

# POSTAL BULLETIN

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PB 22156, June 9, 2005

## PRODUCTS THAT DELIVER!



Great **SERVICE**

Great **PRICES**

Great **ACCESS**



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

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PB 22155: 7690-08-000-1098	PB 22147: 7690-07-000-0131	PB 22139: 7690-07-000-0123	PB 22132: 7690-07-000-0116
PB 22154: 7690-08-000-1005	PB 22146: 7690-07-000-0130	PB 22138: 7690-07-000-0122	PB 22131: 7690-07-000-0115
PB 22153: 7690-08-000-0915	PB 22145: 7690-07-000-0129	PB 22137: 7690-07-000-0121	PB 22130: 7690-07-000-0114
PB 22152: 7690-08-000-0910	PB 22144: 7690-07-000-0128	PB 22136: 7690-07-000-0120	PB 22129: 7690-07-000-0113
PB 22151: 7690-07-000-0135	PB 22143: 7690-07-000-0127	PB 22135: 7690-07-000-0119	PB 22128: 7690-07-000-0112
PB 22150: 7690-07-000-0134	PB 22142: 7690-07-000-0126	PB 22134: 7690-07-000-0118	PB 22127: 7690-07-000-0111
PB 22149: 7690-07-000-0133	PB 22141: 7690-07-000-0125		

## USPSNEWS@WORK

### USPS Priority Mail, Express Mail and Global Priority Mail: Products that deliver



Great service. Great prices. Great access. USPS® has it all. Naturally our customers should have it all, too. And they do. With USPS Priority Mail®, Express Mail® and Global Priority Mail® services, customers can ship their packages quickly and safely, knowing they'll be delivered on time.

Priority Mail service offers expedited delivery of mail or packages to any address in the United States — including Post Office™ boxes and military addresses — in 2–3 days. Customers who print their shipping labels online can get Delivery Confirmation™ service at no extra cost!

Express Mail service — our fastest service for time-sensitive letters, documents and merchandise — offers guaranteed next-day and second-day delivery nationwide. Plus customers can add extras like insurance and confirmation of delivery.

For value, handling and convenience, customers can't beat Global Priority Mail service, accelerated airmail service that offers a reliable and economical way to mail correspondence and other documents 4 lbs. and under to more than 51 nations worldwide.

And access? Our customers have that, too — from the Post Office to the Web, from contract postal units to Automated Postal Centers® and beyond. We've even extended hours at our high-traffic retail units, so customers have access to our products and services, when and where they need them.

But access is about much more than hours or location. It's about giving our customers what they demand: more convenient ways to do business with the Postal Service™.

It's our job to make sure that we deliver on the promise of our products.

### Transformation: Next steps coming into view

Where do we want to be five years from now? USPS is taking transformation to the next step — creating a Strategic Transformation Plan for 2006–2010. And, while the plan is still being developed, one thing is certain about its focus: "It's about the customer," says Postmaster General Jack Potter.

The new plan will do what the Postal Service did in 2002 when the original *Transformation Plan* was created — narrow our focus down to the basics. "That's what we did then, and the results have been phenomenal," Potter said.

Service and customer satisfaction have reached record highs. We've reduced debt and cut costs. We're in our sixth straight year of productivity gains. We've developed innovative new products and services, and we've expanded access to our core products and services. We've made it quicker, easier and more convenient for our customers to use the Postal Service. And, we've made tremendous progress enhancing our performance-based culture.

So what's next? Simple. We build on our successes. We move forward. And that's what the new Strategic Transformation Plan for 2006–2010 is all about.

### Growing LiteBlue: More visitors, more content



What's on your list of online favorites? Be sure to add LiteBlue — <http://liteblue.usps.gov>. It's the USPS Web site you can access from your home or anywhere you have Internet access.

More and more, employees are checking out LiteBlue — and they're coming back every week to more information and resources.

You already know LiteBlue is your connection to *PostalEASE*, employee deals, internal job openings and USPS News Link.

The latest additions include PostalPEOPLE in the "Inside USPS" section and beneficiary forms for Thrift Savings Plan, retirement accounts, life insurance and other benefits in the "My Life" Benefits Management section. The PostalPEOPLE site tells you everything you need to know

about PostalPEOPLE, plus updates, news releases, newsletters and more.

Since mid-April, more than 80,000 visitors have been logging on to LiteBlue at <http://liteblue.usps.gov> every week — that's about one in ten Postal Service employees!

Ready to log on? Have your employee ID and PIN ready.

## Moving? Give us a call!

### Change-of-address hits the phone lines



Moving can be a headache. The Postal Service is offering relief with expanded options for filing changes of address to ensure prompt, uninterrupted mail delivery.

Specifically, customers now can change their addresses by telephone. Like the online option at [usps.com](http://usps.com), the new method helps reduce the number of illegible and incomplete hardcopy forms filled out at Post Offices.

More than 45 million Americans move each year. And, more than 7 million have changed their addresses online. The telephone option may prove as popular since it's so easy.

Customers simply call 800-ASK-USPS (800-275-8777) for interactive voice response assistance. Or they can speak with a customer service agent. Customers must have a valid credit card for identity verification and security, and there is a nominal fee for the service.

As always, USPS validates and confirms the address changes to protect customers' privacy and security.

## Stuck on sticky notes: Fingerhut tests RPNs on catalog mailing



The first national customer to test repositionable notes (RPNs) in the new USPS "sticky notes" pilot program is stuck on the new product. In a national 750,000-piece mailing, Fingerhut used RPNs to increase catalog orders.

"We expect repositionable notes to stick with the customer long after the mailpiece is gone," said Mike Sidders of Fingerhut's direct marketing group.

RPNs were attached to 200,000 catalogs, half of them urging customers to "Order Today! Don't Let This Be Your Last Catalog," while the other half were personalized with

the recipient's name and offered a free gift with any order. Results are being gathered now.

The USPS pilot test will run until April 2006. The cost for mailers to use RPNs is one-half cent for First-Class Mail® letters and 1.5 cents for Periodicals or Standard Mail® mailpieces.

## Carolina cash: Three carriers combine for \$1 million in sales

Letter carriers in the Mid-Carolinas Performance Cluster are making the most of Customer Connect, with a North Carolina trio generating \$1 million in new business.

Charlotte Letter Carrier Ted Benjamin brought in more than \$500,000 in annual revenue from one business customer. In Fayetteville, Bruce Frias convinced the Games and Hobbies company to switch shippers and brought in more than \$250,000. And in Asheville, Gerald Brown generated a lead worth \$150,000 in new business from Digitech.

"There are still customers who don't realize that our products and services are directly competing with other shippers," Mid-Carolinas Small Business Specialist Elizabeth Thompson said. "Once we point that out and explain the free packaging, Delivery Confirmation and Click-N-Ship®, that USPS provides, as well as our competitive pricing, they're really impressed."

And of course there's added revenue potential with Business Connect™, which involves postmasters, station and branch managers and supervisors, who are introducing more customers to USPS products and services.

## Vonzell — you're still our idol! Your voice will always resonate with us



She showed grace under pressure, dignity under duress and poise in the face of adversity. In short — soul.

And when her name was announced as the one eliminated from the final competition, Vonzell Solomon displayed all three one last time as she wished the remaining two contestants well and turned to the audience to do what she does best. Sing.

Joined by the two finalists, Vonzell sang one last song for a nationwide audience that had embraced her, warmed to her more with each passing week and finally catapulted her from one of 24 original

contestants to the final three — in the most closely contested “American Idol” competitions in years.

Vonzell’s father, Larry Goethie, thanked her Postal Service family for supporting his daughter throughout the competition. “I think that’s what motivated us to keep going — knowing that we had the whole United States Postal Service® behind us.”

During a phone call with Public Affairs and Communications Vice President Azeezaly Jaffer, Vonzell asked that he convey a simple message to everyone in the Postal Service. “I love you all,” she said. “I can’t thank you enough.”

# Administrative Services

## Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (June 1999), is revised. The tables below contain the document ID, edition date, title, PSN (Postal Service™ stock number), and the Postal Service and public supply source for all new, revised, and obsolete

directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms is available in chapter 1 of Publication 223.

Publication 223 is available electronically at [www.usps.com/cpim/ftp/pubs/pub223.pdf](http://www.usps.com/cpim/ftp/pubs/pub223.pdf).

## New Directives

### Handbooks

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK AS-805-B	4/05	Infrastructure Information Security Assurance Process	N/A	ASM 8	IT	IWEB	N/A
HBK MS-144-VOL-F	10/04	Multiline Optical Character Reader/Input Subsystem (MLOCR/ISS), Postal Automation/Redirection System (PARS) Modification	7610-07-000-5208	ASM 5	ENG	MDC	N/A
HBK MS-166-VOL-E	10/04	Advanced Facer Canceler System/Input Subsystem (AFCS/ISS), Postal Automation/Redirection System (PARS) Modification	7610-07-000-5209	ASM 5	ENG	MDC	N/A
HBK MS-191-VOL-DF	10/04	Delivery Bar Code Sorter 5, Output Subsystem (DBCS-5/OSS), Postal Automated Redirection System (PARS) Modification	7610-07-000-5240	ASM 5	ENG	MDC	R
HBK MS-204-VOL-E	10/04	Delivery Bar Code Sorter 5, Output Subsystem (DBCS-5/OSS), Postal Automated Redirection System (PARS) Modification	7610-07-000-5245	ASM 5	ENG	MDC	R
HBK MS-214-VOL-A	10/04	Combined Input/Output Subsystem (CROSS), System Information	7610-07-000-0609	ASM 5	ENG	MDC	N/A
HBK MS-214-VOL-B	10/04	Combined Input/Output Subsystem (CROSS), Maintenance Information	7610-07-000-0610	ASM 5	ENG	MDC	N/A
HBK MS-214-VOL-C	10/04	Combined Input/Output Subsystem (CROSS), Reference Information	7610-07-000-0611	ASM 5	ENG	MDC	N/A
HBK MS-227-VOL-A	7/04	High-Speed Label Applicator (HSLA) System, System Information	7610-07-000-3268	ASM 5	ENG	MDC	N/A
HBK MS-227-VOL-B	7/04	High-Speed Label Applicator (HSLA) System, Maintenance Information	7610-07-000-3269	ASM 5	ENG	MDC	N/A
HBK MS-227-VOL-C	7/04	High-Speed Label Applicator (HSLA) System, Reference Information	7610-07-000-3270	ASM 5	ENG	MDC	N/A

### Management Instructions

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MI EL-850-2005-1	2/05	Emergency Procedures for Shelter-in-Place at Headquarters	N/A	ERM	IWEB	N/A

### Memorandums of Policy

PSIN	Edition Date	Title	Org.	USPS Source	Public Source
MOP ERM-02-17-2005	1/05	Automation of Unemployment Compensation Information Requests	ERM	IWEB	N/A

Notices

PSIN	Edition Date	Title	Size	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
NOT 173	3/05	Easy Secure Convenient (magnet)	2 x 3 1/2	7610-07-000-5734	EACH	ERM	MDC	N/A

New Forms

Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 316	3/05	5/87	Records Information Request	7530-01-000-9075	PS	SET	CA	MDC	N/A
PS 5113	1/05	1/05	Barcode Certification Customer Application	N/A	NCS	SHEET	P&C	IWEB	WWW
PS 6241	2/05	2/05	Recurring Appointment Request	N/A	GF	SHEET	NOM	IWEB	N/A

Revised Directives

Handbooks

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK AS-503	9/04	Standard Design Criteria	N/A	ASM 5	FAC	LOC	LOC
HBK MS-149-VOL-A	2/5	Updated Flats Sorting Machine (UFSM), System Information	7610-03-000-7031	ASM 5	ENG	MDC	N/A
HBK MS-149-VOL-B	2/5	Updated Flats Sorting Machine (UFSM), Maintenance Information	7610-03-000-7032	ASM 5	ENG	MDC	N/A
HBK MS-149-VOL-C	2/5	Updated Flats Sorting Machine (UFSM), Reference Information	7610-03-000-7033	ASM 5	ENG	MDC	N/A
HBK MS-149-VOL-D	2/05	Updated Flats Sorting Machine (UFSM), Parts Information	7610-05-000-4793	ASM 5	ENG	MDC	R
HBK MS-150	1/05	Enhanced Remote Computer Reader (RCR)	7610-03-000-5995	ASM 5	ENG	MDC	R
HBK MS-196-APP-A	2/05	Singulate Scan Induction Unit (SSIU), Atlanta Site-Specific Data	7610-05-000-5089	ASM 5	ENG	MDC	N/A
HBK MS-196-APP-B	2/05	Singulate Scan Induction Unit (SSIU), Cincinnati Site-Specific Data	7610-05-000-5090	ASM 5	ENG	MDC	N/A
HBK MS-196-APP-C	2/05	Singulate Scan Induction Unit (SSIU), Dallas Site-Specific Data	7610-05-000-5091	ASM 5	ENG	MDC	N/A
HBK MS-196-APP-D	2/05	Singulate Scan Induction Unit (SSIU), Denver Site-Specific Data	7610-05-000-5092	ASM 5	ENG	MDC	N/A
HBK MS-196-APP-E	2/05	Singulate Scan Induction Unit (SSIU), Des Moines Site-Specific Data	7610-05-000-5093	ASM 5	ENG	MDC	N/A
HBK MS-196-APP-F	2/05	Singulate Scan Induction Unit (SSIU), Detroit Site-Specific Data	7610-05-000-5094	ASM 5	ENG	MDC	N/A
HBK MS-196-APP-G	2/05	Singulate Scan Induction Unit (SSIU), Greensboro Site-Specific Data	7610-05-000-5095	ASM 5	ENG	MDC	N/A
HBK MS-196-APP-H	2/05	Singulate Scan Induction Unit (SSIU), Jacksonville Site-Specific Data	7610-05-000-5096	ASM 5	ENG	MDC	N/A
HBK MS-196-APP-I	2/05	Singulate Scan Induction Unit (SSIU), Kansas City Site-Specific Data	7610-05-000-5097	ASM 5	ENG	MDC	N/A
HBK MS-196-APP-J	2/05	Singulate Scan Induction Unit (SSIU), Los Angeles Site-Specific Data	7610-05-000-5098	ASM 5	ENG	MDC	N/A
HBK MS-196-APP-K	2/05	Singulate Scan Induction Unit (SSIU), Memphis Site-Specific Data	7610-05-000-5099	ASM 5	ENG	MDC	N/A
HBK MS-196-APP-L	2/05	Singulate Scan Induction Unit (SSIU), Minneapolis Site-Specific Data	7610-05-000-5100	ASM 5	ENG	MDC	N/A
HBK MS-196-APP-M	2/05	Singulate Scan Induction Unit (SSIU), Philadelphia Site-Specific Data	7610-05-000-5101	ASM 5	ENG	MDC	N/A
HBK MS-196-APP-N	2/05	Singulate Scan Induction Unit (SSIU), Pittsburgh Site-Specific Data	7610-05-000-5102	ASM 5	ENG	MDC	N/A
HBK-MS-196-APP-O	2/05	Singulate Scan Induction Unit (SSIU), St. Louis Site-Specific Data	7610-05-000-5103	ASM 5	ENG	MDC	N/A

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-196-APP-P	2/05	Singulate Scan Induction Unit (SSIU), San Francisco Site-Specific Data	7610-05-000-5104	ASM 5	ENG	MDC	N/A
HBK MS-196-APP-Q	2/05	Singulate Scan Induction Unit (SSIU), Seattle Site-Specific Data	7610-05-000-5105	ASM 5	ENG	MDC	N/A
HBK MS-196-APP-R	2/05	Singulate Scan Induction Unit (SSIU), Springfield Site-Specific Data	7610-05-000-5106	ASM 5	ENG	MDC	N/A
HBK MS-196-APP-S	2/05	Singulate Scan Induction Unit (SSIU), Washington Site-Specific Data	7610-05-000-5107	ASM 5	ENG	MDC	N/A

*Labels*

PSIN	Edition Date	Title	Size	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
LAB 222	4/04	Emergency Stop	2 5/8 x 2 5/8	7690-02-000-7906	EACH	ERM	MDC	N/A

*Non-Postal Government Documents*

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	USPS Source	Unit of Issue
SF 15	12/04	12/04	Application for 10-point Veteran Preference	7540-00-634-3972	PS	MDC	SHEET

*Publications*

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 122	4/05	Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries	7610-03-000-9059	DMM 609	FIN	MDCIWB	MDC
PUB 146	6/04	A Law Enforcement Guide to Postal Crimes	7610-03-000-5307	ISM 1	IS	MDCWEB	P/F
PUB 162	4/05	Because the Mail Matters	7610-05-000-5085	ISM 1	IS	MDCWEB	MDC
PUB 223	3/05	Directives and Forms Catalog	7610-03-000-9087	ASM 3	PA&C	MDCIWB	MDC
PUB 546	3/05	Sweepstakes Advertising: A Consumer's Guide	7610-03-000-4600	ISM 5	IS	MDCIWB	MDCWEB

*Tags*

PSIN	Edition Date	Title	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
TAG 178	12/04	Tag CN 35 White	7690-02-000-7102	EACH	NOM	MDC	N/A

**Revised Forms***Forms*

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 316	3/05	5/87	Records Information Request	7530-01-000-9075	PS	SET	CA	MDC	N/A
PS 835	3/05	3/05	Quarterly Report of Originating Registered and C.O.D. Transactions	7530-01-000-9170	PO	SHEET	FIN	MDCIWB	N/A
PS 1000	3/05	4/04	Domestic Claim or Registered Mail Inquiry	7530-02-000-9931	PU	SET	FIN	MDCIWB	WWW
PS 1357-S	3/05	3/05	(Customer) Request for Computer Access	N/A	NCS	SHEET	MKT	IWEB	WWW
PS 2240	4/05	4/05	Pay, Leave, or Other Hours Adjustment Request (2-part set)	7530-02-000-7406	PS	SET	FIN	MDCIWB	N/A
PS 5051	3/05	3/05	Confirmation Services — Electronic Option Application	N/A	NCS	SHEET	MKT	IWEB	WWW
PS 5052	3/05	3/05	Confirmation Services Printer Certification	N/A	NCS	SHEET	MKT	IWEB	WWW
PS 5112	4/05	4/05	Mailpiece Quality Control Self-Study Course Order Form	N/A	CD	SHEET	IMAQ	IWEB	WWW



PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 5114	1/05	1/05	Barcode Certification Printer Submission Form	N/A	NCS	SHEET	P&C	IWEB	WWW
PS 5407	3/05	2/05	Highway Contract Route Survey/Service Change	7530-02-000-9464	PH	SHEET	SM	IWEB	N/A
PS 5659	5/05	5/05	Daily Passport Application (DSP-11) Transmittal	7530-02-000-9490	PO	SHEET	RM	MDCIWB	N/A
PS 7455	3/05	3/05	Inquiry Concerning Renewal of Transportation Services Contract	7530-02-000-9761	PH	SHEET	SM	IWEB	N/A
PS 8066	3/05	3/05	Individual Employee Skill Assessment Log	7530-03-000-1089	PO	SHEET	SMD	MDCIWB	N/A
PS 8072	3/05	3/05	BMAU Monthly Progress Report	7530-03-000-1095	PO	SHEET	SMD	MDCIWB	N/A
PS 8073	3/05	3/05	Mail Arrival Profile Worksheet	7530-03-000-1096	PO	SHEET	SMD	MDCIWB	N/A
PS 8094	4/05	4/05	Answer Sheet for Exam 710	7610-05-000-5296	PS	EACH	ERM	MDC	N/A
PS 8105-A	3/05	3/05	Funds Transaction Report (FTR)	7530-04-000-0302	PS	SHEET	FIN	MDCIWB	P/F
PS 8105-B	3/05	3/05	Suspicious Transaction Report (FTR)	7530-04-000-0302	PS	SHEET	FIN	MDCIWB	P/F

### Obsolete Directives

#### Handbooks

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
HBK DM-202	9/00	Periodicals Postage Payment Review	7610-03-000-5553	SMD	MDC	N/A
HBK MS-121	11/90	Postal Commodity Machine PCM-1625	7610-02-000-9066	ENG	MDC	N/A

#### Memorandums of Policy

PSIN	Edition Date	Title	Org.	USPS Source	Public Source
MOP FI-12-02-1998	12/98	SPL #2, FY 1999, Recording Changes for ODIS and Recording Changes Due to R-97 Rates Implementation	FIN	IWEB	N/A
MOP FI-03-28-1999	3/99	SPL #8, FY 1999, Parcel Select Service	FIN	IWEB	N/A
MOP FI-06-16-1999	6/99	Statistical Programs Letter #10, FY 1999, MEP Description Documentation Requirements	FIN	IWEB	N/A
MOP FI-07-30-1999	7/99	Statistical Programs Letter #12, FY 1999, CODES Date Transmission Schedule — ODIS	FIN	IWEB	N/A
MOP FI-09-08-1999	7/99	SPL #2, FY 2000, Revised RPW & ODIS Mail Shape Definitions	FIN	IWEB	N/A
MOP FI-09-10-1999	9/99	SPL #3, FY 2000, Parcel Select Endorsement	FIN	IWEB	N/A
MOP FI-02-01-2000	2/00	SP Letter #4, FY 2000, RPW and ODIS Policy and Procedure Changes in September 1999 ed., HBK F-75	FIN	IWEB	N/A
MOP FI-02-10-2000	2/00	SP Letter #5, FY2000, Recording Changes for RPW, ODIS and IODIS, PQ 3 FY2000 CODES Software	FIN	IWEB	N/A
MOP FI-03-06-2000A	3/00	SP Letter #6, FY 2000, Using CODES Scanners on ODIS and IODIS Tests	FIN	IWEB	N/A
MOP FI-03-31-2000	3/00	SP Letter #8, FY 2000, IORFEO Frame Update-Global Priority Mail (GPM)	FIN	IWEB	N/A
MOP FI-08-23-2001	8/01	Policy Memo — Statistical Programs Letter #1, FY2002	FIN	IWEB	N/A
MOP FI-06-07-2002	6/02	Policy Memo — Statistical Programs Letter #6, FY2002 RPW and ODIS: Recording Changes due to R	FIN	IWEB	N/A
MOP FI-12-05-2003	12/03	Statistical Programs Letter 3, FY 2004	FIN	IWEB	N/A
MOP FI-07-22-2004	7/04	Policy Memo — Statistical Programs Letter #7, FY2004	FIN	IWEB	N/A
MOP FI-10-25-2004	10/04	Policy Memo — Statistical Programs Letter #3, FY 2005	FIN	IWEB	N/A

*Publications*

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
PUB 821	1/99	Postal Explorer User Guide	N/A	P&C	IWEB	WWW

*Tags*

PSIN	Edition Date	Title	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
TAG 4	2/91	Special Handling Parcel Post	7690-02-000-3711	EACH	NOM	MDC	N/A
TAG 14	10/94	All For Firm On Sack	7690-01-000-9238	EACH	NOM	MDC	N/A
TAG 21	9/73	Equipment Order for PM	7690-03-000-3515	EACH	NOM	MDC	N/A
TAG 23	6/94	Presorted First-Class Sack, Green	7690-03-000-3514	EACH	NOM	MDC	P/F
TAG 25	3/73	Presorted First-Class Sack, 3-Digit	7690-01-000-9246	EACH	NOM	MDC	N/A
TAG 124	3/72	OCR Mail	7690-01-000-9256	EACH	NOM	MDC	N/A

**Obsolete Forms**

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 4853	7/73	7/73	Heating and Cooling Chart	7530-02-000-9378	CA	SHEET	ENG	MDC	N/A

**Miscellaneous Changes**

Publication 55, *USPS Procedures: Mail Cover Requests*, no longer has a postal stock number (PSN).

— *Information Policies and Procedures, Public Affairs and Communications, 6-9-05*

## 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 Best of All Season	Standard/Catalog	6/10/05–6/13/05	3.0	Nationwide	Car-Rt	Quebecorworld
Catherine's Intimate Clearance	Standard/Letter	6/10/05–6/14/05	1.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Cenveo, Memphis, TN
JCP Fall & Winter Big Book	Standard/Catalog	6/14/05–6/20/05	9.8	Nationwide	Car-Rt	RR Donnelley
Draper's and Damon's — Transition	Standard/Flat	6/16/05–6/18/05	1.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Arandell Corporation, Wisconsin
JCP June Restricted	Standard/Letter	6/16/05–6/18/05	1.1	Nationwide	Car-Rt	Harte-Hanks
Catherine's Intimate Reminder	Standard/Letter	6/17/05–6/21/05	1.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Cenveo, Memphis, TN
The Sportsman's Guide, July/June Intro Re-mail and TGW/July Main	Standard/Catalog	6/20/05–6/24/05	1.8	Nationwide	3/5-Digit, Car-Rt	RRD, Lynchburg, VA

— Business Service Network Integration, Service and Market Development, 6-9-05

# Domestic Mail

## DMM REVISION

### Labeling List Changes

Effective June 9, 2005, *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* Labeling Lists L001, L004, L007, L008, L606, and L801 are revised to reflect changes in mail processing operations. Mailers are encouraged to label according to these revised lists immediately, but *must* comply with these changes no later than August 21, 2005.

