

POSTAL BULLETIN

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PB 22163, September 15, 2005

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

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| PB 22163: 7690-08-000-1106 | PB 22155: 7690-08-000-1098 | PB 22147: 7690-07-000-0131 | PB 22140: 7690-07-000-0124 |
| PB 22162: 7690-08-000-1105 | PB 22154: 7690-08-000-1005 | PB 22146: 7690-07-000-0130 | PB 22139: 7690-07-000-0123 |
| PB 22161: 7690-08-000-1104 | PB 22153: 7690-08-000-0915 | PB 22145: 7690-07-000-0129 | PB 22138: 7690-07-000-0122 |
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| PB 22159: 7690-08-000-1102 | PB 22151: 7690-07-000-0135 | PB 22143: 7690-07-000-0127 | PB 22136: 7690-07-000-0120 |
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| PB 22156: 7690-08-000-1099 | PB 22148: 7690-07-000-0132 | | |

USPSNEWS@WORK

Postal Employees' Relief Fund gets \$250,000 donation

Postmaster General Potter announced that the Postal Service is donating \$250,000 to the Postal Employees' Relief Fund (PERF). You can also make a donation, and now you can donate online to PERF using your credit card over a secure server — go to www.postalrelief.com and click on the "Donate Now" button. It's that easy! Or you can send a check or money order to PERF at the following address:

PO BOX 34422
WASHINGTON DC 20043-4422

If you're an employee needing help from PERF, you can contact them for assistance at the Web site or toll-free number.

Hurricane update — respond, reconnect, re-establish



Helping customers reconnect: Houston Retail Specialist Al Alvarez helps a customer complete a COA form. An eight-person USPS team served thousands of Louisiana evacuees at the Astrodome and the George R. Brown Convention Center.

The Postal Service's™ hurricane response has focused on getting mail to displaced customers across the country, finding and helping employees uprooted by the storm and re-establishing service to customers in areas hit by Hurricane Katrina.

The Postal Service has been successful in letting displaced customers know that USPS® can get their mail to them — including Social Security checks, payroll checks and prescriptions by mail — no matter where they are, by providing their temporary address.

Reconnecting employees

Like many businesses in areas devastated by Hurricane Katrina, the Postal Service is reaching its employees through a toll-free number — 877-477-3273 — so employees can notify the Postal Service of their location. Employees who call are connected to a USPS Call Center agent, who will collect the employee's information.

Re-establishing service

When and where it is safe to do so, the Postal Service is re-entering storm-damaged areas to reopen Post Offices to restore mail delivery and service, and establish mobile retail centers to serve customer needs in damaged areas.



Greenburg, LA, Rural Carrier Associate Shawne Redmond hands a check to a customer from the Hammond, LA, Post Office dock.

Employees are asked to help find displaced employees

Postmaster General Jack Potter has asked employees: if you know of any Postal Service employees displaced by Hurricane Katrina, ask them to call 877-477-3273.

In the wake of Hurricane Katrina, many of our employees in the Gulf Coast area suffered severe personal losses. In their efforts to reach safety and find shelter, many of them had to leave the areas where they lived and worked. We've heard from many of them — in locations all around the country.

"If you hear from — or about — Katrina-displaced employees locally," the PMG said, "please reach out to them. We want to be sure they're safe. We want to be sure they get paid. We want to hear from them at 877-477-3273."

USPS employees help displaced customers rebuild their lives



At right, Vicki Silva from the Larkin Smith, MS, Post Office, checks IDs and distributes Social Security checks to residents affected by Katrina.

USPS employees across the country are pitching in to help the victims of hurricane Katrina — whether they are displaced co-workers, evacuees, rescue and clean-up workers or police and military personnel on the scene.

In addition to the intense work taking place in the Southwest and Southeast Areas, all other USPS areas are lending a hand, helping get the word out that anyone relocated can file a Change of

Address (COA) and how affected USPS employees can check in with the Postal Service.

As evacuees pour into shelters being established in 23 states, the Postal Service is there to assist them — helping with COA cards and — to those who have already filed a COA — delivering checks, medicines and other vital mail.

Change of address

Customers concerned about filing a temporary address change should be assured that USPS has the ability to chain their address changes together, effectively keeping their forwarded mail moving through the mailstream until they reach their final destination. But we can't begin forwarding their mail until they file a change of address. Encourage all displaced customers to file a change of address with us as soon as possible, even if they are going to be at their current temporary location for a brief time.

Flags at half staff

President Bush directed that the United States flag be displayed at half staff at all federal buildings and installations through Sept. 20 to honor the victims of Hurricane Katrina.

Governor Walsh retires



John Walsh, who served as a governor of the U.S. Postal Service® since his appointment by President Bill Clinton in November 1999, has announced his retirement. Walsh was vice chairman of the Board from January 2003 through December 2004 and served on the Governance and Capital Projects committees.

Postmaster General Jack Potter saluted Walsh as “a friend and trusted counselor.” As a governor, Walsh had a single, overriding concern, said Potter. “He saw it as his role to do everything possible to make sure the Postal Service was operated in the interests of the people it serves.”

Walsh served in the U.S. Army in Europe during World War II and was active in business and civic affairs in New Haven, CT, for more than 40 years where he has been involved in numerous civic organizations.

Corporate Succession Planning open season underway

Think you have what it takes to help lead the Postal Service? Corporate Succession Planning (CSP) open season runs through Oct. 14. CSP is a Web-based process for identifying and developing a pool of qualified Postal Career Executive Service (PCES) and Executive and Administrative Schedule (EAS) level 22 and above employees for future executive leadership positions.

Changes have come at the right time — as the Postal Service looks within to find its future leaders. Learn more about Corporate Succession Planning on the Postal Service Intranet. Go to <http://blue.usps.gov>; under “Hot Topics,” click on *CSP website*.

Administrative Services

ASM REVISION

Clarification of Excess Property Reporting Procedures

Effective September 15, 2005, the *Administrative Support Manual* (ASM) is revised to update procedures for reporting excess property.

We will incorporate this revision into the next printed version of the ASM 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*.
- Then click on *Manuals*.

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

Administrative Support Manual (ASM)

* * * * *

5 Facilities and Equipment

51 Facilities

* * * * *

517 Real Property Management

517.1 Disposal of Postal Service-Owned Excess Real Property

517.11 Inventory Review

[Revise 517.11 to update procedures for reporting excess property.]

Installation heads must review the inventory of Postal Service-owned property at least annually to determine whether there are any properties for which the Postal Service has no foreseeable need. Report excess property through the Facilities Database System program.

* * * * *

— *Facilities Program Management, Facilities, 9-15-05*

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 202-268-3258 at least 1 month preceding the requested delivery dates. The Postal Service™

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

| Title of Mailing | Class and Type of Mail | Requested Delivery Dates | Number of Pieces (Millions) | Distribution | Presort Level | Comments |
|---|------------------------|--------------------------|-----------------------------|--------------|-----------------------------|-----------------------------|
| Catherine's September Booklet Reminder | First-Class/Letter | 9/16/05–9/20/05 | 2.0 | Nationwide | Barcoded, 3/5-Digit, Car-Rt | Cenveo, Memphis, TN |
| Through the Country Door | Standard/Catalog | 9/19/05–9/22/05 | 1.83 | Nationwide | Barcoded, 3/5-Digit, Car-Rt | Quad Graphics, Lomira, WI |
| Life Line Screening Jackie Mayer Image and Repositional Note | Standard/Letter | 9/19/05–9/24/05 | 1.97 | Nationwide | 3/5-Digit | Mail America, Forest, VA |
| JCP Fine Jewelry & Gifts | Standard/Catalog | 9/23/05–9/26/05 | 1.3 | Nationwide | Car-Rt | RR Donnelley |
| Catherine's Bag-A-Bargain | Standard/Flat | 9/23/05–9/27/05 | 1.0 | Nationwide | Barcoded, 3/5-Digit, Car-Rt | Cenveo, Memphis, TN |
| JCP Home Values | Standard/Catalog | 9/23/05–9/28/05 | 6.3 | Nationwide | Car-Rt | RR Donnelley |
| JCP Week 35 LPOTS | Standard/Letter | 9/26/05–9/28/05 | 18.4 | Nationwide | Car-Rt | Harte-Hanks |
| TGW/October Main | Standard/Catalog | 9/26/05–9/30/05 | 1.5 | Nationwide | 3/5-Digit, Car-Rt | RR Donnelley, Lynchburg, VA |
| JCP Week 36 Friends and Family | Standard/Letter | 9/28/05–9/30/05 | 6.2 | Nationwide | Car-Rt | Harte-Hanks |
| The Swiss Colony | Standard/Catalog | 9/28/05–10/1/05 | 1.43 | Nationwide | Barcoded, 3/5-Digit, Car-Rt | Quad Graphics, Lomira, WI |
| Life Line Screening Peggy Fleming Image and Repositional Note | Standard/Letter | 9/29/05–10/7/05 | 2.0 | Nationwide | 3/5-Digit | Mail America, Forest, VA |

— Business Service Network Integration, Customer Service, 9-15-05

NOTICE

PostalOne!/FAST Scheduler Web Services Testing*What is PostalOne!/FAST Scheduler Web Services Testing?*

PostalOne!/FAST Scheduler Web Services Testing is a service for corporations that are ready to move beyond on-line scheduling to electronic submission of appointments using Web Services. The two-phase testing effort allows these corporations to verify their readiness to submit appointments in the FAST production environment using Web Services.

During Phase 1, corporations test that they can successfully connect to *PostalOne!* using Web Services. During Phase 2, corporations verify that test appointments submitted using Web Services, are processed by FAST.

When does PostalOne!/FAST Scheduler Web Services Testing start?

Testing is currently ongoing for Phase 1 and Phase 2. Since Phase 2 started on June 13, 2005, these corporations have successfully completed testing and are submitting appointments in the FAST production environment using Web Services: Harte-Hanks, Quebecor World Logistics, and R.R. Donnelley Logistics.

How do I participate in PostalOne!/FAST Scheduler Web Services Testing?

1. Get your test User ID, test Scheduler ID (multiples per corporation), and test Scheduler Corporation ID (only 1 per corporation) to access the *PostalOne!* Customer Acceptance Testing (CAT) environment by calling the *PostalOne!* Customer Care Center at 800-522-9085.

2. Use these materials to help you complete your Web Services development:

- *PostalOne!* FAST Connectivity Testing Plan, *PostalOne!* FAST Technical Guide, *PostalOne!* FAST FAQ, and *PostalOne!* Web Services Customer Acquisition downloaded from the *PostalOne!* Web site at <https://cat.uspspostalone.com/fastxml/index.cfm>.
- WSDL (Web Services Definition Language) downloaded from the *PostalOne!* Web site at <https://cat.uspspostalone.com/fastxml/index.cfm>.
- IDEAlliance TM (Transportation Messaging) specification v1.x for XML downloaded from the IDEAlliance Web site at <http://www.idealliance.org/maildat>.

3. Identify a technical point of contact (POC) to work with *PostalOne!* during Phase 1, and a corporate POC to work with FAST during Phase 2.
4. Coordinate with *PostalOne!* (Shariq Mirza at 703-292-4106) to participate in Phase 1. FAST works with both you and *PostalOne!* to transition your corporation into Phase 2.
5. Complete and return the survey e-mailed to you from FAST. The results of the survey help to identify the scenarios that your corporation will test in Phase 2.

— Logistics Systems,
Operations, 9-15-05

Domestic Mail

DMM REVISION

Premium Forwarding Service — Update

Effective September 15, 2005, we are revising *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 709.8 to update procedures for the 2-year Premium Forwarding Service (PFS) experiment originally announced in *Postal Bulletin* 22157 (6-23-05, pages 6–8). The changes are as follows:

- We are adding a standard that prohibits customers from using an APO or FPO address as a temporary address for PFS.
- We are adding a standard that prohibits customers from using PFS if their temporary address is within the 969 3-digit ZIP Code™ area, or is otherwise in a U.S. territory or possession that requires a Customs Declaration.
- We are clarifying that we cannot accept PFS applications with an “individual” designation if the primary address is a Post Office™ box.
- We are clarifying that payment for each weekly Priority Mail® shipment must be paid in full for the total weeks requested at the time of enrollment.
- We are modifying when and how we will reship or reroute certain Standard Mail® and Package Services mailpieces.
- We are adding procedures on how we handle mailpieces identified as “Surface Mail Only” or that have other hazardous material markings.
- We are adding standards that require USPS® examination of PFS mail for aviation mail security and hazardous material procedures prior to it being reshipped or rerouted.

Although APOs and FPOs are considered domestic addresses for rate purposes, certain mailpieces require Customs Declarations that must be completed by the customer or mailer who has personal knowledge about the contents of the mailpiece. Postal Service™ employees do not know the contents of the mail that is being reshipped and are therefore unable to complete the required Customs Declarations. Therefore, we encourage customers whose temporary address is an APO or FPO address to use traditional temporary forwarding service under DMM 507.2.2.6 instead of PFS.

In the article “Revision: Mailpieces to Guam Weighing 16 Ounces or More” in *Postal Bulletin* 22097 (3-6-03, page 25) USPS Network Operations Management announced

that items mailed to ZIP Codes within the 969 area and weighing 16 ounces or more (other than items sent as Express Mail® or Registered Mail®) must bear a completed and signed Customs Declaration. Postal Service employees are unable to complete and sign the Customs Declaration, therefore PFS will not be available for customers whose temporary addresses are within the 969 3-digit ZIP Code area, or are otherwise in a U.S. territory or possession that requires a Customs Declaration.

We are also clarifying that when a customer’s primary address is a Post Office box, the applicant must choose the “Entire Household” designation on the PFS application. An “Individual” designation on the PFS application is not permitted for Post Office box customers enrolling in PFS. This is consistent with current postal standards, which authorize the Post Office boxholder as the only person who may file a traditional change-of-address order.

We are also clarifying that any mailpiece arriving at the primary address bearing markings such as “Surface Mail Only” or other hazardous materials markings must never be placed in the weekly Priority Mail shipment, and must be separately rerouted using surface transportation.

Finally, we are modifying procedures for Standard Mail parcels and all Package Services mailpieces. Standard Mail parcels that require a delivery scan, contain contents intended for surface transportation only, or that are too large to fit into the weekly Priority Mail shipment will be separately rerouted at the applicable 1-pound single-piece Parcel Post® rate. All Package Services mailpieces will be separately rerouted postage due at the single-piece rate in the subclass in which the mailpiece was originally shipped (i.e., Parcel Post, Media Mail®, Bound Printed Matter or Library Mail).

We will incorporate these revisions into the printed version of the DMM and the September 29, 2005, update of the online version available via Postal Explorer® (pe.usps.com).

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

| | | | | | |
|------------|--------------------------|---|---|---|---|
| | * | * | * | * | * |
| 700 | Special Standards | | | | |
| | * | * | * | * | * |

709 Experimental Classifications and Rates

* * * * *

8.0 Premium Forwarding Service

* * * * *

8.2 Eligibility

8.2.1 Use

* * * * *

[Revise item c to read as follows. Redesignate current items d through f as new items e through g. Add new item d. Revise new item g by deleting the reference to APO and FPO addresses as follows:]

- c. Except as provided in item d, customers must designate on the application form whether the order is for an "Individual" or an "Entire Household."
- d. For customers whose primary address is a Post Office box, only the boxholder is authorized to initiate the application and "Entire Household" must be designated on the application.

* * * * *

- g. PFS is available to, but not from, single point delivery addresses (e.g., RV parks, hospitals, hotels) and U.S. Department of State addresses (see 703.3 for additional Department of State requirements).

8.2.2 Prohibited Use

* * * * *

[Add items d and e to specify that customers whose primary or temporary address is an APO or FPO address, or whose temporary address is within the 969 3-digit ZIP Code area are prohibited from enrolling in PFS.]

- d. Customers whose primary address or temporary address is an APO or FPO.
- e. Customers whose temporary address is within the 969 3-digit ZIP Code area, or is otherwise in a U.S. territory or possession that requires a Customs Declaration.

8.3 Rates and Fees

* * * * *

8.3.2 Charge Per Reshipment

[Revise 8.3.2 by adding the following sentence:]

***Payment for each weekly PFS shipment for the total weeks requested must be paid in full at the time of enrollment.

* * * * *

8.5 Disposition of PFS Mail

8.5.1 Weekly Priority Mail Reshipments

[Revise 8.5.1 to read as follows:]

Regardless of any mailer's ancillary service endorsement on a mailpiece, all mail is reshipped in the weekly Priority Mail shipment, except as specified in 8.5.2 through 8.5.8.

[Renumber current 8.5.5 as 8.5.8. Revise current 8.5.4 to create three sections, 8.5.5, 8.5.6, and 8.5.7 as follows. Renumber 8.5.2 and 8.5.3 as 8.5.3 and 8.5.4. Add new 8.5.2 to indicate how we reroute mailpieces identified as "Surface Mail Only".]

8.5.2 Mailpieces Arriving at the Primary Address Endorsed "Surface Mail Only" or With Other Hazardous Materials Markings

Any mailpiece arriving at the primary address that indicates surface only transportation or bears other hazardous materials markings, e.g., Label 127, "Surface Mail Only," ORM-D, cannot be reshipped in the weekly Priority Mail shipment and must be separately rerouted via surface transportation.

8.5.3 Mailpieces Requiring a Scan or Signature at Delivery

* * * * *

[Revise item b of new 8.5.3 as follows and add item c to indicate how we reship Package Services mailpieces requiring a scan or signature at delivery.]

- b. Standard Mail parcels are separately rerouted postage due at the appropriate 1-pound Parcel Post single-piece rate.
- c. Package Services mailpieces (i.e., Parcel Post, Media Mail, Bound Printed Matter, and Library Mail) are separately rerouted postage due at the appropriate single-piece rate in the subclass in which the mailpiece was originally shipped. (For Parcel Select items, the applicable rate is the Parcel Post rate.)

* * * * *

8.5.5 Large First-Class Mail and Periodicals Parcels Mail Not Requiring a Scan or Signature at Delivery

First-Class Mail and Periodicals parcels (firm bundles) not requiring a scan or signature at delivery and which do not fit into the weekly Priority Mail shipment are separately rerouted at no additional charge.

8.5.6 Standard Mail Parcels Not Requiring a Scan or Signature at Delivery

Eligible Standard Mail parcels that do not require a scan or signature at delivery are included in the weekly Priority Mail shipment provided they will fit. Parcels that do not fit, or are otherwise ineligible (e.g., mailpieces identified as surface transportation only) are separately rerouted postage due at the appropriate 1-pound single-piece Parcel Post rate.

8.5.7 Package Services Mailpieces Not Requiring a Scan or Signature at Delivery

Package Service mailpieces not requiring a scan or signature at delivery are handled as follows:

- a. Package Services mailpieces (i.e., Parcel Post, Media Mail, Bound Printed Matter, and Library Mail) are separately rerouted postage due at the appropriate single-piece rate in the subclass in which the mailpiece was originally shipped. (For Parcel Select items, the applicable rate is the Parcel Post rate.)
- b. Oversized Parcel Post parcels are rerouted postage due at the appropriate oversized Parcel Post rate.

8.5.8 Mailpieces Arriving Postage Due at the Primary Address

* * * * *

[Revise item c as follows:]

- c. Postage due Package Services mailpieces, other than oversized Parcel Post pieces, are rerouted

postage due at the appropriate single-piece rate in the subclass in which the mailpiece was originally shipped. (For Parcel Select items, the applicable rate is the Parcel Post rate.) The total postage due for Package Services mailpieces is the sum of the postage due at the time of receipt at the primary address plus the postage due for rerouting the mailpiece from the primary Post Office to the temporary address at the appropriate single-piece rate.

8.6 USPS Responsibility

* * * * *

[Revise 8.6 by adding item d as follows:]

- d. Aviation Mail Security (AVSEC) and Hazardous Material (HAZMAT) procedures apply to all PFS mail. Employees must examine the exterior of customers' mailpieces for AVSEC and HAZMAT indicators prior to mail being reshipped or rerouted. Mailpieces meeting either profile (AVSEC or HAZMAT) must be treated in accordance with USPS AVSEC and HAZMAT procedures. Never place these mail types into PFS Priority Mail shipments.

* * * * *

— Mailing Standards,
Pricing and Classification, 9-15-05

Modifications and Clarifications to Premium Forwarding Service Program Guidelines

Effective September 15, 2005, the Postal Service™ is slightly modifying the *Premium Forwarding Service (PFS) Program Guidelines*, which were published as an article titled “USPS® Premium Forwarding Service Program Guidelines for the 2-Year Experiment” in *Postal Bulletin* 22160 (8-4-05, pages 94–119). These changes, which incorporate some refinements to better serve our customers, include the following:

- Clarifications concerning the size of shipping container that should be chosen for the weekly PFS Priority Mail® shipment.
- Prohibitions on mail to and from APOs and FPOs.
- Restrictions on mail to U.S. territories and possessions requiring a Customs Declaration — i.e., mailpieces weighing 16 ounces or more to addresses with a 969 ZIP Code™ require a Customs Declaration. These are U.S. Pacific Rim territories such as Guam, the Northern Mariana Islands, and Palau.
- Safety measures.

- Specific handling instructions for some “outside” packages (i.e., packages that are not included in the weekly PFS Priority Mail shipment with letters and flats) by class of service.
- The handling of Post Office™ box enrollments and shipments.

Please circulate this information widely upon receipt.

See the revised “Disposition of Mail Chart (Post Office Copy)” on page 12 in this issue of the *Postal Bulletin* and the revised “Disposition of Mail Chart (Customer Copy)” on page 13 in this issue of the *Postal Bulletin*. Remember to provide each customer enrolling in PFS with a copy of the “Disposition of Mail Chart (Customer Copy).”

PFS Shipping Container

The size and type of Priority Mail container chosen for the weekly PFS Priority Mail shipment is based on the volume of letters and flats to be reshipped. The PFS shipping container chosen on the basis of the letters and flats to be

reshipped should not be changed in order to accommodate packages.

Packages that are not allowed or do not fit within the weekly PFS shipping container are rerouted separately at the class of service originally intended. If there is sufficient room in the weekly PFS shipping container selected for letters and flats, those packages allowed may be included. See sections 3, 4, and 6 for further details on eligibility, rate, and packaging requirements.

An additional Priority Mail container should not be used just to accommodate a package; instead, the package should be rerouted separately outside the weekly PFS shipping container.

APOs and FPOs

All APOs, FPOs, and some U.S. territories and possessions (addresses with a 969 ZIP Code, which are U.S. Pacific Rim territories such as Guam, the Northern Mariana Islands, and Palau) are excluded from the PFS Program. This is because APOs, FPOs, and some U.S. territories and possessions that have a domestic address have content restrictions and Customs Declaration requirements that cannot be fulfilled by Postal Service employees reshipping mail to these addresses via PFS.

There are separate provisions for forwarding mail to APOs, FPOs, and U.S. territories and possessions through the Postal Service's change-of-address service for temporary and permanent moves. These forwarding options provide free alternatives to our customers.

Surface Mail Only

Articles bearing Label 127, *Surface Transportation Only*, or otherwise identified as "surface only" must not be placed in the weekly PFS Priority Mail shipment.

Mail identified as "surface only" will remain in the ground transportation network and be reshipped in the same class of service originally received. Postage-due charges will apply to Standard Mail® and Package Services parcels (see section 6 for details on rate requirements).

Aviation Mail Security and Hazardous Material Procedures

Aviation Mail Security (AVSEC) and Hazardous Material (HAZMAT) procedures apply to all mail, including mail reshipped via PFS. Employees are reminded to be watchful for any indicators that could identify a potential item as an AVSEC or HAZMAT threat and to follow proper procedures for handling such items.

Mailpieces identified as ORMD (Other Regulated Materials — Class "D") or HAZMAT are not to be included in the weekly PFS Priority Mail shipment and will be rerouted at the same class of service initially paid.

Post Office Box Customers

Eligible Post Office box customers enrolling in PFS can choose only the "Household" designation on the PFS application — the "Individual" designation is not allowed. This is consistent with existing forwarding regulations for Post Office boxes. All mail in the Post Office box must be reshipped, and the PFS service request can be initiated only by the box holder.

Packages/Parcels

Express Mail®, *Priority Mail*, and *First-Class Mail®* packages reshipped as an "outside" package are not subject to postage-due charges.

Standard Mail Parcels: Standard Mail parcels (which by definition must be less than 16 ounces) are eligible for inclusion in the weekly PFS Priority Mail shipment if they do not bear markings or indicators that require "surface-only" treatment. Pieces that do not fit into the weekly PFS Priority Mail shipment will be rerouted postage due as an "outside" package at the applicable 1-pound Parcel Post® rate since there is no single-piece Standard Mail rate.

Package Services Parcels (Parcel Post, Bound Printed Matter, Media Mail®, and Library Mail): Package Services parcels are never included in the weekly PFS Priority Mail shipment. Therefore, all Parcel Post, Bound Printed Matter, Media Mail, and Library Mail pieces are to be rerouted postage due as an "outside" package at the level of service initially paid.

— Product Management Direct Mail,
Product Development, 9-15-05

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.

| | 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 Delivery Confirmation) (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) |
|---|---------------------|--|---|--|---|--|--|--|--|--|
| Shape | | | | | | | | | | |
| Letters and Flats | Not included | Not included | Included* | Not included | Included | Included | N/A | Included | Postage Due | Postage Due |
| Parcel (small—fits into PFS package) | Not included | Not included | Included* | Not included | Included | Included | Postage Due | May be included | Postage Due | Postage Due |
| Parcel (too large for PFS package) | Not included | Not included | Not included | Not included | Not included | Not included | Postage Due | Postage Due | Postage Due | Postage Due |

LEGEND:

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

* Include Priority Mail items in the weekly PFS shipment *unless* including the item would delay its arrival at the customer's temporary address.

May be included = Include 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, reroute separately, **postage due**, at the appropriate single-piece Parcel Post rate since Standard Mail single-piece rate is not available.

Not Included = Do not include in weekly PFS shipment. These items are rerouted separately at no additional charge.

N/A = Not applicable — Delivery Confirmation is not available on Standard Mail letters and flats.

