

INTRODUCING THE NEW DMM 300, SEE PAGE 72

POSTAL BULLETIN

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Business Connect™

They have **needs**
You have **solutions**
Make the **connection**



For more
information on
Business Connect™
see page 98.

 **UNITED STATES
POSTAL SERVICE®**

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

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Semiannual Index PB 22146 (1-20-05)



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PB 22148: 7690-07-000-0132	PB 22140: 7690-07-000-0124	PB 22132: 7690-07-000-0116	PB 22125: 7690-07-000-0109
PB 22147: 7690-07-000-0131	PB 22139: 7690-07-000-0123	PB 22131: 7690-07-000-0115	PB 22124: 7690-07-000-0108
PB 22146: 7690-07-000-0130	PB 22138: 7690-07-000-0122	PB 22130: 7690-07-000-0114	PB 22123: 7690-07-000-0107
PB 22145: 7690-07-000-0129	PB 22137: 7690-07-000-0121	PB 22129: 7690-07-000-0113	PB 22122: 7690-05-000-5991
PB 22144: 7690-07-000-0128	PB 22136: 7690-07-000-0120	PB 22128: 7690-07-000-0112	PB 22121: 7690-05-000-5990
PB 22143: 7690-07-000-0127	PB 22135: 7690-07-000-0119		

USPSNEWS@WORK

Business to business: Play the Zone sets the stage for Business Connect



Play the Zone was the warm-up, the junior varsity game before the varsity contest. With impressive Play the Zone records under their belts, eligible postmasters and station or branch manag-

ers now will be moving to the big league, Business Connect™ — continuing to meet customers face-to-face to show how USPS products and services can save them time and money while meeting their mailing needs.

Business Connect is an integrated strategy to help postmasters and station or branch managers connect with local small- and mid-sized businesses and organizations. As community or business leaders themselves, it's a natural fit.

Beginning April 1, Play the Zone participants will receive additional educational and support material. Postmasters and station or branch managers should continue to document customer activities on www.uspsbusinessconnect.com, even after Play the Zone ends.

Play the Zone has gone away. Business Connect is here to stay.

Deputy PMG retiring: Nolan to end 24-year career in May



Deputy Postmaster General (PMG) John Nolan will retire in May after 24 years with the Postal Service™. As Deputy PMG, Nolan is a member of the Board and serves on its Capital Projects Committee.

"I'm proud to have been a part of this postal team and the mailing industry," Nolan said. "Faced with serious challenges, we set ourselves to the task of meeting them and achieved great results. In the process, we've created a solid platform for our continued transformation."

achieved great results. In the process, we've created a solid platform for our continued transformation."

Nolan was appointed to his current position by the governors and the postmaster general in February 2000 upon his return to USPS® after 11 years with Merrill Lynch Production Technologies. As Deputy PMG, Nolan was instrumental in the 2001 creation of the Mailing Industry Task Force, whose goal is to better respond to customers' needs, make mail more competitive, and help unify the industry.

"John's experience, both in the Postal Service and out, provided our organization with a unique and valuable perspective during a period of profound changes in the mailing industry," said PMG Jack Potter.

Seeing I to I: OSHA injury and illness reports decline

The number of Postal Service Occupational Safety and Health Administration injuries and illnesses (OSHA IIs) continues to decline — with a national total of 2,951 fewer incidents in the first quarter of fiscal year 2005 than the same period last year (SPLY).

The largest reduction was achieved in musculoskeletal disorders — a national reduction of 1,457 compared to SPLY. The Great Lakes Area led the way with a 30 percent decline. The Western Area was second with a 29 percent reduction.

Despite an icy winter, the Eastern Area saw a 27 percent reduction in slips, trips, and falls away from Postal Service premises, while New York Metro claimed the top spot, at 39 percent below last year. New York Metro also led the reduction in slips, trips, and falls on Postal Service premises — 34 percent fewer than SPLY.

As PMG Jack Potter said in a recent interview with *The Washington Post*, the Postal Service continually strives to create a safe workplace. "It's not about the Postal Service — it's about the employee," said Potter.

Since fiscal year 2001, USPS has reduced OSHA IIs by 36 percent.

I do solemnly swear: USPS employees take OSHA oath

A mix of 10 USPS Voluntary Protection Program (VPP) coordinators and safety managers were sworn in as special government employees (SGEs) by OSHA representative Kim Lazor.

As SGEs, they will serve under OSHA's direction and conduct VPP onsite evaluations at private companies and other federal agencies.

The SGE program supplements OSHA's resources to conduct VPP onsite evaluations. Nearly all participating VPP companies sponsor the SGE program.

SGE will allow the Postal Service to share best practices with private company VPP sites to improve the health and safety of their employees.

No small pittance in remittance: Industry committee named to advise USPS

The Postal Service has appointed 14 industry experts to a Remittance Mail Advisory Committee to help USPS improve business and operations with the remittance industry.

"Bill and payment mail represents nearly one-half of First-Class Mail® volume and a significant portion of overall U.S. Postal Service® revenue," said Product Development V.P. Nick Barranca.

Wausau Financial Systems Wholesale Remittance Manager Charles Kelly will chair the committee, which will recommend bill and payment mail processing improvements and innovations.

On a computer near you: New ads promote usps.com



Throughout March, the Postal Service is running print ads promoting usps.com® in *U.S. News and World Report*, *ESPN*, *Business Week*, *PC Magazine*, and others.

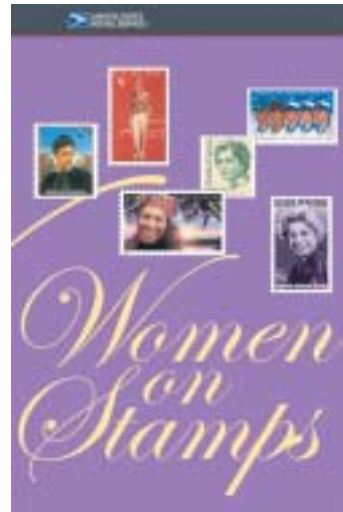
Ads featuring a postmaster and a retail sales and services associate are headlined "The Post Office. Conveniently located on a computer near you." A special three-page ad proclaims, "The U.S. Postal Service now has 92 million convenient locations."

The ads explain that just about anything you can do at the Post Office™, you can do from a computer with usps.com — pay postage, print shipping labels, track and confirm package deliveries, order stamps, request a carrier pickup via Carrier Pickup™ Online Notification and more.

"So go to usps.com," the ads advise. "It's one more way the U.S. Postal Service® is working for you."

To see the ads or check when and where they will be published, go to Marketing's print advertising reference tool at <http://blue.usps.gov/advertising/print/index.html>.

Women on stamps: Celebrate National Women's History Month



March is National Women's History Month — the time when communities nationwide celebrate the contributions of women throughout history. This year's theme is "Women Change America."

Post Offices can support the effort by showcasing the USPS Women on Stamps commemorative collection, featuring well-known figures such as

Amelia Earhart, Georgia O'Keefe, and Zora Neale Hurston.

These stamps tell timeless stories of women who've made a lasting impression on American history and they're all available inside Publication 512, *Women on Stamps*.

See Publication 512 online at www.usps.com/cpim/ftp/pubs/pub512.pdf or to order a copy from the Topeka Material Distribution Center, call 800-332-0317, select option 2. The automated system will request your access code (your office telephone number) and the national stock number (NSN) for Publication 512 — 7610-03-000-9294.

¡Buenos Días, Puerto Rico! USPS and Customs inaugurate Puerto Rico office

USPS and U.S. Customs and Border Protection recently launched an international mail branch at Muñiz Air National Guard Base next to Puerto Rico's Luis Muñoz Marin International Airport.

The joint venture will speed mail processing among Puerto Rico, the Dominican Republic, U.S. Virgin Islands, British Virgin Islands, and other Caribbean countries.

Expanded San Juan presence for Customs clearance, which is currently handled in Miami, is expected to cut mail-cycle time in half. Improved mail service should boost local economies by fostering international commerce in the Caribbean Basin.

Passport fees to increase

The Department of State has announced a \$12 passport fee increase to help pay for security enhancements. Starting March 8, the new total fee payable to the Department of State will be \$67 for applicants age 16 and older and \$52 for children younger than 16 years.

Updated Form DS-11, *Application for Passport*, and Form DS-82, *Application for Passport by Mail*, can be ordered from the Material Distribution Center by calling 800-332-0317. The forms are also available on the Department of State Web site at <http://www.travel.state.gov>.

Casting a spell

Customers asked and we delivered. NetPost® Premium Postcards — the quick, easy, and affordable way to send custom photo postcards — just got quicker with a built-in spell check to easily identify possible spelling errors. Look for the “Check Spelling” button in the “Add Your Message” step.

Something about letters

Omaha World-Herald's editors like letters. A recent editorial described how cell phones and other electronics allow soldiers in Iraq to have more frequent contact with loved ones than in previous military conflicts. “Still,” the editors concluded, “by all indications, the traditional exchange of letters continues unabated. There’s just something about writing down intimate thoughts, confidences and whispered prayers that can’t be supplanted by electronic gadgets.”

Spring in Nashville

The National Postal Forum (NPF) moves to its new annual spring date this year. The 2005 Forum kicks off Sunday, March 20, at Nashville’s Opryland hotel and convention center. The four-day event will feature new symposiums, workshops, and certificate programs. Postmaster General Jack Potter will deliver the keynote address. For more information, visit www.npf.org.

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 8 Spring VIP Night	Standard/Letter	3/16/05–3/18/05	10.0	Nationwide	Car-Rt	Harte-Hanks
JCP Week 8 Easter Sale	Standard/Letter	3/19/05–3/22/05	12.0	Nationwide	Car-Rt	Harte-Hanks
Seventh Avenue	Standard/Catalog	3/21/05–3/24/05	1.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
The Sportsman's Guide, April/March Intro Remail and Remail March TGW/March TGW Intro	Standard/Catalog	3/21/05–3/25/05	1.9	Nationwide	3/5-Digit, Car-Rt	RR Donnelley, Lynchburg, VA
Catherine's 40% Off Clearance	First-Class/Letter	3/25/05–3/29/05	1.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Cenveo, Memphis, TN
JCP On Trend – Spring/Summer	Standard/Catalog	3/26/05–3/28/05	2.2	Nationwide	Car-Rt	Quebecorworld
JCP Week 9 Spring Huge Sale	Standard/Flat	3/26/05–3/29/05	13.3	Nationwide	Car-Rt	Harte-Hanks
JCP Big Book Blast Catalog	Standard/Postcard	3/31/05–4/2/05	8.0	Nationwide	Car-Rt	Harte-Hanks

— Business Service Network Integration, Service and Market Development, 3-17-05

Domestic Mail

HANDBOOK DM-109 REVISION

New Process for Annual Zone Analysis for Periodicals

Effective March 17, 2005, we are revising Handbook DM-109, *Business Mail Acceptance*, by replacing chapter 6. The new chapter 6 discusses postage payment review procedures. These procedures replace the current postage payment review procedures described in Handbook DM-202, *Periodicals Postage Payment Review*. Consequently, we are also obsoleting Handbook DM-202.

The Postal Service™ has revised the review process because of improvements in the software that produces documentation for Periodicals and the extensive time it took Postal Service personnel to perform these reviews under the previous process. The revised procedures — titled the Zone Analysis Program (ZAP) — use mailer options and Postal Service verification of documentation. The Postal Service developed ZAP to assist publishers and Postal Service personnel in verifying the correct zone allocation and postage payment for Periodicals mailings, including identification as In-County or Outside County, based on USPS® national electronic zone charts.

The Postal Service requires each publication to undergo a complete ZAP verification at least once a year. The office that performs the verification is the office where mail is entered and postage is paid — regardless of whether that office is the original or additional entry office. The postmaster (or designee) of that office normally schedules these reviews.

Handbook DM-109 is available on the Postal Service PolicyNet Web site:

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

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

Handbook DM-109, *Business Mail Acceptance*

* * * * *

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

6 Periodicals

6-1 Confirming Zone Distribution

6-1.1 Overview

The Postal Service must ensure that the zones claimed and the postage paid by a Periodicals publisher are accurate and reflect the most current zone information. Postmasters must follow the processes listed in this chapter when confirming the accuracy of a publisher’s zone distribution.

The Postal Service verifies documentation through its Zone Analysis Program (ZAP). The Postal Service developed ZAP to assist publishers and Postal Service personnel in verifying the correct zone allocation and postage payment for Periodicals mailings, including identification as In-County or Outside County, based on USPS® national electronic zone charts. ZAP-approved software accurately assigns zones using the USPS national electronic zone charts and is updated at least once each calendar year.

6-1.2 Publications That Must Confirm Zone Accuracy

The Postal Service confirms zone accuracy for all publications *except* for nonprofit publications that have 10% or less advertising and that claim the Outside County pound rates for their copies.

6-1.3 Frequency of Zone Accuracy Confirmation

For all publications (with the exceptions noted in section 6-1.2), the Postal Service performs a zone accuracy review once each year.

6-1.4 Postmaster’s Confirmation of Zone Accuracy

The postmaster (or designee) of the office(s) where a publication’s mailings are entered for verification and acceptance (i.e., any office where the mail is entered and postage is paid) is responsible for either ensuring that the documentation presented is ZAP-approved or confirming through a manual review process that the publisher’s zone distribution is accurate. The verification office could be the original or additional entry office or both.

6-2 Publisher's Options

6-2.1 Overview

The publisher has several options to document its zone distribution accuracy:

- a. Option 1.
- b. Option 2-A.
- c. Option 2-B.
- d. Option 3.
- e. Option 4-A
- f. Option 4-B.

Depending on which option the publisher chooses, the publisher and postmaster have different responsibilities, as described in the following sections.

6-2.2 Option 1

Publisher: A publisher using PAVE-certified software for Periodicals mailings must certify on PS Form 3541, *Postage Statement — Periodicals: One Issue or One Edition*, that the software has been PAVE-certified. (This meets the ZAP-approval requirements, because all PAVE-certified software is also ZAP-approved.) In addition, the heading on the USPS qualification report must show the date of the USPS national electronic zone chart data.

Note: Presort Accuracy Validation and Evaluation (PAVE) is a software certification program that serves as a standard of excellence for presort software products. The program analyzes presorting software products to determine their mail-sorting accuracy based on *Domestic Mail Manual* (DMM®) standards. Software products that successfully complete the PAVE tests are granted PAVE certification.

Postmaster: The postmaster (or designee) must verify at the time of acceptance that the publisher has certified on PS Form 3541 that the mailings were PAVE-certified (and therefore ZAP-approved).

Procedures: No further review is necessary.

6-2.3 Option 2-A

Publisher: A publisher using ZAP-approved software must certify on PS Form 3541 that the software has been ZAP-approved. In addition, the heading on the USPS qualification report must show the date of the USPS national electronic zone chart data.

Postmaster: The postmaster (or designee) must verify at the time of acceptance that the publisher has certified on PS Form 3541 that the mailings were ZAP-approved.

Procedures: No further review is necessary.

6-2.4 Option 2-B

Publisher: A publisher using ZAP-approved software but not submitting PS Form 3541 or a USPS qualification report must submit a Mail.dat file with a header record indicating

that the software has been ZAP-approved and showing the date of the USPS national electronic zone chart data.

Postmaster: The postmaster (or designee) must verify at the time of acceptance that the publisher has certified in the Mail.dat header that the mailings were ZAP-approved.

Procedures: No further review is necessary.

6-2.5 Option 3

Publisher: A publisher using software that is *not* approved by the National Customer Support Center (NCSC) must submit with each mailing PS Form 3541 and standardized documentation that includes the 3-digit zone listing and the summary zone listing. (These listings enable the postmaster to verify that the software accurately assigned zone information.)

Postmaster: The postmaster (or designee) must perform an annual zone analysis for each publication entered at his or her office.

Procedures: The reviewing Post Office™ verifies the publisher's documentation by manually comparing the publisher's 3-digit zone listing to the current USPS national electronic zone charts and by comparing the summary zone listing to the zone information on PS Form 3541.

Note: For Option 3, Post Office personnel conduct the verification procedures *after* they have accepted the selected Periodicals mailing.

6-2.6 Option 4-A

Publisher: A publisher *not* using a software program to confirm zone accuracy must submit with each mailing PS Form 3541 and standardized documentation that includes the 3-digit zone listing and the summary zone listing. The publisher may submit this documentation in handwritten form.

Postmaster: The postmaster (or designee) must perform an annual zone analysis for each publication entered at his or her office.

Procedures: The reviewing Post Office verifies the publisher's documentation by manually comparing the publisher's 3-digit zone listing to the current USPS national electronic zone charts and by comparing the summary zone listing to the zone information on PS Form 3541.

Note: For Option 4-A, Post Office personnel conduct the verification procedures *after* they have accepted the selected Periodicals mailing.

6-2.7 Option 4-B

Publisher: A publisher who normally manually separates its zones and presort without documentation must submit for the verified issue PS Form 3541 and standardized documentation that includes a manually created 3-digit zone

listing and the summary zone listing. The publisher may submit this information in handwritten form.

Postmaster: The postmaster (or designee) must perform an annual zone analysis for each publication entered at his or her office.

Procedures: The reviewing Post Office verifies the publisher's documentation by manually comparing the publisher's 3-digit zone listing to the current USPS national electronic zone charts and by comparing the summary zone listing to the zone information on PS Form 3541.

Note: For Option 4-B, Post Office personnel conduct the verification procedures *after* they have accepted the selected Periodicals mailing.

6-3 Discrepancies

If the postmaster's zone analysis indicates that the publisher has made an overpayment or underpayment, the

postmaster must resolve the issue with the publisher and either refund the overpayment or collect the deficiency according to Management Instruction DM-140-2001-1, *Assessing and Collecting Deficiencies in Postage or Fees*.

6-4 Maintaining Records

The original or additional entry office that performs the zone analysis maintains for 2 years the following items:

- a. Results of the review.
- b. At least one page from the USPS qualification report.
- c. The detailed zone listing.

* * * * *

— *Business Mail Acceptance, Service and Market Development, 3-17-05*

DMM REVISION

Changes to Labeling Mixed ADC Bundles and Sacks

In the article titled "DMM Revision: Changes to Labeling Mixed ADC Bundles and Sacks" in *Postal Bulletin* 22147 (2-3-05, pages 10–17), we inadvertently revised a reference to labeling lists for mailings of nonautomation flats. Below, we have included the corrected text for footnote 3 in the optional endorsement line (OEL) exhibit in M013.2.5 and in the summaries of labeling lists L010 and L011.

In addition, we have revised *Domestic Mail Manual* (DMM®) items M210.4.0f, M610.4.6e, M722.2.4e, M730.2.4d, and M740.2.4d to allow use of L004 through May 14, 2005, for OEL and sack labeling for mixed area distribution center (ADC) bundles and sacks of nonautomation rate flats mailed at Periodicals, Standard Mail, and Packages Services rates. The revision in each of these sections reads, "(1) Line 1: Use L009, effective May 15, 2005. Until then, use 'MXD' followed by city, state, and ZIP Code of ADC serving the 3-digit ZIP Code prefix of the entry post office as shown in L004, or use L009."

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

Domestic Mail Manual (DMM)

* * * * *

L Labeling Lists

L000 General Use

L010 BMC/ASF Entry—Standard Mail Letters and Package Services Irregular Parcels

Summary

[Revise text to read as follows:]

L010 indicates the label destination (Column B) for mixed AADC and mixed ADC trays of Standard Mail letters and mixed ADC sacks of Package Services irregular parcels placed on an ASF or BMC pallet, or entered at an ASF or BMC (Column A). Through May 14, 2005, this list also may be used for mixed ADC bundles and sacks of automation rate Periodicals and Standard Mail flats and barcoded Bound Printed Matter flats when these mailings are entered at a BMC/ASF facility. Effective May 15, 2005, L009 must be used when labeling mixed ADC bundles and sacks of these types of mailings.

* * * * *

L011 Non-BMC/ASF Entry—Periodicals and Standard Mail Letters

Summary

[Revise text to read as follows:]

L011 describes the service area by individual 3-digit ZIP Code prefix for mixed AADC and mixed ADC trays of Periodicals and Standard Mail letters.

Through May 14, 2005, this list also may be used for mixed ADC bundles and sacks of automation rate Periodicals and Standard Mail flats and barcoded Bound Printed Matter flats. Effective May 15, 2005, L009 must be used when labeling mixed ADC bundles and sacks of these types of mailings.

* * * * *

M Mail Preparation and Sortation

M000 General Preparation Standards

M010 Mailpieces

* * * * *

M013 Optional Endorsement Lines

* * * * *

2.0 FORMAT

* * * * *

2.5 ZIP Code Information

* * * * *

Exhibit 2.5 OEL Labeling Lists

[Revise table and footnote 3 in Exhibit 2.5 to read as follows:]

Mail Class	Processing Category and Presort Type	ADC/AADC	Mixed ADC/Mixed AADC
First-Class Mail	Letters, nonmachinable	L004	L002, Column C
	Letters, machinable	L801	L002, Column C
	Letters, automation	L801	L002, Column C
	Flats, nonautomation	L004	L002, Column C
	Flats, automation	L004	L002, Column C
	Parcels	L004	L002, Column C
Periodicals ¹	Letters, nonautomation	L004	L004
	Letters, automation	L801	L011 ²
	Flats, nonautomation	L004	L009 ³
	Flats, automation	L004	L009 ³
	Irregular parcels	L004	L009 ³
Standard Mail ¹	Letters, nonmachinable	L004	L004 ²
	Letters, machinable	L801	L011 ²
	Letters, automation	L801	L011 ²
	Flats, nonautomation	L004	L009 ³
	Flats, automation	L004	L009 ³
	Irregular parcels	L603 ⁴	L604 ⁴
Bound Printed Matter ¹	Flats, nonbarcoded	L004	L009 ³
	Flats, barcoded	L004	L009 ³
	Irregular parcels	L004	L004 ²
Media Mail	Flats, nonautomation	L004	L009 ³
	Irregular parcels	L004	L004 ²

Mail Class	Processing Category and Presort Type	ADC/AADC	Mixed ADC/Mixed AADC
Library Mail	Flats, nonautomation	L004	L009 ³
	Irregular parcels	L004	L004 ²

1. For AFSM 100-compatible flats, label according to L007 for optional 5-digit scheme preparation.
2. L010 if mail entered by mailer at a destination ASF or BMC or for mail placed on an ASF or BMC pallets under M045.
3. Effective May 15, 2005, mailers must use L009, but until then may use either L004, L009, or L011, as appropriate, or L010 if entered at a BMC or ASF facility.
4. For irregular parcels of uniform thickness (see M610.5.1), recommended use of L004 (for ADCs and L009 (for mixed ADCs) immediately (required use of L004 and L009 effective May 15, 2005).

* * * * *

— Mailing Standards, Pricing and Classification, 3-17-05

OBSOLETE HANDBOOK

Handbook DM-202, Periodicals Postage Payment Review

Effective March 17, 2005, Handbook DM-202, *Periodicals Postage Payment Review*, is obsolete.

Handbook DM-202 is replaced by the revised chapter 6 in Handbook DM-109, *Business Mail Acceptance*. That chapter discusses postage payment review procedures.

For more information on postage payment review procedures, see the article titled “Handbook DM-109 Revision: New Process for Annual Zone Analysis for Periodicals,” starting on page 7 in this *Postal Bulletin*.

— Business Mail Acceptance, Service and Market Development, 3-17-05

REVISED FORMS

Redesigned Postage Statements

Effective April 3, 2005, the following redesigned postage statements for First-Class Mail® service (including Priority Mail® service), Standard Mail® service (including Nonprofit Standard Mail service), and Periodicals will be available through the Material Distribution Center and online at www.usps.com/forms and <http://blue.usps.gov/formmgmt/forms.htm>:

- PS Form 3541, *Postage Statement — Periodicals — One Issue or One Edition*.
- PS Form 3600-EZ, *Postage Statement — First-Class Mail — Easy — Nonautomation Letters, Cards, or Flats*.
- PS Form 3600-R, *Postage Statement — First-Class Mail & Priority Mail*.
- PS Form 3602-EZ, *Postage Statement — Standard Mail — Easy — Nonautomation Letters or Flats*.
- PS Form 3602-N, *Postage Statement — Nonprofit Standard Mail*.

- PS Form 3602-NZ, *Postage Statement — Nonprofit Standard Mail — Easy — Nonautomation Letters or Flats*.
- PS Form 3602-R, *Postage Statement — Standard Mail*.

These redesigned postage statements streamline the number of forms that mailers must submit with mailings. Mailers may continue to use existing forms unless they are participating in the repositionable notes or co-palletization experiments or are using detached address labels with mailed items. Postage statements for Package Services are not changed at this time. To reflect the redesigned forms, we will modify references to postage statements in the *Domestic Mail Manual* (DMM®). (For more information on the DMM, see the article titled “DMM Announcement: Domestic Mail Manual Redesign,” starting on page 72 in this *Postal Bulletin*.)

The redesigned postage statements reduce the number of forms mailers need by providing one form that includes all rates for each category or class of mail plus an “EZ” form. First-Class Mail rates and Priority Mail rates are combined on one form (PS Form 3600-R), Standard Mail rates are on one form (PS Form 3602-R), and Nonprofit Standard Mail rates are on one form (PS Form 3602-N). Although we have not reduced the number of Periodicals forms, we have modified PS Form 3541 to include current experimental classifications involving Periodicals mail. For nonautomation letters and flats, mailers may use PS Form 3600-EZ for First-Class Mail, Standard Mail, and Nonprofit Standard Mail services.

Although several of the new forms have multiple pages, the new forms allow mailers to use only the pages needed for a particular mailing. The first page of PS Forms 3541, 3600-R, 3602-N, and 3602-R includes a “Parts Completed” section, which allows mailers to identify the parts of the postage statement they will use. Mailers complete the identified parts and include only the identified parts with the first page. Mailers can choose the pages they need based on the type of mail. To allow mailers to include extra services, PS Forms 3600-R, 3602-N, and 3602-R include a new Part S. Also, the Instructions page on each form contains additional information.

Copies of the revised postage statements appear starting on page 14 of this *Postal Bulletin*.

Following is a list of postage statements under the headings for each class of mail.

First-Class Mail Service (Including Priority Mail Service)

- PS Form 3600-EZ, *Postage Statement — First-Class Mail — Easy — Nonautomation Letters, Cards, or Flats.*
- PS Form 3600-R, *Postage Statement — First-Class Mail & Priority Mail.*

These redesigned forms include the “Privacy Policy” notice and additional instructions. PS Form 3600-R now has a section called “Prepaid Returns” and includes the repositionable notes experiment. Both PS Forms 3600-EZ and 3600-R now consolidate all postage payment methods (permit imprint, metered, or precanceled stamps) on a single form. The redesigned PS Form 3600-R includes rates for First-Class Mail service and Priority Mail service. However, mailers must not combine mailings of First-Class Mail service and Priority Mail service on the same statement. Because the redesigned PS Form 3600-R includes all First-Class Mail and Priority Mail rates, the following forms will be eliminated in the future:

- PS Form 3600-P, *Postage Statement — First-Class Mail — Postage Affixed.*

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

Periodicals

- PS Form 3541, *Postage Statement — Periodicals — One Issue or One Edition.*
- PS Form 3541-A, *Postage Statement — Periodicals — Condensed — One Issue or One Edition.*
- PS Form 3541-M, *Postage Statement — Periodicals — All Issues in a Calendar Month.*

The only Periodicals postage statement that changed is PS Form 3541, which has been modified to include the “Privacy Policy” notice, additional instructions, and the inclusion of the repositionable notes and co-palletization experiments.

Standard Mail Service

- PS Form 3602-C, *Consolidated Postage Statement — Supplement — Standard Mail and Nonprofit Standard Mail.*
- PS Form 3602-EZ, *Postage Statement — Standard Mail — Easy — Nonautomation Letters or Flats.*
- PS Form 3602-R, *Postage Statement — Standard Mail.*

No changes were made to PS Form 3602-C. The redesigned PS Forms 3602-EZ and 3602-R include the “Privacy Policy” notice, additional instructions, a data collection box for detached address labels, and the repositionable notes experiment. Both PS Forms 3602-EZ and 3602-R now consolidate all postage payment methods (permit imprint, metered, or precanceled stamps) on a single form. Because the redesigned PS Form 3602-R includes all regular Standard Mail rates, the following forms will be eliminated in the future:

- PS Form 3602-HP, *Postage Statement — Standard Mail Heavy Letters — Postage Affixed.*
- PS Form 3602-HR, *Postage Statement — Standard Mail Heavy Letters — Permit Imprint.*
- PS Form 3602-P, *Postage Statement — Standard Mail Letters and Flats — Postage Affixed.*
- PS Form 3602-PS, *Postage Statement — Standard Mail Subject to Surcharge — Postage Affixed.*
- PS Form 3602-RS, *Postage Statement — Standard Mail Subject to Surcharge — Permit Imprint.*

Nonprofit Standard Mail Service

- PS Form 3602-C, *Consolidated Postage Statement — Supplement — Standard Mail and Nonprofit Standard Mail.*
- PS Form 3602-N, *Postage Statement — Nonprofit Standard Mail.*
- PS Form 3602-NZ, *Postage Statement — Nonprofit Standard Mail — Easy — Nonautomation Letters or Flats.*

No changes were made to PS Form 3602-C. The redesigned PS Forms 3602-N and 3602-NZ include the "Privacy Policy" notice, additional instructions, a data collection box for detached address labels, and the repositionable notes experiment. Both PS Forms 3602-N and 3602-NZ now consolidate all postage payment methods (permit imprint, metered, or precanceled stamps) on a single form. Because the redesigned PS Form 3602-N statement includes all Nonprofit Standard Mail rates, the following forms will be eliminated in the future:

- PS Form 3602-NHP, *Postage Statement — Nonprofit Standard Mail Heavy Letters — Postage Affixed.*

- PS Form 3602-NHR, *Postage Statement — Nonprofit Standard Mail Heavy Letters — Permit Imprint.*
- PS Form 3602-NP, *Postage Statement — Nonprofit Standard Mail Letters and Flats — Postage Affixed.*
- PS Form 3602-NPS, *Postage Statement — Nonprofit Standard Mail Subject to Surcharge — Postage Affixed.*
- PS Form 3602-NS, *Postage Statement — Nonprofit Standard Mail Subject to Surcharge — Permit Imprint.*

Extra Services

PS Form 3540-S, *Postage Statement — Extra Services*, is still available. Mailers can choose to use the existing PS Form 3540-S or Part S of the redesigned forms.

