

# POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22167, November 10, 2005



**YOUR  
opinion  
counts.  
USPS  
is listening.**

**Voice of the Employee Surveys Due Nov. 23**



**CONTENTS**

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

**USPSNEWS@WORK** ..... 3

**Administrative Services**  
Directives and Forms Update ..... 5

**Customer Relations**  
Mail Alert ..... 8

**Domestic Mail**  
DMM Revision: Customer Options for Change-of-Address Orders ..... 9  
DMM Notice: Bundle Integrity for Flat-Size and Irregular Parcel Mail ..... 10  
DMM Revision: Labeling List Changes ..... 11

**Employees**  
ELM Revision: Return to Duty After Occupational Illness or Injury ..... 12  
Notice: Flexible Spending Accounts Open Season ..... 13

**Finance**  
Notice: Changes to Account Identifier Codes 111 and 112 ..... 16  
Notice: PS Form 3533, Application and Voucher for Refund of Postage, Fees, and Services ..... 16  
Notice: New Account Identifier Codes for Automated Postal Centers ..... 16  
Notice: 2006 Pay Dates and Leave Year ..... 17  
New Form: PS Form 3881-X, Supplier and Payee Electronic Funds Transfer (EFT) Enrollment ..... 17  
Christmas Pay Procedures for Rural Carriers ..... 18

**Pull-Out Section**

**Fraud Alert**  
Withholding of Mail Orders ..... 25  
Invalid Express Mail Corporate Account Numbers ..... 27  
Missing, Lost, or Stolen U.S. Money Order Forms ..... 29  
Missing, Lost, or Stolen Canadian Money Order Forms ..... 34  
Counterfeit Canadian Money Order Forms ..... 36  
Toll-Free Number Available to Verify Canadian Money Orders ..... 36

**Other Information**  
Overseas Military Mail ..... 37  
Flexible Spending Accounts (FSA) Open Season ..... 43  
Annual Leave Exchange Option ..... 45  
Notice to All Employees: Thrift Savings Plan Fact Sheet ..... 47

**Finance (Continued)** ..... 49

**Information Technology**  
Notice: Computer Security Day 2005 is November 17 .... 55

**International Mail**  
Notice: Postal Service International Shipping Labels Available on eBay ..... 58  
Notice: Scanning Requirements for Global Express Mail and for Air, Surface/Economy, and Insured Parcel Post Items ..... 59  
ICM Updates: International Customized Mail ..... 60

**Philately**  
Pictorial Postmarks Announcement ..... 61  
Special Cancellation Die Hubs ..... 66

**Post Offices**  
Handbook PO-603 Revision: Revised Rural Carrier Duties and Responsibilities ..... 66

**Retail**  
What's In Store ..... 69

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



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



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

|                            |                            |                            |                            |
|----------------------------|----------------------------|----------------------------|----------------------------|
| PB 22167: 7690-08-000-1110 | PB 22159: 7690-08-000-1102 | PB 22151: 7690-07-000-0135 | PB 22144: 7690-07-000-0128 |
| PB 22166: 7690-08-000-1109 | PB 22158: 7690-08-000-1101 | PB 22150: 7690-07-000-0134 | PB 22143: 7690-07-000-0127 |
| PB 22165: 7690-08-000-1108 | PB 22157: 7690-08-000-1100 | PB 22149: 7690-07-000-0133 | PB 22142: 7690-07-000-0126 |
| PB 22164: 7690-08-000-1107 | PB 22156: 7690-08-000-1099 | PB 22148: 7690-07-000-0132 | PB 22141: 7690-07-000-0125 |
| 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 |
| PB 22160: 7690-08-000-1103 | PB 22152: 7690-08-000-0910 |                            |                            |

# USPSNEWS@WORK

## Talk up a storm

**survey** *vb*: appraise, take stock of, assess. That's the definition, and that's what we do every quarter through the Voice of the Employee (VOE) Survey — take stock of what we're doing well and where we can improve. And we need your help to make sure the assessment is accurate.

If you're one of the 25 percent of USPS career employees who received a survey this quarter, speak up and let your voice be heard. VOE surveys are due back Nov. 23. It only takes 15 minutes — on the clock — to let your opinions be heard about your job, your workplace and the Postal Service overall.

Your responses — which help us improve the work environment and our working relationships — are confidential.

Take stock and send in your survey.

## Killette named VP, Consumer Advocate



Postmaster General (PMG) Jack Potter announced the selection of Washington, D.C., Postmaster Delores Killette as vice president of the office of Consumer Advocate. As consumer advocate and head of the Consumer Affairs function, Killette will be responsible for bringing the voice of the individual customer to postal decision making.

As Washington, D.C., postmaster, Killette led her service team to new heights in service performance and customer satisfaction. Before her postmaster appointment in 1999, Killette served as manager of Operations Programs in the Baltimore District. Killette started her USPS career in 1968 as a distribution clerk in Baltimore, MD.

## PFP accomplishments and objectives due Nov. 30



We're approaching the deadline for the Pay for Performance (PFP) 2005 end-of-year reporting period. Employees and evaluators must complete fiscal year (FY) 2005 accomplishments and evaluations

and FY 2006 objectives by the Nov. 30 deadline.

If you have not yet reported your accomplishments or evaluations, or set your objectives, visit the PFP Web site soon to access the Performance Evaluation System (PES). All employees and evaluators must use the system to document accomplishments, evaluator discussion dates and comments, and new objectives for the next fiscal year.

- Go to <http://blue.usps.gov/hrisp/>.
- Under "Featured Content," click on *Pay for Performance*.
- Under "General Information," click on *Link to PES*.

## Postal Rate Commission recommendations received

The Postal Rate Commission (PRC) issued its recommended decision for the Postal Service's April filing for an across-the-board 5.4 percent increase in rates to offset the \$3.1 billion escrow payment required by Congress.

The PRC did not recommend a 5.4 percent across-the-board increase for all rate classes, although the majority of the recommended rate increases fall within that range. The PRC's recommendation would raise the price of a First-Class Mail stamp by 2 cents to 39 cents and the price of a postcard 1 cent to 24 cents. Under the current proposal, Express Mail, Priority Mail and Standard Mail rates would see similar increases within range of 5.4 percent. The Postal Service Board of Governors will consider the recommendation and vote on it later this month.

## USPS and FOX Broadcasting to premiere holiday special



A "Dear Santa" Holiday Music Collection will be released on CD in conjunction with the holiday primetime special.

FOX network will premiere the one-hour holiday special "Dear Santa" Friday, Dec. 9, at 8 P.M. ET/PT. The reality show was created to make children's dreams come true — dreams that were selected from a few extraordinary letters to Santa Claus from children across the country.

The Postal Service will be promoting the special with Post Office displays, on [usps.com](http://usps.com) and as part of a 40-city tour with USPS Holiday Spokesperson Vonzell Solomon, one of this year's American Idol finalists.

Solomon sings "Oh Come All Ye Faithful" on a CD being produced in conjunction with the TV special. The CD will be

available in Post Offices around the country and at The Postal Store on [usps.com](http://usps.com).

## USPS achieves 11th consecutive 95 percent EXFC score



The Postal Service scored 95 percent or better for on-time overnight delivery of First-Class Mail — for the 11th consecutive measurement period. And at the same time, our customer satisfaction measurement stands at 94 percent.

Five USPS districts reached 97 percent on-time overnight scores this reporting period: Spokane; Central Plains; Albany, NY; Richmond, VA, and Baltimore, MD.

At 94 percent, the customer satisfaction score is up from 93 percent last quarter — and it marks the 16th continuous quarter of 93 percent or better. That means 94 percent of our residential customers rate USPS as excellent, very good or good on all aspects of our performance.

Excellent and very good ratings show customer loyalty. The more satisfied our customers are, the more likely they are to recommend the Postal Service to others and to stay loyal customers themselves. With that in mind, we've focused on raising the excellent and very good percentage of our ratings. And, it's paying off — with a steady increase of 5 points in the last 4 years.

For details of overnight service results, see News Release 05-092 at <http://www.usps.com/communications/news/press/welcome.htm>.

## USPS debuts “Election Officials’ Mailing Resources” Web site



The Postal Service developed the Election Officials' Mailing Resources Web site at [www.usps.com/electionmail](http://www.usps.com/electionmail) to help election officials use the mail to send official election materials to voters.

Official Election Mail includes balloting materials, voter registration cards, absentee applications and polling place notifications.

Although the Postal Service plays no role in how elections are carried out in the United States, it's fully authorized to inform and educate election officials about postal products and services.

## VPP helps employees play it safe



Working together is key in Des Moines. Kevin Beener and Eric Cory have more than four decades of history at the Des Moines Bulk Mail Center (BMC). Thanks to the BMC's quest for certification under the

Voluntary Protection Program (VPP), the two are ready to start writing a new history.

Cory serves as the local branch president for the National Postal Mail Handlers Union. He likes the self-identification of hazards by employees. “Because VPP involves employees who perform the work, we're better able to identify necessary changes,” Cory said. “When there's a true partnership between craft employees and managers, it creates a better — and safer — workplace.”

“Bringing the BMC up to VPP standards will be a challenge,” said Beener, local branch president of the American Postal Workers Union and VPP coordinator. “It will be a big task — but like any such undertaking, the rewards are worth the effort.”

# Administrative Services

## Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (March 2005), is revised. The tables below contain the document ID, edition date, title, PSN (Postal Service™ stock number) and the Postal Service and public supply source for all new, revised, and obsolete directives

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

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

### New Directives

#### Handbooks

| PSIN                | Edition Date | Title  | Stock Number     | Manual Relation | Org. | USPS Source | Public Source |
|---------------------|--------------|--|------------------|-----------------|------|-------------|---------------|
| HBK MS-178, VOL-FP1 | 5/05         | Automated Tray Handling System (ATHS), Maintenance Information       | 7610-07-000-6282 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-178, VOL-FP2 | 5/05         | Automated Tray Handling System (ATHS), Parts Information             | 7610-07-000-6283 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-229, VOL-A   | 9/05         | Delivery Bar Code Sorter Phases 2 through 5, Background Information  | 7620-08-000-1686 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-229, VOL-B   | 9/05         | Delivery Bar Code Sorter Phases 2 through 5, Maintenance Information | 7620-08-000-1687 | ASM 5           | ENG  | MDC         | N/A           |

#### Publications

| PSIN     | Edition Date | Title   | Stock Number     | Manual Relation | Org. | USPS Source | Public Source |
|----------|--------------|---|------------------|-----------------|------|-------------|---------------|
| PUB 60-E | 4/05         | Test 460 Orientation Guide For Rural Carrier Associate Jobs | 7610-07-000-6202 | ELM 330         | ERM  | MDCIWB      | WWW           |
| PUB 631  | 9/05         | Official Election Mail — Graphic Guidelines and Logos       | N/A              | ASM 43          | SP   | IWEB        | WWW           |
| PUB 632  | 9/05         | State and Local Election Mail User's Guide Overview         | N/A              | ASM 43          | SP   | IWEB        | N/A           |

### New Forms

#### Forms

| PSIN    | Edition Date | Oldest Usable Date | Title                              | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|---------|--------------|--------------------|------------------------------------|--------------|------------|---------------|------|-------------|---------------|
| PS 6354 | 8/05         | 8/05               | Parcel Return Service Dispatch Log | N/A          | PO         | SH            | MKT  | IWEB        | N/A           |

### Revised Directives

#### Handbooks

| PSIN              | Edition Date | Title   | Stock Number     | Manual Relation | Org. | USPS Source | Public Source |
|-------------------|--------------|---|------------------|-----------------|------|-------------|---------------|
| HBK AS-353        | 9/05         | Guide to Privacy and Freedom of Information Act               | 7610-07-000-7119 | ASM             | CA   | IWEB        | WWW           |
| HBK AS-805-C      | 8/05         | Information Security for General Users                        | 7610-05-000-5604 | ASM 8           | IT   | MDCIWB      | N/A           |
| HBK EL-312        | 9/05         | Employment and Placement                                      | 7610-03-000-9356 | ELM 3           | ERM  | MDCIWB      | WWW           |
| HBK MS-28         | 7/05         | Maintenance of Electrical Switchgear                          | 7610-03-000-9218 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-130, VOL-C | 6/05         | Remote Bar Coding System, Output Subsystem, Parts Information | 7610-03-000-9070 | ASM 5           | ENG  | MDC         | N/A           |

| PSIN              | Edition Date | Title   | Stock Number     | Manual Relation | Org. | USPS Source | Public Source |
|-------------------|--------------|---|------------------|-----------------|------|-------------|---------------|
| HBK MS-155, VOL-B | 6/06         | Remote Bar Coding System, Image Processing Subsystem, Maintenance Information | 7610-03-000-7038 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-212        | 9/05         | Wide Field of View Camera   | 7610-05-000-5069 | ASM 5           | ENG  | MDC         | N/A           |

*Posters*

| PSIN    | Edition Date | Title                       | Size         | Stock Number     | Unit of Issue | Org. | USPS Source | Public Source |
|---------|--------------|-----------------------------|--------------|------------------|---------------|------|-------------|---------------|
| POS 5   | 7/05         | Warning — Reusing Postage   | 11" X 8 1/2" | 7690-03-000-9182 | EA            | IS   | MDC         | MDC           |
| POS 181 | 7/05         | Double Satchel Instructions | 17" X 22"    | 7610-05-000-4888 | EA            | D&R  | MDC         | N/A           |

*Publications*

| PSIN      | Edition Date | Title   | Stock Number     | Manual Relation | Org. | USPS Source | Public Source |
|-----------|--------------|---|------------------|-----------------|------|-------------|---------------|
| PUB 300-A | 9/05         | U.S. Postal Inspection Service Guide to Preventing Mail Fraud | 7610-04-000-6949 | ISM             | IS   | MDC         | MDC           |
| PUB 348   | 8/05         | Window Services Crime Prevention Booklet                      | 7610-03-000-9102 | ISM             | IS   | MDC         | N/A           |
| PUB 430   | 6/05         | All About MERLIN  | 7610-08-000-1461 | DMM             | P&C  | MDCIWB      | WWW           |

**Revised Forms***Forms*

| PSIN      | Edition Date | Oldest Usable Date | Title  | Stock Number     | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|--------------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 292    | 9/05         | 9/05               | Headquarters Clearance Checklist   | N/A              | HQ         | SH            | ERM  | IWEB        | N/A           |
| PS 557    | 5/05         | 5/05               | Application for Reward   | 7530-02-000-7218 | IC         | SH            | IS   | MDC         | N/A           |
| PS 1010   | 9/05         | 9/05               | eTravel Participant Enrollment Form  | N/A              | PS         | SH            | FIN  | IWEB        | N/A           |
| PS 1216   | 6/05         | 6/05               | Employee's Current Mailing Address (2-part set)  | 7530-02-000-7354 | PS         | SE            | ERM  | MDCIWB      | N/A           |
| PS 1500   | 7/05         | 7/05               | Application for Listing and/or Prohibitory Order   | 7530-03-000-7374 | PO         | SE            | MKT  | MDCIWB      | WWW           |
| PS 1624   | 7/05         | 7/05               | Delivery/Collection Equipment Work Request (3-part set)  | 7530-01-000-9392 | PS         | SE            | D&R  | MDCIWB      | N/A           |
| PS 1653   | 7/05         | 7/05               | Postmaster Relief/Leave Replacement Employment Data (4-part set)                               | 7530-01-000-9401 | PS         | PG            | ERM  | MDCIWB      | N/A           |
| PS 2240   | 7/05         | 7/05               | Pay, Leave, or Other Hours Adjustment Request (2-part set)                                     | 7530-02-000-7406 | PS         | SE            | FIN  | MDCIWB      | N/A           |
| PS 3227-O | 8/05         | 8/05               | Stamps at Your Door Supply Order   | N/A              | PS         | SH            | MKT  | IWEB        | N/A           |
| PS 3500   | 7/05         | 7/05               | Application for Periodicals Mailing Privileges   | 7510-05-000-4625 | PO         | SH            | P&C  | MDCIWB      | WWW           |
| PS 3510   | 7/05         | 7/05               | Application for Additional Entry, Reentry, or Special Rate Request for Periodicals Publication | 7530-01-000-9928 | PO         | SH            | P&C  | MDCIWB      | WWW           |
| PS 3623   | 7/05         | 7/05               | Application for Nonprofit Standard Mail Rates at Additional Mailing Office                     | 7530-02-000-9027 | PO         | SH            | P&C  | MDCIWB      | WWW           |
| PS 3624   | 7/05         | 7/05               | Application to Mail at Nonprofit Standard Mail Rates   | 7530-02-000-9014 | PO         | SH            | P&C  | MDCIWB      | WWW           |
| PS 5700   | 8/05         | 8/05               | Postal Bulletin Subscription Order Form  | N/A              | PU         | SH            | IT   | HQO         | WWW           |

| PSIN    | Edition Date | Oldest Usable Date | Title                             | Stock Number     | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|---------|--------------|--------------------|-----------------------------------|------------------|------------|---------------|------|-------------|---------------|
| PS 6015 | 7/05         | 7.05               | Nonprofit Database Change Request | N/A              | PO         | SH            | P&C  | IWEB        | N/A           |
| PS 8225 | 12/04        | 12/04              | Acknowledgement Card Follow Up    | 9915-07-000-0011 | PS         | EA            | CA   | MDC         | N/A           |

## Obsolete Directives

### Handbooks

| PSIN                | Edition Date | Title   | Stock Number     | Manual Relation | Org. | USPS Source | Public Source |
|---------------------|--------------|---|------------------|-----------------|------|-------------|---------------|
| HBK F-21, CH-5      | 6/97         | Time and Attendance   | 7610-04-000-1111 | FMM 4           | FIN  | MDC         | N/A           |
| HBK MS-124, VOL-A   | 3/98         | Multi-Position Flats Sorting Machine (MPFSM), Model 881, Background Information               | 7610-02-000-8115 | ASM 5           | ENG  | MDC         | R             |
| HBK MS-124, VOL-B   | 3/98         | Multi-Position Flats Sorting Machine (MPFSM), Model 881, Maintenance Information              | 7610-04-000-1011 | ASM 5           | ENG  | MDC         | R             |
| HBK MS-124, VOL-CP1 | 3/98         | Multi-Position Flats Sorting Machine (MPFSM), Model 881, Parts, Wire Lists, and Schematics    | 7610-04-000-1198 | ASM 5           | ENG  | MDC         | R             |
| HBK MS-124, VOL-CP2 | 3/98         | Multi-Position Flats Sorting Machine (MPFSM), Model 881, Parts, Wire Lists, and Schematics    | 7610-04-000-1199 | ASM 5           | ENG  | MDC         | R             |
| HBK MS-132, VOL-AP1 | 3/93         | Remote Bar Coding System, Image Processing Subsystem, System Information                      | 7610-03-000-9198 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-132, VOL-AP2 | 3/93         | Remote Bar Coding System, Image Processing Subsystem, System Information                      | 7610-03-000-9199 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-132, VOL-AP3 | 3/93         | Remote Bar Coding System, Image Processing Subsystem, Parts Information                       | 7610-03-000-9201 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-132, CHG-1   | 6/94         | RBCS IPSS, Change 1 to Vol. A   | 7610-03-000-4220 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-132, CHG-2   | 12/94        | RBCS IPSS, Change 2 to Vol. A & B   | 7610-03-000-4221 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-132, VOL-B   | 3/93         | Remote Bar Coding System, Image Processing Subsystem, System Information                      | 7610-03-000-9200 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-135          | 7/92         | Flat Mail Bar Code Reader   | 7610-02-000-9921 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-144, CHG1    | 2/98         | MLOCR/ISS   | 7610-04-000-4587 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-155, VOL-B   | 3/98         | Remote Bar Coding System, Image Processing Subsystem B (RBCS/IPSS-B), Maintenance Information | 7610-03-000-7038 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-157          | 5/96         | Transportation Information Management Evaluation System                                       | 7610-03-000-7969 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-164          | 5/99         | Flat Mail Optical Character Reader  | 7610-04-000-3262 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-187, VOL-A   | 6/04         | Delivery Bar Code Sorter Phase 2, Background Information                                      | 7610-07-000-8261 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-187, VOL-B   | 6/04         | Delivery Bar Code Sorter Phase 2, Maintenance Information                                     | 7610-07-000-8262 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-188, VOL-A   | 11/03        | Delivery Bar Code Sorter Phaser 3 (DBCS-3), Background Information                            | 7610-07-000-8263 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-188, VOL-B   | 11/03        | Delivery Bar Code Sorter Phaser 3 (DBCS-3), Maintenance Information                           | 7610-07-000-8264 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-189, VOL-A   | 8/03         | Delivery Bar Code Sorter Phase 4, Background Information                                      | 7610-07-000-7700 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-189, VOL-B   | 8/03         | Delivery Bar Code Sorter Phase 4, Maintenance Information                                     | 7610-07-000-7701 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-190, VOL-A   | 8/03         | Delivery Bar Code Sorter Phase 5, Background Information                                      | 7610-05-000-0646 | ASM 5           | ENG  | MDC         | N/A           |

| PSIN              | Edition Date | Title   | Stock Number     | Manual Relation | Org. | USPS Source | Public Source |
|-------------------|--------------|---|------------------|-----------------|------|-------------|---------------|
| HBK MS-190, VOL-B | 8/03         | Delivery Bar Code Sorter Phase 5, Maintenance Information | 7610-05-000-0647 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-201        | 6/00         | Flats Feeder 125  | 7610-05-000-4020 | ASM 5           | ENG  | MDC         | N/A           |
| HBK MS-208        | 1/03         | Local Remote Computer Reader                              | 7610-05-000-5996 | ASM 5           | ENG  | MDC         | N/A           |

*Notices*

| PSIN    | Edition Date | Title   | Size            | Stock Number     | Unit of Issue | Org. | USPS Source | Public Source |
|---------|--------------|---|-----------------|------------------|---------------|------|-------------|---------------|
| NOT 427 | 9/92         | Health Benefits — Selecting a Health Insurance Plan | 3 5/8" X 8 1/2" | 7610-02-000-7936 | EA            | ERM  | MDCIWB      | N/A           |

*Posters*

| PSIN     | Edition Date | Title                          | Size      | Stock Number     | Unit of Issue | Org. | USPS Source | Public Source |
|----------|--------------|--------------------------------|-----------|------------------|---------------|------|-------------|---------------|
| POS Q015 | 6/02         | Ancillary Service Endorsements | 14" X 21" | 7690-05-000-4045 | EA            | P&C  | MDC         | PBC           |

*Publications*

| PSIN    | Edition Date | Title                         | Stock Number     | Manual Relation | Org. | USPS Source | Public Source |
|---------|--------------|-------------------------------|------------------|-----------------|------|-------------|---------------|
| PUB 540 | 11/94        | A Guide for Managing Injuries | 7610-03-000-4080 | ELM 5           | ERM  | MDCIWB      | N/A           |

*Information Policies and Procedures, Public Affairs and Communications, 11-10-05*

## 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 Secret Sale                                      | Standard/Letter        | 11/11/05–11/15/05        | 1.0                         | Nationwide   | Barcoded, 3/5-Digit, Car-Rt | Cenveo, Memphis, TN            |
| Midnight Velvet  | Standard/Catalog       | 11/14/05–11/17/05        | 1.0                         | Nationwide   | Barcoded, 3/5-Digit, Car-Rt | Quad Graphics, Martinsburg, WV |
| November Gift  | Standard/Catalog       | 11/14/05–11/18/05        | 1.0                         | Nationwide   | 3/5-Digit, Car-Rt           | RR Donnelley, Spartanburg, SC  |
| The Swiss Colony   | Standard/Catalog       | 11/16/05–11/19/05        | 1.11                        | Nationwide   | Barcoded, 3/5-Digit, Car-Rt | Quad Graphics, Lomira, WI      |
| Catherine's Thanksgiving Sale                                | First-Class/Letter     | 11/18/05–11/23/05        | 1.0                         | Nationwide   | Barcoded, 3/5-Digit, Car-Rt | Cenveo, Memphis, TN            |
| November Surplus   | Standard/Catalog       | 11/21/05–11/25/05        | 1.0                         | Nationwide   | 3/5-Digit, Car-Rt           | RR Donnelley, Spartanburg, SC  |
| Life Line Screening Ultrasound Image and Repositionable Note | Standard/Letter        | 11/21/05–11/30/05        | 2.0                         | Nationwide   | 3/5-Digit, Car-Rt           | Mail America, Forest, VA       |

— *Business Service Network Integration, Customer Service, 11-10-05*



# Domestic Mail

## DMM REVISION

### Customer Options for Change-of-Address Orders

Effective November 10, 2005, we are revising *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 507.2.1 to reflect the current options available to customers filing change-of-address orders. We are also clarifying those circumstances when change-of-address orders are not accepted.

Under our current DMM standards, customers can request a change of address by filing PS Form 3575, *Change-of-Address Order*, or other written notice with the postmaster for the old address. However, we have adopted two additional methods for submitting change-of-address orders:

- Internet Change of Address (ICOA) method at <https://moversguide.usps.com/>. Customers may use a personal computer to submit their request online or to print forms for filing a manual change-of-address order.
- Telephone Change of Address (TCOA) method. Customers may submit the request by calling 800-ASK-USPS.

To provide a secure transaction, ICOA and TCOA require customers to provide a valid credit card to verify their identity. We charge the customer's credit card \$1.00 for the verification.

We have revised DMM 507.2.1.4 and 507.2.1.5 a to clarify circumstances when change-of-address orders are not accepted. The changes reflect current policy that change-of-address orders are not accepted for addressees at a business address that receives mail as part of a delivery to other internal addressees at that location. The new provision clarifies that the standards apply to all customers, whether individual persons or businesses or other entities or organizations.

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

|            |                            |   |   |   |
|------------|----------------------------|---|---|---|
| *          | *                          | * | * | * |
| <b>500</b> | <b>Additional Services</b> | * | * | * |
| <b>507</b> | <b>Mailer Services</b>     | * | * | * |

#### **2.0 Forwarding**

##### **2.1 Change-of-Address Order**

\* \* \* \* \*

*[Revise title and text of 2.1.4 to read as follows:]*

##### **2.1.4 Methods of Filing**

Customers may use one of the following methods to file a change of address with the Post Office:

- a. Submit Form 3575 or other written notice to the postmaster at the Post Office serving the old address.
- b. Use Internet Change of Address (ICOA) method at <https://moversguide.usps.com/>. Customers using the ICOA method must provide a valid credit card number for identity verification. The customer's credit card is charged \$1.00 for the verification.
- c. Use Telephone Change of Address (TCOA) method at 800-ASK-USPS. Customers using the TCOA method must provide a valid credit card number for identity verification. The customer's credit card is charged \$1.00 for the verification.

##### **2.1.5 Prohibited Use**

\* \* \* \* \*

*[Revise 2.1.5 a. to read as follows:]*

- a. An addressee (e.g., an individual or a business entity or other organization) may not file a change-of-address order for mail originally addressed to the addressee at an organization, business, place of employment, or other affiliation. The organization or business may change the address (but not the addressee's name) on a mailpiece to redirect it to the addressee. Barcodes on redirected mailpieces should be obliterated to facilitate automation processing.

\* \* \* \* \*

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

## DMM NOTICE

**Bundle Integrity for Flat-Size and Irregular Parcel Mail**

“Bundle integrity” — the ability of bundles to remain intact during transit and processing — is crucial for the Postal Service’s new, high-speed mail processing equipment, the Automated Package Processing System (APPS). APPS uses barcode reader and optical character reader technology to sort parcels and bundles with little or no manual intervention.

Previously, we processed bundles using small parcel and bundle sorters. This equipment allowed Postal Service™ employees to intervene and secure loose bundles or redirect damaged bundles before they entered the sorting equipment. However, with APPS, Postal Service employees have little opportunity to identify or correct bundling problems as bundles are inducted.

**Better Ways to Bundle**

Shrinkwrapping is one of the best ways to secure bundles of flat-size mailpieces and irregular parcels. Shrinkwrap must be of sufficient strength for the size and weight of the bundle. Improperly applied shrinkwrap can result in bundles with large openings that may allow mailpieces to escape. To help ensure bundle integrity of shrinkwrapped bundles, mailers should make sure their shrinkwrap operations apply the shrinkwrap tightly and limit the size of any openings. If shrinkwrapped bundles have openings, we strongly encourage mailers to use banding to encircle bundles on the open sides.

Banding with clear, smooth plastic strapping is another good way to ensure bundle integrity. Banding must be tight enough to depress the edges of the bundle and prevent mailpieces from slipping out during transit and processing. Loose bundles often result when mailers use rubber bands, string, or twine to secure bundles. When mailers apply banding materials with insufficient tension, the materials tend to slip off, and we have to handle and sort individual pieces manually. Mailers should maintain their banding equipment so that it properly applies the banding material tightly enough to depress the bundle edges to minimize broken bundles.

*Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* includes standards for proper preparation of presort bundles. Current bundling standards are provided in the mail preparation sections of the DMM by shape and class of mail. To further improve bundle integrity, we proposed revisions to the DMM in a *Federal Register* notice published on November 2, 2005. Our proposal would require two bands to secure bundles of flats and irregular parcels that are not shrinkwrapped. This *Federal Register* notice is available on our Rapid Information Bulletin Board System (RIBBS) at [ribbs.usps.gov](http://ribbs.usps.gov); click on *Federal Register Notices* in the left-hand column. The DMM is available on Postal Explorer® at [pe.usps.com](http://pe.usps.com).

**New Mailer Test for Bundles**

The following test simulates the stress of normal transit and processing on bundles. To increase mailers’ confidence that their presort bundles comply with our acceptance criteria, we recommend that mailers use this test to help determine if their bundles will remain intact during mail processing and transit.

1. Choose several bundles for testing, selecting bundles of different weights when possible. Include heavier or larger bundles for testing to ensure that the strength of shrinkwrap or banding is adequate for the weight and size of the heaviest and largest bundles in the mailing.
2. Place the bundles on a raised surface about 4 feet above the floor.
3. Push each bundle, corner-first, off the edge of the raised surface with enough force so the bundle will land on the floor on one of its corners at a horizontal distance of 1 to 3 feet from the edge of the raised surface.
4. Lift each bundle from the floor by grasping a corner of the shrinkwrap or the corners of several mailpieces.
5. Evaluate the condition of each bundle as it is lifted. If none of the bundling material detaches from the rest of the bundle and if no pieces fall out of the bundle, the bundle is likely to withstand normal transit and processing.

Large or heavy bundles are unlikely to pass this test if they are secured with rubber bands, string, thin shrinkwrap, or banding materials (such as polyethylene tape) that stretch and do not return to their previous tension. When bundles fail the drop test, mailers should rebundle mailpieces using stronger materials or adjust their equipment to more tightly secure their bundles.

**Working Together to Improve Bundle Integrity**

Manual handling of mailpieces from broken or loose bundles results in delayed delivery and increases our processing costs. To help identify recurring problems, we are using the new Electronic Mail Improvement Report (eMIR) to alert mailers and Postal Service employees to mail preparation issues, including broken bundles. The *PostalOne!* Mail Owner view offers both mail owners and preparers electronic access to their eMIR report information. Customers can apply for Mail Owner access online at <http://www.usps.com/postalone>.

Working together, we can improve bundle integrity.

— *Mailing Standards,  
Pricing and Classification, 11-10-05*

DMM REVISION

**Labeling List Changes**

Effective November 10, 2005, we are revising *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) Labeling List L201 to correct 11 schemes published on October 27 in the online DMM. The corrected information follows.

