

PUBLICITY KIT: BUILD YOUR OWN HOLIDAY CARD, SEE PAGE 8

POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22193, November 9, 2006

LET'S HEAR FROM YOU!

VOICE of the
EMPLOYEE
SURVEYS DUE
NOVEMBER 22



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

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Semiannual Index PB 22184 (7-6-06)



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 22193: 7690-08-000-4074	PB 22185: 7690-08-000-4066	PB 22177: 7690-08-000-4058	PB 22170: 7690-08-000-1113
PB 22192: 7690-08-000-4073	PB 22184: 7690-08-000-4065	PB 22176: 7690-08-000-4057	PB 22169: 7690-08-000-1112
PB 22191: 7690-08-000-4072	PB 22183: 7690-08-000-4064	PB 22175: 7690-08-000-4056	PB 22168A: 7690-08-000-3530
PB 22190: 7690-08-000-4071	PB 22182: 7690-08-000-4063	PB 22174: 7690-08-000-4055	PB 22168: 7690-08-000-1111
PB 22189: 7690-08-000-4070	PB 22181: 7690-08-000-4062	PB 22173: 7690-08-000-1116	PB 22167: 7690-08-000-1110
PB 22188: 7690-08-000-4069	PB 22180: 7690-08-000-4061	PB 22172: 7690-08-000-1115	PB 22166: 7690-08-000-1109
PB 22187: 7690-08-000-4068	PB 22179: 7690-08-000-4060	PB 22171: 7690-08-000-1114	PB 22165: 7690-08-000-1108
PB 22186: 7690-08-000-4067	PB 22178: 7690-08-000-4059		

USPSNEWS@WORK

VOE surveys — express yourself!

Approximately 25 percent of career employees each quarter have the opportunity to complete Voice of the Employee (VOE) surveys. If you don't complete the survey, the Postal Service won't have your input to continue working to improve the workplace for everyone — including you.

If you receive a VOE survey this quarter, fill it out — on the clock. And send it back before the Nov. 22 deadline. The survey is postage paid to mail it in.

Jimmy Stewart, Ella Fitzgerald headline 2007 commemorative stamp program



Jimmy Stewart and Ella Fitzgerald lead an all-star cast of 2007 commemorative stamps.

The 2007 USPS Commemorative Stamp Program was announced recently and customers and collectors are sure to be pleased with this year's offerings. The Postal Service mixes the old with the new —

continuing successful series like the *Black Heritage*, *Literary Arts* and *Legends of Hollywood* stamps — while adding new designs like the *Marvel Super Heroes* and *The Art of Disney: Magic* stamps to its repertoire.

Two of America's greatest entertainers headline this year's all-star cast. Ella Fitzgerald, the 30th honoree in the Postal Service's *Black Heritage* series, was widely known as "The First Lady of Song." Joining Ella is Jimmy Stewart, the 13th honoree in the *Legends of Hollywood* series. Stewart was a quintessential American film hero whose lanky physique, drawling speech and naturalistic acting style came to personify "Everyman."

Premium Forwarding Service generates \$7 million in its first year

After just 1 year, Premium Forwarding Service (PFS) — the 2-year experimental service approved by the Postal Service Board of Governors in 2005 — has enrolled more than 100,000 customers. In just 12 months, PFS has generated more than \$7 million in new revenue and has avoided approximately \$40 million in costs associated with the informal "snowbird" arrangements of the past.

For a fee, PFS customers can send mail from a primary residence to a temporary address. The service is intended for snowbirds, traveling business executives, college students and anyone else planning to be away from home for periods of 2 weeks to a year.

Tell your customers, family and friends that PFS is a secure and convenient way to stay connected while they're away.

Chacón's Madonna and Child with Bird stamp makes postal debut

A Christmas flavor prevailed recently at the Denver Art Museum, where USPS issued its *Madonna and Child with Bird* 2006 holiday stamp.

USPS Board of Governors member Katherine Tobin headlined the national first-day-of-issue stamp ceremony. Denver, CO, Postmaster Alan Catlin, representatives from the museum and local art patrons joined Tobin for the event.

Also attending the ceremony was Anne Freyer Sweeney and members of her family. The Freyer family donated the painting pictured on the stamp to the Denver Art Museum. The painting has been on display at the museum since 1972. Ignacio Chacón, who was active in Cuzco, Peru, from 1745 to 1775, completed the oil-on-canvas masterpiece in 1765.



USPS Board of Governors member Katherine Tobin, right, presents framed postal art of the new Christmas stamp to Anne Freyer Sweeney. The Freyer family donated the Madonna and Child with Bird painting, pictured on the stamp, to the Denver Art Museum.

USPS wins Silver ECHO award



USPS earned a Silver ECHO award for its peach-shaped direct mail campaign.