— *Mailing Standards,
Pricing and Classification, 3-17-05*

United States Postal Service
Postage Statement — Periodicals
One Issue or One Edition

USPS Only

Note Mail Arrival Date & Time

Noncommingled nonsubscriber copies over the 10% limit are not mailable at Periodicals rates.

Mailer	Publication Title and Owner or News Agent's Name		Mailing Agent's Name, Address, Telephone Number, and Email Address If Any		Entry Post Office Name, State, and ZIP+4
	CAPS Customer Ref. ID		Rate Category <input type="checkbox"/> Classroom <input type="checkbox"/> Nonprofit <input type="checkbox"/> Regular <input type="checkbox"/> Science-of-Agriculture		Consolidated Postage Statement <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing	Applicable Parts Completed (select all that apply) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D		Processing Category (DMM 401.1.1) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM 301.3.1) <input type="checkbox"/> Irregular Parcels		Number of Containers
	Publication No.	Edition/Code	Mailing Date	Statement Sequence No.	
	Issue Date	Issue Frequency	Weight of Single Ride-Along _____ lb. _____ pounds		Weight per Copy for Issue (DMM 604.8.1 - round off to 4 decimal places if necessary) _____ pounds
	For Automation Rate Pieces. Enter Date of Address Matching and Coding (DMM 708.1.3) ____/____/____		For Carrier Route Rate Pieces. Enter Date of Address Matching and Coding (DMM 708.1.3) ____/____/____		Advertising Percentage in This Issue _____ %
				Post Office Computed Weight per Copy (Round off to 4 decimal places if necessary) _____ pounds	
				For Carrier Route Rate Pieces. Enter Date of Carrier Route Sequencing (DMM 245/245/6.10.1, 707.23.8.1) ____/____/____	

Postage	Part A - Outside-County Copies	Total From Item A47 (Page 2)
	Part D - Subtract - Outside-County Co-Palletization II Discount	Total From Item D17 (Page 4)
	Postmaster: Report total postage in AIC 135	Subtotal
	Part B - Inside-County Copies	Total From Item C8 (Page 3)
	Part C - Foreign Copies	Total From Item B24 (Page 3)
	Postmaster: This total for mailer use only. Report totals separately as instructed above.	

The signature of the owner of the publication certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the owner of the publication, and that the owner of the publication is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The owner of the publication hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com

Certification	Owner or Agent's Name	USPS Use Only	Verifying Employee's Signature	Round Stamp (Required)
	Owner or Agent's Signature		Verifying Employee's Printed Name	
			Time	
			AM PM	
Dun & Bradstreet No. _____	Name and Telephone Number of Contact Person in Publisher's Office	Dun & Bradstreet No. _____		

Periodicals — One Issue or One Edition

Part A - Outside-County (DMM 707.11.1.1)

For Nonprofit and Classroom: All commingled nonsubscriber copies over the 10% limit must pay regular rates and use a separate Form 3541.

Zone	Subscriber / Requester Copies	Nonsub./Nonreq. Copies		Total Copies	Total Pounds	Advertising Pounds	Rate		Postage	Total
		Within 10% Limit	Over 10%				Regular	Sol./Ag.		
A1	DDU						\$ 158	\$ 119		
A2	DSCF						203	.152		
A3	DADC						223	.167		
A4	1 & 2						248	.195		
A5	3						287			
A6	4						315			
A7	5						389			
A8	6						466			
A9	7						558			
A10	8						638			
A11. Subtotals (Add lines 1 through 10)										
A12. Nonadvertising Pounds (From line 11, total pounds minus advertising pounds) _____ x \$.193 = _____										
Total Pound Rate Postage (Line A11 plus line A12)										A13
Presort Discount		Copies		Addressed Pcs.	Rate	Postage				
A21	Nonautomation				\$.373					
A22	Basic Automation	Letters			.281					
A23		Flats			.325					
A24	Nonautomation				.324					
A25	3-Digit Automation	Letters			.249					
A26		Flats			.283					
A27	Nonautomation				.256					
A28	5-Digit Automation	Letters			.195					
A29		Flats			.228					
A30	Carrier Basic				.163					
A31	High Density				.131					
A32	Saturation				.112					
A33. Subtotals (Add lines 21 through 32)										
A34. Nonadv. % (100 minus adv. %) _____ x Number of Addressed Pieces (Line 33) x \$.00074 = _____										
A35. Number of Addressed Pieces at DDU rate _____ x \$.018 = _____										
A36. Number of Addressed Pieces at DSCF rate _____ x \$.008 = _____										
A37. Number of Addressed Pieces at DADC rate _____ x \$.002 = _____										
A38. Number of Addressed Pieces on Destination Entry Pallets Only _____ x \$.015 = _____										
A38b. Number of Addressed Pieces on DSCF Pallets Under DMM 709.3 _____ x \$.010 = _____										
A38c. Number of Addressed Pieces on DADC Pallets Under DMM 709.3 _____ x \$.007 = _____										
A39. Number of Addressed Pieces on All Other Pallets _____ x \$.005 = _____										
Total Piece Rate Discounts (Add lines A34 through A39)										A40
Total Piece Rate Postage (Line A33 minus line A40)										A41
Subtotal (Add lines A13 and A41)										A42
A43. Nonprofit/Classroom subscribers and nonsubscribers within 10% limit: 5% discount (add lines 12 and 41) _____ x .05 (all others enter zero) = _____										
Subtotal (Subtract line A43 from line A42)										A44
A45	Ride-Along Pieces (Must equal the number of copies in line 33, not the number of addressed pieces)					Number of Pieces	Rate			
						X	\$.124	A45		
A46	Repositionable Notes (Must equal the number of copies in line 33, not the number of addressed pieces)					Number of Pieces	Rate			
						X	\$.015	A46		
Total Outside-County Postage (Add lines A44 through A46; carry to page 1)										A47

Periodicals — One Issue or One Edition

Publication Title or News Agent's Name	Publication No.	Mailing Date
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Part B - In-County (DMM 707.11.3)

Coveraged nonsubscriber copies over 10% limit are not eligible for In-County rates (DMM 707.7). Report these copies on a separate Form 3541.

Pound Rate	Entry	Subscriber Copies	Nonsubscriber Copies	Total Copies	Total Pounds	Rate	Postage	Total	
	B1. DDU					\$.112			
	B2. None					.146			
Total Pound Rate Postage (Add lines B1 and B2)								B3	
Piece Rates & Discounts (per addressed piece)	Presort Discount			Copies	Addressed Pcs.	Rate	Postage		
	B6. Basic	Nonautomation				\$.106			
	B7. Automation	Letters				.050			
	B8. Automation	Flats				.077			
	B9. Nonautomation					.097			
	B10. 3-Digit	Nonautomation				.048			
	B11. Automation	Letters				.073			
	B12. Automation	Flats				.087			
	B13. 5-Digit	Nonautomation				.046			
	B14. Automation	Letters				.067			
	B15. Automation	Flats				.060			
	B16. Carrier Route	Basic				.034			
	B17. Carrier Route	High				.028			
	B17. Carrier Route	Saturation							
	B18. Subtotals	(Add lines B6 through B17)							
	B19.	Number of addressed pieces at DDU rate _____ x \$.006					=		
Total Piece Rate Postage (Line B18 minus line B19)									B20
Subtotal (Add lines B3 and B20)									B21
	B22. Ride-Along Pieces	(Must equal the number of copies in line B18, not number of addressed pieces)				Number of Pieces	Rate		
						X	\$.124	B22	
	B23. Repositionable Notes	(Must equal the number of copies in line B18, not number of addressed pieces)				Number of Pieces	Rate		
						X	\$.015	B23	
Total In-County Postage (Add lines B21 through B23; carry to page 1)								B24	

Part C - Foreign (IMM 294)

Publishers' Periodicals mailings pay only a piece rate, based on the weight of the piece (round off weights to 4 decimal places if necessary).

Canada (Rate Group 1) Weight per Copy: _____ pounds

Include Wrappings

All Other Countries (Rate Groups 2 through 5) Weight per Copy: _____ pounds

Include Wrappings

Rate Group	Subscriber / Requester Copies	Nonsub. / Nonreq. Copies	Total Copies	Total Pounds	Rate	Postage		
C1. 1 (Canada)								
C2. 2 (Mexico)								
C3. 3								
C4. 4								
C5. 5								
Subtotal (Add lines C1 through C5)							C6	
From line C6, total pounds entered at the NJI and BMC _____ x \$.25						=	C7	
Total Foreign Postage (Line C6 minus line C7; carry to page 1)								C8

Lines B4 and B5 and B24 through B30 are reserved.

Periodicals — One Issue or One Edition

Part D - Discounts for Co-Palletization II Experiment

Co-Palletization Original Zone DSCF Entry Discounts

Zone	Total Copies	Total Editorial Pounds	X	Discount	=	Amount	Total
D1. 1 & 2				\$0.014			
D2. 3				\$0.019			
D3. 4				\$0.034			
D4. 5				\$0.056			
D5. 6				\$0.079			
D6. 7				\$0.107			
D7. 8				\$0.131			
D8. Totals						Add lines D1 through D7	

Co-Palletization Original Zone DADC Entry Discounts

Zone	Total Copies	Total Editorial Pounds	X	Discount	=	Amount	Total
D9. 1 & 2				\$0.008			
D10. 3				\$0.013			
D11. 4				\$0.028			
D12. 5				\$0.050			
D13. 6				\$0.073			
D14. 7				\$0.101			
D15. 8				\$0.125			
D16. Totals						Add lines D9 through D15	

Total Part D (Co-Pall II Experiment) Discount
(Add lines D8 and D16)

D17.

Periodicals - Instructions

This form is to be used only for one issue or one edition Periodicals.

STEP 1: Complete the Mailer section of the form.

STEP 2: Before proceeding to the Mailing section, go to parts A - D. Select and complete the parts that pertain to your mailing. Only complete the parts necessary to be included in the Mailer and Postage Sections.

The information described below will assist you in determining which parts to complete:

Part A: Outside-County Periodicals

Part A: Complete for Outside-County Periodicals for Nonprofit and Classroom.
Complete Pound Rate section and enter the total.
Then, complete Piece Rates and Discounts section.
Under Piece Rates and Discounts section, enter totals in the provided boxes in Part A.

Part B: In-County Periodicals

Part B: Complete for In-County Periodicals.
Complete Pound section and enter the total.
Then, complete Piece Rates and Discounts section.
Under Piece Rates and Discounts section, enter totals in the provided boxes in Part B.

Part C: Foreign Periodicals

Part C: Complete for Foreign Periodicals. Enter subtotals total in provided boxes in Part C.

Part D: Discount for Co-Palletization II Experiment

Part D: Completed for Discounts for Co-Palletization II Experiment.
Select either Complete the Co-Palletization Original Zone DSCF Entry Discounts section and/or Co-Palletization Original Zone DADC Entry Discounts section.
Complete your selected section. Enter totals in the provided boxes in Part D.

STEP 3: Once completed, return to the Mailer section on the front page. Check all applicable parts completed. Check the appropriate rate categories, and whether or not the mailing is a consolidated postage statement.

STEP 4: Complete the Mailing section.

STEP 5: Complete the Postage section. Enter the subtotal(s) and total(s) from the completed parts. Multiply the rate times the number of pieces. Intermediate postage figures are rounded off to four decimal places for permit imprint mailings and three decimal places for precanceled stamp and metered mailings. Figures on all postage lines except "Total Postage" are considered intermediate postage. Total postage is rounded off to two decimal places. Do not round off numbers until you get to the total.

STEP 6: Read and sign the Certification section, including your telephone number.
Do not complete the areas with bold text.

STEP 7: Complete the postage statement by attaching all completed sections together.
(Do not include blank forms).

United States Postal Service

Postage Statement — First-Class Mail — Easy Nonautomation Letters, Cards, or Flats

USPS Only

Note Mail Arrival Date & Time

This form may be used only for a single nonautomation rate mailing of identical-weight pieces. All other First-Class rate mailings must use PS Form 3800-R. Checklists and other tools for mailers are available on the Postal Explorer website at <http://pe.usps.gov>.

Mailer	Permit Holder's Name and Address, and Email Address If Any	Telephone	Post Office of Mailing	Permit No.	Weight of a Single Piece 0 _____ pound
			Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Fed. Agency Code	Number of Containers
			Mailing Date	Statement Seq. No.	
	Processing Category (DMM 701) <input type="checkbox"/> Letters (including card rate) <input type="checkbox"/> Flats				Total Pieces

Category		Presort Level	Rate	Number of Pieces	Totals
Letters or Flats (DMM 101)	Postage	C1. Presorted		X	
		C2. Single-Piece		X	
	Nonmachinable Surcharge <i>(For pieces 1 oz. or less)</i>	C3. Presorted	.055	X	
		C4. Single-Piece	.120	X	
Cards Eligible for Card Rates (DMM 201)	Postage	D6. Presorted	.212	X	
		D7. Single-Piece	.230	X	

Total Postage (Add Section Totals)

Rate at Which Postage Affixed (Check one) (DMM P100)
 Correct Lowest Neither _____ pcs. x \$ _____ = **Postage Affixed**

Net Postage Due (Subtract postage affixed from total postage)

For USPS Use Only: Additional Postage Payment (State reason)

For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.

Total Adjusted Postage Affixed

Postmaster: Report total adjusted postage in (Permit Imprint Only) **AIC 121** **Total Adjusted Postage Permit Imprint**

Certification

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form, may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com

Signature of Mailer or Agent Printed Name of Mailer or Agent Signing Form Telephone

USPS Use Only

Weight of a Single Piece 0 _____ pound Are postage figures at left adjusted from mailer's entries? If yes, reason: Yes No

Total Pieces Total Weight

Total Postage

Check One (if applicable)
 Presort Verification Not Scheduled Presort Verification Performed as Scheduled

Date Mailer Notified Contact By (initials) Round Stamp (Required)

I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of annual fee (if required).

Verifying Employee's Signature Verifying Employee's Name Time AM
PM

Button

First-Class Mail EZ - Instructions

This form is to be used only for nonautomation letters, cards, and flats at First-Class Mail rates. To claim Priority Mail rates, please use Form 3600-R.

- STEP 1: Complete the Mailer and Mailing sections.
- STEP 2: Complete the Postage Section.
- STEP 3: Select the category and complete the selected selection(s)
Letters or flats or
Cards eligible for card rates
- STEP 4: Enter all totals for the postage section. Multiply the rate times the number of pieces. Intermediate postage figures are rounded off to four decimal places for permit imprint mailings and three decimal places for precanceled stamp and metered mailings. Figures on all postage lines except "Total Postage" are considered intermediate postage. Total postage is rounded off to two decimal places.
- STEP 3: Read and sign the Certification section, including your telephone number.

United States Postal Service Postage Statement — First-Class Mail & Priority Mail <small>(This form should be used for either First-Class Mail or Priority Mail only. They may not be combined.)</small>						USPS Only	Note Mail Arrival Date & Time
Mailer	Permit Holder's Name and Address and Email Address if Any Telephone _____		Name and Address of Mailing Agent (if other than permit holder) Telephone _____		Name and Address of Individual or Organization for Which Mailing is Prepared (if other than permit holder)		
	CAPS Cust. Ref. No. _____ Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		
Mailing	Post Office of Mailing _____	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Rate Pieces (DMM 301.3) <input type="checkbox"/> Parcels		Mailing Date _____	Federal Agency Cost Code _____	Statement Seq. No. _____	
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Presorted Stamps <input type="checkbox"/> Metered	Weight of a Single Piece _____ pounds			Total Pieces _____		
	Permit # _____	For Mail Enclosed Within Another Class <input type="checkbox"/> Standard Mail <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post			Total Weight _____		
	For Automation Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.1.3) _____		For Automation Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.1.3) _____				
Parts Completed (Select all that apply) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> S							
Total Postage (Add Section Totals)							
Postage	Rate at Which Postage Affixed (Check One) (DMM 224.1.1) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = Postage Affixed						
	Net Postage Due (Subtract postage affixed from total postage)						
	For USPS Use Only: Additional Postage Payment (State reason) _____						
	Total Adjusted Postage Affixed						
Permit Imprint Only - Check One: <input type="checkbox"/> AIC 121 (First-Class Mail) PM: Report Total Postage in AIC: <input type="checkbox"/> AIC 237 (Priority Mail)							
Total Adjusted Postage Permit Imprint							
Certification	The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.						
	Privacy Notice: For information regarding our Privacy Policy visit www.usps.com						
	Signature of Mailer or Agent _____		Printed Name of Mailer or Agent Signing Form _____		Telephone _____		
USPS Use Only	Weight of a Single Piece _____ pound		Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Total Pieces _____	Total Weight _____					
	Total Postage _____						
	Check One <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled						
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of annual fee (if required).						
Date Mailing Notified _____		Contact _____		By (Initials) _____			
Verifying Employee's Signature _____		Verifying Employee's Name _____		Time _____ AM PM			
Round Stamp (Required)							
PS Form 3600-R, April 2005 (Page 1 of 3)							
This form and mailing standards available on Postal Explorer at http://pe.usps.gov							

First-Class Mail

Part A Check box if rates are populated in this section.
Automation Rates — Letters

Presort/Automation Discounts	Rate		Number of Pieces	=	Total
A1 Carrier Route	_____	X	_____	=	\$ _____
A2 5-Digit	_____	X	_____	=	\$ _____
A3 3-Digit	_____	X	_____	=	\$ _____
A4 AADC	_____	X	_____	=	\$ _____
A5 Mixed AADC	_____	X	_____	=	\$ _____
					Part A Total

Part B Check box if rates are populated in this section.
Automation Rates — Flats

Presort/Automation Discounts	Rate		Number of Pieces	=	Total
B1 5-Digit	_____	X	_____	=	\$ _____
B2 3-Digit	_____	X	_____	=	\$ _____
B3 ADC	_____	X	_____	=	\$ _____
B4 Mixed ADC	_____	X	_____	=	\$ _____
B5 Nonmachinable Surcharge (For pieces 1 oz. or less; see DMM 333.4.3)	\$0.055	X	_____	=	\$ _____
					Part B Total

Part C Check box if rates are populated in this section.
Nonautomation Rates — Letters, Flats and Parcels

Presort	Rate		Number of Pieces	=	Total
C1 Presorted	_____	X	_____	=	\$ _____
C2 Single-Piece	_____	X	_____	=	\$ _____
<i>Nonmachinable Surcharge (For pieces 1 oz. or less; see DMM 233.4.3)</i>					
C3 Presorted	\$0.055	X	_____	=	\$ _____
C4 Single-Piece <i>From Standard Mail (DMM E620)</i>	\$0.120	X	_____	=	\$ _____
C5 Single-Piece <i>From Standard Mail (DMM E620)</i>	_____	X	_____	=	\$ _____
C6 Single-Piece	\$0.120	X	_____	=	\$ _____
<i>Prepaid Returns (Matters must be pre-approved to use this category.)</i>					
C7 Single-Piece 1 oz. or less	\$0.370	X	_____	=	\$ _____
C8 Single-Piece over 1 oz. up to 2 oz.	\$0.600	X	_____	=	\$ _____
					Part C Total

Part D Check box if rates are populated in this section.
Cards Eligible for Card Rates

Presort / Automation Discounts	Rate		Number of Pieces	=	Total
<i>Automation Rates (DMM 201)</i>					
D1 Carrier Route	\$0.170	X	_____	=	\$ _____
D2 5-Digit	\$0.176	X	_____	=	\$ _____
D3 3-Digit	\$0.183	X	_____	=	\$ _____
D4 AADC	\$0.187	X	_____	=	\$ _____
D5 Mixed AADC	\$0.194	X	_____	=	\$ _____
<i>Nonautomation Rates</i>					
D6 Presorted	\$0.212	X	_____	=	\$ _____
D7 Single-Piece	\$0.230	X	_____	=	\$ _____
					Part D Total

Priority Mail

Part E Check box if rates are populated in this section.
Priority Mail

Separation Method: All pieces must be separated by zone when presented for acceptance unless all pieces are in a weight category for which the rate does not vary by zone or the postage is reported under a manifest mailing system.

Zone	Rate		Number of Pieces	=	Total
E1 Flat-Rate Envelope	\$3.85	X	_____	=	\$ _____
E10 Flat-Rate Box	\$7.70	X	_____	=	\$ _____
E2 Unzoned (1 pound or less)	\$3.85	X	_____	=	\$ _____
E3 Local, 1, 2, & 3	_____	X	_____	=	\$ _____
E4 4	_____	X	_____	=	\$ _____
E5 5	_____	X	_____	=	\$ _____
E6 6	_____	X	_____	=	\$ _____
E7 7	_____	X	_____	=	\$ _____
E8 8	_____	X	_____	=	\$ _____
E9 Pieces from Standard Mail (DMM 243)	_____	X	_____	=	\$ _____

Part E Total

Repositionable Notes

Part F Check box if rates are populated in this section.
Repositionable Notes Rates include only cost of RPN, it does not include applicable postage charges.

(DMM 709.7)

	RPN Rate	X	Number of Pieces	=	Total RPN Fee
F1 Repositionable Notes (First-Class Mail)	.005	X	_____	=	\$ _____

Part F Total

Extra Services

Part S Check box if rates are populated in this section.
Extra Services

Domestic Service	Fee		Number of Pieces	=	Total
S1 Certificate of Mailing (3 or more)	\$0.30	X	_____	=	\$ _____
S2 Certified Mail	\$2.30		_____	=	\$ _____
S3 Collect on Delivery (COD)	_____	X	_____	=	\$ _____
S4 Delivery Confirmation (FCM - Parcels only)	_____	X	_____	=	\$ _____
S5 Insured Mail	_____	X	_____	=	\$ _____
S7 Registered Mail	_____	X	_____	=	\$ _____
S8 Restricted Delivery	\$3.50	X	_____	=	\$ _____
S9 Return Receipt (Electronic)	\$1.30	X	_____	=	\$ _____
S9 Return Receipt (Form 3811)	\$1.75	X	_____	=	\$ _____
S10 Return Receipt for Merchandise (Priority Mail only)	\$3.00	X	_____	=	\$ _____
S11 Signature Confirmation (FCM - Parcels only)	_____	X	_____	=	\$ _____
S12 Special Handling	_____	X	_____	=	\$ _____

Part S Total

First-Class Mail and Priority Mail - Instructions

STEP 1: Complete the Mailer and Mailing sections. Only use either First-Class Mail or Priority Mail for one form. Do not combine them on one form.

STEP 2: Before proceeding to the Postage section, go to parts A - F and S. Select and complete the part(s) that pertain to your mailing. Only complete the part(s) necessary to be included in the Postage Section.

The information described below will assist you in determining which parts to complete:

Parts A - D: First-Class Mail Only

Part A: Complete for automation rates letters. Enter total in Part A total box.

Part B: Complete for automation flats. Enter total in Part B total box.

Part C: Complete for nonautomation rates letters, flats, and parcels.
Enter total in Part C total box.

Part D: Complete for cards eligible for card rates. Enter total in Part D total box.

Part E: Priority Mail Only

Part E: Complete part E for Priority Mail. Enter total in Part E total box.

Part F: Repositionable Notes

Part F: Complete for Repositionable Notes (RPN). Enter total in Part F total box.

Part S: Extra Services

Part S: Completed Part S for Extra Services. Enter total in Part S total box.

STEP 3: Once completed, return to the postage section on the front page. Check all applicable parts completed. Enter the totals for each part and total postage.
(See rounding numbers below.)

STEP 4: Read and sign the Certification section, including your telephone number.

STEP 5: Complete the postage statement by attaching all completed sections together.
(Do not include blank forms).

Rounding numbers: Multiply the rate times the number of pieces. Intermediate postage figures are rounded off to four decimal places for permit imprint mailings and three decimal places for precanceled stamp and metered mailings. Figures on all postage lines except "Total Postage" are considered intermediate postage. Total postage is rounded off to two decimal places.

United States Postal Service Postage Statement — Standard Mail — Easy Nonautomation Letters or Flats

USPS Only Note Mail Arrival Date & Time

This form may be used only for a single nonautomation rate mailing of identical-weight pieces. All other mailings must use PS Form 3602-R. Checklists and other tools for mailers are available on the Postal Explorer website at: <http://pe.usps.gov>.

Mailer	Permit Holder's Name and Address, and Email Address If Any		Telephone	Post Office of Mailing	Permit No.	Weight of a Single Piece 0 _____ pound	
				Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Pre-cancelled Stamps <input type="checkbox"/> Metered	Statement Seq. No.	If Sacked, Based on	
				Mailing Date	Fed Agency Code	<input type="checkbox"/> 125 pieces <input type="checkbox"/> 15 pounds	
					Processing Category (DMM 201) <input type="checkbox"/> Letters <input type="checkbox"/> Flats		Total Pieces

Presorted Letters and Flats — 3.3 oz. (0.2063 lb.) or Less					Presorted Nonmachinable Letters — 3.3 oz. (0.2063 lb.) or Less				
Entry Discount	Presort Discount	Rate	Number of Pieces	Total	Entry Discount	Presort Discount	Rate	Number of Pieces	Total
None	A1 3/5 Letter	248 x	_____ pcs.	= \$ _____	None	B1 3/5 Letter	288 x	_____ pcs.	= \$ _____
	A2 Basic Letter	288 x	_____ pcs.	= \$ _____		B2 Basic Letter	308 x	_____ pcs.	= \$ _____
	A3 3/5 Flat	288 x	_____ pcs.	= \$ _____		DBMC B3 3/5 Letter	267 x	_____ pcs.	= \$ _____
	A4 Basic Flat	344 x	_____ pcs.	= \$ _____		B4 Basic Letter	287 x	_____ pcs.	= \$ _____
DBMC	A5 3/5 Letter	227 x	_____ pcs.	= \$ _____		DSCF B5 3/5 Letter	262 x	_____ pcs.	= \$ _____
	A6 Basic Letter	247 x	_____ pcs.	= \$ _____		B6 Basic Letter	282 x	_____ pcs.	= \$ _____
	A7 3/5 Flat	267 x	_____ pcs.	= \$ _____	Part A Subtotal				
	A8 Basic Flat	323 x	_____ pcs.	= \$ _____	Part B Subtotal				
DSCF	A9 3/5 Letter	222 x	_____ pcs.	= \$ _____	Total Postage (Add Parts Totals)				
	A10 Basic Letter	242 x	_____ pcs.	= \$ _____	Rate at Which Postage Affixed (Check one) (DMM 234, 344, 444)				
	A11 3/5 Flat	262 x	_____ pcs.	= \$ _____	<input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = Postage Affixed				
	A12 Basic Flat	318 x	_____ pcs.	= \$ _____	Net Postage Due (Subtract postage affixed from total postage)				
For USPS Use Only: Additional Postage Payment (State reason)					Total Adjusted Postage Affixed				
For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage. Postmaster: Report Total Postage in (Permit Imprint only).					Total Adjusted Postage Permit Imprint				

Certification

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form, may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

Signature of Mailer or Agent _____ Printed Name of Mailer or Agent Signing Form _____ Telephone _____

USPS Use Only	Weight of a Single Piece 0 _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Total Pieces	Total Weight			
	Total Postage				
	Check One <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled		Date Mailer Notified	Contact	By (Initials)
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.				
Verifying Employee's Signature		Verifying Employee's Name	Time	AM PM	

Standard Mail EZ - Instructions

This form is to be used only for nonautomation letters and flats at Standard Mail rates.

- STEP 1: Complete the Mailer and Mailing sections.
- STEP 2: Complete the Postage Section.
- STEP 3: Select the category and complete the selected section(s)
Presorted Letters and Flats section or
Presorted Nonmachinable Letters.
- STEP 4: Enter all totals for the postage section. Multiply the rate times the number of pieces. Intermediate postage figures are rounded off to four decimal places for permit imprint mailings and three decimal places for precanceled stamp and metered mailings. Figures on all postage lines except "Total Postage" are considered intermediate postage. Total postage is rounded off to two decimal places.
- STEP 5: Read and sign the Certification section, including your telephone number.

