

TO FORM A MORE PERFECT UNION PUBLICITY KIT, SEE PAGE 10

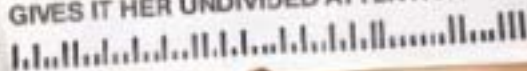
POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22158, July 7, 2005

THE MAIL MOMENT

HEAD OF HOUSEHOLD
LOOKS FORWARD TO GETTING MAIL
SORTS THROUGH IT IMMEDIATELY
GIVES IT HER UNDIVIDED ATTENTION



Mail
puts *you* in
the moment.



UNITED STATES
POSTAL SERVICE®

CONTENTS

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.

USPSNEWS@WORK 3

Administrative Services
 Directives and Forms Update 6
 Handbook Revision: Handbook AS-353, Guide to Privacy and the Freedom of Information Act 8

Customer Relations
 Mail Alert 9
 Publicity Kit: To Form A More Perfect Union Commemorative Stamps 10

Domestic Mail
 DMM Revision: Labeling List Changes 39
 DMM Revision: Pallet Labels 40
 DMM Revision: Preparation of Bundles on BMC Pallets 40
 Notice: New Address — Pricing and Classification Service Center 41
 Field Information Kit: Premium Forwarding Service (PFS) 42

Employees
 ELM Revision: Updated Promotion Charts Now Available for Electronic Technicians 51

Pull-Out Section

Fraud Alert
 Domestic Orders 55
 Invalid Express Mail Corporate Account Numbers 57
 Missing, Lost, or Stolen U.S. Money Order Forms 59
 Missing, Lost, or Stolen Canadian Money Order Forms 64
 Counterfeit Canadian Money Order Forms 66
 Toll-Free Number Available to Verify Canadian Money Orders 66

Other Information
 Overseas Military Mail 67

Employees (Continued) 75
 ELM Revision: Postal Police Officers Step Increase Waiting Period Schedule 77
 Handbook EL-312 Revision: Employment Programs 78
 Self-Sufficient Saving: Buy U.S. Savings Bonds Year-round With PostalEASE 82
 New and Obsolete Management Instructions: Travel Policy for Contractor and Non-Postal Service Personnel 83

Finance
 Rural Carriers: Equipment Maintenance Allowance Schedule for Rural Routes 83

Information Technology
 New Management Instruction: Electronic Messaging (e-mail) 86
 Notice: FAST Launches National Deployment 86

International Mail
 New Edition: International Mail Manual Issue 31 89

Philately
 Stamp Announcement 05-19: Presidential Libraries Stamp 90
 Stamp Announcement 05-20: American Eagle Stamps 93
 Pictorial Postmarks Announcement 95
 Special Cancellation Die Hubs 104

Post Offices
 Handbook PO-603 Revision: Updated PS Form 4241-A, U.S. Postal Service Rural Route Evaluation 105
 Post Office Changes 107

Retail
 Reminder: Stamps by Mail — Brochure Ordering Information 108
 What's In Store 110

Supply Management
 Handbook AS-701 Revision: Material Management 115
 Interest Rate on Contract Claims 115

Postal Bulletin 2005 Semiannual Index 117

Postal Bulletin Index
 Semiannual Index PB 22158 (7-7-05)



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



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

PB 22158: 7690-08-000-1101	PB 22150: 7690-07-000-0134	PB 22142: 7690-07-000-0126	PB 22135: 7690-07-000-0119
PB 22157: 7690-08-000-1100	PB 22149: 7690-07-000-0133	PB 22141: 7690-07-000-0125	PB 22134: 7690-07-000-0118
PB 22156: 7690-08-000-1099	PB 22148: 7690-07-000-0132	PB 22140: 7690-07-000-0124	PB 22133: 7690-07-000-0117
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		

USPSNEWS@WORK

Mail connects: Be part of the moment.

A study of the mail's importance to consumers, sponsored by the U.S. Postal Service™, found that mail creates a moment most people don't want to miss.

Each day, Americans open their mail with anticipation and give it their undivided attention. That ritual has a name: the Mail Moment. An understanding of that moment is helping marketers tailor their mailings to consumers who set aside time to focus solely on what they have to say.

The study revealed these powerful insights for mailers:

- *Consumers are eager to see what's in their mail.* About 98 percent bring in their mail the day it's delivered.
- *Mail takes you to the person in charge.* It's usually sorted by the person who manages the household and makes financial decisions.
- *Mail has a loyal readership.* Consumers spend an average 30 minutes reading their mail, making it possible to grab their complete attention for up to a half hour.
- *Consumers like mail that helps them perform tasks* such as managing the home, overseeing finances and shopping.

Beyond that, the mail evokes emotion — 56 percent say receiving mail is a “real pleasure,” 55 percent “look forward” to the mail they receive, and 67 percent feel mail is more personal than the Internet.

The point? Mail connects in ways no other media can match. People welcome it into their lives. And because they do, mailers have an opportunity to create an emotional connection with consumers through their mailings. Now that's effective communication. The Mail Moment — there's nothing else like it.

Mail works! Potter keynote speaker at direct marketing conference



Direct Mail comprises a large portion of USPS® business, so it should come as no surprise that when the Direct Marketing Association gathers, the Postal Service™ is there. Thousands of direct marketers converged on New York City for the Direct Marketing Days New York conference, June 28–30.

Keynote speaker Postmaster General Jack Potter discussed the importance of USPS to marketers and how the Postal Service has evolved into a customer-driven organization. He also spoke of Americans' confidence in mail delivery. “In simple terms, mail works,” said Potter.

To illustrate his point, Potter cited a Customized MarketMail® campaign by Melbourne, FL, Wuesthoff Medical Center. The center designed a unique mailpiece to promote its emergency room facilities — a life-sized card depicting a cast of a broken ankle, with the ad message handwritten on the mailpiece as if it were literally a cast signed by friends and family. It even included a wallet card with the emergency room phone number and the message “From head to toe, we've got your health care covered.”

Not only did the mailing get the attention of the 14,000 people who received it, but the word-of-mouth and media coverage it generated further boosted the return on investment.

“Mail works because it's read, it has credibility and it has value to the recipient,” said Potter. “Those who use mail will ultimately make a competitive advantage for themselves, their firm and their clients.”

Cleaning up 11 million packages: Connecticut business on the soap box for Carrier Pickup



The owner of Stamford, CT, skin care and beauty product company Bath Nation has been a USPS believer for a long time. And now that owner Meagan Micozzi has shipped the 11 millionth package through Carrier Pickup Online Notification, she's on her "soap box" about all of the Postal Service's online features.

"Click-N-Ship® is so easy and saves me so much time. I order Priority Mail® supplies online and use Carrier Pickup™ to save even more time," says Micozzi.

Seeing a usps.com® Carrier Pickup ad led Micozzi to ship 10 – 15 U.S. Priority Mail packages weekly — plus Air Mail® packages to Canada and Singapore.

June has also been the busiest Carrier Pickup month ever — with more than 1.4 million packages collected.

Mad as a hatter — about stamps: Disney "Celebration" series released

Celebrate with Mickey and Pluto, the Mad Hatter and Alice, Ariel and Flounder, and Snow White and Dopey on new *The Art of Disney: Celebration* stamps released yesterday in Anaheim, CA.

"The mail remains the best way to share joyous news and invite friends and family to come together for a special event," said Deputy PMG and COO Patrick Donahoe, who dedicated the stamps. "So, who better than Mickey Mouse and friends to help the Postal Service and all Americans celebrate the special times in their lives?"

Disney Celebration stamps are available in panes of 20 self-adhesive 37-cent stamps at Post Offices™ and Philatelic Centers nationwide, as well as online at The Postal Store on usps.com.

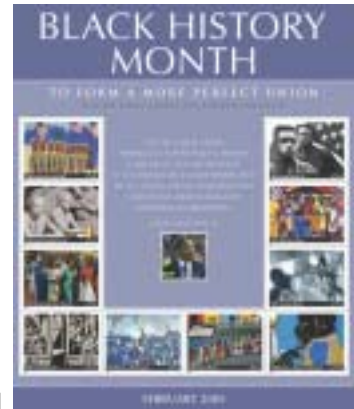


If these stamps could talk: "To Form A More Perfect Union" stamps unveiled in Washington, DC

Ten stamps commemorating the historic events of the Civil Rights Movement were unveiled in Washington, DC, at a performance of *If This Hat Could Talk*, a musical stage play that recounts the experiences of civil rights activist Dr. Dorothy Height.

Height was a major leader of the 1960s Civil Rights Movement. She marched with Dr. Martin Luther King, Jr., sat in sessions with Stokely Carmichael, rode with Rosa Parks and participated in meetings with President Kennedy.

"The United States Postal Service has to be commended for issuing the *To Form A More Perfect Union* stamps," said Dr. Height, Chair/President Emerita, National Council of Negro Women. "They herald the struggle of men, women and children in the quest for equality." The stamps go on sale nationwide Aug. 30.



Convenient commuting: Tax savings just one advantage of USPS Commuter Program

Who doesn't want to make their daily commute a little easier — and save money at the same time? The USPS Commuter Program offers you the chance to do just that.

USPS is partnering with WageWorks to bring employees this convenient, money-saving way to pay for expenses associated with travel to and from work and parking.

The Commuter Program lets you pay your eligible public transportation costs through convenient pre-tax payroll purchase — costs for mass transit, vanpools and parking. Your fare cards, passes or vouchers are delivered to your address by mail and your monthly parking fees can be automatically paid to your parking provider.

Expenses are paid in advance and are tax-free up to the Internal Revenue Service monthly limits of \$105 for public transportation and \$200 for parking. Your tax bracket and

your total eligible monthly costs determine how much you save.

All career employees received a brochure with information on how and when to enroll. To enroll, visit www.wageworks.com or call 877-924-3967 — TTY dial 866-361-8017.

USPS, APWU reach tentative contract extension agreement: Covers period from Nov. 20, 2005, to Nov. 20, 2006

The Postal Service and the American Postal Workers Union (APWU) have announced a tentative 1-year contract extension. Upon ratification by union members, the agreement will affect approximately 287,000 employees represented by the APWU.

The tentative agreement provides for a 1.6 percent wage increase effective March 18, 2006, continuation of the cost-of-living allowance and covers the period from Nov. 20, 2005, and continues through Nov. 20, 2006.

Will the real identity theft source please stand up? Credit card ad incorrectly suggests mailbox is cause

A recent ad sponsored by several credit card companies can leave consumers with the mistaken idea that their mailbox is a big source of identity theft in this country.

The full page ad appeared in *Time*, *Newsweek*, *U.S. News and World Report* and *Business Week* showing an open mailbox labeled "Database" and the tagline "Most identity thieves don't gather their data from a computer." If you're looking at the picture, it's easy to conclude that mail is the source of most identity theft.

But it isn't.

A Federal Trade Commission (FTC) report shows that 53 percent of identity theft stems from online activities. Offline activities, such as lost and stolen wallets, misplaced, forgotten or discarded transaction receipts or "shoulder surfing" when you're using an ATM are some of the other ways identity thieves can get your personal and financial information.

And mail? Well, an earlier FTC report shows that stolen mail accounts for only 4 percent of identity theft in the United States. Just 4 percent! Mail is one of the safest, most secure ways to communicate. And the Postal Inspection Service is on the job 24/7 to keep it that way.

The Postal Service is working with the credit card companies involved to educate them on the misperceptions the ad raises and ask that they accurately portray the security of the mail in future identity theft ads.

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.

New Directives

Handbooks

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK DM-709-A	6/05	Negotiated Service Agreements	N/A	DMM-7	P&C	HQO	N/A
HBK MS-130-VOL-D	10/04	Remote Bar Coding System/Output Subsystem (RBCS/OSS), Postal Automation Redirection System (PARS) Modification	7610-03-000-9071	ASM 5	ENG	MDC	Restricted
HBK MS-216-VOL-A	10/04	Postal Automated Redirection System (PARS), System Information	7610-07-000-4864	ASM 5	ENG	MDC	N/A
HBK MS-216-VOL-B	10/04	Postal Automated Redirection System (PARS), Maintenance Information	7610-07-000-4865	ASM 5	ENG	MDC	N/A

Labels

PSIN	Edition Date	Title	Size	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
LAB 85	8/05	Premium Forwarding Service Penalty Label	5 1/4 X 3 7/8	7690-08-000-0862	PG	PD	MDC	N/A

Management Instructions

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MI FM-640-2005-1	6/05	Travel Policy for Contractors and Non-Postal Service Personnel	N/A	FIN	IWEB	N/A
MI-PM-4.4.1-2005-1	4/05	Economic Pay Adjustments for Highway and Inland Domestic Water Contracts	N/A	NOM	IWEB	N/A

Revised Directives

Handbooks

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK EL-803	4/05	Maintenance Employee's Guide to Safety	7610-01-000-9085	ELM 8	ERM	MDCIWB	N/A
HBK EL-906	6/05	Agreement Between USPS and Fraternal Order of Police, National Labor Council, USPS No.2	N/A	ELM 9	LR	HQO	R
HBK MS-138-VOL-D	5/05	Small Parcel and Bundle Sorter (SPBS-1 & SPBS-2), Parts Information	7610-05-000-5512	ASM 5	ENG	MDC	N/A
HBK MS-155-VOL-A	4/05	Remote Bar Coding System, Image Processing Subsystem B (RBCS/IPSS-B), General Information	7610-03-000-7037	ASM 5	ENG	MDC	N/A
HBK MS-178-VOL-A	5/05	Automated Flat Sorting Machine 100 (AFSM 100), General Information	7610-05-000-4207	ASM 5	ENG	MDC	N/A
HBK MS-178-VOL-B	5/05	Automated Flat Sorting Machine 100 (AFSM 100), Maintenance Information	7610-05-000-4208	ASM 5	ENG	MDC	N/A
HBK MS-178-VOL-C	5/05	Automated Flat Sorting Machine 100 (AFSM 100), Troubleshooting Information	7610-05-000-4209	ASM 5	ENG	MDC	N/A

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-178-VOL-D	5/05	Automated Flat Sorting Machine 100 (AFSM 100), Parts Information	7610-05-000-4210	ASM 5	ENG	MDC	N/A
HBK MS-178-VOL-E	5/05	Automated Flat Sorting Machine 100 (AFSM 100), Software Reference	7610-05-000-4573	ASM 5	ENG	MDC	N/A

Manuals

PSIN	Issue	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MAN IMM	30	5/05	International Mail Manual	7610-02-000-9904	P&C	MDC, MDCIWB, PE	GPO, PE, WWW

Notices

PSIN	Edition Date	Title	Size	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
NOT 299	5/05	U.S. Postal Money Order Reference Card	3 5/8 X 8	7610-05-000-5767	EACH	IS	MDCIWB	MDC

Publications

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 71	5/05	Notice for Employees Requesting Leave for Conditions Covered by the FMLA	7610-03-000-9441	ELM 5	ERM	MDCIWB	N/A
PUB 95	5/05	Quick Service Guide	7610-04-000-1197	DMM 1	P&C	MDC	P/F
PUB 546	3/05	Sweepstakes Advertising: A Consumer's Guide	7610-03-000-4600	ISM 4	IS	MDCIWB	MDCWEB

Obsolete Directives*Handbooks*

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
HBK MS 124-VOL-A	3/98	Multi-Position Flats Sorting Machine, Model 881, Background Information	7610-02-000-8115	ENG	MDC	N/A
HBK MS 124-VOL-B	3/98	Multi-Position Flats Sorting Machine, Model 881, Maintenance Information	7610-04-000-1011	ENG	MDC	N/A
HBK MS 124-VOL-C-P1	3/98	Multi-Position Flats Sorting Machine, Model 881, Parts, Wire Lists, and Schematics	7610-04-000-1198	ENG	MDC	N/A
HBK MS 124-VOL-C-P2	3/98	Multi-Position Flats Sorting Machine, Model 881, Parts, Wire Lists, and Schematics	7610-04-000-1199	ENG	MDC	N/A

Labels

PSIN	Edition Date	Title	Size	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
LAB 11-C	7/98	Express Mail Airport to Airport	8 3/4 X 4 1/2	7690-01-000-9023	EACH	PD	EPM	EPM
LAB 11-H	11/83	Express Mail Airport to Airport Service	9 1/2 X 4 1/2	7690-03-000-9207	BOX	PD	EPM	EPM

Management Instructions

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MI FM-640-95-1	3/95	Travel Policy for Contractor and Other Non-Postal Service Personnel	N/A	FIN	HQO	N/A

Posters

PSIN	Edition Date	Title	Size	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 76	1/99	Some Things Were Never Meant to Be Mailed	8 1/2 X 11	7690-03-000-9321	EACH	IS	MDC	WWW
POS 76-S	1/00	Hazardous Materials (Spanish)	8 1/2 X 11	7690-03-000-3697	EACH	IS	MDC	WWW

— *Information Policies and Procedures, Public Affairs and Communications, 7-7-05*

*HANDBOOK REVISION***Handbook AS-353, Guide to Privacy and the Freedom of Information Act**

Effective July 7, 2005, Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*, is revised. The appendix is replaced to indicate the Privacy Act Systems of Records was published in their entirety in the *Federal Register* on April 29, 2005 (70 FR 22516–22560), and on May 6, 2005 (70 FR 24128–24129).

We will incorporate this revision into the next printed version of Handbook AS-353 and into the online version of the handbook 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>.)

Refer any questions about this revision to the Records Office at 202-268-2608.

— *Privacy Office,
Consumer Advocate, 7-7-05*

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 Fall Home Sale	Standard/Catalog	7/8/05–7/13/05	7.0	Nationwide	Car-Rt	RR Donnelley
JCP NW Acquisition	Standard/Catalog	7/8/05–7/13/05	4.0	Nationwide	Car-Rt	Quebecorworld
The Sportsman's Guide, July Hunting	Standard/Catalog	7/11/05–7/15/05	1.5	Nationwide	3/5-Digit, Car-Rt	RR Donnelley, Spartanburg, SC
Catherine's Clearance Sale	First-Class/Letter	7/15/05–7/19/05	1.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Cenveo, Memphis, TN
JCP Back to School	Standard/Catalog	7/15/05–7/20/05	1.9	Nationwide	Car-Rt	RR Donnelley
JCP Week 25 July Restricted Cat PC	Standard/Letter	7/18/05–7/20/05	2.5	Nationwide	Car-Rt	Harte-Hanks
The Sportsman's Guide, August	Standard/Catalog	7/18/05–7/23/05	1.1	Nationwide	3/5-Digit, Car-Rt	RR Donnelley, Lynchburg, VA
JCP Week 25 July Super Saturday	Standard/Letter	7/19/05–7/21/05	9.2	Nationwide	Car-Rt	Harte-Hanks

— Business Service Network Integration, Service and Market Development, 7-7-05

*PUBLICITY KIT***To Form A More Perfect Union Commemorative Stamps****Contents**

Publicity Kit: To Form A More Perfect Union Commemorative Stamps	11
To Form A More Perfect Union Commemorative Stamps Sheet	12
Stamps and First-Day Issuances	13
Pictorial Postmarks	14
Pictorial Postmark Announcement	15
Stamp Artwork	16
Suggested Public Relations Timeline	16
Products and Licensing	17
To Form A More Perfect Union Commemorative Stamps Dedication Speech	19
To Form A More Perfect Union Commemorative Postage Stamps Facts and Suggested Talking Points ..	21
Sample Media Advisory: Stamp Dedication In [Insert City] Focused on the Civil Rights Movement	23
Sample Press Release: Special Dedication of Civil Rights Movement Commemorative Postage Stamps to Be Held in [Location]	24
Sample Press Release: To Form a More Perfect Union Commemorative Stamp Sheet Highlights [Town's Name] Role in Civil Rights Movement	28
Participation of Public Officials	32
Suggested Participating Organizations and Contact Information	34
Public Affairs and Communications Field Managers	36
Government Relations Contacts	37

*To Form A More Perfect Union Commemorative Stamps**Publicity Kit*

July 2005

DISTRICT MANAGERS, CUSTOMER SERVICE AND SALES
POSTMASTERSSUBJECT: *To Form A More Perfect Union* Commemorative Stamps

To Form A More Perfect Union™ commemorative stamps recognize the courage and achievements of the men and women who, during the years of the Civil Rights Movement, struggled to bring the vision of our founding fathers closer to reality.

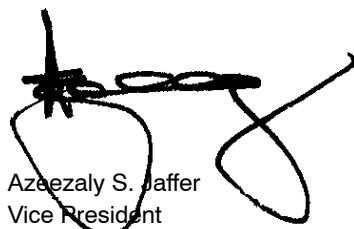
At eight first-day-of-issue ceremonies on August 30, 2005, the United States Postal Service® will dedicate the *To Form A More Perfect Union* commemorative postage stamps. These new stamps are part of the Postal Service's™ 2005 stamp program celebrating the people and events that have shaped the history of our nation. The *To Form A More Perfect Union* stamps commemorate 10 important milestones of the Civil Rights Movement — *Brown v. Board of Education* (Topeka, KS); Civil Rights Act of 1964 (Memphis, TN); Freedom Riders (Jackson, MS); Little Rock Nine (Little Rock, AR); Lunch Counter Sit-Ins (Greensboro, NC); Montgomery Bus Boycott (Montgomery, AL); Selma March (Selma, AL); Executive Order 9981; March on Washington; and Voting Rights Act of 1965 (Washington, DC).

The *To Form A More Perfect Union* commemorative stamps will be available in Post Offices™ nationwide on August 30.

Several stamp unveilings have already taken place surrounding the announcement of the *To Form A More Perfect Union* commemorative stamps. Throughout the coming year, there will be opportunities in every community across the nation to trace the history of our nation's civil rights movement. We urge you to plan your own local events, to showcase these stamps and to educate employees and customers about the historic events that inspired these 10 stamps.

This field publicity kit will help you implement the *To Form A More Perfect Union* stamps events in your community by providing you with planning ideas, African-American Political Organizations, History Museums and Greek Letter Organizations contacts, talking points, news releases, and Public Affairs and Communications, Employee Development and Diversity, and Government Relations contacts. The expertise of these three teams can help you develop and plan successful local events.

As we make plans to raise awareness by promoting the *To Form A More Perfect Union* commemorative stamps, we want to take this opportunity to thank you for your support. Promoting the Postal Service's stamp program provides us with a unique way to gain community support for the Postal Service and helps strengthen our ties with the communities we serve.



Azeezaly S. Jaffer
Vice President
Public Affairs and Communications

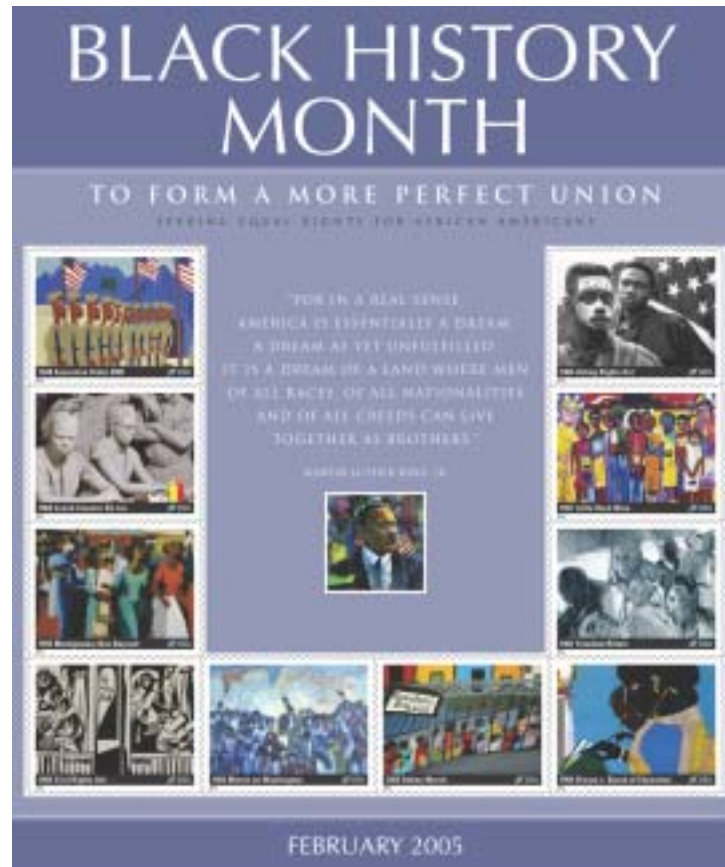


Susan M. LaChance
Vice President
Employee Development and Diversity

cc: Vice Presidents, Area Operations
Manager, Capital Metro Operations

PUBLICITY KIT

To Form A More Perfect Union Commemorative Stamps Sheet



An electronic version of the *To Form A More Perfect Union* commemorative stamps sheet publicity kit is posted on the intranet at <http://blue.usps.gov>; click on *Public Affairs and Communications*, then *Postmaster's Toolkits*. That electronic version makes it easy to complete the fill-in-the-blank materials included in the kit.

Overview

Use the *To Form A More Perfect Union* postage stamps to trace the history of our nation's civil rights movement through vivid illustrations of key events, people, and decisions that changed the course of this nation, to educate employees and customers about historical events relating to these 10 stamps, to celebrate the milestones of the Civil Rights Movement, to make these historic achievements relevant today, and to differentiate the Postal Service™

from our competitors through the opportunity our stamp program provides us.

To Form A More Perfect Union stamps recognize the courage and achievement of the men and women who, during the years of the Civil Rights Movement, struggled to bring the vision of our founding fathers closer to reality. Ten important milestones of the Civil Rights Movement are commemorated with the *To Form A More Perfect Union* stamps: Executive Order 9981, issued by President Harry S. Truman and implemented over several ensuing years, abolishing segregation in the United States armed forces; *Brown v. Board of Education*; Montgomery Bus Boycott; Little Rock Nine; Lunch Counter Sit-Ins; Freedom Riders; March on Washington; Civil Rights Act of 1964; Selma March, and Voting Rights Act of 1965.

Stamps and First-Day Issuances

The U.S. Postal Service will issue the 10 *To Form A More Perfect Union* commemorative postage stamps nationwide on August 30, 2005, in Greensboro, NC; Montgomery, AL; Memphis, TN; Selma, AL; Topeka, KS; Jackson, MS; Little Rock, AR; and Washington, DC. For this nationwide issuance, 70 million stamps have been printed.

Publicity Ideas to Interest the Media

The *To Form A More Perfect Union* stamps sheet is a nationwide issue and stamps will be available at Post Offices throughout the country on August 30. You may hold a "second-day" event for the *To Form A More Perfect Union* stamps throughout the rest of the year.

Local and national publicity will help promote awareness about historical events relating to these 10 stamps. This is an opportunity to celebrate the milestones of the Civil Rights Movement and to make these historic achievements relevant today.

Here are some methods to capture media attention:

Copy the First-Day Event Theme

The first-day-of-issue events will take place August 30. Senior Postal Service participants will include governors, officers, and employees. Events will also include congressional leaders and representatives from the National Association for the Advancement of Colored People (NAACP), Congressional Black Caucus Foundation (CBCF), National Urban League, Southern Christian Leadership Conference (SCLC), International Civil Rights Center & Museum in Greensboro, NC, Central High School National Historic Site director in Little Rock, AR, National Civil Rights Museum in Memphis, TN, the Davis Theatre for the Performing Arts in Montgomery, AL, *Brown v. Board of Education* National Historic Site in Topeka, KS, and other dignitaries.

Because these stamps have significant national importance, it is a good idea to contact your Postal Service Government Relations representative for guidance to involve public officials when planning your event (see page 37 for the list of Government Relations contacts).

Members of Congress, civil rights activists, and the African-American community will be interested in these stamps and the events surrounding them.

Your area Public Affairs and Communications representatives are available and ready to assist you in generating publicity for your events. (See page 36 for the list of Area Public Affairs and Communications managers.)

Other Event Ideas

- Look for opportunities to sponsor events with local community groups, schools, and civil rights organizations.
- Contact the local chapter of one of the nationally recognized African-American organizations to host an event.
- Host an event at your local African-American History Museum.
- Partner with nationally recognized Greek letter organizations in your area to host an event.
- Set up displays at local libraries where customers can learn the history behind the significant events centered around these stamps.
- Set up displays in front of Post Offices.
- Partner with local colleges and universities (especially historically Black colleges and universities).
- Partner with local churches in African-American communities (especially African Methodist Episcopal churches).
- Generate publicity for the *To Form A More Perfect Union* commemorative stamps with a simple stamp dedication ceremony in your Post Office lobby. The Postal Service continuously issues new stamps to help raise awareness about a variety of events, persons, and themes of widespread national appeal and significance, and stamps that are both interesting and educational.
- Check with local cable television stations that may regularly air civil rights documentaries to see if they are interested in covering your event or if they would consider inviting event participants on their program.

Implement any of these ideas, combine them, or brainstorm with your employees and come up with ideas of your own. Using the publicity materials in this kit, be sure to publicize each and every event through your local newspaper and radio and television stations via press releases, media advisories, and letters to the media. And don't forget to make follow-up phone calls.

Event Planning Checklist

When planning *To Form A More Perfect Union* commemorative stamp events, keep the following suggestions in mind:

- Set a date.
- Begin planning immediately.
- Contact your local NAACP, the Urban League, sororities and fraternities, historically Black colleges, and other African-American organizations to see if they can participate in the *To Form A More Perfect Union* stamp event in your city.
- Secure participants.
- Order enlargements of the stamp images, flyers, and other supplies for the event.
- Prepare a special pictorial postmark, if applicable. (See announcement form on page 15.)
- Secure staging and sound equipment, if applicable.
- Plan signage, including a podium sign and banners.
- Launch a local publicity campaign using the materials in this kit.
- Draft a sequence-of-events agenda and speaker remarks.
- Plan retail opportunities (booth, bag stuffers, etc.).
- Prepare ceremony programs and invitations.

Pictorial Postmarks

Pictorial postmarks have not been produced on a national level, but Post Offices planning second-day events may design their own special pictorial postmark. As a reminder, the Postal Service must endeavor to make all unusual postmarking services widely known to collectors through advance publicity to avoid limiting the availability of these postmarks. Therefore, all pictorial postmarks must be reported to Stamp Development 3 weeks prior to local events. Please use the announcement form on the following page to report your use of a postmark.

Guidelines for Finalizing *To Form A More Perfect Union* Commemorative Stamps Pictorial Postmark Art

To finalize the *To Form A More Perfect Union* commemorative stamps pictorial postmark art, insert the date, city, state, and ZIP Code™ of the physical location of your event adjacent to the stamp image. Overall dimensions of the pictorial postmark must not exceed 4 inches horizontally by 2 inches vertically. Collectors prefer the dimensions 3 1/2 inches by 1 inch.

Second-Day Postmarks

Second-day postmarks are pictorial postmarks and follow the same guidelines as above. The word "Station" or the abbreviation "STA" is required somewhere in the design, since it will be a temporary station.



Pictorial Postmark Announcement

<p>Complete this announcement and forward it to the following address: PICTORIAL POSTMARK PROGRAM MANAGER STAMP SERVICES US POSTAL SERVICE 1735 NORTH LYNN ST STE 5016 ARLINGTON VA 22209-6432</p>	<p><i>Insert pictorial postmark Copy here</i> (Camera-ready or reproducible) No larger than 4" horizontal x 2" vertical</p>
---	---

Postal Service Contact (name, address, telephone)	
Station Date(s)	
Sponsor	
Station Name	
Complete Street Address or PO Box Number	
City/State/ZIP+4 code	

Mail Postmark Requests to:

Station Name	
Addressee Name (usually "Postmaster")	
Complete Street Address or PO Box 9998	
City/State/ZIP+4 Code	

Stamp Artwork

To purchase artwork of the *To Form A More Perfect Union* commemorative stamps, including poster-sized enlargements, color transparencies, and color prints, contact:

VICTOR PULUPA
 DODGE COLOR
 4827 RUGBY AVE STE 100
 BETHESDA MD 20814-3028
 E-mail: victor@dodgecolor.com
 Phone: 301-656-0025 x 212
 Fax: 301-656-0435

Please plan ahead and allow enough time for production and shipping.

Suggested Public Relations Timeline

Note: If you have questions or need assistance with any of these items, please contact the Public Affairs and Communications representative serving your area.

Action	Suggested Timing
Send invitations to local and area dignitaries.	A few weeks before event.
Send announcement and invitations to employees.	A few weeks before event.
Distribute pre-event news release.	A few weeks before event.
Distribute media advisory to newspapers and radio and TV stations.	One week before event.
Redistribute media advisory to all news media.	One or two days before event.
Remind invited dignitaries about event by telephone.	Five days before event.
Make follow-up phone calls to local news media.	One day before event.
Distribute day-of news release.	Day of event.
Send letter to newspaper editor thanking community.	Day after event's completion.
Send newspaper clippings and "media successes" summary to the Public Affairs and Communications office serving your area and fax to Headquarters Community Relations at 202-268-4925.	Within one week after event.

Products and Licensing

- First-Day Cover Digital Color Postmark Keepsake
(Item 567199) \$5.20
(Full pane with random single color postmark FDC)
- Postmark Keepsake
(Item 567193) \$9.90
(Full pane of stamps and a full pane canceled)
- Cultural Diary Page
(Item 567196) \$8.95
(Two diary pages — one with text and one for stamp;
pane of stamps; stamp mount)
- Expressions of African Americans: A Cultural Diary
(Item 458096) \$34.95
(Book with four diary pages and stamps — actor and
singer Paul Robeson, athlete Wilma Rudolph, author
James Baldwin, Kwanzaa; a writing tablet.)

Also available is the Marian Anderson Cultural Diary page — diary page, pane of stamps, and illustrated envelope (Item 458076, \$12.95) and the Arthur Ashe Cultural Diary Page (Item 457496, \$12.95) — A single diary page, stamp mount, and full pane/sheet of 20 *Arthur Ashe* stamps.

This unique collectible consists of a beautifully illustrated binder designed to hold current and future insert cards of African-American stamp issues as well as personal notes. The initial product offering includes the binder, insert cards, stamps, and mounts for four African-American issues from 2004 (actor/singer Paul Robeson, a writing tablet, athlete Wilma Rudolph, author James Baldwin, and Kwanzaa), as well as a companion notepad for recording personal thoughts.

Details

The 10 x 13 inches binder features a montage of African-American historical photographs combined with rich textures and decorative elements rendered in warm earth tones of reds, golds, and browns.

The interior, 8 1/2 x 11 inches wire-bound pages, are a deep brown and contain slits in all four corners to allow insertion of stamp issuance cards and notepad pages.

Cultural Diary pages measure 7 3/8 x 10 inches and contain photographs of the featured stamp subject, biographical information, timeline, and memorable quotations. Cards are executed in tones designed to echo the color palette of the binder. There is also a reproduction of a stamp on each card to designate space for mounting the actual stamp. Cultural Diary pages will be produced for all future African-American issues and will include a separate stamp and mount. Separately retailing for \$7.95, Cultural Diary pages for 2005 include *Marian Anderson*, *Arthur Ashe*, and the *To Form A More Perfect Union* pane.

The companion notepad included with the package is sized to match the diary pages so that the user can record personal thoughts and combine these personal pages in the binder with the stamp issuance cards. The pages can be rearranged as desired to create a uniquely individual album.

This lovely and unusual product is an ideal vehicle to preserve thoughts from and about notable African Americans, to generate interest in collecting stamps, and to create a family treasure.

The Cultural Diary can be ordered by calling 800-STAMP-24 or by visiting at the Postal Store online at www.usps.com.

Licensing and Use of *To Form A More Perfect Union Commemorative Stamps Image*

Listed below are the licensees that can create products featuring the *To Form A More Perfect Union* commemorative stamp. Please call the company directly to order.

