

# POSTALBULLETIN

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PB 22151, March 31, 2005

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

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The *Postal Bulletin* is published biweekly; information is effective for 1 year unless it changes a permanent directive or unless otherwise specified.



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

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PB 22150: 7690-07-000-0134	PB 22142: 7690-07-000-0126	PB 22134: 7690-07-000-0118	PB 22127: 7690-07-000-0111
PB 22149: 7690-07-000-0133	PB 22141: 7690-07-000-0125	PB 22133: 7690-07-000-0117	PB 22126: 7690-07-000-0110
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		

## USPSNEWS@WORK

### LiteBlue: The new color of communication



The color of communication is Blue — LiteBlue. Postal Service™ employees nationwide have access to the latest evolution in USPS® communications — the new Postal Service Extranet, LiteBlue.

LiteBlue lets you use your employee ID and USPS PIN to reach a lighter version of Blue,

the Postal Service Intranet. But lighter doesn't mean lesser. Employees who visit LiteBlue get much of the same content seen in the everyday Blue, with a local touch.

Link Online is there. As are job openings. Looking for national news or news with a local flair? It's there, too, plus *PostalEASE*, employee deals and more. Best of all you can reach LiteBlue anywhere you have Internet access.

New to LiteBlue is the "Inside USPS" section, joining "Home" and "My Life" tabs at the top of the LiteBlue homepage. Under Inside USPS you'll find information about the commemorative stamp program, the USPS annual report and comprehensive statement, organization charts, USPS Board member biographies and our *Transformation Plan*.

So far in March, LiteBlue has logged more than 143,000 visits from employees like you. Add your visit to the count. Go to LiteBlue at <http://liteblue.usps.gov>.

### Potter to Forum: Americans continue to turn to mail; CSRS escrow legislation will force USPS to file rate case this year



Postmaster General (PMG) Jack Potter welcomed more than 6,000 members of the mailing industry to the National Postal Forum in Nashville. "The state of the Postal Service and the

industry today and for the near term is excellent," Potter said, noting that USPS could have put off a rate increase until 2007 were it not for Civil Service Retirement System (CSRS) legislation requiring USPS to establish an escrow account of \$3.1 billion beginning in 2006.

"We have no choice but to file a rate case to cover the amount of the escrow," Potter said. Postal Service management is recommending an across-the-board increase of between 5 and 6 percent to fund the requirement. That would raise the cost of a First-Class Mail® postage stamp by 2 cents.

Acknowledging USPS achievements under the *Transformation Plan* introduced in 2002, Potter said the customer will be the focus of the extended plan, *Transformation Plan 2006–2010*.

"This is not just about the Postal Service," Potter said. "It's about our customers." The PMG said the plan will stay focused on making it easier for customers to do business with USPS, including making them aware of the services available online at [usps.com](http://usps.com)®.

### Mailing Industry Task Force cites progress: Task Force co-chair Nolan honored at Forum

The Mailing Industry Task Force, a coalition of mailing industry and USPS leaders, released its 2005 progress report at the National Postal Forum.

The four-year-old task force also honored its co-chairman, Deputy PMG John Nolan, who is retiring from the Postal Service in May, saying his years of service have set a new standard for partnership between USPS and the industry.

The task force report heralds the coming of information-rich barcodes that add speed, accuracy and rapid feedback services to mail processing.

Initiatives highlighted in the report include OneCode Vision™ and OneCode™ Address Change Services, a Premium Forwarding Service still under consideration by the Postal Rate Commission for a two-year experiment, and a pilot Retail Overnight concept being developed to provide retailers with local next-day delivery.

## Tom Ridge addresses Forum: Former Homeland Security secretary praises USPS



Tom Ridge, the nation's first secretary of the Department of Homeland Security, praised USPS efforts and commitment immediately following 9/11 and the nation's struggle through bio-terrorist anthrax attacks also in 2001.

Ridge, a former Pennsylvania governor and first cabinet secretary responsible for coordinating all aspects of national security, addressed the National Postal Forum.

PMG Potter described Ridge as "a true friend to the mailing industry" and acknowledged Ridge's role in helping USPS coordinate a national strategy to handle anthrax threats.

Ridge was instrumental in securing funds to purchase the initial biohazard detection systems and served as the Postal Service's conduit with the rest of the country and other federal agencies, the PMG said. Potter presented Ridge with the "Partnership for Progress Award."

## Be a contender: Nominees sought for Diversity Achievement awards

*Wanted:* Employees who make a difference. *Purpose:* To honor USPS achievements in diversity. Whom will you nominate?

Each year, the National Awards Program for Diversity Achievement celebrates employees who promote diversity at work and in the community with six major awards.

Employees who promote diversity among employees, customers and suppliers are eligible for the Individual Award. The Leadership Award recognizes executive achievements. The Team Award honors employees who work together to coordinate efforts to accomplish USPS' diversity mission.

The Altruism Award highlights the efforts of employees who've changed lives through work in their community. The Mentoring Award celebrates someone who uses teaching, coaching, counseling and motivation to help others succeed in their careers. And, employees who've made extraordinary contributions over a sustained period can receive the "Dot Sharpe Lifetime Achievement Award."

Submit nominations by May 5 to <http://blue.usps.gov/diversitynet/awards/>. For information, call your local diversity representative.

## Rapido, facile, conveniente: Learn Italian in the time you save using usps.com

It only takes 30 seconds to get the message across — just about anything you can do at the Post Office™, you can do on usps.com.

That half-minute message has recently been aired in USPS radio ads on seven national radio networks.

And just like usps.com, the message is quick, easy and convenient — so quick that you have "a ton of time to do other exciting things at work." The ads then invite you to take advantage of the extra time... by learning Italian.

## NetPost CardStore has you covered: Nine retailers join gift card offering

With the addition of Old Navy, Foot Locker and seven other new retailers, USPS customers are covered from head to toe with retail gift cards available from NetPost® CardStore through usps.com.

AMC Theatres, Blockbuster, Foot Locker, Marriott, Old Navy, Olive Garden, SpaWish.com, The Sharper Image and Toys R Us join seven original retailers for a total of 16 gift card choices.

Gift cards are available in varying denominations to be added to any original NetPost CardStore greeting card — great gifts for birthdays, anniversaries, Mother's Day and Father's Day, graduations or just to say "thinking of you."

Employees get a discount. Visit <http://liteblue.usps.gov/news/deals/greetingcards.htm> for details.

## Nice doggie . . . Bites and attacks on the decline



Dog attacks and bites are on the decline so far in fiscal year 2005 — a trend USPS hopes to continue as we head into spring and summer, traditionally the worst period for this Occupational Safety and Health Administration Illness and Injury category.

Six areas are already below the same period last year in dog bites and attacks, leading the way for a 9.42 percent national reduction compared to the first quarter of 2004. They are Capital

Metro, Southwest, Western, New York Metro, Eastern, and Great Lakes.

Dog Bite Prevention Week is May 15–21 this year. Get ready. Check out dog-bite awareness, prevention and defensive materials in section 3 of Publication 129, *Safety Talks*, online at: <http://blue.usps.gov/cpim/ftp/pubs/pub129.pdf>, or in Dog Bite Prevention Week Postmaster Toolkits.

Safety also will be sending out more information between now and May.

### Serial sensation: DMM 300 debuts at the National Postal Forum



The latest chapter in the transformation of the *Domestic Mail Manual* (DMM) is a must read for mailers — it's the DMM 300. The official name of the new DMM is *Mailing Standards of the United States Postal Service, Domestic Mail Manual*.

This essential source for information on USPS mailing standards has been dramatically redesigned to make it easy to read and easy to use. Features include new organization, rate charts, illustrations, a numbering system, and an expanded index.

The DMM 300 is organized around three basic concepts: shape of mail, class of mail, and topic. The new design means customers will spend less time cross-referencing and have greater confidence that they've located the information they need.

### Get a move on

NetPost Mover's Postcards are the fast and easy way for customers to send moving notices. These high-quality, customized postcards are perfect to notify friends, family and others of a new address. They can be created in four easy steps with just a few clicks at [www.usps.com/moverspostcards](http://www.usps.com/moverspostcards).

Moving is a stressful time, so the Postal Service and NetPost have introduced this convenient online feature to reach everyone in a customer's address book. Whether to one recipient or thousands, customized postcards — with correct postage and addresses — are printed and mailed the next business day.

# Administrative Services

## ASM REVISION

### Designation of Postal Service Facilities by Act of Congress

Effective March 31, 2005, the *Administrative Support Manual* (ASM) is revised to clarify guidance given regarding procedures to be followed when a Postal Service™ facility is designated by an act of Congress. The changes affect sections 338.44–45 and section 519.224 (to cross reference section 338).

We will incorporate these revisions into the next printed edition of the ASM and into the next update of the online version accessible on the Postal Service PolicyNet Web site:

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

#### Administrative Support Manual (ASM)

	*	*	*	*	*
<b>3</b>	<b>Communications</b>				
	*	*	*	*	*
<b>33</b>	<b>Communications With the Public</b>				
	*	*	*	*	*
<b>338</b>	<b>Legislative, Executive Relations</b>				
	*	*	*	*	*
<b>338.4</b>	<b>Field Management</b>				
	*	*	*	*	*

[Revise the title and text of 338.44 to read as follows:]

#### 338.44 Designation of Postal Service Facilities by Act of Congress

When a Postal Service building is designated by an act of Congress to honor a person(s), Government Relations will notify the district manager and provide a copy of the legislation.

As part of the Post Office designation process, the district must obtain the dedicatory plaque by following local procurement procedures. It is the responsibility of the district manager to obtain a supplier for the plaque. The delivery date is crucial for planning the dedication ceremony. See

exhibit 338.44 for a diagram containing the specifications for the plaque.

The district manager, in conjunction with Government Relations and the local Public Affairs and Communications office, develops and implements plans for a dedication ceremony, if applicable. In general, schedule the ceremony at least 6 weeks after ordering the plaque to allow enough time for delivery before the ceremony. The district manager will notify Government Relations once the plaque is delivered to the postmaster or installation head. Mounting the plaque in the facility generally will take place after the dedication ceremony.

The plaque must be displayed in a prominent, well-secured place within the lobby of the building, for example, immediately inside the front entrance. The plaque must never be placed outside the building. See ASM 519.224.

[Insert Exhibit 338.44 as follows:]

#### Exhibit 338.44 Plaque Specifications

[See the full-page exhibit on page 8.]

[Add new 338.45 to read as follows:]

#### 338.45 Effect of Renaming on Signage

The enactment of legislation designating a Postal Service facility does not require the Postal Service to change the signage on the outside of the building. The renamed facility does not reorder or replace stationery or make other changes to incorporate the new name.

	*	*	*	*	*
<b>5</b>	<b>Facilities and Equipment</b>				
<b>51</b>	<b>Facilities</b>				
	*	*	*	*	*
<b>519</b>	<b>Design and Construction</b>				
	*	*	*	*	*
<b>519.2</b>	<b>Identifying Postal Facilities</b>				
	*	*	*	*	*
<b>519.22</b>	<b>Dedicatory Plaques and Memorials</b>				
	*	*	*	*	*

**519.224 Plaques Honoring an Individual**

*[Revise 519.224 to read as follows:]*

When a Postal Service building is designated by an act of Congress to honor a person(s), Government Relations will notify the district manager and provide a copy of the legislation. The district must obtain the dedicatory plaque by following local procurement procedures. The district manager, in conjunction with Government Relations and the local Public Affairs and Communications office, develops and implements plans for a dedication ceremony, if applicable. In general, schedule the ceremony at least 6 weeks after ordering the plaque to allow enough time for delivery before

the ceremony. The district manager will notify Government Relations once the plaque is delivered to the postmaster or installation head. Mounting the plaque in the facility generally will take place after the dedication ceremony. The plaque must be displayed in a prominent, well-secured place within the lobby of the building, for example, immediately inside the front entrance. The plaque must never be displayed outside the building. See ASM 338.44–338.45.

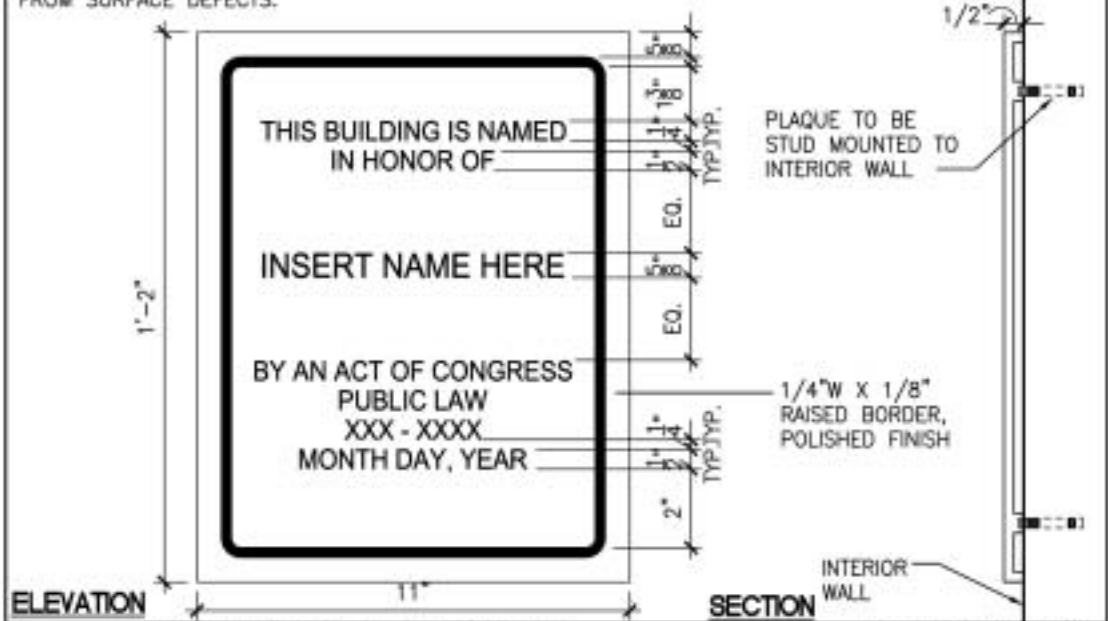
\* \* \* \* \*

— *Government Relations, 3-31-05*

Exhibit 338.44 Plaque Specifications

NOTES TO A/E:

- NOTES:**
1. CASTING MATERIAL: ALUMINUM ALLOY INGOT (VIRGIN METAL), FEDERAL SPECIFICATION QQ-A-601E, CLASS 5M (ALLOY NUMBER 214), CONDITION F.
  2. FASTENERS: CONCEALED STUDS, 1/4" DIAMETER 18-8 STAINLESS STEEL.
  3. FABRICATION: FINISH EDGES SQUARE AND STRAIGHT. PROVIDE MOUNTINGS NEAR CORNERS ON BACK FOR FOUR CONCEALED THREADED STUDS.
  4. LETTERING: HELVETICA BOLD LETTERS IN UPPER CASE. EDGES STRAIGHT AND FREE FROM PITS, BURRS, AND UNGROUND SURFACES. LETTERS MUST BE HORIZONTALLY ALIGNED AND EVENLY SPACED.
  5. FINISHES: FINISH CASTINGS IN ACCORDANCE WITH THE ALUMINUM ASSOCIATION STANDARDS. BACKGROUND TO BE LEATHER TEXTURE WITH LACQUER COATING AND RELIEF FINISH TO BE AA M 32A341.
  6. PROTECTIVE COATINGS: APPLY TO EXPOSED SURFACES TWO COATS OF METHACRYLATE LACQUER WITH INTERIM DRYING TIME FOR A TOTAL THICKNESS OF 0.6 MILS. COATING SHALL REMAIN INTACT IN ALL TEMPERATURES ANTICIPATED PRIOR TO INSTALLATION. COATING SHALL BE EASILY REMOVABLE WITH A SOLVENT, WHICH WILL NOT DAMAGE THE ALUMINUM OR THE BACKGROUND FINISH.
  7. WORKMANSHIP: PRODUCE CASTINGS WITH FINE EVEN TEXTURE, NOT WARPED, SOUND AND FREE FROM SURFACE DEFECTS.



Detail: <b>BUILDING IDENTIFICATION-CONGRESSIONAL PLAQUE</b>		Fac.   Ch.   Sect.   Plan.   Detail <b>G2-7-5 d4</b>
CAD File: <i>..\\usps\\library\\details\\G2-7-5d4.dwg</i>	Scale: 3" = 1'-0"	USPS SDL Issued: 3/17/2005 Last Revised: 3/17/2005

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STANDARD DETAIL LIBRARY



## 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
Catherine's Secret Sale	Standard/ Letter	4/1/05–4/5/05	1.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Cenveo, Memphis, TN
JCP Home Decorating Sale	Standard/ Catalog	4/1/05–4/6/05	9.1	Nationwide	Car-Rt	RR Donnelley
JCP Week 10 Spring Mega Sale	Standard/ Letter	4/4/05–4/6/05	10.2	Nationwide	Car-Rt	Harte-Hanks
Spring Emergence Flyer	Standard/ Flat	4/7/05–4/9/05	1.345	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Sussex, WI
JCP Summer 16 Plus	Standard/ Catalog	4/8/05–4/11/05	1.2	Nationwide	Car-Rt	Quebecorworld
JCP Week 11 Spring LPOTS	Standard/ Flat	4/11/05–4/13/05	18.4	Nationwide	Car-Rt	Harte-Hanks
JCP Week 12 Friends and Family	Standard/ Letter	4/13/05–4/15/05	6.2	Nationwide	Car-Rt	Harte-Hanks

— Business Service Network Integration, Service and Market Development, 3-31-05

# Domestic Mail

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## ANNOUNCEMENT

### **New Postal Service Form for Recurring Appointments Requests**

Effective immediately, mailers of plant-verified drop shipments must use PS Form 6241, *Recurring Appointment Request Form* (see page 11), to request *recurring* appointments for delivery of mail to Postal Service™ facilities.

Recurring appointments are defined as appointments that arrive consistently on the same day or days of the week, during the same time period, with approximately the same mail contents, and use the same size and form of transportation.

The use of PS Form 6241 supercedes the instructions provided in Publication 804, *Drop Shipment Procedures for Destination Entry*, which require that the mailer submit a letter of request every 6 months.

Now, once a mailer submits a PS Form 6241 to the plant manager (where the mailing will be entered and approved and where appointment time(s) are assigned), the mailer is

not required to submit a request to the entry Postal Service facility except for instances when the mailing content changes. If the mailing consists of more than one type of shape or class, then the mailer must complete, in multiple sets, lines 1 through 6 of Section C of PS Form 6241 in order to fully describe the mailing contents.

PS Form 6241 is available online at: <http://blue.usps.gov/formmgmt/forms.htm>.

Mailers who currently have recurring appointments will be asked to complete PS Form 6241 when the new Facility Access and Shipment Tracking (FAST) is deployed in summer 2005. Mailers must use PS Form 6241 for new requests.

— *Logistics Systems,  
Operations, 3-31-05*

United States Postal Service

### Recurring Appointment Request

*(A recurring appointment is a mailing that arrives consistently on the same day or days of the week, during the same time period, with approximately the same contents, and using the same form and size of transportation.)*

**If the mailing contents contain more than one shape or class, complete multiple copies of lines C1 through C8, until all sets of contents are described.**

#### A. Requestor/Mail Owner Information

1. Beginning Date	7. Mail Owner's Name
2. Ending Date	8. Mail Owner's Address (No., street, apt./ste./p.o. box no., city, state, ZIP + 4®)
3. Requestor's Name	
4. Requestor's E-mail Address	
5. Mail Preparer's ID	9. Mail Owner Telephone Number (include area code)
6. FAST Scheduler's ID	10. Mail Owner's PostalOne® Number

#### B. Transportation Information

1. Transportation Company Name	2. Transportation Company Contact Name
3. Type of Trailer Transporting Mail	4. Size of Trailer Transporting Mail
5. Transportation Company Contact Telephone Number (include area code)	

#### C. Mailing Information

1. Class (Check one)

a.  Standard Mail      b.  Periodicals      c.  Parcel Select®      d.  BPMMedia

2. Processing Category (Check all that apply)

a.  Letters      b.  Flats      c.  Irregular Parcels      d.  Machinable Parcels      e.  Non-machinable Parcels

3. Volume and Containerization

a. No. Trays \_\_\_\_\_      c. No. Parcels \_\_\_\_\_

b. No. Sacks \_\_\_\_\_      d. No. Bundles \_\_\_\_\_

4. Number of Pallets Containing:

a.  Trays \_\_\_\_\_      b.  Sacks \_\_\_\_\_      c.  Bundles \_\_\_\_\_      d.  Parcels \_\_\_\_\_

5. Additional Content Information

---

6. Appointment Type

a.  Pallet      b.  Bedload      c.  Drop and Pick      d.  Speed Line \_\_\_\_\_ No. of Pallet Positions

7. Day of Week

a.  Monday      b.  Tuesday      c.  Wednesday

d.  Thursday      e.  Friday      f.  Saturday      g.  Sunday

8. Week of Month

a.  First      b.  Second      c.  Third      d.  Fourth      e.  Last

9. Time of Day \_\_\_\_\_ AM \_\_\_\_\_ PM

#### D. Signature of Requestor

1. Signature	2. Date Signed
--------------	----------------

#### E. Approving Facility

1. Name	3. Appointment Number Assigned
2. Title	

# Employees

## ELM REVISION

### National Days of Observance

Effective March 31, 2005, *Employee and Labor Relations Manual* (ELM) 519.4, National Days of Observance, is added to provide guidance for any national day of observance that the postmaster general declares subsequent to the declaration of a national day of observance by Executive Order of the president of the United States. Subsequent sections are renumbered.

