05-20	
11	05-14 to 05-20	05-21 to 05-27	06-03	
*12	05-28 to 06-03	06-04 to 06-10	06-17	05-30
13	06-11 to 06-17	06-18 to 06-24	07-01	
*14	06-25 to 07-01	07-02 to 07-08	07-15	07-04
15	07-09 to 07-15	07-16 to 07-22	07-29	
*16	07-23 to 07-29	07-30 to 08-05	08-12	
17	08-06 to 08-12	08-13 to 08-19	08-26	
*18	08-20 to 08-26	08-27 to 09-02	09-09	
19	09-03 to 09-09	09-10 to 09-16	09-23	09-05
20	09-17 to 09-23	09-24 to 09-30	10-07	
*21	10-01 to 10-07	10-08 to 10-14	10-21	10-10
22	10-15 to 10-21	10-22 to 10-28	11-04	
*23	10-29 to 11-04	11-05 to 11-11	11-18	11-11
24	11-12 to 11-18	11-19 to 11-25	12-02	11-24
*25	11-26 to 12-02	12-03 to 12-09	12-16	
26	12-10 to 12-16	12-17 to 12-23	12-30	

2006 Pay Periods Begin

Pay Period	Week One	Week Two	Pay Date	Holidays
*01	12-24 to 12-30	12-31 to 01-06	01-13	12-25, 01-01
02	01-07 to 01-13	01-14 to 01-20	01-27	01-16

— Payroll Accounting, Finance, 12-23-04

International Mail

*IMM REVISION***Change in U.S. Dollar and Special Drawing Right Conversion Rates**

Effective January 1, 2005, *International Mail Manual* (IMM) 324.22, Exhibit 324.22, 333.2, 934.21, and the International Country Listing for every country except Canada, Iraq, and North Korea (Korea, Democratic People's Republic of) are revised to reflect a change in the U.S. dollar and special drawing right (SDR) conversion rates and the resulting change in the maximum amount of indemnity that is payable for loss, damage, or rifling for Registered Mail™ items.

Postal Service™ retail employees use this information whenever an insured or Registered Mail parcel is presented for mailing. Employees must write the insured amount, stated in terms of both U.S. dollars and SDR values, in the designated blocks on PS Form 2976-A, *Customs Declaration and Dispatch Note* — CP 72.

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

International Mail Manual (IMM)

	*	*	*	*	*
3	Special Services				
	*	*	*	*	*
320	Insurance				
	*	*	*	*	*
324	Processing Requests				
	*	*	*	*	*
324.2	Marking				
	*	*	*	*	*

324.22 Retail Employee's Responsibility

[Revise 324.22 in its entirety to read as follows:]

The retail employee must:

- Indicate on the parcel the amount for which the parcel is insured. Write the amount in ink, and express the amount in U.S. currency and special drawing right (SDR) values, indicating both in figures only. For example:

INSURED VALUE

\$100 (U.S.)

68.30 SDR

- See Exhibit 324.22 for a table showing the conversion of U.S. dollar values (up to \$600) to SDR equivalents. To determine SDR equivalents above \$600, the retail employee must multiply the insured amount, rounded up to the next full dollar if necessary, by the conversion factor of 0.6830.

Note: The conversion of U.S. dollars into SDR equivalents is based on the following formulas:

1 U.S. \$ = 0.6830 SDR 1 SDR = \$1.46 (1.4642)

- Enter the insured number, insured amount, and SDR equivalent on PS Form 2976-A, *Customs Declaration and Dispatch Note* — CP 72.

Exhibit 324.22

Conversion Table: U.S. Dollars to Special Drawing Right (SDR)

[Revise Exhibit 324.22 by inserting the new conversion formulas before the table as well as the new table to read as follows:]

1 US \$ = 0.6830 SDR 1 SDR = \$1.46 [1.4642]

US \$	SDR
1	0.6830
2	1.3660
3	2.0490
4	2.7320
5	3.4150
6	4.0980
7	4.7810
8	5.4640
9	6.1470
10	6.8300
11	7.5130
12	8.1960
13	8.8790
14	9.5620
15	10.2450
16	10.9280
17	11.6110
18	12.2940
19	12.9770
20	13.6600
21	14.3430
22	15.0260
23	15.7090
24	16.3920
25	17.0750
26	17.7580
27	18.4410
28	19.1240
29	19.8070
30	20.4900
31	21.1730
32	21.8560
33	22.5390
34	23.2220
35	23.9050
36	24.5880
37	25.2710
38	25.9540
39	26.6370
40	27.3200
41	28.0030
42	28.6860
43	29.3690
44	30.0520
45	30.7350
46	31.4180
47	32.1010
48	32.7840
49	33.4670
50	34.1500
51	34.8330
52	35.5160
53	36.1990
54	36.8820
55	37.5650
56	38.2480
57	38.9310
58	39.6140
59	40.2970

US \$	SDR
60	40.9800
61	41.6630
62	42.3460
63	43.0290
64	43.7120
65	44.3950
66	45.0780
67	45.7610
68	46.4440
69	47.1270
70	47.8100
71	48.4930
72	49.1760
73	49.8590
74	50.5420
75	51.2250
76	51.9080
77	52.5910
78	53.2740
79	53.9570
80	54.6400
81	55.3230
82	56.0060
83	56.6890
84	57.3720
85	58.0550
86	58.7380
87	59.4210
88	60.1040
89	60.7870
90	61.4700
91	62.1530
92	62.8360
93	63.5190
94	64.2020
95	64.8850
96	65.5680
97	66.2510
98	66.9340
99	67.6170
100	68.3000
101	68.9830
102	69.6660
103	70.3490
104	71.0320
105	71.7150
106	72.3980
107	73.0810
108	73.7640
109	74.4470
110	75.1300
111	75.8130
112	76.4960
113	77.1790
114	77.8620
115	78.5450
116	79.2280
117	79.9110
118	80.5940

US \$	SDR
119	81.2770
120	81.9600
121	82.6430
122	83.3260
123	84.0090
124	84.6920
125	85.3750
126	86.0580
127	86.7410
128	87.4240
129	88.1070
130	88.7900
131	89.4730
132	90.1560
133	90.8390
134	91.5220
135	92.2050
136	92.8880
137	93.5710
138	94.2540
139	94.9370
140	95.6200
141	96.3030
142	96.9860
143	97.6690
144	98.3520
145	99.0350
146	99.7180
147	100.4010
148	101.0840
149	101.7670
150	102.4500
151	103.1330
152	103.8160
153	104.4990
154	105.1820
155	105.8650
156	106.5480
157	107.2310
158	107.9140
159	108.5970
160	109.2800
161	109.9630
162	110.6460
163	111.3290
164	112.0120
165	112.6950
166	113.3780
167	114.0610
168	114.7440
169	115.4270
170	116.1100
171	116.7930
172	117.4760
173	118.1590
174	118.8420
175	119.5250
176	120.2080
177	120.8910

US \$	SDR
178	121.5740
179	122.2570
180	122.9400
181	123.6230
182	124.3060
183	124.9890
184	125.6720
185	126.3550
186	127.0380
187	127.7210
188	128.4040
189	129.0870
190	129.7700
191	130.4530
192	131.1360
193	131.8190
194	132.5020
195	133.1850
196	133.8680
197	134.5510
198	135.2340
199	135.9170
200	136.6000
201	137.2830
202	137.9660
203	138.6490
204	139.3320
205	140.0150
206	140.6980
207	141.3810
208	142.0640
209	142.7470
210	143.4300
211	144.1130
212	144.7960
213	145.4790
214	146.1620
215	146.8450
216	147.5280
217	148.2110
218	148.8940
219	149.5770
220	150.2600
221	150.9430
222	151.6260
223	152.3090
224	152.9920
225	153.6750
226	154.3580
227	155.0410
228	155.7240
229	156.4070
230	157.0900
231	157.7730
232	158.4560
233	159.1390
234	159.8220
235	160.5050
236	161.1880