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

\* \* \* \* \*

**L Labeling Lists**

\* \* \* \* \*

**L200 Periodicals**

**L201 Periodicals Origin Split**

\* \* \* \* \*

| Column A<br>Entry ZIP Codes | Column B<br>3-Digit ZIP Code Destinations   | Column C<br>Label Container To |
|-----------------------------|---|--------------------------------|
| 400-402, 427, 471           | 005, 010-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600- <b>620</b> , 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-789  | OMX LOUISVILLE KY 400          |
| 407-409, 417, 418, 425, 426 | 005, 010-212, 214-268, 270-329, 335-339, <b>341</b> , 342, 344, 346, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-789  | OMX LONDON KY 407              |
| 448, 449                    | 005, 010-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664- <b>681</b> , 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749  | OMX MANSFIELD OH 448           |
| 508                         | 140-143, 147, 150-168, 179, 189-196, 240-243, 245-253, 255-266, 268, 270-274, 280-282, 285-289, 297, <b>298</b> , 300-303, 305-309, 311, 350-352, 354-359, 362, 370-375, 380-389, 394, 395, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-797, 800-816, 820, 822-831  | OMX CRESTON IA 508             |
| 515, 516, 680, 681          | 140-168, 240-243, 245-253, 255-266, 268, 270-279, 285, 298, 300-303, 308, 309, 311, 350-352, <b>354</b> -359, 362, 370-372, 375, 380-389, 394, 395, 399-418, 420-427, 430-497, 500-516, 520-528, 530-532, 534, 535, 537-540, 544-551, 553-567, 570-577 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-692, 700, 701, 703-708, 710-714, 716- <b>731</b> , 733-741, 743-816, 820-831, 880, 885  | OMX OMAHA NE 680               |
| 676                         | 140-168, 190-192, 240-243, 245-253, 255-266, 268, 270-282, 285-292, 295, 297, 298, 300-303, 307-309, 311, 350-352, 354-359, 362, 370-375, 380-389, 394, 395, 399-418, 420-427, 430-433, 437-497, 500-516, 520-528, 530-532, 534, 535, 537-540, 544-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, <b>660</b> -662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-789, 798-816, 820-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885 | OMX HAYS KS 676                |

| Column A<br>Entry ZIP Codes | Column B<br>3-Digit ZIP Code Destinations   | Column C<br>Label Container To |
|-----------------------------|---|--------------------------------|
| 686, 687                    | 140-168, 240-243, 245-253, 255-266, 268, 270-279, 285, 298, 300-303, 308, 309, 311, 350-352, <b>354</b> -359, 362, 370-372, 375, 380-389, 394, 395, 399-418, 420-427, 430-497, 500-516, 520-528, 530-532, 534, 535, 537-540, 544-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-692, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820-831, 880, 885                          | OMX NORFOLK NE 687             |
| 750, 754                    | 150-168, 179-199, 260, 298-329, 334-339, 341, 342, 344, 346, 347, 349- <b>352</b> , 354-418, 420-427, 430-438, 450-489, 492, 500-516, 520-528, 540, 546-548, 550, 551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-807, 814-816, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 900-908, 910-918, 922-928, 930-935 | OMX NORTH TEXAS TX 750         |
| 811                         | 463, 464, 500-509, 520-528, 530-532, 534, 549, 600-619, 800-816, 820, 822-831, 840-847, 850, <b>852</b> , 853, 855-857, 859, 860, 863, 898, 900-908, 910-928, 930-935   | OMX ALAMOSA CO 811             |
| 900-904                     | 750-754, 800-816, 820, 822-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, <b>870</b> -875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-961, 970-986, 990-994  | OMX LOS ANGELES CA 900         |
| 952, 953                    | 800-816, 820, 822-838, 840-847, 850, 852, 853, 855-857, 859, <b>860</b> , 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 990-994   | OMX STOCKTON CA 952            |

\* \* \* \* \*

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

— Logistics, Network Operations Management, 11-10-05

# Employees

## ELM REVISION

### Return to Duty After Occupational Illness or Injury

Effective immediately, *Employee and Labor Relations Manual* (ELM) 864 is revised to restore a paragraph mistakenly omitted from ELM 17, dated July 2002, by adding 864.4, Return to Duty, and 864.41, Occupational Illness or Injury.

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

\* \* \* \* \*

#### Chapter 8 Safety and Health

\* \* \* \* \*

#### 860 Medical and Occupational Health Services

\* \* \* \* \*

#### 864 Medical Assessments and Examinations

\* \* \* \* \*

[Add 864.4 to read as follows:]

#### 864.4 Return To Duty

#### 864.41 Occupational Illness or Injury

In cases of occupational illness or injury, the employee will be returned to work upon certification from the treating physician, and the medical report will be reviewed by a medical officer or contract physician as soon as possible thereafter.

\* \* \* \* \*

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

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

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

- Go to [www.usps.com](http://www.usps.com).
- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

Until the changes described in the article are incorporated into the online version of the ELM, use this article to implement the changes.

— Health and Resource Management,  
Employee Resource Management, 11-10-05

## NOTICE

### Flexible Spending Accounts Open Season

The 2005 open season for the Flexible Spending Account (FSA) program for career employees is scheduled for November 14 through December 31, 2005, 5:00 P.M. CT. Enrollments made during this open season are effective January 1, 2006, for the 2006 plan year (January 1 through December 31, 2006). (Enrollment ends sooner for participants who separate or have extended leave without pay.)

FSAs allow employees to set aside a portion of their pre-tax earnings for certain types of out-of-pocket health care and dependent care expenses. The money withheld for FSAs is not subject to income, Medicare, or Social Security taxes. United Health Care administers the FSA program for the Postal Service™.

The booklet FSA BK1, *Flexible Spending Accounts* (November 2005), provides a good overview of FSAs. The following information should assist local personnel offices in conducting this open season.

#### New 2 1/2 Month FSA Grace Period

On May 18, 2005, the Internal Revenue Service decided to allow a grace period of 2 1/2 months (January 1 through March 15) after each FSA plan year. During the grace period, eligible expenses with dates of service from January 1 through March 15 can be paid from the prior year's FSA plan if there still is an available balance. The intention is to let an FSA participant with FSA funds left at the end of the plan year be reimbursed for eligible expenses for services or items received during the grace period. The grace period reduces worry when the end of the year approaches. The use-it-or-lose-it risk is lessened because participants will have an extra 2 1/2 months to use up FSA funds. Of course, participants do have to spend the prior year's balance by March 15 or forfeit the money under the use-it-or-lose-it rule. And the deadline for filing claims has not changed — the FSA Customer Service Center must still receive all claims by September 30 of the year after the

plan year. The grace period is only available to FSA participants who are still participating on December 31 of the plan year. For example, an employee who retired on December 30 would not be eligible for the grace period. But most FSA participants remain participants through December 31 of the plan year.

The grace period is available for both the Health Care FSA and the Dependent Care FSA and is available for 2005 and 2006 FSA participants. The grace period for the 2006 FSA is from January 1, 2007, through March 15, 2007. The grace period for the 2005 FSA is from January 1, 2006, through March 15, 2006. For full details, refer to FSA BK1, *Flexible Spending Accounts* (November 2005), the FSA brochure that is being mailed to all career employees.

#### Use *PostalEASE* to Enroll

To enroll in the FSA program during open season, employees have four options:

1. Call toll free: 877-4PS-EASE (877-477-3273).
2. Go to <http://blue.usps.gov>, click on *Employee Self-Service*, then *PostalEASE*.
3. Use an Employee Self-Service kiosk (available in some facilities).
4. On the Internet, go to [liteblue.usps.gov](http://liteblue.usps.gov), enter Employee ID and USPS PIN to log on, and under “Employee Self-Service,” click on *PostalEASE*.

#### Publicity

To publicize the FSA open season, all offices must post the open season notice, provided on page 43, on bulletin boards through December 31, 2005.

#### Direct Mailings to Employees

Headquarters (HQ) Compensation is coordinating FSA open season mailings to career employees at their mailing addresses of record. Employees receive a leaflet,

postcards, and an enrollment kit consisting of an FSA brochure, a PostalEASE FSA worksheet, and a withdrawal request form.

Undeliverable mailed kits are returned to the employing office of record. When an office receives a returned kit, the office should encourage the employee to update his or her address. Employees should use one of the following methods to update their address:

- The Employee Change of Address feature on the intranet (go to <http://blue.usps.gov>; under "Employee Resources", click *Employee Self Service*, then *Employee Change of Address*).
- An Employee Self-Service kiosk (available in some facilities).

If these methods are not possible, employees should submit an updated PS Form 1216, *Employee's Current Mailing Address*.

Personnel offices may order PS Form 1216 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 PS Form 1216:

|                                |                  |
|--------------------------------|------------------|
| <b>PSIN:</b>                   | PS 1216          |
| <b>PSN:</b>                    | 7530-02-000-7354 |
| <b>Unit of Measure:</b>        | SE               |
| <b>Quick Pick Number:</b>      | 118              |
| <b>Bulk Pack Quantity:</b>     | 4,000            |
| <b>Minimum Order Quantity:</b> | 1                |
| <b>Price:</b>                  | \$0.0187         |
| <b>Edition Date:</b>           | 06/05            |

### Eligibility

Participation in the FSA program is limited to career employees. To enroll, a career employee must have completed at least 26 full pay periods of postal career service during the current appointment by the end of pay period (PP) 26-05 (December 23, 2005). A career employee who is in a leave without pay (LWOP) status that has lasted for eight consecutive full pay periods as of December 23, 2005, is not eligible to participate in the FSA program. However, an employee who is returning from uniformed military service may enroll, even if he or she has exceeded the eight pay periods of LWOP.

### Election Opportunities

#### *Health Care FSA and Dependent Care FSA*

Eligible career employees may elect to participate in one, or both, of two FSAs — the Health Care FSA and the Dependent Care FSA. Each FSA covers eligible expenses

for services that are received during the employee's period of participation during the 2006 plan year (for most employees this will be January 1, 2006, through March 15, 2007). Employees who elect to participate must enroll via PostalEASE no later than 5:00 P.M. CT on December 31, 2005. FSA BK1, *Flexible Spending Accounts*, the brochure that employees receive in the mail, describes eligible and ineligible expenses and provides guidelines for estimating 2006 expenses.

#### *FSA Open Season Contribution Levels*

For the 2006 plan year, eligible career employees may elect to contribute up to \$5,000 to the Health Care FSA. Eligible career employees may also elect to contribute up to \$5,000 to the Dependent Care FSA. Contributions are withheld in equal amounts through payroll deductions covering 26 pay periods (PP 01-06 through PP 26-06). The minimum annual contribution employees may make to either FSA is \$130 (\$5 per pay period).

### Election Changes and Enrollment Processing

Participants may neither cancel enrollments nor change contribution levels during the plan year except following qualified life status changes, as explained in FSA BK1, *Flexible Spending Accounts*.

### Open Season Materials

#### *Direct Mailings to Career Employees*

Each career employee receives the following items at his or her mailing address of record during the open season:

- Publicity postcards:
  - A postcard with instructions on how to obtain a USPS® Personal Identification Number (PIN).
  - Postcards on other topics, such as using FSAs to cover over-the-counter medications and other eligible expenses.
  - A postcard with a reminder of the closing date.
- FSA LF1, *Flexible Spending Accounts Overview and Tax Savings Estimator* (October 2005). This leaflet provides an overview of the advantages of the FSA program.
- An enrollment kit that includes the following items:
  - FSA BK1, *Flexible Spending Accounts* (November 2005), a brochure that explains plan policies and provisions.
  - The FSA *PostalEASE* worksheet.
  - FSA1, *Flexible Spending Accounts (FSA) Withdrawal Request* (November 2005), a form used to request withdrawal of funds from an FSA for payment of eligible expenses for services received during the period of participation.

*Additional Supplies of Materials*

During November, HQ Compensation coordinates the distribution of extra supplies of the leaflet, the enrollment kit, and copies of the worksheet and withdrawal request form to Human Resources at district offices, area offices, processing and distribution centers, bulk mail centers, airport mail centers, remote encoding centers, the Office of Inspector General, Inspection Service divisions, Headquarters, and selected Headquarters field units.

Additional copies of the following FSA items will be available from the MDC but *not* until the distribution of extra supplies has been completed. The relevant ordering information follows.

*Flexible Spending Accounts Overview and Tax Savings Estimator*

|                                |                  |
|--------------------------------|------------------|
| <b>PSIN:</b>                   | FSA LF1          |
| <b>PSN:</b>                    | 7610-04-000-5138 |
| <b>Unit of Measure:</b>        | EA               |
| <b>Quick Pick Number:</b>      | N/A              |
| <b>Bulk Pack Quantity:</b>     | 2,100            |
| <b>Minimum Order Quantity:</b> | 1                |
| <b>Price:</b>                  | No cost          |
| <b>Edition Date:</b>           | 10/05            |

*Flexible Spending Accounts*

|                                |                  |
|--------------------------------|------------------|
| <b>PSIN:</b>                   | FSA BK1          |
| <b>PSN:</b>                    | 7530-02-000-9910 |
| <b>Unit of Measure:</b>        | EA               |
| <b>Quick Pick Number:</b>      | N/A              |
| <b>Bulk Pack Quantity:</b>     | 250              |
| <b>Minimum Order Quantity:</b> | 1                |
| <b>Price:</b>                  | No cost          |
| <b>Edition Date:</b>           | 11/05            |

*Flexible Spending Accounts (FSA) Withdrawal Request*

|                                |                  |
|--------------------------------|------------------|
| <b>PSIN:</b>                   | FSA1             |
| <b>PSN:</b>                    | 7530-02-000-9911 |
| <b>Unit of Measure:</b>        | EA               |
| <b>Quick Pick Number:</b>      | N/A              |
| <b>Bulk Pack Quantity:</b>     | 2,000            |
| <b>Minimum Order Quantity:</b> | 1                |
| <b>Price:</b>                  | No cost          |
| <b>Edition Date:</b>           | 11/05            |

**Responsibilities of Personnel Offices**

Personnel offices are responsible for the following tasks:

- Responding to employee inquiries about eligibility.
- Determining a participant's eligibility to enroll or to change contribution levels during the plan year based on a qualified life status change.

Personnel offices are reminded of the following points:

- Refer to *Postal/EASE* Update 2001-03 (June 4, 2001) for instructions on processing FSA elections in cases of belated election or administrative error. These instructions are found at <http://blue.usps.gov/hrisp/hris/updates/postalease/2004/text/pe0406.htm>.
- Employees should include health care expenses for dependents in the Health Care FSA contribution amount and not in the Dependent Care FSA.
- The Internal Revenue Service (IRS) annual limits on the Dependent Care FSA contribution are \$5,000 for a family and \$2,500 for a married employee filing a separate return. These limits are explained fully in FSA BK1, *Flexible Spending Accounts*.
- Personnel offices do not process Form FSA1, *Flexible Spending Accounts (FSA) Withdrawal Request*. Participants are responsible for mailing or faxing Form FSA1 directly to the FSA Customer Service Center in El Paso, Texas, as explained on Form FSA1.
- Personnel offices must not provide tax advice. Offices must refer employees with tax questions to their tax advisors or to the IRS toll-free information line at 800-TAX-1040 (800-829-1040). In addition, a section of FSA BK1, *Flexible Spending Accounts*, presents certain tax information related to FSAs.
- Refer employees with questions about the FSA program to the FSA toll-free hotline given below.

**FSA Customer Service Center Toll-Free Hotline**

For inquiries about FSAs, employees should call the FSA Customer Service Center's toll-free hotline at 800-842-2026. Following enrollment, participants may use the hotline to:

- Make account inquiries.
- Discuss expenses that are eligible for payment through the FSA program.
- Obtain other plan information.

The FSA Customer Service Center also provides a teletype (TTY) line at 866-206-7810 and 866-649-4869. The Center encourages employees who want to use the TTY line to have a colleague place an advance call to the toll-free hotline.

— Compensation,  
Human Resources, 11-10-05

## Finance

### NOTICE

#### Changes to Account Identifier Codes 111 and 112

Effective November 1, 2005, Account Identifier Code (AIC) 111, Postage Meter Customers, and AIC 112, Postage Meters — On Site Fees, were deactivated and placed on the reserve list. The article "Reminder: Stop Resetting Date for Postage Meters Is February 28, 2005" in *Postal Bulletin* 22148 (2-17-05, page 69) was a reminder to all Post Offices™ and retail units that manual setting of customer postage meters will no longer be performed. Therefore, AIC 111 and AIC 112 are no longer required.

#### Account Identifier Code and General Ledger Account Crosswalk

| AIC | Master Title | General Description | GLA      | FPR      | Revenue  |
|-----|--------------|---------------------|----------|----------|----------|
| 111 | Reserved     | Reserved            | Reserved | Reserved | Reserved |
| 112 | Reserved     | Reserved            | Reserved | Reserved | Reserved |

— Revenue and Field Accounting,  
Finance, 11-10-05

### NOTICE

#### PS Form 3533, Application and Voucher for Refund of Postage, Fees, and Services

The printed version of PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services* (November 2003), distributed from the Material Distribution Center (MDC) contains an error in the title of Part 6 in the form. The title in the printed version reads as follows: Part 6 — Refund Not Processed at Shared Services (\$500.01 or more). The correct title is (Part 6 — Refund Processed at Shared Services).

We recommend that offices continue to use their current inventory of PS Form 3533, and when using Part 6 of the form cross out the word "Not" in the title. You may also print a corrected version of the form from the Postal Service™ Intranet:

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

(The direct URL for the Forms Web site is <http://blue.usps.gov/formmgmt/forms.htm>.)

We are in the process of revising PS Form 3533. We will provide new instructions when the revision is complete. In the meantime, please follow the suggested recommendations.

— Revenue and Field Accounting,  
Finance, 11-10-05

### NOTICE

#### New Account Identifier Codes for Automated Postal Centers

Effective October 29, 2005, Automated Postal Centers® (APCs®) will no longer use Account Identifier Code (AIC) 096 to record stamp sales or AIC 110 to record postage meter sales. Instead, two new AICs will be activated for APCs to use. Offices will use AIC 152, APC Stamp Stock Sales, to record sales of stamp stock at the APCs and AIC 272, APC Variable Rate Postage Meter Sales, to record sales of variable-rate imprinted postage labels at the APCs.

#### Account Identifier Code and General Ledger Account Crosswalk

| AIC | Master Title                          | General Description  | GLA      | FPR | Revenue |
|-----|---------------------------------------|--|----------|-----|---------|
| 152 | APC Stamp Stock Sales                 | Funds collected from stamp stock sales at an APC.                      | 41142152 | 06  | Retail  |
| 272 | APC Variable Rate Postage Meter Sales | Funds collected from variable-rate imprinted postage labels at an APC. | 41221272 | 06  | Retail  |

— Revenue and Field Accounting,  
Finance, 11-10-05



NOTICE

**2006 Pay Dates and Leave Year**

The following chart lists the pay periods for 2006. For the convenience of timekeepers, each biweekly pay period appears as two separate weeks, with the beginning and ending dates indicated for each week.

The leave year always begins on the first day of the first full pay period in the calendar year. The 2006 leave year begins Pay Period 02-06, January 07, 2006, and extends for 26 full pay periods, ending January 05, 2007 (Pay Period 01-07).

**2006 Pay Period Inclusive Dates**

| Pay Period | Week One       | Week Two       | Pay Date | Holidays     |
|------------|----------------|----------------|----------|--------------|
| 01         | 12-24 to 12-30 | 12-31 to 01-06 | 01-13    | 12-25, 01-01 |
| 02         | 01-07 to 01-13 | 01-14 to 01-20 | 01-27    | 01-16        |
| 03         | 01-21 to 01-27 | 01-28 to 02-03 | 02-10    |              |
| 04         | 02-04 to 02-10 | 02-11 to 02-17 | 02-24    |              |
| 05         | 02-18 to 02-24 | 02-25 to 03-03 | 03-10    | 02-20        |
| 06         | 03-04 to 03-10 | 03-11 to 03-17 | 03-24    |              |
| 07         | 03-18 to 03-24 | 03-25 to 03-31 | 04-07    |              |
| 08         | 04-01 to 04-07 | 04-08 to 04-14 | 04-21    |              |
| 09         | 04-15 to 04-21 | 04-22 to 04-28 | 05-05    |              |
| 10         | 04-29 to 05-05 | 05-06 to 05-12 | 05-19    |              |
| 11         | 05-13 to 05-19 | 05-20 to 05-26 | 06-02    |              |
| 12         | 05-27 to 06-02 | 06-03 to 06-09 | 06-16    | 05-29        |
| 13         | 06-10 to 06-16 | 06-17 to 06-23 | 06-30    |              |

| Pay Period | Week One       | Week Two       | Pay Date | Holidays |
|------------|----------------|----------------|----------|----------|
| 14         | 06-24 to 06-30 | 07-01 to 07-07 | 07-14    | 07-04    |
| 15         | 07-08 to 07-14 | 07-15 to 07-21 | 07-28    |          |
| 16         | 07-22 to 07-28 | 07-29 to 08-04 | 08-11    |          |
| 17         | 08-05 to 08-11 | 08-12 to 08-18 | 08-25    |          |
| 18         | 08-19 to 08-25 | 08-26 to 09-01 | 09-08    |          |
| 19         | 09-02 to 09-08 | 09-09 to 09-15 | 09-22    | 09-04    |
| 20         | 09-16 to 09-22 | 09-23 to 09-29 | 10-06    |          |
| 21         | 09-30 to 10-06 | 10-07 to 10-13 | 10-20    | 10-09    |
| 22         | 10-14 to 10-20 | 10-21 to 10-27 | 11-03    |          |
| 23         | 10-28 to 11-03 | 11-04 to 11-10 | 11-17    | 11-11    |
| 24         | 11-11 to 11-17 | 11-18 to 11-24 | 12-01    | 11-23    |
| 25         | 11-25 to 12-01 | 12-02 to 12-08 | 12-15    |          |
| 26         | 12-09 to 12-15 | 12-16 to 12-22 | 12-29    |          |

**2007 Pay Periods Begin**

| Pay Period | Week One       | Week Two       | Pay Date | Holidays     |
|------------|----------------|----------------|----------|--------------|
| 01         | 12-23 to 12-29 | 12-30 to 01-05 | 01-12    | 12-25, 01-01 |
| 02         | 01-06 to 01-12 | 01-13 to 01-19 | 01-26    | 01-15        |

— Payroll,  
Finance, 11-10-05

NEW FORM

**PS Form 3881-X, Supplier and Payee Electronic Funds Transfer (EFT) Enrollment**

In conjunction with the implementation of the new Accounts Payable System, and to further expand the use of electronic payments, Accounting has developed PS Form 3881-X, *Supplier and Payee Electronic Funds Transfer (EFT) Enrollment*.

Effective November 10, 2005, Postal Service™ suppliers and other payees who wish to set up electronic funds transfer as their method of payment, or to change the routing and/or account information for an existing EFT account, must use PS Form 3881-X. PS Form 3881-X replaces the Standard Form (SF) 3881, *ACH Vendor/Miscellaneous*

*Payment Enrollment Form*, and SF 1199, *Direct Deposit Sign-up Form*, previously used for this purpose.

The Postal Service functional organization must provide PS Form 3881-X to suppliers and payees with whom it routinely does business. The functional organization instructs the supplier or payee where to return the completed form, once the supplier or payee's financial institution has verified the routing and account numbers recorded.

Upon receipt of the PS Form 3881-X from the Postal Service representative, supplier, and/or payee, or the designated financial institution, the San Mateo Accounting

Service Center (ASC) updates the supplier or payee's remittance records with the payment information recorded on the form. The ASC sends an e-mail message to the Postal Service representative who completed Section B of the form that the EFT update has been processed and files the form locally.

PS Form 3881-X is available from the Postal Service Intranet:

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

- Under "Essential Links" in the left-hand column, click on *Forms*.

(The direct URL for the Forms Web site is <http://blue.usps.gov/formmgmt/forms.htm>.)

— Accounting,  
Finance, 11-10-05

## Christmas Pay Procedures for Rural Carriers

The 2005 Christmas period for rural carriers begins Saturday, December 3, 2005 (Week 2, Pay Period (PP) 25-05), and ends Friday, December 23, 2005 (PP 26-05). During this period, certain timekeeping and pay rules apply. Timekeepers, including postmasters, supervisors, and other employees responsible for rural carrier time and attendance recording, should become familiar with Article 9.2.K, Christmas Allowances and Procedures, of the 2000-2004 USPS/National Rural Letter Carriers' Association (NRLCA) Agreement.

This article describes the types of compensation to which rural carriers are entitled during the Christmas period. It also describes related timekeeping procedures and regulations for the Christmas period, as well as special rules that begin with the start of the Guarantee Year (October 29, 2005) and continue through the end of the Christmas period.

Exhibits are included to assist in completing PS Form 1314, *Regular Rural Carrier Time Certificate*, and PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, during the Christmas period.

### List of Exhibits

Exhibit 1 — Regular Carrier Works in Excess of Route's Evaluation

Exhibit 2 — Regular Carrier Not on Relief Day Work List Works Relief Day (Week 2) and Does Not Receive an X Day in the Same Pay Period

Exhibit 3 — Regular Carrier Works Designated Holiday

Exhibit 4 — Regular Carrier Provides Christmas Assistance

Exhibit 5 — FLSA Code A Regular Carrier

Exhibit 6 — Designation 74 Works Designated Holiday

Exhibit 7 — Designation 74 Provides Christmas Assistance on Relief Day

Exhibit 8 — Replacement Carrier Provides Christmas Assistance on a Regular Route

Exhibit 9 — Replacement Carrier Provides Christmas Assistance on an Auxiliary Route

Exhibit 10 — Nonrural Employee Provides Christmas Assistance on Rural Route (EMA Only)

Exhibit 11 — Designation 79 Provides Christmas Assistance on Assigned Auxiliary Route

### Overtime During the Christmas Period

#### **Regular Carriers (DES 71) — FLSA B**

##### **Types of Overtime**

During the Christmas period, regular rural carriers are eligible for two types of overtime — FLSA overtime and Christmas overtime:

##### **FLSA Overtime**

FLSA overtime is paid at all times of the year, not just during the Christmas period. Regular rural carriers are paid FLSA overtime under two circumstances:

- a. Hours worked in excess of 12 hours in a day. If a carrier works more than 12 hours in a day, the amount over 12 is entered in the Daily Overtime block on PS Form 1314.

- b. Hours worked in excess of 56 in a week. These hours are calculated automatically when the total weekly work hours are greater than 56, so no separate entries are required.

### **Christmas Overtime**

Christmas overtime is paid only during the designated Christmas period. Regular rural carriers are paid Christmas overtime under two circumstances:

- a. Christmas Assistance. This is assistance provided by the regular carrier on her or his relief day. Christmas assistance work hours are entered in the Xmas Assist Work Hours block on PS Form 1314.
- b. Hours worked in excess of the route's evaluation. This is based on the total actual work hours for the week, not on individual days. For example, if a route has a daily evaluation of 9 hours and the regular carrier works 10 hours on 2 days and 8 hours on the other 3 days, no overtime would be paid. Even though the carrier exceeded the daily evaluation on 2 days of the week, he did not exceed the *weekly* evaluation. The weekly evaluation is 45 hours; the carrier worked 44 hours. (See Handbook F-21, part 567, for overtime calculation when leave days are taken during the week and for routes with an evaluation of less than 40 hours.) These hours are calculated automatically, so no separate entries or calculations are required.

### **Overtime Rate**

The overtime rate paid to regular (FLSA Code B) carriers is 150% of the carrier's regular rate. The regular rate is determined by dividing the total compensation received for hours actually worked by the carrier since the beginning of the Guarantee Year (not including overtime), by the total number of hours worked since the beginning of the Guarantee Year (not including overtime). This overtime rate is used for both FLSA overtime and Christmas overtime.

### **Replacement Carriers**

Replacement carriers (Designations 70, 73, 74, 75, 76, 77, 78, 79) are entitled only to FLSA overtime. For these employees, FLSA overtime is paid for hours worked in excess of 40 in a week.

### **Regular Carriers (DES 71) — FLSA A**

Regular carriers whose FLSA code is A are paid for actual hours worked, not evaluated hours. They are paid overtime for hours in excess of 8 in a day, or 40 in a week. For FLSA Code A carriers, enter hours in excess of 8 in a day in the Daily Overtime block on PS Form 1314. Hours in excess of 40 in a week are calculated automatically by the system.

### **Auxiliary Route Carriers**

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during Week 2 of PP 25-05 and both weeks of PP 26-05. During this period, carriers are not paid the evaluation of the route. Overtime is paid only when the carrier exceeds 40 hours for the week.

### **Christmas Assistance**

Christmas assistance is additional service provided on a rural route during the Christmas period. For regular carriers, Christmas assistance applies only to assistance given by the carrier, on his/her relief day, while a replacement carrier carries the full route. For replacement carriers, Christmas assistance applies to any assistance provided on a regular or auxiliary route during the Christmas period. Christmas assistance is reported in the Xmas Assist Work Hours block on PS Form 1314 (for regular carriers) or PS Form 1314-A (for replacement carriers).

Regular carriers can perform Christmas assistance only on their relief day. Therefore, only regular carriers assigned to J or K routes may report Christmas assistance. Regular carriers assigned to route types H or M cannot perform Christmas assistance because these route types do not have a relief day. *Note:* There are no provisions for paying a regular carrier for performing service on a Sunday, on an actual holiday, or other than on the assigned route. These situations should be avoided.

Examples of Christmas assistance:

- A regular carrier comes in on his/her relief day and helps the replacement carrier case the route.
- A regular carrier comes in on his/her relief day and carries part of his/her regular route. (Replacement carrier is listed on PS Form 1314.)
- A replacement carrier carries part of a regular route due to heavy Christmas volume.

These are not examples of Christmas assistance:

- A regular carrier comes in on his/her relief day and carries his/her regular route.
- A regular carrier works 2 hours beyond the daily evaluation of his/her regular route.
- A regular carrier performs any work while assigned to an H or M route.

**Time Card Blocks Used During the Christmas Period**

PS Form 1314 — FLSA Code B Regular Carriers

The image shows PS Form 1314, Jun 2000, titled 'REGULAR RURAL CARRIER TIME CERTIFICATE'. The form is divided into several sections. At the top, there are fields for 'Name of Assigned Carrier', 'Finance Number', 'Social Security Number', 'Sex', 'Route No.', 'FOL', 'YR', and 'EP'. Below this is a table for 'Weekly Hours' with columns for 'Actual Weekly Hours', 'Days Assigned', and 'Hours' for each day of the week. A circled '1' is in the 'Actual Weekly Hours' column, and a circled '2' is in the 'Days Assigned' column. The bottom section is titled 'Weekly Information' and contains a table with columns for 'Date', 'Name of Postal Carrier', 'Social Security Number', 'Actual Weekly Hours', and 'Weekly Overtime'. There are also fields for 'Postmaster's Signature', 'Date', and 'Carrier's Initials'. The form is labeled 'PS Form 1314, Jun 2000' on the left side.

1. Daily Overtime — For FLSA B carriers, this block is used **only** to record when the carrier works more than 12.00 hours in a single day. (See Exhibit 5 for use of this block for FLSA Code A regular carriers. This block is not used for FLSA Code P.) Record the total amount of work hours in excess of 12 per day in this box. *Include the amount of daily overtime in the Actual Weekly Hours block.* For example, if the carrier works 10.00 hours each day, Monday through Wednesday, and works 12.50 on Thursday and 13.00 on Friday, the amount entered in the Daily Overtime block is 1.50 and the amount entered in the Actual Weekly Hours block is 55.50.