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

### Employee and Labor Relations Manual (ELM)

\* \* \* \* \*

#### 5 Employee Benefits

#### 510 Leave

\* \* \* \* \*

#### 519 Administrative Leave

\* \* \* \* \*

[Renumber current 519.4 through 519.6 as new 519.5 through 519.7. Add new 519.4 to read as follows:]

#### 519.4 National Day of Observance

##### 519.41 General

In the event that the postmaster general or designee determines that the Postal Service will participate in a national day of observance (for example, National Day of Mourning) subsequent to the declaration of a national day of observance by Executive Order of the President of the

United States, administrative leave is granted to employees.

The policy shown below applies to executive and administrative schedule (EAS) employees, Postal Career Executive Service (PCES) employees, and other employees not covered by union agreements concerning national days of observance and is consistent with the agreements developed for that purpose. Employees in the following unions should refer to the memorandums of agreement or understanding between the Postal Service and their unions regarding regulations for national days of observance:

- a. American Postal Workers Union, AFL-CIO.
- b. National Association of Letter Carriers, AFL-CIO.
- c. National Postal Mail Handlers Union, AFL-CIO.
- d. National Rural Letter Carriers' Association.
- e. Fraternal Order of Police, National Labor Council, USPS No. 2.

#### 519.42 Leave Granted

##### 519.421 Full-Time Employees

Full-time employees whose basic work week includes the national day of observance are granted administrative leave as follows:

- a. Those with the national day of observance as a scheduled workday:
  - (1) If *not directed* to report for work, are granted administrative leave for that day.
  - (2) If *directed* to report for work, are granted a day of administrative leave at a future date, for the number of hours equal to their regular workday.
- b. Those with the national day of observance as a non-scheduled (relief) workday:
  - (1) If *not directed* to report for work, are granted a day of administrative leave at a future date, for the number of hours equal to their regular workday.
  - (2) If *directed* to report for work, are granted overtime pay, if eligible, plus a day of administrative leave at a future date, for the number of hours worked, up to the number of hours equal to their regular workday.

**519.422 Part-Time Regular Employees**

Part-time regular employees whose basic workweek includes the national day of observance are granted administrative leave as follows:

- a. Those with the national day of observance as a scheduled workday:
  - (1) If *not directed* to report for work, are granted administrative leave for that day, for the number of hours scheduled to work.
  - (2) If *directed* to report for work, are granted a day of administrative leave at a future date, for the number of hours scheduled to work on the national day of observance.
- b. Those with the national day of observance as a non-scheduled (relief) workday:
  - (1) If *not directed* to report for work, are granted a day of administrative leave at a future date, equal to the average number of daily paid hours in their schedule for the service week previous to the service week in which the national day of observance occurs, up to 8 hours.
  - (2) If *directed* to report for work, receive straight time pay (or overtime pay if appropriate), plus administrative leave at a future date for the number of hours worked on the national day of observance, up to 8 hours.

**519.423 Part-Time Flexible Employees**

Part-time flexible employees are granted administrative leave for the national day of observance as follows:

- a. Those *directed* to report for work are granted a day of administrative leave at a future date, for up to 8 hours.
- b. Those *not directed* to report for work are granted a day of administrative leave at a future date, equal to the average number of daily paid hours during the service week previous to the service week in which the national day of observance occurs, up to 8 hours.

**519.424 Transitional Employees**

Transitional employees receive pay only for actual work-hours performed on the national day of observance. They are not granted administrative leave.

**519.425 Employees on Paid Leave**

Employees on paid leave on the national day of observance receive administrative leave on that day in lieu of requested leave for up to the number of hours equal to the employee's regular workday. (See 519.423(b) for part-time flexible employees.)

**519.426 Employees on Continuation of Pay, Office of Workers' Compensation Programs Pay, and Leave Without Pay**

Employees on continuation of pay (COP) and employees on leave without pay (LWOP) not associated with Office of Workers' Compensation Programs (OWCP) on the national day of observance are granted a day of administrative leave for up to 8 hours.

Employees working part days on the national day of observance as a result of an injury on duty (IOD) receive administrative leave equal to the hours normally worked.

Employees not working as a result of an IOD and employees on OWCP pay on the national day of observance are not granted administrative leave.

**519.427 Employees Absent Without Leave, Suspended, or Pending Removal**

Employees absent without leave (AWOL), suspended, or pending removal on the national day of observance are not granted administrative leave.

**Note:** An employee returned to duty and made whole for a period of AWOL, suspension, or removal may be eligible for administrative leave for the national day of observance consistent with the rules of the provision of ELM 519.4 for that employee's group if the period of suspension or removal for which the employee is considered to have been made whole includes that day.

**519.428 Individuals Not Eligible for Administrative Leave**

Individuals not eligible for administrative leave include the following:

- a. Postmaster relief employees.
- b. Rural carrier relief employees.
- c. Substitute rural carrier employees and rural carrier associate employees who are not in leave-earning positions.
- d. Temporary employees.
- e. Noncareer officer-in-charge employees.
- f. Contractors.

**519.43 Leave Taken at a Future Date**

Administrative leave to be taken at a future date:

- a. Must be granted and used within 6 months of the national day of observance or by the end of the fiscal year, whichever is later.

**Note:** Administrative leave is not granted to an employee who is on extended leave for the entire period between the day of observance and 6 months

- from that date, or between the day of observance and the end of the fiscal year, whichever is later.
- b. Must be taken all at one time.
- c. May, at the employee’s option, be substituted for previously scheduled but not used annual leave.

- d. Should be requested by using the same procedures that govern the request and approval of annual leave consistent with ELM 512.41 and ELM 512.42.

\* \* \* \* \*

— Compensation,  
Employee Resource Management, 3-31-05

PUBLICATION 108 REVISION

**Threat Assessment Team Core Member Responsibilities**

Publication 108, *Threat Assessment Team Guide*, section 3-1.2 has been revised to comply with a request of the Office of Inspector General to add instances when Threat Assessment Team (TAT) members should contact Postal Inspectors.

We have incorporated this revision into the online version of Publication 108, 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>.)

We will also incorporate this revision into the next printed version of Publication 108.

**Publication 108, Threat Assessment Team Guide**

\* \* \* \* \*

**3 Establishing a Threat Assessment Team**

**3-1 Threat Assessment Team Composition**

\* \* \* \* \*

**3-1.2 Core Member Responsibilities**

\* \* \* \* \*

[Add this note at the end of part 3-1.2:]

*Note:* **TAT members** should contact Postal Inspectors in the following situations:

- Emergent situations that pose a risk to employees.
- Physical assaults and credible threats.
- Assessment of threats.
- Risk abatement.
- Notification of team meetings.
- Notification of team training.

This list is not all-inclusive and should not supersede any local guidelines established by Postal Service managers and the Postal Inspection Service.

\* \* \* \* \*

— EAP/Workplace Environment Improvement,  
Employee Resource Management, 3-31-05

## Thrift Savings Plan Policy Changes, Open Season, and *PostalEASE*

The next Thrift Savings Plan (TSP) open season is April 15 through June 30, 2005. This TSP open season ends June 30, 2005, at 5:00 P.M. Central Time (CT). The following information is provided to assist personnel offices in conducting this open season.

The booklet TSPBK08, *Summary of the Thrift Savings Plan for Federal Employees* (dated May 2001), provides a good overview of TSP. Newly eligible career employees receive a copy of TSPBK08 from Headquarters through a direct mailing. Offices can order additional copies of TSPBK08 from the Material Distribution Center (MDC) by using touch tone order entry (TTOE); call 800-332-0317, option 2.

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

Use the following information to order TSPBK08:

<b>PSIN:</b>	TSPBK08
<b>PSN:</b>	7530-03-000-9364
<b>Unit of Measure:</b>	EA
<b>Minimum Order Quantity:</b>	N/A
<b>Quick Pick Number:</b>	N/A
<b>Bulk Pack Quantity:</b>	150
<b>Price:</b>	\$0.00

### TSP Policy Change — Elimination of the TSP Open Seasons on July 1, 2005

Public Law 108-469, which was signed into law on December 21, 2004, eliminates the Thrift Savings Plan open seasons and the restrictions on contribution elections which are tied to open seasons. **The Federal Retirement Thrift Investment Board will implement this law on July 1, 2005.** After the close of the current TSP open season (April 15 through June 30, 2005), there will not be any more open seasons. This means that participants may file contribution elections with their agencies or uniformed services at any time beginning July 1, 2005. Through June 30, these elections will be processed under the current rules. Beginning July 1, 2005, contribution elections will be processed under the new rules — that is, all elections (start, stop, change) entered in *PostalEASE* before noon the second Tuesday of each pay period will be effective the pay period received. If an election is entered in *PostalEASE* after noon the second Tuesday of each pay period, the election will be effective the first day of the following first full pay period after the election is processed. Postal Service™ employees will continue to use *PostalEASE* to make TSP contribution elections.

The law does not affect the waiting period that new employees covered by the Federal Employees Retirement System (FERS) must serve before they become eligible for agency automatic (1 percent) and agency matching contributions to their accounts. In addition, the law does not affect contribution allocations or interfund transfers, which can be made at any time by using the TSP Web site or the TSP ThriftLine or by submitting a Form TSP-50, *Investment Allocation*, to the TSP. Furthermore, the law does not affect the TSP Catch-Up Contribution election for those employees age 50 or over.

During April, Headquarters will mail to career employees at their mailing address of record a letter of notification regarding the elimination of TSP open seasons with this last TSP open season mailing.

For further information regarding the elimination of TSP open seasons, see the TSP Bulletin 05-2 dated January 26, 2005, *Participation in the Thrift Savings Plan*.

### TSP Open Season Dates

The date of this last TSP open season is April 15 through June 30, 2005 (see TSP Bulletin 02-12, dated May 2, 2002). The corresponding election periods are December and June. The “election period” is the earliest period during which a contribution election to start or to change the amount of contributions made during a TSP open season can become effective (see TSP Bulletin 01-4, dated February 2, 2001).

Employees may change their fund investment choices (contribution allocations) both during and outside of the TSP open season. To make a fund investment choice, an employee must contact TSP directly, not *PostalEASE*. If employees do not contact TSP, their existing fund investment choice continues. The earnings statement (paycheck stub) shows the TSP contribution percentage or dollar amount, but the statement does not show the TSP fund investment detail.

Because the TSP has moved the open season election period to June and December, the increases in the TSP employee contribution limits become effective each December (see TSP Bulletin 01-3, dated January 23, 2001). For example, during the October 15 through December 31, 2004, open season, employees covered by FERS became eligible to contribute up to 15 percent of basic pay in 2005 (the maximum was 14 percent for 2004). Eligible FERS employees still receive the Agency Automatic (1 percent) Contribution and the Agency Matching Contribution of up to 4 percent from the Postal Service — these amounts have not changed. Employees covered by the

Civil Service Retirement System (CSRS) and CSRS Offset employees became eligible to contribute up to 10 percent of basic pay in 2005 (the maximum was 9 percent for 2004).

The limits for FERS, CSRS, and CSRS Offset employees will continue to increase by 1 percentage point per year through 2005. Then, in 2006, all participants will be eligible to contribute up to the Internal Revenue Service (IRS) annual deferral limit without any percentage limit. The IRS annual deferral limit for 2005 is \$14,000. This amount is scheduled to increase by \$1,000 each year through 2006 to \$15,000. (See table below.)

Year	IRS Deferral Limit \$	FERS %	CSRS and CSRS Offset %
2003	12,000	13	8
2004	13,000	14	9
2005	14,000	15	10
2006	15,000	Contribution limits will be lifted entirely (effective December 2005).	

A newly hired career employee may elect to participate in TSP until the 61st day after the date of hire or until July 1, 2005, when they may make elections at any time. The waiting period of 6 to 12 months continues to apply to the Agency Automatic (1 percent) Contribution and the Agency Matching Contribution for FERS employees.

### Using PostalEASE for Enrollment

Employees must use the *PostalEASE* telephone system or the *PostalEASE* employee Web site to enroll, to make contribution elections, and to make cancellations. *PostalEASE's* toll-free number is 877-4PS-EASE (877-477-3273). For Web access through the Postal Service Intranet, go to <http://blue.usps.gov>, click on *Employee Self Service*, and then click on *PostalEASE*; for access through the Internet, go to <http://liteblue.usps.gov> and then click on *PostalEASE*. Employees must have their Employee IDs (found on their earnings statements) and USPS® personal identification numbers (PINs) to use *PostalEASE* (for information on PINs, see "USPS PIN" and "TSP PIN" below).

*Note:* Personnel and employing offices must not distribute Form TSP-1, *Thrift Savings Plan Election Form*, to employees for making TSP open season elections. TSP-1 is no longer stocked at the MDC.

### Contacting TSP to Make a Fund Investment Election

Employees have three methods to make a fund investment election:

- Web site: Go to the TSP Web site at [www.tsp.gov](http://www.tsp.gov).

- Telephone: Call the TSP ThriftLine toll-free at 877-968-3778; the TDD toll-free number is 877-847-4385.

- Mail: Mail Form TSP-50, *Investment Allocation* (dated August 2002), to the TSP service office in New Orleans.

*Note:* Personnel offices must not accept and cannot process completed Forms TSP-50. Form TSP-50 is not available from the TSP Web site but only from the MDC. Personnel offices should maintain a supply of Form TSP-50. The relevant ordering information is as follows:

**PSIN:** TSP-50  
**PSN:** 7530-05-000-4305  
**Unit of Measure:** EA  
**Minimum Order Quantity:** N/A  
**Quick Pick Number:** N/A  
**Bulk Pack Quantity:** 3,800  
**Price:** \$0.00

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

### Using PINs to Make TSP Elections

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

#### USPS PIN

The Postal Service maintains the USPS PIN. Employees must use their USPS PIN to (1) begin a contribution percentage or a dollar amount election, or (2) change their current TSP contribution percentage or dollar amount, or (3) cancel TSP participation via *PostalEASE*. If employees do not know their USPS PIN, they must contact *PostalEASE* at 877-4PS-EASE (877-477-3273) and follow these steps when prompted: (1) press 1 for *PostalEASE*; (2) enter their Employee ID (this number is found on their earnings statement); (3) when prompted to enter their PIN, pause and then press 2. Employees' USPS PIN will be mailed to their address of record, usually by the next business day.

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



**TSP PIN**

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

1. Go to the TSP Web site at *www.tsp.gov* and select *Account Access*; or
2. Call the TSP ThriftLine or TSP service office toll-free at 877-968-3778, and then follow the instructions.

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

**Direct Mailings to Employees**

Headquarters will mail to career employees leaflet TSP0405, *TSP Open Season*, and *PostalEASE* instructions at their mailing address of record during April.

In addition to receiving TSP1004, newly eligible career employees receive from Headquarters a direct mailing of TSPBK08, *Summary of the Thrift Savings Plan for Federal Employees*, as well as a cover letter and *PostalEASE* instructions at their mailing address of record soon after their accession PS Form 50, *Notification of Personnel Action*, is processed.

The return address for undeliverable TSP enrollment information for newly eligible employees is the employing office of record. The disposition of returned items is at the discretion of the district office or other administering office. When employees receive a forwarded enrollment package at their employing office of record, they should submit a correct PS Form 1216, *Employee's Current Mailing Address* (dated June 1993). (Employees with access to Web job bidding on the intranet should make address changes via the Web. Other employees should return a completed PS Form 1216 to their local personnel office.)

Personnel offices should maintain a supply of PS Form 1216. They may obtain it from the Postal Service PolicyNet Web site; go to *http://blue.usps.gov*; under "Essential Links," click on *Forms*. They may also order PS Form 1216 from the MDC using the following information:

- PSIN:** PS 1216
- PSN:** 7530-02-000-7354
- Unit of Measure:** SE
- Minimum Order Quantity:** N/A
- Quick Pick Number:** 118
- Bulk Pack Quantity:** 4,000
- Price:** \$0.0147

**Eligibility**

All career employees are eligible to make employee contribution elections this open season (subject to financial

hardship withdrawal and cancellation exclusions). FERS employees hired before December 1, 2004, receive Agency Automatic (1 percent) Contributions and Agency Matching Contributions (as appropriate) beginning in June 2005.

All employees who participated in TSP and cancelled their TSP contributions after December 31, 2004, are not eligible to participate in this TSP open season. They must wait for the elimination of TSP open season beginning July 1, 2005.

**Effective Dates**

*PostalEASE* automates the processing of TSP elections. The windows of opportunity for employees to make TSP open season elections and the resulting effective dates are as follows.

<b>If the employee entered his or her TSP open season election via <i>PostalEASE</i> from...</b>	<b>Then the effective date will be...</b>
4-15-2005 00:01 A.M. through 6-21-2005 12:00 noon Central Time (CT)	6-11-2005 (pay period [PP] 13-2005)
6-21-2005 12:01 P.M. through 6-30-2005 5:00 P.M. CT	6-25-2005 (PP 14-2005)

Because *PostalEASE* provides employees the ability to complete a TSP open season election without contacting the local personnel office and automates the processing of such elections, using *PostalEASE* should minimize the use of PS Form 6886, *Thrift Savings Plan — Request for Retroactive Contributions*. PS Form 6886 is used to correct administrative errors for TSP open season elections.

Personnel offices have the authority to determine whether an administrative error has occurred. If an error has delayed a TSP open season election past the appropriate effective date, personnel offices and the employee must complete PS Form 6886 and submit it to the Eagan Accounting Service Center (ASC). The effective dates for employees' elections delayed due to an administrative error must be made retroactive to June 11 or June 25, 2005, depending on the date the employee would have otherwise entered his or her open season election via *PostalEASE*.

*Note:* PS Form 6886 must be reproduced locally as needed. See page 43 for a copy of PS Form 6886.

Personnel offices also have the authority to determine whether a belated open season election opportunity exists. In such instances, personnel must submit the employee's election to the Eagan ASC for processing, in accordance with administrative instructions provided to personnel offices regarding *PostalEASE*. Belated open season elections are not retroactive in most circumstances. All other

TSP exception-to-policy requests must be submitted via e-mail to Compensation at Headquarters for approval.

*Note:* The processing dates and the closing dates of this TSP open season fall within a two pay-period time frame, as indicated above.

### Open Season Materials

In addition to the direct mailing of TSP information to employees, the MDC will automatically distribute residual supplies of the open season leaflet TSP0405, *TSP Open Season*, to Human Resources at district offices, area offices, processing and distribution centers/facilities (PDC/Fs), bulk mail centers (BMCs), airport mail centers/facilities (AMC/Fs), remote encoding centers, the Office of Inspector General, Postal Inspection Service divisions, Headquarters, and selected Headquarters field units.

### Non-Open Season Materials

Most of the current TSP publications and forms have been revised for the new TSP record-keeping system, which was implemented in June 2003.

The MDC has completed its automatic distribution of all non-open season items to Human Resources at district offices, area offices, PDC/Fs, BMCs, AMC/Fs, remote encoding centers, the Office of Inspector General, Postal Inspection Service divisions, Headquarters, and selected Headquarters field units.