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

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

\* \* \* \* \*

#### Index and Appendices

\* \* \* \* \*

#### Labeling Lists

##### L000 General Use

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

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b>	
89113, 48	LAS VEGAS NV 89113
92340, 45	HESPERIA CA 92345
<b>Change To:</b>	
89113, 48, 79	LAS VEGAS NV 89113
92340, 44, 45	HESPERIA CA 92345
<b>Add:</b>	
90502, 07-09	TORRANCE CA 90502
90503, 10	TORRANCE CA 90503
90504, 06	TORRANCE CA 90504
<b>Delete:</b>	
89102, 46	LAS VEGAS NV 89102
89117, 47	LAS VEGAS NV 89117

\* \* \* \* \*

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

\* \* \* \* \*

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
<b>Change From:</b>	
733, 779-789, 798, 799, 885	(FCM and PER only) ADC SAN ANTONIO TX 780
733, 779-789, 798, 799, 885	(STD and BPM only) ADC SAN ANTONIO TX 78099
865, 870-875, 877-884	ADC ALBUQUERQUE NM 870
<b>Change To:</b>	
733, 779-789	(FCM and PER only) ADC SAN ANTONIO TX 780
733, 779-789	(STD and BPM only) ADC SAN ANTONIO TX 78099
865, 870-875, 877-879, 881-884	ADC ALBUQUERQUE NM 870
<b>Add:</b>	
798, 799, 880, 885	ADC EL PASO TX 798

\* \* \* \* \*

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

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b>	
89102, 07, 46	LAS VEGAS NV 89102
89113, 48	LAS VEGAS NV 89113
92340, 45	HESPERIA CA 92345
<b>Change To:</b>	
89102, 07	LAS VEGAS NV 89102
89113, 48, 79	LAS VEGAS NV 89113
92340, 44, 45	HESPERIA CA 92345
<b>Delete:</b>	
89117, 47	LAS VEGAS NV 89117

\* \* \* \* \*

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

\* \* \* \* \*

Column A 3-Digit ZIP Code Prefix Group	Column B Label Bundle To
<b>Change From:</b>	
870, 871, 875, 880	ALBUQUERQUE NM 870
906-908	LONG BEACH CA 907
<b>Change To:</b>	
870, 871, 875	ALBUQUERQUE NM 870
905-908	LONG BEACH CA 907

\* \* \* \* \*

**L600 Standard Mail and Package Services**

\* \* \* \* \*

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

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b>	
33906, 07	FORT MYERS FL 33906
<b>Change To:</b>	
33906, 07, 19	FORT MYERS FL 33906
<b>Add:</b>	
27615, 24	RALEIGH NC 27615
34637-39	LAND O LAKES FL 34637

Column A Destination ZIP Codes	Column B Label Container To
65473, 65584	FORT LEONARD WOOD MO 65473
85262, 63	SCOTTSDALE AZ 85262
<b>Delete:</b>	
27614, 15, 24	RALEIGH NC 27614
33607, 09	TAMPA FL 33607
65583, 84	WAYNESVILLE MO 65583

\* \* \* \* \*

**L800 Automation Rate Mailings**

**L801 AADCs—Letter-Size Mailings**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label to
<b>Change From:</b>	
090-099, 340	MILITARY CENTER NY 090 <sup>2</sup>
798, 799, 885	AADC EL PASO TX 798
865, 870-875, 877-884	AADC ALBUQUERQUE NM 870
<b>Change To:</b>	
090-099, 340	AMF JFK APO/FPO NY 00309 <sup>2</sup>
798, 799, 880, 885	AADC EL PASO TX 798
865, 870-875, 877-879, 881-884	AADC ALBUQUERQUE NM 870

\* \* \* \* \*

— Logistics, Network Operations Management, 6-9-05

*DMM REVISION*

**Parcel Return Service — Revised Format for Return Delivery Unit Labels**

Effective June 9, 2005, *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)* 709.5.1.9 is revised to clarify the required frequency of pickup for Parcel Return Services (PRS) mail. In addition, new PRS label elements are described in DMM 709.5.4.4, and new PRS label examples are displayed in DMM 709.5.4.5. Minor text changes are made to other sections as listed below.

This revision clarifies the terms under which the Postal Service™ will enter a service agreement with PRS customers, and the label format changes provide a consistent standard for label design. PRS pieces will no longer be addressed for delivery at specific return delivery units (RDUs), but will instead contain a unique ZIP Code™ assigned to the agent that will allow local units to determine the proper handling of the mailpieces.

We will incorporate these revisions into the next printed version of the DMM and into the monthly update of the online DMM available via Postal Explorer® at [pe.usps.com](http://pe.usps.com).

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

\* \* \* \* \*

**700 Special Standards**

\* \* \* \* \*

**709 Experimental Classifications and Rates**

\* \* \* \* \*

**5.0 Parcel Return Services****5.1 Basic Information**

\* \* \* \* \*

*[Revise the introductory text of 5.1.4 to add "customer's" in front of "return address" to read as follows:]***5.1.4 Customer Mailing Options**

Returned parcels must be mailed within the service area of the post office shown in the customer's return address on the label. They may be deposited at:

\* \* \* \* \*

**5.1.9 Pickup Schedule***[Revise 5.1.9 to read as follows:]*

Parcels must be retrieved on a regular schedule: from RBMCs, at a minimum of every 48 hours excluding Sundays and USPS holidays; and from RDUs, at a minimum of once every 7 days unless more frequent pickups are deemed necessary by the Postal Service. Permit holders or their agents will be required to set up a recurring or standing appointment to retrieve PRS parcels. If the permit holder (or agent) already has existing appointments to deliver Parcel Select parcels to a destination bulk mail center or destination delivery unit that meet these standards, those same appointments can be used for retrieving PRS parcels.

\* \* \* \* \*

**5.4 Label Formats**

\* \* \* \* \*

**5.4.3 Instructions**

\* \* \* \* \*

*[Revise item d to read as follows:]*

- d. "Once repackaged and labeled, you can mail the parcel at a post office near the original delivery address, deposit it in a collection box, or leave it with your letter carrier at the original delivery address."

**5.4.4 Label Format Elements**

\* \* \* \* \*

*[Revise items e and f to read as follows:]*

- e. Address for return delivery unit (RDU) labels. The address must contain the unique PRS ZIP Code (569 prefix) assigned by the USPS for the particular customer or agent. The address must consist of at least three lines in all capital letters, as specified below. The ZIP Code must be printed in at least 12-point type and may appear left-justified on a line directly below the Parcel Return Service line.
1. Line 1: PRS AGENT'S OR MERCHANT'S NAME.
  2. Line 2: "PARCEL RETURN SERVICE" (or "PARCEL RETURN SVC").
  3. Line 3: The unique PRS 569## ZIP Code assigned by the USPS in the service agreement.
- f. Address for return bulk mail center (RBMC) labels. The address must contain the unique PRS ZIP Code (569 prefix) assigned by the USPS for the particular customer or agent. The address must consist of at least three lines in all capital

letters, as specified below. The ZIP Code must be printed in at least 12-point type and may appear left-justified on a line directly below the Parcel Return Service line.

1. Line 1: PRS AGENT’S OR MERCHANT’S NAME.
2. Line 2: “PARCEL RETURN SERVICE” (or “PARCEL RETURN SVC”).
3. Line 3: The unique PRS 569## ZIP Code assigned by the USPS in the service agreement.

\* \* \* \* \*

[Revise item g2 to read as follows:]

2. The service type code (STC) contained in the barcode must identify the rate associated with the label designation. RDU labels will include STC 58 and RBMC labels will include STC 57.

\* \* \* \* \*

[Revise text and exhibits of 5.4.5 to read as follows:]

**5.4.5 PRS Label Format Examples**

The following are PRS label format examples. Note that the ZIP Code 56999 appears in each example for demonstration purposes only.

- a. Parcel Select Return Service label for use with Return Delivery Unit option using a separate PRS barcode and postal routing barcode.



- b. Parcel Select Return Service label for use with Return Delivery Unit option using a concatenated barcode.



- c. Parcel Select Return Service label for use with RBMC option using a concatenated barcode.



- d. Bound Printed Matter Return Service label.





DMM REVISION

**Destination Sectional Center Facility Discounts for Nonletter-Size Periodicals Entered at a Destination Delivery Unit**

Effective June 9, 2005, the Postal Service™ is revising *Mailing Standards of the United States Postal Service, Domestic Mail Manual* (DMM®) 707.28.3.2 to specify when publishers may claim destination sectional center facility (DSCF) discounts for nonletter-size Periodicals mail in 5-digit bundles that they are depositing at a destination delivery unit (DDU). This revision addresses situations where publishers deposit 5-digit bundles at the DDU and the Postal Service generally is not sorting that mail to carrier routes on automated flat-sorting equipment.

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

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

	*	*	*	*	*
<b>700</b>	<b>Special Standards</b>				
	*	*	*	*	*
<b>707</b>	<b>Periodicals</b>				
	*	*	*	*	*
<b>28.0</b>	<b>Destination Entry Rate Eligibility</b>				
	*	*	*	*	*
<b>28.3</b>	<b>Destination Sectional Center Facility (DSCF)</b>				
	*	*	*	*	*

**28.3.2 General Eligibility**

*[Revise text of 28.3.2 to read as follows:]*

Addressed pieces meeting the standards in 28.1 and 28.3 are eligible for DSCF discounts, as follows:

- a. For letter-size and nonletter-size pieces, when the mailer deposits the pieces at an SCF (or USPS-designated facility) and the pieces bear addresses for delivery within the service area of the facility, including when part of a 3-digit scheme combination in L008.
- b. For nonletter-size pieces only, when the mailer deposits 5-digit bundles at the destination delivery unit (DDU) (i.e., the facility where the carrier cases mail for delivery to the addresses on the pieces) and the 5-digit bundles are in or on the following types of containers:
  - 1. In a merged 5-digit scheme or merged 5-digit sack.
  - 2. On a merged 5-digit scheme, merged 5-digit, or 5-digit scheme pallet.

\* \* \* \* \*

— *Mailing Standards, Pricing and Classification, 6-9-05*

DMM REVISION

**Unsacked Bundles of Flat-Size Mail Entered at Destination Delivery Units**

The Postal Service™ is finding ways to make it easier for customers to enter mail. One way is by offering optional entry of unsacked bundles for specified flat-size mail. This will help reduce dependency on sacks and also help us increase efficiency and reduce costs.

Effective June 9, 2005, the Postal Service is revising *Mailing Standards of the United States Postal Service, Domestic Mail Manual* (DMM®) 343 and 345 to allow mailers to enter unsacked bundles of Standard Mail Enhanced Carrier Route (ECR) flats at destination delivery units (DDUs). Under these revised standards, there may be no more than one bundle for every 10 pounds (or increment) of mail per carrier route, a requirement we have included to minimize the number of bundles handled at DDUs. We also

are revising DMM 346.2.8.9 to add standards for maintaining separation of mail when unloading unsacked mailings at DDU facilities. We have reworded portions of DMM 346.5.2, 365, 366, 465, 466, 707.13.2.1, 707.23, and 707.28.4.6 regarding unsacked bundles of Bound Printed Matter flats, irregular parcels, and Periodicals nonletters for clarity and consistency.

When entering mail at DDUs facilities, mailers (or their drivers) must unload the mail within 1 hour of arrival and place the mail into containers that entry facility employees specify. DDU facility employees also may require drivers to keep bundles separated by individual 5-digit ZIP Codes™ or by 5-digit schemes.

We will incorporate these revisions into the next printed version of the DMM and into the monthly update of the on-line DMM available via Postal Explorer® at <http://pe.usps.com>. Mailers may begin preparing mail according to these options immediately.

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

\* \* \* \* \*

**300 Discount Flats**

\* \* \* \* \*

**340 Standard Mail**

\* \* \* \* \*

**343 Rates and Eligibility**

\* \* \* \* \*

**6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats**

\* \* \* \* \*

**6.3 Basic Rate Enhanced Carrier Route Standards**

\* \* \* \* \*

**6.3.2 Basic Rate Eligibility**

Basic rates apply to each piece in a carrier route bundle of 10 or more pieces that is:

\* \* \* \* \*

[Add new item d to read as follows:]

- d. Entered at a destination delivery unit as unsacked bundles, according to preparation standards in 345.2.0 and entry standards in 346.5.0.

\* \* \* \* \*

**345 Mail Preparation**

\* \* \* \* \*

[Renumber current 2.6 through 2.12 as new 2.7 through 2.13. Add new 2.6 to read as follows:]

**2.6 Additional Standards for Unsacked Bundles Entered at DDU Facilities**

Mailers may enter unsacked, nonpalletized bundles of flat-size pieces at destination delivery units (DDUs) if all the following conditions are met:

- a. The maximum weight for a single bundle is 40 pounds; the maximum number of bundles per carrier

route is one bundle for each 10 pounds (or increment) of mail for that route, as listed below:

1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles allowable for a route, divide the total weight of mail for that route by 10 and round up to the next whole number. For example, if there are 34 pounds of mail for a carrier route, the maximum number of bundles for that route is four ( $34 \div 10 = 3.4 = 4$  bundles).
  2. Mailers may balance the weight of the bundles across the maximum number of allowable bundles for a route. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four ( $36 \div 10 = 3.6 = 4$  bundles), which may be in four 9-pound bundles.
- b. Mailers must prepare bundles to comply with standards in 2.1 through 2.4 and 2.7 through 2.13.
  - c. Mailers must enter bundles at DDUs according to standards in 346.5.0.

\* \* \* \* \*

**6.0 Preparation for Enhanced Carrier Route Flats**

**6.1 Basic Standards**

\* \* \* \* \*

[Revise item c2 to read as follows:]

2. Generally, flat-size pieces must be in sacks or in bundles on pallets. Certain flat-size pieces may be in letter trays under 3.4. When entering flat-size pieces at DDUs, mailers may prepare and transport unsacked, nonpalletized bundles according to standards in 2.6. [M620.1.1]

\* \* \* \* \*

**6.6 Required Sack Minimums**

[Revise introductory text in 6.6 to read as follows:]

When sacking is required, mailers must prepare a sack when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first. The following conditions apply:

[M620.4.1]

\* \* \* \* \*

**346 Enter and Deposit**

\* \* \* \* \*

**2.0 Destination Entry**  
\* \* \* \* \*

**2.8 Deposit**  
\* \* \* \* \*

**2.8.9 Vehicle Unloading**  
Unloading of destination entry mailings is subject to these conditions:  
\* \* \* \* \*

[Revise item c to read as follows:]

- c. At delivery units, drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
  1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
  2. When drivers unload containerized mail, delivery unit employees may require drivers to place the containers together by 5-digit ZIP Codes or 5-digit schemes.
  3. When mail is not containerized or on pallets, drivers must place the mail into containers as delivery unit employees specify. Delivery unit employees may require drivers to place mail into containers to separate mail by 5-digit ZIP Codes or 5-digit schemes.
  4. At facilities that cannot handle pallets, drivers must unload any palletized mail from the pallets and place it into containers as delivery unit employees specify. [E650.3.9c]

\* \* \* \* \*

**5.0 Destination Delivery Unit (DDU) Entry**  
\* \* \* \* \*

**5.2 Eligibility**

[Revise 5.2 to read as follows:]

Properly prepared Enhanced Carrier Route (ECR) flat-size pieces entered according to standards in 2.0 and 5.0 are eligible for the DDU rate when deposited at a DDU and addressed for delivery within that facility's service area. Mailers must unload mail at DDUs according to standards in 2.8.9. Only pieces eligible for and claimed at ECR rates are eligible for the DDU discount. No other rates or discounts are available for pieces receiving the DDU discount. When mailings contain pieces claimed at more than one destination entry rate, mailers must separate mail according to standards in 2.7.2. [E650.7.2]

\* \* \* \* \*

**360 Bound Printed Matter**  
\* \* \* \* \*

**365 Mail Preparation**  
\* \* \* \* \*

**2.0 Bundles**  
\* \* \* \* \*

**2.5 Preparing Bundles**  
Bundles of flat-size pieces must be secure and stable, subject to the following:  
\* \* \* \* \*

[Add new item c to reference new 2.6, to read as follows:]

- c. If bundles are prepared for entry as unsacked bundles under 366.5.2 or 366.5.3, the weight limits and other standards in 2.6.

[Renumber current 2.6 through 2.11 as new 2.7 through 2.12. Add new 2.6 to read as follows:]

**2.6 Additional Standards for Unsacked Bundles Entered at DDU Facilities**

Mailers may enter unsacked, nonpalletized bundles of flat-size pieces at destination delivery units (DDUs) if all the following conditions are met:

- a. The maximum weight for a single bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:
  1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles allowable for a route, divide the total weight of mail for that route by 10 and round up to the next whole number. For example, if there are 34 pounds of mail for a carrier route, the maximum number of bundles for that route is four ( $34 \div 10 = 3.4 = 4$  bundles).
  2. Mailers may balance the weight of the bundles across the maximum number of allowable bundles for a route. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four ( $36 \div 10 = 3.6 = 4$  bundles), which may be in four 9-pound bundles.
- b. Mailers must prepare 5-digit bundles for entry at DDUs according to standards in 6.2.1. Only pre-sorted flats that weigh more than 1 pound are eligible for the DDU rate.
- c. Mailers must prepare bundles to comply with standards in 2.1 through 2.5 and 2.8 through 2.12.
- d. Mailers must enter bundles at DDUs according to standards in 366.5.0.

\* \* \* \* \*

**5.0 Preparation for Presorted Flats**

\* \* \* \* \*

**5.2 Bundling****5.2.1 Required Bundling**

[Revise 5.2.1 by adding reference to unsacked bundles, to read as follows:]

Mailers must bundle pieces before putting them in sacks. Mailers must prepare a bundle when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Only mixed ADC bundles may contain smaller volumes. Five-digit bundles placed in 5-digit sacks and unsacked 5-digit bundles prepared for DDU entry may weigh a maximum of 40 pounds. For all other bundles, the maximum weight for each bundle is 20 pounds.

\* \* \* \* \*

**5.3 Sacking****5.3.1 Required Sacking**

[Revise introductory text in 5.3.1 to read as follows:]

Mailers may prepare flats as unsacked bundles under 2.6 or in bundles on pallets. Otherwise, mailers must prepare a sack when the quantity of mail for a required presort destination reaches either 20 addressed pieces or 20 pounds, whichever occurs first. Only mixed ADC sacks may contain smaller volumes. Optional SCF sacks are subject to the same minimum piece or pound provision as required sacks. Sacking also is subject to these conditions: [M722.2.3]

\* \* \* \* \*

**6.0 Preparation for Carrier Route Flats**

\* \* \* \* \*

**6.3 Sacking****6.3.1 Required Sacking**

[Revise introductory text in 6.3.1 to read as follows:]

Mailers may prepare flats as unsacked bundles under 2.6 or in bundles on pallets. Otherwise, mailers must prepare a direct carrier route sack when the quantity of mail for an individual carrier route reaches either 20 addressed pieces or 20 pounds, whichever occurs first; smaller volumes are not permitted. Mailers then must place remaining bundles in 5-digit scheme carrier routes sacks or 5-digit carrier routes sacks, which have no minimum sack size. Carrier route sacks also are subject to these conditions: [M723.2.2]

\* \* \* \* \*

**366 Enter and Deposit**

\* \* \* \* \*

**2.0 Destination Entry**

\* \* \* \* \*

[Revise title and text of 2.7 to read as follows:]

**2.7 Mailings of Unsacked Bundles**

Mailers may present unsacked, nonpalletized bundles of BPM flats that are properly prepared for and entered at DDU rates and unloaded according to standards in 2.9.9. Pieces in these bundles are not eligible for barcoded discounts. [E752.1.7]

\* \* \* \* \*

**5.0 Destination Delivery Unit (DDU) Entry**

\* \* \* \* \*

**5.2 Presorted Flats**

[Revise 5.2 to read as follows:]

Presorted flats that weigh more than 1 pound in 5-digit sacks, on 5-digit scheme or 5-digit pallets, or prepared as unsacked 5-digit bundles may claim DDU rates. Mailers must enter mail at the appropriate facility under 5.1. Presorted flats weighing 1 pound or less are not eligible for DDU rates. [E752.4.2]

**5.3 Carrier Route Flats**

[Revise 5.3 to read as follows:]

Carrier Route flats in sacks, on 5-digit carrier routes scheme and 5-digit carrier routes pallets, or prepared as unsacked carrier route bundles may claim DDU rates. Mailers must enter mail at the appropriate facility under 5.1. [E752.4.5]

\* \* \* \* \*

**400 Discount Parcels**

\* \* \* \* \*

**460 Bound Printed Matter**

\* \* \* \* \*

**465 Mail Preparation**

\* \* \* \* \*

**2.0 Bundles**

\* \* \* \* \*

**2.5 Bundle Sizes**

[Revise 2.5 to read as follows:]

Mailers must prepare unsacked, nonpalletized bundles of Presorted irregular parcels for DDU entry according to 2.6 and 5.2 for parcels weighing less than 10 pounds and according to 5.3 for parcels weighing 10 pounds or more. Mailers must prepare unsacked, nonpalletized bundles of

carrier route irregular parcels for DDU entry according to 2.6 and 6.2 for parcels weighing less than 10 pounds and according to 6.3 for parcels weighing 10 pounds or more. [M020.1.6]

[Renumber current 2.6 through 2.10 as new 2.7 through 2.11. Add new 2.6 to read as follows:]

**2.6 Additional Standards for Unsacked Bundles Entered at DDU Facilities**

Mailers may enter unsacked, nonpalletized bundles of irregular parcels at destination delivery units (DDUs) if all the following conditions are met:

- a. The maximum weight for a single bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:
  - 1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles allowable for a route, divide the total weight of mail for that route by 10 and round up to the next whole number. For example, if there are 34 pounds of mail for a carrier route, the maximum number of bundles for that route is four (34 ÷ 10 = 3.4 = 4 bundles).
  - 2. Mailers may balance the weight of the bundles across the maximum number of allowable bundles for a route. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four (36 ÷ 10 = 3.6 = 4 bundles), which may be in four 9-pound bundles.
- b. Mailers must prepare 5-digit bundles for entry at DDUs according to standards in 6.2.1.
- c. Mailers must prepare bundles to comply with other applicable standards in 2.0.
- d. Mailers must enter bundles at DDUs according to standards in 466.5.0.

\* \* \* \* \*

**6.0 Preparation for Carrier Route Parcels**

\* \* \* \* \*

**6.2 Preparation for Irregular Parcels Weighing Less Than 10 Pounds**

\* \* \* \* \*

**6.2.2 Required Sacking**

[Revise introductory text in 6.2.2 to read as follows:]

Mailers may prepare irregular parcels as unsacked bundles under 2.6 or in bundles on pallets. Otherwise, mailers must prepare a direct carrier route sack when the quantity of mail

for an individual carrier route reaches either 10 addressed pieces or 20 pounds, whichever occurs first; smaller volumes are not permitted. Mailers then must place remaining bundles in 5-digit scheme carrier routes sacks or 5-digit carrier routes sacks, which have no minimum sack size. Carrier route sacks also are subject to these conditions:

[M723.3.2]

\* \* \* \* \*

[Delete 6.2.5.]