The Daily Overtime block is **not** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route's evaluation.
- Hours worked when the carrier works his/her relief day.
- Additional hours worked by the carrier after completing his/her route (except for those that are over 12 hours for the day).

2. Xmas Assist Work Hours — For FLSA Code B regular carriers, this block is used **only** when the carrier comes in on his/her relief day to *provide assistance*, not to carry his/her full route. A relief carrier must be listed on PS Form 1314 as the replacement carrier for that day. Do not include the amount of Xmas Assist Work Hours in the Actual Weekly Hours block.

The Xmas Assist Work Hours block is **not** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route's evaluation.
- Hours worked when the carrier works his/her relief day and DACA Code R, 3, or 5 is entered on the PS Form 1314.
- Additional hours worked by the carrier after completing his/her route.

PS Form 1314-A — Replacement Carriers/Auxiliary Routes

The image shows a sample of PS Form 1314-A, Auxiliary Rural Carrier Time Certificate. The form is divided into several sections:
 

- Carrier Information:** Includes fields for Name of Assigned Carrier, Equipment Address, Finance Number, Social Security Number, Date of Birth, Route No., FLSA, Year, and PO.
- Weekly Work Hours:** A table with columns for Actual Weekly Hours, Work Days, Training Hours, and Hours. It includes rows for '1' and '2'.
- Weekly Information:** A table with columns for Actual Weekly Hours, Hours, and Allowance. It includes rows for '1' through '6'.
- Signature Block:** Includes fields for Postmaster's Signature, Date, and Carrier's Initials.

 A circled '1' is present in the top right corner of the form.

1. Rt. No. — Use the chart below to determine which route number to enter on PS Form 1314-A when reporting Christmas assistance by replacement carriers or on auxiliary routes.

| Christmas assistance provided on:   | Route # on PS Form 1314-A   |
|---|---|
| Regular route   | Actual route # (e.g., K001, J014)   |
| One or more auxiliary routes (Except for Des 79 providing assistance on assigned auxiliary route) | A998 (Combine all Christmas assistance on auxiliary routes on one PS Form 1314-A) |
| Auxiliary route — assistance provided by Des 79 on assigned route                                 | Use PS Form 1314-A for assigned route   |

2. Xmas Assist Work Hours — This block is used whenever a replacement carrier provides Christmas assistance. *Do not include the amount of Xmas Assist Work Hours in the Actual Weekly Work Hours block.*

**Work on Relief Days and Use of X Days**

During the period from the beginning of the Guarantee Year (October 29, 2005) through the last day of the Christmas period (December 23, 2005) — which includes Pay Periods 23-05, 24-05, 25-05, and 26-05 — record relief days worked by regular rural carriers on PS Form 1314, as described below.

1. Carriers who work a relief day during this period and who are entitled to a future day off (X day) must be given that X day in the same pay period. Record DACA Code R or 3 on PS Form 1314 for the relief day that is worked, and DACA Code X on the day that is taken off. The Rural Time and Attendance Collection System (RTACS) will not accept any PS Form 1314 that contains a DACA Code 3 or DACA Code R without a corresponding DACA Code X.
2. Record DACA Code 5 on PS Form 1314 for the relief day that is worked if an X day is not taken in the same pay period that the relief day is worked, or if the carrier is on the relief day work list and selects the option for 150% compensation. When DACA Code 5 is entered, the carrier does not receive an X day.
3. Carriers may not use any X days that were earned in previous pay periods during this period. RTACS will not accept any PS Form 1314 that contains a DACA Code X without a corresponding DACA Code 3 or DACA Code R.
4. Carriers must have a sufficient balance of X days available in order to use an X day. Carriers with a negative X day balance cannot use any X days until the negative balance is erased.

## Christmas Period Timekeeping Instructions

### A. FLSA B Regular Rural Carriers

Work on Relief Day — Only regular carriers on J or K routes have an assigned relief day. Any work performed by a regular on his/her relief day must be reported in one of the following ways:

1. Regular carrier carries entire route — If the carrier reports on the relief day and cases and carries the assigned route (as is done on a scheduled day), enter DACA Code R, 3, or 5 (as appropriate) on PS Form 1314 for that day. If the carrier is due an X day for working the relief day (i.e., DACA Code R or 3 is entered), this X day must be granted in the same pay period. If the X day is not granted within the same pay period, DACA Code 5 must be entered on PS Form 1314.
2. Christmas assistance — If a relief carrier carries the assigned route and the regular carrier provides assistance on the relief day, record the hours worked by the regular carrier as Xmas Assist Work Hours. If additional Equipment Maintenance Allowance (EMA) is due for work performed on the relief day, enter the mileage traveled in whole miles in the Route Deviation block for the appropriate week.

### B. FLSA Code A Regular Carriers

Regular carriers (FLSA Code A) are paid at the regular rate for all hours worked up to 8 per day and 40 per week, and at the overtime rate for all hours worked in excess of 8 per day or 40 hours per week. FLSA Code A employees are not entitled to any X days, as they are paid for working the relief day.

1. Report total hours worked for the week in Actual Weekly Hours.
2. If the carrier worked more than 8.00 hours in a day, enter total hours worked in excess of 8 for that day in the Daily Overtime block.
3. If the carrier worked on a scheduled relief day, enter R on the day the carrier worked the relief day and include the hours worked in Actual Weekly Hours. The employee is **not** entitled to a future X day.

### C. Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during Week 2 of PP 25-05 and both weeks of PP 26-05. During this period, carriers are not paid the evaluation of the route. The only changes to standard timekeeping procedures for auxiliary routes are when a Designation (Des) 79 provides Christmas assistance on the assigned auxiliary route (See section E.2). A replacement carrier can have a maximum of 24 certificates in a pay period (includes both PS Form 1314 and PS Form 1314-A).

### D. Replacement Carriers Assigned to Vacant Regular Routes (Designations 72/74)

1. Designation 72
  - a. FLSA B — Procedures are the same as for Des 71 (Regular Carrier), FLSA B.
  - b. FLSA A — Procedures are the same as for Des 71 (Regular Carrier), FLSA A.

2. Designation 74

Work on relief day or holiday:

- a. Carrier worked scheduled relief day:

- (1) Enter R on the day the carrier worked the relief day.
- (2) Include the hours worked in Actual Weekly Work Hours. The employee is **not** entitled to a future X day.

- b. Carrier worked designated holiday:

- (1) Do not enter a V on the day worked. Leave blank.
- (2) Include the work hours in the Actual Weekly Work Hours block.
- (3) Enter the relief day (J or K day) in the block for the actual holiday (Saturday).
- (4) Replacement carrier data is not needed to crossfoot PS Form 1314 for the holiday.

- c. Carrier provided Christmas assistance on relief day:

- (1) Enter the Christmas auxiliary assistance time on PS Form 1314 in the Xmas Assist Work Hours block.
- (2) Do not include these hours in the Actual Weekly Work Hours block.
- (3) Enter J or K in the appropriate block on PS Form 1314 if the replacement carrier worked a full day on the route.

**E. Replacement Rural Carriers Serving as Christmas Auxiliary Assistants**

All replacement carriers serving as Christmas auxiliary assistants are compensated at their regular rate for actual hours worked up to 40 per week, and at the FLSA overtime rate for actual hours worked in excess of 40.

1. Christmas assistance on a regular route:
  - a. Manually prepare PS Form 1314-A for each carrier who provides Christmas assistance.
  - b. Do not enter more than one carrier on each PS Form 1314-A.
  - c. Submit a separate certificate for each regular route on which the carrier provides assistance.
  - d. Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
  - e. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.
2. Christmas assistance on an auxiliary route:
  - a. Assigned carrier (Des 79) provided Christmas assistance on assigned auxiliary route:
    - (1) Enter N in the appropriate block in the No Service section of the carrier's PS Form 1314-A for the assigned route.
    - (2) Record hours worked in the Xmas Assist Work Hours block. Only enter Christmas assistance when the rural carrier associate works his/her Des 79 position.
    - (3) Include EMA hours and miles (not trips) in the total for the appropriate week. Trips may not exceed the number of days worked in the No Service blocks.
    - (4) A replacement carrier is required to crossfoot the card.
  - b. Replacement carrier (Designations 70, 73, 74, 75, 76, 78) provided Christmas assistance on auxiliary route:
    - (1) Manually prepare PS Form 1314-A. Enter route number A998. Use this route type and number for overburdened service or Christmas assistance on auxiliary routes only.
    - (2) Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
    - (3) Enter EMA hours, trips, and miles (if applicable) in the appropriate Week 1 and/or Week 2 EMA blocks.
    - (4) If Christmas assistance is performed on two or more auxiliary routes in the same pay period, combine all work hours and EMA data on one manually prepared PS Form 1314-A.

**F. Postal Employees (Other Than Rural) Serving as Christmas Auxiliary Assistants**

Postal Service™ employees (other than Des 7X) who provided Christmas assistance on rural routes are compensated at their regular rate of pay for actual time worked. Include all work hours using their normal Time and Attendance System (Manual Timecards or TACS).

Nonrural employees are entitled to EMA payment if a personal vehicle is used. Prepare PS Form 1314-A as follows: (Do not prepare PS Form 1314-A if a government vehicle is provided.)

1. Report the hours worked on the rural routes on PS Form 1230-C, *Time Card*.
2. Manually prepare PS Form 1314-A for EMA compensation.
3. Complete indicative data at the top of the certificate. Use Des 99/0, actual route type and number, FLSA Code P, and correct employee and pay period information.
4. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.

**Important Items to Remember: Rural Carrier Christmas Pay Procedures**

- Hours entered in the Daily Overtime block are **always** included in Actual Weekly Hours.
- Hours entered in the Xmas Assist Work Hours block are **not** included in Actual Weekly Hours.
- Carriers on auxiliary routes are paid for actual hours worked, not the route's evaluation, during the Christmas period.
- An X day cannot be entered on a time card unless there is a corresponding R or 3 day in the same pay period and the carrier's X day balance is zero or greater.
- If a regular carrier works his/her relief day and carries his/her assigned route, this is **not** reported as Christmas assistance.
- Regular carriers may only work on their assigned route.
- **Regular carriers may not work on Sunday, December 25 or January 1 or Monday, December 26 or January 2.**

|   |                     |   |      |      |      |       |      |                        |                    |           |                    |              |                        |                     |            |                        |       |                    |           |      |       |      |      |  |    |  |
|---|---------------------|---|------|------|------|-------|------|------------------------|--------------------|-----------|--------------------|--------------|------------------------|---------------------|------------|------------------------|-------|--------------------|-----------|------|-------|------|------|--|----|--|
| U.S. Postal Service   |                     | HARRIS E H                                      |      |      |      |       |      |                        | XX-XXXX            |           |                    |              | E XXX-XX-XXXX          |                     |            |                        | 710   |                    | K001      |      | B     |      | 05   |  | 26 |  |
| Name of Assigned Carrier  |                     | Days Assigned Carrier Absent (codes on reverse) |      |      |      |       |      |                        | Finance Number     |           |                    |              | Social Security Number |                     |            |                        | Des.  |                    | Route No. |      | FLSA  |      | Year |  | PP |  |
| WK  | Actual Weekly Hours | Sat.  | Mon. | Tue. | Wed. | Thur. | Fri. | Daily Overtime         | Training Hours     | COP Hours | Limited Duty Hours | Relief Hours | Route Dev.             | GT Veh.             | Miles Omit | Xmas Assist Work Hours | Hours | 100s               | Hours     | 100s | Hours | 100s |      |  |    |  |
| 1   | 45.08               |   |      |      |      |       |      |                        |                    |           |                    |              |                        |                     |            |                        |       |                    |           |      |       |      |      |  |    |  |
| 2   | 38.08               |   |      |      |      |       |      |                        |                    |           |                    |              |                        |                     |            |                        |       |                    |           |      |       |      |      |  |    |  |
| Name of Relief Carrier  |                     | Social Security Number                          |      |      |      |       |      |                        | Week 1 Information |           |                    |              | Week 2 Information     |                     |            |                        |       |                    |           |      |       |      |      |  |    |  |
| Des   |                     |   |      |      |      |       |      | Actual Weekly Hours    | Tr                 | No EM     | EM                 | Whole Miles  |                        | Actual Weekly Hours | Tr         | No EM                  | EM    | Whole Miles        |           |      |       |      |      |  |    |  |
| B   | Kerch, CR           |   |      |      |      |       |      | 08.50                  | 1                  |           |                    | Dev +        | Omt -                  | 19.25               |            |                        |       | Dev +              | Omt -     |      |       |      |      |  |    |  |
| This certifies that the above carrier rendered service in compliance with Postal regulations. |                     |   |      |      |      |       |      | Postmaster's Signature |                    |           |                    |              |                        |                     |            | Date                   |       | Carrier's initials |           |      |       |      |      |  |    |  |
|   |                     |   |      |      |      |       |      | J Jones                |                    |           |                    |              |                        |                     |            | 12/23/05               |       | ETH                |           |      |       |      |      |  |    |  |

REGULAR RURAL CARRIER TIME CERTIFICATE

**Exhibit 1. Regular Carrier Works in Excess of Route's Evaluation**

- Regular carrier is assigned to a 45-hour evaluated route (Daily evaluation = 9.00 hours).
- The carrier works 45.08 hours in Week 1, and 38.08 hours in Week 2 as follows:

|     | Week 1 (Hours) | Week 2 (Hours) |
|-----|----------------|----------------|
| Mon | 9.00           | 10.08          |
| Tue | 7.90           | 8.75           |
| Wed | 10.28          | 9.50           |
| Thu | 8.90           | 9.75           |
| Fri | 9.00           | Annual Leave   |

- The carrier will be paid Christmas overtime for 0.08 hours in Week 1, and 2.08 hours in Week 2, based on hours worked over the route's evaluated hours.
- No manual computation for Christmas overtime is necessary. This is automatically computed. No entries are made to the Daily Overtime block.

(Article continues on page 49.)



# Fraud Alert

## Withholding of Mail Orders

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

| State, City ZIP Code  | Names and Addresses Covered  |
|-----------------------|--|
| VA, Norton 24273-2810 | Any and All of Various Names Other Than the Surname Stansberry and the Name or Surname of Caldwell |

— Judicial Officer, 11-10-05



# WALK RIGHT

**Make  
Safety  
Happen.**



ALWAYS WALK. NEVER RUN. USE STAIRS IN LOADING DOCK AREA. ALWAYS USE HANDRAILS. CLEAN UP SLIP, TRIP AND FALL HAZARDS IMMEDIATELY. ALWAYS WALK ALERT. WEAR SR/USA SHOES. BE EXTRA CAREFUL IN BAD WEATHER. SHORTEN STRIDE AND MOVE CAREFULLY IN A DRAG-AND-SHOVE SHUFFLE IN SNOW AND ICY CONDITIONS.

**SAFETY DEPENDS ON ME.**

### Invalid Express Mail Corporate Account Numbers

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

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

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

|        |        |        |        |               |        |               |        |               |        |               |               |        |
|--------|--------|--------|--------|---------------|--------|---------------|--------|---------------|--------|---------------|---------------|--------|
| 005026 | 022566 | 069120 | 080022 | 093213        | 111621 | 152028        | 200488 | 295393        | 325417 | 338086        | 478120        | 601021 |
| 005183 | 022986 | 069199 | 080048 | 093733        | 111756 | 152161        | 207503 | 295453        | 326454 | 338144        | 478824        | 601373 |
| 005287 | 025323 | 069227 | 080056 | 093943        | 112008 | 152241        | 207935 | <b>300353</b> | 326766 | 338162        | 480051        | 601440 |
| 005293 | 027103 | 069239 | 080083 | 094395        | 112112 | 152255        | 208194 | 300466        | 327006 | 340221        | 480067        | 601729 |
| 006266 | 027551 | 069248 | 080129 | 095347        | 112194 | 152362        | 208470 | 300526        | 327456 | 340675        | 480219        | 601817 |
| 006830 | 027921 | 069448 | 080135 | 095350        | 112255 | 152381        | 208517 | 300558        | 327630 | 344015        | 480737        | 602033 |
| 007027 | 028784 | 069477 | 080139 | 095377        | 112379 | 152521        | 208730 | 301011        | 327686 | 344064        | 480853        | 602399 |
| 007145 | 028866 | 069534 | 080152 | 096478        | 112536 | 152756        | 208955 | 301203        | 327771 | 347008        | 480858        | 602894 |
| 007256 | 028995 | 069547 | 080161 | 097187        | 112560 | 152766        | 210108 | 301255        | 328036 | 349003        | 481192        | 602987 |
| 008217 | 029465 | 069575 | 080166 | 097832        | 112576 | 152787        | 210420 | 301287        | 328076 | 349023        | 481423        | 603226 |
| 008756 | 029698 | 069759 | 080187 | 097996        | 112735 | 152800        | 210715 | 301309        | 328220 | 349125        | 481790        | 604208 |
| 008802 | 029796 | 069763 | 080224 | 098261        | 112743 | 152807        | 210797 | 301460        | 328795 | 349330        | 481908        | 604754 |
| 008870 | 030093 | 069996 | 080231 | 098348        | 112761 | 152812        | 210836 | 301900        | 328897 | 349517        | 482206        | 605252 |
| 008938 | 030292 | 070013 | 080240 | 098566        | 112952 | 156096        | 210852 | 301939        | 329019 | 349538        | 483082        | 605799 |
| 009028 | 030450 | 070047 | 080246 | 098575        | 112960 | 156189        | 210865 | 301985        | 329306 | 349639        | 483225        | 606708 |
| 009063 | 034020 | 070065 | 080272 | 098590        | 113285 | 159076        | 210871 | 302240        | 330285 | 349640        | 483350        | 606801 |
| 009438 | 037124 | 070099 | 080291 | 098732        | 113940 | 159249        | 212974 | 302681        | 330330 | 349649        | 483407        | 606991 |
| 009657 | 038291 | 070315 | 080299 | 098749        | 113956 | 165048        | 220166 | 303773        | 330697 | 349660        | 486302        | 607166 |
| 009728 | 038420 | 070376 | 080318 | 098814        | 114282 | 165149        | 220245 | 303779        | 330792 | 349740        | 488123        | 608196 |
| 009829 | 038594 | 070434 | 080324 | <b>100214</b> | 114475 | 165258        | 220288 | 303849        | 330804 | 349899        | 489454        | 609003 |
| 009854 | 041357 | 070490 | 080336 | 100373        | 115071 | 170095        | 220385 | 305095        | 331008 | 352758        | 489479        | 610157 |
| 010149 | 043009 | 070696 | 080349 | 100393        | 115164 | 170208        | 221147 | 305220        | 331014 | 352815        | 490639        | 611122 |
| 010213 | 043044 | 070707 | 080368 | 100398        | 115183 | 170223        | 221305 | 305678        | 331372 | 363014        | 490684        | 622024 |
| 010406 | 044017 | 070750 | 080376 | 100427        | 115204 | 171090        | 221549 | 306790        | 331699 | 372603        | 492024        | 627140 |
| 010439 | 051067 | 070754 | 080383 | 100554        | 115271 | 171105        | 222286 | 311314        | 331831 | 376148        | 493010        | 629021 |
| 010557 | 056062 | 070765 | 080404 | 101498        | 115312 | 171130        | 226048 | 311397        | 332031 | 380214        | 493024        | 629129 |
| 010748 | 060061 | 070784 | 080407 | 102380        | 115360 | 171264        | 227115 | 311570        | 332042 | 381210        | 495125        | 631130 |
| 010768 | 060775 | 071021 | 080464 | 103065        | 115387 | 171295        | 235319 | 314231        | 332069 | 381532        | 496145        | 631254 |
| 015214 | 061154 | 071043 | 080472 | 103135        | 115552 | 175075        | 235538 | 314381        | 332650 | 391060        | 497114        | 631356 |
| 015315 | 061178 | 071136 | 080498 | 103182        | 117315 | 177081        | 261035 | 317122        | 332730 | 392310        | <b>515070</b> | 641656 |
| 015428 | 061321 | 071253 | 080526 | 103234        | 117336 | 177085        | 272003 | 317189        | 332910 | 392662        | 531347        | 641973 |
| 015445 | 061345 | 071316 | 080527 | 103238        | 117602 | 178060        | 272052 | 320009        | 332920 | 395250        | 537334        | 652100 |
| 015512 | 061460 | 071471 | 080572 | 103271        | 117736 | 178068        | 272088 | 320012        | 332977 | <b>402027</b> | 537424        | 658219 |
| 015599 | 061585 | 071473 | 080600 | 103303        | 117945 | 183012        | 275108 | 320023        | 333028 | 402133        | 545004        | 666090 |
| 015604 | 061730 | 071527 | 080619 | 103311        | 118582 | 184005        | 276430 | 320025        | 333043 | 402135        | 549082        | 671003 |
| 015695 | 062079 | 071631 | 080652 | 103313        | 118894 | 184018        | 278502 | 320027        | 333088 | 402894        | 551212        | 671007 |
| 015717 | 064019 | 071754 | 080659 | 103325        | 119397 | 186001        | 280167 | 320033        | 333222 | 423089        | 551814        | 671022 |
| 018073 | 065272 | 071991 | 080674 | 103353        | 119605 | 188003        | 281150 | 320079        | 334042 | 423091        | 553282        | 672009 |
| 018155 | 065752 | 075005 | 080699 | 103375        | 121230 | 191965        | 282201 | 320138        | 334051 | 424057        | 553602        | 672023 |
| 018222 | 065964 | 075362 | 080732 | 103438        | 122403 | 192289        | 282663 | 320835        | 334090 | 424079        | 553633        | 672064 |
| 018359 | 067067 | 075458 | 085077 | 103989        | 122414 | 192431        | 282757 | 321009        | 334221 | 432800        | 553822        | 672076 |
| 018444 | 067259 | 075680 | 088037 | 105383        | 124082 | 193487        | 282808 | 322078        | 334330 | 432984        | 553934        | 672115 |
| 018654 | 067266 | 076064 | 088165 | 105743        | 125020 | 193729        | 282885 | 322219        | 334346 | 436006        | 553983        | 672363 |
| 018701 | 067274 | 076171 | 088302 | 108137        | 125302 | 196157        | 282917 | 322272        | 334451 | 441012        | 554053        | 672384 |
| 018725 | 068018 | 076200 | 088341 | 108484        | 125493 | 197134        | 283479 | 322480        | 334614 | 441208        | 557029        | 672414 |
| 018764 | 068088 | 076944 | 088703 | 108729        | 128148 | 197145        | 286119 | 322536        | 334836 | 441641        | 572016        | 672498 |
| 019022 | 068090 | 077019 | 089984 | 108835        | 130331 | 198023        | 287037 | 322585        | 334977 | 450167        | 581122        | 672507 |
| 020511 | 068149 | 077358 | 090006 | 108944        | 131263 | 198038        | 292341 | 322685        | 335113 | 451016        | 585211        | 675005 |
| 020585 | 068223 | 077576 | 090379 | 109924        | 133039 | 198155        | 292396 | 322800        | 335312 | 452005        | 591035        | 678007 |
| 021373 | 068231 | 078901 | 091431 | 110477        | 139145 | 198258        | 293082 | 322860        | 335314 | 452036        | <b>600059</b> | 678010 |
| 021761 | 068448 | 079025 | 091550 | 110660        | 142871 | 198262        | 293278 | 323145        | 335423 | 454823        | 600186        | 678015 |
| 022169 | 068497 | 079026 | 092716 | 111139        | 150265 | 199058        | 294427 | 325079        | 336196 | 461038        | 600345        | 681105 |
| 022332 | 069088 | 080003 | 092997 | 111419        | 150276 | 199073        | 294516 | 325108        | 337093 | 477144        | 600370        | 681498 |
| 022339 | 069115 | 080014 | 093196 | 111559        | 151043 | <b>200232</b> | 295094 | 325361        | 337113 | 477159        | 600705        | 685285 |

|               |        |        |               |               |        |        |        |        |        |        |        |        |
|---------------|--------|--------|---------------|---------------|--------|--------|--------|--------|--------|--------|--------|--------|
| 687014        | 752085 | 760062 | 776015        | 841785        | 900371 | 901603 | 903465 | 910395 | 921758 | 931977 | 948529 | 969046 |
| 687029        | 752091 | 760543 | 782315        | 841863        | 900374 | 901622 | 903598 | 911307 | 921900 | 931981 | 948568 | 969050 |
| 692001        | 752103 | 760575 | 784353        | 841881        | 900400 | 901635 | 903704 | 912440 | 922045 | 932681 | 948585 | 970389 |
| <b>708558</b> | 752123 | 760701 | 787335        | 841883        | 900405 | 901657 | 903724 | 913028 | 922308 | 932694 | 948604 | 970945 |
| 711667        | 752155 | 761040 | 787748        | 844103        | 900416 | 901702 | 903824 | 913065 | 922346 | 932817 | 948767 | 970998 |
| 712027        | 752211 | 761066 | 799099        | 844236        | 900422 | 901781 | 904004 | 913117 | 922351 | 933274 | 948776 | 971013 |
| 722066        | 752221 | 761310 | <b>802063</b> | 847049        | 900425 | 901802 | 904044 | 913711 | 924289 | 933535 | 949616 | 980181 |
| 722093        | 752239 | 761375 | 802652        | 847059        | 900449 | 901841 | 904070 | 914027 | 924424 | 934266 | 949715 | 980208 |
| 722271        | 752368 | 761444 | 803142        | 847150        | 900459 | 901928 | 904128 | 914578 | 924582 | 935098 | 950267 | 980479 |
| 723094        | 752406 | 761816 | 814208        | 852570        | 900647 | 901962 | 904144 | 915138 | 924644 | 937262 | 950735 | 980821 |
| 727057        | 752418 | 762012 | 816174        | 853486        | 900705 | 902036 | 904325 | 915541 | 925041 | 937365 | 950806 | 981167 |
| 730040        | 752442 | 762022 | 816209        | 853675        | 900759 | 902041 | 904452 | 915549 | 925125 | 937561 | 951008 | 981811 |
| 730144        | 752500 | 762060 | 816233        | 883001        | 900815 | 902043 | 904525 | 915697 | 925126 | 937648 | 951167 | 982123 |
| 730262        | 752515 | 763020 | 837140        | 891422        | 900963 | 902105 | 904539 | 917214 | 926043 | 937661 | 951573 | 982187 |
| 730909        | 752526 | 770057 | 840250        | 891974        | 900967 | 902125 | 904633 | 917263 | 926185 | 940094 | 951824 | 982191 |
| 731745        | 752528 | 770307 | 840292        | 895009        | 901082 | 902143 | 904638 | 917424 | 926208 | 940132 | 951877 | 982390 |
| 731971        | 752555 | 770353 | 840507        | 895312        | 901142 | 902356 | 904667 | 917504 | 926217 | 940212 | 951964 | 982454 |
| 740242        | 752598 | 770483 | 840570        | 898036        | 901149 | 902382 | 904690 | 920026 | 926851 | 940414 | 952256 | 982508 |
| 740892        | 752615 | 770598 | 840584        | <b>900014</b> | 901151 | 902403 | 904703 | 920389 | 926877 | 940548 | 954445 | 982560 |
| 741373        | 752624 | 770872 | 841041        | 900086        | 901154 | 902449 | 904704 | 921056 | 927321 | 940781 | 958112 | 983006 |
| 748034        | 752630 | 770939 | 841129        | 900091        | 901285 | 902497 | 904717 | 921127 | 927581 | 941169 | 958463 | 984110 |
| 750023        | 752720 | 771108 | 841195        | 900109        | 901320 | 902579 | 904747 | 921226 | 928436 | 941759 | 958748 | 985012 |
| 750180        | 752744 | 771650 | 841243        | 900174        | 901422 | 902975 | 904763 | 921297 | 928458 | 943033 | 967125 | 985060 |
| 750260        | 752921 | 771814 | 841247        | 900271        | 901459 | 903019 | 904764 | 921425 | 928473 | 945425 | 967427 | 995274 |
| 750408        | 754006 | 773020 | 841248        | 900282        | 901516 | 903074 | 904776 | 921483 | 928478 | 945722 | 968219 | 995634 |
| 750974        | 757068 | 773402 | 841266        | 900291        | 901518 | 903130 | 906882 | 921592 | 928482 | 946483 | 968497 | 997077 |
| 751025        | 757342 | 774015 | 841297        | 900308        | 901540 | 903323 | 906930 | 921625 | 930020 | 947043 | 968728 | 997314 |
| 752052        | 757515 | 775345 | 841326        | 900323        | 901580 | 903376 | 907761 | 921679 | 930208 | 947088 | 968733 | 998006 |
| 752080        | 757551 | 776001 | 841709        | 900330        | 901592 | 903380 | 907962 | 921683 | 931134 | 948263 | 968738 |        |