### Ordering TSP Items

Offices may place orders for new or revised TSP forms and/or publications with the MDC on an as-needed basis. It is not necessary to maintain a large stock of TSPBK08

because Headquarters mails this booklet to each newly hired career employee and newly eligible employee. In all cases where the MDC will stock a new or revised TSP item, the MDC will make an initial distribution to Human Resources at installations as noted earlier. Offices may check the TSP Web site for new or revised items.

*Note:* Form TSP-50 is not available from the TSP Web site.

### Participant Statements

Employees with TSP accounts may view their participant statements online or, if they have elected to receive a paper copy, they will receive participant statements from the TSP service office in April 2005, mailed to their address of record.

### Publicity

Human Resources at district offices, area offices, PDC/Fs, BMCs, AMC/Fs, remote encoding centers, the Office of Inspector General, Postal Inspection Service divisions, Headquarters, and selected Headquarters field units will receive a supply of posters this open season from the MDC. Installations that receive the posters must distribute them widely and post them on bulletin boards.

To assist in publicizing this TSP open season, all offices must post on bulletin boards (1) the open season notice provided on page 41 of this *Postal Bulletin* through June 30, 2005, and (2) the current TSP fact sheet.

— Compensation,  
*Employee Resource Management, 3-31-05*

## Now Accepting Nominations for the “Dot Sharpe” Lifetime Achievement Award



Dot Sharpe; a leader, mentor, and pioneer who inspired others to be the best they can be.

Dot Sharpe was an individual who knew what it was like to help others. She gave unselfishly to so many — a commitment that never waned. Dot enjoyed helping others and welcomed the opportunity to do so. She was a driving force for change, an innovator, whose actions created synergy and inspiration. During her service to our organization, Dot was instrumental in implementing, administering, and monitoring diversity development policies and actions to

ensure compliance with corporate-wide diversity development goals and objectives. Dot was often recognized for

her exceptional achievements in affirmative action and the women's program. Her dedication to the United States Postal Service® and her commitment to her fellow employees have left a positive, lasting impact on everyone.

On March 30, 2005, Diversity Development will invite our employees to participate in the National Awards Program for Diversity Achievement. This award program recognizes individuals who have promoted and encouraged diversity in the workplace and in the communities we live and serve.

As part of the National Awards Program for Diversity Achievement, the Postal Service™ recognizes the lifetime achievements of an employee who has been a champion for diversity with the Dot Sharpe Lifetime Achievement Award. The award honors that individual whose day-to-day practices emulate the actions of a true visionary and

leader — someone who values diversity and what it means to our lives and the world in which we live.

Do you know an employee who is a lifetime champion of diversity in our organization? **If so, you are encouraged to complete and submit a nomination for the “Dot Sharpe” Lifetime Achievement Award.** To place a nomination, visit the National Awards Program for Diversity

Achievement Web page at <http://blue.usps.gov/diversitynet/awards/welcome.htm>. Be a part of the program and help us recognize our diversity champions.

— Headquarters and Field Programs,  
Diversity Development, 3-31-05

## Information Technology

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### NOTICE

### FAST to Replace DSAS

Network Operations Management is pleased to announce the replacement of the Drop Shipment Appointment System (DSAS) with the Facility Access and Shipment Tracking (FAST) system. FAST is a critical component of the Postal Service's™ overall effort to improve the drop shipment process. FAST offers a simplified scheduling process and enables customers to provide detailed information about the content of their appointments. When facilities understand customer requirements ahead of time, they can offer appointment slots based on their capacity. In the end, both customers and Postal Service facilities will benefit from improved operational efficiency.

FAST begins a phased national deployment in June with all areas phased in over the following 6 months.

### Customer Registration for FAST

All current DSAS users must register for FAST through *PostalOne!* Beginning on April 11, mailers can log on to *PostalOne!* at [www.usps.com/postalone](http://www.usps.com/postalone) and follow instructions to create a new account. For those mailers who already have a *PostalOne!* account, FAST registration begins with a call to the *PostalOne!* Customer Care Center at 800-522-9085.

### FAST Customer Train-the-Trainer

The Postal Service is offering FAST Train-the-Trainer sessions in May and June at selected Postal Service training facilities around the country. During these instructor-led sessions, customers will learn about FAST functionality and get hands-on practice in a simulated FAST training environment. Corporations may select up to five people to participate in the Train-the-Trainer sessions. Customers may

begin to register for training on March 31st using the training registration form posted on Rapid Information Bulletin Board System (RIBBS).

### FAST Postal Service Train-the-Trainer

Train-the-Trainer sessions for Postal Service employees are being scheduled now. Information on training sessions will be provided through the area DSAS coordinators.

### Access for FAST

All current DSAS users will request access for FAST through eAccess. Access is not yet available; each area will be notified when registration is open for their future FAST users.

### Additional Information on RIBBS

To learn more now, visit the RIBBS FAST/Surface Visibility page at <http://ribbs.usps.gov>; click *FAST/Surface Visibility*. There you'll find the following:

- FAST Overview Presentation
- Mailer Readiness Guide
- FAST Customer User Guide
- *PostalOne!* FAST User Guide
- *PostalOne!* FAST Technical Information
- Customer train-the-trainer registration information

Look for ongoing updates in the *Postal Bulletin*.

— Logistics Systems,  
Operations, 3-31-05

# International Mail

## Updated Global Express Mail Web Tool

Effective April 7, 2005, the United States Postal Service® will issue an updated online Global Express Mail® label. The updated online label incorporates all the features of PS Form 2976-A, *Customs Declarations and Dispatch Note* — CP 72, and has five copies. The customer must sign all copies, and the office of mailing must retain the Post Office™ copy (copy 4) for 30 days from the date of mailing. Retail acceptance employees should follow the online label acceptance procedures outlined in the Global Express Mail Standard Operating Procedures.

This online label eliminates the need for a mailer to affix a separate PS Form 2976-A to the item. Customers can use PS Form 2976-E, *Custom's Declaration Envelope* — CP 91 (plastic envelope), to hold these online labels. Customers can get copies of PS Form 2976-E free of charge at most Post Office facilities and can also order copies of PS

Form 2976-E free of charge at <http://shop.usps.com>; in the "Search Store" box, type in "2976," click on *Search*, and then follow the ordering directions.

Starting on page 20 in this issue of the *Postal Bulletin* are images of copies 1 and 3 (copies 2, 4, and 5 are the same as copy 1) and the Instructions page for the online label.

Mailers must pay postage using adhesive stamps, meter stamps, postage validation imprinter (PVI), or PC Postage®.

For additional product, delivery, and special service information, go to [usps.com/global/globalexpressmail.htm](http://usps.com/global/globalexpressmail.htm).

— International Product Development,  
Product Development, 3-31-05

EXPRESS MAIL UNITED STATES POSTAL SERVICE® EMS		Customs Declaration Dispatch Note - CP 72				
<b>From</b> JOHN SMITH XYZ CORPORATION SUITE A 1234 ETALER DR. LOS ANGELES CA 90052-1234 USA		<b>To</b> JEAN-PIERRE RAFFARIN XYZ PARIS SERVICE RECRUTEMENT G A BAT. MERLIN 77777 MARNE LA VALLEE PARIS CEDEX 4 <b>FRANCE</b>		<b>Insured Amount (US \$)</b>   <b>SDR Value</b>		
				<b>Importer's Telephone/Fax/Email</b> Phone: 1807332021 Fax: 1807332027 Email: JPR@OLEURO.COM		
<b>EV 970 000 713 US</b>						
Detailed description of contents		Qty.	Weight lb. oz.	Value (US \$)	HS Tariff Number	Country of Origin
Stockholders Report Q1		1		\$15.00		US
Annual Report 2002		1		\$35.00		US
Corporate Letterhead		100		\$17.20		CA
Business Cards		100		\$8.25		US
Corporate Envelopes		250		\$5.95		GB
<b>Contents</b>		<b>Total Wt.</b>	<b>Total Value</b>	<b>Postage and Fees</b>		
		2   2	\$79.40	\$24.95		
<b>Comments</b>		<b>Nondelivery instructions</b>		<b>Mailing Office Date Stamp</b>		
<b>Sender's Customs Reference</b>		<b>Importer's Reference</b>		Return to Sender		
<b>License Number(s)</b>	<b>Certificate Number(s)</b>	<b>Invoice Number</b>				
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous articles prohibited by legislation or by postal or customs regulations.						
Sender's signature		Date		1 - Customs Declaration		

PS Form 2976-A Facsimile

Do not duplicate this form without USPS approval.

The item/parcel may be opened officially.

Fold or cut along line

		<b>Customs Declaration Dispatch Note - CP 72</b>  EV 970 000 713 US	
<b>From</b> JOHN SMITH XYZ CORPORATION SUITE A 1234 ETAILER DR. LOS ANGELES CA 90062-1234 USA	<b>To</b> JEAN-PIERRE RAFFARIN XYZ PARIS SERVICE RECRUTEMENT G A BAT. MERLIN 77777 MARNE LA VALLEE PARIS CEDEX 4 <b>FRANCE</b>	<b>Insured Amount (US \$)</b>	<b>SDR Value</b>
<b>Office of Exchange</b>		<b>Customs Stamp</b>    <b>Customs Duty</b>	
<b>Contents</b>		<b>Total Gross Wt.</b> 2 lb. 2 oz.	<b>Total Value</b> \$79.40
<b>Comments</b>		<b>Postage and Fees</b> \$24.95	
<b>Sender's Customs Reference</b>	<b>Importer's Reference</b>	<b>Nondelivery Instructions</b>  Return to Sender	
Declaration by Addressee: I have received the parcel described on this note. Addressee's signature _____ Date _____		<b>Mailing Office Date Stamp</b>	
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous articles prohibited by legislation or by postal or customs regulations. Sender's signature _____ Date _____		3 - Dispatch Note	

PS Form 2976-A Facsimile

Do not duplicate this form without USPS approval.

The item/parcel may be opened officially.

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 Fold or cut along line  
 -----

## Instructions

1. Use Global Express Mail or Express Mail packaging and stickers available at <http://shop.usps/shipping/supplies.htm> or your local Post Office.
2. Complete Contents and Comments area.
3. Sign and date each copy. Your signature is regarded as a guarantee that the particulars given are correct and that the package does not contain any dangerous substance or article prohibited by postal regulation. Verify that all information is valid.
4. Commercial senders: supply the following information to assist Customs in processing the items.
  - If known, enter the 6-digit HS tariff number, which must be based on the Harmonized Commodity Description and Coding System developed by the World Customer Organization. "Country of Origin" means the country where the goods originated - e.g., were produce/manufactured or assembled.
  - If your item is accompanied by a license or a certificate, enter the number. You should enclose an invoice for all commercial items.
5. Fold each of the five copies in half and arrange in numerical order with the "1-Customs Declaration" copy on top. Place into the PS 2976-E, Customs Declaration and Dispatch Note Envelope (also available online).
  - Ensure the entire barcode and all information is visible.
  - Sales and Service Associate will complete labels, file copy 4, Post Office copy, and provide you with the copy 5, Senders copy.
6. Affix the plastic envelope to the package on the address side.
  - Envelope must not wrap around the package edges.
7. Affix postage or take to local Post Office for postage payment. Insurance (above \$100 for Global Express Mail service) and additional special services are available only at your local Post Office.
8. To mail:
  - International packages may **NOT** be placed in a U.S. Postal collection box. Please present to a Postal Service Sales and Service Associate in a Post Office, hand to your Postal Service carrier at the time of mail delivery or schedule a carrier pickup online at [www.usps.com/pickup](http://www.usps.com/pickup).
  - Item must be mailed within 24 hours of printing the label.
9. Each shipping label number is unique and can be used only once - **DO NOT PHOTOCOPY - ONLY THE ORIGINAL LABEL CAN BE ACCEPTED.**
10. Note: copy 4 is filed at the Post Office for 30 days from date of mailing.

### Privacy Act Statement:

Your information will be used to satisfy reporting requirements for customs purposes. Collection is authorized by 39 USC 401, 403, and 404.

Providing the information is voluntary, but if not provided, we may not process your transaction. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service (service providers); and to domestic and international customs pursuant to federal law and agreements.



*Thank you for shipping with the United States Postal Service!*

Promotion. Postal Service Official Licensed Products

**WWW.POSTALSTUFF.COM**

**Enjoy Our "Budget Stretching" Specials on Our "Best Selling" Polo's!**



Colors: Black/Red, Navy/Tan, Royal/Black, Sand/Black, White/Navy

Our two budget polo's from Gildan have out-sold all others. These 100% cotton, pre-shrunk, 7 oz., pique knit shirts have the look and feel of more expensive shirts at 20%-40% less cost. The style on the left features a pinstripe trim on the collar and cuff and the shirt to the right is fashioned with a jacquard knit birdseye trim. Great shirts for personal use or team-building on a budget! Regularly \$18.95. Sizes S - 3X\*



Colors: Navy/White, Sport Grey/Navy, Black/Sand, Sand/Black, White/Navy

All shirts feature an embroidered USPS® Logo. Personalizations are also available with no "set-up" charge...ever!!



Sale Prices Through April 30th

Gildan still offers our best priced solid color unisex polo. Featuring a 7oz., pre-shrunk, 100% cotton pique knit body, three wood-tone buttons, knit collar and sleeve cuff. Now available in 23 colors...16 colors available to size 3X! Regularly \$16.95. Sizes S - 3X\*

Colors: White, Navy, Black, Red, Forest Green, Maroon, Purple, Royal...and new colors Carolina Blue, Charcoal, Tan, Gold and many others you can view on-line.



**Finally...a value priced polo For Women**

Only! New for 2005 is our 6.8 oz. 100% cotton pique, solid color polo by Jerzees. Styled exclusively for women, features include a four button, reverse placket with pearlized, color-coordinated buttons, a square-cut double-needle hemmed bottom and short sleeves that will not cover your elbows! Regularly \$18.95. Sizes S - 2X\*

Colors: White, Grey, Black, Navy, Red, Lavender, Light Blue, Pink and Maize.



ORDER YOURS TODAY  
VISIT US ONLINE  
**WWW.POSTALSTUFF.COM**  
**800-877-7492**



\*Larger sizes please add: \$2.00 (2XL); \$3.50 (3XL)  
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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 05-11

## American Scientist Stamps



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The Postal Service™ will issue 37-cent, *American Scientists* commemorative stamps (Item 458100) in four designs on May 4, 2005, in New Haven, Connecticut. The stamps designed by Victor Stabin of Jim Thorpe of Pennsylvania go on sale nationwide May 5, 2005, and will be issued in a pressure-sensitive adhesive (PSA) pane of 20.

These stamps honor four American scientists: geneticist Barbara McClintock, mathematician John von Neumann, physicist Richard Feynman, and thermodynamicist Josiah Willard Gibbs.

For each stamp, artist Stabin created a collage featuring a portrait of the scientist and drawings that are associated with major contributions made by the scientist. Information about the specific elements in each collage is contained in the design briefs of the individual profiles on the back of each stamp.

### 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

(Article is continued on page 57.)



## Fraud Alert

### Domestic Orders

False Representation. Enforced by postmasters at the cities listed below.

State/City/ZIP Code	Names and Addresses Covered	Product
MI, Detroit 48210-1532	STEPHANIE BEAR, 6953 Burwell Street	A failure-to-render scheme

— *Judicial Officer, 3-31-05*

### 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, San Francisco 94109-9051	Any and All Names Except Joseph Hogan, 835 O'Farrell Street, Apt. 406

— *Judicial Officer, 3-31-05*

## 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	020114	026508	045022	075350	097025	106384	117760	128952	186003	221207	301034	333021
005553	020326	026509	050011	075455	097174	106601	118527	128997	188002	221266	301040	334008
006022	020403	026518	050082	075570	097199	107121	118557	129844	191339	221380	301245	334669
006218	020417	026528	055053	075813	097318	107161	119051	129878	191759	221465	301318	334901
006710	020423	026543	055210	075987	097516	107256	119304	129897	192117	221467	301367	335050
006786	020494	026610	057099	076305	097748	107289	119441	129901	192258	221497	301420	335218
007013	020498	027059	058049	076971	097857	107291	119460	129932	192282	221658	301458	335235
008155	020540	027060	060493	077096	098053	108087	119540	129933	192891	221682	302702	335247
009530	020545	027086	060835	079654	098137	108457	119600	129942	192930	221685	304002	335267
009691	020577	027087	061200	079845	098226	108941	120168	130053	192998	222183	305062	335305
010042	020586	027125	061712	080198	098250	108946	120201	131262	196119	222248	305544	335401
010053	020619	027140	062103	080205	098481	109285	120203	133029	197055	222266	305995	335888
010063	020622	027173	063122	080518	098514	109482	120230	133040	197110	222318	311058	336074
010518	020624	027195	063141	080640	098557	109798	120255	134017	198207	223028	311390	336197
010607	021651	027206	064032	080655	098664	109878	120277	134036	198267	223034	312379	336219
010653	022225	027274	064829	080677	098669	109911	120310	134054	<b>200023</b>	223043	312466	336742
010711	022411	027353	065274	085583	098821	109912	120311	134059	200168	223366	314366	336882
011056	022723	027419	067143	085910	098858	111403	120320	135117	200195	229037	314738	338166
012261	022745	027495	068017	088070	<b>100046</b>	111452	120325	135138	200644	232354	314739	339076
012274	022747	027521	068052	088434	100109	111465	120335	135176	200658	235428	317243	339077
012333	023163	027528	068272	088632	100162	111492	120337	135215	206134	235471	320019	344066
013099	023182	027549	068300	089293	100245	111824	121131	139012	207587	235527	320789	347073
013239	023242	027768	068483	089310	100287	112171	121168	142224	207852	235549	320891	347094
014388	023335	027975	068558	089331	100340	112766	121188	146041	207914	240003	321155	358026
014955	023341	027987	068601	089412	100344	113021	121194	146080	207915	245225	321221	358050
014958	023366	028418	068613	090327	100358	113261	121227	146506	207951	250104	321257	361349
014970	023413	028429	069041	090488	100375	113495	121254	146761	208537	255691	321272	370006
015553	023498	028517	069090	090727	100464	113517	121280	146766	208545	274089	322005	372913
015614	023553	028652	069102	090802	100488	113556	121282	146775	208567	274229	322115	381269
015652	023560	028769	069141	092473	100544	113704	122229	150251	208990	276009	322182	381395
015704	025023	028772	069255	092829	100616	113797	122285	151214	209252	276016	322739	381802
016130	025335	028802	069407	092936	100734	114204	122348	152262	210096	276280	322765	387026
016191	025336	028813	069480	092993	100986	115018	122357	152297	210342	281057	322805	388071
016446	025366	028818	069536	093342	103112	115033	122379	152342	210454	282411	323730	392521
016556	025417	028822	069863	093374	103248	115055	122406	152453	210814	282515	324072	393088
016758	025428	028834	070003	093544	103283	115165	122418	152574	210861	282714	325026	395219
018047	025433	028852	070028	093678	103285	115209	123098	152697	212751	282754	326018	<b>401034</b>
018054	025436	028872	070058	093907	103342	115361	123106	152856	212784	282851	326567	402305
018097	025438	028877	070426	094497	103390	115725	123131	153056	212862	282881	326623	402356
018099	025448	028942	070474	094605	103515	115787	123141	156176	212897	282906	327033	402491
018123	025449	028992	070564	094675	103774	115943	125010	165030	218002	287045	327797	402503
018251	025450	029660	070566	094842	104231	117025	125017	165164	220097	292216	328001	402528
018445	025458	029811	070627	095106	104514	117038	125253	165207	220216	292284	328013	402662
018632	025461	029817	070722	095238	104647	117091	125327	165233	220237	292382	328022	403009
018933	025466	030047	070950	095878	105077	117156	125446	169024	220363	292401	328461	405009
018996	025488	030229	071035	096002	105195	117257	126001	170200	220529	292596	328657	405096
019195	026084	030324	071107	096329	105327	117477	126027	171077	220550	292599	329047	405202
019955	026242	032012	071492	096529	105457	117548	127015	171308	220576	294577	329167	410002
019997	026299	034006	071594	096555	105482	117553	128123	175070	220838	296198	329335	411003
020021	026305	038092	071649	096595	105571	117576	128126	176129	221066	296254	329444	411015
020035	026459	038302	071795	096613	105612	117608	128141	176133	221100	296383	330170	421028
020046	026464	038483	075029	096822	105751	117642	128149	178049	221120	296451	330678	423072
020076	026476	038636	075068	096832	105944	117668	128934	180075	221160	<b>300004</b>	332750	424025
020112	026505	044048	075170	096917	105981	117737	128950	184058	221185	300139	332821	425666