\* \* \* \* \*

**6.3 Preparation for Irregular Parcels Weighing 10 Pounds or More**

[Revise introductory text of 6.3 to read as follows:]

Mailers may prepare irregular parcels as unsacked bundles under 2.6 or in bundles on pallets. When preparing irregular parcels in sacks, place parcels only in direct carrier route sacks. Each carrier route sack must contain a minimum of 20 pounds. Required preparation: [M723.4.0]

\* \* \* \* \*

**466 Enter and Deposit**

\* \* \* \* \*

**2.0 Destination Entry**

\* \* \* \* \*

[Revise title and text of 2.7 to read as follows:]

**2.7 Mailings of Unsacked Bundles**

Mailers may present unsacked, nonpalletized bundles of BPM irregular parcels that are properly prepared for and entered at DDU rates and unloaded according to standards in 2.9.9. Pieces in these bundles are not eligible for bar-coded discounts. [E752.1.7]

\* \* \* \* \*

**5.0 Destination Delivery Unit (DDU) Entry**

\* \* \* \* \*

**5.3 Presorted Irregular Parcels**

[Revise 5.3 to read as follows:]

Presorted irregular parcels in 5-digit scheme sacks and 5-digit sacks, on 5-digit scheme or 5-digit pallets, or prepared as unsacked 5-digit bundles may claim DDU rates. Mailers must enter mail at the appropriate facility under 5.1. [E752.4.4]

\* \* \* \* \*

**5.5 Carrier Route Irregular Parcels**

[Revise 5.5 to read as follows:]

Carrier Route irregular parcels in sacks, on 5-digit scheme and 5-digit pallets, or prepared as unsacked carrier route bundles may claim DDU rates. Mailers must enter mail at the appropriate facility under 5.1. [E752.4.7]

\* \* \* \* \*

**700 Special Standards**

\* \* \* \* \*

**707 Periodicals**

\* \* \* \* \*

**13.0 Carrier Route Rate Eligibility**

\* \* \* \* \*

**13.2 Sortation**

**13.2.1 Sequencing**

Preparation to qualify eligible pieces for carrier route rates is optional and need not be performed for all carrier routes in a 5-digit area. Carrier route rates apply to copies that are prepared in carrier route bundles of six or more addressed pieces each, subject to these standards:

[Revise item b to read as follows:]

b. *Nonletter-size mailings.* Carrier route rates apply to carrier route bundles that are sorted in one of the following ways:

1. Bundles sorted onto pallets prepared under 705.8.0, 705.10.0, 705.12.0, or 705.13.0, as appropriate.
2. Bundles in carrier route, 5-digit scheme carrier routes, or 5-digit carrier routes sacks under 23.0. Sacks may be palletized under 705.8.0.
3. Unsacked bundles entered at a destination delivery unit according to preparation standards in 23.4.2 and entry standards in 28.4.6.

\* \* \* \* \*

**23.0 Preparation of Carrier Route Periodicals**

**23.1 Basic Information**

**23.1.1 General Preparation Standards**

[Revise introductory text to read as follows:]

Mailers must meet the following standards for carrier route mailings:

\* \* \* \* \*

[Revise item d to read as follows:]

d. Except as noted in 23.4.2, mailers must sack or palletize bundles of nonletter-size pieces according to one of the following:

1. Sack under 23.4, or under 705.10.1 if eligible to be cosacked with automation rate and presorted rate Periodicals pieces.
2. Palletized under 705.8.0, 705.10.0, 705.12.0, or 705.13.0. [M220.1.1]

\* \* \* \* \*

**23.4 Preparation—Flat-Size Pieces and Irregular Parcels**

\* \* \* \* \*

**23.4.2 Exception to Sacking**

[Revise 23.4.2 to read as follows:]

Sacking is not required for bundles prepared for and entered at a DDU, when the mailer unloads bundles under standards in 28.4.6. Mailers must prepare unsacked bundles as follows:

a. The maximum weight for a single bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:

1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles allowable for a route, divide the total weight of mail for that route by 10 and round up to the next whole number. For example, if there are 34 pounds of mail for a carrier route, the maximum number of bundles for that route is four (34 ÷ 10 = 3.4 = 4 bundles).
2. Mailers may balance the weight of the bundles across the maximum number of allowable bundles for a route. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four (36 ÷ 10 = 3.6 = 4 bundles), which may be in four 9-pound bundles.

b. Mailers must clearly label carrier route bundles using optional endorsement lines under 708.7.0 or facing slips under 19.15. [M220.4.2]

**23.5 Firm Bundles**

[Revise 23.5 to read as follows:]

A *firm bundle* is two or more copies for the same address placed in one bundle. If each copy has a delivery address, each may be claimed as a separate piece for presort and on the postage statement or the firm bundle may be claimed as one piece. The Postal Service considers a firm bundle that is sorted and claimed as one piece to be one addressed piece for rate eligibility purposes, regardless of the number of copies in the bundle. Mailers must clearly label firm bundles using facing slips or barcoded pressure-sensitive labels under 19.0, or optional endorsement lines under 708.7.0. [M220.1.4]

\* \* \* \* \*

**28.0 Destination Entry Rate Eligibility**

\* \* \* \* \*

**28.4 Destination Delivery Unit (DDU)**

\* \* \* \* \*

**28.4.6 Vehicle Unloading**

[Revise 28.4.6 to read as follows:]

At delivery units, drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:

- a. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.

- b. When drivers unload containerized mail, delivery unit employees may require drivers to place the containers together by 5-digit ZIP Codes or 5-digit schemes.
- c. When mail is not containerized or on pallets, drivers must place the mail into containers as delivery unit employees specify. Delivery unit employees may require drivers to place mail into containers to separate mail by 5-digit ZIP Codes or 5-digit schemes.
- d. At facilities that cannot handle pallets, drivers must unload any palletized mail from the pallets and place it into containers as delivery unit employees specify.
- e. For scheduled arrivals at DDUs when USPS employees are not present, drivers must place the mail in a secure location protected from the weather. [E250.4.6]

\* \* \* \* \*

— Mailing Standards,  
Pricing and Classification, 6-9-05

# Employees

*ELM REVISION*

**Changes in Processing Dues Withholding**

Effective June 9, 2005, *Employee and Labor Relations Manual* (ELM) 922, Dues Collection Schedule, 924.421, Postmasters, and 925.122, Special Circumstances, are revised to reflect a change in how dues withholding is processed. On November 1, 2004, the National Association of Postmasters of the United States (NAPUS) began processing SF 1187, *Request for Voluntary Allotment of Compensation for Payment of Employee Organization Dues*, and PS Form 1188, *Cancellation of Organization Dues from Payroll Withholdings*. Personnel offices no longer process SF 1187 or PS Form 1188 for Union Code P (NAPUS). Distributed Data Entry and Distributed Reporting (DDE/DR) no longer allows personnel staff access to add or cancel dues for Union Code P.

Payroll Accounting, Finance, has notified personnel offices of this change. NAPUS has advised its members and has revised SF 1187 to reflect the changes in processing cancellation of dues withholding requests.

Additional conforming revisions as summarized below reflect current practices relevant to dues withholding.

We will incorporate these revisions into the next printed version of the ELM and also 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](http://www.usps.com).

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

**Summary of Changes**

**922, Dues Collection Schedule**, is revised to reflect monthly dues withholding for the National Alliance of Postal Employees and to correct the description of the processing of monthly dues withholding.

**924.212, Exception**, is revised to allow for dues withholding for postmaster leave replacements and some nonbargaining temporary employees.

**924.421, Postmasters**, is revised to show changes in the process for submitting a completed SF 1187 by NAPUS.

**925.122, Special Circumstances**, is revised to provide an exception to the process for canceling dues withholding.

**Exhibit 925.1, PS Form 1188, Cancellation of Organization Dues From Payroll Withholding (page 1 only)**, is revised in title and content to replace page 1 of the October 1996 version of PS Form 1188 with the current July 2002 version.

**Employee and Labor Relations Manual (ELM)**

\* \* \* \* \*

**9 Labor Relations**

\* \* \* \* \*

**920 Dues Withholding for Employee Organizations**

\* \* \* \* \*

**922 Dues Collection Schedule**

*[Revise the text of 922 to read as follows:]*

Dues for the National Association of Postmasters of the United States (NAPUS), the National League of Postmasters (the League), and the National Alliance of Postal Employees are deducted in the pay period that includes the first day in a calendar month and are reflected in the salary check for that pay period. Dues for all other labor organizations and for the National Association of Postal Supervisors (NAPS) are withheld each pay period.

\* \* \* \* \*

**924 Authorization for Dues Withholding**

\* \* \* \* \*

**924.2 Employee Eligibility**

**924.21 Employment Status Requirement**

\* \* \* \* \*

**924.212 Exception**

*[Revise the text of 924.212 to read as follows:]*

Because of the intermittent nature of their employment, casual and most nonbargaining temporary employees are excluded from this policy.

\* \* \* \* \*

**924.4 Submission of Completed Authorization Form**

\* \* \* \* \*

**924.42 Exceptions**

**924.421 Postmasters**

*[Revise the text of 924.421 to read as follows:]*

The National League of Postmasters (the League) may submit the original SF 1187 through regular payroll channels to the servicing DDE/DR site. The National Association of Postmasters of the United States (NAPUS) processes the SF 1187 for its members to initiate dues withholding.

\* \* \* \* \*

**925 Cancellation of Dues Withholding Authorization**

**925.1 Voluntary Cancellations**

\* \* \* \* \*

**925.12 When Employees Can Cancel**

\* \* \* \* \*

**925.122 Special Circumstances**

Special circumstances that alter the conditions for canceling dues withholding are as follows:

*[Revise text of 925.122a to read as follows:]*

- a. Employees who enrolled in any organization before July 1, 1971, or who are members of supervisory or managerial organizations designated by Codes N, P, or S, may submit their cancellation notice at any time, but it is not processed until the first full pay period following March 1 or September 1, whichever occurs first after receipt of the form. These employees submit PS Form 1188 to the installation head, who forwards the form to the servicing DDE/DR site, except as noted in 925.122f (see Exhibit 925.1).

\* \* \* \* \*

*[Add new 925.122f to read as follows:]*

- f. NAPUS processes PS Form 1188 for its members to cancel dues withholding.



**Exhibit 925.1**

[Revise the title and content of Exhibit 925.1 to reflect the current July 2002 version of PS Form 1188, as shown on page 26.]

\* \* \* \* \*

— Labor Relations Policy Administration,  
Labor Relations, 6-9-05

**PURCHASE A POSTAL MONEY ORDER**

Starting at **90¢**

The advertisement features a yellow background with a large blue headline. Below the headline, two postal money orders are shown: a green one in the foreground and a pink one behind it. The green money order is for \$100.00 and includes the number 01234567891. The pink money order is an international one. The text 'Starting at 90¢' is prominently displayed in blue. The USPS logo and website 'usps.com' are visible in the bottom corners.

PS Form 1188, Cancellation of Organization Dues From Payroll Withholdings (page 1 only)



**Cancellation of Organization Dues From Payroll Withholdings**  
 (See Privacy Act Statement on Reverse)

**Part A — Completed by Employee**

1. Employee Name (Print — Last, First, MI)	2. Social Security Number
3. Post Office Name and State	4. Post Office Finance Number
5. Name of Organization and Code (See reverse side for organizations and codes)	6. Employee's Dues Deduction Anniversary Date

7. I hereby certify that I sent copy 3 of this cancellation to the above named organization's national office VIA CERTIFIED MAIL on this date, \_\_\_\_\_, as notice of my intention to discontinue payroll withholdings.



Notice must be received within the required window period (see ELM, Chapter 9). Notice to the organization must be sent by certified mail to organization's national office, as directed in ELM, Chapter 9.

\_\_\_\_\_  
 Employee Must Sign & Date (Mo., Day, Year)

**Part B — Completed by Employing Office**

Date Form Received in the Employing Office:	Original and Copy 2 Will Be Separated by Processing Center
---	--

**Part C — Completed by Processing Center**

1. Date Form Received (Mo., Day, Year)	▶
2. Organization Code	▶
3. Effective Pay Period — Year	▶
4. Date Processed (Mo., Day, Year)	▶
5. Verified By (initials)	▶

6. Form Will Not Be Processed and Is Being Returned to the Employee Because:

- Not received within the required 20 - 10 day window period (see notice in Part A, no. 7).
- Not currently enrolled in the organization shown.
- Form incomplete. See item \_\_\_\_\_.
- Explain:

FOR DDE/DR USE

Entered By	PIP	Initials
------------	-----	----------

## SAFETY TALK

**Schools Are Out — Defensive Driving Is No Accident**

A defensive driver is one who commits no driving errors and makes allowances for the lack of skill or improper practices of others. A defensive driver compensates for unusual weather, road, and traffic conditions and isn't tricked by others' failure to do so. Alert to accident-inducing situations, a defensive driver recognizes in advance the need for preventive action and knows when it is necessary to slow down, stop, or yield right-of-way to avoid an accident.

School bells are now silent and once again millions of youngsters will be in the neighborhoods during the time we deliver mail. As Postal Service™ drivers, you must expect more unwary young pedestrians wandering into roadways or darting from between cars or hidden places. This is a true test of anyone's defensive driving skills!

In spite of all the training children receive at school, and in spite of parental instruction and admonition, some children do play in the street. Most dangerous, perhaps, are those who play merely *near* the street, leaping out suddenly after a ball or chasing a dog.

We are all familiar with the necessity of caution near playgrounds, but we should take care also while driving in residential areas or anywhere else. Remember the following things:

- Whenever you see a ball rolling in the street, you are likely to see a child following it. Slow down and prepare to stop quickly.
- When the ice cream vendor starts into the neighborhood, watch for children coming from all directions.
- Pay attention to the lone child walking along the street. You are much more likely to overlook a single youngster than several together.
- Children and others on roller skates, skateboards, or roller blades can roll into the street. They require your extreme alertness.

- Bicyclists, especially young or novice riders, should be watched carefully and provided plenty of room.
- Never back up to redeliver a missed box when mail is out of sequence. Get out of the vehicle, secure it properly, and walk back if you can do so safely.
- Never give mail to children from the vehicle. If children approach the vehicle, get out of the vehicle and ask them to move away. Double-check around the entire vehicle before proceeding.

**Be Alert So That Children Don't Get Hurt**

And while we're on the subject, this is a good time to talk about pedestrians in general. Here's a fact every driver and pedestrian should know — while less than three out of every one hundred accidents involve a pedestrian, approximately three out of every ten fatalities are pedestrians. In other words, the severity ratio of these accidents is ten times the frequency ratio. This emphasizes the pedestrian's disadvantage when matched against a moving mass of steel.

I urge all of you to be extra cautious now that school is closed. Let's protect our most precious commodity — our children. Drive defensively at all times and remember that you represent the Postal Service when you get behind the wheel.

*Note:* The purpose of this safety talk is to generate child safety awareness with Postal Service drivers.

— *Safety Performance Management,  
Employee Resource Management, 6-9-05*

# Finance

HANDBOOK F-1 REVISION

## Check Acceptance Policy

Effective June 9, 2005, Handbook F-1, *Post Office Accounting Procedures*, is revised to eliminate the requirement that Post Offices™ must contact issuing banks when checks in the amount of \$1,000 or more are presented. In addition, the requirement that checks accepted from government agencies must contain the imprinted address of the agency has been eliminated.

We will incorporate these revisions into the next printed edition of Handbook F-1 and into the next 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*.
- Then click on *HBKs*.

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

### Handbook F-1, *Post Office Accounting Procedures*

	*	*	*	*	*
<b>3</b>					
	*	*	*	*	*
<b>31</b>					
	*	*	*	*	*

### 312 Bank Checks

\* \* \* \* \*

#### 312.1 Accepting a Personal Check at Post Offices

[Delete step 10 and the note from 312.1.]

#### 312.2 Checks Mailed in for Payments

[Delete step 5 and the note from 312.2.]

\* \* \* \* \*

### 313 Accepting Other Types of Checks

#### 313.1 Accepting Guarantee Payment Checks

[Delete step 5 and the note from 313.1.]

\* \* \* \* \*

#### 313.2 Accepting Checks from Government Agencies

[Revise step 2 in 313.2 to read as follows:]

- 2> Verify that the check contains the agency’s name; do not accept checks without this information imprinted on them.

\* \* \* \* \*

— Revenue and Field Accounting,  
Finance, 6-9-05

HANDBOOK F-1 REVISION

## PS Form 1096, Receipt

Effective June 9, 2005, Handbook F-1, *Post Office Accounting Procedures*, is revised with new procedures for making temporary cash payments. Manual Post Offices™ and retail postal units [i.e., offices that do not have POS ONE systems or integrated retail terminals (IRTs)] must use PS Form 1096, *Receipt*, for customers who require receipts for purchases.

Post Offices and retail postal units with POS ONE or IRT equipment must not keep copies of PS Form 1096 at the window nor use them as a customer receipt for purchases.

The retail associate must provide each customer with a system-generated receipt for all purchases (see Handbook F-1, section 482.2). In the event of power outages or POS ONE or IRT system failures, the office may use PS Form 1096 as part of its contingency plan for manual operations.

We will incorporate these revisions into the next printed edition of Handbook F-1 and into the next 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*.
- Then click on *HBKs*.

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

**Handbook F-1, Post Office Accounting Procedures**

	*	*	*	*	*
<b>6</b>	<b>Disbursing Postal Funds</b>				
	*	*	*	*	*
<b>62</b>	<b>Methods of Disbursement</b>				
<b>621</b>	<b>Handling Cash Payments</b>				
	*	*	*	*	*

**621.1 Making Temporary Cash Payments**

*[Revise text of 621.1 to read as follows:]*

When it is determined that a local cash purchase is required, the following procedures apply:

- 1> The postmaster, manager, supervisor, or designated employee must complete and issue PS Form 1096, *Receipt*, for temporary cash advances to the requesting party. The requesting party then presents the PS Form 1096 to a retail associate to issue the cash advance.
- 2> Upon issuance of the cash advance, the retail associate must maintain the original PS Form 1096 with his or her credit.
- 3> When the original sales receipt for items purchased is presented to the retail associate, the original PS Form 1096 must be returned to the requesting party. The office must maintain the original sales receipt, with the approved eBuy requisition, as supporting documentation.
- 4> This temporary cash advance transaction for cash purchases must be completed and settled by close of business the same day.

\* \* \* \* \*

— *Revenue and Field Accounting, Finance, 6-9-05*

*NOTICE*

**Ordering Field Banking Supplies**

The Postal Service™ has entered into a national contract with Harland, Inc., for all bank deposit tickets, endorsement stamps, and bank address stamps. All offices must order these supplies through the national contract. The eBuy purchasing program is the preferred method for placing orders through this contract, and all offices must use eBuy if they have access to it. Offices that order these supplies via Harland’s toll-free number will be charged a \$2.50 surcharge per item ordered. The only offices authorized to order supplies through the toll-free number are those without eBuy access.

**Order Placement**

*Offices With eBuy Access*

Before placing an order, an office must have a valid Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) number and ensure that locally established buying procedures have been followed including obtaining prior funding approval for ALL ORDERS. *If orders are*

*through eBuy, management and funding approvals are automated.* For questions regarding the use of the eBuy system, contact the district Finance office.

The following steps outline how to order field depository banking supplies through eBuy:

1. Type <http://ebuy.usps.gov/> into the Web browser address field. The eBuy logon page displays.
2. Type your eBuy logon identification and password, then press Enter. The eBuy Web page displays.
3. Click on the *Requisition* tab, and create a new requisition. Select the *Harland catalog* to order field depository banking supplies.
4. Use the following required information to order deposit ticket and/or endorsement stamps:
  - The FEDSTRIP number.
  - The 10-digit unit ID number, which consists of the office’s 6-digit Finance number and the Standard Field Accounting Procedure (SFAP) 4-digit

identification number. *Note:* The unit identification number is not the office phone number.

- The Post Office™ name.
5. Use the following additional information to order a bank address stamp:
    - The bank name.
    - The vault address, including the city, state, and ZIP+4® code. This information may be obtained from the district Finance office.
  6. Most shipping information is pre-populated based on the FEDSTRIP number; the ordering office, however, must verify the information to ensure that the shipping address is accurate.
  7. If the order is to be shipped to a different address, change the shipping data by going to the default address option within eBuy. This will allow the shipping address to be changed while retaining the original FEDSTRIP number address for billing purposes.
  8. After completing the required information, submit the eBuy order.

All charges will be allocated to the FEDSTRIP number in the order.

#### *Offices Without eBuy Access*

All bank deposit tickets and self-inking bank endorsement/address stamps must be ordered through eBuy. Postal Service facilities that do not have access to eBuy may place orders by the following method:

1. Call the deposit ticket supplier, Harland, at 1-800-552-2902. All orders placed via the toll-free number will be shipped to the address that corresponds to the FEDSTRIP number; alternate addresses are not allowed for these orders. If alternate shipping is required, the district Finance office may place the order via eBuy.
2. Use the following required information to order deposit ticket and/or endorsement stamps via the toll-free number:
  - The FEDSTRIP number.
  - The 10-digit unit ID number, which consists of the office Finance six-digit number and SFAP 4-digit identification number. *Note:* The unit identification number is not the office telephone number.
  - Post Office™ name.
3. Use the following additional information to order a bank address stamp:
  - The bank name.

- The vault address, including the city, state, and ZIP+4 code. This information is available from the district Finance office.

A \$2.50 offline processing fee will be charged for each item that is ordered via the toll-free number. All charges will be allocated to the FEDSTRIP number in the order.

#### *Contract Postal Units*

The host Post Office will order deposit slips for the contract postal unit (CPU) through one of the two methods described above based on the host Post Office's access to the eBuy system. All orders will be mailed to the host Post Office.

#### *New Post Office or Contract Station*

The district Finance office must place the initial deposit service supply order for a newly opened Post Office or contract station. The following steps must be followed:

1. The district Finance office must call the deposit ticket supplier, Harland, at 1-800-552-2902, to set up a new location.
2. Use the following required information to order deposit ticket and/or endorsement stamps via the toll-free number:
  - The FEDSTRIP number.
  - The 10-digit unit ID number, which consists of the office's 6-digit Finance number and the SFAP 4-digit identification number. *Note:* The unit identification number is not the office phone number.
  - The Post Office name.
3. Use the following additional information to order a bank address stamp:
  - The bank name.
  - The vault address, including the city, state, and ZIP+4 code. This information is available from the district Finance office.
4. Provide the district contact name and phone number to allow Harland to confirm the details of the order, if necessary.

#### **Order Rejection Notification Process**

Harland will update the USPS Rejected Orders Report daily. Offices may view the report on the Finance Web site on the Postal Service Intranet:

- Go to <http://blue.usps.gov/finance/>.
- Under "Financial Reports & Presentations", click on *Harland / eBuy Deposit Ticket Rejection Report*.

(The direct link is <http://blue.usps.gov/finance/reports/depjreorders/rejectrpt.xls>.)

Each district's approving officer must review this report and notify the ordering office of any rejected order. The or-

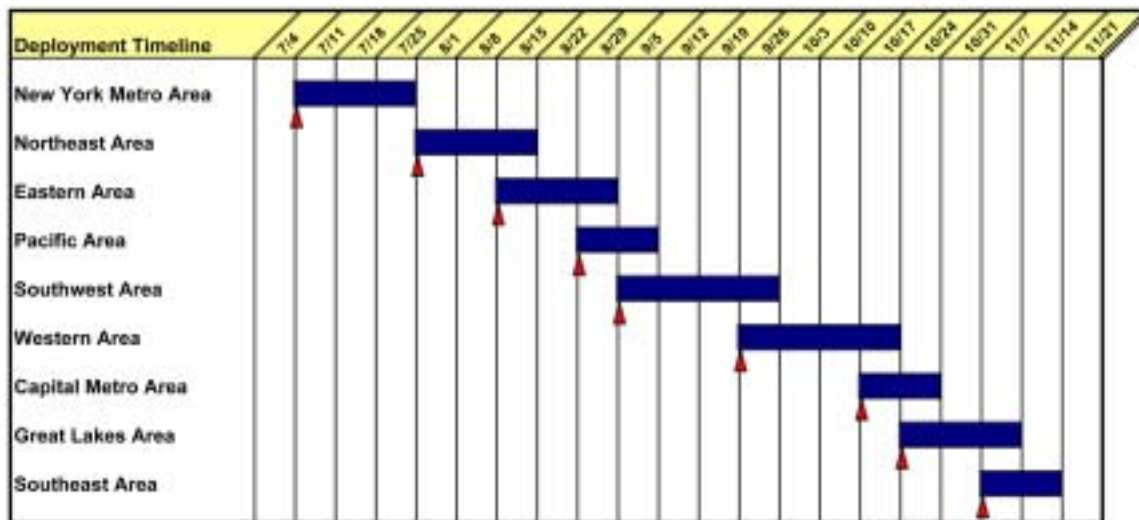
dering office must in turn resubmit the order to Harland with the corrected information.

— Corporate Treasury,  
Finance, 6-9-05

## Information Technology

### FAST National Deployment Begins in July

The Facility Access and Shipment Tracking (FAST) system national deployment to replace the Drop Shipment Appointment System (DSAS) will begin in July. The phased deployment begins with the New York Metro Area, with all areas phased in over the next 5 months.



Customers drop shipping mail into facilities in the New York Metro area will start scheduling appointments in FAST on **July 11, 2005** for drops starting **July 25, 2005**. Please refer to <http://ribbs.usps.gov>; click *FAST/Surface Visibility*, to obtain the full deployment schedule.

### FAST Customer Readiness

#### Customer Registration in PostalOne!

DSAS Logon IDs will not work with FAST. All drop shippers, including those who make appointments by telephone, MUST register for a FAST ID through *PostalOne!* at [www.usps.com/postalone](http://www.usps.com/postalone). Customers who already have a *PostalOne!* account and also need access to FAST must register by calling the *PostalOne!* Customer Care Center at 1-800-522-9085.