— Product Information Requirements, Product Development, 11-10-05

## 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.

|                        |             |                        |             |                        |             |                        |             |
|------------------------|-------------|------------------------|-------------|------------------------|-------------|------------------------|-------------|
| <b>010 504 1932 to</b> | <b>1999</b> | 043 205 5922 to        | 5999        | <b>350 518 7350 to</b> | <b>7374</b> | 394 189 0405 to        | 0599        |
| 011 582 1889 to        | 1899        | 044 087 3457 to        | 3499        | <b>360 011 1690 to</b> | <b>1699</b> | 394 822 3243 to        | 3278        |
| 011 588 2900 to        | 3099        | 044 087 4000 to        | 4099        | 360 168 6008 to        | 6099        | 394 990 1810 to        | 1899        |
| 012 579 5675 to        | 5699        | 045 524 4121 to        | 4298        | 360 173 8800 to        | 8899        | 395 343 3264 to        | 3299        |
| 013 289 6176 to        | 6199        | 046 800 9870 to        | 9899        | 360 324 2326 to        | 2399        | 395 373 3035 to        | 3099        |
| 013 610 0014 to        | 0099        | 047 352 4000 to        | 4099        | 362 861 3064 to        | 3099        | 395 396 9649 to        | 9799        |
| 014 932 1000 to        | 1099        | 048 383 7650 to        | 7659        | <b>373 006 2176 to</b> | <b>2199</b> | 395 970 3240 to        | 3299        |
| 014 972 0800 to        | 0899        | 048 396 3647 to        | 3699        | 374 768 2600 to        | 2699        | 397 622 4054 to        | 4099        |
| 015 363 0065 to        | 0099        | <b>051 774 8857 to</b> | <b>8899</b> | 375 169 4400 to        | 4599        | 397 819 8902 to        | 8999        |
| 017 028 3200 to        | 3299        | 051 781 2875 to        | 2885        | 375 829 3400 to        | 3499        | 398 149 7200 to        | 7699        |
| 018 569 5333 to        | 5399        | 051 977 7010 to        | 7023        | 375 851 9100 to        | 9199        | 399 070 0872 to        | 0899        |
| 018 986 5264 to        | 5299        | 057 670 0563 to        | 0599        | 376 196 0911 to        | 0999        | 399 156 7119 to        | 7199        |
| 019 518 2814 to        | 2899        | 058 187 3836 to        | 3899        | 378 085 3679 to        | 3699        | 399 203 5064 to        | 5099        |
| <b>020 698 5159 to</b> | <b>5199</b> | 058 591 1153 to        | 1299        | 378 351 1063 to        | 1099        | 399 296 9910 to        | 9999        |
| 020 844 7307 to        | 7399        | 058 895 3746 to        | 3799        | 379 843 5100 to        | 5199        | 399 396 8935 to        | 8999        |
| 020 972 8948 to        | 8999        | 059 986 0814 to        | 0899        | <b>380 093 9600 to</b> | <b>9699</b> | 399 792 7775 to        | 7799        |
| 022 021 9110 to        | 9181        | <b>060 406 7650 to</b> | <b>7699</b> | 380 165 1165 to        | 1199        | 399 792 8300 to        | 8399        |
| 022 037 1411 to        | 1499        | 064 091 4500 to        | 4599        | 381 325 4500 to        | 4599        | <b>400 427 1051 to</b> | <b>1999</b> |
| 022 527 9201 to        | 9210        | 065 392 6345 to        | 6399        | 381 604 2510 to        | 2699        | 401 045 1505 to        | 1549        |
| 023 637 7169 to        | 7199        | 066 099 2014 to        | 2099        | 381 645 9525 to        | 9599        | 401 045 1571 to        | 1599        |
| 024 380 4100 to        | 4199        | 066 648 2880 to        | 2899        | 383 314 3968 to        | 3999        | 401 294 2700 to        | 2799        |
| 024 496 6870 to        | 6896        | 066 787 3639 to        | 3699        | 383 892 1000 to        | 1344        | 401 310 9505 to        | 9599        |
| 025 092 0987 to        | 0999        | 066 845 7500 to        | 9999        | 383 892 1382 to        | 1399        | 401 382 5312 to        | 5399        |
| 025 369 5535 to        | 5599        | 067 093 3869 to        | 3899        | 384 925 3641 to        | 3654        | 402 578 7876 to        | 7899        |
| 025 729 1151 to        | 1199        | 067 324 9756 to        | 9799        | 385 568 2331 to        | 2399        | 403 125 6744 to        | 6799        |
| 025 729 1643 to        | 1799        | 068 895 0334 to        | 0399        | 385 599 7554 to        | 7575        | 403 260 7000 to        | 7499        |
| 026 492 3180 to        | 3199        | <b>070 724 4488 to</b> | <b>4499</b> | 385 774 2024 to        | 2099        | 403 280 6470 to        | 6499        |
| 027 361 0430 to        | 0499        | 070 841 9181 to        | 9199        | 386 624 1412 to        | 1599        | 403 685 8600 to        | 8699        |
| 027 369 4482 to        | 4495        | 070 844 2546 to        | 2599        | 386 883 8936 to        | 8999        | 404 003 0300 to        | 0399        |
| 027 671 8762 to        | 8776        | 071 179 9800 to        | 9899        | 387 314 5574 to        | 5599        | 404 041 8838 to        | 8899        |
| 027 787 9886 to        | 9899        | 071 386 3682 to        | 3699        | 387 837 6300 to        | 6399        | 404 071 4268 to        | 4299        |
| 027 965 9487 to        | 9499        | 071 507 6840 to        | 6899        | 388 828 0656 to        | 0699        | 404 347 5356 to        | 5399        |
| 028 191 1852 to        | 1999        | 072 045 9641 to        | 9699        | 389 696 2400 to        | 2799        | 404 347 5548 to        | 5599        |
| 028 850 3000 to        | 3199        | 072 675 8287 to        | 8299        | 389 846 3104 to        | 3135        | 404 726 4500 to        | 4599        |
| 029 510 1500 to        | 1599        | 077 617 5481 to        | 5499        | 389 846 3145 to        | 3195        | 404 961 5001 to        | 5199        |
| <b>030 687 0903 to</b> | <b>0999</b> | 077 999 4001 to        | 4090        | 389 887 9211 to        | 9230        | 405 325 0188 to        | 0198        |
| 030 701 3442 to        | 3499        | 078 250 4756 to        | 4799        | 389 887 9234 to        | 9299        | 406 009 4587 to        | 4599        |
| 031 077 4507 to        | 4799        | 078 823 8312 to        | 8399        | <b>390 001 3182 to</b> | <b>3199</b> | 406 260 6830 to        | 6899        |
| 032 295 7500 to        | 9999        | 079 374 0300 to        | 2499        | 390 001 3500 to        | 3699        | 406 459 6641 to        | 6999        |
| 034 394 1000 to        | 1099        | 079 807 2342 to        | 2399        | 390 545 5974 to        | 5999        | 406 733 3000 to        | 3999        |
| 034 943 0400 to        | 0799        | <b>083 140 5000 to</b> | <b>7499</b> | 391 104 6146 to        | 6199        | 407 545 1557 to        | 1599        |
| 035 035 4337 to        | 4399        | 083 913 6915 to        | 6999        | 391 574 1466 to        | 1499        | 407 594 0412 to        | 0599        |
| 037 706 9578 to        | 9599        | 086 000 8271 to        | 8299        | 391 783 3020 to        | 3599        | 407 692 9100 to        | 9299        |
| 037 805 3677 to        | 3699        | 088 404 4472 to        | 4499        | 391 792 6100 to        | 6199        | 407 959 2190 to        | 2199        |
| 037 909 5490 to        | 5499        | 088 404 5584 to        | 5699        | 392 668 2956 to        | 2999        | 408 265 2275 to        | 2288        |
| <b>040 024 3901 to</b> | <b>3999</b> | <b>210 221 0548 to</b> | <b>0599</b> | 392 854 8500 to        | 8899        | 408 499 7700 to        | 7799        |
| 040 674 7100 to        | 7199        | <b>227 275 9400 to</b> | <b>9999</b> | 393 584 7566 to        | 7699        | 408 499 7900 to        | 7999        |
| 040 688 8816 to        | 8899        | <b>273 070 8059 to</b> | <b>8099</b> | 393 650 0074 to        | 0099        | 408 682 8484 to        | 8599        |
| 041 299 6752 to        | 6799        | 273 775 7700 to        | 7899        | 393 838 8316 to        | 8499        | 408 698 7015 to        | 7099        |
| 041 623 8889 to        | 8899        | <b>302 000 0000 to</b> | <b>9999</b> | 393 893 6007 to        | 6099        | 409 072 3941 to        | 3999        |
| 041 803 6565 to        | 6599        | <b>349 746 2056 to</b> | <b>2099</b> | 394 126 6907 to        | 6999        | <b>410 491 2311 to</b> | <b>2399</b> |

|                        |             |                        |             |                        |             |                        |             |
|------------------------|-------------|------------------------|-------------|------------------------|-------------|------------------------|-------------|
| 410 694 8400 to        | 8599        | 429 889 2900 to        | 2999        | 454 186 2411 to        | 2499        | 469 666 9900 to        | 9999        |
| 410 775 1500 to        | 1599        | <b>430 150 4401 to</b> | <b>4599</b> | 454 268 4883 to        | 4899        | 469 678 1900 to        | 1999        |
| 410 795 7927 to        | 7999        | 430 172 9800 to        | 9899        | 454 302 5400 to        | 5499        | 469 781 4900 to        | 4999        |
| 410 867 0917 to        | 0966        | 430 177 1900 to        | 2099        | 454 490 8300 to        | 8399        | 469 947 6960 to        | 6999        |
| 410 867 0970 to        | 0999        | 430 444 9500 to        | 9699        | 454 547 7434 to        | 7499        | <b>470 755 5800 to</b> | <b>5818</b> |
| 411 868 1023 to        | 1199        | 430 664 4070 to        | 4099        | 454 922 4867 to        | 4895        | 471 918 0300 to        | 0999        |
| 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        |
| 418 633 5922 to        | 5999        | 439 310 0458 to        | 0499        | 458 671 8721 to        | 8798        | 475 850 6101 to        | 6199        |
| 418 719 8520 to        | 8599        | <b>440 698 1947 to</b> | <b>1999</b> | 458 847 5044 to        | 5999        | 475 875 2500 to        | 2599        |
| 418 744 2235 to        | 2299        | 440 858 6300 to        | 6399        | 459 274 7624 to        | 7699        | 476 169 8264 to        | 8299        |
| 418 962 2848 to        | 2899        | 440 858 6420 to        | 7299        | 459 365 5432 to        | 5499        | 476 189 3000 to        | 3499        |
| 419 543 0286 to        | 0299        | 441 199 1655 to        | 1699        | 459 378 5764 to        | 5799        | 476 331 2480 to        | 2499        |
| 419 730 0300 to        | 0399        | 443 127 3648 to        | 3699        | 459 472 4816 to        | 4999        | 477 289 8601 to        | 8699        |
| <b>420 277 0015 to</b> | <b>0049</b> | 443 127 4000 to        | 4099        | <b>460 349 6878 to</b> | <b>6899</b> | 477 681 5206 to        | 5299        |
| 420 599 0734 to        | 0798        | 443 673 7900 to        | 7999        | 460 550 1909 to        | 1999        | 478 010 4243 to        | 4268        |
| 420 661 4115 to        | 4199        | 443 800 9335 to        | 9399        | 460 997 5234 to        | 5299        | 478 010 4270 to        | 4291        |
| 420 758 9500 to        | 9699        | 444 382 8822 to        | 8899        | 461 973 6443 to        | 6499        | 478 450 5071 to        | 5099        |
| 420 969 3951 to        | 3971        | 444 390 1667 to        | 1699        | 462 152 0107 to        | 0299        | 478 469 7838 to        | 7858        |
| 420 969 3973 to        | 3999        | 444 457 3854 to        | 3899        | 462 274 1072 to        | 1099        | 478 469 7883 to        | 7899        |
| 421 116 3565 to        | 3599        | <b>450 048 4173 to</b> | <b>4199</b> | 462 277 8373 to        | 8399        | 479 280 9800 to        | 9899        |
| 421 130 9300 to        | 9399        | 450 048 4442 to        | 4699        | 462 554 6051 to        | 6099        | 479 365 9116 to        | 9176        |
| 421 313 4500 to        | 4999        | 450 560 5173 to        | 5199        | 463 011 5529 to        | 5540        | 479 412 9900 to        | 9999        |
| 421 364 5537 to        | 5599        | 450 620 3077 to        | 3099        | 463 176 4115 to        | 4199        | 479 667 6190 to        | 6199        |
| 421 656 2609 to        | 2699        | 450 620 3135 to        | 3199        | 463 176 4229 to        | 4299        | 479 748 9680 to        | 9699        |
| 421 988 9700 to        | 9799        | 450 780 2716 to        | 2799        | 463 185 2600 to        | 2799        | 479 860 7000 to        | 7199        |
| 422 172 4667 to        | 4699        | 450 801 2700 to        | 2799        | 463 227 7711 to        | 7799        | <b>480 526 2000 to</b> | <b>2099</b> |
| 422 484 4212 to        | 4299        | 451 109 2967 to        | 2984        | 463 414 4869 to        | 4899        | 480 640 6330 to        | 6399        |
| 422 556 1270 to        | 1299        | 451 115 4110 to        | 4125        | 463 808 3484 to        | 3499        | 480 658 0568 to        | 0599        |
| 422 587 7024 to        | 7099        | 451 115 4127 to        | 4199        | 463 945 7400 to        | 7899        | 480 689 5100 to        | 5199        |
| 422 819 7533 to        | 7599        | 451 746 0700 to        | 0799        | 464 629 9000 to        | 9399        | 481 072 9463 to        | 9499        |
| 422 842 5073 to        | 5087        | 452 265 0074 to        | 0099        | 464 711 4332 to        | 4399        | 481 673 0074 to        | 0095        |
| 422 907 7563 to        | 7599        | 452 265 0246 to        | 0299        | 465 692 3963 to        | 3999        | 482 527 1500 to        | 1599        |
| 424 500 6050 to        | 6099        | 452 265 0335 to        | 0999        | 465 698 8300 to        | 8599        | 482 541 5255 to        | 5299        |
| 424 641 8500 to        | 8599        | 452 509 1169 to        | 1199        | 465 743 7745 to        | 7799        | 482 729 6800 to        | 6899        |
| 424 871 6600 to        | 6699        | 452 855 6471 to        | 6499        | 466 798 6056 to        | 6067        | 483 363 7207 to        | 7299        |
| 425 298 2352 to        | 2399        | 452 890 4679 to        | 4799        | 467 147 4300 to        | 4399        | 483 402 2356 to        | 2399        |
| 425 418 4269 to        | 4299        | 452 900 8215 to        | 8238        | 468 079 5782 to        | 5799        | 483 486 5100 to        | 5199        |
| 425 418 4405 to        | 4499        | 453 117 9146 to        | 9199        | 469 067 2817 to        | 2899        | 483 632 1521 to        | 1599        |
| 426 547 4566 to        | 4599        | 453 334 3631 to        | 3699        | 469 127 8000 to        | 8199        | 483 632 2600 to        | 2799        |
| 427 412 6337 to        | 6499        | 453 603 7841 to        | 7891        | 469 213 0359 to        | 0399        | 483 849 1615 to        | 1699        |
| 427 481 0900 to        | 0999        | 453 650 1140 to        | 1199        | 469 213 0500 to        | 0599        | 484 174 4803 to        | 5299        |
| 428 027 2742 to        | 2752        | 453 741 1300 to        | 1399        | 469 561 8011 to        | 8099        | 484 323 8900 to        | 9199        |
| 429 474 4172 to        | 4199        | 454 013 2919 to        | 2999        | 469 658 1961 to        | 1999        | 484 680 5000 to        | 5038        |

|                     |           |             |                     |           |             |                     |           |             |                     |           |             |
|---------------------|-----------|-------------|---------------------|-----------|-------------|---------------------|-----------|-------------|---------------------|-----------|-------------|
| 484 680 5040        | to        | 5074        | 603 490 7200        | to        | 7299        | 623 819 5006        | to        | 5099        | 642 355 8308        | to        | 8999        |
| 484 680 5077        | to        | 5099        | 603 678 7100        | to        | 7199        | 623 895 8200        | to        | 8399        | 642 900 0018        | to        | 0099        |
| 485 029 4913        | to        | 4999        | 603 678 7662        | to        | 7699        | 623 917 0000        | to        | 0099        | 643 030 6254        | to        | 6299        |
| 486 176 0600        | to        | 0699        | 603 678 7902        | to        | 7999        | 623 917 0200        | to        | 0299        | 644 066 0882        | to        | 0899        |
| 486 559 7555        | to        | 7599        | 603 678 8418        | to        | 8499        | 624 468 5288        | to        | 5299        | 644 069 0600        | to        | 0699        |
| 486 696 3023        | to        | 3199        | 603 678 8700        | to        | 9999        | 624 665 3162        | to        | 3198        | 644 077 7506        | to        | 7699        |
| 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        |
| 489 181 8963        | to        | 8999        | 605 988 6467        | to        | 6499        | 627 496 7549        | to        | 7599        | 644 900 9712        | to        | 9799        |
| 489 223 2000        | to        | 2099        | 607 689 7951        | to        | 7960        | 627 708 3605        | to        | 3699        | 644 901 0109        | to        | 1299        |
| 489 311 1930        | to        | 1999        | 607 728 1276        | to        | 1299        | 627 776 2500        | to        | 2599        | 644 901 1325        | to        | 1399        |
| 489 318 6200        | to        | 6300        | 608 727 7100        | to        | 7199        | 628 226 3100        | to        | 3199        | 644 923 6800        | to        | 7799        |
| 489 384 0027        | to        | 0099        | 608 727 7273        | to        | 7599        | 628 814 4702        | to        | 4799        | 644 932 4655        | to        | 4699        |
| 489 427 0658        | to        | 0899        | 608 813 9950        | to        | 9999        | 628 851 9689        | to        | 9699        | 645 318 7240        | to        | 7499        |
| 489 997 5252        | to        | 5299        | 609 067 5325        | to        | 5399        | 629 510 7200        | to        | 7299        | 645 333 1766        | to        | 1799        |
| <b>490 669 5850</b> | <b>to</b> | <b>6099</b> | 609 067 5488        | to        | 5499        | 629 964 4200        | to        | 4294        | 645 790 8632        | to        | 8699        |
| 490 717 7080        | to        | 7099        | 609 067 5600        | to        | 5699        | <b>630 389 3056</b> | <b>to</b> | <b>3071</b> | 645 821 0657        | to        | 0699        |
| 490 721 6000        | to        | 6099        | 609 289 6123        | to        | 6199        | 630 463 0588        | to        | 0599        | 645 930 7948        | to        | 7999        |
| 490 793 1500        | to        | 2099        | 609 438 4400        | to        | 4499        | 631 459 9117        | to        | 9199        | 645 975 0737        | to        | 0762        |
| 490 886 8171        | to        | 8199        | 609 493 1100        | to        | 1199        | 631 762 9325        | to        | 9399        | 646 242 6200        | to        | 6299        |
| 490 977 9221        | to        | 9240        | 609 766 8091        | to        | 8999        | 632 217 4933        | to        | 4999        | 646 270 7639        | to        | 7799        |
| 491 258 8100        | to        | 9099        | 609 825 4100        | to        | 4115        | 632 500 0000        | to        | 599 9999    | 646 798 4000        | to        | 4999        |
| 491 567 1376        | to        | 1399        | 609 884 2981        | to        | 2999        | 633 110 4165        | to        | 4199        | 647 048 7035        | to        | 7099        |
| 492 254 4800        | to        | 4899        | 609 893 1000        | to        | 1099        | 633 110 4303        | to        | 4499        | 647 049 2900        | to        | 2999        |
| 492 283 5100        | to        | 5199        | <b>610 092 3200</b> | <b>to</b> | <b>3299</b> | 633 438 6429        | to        | 6599        | 647 398 8300        | to        | 8399        |
| 492 610 6813        | to        | 6899        | 610 582 4200        | to        | 4299        | 633 588 7173        | to        | 7182        | 647 398 8481        | to        | 8499        |
| 493 394 5568        | to        | 5599        | 611 879 6939        | to        | 6999        | 634 725 0700        | to        | 0799        | 647 437 3000        | to        | 4999        |
| 493 470 2562        | to        | 2599        | 612 291 8013        | to        | 8099        | 634 803 3239        | to        | 3299        | 647 811 2188        | to        | 2199        |
| 493 473 7700        | to        | 7799        | 612 751 5171        | to        | 5199        | 634 807 2474        | to        | 2499        | 648 009 6057        | to        | 6099        |
| 493 716 2153        | to        | 2199        | 612 751 5226        | to        | 5299        | 634 827 5900        | to        | 5999        | 648 163 5300        | to        | 5499        |
| 494 206 2972        | to        | 2999        | 612 751 6083        | to        | 6099        | 634 886 3428        | to        | 3499        | 648 722 5283        | to        | 5299        |
| 494 217 3446        | to        | 3999        | 612 751 6268        | to        | 6299        | 635 559 3449        | to        | 3499        | 648 892 3164        | to        | 3199        |
| 494 224 0500        | to        | 0599        | 612 751 6572        | to        | 6599        | 636 289 6214        | to        | 6299        | 649 100 3989        | to        | 3999        |
| 495 145 0600        | to        | 0699        | 612 774 2111        | to        | 2199        | 636 634 8007        | to        | 8042        | 649 647 0370        | to        | 0399        |
| 496 209 7425        | to        | 7499        | 612 774 2254        | to        | 2299        | 637 150 1200        | to        | 1299        | 649 647 0522        | to        | 0599        |
| 496 213 8728        | to        | 8799        | 612 774 2500        | to        | 2599        | 637 562 5828        | to        | 5899        | 649 647 5237        | to        | 5399        |
| 496 474 5226        | to        | 5248        | 614 469 0979        | to        | 0999        | 638 042 1647        | to        | 1699        | 649 647 9100        | to        | 9299        |
| 497 053 8517        | to        | 8699        | 614 474 3000        | to        | 3099        | 638 049 4984        | to        | 4999        | 649 666 7800        | to        | 8299        |
| 497 854 8673        | to        | 8699        | 614 521 3490        | to        | 3499        | 638 318 1115        | to        | 1199        | <b>650 114 7707</b> | <b>to</b> | <b>7719</b> |
| 498 449 8888        | to        | 8899        | 614 645 1800        | to        | 1899        | 638 318 1453        | to        | 1499        | 650 130 3400        | to        | 3599        |
| 498 929 8285        | to        | 8499        | 614 832 1100        | to        | 2099        | 638 885 0000        | to        | 0299        | 650 213 0406        | to        | 0499        |
| 498 936 5310        | to        | 5399        | 615 017 7505        | to        | 7599        | 638 903 4362        | to        | 4373        | 650 555 1749        | to        | 1799        |
| 499 016 5425        | to        | 5499        | 617 711 6609        | to        | 6699        | 639 415 1929        | to        | 1999        | 650 564 1900        | to        | 1999        |
| 499 440 8575        | to        | 8899        | 617 760 5266        | to        | 5299        | 639 415 2019        | to        | 2099        | 650 627 4212        | to        | 4299        |
| 499 731 6717        | to        | 6799        | 617 813 3601        | to        | 3699        | 639 420 6200        | to        | 6299        | 650 736 2043        | to        | 2099        |
| <b>500 064 1858</b> | <b>to</b> | <b>1869</b> | 618 840 9200        | to        | 9299        | 639 469 3517        | to        | 3799        | 650 739 1540        | to        | 1699        |
| 500 070 5725        | to        | 7799        | 619 551 7229        | to        | 7299        | 639 605 2143        | to        | 2199        | 651 741 4415        | to        | 4499        |
| <b>600 645 3223</b> | <b>to</b> | <b>3299</b> | 619 859 3000        | to        | 3099        | 639 657 8600        | to        | 8799        | 651 882 2800        | to        | 2899        |
| 601 339 1200        | to        | 1399        | <b>620 073 9400</b> | <b>to</b> | <b>9499</b> | <b>640 289 7500</b> | <b>to</b> | <b>7599</b> | 652 754 6317        | to        | 6399        |
| 601 653 5884        | to        | 5899        | 621 614 7907        | to        | 7930        | 640 289 7700        | to        | 7999        | 653 131 4945        | to        | 4999        |
| 601 661 7700        | to        | 7799        | 621 614 7932        | to        | 7999        | 641 170 4420        | to        | 4499        | 653 426 3300        | to        | 3399        |
| 601 682 5343        | to        | 5399        | 621 648 8021        | to        | 8199        | 641 318 3133        | to        | 3199        | 653 455 4874        | to        | 4899        |
| 601 928 1600        | to        | 1699        | 621 648 8500        | to        | 8599        | 641 378 6500        | to        | 6999        | 654 238 0000        | to        | 0399        |
| 602 512 2972        | to        | 2999        | 621 904 8351        | to        | 8599        | 641 383 8739        | to        | 8799        | 654 404 3065        | to        | 3092        |
| 602 555 2400        | to        | 2799        | 621 916 1978        | to        | 1989        | 641 877 3187        | to        | 3299        | 654 962 2900        | to        | 3199        |
| 602 829 7061        | to        | 7099        | 622 989 8032        | to        | 8099        | 641 877 3310        | to        | 3399        | 655 103 5081        | to        | 5199        |
| 603 483 9572        | to        | 9599        | 623 076 9300        | to        | 9399        | 642 355 8094        | to        | 8199        | 655 523 2600        | to        | 2999        |

|                        |             |                        |             |                        |             |                        |             |
|------------------------|-------------|------------------------|-------------|------------------------|-------------|------------------------|-------------|
| 656 305 2448 to        | 2499        | 682 956 6490 to        | 6599        | 701 213 3900 to        | 3999        | 830 983 3635 to        | 3699        |
| 657 347 4438 to        | 4999        | 682 956 6700 to        | 6799        | 701 267 2000 to        | 3999        | 831 354 1387 to        | 1399        |
| 657 710 8100 to        | 8999        | 682 965 1178 to        | 1199        | 701 335 7312 to        | 7399        | 831 815 8240 to        | 8299        |
| 657 780 0985 to        | 0999        | 682 965 1201 to        | 1299        | 701 369 2005 to        | 2050        | 832 525 3810 to        | 3899        |
| 658 586 1400 to        | 1499        | 683 118 2389 to        | 2399        | 701 499 2260 to        | 2299        | 833 159 1884 to        | 1899        |
| 658 877 8000 to        | 8199        | 683 378 2000 to        | 2099        | 701 503 2247 to        | 2299        | 833 456 2567 to        | 2599        |
| 658 880 8000 to        | 8199        | 683 378 2117 to        | 2299        | 701 541 2271 to        | 2299        | 833 566 3015 to        | 3071        |
| 659 398 7300 to        | 7399        | 683 415 1200 to        | 1499        | 701 553 6557 to        | 6599        | 834 130 5200 to        | 5299        |
| 659 706 8113 to        | 8199        | 683 444 8159 to        | 8199        | 701 578 7460 to        | 7469        | 834 316 5444 to        | 5499        |
| 659 846 7837 to        | 7899        | 685 154 7780 to        | 7789        | 701 578 7475 to        | 7499        | 834 354 8747 to        | 8766        |
| <b>660 510 4100 to</b> | <b>4199</b> | 685 297 7645 to        | 7699        | 701 601 3457 to        | 3499        | 834 354 8824 to        | 8838        |
| 660 673 0400 to        | 0599        | 685 623 5264 to        | 5299        | 701 605 5913 to        | 5999        | 835 269 5700 to        | 5799        |
| 661 488 5000 to        | 5099        | 685 650 9487 to        | 9499        | 701 695 3982 to        | 3999        | 835 496 7303 to        | 7399        |
| 661 609 9100 to        | 9199        | 685 669 4200 to        | 4299        | 701 695 4148 to        | 4199        | 835 539 5200 to        | 5999        |
| 661 716 9420 to        | 9499        | 685 757 8452 to        | 8499        | 701 695 4227 to        | 4299        | 835 813 3015 to        | 3099        |
| 661 906 6522 to        | 6599        | 686 071 2694 to        | 2799        | 701 708 1741 to        | 1799        | 837 672 8967 to        | 8999        |
| 662 021 8332 to        | 8399        | 686 176 3333 to        | 3354        | 701 736 3966 to        | 3999        | 837 784 3282 to        | 3299        |
| 662 068 0700 to        | 0899        | 686 372 3200 to        | 3299        | 701 838 2800 to        | 2899        | 838 176 8377 to        | 8399        |
| 662 553 0774 to        | 0799        | 686 644 5879 to        | 5899        | 701 941 0600 to        | 0699        | 838 518 1257 to        | 1299        |
| 663 078 7034 to        | 7099        | 686 899 1371 to        | 1399        | 702 171 1603 to        | 1699        | 839 718 8257 to        | 8299        |
| 663 763 5300 to        | 5399        | 686 931 7636 to        | 7699        | 702 195 5109 to        | 5199        | <b>840 323 0600 to</b> | <b>0699</b> |
| 663 883 7039 to        | 7499        | 687 601 0973 to        | 0999        | 702 254 9300 to        | 9399        | 840 875 6235 to        | 6299        |
| 663 938 9200 to        | 9299        | 687 614 6774 to        | 6799        | 702 264 7569 to        | 7599        | 840 910 0900 to        | 0999        |
| 664 253 8000 to        | 8499        | 688 120 9000 to        | 9999        | 702 519 0513 to        | 0524        | 841 349 5000 to        | 5099        |
| 664 656 3055 to        | 3099        | 688 314 3107 to        | 3191        | 702 713 1800 to        | 1809        | 841 805 7747 to        | 7899        |
| 665 174 6400 to        | 6499        | <b>690 291 1361 to</b> | <b>1371</b> | 702 821 5730 to        | 5799        | 841 805 7944 to        | 8099        |
| 665 274 8208 to        | 8299        | 690 788 2877 to        | 2899        | 702 821 5805 to        | 5899        | 842 226 0685 to        | 0695        |
| 665 669 5400 to        | 5499        | 690 893 5344 to        | 5399        | 702 844 6975 to        | 6994        | 842 685 4600 to        | 4699        |
| 666 132 8226 to        | 8299        | 690 893 5512 to        | 5599        | 702 846 6331 to        | 6399        | 842 685 4742 to        | 4999        |
| 666 696 2209 to        | 2299        | 690 904 1300 to        | 1599        | 702 848 3900 to        | 3999        | 842 860 0300 to        | 0399        |
| 666 696 2309 to        | 2399        | 690 941 6000 to        | 6199        | 702 857 7302 to        | 7499        | 842 898 5582 to        | 5599        |
| 667 032 9300 to        | 9399        | 691 313 6383 to        | 6399        | 702 878 0114 to        | 0199        | 843 062 7100 to        | 7199        |
| 667 729 5529 to        | 5599        | 691 313 6600 to        | 6699        | 703 364 1707 to        | 1799        | 843 077 6288 to        | 6299        |
| 668 383 8400 to        | 8699        | 691 582 8003 to        | 8099        | <b>740 002 7710 to</b> | <b>7719</b> | 843 077 6378 to        | 6399        |
| <b>670 368 3400 to</b> | <b>3499</b> | 691 664 1800 to        | 1999        | 740 241 9049 to        | 9099        | 843 758 5769 to        | 5778        |
| 670 369 7336 to        | 7399        | 691 664 2400 to        | 2499        | 740 255 1718 to        | 1799        | 843 786 2554 to        | 2699        |
| 670 750 7169 to        | 7199        | 692 727 9362 to        | 9399        | 740 374 7416 to        | 7499        | 845 656 8165 to        | 8199        |
| 671 046 6200 to        | 6399        | 692 798 1800 to        | 1899        | 740 470 2420 to        | 2443        | 845 727 2100 to        | 2199        |
| 671 251 5448 to        | 5499        | 693 249 0779 to        | 0799        | 740 523 7432 to        | 7449        | 845 746 2618 to        | 2635        |
| 671 926 5600 to        | 5799        | 693 249 0877 to        | 1699        | 740 535 1555 to        | 1580        | 846 390 7531 to        | 7599        |
| 672 444 2000 to        | 2999        | 693 445 0566 to        | 0999        | 740 684 0620 to        | 0800        | 846 918 0572 to        | 0599        |
| 672 828 3410 to        | 3499        | 693 448 8500 to        | 8999        | 740 701 6105 to        | 6114        | 847 237 7690 to        | 7699        |
| 673 167 5776 to        | 5799        | 693 645 9583 to        | 9599        | 740 705 9790 to        | 9799        | 847 284 2481 to        | 2499        |
| 675 464 3700 to        | 3799        | 693 965 4200 to        | 4299        | 740 726 6400 to        | 6500        | 847 374 7055 to        | 7065        |
| 675 464 4000 to        | 4199        | 695 741 2906 to        | 2999        | 740 765 3306 to        | 3399        | 847 374 7055 to        | 7065        |
| 676 365 5958 to        | 5999        | 695 947 8518 to        | 8599        | 740 774 8434 to        | 8499        | 847 636 5304 to        | 5399        |
| 676 669 1024 to        | 1099        | 696 662 8247 to        | 8299        | 740 917 7490 to        | 7499        | 847 700 5447 to        | 5499        |
| 677 126 6734 to        | 6799        | 697 447 8285 to        | 8296        | <b>805 885 8411 to</b> | <b>8499</b> | 847 723 7500 to        | 7599        |
| 677 333 9979 to        | 9999        | 698 042 4816 to        | 4899        | 806 087 1100 to        | 1499        | 849 485 3427 to        | 3499        |
| 677 466 1088 to        | 1099        | 698 131 2138 to        | 2157        | 806 268 9275 to        | 9299        | 849 520 9850 to        | 9899        |
| 678 071 4500 to        | 4799        | 698 227 0000 to        | 0099        | 806 534 3400 to        | 3477        | 849 608 1357 to        | 1399        |
| 678 096 7531 to        | 7599        | <b>700 065 2570 to</b> | <b>2599</b> | 807 342 3283 to        | 3399        | 849 792 2600 to        | 2699        |
| 679 909 2578 to        | 2599        | 700 065 4800 to        | 4899        | 808 086 7100 to        | 7199        | <b>850 546 1862 to</b> | <b>1899</b> |
| <b>680 112 9565 to</b> | <b>9599</b> | 700 190 3350 to        | 3359        | 808 090 3440 to        | 3499        | 851 143 6826 to        | 6844        |
| 680 244 0903 to        | 0999        | 700 228 6048 to        | 6099        | 808 325 5161 to        | 5699        | 851 209 9880 to        | 9899        |
| 680 412 6046 to        | 6099        | 700 650 0452 to        | 0499        | 808 784 8000 to        | 8299        | 851 928 9221 to        | 9299        |
| 680 761 6800 to        | 6899        | 700 666 1323 to        | 1349        | <b>830 125 0672 to</b> | <b>0699</b> | 852 589 6560 to        | 6599        |
| 681 677 0540 to        | 0699        | 700 786 9106 to        | 9142        | 830 602 5800 to        | 5999        | 853 049 3646 to        | 3699        |
| 682 070 1029 to        | 1099        | 700 859 0744 to        | 0758        | 830 610 3700 to        | 3799        | 854 304 4089 to        | 4999        |
| 682 956 6280 to        | 6299        | 701 028 6780 to        | 6899        | 830 983 3500 to        | 3599        | 854 529 2200 to        | 2299        |



