

# POSTAL BULLETIN

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PB 22152, April 14, 2005

## MAKE MOM'S DAY with NetPost CardStore



**Create the perfect Mother's Day  
greeting and add a gift card from  
her favorite store or restaurant.**

**IT'S ALL ON  
usps.com®**



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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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PB 22150: 7690-07-000-0134	PB 22142: 7690-07-000-0126	PB 22134: 7690-07-000-0118	PB 22127: 7690-07-000-0111
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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		

## USPSNEWS@WORK

### Sticking to the message: Repositionable note program launched



The Postal Service™ has launched a program that allows repositionable notes (RPNs) — “sticky notes” — to be placed on cards, large letters, catalogs, magazines and newspapers.

Customers are charged one-half cent for First-Class Mail® RPNs and 1.5 cents for

Periodicals or Standard Mail® RPNs.

The removable 3- by 3-inch paper messages can easily be peeled off and placed on calendars, telephones or computer monitors.

“RPNs are billboards for business mail. They extend the life of the mailpiece,” said Pricing and Classification V.P. Stephen Kearney. “They add value by highlighting important sale dates and information, contact phone numbers, coupons and other key points that companies want their customers to remember and act on.”

USPS® worked with 3M, makers of the original Post-it note, during a one-year test of the RPN’s compatibility with automated Postal Service systems. The test’s success has allowed RPNs to be extended to other forms of mail.

### Million-month march: Carrier Pickup Online Notification hits 7 million

Customers are getting the word about USPS shipping options on usps.com® with Carrier Pickup Online Notification — and the 7 millionth package pickup proves it.

The package was handed off March 30 to Vienna, VA, letter carrier John Blair by small home-business owner Mona Hansen, who ships designer clothing and jewelry to domestic and international clients. She recently switched

from a competitor because of the convenience and cost savings of Priority Mail® with Carrier Pickup™ service.

“Our employees are doing a great job of getting the word out to customers about quick, easy and convenient shipping solutions like Carrier Pickup,” says Chief Operating Officer Pat Donahoe. “Carrier Pickup is a hit. The numbers reflect that. The sky’s the limit!”

Vienna Postmaster Alton Miller says Carrier Pickup Online Notification has helped his office revenue grow. “Once customers find out they can ship online with packaging, Delivery Confirmation™ and Carrier Pickup at no extra charge — the sale is made,” says Miller.

Not only has Carrier Pickup Online Notification hit the 7 million mark, March is the second month with a million packages shipped using the feature — the first was December 2004.

### A dream album: PMG clears exhibit for takeoff



From left, PMG Jack Potter, Smithsonian Government Relations Director Nell Payne, Lockheed Martin Distribution Technologies President Judy Marks and USPS Board of Governors Chairman James Miller at the exhibit opening.

One-of-a-kind, rare stamps and envelopes are showcased in an exhibit opened April 6 by Postmaster General Jack Potter.

“Stamps Take Flight” features items from the Postmaster General’s Collection at the Smithsonian’s National Postal Museum in Washington, DC.

“This is the stamp collector’s dream album,” said Potter, “with U.S. stamps and other rare postal artifacts you won’t find

anywhere else in the world.”

The collection of aviation-related mail, stamps and memorabilia ranges from the first U.S. airmail delivery by balloon nearly 150 years ago to lunar postmarks, highlighting the history of U.S. stamp making. “The Postmark from the Moon” includes the Apollo 15 mail pouch, inkpad and post-marked envelope — with fingerprints of lunar dust imprinted when postmarked on the moon’s surface.

"Stamps Take Flight" will be on view through March 19, 2006. For more information, visit [www.postal.si.edu](http://www.postal.si.edu).

### The Penn is mightier: Three-time Pulitzer winner to be honored on 100th birthday



The Postal Service will honor literary giant Robert Penn Warren with a commemorative stamp April 22 in his hometown of Guthrie, KY. Kentuckiana District Manager Ann Wright will dedicate the stamp.

The stamp is the 21st in the *Literary Arts* series. Designed and illustrated by Carl Herrman and Will Wilson, it draws from a 1948 photo of Warren and scenes from his 1946 Pulitzer Prize-winning novel *All the King's Men*.

Warren also won Pulitzers in 1958 and 1979 for poetry, and remains the only writer to win for both fiction and poetry. While teaching at Louisiana State University, he helped establish *The Southern Review* as a major literary journal. It was there he learned the state history and politics that would be key to *All the King's Men*, his most famous work.

### The power of the Pen: USPS Marketing wins six awards

The Postal Service Marketing Department has earned six awards in the 2005 Dalton Pen Awards competition — including the highest public service or community relations campaign award and the first- and third-place speechwriting awards.

The top award went to the USPS 2005 Marketing Outreach articles, while the speechwriting awards were for two keynote speeches by CMO Anita Bizzotto, "Six Keys to Unlocking the Power of the Mail" and "The Power of One."

Honors recognition was shared with Public Affairs & Communications for the USPS-TV program *MarketPlace* in the multimedia category, the 2005 Marketing Outreach articles in the feature articles category, and the Marketing Outreach article "Want to Make Grandma's Day?" in the copywriting category.

Established in 1993, The Dalton Pen Communications Awards program is designed to recognize outstanding communications projects.

### A million questions: Accounting Help Desk reaches milestone

The Accounting Help Desk — which opened for business in November 2002 as part of the Shared Services Accounting initiative — handled its 1 millionth customer contact March 22.

The Help Desk began as an offshoot of the Money Order Help Desk at the Accounting Service Center in St. Louis, with ten agents handling accounting inquiries from just four districts. The center now has 82 agents who field calls regarding money orders, payroll, accounts payable — and almost all types of financial issues, from both internal and external customers, everywhere the Postal Service does business.

Help Desk Agent Linda Ayers — one of the original ten employees — took call number 1 million.

## 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 Double/Triple Perks	First-Class/Letter	4/15/05–4/19/05	1.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Cenveo, Memphis, TN
Dr's Book Food Remedies	Standard/Flat	4/17/05–4/19/05	1.0	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct
Helzberg Diamonds Mother's Day Catalog	Standard/Catalog	4/19/05–4/21/05	1.65	Nationwide	Barcoded, Car-Rt	RR Donnelley
JCP Week 13 Big and Tall	Standard/Flat	4/21/05–4/23/05	1.0	Nationwide	Car-Rt	Harte-Hanks
JCP Week 13 Mother's Day Gifts	Standard/Flat and Letter	4/21/05–4/23/05	24.5	Nationwide	Car-Rt	Harte-Hanks
JCP Week 13 Mother's Day Jewelry	Standard/Flat and Letter	4/21/05–4/23/05	4.0	Nationwide	Car-Rt	Harte-Hanks
JCP Cooks	Standard/Catalog	4/22/05–4/23/05	2.7	Nationwide	Car-Rt	RR Donnelley
Catherine's Mother's Day	Standard/Letter	4/22/05–4/26/05	1.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Cenveo, Memphis, TN
The Sportsman's Guide, TGW/May Main & Intro Price	Standard/Catalog	4/25/05–4/29/05	1.9	Nationwide	3/5-Digit, Car-Rt	RRD, Lynchburg, VA
JCP Week 13 April Super Saturday	Standard/Letter	4/26/05–4/28/05	12.3	Nationwide	Car-Rt	Harte-Hanks
Peoples Pharmacy	Standard/Flat	4/26/05–4/28/05	1.0	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct
JCP Week 14 Salon Color Treatment	Standard/Letter	4/28/05–4/30/05	1.6	Nationwide	Car-Rt	Harte-Hanks

*PUBLICITY KIT*

**Mother's Day — May 8, 2005**

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## Mother's Day — May 8, 2005

Skip the Trip — Go Online, Don't Stand In Line

Almost anything you can do at the Post Office™, you can do online at usps.com — including sending Mother's Day gifts and cards.

This kit includes messaging points, publicity tips, press releases, and employee service talks that you can use to publicize NetPost CardStore, Click-N-Ship® service, and usps.com® for this Mother's Day holiday. You can also refer to the publicity kit in *Postal Bulletin* 22148 (2-17-05, pages 6–20) for additional background information on our online services and quick, easy, convenient products and services.

The Field Public Affairs and Communications managers listed below can assist you in maximizing existing opportunities and creating new ones for you:

Capital Metro	Deborah Yackley	301-548-1465
Eastern	Paul Smith	215-931-5054
Great Lakes	Jim Mruk	630-539-6565
New York Metro	Monica Hand	212-330-3118
Northeast	Debra Hawkins	860-285-7265
Pacific	Don Smeraldi	323-586-1210
Southeast	Earl Artis	678-442-6018
Southwest	Darla Stafford	214-819-8748
Western	Scott Budny	303-313-5130

### Messaging Points

- Millions of people go online with the Postal Service™ every month.
- Holidays like Mother's Day are the ideal times to take advantage of the Postal Service's quick, easy, and convenient online services.
- Skip the trip to the Post Office™ — go online, don't stand in line!
- Almost anything you can do at the Post Office, you can do online at usps.com®.
- You can even find gifts for Mom at the Postal Service's online Postal Store.
- Design your very own special greeting card at NetPost Cardstore and combine it with a gift card. Mom receives the beautiful card in the mail.
- Already bought Mom a gift and just need to mail it? Click-N-Ship® service on usps.com makes it easy. You can even make arrangements for your carrier to pick it up at no extra charge while on the route the next day.

### Mother's Day NetPost CardStore and usps.com Publicity Tips

- Contact reporters in your local area and offer to demonstrate NetPost Cardstore and usps.com® as time savers for selecting Mother's Day gifts.
- Submit an article about NetPost Cardstore and usps.com Mother's Day gift options to your local newspaper.
- Contact the Small Business Administration and Chamber of Commerce offices in your area and offer to provide NetPost CardStore and usps.com demonstrations to show how they can be used to promote their businesses and organizations to increase awareness of their products and services, as well as educating their employees about time-saving Mother's Day gift options.
- Have a Mother's Day NetPost CardStore and usps.com event in your Post Office™ lobby. Provide refreshments and have demonstrations showing how easy it is for customers to use usps.com. Explain how using NetPost CardStore and usps.com will save time and help with card and gift needs.
- Contact retailers that offer gift cards through NetPost CardStore to suggest a demonstration offering their customers Mother's Day gift options.
- Invite regular customers to a special presentation on NetPost CardStore and usps.com and let them know about Mother's Day card and gift opportunities. Postmasters or retail supervisors generally know the customers who come into the Post Office on a regular basis.
- Contact local colleges and universities to suggest a demonstration of NetPost CardStore and usps.com — as ways to save time in selecting Mother's Day gifts while finding time to study for finals. usps.com offers gift items — from wall art to books.
- Identify the oldest mother or the mother with the most children in your city and invite her to take part in the ceremony. Present her with a gift (a dozen roses or an enlargement of the *Spring Flowers* stamp), invite media, and ask her to demonstrate usps.com.
- Brainstorm with employees of your office to come up with creative ways to let your customers know about NetPost CardStore and usps.com Mother's Day card and gift opportunities.

- Use Postal Service ambassadors to explain how quick, easy, and convenient it is to use NetPost CardStore to prepare and send Mother's Day cards.
- Put up a banner in the lobby that says, "A Mother's Day card to remember. Order online at NetPost CardStore on usps.com."
- Hold a "Thank you, Mom" breakfast in the lobby of the Post Office.
- Put up a display of NetPost CardStore cards in the lobby so customers can see the variety and quality of products.

*For Offices With DineroSeguro*

- Concentrate promotions in areas with Hispanic populations.
- Use Postal Service ambassadors where appropriate to promote *Sure Money*®.
- Post the *DineroSeguro*® advisory in appropriate locations in lobbies.
- May 5 is Cinco de Mayo — tie it in with a Mother's Day promotion.
- Look for opportunities to participate in Latino festivals, etc., in May and bring demonstrations of usps.com (and give them in Spanish if possible).



Mother's Day — May 8, 2005

Publicity Kit



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]

## SAMPLE PRESS RELEASE

### Post Office Offers Options: Send Mom's Gifts the Easy Way

This year, the Postal Service's™ Web site offers the Mother's Day mailer a quick, easy, and convenient way to create custom-made greeting cards with personalized text — featuring photos of the children or grandchildren, and sent with a gift card to a favorite store.

The entire greeting can be composed on a personal computer, using the Postal Service's NetPost CardStore/Gift Card combination at [www.usps.com](http://www.usps.com). A few clicks will upload a photo and let the user select or create the perfect sentiment. A few more clicks can add a gift card from a variety of nationally recognized retailers. Payment can be made by credit or debit card. Within days, a beautiful hardcopy card and gift card will be delivered right to Mom's mailbox. NetPost CardStore also offers images and designs to help make Mom's card extra special.

The Postal Service Web site also offers gift items for sale — from wall art to books. A supply of postage stamps makes a useful gift for the practical mom or the mom who has everything. The new *Spring Flowers* stamps are sure to brighten any day. Save Mom a trip to the Post Office™!

Those who already bought Mom a gift and just need to mail it can do so right from the comfort of home. With a credit or debit card, [usps.com](http://usps.com)'s popular Click-N-Ship® feature makes it easy to pay for postage, print mailing labels and purchase insurance or Signature Confirmation™ service. [usps.com](http://usps.com)® even lets mailers arrange for Carrier Pickup™ service — at no extra charge. A letter carrier will pick up the package from a home or office while on the route the next day. A "special instructions" option lets the carrier know the package will be on a side porch or other location if the sender won't be there. No trip to the Post Office is necessary.

For last minute shoppers, it's possible to mail gifts or cards from a Post Office as late as May 7 using Express Mail® service, and it will still arrive at Mom's on her big day. Express Mail service offers guaranteed overnight delivery to most locations. There's no extra charge for Sunday delivery.

Those who can't grace Mom with their presence on Mother's Day can grace her with a gift by having it arrive on her special Sunday. Beautifully decorated ReadyPost® boxes, padded envelopes and bubble wrap add to the charm of a package. They are available in most Post Offices.

Another option is Priority Mail, with 2–3 day delivery. And new Priority Mail® Flat-Rate boxes make shipping more convenient than ever. A flat rate of \$7.70 does it all — no need to calculate rates, zones or weights.



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

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

## SAMPLE PRESS RELEASE/SURE MONEY

### Sure Money Offers Way to Please Mother on Mother's Day

[INSERT CITY, STATE] — Even if Mom lives in Mexico, Latin America or the Caribbean, *Sure Money*® (*DineroSeguro*®), the Postal Service's™ international wire transfer service, could be the answer to your Mother's Day gift needs.

Available to Mexico since 1996, *Sure Money* also lets users transfer money affordably to the Dominican Republic, Argentina, Colombia, Ecuador, El Salvador, Guatemala, Honduras, Nicaragua and Peru.

"Sure Money offers a quick, easy, convenient — and safe — method of transferring money internationally," said [INSERT YOUR NAME, TITLE, AND LOCATION]. "It's a great way to show Mom you care on Mother's Day!" says [INSERT LAST NAME]. Customers can send up to \$2,000 per transaction by 2,800 participating Post Offices™. Identification is required for transfers exceeding \$1,000.

Sure Money uses secure, electronic wire transfers between the Postal Service and thousands of participating partner branch offices in receiving countries. The recipient's funds are available within 15 minutes — guaranteed — and without hidden or additional fees.

Personal identification is required for receipt of funds in the participating country — and the recipient does not need a bank account. For more information about *Sure Money*, call toll free: 888-368-4669.

###

*Mother's Day — May 8, 2005**Publicity Kit*

# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]

## **SAMPLE PRESS RELEASE/NETPOST CARDSTORE**

### **Postmaster Recommends Online Greeting Card Store: Mother's Day Greetings Are Just a Click Away**

[INSERT CITY, STATE] — "Personalized Mother's Day greeting cards are just a click away at the Postal Service's™ NetPost CardStore," said [INSERT CITY] Postmaster [INSERT FIRST AND LAST NAME]. "NetPost CardStore offers a quick, easy and convenient solution to sending Mother's Day greetings cards," said [INSERT LAST NAME].

"Mother's Day gift givers can even use NetPost CardStore to send Mom on a shopping spree or for a memorable meal by including a gift card from a choice of several national retailers including Barnes & Noble, Bed Bath & Beyond, Chili's, Circuit City, Lowe's, Macaroni Grill and many more," adds Postmaster [INSERT LAST NAME].

It only takes a few easy steps to use NetPost CardStore:

- Log on to the Postal Service's Web site, *www.usps.com* — open around the clock for customer convenience.
- Register with NetPost Services and go to NetPost CardStore.
- Create a card by selecting one of thousands of professionally designed, 5x7-inch cards, or scan in your own photography or artwork.
- Personalize cards online by adding a special message.
- Click to add a gift card.

Then the Postal Service will print the cards, address the envelopes, include the gift card, add a stamp and mail and deliver them!

"Nothing could be easier," said Postmaster [INSERT LAST NAME].

###



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]

## SAMPLE PRESS RELEASE/CLICK-N-SHIP

### Postmaster Recommends Convenient Shipping Option: Sending Mom's Gift is Easy With Just a Click

[INSERT CITY, STATE] — "Sending gifts for Mother's Day and other holidays has never been easier than it is with the Postal Service's™ Click-N-Ship® online shipping service," said [INSERT CITY] Postmaster [INSERT FIRST AND LAST NAME] "With Click-N-Ship service, customers can send Mother's Day gifts without leaving their home or office."

"It just takes a computer, a printer and an Internet connection to print labels with or without postage," said the [INSERT CITY] postmaster. Online postage payment is made by using a credit card. "Click-N-Ship calculates rates, finds ZIP Codes™, standardizes and saves addresses and provides a personal online shipping history — all in one convenient location," adds [INSERT LAST NAME].

Click-N-Ship service can be used to send packages by Express Mail® or Priority Mail® service. And, better still, Delivery Confirmation™ service is free with Priority Mail service when shipping online. International packages can also be sent using Global Express Mail® or Global Express Guaranteed® service.

"Just go to [www.usps.com/clicknship](http://www.usps.com/clicknship) to send your Mother's Day gift today," said [INSERT LAST NAME].

###

*Mother's Day — May 8, 2005**Publicity Kit*

# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]

## **SAMPLE PRESS RELEASE/USPS.COM**

### **Postmaster Recommends usps.com for Mother's Day Greeting Card and Gift Giving Solutions**

[INSERT CITY, STATE] — "Sending Mother's Day cards and gifts has never been easier than it is with the Postal Service's™ popular Web site, usps.com®," said [INSERT CITY] Postmaster [INSERT FIRST AND LAST NAME]. "We recognize that our customers have busy lives," said [INSERT LAST NAME]. "So, we created a secure Web site that puts a suite of quick, easy and convenient online services at their fingertips — when and where customers need them."

"Two of our more popular services on our Web site are Click-N-Ship® service and NetPost Card-Store," added the [INSERT CITY] postmaster.

With usps.com's Click-N-Ship service, customers can create shipping labels and pay for postage. And with just a few more clicks, they can request that their letter carrier pick up their prepaid shipments with the next day's mail delivery — at no extra charge.

With usps.com's NetPost CardStore, users can even create, personalize, and mail Mother's Day greeting cards from the convenience of their home or office.

"Just go to *www.usps.com* to send your Mother's Day greeting card and gift card today," said [INSERT LAST NAME].

###

**Mother's Day NetPost CardStore Service Talk**

Mother's Day is Sunday May 8<sup>th</sup>. Now is the time to remind your customers, friends, and families that NetPost CardStore on [usps.com](http://usps.com) offers them an ideal way to design their own card and send a gift card to their mom right from their computer.

NetPost Cardstore offers printed cards that feature a customized image or an image from our extensive gallery of images. Messages in the card also can be fully personalized.

Cards can be ordered online today and mailed the next available business day; scheduled to be printed and mailed any day that you specify; or printed, prepared, and shipped back to the customer using Priority Mail<sup>®</sup> or Express Mail<sup>®</sup> service.

Customers also can choose retail gift cards to enclose with their greeting cards from a range of restaurants, home improvement and decorating stores, food and drug stores, Barnes & Noble, The Sharper Image, and others.

What makes the gift card feature unique, though, is the ability to mail the gift card with a personalized greeting card — and add a favorite stamp.

NetPost Cardstore customer care can be reached at [netpost@cardstore.com](mailto:netpost@cardstore.com) or 877-822-2737, Monday–Friday 7 A.M.–7 P.M. PT.

**Mother's Day Automated Postal Center Service Talk**

Mother's Day is traditionally a time for sending loving greetings and gifts, and we typically see an increase in customer traffic in our lobbies. So don't forget to direct customers to the Automated Postal Center<sup>®</sup> (APC<sup>®</sup>) self-service kiosk.

APCs do just about everything you can do at the counter. They dispense the same dollar-bill-sized sheet of First-Class Mail<sup>®</sup> stamps available through ATMs. In addition to having a built-in electronic scale, APCs let customers calculate and obtain postage strips in any amount for mailing Express Mail<sup>®</sup>, Priority Mail<sup>®</sup>, First-Class Mail<sup>®</sup>, and Parcel Post items. They also provide extensive mailing information along with ZIP Code<sup>™</sup> lookup. Customers can use APCs to mail packages weighing up to 70 pounds.

However, there are a few things you must still do at the retail counter: register or insure mail and obtain international mail rates, mailing information, money orders, and passports. Also, to minimize maintenance and security concerns, APCs only conduct traceable credit and debit card transactions.

Sending Mother's Day greetings and gifts has never been easier. Our APC can help speed up transaction times, improve customer satisfaction, and increase access to postal products and services. That's part of our *Transformation Plan*.

Tell your customers, family, and friends about our APCs.

### Mother's Day usps.com Service Talk

Mother's Day is Sunday May 8<sup>th</sup>. Now is the time to remind your customers, friends, and families that usps.com<sup>®</sup> offers them an ideal way to purchase and send gifts to their mom right from their computer.

The Postal Store at usps.com offers gift items for sale — from wall art to books. What do you buy for the practical mom or the mom who has everything? A supply of postage stamps always makes a useful gift. The new *Spring Flowers* stamps are sure to brighten Mom's special day. There are also many other stamp designs to choose from. Save Mom a trip to the Post Office!

Already bought Mom a gift and just need to mail it? That can be done without leaving the comfort of your home. With a credit or debit card and Click-N-Ship<sup>®</sup> on the usps.com Web site, it's easy to pay for and print postage, print mailing labels, purchase insurance, and purchase optional Signature Confirmation<sup>™</sup> service. With a few additional clicks, arrangements can be made for Carrier Pickup<sup>™</sup> service, and your letter carrier will pick up the package from your home or office while on the route the next day at no additional charge. Won't be home? A "special instructions" option will let the letter carrier know the package will be at the side porch or other location. No trip to the Post Office<sup>™</sup> is necessary.

For the last minute shopper, it's possible to mail gifts or cards from a Post Office as late as May 7 using Express Mail<sup>®</sup> service, and they will still arrive at Mom's on her big day. Express Mail service offers overnight delivery to most locations. There's no extra charge for Sunday delivery. Those who can't grace Mom with their presence on Mother's Day can grace her with their gift by having it arrive on that special Sunday.

Another option is Priority Mail<sup>®</sup> service, with 2–3 day delivery. And new Priority Mail Flat-Rate boxes make shipping more convenient than ever. A flat rate of \$7.70 does it all — no need to calculate rates, zones, or weights.

— *Field Communications, Public Affairs and Communications, 4-14-05*

# Domestic Mail

DMM 300 REVISION

## Labeling List Changes

Effective April 14, 2005, *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM 300)* Labeling Lists L001, L002, L003, L004, L005, L006, L007, L008, L606, and L801 are revised to reflect changes in mail processing operations. Mailers are encouraged to label according to these revised lists immediately, but *must* comply with these changes no later than June 26, 2005.

We will incorporate these revisions into the monthly update of the online DMM 300 available via Postal Explorer® at <http://pe.usps.gov>.