United States Postal Service Postage Statement — Nonprofit Standard Mail				USPS Only	Note Mail Arrival Date & Time	
Mailer	Permit Holder's Name and Address and Email Address if Any		Telephone	Name and Address of Mailing Agent (if other than permit holder)		
	USPS Nonprofit Auth No. _____ CAPS Cust. Ref. No. _____ Dun & Bradstreet No. _____		Dun & Bradstreet No. _____	Name and Address of Individual or Organization for Which Mailing is Prepared (if other than permit holder)		
Mailing	Post Office of Mailing		Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> CMM <input type="checkbox"/> Flat <input type="checkbox"/> Automation Flat (DMM 201.2.1) <input type="checkbox"/> Parcel		Mailing Date	
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Presorted Stamps <input type="checkbox"/> Metered		Federal Agency Cost Code		Statement Seq. No.	
	Permit #		For Mail Enclosed within Another Class <input type="checkbox"/> Periodicals <input type="checkbox"/> If Sacked, Based on <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post <input type="checkbox"/> 125 pcs <input type="checkbox"/> 10 lbs <input type="checkbox"/> both		Weight of a Single Piece 0 _____ pounds	Total Pieces
	For Automation Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.1.3)		For Automation Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.1.3)		Total Weight	No. of Containers No. of pieces with Detached Address Labels Attached (DMM 602.4)
For Enhanced Carrier Route Rate Pieces, Enter Date of Carrier Route Sequencing (DMM 245/245.6.10.1)						
Postage	Applicable Parts Completed (select all that apply) A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/>					
	For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.			Total Postage (Add Parts Totals)		
	Rate at Which Postage Affixed (Check one) (DMM P600) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither			_____ pcs. x \$ _____ = Postage Affixed		
	Net Postage Due (Subtract postage affixed from total postage)					
	For USPS Use Only: Additional Postage Payment (State reason)					
Total Adjusted Postage Affixed						
Postmaster: Report Total Postage in (Permit Imprint Only) AIC 125						
Total Adjusted Postage Permit Imprint						
Certification	The mailer's signature certifies that: (1) the mailing complies with DMM 703; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 39 U.S.C. § 3625(j)(1)(d)(ii)(I) and 26 U.S.C. § 513(A); (3) the mailing if made by a voting registration official is required or authorized under the National Voter Registration Act of 1993; and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.					
	Privacy Notice: For information regarding our Privacy Policy visit www.usps.com					
	Signature of Mailer or Agent		Printed Name of Mailer or Agent Signing Form		Telephone	
USPS Use Only	Weight of a Single Piece 0 _____ pound		Are postage figures at left adjusted from mailer's entries? If yes, reason:			
	Total Pieces Total Weight		<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Total Postage		Round Stamp (Required)			
	Check One <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled					
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of annual fee (if required).		Date Mailer Notified	Contact	By (initials)	
Verifying Employee's Signature		Verifying Employee's Name	Time	PM AM		

Nonprofit Standard Mail - Letters and Flats

Part A Automation Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less Check box if rates are populated in this section.

Entry	Presort/Automation Discounts	Rate		Number of Pieces	=	Total
None	A1 5-Digit Letter	.114	X	_____	=	\$ _____
	A2 3-Digit Letter	.129	X	_____	=	\$ _____
	A3 AADC Letter	.136	X	_____	=	\$ _____
	A4 Mixed AADC Letter	.144	X	_____	=	\$ _____
	A5 3/5 Flat	.166	X	_____	=	\$ _____
	A6 Basic Flat	.189	X	_____	=	\$ _____
DBMC	A7 5-Digit Letter	.093	X	_____	=	\$ _____
	A8 3-Digit Letter	.108	X	_____	=	\$ _____
	A9 AADC Letter	.115	X	_____	=	\$ _____
	A10 Mixed AADC Letter	.123	X	_____	=	\$ _____
	A11 3/5 Flat	.145	X	_____	=	\$ _____
	A12 Basic Flat	.168	X	_____	=	\$ _____
DSCF	A13 5-Digit Letter	.088	X	_____	=	\$ _____
	A14 3-Digit Letter	.103	X	_____	=	\$ _____
	A15 AADC Letter	.110	X	_____	=	\$ _____
	A16 3/5 Flat	.140	X	_____	=	\$ _____
	A17 Basic Flat	.163	X	_____	=	\$ _____

Part A Total

Part B Presorted Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less Check box if rates are populated in this section.

Entry	Presort/Discounts	Rate		Number of Pieces	=	Total
None	B1 3/5 Letter	.153	X	_____	=	\$ _____
	B2 Basic Letter	.165	X	_____	=	\$ _____
	B3 3/5 Flat	.183	X	_____	=	\$ _____
	B4 Basic Flat	.230	X	_____	=	\$ _____
DBMC	B5 3/5 Letter	.132	X	_____	=	\$ _____
	B6 Basic Letter	.144	X	_____	=	\$ _____
	B7 3/5 Flat	.162	X	_____	=	\$ _____
	B8 Basic Flat	.209	X	_____	=	\$ _____
DSCF	B9 3/5 Letter	.127	X	_____	=	\$ _____
	B10 Basic Letter	.139	X	_____	=	\$ _____
	B11 3/5 Flat	.157	X	_____	=	\$ _____
	B12 Basic Flat	.204	X	_____	=	\$ _____

Part B Total

Nonprofit Standard Mail - Letters and Flats

Part C
 ECR Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less

Check box if rates are populated in this section.

Entry	Presort/Automation Discounts	Rate		Number of Pieces	=	Total
None	C1 Saturation Letter	.095	X	_____	=	\$ _____
	C2 High Density Letter	.102	X	_____	=	\$ _____
	C3 Basic Letter	.126	X	_____	=	\$ _____
	C4 Basic Auto Letter	.111	X	_____	=	\$ _____
	C5 Saturation Flat	.104	X	_____	=	\$ _____
	C6 High Density Flat	.110	X	_____	=	\$ _____
	C7 Basic Flat	.126	X	_____	=	\$ _____
DBMC	C8 Saturation Letter	.074	X	_____	=	\$ _____
	C9 High Density Letter	.081	X	_____	=	\$ _____
	C10 Basic Letter	.105	X	_____	=	\$ _____
	C11 Basic Auto Letter	.090	X	_____	=	\$ _____
	C12 Saturation Flat	.083	X	_____	=	\$ _____
	C13 High Density Flat	.089	X	_____	=	\$ _____
	C14 Basic Flat	.105	X	_____	=	\$ _____
DSCF	C15 Saturation Letter	.069	X	_____	=	\$ _____
	C16 High Density Letter	.076	X	_____	=	\$ _____
	C17 Basic Letter	.100	X	_____	=	\$ _____
	C18 Basic Auto Letter	.085	X	_____	=	\$ _____
	C19 Saturation Flat	.078	X	_____	=	\$ _____
	C20 High Density Flat	.084	X	_____	=	\$ _____
	C21 Basic Flat	.100	X	_____	=	\$ _____
DDU	C22 Saturation Letter	.063	X	_____	=	\$ _____
	C23 High Density Letter	.070	X	_____	=	\$ _____
	C24 Basic Letter	.094	X	_____	=	\$ _____
	C25 Basic Auto Letter	.079	X	_____	=	\$ _____
	C26 Saturation Flat	.072	X	_____	=	\$ _____
	C27 High Density Flat	.078	X	_____	=	\$ _____
	C28 Basic Flat	.094	X	_____	=	\$ _____

Part C Total

Part D
 All Letters and Flats More Than 3.3 oz. (0.2063 lb)

Check box if rates are populated in this section.

Entry	Presort / Automation Discounts	Piece Rate	X	No. of Pieces	=	Pieces Subtotal	PLUS	Pound Rate	X	Piece Weight	=	Pound Subtotal	=	Total
None	D1 Saturation ECR	.028	X	_____	=	_____		.370	X	_____	=	_____	=	\$ _____
	D2 High Density ECR	.034	X	_____	=	_____		.370	X	_____	=	_____	=	\$ _____
	D3 Basic ECR	.050	X	_____	=	_____		.370	X	_____	=	_____	=	\$ _____
	D4 3/5 Automation	.046	X	_____	=	_____		.584	X	_____	=	_____	=	\$ _____
	D5 Basic Automation	.089	X	_____	=	_____		.584	X	_____	=	_____	=	\$ _____
	D6 3/5 Presort	.063	X	_____	=	_____		.584	X	_____	=	_____	=	\$ _____
	D7 Basic Presort	.110	X	_____	=	_____		.584	X	_____	=	_____	=	\$ _____
DBMC	D8 Saturation ECR	.028	X	_____	=	_____		.270	X	_____	=	_____	=	\$ _____
	D9 High Density ECR	.034	X	_____	=	_____		.270	X	_____	=	_____	=	\$ _____
	D10 Basic ECR	.050	X	_____	=	_____		.270	X	_____	=	_____	=	\$ _____
	D11 3/5 Automation	.046	X	_____	=	_____		.484	X	_____	=	_____	=	\$ _____
	D12 Basic Automation	.089	X	_____	=	_____		.484	X	_____	=	_____	=	\$ _____
	D13 3/5 Presort	.063	X	_____	=	_____		.484	X	_____	=	_____	=	\$ _____
	D14 Basic Presort	.110	X	_____	=	_____		.484	X	_____	=	_____	=	\$ _____
DSCF	D15 Saturation ECR	.028	X	_____	=	_____		.245	X	_____	=	_____	=	\$ _____
	D16 High Density ECR	.034	X	_____	=	_____		.245	X	_____	=	_____	=	\$ _____
	D17 Basic ECR	.050	X	_____	=	_____		.245	X	_____	=	_____	=	\$ _____
	D18 3/5 Automation	.046	X	_____	=	_____		.459	X	_____	=	_____	=	\$ _____
	D19 Basic Automation	.089	X	_____	=	_____		.459	X	_____	=	_____	=	\$ _____
	D20 3/5 Presort	.063	X	_____	=	_____		.459	X	_____	=	_____	=	\$ _____
	D21 Basic Presort	.110	X	_____	=	_____		.459	X	_____	=	_____	=	\$ _____
DDU	D22 Saturation ECR	.028	X	_____	=	_____		.213	X	_____	=	_____	=	\$ _____
	D23 High Density ECR	.034	X	_____	=	_____		.213	X	_____	=	_____	=	\$ _____
	D24 Basic ECR	.050	X	_____	=	_____		.213	X	_____	=	_____	=	\$ _____

Part D Total

Nonprofit Standard Mail - Subject to Surcharge

Part E Check box if rates are populated in this section
Presorted Nonmachinable Letter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less
 Rates include \$0.02 nonmachinable surcharge.

Entry	Presort/Discounts	Rate		Number of Pieces	=	Total
None	E1 3/5	.173	X	_____	=	\$ _____
	E2 Basic	.185	X	_____	=	\$ _____
DBMC	E3 3/5	.152	X	_____	=	\$ _____
	E4 Basic	.164	X	_____	=	\$ _____
DSCF	E5 3/5	.147	X	_____	=	\$ _____
	E6 Basic	.159	X	_____	=	\$ _____

Part E Total

Part F Check box if rates are populated in this section
Presorted Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less
 Rates include \$0.23 residual shape surcharge.

Entry	Presort/Discounts	Rate		Number of Pieces	=	Total
None	F1 3/5	.413	X	_____	=	\$ _____
	F2 Basic	.460	X	_____	=	\$ _____
DBMC	F3 3/5	.392	X	_____	=	\$ _____
	F4 Basic	.439	X	_____	=	\$ _____
DSCF	F5 3/5	.387	X	_____	=	\$ _____
	F6 Basic	.434	X	_____	=	\$ _____

Part F Total

Part G Check box if rates are populated in this section
Presorted Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.)
 Rates include \$0.23 residual shape surcharge.

Entry	Presort/Discounts	Piece Rate	X	No. of Pieces	=	Pieces Subtotal	PLUS	Pound Rate	X	Piece Weight	=	Pound Subtotal	=	Total
None	G1 3/5	.293	X	_____	=	_____		.584	X	_____	=	_____	=	\$ _____
	G2 Basic	.340	X	_____	=	_____		.584	X	_____	=	_____	=	\$ _____
DBMC	G3 3/5	.293	X	_____	=	_____		.484	X	_____	=	_____	=	\$ _____
	G4 Basic	.340	X	_____	=	_____		.484	X	_____	=	_____	=	\$ _____
DSCF	G5 3/5	.293	X	_____	=	_____		.459	X	_____	=	_____	=	\$ _____
	G6 Basic	.340	X	_____	=	_____		.459	X	_____	=	_____	=	\$ _____
	G7	Subtract Barcoded Discount		\$0.03 per piece	X	_____		barcoded pieces		=	\$ _____			\$ _____

Part G Total

Part H Check box if rates are populated in this section
ECR Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less
 Rates include \$0.20 residual shape surcharge.

Entry	Presort/Discounts	Rate		Number of Pieces	=	Total
None	H1 Saturation	.304	X	_____	=	\$ _____
	H2 High Density	.310	X	_____	=	\$ _____
	H3 Basic	.328	X	_____	=	\$ _____
DBMC	H4 Saturation	.283	X	_____	=	\$ _____
	H5 High Density	.289	X	_____	=	\$ _____
	H6 Basic	.305	X	_____	=	\$ _____
DSCF	H7 Saturation	.278	X	_____	=	\$ _____
	H8 High Density	.284	X	_____	=	\$ _____
	H9 Basic	.300	X	_____	=	\$ _____
DDU	H10 Saturation	.272	X	_____	=	\$ _____
	H11 High Density	.278	X	_____	=	\$ _____
	H12 Basic	.294	X	_____	=	\$ _____

Part H Total

Nonprofit Standard Mail - Subject to Surcharge

Part I

Check box if rates are populated in this section.

ECR Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.)
 Piece rates include \$0.20 residual shape surcharge.

Entry	Presort/Discounts	Piece Rate	X	No. of Pieces	= Pieces Subtotal	PLUS	Pound Rate	X	Piece Weight	= Pound Subtotal	= Total
None	11 Saturation	228	X		=		370	X		=	\$
	12 High Density	234	X		=		370	X		=	\$
	13 Basic	250	X		=		370	X		=	\$
DBMC	14 Saturation	228	X		=		270	X		=	\$
	15 High Density	234	X		=		270	X		=	\$
	16 Basic	250	X		=		270	X		=	\$
DSCF	17 Saturation	228	X		=		245	X		=	\$
	18 High Density	234	X		=		245	X		=	\$
	19 Basic	250	X		=		245	X		=	\$
DDU	110 Saturation	228	X		=		213	X		=	\$
	111 High Density	234	X		=		213	X		=	\$
	112 Basic	250	X		=		213	X		=	\$

Part I Total

Nonprofit Standard Mail - Heavy Letters

Part J

Check box if rates are populated in this section.

Automation Heavy Letters

Piece rates include a discount that equals the nonletter piece rate minus the letter piece rate (DMM 243.1.3).

Entry	Presort / Automation Discounts	Piece Rate	X	No. of Pieces	= Pieces Subtotal	PLUS	Pound Rate	X	Piece Weight	= Pound Subtotal	= Total
None	J1 5-Digit	-.006	X		=		584	X		=	\$
	J2 3-Digit	.009	X		=		584	X		=	\$
	J3 AADC	.016	X		=		584	X		=	\$
	J4 Mixed AADC	.024	X		=		584	X		=	\$
DBMC	J5 5-Digit	-.006	X		=		484	X		=	\$
	J6 3-Digit	.009	X		=		484	X		=	\$
	J7 AADC	.016	X		=		484	X		=	\$
	J8 Mixed AADC	.024	X		=		484	X		=	\$
DSCF	J9 5-Digit	-.006	X		=		459	X		=	\$
	J10 3-Digit	.009	X		=		459	X		=	\$
	J11 AADC	.016	X		=		459	X		=	\$

Part J Total

Part K

Check box if rates are populated in this section.

ECR Heavy Letters

Piece rates include a discount that equals the nonletter piece rate minus the letter piece rate (DMM 243.1.3).

Entry	Presort/Discounts	Piece Rate	X	No. of Pieces	= Pieces Subtotal	PLUS	Pound Rate	X	Piece Weight	= Pound Subtotal	= Total
None	K1 Saturation	.019	X		=		370	X		=	\$
	K2 High Density	.026	X		=		370	X		=	\$
	K3 Basic Automation	.035	X		=		370	X		=	\$
DBMC	K4 Saturation	.019	X		=		270	X		=	\$
	K5 High Density	.026	X		=		270	X		=	\$
	K6 Basic Automation	.035	X		=		270	X		=	\$
DSCF	K7 Saturation	.019	X		=		245	X		=	\$
	K8 High Density	.026	X		=		245	X		=	\$
	K9 Basic Automation	.035	X		=		245	X		=	\$
DDU	K10 Saturation	.019	X		=		213	X		=	\$
	K11 High Density	.026	X		=		213	X		=	\$
	K12 Basic Automation	.035	X		=		213	X		=	\$

Part K Total

Nonprofit Standard Mail - Subject to Surcharge

Customized MarketMail

Check box if rates are populated in this section.

Part L
Customized MarketMail Rates - Pieces 3.3 oz. (0.2063) or Less
Rates include \$0.23 residual shape surcharge.

	CMM Rate	X	Number of Pieces	=	Total	Part L Total
L1 Basic	.460	X	_____	=	\$ _____	<input type="text"/>

Repositionable Notes

Part M
Repositionable Notes (RPN) —
Rates include only cost of RPN, it does not include applicable postage charges.

Check box if rates are populated in this section.

	RPN Rate	X	Number of Pieces	=	Total RPN Fee	Part M Total
M1 Repositionable Notes (Standard Mail)	.015	X	_____	=	\$ _____	<input type="text"/>

Check box if rates are populated in this section.

Extra Services

Part S *Check box if rates are populated in this section.*
Extra Services S4 - S5 are available only if mail includes residual shape surcharge (Parts F, G, H & I).

Domestic Service	Fee		Number of Pieces	=	Total	Part S Total
S4 Delivery Confirmation (electronic option only)	.13	X	_____	=	\$ _____	<input type="text"/>
S5 Insured Mail (bulk only)	_____	X	_____	=	\$ _____	

Standard Mail - Instructions

STEP 1: Complete the Mailer and Mailing sections.

STEP 2: Before proceeding to the Postage section, go to parts A - M and S. Select and complete the part(s) that pertain to your mailing. Only complete the part(s) necessary to be included in the Postage Section.

The information described below will assist you in determining which parts to complete:

Parts A - D: Letters and Flats

Part A: Complete for Automation Rate Letters and Flats. Enter total in Part A total box.

Part B: Complete for Presorted Rate Letters and Flats. Enter total in Part B total box.

Part C: Complete for ECR Rate Letters and Flats. Enter total in Part C total box.

Part D: Complete for Letters and Flats more than 3.3 oz. (0.2063 lb). Enter total in Part D total box.

Parts E - I: Subject to Surcharge

Part E: Complete for Presorted Letter Rates. Enter total in Part E total box.

Part F: Complete for Presorted Nonletter Rates. Enter total in Part F total box.

Part G: Complete for Presorted Rates more than 3.3 oz (0.2063 lb). Enter total in Part G box.

Part H: Complete for ECR Nonletter Rates. Enter total in Part H total box.

Part I: Complete for ECR Nonletter Rates more than 3.3 oz (0.2063 lb). Enter total in Part I total box.

Parts J - K: Heavy Letters

Part J: Complete for Automation Heavy Letters. Enter total in Part J total box.

Part K: Complete for ECR Heavy Letters. Enter total in Part K total box.

Part L: Customized Market Mail Rates - Enter total in Part L total box.

Part M: Repositionable Notes (RPN) - Enter total in Part M total box.

Part S: Extra Services - Enter total in Part S total box.

STEP 3: Once completed, return to the Postage section on the front page. Check all applicable parts completed. Enter the Totals for each part and total.

STEP 4: Read and sign the Certification section, including your telephone number.

STEP 5: Complete the postage statement by attaching all completed sections together. (Do not include blank forms).

Rounding numbers: Multiply the rate times the number of pieces. Intermediate postage figures are rounded off to four decimal places for permit imprint mailings and three decimal places for precanceled stamp and metered mailings. Figures on all postage lines except "Total Postage" are considered intermediate postage. Total postage is rounded off to two decimal places.

United States Postal Service Postage Statement — Nonprofit Standard Mail Easy — Nonautomation Letters or Flats

USPS Only Note Mail Arrival Date & Time

This form may be used only for a single nonautomation rate mailing of identical-weight pieces. All other mailings must use PS Form 3602-R. Checklists and other tools for mailers are available on the Postal Explorer website at: <http://pe.usps.gov>.

Mailer	Permit Holder's Name and Address, and Email Address If Any	Telephone	Post Office of Mailing	Permit No.	Weight of a Single Piece 0 _____ pound
	USPS Nonprofit Auth No. _____		Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Statement Seq. No.	If Sacked, Based on <input type="checkbox"/> 125 pieces <input type="checkbox"/> 15 pounds
			Mailing Date	Fed Agency Code	No. of Containers
	Processing Category (DMM 201) <input type="checkbox"/> Letters <input type="checkbox"/> Flats			Total Pieces	

Presorted Letters and Flats — 3.3 oz. (0.2063 lb.) or Less					Presorted Nonmachinable Letters — 3.3 oz. (0.2063 lb.) or Less				
Entry Discount	Presort Discount	Rate	Number of Pieces	Total	Entry Discount	Presort Discount	Rate	Number of Pieces	Total
None	A1 3/5 Letter	.153 x _____	pcs. = \$ _____		None	B1 3/5 Letter	.173 x _____	pcs. = \$ _____	
	A2 Basic Letter	.165 x _____	pcs. = \$ _____			B2 Basic Letter	.185 x _____	pcs. = \$ _____	
	A3 3/5 Flat	.183 x _____	pcs. = \$ _____			DBMC B3 3/5 Letter	.152 x _____	pcs. = \$ _____	
	A4 Basic Flat	.230 x _____	pcs. = \$ _____			B4 Basic Letter	.164 x _____	pcs. = \$ _____	
DBMC	A5 3/5 Letter	.132 x _____	pcs. = \$ _____			DSCF B5 3/5 Letter	.147 x _____	pcs. = \$ _____	
	A6 Basic Letter	.144 x _____	pcs. = \$ _____			B6 Basic Letter	.159 x _____	pcs. = \$ _____	
	A7 3/5 Flat	.162 x _____	pcs. = \$ _____		Part A Subtotal				
	A8 Basic Flat	.209 x _____	pcs. = \$ _____		Part B Subtotal				
DSCF	A9 3/5 Letter	.127 x _____	pcs. = \$ _____		Total Postage (Add Parts Totals)				
	A10 Basic Letter	.139 x _____	pcs. = \$ _____		Rate at Which Postage Affixed (Check one) (DMM 234 f. 1)				
	A11 3/5 Flat	.157 x _____	pcs. = \$ _____		<input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Permit Imprint _____ pcs. x \$ _____ = Postage Affixed				
	A12 Basic Flat	.204 x _____	pcs. = \$ _____		Net Postage Due (Subtract postage affixed from total postage)				
For USPS Use Only: Additional Postage Payment (State reason)									
For postage affixed add additional payment to net postage due; for permit imprint add additional payment to net postage.					Total Adjusted Postage Affixed				
Postmaster: Report Total Postage in (Permit Imprint only)					Total Adjusted Postage Permit Imprint				

Certification

The mailer's signature certifies that: (1) the mailing complies with DMM 703; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 39 U.S.C. § 3625(j)(1)(4)(i)(I) and 26 U.S.C. § 513(A); (3) the mailing if made by a voting registration official is required or authorized under the National Voter Registration Act of 1993; and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete, that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed, and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice: For information regarding our Privacy Policy visit: www.usps.com.

Signature of Mailer or Agent _____ Printed Name of Mailer or Agent Signing Form _____ Telephone _____

USPS Use Only	Weight of a Single Piece 0 _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Total Pieces	Total Weight			
	Total Postage				
	Check One <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled		Date Mailer Notified	Contact	By (Initials)
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.				
Verifying Employee's Signature		Verifying Employee's Name		Time AM PM	

Nonprofit Standard Mail EZ - Instructions

This form is to be used only for nonautomation letters and flats at Nonprofit Standard Mail rates.

- STEP 1: Complete the Mailer and Mailing sections.
- STEP 2: Complete the Postage Section.
- STEP 3: Select the category and complete the selected selection(s)
Letters or flats or
Cards eligible for card rates
- STEP 4: Enter all totals for the postage section. Multiply the rate times the number of pieces. Intermediate postage figures are rounded off to four decimal places for permit imprint mailings and three decimal places for precanceled stamp and metered mailings. Figures on all postage lines except "Total Postage" are considered intermediate postage. Total postage is rounded off to two decimal places.
- STEP 3: Read and sign the Certification section, including your telephone number.

United States Postal Service
Postage Statement — Standard Mail

USPS Only

Note Mail Arrival Date & Time

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

Mailing	Post Office of Mailing	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> CMM <input type="checkbox"/> Flat <input type="checkbox"/> Automation Rate (DMM 301.3) <input type="checkbox"/> Parcel	Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. of Containers	
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Pre-cancelled Stamps <input type="checkbox"/> Metered	Permit #	Weight of a Single Piece 0 _____ pounds	Total Pieces	No. of pieces with Detached Address Labels Attached (DMM 502.4)		
	For Mail Enclosed within Another Class <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post		If Sacked, Based on <input type="checkbox"/> 125 pcs. <input type="checkbox"/> 15 lbs. <input type="checkbox"/> both	Total Weight			
	For Automation Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.1.3) _____/_____/_____		For Enhanced Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.1.3) _____/_____/_____		For Enhanced Carrier Route Rate Pieces, Enter Date of Carrier Route Sequencing (DMM 245/345/445.6.10.1) _____/_____/_____		

Postage	Applicable Parts Completed (select all that apply): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> S	
	Total Postage (Add Parts Totals)	
	Rate at Which Postage Affixed (DMM 244, 344, 444) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither (Check one)	_____ pcs. x \$ _____ = Postage Affixed
	Net Postage Due (Subtract postage affixed from total postage)	
	For USPS Use Only: Additional Postage Payment (State reason)	
Total Adjusted Postage Affixed		
Postmaster: Report Total Postage in (Permit Imprint Only) AIC 130		
Total Adjusted Postage Permit Imprint		

Certification	<p>The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.</p> <p style="text-align: right; font-size: small;">Privacy Notice: For information regarding our Privacy Policy visit: www.usps.com.</p>	
	Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form
		Telephone

USPS Use Only	Weight of a Single Piece 0 _____ pound	Are postage figure at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Total Pieces	Total Weight	Round Stamp (Required)
	Total Postage		
	Check One <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled		
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of annual fee (if required).		Date Mailer Notified
Verifying Employee's Signature		Verifying Employee's Name	By (Initials)
		Time	PM AM

Standard Mail - Letters and Flats

Part A *Check box if rates are populated in this section.*
Automation Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less

Entry	Presort / Automation Discounts	Rate		Number of Pieces	=	Total
None	A1 5-Digit Letter	.190	X	_____	=	\$ _____
	A2 3-Digit Letter	.203	X	_____	=	\$ _____
	A3 AADC Letter	.212	X	_____	=	\$ _____
	A4 Mixed AADC Letter	.219	X	_____	=	\$ _____
	A5 3/5 Flat	.251	X	_____	=	\$ _____
	A6 Basic Flat	.300	X	_____	=	\$ _____
DBMC	A7 5-Digit Letter	.169	X	_____	=	\$ _____
	A8 3-Digit Letter	.182	X	_____	=	\$ _____
	A9 AADC Letter	.191	X	_____	=	\$ _____
	A10 Mixed AADC Letter	.198	X	_____	=	\$ _____
	A11 3/5 Flat	.240	X	_____	=	\$ _____
	A12 Basic Flat	.279	X	_____	=	\$ _____
DSCF	A13 5-Digit Letter	.164	X	_____	=	\$ _____
	A14 3-Digit Letter	.177	X	_____	=	\$ _____
	A15 AADC Letter	.186	X	_____	=	\$ _____
	A16 3/5 Flat	.235	X	_____	=	\$ _____
	A17 Basic Flat	.274	X	_____	=	\$ _____

Part A Total

Part B *Check box if rates are populated in this section.*
Presorted Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less

Entry	Presort/Discounts	Rate		Number of Pieces	=	Total
None	B1 3/5 Letter	.248	X	_____	=	\$ _____
	B2 Basic Letter	.268	X	_____	=	\$ _____
	B3 3/5 Flat	.288	X	_____	=	\$ _____
	B4 Basic Flat	.344	X	_____	=	\$ _____
DBMC	B5 3/5 Letter	.227	X	_____	=	\$ _____
	B6 Basic Letter	.247	X	_____	=	\$ _____
	B7 3/5 Flat	.267	X	_____	=	\$ _____
	B8 Basic Flat	.323	X	_____	=	\$ _____
DSCF	B9 3/5 Letter	.222	X	_____	=	\$ _____
	B10 Basic Letter	.242	X	_____	=	\$ _____
	B11 3/5 Flat	.262	X	_____	=	\$ _____
	B12 Basic Flat	.318	X	_____	=	\$ _____

Part B Total

Standard Mail - Letters and Flats

Part C

Check box if rates are populated in this section.

ECR Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less

Entry	Presort/Discounts	Rate		Number of Pieces	=	Total
None	C1 Saturation Letter	.152	X	_____	=	\$ _____
	C2 High Density Letter	.164	X	_____	=	\$ _____
	C3 Basic Letter	.194	X	_____	=	\$ _____
	C4 Basic Auto Letter	.171	X	_____	=	\$ _____
	C5 Saturation Flat	.160	X	_____	=	\$ _____
	C6 High Density Flat	.169	X	_____	=	\$ _____
	C7 Basic Flat	.194	X	_____	=	\$ _____
DBMC	C8 Saturation Letter	.131	X	_____	=	\$ _____
	C9 High Density Letter	.143	X	_____	=	\$ _____
	C10 Basic Letter	.173	X	_____	=	\$ _____
	C11 Basic Auto Letter	.150	X	_____	=	\$ _____
	C12 Saturation Flat	.139	X	_____	=	\$ _____
	C13 High Density Flat	.148	X	_____	=	\$ _____
	C14 Basic Flat	.173	X	_____	=	\$ _____
DSCF	C15 Saturation Letter	.126	X	_____	=	\$ _____
	C16 High Density Letter	.138	X	_____	=	\$ _____
	C17 Basic Letter	.168	X	_____	=	\$ _____
	C18 Basic Auto Letter	.145	X	_____	=	\$ _____
	C19 Saturation Flat	.134	X	_____	=	\$ _____
	C20 High Density Flat	.143	X	_____	=	\$ _____
	C21 Basic Flat	.168	X	_____	=	\$ _____
DDU	C22 Saturation Letter	.120	X	_____	=	\$ _____
	C23 High Density Letter	.132	X	_____	=	\$ _____
	C24 Basic Letter	.162	X	_____	=	\$ _____
	C25 Basic Auto Letter	.139	X	_____	=	\$ _____
	C26 Saturation Flat	.128	X	_____	=	\$ _____
	C27 High Density Flat	.137	X	_____	=	\$ _____
	C28 Basic Flat	.162	X	_____	=	\$ _____

Part C Total

Part D

Check box if rates are populated in this section.