#### Recurring Appointment Submission

All drop shippers who currently have recurring appointments MUST reapply using PS Form 6241, *Recurring Appointment Request*, available at <http://www.usps.com/forms/welcome.htm>; click *All Online PDF Forms in Numeric Order*, then *PS Form 6241 (PDF)*. Recurring appointment requests should be submitted to the Postal Service™ 3 weeks before the facility's scheduled start date, for example June 20 for facilities in the NY Metro Area. Once a recurring appointment is scheduled in FAST, it will no longer be necessary to renew the request every 6 months.

— Logistics Systems, Operations, 6-9-05

## FASTforward MLC to Be Retired

Effective September 30, 2005, FASTforward Mailing List Correction (MLC)<sup>®</sup> will be retired and replaced with NCOALink<sup>™</sup>. In continuing its commitment to provide mailers with cost-effective and secure technology, the National Customer Support Center (NCSC) is accepting and processing applications from current FASTforward MLC licensees for the new NCOALink technology.

Since full implementation in October 2004, NCOALink has been successfully providing increased data security, protection of customer information privacy, and ease of use for its licensees. Its data security enables it to be used by more mailers, more often, and more conveniently. Its innovative design also protects customer information privacy by limiting what can be seen. With the increased data security and customer information privacy available with NCOALink, the use of this important tool by mailers is growing rapidly.

FASTforward MLC licensees must complete the application process to become licensed for the new NCOALink

technology. Many licensees have already taken advantage of the opportunity and applied for the NCOALink license. New NCOALink licensees will benefit from now having 18 months of change-of-address data available, a valuable increase over the 13 months of data previously provided under FASTforward. In addition, licensees will enjoy ownership of all hardware and the discontinuation of the FASTforward MLC "black box," which has been rendered obsolete with the conversion to NCOALink.

For more information, visit [http://ribbs.usps.gov/files/ncoalink/NCOALINK\\_INFO\\_DOC.PDF](http://ribbs.usps.gov/files/ncoalink/NCOALINK_INFO_DOC.PDF) or contact the NCSC at 1-800-589-5766 today to begin the licensing process to convert to NCOALink.

— Address Management,  
Intelligent Mail and Address Quality, 6-9-05



# Fraud Alert

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## 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
IL, Carbondale 62901-2962	Any and All Names, P. O. Box 2962
PA, Pittsburgh 15226-1804	Any and All of Various Names Other Than the Surnames McAllister and Moore, 1142 Bellaire Avenue

— Judicial Officer, 6-9-05

# FIRSTCLASS PHONECARD<sup>®</sup>

FEATURING THE GARDEN BLOSSOMS STAMP

A great gift idea for spring!  
\$10/100 Minutes

usps.com



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SPO5-CC2-A1-432  
First Class Phonecard



# FIRSTCLASS PHONECARD<sup>®</sup>

FEATURING THE GARDEN BLOSSOMS STAMP

A great  
gift idea  
for spring!

\$10/100 Minutes

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SPO5-CC2-A1-432  
Email Acrylic Insert





572024	631631	750337	770296	785723	802270	840030	891973	902340	915554	926272	941566	968808
573046	631865	750627	770299	785724	802299	840156	893006	902400	917325	926555	941588	969165
577004	641155	752229	770315	785728	802351	840312	895014	902411	917391	926838	941597	970171
581006	641215	752325	770358	785740	802358	841116	895051	902519	917472	926852	941625	970577
581063	641305	752334	770549	785741	802429	841270	895091	902539	918088	927376	941860	970683
581087	641332	752474	770691	785748	802446	841504	895456	902641	918318	927651	941891	970800
585225	641454	752734	770716	785750	802534	841738	895565	902654	918488	928141	943018	970836
<b>600040</b>	641661	754004	770724	785752	802588	841898	895889	902796	918751	928432	943038	970853
600103	658248	754048	770741	785755	802682	844199	<b>900004</b>	902810	920033	930222	945925	972538
600857	672253	757003	770767	785756	802707	847195	900067	903594	920057	931258	946419	972749
600881	680068	757025	771049	785757	802748	853216	900158	903706	920099	931459	946467	973249
601089	681326	757048	771062	785758	802771	853465	900203	904468	920425	931986	948221	974134
601217	681598	757079	771391	785762	802801	853504	900240	904495	921004	932788	948657	975014
601661	683012	757086	771945	788079	802809	853610	900272	904637	921020	932821	949061	980516
602341	685281	757162	772391	790023	802912	853628	900278	904674	921089	933452	949241	980752
602563	685304	757193	773487	791007	802932	853671	900287	904727	921118	934017	949460	980874
604103	686006	757239	775038	791031	803106	853691	900294	904732	921288	934019	950061	981763
604298	693514	757368	775338	791037	805158	853723	900345	906008	921362	935015	950202	981990
605091	<b>708529</b>	760026	782679	791038	805208	853746	900370	907048	921408	935158	950262	982258
605359	708621	760029	785370	791169	805211	853831	900392	907251	921437	937495	950812	982282
606093	712010	760044	785390	793041	805239	871002	900491	907356	921455	939532	950900	982571
606185	727033	760059	785398	794239	805275	871347	900642	907471	921487	940181	950970	985092
606451	727063	760567	785409	794311	805290	871461	900710	907729	921741	940195	950983	992719
606504	727077	760569	785417	794334	805456	871621	900985	910327	921822	940296	951024	995238
606767	730080	760717	785419	794413	805542	875006	901066	910383	921858	940320	951693	995463
607412	730216	761143	785437	794446	805544	875012	901103	910426	921951	940461	951826	995499
607567	730456	761363	785464	797017	806092	875013	901200	911083	921978	940474	952217	995880
607653	730475	761663	785482	799162	806184	891201	901283	911249	921984	940779	954166	995910
607680	731368	761700	785487	<b>801049</b>	806196	891277	901302	911296	922139	940945	954461	997142
607812	735083	761875	785491	801331	806201	891372	901581	912233	922285	941068	954473	997211
607844	740266	762030	785507	802011	816250	891420	901600	913458	922315	941094	958683	997245
608288	740316	762031	785511	802034	816351	891434	901665	913526	924578	941119	958975	998338
608308	741063	762047	785513	802037	820210	891441	901688	913806	924595	941146	967174	
627116	741206	763151	785526	802055	820814	891456	901824	914042	924651	941151	967332	
631141	744040	764023	785531	802097	832031	891511	902006	914159	924687	941388	968296	
631278	747035	767587	785538	802121	833404	891532	902120	914297	925039	941401	968500	
631549	750106	769528	785707	802145	836006	891557	902146	914918	925171	941504	968573	
631577	750214	770169	785708	802235	837148	891783	902290	915418	926199	941514	968700	

— Product Information Requirements, Product Development, 6-9-05

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

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

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

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

010 504 1932 to	1999	043 205 5922 to	5999	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	<b>380 093 9600 to</b>	<b>9699</b>	399 792 7775 to	7799
014 972 0800 to	0899	048 396 3647 to	3699	380 165 1165 to	1199	399 792 8300 to	8399
015 363 0065 to	0099	<b>051 774 8857 to</b>	<b>8899</b>	381 325 4500 to	4599	<b>400 427 1051 to</b>	<b>1999</b>
017 028 3200 to	3299	051 781 2875 to	2885	381 604 2510 to	2699	401 045 1505 to	1549
018 569 5333 to	5399	057 670 0563 to	0599	381 645 9525 to	9599	401 045 1571 to	1599
018 986 5264 to	5299	058 187 3836 to	3899	383 314 3968 to	3999	401 294 2700 to	2799
019 518 2814 to	2899	058 591 1153 to	1299	383 892 1000 to	1344	401 310 9505 to	9599
<b>020 698 5159 to</b>	<b>5199</b>	058 895 3746 to	3799	383 892 1382 to	1399	401 382 5312 to	5399
020 844 7307 to	7399	059 986 0814 to	0899	384 925 3641 to	3654	402 578 7876 to	7899
020 972 8948 to	8999	<b>060 406 7650 to</b>	<b>7699</b>	385 568 2331 to	2399	403 125 6744 to	6799
022 021 9110 to	9181	064 091 4500 to	4599	385 599 7554 to	7575	403 260 7000 to	7499
022 037 1411 to	1499	065 392 6345 to	6399	385 774 2024 to	2099	403 280 6470 to	6499
022 527 9201 to	9210	066 099 2014 to	2099	386 624 1412 to	1599	403 685 8600 to	8699
023 637 7169 to	7199	066 648 2880 to	2899	386 883 8936 to	8999	404 003 0300 to	0399
024 380 4100 to	4199	066 787 3639 to	3699	387 314 5574 to	5599	404 041 8838 to	8899
024 496 6870 to	6896	066 845 7500 to	9999	387 837 6300 to	6399	404 071 4268 to	4299
025 092 0987 to	0999	067 093 3869 to	3899	388 828 0656 to	0699	404 347 5356 to	5399
025 369 5535 to	5599	067 324 9756 to	9799	389 696 2400 to	2799	404 347 5548 to	5599
025 729 1151 to	1199	068 895 0334 to	0399	389 846 3104 to	3135	404 726 4500 to	4599
025 729 1643 to	1799	<b>070 724 4488 to</b>	<b>4499</b>	389 846 3145 to	3195	404 961 5001 to	5199
026 492 3180 to	3199	070 841 9181 to	9199	389 887 9211 to	9230	405 325 0188 to	0198
027 361 0430 to	0499	070 844 2546 to	2599	389 887 9234 to	9299	406 009 4587 to	4599
027 369 4482 to	4495	071 179 9800 to	9899	<b>390 001 3182 to</b>	<b>3199</b>	406 260 6830 to	6899
027 671 8762 to	8776	071 386 3682 to	3699	390 001 3500 to	3699	406 459 6641 to	6999
027 787 9886 to	9899	072 045 9641 to	9699	390 545 5974 to	5999	406 733 3000 to	3999
027 965 9487 to	9499	072 675 8287 to	8299	391 104 6146 to	6199	407 545 1557 to	1599
028 191 1852 to	1999	077 617 5481 to	5499	391 574 1466 to	1499	407 594 0412 to	0599
028 850 3000 to	3199	077 999 4001 to	4090	391 783 3020 to	3599	407 692 9100 to	9299
029 510 1500 to	1599	078 250 4756 to	4799	391 792 6100 to	6199	407 959 2190 to	2199
<b>030 687 0903 to</b>	<b>0999</b>	079 807 2342 to	2399	392 668 2956 to	2999	408 265 2275 to	2288
030 701 3442 to	3499	<b>210 221 0548 to</b>	<b>0599</b>	392 854 8500 to	8899	408 499 7700 to	7799
031 077 4507 to	4799	<b>227 275 9400 to</b>	<b>9999</b>	393 584 7566 to	7699	408 499 7900 to	7999
032 295 7500 to	9999	<b>273 070 8059 to</b>	<b>8099</b>	393 650 0074 to	0099	408 682 8484 to	8599
034 394 1000 to	1099	273 775 7700 to	7899	393 838 8316 to	8499	408 698 7015 to	7099
034 943 0400 to	0799	<b>302 000 0000 to</b>	<b>9999</b>	393 893 6007 to	6099	409 072 3941 to	3999
035 035 4337 to	4399	<b>349 746 2056 to</b>	<b>2099</b>	394 126 6907 to	6999	<b>410 491 2311 to</b>	<b>2399</b>
037 706 9578 to	9599	<b>350 518 7350 to</b>	<b>7374</b>	394 189 0405 to	0599	410 694 8400 to	8599
037 805 3677 to	3699	<b>360 011 1690 to</b>	<b>1699</b>	394 822 3243 to	3278	410 775 1500 to	1599
037 909 5490 to	5499	360 168 6008 to	6099	394 990 1810 to	1899	410 795 7927 to	7999
<b>040 024 3901 to</b>	<b>3999</b>	360 173 8800 to	8899	395 343 3264 to	3299	410 867 0917 to	0966
040 674 7100 to	7199	360 324 2326 to	2399	395 373 3035 to	3099	410 867 0970 to	0999
040 688 8816 to	8899	362 861 3064 to	3099	395 396 9649 to	9799	411 868 1023 to	1199
041 299 6752 to	6799	<b>373 006 2176 to</b>	<b>2199</b>	395 970 3240 to	3299	411 922 2322 to	2399
041 623 8889 to	8899	374 768 2600 to	2699	397 622 4054 to	4099	412 193 0900 to	0999
041 803 6565 to	6599	375 169 4400 to	4599	397 819 8902 to	8999	412 395 8599 to	8699

412 485 6500 to	6599	432 995 9775 to	9799	455 476 0676 to	0699	472 987 0213 to	0241
412 485 6610 to	6699	433 003 5800 to	5899	455 543 0618 to	0699	472 987 0290 to	0299
412 885 5953 to	5999	433 757 3047 to	3099	456 410 9006 to	9099	473 151 2069 to	2199
414 193 3608 to	3674	433 765 4003 to	4099	456 470 4146 to	4299	473 666 9138 to	9199
414 193 3677 to	3699	434 482 7060 to	7199	456 619 4460 to	4499	473 952 3429 to	3499
414 411 7348 to	7399	434 513 2386 to	2399	457 333 2686 to	2699	474 108 5402 to	5499
414 640 0757 to	0799	434 968 3076 to	3092	457 729 1767 to	1777	474 356 5193 to	5299
414 965 1727 to	1799	435 303 1831 to	1842	457 937 8615 to	8699	474 949 3366 to	3399
417 302 8104 to	8199	435 303 1986 to	1999	458 028 9810 to	9899	475 134 9362 to	9399
417 387 6532 to	6599	435 666 6092 to	6399	458 057 2712 to	2999	475 167 9667 to	9699
417 496 6800 to	6999	436 082 6400 to	6899	458 069 9537 to	9599	475 319 3415 to	3499
417 871 9250 to	9299	436 160 6441 to	6499	458 069 9665 to	9699	475 319 3649 to	3799
417 930 9533 to	9599	437 316 7115 to	7199	458 337 5222 to	5299	475 340 6400 to	6599
418 164 6500 to	6799	437 427 0500 to	3499	458 354 7653 to	7999	475 424 8410 to	8499
418 423 9863 to	9899	439 179 2300 to	2399	458 671 8678 to	8699	475 629 9156 to	9199
418 633 5922 to	5999	439 310 0458 to	0499	458 671 8721 to	8798	475 850 6101 to	6199
418 719 8520 to	8599	<b>440 698 1947 to</b>	<b>1999</b>	458 847 5044 to	5999	475 875 2500 to	2599
418 744 2235 to	2299	440 858 6300 to	6399	459 274 7624 to	7699	476 169 8264 to	8299
418 962 2848 to	2899	440 858 6420 to	7299	459 365 5432 to	5499	476 189 3000 to	3499
419 543 0286 to	0299	441 199 1655 to	1699	459 378 5764 to	5799	476 331 2480 to	2499
419 730 0300 to	0399	443 127 3648 to	3699	459 472 4816 to	4999	477 289 8601 to	8699
<b>420 277 0015 to</b>	<b>0049</b>	443 127 4000 to	4099	<b>460 349 6878 to</b>	<b>6899</b>	477 681 5206 to	5299
420 599 0734 to	0798	443 673 7900 to	7999	460 550 1909 to	1999	478 010 4243 to	4268
420 661 4115 to	4199	443 800 9335 to	9399	460 997 5234 to	5299	478 010 4270 to	4291
420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499	478 450 5071 to	5099
420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299	478 469 7838 to	7858
420 969 3973 to	3999	444 457 3854 to	3899	462 274 1072 to	1099	478 469 7883 to	7899
421 116 3565 to	3599	<b>450 048 4173 to</b>	<b>4199</b>	462 277 8373 to	8399	479 280 9800 to	9899
421 130 9300 to	9399	450 048 4442 to	4699	462 554 6051 to	6099	479 365 9116 to	9176
421 313 4500 to	4999	450 560 5173 to	5199	463 011 5529 to	5540	479 412 9900 to	9999
421 364 5537 to	5599	450 620 3077 to	3099	463 176 4115 to	4199	479 667 6190 to	6199
421 656 2609 to	2699	450 620 3135 to	3199	463 176 4229 to	4299	479 748 9680 to	9699
421 988 9700 to	9799	450 780 2716 to	2799	463 185 2600 to	2799	479 860 7000 to	7199
422 172 4667 to	4699	450 801 2700 to	2799	463 227 7711 to	7799	<b>480 526 2000 to</b>	<b>2099</b>
422 484 4212 to	4299	451 109 2967 to	2984	463 414 4869 to	4899	480 640 6330 to	6399
422 556 1270 to	1299	451 115 4110 to	4125	463 808 3484 to	3499	480 658 0568 to	0599
422 587 7024 to	7099	451 115 4127 to	4199	463 945 7400 to	7899	480 689 5100 to	5199
422 819 7533 to	7599	451 746 0700 to	0799	464 629 9000 to	9399	481 072 9463 to	9499
422 842 5073 to	5087	452 265 0074 to	0099	464 711 4332 to	4399	481 673 0074 to	0095
422 907 7563 to	7599	452 265 0246 to	0299	465 692 3963 to	3999	482 527 1500 to	1599
424 500 6050 to	6099	452 265 0335 to	0999	465 698 8300 to	8599	482 541 5255 to	5299
424 641 8500 to	8599	452 509 1169 to	1199	465 743 7745 to	7799	482 729 6800 to	6899
424 871 6600 to	6699	452 855 6471 to	6499	466 798 6056 to	6067	483 363 7207 to	7299
425 298 2352 to	2399	452 890 4679 to	4799	467 147 4300 to	4399	483 402 2356 to	2399
425 418 4269 to	4299	452 900 8215 to	8238	468 079 5782 to	5799	483 486 5100 to	5199
425 418 4405 to	4499	453 117 9146 to	9199	469 067 2817 to	2899	483 632 1521 to	1599
426 547 4566 to	4599	453 334 3631 to	3699	469 127 8000 to	8199	483 632 2600 to	2799
427 412 6337 to	6499	453 603 7841 to	7891	469 213 0359 to	0399	483 849 1615 to	1699
427 481 0900 to	0999	453 650 1140 to	1199	469 213 0500 to	0599	484 174 4803 to	5299
428 027 2742 to	2752	453 741 1300 to	1399	469 561 8011 to	8099	484 323 8900 to	9199
429 474 4172 to	4199	454 013 2919 to	2999	469 658 1961 to	1999	484 680 5000 to	5038
429 889 2900 to	2999	454 186 2411 to	2499	469 666 9900 to	9999	484 680 5040 to	5074
<b>430 150 4401 to</b>	<b>4599</b>	454 268 4883 to	4899	469 678 1900 to	1999	484 680 5077 to	5099
430 172 9800 to	9899	454 302 5400 to	5499	469 781 4900 to	4999	485 029 4913 to	4999
430 177 1900 to	2099	454 490 8300 to	8399	469 947 6960 to	6999	486 176 0600 to	0699
430 444 9500 to	9699	454 547 7434 to	7499	<b>470 755 5800 to</b>	<b>5818</b>	486 559 7555 to	7599
430 664 4070 to	4099	454 922 4867 to	4895	471 918 0300 to	0999	486 696 3023 to	3199
432 168 8419 to	8499	455 221 1348 to	1499	471 985 2408 to	2419	488 173 7900 to	7999
432 708 6800 to	6999	455 364 2147 to	2199	472 191 6700 to	6799	488 206 4100 to	4199
432 744 1544 to	1599	455 399 5400 to	5499	472 270 2555 to	2599	488 226 0200 to	0299

488 709 3906 to 3999	605 520 9037 to 9099	627 005 3938 to 3999	644 380 1460 to 1499
488 855 8359 to 8399	605 685 4010 to 4099	627 384 3907 to 4099	644 733 4715 to 4799
489 181 8963 to 8999	605 988 6467 to 6499	627 496 7549 to 7599	644 900 9712 to 9799
489 223 2000 to 2099	607 689 7951 to 7960	627 708 3605 to 3699	644 901 0109 to 1299
489 311 1930 to 1999	607 728 1276 to 1299	627 776 2500 to 2599	644 901 1325 to 1399
489 318 6200 to 6300	608 727 7100 to 7199	628 226 3100 to 3199	644 923 6800 to 7799
489 384 0027 to 0099	608 727 7273 to 7599	628 814 4702 to 4799	644 932 4655 to 4699
489 427 0658 to 0899	608 813 9950 to 9999	628 851 9689 to 9699	645 318 7240 to 7499
489 997 5252 to 5299	609 067 5325 to 5399	629 510 7200 to 7299	645 333 1766 to 1799
<b>490 669 5850 to 6099</b>	609 067 5488 to 5499	629 964 4200 to 4294	645 790 8632 to 8699
490 717 7080 to 7099	609 067 5600 to 5699	<b>630 389 3056 to 3071</b>	645 821 0657 to 0699
490 721 6000 to 6099	609 289 6123 to 6199	630 463 0588 to 0599	645 930 7948 to 7999
490 793 1500 to 2099	609 438 4400 to 4499	631 459 9117 to 9199	645 975 0737 to 0762
490 886 8171 to 8199	609 493 1100 to 1199	631 762 9325 to 9399	646 242 6200 to 6299
490 977 9221 to 9240	609 766 8091 to 8999	632 217 4933 to 4999	646 270 7639 to 7799
491 258 8100 to 9099	609 825 4100 to 4115	632 500 0000 to 599 9999	646 798 4000 to 4999
491 567 1376 to 1399	609 884 2981 to 2999	633 110 4165 to 4199	647 048 7035 to 7099
492 254 4800 to 4899	609 893 1000 to 1099	633 110 4303 to 4499	647 049 2900 to 2999
492 283 5100 to 5199	<b>610 092 3200 to 3299</b>	633 438 6429 to 6599	647 398 8300 to 8399
492 610 6813 to 6899	610 582 4200 to 4299	633 588 7173 to 7182	647 398 8481 to 8499
493 394 5568 to 5599	611 879 6939 to 6999	634 725 0700 to 0799	647 437 3000 to 4999
493 470 2562 to 2599	612 291 8013 to 8099	634 803 3239 to 3299	647 811 2188 to 2199
493 473 7700 to 7799	612 751 5171 to 5199	634 807 2474 to 2499	648 009 6057 to 6099
493 716 2153 to 2199	612 751 5226 to 5299	634 827 5900 to 5999	648 163 5300 to 5499
494 206 2972 to 2999	612 751 6083 to 6099	634 886 3428 to 3499	648 722 5283 to 5299
494 217 3446 to 3999	612 751 6268 to 6299	635 559 3449 to 3499	648 892 3164 to 3199
494 224 0500 to 0599	612 751 6572 to 6599	636 289 6214 to 6299	649 100 3989 to 3999
495 145 0600 to 0699	612 774 2111 to 2199	636 634 8007 to 8042	649 647 0370 to 0399
496 209 7425 to 7499	612 774 2254 to 2299	637 150 1200 to 1299	649 647 0522 to 0599
496 213 8728 to 8799	612 774 2500 to 2599	637 562 5828 to 5899	649 647 5237 to 5399
496 474 5226 to 5248	614 469 0979 to 0999	638 042 1647 to 1699	649 647 9100 to 9299
497 053 8517 to 8699	614 474 3000 to 3099	638 049 4984 to 4999	649 666 7800 to 8299
497 854 8673 to 8699	614 521 3490 to 3499	638 318 1115 to 1199	<b>650 114 7707 to 7719</b>
498 449 8888 to 8899	614 645 1800 to 1899	638 318 1453 to 1499	650 130 3400 to 3599
498 929 8285 to 8499	614 832 1100 to 2099	638 885 0000 to 0299	650 213 0406 to 0499
498 936 5310 to 5399	615 017 7505 to 7599	638 903 4362 to 4373	650 555 1749 to 1799
499 016 5425 to 5499	617 711 6609 to 6699	639 415 1929 to 1999	650 564 1900 to 1999
499 440 8575 to 8899	617 760 5266 to 5299	639 415 2019 to 2099	650 627 4212 to 4299
499 731 6717 to 6799	617 813 3601 to 3699	639 420 6200 to 6299	650 736 2043 to 2099
<b>500 064 1858 to 1869</b>	618 840 9200 to 9299	639 469 3517 to 3799	650 739 1540 to 1699
500 070 5725 to 7799	619 551 7229 to 7299	639 605 2143 to 2199	651 741 4415 to 4499
<b>600 645 3223 to 3299</b>	619 859 3000 to 3099	639 657 8600 to 8799	651 882 2800 to 2899
601 339 1200 to 1399	<b>620 073 9400 to 9499</b>	<b>640 289 7500 to 7599</b>	652 754 6317 to 6399
601 653 5884 to 5899	621 614 7907 to 7930	640 289 7700 to 7999	653 131 4945 to 4999
601 661 7700 to 7799	621 614 7932 to 7999	641 170 4420 to 4499	653 426 3300 to 3399
601 682 5343 to 5399	621 648 8021 to 8199	641 318 3133 to 3199	653 455 4874 to 4899
601 928 1600 to 1699	621 648 8500 to 8599	641 378 6500 to 6999	654 238 0000 to 0399
602 512 2972 to 2999	621 904 8351 to 8599	641 383 8739 to 8799	654 404 3065 to 3092
602 555 2400 to 2799	621 916 1978 to 1989	641 877 3187 to 3299	654 962 2900 to 3199
602 829 7061 to 7099	622 989 8032 to 8099	641 877 3310 to 3399	655 103 5081 to 5199
603 483 9572 to 9599	623 076 9300 to 9399	642 355 8094 to 8199	655 523 2600 to 2999
603 490 7200 to 7299	623 819 5006 to 5099	642 355 8308 to 8999	656 305 2448 to 2499
603 678 7100 to 7199	623 895 8200 to 8399	642 900 0018 to 0099	657 347 4438 to 4999
603 678 7662 to 7699	623 917 0000 to 0099	643 030 6254 to 6299	657 710 8100 to 8999
603 678 7902 to 7999	623 917 0200 to 0299	644 066 0882 to 0899	657 780 0985 to 0999
603 678 8418 to 8499	624 468 5288 to 5299	644 069 0600 to 0699	658 586 1400 to 1499
603 678 8700 to 9999	624 665 3162 to 3198	644 077 7506 to 7699	658 877 8000 to 8199
604 086 0880 to 0899	625 088 6735 to 6799	644 085 8157 to 8199	658 880 8000 to 8199
604 349 1414 to 1499	625 916 9500 to 9799	644 112 9839 to 9899	659 398 7300 to 7399
604 503 7776 to 7799	625 968 8956 to 8999	644 373 9083 to 9099	659 706 8113 to 8199