Postage Due = Do not include in weekly PFS shipment. These items are sent separately incurring **postage due** charges at the appropriate single-piece rate in the Package Services subclass (e.g., Parcel Post, Bound Printed Matter, Library Mail, Media Mail) in which it was originally mailed (Standard Mail parcels incur postage due charges at the appropriate single-piece Parcel Post rate since there is no single-piece Standard Mail rate). **To avoid incurring postage due charges, customers are encouraged to have Standard Mail parcels and Package Services mail sent directly to their temporary address.**

Revised September 2005

**Premium Forwarding Service (PFS)
Disposition of Mail Chart (Customer Copy)**

This chart identifies what mail could incur additional postage charges.

| Shape | Standard Mail (With Delivery Confirmation™ or other extra service requiring a scan or signature) | Standard Mail (Without Delivery Confirmation) (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 | N/A | Included | Postage Due | Postage Due |
| Parcel (small—fits into PFS package) | Postage Due | May be included | Postage Due | Postage Due |
| Parcel (too large for PFS package) | Postage Due | Postage Due | Postage Due | Postage Due |

LEGEND:

N/A = Not applicable — Delivery Confirmation™ is not available on Standard Mail letters and flats.

Included = Included in weekly PFS Priority Mail® shipment at no additional cost.

May be included = Included in weekly PFS Priority Mail 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 sent separately incurring *postage due* charges at the applicable Parcel Post® rate.

Postage Due = Not included in weekly PFS Priority Mail shipment. These items are sent separately incurring *postage due* charges at the applicable Package Services rate.

NOTE: To avoid incurring postage due charges, customers are encouraged to have Standard Mail parcels and Package Services mail sent directly to their temporary address.

Revised September 2005

Employees

ELM REVISION

Annual Leave Determination

Effective September 15, 2005, *Employee and Labor Relations Manual* (ELM) 512.21, General Policy, is revised to clarify that it is the policy in effect at the time an employee enters a career appointment that determines an employee's annual leave category.

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

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

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

It is also available on the Postal Service Internet:

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

Employee and Labor Relations Manual (ELM)

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Chapter 5 Employee Benefits

510 Leave

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512 Annual Leave

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512.2 Determining Annual Leave Category

512.21 General Policy

[Revise 512.21 to read as follows:]

Annual leave category is determined by using the leave policy in effect at the time an employee enters a career appointment or transfers into the Postal Service.

Both active military and civilian service, as outlined in 512.22 and 512.23, are used in computing the years of service that determine an employee's annual leave category, but leave credit is not allowed for both civilian and military service that cover the same period of time. Other service not counted is listed in 512.24.

* * * * *

— Compensation,
Employee Resource Management, 9-15-05

ELM REVISION

Authorized Type I Uniform Item: All-Weather Gear System

Effective September 15, 2005, the *Employee and Labor Relations Manual* (ELM) is revised to reflect an addition to the requirements for Type 1 uniforms worn by the following employees:

- City letter carriers.
- Clerks performing city letter carrier duties.
- Motor vehicle operators.
- Tractor-trailer operators.
- Driving instructors and examiners.
- Letterbox mechanics.
- Ramp clerks and transfer clerks.

- AMF.
- Area maintenance technician/specialists.
- Maintenance mechanics working as letter box mechanics.

The change adds the all-weather gear system to the Type 1 uniform.

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

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

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

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

It is also available on the Postal Service Internet:

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

Employee and Labor Relations Manual (ELM)

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Chapter 9 Labor Relations

* * * * *

930 Work Clothes and Uniforms

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933 Authorized Uniform Items and Combinations

933.1 Type 1 Uniforms

933.11 Type 1 Items

933.111 Type 1a

* * * * *

[Revise the table by adding the entry for all-weather gear system after the entry for sweater under Items for Men and under Items for Women to read as follows:]

| Items for Men | | | | | |
|-------------------------|--|---|---|---|---|
| Sweater | * | * | * | * | * |
| All-Weather Gear System | Waterproof, breathable parka with permanent hood and reflective trim, vertical corporate emblem, postal navy blue, incorporates two styles of zip-in jacket/liner; heavyweight liner, insulated, fleece lining with reflective trim, vertical corporate emblem, postal navy blue; fleece liner with fabric enforcements with reflective trim and vertical corporate emblem, postal navy blue; waterproof, breathable, detachable hood for parka with insulation and fleece lining, postal navy blue; waterproof and breathable trousers with reflective trim, postal navy blue | | | | |
| | * | * | * | * | * |

| Items for Women | | | | | |
|-------------------------|--|---|---|---|---|
| Sweater | * | * | * | * | * |
| All-Weather Gear System | Waterproof, breathable parka with permanent hood and reflective trim, vertical corporate emblem, postal navy blue, incorporates two styles of zip-in jacket/liner; heavyweight liner, insulated, fleece lining with reflective trim, vertical corporate emblem, postal navy blue; fleece liner with fabric enforcements with reflective trim and vertical corporate emblem, postal navy blue; waterproof, breathable, detachable hood for parka with insulation and fleece lining, postal navy blue; waterproof and breathable trousers with reflective trim, postal navy blue | | | | |
| | * | * | * | * | * |

* * * * *

— *Labor Relations Systems, Labor Relations, 9-15-05*

ELM REVISION

Equivalent Grade Chart

Effective September 15, 2005, *Employee and Labor Relations Manual (ELM)*, Exhibit 418.1, Equivalent Grades, is revised to accommodate the pay schedules for attorneys and executives in the Postal Career Executive Service. These existing pay schedules are included into this chart to support software configuration of the Human Capital Enterprise System (HCES) being developed. The chart describes how different grades are related between pay schedules. When an employee is approved for reassignment into a new pay schedule, the human resources com-

puter system (currently the Complement Management System, soon to be the HCES system) uses this chart to generate the appropriate nature of action code on PS Form 50, *Notification of Personnel Action*.

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

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

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

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

It is also available on the Postal Service Internet:

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

Employee and Labor Relations Manual (ELM)

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Chapter 4 Pay Administration

410 Pay Administration Policy for Nonbargaining Unit Employees

* * * * *

418 Assignment to a Different Salary Schedule

418.1 Equivalent Grades

When an employee is reassigned, reduced in grade, promoted, or otherwise permanently or temporarily changed to a position in another salary schedule, see Exhibit 418.1 for grades that are equivalent for pay purposes. This chart determines the appropriate Nature of Action (NOA) triggered when processing a PS Form 50, *Notification of Personnel Action*. Special salary handling during an involuntary reduction in grade involving bargaining unit employees is performed in accordance with the applicable collective bargaining agreement.

Exhibit 418.1

Equivalent Grades

[Add new columns in Exhibit 418.1 for attorneys and PCES executives to read as follows:]

(See page 55 for exhibit.)

* * * * *

— *Employee Resource Management, Compensation, 9-15-05*

ELM REVISION

Using PostalEASE FEHB Worksheet

Effective September 15, 2004, *Employee and Labor Relations* (ELM) 520, Health Benefits Program, is updated to reflect the adoption of the *PostalEASE* Federal Employees Health Benefits (FEHB) Worksheet for health benefits elections.

Since the development of *PostalEASE* to administer certain employee benefits, the *PostalEASE* FEHB Worksheet rather than Standard Form (SF) 2809, *Health Benefits Election Form*, has been used to document election of participation in health benefits except (1) when the person electing benefits is a family member applying for Temporary Continuation of Coverage or a former spouse seeking spouse equity and (2) when an employee is transferring to another agency.

Accordingly, where appropriate:

- References to SF 2809 are replaced by references to the *PostalEASE* FEHB Worksheet.
- References to the *PostalEASE* FEHB History Report for the employee are added.
- The *PostalEASE* FEHB Worksheet is added to lists of documents being examined or stored.

Other revisions include the following:

- References to the Social Security number are replaced by references to the employee identification number where appropriate.
- The title of PS Form 3111, *Federal Employees Health Benefits (FEHB) Coverage or Termination While in Leave Without Pay (LWOP) Status*, is corrected.
- PS Form 3111 is shown to be available on the Postal Service™ Intranet.
- Minor editorial changes are made for consistency of presentation.

The changes made to ELM 520 do not alter health benefits available to employees, family members, or former spouses.

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)

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Chapter 5 Employee Benefits

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520 Health Benefits Program

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521 Administration and Eligibility

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521.6 Former Spouses

521.61 Eligibility Determination

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521.613 Employing Office Responsibility

[Revise the text of the first paragraph of 521.613 to read as follows:]

The employing office for which the employee worked at the time the marriage dissolved is responsible for accepting the former spouse’s application for health benefits coverage under the FEHB program. The former spouse’s application for health benefits may be in the form of an SF 2809, *Health Benefits Election Form*, letter, or a written statement to the employing office. The application preserves the former spouse’s FEHB enrollment right until the eligibility determination is made.

* * * * *

[Revise the text of 521.613a to read as follows:]

- a. Reviews the SFs 2809, the SFs 2810, *Notice of Change in Health Benefit Enrollment*, and the *PostalEASE* Federal Employees Health Benefits (FEHB) Worksheets in the employee’s official personnel folder (OPF) to determine if the former spouse was covered as a family member in an FEHB enrollment at any time during the 18 months preceding the date of the dissolution of marriage.

* * * * *

523 Registration

* * * * *

523.1 Initial

[Revise the text of 523.1 to read as follows:]

All employees who initially become eligible must register either to enroll or not to enroll in a plan by completing a *PostalEASE* FEHB Worksheet. An employee registering not to enroll is thereafter precluded from enrolling until the occurrence of an event permitting enrollment as stated in 524.52. Except as stated in 523.3, employees must register within 60 days after they become eligible. Each installation has a follow-up system to remind employees of the 60-day deadline for enrolling and to insure that all employees register on a timely basis. See 524.64 for effective date of coverage.

523.2 Employee Declines to Enroll

[Revise the text of 523.2 to read as follows:]

When an employee declines to register or waives enrollment, the employing installation contacts the employee and verifies the employee’s intentions within the 60-day enrollment period, if practicable. If the employee refuses to enroll, the employing installation fills out a *PostalEASE* FEHB Worksheet with the employee’s name, employee identification number, etc. A notation is made in the Remarks section that the employee was contacted but declined to enroll.

523.3 Late Enrollment or Change in Enrollment

* * * * *

523.33 Procedures for Documenting Late Enrollment

[Revise the text of 523.33 to read as follows:]

When an employing office accepts a late enrollment or change in enrollment, it should record in the Remarks section of the *PostalEASE* FEHB Worksheet its determination that the employee was unable to enroll in a timely manner or to change enrollment due to causes beyond the employee’s control, giving the date the employee was notified of the determination. In the case of an employee who is enrolling, it is especially important that this information is documented on the FEHB Worksheet for purposes of meeting the “enrolled from first opportunity or last 5 years” requirement for continuing enrollment after retirement. The employee’s reason for failing to enroll on time need not be stated on the FEHB Worksheet; however, a memo stating the reason should be attached to the OPF copy of the form.

When enrolling for an employee, the representative signs his or her own name on the FEHB Worksheet and adds after it “For [__name of employee__].” The employing office attaches the written authorization to the official personnel folder copy of the FEHB Worksheet and writes “Authorization attached” in the Remarks section of the form.

* * * * *

523.6 Enrollment by a Former Spouse

* * * * *

523.61 Enrollment Form

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[Revise the text of the second paragraph of 523.61 to read as follows:]

The employing office enters the name, date of birth, and employee identification number of the employee in the Remarks section of the SF 2809. The following statement is also included in the Remarks section: "Former spouse is eligible to enroll by authority of the CSR Spouse Equity Act (Public Law 98-615)." An event number is not required in Part C.

* * * * *

523.63 Employing Office Records on Former Spouse

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523.632 Contents of File

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[Revise the text of 523.632d to read as follows:]

- d. The employing office's copy of the SF 2809 or *PostalEASE* FEHB Worksheet documenting the former spouse's enrollment, enrollment changes, or cancellation.

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524 Enrollment

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524.1 Types of Enrollment

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524.12 Self and Family

[Revise the introductory text of 524.12 to read as follows:]

A Self and Family enrollment provides benefits for the enrolled employee and eligible family members. It automatically covers all eligible family members even if they are not listed on the *PostalEASE* FEHB Worksheet and even if the enrolled employee may wish to exclude some of them. An employee's failure to list an eligible family member does not deprive the member of the right to benefits under a family enrollment.

* * * * *

[Revise the text of notes b and c to read as follows:]

- b. The listing on the FEHB Worksheet of a person who is not a family member does not entitle that person to benefits.
- c. If an employee lists on the FEHB Worksheet a person who is not an eligible family member, the employing office explains to the employee that the

person is not eligible for coverage. The ineligible person's name is deleted from the FEHB Worksheet.

* * * * *

524.3 Dual Coverage Restriction

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524.32 Procedures to Be Followed by Employing Office

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[Revise the text of the second paragraph of 524.32 to read as follows:]

If the person whose enrollment must be terminated in order to avoid or eliminate dual coverage refuses to cancel, the employing office cancels the enrollment, identifying the action on the *PostalEASE* FEHB Worksheet as an agency action, and explains the reason for the cancellation.

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524.5 Enrollment or Change in Enrollment

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524.53 Family Changes Affecting Enrollment

524.531 Change in Marital Status

* * * * *

[Revise the text of 524.531c and 524.531d to read as follows:]

- c. *Coverage for New Spouse.* An employee may provide immediate coverage for the new spouse by filing a *PostalEASE* FEHB Worksheet during the pay period before the anticipated date of the marriage. If the effective date of the change is before the marriage, the new spouse is not eligible for coverage until the actual day of the marriage.
- d. *Name Change.* A female employee who enrolls on this basis before the date of her marriage enters her name on an FEHB Worksheet as "Now: [former name] will be: [married name]." An enrolled female employee who changes her enrollment also enters her former name and her new married name. The reason for the change and the date of the marriage is given in the Remarks section of the FEHB Worksheet.

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524.54 Family Changes Not Affecting Enrollment

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524.542 Name Change

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[Revise the text of the second paragraph of the example in 524.542 to read as follows:]

If a female employee with a Self Only enrollment reports a name change due to marriage, the employing office reminds her of the opportunity to change her enrollment. If she decides to change her enrollment, no SF 2810 is required, but a *PostalEASE* FEHB Worksheet is submitted in accordance with 524.531d.

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524.6 Effective Date of Enrollment or Enrollment Change

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524.62 Change to Self Only

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[Revise the text of 524.62a and 524.62b to read as follows:]

- a. If health premiums are paid on an after-tax basis, a change to Self Only may be made at any time. The effective date of the change is the first day of the pay period that begins after the completed *PostalEASE* FEHB Worksheet is received in the employing office. However, a retroactive change may be approved to the first day of the pay period following the one in which there were no family members eligible for coverage if the employee is able to satisfy the agency of that fact.
- b. If health premiums are paid on a pre-tax basis, the employee must provide the local personnel office with documentation showing that he or she had a qualified life status change occur within the past 60 days. The effective date of the change is the first day of the pay period that begins after the completed FEHB Worksheet is received in the employing office.

* * * * *

524.64 All Other Enrollments or Changes in Enrollment

[Revise the text of 524.64 to read as follows:]

All other enrollments or changes in enrollment become effective the first day of the first pay period that begins after the *PostalEASE* FEHB Worksheet is received by the employing office and that follows a pay period during any part of which the employee is in pay status.

524.7 Termination of Enrollment

* * * * *

524.71 Cancellation by Employee

[Revise the text of 524.71 to read as follows:]

The option to cancel enrollment at any time during the year is available only to those employees whose health benefit premiums are paid on an after-tax basis. For those employees with health premiums paid on a pre-tax basis, a cancellation of coverage may only be processed during FEHB Open Season or following a qualified life status change as identified in 524.529. Requests due to qualified life status changes must be received in the local personnel office within 60 days of the life status change. The *PostalEASE* FEHB Worksheet used to cancel enrollment due to a life status change becomes effective the last day of the pay period in which the FEHB Worksheet is received. For information on effective dates, see 524.6.

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525 Special Circumstances Affecting Health Insurance Coverage

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525.1 Office of Workers' Compensation Programs

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525.14 Procedures for Continuation of Enrollment

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525.142 Eligibility for Transfer

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Exhibit 525.142 Transfer of FEHB Enrollment to OWCP

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[Revise the text of the second paragraph of Exhibit 525.142 to read as follows:]

Attached are the employee's health benefits enrollment documents that this agency is forwarding to OWCP as specified in the Federal Employees' Health Benefits Handbook (formerly Supplement 890-1 of the *Federal Employees Personnel Manual*). The documents include the copies of every SF 2809 and SF 2810 in the employee's official personnel folder, beginning with the date of his or her initial enrollment in the FEHB Program, together with any related documentation (such as medical documentation for a disabled child over age 22) and the *PostalEASE* FEHB History Report for the employee. As of the effective date shown above, OWCP is the employing office for this employee.

* * * * *

525.2 Employees in Nonpay Status

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525.22 Payment Required for Periods of Nonpay Status

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525.222 Procedures to Be Followed by Employing Office

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[Revise the text of 525.222a to read as follows:]

- a. As soon as it is determined that an employee will be in a nonpay status, the employing office notifies the employee of the option to continue or terminate the FEHB coverage. PS Form 3111, *Federal Employees Health Benefits (FEHB) Coverage or Termination While in Leave Without Pay (LWOP) Status*, is used for this purpose. This form may be found on the Postal Service Intranet.

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525.3 Military Service

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525.32 Return From Military Service

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525.322 Return in Exercise of Reemployment Rights

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[Revise the text of 525.322b to read as follows:]

- b. Also, if the employee was not enrolled upon entering military duty, the employee may enroll within 31 days after returning to civilian service. The enrollment becomes effective the first day of the pay period that begins after the completed *PostalEASE* FEHB Worksheet is received in the employing office and that follows a pay period during any part of which the employee was in pay status.

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525.4 Coverage Into Retirement

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525.42 Procedures to Be Followed by Employing Office

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525.422 Transferring Enrollment to OPM

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[Revise the text of the third paragraph of 525.422 to read as follows:]

All SFs 2809 and SFs 2810 in the employee's official personnel folder together with the *PostalEASE* FEHB History Report are sent to the Eagan Accounting Service Center

(ASC) with the completed memorandum and any related medical certificates for submission to OPM.

* * * * *

Exhibit 525.422 Memorandum About FEHB Enrollment

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[Revise the text of the second paragraph of Exhibit 525.422 to read as follows:]

As specified in the *Federal Employees Health Benefits Handbook* (formerly Supplement 890-1 of the *Federal Employees Personnel Manual*), attached are copies of every SF 2809 and SF 2810 kept in the employee's official personnel folder, beginning with the date of his or her initial enrollment in the FEHB Program together with any related documentation (such as medical documentation for a disabled child over age 22) and the *PostalEASE* FEHB History Report for the employee. The Remarks section at the end of this memorandum shows pertinent information about the enrollment that is not readily apparent in the FEHB forms documentation.

* * * * *

525.7 Move Outside Service Area of a Comprehensive Plan

[Revise the text of 525.7 to read as follows:]

An employee enrolled in a comprehensive plan (group or individual practice prepayment plan) that moves outside the service area of that plan may change to any other plan available in the area to which he or she is moving and may change options from Self Only to Self and Family. An employee already living outside the service area of the plan that moves farther from the nearest office of the plan in which enrolled may similarly change enrollment. Such a change may be made at any time after the move. The change takes effect on the first day of the pay period after the *PostalEASE* FEHB Worksheet is received by the employing office.

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526 Self-Support Determinations

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526.3 Medical Requirement

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526.32 Medical Certificate

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526.322 Time Limitation

[Revise the text of 526.322 to read as follows:]

The medical certificate for each individual case may be approved for a limited period of time, e.g., 1 year, or it may be approved without time limitation. The health benefits plan is advised of the duration of the approval in the letter to the health benefits plan (see 526.5).

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526.5 Procedures for Notifying the Health Benefits Plan

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526.51 Employing Office

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526.512 New Enrollment

[Revise the text of 526.512 to read as follows:]

For a new enrollment, the medical officer's determination of incapacity is entered in the Remarks section of the PostalEASE FEHB Worksheet.

* * * * *

— Compensation,
Employee Resource Management, 9-15-05

NOTICE

Housekeeping Inspection DVD

A new Housekeeping Inspection DVD is now available for distribution through the Material Distribution Center. Stephen DiNofrio and Thomas Starr, two maintenance operation managers, guide the user through the proper methods for inspecting the different cleaning areas within the Postal Service™ using PS Form 4851, *Housekeeping Inspections*. The inspected areas are divided into 17 user-friendly segments to reference different spaces as needed for individualized applications: Workroom; Toilet; Lunch/Swing Room; Locker Room; Supply/Storage Room; Office; Elevator; Exterior Space; Stairways; Corridor; Shop; Janitor's Closet; Service Lobby; Oil Room; Battery Room; Inactive Storage; Docks, and Pipes, and Ducts; and the component cleaning areas within these spaces.

When their schedule permits, users can select specific cleaning areas to view. Viewing times range from approximately 1 minute to 24 minutes for each cleaning area. Participants should record their training time under course number 17601-07, Housekeeping Inspections. Upon completion of the course, users are able to perform a housekeeping inspection and have knowledge and understanding of cleaning standards as outlined in Handbook MS-47, *Housekeeping Postal Facilities*, that result in a safe and clean facility.

Postmasters, facility managers, and maintenance managers in facilities with custodians should ensure that

management employees conducting the quarterly and annual housekeeping inspection view a copy of the Housekeeping Inspection DVD. This training supports the strategic alignment to improve and enhance the custodial operations.

You can order the Housekeeping Inspection DVD from the Material Distribution Center (MDC) and use touch tone order entry (TTOE): Call 800-332-0317, option 2.

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

Use the following information to order this DVD:

- PSIN:** 07001
- PSN:** 6910-08-000-1430
- Unit of Measure:** EA
- Minimum Order Quantity:** 1
- Quick Pick Number:** N/A
- Bulk Pack Quantity:** N/A
- Price:** \$15.00

— Maintenance Planning and Logistics Policy,
Engineering, 9-15-05

Finance

NOTICE

Household Diary Study

The Postal Service's™ Household Diary Study (HDS), conducted since 1987, provides information about the contents of the mail sent and received by U.S. households. The Postal Service uses this information to help understand why and how customers use the mail. The results are used to:

- Forecast mail volume.
- Plan marketing strategies.
- Provide information for rate-setting purposes.

The HDS is administered at Headquarters by the Office of Demand Forecasting and Economic Analysis, Finance. NuStats, the HDS survey research firm contractor since July 1999, conducts the interviews and collects and analyzes the HDS data throughout the year.

HDS is a two-stage survey. Stage 1 is the Household Interview. NuStats sends an advance letter, signed by the postmaster general, to a representative sample of U.S. households. This letter emphasizes the importance of the HDS and asks for participation. These sample households are contacted either by telephone or in person and asked about the mail they send and receive, their adoption and use of various communications' technologies, their attitudes about mail service in general, and information relating to their household and personal demographics. Those respondent households are recruited to participate in HDS Stage 2.

Stage 2 is the Mail Diary. NuStats asks households that agree to participate in Stage 2 to record information about the mail they send and receive for a 7-day period from Monday to Sunday. Information recorded includes number

of mailpieces received and sent, industry mail source, mail characteristics, and attitudes regarding mail received. As an incentive for HDS Stage 2 participation, households are offered the options of receiving \$30 or a roll of 100 First-Class Mail® stamps.

Customers who participate in Stage 2 of the HDS can expect to receive their incentive about 2 months after they return the diary packet to NuStats.

Data gathered in both HDS stages is available in a final report, *The Household Diary Study — Mail Use and Attitudes*. The report is published in hard copy and a free electronic file. Order forms for the latest HDS report may be obtained via the Postal Service Internet at www.usps.com/householddiary.

For additional information, contact either of the following individuals:

John Pickett

Telephone: 202-268-2641
 Fax: 202-268-6841
 E-mail: john.pickett@usps.gov

John Mazzone

Telephone: 202-268-4169
 Fax: 202-268-6841
 E-mail: john.f.mazzone@usps.gov

Study participants may also contact NuStats directly for help or information at 888-441-8777 or usps@nustats.com.

— Office of Demand Forecasting and Economic Analysis,
 Finance, 9-15-05

POSTMASTER/FIELD GUIDE REVISION

Returned Check Policy

Effective September 15, 2005, the *Postmaster/Field Guide* is revised to update the policies and procedures for returned checks. The Postal Service™ has a national collections contract to collect on non-sufficient funds (NSF) checks returned. Returned NSF checks from the bank are forwarded to Eagan Accounting Service Center (ASC). The Eagan ASC submits returned NSF checks in the amounts of less than \$5,000 to the contractor for the collection process. The Eagan ASC processes all other returned checks.

The Eagan ASC will attempt the collection of returned NSF checks that are written for \$5,000 or more, as well as other non-NSF returned checks, by submitting a written letter to the person or organization that wrote the check. Checks that are not collected are submitted to the check collection agency for additional collection attempts.

All returned checks are debited to a service-wide expense account. Any funds collected are credited to the service-wide expense account. For returned checks that

Postal Service personnel or contract postal unit (CPU) contractors accept without following the Postal Service check acceptance policy, the Eagan ASC charges back the amount to the accepting unit.

The Eagan ASC generates a national bad check list by merging a file of unpaid NSF checks from the contracted collection agency with unpaid checks at the Eagan ASC. The Eagan ASC sorts the list by area and forwards the sorted lists to the district finance managers, who in turn forward their district lists to their district Post Offices™, retail units, contract postal units, and business mail entry units.

We will incorporate these revisions into the next printed edition of the *Postmaster/Field Guide*. The online version is accessible on the Postal Service Intranet:

- Go to <http://blue.usps.gov>.
- Click on the *Inside USPS* tab.
- Under “Finance” in the center column, click on *Accounting Center Support*.
- Under “What’s New with Accounting Services” in the center column, click on *Postmaster/Field Guide*.

(The direct URL for the *Postmaster/Field Guide* is <http://acs.usps.gov/pubs/currentPMGuide.pdf>.)