|                             |                             |                             |                             |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| 854 532 0000 to 2999        | 868 514 9000 to 9099        | 906 982 2214 to 2299        | 916 703 0802 to 0821        |
| 855 001 6204 to 6249        | 868 566 9200 to 9299        | 907 725 8500 to 8599        | 917 089 0709 to 0799        |
| 855 319 9364 to 9399        | 869 387 1150 to 1199        | 907 815 0216 to 0257        | 917 089 0842 to 0899        |
| 855 361 3390 to 3399        | 869 505 3500 to 3599        | 908 622 4225 to 4235        | 917 216 2928 to 2999        |
| 856 226 0490 to 0499        | 869 523 7033 to 7099        | 908 936 9254 to 9299        | 917 370 6300 to 6499        |
| 856 656 5800 to 5999        | 869 800 0000 to 999 9999    | 909 100 1787 to 1799        | 917 486 4900 to 4999        |
| 856 752 0200 to 0299        | <b>870 054 4814 to 4899</b> | 909 100 1900 to 2099        | 918 460 0602 to 0699        |
| 857 111 1352 to 1399        | 870 491 4812 to 4849        | 909 355 0422 to 0499        | 918 492 5200 to 5399        |
| 857 279 3450 to 3499        | 870 536 5820 to 5829        | 909 568 8900 to 9099        | 918 951 7231 to 7299        |
| 857 843 4000 to 4099        | 870 541 7167 to 7239        | 909 568 9300 to 9499        | 919 519 2786 to 2799        |
| 858 124 7644 to 7699        | 870 575 8155 to 8999        | 909 725 7307 to 7399        | 919 536 0770 to 0799        |
| 858 756 3111 to 3299        | 870 589 0485 to 0494        | 909 833 0947 to 0999        | 919 814 3095 to 3199        |
| 859 063 8200 to 8699        | 870 691 7060 to 7099        | <b>910 219 8631 to 8699</b> | 919 915 2774 to 2787        |
| 859 190 0600 to 0644        | 872 028 4850 to 4899        | 910 265 1100 to 1199        | <b>920 155 4662 to 4687</b> |
| 859 437 5538 to 5599        | 872 029 9306 to 9399        | 910 471 7273 to 7299        | 920 309 9039 to 9199        |
| 859 811 2888 to 2899        | 872 100 0445 to 0459        | 910 536 2505 to 2599        | 920 771 5321 to 5399        |
| 859 855 8873 to 8999        | <b>900 556 4178 to 4199</b> | 910 958 7499 to 7599        | 920 857 5500 to 5899        |
| <b>860 240 8520 to 8599</b> | 900 845 0044 to 0099        | 911 140 1000 to 2199        | 920 864 3480 to 3499        |
| 860 275 3900 to 3999        | 900 936 0217 to 0299        | 911 245 2545 to 2599        | 920 963 4567 to 4599        |
| 860 518 9629 to 9699        | 900 936 0435 to 0499        | 911 268 9077 to 9099        | 921 333 7400 to 7499        |
| 860 600 0021 to 0999        | 901 058 5255 to 5280        | 911 400 8948 to 8999        | 921 477 3762 to 3799        |
| 861 158 2350 to 2599        | 901 273 1082 to 1099        | 911 508 1620 to 1799        | 922 278 1048 to 1399        |
| 861 367 5400 to 5499        | 901 287 5143 to 5199        | 911 509 9310 to 9399        | 922 280 2019 to 2099        |
| 861 637 6010 to 6099        | 901 291 2789 to 2799        | 911 523 3000 to 3999        | 922 280 2233 to 2299        |
| 861 979 7292 to 7499        | 901 525 7122 to 7199        | 912 057 9922 to 9999        | 922 773 0459 to 0499        |
| 862 216 6100 to 6199        | 902 089 1253 to 1299        | 912 882 0563 to 0899        | 923 032 7000 to 7399        |
| 862 263 9213 to 9299        | 902 198 9769 to 9799        | 913 605 2218 to 2299        | 923 045 3630 to 3699        |
| 862 271 0800 to 0999        | 902 948 1269 to 1299        | 913 709 2429 to 2499        | 923 493 9403 to 9599        |
| 862 271 5000 to 5099        | 902 985 0833 to 0899        | 913 818 3501 to 3999        | 923 493 9681 to 9699        |
| 863 871 5138 to 5199        | 903 370 6934 to 6999        | 914 063 4300 to 4399        | 923 810 7800 to 8299        |
| 863 949 5300 to 5399        | 904 600 6523 to 6599        | 914 346 7621 to 7644        | 924 252 1200 to 1299        |
| 864 088 8200 to 8299        | 904 892 0378 to 0399        | 914 453 1366 to 1399        | 924 252 1400 to 1499        |
| 864 426 3972 to 3999        | 904 892 0648 to 1299        | 914 529 6185 to 6299        | 924 533 2343 to 2399        |
| 864 520 6117 to 6136        | 905 056 2216 to 2299        | 914 896 4658 to 4699        | 924 533 2428 to 2499        |
| 865 151 0526 to 0599        | 905 510 6647 to 6799        | 915 187 8774 to 8779        | 924 685 1957 to 1999        |
| 865 500 4034 to 4099        | 905 510 6900 to 7099        | 915 300 2783 to 2799        | 925 333 5900 to 6099        |
| 865 883 6082 to 6099        | 905 794 0000 to 0199        | 915 546 6822 to 6999        | 925 336 2300 to 2399        |
| 866 004 3000 to 3999        | 905 794 0288 to 0299        | 915 671 3963 to 3980        | 926 432 5907 to 5999        |
| 866 442 4100 to 4899        | 905 873 6900 to 6999        | 915 671 3982 to 3999        | 926 436 3600 to 3699        |
| 867 366 9108 to 9118        | 905 873 7100 to 7299        | 915 675 2217 to 2299        |                             |
| 867 633 7403 to 7499        | 905 880 8900 to 8999        | 916 440 3377 to 3399        |                             |
| 867 737 5623 to 5699        | 905 889 7100 to 7199        | 916 670 6352 to 6399        |                             |
| 868 169 4529 to 4599        | 906 158 1508 to 1599        | 916 682 5300 to 5399        |                             |
| 868 173 8400 to 8599        | 906 558 8812 to 8899        | 916 694 1414 to 1499        |                             |

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,  
Postal Inspection Service, 11-10-05

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

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

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

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

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

|                    |           |              |             |    |       |                    |           |              |                    |           |              |
|--------------------|-----------|--------------|-------------|----|-------|--------------------|-----------|--------------|--------------------|-----------|--------------|
| 751 539 121        | to        | 9 180        | 760 155 001 | to | 5 090 | 768 011 489        | to        | 1 520        | 794 397 709        | to        | 7 780        |
| 751 541 311        | to        | 1 790        | 760 378 002 | to | 8 020 | 768 177 980        | to        | 7 990        | 794 581 741        | to        | 2 040        |
| 751 757 641        | to        | 7 700        | 760 692 722 | to | 2 749 | 768 391 081        | to        | 1 170        | 794 592 122        | to        | 2 150        |
| 751 936 951        | to        | 7 010        | 761 055 460 | to | 5 480 | 768 661 569        | to        | 1 650        | 795 032 251        | to        | 2 340        |
| 751 951 861        | to        | 1 890        | 761 169 781 | to | 9 810 | 769 000 051        | to        | 0 080        | 795 796 291        | to        | 6 350        |
| 751 999 021        | to        | 9 110        | 761 504 941 | to | 5 120 | 769 050 841        | to        | 0 900        | 796 070 139        | to        | 0 160        |
| 752 139 516        | to        | 9 570        | 761 516 836 | to | 6 910 | 769 159 081        | to        | 9 178        | 796 143 151        | to        | 3 630        |
| 752 182 892        | to        | 2 950        | 761 613 588 | to | 3 600 | 769 737 496        | to        | 7 510        | 796 159 725        | to        | 9 740        |
| 752 206 861        | to        | 7 100        | 761 688 631 | to | 8 690 | 769 778 491        | to        | 8 730        | 796 169 306        | to        | 9 340        |
| 752 295 241        | to        | 5 600        | 761 805 199 | to | 5 240 | 769 827 331        | to        | 7 450        | 796 373 406        | to        | 3 430        |
| 752 731 351        | to        | 1 410        | 761 826 106 | to | 6 120 | <b>770 216 071</b> | <b>to</b> | <b>6 100</b> | 796 602 961        | to        | 3 050        |
| 752 767 441        | to        | 7 470        | 761 881 171 | to | 1 560 | 770 723 281        | to        | 3 400        | 796 708 441        | to        | 8 500        |
| 753 008 941        | to        | 9 030        | 761 975 641 | to | 5 670 | 770 790 451        | to        | 0 480        | 796 886 281        | to        | 6 430        |
| 753 194 311        | to        | 4 370        | 761 975 886 | to | 5 895 | 770 915 150        | to        | 5 490        | 796 901 701        | to        | 2 000        |
| 753 620 378        | to        | 0 400        | 762 304 144 | to | 4 170 | 771 455 551        | to        | 5 610        | 796 975 466        | to        | 5 590        |
| 754 013 917        | to        | 3 940        | 762 324 931 | to | 4 960 | 771 609 661        | to        | 9 690        | 797 272 917        | to        | 2 950        |
| 754 161 061        | to        | 1 120        | 762 439 261 | to | 9 290 | 771 932 551        | to        | 2 580        | 797 519 441        | to        | 9 460        |
| 754 358 445        | to        | 8 610        | 762 524 158 | to | 4 220 | 772 057 224        | to        | 7 440        | 797 519 731        | to        | 0 240        |
| 754 410 451        | to        | 0 660        | 762 584 872 | to | 4 970 | 772 162 660        | to        | 3 070        | 797 535 181        | to        | 5 330        |
| 754 438 393        | to        | 8 410        | 762 593 431 | to | 3 460 | 772 718 615        | to        | 8 640        | 798 040 053        | to        | 0 080        |
| 754 493 109        | to        | 3 130        | 763 155 160 | to | 5 180 | 772 940 140        | to        | 0 160        | 798 055 813        | to        | 5 830        |
| 754 664 182        | to        | 4 220        | 763 178 631 | to | 8 660 | 772 970 886        | to        | 0 940        | 798 055 891        | to        | 5 950        |
| 754 816 377        | to        | 6 470        | 763 506 001 | to | 6 060 | 773 009 419        | to        | 9 430        | 798 326 371        | to        | 6 520        |
| 755 487 421        | to        | 7 600        | 763 522 141 | to | 2 470 | 773 112 031        | to        | 2 060        | 798 339 167        | to        | 9 210        |
| 755 592 901        | to        | 3 140        | 763 717 694 | to | 7 800 | 773 125 387        | to        | 5 410        | 798 562 411        | to        | 2 440        |
| 755 790 020        | to        | 0 030        | 763 826 461 | to | 6 520 | 773 179 320        | to        | 9 410        | 798 632 461        | to        | 2 490        |
| 755 791 730        | to        | 1 800        | 763 900 460 | to | 0 471 | 773 202 989        | to        | 3 140        | 798 807 151        | to        | 7 510        |
| 755 926 951        | to        | 7 070        | 763 900 479 | to | 0 530 | 773 208 991        | to        | 9 290        | 798 944 761        | to        | 5 030        |
| 755 934 332        | to        | 4 510        | 763 917 271 | to | 7 750 | 773 231 311        | to        | 1 340        | 799 118 616        | to        | 8 640        |
| 755 957 701        | to        | 8 000        | 764 125 801 | to | 5 860 | 773 348 739        | to        | 8 940        | 799 133 191        | to        | 3 220        |
| 755 962 981        | to        | 3 280        | 764 284 525 | to | 4 560 | 773 348 739        | to        | 8 940        | 799 177 626        | to        | 7 650        |
| 756 035 371        | to        | 5 490        | 764 526 241 | to | 6 330 | 773 575 891        | to        | 5 950        | 799 854 751        | to        | 5 200        |
| 756 301 257        | to        | 1 290        | 764 601 421 | to | 1 600 | 773 852 971        | to        | 3 030        | <b>800 044 320</b> | <b>to</b> | <b>4 410</b> |
| 756 371 565        | to        | 1 580        | 764 650 231 | to | 0 470 | 775 373 449        | to        | 3 460        | 800 211 901        | to        | 2 440        |
| 756 876 031        | to        | 6 120        | 764 984 371 | to | 4 850 | <b>789 257 191</b> | <b>to</b> | <b>7 250</b> | 800 427 530        | to        | 7 540        |
| 756 876 151        | to        | 6 240        | 765 003 667 | to | 3 680 | <b>790 448 020</b> | <b>to</b> | <b>8 460</b> | 800 872 741        | to        | 2 830        |
| 756 970 129        | to        | 0 140        | 765 042 517 | to | 2 540 | 790 597 485        | to        | 7 530        | 801 349 801        | to        | 9 830        |
| 757 059 613        | to        | 9 630        | 765 194 728 | to | 4 970 | 790 911 883        | to        | 1 900        | 801 676 681        | to        | 7 100        |
| 757 078 540        | to        | 8 560        | 765 387 365 | to | 7 450 | 791 057 441        | to        | 7 550        | 802 967 821        | to        | 7 940        |
| 757 086 209        | to        | 6 240        | 765 541 801 | to | 2 100 | 791 239 081        | to        | 9 290        | 803 217 601        | to        | 7 780        |
| 757 240 591        | to        | 0 650        | 765 638 461 | to | 8 970 | 791 374 483        | to        | 4 500        | 803 729 731        | to        | 9 850        |
| 757 277 371        | to        | 7 700        | 765 647 101 | to | 7 190 | 791 387 971        | to        | 8 030        | 803 747 402        | to        | 7 520        |
| 757 291 591        | to        | 2 730        | 765 813 781 | to | 4 029 | 791 447 521        | to        | 7 850        | 804 138 181        | to        | 8 420        |
| 757 964 251        | to        | 4 280        | 765 879 314 | to | 9 390 | 791 451 151        | to        | 1 240        | 804 682 411        | to        | 2 710        |
| 758 067 001        | to        | 7 090        | 765 954 001 | to | 4 030 | 791 500 009        | to        | 0 470        | 805 272 525        | to        | 2 540        |
| 758 105 221        | to        | 5 250        | 766 120 286 | to | 0 320 | 791 771 431        | to        | 1 490        | 805 523 445        | to        | 3 460        |
| 758 324 941        | to        | 5 000        | 766 125 716 | to | 5 750 | 792 004 293        | to        | 4 320        | 805 745 704        | to        | 5 730        |
| 758 593 628        | to        | 3 650        | 766 158 824 | to | 8 840 | 792 018 379        | to        | 8 420        | 806 452 907        | to        | 2 980        |
| 758 709 038        | to        | 9 060        | 766 388 433 | to | 8 460 | 792 070 621        | to        | 0 740        | 806 744 781        | to        | 4 850        |
| 758 744 101        | to        | 4 160        | 766 509 421 | to | 9 660 | 792 145 211        | to        | 5 230        | 807 764 791        | to        | 4 910        |
| 758 850 883        | to        | 0 900        | 766 572 901 | to | 3 020 | 792 391 381        | to        | 1 620        | 808 089 931        | to        | 9 960        |
| 758 860 951        | to        | 1 550        | 766 748 500 | to | 8 521 | 792 452 779        | to        | 2 790        | 808 753 771        | to        | 3 800        |
| 759 152 851        | to        | 2 880        | 767 024 341 | to | 4 370 | 792 772 728        | to        | 2 770        | 810 807 211        | to        | 7 240        |
| 759 740 941        | to        | 1 090        | 767 326 471 | to | 6 590 | 792 903 511        | to        | 3 990        |                    |           |              |
| <b>760 004 596</b> | <b>to</b> | <b>4 610</b> | 767 332 561 | to | 2 950 | 793 282 518        | to        | 2 533        |                    |           |              |
| 760 118 191        | to        | 8 250        | 768 009 841 | to | 9 960 | 794 041 831        | to        | 2 040        |                    |           |              |

## 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, 11-10-05*

## 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, 11-10-05*

### 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 ET.**

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 starting below.

### Changes

| APO/FPO      | Action                           | Effective Date | See Restrictions                     |
|--------------|----------------------------------|----------------|--------------------------------------|
| APO AE 09304 | Activate                         | Immediately    | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1     |
| APO AE 09311 | Close                            | 15 NOV 05      |                                      |
| APO AE 09345 | Close                            | 15 NOV 05      |                                      |
| APO AE 09377 | Activate                         | Immediately    | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1     |
| FPO AE 09409 | Delete V                         | Immediately    | A1-B-B1-C-C1-U                       |
| APO AE 09498 | Add F, F1, I, Q, R, R1, T, Z, Z1 | Immediately    | A1-B-B1-C-C1-F-F1-I-Q-R-R1-T-U-Z-Z1  |
| APO AE 09742 | Add F1, Q, T, Delete D           | Immediately    | A-A1-B-B1-B2-F-F1-I-M-N-Q-R-T-V-Z-Z1 |

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

### APO/FPO Table

| APO/FPO | See Restrictions      | APO/FPO | See Restrictions | APO/FPO | See Restrictions                 | APO/FPO      | See Restrictions                        |
|---------|-----------------------|---------|------------------|---------|----------------------------------|--------------|---|
| 09003   | A1-B-B1-C-D-P-U-V     | 09074   | A1-B-B1-C-D-U    | 09138   | A1-B-B1-C-D-U                    | 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                    | <b>09304</b> | <b>A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1</b> |
| 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/<br>FPO | See<br>Restrictions                     | APO/<br>FPO | See<br>Restrictions                 | APO/<br>FPO  | See<br>Restrictions                        | APO/<br>FPO | See<br>Restrictions |
|-------------|---|-------------|-------------------------------------|--------------|--|-------------|---------------------|
| 09309       | 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-Z-Z1  | <b>09377</b> | <b>A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1</b>    | 09499       | A1-B-B1-C-C1-U      |
| 09312       | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1       | 09346       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 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        | 09348       | 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      | 09349       | 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     | 09350       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1    | 09381        | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1        | 09504       | A1-B-B1-V           |
| 09317       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1     | 09351       | A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z       | 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      | 09352       | A-A1-B-B1-C1-E2-F-H1-R-R1-V-Z1      | 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       | 09353       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1    | 09386        | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1    | 09507       | A1-B-B1-V           |
| 09320       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1        | 09354       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1    | 09387        | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1    | 09508       | A1-B-B1-V           |
| 09321       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1        | 09355       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1    | 09388        | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1    | 09509       | A1-B-B1-V           |
| 09322       | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1       | 09356       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1    | 09389        | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1    | 09510       | A1-B-B1-V           |
| 09323       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1        | 09357       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1    | 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       | 09358       | A-A1-B-B1-C1-E2-F-H1-M-N-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        | 09359       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1    | 09393        | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1           | 09524       | A1-B-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        | 09532       | 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           | 09534       | A1-B-B1-V           |
| 09329       | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1 | 09362       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09398        | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1        | 09543       | 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  | 09399        | A1-B-B1-C-F-V-Z1                           | 09545       | 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    | <b>09409</b> | <b>A1-B-B1-C-C1-U</b>                      | 09549       | 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    | 09420        | A1-B-B1-C-C1-U                             | 09550       | 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    | 09421        | A1-B-B1-C-C1-U                             | 09554       | 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 | 09447        | A1-B-B1-C-C1-U-V                           | 09556       | A1-B-B1-V           |
| 09335       | A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1           | 09368       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1    | 09454        | A1-B-B1-C-C1-U-V                           | 09567       | A1-B-B1-V           |
| 09336       | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1       | 09369       | A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z       | 09456        | A1-B-B1-C-C1-H-H1-M-Z1                     | 09568       | A1-B-B1-V           |
| 09337       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1        | 09371       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09459        | A1-B-B1-C-C1-U                             | 09569       | A1-B-B1-V           |
| 09338       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1     | 09372       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09461        | A1-B-B1-C-C1-U                             | 09570       | A1-B-B1-V           |
| 09339       | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1      | 09374       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09463        | A1-B-B1-C-C1-U                             | 09573       | A1-B-B1-V           |
| 09340       | A-A1-B-B1-C1-F-R-V                      | 09375       | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1  | 09464        | A1-B-B1-C-C1-U                             | 09574       | A1-B-B1-V           |
| 09342       | 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       | 09468        | A1-B-B1-C-C1-U                             | 09575       | A1-B-B1-V           |
|             |   |             |                                     | 09469        | A1-B-B1-C-C1-U                             | 09576       | A1-B-B1-V           |
|             |   |             |                                     | 09470        | A1-B-B1-C-C1-U                             | 09577       | A1-B-B1-V           |
|             |   |             |                                     | 09494        | A1-B-B1-C-C1-U                             | 09578       | A1-B-B1-V           |
|             |   |             |                                     | 09496        | A1-B-B1-C-C1-U-V                           | 09579       | A1-B-B1-V           |
|             |   |             |                                     | <b>09498</b> | <b>A1-B-B1-C-C1-F-F1-I-Q-R-R1-T-U-Z-Z1</b> | 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  |
|             |   |             |                                     |              |  | 09603       | A1-B-B1-C-F-F1-U    |

| APO/<br>FPO | See<br>Restrictions                         | APO/<br>FPO | See<br>Restrictions                             | APO/<br>FPO | See<br>Restrictions                                       | APO/<br>FPO | See<br>Restrictions               |
|-------------|---|-------------|---|-------------|---|-------------|-----------------------------------|
| 09604       | A1-B-B1-C-F-F1-U                            | 09726       | A1-B-B1-N-U                                     | 09811       | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1                         | 09889       | A-A1-B-B1-C1-E2-F-H1-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     | 09812       | A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1                         | 09890       | A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1    |
| 09610       | A1-B-B1-C-F-U                               | 09728       | A1-B-B1-C-F1-U-V                                | 09814       | A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1                         | 09892       | A-A1-B-B1-E2-F-N-R-R1-V-Z1        |
| 09612       | A1-B-B1-C-F-U                               | 09729       | A1-B-B1-N-U-V                                   | 09815       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1                          | 09898       | A1-B-B1-E2-F-H1-R-R1-U2-V-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     | 09817       | A-A1-B-B1-B2-C-C1-E2-E3-F-F1-G-H-H1-I-M-N-Q-R-R1-T-V-Z-Z1 | 34002       | A1-B-B1-N-U-Z1                    |
| 09617       | A1-B-B1-C-F-U                               | 09731       | A-A1-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z-Z1       | 09819       | A-A1-B-F-P-V-Z1   | 34006       | A-A1-B-B1-C1-F1-N-V-Z1            |
| 09618       | A1-B-B1-C-F-U                               | 09732       | A1-B-B1-N-V-Z1                                  | 09821       | A-A1-B-F-V-Z1   | 34007       | A-A1-B-B1-C1-F1-V-Z1              |
| 09619       | A1-B-B1-C-F-U                               | 09733       | A1-B-B1-V                                       | 09822       | A-A1-B-F-V-Z1   | 34008       | A-A1-B-B1-C1-F1-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     | 09823       | A-A1-B-F-V-Z1   | 34019       | A-B-B1-M-N-V-Z1                   |
| 09621       | A1-B-B1-C-F-U                               | 09735       | A1-B-B1-N-V-Z1                                  | 09824       | A-A1-B-F-V-Z1   | 34020       | A1-B-B1-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     | 09825       | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1               | 34021       | A1-B-B1-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     | 09827       | A-A1-B-B1-F-F1  | 34022       | A1-B-B1-D-F-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     | 09828       | A1-B-N-V-Z1   | 34023       | 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     | 09830       | A1-B-B1-C-N-V-Z1  | 34024       | A1-B-B1-M-N-V-Z1                  |
| 09626       | A1-B-B1-C-F-U                               | 09740       | A-A1-B-B1-C1-E2-F-F1-M-Z1                       | 09831       | A1-B-B1-F-N-U-V-Z1  | 34025       | A1-B-B1-F-N-U-V-Z1                |
| 09627       | A1-B-B1-C-F-U                               | 09741       | A-A1-B-B1-C1-E2-F-F1-H1-M-N-Q-R-R1-T-V-W-Y-Z-Z1 | 09832       | A-A1-B-B1-U1-V-Z1   | 34030       | A1-B-B1-M-N-V-Z1                  |
| 09628       | A1-B-B1-C-F-F1-U-V                          | 09742       | <b>A-A1-B-B1-B2-F-F1-I-M-N-Q-R-T-V-Z-Z1</b>     | 09833       | A1-B-B1-U1-V-Z1   | 34031       | A1-B-B1-M-N-V-Z1                  |
| 09630       | A1-B-B1-C-F-U-V                             | 09777       | A-A1-B-B1-C-E1-N                                | 09834       | A1-B-B1-V-Z1  | 34032       | A1-B-M-N-V-Z1                     |
| 09631       | A1-B-B1-C-F-U                               | 09779       | A-A1-B-B1-F-R-V                                 | 09835       | A-A1-B-B1-V-Z1  | 34033       | A1-B-C-F-M-N-V-Z1                 |
| 09636       | A1-B-B1-C-F-U                               | 09780       | A-A1-B-B1-F-R-V                                 | 09836       | A-A1-B-B1-C-F-M-V-Z1                                      | 34034       | A1-B-B1-M-N-V-Z1                  |
| 09642       | A1-B-B1-N-U                                 | 09788       | A-A1-B-B1-F-R-V                                 | 09837       | A1-B-B1-V-Z1  | 34035       | A1-B-B1-H-M-N-V-Z1                |
| 09643       | A1-B-B1-U                                   | 09789       | A-A1-B-B1-F-R-V                                 | 09838       | A1-B-B1-V-Z1  | 34036       | A1-B-B1-M-N-V-Z1                  |
| 09644       | A1-B-B1-U                                   | 09790       | A-A1-B-B1-C1-F-R-V                              | 09839       | A-A1-B-B1-U-V-Z1  | 34037       | A1-B-B1-C-F-H-I-M-N-V-Z-Z1        |
| 09645       | A1-B-U                                      | 09793       | A-A1-B-B1-F-R-V                                 | 09840       | A-A1-B-B1-V-Z1  | 34038       | A1-B-B1-M-N-V-Z1                  |
| 09647       | A1-B-B1-N-U                                 | 09797       | A1-B-B1-C-D-P-V                                 | 09841       | A-A1-B-B1-U-Z1  | 34039       | A1-B-N-V-Z1                       |
| 09648       | A1-B-B1-N-U-V-Z1                            | 09801       | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1              | 09842       | A-A1-B-B1-Z1  | 34040       | A1-B-V-Z1                         |
| 09649       | A1-B-B1-U                                   | 09802       | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1            | 09843       | A-A1-B-B1-U-V-Z1  | 34041       | A1-B-B1-M-N-U-V-Z1                |
| 09701       | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 | 09803       | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1               | 09844       | A-A1-B-B1-U-V-Z1  | 34042       | A1-B-B1-D-F-M-N-V-Z1              |
| 09703       | A1-B-B1-C-F1-U                              | 09804       | A-A1-B-B1-F-Z1                                  | 09852       | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1                         | 34043       | A1-B-B1-D-F-M-N-V-Z1              |
| 09704       | A1-B-B1-C-D-V                               | 09806       | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1              | 09853       | A1-B-B1-E2-F-H1-R-R1-U2-V-Z1                              | 34050       | A1-B-B1-V                         |
| 09705       | A1-B-B1-U                                   | 09807       | 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                         | 34055       | A1-B-B1-N-V-Z1                    |
| 09706       | A1-B-B1-C-N-U-V                             | 09808       | A-A1-B-B1-C1-F-I-V-Z-Z1                         | 09856       | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1                          | 34058       | A1-B-B1-V-Z1                      |
| 09707       | A1-B-B1-C-N-U-V                             |             |   | 09858       | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1                         | 34071       | A1-B-B1-I-M-N-V-Z                 |
| 09708       | A1-B-B1                                     |             |   | 09865       | A-A1-B-B1-V-Z1  | 34076       | A1-B-B1-F1-N-V-Z1                 |
| 09709       | A1-B-B1-F1                                  |             |   | 09868       | A-A1-B-B1-U-V-Z1  | 34078       | A1-B-B1-F1-N-V-Z1                 |
| 09710       | A1-B-B1-C-C1-F1-M-R-R1-U                    |             |   | 09869       | A-A1-B-B1-C1-I-V-Z-Z1                                     | 34079       | A1-B-B1-F1-N-V-Z1                 |
| 09711       | A1-B-B1-F1-Z1                               |             |   | 09874       | A-A1-B-B1-C1-I-V-Z-Z1                                     | 34090       | A1-B-B1-V                         |
| 09713       | A1-B-B1-C-F1                                |             |   | 09880       | A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1                          | 34091       | A1-B-B1-V                         |
| 09714       | A1-B-B1-C-C1-F1-M-R-R1-U                    |             |   |             |   | 34092       | A1-B-B1-V                         |
| 09715       | A1-B-B1-F1                                  |             |   |             |   | 34093       | A1-B-B1-V                         |
| 09716       | A1-B-B1-C-D-N-U-V                           |             |   |             |   | 34095       | A1-B-B1-V                         |
| 09717       | A1-B-B1-M-W                                 |             |   |             |   | 34098       | A1-B-B1-V                         |
| 09718       | A1-B-B1-F-I-N-U-V                           |             |   |             |   | 34099       | A1-B-B1-V                         |
| 09719       | A1-B-B1-C-F1-V                              |             |   |             |   | 96201       | A-A1-B-B1                         |
| 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                    |             |   |             |   |             |                                   |
| 09725       | A1-B-B1-C                                   |             |   |             |   |             |                                   |