All Letters and Flats More Than 3.3 oz. (0.2063 lb)

Entry	Presort / Automation Discounts	Piece Rate	X	No. of Pieces	=	Pieces Subtotal	PLUS	Pound Rate	X	Piece Weight	=	Pound Subtotal	=	TOTAL
None	D1 Saturation ECR	.034	X	_____	=	_____		.510	X	_____	=	_____	=	\$ _____
	D2 High Density ECR	.043	X	_____	=	_____		.510	X	_____	=	_____	=	\$ _____
	D3 Basic ECR	.068	X	_____	=	_____		.610	X	_____	=	_____	=	\$ _____
	D4 3/5 Automation	.115	X	_____	=	_____		.708	X	_____	=	_____	=	\$ _____
	D5 Basic Automation	.154	X	_____	=	_____		.708	X	_____	=	_____	=	\$ _____
	D6 3/5 Presort	.142	X	_____	=	_____		.708	X	_____	=	_____	=	\$ _____
	D7 Basic Presort	.198	X	_____	=	_____		.708	X	_____	=	_____	=	\$ _____
DBMC	D8 Saturation ECR	.034	X	_____	=	_____		.510	X	_____	=	_____	=	\$ _____
	D9 High Density ECR	.043	X	_____	=	_____		.510	X	_____	=	_____	=	\$ _____
	D10 Basic ECR	.068	X	_____	=	_____		.510	X	_____	=	_____	=	\$ _____
	D11 3/5 Automation	.115	X	_____	=	_____		.608	X	_____	=	_____	=	\$ _____
	D12 Basic Automation	.154	X	_____	=	_____		.608	X	_____	=	_____	=	\$ _____
	D13 3/5 Presort	.142	X	_____	=	_____		.608	X	_____	=	_____	=	\$ _____
	D14 Basic Presort	.198	X	_____	=	_____		.608	X	_____	=	_____	=	\$ _____
DSCF	D15 Saturation ECR	.034	X	_____	=	_____		.485	X	_____	=	_____	=	\$ _____
	D16 High Density ECR	.043	X	_____	=	_____		.485	X	_____	=	_____	=	\$ _____
	D17 Basic ECR	.068	X	_____	=	_____		.485	X	_____	=	_____	=	\$ _____
	D18 3/5 Automation	.115	X	_____	=	_____		.583	X	_____	=	_____	=	\$ _____
	D19 Basic Automation	.154	X	_____	=	_____		.583	X	_____	=	_____	=	\$ _____
	D20 3/5 Presort	.142	X	_____	=	_____		.583	X	_____	=	_____	=	\$ _____
	D21 Basic Presort	.198	X	_____	=	_____		.583	X	_____	=	_____	=	\$ _____
DDU	D22 Saturation ECR	.034	X	_____	=	_____		.453	X	_____	=	_____	=	\$ _____
	D23 High Density ECR	.043	X	_____	=	_____		.453	X	_____	=	_____	=	\$ _____
	D24 Basic ECR	.068	X	_____	=	_____		.453	X	_____	=	_____	=	\$ _____

Part D Total

Standard Mail - Subject to Surcharge

Part E *Check box if rates are populated in this section.*

Presorted Nonmachinable Letter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less
 Rates include \$0.04 nonmachinable surcharge.

Entry	Presort/Discounts	Rate		Number of Pieces	=	Total
None	E1 3/5	288	X	_____	=	\$ _____
	E2 Basic	308	X	_____	=	\$ _____
DBMC	E3 3/5	287	X	_____	=	\$ _____
	E4 Basic	287	X	_____	=	\$ _____
DSCF	E5 3/5	262	X	_____	=	\$ _____
	E6 Basic	282	X	_____	=	\$ _____

Part E Total

Part F *Check box if rates are populated in this section.*

Presorted Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less
 Rates include \$0.23 residual shape surcharge.

Entry	Presort/Discounts	Rate		Number of Pieces	=	Total
None	F1 3/5	518	X	_____	=	\$ _____
	F2 Basic	574	X	_____	=	\$ _____
DBMC	F3 3/5	497	X	_____	=	\$ _____
	F4 Basic	553	X	_____	=	\$ _____
DSCF	F5 3/5	492	X	_____	=	\$ _____
	F6 Basic	548	X	_____	=	\$ _____

Part F Total

Part G *Check box if rates are populated in this section.*

Presorted Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.)
 Rates include \$0.23 residual shape surcharge.

Entry	Presort/Discounts	Piece Rate	X	No. of Pieces	=	Pieces Subtotal	PLUS	Pound Rate	X	Piece Weight	=	Pound Subtotal	=	Total
None	G1 3/5	372	X	_____	=	_____		.708	X	_____	=	_____	=	\$ _____
	G2 Basic	428	X	_____	=	_____		.708	X	_____	=	_____	=	\$ _____
DBMC	G3 3/5	372	X	_____	=	_____		.608	X	_____	=	_____	=	\$ _____
	G4 Basic	428	X	_____	=	_____		.608	X	_____	=	_____	=	\$ _____
DSCF	G5 3/5	372	X	_____	=	_____		.583	X	_____	=	_____	=	\$ _____
	G6 Basic	428	X	_____	=	_____		.583	X	_____	=	_____	=	\$ _____
	G7 Subtract Barcoded Discount					\$0.03 per piece	X			_____ barcoded pieces	=	\$ _____	=	\$ _____

Part G Total

Part H *Check box if rates are populated in this section.*

ECR Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less
 Rates include \$0.20 residual shape surcharge.

Entry	Presort/Discounts	Rate		Number of Pieces	=	Total
None	H1 Saturation	360	X	_____	=	\$ _____
	H2 High Density	369	X	_____	=	\$ _____
	H3 Basic	394	X	_____	=	\$ _____
DBMC	H4 Saturation	339	X	_____	=	\$ _____
	H5 High Density	348	X	_____	=	\$ _____
	H6 Basic	373	X	_____	=	\$ _____
DSCF	H7 Saturation	334	X	_____	=	\$ _____
	H8 High Density	343	X	_____	=	\$ _____
	H9 Basic	368	X	_____	=	\$ _____
DDU	H10 Saturation	328	X	_____	=	\$ _____
	H11 High Density	337	X	_____	=	\$ _____
	H12 Basic	362	X	_____	=	\$ _____

Part H Total

Standard Mail - Subject to Surcharge

Part I
ECR Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.)
 Piece rates include \$0.20 residual/shape surcharge.

Check box if rates are populated in this section.

Entry	Presort/Discounts	Piece Rate	X	No. of Pieces	= Pieces Subtotal	PLUS	Pound Rate	X	Piece Weight	= Pound Subtotal	= Total
None	I1 Saturation	.234	X		=		.610	X		=	\$
	I2 High Density	.243	X		=		.610	X		=	\$
	I3 Basic	.268	X		=		.610	X		=	\$
DBMC	I4 Saturation	.234	X		=		.510	X		=	\$
	I5 High Density	.243	X		=		.510	X		=	\$
	I6 Basic	.268	X		=		.510	X		=	\$
DSCF	I7 Saturation	.234	X		=		.485	X		=	\$
	I8 High Density	.243	X		=		.485	X		=	\$
	I9 Basic	.268	X		=		.485	X		=	\$
DDU	I10 Saturation	.234	X		=		.453	X		=	\$
	I11 High Density	.243	X		=		.453	X		=	\$
	I12 Basic	.268	X		=		.453	X		=	\$

Part I Total

Standard Mail - Heavy Letters

Part J
Automation Heavy Letters
 Piece rates include a discount that equals the nonletter piece rate minus the letter piece rate (DMM 243.1.3).

Check box if rates are populated in this section.

Entry	Presort/Automation Discounts	Piece Rate	X	No. of Pieces	= Pieces Subtotal	PLUS	Pound Rate	X	Piece Weight	= Pound Subtotal	= Total
None	J1 5-Digit	.044	X		=		.708	X		=	\$
	J2 3-Digit	.057	X		=		.708	X		=	\$
	J3 AADC	.066	X		=		.708	X		=	\$
	J4 Mixed AADC	.073	X		=		.708	X		=	\$
DBMC	J5 5-Digit	.044	X		=		.608	X		=	\$
	J6 3-Digit	.057	X		=		.608	X		=	\$
	J7 AADC	.066	X		=		.608	X		=	\$
	J8 Mixed AADC	.073	X		=		.608	X		=	\$
DSCF	J9 5-Digit	.044	X		=		.583	X		=	\$
	J10 3-Digit	.057	X		=		.583	X		=	\$
	J11 AADC	.066	X		=		.583	X		=	\$

Part J Total

Part K
ECR Heavy Letters
 Piece rates include a discount that equals the nonletter piece rate minus the letter piece rate (DMM 243.1.3).

Check box if rates are populated in this section.

Entry	Presort/Automation Discounts	Piece Rate	X	No. of Pieces	= Pieces Subtotal	PLUS	Pound Rate	X	Piece Weight	= Pound Subtotal	= Total
None	K1 Saturation	.026	X		=		.610	X		=	\$
	K2 High Density	.038	X		=		.610	X		=	\$
	K3 Basic Automation	.045	X		=		.610	X		=	\$
DBMC	K4 Saturation	.026	X		=		.510	X		=	\$
	K5 High Density	.038	X		=		.510	X		=	\$
	K6 Basic Automation	.045	X		=		.510	X		=	\$
DSCF	K7 Saturation	.026	X		=		.485	X		=	\$
	K8 High Density	.038	X		=		.485	X		=	\$
	K9 Basic Automation	.045	X		=		.485	X		=	\$
DDU	K10 Saturation	.026	X		=		.453	X		=	\$
	K11 High Density	.038	X		=		.453	X		=	\$
	K12 Basic Automation	.045	X		=		.453	X		=	\$

Part K Total

Customized MarketMail

Part L *Check box if rates are populated in this section.*
Customized MarketMail Rates - Pieces 3.3 oz. (0.2063) or Less
Rates include \$0.23 residual shape surcharge.

	CMM Rate	X	Number of Pieces	=	Total	Part L Total
L1 Basic	.574	X	_____	=	\$ _____	<input type="text"/>

Repositionable Notes

Part M *Check box if rates are populated in this section.*
Repositionable Notes (RPN) —
Rates include only cost of RPN, it does not include applicable postage charges.

	RPN Rate	X	Number of Pieces	=	Total RPN Fee	Part M Total
M1 Repositionable Notes (Standard Mail)	.015	X	_____	=	\$ _____	<input type="text"/>

Extra Services

Part S *Check box if rates are populated in this section.*
Extra Services S4 - S5 are available only if mail includes residual shape surcharge (Parts F, G, H & I).

Domestic Service	Fee		Number of Pieces		Total	Part S Total
S4 Delivery Confirmation (electronic option only)	.13	X	_____	=	\$ _____	<input type="text"/>
S5 Insured Mail (bulk only)	_____	X	_____	=	\$ _____	

Standard Mail - Instructions

STEP 1: Complete the Mailer and Mailing sections.

STEP 2: Before proceeding to the Postage section, go to parts A - M and S. Select and complete the part(s) that pertain to your mailing. Only complete the part(s) necessary to be included in the Postage Section.

The information described below will assist you in determining which parts to complete:

Parts A - D: Letters and Flats

Part A: Complete for Automation Rate Letters and Flats. Enter total in Part A total box.

Part B: Complete for Presorted Rate Letters and Flats. Enter total in Part B total box.

Part C: Complete for ECR Rate Letters and Flats. Enter total in Part C total box.

Part D: Complete for Letters and Flats more than 3.3 oz. (0.2063 lb). Enter total in Part D total box.

Parts E - I: Subject to Surcharge

Part E: Complete for Presorted Letter Rates. Enter total in Part E total box.

Part F: Complete for Presorted Nonletter Rates. Enter total in Part F total box.

Part G: Complete for Presorted Rates more than 3.3 oz (0.2063 lb). Enter total in Part G box.

Part H: Complete for ECR Nonletter Rates. Enter total in Part H total box.

Part I: Complete for ECR Nonletter Rates more than 3.3 oz (0.2063 lb). Enter total in Part I total box.

Parts J - K: Heavy Letters

Part J: Complete for Automation Heavy Letters. Enter total in Part J total box.

Part K: Complete for ECR Heavy Letters. Enter total in Part K total box.

Part L: Customized Market Mail Rates - Enter total in Part L total box.

Part M: Repositionable Notes (RPN) - Enter total in Part M total box.

Part S: Extra Services - Enter total in Part S total box.

STEP 3: Once completed, return to the Postage section on the front page. Check all applicable parts completed. Enter the Totals for each part and total.

STEP 4: Read and sign the Certification section, including your telephone number.

STEP 5: Complete the postage statement by attaching all completed sections together.
(Do not include blank forms).

Rounding numbers: Multiply the rate times the number of pieces. Intermediate postage figures are rounded off to four decimal places for permit imprint mailings and three decimal places for precanceled stamp and metered mailings. Figures on all postage lines except "Total Postage" are considered intermediate postage. Total postage is rounded off to two decimal places.

Fraud Alert

Withholding of Mail Orders

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

State/City/ZIP Code	Names and Addresses Covered
CA, Ontario 91764-2901	Maria Ann Reid, 919 North Allyn Avenue
GA, Atlanta 30353-0530	MSN, Inc., P. O. Box 530530
PA, Media 19063-1413	D & B Online and Y.P. Online, 4 State Road, PMB 169
PA, Pittsburgh 15217-2860	Andrej Golovaciou, 749 Hazelwood Avenue, Apt. 8

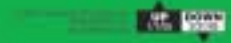
— Judicial Officer, 3-17-05

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you time
and effort.**

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usps.com



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.

005242	020577	027087	029477	070722	096555	105944	120230	132409	184058	221685	314739	338046
005553	020586	027125	029532	070950	096595	106384	120255	133029	185039	222183	317243	338166
005891	020619	027140	029556	071107	096613	106601	120277	133040	185050	222248	320028	339076
006218	020622	027173	029616	071492	096822	107095	120310	134017	186010	222266	320789	339077
006710	020624	027195	029618	071594	096832	107161	120311	134036	188002	222318	320867	347073
006786	021043	027206	029693	071649	096917	107289	120325	134054	191339	223028	320891	358026
007013	022225	027240	029758	071795	097025	107312	120335	134059	191759	223034	321155	361349
007336	022411	027274	029803	075029	097174	108087	120337	135117	192117	223043	321257	370006
008029	022745	027353	029811	075068	097199	108866	121131	135138	192258	223360	321272	372913
008104	022747	027419	029817	075170	097318	108946	121168	135176	192282	223366	322005	381269
009530	023163	027495	030229	075350	097516	109285	121188	135215	192891	229037	322027	381395
010042	023182	027521	032012	075455	097748	109482	121194	136107	192930	232354	322115	381802
010053	023242	027528	032110	075813	097857	109798	121227	139012	192998	235428	322214	387026
010063	023335	027549	038084	075987	098053	109912	121254	139095	196119	235471	322506	388071
010653	023341	027768	038092	076305	098137	111403	121280	142224	197055	235527	322739	392521
010711	023366	027975	038302	076643	098226	111452	122229	146041	198207	235549	322805	393088
011056	023413	027987	038483	076971	098481	111465	122285	146080	200023	240003	322807	395219
013099	023498	028011	038636	077096	098514	111492	122348	146506	200168	245225	323649	402305
013239	023553	028026	044048	079654	098556	111824	122357	146761	207587	255041	324072	402356
014958	023560	028036	045022	079845	098557	112171	122379	146766	207852	255691	325026	402491
014970	025023	028070	050011	080198	098664	112766	122406	146775	207951	274089	326567	402503
015553	025335	028103	050082	080205	098669	113021	122418	150251	208537	276016	326623	402528
015614	025336	028106	055053	080640	098821	113261	123098	151214	208545	276280	326733	402662
015652	025366	028157	057099	080655	098858	113495	123106	152297	208990	281057	327033	403009
015704	025417	028199	058049	080677	100046	113517	123131	152342	209252	282411	328001	405009
016130	025428	028206	060179	085583	100109	113556	123141	152453	210096	282515	328022	405096
016191	025433	028234	060493	085910	100162	113704	125017	152574	210342	282714	328034	410002
016446	025436	028255	060549	088434	100245	113797	125172	153056	210454	282754	328461	411003
018047	025438	028258	060835	088632	100287	114204	125253	156176	210814	282851	328657	411015
018097	025448	028296	061066	089293	100340	115033	125327	165030	210861	282906	329047	421028
018099	025449	028346	061200	089310	100344	115055	125446	165164	212751	287045	329167	423072
018123	025450	028410	061961	089331	100358	115209	126027	165207	212784	292216	329335	424025
018371	025458	028418	062101	089412	100375	115361	127015	165233	212862	292284	329444	427006
018445	025461	028429	062103	090327	100464	115725	128123	169024	212897	292382	330678	430130
018632	025466	028517	063122	090488	100544	115787	128126	170200	218002	292401	330776	432495
018933	025488	028652	063141	090727	100616	115943	128141	170230	220097	292596	332695	432899
018935	026084	028769	064032	090802	100734	117038	128149	170236	220216	292599	332821	432966
018996	026242	028772	064252	092473	102986	117091	128950	170281	220237	294577	333021	441205
019955	026299	028802	064829	092829	103112	117156	128952	170336	220363	296254	333264	441702
019997	026305	028813	065274	092936	103248	117257	128997	171077	220529	296383	334008	450156
020021	026459	028818	067143	092993	103283	117553	129844	171265	220576	296451	334669	452044
020035	026464	028822	068272	093342	103342	117576	129878	171283	220838	300004	334901	452066
020046	026476	028834	069041	093374	103368	117642	129897	172024	221066	300139	335050	452170
020076	026505	028852	069141	093544	103390	117760	129901	172063	221100	301034	335218	452468
020112	026508	028877	069255	093678	103515	118527	129924	175070	221120	301040	335235	452479
020114	026509	028942	069536	093907	103774	118557	129932	176129	221160	301420	335247	452505
020326	026518	028992	069863	094497	104231	119304	129933	176133	221185	301458	335267	452774
020403	026528	029066	070003	094675	104514	119441	129942	177068	221207	301466	335401	452786
020417	026543	029109	070028	094842	104647	119460	130008	178012	221266	301467	335888	452979
020423	026571	029219	070058	095238	105077	119540	130044	178049	221380	304002	336022	453039
020494	026610	029237	070426	095878	105457	119600	130053	178053	221465	312379	336074	454135
020498	027059	029310	070564	096002	105482	120168	131262	180075	221467	312466	336219	454187
020540	027060	029342	070566	096329	105612	120201	131268	183024	221497	314366	336882	454677
020545	027086	029454	070627	096529	105751	120203	131653	184019	221658	314738	337076	458136

461113	488033	600010	631378	761125	784351	801508	853234	901124	915501	930334	955024	982030
462370	488301	600021	631717	761137	784355	801596	853747	901268	915648	931080	958278	982084
463064	489226	600067	631922	761160	784358	801733	853767	901292	915662	931133	967083	982138
464059	490674	600351	631995	761629	784366	801753	853769	901388	917305	931367	967185	982218
468122	492087	600564	637141	762058	784388	801756	853833	901462	917316	931603	968247	982223
468431	492106	600591	658104	770054	784399	802081	853838	901508	917411	931670	968365	982244
471015	494123	600595	660116	770217	784400	802618	856058	901692	917493	931745	968448	982251
471042	494215	600661	662301	770275	784404	802740	856215	901996	917517	935080	968498	982260
471235	495208	600719	681522	770301	784413	802789	871411	902072	917718	937536	968523	982426
474056	495234	600765	681649	770597	784415	805276	891237	902195	918052	937674	968645	982439
476032	495553	600798	685048	770803	784606	805407	891314	902315	918399	939530	968743	982465
480296	496077	600872	685100	770824	784608	809108	891360	902316	918615	940030	968870	982481
480430	497216	601004	685301	770865	785095	809215	891440	902448	920006	940126	968950	982483
480460	497304	601133	686010	770893	785098	809226	891455	903800	920008	940174	968990	982507
480636	503122	602285	701520	771637	785099	811057	891467	904368	920051	940281	970237	982510
480692	503145	602593	708623	771752	785323	832089	891594	904659	920225	940383	970603	982518
481112	531338	602682	719022	772496	785329	834016	891622	904709	921060	940409	970707	982538
481128	531584	603158	719032	773007	785357	836210	891634	906042	921112	941576	970759	984170
481169	531619	604127	722238	773462	785365	836710	891665	906467	921246	941676	970880	985076
481461	531793	604215	730146	774021	785368	840017	891678	910001	921332	943023	970882	992484
481845	549159	604230	730619	778326	785520	840550	891785	910299	921722	946517	970888	995588
482567	551146	605034	730729	780075	787035	840583	895200	911202	921745	948240	970950	997090
482805	551173	605085	730748	782012	787082	840617	895341	911240	922052	948488	970977	997114
482833	551381	605372	730773	782191	787115	841148	895357	911323	922088	948766	970982	997220
483058	551706	606172	730786	782720	787626	841233	900024	911324	924097	949902	972494	998332
483187	551763	607416	735089	784139	787808	841260	900136	913069	924601	950633	972746	
483217	551773	607929	740808	784203	791023	841429	900195	913717	925214	950883	972789	
483379	553102	608126	741367	784213	791025	841802	900217	913972	926006	950924	972842	
483692	553337	608152	741431	784214	791163	841820	900218	914005	926644	950960	974036	
483785	553930	610105	741848	784220	793026	841882	900237	914044	927249	950961	974113	
483802	554949	627091	745035	784228	800158	844231	900286	914196	927273	951061	980130	
483997	570006	629045	750069	784232	800481	844251	900402	914870	927385	951095	980848	
485119	571008	630015	750346	784280	801336	845017	900485	914904	927615	951931	981529	
486151	598552	631164	750494	784297	801409	845052	900654	915125	928325	951958	981603	
486240	598625	631165	752061	784317	801496	846128	901079	915180	928363	953368	981895	
488019	598645	631242	757002	784335	801498	852197	901086	915387	930042	954441	981953	

— Product Information Requirements, Product Development, 3-17-05

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	1999	043 205 5922 to	5999	378 351 1063 to	1099	399 296 9910 to	9999
011 582 1889 to	1899	044 087 3457 to	3499	379 843 5100 to	5199	399 396 8935 to	8999
011 588 2900 to	3099	044 087 4000 to	4099	380 093 9600 to	9699	399 792 7775 to	7799
012 579 5675 to	5699	045 524 4121 to	4298	380 165 1165 to	1199	399 792 8300 to	8399
013 289 6176 to	6199	046 800 9870 to	9899	381 325 4500 to	4599	400 427 1051 to	1999
013 610 0014 to	0099	047 352 4000 to	4099	381 604 2510 to	2699	401 045 1505 to	1549
014 932 1000 to	1099	048 383 7650 to	7659	381 645 9525 to	9599	401 045 1571 to	1599
014 972 0800 to	0899	048 396 3647 to	3699	383 314 3968 to	3999	401 294 2700 to	2799
015 363 0007 to	0099	051 774 8857 to	8899	383 892 1000 to	1344	401 310 9505 to	9599
017 028 3200 to	3299	051 781 2875 to	2885	383 892 1382 to	1399	401 382 5312 to	5399
018 569 5333 to	5399	057 670 0563 to	0599	384 925 3641 to	3654	402 578 7876 to	7899
018 986 5264 to	5299	058 187 3836 to	3899	385 568 2331 to	2399	403 125 6744 to	6799
019 518 2814 to	2899	058 591 1153 to	1299	385 599 7554 to	7575	403 260 7000 to	7499
020 698 5159 to	5199	058 895 3746 to	3799	385 774 2024 to	2099	403 280 6470 to	6499
020 844 7307 to	7399	059 986 0814 to	0899	386 624 1412 to	1599	403 685 8600 to	8699
020 972 8948 to	8999	060 406 7650 to	7699	386 883 8936 to	8999	404 003 0300 to	0399
022 021 9110 to	9181	065 392 6345 to	6399	387 314 5574 to	5599	404 041 8838 to	8899
022 037 1411 to	1499	066 099 2014 to	2099	387 837 6300 to	6399	404 071 4268 to	4299
022 527 9201 to	9210	066 648 2880 to	2899	388 828 0656 to	0699	404 347 5356 to	5399
023 637 7169 to	7199	066 787 3639 to	3699	389 696 2400 to	2799	404 347 5548 to	5599
024 380 4100 to	4199	066 845 7500 to	9999	389 846 3104 to	3135	404 726 4500 to	4599
024 496 6870 to	6896	067 093 3869 to	3899	389 846 3145 to	3195	404 961 5001 to	5199
025 092 0987 to	0999	067 324 9756 to	9799	389 887 9211 to	9230	405 325 0188 to	0198
025 369 5535 to	5599	068 895 0334 to	0399	389 887 9234 to	9299	406 009 4587 to	4599
025 729 1151 to	1199	070 724 4488 to	4499	390 001 3182 to	3199	406 260 6830 to	6899
025 729 1643 to	1799	070 844 2546 to	2599	390 001 3500 to	3699	406 459 6641 to	6999
026 492 3180 to	3199	071 179 9800 to	9899	390 545 5974 to	5999	406 733 3000 to	3999
027 361 0430 to	0499	071 386 3682 to	3699	391 104 6146 to	6199	407 545 1557 to	1599
027 369 4482 to	4495	072 045 9641 to	9699	391 574 1466 to	1499	407 594 0412 to	0599
027 671 8762 to	8776	072 675 8287 to	8299	391 783 3020 to	3599	407 692 9100 to	9299
027 787 9886 to	9899	077 999 4001 to	4090	391 792 6100 to	6199	407 959 2190 to	2199
027 965 9487 to	9499	078 250 4756 to	4799	392 668 2956 to	2999	408 265 2275 to	2288
028 191 1852 to	1999	210 221 0548 to	0599	392 854 8500 to	8899	408 499 7700 to	7799
028 850 3000 to	3199	227 275 9400 to	9999	393 584 7566 to	7699	408 499 7900 to	7999
029 510 1500 to	1599	273 070 8059 to	8099	393 650 0074 to	0099	408 682 8484 to	8599
030 687 0903 to	0999	273 775 7700 to	7899	393 838 8316 to	8499	408 698 7015 to	7099
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031 077 4507 to	4799	349 746 2056 to	2099	394 126 6907 to	6999	410 491 2311 to	2399
032 295 7500 to	9999	350 518 7350 to	7374	394 189 0405 to	0599	410 694 8400 to	8599
034 394 1000 to	1099	360 011 1690 to	1699	394 822 3243 to	3278	410 775 1500 to	1599
034 943 0400 to	0799	360 168 6008 to	6099	394 990 1810 to	1899	410 795 7927 to	7999
035 035 4337 to	4399	360 173 8800 to	8899	395 343 3264 to	3299	410 867 0917 to	0966
037 706 9578 to	9599	360 324 2326 to	2399	395 373 3035 to	3099	410 867 0970 to	0999
037 805 3677 to	3699	362 861 3064 to	3099	395 396 9649 to	9799	411 868 1023 to	1199
037 909 5490 to	5499	373 006 2176 to	2199	395 970 3240 to	3299	411 922 2322 to	2399
040 024 3901 to	3999	374 768 2600 to	2699	397 622 4054 to	4099	412 193 0900 to	0999
040 674 7100 to	7199	375 169 4400 to	4599	397 819 8902 to	8999	412 395 8599 to	8699
040 688 8816 to	8899	375 829 3400 to	3499	398 149 7200 to	7699	412 485 6500 to	6599
041 299 6752 to	6799	375 851 9100 to	9199	399 070 0872 to	0899	412 485 6610 to	6699
041 623 8889 to	8899	376 196 0911 to	0999	399 156 7119 to	7199	412 885 5953 to	5999
041 803 6565 to	6599	378 085 3679 to	3699	399 203 5064 to	5099	414 193 3608 to	3674