The Postal Service recently won a Silver ECHO award from the Direct Marketing Association (DMA). The International ECHO awards

attract the best work of many of the world's top direct marketing professionals.

USPS earned its award for — what else? — a direct mail campaign targeting the 2005 DMA Conference attendees in Atlanta. One week before the event, USPS sent out a Customized MarketMail die-cut of a giant peach that felt and smelled like a real peach. The sensory experience showcased some of direct mail's advantages over other media. The campaign succeeded in winning over a tough crowd, beating the projected response rate by 187 percent.

"We're very proud of our ECHO win — it's a good example of USPS practicing what it 'peaches,'" said Chief Marketing Officer Anita Bizzotto.

Denver, CO, team improves mail flow, saves money



Denver PDC Electronic Technicians Luis Vasquez, left, and Mike Sharpe re-wire the flat sorting machine automated tray conveyance system.

When an ad hoc crew of electronic technicians and Maintenance staff put their heads together recently, they helped the Denver, CO, Processing and Distribution Center (P&DC) process flat mail more efficiently while saving \$250,000.

The team removed a flat sorting machine, reconfigured the remaining machines and connected them to the automated tray conveyance system in a way that improved efficiency and mail flow.

The project saved money, and they completed it in 4 weeks, with only a 4-hour interruption in Denver's mail processing operations.

Electronic Technicians Mike Sharpe, Steve Beedle, Kevin Hagglund, Luis Vasquez and Isador Ramirez did the design, parts procurement, installation and re-wiring work. Maintenance Mechanics Gordie Horton, Juan Rios, Ernie Mares, Bill Rogers, Mark Howard and other staff did the heavy lifting.

USPS National Emergency Hotline
Is your facility operating?
Call 888-363-7462

Administrative Services

Directives and Forms Update

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

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

Publication 223 is available electronically at www.usps.com/cpim/ftp/pubs/pub223.pdf.

New Directives

Labels

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
LAB 251	7/06	DBCS Feeder Compression Label	8 x 1 1/2	7690-09-000-3824	EA	ENG	MDC	N/A
LAB 320	9/06	Vending Removal Label	3 1/2 x 7 1/2	7690-09-000-8965	PG	MKT	MDC	N/A

Memorandums of Policy

PSIN	Edition Date	Title	Org.	USPS Source
MOP FI-06-09-2006	6/06	Policy Memo — Statistical Program Letter #5, FY2006	FIN	IWEB

Posters

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 157	6/06	Our Diversity Is Our Strength	18 x 24	7690-08-000-4672	EA	HR	MDCIWB	WWW

Publications

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 181	5/06	Join Our Team! Rural Carrier Associate	7610-08-000-3856	ELM 3	ERM	MDC	N/A

Signs

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source
SGN 309-K	9/06	APC Neon Floor Graphic — Non-24/7 Office	20 x 21	7690-09-000-9081	EA	MKT	MDC
SGN 426	7/06	Debit/Credit Door Decal	10 1/2 x 4	7610-08-000-3531	EA	CT	MDCIWB

Revised Directives

Handbooks

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-45	4	6/06	Field Maintenance Program	7610-03-000-9352	ASM 5	ENG	MDC	N/A
HBK MS-63	8	6/06	Maintenance Operations	7610-02-000-9959	ASM 5	ENG	MDC	N/A
HBK MS-128-VOL-A	3	3/06	Delivery Bar Code Sorter Phase 1 (DBCS-1), Background Information	7610-07-000-7676	ASM 5	ENG	MDC	N/A
HBK MS-128-VOL-B	3	3/06	Delivery Bar Code Sorter Phase 1 (DBCS-1), Maintenance Information	7610-07-000-7677	ASM 5	ENG	MDC	N/A
HBK MS-166-VOL-B	5	4/06	Advanced Facer Canceler System, Optical Character Reader (AFCS-OCR), Maintenance Information	7610-07-000-7697	ASM 5	ENG	MDC	N/A