| APO/<br>FPO | See<br>Restrictions     | APO/<br>FPO | See<br>Restrictions                             | APO/<br>FPO | See<br>Restrictions   | APO/<br>FPO | See<br>Restrictions                             |
|-------------|-------------------------|-------------|---|-------------|---|-------------|---|
| 96202       | A-A1-B-B1-U-V           | 96326       | A1-B-B1-M-W                                     | 96490       | A1-B-B1-V   | 96609       | A1-B-B1-V                                       |
| 96203       | A-A1-B-B1               | 96328       | A1-B-B1-M-W                                     | 96501       | A-A1-B-B1-N-V   | 96610       | A1-B-B1-V                                       |
| 96204       | A-A1-B-B1               | 96330       | A1-B-B1-M-W                                     | 96507       | A-A1-B-B1-F-V   | 96611       | A1-B-B1-V                                       |
| 96205       | A-A1-B-B1-U             | 96336       | A1-B-B1-M-V-W                                   | 96510       | A1-B-B1-I-N-V   | 96612       | A1-B-B1-V                                       |
| 96206       | A-A1-B-B1-U             | 96337       | A1-B-B1-M-W                                     | 96511       | A1-B-B1-I-N-V   | 96613       | A-A1-B-B1-C1-E2-F-<br>H1-I-M-R-R1-U2-V-Z-<br>Z1 |
| 96207       | A-A1-B-B1-V             | 96338       | A1-B-B1-M-W                                     | 96515       | A1-B-B1-F   | 96614       | A-A1-B-B1-C1-E2-F-<br>H1-I-M-R-R1-U2-V-Z-<br>Z1 |
| 96208       | A-A1-B-B1-U             | 96339       | A1-B-B1-M-V-W                                   | 96517       | A1-B-B1-F-U3-V  |             |   |
| 96212       | A-A1-B-B1-U             | 96343       | A1-B-B1-M-W                                     | 96518       | A1-B-B1-V   |             |   |
| 96213       | A-A1-B-B1-U             | 96347       | A1-B-B1-F-F1-F2-M-<br>W                         | 96520       | A1-B-B1-F-U3-V  |             |   |
| 96214       | A-A1-B-B1-U             |             |   | 96521       | A1-B-B1-F-N   | 96615       | A1-B-B1-V                                       |
| 96215       | A-A1-B-B1-U-V           | 96348       | A1-B-B1-F-F1-F2-M-<br>W                         | 96522       | A1-B-B1-F-N-U   | 96616       | A-A1-B-B1-V-Z1                                  |
| 96217       | A-A1-B-B1-U-V           | 96349       | A1-B-B1-F-F1-F2-M-<br>W                         | 96530       | A-A1-B-B1-H-M-N-U-<br>V   | 96617       | A1-B-B1-V                                       |
| 96218       | A-A1-B-B1-U             |             |   | 96531       | A-A1-B-B1-H-M-U-V   | 96619       | A1-B-B1-V                                       |
| 96219       | A-A1-B-B1-U-V           | 96350       | A1-B-B1-F-F1-F2-M-<br>W                         | 96534       | A-A1-B-B1-F   | 96620       | A1-B-B1-V                                       |
| 96220       | A-A1-B-B1-U-V           |             |   | 96535       | A-A1-B-B1-F-V   | 96621       | A1-B-B1-V                                       |
| 96221       | A-A1-B-B1-U-V           | 96351       | A1-B-B1-F-F1-F2-M-<br>W                         | 96536       | A1-B-B1-V   | 96622       | A1-B-B1-V                                       |
| 96224       | A-A1-B-B1-U             |             |   | 96537       | A1-B-B1-V   | 96623       | A1-B-B1-V                                       |
| 96251       | A-A1-B-B1-U             | 96362       | A1-B-B1-F-F1-F2-M-<br>W                         | 96538       | A1-B-B1-V   | 96624       | A1-B-B1-V                                       |
| 96257       | A-A1-B-B1-U             |             |   | 96540       | A1-B-B1-V   | 96628       | A1-B-B1-V                                       |
| 96258       | A-A1-B-B1-U             | 96365       | A1-B-B1-M-V-W                                   | 96541       | A1-B-B1-V   | 96634       | A1-B-B1-V                                       |
| 96259       | A-A1-B-B1-U             | 96367       | A1-B-B1-L-M-W                                   | 96542       | A1-B-B1-V   | 96643       | A1-B-B1-V                                       |
| 96260       | A-A1-B-B1-U             | 96368       | A1-B-B1-M-W                                     | 96543       | A1-B-B1-P-V   | 96657       | A1-B-B1-V                                       |
| 96262       | A-A1-B-B1-U-V           | 96370       | A1-B-B1-F-F1-F2-M-<br>W                         | 96544       | A1-B-B1-F-N-U3-V  | 96660       | A1-B-B1-V                                       |
| 96264       | A-A1-B-B1-U             |             |   | 96546       | A1-B-B1-F-U3  | 96661       | A1-B-B1-V                                       |
| 96266       | A-A1-B-B1-U             | 96372       | A1-B-B1-M-W                                     | 96548       | A-A1-B-B1-H-M-U   | 96662       | A1-B-B1-V                                       |
| 96267       | A-A1-B-B1-U-V           | 96373       | A1-B-B1-M-W                                     | 96549       | A-A1-B-B1-H-M-U   | 96663       | A1-B-B1-V                                       |
| 96269       | A-A1-B-B1-U             | 96374       | A1-B-B1-M-W                                     | 96550       | A-A1-B-B1-H-M-U-V   | 96664       | A1-B-B1-V                                       |
| 96271       | A-A1-B-B1-U             | 96375       | A1-B-B1-M-W                                     | 96551       | A-A1-B-B1-H-M-U   | 96665       | A1-B-B1-V                                       |
| 96275       | A-A1-B-B1-V             | 96376       | A1-B-B1-M-W                                     | 96553       | A-A1-B-B1-H-M-U-<br>V   | 96666       | A1-B-B1-V                                       |
| 96276       | A-A1-B-B1               | 96377       | A1-B-B1-M-W                                     |             |   | 96667       | A1-B-B1-V                                       |
| 96278       | A-A1-B-B1-U             | 96378       | A1-B-B1-M-W                                     | 96554       | A-A1-B-B1-H-M-U   | 96668       | A1-B-B1-V                                       |
| 96283       | A-A1-B-B1-U             | 96379       | A1-B-B1-M-W                                     | 96555       | A1-B-B1-F-M-V   | 96669       | A1-B-B1-V                                       |
| 96284       | A-A1-B-B1-U-V           | 96384       | A1-B-B1-M-W                                     | 96557       | A1-B-B1-F-M-V   | 96670       | A1-B-B1-V                                       |
| 96297       | A-A1-B-B1-U             | 96386       | A1-B-B1-M-W                                     | 96562       | A-A1-B-B1-B2-C-C1-<br>D-E2-E3-F1-G-H-H1-<br>I-M-N-R-R1-T-V-Z-Z1 | 96671       | A1-B-B1-V                                       |
| 96306       | A1-B-B1-F-F1-F2-M-<br>W | 96387       | A1-B-B1-M-W                                     |             |   | 96672       | A1-B-B1-V                                       |
|             |                         | 96388       | A1-B-B1-M-W                                     |             |   | 96673       | A1-B-B1-V                                       |
| 96309       | A1-B-B1-M-V-W           | 96401       | A1-B-B1-F-N-V-Z1                                | 96595       | A1-B-B1-V   | 96674       | A1-B-B1-V                                       |
| 96310       | A1-B-B1-M-W             | 96424       | A-A1-B-B1-C1-E2-F-<br>H1-I-M-R-R1-U2-V-Z-<br>Z1 | 96598       | A1-B-B1-N-V   | 96675       | A1-B-B1-V                                       |
| 96311       | A1-B-B1-M-W             |             |   | 96599       | A1-B-B1-V   | 96677       | A1-B-B1-V                                       |
| 96313       | A1-B-B1-F-F1-F2-M-<br>W | 96425       | A-A1-B-B1-C1-E2-F-<br>H1-I-M-R-R1-U2-V-Z-<br>Z1 | 96601       | A1-B-B1-V   | 96678       | A1-B-B1-V                                       |
| 96319       | A1-B-B1-M-W             |             |   | 96602       | A1-B-B1-V   | 96679       | A1-B-B1-V                                       |
| 96321       | A1-B-B1-F-F1-F2-M-<br>W | 96426       | A-A1-B-B1-C1-E2-F-<br>H1-I-M-R-R1-U2-V-Z-<br>Z1 | 96603       | A1-B-B1-V   | 96681       | A1-B-B1-V                                       |
| 96322       | A1-B-B1-F-F1-F2-M-<br>W |             |   | 96604       | A1-B-B1-V   | 96682       | A1-B-B1-V                                       |
| 96323       | A1-B-B1-M-V-W           | 96427       | A-A1-B-B1-C1-E2-F-<br>H1-I-M-R-R1-U2-V-Z-<br>Z1 | 96605       | A1-B-B1-V   | 96683       | A1-B-B1-V                                       |
|             |                         |             |   | 96606       | A1-B-B1-V   | 96686       | A1-B-B1-V                                       |
|             |                         |             |   | 96607       | A1-B-B1-V   | 96687       | A1-B-B1-V                                       |
|             |                         |             |   | 96608       | A1-B-B1-V   | 96698       | A1-B-B1-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   | = <i>Domestic Mail Manual</i>             |
| 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.



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



# Flexible Spending Accounts (FSA) Open Season

## FSA Policy Changes

See all changes described on page 12 of the FSA employee brochure, FSA BK1, *Flexible Spending Accounts*, November 2005. This includes information about the new 2 1/2 month FSA grace period.

## Enrollment

Career employees must use the *PostalEASE* enrollment system through one of the following means to enroll in FSAs for 2006 during the FSA open season:

- Call toll free: 877-4PS-EASE (877-477-3273).
- Go to <http://blue.usps.gov>, click on *Employee Self-Service*, then *PostalEASE*.
- Use an Employee Self-Service kiosk (available in some facilities).
- On the Internet, go to [liteblue.usps.gov](http://liteblue.usps.gov), enter your Employee ID and USPS PIN to log on, and click on *Employee Self-Service*, then *PostalEASE*.

If you have any trouble using *PostalEASE*, or if you are unable to use the telephone because you are deaf or hard of hearing, or if you cannot use the telephone, intranet, or an Employee Self-Service kiosk for a medical reason, you may contact your local personnel office for assistance.

## USPS® Personal Identification Number (PIN)

To use *PostalEASE*, enter your Employee ID and USPS PIN. If you don't know your USPS PIN, call *PostalEASE* and, when prompted to enter your PIN, simply pause. The system provides an option to have your USPS PIN mailed to your address of record the next business day. Or you may request a USPS PIN via the intranet or an Employee Self-Service kiosk — just follow the instructions.

## When

November 14 through December 31, 2005, at 5:00 P.M. CT.

## Eligibility

Career employees only — noncareer employees are not eligible.

## Plan Information

Leaflet and brochure with *PostalEASE* FSA worksheet is included and mailed to all career employees.

If material is not received by November 28, 2005, contact your local personnel office.

## Effective Date

FSA open season enrollments become effective January 1, 2006.

## Questions

Hotline for FSA questions: 800-842-2026.

TTY line for employees who are deaf or hard of hearing: 866-206-7810 or 866-649-4869. An advance call to the hotline is encouraged.

**PLEASE POST ON ALL BULLETIN BOARDS THROUGH DECEMBER 31, 2005.**

Quick  
Tip



Joyous

# Overnight Delivery

Send gifts overnight guaranteed\* with Express Mail® service

**EXPRESS  
MAIL**  
UNITED STATES POSTAL SERVICE



usps.com

\*Next-day delivery to many locations. Some restrictions may apply. See a Retail Associate for money-back guarantee details.



# Annual Leave Exchange Option

The Annual Leave Exchange Program provides an option for eligible employees to receive a lump sum payment in exchange for a portion of the annual leave that would otherwise be advanced at the beginning of the 2006 leave year. The election period for this option is November 15 through December 15, 2005.

*Note:* Annual leave earned and accumulated through the 2005 leave year, which ends January 6, 2006, cannot be exchanged for cash.

## Eligible Employees

Employees eligible for the Annual Leave Exchange Program include the following:

- Career nonbargaining employees from Rate Schedule Codes (RSCs) E, F, S, and U who have an annual leave balance of at least 160 hours at the end of the leave year.
- Career bargaining unit employees (except Part-Time Flexibles) from the following RSCs who have an annual leave balance of at least 440 hours at the end of the leave year and have used less than 75 hours of sick leave during the leave year:
  - National Postal Mail Handlers Union — RSC M.
  - International Association of Machinists — RSC T.
  - American Postal Workers Union, AFL-CIO — RSCs C, N, and P.
  - Operating Services Division Agreement — RSC K.
  - Fraternal Order of Police, National Labor Council, USPS No. 2 — RSC Y.

## Letter Soon to Be Mailed to Eligible Employees

The Eagan Accounting Service Center (ASC) will mail a letter providing details of the eligibility criteria and instructions for using *PostalEASE* to make annual leave exchange elections to eligible employees at their address of record during November 2005. Undeliverable letters will be returned to the personnel office, which should ensure that they are forwarded to the employee's work location along with PS Form 1216, *Employee's Current Mailing Address*.

Employees should use one of the following methods to update their address:

- The Employee Change of Address feature on the intranet (go to <http://blue.usps.gov>; under "Employee Resources," click on *Employee Self Service*, then *Employee Change of Address*).
- An Employee Self-Service kiosk (available at some facilities).

If these methods are not possible, employees should submit an updated PS Form 1216.

## *PostalEASE* Elections

Employees who meet the eligibility criteria and want to exercise this option must use *PostalEASE* to make elections. For the election to be considered timely, employees must complete their entries in *PostalEASE* by 11:59 P.M. CT, December 15, 2005.

Employees who are unable to use *PostalEASE* to complete their elections should contact their local personnel office before December 15, 2005, for assistance.

The Postal Service™ will not distribute forms for this election period.

## Payment by Lump Sum

Payment under the Annual Leave Exchange Program will be a lump sum calculated on the employee's base salary as of the first day of the 2006 leave year (January 7, 2006). Paychecks dated January 27, 2006, will include the 2006 lump sum payment.

— Compensation, Employee Resource Management, 11-10-05

**PLEASE POST ON ALL BULLETIN BOARDS THROUGH DECEMBER 15, 2005.**

# Stamps



**Holiday Cookies** **37¢**  
Available in November each

**Hanukkah** **37¢**

**Madonna & Child** **37¢**

**Kwanzaa** **37¢**

**Eid Greetings** **37¢**

**Stop Family Violence** **45¢**  
Proceeds support the drive against domestic violence.\*

**Breast Cancer Research** **45¢**  
Proceeds fund breast cancer research.\*

usps.com

\*The difference between the sales price of the commemorative stamp and the First-Class® postage rate, in effect at the time of purchase, is a tax-deductible charitable contribution. See Postal Associates for details.



NOTICE TO ALL EMPLOYEES

# THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released November 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 |
|----------------------|--------|--------|----------------|--------|---------------------|--------|---------------------------|--------|------------------|
| 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             |
| Sept.                 | 0.36        | -1.03       | -1.03          | 0.84        | 0.81                | 0.83         | 0.76                      | 3.68         | 4.45             |
| Oct.                  | 0.36        | -0.75       | -0.79          | -1.66       | -1.67               | -2.33        | -2.35                     | -2.90        | -2.92            |
| <b>LAST 12 MONTHS</b> | <b>4.34</b> | <b>1.15</b> | <b>1.13</b>    | <b>8.75</b> | <b>8.72</b>         | <b>17.10</b> | <b>16.70</b>              | <b>17.47</b> | <b>18.09</b>     |

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

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

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

See next page for new L Funds.

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

## L Funds

| <b>2005<br/>MONTHLY RETURNS</b> | <b>L 2040</b> | <b>L 2030</b> | <b>L 2020</b> | <b>L 2010</b> | <b>L Income</b> |
|---------------------------------|---------------|---------------|---------------|---------------|-----------------|
| Aug.*                           | 0.07          | 0.07          | 0.15          | 0.16          | 0.17            |
| Sep                             | 1.35          | 1.17          | 1.06          | 0.94          | 0.52            |
| Oct                             | -1.90         | -1.67         | -1.34         | -0.93         | -0.17           |

\* Returns for August are from inception on August 1, 2005.

The L Funds are invested in the five individual TSP funds.



# Finance (Continued)

| U.S. Postal Service   |      | Name of Assigned Carrier                        |      |      |       |      | Finance Number |                | Social Security Number |                    |              | Des.               | Route No. |            | FLSA                   | Year | PP    |      |
|---|------|---|------|------|-------|------|----------------|----------------|------------------------|--------------------|--------------|--------------------|-----------|------------|------------------------|------|-------|------|
| WK  |      | Days Assigned Carrier Absent (codes on reverse) |      |      |       |      | Daily Overtime | Training Hours | COP Hours              | Limited Duty Hours | Relief Hours | Route Dev.         | GT Veh.   | Miles Omit | Xmas Assist Work Hours |      |       |      |
| Actual Weekly Hours   | Sat. | Mon.  | Tue. | Wed. | Thur. | Fri. | Hours          | 100s           | Hours                  | 100s               | Hours        | 100s               | Hours     | 100s       | Hours                  | 100s | Hours | 100s |
| 3565  |      |   |      |      |       | A    |                |                |                        |                    |              |                    |           |            |                        |      |       |      |
| 4875  |      |   |      |      |       |      |                |                |                        |                    |              |                    |           |            |                        |      |       |      |
|   |      |   |      |      |       |      |                |                |                        |                    |              |                    |           |            |                        |      |       |      |
|   |      |   |      |      |       |      |                |                |                        |                    |              |                    |           |            |                        |      |       |      |
|   |      |   |      |      |       |      |                |                |                        |                    |              |                    |           |            |                        |      |       |      |
|   |      |   |      |      |       |      |                |                |                        |                    |              |                    |           |            |                        |      |       |      |
|   |      |   |      |      |       |      |                |                |                        |                    |              |                    |           |            |                        |      |       |      |
| This certifies that the above carrier rendered service in compliance with Postal regulations. |      | Postmaster's Signature                          |      |      |       |      | Date           |                |                        |                    |              | Carrier's Initials |           |            |                        |      |       |      |
|   |      | J Jones   |      |      |       |      | 12/09/05       |                |                        |                    |              | JK                 |           |            |                        |      |       |      |

REGULAR RURAL CARRIER TIME CERTIFICATE

**Exhibit 2. Regular Carrier Not on Relief Day Work List Works Relief Day (Week 2) and Does Not Receive an X Day in the Same Pay Period**

1. A regular carrier is required to work the second relief day of Pay Period 25. The carrier initially selects the option to receive a future X day (DACA 3). However, the carrier does not get an X day in the same pay period.
2. Enter DACA Code 5 on the relief day (Saturday) of Week 2.
3. The carrier is paid 150% of a day's evaluation for working the relief day and does not receive a future X day.

| U.S. Postal Service   |      | Name of Assigned Carrier                        |      |      |       |      | Finance Number |                | Social Security Number |                    |              | Des.               | Route No. |            | FLSA                   | Year | PP    |      |
|---|------|---|------|------|-------|------|----------------|----------------|------------------------|--------------------|--------------|--------------------|-----------|------------|------------------------|------|-------|------|
| WK  |      | Days Assigned Carrier Absent (codes on reverse) |      |      |       |      | Daily Overtime | Training Hours | COP Hours              | Limited Duty Hours | Relief Hours | Route Dev.         | GT Veh.   | Miles Omit | Xmas Assist Work Hours |      |       |      |
| Actual Weekly Hours   | Sat. | Mon.  | Tue. | Wed. | Thur. | Fri. | Hours          | 100s           | Hours                  | 100s               | Hours        | 100s               | Hours     | 100s       | Hours                  | 100s | Hours | 100s |
| 4538  |      |   |      |      |       | V    |                |                |                        |                    |              |                    |           |            |                        |      |       |      |
| 4208  |      |   |      |      |       | H    |                |                |                        |                    |              |                    |           |            |                        |      |       |      |
|   |      |   |      |      |       |      |                |                |                        |                    |              |                    |           |            |                        |      |       |      |
|   |      |   |      |      |       |      |                |                |                        |                    |              |                    |           |            |                        |      |       |      |
|   |      |   |      |      |       |      |                |                |                        |                    |              |                    |           |            |                        |      |       |      |
|   |      |   |      |      |       |      |                |                |                        |                    |              |                    |           |            |                        |      |       |      |
| This certifies that the above carrier rendered service in compliance with Postal regulations. |      | Postmaster's Signature                          |      |      |       |      | Date           |                |                        |                    |              | Carrier's Initials |           |            |                        |      |       |      |
|   |      | J Jones   |      |      |       |      | 1/6/06         |                |                        |                    |              | PK                 |           |            |                        |      |       |      |

REGULAR RURAL CARRIER TIME CERTIFICATE

**Exhibit 3. Regular Carrier Works Designated Holiday**

1. A regular carrier's relief day is Monday. The carrier works the designated holiday on Saturday, December 24.
2. Enter V on Saturday of Week 1.
3. Include hours worked on the designated holiday in Actual Weekly Hours.
4. The carrier is not entitled to an X day for working the holiday.
5. Do not enter Christmas overtime in the Daily Overtime block.

- The carrier will receive 150% of one day's evaluation for working the designated Christmas holiday. *Note:* Regular rural carriers cannot work on Monday, December 26.

|   |                        |   |  |  |                        |                        |      |                |                     |  |    |                    |      |                          |               |                     |      |            |       |                               |                          |  |  |  |
|---|------------------------|---|--|--|------------------------|------------------------|------|----------------|---------------------|--|----|--------------------|------|--------------------------|---------------|---------------------|------|------------|-------|-------------------------------|--------------------------|--|--|--|
| U.S. Postal Service   |                        | PICARD L P                                      |  |  |                        | XX-XXXX                |      |                |                     | E XXX-XX-XXXX                          |    |                    |      | 710                      |               | K009                |      | B 05       |       | 25                            |                          |  |  |  |
| Name of Assigned Carrier  |                        | Finance Number                                  |  |  |                        | Social Security Number |      |                |                     | Des.                                   |    | Route No.          |      | FLSA                     |               | Year                |      | PP         |       |                               |                          |  |  |  |
| WK  | Actual Weekly Hours    | Days Assigned Carrier Absent (codes on reverse) |  |  |                        | Daily Overtime         |      | Training Hours |                     | GDP Hours                              |    | Limited Duty Hours |      | Relief Hours             |               | Route Dev.          |      | Miles Omit |       | Xmas Assist Work Hours        |                          |  |  |  |
| 1   | 43 50<br>Hours 100s    |   |  |  | K                      | Hours                  | 100s | Hours          | 100s                |  |    | Hours              | 100s | Hours                    | 100s          |                     |      |            |       | Hours                         | 100s                     |  |  |  |
| 2   | 42 92<br>Hours 100s    |   |  |  | K                      | Hours                  | 100s | Hours          | 100s                |  |    | Hours              | 100s | Hours                    | 100s          | 025                 |      |            |       | 07 25<br>Hours 100s           |                          |  |  |  |
| Week 1 Information  |                        |   |  |  |                        |                        |      |                |                     | Week 2 Information                     |    |                    |      |                          |               |                     |      |            |       |                               |                          |  |  |  |
| Das   | Name of Relief Carrier |   |  |  | Social Security Number |                        |      |                | Actual Weekly Hours |  | Tr | No EM              | EM   | Whole Miles Dev + Omit - |               | Actual Weekly Hours |      | Tr         | No EM | EM                            | Whole Miles Dev + Omit - |  |  |  |
| 180   | Schlaber PS            |   |  |  | XXX-99-XXXX            |                        |      |                | 08 50<br>Hours 100s | 1                                      |    |                    |      | 09 25<br>Hours 100s      | 1             |                     |      |            |       |                               |                          |  |  |  |
|   |                        |   |  |  |                        |                        |      |                | Hours               | 100s                                   |    |                    |      |                          |               | Hours               | 100s |            |       |                               |                          |  |  |  |
|   |                        |   |  |  |                        |                        |      |                | Hours               | 100s                                   |    |                    |      |                          |               | Hours               | 100s |            |       |                               |                          |  |  |  |
|   |                        |   |  |  |                        |                        |      |                | Hours               | 100s                                   |    |                    |      |                          |               | Hours               | 100s |            |       |                               |                          |  |  |  |
|   |                        |   |  |  |                        |                        |      |                | Hours               | 100s                                   |    |                    |      |                          |               | Hours               | 100s |            |       |                               |                          |  |  |  |
|   |                        |   |  |  |                        |                        |      |                | Hours               | 100s                                   |    |                    |      |                          |               | Hours               | 100s |            |       |                               |                          |  |  |  |
| This certifies that the above carrier rendered service in compliance with Postal regulations. |                        |   |  |  |                        |                        |      |                |                     | Postmaster's Signature: <i>D Jones</i> |    |                    |      |                          | Date: 12/9/05 |                     |      |            |       | Carrier's Initials: <i>LP</i> |                          |  |  |  |
| REGULAR RURAL CARRIER TIME CERTIFICATE  |                        |   |  |  |                        |                        |      |                |                     |  |    |                    |      |                          |               |                     |      |            |       |                               |                          |  |  |  |

**Exhibit 4. Regular Carrier Provides Christmas Assistance**

- A carrier works 7.25 hours of Christmas assistance on the relief day Wednesday of Week 2 and uses a personal vehicle for 25 miles.
- Enter 7.25 hours in Xmas Assist Work Hours. Do not include in the total work hours for the week on PS Form 1314.
- Enter the 25 miles traveled on the relief day in whole miles in the Route Deviation block.
- No manual computation for Christmas overtime is necessary. This is automatically computed. Do not enter Christmas overtime in the Daily Overtime block.

|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |   |  |       |                        |  |           |  |                    |                       |              |      |            |    |                    |  |            |  |                        |                    |       |  |       |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---|--|---|--|-------|------------------------|--|-----------|--|--------------------|-----------------------|--------------|------|------------|----|--------------------|--|------------|--|------------------------|--------------------|-------|--|-------|--|
| LAWRENCE A P  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | XX-XXXX                                   |  |   |  |       | E XXX-XX-XXXX          |  |           |  |                    | 710 K011              |              | A 05 |            | 26 |                    |  |            |  |                        |                    |       |  |       |  |
| Name of Assigned Carrier  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Finance Number                            |  |   |  |       | Social Security Number |  |           |  |                    |                       |              |      |            |    | Dts.               |  | Route No.  |  | FLSA                   |                    | Year  |  | PP    |  |
| Days Assigned (codes on reverse)  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Daily Overtime                            |  |   |  |       | Training Hours         |  | CCP Hours |  | Limited Duty Hours |                       | Relief Hours |      | Route Dev. |    | GT Veh.            |  | Miles Omit |  | Xmas Assist Work Hours |                    |       |  |       |  |
| WK 1  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 39 88                                     |  | R |  | 00 32 |                        |  |           |  | Hours              |                       | Hours        |      | Hours      |    | Hours              |  | Hours      |  | Hours                  |                    | Hours |  | Hours |  |
| WK 2  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 34 08                                     |  | K |  | 06 00 |                        |  |           |  | Hours              |                       | Hours        |      | Hours      |    | Hours              |  | Hours      |  | Hours                  |                    | Hours |  | Hours |  |
| Des   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Name of Relief Carrier                    |  |   |  |       | Social Security Number |  |           |  |                    | Actual Weekly Hours   |              |      |            |    | Week 1 Information |  |            |  |                        | Week 2 Information |       |  |       |  |
| Relief  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Fallon, J F                               |  |   |  |       | XX0-YY-XXXX            |  |           |  |                    | 08 13                 |              |      |            |    | 1                  |  |            |  |                        |                    |       |  |       |  |
|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |   |  |       |                        |  |           |  |                    | Hours                 |              |      |            |    | Hours              |  |            |  |                        | Hours              |       |  |       |  |
|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |   |  |       |                        |  |           |  |                    | Hours                 |              |      |            |    | Hours              |  |            |  |                        | Hours              |       |  |       |  |
|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |   |  |       |                        |  |           |  |                    | Hours                 |              |      |            |    | Hours              |  |            |  |                        | Hours              |       |  |       |  |
|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |   |  |       |                        |  |           |  |                    | Hours                 |              |      |            |    | Hours              |  |            |  |                        | Hours              |       |  |       |  |
|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |   |  |       |                        |  |           |  |                    | Hours                 |              |      |            |    | Hours              |  |            |  |                        | Hours              |       |  |       |  |
| This certifies that the above carrier rendered service in compliance with Postal regulations. |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Postmaster's Signature <i>[Signature]</i> |  |   |  |       | Date 12/23/05          |  |           |  |                    | Carrier's Initials AC |              |      |            |    |                    |  |            |  |                        |                    |       |  |       |  |
| REGULAR RURAL CARRIER TIME CERTIFICATE  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |   |  |       |                        |  |           |  |                    |                       |              |      |            |    |                    |  |            |  |                        |                    |       |  |       |  |

Exhibit 5. FLSA Code A Regular Carrier

- 1. A regular carrier whose FLSA code is A is paid by the hour. Overtime is paid for all hours over 8 in a day or 40 in a week.
- 2. The carrier works 8.32 hours on Tuesday of Week 1. Enter 0.32 hours in the Daily Overtime block.
- 3. The carrier works a relief day (Saturday) in Week 1. Include these hours in Actual Weekly Hours. The carrier is paid for these hours, so **no X day is due**.
- 4. The carrier works 39.88 total hours in Week 1.
- 5. The carrier works Christmas assistance (6 hours) on the relief day on the second Saturday. Record the Christmas assistance time in the Xmas Assist Work Hours block. Do not add to the Actual Weekly Work Hours. Overtime will be paid only if the carrier exceeds 40 hours for the week.
- 6. No manual computation for Christmas overtime is necessary. This is automatically computed. Carrier will receive 0.32 hours of overtime in Week 1, and 0.08 hours of overtime (34.08 + 06.00 = 40.08 hours) in Week 2.

