

POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22155, May 26, 2005

Business Connect™



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



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Semiannual Index PB 22146 (1-20-05)



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



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

PB 22155: 7690-07-000-0139	PB 22147: 7690-07-000-0131	PB 22139: 7690-07-000-0123	PB 22132: 7690-07-000-0116
PB 22154: 7690-07-000-0138	PB 22146: 7690-07-000-0130	PB 22138: 7690-07-000-0122	PB 22131: 7690-07-000-0115
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PB 22151: 7690-07-000-0135	PB 22143: 7690-07-000-0127	PB 22135: 7690-07-000-0119	PB 22128: 7690-07-000-0112
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PB 22148: 7690-07-000-0132	PB 22140: 7690-07-000-0124		

USPSNEWS@WORK

An open connection: Business Connect successes rolling in

Tahuya, WA, Postmaster Laura Rodriguez was one of the first 2,000 registered Business Connect™ participants. Now she's one of the first to report success — a \$1,880 Priority Mail® sale.

Rodriguez met with a customer considering Media Mail® to ship videos to sell weight management and nutrition products.

"My sales pitch started by explaining that her total cost, including a padded mailer, would be \$2.91 using Media Mail," says Rodriguez, who then explained that Priority Mail also offers an affordable solution, costing just \$1 more, and provides faster delivery.

Rodriguez also touted prepaid shipping supplies and demonstrated Carrier Pickup Online Notification. "We have to use all of our tools and not be afraid to sell," says Rodriguez.

Business Connect has more than 28,600 registrants, with more than 8,600 participants already logging more than 164,000 business customer meetings, reaching more than 480,000 businesses.

Ellis Burgoyne named acting VP, Delivery and Retail: Performance and customer service are his specialties



Ellis Burgoyne has been named acting vice president, Delivery and Retail. Ellis has served as district manager of Colorado/Wyoming district, one of the largest in the nation, since 2003.

In his new role, Ellis will be responsible for retail, delivery and vehicle operations involving the nation's more than 37,000 Post Offices™, stations and branches, including retail service equipment and retail access channels.

"I am confident that Ellis' commitment to innovation, customer service and results will help increase the value of our services to both small- and medium-sized businesses and to consumers," Postmaster General Jack Potter said.

Burgoyne brings an exceptional record of performance and customer focus to his new duties. Under his leadership, Colorado/Wyoming Performance Cluster attained the nation's highest National Performance Assessment (NPA) score — an exceptional 11.28. As district manager for the Colorado/Wyoming district and, before that, as Richmond district manager, Burgoyne helped guide both districts to new levels of performance and customer satisfaction. His achievements earned him the Chief Operating Officer's Award in 2004 and Vice Presidents Awards in 2002 and 2003.

Sounding the bell: USPS and ADVO mark 20 years of finding missing and exploited children

When Postmaster General Jack Potter sounded the closing bell at the New York Stock Exchange recently, he wasn't just bringing an end to the day's exchanges. Potter and ADVO CEO S. Scott Harding and ADVO Senior Vice President of Government Relations Vince Giuliano were marking National Missing Children's Day and 20 years of USPS and ADVO teamwork to find missing and exploited children.

ADVO partnered with the Postal Service™ and the National Center for Missing and Exploited Children in 1985 to found "America's Looking for its Missing Children" program. It has since grown to become the most successful private-sector program of its kind.

The "Have You Seen Me?" cards, which feature the names and faces of missing children, reach up to 85 million households each week, are seen by more than 120 million people and have become the most recognized piece of mail in America. They have led to the recovery of 137 children so far.

PMG speaks to Long Island PCC: Growing our businesses — together

Postmaster General Jack Potter joined about 500 Long Island Postal Customer Council (PCC) members recently in Melville, NY. Co-chairs Thomas Rosati, USPS Long Island district manager, and Debra Aji, Advertising Distributors of America vice president of Sales, introduced the conference theme as keeping business on Long Island, which has more than 30,000 people working in the mailing industry.

Potter echoed the growing business theme. "We've been changing," said Potter. "We're bringing increased value to the mail — value in terms of businesses growing their business, keeping relationships with customers."

Potter also urged mailers to provide ideas for the Strategic Transformation Plan, 2006–2010. “We need your input as we continue to transform ourselves into a better Postal Service, the Postal Service of the future.”

A return on returns: Parcel Return Services hits \$30 million revenue mark

It's been a good run for Parcel Return Service (PRS). With more than 10 million packages handled since its October 2003 launch, PRS has generated more than \$30 million in gross revenue.

The current expansion of the Return Delivery Unit (RDU) model will help USPS® be even more competitive in the returns market. The RDU option lets PRS agents pick up returns at the local Post Office — saving time and money for the Postal Service and the customer.

Santa Ana District Operations Support Specialist Cathy Cox led her district's efforts to begin offering the new RDU option. “This is the kind of innovation that our customers appreciate and will keep us in business for a long time to come,” Cox said.

Gleaning the queue: New Jersey districts sign up conference attendees

The Central New Jersey and Northern New Jersey districts registered 115 new usps.com customers at a recent New Jersey small business conference — nearly one-quarter of the 500 attendees.

New York Metro Area Vice President David Solomon laid the groundwork by serving as keynote speaker. He explained how the Postal Service is making itself easier to use through the usps.com Web site and Automated Postal Centers®.

Then it was up to the districts' marketing people to close deals at the usps.com exhibit booth. “Our staffs and our employee ambassadors were very busy throughout the entire conference giving usps.com demonstrations and signing up people on the wireless laptop computers,” said Northern New Jersey Marketing Manager Phyllis Broughton.

Central New Jersey Marketing Manager Ralph Mochio added that “usps.com is a perfect fit for small business owners. Our Web site can make their jobs easier and make their businesses more successful.”

Kibbles and bites: Dog bite prevention week kicks off in Los Angeles

“My dog won't bite.” Don't tell that to the letter carriers who displayed their dog-attack scars at the launch of National Dog Bite Prevention Week.

“Two fables we often hear in the Postal Service is the check's in the mail and don't worry, my dog won't bite,” says Acting Consumer Advocate and Vice President Mike Spates. “The truth is any dog can bite, no matter how cute it is.”

Spates delivered the message of responsible pet ownership at the kickoff event in Woodland Hills, CA. Three Postal Service districts that serve the area — Santa Ana, Los Angeles and Van Nuys — are among the top five districts for number of dog bites in fiscal year 2005, with a combined total of about 100 bites to date. Last year, letter carriers in these districts were victims of 204 dog bite attacks, more than any other area of the nation.

Moving the needle to 9 million: Maine customer loves Carrier Pickup Online Notification

Country Knitting of Maine owner Linda Williams “stuck to her knitting” and built a successful home business using the Postal Service. Williams sells yarn and knitting materials on eBay but found that shipping her merchandise was taking much-needed time away from her rapidly growing business.

Madison, ME, Rural Carrier Gary Knight had the answer. He suggested Williams use Carrier Pickup Online Notification to save time. She quickly escalated to three or four Priority Mail pickups a week, shipping as many as 40 boxes a day during busy times of the year.

Along the way, she also captured the honors for mailing the 9 millionth package collected as a result of Carrier Pickup Online Notification.

“I'm saving so much time,” said Williams. “Overall, it's been a great experience.”

A moving experience: Millions use Internet Change of Address

At the start of this spring's moving season, a record 7 million customers have used Internet Change of Address (ICOA).

USPS began offering ICOA in 2001 through usps.com's *Mover's Guide* as another choice for customers, along with traditional printed forms.

Since its introduction by the Intelligent Mail and Address Quality group, the number of ICOAs has increased 50% each year over the previous year's total.

And, the percentage continues to increase. With more than 90,000 ICOAs filed the first week of May, the Postal Service welcomes this moving season more than ever.

ICOA improves service by collecting complete, valid addresses for automated processing — helping manage USPS costs.

Customers need an e-mail address and credit card to file a change of address electronically. Forms can be processed online for just \$1, or a form can be printed and mailed, left for a carrier to pick up or dropped off at the local Post Office.

Authorization revoked: USPS no longer accepting three medical waste containers

Effective immediately, Mailing Standards has revoked authorization for Stericycle's sharps medical waste container USPS-050-A (2-2G-V2), SCS Corporation's sharps medical waste container USPS-052-A (2-2G-V2) and GRP and Associates' sharps medical waste container model number USPS-058J (GRP 2-2G).

This notice only applies to the model numbers listed above. All of the companies listed manufacture and distribute other authorized sharps medical waste containers. These containers should continue to be accepted for mailing by the Postal Service.

Employees must not accept containers bearing the model numbers listed above. If containers are identified already in the mailstream, set them aside and contact the addressee to pick them up. If a customer asks why we're refusing to accept the container, tell them it is no longer considered mailable and they should contact the appropriate company.

Employees can locate the model number on the box. For ease of identification, these containers are always mailed Merchandise Return Service.

Authorization for these particular containers was revoked because testing revealed they did not satisfy all required packaging standards.

Customer Relations

Mail Alert

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

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JCP Week 18 June Super Saturday	Standard/Letter	5/31/05–6/2/05	10.2	Nationwide	Car-Rt	Harte-Hanks
JCP Summer Sizzler	Standard/Letter	6/1/05–6/3/05	6.8	Nationwide	Car-Rt	Harte-Hanks
JCP Week 19 Father's Day Gift	Standard/Flat & Letter	6/2/05–6/4/05	15.3	Nationwide	Car-Rt	Harte-Hanks
JCP Week 19 Big & Tall	Standard/Flat	6/3/05–6/6/05	1.0	Nationwide	Car-Rt	Harte-Hanks
Catherine's Double/Triple Perks	Standard/Letter	6/3/05–6/7/05	1.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Cenveo, Memphis, TN
JCP Week 19 Dads/Grads/Brides Jewelry	Standard/Flat & Letter	6/4/05–6/7/05	3.1	Nationwide	Car-Rt	Harte-Hanks

— *Business Service Network Integration, Service and Market Development, 5-26-05*

Domestic Mail

Online Customs Forms Accept APO/FPO Military Addresses

On May 19, 2005, the United States Postal Service® began to offer customers the ability to enter APO/FPO military addresses into the online customs forms application at www.usps.com/global/customsforms. From the convenience of their home or office, customers mailing to APO/FPO addresses are able to go online and print PS Form 2976-A, *Customs Declarations and Dispatch Note* — CP 72, and PS Form 2976, *Customs Declaration CN 22* — *Sender's Declaration* (green label).

The customer must sign all copies of the online PS Form 2976-A, place the copies in PS Form 2976-E, *Custom's*

Declaration Envelope — CP 91 (plastic envelope), and affix PS Form 2976-E to the package.

Customers can get copies of PS Form 2976-E free of charge at most Post Office™ facilities and can also order copies of PS Form 2976-E free of charge at www.usps.com/internationalsupplies.

— *International Product Development, Product Development, 5-26-05*

Emergency Preparedness

NEW POSTER

Poster 194, Registered Mail Security

When customers purchase Registered Mail™ service from the Postal Service™, they are entrusting the Postal Service to safeguard and properly deliver their mail. Poster 194, *Registered Mail Security* (see page 8), reminds all Postal Service employees to keep Registered Mail items secure. Poster 194 is now available and is being mailed directly to all facilities in May.

Registered Mail is the most secure mailing option available to our customers. It's accounted for every step of the way. Please don't let your guard down.

To keep Registered Mail secure, remember:

- Offices must maintain individual accountability for Registered Mail at all times. Make sure employees keep all Registered Mail in a locked, secure drawer, cage, cabinet, or container.
- Allow only one person access to each locked Registered Mail container. Assign the key to one person and make sure the individual keeps the key in his or her possession and doesn't share it with other employees.
- Employees in larger facilities must sign in and out of the Registry Section.
- When Registered Mail arrives on the platform or dock, place it in a lockable container or immediately transfer it to the Registry Section.

- Get a signed receipt when transferring custody of Registered Mail.

Keeping Registered Mail properly secured protects the mail and our customers' trust.

You can order Poster 194, *Registered Mail Security*, from 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 Poster 194:

PSIN:	POS 194
PSN:	7690-07-000-5845
Unit of Measure:	EA
Minimum Order Quantity:	1
Quick Pick Number:	N/A
Bulk Pack Quantity:	500
Price:	\$0.00

— *Mitigation and Infrastructure Protection,
Emergency Preparedness, 5-26-05*



From the Office Of Emergency Preparedness

REGISTERED MAIL

SECURITY

Always

- Keep all Registered Mail™ in a locked drawer, cabinet or container. Allow only one person access.
- Secure the key. The key to the locked drawer, cabinet, or container must be assigned to a single individual who must keep it in his or her possession and not share it with other employees.
- Sign in and out of the registry section.
- Immediately transfer Registered Mail received on the platform/dock to the registry section. When necessary, temporarily secure Registered Mail within a locked container attached to the building, for no more than 30 minutes.
- Get signed receipts when transferring custody of Registered Mail. Use PS Form 3854, Manifold Registry Dispatch Book, to transfer custody.
- On a route, place registered articles in the pocket of your satchel if one is provided.
- When leaving the route for lunch, lock undeliverable Registered Mail in a designated relay box or vehicle in accordance with existing practices.
- Maintain individual accountability.

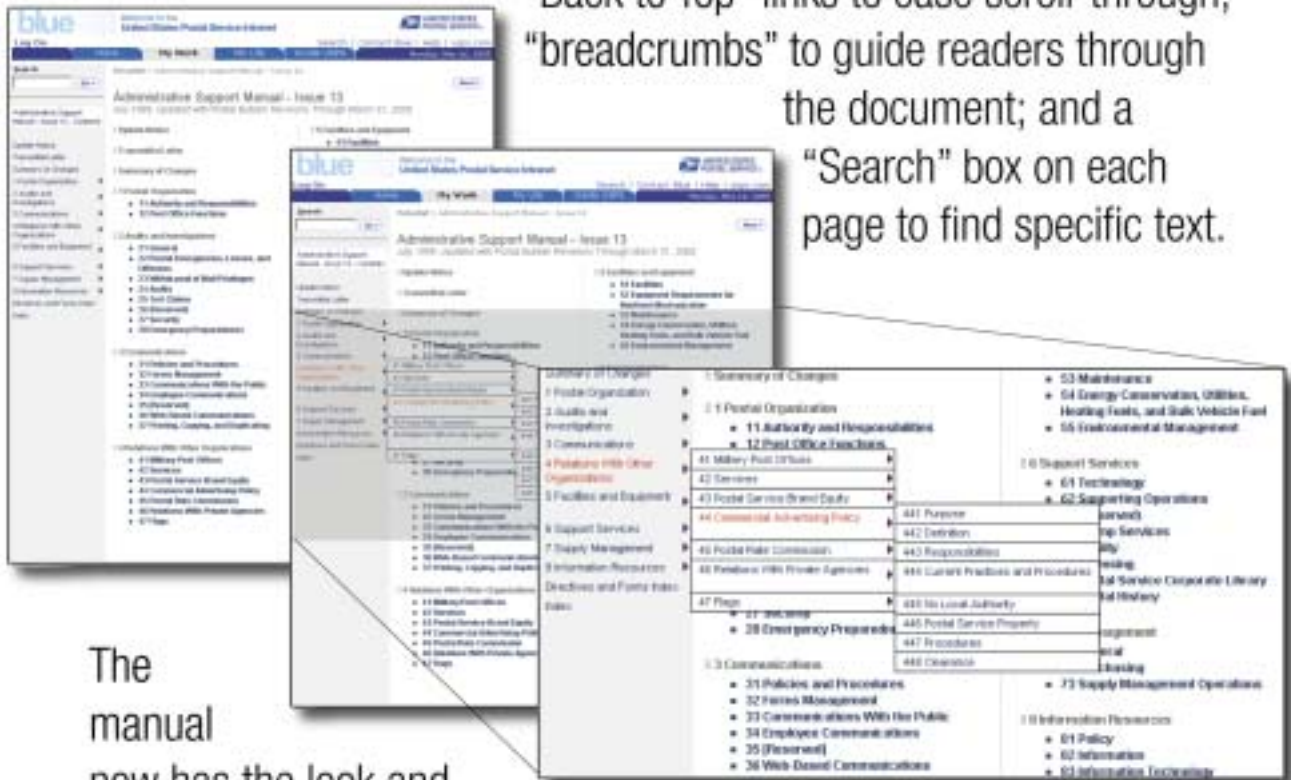
Never

- Leave the door to the registry section open or unlocked.
- Leave the key to the locked drawer, cabinet, or container in the lock, hanging in the open, or otherwise accessible to others.
- Allow multiple employees access to the key to the drawer, cabinet, or container.
- Transfer custody of Registered Mail without obtaining a signed receipt from the individual accepting custody.

Screen Makeover: Online ASM Overhauled

Public Affairs and Communications has completely revamped the electronic format of the *Administrative Support Manual (ASM)*, making it easier than ever to use.

New features include cascading menus on each page that allow direct access to any part of the manual; “Next,” “Previous,” and “Back to Top” links to ease scroll-through; “breadcrumbs” to guide readers through the document; and a “Search” box on each page to find specific text.



The manual now has the look and feel of Blue, including the usual tabs and links atop each page. And of course it remains fully compliant with Section 508.

Check out the new improvements at <http://blue.usps.gov/cpim/ftp/manuals/asm/html/welcome.htm>.

Employees

ELM REVISION

Nonbargaining Unit Personal Absence

Effective May 26, 2005, *Employee and Labor Relations Manual* (ELM) 519.6, Nonbargaining Unit Personal Absence, is modified in section 519.62, Policy, to clarify that absences due to conditions covered by the Family and Medical Leave Act (FMLA) are among those partial-day absences that may be requested and to emphasize in section 519.632, Partial-Day Absences, that managers may disapprove personal leave requests when necessary to carry out their responsibilities to control work hours.

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

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

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

It is also available on the Postal Service Internet:

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

Employee and Labor Relations Manual (ELM)

	*	*	*	*	*
5	Employee Benefits				
510	Leave				
	*	*	*	*	*
519	Administrative Leave				
	*	*	*	*	*
519.6	Nonbargaining Unit Personal Absence				
	*	*	*	*	*

519.62 Policy

[Revise text of 519.62 to read as follows:]

Nonbargaining unit exempt employees are paid on a salary basis. This means that under the FLSA they are not considered to be hourly rate employees. Therefore, partial day absences are paid the same as work time. While exempt employees are expected to work a full day, they may request time off to attend to personal matters during the workday, including time off due to conditions covered by FMLA. If approved, the time off is “personal absence time” and is not charged to annual leave, sick leave, or LWOP.

519.63 Limitations and Exceptions

* * * * *

519.632 Partial-Day Absences

[Revise text of 519.632 to read as follows:]

Normally, personal absence time is limited to no more than half an employee’s workday. However, when an unanticipated need for time off occurs after the employee reports to work and the employee is allowed to leave work but is unable to return, the half-day limit does not apply. For example, when an employee gets sick after 2 hours at work and must leave for the remaining 6 hours of the workday, the entire 6 hours is treated as personal absence time. However, managers may disapprove personal leave requests when necessary to carry out their responsibilities to control work hours as set forth in 519.65. In this regard, managers may require the use of an appropriate leave category, for example, sick leave in the case of partial-day absences for FMLA-covered conditions.

* * * * *

— Compensation,
Employee Resource Management, 5-26-05

ELM REVISION

Return to Duty After Absence for Medical Reasons

Effective May 26, 2005, *Employee and Labor Relations Manual* (ELM) 865, Return to Duty After Absence for Medical Reasons, is revised to more accurately reflect current policy and practices regarding requests for return-to-work documentation.

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

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

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

It is also available on the Postal Service Internet:

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

Summary of Changes

865, Return to Duty After Absence for Medical Reasons, is revised to more accurately reflect current policy and practices regarding those situations in which return-to-work documentation is requested.

Employee and Labor Relations Manual (ELM)

	*	*	*	*	*
8	Safety and Health				
	*	*	*	*	*
860	Medical and Occupational Health Services				
	*	*	*	*	*

[Revise the title and text of 865 to read as follows:]

- 865 Return to Duty After Absence for Medical Reasons**
- 865.1 Certification Required: All Bargaining Unit Employees and Those Nonbargaining Unit Employees Returning From Non-FMLA Absences**

Return-to-work clearance may be required for absences due to an illness, injury, outpatient medical procedure (surgical), or hospitalization when management has a

reasonable belief, based upon reliable and objective information, that

- The employee may not be able to perform the essential functions of his/her position, or
- The employee may pose a direct threat to the health or safety of him/herself or others due to that medical condition.

In making this determination, management must consider the essential functions of the employee’s job, the nature of the medical condition or procedure involved, guidance from the occupational health nurse administrator, occupational health nurse, and/or the Postal Service’s physician regarding the condition or procedure involved, and any other reliable and objective information to make an individualized assessment whether there is a reason to require the return-to-work documentation.

865.2 Intermittent or Reduced Schedule Leave Under FMLA

In the case of bargaining unit employees using intermittent or reduced schedule leave for a condition covered under the FMLA, the occupational health nurse administrator, occupational health nurse, and/or the Postal Service’s physician shall decide under what circumstances employees must submit return-to-work documentation for subsequent absences for that condition. Only the Postal Service’s physician can make the final authorization for requiring return-to-work clearance after subsequent absences.

865.3 Nonbargaining Unit Employees Returning After FMLA Absence

To return to work from an FMLA-covered absence because of their own incapacitation, nonbargaining unit employees must provide certification from their health care provider that they are able to perform the essential functions of their positions with or without limitations (see ELM 515.56).

865.4 Documentation Required

All medical certifications must be detailed medical documentation and not simply a statement that an employee may return to work. There must be sufficient information to make a determination that the employee can perform the essential functions of his/her job, and do so without posing a hazard to self or others. In addition, the documentation must note whether there are any medical restrictions or limitations on the employee’s ability to perform his/her job, and any symptoms that could create a job hazard for the employee or other employees. The occupational health nurse administrator, occupational health nurse, or the Postal

Service's physician evaluates the medical report and, when required, assists placing employees in jobs where they can perform effectively and safely.

865.5 Assignments

Installation heads may temporarily assign any employee returning to duty to a modified work assignment during the employee's rehabilitation/recovery period consistent with operational needs and obligations under any applicable collective bargaining agreement or federal law.

865.6 Fitness for Duty Examinations

If, after review of the documentation required in 865.4, the Postal Service's physician questions whether an employee can perform the essential functions of his/her position, or whether he/she poses a direct threat to the health or safety of him/herself or others, the physician may require the employee to undergo a fitness-for-duty examination.

* * * * *

— National Medical Director,
Employee Resource Management, 5-26-05

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PO BOX**

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availability today**

usps.com

U.S. Postal Service Facility Projects

Guide to Community Relations

May 2005



U.S. Postal Service Facility Projects Guide to Community Relations

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Overview

Expansion, Relocation, Construction of New Post Offices

The U.S. Postal Service® provides a service that is critical to all Americans. One of our primary access points to all customers is our more than 37,000 Post Offices™, stations, and branches located in every community across the United States. Because these facilities form part of our nation's heritage, as a good neighbor, it is important to seek community input before making critical decisions on Post Office locations. Our ultimate goal is to provide customer-convenient, secure, handicapped-accessible, operationally efficient Post Offices that meet all safety and environmental codes.

This information kit outlines the critical steps necessary in working effectively with communities when planning expanded or new facilities.

Purpose

These enhanced procedures of our community relations policy assure increased opportunities for local officials and communities that may be affected by certain facility projects to express their views concerning a project and have them considered prior to any final decision.

Applicability

In any facility action, as described below, our first consideration will be expansion; second is relocation to another building; and last, is new construction.

The following procedural action is in accordance with a Postal Service™ regulation entitled "Expansion, Relocation, Construction of New Post Offices (Effective 10-5-98)." These actions are applicable to all customer service facilities whenever the project is for expansion, relocation to another existing building, or new construction (owned or leased).

A customer service facility is defined as a facility that mainly offers services to the public such as counter services, Post Office boxes, and other retail services typically associated with a main Post Office, downtown finance unit, station, or branch.

Project Examples

The following hypothetical situations are offered to give an idea of other projects where these procedures will apply.

- The Facilities Service Office (FSO) is tasked with leasing some adjoining vacant space to add an additional interior workroom area for a facility located

in a strip shopping center. It is acceptable to allow a local postmaster to conduct a community meeting on a small expansion such as this. If this or any project becomes controversial, the postmaster should postpone the community meeting discussion and the project should be returned for further handling by the FSO.

- The expansion of a parking lot to provide additional maneuvering area and/or additional parking. Again, this is the type of project the local postmaster should ordinarily handle.
- Consolidation of carriers or a relocation of the carrier function to a new carrier annex if the Post Office's retail space will be moved to another location. (Procedures do not apply if the existing retail space remains in place.)
- Creation of a customer service facility in an area not previously served by a Postal Service facility.

Exemption to Procedures

While other community notification processes are required, the previously mentioned procedures related to customer service facilities do not apply to the following projects and situations.

- Non-customer service facility — a facility used mainly as a processing and distribution center, air mail facility, carrier annex, or any other type of facility or space not offering retail customer services.
- Emergency space — a space acquired as a result of earthquakes, floods, fire, lease termination, safety factors, or other environmentally caused factors that would force an immediate relocation from an existing facility.
- Temporary space — a space used for special events, holidays, overflow business, etc.
- Repairs and alterations — projects that do not expand the footprint of the space, such as painting, repairs, replacement, or upgrade of the facility or its equipment, paving, striping, or other repairs to the parking areas and landscaping.

Community Meeting

It is mandatory (Postal Service regulation entitled "Expansion, Relocation, Construction of New Post Offices [Effective 10-5-98]") to attend or conduct at least one community meeting so that the project can be openly described

to the community and local officials. There are three options in planning a public meeting:

1. At the time of meeting with local officials, if a town meeting is planned within 60 days, request that the project be placed on the town meeting agenda for presentation and discussion.
2. If a town meeting is not planned within the next 60 days, or the seat of local government is quite distant from the community, the Postal Service may arrange its own local public meeting as a convenience to the community.
3. If there is no local building or location (church, school, hall, Post Office, etc.) in which to conduct a meeting, the FSO may distribute notification cards to all affected customers seeking comment to the project. This option is only available with the specific prior approval of the vice president, Facilities.