659 846 7837 to	7899	685 154 7780 to	7789	701 578 7475 to	7499	834 354 8824 to	8838
<b>660 510 4100 to</b>	<b>4199</b>	685 297 7645 to	7699	701 601 3457 to	3499	835 269 5700 to	5799
660 673 0400 to	0599	685 623 5264 to	5299	701 605 5913 to	5999	835 496 7303 to	7399
661 488 5000 to	5099	685 650 9487 to	9499	701 695 3982 to	3999	835 539 5200 to	5999
661 609 9100 to	9199	685 669 4200 to	4299	701 695 4148 to	4199	835 813 3015 to	3099
661 716 9420 to	9499	685 757 8452 to	8499	701 695 4227 to	4299	837 672 8967 to	8999
661 906 6522 to	6599	686 071 2694 to	2799	701 708 1741 to	1799	837 784 3282 to	3299
662 021 8332 to	8399	686 176 3333 to	3354	701 736 3966 to	3999	838 176 8377 to	8399
662 068 0700 to	0899	686 372 3200 to	3299	701 838 2800 to	2899	838 518 1257 to	1299
662 553 0774 to	0799	686 644 5879 to	5899	701 941 0600 to	0699	839 718 8257 to	8299
663 078 7034 to	7099	686 899 1371 to	1399	702 171 1603 to	1699	<b>840 323 0600 to</b>	<b>0699</b>
663 763 5300 to	5399	686 931 7636 to	7699	702 195 5109 to	5199	840 875 6235 to	6299
663 883 7039 to	7499	687 601 0973 to	0999	702 254 9300 to	9399	840 910 0900 to	0999
663 938 9200 to	9299	687 614 6774 to	6799	702 264 7569 to	7599	841 349 5000 to	5099
664 253 8000 to	8499	688 120 9000 to	9999	702 519 0513 to	0524	841 805 7747 to	7899
664 656 3055 to	3099	688 314 3107 to	3191	702 713 1800 to	1809	841 805 7944 to	8099
665 174 6400 to	6499	<b>690 291 1361 to</b>	<b>1371</b>	702 821 5730 to	5799	842 226 0685 to	0695
665 274 8208 to	8299	690 788 2877 to	2899	702 821 5805 to	5899	842 685 4600 to	4699
665 669 5400 to	5499	690 893 5344 to	5399	702 844 6975 to	6994	842 685 4742 to	4999
666 132 8226 to	8299	690 893 5512 to	5599	702 846 6331 to	6399	842 860 0300 to	0399
666 696 2209 to	2299	690 904 1300 to	1599	702 848 3900 to	3999	842 898 5582 to	5599
666 696 2309 to	2399	690 941 6000 to	6199	702 857 7302 to	7499	843 062 7100 to	7199
667 032 9300 to	9399	691 313 6383 to	6399	702 878 0114 to	0199	843 077 6288 to	6299
667 729 5529 to	5599	691 313 6600 to	6699	703 364 1707 to	1799	843 077 6378 to	6399
668 383 8400 to	8699	691 582 8003 to	8099	<b>740 002 7710 to</b>	<b>7719</b>	843 758 5769 to	5778
<b>670 368 3400 to</b>	<b>3499</b>	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
670 750 7169 to	7199	692 727 9362 to	9399	740 374 7416 to	7499	845 727 2100 to	2199
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
671 926 5600 to	5799	693 249 0877 to	1699	740 535 1555 to	1580	846 918 0572 to	0599
672 444 2000 to	2999	693 445 0566 to	0999	740 701 6105 to	6114	847 237 7690 to	7699
672 828 3410 to	3499	693 448 8500 to	8999	740 705 9790 to	9799	847 284 2481 to	2499
673 167 5776 to	5799	693 645 9583 to	9599	740 726 6400 to	6500	847 374 7055 to	7065
675 464 3700 to	3799	693 965 4200 to	4299	740 765 3306 to	3399	847 374 7055 to	7065
675 464 4000 to	4199	695 741 2906 to	2999	740 774 8434 to	8499	847 636 5304 to	5399
676 365 5958 to	5999	695 947 8518 to	8599	740 917 7490 to	7499	847 700 5447 to	5499
676 669 1024 to	1099	696 662 8247 to	8299	<b>805 885 8411 to</b>	<b>8499</b>	847 723 7500 to	7599
677 126 6734 to	6799	697 447 8285 to	8296	806 087 1100 to	1499	849 485 3427 to	3499
677 333 9979 to	9999	698 042 4816 to	4899	806 268 9275 to	9299	849 520 9850 to	9899
677 466 1088 to	1099	698 131 2138 to	2157	806 534 3400 to	3477	849 608 1357 to	1399
678 071 4500 to	4799	698 227 0000 to	0099	807 342 3283 to	3399	849 792 2600 to	2699
678 096 7531 to	7599	<b>700 065 2570 to</b>	<b>2599</b>	808 086 7100 to	7199	<b>850 546 1862 to</b>	<b>1899</b>
679 909 2578 to	2599	700 065 4800 to	4899	808 090 3440 to	3499	851 143 6826 to	6844
<b>680 112 9565 to</b>	<b>9599</b>	700 190 3350 to	3359	808 325 5161 to	5699	851 209 9880 to	9899
680 244 0903 to	0999	700 228 6048 to	6099	808 784 8000 to	8299	851 928 9221 to	9299
680 412 6046 to	6099	700 650 0452 to	0499	<b>830 125 0672 to</b>	<b>0699</b>	852 589 6560 to	6599
680 761 6800 to	6899	700 666 1323 to	1349	830 602 5800 to	5999	853 049 3646 to	3699
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 0842	to	0899
858 756 3111	to	3299	870 536 5820	to	5829	909 100 1900	to	2099	917 216 2928	to	2999
859 063 8200	to	8699	870 541 7167	to	7239	909 355 0422	to	0499	917 370 6300	to	6499
859 190 0600	to	0644	870 575 8155	to	8999	909 568 8900	to	9099	917 486 4900	to	4999
859 437 5538	to	5599	870 589 0485	to	0494	909 568 9300	to	9499	918 460 0602	to	0699
859 811 2888	to	2899	870 691 7060	to	7099	909 725 7307	to	7399	918 492 5200	to	5399
859 855 8873	to	8999	872 029 9306	to	9399	909 833 0947	to	0999	918 951 7231	to	7299
<b>860 240 8520</b>	<b>to</b>	<b>8599</b>	872 100 0445	to	0459	<b>910 219 8631</b>	<b>to</b>	<b>8699</b>	919 519 2786	to	2799
860 275 3900	to	3999	<b>900 556 4178</b>	<b>to</b>	<b>4199</b>	910 265 1100	to	1199	919 536 0770	to	0799
860 518 9629	to	9699	900 845 0044	to	0099	910 471 7273	to	7299	919 814 3095	to	3199
860 600 0021	to	0999	900 936 0217	to	0299	910 536 2505	to	2599	919 915 2774	to	2787
861 158 2350	to	2599	900 936 0435	to	0499	910 958 7499	to	7599	<b>920 155 4662</b>	<b>to</b>	<b>4687</b>
861 367 5400	to	5499	901 058 5255	to	5280	911 140 1000	to	2199	920 309 9039	to	9199
861 637 6010	to	6099	901 273 1082	to	1099	911 245 2545	to	2599	920 771 5321	to	5399
861 979 7292	to	7499	901 287 5143	to	5199	911 268 9077	to	9099	920 857 5500	to	5899
862 216 6100	to	6199	901 291 2789	to	2799	911 400 8948	to	8999	920 864 3480	to	3499
862 263 9213	to	9299	901 525 7122	to	7199	911 508 1620	to	1799	920 963 4567	to	4599
862 271 0800	to	0999	902 089 1253	to	1299	911 509 9310	to	9399	921 333 7400	to	7499
862 271 5000	to	5099	902 198 9769	to	9799	911 523 3000	to	3999	921 477 3762	to	3799
863 871 5138	to	5199	902 948 1269	to	1299	912 057 9922	to	9999	922 278 1048	to	1399
863 949 5300	to	5399	902 985 0833	to	0899	912 882 0563	to	0899	922 280 2019	to	2099
864 088 8200	to	8299	903 370 6934	to	6999	913 605 2218	to	2299	922 280 2233	to	2299
864 426 3972	to	3999	904 600 6523	to	6599	913 709 2429	to	2499	922 773 0459	to	0499
864 520 6117	to	6136	904 892 0378	to	0399	913 818 3501	to	3999	923 032 7000	to	7399
865 151 0526	to	0599	904 892 0648	to	1299	914 063 4300	to	4399	923 045 3630	to	3699
865 500 4034	to	4099	905 056 2216	to	2299	914 346 7621	to	7644	923 493 9403	to	9599
865 883 6082	to	6099	905 510 6647	to	6799	914 453 1366	to	1399	923 493 9681	to	9699
866 004 3000	to	3999	905 510 6900	to	7099	914 529 6185	to	6299	923 810 7800	to	8299
866 442 4100	to	4899	905 794 0000	to	0199	914 896 4658	to	4699	924 252 1200	to	1299
867 366 9108	to	9118	905 794 0288	to	0299	915 187 8774	to	8779	924 252 1400	to	1499
867 633 7403	to	7499	905 873 6900	to	6999	915 300 2783	to	2799	924 533 2343	to	2399
867 737 5623	to	5699	905 873 7100	to	7299	915 546 6822	to	6999	924 533 2428	to	2499
868 169 4529	to	4599	905 880 8900	to	8999	915 671 3963	to	3980	924 685 1957	to	1999
868 173 8400	to	8599	905 889 7100	to	7199	915 671 3982	to	3999	925 333 5900	to	6099
868 514 9000	to	9099	906 158 1508	to	1599	915 675 2217	to	2299	925 336 2300	to	2399
868 566 9200	to	9299	906 558 8812	to	8899	916 440 3377	to	3399	926 432 5907	to	5999
869 387 1150	to	1199	906 982 2214	to	2299	916 670 6352	to	6399	926 436 3600	to	3699
869 505 3500	to	3599	907 725 8500	to	8599	916 682 5300	to	5399			
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			
<b>870 054 4814</b>	<b>to</b>	<b>4899</b>	908 936 9254	to	9299	917 089 0709	to	0799			

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,  
Postal Inspection Service, 6-9-05

## Missing, Lost, or Stolen Canadian Money Order Forms

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

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

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

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

751 541 311	to	1 790	759 740 941	to	1 090	766 509 421	to	9 660	792 070 621	to	0 740
751 757 641	to	7 700	<b>760 004 596</b>	<b>to</b>	<b>4 610</b>	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	<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	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	773 348 739	to	8 940	799 854 751	to	5 200
757 240 591	to	0 650	765 042 517	to	2 540	773 575 891	to	5 950	773 852 971	to	3 030
757 277 371	to	7 700	765 194 728	to	4 970	<b>773 852 971</b>	<b>to</b>	<b>3 030</b>	<b>789 257 191</b>	<b>to</b>	<b>7 250</b>
757 291 591	to	2 730	765 387 365	to	7 450	<b>790 448 020</b>	<b>to</b>	<b>8 460</b>	790 211 901	to	2 440
757 964 251	to	4 280	765 541 801	to	2 100	790 597 485	to	7 530	800 427 530	to	7 540
758 067 001	to	7 090	765 638 461	to	8 970	790 911 883	to	1 900	800 872 741	to	2 830
758 105 221	to	5 250	765 647 101	to	7 190	791 057 441	to	7 550	801 349 801	to	9 830
758 324 941	to	5 000	765 813 781	to	4 029	791 239 081	to	9 290	801 676 681	to	7 100
758 593 628	to	3 650	765 879 314	to	9 390	791 374 483	to	4 500	802 967 821	to	7 940
758 709 038	to	9 060	765 954 001	to	4 030	791 387 971	to	8 030	803 217 601	to	7 780
758 744 101	to	4 160	766 120 286	to	0 320	791 447 521	to	7 850	803 729 731	to	9 850
758 850 883	to	0 900	766 125 716	to	5 750	791 451 151	to	1 240	803 747 402	to	7 520
758 860 951	to	1 550	766 158 824	to	8 840	791 500 009	to	0 470	804 138 181	to	8 420
759 152 851	to	2 880	766 388 433	to	8 460	791 500 009	to	0 470	804 682 411	to	2 710
						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			

## 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, 6-9-05*

## 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, 6-9-05*

### 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 09310	Close	Immediately	
APO AE 09373	Close	Immediately	
APO AE 09394	Close	Immediately	
APO AE 09809	Close	Immediately	
APO AE 09810	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R1-V-Z1
APO AE 09815	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09816	Activate	Immediately	A-A1-B-B1-B2-C-C1-D-F-I-L-M-N-Q-R-R1-T-V-Z-Z1
APO AE 09820	Activate	Immediately	A-A1-B-B1-B2-C-C1-D-F-I-L-M-N-Q-R-R1-T-V-Z-Z1

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

### APO/FPO Table

APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions
09003	A1-B-B1-C-D-P-U-V	09074	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09076	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V
09009	A1-B-B1-C-D-U	09080	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-U	09081	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09086	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09166	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U
09031	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U
09033	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U
09034	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U
09036	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09042	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09045	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09180	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09050	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09053	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09054	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09056	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09307	A1-B-B1-N-V-Z1
09058	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09059	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09213	A1-B-B1-C-D-U		
09060	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09131	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U		
09067	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09226	A1-B-B1-C-D-U		
09069	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09503	A1-B-V
09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09343	A-A1-B-B1-C-C1-D-F-F1-H-M-N-R-R1-V-Z1	09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09504	A1-B-V
09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09344	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09380	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09505	A1-B-V
09313	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09345	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09506	A1-B-V
09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09383	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09507	A1-B-V
09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09347	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09508	A1-B-V
09316	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09509	A1-B-V
09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09350	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	09510	A1-B-V
09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09352	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	09511	A1-B-V
09320	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	09389	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09517	A1-B-V
09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09521	A1-B-V
09322	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09355	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	09522	A1-B-V
09323	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09356	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	09524	A1-B-V
09324	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09357	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	09532	A1-B-V
09325	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	09396	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09534	A1-B-V
09326	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	09397	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	09360	A1-B-B1-V	09399	A-A1-B-B1-C-F-M-V-Z1	09543	A1-B-V
09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09361	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09409	A1-B-B1-C-C1-U-V	09545	A1-B-V
09329	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09362	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09420	A1-B-B1-C-C1-U	09549	A1-B-V
09330	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	09421	A1-B-B1-C-C1-U	09550	A1-B-V
09331	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	09447	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	09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09454	A1-B-B1-C-C1-U-V	09556	A1-B-V
09333	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	09456	A1-B-B1-C-C1-U	09557	A1-B-V
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09367	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09459	A1-B-B1-C-C1-U	09564	A1-B-V
09336	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09368	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09565	A1-B-V
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09371	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09463	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	09372	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09464	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	09374	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09466	A1-B-B1-C-C1-U	09568	A1-B-V
09340	A-A1-B-B1-C1-F-R-V	09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09569	A1-B-V
				09470	A1-B-B1-C-C1-U	09570	A1-B-V
				09494	A1-B-B1-C-C1-U	09573	A1-B-V
				09496	A1-B-B1-C-C1-U-V	09574	A1-B-V
				09498	A1-B-B1-C-C1-U	09575	A1-B-V
				09499	A1-B-B1-C-C1-U	09576	A1-B-V
				09501	A1-B-V	09577	A1-B-V
				09502	A1-B-V	09578	A1-B-V
						09579	A1-B-V
						09581	A1-B-V
						09582	A1-B-V
						09586	A1-B-V
						09587	A1-B-V
						09588	A1-B-V
						09589	A1-B-B1-V
						09590	A1-B-V
						09591	A1-B-V
						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

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09609	A1-B-B1-C-F-U	09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	<b>09815</b>	<b>A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1</b>	34002	A1-B-B1-N-U-Z1
09610	A1-B-B1-C-F-U			<b>09816</b>	<b>A-A1-B-B1-B2-C-C1-D-F-I-L-M-N-Q-R-R1-T-V-Z-Z1</b>	34006	A-A1-B-B1-C1-F1-N-V-Z1
09612	A1-B-B1-C-F-U	09728	A1-B-B1-C-F1-U-V			34007	A-A1-B-B1-C1-F1-V-Z1
09613	A1-B-B1-C-F-U-V	09729	A1-B-B1-N-U-V	09819	A-A1-B-F-P-V-Z1	34008	A-A1-B-B1-C1-F1-V-Z1
09617	A1-B-B1-C-F-U	09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	<b>09820</b>	<b>A-A1-B-B1-B2-C-C1-D-F-I-L-M-N-Q-R-R1-T-V-Z-Z1</b>	34019	A-B-M-N-V-Z1
09618	A1-B-B1-C-F-U			09821	A-A1-B-F-V-Z1	34020	A1-B-B1-M-N-V-Z1
09619	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	09822	A-A1-B-F-V-Z1	34021	A1-B-M-N-V-Z1
09620	A1-B-B1-C-F-U			09823	A-A1-B-F-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1
09621	A1-B-B1-C-F-U	09732	A1-B-B1-N-V-Z1	09824	A-A1-B-F-V-Z1	34023	A1-B-B1-M-N-V-Z1
09622	A1-B-B1-C-F-U	09733	A1-B-B1-V	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
09623	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			34025	A1-B-B1-F-N-U-V-Z1
09624	A1-B-B1-C-F-U			09827	A-A1-B-F-Z1	34030	A1-B-B1-M-N-V-Z1
09625	A1-B-B1-C-F-U	09735	A1-B-B1-N-V-Z1	09828	A1-B-N-V-Z1	34031	A1-B-B1-M-N-V-Z1
09626	A1-B-B1-C-F-U	09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09830	A1-B-B1-C-N-V-Z1	34032	A1-B-M-N-V-Z1
09627	A1-B-B1-C-F-U			09831	A1-B-B1-F-N-U-V-Z1	34033	A1-B-C-F-M-N-V-Z1
09628	A1-B-B1-C-F-F1-U-V	09737	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09832	A-B-B1-U1-V-Z1	34034	A1-B-B1-M-N-V-Z1
09630	A1-B-B1-C-F-U-V			09833	A1-B-B1-U1-V-Z1	34035	A1-B-B1-H-M-N-V-Z1
09631	A1-B-B1-C-F-U	09738	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09834	A1-B-B1-V-Z1	34036	A1-B-M-N-V-Z1
09636	A1-B-B1-C-F-U			09835	A-A1-B-B1-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1
09642	A1-B-B1-N-U	09739	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
09643	A1-B-B1-U			09837	A1-B-B1-V-Z1	34039	A1-B-N-V-Z1
09644	A1-B-B1-U	09777	A-A1-B-B1-C-E1-N	09838	A1-B-B1-V-Z1	34040	A1-B-V-Z1
09645	A1-B-U	09779	A-A1-B-B1-F-R-V	09839	A-A1-B-B1-U-V-Z1	34041	A1-B-B1-M-N-U-V-Z1
09647	A1-B-B1-N-U	09780	A-A1-B-B1-F-R-V	09840	A-A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1
09648	A1-B-B1-N-U-V-Z1	09788	A-A1-B-B1-F-R-V	09841	A-A1-B-B1-U-Z1	34043	A1-B-B1-D-F-M-N-V-Z1
09649	A1-B-B1-U	09789	A-A1-B-B1-F-R-V	09842	A-A1-B-B1-Z1	34050	A1-B-V
09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09790	A-A1-B-B1-C1-F-R-V	09843	A-A1-B-B1-U-V-Z1	34055	A1-B-N-V-Z1
09703	A1-B-B1-C-F1	09793	A-A1-B-B1-F-R-V	09844	A-A1-B-B1-U-V-Z1	34058	A1-B-B1-V-Z1
09704	A1-B-B1-C-D-V	09797	A1-B-B1-C-D-P-V	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34071	A1-B-I-M-N-V-Z
09705	A1-B-B1-U	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34076	A1-B-B1-F1-N-V-Z1
09706	A1-B-B1-C-N-U-V	09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34078	A1-B-B1-F1-N-V-Z1
09707	A1-B-B1-C-N-U-V	09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09856	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	34079	A1-B-B1-F1-N-V-Z1
09708	A1-B-B1	09804	A-A1-B-B1-F-Z1	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34090	A1-B-V
09709	A1-B-B1-F1	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09865	A-A1-B-B1-V-Z1	34091	A1-B-V
09710	A1-B-B1-C-C1-F1-M-R-R1-U	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09868	A-A1-B-B1-U-V-Z1	34092	A1-B-V
09711	A1-B-B1-F1-Z1	09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	34093	A1-B-V
09713	A1-B-B1-C-F1	<b>09810</b>	<b>A-A1-B-B1-C1-E2-F-H1-M-R1-V-Z1</b>	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34095	A1-B-V
09714	A1-B-B1-C-C1-F1-M-R-R1-U	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34098	A1-B-V
09715	A1-B-B1-F1	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09892	A-A1-B-B1-F-N-R-R1-V-Z1	34099	A1-B-V
09716	A1-B-B1-C-D-N-U-V	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96201	A-A1-B
09717	A1-B-B1-M-W					96202	A-A1-B1-U-V
09718	A1-B-B1-F-I-N-U-V					96203	A-A1-B
09719	A1-B-B1-C-F1-V					96204	A-A1-B-B1
09720	A1-B-B1-U-V					96205	A-A1-B-B1-U
09721	A1-B-B1-N-U-V-Z1					96206	A-A1-B-B1-U
09722	A1-B-B1-N-U-V-Z1					96207	A-A1-B-B1-V
09724	A1-B-B1-C-C1-F1-M-R-R1-U					96208	A-A1-B-B1-U
09725	A1-B-B1-C						
09726	A1-B-B1-N-U						