427006	481128	551173	610105	750346	784388	801592	841820	900286	914005	921487	948240	970982
430130	481169	551381	627091	752061	784399	801596	844231	900392	914044	921722	948488	972494
432495	481461	551706	629045	757002	784400	801733	844251	900402	914196	921745	948756	972719
432899	481845	551763	630015	760029	784404	801739	845017	900485	914870	922052	948766	972746
432966	482216	551773	631164	761125	784413	801753	845040	900654	914904	924097	950262	973249
441205	482567	553337	631165	761137	784415	801756	845052	901079	915125	924601	950924	974036
441702	482805	553591	631242	761143	784606	802011	846128	901086	915180	925214	950960	974113
450156	483058	553930	631378	761160	784608	802034	852197	901124	915387	926006	950961	980130
452044	483187	570006	631717	761363	785095	802037	853234	901268	915501	926644	951061	980848
452066	483193	571008	631922	761700	785098	802044	853747	901292	915648	927249	951095	981529
452170	483217	598552	631995	762058	785099	802055	853767	901388	915662	927273	951184	981603
452199	483386	598625	637141	763151	785323	802081	853769	901462	917061	927385	951510	981763
452468	483692	598645	658104	770197	785329	802097	853838	901508	917201	927615	951840	981895
452479	483785	<b>600010</b>	660116	770217	785357	802235	856058	901692	917305	928325	951842	981953
452505	483802	600021	662301	770275	785365	802270	856215	901996	917316	928363	951920	982030
452774	483997	600067	674100	770301	785368	802299	871002	902072	917323	930042	951931	982084
452778	485119	600351	674290	770597	785399	802358	871347	902195	917384	930334	952217	982138
452786	486151	600564	681522	770803	785457	802429	871411	902315	917411	931080	953368	982218
452979	486240	600591	681649	770824	785505	802446	871461	902316	917466	931133	954441	982223
453039	488019	600595	685100	770865	785515	802534	875012	902448	917493	931301	958278	982244
454135	488033	600661	685281	771752	785520	802618	891237	903800	917517	931367	967053	982251
454187	488301	600664	685301	772496	785758	802740	891314	904368	917687	931459	967083	982260
454677	489226	600719	<b>701363</b>	773007	787035	802789	891440	904495	917718	931603	967143	982426
458136	490674	600765	701520	775285	787082	804195	891455	904659	917899	931670	967185	982439
458156	492087	600798	708623	778006	787115	805276	891467	904709	917908	931745	968247	982465
462370	492106	600872	711211	778367	787626	805407	891511	906024	918052	933291	968365	982481
463064	494123	600960	719022	780075	787808	806158	891594	906042	918087	935080	968448	982483
464059	494215	601133	719032	782720	791007	809108	891622	906117	918088	935170	968498	982507
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467098	495234	602593	730146	784203	791025	811057	891665	906483	918354	937674	968645	982518
468122	495553	602682	730456	784213	791031	820206	891678	907305	918399	939530	968743	982538
468408	496077	603158	730619	784214	791163	832079	891785	907356	918488	939532	968864	982570
468431	497216	604127	730729	784220	793026	832089	891869	907455	918615	940126	968870	984170
471015	497304	604215	730748	784228	794334	834016	895200	907832	920006	940174	968950	985076
471042	<b>503122</b>	604230	730773	784232	799162	836710	895341	910001	920008	940195	968990	988048
471235	503145	605034	730786	784280	<b>800158</b>	840017	895357	910299	920033	940281	970237	992484
474056	505028	605085	735089	784297	800481	840022	<b>900024</b>	911202	920051	940383	970603	992731
476032	531338	605359	740808	784317	800528	840550	900136	911240	920225	940409	970666	995588
477158	531584	605372	741367	784335	801336	840583	900195	911323	920393	941484	970707	997090
480019	531619	606172	741431	784351	801409	840617	900217	911324	921060	941576	970759	997114
480296	531793	607416	741848	784355	801496	841233	900218	913069	921112	941676	970882	997211
480430	532283	607929	745035	784358	801498	841260	900237	913717	921246	943023	970888	997220
480636	549159	608126	750069	784366	801508	841802	900272	913972	921332	946517	970950	998332
481112	551146	608152	750077									

## 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.

<b>010 504 1932 to</b>	<b>1999</b>	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	<b>380 093 9600 to</b>	<b>9699</b>	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	<b>400 427 1051 to</b>	<b>1999</b>
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	<b>051 774 8857 to</b>	<b>8899</b>	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
<b>020 698 5159 to</b>	<b>5199</b>	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	<b>060 406 7650 to</b>	<b>7699</b>	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	<b>070 724 4488 to</b>	<b>4499</b>	<b>390 001 3182 to</b>	<b>3199</b>	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	<b>210 221 0548 to</b>	<b>0599</b>	392 854 8500 to	8899	408 499 7700 to	7799
028 850 3000 to	3199	<b>227 275 9400 to</b>	<b>9999</b>	393 584 7566 to	7699	408 499 7900 to	7999
029 510 1500 to	1599	<b>273 070 8059 to</b>	<b>8099</b>	393 650 0074 to	0099	408 682 8484 to	8599
<b>030 687 0903 to</b>	<b>0999</b>	273 775 7700 to	7899	393 838 8316 to	8499	408 698 7015 to	7099
030 701 3442 to	3499	<b>302 000 0000 to</b>	<b>9999</b>	393 893 6007 to	6099	409 072 3941 to	3999
031 077 4507 to	4799	<b>349 746 2056 to</b>	<b>2099</b>	394 126 6907 to	6999	<b>410 491 2311 to</b>	<b>2399</b>
032 295 7500 to	9999	<b>350 518 7350 to</b>	<b>7374</b>	394 189 0405 to	0599	410 694 8400 to	8599
034 394 1000 to	1099	<b>360 011 1690 to</b>	<b>1699</b>	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	<b>373 006 2176 to</b>	<b>2199</b>	395 970 3240 to	3299	411 922 2322 to	2399
<b>040 024 3901 to</b>	<b>3999</b>	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	<b>440 698 1947</b>	<b>to</b>	<b>1999</b>	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
<b>420 277 0015</b>	<b>to</b>	<b>0049</b>	443 127 4000	to	4099	<b>460 349 6878</b>	<b>to</b>	<b>6899</b>	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	<b>450 048 4173</b>	<b>to</b>	<b>4199</b>	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	<b>480 526 2000</b>	<b>to</b>	<b>2099</b>
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
427 481 0900	to	0999	453 650 1140	to	1199	469 213 0500	to	0599	484 174 4803	to	5299
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
<b>430 150 4401</b>	<b>to</b>	<b>4599</b>	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	<b>470 755 5800</b>	<b>to</b>	<b>5818</b>	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
<b>490 669 5850 to 6099</b>	609 067 5488 to 5499	629 964 4200 to 4294	645 790 8632 to 8699
490 717 7080 to 7099	609 067 5600 to 5699	<b>630 389 3056 to 3071</b>	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
491 258 8100 to 9099	609 825 4100 to 4115	632 500 0000 to 599 9999	646 798 4000 to 4999
491 567 1376 to 1399	609 884 2981 to 2999	633 110 4165 to 4199	647 048 7035 to 7099
492 254 4800 to 4899	609 893 1000 to 1099	633 110 4303 to 4499	647 049 2900 to 2999
492 283 5100 to 5199	<b>610 092 3200 to 3299</b>	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
493 473 7700 to 7799	612 751 5171 to 5199	634 807 2474 to 2499	648 009 6057 to 6099
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
496 213 8728 to 8799	612 774 2500 to 2599	637 562 5828 to 5899	649 647 5237 to 5399
496 474 5226 to 5248	614 469 0979 to 0999	638 042 1647 to 1699	649 647 9100 to 9299
497 053 8517 to 8699	614 474 3000 to 3099	638 049 4984 to 4999	649 666 7800 to 8299
497 854 8673 to 8699	614 521 3490 to 3499	638 318 1115 to 1199	<b>650 114 7707 to 7719</b>
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
<b>500 064 1858 to 1869</b>	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
<b>600 645 3223 to 3299</b>	619 859 3000 to 3099	639 657 8600 to 8799	651 882 2800 to 2899
601 339 1200 to 1399	<b>620 073 9400 to 9499</b>	<b>640 289 7500 to 7599</b>	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
601 661 7700 to 7799	621 614 7932 to 7999	641 170 4420 to 4499	653 426 3300 to 3399
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
603 490 7200 to 7299	623 819 5006 to 5099	642 355 8308 to 8999	656 305 2448 to 2499
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
603 678 7902 to 7999	623 917 0200 to 0299	644 066 0882 to 0899	657 780 0985 to 0999
603 678 8418 to 8499	624 468 5288 to 5299	644 069 0600 to 0699	658 586 1400 to 1499
603 678 8700 to 9999	624 665 3162 to 3198	644 077 7506 to 7699	658 877 8000 to 8199
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	<b>660 510 4100 to 4199</b>
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	<b>840 323 0600 to</b>	<b>0699</b>
663 078 7034 to	7099	686 899 1371 to	1399	702 171 1603 to	1699	840 875 6235 to	6299
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	<b>690 291 1361 to</b>	<b>1371</b>	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	<b>740 002 7710 to</b>	<b>7719</b>	843 786 2554 to	2699
<b>670 368 3400 to</b>	<b>3499</b>	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	<b>805 885 8411 to</b>	<b>8499</b>	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	<b>850 546 1862 to</b>	<b>1899</b>
678 096 7531 to	7599	<b>700 065 2570 to</b>	<b>2599</b>	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
<b>680 112 9565 to</b>	<b>9599</b>	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	<b>830 125 0672 to</b>	<b>0699</b>	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
<b>860 240 8520</b>	<b>to</b>	<b>8599</b>	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	<b>900 556 4178</b>	<b>to</b>	<b>4199</b>	909 833 0947	to	0999	917 486 4900	to	4999
861 158 2350	to	2599	900 845 0044	to	0099	<b>910 219 8631</b>	<b>to</b>	<b>8699</b>	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	<b>920 155 4662</b>	<b>to</b>	<b>4687</b>
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
<b>870 054 4814</b>	<b>to</b>	<b>4899</b>	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, 3-31-05



## 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
<b>720 227 871 to 7 930</b>	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	<b>730 077 683 to 7 840</b>	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	<b>740 011 517 to 1 530</b>	749 993 131 to 3 580
726 493 351 to 5 300	732 586 479 to 6 710	740 030 701 to 0 970	<b>750 071 587 to 1 610</b>
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	<b>760 004 596</b>	<b>to</b>	<b>4 610</b>	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	<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	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	<b>800 044 320</b>		4 410
757 964 251	to	4 280	765 387 365	to	7 450	<b>790 448 020</b>	<b>to</b>	<b>8 460</b>	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			

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,  
Postal Inspection Service, 3-31-05

## 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, 3-31-05*

## 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, 3-31-05*

## 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 09312	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09322	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09324	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09336	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09361	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-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	09080	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09081	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09090	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U
09014	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09172	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09031	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09033	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09034	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09036	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09183	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09042	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09045	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09307	A1-B-B1-N-V-Z1
09046	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09050	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09053	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09054	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09056	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09225	A1-B-B1-C-D-U		
09058	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U		
09059	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U		
09060	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09229	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09137	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V		
09067	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U		
09069	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U		
09074	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U		
09076	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09312	<b>A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1</b>	09343	A-A1-B-B1-C-C1-D-F-F1-H-M-N-R-R1-V-Z-Z1	09374	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09468	A1-B-B1-C-C1-U
09313	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09344	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09469	A1-B-B1-C-C1-U
09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09345	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09470	A1-B-B1-C-C1-U
09315	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	09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09494	A1-B-B1-C-C1-U
09316	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09347	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	09496	A1-B-B1-C-C1-U-V
09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09498	A1-B-B1-C-C1-U
09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09349	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09383	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09499	A1-B-B1-C-C1-U
09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09350	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09501	A1-B-V
09321	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	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09502	A1-B-V
09322	<b>A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1</b>	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09503	A1-B-V
09323	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09504	A1-B-V
09324	<b>A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1</b>	09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09505	A1-B-V
09325	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09506	A1-B-V
09326	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	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09507	A1-B-V
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09358	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09508	A1-B-V
09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09509	A1-B-V
09329	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09360	A1-B-B1-V	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09510	A1-B-V
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09361	<b>A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1</b>	09395	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09511	A1-B-V
09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09362	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	09517	A1-B-V
09332	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	09397	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09521	A1-B-V
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09364	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09398	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09524	A1-B-V
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09399	A-A1-B-B1-C-F-M-V-Z1	09532	A1-B-V
09335	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09534	A1-B-V
09336	<b>A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1</b>	09367	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09420	A1-B-B1-C-C1-U	09542	A1-B-V
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09368	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09421	A1-B-B1-C-C1-U	09543	A1-B-V
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09370	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09447	A1-B-B1-C-C1-U-V	09545	A1-B-V
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09371	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09454	A1-B-B1-C-C1-U-V	09549	A1-B-V
09340	A-A1-B-B1-C1-F-R-V	09372	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09456	A1-B-B1-C-C1-U	09550	A1-B-V
09342	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	09459	A1-B-B1-C-C1-U	09554	A1-B-B1-V
				09461	A1-B-B1-C-C1-U	09556	A1-B-V
				09463	A1-B-B1-C-C1-U	09557	A1-B-V
				09464	A1-B-B1-C-C1-U	09564	A1-B-V
						09565	A1-B-V
						09566	A1-B-V
						09567	A1-B-V
						09568	A1-B-V
						09569	A1-B-V
						09570	A1-B-V
						09573	A1-B-V
						09574	A1-B-V
						09575	A1-B-V
						09576	A1-B-V
						09577	A1-B-V
						09578	A1-B-V
						09579	A1-B-V
						09581	A1-B-V
						09582	A1-B-V
						09586	A1-B-V
						09587	A1-B-V
						09588	A1-B-V
						09589	A1-B-B1-V
						09590	A1-B-V
						09591	A1-B-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09593	A1-B-V	09718	A1-B-B1-F-I-N-U-V	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1
09594	A1-B-V	09719	A1-B-B1-C-F1-V	09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	34002	A1-B-B1-N-U-Z1
09595	A1-B-V	09720	A1-B-B1-U-V	09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1
09596	A1-B-V	09721	A1-B-B1-N-U-V-Z1	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34007	A-A1-B-B1-C1-F1-V-Z1
09599	A1-B-V	09722	A1-B-B1-N-U-V-Z1	09812	A1-B-B1-E2-E3-F-I-N-R-U-V-Z-Z1	34008	A-A1-B-B1-C1-F1-V-Z1
09601	A1-B-B1-C-F-F1-U	09723	A1-B-B1-N-U-V-Z1	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34019	A-B-M-N-V-Z1
09602	A1-B-B1-C-F-F1-N-U	09724	A1-B-B1-C-C1-F1-M-R-R1-U	09819	A-A1-B-F-P-V-Z1	34020	A1-B-B1-M-N-V-Z1
09603	A1-B-B1-C-F-F1-U	09725	A1-B-B1-C	09821	A-A1-B-F-V-Z1	34021	A1-B-M-N-V-Z1
09604	A1-B-B1-C-F-F1-U	09726	A1-B-B1-N-U	09822	A-A1-B-F-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1
09609	A1-B-B1-C-F-U	09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09823	A-A1-B-F-V-Z1	34023	A1-B-B1-M-N-V-Z1
09610	A1-B-B1-C-F-U	09728	A1-B-B1-C-F1-U-V	09824	A-A1-B-F-V-Z1	34024	A1-B-B1-M-N-V-Z1
09612	A1-B-B1-C-F-U	09729	A1-B-B1-N-U-V	09825	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	34025	A1-B-B1-F-N-U-V-Z1
09613	A1-B-B1-C-F-U-V	09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09827	A-A1-B-F-Z1	34026	A1-B-B1-M-N-V-Z1
09617	A1-B-B1-C-F-U	09731	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09828	A1-B-N-V-Z1	34030	A1-B-B1-M-N-V-Z1
09618	A1-B-B1-C-F-U	09732	A1-B-B1-N-V-Z1	09830	A1-B-B1-C-N-V-Z1	34031	A1-B-B1-M-N-V-Z1
09619	A1-B-B1-C-F-U	09733	A1-B-B1-V	09831	A1-B-B1-F-N-U-V-Z1	34032	A1-B-M-N-V-Z1
09620	A1-B-B1-C-F-U	09734	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09832	A-B-B1-U1-V-Z1	34033	A1-B-C-F-M-N-V-Z1
09621	A1-B-B1-C-F-U	09735	A1-B-B1-N-V-Z1	09833	A1-B-B1-U1-V-Z1	34034	A1-B-B1-M-N-V-Z1
09622	A1-B-B1-C-F-U	09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09834	A1-B-B1-V-Z1	34035	A1-B-B1-H-M-N-V-Z1
09623	A1-B-B1-C-F-U	09737	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09835	A-A1-B-B1-V-Z1	34036	A1-B-M-N-V-Z1
09624	A1-B-B1-C-F-U	09738	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09836	A-A1-B-B1-C-F-M-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1
09625	A1-B-B1-C-F-U	09739	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09837	A1-B-B1-V-Z1	34038	A1-B-B1-M-N-V-Z1
09626	A1-B-B1-C-F-U	09777	A-A1-B-B1-C-E1-N	09838	A1-B-B1-V-Z1	34039	A1-B-N-V-Z1
09627	A1-B-B1-C-F-U	09779	A-A1-B-B1-F-R-V	09839	A-A1-B-B1-U-V-Z1	34040	A1-B-V-Z1
09628	A1-B-B1-C-F-F1-U-V	09780	A-A1-B-B1-F-R-V	09840	A-A1-B-B1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1
09630	A1-B-B1-C-F-U-V	09788	A-A1-B-B1-F-R-V	09841	A-A1-B-B1-U-Z1	34042	A1-B-B1-D-F-M-N-V-Z1
09631	A1-B-B1-C-F-U	09789	A-A1-B-B1-F-R-V	09842	A-A1-B-B1-Z1	34043	A1-B-B1-D-F-M-N-V-Z1
09636	A1-B-B1-C-F-U	09790	A-A1-B-B1-C1-F-R-V	09843	A-A1-B-B1-U-V-Z1	34050	A1-B-V
09642	A1-B-B1-N-U	09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09844	A-A1-B-B1-U-V-Z1	34055	A1-B-N-V-Z1
09643	A1-B-B1-U	09793	A-A1-B-B1-F-R-V	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34058	A1-B-B1-V-Z1
09644	A1-B-B1-U	09797	A1-B-B1-C-D-P-V	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34071	A1-B-I-M-N-V-Z
09645	A1-B-U	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34076	A1-B-B1-F1-N-V-Z1
09647	A1-B-B1-N-U	09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34078	A1-B-B1-F1-N-V-Z1
09648	A1-B-B1-N-U-V-Z1	09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09865	A-A1-B-B1-V-Z1	34079	A1-B-B1-F1-N-V-Z1
09649	A1-B-B1-U	09804	A-A1-B-B1-F-Z1	09868	A-A1-B-B1-U-V-Z1	34090	A1-B-V
09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34091	A1-B-V
09703	A1-B-B1-C-F1			09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34092	A1-B-V
09704	A1-B-B1-C-D-V			09892	A-A1-B-B1-F-N-R-R1-V-Z1	34093	A1-B-V
09705	A1-B-B1-U					34095	A1-B-V
09706	A1-B-B1-C-N-U-V					34098	A1-B-V
09707	A1-B-B1-C-N-U-V					34099	A1-B-V
09708	A1-B-B1					96201	A-A1-B
09709	A1-B-B1-F1					96202	A-A1-B1-U-V
09710	A1-B-B1-C-C1-F1-M-R-R1-U					96203	A-A1-B
09711	A1-B-B1-F1-Z1					96204	A-A1-B-B1
09713	A1-B-B1-C-F1					96205	A-A1-B-B1-U
09714	A1-B-B1-C-C1-F1-M-R-R1-U						
09715	A1-B-B1-F1						
09716	A1-B-B1-C-D-N-U-V						
09717	A1-B-B1-M-W						