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-166-VOL-C	5	4/06	Advanced Facer Canceler System, Optical Character Reader (AFCS-OCR), Software Reference	7610-07-000-7698	ASM 5	ENG	MDC	N/A
HBK MS-166-VOL-D	5	4/06	Advanced Facer Canceler System, Optical Character Reader (AFCS-OCR), Parts Information	7610-07-000-7699	ASM 5	ENG	MDC	N/A
HBK MS-178-VOL-A	6	8/06	Automated Flats Sorting Machine (AFSM 100), General Information	7610-05-000-4207	ASM 5	ENG	MDC	N/A
HBK MS-178-VOL-B	6	8/06	Automated Flats Sorting Machine (AFSM 100), Maintenance Information	7610-05-000-4208	ASM 5	ENG	MDC	N/A
HBK MS-178-VOL-C	6	8/06	Automated Flats Sorting Machine (AFSM) 100, Troubleshooting Information	7610-05-000-4209	ASM 5	ENG	MDC	N/A
HBK MS-178-VOL-E	6	8/06	Automated Flats Sorting Machine (AFSM 100), Software Reference	7610-05-000-4573	ASM 5	ENG	MDC	N/A
HBK MS-192-VOL-A	4	9/06	Robotic Containerization System (RCS), System Information	7610-05-000-4092	ASM 5	ENG	MDC	N/A
HBK MS-192-VOL-B	4	9/06	Robotic Containerization System (RCS), Maintenance Information	7610-05-000-4093	ASM 5	ENG	MDC	N/A
HBK MS-192-VOL-C	4	9/06	Robotic Containerization System (RCS), Reference Information	7610-07-000-7114	ASM 5	ENG	MDC	N/A
HBK MS-192-VOL-D	4	9/06	Robotic Containerization System (RCS), Parts Information	7610-07-000-7115	ASM 5	ENG	MDC	N/A

Signs

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source
SGN 426	7/06	Debt/Credit Door Decal	10 1/2 x 4	7610-08-000-3531	EA	CS	MDC

Correction

We are correcting the titles of the following publications. The titles were listed incorrectly in the Directives and Forms Update published September 14, 2006.

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-228-VOL-A	2/06	Delivery Bar Code Sorter D, Input/Output Subsystem (DBCS-D/DIOSS), Maintenance Information	7610-07-000-5254	ASM 5	ENG	MDC	N/A
HBK MS-228-VOL-B	2/06	Delivery Bar Code Sorter D, Input/Output Subsystem (DBCS-D/DIOSS), Reference Information	7610-07-000-5255	ASM 5	ENG	MDC	N/A

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://ribbs.usps.gov/files/advance/advtech.pdf> or contact the National Customer Support Center at 800-238-3150.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
REI Winter Sale Flyer	Standard/Flat	11/13/06–11/15/06	3.35	Nationwide	3/5-Digit, Car-Rt	RR Donnelley, Lancaster, PA
Midnight Velvet	Standard/Catalog	11/13/06–11/16/06	1.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Quad Graphics, Martinsburg, WV
The Swiss Colony	Standard/Catalog	11/15/06–11/18/06	1.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
Seventh Avenue	Standard/Catalog	11/20/06–11/24/06	1.1	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI

— Business Service Network Integration, Customer Service, 11-9-06



PUBLICITY KIT

Build Your Own Holiday Card Promotion

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Overview

This promotion serves to expand awareness of the on-line suite of USPS® services. It focuses primarily on CardStore and aims to increase NetPost® revenue during the holiday season. Customers will be invited to learn how to build holiday cards — whatever holiday they celebrate — through demonstrations in Post Office™ lobbies or facilities. This promotion builds on eBay Days and “Grow Your Own Business” days. The target audience is consumers.

Public Affairs and Communications (PAC) Headquarters and field staff are responsible for promoting this event and generating news coverage. Customer Relations coordinators (CRCs), Consumer Affairs managers, and postal ambassadors are responsible for executing the event. Postmasters participating in the promotion will receive 20 bonus points toward the Chief Marketing Officer’s Growth Award. Postmasters must complete the Growth Award submission form in order to qualify for the bonus. The promotion will last 1 week, with local postmasters and field staff deciding location, dates, and times.

This is an opt-in promotion. Participation is encouraged, but not mandatory. Postmasters and CRCs will schedule events not to interfere with the regular flow of business. Each area marketing manager will receive 110 publicity packets from Headquarters. A schematic of a suggested promo setup also will be included. **Postmasters should contact their area marketing manager or PAC representative to schedule and plan an event.**

PAC Headquarters Public Relations (PR) will provide all written materials, including media advisory, news release, talking/message points, and fact sheets on NetPost products and free package pickup. The press release and media advisory will be given directly to the local PAC contact.

Media Strategy

Field PAC, working with materials from national PR, will pitch local media on advancing the story to generate awareness and interest, and cover the demonstrations for “how to” stories, photos, or video footage. A media advisory and news release will be provided to field PAC. Local morning TV shows or broadcast consumer reporters will be asked to broadcast live from the Post Office™ the day of the event, or book the postmaster or a USPS spokesperson for a demonstration on the air. Talk radio shows with consumer programming or features also can be pitched for stories or on-site promotion.

Process

Stations with laptops/desktop computers will be set up in Post Office lobbies or facilities where customers can learn about CardStore and other online services at their convenience. Printers, collateral materials, and samples should be available at each station. The number of stations depends on the size of the location and space availability. We are discouraging customers from bringing address books or photos to upload into the Postal Service™ network.