Postmaster/Field Guide

* * * * *

Returned Check Policy — P&P 116

* * * * *

Procedure

* * * * *

[Revise the returned check procedure to read as follows:]

Collecting on NSF Returned Checks

The Postal Service has a national collections contract to collect on non-sufficient fund (NSF) checks returned. NSF checks are automatically re-deposited as a second attempt for payment by the relationship banks; if the second attempt is not successful, then the relationship bank returns the NSF checks to Eagan Accounting Service Center (ASC). The Eagan ASC submits returned NSF checks in the amounts of less than \$5,000 to the national collection agency. The Eagan ASC processes all other returned checks.

All returned checks are debited to a service-wide expense account. Any funds collected are credited to the service-wide expense account.

The Eagan ASC generates a national bad check list by merging a file of unpaid NSF checks from the collection

agency with unpaid checks at the Eagan ASC. The Eagan ASC sorts the list by areas and forwards the sorted lists to the district finance managers, who in turn forward their district lists to their district Post Offices, postal retail units, contract postal units (CPUs), and business mail entry units (BMEUs).

Assessing Surcharges for Returned Checks

Eagan ASC or the collection agency will add a \$25 fee when pursuing collection efforts.

Processing an Uncollectible Returned Check

The Eagan ASC attempts the collection of returned NSF checks written for \$5,000 or more, and other non-NSF returned checks by submitting a written letter to the person or organization that wrote the check. Checks that are not collected are submitted to the check collection agency for additional collection attempts.

Handling Exceptions

For checks returned from the bank that are determined to be part of a scam to pass bad checks, the Eagan ASC retains original checks and notifies the U.S. Postal Inspection Service.

For returned checks that Postal Service personnel or CPU contractors accepted without following the Postal Service check acceptance policy, the Eagan ASC charges the amount back to the accepting unit. The ASC initiates a Journal Voucher process to credit the service-wide expense account and debit the accepting office finance number expense account. The ASC issues a notification of the expense to the accepting retail unit with an explanation and a copy of the returned check. The retail unit may pursue collection of the amount due, including collection from the Postal Service employee or CPU contractor while adhering to the National Agreement and the Debt Collection Act.

Making Payments Locally

Do not accept local payments for returned checks. Either the national collection agency or the Eagan ASC will mail instructions for payment of returned checks to customers.

Note: This does not apply to checks that the Eagan ASC charges back to the accepting unit.

* * * * *

— *Revenue and Field Accounting,
Finance, 9-15-05*

International Mail

IMM REVISION

Interim Procedures for International Inquiries and Claims to Caribbean and Latin American Countries

Effective September 2, 2005, the *International Mail Manual* (IMM) was revised to reflect interim procedures for handling international inquiries and claims to Caribbean and Latin American countries. Customers and Postal Service™ personnel must send inquiries and claims normally handled by the New Orleans International Claims and Inquiries Office to the San Francisco International Claims and Inquiries Office at the following address:

POSTMASTER
SAN FRANCISCO INTERNATIONAL CLAIMS AND
INQUIRIES OFFICE
PO BOX 7837
SAN FRANCISCO CA 94120-7837

These interim procedures are due to the effects of Hurricane Katrina and will be in effect for an interim basis while the Postal Service evaluates conditions in the Louisiana District. After completing damage assessments, the Postal Service will provide further information concerning the acceptance and processing of international inquiries and claims to Caribbean and Latin American countries.

For countries previously served by the New Orleans International Claims and Inquiries Office, Postal Service personnel should, until further notice, accept PS Form 542, *Inquiry About a Registered Article or an Insured Parcel or an Ordinary Article*, for international registered and insured items *only*, but not for ordinary letter post or ordinary parcel post items. Advise customers that at this time the Postal Service is unable to accept inquiries on ordinary letter post or ordinary parcel post items.

Listed below are the countries for which inquiries and claims are normally handled by the New Orleans International Claims and Inquiries Office but are now being handled on an interim basis by the San Francisco International Claims and Inquiries Office:

Anguilla
Antigua and Barbuda
Argentina
Aruba
Bahamas
Barbados
Belize
Bolivia
Brazil

British Virgin Islands
Cayman Islands
Chile
Colombia
Costa Rica
Cuba
Dominica
Dominican Republic
Ecuador
El Salvador
Falkland Islands
French Guiana
Grenada
Guadeloupe
Guatemala
Guyana
Haiti
Honduras
Jamaica
Martinique
Mexico
Montserrat
Netherlands Antilles
Nicaragua
Panama
Paraguay
Peru
St. Christopher (St. Kitts) and Nevis
St. Lucia
St. Vincent and the Grenadines
Suriname
Trinidad and Tobago
Turks and Caicos Islands
Uruguay
Venezuela

We will incorporate this revision into the printed version of IMM 32 and into the online version of the IMM accessible via Postal Explorer® at <http://pe.usps.com>.

International Mail Manual (IMM)

| | | | | |
|---------------|--|---|---|---|
| * | * | * | * | * |
| 9 | Inquiries, Indemnities, and Refunds | | | |
| | | * | * | * |
| 930 | Indemnity Payments | | | |
| 931 | Adjudication and Approval | | | |
| | | * | * | * |
| 931.2 | International Claims and Inquiries | | | |
| 931.21 | Indemnity Claims for International Insured or Registered Mail | | | |

Indemnity claims relating to international insured or registered mail are adjudicated by the international claims and

inquiries office responsible for the country involved (see Exhibit 931.21).

Exhibit 931.21 International Claims and Inquiries

* * * * *

[Revise the address in item B to read as follows (indicating an interim change from the New Orleans office to the San Francisco office):]

B. Send Forms to (due to the effects of Hurricane Katrina, this is an interim address to be used until further notice):

POSTMASTER
 SAN FRANCISCO INTERNATIONAL CLAIMS AND
 INQUIRIES OFFICE
 PO BOX 7837
 SAN FRANCISCO CA 94120-7837

* * * * *

— *International Postal Affairs,
 International Business, 9-15-05*

Philately

STAMP ANNOUNCEMENT 05-30

Holiday Cookies



Copyright USPS 2004

The Postal Service™ will issue 37-cent, *Holiday Cookies* special stamps in four designs, on October 20, 2005, in Minneapolis, Minnesota, and New York, New York (Mega Stamp Show). The stamps designed by Derry Noyes of

Washington, DC, go on sale nationwide on October 21, 2005.

In celebration of the winter holiday season, the stamps feature festively decorated cookies. Two snowmen, two elves (one sugar cookie and one gingerbread), an angel, and Santa Claus are all part of the delicious fun, adding homemade warmth to seasonal correspondence.

The stamps will be issued in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 567500), a double-sided booklet of 20 stamps (Item 674000), and a folded vending booklet of 20 stamps (Item 674100).

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:

HOLIDAY COOKIES STAMPS
 POSTMASTER
 100 S FIRST ST
 MINNEAPOLIS MN 55401-9998

HOLIDAY COOKIES STAMPS
POSTMASTER
421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9998

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 19, 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

Philatelic Products

There are five philatelic products available for this stamp issue:

- First Day Cover (Set of 4) \$3.00 (Item 567563).
- Digital Color Postmark Random Single Cover \$1.50 (Item 567565).
- Digital Color Postmark (Set of 4 Covers) \$6.00 (Item 567568).
- Holiday Planner w/Stamps, \$14.95 (Item 567587).
- Cancellation Keepsake (FP w/CP Cover Set of 4) \$13.40 (Item 567599).

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 567500, 37-cent Holiday Cookies PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) will receive double their full 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 for their full standard automatic distribution quantity for a PSA sheet stamp using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before October 14, 2005.

| | |
|-------------------------------|--|
| Issue: | <i>Holiday Cookies</i> |
| Item Number: | 567500 |
| Denomination & Type of Issue: | 37-cent Special |
| Format: | Pane of 20 (4 designs) |
| Series: | <i>Holiday</i> |
| Issue Date: | October 20, 2005 |
| Cities: | Minneapolis, MN New York, NY 10199 (Mega Stamp Show) |
| Designer: | Derry Noyes, Washington, DC |
| Photographer: | Sally Andersen-Bruce, New Milford, CT |
| Art Director: | Derry Noyes, Washington, DC |
| Typographer: | Derry Noyes, Washington, DC |
| Modeler: | Donald H. Woo |
| Manufacturing Process: | Offset |
| Engraver: | N/A |
| Printer: | Banknote Corporation of America, Inc./SSP |
| Printed at: | Browns Summit, NC |
| Press Type: | Man Ronald, 300 |
| Stamps per pane: | 20 |
| Print Quantity: | 200 million stamps |
| Paper Type: | Prephosphored, Type II |
| Adhesive Type: | Pressure-sensitive |
| Colors: | Cyan, Magenta, Yellow, PMS 2728 (Blue) |
| Stamp Orientation: | Vertical |
| Image Area (w x h): | 0.750 x 1.030 in./19.050 x 26.26 mm |
| Overall Size (w x h): | 0.910 x 1.190 in./23.11 x 30.22 mm |
| Full Pane Size (w x h): | 5.425 x 5.635 in./137.795 x 143.13 mm |
| Plate Size: | 320 stamps per revolution |
| Plate Numbers: | "S" followed by four (4) single digits |
| Marginal Markings: | © 2004 USPS • Plate block numbers (4 per pane) • Price • Plate position diagram • 4 Barcodes and promotional information on back |

| | |
|-------------------------|--|
| Catalog Item Number(s): | 567520 Holiday Cookies Block of 4 — \$1.48 |
| | 567530 Holiday Cookies Block of 10 — \$3.70 |
| | 567540 Holiday Cookies Full Pane of 20 — \$7.40 |
| | 567563 Holiday Cookies First Day Cover Set of 4 (NY CNC) — \$3.00 |
| | 567565 Holiday Cookies Digital Color Postmark Random Single — \$1.50 |
| | 567568 Holiday Cookies Digital Color Postmark Set of 4 (NY CNC) — \$6.00 |
| | 567569 Holiday Cookies First Day Cover Set of 4 (MN CNC) — \$3.00 |
| | 567579 Holiday Cookies Digital Color Postmark Set of 4 (MN CNC) — \$6.00 |
| | 567587 Holiday Cookies Planner — \$14.95 |
| | 567599 Holiday Cookies Digital Color Postmark Keepsake — \$13.40 |

Philatelic Requirement

SDOs will not receive a separate quantity Item 567500 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 567500 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Chicago, Memphis, and New York APDs will each receive 6,000,000 additional stamps; the San Francisco APD will receive 5,760,000 additional stamps; and the Denver APD will receive 1,600,000 additional stamps. For fulfilling supplemental orders from APDs, the Kansas City Stamp Services Center will receive 20,000,000 additional stamps.

Distribution: Item 674000, \$7.40 Holiday Cookies, PSA Double-Sided Booklet of 20

SDOs will receive approximately one-half their standard automatic distribution quantity for a PSA booklet. Distributions are rounded up to the nearest master carton size (4,000 booklets).

| | |
|-------------------------------|---|
| Issue: | <i>Holiday Cookies</i> |
| Item Number: | 674000 |
| Denomination & Type of Issue: | 37-cent Special |
| Format: | Double-sided Booklet of 20 (4 designs) |
| Series: | <i>Holiday</i> |
| Issue Date: | October 20, 2005 |
| Cities: | Minneapolis, MN New York, NY 10199 (Mega Stamp Show) |
| Designer: | Derry Noyes, Washington, DC |
| Photographer: | Sally Andersen-Bruce, New Milford, CT |
| Art Director: | Derry Noyes, Washington, DC |
| Typographer: | Derry Noyes, Washington, DC |
| Modeler: | Donald H. Woo |
| Manufacturing Process: | Gravure |
| Engraver: | Southern Graphics Systems |
| Printer: | Sennett Security Products (SSP) |
| Printed at: | American Packaging Corporation, Columbus, WI |
| Press Type: | Rotomek 5, 3000 |
| Stamps per Booklet: | 20 |
| Print Quantity: | 800 million stamps |
| Paper Type: | Prephosphored, Type II |
| Adhesive Type: | Pressure-sensitive |
| Processed at: | Unique Binders, Fredericksburg, VA |
| Colors: | Magenta, Yellow, Cyan, PMS 2728 (Blue) |
| Stamp Orientation: | Vertical |
| Image Area (w x h): | 0.76 x 1.04 in./19.30 x 26.67 mm |
| Overall Size (w x h): | 0.91 x 1.19 in./23.11 x 30.22 mm |
| Booklet Size (w x h) : | 1.823 x 7.50 in /46.30 x 190.50 mm |
| Plate Size: | 288 stamps per revolution |
| Plate Numbers: | "S" followed by four (4) single digits |
| Marginal Markings: | |
| Stamps Side: | "© 2004 USPS" • Plate Numbers |
| On Cover: | • "four different designs" • Price • Barcode |
| Catalog Item Number(s): | 674040 Holiday Cookies Double-Sided Book — \$7.40 674063 Holiday Cookies First Day Cover Set of 4 (NY Cancellation) — \$3.00 674065 Holiday Cookies Digital Color Postmark Random Single — \$1.50 674068 Holiday Cookies Digital Color Postmark Set of 4 (NY Cancellation) — \$6.00 674069 Holiday Cookies First Day Cover Set of 4 (MN Cancellation) — \$3.00 674079 Holiday Cookies Digital Color Postmark Set of 4 (MN Cancellation) — \$6.00 |

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-half their full standard automatic distribution quantity for a PSA booklet using PS Form 17. SDOs must not distribute stamps to Post Offices before October 14, 2005.

Philatelic Requirement

SDOs will not receive a separate quantity Item 674000 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 booklets must requisition Item 674000 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the San Francisco, Chicago, Memphis, and New York APDs will each receive 1,000,000 additional booklets; the Denver APD will receive 300,000 additional booklets.

Distribution: Items 674100 and 674111, \$7.40 Holiday Cookies, PSA Folded Vending Book of 20 (for Vending Use Only)

SDOs will receive automatic distributions of the *Holiday Cookies* folded vending books of 20, both straight packaging (Item 674100) and crisscross packaging (Item 674111). Distributions are rounded up to the nearest master carton size (4,500 books for straight; 3,000 books for crisscross).

Initial Supply to Post Offices

SDOs *will not* make a subsequent automatic distribution to Post Offices. *Only* Post Offices equipped with the appropriate self-service vending machines may order Items 674100 and 674111 from their designated SDO using a separate PS Form 17. SDOs must not distribute stamps to Post Offices before October 14, 2005.

Additional Supply

Authorized Post Offices, requiring additional books for restocking of the appropriate self-service vending machines, must requisition them from their designated SDO using PS Form 17. SDOs requiring additional books must order them from the appropriate APD using PS Form 17.

For fulfilling supplemental orders from SDOs, APDs will receive additional quantities of the vendible straight books (Item 674100) and crisscross books (Item 674111).

| | |
|-------------------------------|--|
| Issue: | <i>Holiday Cookies</i> |
| Item Number: | 674100 |
| Denomination & Type of Issue: | 37-cent Special |
| Format: | Vending Booklet of 20 (4 designs) |
| Series: | <i>Holiday</i> |
| Issue Date: | October 20, 2005 |
| Cities: | Minneapolis, MN New York, NY 10199 (Mega Stamp Show) |
| Designer: | Derry Noyes, Washington, DC |
| Photographer: | Sally Andersen-Bruce, New Milford, CT |
| Art Director: | Derry Noyes, Washington, DC |
| Typographer: | Derry Noyes, Washington, DC |
| Modeler: | Donald H. Woo |
| Manufacturing Process: | Gravure |
| Engraver: | Southern Graphics Systems |
| Printer: | Sennett Security Products (SSP) |
| Printed at: | American Packaging Corporation, Columbus, WI |
| Press Type: | Rotomek 5, 3000 |
| Stamps per Booklet: | 20 |
| Print Quantity: | 100 million stamps |
| Paper Type: | Prephosphored, Type II |
| Adhesive Type: | Pressure-sensitive |
| Processed at: | Unique Binders, Fredericksburg, VA |
| Colors: | Magenta, Yellow, Cyan, PMS 2728 (Blue) |
| Stamp Orientation: | Vertical |
| Image Area (w x h): | 0.7198 x 0.832 in./18.28 x 21.13 mm |
| Overall Size (w x h): | 0.8698 x 0.982 in./22.09 x 24.94 mm |
| Booklet Size (w x h) : | 1.7396 x 10.375 in./44.18 x 263.52 mm |
| Plate Size: | 480 stamps per revolution |
| Plate Numbers: | "S" followed by four (4) single digits |
| Marginal Markings: | N/A |
| On Cover | Stamp image • "© 2004 USPS" • Plate Numbers • "Holiday Cookies" • "Twenty 37-cent Self-adhesive Stamps" • "four different designs" • Price • Barcode • Web site address • Promotional text • USPS Logo |
| Catalog Item Number(s): | 674140 Holiday Cookies Vending Book of 20 — \$7.40 |

— Stamp Services,
Government Relations, 9-15-05

UPDATE

Stamp Announcement 05-25, Let's Dance/Bailemos Stamps

For the article "Stamp Announcement 05-25: Let's Dance/Bailemos Stamps" in *Postal Bulletin* 22161 (8-18-05, pages 49–51), the addresses for sending requests for first day of issue postmarks were not available at the time of the *Postal Bulletin* printing.

The addresses are now available and are provided below:

LETS DANCE BAILEMOS STAMPS
POSTMASTER
2200 NW 72 AVE
MIAMI FL 33152-9998

LETS DANCE BAILEMOS STAMPS
421 8TH AVE RM 2029B
NEW YORK NY 10199-9998

— Stamp Services,
Government Relations, 9-15-05

UPDATE

Greta Garbo Stamp

In the article "Stamp Announcement 05-27: Greta Garbo Stamp" in *Postal Bulletin* 22161 (8-18-05, pages 54–55), the address for sending requests for first day of issue postmarks was not available at the time of the printing of the *Postal Bulletin*.

The address is now available and is provided below:

GRETA GARBO STAMP
POSTMASTER
SPECIAL EVENTS UNIT
421 8TH AVE RM 2029B
NEW YORK NY 10199-9998

The cancellations for Stockholm, Sweden, should also be sent to the New York address.

In addition, Item 458496, Swedish Souvenir Sheet, mentioned in the stamp announcement is not available.

— Stamp Services,
Government Relations, 9-15-05

CORRECTION

Jim Henson the Man Behind the Muppets Stamps

In the article "Stamp Announcement 05-28: Jim Henson the Man Behind the Muppets Stamps" in *Postal Bulletin* 22162 (9-1-05, page 95), the name of 1 of the 13 Muppet

characters was misspelled as "Camille the Chicken." The correct spelling is "Camilla the Chicken."

— Stamp Services,
Government Relations, 9-15-05

Pictorial Postmarks Announcement

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

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

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

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

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

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

The following postmark has been extended for 60 days.



July 17, 2005
 Casa Labadie/Municipio Moca
 ESTACION CENTENARIO
 POSTMASTER
 PICTORIAL CANCELLATION COORDINATOR
 585 AVE FD ROOSEVELT STE 223
 SAN JUAN PR 00936-9996



August 3–September 3, 2005
Bobbie Sainz
 PLAYA STATION
 POSTMASTER
 350 FOREST AVE
 LAGUNA BEACH CA
 92651-9998



August 20, 2005
Postal Service
 FLY MARKET STATION
 POSTMASTER
 7117 W HARRY ST
 WICHITA KS 67276-9998



August 19–21, 2005
Museum of African American History
 40TH ANNIVERSARY
 STATION
 POSTMASTER
 1401 W FORT ST RM 902-1
 DETROIT MI 48233-1715-9998



August 25–27, 2005
Kingston Days Committee
 SHOW CAR STATION
 POSTMASTER
 PO BOX 9998
 KINGSTON MI 48741-9998



August 20, 2005
Portage Womens' Civic League
 FRIENDSHIP VILLAGE
 STATION
 POSTMASTER
 PO BOX 9998
 PORTAGE WI 53901-9998



August 26, 2005
SELLERSBURG CELEBRATES SWEET SIXTEEN STATION
 POSTMASTER
 315 E UTICA ST
 SELLERSBURG IN
 47172-9998



August 27, 2005
Vevay, Indiana 47043

August 27, 2005
City of Vevay — Swiss Wine Festival
SWISS WINE FESTIVAL STATION
POSTMASTER
104 W PIKE ST
VEVAY IN 47043-9998



RIVERSIDE CHURCH FREEDOM STATION
AUGUST 30, 2005 -- NEW YORK, NY 10027

August 30, 2005
To Form A More Perfect Union
RIVERSIDE CHURCH
FREEDOM STATION
POSTMASTER
SPECIAL EVENTS
JAF BLDG
421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9998



AUGUST 27, 2005
KALAMAZOO COUNTY
FAIRGROUNDS
KALAMAZOO, MI
49001

August 27, 2005
Kalamazoo Scottish Festival
KALAMAZOO SCOTTISH
FESTIVAL STATION
POSTMASTER
PO BOX 9998
OSHTIMO MI 49077-9998



To Form A More Perfect Union
"A dream as yet unfulfilled"
Flat Rock AME Church Station
Fayetteville, GA 30215
September 1, 2005

September 1, 2005
Flat Rock AME Church
TO FORM A MORE PERFECT
UNION FLAT ROCK AME
CHURCH STATION
POSTMASTER
250 E GEORGIA AVE
FAYETTEVILLE GA
30214-9998



August 27, 2005
Vancouver, WA 98661

August 27, 2005
Vancouver National Historic
Reserve Trust and Federal
Department of Defense
CELEBRATE FREEDOM
STATION
POSTMASTER PHILATELIC
SERVICES
PO BOX 9998
VANCOUVER WA 98661-9998



60th Anniversary
of the Surrender
of Japan

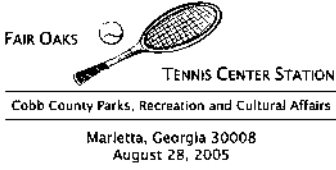
September 2-4, 2005
BALPEX STATION
MANAGER MOWS
900 EAST FAYETTE ST
BALTIMORE MD 21233-9715



August 28, 2005
Carlisle Productions
CORVETTES AT CARLISLE
STATION
POSTMASTER
PO BOX 9998
CARLISLE PA 17013-9998



September 2-5, 2005
Postal Service
ROLLAG STATION
POSTMASTER
206 MAIN AVE ST
COLFAX ND 58018-9998



Marletta, Georgia 30008
August 28, 2005

August 28, 2005
Cobb County Parks,
Recreation, and Cultural Affairs
FAIR OAKS TENNIS CENTER
STATION
MANAGER CUSTOMER
SERVICES
SPRAYBERRY BRANCH
2886 SANDY PLAINS RD
MARIETTA GA 30066-9998



September 3, 2005
Postal Service
DELBARTON HOMECOMING
COMMITTEE STATION
POSTMASTER
PO BOX 9998
DELBARTON WV 25670-9998



August 28, 2005
Lichety Split Group
CLASSIC CAR STATION
POSTMASTER
PO BOX 9998
GOBLES MI 49055-9998



September 3-9, 2005
Postal Service
1891 STATION
POSTMASTER
6635 E US 10
WALHALLA MI 49458-9998



Sandwich Rotary Club 60548
65 YEARS ROTARY STATION
1940-2005 AUG 29 2005
"service above self"

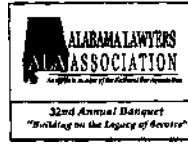
August 29, 2005
Sandwich Rotary Club
SANDWICK ROTARY STATION
POSTMASTER
22 N EDDY ST
SANDWICH IL 60548-9998



September 7, 2005
Postal Service
TO FORM A MORE PERFECT
UNION STATION
POSTMASTER
323 BELLEVILLE AVE
BREWTON AL 36426-9998



September 8, 2005
 Postal Service
 CHILD HEALTH STATION
 PHILATELIC UNIT
 1165 2ND AVE
 DES MOINES IA 50318-9998



September 10, 2005
 Postal Service
 TO FORM A MORE PERFECT
 UNION STATION
 POSTMASTER
 351 24TH ST N
 BIRMINGHAM AL 35203-9998



September 8-11, 2005
 Upper 469 QWL-EI
 COVERED BRIDGE FESTIVAL
 STATION
 POSTMASTER
 160 N CHIPPEWA ST
 ROANN IN 46974-9998



September 10, 2005
 Alto Festival Committee
 ALTO FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 ALTO MI 49302-9998



September 9-11, 2005
 South Vienna Elementary
 School
 CORN FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 SOUTH VIENNA OH
 45369-9998



September 10, 2005
 SPANFERKEL STATION
 POSTMASTER
 PO BOX 9998
 MINDORO WI 54644-9998



September 9-25, 2005
 PUYALLUP FAIR STATION
 POSTMASTER
 204 2ND ST SW
 PUYALLUP WA 98371-9998

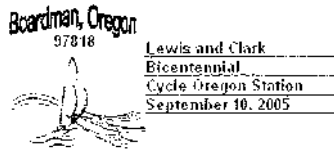


September 10, 2005
 Sesquicentennial
 Station
 Postmaster
 McLean, IL
 61754

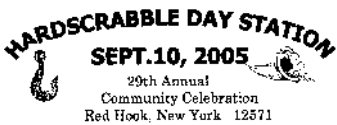
September 10, 2005
 McLean Sesquicentennial
 Committee
 A COMMUNITY
 CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 MCLEAN IL 61754-9998



September 10, 2005
 Whiting Community
 WHITING COMMUNITY
 FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 WHITING VT 05778-9998



September 10, 2005
 Boardman Chamber of
 Commerce and the Postal
 Service
 CYCLE OREGON STATION
 POSTMASTER PHILATELIC
 SERVICE
 PO BOX 9998
 BOARDMAN OR 97818-9998



September 10, 2005
 HARDSCRABBLE DAY
 STATION
 POSTMASTER
 PO BOX 9998
 RED HOOK NY 12571-9998



GOLDEN STATION
 September 10, 2005
 Wolf Creek, OR 97497

September 10, 2005
 Golden Coyote Wetlands Inc.
 GOLDEN STATION
 POSTMASTER
 PO BOX 9998
 WOLF CREEK OR 97498-9998



September 10, 2005
 Tri County Ruritan
 FLATWOODS FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 BENNETT NC 27208-9998



September 10, 2005
 Warren County Fair
 FAIRFIELD VILLAGE STATION
 POSTMASTER
 102 E COURT SQ
 MCMINNVILLE TN 37110-9998

(Article continued on page 57.)