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96212	A-A1-B-B1-U	96338	A1-B-B1-M-W	96515	A1-B-B1-F	96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1
96213	A-A1-B-B1-U	96339	A1-B-B1-M-V-W	96517	A1-B-B1-F-U3-V	96614	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1
96214	A-A1-B-B1-U	96343	A1-B-B1-M-W	96518	A1-B-B1-V	96615	A1-B-V
96215	A-A1-B-B1-U-V	96347	A1-B-B1-F-F1-F2-M- W	96520	A1-B-F-U3-V	96616	A-A1-B-B1-V-Z1
96217	A-A1-B-B1-U-V	96348	A1-B-B1-F-F1-F2-M- W	96521	A1-B-F-N	96617	A1-B-V
96218	A-A1-B-B1-U	96349	A1-B-B1-F-F1-F2-M- W	96522	A1-B-F-N-U	96619	A1-B-V
96219	A-A1-B-B1-U-V	96350	A1-B-B1-F-F1-F2-M- W	96530	A-A1-B-B1-H-M-N-U- V	96620	A1-B-V
96220	A-A1-B-B1-U-V	96351	A1-B-B1-F-F1-F2-M- W	96531	A1-B-B1-H-M-U-V	96621	A1-B-V
96221	A-A1-B-B1-U-V	96352	A1-B-B1-F-F1-F2-M- W	96534	A-A1-B-F	96622	A1-B-V
96224	A-A1-B-B1-U	96353	A1-B-B1-F-F1-F2-M- W	96535	A-A1-B-B1-F-V	96623	A1-B-V
96251	A-A1-B-B1-U	96354	A1-B-B1-F-F1-F2-M- W	96536	A1-B-B1-V	96624	A1-B-V
96257	A-A1-B-B1-U	96355	A1-B-B1-F-F1-F2-M- W	96537	A1-B-B1-V	96628	A1-B-V
96258	A-A1-B-B1-U	96356	A1-B-B1-F-F1-F2-M- W	96538	A1-B-B1-V	96629	A1-B-V
96259	A-A1-B-B1-U	96357	A1-B-B1-M-V-W	96540	A1-B-B1-V	96634	A1-B-V
96260	A-A1-B-B1-U	96358	A1-B-B1-L-M-W	96541	A1-B-B1-V	96635	A1-B-V
96262	A-A1-B-B1-U-V	96359	A1-B-B1-M-W	96542	A1-B-B1-V	96643	A1-B-V
96264	A-A1-B-B1-U	96360	A1-B-B1-F-F1-F2-M- W	96543	A1-B-B1-P-V	96657	A1-B-V
96266	A-A1-B-B1-U	96372	A1-B-B1-M-W	96544	A1-B-F-N-U3-V	96660	A1-B-V
96267	A-A1-B-B1-U-V	96373	A1-B-B1-M-W	96546	A1-B-F-U3	96661	A1-B-V
96269	A-A1-B-B1-U	96374	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U	96662	A1-B-V
96271	A-A1-B-B1-U	96375	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U	96663	A1-B-V
96275	A-A1-B-B1-V	96376	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U-V	96664	A1-B-V
96276	A-A1-B-B1	96377	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U	96665	A1-B-V
96278	A-A1-B-B1-U	96378	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U- V	96666	A1-B-V
96283	A-A1-B-B1-U	96379	A1-B-B1-M-W	96554	A-A1-B-B1-H-M-U	96667	A1-B-V
96284	A-A1-B-B1-U-V	96384	A1-B-B1-M-W	96555	A1-B-B1-F-M-V	96668	A1-B-V
96297	A-A1-B-B1-U	96386	A1-B-B1-M-W	96557	A1-B-B1-F-M-V	96669	A1-B-V
96306	A1-B-B1-F-F1-F2-M- W	96387	A1-B-B1-M-W	96595	A1-B-B1-V	96670	A1-B-V
96309	A1-B-B1-M-V-W	96388	A1-B-B1-M-W	96598	A1-B-B1-V	96671	A1-B-V
96310	A1-B-B1-M-W	96401	A1-B-B1-F-N-V-Z1	96599	A1-B-B1-V	96672	A1-B-V
96311	A1-B-B1-M-W	96424	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96601	A1-B-V	96673	A1-B-V
96313	A1-B-B1-F-F1-F2-M- W	96425	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96602	A1-B-V	96674	A1-B-V
96319	A1-B-B1-M-W	96426	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96603	A1-B-V	96675	A1-B-V
96321	A1-B-B1-F-F1-F2-M- W	96427	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96604	A1-B-V	96677	A1-B-V
96322	A1-B-B1-F-F1-F2-M- W	96490	A1-B-B1-V	96605	A1-B-O-V	96678	A1-B-V
96323	A1-B-B1-M-V-W	96507	A-A1-B-F-V	96606	A1-B-V	96679	A1-B-V
96326	A1-B-B1-M-W	96511	A1-B-B1-I-N-V	96607	A1-B-V	96681	A1-B-V
96328	A1-B-B1-M-W			96608	A1-B-V	96682	A1-B-V
96330	A1-B-B1-M-W			96609	A1-B-V	96683	A1-B-V
96336	A1-B-B1-M-V-W			96610	A1-B-V	96684	A1-B-V
96337	A1-B-B1-M-W			96611	A1-B-V	96686	A1-B-V
				96612	A1-B-V	96687	A1-B-V
						96698	A1-B-V



**RESTRICTIONS**

**LEGEND**

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

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

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

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

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

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

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

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

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

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

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

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

**D.** Coffee is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**N.** Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# SECURE YOUR MAIL WITH A PO BOX



**Ask about  
availability  
today**

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



June 2005

## Have You Seen Any of These Missing Children?

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



**Name:** Alejandra Vazquez  
 Born: 2-15-91  
 Date Missing: 4-28-05  
 Missing From: Mendota, CA



**Name:** Hector Rojas  
 Born: 11-3-91  
 Date Missing: 5-9-05  
 Missing From: Streamwood, IL



**Name:** Angela Kierna  
 Born: 12-28-87  
 Date Missing: 3-25-05  
 Missing From: Aurora, IL



**Name:** Ana Rios  
 Age progressed to 17 years  
 Born: 7-23-87  
 Date Missing: 10-26-01  
 Missing From: Springfield, MA



**Name:** Magali Rios  
 Age progressed to 15 years  
 Born: 1-11-89  
 Date Missing: 10-26-01  
 Missing From: Springfield, MA



**Name:** Shaborn Jackson  
 Born: 5-9-91  
 Date Missing: 7-25-04  
 Missing From: Mastic, NY

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

### Missing Children Poster Display Instructions

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

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

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

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

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

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

June 2005

## Have You Seen Any of These Missing Children?

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



**Name:** Thelma Gafford  
**Born:** 3-19-92  
**Date Missing:** 4-15-05  
**Missing From:** Chicago, IL



**Name:** Douglas Chapman  
**Age progressed to 35 years**  
**Born:** 2-5-68  
**Date Missing:** 6-2-71  
**Missing From:** Alfred, ME



**Name:** Schnee Bedford  
**Born:** 3-20-87  
**Date Missing:** 7-5-04  
**Missing From:** Central Point, OR



**Name:** Bonita Bickwit  
**Age progressed to 41 years**  
**Born:** 1-28-58  
**Date Missing:** 7-27-73  
**Missing From:** Narrowsburg, NY

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

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June 2005

## Have You Seen Any of These Missing Children?

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**Name:** Lamoine Allen  
Age progressed to 15 years  
Born: 7-23-89  
Date Missing: 5-10-92  
Missing From: Woodville, MS



**Name:** Shalyn Caraballo  
Born: 9-26-89  
Date Missing: 1-23-04  
Missing From: Bronx, NY



**Name:** Brandy Noble  
Age progressed to 17 years  
Born: 8-26-86  
Date Missing: 3-1-02  
Missing From: Amarillo, TX

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

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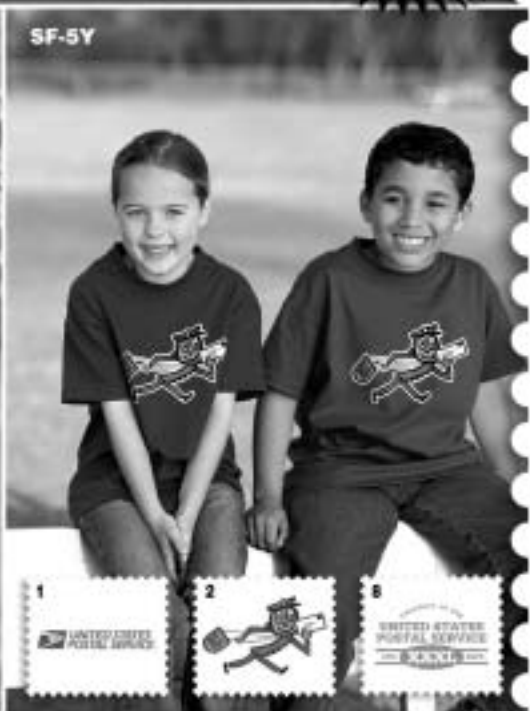


Promotion. Postal Service Official Licensed Products

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Highlander Logo Products.



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call **866-303-4594**  
fax **866-666-4525**  
e-mail **usps@hlp-golf.com**

- SF-5 Hanes Beely-T T-Shirt - Size: S-3XL. Colors: Ash, Black, Navy, Orange, White, Light Blue (logo 1, 2 or 8)\*\* **\$9.95**
- SF-5Y Hanes Beely-T Youth T-Shirt - Size: XS-L. Colors: Ash, Black, Navy, Orange, White (logo 1, 2 or 8)\*\* **\$9.95**
- SF-211 Port & Company Sandwich Bill Cap - Colors: Red/navy, Navy/white, Black/khaki (logo 1 or 2)\* **\$7.95**
- SF-222 Port Authority - Sportsman Hat - Colors: White, Black, Khaki, Green, Navy, Faded Denim (logo 1 or 2)\* **\$9.95**

\* Embroidered  
\*\* Screen printed

Plus Shipping  
& Handling

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

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

Promotion. Postal Service Official Licensed Products

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INVENTORY OVERSTOCK SALE!  
A Great Incentive Or Recognition Gift and Team  
Builder...Our #1 Business Portfolio



**Retractable Handle Execufolio.** Debossed USPS® logo, outside pockets, stitched bound-edge construction, Velcro® fastened removable 1.5" 3-ring binder, large gusseted interior pocket, zippered pocket, business card and credit card pockets, ID window, writing pad, pen loop, full-zip closure. **Reg. \$29.95 NOW ONLY \$19.95...**Additional Savings on full case packs, 8 pcs. per case. Call for pricing.



**America's #1 50/50 blend T-shirts by JERZEES.** Pre-shrunk 5.6 oz. cotton/poly blend, double-needle stitched with taped shoulders, hemmed sleeves and bottom. All tees include a full-front or left chest printed logo, left chest logo only on pocket tees.

**Colors:** Navy\*, Royal\*, Red\*, Black\*, Oxford Grey\*, Birch\*, White\*...plus **New Colors** Forest Green, Kelly Green, Maroon, Jade and Deep Purple!

**Sizes:** S thru 3XL. 4XL available (\*)

**Pocket tees are available in the following colors and sizes.**

**Colors:** Navy, Royal, Red, Black, Oxford Grey, Birch, White, Forest Green and Maroon.



#A973320 \$10.95



**Pricing Good Thru June 29**



**So plain tees aren't enough, eh!...**try some of our sporty ringer and 3/4 sleeve baseball tees by **Badger Sport**. These tees are 5.5 oz. 100% cotton, high-quality tees. The baseball tees feature a 3/4 length raglan sleeve in a contrasting color to the body and the ringer tees feature a contrasting neck and sleeve trim.

**Baseball Tee Colors:** Columbia Blue/Navy (shown); Oxford Grey with Navy or Black; White with Navy, Royal, Red or Black.

**Ringer Tee Colors:** Columbia Blue/Navy; Navy/Red; Red/Black; Oxford Grey/Navy and White with Navy, Royal or Red trim.

**Sizes:** S thru 4XL. Ringer tees S thru 3XL

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



\*Larger sizes please add: \$1.50 (2XL); \$2.00 (3XL); \$3.00 (4XL)

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**POSTALSTUFF, LLC**  
2699 HARRISON RD  
COLUMBUS OH 43204-3591  
614-276-9717 FAX 614-276-9726

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

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

# Philately

## Pictorial Postmarks Announcement

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

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





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

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

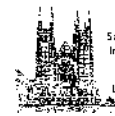
Customers wishing to obtain a postmark should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope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

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

The following postmarks have been extended for 30 days.

	<p>May 1, 2005  <i>Champaign County Preservation Alliance</i>                  MECHANICSBURG BICENTENNIAL RPO STATION                  POSTMASTER                  PO BOX 9998                  MECHANICSBURG OH 43044-9998</p>		<p>May 8, 2005  <i>Coalition of Asian Pacific Americans</i>                  ASIAN PACIFIC HERITAGE MONTH FESTIVAL                  CAPA STATION                  SPECIAL EVENTS JAF BLDG                  421 EIGHTH AVE RM 2029B                  NEW YORK NY 10199-9998</p>
	<p>May 1, 2005  <i>Champaign County Preservation Alliance</i>                  ST PARIS BICENTENNIAL RPO STATION                  POSTMASTER                  PO BOX 9998                  ST PARIS OH 43072-9998</p>		<p>May 21, 2005  <i>U.S. Postal Service</i>                  POSTMASTER                  112 S 5TH ST                  ST CHARLES MO 63301-9998</p>

The following postmark has been extended for 60 days.

	<p>May 21, 2005                  Basilica of Saints Peter and Paul Inauguration Station                  May 21 2005                  Lewiston, ME 04240</p> <p>May 21, 2005                  BASILICA OF SAINTS PETER AND PAUL INAUGURATION STATION                  POSTMASTER                  40 ASH ST                  LEWISTON ME 04240-9998</p>
---	---



June 18, 2005

U.S. Postal Service and Illinois National Road Show Committee

ILLINOIS NATIONAL ROAD FESTIVAL STATION  
POSTMASTER  
801 MAIN ST  
HIGHLAND IL 62249-9998

U.S. Postal Service and Illinois National Road Show Committee

ILLINOIS NATIONAL ROAD FESTIVAL STATION  
POSTMASTER  
205 S MAIN ST  
SMITHBORO IL 62284-9998

U.S. Postal Service and Illinois National Road Show Committee

ILLINOIS NATIONAL ROAD FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
MULBERRY GROVE IL 62262-9998

U.S. Postal Service and Illinois National Road Show Committee

ILLINOIS NATIONAL ROAD FESTIVAL STATION  
POSTMASTER  
515 EDWARDSVILLE RD  
TROY IL 62294-9998

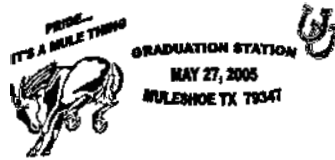
U.S. Postal Service and Illinois National Road Show Committee

ILLINOIS NATIONAL ROAD FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
ST JACOB IL 62281-9998



May 11, 2005

U.S. Postal Service  
FOOD DRIVE STATION  
POSTMASTER  
585 AVE FD ROOSEVELT STE  
223  
SAN JUAN PR 00936-9996



May 27, 2005

U.S. Postal Service  
GRADUATION STATION  
POSTMASTER  
221 E 3RD ST  
MULESHOE TX 79347-9998

Phillips Exeter Academy  
Class of 1945 Library Station  
\*\*\*\*\*  
Second Day Issue Ceremony  
\*\*\*\*\*  
Exeter New Hampshire 03833  
May 20, 2005

May 20, 2005

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



June 2-4, 2005

U.S. Postal Service  
LOBEX II 2005 STATION  
POSTMASTER  
PO BOX 140  
LONG BEACH CA 90801-0140



May 20-21, 2005

U.S. Postal Service  
FRANKLIN PARK RAILROAD  
DAZE STATION  
POSTMASTER  
9760 FRANKLIN AVE  
FRANKLIN PARK IL  
60131-9998



June 3-4, 2005

U.S. Postal Service  
NATIONAL COW CALLING  
STATION  
POSTMASTER  
116 S MAIN ST  
MIAMI TX 79059-9998



May 25, 2005

Estacada Area Historical  
Museum  
ESTACADA STATION  
POSTMASTER PHILATELIC  
SERVICES  
205 SW 2ND AVE  
ESTACADA OR 97023-9998



June 3-4, 2005

Pony Express West  
STATION  
POSTMASTER  
309 N OAK ST  
KERMIT TX 79745-9998



May 27, 2005

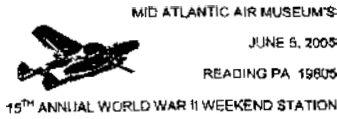
U.S. Department of Homeland  
Security  
CELEBRATING ASIAN PACIFIC  
HERITAGE MONTH USCIS  
STATION  
POSTMASTER SPECIAL  
EVENTS  
JAF BLDG 421 8TH AVE RM  
2029B  
NEW YORK NY 10199-9998



June 3-4, 2005

Rhubarb Fest STA  
Alsato, IL 61231  
JUN 3 2005

Rhubarb Fest Committee  
RHUBARB FEST STATION  
POSTMASTER  
117 N COLLEGE AVE  
ALEDO IL 61231-9998

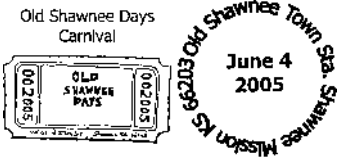


June 3-5, 2005  
 Mid-Atlantic Air Museum  
 15TH ANNUAL WORLD WAR II  
 WEEKEND STATION  
 POSTMASTER  
 2100 N 13TH ST  
 READING PA 19612-9998



THE UNIVERSITY OF TEXAS  
 INSTITUTE OF TEXAN CULTURES AT SAN ANTONIO  
 June 9, 2005  
 THE INSTITUTE OF  
 TEXAN CULTURES STATION  
 SAN ANTONIO, TEXAS 78205

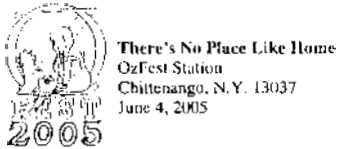
June 9, 2005  
 Texas Folklife Festival Station  
 THE INSTITUTE OF TEXAS  
 CULTURES STATION  
 CUSTOMER RELATIONS  
 10410 PERRIN BEITEL RD  
 SAN ANTONIO TX 78284-9998



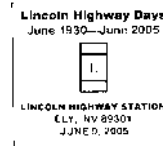
June 4, 2005  
 Old Shawnee Days Society  
 OLD SHAWNEE TOWN  
 STATION  
 MANAGER CUSTOMER  
 SERVICE  
 6201 NIEMAN RD  
 SHAWNEE KS 66203-9998



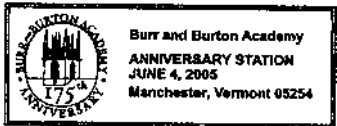
June 9, 2005  
 Walla Walla Philatelic Society  
 TREATY COUNCIL STATION  
 POSTMASTER  
 128 N 2ND AVE  
 WALLA WALLA WA  
 99362-9998



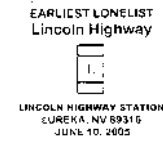
June 4, 2005  
 Oz Fest Foundation  
 OZ FEST STATION  
 POSTMASTER  
 1001 E GENESEE ST  
 CHITTENANGO NY  
 13037-9998



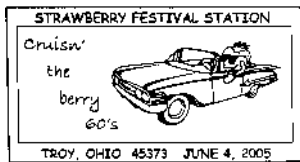
June 9, 2005  
 Lincoln Highway Days  
 LINCOLN HIGHWAY STATION  
 POSTMASTER  
 PO BOX 9998  
 ELY NV 89301-9998



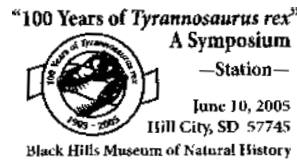
June 4, 2005  
 Burr and Burton Academy  
 ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 MANCHESTER VT  
 05254-9998



June 10, 2005  
 Lincoln Highway Days  
 LINCOLN HIGHWAY STATION  
 POSTMASTER  
 PO BOX 9998  
 EUREKA NV 89316-9998



June 4-5, 2005  
 Country Cruisers QWL/EI  
 TROY STRAWBERRY  
 FESTIVAL STATION  
 POSTMASTER  
 305 S MARKET ST  
 TROY OH 45373-9998



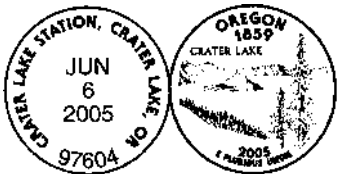
June 10, 2005  
 Black Hills Museum of Natural  
 History  
 A SYMPOSIUM STATION  
 POSTMASTER  
 PO BOX 9998  
 HILL CITY SD 57745-9998



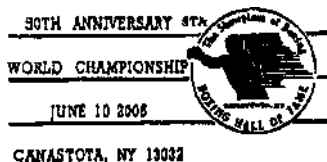
June 5, 2005  
 The Progress Review  
 SESQUICENTENNIAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 LA PORTE CITY IA  
 50651-9998



June 10, 2005  
 Men's Garden Club  
 GARDEN AT 209 STATION  
 POSTMASTER  
 PO BOX 471  
 MOUNTVILLE PA 17554-9998



June 6, 2005  
 U.S. Mint  
 CRATER LAKE STATION  
 POSTMASTER  
 PO BOX 9998  
 CRATER LAKE OR  
 97604-9998



June 10, 2005  
 International Boxing Hall of  
 Fame  
 50TH ANNIVERSARY WORLD  
 CHAMPIONSHIP STATION  
 POSTMASTER  
 118 S PETERBORO ST  
 CANASTOTA NY 13032-9998



JUNE 10, 2005  
Teddy Bear

Station  
CLARION, IOWA 50525

June 10-11, 2005  
Clarion Chamber of Commerce  
TEDDY BEAR STATION  
POSTMASTER  
PO BOX 9998  
CLARION IA 50525-9998

TREMPEALEAU COUNTY STATION  
JUNE 11, 2005



DAIRY BREAKFAST  
INDEPENDENCE, WI. 54747

June 11, 2005  
U.S. Postal Service  
TREMPEALEAU COUNTY  
STATION  
POSTMASTER  
PO BOX 9998  
INDEPENDENCE WI  
54747-9998

**SUPERMAN™ Celebration**  
Metro Station  
JUNE 10, 2005  
METROPOLIS, IL 62960



June 10-11, 2005  
U.S. Postal Service  
SUPERMAN CELEBRATION  
METRO STATION  
POSTMASTER  
101 W 5TH ST  
METROPOLIS IL 62960-9998



OLD WASHINGTON OH  
JUNE 11 2005  
BICENTENNIAL  
OF THE STATE

June 11, 2005  
U.S. Postal Service  
BICENTENNIAL STATION  
POSTMASTER  
PO BOX 9998  
OLD WASHINGTON OH  
43768-9998



LEWIS & CLARK STATE PARK STATION  
BICENTENNIAL CELEBRATION  
June 10, 2005  
Onawa, IA. 51040  
Sacagawea

June 10-12, 2005  
Lewis and Clark State Park  
LEWIS AND CLARK STATE  
PARK STATION  
POSTMASTER  
PO BOX 9998  
BLENCOE IA 51523-9998



Something Old... Something New  
Letcher 80  
June 11 2005  
\$7358  
Letcher Alumni Reunion Station

June 11, 2005  
U.S. Postal Service  
LETCHER ALUMNI REUNION  
STATION  
POSTMASTER  
PO BOX 9998  
LETCHER SD 57359-9998

ROPEX STATION  
WEBSTER, NY 14580  
JUNE 10, 2005  
CELEBRATING  
YOUTH



June 10-12, 2005  
U.S. Postal Service  
ROPEX STATION  
PHILATELIC CLERK MOW  
1335 JEFFERSON RD  
ROCHESTER NY 14692-9998



CIRCLE OF HOPE STATION  
HANLEYVILLE, CT  
06440  
JUNE 11, 2005

June 11, 2005  
U.S. Postal Service  
CIRCLE OF HOPE STATION  
POSTMASTER  
PO BOX 9998  
HAWLEYVILLE CT 06440-9998



MORGAN HOSE  
OX ROAST  
STATION  
JUNE 10, 2005  
ROCK CREEK  
OHIO 44084

June 10-12, 2005  
U.S. Postal Service  
MORGAN HOSE OX ROAST  
STATION  
POSTMASTER  
3046 E WATER ST  
ROCK CREEK OH 44084-9998



9th Annual  
Reptile Festival  
June 11 2005  
Reptile Station  
Weldon CA  
93283

June 11, 2005  
U.S. Postal Service  
REPTILE STATION  
POSTMASTER  
PO BOX 9998  
WELDON CA 93283-9998



Wayland Academy Station  
Wayland  
150  
1855-2005  
Beaver Dam, WI 53916  
June 11, 2005

June 11, 2005  
Wayland Academy  
WAYLAND ACADEMY  
STATION  
POSTMASTER  
PO BOX 9998  
BEAVER DAM WI 53916-9998



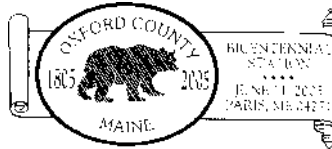
FOLK 1905 - 2005  
CENTENNIAL  
STATION  
FOLK, MISSOURI 65085 - JUNE 11, 2005

June 11, 2005  
Marsha Stegmann  
FOLK CENTENNIAL STATION  
POSTMASTER  
126 E MAIN ST  
WESTPHALIA MO 65085-9998



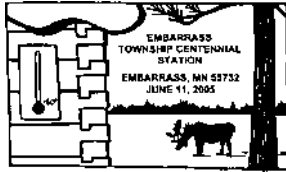
NEKOOSA  
WISCONSIN, 54457  
PIONEER FESTIVAL  
JUNE 11, 2005

June 11, 2005  
Pioneer Festival  
POINT BASSE STATION  
POSTMASTER  
PO BOX 9998  
NEKOOSA WI 54457-9998

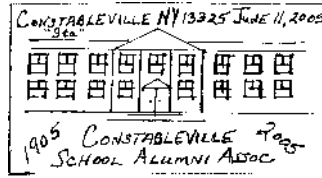


OXFORD COUNTY  
1805 2005  
BICENTENNIAL  
STATION  
JUNE 11 2005  
PARIS, ME 04271

June 11, 2005  
Oxford County 2005  
OXFORD COUNTY  
BICENTENNIAL STATION  
POSTMASTER  
39 TREMONT ST  
PARIS ME 04271-9998