Materials You Will Need

- Wireless laptops or desktop computers.
- Computer software (required): Microsoft Windows XP, Microsoft Internet Explorer 6.0 or higher, Macromedia Flash.
- Chairs.
- At least one table.
- Fact sheets.
- Printers (optional) — Customers may request a page from the Web site to take with them.
- Tent cards.

Set Up the Demonstration Area

The space and location of the event will determine how the demonstration area can be set up, but the table or area should be visible from the lobby entrance doors, where possible, in a high traffic area. Post signs to let customers know the date and time of demonstrations on how to build their own holiday cards. Advertising will make 125 sets of four card samples available. Card samples can be downloaded from the Web site and enlarged for display purposes. Suggested teasers into the demonstration area: “Learn How to Put Your Grandkids in the Mail,” or “Parents! A New Use for Family Photos.”

Talking Points/Message Points

“US Postal Service: Making Your Holidays Sparkle” — The convenience of CardStore on USPS.com is one more way the Postal Service is reaching out to customers to help make the holidays a little merrier. Whether it’s online or in person, we’re ready for you this holiday season.

Meet, Greet, and Listen to Postal Service Customers — Establish contact with our customers through consumer-friendly introductions and demonstrations. Given the rush

of the season and the stress many customers feel this time of year, demonstrating and explaining services that are time-saving and convenient for them reinforces our commitment to providing quality customer service every day of the year.

We're Mail and More — The Postal Service will deliver more than 20 billion pieces of mail between Thanksgiving and Christmas, but we don't stop there. Free package pick-up; printable mailing labels; gift cards; passports; money orders; and products that allow you to track delivery of packages overseas, including Iraq and Afghanistan, are some of the ways the Postal Service is working hard to meet the needs of our customers.

USPS.com: Quick, Easy, Convenient — Turn on your computer and step into a Post Office. The Web site is always open for business at a time and day that is convenient for you. No lines, no waiting. Everything you need to help make the holidays sparkle can be found online at www.usps.com/holidays.

Each fact sheet for the three products featured in the promotion (CardStore, Premium Postcards, Mailing Online) has product descriptions, instructions, and helpful hints that can be used for the demonstrations. Each product has its own Frequently Asked Questions section on the Web site. See pages 11–14 for the fact sheets.

Suggested Event/Demonstration Flow

It is very important that the individual providing the demonstration have an account set up in advance through NetPost.

Each demonstration should take about 15 minutes, depending on the interest of the customer and the number of questions. Feel free to tailor the demonstration in the interest of time or if other customers are waiting for a demonstration.

- Log on to www.usps.com/cardstore. Stress “cardstore” in the URL. It takes the customer directly to the site, with no clicking through the landing page and elsewhere through the Web site.
- Perform five easy steps:
 1. Select a cover.
 2. Select your mailing option.
 3. Select your recipients and personalize your card.
 4. Preview and proof your card. We print exactly what you create.
 5. Check out.
- Stress three main points:
 1. Cards can be personalized with the customer's photos.
 2. There's no minimum order or limit on the number of cards the customer can create or purchase.
 3. Customers can include a gift card with the greeting card.
- Click on “browse the image gallery.”
- Point out that cards are available for all faiths and also are nondenominational. Each card has a suggested sentiment (inside statement), but customers can also add their own statements as well.
- Follow each of the prompts, spending extra time at the addressing and postage pages.
- Offer one of our three mailing options:
 - To the customer, boxed (no stamps, no recipient addresses, an optional return address).
 - To the customer, boxed, with envelopes stamped and pre-addressed.
 - To the customers' recipients/address book.
- Schedule the date for the cards to be mailed. Boxed cards are delivered Monday through Friday. Saturday delivery is not included. For example, an overnight package sent out on Friday will arrive on Monday.
- Walk the customer through the payment options.
- Suggest the customer add a gift card. There are 20 national retailer gift cards available. Cards can be purchased in values from \$10 to \$200. See page 15 for the complete list. USPS can insert gift cards into the holiday cards for customers, or the gift cards can be sent to the mailer's home or business address.
- Explain that CardStore is one of three online services we offer for holiday correspondence.
- Click over to Mailing Online (click on “stay in touch with family and friends” in the left-hand column).
- Click on “send letters” and walk the customer very briefly through the options, which include holiday templates for year-end personal or business letters.
- Advise on the availability of Premium Postcards as a more economical option for holiday greetings. Holiday images will be posted. Premium Postcards also can be used for invitations to holiday get-togethers or other events.

(Article continued on page 15.)