### *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM 300)*

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#### Index and Appendices

\* \* \* \* \*

#### Labeling Lists

##### L000 General Use

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

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b>	
29572, 75, 77, 78, 87	MYRTLE BEACH SC 29577
80011, 18, 19, 42	AURORA CO 80011
80017, 47	AURORA CO 80017
80020, 21, 38	BROOMFIELD CO 80020
80110-12, 55	ENGLEWOOD CO 80110
80202, 65, 90, 93, 94	DENVER CO 80202
80239, 49	DENVER CO 80239
80521, 22, 24	FT COLLINS CO 80521
<b>Change To:</b>	
29577, 78	MYRTLE BEACH SC 29577
80011, 42	AURORA CO 80011
80017-19, 47	AURORA CO 80017
80020, 38	BROOMFIELD CO 80020
80110, 13, 50, 51	ENGLEWOOD CO 80110
80202, 65, 90, 93, 94, 99	DENVER CO 80202
80238, 39, 49	DENVER CO 80239
80521-23	FT COLLINS CO 80521
<b>Add:</b>	
29575, 87	MYRTLE BEACH SC 29575
44240, 42, 43	KENT OH 44240
44320, 22	AKRON OH 44320
80030, 36	WESTMINSTER CO 80030
80031, 35	WESTMINSTER CO 80031
80104, 08, 09	CASTLE ROCK CO 80104
80111, 55	ENGLEWOOD CO 80111



Column A Destination ZIP Codes	Column B Label Container To
80134, 38	PARKER CO 80134
80201, 48	DENVER CO 80201
80221, 60	DENVER CO 80221
80231, 47	DENVER CO 80231
80601-03	BRIGHTON CO 80601
80631, 32	GREELEY CO 80631
80633, 34	GREELEY CO 80634
89113, 48	LAS VEGAS NV 89113
<b>Delete:</b>	
80501, 04	LONGMONT CO 80501
89103, 13, 48	LAS VEGAS NV 89103

\* \* \* \* \*

**L002 3-Digit ZIP Code Prefix Matrix**

\* \* \* \* \*

3-Digit ZIP Code Prefix	Column A 3-Digit Destinations Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
<b>Change From:</b>			
905	TORRANCE CA 905 <sup>U</sup>	INGLEWOOD CA 902 <sup>S</sup>	SCF INGLEWOOD CA 902
<b>Change To:</b>			
905	TORRANCE CA 905 <sup>U</sup>	LONG BEACH CA 907 <sup>S</sup>	SCF LONG BEACH CA 907

\* \* \* \* \*

**L003 3-Digit ZIP Code Prefix Groups—3-Digit Scheme Sortation**

\* \* \* \* \*

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
<b>Change From:</b>	
902-905	INGLEWOOD CA 902
906-908	LONG BEACH CA 907
<b>Change To:</b>	
902-904	INGLEWOOD CA 902
905-908	LONG BEACH CA 907

\* \* \* \* \*

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

\* \* \* \* \*

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
<b>Change From:</b>	
100-102, 104	(FCM, STD, and BPM only) ADC NEW YORK NY 100
900-905	ADC LOS ANGELES CA 900
906-908, 917, 918	ADC INDUSTRY CA 917
<b>Change To:</b>	
100-102, 104	ADC NEW YORK NY 100
900-904	ADC LOS ANGELES CA 900
905-908, 917, 918	ADC INDUSTRY CA 917

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
<b>Delete:</b>	
100-102, 104	(PER only) ADC JAF NY 10180

\* \* \* \* \*

**L005 3-Digit ZIP Code Prefix Groups—SCF Sortation**

\* \* \* \* \*

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
<b>Change From:</b>	
902-905	SCF INGLEWOOD CA 902
906-908	SCF LONG BEACH CA 907
<b>Change To:</b>	
902-904	SCF INGLEWOOD CA 902
905-908	SCF LONG BEACH CA 907

\* \* \* \* \*

**L006 5-Digit Metro Scheme**

\* \* \* \* \*

3-Digit ZIP Codes	Column A 5-Digit Destination ZIP Codes	Column B Package Placement for Residual 3-Digit Destinations	Column C Label Container To
<b>Change From:</b>			
100-102	10002-06, 09-14, 16, 18-21, 23-25, 28, 36, 38, 41, 45, 69, 72, 79, 82, 10101-14, 17, 24-26, 28-33, 38, 49, 56-60, 62, 64, 79, 84, 85, 96, 97, 10203, 11-13, 42, 65, 68-77, 80, 92	100-102 (STD and BPM only)	MORGAN STATION NY 100
<b>Change To:</b>			
100-102	10001-16, 18-21, 23-41, 43, 45-48, 60, 69, 72, 79-82, 87, 90, 94-96, 98, 99, 10101-26, 28-33, 38, 49, 56-62, 64, 79, 84, 85, 96, 97, 99, 10203, 11-13, 42, 49, 56-61, 65, 68-82, 85, 86, 92	100-102	MORGAN STATION NY 100
<b>Delete:</b>			
100-102	10001, 07, 08, 26, 27, 29-35, 37, 39, 40, 43, 47, 48, 60, 80, 81, 87, 90, 95, 96, 98, 99, 10115, 16, 18-23, 61, 99, 10249, 56, 59-61, 78, 79, 81, 82, 85, 86	100-102 (PER only)	JAF NY 101

\* \* \* \* \*

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

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b>	
02118-21, 25	BOSTON MA 02118
02138, 39, 63	CAMBRIDGE MA 02138
02153, 55, 56, 80	MEDFORD MA 02155
02170, 71, 84, 85	BRAINTREE MA 02184
32962, 65, 68	VERO BEACH FL 32962

Column A Destination ZIP Codes	Column B Label Container To
32964, 66, 69	VERO BEACH FL 32964
<b>Change To:</b>	
02118-20	BOSTON MA 02118
02138, 63	CAMBRIDGE MA 02138
02153, 55, 56	MEDFORD MA 02155
02184, 85	BRAINTREE MA 02184
32962, 65	VERO BEACH FL 32962
32964, 66, 68, 69	VERO BEACH FL 32964
<b>Add:</b>	
02110-12, 02210	BOSTON MA 02110
02136, 37	HYDE PARK MA 02136
02176, 77	MELROSE MA 02176
32960, 63	VERO BEACH FL 32960
44240, 42, 43	KENT OH 44240
44320, 22	AKRON OH 44320
89113, 48	LAS VEGAS NV 89113
<b>Delete:</b>	
02109-12, 02210	BOSTON MA 02109
02114, 22, 24	BOSTON MA 02114
02115, 02215	BOSTON MA 02115
02126, 27, 36, 37	MATTAPAN MA 02126
02128, 51, 52	BOSTON MA 02128
02130, 31, 34	JAMAICA PLAIN MA 02130
02132, 35	WEST ROXBURY MA 02132
02148, 76, 77	MALDEN MA 02148
02149, 50	EVERETT MA 02149
02169, 86	QUINCY MA 02169
02188-91	SOUTH WEYMOUTH MA 02190
26201, 41	BUCKHANNON WV 26201
26354, 78, 26416, 26, 31, 52, 26519, 37, 82	GRAFTON WV 26354
89101, 06	LAS VEGAS NV 89101
89103, 13, 48	LAS VEGAS NV 89103
92646, 48	HUNTINGTON BEACH CA 92646
92675, 93	SAN JUAN CAPISTRAN CA 92675
92703, 06	SANTA ANA CA 92703

\* \* \* \* \*

**L008 3-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles**

\* \* \* \* \*

Column A 3-Digit ZIP Code Prefix Group	Column B Label Bundle To
<b>Change From:</b>	
750, 754	NORTH TX 750
<b>Change To:</b>	
750, 754	NORTH TEXAS TX 750
<b>Delete:</b>	
275-277, 285	GREENSBORO NC 285

\* \* \* \* \*

**L600 Standard Mail and Package Services**

\* \* \* \* \*

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

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b>	
32962, 65, 68	VERO BEACH FL 32962
32966, 67, 69	VERO BEACH FL 32966
85381, 82	PEORIA AZ 85381
85741, 43	TUCSON AZ 85741
90005, 10, 20, 70, 75, 76	LOS ANGELES CA 90005
<b>Change To:</b>	
32962, 65	VERO BEACH FL 32962
32966, 68, 69	VERO BEACH FL 32966
85381, 83, 85	PEORIA AZ 85381
85741, 52	TUCSON AZ 85741
90005, 10, 70, 75, 76	LOS ANGELES CA 90005
<b>Add:</b>	
32961, 67	VERO BEACH FL 32967
85345, 80	PEORIA AZ 85345
85742, 43	TUCSON AZ 85742
<b>Delete:</b>	
34990, 91	PALM CITY FL 34990
90043, 62	LOS ANGELES CA 90043
90036, 48	LOS ANGELES CA 90048
90002, 59, 61	LOS ANGELES CA 90059
90209-13	BEVERLY HILLS CA 90210
90240, 41	DOWNEY CA 90241

\* \* \* \* \*

**L800 Automation Rate Mailings****L801 AADCs—Letter-Size Mailings**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label to
<b>Change From:</b>	
440, 441, 444, 445, 448, 449	AADC CLEVELAND OH 440
439, 442, 443, 446, 447	AADC AKRON OH 442
604, 609	AADC S SUBURBAN IL 604
620, 622, 624, 628-631, 633-639	AADC ST LOUIS MO 630
902-905	AADC INGLEWOOD CA 902
906-908	AADC LONG BEACH CA 907
<b>Change To:</b>	
439-441, 444, 445	AADC CLEVELAND OH 440
442, 443, 446-449	AADC AKRON OH 442
604	S SUBURBAN IL 604
620, 622-631, 633-639	AADC ST LOUIS MO 630
902-904	AADC INGLEWOOD CA 902
905-908	AADC LONG BEACH CA 907

Column A Destination ZIP Codes	Column B Label to
<b>Add:</b>	
609, 613-619	AADC BLOOMINGTON IL 617
930-935	AADC SANTA CLARITA CA 935
<b>Delete:</b>	
613-619, 623, 625-627	AADC SPRINGFIELD IL 625
930-935	AADC SEQUOIA CA 93090

\* \* \* \* \*

— Logistics, Network Operations Management, 4-14-05

# Employees

## ELM REVISION

### Employee Conduct

Effective April 14, 2005, *Employee and Labor Relations Manual (ELM) 660, Conduct*, is revised and reorganized. The revised language reflects external regulatory changes regarding federal employee conduct, including changes to the *Code of Federal Regulations (CFR)*. The revisions also incorporate internal policy changes, clarify language, update organization titles and structure, and update references to other Postal Service™ documents.

In addition, new regulations that provide protection for whistleblower reprisal allegations are added as section 666.3. Also new are revisions to the prohibited conduct regulations in section 665.23 and to the prohibited personnel practices regulations in section 666.12b that add prohibitions against discrimination based on sexual orientation, marital status, parental status, and reprisal. New section 665.24 adds a prohibition against violence and threats of violence in the workplace environment. New section 665.22 adds a prohibition against employees making recommendations of persons to be employed by the Postal Service as consultants, agents, etc., unless such recommendations are part of their official duties. New section 667.334 sets forth possible sanctions for misuse of postal equipment. New items 669j and k add definitions of “office equipment” and “personnel action.”

Specific revisions include:

- 1) **Ethical Conduct.** Except for section 661.41, former sections 661.1 through 661.4, which pertain to ethical conduct by Postal Service employees, are deleted and replaced by new section 662.1, which provides references to the CFR sections governing required ethical conduct of Postal Service employees. Former section 661.812 regarding ethics officials is moved to

662.12 and updated to revise the titles of the positions from which employees may receive ethics advice. Former section 661.813 regarding ethics advice is moved to 662.11 and revised to add that information given to ethics officials is not protected by the attorney-client privilege. Former section 661.41 and part 662 are deleted and replaced by new section 662.2, which provides references to the CFR regulations (5 CFR 2634) and the Management Instruction (EL-660-97-1) regarding required financial disclosures by Postal Service employees.

- 2) **Prohibited Conduct.** Former section 661.5, Other Prohibited Conduct, is revised, reorganized, and moved to new section 665.2, Prohibited Conduct, except that former section 661.52 is moved to new section 667.331 regarding personal use of Postal Service property. New section 665.2, Prohibited Conduct, has been updated to do the following:
  - a) Include former section 666.85 as section 665.21, Incomplete Mail Disposition, and revise it to add a citation to 18 U.S.C. 1700.
  - b) Add new section 665.22, Unofficial Recommendations, which contains a prohibition against employees making recommendations of persons to be employed by the Postal Service as consultants, agents, etc., unless such recommendations are part of their official duties.
  - c) Include former section 661.51 as section 665.23, Discrimination, and add a prohibition against discrimination on the basis of marital and parental

- status, sexual orientation, and reprisal for equal employment opportunity (EEO) activity.
- d) Add new section 665.24, Violent and/or Threatening Behavior, which contains a prohibition against violence and threats of violence in the workplace environment.
  - e) Include former section 661.55 as section 665.25, Illegal Drug Sale, Use, or Possession, and revise the language in former section 661.55 regarding illegal drug use by adding prohibitions against sale and possession of illegal drugs and against abuse of legal drugs while on duty or on postal premises.
  - f) Include former section 661.54 as section 665.26, Intoxicating Beverages, and revise the language by deleting the first sentence of former section 661.54 and by adding provisions for disciplinary action.
  - g) Include former section 661.56 as section 665.27, Gambling, and add a reference to the Randolph-Sheppard Act.
- 3) **Indebtedness.** Former section 661.6 has been deleted.
  - 4) **Provisions Concerning Special Postal Service Employees.** Former section 661.7 has been deleted.
  - 5) **Ethical Conduct Advisory Service and Remedial Action.** Except for sections 661.812 and 661.813 regarding ethics officials and ethics advice that were moved to sections 662.12 and 662.11, respectively, former section 661.8 is deleted.
  - 6) **Statements of Employment and Financial Interests.** Former part 662, Statements of Employment and Financial Interests, is deleted. Information regarding the requirements for financial disclosures is moved to new section 662.2, Financial Disclosure, which refers employees to the applicable sections in the CFR and to Management Instruction EL-660-97-1, which contains information regarding required financial disclosures by Postal Service employees.
  - 7) **Political Activities.** Part 663, Participation in Political and Community Activities, contains minor revisions to reorganize subsections, add subsection headings, and clarify language throughout. In addition:
    - a) Section 663.12b is revised, in accordance with Office of Special Counsel guidelines, to prohibit wearing political badges or buttons on duty and/or while in uniform regardless of whether the employee deals with or is exposed to the public.
    - b) Section 663.13 is revised to clarify language and to delete the CFR reference.
  - 8) **Bribery, Undue Influence, or Coercion.** Part 664, Bribery, Undue Influence, or Coercion, is revised to update titles and addresses, to add the Office of the Inspector General (OIG) and the Assistant Inspector General for Investigations to the list of entities to which copies of reports regarding bribery, undue influence, or coercion must be sent, and to delete reference to the Chief Postal Inspector.
  - 9) **Statutory Provisions.** Former part 665, Statutory Provisions, is renumbered as part 661, except that former sections 665.2a and 665.2bb are deleted. Other sections of former 665.2 (now section 661.2) are renumbered and/or updated due to regulatory changes.
  - 10) **Postal Service Standards of Conduct.** Former part 666, USPS Standards of Conduct, is renumbered as part 665, renamed as Postal Service Standards of Conduct, and reorganized and reworded for clarity. In addition:
    - a) Former section 661.53 is added to former section 666.2 to create revised section 665.16, Behavior and Personal Habits. Revised section 665.16 also adds a reference to the applicability of the Federal Standards of Ethical Conduct described in revised section 662.1.
    - b) Cautionary notes regarding consequences for not meeting conduct requirements are added to section 665.41 (former section 666.81), Requirement of Regular Attendance; section 665.42 (former section 666.82), Absence Without Permission; and section 665.44 (former section 666.84), Falsification in Recording Time.
    - c) Section 665.14 (former section 666.52), Reporting Violations, is revised to reflect the recent realignment of OIG and Inspection Service responsibilities.
    - d) A reference to OIG investigations is added to section 665.3 (former section 666.6), Cooperation in Investigations.
    - e) Section 665.5 (former section 666.7), Furnishing Address, is revised to update the methods that must be used to change an employee mailing address.
    - f) Section 665.42 (former section 666.82), Absence Without Permission, is revised to add information regarding the Family Medical Leave Act (FMLA).
  - 11) **Whistleblower Protection.** Section 666.3, Whistleblower Protection, is added. This section adds procedures for investigations by the OIG of Postal Service employee allegations of reprisal for the release of information under section 666.18. This new section

also provides that such allegations, if raised by OIG employees, will be referred to an outside organization or individual for investigation.

**12) Legal Assistance Provided by the Postal Service.**

Former part 667 is revised and moved to part 668, Legal Assistance Provided by the Postal Service. Further revisions to renumbered part 668 include:

- a) The separate procedure in former section 667.1 for requesting representation by the Department of Justice (DOJ) in matters involving civil suits arising out of their operation of motor vehicles is deleted. Requests for representation by the DOJ in such instances will now be handled the same as requests for non-motor vehicle cases (new sections 668.1 and 668.2).
- b) A reference to the Federal Tort Claims Act (28 U.S.C. 2679) is added to section 668.11 (former sections 667.11 and 667.21).
- c) A new requirement is added to section 668.122 (former section 667.222) that requires the installation head to submit a statement to the area managing counsel indicating whether he/she believes the employee was acting within the scope of his or her employment (new section 668.122a).
- d) Provisions are added to section 668.123 (former section 667.223) to stipulate that OIG employees must follow procedures established by the Inspector General to request representation by the Department of Justice rather than follow the procedures in part 668 for Postal Service employees.
- e) Section 668.3 (former 667.5) is revised to delete references to PCES and headquarters employees. PCES and headquarters employees are to follow the procedures in sections 668.1 and 668.2.

**13) Prohibited Personnel Practices.** Former section 668.1, Prohibited Personnel Practices, is moved to new part 666. Former section 668.11, Restrictions, is renumbered as section 666.1. Further revisions to renumbered section 666.1 include:

- a) Section 666.12 combines former section 668.112b and c and adds a prohibition against discrimination based on reprisal for protected activity, parental status, and sexual orientation, in connection with examination, appointment, reappointment, reinstatement, reemployment, promotion, transfer, demotion, removal, or retirement.
- b) Section 666.18 (former section 668.118), Reprisal for Release of Information, is revised to indicate that disclosure of information under section

666.18a and b that is specifically prohibited by law does not carry protection against reprisal. Further revisions provide that any disclosures made under section 666.18a and b to the Inspector General of the Postal Service are not prohibited by law unless the complaint was made or the information was disclosed with the knowledge that it was false or with willful disregard for its truth or falsity.

**14) Remedies.** Former section 668.12, Remedies, is moved to section 666.2. Further revisions to renumbered section 666.2 include:

- a) Section 666.22 (former section 668.122) is revised to update the time limit for filing EEO complaints, to add reprisal as a basis of EEO complaints, and to add a reference to Publication 133, *What You Need to Know About EEO*.
- b) Section 666.23 (former section 668.124) is revised to update the time limit for appeals to the Merit Systems Protection Board (MSPB) and to add that preference eligible employees may appeal reduction-in-force actions to the MSPB.
- c) Section 666.24 (former section 668.123) is updated to reflect the provisions of section 652.4 regarding grievance procedures for nonbargaining unit employees.
- d) Section 666.25 (former section 668.125) is revised to do the following:
  - i) Replace the 6-month continuous service requirement with the requirement to be a non-probationary employee in order to be eligible to appeal an adverse action under 652.2.
  - ii) Add a reference to section 652.2 for appeals of adverse actions.
  - iii) Add a reference to section 652.3 for appeals of letters of warning in lieu of time-off suspensions.
- e) Section 666.26 (former section 668.126) is renamed Other Appeal Procedures for Prohibited Personnel Practices. The position to which such appeals are sent is changed to the Vice President, Labor Relations. Allegations for violations of law are revised to show they are referred to the Inspection Service and/or the OIG.

**15) Service Matters.** Former sections 668.21 through 668.28 are moved to section 667.1, General Service Behavior, with some minor changes to wording. Former section 668.29 is moved to section 667.2, Interception of Oral or Wire Communications by Postal

Employees. Further revisions to renumbered section 667.2 include the following:

- a) An exception to the prohibition against interception of oral or wire communications is added for investigations by the OIG in section 667.22.
- b) A provision for establishing call monitoring programs by postal management for legitimate business purposes if they comply with applicable federal statutes and regulations is added to section 667.22.
- c) The United States Code citation is updated in section 667.23.

Former section 668.3, Records, Information, and Associated Processing Systems and Equipment, is moved to section 667.3. Minor wording revisions are made for clarity. Updates to legal and internal regulatory citations also are made. Further revisions to renumbered section 667.3 include the following:

- a) Language allowing management at each Postal Service employment installation to permit employees to make limited personal use of postal office equipment, including information technology, is added to section 667.331 (former section 668.331).
  - b) Language is added to section 667.332 (former section 668.332) that holds users accountable for damage to postal property due to negligence or intentionally destructive acts.
  - c) Section 667.334 is added to set forth possible sanctions for misuse of postal equipment.
  - d) Section 667.34 (former section 668.34) is amended to add that information about customers must be protected from unauthorized use or disclosure.
- 16) **Definitions.** Part 669, Definitions, is amended to delete the definition of, and references to, "special Postal Service employees" because this is no longer a classification of employee. The revision also deletes the definition of "associate Ethical Conduct Officers" and adds the definitions of "office equipment" and "personnel action."

We will incorporate these revisions into the next printed version of the ELM and into the online update of the ELM, 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*.

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)**

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## **6 Employee Relations**

\* \* \* \* \*

### **660 Conduct**

*[Revise 660 to read as follows:]*

### **661 Statutory Provisions**

#### **661.1 Laws Referenced in This Manual**

The laws mentioned in this manual are listed for information only. Nothing in this manual constitutes an interpretation or construction of these laws which might be construed as binding the United States Postal Service or the United States.

Failure to mention a statute does not excuse any person from complying with the statute.

#### **661.2 Application to Postal Employees**

In addition to the statutes listed in Title 5, *Code of Federal Regulations* (CFR), Part 2635.901-902, the following statutes and regulations are applicable to all employees in the Postal Service.

- a. Prohibition against proscribed political activities (Title 5, *United States Code* (U.S.C.), subchapter III of chapter 73, and 18 U.S.C. 602, 603, 607, and 608).
- b. Prohibition against appointing or promoting a relative, or advocating such an appointment or promotion (5 U.S.C. 3110).
- c. Prohibition against disloyalty and striking (5 U.S.C. 7311; 18 U.S.C. 1918).
- d. Prohibition against bribery, graft, and conflicts of interest (18 U.S.C. 201, 203, 205, 208, and 209).
- e. Prohibition against acting as the agent for a foreign principal registered under the Foreign Agents Registration Act (18 U.S.C. 219).
- f. Prohibition against unauthorized taking or use of documents relating to claims against or by the government (18 U.S.C. 285).
- g. Prohibition against postal employees becoming interested in any contract for carrying the mail (18 U.S.C. 440).
- h. Prohibition against counterfeiting and forging transportation requests (18 U.S.C. 508).



- i. Prohibition against deprivation of employment or other benefit for political activity (18 U.S.C. 601).
- j. Prohibition against:
  - (1) Embezzlement of government money or property (18 U.S.C. 641).
  - (2) Failing to account for public money (18 U.S.C. 643).
  - (3) Embezzlement of money or property of another person in the possession of an employee by reason of his or her employment (18 U.S.C. 641).
- k. Prohibition against:
  - (1) Disclosure of classified information (18 U.S.C. 798).
  - (2) Disclosure of confidential information (18 U.S.C. 1905).
- l. Prohibition against fraud or false statements in a government matter (18 U.S.C. 1001).
- m. Prohibition against participation in lottery enterprises (18 U.S.C. 1303).
- n. Prohibition against carriage of mail contrary to law (18 U.S.C. 1693).
- o. Prohibition against desertion of mail (18 U.S.C. 1700).
- p. Prohibition against obstruction of correspondence (18 U.S.C. 1702).
- q. Prohibition against delay or destruction of mail or newspapers (18 U.S.C. 1703).
- r. Prohibition against theft of property (18 U.S.C. 1707).
- s. Prohibition against theft of mail (18 U.S.C. 1709).
- t. Prohibition against theft of newspapers (18 U.S.C. 1710).
- u. Prohibition against misappropriation of Postal Service funds (18 U.S.C. 1711).
- v. Prohibition against falsification of postal returns (18 U.S.C. 1712).
- w. Prohibition against improper issuance of money orders (18 U.S.C. 1713).
- x. Prohibition against misuse of the franking privilege (18 U.S.C. 1719).
- y. Prohibition against the unlawful sale or pledge of stamps (18 U.S.C. 1721).
- z. Prohibition against unlawful collection of postage (18 U.S.C. 1726).
- aa. Prohibition against improper approval of bond or sureties (18 U.S.C. 1732).
- bb. Prohibition against lobbying with appropriated funds (18 U.S.C. 1913).
- cc. Prohibition against the use of deceit in an examination or personnel action in connection with government employment (18 U.S.C. 1917).
- dd. Prohibition against mutilating or destroying a public record (18 U.S.C. 2071).
- ee. Prohibition against disclosure of lists of names and addresses (39 U.S.C. 412).
- ff. Prohibition against making or receiving political recommendations for appointment or promotion (39 U.S.C. 1002).
- gg. Prohibition against receipt of unauthorized fees (39 U.S.C. 1009).
- hh. Prohibition against opening First-Class Mail® (39 U.S.C. 3623).
- ii. Oath of office required for all postal employees (39 U.S.C. 1011).
- jj. Privacy Act of 1974 (5 U.S.C. 552a).

## 662 Federal Standards of Ethical Conduct

### 662.1 Publication

To ensure that every citizen can have complete confidence in the integrity of the federal government, each federal employee, including each postal employee, must respect and adhere to the principles of ethical conduct set forth in 5 CFR 2635, 5 CFR 7001, and 39 CFR 447.

**Note:** The *Code of Federal Regulations* can be accessed at <http://www.gpoaccess.gov/cfr/>.

### 662.11 Ethics Advice

Employees who have questions about the application of the ethics regulations to particular situations should seek advice from an agency ethics official. Disciplinary action for violating these regulations will not be taken against an employee who has engaged in conduct in good faith reliance upon the advice of an agency ethics official, provided that the employee has made full disclosure of all relevant circumstances in seeking such advice. **Disclosures made by an employee to an agency ethics official are not protected by the attorney-client privilege.** An agency ethics official is required by 28 U.S.C. 535 to report any information he or she receives relating to a violation of the criminal code (Title 18 U.S.C.).

### 662.12 Ethics Officials

Employees who wish to obtain ethics advice in accordance with 662.11 above must obtain that advice from one of the following agency ethics officials or their designees: the Postal Service general counsel, the chief counsel for ethics and federal requirements, the managing counsel for the civil practice section, or the managing counsel for each field legal office. Inspection Service employees may also seek

routine ethics advice from the Inspector in Charge, Office of Counsel, or designee. Office of Inspector General employees may also seek routine ethics advice from the Office of Inspector General counsel or designee.