|                        |                        |   |                    |      |       |                    |                |                |                     |                        |              |                        |             |           |                     |                    |       |         |             |                        |
|------------------------|------------------------|---|--------------------|------|-------|--------------------|----------------|----------------|---------------------|------------------------|--------------|------------------------|-------------|-----------|---------------------|--------------------|-------|---------|-------------|------------------------|
| U.S. Postal Service    |                        | HAMEL C H   |                    |      |       |                    | XX-XXXX        |                |                     | E XXX-XX-XXXX          |              |                        | 740 J002    |           | P 06                |                    | 01    |         |             |                        |
| WK                     | Actual Weekly Hours    | Name of Assigned Carrier  |                    |      |       |                    | Finance Number |                |                     | Social Security Number |              |                        | Des.        | Route No. | PLSA                | Year               | PP    |         |             |                        |
|                        |                        | Days Assigned Carrier Absent (codes on reverse)   |                    |      |       |                    | Daily Overtime | Training Hours | COP Hours           | Limited Duty Hours     | Relief Hours | Hours Dev.             |             |           |                     |                    |       | GT Veh. | Miles Omit  | Xmas Assist Work Hours |
| 1                      | 42.50                  | Sat.  | Mon.               | Tue. | Wed.  | Thur.              | Fri.           | Hours          | 100s                | Hours                  | 100s         | Hours                  | 100s        | Hours     | 100s                |                    |       |         |             |                        |
| 2                      | 44.58                  |   |                    |      |       |                    |                | Hours          | 100s                | Hours                  | 100s         | Hours                  | 100s        | Hours     | 100s                |                    |       |         |             |                        |
| Des                    | Name of Relief Carrier | Social Security Number  | Week 1 Information |      |       | Week 2 Information |                |                | Actual Weekly Hours | Tr                     | No EM        | EM                     | Whole Miles |           | Actual Weekly Hours | Tr                 | No EM | EM      | Whole Miles |                        |
|                        |                        |   | Hours              | 100s | Dev + | Omit -             | Hours          | 100s           |                     |                        |              |                        | Dev +       | Omit -    |                     |                    |       |         |             |                        |
|                        |                        |   |                    |      |       |                    |                | Hours          | 100s                |                        |              |                        |             | Hours     | 100s                |                    |       |         |             |                        |
|                        |                        |   |                    |      |       |                    |                | Hours          | 100s                |                        |              |                        |             | Hours     | 100s                |                    |       |         |             |                        |
|                        |                        |   |                    |      |       |                    |                | Hours          | 100s                |                        |              |                        |             | Hours     | 100s                |                    |       |         |             |                        |
|                        |                        |   |                    |      |       |                    |                | Hours          | 100s                |                        |              |                        |             | Hours     | 100s                |                    |       |         |             |                        |
|                        |                        |   |                    |      |       |                    |                | Hours          | 100s                |                        |              |                        |             | Hours     | 100s                |                    |       |         |             |                        |
| PS Form 1314, Jun 2000 |                        | This certifies that the above carrier rendered service in compliance with Postal regulations. |                    |      |       |                    |                |                |                     |                        |              | Postmaster's Signature |             | Date      |                     | Carrier's Initials |       |         |             |                        |
|                        |                        |   |                    |      |       |                    |                |                |                     |                        |              | <i>Jones</i>           |             | 1/6/06    |                     | CH                 |       |         |             |                        |

**REGULAR RURAL CARRIER TIME CERTIFICATE**

**Exhibit 6. Designation 74 Works Designated Holiday**

1. A rural carrier associate (RCA) is assigned to a vacant regular J route, with a relief day on Monday of Week 1.
2. The carrier works the designated Christmas holiday on Saturday, December 24.
3. Do not enter V or H for working the Christmas holiday. Designation 74s are not entitled to holiday leave pay. Saturday is a regular workday.
4. Include hours worked on Saturday of Week 1 in Actual Weekly Hours.
5. A replacement carrier is not needed to crossfoot the card for the first week.

|                        |                        |   |                    |      |       |                    |                |                |                     |                        |              |                        |             |           |                     |                    |       |         |             |                        |
|------------------------|------------------------|---|--------------------|------|-------|--------------------|----------------|----------------|---------------------|------------------------|--------------|------------------------|-------------|-----------|---------------------|--------------------|-------|---------|-------------|------------------------|
| U.S. Postal Service    |                        | EDISON D E  |                    |      |       |                    | XX-XXXX        |                |                     | E XXX-XX-XXXX          |              |                        | 740 K034    |           | P 05                |                    | 26    |         |             |                        |
| WK                     | Actual Weekly Hours    | Name of Assigned Carrier  |                    |      |       |                    | Finance Number |                |                     | Social Security Number |              |                        | Des.        | Route No. | PLSA                | Year               | PP    |         |             |                        |
|                        |                        | Days Assigned Carrier Absent (codes on reverse)   |                    |      |       |                    | Daily Overtime | Training Hours | COP Hours           | Limited Duty Hours     | Relief Hours | Hours Dev.             |             |           |                     |                    |       | GT Veh. | Miles Omit  | Xmas Assist Work Hours |
| 1                      | 36.52                  | Sat.  | Mon.               | Tue. | Wed.  | Thur.              | Fri.           | Hours          | 100s                | Hours                  | 100s         | Hours                  | 100s        | Hours     | 100s                |                    |       | 0700    |             |                        |
| 2                      | 33.92                  |   |                    |      |       |                    |                | Hours          | 100s                | Hours                  | 100s         | Hours                  | 100s        | Hours     | 100s                |                    |       |         |             |                        |
| Des                    | Name of Relief Carrier | Social Security Number  | Week 1 Information |      |       | Week 2 Information |                |                | Actual Weekly Hours | Tr                     | No EM        | EM                     | Whole Miles |           | Actual Weekly Hours | Tr                 | No EM | EM      | Whole Miles |                        |
|                        |                        |   | Hours              | 100s | Dev + | Omit -             | Hours          | 100s           |                     |                        |              |                        | Dev +       | Omit -    |                     |                    |       |         |             |                        |
|                        | 760 Dillee D           | 111-xx-xxxx   |                    |      |       |                    |                | 09.15          | 100s                | 1                      |              |                        |             | 09.33     | 100s                | 1                  |       |         |             |                        |
|                        |                        |   |                    |      |       |                    |                | Hours          | 100s                |                        |              |                        |             | Hours     | 100s                |                    |       |         |             |                        |
|                        |                        |   |                    |      |       |                    |                | Hours          | 100s                |                        |              |                        |             | Hours     | 100s                |                    |       |         |             |                        |
|                        |                        |   |                    |      |       |                    |                | Hours          | 100s                |                        |              |                        |             | Hours     | 100s                |                    |       |         |             |                        |
|                        |                        |   |                    |      |       |                    |                | Hours          | 100s                |                        |              |                        |             | Hours     | 100s                |                    |       |         |             |                        |
| PS Form 1314, Jun 2000 |                        | This certifies that the above carrier rendered service in compliance with Postal regulations. |                    |      |       |                    |                |                |                     |                        |              | Postmaster's Signature |             | Date      |                     | Carrier's Initials |       |         |             |                        |
|                        |                        |   |                    |      |       |                    |                |                |                     |                        |              | <i>J. Jones</i>        |             | 12/23/05  |                     | DE                 |       |         |             |                        |

**REGULAR RURAL CARRIER TIME CERTIFICATE**

**Exhibit 7. Designation 74 Provides Christmas Assistance on Relief Day**

1. The RCA is assigned to a vacant regular K route, with a relief day of Monday.
2. On the first Monday, the Des 74 carrier provides Christmas assistance for 7 hours. The replacement carrier works the route the entire day.
3. Enter K for the first Monday.
4. Enter 7.00 hours in the Xmas Assist Work Hours block. Do not include these hours in the Actual Weekly Hours block.

5. The carrier will be paid 3.52 hours overtime (36.52 + 7.00 = 43.52).
6. Enter the appropriate information for the relief carrier in the bottom section of the time certificate.

|   |                          |  |                     |  |                     |  |                     |              |                     |                        |                             |  |                |             |                        |  |      |                    |                    |      |           |    |       |  |      |         |                        |  |
|---|--------------------------|--|---------------------|--|---------------------|--|---------------------|--------------|---------------------|------------------------|-----------------------------|--|----------------|-------------|------------------------|--|------|--------------------|--------------------|------|-----------|----|-------|--|------|---------|------------------------|--|
| STANTON E S   |                          |  |                     |  |                     |  |                     |              |                     | XX-XXXX                |                             |  |                | XXX-XX-XXXX |                        |  |      | 780 K001           |                    | P 05 |           | 26 |       |  |      |         |                        |  |
| U.S. Postal Service   | Name of Assigned Carrier |  |                     |  |                     |  |                     |              |                     |                        | Finance Number              |  |                |             | Social Security Number |  |      |                    | Des/Act            |      | Route No. |    | FLSA  |  | Year |         | PP                     |  |
|   | WK                       |  | Actual Weekly Hours |  | Work Days           |  | Training Hours      |              | Equipment Allowance |                        | Leave - Whole Hours         |  | N - No Service |             | Sat.                   |  | Mon. |                    | Tue.               |      | Wed.      |    | Thur. |  | Fri. |         | Xmas Assist Work Hours |  |
|   |                          |  | Hours   100s        |  |                     |  | Hours   100s        |              | Hours   Tr   Miles  |                        | Annual   Sick   Other   COP |  |                |             |                        |  |      |                    |                    |      |           |    |       |  |      |         | Hours   100s           |  |
| 1   |                          |  |                     |  |                     |  |                     | 06   2   080 |                     |                        |                             |  |                |             |                        |  |      |                    |                    |      |           |    |       |  |      | 10   00 |                        |  |
| 2   |                          |  |                     |  |                     |  |                     | 03   1   040 |                     |                        |                             |  |                |             |                        |  |      |                    |                    |      |           |    |       |  |      | 04   50 |                        |  |
| PS Form 1314-A, Jun 2000  | Name of Relief Carrier   |  |                     |  |                     |  |                     |              |                     |                        | Social Security Number      |  |                |             | Week 1 Information     |  |      |                    | Week 2 Information |      |           |    |       |  |      |         |                        |  |
|   | Des/Act                  |  | Actual Weekly Hours |  | Equipment Allowance |  | Actual Weekly Hours |              | Equipment Allowance |                        | Hours                       |  | Tr             |             | Miles                  |  | GT   |                    | Hours              |      | Tr        |    | Miles |  | GT   |         |                        |  |
|   |                          |  | Hours   100s        |  | Hours   Tr   Miles  |  | Hours   100s        |              | Hours   Tr   Miles  |                        |                             |  |                |             |                        |  |      |                    |                    |      |           |    |       |  |      |         |                        |  |
|   |                          |  | Hours   100s        |  |                     |  |                     |              |                     |                        |                             |  |                |             |                        |  |      |                    |                    |      |           |    |       |  |      |         |                        |  |
|   |                          |  | Hours   100s        |  |                     |  |                     |              |                     |                        |                             |  |                |             |                        |  |      |                    |                    |      |           |    |       |  |      |         |                        |  |
|   |                          |  | Hours   100s        |  |                     |  |                     |              |                     |                        |                             |  |                |             |                        |  |      |                    |                    |      |           |    |       |  |      |         |                        |  |
|   |                          |  | Hours   100s        |  |                     |  |                     |              |                     |                        |                             |  |                |             |                        |  |      |                    |                    |      |           |    |       |  |      |         |                        |  |
| This certifies that the above carrier rendered service in compliance with Postal regulations. |                          |  |                     |  |                     |  |                     |              |                     | Postmaster's Signature |                             |  |                | Date        |                        |  |      | Carrier's Initials |                    |      |           |    |       |  |      |         |                        |  |
|   |                          |  |                     |  |                     |  |                     |              |                     | <i>J Jones</i>         |                             |  |                | 12/23/05    |                        |  |      | ES                 |                    |      |           |    |       |  |      |         |                        |  |
| AUXILIARY RURAL CARRIER TIME CERTIFICATE  |                          |  |                     |  |                     |  |                     |              |                     |                        |                             |  |                |             |                        |  |      |                    |                    |      |           |    |       |  |      |         |                        |  |

**Exhibit 8. Replacement Carrier Provides Christmas Assistance on a Regular Route**

1. A regular carrier on Route K001 carries his/her route on the regularly scheduled day.
2. A replacement carrier provides Christmas assistance on Route K001 for 3.25 hours on Tuesday, Week 1; 6.75 hours on Friday, Week 1; and 4.50 hours on Saturday, Week 2.
3. On each of these days, the replacement carrier spends 3 hours on the street and travels 40 miles each day (in his/her own vehicle).
4. Prepare PS Form 1314-A using the actual route number (K001) on which service was performed.
5. Enter 10.00 hours in the Xmas Assist Work Hours block for Week 1, and 4.50 hours for Week 2. Do not include these hours in Actual Weekly Work Hours.
6. Enter EMA data in the appropriate Equipment Allowance blocks.
7. Do not enter any information in the bottom (relief carrier) section of the card.
8. If the replacement carrier provides Christmas assistance on more than one regular route, complete a separate PS Form 1314-A for each route on which Christmas assistance is provided.

|   |                          |      |           |                |      |                     |    |       |                     |                        |                        |       |                |                    |                        |     |                        |     |                     |           |      |      |    |                    |  |  |       |  |  |  |    |  |  |  |
|---|--------------------------|------|-----------|----------------|------|---------------------|----|-------|---------------------|------------------------|------------------------|-------|----------------|--------------------|------------------------|-----|------------------------|-----|---------------------|-----------|------|------|----|--------------------|--|--|-------|--|--|--|----|--|--|--|
| DUNCAN D C  |                          |      |           |                |      |                     |    |       |                     | XX-XXXX                |                        |       |                | XXX-XX-XXXX        |                        |     |                        | 780 | A998                | P         | 05   | 26   |    |                    |  |  |       |  |  |  |    |  |  |  |
| WK  | Name of Assigned Carrier |      |           |                |      |                     |    |       |                     |                        | Finance Number         |       |                |                    | Social Security Number |     |                        |     | Des/Act             | Route No. | FLSA | Year | PP |                    |  |  |       |  |  |  |    |  |  |  |
|   | Actual Weekly Hours      |      | Work Days | Training Hours |      | Equipment Allowance |    |       | Leave - Whole Hours |                        |                        |       | N - No Service |                    |                        |     | Xmas Assist Work Hours |     |                     |           |      |      |    |                    |  |  |       |  |  |  |    |  |  |  |
| 1   | Hours                    | 100s |           | Hours          | 100s | Hours               | Tr | Miles | GT                  | Annual                 | Sick                   | Other | COP            | Sat                | Mon                    | Tue | Wed                    | Thu | Fri                 | Hours     | 100s |      |    |                    |  |  |       |  |  |  |    |  |  |  |
| 2   | Hours                    | 100s |           | Hours          | 100s | 01                  |    | 010   |                     |                        |                        |       |                |                    |                        |     |                        |     |                     |           | 04   | 25   |    |                    |  |  |       |  |  |  |    |  |  |  |
|   |                          |      |           |                |      |                     |    |       |                     | Week 1 Information     |                        |       |                | Week 2 Information |                        |     |                        |     |                     |           |      |      |    |                    |  |  |       |  |  |  |    |  |  |  |
| Des/Act   | Name of Relief Carrier   |      |           |                |      |                     |    |       |                     |                        | Social Security Number |       |                |                    | Actual Weekly Hours    |     |                        |     | Equipment Allowance |           |      |      |    |                    |  |  |       |  |  |  |    |  |  |  |
|   |                          |      |           |                |      |                     |    |       |                     |                        |                        |       |                |                    | Hours                  |     |                        |     | Hours               |           |      |      | Tr |                    |  |  | Miles |  |  |  | GT |  |  |  |
|   |                          |      |           |                |      |                     |    |       |                     |                        |                        |       |                |                    | Hours                  |     |                        |     | 100s                |           |      |      |    |                    |  |  |       |  |  |  |    |  |  |  |
|   |                          |      |           |                |      |                     |    |       |                     |                        |                        |       |                |                    | Hours                  |     |                        |     | 100s                |           |      |      |    |                    |  |  |       |  |  |  |    |  |  |  |
|   |                          |      |           |                |      |                     |    |       |                     |                        |                        |       |                |                    | Hours                  |     |                        |     | 100s                |           |      |      |    |                    |  |  |       |  |  |  |    |  |  |  |
|   |                          |      |           |                |      |                     |    |       |                     |                        |                        |       |                |                    | Hours                  |     |                        |     | 100s                |           |      |      |    |                    |  |  |       |  |  |  |    |  |  |  |
|   |                          |      |           |                |      |                     |    |       |                     |                        |                        |       |                |                    | Hours                  |     |                        |     | 100s                |           |      |      |    |                    |  |  |       |  |  |  |    |  |  |  |
|   |                          |      |           |                |      |                     |    |       |                     |                        |                        |       |                |                    | Hours                  |     |                        |     | 100s                |           |      |      |    |                    |  |  |       |  |  |  |    |  |  |  |
| This certifies that the above carrier rendered service in compliance with Postal regulations. |                          |      |           |                |      |                     |    |       |                     | Postmaster's Signature |                        |       |                |                    |                        |     |                        |     |                     | Date      |      |      |    | Carrier's Initials |  |  |       |  |  |  |    |  |  |  |
|   |                          |      |           |                |      |                     |    |       |                     | <i>J Jones</i>         |                        |       |                |                    |                        |     |                        |     |                     | 12/20/05  |      |      |    | DE                 |  |  |       |  |  |  |    |  |  |  |

PS Form 1314-A, Jun 2000  
AUXILIARY RURAL CARRIER TIME CERTIFICATE

**Exhibit 9. Replacement Carrier Provides Christmas Assistance on an Auxiliary Route**

1. Replacement carrier provides 3.00 hours Christmas assistance on Route A003 on Monday, Week 1; 1.25 hours Christmas assistance on Route A009 on Thursday, Week 1; and 2.50 hours Christmas assistance on Route A003 on Saturday, Week 2. All hours are worked in the office, except 1 hour on the street on Saturday, Week 2 (10 miles).
2. Prepare one PS Form 1314-A using route number A998 for all Christmas assistance hours on auxiliary routes.
3. Enter hours worked in the Xmas Assist Work Hours block. Do not include in Actual Weekly Work Hours.
4. Enter EMA data in the appropriate Equipment Allowance blocks.

|   |                          |      |           |                |      |                     |  |   |                     |                        |                        |  |                |                    |                        |  |                        |     |                     |           |       |      |    |                    |  |  |       |  |  |  |    |  |  |  |
|---|--------------------------|------|-----------|----------------|------|---------------------|--|---|---------------------|------------------------|------------------------|--|----------------|--------------------|------------------------|--|------------------------|-----|---------------------|-----------|-------|------|----|--------------------|--|--|-------|--|--|--|----|--|--|--|
| Rogers A  |                          |      |           |                |      |                     |  |   |                     | XX-XXXX                |                        |  |                | XXX-XX-XXXX        |                        |  |                        | 990 | J029                | P         | 05    | 26   |    |                    |  |  |       |  |  |  |    |  |  |  |
| WK  | Name of Assigned Carrier |      |           |                |      |                     |  |   |                     |                        | Finance Number         |  |                |                    | Social Security Number |  |                        |     | Des/Act             | Route No. | FLSA  | Year | PP |                    |  |  |       |  |  |  |    |  |  |  |
|   | Actual Weekly Hours      |      | Work Days | Training Hours |      | Equipment Allowance |  |   | Leave - Whole Hours |                        |                        |  | N - No Service |                    |                        |  | Xmas Assist Work Hours |     |                     |           |       |      |    |                    |  |  |       |  |  |  |    |  |  |  |
| 1   | Hours                    | 100s |           | Hours          | 100s | 04                  |  | 2 |                     | 036                    |                        |  |                |                    |                        |  |                        |     |                     |           | Hours | 100s |    |                    |  |  |       |  |  |  |    |  |  |  |
| 2   | Hours                    | 100s |           | Hours          | 100s | 06                  |  | 3 |                     | 054                    |                        |  |                |                    |                        |  |                        |     |                     |           | Hours | 100s |    |                    |  |  |       |  |  |  |    |  |  |  |
|   |                          |      |           |                |      |                     |  |   |                     | Week 1 Information     |                        |  |                | Week 2 Information |                        |  |                        |     |                     |           |       |      |    |                    |  |  |       |  |  |  |    |  |  |  |
| Des/Act   | Name of Relief Carrier   |      |           |                |      |                     |  |   |                     |                        | Social Security Number |  |                |                    | Actual Weekly Hours    |  |                        |     | Equipment Allowance |           |       |      |    |                    |  |  |       |  |  |  |    |  |  |  |
|   |                          |      |           |                |      |                     |  |   |                     |                        |                        |  |                |                    | Hours                  |  |                        |     | Hours               |           |       |      | Tr |                    |  |  | Miles |  |  |  | GT |  |  |  |
|   |                          |      |           |                |      |                     |  |   |                     |                        |                        |  |                |                    | Hours                  |  |                        |     | 100s                |           |       |      |    |                    |  |  |       |  |  |  |    |  |  |  |
|   |                          |      |           |                |      |                     |  |   |                     |                        |                        |  |                |                    | Hours                  |  |                        |     | 100s                |           |       |      |    |                    |  |  |       |  |  |  |    |  |  |  |
|   |                          |      |           |                |      |                     |  |   |                     |                        |                        |  |                |                    | Hours                  |  |                        |     | 100s                |           |       |      |    |                    |  |  |       |  |  |  |    |  |  |  |
|   |                          |      |           |                |      |                     |  |   |                     |                        |                        |  |                |                    | Hours                  |  |                        |     | 100s                |           |       |      |    |                    |  |  |       |  |  |  |    |  |  |  |
|   |                          |      |           |                |      |                     |  |   |                     |                        |                        |  |                |                    | Hours                  |  |                        |     | 100s                |           |       |      |    |                    |  |  |       |  |  |  |    |  |  |  |
|   |                          |      |           |                |      |                     |  |   |                     |                        |                        |  |                |                    | Hours                  |  |                        |     | 100s                |           |       |      |    |                    |  |  |       |  |  |  |    |  |  |  |
| This certifies that the above carrier rendered service in compliance with Postal regulations. |                          |      |           |                |      |                     |  |   |                     | Postmaster's Signature |                        |  |                |                    |                        |  |                        |     |                     | Date      |       |      |    | Carrier's Initials |  |  |       |  |  |  |    |  |  |  |
|   |                          |      |           |                |      |                     |  |   |                     | <i>J Jones</i>         |                        |  |                |                    |                        |  |                        |     |                     | 12/23/05  |       |      |    | AR                 |  |  |       |  |  |  |    |  |  |  |

PS Form 1314-A, Jun 2000  
AUXILIARY RURAL CARRIER TIME CERTIFICATE

**Exhibit 10. Nonrural Employee Provides Christmas Assistance on Rural Route (EMA Only)**

1. A clerk works as a Christmas auxiliary assistant on Route J029 and provides his/her own vehicle.
2. Complete PS Form 1314-A, using Des Code 99 and the route number of the regular route. (Use A998 if assistance is provided on an auxiliary route.)

3. Enter the hours, trips, and miles in the Equipment Allowance blocks.
4. Do not enter any Actual Weekly Work Hours or Xmas Assist Work Hours. Work hours for nonrural employees are paid using their regular timekeeping system (e.g., manual timecards, TACS).
5. If Christmas assistance is provided on more than one regular route, complete a separate PS Form 1314-A for each employee and for each route on which they provide Christmas assistance.
6. If Christmas assistance is provided on more than one auxiliary route, combine the EMA data and enter the totals on one PS Form 1314-A using route number A998.

|   |                     |                        |                |                        |    |                     |                     |           |                     |                |     |  |                        |      |                     |       |      |            |                     |
|---|---------------------|------------------------|----------------|------------------------|----|---------------------|---------------------|-----------|---------------------|----------------|-----|--|------------------------|------|---------------------|-------|------|------------|---------------------|
| U.S. Postal Service   |                     | GREENE G S             |                | XX-XXXX                |    | E XXX-XX-XXX        |                     | 790 A005  |                     | P 05 26        |     |  |                        |      |                     |       |      |            |                     |
| Name of Assigned Carrier  |                     | Finance Number         |                | Social Security Number |    | Des/Act             |                     | Route No. |                     | FLSA Year PP   |     |  |                        |      |                     |       |      |            |                     |
| WK  | Actual Weekly Hours | Work Days              | Training Hours | Equipment Allowance    |    |                     | Leave - Whole Hours |           |                     | N - No Service |     |  | Xmas Assist Work Hours |      |                     |       |      |            |                     |
| 1   | 24 50<br>Hours 100s |                        | Hours 100s     | Hours                  | Tr | Miles               | GT                  | Annual    | Sick                | Other          | COP | Sat.                                     | Mon.                   | Tue. | Wed.                | Thur. | Fri. | Hours 100s |                     |
| 2   | 12 98<br>Hours 100s |                        | Hours 100s     | 08                     | 6  | 100                 |                     |           |                     |                |     |  |                        |      |                     |       |      |            | 01 50<br>Hours 100s |
| Des/Act   |                     | Name of Relief Carrier |                | Social Security Number |    | Week 1 Information  |                     |           | Week 2 Information  |                |     | Equipment Allowance                      |                        |      | Equipment Allowance |       |      |            |                     |
| 790   |                     | Chang M                |                | XXX-00-11XX            |    | Actual Weekly Hours |                     |           | Actual Weekly Hours |                |     | Hours                                    |                        |      | Tr Miles GT         |       |      |            |                     |
|   |                     |                        |                |                        |    | Hours 100s          |                     |           | 09 50<br>Hours 100s |                |     | 03 2                                     |                        |      | 040                 |       |      |            |                     |
|   |                     |                        |                |                        |    | Hours 100s          |                     |           | Hours 100s          |                |     | Hours 100s                               |                        |      | Hours 100s          |       |      |            |                     |
|   |                     |                        |                |                        |    | Hours 100s          |                     |           | Hours 100s          |                |     | Hours 100s                               |                        |      | Hours 100s          |       |      |            |                     |
|   |                     |                        |                |                        |    | Hours 100s          |                     |           | Hours 100s          |                |     | Hours 100s                               |                        |      | Hours 100s          |       |      |            |                     |
|   |                     |                        |                |                        |    | Hours 100s          |                     |           | Hours 100s          |                |     | Hours 100s                               |                        |      | Hours 100s          |       |      |            |                     |
|   |                     |                        |                |                        |    | Hours 100s          |                     |           | Hours 100s          |                |     | Hours 100s                               |                        |      | Hours 100s          |       |      |            |                     |
|   |                     |                        |                |                        |    | Hours 100s          |                     |           | Hours 100s          |                |     | Hours 100s                               |                        |      | Hours 100s          |       |      |            |                     |
| This certifies that the above carrier rendered service in compliance with Postal regulations. |                     |                        |                | Postmaster's Signature |    |                     |                     | Date      |                     |                |     | Carrier's Initials                       |                        |      |                     |       |      |            |                     |
|   |                     |                        |                | [Signature]            |    |                     |                     | 12/23/05  |                     |                |     | [Initials]                               |                        |      |                     |       |      |            |                     |
| PS Form 1314-A, Jun 2000  |                     |                        |                |                        |    |                     |                     |           |                     |                |     | AUXILIARY RURAL CARRIER TIME CERTIFICATE |                        |      |                     |       |      |            |                     |

**Exhibit 11. Designation 79 Provides Christmas Assistance on Assigned Auxilliary Route**

1. Des 79 assigned to route A005 carried a regular route on Saturday, Week 2 and another replacement carrier worked on Saturday. Enter an N in the DACA block.
2. Des 79 provided 1.5 hours Christmas assistance on route A005 on Saturday, Week 2.
3. Des 79 took 4 hours of annual leave on Monday, Week 2.
4. Enter hours worked (1.5) in the Xmas Assist Work Hours block. Do not include in Actual Weekly Work Hours.
5. Enter the replacement carrier that carried route A005 on Saturday and Monday on the bottom of PS Form 1314-A.

— Payroll Accounting, Finance, 11-10-05

# Information Technology

NOTICE

**Computer Security Day 2005 is November 17**

Every November, Information Technology takes time out to remind all Postal Service™ employees of the importance of computer and information security. Mr. Otto's letter (see next page) asks that all employees do their part to make computer security awareness part of their daily routine.

ROBERT L. OTTO  
VICE PRESIDENT  
CHIEF TECHNOLOGY OFFICER



November 1, 2005

ALL EMPLOYEES

SUBJECT: Computer Security Day

Over the past few years, we have all become more sensitive than ever to the critical issue of security. From the routine activities we engage in every day, to the movement of mail throughout our system, we are acutely aware of the need for increased security awareness and attention in all of our surroundings.

We work hard to protect the safety and security of our employees, our customers, and the nation's mail. We must also include in our focus, information security.

The Postal Service, like many private and government institutions, will observe annual *Computer Security Day* on November 17, 2005. This *Computer Security Day*, Information Technology will provide information in several forms to observe this Day -broadcasts on USPS-TV, awareness brochures, and articles in our national publications. You can also get additional information at <http://blue.usps.gov/security>.

I encourage you to look closely at your practices in handling information in your daily work routines. Please become more familiar with the policies that guide authorized uses of computers and information, and pursue improvements in behavior and business processes that contribute to stronger information security. Even the greatest computer technology can be undermined by human behavior, whether intentional or accidental. A security-aware workforce is our best first line of defense against most threats — either internal or external. Threats to our information come in a greater variety and appear faster than ever before. Your eyes and ears assist us to respond quickly to incidents before harm spreads across our network.

Information security is everyone's business. Thank You for your continued vigilance in securing Postal Service information assets.

A handwritten signature in black ink that reads "Robert L. Otto".

Robert L. Otto

475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-1500  
202-268-6900  
FAX: 202-268-4492  
rotto@email.usps.com  
WWW.USPS.COM



Quick  
Tip



# Buy decorative Shipping Supplies

Pack and send gifts in one stop

Available  
here



usps.com

©2005 United States Postal Service. All rights reserved.



# International Mail

NOTICE

## Postal Service International Shipping Labels Available on eBay

Just in time for the holiday season, the new Postal Service™ international online shipping labels are available on the eBay shipping solution.

Starting November 10, 2005, eBay customers can, through a single transaction, pay with their PayPal account and print Postal Service international shipping labels with customs forms for the following international shipping services:

- Global Express Mail® (GEM®).
- Global Priority Mail® (GPM).
- Global Airmail® parcel post (GAPP).

When customers pay for postage using these online services, they will also be printing a customs form and mailing information on one form (with multiple copies). What formerly involved three steps now becomes one online transaction. This new option is a time-saver for anyone who ships internationally. Also, the one-step combination of printing forms and postage together allows customers to take advantage of Carrier Pickup™ service — providing customers with even greater time savings.

Below are samples of the shipping labels:

- PS Form 2976-A-GEM, *Global Express Mail With Customs Declarations Dispatch Note — CP 72 (electronic version)*.

- PS Form 2976-GPM, *Global Priority Mail With Customs Declarations — CN 22 (electronic version)*.

- PS Form 2976-A-GAPP, *Global Airmail Parcel Post With Customs Declarations Dispatch Note — CP 72 (electronic version)*.

Each of these international online shipping labels combines mailing information with a customs form, thereby eliminating the need for a separate customs form (either PS Form 2976, *Customs Declaration CN 22 — Sender's Declaration (green label)*, or PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*).

Customers should print international shipping labels on standard paper — adhesive or thermal labels cannot be used with international labels. Once printed, customers must either cut or fold the labels and then place them inside PS Form 2976-E, *Customs Declaration Envelope — CP 91*. (Note: Customers must use PS Form 2976-E with each shipment. Customers can order PS Form 2976-E at no additional cost online at [usps.com/international\\_supplies](http://usps.com/international_supplies) or can pick it up at a Post Office™.) Depending on the international service used and how the parcel is deposited, there are different instructions for attaching international online shipping labels to a package:

- For GEM and GAPP services, the customer should do the following:
  - If using Carrier Pickup online notification, the customer should place copies of the online shipping label inside PS Form 2976-E and retain the sender's copy.

- If depositing items at a Post Office, the customer should place all five copies of the online shipping label inside PS Form 2976-E. At the Post Office, the sales and service associate (SSA) completes the rest of the label, retains the Post Office copy, and gives the sender's copy to the customer.

- For GPM service, the customer should place copies of the online shipping label inside PS Form 2976-E and retain the sender's copy.

For more information on these international online shipping labels, see the article titled "Field Information Kit: New Online International Shipping Labels With Customs Forms" in *Postal Bulletin* 22166 (10-27-05, pages 53–56).

— *International Product Development,  
Product Development, 11-10-05*

## NOTICE

### Scanning Requirements for Global Express Mail and for Air, Surface/Economy, and Insured Parcel Post Items

All inbound and outbound Global Express Mail® (EMS®) and air, surface/economy, and insured international parcel post items must be scanned or manually entered at retail acceptance and/or delivery. Scanning information allows the Postal Service™ to provide customers with mail status information via the Product Tracking System and to respond to customer inquiries in a prompt and cost-effective manner.