US \$	SDR
237	161.8710
238	162.5540
239	163.2370
240	163.9200
241	164.6030
242	165.2860
243	165.9690
244	166.6520
245	167.3350
246	168.0180
247	168.7010
248	169.3840
249	170.0670
250	170.7500
251	171.4330
252	172.1160
253	172.7990
254	173.4820
255	174.1650
256	174.8480
257	175.5310
258	176.2140
259	176.8970
260	177.5800
261	178.2630
262	178.9460
263	179.6290
264	180.3120
265	180.9950
266	181.6780
267	182.3610
268	183.0440
269	183.7270
270	184.4100
271	185.0930
272	185.7760
273	186.4590
274	187.1420
275	187.8250
276	188.5080
277	189.1910
278	189.8740
279	190.5570
280	191.2400
281	191.9230
282	192.6060
283	193.2890
284	193.9720
285	194.6550
286	195.3380
287	196.0210
288	196.7040
289	197.3870
290	198.0700
291	198.7530
292	199.4360
293	200.1190
294	200.8020
295	201.4850

US \$	SDR
296	202.1680
297	202.8510
298	203.5340
299	204.2170
300	204.9000
301	205.5830
302	206.2660
303	206.9490
304	207.6320
305	208.3150
306	208.9980
307	209.6810
308	210.3640
309	211.0470
310	211.7300
311	212.4130
312	213.0960
313	213.7790
314	214.4620
315	215.1450
316	215.8280
317	216.5110
318	217.1940
319	217.8770
320	218.5600
321	219.2430
322	219.9260
323	220.6090
324	221.2920
325	221.9750
326	222.6580
327	223.3410
328	224.0240
329	224.7070
330	225.3900
331	226.0730
332	226.7560
333	227.4390
334	228.1220
335	228.8050
336	229.4880
337	230.1710
338	230.8540
339	231.5370
340	232.2200
341	232.9030
342	233.5860
343	234.2690
344	234.9520
345	235.6350
346	236.3180
347	237.0010
348	237.6840
349	238.3670
350	239.0500
351	239.7330
352	240.4160
353	241.0990
354	241.7820

US \$	SDR
355	242.4650
356	243.1480
357	243.8310
358	244.5140
359	245.1970
360	245.8800
361	246.5630
362	247.2460
363	247.9290
364	248.6120
365	249.2950
366	249.9780
367	250.6610
368	251.3440
369	252.0270
370	252.7100
371	253.3930
372	254.0760
373	254.7590
374	255.4420
375	256.1250
376	256.8080
377	257.4910
378	258.1740
379	258.8570
380	259.5400
381	260.2230
382	260.9060
383	261.5890
384	262.2720
385	262.9550
386	263.6380
387	264.3210
388	265.0040
389	265.6870
390	266.3700
391	267.0530
392	267.7360
393	268.4190
394	269.1020
395	269.7850
396	270.4680
397	271.1510
398	271.8340
399	272.5170
400	273.2000
401	273.8830
402	274.5660
403	275.2490
404	275.9320
405	276.6150
406	277.2980
407	277.9810
408	278.6640
409	279.3470
410	280.0300
411	280.7130
412	281.3960
413	282.0790

US \$	SDR
414	282.7620
415	283.4450
416	284.1280
417	284.8110
418	285.4940
419	286.1770
420	286.8600
421	287.5430
422	288.2260
423	288.9090
424	289.5920
425	290.2750
426	290.9580
427	291.6410
428	292.3240
429	293.0070
430	293.6900
431	294.3730
432	295.0560
433	295.7390
434	296.4220
435	297.1050
436	297.7880
437	298.4710
438	299.1540
439	299.8370
440	300.5200
441	301.2030
442	301.8860
443	302.5690
444	303.2520
445	303.9350
446	304.6180
447	305.3010
448	305.9840
449	306.6670
450	307.3500
451	308.0330
452	308.7160
453	309.3990
454	310.0820
455	310.7650
456	311.4480
457	312.1310
458	312.8140
459	313.4970
460	314.1800
461	314.8630
462	315.5460
463	316.2290
464	316.9120
465	317.5950
466	318.2780
467	318.9610
468	319.6440
469	320.3270
470	321.0100
471	321.6930
472	322.3760

US \$	SDR
473	323.0590
474	323.7420
475	324.4250
476	325.1080
477	325.7910
478	326.4740
479	327.1570
480	327.8400
481	328.5230
482	329.2060
483	329.8890
484	330.5720
485	331.2550
486	331.9380
487	332.6210
488	333.3040
489	333.9870
490	334.6700
491	335.3530
492	336.0360
493	336.7190
494	337.4020
495	338.0850
496	338.7680
497	339.4510
498	340.1340
499	340.8170
500	341.5000
501	342.1830
502	342.8660
503	343.5490
504	344.2320
505	344.9150
506	345.5980
507	346.2810
508	346.9640
509	347.6470
510	348.3300
511	349.0130
512	349.6960
513	350.3790
514	351.0620
515	351.7450
516	352.4280
517	353.1110
518	353.7940
519	354.4770
520	355.1600
521	355.8430
522	356.5260
523	357.2090
524	357.8920
525	358.5750
526	359.2580
527	359.9410
528	360.6240
529	361.3070
530	361.9900
531	362.6730

US \$	SDR
532	363.3560
533	364.0390
534	364.7220
535	365.4050
536	366.0880
537	366.7710
538	367.4540
539	368.1370
540	368.8200
541	369.5030
542	370.1860
543	370.8690
544	371.5520
545	372.2350
546	372.9180
547	373.6010
548	374.2840
549	374.9670
550	375.6500
551	376.3330
552	377.0160
553	377.6990
554	378.3820
555	379.0650
556	379.7480
557	380.4310
558	381.1140
559	381.7970
560	382.4800
561	383.1630
562	383.8460
563	384.5290
564	385.2120
565	385.8950
566	386.5780
567	387.2610
568	387.9440
569	388.6270
570	389.3100
571	389.9930
572	390.6760
573	391.3590
574	392.0420
575	392.7250
576	393.4080
577	394.0910
578	394.7740
579	395.4570
580	396.1400
581	396.8230
582	397.5060
583	398.1890
584	398.8720
585	399.5550
586	400.2380
587	400.9210
588	401.6040
589	402.2870
590	402.9700

US \$	SDR
591	403.6530
592	404.3360
593	405.0190
594	405.7020
595	406.3850
596	407.0680
597	407.7510
598	408.4340
599	409.1170
600	409.8000

* * * * *

330 Registered Mail

* * * * *

333 Fees and Indemnity Limits

* * * * *

333.2 Indemnity Limit

[Revise the first paragraph of 333.2 to read as follows (showing an increase in the maximum amount of indemnity):]

Irrespective of the declared value of a registered item, the maximum amount of indemnity that is payable for loss, damage, or rifling is \$43.93.

* * * * *

9 Inquiries, Indemnities, and Refunds

* * * * *

930 Indemnity Payments

* * * * *

934 Payments for Registered Mail

* * * * *

934.2 Special Provisions

934.21 All Countries (Except Canada)

[Revise the first sentence of 934.21 to read as follows (showing an increase in the maximum amount of indemnity):]

Irrespective of the declared value of a registered item, the maximum amount of indemnity that is payable for loss, damage, or rifling is \$43.93.***

* * * * *

Individual Country Listings

[For every country except Canada, Iraq, and North Korea (Korea, Democratic People's Republic of), revise the Special Services section as noted below.]