### **662.2 Financial Disclosure**

Certain federal and postal employees are required by law to disclose their personal financial interests in order to ensure confidence in the integrity of the federal government. The federal regulations regarding financial disclosure are set forth in 5 CFR 2634. Specific instructions regarding the financial disclosure requirements of postal employees are contained in Management Instruction EL-660-97-1, *Financial Disclosure Report Procedures for the U.S. Postal Service*, January 30, 1997.

## **663 Participation in Political and Community Activities**

### **663.1 Political Activities**

#### **663.11 General**

##### **663.111 Employees Included**

With the exceptions noted in part 663.112, Postal Service employees are subject at all times to restrictions on their participation in political activities under the Hatch Act (5 U.S.C., subchapter III of chapter 73, and 18 U.S.C. 602, 603, and 607) and related regulations.

##### **663.112 Employees Excluded**

Postal employees who are employed on an irregular or occasional basis (e.g., experts and consultants, substitute rural carriers, or those on a per-diem basis), and those employees who are employed without compensation or on a when-actually-employed basis are subject to the restrictions mentioned in 663.111 only while in an active duty status and only for the entire 24 hours of a day of actual employment. Notwithstanding this paragraph, full-time employees in a leave status and part-time employees are fully subject to the restrictions of 663.111.

##### **663.113 Nonpartisan Office**

An employee may seek, accept, or hold a nonpartisan federal, state, or local office subject to the provisions of this Code and this section. A nonpartisan office is one filled as a result of a nonpartisan election. A nonpartisan election is an election in which none of the candidates to be nominated or elected represent a political party whose candidates for presidential elector received votes in the last preceding election held to select presidential electors.

### **663.114 Employee Responsibility**

**Example:** An employee who wishes to seek, accept, or hold a nonpartisan federal, state, or local office is responsible for ascertaining:

- a. Whether the office is nonpartisan within the definition in 663.113.
- b. Whether federal, state, or local law permits a Postal Service employee to seek, accept, or hold the particular office.
- c. Whether the duties of the office would result in a conflict with Postal Service employment.
- d. Whether the discharge of the duties of the office would interfere with the acceptable performance of Postal Service duties or would interfere with the acceptable performance by other Postal Service employees of their respective duties. Employees may seek advice from one of the agency ethics officials listed in 662.12 or from the Office of Special Counsel (OSC) in making these determinations. The advisory service of the OSC can be reached at (800) 854-2824.

### **663.115 Prohibition Against Conflict**

An employee is encouraged to seek advice from one of the agency ethics officials listed in 662.12 or from the OSC before taking any action to seek, accept, or hold a federal, state, or local office. If the employee assumes the duties of this nonpostal office and they interfere with the proper discharge of postal duties, either by that individual or by other postal employees, then the employee holding the nonpostal office must be advised by a superior to eliminate the interference. This can be accomplished either by resignation from the nonpostal office or some other appropriate manner. If the employee fails, refuses, or neglects to comply with this advice and the interference continues, that individual will be subject to disciplinary proceedings.

### **663.116 Campaign While on Leave**

Employees, other than postmasters, district managers, or acting postmasters in a salary level of EAS-25 or higher, may be granted permission to campaign for a full-time state or local nonpartisan office while on annual leave or on authorized leave without pay during the campaign when:

- a. The criteria in 663.114a and 663.114b are met.
- b. The vice president of Area Operations determines that the employee's postal responsibilities are being conducted in a satisfactory manner and that the

absence of the employee during the campaign period will not disrupt the operation of the facility where the person is employed.

**Note:** Requests must be submitted through the postmaster or other installation head to the vice president of Area Operations. An employee who is elected and takes such a full-time office may either be separated from the Postal Service or granted leave without pay.

A postmaster in salary level EAS-25 or higher, a district manager, or an acting postmaster in salary level EAS-25 or higher, may not be authorized to take annual leave or leave without pay for the purpose of campaigning for a full-time state or local nonpartisan office.

### 663.12 Additional Prohibited Political Activities

In addition to the restrictions on political activities referred to in 663.111, an employee may not:

- a. Display a political picture or sticker on property owned or leased by the Postal Service. The employee is not forbidden, however, from displaying a picture, including a personally autographed picture of a political figure, in an office or place of work if it contains no language in the nature of political campaigning.
- b. Wear a political badge or button while in uniform or while on duty.
- c. Display a political picture or sticker on a private vehicle while that vehicle is being used for official purposes.

### 663.13 Investigation and Enforcement

The independent Office of Special Counsel investigates allegations of political activity in violation of the Hatch Act by Postal Service employees. The Merit Systems Protection Board adjudicates such allegations.

## 663.2 Community Affairs

### 663.21 General

An employee is permitted to participate in community affairs to the extent consistent with the proper performance of postal duties and in compliance with applicable laws and regulations. Nothing in this section prevents an employee from serving as an official of a religious, fraternal, or civil nonpolitical organization that is supported by dues or contributions from its own members, or from participating in the nonpartisan activities of a civic, community, social, labor, professional, or other similar organization in his or her personal capacity.

## 663.3 Nonparticipation in Segregated Meetings

### 663.31 Prohibition Against Participation

Postal officials may not participate in conferences or speak before audiences where any racial or ethnic group or members of either sex have been purposely segregated or excluded from the meeting, from any of the facilities, from the conference, or from membership in the group. When requests to speak or participate are received under circumstances where discrimination may be practiced, the invited official should inquire as to the practices of the group before acceptance.

### 663.32 Prohibition Against Sponsorship

The Postal Service may not sponsor, support, or financially assist, directly or indirectly, any conference, convention, or meeting held where participants are segregated or are treated unequally on the basis of prohibited discrimination.

### 663.33 Exceptions

If the Postal Service civil rights program will be better served by permitting an exception to this policy in a particular case, the area manager of Human Resources must be advised prior to making any commitments and requested to provide a confirmation of a waiver of the policy in 663.31.

## 664 Bribery, Undue Influence, or Coercion

An employee must report immediately to the vice president and general counsel of the Postal Service, with a copy to the Office of Inspector General:

- a. Any instance in which a person either within or outside the Postal Service uses or attempts to use bribery, undue influence, or coercion to induce or attempt to induce the employee to act or neglect to act in regard to official responsibilities.
- b. Any information that causes the employee to believe that there has been a violation of a federal criminal statute or any law or regulation directly or indirectly related to the responsibility of the Postal Service.

**Note:** Copies of the report must be sent, in sealed envelopes clearly marked "Restricted Information—To Be Opened by the Addressee Only," to these addresses:

VICE PRESIDENT AND GENERAL COUNSEL  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW 6TH FL  
WASHINGTON, DC 20260-1100

US POSTAL SERVICE  
OFFICE OF INSPECTOR GENERAL  
ASSISTANT INSPECTOR GENERAL FOR  
INVESTIGATIONS  
1735 N LYNN ST 10TH FL  
ARLINGTON VA 22209-2020

## **665 Postal Service Standards of Conduct**

### **665.1 General Expectations**

#### **665.11 Loyalty**

Employees are expected to be loyal to the United States government and uphold the policies and regulations of the Postal Service.

#### **665.12 Performance of Public Duties**

Employees are expected to serve on juries and to act as witnesses when summoned by official sources.

#### **665.13 Discharge of Duties**

Employees are expected to discharge their assigned duties conscientiously and effectively.

#### **665.14 Reporting Violations**

Allegations of violations of postal laws by postal employees, other than mail theft, must be reported immediately to the Office of Inspector General. Allegations involving mail theft must be reported to the Inspection Service.

#### **665.15 Obedience to Orders**

Employees must obey the instructions of their supervisors. If an employee has reason to question the propriety of a supervisor's order, the individual must nevertheless carry out the order and may immediately file a protest in writing to the official in charge of the installation or may appeal through official channels.

#### **665.16 Behavior and Personal Habits**

Employees are expected to conduct themselves during and outside of working hours in a manner that reflects favorably upon the Postal Service. Although it is not the policy of the Postal Service to interfere with the private lives of employees, it does require that postal employees be honest, reliable, trustworthy, courteous, and of good character and reputation. The Federal Standards of Ethical Conduct referenced in 662.1 also contain regulations governing the off-duty behavior of postal employees. Employees must not engage in criminal, dishonest, notoriously disgraceful, immoral, or other conduct prejudicial to the Postal Service. Conviction for a violation of any criminal statute may be grounds for disciplinary action against an employee, including removal of the employee, in addition to any other penalty imposed pursuant to statute. Employees are expected to maintain harmonious working relationships and not to do anything that would contribute to an unpleasant working environment.

## **665.2 Prohibited Conduct**

### **665.21 Incomplete Mail Disposition**

It is a criminal act for anyone who has taken charge of any mail to quit voluntarily or desert the mail before making proper disposition of the mail according to 18 U.S.C. 1700.

### **665.22 Unofficial Recommendations**

Employees must not recommend or suggest the employment of any person offering services as a consultant, agent, attorney, expeditor, or the like, for the purpose of assisting in any negotiation, transaction, or other business with the Postal Service unless required to do so as part of their official duties.

### **665.23 Discrimination**

Employees acting in an official capacity must not directly or indirectly authorize, permit, or participate in any action, event, or course of conduct that subjects any person to discrimination, or results in any person being discriminated against on the basis of race, color, religion, sex, national origin, age (40+), physical or mental disability, marital or parental status, sexual orientation, or any other nonmerit factor, or that subjects any person to reprisal for prior involvement in EEO activity.

### **665.24 Violent and/or Threatening Behavior**

The Postal Service is committed to the principle that all employees have a basic right to a safe and humane working environment. In order to ensure this right, it is the unequivocal policy of the Postal Service that there must be no tolerance of violence or threats of violence by anyone at any level of the Postal Service. Similarly, there must be no tolerance of harassment, intimidation, threats, or bullying by anyone at any level. Violation of this policy may result in disciplinary action, including removal from the Postal Service.

### **665.25 Illegal Drug Sale, Use, or Possession**

The Postal Service will not tolerate the sale, possession, or use of illegal drugs, or the abuse of legal drugs while on duty or on postal premises. Employees found to be engaged in these activities are subject to discipline, including removal and/or criminal prosecution where appropriate.

### **665.26 Intoxicating Beverages**

Employees must not drink beer, wine, or other intoxicating beverages while on duty; begin work or return to duty intoxicated; or drink intoxicating beverages in a public place while in uniform. Unless the postmaster general specifically authorizes an exception (for example, an official reception), employees must not have or bring any container of beer, wine, or other intoxicating beverage into any Postal Service facility or premises, whether or not the container has been

opened. Employees found to be violating this policy may be subject to disciplinary action.

#### **665.27 Gambling**

Employees must not participate in any gambling activity while on duty or while on property owned or leased by the Postal Service or the United States. This prohibition includes the operation of any gambling device, conducting a game for money or property, or selling or purchasing a numbers slip or ticket.

**Note:** This section does not prohibit participation in activities specified here if participation is necessitated by an employee's law enforcement duties, or if participation is in accordance with Executive Order No. 10927, relating to agency-approved solicitations, or in accordance with the Randolph-Sheppard Act, when approved by postal management.

#### **665.3 Cooperation in Investigations**

Employees must cooperate in any postal investigation, including Office of Inspector General investigations.

#### **665.4 Attendance**

##### **665.41 Requirement of Regular Attendance**

Employees are required to be regular in attendance. Failure to be regular in attendance may result in disciplinary action, including removal from the Postal Service.

##### **665.42 Absence Without Permission**

Employees who fail to report for duty on scheduled days, including Saturdays, Sundays, and holidays, are considered absent without leave except in cases where actual emergencies prevent them from obtaining permission in advance. In emergencies, the supervisor or proper official must be notified of the inability to report as soon as possible. Satisfactory evidence of the emergency must be furnished later. An employee who is absent without permission or who fails to provide satisfactory evidence that an actual emergency existed will be placed in a nonpay status for the period of such absence. The absence may be the basis for disciplinary action. However, once the employee provides management with notice of the need for leave in accordance with Family Medical Leave Act (FMLA)-required time frames, and the absence is determined to be FMLA protected, the employer must change the AWOL to approved FMLA-LWOP, and delete the AWOL status from the record.

##### **665.43 Tardiness**

Any employee failing to report at his or her scheduled time in installations where time recorders are not used is considered tardy. Tardiness in installations equipped with time recorders is defined as any deviation from schedule.

#### **665.44 Falsification in Recording Time**

Recording the time for another employee constitutes falsification of a report. Any employee knowingly involved in such a procedure is subject to removal or other discipline. Failure of a supervisor to report known late arrivals is regarded as condoning falsification. These practices may also result in criminal prosecution.

#### **665.5 Furnishing Address**

Employees must keep the installation head informed of their current mailing addresses. Any change in mailing addresses must be reported to the installation head on Form 1216, *Employee's Current Mailing Address*, through "Self Service" on the Postal Service Blue Page, or through USPS approved methods including *PostalEase*.

#### **665.6 Disciplinary Action**

Postal officials may take appropriate disciplinary measures to correct violations of the regulations referred to in 665.

#### **666 Prohibited Personnel Practices**

##### **666.1 Restrictions**

##### **666.11 Applicability of Restrictions**

The following restrictions apply to any Postal Service employee who has authority to take, direct others to take, recommend, or approve any personnel action with respect to any employee, eligible, or applicant.

##### **666.12 Prohibited Discrimination**

The following provisions apply:

- a. *Political Affiliation.* No discrimination may be exercised, threatened, or promised by any person or in favor of any employee, eligible, or applicant because of political affiliation except as may be authorized or required by law.
- b. *Individual Status.* No person may be discriminated against because of race, color, religion, sex, age (40+), national origin, disability, reprisal based on protected activity, marital or parental status, or sexual orientation in connection with examination, appointment, reappointment, reinstatement, reemployment, promotion, transfer, demotion, removal, or retirement.
- c. *Conduct That Does Not Adversely Impact Performance.* No person may be discriminated for or against on the basis of conduct that does not adversely impact that person's performance or the performance of others. In determining suitability or fitness of that person, any conviction for any crime under the laws of any state, the District of Columbia, or of the United States may be taken into account.

**666.13 Nepotism**

See provision applicable to nepotism in Handbook EL-312, *Employment and Placement*.

**666.14 Improper Employment and Placement Practices**

Deceitfully or willfully obstructing or improving the prospects of any person competing for a position by granting a preference or advantage not authorized by law, rule, or regulation (including defining the scope or manner of competition or the requirements for a position), or by influencing anyone to withdraw from competition for a position, is prohibited.

**666.15 Improper Recommendations**

Soliciting or considering any recommendation or statement, oral or written, with respect to any individual who requests or is under consideration for any personnel action is prohibited, unless such recommendation or statement is based on the personal knowledge or records of the person furnishing it and consists of:

- a. An evaluation of the work performance, ability, aptitude, or general qualification of such individual.
- b. An evaluation of the character, loyalty, or suitability of such individual.

**666.16 Coercion of Political Activity**

Coercion of the political activity of any person (including the providing of any political contribution or service), or the taking of any action as a reprisal for the refusal of any person to engage in such political activity, is prohibited.

**666.17 Reprisal for Exercising Appeal Rights**

Taking or failing to take any personnel action as a reprisal for the exercise of any appeal right granted by a law, rule, or regulation is prohibited.

**666.18 Reprisal for Release of Information**

No one may take or fail to take a personnel action, or threaten to do so, with respect to any employee or applicant for employment because the employee or applicant discloses information that he or she believes evidences:

- a. A violation of any law, rule, or regulation, or
- b. A gross waste of funds, gross mismanagement, an abuse of authority, or a substantial and specific danger to public health or safety.

Disclosure of information that is specifically prohibited by law does not carry the protection described above. However, no disclosure under a. and b. above is prohibited by law if made to the Inspector General of the Postal Service. There can be no reprisal for disclosures to the Inspector General unless the complaint was made or the information

disclosed with the knowledge that it was false or with willful disregard for its truth or falsity.

**666.2 Remedies****666.21 General**

Depending on the status of the employee complaining and the action taken against him or her, complaints that one or more of the restrictions in 666.1 have been violated may be brought through the following appeal procedures.

**666.22 Equal Employment Opportunity Complaint Procedures**

Any employee or applicant may file a complaint alleging discrimination based on race, color, religion, sex, age (40+), national origin, disability, or alleging reprisal based on protected EEO activity within 45 days of the event believed to be discriminatory. For details, see Publication 133, *What You Need to Know About EEO*.

**666.23 Adverse Action Appeals to the Merit Systems Protection Board**

All employees eligible for veterans' preference and certain other nonbargaining unit employees with one year of current continuous service in the same or similar position may appeal removals, reductions in grade or pay, suspensions of more than 14 days, or furloughs of 30 days or less. The appeal must be made to the Merit Systems Protection Board (MSPB) within 30 days of the effective date of the action. Preference eligible employees may also appeal reduction-in-force (RIF) actions to the MSPB.

**666.24 Grievance Procedures**

Employees covered by a collective bargaining agreement may file grievances regarding wages, hours, and working conditions in accordance with the provisions of the applicable agreement. Nonbargaining unit employees at EAS-17 and below may use the procedure in ELM 652.4 to appeal matters other than suspensions or adverse actions. Nonbargaining unit employees at EAS-18 and above may use these procedures to appeal letters of warning and emergency placement in a nonduty status.

**666.25 Nonbargaining Unit Appeals Procedures**

Non-probationary employees not subject to the provisions of a collective bargaining agreement may appeal removals, reductions in grade or pay, and suspensions or furloughs of 30 days or less under the provisions of Part 652.2. Letters of warning in lieu of time-off suspensions may be appealed under the provisions contained in Part 652.3.

### 666.26 Other Appeal Procedures for Prohibited Personnel Practices

Allegations of violations of the provisions of 666 that cannot be brought through any other procedure may be sent to the following address:

VICE PRESIDENT LABOR RELATIONS  
UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLZ SW  
WASHINGTON DC 20260-4100

Complaints filed with the vice president must be in writing and include as much specific information on the alleged violation as possible. The complaint is referred to the proper official. Allegations of violations of law are referred to the Inspection Service and/or the Office of Inspector General. The complainant will be informed in writing of the disposition of the complaint.

### 666.3 Whistleblower Protection

666.31 Allegations of reprisal for the release of information as set forth in ELM 666.18, raised by any Postal Service employee, should be addressed to:

UNITED STATES POSTAL SERVICE OFFICE OF  
INSPECTOR GENERAL HOTLINE  
1735 N LYNN ST  
ARLINGTON VA 22209-2005

Allegations of reprisal received from Office of Inspector General employees will be referred to an outside organization or individual for investigation. In such instances, the outside organization or individual will act in place of the Office of Inspector General, and the Office of Inspector General will act in place of Postal Service management, regarding the application of the procedures set forth in this section.

666.32 Upon receipt of the allegations, the Office of the Inspector General will conduct a preliminary review of the allegations. If the Office of the Inspector General determines that the allegations warrant further review, a questionnaire may be sent to the complainant that must be completed and returned to the Office of the Inspector General within 30 calendar days. The Office of Inspector General will review the completed questionnaire to determine whether it will investigate the allegations or decline further action and, instead, refer the allegations to Postal Service management.

If the Office of the Inspector General declines to review allegations or terminates an investigation, it shall prepare and transmit to the complainant a written statement notifying the complainant of:

- a. its decision not to review allegations or to terminate an investigation; and,

- b. the reasons for declining to review allegations or terminating an investigation.

666.33 In addition to investigations of allegations submitted to the Office of the Inspector General under ELM 666.31, the Office of the Inspector General may, in the absence of an allegation, conduct an investigation for the purpose of determining whether there are reasonable grounds to believe that reprisal for disclosures protected by ELM 666.18 has occurred.

666.34 The Office of the Inspector General may recommend to the Vice President, Labor Relations, for purposes of ELM 666.3, a stay of any pending personnel action until the conclusion of the investigation and the issuance of a report if the Office of the Inspector General determines that there are reasonable grounds to believe that the personnel action was taken, as a result of a release of information as set forth in ELM 666.18. The Office of the Inspector General shall provide to the Vice President, Labor Relations, an interim report explaining the nature of the allegations of reprisal and the reasons supporting the Office of the Inspector General's recommendation that a stay should be ordered.

666.341 The Vice President, Labor Relations, or designee, shall, within three business days of the request, order the stay unless he/she determines that, under the facts and circumstances involved, such a stay would be inappropriate.

666.342 A stay shall not be for a period in excess of 120 calendar days from the date granted and it may be terminated by the Vice President, Labor Relations at any time.

666.343 When the Vice President, Labor Relations, or designee, does not order the stay, he/she shall advise the Office of the Inspector General of his/her decision within three business days of the receipt of the request for a stay.

666.344 Where the Vice President, Labor Relations does not order a stay, or where a stay has been ordered and it is subsequently terminated by the Vice President, Labor Relations, the Office of the Inspector General may request that a Postal Service Administrative Law Judge order a stay of a personnel action for a period of 45 days from the date granted.

- a. A stay will be granted if the Administrative Law Judge finds that there are reasonable grounds to believe that a personnel action was taken, or is to be taken, as a result of a release of information.

- b. Unless denied, any stay under this subparagraph shall be granted within 3 calendar days (excluding Saturdays, Sundays, and legal holidays) after the date of the request for the stay by the Office of the Inspector General.
- c. A stay may be terminated by the Administrative Law Judge at any time, except that the Administrative Law Judge may not terminate a stay on his or her own motion or on the motion of the Postal Service, unless notice and opportunity for oral or written comments are first provided to the Office of the Inspector General.
- 666.345 When a stay has been ordered, the Office of the Inspector General shall notify the Vice President, Labor Relations in writing immediately if the Office of the Inspector General terminates an investigation.
- 666.35 Except when the Office of the Inspector General declines to investigate the complainant's allegations under ELM 666.32, no later than 120 days after the date of receiving complainant's completed questionnaire under ELM 666.32, the Office of the Inspector General shall provide an investigative report to the Vice President, Labor Relations.
- 666.36 After receipt of the investigative report, the Vice President, Labor Relations, shall advise the Office of the Inspector General in writing of the Postal Service's decision.
- 666.37 Where the Postal Service determines that no action is to be taken or, where the Office of the Inspector General determines that the action taken by the Postal Service is not corrective, the complainant may appeal and obtain a hearing before a Postal Service Administrative Law Judge under the following conditions:
- The complainant is a nonbargaining unit employee who does not have a right to appeal the matter to the Merit Systems Protection Board or through the hearing procedures set forth in ELM 652.2,
  - The appeal is only available for personnel actions as defined in ELM 669k, and,
  - The Office of the Inspector General has found a prima facie case of reprisal for whistleblowing.
- 666.371 If the Administrative Law Judge finds that the Postal Service has established that it would have taken the same personnel action in the absence of a disclosure under ELM 668.1, no corrective action will be ordered.
- 666.372 Where the Administrative Law Judge orders corrective action, such corrective action will place the complainant, as nearly as possible, in the position the individual would have been in had the improper personnel action not occurred.
- 666.38 Complainants who raise an affirmative defense of whistleblower reprisal during the appeals process for adverse actions set forth in ELM 652.23 and the claim of whistleblower reprisal is not sustained, may file a written request within 30 calendar days from the date of issuance of the Step 1 decision for review of the whistleblower reprisal determination by a Postal Service Administrative Law Judge under the following conditions:
- The complainant is a nonbargaining unit employee who does not have a right to appeal the matter to the Merit Systems Protection Board,
  - The complainant has made the allegation of whistleblower reprisal to the Office of the Inspector General and the Office of the Inspector General has found a prima facie case of reprisal for whistleblowing, and,
  - There will be no hearing. The Administrative Law Judge's review will be limited to the record of the appeal.
- The decision on the allegation of whistleblower reprisal of the Step 1 official must be affirmed unless the Administrative Law Judge finds that it is 1) arbitrary, capricious, an abuse of discretion, or otherwise not in accordance with law; 2) obtained without procedure required by laws, rule, or regulation having been followed; or 3) unsupported by substantial evidence.
- When the Administrative Law Judge does not affirm the decision of the Step 1 official, the Administrative Law Judge shall remand the appeal to the Step 1 official for issuance of a new decision on the merits. The Step 1 official shall be bound by the Administrative Law Judge's finding regarding the allegation of whistleblower reprisal.
- 667 Service Matters**
- 667.1 General Service Behavior**
- 667.11 Compiling Directories**
- Employees may not compile or furnish restricted information for or otherwise assist publishers in compiling city directories for public use, nor request publishers to send



free copies to them, nor accept any money or gratuity arising from publication of directories.

#### **667.12 Engaging in Campaigns for Changes in Mail Service**

Employees in active status must not engage in campaigns for or against changes in mail service. This regulation must not be construed to infringe on the rights to participate in labor organizations.

#### **667.13 Paying for Exchange of Positions**

It is unlawful for employees to give or receive payment, directly or indirectly, to affect an exchange of position in the same or different postal units, or any place in the public service. This offense is punishable by fine and imprisonment and disqualification from holding any office in the federal government.

#### **667.14 Manufacture of Rural Mailboxes**

Employees are prohibited from manufacturing or acting as the agent for a manufacturer of rural mailboxes.

#### **667.15 Loitering**

Carriers must not loiter or stop for unnecessary conversation on their routes. Employees must not linger about cases or racks after their tours of duty have ended or report at cases or racks before their tours are scheduled to begin.

#### **667.16 Controversies With the Public**

Employees must not engage in controversies with customers, railway employees, airline employees, or other members of the public while on duty or on federal property.