Time Periods

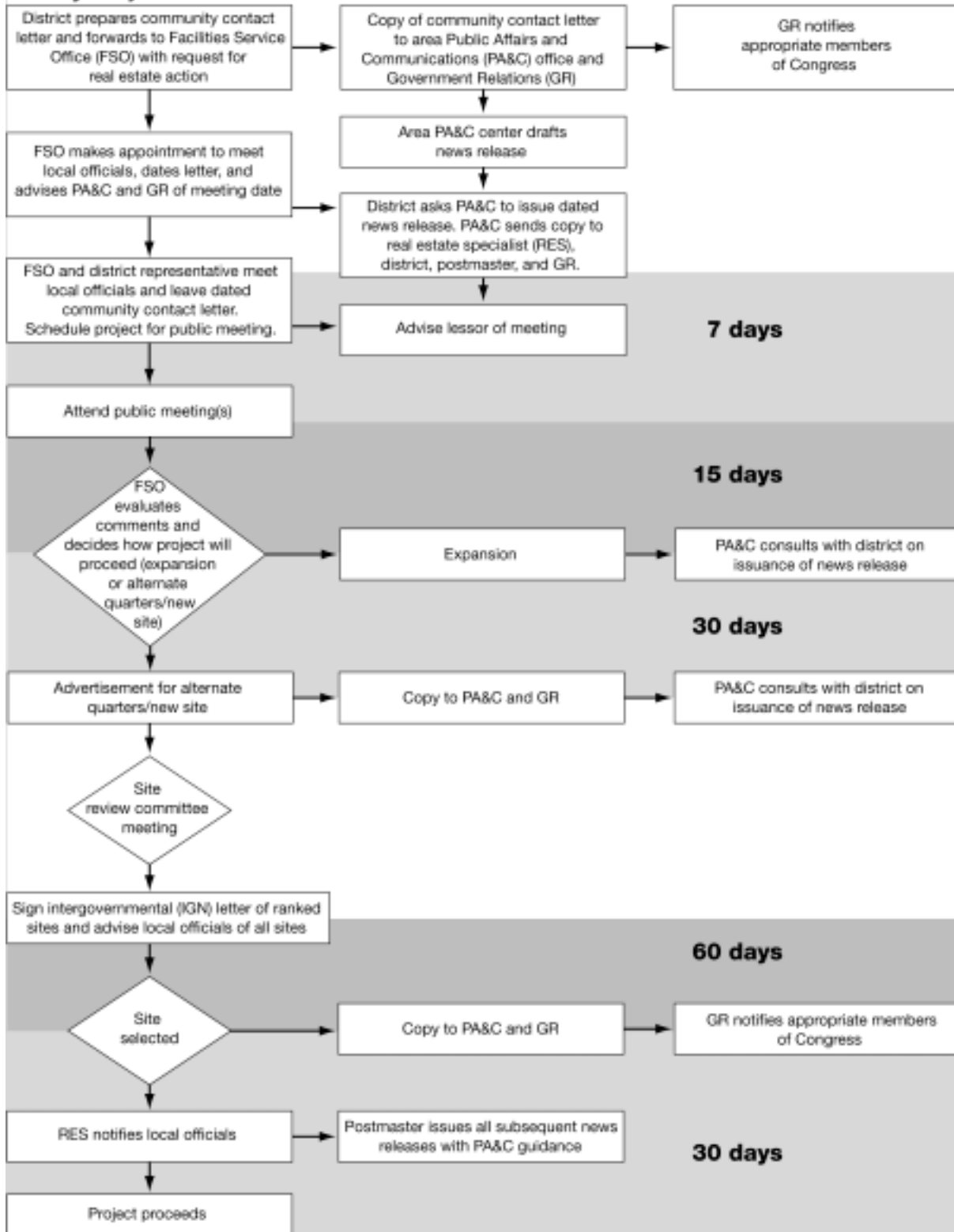
There are specific time periods that must be followed without exception. These time periods are as follows:

- Minimum 7-day waiting period for conducting a public town meeting or hearing after an initial meeting with

local officials in order to permit appropriate community notification of the time, date, and location of the public meeting. Maximum time between the initial meeting with local officials and a public town meeting should be 60 days.

- Minimum 15-day, and maximum 60-day, waiting period after the public meeting (or last public meeting if more than one is scheduled) to take into account the views expressed by the community members and officials before deciding whether to consider (or reconsider) expansion or to advertise for existing buildings and sites. Notify local officials in writing of decision and post a copy of the letter at the local Post Office.
- Minimum 30-day wait before advertising for existing building and sites. Such advertisement will be for sites and existing buildings, and the preferred area will include the downtown area (after 15-day period as stated above).
- Minimum 60-day wait after sending letter advising local officials of sites under consideration before any decision is made to select a specific site.
- Minimum 30-day wait after advising local officials of selected site.

Facility Project Flowchart



Standardized Letters

These standardized letters provide consistency of messaging related to facility-related issues. Please use these letters verbatim, only changing to localize names and addresses of recipients or to add project-specific data as indicated.

Standard Letter to Mayor From Real Estate Specialist (Expansion)

Fifteen (15) days after the public meeting, the Postal Service may make its decision whether to expand, relocate, or construct a new facility. If the decision is expansion of the existing facility, this letter is sent to the ranking local official. The project can then proceed without further community outreach requirements.

Standard Letter to Mayor From Real Estate Specialist (Relocation/New Construction)

After the public meeting, use this letter if the decision is to relocate rather than to expand. The explanation as to why expansion is not possible should be brief but must be stated clearly. Since this letter is also sent to the postmaster to post on the bulletin board for a 30-day period, it is important that it be limited to one page in length. Postmaster should be shown as a 'cc' on the letter. It lets the mayor know the community is also being advised. The letter also contains a notice of appeal rights. Community outreach requires a 15-day turnaround for responses to appeals. An interim response is acceptable, but the letter should be identified by what date the respondent can expect a final reply.

Split Operation With Retention of Retail Unit

The real estate specialist will use this letter to inform the mayor when the existing location is to be retained, but the

carrier function will be located to another building or a new carrier annex will be constructed. Also, note that this letter is only one page long and advises the postmaster to post the letter for 30 days as required by the community relations policy.

Standard Letter to Mayor From Real Estate Specialist (for Use After Sites Are Reviewed and Ranked)

If necessary, this letter may be revised slightly if the advertisement was for a split operation that used the letter on page 22. This letter is also to be posted for 30 days. On the second page of the letter, list the ranked sites and provide a brief summary of the reasons for the non-selection of each site in that group.

Standard Letter to Mayor From Real Estate Specialist (Final Selection)

This letter is addressed to local officials and advises which site has been selected for the new facility. Note that the postmaster must be sent a copy of the letter, but the postmaster is not required to post it.

Format for Response to Appeal Letters

An appeal may be made by either local officials or members of the community after the following decisions:

- Decision to advertise.
- Identification of sites.
- Selection of final site.

The first two opportunities are available both to local officials and the community at large. The third opportunity for appeal is available only to local officials.

The FSO will respond to all appeal letters.

Standard Letter for Use After Public Meeting**[DATE]**

The Honorable J. Q. Public
Mayor, City of Anytown
PO Box 123
Anytown, USA 00000-0000

Dear Mayor Public:

This is a followup to the recent **[PUBLIC MEETING]** held on **[DATE]** regarding plans to expand operations at the **[ANYTOWN]** Post Office. Postal Service regulations require that we keep your office advised as we consider expansion or relocation of the present office.

Based on the current information available, we believe that the existing location can be retained and enlarged to meet our future operational requirements **[select one or both]** by obtaining adjacent property at a reasonable price, or by expanding the existing space. As plans and drawings are prepared, we will seek the assistance of your **[select appropriate office — planning and zoning department, planning department, building department, etc.]** for continued input on this important project.

Please contact me at **[TELEPHONE]** if you have any questions.

Sincerely,

(RES)

cc: Postmaster

bcc: District Manager
Public Affairs and Communications
(others as necessary)

Standard Letter for Use After Public Meeting**[DATE]**

The Honorable J. Q. Public
Mayor, City of Anytown
PO Box 123
Anytown, USA 00000-0000

Dear Mayor Public:

This is a followup to the recent **[PUBLIC MEETING]** held on **[DATE]** regarding plans to expand operations at the **[ANYTOWN]** Post Office. Postal Service regulations require that we keep your office advised as we consider expansion or relocation of the present office.

Due to a lack of **[AVAILABLE LAND ADJACENT TO THE EXISTING FACILITY/AVAILABLE SPACE TO RECONFIGURE THE INTERIOR OF THE FACILITY]**, the existing location cannot be expanded to meet future operational requirements. Therefore, this alternative must be eliminated from further consideration. In the near future, we plan to advertise for both an existing building and a site to construct a new facility. If we find that an existing building is not suitable, then we will construct a new facility.

In compliance with existing Postal Service regulations, your office or any member of the community may object to this decision within the next 30 days. Your letter should be directed to the Vice President, Facilities, and addressed to my attention at the address shown in this letter. A response will be provided within 15 days of the receipt of your letter.

Please contact me at **[TELEPHONE]** if you have any questions.

Sincerely,

(RES)

cc: Postmaster — Notice: Please date, stamp, and post in public lobby for 30 days and then return to me.

bcc: District Manager
Public Affairs and Communications
(others as necessary)

Standard Letter for Use After Public Meeting**[DATE]**

The Honorable J. Q. Public
Mayor, City of Anytown
PO Box 123
Anytown, USA 00000-0000

Dear Mayor Public:

This is a followup to the recent **[PUBLIC MEETING]** held on **[DATE]** regarding postal plans to expand operations at the **[ANYTOWN]** Post Office. Postal Service regulations require that we keep your office advised as we consider expansion or relocation of the present office.

Based on the current information available, we believe the existing location can be retained as the customer service facility if it is possible to move the carrier operations out of this facility and to another location. In the near future, we plan to advertise for both an existing building and a site to construct a new carrier facility. If we cannot find an existing building that is suitable, then we will construct a new facility.

Please contact me at **[TELEPHONE]** if you have any questions.

Sincerely,

(RES)

cc: Postmaster — Notice: Please date, stamp, and post in public lobby for 30 days, and then return to me.

bcc: District Manager
Public Affairs and Communications
(others as necessary)

Standard Letter for Use After Sites are Reviewed and Ranked**[DATE]**

The Honorable J. Q. Public
Mayor, City of Anytown
PO Box 123
Anytown, USA 00000-0000

Dear Mayor Public:

In my letter dated **[DATE]**, I advised that the Postal Service planned to advertise for existing buildings that could serve as the new **[ANYTOWN]** Post Office **[or Carrier Annex]**.

Based on the results of the advertisement, the enclosed list of properties was reviewed by our Site Review Committee as possible locations. This list also includes properties looked at and rejected for various reasons as noted. This listing of possible sites is not in any particular order.

In compliance with existing Postal Service regulations, your office or any member of the community may object to this list within the next 30 days. Your letter should be directed to the Vice President, Facilities, and addressed to my attention at the address shown in this letter. A response will be provided within 15 days.

Please contact me at **[TELEPHONE]** if you have any questions.

Sincerely,

(RES)

cc: Postmaster — Notice: Please date, stamp, and post in public lobby for 30 days and then return to me.

bcc: District Manager
Public Affairs and Communications
(others as necessary)

Sample Letter D, continued

Sites currently under review

1. _____
2. _____
3. _____
4. _____
5. _____

Sites rejected from further review

1. _____
Reason for rejection
2. _____
Reason for rejection
3. _____
Reason for rejection
4. _____
Reason for rejection
5. _____
Reason for rejection

Standard Letter for Final Site Selection**[DATE]**

The Honorable J. Q. Public
Mayor, City of Anytown
PO Box 123
Anytown, USA 00000-0000

Dear Mayor Public:

This is a followup to my previous letter dated **[DATE]** concerning selection of a new location for the new **[ANYTOWN]** Post Office.

After reviewing other sites, the Postal Service has decided to select the property located at **[LOCATION]**. We believe this new site will provide the community with an upgraded, modern facility that offers a safe working environment for our employees and the level of service expected by our customers.

As provided in Postal Service regulations, your office may offer comments to the selected location within the next 30 days. Comments should be directed to the Vice President, Facilities, and addressed to my attention at the address shown in this letter. A response will be provided within 15 days of receipt of your letter.

Please contact me at **[TELEPHONE]** if you have any questions.

Sincerely,

(RES)

cc: Postmaster — Notice: Please date, stamp, and post in public lobby for 30 days and then return to me.

bcc: District Manager
Public Affairs and Communications
(others as necessary)

Letter Format for Use in Responding to Appeal Letters**[DATE]**

The Honorable J. Q. Public
Mayor, City of Anytown
P O Box 123
Anytown, USA 00000-0000

Dear Mayor Public or Concerned Member of the Public:

I have been asked by the Vice President, Facilities, to respond to the issues raised in your recent letter concerning the Anytown Post Office.

[Your response to the issues]

Thank you for taking the time to address this important project. Please call me **[or project manager]** at **[TELEPHONE]** if you have any questions.

Sincerely,

FSO Manager

cc: Vice President, Facilities
(others as necessary)

Postmaster Letter, New Facility Communication

To: POSTMASTER

Re: New Facility Communication

Congratulations on the new Postal Service facility that will be built in your community. As you know, this can be a positive economic story for your community if we handle our part of the process professionally.

An important part of making a new facility successful in your community is a comprehensive communication plan that keeps your citizens and civic leaders aware of the expansion process and its progress.

Attached are a template series of news releases that should help guide you through a successful communications process. As the facilities staff begins its work with you, be sure to complete and issue these releases at key points in the process.

First, you will need to complete the attached Post Office fact sheet, which is a great handout for reporters every time you send them one of these releases. It shows how much you and your staff value being an important part of their community.

Second, gather the information for each of the releases as the facility expansion/replacement process proceeds. The order of the releases will be:

- 1 Announcement of the expansion/replacement community meeting.
- 2 Selection of the site.
- 3 Announcement of the contractor.
- 4 Completion of the building and move-in date.
- 5 Celebration for the Grand Opening.

I know this process will help keep you and your local media working together to include local citizens in this important community event.

Don't hesitate to call me at **[TELEPHONE]** if you have any questions.

[SIGNATURE]

[NAME]

[TITLE]



POSTAL NEWS

Contact: Postmaster [CONTACT NAME]
 Telephone: [TELEPHONE NUMBER]
 [CITY ZIP CODE]
 NCL Release #1

[DATE]

SAMPLE PRESS RELEASE, PUBLIC MEETING

[CITY POST OFFICE/STATION/BRANCH] Seeks To Expand or Relocate

[CITY/STATE] — The U.S. Postal Service® today announced plans to expand or relocate the [CITY POST OFFICE/STATION/BRANCH].

“We would like input from our community residents and will have several Postal Service™ representatives available at a community meeting at [TIME], on [DATE], at [PLACE] to discuss the expansion or relocation process,” said [CITY] Postmaster [FULL NAME]. “We will consider all recommendations from the community and other comments received within 30 days after the meeting.”

The current Post Office™ at [STREET] is no longer adequate to serve the needs of postal customers in our community, explained [LAST NAME]. [HE/SHE] added that the Postal Service will consider its options in the following order: expand the existing Post Office, move to another building, or relocate to a newly constructed facility.

If expansion is not possible, the Postal Service will seek to lease or purchase an existing building or a suitable site to build a new [POST OFFICE/STATION/BRANCH] for [CITY, NAME] said. The preferred area is bounded on the north by [LOCATION] south by [LOCATION], east by [LOCATION], and west by [LOCATION]. The site size needed is approximately [NUMBER] square feet/acres, and the facility should contain at least [NUMBER] square feet of usable area.

Postal Service officials met recently with [CITY] community leaders to explore possibilities for the expanded Post Office operations.

Community comments can be mailed to:

[NAME]
 Real Estate Specialist
 [ADDRESS]

###



POSTAL NEWS

Contact: Postmaster [CONTACT NAME]

Telephone: [TELEPHONE NUMBER]

[CITY ZIP CODE]

NCL Release #2

[DATE]

SAMPLE PRESS RELEASE, SITE SELECTION

Site [SELECTED/ACQUIRED] for New [CITY POST OFFICE/STATION/BRANCH]

[CITY/STATE] — The U.S. Postal Service® [will consider building/will build] a new [CITY POST OFFICE/STATION/BRANCH] at [ADDRESS], Postmaster [FULL NAME] said. The [NUMBER]-square foot/acre site is located at [ADDRESS].

Once a site has been procured, a contractor will be hired to construct the building on the site. The proposed new Postal Service™ facility will have approximately [NUMBER] square feet of interior floor space.

The new facility will offer [list other advantages, for example, additional parking for customers and employees, a modern lobby, space needed to sort mail more efficiently, etc.]

#



POSTAL NEWS

Contact: Postmaster [CONTACT NAME]

Telephone: [TELEPHONE NUMBER]

[CITY ZIP CODE]

NCL Release #3

[DATE]

SAMPLE PRESS RELEASE, CONTRACT AWARDED

Contract Awarded to Build New [CITY POST OFFICE/STATION/BRANCH]

[CITY/STATE] — The U.S. Postal Service® awarded a contract to [FIRM] of [CITY/STATE] to build and lease back a new [CITY POST OFFICE/STATION/BRANCH], Postmaster [FULL NAME] said today.

The new Post Office™ will have approximately [NUMBER] square feet of floor space and will be located on a nearly [NUMBER]-square foot/acre track of land. [Give location, for example, “The new facility will be on the southwest corner of the intersection of Smith Street and Jones Avenue.”]

The building is expected to be completed in [SEASON] of [YEAR]. It will offer [Fill in details listing customer improvements first. For example, additional parking, customer-convenient retail lobby, extended retail hours.]

###



POSTAL NEWS

Contact: Postmaster [CONTACT NAME]

Telephone: [TELEPHONE NUMBER]

[CITY ZIP CODE]

NCL Release #4

[DATE]

SAMPLE PRESS RELEASE, POST OFFICE COMPLETED

New [CITY POST OFFICE/STATION/BRANCH] Completed

[CITY/STATE] — The U.S. Postal Service® has completed a new building to serve the community of [CITY]. The new [CITY] Post Office™ is expected to open its doors to the public on [DATE], said [CITY] Postmaster [FULL NAME].

“Our customers are going to like our larger lobby and improved retail service [use two details, as applicable],” Postmaster [NAME] added.

Located at [ADDRESS], the building offers [additional details, mentioning customer-oriented items first, for example: more parking for customers and employees, a new retail window, Postal Store—concept, additional Post Office boxes, etc.] “Our new [POST OFFICE/STATION/BRANCH] is only [DISTANCE] from the existing Post Office,” said [CITY] Postmaster [NAME].

A lease was signed [DATE] with [OWNER] of [CITY, STATE]. The basic term of the lease is [Example: 15 years with three 5-year renewal options].

The move is necessary because [cite reasons, listing customer-oriented issues first], he/she explained.

The [POST OFFICE/STATION/BRANCH] is one of more than 37,000 Postal Service facilities across the nation. In [CITY] they delivered [NUMBER] pieces of mail annually to over [NUMBER] families and businesses. [Fill in other local details as appropriate.]

#



POSTAL NEWS

Contact: Postmaster [CONTACT NAME]

Telephone: [TELEPHONE NUMBER]

[CITY ZIP CODE]

NCL Release #5

[DATE]

SAMPLE PRESS RELEASE, GRAND OPENING

Grand Opening Celebration: New [CITY POST OFFICE/STATION/BRANCH] Offers New Customer Conveniences

[CITY/STATE] — Looking for something fun to do with the family on [DAY]? The [CITY] Postal Service™ employees are holding a Grand Opening celebration at the new [CITY POST OFFICE/STATION/BRANCH ADDRESS] from [List times, for example, 10 A.M. to 5 P.M.].

Our customers will be amazed at our ‘new’ look when they walk into our lobby and see stamps, packaging supplies and stamp gift items on open display [adapt to situation],” says [CITY] Postmaster [FULL NAME].

“Also, we now have more customer parking spaces, 24-hour vending machines and even [AMOUNT] additional Post Office™ boxes for rent [adapt to situation].

[He/she] added that if [CITY] residents can’t make it to the Grand Opening, they are invited to stop in any time during the [NEW/REGULAR] office times: [Adapt to situation, for example, Monday through Friday from 8 A.M. to 8 P.M. and on Saturday from 9 A.M. until 5 P.M.]. The letter carrier operation [remains at/relocated to] [FACILITY NAME, ADDRESS].

###



POSTAL NEWS

Contact: [CONTACT NAME]
Telephone: [TELEPHONE NUMBER]

[DATE]

SAMPLE FACT SHEET

[CITY MAIN POST OFFICE/STATION/BRANCH]
[STREET ADDRESS, CITY, STATE, ZIP+4 CODE]
[PHONE NUMBER]

1. Average daily mail volume:
2. Number of possible daily deliveries (business, residential, rural):
3. Customers served:
4. Number of employees:
5. Number of Postal Service vehicles:
6. Building size:
7. Site size:
8. Number of parking spaces for customers:
9. Number of parking spaces for employees:
10. Number of Post Office boxes:
11. Number of collection boxes:
12. Number of optical character readers (OCRs) and barcode sorters (BCSs):
13. Mail service first began:
14. Number of employees then:
15. Previous Post Offices in community constructed **[WHEN AND WHERE]:**

[CITY] Postmaster:
[NAME]
[TELEPHONE NUMBER]

###

Facility Project Checklist: Facilities Service Office

It is the responsibility of the real estate specialist (RES) to make sure this checklist is completed and included with each project file for contracting officer approval. It shows actions completed by the RES and the Facilities Service Office (FSO) manager or representative.

Checklist	Facility Name	Type Project
	_____	_____
Date		
_____		Real estate action received from district manager.
_____		Undated community contact letter received from the district manager.
_____		Appointment made to meet local officials representing the community.
_____		Public Affairs and Communications (PA&C) and Government Relations advised of the meeting by mail or e-mail.
_____		Meeting conducted with local officials, including dated community contact letter.
_____		Notification card given to local postmaster for distribution.
_____		Notification card and cover letter sent to lessor by postmaster.
_____		Public meeting(s) conducted.
_____		Documentation in file that expansion is not possible.
_____		Advertisement initiated for alternate quarters or new site.
_____		Copy of advertisement sent to PA&C or Government Relations.
_____		Site review committee conducted.
_____		Intergovernmental (IGN) letter sent and local officials advised of sites simultaneously.
_____		Final site selected, local officials advised, and copy sent to PA&C and Government Relations.

Comments: Give reason(s) for all uncompleted checklist items.

Facility Project Checklist: District Office

This checklist is to help the district manager ensure that all steps in facility projects are completed.

Checklist	Facility Name	Type Project
-----------	---------------	--------------

_____	_____	_____
-------	-------	-------

Date

- | | |
|-------|--|
| _____ | Real estate action forwarded to responsible FSO. |
| _____ | District manager prepares and signs an undated community contact letter and sends copies to FSO, PA&C, and Government Relations. |
| _____ | Immediately after community officials are contacted, the postmaster notifies employees. |
| _____ | Postmaster provides local media contact list to PA&C. |
| _____ | Postmaster mails notification cards to all residents and businesses served by the facility. |
| _____ | Postmaster collects notification card responses for 30 days, then forwards to the RES. |
| _____ | Postmaster keeps employees and local news media informed on project status, with consultation and guidance by the district office and PA&C. |
| _____ | After completion and inspection of the new facility, the RES notifies the postmaster, PA&C, Government Relations, and district officials of the occupancy date. |
| _____ | District representative coordinates open house arrangements with local Postal Service officials, coordinates Congressional participation with Government Relations, and consults PA&C as needed. |
| _____ | Postmaster or district representative conducts media tour(s) after facility acceptance (optional). |
| _____ | Postmaster conducts a community open house after occupancy (optional), inviting members of Congress and community officials to participate in the event. |

Comments: Give reason(s) for all uncompleted checklist items.

Facility Project Checklist: Public Affairs and Government Relations

Checklist	Facility Name	Type Project

Date

- | | |
|--|--|
| | After receipt of the District Manager Community Contact Letter, PA&C drafts an undated press release on Postal Service intentions to expand the current Post Office. |
|--|--|
- | | |
|--|---|
| | PA&C consults with district and postmaster on community relations plan and tactics. |
|--|---|
- | | |
|--|--|
| | Following the community officials' meeting, PA&C sends the initial news release to the local news media and sends a copy to Government Relations, the district, the RES, and the postmaster. |
|--|--|
- | | |
|--|---|
| | Government Relations forwards the initial news release to offices of appropriate members of Congress. |
|--|---|
- | | |
|--|---|
| | PA&C provides consultation and support, as needed, to local postmaster on issuance of subsequent news releases. |
|--|---|
- | | |
|--|--|
| | Government Relations advises appropriate members of Congress on various stages of the facility project |
|--|--|

Comments: Give reason(s) for all uncompleted checklist items.