Fraud Alert

Domestic Orders

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

| State, City ZIP Code | Names and Addresses Covered | Product |
|--------------------------------|--|---|
| CA, Granada Hills 91394-3973 | C.L.A.S., P.O. Box 33973 | The sale of discounted postage stamps |
| CA, Los Angeles 90035-0225 | Kim Jones d/b/a Creative Job Opportunities, Inc. and/or Creative Job Opportunities, P.O. Box 351702 | An envelope stuffing scheme |
| CA, West Sacramento 95691-2201 | Eric Tureaud d/b/a Board of Minutes and Resolutions, 813 Harbor Boulevard, PMB 190 | A false billing scheme |
| NV, Las Vegas 89117-5772 | Sapphire Marketing Development or Sapphire Marketing/Orientation, 9101 W. Sahara Avenue, PMB 105-G21 | A work at home, income opportunity scheme |

— Judicial Officer, 9-15-05

Withholding of Mail Orders

Withholding of Mail Orders are enforced by postmasters at the cities listed below.

| State, City ZIP Code | Names and Addresses Covered |
|-----------------------------|--|
| CA, Los Angeles 90048-5104 | Any and All of Various Names Including Alexander Finley, 6230 Wilshire Boulevard, PMB 855 |
| CA, Santa Monica 90403-5400 | Any and All of Various Names Including Alexander Finley, 1223 Wilshire Boulevard, PMB 1501 |

— Judicial Officer, 9-15-05

ADD INSURANCE

TO PROTECT A VALUABLE PACKAGE



usps.com



| | | | | | | | | | | | | |
|--------|---------------|--------|---------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 770408 | 800230 | 840292 | 853602 | 901924 | 906013 | 911025 | 921107 | 927448 | 937262 | 941748 | 951908 | 970803 |
| 770731 | 801415 | 840485 | 853675 | 902028 | 906151 | 913028 | 921297 | 927581 | 937365 | 941759 | 951964 | 970862 |
| 770804 | 802111 | 840496 | 871009 | 902125 | 906275 | 913065 | 921361 | 927642 | 937579 | 941771 | 952256 | 970868 |
| 770816 | 802232 | 840584 | 871049 | 902211 | 906319 | 913072 | 921422 | 928146 | 939099 | 941777 | 954106 | 970947 |
| 770903 | 802256 | 840602 | 871658 | 902319 | 906350 | 913113 | 921423 | 928436 | 940014 | 945722 | 954353 | 971013 |
| 771492 | 802267 | 840610 | 871664 | 902323 | 906359 | 913314 | 921564 | 928473 | 940132 | 945951 | 958103 | 980698 |
| 771826 | 802384 | 841041 | 871676 | 902500 | 906560 | 913473 | 921566 | 928797 | 940165 | 948263 | 958118 | 980814 |
| 771966 | 802390 | 841120 | 883001 | 902986 | 906613 | 913711 | 921756 | 930003 | 940270 | 948331 | 958128 | 982206 |
| 773027 | 803142 | 841129 | 883101 | 903130 | 906624 | 914343 | 921834 | 930031 | 940305 | 948396 | 958252 | 982567 |
| 775336 | 805401 | 841243 | 891218 | 903213 | 906642 | 914882 | 922308 | 930045 | 940339 | 948529 | 958668 | 983097 |
| 775345 | 805455 | 841247 | 891637 | 903598 | 906911 | 914884 | 922351 | 930208 | 940397 | 948539 | 958748 | 992672 |
| 775391 | 805495 | 841251 | 891754 | 903846 | 906918 | 915479 | 924424 | 930268 | 940420 | 948568 | 968162 | 995274 |
| 776015 | 810015 | 841278 | 895258 | 904025 | 906922 | 915541 | 924614 | 930306 | 940548 | 948604 | 968439 | 995291 |
| 778355 | 811022 | 841709 | 895496 | 904070 | 906930 | 915560 | 925041 | 931064 | 940708 | 948629 | 968925 | 995769 |
| 782125 | 811050 | 841806 | 898036 | 904162 | 907066 | 915689 | 925125 | 931437 | 941139 | 948666 | 968946 | |
| 782315 | 815089 | 841881 | 900014 | 904176 | 907374 | 915697 | 926082 | 931616 | 941146 | 948680 | 969034 | |
| 787124 | 815118 | 843080 | 900091 | 904207 | 907579 | 915706 | 926278 | 931925 | 941508 | 949075 | 969061 | |
| 799008 | 816110 | 844103 | 900271 | 904216 | 907619 | 916001 | 926332 | 932566 | 941538 | 949211 | 969127 | |
| 799010 | 816233 | 844169 | 900282 | 904352 | 907634 | 917065 | 926425 | 932749 | 941541 | 949622 | 969134 | |
| 799012 | 820620 | 844236 | 900291 | 904502 | 907640 | 917152 | 926851 | 932769 | 941569 | 950549 | 969138 | |
| 799014 | 826124 | 846003 | 900323 | 904722 | 907712 | 917263 | 926879 | 932774 | 941579 | 950564 | 969142 | |
| 799016 | 833270 | 847049 | 900429 | 904763 | 907808 | 917424 | 926906 | 933309 | 941653 | 950953 | 969144 | |
| 799099 | 837143 | 847059 | 900437 | 904779 | 907962 | 918016 | 927196 | 933409 | 941672 | 950986 | 969148 | |
| 799148 | 840250 | 847150 | 900478 | 904787 | 907996 | 920029 | 927300 | 934266 | 941678 | 951029 | 970522 | |
| 799189 | 840287 | 853191 | 900705 | 904788 | 910016 | 920244 | 927321 | 935005 | 941681 | 951877 | 970607 | |

— Product Information Requirements, Product Development, 9-15-05

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

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

| | | | |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| 010 504 1932 to 1999 | 043 205 5922 to 5999 | 373 006 2176 to 2199 | 395 970 3240 to 3299 |
| 011 582 1889 to 1899 | 044 087 3457 to 3499 | 374 768 2600 to 2699 | 397 622 4054 to 4099 |
| 011 588 2900 to 3099 | 044 087 4000 to 4099 | 375 169 4400 to 4599 | 397 819 8902 to 8999 |
| 012 579 5675 to 5699 | 045 524 4121 to 4298 | 375 829 3400 to 3499 | 398 149 7200 to 7699 |
| 013 289 6176 to 6199 | 046 800 9870 to 9899 | 375 851 9100 to 9199 | 399 070 0872 to 0899 |
| 013 610 0014 to 0099 | 047 352 4000 to 4099 | 376 196 0911 to 0999 | 399 156 7119 to 7199 |
| 014 932 1000 to 1099 | 048 383 7650 to 7659 | 378 085 3679 to 3699 | 399 203 5064 to 5099 |
| 014 972 0800 to 0899 | 048 396 3647 to 3699 | 378 351 1063 to 1099 | 399 296 9910 to 9999 |
| 015 363 0065 to 0099 | 051 774 8857 to 8899 | 379 843 5100 to 5199 | 399 396 8935 to 8999 |
| 017 028 3200 to 3299 | 051 781 2875 to 2885 | 380 093 9600 to 9699 | 399 792 7775 to 7799 |
| 018 569 5333 to 5399 | 051 977 7010 to 7023 | 380 165 1165 to 1199 | 399 792 8300 to 8399 |
| 018 986 5264 to 5299 | 057 670 0563 to 0599 | 381 325 4500 to 4599 | 400 427 1051 to 1999 |
| 019 518 2814 to 2899 | 058 187 3836 to 3899 | 381 604 2510 to 2699 | 401 045 1505 to 1549 |
| 020 698 5159 to 5199 | 058 591 1153 to 1299 | 381 645 9525 to 9599 | 401 045 1571 to 1599 |
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| 022 021 9110 to 9181 | 060 406 7650 to 7699 | 383 892 1382 to 1399 | 401 382 5312 to 5399 |
| 022 037 1411 to 1499 | 064 091 4500 to 4599 | 384 925 3641 to 3654 | 402 578 7876 to 7899 |
| 022 527 9201 to 9210 | 065 392 6345 to 6399 | 385 568 2331 to 2399 | 403 125 6744 to 6799 |
| 023 637 7169 to 7199 | 066 099 2014 to 2099 | 385 599 7554 to 7575 | 403 260 7000 to 7499 |
| 024 380 4100 to 4199 | 066 648 2880 to 2899 | 385 774 2024 to 2099 | 403 280 6470 to 6499 |
| 024 496 6870 to 6896 | 066 787 3639 to 3699 | 386 624 1412 to 1599 | 403 685 8600 to 8699 |
| 025 092 0987 to 0999 | 066 845 7500 to 9999 | 386 883 8936 to 8999 | 404 003 0300 to 0399 |
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| 025 729 1643 to 1799 | 068 895 0334 to 0399 | 388 828 0656 to 0699 | 404 347 5356 to 5399 |
| 026 492 3180 to 3199 | 070 724 4488 to 4499 | 389 696 2400 to 2799 | 404 347 5548 to 5599 |
| 027 361 0430 to 0499 | 070 841 9181 to 9199 | 389 846 3104 to 3135 | 404 726 4500 to 4599 |
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| 027 671 8762 to 8776 | 071 179 9800 to 9899 | 389 887 9211 to 9230 | 405 325 0188 to 0198 |
| 027 787 9886 to 9899 | 071 386 3682 to 3699 | 389 887 9234 to 9299 | 406 009 4587 to 4599 |
| 027 965 9487 to 9499 | 072 045 9641 to 9699 | 390 001 3182 to 3199 | 406 260 6830 to 6899 |
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| 030 701 3442 to 3499 | 078 823 8312 to 8399 | 391 783 3020 to 3599 | 407 692 9100 to 9299 |
| 031 077 4507 to 4799 | 079 807 2342 to 2399 | 391 792 6100 to 6199 | 407 959 2190 to 2199 |
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| | | | | | | | |
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| 411 922 2322 to | 2399 | 432 168 8419 to | 8499 | 455 221 1348 to | 1499 | 471 985 2408 to | 2419 |
| 412 193 0900 to | 0999 | 432 708 6800 to | 6999 | 455 364 2147 to | 2199 | 472 191 6700 to | 6799 |
| 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 |
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| 419 543 0286 to | 0299 | 441 199 1655 to | 1699 | 459 378 5764 to | 5799 | 476 331 2480 to | 2499 |
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| 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 |
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| 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 |
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| 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 |
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| 424 871 6600 to | 6699 | 452 855 6471 to | 6499 | 466 798 6056 to | 6067 | 483 363 7207 to | 7299 |
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| 425 418 4269 to | 4299 | 452 900 8215 to | 8238 | 468 079 5782 to | 5799 | 483 486 5100 to | 5199 |
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| 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 |

| | | | | | | | |
|------------------------|-------------|------------------------|-------------|------------------------|-------------|------------------------|-------------|
| 488 173 7900 to | 7999 | 604 086 0880 to | 0899 | 625 088 6735 to | 6799 | 644 085 8157 to | 8199 |
| 488 206 4100 to | 4199 | 604 349 1414 to | 1499 | 625 916 9500 to | 9799 | 644 112 9839 to | 9899 |
| 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 |
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| 489 311 1930 to | 1999 | 607 728 1276 to | 1299 | 627 776 2500 to | 2599 | 644 901 1325 to | 1399 |
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| 603 490 7200 to | 7299 | 623 819 5006 to | 5099 | 642 355 8308 to | 8999 | 656 305 2448 to | 2499 |
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| 659 846 7837 to | 7899 | 685 154 7780 to | 7789 | 701 578 7475 to | 7499 | 834 354 8824 to | 8838 |
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| 660 673 0400 to | 0599 | 685 623 5264 to | 5299 | 701 605 5913 to | 5999 | 835 496 7303 to | 7399 |
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| 661 716 9420 to | 9499 | 685 757 8452 to | 8499 | 701 695 4227 to | 4299 | 837 672 8967 to | 8999 |
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| 670 369 7336 to | 7399 | 691 664 2400 to | 2499 | 740 255 1718 to | 1799 | 845 656 8165 to | 8199 |
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| 671 046 6200 to | 6399 | 692 798 1800 to | 1899 | 740 470 2420 to | 2443 | 845 746 2618 to | 2635 |
| 671 251 5448 to | 5499 | 693 249 0779 to | 0799 | 740 523 7432 to | 7449 | 846 390 7531 to | 7599 |
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| 862 271 0800 to 0999 | 902 198 9769 to 9799 | 912 057 9922 to 9999 | 922 280 2019 to 2099 |
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| 863 871 5138 to 5199 | 902 985 0833 to 0899 | 913 605 2218 to 2299 | 922 773 0459 to 0499 |
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| 869 523 7033 to 7099 | 908 622 4225 to 4235 | 917 089 0709 to 0799 | |

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,
 Postal Inspection Service, 9-15-05

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.

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| 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 | 767 024 341 to 4 370 | 792 903 511 to 3 990 |
| 751 757 641 to 7 700 | 760 118 191 to 8 250 | 767 326 471 to 6 590 | 793 282 518 to 2 533 |
| 751 936 951 to 7 010 | 760 155 001 to 5 090 | 767 332 561 to 2 950 | 794 041 831 to 2 040 |
| 751 951 861 to 1 890 | 760 378 002 to 8 020 | 768 009 841 to 9 960 | 794 397 709 to 7 780 |
| 751 999 021 to 9 110 | 760 692 722 to 2 749 | 768 011 489 to 1 520 | 794 581 741 to 2 040 |
| 752 139 516 to 9 570 | 761 055 460 to 5 480 | 768 177 980 to 7 990 | 794 592 122 to 2 150 |
| 752 182 892 to 2 950 | 761 169 781 to 9 810 | 768 391 081 to 1 170 | 795 032 251 to 2 340 |
| 752 206 861 to 7 100 | 761 504 941 to 5 120 | 768 661 569 to 1 650 | 795 796 291 to 6 350 |
| 752 295 241 to 5 600 | 761 516 836 to 6 910 | 769 000 051 to 0 080 | 796 070 139 to 0 160 |
| 752 731 351 to 1 410 | 761 613 588 to 3 600 | 769 050 841 to 0 900 | 796 143 151 to 3 630 |
| 752 767 441 to 7 470 | 761 688 631 to 8 690 | 769 159 081 to 9 178 | 796 159 725 to 9 740 |
| 753 008 941 to 9 030 | 761 805 199 to 5 240 | 769 737 496 to 7 510 | 796 169 306 to 9 340 |
| 753 194 311 to 4 370 | 761 826 106 to 6 120 | 769 778 491 to 8 730 | 796 373 406 to 3 430 |
| 753 620 378 to 0 400 | 761 881 171 to 1 560 | 769 827 331 to 7 450 | 796 602 961 to 3 050 |
| 754 013 917 to 3 940 | 761 975 641 to 5 670 | 770 216 071 to 6 100 | 796 708 441 to 8 500 |
| 754 161 061 to 1 120 | 761 975 886 to 5 895 | 770 723 281 to 3 400 | 796 886 281 to 6 430 |
| 754 358 445 to 8 610 | 762 304 144 to 4 170 | 770 790 451 to 0 480 | 796 901 701 to 2 000 |
| 754 410 451 to 0 660 | 762 324 931 to 4 960 | 770 915 150 to 5 490 | 796 975 466 to 5 590 |
| 754 438 393 to 8 410 | 762 439 261 to 9 290 | 771 455 551 to 5 610 | 797 272 917 to 2 950 |
| 754 493 109 to 3 130 | 762 524 158 to 4 220 | 771 609 661 to 9 690 | 797 519 441 to 9 460 |
| 754 664 182 to 4 220 | 762 584 872 to 4 970 | 771 932 551 to 2 580 | 797 519 731 to 0 240 |
| 754 816 377 to 6 470 | 762 593 431 to 3 460 | 772 057 224 to 7 440 | 797 535 181 to 5 330 |
| 755 487 421 to 7 600 | 763 155 160 to 5 180 | 772 162 660 to 3 070 | 798 040 053 to 0 080 |
| 755 592 901 to 3 140 | 763 178 631 to 8 660 | 772 718 615 to 8 640 | 798 055 813 to 5 830 |
| 755 790 020 to 0 030 | 763 506 001 to 6 060 | 772 940 140 to 0 160 | 798 055 891 to 5 950 |
| 755 791 730 to 1 800 | 763 522 141 to 2 470 | 772 970 886 to 0 940 | 798 326 371 to 6 520 |
| 755 926 951 to 7 070 | 763 717 694 to 7 800 | 773 009 419 to 9 430 | 798 339 167 to 9 210 |
| 755 934 332 to 4 510 | 763 826 461 to 6 520 | 773 112 031 to 2 060 | 798 562 411 to 2 440 |
| 755 957 701 to 8 000 | 763 900 460 to 0 471 | 773 125 387 to 5 410 | 798 632 461 to 2 490 |
| 755 962 981 to 3 280 | 763 900 479 to 0 530 | 773 179 320 to 9 410 | 798 807 151 to 7 510 |
| 756 035 371 to 5 490 | 763 917 271 to 7 750 | 773 202 989 to 3 140 | 798 944 761 to 5 030 |
| 756 301 257 to 1 290 | 764 125 801 to 5 860 | 773 208 991 to 9 290 | 799 118 616 to 8 640 |
| 756 371 565 to 1 580 | 764 284 525 to 4 560 | 773 231 311 to 1 340 | 799 133 191 to 3 220 |
| 756 876 031 to 6 120 | 764 526 241 to 6 330 | 773 348 739 to 8 940 | 799 177 626 to 7 650 |
| 756 876 151 to 6 240 | 764 526 241 to 6 330 | 773 348 739 to 8 940 | 799 854 751 to 5 200 |
| 756 970 129 to 0 140 | 764 601 421 to 1 600 | 773 575 891 to 5 950 | 800 044 320 to 4 410 |
| 757 059 613 to 9 630 | 764 650 231 to 0 470 | 773 852 971 to 3 030 | 800 211 901 to 2 440 |
| 757 078 540 to 8 560 | 764 984 371 to 4 850 | 789 257 191 to 7 250 | 800 427 530 to 7 540 |
| 757 086 209 to 6 240 | 765 003 667 to 3 680 | 790 448 020 to 8 460 | 800 872 741 to 2 830 |
| 757 240 591 to 0 650 | 765 042 517 to 2 540 | 790 597 485 to 7 530 | 801 349 801 to 9 830 |
| 757 277 371 to 7 700 | 765 194 728 to 4 970 | 790 911 883 to 1 900 | 801 676 681 to 7 100 |
| 757 291 591 to 2 730 | 765 387 365 to 7 450 | 791 057 441 to 7 550 | 802 967 821 to 7 940 |
| 757 964 251 to 4 280 | 765 541 801 to 2 100 | 791 239 081 to 9 290 | 803 217 601 to 7 780 |
| 758 067 001 to 7 090 | 765 541 801 to 2 100 | 791 374 483 to 4 500 | 803 729 731 to 9 850 |
| 758 105 221 to 5 250 | 765 638 461 to 8 970 | 791 387 971 to 8 030 | 803 747 402 to 7 520 |
| 758 324 941 to 5 000 | 765 647 101 to 7 190 | 791 447 521 to 7 850 | 804 138 181 to 8 420 |
| 758 593 628 to 3 650 | 765 813 781 to 4 029 | 791 451 151 to 1 240 | 804 682 411 to 2 710 |
| 758 709 038 to 9 060 | 765 879 314 to 9 390 | 791 451 151 to 1 240 | 805 272 525 to 2 540 |
| 758 744 101 to 4 160 | 765 954 001 to 4 030 | 791 500 009 to 0 470 | 805 523 445 to 3 460 |
| 758 850 883 to 0 900 | 766 120 286 to 0 320 | 791 771 431 to 1 490 | 805 745 704 to 5 730 |
| 758 860 951 to 1 550 | 766 125 716 to 5 750 | 792 004 293 to 4 320 | 806 452 907 to 2 980 |
| 759 152 851 to 2 880 | 766 125 716 to 5 750 | 792 018 379 to 8 420 | 806 744 781 to 4 850 |
| 759 740 941 to 1 090 | 766 158 824 to 8 840 | 792 070 621 to 0 740 | 807 764 791 to 4 910 |
| | 766 388 433 to 8 460 | 792 145 211 to 5 230 | 808 089 931 to 9 960 |
| | 766 509 421 to 9 660 | 792 391 381 to 1 620 | |
| | 766 572 901 to 3 020 | 792 452 779 to 2 790 | |
| | 766 748 500 to 8 521 | 792 772 728 to 2 770 | |