#### **667.17 Obstructing the Mail**

Title 18 U.S.C. 1701 provides penalties for persons who knowingly and willfully obstruct or retard the mail. The statute does not afford employees immunity from arrest for violations of law.

#### **667.18 Giving Testimony or Campaigning for Additional Transportation Services**

Postmasters and other field officials must not furnish postal information or testimonial statements or letters that purport to reflect postal needs to civic bodies or rail or air common carriers to be used in support of applications for new or additional common carrier service at a given community. Such requests for postal information must be referred to Headquarters. When there are justifiable reasons for recommending changes in transportation services, postmasters and other field officials must furnish a complete report to the proper official at Headquarters and then await specific instructions before engaging in any local activity or hearing relative to such changes.

#### **667.2 Interception of Oral or Wire Communications by Postal Employees**

##### **667.21 Prohibition**

During the course of activities related to postal employment, postal employees may not record, monitor, or otherwise intercept the oral or wire communications of any other person through the use of any electronic, mechanical, or other device, nor listen in on a telephone conversation, nor direct another to do so, unless all parties involved in the communication are made aware of and consent to such interception.

##### **667.22 Exceptions**

This prohibition does not apply to postal inspectors or Office of Inspector General investigators while acting in the course of their official duties, nor does it apply to authorized personnel conducting "Compliance and Monitoring" activities in accordance with Handbook AS-805, *Information Security*. All activity conducted in this area must be in accord with applicable federal statutes governing the interception of wire or oral communications by law enforcement officers.

Call monitoring programs may be established by postal management for legitimate business purposes, such as quality assurance and training. Call monitoring programs must comply with any applicable federal statutes and regulations.

##### **667.23 Definitions**

For the purposes of 667.2, the terms *oral communication*, *wire communication*, *intercept*, and *electronic, mechanical, or other device* have the meanings used in 18 U.S.C. 2510.

#### **667.3 Records, Information, and Associated Processing Systems and Equipment**

##### **667.31 Purpose of Controls**

Federal law and sound business practice require compliance with certain rules over the uses and protection of information and information processing resources owned by the Postal Service. These rules apply specifically to those types of Postal Service property emphasized in the definition at 669h. They are provided here for the information of current and former employees and also for use by management as a basis for ensuring compliance and taking disciplinary action, when appropriate. These rules supplement 667.18 and 667.21 referred to earlier in Section 661.2g.

## **667.32 Prohibited Disclosures**

### **667.321 General**

Employees may not furnish to members of the public any Postal Service records or copies of records, or information taken from Postal Service records, including information contained in a computer system, unless it is a part of the duties of their position to do so. Decisions to withhold or disclose records and information must be consistent with applicable laws, Executive Orders, and Postal Service regulations and directives. Accordingly, the responsible official must consult with the Chief Privacy Officer (CPO), managing counsel for the appropriate field legal office, or the general counsel if there is any question as to the appropriate course of action.

### **667.322 Personal Information**

Disclosing nonpublic information about an individual to another person or organization not entitled by Postal Service regulations to the information, without the signed authorization from the individual, is prohibited under penalty of law. See Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*.

### **667.323 Trade Information**

Disclosing any information not available for public disclosure as described under ASM 824 and Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*, Chapter 3, to any unauthorized person or organization is prohibited under penalty of law.

## **667.33 Prohibited Uses**

### **667.331 Personal Use**

Use of Postal Service property (as defined in 669h) for personal enjoyment, private gain, or other unauthorized activity is prohibited, except that management at each Postal Service employment installation may permit employees to make limited personal use of postal office equipment, including information technology, (as defined in 669j). See Handbook AS-805, *Information Security*, Chapter 5, Acceptable Use.

### **667.332 Damage**

Users will be held accountable for damage to postal property caused by negligence or intentionally destructive acts.

### **667.333 Bypassing Security Controls**

Bypassing or attempting to bypass established security controls in violation of the *Administrative Support Manual* (ASM), Chapter 8, is prohibited.

### **667.334 Sanctions for Misuse**

Use of postal equipment in violation or excess of 667.33 (**Prohibited Uses**) may result in limitations on future use,

administrative action, disciplinary action, criminal penalty, and/or personal financial liability.

## **667.34 Protection Responsibilities**

Employees must protect all information about individuals, customers, all other Restricted Information, and all National Security Information against unauthorized use and disclosure.

## **667.35 Reporting Violations**

See 665.14.

## **668 Legal Assistance Provided by the Postal Service**

### **668.1 Representation of Postal Service Employees by the Department of Justice in Civil and Criminal Cases**

#### **668.11 General**

Under the following procedures, an employee (hereby defined to include present and former employees or their estates) may be provided representation in civil proceedings and in state criminal proceedings in which they are sued, subpoenaed, or charged in their official capacity, when the actions for which representation is requested reasonably appear to have been performed within the scope of their employment, and providing representation would be in the interest of the United States.

A provision of the Federal Tort Claims Act prohibits suits against individual Government employees (including Postal Service employees) for loss, damage, or destruction of property or personal injury or death when caused by the negligent or wrongful act or omission of the employee while acting within the scope of his or her employment (Title 28, U.S.C. Section 2679).

#### **668.12 Procedure for Requesting Legal Representation by the Department of Justice**

##### **668.121 Employee Responsibilities**

An employee who believes he or she is entitled to representation by the Department of Justice in a proceeding must promptly submit a written request for that representation, together with all process and pleadings served, to the employee's installation head. Failure to submit a request promptly may prevent the processing necessary to obtain approval of the employee's request. In order to give a request proper consideration, it must contain a detailed statement from the employee of his or her knowledge of the subject matter of the proceeding and be accompanied by all pertinent documents. The Department of Justice asks

that the letter requesting representation be addressed to the:

ASSISTANT ATTORNEY GENERAL CIVIL DIVISION  
DEPARTMENT OF JUSTICE  
WASHINGTON DC 20530-0001

but that the request letter not be sent directly to the Assistant Attorney General. The request is to be sent directly to the employee's installation head, who will in turn forward the request in accordance with 668.122. The Department of Justice requires that the request contain:

- a. The date the employee was served.
- b. The date on which the employee must respond or appear at a proceeding.
- c. A statement that the employee has read the complaint; that all conduct related to the allegations in the complaint occurred within the scope of the employee's official duties; and that such conduct was done in the good faith belief that it was proper.
- d. A statement describing in detail the employee's knowledge of the subject matter of the complaint. Failure to provide a detailed statement of the facts may prevent the processing necessary to obtain approval of the request.

#### **668.122 Installation Head or Higher Level Official Responsibilities**

The installation head or next higher level or other designated official must:

- a. Add to the employee's request a separate statement indicating whether they believe the employee was acting within the scope of his or her employment at the time of the conduct which is the focus of the suit, subpoena, or citation.
- b. Forward the request without delay to the managing counsel for the area in which the proceeding arose.
- c. Submit a covering transmittal memorandum to the managing counsel containing a recommendation as to whether providing the employee representation would be in the best interests of the Postal Service and a statement detailing the installation head's or appropriate designee's knowledge of the subject matter of the case.

#### **668.123 Postal Inspection Service and Office of Inspector General**

Postal Inspection Service personnel and Office of Inspector General personnel should follow procedures established by the chief postal inspector and inspector general respectively to request representation by the Department of Justice rather than follow the procedures set forth in this section.

#### **668.124 Criteria for Granting Representation**

The Department of Justice provides representation at its discretion and only after it determines that the employee acted within the scope of his or her authority and that such representation would be in the best interest of the United States.

#### **668.125 Department of Justice Representation**

Upon determination by the Department of Justice that an attorney will represent an employee, the employee will be so notified, and will be provided information about the nature of Department of Justice representation.

#### **668.2 Reimbursement of Employees for Legal Fees, Judgments, and Settlements**

##### **668.21 Legal Fees**

An employee whose request under 668.12 has been denied for any reason may request reimbursement for legal fees incurred by his or her use of private counsel through the appropriate managing counsel.

##### **668.22 Judgments and Settlements**

An employee who has filed a request for representation under 668.12 may file a request for payment of any adverse judgment or settlement with the appropriate managing counsel.

##### **668.23 Criteria for Reimbursement**

Each request for reimbursement for legal fees, judgments, or settlements will be considered by the managing counsel on its individual merits after the case is concluded. Generally, reimbursement will be made if:

- a. It is equitable and fair to do so.
- b. The employee acted reasonably, within the scope of his or her authority, and not recklessly, in bad faith, or with obvious indifference to instructions.
- c. The amount requested is reasonable, and reimbursement is deemed to be in the best interest of the Postal Service.

#### **668.3 USPS Governors and Officers**

##### **668.31 Requests for Legal Representation**

The provisions of 668 apply also to the governors and officers and inspector general of the Postal Service. If such persons are named as defendants and desire to be represented by the Department of Justice, they must submit their requests in accordance with 668.12 to the general counsel. However, the Chairman of the Board of Governors and the postmaster general submit their requests directly to the General Counsel. The Inspector General submits the

request through the OIG General Counsel to the USPS General Counsel.

### 668.32 Legal Fees

A person covered by 668.3 who is represented by private counsel may apply to the general counsel for payment or reimbursement for legal fees. The general counsel will exercise discretion according to the criteria in 668.23.

### 668.33 Judgments and Settlements

A person covered by 668.3 may apply to the general counsel for payment or reimbursement for any adverse judgment or settlement. The general counsel will exercise discretion according to the criteria in 668.23.

### 669 Definitions

Definitions of terms used in 660 are:

- a. *Postal Service* — the United States Postal Service as established by 39 U.S.C. 201.
- b. *Employee* — an individual appointed to a position, temporary or permanent, within the Postal Service, or hired as an executive under an employment contract, including a substitute. The term *employee* does not include a governor of the Postal Service.
- c. *Person* — an individual, a corporation, a company, an association, a firm, a partnership, a society, a joint stock company, or any other organization, institution, or entity.
- d. *Official responsibility* — direct administrative or operating authority, whether intermediate or final, and either exercisable alone or with others, and either personally or through subordinates, to approve, disapprove, or otherwise direct Postal Service action.
- e. *Employee's interests* — the interests of an employee, his or her spouse, his or her minor child or children, and other individuals related to the employee by blood who are residents of the employee's household.
- f. *Business dealings with the Postal Service* — any contract, work, or business, or the performance

thereof, or any litigation arising out of or involving any contract, work, or business, or the sale or acquisition of any real or personal property, or any interest in property, whose expense, price, or consideration is payable by or to the Postal Service.

- g. *The Standards of Ethical Conduct* — the Code of Ethical Conduct consisting of the regulations published in 5 CFR 2635, 5 CFR 7001, and 39 CFR 447.
- h. *Property* — includes records and recorded information regardless of their storage medium (e.g., paper, magnetic surfaces, film, etc.); information processing equipment such as computers and word processors, along with their peripheral and terminal devices; filmers, duplicators, and copiers; and information systems software.
- i. *Information system executive* — a Postal Service official who prescribes the existence of, and the policies for, an information system.
- j. *Office equipment* — includes, but is not limited to, personal computers, printers and modems, computer software (including web browsers), telephones, facsimile machines, photocopiers, consumable office products, and office supplies.
- k. *Personnel action* — means an appointment, promotion, adverse action or other disciplinary or corrective action, detail, transfer, reassignment, reinstatement, restoration, reemployment, performance evaluation, a decision concerning pay, benefits, awards, education or training that may reasonably be expected to lead to an appointment, promotion, or performance evaluation, a decision to order psychiatric testing or evaluation, or any other significant change in duties, responsibilities, or working conditions.

\* \* \* \* \*

— *National EEO Compliance and Appeals Programs,  
Labor Relations, 4-14-05*

HANDBOOK REVISION

**Handbook EL-502, CSRS Retirement Guide**

Effective February 2005, Handbook EL-502, *CSRS Retirement Guide*, has been revised, and this revision is now available at the Topeka Material Distribution Center (MDC). You can order Handbook EL-502 from the MDC and use touch tone order entry (TTOE): Call 800-332-0317, option 2.

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

Use the following information to order Handbook EL-502:

- PSIN:** HBK EL-502
- PSN:** 7610-01-000-9077
- Unit of Measure:** EA
- Minimum Order Quantity:** 1
- Quick Pick Number:** 357
- Bulk Pack Quantity:** 80
- Price:** \$ 0.4617

The handbook is available online 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>.)

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 *HBKs*.

Since this Handbook EL-502 revision was sent to print and posted, the Office of Personnel Management (OPM) has made the following revisions necessary:

- **Exhibit 231.31, Present Value Factors**, is revised in accordance with the OPM annual release of its new table of Present Value Factors, effective October 2004, and published in the *Federal Register* (Vol. 69; No. 167, Monday, August 30, 2004; pages 52944–52946).
- **232.5, Military Retired Pay**, is revised in item b to show the current reference for military retired pay as Chapter 1223, Title 10, United States Code (U.S.C.).

- **254.2, Computation of the AFA**, the example, updated to be consistent with new Present Value Factor table, shows the value factor for age 62 to be 178.3 and the annuity to be \$887.

We will incorporate these latest revisions into the next printed version of Handbook EL-502 and into the online version on the PolicyNet Web site.

**Handbook EL-502, CSRS Retirement Guide**

	*	*	*	*	*
<b>2</b>	<b>Overview</b>				
	*	*	*	*	*
<b>3</b>	<b>Determining Service Credit</b>				
<b>231</b>	<b>Civilian Service</b>				
	*	*	*	*	*

Exhibit 231.31

**Present Value Factors**

*[Revise exhibit to read as follows:]*

Age at Retirement	Factor	Age at Retirement	Factor
40	277.6	66	157.9
41	274.7	67	153.1
42	272.1	68	148.0
43	269.1	69	142.8
44	265.0	70	138.0
45	260.0	71	133.1
46	255.1	72	128.0
47	250.8	73	123.1
48	245.9	74	118.4
49	240.3	75	113.5
50	234.8	76	108.2
51	230.2	77	103.2
52	225.9	78	98.2
53	221.4	79	93.1
54	216.8	80	88.4
55	211.9	81	83.6
56	207.2	82	78.4
57	202.3	83	73.7
58	197.6	84	69.5
59	193.1	85	65.8
60	188.7	86	62.0
61	183.7	87	57.9
62	178.3	88	54.0
63	173.2	89	50.7
64	168.2	90	47.2
65	163.0		

**Example:** Using this exhibit, it is established that for a retiree at age 60, with an unpaid redeposit of \$1,500 (\$800

CSRS contributions withdrawn + \$700 interest), the actuarial factor to determine the reduction to the annuity would be 188.7. Therefore:  $\$1,500 \div 188.7 = \$7.95$  reduction to annuity per month.

\* \* \* \* \*

**232 Military Service**

\* \* \* \* \*

**232.5 Military Retired Pay**

Military service is not creditable if you receive military retired pay unless one of the following provisions is true:

\* \* \* \* \*

[Revise item b to read as follows:]

- b. Your military retired pay was awarded under the reserve retiree provisions under Chapter 1223, Title 10, United States Code (U.S.C.).

\* \* \* \* \*

**254 Alternate Form of Annuity**

\* \* \* \* \*

**254.2 Computation of the AFA**

\* \* \* \* \*

[Revise example to read as follows:]

**Example:** The following is a calculation for an employee, age 62 at the time of retirement, with a total lump sum payment due of \$20,000 and a beginning rate of annuity of \$1,000 per month. If the employee elects the AFA, that annuity is \$887 per month instead of \$1,000 per month. The calculation is as follows:

$\$20,000 \div 178.3$  (value factor for age 62) = \$113 (rounded up)

$\$1,000 - \$113 = \$887$

\* \* \* \* \*

— Compensation, Human Resource Management, 4-14-05

*ELM REVISION*

**Health Benefits Refund Program**

Effective April 14, 2005, *Employee and Labor Relations Manual* (ELM) 525.132, Health Benefits Refund Program, is revised in item d to set forth procedures for processing health benefits refunds in a manner appropriate to the accounting shared services environment.

We will incorporate this revision into the next printed version of the ELM and 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**

\* \* \* \* \*

**520 Health Benefits Program**

\* \* \* \* \*

**525 Special Circumstances Affecting Health Insurance Coverage**

**525.1 Office of Workers’ Compensation Programs**

\* \* \* \* \*

**525.13 Withholding and Contribution by OWCP**

\* \* \* \* \*

**525.132 Health Benefits Refund Program**

The following provisions apply:

\* \* \* \* \*

- d. *Refunds*. After verifying an employee’s eligibility, injury compensation personnel must take the following steps to process the refund:

- (1) Initiate PS Form 202, *Health Benefits Refund* (Article continued on page 59.)

## Fraud Alert

### Domestic Orders

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

State/City/ZIP Code	Names and Addresses Covered	Product
DC, Washington 20006-1811	Menlar Processing Systems, 2020 Pennsylvania Avenue, NW, PMB 325	An advance-fee loan scheme
DC, Washington 20005-4018	SP Resources, 1220 L Street, NW, PMB 470	An advance-fee loan scheme
IL, Chicago 60605-1700	Menlar Processing Systems, 601 S. LaSalle Street, PMB M783	An advance-fee loan scheme
IL, Chicago 60611-3775	Peter B. Lamers d/b/a Midwest Data Services, 500 N. Michigan Avenue, Suite 300	A work-at-home scheme
IL, Ingleside 60041-0402	Jean L. Boucher d/b/a R&J Enterprises Mailing Services, Inc., P.O. Box 402	A work-at-home scheme
VA, Arlington 22202-4600	Menlar Processing Systems, 2101 Crystal Plaza Arcade, PMB 299	An advance-fee loan scheme
WI, Janesville, 53545-0234	Peter B. Lamers d/b/a Midwest Data Services, 2811 Milton Avenue, Suite 414	A work-at-home scheme

— Judicial Officer, 4-14-05

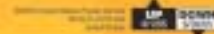
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usps.com





### Invalid Express Mail Corporate Account Numbers

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

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

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

005553	020112	026476	043301	071649	095878	105612	119051	129942	207915	296198	333507	425666
006022	020114	026505	044048	071795	096002	105751	119441	130053	207951	296383	334008	430130
006218	020326	026508	045022	075029	096529	105944	119460	133029	208567	296514	334669	432495
007013	020403	026509	050011	075068	096555	105981	119540	133040	208990	<b>301034</b>	334901	432899
007312	020417	026528	050082	075170	096595	106384	119600	134017	210096	301040	335050	432995
008067	020423	026543	055053	075233	096613	106601	120168	134036	210342	301245	335218	441205
008155	020494	026610	055210	075241	096832	107121	120201	134054	210454	301318	335235	441235
008400	020498	027059	057099	075350	096917	107256	120203	134059	210798	301367	335247	452170
009530	020540	027060	060250	075361	097174	107289	120230	135117	210814	301420	335267	452199
009691	020545	027086	060493	075369	097199	107291	120255	135138	210861	302702	335305	452468
009750	020577	027087	060835	075455	097318	108457	120277	135176	212667	304002	335401	452505
010042	020586	027125	061370	075570	097516	108941	120310	135215	212751	305062	335888	452774
010053	020619	027140	061712	075681	097748	108946	120311	142109	212784	305544	336074	452778
010063	020622	027173	063122	075831	098053	109285	120320	146041	212862	305995	336197	452979
010518	020624	027195	063141	075987	098137	109482	120325	146506	212897	311058	336219	453039
010607	021651	027274	064032	075990	098226	109798	120337	146594	218002	311390	336742	454135
010653	022032	027353	064545	076160	098250	109878	121131	146742	220550	312379	336882	454187
010711	022225	027419	064776	076453	098481	109911	121168	146761	220576	312466	338166	454677
011056	022411	027495	064829	079654	098514	109912	121194	146766	221066	317243	339076	458136
012261	022723	027521	065274	079845	098557	109986	121227	146775	221185	317345	339077	458156
012274	022745	027528	067143	080198	098664	111403	121254	150251	221380	320019	340400	464059
012293	022747	027549	067391	080396	098669	111452	121280	151214	221465	320789	344066	465144
013091	023163	027768	068017	080518	098821	111465	121282	152262	221658	320891	347073	466615
013099	023182	027975	068052	080640	<b>100046</b>	111492	122229	152453	221682	321221	347094	467098
013239	023242	027987	068272	085583	100109	111824	122348	152574	222183	321257	349635	468122
014388	023335	028418	068300	085748	100162	112171	122357	152856	222318	322005	349705	468408
014955	023341	028429	068483	085910	100245	112766	122379	165030	223028	322115	349787	468431
014958	023366	028517	068558	088070	100287	113495	122406	165164	223043	322182	358026	471015
014970	023413	028652	068601	088129	100340	113556	122418	165207	229037	322765	358050	471042
015553	023498	028769	068613	088434	100344	113797	123098	165233	232354	323730	370006	471235
015652	023553	028772	069041	088632	100358	114204	123106	171308	235295	324072	372913	476032
015704	023560	028802	069090	088740	100375	115018	123131	175070	235527	326018	379230	477158
015710	025023	028813	069102	089293	100464	115055	123141	176129	235549	326567	381269	480019
016130	025335	028818	069141	089310	100488	115165	125010	176133	240003	327022	381395	480421
016446	025336	028822	069255	089331	100544	115209	125017	180075	245225	327033	381802	480430
016556	025366	028834	069407	089412	100616	115361	125253	186003	250104	327797	388071	480467
016758	025417	028852	069480	089441	100734	115725	125446	191759	255691	328001	393088	481112
016827	025428	028872	069536	090488	102986	115943	126001	192117	274089	328006	395219	481128
018047	025433	028877	069635	090727	103112	117025	126027	192258	274229	328022	<b>401034</b>	481169
018054	025436	028942	069863	090802	103248	117038	127015	192891	276009	328657	402305	481187
018097	025438	028992	070003	092473	103283	117091	128123	192930	276016	329047	402356	481461
018099	025448	029660	070028	092829	103285	117156	128126	192998	276280	329162	402491	481845
018123	025449	029811	070058	092936	103342	117220	128141	196119	282411	329167	402503	482216
018251	025450	029817	070426	092938	103390	117257	128149	197055	282754	329335	402662	482567
018445	025458	030047	070474	092993	103515	117477	128934	197110	282851	329444	403009	483058
018632	025461	030229	070564	093342	104231	117548	128950	198207	282881	329664	405009	483135
018933	025466	030324	070566	093907	104514	117576	128952	198267	286110	329686	405096	483187
018996	025488	032012	070627	094497	104647	117608	128997	<b>200168</b>	287045	330170	405202	483193
019195	026084	034006	070722	094605	105077	117642	129844	200195	292216	330678	410002	483217
019955	026242	038092	070950	094675	105195	117668	129878	200469	292284	331035	411003	483306
019997	026299	038208	071035	094842	105327	117707	129897	200644	292382	331124	411015	483386
020021	026305	038636	071107	095106	105457	117737	129901	200658	292401	332750	421028	483692
020035	026459	040334	071492	095161	105482	118527	129932	206134	292596	333021	423072	483785
020046	026464	041006	071594	095238	105571	118557	129933	207914	294577	333210	424025	483802

483997	600021	674100	763151	785323	787082	802740	856215	900370	907455	921246	946517	970759
485119	600067	674290	764023	785329	787115	802789	871002	900392	907832	921332	948240	970888
485142	600351	681649	770197	785357	787626	802801	871347	900402	911240	921455	948488	970950
486240	600564	685100	770217	785365	787808	802809	871411	900485	911249	921487	948756	970982
488019	600591	685281	770275	785368	791007	802912	871461	900642	913069	921722	948766	972494
488033	600595	685301	770301	785370	791023	802932	875012	900654	914159	922052	950262	972719
488046	600661	685304	770315	785390	791031	804195	891201	900710	914196	924097	950924	973249
488301	600664	<b>701363</b>	770803	785398	791163	805276	891237	901066	914870	925171	950961	974036
489226	600765	701520	770865	785399	793026	805407	891314	901079	914904	925214	951024	974113
490674	600798	708623	772496	785409	794334	806158	891372	901086	915125	926199	951061	974134
492106	600857	711211	773007	785417	799162	809108	891420	901103	915662	926644	951095	980130
494215	600872	719022	775285	785419	<b>800158</b>	809226	891434	901124	917061	927249	951184	980752
495208	600960	719032	778006	785437	800481	811057	891440	901200	917201	927273	951510	980848
495234	601026	730146	778367	785457	800528	816250	891441	901268	917305	927615	951840	981603
496077	601133	730216	780075	785464	801331	820206	891455	901283	917316	928141	951842	981763
497216	601217	730456	782720	785487	801336	832079	891459	901292	917323	928325	951920	982030
<b>503122</b>	602285	730619	784139	785491	801409	832089	891511	901302	917384	928432	951931	982138
503145	602593	730729	784203	785505	801496	836710	891557	901388	917411	930334	952217	982218
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531338	603158	730786	784214	785511	801508	840022	891665	901581	917493	931133	954441	982244
531584	604215	735089	784220	785515	801592	840030	891678	901600	917517	931301	958278	982260
531619	604230	740266	784228	785520	801596	840550	891785	901635	917687	931459	967053	982426
531786	605034	740808	784232	785526	801733	840583	893006	901665	917718	931603	967083	982465
531793	605085	741367	784280	785531	801739	840617	895014	901688	917899	931670	967143	982483
532283	605359	741431	784297	785538	801753	841233	895200	901692	917908	931745	967185	982507
549159	605372	741848	784317	785707	801756	841260	895341	901824	918052	931986	968247	982510
551146	607416	744040	784335	785708	802011	841802	895357	901996	918087	933291	968365	982518
551381	607680	745035	784351	785723	802034	841820	895456	902072	918088	935080	968448	982538
551706	608126	750077	784355	785724	802037	844231	<b>900024</b>	902195	918336	935170	968498	982570
551763	610105	750346	784358	785728	802044	844251	900067	902315	918354	937536	968523	984170
551773	629045	750627	784366	785731	802055	845017	900136	902316	918399	937674	968743	985076
553337	630015	752061	784388	785740	802081	845040	900158	902448	918488	939530	968808	988048
553591	631164	757002	784399	785741	802097	845052	900195	903800	920006	939532	968864	992484
553930	631165	760029	784400	785748	802235	846128	900203	904368	920033	940126	968870	992731
570006	631242	761125	784404	785750	802270	852197	900218	904495	920051	940195	968950	995463
570014	631278	761137	784413	785752	802299	853234	900237	904659	920225	940281	968990	995588
571008	631922	761143	784415	785755	802358	853723	900240	904709	920393	940383	969165	997090
577004	631995	761160	784606	785756	802429	853747	900272	906024	920425	940409	970237	997114
581006	637141	761363	784608	785757	802446	853767	900278	906117	921020	941484	970603	997211
598552	658104	761663	785095	785758	802534	853769	900286	906483	921060	941676	970666	997220
598625	660116	761700	785098	785762	802588	853838	900294	907305	921112	943023	970707	998332
<b>600010</b>	662301	762058	785099	787035	802618	856058	900345	907356				