Contacts

Facilities Services Office

US POSTAL SERVICE HEADQUARTERS FACILITIES
4301 WILSON BLVD STE 300
ARLINGTON VA 22203-1861
Telephone: 703-526-2700

Facilities Headquarters Field Units

EASTERN FACILITIES SERVICE OFFICE
7029 ALBERT PICK RD 3RD FL
GREENSBORO NC 27409-9521
Telephone: 336-665-2800
Fax: 336-665-2865

GREAT LAKES FACILITIES SERVICE OFFICE
62 STRATFORD DR
BLOOMINGDALE IL 60117-7000
Telephone: 630-295-6200
Fax: 630-295-6262

NEW YORK FACILITIES SERVICE OFFICE
2 HUDSON PLACE 5TH FL
HOBOKEN NJ 07030-5502
Telephone: 201-714-5420
Fax: 201-217-1109

NORTHEAST FACILITIES SERVICE OFFICE
6 GRIFFIN RD N
WINDSOR CT 06006-0300
Telephone: 860-285-7170
Fax: 860-285-1287

PACIFIC FACILITIES SERVICE OFFICE
395 OYSTER POINT BLVD STE 225 S
SAN FRANCISCO CA 94080-0300
Telephone: 650-615-7200
Fax: 650-615-7218

SOUTHEAST FACILITIES SERVICE OFFICE
1735 NORTH BROWN RD STE 200
LAWRENCEVILLE GA 30043-8153
Telephone: 678-442-6001
Fax: 678-442-6078

SOUTHWEST FACILITIES SERVICE OFFICE
7800 N STEMMONS FREEWAY STE 400
DALLAS TX 75247-4217
Telephone: 214-819-7201
Fax: 214-819-7280

WESTERN FACILITIES SERVICE OFFICE
160 INVERNESS DR W STE 400
ENGLEWOOD CO 80112-5005
Telephone: 303-220-6501
Fax: 303-220-6511

Public Affairs & Communications Offices

US POSTAL SERVICE HEADQUARTERS PUBLIC
AFFAIRS AND COMMUNICATIONS
475 L'ENFANT PLAZA SW RM 10431
WASHINGTON DC 20260-3100
Fax: 202-268-3524

Area Field Public Affairs & Communications Center Managers

Capital Metro (Gaithersburg, MD)
Deborah Yackley
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Eastern (Philadelphia, PA)
Paul Smith
215-931-5054

Great Lakes (Chicago, IL)
James Mruk
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Pacific (Los Angeles, CA)
Don Smeraldi
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Government Relations

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Washington DC 20260-3500
202-268-3429
202-268-3775 (fax)

Ken Robinson
Secretary
202-268-3752

Ken Currier
Manager, Government Relations
Northeast: Connecticut, Delaware, Maine,
Massachusetts, New Hampshire, New Jersey,
New York, Puerto Rico, Rhode Island, Vermont,
Virgin Islands
202-268-3616

Mitch King
Manager, Government Relations
Mideast: Indiana, Kentucky, Maryland, Ohio,
Pennsylvania, Virginia, Washington DC,
West Virginia
South: Alabama, Florida, Mississippi
202-268-3740

Sheila Meyers
Manager, Government Relations
Northcentral: Illinois, Iowa, Michigan, Minnesota, Missouri,
Nebraska, North Dakota, South Dakota, Wisconsin
202-268-2353

Cathy Pagano
Manager, Government Relations
Southwest: Arizona, Arkansas, Colorado, Kansas,
Louisiana, New Mexico, Oklahoma, Texas, Utah,
Wyoming
202-268-3427

Mary Ann Simpson
Manager, Government Relations
West: Alaska, American Samoa, California, Guam,
Hawaii, Idaho, Montana, Nevada, Oregon,
Washington
South: Georgia, North Carolina, South Carolina,
Tennessee
202-268-3741

— *Field Communications,
Public Affairs and Communications, 5-26-05*

Information Technology

HANDBOOK AS-805-C REVISION

Information Security for General Users

Handbook AS-805-C, *Information Security for General Users*, is revised as follows to present information on how to use ePassword Reset and to remove the requirement for labeling computer screen displays as "RESTRICTED INFORMATION."

We will incorporate these revisions into the next online update of Handbook AS-805-C available on the 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 AS-805-C, *Information Security for General Users*

* * * * *

2. Logon IDs, Passwords, and PINs

* * * * *

[Add new section to end of chapter 2 to read as follows:]

Resetting Passwords

- Use the Change Password function button on the Window Security Web page (available by depressing

the Ctrl key and then simultaneously depressing the Alt and Delete keys) to change your password if you suspect it was compromised.

- Use ePassword Reset (available from the Blue home page and from the following URLs) to change your password if you forgot it.
 - Application Password (<https://epasswordreset>)
 - Mainframe Password (<https://hcssupport.usps.gov/reset>)

* * * * *

4. Protection of Sensitive and Critical Information

* * * * *

Sensitive Information

What to do . . .

* * * * *

[Revise fifth bullet to read as follows:]

- Label hardcopy output (e.g., printouts, architecture drawings, and engineering layouts) and media (e.g., disks, diskettes, and tapes) as "RESTRICTED INFORMATION."

* * * * *

— *Corporate Information Security, Information Technology, 5-26-05*

HANDBOOK AS-805 REVISION

Information Security

Handbook AS-805, *Information Security*, is revised as follows to remove the requirement for labeling computer screen displays as "RESTRICTED INFORMATION" and to remove the requirement of displaying an additional warning banner page for applications that are Single Sign-On (SSO) or Single Log-On (SLO) compliant.

We will incorporate these revisions into the next online update of Handbook AS-805 available on the 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 AS-805, Information Security

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3 Information Designation and Control

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3-5 Handling Information and Media

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3-5.1 Labeling of Information and Media

3-5.1.1 Sensitive Information

[Revise text to read as follows:]

Sensitive information included in electronic media (e.g., disks, diskettes, tapes) and hardcopy output (e.g., printouts, architecture drawings, and engineering layouts) must be legibly and durably labeled as "RESTRICTED INFORMATION."

Note: If you use the "Print Screen" function to print sensitive information displayed on your computer screen, label the hardcopy as "RESTRICTED INFORMATION."

3-5.1.2 Business-Controlled Sensitivity Information

[Revise text to read as follows:]

Business-controlled sensitivity information included in electronic media and hardcopy output must be legibly and durably labeled as "RESTRICTED INFORMATION."

Note: If you use the "Print Screen" function to print business-controlled sensitivity information displayed on your computer screen, label the hardcopy as "RESTRICTED INFORMATION."

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14 Compliance and Monitoring

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14-5 Monitoring

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14-5.5 Warning Banner

[Revise text to read as follows:]

The Postal Service–authorized warning banner must be displayed to users prior to granting session access to

Postal Service information resources. The legal authority and obligations as indicated in the warning banner will apply throughout the entire session users have on the Postal Service information resources.

Applications that are Single Sign-On (SSO) or Single Log-On (SLO) compliant are not required to display an additional warning banner page as long as the executive sponsor can guarantee the user will see a warning banner at login for the session. Applications that are not SSO or SLO compliant must display a warning banner page.

Internal warning banners are not intended for display on Postal Service Internet Web sites where the Postal Service Internet *Privacy Policy* applies. At a minimum, the warning banner must accomplish the following:

- a. Identify the computer system as a Postal Service computer system protected by the United States Criminal Code.
- b. Provide notification of monitoring.
- c. Be followed by a pause requiring manual intervention to continue.
- d. Identify the information resource as a Postal Service information resource and alert users that they have no expectation of privacy.
- e. Warn users that activities may be monitored and that unauthorized access is prosecutable pursuant to the United States Criminal Code (Title 18 U.S.C. § 1030).

Note: Deviations from the authorized standard warning banner are not allowed unless approved in writing by the manager, CISO.

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— *Corporate Information Security, Information Technology, 5-26-05*

International Mail

Updated Global Express Mail Web Tool

On May 25, 2005, the United States Postal Service® issued an updated online Global Express Mail® (GEM®) label. The updated online label incorporates all the features of PS Form 2976-A, *Customs Declarations and Dispatch Note — CP 72*, and has five copies. The customer must sign all copies, and the office of mailing must retain the Post Office™ copy (copy 4) for 30 days from the date of mailing. Retail acceptance employees should follow the online label acceptance procedures outlined in the Global Express Mail standard operating procedures.

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

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

On pages 40–42 in this issue of the *Postal Bulletin* are images of copies 1 and 3 (copies 2, 4, and 5 are the same as copy 1) and the Instructions page for the online label.

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

For additional product, delivery, and special service information, go to usps.com/global/globalexpressmail.htm.

— International Product Development,
Product Development, 5-26-05

EXPRESS MAIL UNITED STATES POSTAL SERVICE® EMS		Customs Declaration Dispatch Note - CP 72				
From JOHN SMITH XYZ CORPORATION SUITE A 1234 ETAILER DR. LOS ANGELES CA 90052-1234 USA		To JEAN-PIERRE RAFFARIN XYZ PARIS SERVICE RECRUTEMENT G A BAT. MERLIN 77777 MARNE LA VALLEE PARIS CEDEX 4 FRANCE		Insured Amount (US \$) SDR Value		
				Importer's Telephone/Fax/Email Phone: 1807332021 Fax: 1807332027 Email: JPR@OLEURO.COM		
Detailed description of contents		Qty.	Weight lb. oz.	Value (US \$)	HS Tariff Number	Country of Origin
Stockholders Report Q1 Annual Report 2002 Corporate Letterhead Business Cards Corporate Envelopes		1 1 100 100 250	 	\$15.00 \$35.00 \$17.20 \$8.25 \$5.95	 	US US CA US GB
Contents		Total Wt.	Total Value	Postage and Fees		
Comments		Return to Sender		Mailing Office Date Stamp		
Sender's Customs Reference		Importer's Reference		Nonelivery Instructions		
License Number(s)	Certificate Number(s)	Invoice Number		Return to Sender		
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous articles prohibited by legislation or by postal or customs regulations.		Sender's signature		Date		
PS Form 2976-A Facsimile		Do not duplicate this form without USPS approval.		The item/parcel may be opened officially.		

Fold or cut along line

 EXPRESS MAIL UNITED STATES POSTAL SERVICE®		Customs Declaration Dispatch Note - CP 72  EV 970 000 713 US	
From JOHN SMITH XYZ CORPORATION SUITE A 1234 ETAILER DR. LOS ANGELES CA 90062-1234 USA		To JEAN-PIERRE RAFFARIN XYZ PARIS SERVICE RECRUTEMENT G A BAT. MERLIN 77777 MARNE LA VALLEE PARIS CEDEX 4 FRANCE	
		Insured Amount (US \$)	SDR Value
		Importer's Telephone/Fax/Email Phone: 1807332021 Fax: 1807332027 Email: JPR@OLEURO.COM	
Office of Exchange		Customs Stamp	Please affix labels here when required
		Customs Duty	
Contents		Total Gross Wt. 2 lb. 2 oz.	Total Value \$79.40
		Postage and Fees \$24.95	
Comments		Nondelivery Instructions	Mailing Office Date Stamp
Sender's Customs Reference	Importer's Reference	Return to Sender	
Declaration by Addressee: I have received the parcel described on this note.			
Addressee's signature _____ Date _____			
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous articles prohibited by legislation or by postal or customs regulations.			
Sender's signature _____ Date _____		3 - Dispatch Note	

PS Form 2976-A Facsimile

Do not duplicate this form without USPS approval.

The item/parcel may be opened officially.

Fold or cut along line

Instructions

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

Privacy Act Statement:

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

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



Thank you for shipping with the United States Postal Service!

Fraud Alert

Withholding of Mail Orders

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

State/City/ZIP Code	Names and Addresses Covered
NJ, East Brunswick 08816-7014	Michael Castaldo, P.O. Box 7014

— *Judicial Officer, 5-26-05*

Invalid Express Mail Corporate Account Numbers

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

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

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

005187	016758	060809	076160	100376	117668	148219	192884	274229	326011	331035	333020	349422
005491	016827	061071	076321	100442	117707	148229	192891	275061	326018	331108	333021	349445
005808	018054	061370	076453	100488	117737	148267	192930	276009	326567	331124	333058	349542
006022	018059	061712	076530	102543	117921	148272	193222	282754	327022	331132	333063	349555
006144	018251	063122	076843	102651	118168	148343	193613	282851	327033	331137	333074	349560
006218	018685	064545	078014	103112	118841	151190	196054	282881	327724	331178	333098	349635
006650	018930	064592	078161	103285	119051	152262	197110	286110	327797	331204	333210	349636
006913	019195	064684	079020	105195	119114	152504	198044	288130	327889	331258	333379	349644
007312	019269	064776	079136	105327	119330	152526	198224	292284	328006	331333	333460	349663
008067	019300	065415	079352	105571	119378	152581	198267	292289	328013	331436	333507	349683
008155	019467	066262	080396	105981	120320	152782	199056	293216	328048	331582	333526	349705
008208	019472	067391	080449	106520	121282	152856	200195	294214	328053	331583	333632	349722
008227	021209	068017	080501	106601	125010	152878	200469	294451	328072	331625	333695	349787
008400	021651	068052	080518	107121	125072	156085	200525	294482	328573	331649	333726	349851
008492	022032	068076	085748	107256	125380	156246	200550	294558	328671	331658	333790	349852
008668	022723	068283	088070	107291	126001	159039	200644	294577	328770	331673	333802	352344
008981	022940	068300	088072	108429	128934	165164	200658	295107	329162	331733	334027	352353
009075	023438	068483	088129	108457	134054	165171	200727	295297	329335	331837	334054	352778
009225	025322	068514	088350	108939	142109	165233	200943	296198	329569	331839	334644	358026
009274	027426	068558	088520	108941	142168	171108	206134	296514	329625	331938	334942	358050
009352	028041	068601	088740	109024	142249	171151	207582	300095	329664	331953	335050	361011
009435	028184	068605	089441	109285	142310	171173	207914	301245	329686	332009	335235	361136
009681	028457	068613	091848	109874	142314	171208	207915	301318	330034	332033	335267	361155
009691	028724	069090	092084	109878	142354	171211	208567	301351	330040	332039	335279	362069
009750	028872	069102	092165	109911	142393	171258	210096	301367	330049	332051	335305	365072
009757	028979	069185	092428	109986	142395	171308	210423	301411	330083	332080	335417	372075
009861	029122	069255	092473	111070	142401	171312	210711	301437	330101	332091	336197	372913
010063	029227	069407	092938	111846	142408	171318	210798	301450	330135	332123	336742	379230
010518	029352	069465	093063	111849	142427	171319	212239	302702	330145	332131	339878	381236
010607	029660	069480	094605	112586	142434	171320	212667	303716	330170	332166	340003	381476
010653	030047	069635	095106	112741	142555	171321	212751	305062	330234	332205	340239	381546
010711	030314	069914	095107	113834	142595	171326	212897	305544	330258	332211	340255	394203
010783	030324	070022	095161	113967	142623	171327	212914	305995	330259	332228	340296	401034
011287	034006	070028	095253	113989	142776	174050	220124	309016	330310	332284	340400	402043
011318	038092	070040	095396	115018	142836	176101	220550	311058	330313	332289	340529	402092
011375	038208	070167	095880	115165	142877	177023	220661	311390	330341	332308	340537	402356
012130	038221	070246	095949	115178	142956	184045	220665	312466	330346	332342	340579	402427
012163	038519	070474	095993	115193	142973	184055	221488	312538	330392	332347	340592	402623
012261	038527	070552	096002	115291	146044	185032	221619	314350	330420	332387	340600	402724
012293	038636	070593	096595	115685	146046	185056	221682	314667	330463	332443	340723	405009
012364	040334	070718	096713	115943	146057	185081	222344	317243	330477	332475	340862	405201
013091	040344	070969	096892	116010	146063	186003	229081	317345	330483	332545	340920	405202
013135	041006	071035	097318	117025	146122	186008	231010	320019	330560	332584	344012	410065
014330	043002	071108	098041	117038	146151	191068	232354	320789	330561	332610	344034	424025
014388	043301	071472	098053	117220	146466	191521	235295	320820	330619	332637	344066	425666
014955	045022	075124	098205	117257	146473	191697	235549	320891	330703	332750	347013	432995
015045	054289	075233	098226	117327	146549	191759	245321	320892	330819	332805	347094	436173
015309	055012	075241	098250	117443	146586	191907	250102	321221	330861	332825	347132	436449
015652	055104	075361	098557	117477	146594	192258	250104	322182	330926	332869	349024	441205
015710	055210	075369	098597	117548	146742	192470	256625	322765	330954	332880	349096	441235
015747	057099	075570	098630	117562	146744	192515	257139	323200	330960	332914	349111	443110
016392	060216	075681	098664	117576	146761	192707	259003	323730	330980	332927	349134	450072
016518	060250	075831	100287	117608	146765	192715	270023	324072	331002	332999	349289	452199
016556	060657	075990	100344	117642	146785	192792	271063	325009	331005	333001	349373	452505

452778	494229	601133	727063	761875	785399	800528	806196	891532	903706	918751	935170	954473
452867	495166	601217	727077	762030	785409	801331	806201	891557	903800	920033	937495	958683
454391	495208	601661	730080	762031	785417	801409	816250	891783	904495	920099	939532	958975
454596	495266	602341	730146	762047	785419	801498	816351	891973	904727	920393	940181	967053
454665	496188	602563	730216	763151	785437	801592	820206	893006	906024	920425	940195	967083
454681	497216	604103	730456	764023	785457	801733	820210	895014	906117	921004	940296	967143
458156	497305	604230	730475	767587	785464	801739	820814	895051	906483	921020	940320	967174
462059	503002	604298	730773	769528	785482	801756	832031	895091	907251	921118	940461	967332
465144	503145	605359	735083	770169	785487	802011	832079	895357	907305	921288	940474	968296
466615	505028	606093	740266	770197	785491	802034	833404	895456	907356	921362	940779	968498
467098	523024	606185	740316	770296	785505	802037	836006	895565	907455	921408	940945	968500
468408	531786	606451	741063	770299	785507	802044	837148	895889	907471	921437	941068	968700
474060	531791	606504	741431	770315	785511	802055	840022	900067	907729	921455	941094	968808
477158	531793	606767	741848	770358	785513	802081	840030	900136	907832	921487	941119	968864
478019	532283	607412	744040	770549	785515	802097	840156	900158	910426	921741	941151	968870
480019	551219	607680	747035	770691	785526	802145	840312	900195	911083	921822	941388	969165
480347	551228	607844	750077	770716	785531	802235	841116	900203	911249	921858	941401	970577
480421	551244	608288	750106	770741	785707	802270	841270	900237	911296	921951	941484	970603
480467	551369	608308	750214	770767	785708	802299	841504	900240	912233	921978	941504	970666
480663	551414	610105	750337	770796	785723	802351	841898	900272	913458	921984	941514	970683
480842	551763	631141	750346	771049	785724	802358	844199	900278	913526	922285	941566	970836
480904	551776	631278	750627	771062	785728	802429	845040	900286	913806	922315	941588	970950
481187	551905	631549	752229	771391	785740	802446	847195	900287	914042	924578	941597	972538
481783	553035	631577	752325	771945	785741	802534	853216	900294	914159	924595	941625	972719
481969	553591	631631	752474	772391	785748	802588	853465	900345	914297	924651	941860	972749
482216	553923	631865	752734	773487	785750	802682	853504	900370	914870	925039	941891	973249
482567	553930	641155	754004	775024	785752	802707	853610	900392	914918	925171	943038	974134
483020	554085	641215	754048	775038	785755	802748	853628	900402	917061	926199	945925	975014
483062	554569	641305	757003	775285	785756	802771	853671	900491	917201	926272	948221	980516
483135	554740	641332	757025	775338	785757	802801	853691	900642	917316	926838	948657	980752
483185	570006	641454	757048	778006	785758	802809	853723	900654	917323	926852	948756	980874
483193	570014	641661	757079	778367	785762	802912	853746	900710	917325	927615	949241	981763
483306	572024	658248	757086	782679	787035	802932	853831	900985	917384	927651	949460	981990
483386	577004	672253	757162	784297	788079	803106	856058	901066	917391	928141	950202	982258
483392	581006	674100	757193	784317	790023	804195	871002	901103	917411	928432	950262	982282
483406	581063	674290	757239	784606	791007	805158	871347	901124	917466	930222	950812	982538
483785	581087	681598	757368	784608	791031	805208	871461	901200	917472	931080	950900	982570
485142	585225	683012	760026	785095	791037	805239	871621	901283	917517	931301	950983	982571
486240	598552	685281	760029	785098	791038	805275	875006	901302	917687	931459	951024	985092
486324	600040	685304	760044	785099	791169	805276	875012	901581	917718	931670	951061	988048
488019	600103	693514	760059	785323	793041	805290	875013	901600	917899	931986	951184	992719
488046	600595	701363	760567	785329	794239	805407	891201	901665	918052	932788	951510	992731
488301	600661	701520	760569	785357	794311	805456	891277	901688	918087	932821	951840	995238
489226	600664	708529	760717	785365	794334	805542	891372	901824	918088	933291	951842	995463
489271	600857	708621	761143	785368	794413	805544	891420	902072	918318	933452	951920	995880
489401	600872	711211	761363	785370	794446	806092	891434	902195	918336	934019	952217	995910
490688	600881	712010	761663	785390	797017	806158	891441	902448	918354	935015	954166	997142
492108	600960	727033	761700	785398	799162	806184	891511	902796	918488	935158	954461	997211
494215	601089											

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	375 829 3400 to	3499	398 149 7200 to	7699
011 582 1889 to	1899	044 087 3457 to	3499	375 851 9100 to	9199	399 070 0872 to	0899
011 588 2900 to	3099	044 087 4000 to	4099	376 196 0911 to	0999	399 156 7119 to	7199
012 579 5675 to	5699	045 524 4121 to	4298	378 085 3679 to	3699	399 203 5064 to	5099
013 289 6176 to	6199	046 800 9870 to	9899	378 351 1063 to	1099	399 296 9910 to	9999
013 610 0014 to	0099	047 352 4000 to	4099	379 843 5100 to	5199	399 396 8935 to	8999
014 932 1000 to	1099	048 383 7650 to	7659	380 093 9600 to	9699	399 792 7775 to	7799
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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
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418 962 2848 to	2899	440 858 6420 to	7299	459 365 5432 to	5499	476 189 3000 to	3499
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420 277 0015 to	0049	443 127 4000 to	4099	460 349 6878 to	6899	477 681 5206 to	5299
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422 172 4667 to	4699	450 801 2700 to	2799	463 227 7711 to	7799	480 526 2000 to	2099
422 484 4212 to	4299	451 109 2967 to	2984	463 414 4869 to	4899	480 640 6330 to	6399
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430 444 9500 to	9699	454 547 7434 to	7499	470 755 5800 to	5818	486 559 7555 to	7599
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659 846 7837 to 7899	685 154 7780 to 7789	701 578 7475 to 7499	834 354 8824 to 8838
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666 132 8226 to 8299	690 893 5512 to 5599	702 846 6331 to 6399	842 860 0300 to 0399
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670 368 3400 to 3499	691 664 1800 to 1999	740 241 9049 to 9099	843 786 2554 to 2699
670 369 7336 to 7399	691 664 2400 to 2499	740 255 1718 to 1799	845 656 8165 to 8199
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671 046 6200 to 6399	692 798 1800 to 1899	740 470 2420 to 2443	845 746 2618 to 2635
671 251 5448 to 5499	693 249 0779 to 0799	740 523 7432 to 7449	846 390 7531 to 7599
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677 126 6734 to 6799	697 447 8285 to 8296	806 087 1100 to 1499	849 485 3427 to 3499
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681 677 0540 to 0699	700 786 9106 to 9142	830 610 3700 to 3799	854 304 4089 to 4999
682 070 1029 to 1099	700 859 0744 to 0758	830 983 3500 to 3599	854 529 2200 to 2299
682 956 6280 to 6299	701 028 6780 to 6899	830 983 3635 to 3699	854 532 0000 to 2999
682 956 6490 to 6599	701 213 3900 to 3999	831 354 1387 to 1399	855 001 6204 to 6249
682 956 6700 to 6799	701 267 2000 to 3999	831 815 8240 to 8299	855 319 9364 to 9399
682 965 1178 to 1199	701 335 7312 to 7399	832 525 3810 to 3899	855 361 3390 to 3399
682 965 1201 to 1299	701 369 2005 to 2050	833 159 1884 to 1899	856 226 0490 to 0499
683 118 2389 to 2399	701 499 2260 to 2299	833 456 2567 to 2599	856 656 5800 to 5999
683 378 2000 to 2099	701 503 2247 to 2299	833 566 3015 to 3071	856 752 0200 to 0299
683 378 2117 to 2299	701 541 2271 to 2299	834 130 5200 to 5299	857 111 1352 to 1399
683 415 1200 to 1499	701 553 6557 to 6599	834 316 5444 to 5499	857 279 3450 to 3499
683 444 8159 to 8199	701 578 7460 to 7469	834 354 8747 to 8766	857 843 4000 to 4099

858 124 7644	to	7699	870 491 4812	to	4849	909 100 1787	to	1799	917 089 0709	to	0799
858 756 3111	to	3299	870 536 5820	to	5829	909 100 1900	to	2099	917 089 0842	to	0899
859 063 8200	to	8699	870 541 7167	to	7239	909 355 0422	to	0499	917 216 2928	to	2999
859 190 0600	to	0644	870 575 8155	to	8999	909 568 8900	to	9099	917 370 6300	to	6499
859 437 5538	to	5599	870 589 0485	to	0494	909 568 9300	to	9499	917 486 4900	to	4999
859 811 2888	to	2899	870 691 7060	to	7099	909 725 7307	to	7399	918 460 0602	to	0699
859 855 8873	to	8999	872 029 9306	to	9399	909 833 0947	to	0999	918 492 5200	to	5399
860 240 8520	to	8599	872 100 0445	to	0459	910 219 8631	to	8699	918 951 7231	to	7299
860 275 3900	to	3999	900 556 4178	to	4199	910 265 1100	to	1199	919 519 2786	to	2799
860 518 9629	to	9699	900 845 0044	to	0099	910 471 7273	to	7299	919 536 0770	to	0799
860 600 0021	to	0999	900 936 0217	to	0299	910 536 2505	to	2599	919 814 3095	to	3199
861 158 2350	to	2599	900 936 0435	to	0499	910 958 7499	to	7599	919 915 2774	to	2787
861 367 5400	to	5499	901 058 5255	to	5280	911 140 1000	to	2199	920 155 4662	to	4687
861 637 6010	to	6099	901 273 1082	to	1099	911 245 2545	to	2599	920 309 9039	to	9199
861 979 7292	to	7499	901 287 5143	to	5199	911 268 9077	to	9099	920 771 5321	to	5399
862 216 6100	to	6199	901 291 2789	to	2799	911 400 8948	to	8999	920 857 5500	to	5899
862 263 9213	to	9299	901 525 7122	to	7199	911 508 1620	to	1799	920 864 3480	to	3499
862 271 0800	to	0999	902 089 1253	to	1299	911 509 9310	to	9399	920 963 4567	to	4599
862 271 5000	to	5099	902 198 9769	to	9799	911 523 3000	to	3999	921 333 7400	to	7499
863 871 5138	to	5199	902 948 1269	to	1299	912 057 9922	to	9999	921 477 3762	to	3799
863 949 5300	to	5399	902 985 0833	to	0899	912 882 0563	to	0899	922 278 1048	to	1399
864 088 8200	to	8299	903 370 6934	to	6999	913 605 2218	to	2299	922 280 2019	to	2099
864 426 3972	to	3999	904 600 6523	to	6599	913 709 2429	to	2499	922 280 2233	to	2299
864 520 6117	to	6136	904 892 0378	to	0399	913 818 3501	to	3999	922 773 0459	to	0499
865 151 0526	to	0599	904 892 0648	to	1299	914 063 4300	to	4399	923 032 7000	to	7399
865 500 4034	to	4099	905 056 2216	to	2299	914 346 7621	to	7644	923 045 3630	to	3699
865 883 6082	to	6099	905 510 6647	to	6799	914 453 1366	to	1399	923 493 9403	to	9599
866 004 3000	to	3999	905 510 6900	to	7099	914 529 6185	to	6299	923 493 9681	to	9699
866 442 4100	to	4899	905 794 0000	to	0199	914 896 4658	to	4699	923 810 7800	to	8299
867 366 9108	to	9118	905 794 0288	to	0299	915 187 8774	to	8779	924 252 1200	to	1299
867 633 7403	to	7499	905 873 6900	to	6999	915 300 2783	to	2799	924 252 1400	to	1499
867 737 5623	to	5699	905 873 7100	to	7299	915 546 6822	to	6999	924 533 2343	to	2399
868 169 4529	to	4599	905 880 8900	to	8999	915 671 3963	to	3980	924 533 2428	to	2499
868 173 8400	to	8599	905 889 7100	to	7199	915 671 3982	to	3999	924 685 1957	to	1999
868 514 9000	to	9099	906 158 1508	to	1599	915 675 2217	to	2299	925 333 5900	to	6099
868 566 9200	to	9299	906 558 8812	to	8899	916 440 3377	to	3399	925 336 2300	to	2399
869 387 1150	to	1199	906 982 2214	to	2299	916 670 6352	to	6399	926 432 5907	to	5999
869 505 3500	to	3599	907 725 8500	to	8599	916 682 5300	to	5399	926 436 3600	to	3699
869 523 7033	to	7099	907 815 0216	to	0257	916 694 1414	to	1499			
869 800 0000	to	999 9999	908 622 4225	to	4235	916 703 0802	to	0821			
870 054 4814	to	4899	908 936 9254	to	9299						