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96206	A-A1-B-B1-U	96337	A1-B-B1-M-W	96490	A1-B-B1-V	96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
96207	A-A1-B-B1-V	96338	A1-B-B1-M-W	96507	A-A1-B-F-V		
96208	A-A1-B-B1-U	96339	A1-B-B1-M-V-W	96511	A1-B-B1-I-N-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
96212	A-A1-B-B1-U	96343	A1-B-B1-M-W	96515	A1-B-B1-F		
96213	A-A1-B-B1-U	96347	A1-B-B1-F-F1-F2-M-W	96517	A1-B-B1-F-U3-V		
96214	A-A1-B-B1-U			96518	A1-B-B1-V	96615	A1-B-V
96215	A-A1-B-B1-U-V	96348	A1-B-B1-F-F1-F2-M-W	96520	A1-B-F-U3-V	96616	A-A1-B-B1-V-Z1
96217	A-A1-B-B1-U-V			96521	A1-B-F-N	96617	A1-B-V
96218	A-A1-B-B1-U	96349	A1-B-B1-F-F1-F2-M-W	96522	A1-B-F-N-U	96619	A1-B-V
96219	A-A1-B-B1-U-V			96530	A-A1-B-B1-H-M-N-U-V	96620	A1-B-V
96220	A-A1-B-B1-U-V	96350	A1-B-B1-F-F1-F2-M-W			96621	A1-B-V
96221	A-A1-B-B1-U-V			96531	A1-B-B1-H-M-U-V	96622	A1-B-V
96224	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W	96534	A-A1-B-F	96623	A1-B-V
96251	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W	96535	A-A1-B-B1-F-V	96624	A1-B-V
96257	A-A1-B-B1-U			96536	A1-B-B1-V	96628	A1-B-V
96258	A-A1-B-B1-U	96365	A1-B-B1-M-V-W	96537	A1-B-B1-V	96629	A1-B-V
96259	A-A1-B-B1-U	96367	A1-B-B1-L-M-W	96538	A1-B-B1-V	96634	A1-B-V
96260	A-A1-B-B1-U	96368	A1-B-B1-M-W	96540	A1-B-B1-V	96635	A1-B-V
96262	A-A1-B-B1-U-V	96370	A1-B-B1-F-F1-F2-M-W	96541	A1-B-B1-V	96643	A1-B-V
96264	A-A1-B-B1-U			96542	A1-B-B1-V	96657	A1-B-V
96266	A-A1-B-B1-U	96372	A1-B-B1-M-W	96543	A1-B-B1-P-V	96660	A1-B-V
96267	A-A1-B-B1-U-V	96373	A1-B-B1-M-W	96544	A1-B-F-N-U3-V	96661	A1-B-V
96269	A-A1-B-B1-U	96374	A1-B-B1-M-W	96546	A1-B-F-U3	96662	A1-B-V
96271	A-A1-B-B1-U	96375	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U	96662	A1-B-V
96275	A-A1-B-B1-V	96376	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U	96663	A1-B-V
96276	A-A1-B-B1	96377	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U-V	96664	A1-B-V
96278	A-A1-B-B1-U	96378	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U	96665	A1-B-V
96283	A-A1-B-B1-U	96379	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U-V	96666	A1-B-V
96284	A-A1-B-B1-U-V	96384	A1-B-B1-M-W			96667	A1-B-V
96297	A-A1-B-B1-U	96386	A1-B-B1-M-W	96554	A-A1-B-B1-H-M-U	96668	A1-B-V
96306	A1-B-B1-F-F1-F2-M-W	96387	A1-B-B1-M-W	96555	A1-B-B1-F-M-V	96669	A1-B-V
		96388	A1-B-B1-M-W	96557	A1-B-B1-F-M-V	96670	A1-B-V
96309	A1-B-B1-M-V-W	96401	A1-B-B1-F-N-V-Z1	96595	A1-B-B1-V	96671	A1-B-V
96310	A1-B-B1-M-W	96402	A1-B-D-F-N-V	96598	A1-B-B1-V	96672	A1-B-V
96311	A1-B-B1-M-W	96403	A1-B-D-F-N-V	96599	A1-B-B1-V	96673	A1-B-V
96313	A1-B-B1-F-F1-F2-M-W	96404	A-A1-B-C-D-E3-F-H1-M-N-V	96601	A1-B-V	96674	A1-B-V
				96602	A1-B-V	96675	A1-B-V
96319	A1-B-B1-M-W	96424	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96603	A1-B-V	96677	A1-B-V
96321	A1-B-B1-F-F1-F2-M-W			96604	A1-B-V	96678	A1-B-V
		96425	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96605	A1-B-O-V	96679	A1-B-V
96322	A1-B-B1-F-F1-F2-M-W			96606	A1-B-V	96681	A1-B-V
		96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96607	A1-B-V	96682	A1-B-V
96323	A1-B-B1-M-V-W			96608	A1-B-V	96683	A1-B-V
96326	A1-B-B1-M-W			96609	A1-B-V	96684	A1-B-V
96328	A1-B-B1-M-W	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96610	A1-B-V	96686	A1-B-V
96330	A1-B-B1-M-W			96611	A1-B-V	96687	A1-B-V
96336	A1-B-B1-M-V-W			96612	A1-B-V	96698	A1-B-V

## RESTRICTIONS

### LEGEND

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

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

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

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

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

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

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

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

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

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

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

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

**D.** Coffee is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**N.** Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## Thrift Savings Plan Open Season and *PostalEASE*

<b>When and Who</b>	April 15 through June 30, 2005 — all career employees
<b>Contribution Limits for Calendar Year 2005</b>	<p>IRS Annual Deferral limit for 2005 is \$14,000.                  FERS contribution limit is 15% of basic pay for 2005.                  CSRS and CSRS Offset limit is 10% of basic pay for 2005.                  Reminder: If you are age 50 or older during calendar year 2005, to participate in the TSP Catch-Up Contribution election you must have either a regular election on file to contribute the maximum percentage of basic pay, or an election on file where the maximum IRS elective deferral limit will be reached during the calendar year.</p>
<b>TSP Contribution Elections and Cancellations (USPS PIN)</b>	<p>Use the <i>PostalEASE</i> telephone system or the <i>PostalEASE</i> employee Web site during TSP open season to begin contributing, to change contribution amount or percentage, or to cancel TSP contributions.                  To use <i>PostalEASE</i>, you will need your Employee ID (this number is found on your earnings statement) and USPS personal identification number (PIN), available only from <i>PostalEASE</i>.                  Call toll free: <b>877-4PS-EASE (877-477-3273)</b>.                  Don't know your USPS PIN? Call <i>PostalEASE</i>; press 1; enter Employee ID (this number is found on your earnings statement); when prompted to enter PIN, pause, then press 2. Your USPS PIN will be mailed to your address of record, usually by the next business day.                  Career employees who have trouble using <i>PostalEASE</i>, or who are unable to use a telephone, may contact local personnel office for help.</p>
<b>TSP Fund Investment Elections (TSP PIN)</b>	<p>Contact TSP directly, during or outside TSP open season, to change investment of future TSP contributions or money already in account.                  Go to the TSP Web site at <a href="http://www.tsp.gov">www.tsp.gov</a>, or call the TSP ThriftLine toll-free at 877-968-3778 (TDD toll-free at 877-847-4385). Or mail TSP-50, <i>Investment Allocation</i>, to TSP, available from your local personnel office (election not effective as quickly).                  To use the TSP Web site or TSP ThriftLine, you must know your TSP PIN, available only from TSP.                  Don't know your TSP PIN? Request it from <a href="http://www.tsp.gov">www.tsp.gov</a> — choose <i>Account Access</i>. Or via TSP ThriftLine or TSP service office toll-free at 877-968-3778 (TDD toll-free at 877-847-4385), and then follow the instructions. Your new TSP PIN will be mailed to your address of record.</p>
<b><i>PostalEASE</i> and TSP Information Mailed to Career Employees</b>	<p>A TSP leaflet with <i>PostalEASE</i> instructions and TSP elimination of TSP open season letter was mailed to all career employees. If you do not receive the mailing by mid-April, contact your local personnel office. In addition, a TSP summary, cover letter, and <i>PostalEASE</i> instructions are mailed to all newly hired career employees soon after their accession PS Form 50 action is processed.</p>
<b>Closing Date and Time</b>	<i>PostalEASE</i> closes at 5:00 P.M. Central Time on June 30, 2005, for TSP open season elections.
<b>TSP Policy Changes</b>	Beginning July 1, 2005, all career employees may make TSP contribution elections (start, stop, or change) at any time.

**Please post on all bulletin boards through June 30, 2005.**

(See article on page 15.)

# Stamps



## Northeast Deciduous Forest Sheet

(Nature of America)

Available in March

**\$370**

## Spring Flowers

Available in March

**37¢**

## Robert Penn Warren

(Literary Arts)

Available in April

**37¢**

## Henry Fonda

(Legends of Hollywood)

Available in May

**37¢**

## Breast Cancer Research

Available Now

Proceeds fund breast cancer research.\*

**45¢**

## Stop Family Violence

Available Now

Proceeds support the drive against domestic violence.\*

**45¢**

usps.com

\*The difference between the sales price of the Ambassador Stamp and the First-Class® postage rate, in effect at the time of purchase, is a tax-deductible charitable contribution. See Retail Announcements for details.





**Thrift Savings Plan — Request for Retroactive Contributions**

Complete this form only when no deductions or underdeductions were taken as a result of an administrative error. In no other situation may contributions be made.

Personnel completes this form whenever a correction is processed involving underdeductions as a result of an administrative error.

Correct the administrative error as soon as it is discovered.

If the employee does NOT wish to have retroactive contributions withheld, file this form with the Thrift Savings Plan election form.

If the employee wishes to have retroactive contributions withheld, file a copy of this completed form with the Thrift Savings election form. Send the original to:

**PAYROLL PROCESSING BRANCH  
MINNEAPOLIS POSTAL DATA CENTER  
TWIN CITIES AMF MN 55111-9630**

Should the employee choose to terminate retroactive contributions after they have begun they must sign and date section 3 below. A copy is then sent to the PDC.

Name	Social Security No.	Finance No.
Pay Period(s) Error Occurred	Processed As:	Corrected To:

- 1.  I do NOT wish to have retroactive contributions withheld from my salary for deposit to my Thrift Savings Plan account.
- 2.  I wish to have retroactive contributions withheld from my salary for deposit to my Thrift Savings Plan account. (If you check this block, complete the following.)

Estimated Total Deduction
\$
Number of Pay Periods (This number may not exceed 4 times the number of pay periods over which the error occurred.)

I understand that no retroactive earnings will be posted to my Thrift Savings Plan account, and that once deductions for past due contributions have begun, they may be terminated. Once terminated they may never be restarted.

- 3.  I wish to terminate my deduction for past due contributions and understand that this decision is irrevocable.

Signature	Date
-----------	------

Should I leave the Postal Service prior to completing these deductions, I wish:

- 4.  Deductions to end
- 5.  The balance due to be taken from my final salary payment.

Employee's Signature	Date
<b>NOTE: You must return this form to personnel within 30 days of receipt.</b>	
<b>The Following Section Is Completed by the Employing Office</b>	
I certify that the above adjustment is the result of an administrative error.	Date
Office Name	Date

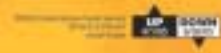
# IT'S CONVENIENT TO APPLY FOR YOUR PASSPORT HERE




Save time when  
you apply at the  
Post Office™



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





**STOP  
SETTING  
POSTAGE METERS**

**February 28, 2005,  
was the final date  
manual postage meters  
could be reset.**

Refer customers with questions  
or concerns regarding the final  
setting date of February 28th  
to their meter provider.

**Please post on bulletin boards.**

*(See article on page 78.)*



**The Postal Service brand is  
a promise.**



## 2005 STAMPS AND POSTAL STATIONERY

This schedule is subject to change.

Updated Announcement 05-C (March 2005)

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

	Issue	First Day of Issue	First Day City/State	Format	Deadline
P	37¢ Lunar New Year Souvenir Sheet (12 designs)	Jan 6	Honolulu, HI 96820 (Nationwide)	PSA double-sided souvenir sheet of 24	Feb 5
P	37¢ Marian Anderson (Black Heritage)	Jan 27	Washington, DC 20066	PSA pane of 20	Feb 26
	37¢ Ronald Reagan	Feb 9	Simi Valley, CA 93065 (Nationwide)	PSA pane of 20	Mar 11
P	37¢ Love Bouquet	Feb 18	Atlanta, GA 30304 (APS Stamp Show)	PSA book of 20	Mar 20
	37¢ Northeast Deciduous Forest (Nature of America; 10 designs)	Mar 3	New York, NY 10199 (Mega Stamp Show)	PSA pane of 10	Apr 2
	\$14.95 Garden Bouquet Stamped Stationery	Mar 3	New York, NY 10199 (Mega Stamp Show)		
P	37¢ Spring Flowers (4 designs)	Mar 15	Chicago, IL 60607	PSA book of 20	Apr 14
	37¢ Robert Penn Warren (Literary Arts)	Apr 22	Guthrie, KY	PSA pane of 20	May 22
	37¢ Yip Harburg	Apr 28	New York, NY 10199	PSA pane of 20	May 28
C	37¢ American Scientists (4 designs)	May 4	New Haven, CT	PSA pane of 20	Jun 3
C	37¢ Masterworks of Modern American Architecture (12 designs)	May 19	Las Vegas, NV 89119	PSA pane of 12	Jun 18
C	37¢ Henry Fonda (Legends of Hollywood)	May 20	Los Angeles, CA 90052	PSA pane of 20	Jun 19
C	37¢ The Art of Disney: Celebration (4 designs)	Jun 30	Anaheim, CA 92803	PSA pane of 20	Jul 30
P	37¢ American Advances in Aviation (10 designs)	Jul 29	Vienna, VA Oshkosh, WI 54902	PSA pane of 20	Aug 28
C	37¢ New Mexico Rio Grande Blankets (American Treasures; 4 designs)	Jul 30	Santa Fe, NM	Double-sided book of 20	Aug 29
P	37¢ Let's Dance/Bailemos (4 designs)	Jul	TBD	PSA pane of 20	
	37¢ Presidential Libraries	Aug 4	Abilene, KS Ann Arbor, MI Atlanta, GA Austin, TX Boston, MA College Station, TX Grand Rapids, MI Hyde Park, NY Independence, MO Little Rock, AR Simi Valley, CA West Branch, IA Yorba Linda, CA	PSA pane of 20	Sep 3
1	American Eagle (First Class Presort rate; 10 designs)	Aug 5	Grand Rapids, MI (APS Stamp Show)	PSA coil of 3000	Sep 4
C	37¢ To Form A More Perfect Union (10 designs)	Aug 30	TBD	PSA pane of 10	Sep 29
C	37¢ Arthur Ashe	Aug	TBD	PSA pane of 20	
C	37¢ 50s Sporty Cars (5 designs)	TBD	TBD	Double-sided book of 20	

	Issue	First Day of Issue	First Day City/State	Format	Deadline
C	37¢ Children's Health	Sep 7	Philadelphia, PA 19104	PSA pane of 20	Oct 7
1	3¢ Silver Coffee Pot	Sep 16	Milwaukee, WI (MILCOPEX Stamp Show)	Gummed coil of 10,000	Oct 16
P	37¢ Greta Garbo (Joint Issue)	Sep 23	New York, NY 10199 Stockholm, Sweden	PSA pane of 20	Oct 23
C	37¢ Jim Henson and the Muppets	Sep 28	Los Angeles, CA 90052	Souvenir sheet of 11	Oct 28
P	(11 designs)				
2	37¢ Constellations	Oct	TBD	PSA pane of 20	
P	(4 designs)				
C	37¢ Holiday Cookies	Oct 20	New York, NY 10199	PSA pane of 20; Vending book of 20, PSA book of 20	Nov 19
P	(4 designs)		(Mega Stamp Show)		
C	37¢ Distinguished Marines	Nov 10	Washington, DC 20066	PSA pane of 20	Dec 10
	(4 designs)				

**Note Descriptions**

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

N: New issue

P: Pictorial first day postmark

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

2: Issued to kick off National Stamp Collecting Month.

(See article on page 58.)



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:** Nicholas Hewitt  
 Age-progressed to 7 years  
 Born: 1-24-96  
 Date Missing: 12-28-97  
 Missing From: Springfield, MO



**Name:** Shyanne Hewitt  
 Age-progressed to 10 years  
 Born: 11-12-93  
 Date Missing: 12-28-97  
 Missing From: Springfield, MO



**Name:** Misheila Martinez  
 Age-progressed to 16 years  
 Born: 6-10-87  
 Date Missing: 07-22-00  
 Missing From: Paterson, NJ



**Name:** Francisco Hernandez  
 Born: 5-5-97  
 Date Missing: 4-9-04  
 Missing From: Garland, TX



**Name:** Unes Hernandez  
 Born: 1-20-00  
 Date Missing: 4-9-04  
 Missing From: Garland, TX



**Name:** Veronica Martinez  
 Age-progressed to 17 years  
 Born: 5-21-86  
 Date Missing: 3-29-01  
 Missing From: Tracy, 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.

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?

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**Name:** Candiss Lunsford  
 Born: 5-30-88  
 Date Missing: 9-9-03  
 Missing From: Oklahoma City, OK



**Name:** Irene Kouame  
 Born: 5-25-84  
 Date Missing: 8-23-01  
 Missing From: Pasadena, CA



**Name:** Shannon Hollis  
 Born: 12-11-89  
 Date Missing: 3-4-05  
 Missing From: Urbana, IL



**Name:** Cynthia Gooding  
 Age-progressed to 46 years  
 Born: 7-23-58  
 Date Missing: 9-3-74  
 Missing From: Marathon, FL



**Name:** Amanda Geiger  
 Born: 8-20-87  
 Date Missing: 2-16-05  
 Missing From: Seville, OH



**Name:** Amanda Gallion  
 Age-progressed to 18 years  
 Born: 9-13-83  
 Date Missing: 10-13-97  
 Missing From: Gillette, WY

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

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March 2005

## Have You Seen Any of These Missing Children?

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**Name:** Nicole Gabriel  
 Born: 2-6-87  
 Date Missing: 2-23-03  
 Missing From: Philadelphia, PA



**Name:** Jovanie Diaz  
 Born: 3-19-90  
 Date Missing: 11-1-04  
 Missing From: Arlington, MA



**Name:** Jessica Cox  
 Age-progressed to 16 years  
 Born: 4-10-87  
 Date Missing: 9-22-95  
 Missing From: Macon, GA



**Name:** Chantal Beckett  
 Born: 6-15-91  
 Date Missing: 12-23-04  
 Missing From: Dale City, VA

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

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

**DO NOT** send over the road (OTR) containers to the Mail Transport Equipment Service Center (MTESC) unless the containers are **defective** and require **repair**.