## Missing, Lost, or Stolen U.S. Money Order Forms

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

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The

actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

010 504 1932 to	1999	043 205 5922 to	5999	375 851 9100 to	9199	399 070 0872 to	0899
011 582 1889 to	1899	044 087 3457 to	3499	376 196 0911 to	0999	399 156 7119 to	7199
011 588 2900 to	3099	044 087 4000 to	4099	378 085 3679 to	3699	399 203 5064 to	5099
012 579 5675 to	5699	045 524 4121 to	4298	378 351 1063 to	1099	399 296 9910 to	9999
013 289 6176 to	6199	046 800 9870 to	9899	379 843 5100 to	5199	399 396 8935 to	8999
013 610 0014 to	0099	047 352 4000 to	4099	<b>380 093 9600 to</b>	<b>9699</b>	399 792 7775 to	7799
014 932 1000 to	1099	048 383 7650 to	7659	380 165 1165 to	1199	399 792 8300 to	8399
014 972 0800 to	0899	048 396 3647 to	3699	381 325 4500 to	4599	<b>400 427 1051 to</b>	<b>1999</b>
015 363 0065 to	0099	<b>051 774 8857 to</b>	<b>8899</b>	381 604 2510 to	2699	401 045 1505 to	1549
017 028 3200 to	3299	051 781 2875 to	2885	381 645 9525 to	9599	401 045 1571 to	1599
018 569 5333 to	5399	057 670 0563 to	0599	383 314 3968 to	3999	401 294 2700 to	2799
018 986 5264 to	5299	058 187 3836 to	3899	383 892 1000 to	1344	401 310 9505 to	9599
019 518 2814 to	2899	058 591 1153 to	1299	383 892 1382 to	1399	401 382 5312 to	5399
<b>020 698 5159 to</b>	<b>5199</b>	058 895 3746 to	3799	384 925 3641 to	3654	402 578 7876 to	7899
020 844 7307 to	7399	059 986 0814 to	0899	385 568 2331 to	2399	403 125 6744 to	6799
020 972 8948 to	8999	<b>060 406 7650 to</b>	<b>7699</b>	385 599 7554 to	7575	403 260 7000 to	7499
022 021 9110 to	9181	064 091 4500 to	4599	385 774 2024 to	2099	403 280 6470 to	6499
022 037 1411 to	1499	065 392 6345 to	6399	386 624 1412 to	1599	403 685 8600 to	8699
022 527 9201 to	9210	066 099 2014 to	2099	386 883 8936 to	8999	404 003 0300 to	0399
023 637 7169 to	7199	066 648 2880 to	2899	387 314 5574 to	5599	404 041 8838 to	8899
024 380 4100 to	4199	066 787 3639 to	3699	387 837 6300 to	6399	404 071 4268 to	4299
024 496 6870 to	6896	066 845 7500 to	9999	388 828 0656 to	0699	404 347 5356 to	5399
025 092 0987 to	0999	067 093 3869 to	3899	389 696 2400 to	2799	404 347 5548 to	5599
025 369 5535 to	5599	067 324 9756 to	9799	389 846 3104 to	3135	404 726 4500 to	4599
025 729 1151 to	1199	068 895 0334 to	0399	389 846 3145 to	3195	404 961 5001 to	5199
025 729 1643 to	1799	<b>070 724 4488 to</b>	<b>4499</b>	389 887 9211 to	9230	405 325 0188 to	0198
026 492 3180 to	3199	070 841 9181 to	9199	389 887 9234 to	9299	406 009 4587 to	4599
027 361 0430 to	0499	070 844 2546 to	2599	<b>390 001 3182 to</b>	<b>3199</b>	406 260 6830 to	6899
027 369 4482 to	4495	071 179 9800 to	9899	390 001 3500 to	3699	406 459 6641 to	6999
027 671 8762 to	8776	071 386 3682 to	3699	390 545 5974 to	5999	406 733 3000 to	3999
027 787 9886 to	9899	072 045 9641 to	9699	391 104 6146 to	6199	407 545 1557 to	1599
027 965 9487 to	9499	072 675 8287 to	8299	391 574 1466 to	1499	407 594 0412 to	0599
028 191 1852 to	1999	077 617 5481 to	5499	391 783 3020 to	3599	407 692 9100 to	9299
028 850 3000 to	3199	077 999 4001 to	4090	391 792 6100 to	6199	407 959 2190 to	2199
029 510 1500 to	1599	078 250 4756 to	4799	392 668 2956 to	2999	408 265 2275 to	2288
<b>030 687 0903 to</b>	<b>0999</b>	<b>210 221 0548 to</b>	<b>0599</b>	392 854 8500 to	8899	408 499 7700 to	7799
030 701 3442 to	3499	<b>227 275 9400 to</b>	<b>9999</b>	393 584 7566 to	7699	408 499 7900 to	7999
031 077 4507 to	4799	<b>273 070 8059 to</b>	<b>8099</b>	393 650 0074 to	0099	408 682 8484 to	8599
032 295 7500 to	9999	273 775 7700 to	7899	393 838 8316 to	8499	408 698 7015 to	7099
034 394 1000 to	1099	<b>302 000 0000 to</b>	<b>9999</b>	393 893 6007 to	6099	409 072 3941 to	3999
034 943 0400 to	0799	<b>349 746 2056 to</b>	<b>2099</b>	394 126 6907 to	6999	<b>410 491 2311 to</b>	<b>2399</b>
035 035 4337 to	4399	<b>350 518 7350 to</b>	<b>7374</b>	394 189 0405 to	0599	410 694 8400 to	8599
037 706 9578 to	9599	<b>360 011 1690 to</b>	<b>1699</b>	394 822 3243 to	3278	410 775 1500 to	1599
037 805 3677 to	3699	360 168 6008 to	6099	394 990 1810 to	1899	410 795 7927 to	7999
037 909 5490 to	5499	360 173 8800 to	8899	395 343 3264 to	3299	410 867 0917 to	0966
<b>040 024 3901 to</b>	<b>3999</b>	360 324 2326 to	2399	395 373 3035 to	3099	410 867 0970 to	0999
040 674 7100 to	7199	362 861 3064 to	3099	395 396 9649 to	9799	411 868 1023 to	1199
040 688 8816 to	8899	<b>373 006 2176 to</b>	<b>2199</b>	395 970 3240 to	3299	411 922 2322 to	2399
041 299 6752 to	6799	374 768 2600 to	2699	397 622 4054 to	4099	412 193 0900 to	0999
041 623 8889 to	8899	375 169 4400 to	4599	397 819 8902 to	8999	412 395 8599 to	8699
041 803 6565 to	6599	375 829 3400 to	3499	398 149 7200 to	7699	412 485 6500 to	6599

412 485 6610 to	6699	433 003 5800 to	5899	455 543 0618 to	0699	472 987 0290 to	0299
412 885 5953 to	5999	433 757 3047 to	3099	456 410 9006 to	9099	473 151 2069 to	2199
414 193 3608 to	3674	433 765 4003 to	4099	456 470 4146 to	4299	473 666 9138 to	9199
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 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 to</b>	<b>0049</b>	443 127 4000 to	4099	<b>460 349 6878 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 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 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 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 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

488 855 8359	to	8399	605 685 4010	to	4099	627 384 3907	to	4099	644 733 4715	to	4799
489 181 8963	to	8999	605 988 6467	to	6499	627 496 7549	to	7599	644 900 9712	to	9799
489 223 2000	to	2099	607 689 7951	to	7960	627 708 3605	to	3699	644 901 0109	to	1299
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</b>	<b>to</b>	<b>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</b>	<b>to</b>	<b>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</b>	<b>to</b>	<b>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</b>	<b>to</b>	<b>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</b>	<b>to</b>	<b>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</b>	<b>to</b>	<b>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</b>	<b>to</b>	<b>9499</b>	<b>640 289 7500</b>	<b>to</b>	<b>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

<b>660 510 4100 to</b>	<b>4199</b>	685 297 7645 to	7699	701 601 3457 to	3499	835 496 7303 to	7399
660 673 0400 to	0599	685 623 5264 to	5299	701 605 5913 to	5999	835 539 5200 to	5999
661 488 5000 to	5099	685 650 9487 to	9499	701 695 3982 to	3999	835 813 3015 to	3099
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

859 063 8200 to	8699	870 536 5820 to	5829	909 100 1787 to	1799	917 089 0709 to	0799
859 190 0600 to	0644	870 541 7167 to	7239	909 100 1900 to	2099	917 089 0842 to	0899
859 437 5538 to	5599	870 575 8155 to	8999	909 355 0422 to	0499	917 216 2928 to	2999
859 811 2888 to	2899	870 589 0485 to	0494	909 568 8900 to	9099	917 370 6300 to	6499
859 855 8873 to	8999	870 691 7060 to	7099	909 568 9300 to	9499	917 486 4900 to	4999
<b>860 240 8520 to</b>	<b>8599</b>	872 029 9306 to	9399	909 725 7307 to	7399	918 460 0602 to	0699
860 275 3900 to	3999	872 100 0445 to	0459	909 833 0947 to	0999	918 492 5200 to	5399
860 518 9629 to	9699	<b>900 556 4178 to</b>	<b>4199</b>	<b>910 219 8631 to</b>	<b>8699</b>	918 951 7231 to	7299
860 600 0021 to	0999	900 845 0044 to	0099	910 265 1100 to	1199	919 519 2786 to	2799
861 158 2350 to	2599	900 936 0217 to	0299	910 471 7273 to	7299	919 536 0770 to	0799
861 367 5400 to	5499	900 936 0435 to	0499	910 536 2505 to	2599	919 814 3095 to	3199
861 637 6010 to	6099	901 058 5255 to	5280	910 958 7499 to	7599	919 915 2774 to	2787
861 979 7292 to	7499	901 273 1082 to	1099	911 140 1000 to	2199	<b>920 155 4662 to</b>	<b>4687</b>
862 216 6100 to	6199	901 287 5143 to	5199	911 245 2545 to	2599	920 309 9039 to	9199
862 263 9213 to	9299	901 291 2789 to	2799	911 268 9077 to	9099	920 771 5321 to	5399
862 271 0800 to	0999	901 525 7122 to	7199	911 400 8948 to	8999	920 857 5500 to	5899
862 271 5000 to	5099	902 089 1253 to	1299	911 508 1620 to	1799	920 864 3480 to	3499
863 871 5138 to	5199	902 198 9769 to	9799	911 509 9310 to	9399	920 963 4567 to	4599
863 949 5300 to	5399	902 948 1269 to	1299	911 523 3000 to	3999	921 333 7400 to	7499
864 088 8200 to	8299	902 985 0833 to	0899	912 057 9922 to	9999	921 477 3762 to	3799
864 426 3972 to	3999	903 370 6934 to	6999	912 882 0563 to	0899	922 278 1048 to	1399
864 520 6117 to	6136	904 600 6523 to	6599	913 605 2218 to	2299	922 280 2019 to	2099
865 151 0526 to	0599	904 892 0378 to	0399	913 709 2429 to	2499	922 280 2233 to	2299
865 500 4034 to	4099	904 892 0648 to	1299	913 818 3501 to	3999	922 773 0459 to	0499
865 883 6082 to	6099	905 056 2216 to	2299	914 063 4300 to	4399	923 032 7000 to	7399
866 004 3000 to	3999	905 510 6647 to	6799	914 346 7621 to	7644	923 045 3630 to	3699
866 442 4100 to	4899	905 510 6900 to	7099	914 453 1366 to	1399	923 493 9403 to	9599
867 366 9108 to	9118	905 794 0000 to	0199	914 529 6185 to	6299	923 493 9681 to	9699
867 633 7403 to	7499	905 794 0288 to	0299	914 896 4658 to	4699	923 810 7800 to	8299
867 737 5623 to	5699	905 873 6900 to	6999	915 187 8774 to	8779	924 252 1200 to	1299
868 169 4529 to	4599	905 873 7100 to	7299	915 300 2783 to	2799	924 252 1400 to	1499
868 173 8400 to	8599	905 880 8900 to	8999	915 546 6822 to	6999	924 533 2343 to	2399
868 514 9000 to	9099	905 889 7100 to	7199	915 671 3963 to	3980	924 533 2428 to	2499
868 566 9200 to	9299	906 158 1508 to	1599	915 671 3982 to	3999	924 685 1957 to	1999
869 387 1150 to	1199	906 558 8812 to	8899	915 675 2217 to	2299	925 333 5900 to	6099
869 505 3500 to	3599	906 982 2214 to	2299	916 440 3377 to	3399	925 336 2300 to	2399
869 523 7033 to	7099	907 725 8500 to	8599	916 670 6352 to	6399	926 432 5907 to	5999
869 800 0000 to	999 9999	907 815 0216 to	0257	916 682 5300 to	5399	926 436 3600 to	3699
<b>870 054 4814 to</b>	<b>4899</b>	908 622 4225 to	4235	916 694 1414 to	1499		
870 491 4812 to	4849	908 936 9254 to	9299	916 703 0802 to	0821		

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,  
Postal Inspection Service, 4-14-05

## 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>		
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			

## 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, 4-14-05*

## 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, 4-14-05*

### 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.

### Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09335	Close	Immediately	
APO AE 09349	Close	Immediately	
APO AE 09370	Close	Immediately	
APO AE 09392	Close	15 Apr 2005	
APO AE 09398	Close	Immediately	
APO AE 09856	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AP 96402	Close	15 Apr 2005	
APO AP 96403	Close	15 Apr 2005	
APO AP 96404	Close	15 Apr 2005	

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

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09372	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09464	A1-B-B1-C-C1-U
09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09373	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09468	A1-B-B1-C-C1-U
09310	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09340	A-A1-B-B1-C1-F-R-V	09374	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09469	A1-B-B1-C-C1-U
09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09470	A1-B-B1-C-C1-U
09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09343	A-A1-B-B1-C-C1-D-F-F1-H-M-N-R-R1-V-Z-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09494	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	09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09496	A1-B-B1-C-C1-U-V
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	09380	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09498	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	09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09499	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	09383	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09501	A1-B-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	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09502	A1-B-V
09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09350	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09503	A1-B-V
09320	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	09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09504	A1-B-V
09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09505	A1-B-V
09322	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09506	A1-B-V
09323	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09507	A1-B-V
09324	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09508	A1-B-V
09325	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09509	A1-B-V
09326	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	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09510	A1-B-V
09327	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	09395	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09511	A1-B-V
09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09360	A1-B-B1-V	09396	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09517	A1-B-V
09329	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09361	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09397	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09521	A1-B-V
09330	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	09399	A-A1-B-B1-C-F-M-V-Z1	09524	A1-B-V
09331	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	09409	A1-B-B1-C-C1-U-V	09532	A1-B-V
09332	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	09420	A1-B-B1-C-C1-U	09534	A1-B-V
09333	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	09421	A1-B-B1-C-C1-U	09542	A1-B-V
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09447	A1-B-B1-C-C1-U-V	09543	A1-B-V
09336	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09367	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09454	A1-B-B1-C-C1-U-V	09545	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	09456	A1-B-B1-C-C1-U	09549	A1-B-V
		09371	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09459	A1-B-B1-C-C1-U	09550	A1-B-V
				09461	A1-B-B1-C-C1-U	09554	A1-B-B1-V
				09463	A1-B-B1-C-C1-U	09556	A1-B-V
						09557	A1-B-V
						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

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09591	A1-B-V	09716	A1-B-B1-C-D-N-U-V	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
09593	A1-B-V	09717	A1-B-B1-M-W	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1
09594	A1-B-V	09718	A1-B-B1-F-I-N-U-V	09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	09892	A-A1-B-B1-F-N-R-R1-V-Z1
09595	A1-B-V	09719	A1-B-B1-C-F1-V	09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1
09596	A1-B-V	09720	A1-B-B1-U-V	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34002	A1-B-B1-N-U-Z1
09599	A1-B-V	09721	A1-B-B1-N-U-V-Z1	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1
09601	A1-B-B1-C-F-F1-U	09722	A1-B-B1-N-U-V-Z1	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34007	A-A1-B-B1-C1-F1-V-Z1
09602	A1-B-B1-C-F-F1-N-U	09723	A1-B-B1-C-C1-F1-M-R-R1-U	09819	A-A1-B-F-P-V-Z1	34008	A-A1-B-B1-C1-F1-V-Z1
09603	A1-B-B1-C-F-F1-U	09724	A1-B-B1-C-C1-F1-M-R-R1-U	09821	A-A1-B-F-V-Z1	34019	A-B-M-N-V-Z1
09604	A1-B-B1-C-F-F1-U	09725	A1-B-B1-C	09822	A-A1-B-F-V-Z1	34020	A1-B-B1-M-N-V-Z1
09609	A1-B-B1-C-F-U	09726	A1-B-B1-N-U	09823	A-A1-B-F-V-Z1	34021	A1-B-M-N-V-Z1
09610	A1-B-B1-C-F-U	09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09824	A-A1-B-F-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1
09612	A1-B-B1-C-F-U	09728	A1-B-B1-C-F1-U-V	09825	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	34023	A1-B-B1-M-N-V-Z1
09613	A1-B-B1-C-F-U-V	09729	A1-B-B1-N-U-V	09827	A-A1-B-F-Z1	34024	A1-B-B1-M-N-V-Z1
09617	A1-B-B1-C-F-U	09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09828	A1-B-N-V-Z1	34025	A1-B-B1-F-N-U-V-Z1
09618	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	34026	A1-B-B1-M-N-V-Z1
09619	A1-B-B1-C-F-U	09732	A1-B-B1-N-V-Z1	09830	A1-B-B1-C-N-V-Z1	34030	A1-B-B1-M-N-V-Z1
09620	A1-B-B1-C-F-U	09733	A1-B-B1-V	09831	A1-B-B1-F-N-U-V-Z1	34031	A1-B-B1-M-N-V-Z1
09621	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	34032	A1-B-M-N-V-Z1
09622	A1-B-B1-C-F-U	09735	A1-B-B1-N-V-Z1	09833	A1-B-B1-U1-V-Z1	34033	A1-B-C-F-M-N-V-Z1
09623	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	34034	A1-B-B1-M-N-V-Z1
09624	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	34035	A1-B-B1-H-M-N-V-Z1
09625	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	34036	A1-B-M-N-V-Z1
09626	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	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1
09627	A1-B-B1-C-F-U	09777	A-A1-B-B1-C-E1-N	09838	A1-B-B1-V-Z1	34038	A1-B-B1-M-N-V-Z1
09628	A1-B-B1-C-F-F1-U-V	09779	A-A1-B-B1-F-R-V	09839	A-A1-B-B1-U-V-Z1	34039	A1-B-N-V-Z1
09630	A1-B-B1-C-F-U-V	09780	A-A1-B-B1-F-R-V	09840	A-A1-B-B1-V-Z1	34040	A1-B-V-Z1
09631	A1-B-B1-C-F-U	09788	A-A1-B-B1-F-R-V	09841	A-A1-B-B1-U-Z1	34041	A1-B-B1-M-N-U-V-Z1
09636	A1-B-B1-C-F-U	09789	A-A1-B-B1-F-R-V	09842	A-A1-B-B1-Z1	34042	A1-B-B1-D-F-M-N-V-Z1
09642	A1-B-B1-N-U	09790	A-A1-B-B1-C1-F-R-V	09843	A-A1-B-B1-U-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1
09643	A1-B-B1-U	09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09844	A-A1-B-B1-U-V-Z1	34050	A1-B-V
09644	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	34055	A1-B-N-V-Z1
09645	A1-B-U	09797	A1-B-B1-C-D-P-V	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34058	A1-B-B1-V-Z1
09647	A1-B-B1-N-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	34071	A1-B-I-M-N-V-Z
09648	A1-B-B1-N-U-V-Z1	09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	<b>09856</b>	<b>A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1</b>	34076	A1-B-B1-F1-N-V-Z1
09649	A1-B-B1-U	09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34078	A1-B-B1-F1-N-V-Z1
09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09804	A-A1-B-B1-F-Z1	09865	A-A1-B-B1-V-Z1	34079	A1-B-B1-F1-N-V-Z1
09703	A1-B-B1-C-F1			09868	A-A1-B-B1-U-V-Z1	34090	A1-B-V
09704	A1-B-B1-C-D-V			09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	34091	A1-B-V
09705	A1-B-B1-U					34092	A1-B-V
09706	A1-B-B1-C-N-U-V					34093	A1-B-V
09707	A1-B-B1-C-N-U-V					34095	A1-B-V
09708	A1-B-B1					34098	A1-B-V
09709	A1-B-B1-F1						
09710	A1-B-B1-C-C1-F1-M-R-R1-U						
09711	A1-B-B1-F1-Z1						
09713	A1-B-B1-C-F1						
09714	A1-B-B1-C-C1-F1-M-R-R1-U						
09715	A1-B-B1-F1						

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
34099	A1-B-V	96323	A1-B-B1-M-V-W	96490	A1-B-B1-V	96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1
96201	A-A1-B	96326	A1-B-B1-M-W	96507	A-A1-B-F-V		
96202	A-A1-B1-U-V	96328	A1-B-B1-M-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
96203	A-A1-B	96330	A1-B-B1-M-W	96515	A1-B-B1-F		
96204	A-A1-B-B1	96336	A1-B-B1-M-V-W	96517	A1-B-B1-F-U3-V		
96205	A-A1-B-B1-U	96337	A1-B-B1-M-W	96518	A1-B-B1-V	96615	A1-B-V
96206	A-A1-B-B1-U	96338	A1-B-B1-M-W	96520	A1-B-F-U3-V	96616	A-A1-B-B1-V-Z1
96207	A-A1-B-B1-V	96339	A1-B-B1-M-V-W	96521	A1-B-F-N	96617	A1-B-V
96208	A-A1-B-B1-U	96343	A1-B-B1-M-W	96522	A1-B-F-N-U	96619	A1-B-V
96212	A-A1-B-B1-U	96347	A1-B-B1-F-F1-F2-M- W	96530	A-A1-B-B1-H-M-N-U- V	96620	A1-B-V
96213	A-A1-B-B1-U			96531	A1-B-B1-H-M-U-V	96621	A1-B-V
96214	A-A1-B-B1-U	96348	A1-B-B1-F-F1-F2-M- W	96534	A-A1-B-F	96622	A1-B-V
96215	A-A1-B-B1-U-V	96349	A1-B-B1-F-F1-F2-M- W	96535	A-A1-B-B1-F-V	96623	A1-B-V
96217	A-A1-B-B1-U-V			96536	A1-B-B1-V	96624	A1-B-V
96218	A-A1-B-B1-U	96350	A1-B-B1-F-F1-F2-M- W	96537	A1-B-B1-V	96628	A1-B-V
96219	A-A1-B-B1-U-V			96538	A1-B-B1-V	96629	A1-B-V
96220	A-A1-B-B1-U-V	96351	A1-B-B1-F-F1-F2-M- W	96540	A1-B-B1-V	96634	A1-B-V
96221	A-A1-B-B1-U-V			96541	A1-B-B1-V	96635	A1-B-V
96224	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M- W	96542	A1-B-B1-V	96643	A1-B-V
96251	A-A1-B-B1-U	96365	A1-B-B1-M-V-W	96543	A1-B-B1-P-V	96657	A1-B-V
96257	A-A1-B-B1-U	96367	A1-B-B1-L-M-W	96544	A1-B-F-N-U3-V	96660	A1-B-V
96258	A-A1-B-B1-U	96368	A1-B-B1-M-W	96546	A1-B-F-U3	96661	A1-B-V
96259	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2-M- W	96548	A-A1-B-B1-H-M-U	96662	A1-B-V
96260	A-A1-B-B1-U			96549	A-A1-B-B1-H-M-U	96663	A1-B-V
96262	A-A1-B-B1-U-V	96372	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U-V	96664	A1-B-V
96264	A-A1-B-B1-U	96373	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U	96665	A1-B-V
96266	A-A1-B-B1-U	96374	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U- V	96666	A1-B-V
96267	A-A1-B-B1-U-V	96375	A1-B-B1-M-W			96667	A1-B-V
96269	A-A1-B-B1-U	96376	A1-B-B1-M-W	96554	A-A1-B-B1-H-M-U	96668	A1-B-V
96271	A-A1-B-B1-U	96377	A1-B-B1-M-W	96555	A1-B-B1-F-M-V	96669	A1-B-V
96275	A-A1-B-B1-V	96378	A1-B-B1-M-W	96557	A1-B-B1-F-M-V	96670	A1-B-V
96276	A-A1-B-B1	96379	A1-B-B1-M-W	96595	A1-B-B1-V	96671	A1-B-V
96278	A-A1-B-B1-U	96384	A1-B-B1-M-W	96598	A1-B-B1-V	96672	A1-B-V
96283	A-A1-B-B1-U	96386	A1-B-B1-M-W	96599	A1-B-B1-V	96673	A1-B-V
96284	A-A1-B-B1-U-V	96387	A1-B-B1-M-W	96601	A1-B-V	96674	A1-B-V
96297	A-A1-B-B1-U	96388	A1-B-B1-M-W	96602	A1-B-V	96675	A1-B-V
96306	A1-B-B1-F-F1-F2-M- W	96401	A1-B-B1-F-N-V-Z1	96603	A1-B-V	96677	A1-B-V
		96424	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96604	A1-B-V	96678	A1-B-V
96309	A1-B-B1-M-V-W			96605	A1-B-O-V	96679	A1-B-V
96310	A1-B-B1-M-W	96425	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96606	A1-B-V	96681	A1-B-V
96311	A1-B-B1-M-W			96607	A1-B-V	96682	A1-B-V
96313	A1-B-B1-F-F1-F2-M- W	96426	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96608	A1-B-V	96683	A1-B-V
96319	A1-B-B1-M-W			96609	A1-B-V	96684	A1-B-V
96321	A1-B-B1-F-F1-F2-M- W	96427	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96610	A1-B-V	96686	A1-B-V
96322	A1-B-B1-F-F1-F2-M- W			96611	A1-B-V	96687	A1-B-V
				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 = *Domestic Mail Manual*
- MOM = Military Ordinary Mail
- MPO = Military Post Office
- PAL = Parcel Airlift
- PSC = Postal Service Center
- SAM = Space Available Mail
- USDA = United States Department of Agriculture

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

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

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

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

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

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

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

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

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

**D.** Coffee is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**N.** Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# FIRSTCLASS PHONECARD<sup>®</sup>

FEATURING THE GARDEN BLOSSOMS STAMP

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for spring!