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,
Postal Inspection Service, 5-26-05

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first 9 digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

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

751 541 311	to	1 790	759 740 941	to	1 090	766 509 421	to	9 660	792 070 621	to	0 740
751 757 641	to	7 700	760 004 596	to	4 610	766 572 901	to	3 020	792 145 211	to	5 230
751 936 951	to	7 010	760 118 191	to	8 250	766 748 500	to	8 521	792 391 381	to	1 620
751 951 861	to	1 890	760 155 001	to	5 090	767 024 341	to	4 370	792 452 779	to	2 790
751 999 021	to	9 110	760 378 002	to	8 020	767 326 471	to	6 590	792 772 728	to	2 770
752 139 516	to	9 570	760 692 722	to	2 749	767 332 561	to	2 950	792 903 511	to	3 990
752 182 892	to	2 950	761 055 460	to	5 480	768 009 841	to	9 960	793 282 518	to	2 533
752 206 861	to	7 100	761 169 781	to	9 810	768 011 489	to	1 520	794 041 831	to	2 040
752 295 241	to	5 600	761 504 941	to	5 120	768 177 980	to	7 990	794 397 709	to	7 780
752 731 351	to	1 410	761 516 836	to	6 910	768 391 081	to	1 170	794 581 741	to	2 040
752 767 441	to	7 470	761 613 588	to	3 600	768 661 569	to	1 650	794 592 122	to	2 150
753 008 941	to	9 030	761 688 631	to	8 690	769 000 051	to	0 080	795 032 251	to	2 340
753 194 311	to	4 370	761 805 199	to	5 240	769 050 841	to	0 900	795 796 291	to	6 350
753 620 378	to	0 400	761 826 106	to	6 120	769 159 081	to	9 178	796 070 139	to	0 160
754 013 917	to	3 940	761 881 171	to	1 560	769 737 496	to	7 510	796 143 151	to	3 630
754 161 061	to	1 120	761 975 641	to	5 670	769 778 491	to	8 730	796 159 725	to	9 740
754 358 445	to	8 610	761 975 886	to	5 895	769 827 331	to	7 450	796 169 306	to	9 340
754 410 451	to	0 660	762 304 144	to	4 170	770 216 071	to	6 100	796 373 406	to	3 430
754 438 393	to	8 410	762 324 931	to	4 960	770 723 281	to	3 400	796 602 961	to	3 050
754 493 109	to	3 130	762 439 261	to	9 290	770 790 451	to	0 480	796 708 441	to	8 500
754 664 182	to	4 220	762 524 158	to	4 220	770 915 150	to	5 490	796 886 281	to	6 430
754 816 377	to	6 470	762 584 872	to	4 970	771 455 551	to	5 610	796 901 701	to	2 000
755 487 421	to	7 600	762 593 431	to	3 460	771 609 661	to	9 690	796 975 466	to	5 590
755 592 901	to	3 140	763 155 160	to	5 180	771 932 551	to	2 580	797 272 917	to	2 950
755 790 020	to	0 030	763 178 631	to	8 660	772 057 224	to	7 440	797 519 441	to	9 460
755 791 730	to	1 800	763 506 001	to	6 060	772 162 660	to	3 070	797 519 731	to	0 240
755 926 951	to	7 070	763 522 141	to	2 470	772 718 615	to	8 640	797 535 181	to	5 330
755 934 332	to	4 510	763 717 694	to	7 800	772 940 140	to	0 160	798 040 053	to	0 080
755 957 701	to	8 000	763 826 461	to	6 520	772 970 886	to	0 940	798 055 813	to	5 830
755 962 981	to	3 280	763 900 460	to	0 471	773 009 419	to	9 430	798 055 891	to	5 950
756 035 371	to	5 490	763 900 479	to	0 530	773 112 031	to	2 060	798 326 371	to	6 520
756 301 257	to	1 290	763 917 271	to	7 750	773 125 387	to	5 410	798 339 167	to	9 210
756 371 565	to	1 580	764 125 801	to	5 860	773 179 320	to	9 410	798 562 411	to	2 440
756 876 031	to	6 120	764 284 525	to	4 560	773 202 989	to	3 140	798 632 461	to	2 490
756 876 151	to	6 240	764 526 241	to	6 330	773 208 991	to	9 290	798 807 151	to	7 510
756 970 129	to	0 140	764 601 421	to	1 600	773 231 311	to	1 340	798 944 761	to	5 030
757 059 613	to	9 630	764 650 231	to	0 470	773 348 739	to	8 940	799 133 191	to	3 220
757 078 540	to	8 560	764 984 371	to	4 850	773 348 739	to	8 940	799 177 626	to	7 650
757 086 209	to	6 240	765 003 667	to	3 680	773 575 891	to	5 950	799 854 751	to	5 200
757 240 591	to	0 650	765 042 517	to	2 540	773 852 971	to	3 030	800 044 320	to	4 410
757 277 371	to	7 700	765 194 728	to	4 970	789 257 191	to	7 250	800 211 901	to	2 440
757 291 591	to	2 730	765 387 365	to	7 450	790 448 020	to	8 460	800 427 530	to	7 540
757 964 251	to	4 280	765 541 801	to	2 100	790 597 485	to	7 530	800 872 741	to	2 830
758 067 001	to	7 090	765 638 461	to	8 970	790 911 883	to	1 900	801 349 801	to	9 830
758 105 221	to	5 250	765 647 101	to	7 190	791 057 441	to	7 550	801 676 681	to	7 100
758 324 941	to	5 000	765 813 781	to	4 029	791 239 081	to	9 290	802 967 821	to	7 940
758 593 628	to	3 650	765 879 314	to	9 390	791 374 483	to	4 500	803 217 601	to	7 780
758 709 038	to	9 060	765 954 001	to	4 030	791 387 971	to	8 030	803 729 731	to	9 850
758 744 101	to	4 160	766 120 286	to	0 320	791 447 521	to	7 850	803 747 402	to	7 520
758 850 883	to	0 900	766 125 716	to	5 750	791 451 151	to	1 240	804 138 181	to	8 420
758 860 951	to	1 550	766 158 824	to	8 840	791 500 009	to	0 470	804 682 411	to	2 710
759 152 851	to	2 880	766 388 433	to	8 460	791 771 431	to	1 490	805 523 445	to	3 460
						792 004 293	to	4 320	805 745 704	to	5 730
						792 018 379	to	8 420			

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,
Postal Inspection Service, 5-26-05

Counterfeit Canadian Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

— *Group2–Mail Theft, Violent Crimes, and Narcotics Investigations, Postal Inspection Service, 5-26-05*

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, 5-26-05*

Overseas Military Mail

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

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

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

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

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

Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09325	Delete N	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09350	Delete N	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09375	Delete N	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AP 34026	Close	Immediately	

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	09081	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U
09009	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09094	A1-B-B1-C-D	09173	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09014	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09021	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09028	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09031	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09033	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09307	A1-B-B1-N-V-Z1
09034	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09185	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09036	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09042	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09045	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09050	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U	09313	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09053	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U	09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09054	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09226	A1-B-B1-C-D-U		
09056	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U		
09058	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U		
09059	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09237	A1-B-B1-C-D-U-V		
09060	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09138	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U		
09067	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U		
09069	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U		
09074	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U		
09076	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U		
09080	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
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	09507	A1-B-V
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	09508	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	09509	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-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09510	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-Z1	09511	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-Z1	09517	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-Z1	09521	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	09524	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	09532	A1-B-V
09325	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09534	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	09542	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	09543	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	09545	A1-B-V
09329	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-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-U2-V-Z1	09549	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	09550	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	09554	A1-B-B1-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	09556	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	09557	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	09564	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	09565	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	09566	A1-B-V
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09371	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09459	A1-B-B1-C-C1-U	09567	A1-B-V
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09372	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09461	A1-B-B1-C-C1-U	09568	A1-B-V
09340	A-A1-B-B1-C1-F-R-V	09373	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09463	A1-B-B1-C-C1-U	09569	A1-B-V
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09374	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09464	A1-B-B1-C-C1-U	09570	A1-B-V
09343	A-A1-B-B1-C-C1-D-F-F1-H-M-N-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09573	A1-B-V
09344	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09469	A1-B-B1-C-C1-U	09574	A1-B-V
09345	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09470	A1-B-B1-C-C1-U	09575	A1-B-V
		09380	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09494	A1-B-B1-C-C1-U	09576	A1-B-V
				09496	A1-B-B1-C-C1-U-V	09577	A1-B-V
				09498	A1-B-B1-C-C1-U	09578	A1-B-V
				09499	A1-B-B1-C-C1-U	09579	A1-B-V
				09501	A1-B-V	09581	A1-B-V
				09502	A1-B-V	09582	A1-B-V
				09503	A1-B-V	09586	A1-B-V
				09504	A1-B-V	09587	A1-B-V
				09505	A1-B-V	09588	A1-B-V
				09506	A1-B-V	09589	A1-B-B1-V
						09590	A1-B-V
						09591	A1-B-V
						09593	A1-B-V
						09594	A1-B-V
						09595	A1-B-V
						09596	A1-B-V
						09599	A1-B-V
						09601	A1-B-B1-C-F-F1-U
						09602	A1-B-B1-C-F-F1-N-U
						09603	A1-B-B1-C-F-F1-U
						09604	A1-B-B1-C-F-F1-U
						09609	A1-B-B1-C-F-U
						09610	A1-B-B1-C-F-U
						09612	A1-B-B1-C-F-U
						09613	A1-B-B1-C-F-U-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09617	A1-B-B1-C-F-U	09729	A1-B-B1-N-U-V	09824	A-A1-B-F-V-Z1	34023	A1-B-B1-M-N-V-Z1
09618	A1-B-B1-C-F-U	09730	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1	09825	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1	34024	A1-B-B1-M-N-V-Z1
09619	A1-B-B1-C-F-U					34025	A1-B-B1-F-N-U-V-Z1
09620	A1-B-B1-C-F-U	09731	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1	09827	A-A1-B-F-Z1	34030	A1-B-B1-M-N-V-Z1
09621	A1-B-B1-C-F-U			09828	A1-B-N-V-Z1	34031	A1-B-B1-M-N-V-Z1
09622	A1-B-B1-C-F-U			09830	A1-B-B1-C-N-V-Z1	34032	A1-B-M-N-V-Z1
09623	A1-B-B1-C-F-U	09732	A1-B-B1-N-V-Z1	09831	A1-B-B1-F-N-U-V-Z1	34033	A1-B-C-F-M-N-V-Z1
09624	A1-B-B1-C-F-U	09733	A1-B-B1-V	09832	A-B-B1-U1-V-Z1	34034	A1-B-B1-M-N-V-Z1
09625	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	09833	A1-B-B1-U1-V-Z1	34035	A1-B-B1-H-M-N-V-Z1
09626	A1-B-B1-C-F-U			09834	A1-B-B1-V-Z1	34036	A1-B-M-N-V-Z1
09627	A1-B-B1-C-F-U	09735	A1-B-B1-N-V-Z1	09835	A-A1-B-B1-V-Z1	34037	A1-B-B1-C-F-H-I-M- N-V-Z-Z1
09628	A1-B-B1-C-F-F1-U-V	09736	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	34038	A1-B-B1-M-N-V-Z1
09630	A1-B-B1-C-F-U-V			09837	A1-B-B1-V-Z1	34039	A1-B-N-V-Z1
09631	A1-B-B1-C-F-U	09737	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1	09838	A1-B-B1-V-Z1	34040	A1-B-V-Z1
09636	A1-B-B1-C-F-U			09839	A-A1-B-B1-U-V-Z1	34041	A1-B-B1-M-N-U-V-Z1
09642	A1-B-B1-N-U	09738	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1	09840	A-A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V- Z1
09643	A1-B-B1-U			09841	A-A1-B-B1-U-Z1		
09644	A1-B-B1-U	09739	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1	09842	A-A1-B-B1-Z1	34043	A1-B-B1-D-F-M-N-V- Z1
09645	A1-B-U			09843	A-A1-B-B1-U-V-Z1	34050	A1-B-V
09647	A1-B-B1-N-U	09777	A-A1-B-B1-C-E1-N	09844	A-A1-B-B1-U-V-Z1	34055	A1-B-N-V-Z1
09648	A1-B-B1-N-U-V-Z1	09779	A-A1-B-B1-F-R-V	09852	A1-B-B1-E2-E3-F-H1- N-R-R1-U1-V-Z1	34058	A1-B-B1-V-Z1
09649	A1-B-B1-U	09780	A-A1-B-B1-F-R-V	09853	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	34071	A1-B-I-M-N-V-Z
09701	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1	09788	A-A1-B-B1-F-R-V	09855	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	34076	A1-B-B1-F1-N-V-Z1
09703	A1-B-B1-C-F1	09789	A-A1-B-B1-F-R-V			34078	A1-B-B1-F1-N-V-Z1
09704	A1-B-B1-C-D-V	09790	A-A1-B-B1-C1-F-R-V	09856	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	34079	A1-B-B1-F1-N-V-Z1
09705	A1-B-B1-U	09793	A-A1-B-B1-F-R-V			34090	A1-B-V
09706	A1-B-B1-C-N-U-V	09797	A1-B-B1-C-D-P-V	09858	A1-B-B1-E2-E3-F-H1- N-R-R1-U1-V-Z1	34091	A1-B-V
09707	A1-B-B1-C-N-U-V	09801	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1			34092	A1-B-V
09708	A1-B-B1	09802	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z1	09865	A-A1-B-B1-V-Z1	34093	A1-B-V
09709	A1-B-B1-F1			09868	A-A1-B-B1-U-V-Z1	34095	A1-B-V
09710	A1-B-B1-C-C1-F1-M- R-R1-U	09803	A1-B-B1-E2-E3-F-H1- N-R-R1-U1-V-Z1	09880	A-A1-B-B1-C1-E2-F- H1-R-R1-U-V-Z1	34098	A1-B-V
09711	A1-B-B1-F1-Z1			09889	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	34099	A1-B-V
09713	A1-B-B1-C-F1	09804	A-A1-B-B1-F-Z1			96201	A-A1-B
09714	A1-B-B1-C-C1-F1-M- R-R1-U	09806	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09890	A1-B-B1-E2-F-H1-N- R-R1-U2-V-Z1	96202	A-A1-B1-U-V
09715	A1-B-B1-F1			09892	A-A1-B-B1-F-N-R-R1- V-Z1	96203	A-A1-B
09716	A1-B-B1-C-D-N-U-V	09807	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09898	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	96204	A-A1-B-B1
09717	A1-B-B1-M-W			34002	A1-B-B1-N-U-Z1	96205	A-A1-B-B1-U
09718	A1-B-B1-F-I-N-U-V	09808	A-A1-B-B1-C-C1-F-I- V-Z-Z1	34006	A-A1-B-B1-C1-F1-N- V-Z1	96206	A-A1-B-B1-U
09719	A1-B-B1-C-F1-V	09809	A1-B-B1-E2-E3-F-H1- R-R1-U1-V-Z1	34007	A-A1-B-B1-C1-F1-V- Z1	96207	A-A1-B-B1-V
09720	A1-B-B1-U-V			34008	A-A1-B-B1-C1-F1-V- Z1	96208	A-A1-B-B1-U
09721	A1-B-B1-N-U-V-Z1	09811	A1-B-B1-E2-E3-F-H1- N-R-R1-U1-V-Z1	34019	A-B-M-N-V-Z1	96212	A-A1-B-B1-U
09723	A1-B-B1-N-U-V-Z1			34020	A1-B-B1-M-N-V-Z1	96213	A-A1-B-B1-U
09724	A1-B-B1-C-C1-F1-M- R-R1-U	09812	A1-B-B1-E2-E3-F-F1- I-N-R-U-V-Z1	34021	A1-B-M-N-V-Z1	96214	A-A1-B-B1-U
09725	A1-B-B1-C	09814	A1-B-B1-E2-E3-F-F1- I-N-R-U-V-Z1	34022	A1-B-B1-D-F-M-N-V- Z1	96215	A-A1-B-B1-U-V
09726	A1-B-B1-N-U					96217	A-A1-B-B1-U-V
09727	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1	09819	A-A1-B-F-P-V-Z1			96218	A-A1-B-B1-U
		09821	A-A1-B-F-V-Z1			96219	A-A1-B-B1-U-V
		09822	A-A1-B-F-V-Z1			96220	A-A1-B-B1-U-V
09728	A1-B-B1-C-F1-U-V	09823	A-A1-B-F-V-Z1			96221	A-A1-B-B1-U-V
						96224	A-A1-B-B1-U
						96251	A-A1-B-B1-U

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

2005 STAMPS AND POSTAL STATIONERY

This schedule is subject to change.

Updated Announcement 05-D (May 2005)

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

	Issue	First Day of Issue	First Day City/State	Format	Deadline
P	37¢ Lunar New Year Souvenir Sheet (12 designs)	Jan 6	Honolulu, HI 96820 (Nationwide)	PSA double-sided souvenir sheet of 24	Feb 5
P	37¢ Marian Anderson (Black Heritage)	Jan 27	Washington, DC 20066	PSA pane of 20	Feb 26
	37¢ Ronald Reagan	Feb 9	Simi Valley, CA 9306 (Nationwide)	PSA pane of 20	Mar 11
P	37¢ Love Bouquet	Feb 18	Atlanta, GA 30304 (APS Stamp Show)	PSA book of 20	Mar 20
	37¢ Northeast Deciduous Forest (Nature of America; 10 designs)	Mar 3	New York, NY 10199 (Mega Stamp Show)	PSA pane of 10	Apr 2
	\$14.95 Garden Bouquet Stamped Stationery	Mar 3	New York, NY 10199 (Mega Stamp Show)		
P	37¢ Spring Flowers (4 designs)	Mar 15	Chicago, IL 60607	PSA book of 20	Apr 14
	37¢ Robert Penn Warren (Literary Arts)	Apr 22	Guthrie, KY 42234	PSA pane of 20	May 22
	37¢ Yip Harburg	Apr 28	New York, NY 10199	PSA pane of 20	May 28
	37¢ American Scientists (4 designs)	May 4	New Haven, CT 06520	PSA pane of 20	Jun 3
P	37¢ Masterworks of Modern American Architecture (12 designs)	May 19	Las Vegas, NV 89119	PSA pane of 12	Jun 18
P	37¢ Henry Fonda (Legends of Hollywood)	May 20	Los Angeles, CA 90210	PSA pane of 20	Jun 19
P	37¢ The Art of Disney: Celebration (4 designs)	Jun 30	Anaheim, CA 92803	PSA pane of 20	Jul 30
P	37¢ American Advances in Aviation (10 designs)	Jul 29	Vienna, VA 22182 Oshkosh, WI 54902	PSA pane of 20	Aug 28
P	37¢ New Mexico Rio Grande Blankets (American Treasures; 4 designs)	Jul 30	Santa Fe, NM 87501	Double-sided book of 20	Aug 29
	37¢ Presidential Libraries	Aug 4	Abilene, KS Ann Arbor, MI Atlanta, GA Austin, TX Boston, MA College Station, TX Grand Rapids, MI Hyde Park, NY Independence, MO Little Rock, AR Simi Valley, CA West Branch, IA Yorba Linda, CA	PSA pane of 20	Sep 3
1	American Eagle (First Class Presort rate; 10 designs)	Aug 5	Grand Rapids, MI (APS Stamp Show)	PSA coil of 3000	Sep 4
C	37¢ America on the Move:	Aug 20	Detroit, MI	Double-sided book of 20	Sep 19
P	50s Sporty Cars (5 designs)				

	Issue	First Day of Issue	First Day City/State	Format	Deadline
C P	37¢ To Form a More Perfect Union (10 designs)	Aug 30	Greensboro, NC Jackson, MS Little Rock, AR Memphis, TN Montgomery, AL Selma, AL Topeka, KS Washington, DC (Nationwide)	PSA pane of 10	Sep 29
C P	37¢ Arthur Ashe	TBD	TBD	PSA pane of 20	
C P	37¢ Let's Dance/Bailemos (4 designs)	TBD	TBD	PSA pane of 20	
	37¢ Child Health	Sep 7	Philadelphia, PA 19104 (Nationwide)	PSA pane of 20	Oct 7
1	3¢ Silver Coffeepot	Sep 16	Milwaukee, WI (MILCOPEX Stamp Show)	Gummed coil of 10,000	Oct 16
P	37¢ Greta Garbo (Joint Issue)	Sep 23	New York, NY 10199 Stockholm, Sweden	PSA pane of 20	Oct 23
P	37¢ Jim Henson and the Muppets (11 designs)	Sep 28	Los Angeles, CA 90052	Souvenir sheet of 11	Oct 28
2 P	37¢ Constellations (4 designs)	Oct	TBD	PSA pane of 20	
P	37¢ Holiday Cookies (4 designs)	Oct 20	New York, NY 10199 (Mega Stamp Show)	PSA pane of 20; Vending book of 20, PSA book of 20	Nov 19
	37¢ Distinguished Marines (4 designs)	Nov 10	Washington, DC 20066	PSA pane of 20	Dec 10

Note Descriptions

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

N: New issue

P: Pictorial first day postmark

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

2: Issued to kick off National Stamp Collecting Month

(See article on page 69.)

DoveBid Featured Online Real Estate Auction

By order of
THE UNITED STATES POSTAL SERVICE
Sale #6
June 8, 2005

Bidding Begins: 9:00 A.M. EDT
Bidding Ends: 6:00 P.M. EDT

Online Preview Available at www.dovebid.com/public/default.asp?exchangeid=1418.

On-location preview by appointment only. For further information, preview appointment, or to obtain a PIP, please contact Steve Ewers at 505-310-3828 or via e-mail at sewers@dovebid.com.

Commercial Real Estate & Vacant Land: Parcels Located in North Carolina & Michigan

CLINTON, NORTH CAROLINA

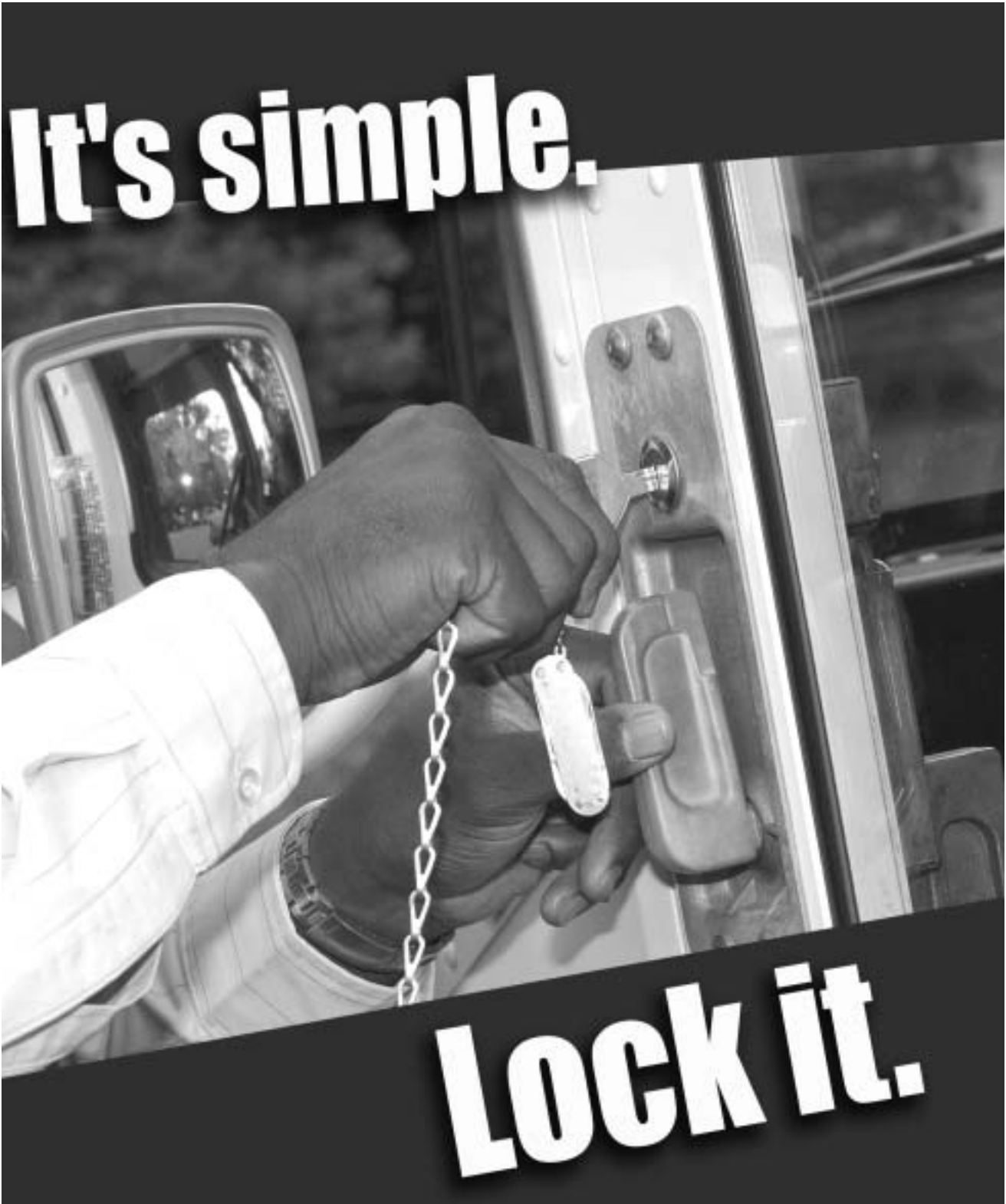
- Land Area: .52 acres (22,800 sq. ft.)
- Building Area: +/- 12,593 sq. ft.
- Total: +/- 6386 sq ft Main Level, +/- 6207 sq. ft. Basement)
 - Use: Customer Service Facility (Historic Building — Sale Subject to Protective Covenants)
 - Zoning: CB — Central Business District
 - Average Property Depth: 190'
 - Road Frontage: 114' & 118'
 - Building Layout: One-Story With Basement, Loading Dock & Concrete Parking Area
 - Building Construction: Brick/Block
 - Air Conditioning: Central-Freon
 - Utilities: Electricity, Natural Gas, Telephone and City Water & Sewer

HOWELL, MICHIGAN

- Land Area: 1.513 acres (65,926 sq. ft.)
 - Use: Vacant
 - Zoning: R-M — Multiple Family Residential
 - Road Frontage: 210'
 - Topography: Level
 - Area Utilities: Electricity, Natural Gas, Telephone, and City Water & Sewer

To register to bid online or to view complete terms, conditions, and buyer's premium information, please visit www.dovebid.com/public/default.asp?exchangeid=1418.