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, 9-15-05*

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, 9-15-05*

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 09201 | Activate | Immediately | A1-B-B1-C-C1-D-F-F1-H-M-R-R1-X-Y |
| APO AE 09351 | Activate | Immediately | A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z |
| APO AE 09369 | Activate | Immediately | A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z |
| FPO AE 09376 | Activate | Immediately | A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z |
| FPO AE 09595 | Add B1 | Immediately | A1-B-B1-V |
| FPO AE 09596 | Add B1 | Immediately | A1-B-B1-V |
| FPO AE 09599 | Add B1 | Immediately | A1-B-B1-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 | 09227 | 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 | 09229 | A1-B-B1-C-D-U |
| 09009 | A1-B-B1-C-D-U | 09080 | A1-B-B1-C-D-U | 09140 | A1-B-B1-C-D-U | 09237 | A1-B-B1-C-D-U-V |
| 09012 | A1-B-B1-C-D-F-F1-U | 09081 | A1-B-B1-C-D-U | 09142 | A1-B-B1-C-D-U | 09244 | A1-B-B1-C-D-U |
| 09013 | A1-B-B1-C-D-F-F1-U-Z1 | 09086 | A1-B-B1-C-D-U | 09143 | A1-B-B1-C-D-U | 09245 | 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 | 09250 | 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 | 09252 | A1-B-B1-C-D-U |
| 09028 | A1-B-B1-C-D-U | 09094 | A1-B-B1-C-D-F-F1 | 09166 | A1-B-B1-C-D-U | 09261 | 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 | 09262 | 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 | 09263 | 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 | 09264 | A1-B-B1-C-D-U |
| 09036 | A1-B-B1-C-D-U | 09100 | A1-B-B1-C-D-U | 09175 | A1-B-B1-C-D-U | 09265 | A1-B-B1-C-D-N-U |
| 09042 | A1-B-B1-C-D-U | 09102 | A1-B-B1-C-D-U | 09177 | A1-B-B1-C-D-U | 09266 | 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 | 09267 | A1-B-B1-C-D-U |
| 09046 | A1-B-B1-C-D-U | 09104 | A1-B-B1-C-D-U | 09182 | A1-B-B1-C-D-U | 09301 | A-A1-B-B1-C1-E2-F-H1-M-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 | 09302 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 |
| 09053 | A1-B-B1-C-D-U | 09110 | A1-B-B1-C-D-U | 09185 | A1-B-B1-C-D-U | 09303 | A-A1-B-B1-C1-E2-F-H1-M-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 | 09201 | A1-B-B1-C-C1-D-F-F1-H-M-R-R1-X-Y | 09307 | A1-B-B1-N-V-Z1 |
| 09058 | A1-B-B1-C-D-U | 09123 | A1-B-B1-C-D-U | 09211 | A1-B-B1-C-D-U | 09308 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1 |
| 09059 | A1-B-B1-C-D-U | 09126 | A1-B-B1-C-D | 09212 | A1-B-B1-C-D-U-V | | |
| 09060 | A1-B-B1-C-D-U | 09128 | A1-B-B1-C-D-U | 09213 | A1-B-B1-C-D-U | | |
| 09063 | A1-B-B1-C-D-L-U | 09131 | A1-B-B1-C-D-U | 09214 | A1-B-B1-C-D-U | | |
| 09067 | A1-B-B1-C-D-U | 09136 | A1-B-B1-C-D | 09225 | A1-B-B1-C-D-U | | |
| 09069 | A-A1-B-B1-C-D-U | 09137 | A1-B-B1-C-D-U | 09226 | A1-B-B1-C-D-U | | |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|---------------------------------------|--------------|--------------------------------------|--------------|---------------------------------------|--------------|---------------------|
| 09309 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09342 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09375 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1 | 09498 | A1-B-B1-C-C1-U |
| 09311 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09344 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09376 | A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z | 09499 | A1-B-B1-C-C1-U |
| 09312 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 | 09345 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09378 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09501 | A1-B-B1-V |
| 09314 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09346 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09379 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09502 | A1-B-B1-V |
| 09315 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09347 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09380 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 | 09503 | A1-B-B1-V |
| 09316 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09348 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09381 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09504 | A1-B-B1-V |
| 09317 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09350 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09383 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09505 | A1-B-B1-V |
| 09318 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09351 | A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z | 09384 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09506 | A1-B-B1-V |
| 09319 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 | 09352 | A-A1-B-B1-C1-E2-F-H1-R-R1-V-Z1 | 09386 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1 | 09507 | A1-B-B1-V |
| 09320 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09353 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09387 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1 | 09508 | A1-B-B1-V |
| 09321 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09354 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09388 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1 | 09509 | A1-B-B1-V |
| 09322 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 | 09355 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09389 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1 | 09510 | A1-B-B1-V |
| 09323 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09356 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09390 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09511 | A1-B-B1-V |
| 09324 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 | 09357 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09391 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09517 | A1-B-B1-V |
| 09325 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09358 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09393 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09524 | A1-B-B1-V |
| 09326 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09359 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09395 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09532 | A1-B-B1-V |
| 09327 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09360 | A1-B-B1-V | 09396 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09534 | A1-B-B1-V |
| 09328 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09361 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09397 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09543 | A1-B-B1-V |
| 09329 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1 | 09362 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09399 | A1-B-B1-C-F-V-Z1 | 09545 | A1-B-B1-V |
| 09330 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09363 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09409 | A1-B-B1-C-C1-U-V | 09549 | A1-B-B1-V |
| 09331 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09364 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09420 | A1-B-B1-C-C1-U | 09550 | A1-B-B1-V |
| 09332 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09365 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09421 | A1-B-B1-C-C1-U | 09554 | A1-B-B1-V |
| 09333 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09366 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09447 | A1-B-B1-C-C1-U-V | 09556 | A1-B-B1-V |
| 09334 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09367 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09454 | A1-B-B1-C-C1-U-V | 09557 | A1-B-B1-V |
| 09336 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 | 09368 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09456 | A1-B-B1-C-C1-H-H1-M-Z1 | 09564 | A1-B-B1-V |
| 09337 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09369 | A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z | 09459 | A1-B-B1-C-C1-U | 09565 | A1-B-B1-V |
| 09338 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09371 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09461 | A1-B-B1-C-C1-U | 09566 | A1-B-B1-V |
| 09339 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09372 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09463 | A1-B-B1-C-C1-U | 09567 | A1-B-B1-V |
| 09340 | A-A1-B-B1-C1-F-R-V | 09374 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09464 | A1-B-B1-C-C1-U | 09568 | A1-B-B1-V |
| | | | | 09466 | A1-B-B1-C-C1-U | 09569 | A1-B-B1-V |
| | | | | 09468 | A1-B-B1-C-C1-U | 09570 | A1-B-B1-V |
| | | | | 09469 | A1-B-B1-C-C1-U | 09573 | A1-B-B1-V |
| | | | | 09470 | A1-B-B1-C-C1-U | 09574 | A1-B-B1-V |
| | | | | 09494 | A1-B-B1-C-C1-U | 09575 | A1-B-B1-V |
| | | | | 09496 | A1-B-B1-C-C1-U-V | 09576 | A1-B-B1-V |
| | | | | | | 09577 | A1-B-B1-V |
| | | | | | | 09578 | A1-B-B1-V |
| | | | | | | 09579 | A1-B-B1-V |
| | | | | | | 09581 | A1-B-B1-V |
| | | | | | | 09582 | A1-B-B1-V |
| | | | | | | 09586 | A1-B-B1-V |
| | | | | | | 09587 | A1-B-B1-V |
| | | | | | | 09588 | A1-B-B1-V |
| | | | | | | 09589 | A1-B-B1-V |
| | | | | | | 09590 | A1-B-B1-V |
| | | | | | | 09591 | A1-B-B1-V |
| | | | | | | 09593 | A1-B-B1-V |
| | | | | | | 09594 | A1-B-B1-V |
| | | | | | | 09595 | A1-B-B1-V |
| | | | | | | 09596 | A1-B-B1-V |
| | | | | | | 09599 | A1-B-B1-V |
| | | | | | | 09601 | A1-B-B1-C-F-F1-U |
| | | | | | | 09602 | A1-B-B1-C-F-F1-N-U |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|---|-------------|---|-------------|---|-------------|-----------------------------------|
| 09603 | A1-B-B1-C-F-F1-U | 09725 | A1-B-B1-C | 09814 | A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1 | 09889 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 |
| 09604 | A1-B-B1-C-F-F1-U | 09726 | A1-B-B1-N-U | 09815 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09890 | A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1 |
| 09609 | A1-B-B1-C-F-U | 09727 | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 | 09816 | A-A1-B-B1-B2-C-C1-D-F-I-L-M-N-Q-R-R1-T-V-Z-Z1 | 09892 | A-A1-B-B1-F-N-R-R1-V-Z1 |
| 09610 | A1-B-B1-C-F-U | 09728 | A1-B-B1-C-F1-U-V | 09817 | A-A1-B-B1-B2-C-C1-D-E2-E3-F1-G-H-H1-I-M-N-R-R1-T-V-Z-Z1 | 09898 | A1-B-B1-E2-F-H1-R-R1-U2-V-Z1 |
| 09612 | A1-B-B1-C-F-U | 09729 | A1-B-B1-N-U-V | 09819 | A-A1-B-F-P-V-Z1 | 34002 | A1-B-B1-N-U-Z1 |
| 09613 | A1-B-B1-C-F-U-V | 09730 | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 | 09821 | A-A1-B-F-V-Z1 | 34006 | A-A1-B-B1-C1-F1-N-V-Z1 |
| 09617 | A1-B-B1-C-F-U | 09731 | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 | 09822 | A-A1-B-F-V-Z1 | 34007 | A-A1-B-B1-C1-F1-V-Z1 |
| 09618 | A1-B-B1-C-F-U | 09732 | A1-B-B1-N-V-Z1 | 09823 | A-A1-B-F-V-Z1 | 34008 | A-A1-B-B1-C1-F1-V-Z1 |
| 09619 | A1-B-B1-C-F-U | 09733 | A1-B-B1-V | 09824 | A-A1-B-F-V-Z1 | 34019 | A-B-M-N-V-Z1 |
| 09620 | A1-B-B1-C-F-U | 09734 | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 | 09825 | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 | 34020 | A1-B-B1-M-N-V-Z1 |
| 09621 | A1-B-B1-C-F-U | 09735 | A1-B-B1-N-V-Z1 | 09827 | A-A1-B-B1-F-F1 | 34021 | A1-B-M-N-V-Z1 |
| 09622 | A1-B-B1-C-F-U | 09736 | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 | 09828 | A1-B-N-V-Z1 | 34022 | A1-B-B1-D-F-M-N-V-Z1 |
| 09623 | A1-B-B1-C-F-U | 09737 | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 | 09830 | A1-B-B1-C-N-V-Z1 | 34023 | A1-B-B1-M-N-V-Z1 |
| 09624 | A1-B-B1-C-F-U | 09738 | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 | 09831 | A1-B-B1-F-N-U-V-Z1 | 34024 | A1-B-B1-M-N-V-Z1 |
| 09625 | A1-B-B1-C-F-U | 09739 | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 | 09832 | A-B-B1-U1-V-Z1 | 34025 | A1-B-B1-F-N-U-V-Z1 |
| 09626 | A1-B-B1-C-F-U | 09740 | A-A1-B-B1-C1-E2-F-F1-M-Z1 | 09833 | A1-B-B1-U1-V-Z1 | 34030 | A1-B-B1-M-N-V-Z1 |
| 09627 | A1-B-B1-C-F-U | 09777 | A-A1-B-B1-C-E1-N | 09834 | A1-B-B1-V-Z1 | 34031 | A1-B-B1-M-N-V-Z1 |
| 09628 | A1-B-B1-C-F-F1-U-V | 09779 | A-A1-B-B1-F-R-V | 09835 | A-A1-B-B1-V-Z1 | 34032 | A1-B-M-N-V-Z1 |
| 09630 | A1-B-B1-C-F-U-V | 09780 | A-A1-B-B1-F-R-V | 09836 | A-A1-B-B1-C-F-M-V-Z1 | 34033 | A1-B-C-F-M-N-V-Z1 |
| 09631 | A1-B-B1-C-F-U | 09788 | A-A1-B-B1-F-R-V | 09837 | A1-B-B1-V-Z1 | 34034 | A1-B-B1-M-N-V-Z1 |
| 09636 | A1-B-B1-C-F-U | 09789 | A-A1-B-B1-F-R-V | 09838 | A1-B-B1-V-Z1 | 34035 | A1-B-B1-H-M-N-V-Z1 |
| 09642 | A1-B-B1-N-U | 09790 | A-A1-B-B1-C1-F-R-V | 09839 | A-A1-B-B1-U-V-Z1 | 34036 | A1-B-M-N-V-Z1 |
| 09643 | A1-B-B1-U | 09793 | A-A1-B-B1-F-R-V | 09840 | A-A1-B-B1-V-Z1 | 34037 | A1-B-B1-C-F-H-I-M-N-V-Z-Z1 |
| 09644 | A1-B-B1-U | 09797 | A1-B-B1-C-D-P-V | 09841 | A-A1-B-B1-U-Z1 | 34038 | A1-B-B1-M-N-V-Z1 |
| 09645 | A1-B-U | 09799 | A-A1-B-B1-C1-E2-F-F1-M-Z1 | 09842 | A-A1-B-B1-Z1 | 34039 | A1-B-N-V-Z1 |
| 09647 | A1-B-B1-N-U | 09801 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09843 | A-A1-B-B1-U-V-Z1 | 34040 | A1-B-V-Z1 |
| 09648 | A1-B-B1-N-U-V-Z1 | 09802 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1 | 09844 | A-A1-B-B1-U-V-Z1 | 34041 | A1-B-B1-M-N-U-V-Z1 |
| 09649 | A1-B-B1-U | 09803 | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1 | 09852 | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-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 | 09804 | A-A1-B-B1-F-Z1 | 09853 | A1-B-B1-E2-F-H1-R-R1-U2-V-Z1 | 34043 | A1-B-B1-D-F-M-N-V-Z1 |
| 09703 | A1-B-B1-C-F1-U | 09806 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09855 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 | 34050 | A1-B-V |
| 09704 | A1-B-B1-C-D-V | 09807 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09856 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 34055 | A1-B-N-V-Z1 |
| 09705 | A1-B-B1-U | 09808 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09858 | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1 | 34058 | A1-B-B1-V-Z1 |
| 09706 | A1-B-B1-C-N-U-V | 09811 | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1 | 09865 | A-A1-B-B1-V-Z1 | 34071 | A1-B-I-M-N-V-Z |
| 09707 | A1-B-B1-C-N-U-V | 09812 | A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1 | 09868 | A-A1-B-B1-U-V-Z1 | 34076 | A1-B-B1-F1-N-V-Z1 |
| 09708 | A1-B-B1 | | | 09874 | A-A1-B-B1-U-V-Z1 | 34078 | A1-B-B1-F1-N-V-Z1 |
| 09709 | A1-B-B1-F1 | | | 09869 | A-A1-B-B1-C1-I-V-Z-Z1 | 34079 | A1-B-B1-F1-N-V-Z1 |
| 09710 | A1-B-B1-C-C1-F1-M-R-R1-U | | | 09877 | A-A1-B-B1-C1-I-V-Z-Z1 | 34090 | A1-B-V |
| 09711 | A1-B-B1-F1-Z1 | | | 09878 | A-A1-B-B1-C1-I-V-Z-Z1 | 34091 | A1-B-V |
| 09713 | A1-B-B1-C-F1 | | | 09880 | A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1 | 34092 | A1-B-V |
| 09714 | A1-B-B1-C-C1-F1-M-R-R1-U | | | | | 34093 | A1-B-V |
| 09715 | A1-B-B1-F1 | | | | | 34095 | A1-B-V |
| 09716 | A1-B-B1-C-D-N-U-V | | | | | 34098 | A1-B-V |
| 09717 | A1-B-B1-M-W | | | | | 34099 | A1-B-V |
| 09718 | A1-B-B1-F-I-N-U-V | | | | | 96201 | A-A1-B |
| 09719 | A1-B-B1-C-F1-V | | | | | | |
| 09720 | A1-B-B1-U-V | | | | | | |
| 09721 | A1-B-B1-N-U-V-Z1 | | | | | | |
| 09723 | A1-B-B1-N-U-V-Z1 | | | | | | |
| 09724 | A1-B-B1-C-C1-F1-M-R-R1-U | | | | | | |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|-------------------------|-------------|---|-------------|---|-------------|---|
| 96202 | A-A1-B1-U-V | 96330 | A1-B-B1-M-W | 96511 | A1-B-B1-I-N-V | 96612 | A1-B-V |
| 96203 | A-A1-B | 96336 | A1-B-B1-M-V-W | 96515 | A1-B-B1-F | 96613 | A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1 |
| 96204 | A-A1-B-B1 | 96337 | A1-B-B1-M-W | 96517 | A1-B-B1-F-U3-V | 96614 | A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1 |
| 96205 | A-A1-B-B1-U | 96338 | A1-B-B1-M-W | 96518 | A1-B-B1-V | | |
| 96206 | A-A1-B-B1-U | 96339 | A1-B-B1-M-V-W | 96520 | A1-B-F-U3-V | | |
| 96207 | A-A1-B-B1-V | 96343 | A1-B-B1-M-W | 96521 | A1-B-F-N | | |
| 96208 | A-A1-B-B1-U | 96347 | A1-B-B1-F-F1-F2-M- W | 96522 | A1-B-F-N-U | 96615 | A1-B-V |
| 96212 | A-A1-B-B1-U | 96348 | A1-B-B1-F-F1-F2-M- W | 96530 | A-A1-B-B1-H-M-N-U- V | 96616 | A-A1-B-B1-V-Z1 |
| 96213 | A-A1-B-B1-U | | | 96531 | A-A1-B-B1-H-M-U-V | 96617 | A1-B-V |
| 96214 | A-A1-B-B1-U | 96349 | A1-B-B1-F-F1-F2-M- W | 96534 | A-A1-B-F | 96619 | A1-B-V |
| 96215 | A-A1-B-B1-U-V | | | 96535 | A-A1-B-B1-F-V | 96620 | A1-B-V |
| 96217 | A-A1-B-B1-U-V | 96350 | A1-B-B1-F-F1-F2-M- W | 96536 | A1-B-B1-V | 96621 | A1-B-V |
| 96218 | A-A1-B-B1-U | | | 96537 | A1-B-B1-V | 96622 | A1-B-V |
| 96219 | A-A1-B-B1-U-V | 96351 | A1-B-B1-F-F1-F2-M- W | 96538 | A1-B-B1-V | 96623 | A1-B-V |
| 96220 | A-A1-B-B1-U-V | | | 96540 | A1-B-B1-V | 96624 | A1-B-V |
| 96221 | A-A1-B-B1-U-V | 96362 | A1-B-B1-F-F1-F2-M- W | 96541 | A1-B-B1-V | 96628 | A1-B-V |
| 96224 | A-A1-B-B1-U | | | 96542 | A1-B-B1-V | 96629 | A1-B-V |
| 96251 | A-A1-B-B1-U | 96365 | A1-B-B1-M-V-W | 96543 | A1-B-B1-P-V | 96634 | A1-B-V |
| 96257 | A-A1-B-B1-U | 96367 | A1-B-B1-L-M-W | 96544 | A1-B-F-N-U3-V | 96635 | A1-B-V |
| 96258 | A-A1-B-B1-U | 96368 | A1-B-B1-M-W | 96546 | A1-B-F-U3 | 96643 | A1-B-V |
| 96259 | A-A1-B-B1-U | 96370 | A1-B-B1-F-F1-F2-M- W | 96548 | A-A1-B-B1-H-M-U | 96657 | A1-B-V |
| 96260 | A-A1-B-B1-U | | | 96549 | A-A1-B-B1-H-M-U | 96660 | A1-B-V |
| 96262 | A-A1-B-B1-U-V | 96372 | A1-B-B1-M-W | 96550 | A-A1-B-B1-H-M-U-V | 96661 | A1-B-V |
| 96264 | A-A1-B-B1-U | 96373 | A1-B-B1-M-W | 96551 | A-A1-B-B1-H-M-U | 96662 | A1-B-V |
| 96266 | A-A1-B-B1-U | 96374 | A1-B-B1-M-W | 96553 | A-A1-B-B1-H-M-N-U- V | 96663 | A1-B-V |
| 96267 | A-A1-B-B1-U-V | 96375 | A1-B-B1-M-W | | | 96664 | A1-B-V |
| 96269 | A-A1-B-B1-U | 96376 | A1-B-B1-M-W | 96554 | A-A1-B-B1-H-M-U | 96665 | A1-B-V |
| 96271 | A-A1-B-B1-U | 96377 | A1-B-B1-M-W | 96555 | A1-B-B1-F-M-V | 96666 | A1-B-V |
| 96275 | A-A1-B-B1-V | 96378 | A1-B-B1-M-W | 96557 | A1-B-B1-F-M-V | 96667 | A1-B-V |
| 96276 | A-A1-B-B1 | 96379 | 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 | 96668 | A1-B-V |
| 96278 | A-A1-B-B1-U | 96384 | A1-B-B1-M-W | | | 96669 | A1-B-V |
| 96283 | A-A1-B-B1-U | 96386 | 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 | 96670 | A1-B-V |
| 96284 | A-A1-B-B1-U-V | 96387 | A1-B-B1-M-W | | | 96671 | A1-B-V |
| 96297 | A-A1-B-B1-U | 96388 | A1-B-B1-M-W | 96595 | A1-B-B1-V | 96672 | A1-B-V |
| 96306 | A1-B-B1-F-F1-F2-M- W | 96401 | A1-B-B1-F-N-V-Z1 | 96598 | A1-B-B1-N-V | 96673 | A1-B-V |
| 96309 | A1-B-B1-M-V-W | 96424 | A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1 | 96599 | A1-B-B1-V | 96674 | A1-B-V |
| 96310 | A1-B-B1-M-W | | | 96601 | A1-B-V | 96675 | A1-B-V |
| 96311 | A1-B-B1-M-W | 96425 | A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1 | 96602 | A1-B-V | 96677 | A1-B-V |
| 96313 | A1-B-B1-F-F1-F2-M- W | | | 96603 | A1-B-V | 96678 | A1-B-V |
| 96319 | A1-B-B1-M-W | 96426 | A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1 | 96604 | A1-B-V | 96679 | A1-B-V |
| 96321 | A1-B-B1-F-F1-F2-M- W | | | 96605 | A1-B-O-V | 96681 | 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 | 96606 | A1-B-V | 96682 | A1-B-V |
| 96323 | A1-B-B1-M-V-W | | | 96607 | A1-B-V | 96683 | A1-B-V |
| 96326 | A1-B-B1-M-W | 96490 | A1-B-B1-V | 96608 | A1-B-V | 96684 | A1-B-V |
| 96328 | A1-B-B1-M-W | 96507 | A-A1-B-F-V | 96609 | A1-B-V | 96686 | A1-B-V |
| | | 96510 | A1-B-B1-I-N-V | 96610 | A1-B-V | 96687 | A1-B-V |
| | | | | 96611 | A1-B-V | 96698 | A1-B-V |

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM 601.11.1.2c. 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 601.11.2 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 601.8.0, 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.



HIGH TEMPERATURE + HIGH HUMIDITY + PHYSICAL WORK = HEAT ILLNESS

Heat Exhaustion Symptoms

- Headaches
- Dizziness or Lightheadedness
- Weakness
- Mood changes such as irritability, confusion, or the inability to think straight
- Upset stomach
- Vomiting
- Decreased or dark-colored urine
- Fainting or passing out
- Pale, clammy skin

Actions to Take

- Act immediately. If not treated, heat exhaustion may advance to heat stroke or death.
- Move the victim to a cool, shaded area to rest. Don't leave the person alone. If symptoms include dizziness or lightheadedness, lay the victim on his or her back and raise the legs 6 to 8 inches. If symptoms include nausea or upset stomach, lay the victim on his or her side.
- Loosen and remove any heavy clothing.
- Have the person drink cool water (about a cup every 15 minutes) unless sick to the stomach.
- Cool the person's body by fanning and spraying with a cool mist of water or applying a wet cloth to the person's skin.
- Call 911 for emergency help if the person does not feel better in a few minutes.



NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released August 2, 2005, by the Federal Retirement Thrift Investment Board

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

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

| 2004 MONTHLY RETURNS | G Fund | F Fund | LBA Bond Index | C Fund | S&P 500 Stock Index | S Fund | Wilshire 4500 Stock Index | I Fund | EAFE Stock Index |
|----------------------|--------|--------|----------------|--------|---------------------|--------|---------------------------|--------|------------------|
| Sept. | 0.38 | 0.29 | 0.27 | 1.11 | 1.08 | 3.92 | 3.84 | 2.05 | 2.61 |
| Oct. | 0.38 | 0.87 | 0.84 | 1.52 | 1.53 | 1.85 | 1.85 | 3.94 | 3.41 |
| Nov. | 0.28 | -0.86 | -0.80 | 4.08 | 4.05 | 6.96 | 6.98 | 6.16 | 6.83 |
| Dec. | 0.38 | 0.97 | 0.92 | 3.36 | 3.40 | 4.17 | 4.27 | 4.38 | 4.39 |

| 2005 MONTHLY RETURNS | G Fund | F Fund | LBA Bond Index | C Fund | S&P 500 Stock Index | S Fund | Wilshire 4500 Stock Index | I Fund | EAFE Stock Index |
|-----------------------|-------------|-------------|----------------|--------------|---------------------|--------------|---------------------------|--------------|------------------|
| Jan. | 0.37 | 0.58 | 0.63 | -2.40 | -2.44 | -3.39 | -3.39 | -1.87 | -1.83 |
| Feb. | 0.37 | -0.57 | -0.59 | 2.06 | 2.10 | 2.04 | 1.94 | 4.34 | 4.32 |
| March | 0.37 | -0.48 | -0.51 | -1.71 | -1.77 | -1.86 | -1.92 | -2.52 | -2.51 |
| April | 0.37 | 1.35 | 1.35 | -1.90 | -1.90 | -3.72 | -3.65 | -2.27 | -2.35 |
| May | 0.37 | 1.05 | 1.08 | 3.15 | 3.18 | 6.05 | 5.96 | -0.40 | 0.05 |
| June | 0.28 | 0.56 | 0.55 | 0.16 | .14 | 3.37 | 3.26 | 1.86 | 1.33 |
| July | 0.37 | -0.84 | -0.91 | 3.67 | 3.72 | 5.59 | 5.63 | 3.07 | 3.07 |
| Aug. | 0.37 | 1.23 | 1.28 | -0.90 | -0.91 | -1.01 | -1.15 | 3.23 | 2.53 |
| LAST 12 MONTHS | 4.37 | 4.18 | 4.15 | 12.57 | 12.56 | 25.86 | 25.45 | 23.77 | 23.58 |

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

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

accrued investment management fees as well. The returns for the four indexes shown do not include any of these deductions.
* Implemented May 2001.

See next page for new L Funds.

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

| L Funds | | | | | |
|---------------------------------|---------------|---------------|---------------|---------------|-----------------|
| 2005 MONTHLY RETURNS | L 2040 | L 2030 | L 2020 | L 2010 | L Income |
| Aug.* | 0.07 | 0.07 | 0.15 | 0.16 | 0.17 |

* Returns for August are from inception on August 1, 2005.
The L Funds are invested in the five individual TSP funds.

2005 International and Military Mail Christmas Mailing Dates

To ensure delivery of holiday cards and packages by December 25 to military APO/FPO addresses overseas and to international addresses, we suggest that mail be entered by the recommended mailing dates listed below. Beat the last-minute rush and take your mail to your U. S. Post Office® by these suggested dates.

| Military Mail Addressed To | Express Mail® Military Service (EMMS) ¹ | First-Class Mail® Letters/Cards | Priority Mail® | Parcel Airlift Mail (PAL) ² | Space Available Mail (SAM) ³ | Parcel Post® |
|----------------------------|--|---------------------------------------|-------------------|--|---|-----------------|
| APO/FPO AE ZIPs 090-092 | Dec 19 | Dec 10 | Dec 10 | Dec 3 | Nov 26 | Nov 12 |
| APO/FPO AE ZIP 093 | N/A | Dec 5 | Dec 5 | Dec 3 | Nov 26 | Nov 12 |
| APO/FPO AE ZIPs 094-098 | Dec 19 | Dec 10 | Dec 10 | Dec 3 | Nov 26 | Nov 12 |
| APO/FPO AA ZIPs 340 | Dec 19 | Dec 10 | Dec 10 | Dec 3 | Nov 26 | Nov 12 |
| APO/FPO AP ZIPs 962-966 | Dec 19 | Dec 10 | Dec 10 | Dec 3 | Nov 26 | Nov 12 |

¹EMMS: Express Mail Military Service is available to selected military post offices. Check with your local Post Office to determine if this service is available to your APO/FPO of address.

²PAL: PAL is a special service that provides air transportation for parcels on a space-available basis. It is available for Parcel Post items not exceeding 30 pounds in weight or 60 inches in length and girth combined. The applicable PAL fee must be paid in addition to the regular surface rate of postage for each addressed piece sent by PAL service.

³SAM: Parcels paid at Parcel Post postage rates are first transported domestically by surface and then to overseas destinations by air on a space-available basis. The maximum weight and size limits are 15 pounds and 60 inches in length and girth combined.

| International Mail Addressed to | Global Express Guaranteed® (GXG) ⁴ | Global Express Mail® (GEM) ⁵ | Global Priority Mail® (GPM) ⁶ | Global Airmail® Letters and Cards | Global Airmail Parcel Post | Global Economy® (Surface) |
|------------------------------------|--|--|---|--|----------------------------------|---------------------------------|
| Africa | Dec 19 | Dec 10 | Dec 7 | Dec 5 | Dec 5 | Oct 14 |
| Asia / Pacific Rim | Dec 19 | Dec 16 | Dec 14 | Dec 12 | Dec 12 | Oct 28 |
| Australia / New Zealand | Dec 19 | Dec 16 | Dec 14 | Dec 12 | Dec 12 | Oct 28 |
| Canada | Dec 20 | Dec 17 | Dec 14 | Dec 12 | Dec 12 | Nov 18 |
| Caribbean | Dec 19 | Dec 16 | Dec 14 | Dec 12 | Dec 12 | Nov 4 |
| Central & South America | Dec 19 | Dec 10 | Dec 5 | Dec 5 | Dec 5 | Oct 28 |
| Mexico | Dec 19 | Dec 16 | Dec 14 | Dec 12 | Dec 12 | Nov 4 |
| Europe | Dec 19 | Dec 16 | Dec 14 | Dec 12 | Dec 12 | Nov 4 |
| Middle East | Dec 19 | Dec 16 | Dec 14 | Dec 12 | Dec 12 | Oct 21 |

⁴GXG: Global Express Guaranteed is available to more than 200 countries via a partnership with Federal Express. See a retail associate at participating locations for a complete list of countries and money-back guarantee details. Some restrictions apply.

⁵GEM: Global Express Mail is available to most countries with delivery in 3 to 5 business days. See a retail associate at participating locations for a complete list of countries. Some restrictions apply.