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First Class Phonecard





NOTICE TO ALL EMPLOYEES

# THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released April 4, 2005, by the Federal Retirement Thrift Investment Board

ANNUAL RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S * Fund	Wilshire 4500 Stock Index	I * Fund	EAFE Stock Index
1994	7.22	-2.96	-2.92	1.33	1.32	—	-2.66	—	7.75
1995	7.03	18.31	18.47	37.41	37.58	—	33.48	—	11.27
1996	6.76	3.66	3.63	22.85	22.96	18.52	17.18	6.27	6.14
1997	6.77	9.60	9.65	33.17	33.36	26.61	25.69	1.46	1.55
1998	5.74	8.70	8.69	28.44	28.58	7.51	8.63	20.46	20.09
1999	5.99	-0.85	-0.82	20.95	21.04	32.70	35.49	26.81	26.72
2000	6.42	11.67	11.63	-9.14	-9.10	-8.76	-15.77	-14.11	-14.17
2001	5.39	8.61	8.44	-11.94	-11.89	-2.22*	-2.52*	-15.42*	-14.88*
2002	5.00	10.27	10.26	-22.05	-22.10	-18.14	-17.80	-15.98	-15.94
2003	4.11	4.11	4.10	28.54	28.69	42.92	43.84	37.94	38.59
2004	4.30	4.30	4.34	10.82	10.88	18.03	18.10	20.00	20.25

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

2004 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
April	0.29	-2.54	-2.60	-1.52	-1.57	-3.94	-4.02	-2.31	2.26
May	0.39	-0.50	-0.40	1.37	1.37	1.50	1.52	0.30	0.34
June	0.38	0.60	0.57	1.86	1.94	2.72	2.75	2.89	2.19
July	0.38	1.00	0.99	-3.24	-3.31	-5.52	-5.54	-3.76	-3.25
Aug.	0.38	1.88	1.91	0.34	0.40	0.00	0.01	1.00	0.44
Sept.	0.38	0.29	0.27	1.11	1.08	3.92	3.84	2.05	2.61
Oct.	0.38	0.87	0.84	1.52	1.53	1.85	1.85	3.94	3.41
Nov.	0.28	-0.86	-0.80	4.08	4.05	6.96	6.98	6.16	6.83
Dec.	0.38	0.97	0.92	3.36	3.40	4.17	4.27	4.38	4.39
<b>2005</b>									
Jan.	0.37	0.58	0.63	-2.40	-2.44	-3.39	-3.39	-1.87	-1.83
Feb.	0.37	-0.57	-0.59	2.06	2.10	2.04	1.94	4.34	4.32
March	0.37	-0.48	-0.51	-1.71	-1.77	-1.86	-1.92	-2.52	-2.51
<b>LAST 12 MONTHS</b>	<b>4.45</b>	<b>1.17</b>	<b>1.15</b>	<b>6.76</b>	<b>6.69</b>	<b>7.95</b>	<b>7.78</b>	<b>14.96</b>	<b>15.06</b>

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

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

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

\* Implemented May 2001.

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



**The Postal Service brand is  
a customer's perception.**



# Employees (Continued)

*Payment Authorization*, on a quarterly basis (see Exhibit 525.132). In calculating the amount of refund to be paid, subtract the difference between the OPM health benefits premium rate and the Postal Service rate of the health benefits plan chosen by the employee.

- (2) Upon completion of PS Form 202, obtain approval of the district manager or designee.
- (3) Complete PS Form 8230, *Authorization for Payment*, and submit it for payment, with the refund authorization as support, to the Scanning and Imaging Center, using General Ledger Account (GLA) 52427, Miscellaneous Services.

- (4) File the original PS Form 202 in the employee's injury compensation file, file one copy of this form in the employee's official personnel folder, and send one copy to the employee.

The Eagan Accounting Services Center (ASC) will forward the refund to the employee.

\* \* \* \* \*

— *Employee Resource Management, Compensation, 4-14-05*

## HANDBOOK EL-803 REVISION

### Safety Procedures for Maintenance Employees

Effective April 14, 2005, Handbook EL-803, *Maintenance Employee's Guide to Safety*, is revised to update policies and procedures for general safety, fire prevention and protection, machine work, and battery recharging operations. These revisions are a result of changes in Occupational Safety and Health Administration standards and Postal Service™ policies.

We will incorporate these revisions into the next printed edition of Handbook EL-803 and into the next update of the online version accessible on the Postal Service PolicyNet Web site.

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

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

\* \* \* \* \*

##### Introduction

\* \* \* \* \*

##### B. Reporting Unsafe Conditions or Acts

[Delete the first paragraph.]

\* \* \* \* \*

#### Section I General Safety Rules

\* \* \* \* \*

##### B. Operating Equipment, Machinery, and Tools

\* \* \* \* \*

[Revise the last bulleted item to read as follows:]

- Using compressed air to blow dust, dirt, or debris off yourself or anyone else is extremely hazardous and not allowed.

\* \* \* \* \*

#### Section II Fire Prevention and Protection

\* \* \* \* \*

##### B. Emergency Evacuations

\* \* \* \* \*

[Revise the third bullet to read as follows:]

- Be familiar with your workplace's evacuation alarm system. If the alarm is sounded, follow the directions of the assigned emergency evacuation team member and supervisors and go directly to your designated assembly area.

\* \* \* \* \*

##### C. Fires in Your Work Area

[In the first paragraph, delete the last sentence.]

\* \* \* \* \*

**E. Flammable Materials**

\* \* \* \* \*

[Revise the fourth bullet to read as follows:]

- Gases or vapors escaping from the contents of damaged parcels may be flammable or toxic. Follow the Standard Operating Procedures (SOPs) of your facility's Hazardous Materials & Spill Response document and also follow guidance found in Material Safety Data Sheets (MSDSs) for handling spills and leaks of specific products and chemicals.

\* \* \* \* \*

**Section XVI Machine Work**

**A. Work Practices**

\* \* \* \* \*

**3. Operational**

\* \* \* \* \*

[Revise the third bullet to read as follows:]

- Do not use compressed air to clean machinery or parts. Vacuum cleaners may be used for this purpose. Follow the most current maintenance policies and procedures.

\* \* \* \* \*

**B. Grinders**

\* \* \* \* \*

[In the sixth bullet, revise the third dash to read as follows:]

- At the position that the operator stands in front of the abrasive wheel opening, ensure that the tongue guards are provided and adjusted to not more than ¼ inch away from the wheel.

\* \* \* \* \*

[Insert new item E to read as follows:]

**E. Biohazard Detection System**

Safety is a primary concern during operation of the Biohazard Detection System (BDS) or when performing any maintenance activities on the BDS equipment. None of the consumables are considered hazardous, but they must be handled per the MSDSs and local policies and procedures. The BDS has been designed to operate in the safest manner possible, but there are potential chemical and electrical hazards associated with handling some components in this equipment. The information in this section alerts you to these hazards. Adhere to all warning guidelines and procedures throughout the section to minimize the dangers associated with the BDS equipment. This section outlines the safety conventions.

- Follow all warnings and cautions. These hazards are preceded by either a **WARNING!** (for potential

personnel hazard that could result in injury or death) or a **CAUTION!** (for potential equipment damage). Warnings and cautions tell you about the type of potential hazard(s) or damage, explain what you must do to avoid the hazard or damage, and describe what will happen to you or the equipment if you do not take the warning or caution seriously.

- Before doing any maintenance on equipment that can be electrically energized, you must perform a lockout procedure to control energy (electrical, hydraulic, etc.) during maintenance. Refer to your local Postal Service lockout procedures to properly lock out the BDS equipment.
- **WARNING!** The materials that you will handle may contain chemicals or debris that could cause irritation to eyes and skin. Wear protective gloves and goggles with side-eye covers, per Postal Service requirements, while handling hazardous materials. If you fail to comply, you could receive serious skin and/or eye irritation. If eye or skin contact occurs, flush with water, preferably for a minimum of 15 minutes, and immediately report the incident to the supervisor and the site medical organization. BDS components are not inherently hazardous. However, some of the materials (buffers, other chemical testing substances, etc.) used in operation of the system are potentially hazardous if precautions are not taken during operation and maintenance. While cleaning parts of the BDS cabinet, or removing used sample cartridges or waste materials, small amounts of waste fluids or buffer fluids may get on your skin. Be sure to keep your hands away from your eyes, nose, and mouth. Thoroughly wash your hands immediately if contact with any chemical substance occurs and after any maintenance. If fluids spill on your clothing, change into clean clothing and wash the contaminated clothing before wearing it again. Observe the specific warnings in the maintenance procedures found in policies and procedures documentation.
- The Postal Service Integrated Emergency Management Plan (IEMP) is activated if a BDS mail sample indicates a presumptive positive test result (anthrax is present), an emergency alarm (red light flashing and horn sounding) will immediately be activated automatically and the mail processing equipment (MPE) will stop. MPE operators must notify their supervisor, who notifies the tour manager of the district office to initiate the facility IEMP. The BDS also communicates this presumptive positive alert through electronic communications (e-mail, cell phone) to

designated plant, district, area and HQ personnel as identified in the contact list.

\* \* \* \* \*

**Section XXII Battery Recharging Operations**

\* \* \* \* \*

**C. Personal Protective Equipment**

\* \* \* \* \*

[In the second bullet, revise the third dash to read as follows:]

— Chemical-resistant face shields (at a minimum).

\* \* \* \* \*

— Safety Performance Management,  
Employee Resource Management, 4-14-05

*REMINDER*

**Rural Carrier Right-Hand Drive Vehicle Award Payments**

eAwards is now set up to process the one-time \$500 awards that are made to rural carriers who purchase right-hand drive (RHD) vehicles. These RHD awards apply only to employees who are full-time regular rural carriers (DES/ACT 710) at the time of purchase, and all federal, state, and local taxes as well as FICA and Medicare deductions are deducted from the \$500 payment.

With eAwards, employees purchasing RHD vehicles submit dealership-signed purchase orders, vehicle invoices, bills of sale, or titles to their supervisors or managers, who keep this paperwork on file. Employees are no longer required to submit these documents to the Eagan Accounting Service Center for imaging and payment.

— Compensation,  
Employee Resource Management, 4-14-05

*RURAL CARRIERS*

**Equipment Maintenance Allowance Schedule for Rural Routes**

In accordance with provisions of article 9, section 2.J.3 of the Rural Carrier National Agreement, effective April 16, 2005 (Pay Period 09-05), the equipment maintenance allowance (EMA) will decrease from 46.0 cents per mile to 45.5 cents per mile, or a minimum of \$18.20 per day, whichever is greater.

**EMA Rate Schedule**

The EMA rate schedule on pages 62–63 supersedes all previously published EMA schedules for employees receiving EMA.

— Collective Bargaining and Arbitration,  
Labor Relations, 4-14-05

**Auxiliary Rural Carriers, Rural Carrier Reliefs, Rural Carrier Associates, Rural Carrier Part-Time Flexibles, and Auxiliary Assistance**

Employees providing auxiliary assistance or serving auxiliary routes under provisions of article 9, section 2.J.5 receive an EMA of 45.5 cents per mile or \$5.15 per hour, whichever is greater. This EMA should not exceed the amount provided in the special EMA for the route stops and miles.





## NOTICE

**Recognition and Awards Program: Available Certificates**

Compensation at Headquarters has received inquiries regarding how to obtain certificates related to the Recognition and Awards Program. The best method to obtain certificates is to create them locally using the templates available through the eAwards application at <https://eawards.usps.gov/eawards/main/index.pge>.

If your office instead wishes to order preprinted certificates from the Material Distribution Center (MDC), the following certificates and certificate folders are available:

PSN	PSIN	Description	Quick Pick Number	Unit of Measure	Minimum Order Quantity	Bulk Pack Quantity	Price
7510-02-000-8761	O-1100-F	Award, Certificate of Appreciation	386	Each	1	1400	0.1002
7510-02-000-8762	O-1100-H	Award, Service Folder (1 window)	387	Each	1	30	2.112
7920-05-000-5071	O-1100-ISB	Inspection Service (Seal Only) Blank Certificate	N/A	Each	1	1200	0.100
7920-05-000-5070	O-1100-IST	Inspection Service Certificate of Appreciation	N/A	Each	1	1500	0.3079
7510-02-000-8763	O-1100-K	Award, Service Folder (2 window)	388	Each	1	25	2.867
7510-02-000-8764	O-1100-N	Award, Service Retirement	N/A	Each	1	1400	0.1051
7510-02-000-8765	O-1100-P	Award, Service, Posthumous	N/A	Each	1	1600	0.1648

You may order these certificates from the MDC and use 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 relevant PSN and PSIN when ordering the appropriate award certificate.

Effective April 14, 2005, the following Postal Service™ award certificates will be discontinued and no longer stocked at the MDC:

PSN	PSIN	Description
7510-02-000-8760	O-1100-B	Award, Special Achievement
7510-02-000-8767	O-1100-T	Award, Meritorious Service
7510-04-000-4293	O-1100-V	Award Certificate

The certificates for special achievement and meritorious service are discontinued because the awards tied to these certificates were discontinued on July 22, 2004 (see *Postal Bulletin* 22133, pages 16–33). The generic award certificate (O-1100-V) is discontinued because it duplicates the certificate of appreciation (O-1100-F), which should be used instead.



# Finance

REMINDER

## Migratory Bird Stamp Destruction

The following table contains the deadlines by which unused stamps should be returned for destruction. Additional instructions can be found in part 427, Handling Migratory Bird Hunting and Conservation Stamps, Handbook F-1, *Post Office Accounting Procedures*, in 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*.
- Click on *HBKs*.

District customer service and sales offices must establish a schedule for offices to submit all unsold migratory bird stamps for destruction. Offices served by stamp distribution offices (SDOs) and stamp services centers (SSCs) must submit unused stamp stock to the stamp destruction committee no later than May 31, 2005.

Notes:

1. Philatelic retail units and offices designated as philatelic retail units served by SDOs and SSCs must submit unsold migratory bird stamps more than 2 years old to the stamp destruction committee by May 31, 2005.
2. Philatelic retail units and offices designated as philatelic retail units are the only outlets that should have a beginning migratory bird stamp inventory as of June. These offices should maintain a detailed accountability for their migratory bird stamp inventory locally.

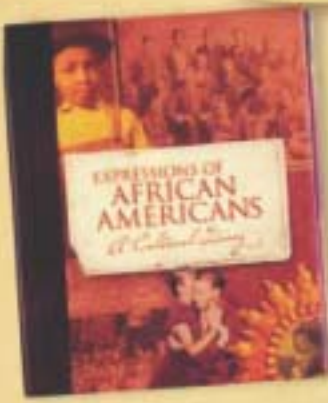
— *Revenue and Field Accounting, Finance, 4-14-05*

Procedures	Facility Type		
	Post Offices Served by SDO	Stations and Branches Served by SDO	Post Offices, Stations, and Branches Served by SSC
Unsold Migratory Bird Stamps in Stamp Credits	Return to unit reserve stock by April 29, 2005		
Unsold Migratory Bird Stamps in Unit Reserve Stock	Return to stamp destruction committee by May 31, 2005		Return to stamp services center by May 31, 2005
Form	PS Form 17, <i>Stamp Requisition/Stamp Return</i> (June 2002)		

Source Code 25145

# EXPRESSIONS OF AFRICAN AMERICANS

*A Cultural Diary*



Experience the lives and thoughts of notable African Americans through your own personalized album.

Package includes:

1. Decorative binder with wire bound pages designed to hold diary insert cards and personal journal entries.
2. Four 7 3/8 x 10 inch diary insert cards featuring stamp issues from 2004: Paul Robeson, Wilma Rudolph, James Baldwin and Kwanzaa. Insert cards contain photographs, biographical information, memorable quotations and space for placement of mounted stamps.
3. Matching mint U.S. stamps with mounts.
4. Coordinating journal notepad to record personal thoughts.



TO ORDER, CALL  
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(1-800-782-6724)  
ITEM# 458096

**\$34.95**

Look for new diary insert cards to be released with each upcoming African American stamp issue!

Assemble supplied diary insert cards with mounted stamps and your own journal notes to create a uniquely individual keepsake. Discover Expressions of African Americans and build an album to treasure.

**TELL US YOUR FAMILY'S STORY!**

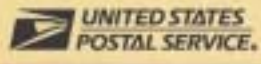


It Could Be Published in a Special Edition Book Called "Land of Diversity: Stories of American Heritage"

The USPS has long told the story of America through stamps. Now, to celebrate our nation's richly diverse cultural heritage, we invite you to gather your family, share your memories and tell us your American story! Find out more at

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

ITEM# 458096



# Information Technology

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NEW HANDBOOK

## Handbook AS-805-B, Infrastructure Information Security Assurance (ISA) Process

Handbook AS-805-B, *Infrastructure Information Security Assurance (ISA) Process*, is now available.

This handbook contains an ISA process for infrastructure components that defines information security requirements and controls, assesses risks, tests security solutions, and evaluates the security posture of Postal Service™ information technology (IT) infrastructure components. This handbook also ensures that appropriate, cost-effective information security controls and procedures are implemented for infrastructure components and is part of the Postal Service's continuing efforts to protect the computerized systems, applications, and information that supports its mission.

Handbook AS-805-B is available only 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>.)

A printed version of Handbook AS-805-B will not be issued.

— Corporate Information Security Office,  
Information Technology 4-14-05

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ANNOUNCEMENT

## FAST Replaces DSAS

In June 2005, Network Operations Management will replace the Drop Shipment Appointment System (DSAS) with the Facility Access and Shipment Tracking (FAST) system. FAST enhances the drop shipment appointment process by offering new features that:

- Notify facilities about specific content of mailings.
- Create multistop and recurring appointments.
- Electronically submit appointments on the Web or through electronic file transfer via Web services technology.

## FAST Train-the-Trainer Classes for Customers

The Postal Service™ is offering FAST train-the-trainer classes 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 receive hands-on practice in a simulated FAST training environment. Classes are designed for those who currently make appointments in DSAS.

Companies may select up to five participants for the train-the-trainer classes. The *Customer Training Registration Form* is included on page 69 of this *Postal Bulletin*. The form is also online at <http://ribbs.usps.gov>; under "RIBBS

Links," click on *FAST/Surface Visibility*, then *Click Here for Additional Information in the Document Repository*, then *FAST CUSTOMER TRAINING.DOC*.

## FAST Train-the-Trainer Classes for Postal Service Employees

Area FAST coordinators (previously DSAS coordinators) are coordinating FAST train-the-trainer classes for Postal Service employees.

## FAST Technical Webinars Begin in April

A "Webinar" is a Web-based conference that provides participants an opportunity to see presentation materials, hear directly from the FAST team, and ask questions verbally or online. The Webinars are intended for technical staff (e.g., systems analysts, software developers, and IT project managers) who conduct analysis of technical and functional requirements for software design, implement software designs, and manage software implementations.

The FAST technical Webinar series includes the following three sessions:

**Session 1: April 29, 1 P.M. EST — FAST Technical Overview**

- *PostalOne!* Data Exchange, *PostalOne!* FAST Interface, *PostalOne!* FAST Web Services.
- IDEAlliance.
- Technical Development Startup Steps and Resources.
- Questions and Answers.

**Session 2: May 6, 1 P.M. EST — Web Services Success Story: How One Company Made the Connection**

- Technical Requirements for Web Services.
- Tips and Lessons Learned From a FAST Pilot Participant.
- Questions and Answers.

**Session 3: May 13, 1 P.M. EST — (Details to Be Announced)**

To attend the Webinars, follow the Webinar instructions posted on Rapid Information Bulletin Board System (RIBBS). Each Webinar will be recorded and available for playback for those unable to participate on the original date.

**Additional FAST Information Provided on RIBBS**

To learn more about FAST, go to the RIBBS FAST/Surface Visibility Link at <http://ribbs.usps.gov>; under "RIBBS Links," click *FAST/Surface Visibility*, then *Click Here for Additional Information in the Document Repository*. The site provides a FAST overview presentation, a mailer readiness guide, a FAST customer user guide, FAST technical information, and customer train-the-trainer registration information.

More FAST updates will follow in upcoming *Postal Bulletins*.

— *Logistics Systems, Operations, 4-14-05*

## International Mail

*RELEASE POSTPONED*

### Updated Global Express Mail Web Tool

The article titled "Updated Global Express Mail Web Tool" in *Postal Bulletin* 22151 (3-31-05, pages 20–22) stated that the United States Postal Service® planned to issue an updated online multi-part Global Express Mail® label on April 7, 2005. However, the release of the updated online label has been postponed.

In the meantime, customers can still use the current online label. This label eliminates the need for a mailer to affix a separate PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*, to an item. The online label is

available at the Global Express Mail Web site at [usps.com/global/globalexpressmail.htm](http://usps.com/global/globalexpressmail.htm); under "Print Shipping Label," press *Go*, and then follow the prompts.

When the new label is released, we will publish an announcement in an issue of the *Postal Bulletin*.

— *International Product Development, Product Development, 4-14-05*

**FAST Customer Train-the-Trainer Registration Form**

**Training Participant Information**

<b>Name:</b>	
<b>Company:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail Address:</b>	

**REMINDER: Companies may only register up to five train-the-trainer participants.**

Instructions	Training Schedule		
--------------	-------------------	--	--

The Postal Service is offering FAST Customer Train-the-Trainer Sessions in May and June in selected cities around the country. During these instructor-led sessions, customers will learn about FAST functionality and receive hands-on practice in a simulated FAST training environment.

From the Training Schedule (pictured on the right), select your first, second, and third choices. Base your selection on the city closest to you. Write your selected training session numbers in the box below. All classes are scheduled from 9:00 A.M. through 5:00 P.M.

<b>Selection 1</b>	<b>Selection 2</b>	<b>Selection 3</b>
--------------------	--------------------	--------------------

E-mail this completed form to [FAST\\_Training@usps.gov](mailto:FAST_Training@usps.gov) or send it via facsimile to: 240-465-1496.

You will receive confirmation and training facility address information within 1 week of your request.

Location	Date	Session Number
New York, NY	5/11	NY1
	5/12	NY2
	5/13	NY3
Madison, WI	5/10	MWI1
	5/11	MWI2
	5/12	MWI3
Springfield, MA	5/16	SMA1
Boston, MA	5/19	BOS1
	5/20	BOS2
Orlando, FL	5/17	OFL1
	5/18	OFL2
	5/19	OFL3
Dallas, TX	5/23	DTX1
	5/24	DTX2
Denver, CO	5/25	DCO1
	5/26	DCO2
Bloomington, IL	6/1	CH1
	6/2	CH2
	6/3	CH3
	6/16	CH4
	6/17	CH5
St. Paul, MN	6/1	MN1
	6/2	MN2
	6/3	MN3
San Francisco, CA	6/6	SCA1
	6/7	SCA2
Los Angeles, CA	6/8	LA1
	6/9	LA2
	6/10	LA3
Atlanta, GA	6/15	AGA1
	6/16	AGA2
	6/17	AGA3

# Philately

STAMP ANNOUNCEMENT 05-12

## Masterworks of Modern American Architecture Stamps



Copyright USPS 2004

The Postal Service™ will issue a souvenir sheet of the 37-cent *Masterworks of Modern American Architecture* commemorative stamps in 12 designs (Item 566800) on May 19, 2005, in Las Vegas, Nevada. The stamps designed by Margaret Bauer of Washington, DC, go on sale nationwide May 20, 2005. This \$4.44 souvenir sheet may not be split, and the stamps may not be sold individually.