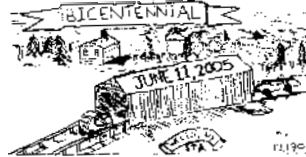
June 11, 2005  
 Embarrass Township Centennial  
 Committee  
 EMBARRASS TOWNSHIP  
 CENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 EMBARRASS MN 55732-9998



June 11, 2005  
 Constableville Alumni  
 Association  
 CONSTABLEVILLE STATION  
 POSTMASTER  
 3901 MAIN ST  
 CONSTABLEVILLE NY  
 13325-9998



June 11, 2005  
 U.S. Postal Service  
 ROBERT E HOWARD STATION  
 POSTMASTER  
 101 N AVE D  
 CROSS PLAINS TX  
 76443-9998



June 11, 2005  
 Town of Wells Bicentennial  
 Committee  
 BICENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 WELLS NY 12190-9998

June 11, 2005  
 Day One Station

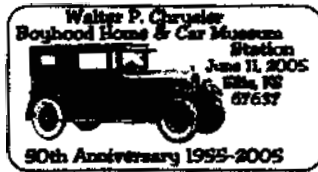


Yankton, SD 57078

June 11, 2005  
 U.S. Postal Service/Tour de  
 Kota  
 DAY ONE STATION  
 POSTMASTER  
 PO BOX 9998  
 YANKTON SD 57078-2501



June 11, 2005  
 Bureau of Land Management  
 GRAND STAIRCASE  
 ESCALANTE INTERAGENCY  
 VISITOR CENTER GRAND  
 OPENING STATION  
 POSTMASTER  
 230 W MAIN ST  
 ESCALANTE UT 84726-9998



June 11, 2005  
 Walter P. Chrysler Boyhood  
 Home and Museum  
 WALTER P CHRYSLER  
 BOYHOOD HOME AND  
 MUSEUM STATION  
 POSTMASTER  
 PO BOX 9998  
 ELLIS KS 67637-9998



June 11, 2005  
 American Cancer Society  
 RELAY STATION  
 POSTMASTER  
 210 SECOND AVE  
 ROCK FALLS IL 61071-9998



June 11, 2005  
 U.S. Postal Service  
 CHARLES W FAIRBANKS  
 FAMILY FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 UNIONVILLE CENTER OH  
 43077-9998



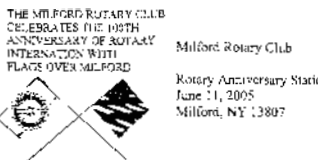
June 11, 2005  
 Hillforest Historical Foundation  
 VICTORIAN HOUSE MUSEUM  
 STATION  
 POSTMASTER  
 501 THIRD ST  
 AURORA IN 47001-9998



June 11, 2005  
 Bob Feller Museum  
 BASEBALL STATION  
 POSTMASTER  
 PO BOX 9998  
 VAN METER IA 50261-9998



June 11, 2005  
 Laconia Motorcycle Week  
 Association  
 LACONIA MOTORCYCLE  
 WEEK STATION  
 POSTMASTER  
 33 CHURCH ST  
 LACONIA NH 03246-9998



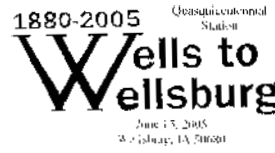
June 11, 2005  
 Milford Rotary Club  
 ROTARY ANNIVERSARY  
 STATION  
 POSTMASTER  
 43 S MAIN ST  
 MILFORD NY 13807-9998



June 11-12, 2005  
 Saint Elizabeth's Hospital  
 Sesquicentennial  
 LIVING HISTORY STATION  
 POSTMASTER PHILATELIC  
 UNIT  
 PO BOX 92282  
 WASHINGTON DC 20090-2282



June 11-12, 2005  
Dale and Martha Hawk Foundation  
DALE AND MARTHA HAWK MUSEUM STATION  
POSTMASTER  
PO BOX 9998  
WOLFORD ND 58385-9998



June 15, 2005  
The 125th Celebration Committee  
QAUSQUICENTENNIAL STATION  
POSTMASTER  
PO BOX 9998  
WELLSBURG IA 50680-9998



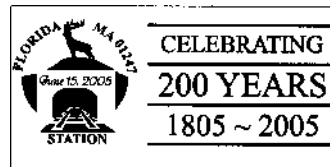
June 12, 2005  
Hamel Tourism Committee  
CELEBRATING 50 YEARS ON HISTORIC ROUTE 66 STATION  
POSTMASTER  
PO BOX 9998  
HAMEL IL 62046-9998



June 15, 2005  
Philmont Scout Ranch  
PHILMONT SCOUT RANCH STATION  
POSTMASTER  
PO BOX 9998  
CIMARRON NM 87714-9998



June 13, 2005  
U.S. Postal Service  
LEWIS AND CLARK STATION  
POSTMASTER  
PO BOX 9998  
GREAT FALLS MT 59405-9998



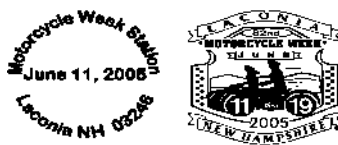
June 15, 2005  
Florida Historical Bicentennial Committee  
FLORIDA MA 01247 STATION  
POSTMASTER  
67 SUMMER ST  
NORTH ADAMS MA 01247-9998



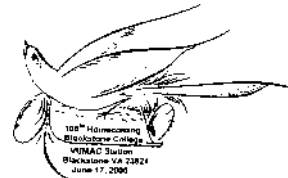
June 13, 2005  
City of Great Falls  
EXPLORE THE BIG SKY STATION  
POSTMASTER  
PO BOX 9998  
GREAT FALLS MT 59403-9998



June 16, 2005  
U.S. Postal Service  
DAY SIX STATION  
POSTMASTER  
PO BOX 9998  
CHAMBERLAIN SD 57325-9998



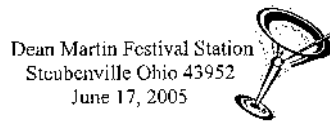
June 13-18, 2005  
Laconia Motorcycle Week Association  
LACONIA MOTORCYCLE WEEK STATION  
POSTMASTER  
33 CHURCH ST  
LACONIA NH 03248-9998



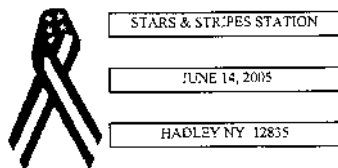
June 17, 2005  
U.S. Postal Service  
VUMAC STATION  
POSTMASTER  
PO BOX 9998  
BLACKSTONE VA 23824-9998



June 14, 2005  
U.S. Postal Service  
150TH BIRTHDAY STATION  
POSTMASTER  
PO BOX 9998  
MADISON WI 53703-9998



June 17, 2005  
City of Steubenville  
DEAN MARTIN FESTIVAL STATION  
POSTMASTER  
150 N 3RD ST  
STUEBENVILLE OH 43952-9998



June 14, 2005  
VFW Post 210  
STARS AND STRIPES STATION  
POSTMASTER  
343 OLD CORINTH RD  
HADLEY NY 12835-9998



June 17, 2005  
National Topical Stamp Show  
NATIONAL TOPICAL STAMP SHOW STATION  
POSTMASTER  
PO BOX 9998  
MILWAUKEE WI 53207-9998





June 17-18, 2005  
 City of Correctionville  
 SESQUICENTENNIAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 CORRECTIONVILLE IA  
 51016-9998



Illinois  
 National Road Festival  
 STATION  
 June 18, 2005  
 Collinsville, Illinois 62234

June 18, 2005  
 Illinois National Road Show  
 Committee  
 ILLINOIS NATIONAL ROAD  
 FESTIVAL STATION  
 POSTMASTER  
 130 CENTER ST  
 COLLINSVILLE IL 62234-9998



June 17-18, 2005  
 American Cotton Museum  
 AUDIE LEON MURPHY  
 STATION  
 POSTMASTER  
 2810 WESLEY ST  
 GREENVILLE TX 75401-9998



Illinois  
 National Road Festival  
 STATION  
 June 18, 2005  
 Effingham, Illinois 62401

June 18, 2005  
 Illinois National Road Show  
 Committee  
 ILLINOIS NATIONAL ROAD  
 FESTIVAL STATION  
 POSTMASTER  
 210 N 3RD ST  
 EFFINGHAM IL 62401-9998



June 18, 2005  
 Grand Mound Rochester  
 Citizens Group  
 COMPLEX STATION  
 POSTMASTER  
 9727 STATE HWY 12 SW  
 ROCHESTER WA 98579-9998



Illinois  
 National Road Festival  
 STATION  
 June 18, 2005  
 Greenville, Illinois 62246

June 18, 2005  
 Illinois National Road Show  
 Committee  
 ILLINOIS NATIONAL ROAD  
 FESTIVAL STATION  
 POSTMASTER  
 300 MAIN ST  
 GREENVILLE IL 62246-9998



June 18, 2005  
 Chamber of Commerce  
 CRUISIN GRATIOT  
 CANCELLATION STATION  
 POSTMASTER  
 22430 GRATIOT AVE  
 EASTPOINTE MI 48021-9998



Illinois  
 National Road Festival  
 STATION  
 June 18, 2005  
 Jewett, Illinois 62436

June 18, 2005  
 Illinois National Road Show  
 Committee  
 ILLINOIS NATIONAL ROAD  
 FESTIVAL STATION  
 POSTMASTER  
 1100 CUMBERLAND ST  
 JEWETT IL 62436-9998



June 18, 2005  
 Illinois National Road Show  
 Committee  
 ILLINOIS NATIONAL ROAD  
 FESTIVAL STATION  
 POSTMASTER  
 122 W WASHINGTON AVE  
 ALTAMONT IL 62411-9998



Illinois  
 National Road Festival  
 STATION  
 June 18, 2005  
 Greenup, Illinois 62428

June 18, 2005  
 Illinois National Road Show  
 Committee  
 ILLINOIS NATIONAL ROAD  
 FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 GREENUP IL 62428-9998

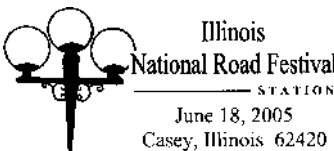


June 18, 2005  
 Illinois National Road Show  
 Committee  
 ILLINOIS NATIONAL ROAD  
 FESTIVAL STATION  
 POSTMASTER  
 102 E MAIN ST  
 BROWNSTOWN IL  
 62418-9998



Illinois  
 National Road Festival  
 STATION  
 June 18, 2005  
 Hagarstown, Illinois 62247

June 18, 2005  
 Illinois National Road Show  
 Committee  
 ILLINOIS NATIONAL ROAD  
 FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 HAGARSTOWN IL 62247-9998



June 18, 2005  
 Illinois National Road Show  
 Committee  
 ILLINOIS NATIONAL ROAD  
 FESTIVAL STATION  
 POSTMASTER  
 100 W ALABAMA AVE  
 CASEY IL 62420-9998



Illinois  
 National Road Festival  
 STATION  
 June 18, 2005  
 Marshall, Illinois 62441

June 18, 2005  
 Illinois National Road Show  
 Committee  
 ILLINOIS NATIONAL ROAD  
 FESTIVAL STATION  
 POSTMASTER  
 115 N 7TH ST  
 MARSHALL IL 62441-9998



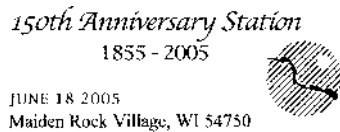
June 18, 2005  
Illinois National Road Show  
Committee  
ILLINOIS NATIONAL ROAD  
FESTIVAL STATION  
POSTMASTER  
2 N YORK ST  
MARTINSVILLE IL 62442-9998



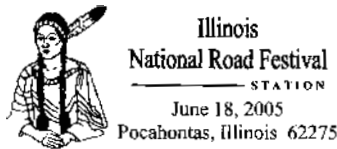
June 18, 2005  
New Baden Sesquicentennial  
Station  
NEW BADEN  
SESQUICENTENNIAL  
STATION  
POSTMASTER  
203 E HANOVER ST  
NEW BADEN IL 62265-9998



June 18, 2005  
Illinois National Road Show  
Committee  
ILLINOIS NATIONAL ROAD  
FESTIVAL STATION  
POSTMASTER  
301 W NATIONAL RD  
MONTROSE IL 62445-9998



June 18, 2005  
MRACA  
150TH ANNIVERSARY  
STATION  
POSTMASTER  
PO BOX 9998  
MAIDEN ROCK 54750-9998



June 18, 2005  
Illinois National Road Show  
Committee  
ILLINOIS NATIONAL ROAD  
FESTIVAL STATION  
POSTMASTER  
100 PARK ST  
POCAHONTAS IL 62275-9998



June 18, 2005  
St. Thomas Economic  
Development  
ST THOMAS DAZE STATION  
POSTMASTER  
PO BOX 9998  
ST THOMAS ND 58276-9998



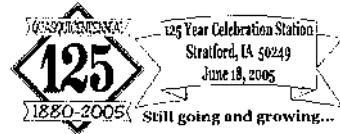
June 18, 2005  
Illinois National Road Show  
Committee  
ILLINOIS NATIONAL ROAD  
FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
ST ELMO IL 62458-9998



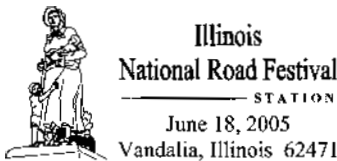
June 18, 2005  
West Quoddy Head Light  
Keepers Association  
VISITOR CENTER 3RD  
ANNIVERSARY WEST  
QUODDY HEAD STATION  
POSTMASTER  
9 WASHINGTON ST  
LUBEC ME 04852-9998



June 18, 2005  
Illinois National Road Show  
Committee  
ILLINOIS NATIONAL ROAD  
FESTIVAL STATION  
POSTMASTER  
100 MAIN ST  
TEUTOPLIS IL 62467-9998



June 18, 2005  
Stratford Quasiquicentennial  
Committee  
125 YEAR CELEBRATION  
STATION  
POSTMASTER  
PO BOX 9998  
STRATFORD IA 50249-9998



June 18, 2005  
Illinois National Road Show  
Committee  
ILLINOIS NATIONAL ROAD  
FESTIVAL STATION  
POSTMASTER  
315 GALLATIN ST  
VANDALIA IL 62471-9998



June 18, 2005  
U.S. Postal Service  
NATIONAL TOPICAL STAMP  
SHOW STATION  
POSTMASTER  
PO BOX 9998  
MILWAUKEE WI 53207-9998



June 18, 2005  
North Woods Lodge Number  
849  
NORTH WOODS NUMBER 849  
STATION  
2992 STATE RTE 28  
OLD FORGE NY 13420-9998



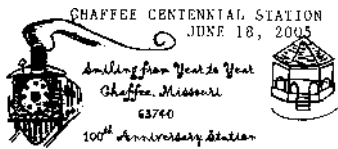
June 18, 2005  
Chamber of Commerce  
57TH ANNUAL CZECH DAYS  
STATION  
POSTMASTER  
PO BOX 9998  
TABOR SD 57063-9998



June 18, 2005  
 U.S. Postal Service  
 CELEBRATION STATION  
 POSTMASTER  
 PO BOX 9998  
 SPENCER SD 57374-9998



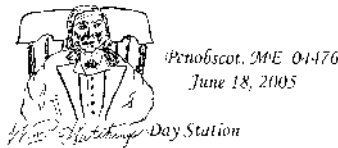
June 18-19, 2005  
 American Folkways Festival  
 Committee  
 AMERICAN FOLKWAYS  
 FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 CLINTONVILLE PA  
 16372-9998



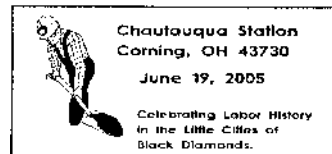
June 18, 2005  
 Chaffee City  
 CHAFFEE CENTENNIAL  
 STATION  
 OFFICER IN CHARGE  
 PO BOX 9998  
 CHAFFEE MO 63740-9998



June 18-20, 2005  
 Mendota Museum and Historical  
 Society  
 RAILROAD CROSSING DAYS  
 ARTRAIN USA STATION  
 POSTMASTER  
 PO BOX 9998  
 MENDOTA IL 61342-9998



June 18, 2005  
 Ramassoc Chapter of the DAR  
 WM HUTCHINGS DAY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 PENOBSCOT ME 04476-9998



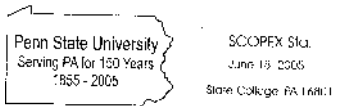
June 19, 2005  
 Little Cities of Black Diamonds  
 CHAUTAUQUA STATION  
 POSTMASTER  
 PO BOX 9998  
 CORNING OH 43730-9998



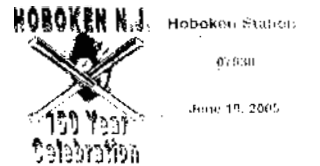
June 18, 2005  
 City of Virginia Park  
 Commission  
 LAND OF THE LOON STATION  
 POSTMASTER  
 PO BOX 9998  
 VIRGINIA MN 55792-9998



June 19, 2005  
 U.S. Postal Service  
 NATIONAL TOPICAL STAMP  
 SHOW STATION  
 POSTMASTER  
 PO BOX 9998  
 MILWAUKEE WI 53207-9998



June 18, 2005  
 Mount Nittany Philatelic Society  
 SCOPEX STATION  
 POSTMASTER  
 237 FRASER ST  
 STATE COLLEGE PA  
 16801-9998



June 19, 2005  
 City of Hoboken  
 HOBOKEN STATION  
 POSTMASTER  
 89 RIVER ST  
 HOBOKEN NJ 07030-9998



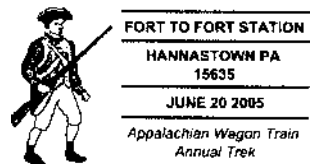
June 18, 2005  
 The Community of Emeigh  
 CENTENNIAL STATION  
 POSTMASTER  
 871 MAIN ST  
 EMEIGH PA 15738-9998



June 19, 2005  
 City of Saint Hedwig  
 FOUNDERS DAY CELEBRATION  
 STATION  
 POSTMASTER  
 1102 CHURCH VIEW DR  
 HEDWIG TX 78152-9998



June 18-19, 2005  
 Granville 2005 Bicentennial  
 Commission  
 ANNIVERSARY STATION  
 POSTMASTER  
 203 E BROADWAY  
 GRANVILLE OH 43023-9998



June 20, 2005  
 Appalachian Wagon Train  
 Association  
 FORT TO FORT STATION  
 POSTMASTER  
 PO BOX 9998  
 HANNASTOWN PA 15635-9998



June 20-25, 2005  
 North Webster Lions Club, Inc.  
 60TH ANNUAL MERMAID  
 FESTIVAL STATION  
 POSTMASTER  
 203 E WASHINGTON ST  
 NORTH WEBSTER IN  
 46555-9998



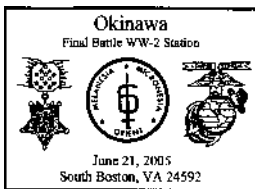
June 22, 2005  
 U.S. Postal Service  
 BICENTENNIAL STATION  
 POSTMASTER  
 1 W MAIN ST  
 ANGELICA NY 14709-9998



June 21, 2005  
 U.S. Postal Service  
 OKINAWA LAST BATTLE WW II  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 NATHALIE VA 24577-9998



June 22, 2005  
 Philmont Scout Ranch  
 PHILMONT SCOUT RANCH  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 CIMARRON NM 87714-9998



June 21, 2005  
 U.S. Postal Service  
 OKINAWA FINAL BATTLE WWII  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 SOUTH BOSTON VA  
 24592-9998



June 22, 2005  
 U.S. Postal Service  
 PONY EXPRESS STATION  
 POSTMASTER  
 2000 ROYAL OAKS DR  
 SACRAMENTO CA 95813-9998

— Stamp Services,  
 Government Relations, 6-9-05

### 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 Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries — Our Business Works So People Can	May 1–June 30
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDA	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

— Mailing Standards, Pricing and Classification, 6-9-05

## Post Offices

HANDBOOK PO-603 REVISION

### Rural Route Evaluation Worksheet

Effective immediately, Handbook PO-603, *Rural Carrier Duties and Responsibilities*, is revised to include an updated version of the Rural Route Evaluation Worksheet, which now contains all revised standards including the Re-loading and Unloading standard allowance introduced in the extension of the 2000–2004 agreement between the United States Postal Service® and the National Rural Letter Carriers’ Association.

We will incorporate this revision into the next printed edition of Handbook PO-603.

#### Handbook PO-603, *Rural Carrier Duties and Responsibilities*

\* \* \* \* \*

#### Chapter 5 Inspection, Count, and Adjustment of Rural Routes

\* \* \* \* \*

#### 530 Rural Route Mail Counts

##### 531 General

\* \* \* \* \*

##### 531.3 Route Evaluations

\* \* \* \* \*

##### Exhibit 531.3 Form 4241-M, *Rural Route Evaluation Worksheet*

[See page 70 for exhibit.]

\* \* \* \* \*

— Rural Delivery, Delivery and Retail, 6-9-05

**Exhibit 531.3 — Form 4241-M, Rural Route Evaluation Worksheet**

[Revise exhibit to read as follows:]

RURAL ROUTE EVALUATION WORKSHEET				Office:	Route:	
				Count Dates:		
Item	PS 4241 Ref. No.	Data Description	Allowance Factors for Office Time	Allowance Factors for Route Time	Office Time (Mins.)	Route Time (Mins.)
1		Route Length		Miles X 12.0		
2		Regular Boxes (Non L)		Boxes X 2.0		
		Regular Boxes (L Only)		Boxes X 1.82		
3		Centralized Boxes		Boxes X 1.0		
4		CBU Collection Compart.		Compartments X 1.0		
5		Parcel Lockers		Lockers X 2.0		
6	A	Letter Size	*(Total / 2) X .0555			
7	B	Sector/Segment	*(Total / 2) X .0444			
8	C	Papers, Mags., Cats.	*(Total / 2) X .1			
9	D	Parcels	*(Total / 2) X .333	*(Total / 2) X .167		
10	E	Boxholders	*(Total / 2) X .04			
11	F	Reg Cert Ins Del Spec/Exp	*(Total / 2) X 1.0	*(Total / 2) X 3.466		
12	G	COD Customers Due Del	*(Total / 2) X 1.5	*(Total / 2) X 4.466		
13	H	Postage Dues	*(Total / 2) X .2 round to #			
14	I	Address Changes	*(Total / 2) X 2.0			
15	J	Mark Ups	*(Total / 2) X .25			
16	K	Form 3821	*(Total / 2) X 2.0			
17	L	Del. Point Sequence Ltrs.		*(Total / 2) X .0333		
18	M	M.O. Applications	*(Total / 2) X 1.5	*(Total / 2) X 2.0		
19	N	Letters/Flats Collected	*(Total / 2) X .04			
20	O	Ord/Insured Parcels Accept.	*(Total / 2) X 2.0	*(Total / 2) X 2.0		
21	P	Reg & Cert Accepted		*(Total / 2) X 2.0		
22	Q	Loading (actual)	*(Total / 2)			
23	R	Other Suitable	*(Total / 2)			
24	S	Stamp Stock	20			
25		Strapping Out				
26	T	Return Receipts (L Only)	*(Total / 2) X .25			
27		Other Office & Personal	30			
28	U	Auth. Dismounts		*(Total / 2) X .1		
29	V	Auth. Dismount Distance		*(Total / 2) X .00284		
30	C	Lock Pouch Stops		# of Stops X 30		
31	D	Withdrawing Mail	Yes = 30 No = 0			
32	H	USPS Vehicle Allowance	Rt MilesX 6/100X4.5 < 6 + 6 to 24 Mins. > 6 + Total to 24 Min			
33		Reload/Unload		18		
<b>WEEKLY TOTALS</b>						
<b>TIME IN HOURS AND MINUTES</b>						
Total Route Time: Hours			Minutes	Route Eval.	High Option	No Option or Low Option
Assigned Carrier						
PS Form 4241-M, February 2005				*Items divided by 2 are rounded to one decimal position (Example 99 / 2 = 49.5). NOTE: Office & route time, rounded to two decimals (Example 146.5321 = 146.53)		

**Exhibit 531.3, Form 4241-M, Rural Route Evaluation Worksheet**

## Chief Marketing Officer's Growth Award — Updated Guidelines

As the Marketing department continues to introduce new programs and strategies aimed at generating revenue, promoting products and services, and keeping customers informed about Quick, Easy, Convenient™ solutions offered by the United States Postal Service®, Chief Marketing Officer (CMO) and Executive Vice President Anita Bizzotto continues her commitment to ensure that postmasters, managers, and supervisors have the right tools at the right time to achieve success.