Publicity Kit**To Form A More Perfect Union Commemorative Stamps**

US ALLEGIANCE INC 63004 LAYTON AVE BEND OR 97701-3735	Postcard set \$4.99 retail.	Steve Crawford, President Web: www.ipledge.com Telephone: 800-327-1402 541-330-6282 FAX: 800-622-8212
AMERICAN STAMP COLLECTIBLES INC RR 12 BOX 180 DONOHOE RD GREENSBURG PA 15601-9812	Framed reproductions with live stamp, Item 23133380; Item is \$30 wholesale and \$49 retail.	Lisa Koryga Web: lisa@americanstampcollectibles.com Telephone: 724-837-8810 X108 FAX: 724-837-0444
CONCORD INDUSTRIES 19 WILLARD RD NORWALK CT 06851-4414	Solid, square key chain, pearlized, polished silver finish, Item 23135246. Item is \$2.90 wholesale and \$4.99 retail:	Ali Cinar Web: acinar@concordind.com Telephone: 203-750-6060 X233

For additional information about licensing and use of the *To Form A More Perfect Union* commemorative stamp image, please contact Licensing@usps.com.

To Form A More Perfect Union Commemorative Stamps Dedication Speech

The following suggested speech may be used at local ceremonies and events to support and promote the To Form A More Perfect Union commemorative stamps. Feel free to customize it to fit your local event and community.

Good **[INSERT 'MORNING/AFTERNOON']**

I'm **[INSERT NAME OF POSTMASTER/DISTRICT MANAGER/MC]** and it's a tremendous honor for me to represent the United States Postal Service today as we **[DEDICATE/UNVEIL]** the *To Form A More Perfect Union* commemorative stamps.

We are proud to add the *To Form A More Perfect Union* commemorative stamps to our stamp program. For more than 150 years, the United States Postal Service has issued special stamps to help raise public awareness of a variety of important historical events.

The events chronicled in this pane of 10 stamps are a story of perseverance and triumph. Through these stamps, we honor those who fought so hard to achieve peace, equality, and justice in our great nation.

The stamps are a striking timeline of the Civil Rights Movement in this country — the quest for equal rights for all Americans.

The first stamp represents President Truman's 1948 Executive Order — Executive Order 9981 — eliminating segregation in America's armed forces.

From there, we have the landmark 1954 *Brown versus the Board of Education* decision; then the 1955 Montgomery Bus Boycott; the brave young students who became the Little Rock Nine of 1957; the 1960 Lunch Counter Sit-Ins; the Freedom Riders of 1961; Martin Luther King Jr.'s famous 1963 March on Washington; the Civil Rights Act of 1964; the Selma-to-Montgomery marches of 1965; and the Voting Rights Act of 1965, which celebrates its 40th anniversary this year.

As I look at today's audience, I know that many of us probably have our own civil rights stories. Whether we experienced the movement or read about it, we know it is a story of hope, courage, and achievement. As these stamps travel quickly, easily, and affordably on letters and packages to every house in America, they will serve as reminders of the men and women who sacrificed, bled, and died to let freedom ring.

I think Martin Luther King, Jr., said it best. A quote from King anchors the commemorative pane: "For in a real sense, America is essentially a dream. A dream as yet unfulfilled. It is a dream of a land where men of all races, of all nationalities, and of all creeds can live together as brothers."

So, with these new stamps, in this small way, we have created a lasting tribute to the unforgettable Civil Rights Movement that will continue to light the way to a better, more just future for all Americans. Let's work every day to make that dream a reality.

Publicity Kit

To Form A More Perfect Union Commemorative Stamps

Now, on behalf of the United States Postal Service, I would like to ask **[INSERT NAMES OF UNVEILING PARTICIPANTS IF APPLICABLE]** to join me in officially **[DEDICATING/UNVEILING]** the *To Form A More Perfect Union* stamps!

To Form A More Perfect Union Commemorative Postage Stamps Facts and Suggested Talking Points

- These commemorative U.S. postage stamps are being issued to celebrate the milestones of the Civil Rights Movement. Each stamp depicts more than history; each paints a portrait of a legacy of freedom.

Executive Order 9981 is a silk-screen print made circa 1941 by William H. Johnson's *Training for War*.

The Lunch Counter Sit-Ins movement to integrate "whites-only" lunch counters is recalled by an exhibit created for the National Civil Rights Museum by StudioEIS, a design and fabrication firm in New York.

The Montgomery Bus Boycott is represented by a detail from *Walking*, a 1958 painting by Charles Alston.

The Civil Rights Act of 1964 is suggested by *Dixie Café*, a 1948 brush-and-ink drawing by Jacob Lawrence.

The March on Washington was painted in 1964 by Alma Thomas.

The Selma March is represented by a 1991 acrylic painting by Bernice Sims.

Brown v. Board of Education, the landmark ruling, is suggested by Romare Bearden's 1984 lithograph, *The Lamp*.

Freedom Riders is a 1963 gouache by May Stevens honoring the men and women known as the Freedom Riders.

Little Rock Nine is a 1997 George Hunt painting, *America Cares*.

The Voting Rights Act of 1965 is suggested by Bruce Davidson's 1965 photograph *Youths on the Selma March*.

- Seventy million *To Form A More Perfect Union* stamps have been printed for this nationwide issuance.
- As with all of our stamp subjects, the ideas and suggestions for stamps are submitted to the Citizens' Stamp Advisory Committee (CSAC) from American citizens. CSAC carefully reviews every one of the 50,000 recommendations it receives each year against a long list of criteria. The subjects the committee selects then go to the postmaster general for final selection.

The Postal Service is interested in providing a diverse stamp program to the American public that appeals to a wide audience of varied interests and best represents the people, events, and accomplishments that have shaped our nation.

- Stamp collecting is a fun activity for the entire family that helps children learn about the world they live in.
- Customers can get information about stamps and other Postal Service products by calling 800-STAMP-24 or by going to our Web site at www.usps.com.



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

SAMPLE MEDIA ADVISORY

STAMP DEDICATION IN [INSERT CITY] FOCUSED ON THE CIVIL RIGHTS MOVEMENT

Event: Dedication of the *To Form A More Perfect Union* commemorative postage stamps

Who: [List only dignitaries, key Postal Service officials and any well-known special guests participating in or attending the event and provide their affiliations.]

What: [Description of why this event is newsworthy; list any entertainment, stamp collectibles, etc.]

When: [Day, date, time]

Where: [Exact location of event]

Background: The *To Form A More Perfect Union* commemorative postage stamps were issued on August 30, 2005. The dedication and issuance of these stamps carry a powerful message honoring those who fought long and hard to obtain equality for the betterment of American society.

###



POSTAL NEWS

Sample news release to be issued a few weeks prior to event. Use this as a guide for creating a news release that builds anticipation for your event. Include information and activities associated with the event.

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

SAMPLE PRESS RELEASE SPECIAL DEDICATION OF CIVIL RIGHTS MOVEMENT COMMEMORATIVE POSTAGE STAMPS TO BE HELD IN [LOCATION]

[INSERT NAME OF YOUR CITY] — The historic milestone that linked [NAME OF TOWN/CITY] to the Civil Rights Movement will be immortalized on postage when the Postmaster of [TOWN NAME] is joined by [INSERT ORGANIZATION/SPECIAL GUEST] to dedicate the *To Form A More Perfect Union* commemorative stamp sheet. The [NAME OF STAMP] as one of 10 stamps depicted on the stamp sheet, will be dedicated during a special ceremony at [INSERT LOCATION] at [TIME] on August 30.

[INSERT CITY] played a major role during the Civil Rights Movement when [DESCRIBE EVENT. USE BACKGROUND INFORMATION THAT FOLLOWS THIS NEWS RELEASE AS A GUIDE.]

[INSERT CITY] Postmaster [INSERT POSTMASTER'S NAME] will dedicate these stamps in an effort to inform, promote awareness and celebrate this landmark of the Civil Rights Movement. Scheduled to join [INSERT POSTMASTER'S LAST NAME] at the ceremony will be [INSERT CELEBRITY OR LOCAL/AREA DIGNITARIES].

[INSERT OTHER NOTABLE HAPPENINGS AT EVENT].

"[INSERT QUOTE]," said [INSERT POSTMASTER'S LAST NAME].

These new stamps are part of the Postal Service's 2005 stamp program, a program that celebrates the people, events and history of our nation. The *To Form A More Perfect Union* commemorative postage stamps trace the history of our nation's Civil Rights Movement through vivid illustrations of key events, people and decisions that changed the course of this nation.

To Form A More Perfect Union stamps recognize the courage and achievement of the men and women who, during the years of the Civil Rights Movement, struggled to bring the vision of our founding fathers closer to reality.

Ten important milestones of the Civil Rights Movement: Executive Order 9981 — the order issued by President Harry S. Truman that abolished segregation in the U.S. military; *Brown v. Board of Education*; Montgomery Bus Boycott; Little Rock Nine; Lunch Counter Sit-Ins; Freedom Riders;

March on Washington, Civil Rights Act of 1964; Selma March and Voting Rights Act of 1965 — are commemorated with the *To Form A More Perfect Union* stamps.



Executive Order 9981

On July 26, 1948, President Harry S. Truman issued Executive Order 9801 mandating full integration in all branches of the U.S. military. By the time the Korean conflict ended in the following decade, this had largely been achieved. William H. Johnson's *Training for War*, a silk-screen print made circa 1941, recalls President Harry S. Truman's Executive Order.



Lunch Counter Sit-Ins

When four African-American college students placed an order at a "whites only" lunch counter in Greensboro, NC, in 1960, they sparked acts of civil disobedience in many other cities. The sit-in movement to integrate "whites-only" lunch counters is recalled by an exhibit created for the National Civil Rights Museum by StudioEIS, a design and fabrication firm in New York.



Montgomery Bus Boycott

After Rosa Parks was arrested on Dec. 1, 1955, for refusing to let a white passenger take her seat on a Montgomery, AL, bus, African Americans began a prolonged boycott of the bus company by walking or carpooling for more than a year. On Dec. 21, 1956, black passengers once again rode Montgomery City Lines. The Boycott is represented by a detail from *Walking*, a 1958 painting by Charles Alston.



Civil Rights Act of 1964

Designed to provide broad protections against discrimination on the basis of race, the Civil Rights Act of 1964 was signed into law by President Lyndon B. Johnson. Among its other provisions, the law prohibited discrimination in public accommodations such as hotels, restaurants and theaters. The Civil Rights Act of 1964 is suggested by *Dixie Café*, a 1948 brush-and-ink drawing by Jacob Lawrence.



March on Washington

More than 250,000 people marched in Washington, DC, for racial justice in 1963, and Martin Luther King, Jr., delivered his historic "I Have a Dream" speech from the steps of the Lincoln Memorial. *March on Washington*, painted in 1964 by Alma Thomas, commemorates the great demonstration.



Selma March

In the spring of 1965, demonstrators demanding an end to discrimination gathered in Selma, AL, to march to the state capital 50 miles away. This is represented by *Selma March*, a 1991 acrylic painting by Bernice Sims.



Brown v. Board of Education

A unanimous ruling of the United States Supreme Court in the case of *Brown v. Board of Education* (1954) declared that separate educational facilities for black and white children are inherently unequal. The landmark ruling is suggested by Romare Bearden's lithograph, *The Lamp* (1984).



Freedom Riders

To test a ruling that outlawed segregation of bus stations and terminals serving interstate travelers, biracial groups of men and women volunteered to take bus rides through the South, using the "wrong" facilities at stops. Several Freedom Riders were injured because of mob violence instigated by segregationists, eliciting an outpouring of support and concern. A gouache by May Stevens called *Freedom Riders* (1963) honors the Freedom Riders.



Little Rock Nine

After the Supreme Court declared segregated schools unconstitutional in *Brown v. Board of Education*, many public school systems were slow to adapt to the new legal reality. In 1957, nine courageous students became the first African Americans to attend Central High School in Little Rock, AR, where they endured virulent harassment and received the protection of federal troops. George Hunt's painting, *America Cares* (1997), remembers the nine courageous students.



Voting Rights Act of 1965

With leaders of the Civil Rights Movement standing by, President Johnson signed the Voting Rights Act into law, strengthening the federal government's ability to prevent state and local governments from denying citizens the right to vote because of their race. The Voting Rights Act of 1965 is suggested by Bruce Davidson's photograph *Youths on the Selma March* (1965).

Current U.S. stamps, as well as a free comprehensive catalog, are available by calling 800-STAMP-24. A selection of stamps and other philatelic items are also available at the online Postal Store at www.usps.com/shop. In addition, beautifully custom-framed prints of original stamp designs are available at www.postalartgallery.com.

Since 1775, the Postal Service has connected friends, families, neighbors and businesses by mail. An independent federal agency, the Postal Service makes deliveries to more than 142 million addresses every day and is the only service provider to deliver to every address in the nation. The Postal Service receives no taxpayer dollars for routine operations, but derives its operating revenues solely from the sale of postage, products and services. With annual revenues of more than \$69 billion, it is the world's leading provider of mail and delivery services, offering some of the most affordable postage rates in the world. Moreover, today's postage rates will remain stable until at least 2006. The Postal Service delivers more than 46 percent of the world's mail volume — some 206 billion letters, advertisements, periodicals and packages per year — and serves seven million customers each day at its 37,000 retail locations nationwide.

#



POSTAL NEWS

Sample news release to be issued the day of event. Use this as a guide for creating your news release. Use past tense and include information and activities associated with the event.

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

SAMPLE PRESS RELEASE

TO FORM A MORE PERFECT UNION COMMEMORATIVE STAMP SHEET HIGHLIGHTS [TOWN'S NAME] ROLE IN CIVIL RIGHTS MOVEMENT

[INSERT NAME OF YOUR CITY, STATE] — [NAME OF TOWN'S] linkage to the Civil Rights Movement was immortalized on postage during a special ceremony today when the [NAME OF] Post Office™ dedicated the *To Form A More Perfect Union* commemorative postage stamp sheet. As one of 10 stamps depicted on the sheet, the [TITLE OF] stamp commemorates [NAME OF TOWN'S] role in [DESCRIBE CIVIL RIGHTS EVENT].

Taking their title from the Constitution of the United States, the *To Form A More Perfect Union* stamps recognize the courage and achievements of the men and women who, during the years of the Civil Rights Movement, struggled to bring the vision of our founding fathers closer to reality.

Joining Postmaster [NAME] in dedicating the stamp sheet was [INSERT ORGANIZATION/SPECIAL GUEST].

These new stamps are part of the Postal Service's™ 2005 stamp program, a program that celebrates the people, events and history of our nation. The stamps trace the history of our nation's Civil Rights Movement through vivid illustrations of key events, people and decisions that changed the course of this nation.

Ten important milestones of the Civil Rights Movement are depicted on the stamps: Executive Order 9981 — the executive order President Harry S. Truman put in place to end segregation in the military; *Brown v. Board of Education*; Montgomery Bus Boycott; Little Rock Nine; Lunch Counter Sit-Ins; Freedom Riders; March on Washington; Civil Rights Act of 1964; Selma March and Voting Rights Act of 1965.

These stamps reflect a journey of sacrifice and struggle. They depict more than history; they paint a portrait of a legacy of freedom, and the stamps remind us of who we are as a nation.



Executive Order 9981

On July 26, 1948, President Harry S. Truman issued Executive Order 9981 mandating full integration in all branches of the U.S. military. By the time the Korean conflict ended in the following decade, this had largely been achieved. William H. Johnson’s *Training for War*, a silk-screen print made circa 1941, recalls President Harry S. Truman’s Executive Order.



Lunch Counter Sit-Ins

When four African-American college students placed an order at a “whites only” lunch counter in Greensboro, NC, in 1960, they sparked acts of civil disobedience in many other cities. The sit-in movement to integrate “whites-only” lunch counters is recalled by an exhibit created for the National Civil Rights Museum by StudioEIS, a design and fabrication firm in New York.



Montgomery Bus Boycott

After Rosa Parks was arrested on Dec. 1, 1955, for refusing to let a white passenger take her seat on a Montgomery, AL, bus, African Americans began a prolonged boycott of the bus company by walking or carpooling for more than a year. On Dec. 21, 1956, black passengers once again rode Montgomery City Lines. The Boycott is represented by a detail from *Walking*, a 1958 painting by Charles Alston.



Civil Rights Act of 1964

Designed to provide broad protections against discrimination on the basis of race, the Civil Rights Act of 1964 was signed into law by President Lyndon B. Johnson. Among its other provisions, the law prohibited discrimination in public accommodations such as hotels, restaurants and theaters. The Civil Rights Act of 1964 is suggested by *Dixie Café*, a 1948 brush-and-ink drawing by Jacob Lawrence.



March on Washington

More than 250,000 people marched in Washington, DC, for racial justice in 1963, and Martin Luther King, Jr., delivered his historic “I Have a Dream” speech from the steps of the Lincoln Memorial. *March on Washington*, painted in 1964 by Alma Thomas, commemorates the great demonstration.



Selma March

In the spring of 1965, demonstrators demanding an end to discrimination gathered in Selma, AL, to march to the state capital 50 miles away. This is represented by *Selma March*, a 1991 acrylic painting by Bernice Sims.



Brown v. Board of Education

A unanimous ruling of the United States Supreme Court in the case of *Brown v. Board of Education* (1954) declared that separate educational facilities for black and white children are inherently unequal. The landmark ruling is suggested by Romare Bearden's lithograph, *The Lamp* (1984).



Freedom Riders

To test a ruling that outlawed segregation of bus stations and terminals serving interstate travelers, biracial groups of men and women volunteered to take bus rides through the South, using the "wrong" facilities at stops. Several Freedom Riders were injured because of mob violence instigated by segregationists, eliciting an outpouring of support and concern. A gouache by May Stevens called *Freedom Riders* (1963) honors the Freedom Riders.



Little Rock Nine

After the Supreme Court declared segregated schools unconstitutional in *Brown v. Board of Education*, many public school systems were slow to adapt to the new legal reality. In 1957, nine courageous students became the first African Americans to attend Central High School in Little Rock, AR, where they endured virulent harassment and received the protection of federal troops. George Hunt's painting, *America Cares*, (1997) remembers the nine courageous students.



Voting Rights Act of 1965

With leaders of the Civil Rights Movement standing by, President Johnson signed the Voting Rights Act into law, strengthening the federal government's ability to prevent state and local governments from denying citizens the right to vote because of their race. The Voting Rights Act of 1965 is suggested by Bruce Davidson's photograph, *Youths on the Selma March* (1965).

Current U.S. stamps, as well as a free comprehensive catalog, are available by calling 800-STAMP-24. A selection of stamps and other philatelic items are also available at the online Postal Store at www.usps.com/shop. In addition, beautifully custom-framed prints of original stamp designs are available at www.postalartgallery.com.

Since 1775, the Postal Service has connected friends, families, neighbors and businesses by mail. An independent federal agency, the Postal Service makes deliveries to more than 142 million addresses every day and is the only service provider to deliver to every address in the nation. The Postal Service receives no taxpayer dollars for routine operations, but derives its operating revenues

solely from the sale of postage, products and services. With annual revenues of more than \$69 billion, it is the world's leading provider of mail and delivery services, offering some of the most affordable postage rates in the world. Moreover, today's postage rates will remain stable until at least 2006. The U.S. Postal Service® delivers more than 46 percent of the world's mail volume — some 206 billion letters, advertisements, periodicals and packages per year — and serves seven million customers each day at its 37,000 retail locations nationwide.

#

Participation of Public Officials

The issuance of the *To Form A More Perfect Union* commemorative stamp offers a perfect opportunity to involve public officials in an important and positive local event. They are likely to have a keen interest in the event, as it provides a chance to interact with constituents in a friendly civic setting with secured media coverage.

It's a good idea to check with your Postal Service Government Relations representative before inviting federal, state, and local officials to your event. Following are simple guidelines, a suggested invitation list, and the names and telephone numbers of your Government Relations contacts.

Before the Event

Coordinate with your Government Relations representative before sending a written invitation to your two U.S. senators, your congressional representatives, or the governor of your state. When making your invitation list, be sure to include the mayor or any other local officials you deem appropriate. The local postmaster should sign the invitations.

Follow up the written invitation with a telephone call to the official's scheduler within a week if you have not received a reply. You may need to call more than once.

Keep in touch with all officials who respond. If asked, provide updated information to the official's staff as it becomes available (e.g., who else is participating, where and when to meet, what his or her role will be, etc.). Stress that remarks should be brief and limited to the dedication of the *To Form A More Perfect Union* commemorative stamps.

Include the names of all participating officials on the official program as honored guests scheduled to appear, and mention them in all media advisories, if applicable.

Provide a courtesy copy of the program to the officials in advance.

After the Event

Send a written thank you to all public officials who participated in the ceremony, expressing your appreciation.

Provide copies of any newspaper articles about the event to their offices. Even though they likely will see those articles on their own, you can take the opportunity to remind them of the press coverage the event received.

Provide a supply of extra cachets with the special postmark (if applicable) to public officials, even to those who could not attend. These make great giveaways and serve as a positive reminder of the event. As a reminder, pictorial postmarks have not been produced on a national level, but feel free to design and produce your own version.

Obtain and frame a photo of the public official posing beside the stamp image and make an appointment to present it in person, if possible. A matted, well-framed photograph stands a good chance of being hung on the wall of the official's office, again serving as a positive reminder of the event.

Keep in touch with your public officials. Good relationships are built over time.

Please use this sheet to fill in local information significant to your area.

Local Postal Facts

Post Office:

Year Established:

Postmaster:

Annual Mail Volume:

Annual Revenue:

Number of Employees:

Supervisors:

Clerks:

City Letter Carriers:

Rural Letter Carriers:

Mail Handlers:

Maintenance:

Others:

Number of Delivery Routes:

Number of Delivery Stops:

Number of Post Office Boxes:

Amount of Supplies and Services Purchased from Local Businesses:

Suggested Participating Organizations and Contact Information

African-American Political Organizations

Organization	Address	Phone	Fax
The National Urban League	120 WALL ST NEW YORK NY 10005-3904	212-558-5300	212-344-5332
NAACP	4805 MT HOPE DR BALTIMORE MD 21215-3206	410-521-4939	
Congressional Black Caucus Foundation, Inc.	1720 MASSACHUSETTS AVE NW WASHINGTON DC 20036-1903	202-263-2800	202-775-0773
A. Philip Randolph Institute	1444 I ST NW STE 300 WASHINGTON DC 20005-2210	202-289-2774	202-289-5289
100 Black Men of America, Inc.	141 AUBURN AVE ATLANTA GA 30303-2503	404-688-5100	404-688-1028
National Council of Negro Women, Inc.	633 PENNSYLVANIA AVE NW WASHINGTON DC 20004-2605	202-737-0120	202-737-0476
Black Racial Equality	PO BOX 24795 ST LOUIS MO 63115-0695	314-307-3441	
Congress of Racial Equality	817 BROADWAY NEW YORK NY 10003-4709	212-598-4141	
The National Black Chamber of Commerce	1350 CONNECTICUT AVE NW STE 405 WASHINGTON DC 20036-1722	202-466-6888	202-466-4918
Southern Christian Leadership Conference	591A EDGEWOOD AVE ATLANTA GA 30312-0128	404-522-1420	404-527-4333
The National Coalition on Black Civic Participation	1900 L ST NW STE 700 WASHINGTON DC 20036-5002	202-659-4929	202-659-5025

African-American History Museums

Organization	Address	Phone	Fax
The National Great Blacks in Wax Museum	1601-03 E NORTH AVE BALTIMORE MD 21213-1409	410-563-3404 410-563-6416	410-675-5040
Charles H. Wright Museum of African-American History	315 E WARREN AVE DETROIT MI 48201-1443	313-494-5800	313-494-5855
California African-American Museum	600 STATE DR LOS ANGELES CA 90037-1267	213-744-7432	
Museum of Afro-American History Boston	14 BEACON ST STE 719 BOSTON MA 02108-3704	617-725-0022	617-725-5225
African American Museum in Philadelphia	701 ARCH ST PHILADELPHIA PA 19106-1504	215-574-0380	
Anacostia Museum & Center for African American History and Cultural Library	1901 FORT PLACE SE WASHINGTON DC 20020-0520	202-633-0520	202-610-3374
Tubman African American Museum	340 WALNUT ST MACON GA 31201-3406	478-743-8544	478-743-9063
San Francisco African American Historical & Cultural Society	FORT MASON CENTER BLDG C SAN FRANCISCO CA 94123-1300	415-441-0640	
National Underground Railroad Museum	115 E THIRD ST MAYSVILLE KY 41056-1203	606-564-6986	606-564-6063
Smithsonian National Museum of African Art	SI BUILDING RM 153 MRC 010 PO BOX 37012 WASHINGTON DC 20013-7012	202-633-4600	202-357-4879

Organization	Address	Phone	Fax
The National Afro-American Museum & Cultural Center	1350 BRUSH ROW RD PO BOX 578 WILBERFORCE OH 45384-0578	937-376-4944	
Harrison Museum of African American Culture	523 HARRISON AVE NW ROANOKE VA 24016-1740	540-345-4818	

African-American Greek Organizations

Organization	Address	Phone	Fax
Sigma Gamma Rho Sorority, Inc.	1000 S HILL DR STE 200 CARY NC 27513-8630	919-678-9721	
Omega Psi Phi Fraternity, Inc.	3951 SNAPPFINGER PKWY DECATUR GA 30035-3204	404-284-5533	
Alpha Phi Alpha Fraternity, Inc.	2313 SAINT PAUL ST BALTIMORE MD 21218-5234	410-554-0040	410-554-0054
Alpha Kappa Alpha Sorority, Inc.	5656 S STONY ISLAND AVE CHICAGO IL 60637-1906	773-684-1282	
Kappa Alpha Psi Fraternity Inc.	2322-24 N BROAD ST PHILADELPHIA PA 19132-4590	215-228-7184	215-228-7181
Delta Sigma Theta Sorority, Inc.	1707 NEW HAMPSHIRE AVE NW WASHINGTON DC 20009-2501	202-986-2400	202-986-2513
Zeta Phi Beta Sorority, Inc.	1734 NEW HAMPSHIRE AVE NW WASHINGTON DC 20009-2526	202-387-3103	
Phi Beta Sigma Fraternity, Inc.	145 KENNEDY ST NW WASHINGTON DC 20011-2804		
Iota Phi Theta Fraternity, Inc.	1600 N CALVERT ST BALTIMORE MD 21202-2804	888-835-5109	
Dr. Michael V. Bowie National President National Pan-Hellenic Council, Inc.	COLLEGE OF EDUCATION UNIVERSITY OF FLORIDA G415 NORMAN HALL PO BOX 117045 GAINESVILLE FL 32611-7045	<i>president@nphcq.org</i>	

Public Affairs and Communications Field Managers

PAUL SMITH
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
EASTERN AREA US POSTAL SERVICE
PO BOX 40593
PHILADELPHIA PA 19197-0593
215-931-5054

MONICA HAND
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
NY METRO AREA US POSTAL SERVICE
421 EIGHTH AVE RM 5114
NEW YORK NY 10199-9681
212-330-3167

DEBRA HAWKINS
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
NORTHEAST AREA US POSTAL SERVICE
6 GRIFFIN RD N
WINDSOR CT 06006-9876
860-285-7265

EARL ARTIS JR
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
SOUTHEAST AREA US POSTAL SERVICE
225 N HUMPHREY BLVD 5TH FL
MEMPHIS TN 38166-0832
678-442-6018

JIM MRUK
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
GREAT LAKES AREA US POSTAL SERVICE
244 KNOLLWOOD DR 4TH FL
BLOOMINGDALE IL 60117-2208
630-539-6565

DON SMERALDI
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
PACIFIC AREA US POSTAL SERVICE
7001 S CENTRAL AVE RM 364A
LOS ANGELES CA 90052-9641
323-586-1210

DARLA STAFFORD
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
SOUTHWEST AREA US POSTAL SERVICE
7800 N STEMMONS FREEWAY STE 450
DALLAS TX 75247-4220
214-819-8717

SCOTT BUDNY
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
WESTERN AREA US POSTAL SERVICE
1745 STOUT ST STE 1075
DENVER CO 80299-7500
303-313-5130

DEBORAH YACKLEY
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
CAPITAL METRO OPERATIONS
16501 SHADY GROVE
GAITHERSBURG MD 20898-9998
301-548-1465

Note: Contact your local diversity specialist for assistance when planning your special events.

Government Relations Contacts

We can help! Your Government Relations representatives are here to serve you. We can assist you in contacting and inviting officials to participate in your event — please let us know.

Alphabetical State/Representative Listing

Area code and prefix for all extensions is 202-268-XXXX

Alabama	Laurie Solnik	x 3743
Alaska	Linda Macasa	x 3750
American Samoa	Linda Macasa	x 3750
Arizona	Gerald Kreienkamp	x 3744
Arkansas	Jeanne Gray	x 7217
California	Bill Weagley	x 3745
Connecticut	Jo Waterman	x 6748
Colorado	Gerald Kreienkamp	x 3744
Delaware	Jo Waterman	x 6748
District of Columbia	Rebecca Sumner	x 3755
Florida	Laurie Solnik	x 3743
Georgia	Bill Weagley	x 3745
Guam	Linda Macasa	x 3750
Hawaii	Linda Macasa	x 3750
Idaho	Linda Macasa	x 3750
Illinois	Talaya Simpson	x 7839
Indiana	Annie Kennedy	x 7505
Iowa	Annie Kennedy	x 7505
Kansas	Gerald Kreienkamp	x 3744
Kentucky	Paul Harrington	x 6029
Louisiana	Gerald Kreienkamp	x 3744
Maine	Kathy Sitterle	x 6027
Maryland	Rebecca Sumner	x 3755
Massachusetts	Jo Waterman	x 6748
Michigan	Talaya Simpson	x 7839
Minnesota	Annie Kennedy	x 7505
Mississippi	Laurie Solnik	x 3743
Missouri	Annie Kennedy	x 7505
Montana	Linda Macasa	x 3750
Nebraska	Gerald Kreienkamp	x 3744
Nevada	Linda Macasa	x 3750
New Hampshire	Jo Waterman	x 6748
New Jersey	Jo Waterman	x 6748
New Mexico	Gerald Kreienkamp	x 3744
New York	Kathy Sitterle	x 6027
North Carolina	Bill Weagley	x 3745
North Dakota	Annie Kennedy	x 7505
Ohio	Laurie Solnik	x 3743
Oklahoma	Jeanne Gray	x 7217
Oregon	Linda Macasa	x 3750
Pennsylvania	Rebecca Sumner	x 3755
Puerto Rico	Kathy Sitterle	x 6027
Rhode Island	Jo Waterman	x 6748
South Carolina	Linda Macasa	x 3750
South Dakota	Annie Kennedy	x 7505
Tennessee	Linda Macasa	x 3750
Texas	Jeanne Gray	x 7217
Utah	Gerald Kreienkamp	x 3744
Vermont	Kathy Sitterle	x 6027

Publicity Kit**To Form A More Perfect Union Commemorative Stamps**

Virgin Islands	Kathy Sitterle	x 6027
Virginia	Paul Harrington	x 6029
Washington	Linda Macasa	x 3750
West Virginia	Paul Harrington	x 6029
Wisconsin	Talaya Simpson	x 7839
Wyoming	Gerald Kreienkamp	x 3744

— *Community Relations, Public Affairs and Communications, 7-7-05*

Domestic Mail

DMM REVISION

Labeling List Changes

Effective July 7, 2005, *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) Labeling List L009 is revised to add two residual Periodicals consolidation processing centers. Please note: while this is an out-of-schedule label list change article, the “must comply” date is the same as the one that will be associated with the next regularly scheduled labeling list changes article. Mailers are encouraged to label according to this revised list immediately, but *must* comply with these changes no later than October 16, 2005.

We will incorporate these changes 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

* * * * *

L009 Mixed ADCs—Periodicals Flats and Irregular Parcels, Standard Mail and Package Services Flats, Standard Mail Irregular Parcels (of uniform thickness)

* * * * *

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
Change From:	
080-084, 137-139, 169-199	MXD PHILADELPHIA PA 190
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474	MXD CINCINNATI OH 450
420, 423, 424, 475-479, 614-620, 622-631, 633-639	MXD ST LOUIS MO 630
434-436, 465-468, 480-497	MXD DETROIT MI 481
Change To:	
080-084, 137-139, 169-199 (STD and PKG SVCS only)	MXD PHILADELPHIA PA 190
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474 (STD and PKG SVCS ONLY)	MXD CINCINNATI OH 450
420, 423, 424, 475-479, 614-620, 622-631, 633-639 (STD and PKG SVCS only)	MXD ST LOUIS MO 630
434-436, 465-468, 480-497 (STD and PKG SVCS only)	MXD DETROIT MI 481
Add:	
080-084, 137-139, 179-199 (PER only)	MXD PHILADELPHIA PA 190
169-178 (PER only)	MXD HARRISBURG PA 170
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-459, 470, 471 (PER only)	MXD CINCINNATI OH 450
420, 423, 424, 476, 477, 614-620, 622-631, 633-639 (PER only)	MXD ST LOUIS MO 630
434-436, 480-497 (PER only)	MXD DETROIT MI 481
460-462, 465-469, 472-475, 478, 479 (PER only)	MXD INDIANAPOLIS IN 460

* * * * *

— Logistics,
Network Operations Management, 7-7-05

DMM REVISION

Pallet Labels

Effective July 7, 2005, we are revising *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 705.8.6.3 to let mailers use a minimum of 12-point type when printing origin office information on bar-coded pallet labels. The Postal Service™ needs to know the office of origin when mail preparation problems occur. This information must be legible, but it is not necessary to use a type size as large as that needed for the destination line and contents line. By reducing the required type size of the origin entry line, we allow mailers more space on pallet labels for printing barcodes and other information.

The Postal Service publishes and updates requirements for pallet label barcodes on the Rapid Information Bulletin Board System (RIBBS) Web site. Mailers can access the latest specifications at <http://ribbs.usps.gov>. Under “RIBBS Links” in the left-hand column, click on *FAST/Surface Visibility*, then *Click Here for Additional Information in the Document Repository*. The document repository link provides updated information under the selection *Mailer Placard Spec*.

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

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

	*	*	*	*	*
700	Special Standards				
	*	*	*	*	*
705	Advanced Preparation and Special Postage Payment Systems				
	*	*	*	*	*
8.0	Preparation for Pallets				
	*	*	*	*	*
8.6	Pallet Labels				
	*	*	*	*	*
8.6.3	Lettering				

[Revise 8.6.3 to read as follows:]

Lettering for required information on pallet labels must be at least 1/2 inch high (or at least 48-point type). *Exception:* When customers apply postal-specified pallet barcodes to pallet labels, the lettering for the required information on line 3 (origin line) must be at least 1/8 inch high (or at least 12-point type).

* * * * *

— Mailing Standards,
Pricing and Classification, 7-7-05

DMM REVISION

Preparation of Bundles on BMC Pallets

Effective July 7, 2005, we are revising *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 705.8.5.11 to give mailers the option to secure bundles with two or more bands when placed on bulk mail center (BMC) pallets.

This alternative to shrinkwrapping is possible because bundles on BMC pallets are now almost entirely processed on the Small Parcel and Bundle Sorter (SPBS) and Automated Package Processing System (APPS). This revision benefits mailers and the Postal Service by moving more bundles onto pallets.

We will incorporate this revision into the next printed version of the DMM and into the monthly update of the online DMM available on Postal Explorer® at pe.usps.com.

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

	*	*	*	*	*
700	Special Standards				
	*	*	*	*	*
705	Advanced Preparation and Special Postage Payment Systems				
	*	*	*	*	*
8.0	Preparation for Pallets				
	*	*	*	*	*

8.5 General Preparation

* * * * *

8.5.11 Bundles on Pallets

In addition to 8.5.7 through 8.5.10, bundles on pallets must meet the following standards:

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

- a. Except as noted in 8.5.11b, mailers must secure bundles up to 1 inch in height (thickness) with shrink-

wrap or with banding placed at least once around the girth.