414 193 3677 to	3699	434 482 7060 to	7199	456 619 4460 to	4499	473 952 3429 to	3499
414 411 7348 to	7399	434 513 2386 to	2399	457 333 2686 to	2699	474 108 5402 to	5499
414 640 0757 to	0799	434 968 3076 to	3092	457 729 1767 to	1777	474 356 5193 to	5299
414 965 1727 to	1799	435 303 1831 to	1842	457 937 8615 to	8699	474 949 3366 to	3399
417 302 8104 to	8199	435 303 1986 to	1999	458 028 9810 to	9899	475 134 9362 to	9399
417 387 6532 to	6599	435 666 6092 to	6399	458 057 2712 to	2999	475 167 9667 to	9699
417 496 6800 to	6999	436 082 6400 to	6899	458 069 9537 to	9599	475 319 3415 to	3499
417 871 9250 to	9299	436 160 6441 to	6499	458 069 9665 to	9699	475 319 3649 to	3799
417 930 9533 to	9599	437 316 7115 to	7199	458 337 5222 to	5299	475 340 6400 to	6599
418 164 6500 to	6799	437 427 0500 to	3499	458 354 7653 to	7999	475 424 8410 to	8499
418 423 9863 to	9899	439 179 2300 to	2399	458 671 8678 to	8699	475 629 9156 to	9199
418 633 5922 to	5999	439 310 0458 to	0499	458 671 8721 to	8798	475 850 6101 to	6199
418 719 8520 to	8599	440 698 1947 to	1999	458 847 5044 to	5999	475 875 2500 to	2599
418 744 2235 to	2299	440 858 6300 to	6399	459 274 7624 to	7699	476 169 8264 to	8299
418 962 2848 to	2899	440 858 6420 to	7299	459 365 5432 to	5499	476 189 3000 to	3499
419 543 0286 to	0299	441 199 1655 to	1699	459 378 5764 to	5799	476 331 2480 to	2499
419 730 0300 to	0399	443 127 3648 to	3699	459 472 4816 to	4999	477 289 8601 to	8699
420 277 0015 to	0049	443 127 4000 to	4099	460 349 6878 to	6899	477 681 5206 to	5299
420 599 0734 to	0798	443 673 7900 to	7999	460 550 1909 to	1999	478 010 4243 to	4268
420 661 4115 to	4199	443 800 9335 to	9399	460 997 5234 to	5299	478 010 4270 to	4291
420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499	478 450 5071 to	5099
420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299	478 469 7838 to	7858
420 969 3973 to	3999	444 457 3854 to	3899	462 274 1072 to	1099	478 469 7883 to	7899
421 116 3565 to	3599	450 048 4173 to	4199	462 277 8373 to	8399	479 280 9800 to	9899
421 130 9300 to	9399	450 048 4442 to	4699	462 554 6051 to	6099	479 365 9116 to	9176
421 313 4500 to	4999	450 560 5173 to	5199	463 011 5529 to	5540	479 412 9900 to	9999
421 364 5537 to	5599	450 620 3077 to	3099	463 176 4115 to	4199	479 667 6190 to	6199
421 656 2609 to	2699	450 620 3135 to	3199	463 176 4229 to	4299	479 748 9680 to	9699
421 988 9700 to	9799	450 780 2716 to	2799	463 185 2600 to	2799	479 860 7000 to	7199
422 172 4667 to	4699	450 801 2700 to	2799	463 227 7711 to	7799	480 526 2000 to	2099
422 484 4212 to	4299	451 109 2967 to	2984	463 414 4869 to	4899	480 640 6330 to	6399
422 556 1270 to	1299	451 115 4110 to	4125	463 808 3484 to	3499	480 658 0568 to	0599
422 587 7024 to	7099	451 115 4127 to	4199	463 945 7400 to	7899	480 689 5100 to	5199
422 819 7533 to	7599	451 746 0700 to	0799	464 629 9000 to	9399	481 072 9463 to	9499
422 842 5073 to	5087	452 265 0074 to	0099	464 711 4332 to	4399	481 673 0074 to	0095
422 907 7563 to	7599	452 265 0246 to	0299	465 692 3963 to	3999	482 527 1500 to	1599
424 500 6050 to	6099	452 265 0335 to	0999	465 698 8300 to	8599	482 541 5255 to	5299
424 641 8500 to	8599	452 509 1169 to	1199	465 743 7745 to	7799	482 729 6800 to	6899
424 871 6600 to	6699	452 855 6471 to	6499	466 798 6056 to	6067	483 363 7207 to	7299
425 298 2352 to	2399	452 890 4679 to	4799	467 147 4300 to	4399	483 402 2356 to	2399
425 418 4269 to	4299	452 900 8215 to	8238	468 079 5782 to	5799	483 486 5100 to	5199
425 418 4405 to	4499	453 117 9146 to	9199	469 067 2817 to	2899	483 632 1521 to	1599
426 547 4566 to	4599	453 334 3631 to	3699	469 127 8000 to	8199	483 632 2600 to	2799
427 412 6337 to	6499	453 603 7841 to	7891	469 213 0359 to	0399	483 849 1615 to	1699
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428 027 2742 to	2752	453 741 1300 to	1399	469 561 8011 to	8099	484 323 8900 to	9199
429 474 4172 to	4199	454 013 2919 to	2999	469 658 1961 to	1999	484 680 5000 to	5038
429 889 2900 to	2999	454 186 2411 to	2499	469 666 9900 to	9999	484 680 5040 to	5074
430 150 4401 to	4599	454 268 4883 to	4899	469 678 1900 to	1999	484 680 5077 to	5099
430 172 9800 to	9899	454 302 5400 to	5499	469 781 4900 to	4999	485 029 4913 to	4999
430 177 1900 to	2099	454 490 8300 to	8399	469 947 6960 to	6999	486 176 0600 to	0699
430 444 9500 to	9699	454 547 7434 to	7499	470 755 5800 to	5818	486 559 7555 to	7599
430 664 4070 to	4099	454 922 4867 to	4895	471 918 0300 to	0999	486 696 3023 to	3199
432 168 8419 to	8499	455 221 1348 to	1499	471 985 2408 to	2419	488 173 7900 to	7999
432 708 6800 to	6999	455 364 2147 to	2199	472 191 6700 to	6799	488 206 4100 to	4199
432 744 1544 to	1599	455 399 5400 to	5499	472 270 2555 to	2599	488 226 0200 to	0299
432 995 9775 to	9799	455 476 0676 to	0699	472 987 0213 to	0241	488 709 3906 to	3999
433 003 5800 to	5899	455 543 0618 to	0699	472 987 0290 to	0299	488 855 8359 to	8399
433 757 3047 to	3099	456 410 9006 to	9099	473 151 2069 to	2199	489 181 8963 to	8999
433 765 4003 to	4099	456 470 4146 to	4299	473 666 9138 to	9199	489 223 2000 to	2099

489 311 1930	to	1999	607 728 1276	to	1299	627 776 2500	to	2599	644 901 1325	to	1399
489 318 6200	to	6300	608 727 7100	to	7199	628 226 3100	to	3199	644 923 6800	to	7799
489 384 0027	to	0099	608 727 7273	to	7599	628 814 4702	to	4799	644 932 4655	to	4699
489 427 0658	to	0899	608 813 9950	to	9999	628 851 9689	to	9699	645 318 7240	to	7499
489 997 5252	to	5299	609 067 5325	to	5399	629 510 7200	to	7299	645 333 1766	to	1799
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490 717 7080	to	7099	609 067 5600	to	5699	630 389 3056	to	3071	645 821 0657	to	0699
490 721 6000	to	6099	609 289 6123	to	6199	630 463 0588	to	0599	645 930 7948	to	7999
490 793 1500	to	2099	609 438 4400	to	4499	631 459 9117	to	9199	645 975 0737	to	0762
490 886 8171	to	8199	609 493 1100	to	1199	631 762 9325	to	9399	646 242 6200	to	6299
490 977 9221	to	9240	609 766 8091	to	8999	632 217 4933	to	4999	646 270 7639	to	7799
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492 283 5100	to	5199	610 092 3200	to	3299	633 438 6429	to	6599	647 398 8300	to	8399
492 610 6813	to	6899	610 582 4200	to	4299	633 588 7173	to	7182	647 398 8481	to	8499
493 394 5568	to	5599	611 879 6939	to	6999	634 725 0700	to	0799	647 437 3000	to	4999
493 470 2562	to	2599	612 291 8013	to	8099	634 803 3239	to	3299	647 811 2188	to	2199
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493 716 2153	to	2199	612 751 5226	to	5299	634 827 5900	to	5999	648 163 5300	to	5499
494 206 2972	to	2999	612 751 6083	to	6099	634 886 3428	to	3499	648 722 5283	to	5299
494 217 3446	to	3999	612 751 6268	to	6299	635 559 3449	to	3499	648 892 3164	to	3199
494 224 0500	to	0599	612 751 6572	to	6599	636 289 6214	to	6299	649 100 3989	to	3999
495 145 0600	to	0699	612 774 2111	to	2199	636 634 8007	to	8042	649 647 0370	to	0399
496 209 7425	to	7499	612 774 2254	to	2299	637 150 1200	to	1299	649 647 0522	to	0599
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496 474 5226	to	5248	614 469 0979	to	0999	638 042 1647	to	1699	649 647 9100	to	9299
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498 449 8888	to	8899	614 645 1800	to	1899	638 318 1453	to	1499	650 130 3400	to	3599
498 929 8285	to	8499	614 832 1100	to	2099	638 885 0000	to	0299	650 213 0406	to	0499
498 936 5310	to	5399	615 017 7505	to	7599	638 903 4362	to	4373	650 555 1749	to	1799
499 016 5425	to	5499	617 711 6609	to	6699	639 415 1929	to	1999	650 564 1900	to	1999
499 440 8575	to	8899	617 760 5266	to	5299	639 415 2019	to	2099	650 627 4212	to	4299
499 731 6717	to	6799	617 813 3601	to	3699	639 420 6200	to	6299	650 736 2043	to	2099
500 064 1858	to	1869	618 840 9200	to	9299	639 469 3517	to	3799	650 739 1540	to	1699
500 070 5725	to	7799	619 551 7229	to	7299	639 605 2143	to	2199	651 741 4415	to	4499
600 645 3223	to	3299	619 859 3000	to	3099	639 657 8600	to	8799	651 882 2800	to	2899
601 339 1200	to	1399	620 073 9400	to	9499	640 289 7500	to	7599	652 754 6317	to	6399
601 653 5884	to	5899	621 614 7907	to	7930	640 289 7700	to	7999	653 131 4945	to	4999
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601 682 5343	to	5399	621 648 8021	to	8199	641 318 3133	to	3199	653 455 4874	to	4899
601 928 1600	to	1699	621 648 8500	to	8599	641 378 6500	to	6999	654 238 0000	to	0399
602 512 2972	to	2999	621 904 8351	to	8599	641 383 8739	to	8799	654 404 3065	to	3092
602 555 2400	to	2799	621 916 1978	to	1989	641 877 3187	to	3299	654 962 2900	to	3199
602 829 7061	to	7099	622 989 8032	to	8099	641 877 3310	to	3399	655 103 5081	to	5199
603 483 9572	to	9599	623 076 9300	to	9399	642 355 8094	to	8199	655 523 2600	to	2999
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603 678 7100	to	7199	623 895 8200	to	8399	642 900 0018	to	0099	657 347 4438	to	4999
603 678 7662	to	7699	623 917 0000	to	0099	643 030 6254	to	6299	657 710 8100	to	8999
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603 678 8418	to	8499	624 468 5288	to	5299	644 069 0600	to	0699	658 586 1400	to	1499
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604 086 0880	to	0899	625 088 6735	to	6799	644 085 8157	to	8199	658 880 8000	to	8199
604 349 1414	to	1499	625 916 9500	to	9799	644 112 9839	to	9899	659 398 7300	to	7399
604 503 7776	to	7799	625 968 8956	to	8999	644 373 9083	to	9099	659 706 8113	to	8199
605 520 9037	to	9099	627 005 3938	to	3999	644 380 1460	to	1499	659 846 7837	to	7899
605 685 4010	to	4099	627 384 3907	to	4099	644 733 4715	to	4799	660 510 4100	to	4199
605 988 6467	to	6499	627 496 7549	to	7599	644 900 9712	to	9799	660 673 0400	to	0599
607 689 7951	to	7960	627 708 3605	to	3699	644 901 0109	to	1299	661 488 5000	to	5099

661 609 9100 to	9199	685 669 4200 to	4299	701 695 4148 to	4199	837 672 8967 to	8999
661 716 9420 to	9499	685 757 8452 to	8499	701 695 4227 to	4299	837 784 3282 to	3299
661 906 6522 to	6599	686 071 2694 to	2799	701 708 1741 to	1799	838 176 8377 to	8399
662 021 8332 to	8399	686 176 3333 to	3354	701 736 3966 to	3999	838 518 1257 to	1299
662 068 0700 to	0899	686 372 3200 to	3299	701 838 2800 to	2899	839 718 8257 to	8299
662 553 0774 to	0799	686 644 5879 to	5899	701 941 0600 to	0699	840 323 0600 to	0699
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663 763 5300 to	5399	686 931 7636 to	7699	702 195 5109 to	5199	840 910 0900 to	0999
663 883 7039 to	7499	687 601 0973 to	0999	702 254 9300 to	9399	841 349 5000 to	5099
663 938 9200 to	9299	687 614 6774 to	6799	702 264 7569 to	7599	841 805 7747 to	7899
664 253 8000 to	8499	688 120 9000 to	9999	702 519 0513 to	0524	841 805 7944 to	8099
664 656 3055 to	3099	688 314 3107 to	3191	702 713 1800 to	1809	842 226 0685 to	0695
665 174 6400 to	6499	690 291 1361 to	1371	702 821 5730 to	5799	842 685 4600 to	4699
665 274 8208 to	8299	690 788 2877 to	2899	702 821 5805 to	5899	842 685 4742 to	4999
665 669 5400 to	5499	690 893 5344 to	5399	702 844 6975 to	6994	842 860 0300 to	0399
666 132 8226 to	8299	690 893 5512 to	5599	702 846 6331 to	6399	842 898 5582 to	5599
666 696 2209 to	2299	690 904 1300 to	1599	702 848 3900 to	3999	843 062 7100 to	7199
666 696 2309 to	2399	690 941 6000 to	6199	702 857 7302 to	7499	843 077 6288 to	6299
667 032 9300 to	9399	691 313 6383 to	6399	702 878 0114 to	0199	843 077 6378 to	6399
667 729 5529 to	5599	691 313 6600 to	6699	703 364 1707 to	1799	843 758 5769 to	5778
668 383 8400 to	8699	691 582 8003 to	8099	740 002 7710 to	7719	843 786 2554 to	2699
670 368 3400 to	3499	691 664 1800 to	1999	740 241 9049 to	9099	845 656 8165 to	8199
670 369 7336 to	7399	691 664 2400 to	2499	740 255 1718 to	1799	845 727 2100 to	2199
670 750 7169 to	7199	692 727 9362 to	9399	740 374 7416 to	7499	845 746 2618 to	2635
671 046 6200 to	6399	692 798 1800 to	1899	740 470 2420 to	2443	846 390 7531 to	7599
671 251 5448 to	5499	693 249 0779 to	0799	740 523 7432 to	7449	846 918 0572 to	0599
671 926 5600 to	5799	693 249 0877 to	1699	740 535 1555 to	1580	847 237 7690 to	7699
672 444 2000 to	2999	693 445 0566 to	0999	740 701 6105 to	6114	847 284 2481 to	2499
672 828 3410 to	3499	693 448 8500 to	8999	740 705 9790 to	9799	847 374 7055 to	7065
673 167 5776 to	5799	693 645 9583 to	9599	740 726 6400 to	6500	847 374 7055 to	7065
675 464 3700 to	3799	693 965 4200 to	4299	740 765 3306 to	3399	847 636 5304 to	5399
675 464 4000 to	4199	695 741 2906 to	2999	740 774 8434 to	8499	847 700 5447 to	5499
676 365 5958 to	5999	695 947 8518 to	8599	805 885 8411 to	8499	847 723 7500 to	7599
676 669 1024 to	1099	696 662 8247 to	8299	806 087 1100 to	1499	849 485 3427 to	3499
677 126 6734 to	6799	697 447 8285 to	8296	806 268 9275 to	9299	849 520 9850 to	9899
677 333 9979 to	9999	698 042 4816 to	4899	806 534 3400 to	3477	849 608 1357 to	1399
677 466 1088 to	1099	698 131 2138 to	2157	807 342 3283 to	3399	849 792 2600 to	2699
678 071 4500 to	4799	698 227 0000 to	0099	808 086 7100 to	7199	850 546 1862 to	1899
678 096 7531 to	7599	700 065 2570 to	2599	808 090 3440 to	3499	851 143 6826 to	6844
679 909 2578 to	2599	700 065 4800 to	4899	808 325 5161 to	5699	851 209 9880 to	9899
680 112 9565 to	9599	700 190 3350 to	3359	808 784 8000 to	8299	851 928 9221 to	9299
680 244 0903 to	0999	700 228 6048 to	6099	830 125 0672 to	0699	852 589 6560 to	6599
680 412 6046 to	6099	700 650 0452 to	0499	830 602 5800 to	5999	853 049 3646 to	3699
680 761 6800 to	6899	700 666 1323 to	1349	830 610 3700 to	3799	854 304 4089 to	4999
681 677 0540 to	0699	700 786 9106 to	9142	830 983 3500 to	3599	854 529 2200 to	2299
682 070 1029 to	1099	700 859 0744 to	0758	830 983 3635 to	3699	854 532 0000 to	2999
682 956 6280 to	6299	701 028 6780 to	6899	831 354 1387 to	1399	855 001 6204 to	6249
682 956 6490 to	6599	701 213 3900 to	3999	831 815 8240 to	8299	855 319 9364 to	9399
682 956 6700 to	6799	701 267 2000 to	3999	832 525 3810 to	3899	855 361 3390 to	3399
682 965 1178 to	1199	701 335 7312 to	7399	833 159 1884 to	1899	856 226 0490 to	0499
682 965 1201 to	1299	701 369 2005 to	2050	833 456 2567 to	2599	856 656 5800 to	5999
683 118 2389 to	2399	701 499 2260 to	2299	833 566 3015 to	3071	856 752 0200 to	0299
683 378 2000 to	2099	701 503 2247 to	2299	834 130 5200 to	5299	857 111 1352 to	1399
683 378 2117 to	2299	701 541 2271 to	2299	834 316 5444 to	5499	857 279 3450 to	3499
683 415 1200 to	1499	701 553 6557 to	6599	834 354 8747 to	8766	857 843 4000 to	4099
683 444 8159 to	8199	701 578 7460 to	7469	834 354 8824 to	8838	858 124 7644 to	7699
685 154 7780 to	7789	701 578 7475 to	7499	835 269 5700 to	5799	858 756 3111 to	3299
685 297 7645 to	7699	701 601 3457 to	3499	835 496 7303 to	7399	859 063 8200 to	8699
685 623 5264 to	5299	701 605 5913 to	5999	835 539 5200 to	5999	859 190 0600 to	0644
685 650 9487 to	9499	701 695 3982 to	3999	835 813 3015 to	3099	859 437 5538 to	5599

859 811 2888	to	2899	870 575 8155	to	8999	909 100 1900	to	2099	916 703 0802	to	0821
859 855 8873	to	8999	870 589 0485	to	0494	909 355 0422	to	0499	917 089 0709	to	0799
860 240 8520	to	8599	870 691 7060	to	7099	909 568 8900	to	9099	917 089 0842	to	0899
860 275 3900	to	3999	872 029 9306	to	9399	909 568 9300	to	9499	917 216 2928	to	2999
860 518 9629	to	9699	872 100 0445	to	0459	909 725 7307	to	7399	917 370 6300	to	6499
860 600 0021	to	0999	900 556 4178	to	4199	909 833 0947	to	0999	917 486 4900	to	4999
861 158 2350	to	2599	900 845 0044	to	0099	910 219 8631	to	8699	918 460 0602	to	0699
861 367 5400	to	5499	900 936 0217	to	0299	910 265 1100	to	1199	918 492 5200	to	5399
861 637 6010	to	6099	900 936 0435	to	0499	910 471 7273	to	7299	918 951 7231	to	7299
861 979 7292	to	7499	901 058 5255	to	5280	910 536 2505	to	2599	919 519 2786	to	2799
862 216 6100	to	6199	901 273 1082	to	1099	910 958 7499	to	7599	919 536 0770	to	0799
862 263 9213	to	9299	901 287 5143	to	5199	911 140 1000	to	2199	919 814 3095	to	3199
862 271 0800	to	0999	901 291 2789	to	2799	911 245 2545	to	2599	919 915 2774	to	2787
862 271 5000	to	5099	901 525 7122	to	7199	911 268 9077	to	9099	920 155 4662	to	4687
863 871 5138	to	5199	902 089 1253	to	1299	911 400 8948	to	8999	920 309 9039	to	9199
863 949 5300	to	5399	902 198 9769	to	9799	911 508 1620	to	1799	920 771 5321	to	5399
864 088 8200	to	8299	902 948 1269	to	1299	911 509 9310	to	9399	920 857 5500	to	5899
864 426 3972	to	3999	902 985 0833	to	0899	911 523 3000	to	3999	920 864 3480	to	3499
864 520 6117	to	6136	903 370 6934	to	6999	912 057 9922	to	9999	920 963 4567	to	4599
865 151 0526	to	0599	904 600 6523	to	6599	912 882 0563	to	0899	921 333 7400	to	7499
865 500 4034	to	4099	904 892 0378	to	0399	913 605 2218	to	2299	921 477 3762	to	3799
865 883 6082	to	6099	904 892 0648	to	1299	913 709 2429	to	2499	922 278 1048	to	1399
866 004 3000	to	3999	905 056 2216	to	2299	913 818 3501	to	3999	922 280 2019	to	2099
866 442 4100	to	4899	905 510 6647	to	6799	914 063 4300	to	4399	922 280 2233	to	2299
867 366 9108	to	9118	905 510 6900	to	7099	914 346 7621	to	7644	922 773 0459	to	0499
867 633 7403	to	7499	905 794 0000	to	0199	914 453 1366	to	1399	923 032 7000	to	7399
867 737 5623	to	5699	905 794 0288	to	0299	914 529 6185	to	6299	923 045 3630	to	3699
868 169 4529	to	4599	905 873 6900	to	6999	914 896 4658	to	4699	923 493 9403	to	9599
868 173 8400	to	8599	905 873 7100	to	7299	915 187 8774	to	8779	923 493 9681	to	9699
868 514 9000	to	9099	905 880 8900	to	8999	915 300 2783	to	2799	923 810 7800	to	8299
868 566 9200	to	9299	905 889 7100	to	7199	915 546 6822	to	6999	924 252 1200	to	1299
869 387 1150	to	1199	906 158 1508	to	1599	915 671 3963	to	3980	924 252 1400	to	1499
869 505 3500	to	3599	906 558 8812	to	8899	915 671 3982	to	3999	924 685 1957	to	1999
869 523 7033	to	7099	906 982 2214	to	2299	915 675 2217	to	2299	925 333 5900	to	6099
869 800 0000	to	999 9999	907 725 8500	to	8599	916 440 3377	to	3399	925 336 2300	to	2399
870 054 4814	to	4899	907 815 0216	to	0257	916 670 6352	to	6399	926 432 5907	to	5999
870 491 4812	to	4849	908 622 4225	to	4235	916 682 5300	to	5399	926 436 3600	to	3699
870 536 5820	to	5829	908 936 9254	to	9299	916 694 1414	to	1499			
870 541 7167	to	7239	909 100 1787	to	1799						

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,
Postal Inspection Service, 3-17-05

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.

719 869 731 to 9 760	727 749 241 to 9 780	734 290 759 to 0 770	741 373 891 to 4 340
720 227 871 to 7 930	728 382 331 to 2 480	734 389 273 to 9 290	741 452 369 to 2 490
720 227 949 to 7 960	728 702 338 to 2 400	734 440 031 to 0 111	741 492 991 to 3 140
720 368 543 to 8 570	728 915 371 to 5 850	734 797 201 to 7 320	741 553 460 to 3 470
720 392 151 to 2 570	728 953 141 to 3 410	734 939 611 to 9 640	741 764 431 to 4 520
720 556 491 to 6 640	728 954 280 to 4 310	734 950 111 to 0 170	742 178 834 to 8 880
720 558 621 to 8 650	729 169 081 to 9 140	735 120 331 to 0 840	742 325 500 to 5 520
720 575 361 to 5 570	729 363 841 to 3 870	735 283 008 to 3 020	742 325 668 to 5 700
720 590 152 to 0 179	729 682 891 to 3 190	735 293 131 to 3 220	742 408 771 to 8 830
721 638 331 to 9 170	729 838 940 to 9 070	735 635 010 to 5 040	742 512 120 to 2 150
721 815 391 to 5 420	729 839 101 to 9 130	735 783 961 to 3 990	742 684 849 to 4 890
721 969 713 to 9 740	730 077 683 to 7 840	735 803 401 to 3 430	742 839 553 to 9 630
722 072 137 to 2 160	730 109 847 to 9 880	736 005 420 to 5 440	742 913 668 to 3 700
722 378 265 to 8 280	730 373 761 to 3 850	736 366 021 to 6 110	742 917 287 to 7 296
722 413 990 to 4 004	730 501 951 to 2 130	736 624 456 to 4 500	742 921 891 to 1 980
722 764 948 to 4 980	730 519 379 to 9 470	736 670 851 to 1 060	742 983 631 to 3 810
722 825 840 to 5 889	730 569 278 to 9 360	736 767 061 to 7 090	743 020 021 to 0 170
723 153 841 to 3 850	730 711 711 to 1 740	736 767 093 to 7 120	743 206 491 to 6 500
723 237 616 to 7 630	730 722 991 to 3 230	736 982 191 to 2 370	743 235 992 to 6 050
723 331 081 to 1 110	730 845 970 to 5 990	736 982 551 to 2 730	743 940 631 to 0 900
723 496 443 to 6 470	730 888 291 to 8 320	737 110 141 to 0 170	743 978 011 to 8 070
723 967 291 to 7 320	730 927 591 to 7 680	737 185 501 to 5 710	744 234 751 to 4 780
724 655 196 to 5 340	731 307 914 to 7 930	737 317 321 to 7 350	744 499 591 to 9 680
724 711 441 to 1 500	731 402 431 to 2 460	737 517 781 to 7 840	744 626 901 to 6 910
724 711 538 to 1 560	731 407 232 to 7 320	737 628 181 to 8 210	745 388 794 to 8 910
724 793 221 to 3 250	731 588 301 to 8 340	737 634 258 to 4 270	746 446 806 to 6 820
724 908 109 to 8 120	731 767 273 to 7 320	738 361 971 to 1 980	746 818 351 to 8 410
724 937 461 to 7 670	731 781 061 to 1 120	738 447 601 to 7 660	747 245 266 to 5 280
725 163 118 to 3 151	731 837 821 to 7 910	738 648 355 to 8 450	747 364 813 to 4 830
725 202 735 to 2 750	731 841 377 to 1 450	738 849 811 to 9 900	747 501 434 to 1 450
725 398 591 to 8 800	732 018 481 to 8 600	738 892 270 to 2 290	747 739 891 to 0 070
725 464 591 to 4 920	732 067 972 to 8 370	738 997 259 to 7 380	748 148 649 to 8 760
725 475 321 to 5 330	732 188 649 to 8 670	739 161 451 to 1 540	748 259 960 to 9 970
725 711 057 to 1 070	732 193 460 to 3 470	739 219 381 to 9 440	748 565 162 to 5 280
725 738 581 to 8 730	732 201 241 to 1 390	739 740 151 to 0 180	748 874 988 to 5 030
725 981 311 to 1 430	732 220 431 to 0 440	739 793 491 to 3 520	749 137 381 to 7 410
725 987 835 to 7 880	732 355 201 to 5 380	739 793 527 to 3 550	749 190 192 to 0 210
726 060 811 to 0 900	732 472 320 to 2 560	739 942 621 to 2 650	749 685 421 to 5 450
726 391 970 to 2 520	732 541 605 to 1 620	739 999 231 to 9 320	749 846 791 to 6 850
726 484 771 to 4 800	732 572 221 to 2 490	740 011 517 to 1 530	749 993 131 to 3 580
726 493 351 to 5 300	732 586 479 to 6 710	740 030 701 to 0 970	750 071 587 to 1 610
726 504 031 to 4 063	732 994 037 to 4 080	740 261 740 to 1 820	750 408 167 to 8 183
726 504 070 to 4 090	733 163 449 to 3 460	740 265 811 to 6 290	750 438 421 to 8 501
726 504 331 to 4 390	733 297 171 to 7 290	740 299 111 to 9 170	750 743 911 to 4 030
726 563 701 to 4 060	733 446 631 to 7 110	740 299 231 to 9 260	750 779 118 to 9 400
726 599 371 to 9 460	733 474 665 to 4 770	740 329 266 to 9 320	750 910 981 to 1 010
726 626 356 to 6 370	733 704 482 to 4 570	740 889 081 to 9 090	750 960 841 to 0 900
727 182 271 to 2 510	733 751 041 to 1 130	741 010 421 to 0 530	751 296 211 to 6 240
727 416 181 to 6 240	734 009 101 to 9 130	741 113 041 to 3 370	751 539 121 to 9 180
727 481 431 to 1 460			