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

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STAMP ANNOUNCEMENT 05-14

The Art of Disney: Celebration Stamps



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The Postal Service™ will issue 37-cent, *The Art of Disney: Celebration* commemorative stamps in four designs on June 30, 2005, in Anaheim, California, at the Disneyland Resort. The theme “Celebration” was selected to coincide with the 50th anniversary of the opening of Disneyland in 1955. The stamps designed by David Pacheco, of Burbank, California, go on sale nationwide July 1, 2005.

This is the second stamp pane honoring the art of Disney to be issued by the U.S. Postal Service®. The first, issued in 2004, was on the theme of friendship. With these stamps, the Postal Service honors the “art” of celebration as portrayed by Walt Disney and his studio animators. Postal Service art director Terrence McCaffrey joined with a Disney team to represent on the stamps four types of celebration:

- Mickey Mouse and his faithful dog Pluto are experts when it comes to sharing cake and having good times.
- A very merry tea party hosted by the Mad Hatter gives Alice a chance to catch up on all the news in Wonderland.
- Ariel, a little mermaid, longs to enjoy life on land, but that does not stop her from enjoying music with Flounder and her other undersea friends.

Issue:	<i>The Art of Disney: Celebration</i>
Item Number:	567200
Denomination & Type of Issue:	37-cent Commemorative
Format:	Pane of 20 (4 designs)
Series:	N/A
Issue Date & City:	June 30, 2005, Anaheim, CA 92803
Designer:	David Pacheco, Burbank, CA
Illustrator:	Peter Emmerich, New York, NY
Engraver:	Banknote Corporation of America, Inc./SSP
Art Director:	Terrence McCaffrey, Washington, DC
Modeler:	Donald Woo
Manufacturing Process:	Offset
Printer:	Banknote Corporation of America, Inc./SSP
Printed at:	Browns Summit, NC
Press Type:	Roland, 300
Stamps per Pane:	20
Print Quantity:	215 million stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure-sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	PMS 704 (Red), Black, Cyan, Magenta, Yellow, Gold
Stamp Orientation:	Vertical
Image Area (w x h):	1.075 x 1.40 in./27.18 x 35.56 mm
Overall Size (w x h):	1.23 x 1.56 in./31.24 x 39.62 mm
Pane Size (w x h):	7.13 x 8.00 in./181.10 x 203.20 mm
Plate Size:	180 stamps per revolution
Plate Numbers:	“S” followed by six (6) single digits
Marginal Markings:	© 2005 USPS • Four Plate numbers per pane • Plate position diagram • Price • Heading • “Disney Materials © Disney” • Text and four barcodes on back of pane

Catalog Item Number(s):	567220 Block of 4 — \$1.48 567230 Block of 10 — \$3.70 567240 Full Pane of 20 — \$7.40 567263 First Day Cover Set of 4 — \$3.00 567265 Digital Color Postmark Random Single — \$1.50 567266 Stamp Cards (980600) — \$9.75 567268 Digital Color Postmark Set of 4 — \$6.00 567288 Prints (set of four 8 x 11) — \$14.95 567299 Full Pane w/Digital Color Postmark Set 4 — \$13.40
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- When it is time to celebrate, our best advice is to follow the lead of Snow White and Dopey and dance!

The *Art of Disney: Celebration* stamps will be issued in a pressure-sensitive adhesive (PSA) pane of 20 (Item 567200) and a booklet of 20 stamped cards (Item 980600).

How to Order First Day of Issue Postmark

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

DISNEY CELEBRATION STAMPS
POSTMASTER
701 N LOARA ST
ANAHEIM CA 92803-9998

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 July 29, 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.

Issue:	<i>The Art of Disney: Celebration</i>
Item Number:	980600
Denomination & Type of Issue:	23-cent Stamped Postal Card
Format:	\$9.75 Stamped Postal Card Booklet of 20 (4 designs)
Series:	N/A
Issue Date & City:	June 30, 2005, Anaheim, CA 92803
Series:	N/A
Designer:	David Pacheco, Burbank, CA
Art Director:	Terrence McCaffrey, Washington, DC
Illustrator:	Peter Emmerich, New York, NY
Engraver:	N/A
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Ashton Potter USA, Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Heidelberg, SN102-8-PL
Cards per booklet:	20
Print Quantity:	48,700 books (974,000 cards)
Paper Type:	Nonphosphored, Type III, .25F" x 5" Block tagging
Adhesive Type:	N/A
Processed at:	Ashton Potter (USA) Ltd.
Colors:	
Indicia Side:	Black, Cyan, Magenta, Yellow
Card Side:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Vertical
Card Size (w x h):	6 x 4.25 in./152.4 x 107.9 mm
Booklet Size (w x h):	6.75 x 4.25 in./171.45 x 107.95 mm
Plate Size:	18 cards per revolution
Plate Numbers:	N/A
Marginal/Backside Markings:	N/A
Front:	Stamp design image
Back:	Descriptive text ● "© 2005 USPS" ● "Disney Materials © Disney"
Catalog Item Number(s):	567266 Stamp Cards — \$9.75

Philatelic Products

There are three philatelic products available for this stamp issue:

- Cancellation keepsake (full pane with digital color postmark), \$13.40 (Item 567299).
- Stamped cards, \$9.75 (Item 980600).
- Prints (set of four 8 x 10), \$14.95 (Item 567288).

These products will be available while supplies last in postal stores, online at *www.usps.com*, and by telephone at 800-STAMP-24.

Distribution: Item 567200, *The Art of Disney: Celebration Commemorative Stamps*

Stamp distribution offices (SDOs) will receive two automatic distributions of Item 567200, 37-cent *The Art of Disney: Celebration* commemorative stamps.

The first distribution of approximately three-fourths the standard automatic distribution quantity for a sheet stamp will be completed on June 3, 2005.

The second distribution, of approximately one and one-fourth the standard automatic distribution quantity for a PSA sheet stamp, will be completed on July 1, 2005. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

From the initial shipment, SDOs will make a subsequent automatic distribution to Post Offices for one-half their standard automatic distribution quantities using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before June 24, 2005.

Philatelic Requirement

SDOs will not receive a separate quantity of Item 567200 for their authorized philatelic centers. Philatelic

centers must be supplied their quantities from the initial automatic distribution made to SDOs.

Additional Supply

Post Offices requiring additional Item 567200 must requisition them from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the New York, Chicago, Memphis, and San Francisco APDs will receive 4,000,000 additional stamps; and the Denver APD will receive 1,440,000 additional stamps.

For fulfilling supplemental orders from APDs, the Kansas City Stamp Service Center will receive 6,800,000 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, 5-26-05*

STAMP ANNOUNCEMENT 05-15

Migratory Bird Hunting and Conservation Stamp



Copyright USPS 2005

The \$15 *Migratory Bird Hunting and Conservation* stamp for the 2005–2006 season goes on sale at Post Offices™ nationwide June 30, 2005, and is valid through June 30, 2006. The U.S. Department of the Interior will formally issue the stamp at the Russell Senate Office Building in Washington, DC, on June 30, 2005.

The *Migratory Bird Hunting and Conservation* stamp will be issued in two formats: (1) in the traditional water-activated gum (WAG) pane of 20 stamps (Item 333400) and (2) in a pressure-sensitive adhesive (PSA) single stamp (Item 333500). The stamp size in the PSA version is the same size as the WAG version and can be peeled from its carrier sheet. The carrier sheet is the size of U.S. paper currency and fits easily in cash drawers.

Postmasters should order enough of Items 333400 and 333500 to meet the expected demand for these items by stamp collectors, conservationists, and hunters.

Distribution

Post Offices. To allow postmasters to order the 2005–2006 *Migratory Bird Hunting and Conservation* stamps in quantities approximating customer demand, there is no minimum ordering quantity for either format. Postmasters should review their previous year’s sales records to determine the appropriate number of 2005–2006 *Migratory Bird Hunting and Conservation* stamps to requisition.

Postmasters must immediately send a separate PS Form 17, *Stamp Requisition/Stamp Return*, to their stamp distribution offices (SDOs) for enough *Migratory Bird Hunting and Conservation* stamps to last until April 28, 2006. Post Offices served by stamp service centers (SSCs) must follow their established ordering guidelines.

Issue:	<i>Migratory Bird Hunting and Conservation Stamp</i>
Item Number:	333400
Denomination & Type of Issue:	\$15.00 Commemorative
Format:	Pane of 20 (1 design)
Series:	<i>Federal Duck Stamp</i>
Issue Date & City:	June 30, 2005, Washington, DC 20066
Designer:	Czeslaw Slania/Piotr Naszarkowski
Engraver:	Banknote Corporation of America, Inc./SSP
Artist:	Mark Anderson, Sioux Falls, SD
Art Director:	Donald Woo
Typographer:	Banknote Corporation of America, Inc./SSP
Modeler:	Donald Woo
Manufacturing Process:	Offset w/Microprint “FWS”/Intaglio
Printer:	Banknote Corporation of America, Inc./SSP
Printed at:	Browns Summit, NC
Press Type:	
Offset:	Man Roland, 300
Intaglio:	TA Intaglio Press
Stamps per Pane:	20
Print Quantity:	1 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Water-activated gum
Processed at:	Browns Summit, NC
Colors:	
Front:	Black, Cyan, Magenta, Yellow
Back:	Black
Intaglio:	Black
Stamp Orientation:	Horizontal
Image Area (w x h):	1.842 x 1.28 in./46.79 x 32.51 mm
Overall Size (w x h):	1.98 x 1.415 in./50.29 x 35.94 mm
Full Pane Size (w x h):	11.315 x 7.075 in./287.4 x 179.7 mm
Sheet Size (w x h):	24.0 x 16.0 in./609.6 x 406.4 mm
Plate Size:	80 stamps per press sheet (10 across, 8 down)
Plate Numbers:	“S” followed by five (5) single digits
Marginal Markings:	
Front:	Plate numbers on four corners ● “ARTIST MARK ANDERSON” ● “DEPARTMENT OF THE INTERIOR” ● Price ● Plate position diagram

Back:	Barcodes on four corners and text • Federal Duck Stamp information
Catalog Item Number(s):	333410 Single — \$15.00 333420 Block of 4 — \$60.00 333440 Full Pane of 20 — \$300.00 333484 Press sheet — \$1,320.00

If the initial stamp supply is exhausted before April 28, 2006, postmasters must requisition additional quantities. Retail units with authorized philatelic centers should order both formats and have them available to meet philatelic demand. All postmasters/station managers must ensure that the *Migratory Bird Hunting and Conservation* stamps are available to meet public demand.

Stamp Distribution Offices. SDOs will receive automatic distributions of both Item 333400 and Item 333500. Automatic distributions to SDOs are scheduled to begin May 10, 2005, and complete May 24, 2005. SDOs must not distribute *Migratory Bird Hunting and Conservation* stamps to Post Offices before June 24, 2005.

SDOs requiring additional gummed stamps (Item 333400) or additional self-adhesive stamps (Item 333500) must requisition them from a designated accountable paper depository using PS Form 17.

Hunting Regulations Pamphlets

The Department of the Interior does not automatically distribute pamphlets on hunting regulations because migratory game bird laws vary by state. Direct all inquiries about hunting regulations to the state fish and wildlife agency or state department of natural resources. Do not forward to the federal U.S. Fish and Wildlife Service.

Issue:	<i>Migratory Bird Hunting and Conservation Stamp</i>
Item Number:	333500
Denomination & Type of Issue:	\$15.00 Commemorative
Format:	Pane of 1
Series:	<i>Federal Duck Stamp</i>
Issue Date & City:	June 30, 2005, Washington, DC 20066
Designer:	Czeslaw Slania/ Piotr Naszarkowski
Engraver:	Banknote Corporation of America, Inc./SSP
Artist:	Mark Anderson, Sioux Falls, SD

Art Director:	Donald Woo, Chantilly, VA
Typographer:	Banknote Corporation of America, Inc./SSP
Modeler:	Donald Woo
Manufacturing Process:	Offset w/Microprint "FWS"/Debossing
Printer:	Banknote Corporation of America, Inc./SSP Browns Summit, NC
Printed at:	
Press Type:	
Offset:	Man Roland, 300
Debossing:	Bobst Die Press, 102
Stamps per Pane:	1
Print Quantity:	3 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Processed at:	Browns Summit, NC
Colors:	
Front:	Black, Cyan, Magenta, Yellow
Back:	Black
Stamp Orientation:	Horizontal
Image Area (w x h):	1.842 x 1.28 in./46.79 x 32.51 mm
Overall Size (w x h):	1.98 x 1.415 in./50.29 x 35.94 mm
Full Pane Size (w x h):	6.125 x 2.625 in./155.57 x 66.68 mm
Sheet Size (w x h):	23.0 x 19.0 in./584.2 x 482.60 mm
Plate Size:	18 stamps per press sheet (3 across, 6 down)
Plate Numbers:	None
Marginal Markings:	
Front:	"U.S. Fish & Wildlife Service" • "2005–2006 Migratory Bird Hunting & Conservation Stamp" • "Artist: Mark Anderson" • 50th Anniversary Information • U.S. Department of Interior seal • U.S. Fish & Wildlife Service seal • "If applicable: sign, peel, and attach to hunting license." • "Peel Here"
Back:	Barcode and text • Waterfowl Surveys information • Federal Duck Stamp information
Catalog Item Number(s):	333540 Hooded Mergansers PSA (1 per pane) — \$15.00

— Stamp Services,
Government Relations, 5-26-05

UPDATED ANNOUNCEMENT 05-D

2005 Stamps and Postal Stationery

"2005 Stamps and Postal Stationery" (Announcement 05-D, May 2005), which appears on page 59, replaces the quarterly announcement of the same name, previously printed and sent to customers on request through Stamp Fulfillment Services in Kansas City. The announcement is a listing of stamps and postal stationery items scheduled for issuance during calendar year 2005. Post Offices™ may wish to post this schedule on their bulletin boards.

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

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

How to Order First Day of Issue Cancellations and Covers

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

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

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

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

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

— Stamp Services,
Government Relations, 5-26-05

POM REVISION

Philately

Effective May 26, 2005, Chapter 2, Philately, of the *Postal Operations Manual* (POM) is revised to reflect changes to philatelic policies and procedures.

We will incorporate this revision into the next printed edition of the POM 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>.)

Postal Operations Manual (POM)

* * * * *

2 Philately

[Revise chapter 2 to read as follows:]

21 Philatelic Policies and Procedures**211 Policy**

Employees should familiarize themselves with the national policies governing the release, sale, and discontinuance of postage stamps and postal stationery. These policies are established by Stamp Services at Headquarters. The policies governing philatelic products are also administered by Stamp Services. Uniform application of these policies provides a high degree of integrity to the entire program. All Postal Service employees and contractors must comply with the policies and procedures in this chapter. The guidelines are as follows:

- a. Postage stamps and postal stationery items depict the cultural and historical heritage of the United States. They describe the nation’s achievements; portray the country’s natural wonders; instill pride in America; and focus attention on causes, issues, and interests of national concern. The Postal Service encourages the widespread use of these stamps and stationery items to promote national ideals, progress, and heritage.
- b. Stamp products are designed and promoted to expand interest in both the use of the mail and the hobby of philately (stamp collecting) by demonstrating the fun of stamp collecting and historic value of stamps.

- c. Postal Service employees should refrain from intentionally creating philatelic rarities.

212 Stamp and Stationery Subjects**212.1 Selection**

Subjects for postage stamps and postal stationery items may be proposed by the public through written correspondence to the Citizens’ Stamp Advisory Committee (CSAC). The committee is responsible for evaluating the merits of all stamp proposals. CSAC is composed of individuals from outside the Postal Service whose backgrounds reflect a wide range of educational, artistic, historical, and professional expertise. CSAC members are appointed by the postmaster general. After reviewing suggestions submitted by the public, CSAC recommends both subjects and designs for stamps and postal stationery items to the postmaster general, who makes the final selections.

212.2 Criteria for Eligibility

The Postal Service and the members of the CSAC use the following criteria to determine the eligibility of subjects for commemoration on U.S. stamps and stationery items:

- a. U.S. postage stamps and stationery items primarily feature American or American-related subjects.
- b. No living person is honored by portrayal on U.S. postage.
- c. Commemorative stamps or postal stationery items honoring individuals usually are issued on or in conjunction with significant anniversaries of the individual’s birth, but no postal item is issued sooner than 10 years after the individual’s death. The only exception to the 10-year rule is the issuance of stamps honoring deceased U.S. presidents. They may be honored with a memorial stamp on the first birth anniversary following death.
- d. Events of historical significance are considered for commemoration only on anniversaries in multiples of 50 years.
- e. Only events and themes of widespread national appeal and significance are considered for commemoration. Events or themes of local or regional significance may be recognized by a philatelic postmark, which may be arranged through the local postmaster.
- f. Stamps or stationery items are not issued to honor fraternal, political, sectarian, or service and charitable organizations. Stamps or stationery items are not issued to promote or advertise commercial

enterprises or products. Commercial products or enterprises might be used to illustrate more general concepts related to American culture.

- g. Stamps or stationery items are not issued to honor cities, towns, municipalities, counties, primary or secondary schools, hospitals, libraries, or similar institutions. Due to the limitations placed on annual Postal Service programs and the vast number of such locales, organizations, and institutions, it would be difficult to single out any one program or locale for commemoration.
- h. Requests for observance of statehood anniversaries are considered for commemorative postage stamps only at intervals of 50 years from the date of the state's first entry into the Union. Requests for observance of other state-related or regional anniversaries are considered only as subjects for postal stationery, and again only at intervals of 50 years from the date of the event.
- i. Stamps or stationery items are not issued to honor religious institutions or individuals whose principal achievements are associated with religious undertakings or beliefs.
- j. Stamps or postal stationery items with added values, referred to as semipostals, are issued in accordance with federal law. Semipostals are not considered part of the commemorative program and separate criteria apply.
- k. Requests for commemoration of universities and other institutions of higher education are considered only for stamped cards and only in connection with the 200th anniversaries of their founding.
- l. No stamp will be considered for issuance if a stamp treating the same subject has been issued in the past 50 years. The only exceptions to this rule are traditional themes such as national symbols and holidays.

212.3 Submission

Ideas for stamp and stationery subjects should be submitted at least 3 years in advance of the proposed date of issue. This allows the committee enough time to consider the idea and to design and produce the stamps, if the subject is approved. Send ideas for stamp subjects that meet the criteria to the following address:

CITIZENS STAMP ADVISORY COMMITTEE
C/O STAMP DEVELOPMENT
US POSTAL SERVICE
1735 N LYNN ST RM 5013
ARLINGTON VA 22209-6432

212.4 Approval and Design

Once a subject is approved, the Postal Service relies on design coordinators to help select artists who will then

execute the designs. The Postal Service does not review or accept unsolicited artwork from the public.

213 Distribution and Requisition of Accountable Paper

213.1 Stamp Distribution Offices

All Post Offices generally receive initial supplies of new stamp issues without having to requisition them. Stamp products, such as the annual commemorative stamp yearbooks and the *Postal Service Guide to U.S. Stamps*, are generally distributed automatically to stamp distribution offices (SDOs). These distribution destinations must:

- a. Establish a program for distributing new stamp products to associate Post Offices and replenishing existing stamp products.
- b. Ensure that less-than-bulk quantities of stamps are supplied to all Post Offices so the stamps can be placed on sale in accordance with instructions issued in the *Postal Bulletin*. SDOs requiring additional stamp products should requisition them from their accountable paper depository. All other Post Offices should requisition stamp products from their SDO or their usual source of supply for less-than-bulk orders.

213.2 Accountable Paper Custodians

The accountable paper custodian or other individual in charge of the stamp stock at each Post Office is responsible for requisitioning and maintaining an adequate inventory of stamps, postal stationery items, and other stamp products required for efficient and effective operation. This individual should periodically evaluate demand and, when necessary, forward a requisition for additional stock to the designated supply source. All requisitioning must be in accordance with the procedures given in Handbook F-1, *Post Office Accounting Procedures*, section 420. When necessary, accountable paper custodians may reduce the quantity of stamps received automatically to reduce costly overstocking and subsequent destruction. To request a change for quantities of stamps, send a memorandum to the designated SDO.

22 Retail Sales Policy

221 General

221.1 Sales Channels

Stamps, postal stationery items, and stamp products are sold at Post Offices and various postal retail facilities described in this section. Most of these facilities have regular stamp windows, and some are designated as philatelic centers. Philatelic centers sell current stamps and philatelic products. Some Post Offices provide specialized philatelic services and sell the full range of stamps and philatelic products offered by the Postal Service. These facilities, as

well as Stamp Fulfillment Services (SFS), are referred to collectively as philatelic centers. SFS in Kansas City, Missouri, is a central facility that services mail, telephone, and Internet orders for postage stamps, including philatelic quality stamps and other philatelic products.

221.2 First Day of Issue Sales

Only the Post Office or offices designated as official first day of issue offices or as first day of sale offices may sell new stamps and stationery items on the first day of sale. New issues will be placed on sale nationwide on the next business day following the first day of sale; although, there are special cases where new issues are placed on sale nationwide on the first day of issue.

221.3 Withdrawal From Sale

Notices about the withdrawal of stamp, stationery items, and philatelic products are published in the *Postal Bulletin*. The notices give effective dates for removing the items from sale.

221.4 Stamps for Philatelic Products

Stamps that are withdrawn from sale but are incorporated into philatelic products, such as mint sets or stamp collecting kits, may be sold at philatelic windows, Postal Service stores, philatelic centers, and SFS.

221.5 Exceptions to Sales Policies

Stamp Services may, at its discretion, establish exceptions to the sales policies. Exceptions applicable to Postal Service outlets are announced in the *Postal Bulletin*.

222 Regular Stamp Windows

222.1 Definition

Regular stamp windows are retail stations in Post Offices that accept mail and sell stamps, stamped stationery, and stamp-related products. They also may offer other services, such as money order sales, meter setting, and parcel shipments.

222.2 Sales Policy

222.21 Commemorative Stamps

Commemorative stamps are printed in limited quantities, and Postal Service outlets should strive to sell all commemorative stamp stock. Commemorative stamps may not remain on sale after the official date of withdrawal from sale. Stamp Services announces withdrawal dates in the *Postal Bulletin*.

222.22 Plate Number Blocks and Marginal Markings (All Stamps)

222.221 Description

Plate number blocks are generally located on each corner of a pane of stamps with a plate number or numbers printed in the margin (selvage). Plate number blocks may include as few as four stamps where a single number appears, or

as many as 20 where interest extends to other marginal markings. Various kinds of markings may appear on the selvage of stamps printed in sheets in addition to the plate number, such as the Postal Service copyright notice, or other subject-related informational inscriptions or other Postal Service slogans.

222.222 Setting Aside Plate Number Blocks

Retail associates must break panes of stamps for regular sale purposes as follows:

- a. Tear stamps from the edge of the pane farthest from the plate number or marginal markings in order to preserve the plate block for collectors. Whenever possible, tear stamps from sheets of a single stamp design on an as-needed basis, one at a time.
- b. Set aside quantities of plate blocks or marginal markings as the panes are broken during regular sales transactions, but do not set them aside in advance.

222.223 Minimum Purchase Requirements and Sales Limitations

The following is a list of the minimum purchase requirements and sales limitations for plate number blocks and marginal markings:

- a. When the retail associate has a broken pane of stamps from which the plate block or other marginal marking has been sold and when no plate block or other marginal marking has been set aside, the following minimum purchases must be made by customers wanting the plate block or other marginal marking:

Denomination	Minimum Purchase
1 cent to 50 cents	Full marginal strip of stamps (two rows deep having all marginal markings)
51 cents to 99 cents	Half marginal strip
\$1.00 and above	Block of four stamps

Note: There are no minimum purchase requirements when a retail associate has only full panes of the requested stamp in stock or a broken pane that contains the plate block or other marginal marking.

- b. Limitations to sales are as follows: Each customer for whom a pane is broken is limited to one marginal strip (\$0.01 to \$0.50), a half marginal strip (\$0.51 to \$0.99), or a block of four stamps (\$1.00 and above) for each stamp subject, per day. It is necessary to place a limit on individual sales of plate blocks and other marginal markings so that the philatelic stock available at Post Office windows may accommodate as many collectors as possible each day.
- c. Customers requesting more than the maximum permissible purchase in denominations of the single-ounce, First-Class Mail rate and below or in denominations higher than the single-ounce, First-Class Mail

rate should be asked to inquire on another day or to contact SFS (1-800- STAMP-24).

222.23 Coil Stamps

Regular retail windows should not open and break coils of stamps, except for newly issued stamp coils, which may be opened and sold in less-than-full coil quantities, subject to the following limitations:

- a. Sales of newly issued coil stamps in less-than-full coils are restricted to a 1-month period beginning with the authorized first day of sale for each particular stamp issue.
- b. These sales are further restricted to a single stamp window at each location designated by the postmaster to conduct such sales.
- c. Coil stamps bearing fractional denominations must be sold in multiples that reach full-cent amounts.
- d. Stamps remaining in partial coils after the sales period expires are sold at regular windows for postage.