- b. All bundles placed on BMC pallets must be secured with at least two bands, with shrinkwrap, or with shrinkwrap plus one or more bands.

— *Mailing Standards,
Pricing and Classification, 7-7-05*

*NOTICE***New Address — Pricing and Classification Service Center**

Effective August 1, 2005, the Pricing and Classification Service Center (PCSC) is moving. Please address all correspondence to our new location:

PRICING AND CLASSIFICATION SERVICE CENTER
90 CHURCH ST STE 3100
NEW YORK NY 10007-2951

Last year we consolidated the three rates and classification service centers (RCSCs) and the nonprofit service center into one unit, the PCSC. By changing our business model, we can provide consistent application of Postal Service™ rates and mailing standards for customers. We also provide one source for mail classification decisions, one staff, and one-stop shopping for customers and field employees with rate application and mail eligibility questions.

The new PCSC provides pre-production rulings on rates for proposed mailings, giving mailers increased confidence in planning and budgeting for future mailings. For more information about the PCSC, visit the Postal Explorer® Web site at pe.usps.com; click on *PCSC*.

We will update the PCSC address in the next printed version of *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) and into the monthly update of the online DMM available on Postal Explorer at <http://pe.usps.com>.

— *Mailing Standards,
Pricing and Classification, 7-7-05*

FIELD INFORMATION KIT

Premium Forwarding Service (PFS)

This information kit is designed to inform Postal Service™ employees about Premium Forwarding Service (PFS) and contains the following:

- Fact Sheet.
- Frequently Asked Questions.
- Postmaster Checklist.
- Stand-Up Talk for All Employees at Districts and Plants.
- Stand-Up Talk for All Employees at Associate Offices, Stations, and Branches.
- “Disposition of Mail Chart (Post Office Copy)” (tear out) — see page 73 in this issue of the *Postal Bulletin*. *Note:* The “Disposition of Mail Chart (Customer Copy)” will be distributed to all Post Offices™ in late July.


Fact Sheet*Introduction*

Premium Forwarding Service (PFS) offers customers an alternative to hold-mail service and traditional temporary change-of-address service provided through the Computerized Forwarding System (CFS). PFS is designed for residential customers (retirees, seasonal travelers, etc.) who wish to receive *all* of their mail at a temporary address for a specified period of time of not less than 2 weeks and not more than 1 year. The Postal Service reships the mail on a weekly basis to the temporary address during the specified period of service.

PFS replaces all informal forwarding arrangements commonly referred to as “Snowbird Service” offered by some Post Offices. A benefit of PFS is that it provides a nationwide consistent service offering to all customers at a uniform price.

Facts About PFS

- PFS is available as follows:
 - Available to residential delivery customers beginning August 7, 2005, as part of a 2-year experiment.
 - Available from and to domestic addresses only.
 - Available to, *but not from*, APOs, FPOs, and commercial mail receiving agencies (CMRAs).
- Not available to customers who have on file an active Change-of-Address Order (PS Form 3575). *PFS mail is not processed through CFS.*
- PFS provides weekly reshipments (on Wednesday) of most of a customer’s mail for a period of not less than 2 weeks and not more than 1 year. Some exceptions apply (see the “Disposition of Mail Chart (Post Office Copy)” on page 73 in this issue of the *Postal Bulletin*).
- PFS provides reshipment of mail to a temporary address for an entire household or an individual addressee.
- Enrollment requires completion of PS Form 8176, *Premium Forwarding Service Application* (see pages 43–45 in this issue of the *Postal Bulletin* for images of pages 1, 2, and 8 of PS Form 8176); payment of a \$10 enrollment fee; and \$10 for each week of the designated service period. Full payment is due at the time of enrollment.
- Customers must enroll in person at the Post Office (including any of its stations and branches) serving their primary delivery address.
- Customers may extend, shorten, or cancel their enrollment by contacting the primary Post Office prior to the end of the service period and paying for any additional time period, if applicable.
- Items sent outside the weekly PFS shipment are re-addressed by the Post Office serving the customer’s primary address and rerouted to the customer’s temporary address (see the “Disposition of Mail Chart (Post Office Copy)” on page 73 in this issue of the *Postal Bulletin*).
- Priority Mail® parcels too large for the weekly PFS shipment are rerouted individually (outside the PFS Priority Mail shipment) to the temporary address at no additional charge.
- Standard Mail® and Package Services parcels too large for the weekly PFS Priority Mail shipment are rerouted to the temporary address “postage due” at the applicable Priority Mail rate. Parcel Post oversized items are rerouted to the temporary address “postage due” at Parcel Post oversized rates.

 UNITED STATES POSTAL SERVICE®		Premium Forwarding Service (PFS) Application	
<p><i>Instructions for completing this form are printed on the reverse of the last copy (card stock) of this form. Press firmly and legibly when completing this form; you are making 4 copies. Shaded items #18 - 21 may only be completed by Postal Service™ personnel.</i></p>		<p>PLEASE READ BEFORE YOU COMPLETE THIS FORM The Terms and Conditions governing this service are printed on the reverse of Copy 2 - Customer. Please read the reverse of this form carefully. By affixing your signature in item #14 (below) you are indicating that you understand and agree to the terms of this service agreement. Applications for this service can only be accepted and processed at the Post Office™, including any of its stations or branches, that serves your primary address.</p>	
<p>1. Premium Forwarding Service requested for:</p> <p><input type="checkbox"/> Individual <input type="checkbox"/> Entire Household</p>			
<p>2. Customer Name (Last, first, MI)</p>		<p>3. Email Address (Optional)</p>	
<p>4. Primary Local Address (Number, street, suite, apt., P.O. Box, etc.)</p>		<p>5. Temporary Address (Number, street, suite, apt., P.O. Box etc.)</p>	
<p>4a. For Puerto Rico Only: If address is in PR, print Urbanization Name, if appropriate.</p>		<p>5a. For Puerto Rico Only: If address is in PR, print Urbanization Name, if appropriate.</p>	
<p>6. City</p>	<p>7. State</p>	<p>8. ZIP+4®</p>	<p>9. City</p>
			<p>10. State</p>
			<p>11. ZIP+4</p>
<p>12. Primary Contact Telephone Number(s), including Area Code (Plus extension if appropriate)</p>		<p>13. Temporary Contact Telephone Number, including Area Code (Plus extension if appropriate)</p>	
<p>14. Customer Signature</p> <p>By signing this form, you acknowledge that you agree to the Terms and Conditions of the PFS program as printed on the reverse of Copy 2 - Customer.</p> <p>Signature _____ Application Date _____</p>		<p>15. Start Date (MM/DD/YYYY)</p>	<p>16. End Date (MM/DD/YYYY)</p>
		<p>17. Upon end of PFS, indicate when you want the Post Office to resume normal mail delivery. (Please read Instruction #17 on reverse of Copy #4 before completing this date.)</p> <p>(MM/DD/YYYY)</p>	<p>18. Last Shipment Date</p>
<p>19. Receiving Post Office™ Name and Address (Please print or use address stamp)</p>		<p>20. Type of Photo ID (Please record type of ID — e.g., Driver's License, Passport — but do not record the number. Government-issued IDs only. Credit cards and IDs issued by private companies are not acceptable forms of photo ID.)</p>	
		<p>21. Postal Service Employee (Please initial, date, and verify that payment and enrollment fee are received.)</p> <p>Total amount received for PFS: \$ _____ (Includes \$10.00 nonrefundable enrollment fee)</p> <p>_____</p> <p>Initials _____ Date Received _____</p>	
<p>22. Survey Question (optional) Please take a moment to complete our survey below. While we appreciate you taking the time to respond to our brief questions, your response is optional. As a future alternative to enrolling at the Post Office, would you prefer to enroll in the program using the following options? Enroll using internet <input type="checkbox"/> Yes <input type="checkbox"/> No Enroll by telephone via a toll-free number <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>23. Privacy Notice: The information you provide will be used to forward your mail to a new location. Collection is authorized by 39 U.S.C. 404. Filing this form is voluntary, but we cannot forward your mail without it. We do not disclose your information, except in the following limited circumstances: to government agencies or bodies as required to perform official duties; to mailers, only if they already possess your old address; in legal proceedings or for service of process; to law enforcement as needed for a criminal investigation; or to contractors who help fulfill the service. For more information on our privacy policies, see our privacy link on usps.com®.</p>			
<p>PS Form 8176, August 2005 (PSN: 7530-07-000-6197)</p>		<p>Distribution: Copy 1 — Post Office PFS Coordinator</p>	

Terms and Conditions

This document identifies the Terms and Conditions under which the United States Postal Service® makes this service available to you. By signing the application, you are stating that you have read and understand this document, and you agree to be bound by its terms and conditions. Applications for this service can only be accepted and processed at the Post Office™, including its stations, or branches, that serves your primary mailing address.

SERVICE DEFINITION

USPS® Premium Forwarding Service (PFS) is a personalized service for reshipping mail from a primary residential address to a temporary address using a Priority Mail® shipment. Some mail pieces, such as those requiring a delivery scan or signature and Express Mail® are rerouted piece by piece.

Service Rules for Retail Signup

1. PFS is available only from domestic addresses; PFS is available to, but not from APOs and FPOs.
2. A formal temporary or permanent Change of Address Order (PS Form 3575) cannot be active simultaneously with PFS.
3. This service reships mail for an entire household or for an individual addressee to a temporary address. Business addressees and centralized delivery points are generally ineligible.
4. Customers can have all their mail delivered to a temporary address for a minimum of two weeks to a maximum of one year. All mail is reshipped regardless of mailpiece endorsements.
5. Shipments are mailed once a week on Wednesday. PFS is not a guaranteed service; no refunds are allowed for delayed shipments.
6. The cost is \$10.00 to enroll (nonrefundable) and \$10.00 for each weekly shipment. Customers must pay for the entire period of service at the time of application. The customer may pay for the service with cash, check, credit card or debit card.
7. When applying, customers must provide two types of identification; one must contain a photo. Customers must provide evidence of residency at the primary address.
8. The start date is the first day the customer wants the Postal Service™ to hold the mail for reshipment. The end date is the last day the customer will accept mail delivered to the temporary address.
9. Mail requiring a scan, signature or additional postage at delivery will be rerouted separately (see Disposition of Mail Chart). Examples of such mail include Express Mail, mail bearing Delivery Confirmation™ or Return Receipt; Postage Due Mail and Numbered Insured Mail.
10. Some packages rerouted separately from the weekly shipment to the temporary address will arrive at the temporary address postage due at Priority Mail rates (see Disposition of Mail Chart):
 - a. **Express Mail** – Express Mail articles will not be included in the PFS package. Express Mail articles are rerouted immediately to the temporary address. No additional charges will apply (see Disposition of Mail Chart).
 - b. **Priority Mail** – Priority Mail articles are NOT held for reshipment in the PFS package, unless doing so WOULD NOT delay its delivery to the temporary address. No additional charges will apply (see Disposition of Mail Chart).
 - c. **First-Class Mail® Packages** – If First-Class Mail packages do not fit in the weekly shipment, each will be rerouted separately at no additional charge (see Disposition of Mail Chart).
 - d. **Standard Mail and Package Services Mail** - Articles and packages mailed at the Standard Mail Parcel Post®, Bound Printed Matter, Media Mail®, and Library Mail rates will be included in the PFS package if they fit inside the package (after letters, flats or large envelopes, and magazines are inserted). Otherwise, they will be shipped postage due at the Priority Mail rate regardless of the initial postage rate. The appropriate postage due fees will be collected at the point of delivery.

Note: To avoid additional charges, customers should have the sender of Standard Mail and Package Services Mail send this mail directly to the temporary addresses (see Disposition of Mail Chart).

Service Modifications (Extend, Shorten or Cancel Service)

1. Customers must notify their primary address Post Office™ of the new end date if there is a change.
2. To extend service, the customer must pay for all additional weeks of service before the extension is processed.
3. If the customer terminates the service early, an appropriate refund can, upon request, be provided, for the weeks not used. Refunds are issued by the primary address Post Office.

Mail Date	Employee's Initials	Comments	Mail Date	Employee's Initials	Comments

Instructions for completing PFS Application form:

1. Indicate if this application is for a single individual or the entire household. Check the appropriate box.
2. Fill-in the last name, first name, and middle initial of PFS applicant.
3. Provide an email address where PFS applicant can be reached. This information is optional.
- 4 & 4a. Provide the primary address from where the mail will be reshipped. Follow specific instructions for Puerto Rico.
- 5 & 5a. Provide the temporary address to where the mail will be shipped. Follow specific instructions for Puerto Rico.
- 6 - 8. Provide the city, state, and ZIP+4 of the primary address from where the mail will be reshipped.
- 9 - 11. Provide the city, state, and ZIP+4 of the temporary address to where the mail will be reshipped.
12. Provide a telephone number where the customer can be reached at the primary address. Telephone number can be a land line or cell phone.
13. Provide a telephone number where you can be reached at the temporary address. Telephone number can be a land line or cell phone and can also be same as primary phone number.
14. Sign and date the application. Your signature confirms your acceptance of the terms and conditions printed on the reverse of the customer copy.
15. Indicate when the service starts. The start date is the first day you want the Postal Service to hold the mail for reshipment through PFS.
16. Indicate when the service ends. The end date is the last day you want to receive mail at the temporary address.
17. Provide the date to resume mail delivery. This date must not exceed two weeks past the end date of the service.
18. **For Official Use Only** - Postal Service personnel calculates the last shipment date based on the customer's start and end dates and enters it here. PFS Priority Mail shipments are mailed on Wednesdays.
19. **For Official Use Only** - Postal Service personnel provides the name and address of the office accepting the application.
20. **For Official Use Only** - Postal Service personnel writes in the type of identification used to verify the customer's identity and primary address match.
21. **For Official Use Only** - Postal Service personnel initials here to indicate acceptance of customer application, and verification of the customer's identity and address match. Postal Service personnel verifies that payment and enrollment fee have been received.
22. Customer completes optional enrollment questions on the front of the form. (Answering these questions is optional.)
23. Customer reads privacy statement.

Distribution:
 Post Office Copy 1 Post Office PFS Coordinator USPS PFS
 Customer Copy 2 Customer ATTN: ARNETTA L. COBB
 HQ Copy 3 Mail to address at right 475 L'ENFANT PLAZA SW RM 5436
 Post Office Copy 4 Shipping Copy WASHINGTON DC 20260-5436

- Any mail requiring a “scan” (e.g., Delivery Confirmation™ service, Certified Mail™) is individually rerouted to the temporary address outside the weekly PFS Priority Mail shipment. Express Mail®, Priority Mail, and First-Class Mail® items are rerouted at no additional charge. Standard Mail and Package Services parcels are rerouted “postage due” at the applicable Priority Mail rates.
- *Two or more* PFS Priority Mail packages may be used for one customer if the volume of letters, flats, or large envelopes and magazines requires additional containers to reship the customer’s weekly accumulation of mail. The \$10 weekly Priority Mail shipment cost includes all PFS shipments of applicable mail in a given week.
- Label 85, *Premium Forwarding Service Penalty Label* (G-400), must be affixed to each weekly PFS Priority Mail shipment.



- Label 85 is *not* affixed to the items rerouted individually to the temporary address outside the PFS Priority Mail shipment.

Priority Mail Packaging

Postal Service personnel should select the Priority Mail containers (envelopes and boxes) used for PFS shipments based on the cubic volume of letters and flats shipped each week. Postal Service personnel may use other suitable mailing containers (e.g., padded mailing bags, etc.) provided they also affix Label 85 to the containers and clearly label the containers using Priority Mail stickers or Priority Mail tape.

- Do *not* use Priority Mail Flat Rate Boxes and Priority Mail Flat Rate Envelopes for PFS shipments.

- Do *not* use “ReadyPost” shipping materials for PFS shipments.

Tips to Give to Customers

- Prior to enrolling, ensure that customers have read the “terms and conditions” outlined on the reverse of the application (PS Form 8176).
- Remind customers to advise senders of large parcel items to address these items directly to their temporary address to avoid incurring postage-due charges.

Frequently Asked Questions

1. What is Premium Forwarding Service (PFS)?

PFS is a 2-year experiment of a new service that gives residential customers the option to have *all* of their mail reshipped to a temporary address while they are away from home. For a minimal charge, the Postal Service will package all of the customer’s mail weekly and send it by Priority Mail to the temporary address. (Some exceptions apply.) PFS can be used for a minimum of 2 weeks up to a maximum of 1 year. It provides customers an additional option to the current piece-by-piece temporary forwarding and hold-mail services.

2. When does this new service start?

PFS will be offered nationwide at all Postal Service retail locations beginning August 7, 2005.

3. How much does it cost?

The cost for PFS is \$10 to enroll and \$10 for each week of the designated service period.

4. How do customers enroll?

Customers must complete and submit PS Form 8176, *Premium Forwarding Service Application*, in person at the Post Office (including any of its stations and branches) serving their primary address (see pages 43–45 in this issue of the *Postal Bulletin* for images of pages 1, 2, and 8 of PS Form 8176). The customer presents two types of valid identification (one with photo) along with proof of residency with the PFS application. Both the enrollment fee and the payment for each weekly shipment covering the period specified by the customer are due at the time of application.

5. Can customers enroll in PFS via phone and Internet?

Phone and Internet enrollment are not available at this time. However, future enhancements to the service are planned.

Premium Forwarding Service (PFS)**Field Information Kit**

6. Do customers who use the service more than one time a year have to pay the \$10 enrollment fee with each subsequent PFS application?

Yes. The \$10 enrollment fee is due with each PFS application filed.

7. Can customers who have a COA on file enroll in PFS?

No. Customers with an active COA on file are not eligible to participate in PFS.

8. With PFS, do customers have the option to have their mail shipped to their temporary address weekly by a service other than Priority Mail service?

No.

9. Can the temporary address be a P.O. Box address?

Yes.

10. Can customers have their mail shipped to a mailbox at a UPS Store or MailBoxes, Etc. location?

Yes. The temporary address can be a commercial mail receiving agency (CMRA), but the primary address cannot be a CMRA or any other central delivery point (except for a Postal Service neighborhood delivery and collection box unit (NDCBU)).

11. Are there limits to the number of PFS applications that can be on file at one time from a single address?

No. There can be different PFS applications on file for multiple "individuals" from one primary address. However, there can be only one PFS application on file for an entire household from a primary address to a single temporary address during a service period.

12. Can PFS customers elect to have their mail shipped to their temporary address more than once per week?

No.

13. Can customers extend the service or cancel or shorten the length of the service?

Yes. Prior to the original end date designated on their PFS application, PFS customers can extend (up to 1 year), cancel, or shorten the service. To request a service modification, they must contact their primary Post Office (where the PFS application is on file) by phone or in writing prior to the end date noted on their application. For service extensions, customers must make payments for the additional weeks prior to the new service period. With requests to shorten or cancel the service, customers must apply for a refund for any unused shipments by completing PS Form 3533, *Application and Voucher for Refund of Postage and Fees*, and submitting it to the primary Post Office. The enrollment fee is non-refundable.

14. With PFS, can a customer specify what mail (or what class of mail) they want forwarded to their temporary address?

No. PFS provides shipment of all mail, regardless of class or subclass, from a primary address to a temporary address as designated by the customer.

15. What are the restrictions for PFS?

PFS is available only to customers with domestic primary addresses.

Customers whose primary address is a business address are generally not eligible to participate in PFS.

Customers whose primary address is a P.O. Box size 3, 4, or 5 are not eligible to use PFS.

Customers whose primary address is a centralized delivery point to which the Postal Service provides delivery in bulk to a third party (e.g., CMRAs) are not eligible to use PFS.

Customers whose primary address is an APO or FPO address are not eligible to use PFS. However, the temporary address may be an APO or FPO address.

16. Do mailer endorsements affect reshipment through PFS?

No. Mail for PFS customers is reshipped or rerouted regardless of any mailpiece endorsements.

17. How does PFS differ from a temporary Change-of-Address request?

A Change-of-Address (COA) Order, either temporary or permanent, provides for "piece-by-piece" forwarding of primarily First-Class Mail for a specified period of time. PFS provides a single weekly shipment of all mail (with some exceptions) via Priority Mail. PFS mail is not processed through the Computerized Forwarding System (CFS).

18. Can individual offices elect not to offer PFS and continue to offer their informal temporary forwarding arrangements to customers?

No. PFS replaces all informal arrangements offered at some Post Offices to accommodate customers' temporary address changes. PFS will be available to customers at all retail locations beginning August 7, 2005.

19. What about items too large to fit into the weekly PFS Priority Mail shipment?

Priority Mail, First-Class Mail, and Periodicals mailpieces too large to fit are rerouted individually to the temporary address at no additional cost. Standard Mail and Package Services parcels too large to fit are rerouted "postage due" at the applicable Priority Mail rate.

20. If there is a large weekly volume of mail for a PFS customer, will the Postal Service prepare and send more than one weekly PFS Priority Mail package to the customer's temporary address?

Yes. The Postal Service will prepare and send two or more PFS Priority Mail packages for one customer if the volume of letters, flats, large envelopes, and magazines requires additional packages.

21. Will PFS provide a guaranteed time of delivery service?

No. PFS does not include a guaranteed time of delivery. PFS shipments are sent each Wednesday via Priority Mail service.

22. How are Delivery Confirmation and other accountable mail handled with PFS?

Delivery Confirmation, accountable mail, Express Mail, and other mailpieces that require a scan will not be included within the weekly Priority Mail shipment. These items will be individually readdressed to the temporary address, scanned as "forwarded," and immediately rerouted to the temporary address. Express Mail and Priority Mail items are immediately rerouted at no additional charge. Standard Mail and Package Services mailpieces requiring a scan are immediately rerouted to the temporary address "postage due" at the applicable Priority Mail rate of postage, except that Parcel Post oversized items are rerouted "postage due" at Parcel Post oversized rates.

23. What about items arriving at the primary address "postage due"?

The Postal Service does not include items arriving "postage due" at the primary address Post Office for a PFS customer in the weekly Priority Mail shipment. These pieces are rerouted individually as follows:

- Postage-due First-Class Mail and Priority Mail items are rerouted to the temporary address "postage due."
- Postage-due Standard Mail and Package Services parcels (other than oversized Parcel Post) are rerouted to the temporary address "postage due" at the applicable Priority Mail rate.*
- Postage-due oversized Parcel Post items are rerouted to the temporary address at the applicable oversized Parcel Post rate.*

* The total "postage due" is the sum of the "postage due" at the time of receipt at the primary Post Office and the "postage due" for rerouting the item from the primary address Post Office.

24. With regards to PFS, what are the responsibilities of the Post Office serving the customer's primary address?

The primary address Post Office accepting the PFS application (PS Form 8176) is responsible for ensuring that the customer presents two types of valid identification (one with photo) along with proof of residency with the PFS application. The primary address Post Office prepares and sends the Priority Mail shipments each Wednesday, affixing Label 85, *Premium Forwarding Service Penalty Label* (G-400), to each PFS Priority Mail shipment. (See page 46 in this issue of the *Postal Bulletin* for an image of Label 85.) For items that are rerouted as "outsides," the primary address Post Office is responsible for readdressing the items to the temporary address on the day received. For Delivery Confirmation and other accountable items, the primary address Post Office is responsible for scanning the pieces as "forwarded" and readdressing the pieces to the temporary address. *The primary address Post Office does not use Label 85 for mailpieces sent as "outsides."* The primary address Post Office is also responsible for ensuring that PFS shipments stop on the original (or revised) end date specified on the PFS application and that delivery resumes to the customer's primary address.

Postmaster Checklist

- On or after July 7, 2005, see *Postal Bulletin* 22158 (7-7-05) and keep it for future reference. The *Postal Bulletin* is available online at <http://usps.com/cpim/ftp/bulletin/pb.htm>.
- Between July 7 and July 16, 2005, use the Field Information Kit from *Postal Bulletin* 22158 as follows:
 - Give the appropriate employee stand-up talk(s).
 - Disseminate the Fact Sheet and the "Disposition of Mail Chart (Post Office Copy)" to all appropriate employees. (In *Postal Bulletin* 22158, the Fact Sheet is available on page 42, and the "Disposition of Mail Chart (Post Office Copy)" is available on page 73.)
- By late July, ensure the following:
 - The automatic shipment of PS Form 8176, *Premium Forwarding Service Application*, has been received.
 - The shipment of Label 85, *Premium Forwarding Service Penalty Label* (G-400), has been received.

- There is an adequate supply of Priority Mail packaging materials (including boxes and tape).
 - The “Disposition of Mail Chart (Customer Copy)” has been received.
 - Copies of the “Disposition of Mail Chart (Customer Copy)” are available to provide to customers completing a PFS application.
 - Employees responsible for accepting PFS applications at the retail unit, tracking customer enrollments, preparing the PFS mail for reshipment, and shipping PFS mail receive instruction on the program’s operations and a copy of the PFS Guidelines.
- On or about August 5, 2005*, remind delivery unit employees (including casuals and substitutes) that mail to be included in weekly PFS shipments is held and bundled by the designated delivery unit employee for reshipment to the customer’s temporary address on Wednesdays.
- By August 7, 2005*, ensure that an automatic shipment of PFS promotional materials, including a lobby poster and easel-back counter cards with “take-one” handouts, has been received. Ensure that the lobby poster is displayed and the POP counter cards with the “take-one” handouts inserted in the pocket are placed in the lobby.
- Before opening for business on August 7, 2005*, ensure that there is on hand an adequate supply of PFS applications (PS Form 8176), Label 85, and the “Disposition of Mail Chart (Customer Copy).”
- After August 8, 2005:*
- Monitor supplies of Priority Mail packaging materials, PFS applications (PS Form 8176), Label 85, the “Disposition of Mail Chart (Customer Copy)” and counter cards with “take-one” promotional materials.
 - Order additional supplies from the MDC based on demand.

Stand-Up Talk for All Employees at Districts and Plants

Introduction

The new Premium Forwarding Service (PFS) is an option for customers locating to a temporary address for not less than 2 weeks and not more than 1 year.

What’s new?

Beginning August 7, 2005, the Postal Service will offer PFS, a 2-year experiment approved by the Board of Governors of the Postal Service in May. PFS offers customers an option to have *all* their mail, regardless of class or subclass, shipped weekly via Priority Mail service from their primary address to a temporary address. Some exceptions apply. To enroll, customers complete and submit PS Form 8176, *Premium Forwarding Service Application*, at the Post Office (including any of its stations and branches) serving their primary address. The cost for PFS includes a \$10 enrollment fee and \$10 for each week of the designated service period.

PFS replaces all informal mail forwarding arrangements, commonly referred to as “Snowbird Service,” offered at some Post Offices to accommodate customers’ temporary address changes.

Why?

PFS is a great value. It provides a nationwide consistent service offering to all customers at a uniform price.

What stays the same?

PFS is a convenient alternative to temporary or permanent (piece-by-piece) forwarding and hold-mail services. These services will continue to be offered free of charge. However, customers with an active Change-of-Address (COA) Order on file are not eligible to enroll in PFS.

What’s next?

Postmasters will be provided with a sample letter that can be used to craft a personal message to former “Snowbird” customers to introduce the service. PFS Guidelines, which include the sample letter, will be available prior to launch. Promotional materials, PFS applications, and PFS labels will be provided to retail locations nationwide prior to the August 7 implementation date.

Stand-Up Talk for All Employees at Associate Offices, Stations, and Branches

Introduction

The new Premium Forwarding Service (PFS) is an option for customers locating to a temporary address for not less than 2 weeks and not more than 1 year.

What's new?

- Beginning August 7, 2005, the Postal Service will offer PFS, a 2-year experiment approved by the Board of Governors of the Postal Service in May. It offers customers an option to have *all* their mail, regardless of class or subclass, shipped weekly via Priority Mail service from their primary address to a temporary address. Some exceptions apply.
- *PFS replaces all informal forwarding arrangements, commonly referred to as "Snowbird Service," offered by some Post Offices to accommodate customers' temporary address changes. As of August 7, 2005, these informal arrangements will no longer be available to customers.*
- To enroll, customers visit the Post Office (including any of its stations and branches) serving their primary address and complete and submit PS Form 8176, *Premium Forwarding Service Application*. Two forms of valid identification (one with photo) are required along with proof of residency at the primary address.
- The cost for PFS includes a \$10 enrollment fee and \$10 for each week of the designated service period. *Payment is due at the time of enrollment.*
- PFS mail should be bundled and kept with hold-mail. Preparation and shipping of PFS mail will be handled similarly to existing hold-mail operations at the primary address Post Office.
- The primary address Post Office will prepare and ship the PFS customer's mail to the temporary address by Priority Mail each Wednesday. A Label 85 (G-400) is affixed to the PFS shipment.

- Pieces that are too large to fit in the PFS shipment are readdressed and rerouted to the temporary address as "outsides." For details, see the "Disposition of Mail Chart (Post Office Copy)" on page 73 in *Postal Bulletin 22158*. Do *not* affix Label 85 to items shipped outside the weekly PFS Shipment.

Why?

PFS is a great value. It provides a nationwide consistent service offering to all customers at a uniform price.

What stays the same?

PFS is a convenient alternative to temporary or permanent piece-by-piece forwarding and hold-mail services, which will continue to be offered free of charge.

What's next?

Postmasters and managers will be provided a sample letter that can be used to craft a personal message to former "Snowbird" customers to introduce the service. PFS Guidelines, which include the sample letter, will be available prior to launch. Postmasters must ensure that employees responsible for accepting PFS applications at the retail unit, tracking customer enrollments, preparing the PFS mail for reshipment, and shipping PFS mail receive instruction on the program's operations and a copy of the PFS Guidelines.

— *Implementation and Outreach, Pricing and Classification, 7-7-05*

Employees

ELM REVISION

Updated Promotion Charts Now Available for Electronic Technicians

Effective July 7, 2005, *Employee and Labor Relations Manual* (ELM) 421 and 422 are revised to reflect negotiations that provided a 2-year labor contract extension between the American Postal Workers Union (APWU) and the Postal Service™.

As a result of the negotiations, a new level 12 was created for Electronic Technicians (ETs) and certain employees received an upgrade. Effective November 29, 2003, Electronic Technicians (ETs) levels 10 and 11 were upgraded one grade level, to levels 11 and 12, respectively.

With the addition of the new level 12, five areas within the ELM are revised:

- Exhibit 421.7, Rate Schedule Summary and References.
- 422.111, Salary Schedules.
- Exhibit 422.123a, Promotion Chart — PS Schedule 1 to PS Schedule 2.
- Exhibit 422.123b, Promotion Chart — PS Schedule 2 to PS Schedule 2.
- Exhibit 422.13, Bargaining Unit Step Increase Waiting Period.

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

Employee and Labor Relations Manual (ELM)

	*	*	*	*	*
4	Pay Administration				
	*	*	*	*	*
420	Wage Administration Policy for Bargaining Unit Employees				
421	General Principles and Terms				
	*	*	*	*	*
421.7	Rate Schedule Summary and References				
	*	*	*	*	*

Exhibit 421.7

Rate Schedule Summary and References

[Revise Exhibit 421.7 as follows:]

Effective November 29, 2003

Rate Schedule Code (RSC)	Salary Schedule	Salary Schedule Acronym	Range	ELM 420 Reference
C CB	Mail Equipment Shops/Material Distribution Center	MESC-1 MESC-2	Grades 1-12	422.1
G	Postal Nurses	PNS	Grade 1	422.5
K	Operating Services Division	OSD	Grades 1-9	422.7
M	Mail Handlers	MH	Grades 4-6	422.3
N	Information Technology/Accounting Service Centers	IT/ASC	Grades 6-23	422.6
P PB	Postal Service	PS-1 PS-2	Grades 1-12	422.1
Q	City Carriers	CC	Grades 1-2	422.2
	Rural Carrier			422.4
R	Evaluated	RC	Hours 12-48	
R	Mileage	RCS	Miles 6-140	
R	Substitute Rural Carrier	RSCR	6-Day: Hours 12-48 5½-Day: Hours 41-46 5-Day: Hours 40-48	
B	Rural Auxiliary	RAUX	Grade 5	422.4
B	Rural Carrier Associate	RCA		
B	Rural Carrier Relief	RCR		
T	Tool and Die Shop	TDS	Grades 4-11	422.9
Y	Postal Police Officers	PPO	Grade 6	422.8

* * * * *

422 Salary Schedules Covered by Specific Agreements

422.1 Postal Service and Mail Equipment Shops/Material Distribution Center Salary Schedules

422.11 Salary System

422.111 Salary Schedules

The relevant salary schedules are as follows:

[Revise the text in items a and b as follows:]

- a. The Postal Service (PS) Schedule applies to clerks, vehicle service drivers, maintenance service employees, and vehicle maintenance employees. The PS schedule consists of PS Grades 1 through 12.
- b. The Mail Equipment Shops/Material Distribution Center (MESC) Schedule applies to bargaining unit employees in the mail equipment shops and the material distribution center. The MESC schedule consists of MESC Grades 1 through 12.

* * * * *

422.123 Promotion Rules

* * * * *

Exhibit 422.123a

Promotion Chart — PS Schedule 1 to PS Schedule 2

(For promotions to PS Schedule 2 from PS Schedule 1 and from other rate schedules)

[Revise Exhibit 422.123a as follows:]

Effective November 29, 2003

How to use this chart:

1. Choose the table from the chart that has the employee’s current grade and step in the “From Grade” row.
2. In the “To Grade” rows of that table, find the row that represents the grade to which the employee is being promoted.
3. Move to the right along that row until you reach the cell directly under the employee’s current step in the “From Grade” row.
4. The letter in that cell represents the step the employee should be assigned to in the new grade after the promotion action.