Fact Sheet

NetPost CardStore: Cards for Personal and Business Occasions

Greeting Cards
and Gift Cards,
Photo Cards
and Postcards



Create and send high quality, personalized greeting cards, postcards, and photo cards from your desktop. Even attach a retailer's gift card. Whether you're sending one card or 10,000, just point and click and create your own personalized greetings. CardStore is fast, easy, and convenient.

Stay in Touch With Family and Friends

- **Remember Special Occasions** — CardStore will print and mail your cards within 2 business days. Use the reminder tool so you never miss another birthday or anniversary. Even create cards in advance and set the mail date you want.
- **Personalize Your Greetings** — Choose from our collection of thousands of card designs, or create your own. Write your own message to personalize cards in minutes.
- **Send Holiday Photo Cards** — Make your cards keepers. Upload your favorite digital photo to send the best holiday cards ever. It's easy. CardStore can ship cards back to you or mail them directly to your list.
- **Add a Gift Card** — Turn a greeting card into a memorable gift by adding a gift card from the Cardstore mall of top national retailers.
- **Invite, Announce, Remind, Change** — Cardstore makes it fun to send postcards or folded cards to one or many, whatever the occasion.

Convenient and User-friendly

- **Always Open** — The Internet never closes: create your mailings 24 hours a day, 7 days a week, 365 days a year.
- **Easy, Secure Payment** — Choose from several major credit cards.
- **Easy to Get Started** — Friendly and helpful customer support is available.
 - Phone: 877-822-2737.
 - E-mail: Netpost@cardstore.com.

Connect With Customers

- **Send High-Impact Mailings** — Use your own image or choose from our extensive collection of card designs to create high-quality postcards and folded cards.
- **Personalize Each Piece** — Use the most powerful tool in direct marketing: personalize every piece in your mailing. It's easy with CardStore.
- **No Minimum Order** — Send a single thank you note or invite your entire mailing list to your holiday party.
- **Fast and Efficient Turn Around** — Cardstore will print and mail your cards within 2 business days. We can mail them directly to your list or ship the cards back to you.
- **Add a Gift Card** — Recognize employees and thank vendors and clients. Select a gift card ranging from \$10 to \$100 from the CardStore's mall of top national retailers.
- **Take Advantage of Special Features:**
 - Add your logo.
 - Apply your signature.
 - Schedule mailings in advance.
 - Upload and store your mailing list.
 - Have a complete record of your mailings.
 - Add other users to your account.
- **Introduce, Invite, Remind, and Impress** — Cardstore makes it so much easier to be in touch with customers, prospects, and colleagues.
- **Choose From These Formats:**
 - Regular postcard (4.25" x 6").
 - Large postcard (5" x 7").
 - Folded card in envelope (5" x 7").

For more information visit
www.usps.com/cardstore.

Fact Sheet

NetPost Premium Postcards™

These unique postcards are a versatile selling tool.

Reach Customers

- Create your first postcard for free and experience these high-impact cards for yourself.
- Launch follow-up, re-activation, and retention mailings anytime to any number of recipients.
- Group customers to improve message targeting and consistency.

Cards Have a Professional Look

- Create 4-1/4" x 6" postcards or 5-1/2" x 8-1/2" letter-rate cards.
- Gloss on both sides to increase durability and protect imagery.
- State-of-the-art digital printing using four layers of ink for vibrant color.
- Resolution is 600 dpi (dots per square inch).
- For greater impact, add graphics to both sides of the mailpiece.
- Custom graphic design services available on demand.

No Up-front Investment

- All you need is a credit card and an Internet connection.
- No mailing permits or approvals required.
- No forms to fill out or acceptance hassles.

It's Fast and It's Easy

- Bring your ideas, a list of addresses, and a credit card to:
www.usps.com/premiumpostcard.
- Choose a postcard size and design your offer, creative, and message.
- We do the rest! Each mailpiece is personalized, printed, prepared, and in the mail the next business day.

Pricing

- Pre-fund accounts to manage printing, preparation, and mailing in one place.
- Send postcards for one low price — *printing, preparation, mailing, and postage included!*
- Prices vary according to card size and the number of credits purchased.
- Estimate all printing and postage costs before you begin.

Additional Services

- Add tracking codes to each mailpiece.
- Acquire targeted mailing lists and mail to them immediately.
- Additional card sizes available.



Fact Sheet

NetPost Mailing Online Service

Create an entire direct mail campaign from your desktop.

Create and send direct mailpieces from your desktop computer. Whether you're sending one piece or 10,000, all you need is a computer, an Internet connection, a mailing list, and a message to send. NetPost Mailing Online™ is fast, easy, and convenient.

Visit www.usps.com/maillingonline.