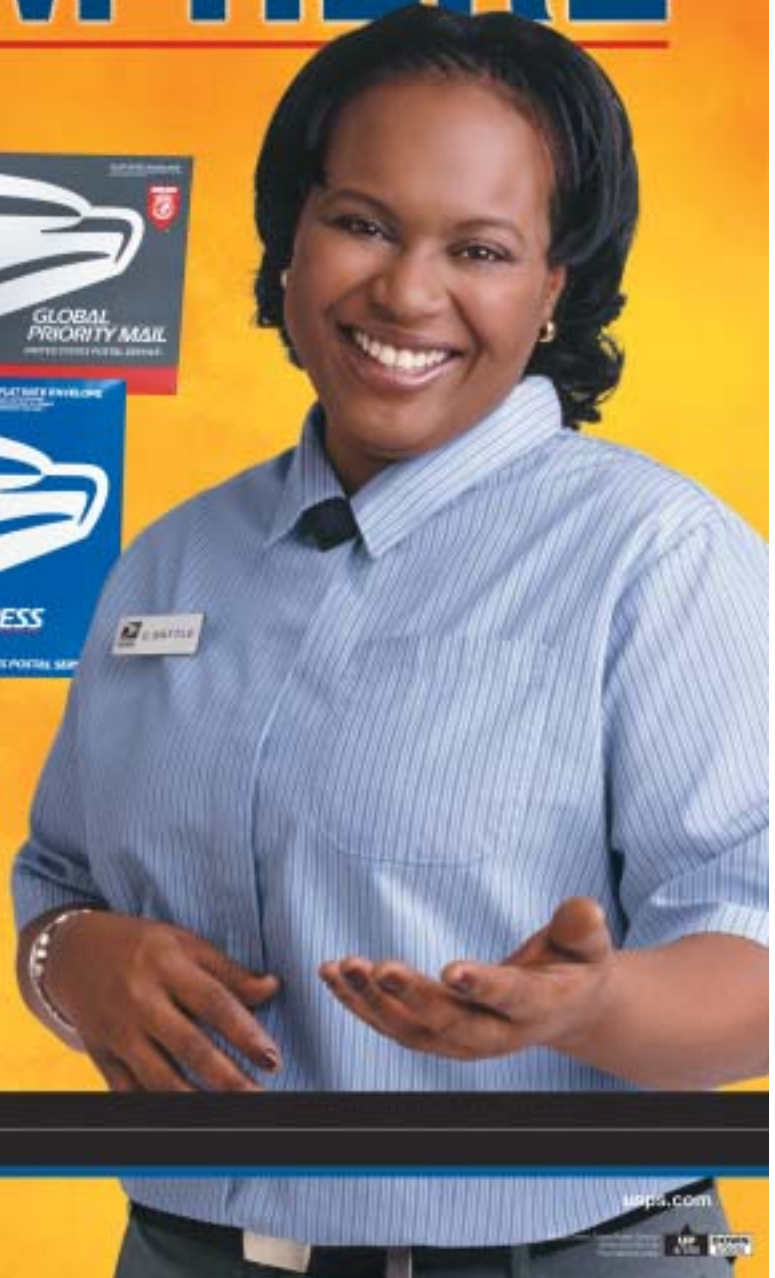


EIRS 69/69H

Each defective container must have a **REPAIR TAG** applied before it is sent to the MTESC.

Please post on bulletin boards and dock doors.

# I'LL TAKE CARE OF IT FROM HERE



I can help you send it across town or overseas



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





## Philately (Continued)

local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at [www.usps.com/shop](http://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:

AMERICAN SCIENTISTS COMMEMORATIVE STAMP  
 POSTMASTER  
 50 BREWERY ST  
 NEW HAVEN CT 06511-9998

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 June 3, 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 the American Scientists commemorative stamps:

- Cancellation Keepsake \$10.40 (Item 458193).

This Cancellation Keepsake will be available while supplies last at postal stores, online at [www.usps.com](http://www.usps.com), and by telephone at 800 STAMP-24.

### Distribution: Item 458100, *American Scientists* Commemorative Stamps

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).

Issue:	<i>American Scientists</i>
Item Number:	458100
Denomination & Type of Issue:	37-cent Commemorative
Format:	Pane of 20 (4 designs)
Series:	N/A
Issue Date & City:	May 4, 2005, New Haven, CT
Designer:	Victor Stabin, Jim Thorpe, PA
Art Director:	Carl T. Herrman, Carlsbad, CA
Typographer:	Carl T. Herrman, Carlsbad, CA
Existing Photos:	Various historical images
Modeler:	Donald Woo
Manufacturing Process:	Offset/Microprint (A mathematical formula associated with the scientist is depicted on each stamp.)
Printer:	Banknote Corporation of America, Inc./SSP
Printed at:	Browns Summit, NC
Press Type:	Man Roland, 300
Stamps per Pane:	20
Print Quantity:	50 million stamps
Paper Type:	Phosphored tagged, Block
Adhesive Type:	Pressure-sensitive
Colors:	PMS 287 (Blue), 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:	180 stamps per revolution
Plate Numbers:	"S" followed by five (5) single digits
Marginal Markings:	© 2004 USPS ● "American Scientists" ● Plate position diagram ● Plate numbers (4 per pane) ● 4 barcodes on back of pane ● Price ● Biographical text on back of each stamp
Catalog Item Number(s):	458120 Block of 4 — \$1.48 458130 Block of 10 — \$3.70 458140 Full Pane of 20 — \$7.40 458163 First Day Cover Set of 4 — \$3.00 458193 Full Pane w/First Day Cover Set of 4 — \$10.40

### 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 28, 2005.

### Philatelic Requirement

SDOs will not receive a separate quantity Item 458100 for their authorized philatelic centers. Philatelic centers must be supplied their quantities from the initial automatic distribution made to SDOs.

### Additional Supply

Post Offices requiring additional stamps must requisition Item 458100 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 1,400,000 additional stamps; the San Francisco APD will receive 960,000 additional stamps; and the Denver APD will receive 520,000 additional stamps.

### Sales Policy

All Post Offices must acquire and maintain a supply of each new special stamp issue and philatelic products as long as customer demand exists, until inventory is depleted, or until the issue is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

— *Stamp Services,  
Government Relations, 3-31-05*

#### UPDATED ANNOUNCEMENT 05-C

### 2005 Stamps and Postal Stationery

"2005 Stamps and Postal Stationery" (Announcement 05-C, March 2005), which appears on page 47, replaces the quarterly announcement of the same name, previously printed and sent to customers on request through Stamp Fulfillment Services in Kansas City. The announcement is a listing of stamps and postal stationery items scheduled for issuance during calendar year 2005. Post Offices™ may wish to post this schedule on their bulletin boards.

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

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

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

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

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

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

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

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

— *Stamp Services,  
Government Relations, 3-31-05*

### 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.

	April 5, 2005 <i>Lakeland Regional High School</i> CHAMPIONSHIP STATION POSTMASTER 1108 RINGWOOD AVE HASKELL NJ 07420-9998	<i>Lakeland Regional High School</i> CHAMPIONSHIP STATION POSTMASTER 500 RINGWOOD AVE WANAQUE NJ 07465-9998
	<i>Lakeland Regional High School</i> CHAMPIONSHIP STATION POSTMASTER 130 SKYLINE DR RINGWOOD NJ 07456-9998	



March 2-6, 2005  
*US Postal Service*  
 PIONEER PARK DAYS  
 CELEBRATION STATION  
 POSTMASTER  
 PO BOX 9998  
 ZOLO SPRINGS FL  
 33890-9998



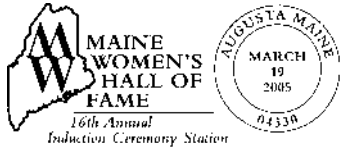
March 11, 2005  
*US Postal Service*  
 100 YEAR STATION  
 POSTMASTER  
 PO BOX 9998  
 BOULDER WY 82923-3480



March 5, 2005  
*Norwalk CT Stamp Club*  
 NORPEX 2005 STATION  
 POSTMASTER  
 16 WASHINGTON ST  
 NORWALK CT 06856-9998



March 15, 2005  
*National First Ladies' Library*  
 NATIONAL FIRST LADIES  
 LIBRARY STATION  
 POSTMASTER  
 2650 CLEVELAND AVE NW  
 CANTON OH 44711-9998



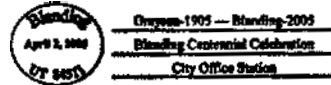
March 19, 2005  
 Maine Women's Hall of Fame  
 MAINE WOMEN'S HALL OF FAME 16TH ANNUAL INDUCTION STATION  
 POSTMASTER  
 40 WESTERN AVE  
 AUGUSTA ME 04330-9998



April 2, 2005  
 Upper Valley Stamp Club  
 CROSSROADS STAMP SHOW STATION  
 POSTMASTER  
 PO BOX 9998  
 QUECHEE VT 05059-9998



March 20, 2005  
 Beta XI Omega Chapter of Alpha Kappa Alpha Sorority Inc.  
 MARIAN ANDERSON STATION  
 POSTMASTER  
 1702 W MONTGOMERY RD  
 TUSKEGEE INSTITUTE AL 36087-9998



April 2, 2005  
 Blanding City  
 CITY OFFICE STATION  
 POSTMASTER  
 50 W 100 S  
 BLANDING UT 84511-9998



March 23, 2005  
 Universal Ship Cancellation Society  
 DECOMMISSIONING STATION  
 POSTMASTER  
 1100 KINGS RD  
 JACKSONVILLE FL 32203-9998



April 2, 2005  
 Delta Music Museum Festival  
 DELTA MUSIC MUSEUM FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 FERRIDAY LA 71334-9998



March 25, 2005  
 Oak Ridge Community Center  
 EQUESTRIAN STATION  
 POSTMASTER  
 PO BOX 9998  
 OAK RIDGE NC 27310-9998



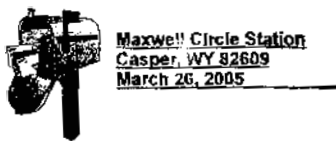
April 2, 2005  
 The Chamber Commerce  
 BIKE RACE STATION  
 POSTMASTER  
 404 NEW YORK ST  
 REDLANDS CA 92373-9998



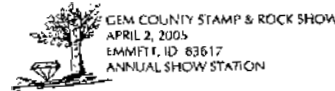
March 26, 2005  
 Oak Ridge Community Center  
 EQUESTRIAN STATION  
 POSTMASTER  
 PO BOX 9998  
 OAK RIDGE NC 27310-9998



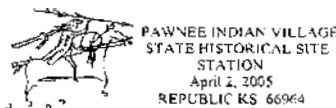
April 2, 2005  
 US Postal Service  
 PUMP JACK STATION  
 POSTMASTER  
 200 W CLEVELAND AVE  
 ELECTRA TX 76360-9998



March 26, 2005  
 National Association of Letter Carriers  
 MAXWELL CIRCLE STATION  
 POSTMASTER  
 PO BOX 9998  
 CASPER WY 82601-9998



April 2, 2005  
 Gem County Stamp and Rock Show  
 ANNUAL SHOW STATION  
 POSTMASTER  
 521 E MAIN ST  
 EMMETT ID 83617-9998



April 2, 2005  
 Pawnee Indian Village State Historic Site  
 PAWNEE INDIAN VILLAGE STATE HISTORICAL SITE STATION  
 POSTMASTER  
 PO BOX 9998  
 REPUBLIC KS 66964-9998



April 2-3, 2005  
 Southern Oregon Philatelic Society  
 SOPEX STATION  
 POSTMASTER PHILATELIC SERVICES  
 333 W 8TH ST  
 MEDFORD OR 97501-9998



\*1981-1989\*  
**Presidential Memorial Station**  
 April 2 - 8, 2005  
 Clifton, New Jersey 07011

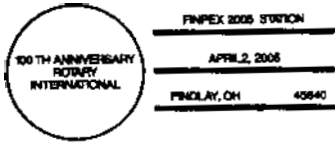
April 2-3, 2005  
 Clifton Stamp Society  
 PRESIDENTIAL MEMORIAL  
 STATION  
 POSTMASTER  
 1114 MAIN AVE  
 CLIFTON NJ 07015-9998

**NATIONAL MONEY SHOW™  
 STATION**

**AMERICAN  
 NUMISMATIC  
 ASSOCIATION**  
 KANSAS CITY  
 MISSOURI 64108



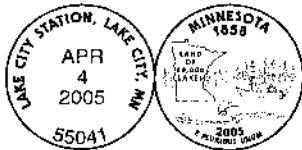
April 8-10, 2005  
 American Numismatic  
 Association  
 NATIONAL MONEY SHOW  
 STATION  
 POSTMASTER  
 315 W PERSHING RD  
 KANSAS CITY MO 64108-9998



April 2-3, 2005  
 Fort Findlay Stamp Club  
 FINPEX 2005 STATION  
 POSTMASTER  
 PO BOX 9998  
 FINDLAY OH 45840-9998



April 8-10, 2005  
 Virginia Railway Brotherhood of  
 Rail Fans  
 MULLENS STATION  
 POSTMASTER  
 PO BOX 9998  
 MULLENS WV 25882-9998



April 4, 2005  
 US Mint  
 LAKE CITY STATION  
 POSTMASTER  
 PO BOX 9998  
 LAKE CITY MN 55041-9998



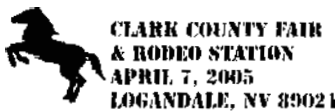
April 9, 2005  
 Susan G. Komen Foundation,  
 Maryland Chapters  
 BREAST CANCER  
 SYMPOSIUM STATION  
 STATION MANAGER LOCH  
 RAVEN BRANCH  
 808 GLEN EAGLES COURT  
 BALTIMORE MD 21286-9998



April 5-8, 2005  
 The Texas Library Association  
 TLA 2005 STATION  
 POSTMASTER  
 8225 CROSS PARK DR  
 AUSTIN TX 78710-9998



April 9, 2005  
 NY ATA Space Unit Chapter  
 SPACE UNIT STATION  
 POSTMASTER  
 PO BOX 9998  
 FLUSHING NY 11355-9998



April 7, 2005  
 US Postal Service  
 CLARK COUNTY FAIR AND  
 RODEO STATION  
 POSTMASTER  
 PO BOX 9998  
 LOGANDALE NV 89021-9998



**Kentucky's Inventors**  
 Lexington Stamp Show Station  
 April 9, 2005  
 Lexington, KY 40505  
 Brightening Our Lives

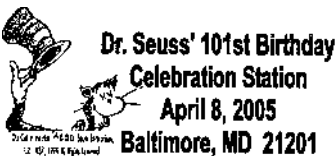
April 9, 2005  
 Henry Clay Philatelic Society  
 LEXINGTON STAMP SHOW  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 LEXINGTON KY 40505-9998



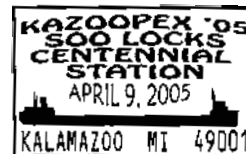
April 7, 2005  
 Lewis & Clark Fort Mandan  
 Foundation  
 FORT MANDAN STATION  
 POSTMASTER  
 PO BOX 9998  
 WASHBURN ND 58577-9998



April 9, 2005  
 City of Warren  
 WARREN STAMP FUN 2005  
 STATION  
 POSTMASTER  
 201 HIGH ST NE  
 WARREN OH 44482-9998



April 8, 2005  
 University of Maryland Baltimore  
 Health Sciences & Human  
 Services Library  
 DR SEUSS 101ST BIRTHDAY  
 CELEBRATION STATION  
 MOWS  
 900 E FAYETTE ST  
 BALTIMORE MD 21233-9715



April 9-10, 2005  
 Kalamazoo Stamp Club  
 KALZOOPEX 05 500 LOCKS  
 CENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 OSHTEMO MI 49077-9998



April 10, 2005  
*Rotary International*  
 TUSCOPEX STATION  
 POSTMASTER  
 9998 ACADEMIC AVE  
 NEW PHILADELPHIA OH  
 44663-9998



APRIL 11, 2005 - 88<sup>th</sup> BIRTHDAY  
 ALTRUSA AWARENESS STATION  
 NORMAN OK 73069  
 LEADERS IN SERVICE

April 11, 2005  
*Club of Norman Altrusa  
 International Inc.*  
 ALTRUSA AWARENESS  
 STATION  
 POSTMASTER  
 129 W GRAY ST  
 NORMAN OK 73069-9998



*Kentucky's Inventors*  
 Lexington Stamp Show Station  
 April 10, 2005  
 Lexington, KY 40505  
 Enhancing Our Leisure

April 10, 2005  
*Henry Clay Philatelic Society*  
 LEXINGTON STAMP SHOW  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 LEXINGTON KY 40505-9998



April 13, 2005  
*Grand Canyon Post Office*  
 CENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 GRAND CANYON AZ  
 86023-9998



April 10, 2005  
*City of Warren*  
 FIRST FLIGHT STATION  
 POSTMASTER  
 201 HIGH ST NE  
 WARREN OH 44482-9998

— Stamp Services,  
 Government Relations, 3-31-05

## 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.

<b>Cancellation</b>	<b>Period of Use</b>
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

# Post Offices

## POM REVISION

### Calculating Refund of Box Fee

Effective March 30, 2005, *Postal Operations Manual* (POM) section 841.31 is revised to update the policy on refunding fees when customers terminate or surrender a Post Office™ box service.

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

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

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

### Postal Operations Manual (POM)

\* \* \* \* \*

### 8 Special Services

\* \* \* \* \*

### 84 Other Delivery Services

#### 841 Post Office Box Service

\* \* \* \* \*

#### 841.3 Refund of Box Fee

##### 841.31 Calculation of Amount

*[Revise 841.3 to read as follows:]*

When Post Office box service is terminated or surrendered by the customer, the unused portion of the fee may be refunded as follows:

- a. If service is discontinued any time within the first 3 months of the service period, then one-half of the fee is refunded.
- b. If service is discontinued after the beginning of the fourth month of the service period, then none of the fee is refunded.
- c. If service is discontinued and the customer has pre-paid for the next semiannual service period, then the entire fee for that next period is refunded.

\* \* \* \* \*

— *Retail Operations,  
Delivery and Retail, 3-31-05*

## HANDBOOK PO-701 REVISION

### Disposal of Surplus Vehicles, Parts, and Equipment

Effective March 31, 2005, chapter 7 in Handbook PO-701, *Fleet Management*, is revised in its entirety to reflect current information.

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

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

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

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



**Handbook PO-701, Fleet Management**

\* \* \* \* \*

*[Revise chapter 7 in its entirety to read as follows:]***7 Disposal of Surplus Vehicles, Parts, and Equipment****71 Purpose**

Retention of surplus Postal Service–owned vehicles and vehicle-related parts and equipment (including obsolete items) is costly due to their continuing expense requirements and overall deterioration as a result of prolonged storage. Prompt disposal of surplus vehicles and vehicle-related parts and equipment reduces the Postal Service investment in capital assets, avoids costly and unnecessary maintenance costs, and minimizes vehicle cannibalization costs. Sales can also generate revenue for the Postal Service and contribute to its overall financial position.

**72 Scope**

This chapter contains policies and procedures for disposal of surplus Postal Service–owned vehicles and vehicle-related parts and equipment. See also *Postal Operations Manual (POM)*, part 735. For information on recording proceeds of motor vehicle sales, refer to Handbook F-1, *Post Office Accounting Procedures*, subchapter 79.

**73 Responsibility****731 Headquarters Vehicle Operations**

Headquarters Vehicle Operations (VO) is responsible for directing, evaluating, and monitoring the disposal of vehicles and vehicle-related parts and equipment. This responsibility includes directing the disposal of targeted groups of vehicles, developing and publishing Postal Service policy and procedures, and evaluating sales results and vehicle maintenance facility (VMF) disposal activities.

**732 Philadelphia Vehicles Category Management Center**

The Philadelphia Vehicles Category Management Center (Vehicles CMC) is responsible for enabling disposal-related services such as vehicle preparation, Internet sales of vehicles via online auction, and live auction services.

**733 District Manager**

The district manager, through the manager of Vehicle Maintenance (MVM), is responsible for implementing, directing, evaluating, and controlling all vehicle and vehicle-related disposal activities within the cluster. This responsibility includes identification, notification, and transfer of all excess vehicles to designated locations to meet service needs, and the proper and timely disposal of surplus vehicles.

**734 Manager of Vehicle Maintenance**

The manager of Vehicle Maintenance (MVM) or designee has the following responsibilities:

- a. Ensure the training of all appropriate VMF personnel in vehicle disposal preparation, methods, and procedures.
- b. Determine which vehicles are to be disposed of, ensure their proper preparation for sale, and approve district vehicle sales.
- c. Approve all vehicle disposals requiring the cannibalization and scrap methods.
- d. Ensure that appropriate Postal Service forms are completed and processed properly.
- e. Ensure that vehicle disposal information is promptly and accurately input to the Vehicle Management Accounting System (VMAS) LAN and that resulting changes are reflected in the Vehicle Information Center (VIC) mainframe.
- f. Each month, review mainframe reports AEA850PO1, *VMAS Sub-Ledger/Assigned Location of Vehicle*, and AEA850PO2, *VMAS Subledger/Assigned Location (Storage)*; verify the accuracy of vehicle location and information with the local VMAS/LAN; and correct any discrepancies on the VIC mainframe.
- g. Each month, review report AEA750PO3, *VMAS Vehicle Disposal Listing*, and promptly notify the San Mateo Motor Vehicle Accounting Section (MVAS) of any discrepancy.
- h. Each month, review report AEA925PO1, *Vehicle Sales Analysis Report*, and verify that the gain or loss on sales is correct.

**735 Managers/Postmasters**

Local managers and postmasters are responsible for notifying the MVM of excess vehicles for reassignment or disposal as appropriate. Postmasters must comply with established procedures for handling and controlling funds received from vehicle sales conducted by VMFs.