From Grade	Grade	Step																	
		1	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
To Grade	2	BB	D	F	I	I	M	M	M	M	N	N	N	O	O	O	O	O	
	3	BB	B	E	G	I	L	L	L	L	M	M	M	M	N	N	N	N	
	4	A	B	C	E	H	L	L	L	L	L	L	L	L	M	M	M	M	
	5	A	B	B	E	E	K	K	K	K	K	K	K	K	L	L	L	L	
	6	A	A	A	B	F	G	K	K	K	K	K	K	K	K	K	K	K	
	7	A	A	A	A	F	G	G	G	G	J	J	J	J	J	J	J	J	
	8	D	D	D	D	D	D	D	D	D	D	D	D	D	H	H	H	H	
	9	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
	10	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
	11	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
	12	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	

From Grade	Grade	Step																	
		2	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
To Grade	3	BB	D	F	H	I	L	M	M	M	M	N	N	N	O	O	O	O	
	4	A	B	E	E	H	L	L	L	L	L	M	M	M	M	N	N	N	
	5	A	B	B	E	H	K	K	K	K	K	L	L	L	L	M	M	M	
	6	A	A	A	B	F	K	K	K	K	K	K	K	K	K	K	L	L	
	7	A	A	A	A	F	G	G	J	J	J	J	J	J	J	J	J	J	
	8	D	D	D	D	D	D	D	D	D	H	H	H	H	H	H	H	H	
	9	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
	10	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
	11	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
	12	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	

From Grade	Grade	Step																		
		3	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	4	A	B	E	H	I	L	L	L	M	M	M	N	N	N	N	O	O		
	5	A	B	B	E	H	K	K	K	K	L	L	L	M	M	N	N	N		
	6	A	A	B	B	F	K	K	K	K	K	L	L	L	M	M	M	M		
	7	A	A	A	B	F	J	J	J	J	J	J	J	J	J	K	K	K	L	
	8	D	D	D	D	D	D	H	H	H	H	H	H	H	H	H	H	H	H	
	9	D	D	D	D	D	D	D	D	D	D	H	H	H	H	H	H	H	H	
	10	D	D	D	D	D	D	D	D	D	D	D	D	D	D	H	H	H	H	
	11	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
	12	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	

From Grade	Grade	Step																		
		4	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	5			C	F	H	K	L	L	L	M	M	N	N	N	N	O	O		
	6			B	F	F	K	K	K	K	K	L	L	L	M	M	M	N		
	7			A	C	F	J	J	J	J	J	K	K	K	L	L	M	M		
	8			D	D	D	H	H	H	H	H	H	H	H	I	I	I	J		
	9			D	D	D	D	D	H	H	H	H	H	H	H	H	H	H	H	
	10			D	D	D	D	D	D	D	D	H	H	H	H	H	H	H	H	
	11			D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
	12			D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	

From Grade	Grade	Step																			
		5	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
To Grade	6			B	F	G	K	K	L	L	L	M	M	N	N	N	O	O			
	7			B	F	G	J	J	J	J	K	K	L	L	M	M	M	N			
	8			D	D	D	H	H	H	H	H	I	I	I	J	K	K	K			
	9			D	D	D	H	H	H	H	H	H	H	H	H	I	I	I	J		
	10			D	D	D	D	D	H	H	H	H	H	H	H	H	H	H	H		
	11			D	D	D	D	D	D	D	D	D	D	D	D	D	E	E	F	F	
	12			D	D	D	D	D	D	D	D	D	D	D	D	D	E	E	E	F	

From Grade	Grade	Step																	
		6	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
To Grade	7			F	F	G	J	K	K	L	L	M	M	N	N	N	O	O	
	8			D	D	D	H	H	H	H	I	I	J	K	K	L	L	M	
	9			D	D	D	H	H	H	H	H	I	I	I	J	K	K	K	
	10			D	D	D	H	H	H	H	H	H	H	H	I	I	I	I	J
	11			D	D	D	D	D	D	D	E	E	E	E	F	F	G	G	H
	12			D	D	D	D	D	D	D	D	D	D	E	E	E	F	F	G

From Grade	Grade	Step																	
		7	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
To Grade	8			D	D	H	H	I	I	J	K	K	L	M	M	M	N	O	
	9			D	D	D	H	H	H	H	I	I	J	K	K	L	L	M	
	10			D	D	D	H	H	H	H	H	I	I	I	J	K	K	K	
	11			D	D	D	D	D	E	E	F	F	G	G	H	H	I	I	
	12			D	D	D	D	D	D	D	E	E	F	F	G	G	H	H	

From Grade	Grade	Step																	
		8	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
To Grade	9					E	H	I	I	J	K	K	L	M	M	M	N	O	P
	10					E	H	H	H	H	I	I	J	K	K	L	L	M	N
	11					D	E	F	F	G	G	H	H	I	J	J	K	K	L
	12					D	D	D	E	E	F	F	G	G	H	H	I	I	J

From Grade	Grade	Step																	
		9	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
To Grade	10					E	H	I	I	J	K	K	L	M	M	M	N	O	P
	11					D	F	G	G	H	H	I	J	J	K	K	L	M	N
	12					D	E	F	F	G	G	H	H	I	J	J	K	K	L

From Grade	Grade	Step																	
		10	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
To Grade	11					D	H	H	I	I	J	K	K	L	M	M	N	O	P
	12					D	F	G	H	H	I	J	J	K	K	L	M	N	

Exhibit 422.123b

Promotion Chart — PS Schedule 2 to PS Schedule 2

(For promotions within the P-2 and MESC-2 Schedules)

[Revise Exhibit 422.123b as follows:]

Effective November 29, 2003

How to use this chart:

1. Choose the table from the chart that has the employee’s current grade and step in the “From Grade” row.
2. In the “To Grade” rows of that table, find the row that represents the grade to which the employee is being promoted.
3. Move to the right along that row until you reach the cell directly under the employee’s current step in the “From Grade” row.
4. The letter in that cell represents the step the employee should be assigned to in the new grade after the promotion action.

(Continued on page 75.)

Fraud Alert

Domestic Orders

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

State/City/ZIP Code	Names and Addresses Covered	Product
CA, Oakland 94619-0740	Max Marketing, P. O. Box 18740	A work-at-home scheme
AL, Birmingham 35236-6729	Home Services, P.O. Box 36729	A work-at-home scheme
AL, Pelham 35124-5180	H & S Marketing and Process Center P.O. Box 1180	A work-at-home scheme

— Judicial Officer, 7-7-05

TAKE CARE OF IT ALL

FROM YOUR COMPUTER



**BUY STAMPS
PURCHASE INSURANCE
REQUEST A PACKAGE PICKUP**

usps.com
Quick, Easy, Convenient™



Invalid Express Mail Corporate Account Numbers

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

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

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

005187	009512	038519	070718	105989	142310	171326	221256	314350	330145	332228	340003	402150
005491	009680	040344	071108	106577	142314	171327	221260	314667	330199	332284	340081	402158
005808	009681	043002	075774	107291	142354	174050	221281	320820	330234	332285	340239	402362
006144	009757	043300	076161	108429	142393	176101	221450	320892	330259	332289	340255	402427
006650	009861	045309	076321	108485	142395	177023	221488	321029	330313	332308	340296	402623
006666	010603	054289	076530	108642	142401	180114	221502	321157	330341	332342	340529	402724
006719	010783	055012	076843	108874	142408	182002	221510	322015	330346	332347	340537	402848
006913	011229	058032	077111	108939	142427	184045	222300	322076	330392	332360	340579	405201
006955	011287	058042	077122	109630	142434	184055	223088	322544	330420	332387	340592	410065
007174	011318	060199	078014	110684	142555	185032	231010	322784	330477	332443	340600	430168
008047	011362	060216	078161	111070	142595	185056	232368	322917	330483	332475	340723	430178
008122	012163	060308	079020	111578	142623	185081	232382	323200	330561	332545	340862	432593
008132	012306	060312	079136	111846	142776	186008	235360	323576	330619	332584	340920	432917
008143	013135	060602	079352	111849	142836	191068	235418	324029	330703	332610	344012	436173
008145	014330	060657	080388	112241	142877	191521	235552	325009	330819	332637	344016	436449
008174	014472	061071	080449	112586	142956	191907	245321	325024	330861	332805	347013	441116
008183	014517	061209	085280	112741	142973	192099	250102	325332	330926	332825	347020	441646
008190	015346	061395	088350	112926	146044	192470	256625	325368	330954	332869	347132	443110
008205	015632	061667	088398	113179	146046	192515	257139	325785	330960	332880	349006	447001
008208	015685	062043	088520	113834	146057	192707	259003	326011	330980	332914	349024	450072
008227	015747	062057	088602	113967	146063	192715	270023	326293	331002	332927	349096	452021
008252	016285	062107	089320	113989	146122	192717	271063	327020	331005	332999	349111	452251
008328	016392	064136	092084	115076	146151	193582	272055	327032	331108	333001	349134	452867
008363	016488	064487	092165	115146	146188	193613	272188	327561	331132	333006	349289	454391
008370	016518	064592	092626	115178	146466	196054	273054	327566	331137	333020	349373	454665
008374	018031	064684	093063	115193	146473	198044	275061	327706	331178	333063	349422	454681
008405	018154	064951	094383	115234	146549	198257	286081	327724	331204	333074	349445	461102
008492	018485	065150	095107	115291	146586	198268	288130	327793	331230	333098	349447	462019
008586	018685	065415	095253	115685	146744	199056	292289	327889	331258	333379	349542	462059
008595	018842	066262	095396	115932	146765	200094	293216	328002	331333	333460	349555	462566
008616	018860	066315	095708	116010	146785	200370	294214	328033	331430	333526	349560	462707
008635	018930	067022	095819	117176	148219	200525	294341	328045	331436	333632	349644	468299
008653	019269	067177	095880	117295	148229	200550	294451	328048	331553	333695	349663	477153
008665	019300	067192	095949	117327	148267	200720	294470	328049	331582	333726	349683	478019
008668	021209	067410	095979	117346	148272	200727	294482	328072	331583	333790	349722	480085
008683	021410	068016	095993	117562	148343	200763	294524	328088	331625	333802	349852	480347
008698	022940	068076	096713	117921	150144	200943	294546	328125	331637	334020	352344	480566
008703	023345	068114	096892	118168	152504	200963	294558	328134	331649	334027	352778	480663
008741	023438	068283	097012	118237	152526	207258	295070	328199	331658	334054	358064	480808
008794	023591	068507	097705	118841	152581	207306	295107	329026	331733	334089	361011	480842
008816	025322	068514	097919	119330	152878	207582	295297	329103	331837	334213	361136	480904
008878	027426	068605	098041	119378	152910	207832	295467	329120	331839	334332	361155	481177
008910	028041	069221	098205	119580	156085	207890	300095	329194	331938	334347	362069	481783
008940	028054	069293	098597	120338	165171	208310	300515	329281	331953	334464	365072	481969
008944	028080	069307	098632	121253	171151	210148	301351	329309	332009	334644	372019	483020
008981	028184	069739	100442	124140	171173	210159	301411	329396	332033	334896	372075	483062
008983	028724	070006	100467	125072	171208	210423	301437	329625	332039	334942	374155	483185
009075	028979	070040	101665	125443	171211	210824	303716	329660	332080	335279	378147	483392
009198	029227	070046	102543	125488	171258	220124	305598	330034	332091	335417	381236	483406
009225	029352	070246	102651	128115	171312	220199	307023	330040	332123	335473	381476	483422
009274	030314	070552	103445	134023	171318	220300	309016	330049	332131	336111	381546	486324
009352	030342	070585	103447	142084	171319	220661	311501	330083	332166	336963	394203	489271
009406	031268	070593	105264	142168	171320	220665	312508	330101	332205	339078	402043	489401
009435	032019	070652	105855	142249	171321	221187	312538	330135	332211	339878	402092	489473

489489	602563	672074	752474	771496	802256	852331	853831	902290	907579	921741	940361	954166
490688	602640	672234	752571	771682	802351	852355	853841	902340	907619	921822	940461	954461
494127	604103	672235	754004	771826	802382	852437	853843	902400	907634	921858	940474	954473
495166	604298	672365	754048	771925	802384	852445	853845	902411	907640	921939	940560	954483
495487	605091	672376	757003	771945	802682	852520	856093	902519	907712	921951	940779	958103
496188	606093	672404	757025	772391	802748	852547	856102	902539	907729	921984	940945	958118
497235	606185	672446	757048	773487	803106	852591	856168	902641	907808	921993	941068	958683
497305	606230	672500	757079	775024	805158	852694	856178	902654	910013	922139	941094	958964
503002	606451	675024	757162	775038	805208	852705	856236	902796	910327	922285	941119	958975
523024	606504	679021	757193	775338	805211	852760	856296	902810	910383	922315	941151	967174
531791	606617	680068	757239	775387	805239	852806	856348	902898	911083	924224	941282	968296
532232	606767	681318	757368	782679	805275	852890	856431	902986	911264	924292	941292	968500
537327	607412	681326	760026	782868	805290	852932	856440	903213	911296	924578	941388	968573
551244	607567	681598	760044	785482	805542	852975	856470	903594	912233	924595	941401	968700
551369	607650	683012	760127	785513	805544	853013	856478	903706	913458	924651	941504	969034
551414	607653	686006	760567	785538	806092	853040	860092	903846	913526	924687	941514	970171
551776	607812	693514	760569	785756	806184	853073	860098	904162	913806	925039	941537	970579
551905	607844	701302	760717	787846	806196	853216	875006	904176	914042	926082	941566	970683
553035	608043	701434	761033	788079	806201	853263	875013	904207	914297	926272	941588	970853
553923	608272	701986	761095	790007	815118	853265	891277	904352	914882	926375	941597	972749
554018	608288	727033	761150	790019	816351	853308	891335	904468	915005	926425	941625	972921
554085	608308	727063	761753	790023	820814	853381	891441	904624	915286	926555	941805	975014
554569	627116	727077	762030	790056	832031	853434	891456	904637	915349	926879	941891	980516
554740	629116	730080	763139	791038	833404	853451	891532	904674	915418	927196	943018	981990
554789	631141	730086	767587	791171	836006	853458	891716	904700	915686	927300	943038	982063
567001	631564	730475	768001	793041	837148	853465	891783	904727	915706	927376	946406	982258
571002	631577	731368	770169	794004	837321	853504	891918	904732	917325	927448	946419	982282
572024	631822	735083	770299	794038	840156	853606	891973	904788	917434	927473	946467	982449
573019	631982	741063	770322	794239	840312	853610	895258	904789	917575	927642	948221	982527
573046	633018	741206	770358	794311	841116	853628	898097	906008	917751	927651	948657	982557
581063	641155	741577	770389	794318	841270	853642	900004	906013	918318	928123	949061	985092
585225	641215	747035	770549	794472	841278	853661	900287	906350	918751	928797	949460	992691
600040	641305	750013	770564	797017	841738	853671	900429	906359	920029	930222	949635	992719
600103	641332	750106	770691	799008	841806	853672	900455	906471	920039	931064	950008	995499
600578	641454	750195	770724	799010	841898	853691	900466	906560	920057	931258	950061	995880
600881	641661	750212	770741	799012	843080	853703	900478	906642	920244	932788	950074	995910
601089	641855	750214	770761	799014	844199	853715	900491	906918	921004	932821	950202	997142
601419	658107	750247	770767	799016	847195	853740	900985	907048	921089	933452	950900	997245
601661	658248	750337	770796	799189	850040	853745	901924	907066	921118	934017	950970	
601818	662218	750363	770903	801049	850457	853746	901938	907251	921157	934019	950983	
601979	671017	750383	771040	801248	850530	853752	902006	907365	921288	937495	951527	
601986	671021	752229	771049	801419	850827	853762	902033	907379	921362	940181	951693	
602100	672025	752325	771062	802121	850906	853772	902120	907471	921408	940296	951826	
602341	672033	752334	771391	802145	850996	853807	902146	907497	921437	940320	951908	

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	375 169 4400 to	4599	397 819 8902 to	8999
011 582 1889 to	1899	044 087 3457 to	3499	375 829 3400 to	3499	398 149 7200 to	7699
011 588 2900 to	3099	044 087 4000 to	4099	375 851 9100 to	9199	399 070 0872 to	0899
012 579 5675 to	5699	045 524 4121 to	4298	376 196 0911 to	0999	399 156 7119 to	7199
013 289 6176 to	6199	046 800 9870 to	9899	378 085 3679 to	3699	399 203 5064 to	5099
013 610 0014 to	0099	047 352 4000 to	4099	378 351 1063 to	1099	399 296 9910 to	9999
014 932 1000 to	1099	048 383 7650 to	7659	379 843 5100 to	5199	399 396 8935 to	8999
014 972 0800 to	0899	048 396 3647 to	3699	380 093 9600 to	9699	399 792 7775 to	7799
015 363 0065 to	0099	051 774 8857 to	8899	380 165 1165 to	1199	399 792 8300 to	8399
017 028 3200 to	3299	051 781 2875 to	2885	381 325 4500 to	4599	400 427 1051 to	1999
018 569 5333 to	5399	051 977 7010 to	7023	381 604 2510 to	2699	401 045 1505 to	1549
018 986 5264 to	5299	057 670 0563 to	0599	381 645 9525 to	9599	401 045 1571 to	1599
019 518 2814 to	2899	058 187 3836 to	3899	383 314 3968 to	3999	401 294 2700 to	2799
020 698 5159 to	5199	058 591 1153 to	1299	383 892 1000 to	1344	401 310 9505 to	9599
020 844 7307 to	7399	058 895 3746 to	3799	383 892 1382 to	1399	401 382 5312 to	5399
020 972 8948 to	8999	059 986 0814 to	0899	384 925 3641 to	3654	402 578 7876 to	7899
022 021 9110 to	9181	060 406 7650 to	7699	385 568 2331 to	2399	403 125 6744 to	6799
022 037 1411 to	1499	064 091 4500 to	4599	385 599 7554 to	7575	403 260 7000 to	7499
022 527 9201 to	9210	065 392 6345 to	6399	385 774 2024 to	2099	403 280 6470 to	6499
023 637 7169 to	7199	066 099 2014 to	2099	386 624 1412 to	1599	403 685 8600 to	8699
024 380 4100 to	4199	066 648 2880 to	2899	386 883 8936 to	8999	404 003 0300 to	0399
024 496 6870 to	6896	066 787 3639 to	3699	387 314 5574 to	5599	404 041 8838 to	8899
025 092 0987 to	0999	066 845 7500 to	9999	387 837 6300 to	6399	404 071 4268 to	4299
025 369 5535 to	5599	067 093 3869 to	3899	388 828 0656 to	0699	404 347 5356 to	5399
025 729 1151 to	1199	067 324 9756 to	9799	389 696 2400 to	2799	404 347 5548 to	5599
025 729 1643 to	1799	068 895 0334 to	0399	389 846 3104 to	3135	404 726 4500 to	4599
026 492 3180 to	3199	070 724 4488 to	4499	389 846 3145 to	3195	404 961 5001 to	5199
027 361 0430 to	0499	070 841 9181 to	9199	389 887 9211 to	9230	405 325 0188 to	0198
027 369 4482 to	4495	070 844 2546 to	2599	389 887 9234 to	9299	406 009 4587 to	4599
027 671 8762 to	8776	071 179 9800 to	9899	390 001 3182 to	3199	406 260 6830 to	6899
027 787 9886 to	9899	071 386 3682 to	3699	390 001 3500 to	3699	406 459 6641 to	6999
027 965 9487 to	9499	072 045 9641 to	9699	390 545 5974 to	5999	406 733 3000 to	3999
028 191 1852 to	1999	072 675 8287 to	8299	391 104 6146 to	6199	407 545 1557 to	1599
028 850 3000 to	3199	077 617 5481 to	5499	391 574 1466 to	1499	407 594 0412 to	0599
029 510 1500 to	1599	077 999 4001 to	4090	391 783 3020 to	3599	407 692 9100 to	9299
030 687 0903 to	0999	078 250 4756 to	4799	391 792 6100 to	6199	407 959 2190 to	2199
030 701 3442 to	3499	079 807 2342 to	2399	392 668 2956 to	2999	408 265 2275 to	2288
031 077 4507 to	4799	210 221 0548 to	0599	392 854 8500 to	8899	408 499 7700 to	7799
032 295 7500 to	9999	227 275 9400 to	9999	393 584 7566 to	7699	408 499 7900 to	7999
034 394 1000 to	1099	273 070 8059 to	8099	393 650 0074 to	0099	408 682 8484 to	8599
034 943 0400 to	0799	273 775 7700 to	7899	393 838 8316 to	8499	408 698 7015 to	7099
035 035 4337 to	4399	302 000 0000 to	9999	393 893 6007 to	6099	409 072 3941 to	3999
037 706 9578 to	9599	349 746 2056 to	2099	394 126 6907 to	6999	410 491 2311 to	2399
037 805 3677 to	3699	350 518 7350 to	7374	394 189 0405 to	0599	410 694 8400 to	8599
037 909 5490 to	5499	360 011 1690 to	1699	394 822 3243 to	3278	410 775 1500 to	1599
040 024 3901 to	3999	360 168 6008 to	6099	394 990 1810 to	1899	410 795 7927 to	7999
040 674 7100 to	7199	360 173 8800 to	8899	395 343 3264 to	3299	410 867 0917 to	0966
040 688 8816 to	8899	360 324 2326 to	2399	395 373 3035 to	3099	410 867 0970 to	0999
041 299 6752 to	6799	362 861 3064 to	3099	395 396 9649 to	9799	411 868 1023 to	1199
041 623 8889 to	8899	373 006 2176 to	2199	395 970 3240 to	3299	411 922 2322 to	2399
041 803 6565 to	6599	374 768 2600 to	2699	397 622 4054 to	4099	412 193 0900 to	0999

412 395 8599	to	8699	432 744 1544	to	1599	455 399 5400	to	5499	472 270 2555	to	2599
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	440 698 1947	to	1999	458 847 5044	to	5999	475 875 2500	to	2599
418 744 2235	to	2299	440 858 6300	to	6399	459 274 7624	to	7699	476 169 8264	to	8299
418 962 2848	to	2899	440 858 6420	to	7299	459 365 5432	to	5499	476 189 3000	to	3499
419 543 0286	to	0299	441 199 1655	to	1699	459 378 5764	to	5799	476 331 2480	to	2499
419 730 0300	to	0399	443 127 3648	to	3699	459 472 4816	to	4999	477 289 8601	to	8699
420 277 0015	to	0049	443 127 4000	to	4099	460 349 6878	to	6899	477 681 5206	to	5299
420 599 0734	to	0798	443 673 7900	to	7999	460 550 1909	to	1999	478 010 4243	to	4268
420 661 4115	to	4199	443 800 9335	to	9399	460 997 5234	to	5299	478 010 4270	to	4291
420 758 9500	to	9699	444 382 8822	to	8899	461 973 6443	to	6499	478 450 5071	to	5099
420 969 3951	to	3971	444 390 1667	to	1699	462 152 0107	to	0299	478 469 7838	to	7858
420 969 3973	to	3999	444 457 3854	to	3899	462 274 1072	to	1099	478 469 7883	to	7899
421 116 3565	to	3599	450 048 4173	to	4199	462 277 8373	to	8399	479 280 9800	to	9899
421 130 9300	to	9399	450 048 4442	to	4699	462 554 6051	to	6099	479 365 9116	to	9176
421 313 4500	to	4999	450 560 5173	to	5199	463 011 5529	to	5540	479 412 9900	to	9999
421 364 5537	to	5599	450 620 3077	to	3099	463 176 4115	to	4199	479 667 6190	to	6199
421 656 2609	to	2699	450 620 3135	to	3199	463 176 4229	to	4299	479 748 9680	to	9699
421 988 9700	to	9799	450 780 2716	to	2799	463 185 2600	to	2799	479 860 7000	to	7199
422 172 4667	to	4699	450 801 2700	to	2799	463 227 7711	to	7799	480 526 2000	to	2099
422 484 4212	to	4299	451 109 2967	to	2984	463 414 4869	to	4899	480 640 6330	to	6399
422 556 1270	to	1299	451 115 4110	to	4125	463 808 3484	to	3499	480 658 0568	to	0599
422 587 7024	to	7099	451 115 4127	to	4199	463 945 7400	to	7899	480 689 5100	to	5199
422 819 7533	to	7599	451 746 0700	to	0799	464 629 9000	to	9399	481 072 9463	to	9499
422 842 5073	to	5087	452 265 0074	to	0099	464 711 4332	to	4399	481 673 0074	to	0095
422 907 7563	to	7599	452 265 0246	to	0299	465 692 3963	to	3999	482 527 1500	to	1599
424 500 6050	to	6099	452 265 0335	to	0999	465 698 8300	to	8599	482 541 5255	to	5299
424 641 8500	to	8599	452 509 1169	to	1199	465 743 7745	to	7799	482 729 6800	to	6899
424 871 6600	to	6699	452 855 6471	to	6499	466 798 6056	to	6067	483 363 7207	to	7299
425 298 2352	to	2399	452 890 4679	to	4799	467 147 4300	to	4399	483 402 2356	to	2399
425 418 4269	to	4299	452 900 8215	to	8238	468 079 5782	to	5799	483 486 5100	to	5199
425 418 4405	to	4499	453 117 9146	to	9199	469 067 2817	to	2899	483 632 1521	to	1599
426 547 4566	to	4599	453 334 3631	to	3699	469 127 8000	to	8199	483 632 2600	to	2799
427 412 6337	to	6499	453 603 7841	to	7891	469 213 0359	to	0399	483 849 1615	to	1699
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
430 150 4401	to	4599	454 268 4883	to	4899	469 678 1900	to	1999	484 680 5077	to	5099
430 172 9800	to	9899	454 302 5400	to	5499	469 781 4900	to	4999	485 029 4913	to	4999
430 177 1900	to	2099	454 490 8300	to	8399	469 947 6960	to	6999	486 176 0600	to	0699
430 444 9500	to	9699	454 547 7434	to	7499	470 755 5800	to	5818	486 559 7555	to	7599
430 664 4070	to	4099	454 922 4867	to	4895	471 918 0300	to	0999	486 696 3023	to	3199
432 168 8419	to	8499	455 221 1348	to	1499	471 985 2408	to	2419	488 173 7900	to	7999
432 708 6800	to	6999	455 364 2147	to	2199	472 191 6700	to	6799	488 206 4100	to	4199

488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999	644 373 9083 to	9099
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
490 669 5850 to	6099	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	630 389 3056 to	3071	645 821 0657 to	0699
490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599	645 930 7948 to	7999
490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199	645 975 0737 to	0762
490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399	646 242 6200 to	6299
490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999	646 270 7639 to	7799
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	610 092 3200 to	3299	633 438 6429 to	6599	647 398 8300 to	8399
492 610 6813 to	6899	610 582 4200 to	4299	633 588 7173 to	7182	647 398 8481 to	8499
493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799	647 437 3000 to	4999
493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299	647 811 2188 to	2199
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	650 114 7707 to	7719
498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499	650 130 3400 to	3599
498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299	650 213 0406 to	0499
498 936 5310 to	5399	615 017 7505 to	7599	638 903 4362 to	4373	650 555 1749 to	1799
499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999	650 564 1900 to	1999
499 440 8575 to	8899	617 760 5266 to	5299	639 415 2019 to	2099	650 627 4212 to	4299
499 731 6717 to	6799	617 813 3601 to	3699	639 420 6200 to	6299	650 736 2043 to	2099
500 064 1858 to	1869	618 840 9200 to	9299	639 469 3517 to	3799	650 739 1540 to	1699
500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199	651 741 4415 to	4499
600 645 3223 to	3299	619 859 3000 to	3099	639 657 8600 to	8799	651 882 2800 to	2899
601 339 1200 to	1399	620 073 9400 to	9499	640 289 7500 to	7599	652 754 6317 to	6399
601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999	653 131 4945 to	4999
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

659 706 8113	to	8199	683 444 8159	to	8199	701 578 7460	to	7469	834 354 8747	to	8766
659 846 7837	to	7899	685 154 7780	to	7789	701 578 7475	to	7499	834 354 8824	to	8838
660 510 4100	to	4199	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	840 323 0600	to	0699
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	690 291 1361	to	1371	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	740 002 7710	to	7719	843 758 5769	to	5778
670 368 3400	to	3499	691 664 1800	to	1999	740 241 9049	to	9099	843 786 2554	to	2699
670 369 7336	to	7399	691 664 2400	to	2499	740 255 1718	to	1799	845 656 8165	to	8199
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	805 885 8411	to	8499	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	700 065 2570	to	2599	808 086 7100	to	7199	850 546 1862	to	1899
679 909 2578	to	2599	700 065 4800	to	4899	808 090 3440	to	3499	851 143 6826	to	6844
680 112 9565	to	9599	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	830 125 0672	to	0699	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

857 843 4000 to	4099	870 054 4814 to	4899	908 936 9254 to	9299	917 089 0709 to	0799
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
860 240 8520 to	8599	872 100 0445 to	0459	910 219 8631 to	8699	919 519 2786 to	2799
860 275 3900 to	3999	900 556 4178 to	4199	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	920 155 4662 to	4687
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		

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,
Postal Inspection Service, 7-7-05

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

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

751 541 311	to	1 790	760 004 596	to	4 610	766 748 500	to	8 521	792 452 779	to	2 790
751 757 641	to	7 700	760 118 191	to	8 250	767 024 341	to	4 370	792 772 728	to	2 770
751 936 951	to	7 010	760 155 001	to	5 090	767 326 471	to	6 590	792 903 511	to	3 990
751 951 861	to	1 890	760 378 002	to	8 020	767 332 561	to	2 950	793 282 518	to	2 533
751 999 021	to	9 110	760 692 722	to	2 749	768 009 841	to	9 960	794 041 831	to	2 040
752 139 516	to	9 570	761 055 460	to	5 480	768 011 489	to	1 520	794 397 709	to	7 780
752 182 892	to	2 950	761 169 781	to	9 810	768 177 980	to	7 990	794 581 741	to	2 040
752 206 861	to	7 100	761 504 941	to	5 120	768 391 081	to	1 170	794 592 122	to	2 150
752 295 241	to	5 600	761 516 836	to	6 910	768 661 569	to	1 650	795 032 251	to	2 340
752 731 351	to	1 410	761 613 588	to	3 600	769 000 051	to	0 080	795 796 291	to	6 350
752 767 441	to	7 470	761 688 631	to	8 690	769 050 841	to	0 900	796 070 139	to	0 160
753 008 941	to	9 030	761 805 199	to	5 240	769 159 081	to	9 178	796 143 151	to	3 630
753 194 311	to	4 370	761 826 106	to	6 120	769 737 496	to	7 510	796 159 725	to	9 740
753 620 378	to	0 400	761 881 171	to	1 560	769 778 491	to	8 730	796 169 306	to	9 340
754 013 917	to	3 940	761 975 641	to	5 670	769 827 331	to	7 450	796 373 406	to	3 430
754 161 061	to	1 120	761 975 886	to	5 895	770 216 071	to	6 100	796 602 961	to	3 050
754 358 445	to	8 610	762 304 144	to	4 170	770 723 281	to	3 400	796 708 441	to	8 500
754 410 451	to	0 660	762 324 931	to	4 960	770 790 451	to	0 480	796 886 281	to	6 430
754 438 393	to	8 410	762 439 261	to	9 290	770 915 150	to	5 490	796 901 701	to	2 000
754 493 109	to	3 130	762 524 158	to	4 220	771 455 551	to	5 610	796 975 466	to	5 590
754 664 182	to	4 220	762 584 872	to	4 970	771 609 661	to	9 690	797 272 917	to	2 950
754 816 377	to	6 470	762 593 431	to	3 460	771 932 551	to	2 580	797 519 441	to	9 460
755 487 421	to	7 600	762 593 431	to	3 460	772 057 224	to	7 440	797 519 731	to	0 240
755 592 901	to	3 140	763 155 160	to	5 180	772 162 660	to	3 070	797 535 181	to	5 330
755 790 020	to	0 030	763 178 631	to	8 660	772 718 615	to	8 640	798 040 053	to	0 080
755 791 730	to	1 800	763 506 001	to	6 060	772 940 140	to	0 160	798 055 813	to	5 830
755 926 951	to	7 070	763 522 141	to	2 470	772 970 886	to	0 940	798 055 891	to	5 950
755 934 332	to	4 510	763 717 694	to	7 800	773 009 419	to	9 430	798 326 371	to	6 520
755 957 701	to	8 000	763 826 461	to	6 520	773 112 031	to	2 060	798 339 167	to	9 210
755 962 981	to	3 280	763 900 460	to	0 471	773 125 387	to	5 410	798 562 411	to	2 440
756 035 371	to	5 490	763 900 479	to	0 530	773 179 320	to	9 410	798 632 461	to	2 490
756 301 257	to	1 290	763 917 271	to	7 750	773 202 989	to	3 140	798 807 151	to	7 510
756 371 565	to	1 580	764 125 801	to	5 860	773 208 991	to	9 290	798 944 761	to	5 030
756 876 031	to	6 120	764 284 525	to	4 560	773 231 311	to	1 340	799 133 191	to	3 220
756 876 151	to	6 240	764 526 241	to	6 330	773 348 739	to	8 940	799 177 626	to	7 650
756 970 129	to	0 140	764 601 421	to	1 600	773 348 739	to	8 940	799 854 751	to	5 200
757 059 613	to	9 630	764 650 231	to	0 470	773 575 891	to	5 950	800 044 320	to	4 410
757 078 540	to	8 560	764 984 371	to	4 850	773 852 971	to	3 030	800 211 901	to	2 440
757 086 209	to	6 240	765 003 667	to	3 680	789 257 191	to	7 250	800 427 530	to	7 540
757 240 591	to	0 650	765 042 517	to	2 540	790 448 020	to	8 460	800 872 741	to	2 830
757 277 371	to	7 700	765 194 728	to	4 970	790 597 485	to	7 530	801 349 801	to	9 830
757 291 591	to	2 730	765 387 365	to	7 450	790 911 883	to	1 900	801 676 681	to	7 100
757 964 251	to	4 280	765 541 801	to	2 100	791 057 441	to	7 550	802 967 821	to	7 940
758 067 001	to	7 090	765 541 801	to	2 100	791 239 081	to	9 290	803 217 601	to	7 780
758 105 221	to	5 250	765 638 461	to	8 970	791 374 483	to	4 500	803 729 731	to	9 850
758 324 941	to	5 000	765 647 101	to	7 190	791 387 971	to	8 030	803 747 402	to	7 520
758 593 628	to	3 650	765 813 781	to	4 029	791 447 521	to	7 850	804 138 181	to	8 420
758 709 038	to	9 060	765 879 314	to	9 390	791 451 151	to	1 240	804 682 411	to	2 710
758 744 101	to	4 160	765 954 001	to	4 030	791 500 009	to	0 470	805 272 525	to	2 540
758 850 883	to	0 900	766 120 286	to	0 320	791 771 431	to	1 490	805 523 445	to	3 460
758 860 951	to	1 550	766 125 716	to	5 750	792 004 293	to	4 320	805 745 704	to	5 730
759 152 851	to	2 880	766 158 824	to	8 840	792 018 379	to	8 420	806 452 907	to	2 980
759 740 941	to	1 090	766 388 433	to	8 460	792 070 621	to	0 740	807 764 791	to	4 910
			766 509 421	to	9 660	792 145 211	to	5 230	808 089 931	to	9 960
			766 572 901	to	3 020	792 391 381	to	1 620			

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,
Postal Inspection Service, 7-7-05

Counterfeit Canadian Money Order Forms

Do Not Cash

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

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

— *Group2–Mail Theft, Violent Crimes,
and Narcotics Investigations,
Postal Inspection Service, 7-7-05*

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, 7-7-05*

Overseas Military Mail

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

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

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

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

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

Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09343	Close	IMMEDIATELY	
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 09817	Delete F Add R1	1 JUL 2005	A-A1-B-B1-B2-C-C1-D-E2-E3-F1-G-H-H1-I-M-N-R-R1-T-V-Z-Z1
FPO AP 96501	Close	IMMEDIATELY	
FPO AP 96561	Activate	IMMEDIATELY	A-A1-B-B1-B2-C-C1-D-F-I-L-M-N-Q-R-R1-T-V-Z-Z1
FPO AP 96562	Activate	IMMEDIATELY	A-A1-B-B1-B2-C-C1-D-E2-E3-F1-G-H-H1-I-M-N-R-R1-T-V-Z-Z1
FPO AP 96580	Activate	IMMEDIATELY	A-A1-B-B1-H-I-M-N-U-V