Saves Time and Money

- **One-stop** — NetPost Mailing Online does it all for you: printing, folding, stuffing, addressing, and mailing. You save on trips to the Post Office™ and the stationery store.
- **Fast** — Orders completed by 2 P.M. ET are scheduled for printing and mailing the next business day, including Saturday.
- **Efficient** — Addresses are verified against Postal Service™ databases so your mail will get to intended recipients more consistently.
- **Economical** — No set-up or user fees. No annual permit fees or postage meter costs. Postage discounts on every single piece.
- **National Distribution** — Your mailpieces are printed and mailed at the location nearest to the destination address.

Convenient and User-friendly

- **Always Open** — The Internet never closes: create your mailings 24 hours a day, 7 days a week, 365 days a year.
- **Online Convenience** — Your documents and lists are stored online. Edit and preview them anytime, anywhere.
- **Plan Ahead**—Schedule your mailings up to 28 days in advance.
- **Easy, Secure Payment** — Choose from several options, including major credit cards, prepayment, or automatic ACH debit of your bank account.
- **Easy to Get Started** — Free samples can be ordered online. Friendly and helpful customer support is available Monday – Friday 9 A.M. – 7 P.M. ET:
 - Phone: 866-665-2787.
 - E-mail: support@postedigital.com.

Choice, Quality, and Flexibility

- **Multiple Document Formats:**
 - Regular postcard (4" x 6" single or double-sided).
 - Large postcard (5" x 8").
 - Brochure self-mailer.
 - Letter or legal-sized documents up to 48 pages.
 - Booklets: enveloped or self-mailer style.
- **Flexible Mailing Options** — First-Class Mail®, Standard Mail®, or nonprofit postage rates available, with no minimum volume requirements. International addresses go Air Mail®.
- **Quality Paper and Printing** — High quality, all-digital commercial printing. Color options include full color, black and white, and spot color (one color plus black).
- **Creative Control** — Design your document any way you want, online or offline. Include graphics and photos to make your mailing high-impact.
- **Personalization** — Use our powerful online mail-merge tool to reach out to your customers by personalizing each mailpiece.

Send Certified Mail™ Too!

- Be sure your article arrives at its destination with Certified Mail service.
- Use the same quick and easy online ordering process. Confirm delivery status online, too.
- Two formats available:
 - Letters up to 20 pages.
 - Full color one-page self-mailer.
- Options include:
 - Return receipt.
 - Restricted delivery.

For more information visit
www.usps.com/maillingonline.

NetPost Mailing Online is owned and operated by PosteDigital LLC, a trusted business partner of the United States Postal Service.



Fact Sheet

Create Direct Mail Online. We'll Mail It.

Mail postcards, letters, or greeting cards with a few clicks of your mouse.

Save a Trip to the Post Office™.

No more printing, addressing, collating, folding, licking, sticking, sorting...or waiting. Do professional Direct Mail right from your office.

Here Is How It Works.

Bring your ideas, a list of addresses, and a credit card to www.usps.com/netpost.

Choose a mailpiece format — such as postcard, letter, self-mailer, or greeting card.

We do the rest! Each mailpiece is personalized, printed, prepared, and in the mail the next business day.

Many Formats Available

Order and mail everything from postcards to Certified Mail™, newsletters to greeting cards, even include a gift card from any one of our selection of national retailers.

Pricing

Send postcards for as little as 28 cents per piece — *postage included!*

Prices vary according to mailpiece format, finishing options, and the number of pieces mailed.

Estimate all printing and postage costs before you begin.

No Up-front Investment Required

All you need is a credit card and an Internet connection.

No mailing permits or approvals required.

No forms to fill out or acceptance hassles.

Four Services to Choose From

NetPost Premium Postcards

- High-impact cards: full-gloss, full color.
 - Acquire targeted lists and mail immediately
- NetPost Mailing Online.
- Position merge text anywhere on piece.
 - Print black and white/highlight color to reduce cost.

NetPost CardStore

- Combine a gift card with a greeting card.
- Include your logo, signature, and stamp design.

NetPost Mover's Postcards

- Your new location, Web site, or map.
- Ensure clients don't lose touch.

www.usps.com/netpost.



- Help the customer set up an account for use at home.
- Mention that a Customer Care phone number is available for all CardStore products at 877-822-2737, 24 hours a day, 7 days a week.
- Hand the customer a fact sheet, a “how to” sheet, or both.
- Thank the customer for his or her time. Ask for questions.

These national retailers offer gift cards through CardStore:

AMC Theatres	Corner Bakery Cafe	On the Border
Bahama Breeze	Foot Locker	Mexican Grill and
Barnes & Noble	The Home Depot	Cantina
Bass Pro Shops	Lowe’s	Red Lobster
Bed Bath & Beyond	Macaroni Grill	Rockfish Fish Grill
Blockbuster	Maggiano’s Little	Safeway Stores
Chili’s Bar & Grill	Italy	Sears
Circuit City	Marriott	Smokey Bones
	Old Navy	Barbeque and Grill
	Olive Garden	Starbucks Coffee
		The Sharper Image

Timeline

Week of Nov. 20

Each area marketing manager will receive 110 publicity packets from Headquarters. The packet contains three tent cards — one each for CardStore, Premium Postcards, and Mailing Online. A schematic of a suggested promotion set-up also will be included.