**74 Policy****741 Excess Vehicles**

Postmasters and installation heads must identify to the MVM any vehicles determined to be excess to the needs of the function to which the vehicle is assigned. The MVM reassigns the vehicles to meet valid requirements within the cluster, and notifies the area Vehicle Maintenance Programs analyst (VMPA) of vehicles that are excess to the needs of the cluster. The area VMPA then reassigns the vehicles (except excess Postal Vehicle Service (PVS) vehicles — i.e., truck tractors, spotter tractors, cargo vans,

or trailers) to meet valid requirements within the area, and notifies VO of remaining excess vehicles. VO reallocates excess non-PVS vehicles to other areas as appropriate and contacts Headquarters Surface Operations for authorization of any PVS vehicle reassignments.

#### **742 Criteria for Disposal**

A vehicle must meet at least one of the following criteria for disposal:

- a. The vehicle has been replaced.
- b. The vehicle is uneconomical to repair.
- c. The vehicle is no longer needed within the Postal Service.

#### **743 Vehicle Storage**

If the MVM determines that a vehicle fits one or more of the criteria for disposal, the MVM has 60 days to store and dispose of the vehicle. The MVM must place such a vehicle into storage as soon as possible after making the decision.

#### **75 Preliminary Vehicle Disposal Procedures**

##### **751 Prior Approval**

The MVM provides prior approval for all vehicle disposal transactions. Also, the proper personnel must complete required forms prior to disposal. See subchapter 77.

##### **752 Removal of Mail, Mail-Related Equipment, and Postal Service Decals, Markings, and License Plates**

###### **752.1 Removal of Mail and Mail-Related Equipment**

VMFs must ensure that all mail and mail-related equipment are removed and handled properly.

###### **752.2 Removal of Postal Service Decals, Markings, and License Plates**

VMFs must ensure that Postal Service decals or markings are removed from vehicles prior to their disposal. Under no circumstances may Postal Service mail-hauling vehicles be sold with such decals or markings still on the vehicles. Remove the beltline stripes, eagle logos, vehicle numbers, and other Postal Service markings, including any glue residue or "ghost" markings that indicate the vehicle's connection to the Postal Service, and repaint as necessary to effect vehicle sale. Remove Postal Service license plates or "P-tags" from all vehicles and record them in the P-tag inventory for reuse or destruction. Remove state license plates and handle in accordance with state requirements.

##### **753 Safety Inspections and Emissions Inspections**

###### **753.1 Safety Inspections**

VMFs have the following responsibilities regarding safety inspections:

- a. Inspect all vehicles offered for sale.

- b. Note all known defects and disclose them to potential buyers or the authorized sales firm.

- c. Inspect tires and brakes to ensure that they meet minimum state specifications. If the applicable state does not require vehicle inspections, refer to *Vehicle Maintenance Bulletin V-07-98*, "Preventive Maintenance Inspection (PMI) Program" (June 1, 1998), as a specification guideline for tires and brakes. Disclose tire and brake measurements to potential buyers or the authorized sales firm.

#### **753.2 Emissions Inspections**

VMFs must provide any applicable emissions inspection information to potential buyers or the authorized sales firm in those states where such an inspection is required. Either the vehicle must be in compliance with the state emissions requirements, or the Postal Service must make the buyer or authorized sales firm aware of the deficiencies. The Postal Service must price the vehicles accordingly.

#### **754 Cleaning, Body Work, Painting, and Repairs**

Vehicles sold for other than scrap should be presented in clean condition. Invest in paint and minor repairs when those costs can reasonably be recovered through improved sales prices. Generally, vehicle preparation expenses (parts, materials, and labor, excluding decal removal costs) should not exceed 10 percent of the sales price of the vehicle. For each vehicle being prepared, document all preparation expenses on PS Form 4541, *Order-Invoice for Vehicle Repair (Commercial Work Order)*, or PS Form 4543, *Vehicle Maintenance Work Order*, or a contractor invoice. Open work orders are prohibited. When the expense to provide an operable vehicle cannot be justified, sell the vehicle as inoperable and state the reason(s) the vehicle is inoperable on all sales literature and documents.

#### **755 Warranty and Purchaser's Responsibility**

The Postal Service sells all vehicles "As Is, Where Is" without any guarantee or warranty, written or implied. No employee or agent of the Postal Service has authority to alter this provision. VMF sales personnel must encourage potential buyers to thoroughly inspect vehicles.

The following statement must appear on all sales brochures:

The condition of the item offered is not guaranteed. Deficiencies, when known, have been indicated in the item description. However, absence of any indicated deficiency does not mean that the item may not have deficiencies. Buyers are cautioned to inspect before bidding or buying. The buyer assumes the responsibility and cost to have the vehicle inspected and registered as required by state and local government.

**756 Planning**

When planning a sale, select a sale method and location based on the number and type of vehicles for sale, their condition, and the local market. If selecting a local fixed-price sale, select a location that permits appropriate security during display and safe viewing by the public, and coordinate sales activities with Postal Police and the Inspection Service.

**757 Sales of Related Surplus Items**

VMFs may display and sell separately other surplus vehicle-related parts and equipment via eBay online auctions. Examples are parts, service and parts manuals, and excess rims and tires that cannot be used on vehicles remaining in the fleet. Refer to the Vehicles CMC Web site for eBay preparation, listing, and disposal instructions. Access the Vehicles CMC Web site at [http://blue.usps.gov/purchase/supplies/sup\\_veh\\_home.htm](http://blue.usps.gov/purchase/supplies/sup_veh_home.htm).

The buyer/agent provides the local Postal Service retail sales associate with payment in full by cash, approved credit card transaction, or cashier's check or money order payable to "United States Postal Service." The retail sales associate issues PS Form 3544, *USPS Receipt for Money or Services*, to the buyer/agent. For surplus parts, record the revenue to General Ledger Account 52955.000, "Credits to vehicle supplies/services." For all other surplus, record the revenue to General Ledger Account 54963.156, "Miscellaneous equipment/collections from sales."

**76 Vehicle Disposal Methods****761 General**

The MVM must dispose of surplus vehicles by one of the following methods, except when VO issues vehicle-specific instructions:

- a. Sales:
  - (1) eBay online auction (for disposal of non-mailhauling sedans, vans, and pickup trucks only).
  - (2) Fixed-price sale, for authorized sales of right-hand-drive (RHD) vehicles to rural carriers only (see section 762.12).

- (3) Auction sale, for all other vehicles not explicitly covered by items 1 and 2, conducted by an accredited auction firm authorized by the Vehicles CMC (see section 763.3).

- b. Vehicle cannibalization/scrap.
- c. Authorized donation.

**Note:** To request disposal exceptions due to extreme circumstances, submit requests to the manager of VO at Headquarters, who considers requests on a case-by-case basis. The MVM may not pursue alternative methods of sales without written or e-mail authorization from the manager of VO.

**762 Sales Restrictions**

The following restrictions apply to disposal of Postal Service-owned vehicles by the sales method.

**762.1 Right-Hand-Drive (RHD) Vehicles****762.11 Quarter-Ton Postal Service Jeeps**

Do not sell quarter-ton Postal Service Jeeps under any circumstance except for destruction as scrap.

Jeeps may not be sold or disposed of for any other purpose (including sales to rural route carriers or the general public). Crushing or shredding is the recommended means of disposal. The manager of the VMF (MVMF) must perform the following tasks:

- a. Complete a Vehicle Disposal Agreement (see Exhibit 762.11).
- b. Obtain the signature of the person who is purchasing and destroying the vehicle.
- c. Ensure that the vehicle is destroyed and that all portions of the Vehicle Disposal Agreement are adhered to.
- d. To the extent practicable, witness the destruction of the vehicles.
- e. Process the completed and authorized PS Form 4587, *Request to Repair, Replace, or Dispose of Postal-Owned Vehicle*, through the same channels as a cannibalized vehicle.

Exhibit 762.11

Vehicle Disposal Agreement

VEHICLE DISPOSAL AGREEMENT

This Agreement is entered into effective the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between the United States Postal Service ("USPS") and \_\_\_\_\_, (the "Vendor") for the purpose of permanent destruction of the vehicle(s) listed on Attachment A to this Agreement which is incorporated into and made a part of this Agreement. Any reference herein to a vehicle(s) shall be to those on Attachment A.

Vendor agrees and acknowledges that it is not entitled to any fee or payment of any kind from USPS for the disposal of the vehicles(s) and that its compensation shall be whatever it may obtain from the sale of scrap metal from the vehicle(s).

- a. Vendor will not register the vehicle(s) in any state or possession of the United States nor transport the vehicle(s) to any foreign country.
- b. Vendor will not transfer the vehicle to any third party.
- c. Vendor agrees to comply with all applicable local, state, and federal laws, regulations, and ordinances pertinent to the possession and destruction of the vehicle(s).
- d. Vendor agrees to the immediate permanent destruction of the vehicle(s) but in no case more than 30 days after taking possession of them from the USPS.
- e. Vendor agrees that the term "permanent destruction" shall mean destruction of the following components and any subcomponents of them so they are damaged to the extent that the components and subcomponents cannot be rebuilt or reused except to provide raw material (e.g., scrap metal) for recycling:
  - Vehicle Identification Number
  - Licence Plates
  - Body Frame
- f. Vendor agrees that during performance under this Agreement, the USPS shall have the right to inspect any of Vendor's books and records pertinent to performance of the Agreement, any of its subcontractor's books and records pertinent to performance, and shall have the right to do so for a period 3 years after completion of destruction of the vehicle(s).
- g. Upon request by USPS, Vendor shall furnish documentary evidence of the permanent destruction of the vehicle(s).
- h. Vendor shall not drive the vehicle(s) except to load on a car carrier or tow device.

THE VENDOR

THE USPS

By: \_\_\_\_\_  
(signature)

By: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(title)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

### 762.12 Other RHD Vehicles

The following sales restrictions apply to disposal of other RHD vehicles:

- a. If other RHD vehicles are no longer required for local, district, or area service needs as determined in part 741, area VMPAs advise VO of excess RHD vehicles. VO may reallocate the RHD vehicles to another area, or authorize their disposal and disposal method.
- b. If VO authorizes disposal of other non-Jeep RHD vehicles, offer those vehicles first to rural carriers in accordance with the Memorandum of Understanding entitled "Availability of USPS Surplus Vehicles," which is published on pages 121 and 122 in Handbook EL-902, *Agreement Between the United States Postal Service and the National Rural Letter Carriers' Association*. (This handbook is accessible on the corporate intranet at <http://blue.usps.gov/cpim/ftp/hand/el902.pdf>.) The MVM or MVMF notifies the local Rural Letter Carriers' Association representative and local delivery offices with rural delivery of planned sales of RHD vehicles, at appropriate fixed prices. For 2 business days, the MVM or MVMF offers RHD vehicles only to rural carriers. Rural carriers who purchase RHD vehicles must certify that they will use the vehicles in conjunction with their duties as rural carriers. After 2 business days, the MVM or MVMF disposes of remaining RHD vehicle(s) through an authorized national live auction firm in accordance with item 761a(3), unless VO issues alternative instructions.

### 762.2 Postal Service Personnel

The following Postal Service personnel are prohibited from purchasing surplus Postal Service-owned vehicles, regardless of the sales method used:

- a. Managers of Vehicle Maintenance (MVM).
- b. Managers of VMFs (MVMFs).
- c. Designees with the authority to declare vehicles excess and/or available for sale, set the initial sales price, or reduce the sales price of vehicles.

The following Postal Service personnel are prohibited from purchasing surplus Postal Service-owned vehicles under the conditions noted:

- a. PCES employees and immediate family members who reside in their household, regardless of the sales method used (with the exception of rural carriers purchasing RHD vehicles).
- b. VMF employees and immediate family members who reside in their household, for any fixed-priced sale or live auction (with the exception of rural carriers purchasing RHD vehicles).

- c. Postal Service employees with direct knowledge of the established reserve price, for eBay online auctions.
- d. Postal Inspection Service and Office of Inspector General employees, for sales by the Inspection Service and Office of Inspector General, including forfeited and seized vehicles.

**Note:** No employee may use Postal Service computer equipment, computer logon IDs, or e-mail accounts for the purpose of participating in online auction sales.

### 763 Vehicle Sales

#### 763.1 eBay Online Auction Sale

#### 763.11 Vehicles CMC Responsibilities

The Vehicles CMC has established procedures to sell surplus Postal Service-owned vehicles and vehicle-related parts and equipment (including obsolete items) using eBay online auctions. This method is authorized *only* for disposal of non-mailhauling sedans, vans, and pickup trucks, and surplus or obsolete vehicle-related equipment. It allows VMFs to take advantage of eBay's highly visited and competitive online auction Web site to maximize potential revenue and minimize the VMF's direct involvement in the sale.

#### 763.12 MVM Responsibilities

The MVM has the following responsibilities:

- a. Provide the Vehicles CMC with a completed "Table 1 – Required information for listing." Access this table from the corporate Intranet as follows:
  - (1) Access the Vehicles CMC Web site at [http://blue.usps.gov/purchase/supplies/sup\\_veh\\_home.htm](http://blue.usps.gov/purchase/supplies/sup_veh_home.htm).
  - (2) Under "Vehicles CMC Information," click on *Downloads*.
  - (3) Under "Downloads," click on *Disposals*.
  - (4) Under "Downloads," click on *Vehicle eBay Disposal Process*.
  - (5) Under "Downloads," click on *SOP for Online Auctions of Excess Vehicles*.
  - (6) When the dialog box appears, either open the file directly or save it to your computer (following other prompts as they appear) and then open it.
  - (7) With the file open, scroll down to the last page of the document to locate Table 1.
- b. Ensure that the vehicle is in appropriate sales condition. Clean the vehicle inside and out and perform basic service (tire pressure, fluids, etc.) as needed. Be accurate about the condition of the vehicle — note any body damage, paint condition, interior tears in seats or carpets, overall mechanical condition, and

known defects. Submit digital photos of the vehicle, including any damaged areas, if applicable. eBay allows four free pictures with each listing.

- c. In conjunction with the Vehicles CMC, establish the minimum price acceptable for the vehicle — also known as the “reserve price” — using Kelly Blue Book (*www.kbb.com*) and Edmunds price guides (*www.edmunds.com*) and the factors listed in section 763.2.

**Note:** For all vehicles, including seized vehicles released for sale by the Postal Inspection Service, the Postal Service recommends a reserve price of the wholesale value less 10 percent. The eBay item listing does not show viewers this amount. Once the reserve price is met or exceeded, the eBay listing states “Reserve Price Met,” and the bidding continues until the posted end date and time of the sale.

**Note:** Sellers can typically achieve fair market returns by having realistic price expectations and setting enticing reserve price amounts.

Once the auction has begun, the MVM will not adjust the reserve price of a sales vehicle. If the reserve price is not met by the end of the auction, the MVM and the Vehicles CMC may agree to accept the highest bid, but if in such a case they do not agree to sell the vehicle at the highest bid, they will reevaluate the reserve price and will place the vehicle for auction at a later date.

- d. Designate a knowledgeable VMF point-of-contact to answer all reasonable inquires from potential bidders for any offered vehicle. However, the VMF must not mail, fax, or otherwise transmit VMF and commercial vehicle repair records and other information contained in the vehicle jacket to potential bidders.
- e. For information about payment, release of vehicle, and shipping and transportation, see item 8 of the document “SOP for Online Auctions of Excess Vehicles” (see item 763.12a for directions for accessing this document).

### 763.2 Fixed-Price Sale

VMFs can use this method for local sales of non-Jeep RHD vehicles to rural carriers in accordance with section 762.12. The MVM establishes a sales price for each vehicle using a combination of the following:

- a. Postal Service asset and salvage value (VMAS subledger/VIC).
- b. Local demand and local market knowledge.
- c. Vehicle condition.
- d. Other requirements or guidelines issued by VO.

The MVM should base the sales price on several factors:

- a. Getting as high a price as possible without incurring undue expense in sales preparation, sales activities, or prolonged retention in inventory.
- b. Setting the price between the wholesale and fair-market values, using the subledger figures as a guide.
- c. Giving consideration to the prevailing price in the area for a comparable vehicle.

If vehicles will be displayed on Postal Service premises, notify the senior site official, the Postal Police, and the Postal Inspection Service. When planning a sale, consider heightened security requirements and the safety of Postal Service employees.

Vehicles are sold to rural carriers on a first-come-first-served basis. Have the vehicle jackets available for all sales vehicles listed.

The MVMF may reduce the sales price of a vehicle by a maximum of 10 percent below the initial sales price without approval from the MVM. The MVM may reduce the sales price of a vehicle by a maximum of 20 percent below the initial sales price without additional action. To reduce the initial sales price by more than 20 percent, the MVM must initiate another PS Form 4594, *Vehicle Sales Request and Report*, to reflect the reduction (see subchapter 77).

### 763.3 Live Auction Sale

A live auction sale allows up to 50 vehicles to be sold during a short period of time. Auction sales must be conducted by professional auctioneers approved by the Vehicles CMC, in accordance with the following limitations:

- a. The MVM or MVMF is responsible for removing all Postal Service decals and markings from the vehicles (as described in part 752) before releasing the vehicles to the auction firm, unless the auction firm is also providing decal removal service for the released vehicles.
- b. The MVM sets the minimum sales price of the vehicle(s).
- c. The MVM or MVMF completes an auction sales vehicle pick-up order (as required by the auction firm); PS Form 4577, *Leased Vehicle Condition Report* (which is used in these cases to note the condition of Postal Service-owned vehicles); Standard Form 97 (SF 97), *The United States Government Certificate of Release of a Motor Vehicle*; and PS Form 4595, *Postal Vehicle Sale/Purchase Agreement*, except for the price and the purchaser’s name and address.
- d. The MVMF or MVM contacts the auction firm when vehicles are to be released for sale. The auction firm

must pick up the vehicles within 3 working days after receipt of the pick-up order.

- e. The maximum number of vehicles that an auction firm may have in its possession “in process” to sell for any single VMF shall not exceed 50 vehicles.
- f. The auction firm must sell each vehicle within 30 days of receipt. The auction firm may not impose vehicle storage fees.
- g. The auction firm has the right to reduce the price of any vehicle up to 5 percent, at the time of sale, should such an adjustment be appropriate in light of changed market conditions. The auction firm may not sell any vehicle for less than 95 percent of the minimum sales price established by the MVM without written approval from the MVM.

#### 764 Vehicle Cannibalization/Scrap

Vehicle cannibalization is normally the most expensive means of vehicle disposal, so the Postal Service does not encourage this option. To be cannibalized, a vehicle must meet at least one of the following criteria:

- a. The condition of the vehicle precludes any reasonable return from sale.
- b. The VMF has an immediate need for a specific component or part that cannot be reasonably acquired through conventional supply channels.

The MVM or MVMF must provide justification on PS Form 4587, *Request to Repair, Replace, or Dispose of Postal-Owned Vehicle*, and send the completed form to the San Mateo Motor Vehicle Accounting Section (MVAS). All approval blocks must be completed.

**Note:** On PS Form 4587, item 3 (Serial Number) requires the seven-digit Postal Service vehicle number, not the Vehicle Identification Number (VIN).

If the vehicle is being cannibalized because it is damaged beyond repair and there was financial recovery from a third party, promptly send a copy of a check or receipt from the responsible party or insurance carrier to the MVAS. *If the vehicle will be repaired, do not send PS Form 4587 to the San Mateo MVAS.*

**Note:** Dispose of quarter-ton Postal Service Jeeps as scrap when they are removed from service. Crushing or shredding is the recommended means of disposal.

**Note:** VMFs also use PS Form 4587 to authorize repairs that exceed the vehicle’s one-time repair limit to a vehicle as defined in Exhibit 221.211. When used for this purpose, retain PS Form 4587 in the vehicle jacket. Do not send a completed and authorized PS Form 4587 to the San Mateo MVAS unless a vehicle has been scrapped and/or cannibalized and is to be removed from the vehicle asset master. The cannibalized or scrapped vehicle cannot be titled.

#### 765 Authorized Donation

##### 765.1 General

Headquarters Vehicle Operations (VO) must approve all donations of Postal Service–owned vehicles. A vehicle donated to a suitable local educational institution or museum for static display must present a positive image of the Postal Service. The VMF must ensure that the vehicle’s engine, transmission, and all fluids are removed and that the frame is rendered unserviceable by cutting or similar method.

After the MVM receives approval to donate a vehicle, the VMF must process PS Form 4587, as outlined in part 764.