222.24 Precanceled Stamps

Stamp collectors may buy precanceled postage for philatelic purposes. There is no limitation on the sale to collectors of full coils of each of the precanceled denominations available. Purchases may be made in person or by mail by non-permit holders for philatelic purposes only. Collectors may not mail matter bearing precanceled postage if they do not have a permit to use precanceled postage at the Post Office where the mail is presented.

222.25 Meter Postage

Customers may buy meter postage and postage-due meter postage for philatelic purposes from Post Offices that have been assigned postage meters. Meter postage and postage-due meter postage may not be issued for any amount less than the First-Class Mail, single-piece rate. Postage and mailing center (PMC) strips may be sold for philatelic purposes at the current, First-Class Mail rate only. Postage validate imprinter (PVI) strips are not meter stamps and may not be sold for philatelic purposes.

223 Dedicated Philatelic Windows

223.1 Definition

A dedicated philatelic window is a lobby window designated to sell stamps, stationery, and other related philatelic products. Other postal services are ordinarily not available at these dedicated philatelic windows, which are to be identified as such, so that customers desiring other services are directed to the appropriate windows. Many of the same items sold at designated philatelic centers are also sold at dedicated philatelic windows. For philatelic centers, see part 224.

224 Philatelic Centers

224.1 Definition

Philatelic centers are retail areas or self-contained facilities separate from the lobby window positions. These centers display and sell, with a few exceptions, all current postage stamps, stamped stationery, and related philatelic products, including commemorative stamps, definitives, regular-issue stamps, coils, international rate stamps, booklets and booklet panes, packets of stamped embossed envelopes, postal cards, message reply cards, and aérogrammes. The SFS is also a philatelic center.

224.2 Sales Policy

224.21 Plate Number Blocks/Marginal Markings (All Stamps)

The sales and disposition policies described in 222.22 apply except as follows:

- a. Retail associates may sell to each customer one matched set of four marginal strips for any stamp in stock. There are no limitations on the sale of plate blocks of stamps having denominations greater than 1 dollar.
- b. SFS may, however, sell at face value any quantity of marginal strips of stamp issues.

224.22 Coil Stamps

Philatelic centers may open coils of stamps as requested. To guarantee receipt of a plate number on coils, the following minimum purchases are required:

- a. Precanceled stamps: 25 stamps.
- b. \$1 denominations or greater: 5 stamps.

SFS may offer plate numbers on coil strips that vary from the minimums noted above.

224.23 Precanceled Stamps

The sales policy described in 222.24 applies except that coils of precanceled stamps may be opened for the sale of individual stamps to collectors.

224.24 Meter Postage

Customers may buy meter postage and postage-due meter postage for philatelic purposes from Post Offices that are assigned meters. Meter postage and postage-due meter postage may not be issued for any amount less than the First-Class Mail, single-piece rate of postage. PMC strips may be sold for philatelic purposes at the current First-Class Mail rate only. PVI strips are not meter stamps and may not be sold for philatelic purposes.

224.25 Stamp Credit (Accountability)**224.251 Stock Levels**

Philatelic centers should maintain a good working level of stamp stock, stationery, and stamp products to meet the needs of collectors and to encourage interest in philately. Therefore, postmasters may maintain a postage stock of up to \$125,000 for each philatelic outlet at their office. This stock may be in excess of normal authorized stock limits. This inventory level does not apply to SFS.

224.252 Special Authorization

Special authorization for postage stock exceeding \$125,000 requires these steps:

- a. If operating requirements require postage stock in excess of \$125,000, written notification must be submitted to the appropriate area marketing or retail manager, requesting special authorization.
- b. The area marketing or retail manager, with concurrence of the local Inspector in Charge, may authorize postage stock up to \$250,000. The total amount of annual sales at the philatelic outlet must be included with any request for authorization to maintain a postage stock in excess of \$125,000 for that outlet. Such requests are approved only when the total sales justify the increase in stock level. If approved at the area office level, the request should be forwarded to Headquarters for concurrence by the manager, Stamp Distribution.

224.253 Stamp Credit

Responsibility for stamp credit is as follows:

- a. All retail associates working in philatelic centers are fully accountable for their own stamp credit.
- b. Postmasters are responsible for providing adequate security equipment for secure storage of these credits at all times.

225 Temporary Philatelic Stations**225.1 Definition**

Post Offices may establish temporary stations to provide philatelic services and to sell stamps and stamp products. These stations may include specially constructed counters or mobile retail units. Temporary stations are most frequently located at stamp shows or exhibitions, stamp dedications, state fairs, conventions, parades, or other activity sites of significant public or philatelic interest.

225.2 Requests for Temporary Stations

Requests for temporary Postal Service stations should be made by the sponsors or organizers to the local postmaster.

225.21 First Day of Issue Events

All first day of issue ceremonies are conducted under the direction of Events and Promotions, Public Affairs and Communications, Headquarters. Requests for first day of issue or other special support that must come from the national level should be directed to Events and Promotions. Once a postmaster has agreed to participate in an event, a unilateral withdrawal from such a commitment may not be made without the approval of Events and Promotions. Any such withdrawal must be based upon a showing of good cause.

225.3 Authorization

Temporary philatelic stations may be authorized by postmasters. Postmasters may participate at events where admission fees are charged by the sponsor if the same pictorial postmark used at the event is available on request to those not attending the event.

225.4 Ceremonies

Postmasters and other local officials are encouraged to participate in opening ceremonies for stamp exhibitions or other stamp ceremonies arranged by philatelic groups, whether or not a temporary philatelic station is authorized.

225.5 Announcement and Publicity**225.51 Posters**

An announcement of the temporary philatelic station and any event postmark may be posted on the main Post Office lobby bulletin board and may be posted in other Post Offices within a 10-mile radius of the event so that collectors will be advised of the Postal Service's participation. For larger events, the posting may occur throughout the district or as requested by Headquarters. Posters should be placed on display at least 15 days before the event but in no case more than 30 days before the event. All announcements must emphasize the temporary philatelic station. The announcements should mention the name of the event, pictorial or standard postmark (if any), dates and hours open to the public, and the location. Promotional material for the event itself must not be incorporated.

225.52 Press Releases

The postmaster should also announce through press releases to local newspapers, the planned establishment of the temporary philatelic station. The Post Office, however, must not distribute free flyers to homes, sell or distribute tickets, exchange ticket coupons, or authorize the use of Post Office facilities for direct event promotion.

225.6 Participation in Events**225.61 Planning**

Postmasters should ensure that detailed planning begins well in advance of the event so that participation brings credit to the Postal Service and provides a wide range of stamps and stamp products to collectors and other customers. Particular attention should be taken in selecting sales personnel who are knowledgeable about philately and who have retail experience. All retail associates should be fully trained in stamp sales and pictorial postmark policies.

225.62 Stamp Stock

The postmaster should secure a wide range of stamp products and current postage, using the *USA Philatelic* catalog as a guide. No stamps, stationery, or products that have been withdrawn from sale may be sold. Sales withdrawals are noted in the *Postal Bulletin*. Postmasters should requisition philatelic stock not already available in their Post Office from their SDO or usual source of supply on PS Form 17, *Stamp Requisition/Stamp Return*, indicating the quantity required to sell at the stamp show, exhibition, or other purpose as described in 225.1. For these events, stamps with denominations greater than \$1 may be requisitioned in plate blocks of four, as noted in 222.221. At the conclusion of the event, excess philatelic stock, including remainders from commemorative sheets, should be sold at the regular stamp windows for postage purposes.

225.63 Philatelic Products

Postmasters should display, promote, and sell philatelic products such as the commemorative stamp yearbooks, the *Postal Service Guide to U.S. Stamps*, stamp collecting keepsakes or kits, and topical stamp sets.

225.64 Sales Restrictions

The sales policies about plate blocks and marginal markings are described in 222.22.

225.65 Security and Facilities

Postmasters should ensure that sufficient security for the stamp stock is provided at the event site and that all other facilities are adequate.

225.66 Appearance

Postmasters should ensure that the appearance of the temporary philatelic station brings credit to the Postal Service by using attractive signs and by having enough space for satisfactory service. The hours that the station is open must be posted.

225.67 Prompt Service

At exhibitions where a large number of collectors are expected, postmasters should consider using a speedy line, distributing customer numbers that can be announced, or employing another method that would provide quick service to customers and reduce waiting.

225.68 Sales Report

An event sales report showing both gross and net revenue must be submitted to the district manager or designee within 1 week of the close of every temporary philatelic station.

226 Mail Order

SFS handles mail, telephone, and Internet orders for postage stamps, philatelic quality stamps, and other philatelic products. Customers may request a catalog listing items available by calling 1-800-STAMP-24, or by writing to:

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

Note: Post Offices may not fill mail orders for stamps and other philatelic items other than mail orders under the Stamps by Mail program and orders for local philatelic postmarks. Customers must furnish a self-addressed, stamped envelope for return of precanceled stamps. Postmasters may not order precanceled postmarking devices solely to satisfy collector demands.

23 Philatelic Postmarks**231 General****231.1 Definition**

A philatelic postmark, used for collecting purposes, is an official postal postmark that contains the Post Office name, city, state, ZIP Code, and date (month, day, and year) of the canceling Post Office that accepted custody of the mail-piece(s), except as provided in 231.61 and 231.7. Other postal markings are made by validators, obliterators, or special-purpose cancellers. Postmarking for philatelic purposes is provided at the request of collectors or philatelic cover servicers for postmarking outside ordinary mail processing. This service requires special procedures and arrangements so that other Postal Service operations and services are not disrupted. This service may entail hand-stamping requests, either on a hand-back or mail-back basis, and the holding of mail for postmarking.

231.2 Policy**231.21 Publicity**

The Postal Service makes all philatelic postmarking services widely known to customers and collectors through advance national publicity to avoid such postmarks being available only to a small number of people.

231.22 Backdating and Predating

It is Postal Service policy to prohibit backdating of mail except:

- a. When Postal Service operating requirements and public demand necessitate that postmarking operations commence before or continue after the date contained in the postmark.

- b. When replacements are made for damaged, defective, or missing postmarks.
- c. When all requirements for postmarking are met by customers, and postmarks are not applied because of errors of Postal Service personnel.
- d. As noted in references to first day of issue postmarks provided in sections 231.4b, 231.63d, 231.7, and 232.4.

231.23 Retail Associate Availability and Training

A sufficient number of retail associates should be available to provide speedy service. Retail associates should be trained in advance to provide hand-stamped postmarks of philatelic quality. Refer to 231.3 for philatelic postmarking procedures.

231.3 Cooperation With Collectors

231.31 Postmarks

Employees should strive to furnish clear and legible postmarks to stamp collectors by ensuring that postmarking machines and hand-stamp devices are properly inked. Postal Service employees must give special attention to mail bearing an endorsement that is of philatelic value or to requests for light postmarks, and they should avoid canceling stamps by pen or illegible smudging. However, stamps must be canceled sufficiently to protect Postal Service revenue.

231.32 Special Attention

The Postal Service cannot provide special attention to a philatelic cover if it has been routinely entered into the mailstream by the sender.

231.33 Postmarking Devices

Postmarking devices may be used only under the supervision of authorized Postal Service personnel.

231.34 Hand-Stamped Postmarks

All hand-stamped postmarks are made with black ink unless authorized by Stamp Services. For more information, refer to Handbook PO-230, *Pictorial Cancellations*.

231.35 Philatelic Covers

Employees should exercise care in handling all philatelic covers to ensure that they are not damaged in mail handling. These covers are generally identifiable by a design (cachet) on the left side of the envelope.

231.36 Defacing Philatelic Covers

Postal Service employees should ensure that philatelic covers are not over-canceled; back-stamped, marked "received this date," or otherwise defaced on front or back; used as a top piece in a bundle for destination-package labeling purposes; or bent, folded, mutilated, or damaged by rubber bands.

231.4 Hand-Back and Mail-Back Service

Postmarks, rather than other obliterations, should be used to provide the following philatelic services whenever they are available:

a. Hand-back service

- (1) When a customer personally presents an addressed or unaddressed envelope, postal card, or other item described in 231.63 to a Postal Service clerk for postmarking with the current day's postmark, the Post Office must postmark the item and return it or hand it back to the customer.
- (2) The envelope, card, or other item does not enter the mailstream. All such materials must bear uncanceled postage at the applicable First-Class Mail rate.
- (3) This service may be provided for special die hub or regular machine postmarks only when the particular postmarking machine is readily accessible to the Postal Service clerk, and only when providing such service does not interfere with other sales or mail processing operations and does not inconvenience other customers.

b. Mail-back service





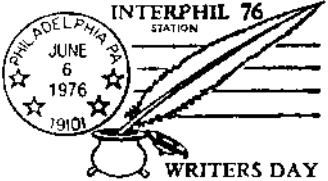
Mail-back service refers to pictorial postmark service for stamp dealers and philatelic cover servicers that permits envelopes, cards, or other items submitted for servicing to be returned in bulk through the mail. Mail-back service is not to be provided for special die hub or regular machine postmarks.

231.5 Permissible Postmarking Devices

231.51 Hand-Stamped Postmarking for Collectors

The postmark devices shown in Exhibit 231.51 may be used to provide hand-stamped postmarks for collectors.





Exhibit 231.51
Hand-Stamped Postmarks

<p>a. Standard postmark with killer bars (Item 550)</p> 	<p>b. Circular postmark without killer bars</p> 
<p>c. First-day-of-issue postmark at Post Office where item first issued</p> 	<p>d. Bull's eye postmark</p> 
<p>e. Pictorial postmark subject to 234</p> 	

231.52 Obliterators

The devices (obliterators) shown in Exhibit 231.52 may be used for philatelic postmarking when the postmarks or postmarking devices described in 231.51 are not available.

Exhibit 231.52
Obliterators

<p>f. Validator, registry, or round dater stamp (Item 570)</p> 	<p>g. Parcel post canceler (Item 502)</p> 
<p>h. Rubber oval stamp (Item 0-681)</p> 	<p>i. Receiving or dating stamp (Item 552)</p> 

231.6 Philatelic Postmark Policy

231.61 Date and Place of Postmarking

Post Offices may provide postmarking for philatelic purposes before the actual date of the postmark and may continue after that date when demand, processing capability, or other requirements of the Postal Service dictate. However, under no circumstances may any postmarked materials be released before the date of the postmark. The manager, Customer Service, or designee, may determine that local processing capability requires philatelic postmarking services be performed at an office other than the Post Office of the official postmark. In this case, all materials to be postmarked must be received at or deposited in the Post Office where the postmark is being used or at the office designated by the manager, Customer Service, or designee.

231.62 Preparation Requirements

Postcards, postal cards, and envelopes submitted through the mail must bear postage at the applicable First-Class Mail first-ounce rate and complete addresses, except as provided in 231.4. Materials submitted for hand-back service need not be addressed.

231.63 Special Materials on Which Postmarks May Be Requested

Photographs, postcards, or other materials having a glossy-coated or hard-calendered surface, or any material that does not readily accept ink, are submitted for pictorial postmarks at the customer's risk. The Postal Service is not responsible for smudged postmarks or offsetting where the impression appears on the preceding item. The following materials may be canceled as indicated:

- a. Plain Cards, Slips of Paper, and Blank Envelopes. Postal Service employees may not place postmarks for customers on plain slips of paper, plain cards, or blank envelopes without unused postage equaling or exceeding the First-Class Mail first-ounce rate.
- b. Picture Postcards (Maximum Cards). Picture postcards with the stamp placed on the face of the card rather than on the address side are known as maximum cards. Minimum First-Class Mail postage must be placed on the address side. Postmasters may cancel these cards and hand them back to the person presenting them. For mail-back service, refer to 231.4b.
- c. Posters, Portfolios, and Other Memorabilia. These items with the stamps placed thereon may be canceled when presented in person for hand-back service. Submittal and return through the mail is not permitted, except as provided in 231.4b.
- d. Previously Canceled Stamps and Multiple Pictorial Postmarks. Items bearing previously canceled stamps and postmarks are acceptable for additional

postmarks when uncanceled postage equaling or exceeding the First-Class Mail first-ounce rate is affixed. Return under separate cover is allowed only as specified in 241 and 243. First day of issue postmarks may not be provided on a hand-back basis after the first day of issuance. Mint stamps to cover the First-Class Mail first-ounce rate must be affixed for each postmark. Any covers submitted for servicing and return through the mailstream will not be entered into the mailstream until the date appearing on the postmark.

- e. Currency. Currency bearing unused postage stamps of First-Class value or items bearing currency with stamps affixed or adjacent thereto may be canceled when presented in person for hand-back service. Submittal and return through the mail is not permitted. The Postal Service does not accept responsibility for currency in its possession in conjunction with philatelic services.
- f. Backs of Envelopes. Post Offices may cancel unused stamps when they are affixed to the reverse side of envelopes bearing already canceled stamps. This service is available only for envelopes presented for hand-back service. They may not be returned through the mail even when outer envelopes are provided. Such a pictorial postmark denotes only that the item was presented to the Post Office for postmarking on that date; it does not denote that the envelope was carried by the Postal Service.
- g. Foreign Postage Stamps. Unused foreign postage stamps may be canceled with a U.S. Postal Service postmark only when unused First-Class Mail first-ounce U.S. postage is canceled with the same stroke. The only exception is when contractual agreements are made with the postal administrations of other countries.

231.7 Holding the Mail

Post Offices may hold mail to comply with customers' requests that the mail be postmarked on a specified date. Post Offices may not, however, hold mail for an event where the date of occurrence is not certain or where it is subject to change or for postmarking on a day when the office will be closed, except as authorized by the manager, Stamp Services. In these latter instances, the envelopes submitted should be returned to the customer unserviced and in an outer envelope with an explanation of why the requested service cannot be provided. No more than 50 covers per customer may be held for pictorial postmarks.

231.8 Machine Postmarks

Post Offices must not machine-cancel mail with the regular postmark when the envelopes are unaddressed or when the customer requests hand-back service, except as

provided in 231.4. Bulk orders requesting mail-back service is not provided, but pictorial postmarks may be provided on addressed envelopes or postal cards that are mailed to the addressee.

231.9 Hand-Stamped Postmarks

Circular hand-stamped postmarks with or without killer bars may be provided upon request at Post Offices, stations, and branches. These postmarks are available each day that the office is open for business. No slogan or pictorial material may be included. Requests made by mail for these postmarks must be at the Post Office offering the service on the date of the postmark to qualify for service.

232 First Day of Issue

232.1 First Day of Issue Sales Policy

A particular Post Office or Postal Service facility is usually designated to have the exclusive sale of a new issue stamp or stationery item on the day that it is being issued. No other Postal Service facility may sell the new issue until the following business day unless otherwise authorized by the manager, Stamp Services. For purposes of this section, the word "issue" means postage stamp, stamp booklet, booklet pane, postal card, postal stationery, stamped envelope, or aerogramme.

232.2 Notification

New stamps and other issues are announced by notices displayed in Post Office lobbies, in the *Postal Bulletin*, through news releases distributed to the press and philatelic periodicals, and by print, radio, and television advertising.

232.3 First Day of Issue Postmarks

This type of postmark is provided by the Post Office when a new stamp or stationery item is first placed on sale. The postmark reflects the issuance date and location. First day of issues postmarks may be either metal die, rubber composition, or digitally produced in color and the words "First Day of Issue" appear in the postmark design. Requests for first day of issue postmarks must be postmarked no later than the date specified in the *Postal Bulletin* to qualify for service, except in the case of the digitally produced color version of the first day of issue postmark. This product may only be purchased through SFS. Customer-provided covers will not be serviced with this postmark. Bull's-eye postmarks are used when the conventional first day of issue postmark cannot cancel all the unused stamps on an item presented for postmarking.

232.4 Ordering Procedures

All covers must bear addresses to the right side of the envelope and at least 5/8 inch up from the bottom of the envelope. Requests must be postmarked no later than the date specified in the media announcement (see 232.2) to qualify

for postmark service. As a free service, this is limited to 50 postmarks, except for covers presented in person by the customer in first day of issue cities. Customers who want first day of issue postmarks of new stamps have two additional options:

- a. They may buy stamps at local Post Offices, affix the stamps to their own envelopes, and mail them to the postmaster at the city of issuance for postmarking. Envelopes submitted by collectors must be of ordinary letter size and must be properly addressed. Collectors should place a filler of postal card thickness in each envelope and either turn in or seal the flap.
- b. They may order first day covers without cachets by mail, telephone, facsimile, and Internet, through SFS. Each cover will have an individual catalog number and will be offered in the *USA Philatelic* catalog produced by Stamp Services. Item numbers and ordering instructions will also be provided in news releases announcing the new stamps. The price of the Postal Service's first day covers will vary with the denomination and number of stamps affixed. Remittance for mail orders should be made by money order or a cashier's, certified, or personal check made payable to the U.S. Postal Service or by credit card as indicated in the *USA Philatelic* catalog. Cash must not be sent. Neither postage stamps nor foreign coins and currency are accepted. Any orders containing such remittance will be returned unserved. Covers remain on sale for at least 1 year after a stamp is issued.

232.5 Bulk Orders

The Post Office that services first day covers will accept only stamp-affixed envelopes.

232.6 Hand-Stamped Postmarks

Hand-stamped postmarks are applied on covers at the location of the first day ceremony and at the designated first day Post Office, as well as on covers that cannot be fully canceled by Postal Service postmarking machines. In all other cases, machine postmarks are supplied, except as provided in subchapter 25.

232.7 Hand-Back Service

Hand-back service for first day postmarks is limited to the first day of issue. Material to be canceled must be presented to the designated first day Post Office or ceremony location.

232.8 Unacceptable Covers

The issuing Post Office must not provide postmarking service on covers submitted through the mail that are undressed, bear stamps issued after the requested postmark date, or bear only previously canceled stamps; nor may the

Post Office provide hand-back service on any items presented after the first day of issuance.

232.9 Mail Orders for Mint Stamps

The first day Post Office may not accept mail order requests for uncanceled stamps from customers outside its service area, except for philatelic cover servicers as provided in subchapter 25.

232.10 Postmarking Deadlines

Deadlines for submitting covers for first day of issue postmarks are established by Stamp Services. Any exceptions to these deadline dates must be authorized.

232.11 Unofficial First Day Covers

Stamps acquired at the first day Post Office may be canceled at any Post Office. Envelopes containing new stamps canceled on the first day of sale at a Post Office other than the issuing office are known as "unofficial first day covers."

233 Pictorial Postmarks

Pictorial postmarks are offered by the Postal Service to commemorate local events celebrated in communities throughout the nation. These postmarks contain the name of a temporary philatelic station, city, state, ZIP Code, and month, day, and year of the postmark. These postmarks may also feature wording and/or graphics relating to fairs, conventions, or other various types of local celebrations.

233.1 Sponsors

Pictorial postmarks are requested by sponsors or organizers of local events and are authorized to be used only at temporary philatelic stations and at other philatelic outlets.

233.2 Postmarking Methods

Devices used for pictorial celebrations are generally hand stamps, except when volume requires the use of a machine postmarking. There is no charge to the sponsor for the production of the hand stamp or for the Postal Service's staffing of the temporary station. For assistance in machine postmarking, contact the manager, SFS.

233.3 Criteria

Collectors may obtain pictorial postmarks at a temporary philatelic station established at an event or at a philatelic outlet, on the actual date of the requested postmark. Additionally, such postmarks may be requested by mail. Mail-in requests must be postmarked no later than 30 days following the requested postmark date to qualify for this service. Any exceptions beyond the 30 days must be approved by Stamp Services.

233.4 Authorization

Postmasters may request authority from the district manager or designee to provide postmarking service at temporary philatelic stations. Only the standard circular postmark will

be provided unless the sponsors or organizers apply to the postmaster for use of a pictorial postmark at least 10 weeks before the event. The sponsors or organizers must also propose a design and finished artwork for a pictorial postmark. Both the postmark service at temporary philatelic stations and pictorial postmark design require the approval of the postmaster and the district manager or designee. Different postmarks for each day of an event are permitted only for international philatelic exhibitions. Any exceptions must be authorized by Stamp Services.

233.5 Requirements

233.51 Required Information and Dimensions

All postmarks must carry the name of the temporary station (the name of the exhibition or event, followed by the word "Station" or "Sta."), month, day, year, and city, state, and ZIP Code of the actual location of the temporary philatelic station. Overall dimensions must not exceed 4 inches horizontally and 2 inches vertically.

233.52 Approved Subject Matter

Illustrations, wording, and designs featured on pictorial postmarks must directly reflect the event to be commemorated. Postmarks that promote the sale or use of private, nonpostal products or that endorse or involve the ideals, policies, programs, products, campaigns, or candidates of religious, antireligious, commercial, political, fraternal, trade, labor, public interest, or special interest organizations may not be approved. However, postmarks may be approved that recognize events such as meetings, exhibitions, or conventions sponsored by or involving such organizations, provided that their designs do not include words, symbols, or illustrations referring to ideals, policies, programs, products, campaigns, or candidates. If there is doubt about whether a proposed postmark meets these requirements, Stamp Services should be consulted before granting approval.

233.53 Publicity

The district manager or designee must submit a PS Form 413, *Pictorial Postmark Announcement/Report*, which includes a reproducible copy of the pictorial postmark (actual size), to Stamp Services, so that national publicity may be arranged. The use of standard circular postmarks at temporary stations must also be reported. All reports should include the dates that the temporary philatelic station is to be open, the sponsor's name, name of the temporary philatelic station, a complete mailing address for customers requesting the pictorial postmark by mail, and a reproducible copy of the pictorial postmark. PS Form 413, along with copies of pictorial postmarks, must be submitted to Stamp Services 2 months prior to the postmarking date, by the first day of each month. Any exceptions to the 2-month notice must be

approved by Stamp Services. See Handbook PO-230 for more information.

233.54 Equipment

Pictorial and standard postmarks should be applied by rubber hand stamps purchased by the host Post Office or district office.

233.55 Service Limitations

Hand-stamping as a free service is limited to 50 postmarks for any single individual or group, except for postmarks at first day of issue events. The sponsor may also obtain any reasonable amount of hand-backs free of service charge for its members and special folders or programs prepared by the sponsor may be canceled and made available at the opening of the show. Other individuals or groups not in attendance at the first day ceremony or at the first day Post Office who require more than 50 hand-stamped postmarks may obtain this service only by paying a special fee. Written application for 50 or more postmarks must be made in advance to the postmaster.

233.56 Use and Disposition of Hand Stamps

Pictorial postmark hand stamps, like other canceling devices, may be used only under the supervision of authorized Postal Service personnel and must be returned by the postmaster to the district manager or designee, 65 days after close of the event, allowing enough time to handle replacement requests. The district manager or designee must destroy the postmarking device upon receipt.