With this stamp pane, the Postal Service salutes 12 masterworks of modern American architecture. Art director Derry Noyes and designer Margaret Bauer chose breathtaking photographs to honor the following buildings:

- Solomon R. Guggenheim Museum by Frank Lloyd Wright.
- Chrysler Building by William Van Alen.
- Vanna Venturi House by Robert Venturi.
- TWA Terminal by Eero Saarinen.

- Walt Disney Concert Hall by Frank Gehry.
- 860-880 Lake Shore Drive by Ludwig Mies van der Rohe.
- National Gallery of Art East Building by I.M. Pei.
- Glass House by Philip Johnson.
- Yale Art and Architecture by Paul Rudolph.
- High Museum of Art by Richard Meier.
- Exeter Academy Library by Louis I. Kahn.
- Hancock Center by Bruce Graham and Fazlur Kahn.

### How to Order First Day of Issue Postmark

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

MASTERWORKS OF MODERN AMERICAN  
ARCHITECTURE STAMPS  
POSTMASTER  
4975 SWENSON ST  
LAS VEGAS NV 89119-9998

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 18, 2005.



**How to Order First Day Covers**

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

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

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

**Philatelic Products**

There is one philatelic product available for this stamp issue:

- Cancellation Keepsake (FP w/FP FDC black ink) \$11.38 (Item 566893).

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.

Issue:	<i>Masterworks of Modern American Architecture</i>
Item Number:	566800
Denomination & Type of Issue:	37-cent Commemorative
Format:	Souvenir Sheet of 12 (12 designs)
Series:	N/A
Issue Date & City:	May 19, 2005, Las Vegas, NV 89119
Designer:	Margaret Bauer
Engraver:	N/A
Art Director:	Derry Noyes, Washington, DC
Typographer:	Margaret Bauer, Washington, DC
Existing Photos:	Solomon R. Guggenheim Museum — Ezra Stoller, represented by Esto Photographics, Mamaroneck, New York Chrysler Building — Margaret Bourke-White (deceased) Vanna Venturi House — Matt Wargo, Philadelphia, Pennsylvania TWA Terminal — Georg Fischer, New York, New York Walt Disney Concert Hall — Todd Eberle, New York, New York 860-880 Lake Shore Drive — Guido Guidi, Venice, Italy National Gallery of Art East Building — Ben Spiegel (deceased) Glass House — Ezra Stoller, represented by Esto Photographics, Mamaroneck, New York Yale Art & Architecture — Ezra Stoller, represented by Esto Photographics, Mamaroneck, New York High Museum of Art — Ezra Stoller, represented by Esto Photographics, Mamaroneck, New York Exeter Academy Library — Grant Mudford, Los Angeles, California Hancock Center — Ezra Stoller, represented by Esto Photographics, Mamaroneck, New York
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Ashton Potter (USA) Ltd. (APU) Williamsville, NY
Printed at:	Mueller Martini, A76 Modified
Press Type:	12
Stamps per Pane:	60 million stamps
Print Quantity:	0 PMU Paper, Block tagged
Paper Type:	Pressure-sensitive
Adhesive Type:	Ashton Potter (USA) Ltd.
Processed at:	Black, PMS 485 (Red), PMS 682 (Purple), PMS 716 (Dark Orange), PMS 7409 (Light Orange), MPS 7489 (Green), PMS 2726 (Blue), Back Black
Colors:	

Stamp Orientation:	Vertical
Image Area (w x h):	1.085 x 1.42 in./27.559 x 36.068mm
Overall Size (w x h):	1.225 x 1.56 in./31.115 x 39.624 mm
Full Pane Size (w x h):	8 x 6.38 in./183.896 x 180.848mm
Plate Size:	144 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	“Masterworks of Modern American Architecture” ● Drawing on the selvage of a three-dimensional view of the High Museum of Art, Atlanta, GA
On back of pane:	© 2004 USPS ● Price ● Descriptive text on back of each stamp ● Barcode Proprietary notice ● “The drawing on the selvage by Richard Meier & Partners Architects LLP is a three-dimensional view of the High Museum of Art, Atlanta, Georgia”
Catalog Item Number(s):	566840 Souvenir Sheet of 12 — \$4.44 566862 First Day Cover Full Pane — \$6.94 566864 Canceled Full Pane — \$6.94 566865 Digital Color Postmark Random Single — \$1.50 566868 Digital Color Postmark Set of 12 — \$18.00 566893 Full Pane w/FDC — \$11.38

**Distribution: Item 566800, \$4.44 *Masterworks of Modern American Architecture*, PSA Souvenir Sheet of 12 Stamps**

Stamp distribution offices (SDOs) will receive approximately one-half of their standard automatic distribution quantities for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (2,000 souvenir sheets/24,000 stamps).

### Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-half of their standard automatic distribution quantities using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute this souvenir sheet to Post Offices before May 13, 2005.

### Philatelic Requirement

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

### Additional Supply

Post Offices requiring additional souvenir sheets must requisition Item 566800 from their designated SDO using PS Form 17. SDOs requiring additional souvenir sheets must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the New York, Memphis, and Chicago APDs will each receive 140,000 additional souvenir sheets; the San Francisco APD will receive 100,000 additional souvenir sheets; and the Denver APD will receive 46,000 additional souvenir sheets.

### Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures. The \$4.44 *Masterworks of Modern American Architecture* souvenir sheet may not be split and the stamps may not be sold individually.

— Stamp Services,  
Government Relations, 4-14-05



STAMP ANNOUNCEMENT 05-13

Henry Fonda Stamp



Copyright USPS 2004

The Postal Service™ will issue a 37-cent, *Henry Fonda* commemorative stamp (Item 458600) in a pressure-sensitive adhesive (PSA) pane of 20, on May 20, 2005, in Los Angeles, California. The stamp designed by Derry Noyes of Washington, DC, goes on sale nationwide May 21, 2005.

With the 11th stamp in its *Legends of Hollywood* series, the U.S. Postal Service® honors Henry Fonda (1905–1982), one of America’s greatest actors, on the 100th anniversary of his birth. Stamp artist Drew Struzan of Pasadena, California, based his portrait of Fonda on a photograph taken by Frank Powolny in 1941. For the selvage, art director Derry Noyes chose a photograph showing Fonda in his iconic performance as dispossessed farmer Tom Joad in the “*Grapes of Wrath*” (1940).

**How to Order First Day of Issue Postmark**

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

HENRY FONDA COMMEMORATIVE STAMP  
 POSTMASTER  
 7001 S CENTRAL AVE RM 337  
 LOS ANGELES CA 90052-9998

Issue:	<i>Henry Fonda</i>
Item Number:	458600
Denomination & Type of Issue:	37-cent Commemorative
Format:	Pane of 20 with Selvage (1 design)
Series:	<i>Legends of Hollywood</i>
Issue Date & City:	May 20, 2005, Los Angeles, CA 90052
Designer:	Derry Noyes, Washington, DC
Engraver:	N/A
Illustrator:	Drew Struzan, Pasadena, CA
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Microprint “USPS”
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Mueller Martini, A 74
Stamps per Pane:	20
Print Quantity:	65 million stamps
Paper Type:	Nonphosphored Type III, Block phosphor taggant
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow, PMS 536 (Purple)
Stamp Orientation:	Vertical
Image Area (w x h):	0.84 x 1.42 in./31.336 x 36.068 mm
Overall Size (w x h):	0.98 x 1.56 in./24.892 x 39.624 mm
Full Pane Size (w x h):	7.169 x 8.74 in./182.092 x 221.996 mm
Plate Size:	180 stamps per revolution
Plate Numbers:	“P” followed by five (5) single digits
Marginal Markings:	© 2004 USPS • Plate numbers on four corners of pane • Price • 11th in a series • Header and biographical information on selvage • Plate position diagram • Proprietary notices • Four barcodes on back
Catalog Item Number(s):	458620 Block of 4 — \$1.48 458630 Block of 10 — \$3.70 458640 Full Pane of 20 — \$7.40 458661 First Day Cover — \$0.75 458662 First Day Cover FP — \$9.90 458665 Digital Color Postmark — \$1.50 458684 Press Sheet — \$66.60 458693 Full Pane w/FDC — \$8.15

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 15, 2005.



### How to Order First Day Covers

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

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

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

### Philatelic Products

There is one philatelic product available for this stamp issue:

- Cancellation Keepsake (cover/pane) \$8.15 (Item 458693).

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 458600, *Henry Fonda* Commemorative Stamp

Stamp distribution offices (SDOs) will receive approximately one-half of their standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

### Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of one-half their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before May 13, 2005.

### Philatelic Requirement

SDOs will not receive a separate quantity Item 458600 for their authorized philatelic centers. Philatelic centers must be supplied their quantities from the initial automatic distribution made to stamp distribution offices.

### Additional Supply

Post Offices requiring additional stamps must requisition Item 458600 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 San Francisco APD will receive 1,440,000 additional stamps; the Chicago, Memphis, and New York APDs will each receive 1,000,000 additional stamps; and the Denver APD will receive 360,000 additional stamps.

### Sales Policy

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

— Stamp Services,  
Government Relations, 4-14-05

### 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.



March 18, 2005  
*U.S. Postal Service*  
 WOMEN PUTTING THEIR STAMP ON METRO MILWAUKEE STATION POSTMASTER PO BOX 9998 MILWAUKEE WI 53201-9998



April 2, 2005  
*Mt. Vernon Historical Society*  
 MT VERNONS FOUNDER DAY CELEBRATION STATION POSTMASTER 205 E SOUTH ST MOUNT VERNON MO 65712-9998



March 19, 2005  
*Cover Mania Committee*  
 COVER MANIA NUMBER 7 STATION COLONIE CENTER POST OFFICE 50001 COLONIE CENTER MALL ALBANY NY 12205-9998



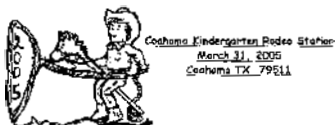
April 2, 2005  
*Village of Fort Plain*  
 THIRD ANNUAL SLUSH FESTIVAL STATION POSTMASTER 41 RIVER ST FORT PLAIN NY 13339-9998



March 26, 2005  
*U.S. Postal Service*  
 POST OFFICE STATION POSTMASTER 7255 S RIVER RD VESUVIUS VA 24483-9998



April 2, 2005  
*Universal Ship Cancellation Society*  
 CHRISTENING CEREMONY STATION POSTMASTER 2016 MAPLE AVE MARINETTE WI 54143-9998



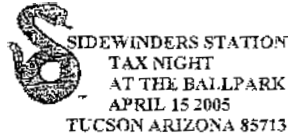
March 31, 2005  
*U.S. Postal Service*  
 COAHOMA POST STATION POSTMASTER 102 S FIRST ST COAHOMA TX 79511-9998



April 2, 2005  
*Rotary Club of Brandywine*  
 DELPEX STATION POSTMASTER 501 DELAWARE ST NEW CASTLE DE 19720-9998



April 2, 2005  
 Community Foundation  
 COMMUNITY FOUNDATION  
 STATION  
 POSTMASTER  
 301 W MAIN AVE  
 GASTONIA NC 28052-9998



April 15, 2005  
 U.S. Postal Service  
 SIDEWINDERS STATION  
 POSTMASTER  
 PO BOX 9998  
 TUCSON AZ 85713-9998



April 3, 2005  
 Manchester Stamp Club  
 FISHER CATS OPEX STATION  
 STATION MANAGER  
 1328 HOOKSETT RD STE 45  
 HOOKSETT NH 03106-9998



April 15, 2005  
 U.S. Postal Service  
 BEAVER OAK POST OFFICE  
 STATION  
 POSTMASTER  
 16 E SECOND ST  
 BEAVER OK 73932-9998



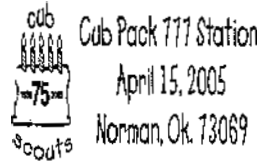
April 7, 2005  
 Las Vegas Review Journal  
 CHINA RANCH STATION  
 POSTMASTER  
 HWY 127  
 SHOSHONE CA 92384-9998



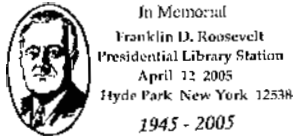
April 15, 2005  
 U.S. Postal Service  
 WELL TAKE YOUR ARM AND  
 A LEG SHARK REEF  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 LAS VEGAS NV 89199-9998



April 10, 2005  
 U.S. Postal Service  
 MUSIC STATION  
 POSTMASTER  
 PO BOX 9998  
 SOUTH SHORE SD  
 57263-9998



April 15, 2005  
 Cub Pack 777  
 CUB PACK 777 STATION  
 POSTMASTER  
 129 W GRAY ST  
 NORMAN OK 73069-9998



April 12, 2005  
 FDR Presidential Library  
 FRANKLIN D ROOSEVELT  
 PRESIDENTIAL LIBRARY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 HYDE PARK NY 12538-9998



April 15, 2005  
 U.S. Postal Service  
 TAX CELEBRATION STATION  
 POSTMASTER  
 301 N GUADALUPE  
 SAN MARCOS TX 78666-9998



April 14, 2005  
 Mayor of Beckemeyer  
 BUXTON TO BECKEMEYER  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 BECKEMEYER IL 62219-9998



April 15-16, 2005  
 Main Street Vero Beach, Indian  
 River Historical Society, The  
 Heritage Center  
 HIBISCUS STATION  
 POSTMASTER  
 PO BOX 9998  
 VERO BEACH FL 32960-9998



April 15, 2005  
 U.S. Postal Service  
 WATFORD CITY STATION  
 POSTMASTER  
 PO BOX 9998  
 WATFORD ND 58854-9998



April 16, 2005  
 U.S. Postal Service  
 WATFORD CITY STATION  
 POSTMASTER  
 PO BOX 9998  
 WATFORD CITY ND  
 58854-9998



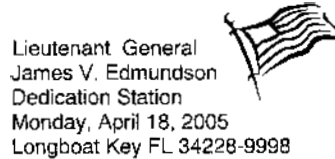
April 16, 2005  
Buffalo Numismatic Association  
CHECOPEX STATION  
POSTMASTER  
1200 WILLIAM ST  
BUFFALO NY 14240-9998



April 18, 2005  
U.S. Postal Service  
BALLINGER FIRE  
DEPARTMENT STATION  
POSTMASTER  
116 S 8TH ST  
BALLINGER TX 76821-9998



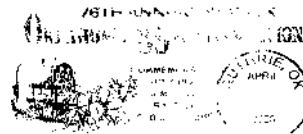
April 16, 2005  
Richwood Chamber of  
Commerce  
67TH ANNUAL FEAST OF THE  
RAMSON STATION  
POSTMASTER  
22 E MAIN ST  
RICHWOOD WV 26261-9998



April 18, 2005  
U.S. Postal Service  
LT GENERAL JAMES V  
EDMUNDSON DEDICATION  
STATION  
POSTMASTER  
PO BOX 9998  
LONGBOAT KEY FL  
34228-9998



April 16, 2005  
Cheyenne Arapaho Celebration  
Committee  
CHEYENNE ARAPAHO STATION  
POSTMASTER  
701 E MAIN ST  
HAMMON OK 73650-9998



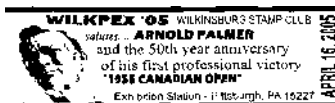
April 18-23, 2005  
Chamber of Commerce  
76TH ANNUAL OKLAHOMA  
88ER CELEBRATION  
STATION  
POSTMASTER  
201 W OKLAHOMA AVE  
GUTHRIE OK 73044-9998



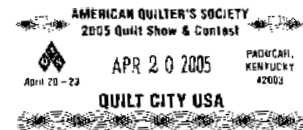
April 16-17, 2005  
Madison Turners  
WISCOPEX 2005 STATION  
POSTMASTER  
PO BOX 9998  
MADISON WI 53716-9998



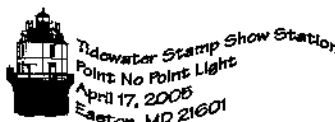
April 19, 2005  
The Abraham Lincoln Library  
Foundation  
ABRAHAM LINCOLN  
PRESIDENTIAL LIBRARY  
AND MUSEUM STATION  
PHILATELIC CLERK  
2105 E COOK ST  
SPRINGFIELD IL 62703-9998



April 16-17, 2005  
Wilkesburg Stamp Club  
WISCOPEX 2005 STATION  
POSTMASTER  
PHILATELIC CLERK  
700 GRANT ST  
PITTSBURGH PA 15219-9998



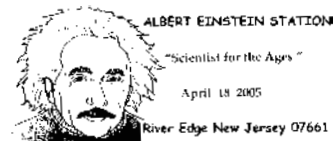
April 20-23, 2005  
American Quilters Society  
QUILT CITY USA STATION  
POSTMASTER  
PO BOX 3385  
PADUCAN KY 42002-3385



April 17, 2005  
Tidewater Stamp Club  
TIDEWATER STAMP SHOW  
STATION  
POSTMASTER  
116 E DOVER ST  
EASTON MD 21601-9998



April 21, 2005  
Class Parents Class of 2005  
HAMMON GRADUATION  
STATION  
POSTMASTER  
PO BOX 9998  
HAMMON OK 73650-9998



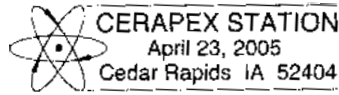
April 18, 2005  
Hudson Valley Stamp Society  
ALBERT EINSTEIN STATION  
POSTMASTER  
PO BOX 9998  
RIVER EDGE NJ 07661-9998



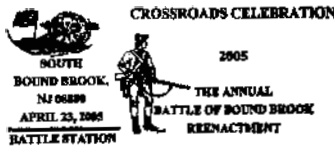
April 23, 2005  
US Grant Homestead  
Association  
ULYSSES S GRANT  
BOYHOOD HOME STATION  
POSTMASTER  
201 E GRANT ST  
GEORGETOWN OH  
45121-9998



April 23, 2005  
 International Whistlers  
 Convention  
 INTERNATIONAL WHISTLERS  
 CONVENTION STATION  
 POSTMASTER  
 125 N MAIN ST  
 LOUISBURG NC 27549-9998



April 23-24, 2005  
 Cedar Rapids Stamp Club  
 CERAPEX STATION  
 CUSTOMER SERVICE  
 SUPERVISOR  
 PO BOX 9998  
 CEDAR RAPIDS IA  
 52406-9998



April 23, 2005  
 Annual Battle of Bound Brook  
 Reenactment  
 SOUTH BOUND BROOK  
 BATTLE STATION  
 POSTMASTER  
 11 MADISON ST  
 SOUTH BOUND BROOK NJ  
 08880-9998



April 23-24, 2005  
 Buda Texas Lions Club  
 WIENER DOG RACE STATION  
 POSTMASTER  
 100 S MAIN ST  
 BUDA TX 78610-9998

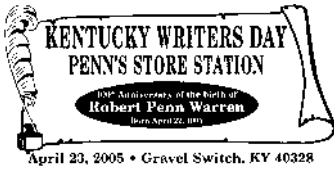


Reunion Station  
 April 23, 2005  
 Port Aransas TX 78373

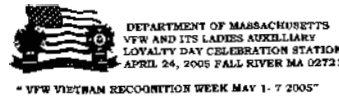
April 23, 2005  
 Third Platoon Delta Company  
 REUNION STATION  
 POSTMASTER  
 1211 STATE HWY 361  
 PORT ARANSAS TX  
 78373-9998



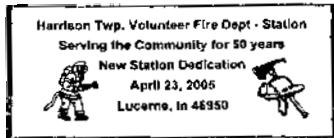
April 23-24, 2005  
 Lancaster County Philatelic  
 Society  
 20TH ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 LANCASTER PA 17608-9998



April 23, 2005  
 Penn's Store  
 PENNS STORE STATION  
 POSTMASTER  
 PO BOX 9998  
 GRAVEL SWITCH KY  
 40328-9998



April 24, 2005  
 VFW  
 LOYALTY DAY CELEBRATION  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 FALL RIVER MA 02722-9998



April 23, 2005  
 Harrison Township Volunteer  
 Fire Dept  
 HARRISON TWP VOLUNTEER  
 FIRE DEPT STATION  
 POSTMASTER  
 PO BOX 9998  
 LUCERNE IN 46950-9998



April 24, 2005  
 Batsto Citizens Committee  
 EARTH DAY STATION  
 POSTMASTER  
 114 S THIRD ST  
 HAMMONTON NJ 08037-9998



April 23, 2005  
 U.S. Postal Service  
 EARTH DAY INDIANA  
 FESTIVAL STATION  
 POSTMASTER  
 125 W SOUTH ST  
 INDIANAPOLIS IN 46206-9998



April 24, 2005  
 Boy Scouts of America  
 LINCOLN PILGRIMAGE  
 STATION  
 PHILATELIC CLERK  
 2105 E COOK ST  
 SPRINGFIELD IL 62703-9998

— Stamp Services,  
 Government Relations, 4-14-05

### 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>
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

### MOVER'S GUIDE NEWS

#### May 2005 Mover's Guide Now Available

The May 2005 issue of Publication 75, *Mover's Guide*, will begin arriving at your facility in mid-April, packed in boxes of 100, 200, and 300.

We print and distribute *Mover's Guide* three times per year — in April, August, and December. To order up to 100 additional copies, please call the Material Distribution Center (MDC) and use touch tone order entry (TTOE); call 800-332-0317, option 2.

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

Use the following information to order the May 2005 issue of *Mover's Guide*:

**PSIN:** PUB 75  
**PSN:** 7610-03-000-4795  
**Unit of Measure:** EA  
**Minimum Order Quantity:** N/A  
**Bulk Pack Quantity:** 100

**Quick Pick Number:** 441  
**Price:** N/A  
**Edition Date:** 05/05

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

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

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

— Address Management,  
 Intelligent Mail and Address Quality, 4-14-05

### Post Office Changes

Old/New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/Unit	Unit Type	Effective Date	Comments
Old	12-7689	31558	GA	Saint Marys	Camden	Downtown Station	Classified Station	06/18/2004	Classified station discontinued. Retain ZIP Code™. Continue to use Saint Marys GA 31558 as last line of address.
New	12-7689	31558	GA	Saint Marys	Camden	Main Office	Post Office	07/24/2004	
Old	19-8932	66612	KS	Topeka	Shawnee	Statehouse	Classified Station	04/01/2002	Classified station discontinued. Retain ZIP Code. Continue to use Topeka KS 66612 as last line of address.
New	19-8932	66612	KS	Topeka	Shawnee	Main Office	Post Office	11/20/2004	
Old	19-4840	66040	KS	La Cygne	Linn	Main Office	Post Office		This announcement changes the name of the La Cygne KS Post Office™ to the Lacygne KS Post Office. Use Lacygne KS 66040 as last line of address.
New	19-4840	66040	KS	Lacygne	Linn	Main Office	Post Office	03/22/2005	



Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	28-0702	63626	MO	Blackwell	Saint Francois	Main Office	Post Office	11/21/1997	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Blackwell MO 63626 as last line of address.
New	28-1188	63626	MO	Cadet	Saint Francois	Blackwell	Place Name	10/23/2004	
Old	28-5796	63661	MO	New Offenburg	Sainte Genevieve	Main Office	Post Office	04/12/2000	Post Office and ZIP Code discontinued. Establish a place name. New Offenburg MO becomes an acceptable last line for use with ZIP Code 63670.
New	28-7104	63670	MO	Sainte Genevieve	Sainte Genevieve	New Offenburg	Place Name	10/23/2004	
Old	28-6114	63772	MO	Painton	Stoddard	Main Office	Post Office	01/02/2002	Post Office and ZIP Code discontinued. Establish a place name. Painton MO becomes an acceptable last line for use with ZIP Code 63771.
New	28-6000	63771	MO	Oran	Scott	Painton	Place Name	10/23/2004	
Old	28-0930	63931	MO	Briar	Ripley	Main Office	Post Office	01/15/1999	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Briar MO 63931 as last line of address.
New	28-2172	63931	MO	Doniphan	Ripley	Briar	Place Name	10/23/2004	
Old	28-7356	63963	MO	Shook	Wayne	Main Office	Post Office	04/23/1999	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Shook MO 63963 as last line of address.
New	28-3342	63963	MO	Greenville	Wayne	Shook	Place Name	10/23/2004	
Old	28-1734	65449	MO	Cook Station	Crawford	Main Office	Post Office	03/17/1997	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Cook Station MO 65449 as last line of address.
New	28-7176	65449	MO	Salem	Dent	Cook Station	Place Name	08/28/2004	
Old	28-7752	65572	MO	Swedeborg	Pulaski	Main Office	Post Office	03/15/2002	Post Office and ZIP Code discontinued. Establish a place name. Swedeborg MO becomes an acceptable last line for use with ZIP Code 65556.
New	28-6798	65556	MO	Richland	Pulaski	Swedeborg	Place Name	10/30/2004	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	37-1424	58223	ND	Buxton	Traill	Cummings	Community Post Office	06/13/2003	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Cummings ND 58223 as last line of address.
New	37-1424	58223	ND	Buxton	Traill	Cummings	Place Name	07/24/2004	
Old	30-5985	68753	NE	Mills	Keya Paha	Main Office	Post Office	06/30/2003	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Mills NE 68753 as last line of address.
New	30-8430	68753	NE	Springview	Keya Paha	Mills	Place Name	07/31/2004	
Old	33-8580	08087	NJ	Tuckerton	Ocean	Mystic Island	Classified Station		This announcement changes the name of the Mystic Island NJ classified station to the Little Egg Harbor NJ classified branch. Use Tuckerton NJ 08087 as last line of address.
New	33-8580	08087	NJ	Tuckerton	Ocean	Little Egg Harbor	Classified Branch	03/22/2005	
Old	35-1006	14209	NY	Buffalo	Erie	Station C	Classified Station		This announcement changes the name of the Station C NY classified station to the Mid City NY classified station. Use Buffalo NY 14209 as last line of address.
New	35-1006	14209	NY	Buffalo	Erie	Mid City	Classified Station	03/22/2005	
Old	41-3548	18438	PA	Hawley	Wayne	Lakeville	Community Post Office	11/25/2003	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Lakeville PA 18438 as last line of address.
New	41-3548	18438	PA	Hawley	Wayne	Lakeville	Place Name	12/11/2004	
Old	45-5860	29430	SC	Moncks Corner	Berkeley	Bethera	Community Post Office	06/30/2002	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Bethera SC 29430 as last line of address.
New	45-5860	29430	SC	Moncks Corner	Berkeley	Bethera	Place Name	12/01/2004	
Old	48-5490	75069	TX	Mc Kinney	Collin	Main Office	Post Office		This announcement changes the name of the Mc Kinney TX Post Office to the Mckinney TX Post Office. Use Mckinney TX 75069 as last line of address.
New	48-5490	75069	TX	Mckinney	Collin	Main Office	Post Office	03/22/2005	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	48-5490	75070	TX	Mc Kinney	Collin	Main Office	Post Office		This announcement changes the name of the Mc Kinney TX Post Office to the Mckinney TX Post Office. Use Mckinney TX 75070 as last line of address.
New	48-5490	75070	TX	Mckinney	Collin	Main Office	Post Office	03/22/2005	
Old	48-5490	75071	TX	Mc Kinney	Collin	Main Office	Post Office		This announcement changes the name of the Mc Kinney TX Post Office to the Mckinney TX Post Office. Use Mckinney TX 75071 as last line of address.
New	48-5490	75071	TX	Mckinney	Collin	Main Office	Post Office	03/22/2005	
Old	48-4190	77339	TX	Humble	Harris	Main Office	Post Office		This announcement changes the Preferred Last Line of this ZIP Code from Humble TX to Kingwood TX. Use Kingwood TX 77339 as last line of address.
New	48-4190	77339	TX	Humble	Harris	Kingwood	Classified Branch	03/22/2005	
Old	48-4190	77345	TX	Humble	Harris	Main Office	Post Office		This announcement changes the preferred last line of this ZIP Code from Humble TX to Kingwood TX. Use Kingwood TX 77345 as last line of address.
New	48-4190	77345	TX	Humble	Harris	Kingwood	Classified Branch	03/22/2005	
Old	48-4190	77325	TX	Humble	Harris	Main Office	Post Office		This announcement changes the preferred last line of this ZIP Code from Humble TX to Kingwood TX. Use Kingwood TX 77325 as last line of address.
New	48-4190	77325	TX	Humble	Harris	Kingwood	Classified Branch	03/22/2005	
Old	51-6924	20130	VA	Paris	Fauquier	Main Office	Post Office	03/31/1991	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Paris VA 20130 as last line of address.
New	51-9198	20130	VA	Upperville	Fauquier	Paris	Place Name	11/06/2004	
Old	57-1216	82052	WY	Buford	Albany	Main Office	Post Office	02/01/1999	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Buford WY 82052 as last line of address.
New	57-1672	82052	WY	Cheyenne	Laramie	Buford	Place Name	07/24/2004	

# Retail

## HANDBOOK PO-102 REVISION

### PS Form 1412, *Daily Financial Report*

Effective April 14, 2005, Handbook PO-102, *Self Service Vending Operational and Marketing Program*, is revised to include the February 2005 edition of PS Form 1412, *Daily Financial Report*. The February 2005 edition of this form replaces all earlier editions of PS Form 1412-A. All references to “PS Form 1412-A” in Handbook PO-102 will be replaced with “PS Form 1412”.