⁶GPM: Global Priority Mail is an accelerated airmail service available for items up to 4 pounds to 51 countries. The service is available in two attractive-sized envelopes. Customers can also use their own packaging by adding the Global Priority Mail sticker. See a retail associate at participating locations for a complete list of countries. Some restrictions apply.

Please post on all bulletin boards.

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Exhibit 418.1

Equivalent Grades

| C - Mail Equipment | E - EAS | U - Attorneys | S - PCES Executives | F - A-E Postmasters | G - Postal Nurses | K - Operating Services | M - Mail Handlers | N - Information Technology | P - Postal Service | Q - City Carriers | R - Rural Carriers | T - Tool & Die Ship | Y - Postal Police Officers |
|-----------------------|------------|------------------|------------------------|------------------------|----------------------|---------------------------|----------------------|-------------------------------|-----------------------|----------------------|-----------------------|------------------------|-------------------------------|
| - | 1 to 4 | - | - | - | - | - | - | - | - | - | - | - | - |
| - | 5 | - | - | A-E | - | - | - | - | - | - | - | - | - |
| - | 6 | - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | 1 | - | - | - | - | - | - | - |
| - | 7 | - | - | - | - | 2 | - | - | - | - | - | - | - |
| 1 | 8 | - | - | - | - | - | - | - | 1 | - | - | - | - |
| 2 | 9 | - | - | - | - | 3 | - | - | 2 | - | - | - | - |
| 3 | - | - | - | - | - | 4 | - | - | 3 | - | - | - | - |
| 4 | 10 | - | - | - | - | 5 | 4 | 6, 7, 8 | 4 | - | - | 4 | - |
| 5 | 11 | - | - | - | X* | 6 | 5 | 9, 10 | 5 | - | X* | - | - |
| 6 | 12 | - | - | - | - | 7 | 6 | 11, 12 | 6 | 1 | - | 6 | X* |
| 7 | - | - | - | - | - | - | - | 13 | 7 | 2 | - | 7 | - |
| 8 | 13 | - | - | - | - | 8 | - | 14 | 8 | - | - | 8 | - |
| 9 | 14 | - | - | - | - | 9 | - | 15 | 9 | - | - | 9 | - |
| 10 | 15 | - | - | - | - | - | - | 16 | 10 | - | - | - | - |
| 11 | 16 | - | - | - | - | - | - | 17 | 11 | - | - | 11 | - |
| 12 | 17 | - | - | - | - | - | - | 18 | 12 | - | - | - | - |
| - | 18 | - | - | - | - | - | - | 19 | - | - | - | - | - |
| - | 19 | - | - | - | - | - | - | 20 | - | - | - | - | - |
| - | 20 | - | - | - | - | - | - | 21 | - | - | - | - | - |
| - | 21 | - | - | - | - | - | - | 22 | - | - | - | - | - |
| - | 22 | - | - | - | - | - | - | 23 | - | - | - | - | - |
| - | 23 | - | - | - | - | - | - | - | - | - | - | - | - |
| - | 24 | - | - | - | - | - | - | - | - | - | - | - | - |
| - | 25 | X* | - | - | - | - | - | - | - | - | - | - | - |
| - | 26 | - | 1 | - | - | - | - | - | - | - | - | - | - |
| - | - | - | 2 | - | - | - | - | - | - | - | - | - | - |

* X signifies a single-level schedule.

EQUIVALENT GRADE DETERMINATION — To use the chart:

- Step 1.** In the horizontal list at the top, locate the salary schedule and grade of the employee’s position before the change action.
- Step 2.** Cross over to the salary schedule into which the employee is being assigned.
- Step 3.** Determine the nature of the placement action from the following:

| If the new grade is... | The placement action is... |
|---|--|
| On the same line as the previous grade, | Lateral reassignment to an equivalent grade. |
| On a lower line than the previous grade, | Promotion. |
| On a higher line than the previous grade, | Reduction in grade (change to lower level). |

The number of lines on the chart between the old grade and the new grade is considered to be the number of grades changed for the purpose of calculating promotions or reductions in grade.

SEND IT WITH READYPOST. SHIPPING SUPPLIES

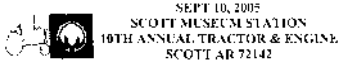


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123 MAIN ST
ANYTOWN FL 32901 4789
TO: JOHN DOE
123 MAIN ST
ANYWHERE FL 32902 4321



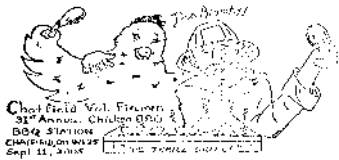
Philately (Continued)



September 10–11, 2005
SCOTT MUSEUM STATION
 POSTMASTER
 14918 ALEXANDER RD
 SCOTT AR 72142-9998



September 15–18, 2005
Reno Air Races Association (RARA)
RENO AIR RACES 2005 STATION
 POSTMASTER
 PO BOX 9998
 RENO NV 89510-9998



September 11, 2005
Chatfield Firemen
BBQ STATION
 POSTMASTER
 PO BOX 9998
 CHATFIELD OH 44825-9998



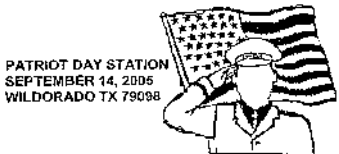
September 16, 2005
Postal Service
CESAR CHAVEZ STATION
 POSTMASTER
 PO BOX 9998
 KEENE CA 93531-9998



September 12–17, 2005
BUFFALO STATION
 POSTMASTER
 208 N CENTER ST
 BUFFALO TX 75831-9998



September 16–17, 2005
The BRIDGES Team and Green County High/Middle Schools
COW DAYS STATION
 POSTMASTER
 PO BOX 9998
 GREENSBURG KY 42743-9998



September 14, 2005
Postal Service
PATRIOT DAY STATION
 POSTMASTER
 306 N LOCUST ST
 WILDORADO TX 79098-9998



September 16–17, 2005
Ballinger Post Office
BEARCAT STATION
 POSTMASTER
 116 S 8TH ST
 BALLINGER TX 76821-9998



September 15, 2005
Diversity Committee — Postal Service
TROY DAZE FESTIVAL STATION
 OFFICE IN CHARGE
 2844 LIVERNOIS RD
 TROY MI 48099-9998



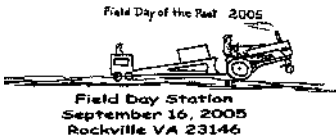
September 16–18, 2005
Postal Service
SCARECROW FESTIVAL STATION
 POSTMASTER
 129 W MARKET ST
 WASHINGTON COURT HOUSE OH 43160-9998



September 15, 2005
Postmaster
BURRO STATION
 POSTMASTER
 221 W HARVEY ST
 WELLINGTON KS 67152-9998



September 16–18, 2005
Street Rod National Association
STREET ROD NATIONAL NORTH 26th ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 OSHTOMO MI 49077-9998



September 16-18, 2005
 Postal Service
 FIELD DAY STATION
 POSTMASTER
 PO BOX 9998
 ROCKVILLE VA 23146-9998



WESCOPEX STATION
 IRWIN PA
 15642
SEPT 17 2005
 Battle of Braddock
 250th Anniversary

September 17, 2005
 Westmoreland County Philatelic Society
 WESCOPEX STATION
 POSTMASTER
 PO BOX 9998
 IRWIN PA 15642-9998



September 16-18, 2005
 Mid American Motorworks
 Funfest Committee
 CORVETTE FUNFEST
 STATION
 POSTMASTER
 210 N 3RD ST
 EFFINGHAM IL 62401-9998

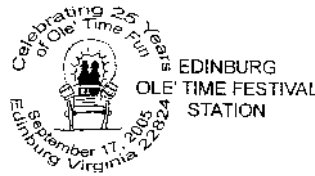


MORATTICO WATERFRONT MUSEUM
 1000 DENNETT BLVD
 September 17, 2005
MORATTICO VA 22523

September 17, 2005
 Postal Service
 MORATTICO WATERFRONT MUSEUM STATION
 POSTMASTER
 PO BOX 9998
 MORATTICO VA 22523-9998



September 16-18, 2005
 Houston Philatelic Society
 GREATER HOUSTON STAMP SHOW 2005 STATION
 WINDOW UNIT MANAGER
 401 FRANKLIN
 HOUSTON TX 77201-9998



September 17, 2005
 Postal Service
 EDINBURG OLE TIME FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 EDINBURG VA 22824-9998

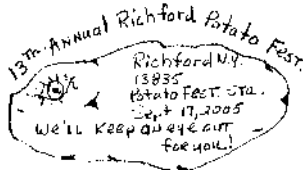


September 17, 2005
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 WALDEN NY 12586-9998



DENBIGH DAY STATION
 September 17, 2005
 NEWPORT NEWS, VA 23602

September 17, 2005
 Postal Service
 DENBIGH DAY STATION CRC
 101 25TH ST
 NEWPORT NEWS VA 23607-9998



September 17, 2005
 Richford Historical Society
 POTATO FEST STATION
 POSTMASTER
 13299 STATE RT 38
 RICHFORD NY 13835-9998



September 17, 2005
 Mount Airy, GA 30563

September 17, 2005
 Hazel Grove Elementary School
 HAZEL GROVE ELEMENTARY STATION
 POSTMASTER
 877 DICKS HILL PARKWAY
 MOUNT AIRY GA 30563-9998



September 17, 2005
 White Covered Bridge Association
 WHITE BRIDGE STATION
 POSTMASTER
 PO BOX 9998
 GARARDS FORT PA 15334-9998



LET'S BANCE / BALEMOS STATION
 September 17, 2005
 Coconut Grove, FL 33133

September 17, 2005
 Postal Service
 LETS DANCE BALEMOS STATION
 POSTMASTER
 2200 NW 72 AVE
 MIAMI FL 33152-9998



September 17, 2005
 Hammond 4-H and FFA Fair
 HAMMOND FAIR STATION
 POSTMASTER
 50 S MAIN ST
 HAMMOND NY 13646-9998



September 17, 2005
 Town of Waterloo
 TRAIL OF TEARS STATION
 POSTMASTER
 536 MAIN ST
 WATERLOO AL 35677-9998



September 17, 2005
 Samson Centennial Committee
 and Postal Service
 SAMSON CENTENNIAL 2005
 STATION
 POSTMASTER
 33 S BROAD ST
 SAMSON AL 36477-9998



September 17, 2005
 Macedonia Historical
 Preservation Society
 MACEDONIA
 QUASQUICENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 MACEDONIA IA 51549-9998



Belfast Station
 Belfast TN 37019
 September 17, 2005

September 17, 2005
 Postal Service
 BELFAST STATION
 POSTMASTER
 2235 FAYETTEVILLE HWY
 BELFAST TN 37019-9998



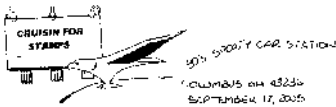
September 17, 2005
 Postal Service
 SUNFLOWER FESTIVAL
 STATION
 POSTMASTER
 309 RAILWAY ST
 ENDERLIN ND 58027-9998



September 17, 2005
 Postal Service
 HEARTLAND STATION
 POSTMASTER
 55 N CLAYTON ST
 CENTERBURG OH
 43011-9998



September 17, 2005
 Village of Armington
 150TH ANNIVERSARY
 STATION
 POSTMASTER OIC
 104 E GRIFFIN
 ARMINGTON IL 61721-9998



September 17, 2005
 Postal Service
 50S SPORTY CAR STATION
 POSTMASTER
 4299 SAWYER RD
 COLUMBUS OH 43236-9998

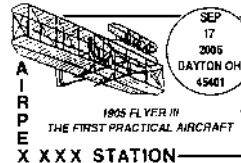


September 17, 2005
 Community in Action Committee
 CHAMOIS DAYS STATION
 POSTMASTER
 102 N MAIN ST
 CHAMOIS IL 65024-9998



26th Annual
 Sept. 17, 2005
 Roscommon, Michigan 48653
 Festival Station

September 17, 2005
 Fireman's Memorial Committee
 FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 ROSCOMMON MI 48653-9998



September 17, 2005
 Dayton Stamp Club
 AIRPEX STATION
 DAYTON MAIN OFFICE
 WINDOW
 1111 E 5TH ST
 DAYTON OH 45401-9998



5TH ANNUAL
 Whooping Crane
 Festival Station
 Necedah, WI 54646
 September 17, 2005

September 17, 2005
 Necedah Lions Club
 WHOOPING CRANE
 FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 NECEDAH WI 54646-9998



September 17, 2005
 Postal Service
 FEELS LIKE HOME STATION
 POSTMASTER
 600 CENTER AVE
 BROWNWOOD TX
 76801-9998

Neelyville Community Harvest Festival Station
 Neelyville, MO 63954



September 17, 2005
 Neelyville Harvest Festival
 Committee
 NEELYVILLE COMMUNITY
 HARVEST FESTIVAL
 STATION
 POSTMASTER
 407 HART ST
 NEELYVILLE MO 63954-9998



Skyfest Station
 Cedar City, Utah 84720
 September 17, 2005

September 17, 2005
 Cedar City
 SKYFEST STATION
 POSTMASTER
 333 N MAIN ST
 CEDAR CITY UT 84720-9998



September 17-18, 2005
Spring-Ford Philatelic Society
VALPEX STATION
POSTMASTER
124 NEW ST
SPRING CITY PA 19475-9998



September 18, 2005
Seward County Courthouse
Anniversary Committee
SEWARD COUNTY
COURTHOUSE STATION
POSTMASTER
PO BOX 9998
SEWARD NE 68434-9998



September 17-18, 2005
Bluemont Fair
36TH ANNUAL BLUEMONT
FAIR STATION
POSTMASTER
33775 SNICKERSVILLE
TURNPIKE
BLUEMONT VA 20135-9998



September 19, 2005
Farmers Market Country Store
MARKET OF MANY COLORS
FIESTA STATION
POSTMASTER
PO BOX 9998
STEAMBOAT ROCK IA
50672-9998



September 17-18, 2005
Duneland Chamber of
Commerce
24TH ANNUAL WIZARD OF
OZ FESTIVAL STATION
POSTMASTER
1070 S CALUMET RD
CHESTERTON IN 46304-9998



September 19, 2005
Postal Service
DATE MEETS ZIP STATION
POSTMASTER
39550 OLD HWY 80
BOULEVARD CA 91905-9998



September 17-25, 2005
Postal Service
SIRPEX STATION
POSTMASTER
522 FRONT ST
GRAND TOWER IL
62942-9998



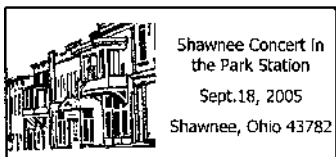
September 20-24, 2005
The Presidents Cup
THE PRESIDENTS CUP
STATION
POSTMASTER
14689 LEE HWY
GAINESVILLE VA 20155-9998



September 18, 2005
Dallas Harvest Festival
Committee
DALLAS HARVEST FESTIVAL
STATION
POSTMASTER
495 MEMORIAL HWY
DALLAS PA 18612-9998

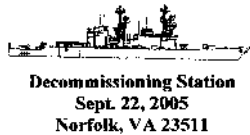


September 21-23, 2005
United States Army, Europe
LAND COMBAT EXPO
STATION
510TH POSTAL COMPANY
UNIT 29234
APO AE 09102-9998



September 18, 2005
Shawnee Concert in the Park
Committee
SHAWNEE CONCERT IN THE
PARK STATION
POSTMASTER
PO BOX 9998
SHAWNEE OH 43787-9998

USS CUSHING (DD-985)

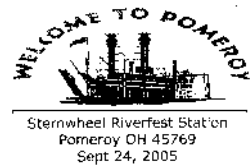


Decommissioning Station
Sept. 22, 2005
Norfolk, VA 23511

September 22, 2005
Postal Service
DECOMMISSIONING STATION
CRC
2600 ELTHAM AVE STE 109
NORFOLK VA 23513-9998



September 18, 2005
Dayton Stamp Club
AIRPEX STATION
DAYTON MAIN OFFICE
WINDOW
111 E 5TH ST
DAYTON OH 45401-9998



September 22-24, 2005
Postal Service
STERNWHEEL RIVERFEST
STATION
POSTMASTER
PO BOX 9998
POMEROY OH 45769-9998



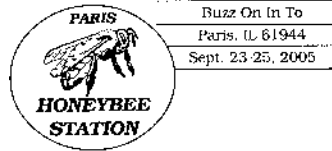
September 23, 2005
 Postal Service
**HUNTER APPRECIATION DAY
 STATION**
 POSTMASTER
 PO BOX 9998
 MONTPELIER VT 05602-9998



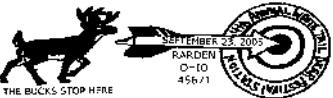
September 23-25, 2005
Inland Empire Philatelic Society
APPLE HARVEST STATION
 2005
 POSTMASTER
 PO BOX 79
 SPOKANE WA 99210-9998



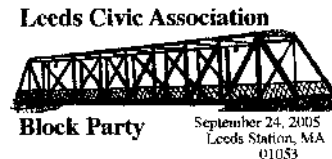
September 23, 2005
Romy Hammes, Inc. (Jerry Hammes)
**HAMMES MOWBRAY HALL
 STATION**
 POSTMASTER
 PO BOX 9998
 NOTRE DAME IN 46556-9998



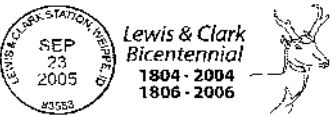
September 23-25, 2005
Paris Honeybee Antique Association
PARIS HONEYBEE STATION
 POSTMASTER
 139 E WOOD ST
 PARIS IL 61944-9998



September 23, 2005
**4TH ANNUAL WHITE TAIL
 DEER FESTIVAL STATION**
 POSTMASTER
 PO BOX 9998
 RARDEN OH 45671-9998



September 24, 2005
Leeds Civic Association
LEEDS STATION
 POSTMASTER
 24 MULBERRY ST
 LEEDS MA 01053-9998



September 23, 2005
LEWIS AND CLARK STATION
 POSTMASTER
 PO BOX 9998
 WEIPPE ID 83553-9998



September 24, 2005
New Scotland Historical Society
PLUM FEST STATION
 POSTMASTER
 1967 DELEWARE TURNPIKE
 CLARKSVILLE NY 12041-9998



September 23, 2005
**WARRENS CRANBERRY
 FESTIVAL STATION**
 POSTMASTER
 PO BOX 9998
 WARRENS WI 54666-9998



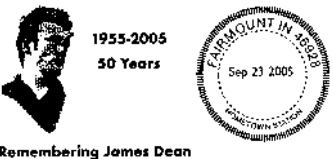
September 24, 2005
Erwin Bridge Dedication Committee
**ERWIN PARK COVERED
 BRIDGE STATION**
 POSTMASTER
 100 MAIN ST
 BOONVILLE NY 13309-9998



September 23-25, 2005
Southeast Federation of Stamp Clubs
**ROTARY CENTENNIAL
 STATION**
 POSTMASTER
 257 LAWRENCE ST
 MARIETTA GA 30060-9998



September 24, 2005
E.J. Herrman Invitational Meet Committee
**EJ HERMANN CROSS
 COUNTRY STATION**
 POSTMASTER
 100 PITCHER ST
 UTICA NY 13504-9998



September 23-25, 2005
James Dean, Inc.
HOME TOWN STATION
 POSTMASTER
 PO BOX 9998
 FAIRMOUNT IN 46928-9998



September 24, 2005
Holiday and Downtown Beautification Committee
FARMERS MARKET STATION
 POSTMASTER
 24 N MAIN ST
 PERRY NY 14530-9998

Remembering James Dean



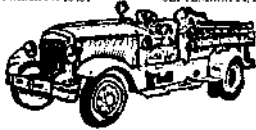
Apple Pumpkin Festival Station
September 24, 2005
Wyoming NY 14591

September 24, 2005
APPLE PUMPKIN FESTIVAL STATION
POSTMASTER
2 S ACADEMY ST
WYOMING NY 14291-9998



September 24, 2005
Postal Service
OUR HOMES BICENTENNIAL STATION
POSTMASTER
PO BOX 9998
OLD WASHINGTON OH 43768-9998

4th ANNUAL DUNBAR COMMUNITY FEST STATION
DUNBAR PA 15431



September 24, 2005
Dunbar Historical Society
4TH ANNUAL DUNBAR COMMUNITY FEST STATION
POSTMASTER
PO BOX 9998
DUNBAR PA 15431-9998



September 24, 2005
Genesee Historical Society
SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
FLINT MI 48502-9998



September 24, 2005
Ellendale Historical Society
CENTENNIAL CELEBRATION STATION
POSTMASTER
508 MAIN ST
ELLENDALE DE 19941-9998



September 24, 2005
Freeport Historical Society
FREEPORT ELEVATOR STATION
POSTMASTER
162 DIVISION ST
FREEPORT MI 49325-9998



September 24, 2005
Postal Service
WINGS AND WHEELS STATION
POSTMASTER
PO BOX 9998
TOPPING VA 23169-9998



September 24, 2005
Fallasburg Fall Festival Committee
FALLASBURG FALL FESTIVAL STATION
POSTMASTER
PO BOX 9998
LOWELL MI 49331-9998



September 24, 2005
Mendota Fall Hawk Festival Station
Postmaster
Mendota, Virginia 24270

September 24, 2005
Mendota Fall Hawk Festival
MENDOTA FALL HAWK FESTIVAL STATION
POSTMASTER
PO BOX 9998
MENDOTA VA 24270-9998

75th Annual VIOLA HORSE & COLT SHOW STATION



Viola, Wisconsin 54664
September 24, 2005

September 24, 2005
Viola Horse and Colt Show Association
75TH ANNUAL VIOLA HORSE AND COLT SHOW STATION
POSTMASTER
117 W COMMERCIAL ST
VIOLA WI 54664-9998

"Where Pigs Fly"



Marion County Country Ham Days Station
September 24, 2005
Lebanon, Kentucky 40033

September 24, 2005
Lebanon Marion County Chamber of Commerce
HAM DAYS STATION
POSTMASTER
PO BOX 9998
LEBANON KY 40033-9998



ROCK-N-ROLLERS "CRUISE IN" STATION
FEDORA SD 57337
SEPTEMBER 24, 2005

Miner County Relay for Life Team Rock-n-Rollers

September 24, 2005
Postal Service
ROCK N ROLLERS CRUISE IN STATION
POSTMASTER
225 N MAIN ST
ARTESIAN SD 57314-9998

Gann Autumn Station



Brinkhaven, Ohio 43006
Sept. 24, 2005

September 24, 2005
Postal Service
GANN AUTUMN STATION
POSTMASTER
PO BOX 9998
BRINKHAVEN OH 43006-9998

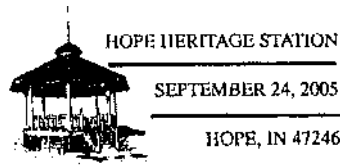


Jackson County Sesquicentennial Station
September 24, 2005
Holton, KS 66436

September 24, 2005
Jackson County Sesquicentennial Committee
JACKSON COUNTY SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
HOLTON KS 66436-9998



September 24, 2005
 Lion's Club
 LIONS CLUB FALL FESTIVAL
 STATION
 POSTMASTER
 601 MAIN ST
 MCCUNE KS 66753-9998



September 24-25, 2005
 Heritage of Hope, Inc.
 HOPE HERITAGE STATION
 POSTMASTER
 PO BOX 9998
 HOPE IN 47246-9998



September 24, 2005
 Dedication Ceremony
 Committee
 VIETNAM WAR NATIONAL
 MUSEUM DEDICATION
 STATION
 POSTMASTER
 PO BOX 9998
 NELSON NE 68961-9998



September 25, 2005
 Frankenstein Fall Festival
 Committee
 FRANKENSTEIN FALL
 FESTIVAL STATION
 POSTMASTER
 100 RIVERVIEW DR
 BONNOTS MILL MI
 65016-9998



September 24, 2005
 Postal Service
 100TH ANNIVERSARY
 STATION
 POSTMASTER
 PO BOX 9998
 NORWOOD CO 81423-9998



September 25, 2005
 Postal Service
 TURKEY VULTURE FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 WELDON CA 93283-9998



September 24, 2005
 PONY EXPRESS STATION
 POSTMASTER
 PO BOX 9998
 PAHRUMP NV 89048-9998



September 26, 2005
 City of Aurora — Rededication
 of Aurora City Building
 AURORA CITY BUILDING
 STATION
 POSTMASTER
 501 THIRD ST
 AURORA IN 47001-9998



September 24, 2005
 Mt. Hood Cultural Center and
 Museum
 HERITAGE DAY STATION
 POSTMASTER PHILATELIC
 SERVICES
 88331 E GOVERNMENT
 CAMP LP
 GOVERNMENT CAMP OR
 97028-9998



September 26, 2005
 Puposky Centennial Committee
 PUPOSKY CENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 PUPOSKY MN 56667-9998



September 24-25, 2005
 Rugby Rescue — Five Aox and
 Virginia State Parks
 RUGBY STATION
 POSTMASTER
 700 TROUT DALE HWY
 MOUTH OF WILSON VA
 24363-9998



September 28, 2005
 Republic Masonic Lodge
 Number 570
 100TH YEAR ANNIVERSARY
 STATION
 POSTMASTER
 660 E HARRISON ST
 REPUBLIC MO 65738-9998