Effective January 1, 2006, the following scan events, as appropriate, need to be provided for all international parcels (both air and surface parcels):

- Inbound Arrival (AR).
- Attempted Delivery (02).
- Refused (04).
- Undeliverable as Addressed (05).
- Return to Sender (09).
- Dead Letter (11).
- Final Delivery (03).
- Signature on Delivery.

Also effective January 1, 2006, the Postal Service will be liable for loss, damage, or rifling for all ordinary (which is identified by the Customs label) and insured parcels sent to and from the United States. Accurate acceptance and delivery scanning information is essential for appropriate Postal Service handling of indemnity claims and to prevent revenue loss.

For international EMS items and parcels, remember to scan and follow all prompts before getting the signature from the addressee. Specifically, remember to do the following:

- Scan the barcode or, if a barcode is unavailable or unreadable, enter the article number manually.
- Enter the appropriate event.
- Follow the prompts on your scanner screen.
- Obtain the recipient's signature.
- Scan the barcode on PS Form 3849, *Delivery Notice/Reminder/Receipt*, with the recipient's signature.

Retail employees are also reminded to use the handheld scanner to capture the above information for "left-notice" parcels and for parcels that customers pick up from Post Office box addresses.

Some countries may place on the parcel a nonbarcoded label or a stamped endorsement with a handwritten article number. Under these circumstances, follow the manual entry procedures to enter the data into your scanner.

Following the procedures above will help improve customer service and reduce potential liability for missing scan data. Your assistance in obtaining this scan data is appreciated.

— *Global Business Development,  
International Business, 11-10-05*

## ICM UPDATES

**International Customized Mail**

The International Customized Mail (ICM) updates now appear on the Postal Service™ Internet Web site at [www.usps.com](http://www.usps.com).

To read the latest updates:

- Go to [www.usps.com](http://www.usps.com).
- Click *All Products and Services*, then *International Customized Mail Updates*.

(The direct URL is <http://www.usps.com/publications/icm/welcome.htm>.)

— Pricing Strategy,  
Pricing and Classification, 11-10-05



# Philately

## Pictorial Postmarks Announcement

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

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

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

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

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

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

The following postmarks have been extended for 30 days.



October 14, 2005  
*U.S. Postal Service*  
 FIND A CURE STATION  
 POSTMASTER  
 123 W MAIN ST  
 ELK POINT SD 57025-9998



October 21, 2005  
*U.S. Postal Service*  
 MAKING STRIDES STATION  
 RETAIL SPECIALIST  
 1801 BROOK RD  
 RICHMOND VA 23232-9640



October 20–22, 2005  
*Boot Hill Saloon*  
 BOOT HILL STATION  
 POSTMASTER  
 260 WILLIAMSON BLVD  
 ORMOND BEACH FL 32174-9998



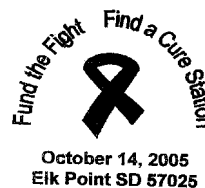
October 27, 2005  
*Universal Ship Cancellation Society*  
 NAVAL COVERS STATION  
 POSTMASTER  
 1100 KINGS RD  
 JACKSONVILLE FL 32203-9998



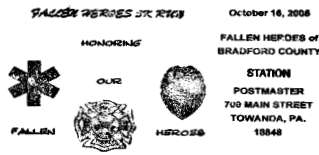
October 20–22, 2005  
*Gilly's of Florida*  
 PUB 44 STATION  
 POSTMASTER  
 301 MISSION DR  
 NEW SMYRNA BEACH FL 32168-9998



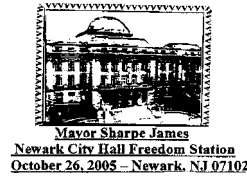
October 10, 2005  
*International Paper and Paul Smith's College*  
 DILLON PARK STATION  
 POSTMASTER  
 PO BOX 9998  
 LONG LAKE NY 12847-9998



October 14, 2005  
*U.S. Postal Service*  
 FIND A CURE STATION  
 POSTMASTER  
 123 W MAIN ST  
 ELK POINT SD 57025-9998



October 16, 2005  
*Bradford County Sheriff's Dept.*  
 FALLEN HEROES OF  
 BRADFORD COUNTY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 TOWANDA PA 18848-9998



October 26, 2005  
*U.S. Postal Service*  
 NEWARK CITY HALL  
 FREEDOM STATION  
 NEWARK MAIN WINDOW  
 SERVICES  
 2 FEDERAL SQ  
 NEWARK NJ 07102-9998



October 20-22, 2005  
*Boot Hill Saloon Biketoberfest*  
 BOOT HILL STATION  
 POSTMASTER  
 260 WILLIAMSON BLVD  
 ORMOND BEACH FL  
 32174-9998



October 26, 2005  
*Universal Ship Cancellation Society*  
*Stephen Decatur Chapter*  
 Number 4  
 DEACTIVATION STATION USS  
 SALT LAKE CITY SSN 716  
 POSTMASTER  
 PO BOX 85530  
 SAN DIEGO CA 92186-5530



October 20-22, 2005  
*Gilly's of Florida*  
 PUB 44 STATION  
 POSTMASTER  
 301 MISSION DR  
 NEW SMYRNA BEACH FL  
 32168-9998



October 27, 2005  
*Universal Ship Cancellation Society*  
 NAVAL COVERS STATION  
 POSTMASTER  
 1100 KINGS RD  
 JACKSONVILLE FL  
 32203-9998



October 21, 2005  
*U.S. Postal Service*  
 MAKING STRIDES STATION  
 RETAIL SPECIALIST  
 1801 BROOK RD  
 RICHMOND VA 23232-9640



October 28, 2005  
*Gateway Arch Committee and National Park Association*  
 40TH ANNIVERSARY THE  
 GATEWAY ARCH STATION  
 POSTMASTER  
 1720 MARKET ST  
 ST LOUIS MO 63155-9998



October 22, 2005  
*U.S. Postal Service*  
 PINK RIBBON STATION  
 POSTMASTER  
 PO BOX 9998  
 LITTLE ROCK AR 72202-9998



October 28, 2005  
*U.S. Postal Service*  
 TRITON COLLEGE RHODES  
 SCHOOL STATION  
 POSTMASTER  
 2728 CLINTON ST  
 RIVER GROVE IL 60171-9998



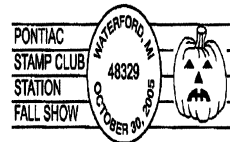
October 25, 2005  
*U.S. Postal Service*  
 GRAND OPENING STATION  
 POSTMASTER  
 PO BOX 9998  
 WEST YORK PA 17404-9998



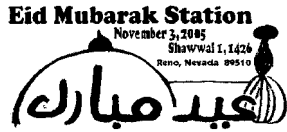
October 28, 2005  
*American Criminal Justice Association*  
 REGION 1 CONFERENCE  
 STATION  
 POSTMASTER  
 PO BOX 140  
 LONG BEACH CA 90801-0140



October 25, 2005  
*U.S. Postal Service*  
 THE SAFE PLACE STATION  
 POSTMASTER  
 PO BOX 9998  
 MORRILTON AR 72110-9998



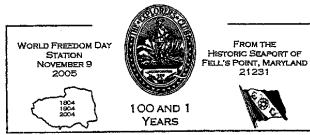
October 30, 2005  
*Pontiac Stamp Club*  
 PONTIAC STAMP CLUB  
 STATION  
 POSTMASTER  
 5036 DIXIE HWY  
 WATERFORD MI 48329-9998



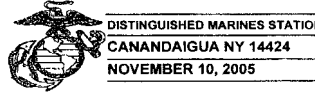
November 3, 2005  
 Northern Nevada Muslim Community  
 EID MUBARAK STATION  
 POSTMASTER  
 PO BOX 9998  
 RENO NV 89510-9998



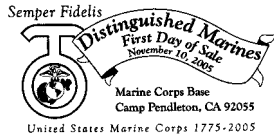
November 10, 2005  
 U.S. Postal Service  
 FREMONT COUNTY  
 MOTHERS OF THE MILITARY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 PENROSE CO 81240-9998



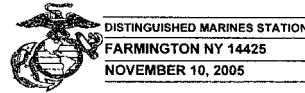
November 9, 2005  
 U.S. Postal Service  
 WORLD FREEDOM DAY  
 STATION  
 MANAGER MOWS  
 900 E FAYETTE ST  
 BALTIMORE MD 21233-9715



November 10, 2005  
 U.S. Postal Service  
 DISTINGUISHED MARINES  
 STATION  
 POSTMASTER  
 405 EASTERN BLVD  
 CANANDAIGUA NY  
 14424-9998



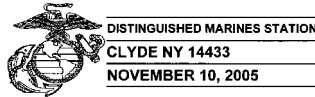
November 10, 2005  
 U.S. Postal Service  
 FIRST DAY OF SALE STATION  
 POSTMASTER  
 PO BOX 9998  
 CAMP PENDLETON CA  
 92055-9998



November 10, 2005  
 U.S. Postal Service  
 DISTINGUISHED MARINES  
 STATION  
 POSTMASTER  
 1560 STATE RT 332  
 FARMINGTON NY 14425-9998



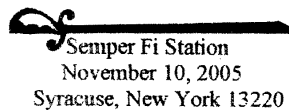
November 10, 2005  
 U.S. Postal Service  
 DISTINGUISHED MARINES  
 CELEBRATION STATION  
 POSTMASTER  
 6720 LINCOLN ST  
 NORTH BRANCH MI  
 48461-9998



November 10, 2005  
 Finger Lakes Stamp Club  
 DISTINGUISHED MARINES  
 STATION  
 POSTMASTER  
 20 S PARK ST  
 CLYDE NY 14433-9998



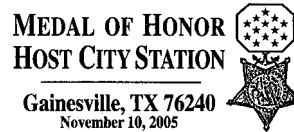
November 10, 2005  
 U.S. Marine Corps Recruit Depot  
 FIRST DAY OF SALE STATION  
 POSTMASTER  
 PO BOX 85530  
 SAN DIEGO CA 92186-5530



November 10, 2005  
 Syracuse Stamp Club  
 SEMPER FI STATION  
 POSTMASTER  
 5640 E TAFT RD  
 SYRACUSE NY 13220-9612



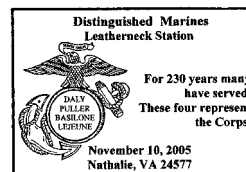
November 10, 2005  
 MCAS Miramar Air Show 2005  
 MCAS MIRAMAR STATION  
 POSTMASTER  
 45482 HERCULES RD  
 SAN DIEGO CA 92145-9998



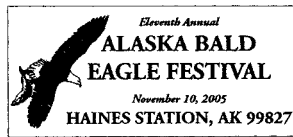
November 10, 2005  
 U.S. Postal Service  
 MEDAL OF HONOR HOST  
 CITY STATION  
 POSTMASTER  
 321 CALIFORNIA ST  
 GAINESVILLE TX 76240-9998



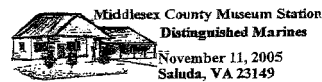
November 10, 2005  
 U.S. Postal Service  
 MARINE CORPS LEGACY  
 MUSEUM STATION  
 POSTMASTER  
 PO BOX 9998  
 HARRISON AR 72601-9998



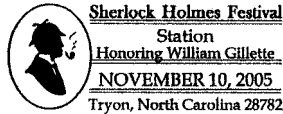
November 10, 2005  
 U.S. Postal Service  
 DISTINGUISHED MARINES  
 LEATHERNECK STATION  
 POSTMASTER  
 PO BOX 9998  
 NATHALIE VA 24577-9998



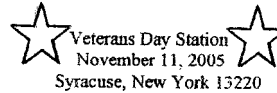
November 10, 2005  
*City of Haines*  
ALASKA BALD EAGLE  
FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
HAINES AK 99827-9998



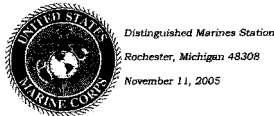
November 11, 2005  
*U.S. Postal Service*  
MIDDLESEX COUNTY  
MUSEUM STATION  
POSTMASTER  
PO BOX 9998  
SALUDA VA 23149-9998



November 10, 12, 14, 2005  
*Festival Event Coordinator*  
SHERLOCK HOLMES  
FESTIVAL STATION  
POSTMASTER  
95 PACOLET ST  
TRYON NC 28782-9998



November 11, 2005  
*Syracuse Stamp Club*  
VETERANS DAY STATION  
POSTMASTER  
5640 E TAFT RD  
SYRACUSE NY 13220-9612



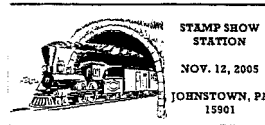
November 11, 2005  
*U.S. Postal Service*  
DISTINGUISHED MARINES  
STATION  
POSTMASTER  
511 OLDE TOWNE RD  
ROCHESTER MI 48308-9998



November 12, 2005  
*Marine Corps League*  
MCL STATION  
POSTMASTER  
PO BOX 9998  
RACINE WI 53404-9998



November 11, 2005  
*Town of Warfield*  
VETERANS MEMORIAL  
STATION  
POSTMASTER  
PO BOX 9998  
WARFIELD KY 41267-9998



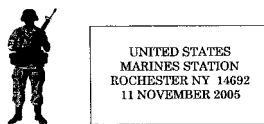
November 12, 2005  
*Johnstown Stamp Club*  
STAMP SHOW STATION  
POSTMASTER  
111 FRANKLIN ST  
JOHNSTOWN PA 15901-9998



November 11, 2005  
*Liberty Memorial Association*  
DISTINGUISHED MARINES  
STATION  
POSTMASTER  
300 W PERSHING RD STE 202  
KANSAS CITY MO 64108-9998



November 12, 2005  
*American Philatelic Society*  
DEDICATION STATION  
POSTMASTER  
132 N ALLEGHENY ST  
BELLEFONTE PA 16823-9998



November 11, 2005  
*U.S. Postal Service*  
UNITED STATE MARINES  
STATION  
PHILATELIC CLERK MOWS  
1335 JEFFERSON RD  
ROCHESTER NY 14692-9998



November 12, 2005  
*Maine Philatelic Society and  
York County Stamp Club*  
MAINEPEX STATION  
POSTMASTER  
125 FOREST AVE  
PORTLAND ME 04101-9998

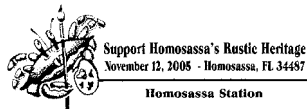


November 11, 2005  
*Lewis and Clark Bicentennial  
Association*  
CLATSOP COUNTY  
FAIRGROUNDS STATION  
POSTMASTER PHILATELIC  
SERVICES  
99 N MAIN ST  
WARRENTON OR 97146-9998



November 12, 2005  
*Syracuse Stamp Club*  
SYRAPER STATION  
POSTMASTER  
5640 E TAFT RD  
SYRACUSE NY 13220-9612





Support Homosassa's Rustic Heritage  
November 12, 2005 - Homosassa, FL 34487  
Homosassa Station

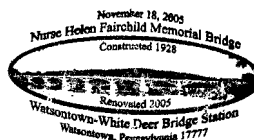
November 12-13, 2005  
Homosassa Civic Club, Inc.  
HOMOSSASSA STATION  
POSTMASTER  
10780 W YULEE DR  
HOMOSSASSA FL 34487-9998



November 15, 2005  
Township of Randolph  
BICENTENNIAL STATION  
POSTMASTER  
PO BOX 9998  
MOUNT FREEDOM NJ  
07970-9998



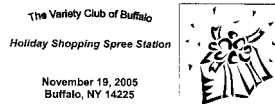
November 12-13, 2005  
Powpex Stamp Club  
POWPEX STATION  
POSTMASTER  
PO BOX 85530  
SAN DIEGO CA 92186-5530



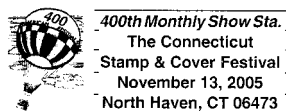
November 18, 2005  
Helen Fairchild Committee  
WATSONTOWN WHITE DEER  
BRIDGE STATION  
POSTMASTER  
PO BOX 9998  
WHITE DEER PA 17887-9998



November 12-13, 2005  
Mid-Cities Stamp Club Expo  
EXHIBITION STATION  
POSTMASTER  
1251 WILLIAMS D TATE AVE  
GRAPEVINE TX 76051-9998



November 19, 2005  
The Variety Club of Buffalo  
HOLIDAY SHOPPING SPREE  
STATION  
POSTMASTER  
1200 WILLIAM ST  
BUFFALO NY 14240-9998



400th Monthly Show Sta.  
The Connecticut  
Stamp & Cover Festival  
November 13, 2005  
North Haven, CT 06473

November 13, 2005  
American Festivals  
CONNECTICUT STAMP AND  
COVER FESTIVAL STATION  
POSTMASTER  
1104 PLAINFIELD PIKE  
ONECO CT 06373-9998



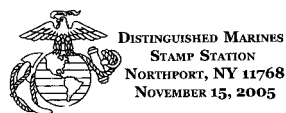
November 19, 2005  
Western Kentucky University  
COLLEGE HEIGHTS STATION  
POSTMASTER  
PO BOX 9998  
BOWLING GREEN KY  
42101-1000



November 13, 2005  
Syracuse Stamp Club  
SYRAPEX STATION  
POSTMASTER  
5640 E TAFT RD  
SYRACUSE NY 13220-9612



November 19-20, 2005  
Black River Stamp Club  
BLACK RIVER STAMP CLUB  
STATION  
POSTMASTER  
345 E BRIDGE ST  
ELYRIA OH 44035-9998



DISTINGUISHED MARINES  
STAMP STATION  
NORTHPORT, NY 11768  
NOVEMBER 15, 2005

November 15, 2005  
U.S. Postal Service  
DISTINGUISHED MARINES  
STATION  
POSTMASTER  
PO BOX 9998  
NORTHPORT NY 11768-9998



November 19-20, 2005  
Evansville Stamp Club  
EVANSPEX STATION  
POSTMASTER  
PO BOX 9998  
EVANSVILLE IN 47708-9998



Holiday Greetings  
from the  
Rankin Ranch  
Est. 1863  
Quarter Circle U Tradition Station  
November 15, 2005 Caliente CA 93518

November 15, 2005  
Rankin Ranch  
QUARTER CIRCLE U  
TRADITION STATION  
POSTMASTER  
PO BOX 9998  
CALIENTE CA 93518-9998



November 21, 2005  
300th Anniversary Committee  
SHILOH 300 YEARS STATION  
POSTMASTER  
966 MAIN ST  
SHILOH NJ 08353-9998

### 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    |
|--|------------------|
| Employ People With Disabilities                        | Sept. 1–Nov. 30  |
| Give to the United Way                                 | Sept. 15–Nov. 15 |
| 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, 11-10-05*

## Post Offices

HANDBOOK PO-603 REVISION

### Revised Rural Carrier Duties and Responsibilities

Effective immediately, Handbook PO-603, *Rural Carrier Duties and Responsibilities*, is revised to clarify the requirement that all rural carriers be positioned in the vehicle behind the steering wheel when traveling to and from the route, between Postal Service™ units, and during any deviations from the established line of travel. It also extends the requirement for carriers to wear seat belts during deviations from the established line of travel regardless of the type of motor vehicle used. In addition, the revision addresses rural carrier positioning and seat belt use when operating a privately owned left-hand drive vehicle during delivery and collection activities.

[Revise text of item e to read as follows:]

- e. Providing and maintaining a vehicle (if a USPS-owned/leased vehicle is not provided) of adequate size, equipped with necessary equipment (chains or snow tires, warning lights, or signs, etc.), free of extraneous matter, that reflects a professional and positive image of the USPS, to serve the route safely and efficiently and in accordance with federal, state, and local motor vehicle laws and regulations. (Sections 171.512 (b) and (c) address the special case of left-hand drive vehicle seat belt use and driver positioning.)

\* \* \* \* \*

**170 Traffic Safety and Accident Reporting**

**171 Traffic Safety**

**171.1 Laws and Regulations**

[Revise text to read as follows:]

Traffic accidents frequently result in costly property damage, severe injuries, and death. For your protection, and that of other motorists, drive safely at all times. Remember

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

|                  |                            |
|------------------|----------------------------|
| <b>Chapter 1</b> | <b>General Information</b> |
| *                | * * * *                    |

**120 Basic Carrier Responsibilities**

Your responsibilities include, but are not limited to, the following items:

|   |         |
|---|---------|
| * | * * * * |
|---|---------|

that rural carriers have no special driving privileges on public streets and roads. *You are subject to the same traffic laws and regulations as other motorists.* (Sections 171.512 (b) and (c) address the special case of left-hand drive vehicle seat belt use and driver positioning.)

\* \* \* \* \*

**171.5 Protection**

**171.51 Federal Employees' Compensation Act (FECA)**

\* \* \* \* \*

**171.512 Seat Belt Requirements — Driving Own or Postal Vehicle**

\* \* \* \* \*

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

- a. Seat belts must be worn at all times when operating a Postal Service–owned or -leased vehicle. If a privately owned right-hand drive (RHD) vehicle is used on the route, seat belts must be worn at all times and the carrier must be positioned directly behind the steering wheel whenever the vehicle is being operated. Carriers driving RHD vehicles equipped with both shoulder and lap belts may disengage the shoulder belt only in those situations when the shoulder belt prevents their ability to deliver or collect mail from curbside mailboxes. The lap belt must be worn at all times the vehicle is being operated. A privately owned vehicle fully equipped with dual controls (steering wheel, brake, and gas pedals) is considered an RHD vehicle for the purpose of this requirement.
- b. When operating a privately owned left-hand drive (LHD) vehicle, seat belts must be worn and the carrier must be positioned directly behind the steering

wheel when traveling to and from the route, between Postal Service units, and during any deviations from the established line of travel beyond one-half mile for delivery, including travel between routes when service is provided on more than one route. A privately owned vehicle partially equipped with dual controls is considered an LHD vehicle for the purpose of this requirement.

- c. If a privately owned left-hand drive (LHD) vehicle is used on the route, it is advisable that the rural carrier use seat belts and be positioned behind the steering wheel when delivery and collection activities do not unduly encumber, delay, or fatigue the rural carrier. When using a privately owned LHD vehicle on the route, the rural carrier may operate the vehicle without use of the seat belt and/or without being positioned directly behind the steering wheel provided the carrier determines it is safe to do so. The rural carrier should consider the following factors when assessing the use of the seat belt and appropriate seating position:
  - 1) Distance between stops.
  - 2) Traffic density and weather conditions.
  - 3) Road design characteristics, such as number of intersections traversed, road shoulder width, and surface conditions.
  - 4) Other factors affecting safety.

*[Delete section 171.513.]*

\* \* \* \* \*

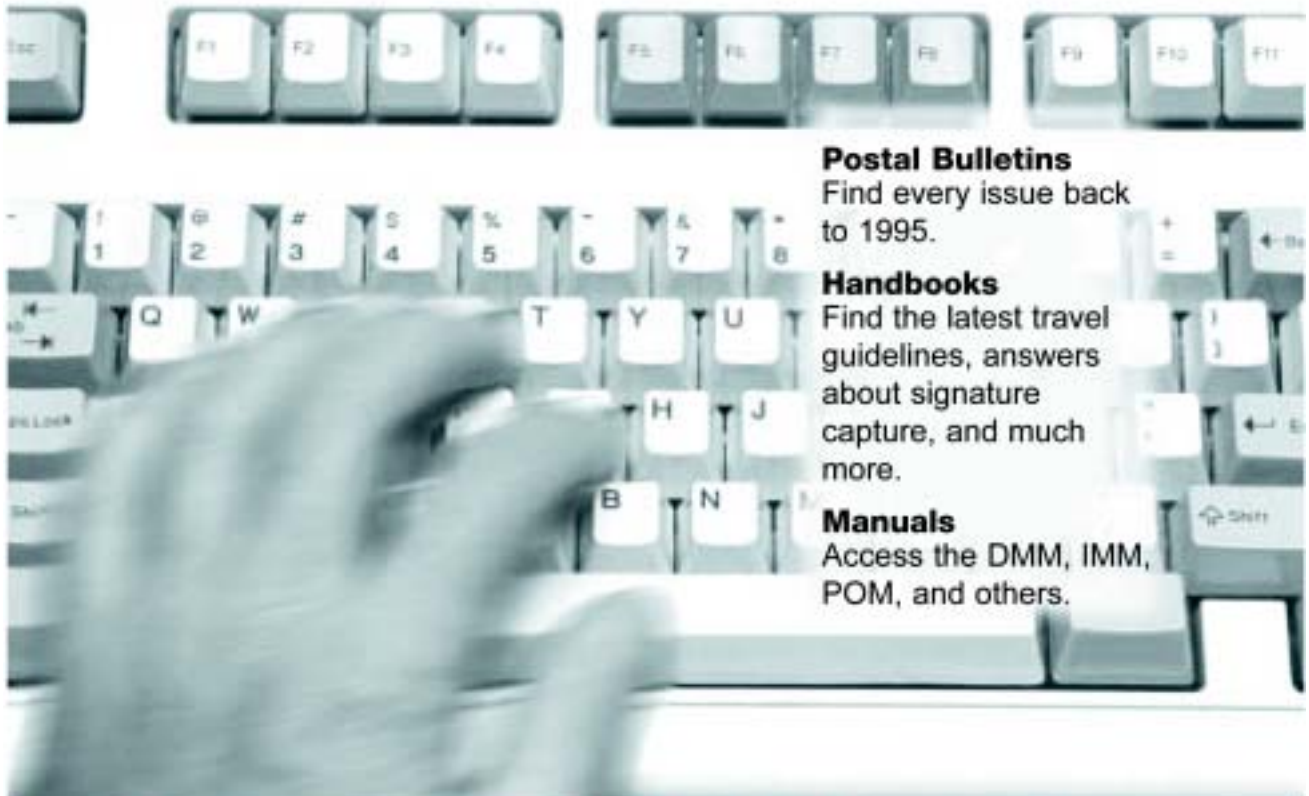
We will incorporate these revisions into the next printed version of Handbook PO-603.

*— Rural Delivery,  
Delivery and Retail, 11-10-05*

# FAST. EASY TO USE.

## There when you need it.

The Postal Service PolicyNet Web site:  
***<http://blue.usps.gov/cpim>***

**Postal Bulletins**

Find every issue back to 1995.

**Handbooks**

Find the latest travel guidelines, answers about signature capture, and much more.

**Manuals**

Access the DMM, IMM, POM, and others.

Next time you need a Postal Service publication, check the Postal Service PolicyNet Web site first.

# Retail

## What's in Store

# november

retail employee bulletin

Holiday '05 Retail Drive Period

11/1/05 – 12/31/05



## Drive Revenue With Holiday Cheer!

The Holiday Drive Period started on November 1 with a POP Kit that targets time-starved holiday shippers. 112 million households will also receive *The Official 2005 Holiday Shipping & Mailing Guide*. Both items feature “a recipe for fast and easy holiday shipping” with a “festive cookies” theme that includes dynamic images and tips that clearly convey customer benefits. It’s a campaign that celebrates how the United States Postal Service® helps simplify shipping during the hectic holidays.

The season’s top revenue-producing products are the focus of our Holiday Drive POP — Priority Mail® service with Delivery Confirmation™ service and Insurance, Express Mail® service, and NEW Holiday ReadyPost® Shipping Supplies.

The Holiday Shipping & Mailing Guide is not only being mailed to every household in the country, it will be available in all offices as well. Make sure your in-store CounterCards are stocked for the upcoming busy season!

## Take Note of ReadyPost Price Change.

Starting in November, ReadyPost Cushion Mailers will have a new price. The new prices will be phased in on new inventory. For a limited time, both the new and the old retail price may appear on Cushion Mailers in your store. Note that customers should be charged the amount that is listed on each individual item.

|                             | Old Price | New Price   |
|-----------------------------|-----------|-------------|
| 6" x 10" Cushion Mailer     | .99       | <b>1.09</b> |
| 8.5" x 12" Cushion Mailer   | 1.29      | <b>1.39</b> |
| 10.5" x 16" Cushion Mailer  | 1.49      | <b>1.69</b> |
| 14.25" x 20" Cushion Mailer | 1.89      | <b>2.09</b> |

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

## What's in Store

# november

retail employee bulletin

Holiday '05 Retail Drive Period

11/1/05 - 12/31/05

## Peak Season for Premium Forwarding Service.

USPS® Premium Forwarding Service (PFS) delivers! Customers can receive ALL their mail when they're away from home for extended periods of time. PFS is shipped once a week via Priority Mail®. For just a \$10 enrollment fee, plus a \$10 charge for each week of service, customers can enjoy their magazines, catalogs, and other mail while at their temporary address.

PFS is ideal for those who travel or have a second home during the winter months. That's why now is the ideal time to suggest PFS to your customers who may be going away for the winter!



## Postal Money Orders Make Cents!

Remind your customers that Postal Service™ Money Orders are an economical and convenient way to send money through the mail. They're great for paying bills and security deposits, and sending money to friends and families. Domestic Money Orders are available up to \$1,000 and International Money Orders are available up to \$700. Remember, you can order window clings, postcards, and take-ones promoting Money Orders from Message Maker. Money Orders are a great way for your office to generate revenue!



## Promote PO Boxes in New Ways.

PO Boxes offer many benefits to our customers. They provide convenience, security, privacy, and earlier mail availability. Suggest a PO Box to customers who have a small business or who frequently travel. PO Boxes are a revenue-generator for your office, so don't forget to take every opportunity to promote them!

Please continue promoting PO Boxes without wearing the orange PO Box buttons. The buttons were designed for the Summer/Fall Drive Period which ended on October 31.

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

# What's in Store

# november

retail employee bulletin

Holiday '05 Retail Drive Period  
11/1/05 - 12/31/05

Normal Gichessat  
Postmaster  
28 years of service



|     |     | TUES | WED | THU               | FRI                        | SAT   |  |
|-----|-----|------|-----|-------------------|----------------------------|---|--|
|     |     | 1    | 2   | 3                 | 4<br><b>\$\$\$ payday!</b> | 5<br>Prepare and submit vending data  |  |
| SUN | MON | 6    | 7   | 8<br>Election Day | 9                          | 10<br><br>Distinguished Marines stamp on sale today   |  |
|     |     | 11   | 12  | 13                | 14                         | 15<br><b>Veterans' Day (Offices closed)</b>   |  |
|     |     | 16   | 17  | 18                | 19                         | 20  |  |
|     |     | 21   | 22  | 23                | 24                         | 25<br><b>Thanksgiving (Offices closed)</b>  |  |
|     |     | 26   | 27  | 28                | 29                         | 30  |  |
|     |     |      |     |                   |                            |  <b>focus!</b><br>Customers can now purchase up to \$500 worth of insurance via Click-N-Ship® or eBay®. Insurance costs the same no matter where customers buy it! There's never a charge for convenience! |  |

Refer to the "Retail Employee Calendar" hanging in the Employee Zone of your Post Office™ for additional information.  
Visit <http://0ave.usps.gov/marketing/retail> to access the Retail Intranet Site.



475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-5540

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

Quick Tip **4** Send  
**Gifts in 2-3 Days\***  
Choose Priority Mail® service

**\$385**  
and up

**PRIORITY MAIL**  
UNITED STATES POSTAL SERVICE.™

©2015 USPS

\*Package availability in some ZIP Codes. See usps.com for details.