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	09344	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09380	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09506	A1-B-V
09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09345	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09507	A1-B-V
09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-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	09508	A1-B-V
09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09347	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09509	A1-B-V
09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-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-Z-Z1	09510	A1-B-V
09316	A-A1-B-B1-C1-E2-F-H1-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-Z-Z1	09511	A1-B-V
09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-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-Z-Z1	09517	A1-B-V
09318	A-A1-B-B1-C1-E2-F-H1-M-N-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-Z-Z1	09521	A1-B-V
09320	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	09524	A1-B-V
09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-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	09532	A1-B-V
09322	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09534	A1-B-V
09323	A-A1-B-B1-C1-E2-F-H1-M-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	09542	A1-B-V
09324	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-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	09543	A1-B-V
09325	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	09545	A1-B-V
09326	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	09549	A1-B-V
09327	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	09550	A1-B-V
09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09362	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09420	A1-B-B1-C-C1-U	09554	A1-B-B1-V
09329	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09421	A1-B-B1-C-C1-U	09556	A1-B-V
09330	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	09557	A1-B-V
09331	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	09564	A1-B-V
09332	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	09565	A1-B-V
09333	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	09566	A1-B-V
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09368	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09567	A1-B-V
09336	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09371	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09463	A1-B-B1-C-C1-U	09568	A1-B-V
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09372	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09464	A1-B-B1-C-C1-U	09569	A1-B-V
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09374	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09468	A1-B-B1-C-C1-U	09570	A1-B-V
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09573	A1-B-V
09340	A-A1-B-B1-C1-F-R-V	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09470	A1-B-B1-C-C1-U	09574	A1-B-V
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09494	A1-B-B1-C-C1-U	09575	A1-B-V
				09496	A1-B-B1-C-C1-U-V	09576	A1-B-V
				09498	A1-B-B1-C-C1-U	09577	A1-B-V
				09499	A1-B-B1-C-C1-U	09578	A1-B-V
				09501	A1-B-V	09579	A1-B-V
				09502	A1-B-V	09581	A1-B-V
				09503	A1-B-V	09582	A1-B-V
				09504	A1-B-V	09586	A1-B-V
				09505	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
						09609	A1-B-B1-C-F-U
						09610	A1-B-B1-C-F-U
						09612	A1-B-B1-C-F-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09613	A1-B-B1-C-F-U-V	09728	A1-B-B1-C-F1-U-V	09816	A-A1-B-B1-B2-C-C1-D-F-I-L-M-N-Q-R-R1-T-V-Z-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1
09617	A1-B-B1-C-F-U	09729	A1-B-B1-N-U-V			34007	A-A1-B-B1-C1-F1-V-Z1
09618	A1-B-B1-C-F-U	09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09817	A-A1-B-B1-B2-C-C1-D-E2-E3-F1-G-H-H1-I-M-N-R-R1-T-V-Z-Z1	34008	A-A1-B-B1-C1-F1-V-Z1
09619	A1-B-B1-C-F-U			09819	A-A1-B-F-P-V-Z1	34019	A-B-M-N-V-Z1
09620	A1-B-B1-C-F-U	09731	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09821	A-A1-B-F-V-Z1	34020	A1-B-B1-M-N-V-Z1
09621	A1-B-B1-C-F-U			09822	A-A1-B-F-V-Z1	34021	A1-B-M-N-V-Z1
09622	A1-B-B1-C-F-U	09732	A1-B-B1-N-V-Z1	09823	A-A1-B-F-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1
09623	A1-B-B1-C-F-U	09733	A1-B-B1-V	09824	A-A1-B-F-V-Z1	34023	A1-B-B1-M-N-V-Z1
09624	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	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
09625	A1-B-B1-C-F-U			09827	A-A1-B-F-Z1	34025	A1-B-B1-F-N-U-V-Z1
09626	A1-B-B1-C-F-U	09735	A1-B-B1-N-V-Z1	09828	A1-B-N-V-Z1	34030	A1-B-B1-M-N-V-Z1
09627	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	34031	A1-B-B1-M-N-V-Z1
09628	A1-B-B1-C-F-F1-U-V			09831	A1-B-B1-F-N-U-V-Z1	34032	A1-B-M-N-V-Z1
09630	A1-B-B1-C-F-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	34033	A1-B-C-F-M-N-V-Z1
09631	A1-B-B1-C-F-U			09833	A1-B-B1-U1-V-Z1	34034	A1-B-B1-M-N-V-Z1
09636	A1-B-B1-C-F-U	09738	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09834	A1-B-B1-V-Z1	34035	A1-B-B1-H-M-N-V-Z1
09642	A1-B-B1-N-U			09835	A-A1-B-B1-V-Z1	34036	A1-B-M-N-V-Z1
09643	A1-B-B1-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	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1
09644	A1-B-B1-U			09837	A1-B-B1-V-Z1	34038	A1-B-B1-M-N-V-Z1
09645	A1-B-U	09777	A-A1-B-B1-C-E1-N	09838	A1-B-B1-V-Z1	34039	A1-B-N-V-Z1
09647	A1-B-B1-N-U	09779	A-A1-B-B1-F-R-V	09839	A-A1-B-B1-U-V-Z1	34040	A1-B-V-Z1
09648	A1-B-B1-N-U-V-Z1	09780	A-A1-B-B1-F-R-V	09840	A-A1-B-B1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1
09649	A1-B-B1-U	09788	A-A1-B-B1-F-R-V	09841	A-A1-B-B1-U-Z1	34042	A1-B-B1-D-F-M-N-V-Z1
09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09789	A-A1-B-B1-F-R-V	09842	A-A1-B-B1-Z1	34043	A1-B-B1-D-F-M-N-V-Z1
		09790	A-A1-B-B1-C1-F-R-V	09843	A-A1-B-B1-U-V-Z1	34050	A1-B-V
09703	A1-B-B1-C-F1	09793	A-A1-B-B1-F-R-V	09844	A-A1-B-B1-U-V-Z1	34055	A1-B-N-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	34058	A1-B-B1-V-Z1
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	34071	A1-B-I-M-N-V-Z
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	34076	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	34078	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	34079	A1-B-B1-F1-N-V-Z1
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	34090	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	34091	A1-B-V
		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	34092	A1-B-V
09711	A1-B-B1-F1-Z1	09810	A-A1-B-B1-C1-E2-F-H1-M-R1-V-Z1	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34093	A1-B-V
09713	A1-B-B1-C-F1	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	34095	A1-B-V
09714	A1-B-B1-C-C1-F1-M-R-R1-U	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	34098	A1-B-V
09715	A1-B-B1-F1	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	34099	A1-B-V
09716	A1-B-B1-C-D-N-U-V	09815	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	34002	A1-B-B1-N-U-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
09723	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					96212	A-A1-B-B1-U
09726	A1-B-B1-N-U						
09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1						

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96213	A-A1-B-B1-U	96347	A1-B-B1-F-F1-F2-M-W	96521	A1-B-F-N	96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
96214	A-A1-B-B1-U			96522	A1-B-F-N-U		
96215	A-A1-B-B1-U-V	96348	A1-B-B1-F-F1-F2-M-W	96530	A-A1-B-B1-H-M-N-U-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
96217	A-A1-B-B1-U-V						
96218	A-A1-B-B1-U	96349	A1-B-B1-F-F1-F2-M-W	96531	A1-B-B1-H-M-U-V		
96219	A-A1-B-B1-U-V			96534	A-A1-B-F	96615	A1-B-V
96220	A-A1-B-B1-U-V	96350	A1-B-B1-F-F1-F2-M-W	96535	A-A1-B-B1-F-V	96616	A-A1-B-B1-V-Z1
96221	A-A1-B-B1-U-V			96536	A1-B-B1-V	96617	A1-B-V
96224	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W	96537	A1-B-B1-V	96619	A1-B-V
96251	A-A1-B-B1-U			96538	A1-B-B1-V	96620	A1-B-V
96257	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W	96540	A1-B-B1-V	96621	A1-B-V
96258	A-A1-B-B1-U			96541	A1-B-B1-V	96622	A1-B-V
96259	A-A1-B-B1-U	96365	A1-B-B1-M-V-W	96542	A1-B-B1-V	96623	A1-B-V
96260	A-A1-B-B1-U	96367	A1-B-B1-L-M-W	96543	A1-B-B1-P-V	96624	A1-B-V
96262	A-A1-B-B1-U-V	96368	A1-B-B1-M-W	96544	A1-B-F-N-U3-V	96628	A1-B-V
96264	A-A1-B-B1-U			96546	A1-B-F-U3	96629	A1-B-V
96266	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2-M-W				
96267	A-A1-B-B1-U-V	96372	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U	96634	A1-B-V
96269	A-A1-B-B1-U	96373	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U	96635	A1-B-V
96271	A-A1-B-B1-U	96374	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U-V	96643	A1-B-V
96275	A-A1-B-B1-V	96375	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U	96657	A1-B-V
96276	A-A1-B-B1	96376	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U-V	96660	A1-B-V
96278	A-A1-B-B1-U	96377	A1-B-B1-M-W			96661	A1-B-V
96283	A-A1-B-B1-U	96378	A1-B-B1-M-W	96554	A-A1-B-B1-H-M-U	96662	A1-B-V
96284	A-A1-B-B1-U-V	96379	A1-B-B1-M-W	96555	A1-B-B1-F-M-V	96663	A1-B-V
96297	A-A1-B-B1-U	96384	A1-B-B1-M-W	96557	A1-B-B1-F-M-V	96664	A1-B-V
96306	A1-B-B1-F-F1-F2-M-W	96386	A1-B-B1-M-W	96561	A-A1-B-B1-B2-C-C1-D-F-I-L-M-N-Q-R-R1-T-V-Z-Z1	96665	A1-B-V
		96387	A1-B-B1-M-W			96666	A1-B-V
96309	A1-B-B1-M-V-W	96388	A1-B-B1-M-W	96562	A-A1-B-B1-B2-C-C1-D-E2-E3-F1-G-H-H1-I-M-N-R-R1-T-V-Z-Z1	96667	A1-B-V
96310	A1-B-B1-M-W	96401	A1-B-B1-F-N-V-Z1			96668	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	96580	A-A1-B-B1-H-I-M-N-U-V	96669	A1-B-V
96313	A1-B-B1-F-F1-F2-M-W			96595	A1-B-B1-V	96670	A1-B-V
		96425	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96598	A1-B-B1-V	96671	A1-B-V
96319	A1-B-B1-M-W			96599	A1-B-B1-V	96672	A1-B-V
96321	A1-B-B1-F-F1-F2-M-W	96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96601	A1-B-V	96673	A1-B-V
				96602	A1-B-V	96674	A1-B-V
96322	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	96603	A1-B-V	96675	A1-B-V
				96604	A1-B-V	96677	A1-B-V
96323	A1-B-B1-M-V-W			96605	A1-B-O-V	96678	A1-B-V
96326	A1-B-B1-M-W	96490	A1-B-B1-V	96606	A1-B-V	96679	A1-B-V
96328	A1-B-B1-M-W			96607	A1-B-V	96681	A1-B-V
96330	A1-B-B1-M-W	96507	A-A1-B-F-V	96608	A1-B-V	96682	A1-B-V
96336	A1-B-B1-M-V-W	96511	A1-B-B1-I-N-V	96609	A1-B-V	96683	A1-B-V
96337	A1-B-B1-M-W	96515	A1-B-B1-F	96610	A1-B-V	96684	A1-B-V
96338	A1-B-B1-M-W	96517	A1-B-B1-F-U3-V	96611	A1-B-V	96686	A1-B-V
96339	A1-B-B1-M-V-W	96518	A1-B-B1-V	96612	A1-B-V	96687	A1-B-V
96343	A1-B-B1-M-W	96520	A1-B-F-U3-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.

What is an endorsement? When Postal Service employees provide favorable comments - in writing, on video, or as conference speakers - about the services or products of a company with whom they have postal business interactions, their comments can be used by the company in its promotional efforts.

ENDORSEMENTS

Why shouldn't you "endorse" companies? Because it violates federal ethics regulations. Under the standards of ethical conduct, a postal employee may not use, or permit the use of, his/her position, title, or any authority associated with his position, to endorse non-postal products, services, or enterprises.



Premium Forwarding Service (PFS)

Disposition of Mail Chart (Post Office Copy — For Internal Use Only)

This chart identifies what mail is included in the \$10.00 weekly shipment and what mail costs extra.

Shape	Express Mail	Priority Mail (With Delivery Confirmation or other extra service requiring a scan or signature)	Priority Mail (Without Delivery Confirmation or other extra service requiring a scan or signature)	First-Class Mail (With extra service requiring a scan or signature)	First-Class Mail (Without extra service requiring a scan or signature)	Periodicals (Magazines, Newspapers, firm bundles)	Standard Mail (With Delivery Confirmation or other extra service requiring a scan or signature)	Standard Mail (Without extra service) (bulletins, small parcels, Direct Advertising Mail)	Package Services (With extra service requiring a scan or signature)	Package Services (Without Delivery Confirmation or other extra service) (Parcel Post, merchandise, books, recordings)
Letters and Flats	Not included	Not included	Included ¹	Not included	Included	Included	N/A	Included	Postage Due	Included
Parcel (small—fits into PFS package)	Not included	Not included	Included ¹	Not included	Included	Included	Postage Due	May be included	Postage Due	May be included
Parcel (too large for PFS package)	Not included	Not included	Not included	Not included	Not included	Not included	Postage Due	Postage Due	Postage Due ²	Postage Due ²

LEGEND:

Included = Included in weekly PFS shipment at no additional cost.

¹ Priority Mail items are included in the weekly PFS shipment *unless* including the item would delay its arrival at the customer’s temporary address.

May be included = Included in weekly PFS shipment *only if it fits* after all the letters and flats (magazines and large envelopes) are included. If item does not fit, it will be rerouted separately incurring **postage due** charges at Priority Mail rates.

Not included = Not included in weekly PFS shipment. These items are rerouted separately at no additional charge.

N/A = Not applicable

Postage Due = Not included in weekly PFS shipment. These items are sent separately incurring **postage due** charges at Priority Mail rates. **To avoid incurring postage due charges, customers are encouraged to have this mail sent directly to their temporary address.**

² Oversized Parcel Post items are sent **postage due** at the applicable oversized Parcel Post rate.

SHIP A GIFT

IN STYLE



**SEND IT NOW
WITH READYPOST.[®]
SHIPPING
SUPPLIES**



From Grade	Grade	Step																	
		5	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
To Grade	6			A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
	7			A	A	B	D	E	F	G	H	I	J	K	L	M	N	O	
	8			D	D	D	D	D	D	D	D	D	F	G	H	J	K	M	
	9			D	D	D	D	D	D	D	D	D	D	E	G	H	I	K	
	10			D	D	D	D	D	D	D	D	D	D	D	E	F	H	I	
	11			D	D	D	D	D	D	D	D	D	D	D	D	E	F	G	
	12			D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	F

From Grade	Grade	Step																	
		6	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
To Grade	7			A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
	8			D	D	D	D	D	D	D	E	F	H	I	J	L	M	N	
	9			D	D	D	D	D	D	D	D	E	F	G	H	J	K	L	
	10			D	D	D	D	D	D	D	D	D	D	F	G	H	I	J	
	11			D	D	D	D	D	D	D	D	D	D	D	E	F	G	H	
	12			D	D	D	D	D	D	D	D	D	D	D	D	E	F	G	

From Grade	Grade	Step																	
		7	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
To Grade	8			D	D	D	D	D	D	E	G	H	I	K	L	M	N	O	
	9			D	D	D	D	D	D	D	E	F	H	I	J	K	M	N	
	10			D	D	D	D	D	D	D	E	F	G	H	J	K	L		
	11			D	D	D	D	D	D	D	D	D	D	F	G	H	I	J	
	12			D	D	D	D	D	D	D	D	D	D	D	E	F	G	H	

From Grade	Grade	Step																	
		8	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
To Grade	9						D	E	F	G	H	I	J	K	L	M	N	O	P
	10						D	D	E	F	G	H	I	J	K	K	L	M	N
	11						D	D	D	E	E	F	G	H	I	J	J	K	L
	12						D	D	D	D	D	E	E	F	G	H	I	I	J

From Grade	Grade	Step																	
		9	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
To Grade	10						D	E	F	G	H	I	J	K	L	M	N	O	P
	11						D	D	E	F	G	H	I	J	K	K	L	M	N
	12						D	D	D	E	E	F	G	H	I	J	J	K	L

From Grade	Grade	Step																	
		10	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
To Grade	11						D	E	F	G	H	I	J	K	L	M	N	O	P
	12						D	D	E	F	G	H	I	J	K	K	L	M	N

From Grade	Grade	Step																	
		11	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
To Grade	12						D	E	F	G	H	I	J	K	L	M	N	O	P

* * * * *

422.13 Step Increases

* * * * *

Exhibit 422.13 (p.1)

Bargaining Unit Step Increase Waiting Periods

(All waiting periods shown are expressed in weeks.)

* * * * *

Postal Service (PS 2) & Mail Equipment Shops/Material Distribution Center (MESC 2) Schedule 2

[Revise Exhibit 422.13 as follows:]

RSC PB & CB	Steps (From - To)																Yrs.	
	BB-AA	AA-A	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O		O-P
Grades 1-3	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	-	13.5
Grades 4-7	-	-	36	36	36	36	36	36	36	36	36	36	36	36	36	36	-	9.7
Grades 8-12	-	-	-	-	-	30	30	30	30	30	30	30	30	30	30	30	30	6.9

Current as of Spring 2005.

* * * * *

— Compensation, Employee Resource Management, 7-7-05

ELM REVISION

Postal Police Officers Step Increase Waiting Period Schedule

Effective July 7, 2005, *Employee and Labor Relations Manual* (ELM) Exhibit 422.13, Bargaining Unit Step Increase Waiting Periods, is changed to reflect an agreement dated November 18, 2004, between the Fraternal Order of Police, National Labor Council, USPS No. 2, and the Postal Service™.

In Exhibit 422.13, in Postal Police Officers (PPO) Schedule, RSC Y, these two changes occur: (1) current step waiting periods are revised to reflect newly agreed upon waiting periods for each step, and (2) two new steps are created for PPO, Step 20 (effective December 25, 2004) and Step 21 (effective June 25, 2005).

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

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

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

It is also available on the Postal Service Internet:

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

Employee and Labor Relations Manual (ELM)

* * * * *

4 Pay Administration

* * * * *

420 Wage Administration Policy for Bargaining Unit Employees

* * * * *

422 Salary Schedules Covered by Specific Agreements

422.1 Postal Service and Mail Equipment Shops/Material Distribution Center Salary Schedules

* * * * *

422.13 Step Increases

* * * * *

Exhibit 422.13 (p.1)

Bargaining Unit Step Increase Waiting Periods

(All waiting periods shown are expressed in weeks.)

* * * * *

[Revise the PPO segment of Exhibit 422.13 to read as follows:]

Postal Police Officers (PPO) Schedule																					
RSC Y	Steps (From – To)																				Yrs.
	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	
Grade 6	78	42	34	34	34	34	34	34	34	34	26	26	26	26	26	26	26	26	26	52	13.0

Current as of Spring 2005.

* * * * *

— Compensation, Employee Resource Management, 7-7-05

HANDBOOK EL-312 REVISION

Employment Programs

Effective July 7, 2005, Handbook EL-312, *Employment and Placement*, is revised to reflect changes to employment programs.

We will incorporate the revision to Handbook EL-312 into the online version, available on the Postal Service™ PolicyNet Web site:

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

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

Handbook EL-312 is available also on the Internet:

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

Until the changes described in the article are incorporated into the online version of Handbook EL-312, use this article to implement those changes.

Summary of Changes

322.21, Announcing Examinations, clarifies that an examination announced for a register covers all installations served by the register.

512.229, Evaluating and Determining Applicant Suitability, clarifies rules for notifying applicants of unsuitability or ineligibility for employment.

512.23, Interview, updates description of the purpose of an interview to be aligned with the Interviewer’s Toolkit.

527, Certifying the Suitability Decision, clarifies that the Human Resources manager, or designee, certifies the overall determination of suitability on page 1 of the Interview Sheet.

563, OPM Results, updates procedures for handling results from the Special Agency Check process.

574.2, Veterans with 30 Percent or More Disability, updates the mailing address.

574.3, District Human Resources Manager, updates the mailing address.

585, Disposition of Documents, is new and describes documents that are migrated to the Official Personnel Folder if an applicant is hired.

59, Processing of Reappointments, is new and describes what suitability components must be recompleted for applicants being reappointed.

615.5, Special Order of Certification of Applicants, updates title of b to read “*EAS Scientific and Professional Positions*.”

622.14, Changes on Hiring Worksheet When Veterans’ Preference Is Adjusted, clarifies rules for handling disallowing of claims for veterans’ preference for applicants on a Hiring Worksheet.

627.22, Action by Installation, updates the mailing address.

627.23, Action by District, updates the mailing address.

631, General, adds procedures for destroying *Hiring Worksheets* over 5 years old.

632, Worksheet Audits, adds procedures for selecting officials to document their selections on a Hiring Worksheet.

Handbook EL-312, Employment and Placement

* * * * *

3 Examinations

* * * * *

32 Entrance Examination Process

* * * * *

322 Announcement and Application Process

* * * * *

322.2 Procedure for Opening Examinations

* * * * *

322.21 Announcing Examinations

[Revise 322.21 by adding this sentence at the end:]

***An examination is announced for all postal installations served by the register.

* * * * *

5 Suitability

* * * * *

51 Employment Eligibility and Suitability

* * * * *

512 Screening Process Philosophy

* * * * *

512.2 Sequence of Screening Activities

* * * * *

512.22 Prescreening

* * * * *

512.229 Evaluating and Determining Applicant Suitability

[Revise the text of 512.229 to read as follows:]

Selecting officials or designees evaluate and determine applicants' overall or personal suitability for Postal Service employment by taking into account, but not limiting themselves to, the following factors:

- a. Prior employment history.
- b. Military service.
- c. Criminal conviction history.

Selecting officials also make determinations regarding eligibility factors such as the following:

- d. Minimum age.
- e. Selective Service System status (if required).
- f. Driving history (if required).

Human Resources inactivates applicants found unsuitable or ineligible for employment and notifies these applicants in a letter of this decision. Applicants who are unsuitable are also told that they may request reconsideration. Applicants who are ineligible because they did not register with the Selective Service System or do not meet safe driving requirements (if driving is required) are informed that they may request reconsideration. If an unsuitable or ineligible decision is reversed after a review of a request for reconsideration, the applicant is reactivated.

512.23 Interview

[Revise the text of 512.23 to read as follows:]

The interview is an essential element in the screening process and its purpose is to predict the likely job performance of the applicant if selected. The interview process contains three components:

- a. Informing the applicant of job and organizational information needed to make an informed decision about potential Postal Service employment and to make a good job placement.
- b. Verifying existing information.
- c. Collecting additional job-relevant information to ensure the applicant is eligible and suitable for Postal Service employment.

* * * * *

52 Determining Eligibility and Suitability

* * * * *

527 Certifying the Suitability Decision

[Revise the text of 527 to read as follows:]

The appointing official is responsible for making the preliminary decision on suitability and eligibility. The appointing official must make certain that the applicant meets Postal Service standards, with the following variations or exceptions:

- a. Certain situations permit the hiring of relatives, if approved by the next level of management (see 513.3, Relatives).
- b. If an applicant's history indicates unsuitability, but the appointing official believes that special consideration must be given, the rationale must be documented on the interview sheet, and the preemployment file and

recommendation must be sent to the district Human Resources manager for concurrence.

The district Human Resources manager, who may delegate the responsibility, certifies the overall determination by checking the appropriate box and signing on the bottom of page 1 of the Interview Sheet.

* * * * *

56 Special Agency Check

* * * * *

563 OPM Results

[Revise the first two paragraphs of 563 to read as follows:]

If sending fingerprints electronically and the fingerprint submission is initiated first and the SACI submitted subsequently, two separate cases are set up in OPM's system. Therefore, Human Resources will receive a separate closing case transmittal for each. The fingerprint request will be closed out and forwarded to Human Resources as soon as the fingerprint results are received from the FBI. The SACI will be updated automatically to reflect the same fingerprint results and they will be included in the final Case Closing Transmittal when the SACI is later closed out by OPM.

Office of Personnel Management — Investigative Services (OPM-IS) bills submitting offices monthly for services rendered during the previous month. OPM-IS will forward all results — except those that have potentially actionable issues from the Security/Suitability Investigations Index (SII) and the Defense Clearance and Investigations Index (DCII) — directly to the submitting Human Resources office in a single document within 45 calendar days. Human resources verifies the disposition of any arrest record shown as pending and determines if additional investigation is necessary. OPM-IS will forward all results from the checks of the SII and DCII containing pertinent issues to the Inspection Service for follow-up attention.

* * * * *

57 Medical Suitability

* * * * *

574 Appointment Decisions

* * * * *

574.2 Veterans with 30 Percent or More Disability

[Revise the address in 574.2d(3) to read as follows:]

US OFFICE OF PERSONNEL MANAGEMENT
STRATEGIC HUMAN RESOURCES POLICY
DIVISION RM 6500
1900 E ST NW
WASHINGTON DC 20415-0002

* * * * *

574.3 District Human Resources Manager

[Revise the address in 574.3b to read as follows:]

US OFFICE OF PERSONNEL MANAGEMENT
STRATEGIC HUMAN RESOURCES POLICY
DIVISION RM 6500
1900 E ST NW
WASHINGTON DC 20415-0002

* * * * *

58 Post Hire Suitability

* * * * *

[Add new part 585 to read as follows:]

585 Disposition of Documents

Transfer the following documents upon appointment from the preemployment investigation file to the official personnel folder.

- a. PS Form 2591, *Application for Employment*, including supplemental application forms and any statements from applicants adding to original applications.
- b. PS Form 2181-A (or equivalent), *Pre-Employment Screening — Authorization and Release*. Keep a copy in the preemployment investigation file.
- c. Certificates from local school authorities stating that applicants under age 18 who desire employment consideration have terminated their formal education for adequate reasons.
- d. Correspondence and statements relating to applicants having Postal Service relatives.
- e. Documents relating to claims for veterans' preference including SF 15, *Application for 10-Point Veteran Preference*, letters or certificates from the Department of Veterans Affairs, statements or retirement orders issued by service branches, and other documents used in the adjudication process.
- f. Copies of DD Form 214, *Certificate of Release or Discharge from Active Duty*, for all periods of active military service.
- g. Results of automotive mechanic bench test, qualification review panel evaluation, typing test, or other requirement.
- h. Drug Screening — personnel notification form.
- i. PS Form 2485, *Medical Examination and Assessment*, or *eMAP medical assessment determination*.
- j. PS Form 61, *Appointment Affidavit*.

* * * * *

[Add new subchapter 59 to read as follows:]

59 Processing of Reappointments

Exhibit 59 shows by component when a component must be recompleted for an applicant being reappointed.

[Add new exhibit 59 as shown on page 82.]

6 Selection

61 Selection Preparations

* * * *

615 Preparing Hiring Worksheets

* * * *

615.5 Special Order of Certification of Applicants

* * * *

[Revise item b in section 615.5 to read as follows:]

- b. *EAS Scientific and Professional Positions* — Applicants are certified in the order of their numerical ratings, including claimed veterans’ preference points. To break ties where the final scores are the same, applicants with CP or CPS preference would appear ahead of XP applicants who would be listed ahead of TP applicants.

* * * *

62 Selection Procedures

* * * *

622 Applicants Excluded From Selection Process

622.1 Applicants Not Available For Consideration

* * * *

622.14 Changes on Hiring Worksheet When Veterans’ Preference Is Adjusted

[Revise 622.14, including deleting the note, to read as follows:]

If an applicant cannot provide proof of preference claimed within a reasonable amount of time, the claim is disallowed, the applicant is informed of the action taken, and the score is adjusted. Where proof exists for a different preference, the applicant is given the points for that preference.

When adjustment in rating is necessary because claimed veterans’ preference has been disallowed or changed to a different preference, and the eligible is being considered for appointment in a current selection action, the eligible’s position on the *Hiring Worksheet* will also require adjustment according to the new rating. The selecting official lines out the rating and name, and notes the reason. The new

rating and name is entered on the *Hiring Worksheet* in score order of the adjusted rating, if the eligible would still be within reach on the register for consideration in the current hiring action.

* * * *

627 Objection to or Pass Over of Preference Eligible

* * * *

627.2 Veterans With 30 Percent or More Compensable Disability

* * * *

627.22 Action by Installation

* * * *

[Revise the address in 627.22d(3) to read as follows:]

US OFFICE OF PERSONNEL MANAGEMENT
HUMAN CAPITAL LEADERSHIP AND MERIT
SYSTEM ACCOUNTABILITY DIVISION
1900 E ST NW
WASHINGTON DC 20415-0002

* * * *

627.23 Action by District

* * * *

[Revise the address in 627.23c(2) to read as follows:]

US OFFICE OF PERSONNEL MANAGEMENT
HUMAN CAPITAL LEADERSHIP AND MERIT
SYSTEM ACCOUNTABILITY DIVISION
1900 E ST NW
WASHINGTON DC 20415-0002

* * * *

63 Auditing Selection Actions

631 General

[Add this sentence at the end of part 631:]

***In January, *Hiring Worksheets* that as of December 31 the previous year were closed 5 years or more are destroyed.

632 Worksheet Audits

[Add this sentence to the beginning of part 632:]

***Selecting officials return *Hiring Worksheets* to the district with the notation of “Selected by (signature) on (date)” made on the worksheet.

* * * *

Exhibit 59 Processing of Reappointments by Component

Component to Be Completed	Days Since Last Separation and Job Difference		
	Less than 90 days, same job and same installation	Less than 90 days and different job or installation	90 days or more regardless of job or installation
PS Form 2591, <i>Application for Employment</i>	No	Yes	Yes
Interview	No	Yes	Yes
Criminal Record Check	No	No	Yes
PS Form 2480, <i>Driving Record</i> , and Driving Abstract	No ¹	Yes ¹	Yes
Drug Screen	No	No	Yes
Medical Assessment	No ²	No ²	No/Yes ²
Special Agency Check (SAC)	No	No	Yes ³
PS Form 61, <i>Appointment Affidavit</i> , and Oath	Yes	Yes	Yes
PS Form 1750, <i>Employee Evaluation and/or Probationary Report</i>	Yes ⁴	Yes ⁴	Yes ⁴

¹ If driving is required for job and PS Form 2480 or abstract is greater than 90 days old at time of job offer, a new PS Form 2480 and abstract is required.

² An applicant who has had a break in postal service of more than one year must have a new medical assessment. If the break in service is less than one year, a new assessment is not required, provided conditions described in item b of part 572 are met.

³ If the date of reappointment to a casual position is greater than 90 days but less than 2 years from last separation, a modified SAC (86-C, Special Agreement No. 98-01) may be requested to update the initial SAC as long as the initial SAC was completed successfully. Otherwise, a full SAC should be requested using 86-C, Special Agreement No. 95-03.

⁴ Provide PS Form 1750 to supervisor and collect at end of evaluation period.

SELF-SUFFICIENT SAVING**Buy U.S. Savings Bonds Year-round With PostalEASE**

Postal Service™ employees can now buy I or EE bonds anytime throughout the year with *PostalEase*.

Why should you consider bonds? They're competitive, safe, affordable, and accessible.

Bonds earn competitive rates of return. Bonds are registered — the U.S. Treasury can replace them if they're lost or stolen. You can start saving money for as little as \$2.50 per pay period.

If you already have bonds, you can make changes to payroll deductions, bond denomination amounts, and bond cancellations through *PostalEase*, central kiosks, or the interactive voice response phone system, at 877-477-3273.

You can download bond enrollment forms at <http://www.publicdebt.treas.gov/NC/FoRMSHome?FormType=SBF>. Don't have access to a computer? Stop by your local personnel office to pick up a form.

U.S. Savings Bonds are a great way to supplement retirement funds or higher education savings.

— Corporate Personnel Management,
Employee Resource Management, 7-7-05

*NEW AND OBSOLETE MANAGEMENT INSTRUCTIONS***Travel Policy for Contractor and Non-Postal Service Personnel**

Management Instruction (MI) FM-640-2005-1, *Travel Policy for Contractor and Non-Postal Service Personnel*, has been issued. It replaces MI FM-640-95-1. Policy was updated to remove reference to old vendor and to align procedures with present business processes.

MI FM-640-2005-1 is available on the Postal Service™ PolicyNet Web site:

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

- Under “References” in the right-hand column, under “Policies,” click on *PolicyNet*.
- Then click on *HBKs*.

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

— *National Accounting,
Finance, 7-7-05*

Finance

*RURAL CARRIERS***Equipment Maintenance Allowance Schedule for Rural Routes**

In accordance with provisions of article 9, section 2.J.3 of the Rural Carrier National Agreement, effective July 9, 2005 (pay period 15-05), the equipment maintenance allowance (EMA) will increase from 45.5 cents per mile to 47.5 cents per mile. The EMA is 47.5 cents per mile, or a minimum of \$19.00 per day, whichever is greater.

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

Employees providing auxiliary assistance or serving auxiliary routes under provisions of article 9, section 2.J.5, receive an EMA of 47.5 cents per mile or \$5.35 per hour,

whichever is greater. This EMA should not exceed the amount provided in the special equipment maintenance allowance for the route stops and miles.

EMA Rate Schedule

The EMA rate schedule on pages 84–85 supersedes all previously published EMA schedules for employees receiving EMA.

— *Collective Bargaining and Arbitration,
Labor Relations, 7-7-05*

Information Technology

NEW MANAGEMENT INSTRUCTION

Electronic Messaging (e-mail)

Management Instruction (MI) AS-870-2005-2, *Electronic Messaging (e-mail)*, is now available.

This MI, which replaces MI AS-840-2004-2 of the same name, updates Postal Service™ policy, standards, and guidelines regarding use of Postal Service e-mail.

The Postal Service manages its electronic messaging environment in a manner consistent with best industry practices to facilitate communication within the Postal Service community and with its customers and suppliers, to ensure the security and integrity of that environment, to comply with all e-mail policies, and to streamline the development and support of electronic messaging applications throughout the organization.

This MI applies to all Postal Service employees, contractors, and third parties authorized to access Postal Service information resources. For the purpose of this MI, third parties are persons or organizations not contracted to the Postal Service that have an approved requirement for access to Postal Service information resources.

This instruction applies to computers, office automation systems, software, and hardware installed or used in the

Postal Service to support the electronic messaging environment and to any related administrative activities. It also applies to all e-mail-enabled applications and stand-alone hand-held devices.

MI AS-870-2005-2 is available on the Postal Service PolicyNet Web site:

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

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

— Customer Care Operations,
Information Technology, 7-7-05

NOTICE

FAST Launches National Deployment

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

Once a facility begins accepting drop shipment appointments in FAST appointments, it will no longer accept new appointments in DSAS. Please refer to RIBBS at <http://ribbs.usps.gov>; click *FAST/Surface Visibility*, to obtain the complete FAST deployment schedule.

New York Deployment Group 1a

Scheduling begins on July 11 for drop shipments arriving on July 25 for these areas:

006 SAN JUAN
07099 DOMINICK V DANIELS
07Z NEW JERSEY BMC
077 MONMOUTH

085 TRENTON
088 KILMER
100 NEW YORK (MORGAN P&DC)
10016 MURRAY HILL STATION
10028 GRACIE
10451 BRONX
104DM EASTSIDE PARCEL ANNEX

New York Deployment Group 1b

Scheduling begins on July 18 for drop shipments arriving on August 1 for these areas:

105 WESTCHESTER
125 MID HUDSON
110 QUEENS
112 BROOKLYN
11203 RUGBY

115	WESTERN NASSAU
117	MID ISLAND
118	HICKSVILLE

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. Those customers who already have a *PostalOne!* account and also need access to FAST must register by calling the *PostalOne!* Customer Care Center at 800-522-9085. Detailed instructions on the *FAST/PostalOne!* registration process are available on RIBBS.

Customer ID Activation

All FAST customer IDs were activated on July 5. Customers must log on to FAST between July 5 and July 12 to change their passwords. FAST IDs that are not utilized within 7 days of issue will become inactive and require a call to the *PostalOne!* help desk for activation. For those customers who register after July 5, IDs must be utilized within 7 days of issue as described above.

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/allforms.htm>; click on *PS Form 6241 (PDF)*. It is recommended that recurring appointment requests be submitted to the Postal Service™ 3 weeks before the facility's scheduled start date. Due dates for recurring appointment request submissions are shown in the FAST deployment schedule posted on RIBBS.

FAST Customer Training

FAST customer training was offered nationally throughout May and June. However, additional sessions are being scheduled in July and August. The training registration form may be downloaded from RIBBS. Please e-mail any questions about FAST Training to FAST_Training@usps.gov.

— Logistics Systems,
Operations, 7-7-05

**STAY
IN TOUCH**

**BUY A
FIRSTCLASS
PHONECARD®
TODAY**

450 MINUTES
Within the U.S. International rates vary

usps.com

©2005 United States Postal Service
SP05-CCZ-AL-492
Small Acrylic Insert

UP 7/1/05 **DOWN** 10/3/05

International Mail

NEW EDITION

International Mail Manual Issue 31

We have released *International Mail Manual (IMM)* Issue 31, dated May 2005. There is no automatic distribution of the IMM to Postal Service™ facilities. To order copies of IMM 31, Postal Service facilities must contact the Material Distribution Center (MDC) and use touch tone order entry (TTOE): Call 800-332-0317, option 2.