— Stamp Services,
 Government Relations, 9-15-05

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, 9-15-05

Post Offices

Post Office Changes

| Old/ New | Finance No. | ZIP Code | State | P.O. Name | County/ Parish | Station/Branch/ Unit | Unit Type | Effective Date | Comments |
|-------------|----------------|-------------|-------|----------------|-------------------|-------------------------|--------------------------|-------------------|--|
| Old | 02-2270 | 99737 | AK | Delta Junction | Delta | Paxson | Community Post Office | | This announcement changes the name of the Paxson AK Post Office™ to the Meiers Lake AK Post Office. Use Gakona AK 99586 as last line of address. |
| New | 02-2270 | 99586 | AK | Gakona | Delta | Meiers Lake | Community Post Office | 12/04/2004 | |
| Old | 02-2270 | 99737 | AK | Delta | Delta | Meiers Lake | Community Post Office | | This announcement changes the administrative office for this ZIP Code™ from Delta AK to Gakona AK. Use Gakona AK 99586 as last line for addresses. |
| New | 02-3075 | 99586 | AK | Gakona | Delta | Meiers Lake | Community Post Office | 12/04/2004 | |
| Old | 05-0462 | 93308 | CA | Bakersfield | Kern | Oildale | Classified Station | | This announcement changes the type of postal facility from a classified station to a carrier annex. |
| New | 05-0462 | 93308 | CA | Bakersfield | Kern | Oildale | Carrier Annex | 08/04/2005 | |
| Old | 11-5850 | 33146 | FL | Miami | Dade | Hibiscus | Classified Branch | | This announcement changes the type of postal facility from a classified branch to a carrier annex. |
| New | 11-5850 | 33146 | FL | Miami | Dade | Hibiscus | Carrier Annex | 08/05/2005 | |

| Old/ New | Finance No. | ZIP Code | State | P.O. Name | County/ Parish | Station/Branch/ Unit | Unit Type | Effective Date | Comments |
|-------------|----------------|-------------|-------|--------------|-------------------|-------------------------|-----------------------|-------------------|---|
| Old | 15-7275 | 83865 | ID | Ponderay | Bonner | Main Office | Post Office | | This announcement changes the administrative office for this ZIP Code from Ponderay ID to Naples ID. Continue to use Colburn ID 83865 as last line for addresses. |
| New | 15-6350 | 83865 | ID | Naples | Bonner | Main Office | Post Office | 07/06/2005 | |
| Old | 16-7678 | 61284 | IL | Taylor Ridge | Rock Island | Main Office | Post Office | | Realign ZIP Code boundaries. Use Andalusia IL 61232 as last line of address for the 125 deliveries previously in ZIP Code 61284. |
| New | 16-0204 | 61232 | IL | Andalusia | Rock Island | Main Office | Post Office | 08/30/2005 | |
| Old | 16-0204 | 61232 | IL | Andalusia | Rock Island | Main Office | Post Office | | This announcement expands the use of ZIP Code 61232 to include delivery. |
| New | 16-0204 | 61232 | IL | Andalusia | Rock Island | Main Office | Post Office | 08/30/2005 | |
| Old | 17-4631 | 46350 | IN | La Porte | La Porte | Main Office | Post Office | | This announcement changes the name of the Laporte IN Post Office to the La Porte IN Post Office. Use La Porte IN 46350 as last line of address. |
| New | 17-4631 | 46350 | IN | La Porte | La Porte | Main Office | Post Office | 08/10/2005 | |
| Old | 19-1881 | 67629 | KS | Clayton | Norton | Main Office | Post Office | 08/08/2003 | Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Clayton KS 67629 as last line of address. |
| New | 19-5115 | 67629 | KS | Lenora | Norton | Clayton | Place Name | 07/02/2005 | |
| Old | 20-3544 | 41558 | KY | Hardy | Pike | Ransom | Community Post Office | 06/30/2004 | Community Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Ransom KY 41558 as last line of address. |
| New | 20-4880 | 41558 | KY | Mc Carr | Pike | Ransom | Place Name | 06/11/2005 | |
| Old | 20-7268 | 42283 | KY | South Union | Logan | Main Office | Post Office | 04/04/2003 | Post Office discontinued. Retain ZIP Code. Establish a Community Post Office. Continue to use South Union KY 42283 as last line of address. |
| New | 20-0288 | 42283 | KY | Auburn | Logan | South Union | Community Post Office | 05/14/2005 | |
| Old | 24-8058 | 02718 | MA | Taunton | Bristol | East Taunton | Classified Branch | | Realign ZIP Code boundaries. Use Raynham MA 02767 as last line of address for the 124 deliveries previously in ZIP Code 02718. |
| New | 24-6375 | 02767 | MA | Raynham | Bristol | Main Office | Post Office | 07/23/2005 | |
| Old | 24-0008 | 02492 | MA | Needham | Norfolk | Main Office | Post Office | | Realign ZIP Code boundaries. Use Wellesley MA 02482 as last line of address for the 1 delivery previously in ZIP Code 02492. |
| New | 24-0024 | 02482 | MA | Wellesley | Norfolk | Main Office | Post Office | 07/29/2005 | |
| Old | 25-3920 | 49512 | MI | Grand Rapids | Kent | East Paris | Carrier Annex | | This announcement changes the type of postal facility from a carrier annex to a classified branch. |
| New | 25-3920 | 49512 | MI | Grand Rapids | Kent | East Paris | Classified Branch | 08/10/2005 | |

| Old/ New | Finance No. | ZIP Code | State | P.O. Name | County/ Parish | Station/Branch/ Unit | Unit Type | Effective Date | Comments |
|-------------|----------------|-------------|-------|--------------|-------------------|-------------------------|-----------------------|-------------------|---|
| Old | 27-8216 | 39173 | MS | Tinsley | Yazoo | Main Office | Post Office | | This announcement expands the use of ZIP Code 39173 to include delivery. |
| New | 27-8216 | 39173 | MS | Tinsley | Yazoo | Main Office | Post Office | 09/01/2005 | |
| Old | 36-6832 | 27972 | NC | Salvo | Dare | Main Office | Post Office | 10/07/1992 | Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Salvo NC 27972 as last line of address. |
| New | 36-6624 | 27972 | NC | Rodanthe | Dare | Salvo | Place Name | 01/03/2004 | |
| Old | 36-8368 | 27982 | NC | Waves | Dare | Main Office | Post Office | 05/30/1992 | Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Waves NC 27982 as last line of address. |
| New | 36-6624 | 27982 | NC | Rodanthe | Dare | Waves | Place Name | 01/03/2004 | |
| Old | 37-1136 | 58524 | ND | Braddock | Emmons | Main Office | Post Office | 07/08/2004 | Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Braddock ND 58524 as last line of address. |
| New | 37-6320 | 58524 | ND | Moffit | Emmons | Braddock | Place Name | 07/02/2005 | |
| Old | 37-7696 | 58778 | ND | Ruso | McLean | Main Office | Post Office | 03/19/2004 | Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Ruso ND 58778 as last line of address. |
| New | 37-8864 | 58778 | ND | Velva | McLean | Ruso | Place Name | 07/02/2005 | |
| Old | 32-3960 | 03244 | NH | Hillsborough | Hillsborough | Main Office | Post Office | | This announcement changes the name of the Hillsboro NH Post Office to the Hillsborough NH Post Office. Use Hillsborough NH 03244 as last line of address. |
| New | 32-3960 | 03244 | NH | Hillsborough | Hillsborough | Main Office | Post Office | 08/09/2005 | |
| Old | 34-5145 | 87544 | NM | Los Alamos | Santa Fe | White Rock | Classified Station | | This announcement changes the type of postal facility from a classified station to a carrier annex. |
| New | 34-5145 | 87544 | NM | Los Alamos | Santa Fe | White Rock | Carrier Annex | 07/29/2005 | |
| Old | 34-0147 | 87107 | NM | Albuquerque | Bernalillo | North Valley | Classified Station | | This announcement changes the type of postal facility from a classified station to a carrier annex. |
| New | 34-0147 | 87107 | NM | Albuquerque | Bernalillo | North Valley | Carrier Annex | 07/29/2005 | |
| Old | 35-5960 | 14515 | NY | North Greece | Monroe | Main Office | Post Office | | This announcement changes the use of ZIP Code 14515 to PO Box only. |
| New | 35-5960 | 14515 | NY | North Greece | Monroe | Main Office | Post Office | 08/12/2005 | |
| Old | 39-0847 | 74529 | OK | Blocker | Pittsburg | Main Office | Post Office | | This announcement expands the use of ZIP Code 74529 to include delivery. |
| New | 39-0847 | 74529 | OK | Blocker | Pittsburg | Main Office | Post Office | 08/12/2005 | |
| Old | 51-5880 | 23113 | VA | Midlothian | Chesterfield | Sycamore Square | Community Post Office | 05/21/2003 | Community Post Office discontinued. Retain ZIP Code. Use Midlothian VA 23113 as last line of address. |
| New | 51-5880 | 23113 | VA | Midlothian | Chesterfield | Main Office | Post Office | 06/11/2005 | |

| Old/ New | Finance No. | ZIP Code | State | P.O. Name | County/ Parish | Station/Branch/ Unit | Unit Type | Effective Date | Comments |
|-------------|----------------|-------------|-------|-----------|-------------------|-------------------------|-----------------------|-------------------|--|
| Old | 54-8050 | 99206 | WA | Spokane | Spokane | Opportunity | Classified Branch | | This announcement changes the name of the Opportunity WA Classified Branch to the Spokane Valley WA Classified Station. Use Spokane Valley WA 99206 as last line of address. |
| New | 54-8050 | 99206 | WA | Spokane | Spokane | Spokane Valley | Classified Station | 08/10/2005 | |

— Address Management, Intelligent Mail and Address Quality, 9-15-05

Retail

HANDBOOK PO-102 REVISION

Vending Equipment Redeployment and Obsolescence

Effective September 15, 2005, Handbook PO-102, *Self Service Vending Operational and Marketing Program*, is revised to provide guidelines for removing and relocating existing stamp vending machines.

Exhibits of sample letters are included to assist with the timely redeployment and obsolescence of the self service vending equipment. The sample letters are specific tools that will create a more consistent message to both our internal and external customers.

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

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

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

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

| | | | | | |
|-----------|--|---|---|---|---|
| | * | * | * | * | * |
| 2 | Establishing Self Service Vending Locations | | | | |
| | * | * | * | * | * |
| 25 | Installing Equipment | | | | |
| | * | * | * | * | * |

256 Redeployment

[Add new 256.1 to read as follows:]

256.1 Postal Redeployment

If the vending equipment model at a location is unable to meet the average sales performance threshold listed in Exhibit 231.1 for a consecutive 6-month period, the equipment must be considered for redeployment. Before contacting the location, the district should complete the following steps to verify sales during the time frame:

- a. Ensure that the machine has received full servicing and has remained operational.
- b. Ensure that the location has accurately reported sales.
- c. Ensure that the location sales are appropriately assigned to each machine.
- d. Reconcile sales with the PS Form 1412, *Daily Financial Report*, using AIC 096, Vending Equipment Postage Sales.
- e. Correct bad data entries.

Once the sales data has been validated, all efforts must be made to improve sales performance. A letter (Exhibit 256.1) initiating redeployment must be sent to the postmaster of the location requesting the implementation of a plan of action to correct the deficiency within 10 days.

Two months after the plan has been implemented, if the vending machine model at the location has been able to meet the monthly sales threshold listed in Exhibit 231.1, the location will continue to be evaluated for the next 4 months. A letter (Exhibit 256.1a) must be sent to the postmaster of the location as notification of the 4-month extension to

achieve a 6 month-average performance threshold. If after attempting the methods identified for improving usage of this machine it is still unable to achieve the 6 month-average performance threshold, the stamp vending machine will be scheduled for removal. An assessment must be made to determine whether replacing the unit with a different model using a lower sales threshold makes business sense.

Two months after attempting the methods identified for improving usage of the machine, if the vending machine model at the location is still unable to meet the monthly sales threshold listed in Exhibit 231.1, a second letter (Exhibit 256.1b) must be sent. In part, this letter (Exhibit 256.1b) states that the equipment will be removed and an assessment must be made to determine whether replacing the machine with a different model possessing a lower sales threshold makes business sense. No more than 3 days after the receipt of Redeployment Letter2 to Postmaster (Exhibit 256.1b), the servicing employee must apply a notice (Exhibit 256.1c) to notify the customers that the vending machine is to be removed. The label must remain on the machine no less than 30 days before the machine is to be removed. The removal of the vending machine should be completed no more than 45 days after notification (Exhibit 256.1b).

Note: Before a vending machine is removed from a location, a vending credit examination must be completed. All cash and product must be removed from the vending machine. All monies removed from the machine are to be deposited as a "final" sale. At no time are monies to be "transferred" to another machine. Stamp stock must be returned to the stamp stock custodian.

Note: The machine must be removed from service in Web VARS.

Note: Vending machines are only to be relocated to Postal Service facilities.

Exhibit 256.1

Initial Low Sales Generation Notice to Postmaster

See page 71.

Exhibit 256.1a

Redeployment Letter1 to Postmaster

See page 72.

Exhibit 256.1b

Redeployment Letter2 to Postmaster

See page 73.

Exhibit 256.1c

Example: Sample of a Customer Notification Notice

See page 74.

[Add new 256.2 to read as follows:]

256.2 Nonpostal Redeployment

If the vending equipment model at a location is unable to meet the average sales performance threshold listed in Exhibit 231.2 for a consecutive 6-month period, the equipment must be considered for redeployment. Before contacting the location, the district should complete the following steps to verify sales during the time frame:

- a. Ensure that the machine has received full servicing and remained operational.
- b. Ensure that the location has accurately reported sales.
- c. Ensure that the location sales are appropriately assigned to each machine.
- d. Reconcile sales with the PS Form 1412, *Daily Financial Report*, using AIC 096, Vending Equipment Postage Sales.
- e. Correct bad data entries.

Once the sales data has been validated, all efforts must be made to improve sales performance. A letter initiating redeployment (Exhibit 256.2) must be sent to the postmaster of the location requesting the implementation of a plan of action to correct the deficiency within 10 days. A meeting must be held no more than 15 days after the receipt of the initial low-sales letter (Exhibit 256.2) by the postmaster. After this meeting, a letter (Exhibit 256.2a) will be mailed to the owner/operator to notify the owner/operator that the vending machine is in jeopardy of being removed due to the low sales.

Two months after the plan has been implemented, if the vending machine model at the location is able to meet the monthly sales threshold listed in Exhibit 231.2, the postmaster must notify the owner/operator.

Two months after attempting the methods identified for improving usage of this machine, if the vending machine is still unable to meet the monthly sales threshold listed in Exhibit 231.2, a letter (Exhibit 256.2b) must be sent to the postmaster stating that the equipment will be removed. Within 3 days, the postmaster will notify the owner/operator by letter (Exhibit 256.2c) that the equipment will be removed from the location. No more than 3 days after the receipt of Redeployment Letter to Owner/Operator (Exhibit 256.2c), the servicing employee must apply a notice (Exhibit 256.1c) to notify the customers that the vending machine is to be removed. The label must remain on the machine no less than 30 days before the machine is removed. The removal of the vending machine should be

completed no more than 45 days after notification (Exhibit 256.2b).

Note: Before a vending machine is removed from a location, a vending credit examination must be completed. All cash and product must be removed from the vending machine. All monies removed from the machine are to be deposited as a “final” sale. At no time are monies to be “transferred” to another machine. Stamp stock must be returned to the stamp stock custodian.

Note: The machine must be removed from service in Web VARS.

Note: Redeployment to a new nonpostal location requires Headquarters approval.

Exhibit 256.2

Initial Low Sales Letter to Postmaster

See page 75.

Exhibit 256.2a

Initial Low Revenue Letter to Owner/Operator

See page 76.

Exhibit 256.2b

Redeployment Letter to Postmaster

See page 77.

Exhibit 256.2c

Redeployment Letter to Owner/Operator

See page 78.

[Add new 257 to read as follows:]

257 Obsolescence

257.1 Obsolete Vending Equipment Removal

Retail Service Equipment retains authority over disposition of all retail vending equipment items. Offices with inactive, obsolete, or surplus customer vending items being considered for disposal action must follow the directions provided in Handbook AS-701, *Material Management*, and the applicable Maintenance Management Orders (MMO) or the *Material Logistics Bulletin (MLB)*. Once a vending equipment model is identified as being obsolete, it must be immediately removed from service.

Retail Service Equipment’s mailing address is:

RETAIL SERVICE EQUIPMENT
 POSTAL SERVICE
 475 L'ENFANT PLZ RM 7670
 WASHINGTON DC 20260-7670

257.2 Obsolete Equipment Replacement

An analysis of the revenue produced by an obsolete model will be performed to determine whether to replace it with a current model or to discontinue service at the vending location. When there is a replacement model with a performance threshold that is less than or equal to the obsolete machine, a replacement model may be installed.

When no replacement model can be found, the obsolete unit will be removed without a replacement. A notification letter (Exhibit 257.2 or Exhibit 257.2a) must be sent to the location where the obsolete vending equipment is installed. The servicing employee must apply a notice (Exhibit 256.1c) to notify the customers no less than 30 days before the machine is removed.

Note: A vending credit examination must be completed. All cash and product must be removed from the vending machine before disposal. All monies removed from the obsolete machine are to be deposited as “final” sale. At no time are monies to be “transferred” to another machine.

Note: The obsolete machine must be removed from service in Web VARS.

Exhibit 257.2

Obsolete Vending Equipment Letter to Owner/Operator

See page 79.

| | | | | | |
|-----------|------------------------------|---|---|---|---|
| | * | * | * | * | * |
| 5 | Financial Control | | | | |
| | * | * | * | * | * |
| 53 | Self-Service Products | | | | |
| | * | * | * | * | * |

[Revise title and text of 533 to read as follows:]

533 Determination of Self Service Vending Credit Amount

The self service vending credit is minimally defined as the stamp stock and cash assigned to the servicing person. Bait money orders are also assigned.

The amount of stamp stock necessary in a self service vending credit depends on the vending machine models being serviced. To determine the amount, first identify the types of self service vending machines being serviced and the total number of each type. Then, refer to part 532 to determine the amount of stamp stock required.

533.1 Accountability

[Revise 533.1 to read as follows:]

533.11 Establishing Accountability

The accountability of each vending machine model must equal the amount of stamp stock needed to fully load the machine and the cash required to operate the machine, plus 1 month’s average sales. A subaccount must be maintained for each vending machine (see part 552).

533.12 Reducing Accountability

When a servicing employee loses a machine and it is not replaced, the vending accountability credit must be reduced to reflect the loss of that vending machine model,

and the subaccount must be closed out with a zero balance (see part 552).

Before a vending machine is removed from a location, a vending credit examination must be completed. All cash and stamp products must be removed from the vending machine. All monies removed from the machine are to be deposited as a "final" sale. Stamp stock must be returned to the stamp stock custodian.

Note: At no time are monies to be "transferred" to another machine.

533.2 Contingency Servicing Stock

[Revise text of 533.2 to read as follows:]

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

533.3 Bait Money Orders

[Revise text of 533.3 to read as follows:]

Each servicing person must be issued three bait money orders.

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

* * * * *

[Revise title and text of Exhibit 256.1 to read as follows:]

Exhibit 256.1

Initial Low Sales Generation Notice to Postmaster



Date: **[Insert Date]**

Subject: Vending — Low Sales Generation Notice

To: **[INSERT POSTMASTER NAME]**
 UNITED STATES POSTAL SERVICE
[INSERT STREET ADDRESS]
[INSERT CITY, STATE AND 9D ZIP]

Recent evaluation of the stamp vending sales being generated at the location listed below indicates that the equipment is not attaining the minimum acceptable standards.

- Unit ID #: **[Insert _____ + _____]**
- Location of Machine: **[Insert Address]**
- Model: **[Insert Model Number]**
- Minimum Average Monthly Sales: **[Insert \$ Amount]**
- Actual YTD Average Monthly Sales: **[Insert \$ Amount]**
- Percentage Achievement to Goal: **[Insert %]**
- Cost Per Dollar Sales: **[Insert \$ Amount]**

A plan of action to correct this deficiency must be implemented. A copy of the plan, with an implementation date, must be submitted to this office by **[Insert Date (10 days)]**. Possible ways to improve the sales of this unit include the following:

- Keep machine fully stocked.
- Make repairs and/or clear jams immediately.
- Visually inspect all vending machines during daily lobby sweeps.
- Post signs in lobby directing customers to stamp vending machines.
- Use lobby director to assist customers in using machine.

You may want to contact the district retail specialist to help you prepare your plan of action.

Two months after implementation, if this machine is unable to achieve the minimum acceptable requirement of **[Insert Dollar Amount]** per month, it will be designated for redeployment to a site which can serve a greater number of customers. If your unit is involved in a unique situation which may preclude its redeployment, please include this information along with your plan of action. Though this machine does not meet the minimum monthly sales standards, we may be able to deploy another vending machine model which requires lower monthly sales.

Please make every effort to increase this unit's productivity. This vending machine, although an underachiever, still contributes vending revenue. The intent of the self service vending program is to improve customer satisfaction and convenience, and to do so in a cost-efficient manner. If we are to maintain a credible presence in the business arena, the Postal Service must use its resources wisely.

[Insert Name]
 Manager, Retail
[Insert District Name]
[Insert Street Address]
[Insert City, State and 9D ZIP]

cc: District Manager
 Manager, Post Office Operations

[Revise title and text of Exhibit 256.1a to read as follows:]

Exhibit 256.1a

Redeployment Letter1 to Postmaster



Date: **[Insert Date]**

Subject: Vending Evaluation Period Extension — Results of the 2-month evaluation period
Followup to "Low Sales Generation Notice" letter sent **[Insert Date]**

To: **[INSERT POSTMASTER NAME]**
UNITED STATES POSTAL SERVICE
[INSERT STREET ADDRESS]
[INSERT CITY, STATE AND 9D ZIP]

Approximately 2 months ago, your office was advised of a serious revenue generation deficiency exhibited by the stamp vending machine listed below:

Unit ID #: **[Insert _ _ _ _ _ + _ _ _ _ _]**
Cost per Dollar Revenue: **[Insert \$ Amount]**
Location of Machine: **[Insert Address]**
Model: **[Insert Model Number]**
Required Minimum Monthly Sales: **[Insert \$ Amount]**
Actual Average Monthly Sales: **[Insert \$ Amount]**
Percentage Achievement to Goal: **[Insert %]**
Achievement (Per Month): **[Insert \$ Amount]**

Further evaluation indicates that this stamp vending machine has demonstrated performance at, or above, the minimum acceptable standards during this time period. Therefore, the machine will continue to be evaluated for the next 4 months. At the end of this consecutive 6-month period, if the machine does not perform at an acceptable standard and achieve the 6-month average performance threshold, the machine will be designated for removal or relocation.

Retail Specialist **[Insert Name]** will contact you at the end of this 4-month period with the results.

[Insert Name]
Manager, Retail
[Insert District Name]
[Insert Street Address]
[Insert City, State and 9D ZIP]

cc: District Manager
Manager, Post Office Operations

[Revise title and text of Exhibit 256.1b to read as follows:]

Exhibit 256.1b

Redeployment Letter2 to Postmaster



Date: **[Insert Date]**

Subject: Vending Removal — Results of the 2-month evaluation period
Followup to "Low Sales Generation Notice" letter sent **[Insert Date]**

To: **[INSERT POSTMASTER NAME]**
UNITED STATES POSTAL SERVICE
[INSERT STREET ADDRESS]
[INSERT CITY, STATE AND 9D ZIP]

Approximately 60 days ago, your office was advised of a serious revenue generation deficiency exhibited by the stamp vending machine listed below:

Unit ID #: **[Insert _ _ _ _ _ + _ _ _ _ _]**
Cost per Dollar Revenue: **[Insert \$ Amount]**
Location of Machine: **[Insert Address]**
Model: **[Insert Model Number]**
Required Minimum Monthly Sales: **[Insert \$ Amount]**
Actual Average Monthly Sales: **[Insert \$ Amount]**
Percentage Achievement to Goal: **[Insert %]**
Achievement (Per Month): **[Insert \$ Amount]**

Further evaluation indicates that this stamp vending machine continues to perform below minimum acceptable standards. Therefore, effective **[Insert Date]** the above machine will be designated for removal. Please post the enclosed notice on this machine within 3 working days. A retail specialist will contact you within the next 30 days to arrange for the removal of this stamp vending machine. If the sales of this machine reach the threshold to qualify for a different model of machine, your retail specialist will discuss those options with you at that time. If you should require further information concerning this action, please contact the Retail Specialist **[Insert Name]** at **[Insert Telephone Number]**.

[Insert Name]
Manager, Retail
[Insert District Name]
[Insert Street Address]
[Insert City, State and 9D ZIP]

cc: District Manager
Manager, Post Office Operations

[Revise title and text of Exhibit 256.1c to read as follows:]

Exhibit 256.1c

Example: Sample of a Customer Notification Notice



IMPORTANT CUSTOMER NOTICE

The Postal Service strives to provide the best service at the lowest possible cost to all of our customers. Unfortunately, this stamp vending machine is no longer effective in meeting the needs of the Postal Service and our customers. This vending machine will be removed from service on or about **[Insert Date (no less than 30 days before removal)]**.

To minimize your inconvenience, stamps are available at this convenient nearby location:

_____ [Insert the Name of an Alternate Source for Stamps]

_____ [Insert the Address of an Alternate Source for Stamps]

A complete array of stamps and other products may be ordered for home or business delivery via the official Postal Service Web site: **www.usps.com**. Also available online is a complete listing of all stamp selling locations and their hours of operation. To learn all the convenient locations offering stamps near where you live or work, select "Post Office Locator" and follow the easy instructions.

[Revise title and text of Exhibit 256.2 to read as follows:]

Exhibit 256.2

Initial Low Sales Letter to Postmaster



Date: **[Insert Date]**

Subject: Vending — Low Sales Generation Notice

To: **[INSERT POSTMASTER NAME]**
 UNITED STATES POSTAL SERVICE
[INSERT STREET ADDRESS]
[INSERT CITY, STATE AND 9D ZIP]

A recent evaluation of the sales generated by the self service vending machine listed below indicates that the machine is not attaining the minimum acceptable standards.

Unit ID #: **[Insert _____ + _____]**
 Location of Machine: **[Insert Address]**
 Model: **[Insert Model Number]**
 Current Average Monthly Sales: **[Insert \$ Amount]**
 Minimum Monthly Sales Required: **[Insert \$ Amount]**

A plan of action to correct this deficiency must be implemented. A copy of the plan, with an implementation date, must be submitted to this office by **[Insert Date (10 days)]**. Possible ways to improve the sales of this unit include the following:

- Keep machine fully stocked.
- Make repairs and/or clear jams immediately.
- Post signs directing customers to stamp vending machines.