Beginning Nov. 26

Public Affairs and Communications distributes media advisory.

Dec. 4–9 (Tuesday through Saturday)

Demonstrations offered in Post Office retail lobbies.

Dec. 4 (national release), day of local events

Press release distributed.

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GROWTH AWARD SUBMISSION FORM

Area/District _____

Name _____

Title _____ EAS- _____

Work Address _____

City, State, ZIP Code _____

Phone _____ Fax _____

E-Mail Address _____

Customer Relations Coordinator (Growth Partnership) _____

I submit the following description and attached documentation for points toward the Chief Marketing Officer's annual Growth Award in the following category:

REVENUE GENERATION

MARKETING INITIATIVES

MARKETING OUTREACH

_____ (signature)

**Submit to: Marketing Outreach Coordinator
Marketing Strategy and Support
P.O. Box 23079
Washington, DC 20026-3079**

**POSTAL NEWS**

FOR IMMEDIATE RELEASE
Nov. 28, 2006

Contact: Media Relations
202-268-2155
Release No. 06-XXX
www.usps.com

Media Advisory

Demonstrations on Building Holiday Cards Online

- WHO:** Anyone wishing to avoid “Bah, humbug” and save some time on finding, writing, addressing and mailing holiday cards
- WHEN:** [Insert Day, Time]
- WHERE:** [Insert Name of Facility]
[Insert Street Address]
[Insert City, State, ZIP]
- WHAT:** Free demonstrations of time-saving online services from the U.S. Postal Service®. Postal Service™ employees will be available to answer questions and provide cyber tours of CardStore, an online product that allows customers to create, address and mail holiday cards.
- STORY LINES:** *Business:* Online greeting and gift cards are a \$60 billion industry. While other companies can provide cards, no other company or corporation also provides the postage.
Consumer: One more time-saving idea for harried consumers interested in spending more holiday time with friends and family.
Log on and Step Inside a Post Office: The Internet is always open, and so is the U.S. Postal Service. Postal Service employees will be on-hand to demonstrate USPS’ online suite of services. Reporters will be able to build their own holiday cards and arrange for free package pickup — without leaving the Post Office.
- B-ROLL:** Post Office lobbies decorated for the holidays
Screen shots of USPS.com/online products
Consumers and Postal Service employees using/demonstrating online services
- AUDIO:** Demonstrations can be recorded
Nat sound of crowds, retail clerks

Since 1775, the Postal Service and its predecessor, the Post Office Department, have connected friends, families, neighbors and businesses by mail. It is an independent federal agency that visits 142 million homes and businesses every day, 6 days a week, and is the only service provider delivering to every address in the nation. The Postal Service receives no taxpayer dollars for routine operations, but derives its operating revenues solely from the sale of postage, products and services. With annual revenues of more than \$69 billion, it is the world’s leading provider of mailing and delivery services, offering some of the most affordable postage rates in the world. The Postal Service delivers more than 46 percent of the world’s mail volume — some 206 billion letters, advertisements, periodicals and packages a year — and serves 7 1/2 million customers each day at its 37,000 retail locations nationwide. Its Web site, USPS.com, attracts more than 21 million visitors each month.

###

Domestic Mail

DMM REVISION

New Mailing Standards for Division 6.2 Infectious Substances

Effective November 1, 2006, we are revising the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) to change the mailing standards and packaging requirements for Division 6.2 infectious substances. The new standards are based on World Health Organization, Department of Transportation, and International Civil Aviation Organization regulations, and prohibit Category A infectious substances in the mail. Category A includes infectious substances transported in a form capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy people or animals if exposure occurs.

Our new standards:

- Change the classification system from the current four-tiered risk group classification system to a two-tiered system. Infectious substances are now classified as “Category A” and “Category B,” depending on the type of substance. Category A substances are nonmailable.
- Replace the shipping name “Diagnostic Specimen” with “Biological substance, Category B.”
- Adopt new packaging requirements for Category B infectious substances.

These changes will help ensure safety in handling and transporting mailable infectious substances, and will also facilitate domestic and international transportation by aligning our mailing standards with the current international standards for the transport of hazardous materials.

In addition to these changes, we updated Tag 44, *Sack Contents Warning*, for use on sacks and tubs containing Category B infectious substances. Revised Tag 44 is dated September 2006 and displays the proper shipping name “Biological substance, Category B” and identification number UN 3373. Tag 44 must be attached to a sack or tub that contains multiple mailpieces.