751 541 311	to	1 790	759 152 851	to	2 880	766 158 824	to	8 840	792 004 293	to	4 320
751 757 641	to	7 700	759 740 941	to	1 090	766 388 433	to	8 460	792 018 379	to	8 420
751 936 951	to	7 010	760 004 596	to	4 610	766 509 421	to	9 660	792 070 621	to	0 740
751 951 861	to	1 890	760 118 191	to	8 250	766 572 901	to	3 020	792 145 211	to	5 230
751 999 021	to	9 110	760 155 001	to	5 090	766 748 500	to	8 521	792 391 381	to	1 620
752 139 516	to	9 570	760 378 002	to	8 020	767 024 341	to	4 370	792 452 779	to	2 790
752 182 892	to	2 950	760 692 722	to	2 749	767 326 471	to	6 590	792 772 728	to	2 770
752 206 861	to	7 100	761 055 460	to	5 480	767 332 561	to	2 950	792 903 511	to	3 990
752 295 241	to	5 600	761 169 781	to	9 810	768 009 841	to	9 960	793 282 518	to	2 533
752 731 351	to	1 410	761 504 941	to	5 120	768 011 489	to	1 520	794 041 831	to	2 040
752 767 441	to	7 470	761 516 836	to	6 910	768 177 980	to	7 990	794 397 709	to	7 780
753 008 941	to	9 030	761 613 588	to	3 600	768 391 081	to	1 170	794 581 741	to	2 040
753 194 311	to	4 370	761 688 631	to	8 690	768 661 569	to	1 650	794 592 122	to	2 150
753 620 378	to	0 400	761 805 199	to	5 240	769 000 051	to	0 080	795 032 251	to	2 340
754 013 917	to	3 940	761 826 106	to	6 120	769 050 841	to	0 900	795 796 291	to	6 350
754 161 061	to	1 120	761 881 171	to	1 560	769 159 081	to	9 178	796 070 139	to	0 160
754 358 445	to	8 610	761 975 641	to	5 670	769 737 496	to	7 510	796 143 151	to	3 630
754 410 451	to	0 660	761 975 886	to	5 895	769 778 491	to	8 730	796 159 725	to	9 740
754 438 393	to	8 410	762 304 144	to	4 170	769 827 331	to	7 450	796 169 306	to	9 340
754 493 109	to	3 130	762 324 931	to	4 960	770 216 071	to	6 100	796 373 406	to	3 430
754 664 182	to	4 220	762 439 261	to	9 290	770 723 281	to	3 400	796 602 961	to	3 050
754 816 377	to	6 470	762 524 158	to	4 220	770 790 451	to	0 480	796 708 441	to	8 500
755 487 421	to	7 600	762 584 872	to	4 970	770 915 150	to	5 490	796 886 281	to	6 430
755 592 901	to	3 140	762 593 431	to	3 460	771 455 551	to	5 610	796 901 701	to	2 000
755 790 020	to	0 030	763 155 160	to	5 180	771 609 661	to	9 690	796 975 466	to	5 590
755 791 730	to	1 800	763 178 631	to	8 660	771 932 551	to	2 580	797 272 917	to	2 950
755 926 951	to	7 070	763 506 001	to	6 060	772 057 224	to	7 440	797 519 441	to	9 460
755 934 332	to	4 510	763 522 141	to	2 470	772 162 660	to	3 070	797 519 731	to	0 240
755 957 701	to	8 000	763 717 694	to	7 800	772 718 615	to	8 640	797 535 181	to	5 330
755 962 981	to	3 280	763 826 461	to	6 520	772 940 140	to	0 160	798 040 053	to	0 080
756 035 371	to	5 490	763 900 460	to	0 471	772 970 886	to	0 940	798 055 813	to	5 830
756 301 257	to	1 290	763 900 479	to	0 530	773 009 419	to	9 430	798 055 891	to	5 950
756 371 565	to	1 580	763 917 271	to	7 750	773 112 031	to	2 060	798 326 371	to	6 520
756 876 031	to	6 120	764 125 801	to	5 860	773 125 387	to	5 410	798 339 167	to	9 210
756 876 151	to	6 240	764 284 525	to	4 560	773 179 320	to	9 410	798 562 411	to	2 440
756 970 129	to	0 140	764 526 241	to	6 330	773 202 989	to	3 140	798 632 461	to	2 490
757 059 613	to	9 630	764 601 421	to	1 600	773 208 991	to	9 290	798 807 151	to	7 510
757 078 540	to	8 560	764 650 231	to	0 470	773 231 311	to	1 340	798 944 761	to	5 030
757 086 209	to	6 240	764 984 371	to	4 850	773 348 739	to	8 940	799 133 191	to	3 220
757 240 591	to	0 650	765 003 667	to	3 680	773 348 739	to	8 940	799 177 626	to	7 650
757 277 371	to	7 700	765 042 517	to	2 540	773 575 891	to	5 950	799 854 751	to	5 200
757 291 591	to	2 730	765 194 728	to	4 970	773 852 971	to	3 030	800 044 320	to	4 410
757 964 251	to	4 280	765 387 365	to	7 450	790 448 020	to	8 460	800 211 901	to	2 440
758 067 001	to	7 090	765 541 801	to	2 100	790 597 485	to	7 530	800 427 530	to	7 540
758 105 221	to	5 250	765 638 461	to	8 970	790 911 883	to	1 900	800 872 741	to	2 830
758 324 941	to	5 000	765 647 101	to	7 190	791 057 441	to	7 550	801 349 801	to	9 830
758 593 628	to	3 650	765 813 781	to	4 029	791 239 081	to	9 290	801 676 681	to	7 100
758 709 038	to	9 060	765 879 314	to	9 390	791 374 483	to	4 500	802 967 821	to	7 940
758 744 101	to	4 160	765 954 001	to	4 030	791 387 971	to	8 030	803 217 601	to	7 780
758 850 883	to	0 900	766 120 286	to	0 320	791 447 521	to	7 850	803 729 731	to	9 850
758 860 951	to	1 550	766 125 716	to	5 750	791 451 151	to	1 240	804 138 181	to	8 420
						791 500 009	to	0 470	804 682 411	to	2 710
						791 771 431	to	1 490			

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, 3-17-05*

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, 3-17-05*

Overseas Military Mail

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

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

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

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

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

Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09343	Activate	Immediately	A-A1-B-B1-C-C1-D-F-F1-H-M-N-R-R1-V-Z-Z1
APO AE 09385	Close	Immediately	
APO AE 09738	Activate	Immediately	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
APO AE 09739	Activate	Immediately	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
APO AE 09825	Activate	Immediately	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1

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	09069	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09074	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09076	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-U
09012	A1-B-B1-C-D-U	09080	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09081	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U
09031	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09166	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U
09033	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U
09034	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U
09036	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U
09042	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09045	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09046	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09180	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09050	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09053	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09054	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09056	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U		
09058	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U		
09059	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V		
09060	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09213	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09128	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U		
09067	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U		
		09136	A1-B-B1-C-D	09226	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09358	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
09307	A1-B-B1-N-V-Z1	09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09360	A1-B-B1-V	09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09335	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09362	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09310	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	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
09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	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
09313	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09340	A-A1-B-B1-C1-F-R-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
09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09367	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09343	A-A1-B-B1-C-C1-D-F-F1-H-M-N-R-R1-V-Z-Z1	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
09316	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09344	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	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
09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09345	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09371	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09397	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09372	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09398	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09347	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09373	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09399	A-A1-B-B1-C-F-M-V-Z1
09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09374	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09409	A1-B-B1-C-C1-U-V
09323	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09349	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09420	A1-B-B1-C-C1-U
09325	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09350	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09421	A1-B-B1-C-C1-U
09326	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09352	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09447	A1-B-B1-C-C1-U-V
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09380	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09454	A1-B-B1-C-C1-U-V
09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09456	A1-B-B1-C-C1-U
09329	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09355	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-V-Z1	09459	A1-B-B1-C-C1-U
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09356	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	09461	A1-B-B1-C-C1-U
09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1			09463	A1-B-B1-C-C1-U
						09464	A1-B-B1-C-C1-U
						09468	A1-B-B1-C-C1-U
						09469	A1-B-B1-C-C1-U
						09470	A1-B-B1-C-C1-U
						09494	A1-B-B1-C-C1-U
						09496	A1-B-B1-C-C1-U-V
						09498	A1-B-B1-C-C1-U
						09499	A1-B-B1-C-C1-U
						09501	A1-B-V
						09502	A1-B-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09503	A1-B-V	09601	A1-B-B1-C-F-F1-U	09716	A1-B-B1-C-D-N-U-V	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09504	A1-B-V	09602	A1-B-B1-C-F-F1-N-U	09717	A1-B-B1-M-W	09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1
09505	A1-B-V	09603	A1-B-B1-C-F-F1-U	09718	A1-B-B1-F-I-N-U-V	09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1
09506	A1-B-V	09604	A1-B-B1-C-F-F1-U	09719	A1-B-B1-C-F1-V	09804	A-A1-B-B1-F-Z1
09507	A1-B-V	09609	A1-B-B1-C-F-U	09720	A1-B-B1-U-V	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09508	A1-B-V	09610	A1-B-B1-C-F-U	09721	A1-B-B1-N-U-V-Z1	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09509	A1-B-V	09612	A1-B-B1-C-F-U	09722	A1-B-B1-N-U-V-Z1	09808	A-A1-B-B1-C-C1-F-I-V-Z1
09510	A1-B-V	09613	A1-B-B1-C-F-U-V	09723	A1-B-B1-N-U-V-Z1	09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09511	A1-B-V	09617	A1-B-B1-C-F-U	09724	A1-B-B1-C-C1-F1-M-R-R1-U	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1
09517	A1-B-V	09618	A1-B-B1-C-F-U	09725	A1-B-B1-C	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z1
09521	A1-B-V	09619	A1-B-B1-C-F-U	09726	A1-B-B1-N-U	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z1
09524	A1-B-V	09620	A1-B-B1-C-F-U	09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1	09819	A-A1-B-F-P-V-Z1
09532	A1-B-V	09621	A1-B-B1-C-F-U	09728	A1-B-B1-C-F1-U-V	09821	A-A1-B-F-V-Z1
09534	A1-B-V	09622	A1-B-B1-C-F-U	09729	A1-B-B1-N-U-V	09822	A-A1-B-F-V-Z1
09542	A1-B-V	09623	A1-B-B1-C-F-U	09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1	09823	A-A1-B-F-V-Z1
09543	A1-B-V	09624	A1-B-B1-C-F-U	09731	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1	09824	A-A1-B-F-V-Z1
09545	A1-B-V	09625	A1-B-B1-C-F-U	09732	A1-B-B1-N-V-Z1	09825	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1
09549	A1-B-V	09626	A1-B-B1-C-F-U	09733	A1-B-B1-V	09827	A-A1-B-F-Z1
09550	A1-B-V	09627	A1-B-B1-C-F-U	09734	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1	09828	A1-B-N-V-Z1
09554	A1-B-B1-V	09628	A1-B-B1-C-F-F1-U-V	09735	A1-B-B1-N-V-Z1	09830	A1-B-B1-C-N-V-Z1
09556	A1-B-V	09630	A1-B-B1-C-F-U-V	09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1	09831	A1-B-B1-F-N-U-V-Z1
09557	A1-B-V	09631	A1-B-B1-C-F-U	09737	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1	09832	A-B-B1-U1-V-Z1
09564	A1-B-V	09636	A1-B-B1-C-F-U	09738	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1	09833	A1-B-B1-U1-V-Z1
09565	A1-B-V	09642	A1-B-B1-N-U	09739	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1	09834	A1-B-B1-V-Z1
09566	A1-B-V	09643	A1-B-B1-U	09777	A-A1-B-B1-C-E1-N	09835	A-A1-B-B1-V-Z1
09567	A1-B-V	09644	A1-B-B1-U	09779	A-A1-B-B1-F-R-V	09836	A-A1-B-B1-C-F-M-V-Z1
09568	A1-B-V	09645	A1-B-U	09780	A-A1-B-B1-F-R-V	09837	A1-B-B1-V-Z1
09569	A1-B-V	09647	A1-B-B1-N-U	09788	A-A1-B-B1-F-R-V	09838	A1-B-B1-V-Z1
09570	A1-B-V	09648	A1-B-B1-N-U-V-Z1	09789	A-A1-B-B1-F-R-V	09839	A-A1-B-B1-U-V-Z1
09573	A1-B-V	09649	A1-B-B1-U	09790	A-A1-B-B1-C1-F-R-V	09840	A-A1-B-B1-V-Z1
09574	A1-B-V	09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1	09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09841	A-A1-B-B1-U-Z1
09575	A1-B-V	09703	A1-B-B1-C-F1	09793	A-A1-B-B1-F-R-V	09842	A-A1-B-B1-Z1
09576	A1-B-V	09704	A1-B-B1-C-D-V	09797	A1-B-B1-C-D-P-V	09843	A-A1-B-B1-U-V-Z1
09577	A1-B-V	09705	A1-B-B1-U			09844	A-A1-B-B1-U-V-Z1
09578	A1-B-V	09706	A1-B-B1-C-N-U-V				
09579	A1-B-V	09707	A1-B-B1-C-N-U-V				
09581	A1-B-V	09708	A1-B-B1				
09582	A1-B-V	09709	A1-B-B1-F1				
09586	A1-B-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U				
09587	A1-B-V	09711	A1-B-B1-F1-Z1				
09588	A1-B-V	09713	A1-B-B1-C-F1				
09589	A1-B-B1-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U				
09590	A1-B-V	09715	A1-B-B1-F1				
09591	A1-B-V						
09593	A1-B-V						
09594	A1-B-V						
09595	A1-B-V						
09596	A1-B-V						
09599	A1-B-V						

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96275	A-A1-B-B1-V	96379	A1-B-B1-M-W
09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96276	A-A1-B-B1	96384	A1-B-B1-M-W
09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1	96278	A-A1-B-B1-U	96386	A1-B-B1-M-W
09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34045	A1-B-V	96283	A-A1-B-B1-U	96387	A1-B-B1-M-W
09865	A-A1-B-B1-V-Z1	34050	A1-B-N-V-Z1	96284	A-A1-B-B1-U-V	96388	A1-B-B1-M-W
09868	A-A1-B-B1-U-V-Z1	34055	A1-B-B1-V-Z1	96297	A-A1-B-B1-U	96401	A1-B-B1-F-N-V-Z1
09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	34058	A1-B-I-M-N-V-Z	96306	A1-B-B1-F-F1-F2-M-W	96402	A1-B-D-F-N-V
09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34071	A1-B-B1-F1-N-V-Z1	96309	A1-B-B1-M-V-W	96403	A1-B-D-F-N-V
09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96310	A1-B-B1-M-W	96404	A-A1-B-C-D-E3-F-H1-M-N-V
09892	A-A1-B-B1-F-N-R-R1-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96311	A1-B-B1-M-W	96424	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1
09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96313	A1-B-B1-F-F1-F2-M-W	96425	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1
34002	A1-B-B1-N-U-Z1	34090	A1-B-V	96319	A1-B-B1-M-W	96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1
34006	A-A1-B-B1-C1-F1-N-V-Z1	34091	A1-B-V	96321	A1-B-B1-F-F1-F2-M-W	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1
34007	A-A1-B-B1-C1-F1-V-Z1	34092	A1-B-V	96322	A1-B-B1-F-F1-F2-M-W	96490	A1-B-B1-V
34008	A-A1-B-B1-C1-F1-V-Z1	34093	A1-B-V	96323	A1-B-B1-M-V-W	96507	A-A1-B-F-V
34019	A-B-M-N-V-Z1	34095	A1-B-V	96326	A1-B-B1-M-W	96511	A1-B-B1-I-N-V
34020	A1-B-B1-M-N-V-Z1	34098	A1-B-V	96328	A1-B-B1-M-W	96515	A1-B-B1-F
34021	A1-B-M-N-V-Z1	34099	A1-B-V	96330	A1-B-B1-M-W	96517	A1-B-B1-F-U3-V
34022	A1-B-B1-D-F-M-N-V-Z1	96201	A-A1-B	96336	A1-B-B1-M-V-W	96518	A1-B-B1-V
34023	A1-B-B1-M-N-V-Z1	96202	A-A1-B1-U-V	96337	A1-B-B1-M-W	96520	A1-B-F-U3-V
34024	A1-B-B1-M-N-V-Z1	96203	A-A1-B	96338	A1-B-B1-M-W	96521	A1-B-F-N
34025	A1-B-B1-F-N-U-V-Z1	96204	A-A1-B-B1	96339	A1-B-B1-M-V-W	96522	A1-B-F-N-U
34026	A1-B-B1-M-N-V-Z1	96205	A-A1-B-B1-U	96343	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U-V
34030	A1-B-B1-M-N-V-Z1	96206	A-A1-B-B1-U	96347	A1-B-B1-F-F1-F2-M-W	96531	A1-B-B1-H-M-U-V
34031	A1-B-B1-M-N-V-Z1	96207	A-A1-B-B1-V	96348	A1-B-B1-F-F1-F2-M-W	96534	A-A1-B-F
34032	A1-B-M-N-V-Z1	96208	A-A1-B-B1-U	96349	A1-B-B1-F-F1-F2-M-W	96535	A-A1-B-B1-F-V
34033	A1-B-C-F-M-N-V-Z1	96212	A-A1-B-B1-U	96350	A1-B-B1-F-F1-F2-M-W	96536	A1-B-B1-V
34034	A1-B-B1-M-N-V-Z1	96213	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W	96537	A1-B-B1-V
34035	A1-B-B1-H-M-N-V-Z1	96214	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W	96538	A1-B-B1-V
34036	A1-B-M-N-V-Z1	96215	A-A1-B-B1-U-V	96365	A1-B-B1-M-V-W	96540	A1-B-B1-V
34037	A1-B-B1-C-F-H-I-M-N-V-Z1	96217	A-A1-B-B1-U-V	96367	A1-B-B1-L-M-W	96541	A1-B-B1-V
34038	A1-B-B1-M-N-V-Z1	96218	A-A1-B-B1-U	96368	A1-B-B1-M-W	96542	A1-B-B1-V
34039	A1-B-N-V-Z1	96219	A-A1-B-B1-U-V	96370	A1-B-B1-F-F1-F2-M-W	96543	A1-B-B1-P-V
34040	A1-B-V-Z1	96220	A-A1-B-B1-U-V	96372	A1-B-B1-M-W	96544	A1-B-F-N-U3-V
		96221	A-A1-B-B1-U-V	96373	A1-B-B1-M-W	96546	A1-B-F-U3
		96222	A-A1-B-B1-U	96374	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U
		96224	A-A1-B-B1-U	96377	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U
		96251	A-A1-B-B1-U	96375	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U-V
		96257	A-A1-B-B1-U	96376	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U
		96258	A-A1-B-B1-U	96377	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U-V
		96259	A-A1-B-B1-U	96378	A1-B-B1-M-W		
		96260	A-A1-B-B1-U				
		96262	A-A1-B-B1-U-V				
		96264	A-A1-B-B1-U				
		96266	A-A1-B-B1-U				
		96267	A-A1-B-B1-U-V				
		96269	A-A1-B-B1-U				
		96271	A-A1-B-B1-U				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96554	A-A1-B-B1-H-M-U	96611	A1-B-V	96628	A1-B-V	96670	A1-B-V
96555	A1-B-B1-F-M-V	96612	A1-B-V	96629	A1-B-V	96671	A1-B-V
96557	A1-B-B1-F-M-V	96613	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-U2- V-Z-Z1	96634	A1-B-V	96672	A1-B-V
96595	A1-B-B1-V			96635	A1-B-V	96673	A1-B-V
96598	A1-B-B1-V	96614	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-U2- V-Z-Z1	96643	A1-B-V	96674	A1-B-V
96599	A1-B-B1-V			96657	A1-B-V	96675	A1-B-V
96601	A1-B-V			96660	A1-B-V	96677	A1-B-V
96602	A1-B-V	96615	A1-B-V	96661	A1-B-V	96678	A1-B-V
96603	A1-B-V	96616	A-A1-B-B1-V-Z1	96662	A1-B-V	96679	A1-B-V
96604	A1-B-V	96617	A1-B-V	96663	A1-B-V	96681	A1-B-V
96605	A1-B-O-V	96619	A1-B-V	96664	A1-B-V	96682	A1-B-V
96606	A1-B-V	96620	A1-B-V	96665	A1-B-V	96683	A1-B-V
96607	A1-B-V	96621	A1-B-V	96666	A1-B-V	96684	A1-B-V
96608	A1-B-V	96622	A1-B-V	96667	A1-B-V	96686	A1-B-V
96609	A1-B-V	96623	A1-B-V	96668	A1-B-V	96687	A1-B-V
96610	A1-B-V	96624	A1-B-V	96669	A1-B-V	96698	A1-B-V

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

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

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Z. No outside pieces (OSPs).

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

Grievance – Back Pay Documentation Requirement Checklist

Lump Sums Only

	< \$10,000.00						> \$9,999.99					> \$99,999.99				
	PS Form 2240	PS Form 8038	PS Form 8039	PS Form 8041	Copy of Award	Mailing Address	PS Form 8038	PS Form 8039	PS Form 8041	Copy of Award	Mailing Address	PS Form 8038	PS Form 8039	PS Form 8041	Copy of Award	Mailing Address
Grievance *	✓					(1)		✓		✓	(3)		✓		✓	(3)
Pre-arbitration *				✓	✓	(2)			✓	✓	(3)		✓		✓	(3)
Arbitration **			✓**	✓	✓	(2)		✓**	✓	✓	(3)		✓		✓	(3)
MSPB **			✓**	✓	✓	(2)		✓**	✓	✓	(3)		✓		✓	(3)
EEOC **			✓**	✓	✓	(2)		✓**	✓	✓	(3)		✓		✓	(3)
OPM **			✓**	✓	✓	(2)		✓**	✓	✓	(3)		✓		✓	(3)
Court **			✓**	✓	✓	(2)		✓**	✓	✓	(3)		✓		✓	(3)
Other **			✓**	✓	✓	(2)		✓**	✓	✓	(3)		✓		✓	(3)

* GATS is the recommended method to process these types of awards.

** Third party or agency *decisions* (not settlements) always require PS Form 8039 in lieu of PS Form 8041.

Based on Wages, Hours, or Benefits

	< 80 Consecutive Hours						> 79 Consecutive Hours				
	PS Form 2240	PS Form 8038	PS Form 8039	PS Form 8041	Copy of Award	Mailing Address	PS Form 8038	PS Form 8039	PS Form 8041	Copy of Award	Mailing Address
Grievance	✓					(1)	✓	✓		✓	(3)
Pre-arbitration			✓		✓***	(2)	✓	✓		✓	(3)
Arbitration ***			✓		✓***	(2)	✓	✓		✓	(3)
MSPB ***			✓		✓***	(2)	✓	✓		✓	(3)
EEOC ***			✓		✓***	(2)	✓	✓		✓	(3)
OPM ***			✓		✓***	(2)	✓	✓		✓	(3)
Court ***			✓		✓***	(2)	✓	✓		✓	(3)
Other ***			✓		✓***	(2)	✓	✓		✓	(3)

*** Third party or agency *decisions* (not settlements) always require a copy of the decision award.

<p>(1) USPS SCANNING & IMAGING CENTER PO BOX 9000 SIOUX FALLS SD 57117-9000</p> <p>(2) USPS EAGAN IT/ASC PAYROLL SERVICES PAY LOCATION 9633 2825 LONE OAK PARKWAY EAGAN MN 55121-9633</p> <p>(3) USPS EAGAN IT/ASC FINANCIAL PROCESSING PAY LOCATION 9616 2825 LONE OAK PARKWAY EAGAN MN 55151-9616</p>	<p>MSPB — Merit Systems Protection Board EEOC — Equal Employment Opportunity Commission OPM — Office of Personnel Management</p>
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**The Postal Service brand is
a promise.**



March 2005

Have You Seen Any of These Missing Children?

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



Name: Tara Stockton
 Born: 5-9-88
 Date Missing: 3-2-03
 Missing From: Fayetteville, GA



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



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



Name: Chelsea Smith
 Age progressed to 13 years
 Born: 7-14-91
 Date Missing: 12-19-97
 Missing From: Antioch, CA



Name: Zachary Smith
 Age progressed to 16 years
 Born: 8-16-88
 Date Missing: 12-19-97
 Missing From: Antioch, CA



Name: Stacey Smearman
 Born: 6-22-87
 Date Missing: 2-6-05
 Missing From: Fayetteville, WV

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

Missing Children Poster Display Instructions

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

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

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

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

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

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

March 2005

Have You Seen Any of These Missing Children?

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



Name: Dawron Richardson
 Born: 7-2-87
 Date Missing: 6-21-04
 Missing From: Arcadia, CA



Name: Classy Ramsey
 Aged progressed to 14 years
 Born: 3-21-89
 Date Missing: 3-9-01
 Missing From: Miami, FL



Name: Sassy Ramsey
 Age progressed to 14 years
 Born: 3-21-89
 Date Missing: 3-9-01
 Missing From: Miami, FL



Name: Anahy Morales
 Age progressed to 17 years
 Born: 2-12-87
 Date Missing: 1-15-02
 Missing From: Madras, OR



Name: Kyle Rae
 Born: 6-23-94
 Date Missing: 6-22-97
 Missing From: Marysville, CA



Name: Connie Nielsen
 Born: 5-27-87
 Date Missing: 8-27-04
 Missing From: Effingham, IL

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

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

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

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

March 2005

Have You Seen Any of These Missing Children?

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



Name: Joseph Mitchell
Born: 4-1-89
Date Missing: 9-8-04
Missing From: Steger, IL



Name: Gina Martinez-Guzman
Born: 9-9-87
Date Missing: 7-13-03
Missing From: Oroville, CA



Name: Zackary Kirsh
Age progressed to 12 years
Born: 5-26-92
Date Missing: 6-1-96
Missing From: York, SC



Name: Joseph Kennedy
Age progressed to 9 years
Born: 5-5-94
Date Missing: 8-16-98
Missing From: Hagerstown, MD



Name: Brandon Hicks
Age progressed to 17 years
Born: 5-2-85
Date Missing: 3-20-92
Missing From: New Ross, IN



Name: Gabriela Gonzalez
Age progressed to 16 years
Born: 9-22-87
Date Missing: 4-5-02
Missing From: San Diego, CA

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

Missing Children Poster Display Instructions

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

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NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released March 2, 2005, 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
2004	4.30	4.30	4.34	10.82	10.88	18.03	18.10	20.00	20.25

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

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
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
Dec.	0.38	0.97	0.92	3.36	3.40	4.17	4.27	4.38	4.39
2005									
Jan.	0.37	0.58	0.63	-2.40	-2.44	-3.39	-3.39	-1.87	-1.83
Feb.	0.37	-0.57	-0.59	2.06	2.10	2.04	1.94	4.34	4.32
LAST 12 MONTHS	4.36	2.36	2.43	6.99	6.98	10.42	10.35	18.64	18.68

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.

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UP 1/1/05 DOWN 3/31/05

Stamps



Lunar New Year Souvenir Sheet

\$8.88

Available in January
Only sold in 24-stamp sheets.

Marian Anderson

37¢

Available in January

Ronald Reagan

37¢

Available in February

Love Bouquet

37¢

Available in February

Breast Cancer Research

45¢

Available Now
Proceeds fund Breast Cancer research.*

Stop Family Violence

45¢

Available Now
Proceeds support the drive against domestic violence.*

usps.com

*The difference between the sales price of the commemorative stamp and the First-Class™ postage rate, in effect at the time of purchase, is a tax-deductible charitable contribution. See Postal Approvals for details.



Domestic Mail (Continued)

DMM ANNOUNCEMENT

Domestic Mail Manual Redesign

The *Domestic Mail Manual* (DMM®) has been redesigned and renamed. The official name is now *Mailing Standards of the United States Postal Service, Domestic Mail Manual*. It can be referred to as the “DMM 300” for short. The redesigned DMM includes changes to the document’s organization only; no standards were changed as part of this project. The online DMM will still be updated with the first *Postal Bulletin* of each month. The Quick Service Guides have also been reorganized to reflect the DMM’s new organization.

DMM 300 focuses on the needs of our employees and customers who require access to all our mailing standards. It takes a user-centered approach by focusing around a task — what a mailer wants to accomplish. It gives mailers most of the information they need within a single section without referring them to other sections. Essentially, the DMM’s new organization benefits mailers in several ways:

- It increases their ability to find information.
- It increases their confidence that they have found all the information they need.
- It reduces their need to refer to other sections of the manual.

The new DMM 300 will be released on March 20, 2005. It will be highlighted at this year’s Postal Forum, and copies will be made available to registered customers attending the Forum. Beginning March 20, 2005, Postal Service™ employees should begin to reference and cite DMM 300 in conversations and correspondence with customers.

The online DMM, the new Quick Service Guides, and a video tutorial featuring the DMM 300 will be accessible from the Postal Explorer® Web site at *pe.usps.com* on March 20, 2005. The link to the tutorial will be available under *Additional Links* in the home page’s lower right. The online DMM has been improved to provide one-click access to every chapter.

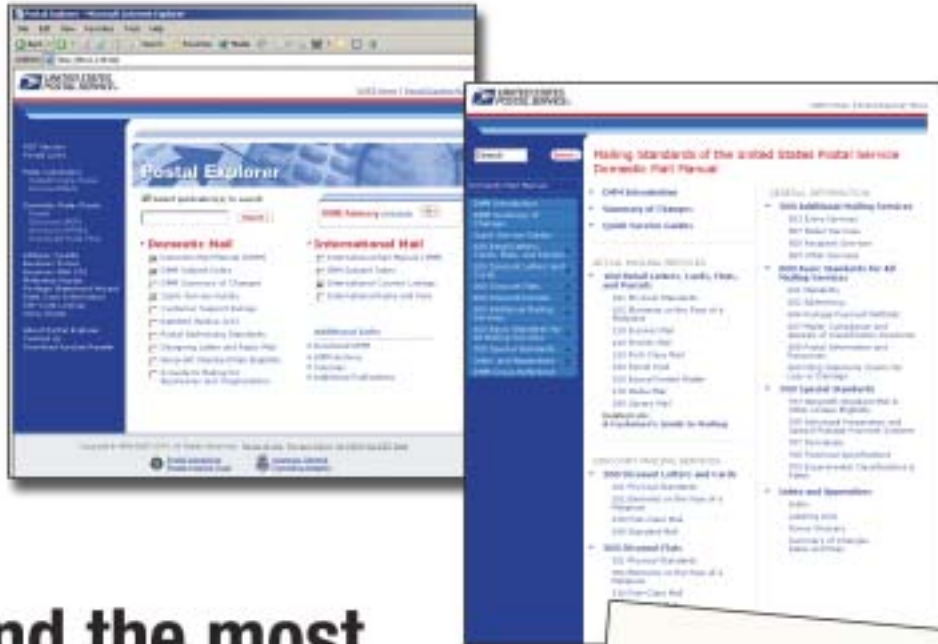
Introducing the New DMM, which is accessible through the online DMM and is included in the tutorial, provides some background to the new DMM 300 and describes its new organization and page layouts.