All self servicing vending employees must use the revised edition of PS Form 1412, *Daily Financial Report*, dated February 2005. All previous editions of PS Form 1412-A are obsolete and must be discarded or recycled.

Account Identifier Code (AIC) 096, Vending Equipment Postage Sales, AIC 175, Vending Machine Overages, and AIC 612, Vending Machine Shortages, were added to PS Form 1412. AIC 199 (Phone Cards — Self Service Vending) must be recorded as a write-in entry.

*Note:* The revised PS Form 1412 appeared in *Postal Bulletin* 22144 (12-23-04, page 61). Offices may reproduce this copy locally until they order and receive the stock from the Material Distribution Center (MDC). Information to order PS Form 1412 appeared in *Postal Bulletin* 22145 (1-6-05, page 63).

We will incorporate these revisions into the next printed edition of Handbook PO-102 and into the next update of the online version accessible on the Postal Service™ PolicyNet Web site.

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

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

### Handbook PO-102, *Self Service Vending Operational and Marketing Program*

	*	*	*	*	*
<b>1</b>	<b>The Self Service Vending Program</b>	*	*	*	*
<b>14</b>	<b>Services and Products</b>	*	*	*	*

<b>143</b>	<b>Semipostal Stamps</b>	*	*	*	*	*
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### 143.5 Financial Reporting

*[Revise 143.5 to read as follows:]*

Record sales for semipostal stamp vending packets on PS Form 1412, *Daily Financial Report*, in the corresponding Account Identifier Code (AIC) line:

- a. *Breast Cancer Research Stamp*. The servicing person records the amount as an entry to AIC 084, Breast Cancer Research Stamp Sales, on PS Form 1412, *Daily Financial Report* (see Exhibit 463).
- b. *Stop Family Violence Stamp*. The servicing person records the amount as an entry to AIC 089, on PS Form 1412, *Daily Financial Report* (see Exhibit 463).

Sales for these products that are recorded on PS 8130, *Vending Equipment Sales Service Daily Activity Log*, will be included with total machine revenue.

	*	*	*	*	*
<b>2</b>	<b>Establishing Self Service Vending Locations</b>	*	*	*	*

### 23 Determining Equipment

#### 231 New Locations

<b>231.1</b>	<b>Criteria for Postal Locations</b>	*	*	*	*	*
--------------	--------------------------------------	---	---	---	---	---

*[Revise footnote 1 of Exhibit 231.1 to read as follows:]*

<sup>1</sup> AIC 096, *Vending Equipment Postage Sales*.

	*	*	*	*	*
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#### 4 Servicing Self Service Vending Equipment

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

#### 46 Procedures

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

#### 463 Postservicing Procedures

After returning to the domicile office, the servicing person does the following postservicing steps:

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

[Revise item h to read as follows:]

- h. Complete PS Form 1412, *Daily Financial Report* (see Exhibit 463).

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

Exhibit 463

**PS Form 1412, Daily Financial Report**

[See the full-page exhibit on page 86.]

**5 Financial Control**  
\* \* \* \* \*

**57 Bank Deposits**  
\* \* \* \* \*

[Revise title and text of 572 to read as follows:]

**572 PS Form 1412, Daily Financial Report**

The servicing person prepares in duplicate PS Form 1412, *Daily Financial Report*, each day he or she:

- a. Receives stamp stock.
- b. Returns stamp stock.
- c. Makes deposits.

The servicing person records AIC 199, Phone Cards (Self Service Vending) as a write-in entry on PS Form 1412. The servicing person records vending postcard sales to AIC 096, *Vending Equipment Postage Sales*.

**Note:** Handbook F-1, *Post Office Accounting Procedures*, chapter 2, contains the instructions regarding the proper completion of PS Form 1412, *Daily Financial Report*. The servicing person retains the duplicate copy for file.

\* \* \* \* \*

**59 Bogus and Damaged Monies**  
\* \* \* \* \*

**593 Coin-like and Bill-like Objects**  
\* \* \* \* \*

**593.2 Recording Account Entries**

[Revise the introductory text of 593.2 to read as follows:]

When credits are made for shortages that occur from the use of coin-like or bill-like objects, the servicing person makes the following entries to PS Form 1412, *Daily Financial Report*:

\* \* \* \* \*

**6 Examining Self Service Vending Credit**  
\* \* \* \* \*

**64 Self Service Vending Credit Adjustments**  
\* \* \* \* \*

**642 Overages**  
\* \* \* \* \*

**642.3 Adjustments**

**642.31 Overage of Less Than \$100**

The following steps are taken for a net overage of any amount less than \$100:

[Revise items a and b to read as follows:]

- a. The servicing person records the amount as an entry to AIC 175, *Vending Machine Overages*, on PS Form 1412, *Daily Financial Report* (see Exhibit 463). This will bring the credit back into balance, and no further adjustment is necessary.
- b. The servicing person's supervisor issues PS Form 3544, *Post Office Receipt for Money* (Exhibit 642.31), in triplicate, giving the original to the servicing person, attaching one copy to PS Form 1412, and keeping one copy for the files.

\* \* \* \* \*

**642.32 Overage of \$100 or More**

The following steps are taken for a net overage of any amount of \$100 or more:

[Revise items a and b to read as follows:]

- a. The servicing person records the amount as an entry to AIC 175, *Vending Machine Overages*, on PS Form 1412, *Daily Financial Report*. This will bring the credit back into balance, and no further adjustment is necessary.
- b. The servicing person's supervisor issues PS Form 3544, *Post Office Receipt for Money*, in triplicate, giving the original to the servicing person, attaching one copy to PS Form 1412, and keeping one copy for the files.

\* \* \* \* \*

**643 Shortages**  
\* \* \* \* \*

**643.3 Adjustments**

**643.31 All Shortages**

When a shortage of \$100 or more exists, the following steps are taken:

[Revise item a to read as follows:]

- a. The servicing person records all losses as an entry to AIC 612, *Vending Machine Shortages*, on PS Form 1412, *Daily Financial Report*.

\* \* \* \* \*



NOTICE

**Parts to Maintain Vending Equipment**

Efforts should be made to cannibalize similar items from obsolete and non-repairable vending equipment to support other machines. The parts listed below are to be removed from the PBM-2 (Booklet Vending Machines), the PS-53C (Stamp Vending Machines), and the PCM-1625A (Postal Commodity Machines) before taking appropriate disposal procedures as instructed in Handbook AS-701, *Material Management*. Relevant portions of the applicable Maintenance Management Orders (MMOs) for each model are excerpted below:

<b>MMO-055-00</b>	<b>June 2, 2000</b>	<b>Discontinuance of Support for Obsolete Vending Machines</b>
	<b>PBM-2</b>	Booklet Vending Machine
	<b>PS-53C</b>	Stamp Vending Machine

The parts listed below are to be removed from the PBM-2 (Booklet Vending Machines) and the PS-53C (Stamp Vending Machines) before disposal.

Machine	Parts to be Removed
<b>PBM-2</b>	NSN 3550-01-000-3974, Coin Acceptor
	NSN 3550-03-000-1854, Coin Changer
<b>PS-53C</b>	NSN 3550-01-000-6532, Module Master
	NSN 3550-01-000-1854, Module Slave
	NSN 3550-01-000-7121, Coin Acceptor*
	NSN 3550-01-000-8980, Coin Changer
	NSN 3550-02-000-7120, Coin Changer*
	NSN 3550-03-000-1857, Chassis Assembly, w/Harness
	NSN 3550-01-000-0537, Printed Circuit Board (PCB) Assembly, Program

\*Note: These parts must be destroyed upon removal. They are no longer used in PS-53C Modification.

<b>MMO-084-04</b>	<b>November 22, 2004</b>	<b>Discontinuance of Support for the PCM-1625A</b>
	<b>PCM-1625A</b>	Postal Commodity Machine

The parts listed below (if in functioning condition) must be removed and retained at the local office. If the currency validator and coin changer are non-functioning, they should be returned to the Topeka Material Distribution Center (TMDC) with repair tags as noted in the disposal column of the chart below.

PART	NSN	OEM	DISPOSAL
Currency Validator	3550-04-000-6935		Retain at the facility or return to TMDC with repair tags utilizing standard repair procedures.
Coin Changer*	3550-02-000-0293		Retain at the facility or return to TMDC with repair tags utilizing standard repair procedures.
Leg Assembly, Cabinet	3550-02-000-5890	1009409	Return the parts to local inventories.
Plate Assembly, Leg and Hinge	3550-02-000-5891	1009362	Return the parts to local inventories.

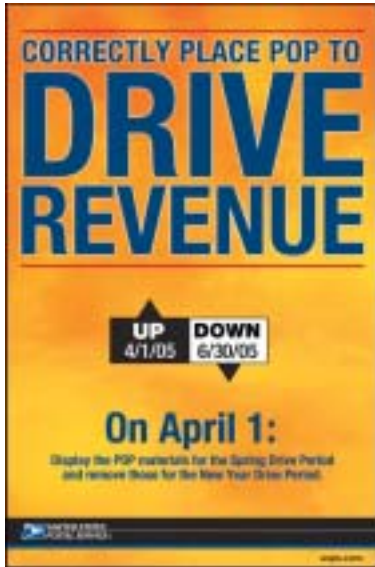
\*Note: If no other PCM-1625B machines are in the service area, these parts can be returned to TMDC with a repair tag indicating that one-for-one replacement is not requested.

For additional information, refer to the complete Maintenance Management Orders. MMO-055-00 can be accessed on the intranet at <http://www.mtsc.usps.gov/pdf/mmo/2000/mmo05500.pdf> and MMO-084-04 at <http://www.mtsc.usps.gov/pdf/mmo/2004/mmo08404.pdf>.

The latest edition of Handbook AS-701, *Material Management*, is available on the Postal Service™ PolicyNet Web site at <http://blue.usps.gov/cpim/ftp/hand/as701/as701tc.pdf>.

# What's in Store

## Reach for revenue



Spring is now on display in Post Offices™. Spring Drive Period point-of-purchase (POP) elements encourage customers to purchase high-revenue products, including ReadyPost® shipping supplies, postal money orders, passports, and PO boxes.

Many customers don't know they can buy money orders at the Post Office. Be sure to ask customers if they need money orders. In addition to the Spring POP, money order promotional materials are available in MessageMaker 2, located at [blue.usps.gov/advertising](http://blue.usps.gov/advertising); under the Advertising Reference table in the Media column, click *Field Advertising*.

And, of course, remind customers that our Priority Mail® bundles — also an important element of the Spring POP — offer convenience. And they're easy as 1-2-3-4 to sell!

## Shipping made easy

We're helping postmasters and station and branch managers connect with business customers in their communities. New Business Connect kits — "Shipping Made Easy" — were sent to participants in the recent Play the Zone competition. The kits include tools to help spread the word about convenient new shipping options — a guidebook with product highlights and frequently asked questions, materials to share with customers, order forms for prepaid Flat-Rate Priority Mail® envelopes, scales that may be presented to prospects, and thank you postcards.

If your office did not participate in Play the Zone, you'll receive a postcard that may be used to order materials in the kit. You can reorder items through [uspsbusinessconnect.com](http://uspsbusinessconnect.com).



## What's in Store

### When is your eBay Day?

eBay Day information is only a click away on the Advertising Web site at [blue.usps.gov/advertising](http://blue.usps.gov/advertising). An advertising and promotion campaign supporting eBay Day will encourage customers to attend — and to choose the Postal Service™ when they ship their items on eBay. Learn more about eBay Day events and see all the supporting advertising and promotion elements on the Web site.

### You've got insurance options

Did you know customers now can purchase insurance for their packages in several different ways? Insurance is available at Post Offices for up to \$5,000 indemnity coverage. Customers also can buy insurance at automated postal centers® (APCs®) and online through Click-N-Ship® and eBay's Shipping Center for up to \$200 indemnity coverage.

### Technical help for online labels

Online labels are popular with customers so it's good to know where they can go for technical support. Click-N-Ship labels: Click on the *Contact Us* link at the bottom of every [usps.com](http://usps.com) page. eBay/Pay Pal labels: Send an e-mail using the Pay Pal *Contact Us* link on the Pay Pal page. PC Postage® (Stamps.com, Endicia, or Pitney Bowes): Send an e-mail directly to the provider. If you have general questions, check with your district Retail or Marketing manager or Customer Connect coordinator. Find retail acceptance information at [blue.usps.gov/delivery](http://blue.usps.gov/delivery).

### Growing revenue — one return at a time

Parcel Return Services (PRS) is like drop shipping in reverse. When returning an item, the customer attaches a pre-approved return label on the package. The return label is either provided in the original shipment order or it's made available and printed through the Internet. The merchant guarantees the return postage.

## What's in Store

The return label cannot be handwritten. The label will contain a legend box that identifies the item as either Parcel Select Return Service or Bound Printed Matter Return Service. The address block will have the agent's or merchant's name on the first line, Parcel Return Service on the second line, and the unique 569 ZIP Code™ on the third line.

The designated ZIP Code range for PRS is 56900 through 56999 — and knowing this will ensure the success of this product.

## Digital postal technology

Manual postage meters were retired from active duty effective Feb. 28. Post Offices no longer reset manual postage meters. All meters are now remotely reset through dial up or Internet connection with the meter provider's resetting system. Customers who request manual meter resets must be referred to the meter manufacturer or dealer. Retiring manual meters will protect Postal Service revenues from postage meter fraud and counterfeiting and transition customers to the convenience and ease-of-use of digital postage technology. For more information about the latest postage alternatives — from new digital postage meters to PC Postage software products — customers can go to [usps.com/postagesolutions](http://usps.com/postagesolutions).

## Feedback

Send comments and questions to:

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

## What's in Store

# april

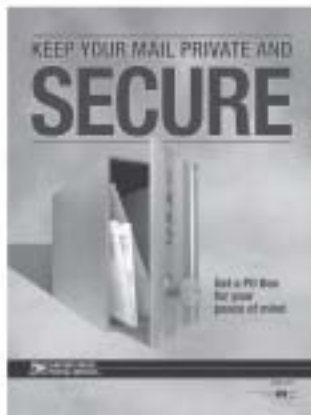
retail employee bulletin

Spring '05 Retail Drive Period  
4/1/05–6/30/05

Carolyn Battle  
Sales and Services Associate  
15 years of service



## Spring POP Raises Revenue



The Spring Drive Period POP Kit debuting on April 1<sup>st</sup> will encourage residential customers to purchase these high-margin products:

- ReadyPost® Shipping Supplies
- Postal Money Orders
- Passports
- PO Boxes
- Priority Mail® Bundles

Selling high-revenue products should truly be the focus at the retail counter. Whenever possible, sales and services associates should remind customers to take advantage of **usps.com**, vending machines, and APC® kiosks for simple services. This will minimize wait time and allow sales and services associates to sell products like Passports and ReadyPost Shipping Supplies.

Once the Spring POP is displayed, walk through your lobby and learn about the high-revenue products featured. When you understand the POP and our products, you're more likely to suggest high-revenue products to customers and, in turn, increase revenue.

## Help Support Our Troops

In order to help our troops stay in touch, we're launching a nationwide sales promotion that invites customers to purchase a \$10 global-rate **FIRSTCLASS PHONECARD®** for military personnel stationed overseas.

The program will launch during the Spring Drive Period and will be supported in lobbies with a Countercard and Tearpad. To send a phonecard to military personnel, customers must bring a Tear Sheet to the retail counter where sales and services associates scan the UPC code on the Tear Sheet into POS. Non-POS offices will track sales on a provided tracking sheet. AT&T will then activate the phone cards and mail them directly to military installations for distribution.



To make sure troops receive all intended phonecards, it's important to support this military **FIRSTCLASS PHONECARD** promotion **ONLY!** All other local military phonecard efforts should be discontinued.

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

## What's in Store

# april

retail employee bulletin

Spring '05 Retail Drive Period  
4/1/05–6/30/05



## Rev Up Revenue With ReadyPost!

Did you know that ReadyPost® Shipping Supplies have a higher revenue margin than any other product sold in the Post Office®? And did you know generic ReadyPost supplies account for 84% of all ReadyPost sales? It's true! So if you're interested in making revenue for your office, make sure your ReadyPost display is stocked and ready to sell.

Post Office sales data is evaluated annually to determine ReadyPost product mix access. This evaluation ensures that lower-revenue offices do not incur high inventory costs. This also ensures that high-revenue offices have access to the ReadyPost products their customers demand.

Because some offices don't meet the revenue dollar threshold requirements to carry the entire ReadyPost line, a ReadyPost variety pack is now available for order. The variety pack includes a selection of the nine best-selling items and meets the \$50 order minimum requirement. It's a great way for all offices to take advantage of ReadyPost revenue potential!

## Customize Your Communications!

### We're Open Weekends

Monday	9:00am – 6:00pm
Tuesday	9:00am – 6:00pm
Wednesday	9:00am – 6:00pm
Thursday	9:00am – 6:00pm
Friday	9:00am – 6:00pm
Saturday	10:00am – 3:00pm
Sunday	Closed

MessageMaker 2 is an online resource where individual Post Office locations can create professional, customized signage that complements approved USPS® advertising materials. MessageMaker 2 materials include custom postcards, clings, and signs to support local promotions, communicate extended hours, and announce grand openings. All materials created on MessageMaker 2 will also utilize the most current logos and branding.

Individual Post Office locations can have customized signage created by contacting their district marketing or retail manager.

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

# What's in Store

# april

retail employee bulletin

Spring '05 Retail Drive Period  
4/1/05-6/30/05



Tina Brown  
Mail Handler  
24 years of service



## focus!

If your office has a blue and white passport banner, make sure it's clean and on display outside during this busy travel season!

SUN	MON	TUES	WED	THU	FRI	SAT
					1	2
					Prepare and submit vending data Put up Spring POP & AT&T Countercard	
3	4	5	6	7	8	9
Daylight Saving Time begins					<b>\$ pay day!</b>	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
					<b>\$ pay day!</b>	 Robert Penn Warren (Literary Arts) stamp on sale today Passover begins
24	25	26	27	28	29	30
					 Yip Harburg stamp on sale today	

## take action!

Category 2, 3, and 3N Offices: Order ReadyPost® Shipping Supplies for Mother's Day, Father's Day, weddings, and graduations on eBay or by calling 1-800-771-0428.

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

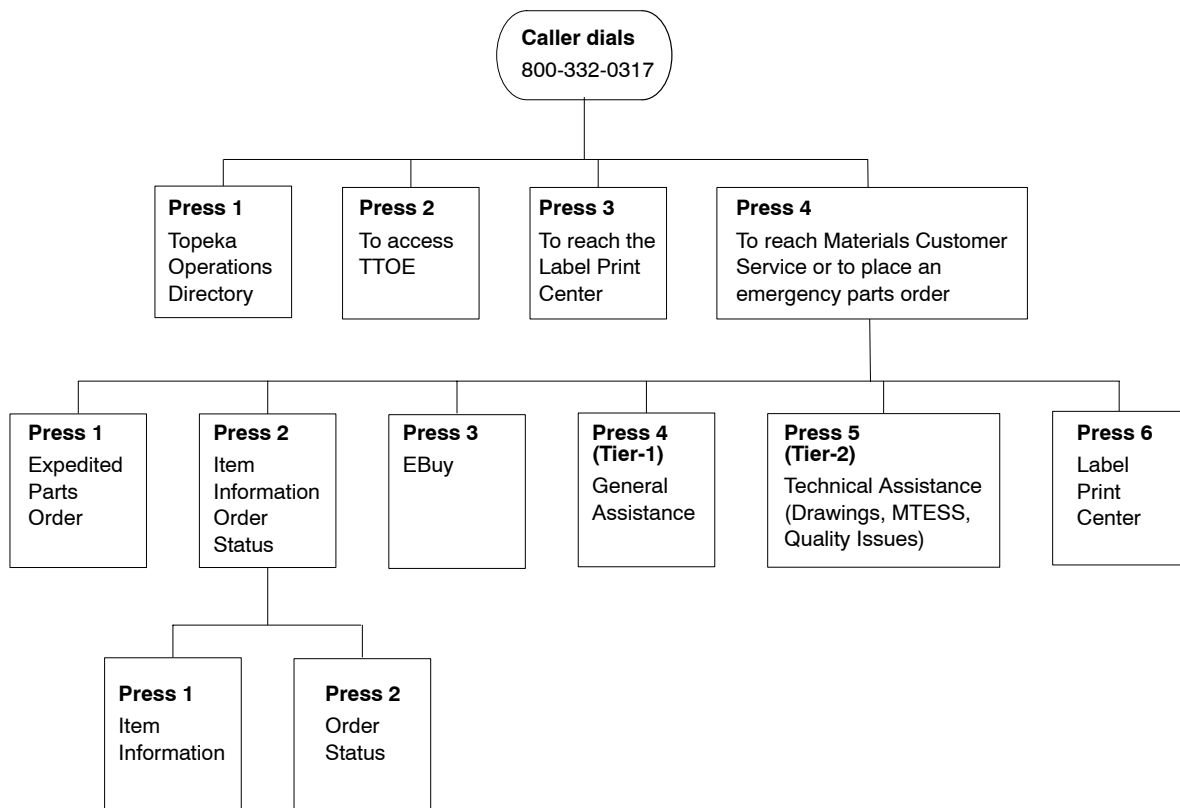
# Supply Management

## National Materials Customer Service Phone Changes

In April 2005, National Materials Customer Service in Topeka, 800-332-0317, will implement a new menu of telephone options. The new menu will reduce the number of selections necessary to reach a customer service agent. The self-service options will continue to be available for

item information and order status. See the new call flow structure below for details. This information is also available at [http://blue.usps.gov/purchase/operations/ops\\_hotline.htm](http://blue.usps.gov/purchase/operations/ops_hotline.htm).

— SCM Strategies,  
Supply Management, 4-14-05



# GET IT DONE FROM HOME



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