* * * * *

Special Services

* * * * *

[Revise the maximum indemnity for Registered Mail to read as follows:]

Registered Mail (330) Fee: \$7.50

Maximum Indemnity: \$43.93

* * * * *

— Mailing Standards,
Pricing and Classification, 12-23-04

IMM REVISION

Changes in Parcel Post Size Limits for New Zealand

Effective December 23, 2004, the *International Mail Manual* (IMM) is revised to reflect an increase in the size limitations for parcel post items mailed to New Zealand.

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

International Mail Manual (IMM)

* * * * *

Individual Country Listings

* * * * *

New Zealand

* * * * *

Size Limits

* * * * *

[Revise the size limits for parcel post to read as follows:]

Parcel Post: Maximum length: 60 inches
Maximum length and girth combined: 108 inches

* * * * *

— Mailing Standards,
Pricing and Classification, 12-23-04

IMM REVISION

Alternative Mail Sacks for International Mail

Effective December 23, 2004, *International Mail Manual* (IMM) 292.451a, 292.452a, 292.453a, 292.455b, 293.942a, 293.943a, 294.44b, and 295.45b are revised to reflect that the United States Postal Service® no longer requires that items for specific international mail classes be in specific colored plastic disposable sacks. Instead, mailers and Postal Service™ personnel may use a plastic disposable sack of any color for any class of international mail (although the Postal Service prefers that they still use the previously designated sack colors if available). The class of the international mail in the sack will still be identifiable by the tag attached to the sack.

Previously, the color of the sack indicated the international mail class of the contents — i.e., a gray sack for International Surface Air Lift® (ISAL®) service, an orange sack for Priority Mail® service, and an orange and blue sack for Global Express Mail® service (EMS®).

However, the Postal Service is in the process of converting all of its plastic disposable sacks to a universal white plastic disposable sack. The Postal Service will use these sacks for both international mailings (air and surface products) as well as for domestic mailings. Until the conversion is complete, mailers and Postal Service personnel may use any available plastic disposable sack for any class of international mail.

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

International Mail Manual (IMM)

* * * * *

2 Conditions for Mailing

* * * * *

290 Commercial Services

* * * * *

292 International Priority Airmail Service

* * * * *

292.4 Preparation Requirements for Individual Items

* * * * *

292.45 Sacking Requirements

292.451 Direct Country Sack (11 Pounds or More)

[Revise the first sentence of item 292.451a by removing the word “blue” in the phrase “in blue international airmail

sacks” (in bold here only for emphasis) so that the item in its entirety reads as follows:]

- a. *General.* When there are 11 or more pounds of mail addressed to the same country (including Great Britain), the mail must be packaged and enclosed in **international airmail sacks** and labeled to the country with PS Tag 178, *Airmail Bag Label LC (CN 35/AV 8)* (white). All types of mail, including letter-size packages, flat-size packages, and loose items, can be commingled in the same sack for each destination and counted toward the 11-pound minimum.

* * * * *

292.452 Mixed Direct Country Package Sacks

[Revise the first sentence of item 292.452a by removing the word “orange” in the phrase “in orange Priority Mail sacks” (in bold here only for emphasis) so that the item in its entirety reads as follows:]

- a. *General.* The direct country packages containing 10 or more pieces or 1 pound or more of mail destined to a specific country that cannot be made up in direct country sacks must be enclosed in **Priority Mail sacks** unless other equipment is specified by the acceptance office.

* * * * *

292.453 Worldwide Nonpresort Mail Sacks

[Revise the first sentence of item 292.453a by removing the word “orange” in the phrase “in orange Priority Mail sacks” (in bold here only for emphasis) so that the item in its entirety reads as follows:]

- a. *General.* The working packages of mixed country mail and loose items must be enclosed in **Priority Mail sacks** unless other equipment is specified by the acceptance office. Nonpresorted letter-size mail may be presented in trays if authorized by the acceptance office.

Note: Working packages of mixed country mail cannot be enclosed in mixed direct country package sacks.

* * * * *

292.455 Preparation Requirements for Canada

* * * * *

[Revise the first sentence of item 292.455b by removing the word “blue” in the phrase “in blue airmail sacks” (in bold

here only for emphasis) so that the item in its entirety reads as follows:]

- b. *Packages.* Items that cannot be prepared in trays because of their size or shape must be placed loose in **airmail sacks**. Use PS Tag 115, *International Priority Airmail*, and label to either Toronto or Vancouver, as appropriate. Attach a completed PS Tag 178. See 292.451b.

* * * * *

293 International Surface Air Lift (ISAL) Service

* * * * *

293.9 Preparation Requirements

* * * * *

293.94 Makeup Requirements for ISAL

* * * * *

293.942 Sacking

Once packages of ISAL mail are prepared, the packages are then placed into one of three types of designated sacks:

[Revise the second sentence of item 293.942a by removing the words "gray" and "ISAL" in the phrase "in a gray plastic ISAL sack" (in bold here only for emphasis) so that the item in its entirety reads as follows:]

- a. *Direct Country Sack.* Prepare a direct country sack if there are at least 11 pounds of mail to the same country. The mail must be packaged and enclosed in a **plastic sack** and labeled to the country with PS Tag 155, Surface Airlift Mail. The maximum weight of a direct country sack must not exceed 66 pounds.

* * * * *

293.943 Sacking Labeling

Depending on the type of sack, labels are prepared as follows:

[Revise the first sentence of item 293.943a by removing the words "gray" and "ISAL" in the phrase "a gray plastic ISAL sack" (in bold here only for emphasis) so that the item reads as follows (the revision text noted here does not include subitems (1) through (4) that follow item a):]

- a. *Direct Country Sack.* For a direct country sack, use a **plastic sack**. Use PS Tag 155 to label each sack with the destination country's name. Mailers must complete four blocks on PS Tag 155:

* * * * *

294 Publishers' Periodicals

* * * * *

294.4 Makeup Requirements for Publishers' Periodicals

* * * * *

294.44 Physical Characteristics and Requirements for Sacks

Sacks must meet these requirements:

* * * * *

[Revise the first sentence of item 294.44b by removing the word "gray" in the phrase "Disposable gray plastic sacks" (in bold here only for emphasis) so that the item in its entirety reads as follows:]

- b. *Sacks.* **Disposable plastic sacks** are recommended; however, other appropriate equipment may be provided by Post Office facilities.

* * * * *

295 Books and Sheet Music

* * * * *

295.4 Makeup Requirements for Books and Sheet Music

* * * * *

295.45 Physical Characteristics and Requirements for Sacks

Sacks must meet these requirements:

* * * * *

[Revise the first sentence of item 295.45b by removing the word "gray" in the phrase "Disposable gray plastic sacks" (in bold here only for emphasis) so that the item in its entirety reads as follows:]

- b. *Sacks.* **Disposable plastic sacks** are recommended; however, other appropriate equipment may be provided by Post Office facilities.

* * * * *

— International Network Operations,
Network Operations Management, 12-23-04

URGENT REMINDER

Properly Addressing International Mail

The Postal Service™ urgently reminds mailers of the Universal Postal Union (UPU) requirements concerning all aspects of addressing international mail, as noted in the article titled “IMM and Publication 51 Revision: Requirements for Properly Addressing International Mail,” published in *Postal Bulletin* 22140 (10-28-04, pages 85–86). The Postal Service encourages and reinforces these requirements.

- The mailer must provide complete, detailed, and legible descriptions of contents on a customs declaration form (either PS Form 2976, *Customs Declaration CN 22 — Sender’s Declaration* (green label), or PS Form 2976-A, *Customs Declaration and Dispatch Note CP — 72*, whichever is applicable) — along with required import documentation — to specifically identify the contents of any package. General descriptions such as “gift” or “present” are *not* acceptable.
- The mailer must affix the completed customs declaration form to a properly addressed mail item in order to ensure timely and accurate delivery by foreign postal administrations.