Hard copies of the DMM 300 will be sent to select employees by mid-April; additional copies will be available from the Material Distribution Center (MDC). Hard copies of *Introducing the New DMM* are also available from the MDC as Publication 268.

Besides reorganizing the DMM, we also made changes to Postal Explorer, based on suggestions from both employees and customers. The core feature of the site — the ability to view and search an individual publication or the entire collection — has not changed. We updated the look to make it more consistent with Postal Service branding and give it a simpler layout, and we improved the site’s search feature. Also, we added the DMM Advisory to the Postal Explorer home page; the DMM Advisory provides summaries of product updates, DMM changes, Customer Support Rulings, and other important information.

— *Mailing Standards,
Pricing and Classification, 3-17-05*

DMM 300 Effective March 20



Find the most comprehensive, up-to-date information online. Visit the Postal Explorer website.



pe.usps.com

Employees

ELM REVISION

Reference Correction Concerning Annual Leave Sharing

Effective March 17, 2005, *Employee and Labor Relations Manual* (ELM) 512.64 is revised to show that instructions for the administration of the terms and conditions of the Annual Leave Sharing Program are found in MI EL-510-2003-2, *Annual Leave Sharing Program*.

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)

* * * * *

5 Employee Benefits

510 Leave

* * * * *

512 Annual Leave

* * * * *

512.6 Vacation Planning and Special Programs

* * * * *

512.64 Annual Leave Sharing

[Revise text of 512.64 to read as follows:]

The annual leave-sharing program provides employees the opportunity to receive and use donated annual leave and to donate their annual leave to another employee under certain conditions. The program is limited to career nonbargaining unit and bargaining unit employees and to noncareer employees designated as transitional employees (TEs) under certain collective bargaining agreements. The terms and conditions for this program are set forth in applicable collective bargaining unit agreements and memorandums of understanding. Instructions for administration of the terms and conditions are found in Management Instruction EL-510-2003-2, *Annual Leave Sharing Program*.

* * * * *

— Compensation,
Employee Resource Management, 3-17-05

ELM REVISION

Terminal Leave Payment

Effective March 17, 2005, *Employee and Labor Relations Manual* (ELM) 512.73 is modified to (a) clarify the amounts to which employees may be entitled whether or not they separate under the Voluntary Early Retirement Authority (VERA), (b) include all the various kinds of leave that may be represented in the terminal leave payment for nonbargaining and bargaining unit employees, and (c)

specify that the beneficiaries or estates of nonbargaining unit employees who die in service receive the same terminal leave payments that the employees would have received if they had separated while living. The section is broken into subsections and reorganized for clarity. These changes update the ELM text with policy previously in effect.

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

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
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Employee and Labor Relations Manual (ELM)

* * * * *

5 Employee Benefits

510 Leave

* * * * *

512 Annual Leave

* * * * *

512.7 Separation Adjustments

* * * * *

[Revise the title and text for 512.73 to read as follows:]

512.73 Lump Sum Terminal Leave Payment

512.731 General

Separating employees may receive lump sum terminal leave payments subject to the following conditions:

- a. *Completion of Qualifying Period.* Except for those employees identified under 512.812, employees who separate before completing the 90-day qualifying period forfeit terminal leave payment for accrued leave. Employees who complete the 90-day qualifying period, even if separated at the close of business on day 90, may be entitled to terminal leave payment for accrued leave.
- b. *Completion of Pay Period.* Employees whose separation is effective before the last Friday of a pay period do not receive leave credit or terminal leave payment for the leave that would have accrued during that pay period.

512.732 Entitlement Amounts

Separating employees may receive lump sum terminal leave payments as follows:

- a. *Nonbargaining Unit Employees.* Nonbargaining unit employees may receive a lump sum leave payment for accumulated annual leave carried over from the previous year; accrued annual leave for the year in which they separate, including amounts over the carryover maximum; any unused donated leave; and for full-time and part-time regular employees, holidays that fall within the terminal leave period.
- b. *Bargaining Unit Employee.* Bargaining unit employees may receive a lump sum leave payment:
 - (1) If separating other than under the Voluntary Early Retirement Authority (VERA), for accumulated annual leave carried over from the previous year; accrued annual leave for the year in which they separate, up to the carryover maximum for their bargaining unit (see 512.32); any unused donated leave; and for full-time and part-time regular employees, holidays that fall within the terminal leave period. Any part of the unused annual leave earned during the leave year of separation that is in excess of the maximum carryover amount is granted prior to separation rather than paid out in the form of a lump sum payment. No payment is made for unused leave that the employee would have been required to forfeit at the end of the leave year.
 - (2) If separating under VERA, for accumulated annual leave carried over from the previous year; accrued annual leave for the year in which they separate, including amounts over the carryover maximum for their bargaining unit; any unused donated leave; and for full-time and part-time regular employees, holidays that fall within the terminal leave period.

Note: Transitional employees receive payment for accrued annual leave at the end of their appointment.

512.733 Separation for Military Service

Employees who separate to enter active U.S. military duty may choose to receive a lump sum leave payment or to have their accrued annual leave balance held for credit until they return to Postal Service duty.

512.734 Separation Followed by Reemployment

Employees who receive a lump sum leave payment on separation from a Postal Service position (or a federal position under the federal leave system) and who are reemployed

or reinstated to a leave-earning status before the period covered by the payment expires must refund to the Postal Service in full the payment for the overlapping period. These employees may then be recredited (see 512.9) with leave.

512.735 Absence of Relationship to Annuity Payment

Lump sum payment for annual leave at the time of retirement does not affect the amount or commencement date of annuity payments.

512.736 Payment to Beneficiaries or Estates of Employees Who Die in Service

If employees die in service, terminal leave payments are made as follows:

- a. The beneficiaries or estates of nonbargaining unit employees receive terminal leave payments that are the same as the payments to which the employees would have been entitled if they had separated while living (see 512.732a).

- b. The beneficiaries or estates of bargaining unit employees receive terminal leave payments that are the same as the payments to which the employees would have been entitled if they had separated while living (see 512.732b(1)) with the provision that the amount includes payment for accrued annual leave in excess of the maximum carryover amount that the employees could have taken if they had lived to the end of the leave year, but not for accrued annual leave that the employees would have been required to forfeit.

* * * * *

— *Compensation,
Employee Resource Management, 3-17-05*

ELM REVISION

Limitations to Corrective Entitlement on Back Pay Claims

Effective March 17, 2005, *Employee and Labor Relations Manual* (ELM) section 436.2, Limitations, is revised to comply with a ruling of the Merit System Protection Board (MSPB) dating from October 17, 1994, that allowed protections for individuals eligible for veterans' preference in employment matters. This ELM revision adds exceptions to items b and d for such individuals who (1) do not have to make reasonable efforts to obtain other employment while pursuing an administrative appeal and (2) are entitled to unlimited annual leave restoration if they receive such an award from the MSPB. The ELM revision also reorganizes item b for clarification.

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

- Go to <http://blue.usps.gov>.
- Under "Essential Links" in the left-hand column, click on *References*.
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It is also available on the Postal Service Internet:

- Go to www.usps.com.

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

Summary of Changes

Subchapter 430, Basic and Special Pay Provisions

436.2, Limitations, is modified to add exceptions to items b and d for individuals eligible for veterans' preference, who do not have to make reasonable efforts to obtain other employment while pursuing an administrative appeal with the MSPB and who are entitled to unlimited annual leave restoration if they receive such an award from the MSPB. Item b is also reorganized for clarification.

Employee and Labor Relations Manual (ELM)

	*	*	*	*	*
4	Pay Administration	*	*	*	*
430	Basic and Special Pay Provisions	*	*	*	*
436	Back Pay	*	*	*	*

436.2 Limitations

Limitations to corrective entitlement are as follows:

* * * * *

[Revise item b to read as follows:]

b. Back pay is allowed, unless otherwise specified in the appropriate award or decision, provided the employee has made reasonable efforts to obtain other employment, as follows (see also 436.42g):

- (1) Job applicants not hired by the Postal Service must immediately make reasonable efforts to obtain other employment.
- (2) Separated employees, or employees on indefinite suspension, are allowed 45 days before they must make reasonable efforts to obtain other employment.

Exception: Postal Service employees eligible for veterans' preference are not required to make

reasonable efforts to obtain other employment while pursuing an administrative appeal with the Merit Systems Protection Board (MSPB).

* * * * *

[Revise item d to read as follows:]

d. Leave that is recredited as a result of the corrective action may not exceed the maximum amount of leave to which the employee was eligible (see 512.321).

Exception: Postal Service employees eligible for veterans' preference are entitled to uncapped annual leave restoration if a removal is reversed or modified by the Merit Systems Protection Board (MSPB).

* * * * *

— *Compensation,
Employee Resource Management, 3-17-05*

Celebrating Women's History Month

March is Women's History Month. As we embark on this month-long celebration, it is important that we fully understand the contributions women have made throughout time. The list is endless, but one worth reading. A review of this list would reveal the names of women who, despite the circumstances of the times, were able to rise above prejudices and make an everlasting impact on our world.

Women from all walks of life have been on a journey to make our world better. Their achievements prove that there is no hurdle that cannot be cleared, and no barrier that cannot be broken.

Women's History Month will be even more special this year. This past September marked the 30th anniversary of the Women's Program in the U.S. Postal Service®. For the past 30 years, the organization has been at the forefront in

providing employment and developmental opportunities to women. Today there are more than 270,000 women employed by the Postal Service™, employees whose loyalty and dedication have made us a strong and healthy organization. During the 30 years of the program, the number of women employed by the Postal Service continues to grow, as do the opportunities. In 2004, 32 percent of all Postal Service mid-level manager positions and 27 percent of executive positions were held by women. These numbers are credited to the history of the organization's Women's Program and the driving forces behind its success.

— *Headquarters and Field Programs,
Diversity Development, 3-17-05*

NOTICE

Back Pay Claims Processing: Checklist for Forms Use

Postal Service™ attorneys, Labor Relations specialists, and Human Resources specialists who submit back pay claims to the Eagan Accounting Service Center (ASC) for financial processing must use either available automated systems or certain forms to ensure accurate and timely payment. The automated system currently available is the Grievance Arbitration Tracking System (GATS). This system may be used to process lump sum payments that result from the grievance settlements governed by the collective bargaining agreements. This more efficient approach, when applicable, is preferable to paper forms.

When the automated system is not applicable, please use the forms listed in the table, *Grievance — Back Pay Documentation Requirement Checklist*, on page 61. The table assists in the determination of the appropriate form as well as the correct mailing address.

For more information on this topic, visit the *Benefits Personnel Desktop* at <http://blue.usps.gov/hrisp/comp/bpd.htm>.

— *Compensation,
Employee Resource Management, 3-17-05*

2005 U.S. Postal Service National Awards Program for Diversity Achievement



The U.S. Postal Service® seeks nominations for the 2005 National Awards Program for Diversity Achievement. Established in 1993, the awards program recognizes those individuals and teams that have made significant contributions to encourage and promote diversity within their organization.

All career employees are eligible for nomination and participation — excluding managers, diversity and human capital development; senior diversity program coordinators; diversity development specialists; and Hispanic program specialists, except where noted as an essential member of a team.

Awards will be given in six categories: Individual, Leadership, Team, Altruism, Mentoring, and “Dot Sharpe” Lifetime Achievement Award. Eligibility is based on excellent performance in achieving diversity objectives as they focus on the customer, employee, and business.

Complete and submit all nominations via the intranet through the Diversity Development Web site at <http://blue.usps.gov/diversitynet/awards/>. If you do not have intranet access, you can contact your local senior diversity programs coordinator or diversity development specialist for information on how to complete and submit a nomination. If you do not know who your local senior diversity programs coordinator and diversity development specialists are, you can call Manny Vasquez at 202-268-5134 or Theresa Leneau at 202-268-6495, the Headquarters National Awards Program coordinators.

The nomination deadline is May 5, 2005.

National Awards Program for Diversity Achievement

Eligibility at a Glance

Award Program Category	Purpose	Eligibility	Nominator
Individual Award	Recognizes specific actions, personal involvement, and work performance that focus directly on the U.S. Postal Service business, customers, and/or employees. The nominee has engaged in projects or programs or both that encourage diversity and promote inclusion in their interaction with employees, customers, and suppliers. Such projects can include: workplace improvement, business building initiatives, and job recruitment campaigns.	All career Postal Service™ employees. <i>Note:</i> Senior diversity program coordinators, diversity development specialists, and Hispanic program specialists are not eligible for this award.	All career Postal Service employees
Leadership Award	Recognizes the diversity achievements of Postal Service executives. Executives nominated for this award have demonstrated their leadership skills and have made a significant impact on Postal Service business through specific actions, leadership roles, and personal involvement.	Postal Service executives	All career Postal Service employees
Team Award	Recognizes outstanding accomplishments made through the coordination of many individual efforts, and contributing substantially to the accomplishment of our diversity mission.	All career Postal Service employees	All career Postal Service employees
Altruism Award	Recognizes those individuals who over the period of the year demonstrated a selfless regard or concern for the well being of others. Nominees must demonstrate how their work within the community has delivered a positive change to the lives of people.	All career Postal Service employees. <i>Note:</i> Senior diversity program coordinators, diversity development specialists, and Hispanic program specialists are not eligible for this award.	All career Postal Service employees

Award Program Category	Purpose	Eligibility	Nominator
“Dot Sharpe” Lifetime Achievement Award	Recognizes an outstanding Postal Service employee who, over a sustained period of his/her career, has made extraordinary contributions to our organization’s diversity mission.	All career Postal Service employees	All career Postal Service employees
Mentoring Award	Honors an individual who has given his or her time and efforts in helping an individual(s) succeed. This individual has demonstrated accomplishments in teaching, coaching, counseling, and motivating others in meeting their career goals.	All career Postal Service employees. <i>Note:</i> Senior diversity program coordinators, diversity development specialists, and Hispanic program specialists are not eligible for this award.	All career Postal Service employees

— Headquarters and Field Programs, Diversity Development, 3-17-05

Finance

NOTICE

Household Diary Study

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

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

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

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

Stage 2 is the *Mail Diary*. NuStats asks households that agree to participate in Stage 2 to record information about the mail they send and receive for a 7-day period from Monday to Sunday. Information recorded includes: number

of mailpieces received and sent, industry mail source, mail characteristics, and attitudes regarding mail received. As an incentive for HDS Stage 2 participation, households are offered the options of receiving \$30 or a roll of 100 First-Class Mail® stamps.

Customers who participate in Stage 2 of the HDS can expect to receive their incentive about 2 months after they return the diary packet to NuStats.

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

For additional information, contact either of the following individuals:

John Pickett
Telephone: 202-268-2641
Fax: 202-268-6841
E-mail john.pickett@usps.gov

Greg Dawson
Telephone: 202-268-7446
Fax: 202-268-6841
E-mail gregory.e.dawson@usps.gov

Study participants may also contact NuStats directly for help or information at 888-441-8777 or usps@nustats.com.

— Office of Demand Forecasting and Economic Analysis,
Finance, 3-17-05

International Mail

ICM UPDATES

International Customized Mail

The International Customized Mail (ICM) updates now appear on the Postal Service™ Internet Web site at www.usps.com.

To read the latest updates:

- Go to www.usps.com.
- Click "All Products and Services," then "International Customized Mail Updates."

(The direct URL is <http://www.usps.com/publications/icm/welcome.htm>.)

— Pricing Strategy,
Pricing and Classification, 3-17-05

I can get it there tomorrow.

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

\$13.65
and up

usps.com

*Next day delivery to many locations. Does not include next-day delivery to Alaska. See us for details on money-back guarantee details.

Promotion. Postal Service Official Licensed Products

At Lands' End, big ideas come in all sizes.

Smalls, mediums, larges...we can outfit everyone on your staff for office days, trade shows, events and more!

A special Lands' End® team has been trained to outfit your team. They know the logos and styles the U.S. Postal Service has approved, and will give you a 10% discount on logo'd goods. Call 800-497-6570 or e-mail usps@landsend.com for a catalog.

The U.S. Postal Service® Dress Program from Lands' End is not to be associated with the U.S. Postal Service Uniform Program. Items offered in our Dress Program are for personal casual wear only and are not to be purchased with U.S. Postal Service employee uniform allowance purchase cards and/or worn as "official" uniform items.

LANDS' END
BUSINESS
OUTFITTERS



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

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

Philately

STAMP ANNOUNCEMENT 05-09

Robert Penn Warren Stamp



Copyright USPS 2004

The Postal Service™ will issue a 37-cent, *Robert Penn Warren* commemorative stamp (Item 458300) on April 22, 2005, in Guthrie, Kentucky. The stamp, designed by Carl T. Herrman of Carlsbad, California, goes on sale nationwide April 23, 2005 and will be sold in a pressure-sensitive adhesive (PSA) pane of 20.

With this 21st stamp in the *Literary Arts* series, the Postal Service honors poet, novelist, and educator Robert Penn Warren on the centennial of his birth. This distinguished man of letters was America's first official poet laureate (1986–87) and a three-time recipient of the Pulitzer Prize; he received two prizes for poetry and one prize for fiction.

Artist Will Wilson of San Francisco, California, based his portrait of Warren on a 1948 photograph obtained from the Center for Robert Penn Warren Studies at Western Kentucky University. The background art recalls scenes from Warren's Pulitzer Prize-winning novel, *All the King's Men*, and from the Academy Award-winning film inspired by the book.

How to Order First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at www.usps.com/shop. They should affix the stamps to envelopes of their choice,

Issue:	<i>Robert Penn Warren</i>
Item Number:	458300
Denomination & Type of Issue:	37-cent commemorative
Format:	Pane of 20 (1 design)
Series:	<i>Literary Arts</i>
Issue Date & City:	April 22, 2005, Guthrie, KY
Designer:	Carl T. Herrman, Carlsbad, CA
Illustrator:	Will Wilson, San Francisco, CA
Art Director:	Carl T. Herrman, Carlsbad, CA
Typographer:	Carl T. Herrman, Carlsbad, CA
Engraver:	Southern Graphics System
Modeler:	Donald Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Cerrutti, 950
Stamps per Pane:	20
Print Quantity:	45 million stamps
Paper Type:	Phosphor Tagged Overall
Adhesive Type:	Pressure-sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Yellow, Cyan, Black, PMS 129 (Yellow)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.41 x 0.84 in./35.814 x 21.336 mm
Overall Size (w x h):	1.56 x 0.99 in./39.624 x 25.146 mm
Full Pane Size (w x h):	7.25 x 5.94 in./184.15 x 150.87 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	"S" followed by five (5) single digits
Marginal Markings:	© 2004 USPS • Price • Plate numbers in four corners of pane • Plate position diagram • Biographical text on back of stamp • Barcodes in four corners on back of pane
Catalog Item Number(s):	458320 Block of 4 — \$1.48 458330 Block of 10 — \$3.70 458340 Full Pane of 20 — \$7.40 458361 First Day Cover — \$0.75 458393 Full Pane w/FDC — \$8.15

address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

ROBERT PENN WARREN COMMEMORATIVE STAMP
POSTMASTER
202 WEST PARK ST
GUTHRIE KY 42234-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by May 21, 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

First day covers remain on sale for at least 1 year after the stamp's issuance.

Philatelic Products

There is one philatelic product available for this stamp issue:

- Cancellation Keepsake \$8.15 (Item 458393).

This Cancellation Keepsake will be available while supplies last and can be ordered at the postal stores, online at www.usps.com, and by telephone at 800 STAMP-24.

Distribution: Item 458300, *Robert Penn Warren Commemorative Stamp*

Stamp distribution offices (SDOs) will receive approximately one-half of their standard automatic distribution quantity 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 one-half their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before April 15, 2005.

Philatelic Requirement

SDOs will not receive a separate quantity Item 458300 for their authorized philatelic centers. Philatelic centers must be supplied their quantities from the initial automatic distribution made to stamp distribution offices.

Additional Supply

Post Offices requiring additional stamps must requisition Item 458300 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 640,000 additional stamps; the San Francisco APD will receive 520,000 additional stamps; and the Denver APD will receive 200,000 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, 3-17-05

STAMP ANNOUNCEMENT 05-10

Yip Harburg Stamp



Copyright USPS 2004

The Postal Service™ will issue a 37-cent, *Yip Harburg* commemorative stamp (Item 457600) on April 28, 2005, in New York, New York. The stamp, designed by Ethel Kessler of Bethesda, Maryland, goes on sale nationwide April 29, 2005 and will be sold in a pressure-sensitive adhesive (PSA) pane of 20.

With this stamp, the Postal Service honors E.Y. (Yip) Harburg, who wrote the lyrics for more than 600 popular songs, including “Over the Rainbow,” created with composer Harold Arlen for “The Wizard of Oz.” Stamp designer Ethel Kessler began with a photograph made by portrait photographer Barbara Bordnick in 1978 in her studio in New York, then added other elements including a rainbow and the lyric fragment from Harburg’s Oscar-winning song.

How to Order First Day of Issue Postmark

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

YIP HARBURG COMMEMORATIVE STAMP
SPECIAL EVENTS UNIT
421 8TH AVE RM 2029B
NEW YORK NY 10199-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by May 27, 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

Issue:	<i>Yip Harburg</i>
Item Number:	457600
Denomination & Type of Issue:	37-cent commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	April 28, 2005, New York, NY 10199
Designer:	Ethel Kessler, Bethesda, MD
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Greg Berger, Bethesda, MD
Photographer:	Barbara Bordnick, New York, NY
Engraver:	N/A
Modeler:	Donald Woo
Manufacturing Process:	Offset/Microprint “USPS”
Printer:	Banknote Corporation of America, Inc./SSP
Printed at:	Browns Summit, NC
Press Type:	Man Roland, 300
Stamps per Pane:	20
Print Quantity:	40 million stamps
Paper Type:	Phosphor Tagged
Adhesive Type:	Pressure-sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Horizontal
Image Area (w x h):	1.40 x 0.820 in./35.56 x 20.83 mm
Overall Size (w x h):	1.560 x 0.980 in./39.62 x 24.89 mm
Full Pane Size (w x h):	7.26 x 5.9 in./184.4 x 149.86 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	“S” followed by four (4) single digits
Marginal Markings:	© 2004 USPS • Price • Plate numbers in four corners of pane • Plate position diagram • Biographical text on back of stamp • Barcodes in four corners on back of pane
Catalog Item Number(s):	457320 Block of 4 — \$1.48 457630 Block of 10 — \$3.70 457640 Full Pane of 20 — \$7.40 457661 First Day Cover — \$0.75 457693 Full Pane w/FDC — \$8.15

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

First day covers remain on sale for at least 1 year after the stamp’s issuance.

Philatelic Products

There is one philatelic product available for this stamp issue:

- Cancellation Keepsake \$8.15 (Item 457693).

This Cancellation Keepsake will be available while supplies last at the postal stores, online at www.usps.com, and by telephone at 800 STAMP-24.

Distribution: Item 457600, Yip Harburg Commemorative Stamp

Stamp distribution offices (SDOs) will receive approximately one-third of their standard automatic distribution quantity 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 one-fourth their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before April 22, 2005.

Philatelic Requirement

SDOs will not receive a separate quantity Item 457600 for their authorized philatelic centers. Philatelic centers

must be supplied their quantities from the initial automatic distribution made to stamp distribution offices.

Additional Supply

Post Offices requiring additional stamps must requisition Item 457600 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 New York APD will receive 1,200,000 additional stamps; the Chicago, Memphis, and San Francisco APDs will each receive 880,000 additional stamps; and the Denver APD will receive 400,000 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, 3-17-05

CORRECTION

Ronald Reagan First Day of Sale Postmark for Tampico, Illinois

The article, "Pictorial Postmarks Announcement" in *Postal Bulletin* 22149 (3-3-05, beginning on page 23), incorrectly lists a Ronald Reagan first day of sale postmark for Tampico, Illinois.

There is no Ronald Reagan first day of sale postmark authorized for Tampico, Illinois, but there is a pictorial

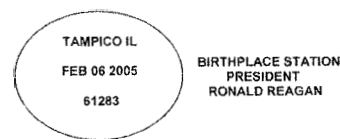
postmark (see "Notice: Ronald Reagan Pictorial Cancellation for Tampico, Illinois," article below.)

— Stamp Services,
Government Relations, 3-17-05

NOTICE

Ronald Reagan Pictorial Postmark for Tampico, Illinois

There is a Ronald Reagan pictorial postmark for Tampico, Illinois. The cancellation is pictured here and is also provided in the pictorial postmarks table on page 87. The postmark has been extended for 30 days and is available until April 5, 2005, for mail-back service.



— Stamp Services,
Government Relations, 3-17-05

Pictorial Postmarks Announcement

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

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

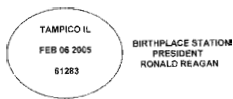
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for postmark may not include

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

Customers wishing to obtain a postmark 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 POSTMARKS, 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 postmark, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial postmark, the Postal Service returns the items (with or without addresses) under addressed protective cover.

The following postmarks have been extended for 30 days.