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

Use the following information to order IMM 31:

PSIN:	IMMISSUE
PSN:	7610-02-000-9904
Unit of Issue:	EA
Minimum Order Quantity:	1
Quick Pick Number:	032
Bulk Pack Quantity:	10
Price:	\$2.845

IMM 31 is available on the web, in both PDF and HTML (508-compliant) text-only formats, at three different locations: the Postal Explorer® site, the Internet, and the corporate intranet:

- Postal Explorer: at <http://pe.usps.gov>, click on *International Mail Manual (IMM)*.

- Internet: at www.usps.com, click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, then *Manuals*, and then *International Mail Manual (IMM)*.
- Corporate intranet on the Postal Service PolicyNet Web site: at <http://blue.usps.gov/cpim>; click on *Manuals*, and then *International Mail Manual (IMM)*.

IMM 31 contains all IMM revisions published in the *Postal Bulletin* from August 5, 2004, through May 12, 2005. Items published in the *Postal Bulletin* after May 12, 2005, are effective but have not been incorporated into Issue 31. In addition, Issue 31 corrects printing and formatting errors and omissions in Issue 30. All previous issues of the IMM are obsolete — please recycle Issue 30 and all previous issues of the IMM immediately.

We update the IMM online version as often as every 2 weeks to reflect any changes published in the most recent issue of the *Postal Bulletin*. The online version is always more current than the existing printed version, so if you have web access, and if practicable, you should check the online version when responding to customer inquiries about international mail issues.

— *Mailing Standards,
Pricing and Classification, 7-7-05*

Philately

STAMP ANNOUNCEMENT 05-19

Presidential Libraries Stamp



Copyright USPS 2005

The Postal Service™ will issue a 37-cent *Presidential Libraries* commemorative stamp (Item 458200) in a pressure-sensitive adhesive (PSA) pane of 20, on August 4, 2005 in the following locations:

- Herbert Hoover Presidential Library and Museum
West Branch, IA 52358-0488
- Franklin D. Roosevelt Presidential Library and Museum
Hyde Park, NY 12538-1999
- Harry S. Truman Presidential Library and Museum
Independence, MO 64050-1798
- Dwight D. Eisenhower Presidential Library and Museum
Abilene, KS 67410-2900
- John F. Kennedy Presidential Library and Museum
Boston, MA 02125-3398
- Lyndon Baines Johnson Library and Museum
Austin, TX 78705-5702
- Richard M. Nixon Presidential Library
Yorba Linda, CA 92886-3903
- Gerald R. Ford Library
Ann Arbor, MI 48109-2114

- Gerald R. Ford Museum
Grand Rapids, MI 49504-5353
- Carter Presidential Library and Museum
Atlanta, GA 30307-1498
- Ronald Reagan Presidential Library and Museum
Simi Valley, VA 93065-0600
- George Bush Presidential Library and Museum
College Station, TX 77845-3906
- William J. Clinton Presidential Library and Museum
Little Rock, AR 72201-1213

The stamp, designed by Howard E. Paine of Delaplane, Virginia, goes on sale nationwide August 5, 2005.

To commemorate the 50th anniversary of the Presidential Libraries Act of 1955, the Postal Service honors presidential libraries and their place in American history with this stamp issuance. Presidential libraries are established in the home state of each president after he or she leaves office. The Postal Service has chosen the Seal of the President of the United States to feature on the *Presidential Libraries* stamp.

How to Order the First Day of Issue Postmark

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

PRESIDENTIAL LIBRARIES COMMEMORATIVE STAMP
POSTMASTER
217 N BUCKEYE AVE
ABILENE KS 67410-9998

PRESIDENTIAL LIBRARIES COMMEMORATIVE STAMP
POSTMASTER
2075 W STADIUM BLVD
ANN ARBOR MI 48106-9998

PRESIDENTIAL LIBRARIES COMMEMORATIVE STAMP
POSTMASTER
3900 CROWN RD RM 2400
ATLANTA GA 30304-9998

PRESIDENTIAL LIBRARIES COMMEMORATIVE STAMP
POSTMASTER
8225 CROSS PARK DR
AUSTIN TX 78710-9998

PRESIDENTIAL LIBRARIES COMMEMORATIVE STAMP
 POSTMASTER
 PO BOX 9996
 BOSTON MA 02205-9996

PRESIDENTIAL LIBRARIES COMMEMORATIVE STAMP
 COLLEGE STATION MPO
 2130 HARVEY MITCHELL PKWY S
 COLLEGE STATION TX 77840-9998

PRESIDENTIAL LIBRARIES COMMEMORATIVE STAMP
 POSTMASTER
 PO BOX 9998
 GRAND RAPIDS MI 49599-9998

PRESIDENTIAL LIBRARIES COMMEMORATIVE STAMP
 POSTMASTER
 1 E MARKET ST
 HYDE PARK NY 12538-9998

PRESIDENTIAL LIBRARIES COMMEMORATIVE STAMP
 POSTMASTER
 301 W LEXINGTON
 INDEPENDENCE MO 64050-9998

PRESIDENTIAL LIBRARIES COMMEMORATIVE STAMP
 POSTMASTER
 600 E CAPITOL AVE
 LITTLE ROCK AR 72202-9998

PRESIDENTIAL LIBRARIES COMMEMORATIVE STAMP
 POSTMASTER
 2551 N GALENA AVE
 SIMI VALLEY CA 93065-9998

PRESIDENTIAL LIBRARIES COMMEMORATIVE STAMP
 POSTMASTER
 PO BOX 9998
 WEST BRANCH IA 52358-9998

PRESIDENTIAL LIBRARIES COMMEMORATIVE STAMP
 POSTMASTER
 4770 EUREKA AVE
 YORBA LINDA CA 92885-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by September 3, 2005.

How to Order First Day Covers

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

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

Issue:	<i>Presidential Libraries</i>
Item Number:	458200
Denomination & Type of Issue:	37-cent commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date:	August 4, 2005
Locations:	Abilene, KS 67410 Ann Arbor, MI 48109 Atlanta, GA 30304 Austin, TX 78705 Boston, MA 02125 College Station, TX 77845 Grand Rapids, MI 49504 Hyde Park, NY 12538 Independence, MO 64050 Little Rock, AR 72201 Simi Valley, CA 93065 West Branch, IA 52358 Yorba Linda, CA 92886
Designer:	Howard E. Paine, Delaplaine, VA
Art Director:	Howard E. Paine, Delaplaine, VA
Typographer:	Greg Berger, Bethesda, MD
Calligrapher:	Julian Waters, Gaithersburg, MD
Engraver:	Banknote Corporation of America
Modeler:	Donald Woo
Manufacturing Process:	Offset/Microprint "USPS"
Printer:	Banknote Corporation of America, Inc./SSP
Printed at:	Browns Summit, NC
Press Type:	Goebel, Optiforma 26
Stamps per Pane:	20
Print Quantity:	40 million stamps
Paper Type:	Prephosphored, Type II, Phosphor Tagged Overall
Adhesive Type:	Pressure-sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Ivory, Reflex Blue, PMS 202 (Red)
Stamp Orientation:	Vertical
Image Area (w x h):	0.980 x 1.56 in./24.89 x 39.62 mm
Overall Size (w x h):	0.980 x 1.56 in./24.89 x 39.62 mm
Full Pane Size (w x h):	5.9 x 7.26 in./149.86 x 184.40 mm
Sheet Size (w x h)	19 x 24 in./482.60 x 609.60 mm
Plate Size:	180 stamps per revolution
Plate Numbers:	"S" followed by three (3) single digits
Marginal/Backside Markings:	
Front:	Plate numbers in four corners of pane
Back:	© 2005 USPS ● Plate position diagram ● Price ● Header and descriptive text ● Barcode

Catalog Item Number(s):	458220 Block of 4 — \$1.48
	458230 Block of 10 — \$3.70
	458240 Full Pane of 20 — \$7.40
	458261 First Day Cover — \$0.75
	458263 First Day Cover Set of 13 — \$9.75
	458284 Press Sheet — \$66.60
	458293 Full Pane w/First Day Cover — \$8.15

Philatelic Products

There are four philatelic products available for this stamp issue:

- First Day Cover (Single) \$0.75 (Item 458261).
- First Day Cover (Set of 13 Covers) \$9.75 (Item 458263).
- Uncut Press Sheet \$66.60 (Item 458284).
- Cancellation Keepsake (FP w/FDC Random S.) \$8.15 (Item 458293).

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

Distribution: Item 458200, 37-cent *Presidential Libraries Commemorative Stamp*

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

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of one-fourth their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before July 29, 2005.

Philatelic Requirement

Stamp distribution offices will not receive a separate quantity Item 458200 for their authorized philatelic centers. Philatelic centers must be supplied their quantities from the initial automatic distribution made to SDOs.

Additional Supply

Post Offices requiring additional stamps must requisition Item 458200 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the New York, Chicago, Memphis, and San Francisco APDs will each receive 800,000 additional stamps; and the Denver APD will receive 200,000 additional stamps.

Sales Policy

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

— Stamp Services,
Government Relations, 7-7-05

STAMP ANNOUNCEMENT 05-20

American Eagle Stamps



Copyright USPS 2005

The Postal Service™ will issue nondenominated (25-cent value), *American Eagle* Presorted First-Class Mail stamps (Item 782800) in a pressure-sensitive adhesive (PSA) coil of 3,000 on August 5, 2005, in Grand Rapids, Michigan (APS Stamp Show). The stamps, designed by Tom Engeman of Brunswick, Maryland, go on sale nationwide August 6, 2005.

The *American Eagle* definitive stamp was previously issued on May 12, 2004, in a water-activated gum coil of 3,000 (Item 782500) and on June 26, 2003, in a pressure-sensitive adhesive (PSA) coil of 10,000 (Item 782100).

How to Order the First Day of Issue Postmark

Customers have 90 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at www.usps.com/shop. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

AMERICAN EAGLE DEFINITIVE STAMPS
 POSTMASTER
 PO BOX 9998
 GRAND RAPIDS MI 49599-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by November 4, 2005.

Issue:	<i>American Eagle</i>
Item Number:	782800
Denomination & Type of Issue:	Presorted First-Class Nondenominated Definitive (25-cent value)
Format:	Coil of 3,000 (10 designs)
Series:	N/A
Issue Date & City:	August 5, 2005, Grand Rapids, MI
Photographer:	N/A
Designer:	Tom Engeman, Brunswick, MD
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Tom Engeman, Brunswick, MD
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Engraver:	Southern Graphics
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec, 3000
Stamps per coil:	3,000
Print Quantity:	90 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	PMS 135 (Yellow), PMS 186 (Red), PMS 348 (Green), PMS 7461 (Blue), PMS 646 (Dark Blue), PMS 431 (Gray), Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.72 x 0.832 in./18.28 x 21.13 mm
Overall Size (w x h):	0.87 x 0.982 in./22.09 x 24.74 mm
Full Pane Size (w x h):	N/A
Plate Size:	400 stamps per revolution
Plate Numbers:	"S" followed by seven (7) single digits (every 20 stamps)
Coil Back Number	N/A
Frequency:	N/A
Marginal Markings:	N/A
Catalog Item Number(s):	782840 Full Coil of 3000 — \$750.00 782830 Strip of 25 — \$6.25 782862 First Day Cover — \$0.88

How to Order First Day Covers

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered

in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by calling 800-STAMP-24 or writing to:

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

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: Item 782800, American Eagle Presorted First-Class Mail Rate, PSA Coil of 3,000

Stamp distribution offices (SDOs) **will not** receive an automatic distribution of Item 782800. SDOs requiring Item 782800 must order them from their designated accountable paper depository (APD) using PS Form 17, *Stamp Requisition/Stamp Return*.

Initial Supply to Post Offices

Post Offices requiring Item 782800, must order them from their designated SDO using a separate PS Form 17.

SDOs must not distribute these stamps to Post Offices before July 29, 2005.

Philatelic Requirement

Philatelic centers requiring Item 782800 must order them from their designated SDO using a separate PS Form 17.

Additional Supply

Post Offices requiring additional coils must requisition them from their designated SDO using PS Form 17. SDOs requiring additional coils must order them from the appropriate APD using PS Form 17.

For fulfilling orders from SDOs, the San Francisco, Chicago, Memphis, and New York APDs will each receive 800 coils; the Denver APD will receive 300 coils. For fulfilling supplemental orders from APDs, the Kansas City stamp service center will receive 22,400 coils.

— *Stamp Services,
Government Relations, 7-7-05*

Pictorial Postmarks Announcement

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

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

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

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

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

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

	<p>July 1, 2005 <i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 ADAMS OK 73901-9998</p>	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 BENJAMIN TX 79505-9998</p>	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 CHRISTOVAL TX 76935-9998</p>
	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 ALEDO TX 76008-9998</p>	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 BLUEGROVE TX 76352-9998</p>	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 DAWN TX 79025-9998</p>
	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 ALVARADO TX 76009-9998</p>	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 BOYD TX 76023-9998</p>	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 DELEON TX 76444-9998</p>
	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 AMHERST TX 79312-9998</p>	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 BURLESON TX 76028-9998</p>	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 DOOLE TX 76836-9998</p>
	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 ANTON TX 79313-9998</p>	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 BUSHLAND TX 79012-9998</p>	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 EARTH TX 79031-9998</p>
	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 BEDFORD TX 76021-9998</p>	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 CHILDRESS TX 79201-9998</p>	<p><i>U.S. Postal Service</i> CELEBRATING FOURTH OF JULY STATION POSTMASTER PO BOX 9998 EDMONSON TX 79032-9998</p>

CELEBRATING FOURTH OF JULY STATION
JULY 1, 2005



ADAMS OK 73901

July 1, 2005

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
FORESTBURG TX 76239-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
FORGAN OK 73938-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
FORT MCKAVETT TX 76841-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
FORT WORTH TX 76102-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
FORT WORTH TX 76115-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
FRIONA TX 79035-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
GRAHAM TX 76450-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
GRANBURY TX 76048-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
GUTHRIE TX 79236-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
GUYMON OK 73942-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
HOLLIDAY TX 76366-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
IDALOU TX 79329-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
KENTON OK 73946-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
KEYES OK 73947-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
KRESS TX 79052-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
LAMESA TX 79331-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
LILLIAN TX 76061-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
LIPAN TX 76462-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
LIPSCOMB TX 79056-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
LITTLEFIELD TX 79339-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
LONDON TX 76854-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
LOOP TX 79342-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
LUBBOCK TX 79402-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
MIAMI TX 79059-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
MILLERSVIEW TX 76862-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
MILLSAP TX 76066-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
MINERAL WELLS TX 76067-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
MORAN TX 76464-9998

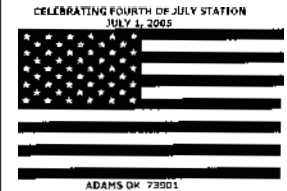
U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
MYRA TX 76253-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
ODONNELL TX 79351-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
OLDEN TX 76466-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
OVALO TX 79541-9998

U.S. Postal Service
CELEBRATING FOURTH OF JULY
STATION
POSTMASTER
PO BOX 9998
PAMPA TX 79065-9998



July 1, 2005
U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 PANHANDLE TX 79068-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 SEAGRAVES TX 79359-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 SUNSET TX 76270-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 PEASTER TX 76485-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 SHALLOWATER TX 79363-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 TEXHOMA OK 73949-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 PERRIN TX 76486-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 SOUTH BEND TX 76481-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 UMBARGER TX 79091-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 POOLVILLE TX 76487-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 SOUTHLAKE TX 76092-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 WELLINGTON TX 79095-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 RISING STAR TX 76471-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 SOUTHMAYD TX 76268-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 WICHITA FALLS TX 76307-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 ROOSEVELT TX 76874-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 STAMFORD TX 79553-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 WICHITA FALLS TX 76311-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 SAN ANGELO TX 76902-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 SUNRAY TX 79086-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 WOLFFORTH TX 79382-9998

U.S. Postal Service
 CELEBRATING FOURTH OF JULY STATION
 POSTMASTER
 PO BOX 9998
 SCOTLAND TX 76379-9998



June 11-12, 2005
Arts and Crafts Fair
 QUARTER MILENNIAL STATION
 POSTMASTER
 PO BOX 9998
 MIDDLETOWN PA 17057-9998



June 17-18, 2005
Verden Centennial Committee
 VERDEN CENTENNIAL STATION
 POSTMASTER
 100 MORRIS AVE
 VERDEN OK 73092-9998



June 14, 2005
General Services Administration
 NATIONAL FLAG DAY OLD GLORY FEDERAL PLAZA STATION
 POSTMASTER SPECIAL EVENTS
 JAF BLDG 421 8TH AVE
 RM 2029B
 NEW YORK NY 10199-9998



June 18, 2005
Randolph County Flywheel Show
 FLYWHEEL STATION
 POSTMASTER
 121 S MAIN ST
 HUNTSVILLE MO 65259-9998



June 18-19, 2005
Ashtabula City
ASHTABULA LIGHTHOUSE RESTORATION AND PRESERVATION SOCIETY STATION
POSTMASTER
4307 STATION AVE
ASHTABULA OH 44004-9998



POLISH FEST STATION
June 24, 2005
Milwaukee, WI 53202
June 24, 2005
U.S. Postal Service
POLISH FEST STATION
POSTMASTER
PO BOX 9998
MILWAUKEE WI 53202-9998



June 19, 2005
U.S. Postal Service
US GRAND PRIX STATION
POSTMASTER
125 W SOUTH ST
INDIANAPOLIS IN 46206-9998



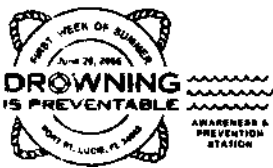
June 25, 2005
Saco Spirit
35TH ANNUAL SACO SIDEWALK ARTS FESTIVAL STATION
POSTMASTER
225 MAIN ST
SACO ME 04072-9998



June 20, 2005
U.S. Postal Service
KATY TRAIL STATION
POSTMASTER
101 S 2ND ST
CLINTON MO 64735-9998



June 28, 2005
U.S. Postal Service
CUB FUN DAY STATION
POSTMASTER
PO BOX 9998
MONROE TWP NJ 08831-9998



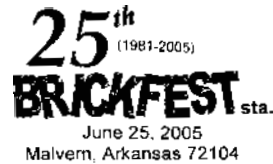
June 20, 2005
Department of Health SLC
AWARENESS AND PREVENTION STATION
POSTMASTER
5000 W MIDWAY RD
FORT PIERCE FL 34981-9998



June 25, 2005
Warm Springs Tribal Council
PI UM SHA STATION
POSTMASTER PHILATELIC SERVICES
PO BOX 9998
WARM SPRINGS OR 97761-9998



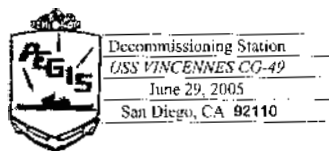
June 23-26, 2005
Ebay and U.S. Postal Service
EBAY LIVE 2005 STATION
POSTMASTER
PO BOX 9998
SAN JOSE CA 95113-9998



June 25, 2005
U.S. Postal Service
25TH BRICKFEST STATION
POSTMASTER
715 MARTIN LUTHER KING BLVD
MALVERN AR 72104-9998



June 24, 2005
Relay for Life
MCCURTAIN COUNTY RELAY FOR LIFE STATION
POSTMASTER
PO BOX 9998
WRIGHT CITY OK 74766-9998



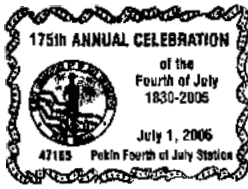
June 29, 2005
Universal Ship Cancellation Society
USS VINCENNES CG49 DECOMMISSIONING STATION
POSTMASTER
2535 MIDWAY DR
SAN DIEGO CA 92110-9998



June 24-25, 2005
American Cancer Association
RELAY FOR LIFE STATION
POSTMASTER
201 LINCOLN AVE
OWENSVILLE MO 65066-9998



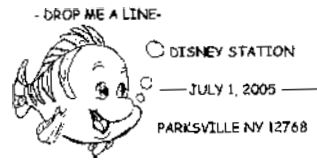
June 29, 2005
Agape Farm
CREATION FESTIVAL STATION
POSTMASTER
PO BOX 9998
SHIRLEYSVILLE PA 17260-9998



July 1, 2005
 U.S. Postal Service
 PEKIN FOURTH OF JULY STATION
 POSTMASTER
 31 E MAIN ST
 PEKIN IN 47165-9998



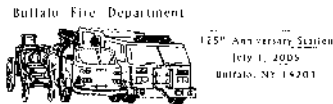
July 4, 2005
 City of Iowa Falls
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 IOWA FALLS IA 50126-9998



July 1, 2005
 U.S. Postal Service
 DROP ME A LINE DISNEY STATION
 POSTMASTER
 PO BOX 9998
 PARKVILLE NY 12768-9998



July 4, 2005
 100 Year Committee
 CENTENNIAL CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 WEST BRANCH MI 48661-9998



July 1, 2005
 Buffalo Fire Dept
 125TH ANNIVERSARY STATION
 POSTMASTER
 1200 WILLIAM ST
 BUFFALO NY 14240-9998



July 4, 2005
 City of Worthington along with Volunteer Fire Department
 JULY 4TH CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 WORTHINGTON KY 41183-9998



July 2, 2005
 Wildlife Forever
 WILDLIFE FOREVER STATION
 PHILATELIC STAMP SHOP
 MOW
 100 S FIRST ST RM 106
 MINNEAPOLIS MN
 55401-9998



July 7, 2005
 Masonic Lodge
 HARMONY MASONIC LODGE STATION
 POSTMASTER
 4396 LAFAYETTE ST
 MARIANNA FL 32446-9998



July 2, 2005
 Village of Mundelein
 MUNDELEIN COMMUNITY DAYS STATION
 POSTMASTER
 435 E HAWLEY ST
 MUNDELEIN IL 60060-9998



July 7, 2005
 National Dusters, Quads, and Searchlights Association
 DUSTER QUADS SEARCHLIGHTS VETERANS REUNION STATION
 POSTMASTER
 320 COMMERCIAL ST
 BRANSON MO 65616-9998



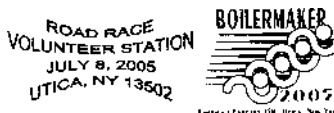
July 2, 2005
 U.S. Postal Service
 MARMADUKE DAYS STATION
 POSTMASTER
 11436 HWY 49 N
 MARMADUKE AR 72443-9998



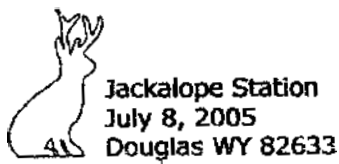
July 7, 2005
 Rural Carriers Union
 2005 CONVENTION STATION
 POSTMASTER
 8 LAKE ST
 OSWEGO NY 13827-9998



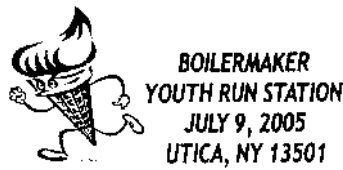
July 4, 2005
 Granville 2005 Bicentennial Commission
 ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 GRANVILLE OH 43023-9998



July 8, 2005
 Utica Boilermaker Road Race Committee
 BOILERMAKER VOLUNTEER STATION
 POSTMASTER
 100 PITCHER ST
 UTICA NY 13504-9998



July 8, 2005
 Douglass Chamber of Commerce
 JACKALOPE STATION
 POSTMASTER
 129 N 3RD ST
 DOUGLAS WY 82633-9998



July 9, 2005
 Utica Boilermaker Road Race Committee
 BOILERMAKER YOUTH RUN STATION
 POSTMASTER
 PO BOX 9998
 UTICA NY 13504-9998



July 8, 2005
 Centennial Committee
 CENTURY OF REFLECTIONS STATION
 POSTMASTER
 PO BOX 9998
 ROCKLAKE ND 58365-9998



July 9, 2005
 Empire State Aero Sciences Air Show
 ESAM NE AIR SHOW STATION
 POSTMASTER
 29 JAY ST
 SCHENECTADY NY 12305-9998



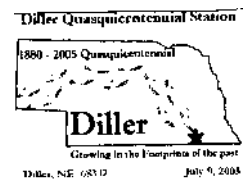
July 8, 2005
 U.S. Postal Service
 DEXTER CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 DEXTER NM 88230-9998



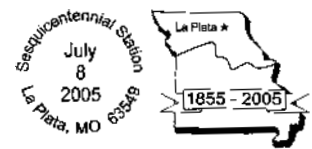
July 9, 2005
 Eddyville Celebration Committee
 OLD SETTLERS DAY STATION
 POSTMASTER
 102 WALNUT ST
 EDDYVILLE IA 52553-9998



July 8, 2005
 U.S. Postal Service
 LOOP STATION
 POSTMASTER
 PO BOX 9998
 KEENE CA 93531-9998



July 9, 2005
 Diller Quasiquicentennial Committee
 DILLER QUAIQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 DILLER NE 68342-9998



July 8, 2005
 Sesquicentennial Committee
 SESQUICENTENNIAL STATION
 POSTMASTER
 102 E SANDERS ST
 LAPLATA MO 63549-9998



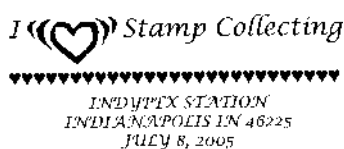
July 9, 2005
 City of Wolford
 WOLFORD CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 WOLFORD ND 58385-9998



July 8, 2005
 Utica Boilermaker Road Race Committee
 BOILERMAKER EXPO STATION
 POSTMASTER
 100 PITCHER ST
 UTICA NY 13504-9998



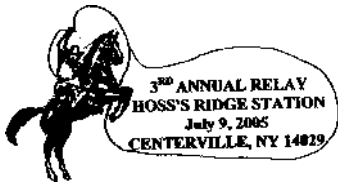
July 9, 2005
 Ulrich Reunion Association
 REUNION STATION
 POSTMASTER
 310 N MAIN ST
 URICH MO 64788-9998



July 8-10, 2005
 U.S. Postal Service
 INDYPEX STATION
 POSTMASTER
 125 W SOUTH ST
 INDIANAPOLIS IN 46206-9998



July 9, 2005
 Egg Harbor City Historical Society
 WELCOME STATION
 POSTMASTER
 237 PHILADELPHIA AVE
 EGG HARBOR CITY NJ 08215-9998



July 9, 2005
 American Cancer Society
 HOSS RIDGE STATION
 POSTMASTER
 10985B RUSHFORD RD
 CENTERVILLE NY 14029-9998



July 12, 2005
 50 Year of City Delivery
 Committee
 50 YEARS OF CITY DELIVERY
 STATION
 POSTMASTER
 PO BOX 9998
 SAUK RAPIDS MN 56379-9998

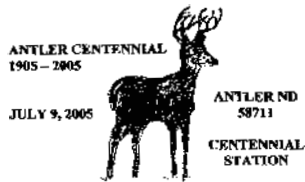


July 9, 2005
 Michigan Dairy Association
 DAIRY FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 ELSIE MI 48831-9998



JULY 12, 2005
 FAME DEDICATION STATION
 CIVIL WAR MONUMENT
 SEWICKLEY PA 15143

July 12, 2005
 Citizens for Soldiers
 Organization
 FAME DEDICATION STATION
 POSTMASTER
 521 THORN ST
 SEWICKLEY PA 15143-9998

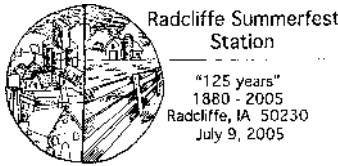


July 9, 2005
 Antler Centennial Committee
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 ANTLER ND 58711-9998



July 13, 2005
 Celebrating 100 Years
 of Service
 Station
 AXIS POST OFFICE
 POSTMASTER
 11436 OLD HWY 43
 AXIS AL 36505

July 13, 2005
 U.S. Postal Service
 AXIS POST OFFICE STATION
 POSTMASTER
 11436 OLD HWY 43
 AXIS AL 36505-9998



July 9, 2005
 Radcliffe Improvement
 Committee
 RADCLIFFE SUMERFEST
 STATION
 POSTMASTER
 PO BOX 9998
 RADCLIFFE IA 50230-9998



July 13, 2005
 Philmont Scout Ranch
 PHILMONT SCOUT RANCH
 STATION
 POSTMASTER
 PO BOX 9998
 CIMARRON NM 87714-9998



July 9, 2005
 Utica Boilermaker Road Race
 Committee
 BOILERMAKER FIFTH
 ANNUAL WALKERS STATION
 POSTMASTER
 PO BOX 9998
 UTICA NY 13504-9998

Schenectady County
 Historical Society
 General Station
 July 14th 2005
 Schenectady, New York
 12305



July 14, 2005
 Schenectady County Historical
 Society
 CENTENNIAL STATION
 POSTMASTER
 29 JAY ST
 SCHENECTADY NY
 12305-9998

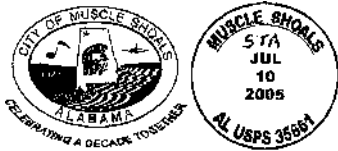


July 10, 2005
 Utica Boilermakers Road Race
 Committee
 BOILERMAKER RACE DAY
 STATION
 POSTMASTER
 100 PITCHER ST
 UTICA NY 13504-9998



Celebrating 50 Years in Austin
 1955 - 2005
 50th Anniversary Station
 July 14, 2005
 Austin, Texas 78725

July 14, 2005
 BAE Systems
 50TH ANNIVERSARY STATION
 CUSTOMER RELATIONS
 COORDINATOR
 8225 CROSS PARK DR
 AUSTIN TX 78710-9998



July 10-August 9, 2005
 U.S. Postal Service/City of
 Muscle Shoals
 CELEBRATION STATION
 POSTMASTER
 2350 AVALON AVE
 MUSCLE SHOALS AL
 35661-9998



July 15, 2005
 Deke Slayton Museum
 30TH ANNIVERSARY APOLLO
 SOYUZ STATION
 POSTMASTER
 PO BOX 9998
 SPARTA WI 54656-9998



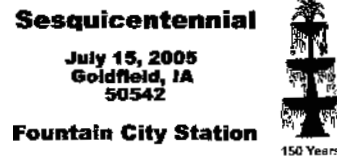
July 15, 2005
 Kansas Homecoming
 KANSAS HOMECOMING
 STATION
 POSTMASTER
 6047 W MAIN ST
 KANSAS OH 44841-9998



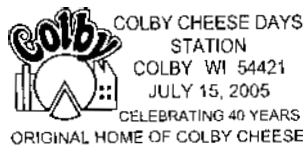
July 15-17, 2005
 Yarmouth Chamber of
 Commerce
 YARMOUTH CLAM FESTIVAL
 STATION
 POSTMASTER
 36 FOREST FALLS DR
 YARMOUTH ME 04096-9998



July 15, 2005
 Historical Society
 GRASSY BUTTE HISTORIC
 POST OFFICE STATION
 POSTMASTER
 PO BOX 9998
 GRASSY BUTTE ND
 58634-9998



July 15-17, 2005
 Goldfield Sesquicentennial
 Committee
 FOUNTAIN CITY STATION
 POSTMASTER
 PO BOX 9998
 GOLDFIELD IA 50542-9998



July 15, 2005
 Colby Chamber of Commerce
 COLBY CHEESE DAYS
 STATION
 POSTMASTER
 COLBY WI 54421-9998



July 15, 2005
 GFWC Turtle Lake Study Club
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 TURTLE LAKE ND 58575-9998



July 15, 2005
 Jenks Centennial
 Committee/Jenks Chamber of
 Commerce
 CENTENNIAL STATION
 POSTMASTER
 303 E A ST
 JENKS OK 74037-9998



July 15-16, 2005
 Deep River Junior Fire and
 Drum Corp
 50TH ANNIVERSARY STATION
 POSTMASTER
 225 MAIN ST
 DEEP RIVER CT 06417-9998



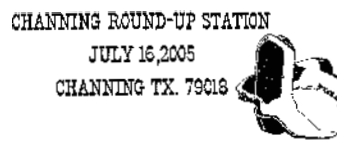
July 15, 2005
 Colonial Theatre
 COLONIAL THEATRE
 BLOBFEST STATION
 POSTMASTER
 116 GAY ST
 PHOENIXVILLE PA
 19460-9998



July 16, 2005
 Delaware City Committee
 DELAWARE CITY DAYS 25TH
 ANNIVERSARY STATION
 POSTMASTER
 54 CLINTON ST
 DELAWARE CITY DE
 19706-9998



July 15, 2005
 Massey Harris Ferguson Club of
 Ohio
 MASSEY EXPO OF NORTH
 AMERICA 2005 STATION
 POSTMASTER
 PO BOX 9998
 PLAIN CITY OH 43064-9998



July 16, 2005
 U.S. Postal Service
 CHANNING ROUND UP
 STATION
 POSTMASTER
 705 ROCK ISLAND ST
 CHANNING TX 79018-9998

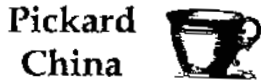


July 15-16, 2005
 Baker County Unlimited
 JUBILEE STATION
 POSTMASTER PHILATELIC
 SERVICES
 PO BOX 9998
 BAKER CITY OR 97814-9998



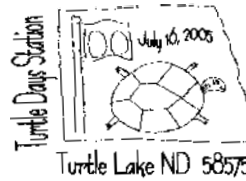
July 16, 2005
 U.S. Postal Service
 CELEBRATE NESHKORO
 STATION
 POSTMASTER
 PO BOX 9998
 NESHKORO WI 54960-9998

Egerton Tobacco Heritage Days Sta.