- The mailer must write the complete name and address of both the sender and the recipient in roman letters and arabic numerals on articles of mail containing merchandise or articles subject to customs control. This required information includes the ZIP Code™ and country of origin of the sender.
- The mailer must use only one return address. A company name or a corporation name is acceptable as a sender name as part of a properly completed address.

Instructions for properly addressing items and for completing customs declaration forms are in *International Mail Manual* (IMM) parts 122 and 123, respectively. The online version of the IMM can be accessed via Postal Explorer® at <http://pe.usps.gov>.

— *Mailing Standards,
Pricing and Classification, 12-23-04*

ICM UPDATES

International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 2 ICM updates appear here.

On November 16, 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 17, 2004, through November 16, 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.

- 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 November 5, 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 19, 2004, through November 18, 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.
- 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

— Pricing Strategy,
Pricing and Classification, 12-23-04

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for:

- Happy New Year
- Glad You're Here
- Thinking of You
- All of the above



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\$29.95***

Our nicest heavyweight, stonewashed, 100% cotton 8 oz. denims. Available in eight popular colors, great for spring, fall and winter wear, available in men's and ladies' styles. Men's sizes XS - 6XLT. Ladies' sizes XS (2-4) - 4XL (30-32). Reg. \$34.95



**#A20839
\$29.95***

**#A20832
\$29.95***

Our most versatile weight all-season, 100% cotton, 7 oz. stonewashed denim in men's and ladies' styles, with short or long sleeves. A great value in a top quality denim garment. Both available in light, medium or dark blue. Washed black in men's only. Men's sizes XS - 6XLT. Ladies' sizes XS (2-4) - 4XL (30-32). Reg. \$34.95

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***Visit us online to see color options and additional charges for sizes 2XL and larger.**

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614-276-9717 FAX 614-276-9726

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

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

'TIS THE SEASON TO SAVE ON SHIPPING.



Choose Priority Mail® service.

Philately

STAMP ANNOUNCEMENT 05-02

Marian Anderson Stamp



Copyright USPS 2004

The Postal Service™ will issue a 37-cent *Marian Anderson* commemorative stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 458000), on January 27, 2005, in Washington, DC. The stamp, designed by Richard Sheaff of Scottsdale, Arizona, goes on sale nationwide January 28, 2005.

With this 28th stamp in the *Black Heritage* series, the Postal Service honors Marian Anderson, one of the greatest classically trained singers of the 20th century and an important figure in the struggle of Black Americans for racial equality. Singing a varied repertoire in her rich contralto, Anderson opened doors for other Black artists.

Issue:	<i>Marian Anderson</i>
Item Number:	458000
Denomination & Type of Issue:	37-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	<i>Black Heritage</i>
Issue Date & City:	January 27, 2005, Washington, DC 20066
Designer:	Richard Sheaff, Scottsdale, AZ
Engraver:	Southern Graphics Systems
Artist:	Albert Slark, Ajax, Ontario, Canada
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Existing Photography:	Moisé Benkow, Stockholm, Sweden
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:	20
Print Quantity:	150 million stamps
Paper Type:	Phosphored tagged
Adhesive Type:	Pressure-sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Yellow, Cyan, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.84 x 1.41 in./21.336 x 35.814 mm
Overall Size (w x h):	0.99 x 1.56 in./25.146 x 39.624 mm
Pane Size (w x h):	5.94 x 7.25 in./150.87 x 184.15 mm
Plate Size:	360 stamps per revolution
Plate Numbers:	"S" followed by four (4) single digits
Marginal Markings:	© 2004 USPS • Plate numbers in four corners • Plate position diagram • Price • Four barcodes on back of pane • Biographical text on back of stamp
Catalog Item Number(s):	458020 Block of 4 — \$1.48 458030 Block of 10 — \$3.70 458040 Full Pane of 20 — \$7.40 458061 First Day Cover — \$0.75 458076 Cultural Diary Page/Illustrated Envelope Set — \$12.95 458093 Full Pane w/First Day Cover — \$8.15 458096 Cultural Diary (with Pages and Stamps) — \$34.95

The portrait featured on the stamp is an oil painting by Albert Slark of Ajax, Ontario, Canada. Slark based his painting on a black-and-white photograph believed to have been made by Moisé Benkow in Stockholm, Sweden, circa 1934.

How to Order the First Day of Issue Postmark

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

MARIAN ANDERSON STAMP
SPECIAL CANCELLATION UNIT
PO BOX 92282
WASHINGTON DC 20090-2282

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 26, 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

There are two philatelic products for the *Marian Anderson* stamp:

- A \$12.95 cultural diary insert card and illustrated envelope set featuring *Marian Anderson*, with stamp and mount and an illustrated envelope with the first day of issue postmark (Item 458076).
- A \$34.95 cultural diary consisting of a beautifully illustrated binder designed to hold current and future insert cards of African-American stamp issues as well as personal notes (Item 458096). The initial product offering will include the binder, insert cards, stamps, and mounts for four African American issues from 2004 (Paul Robeson, Wilma Rudolph, James Baldwin, and Kwanzaa), as well as a companion notepad for recording personal thoughts.

Both philatelic products will be distributed in selected areas for postal retail stores.

Distribution: Item 458000, 37-cent *Marian Anderson* — *Black Heritage Series* Commemorative Stamp

Stamp distribution offices (SDOs) will receive their full standard automatic distribution quantities for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of a full standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before January 21, 2005.

Philatelic Requirement

SDOs will not receive a separate quantity Item 458000 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 stamps must requisition Item 458000 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Chicago, Memphis, and New York APDs will each receive 8,000,000 additional stamps; the San Francisco APD will receive 4,800,000 additional stamps; and the Denver APD will receive 1,600,000 additional stamps. For fulfilling supplemental orders from APDs, the Kansas City SSC will receive 24,000,000 additional stamps.

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.

— Stamp Services,
Government Relations, 12-23-04

UPDATE TO STAMP ANNOUNCEMENT 05-01

Lunar New Year Souvenir Sheet

In the article "Stamp Announcement 05-01, *Lunar New Year Souvenir Sheet*" in *Postal Bulletin* 22143 (12-9-04, pages 59–60), the information for philatelic products was not available at the time of the printing of the *Postal Bulletin*. The philatelic products information is now available and is provided below.

Philatelic Product

The Lunar New Year Collection

A trifold folio collectible contains:

- The new 2005 issue double-sided pane of 24 stamps (12 designs with a face value of \$8.88).

- A complete set of the 12 individual *Lunar New Year* stamps (face value \$12.79) that were previously issued from 1992 through 2004 with corresponding mounts.

This product is being distributed to selected Postal Service™ retail stores and is available online at www.usps.com and by telephone at 800-STAMP-24.

The item number is 567088 and the price is \$21.95.

— Stamp Services,
Government Relations, 12-23-04

CORRECTION AND ADDITION

Lunar New Year Souvenir Sheet

In the article, "Stamp Announcement 05-01, *Lunar New Year Souvenir Sheet*" in *Postal Bulletin* 22143 (12-9-04, pages 59–60), the information listed in the technical details table incorrectly included an item and omitted an item.

Item to Remove

The following item should not have been listed in the technical details table: Item 567093, Full Pane w/FDC Set of 12, \$17.88.

Item to Add

The following item should have been listed in the technical details table: Item 567099, Cancellation Keepsake (FP w/CC random single cover), \$10.38.

— Stamp Services,
Government Relations, 12-23-04

NOTICE

Heroes of 2001 Semipostal Stamps Withdrawn From Regular Sale and From Sale at Philatelic Centers — Statutory Authority Expires December 31, 2004

Instructions



Effective close-of-business December 31, 2004, all Post Offices™, stations, branches, Postal Service™ stores, contract postal units, vending outlets, and authorized philatelic centers must (1) withdraw from sale the *Heroes of 2001* semipostal stamps stock items, products, and their related

vending and store-prepared stamp items listed in the table below, and (2) prepare them for destruction.