##### 765.2 Museums (Static Display)

For a vehicle being donated to a museum or an organization for static display, the VMF must note the following in item 24 of PS Form 4587:

- a. The name and address of the museum or organization to which the vehicle has been donated.
- b. That the vehicle has been donated for display purposes only and is not to be titled or used on the road.

The MVM must provide a copy of the completed and authorized PS Form 4587 to the museum or organization receiving the vehicle to ensure that it understands and agrees that the vehicle is for display purposes and cannot be titled or used on the road.

##### 765.3 Law Enforcement Agencies

The Postal Inspection Service has the authority to transfer Inspection Service vehicles to other law enforcement agencies. The Inspector-in-Charge must authorize the transfer in writing and must provide the Postal Inspection Service finance number to be charged for the donation. The MVM or MVMF administers the transfer of these vehicles and must complete SF 97, *The United States Government Certificate of Release of a Motor Vehicle*, and must enter the word “DONATION” in the sales price block.

##### 765.4 Foreign Postal Administrations

The Postal Service may occasionally donate surplus vehicles to foreign postal administrations.

Normally, these donations are in conjunction with international postal agreements. VO must authorize all donations in writing. The MVM or MVMF administers the transfer of these vehicles and must complete SF 97 and must enter the word “DONATION” in the sales price block.

##### 765.5 Other Requests

The Postal Service cannot accommodate other requests for donations to local groups (including charitable or public service groups such as fire departments, police, school vocational programs, etc.) One reason is that the Postal

Service has a responsibility to ratepayers to ensure that it captures disposal revenues. Another reason is that trying to meet all requests in a fair, reasonable, and equitable manner to the satisfaction of all parties (especially to those whom the Postal Service could not accommodate) would create an undue burden for the Postal Service.

### **766 Receipt and Processing of Payment and Release of Vehicle**

The appropriate parties perform the following tasks to complete the receipt and processing of payment and the release of a vehicle.

- a. The MVM or MVMF (or designee) completes, prints, and signs PS Form 4595, *Postal Vehicle Sale/Purchase Agreement*, and provides the buyer/agent with the original signed PS Form 4595 to review and sign.
- b. The buyer/agent reviews and signs PS Form 4595 and returns it to the MVM or MVMF (or designee).
- c. The MVM or MVMF (or designee) makes two copies of the signed PS Form 4595, gives those two copies to the buyer/agent, and keeps the original signed document.
- d. The buyer/agent takes one of the copies of the signed PS Form 4595 to the local Postal Service retail sales associate and provides payment in full with cash, approved credit card transaction, or cashier's check or money order payable to "United States Postal Service." (The buyer/agent keeps the other copy of the signed PS Form 4595 for personal records.)
- e. The retail sales associate issues PS Form 3544, *USPS Receipt for Money or Services*, to the buyer/agent and enters the revenue into General Ledger Account 54965, Account Identifier Code 154, to ensure proper accounting.
- f. The buyer/agent takes the PS Form 3544 back to the MVM or MVMF (or designee).
- g. The MVM or MVMF (or designee) verifies the PS Form 3544 with the location that processed the payment (normally with a local telephone call), makes a copy of the receipt for VMF records, and returns the original receipt to the buyer/agent.
- h. The MVM or MVMF (or designee) completes SF 97 as described in part 774 and releases the vehicle to the buyer/agent.

### **77 Required Forms and Approvals for Vehicle Disposal**

#### **771 PS Form 4587**

PS Form 4587, *Request to Repair, Replace, or Dispose of Postal-Owned Vehicle*, is used to initiate and approve all vehicle dispositions.

- a. When a non-district VMF requests approval to dispose of a vehicle, the MVMF initiates PS Form 4587.
- b. When a district VMF requests approval to dispose of a vehicle, the VMF designee initiates PS Form 4587.

The initiating employee (as described in items 771a and 771b) completes PS Form 4587, including items 22a and b, and forwards the form to the MVM for action. Upon concurrence, the MVM complete items 23a and b, and forwards the form to the manager of Operations Programs Support for action. Upon concurrence, the manager of Operations Programs Support signs and dates item 25 and forwards the form to the district manager for final approval. Upon concurrence, the district manager checks the "Approved" box, completes item 25a, and returns the form to the VMF for the required action.

Only after the district manager grants final approval does the MVM determine the disposal method to be used (sale, cannibalizations/scrap, or donation).

Upon receiving authorization to dispose of the vehicle, the VMF does the following, as appropriate:

- a. For cannibalizations/scrap, send the completed, authorized PS Form 4587 to the San Mateo MVAS, and remove the vehicle from the vehicle asset master. Process PS Form 4587 as outlined in part 764.
- b. For donations, process PS Form 4587 as outlined in part 765 for vehicles being donated for static display.

**Note:** VMFs also use PS Form 4587 to authorize the repairs that exceed the one-time repair limit to a vehicle as defined in Exhibit 221.211. In accordance with Administrative Support Manual (ASM) Exhibit 892, the VMF must retain a PS Form 4587 used for this purpose for 1 year after the disposal of the vehicle.

#### **772 PS Form 4594**

PS Form 4594, *Vehicle Sales Request and Report*, is required to request approval to sell a vehicle, regardless of the sales method. The MVM must approve the completed



form prior to the initiation of any vehicle preparation or sales activity.

- a. When a non-district VMF requests approval to sell a vehicle, the MVMF initiates PS Form 4594, completes items a, b, c, and d, signs item 4, and forwards the form to the MVM for approval.
- b. When a district VMF requests approval to sell a vehicle, a VMF designee initiates PS Form 4594, completes items a, b, c, and d, signs item 4, and forwards the form to the MVM for approval.

When the sale is completed, the initiating employee (as described in items 772a and 772b) finalizes PS Form 4594 by completing items e, f, g, i, j, and k, and signs item 6. For an auction sale, the initiating personnel must also record the minimum acceptable bid for each vehicle in item h. The initiating facility files the original of PS Form 4594 in a master file by sales number and files a copy with the vehicle jacket. In accordance with ASM Exhibit 892, the VMF must retain PS Form 4594 for 1 year after the sale of the vehicle.

**773 PS Form 4595**

PS Form 4595, *Postal Vehicle Sale/Purchase Agreement*, is required for all vehicle sales transactions, regardless of the sales method. The MVM or MVMF (or designee) must sign page 2 under "Seller's Signature." The VMF gives the original to the purchaser and retains a copy in the VMF sales folder. The VMF must retain PS Form 4595 for 3 years after the sale of the vehicle.

**774 Standard Form 97 (SF 97)**

Standard Form 97 (SF 97), *The United States Government Certificate of Release of a Motor Vehicle*, is required for all

vehicle sales transactions, regardless of the sales method. This is an accountable, pre-numbered form that is controlled by the MVM. The MVM distributes these forms to VMFs in blocks and in sequential order, as needed, and VMFs must document their receipt.

VMFs must use the forms sequentially. Also, VMFs must keep all spoiled, voided, or cancelled forms on file for 2 years.

The MVM or MVMF (or designee) must do the following with SF 97:

- a. Sign the block titled "Transferor's Signature (Seller)."
- b. Upon the receipt of funds from the vehicle buyer, give the original to the purchaser and complete the reverse side of SF 97, obtaining the source for sales preparation cost from PS Form 4543, *Vehicle Maintenance Work Order*, and/or PS Form 4541, *Order-Invoice for Vehicle Repair (Commercial Work Order)*.
- c. After completing the reverse side of SF 97, forward a copy to the San Mateo MVAS (which will remove the vehicle from the asset master), and retain a copy in the VMF sales folder. In accordance with ASM Exhibit 892, the VMF should retain SF 97 for 4 years after the sale of the vehicle.

\* \* \* \* \*

— *Vehicle Operations,  
Delivery and Retail, 3-31-05*

## Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	05-2472	92610	CA	El Toro	Orange	Main Office	Post Office		This announcement changes the administrative office for this ZIP Code™ from El Toro CA to Trabuco Canyon CA. Continue to use Foothill Ranch CA 92610 as last line for addresses.
New	05-7878	92610	CA	Trabuco Canyon	Orange	Main Office	Post Office	04/30/2005	
Old	17-3278	46045	IN	Goldsmith	Tipton	Main Office	Post Office	12/21/2001	Post Office™ discontinued. Retain ZIP Code. Establish a place name. Continue to use Goldsmith IN 46045 as last line of address.
New	17-8737	46045	IN	Tipton	Tipton	Goldsmith	Place Name	07/10/2004	
Old	19-9361	67674	KS	Walker	Ellis	Main Office	Post Office	08/29/2002	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Walker KS 67674 as last line of address.
New	19-9196	67674	KS	Victoria	Ellis	Walker	Place Name	06/26/2004	
Old	19-5192	67743	KS	Levant	Thomas	Main Office	Post Office	07/12/2003	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Levant KS 67743 as last line of address.
New	19-1232	67743	KS	Brewster	Thomas	Levant	Place Name	06/19/2004	
Old	20-4706	41156	KY	Lloyd	Greenup	Main Office	Post Office	04/01/2003	Post Office and ZIP Code discontinued. Establish a place name. Lloyd KY becomes an acceptable last line for use with ZIP Code 41144.
New	20-3360	41144	KY	Greenup	Greenup	Lloyd	Place Name	06/26/2004	
Old	28-0108	65606	MO	Alton	Oregon	Riverton	Community Post Office	05/15/2000	Community Post Office discontinued. Retain ZIP Code. Use Alton MO 65606 as last line of address.
New	28-0108	65606	MO	Alton	Oregon	Main Office	Post Office	06/26/2004	
Old	29-4572	59902	MT	Kalispell	Flathead	Creston	Community Post Office	09/10/2003	Community Post Office and ZIP Code discontinued. Establish a place Name. Creston MT becomes an acceptable last line for use with ZIP Code 59901.
New	29-4572	59901	MT	Kalispell	Flathead	Creston	Place Name	07/10/2004	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	36-6080	28134	NC	Pineville	Mecklenburg	Carolina Mall	Classified Station	02/01/2002	Classified station discontinued. Retain ZIP Code. Continue to use Pineville NC 28134 as last line of address.
New	36-6080	28134	NC	Pineville	Mecklenburg	Main Office	Post Office	06/27/2004	
Old	37-9120	58382	ND	Webster	Ramsey	Main Office	Post Office	09/05/2003	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Webster ND 58382 as last line of address.
New	37-2368	58382	ND	Devils Lake	Ramsey	Webster	Place Name	06/19/2004	
Old	32-5490	03457	NH	Munsonville	Cheshire	Main Office	Post Office	11/30/1989	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Munsonville NH 03457 as last line of address.
New	32-2310	03457	NH	Sullivan	Cheshire	Munsonville	Place Name	05/08/2004	
Old	41-4056	17727	PA	Jersey Shore	Lycoming	Cedar Run	Community Post Office	01/01/1997	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Cedar Run PA 17727 as last line of address.
New	41-4056	17727	PA	Jersey Shore	Lycoming	Cedar Run	Place Name	07/10/2004	
Old	41-2828	18401	PA	Forest City	Wayne	Aldenville	Community Post Office	01/01/1985	Community Post Office and ZIP Code discontinued. Use Forest City PA 18421 as last line for address.
New	41-2828	18421	PA	Forest City	Wayne	Main Office	Post Office	07/10/2004	
Old	50-1876	05447	VT	East Berkshire	Franklin	Main Office	Post Office	07/01/1985	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use East Berkshire VT 05447 as last line of address.
New	50-2716	05447	VT	Enosburg Falls	Franklin	East Berkshire	Place Name	02/14/2004	
Old	56-7260	54975	WI	Royalton	Waupaca	Main Office	Post Office	04/01/1995	Post Office and ZIP Code discontinued. Establish a place name. Royalton WI becomes an acceptable last line for use with ZIP Code 54961.
New	56-5930	54961	WI	New London	Waupaca	Royalton	Place Name	02/14/2004	
Old	57-7600	82510	WY	Riverton	Freemont	Arapahoe	Community Post Office	10/21/2003	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Arapahoe WY 82510 as last line of address.
New	57-7600	82510	WY	Riverton	Freemont	Arapahoe	Place Name	03/20/2004	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	57-1672	82003	WY	Cheyenne	Laramie	Station One	Classified Station	10/27/2003	Classified Station discontinued. Retain ZIP Code. Use Cheyenne WY 82003 as last line of address.
New	57-1672	82003	WY	Cheyenne	Laramie	Main Office	Post Office	05/08/2004	

— Address Management, Intelligent Mail and Address Quality, 3-31-05

## Retail

### NOTICE

#### Retail Vending Equipment Disposition

Retail Service Equipment retains authority over disposition of all retail vending equipment items. Therefore, offices with inactive, obsolete, or surplus customer vending items that are being considered for disposal action must follow the directions provided in Handbook AS 701, *Material Management*, and Material Logistics Bulletin (MLB)

MLB-PP-00-004, Attachment B, issued January 7, 2002. The mailing address for Retail Service Equipment is:

RETAIL SERVICE EQUIPMENT  
UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLAZA SW RM 7670  
WASHINGTON DC 20260-7670

— Retail Service Equipment,  
Delivery and Retail, 3-31-05

### REMINDER

#### Stamps by Mail — Brochure Ordering Information

The next deadline date for ordering Stamps at Your Door™ (Stamps by Mail®, Stamps Delivered to Your Door) brochures is **April 11, 2005**. This print run will be for the year-round brochure design.

To order brochures, submit PS Form 3227-0, *Stamps At Your Door Supply Order* (February 2005), to Cyril-Scott Company:

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

You can find this form at <http://blue.usps.gov>; click on *Forms*, then select the form by number. A copy of this form appears on page 77 in this *Postal Bulletin*.

The cost per unit of 500 is \$11.00. This cost includes overprinting the address of the fulfillment office placing the order. You may pay for orders with local IMPAC credit cards, checks, or money orders. However, Cyril-Scott Company cannot process the order until it receives payment. Local eBuy procedures may also apply (refer to local procurement procedures).

Postal Service™ Headquarters has funded a national procurement from this print run for 1 million brochures for the Stamps by Mail centralized computer processing sites. For the distribution amount for each site, see column G (1MM) of the centralized site address spreadsheet (previously distributed to each centralized site). These quantities are based on revenue generated by site. No local order placement is required to receive brochures from this distribution. However, centralized sites may order additional quantities from Cyril-Scott Company from local funds by following the ordering instructions in this article.

All other local Post Offices™ should follow the ordering instructions in this article and use local funds.

Cyril-Scott Company will deliver orders within 35 calendar days after printing. Printing begins 1 week after the deadline date, and actual receipt of the order will depend on the ultimate destination and the corresponding delivery service standard. You should save copies of all orders placed at your local Post Office until the order has been received. Please ensure procedures are in effect locally for proper verification of receipt.

— Retail Marketing,  
Service and Market Development, 3-31-05

### Stamps At Your Door Supply Order

(Stamps by Mail — Stamps Delivered to Your Door)

Required Entry ▶ Order No. (mm-dd-yy-ZP+ 4<sup>th</sup>) Example: 12-18-05-22209-6057

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

To: STAMPS AT YOUR DOOR CYRIL-SCOTT CO PO BOX 627 LANCASTER OH 43130-0627	Office Name	District	Area
	Contact Name		
	Contact Telephone No. (Include area code)		
	Contact Fax No. (include area code)		
	Contact E-mail Address		
Telephone No. 800-466-0455	Fax No. 740-889-0210		

Quantity			
Item	Specify No. of Packs (500 forms per pack)	Unit Cost	Total
Form 3227 (Year-Round Version)	_____	@ \$11.00 ea. per pkg. =	
Form 3227 (Holiday), limited offering — Check Postal Bulletin schedule for availability.	_____	@ \$11.00 ea. per pkg. =	
<b>Total</b>			<b>\$</b>

**Ship to (Cannot ship to Post Office™ boxes):**

(No., street, apt./ste., city, state, ZIP + 4)	Contact Name
_____	_____
_____	Contact Telephone No. (include area code)
_____	_____

**Imprint Information**

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



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

_____	_____
_____	_____
_____	_____

**Payment Information:** Orders will be shipped within 35 calendar days following print runs (see Postal Bulletin schedule.)  
 Actual delivery times will vary based upon the destination.

<input type="checkbox"/> VISA/IMPAC Card No.:	<input type="checkbox"/> Check (include with order)
<input type="checkbox"/> Requestor Signature	<input type="checkbox"/> USPS Money Order (include with order)
_____	_____
Funding/Credit Card Official Signature	Exp. Date: _____
_____	_____
_____	Manager/Supervisor Signature
_____	Date Signed
_____	_____

*REMINDER***Do Not Reset Postage Meters**

Effective February 28, 2005, Post Offices™ must no longer reset manual postage meters. Postage meters are now remotely reset by dial-up or Internet connection to the meter providers' electronic resetting system. Manual reset postage meters are being retired from the market and the last date they could be reset by Postal Service™ employees was February 28, 2005.

Local Post Offices may not make any exceptions to this stop setting instruction. All remaining meter setting keys must be destroyed.

A poster is provided with this reminder that should be pulled out and posted to remind employees that they must no longer set postage meters (see page 45).

Refer customers requesting postage meter resets to their meter manufacturer or dealer to replace their manual-set postage meter with a remote-set postage meter.

Refer customers with questions regarding meter migration to <http://www.usps.com/postagesolutions/flash.htm> for the complete history of the meter migration schedule including references to associated *Federal Register* and *Postal Bulletin* articles.

— *Postage Technology Management,  
Product Development, 3-31-05*

# Supply Management

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NOTICE — To CINTAS AND UNIFIRST CLIENTS

## Cintas and UniFirst On-Catalog eBay Orders

**Is your On-Catalog eBay order current?** The national contracts for custodial rental items have been in place for 2 years. Postal Service™ locations that have existing On-Catalog eBay orders with Cintas or UniFirst must review each line item of their existing order and make sure quantities are sufficient to cover future invoices. Postal Service facilities should determine which line items are depleted or nearing depletion by checking the eBay order status. **If the status line shows closed or cancelled, you must create a new, On-Catalog eBay order immediately.** If you have questions about the status of your existing order, contact Cintas at 800-795-7368 or UniFirst at 800-480-5432.

It is the responsibility of each Postal Service facility to monitor its eBay order quantities for custodial rental items each month through reconciling the eBay Billing Summary Report. This is done through verification of the delivery tickets provided by the selected supplier to determine accuracy and maintain accountability.

**The contract requires that once a Postal Service facility selects a supplier, that facility must remain with that supplier for a minimum of 2 years.** The only exception to this requirement is if the facility has identified problems or issues to the Contracting Officer and Cintas or UniFirst has not adequately addressed the issues within a reasonable time frame (four to six deliveries after formal notification of the problem).

After 2 years, if a location determines that changing suppliers is in the best interest of the Postal Service, notification should be provided to the existing supplier at least 30 days before the change. The new eBay order must be approved and acknowledged by the supplier before deliveries can begin. Postal Service locations should also be

prepared to conduct a product inventory with their existing supplier to determine if any inventory is lost or damaged; validate missing inventory items; verify all outstanding invoices have been paid; and assure that replacement charges, if any, can be covered through the existing eBay order. Coordination between the pickup of the existing supplier's inventory and the start of the new supplier's delivery is imperative.

**Does your On-Catalog eBay order meet the minimum delivery amount of \$12.00?** The Postal Service considers the contracts with Cintas and UniFirst as partnerships; therefore, Postal Service clients must be willing to work with their selected supplier to the greatest extent possible and not make unreasonable requests that would cause the suppliers undue financial hardship. With the increases in the cost of gasoline, it has become economically unfeasible for our suppliers to provide service to current Postal Service clients, or add new clients, whose orders amount to less than \$12.00 per delivery.

**Therefore, all Postal Service clients whose orders are less than \$12.00 weekly, bi-weekly or monthly should re-evaluate their requirements with their selected supplier and develop a more cost-effective approach that takes into consideration changing both items delivered and frequency of delivery.** A new, On-Catalog eBay order must be entered to reflect changes in requirements or frequencies. If your location requires special considerations, you should contact the Custodial Products Team via e-mail at Help, Custodial.

— *SCM Strategies,*  
*Supply Management, 3-31-05*

# *The Postmaster General's Collection*

## Stamps Take Flight

National Postal Museum

Many of the stamps and aviation memorabilia in this themed  
Air and Space collection have never been viewed by the public.

On display until March 19, 2006