July 16, 2005
Egerton, Wisconsin 53534

July 16, 2005
U.S. Postal Service
TOBACCO HERITAGE DAYS
STATION
POSTMASTER
PO BOX 9998
EDGERTON WI 53534-9998



July 16, 2005
GFWC Turtle Lake Study Club
TURTLE DAYS STATION
POSTMASTER
PO BOX 9998
TURTLE LAKE ND 58575-9998



July 16, 2005
Ringgold County
Sesquicentennial Committee
SESQUICENTENNIAL
STATION
POSTMASTER
205 W MADISON ST
MOUNT AYR IA 50854-9998



Saturday July 16th, 2005
Jefferson Heritage Day
SHOW STATION
JEFFERSON NY 12093

July 16, 2005
Jefferson Heritage Committee
SHOW STATION
POSTMASTER
102 PARK AVE
JEFFERSON NY 12093-9998



125th ANNIVERSARY
STATION
BUFFALO ND 58011
July 16, 2005

July 16, 2005
125TH Planning Committee
125TH ANNIVERSARY
STATION
POSTMASTER
PO BOX 9998
BUFFALO ND 58011-9998



July 16-17, 2005
Jack Dunker and Cache River
Art Festival Committee
CACHE RIVER BASIN
STATION
POSTMASTER
PO BOX 9998
BELKNAP IL 62908-9998



1985 - 2005
Celebrating
20 Years
OLD HOME DAY
July 16, 2005
Maywood O&W Station
Sidney Center, NY 13839

July 16, 2005
Maywood Historical Group of
Sidney Center Inc.
MAYWOOD O AND W STATION
POSTMASTER
10445 COUNTY HWY 23
SIDNEY CENTER NY
13839-9998



July 17, 2005
Knik Museum
CELEBRATION STATION
POSTMASTER
PO BOX 9998
WASILLA AK 99687-9998



"DANISH DAYS"
STATION
VIBORG, SD 57070
JULY 16, 2005

July 16, 2005
Danish Days Committee
DANISH DAYS STATION
POSTMASTER
PO BOX 9998
VIBORG SD 57070-9998

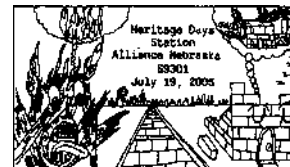


250th Anniversary
Station
July 17, 2005
Portland, Maine 04104

July 17, 2005
Tate House Museum
TATE HOUSE 250TH
ANNIVERSARY STATION
POSTMASTER
125 FOREST AVE
PORTLAND ME 04101-9998



July 16, 2005
Bunker Hill Founders Day
Association
FOUNDERS DAY STATION
POSTMASTER
PO BOX 9998
BUNKER HILL KS 67626-9998



July 19, 2005
Alliance Chamber of Commerce
HERITAGE DAYS STATION
POSTMASTER
PO BOX 9998
ALLIANCE NE 69301-9998



QUASQUICENTENNIAL
STATION
JULY 16, 2005
LIVERMORE, IA 50558

July 16, 2005
Livermore Quasquicentennial
QUASQUICENTENNIAL
STATION
POSTMASTER
PO BOX 9998
LIVERMORE IA 50558-9998



July 19, 2005
NHSFR
CAM-PLEX STATION
GILLETTE WY 82718

July 19, 2005
CAMPLEX
STATION
POSTMASTER
311 S KENDRICK AVE
GILLETTE WY 82716-9998



July 19, 2005
 Alliance Chamber of Commerce
 HERITAGE DAYS STATION
 POSTMASTER
 PO BOX 9998
 ALLIANCE NE 69301-9998



July 20, 2005
 Philmont Scout Ranch
 PHILMONT SCOUT RANCH
 STATION
 POSTMASTER
 PO BOX 9998
 CIMARRON NM 87714-9998



July 20, 2005
 U.S. Postal Service
 ONTARIO BEACH STATION
 POSTMASTER
 1335 JEFFERSON RD
 ROCHESTER NY 14692-9998

— Stamp Services,
 Government Relations, 7-7-05

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
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, 7-7-05

Post Offices

HANDBOOK PO-603 REVISION

Updated PS Form 4241-A, U.S. Postal Service Rural Route Evaluation

Effective immediately, Handbook PO-603, *Rural Carrier Duties and Responsibilities*, is revised to include an updated PS Form 4241-A, *Rural Route Evaluation*, that includes a new field on line number 4, Reload/Unload (Route Time). This line displays the standard time allowance provided to each rural route that was introduced with the extension of the 2000–2004 Agreement between the United States Postal Service and the National Rural Letter Carriers' Association. In addition, the text at the bottom of the form was changed to clarify that line items are included in office and route time, respectively.

The revised PS Form 4241-A will be incorporated into the next printed version of Handbook PO-603.

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

* * * * *

Chapter 5 Inspection, Count, and Adjustment of Rural Routes

510 Types of Rural Routes

* * * * *

530	Rural Route Mail Counts	*	*	*	*	*
535	Mail Count Forms	*	*	*	*	*
535.3	Form 4241-A					
535.31	Carrier Copy	*	*	*	*	*

Exhibit 535.31, Form 4241-A, *U.S. Postal Service Rural Route Evaluation*
 [Revise exhibit by adding new Form 4241-A:]
 [See form on page 106.]

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

— Rural Delivery,
 Delivery and Retail, 7-7-05

DIS		U.S. Postal Service										DATE PROCESSED			
RURAL ROUTE EVALUATION															
Post Office, State and Zip + 4 Code							Finance No.			Date of Count					
Line No.	Weekly Time Allowances For Number Delivered							Address Changes	Markups	Forms 3821	DPS Letters (Route Time)				
	Letters	Sec/Seg Letters	Flats	Parcels	Boxholders	Reg Cert Spec Exp and Ins	COD's Customs Due								
Line No.	M.O. Applications	Collected Letters and Flats	Accepted Parcels (ordinary & insured)	Postage Dues	Loading	Other	Withdrawing	Strapping	Stamps	Personal Time	Return Receipts				
Line No.	Wkly Time Allowance For Number Delivered			Weekly Time Allowance For Number Accepted			Parcels Route-Time	Miles	Box	Locked Pouch Delivery	NDCBU Coll/Comp Parcel Locker	Dismount Allow			
	Reg Cert Spec Exp and Ins	COD's Customs Due	M.O. Application	Parcels (ordinary & insured)	Registered & Certified										
Line No.	Volume Factor	Standards (in hours and minutes)			Actual Time (in hours and minutes)			Aux Assist (hrs & mins)		Wait & Count	Reload Unload (Route Time)				
		Office	Route	Total	Office	Route	Total	Office	Route						
Line No.	Number Of						USPS Vehicle Used	Weekly Dismounts	Dismount Distance	Rotate Relief					
	Miles	Regular Boxes	Central Boxes	Total Boxes	Vehicle Stops	Families Served									
Line No.	Rte No.	Name			Social Security Number		Des	Step	Salary	FLSA	Eval Hours	EMA	Lock Pouches	Protected Salary	Guaranteed Salary
1															
2															
3															
4															
5															
6															

NOTE: The figures shown on Lines 1, 2, and 3 represent the number of minutes allowable under the daily time standards for a one week period. These minutes were developed from the mail count data on Forms 4241. All Line 1 and 2 items except DPS Letters represent office time. Line 1 DPS Letters and all Line 3 items and Line 4 Reload/Unload represent route time. Line 4 (standard total) except Reload/Unload is a composite of Lines 1, 2, and 3. If monetary locked pouch allowance is authorized, the time shown for Locked Pouch Delivery on Line 3 is not included in the Standard Time shown on Line 4. Line 5 represents current route statistics from latest base hour change. Line 6 represents the carrier's salary information.

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	16-3384	62944	IL	Hamlettsburg	Pope	Main Office	Post Office	12/31/2001	Post Office™ and ZIP Code™ discontinued. Use Brookport IL 62910 as last line of address.
New	16-0984	62910	IL	Brookport	Pope	Main Office	Post Office	01/29/2005	
Old	16-0042	62310	IL	Adrian	Hancock	Main Office	Post Office	07/24/1992	Post Office and ZIP Code discontinued. Establish a Place Name. Adrian IL becomes an acceptable last line for use with ZIP Code 62330.
New	16-1938	62330	IL	Dallas City	Hancock	Adrian	Place Name	11/06/2004	
Old	16-0744	62415	IL	Birds	Lawrence	Main Office	Post Office	09/25/1998	Post Office and ZIP Code discontinued. Establish a Place Name. Birds IL becomes an acceptable last line for use with ZIP Code 62427.
New	16-2784	62427	IL	Flat Rock	Lawrence	Birds	Place Name	10/30/2004	
Old	19-9350	67150	KS	Waldron	Harper	Main Office	Post Office	09/26/2003	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Waldron KS 67150 as last line of address.
New	19-0374	67150	KS	Anthony	Harper	Waldron	Place Name	01/29/2005	
Old	28-4176	65529	MO	Jerome	Phelps	Main Office	Post Office	05/26/2001	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Jerome MO 65529 as last line of address.
New	28-5724	65529	MO	Newburg	Phelps	Jerome	Place Name	10/30/2004	
Old	28-1800	65690	MO	Couch	Oregon	Main Office	Post Office	10/05/2002	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Couch MO 65690 as last line of address.
New	28-0108	65690	MO	Alton	Oregon	Couch	Place Name	10/30/2004	
Old	29-3636	59440	MT	Great Falls	Chouteau	Floweree	Community Post Office	04/03/2004	Community Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Floweree MT 59440 as last line of address.
New	29-1404	59440	MT	Carter	Chouteau	Floweree	Place Name	03/05/2005	
Old	37-5168	58255	ND	Langdon	Cavalier	Maida	Community Post Office	12/31/2003	Community Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Maida ND 58255 as last line of address.
New	37-5168	58255	ND	Langdon	Cavalier	Maida	Place Name	12/11/2004	
Old	37-0560	58712	ND	Balfour	McHenry	Main Office	Post Office	10/31/2003	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Balfour ND 58712 as last line of address.
New	37-2496	58712	ND	Drake	McHenry	Balfour	Place Name	01/22/2005	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	35-0060	12227	NY	Albany	Albany	Main Office	Post Office		This announcement changes ZIP Code from delivery to a Unique ZIP Code for the NYS Dept of Tax and Finance. Use Albany NY 12227 as last line of address.
New	35-0060	12227	NY	Albany	Albany	Main Office	Post Office	05/20/2005	
Old	41-2384	15036	PA	Eldersville	Washington	Main Office	Post Office	12/30/1995	Post Office and ZIP Code discontinued. Establish a Place Name. Eldersville PA becomes an acceptable last line for use with ZIP Code 15021.
New	41-1040	15021	PA	Burgettstown	Washington	Eldersville	Place Name	01/22/2005	
Old	48-5085	79240	TX	Clarendon	Donley	Lelia Lake	Community Post Office		This announcement expands the use of ZIP Code 79240 to include delivery.
New	48-5085	79240	TX	Clarendon	Donley	Lelia Lake	Community Post Office	06/08/2005	

— Address Management, Intelligent Mail and Address Quality, 7-7-05

Retail

REMINDER

Stamps by Mail — Brochure Ordering Information

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

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

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

You can find this form at <http://blue.usps.gov>; click on *Forms*, then select the form by number. A copy of this form appears on page 109 in this *Postal Bulletin*.

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

Postal Service™ Headquarters has funded a national procurement from this print run for 2 million brochures for

the Stamps By Mail centralized computer processing sites. The distribution amount for each site is available by referencing column H (2MM) of the centralized site address spreadsheet. These quantities are based on revenue generated by site. No local order placement is required to receive brochures from this distribution. However, centralized sites may order additional quantities from Cyril-Scott Company from local funds by following the ordering instructions contained within this article.

All other local Post Offices™ should follow the ordering instructions contained within this article and utilize local funds.

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

— Retail Marketing,
Service and Market Development, 7-7-05

Stamps At Your Door Supply Order

(Stamps by Mail — Stamps Delivered to Your Door)

Required Entry Order No. (mm-dd-yy-ZIP+ 4[®]) Example: 12-18-05-22209-6057

You MUST complete ALL fields on this form

To: STAMPS AT YOUR DOOR CYRIL-SCOTT CO PO BOX 627 LANCASTER OH 43130-0627	Office Name	District	Area
	Contact Name		
	Contact Telephone No. (Include area code)		
	Contact Fax No. (Include area code)		
Telephone No. 800-466-0455	Fax No. 740-689-0210	Contact E-mail Address	

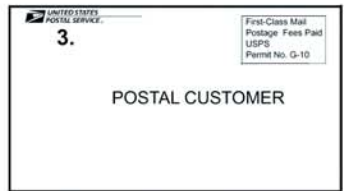
Quantity	Item	Specify No. of Packs (500 forms per pack)	Unit Cost	Total
	Form 3227 (Year-Round Version)		@ \$11.00 ea. per pkg. =	
	Form 3227 (Holiday), limited offering — Check Postal Bulletin schedule for availability.		@ \$11.00 ea. per pkg. =	
		Total		\$

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

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

Imprint Information

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



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

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

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

If shipment is over 20,000 forms (40 packs), enter finance no. to be charged for transportation costs: _____

What's in Store

POP up?

Your customers are seeing something new in your Post Office™ — Summer/Fall point-of-purchase (POP) signage. The new drive period began July 1 and continues through October 31. Core products and services featured are Priority Mail® bundles and usps.com®. Your POP kit was targeted to your office based on size and products offered. You received elements promoting one or more of the following: ReadyPost® shipping supplies, money orders, PO Boxes, and insurance. All signs point to increased revenue! Show your signs!

ReadyPost every day



ReadyPost® Everyday Disney products are convenient and ready to mail — for every occasion and different consumer needs. All ReadyPost category 3 offices can order the items for resale in Postal Service™ lobbies. There are two mailing boxes, two bubble mailers, and one mailing label.

ReadyPost category levels are located on the Retail Marketing Web site by area, district, and unit level. Go to <http://blue.usps.gov/marketing/retail/readypost.htm>; on the right side of the page, click on *ReadyPost Category Levels*; and under “Find Your ReadyPost Category Status,” click on the Excel link (“xls”).

Advertising afield

Want to create in-store signs and local advertising materials? Let MessageMaker be your guide. Not only does MessageMaker make it easy to customize materials with your hours, address, and message, but it also ensures that your communications are approved by Postal Service guidelines. Check out the materials available on the Advertising Web site at <http://blue.usps.gov/advertising>; under “Advertising Reference” and under “Column 1: Media,” click on *Field Advertising*. For more information, contact your district retail specialist.

What's in Store

Power of pickup

It “wows” our customers. It deserves a “wow” slogan. How would you promote Carrier Pickup™? You could win prizes if you create the best “pickup line” in the Carrier Pickup Contest. It begins July 18 and runs through August 3. Postal Service employees are invited to enter their slogan online at <http://liteblue.usps.gov>. Each “pickup line” should promote the online notification component of Carrier Pickup and be no more than 15 words. There will be 30 winners, 10 in each area and Headquarters, with great prizes! Log on to the LiteBlue Web site to learn more!

On tour with eBay

The eBay Days Small Business Tour may be playing in a city near you! During July, August, and September, the Postal Service will host eBay Day events in eight cities — Washington, DC; Minneapolis, MN; Milwaukee, WI; Kansas City, MO; Phoenix, AZ; Denver, CO; Atlanta, GA; and Miami, FL. Customers will be able to learn all there is to know about selling on eBay and shipping with the Postal Service. Customers can attend seminars and benefit from one-on-one small-business consultations. The events will highlight the Postal Service's quick, easy, and convenient online shipping options.

Want more details? Go to the Advertising Web site at <http://blue.usps.gov/advertising>; under “Advertising Reference” and under “Column 2: Messages,” click on *eBay Day Events*.

Feedback

Send comments and questions to:

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

What's in Store

july

retail employee bulletin

Summer/Fall '05 Retail Drive Period
7/1/05-10/31/05

Edgar Orellana
Letter Carrier
6 years of service



Summer/Fall POP Grows Revenue



- **ReadyPost® Shipping Supplies** provide residential customers with a quick shipping solution.

The new Summer/Fall POP Kit features products that offer the greatest opportunity to increase sales in your Post Office™: Use your POP signage as conversation starters and inform customers of the products' benefits:



- **PO Boxes** help small-business customers keep business mail separate, secure, and private.



- **Money Orders** assist residential customers with a convenient way to send money.

Not all Summer/Fall POP elements will be sent to every location — your office will receive a customized kit based on its potential to increase sales in certain products and services.

What's in Store

july

retail employee bulletin

Summer/Fall '05 Retail Drive Period
7/1/05-10/31/05



Say Hello to New ReadyPost Designs

Introducing NEW ReadyPost® Designs: New Balloons, Hearts II, Rhythm, Party Time, Our Flag, Fun Bears, and Bright Flowers. These designs join our current favorites: Soft Red, Golden Yellow, Aqua, Violet, and Sunflowers. We say goodbye to: Balloons, Hearts, Modern Design, Traditional Rose, Happy Birthday, Hydrangeas, and Teddy Bears.

If a fax or a mail order is received for an outgoing design, the new design replacing it will be shipped. If an order is placed on eBay for an out-of-stock outgoing design, the order will cancel.



New Balloons



Hearts II



Rhythm



Party Time



Our Flag



Fun Bears



Bright Flowers

New USPS Premium Forwarding Service

The USPS® Premium Forwarding Service is for residential customers who are away from home for an extended period of time, but still need to receive mail. The service provides a weekly Priority Mail® reshipment from a primary address to the customer's temporary address. There is a \$10 enrollment fee plus a \$10 fee for each weekly shipment.

Mention this service to customers who are inquiring about how to forward their mail. It's an effective way for customers to receive all their mail. The program is available after August 7th.

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

july

retail employee bulletin

Summer/Fall '05 Retail Drive Period
7/1/05-10/31/05

Dan Litton
Retail Associate
24 years of service



SUN	MON	TUES	WED	THU	FRI	SAT
					1 \$\$\$ payday! Prepare and submit vending data Put up Summer/Fall POP	2
3	4 Independence Day (Offices closed) Display POW/MIA flag (See ASM 476 for details)	5	6	7	8	9
10	11	12-13 Create a Disney display showcasing the NEW Disney stamps, Disney ReadyPost® Shipping Supplies, and other Disney OLR®!		14	15 \$\$\$ payday!	16
17 Offices with a 126" slatwall ReadyPost display or an 82" or 73" floor ReadyPost display will also receive a sticker kit to update their blue backpanels.	18	19	20	21	22	23
24	25	26	27	28	29 \$\$\$ payday!	30  American Advances in Aviation stamps on sale today



31
New Mexico Rio Grande Blankets (American Treasures) stamps on sale today

take action!

Make sure your lobby looks as orderly and welcoming as possible. It's especially important that your POP signage is properly displayed. These simple things help to grow revenue for the Postal Service™ and your Post Office™ too.

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

Supply Management

HANDBOOK AS-701 REVISION

Material Management

Effective June 13, 2005, Handbook AS-701, *Material Management*, is revised to reflect changes in Material Management procedures and processes while providing the guidance needed to accomplish the Material Management function responsibilities.

The June 2005 edition of Handbook AS-701 will only be available on the Postal Service™ PolicyNet Web site:

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

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

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

There will not be any copies of the revised handbook printed at this time.

— *National Supply Management Programs,
Supply Management Operations, 7-7-05*

Interest Rate on Contract Claims

The Postal Service™ periodically publishes in the *Postal Bulletin* the interest rate payable on a claim decided in a supplier’s favor, under the Contract Disputes Act of 1978. This rate also applies for late payments to suppliers under the Prompt Payment Act, as amended.

The interest rate effective for the 6-month period beginning July 1, 2005, and ending December 31, 2005, is 4.5 percent.

— *Supply Management Infrastructure,
Supply Management, 7-7-05*

ADD INSURANCE

TO PROTECT A VALUABLE PACKAGE



usps.com



Postal Bulletin 2005 Semiannual Index

January – June 2005

PB 22145 – 22157

The following articles are updated regularly in the *Postal Bulletin* and are not listed in the Index: 800 Number Available to Verify Canadian Money Orders; Counterfeit Canadian Money Order Forms; Invalid Express Mail Corporate Account Numbers; Mail Alert; Missing, Lost, or Stolen Canadian Money Order Forms; Missing, Lost, or Stolen U.S. Money Order Forms; Overseas Military Mail; Pictorial Postmarks Announcement; and Special Cancellation Die Hubs.

- A -

ADMINISTRATIVE SERVICES

See also Directives, Forms, Handbooks, Information Technology, Management Instructions, and Privacy Act.

Carrier Route and Delivery Statistics Hardcopy Reports Discontinued (*Notice*) 22145 (01-06-05)

ADMINISTRATIVE SUPPORT MANUAL

Administrative Support Manual (ASM) — Revised Chapter 6, Subchapter 64 (*ASM Revision*) 22146 (01-20-05)
 Administrative Support Manual — Revised Chapter 3 (*ASM Revision*) 22149 (03-03-05)
 Administrative Support Manual — Revised Chapter 6, Part 646 (*ASM Revision*) 22149 (03-03-05)
 Designation of Postal Service Facilities by Act of Congress (*ASM Revision*) 22151 (03-31-05)
 Emergency Lines of Succession (*ASM Revision*) 22154 (05-12-05)

AWARDS

Clean Sweep: APC Takes Top Honors (*USPS News @ Work*) 22153 (04-28-05)
 Going for the Gold: USPS Among Candidates for Sought-After Stevie Awards (*USPS News @ Work*) 22154 (05-12-05)
 Mailing Industry Task Force Cites Progress: Task Force Co-Chair Nolan Honored at Forum (*USPS News @ Work*) 22151 (03-31-05)
 Shining Commitment to Safety: Jamestown, NY, Post Office Earns OSHA Star for VPP Efforts (*USPS News @ Work*) .. 22149 (03-03-05)
 Stuff That Works (*USPS News @ Work*) 22147 (02-03-05)
 The Postal Service Goes Gold: Band's Album Reaches 500,000 Mark (*USPS News @ Work*) 22154 (05-12-05)
 The Power of the Pen: USPS Marketing Wins Six Awards (*USPS News @ Work*) 22152 (04-14-05)

- B -

BOARD OF GOVERNORS

New Chairmen of the Board: Miller, Kessler Elected to Board of Governors Top Posts (*USPS News @ Work*) 22146 (01-20-05)

- C -

CANCELLATIONS

See Philately — Remaining on Sale or Removed From Sale.

CARRIER PICKUP

A Really High Five: Carrier Pickup Online Notification Passes the 5 Million Mark (*USPS News @ Work*) 22148 (02-17-05)
 Four Million Packages and Counting: Customers Swarm to Carrier Pickup During the Holidays
 (*USPS News @ Work*) 22145 (01-06-05)
 Million-Month March: Carrier Pickup Online Notification Hits 7 Million (*USPS News @ Work*) 22152 (04-14-05)
 Moving the Needle to 9 Million: Maine Customer Loves Carrier Pickup Online Notification (*USPS News @ Work*) 22155 (05-26-05)
 Stacking Up Packages: Carrier Pickup Tops 10 Million (*USPS News @ Work*) 22157 (06-23-05)

CHILD ALERT PROGRAM

Missing Children Posters 22145 (01-06-05)
 Missing Children Posters 22146 (01-20-05)
 Missing Children Posters 22150 (03-17-05)
 Missing Children Posters 22151 (03-31-05)
 Missing Children Posters 22153 (04-28-05)
 Missing Children Posters 22156 (06-09-05)
 Sounding the Bell: USPS and ADVO Mark 20 Years of Finding Missing and Exploited Children (*USPS News @ Work*) .. 22155 (05-26-05)

CUSTOMER CONNECT

Connecting With Success: More Than 13,000 Letter Carriers Have Submitted Leads (*USPS News @ Work*) 22157 (06-23-05)

CUSTOMER RELATIONS

See also Publicity Kits and Retail.

Band of Gold: The Postal Service Nears 500,000 in Sales (*USPS News @ Work*) 22149 (03-03-05)

Casting a Spell (<i>USPS News @ Work</i>)	22150 (03-17-05)
Celebrating Women's History Month	22150 (03-17-05)
Courting Customer Comment: USPS Seeks Input for Strategic Transformation Plan 2006–2010 (<i>USPS News @ Work</i>)	22154 (05-12-15)
Forum Springs to Action (<i>USPS News @ Work</i>)	22149 (03-03-05)
Get a Move On (<i>USPS News @ Work</i>)	22151 (03-31-05)
Gleaning the Queue: New Jersey Districts Sign Up Conference Attendees (<i>USPS News @ Work</i>)	22155 (05-26-05)
Hey, Angie! Going to the Post Office? New usps.com Commercial Hits the Airwaves (<i>USPS News @ Work</i>)	22153 (04-28-05)
Hot Wired! USPS VP Jaffer is Setting the Record Straight (<i>USPS News @ Work</i>)	22157 (06-23-05)
Mailbox Improvement Week, May 16–22 (<i>All Offices with City Motorized, Rural, and Highway Contract Box Delivery Routes</i>)	22154 (05-12-05)
March Mail Madness: Play the Zone Tip-Off Leads to Final Four (<i>USPS News @ Work</i>)	22146 (01-20-05)
Moving? Give Us a Call! Change-of-Address Hits the Phone Lines (<i>USPS News @ Work</i>)	22156 (06-09-05)
NetPost CardStore Has You Covered: Nine Retailers Join Gift Card Offering (<i>USPS News @ Work</i>)	22151 (03-31-05)
On a Computer Near You: New Ads Promote usps.com (<i>USPS News @ Work</i>)	22150 (03-17-05)
Passport Fees to Increase (<i>USPS News @ Work</i>)	22150 (03-17-05)
Rapido, Facile, Conveniente: Learn Italian in the Time You Save Using usps.com (<i>USPS News @ Work</i>)	22151 (03-31-05)
Recursos en Espanol Utilizables por el Postmaster: Outreach Articles Available in Spanish (<i>USPS News @ Work</i>)	22157 (06-23-05)
Seeding Sprouts Success: National Seeding Program Tracks Confirm Achievements (<i>USPS News @ Work</i>)	22146 (01-20-05)
Something About Letters (<i>USPS News @ Work</i>)	22150 (03-17-05)
Spring in Nashville (<i>USPS News @ Work</i>)	22150 (03-17-05)
U.S. Postal Service Facility Projects Guide to Community Relations	22155 (05-26-05)
USPS and U.S. Army Join Forces (<i>USPS News @ Work</i>)	22154 (05-12-05)
USPS.com Week: Coming to a Post Office Near You, March 7–11 (<i>USPS News @ Work</i>)	22149 (03-03-05)

- D -**DEPUTY POSTMASTER GENERAL**

Changing of the Guard: Pat Donahoe Named USPS's New Deputy Postmaster General (<i>USPS News @ Work</i>)	22153 (04-28-05)
Deputy PMG Retiring: Nolan to End 24-Year Career in May (<i>USPS News @ Work</i>)	22150 (03-17-05)
Swearing-in: Patrick R. Donahoe is New Deputy PMG and Chief Operating Officer (<i>USPS News @ Work</i>)	22157 (06-23-05)

DIRECTIVES

See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; International Mail Manual; Management Instructions; Postal Operations Manual; and Publications.

Directives and Forms Update	22145 (01-06-05)
Directives and Forms Update	22156 (06-09-05)
Directives and Forms Update (<i>Correction</i>)	22146 (01-20-05)

DIVERSITY

Diversity Honor: USPS Law Department Recognized, Credits HR Programs (<i>USPS News @ Work</i>)	22157 (06-23-05)
LaChance Named Acting V.P. Diversity: Led National Implementation of Key Programs (<i>USPS News @ Work</i>)	22146 (01-20-05)

DOMESTIC MAIL

See also Addressing, Barcodes, Labeling Lists, Labels, Machinery, Military Mail, and Parcel Return Service.

Availability of Certain Postage Statements (<i>Forms</i>)	22154 (05-12-05)
Clarification of the Nonmachinable Surcharge for Shrubs, Trees, and Other Nursery Stock (<i>Notice</i>)	22147 (02-03-05)
Elimination of Label 89 and PS Form 3830-A (<i>Obsolete Registered Mail Label and Form</i>)	22148 (02-17-05)
New Postal Service Form for Recurring Appointments Requests (<i>Announcement</i>)	22151 (03-31-05)
New Process for Annual Zone Analysis for Periodicals (<i>Handbook DM-109 Revision</i>)	22150 (03-17-05)
Online Customs Forms Accept APO/FPO Military Addresses	22155 (05-26-05)
Ordering Instructions for Redesigned Postage Statements (<i>Postage Statements</i>)	22154 (05-12-05)
Proper ACS Handling Is Key Component of Discover Agreement	22145 (01-06-05)
PS Form 8125, Plant Verified Drop Shipment (PVDS) Verification and Clearance (<i>Revised Form</i>)	22148 (02-17-05)
Redesigned Postage Statements (<i>Revised Forms</i>)	22150 (03-17-05)
Sharps Medical Waste Container No Longer Accepted (<i>Notice</i>)	22154 (05-12-05)
Sticking to the Message: Repositionable Note Program Launched (<i>USPS News @ Work</i>)	22152 (04-14-05)
Stuck on Sticky Notes: Fingerhut Tests RPNs on Catalog Mailing (<i>USPS News @ Work</i>)	22156 (06-09-05)

DOMESTIC MAIL MANUAL

See also Labeling Lists.

International Mail Manual; Management Instructions; Postal Operations Manual; and Publications.

Admission of Flies of the Family Drosophilidae (<i>DMM and IMM Revisions</i>)	22154 (05-12-05)
Applying for News Agent Registry (<i>DMM Revision</i>)	22145 (01-06-05)
Cashing Postal Money Orders, Postal Service Commercial Checks, and Treasury Checks (<i>Clarification — Handbook F-1 and DMM Revisions</i>)	22154 (05-12-05)

Cashing Postal Money Orders, Postal Service Commercial Checks, and Treasury Checks (*Handbook F-1 and DMM Revisions*) 22153 (04-28-05)

Changes to Labeling Mixed ADC Bundles and Sacks (*DMM Revision*) 22147 (02-03-05)

Changes to Labeling Mixed ADC Bundles and Sacks (*DMM Revision*) 22150 (03-17-05)

Destination Sectional Center Facility Discounts for Nonletter-Size Periodicals Entered at Destination Delivery Units (*DMM Revision*) 22156 (06-09-05)

Domestic Mail Manual Redesign (*DMM Announcement*) 22150 (03-17-05)

Firm Bundles of Periodicals on Merged Pallets — Clarification (*DMM Revision*) 22147 (02-03-05)

Handbook PO-610, Signature Capture and Electronic Record Management: Manager's Guide to Standard Operating Procedures (*Revised Handbook*) 22145 (01-06-05)

Mail Processing Categories (*DMM Revision*) 22154 (05-12-05)

Minimum Load Standards for Mail Prepared on Pallets (*DMM Revision*) 22154 (05-12-05)

NCOA LINK Replaces NCOA (*DMM Correction*) 22148 (02-17-05)

New Terminology for Presorted Destination Mail (*DMM Revision*) 22147 (02-03-05)

Parcel Return Service — Revised Format for Return Delivery Unit Labels (*DMM Revision*) 22156 (06-09-05)

Parcel Select Exhibit ZIP Code Deletions (*DMM Revision*) 22145 (01-06-05)

Periodicals Mail Enclosed With Merchandise Sent at Parcel Post or Bound Printed Matter Rates (*DMM Revision*) 22147 (02-03-05)

Premium Forwarding Service (*DMM Revision*) 22157 (06-23-05)

Products Mailable at Nonprofit Standard Mail Rates (*DMM Revision*) 22147 (02-03-05)

PS Form 153, Signature Confirmation (*Revised Form*) 22147 (02-03-05)

Repositionable Notes on Letter-Size and Flat-Size Mailpieces (*DMM Revision*) 22147 (02-03-05)

Serial Sensation: DMM 300 Debuts at the National Postal Forum (*USPS News @ Work*) 22151 (03-31-05)

Signature Confirmation Service — Elimination of Signature Waiver (*DMM Revision*) 22147 (02-03-05)

Three-Digit Scheme Bundle Preparation for Periodicals, Standard Mail, and Bound Printed Matter Flats (*DMM Revision*) 22145 (01-06-05)

Unsorted Bundles of Flat-Size Mail Entered at Destination Delivery Units (*DMM Revision*) 22156 (06-09-05)

DOMESTIC ORDERS

See Fraud.

- E -

EMERGENCY PREPAREDNESS

Poster 194, Registered Mail Security (*New Poster*) 22155 (05-26-05)

EMPLOYEE AND LABOR RELATIONS MANUAL

Changes in Processing Dues Withholding (*ELM Revision*) 22156 (06-09-05)

Employee Conduct (*ELM Revision*) 22152 (04-14-05)

Health Benefits Refund Program (*ELM Revision*) 22152 (04-14-05)

Limitations to Corrective Entitlement on Back Pay Claims (*ELM Revision*) 22150 (03-17-05)

National Days of Observance (*ELM Revision*) 22151 (03-31-05)

Nonbargaining Unit Personal Absence (*ELM Revision*) 22155 (05-26-05)

Policies for Salary Assignment in Nonbargaining Unit Positions (*ELM Revision*) 22153 (04-28-05)

Reassignment Rules for Bargaining Unit Employees (*ELM Revision*) 22153 (04-28-05)

Reference Correction Concerning Annual Leave Sharing (*ELM Revision*) 22150 (03-17-05)

Return to Duty after Absence for Medical Reasons (*ELM Revision*) 22155 (05-26-05)

Terminal Leave Payment (*ELM Revision*) 22150 (03-17-05)

Use of Leave on a Worked Holiday (*ELM Revision*) 22146 (01-20-05)

EMPLOYEES

See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Rural Carriers, Safety and Health, and Thrift Savings Plan.