Submit items to destruction sites according to local established procedures, under the guidelines in Handbook F-1, *Post Office Accounting Procedures*, subchapter 45, Destroying Stamp Stock.

Also, all offices should remove any visible *Heroes of 2001* semipostal stamp stock on display.

Absolutely no sales of the *Heroes of 2001* semipostal stamps and products listed below are permitted at retail counters and outlets after December 31, 2004. The items listed below are also withdrawn from sale at Stamp Fulfillment Services and the online Postal Store.

Item Numbers	Description
367400	\$4.50 Heroes Semi-Postal 10 Pack
566000	45-cent Heroes Stamp
566015	\$9 Heroes Full Stamp Pane
566064	45-cent Heroes First Day Cover
566093	\$9.83 Heroes Full Pane with First Day Cover

— Stamp Services,
Government Relations, 12-23-04

Retail Point-of-Purchase Instructions

The retail counter point-of-purchase (POP) planogram, which was included in the Holiday POP kit, gives specific instructions on removing the Fundraising Stamps counter-card from display on December 31, 2004, the last day of the Holiday '04 retail drive period. The counter-card features the *Heroes of 2001*, the *Breast Cancer Research*, and the *Stop Family Violence* stamp images and is pictured below.



— Retail In-Store Programs,
In-Store Message Management, 12-23-04

Self-Service Vending Instructions

Effective immediately, self-service postal center (SSPC) technicians and personnel who service vending machines must, at their next regular servicing, remove all *Heroes of 2001* semipostal stamps (Item 367400) from the vending machines. The task must be completed by close of business December 31, 2004.

Keep the *Breast Cancer Research* semipostal stamp (Item 367200) and the *Stop Family Violence* semipostal stamp (Item 367500) in vending machine slots, but replace the *Heroes of 2001* stamp with another product. For the replacement product, insert the product's item number in the product selection window.

— Retail Service Equipment,
Delivery and Retail, 12-23-04

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.*

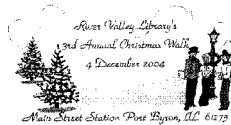
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for cancellation may not include

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 cancellation has been extended for 30 days.



December 4, 2004
River Valley District Library
 MAIN STREET STATION
 POSTMASTER
 PO BOX 9998
 PORT BYRON IL 61275-9998



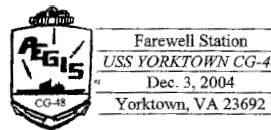
November 26–December 31, 2004
City of Bethlehem
 CHRISTMAS OF BETHLEHEM
 STATION
 POSTMASTER
 535 WOOD ST
 BETHLEHEM PA 18016-9998



December 1, 2004–January 1, 2005
City of Allentown
 LIGHTS IN THE PARKWAY
 STATION
 POSTMASTER
 442 W HAMILTON ST
 ALLENTOWN PA 18101-9998



November 26–December 31, 2004
City of Bethlehem
 CHRISTMAS CITY STATION
 POSTMASTER
 535 WOOD ST
 BETHLEHEM PA 18016-9998



December 3, 2004
Postal Service
 FAREWELL STATION
 CRC
 2600 ELTHAM AVE ST 109
 NORFOLK VA 23513-2501



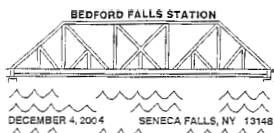
*Greetings From
 Lawrence House*

December 1, 2004
Dana Thomas House
 GREETINGS FROM
 LAWRENCE HOUSE
 SPRINGFIELD IL STATION
 POSTMASTER
 2105 E COOK ST
 SPRINGFIELD IL 62703-9998



Home For The Holiday Station
 December 4, 2004
 Greenwich, N.Y. 12834

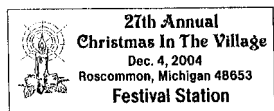
December 4, 2004
Village of Greenwich
 HOME FOR THE HOLIDAY
 STATION
 POSTMASTER
 39 MAIN ST
 GREENWICH NY 12834-9998



December 4, 2004
 Village of Seneca Falls
 BEDFORD FALLS STATION
 POSTMASTER
 38 STATE ST
 SENECA FALLS NY
 13148-9998



December 15, 2004
 Postal Service
 CLOUDSCAPE STATION
 POSTMASTER
 PO BOX 9998
 BATTERY PARK VA
 23304-9998



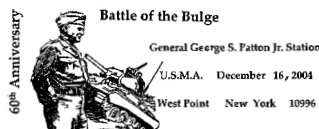
December 4, 2004
 FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 ROSCOMMON MI 48653-9998



December 16, 2004
 GENERAL MCAULIFFE NUTS
 STATION
 POSTMASTER
 PO BOX 9998
 PIERMONT NY 10968-9998



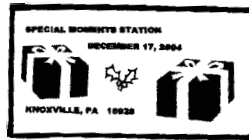
December 5, 2004
 Troy Victorian Stroll Committee
 TWENTY SECOND ANNUAL
 VICTORIAN STROLL
 STATION
 POSTMASTER
 400 BROADWAY
 TROY NY 12180-9998



December 16, 2004
 GENERAL GEORGE S
 PATTON JR STATION
 POSTMASTER
 PO BOX 9998
 WEST POINT NY 10996-9998



December 5, 2004
 Village of Scotia
 HOLIDAY OF THE AVENUE
 STATION
 POSTMASTER
 29 JAY ST
 SCHENECTADY NY
 12305-9998



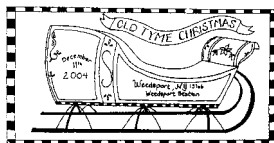
December 17, 2004
 Knoxville Community
 Association
 SPECIAL MOMENTS STATION
 POSTMASTER
 PO BOX 9998
 KNOXVILLE PA 16928-9998



December 9-11, 2004
 Mifflinburg Heritage
 Revitalization Association
 CHRISTKINDL MARKET
 MIFFLINBURG STATION
 POSTMASTER
 PO BOX 9998
 MIFFLINBURG PA 17844-9998



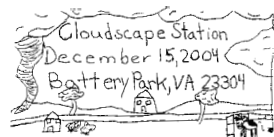
December 21, 2004
 City of Portland
 KWANZAA STATION
 POSTMASTER
 125 FOREST AVE
 PORTLAND ME 04101-9998



December 11, 2004
 Old Tyme Christmas Committee
 OLD TYME CHRISTMAS
 WEEDSPORT STATION
 POSTMASTER
 8942 N SENECA ST
 WEEDSPORT NY 13166-9998



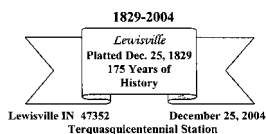
December 24, 2004
 Postal Service
 CHRISTMAS CAROL STATION
 POSTMASTER
 101 N FOLGER
 CARROLLTON MO
 64633-9998



December 15, 2004
 Postal Service
 CLOUDSCAPE STATION
 POSTMASTER
 PO BOX 9998
 BATTERY PARK VA
 23304-9998



December 24, 2004
 Panna Maria Historical Society
 SESQUICENTENNIAL
 ANNIVERSARY STATION
 POSTMASTER
 13870 N FM 81
 PANNA MARIA TX 78144-9998



December 25, 2004
TERQUASQUICENTENNIAL STATION
 POSTMASTER
 116 W MAIN ST
 LEWISVILLE IN 47352-9998



Hilltop Station
 Jacksonville IL 62650
 January 4, 2005

January 4, 2005
Illinois College
HILLTOP STATION
 POSTMASTER
 200 W COURT ST
 JACKSONVILLE IL 62650-9998