In an effort to improve customer usage of this stamp machine, you may wish to contact District Retail Specialist **[Insert Name]** at **[Insert Telephone Number]**. **[Insert Name]** will be able to provide you with assistance in preparing your plan of action. If your unit is involved in a unique situation which may preclude its redeployment, please include this information along with your plan of action.

One of the first things you will need to do is to arrange a meeting with the owner/operator of the business to discuss the current amount of sales being produced compared to the minimum required. It is essential that the owner/operator understand that retaining the machine on-site is in jeopardy and that you would like to partner with him or her to raise the sales sufficiently to warrant leaving the service in place. Following this meeting, written confirmation of the meeting is required. Attached to this notice is a letter prepared for this purpose and a pre-addressed envelope. Please enter the current date and your signature on the letter, place the letter in the prepared envelope, and arrange for delivery the following business day.

After 2 months, if this unit is unable to achieve the minimum monthly sales required, it will be designated for redeployment to a site that can offer greater sales potential.

Please make every effort to increase this machine's usage. The intent of the self service vending program is to improve customer satisfaction and convenience, and to do so in a cost-efficient manner.

[Insert Name]
 Manager, Retail
[Insert District Name]
[Insert Street Address]
[Insert City, State and 9D ZIP]

cc: District Manager
 Manager, Post Office Operations

[Revise title and text of Exhibit 256.2a to read as follows:]

Exhibit 256.2a

Initial Low Revenue Letter to Owner/Operator



Date: **[Insert Date]**

Subject: Vending — Low Revenue Generation Notice

To: **[INSERT OWNER/OPERATOR NAME]**
[INSERT BUSINESS NAME]
[INSERT STREET ADDRESS]
[INSERT CITY, STATE AND 9D ZIP]

Recent evaluation of this self service stamp vending machine indicates that it is not generating enough revenue for the Postal Service to continue to maintain it.

Unit ID #: **[Insert _ _ _ _ _ + _ _ _ _ _]**
Location of Machine: **[Insert Address]**
Model: **[Insert Model Number]**
Current Average Monthly Sales: **[Insert \$ Amount]**
Minimum Monthly Revenue Sales: **[Insert \$ Amount]**

This letter serves to confirm our recent conversation regarding customer postal needs at your facility. Approximately 60 days from the date of this letter, another review of customer usage and sales performance will be made. If, after attempting the methods identified for improving usage of this machine, it is still unable to achieve the minimum sales required per month, this stamp vending machine will be scheduled for redeployment to a site which serves a greater number of our customers. An assessment will also be made at that time to determine whether replacing this unit with a different model makes business sense.

Although this machine is an underachiever, it contributes vending revenue. As such, it supports the self service vending program to improve customer satisfaction and convenience. However, as Postal Service officials, we are mandated to do so in a cost-efficient manner.

I look forward to working with you to improve customer usage of this stamp vending machine. If you have any questions about this matter, please contact me at **[Insert Telephone Number]**.

Sincerely,

[Insert Name]
Postmaster
[Insert Street Address]
[Insert City, State and 9D ZIP]

cc: Manager, Retail
Manager, Post Office Operations

[Revise title and text of Exhibit 256.2b to read as follows:]

Exhibit 256.2b

Redeployment Letter to Postmaster



Date: **[Insert Date]**

Subject: Vending Removal — Results of the 2-month evaluation period
Followup to "Low Sales Generation Notice" letter sent **[Insert Date]**

To: **[INSERT POSTMASTER NAME]**
UNITED STATES POSTAL SERVICE
[INSERT STREET ADDRESS]
[INSERT CITY, STATE AND 9D ZIP]

Approximately 60 days ago, you were advised of the serious revenue generation deficiency exhibited by the unit listed below:

Unit ID #: **[Insert _____ + _____]**
Model: **[Insert Model Number]**
Location Address: **[Insert Address]**
60-Day Monthly Average Sales): **[Insert \$ Amount]**
60-Day Minimum Sales Required (Monthly Average): **[Insert \$ Amount]**
Achievement to Goal: **[Insert %]**

Further evaluation indicates that this stamp vending machine continues to perform below minimum acceptable standards. Therefore, effective **[Insert date]** the machine will be designated for removal. Attached to this notice is a letter and a pre-addressed envelope to notify the owner/operator of this decision. Please enter the current date and your signature on the letter, place the letter in the prepared envelope, and arrange for delivery the following business day.

After the notification letter has been delivered, post the enclosed notice on the machine within 3 working days. A retail specialist will contact you within the next 30 days to arrange for the removal of this stamp vending machine. If the sales of this machine reach the threshold to qualify for a different model of machine, your retail specialist will discuss those options with you at that time. If you should require further information concerning this action, please contact the Retail Specialist **[Insert Name]** at **[Insert Telephone Number]**.

[Insert Name]
Manager, Retail
[Insert District Name]
[Insert Street Address]
[Insert City, State and 9D ZIP]

cc: District Manager
Manager, Post Office Operations

Enclosures

[Revise title and text of Exhibit 256.2c to read as follows:]

Exhibit 256.2c

Redeployment Letter to Owner/Operator



Date: **[Insert Date]**

Subject: Vending — Results of 60-Day Revenue Producing Efforts
Followup to "Low Revenue Generation Notice" sent **[Insert Date]**

To: **[INSERT OWNER/OPERATOR NAME]**
[INSERT BUSINESS NAME]
[INSERT STREET ADDRESS]
[INSERT CITY, STATE AND 9D ZIP]

Approximately 60 days ago, you were advised of the serious revenue generation deficiency exhibited by the unit listed below:

Unit ID #: **[Insert _____ + _____]**
Model: **[Insert Model Number]**
Location Address: **[Insert Address]**
60-Day Monthly Average Sales): **[Insert \$ Amount]**
60-Day Minimum Sales Required (Monthly Average): **[Insert \$ Amount]**
Achievement to Goal: **[Insert %]**

As you can see, over the last 60 days the machine has averaged only **[Insert Amount]** per month in sales. Since revenue-producing efforts have not indicated sufficient improvement, effective **[Insert Date]**, the machine will be designated for removal.

Within the next few days, the Postal Service employee who services this machine will be applying a notice to notify customers that the machine will be removed in approximately 30 days. The notice will minimize your customers' concerns and identify other postal options for obtaining stamps and other stamp products. Approximately 14 to 21 days from the date of this letter, you will be contacted by me, or by one of my staff members, to arrange for the physical removal of the vending unit.

While we regret any inconvenience this may cause you or your customers, your cooperation is appreciated. If you have any questions or concerns, please feel free to contact either District Retail Specialist **[Insert Name]** at **[Insert Telephone Number]** or me at **[Insert Telephone Number]** to discuss this matter.

Respectfully,

[Insert Name]

Postmaster

[Insert Street Address]

[Insert City, State and 9D ZIP]

cc: District Manager
Manager, Retail
Manager, Post Office Operations

[Add new item Exhibit 257.2 to read as follows:]

Exhibit 257.2

Obsolete Vending Equipment Letter to Owner/Operator



Date: [Insert Date]

Subject: Obsolete Vending Equipment

To: [Insert Owner/Operator Name]
 [Insert Business Name]
 [Insert Street Address]
 [Insert City, State and 9D ZIP]

A recent evaluation of the self service vending equipment has identified the machine listed below, which is installed at your location, as obsolete:

Unit ID #: [Insert _ _ _ _ _ + _ _ _]
 Model: [Insert Model Number]
 Average Monthly Sales: [Insert \$ Amount]
 Minimum Monthly Sales Required: [Insert \$ Amount]

Once a vending machine model has been declared obsolete, it must be removed from service since its maintenance becomes cost-prohibitive. Repair parts become hard to find and customer service degenerates from the machine's frequent breakdowns. Machine breakdowns increase our costs as additional trips are required to provide emergency service.

To determine whether to replace this unit with a current model or discontinue its service at your location, an analysis of the revenue produced by this machine was performed. I regret to inform you that there are currently no replacement models with minimum monthly sales requirements less than or equal to the revenue produced by this obsolete model. As a result, the decision has been made to remove the obsolete unit without providing a replacement.

Within the next few days, the Postal Service employee who services this machine will be applying a notice to notify customers that the machine will be removed in approximately 30 days. To minimize your customers' concerns, the label will also identify some other postal options for obtaining stamps and other stamp products. Approximately 14 to 21 days from the date of this letter, you will be contacted by the postmaster, or his or her representative, to arrange for the physical removal of the vending unit.

Your contributions to the success of the postal service vending program have been greatly valued. While we regret any inconvenience removing this machine may cause you or your customers, your cooperation in supporting this decision will be appreciated. If you have any questions or concerns, please feel free to contact District Retail Specialist [Insert Name] at [Insert Phone Number] to discuss this matter.

Respectfully,

[Insert Name]
 Manager, Retail
 [Insert District Name]
 [Insert Street Address]
 [Insert City, State and 9D ZIP]

cc: District Manager
 Manager, Post Office Operations
 Postmaster

* * * * *

HANDBOOK PO-102 REVISION

Determining, Acquiring, and Installing Vending Equipment

Effective September 15, 2005, Handbook PO-102, *Self Service Vending Operational and Marketing Program*, is revised with monthly sales performance thresholds and sales maximums for vending machine models at postal and nonpostal locations. These standards will be used to determine the deployment or redeployment of vending equipment.

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

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

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

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

* * * * *

2 Establishing Self Service Vending Locations

* * * * *

23 Determining Equipment
231 New Locations

[Revise title and text of 231.1 to read as follows:]

231.1 Criteria for New Postal Locations

When vending is the best retail channel, the retail specialist determines the model and number of the self-service vending equipment to be placed in a new postal facility. Selection is determined based on the national vending percentage of the monthly total retail revenue (walk-in, retail metered, consignment, stamps by mail, etc.) for the specific type of postal location. Use Exhibit 231.1.

[Revise title and text of Exhibit 231.1 to read as follows:]

Exhibit 231.1
Criteria for Initial Equipment Placement
Main Office (MO)

| 0.37% of Total Monthly Retail Revenue (\$) | OPTION 1 | OPTION 2 |
|--|----------------------|-------------|
| ≤ 34,164.85 | No Vending Equipment | |
| 34,164.86 | 1 PS-53C MOD | 1 PS-53D |
| 40,908.11 | 1 PBM-2A | |
| 41,345.95 | 1 PBM-6 | |
| 60,340.54 | 1 PS-22 | 1 PS-22B |
| 60,497.30 | 1 PBM-7 | |
| 126,972.97 | 1 PBSM-624 | 1 PBSM-624B |
| 167,708.11 | 1 PCM-1625B | |

Postal Branch (BR)

| 0.68% of Total Monthly Retail Revenue (\$) | OPTION 1 | OPTION 2 |
|--|----------------------|-------------|
| ≤ 18,589.70 | No Vending Equipment | |
| 18,589.71 | 1 PS-53C MOD | 1 PS-53D |
| 22,258.82 | 1 PBM-2A | |
| 22,497.06 | 1 PBM-6 | |
| 32,832.35 | 1 PS-22 | 1 PS-22B |
| 32,917.65 | 1 PBM-7 | |
| 69,088.24 | 1 PBSM-624 | 1 PBSM-624B |
| 91,252.94 | 1 PCM-1625B | |

Postal Station (PS)

| 0.76% of Total Monthly Retail Revenue (\$) | OPTION 1 | OPTION 2 |
|--|----------------------|-------------|
| ≤ 16,632.88 | No Vending Equipment | |
| 16,632.89 | 1 PS-53C MOD | 1 PS-53D |
| 19,915.79 | 1 PBM-2A | |
| 20,128.95 | 1 PBM-6 | |
| 29,376.32 | 1 PS-22 | 1 PS-22B |
| 29,452.63 | 1 PBM-7 | |
| 61,815.79 | 1 PBSM-624 | 1 PBSM-624B |
| 81,647.37 | 1 PCM-1625B | |

Postal Store (ST)

| 1.01% of Total Monthly Retail Revenue (\$) | OPTION 1 | OPTION 2 |
|--|----------------------|-------------|
| ≤ 12,515.83 | No Vending Equipment | |
| 12,515.84 | 1 PS-53C MOD | 1 PS-53D |
| 14,986.14 | 1 PBM-2A | |
| 15,146.53 | 1 PBM-6 | |
| 22,104.95 | 1 PS-22 | 1 PS-22B |
| 22,162.38 | 1 PBM-7 | |
| 46,514.85 | 1 PBSM-624 | 1 PBSM-624B |
| 61,437.62 | 1 PCM-1625B | |

231.2 Criteria for Nonpostal Locations

[Revise text of 231.2 to read as follows:]

Headquarters must approve all nonpostal locations.

The retail specialist determines the self-service vending equipment model to be placed in a new nonpostal facility. Selection is determined based on the estimated revenue per month, using the criteria in Exhibit 231.2. The location and equipment must be re-evaluated 6 months after the initial installation.

[Add new Exhibit 231.2 as follows:]

Exhibit 231.2

Criteria for Initial Equipment Placement in Nonpostal Facility

| Projected Monthly Vending Revenue (\$) | OPTION 1 | OPTION 2 |
|--|----------------------|-------------|
| ≤ 338.70 | No Vending Equipment | |
| 338.71 | 1 PS-53C MOD | 1 PS-53D |
| 494.03 | 1 PBM-2A | |
| 515.79 | 1 PBM-6 | |
| 458.80 | 1 PS-22 | 1 PS-22B |
| 650.22 | 1 PBM-7 | |
| 2,434.55 | 1 PBSM-624 | 1 PBSM-624B |
| 2,547.67 | 1 PCM-1625B | |

[Revise title of 232 to read as follows:]

232 Existing Postal and Nonpostal Locations

232.1 Revenue Criteria

[Revise text of 232.1 to read as follows:]

Self-service vending equipment meeting the performance threshold detailed in Exhibit 232.1 must be maintained at its current location. If the revenue changes, the self-service vending equipment must be replaced, as defined in Exhibit 232.1.

[Add new Exhibit 232.1 as follows:]

Exhibit 232.1

Revenue Criteria

| Maximum Sales (\$) | Current Vending Machine Model | Monthly Performance Threshold (\$) | |
|----------------------------------|-------------------------------|------------------------------------|-----------|
| | | Postal | Nonpostal |
| Single Stamp Vending | | | |
| 1,800.00 | PS-53C MOD | 126.41 | 338.71 |
| 1,800.00 | PS-53D | 126.41 | 338.71 |
| 1,480.00 | PS-22 | 223.26 | 458.80 |
| 1,480.00 | PS-22B | 223.26 | 458.80 |
| Booklet Stamp Vending | | | |
| 1,700.00 | PBM-2A | 151.36 | 494.03 |
| 1,700.00 | PBM-6 | 152.98 | 515.79 |
| 2,900.00 | PBM-7 | 223.84 | 650.22 |
| Booklet and Stamp Vending | | | |
| 10,500.00 | PBSM-624 | 469.80 | 2,434.55 |
| 10,500.00 | PBSM-624B | 469.80 | 2,434.55 |
| Multi-Commodity | | | |
| 8,000.00 | PCM-1625B | 620.52 | 2,547.67 |

a. Performance Threshold for Vending Equipment

Self service vending equipment at postal locations with monthly sales totals less than \$126.41 must be removed. All vending equipment at nonpostal locations with monthly sales totals less than \$338.71 must be removed.

Note: Criteria will change with every rate case.

b. Not Meeting Performance Threshold

Self service vending equipment models that do not meet their performance threshold must be replaced with models that have a lower performance threshold. When there is no replacement model with a lower performance threshold, then vending service must be discontinued at the location.

c. Meeting Performance Threshold

Self service vending equipment meeting its performance threshold must be maintained at its current location.

d. Exceeding Performance Threshold

Self service vending equipment exceeding its maximum sales performance requires that an additional machine be deployed. The additional machine should be the same model as the vending equipment that exceeded its maximum sales performance level at the location.

* * * * *

24 Acquiring Equipment

[Revise text of 24 to read as follows:]

The purchase of all self service vending equipment is restricted to Headquarters.

25 Installing Equipment

251 Pre-installation Checklist for Retail Specialist

[Revise 251 to read as follows:]

The following checklist contains the pre-installation requirements for retail specialists:

| Action Required | Lead Time Needed Prior to Equipment Activation |
|--|--|
| 1. Obtain approval for nonpostal installations per 231.2. | 30 days |
| 2. Initiate vending lease agreement, PS Form 8185, <i>Vending Equipment Agreement</i> , if needed. | 90 days |
| 3. Notify postmaster. | 90 days |
| 4. Initiate delivery and installation procedures. | 60 days |
| 5. Notify administrative services. | 60 days |
| 6. Ensure the Web Vending Activity Reporting System (Web VARS) is updated. | At time of installation |

* * * * *

— Retail Service Equipment, Delivery and Retail, 9-15-05

HANDBOOK PO-102 REVISION

Vending Equipment Frequencies and Servicing Time Requirements

Effective September 15, 2005, Handbook PO-102, *Self Service Vending Operational and Marketing Program*, is revised with new servicing frequencies for vending equipment and new time requirements for servicing personnel.

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

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

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

* * * * *

4 Servicing Self Service Vending Equipment

* * * * *

45 Workload

451 Determining Frequencies

451.1 For New Location Equipment

[Revise text to read as follows:]

The revenue generated by a machine in a month determines the servicing frequency. Servicing personnel make frequent visits to a new location in order to determine the servicing frequency, using Exhibit 451.2, *Standard Servicing Frequencies*, as the criteria.

451.2 For Existing Location Equipment

* * * * *

Exhibit 451.2

Standard Servicing Frequencies

[Revise table to read as follows:]

| Number of Servicing Per Month | Model 53 (all) | Model 22 (all) | Model 2 (all) | Model 7 | Model 6 | Model 624 (all) | Model 1625B |
|-------------------------------|----------------|----------------|---------------|----------|---------|-----------------|-------------|
| 1 | \$450 | \$370 | \$425 | \$725 | \$425 | \$2,625 | \$2,000 |
| 2 | \$900 | \$740 | \$850 | \$1,450 | \$850 | \$5,250 | \$4,000 |
| 3 | \$1,350 | \$1,110 | \$1,275 | \$2,175 | \$1,275 | \$7,875 | \$6,000 |
| 4 | \$1,800 | \$1,480 | \$1,700 | \$2,900 | \$1,700 | \$10,500 | \$8,000 |
| 5 | \$2,250 | \$1,850 | \$2,125 | \$3,625 | \$2,125 | \$13,125 | \$10,000 |
| 6 | \$2,700 | \$2,220 | \$2,550 | \$4,350 | \$2,550 | \$15,750 | \$12,000 |
| 7 | \$3,150 | \$2,590 | \$2,975 | \$5,075 | \$2,975 | \$18,375 | \$14,000 |
| 8 | \$3,600 | \$2,960 | \$3,400 | \$5,800 | \$3,400 | \$21,000 | \$16,000 |
| 9 | \$4,050 | \$3,330 | \$3,825 | \$6,525 | \$3,825 | \$23,625 | \$18,000 |
| 10 | \$4,500 | \$3,700 | \$4,250 | \$7,250 | \$4,250 | \$26,250 | \$20,000 |
| 11 | \$4,950 | \$4,070 | \$4,675 | \$7,975 | \$4,675 | \$28,875 | \$22,000 |
| 12 | \$5,400 | \$4,440 | \$5,100 | \$8,700 | \$5,100 | \$31,500 | \$24,000 |
| 13 | \$5,850 | \$4,810 | \$5,525 | \$9,425 | \$5,525 | \$34,125 | \$26,000 |
| 14 | \$6,300 | \$5,180 | \$5,950 | \$10,150 | \$5,950 | \$36,750 | \$28,000 |
| 15 | \$6,750 | \$5,550 | \$6,375 | \$10,875 | \$6,375 | \$39,375 | \$30,000 |
| 16 | \$7,200 | \$5,920 | \$6,800 | \$11,600 | \$6,800 | \$42,000 | \$32,000 |
| 17 | \$7,650 | \$6,290 | \$7,225 | \$12,325 | \$7,225 | \$44,625 | \$34,000 |
| 18 | \$8,100 | \$6,660 | \$7,650 | \$13,050 | \$7,650 | \$47,250 | \$36,000 |
| 19 | \$8,550 | \$7,030 | \$8,075 | \$13,775 | \$8,075 | \$49,875 | \$38,000 |
| 20 | \$9,000 | \$7,400 | \$8,500 | \$14,500 | \$8,500 | \$52,500 | \$40,000 |

Notes:

See part 131 for the definition of each machine type.

Each machine is required to generate a projected sale threshold before it can be installed. The number of servicings per month is based on actual sales. The minimum requirements for each machine are reflected in the above table.

For locations with multiple machines, the frequency to the location is based on the machine with the highest earned frequency. All machines at the same location are serviced during one visit. All machines are required to be **fully stocked** in accordance with part 433 during the servicing visit.

* * * * *

452 Time Requirements

452.1 Guidelines

* * * * *

[Add new item g to read as follows:]

g. Breaks in accordance with the National Agreement.

The basic time requirements shown in Exhibit 452.1e are averages based on a nationwide study. Basic time requirements relevant to the workload are applied to determine the

servicing person's workload. Basic time requirements that do not accurately reflect the workload are modified. Adjustments are made only to travel and bank deposit times. Such adjustments are as follows:

* * * * *

[Revise item b to read as follows:]

b. Prepackaged products **must** be used; therefore, **no** packaging time is allowed. See part 433b and section 434.1c.

* * * * *

Exhibit 452.1e

Standard Time Requirements in Minutes*[Revise table to read as follows:]*

| Machine Type | Machine Model | Servicing Time | Office Time Summary | Packaging Time (Not Allowed) | Bank Time Per Location Visit | Travel Time Per Location Visit | Overtime Per Location Visit |
|--------------|---------------|----------------|---------------------|------------------------------|--|---|---|
| MCM (BA) | PCM 1625 B | 40 | 35 | 0 | 15 minutes per servicing visit. Maximum is 60 minutes per month. | Actual time spent in travel from location to location | Standard is USPS calculated percentage of office and (+) service time |
| BSM | PCM 624 | 40 | 35 | 0 | | | |
| | PCM 624 B | 40 | 35 | 0 | | | |
| BVM | N/A | 10 | 15 | 0 | | | |
| BVM (BA) | PBM 2A | 15 | 25 | 0 | | | |
| | PBM 6 | 15 | 25 | 0 | | | |
| | PBM 7 | 15 | 25 | 0 | | | |
| SVM | N/A | 5 | 15 | 0 | | | |
| SVM (BA) | PS 53C | 5 | 20 | 0 | | | |
| | PS 53C MOD | 5 | 20 | 0 | | | |
| | 53D | 5 | 20 | 0 | | | |
| | 22 | 5 | 20 | 0 | | | |
| | 22B | 5 | 20 | 0 | | | |

Note: See part 131 for definitions of machine types.

* * * * *

— Retail Service Equipment,
Delivery and Retail, 9-15-05

HANDBOOK PO-102 REVISION

Stock Levels for Vending Machine Models

Effective September 15, 2005, Handbook PO-102, *Self Service Vending Operational and Marketing Program*, is revised to provide the value of prepackaged stock items and cash required to fully stock each vending machine model.

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

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

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

* * * * *

5 Financial Control

* * * * *

53 Self Service Products

[Revise text to read as follows:]

Self service products are any prepackaged vendible items approved by Headquarters. The field is not authorized to package stamp stock to be used as a self service product.

* * * * *

532 Other Items

[Revise 532 to read as follows:]

Value of initial stock level for vending machine models:

| Value of Initial Inventory in Machines | | | | | | | | |
|--|--------------------|------------------|--------------|-----------|----------|----------|------------------|--------------|
| Stamp Stock Value | Cash Reserve Value | PS 53CMOD/53D | PS 22/22B | PBM 2A | PBM 6 | PBM 7 | PBSM 624/624B | PCM 1625B |
| Pennies | 100 in roll | | | | | | | |
| Nickels | 40 in roll | | | | | | | |
| Dimes | 50 in roll | | | | | | | |
| Quarters | 40 in roll | | | | | | | |
| Gold Dollars | bag | | | | | | | |
| Total Value | | | | | | | | |

Note: Actual values may be found on the USPS Retail Self Service Web page at http://eagnmmsg10d/ssam/self_service/html/programs/selfservice.htm.

* * * * *

— Retail Service Equipment,
Delivery and Retail, 9-15-05

REMINDER

Stamps by Mail — Brochure Ordering Information

The next deadline date for ordering Stamps at Your Door™ (Stamps by Mail®, Stamps Delivered to Your Door) brochures is **October 3, 2005**. This print run will be for the holiday brochure design.

To order brochures, submit PS Form 3227-0, *Stamps At Your Door Supply Order* (August 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 87 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 eBay procedures may also apply (refer to local procurement procedures).

Postal Service™ Headquarters has funded a national procurement for the October 3 print run for 5 million

brochures for the Stamps By Mail centralized computer processing sites. The distribution amount for each site is available by referencing column K (5MM) 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,
Customer Service, 9-15-05

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 |
| Telephone No. 800-466-0455 Fax No. 740-689-0210 | | Contact Name | | |
| | | Contact Telephone No. (Include area code) | | |
| | | Contact Fax No. (Include area code) | | |
| | | Contact E-mail Address | | |

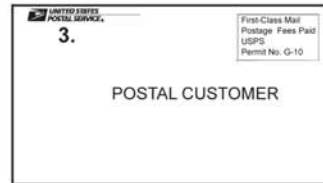
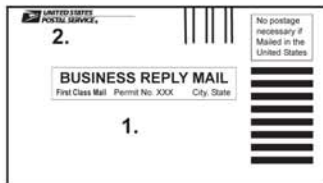
| Quantity | Item | Specify No. of Packs (500 forms per pack) | Unit Cost | Total |
|----------|---|--|--------------------------|-----------|
| | Form 3227 (Year-Round Version) | | @ \$11.00 ea. per pkg. = | |
| | Form 3227 (Holiday), limited offering — Check Postal Bulletin schedule for availability.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

VISA/IMPAC Card No.: _____ Check (Include with order)

Exp. Date: _____ USPS Money Order (Include with order)

Requestor Signature _____ Manager/Supervisor Signature _____

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 (see Postal Bulletin estimations): _____



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