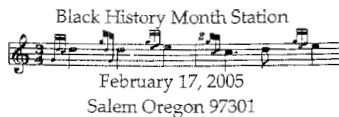
February 6, 2005
Ronald Reagan Birthplace
RONALD REAGAN BIRTHPLACE STATION
POSTMASTER
PO BOX 9998
TAMPICO IL 61283-9998



February 28, 2005
US Postal Service
MARIAN ANDERSON STATION
POSTMASTER
1801 BROOK RD
RICHMOND VA 23232-9998



February 28, 2005
Black History Month Festival Committee
BLACK HISTORY MONTH FESTIVAL
STATION
POSTMASTER
28005 ADAMS ST
TALLAHASSEE FL 32301-9998



February 17, 2005
US Postal Service
BLACK HISTORY MONTH
STATION
POSTMASTER PHILATELIC
SERVICES
PO BOX 1400
SALEM OR 97309-9998



February 18-20, 2005
American Philatelic Society
AMERISTAMP EXPO STATION
POSTMASTER
3900 CROWN RD RM 2400
ATLANTA GA 30304-9998



February 18, 2005
US Postal Service
USS RONALD REAGAN
STATION
POSTMASTER
PO BOX 880066
SAN FRANCISCO CA
94188-0066



Celebrating 75 years of Fun
Quivira Council Boy Scouts
February 22nd 2005
75th Anniversary Station
Wichita KS 67214

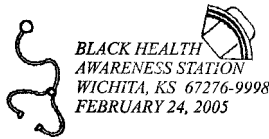
February 22, 2005
Quivira Council Boy Scouts
75TH ANNIVERSARY STATION
POSTMASTER
7117 W HARRY ST
WICHITA KS 67276-9998



February 23, 2005
Rotary
ROTARY CENTENNIAL STATION
POSTMASTER
130 SO PATTERSON
SANTA BARBARA CA
93111-9998



March 13, 2005
Rockford Stamp Club
ROCKFORD STAMP CLUB STATION
POSTMASTER
5225 HARRISON AVE
ROCKFORD IL 61125-9998



February 24, 2005
Diversity Committee
BLACK HEALTH AWARENESS STATION
POSTMASTER
7117 W HARRY ST
WICHITA KS 67276-9998

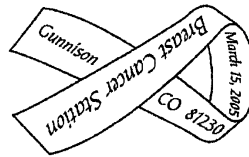


Blarney Station
Shamrock, TX 79079
March 14, 2005

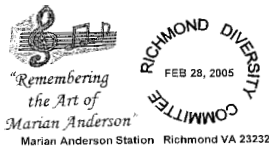
March 14-17, 2005
US Postal Service
BLARNEY STATION
POSTMASTER
210 N MADDEN ST
SHAMROCK TX 79079-9998



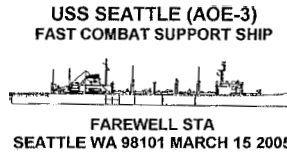
February 28, 2005
Black History Month Festival Committee
BLACK HISTORY MONTH FESTIVAL STATION
POSTMASTER
2800 S ADAMS ST
TALLAHASSEE FL 32301-9998



March 15, 2005
US Postal Service
BREAST CANCER STATION
POSTMASTER
200 N WISCONSIN ST
GUNNISON CO 81230-9998



February 28, 2005
US Postal Service
MARIAN ANDERSON STATION
POSTMASTER
1801 BROOK RD
RICHMOND VA 23232-9998



USS SEATTLE (AOE-3)
FAST COMBAT SUPPORT SHIP
FAREWELL STA
SEATTLE WA 98101 MARCH 15 2005

March 15, 2005
Universal Ship Cancellation Society/Stephen Decatur Chapter Number 4
USS SEATTLE AOE3 FAST COMBAT SUPPORT SHIP
FAREWELL STATION
STATION MANAGER
301 UNION ST
SEATTLE WA 98101-9998



March 4, 2005
Tryon Palace Historic Sites and Gardens
NORTH CAROLINA BEGINS HERE STATION
POSTMASTER
1851 S GLENBURNIE RD
NEW BERN NC 28562-5051



March 17, 2005
US Postal Service
ABSOLUTELY INCREDIBLE KID DAY STATION
POSTMASTER
125 W SOUTH ST
INDIANAPOLIS IN 46206-9998



CONSERVATION STATION
MARCH 5, 2005
RACINE WI 53404

March 5, 2005
Racine 200
CONSERVATION STATION
POSTMASTER
2835 FOUR MILE RD
RACINE WI 53404-9998



March 17, 2005
US Postal Service
IRISH FOR A DAY STATION
POSTMASTER
PO BOX 9998
MARENGO OH 43334-9998



March 12, 2005
Erin Historical Society
IRISH FESTIVAL STATION
POSTMASTER
336 WHEATON RD
ERIN NY 14838-9998



March 17, 2005
Erin Historical Society
ERIN STATION
POSTMASTER
336 WHEATON RD
ERIN NY 14838-9998

Ireland, West Virginia 26376

 March 17, 2005 Shamrock Station
24th Irish Spring Festival

March 17, 2005
 Shamrock CEOS Club
 SHAMROCK STATION
 POSTMASTER
 PO BOX 9998
 IRELAND WV 26376-9998



March 19, 2005
 Amity Schools
 AMITY DAFFODIL FESTIVAL
 STATION
 POSTMASTER PHILATELIC
 SERVICES
 PO BOX 9998
 AMITY OR 97101-9998

HAPPY SAINT PATRICK'S DAY STATION
 March 17, 2005
 Conklin, Michigan 49403
 "The Home of Irish Music"


March 17, 2005
 Fenian's Irish Society
 HAPPY ST PATRICKS DAY
 STATION
 POSTMASTER
 7051 BROOKFIELD PLAZA
 CONKLIN MI 49403-9998



March 19-20, 2005
 Centerville Stamp Club
 CIPEX STATION 47
 POSTMASTER
 400 NORTH A ST
 RICHMOND IN 47374-9998

Linda Strong

 Postmaster Installation
 Ceremony Station
 Annandale, VA 22003
 March 18, 2005

March 18, 2005
 US Postal Service
 POSTMASTER INSTALLATION
 CEREMONY STATION
 POSTMASTER
 4270 JOHN MARR DR
 ANNANDALE VA 22003-9998



*Civic Auditorium
 Station
 La Porte, IN 46350
 March 20, 2005*

March 20, 2005
 Indiana Historical Society
 CIVIC AUDITORIUM STATION
 POSTMASTER
 1201 LINCOLN WAY
 LA PORTE IN 46350-9998



March 19, 2005
 Holt County Historical Society
 KINKAID STATION
 POSTMASTER
 PO BOX 9998
 ONEILL NE 68763-9998

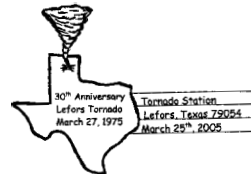


March 23, 2005
 US Postal Service
 SEAGRAVES STATION
 POSTMASTER
 105 MAIN ST
 SEAGRAVES TX 79359-9998


March 19, 2005
3rd Annual CHOCOLATE MOOSE FESTIVAL
 Station

 The Murie Center, Moose, WY 83012

March 19, 2005
 The Murie Centre
 THIRD ANNUAL CHOCOLATE
 MOOSE FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 MOOSE WY 83012-9998



March 25, 2005
 US Postal Service
 TORNADO STATION
 POSTMASTER
 111 E SECOND ST
 LEFORS TX 79054-9998

10th Annual Daffodil Days Festival

 Daffodil Station
 Round Rock, TX 78664
 March 19, 2005

March 19, 2005
 Round Rock Senior Citizens
 Foundation
 DAFFODIL STATION
 POSTMASTER
 2250 DOUBLE CREEK DR
 ROUND ROCK TX 78664-9998



March 26, 2005
 Florida Indian Hobbyist
 Association
 SAVANNAS RESERVE
 STATION
 POSTMASTER
 5000 W MIDWAY RD
 FORT PIERCE FL 34981-9998

YOUTH ART STATION

 DeBary, FL 32713
 March 19, 2005

March 19, 2005
 US Postal Service
 YOUTH ART STATION
 POSTMASTER
 PO BOX 9998
 DEBARY, FL 32713-9998



American Veterans Traveling Tribute
 Vietnam Memorial Wall Station
 Opening Ceremony
 March 26, 2005
 Emporia, Kansas 66801

March 26, 2005
 Vietnam Veterans
 VIETNAM MEMORIAL WALL
 STATION
 POSTMASTER
 625 MERCHANT ST
 EMPORIA KS 66801-9998

March 27, 2005

*American Veterans Traveling Tribute
Tribute POW MIA
Remembrance*

VIETNAM MEMORIAL
STATION
POSTMASTER
PO BOX 9998
EMPORIA KS 66801-9998



American Veterans Traveling Tribute
Vietnam Memorial Wall Station
POW/MIA Remembrance
March 27, 2005
Emporia, Kansas 66801



**Jefferson County's
Bicentennial Kick-Off**

County Courthouse Station
Watertown, New York 13601
March 28, 2005

March 28, 2005

*Jefferson County Bicentennial
Committee*

COUNTY COURTHOUSE
STATION
232 COMMERCE PARK DR
WATERTOWN NY 13601-9998

March 28, 2005

US Postal Service

VIETNAM VETERANS
STATION
POSTMASTER
PO BOX 9998
EMPORIA KS 66801-9998



American Veterans Traveling Tribute
Vietnam Memorial Wall Station
United We Stand Day
March 28, 2005
Emporia, Kansas 66801



American Veterans Traveling Tribute
Vietnam Memorial Wall Station
Vietnam Veterans Memorial
March 29, 2005
Emporia, Kansas 66801

March 29, 2005

*US Postal Service and Vietnam
Veterans*

VIETNAM MEMORIAL WALL
STATION
625 MERCHANT ST
EMPORIA KS 66801-9998

— *Stamp Services,
Government Relations, 3-17-05*

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
Save Your Vision Week	Feb. 1–March 31
March Is Kidney Month, Give to the National Kidney Foundation	March 1–March 31
March Is Red Cross Month	March 1–March 31
Easter Seals, Fight Crippling	March 1–April 22
April Is Child Abuse Prevention Month	April 1–April 30
April Is Organ Donor Awareness Month — Donors Make Miracles	April 1–April 30
Law Day USA Freedom Under Law, May 1	April 1–April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30
National Carih Asthma Week	April 1–May 6
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Salvation Army Week, 4th Week in May	May 1–May 31
Support Research for “NF,” Neurofibromatosis	May 1–May 31
Support Your Mental Health Association	May 1–May 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries — Our Business Works So People Can	May 1–June 30
Support National Historic Preservation Week	May 8–May 14
National Transportation Week	May 15–May 21
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

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Great Acrylic Mount

UP	DOWN
1/1/05	3/31/05



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UP	DOWN
1/1/05	3/31/05

Post Offices

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	08-1734	06820	CT	Darien	Fairfield	Noroton	Classified Station	11/21/1996	Classified Station discontinued. Retain ZIP Code.™ Continue to use Darien, CT 06820 as last line of address.
New	08-1734	06820	CT	Darien	Fairfield	Main Office	Post Office	12/20/2003	
Old	18-9045	51548	IA	Underwood	Pottawattamie	Mc Clelland	Community Post Office	06/28/2002	Community Post Office discontinued. Retain ZIP Code. Establish a place Name. Continue to use Mc Clelland, IA 51548 as last line of address.
New	18-6399	51548	IA	Neola	Pottawattamie	Mc Clelland	Place Name	12/06/2003	
Old	18-5265	51550	IA	Logan	Harrison	Magnolia	Community Post Office	12/27/2002	Community Post Office discontinued. Retain ZIP Code. Establish a Place name. Continue to use Magnolia, IA 51550 as last line of address.
New	18-5265	51550	IA	Logan	Harrison	Magnolia	Place Name	12/06/2003	
Old	19-2167	66873	KS	Council Grove	Morris	Wilsey	Community Post Office	09/30/2002	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Wilsey, KS 66873 as last line of address.
New	19-2167	66873	KS	Council Grove	Morris	Wilsey	Place Name	12/06/2003	
Old	25-2620	48330	MI	Drayton Plains	Oakland	Main Office	Post Office	11/15/1998	Post Office™ discontinued. Retain ZIP Code. Establish a place name. Continue to use Drayton Plains, MI 48330 as last line of address.
New	25-9750	48330	MI	Waterford	Oakland	Drayton Plains	Place Name	01/31/2004	
Old	30-6795	68747	NE	Osmond	Pierce	Mclean	Community Post Office	08/01/2002	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Mclean, NE 68747 as last line of address.
New	30-6795	68747	NE	Osmond	Pierce	Mclean	Place Name	12/06/2003	
Old	30-0330	68819	NE	Ansley	Custer	Berwyn	Community Post Office	05/11/2001	Community Post Office and ZIP Code discontinued. Establish a place name. Berwyn, NE becomes an acceptable last line for use with ZIP Code 68814.
New	30-0330	68814	NE	Ansley	Custer	Berwyn	Place Name	12/06/2003	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	30-1485	68837	NE	Burwell	Valley	Elyria	Community Post Office	05/03/2002	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Elyria, NE 68837 as last line of address.
New	30-1485	68837	NE	Burwell	Garfield	Elyria	Place Name	12/06/2003	
Old	30-4170	69354	NE	Hemingford	Dawes	Marsland	Community Post Office	10/31/2002	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Marsland, NE 69354 as last line of address.
New	30-4170	69354	NE	Hemingford	Box Butte	Marsland	Place Name	12/06/2003	
Old	47-7524	37155	TN	Saint Bethlehem	Montgome ry	Main Office	Post Office	05/28/2002	Post Office and PO Box ZIP Code discontinued. Use Clarksville, TN 37040 as last line of address.
New	47-1692	37040	TN	Clarksville	Montgome ry	Main Office	Post Office	08/28/2004	
Old	47-1824	37046	TN	College Grove	Williamso n	Main Office	Post Office		Realign ZIP Code boundaries. Use Arrington, TN 37014 as last line of address for the 41 deliveries previously in ZIP Code 37046.
New	47-0288	37014	TN	Arrington	Williamso n	Main Office	Post Office	03/01/2005	
Old	47-0288	37014	TN	Arrington	Williamso n	Main Office	Post Office		Realign ZIP Code boundaries. Use College Grove, TN 37046 as last line of address for the 40 deliveries previously in ZIP Code 37014.
New	47-1824	37046	TN	College Grove	Williamso n	Main Office	Post Office	03/01/2005	
Old	47-1824	37046	TN	College Grove	Williamso n	Main Office	Post Office		Realign ZIP Code boundaries. Use Eagleville, TN 37060 as last line of address for the 5 deliveries previously in ZIP Code 37046.
New	47-2700	37060	TN	Eagleville	Rutherford	Main Office	Post Office	03/01/2005	
Old	51-7716	24014	VA	Roanoke	Roanoke	Main Office	Post Office		Realign ZIP Code boundaries. Use Roanoke, VA 24018 as last line of address for the 3,320 residential and 405 business deliveries previously in ZIP Code 24014.
New	51-7716	24018	VA	Roanoke	Roanoke	Main Office	Post Office	03/01/2005	
Old	55-0180	25004	WV	Ameagle	Raleigh	Main Office	Post Office	10/29/1992	Post Office and ZIP Code discontinued. Establish a place name. Ameagle, WV becomes an acceptable last line for use with ZIP Code 25060.
New	55-2238	25060	WV	Dorothy	Raleigh	Ameagle	Place Name	01/24/2004	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	55-1650	25046	WV	Clio	Roane	Main Office	Post Office	07/28/1989	Post Office and ZIP Code discontinued. Establish a place name. Clio, WV becomes an acceptable last line for use with ZIP Code 25045.
New	55-1608	25045	WV	Clendenin	Kanawha	Clio	Place Name	01/24/2004	
Old	55-6012	25147	WV	Ohley	Kanawha	Main Office	Post Office	04/26/1991	Post Office and ZIP Code discontinued. Establish a place name. Ohley, WV becomes an acceptable last line for use with ZIP Code 25075.
New	55-2622	25075	WV	Eskdale	Kanawha	Ohley	Place Name	01/24/2004	
Old	55-1098	26334	WV	Brownnton	Barbour	Main Office	Post Office	06/28/1996	Post Office and ZIP Code discontinued. Establish a place name. Brownnton, WV becomes an acceptable last line for use with ZIP Code 26347.
New	55-2808	26347	WV	Flemington	Taylor	Brownnton	Place Name	01/24/2004	
Old	57-7448	82844	WY	Ranchester	Sheridan	Wolf	Community Post Office	07/28/2003	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Wolf, WY 82844 as last line of address.
New	57-7448	82844	WY	Ranchester	Sheridan	Wolf	Place Name	12/13/2003	

— Address Management, Intelligent Mail and Address Quality, 3-17-05

NOTICE

Checks Found in Undeliverable Mail

Mail Recovery Centers (MRCs) process all undeliverable checks received daily — more than 7,000. In order to streamline the handling of these undeliverable checks, MRCs use an automated system providing quicker notification to customers regarding the disposition of their mailing. The automated system scans checks found in undeliverable mail, creates a letter with an electronic image of the check, and inserts the letter into an envelope for immediate

mailing to the check owner. The letter explains why the check could not be delivered and notifies the customer that, for security reasons, the check will be shredded. The letter can also be used to explain to creditors why a payment was late.

For more information on mail recovery operations, see <http://blue.usps.gov/caweb/ccc/mro/welcome.htm>.

— Corporate Customer Contact,
Consumer Affairs, 3-17-05

NOTICE

Undeliverable Samples, Books, and Sound Recordings

What does your office do with undeliverable samples, books, and sound recordings?

The *Postal Operations Manual* (POM), section 69, Dead Mail, outlines postal policy on the disposition of undeliverable mail by local Post Offices™ and mail recovery centers (MRCs). Because interpretation of this policy has varied from office to office, the following information is provided to clarify these instructions and ensure consistent handling.

What can be donated locally?

Post Offices can donate undeliverable product samples to local charitable or public organizations, such as food banks or shelters. These samples are generally used for advertising and include items such as cereal, soaps, and toothpaste. Samples should be donated impartially and equitably and are not to be resold for profit. Dispose as waste all samples unable to be donated (POM 691.533b).

Undeliverable food, newspapers, and periodicals also can be donated locally. See POM 691.531 for guidelines on these items.

How are undeliverable books and sound recordings handled?

Send all undeliverable books, movies, and sound recordings to the MRC. They are not to be treated as samples and should not be donated locally. See POM 692.25 for information on the disposal of undeliverable books and sound recordings. For a list of items that should **not** be sent to the MRC, refer to http://blue.usps.gov/caweb/cc/mro/not_processed.htm.

— Corporate Customer Contact,
Consumer Affairs, 3-17-05

ALERT

Counterfeit Postal Money Orders Continue to Appear at Post Offices

The latest scam involving counterfeit postal money orders continues to hit Post Offices™ and banks nationwide, and it is costing its victims millions of dollars each month.

Alert Postal Service™ retail and acceptance clerks are already intercepting and identifying record numbers of bogus financial instruments. But it is especially important that all Postal Service employees be on the lookout for counterfeit postal money orders being used in this ongoing scam.

The scam most often begins with what appears to be innocent contact with an individual via the Internet — either in a chat room, on an online auction site, or by e-mail.

Con artists posing as students, American tourists, or military personnel stationed overseas plead for help in cashing checks and money orders. They ask their victims to cash the instrument, keep a portion of the money as a “gift,” and then wire back the funds — usually to an overseas address. In many cases, the con artist will mail multiple money orders for the victim to cash.

These fraudsters also use the scam to purchase goods or services over the Internet. The fraudster offers to pay with a check or money order that exceeds the actual price. Again, the victim is told to keep a portion of the money and to transfer the remainder back to the scam artist electronically.

The problem? The postal money orders are counterfeit.

Postal Service employees play an important role in stopping this crime — before it happens — to protect Postal Service revenue and to protect our customers.

Familiarize yourself with the security features contained within every genuine postal money order. Look for the following:

- A watermark of Benjamin Franklin. When the money order is held up to the light, the watermark is visible within the white oval on the left front side. The watermark is also visible from the reverse side when held up to the light.
- A dark security thread running top-to-bottom to the right of the Benjamin Franklin watermark. When the money order is held up to the light, the security thread reveals the micro-printed letters “USPS” alternating right-side-up and upside-down throughout the thread. These letters will not appear until the money order is held up to the light.

Paying close attention to these security features protects the Postal Service and its customers.

Although the cash value of counterfeit postal money orders varies, most of the bogus money orders display a value between \$900 and \$1000. In addition, be aware that some victims of this scam will present multiple postal money orders for cashing at the same time.

Postal money orders are an important service. More than 188 million customers last year relied on postal money orders to pay bills and transfer money. Help us keep that customer trust by recognizing fraud before it happens.

If you believe a customer has a counterfeit postal money order, urge the customer to contact his or her local Postal Inspector immediately for further assistance.

For more information about the security features of postal money orders — or to report suspected money-order fraud — visit the Postal Inspection Service Web site at www.usps.com/postalinspectors.

— Congressional and Public Affairs,
Postal Inspection Service, 3-17-05

Retail

ALL IRT AND DEBIT/CREDIT CARD OFFICES

Setting Clocks for Daylight Saving Time

Managers must ensure that before opening for business on Monday, April 4, 2005, the clocks in all integrated retail terminals (IRTs) and debit/credit card terminals under their control are set *forward* (in most locations) 1 hour to reflect the change to Daylight Saving Time. Facilities with Saturday night operations should reset the time as soon as possible after the 2 A.M. start time, Sunday, April 3, 2005.

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

IRTs

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

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

Tranz 380 Debit/Credit Card Terminals

For Tranz 380 debit/credit card terminals, follow these steps:

Display	Action
U.S. Postal Service	Press the (*) key and the (3) key at the same time. (If you are having trouble, simply hold the (*) key and tap the (3) key.)
Diagnostics	Press ALPHA key.
Year	Key in the current year (4 digits). Press ENTER key.
Month	Key in a number (1–12) for current month. Press ENTER key.
Date	Key in a number (1–31) for current date. Press ENTER key.
Hour	Key in a number (1–24) for current hour. Press ENTER key.
Minutes	Key in number of minutes (0–59). Press ENTER key.
Seconds	Key in number of seconds or press ENTER key to bypass.

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

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

Displaying the Clock and Calendar

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

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

Retail Consolidation Unit (RCU)

The time for the RCU/CONA will be updated automatically by the Raleigh Distributed Systems Service Center, Operations and Support Services. However, all RCU operators should validate the correct time and date when they log on to the RCU on Monday, April 4, 2005, and notify Raleigh if the time and date are incorrect.

Mobile Data Collection Devices (MDCDs)

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

IBM and NCR POS ONE Terminals

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

— *Retail Service Equipment, Delivery and Retail, 3-17-05*

Business Connect is Here to Stay



They have **needs**.
You have **solutions**.
Make the **connection**.

What is Business Connect?

Business Connect™ is an integrated strategy to engage postmasters and station/branch managers in revenue-generating initiatives with small- and mid-sized businesses and organizations within their communities.

Business Connect will build awareness among business owners and organization leaders about how Postal Service™ products and services can save them time and money filling their mailing needs.

The objectives of Business Connect are to drive revenue growth through new customer acquisition, improve customer satisfaction, increase customer awareness about the ease-of-use and cost savings offered by our products and services, and expand contact with small- to mid-sized businesses. The key methods of communication will be lobby demonstrations, face-to-face meetings, and group presentations.

Who can participate in Business Connect?

All postmasters and station/branch managers will be given the tools and guidance needed to educate customers about the Postal Service's products and services.

Postmasters and station/branch managers who do not have computer access may participate by completing a manual activity form and mailing it to the address supplied on the form. To obtain forms, contact your local manager of Post Office™ operations.

What role do the postmaster and station/branch managers play in Business Connect?

Postmasters and station/branch managers will reach out to small- and mid-sized businesses in their communities to educate customers on Postal Service solutions and build profitable and long-term business relationships.

These Postal Service representatives are well known and respected within their communities. They are in direct daily contact with local businesses and many are considered valuable business resources in the community.

How do postmasters and station/branch managers “connect” with small- to mid-sized business customers?

Postmasters and station/branch managers can conduct activities that promote USPS® products and services, such as:

- Use lobby space to set up demonstrations of USPS.com® and Click-N-Ship®, or stage an “eBay Day.”
- Use the Business Connect tools and materials to make group presentations to local business clubs and associations about postal products and services.
- Become active members in local business and civic associations.

- Educate business customers in face-to-face meetings about our products and services.

Postmasters and station/branch managers will receive support from their district's small business specialist (SBS). The SBS:

- Is a resource for training station personnel how to conduct lobby day events, available upon request.
- Can be a coach to help managers practice answering questions regarding Click-N-Ship, usps.com, and other services targeted for small- to mid-sized businesses.
- Is a resource to coordinate responses for your questions regarding products and services for the small- to mid-sized customer base.

What are the expectations of Business Connect?

Through these activities, postmasters and station/branch managers will have the tools and opportunity to improve customer satisfaction, increase customer awareness about the ease-of-use and cost savings offered by our products and services, expand contact with small- to mid-sized businesses, and drive retail revenue performance for their offices.

How do postmasters and station/branch managers document their activities?

Postmasters will record their activities (e.g., lobby demonstrations or group presentations) online the same way they did during the "Play the Zone" contest.

The steps are as follows:

- Access the database on the Internet at www.uspsbusinessconnect.com.
- Follow the simple prompts to register for Business Connect and begin documenting activities. Registration is required only once.

Postmasters and branch/station managers at nonautomated offices may document activities on a manual form and mail documents for system input. To obtain documents, contact your local manager of Post Office operations.

System Capabilities

On the Business Connect activity page (www.uspsbusinessconnect.com), postmasters and station/branch managers can:

- View/Add Activities
- Order Supplies
- Edit Registration
- View/Edit People
- View Reports

View/Add Activities. Postmasters or station/branch managers enter information on each activity (e.g., one-on-ones, group meetings, or lobby events), the date of the activity, and who and how many were present at the activity, if applicable.

If postmasters or station/branch managers "connect" with customers who want to use the Postal Service's products and services, they may document the annualized revenue **only after** customers start mailing with the Postal Service. The information should include the following:

- Date of the customer's first Postal Service mailing
- Projected annualized revenue (based on customer's expectation of mailing over a 12-month period of time)
- Products purchased

Order Supplies. Postmasters or station/branch managers can print sign-in sheets from their computers for use at group meetings.

Edit Registration. Postmasters or station/branch managers may edit their original registration information.

View/Edit Customer Information. Postmasters or station/branch managers may view or edit customer contact information previously entered such as change of address.

Reports. Weekly reports will be provided by national, area, and district views.

Business Connect Inquiries

System-related inquiries regarding Business Connect should be directed to **Contact Us** at www.uspsbusinessconnect.com. All other inquiries should be directed to the local manager, Post Office Operations, or the small business specialist.

Business Connect Activity Input

The following images reflect sample input activity screens that can be accessed via www.uspsbusinessconnect.com.

Registration/Request for Computer Access
(Please note: ALL fields are mandatory)

Salutation

Title

First Name

Last Name

Email
(Example: tracy.rodriguez@usps.gov)

Address 1
Please enter physical 911 address and NOT PO Box)

Address 2

City

State

ZIP Code +

Area Code

Phone Number (ex. 779-7822)

Area

District

Station

EAS Post Office Level

Registration Confirmation Page

Thank you for registering with Business Connect!
Your login information will be emailed to you.

Login Page




EMAIL ADDRESS: Example: john.l.doe@usps.gov

BC NUMBER:

Business Connect Home Page



Business Connect

The latest Program Information:

Number of Registrants:	4391
Number of Program Participants:	2700
Total Number of Meetings Held:	1257
Approximate Number of Activity Attendees:	3547
Total Number of Group Meetings Held:	231
Total Number of Individual Meetings Held:	1020
Total Number of lobby events:	6

Top 10 Participants with most Meetings Held

<u>District</u>	<u>Postmaster</u>	<u>Total Number of Meetings Held</u>
Anywhere USA	Jane Doe	12

[View/Add Activities](#) [Search/Edit Customer](#) [Reports](#) [Order Supplies](#)

[Print Group Presentation SIGN UP](#)

[Change Password](#) [Edit Registration](#)

Activities Page

Activities Page/List Screen

List of Activities:

	Activity Type	Activity Description	Activity Date	Number of Participants
<input type="radio"/>	Group	Lion's Club Meeting	01/15/2005	25
<input type="radio"/>	Individual	ACME Company	02/01/2005	4
<input type="radio"/>	Lobby Event	APC Demo	02/01/2005	12

Add Activity

Edit Activity

Return to Business Connect Home

Activities Page/Enter/Edit Activity

*** Denotes Mandatory Fields**

Type of Activity*:

Please Select One

Activity Description*: (example: Lion's Club Meeting/Click n Ship/01152005)

Approximate Number of Participants*:

Date of Presentation/ Activity*: mm/dd/yyyy

Please note that adding Persons is ONLY mandatory for INDIVIDUAL PRESENTATIONS; OPTIONAL for Group Presentations.

	First Name	Last Name	Activity Description	Revenue
<input checked="" type="radio"/>	John	Doe	Lion's Club Meeting	\$50,000
<input type="radio"/>	Kirsten	Macnamara	Rotary Club Meeting	

Activities Page/Enter/Edit People

Contact Information:

*** Denotes Mandatory Fields**

Salutation*:

First Name*:

Last Name*:

Company Name*:

Address 1:

Address 2:

City:

State:

ZIP:

Area Code:

Phone #: (e.g. 775-7822)

Email:

Comments:

Date of Last Contact: (mm/dd/yyyy)

Future Contact Date: (mm/dd/yyyy)

Revenue

Please note, a sale can only be documented after the first mailing date has occurred. Annualized revenue is based on the customer's estimation of product use over a 12 month period of time

Total Annualized Revenue Amount

Only add new revenue associated with a Business Connect Activity. Do not add already existing revenue/business.

Select	Product	Amount
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

People Page

People Page/List Screen

List of Customers:

	First Name	Last Name	Activity Description	Company Name
<input type="radio"/>	John	Doe	Lion's Club Meeting	John's PC Shop
<input type="radio"/>	Kirsten	Macnamara	Rotary Club Meeting	Thing's Remembered

[Edit/View People](#)

Search People:

Last Name:

Company:

City:

State: ZIP Code:

Activity Type:

[Search](#)

[Reset Form](#)

[Return to Business Connect Home](#)

People Page/Edit People

Contact Information:

Salutation:

First Name:

Last Name:

Company Name:

Address 1:

Address 2:

City:

State:

ZIP:

Area Code:

Phone #: (ex. 779-7822)

Email:

Comments:

Date of Last Contact: (mm/dd/yyyy)

Future Contact Date: (mm/dd/yyyy)

Order Entry Page

Supply Item:	<input type="text" value="Select One"/>
Quantity:	<input type="text" value="Select One"/>

ORDER DETAILS

<u>Item</u>	<u>Quantity</u>
BRC	25

Order Confirmation Page

Please confirm Shipping Address and Order Details:

Shipping Address:

Jane Joe
 Flemington Main Station
 123 Main Street
 Flemington, NJ 11111-9998

Order Detail:

<u>Item</u>	<u>Quantity</u>
BRC	25

PLEASE NOTE: Allow 5 – 7 Business Days for Delivery.

Supply Management

Recycling Account Code Changes

Effective immediately, Finance has adopted new wording for account identifier codes (AICs) for reporting recycling revenue. This will assist recyclers within the Postal Service™ with capturing and reporting accurate recycling revenue data.

The changes can be viewed on the Blue page at <http://blue.usps.gov>; click *Inside USPS*; then *Finance* under the Finance section, then *Excel File* under the first entry named F1, Appendix A (PDF) in the Downloads section at the bottom of the page; open and click on the *AIC List* tab at the bottom of the page, then scroll to AIC 149.

The Master Title for AIC 149 will now read “Sale of Paper, Plastic and other Recyclables.” The General Description for AIC 149 will now read “Funds collected from the sale of paper, plastic and other recyclables such as: aluminum, batteries (non-vehicle), cardboard, fluorescent bulbs, glass, newsprint, pallets, printed matter from mail recovery center, plastic, rubber, shrink wrap, twine, waste paper and other recyclables.”

Revenue from AIC 149 was being placed in General Ledger Account (GLA) 44036000, an account for revenue from the “Sale of Postal Antiques.” This error has been corrected. Recycling revenue from AIC 149 will now be placed in GLA 52967149, an account for revenue from the “Sale of Waste Paper, Twine, Dead Mail and Other Recyclable Matter.”

These accounts will remain the same:

- AIC 154 will remain as the revenue account for the sale of motor vehicles.
- AIC 156 will remain as the revenue account for the sale of scrap metal, miscellaneous items, and equipment.
- AIC 157 will remain as the revenue account for the sale of postal antiques.
- AIC 696 will remain as the *expense* account for payment of waste disposal costs for recyclable material, dead mail, etc.

Do not use AIC 126 to report recycling revenue within the Postal Service. This account is a revenue account for “Funds collected from weighted-average BRM monthly fee, loss of postal property, lost badges, money found loose in the mail, jury fees, unclaimed money from Mail Recovery Center, fines and penalties, fees received for jury service or as a witness while on court leave, telephone pay station commission, and OWCP check payable to the USPS.”

— *SCM Strategies,*
Supply Management, 3-17-05

Priority Mail® Bundles

1

with
Delivery
Confirmation™
service



\$4.30
and up

2

with
Insurance*



\$5.15
and up

3

with
Insurance
& Delivery
Confirmation
service



\$5.60
and up

4

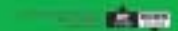
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Source: As of December 2004, 75 million U.S. households calculated from Nielsen/Net Ratings and 16 million U.S. small businesses from TeleMatic Research, have Internet access.