GOLDEN ANNIVERSARY STATION



DECEMBER 30, 2004

December 30, 2004
Batsto Citizens Committee
GOLDEN ANNIVERSARY STATION
 POSTMASTER
 114 S 3RD ST
 HAMMONTON NJ 08037-9998



January 5, 2005
Muskegon Stamp Club
MUSKEGON STAMP CLUB STATION
 POSTMASTER
 PO BOX 9998
 MUSKEGON MI 49440-9998



December 31, 2004
First Night Committee
FIRST NIGHT STATION
 POSTMASTER
 50001 COLONIE CENTER MALL
 ALBANY NY 12205-9998



January 5, 2005
LEWIS AND CLARK STATION
 POSTMASTER
 PO BOX 9998
 WASHBURN ND 58577-9998



HOCKEY STATION
GRAND FORKS ND 58201
JANUARY 2, 2005

January 2-4, 2005
Postal Service
HOCKEY STATION
 POSTMASTER
 PO BOX 9998
 GRAND FORKS ND 58201-9998

— Stamp Services, Government Relations, 12-23-04

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, 12-23-04

Post Offices

HANDBOOK PO-701 REVISION

Warranty Claims and Defect Reports

Effective December 23, 2004, chapter 6 in Handbook PO-701, *Fleet Management*, is revised in its entirety to reflect current information.

We will incorporate this revision into the next printed version of Handbook PO-701 and also into the online version of Handbook PO-701 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, under “Policies,” click on *PolicyNet*.
- Click on *HBKs*.

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

Handbook PO-701, *Fleet Management*

* * * * *

6 Warranty Claims and Defect Reports

[Revise chapter 6 in its entirety to read as follows:]

61 General

611 Warranty Recovery Program

Documentation and recovery of warranted parts, materials, and labor is essential to minimizing fleet costs and to promptly identifying potentially adverse maintenance issues and trends. VMF managers and vehicle post office (VPO) postmasters and managers are responsible for maintaining aggressive warranty recovery programs.

612 Warranty Information

Manufacturer-specific warranty information and claim procedures for new mail-hauling vehicles are published in a Postal Service *Vehicle Maintenance Bulletin* (VMB) on or about the time of vehicle delivery. Vehicle suppliers and repair parts consignment suppliers may provide warranty procedure manuals, service bulletins, or Web-based systems containing detailed instructions on the disposition of warranty claims and the handling of defective parts. If suppliers provide files electronically to the Postal Service, the information must be in “read-only” format and may not be installed onto Postal Service computer workstations.

613 Warranty Labor Recovery Rate

For repairs performed by the VMF, use the labor rate for warranty reimbursement most recently published in a VMB. This rate includes both direct personnel and related overhead costs.

Note: If a particular vehicle contract establishes manufacturer-specific labor claim rates, the VMB will publish this information.

62 Options and Methods for Warranty Repair and Recovery

621 Repair by a Dealership or Commercial Repair Facility

A dealership or other commercial repair facility authorized by the manufacturer may perform repairs with no warranty recovery action required by the VMF, as long as this method does not create excessive additional costs or adverse operational impacts, such as shuttle costs or excessive downtime. When a manufacturer or dealer makes repairs, obtain a copy of the repair order, no-charge invoice, or other form of documentation and place it in the VMF vehicle jacket for reference.

622 Repair and Recovery by a VMF

When economically feasible and most advantageous to the Postal Service, the VMF should provide the labor for making minor repairs and replacing parts. If the VMF has a bill-back agreement with the manufacturer, code work orders to bill the manufacturer to avoid the cost and delay involved in shuttling the vehicle to and from the authorized dealer. However, this procedure does not preclude the VMF from the requirement of preparing and submitting PS Form 4528, *Vehicle Defect or Deficiency Report*, nor does it preclude the VMF from fully using the dealer when that use is economically feasible.

Before repairing major components such as engines and transmissions, the VMF might have to receive authorization from the manufacturer. Consult manufacturer warranty manuals and service bulletins to ensure that VMF personnel follow proper procedures. Be aware of extended warranty provisions, such as those covering emissions systems. After completing an in-house repair, process the claim utilizing the manufacturer’s claim submission system (e.g., online, fax, manual, or other method as specified by

the manufacturer). Be aware of time limits for individual claim submissions, in addition to the manufacturer's warranty coverage period (such as 3 years/36,000 miles). Ensure timely submission of claims, regardless of their dollar amount.

Manufacturers typically reimburse VMFs for accepted warranty claims by making bulk payments. Upon receipt of a warranty check from the manufacturer, the VMF must process the check as follows:

- a. In all cases, record the check under General Ledger Account (GLA) 52951.
- b. If the VMF sends the check to the Eagan Service Center, record the check under Account Identifier Code (AIC) 000.
- c. If the VMF deposits the check at a Postal Service retail window, record the check under AIC 168.

The Postal Service will receive a credit to budget line 3A Supplies/Services, Expenses/Reductions. Since VMFs are not established as revenue-generating sites, the credits will usually be reflected in the district or postmaster's finance number. The credit also appears under account code 46 on AEH600P1, *VMAS Mainframe Cost Report in Dollars*. District VMF reports reflect the summed warranty recoveries from all VMFs within the district. Nondistrict VMF reports reflect the individual VMF's recoveries. Each VMF must maintain a master file of claims and supporting documentation, including reimbursement deposit receipts and/or reports.

623 Repair by VMF, With Commercial Recovery Service

VMFs can also recover repair costs by using a commercial warranty recovery service, which is a fee-for-service option (the fee is typically 8 to 10 percent of the claim value).

To facilitate the commercial warranty recovery service option, the Philadelphia Vehicles Category Management Center (Vehicles CMC) may establish national ordering agreements (NOAs). For information on authorized warranty recovery NOAs and their associated terms and procedures, access the Vehicles CMC Web site at <http://blue.usps.gov/purchase/material/pmsc/philadelphia/dlphi.htm>; click on *National Ordering Agreements & Contracts*.

Typically, a warranty recovery service analyzes copies of vehicle maintenance work orders submitted by a VMF, logs claims, and submits the claims to the manufacturer for payment. The service provider sends the VMF copies of all claims submitted, accepted, and rejected, and issues bulk warranty reimbursements to the VMF. The VMF processes the payments, maintains a master file of claims (as described in part 622), and makes fee payments to the

recovery service provider using the IMPAC expense card, unless another method is identified by NOA terms.

Note: VMFs may *not* use the IMPAC repair parts or Voyager commercial cards for fee payments to warranty recovery service providers.

624 Replacement Parts From Stock

When using replacement parts from stock to repair a vehicle warranty item, issue the part from inventory to the correct vehicle via PS Form 4543, *Vehicle Maintenance Work Order*, under account code 45. Follow the manufacturer's current warranty procedures.

625 Warranty Parts for Vehicles Out of Warranty

Parts suppliers typically issue credit invoices for warrantable parts that fail on vehicles that are out of warranty. Check with the individual NOA supplier for its policy on failed parts retention and return.

When it receives parts credit invoices from NOA suppliers, the VMF must certify the invoices, retain a copy of each invoice, and forward the original invoices to the San Mateo Accounting Service Center, Accounts Payable Section. Each invoice must include the NOA number, supplier's tax identification number, and VMF finance number. When the San Mateo Accounting Service Center processes the credit invoices, the recorded finance number receives a credit for line 3H, Vehicle Maintenance, in GLAs 14351.042 and 84351.007. A debit is posted to GLAs 84351.008 and 23439.000.