General

2004 Tax Information (*All Employees*) 22145 (01-06-05)

2005 U.S. Postal Service National Awards Program for Diversity Achievement 22150 (03-17-05)

A Million Questions: Accounting Help Desk Reaches Milestone (*USPS News @ Work*) 22152 (04-14-05)

Back Pay Claims Processing: Checklist for Forms Use (*Notice*) 22150 (03-17-05)

Be a Contender: Nominees Sought for Diversity Achievement Awards (*USPS News @ Work*) 22151 (03-31-05)

Business to Business: Play the Zone Sets the Stage for Business Connect (*USPS News @ Work*) 22150 (03-17-05)

Carolina Cash: Three Carriers Combine for \$1 Million in Sales (*USPS News @ Work*) 22156 (06-09-05)

Diversity Achievement Poster 22153 (04-28-05)

eIDEAS Conversion to Employee Identification Number (*Notice*) 22153 (04-28-05)

Ellis Burgoyne Named Acting VP, Delivery and Retail: Performance and Customer Service Are His Specialties (*USPS News @ Work*) 22155 (05-26-05)

Employment Programs (<i>Handbook EL-312 Revision</i>)	22154 (05-12-05)
Family and Medical Leave Act Information Update (<i>Publication 71 Revision</i>)	22157 (06-23-05)
Federal Income Tax Withholding (<i>Notice</i>)	22145 (01-06-05)
Form W-4 Completion for Calendar Year 2005 (<i>Notice</i>)	22145 (01-06-05)
Fourth of July Safety	22157 (06-23-05)
Good Opening Round: PMG Pleased With New Pay-for-Performance Program (<i>USPS News @ Work</i>)	22149 (03-03-05)
Greenwich Green Time: Customers Prefer What Our Carriers Refer (<i>USPS News @ Work</i>)	22146 (01-20-05)
Grievance — Back Pay Documentation Requirement Checklist	22150 (03-17-05)
Growing LiteBlue: More Visitors, More Content (<i>USPS News @ Work</i>)	22156 (06-09-05)
Handbook EL-502, CSRS Retirement Guide (<i>Handbook Revision</i>)	22152 (04-14-05)
Healthy Banking (<i>Notice</i>)	22153 (04-28-05)
Heavy-Lifting Vacations (<i>USPS News @ Work</i>)	22149 (03-03-05)
I Do Solemnly Swear: USPS Employees Take OSHA Oath (<i>USPS News @ Work</i>)	22150 (03-17-05)
LiteBlue Can Take the Hits: PostalEASE and LiteBlue — A One-Two Combo (<i>USPS News @ Work</i>)	22146 (01-20-05)
LiteBlue: The New Color of Communication (<i>USPS News @ Work</i>)	22151 (03-31-05)
New Examination Requirements for Automotive Technician, PS-7 (<i>Notice</i>)	22149 (03-03-05)
No Extra Leave Accrual for 27 th Pay Period (<i>Notice</i>)	22145 (01-06-05)
Now Accepting Nominations for the “Dot Sharpe” Lifetime Achievement Award	22151 (03-31-05)
Now You’re Talking! The Postal Service Is Listening (<i>USPS News @ Work</i>)	22147 (02-03-05)
Now You’re Talking! Voice of the Employee Surveys Roll in Record Numbers (<i>USPS News @ Work</i>)	22148 (02-17-05)
Pay for Performance Update: Mid-Year Reviews Ready to Roll (<i>USPS News @ Work</i>)	22153 (04-28-05)
Play the Zone, District-Style (<i>USPS News @ Work</i>)	22148 (02-17-05)
Postal Employee’s Guide to Safety (<i>Handbook EL-814 Revision</i>)	22154 (05-12-05)
Potter Applauds Employee Efforts: Storm Posed Challenges Nationwide (<i>USPS News @ Work</i>)	22146 (01-20-05)
Publication 552, Manager’s Guide to Understanding Sexual Harassment (<i>Revised Publication</i>)	22157 (06-23-05)
Recognition and Awards Program: Available Certificates (<i>Notice</i>)	22152 (04-14-05)
Safety Procedures for Maintenance Employees (<i>Handbook EI-803 Revision</i>)	22152 (04-14-05)
Schools Are Out — Defensive Driving Is No Accident (<i>Safety Talk</i>)	22156 (06-09-05)
Sick Leave Poster	22153 (04-28-05)
Speedy Delivery: Postal Service Gets It There F-A-S-T! (<i>USPS News @ Work</i>)	22149 (03-03-05)
The Vision 500: Postal Vision Delivers the News (<i>USPS News @ Work</i>)	22153 (04-28-05)
Threat Assessment Team Core Member Responsibilities (<i>Publication 108 Revision</i>)	22151 (03-31-05)
Tom Ridge Addresses Forum: Former Homeland Security Secretary Praises USPS (<i>USPS News @ Work</i>)	22151 (03-31-05)
True to LiteBlue: Employees Keep the Hits Coming (<i>USPS News @ Work</i>)	22147 (02-03-05)
Unemployment Insurance Program Goes Paperless	22145 (01-06-05)
Use eAwards for Cash Equivalent Awards (<i>Reminder</i>)	22148 (02-17-05)
Vonzell — You’re Still Out Idol! Your Voice Will Always Resonate With Us (<i>USPS News @ Work</i>)	22156 (06-09-05)

ENVIRONMENT

Environmental Integration in the Construction Process (<i>New Management Instruction</i>)	22145 (01-06-05)
Handbook RE-6, Facilities Environmental Code (<i>Revised Handbook</i>)	22146 (01-20-05)

- F -**FAST**

FAST Is Getting Closer — All Drop Shipment Customers Must Register! (<i>Notice</i>)	22154 (05-12-05)
FAST National Deployment Begins in July	22156 (06-09-05)
FAST Replaces DSAS (<i>Announcement</i>)	22152 (04-14-05)
FAST Replaces DSAS (<i>Notice</i>)	22151 (03-31-05)
FAST to Replace DSAS — Technical Webinars and User Training Begin Soon (<i>Notice</i>)	22153 (04-28-05)

FINANCE

2004 Annual Report (<i>USPS News @ Work</i>)	22145 (01-06-05)
Account Identifier Code 525 Change (<i>Handbook F-1 Revision</i>)	22154 (05-12-05)
AIC 604, Vehicle Repair and Maintenance (<i>Handbook F-1 Revision</i>)	22153 (04-28-05)
A Return on Returns: Parcel Return Service Hits \$30 Million Revenue Mark (<i>USPS News @ Work</i>)	22155 (05-26-05)
Carolina Cash: Three Carriers Combine for \$1 Million in Sales (<i>USPS News @ Work</i>)	22156 (06-09-05)
Cashing Postal Money Orders, Postal Service Commercial Checks, and Treasury Checks (<i>Clarification — Handbook F-1 and DMM Revisions</i>)	22154 (05-12-05)
Check Acceptance Policy (<i>Handbook F-1 Revision</i>)	22156 (06-09-05)
Handbook F-15, Travel and Relocation (<i>Handbook Revision</i>)	22148 (02-17-05)
Household Diary Study (<i>Notice</i>)	22150 (03-17-05)

Household Diary Study (*Notice*) 22157 (06-23-05)
 How You Look at It: Gateway, ICG Partner to Fix Revenue Glitch (*USPS News @ Work*) 22148 (02-17-05)
 Internal Control Process Diagrams (*Announcement*) 22146 (01-20-05)
 It's About Service (*USPS News @ Work*) 22147 (02-03-05)
 Migratory Bird Stamp Destruction (*Reminder*) 22152 (04-14-05)
 New Account Identifier Code for SPORT Offices (*Handbook F-1 Revision*) 22154 (05-12-05)
 No Small Pittance in Remittance: Industry Committee Named to Advise USPS (*USPS News @ Work*) 22150 (03-17-05)
 Off to a Good Start: USPS Finances Are, At the Moment, In Good Order (*USPS News @ Work*) 22149 (03-03-05)
 Ordering Field Banking Supplies (*Notice*) 22156 (06-09-05)
 PMG Speaks to Long Island PCC: Growing Our Businesses — Together (*USPS News @ Work*) 22155 (05-26-05)
 PMG to Managers: New Strategic Transformation Plan Focuses on Customers (*USPS News @ Work*) 22153 (04-28-05)
 Potter to Forum: Americans Continue to Turn to Mail; CSRS Escrow Legislation Will Force USPS to File Rate Case
 This Year (*USPS News @ Work*) 22151 (03-31-05)
 Projecting Our Future: Customer Connect Hits All-Time High (*USPS News @ Work*) 22147 (02-03-05)
 Proper ACS Handling Is Key Component of Discover Agreement 22145 (01-06-05)
 PS Form 1096, Receipt (*Handbook F-1 Revision*) 22156 (06-09-05)
 PS Form 8105-A, Funds Transaction Report, and PS Form 8105-B, Suspicious Transaction Report (*Revised Forms*) ... 22149 (03-03-05)
 Publication 122, Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries
 (*Revised Publication*) 22148 (02-17-05)
 Revenue Unit for Fiscal Year 2004 22147 (02-03-05)
 Revised Procedures for AIC 280, Disbursement Sent to ASC (*Postmaster/Field Guide Revision*) 22153 (04-28-05)
 Stamp Stock Limits (*Handbook F-1 Revision*) 22148 (02-17-05)
 The Postal Way: CNBC Comments Challenged (*USPS News @ Work*) 22148 (02-17-05)
 Transformation: Next Steps Coming Into View (*USPS News @ Work*) 22156 (06-09-05)

FOREIGN ORDERS

See Fraud.

FORMS

Appointment Affidavit (*PS Form 61 and Handbook EL-312 Revision*) 22146 (01-20-05)
 Availability of Certain Postage Statements (*Forms*) 22154 (05-12-05)
 Directives and Forms Update 22145 (01-06-05)
 Directives and Forms Update 22156 (06-09-05)
 Directives and Forms Update (*Correction*) 22146 (01-20-05)
 Elimination of Label 89 and PS Form 3830-A (*Obsolete Registered Mail Label and Form*) 22148 (02-17-05)
 Form W-5 Renewal for Calendar Year 2005 (*Notice*) 22145 (01-06-05)
 New Postal Service Form for Recurring Appointments Requests (*Announcement*) 22151 (03-31-05)
 PS Form 153, Signature Confirmation (*Revised Form*) 22147 (02-03-05)
 PS Form 1412, Daily Financial Report (*Revised Form*) 22145 (01-06-05)
 PS Form 6886, Thrift Savings Plan — Request for Retroactive Contributions 22151 (03-31-05)
 PS Form 8105-A, Funds Transaction Report, and PS Form 8105-B, Suspicious Transaction Report (*Revised Forms*) ... 22149 (03-03-05)
 PS Form 8125, Plant Verified Drop Shipment (PVDS) Verification and Clearance (*Revised Form*) 22148 (02-17-05)
 Redesigned Postage Statements (*Revised Forms*) 22150 (03-17-05)
 Updated PS Form 3152 Appears in Online Publication 91 (*Publication Revision*) 22146 (01-20-05)

FRAUD

All Personnel Processing Mail for Dispatch Abroad: Foreign Order No. 502 22153 (04-28-05)
 Be on the Lookout for Counterfeit Postal Money Orders (*Alert*) 22147 (02-03-05)
 Counterfeit Postal Money Orders Continue to Appear at Post Offices (*Alert*) 22150 (03-17-05)
 Domestic Orders 22157 (06-23-05)
 Don't Get Duped: Scam Artists Target Tsunami-Relief Efforts (*USPS News @ Work*) 22146 (01-20-05)
 Tracking International Forgers (*USPS News @ Work*) 22154 (05-12-05)
 Withholding of Mail Orders 22157 (06-23-05)

- H -

HANDBOOKS

Accountable Vending Credit Security (*Handbook PO-102 Revision*) 22155 (05-26-05)
 Account Identifier Code 525 Change (*Handbook F-1 Revision*) 22154 (05-12-05)
 AIC 604, Vehicle Repair and Maintenance (*Handbook F-1 Revision*) 22153 (04-28-05)
 Appointment Affidavit (*PS Form 61 and Handbook EL-312 Revision*) 22146 (01-20-05)
 Cashing Postal Money Orders, Postal Service Commercial Checks, and Treasury Checks (*Clarification — Handbook F-1
 and DMM Revisions*) 22154 (05-12-05)

Cashing Postal Money Orders, Postal Service Commercial Checks, and Treasury Checks (<i>Handbook F-1 and DMM Revisions</i>)	22153 (04-28-05)
Check Acceptance Policy (<i>Handbook F-1 Revision</i>)	22156 (06-09-05)
Contingency and Emergency Servicing (<i>Handbook PO-102 Revision</i>)	22153 (04-28-05)
Design and Construction Purchasing Practices (<i>Handbook P-2 Revision</i>)	22146 (01-20-05)
Disposal of Surplus Vehicles, Parts, and Equipment (<i>Handbook PO-701 Revision</i>)	22151 (03-31-05)
Employment Programs (<i>Handbook EL-312 Revision</i>)	22154 (05-12-05)
Frequency of Bank Deposits (<i>Handbook PO-102 Revision</i>)	22155 (05-26-05)
Handbook AS-805, Information Security (<i>Revised Handbook</i>)	22147 (02-03-05)
Handbook AS-805-B, Infrastructure Information Security Assurance (ISA) Process (<i>New Handbook</i>)	22152 (04-14-05)
Handbook DM-202, Periodicals Postage Payment Review (<i>Obsolete Handbook</i>)	22150 (03-17-05)
Handbook EL-502, CSRS Retirement Guide (<i>Handbook Revision</i>)	22152 (04-14-05)
Handbook F-15, Travel and Relocation (<i>Handbook Revision</i>)	22148 (02-17-05)
Handbook PO-610, Signature Capture and Electronic Record Management: Manager's Guide to Standard Operating Procedures (<i>Revised Handbook</i>)	22145 (01-06-05)
Handbook RE-4, Standards for Facility Accessibility (<i>Revised Handbook</i>)	22153 (04-28-05)
Handbook RE-6, Facilities Environmental Code (<i>Revised Handbook</i>)	22146 (01-20-05)
Information Security (<i>Handbook AS-805 Revision</i>)	22149 (03-03-05)
Information Security (<i>Handbook AS-805 Revision</i>)	22153 (04-28-05)
Information Security (<i>Handbook AS-805 Revision</i>)	22155 (05-26-05)
New Account Identifier Code for SPORT Offices (<i>Handbook F-1 Revision</i>)	22154 (05-12-05)
New Process for Annual Zone Analysis for Periodicals (<i>Handbook DM-109 Revision</i>)	22150 (03-17-05)
Organizational Function and Responsibility (<i>Handbook PO-102 Correction</i>)	22149 (03-03-05)
Organizational Function and Responsibility (<i>Handbook PO-102 Revision</i>)	22148 (02-17-05)
Postal Employee's Guide to Safety (<i>Handbook EL-814 Revision</i>)	22154 (05-12-05)
PS Form 1096, Receipt (<i>Handbook F-1 Revision</i>)	22156 (06-09-05)
PS Form 1412, Daily Financial Report (<i>Handbook PO-102 Revision</i>)	22152 (04-14-05)
Rural Route Evaluation Worksheet (<i>Handbook PO-603 Revision</i>)	22156 (06-09-05)
Safety Procedures for Maintenance Employees (<i>Handbook EI-803 Revision</i>)	22152 (04-14-05)
Stamp Stock Limits (<i>Handbook F-1 Revision</i>)	22148 (02-17-05)
Web Vending Activity Reporting System (<i>Handbook PO-102 Revision</i>)	22149 (03-03-05)

HOLIDAYS

Official Holiday Closing Signs (<i>Notice</i>)	22157 (06-23-05)
Washington's Birthday Poster	22146 (01-20-05)

HUMAN RESOURCES

See Employees.

Key Officer Positions Filled; Human Resources, Labor Relations Realigned: Vegliante, Tulino, LaChance, Galligan and Brennan Named to Positions (<i>USPS News @ Work</i>)	22154 (05-12-05)
PostalPEOPLE Powered: New HR Initiative Underway (<i>USPS News @ Work</i>)	22149 (03-03-05)

- | -

INFORMATION TECHNOLOGY

See also FAST.

Application Information Security Assurance Process (<i>Handbook AS-805-A Revision</i>)	22153 (04-28-05)
Eaton Electrical Catalog Now Available on eBuy	22148 (02-17-05)
FASTforward MLC to Be Retired	22156 (06-09-05)
Flat Out Efficient: Getting the Big Picture...With a Smaller Footprint (<i>USPS News @ Work</i>)	22149 (03-03-05)
Handbook AS-805-B, Infrastructure Information Security Assurance (ISA) Process (<i>New Handbook</i>)	22152 (04-14-05)
Information Security (<i>Handbook AS-805 Revision</i>)	22149 (03-03-05)
Information Security (<i>Handbook AS-805 Revision</i>)	22153 (04-28-05)
Information Security (<i>Handbook AS-805 Revision</i>)	22155 (05-26-05)
Information Security for General Users (<i>Handbook AS-805-C Revision</i>)	22155 (05-26-05)
Managing Software Technology Solutions — Software Approval Process and Information Technology Kit	22154 (05-12-05)
Safe, Consumer-Friendly Surfing: USPS Wins Web Award for usps.com (<i>USPS News @ Work</i>)	22157 (06-23-05)
Welcome Access: LiteBlue Use Climbing Steady (<i>USPS News @ Work</i>)	22148 (02-17-05)

INSPECTION SERVICE

See also Fraud.

INTERNATIONAL CUSTOMIZED MAIL

International Customized Mail (<i>ICM Updates</i>)	22146 (01-20-05)
--	------------------

International Customized Mail (*ICM Updates*) 22148 (02-17-04)
 International Customized Mail (*ICM Updates*) 22157 (06-23-05)

INTERNATIONAL MAIL

¡Buenos Días, Puerto Rico! USPS and Customs Inaugurate Puerto Rico Office (*USPS News @ Work*) 22150 (03-17-05)
 International Reply Coupons (*Reminder*) 22147 (02-03-05)
 Release Postponed: Updated Global Express Mail Web Tool 22152 (04-14-05)
 Updated Global Express Mail Web Tool 22151 (03-31-05)
 Updated Global Express Mail Web Tool 22155 (05-26-05)
 Use of International Mail Customs Declaration Form (*Operations Reminder*) 22154 (05-12-05)

INTERNATIONAL MAIL MANUAL

Addressing Standards for Canada (*IMM and Publication 51 Revisions*) 22153 (04-28-05)
 Admission of Flies of the Family Drosophilidae (*DMM and IMM Revisions*) 22154 (05-12-05)
 Global Airmail Parcel Post and Global Express Mail Service (*IMM and Publication 51 Revisions*) 22146 (01-20-05)
 Global Express Mail and Airmail Parcel Post Items Sent to Germany (*IMM and Publication 51 Revisions*) 22146 (01-20-05)
 Global Express Mail and Airmail Parcel Post Items Sent to Germany (*Urgent Notice*) 22145 (01-06-05)
 International Bulk Mail Items Addressed for Delivery in Germany (*IMM Revision and Urgent Reminder*) 22145 (01-06-05)
 International Velvet (*USPS News @ Work*) 22148 (02-17-05)
 Miscellaneous IMM Revisions (*IMM Revisions*) 22154 (05-12-05)
 Privately Printed Customs Forms (*IMM Revision*) 22145 (01-06-05)
 Size Limits for Parcel Post Items to Poland (*IMM Revision*) 22154 (05-12-05)
 Suspension of International Economy Mail Services to Bahrain, Kuwait, Oman, and Qatar (*IMM and Publication 51 Revisions*) 22157 (06-23-05)

- L -

LABELING LISTS

Labeling List Changes (*DMM Revision*) 22147 (02-03-05)
 Labeling List Changes (*DMM Revision*) 22152 (04-14-05)
 Labeling List Changes (*DMM Revision*) 22156 (06-09-05)

LABELS

Elimination of Label 89 and PS Form 3830-A (*Obsolete Registered Mail Label and Form*) 22148 (02-17-05)

- M -

MACHINERY

Setting Clocks for Daylight Savings Time (*All IRT and Debit/Credit Card Offices*) 22150 (03-17-05)

MANAGEMENT INSTRUCTIONS

Environmental Integration in the Construction Process (*New Management Instruction*) 22145 (01-06-05)

MISSING CHILDREN POSTERS

See Child Alert Program.

MOVER'S GUIDE

A Moving Experience: Millions Use Internet Change of Address (*USPS News @ Work*) 22155 (05-26-05)
 May 2005 Mover's Guide Now Available (*Mover's Guide News*) 22152 (04-14-05)
 May 2005 Mover's Guide Now Available (*Mover's Guide News*) 22153 (04-28-05)

- P -

PARCEL RETURN SERVICE

A Return on Returns: Parcel Return Service Hits \$30 Million Revenue Mark (*USPS News @ Work*) 22155 (05-26-05)
 Parcel Return Service — Revised Format for Return Delivery Unit Labels (*DMM Revision*) 22156 (06-09-05)

PERSONNEL

See Employees.

PHILATELY

General

2005 Stamps and Postal Stationery (*Updated Announcement 05-B*) 22147 (02-03-05)
 2005 Stamps and Postal Stationery (*Updated Announcement 05-C*) 22151 (03-31-05)
 2005 Stamps and Postal Stationery (*Updated Announcement 05-D*) 22155 (05-26-05)
 A Dream Album: PMG Clears Exhibit for Takeoff (*USPS News @ Work*) 22152 (04-14-05)
 Doing Well By Doing Good (*USPS News @ Work*) 22148 (02-17-05)

Fortune Smiles: Souvenir Sheet Highlights Lunar New Year Series (<i>USPS News @ Work</i>)	22145 (01-06-05)
Henry Fonda Stamp (<i>Update to Stamp Announcement 05-13</i>)	22154 (05-12-05)
Late-Breaking Preview: Inaugural Keepsake Set Will Honor the 2005 Inauguration	22145 (01-06-05)
Masterworks of Modern American Architecture Stamps (<i>Update to Stamp Announcement 05-12</i>)	22153 (04-28-05)
New Inaugural Collectible on Sale Today: National Roll-Out January 20, 2005, for Inaugural Keepsake Set	22146 (01-20-05)
Northeast Deciduous Forest Stamps (<i>Correction</i>)	22149 (03-03-05)
Philately (<i>POM Revision</i>)	22155 (05-26-05)
Reagan-Themed Stamps, Keepsakes Inside The Postal Store on USPS.com (<i>USPS News @ Work</i>)	22147 (02-03-05)
Returning to Center Stage: Marian Anderson Commemorative Stamp (<i>USPS News @ Work</i>)	22147 (02-03-05)
Ronald Reagan First Day of Sale Postmark for Tampico, Illinois (<i>Correction</i>)	22150 (03-17-05)
Ronald Reagan Pictorial Postmark for Tampico, Illinois (<i>Notice</i>)	22150 (03-17-05)
Ronald Reagan Stamp (<i>Update to Stamp Announcement 05-03</i>)	22147 (02-03-05)
Ronald Reagan Stamp First-Day-of-Issuance Ceremony (<i>Publicity Kit</i>)	22145 (01-06-05)
Spring Flowers Special Stamps (<i>Correction</i>)	22149 (03-03-05)
The Penn Is Mightier: Three-Time Pulitzer Winner to Be Honored on 100th Birthday (<i>USPS News @ Work</i>)	22152 (04-14-05)
Timeless Honor: Commemorative Stamp Is Tribute to Former President Ronald Reagan (<i>USPS News @ Work</i>)	22147 (02-03-05)

New Issues

Acadia National Park Stamp (<i>Stamp Announcement 05-04</i>)	22145 (01-06-05)
American Advances in Aviation Stamps (<i>Stamp Announcement 05-16</i>)	22157 (06-23-05)
American Scientists Stamps (<i>Stamp Announcement 05-11</i>)	22151 (03-31-05)
Garden Bouquet Stamped Stationery (<i>Stamp Announcement 05-08</i>)	22149 (03-03-05)
Henry Fonda Stamp (<i>Stamp Announcement 05-13</i>)	22152 (04-14-05)
Love Bouquet Special Stamp (<i>Stamp Announcement 05-05</i>)	22146 (01-20-05)
Masterworks of Modern American Architecture Stamps (<i>Stamp Announcement 05-12</i>)	22152 (04-14-05)
Migratory Bird Hunting and Conservation Stamp (<i>Stamp Announcement 05-15</i>)	22155 (05-26-05)
New Mexico Rio Grande Blankets Stamps (<i>Stamp Announcement 05-17</i>)	22157 (06-23-05)
Northeast Deciduous Forest Stamps (<i>Stamp Announcement 05-06</i>)	22147 (02-03-05)
Robert Penn Warren Stamp (<i>Stamp Announcement 05-09</i>)	22150 (03-17-05)
Ronald Reagan Stamp (<i>Stamp Announcement 05-03</i>)	22145 (01-06-05)
Spring Flowers Special Stamps (<i>Stamp Announcement 05-07</i>)	22148 (02-17-05)
The Art of Disney: Celebration Stamps (<i>Stamp Announcement 05-14</i>)	22155 (05-26-05)
U.S. Flag Stamp (<i>Stamp Announcement 05-18</i>)	22157 (06-23-05)
Yip Harburg Stamp (<i>Stamp Announcement 05-10</i>)	22150 (03-17-05)

Remaining on Sale or Removed From Sale

Heroes Retired: Semipostal Stamp Completes Service With Honor (<i>USPS News @ Work</i>)	22145 (01-06-05)
Migratory Bird Stamp Destruction (<i>Reminder</i>)	22152 (04-14-05)
Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers	22149 (03-03-05)
Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers	22157 (06-23-05)

POSTAGE METERS

Do Not Reset Postage Meters (<i>Reminder</i>)	22151 (03-31-05)
Stop Resetting Date for Postage Meters Is February 28, 2005 (<i>Reminder</i>)	22148 (02-17-05)
Stop Setting Postage Meters Poster	22151 (03-31-05)

POSTERS

See also Child Alert Program and Holidays.

Memorial Day (<i>Poster</i>)	22153 (04-28-05)
Poster 194, Registered Mail Security (<i>New Poster</i>)	22155 (05-26-05)
Poster 204, Fraud: If You Suspect Fraud, Waste and Misconduct in the Postal Service (<i>New Poster</i>)	22156 (06-09-05)
Women's History Month (<i>Poster</i>)	22149 (03-03-05)

Post Office Changes

Post Office Changes	22148 (02-17-05)
Post Office Changes	22149 (03-03-05)
Post Office Changes	22150 (03-17-05)
Post Office Changes	22151 (03-31-05)
Post Office Changes	22152 (04-14-05)
Post Office Changes	22153 (04-28-05)
Post Office Changes	22154 (05-12-05)
Post Office Changes	22155 (05-26-05)
Post Office Changes	22156 (06-09-05)

Post Office Changes 22157 (06-23-05)

Post Office Closing Posters

See Holidays.

POST OFFICES

See also Mover's Guide and Postage Meters.

General

Access Is Everything: USPS Continues to Make Our Products and Services Quick, Easy, Convenient
(*USPS News @ Work*) 22153 (04-28-05)

Be on the Lookout for Counterfeit Postal Money Orders (*Alert*) 22147 (02-03-05)

Calculating Refund of Box Fee (*POM Revision*) 22151 (03-31-05)

Checks Found in Undeliverable Mail (*Notice*) 22150 (03-17-05)

Chief Marketing Officer's Growth Award — Updated Guidelines 22156 (06-09-05)

Clarification of the Nonmachinable Surcharge for Shrubs, Trees, and Other Nursery Stock (*Notice*) 22147 (02-03-05)

Counterfeit Postal Money Orders Continue to Appear at Post Offices (*Alert*) 22150 (03-17-05)

Disposal of Surplus Vehicles, Parts, and Equipment (*Handbook PO-701 Revision*) 22151 (03-31-05)

Environmental Integration in the Construction Process (*New Management Instruction*) 22145 (01-06-05)

National Reclamation Process for Mobile Data Collection Devices (*Notice*) 22147 (02-03-05)

OTR Containers Poster 22151 (03-31-05)

Postal Service Develops Two New Semiclear Plastic Mailbags (*Notice*) 22146 (01-20-05)

Poster 204, Fraud: If You Suspect Fraud, Waste and Misconduct in the Postal Service (*New Poster*) 22156 (06-09-05)

Rural Route Evaluation Worksheet (*Handbook PO-603 Revision*) 22156 (06-09-05)

Seeding Sprouts Success: National Seeding Program Tracks Confirm Achievements (*USPS News @ Work*) 22146 (01-20-05)

Sprinting to the Top: Kansas Postmaster Takes Early Lead (*USPS News @ Work*) 22147 (02-03-05)

Undeliverable Mail Sent to Mail Recovery Centers (*Notice*) 22153 (04-28-05)

Undeliverable Samples, Books, and Sound Recordings (*Notice*) 22150 (03-17-05)

Unofficial ZIP Code Directories (*Notice*) 22147 (02-03-05)

USPS.com Information Package for Postmasters Who Are Not on My Post Office (*Notice*) 22147 (02-03-05)

Women on Stamps: Celebrate National Women's History Month (*USPS News @ Work*) 22150 (03-17-05)

POW-MIA FLAGS

Displaying the U.S. Flag and the POW-MIA Flag 22154 (05-12-05)

PROMOTIONS

Promotions 22145 (01-06-05)

Promotions 22146 (01-20-05)

Promotions 22147 (02-03-05)

Promotions 22148 (02-17-05)

Promotions 22149 (03-03-05)

Promotions 22150 (03-17-05)

Promotions 22151 (03-31-05)

Promotions 22153 (04-28-05)

Promotions 22154 (05-12-05)

Promotions 22155 (05-26-05)

Promotions 22156 (06-09-05)

PUBLICATIONS

Family and Medical Leave Act Information Update (*Publication 71 Revision*) 22157 (06-23-05)

Global Airmail Parcel Post and Global Express Mail Service (*IMM and Publication 51 Revisions*) 22146 (01-20-05)

Global Express Mail and Airmail Parcel Post Items Sent to Germany (*IMM and Publication 51 Revisions*) 22146 (01-20-05)

Publication 122, Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries
(*Revised Publication*) 22148 (02-17-05)

Publication 363, Updating Address Lists Is a Smart Move (*Publication Revision*) 22146 (01-20-05)

Publication 552, Manager's Guide to Understanding Sexual Harassment (*Revised Publication*) 22157 (06-23-05)

Suspension of International Economy Mail Services to Bahrain, Kuwait, Oman, and Qatar (*IMM and
Publication 51 Revisions*) 22157 (06-23-05)

Threat Assessment Team Core Member Responsibilities (*Publication 108 Revision*) 22151 (03-31-05)

Updated PS Form 3152 Appears in Online Publication 91 (*Publication Revision*) 22146 (01-20-05)

PUBLICITY KITS

Mother's Day (*Publicity Kit*) 22152 (04-14-05)

National Dog Bite Prevention Week, May 15–21, 2005 (*Publicity Kit*) 22153 (04-28-05)

Ronald Reagan Stamp First-Day-of-Issuance Ceremony (*Publicity Kit*) 22145 (01-06-05)

PURCHASING AND SUPPLIES

See Supply Management.

- R -

RETAIL

See also Machinery, Stamps by Mail, and What's in Store.

2005 Stamps and Postal Stationery	22147 (02-03-05)
Accountable Vending Credit Security (<i>Handbook PO-102 Revision</i>)	22155 (05-26-05)
An Open Connection: Business Connect Successes Rolling In (<i>USPS News @ Work</i>)	22155 (05-26-05)
Attention Shoppers! USPS-Branded Shipping Supplies Available (<i>USPS News @ Work</i>)	22147 (02-03-05)
Authorization Revoked: USOS No Longer Accepting Three Medical Waste Containers (<i>USPS News @ Work</i>)	22155 (05-26-05)
Business Connect Is Here to Stay	22150 (03-17-05)
Business Connect: They Have Needs. USPS Has Solutions. Make the Connections. (<i>USPS News @ Work</i>)	22154 (05-12-05)
Contingency and Emergency Servicing (<i>Handbook PO-102 Revision</i>)	22153 (04-28-05)
Directions for Using the Bill Validator Cleaning Card	22157 (06-23-05)
Discount Coupons Deliver Savings on FirstClass PhoneCards (<i>Notice</i>)	22145 (01-06-05)
Field Advertising Guidelines and Policy	22156 (06-09-05)
Frequency of Bank Deposits (<i>Handbook PO-102 Revision</i>)	22155 (05-26-05)
Maintenance Management Order (<i>Notice</i>)	22148 (02-17-05)
Material Logistics Bulletin (<i>Notice</i>)	22148 (02-17-05)
Medial Mail Stampers (<i>Notice</i>)	22157 (06-23-05)
New Conduct on Postal Service Property Course	22154 (05-12-05)
Organizational Function and Responsibility (<i>Handbook PO-102 Correction</i>)	22149 (03-03-05)
Organizational Function and Responsibility (<i>Handbook PO-102 Revision</i>)	22148 (02-17-05)
Parts to Maintain Vending Equipment (<i>Notice</i>)	22152 (04-14-05)
PS Form 1412, Daily Financial Report (<i>Handbook PO-102 Revision</i>)	22152 (04-14-05)
Retail Vending Equipment Disposition (<i>Notice</i>)	22151 (03-31-05)
Rural Route Evaluation Worksheet (<i>Correction</i>)	22157 (06-23-05)
USPS Priority Mail, Express Mail and Global Priority Mail: Products That Deliver (<i>USPS News @ Work</i>)	22156 (06-09-05)
Web Vending Activity Reporting System (<i>Handbook PO-102 Revision</i>)	22149 (03-03-05)
WEBVARS National Deployment (<i>Correction</i>)	22146 (01-20-05)
WEBVARS National Deployment (<i>Notice</i>)	22145 (01-06-05)

RETIREMENT

See Thrift Savings Plan.

RURAL CARRIERS

Equipment Maintenance Allowance Schedule for Rural Routes (<i>Rural Carriers</i>)	22145 (01-06-05)
Equipment Maintenance Allowance Schedule for Rural Routes (<i>Rural Carriers</i>)	22152 (04-14-05)
Rural Carrier Right-Hand Drive Vehicle Award Payments (<i>Reminder</i>)	22152 (04-14-05)

- S -

SAFETY AND HEALTH

BDS Installations Ahead of Schedule (<i>USPS News @ Work</i>)	22154 (05-12-05)
Good Intentions Gone Awry (<i>USPS News @ Work</i>)	22148 (02-17-05)
Kibbles and Bites: Dog Bite Prevention Week Kicks Off in Los Angeles (<i>USPS News @ Work</i>)	22155 (05-26-05)
Nice Doggie ... Bites and Attacks on the Decline (<i>USPS News @ Work</i>)	22151 (03-31-05)
Seeing I to I: OSHA Injury and Illness Reports Decline (<i>USPS News @ Work</i>)	22150 (03-17-05)
Safety and Health Inspection — Level 20–26 Offices (<i>Notice</i>)	22157 (06-23-05)
Safety and Health Inspections (<i>Level 15–18 Post Offices</i>)	22146 (01-20-05)
Safety and Health Inspections (<i>Vehicle Maintenance Facilities</i>)	22157 (06-23-05)
Skin Cancer: Are You at Risk? (<i>USPS News @ Work</i>)	22157 (06-23-05)
USPS Signs Response Plan (<i>USPS News @ Work</i>)	22147 (02-03-05)

STAMPS

See Philately.

STAMPS BY MAIL

Stamps by Mail — Brochure Ordering Information (<i>Reminder</i>)	22149 (03-03-05)
Stamps by Mail — Brochure Ordering Information (<i>Reminder</i>)	22149 (03-31-05)
Stamps by Mail — Brochure Ordering Information (<i>Reminder</i>)	22153 (04-28-05)

Stamps by Mail — Brochure Ordering Information (*Reminder*) 22157 (06-23-05)

SUPPLY MANAGEMENT

Barclay Named New Postal Service Supplier Ombudsman 22155 (05-26-05)
 Calendars for 2005 Available Through Boise Cascade 22145 (01-06-05)
 Cintas and Unifirst On-Catalog eBay Orders (*Notice — To Cintas and UniFirst Clients*) 22151 (03-31-05)
 Contract Authoring and Management System and Routing Requisitions Through eBay 22148 (02-17-05)
 Design and Construction Purchasing Practices (*Handbook P-2 Revision*) 22146 (01-20-05)
 DoveBid Featured Online Real Estate Auction 22155 (05-26-05)
 eBay Functionality Enhancement for Off-Catalog Purchases 22153 (04-28-05)
 Envelope EP51 Ordering Information 22155 (05-26-05)
 Goodyear Tires on Sale 22154 (05-12-05)
 Integrated Pest Management 22157 (06-23-05)
 National Contract Awarded for Cluster Box Units and Outdoor Parcel Lockers 22157 (06-23-05)
 National Materials Customer Service Phone Changes 22152 (04-14-05)
 New Allsteel Catalog 22157 (06-23-05)
 New National Stock Number Search Feature for Boise Cascade Office Products on eBay 22153 (04-28-05)
 New Office Supply Catalog (*Notice*) 22147 (02-03-05)
 New Purchasing Regulations 22155 (05-26-05)
 Preventive Elevator/Escalator Maintenance (*Update to MLB CO-03-006*) 22155 (05-26-05)
 Realignment of Janitorial Services Contracting 22154 (05-12-05)
 Recycling Account Code Changes 22150 (03-17-05)
 Ricoh Copier Maintenance Price Change 22148 (02-17-05)
 Ricoh Corporation — New Computer System Implementation 22157 (06-23-05)
 USPS Online Real Estate Auction — DoveBid 22155 (05-26-05)

- T -

THRIFT SAVINGS PLAN

Thrift Savings Plan Fact Sheet (*Notice to All Employees*) 22146 (01-20-05)
 Thrift Savings Plan Fact Sheet (*Notice to All Employees*) 22148 (02-17-05)
 Thrift Savings Plan Fact Sheet (*Notice to All Employees*) 22150 (03-17-05)
 Thrift Savings Plan Fact Sheet (*Notice to All Employees*) 22152 (04-14-05)
 Thrift Savings Plan Fact Sheet (*Notice to All Employees*) 22154 (05-12-05)
 Thrift Savings Plan Fact Sheet (*Notice to All Employees*) 22157 (06-23-05)
 Thrift Savings Plan Open Season and *PostalEASE* 22151 (03-31-05)
 Thrift Savings Plan Policy Changes, Open Season, and *PostalEASE* 22151 (03-31-05)

- W -

WHAT'S IN STORE

What's in Store 22145 (01-06-05)
 What's in Store 22147 (02-03-05)
 What's in Store 22149 (03-03-05)
 What's in Store 22152 (04-14-05)
 What's in Store 22154 (05-12-05)
 What's in Store 22156 (06-09-05)

WITHHOLDING OF MAIL ORDERS

See Fraud.

- Z -

ZIP CODES

See also Post Offices — Post Office Changes.

Parcel Select Exhibit ZIP Code Deletions (*DMM Revision*) 22145 (01-06-05)
 Unofficial ZIP Code Directories (*Notice*) 22147 (02-03-05)



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

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

PRIORITY MAIL® BUNDLES

1 with Delivery Confirmation™ service



\$4³⁰
and up

2 with Insurance™



\$5¹⁵
and up

3 with Insurance & Delivery Confirmation™ service



\$5⁶⁰
and up

4 with Signature Confirmation™ service**



\$5⁶⁵
and up

usps.com

Please refer to insurance for packages up to \$500 and \$500 of coverage. *Signature Confirmation service does not include insurance.

©2014 United States Postal Service
Priority Mail and Delivery Confirmation are registered trademarks of the United States Postal Service.