233.57 Special Requests to Retain Hand Stamps

Requests from sponsors to retain pictorial postmark hand stamps for purposes of placement in a museum, historical site, or for any other appropriate use, must be approved by the district manager. Before release to the sponsor, the hand stamp must be defaced in such a way that it can be recognized if used improperly. Copies of the original and defaced postmark designs must be kept on file in the local or district office.

234 Special Die-Hub Mail Processing Postmarks

Special die-hub postmarks are cancellations in which a slogan or message publicizing an event is engraved on a die hub. These postmarks are applied by machine to live mail. Bulk requests for mail-back service cannot be provided, but postmarks can be provided on addressed envelopes or postal cards that are delivered to the addressee or addressees through mail delivery. Postmarks of philatelic quality are often not possible. All envelopes must be addressed. Any quantity of envelopes may be submitted, but they are not returned in bulk. See chapter 4 for more information regarding the criteria and use of these mail processing postmarks.

235 Other Special Philatelic Postmarks

235.1 Military Post Offices

Military Post Offices, including Army Post Offices (APOs) and Fleet Post Offices (FPOs), may hand stamp covers both on a hand-back basis and on a mail-order request in conformance with all policies and in accordance with all conditions and procedures stated in this section, except that:

- a. The postal chief at each such installation may establish the maximum number of covers individual collectors or dealers may submit.
- b. Military Post Offices may establish temporary philatelic stations or provide pictorial postmarks. Requests to establish temporary philatelic stations must be sent at least 90 days in advance of the commemorative event to the responsible postmaster (New York City or San Francisco) for approval and coordination with Stamp Services.

235.2 Special Requests

Requests for postmarks at Postal Service facilities that normally do not cancel mail must be made in writing to the appropriate district manager, at least 60 days in advance to permit area manager authorization and appropriate national publicity. These requirements also apply to requests for postmarks at offices that are inaccessible to the public or to requests for postmarking at any office on dates when mail is not normally canceled (for example, Sundays and holidays). Cover servicers, as described in subchapter 25, must submit their requests for pictorial postmarking to the manager, Stamp Fulfillment Services.

24 Autographs

241 General

Postal Service employees may, at their discretion, accept or refuse requests for autographs. Employees should exercise fairness in handling such requests. Nothing of value may be accepted or requested in exchange for autographs.

25 Philatelic Cover Servicers and Cachet Makers

251 Authorization

Philatelic cover servicers and cachet makers that regularly submit 50 or more envelopes or other items for identical postmarking may contact SFS and request information on how to become a registered dealer.

252 First Day Cover Service

Philatelic cover servicers may purchase mint stamps by mail from the first day of issue Post Office or from SFS on the date of issuance. Postmarks are provided only when stamp-affixed envelopes are submitted.

253 Mail-Back Service

253.1 Service Charges

Mail-back postmarking service for philatelic cover servicers and cachet makers is subject to a service charge established by SFS, which must be paid by check, credit card, or money order before the mail is processed.

253.2 Payment Requirements

Mail-back service or return under cover in bulk are available to registered dealers only when return postage and all other applicable fees are paid to the postmaster at the place of postmarking. Requests that do not include such payment are held until the proper amount is received.

253.3 Acceptable Items

Mail-back service is generally permitted on first day of issue, pictorial, or standard philatelic postmarks on the following materials: envelopes, postal cards or maximum cards, postal stationery, posters, portfolios, or other memorabilia. The Postal Service will not accept for first day of issue postmarking covers that bear stamp(s) issued after the requested date of the postmark.

254 Damaged or Missing Covers

254.1 Requests for Replacements

Requests for replacement of first day postmarks, pictorial postmarks, and standard philatelic postmarks may be accepted at the appropriate Post Office up to 60 days from the actual postmark date. All claims for nonreceipt of covers submitted for servicing by the Postal Service must be sent to the appropriate Post Office no later than 60 days from the date of postmark or from the date postmarks were last applied. Claims for replacement postmarks filed after that time will not be honored and are returned to the customer with a short explanation on why the request cannot be honored.

254.2 Criteria

Replacements are made for poor quality postmarks, damage to the envelope, or other similar defects. Replacements are not made, however, in cases where envelopes were marked on the back by letter-sorting machine code numbers as they moved through the mail system.

254.3 Procedures

The customer must return the unsatisfactory cover or covers to the appropriate Post Office for replacement. Replacement covers must be returned to the customer in a Postal Service postage-paid envelope so that a stale postmark does not appear in the mailstream. Damaged covers must be disposed of in accordance with Handbook F-1, *Post Office Accounting Procedures*, 450.

254.4 Exceptions

The Postal Service does not replace missing or unsatisfactory die-hub machine postmarks or special die-hub

postmarks because these postmarks are made in the course of live mail processing.

254.5 Damaged or Loss of Cachet Covers

The Postal Service is not responsible for damage or loss of cachet covers or of other items of value.

26 Philatelic Products

261 Special Philatelic Products

Special philatelic products produced by the Postal Service for first day Postal Service ceremonies are permitted for major postal events only, such as the opening of a new philatelic center, postal store, or a dedicated philatelic window. All such products must be approved at least 3 months before the event by the appropriate area and Headquarters organizations.

27 Promotions or Presentations

271 General

To obtain canceled or uncanceled stamps, postal stationery items, or philatelic products for information, official Postal Service business, or Postal Service presentations, district managers or postmasters must submit a funded PS Form 7381, *Requisition for Supplies, Services, or Equipment*, or an eBuy request to the appropriate stock source as defined below. The form must identify the delivery address, contact name and telephone number, item number, quantity, description, amount, and the purpose or justification for the promotion or presentation. The postmaster or district manager must also enter account number 52325, Advertising and Sales Promotion, the finance number, and the account identifier code (AIC) 596, Miscellaneous Advertising Expense, on PS Form 7381 or the eBuy request. Account number 52325 shows as a transaction to line 34, Services, on the requesting office's Financial Performance Report (FPR). The postmaster or district manager has the option of obtaining stock locally or through SFS. Stock requested from SFS must be a minimum of \$1,000 face value. Either request requires PS Form 7381 or the eBuy request.

272 Obtaining Stock Locally

To obtain stock locally, the postmaster or district manager authorizes and signs the completed PS Form 7381 or eBuy request. The form is submitted to the retail associate servicing the same finance number shown on the PS Form 7381 or eBuy request. The retail associate fulfills items as requested and retains the PS Form 7381 or eBuy request for submission with PS Form 1412-A, *Daily Financial Report*, as support for AIC 596. The retail associate records the transaction on PS Form 1412-A and enters the amount in AIC 596, with an offsetting entry to AIC 090, Postage Stock Sales, or AIC 092, Philatelic Product Sales. The PS Form 7381 or eBuy request supports the entry to AIC 596. Offices that use standard field accounting procedures

should submit the PS Form 7381 or eBuy request to the appropriate district accounting offices. Statement of account offices should retain this form locally. The accounting office verifies the submitted PS Form 7381 or eBuy request for completeness and retains it as support for AIC 596 on the Statement of Account.

273 Obtaining Stock Through Stamp Fulfillment Services

Stock that is not available locally may be available through SFS. To obtain stock through SFS, a minimum \$1,000 face value is required. A completed and signed PS Form 7381 or eBuy request for the face value amount of stock requested and appropriate postage and handling fees must be sent to:

MANAGER
 STAMP FULFILLMENT SERVICES
 8300 NE UNDERGROUND DRIVE PILLAR 210
 KANSAS CITY MO 64144-0001

The postmaster makes no entries to the cash book. SFS fulfills and mails the stock to the delivery address on the PS Form 7381 or eBuy request. SFS enters the amount shown on the order form to AIC 596, with offsetting entries to AIC 090 or AIC 092, and AIC 114, Postage Due Invoices, for the postage and handling charges. SFS accesses the Journal Voucher Transfer System through the Financial Accounting Control Tracking System (FACTS) and enters the account number 52325 and the finance number indicated on the PS Form 7381 or eBuy request. The account number shows as a transaction to line 34, Services, on the postmaster's Postal System Financial Report (PSFR). The postmaster or district manager then sees an adjustment to either the prior period or the current period.

28 Copyright of Stamp Designs

281 Policy

The designs of postage stamps, stamped envelopes, stamped stationery, stamped cards, aerogrammes, souvenir cards, and other philatelic items are copyrighted by the U.S. Postal Service in accordance with Title 17 of the United States Code.

282 Permission for Use

No written permission is required to reproduce the copyrighted stamp images in hard copy printed matter for the following purposes:

- a. In editorial matter in newspapers, magazines, and journals for news reporting purposes.
- b. In advertising matter, circulars, or price lists for the sale of the postage stamps or philatelic items illustrated.

- c. In advertising matter, circulars, or price lists for the sale of philatelic magazines, journals, books, philatelic catalogs, philatelic albums containing illustrations of philatelic designs of the stamp images for sale of the postage stamps or philatelic items illustrated.
- d. For incidental, background, nonfeatured use in motion picture films. No print or other reproduction from such films, slides, or tapes may be made except for the uses permitted above.
- e. Noncommercial, educational uses limited to classroom instruction.

Note: For uses covered above, users must cite the source of the stamp image, the United States Postal Service, and include language such as: "© United States Postal Service." All permitted uses covered above must consist of the unaltered, original stamp image as issued by the U.S. Postal Service. Any modification or alteration to the stamp image constitutes an unauthorized use.

For uses not covered above, a license from the Postal Service is required. Further digital or electronic reproduction of stamp images for posting on the Internet or in any other electronic forum is not allowed without a license from the U.S. Postal Service.

283 Reproduction of Designs

Illustrations permitted by 282 may be in color or in black and white and may depict items as uncanceled or canceled. When depicting uncanceled items in color, illustrations must be less than 75 percent or more than 150 percent (in linear dimension) of the size of the design of the philatelic items as issued. Color illustrations of canceled items and black and white illustrations of uncanceled or canceled philatelic items may be any size.

284 Requests for Licenses

The U.S. Postal Service may grant licenses for the use of illustrations of its copyright designs outside the scope of the above permission. Requests for such licenses should be addressed to:

LICENSING
 US POSTAL SERVICE
 475 LENFANT PLAZA SW RM 10-523
 WASHINGTON DC 20260-3100

* * * * *

— Stamp Services,
 Government Relations, 5-26-05

Pictorial Postmarks Announcement

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

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

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

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

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

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

The following postmark has been extended for 30 days.



April 5, 2005
 U.S. Postal Service
 80TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 RINGWOOD NJ 07456-9998



TOAD SUCK STATION
 72032
 APRIL 29, 2005

April 29-30, 2005
 U.S. Postal Service
 TOAD SUCK STATION
 POSTMASTER
 1111 MAIN ST STE 107
 CONWAY AR 72032-9998

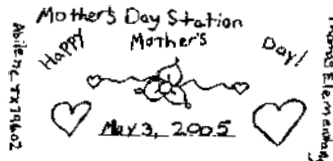


**Detroit Branch NAACP
 Fight For Freedom Dinner
 50TH Anniversary Station
 May 1, 2005
 Detroit, MI 48226**

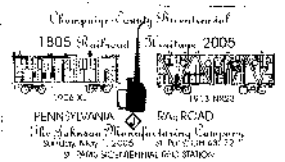
May 1, 2005
 NAACP Detroit Branch
 50TH ANNIVERSARY STATION
 CUSTOMER RELATIONS
 COORDINATOR
 1401 W FORT ST RM 9021
 DETROIT MI 48233-9715



May 1, 2005
 Champaign County Preservation
 Alliance
 MECHANICSBURG
 BICENTENNIAL RPO
 STATION
 POSTMASTER
 PO BOX 9998
 URBANA OH 43078-9998



May 3, 2005
 U.S. Postal Service
 MOTHERS DAY STATION
 POSTMASTER
 341 PINE ST
 ABILENE TX 79604-9998



May 1, 2005
 Champaign County Preservation
 Alliance
 ST PARIS BICENTENNIAL
 RPO STATION
 POSTMASTER
 PO BOX 9998
 URBANA OH 43078-9998



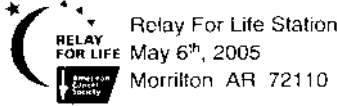
May 4, 2005
 VFW
 VIETNAM VETERANS
 RECOGNITION STATION
 POSTMASTER
 650 S MAIN ST
 MADISON WV 25130-1252



May 4, 2005
 Baylor University Athletic Dept
 BAYLOR UNIVERSITY
 STATION
 POSTMASTER
 430 W STATE HWY 6
 WACO TX 76702-9998



May 14, 2005
 Milwaukee County Zoo
 ZOO STATION
 POSTMASTER
 PO BOX 9998
 MILWAUKEE WI 53226-9998



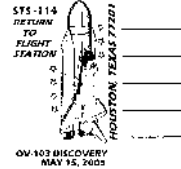
May 6, 2005
 U.S. Postal Service
 RELAY FOR LIFE STATION
 POSTMASTER
 PO BOX 9998
 MORRILTON AR 72110-9998



May 14, 2005
 Sequim Irrigation Festival
 Committee
 IRRIGATION FESTIVAL
 STATION
 POSTMASTER
 240 SUNNYSIDE AVE
 SEQUIM WA 98382-9998



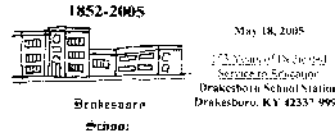
May 6, 2005
 South Christian Elementary
 School
 HERNDON STATION
 POSTMASTER
 PO BOX 9998
 HERNDON KY 42236-9998



May 15, 2005
 CSM Enterprises
 RETURN TO FLIGHT STATION
 POSTMASTER GPO WINDOW
 UNIT
 PO BOX 9998
 HOUSTON TX 72201-9998



May 7, 2005
 U.S. Postal Service
 ANNUAL CONVOCATION OF
 ROYAL ARCH MASONS
 STATION
 POSTMASTER
 PO BOX 9998
 SOMERSET NJ 08873-9998

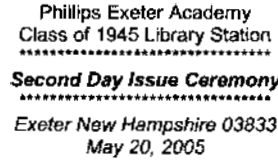


May 18, 2005
 Drakesboro School
 DRAKESBORO SCHOOL
 STATION
 POSTMASTER
 PO BOX 9998
 DRAKESBORO KY
 42337-9998

60th Anniversary V-E! DAY Station
 Camp Shanks May 8 2005
 Piermont New York 10968



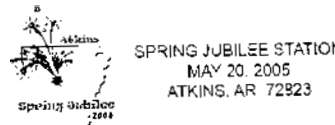
May 8, 2005
 Hudson Valley Stamp Society
 60TH ANNIVERSARY VE DAY
 STATION
 POSTMASTER
 PO BOX 9998
 PIERMONT NY 10968-9998



May 20, 2005
 Phillips Exeter Academy
 CLASS OF 1945 LIBRARY
 STATION
 POSTMASTER
 34 FRONT ST
 EXETER NH 03833-9998



May 11, 2005
 Lancaster Barnstormers
 OPENING NIGHT STATION
 POSTMASTER
 PO BOX 9998
 LANCASTER PA 17604-9998



May 20, 2005
 U.S. Postal Service
 SPRING JUBILEE STATION
 POSTMASTER
 PO BOX 9998
 ATKINS AR 72823-9998



May 14, 2005
 U.S. Postal Service
 COVEVILLE STATION
 POSTMASTER
 PO BOX 9998
 COVEVILLE VA 22931-9998



May 20, 2005
 USPS Alabama District Diversity
 and Affirmative Advisory
 Committee
 STARS STATION
 POSTMASTER
 250 ST JOSEPH ST
 MOBILE AL 36601-9998



May 20, 2005
Explorations in Architecture
 ARCHITECTURAL
 EXPLORING STATION
 POSTMASTER
 2650 CLEVELAND AVE NW
 CANTON OH 44711-9998



May 21, 2005
The City of Rome NY
 CANADIAN AMERICAN
 STATION
 POSTMASTER
 110 E GARDEN ST
 ROME NY 13440-9998



May 20, 2005
 UTAPEX
 UTAPEX STATION
 STATION MANAGER
 PO BOX 9998
 WEST VALLEY CITY UT
 84120-9998



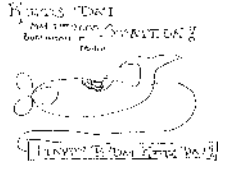
May 21, 2005
Gas & Steam Engine Society
 GAS AND STEAM ENGINE
 STATION
 POSTMASTER
 PO BOX 9998
 BARRYTON MI 49305-9998



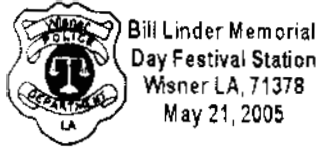
May 20, 2005
Boy Scouts of America
 DUTY TO GOD ENCAMPMENT
 STATION
 STATION MANAGER
 221 N WASHINGTON BLVD
 OGDEN UT 84404-9998



May 21, 2005
U.S. Postal Service
 BARRYTON LILAC FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 BARRYTON MI 49305-9998



May 21, 2005
U.S. Postal Service
 KIDS DAY STATION
 POSTMASTER
 11 ELMWOOD AVE
 BURLINGTON VT 05401-9998



May 21, 2005
Wisner Police Department
 BILL LINDER MEMORIAL DAY
 STATION
 POSTMASTER
 PO BOX 9998
 WISNER LA 71378-9998



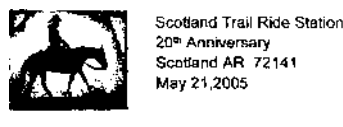
May 21, 2005
Kingsville Public Library
 LAWN SALE STATION
 POSTMASTER
 3110 W MAIN ST
 KINGSVILLE OH 44048-9998



May 21, 2005
U.S. Postal Service
 BASILICA OF SAINTS PETER
 AND PAUL INAUGURATION
 STATION
 POSTMASTER
 PO BOX 9998
 LEWISTON ME 04240-9998



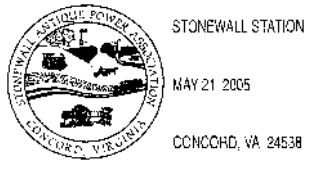
May 21, 2005
City of Burton
 PRODUCE FOR VICTORY
 STATION
 POSTMASTER
 14519 MAIN ST
 BURTON OH 44021-9998



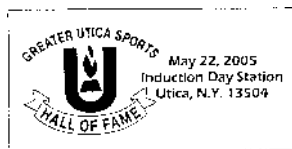
May 21, 2005
U.S. Postal Service
 SCOTLAND TRAIL RIDE
 STATION
 POSTMASTER
 PO BOX 9998
 SCOTLAND AR 72141-9998



May 21, 2005
Honker Community Center
 TULE LAKE MIGRATORY BIRD
 FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 TULELAKE CA 96134-9998



May 21-22, 2005
Stonewall Antique Power Association
 STONEWALL STATION
 POSTMASTER
 PO BOX 9998
 CONCORD VA 24538-9998



May 22, 2005
 Greater Utica Sports Hall of Fame
 INDUCTION DAY STATION
 POSTMASTER
 100 PITCHER ST
 UTICA NY 13504-9998



May 27, 2005
 City of Kingsville
 IRMA RANGEL STATION
 POSTMASTER
 PO BOX 9998
 KINGSVILLE TX 78363-9998



May 23, 2005
 The Uncle Sam Stamp Club
 GAME DAY STATION
 POSTMASTER
 40 MAIN ST
 COOPERSTOWN NY
 13326-9998



May 27, 2005
 U.S. Postal Service
 USS LA SALLE AGF-E
 DECOMMISSIONING
 STATION
 CUSTOMER RELATIONS
 COORDINATOR
 2600 ELTHAM AVE STE 109
 NORFOLK VA 23513-2501



Centennial
 Station
 May 24, 2005

May 24, 2005
 Alcyon Park and Environmental
 Commission
 CENTENNIAL STATION
 POSTMASTER
 55 N BROADWAY
 PITMAN NJ 08071-9998



Ashland All School
 Reunion Station
 Ashland, KS 67831
 May 27, 2005

May 27, 2005
 Ashland Reunion Committee
 ASHLAND ALL SCHOOL
 REUNION STATION
 POSTMASTER
 PO BOX 9998
 ASHLAND KS 67831-9998

RIDE FOR FREEDOM STATION
 FRANKFORT KY, 40601



MAY 25, 2005

May 25, 2005
 Omega Task Force
 RIDE FOR FREEDOM
 STATION
 POSTMASTER
 PO BOX 9998
 FRANKFORT KY 40601-9998



Distinguished Marine's
 Station
 1775-2005
 Rochester NY 14692
 27 May 2005

May 27, 2005
 U.S. Postal Service
 DISTINGUISHED MARINES
 STATION
 PHILATELIC CLERK MOW
 1335 JEFFERSON RD
 ROCHESTER NY 14692-9998



Crab Festival Station
 Kodiak, AK
 99615
 May 2005

May 26-30, 2005
 Kodiak Chamber of Commerce
 CRAB FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 KODIAK AK 99615-9998



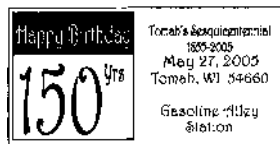
50th Anniversary Station
 May 27, 2005
 Herkimer, NY 13350

May 27, 2005
 Herkimer Diamond Mines
 50TH ANNIVERSARY STATION
 POSTMASTER
 135 PARK AVE
 HERKIMER NY 13350-9998



ARLINGTON HEIGHTS, ILL. CHICAGO ARCHITECTURE - COMPLEX STATION

May 27, 2005
 U.S. Postal Service
 COMPLEX STATION
 POSTMASTER
 909 W EUCLID AVE
 ARLINGTON HTS IL
 60004-9998



Tomah's Sesqui-centennial
 1805-2005
 May 27, 2005
 Tomah, WI 54660
 Gasoline Alley
 Station

May 27, 2005
 Tomah Chamber of Commerce
 GASOLINE ALLEY STATION
 POSTMASTER
 PO BOX 9998
 TOMAH WI 54660-9998



May 27, 2005
 U.S. Postal Service
 MEMORIAL STATION
 POSTMASTER
 825 PRECINCT LINE RD
 HURST TX 76053-9998



POSTAL PATRIOTS STATION
 CASPER, WY 82609
 FIGHT THE TERROR
 MAY 27, 2005

May 27, 2005
 National League of Postmasters
 POSTAL PATRIOTS STATION
 POSTMASTER
 PO BOX 9998
 CASPER WY 82609-9998



Celebrating
150 Years
Station
Town of Franklin
May 27, 2005
Franklin, NC 28734

May 27-28, 2005
Town of Franklin
CELEBRATING 150 YEARS
STATION
POSTMASTER
250 DEPOT ST
FRANKLIN NC 28734-9998



Class of 2005
U.S. Military Academy
Keeping Freedom Alive!
Graduation Day Station
West Point, NY 10996
May 28, 2005

May 28, 2005
U.S. Military Academy
GRADUATION DAY STATION
POSTMASTER
PO BOX 9998
WEST POINT NY 10996-9998



1805-PIPEX-2005
LEWIS & CLARK
BICENTENNIAL
WESTWARD SPACE EXPLORATION
97015
1 800-275-8777

May 27-28, 2005
The Oregon Stamp Society
LEWIS AND CLARK STATION
POSTMASTER PHILATELIC
SERVICES
PO BOX 9998
CLACKAMAS OR 97015-9998



U.S. FOREST SERVICE
CELEBRATING A CENTURY OF SERVICE
CENTENNIAL STATION
MAY 28, 2005
KERNVILLE CA 93278

May 28, 2005
U.S. Forest Service
CENTENNIAL STATION
POSTMASTER
PO BOX 9998
KERNVILLE CA 93238-9998

Universal Ship Cancellation Society
2005 CONVENTION STATION
REMEMBER NAVY DAY 1945



May 27, 2005 Clackamas, Oregon 97015

May 27-28, 2005
Universal Ship Cancellation Society
2005 CONVENTION STATION
POSTMASTER
PO BOX 9998
CLACKAMAS OR 97015-9998



Sulphur Rock, AR 72179
1872-2005
Sulphur Rock School
Wildcats
Reunion Station, May 28, 2005

May 28, 2005
Sulphur Rock Alumni
REUNION STATION
POSTMASTER
210 S MAIN ST
SULPHUR ROCK AR
72579-9998



LOGAN HILLS FESTIVAL
STATION
25th ANNIVERSARY
1981-2005
Zanesfield, Ohio 43360
May 28, 2005

May 27-30, 2005
U.S. Postal Service
LOGAN HILLS FESTIVAL
STATION
POSTMASTER
PO BOX 9998
ZANESFIELD OH 43360-9998



CELEBRATE
MAY 28 2005
FREEDOM



May 28, 2005
Fulton Stamp Club
MEMORIAL DAY STATION
POSTMASTER
214 S FIRST ST
FULTON NY 13069-9998



MAY 28, 2005
YUCCA
VALLEY
CALIFORNIA
92284

May 28, 2005
U.S. Postal Service
GRUBSTAKE DAYS STATION
57280 YUCCA TRAIL
YUCCA VALLEY CA
92284-9998



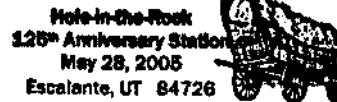
May 28, 2005
VICTORIAN FESTIVAL
Lady Vestey Station
Superior, NE 68978

May 28, 2005
Superior Chamber of Commerce
LADY VESTEY STATION
POSTMASTER
PO BOX 9998
SUPERIOR NE 68978-9998



ARLINGTON HEIGHTS IL
MAY 28 2005
CHICAGO ARCHITECTURE - COMPLEX STATION

May 28, 2005
U.S. Postal Service
COMPLEX STATION
POSTMASTER
909 W EUCLID AVE
ARLINGTON HTS IL
60004-9998



Hole in the Rock
125th Anniversary Station
May 28, 2005
Escalante, UT 84726

May 28, 2005
Hole in the Rock
HOLE IN THE ROCK STATION
POSTMASTER
230 W MAIN ST
ESCALANTE UT 84726-9998



May 28, 2005
Art Fest Station
Creede, Colorado
81130
Taste of Creede

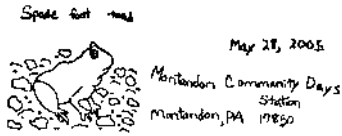
May 28, 2005
Creede/Mineral County Chamber of Commerce
ARTFEST STATION
POSTMASTER
PO BOX 9998
CREEDE CO 81130