63 Refusal or Delay of Warranty Service

If a warranty service provider refuses or disputes a claim, submit a written report to the following address:

DELIVERY VEHICLE OPERATIONS
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLZ SW RM 7142
WASHINGTON DC 20260-2817

Include the following information:

- a. Date vehicle was placed in service.
- b. Vehicle number.
- c. Name of authorized dealer.
- d. Name, title, and telephone number of the individual who refused to provide service.
- e. Nature of defects and reason for refusal.
- f. Mileage at the time of the failure.
- g. Current mileage.

Send a copy of the written report to the area vehicle maintenance staff.

64 Reporting Vehicle Defects or Deficiencies

641 Routine Defects

For vehicles under warranty, immediately report structural or mechanical defects that are not caused by normal wear and tear and that require repair and replacement parts. Use PS Form 4528, *Vehicle Defect or Deficiency Report*. List each failure in detail. Provide the manufacturer's name or the trademark of the parts involved for reference to the manufacturer.

642 Urgent Defects

For a defect constituting a serious safety issue (e.g., wheel spindle crack, rubbing brake hose, ruptured vehicle tires, etc.), immediately report the defect to Headquarters Delivery Vehicle Operations at 202-268-3836 and also notify the area vehicle maintenance staff by telephone or e-mail. Include the following information:

- a. Vehicle number.
- b. Date of failure.
- c. Type of failure, including a concise statement describing the failure.
- d. Any accident or injury that occurred due to the failure.
- e. Mileage at the time of the failure.

- f. Current mileage.
- g. Present location of the vehicle.

Confirm reported information by submitting PS Form 4528.

65 Adjustments, Repairs, and Defects Not Covered by Warranty

651 Adjustments and Repairs

Normal adjustments or repairs — such as brake lining wear, toe-in, oil, oil filters, antifreeze, and spark plugs — are not usually within the scope of warranty terms. Therefore, for these types of repair actions, do not submit a warranty claim unless there are some very unusual circumstances and the contractor has provided a prior authorization number.

652 Defects

PS Form 4528, *Vehicle Defect or Deficiency Report*, is not limited to new vehicles. Use this form whenever premature failure of a part, component, or assembly requires replacement prior to normal life expectancy.

* * * * *

— *Delivery Vehicle Operations,
Delivery and Retail, 12-23-04*

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 and select *Change Address* to change their address online.

— *Address Management,
Intelligent Mail and Address Quality, 12-23-04*

2004 IRS Tax Packages

On December 27, 2004, contract mailers for the Internal Revenue Service (IRS) will begin mailing approximately 46.5 million tax-related items to individual households for tax year 2004. This total includes approximately 29 million individual tax packages. The remaining quantity consists of approximately 9 million self-mailers that promote electronic filing and a standard letter-size mailing of approximately 8.5 million pieces. These figures continue the trend of fewer mailings from year to year — the IRS has reduced the number of tax packages it mails to individual households as more taxpayers transition from filing paper tax returns to filing electronically.

All mail should be entered by mid-January 2005. Postage will be paid through IRS Permit Imprint Number G-48. Tax packages for Hawaii will be shipped by air. Tax packages for Alaska and Puerto Rico will be shipped by boat.

Acceptance Offices

Contract mailers for the IRS will prepare tax packages for mailing at the Standard Mail Enhanced Carrier Route rates. Acceptance office employees must verify that mailings meet all preparation and marking requirements in the *Domestic Mail Manual* (DMM®).

Acceptance office employees must verify that tax package mailings are prepared according to presort requirements for Standard Mail Enhanced Carrier Route mailings. Acceptance office employees must verify the mailings according to standard acceptance procedures, including those appropriate to optional procedure systems for those mailers previously authorized. Postal Service™ verification ensures that the rates and piece counts reported on the postage statements are accurate and that the IRS has paid the correct postage.

Destination Offices

Contract mailers will deliver the mail to plants according to scheduled appointment dates recorded in the Facility Access and Shipment Tracking (FAST) system and will also provide a PS Form 8125, *Plant-Verified Drop Shipment*

(PVDS) *Verification and Clearance*. Plant personnel must verify trailer contents with mailer information recorded on PS Form 8125.

Crossdock Pallets: Bulk Mail Centers (BMCs) and Processing and Distribution Centers (P&DCs) will receive pallets labeled to 5-digit, 3-digit, and sectional center facility (SCF) destinations. Keep the pallets intact and dispatch them to the appropriate destination.

BMC Working Pallets: Upon receiving working pallets, Operations employees will break open the pallets for distribution of the contents. The destination for each package, sack, or tray is on the label. Dispatch the packages, sacks, and trays to the destination facilities for distribution to the delivery units.

Delivery Offices

Deliver tax packages upon receipt.

Errors and Irregularities

Delivery office personnel should be alert to errors in preparation and marking requirements. When carrier route presort errors exceed the 5-percent allowance, deliver the mail and use established reporting procedures to report errors to the following address:

MANAGER REVENUE AND FIELD ACCOUNTING
ATTN IRS FORMS TAX PACKAGE 2004
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 8831
WASHINGTON DC 20260-5242

Undeliverable Tax Packages

The tax packages do *not* include ancillary service endorsements. Therefore, no tax package is eligible for forwarding or return services.

Treat all undeliverable forms as waste — do *not* place them in Postal Service lobbies for any reason.

— *Capital Metro Sales,
Sales, 12-23-04*

Retail

CORRECTION

Stamps by Mail Print Schedule for 2005

In the article "Stamps by Mail Brochure Ordering Information and Print Schedule for 2005," in *Postal Bulletin* 22143 (12-9-04, pages 71–72), the print schedule incorrectly lists the January deadline as January 2, 2005.

The correct date is January 12.

— Retail Marketing,
Service and Market Development, 12-23-04

Supply Management

CORRECTION

Redistributing and Ordering Rotary Locks

In the article titled "Redistributing and Ordering Rotary Locks" in *Postal Bulletin* 22124, (11-11-04, page 87) we inadvertently attached an incorrect list of area registered mail coordinators.

Attached is the corrected list of coordinators.

Area Registered Mail Coordinators

Area	Registered Mail Coordinator	Telephone
Capitol Metro	George (Eddie) E. Martin	301-618-4409
Eastern	James D. Adams	412-494-2617
Great Lakes	Cornealus Owens	630-539-4727
New York Metro	Richard F. Miller	646-473-3742
Northeast	David J. McClelland	860-285-7330
Pacific	David A. Minshew Carol G. Ziegler	510-292-2463 510-292-2460
Southeast	Daniel G. Slattery	901-747-7416
Southwest	Dwayne D. Lee	214-819-8840
Western	George P. Medina	303-313-5167

— SCM Strategies, Supply Management, 12-23-04

NOTICE

Renting Custodial Items

Since October 25, 2004, Postal Service™ employees who rent custodial items should have begun directing all inquiries unresolved by their selected supplier's local office to Topeka Materials Customer Service at 800-332-0317, option 4.

Material Logistics Bulletin MLB-CO-03-002 has been updated to include this change along with several other additions and/or modifications and can be accessed at http://blue.usps.gov/purchase/operations/ops_mlb2003.htm. If you do not have access to a computer, you can get a copy of the MLB by calling the MDC at 800-332-0317, option 2.

Two other important changes that all Postal Service locations should address as soon as possible are the following:

- Minimum order quantities

The Postal Service considers its contracts with Cintas and UniFirst as partnerships; therefore, Postal Service clients must work with their selected suppliers to the greatest extent possible and avoid undue financial hardship by eliminating unreasonable requests.

Due to the increased cost of gasoline, it is economically unfeasible for our suppliers to provide service to current Postal Service clients (or to add new clients) with orders of less than \$12.00 per delivery. Therefore, all Postal Service clients with orders of less than \$12.00 (weekly, biweekly, or monthly) should re-

evaluate their requirements with their selected supplier and develop a more cost-effective approach that changes the items delivered and the frequency of delivery, then enter a new eBuy order that reflects these changes. If the location requires special considerations, contact the custodial products team via e-mail at *Help Custodial*.