Both she and Deputy Postmaster General and Chief Operating Officer (COO) Patrick Donahoe are committed to recognizing postmasters, managers, and supervisors who have contributed the most toward growing the business. That recognition comes in the form of Marketing's highest honor — the CMO's Growth Award, which was introduced at the beginning of fiscal year 2003.

These updated guidelines include a new opportunity to earn points. Points earned through Business Connect™ activities now qualify as points toward the CMO's Growth Award (see the "Marketing Outreach" section for details).

### Guidelines

**What:** The Growth Award, sponsored by the CMO, is nonmonetary recognition in the form of a specially designed trophy to honor outstanding marketing efforts. It is the highest marketing honor for postmasters, managers, and supervisors who are most successful in marketing and growth activities.

**Who:** The program is open to postmasters and executive and administrative schedule (EAS) managers/supervisors (nonpostmasters) in performance clusters. Account representatives, customer relations coordinators (CRCs), and Marketing staff members, either in the field or at Headquarters, are not eligible. Exceptions are those who are officially detailed into postmaster or customer service assignments, such as an officer-in-charge or an acting station manager. A postmaster who employs a CRC may, by marking the submission form, submit the CRC as a Growth Partner.

**When:** The calendar year for the Growth Award begins the first day of the fiscal year and ends the last day of the fiscal year. To compete for a Growth Award, participants must send a copy of the submission form, qualifying activities, and supporting documentation — such as published outreach articles and seminar participation — within 3 weeks of their occurrence to Headquarters Marketing at the address noted on the submission form. Headquarters Marketing collects and combines each participant's submissions throughout the fiscal year to form a complete entry package. At the end of the fiscal year, participants must send

that year's revenue numbers as well as the revenue numbers from the previous fiscal year and a submission form to Headquarters Marketing. Participants must obtain revenue numbers from official financial records.

**Where:** Marketing announces the Growth Award winners at the legislative conferences sponsored by the National Association of Postmasters of the United States (NAPUS) and the National League of Postmasters of the United States (League). Postmasters attending the legislative meetings receive their awards at those events. For postmasters not attending those events and for EAS managers/supervisors who win in their categories, local managers arrange appropriate ceremonies.

**Why:** The Postal Service™ is committed to building on current efforts to achieve growth through customer value, improved service, improved operational efficiency, and an enhanced customer-focused and performance-based culture. Postmasters, managers, and supervisors in the field are leaders in the Postal Service's efforts to connect with the Preferred segment (millions of small businesses around the nation) and the Household segment. The efforts of postmasters, managers, and supervisors are vital to the Postal Service's success, and this award recognizes their outstanding results.

**How:** There are six levels of competition within each area, and Headquarters Marketing determines winners using a cumulative point system within three growth categories — revenue generation, marketing initiatives, and marketing outreach. Participants receive points for documented activities important to the Postal Service's growth strategies. Headquarters Marketing describes additional marketing initiatives throughout the year in official Postal Service and Marketing publications, and provides participation ideas and instructions on how to document activities. Headquarters Marketing outlines the rules of the program and monitors and verifies documented points. To qualify for consideration, *participants must meet minimum point requirements and have at least one point in each growth category* and must then complete and submit a copy of the Growth Award submission form, which is available on page 72 in this issue of the *Postal Bulletin*. After the program ends each year, Headquarters Marketing tallies all points for all participants and informs area vice presidents and district managers of the participants with the highest number of points. After district managers approve individual winners, Headquarters Marketing notifies those winners. Headquarters Marketing evaluates the program each year and outlines any updates or changes to the program in the *Postal Bulletin*.

**GROWTH AWARD SUBMISSION FORM**

		Area & District
Name		
Title		EAS Level
Work Address		
City, State, ZIP+4®		
Phone Number		Fax Number
Postal Service E-Mail Address		
Customer Relations Coordinator (Growth Partnership)		

I submit the following description(s) of approved Growth Award activities and attached supporting documentation for points toward the Chief Marketing Officer's annual Growth Award in the following category/categories:

Revenue Generation

Marketing Initiatives

Marketing Outreach

Signature

Submit completed form with supporting documentation to:

Marketing Outreach Coordinator  
 US Postal Service  
 PO Box 23079  
 Washington DC 20026-3079



**Competitive Levels Within Each Area**

Level	Minimum Requirements (points)
EAS managers/supervisors (nonpostmasters)	20
Postmasters, EAS-13 and below	20
Postmasters, EAS-15-16	25
Postmasters, EAS-18-20	30
Postmasters, EAS-21-22	40
Postmasters, EAS-24 and above	50

**Growth Categories**

The three growth categories are revenue generation, marketing initiatives, and marketing outreach. To be eligible, participants must have at least one point in each of these three broad categories.

**Revenue Generation**

- Maintain revenue level of the previous fiscal year = 1 point.
- Percentage of increased revenue — each percent of increase = 1 point.
- Increase in walk-in revenue (WIR) over same period last year (SPLY) — WIR per transaction, each percent of increase over last year’s total = 1 point.
- WIR divided by LDC45 workhours improvement over previous year:
  - If base is 74% or below, each percentage of improvement = 1/2 point.
  - If performance to goal is 75%–85%, each percentage of improvement = 1 point.
  - If performance to goal is 86%–99%, each 1/2 percentage of improvement = 1 point.
  - If performance to goal is 100%, total points awarded = 10 points.
- Sale of Express Mail Corporate Account (Express Mail® and Global Express Mail®) — each account = 1 point.
- Participation in other revenue generation activities throughout the year, as described in *Grow!*, *Postal Bulletin*, or other official Postal Service publications — each activity = 1 point minimum, with bonus points possible.

Revenue points are based on numbers shown on the FY printout. Participants must send a copy of the previous year’s printout (i.e., FY04) and the current year’s printout (i.e., FY05) together with one submission sheet.

**Marketing Initiatives**

- Promotion of Stamps by Phone™ service and Stamps by Mail® service — each percentage of increase in revenue through these channels = 1 point.
- Increase in sales of packaging materials — each percentage of increase over previous year = 1 point.
- Revenue generated through the Inside Sales program:
  - For levels 21 and below and for the nonpostmaster category, each \$100 of revenue generated = 1 point.
  - For levels 22 and above, each \$500 of revenue generated = 1 point.
- Promotion of Click-N-Ship® service:
  - For levels 20 and below and for the nonpostmaster category, each \$100 over previous year’s revenue = 1 point.
  - For levels 21 and above, each \$500 over previous year’s revenue = 1 point.
- Maintaining at least the national average in Mystery Shopper = 1 point.
- Participation in other marketing initiatives throughout the year as described in *Grow!*, *Postal Bulletin*, or other official Postal Service publications — each activity = 1 point minimum, with bonus points possible.

**Marketing Outreach**

- Newspaper articles (these articles are generated through the Marketing Outreach articles published by Headquarters Marketing for local use; along with the submission form, participants must send a copy of each article and must include the publication’s name, location, and date) — each published article = 1 point.
- Headquarters Marketing–approved presentations made to the local business community — each presentation = 1 point.
- Results from promoting participation by local businesses in larger Marketing seminars or events, such as Small Business seminars, Direct Mail seminars, Postal Customer Council® (PCC®) meetings, and National Postal Forum — each customer participating in each event = 1 point.
- Participation in PCC meetings — each meeting attended = 1 point.

- Tip of the Month published in *Grow!* — each tip published = 1 point.
- Participation in other marketing outreach activities throughout the year, as described in *Grow!*, *Postal Bulletin*, or other official Postal Service publications — each activity = 1 point minimum, with bonus points possible.
- Postmasters and managers of customer services in stations and branches who are registered for

Business Connect™ automatically receive matching Growth Award points for each presentation they make and document through the Business Connect Web site. *Note: This is the only instance in which participants do not need to submit supporting documentation for activities.*

— *Marketing Strategy and Support,*  
Chief Marketing Officer, 6-9-05

## Post Office Changes

Old/New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/Unit	Unit Type	Effective Date	Comments
Old	02-2886	99584	AK	Flat	Yukon Koyukuk	Main Office	Post Office	10/01/2001	Post Office™ and ZIP Code™ discontinued. Use Crooked Creek AK 99575 as last line of address.
New	02-2145	99575	AK	Crooked Creek	Bethel	Main Office	Post Office	01/17/2004	
Old	20-2888	40121	KY	New Garden	Hardin	Main Office	Post Office	01/02/2002	Classified station discontinued. Retain ZIP Code. Use Fort Knox KY 40121 as last line of address.
New	20-2888	40121	KY	Fort Knox	Hardin	Fort Knox	Post Office	12/06/2003	
Old	20-2388	42129	KY	Edmonton	Metcalfe	Subtle	Community Post Office	05/30/2003	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Subtle KY 42129 as last line of address.
New	20-2388	42129	KY	Edmonton	Metcalfe	Subtle	Place Name	03/20/2004	
Old	36-0824	27212	NC	Blanch	Caswell	Main Office	Post Office	11/16/1991	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Blanch NC 27212 as last line of address.
New	36-8848	27212	NC	Yanceyville	Caswell	Blanch	Place Name	02/28/2004	
Old	36-7560	27978	NC	Stumpy Point	Dare	Main Office	Post Office	05/09/1998	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Stumpy Point NC 27978 as last line of address.
New	36-4792	27978	NC	Manns Harbor	Dare	Stumpy Point	Place Name	01/03/2004	
Old	34-8085	88437	NM	Seneca	Union	Main Office	Post Office	04/20/2001	Post Office and ZIP Code discontinued. Establish a place name. Seneca NM becomes an acceptable last line for use with ZIP Code 88415.
New	34-1680	88415	NM	Clayton	Union	Seneca	Place Name	07/31/2004	
Old	48-5350	78566	TX	Los Fresnos	Cameron	Bayview	Community Post Office	08/22/1991	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Bayview TX 78566 as last line of address.
New	48-5350	78566	TX	Los Fresnos	Cameron	Bayview	Place Name	12/06/2003	
Old	56-2590	54429	WI	Elderon	Marathon	Main Office	Post Office	06/01/1995	Post Office discontinued. Retain ZIP Code. Establish a Community Post Office. Continue to use Elderon WI 54429 as last line of address.
New	56-2570	54429	WI	Eland	Shawano	Elderon	Community Post Office	05/29/2004	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	55-8046	25694	WV	Thacker	Mingo	Main Office	Post Office	10/27/1993	Post Office and ZIP Code discontinued. Establish a place name. Thacker WV becomes an acceptable last line for use with ZIP Code 25672.
New	55-2406	25672	WV	Edgerton	Mingo	Thacker	Place Name	01/24/2004	

— Address Management, Intelligent Mail and Address Quality, 6-9-05

#### NEW POSTER

### Poster 204, Fraud: If You Suspect Fraud, Waste and Misconduct in the Postal Service

The Office of Inspector General, USPS®, has recently created a new poster, Poster 204, *Fraud: If You Suspect Fraud, Waste and Misconduct in the Postal Service*. Poster 204 and a Memorandum of Instruction from the Inspector General soon will be sent to each Postal Service™ facility. When the poster is received, it should be prominently displayed for all employees. Copies of the new poster will be

available at the Topeka Material Distribution Center in the near future. We will publish ordering information when it becomes available in a future issue of the *Postal Bulletin*. A copy of the Memorandum of Instruction and a graphic of Poster 204 are provided on pages 76–77 for your information.

— Office of Inspector General, 6-9-05



Office Of Inspector General

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June 9, 2005

MEMORANDUM FOR OFFICERS, DISTRICT MANAGERS, CUSTOMER  
SERVICE AND SALES

FROM: *David Williams*  
David C. Williams  
Inspector General

SUBJECT: Poster 204, Fraud: If You Suspect Fraud, Waste and  
Misconduct in the Postal Service

This memorandum is to notify you that Poster 204, *Fraud: If You Suspect Fraud, Waste and Misconduct in the Postal Service*, is a new poster. Posters will be sent to each postal facility and should be prominently displayed for all employees. This replaces any prior poster that references this subject matter.

The national, toll-free Office of Inspector General Hotline serves as an effective avenue for employees, contractors, customers, and others to anonymously, or confidentially, report situations of fraud, misconduct and waste that could threaten the efficiency or effectiveness of Postal Service programs and operations.

If you need additional copies, you may obtain them at no charge from the Topeka Material Distribution Center, while supplies last.

UNITED STATES POSTAL SERVICE  
**OFFICE OF INSPECTOR GENERAL**

# FRAUD

## If You Suspect Fraud, Waste or Misconduct in the Postal Service

CONTACT THE HOTLINE AT:

# 1-888-USPS OIG

- ✓ *Workers' Compensation Fraud*
- ✓ *Employee or Contractor Misconduct*
- ✓ *Embezzlement and Theft*



### OIG Field Office Contact Numbers

Washington HQ	(703) 248-2100
Atlanta	(404) 507-8301
Boston	(617) 603-6100
Chicago	(312) 601-3900
Dallas	(214) 775-9100
Denver	(303) 925-7400
Houston	(281) 504-4200
Los Angeles	(949) 296-8100
Miami	(786) 437-2920
New York	(201) 499-5120
Philadelphia	(610) 616-8040
San Francisco	(650) 412-3000
St. Louis	(314) 439-6000

**1-888-USPS OIG (1-888-877-7644)**  
[www.uspsolg.gov](http://www.uspsolg.gov)

TTY (Hearing Impaired) 1-866-OIG-TEXT  
(1-866-644-8398)

Confidentiality provided to callers.

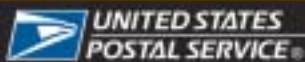


**PROMOTING INTEGRITY**

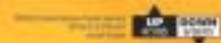
# IT'S CONVENIENT TO APPLY FOR YOUR PASSPORT HERE



Save time when  
you apply at the  
Post Office™



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



# Retail

## Field Advertising Guidelines and Policy

These Field Advertising Guidelines provide Postal Service™ policy and procedures for preparing advertising to Postal Service customers.

### Contents

- Policy
- Definition
- Process
  - Funding
  - Menu of Available Messaging Materials
  - Access and Customization
- Questions and Additional Information

### Policy

Postmasters and managers who wish to advertise information to Postal Service customers via postcards, letters, fliers, and signs as well as mass media elements (TV, radio, and print) must use authorized Field Advertising materials.

Local, district, or area levels may not design and produce (or have others design and produce) cards, letters, and fliers intended for distribution to customers, as well as interior or exterior signs that may be viewed by customers, without prior approval by the Headquarters manager of Field Advertising.

These guidelines are designed to protect corporate logos, copyrighted or trademarked products and services, and the overall accuracy, integrity, and image of Postal Service communications.

### Definition

**“Field Advertising–Authorized Materials”** — A collection of postcards, letters, fliers, and signs as well as mass media elements bearing approved images, logos, and messaging in support of a wide range of Postal Service products, services, and issues. Some of these standard advertising documents may be customized using a “multiple choice” menu of tailored messages, images, and office locations and hours of operation.

### Process

**Funding** — The Headquarters Marketing Department has designated funds for the purpose of field advertising. The Headquarters Marketing Department allocates these funds through the area to support district advertising efforts. The area or district, at its discretion, may allocate additional funds for such use. The Headquarters manager

of Field Advertising must approve the Area Advertising Plan for any advertising expenditures. Local promotional initiatives cannot compromise or contradict national campaigns or corporate messaging. The Headquarters manager of Field Advertising provides direction and works with the areas to develop their plans so they are in concert with the Postal Service Corporate Advertising Plan. Local funds that are planned, allocated, and used for advertising and promotional work are carried on Line 39.

**Menu of Available Messaging Materials** — Postmasters and managers can view the menu of available correspondence and signage tools on the corporate Intranet at <http://blue.usps.gov/wps/portal>; at the top-center of the page, click on *Inside USPS*; under the “Marketing” section, click on *Advertising*; under “Advertising Reference” and under “Column 1: Media,” click on *Field Advertising*. Here in the Field Advertising section, all creative material available on MessageMaker is provided for viewing. In MessageMaker, authorized users can select from an array of messaging materials promoting many items, such as an Automated Postal Center® (APC®) and passports, or announcing “Grand Openings” and “Extended Service Hours.” Postmasters and managers should make note of the pieces they wish to order and the quantity they need.

**Access and Customization** — Postmasters and managers can contact their district marketing manager to request these materials. The district marketing manager or designee works with the postmaster or manager to select and customize the materials when customization is available.

The district marketing manager or designee completes PS Form 1357, *Request for Computer Access*, and submits it for approval to the area. The area office completes PS Form 1357 and forwards it to the Headquarters manager of Field Advertising for final authorization and processing. Once ordered, the materials are produced for the requestor in 2–5 business days.

For other material needed for local messaging, advertising, or promotions that are not available on MessageMaker, requesters must work through their area advertising coordinator and the Headquarters manager of Field Advertising for the development, production, and media placement of any material.

To facilitate the use of Field Advertising–authorized materials, the area advertising coordinator may work with the Headquarters manager of Field Advertising to schedule

training sessions for district and area requestors. The training is 1 hour and is offered in a "Webinar" format.

### Questions and Additional Information

For more information about this policy or the procedures for obtaining Field Advertising–authorized messaging materials, contact your district marketing manager.

— Advertising and Promotions,  
Marketing, 6-9-05



**SEND YOUR GIFTS WITH  
READYPOST.**

Quality decorative  
shipping supplies

usps.com

The advertisement features a vibrant orange and yellow background. At the top, the text "SEND YOUR GIFTS WITH READYPOST." is written in large, bold, blue capital letters, underlined. Below the text, there is a collection of shipping supplies: a purple gift box with a small doll inside, a blue gift box, a white envelope with a colorful floral design, and a blue and white striped envelope. In the bottom left corner, the text "usps.com" is visible. In the bottom right corner, there is a small USPS logo.



# What's in Store

## Summer in the signage



The Summer/Fall Drive Period begins July 1 and it will take us through the end of FY 2005.

Revenue generation is the focus. Your point-of-purchase (POP) kits feature products and services that will help you increase sales in your Post Office™ — ReadyPost® shipping supplies, Money Orders, PO Boxes, and insurance. Each Post Office will receive POP signage promoting one or more of these — you'll get a POP kit specifically targeted to your office.

See all the Summer/Fall POP elements on the Advertising Web site at <http://blue.usps.gov/advertising>. And remember: Spring POP comes down June 30.

## Download a PO Box toolkit

Got any vacant PO Boxes? Consider them open opportunities to increase revenue. Want to tap into that potential? The PO Box Marketing Toolkit can help. It includes resources and information to assist you in managing PO Boxes and creating effective strategies for marketing PO Boxes that are tailored to your customers' needs. It's available online. Go to the Advertising Web site at <http://blue.usps.gov/advertising> and download your toolkit. And while you're at the Web site, be sure to check out the PO Box promotional materials that are available through Field Advertising.

## Travel season is here

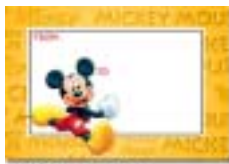
Remind your customers they can apply for passports at the Post Office, and encourage them to pick up a Global FIRSTCLASS PHONECARD® (FCPC) before they travel. All offices that offer passports received a Global FCPC counter card in their Spring Drive Period POP kit. Keep this counter card on display near the passport window through Oct. 31. In addition, locations offering passports received a blue and white passport banner to display outside the office.

## What's in Store

### Hello Mickey



Small Bubble Mailer



Mailing Label

Look for the new Disney ReadyPost products coming out this month. ReadyPost Category 3 offices will receive an automatic product distribution, and offices will be able to reorder for resale in retail lobbies. The ReadyPost Disney decorative products will consist of mailing boxes, bubble mailers, and mailing labels featuring Disney's Mickey Mouse image. The new designs are fun, fresh, and full of energy! The exciting new art is ageless. These images will have a year-round appeal.

### Live, from San Jose!

The Postal Service™ is the title partner of eBay Live! 2005, a 3-day conference that attracts eBay users from around the country. This year's event takes place June 23–25 in San Jose, CA. As title partner, the Postal Service will have the largest interactive booth, and Postal Service experts will be on hand to let eBay customers know about all of our quick, easy, and convenient products and shipping solutions. The Postal Service also will hold classes on domestic and international shipping and discuss the “integrated shipping solution” — Postal Service products on eBay and PayPal.

If you can't make it to San Jose, why not hold an eBay Day event in your office? Customers learn how to buy and sell on eBay and ship with the Postal Service. Go to the Advertising Web site at <http://blue.usps.gov/advertising> to find out more about eBay Live! and get information about hosting an eBay Day at your office.

And while you're on the Web site, check out the latest information on advertising campaigns, Direct Mail, drive period research, industry news — and much more!

## What's in Store

### Feedback

Send comments and questions to:

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

## What's in Store

# june

retail employee bulletin

Spring '05 Retail Drive Period

4/1/05–6/30/05

## New Disney Designs for ReadyPost Shipping Supplies

ReadyPost® will feature a variety of Disney designs for the first time ever. Formats include two sizes of boxes, two sizes of bubble mailers, and one mailing label. Disney ReadyPost is available for Category 3 offices, so place your orders now. And, look for several new designs to refresh the decorative ReadyPost line in July!

Visit <http://blue.usps.gov/marketing/retail/readypost.htm> to see some of the new ReadyPost designs.



## Know the Security Features of Postal Money Orders



The security features of Postal Money Orders are crucial to safeguarding our customers' investment. Take some time to familiarize yourself with the security features of Postal Money Orders, and make sure you check for these security features before you accept or cash a Postal Money Order:

- When held to the light, a watermark of Benjamin Franklin is repeated from top to bottom on the left side.
- When held to the light, a dark line (security thread) runs from top to bottom with "USPS" repeated.
- There should be no discoloration around the dollar amounts which might indicate that the amounts were changed.
- The maximum value of a domestic Postal Money Order is \$1,000, and the maximum value of an international Postal Money Order is \$700.

If you have questions about accepting Postal Money Orders, go online to <http://www.usps.com/missingmoneyorders/security.htm> or call the Inspection Service fraud hotline at 1-800-372-8347 (Monday–Friday). Notice 299 take-ones (highlighting money order security features) are available from the Topeka Material Distribution Center (1-800-332-0317). You may provide these to customers so they can recognize a valid U.S. Postal Service® Money Order.

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

## What's in Store

# june

retail employee bulletin

Spring '05 Retail Drive Period

4/1/05–6/30/05

## Raise Passport Revenue During the Busy Travel Season

The most popular season for travel is beginning this month, so take the following steps to maximize the revenue-building opportunity that passport service can bring to your Post Office:



- Remind customers that they can apply for a passport at the Post Office and that many locations also offer passport photos.
- If your Post Office has received a blue and white passport banner, be sure that it is clean and visible to customers.
- For customers who wish to receive their passports sooner, recommend that they pay the fee for Department of State expedited processing and use Express Mail® service to send and receive applications.
- Direct customers to [usps.com/passport](http://usps.com/passport) if they prefer to download application forms in PDF format.

## What's Your PO Box IQ?

Improving PO Box occupancy is one of our biggest ongoing revenue goals, so make sure you're well versed in PO Box services so you can educate customers about the benefits and advantages of having a PO Box.

Here are a few things to help you generate PO Box revenue:

- Make sure you know sizes, availability, and prices of PO Boxes in your Post Office.
- Know the benefits of PO Boxes: they're secure, convenient, and they can help customers keep business and personal mail separate. Share this information with customers!
- Be courteous, enthusiastic, and tuned-in to your customers' particular needs.

For more information, including selling tips and success stories, check out the PO Box Marketing Toolkit, now available on the Retail Marketing Web site.

Visit [http://blue.usps.gov/delivery/po\\_box/toolkit.htm](http://blue.usps.gov/delivery/po_box/toolkit.htm).



# What's in Store

# june

retail employee bulletin

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

Efren Anguiano  
Supervisor Customer Service  
4 years of service



**take action!**  
Packaging provided to customers free of charge carries a high cost to the United States Postal Service. Instead, recommend ReadyPost® Shipping Supplies whenever possible — they're among our highest revenue-generating products.

			WED	THU	FRI	SAT
			1	2	3 \$ <sup>\$\$</sup> payday!	4
			Prepare and submit vending data			
SUN	MON	TUES	8	9	10	11
5	6	7				
12	13	14 Flag Day Display POW/MIA flag	15	16	17 \$ <sup>\$\$</sup> payday!	18
19	20	21	22	23	24	25
Father's Day		Summer begins				
26	27	28	29	30  The Art of Disney: Celebration stamps release today		

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

# I'LL SHOW YOU HOW TO SEND IT ANYWHERE

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## GLOBAL PRIORITY MAIL



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Confirmation™  
service



**\$4<sup>30</sup>**  
and up

**2** with  
Insurance™



**\$5<sup>15</sup>**  
and up

**3** with  
Insurance  
& Delivery  
Confirmation  
service



**\$5<sup>60</sup>**  
and up

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



**\$5<sup>65</sup>**  
and up

usps.com

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

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