Prince of Wales Island, Alaska
2005
MARATHON

Marathon Station
May 28, 2005
Craig, AK 99921-9998

May 28, 2005
Craig Chamber of Commerce
MARATHON STATION
POSTMASTER
PO BOX 9998
CRAIG AK 99921-9998



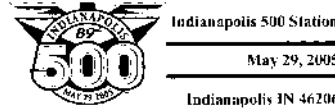
May 28, 2005
 Montandon Community Days
 Committee
 MONTANDON COMMUNITY
 DAYS STATION
 POSTMASTER
 PO BOX 9998
 MONTANDON PA 17850-9998



May 29, 2005
 St. Clair Shores Parade Council
 MEMORIAL DAY PARADE
 STATION
 POSTMASTER
 PO BOX 9998
 ST CLAIR SHORES MI
 48080-9998



May 28, 2005
 Cash School Reunion
 CASH SCHOOL REUNION
 STATION
 POSTMASTER
 PO BOX 9998
 CASH AR 72421-9998



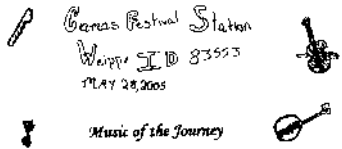
May 29, 2005
 U.S. Postal Service
 INDIANAPOLIS 500 STATION
 POSTMASTER
 125 W SOUTH ST
 INDIANAPOLIS IN 46202-9998



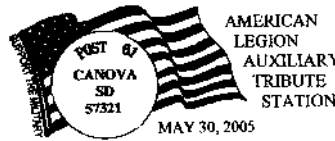
May 28, 2005
 Lisbon Area Chamber of
 Commerce
 LILAC TIME STATION
 OFFICER IN CHARGE
 80 MAIN ST
 LISBON NH 03585-9998



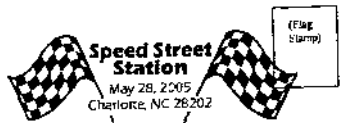
May 30, 2005
 Batsto Citizen Committee
 MEMORIAL DAY STATION
 POSTMASTER
 114 S THIRD ST
 HAMMONTON NJ 08037-9998



May 28, 2005
 Weippe Idaho Camas Festival
 Committee
 CAMAS FESTIVAL STATION
 POSTMASTER
 207 N MAIN ST
 WEIPPE ID 83553-9998



May 30, 2005
 American Legion
 AMERICAN LEGION
 AUXILIARY TRIBUTE
 STATION
 POSTMASTER
 PO BOX 9998
 CANOVA SD 57321-9998



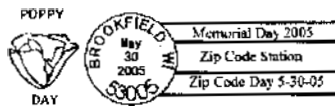
May 28, 2005
 U.S. Postal Service
 SPEED STREET STATION
 POSTMASTER
 PO BOX 9998
 CHARLOTTE NC 28202-9998



May 30, 2005
 Dorrance Historical Society
 DORRANCE HISTORICAL
 SOCIETY STATION
 POSTMASTER
 PO BOX 9998
 DORRANCE KS 67634-9998



May 28-June 5, 2005
 Twister Museum of Wakita
 TWISTER MUSEUM STATION
 POSTMASTER
 PO BOX 9998
 WAKITA OK 73771-9998



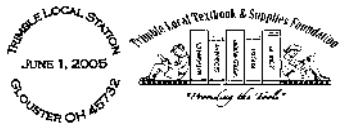
May 30, 2005
 Kettle Moraine Stamp Club
 ZIP CODE STATION
 POSTMASTER
 17345 CIVIC DR
 BROOKFIELD WI 53045-9998



May 29, 2005
 U.S. Postal Service
 COMPLEX STATION
 POSTMASTER
 909 W EUCLID AVE
 ARLINGTON HTS IL
 60004-9998



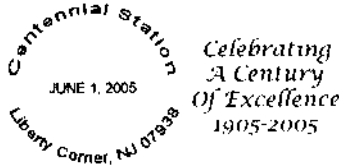
May 30, 2005
 Crazy Mountain Museum
 CRAZY MOUNTAIN MUSEUM
 TIPI STATION
 POSTMASTER
 PO BOX 9998
 BIG TIMBER MT 59011-9998



June 1, 2005
 Trimble Local Textbook and Supplies Foundation
 TRIMBLE LOCAL STATION
 POSTMASTER
 PO BOX 9998
 GLOUSTER OH 45732-9998



June 2-5, 2005
 Mancelona Bass Festival
 MANCELONA BASS FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 MANCELONA MI 49659-9998



June 1, 2005
 Liberty Corner School
 CENTENNIAL STATION
 POSTMASTER
 8 CHURCH ST
 LIBERTY CORNER NJ
 07938-9998



June 3, 2005
 NAPEX
 SOUVENIR SHEET DESIGN STATION
 STATION WASHINGTON 2006
 OFFICER IN CHARGE
 6841 ELM ST
 MCLEAN VA 22101-9998



June 2, 2005
 U.S. Postal Service
 100TH ANNIVERSARY STATION
 POSTMASTER
 241 W RIALTO AVE
 RIALTO CA 92376-9998



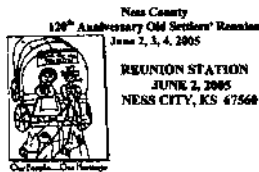
June 3, 2005
 U.S. Postal Service
 WALSH COUNTY RELAY FOR LIFE STATION
 POSTMASTER
 PO BOX 9998
 GRAFTON ND 58237-9998



June 2, 2005
 U.S. Postal Service
 JACK COUNTY SHERIFF POSSE STATION
 POSTMASTER
 100 E SOUTH ST
 JACKSBORO TX 76458-9998



June 3, 2005
 U.S. Postal Service
 INTERURBAN SUMMER FESTIVAL STATION
 POSTMASTER
 151 W BROADWAY
 INGALLS IN 46048-9998



June 2, 2005
 Ness County Old Settlers Reunion Committee
 REUNION STATION
 POSTMASTER
 PO BOX 9998
 NESS CITY KS 67560-9998



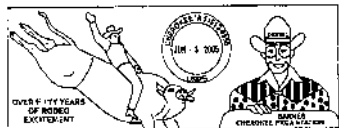
June 3, 2005
 Fort Benton Kiwanis
 EXPLORE THE BIG SKY STATION
 POSTMASTER
 PO BOX 9998
 GREAT FALLS MT 59401-9998



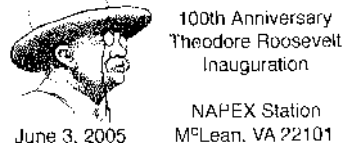
June 2-4, 2005
 U.S. Postal Service
 BLUEGRASS MUSIC STATION
 POSTMASTER
 11168 STATE RTE 217
 SCOTT TOWN OH 45678-9998



June 3, 2005
 U.S. Postal Service
 BETHESDA HISTORICAL STATION
 POSTMASTER
 7400 WISCONSIN AVE
 BETHESDA MD 20814-9998



June 2-4, 2005
 Professional Rodeo Cowboy Association
 CHEROKEE PRCA STATION
 POSTMASTER
 410 W WILLOW ST
 CHEROKEE IA 51012-9998



June 3, 2005
 NAPEX
 100TH ANNIVERSARY THEODORE ROOSEVELT INAUGURATION NAPEX STATION
 OFFICER IN CHARGE
 6841 ELM ST
 MCLEAN VA 22101-9998

Hamilton Sesquicentennial Station

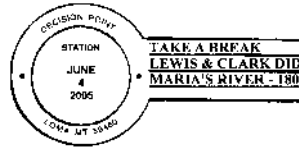
June 3, 2005
Hamilton MO 64644



"Celebrating 150 years of hometown spirit"

June 3-4, 2005

City of Hamilton
HAMILTON
SESQUICENTENNIAL
STATION
POSTMASTER
106 W BIRD ST
HAMILTON MO 64644-9998



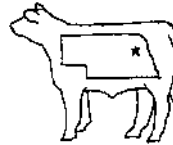
June 4, 2005

Village of Loma Association
DECISION POINT STATION
POSTMASTER
PO BOX 9998
LOMA MT 59460-9998



June 3-5, 2005

Kentucky Dept. of Parks
JEFFERSON DAVIS
BIRTHPLACE STATION
POSTMASTER
PO BOX 9998
FAIRVIEW KY 42221-9998



Cattlemen's Ball of Nebraska Station
June 4, 2005
Herb Albers Feedlot
Wisner Nebraska 68791

June 4, 2005

Cattlemen's Ball of Nebraska
CATTLEMANS BALL OF
NEBRASKA STATION
POSTMASTER
PO BOX 9998
WISNER NE 68791-9998



Clinch River Days Station
St. Paul, VA 24283
June 3-5, 2005

June 3-5, 2005

Clinch River Days/Town of St. Paul
CLINCH RIVER DAYS
STATION
POSTMASTER
PO BOX 9998
ST PAUL VA 24283-9998



JUNE 4, 2005
WHITE OAKS STATION
FORT STANTON, NM 88323

June 4, 2005

House of Memories Echoes
WHITE OAKS STATION
POSTMASTER
PO BOX 9998
FORT STANTON NM
88323-9998



June 3-5, 2005

NAPEX
NAPEX STATION
OFFICER IN CHARGE
6841 ELM ST
MCLEAN VA 22101-9998



Pioneer Festival & Expo - 2005
Big Horn River Country
Frontier Mail Station
June 04, 2005
Basin, WY 82410

June 4, 2005

Pioneer Festival and Expo 2005
FRONTIER MAIL STATION
POSTMASTER
PO BOX 9998
BASIN WY 82410-9998

WORLD'S LARGEST WOODEN NICKEL



Wooden Nickel Station
June 4, 2005
San Antonio, Texas
78209
Rotary International Dedication

June 4, 2005

Wooden Nickel Historical
Museum
WOODEN NICKEL STATION
POSTMASTER
10410 PERRIN BEITEL RD
SAN ANTONIO TX 78284-9998



BENNINGTON
RODEO
30TH ANNIVERSARY STATION
BENNINGTON KS 67422-9998

June 4, 2005

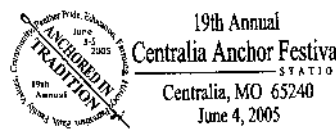
Bennington Lions Club
BENNINGTON RODEO 30TH
ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
BENNINGTON KS 67422-9998



CHARITY STATION
CAMPBELL NY
14821-9998
JUNE 4, 2005

June 4, 2005

Serv U Credit Union
Promotion Committee
CHARITY STATION
POSTMASTER
8753 MAIN ST
CAMPBELL NY 14821-9998



19th Annual
Centralia Anchor Festival
STATION
Centralia, MO 65240
June 4, 2005

June 4, 2005

Centralia Anchor Festival
Committee
CENTRALIA ANCHOR
FESTIVAL STATION
POSTMASTER
PO BOX 9998
CENTRALIA MO 65240-9998



June 4, 2005

Jackson County Dairy
Promotion Committee
JACKSON COUNTY ON THE
FARM BREAKFAST STATION
POSTMASTER
PO BOX 9998
HIXTON WI 54635-9998



Theodore Roosevelt
Conservationist
President
NAPEX Station
June 4, 2005
McLean, VA 22101

June 4, 2005

NAPEX
THEODORE ROOSEVELT
CONSERVATIONIST
PRESIDENT NAPEX STATION
POSTMASTER
6841 ELM ST
MCLEAN VA 22101-9998



**Public Market
100 Year
Celebration
Station**
Rochester, NY 14605
June 4, 2005

June 4-5, 2005
U.S. Postal Service
PUBLIC MARKET 100-YEAR
CELEBRATION STATION
PHILATELIC CLERK MOW
1335 JEFFERSON RD
ROCHESTER NY 14692-9998



June 5, 2005
**100th Anniversary
of the National
Forest Service**
NAPEX Station
McLean, VA 22101

June 5, 2005
NAPEX
100TH ANNIVERSARY OF THE
NATIONAL FOREST SERVICE
NAPEX STATION
OFFICER IN CHARGE
6841 ELM ST
MCLEAN VA 22101-9998



**APOLLO SOYUZ
30th Anniversary**

June 4-5, 2005
Huntsville Philatelic Club
HUNTSPEX STATION
POSTMASTER
3408 WALL TRIANA HWY
HUNTSVILLE AL 35813-9813



June 5-7, 2005
U.S. Postal Service
SATS DANVILLE STATION
CUSTOMER SERVICE
SUPERVISOR
105 TEAL CT
DANVILLE VA 24541-9998



**Sesquicentennial Station
June 5, 2005**

June 5, 2005
The Progress Review
SESQUICENTENNIAL
STATION
POSTMASTER
408 CHESNUT ST
LA PORTE CITY IA
50651-9998

— Stamp Services,
Government Relations, 5-26-05

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
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

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	11-7560	33566	FL	Plant City	Hills- borough	Main Office	Post Office		Realign ZIP Code™ boundaries. Use Plant City FL 33563 as last line of address for the 131 deliveries previously in ZIP Code 33566.
New	11-7560	33563	FL	Plant City	Hills- borough	Main Office	Post Office	05/14/2005	
Old	11-3075	33903	FL	Fort Myers	Lee	Main Office	Post Office		Realign ZIP Code boundaries. Use Cape Coral FL 33909 as last line of address for the 482 deliveries previously in ZIP Code 33903.
New	11-3075	33909	FL	Fort Myers	Lee	Cape Coral	Place Name	04/16/2005	
Old	40-2480	97020	OR	Donald	Marion	Main Office	Post Office		This announcement expands the use of ZIP Code 97020 to include delivery.
New	40-2480	97020	OR	Donald	Marion	Main Office	Post Office	04/25/2005	
Old	48-2390	76210	TX	Denton	Denton	Main Office	Post Office		Realign ZIP Code boundaries. Use Hickory Creek TX 75065 as last line of address for the 365 deliveries previously in ZIP Code 76210.
New	48-4870	75065	TX	Lake Dallas	Denton	Hickory Creek	Place Name	06/11/2005	
Old	51-9330	22746	VA	Viewtown	Rappa- hannock	Main Office	Post Office	12/29/1998	Post Office™ discontinued. Retain ZIP Code. Establish a place name. Continue to use Viewtown VA 22746 as last line of address.
New	51-7704	22746	VA	Rixeyville	Rappa- hannock	Viewtown	Place Name	04/23/2005	

— Address Management, Intelligent Mail and Address Quality, 5-26-05

PURCHASE A POSTAL MONEY ORDER



Starting at
90¢

usps.com



Retail

HANDBOOK PO-102 REVISION

Frequency of Bank Deposits

Effective May 26, 2005, Handbook PO-102, *Self Service Vending Operational and Marketing Program*, is revised to change the frequency requirement for bank deposits. Where fund removal is part of the servicing, the removed funds must be deposited. This applies whether the machine is in or out of service.

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*

* * * * *

5 Financial Control

* * * * *

57 Bank Deposits

571 Preparing and Making Deposits

571.1 Frequency

[Revise text to read as follows:]

The servicing person in CAG A–G offices must deposit cash into the post office bank account from all self service vending equipment every time funds are retrieved from the vending equipment, and no less frequently than twice each month. The servicing person in CAG H–L offices must make a cash deposit every time funds are retrieved from the vending equipment, and at least once each month.

Note: A servicing employee must not drive from his or her domicile to service a remotely located vending machine for the sole purpose of removing cash, except to meet the monthly requirement.

* * * * *

64 Self Service Vending Credit Adjustments

* * * * *

642 Overages

* * * * *

642.3 Adjustments

642.31 Overage of Less Than \$100

[Revise text to read as follows:]

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

- 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, *USPS Receipt for Money or Services* (Exhibit 642.31), giving the original to the servicing person, attaching one copy to PS Form 3293, *Retail Vending Credit Examination*, and keeping one copy for the file.
- c. Cash overages are submitted to the bank on the same business day of the examination.

[Revise exhibit to read as follows:]

Exhibit 642.31

PS Form 3544, *USPS Receipt for Money or Services*

See form on page 97.

642.32 Overage of \$100 or More

[Revise text to read as follows:]

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

- 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, *USPS Receipt for Money or Services* (Exhibit 642.31), giving the original to the servicing person, attaching one copy to PS Form 3293, *Retail Vending Credit Examination*, and keeping one copy for the file.



USPS Receipt for Money or Services

Post Office		Station		Receipt Number	
<input type="checkbox"/> P.O. Receipt for Money		Finance Number	Unit ID	AIC Number	
Receipt for: <i>(indicate purpose)</i>				Amount \$	
Received from: <i>(show address only when receipt is mailed)</i>			Permit Number or SSN (Employees only)		
<input type="checkbox"/> P.O. Box/Caller Service Fees		Information on your PS Form 1093, <i>Application for Post Office Box or Caller Service</i> , must be updated if it is changed. For regulations pertaining to P.O. Boxes, see rules for use of Post Office Boxes and Caller Service on PS Form 1093.			
Customer name:			Amount \$	AIC Number	
Box/Caller Number(s)	<input type="checkbox"/> For one semiannual payment period (AIC 158) <input type="checkbox"/> For annual payment period (AIC 115) <input type="checkbox"/> Reserved Number Fee (AIC 115) (Ending date / /) <i>(mm/dd/yyyy)</i>			Postmark	
Certifying Signature					

PS Form **3544**, July 2004 (PSN: 7530-03-000-3768)

Distribution: Original - Customer; Duplicate - File with PS Form 1412

c. The servicing person’s supervisor also reports the overage to the Inspection Service on PS Form 571, *Discrepancy of \$100 or More in Financial Responsibility* (Exhibit 642.32).

d. Cash overages are submitted to the bank on the same business day of the examination.

* * * * *

— *Retail Service Equipment, Delivery and Retail, 5-26-05*

HANDBOOK PO-102 REVISION

Accountable Vending Credit Security

Effective May 26, 2005, Handbook PO-102, *Self Service Vending Operational and Marketing Program*, is revised to improve the security for self service vending credits and incorporate the use of bait money orders in accordance with MI AS-220-1999-1.

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

1 The Self Service Vending Program
* * * * *

16 Organizational Function and Responsibility
* * * * *

164 Post Offices

164.1 Postmasters

[Revise text to read as follows:]

The postmaster is responsible for the following:

- a. Ensure a backup person is assigned and trained.
- b. Make site recommendations based on local business requests for self service vending equipment.
- c. Ensure that all applicable criteria have been followed.
- d. Coordinate with the district Retail office to determine fund availability and to secure project approval.

- e. Publicize and promote the Self Service Vending Program.
- f. Ensure compliance with the collocation policy stated in section 222.2.
- g. Adhere to times in pre-installation checklists (see part 251, Pre-installation Checklist for Retail Specialist).
- h. Coordinate with the district Finance manager for authorization letter for cash reserve.
- i. Ensure the availability of stock, cash, and bait money orders required to establish a self service vending credit for the assigned servicing person.
- j. Provide a security container for the servicing technician to secure the self service vending credit.
- k. Initiate and compile information for dedication ceremony and publicity at their office.
- l. Provide local direction and supervision of the Self Service Vending Program.
- m. Procure vending supplies and services under established procedures.
- n. Ensure the servicing person completes PS Form 8130, *Vending Equipment Sales and Service Log* (see chapter 7) for each month in a timely fashion.
- o. Review completed reports, taking action to maintain a high level of revenue and efficiency, including evaluating the effectiveness of program management at the post office level.
- p. Send the correctly completed reports to the district office at the established time.
- q. Ensure supervisory and service personnel follow accounting and examination procedures as outlined in chapters 5 and 6 of this handbook.
- r. Ensure servicing personnel are allocated sufficient time to properly service the vending equipment, respond to customer complaints, perform accounting

duties, and make frequent bank deposits of revenues as required (refer to 571).

* * * * *

5 Financial Control

* * * * *

53 Self Service Products

* * * * *

533 Determination of Self Service Vending Credit

[Revise text to read as follows:]

The self service vending credit is minimally defined as the stamp stock and cash assigned to the servicing person. Bait money orders are also assigned. The amount of stamp stock necessary in a self service vending credit depends on the models of the vending machines being serviced. To determine the amount, first identify the types of self service vending machines being serviced and the total number of each type. Then refer to 532 to determine the amount of stamp stock required.

533.1 Accountability

[Revise text to read as follows:]

The accountability of each vending machine model must equal the amount of stamp stock needed to fully load the machine and the cash required to operate the machine, plus 1 month's average sales.

533.2 Contingency Servicing Stock

[Revise text to read as follows:]

Once the vending credit has been established, the contingency servicing credit (minimum amount to keep machines operational during an absence) must be secured using the procedures in 561. This contingency servicing credit is part of the total amount of the self service vending credit.

[Add new 533.3 to read as follows:]

533.3 Bait Money Orders

Each servicing person must be issued three bait money orders. A Bait Money Order Control Log must be maintained for all money orders received and issued (MI AS-220-1999-1). This log may be reproduced locally from Exhibit 533.3 and must be kept current.

stock not loaded in the machine must be returned to the safe at the domicile location.

* * * * *

6 Examining Self Service Vending Credit

61 Procedure

[Revise text to read as follows:]

Supervisory personnel must examine the entire self service vending credit assigned to an employee at least once every 4 months. To avoid setting a pattern, examinations are unannounced and staggered.

611 Supervisor

* * * * *

[Add new paragraph to read as follows:]

Supervisory personnel must conduct bait money order spot checks. While vending equipment is being serviced, supervisory personnel must make unannounced spot checks at least once every 4 months to ensure bait money orders are being used appropriately.

* * * * *

— Retail Service Equipment, Delivery and Retail, 5-26-05

Supply Management

Update to MLB CO-03-006, Preventive Elevator/Escalator Maintenance

The mandatory Master Ordering Agreements (MOAs) for preventive elevator/escalator maintenance services have been in effect since 2003 and are successful in standardizing service requirements and providers, as well as documenting savings well in excess of \$1 million.

When purchasing preventive maintenance services exceeding \$2,500 per year, you must include the applicable wage determination issued by the Department of Labor. This will ensure compliance with the Service Contract Act of 1965. Managers who are currently obtaining preventive maintenance services by using a credit card or local supplier contract must submit an eBuy requisition for a contract per instructions published in the Material Logistics Bulletin (MLB) CO-03-006.

The MOA Statement of Work includes all costs for call-back services, except for misuse of equipment. The MOA Statement of Work also includes the cost of providing

assistance for inspections performed by the Postal Service™ elevator inspectors. Included in the monthly rate for preventive maintenance are replacement parts of a routine nature. A side benefit is that minor repairs, up to a value of \$10,000, may be charged against an existing preventive maintenance contract.

Requisitions must be created in eBuy with “Route Req to Supply Mgt” as the purchasing method and the Environment and MRO CMC as the “After Approval Route Requisition” option. For instructions on creating an eBuy requisition, go to http://blue.usps.gov/purchase/ereq_home_page.htm. To access the MLB, go to http://blue.usps.gov/purchase/operations/ops_mlb2003.htm.

— SCM Strategies, Supply Management, 5-26-05

CORRECTION

Envelope EP51 Ordering Information

The description of envelope EP51 that appeared in *Postal Bulletin* 22142 (11-25-04, page 85) is incorrect. The description states that it is a brown envelope, but it is white. The correct ordering information is given below with the correction shown in bold.

QP#	PSIN	PSN	Description	UI	AVG Price Per Unit of Iss	Iss Incr	BPQ	DVD
026	EP51	7530-01-043-7620	ENVELOPE, GEN USE, 6 x 9-1/2 INCHES, WHITE	EA	\$0.0147	250	2000	

— National Materials Customer Service, Supply Management, 5-26-05

New Purchasing Regulations

Effective May 19, 2005, new purchasing regulations are in place for the Postal Service™. The new regulations are contained in 39 CFR part 601. In addition, new *Interim Internal Purchasing Guidelines* are available at <http://www.usps.com/cpim/manuals/pm/pm.htm>. The *Interim Internal Purchasing Guidelines* provide internal guidance to Postal Service contracting officers and do not have the force and effect of law. They will be replaced by a set of new Supplying Principles and Practices that are currently being developed.

The new regulations and the *Interim Internal Purchasing Guidelines* replace all issues of earlier Postal Service regulations, including *Purchasing Manual* issues 1 through 3, and all purchasing directives prior to the *Purchasing Manual*. The new regulations and guidelines will apply to solicitations issued on or after May 19, 2005.

— *SCM Strategies,
Supply Management, 5-26-05*

Barclay Named New Postal Service Supplier Ombudsman

Juanda Barclay of Supply Management has been selected to serve as the U.S. Postal Service's® supplier ombudsman. A major element in the Postal Service's new purchasing regulations, the supplier ombudsman will address and resolve business disagreements between the supplier, the Postal Service™ contracting officer, and appropriate management. Craig Partridge, also of Supply Management, has been named as Barclay's alternate.

The new business disagreement procedures apply to all business disagreements between a supplier and the Postal Service except those arising under the Contract Disputes Act or having to do with supplier debarment, suspension, or ineligibility.

Barclay is manager of the Supply Management Infrastructure organization, with responsibility for the Postal

Service's supplying policies and Supply Management's training and development, process review, and data integrity. She joined the Postal Service in 1989 after holding various purchasing positions in the Department of the Navy and the General Services Administration.

Partridge is manager of Supply Management's Supply Chain Management Strategies organization with responsibility for aligning Supply Management's strategic initiatives with the Postal Service's Transformation Plan. He joined the Postal Service in 1997.

— *SCM Strategies,
Supply Management, 5-26-05*

USPS Online Real Estate Auction — DoveBid

The Postal Service's™ Supply Management Investment Recovery Team is partnering with Realty Asset Management to auction two parcels of commercial real estate and vacant land located in North Carolina and Michigan.

The auction will be held online at www.dovebid.com/public/default.asp?exchangeid=1418 on June 8, 2005, with bidding beginning at 9:00 A.M. and ending at 6:00 P.M. EDT. For additional information, contact DoveBid's Chicago office at 847-597-4400.

Please post the auction notification on page 61 of this *Postal Bulletin* only on your community bulletin board until the close of business on June 8.

— *SCM Strategies,
Supply Management, 5-26-05*

PRIORITY MAIL® BUNDLES

1 with **Delivery Confirmation™** service



\$4³⁰ and up

2 with **Insurance***



\$5¹⁵ and up

3 with **Insurance & Delivery Confirmation** service



\$5⁶⁰ and up

4 with **Signature Confirmation™** service**



\$5⁶⁵ and up

usps.com

*Price shown refers to insurance for packages up to 1 lb. and \$50 of coverage.
**Signature Confirmation service does not include insurance.





475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

I'LL TAKE CARE OF IT FROM HERE



I can help you
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