- Renewing eBuy orders

Many eBuy orders have expired or are close to expiration. It is the responsibility of the employees of each Postal Service facility to monitor their eBuy order quantities for custodial rental items by reconciling their Billing Summary Report to their delivery tickets every month. Facilities must monitor each line item to assure that there are sufficient quantities to cover future invoices.

When your selected supplier advises your facility that a new eBuy order is needed, you must check eBuy status to determine which line items are depleted. You must enter a new eBuy order immediately if the status line shows that an item is closed or cancelled.

If you have questions about your existing order, contact Cintas at 800-795-7368 or UniFirst at 800-480-5432.

— *SCM Strategies,
Supply Management, 12-23-04*

IF THE WEATHER IS BAD BE EXTRA CAREFUL



TIPS FOR PREVENTING SLIPS, TRIPS, AND FALLS

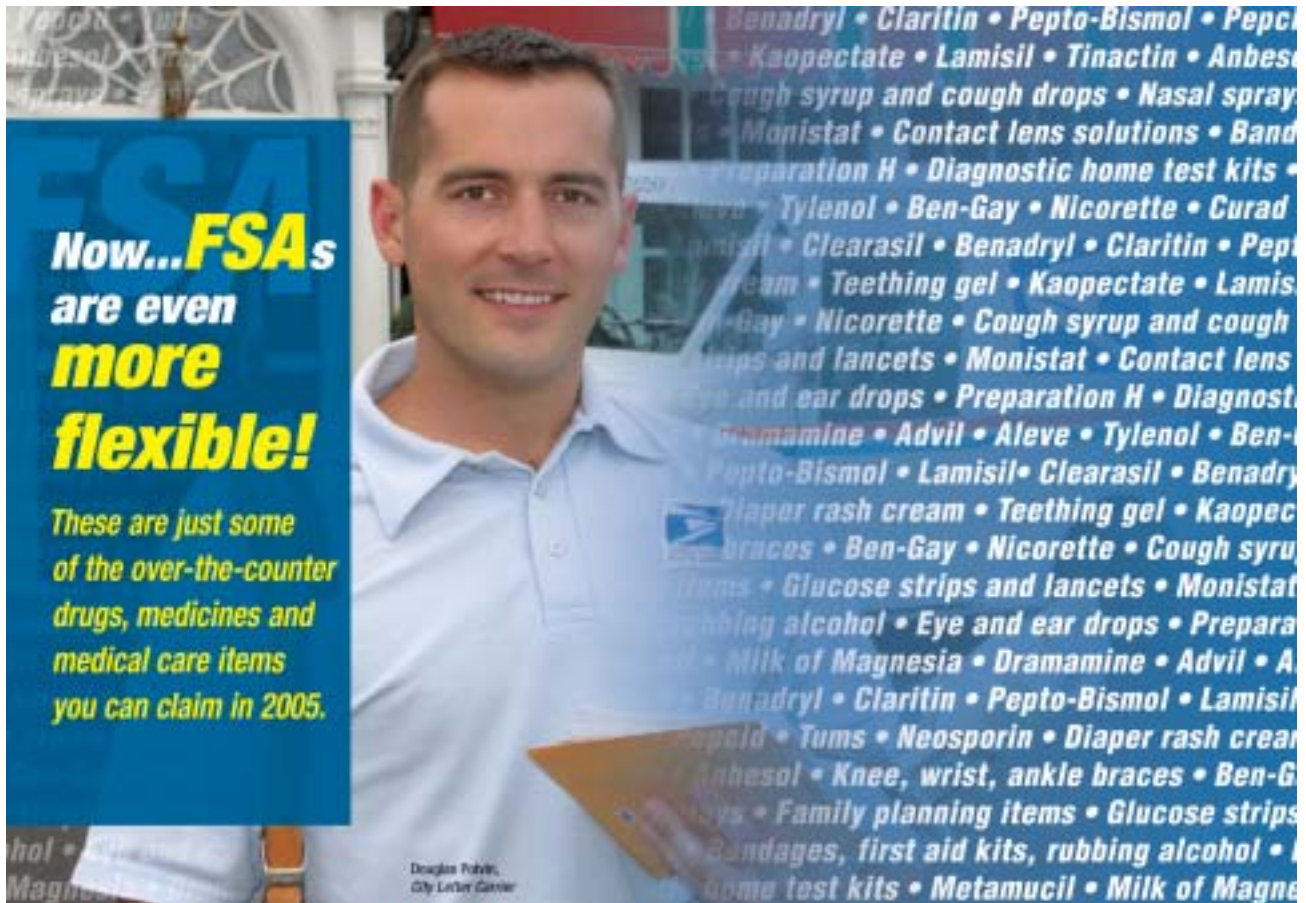
- **WATCH WHERE YOU'RE GOING.**
 - Your path could be slick, so watch the ground.
 - Avoid snow, ice, and wet spots if you can. Mud and wet leaves can be slick spots as well.
 - Don't be distracted — by fingering mail or doing too many things at once.
- **STEP SMART, NOT QUICKLY.**
 - Take shorter steps and keep your whole foot on the ground with each step.
 - Be careful on uneven surfaces — like getting into or out of your vehicle. Use a handrail if one is available.
- **WEAR FOOTWEAR THAT WORKS FOR THE WEATHER.**
 - Make sure you have a good tread on your soles. Wear "SRVUSA"-approved footwear.
- **IF IT'S NOT SAFE, DON'T GO THERE.**
 - Tell your supervisor when unsafe conditions, like ice or snow, prevent you from safely reaching a mail box.
- **IF YOU START TO FALL, WORRY ONLY ABOUT FALLING.**
 - Drop what you're holding. Don't tense up.
 - Spread the impact — you're more likely to break something if only a single part of your body takes all the force of the fall.

Open Season ends 5 p.m. Central Time, Dec. 31.

Claim over-the-counter drugs, medicines and medical care items.

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

Then dial **PostalEASE** at **1-877-477-3273** to enroll.



**Now...FSAs
are even
more
flexible!**

*These are just some
of the over-the-counter
drugs, medicines and
medical care items
you can claim in 2005.*

Benadryl • Claritin • Pepto-Bismol • Pepto-Bismol • Kaopectate • Lamisil • Tinactin • Anbesol • Cough syrup and cough drops • Nasal spray • Monistat • Contact lens solutions • Band-Aids • Preparation H • Diagnostic home test kits • Tylenol • Ben-Gay • Nicorette • Curad • Clearasil • Benadryl • Claritin • Pepto-Bismol • Teething gel • Kaopectate • Lamisil • Ben-Gay • Nicorette • Cough syrup and cough drops and lancets • Monistat • Contact lens eye and ear drops • Preparation H • Diagnostic home test kits • Dramamine • Advil • Aleve • Tylenol • Ben-Gay • Pepto-Bismol • Lamisil • Clearasil • Benadryl • Diaper rash cream • Teething gel • Kaopectate • Ben-Gay • Nicorette • Cough syrup and lancets • Glucose strips and lancets • Monistat • Rubbing alcohol • Eye and ear drops • Preparation H • Milk of Magnesia • Dramamine • Advil • Aleve • Benadryl • Claritin • Pepto-Bismol • Lamisil • Anbesol • Tums • Neosporin • Diaper rash cream • Anbesol • Knee, wrist, ankle braces • Ben-Gay • Family planning items • Glucose strips • Bandages, first aid kits, rubbing alcohol • Diagnostic home test kits • Metamucil • Milk of Magnesia

Douglas Pablin,
City Letter Carrier

Flexible Spending Accounts