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

	*	*	*	*	*
600	Basic Standards for All Mailing Services				
601	Mailability				
	*	*	*	*	*

10.0	Hazardous Materials				
	*	*	*	*	*
10.17	Infectious Substances (Hazard Class 6, Division 6.2)				

10.17.1 General

[Revise the first and last sentences in 10.17.1 as follows:]
 Division 6.2 materials include infectious substances, biological products, regulated medical waste, sharps medical waste, used health care products, and forensic materials. ***Unless otherwise noted, all mailable Division 6.2 materials must meet the mail preparation requirements for air transportation.

10.17.2 Definitions

*	*	*	*	*
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[Revise item a as follows:]

- a. *Infectious substance* means a material known or reasonably expected to contain a pathogen. A pathogen is a microorganism that can cause disease in humans or animals. Examples of pathogens include bacteria, viruses, fungi, and other infectious agents. An infectious substance must be assigned to one of the following two categories:
 1. *Category A*: An infectious substance transported in a form capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals when exposure occurs. Category A infectious substances are not mailable. A Category A infectious substance is assigned the identification number UN 2814 or UN 2900, based on the known medical history or symptoms of the source patient or animal, endemic local conditions, or professional judgment concerning the individual circumstances of the source human or animal.
 2. *Category B*: An infectious substance that does not meet the criteria for inclusion in Category A. A mailpiece known or suspected to contain a Category B infectious substance must bear the proper shipping name “Biological substance, Category B” on the address side of the mailpiece and must be assigned to and marked with identification number

UN 3373 or, for regulated medical waste and sharps medical waste, identification number UN 3291.

[Revise item b as follows:]

- b. *Biological product* means a virus, therapeutic serum, toxin, antitoxin, vaccine, blood, blood component or derivative, allergenic product, or analogous product or arsphenamine or derivative of arsphenamine (or any other trivalent arsenic compound) intended to prevent, treat, or cure a disease or condition of humans or animals. A biological product includes a material subject to regulation under 42 U.S.C. 262 or 21 U.S.C. 151-159. Unless otherwise excepted, mark these mailpieces with identification number UN 3373 when they contain a biological product known or reasonably expected to contain a pathogen that meets the definition of a Category B infectious substance.

[Revise item c as follows:]

- c. *Cultures* are infectious substances that result from a process by which pathogens are intentionally propagated. This definition does not include a human or animal patient specimen as defined in 10.17.2e.

[Revise item d as follows:]

- d. *Exempt human or animal specimen* means a human or animal sample (including, but not limited to, secreta, excreta, blood and its components, tissue and tissue fluids, and body parts) transported for routine testing not related to the diagnosis of an infectious disease. Typically, exempt human specimens are specimens for which there is a low probability that the sample is infectious, such as specimens for drug or alcohol testing; cholesterol testing; blood glucose level testing; prostate-specific antigens (PSA) testing; testing to monitor heart, kidney, or liver function; pregnancy testing; and testing for diagnosis of noninfectious diseases such as cancer biopsies. Exempt human or animal specimens are not subject to regulations as hazardous materials but must be packaged according to 10.17.10.

[Revise item e as follows:]

- e. *Patient specimen* means material that is collected directly from humans or animals and transported for purposes such as diagnosis and research. Patient specimens include excreta, secreta, blood and its components, tissue and tissue swabs, body parts, and specimens in transport media (such as transwabs, culture media, and blood culture bottles).

[Revise item f as follows:]

- f. *Regulated medical waste*, for USPS purposes, means a soft waste material (other than a sharp) derived from the medical treatment, diagnosis,

immunization, or biomedical research of a human or animal. Soft medical waste includes items such as used rubber gloves, swabs, gauze, tongue depressors, and other similar material. Mark these mailpieces with identification number UN 3291.

[Delete Exhibit 10.17.2f, Risk Group Criteria. Revise item g as follows:]

- g. *Sharps medical waste*, for USPS purposes, means a medical waste object that is capable of cutting or penetrating skin or packaging material and that is contaminated with a pathogen or may become contaminated with a pathogen derived from the medical treatment, diagnosis, immunization, or biomedical research of a human or animal. Sharps include used medical waste such as needles, syringes, scalpels, broken glass, culture slides, culture dishes, broken capillary tubes, broken rigid plastic, and exposed ends of dental wires. Mark these mailpieces with identification number UN 3291.

[Revise the last part of item h as follows:]

- h.) ***UN 2814, UN 2900, or UN 3373, as appropriate. A toxin known or suspected to contain a Category A infectious substance is not mailable. A toxin known or suspected to contain a Category B infectious substance must be marked UN 3373 and packaged under 10.17.5. Toxins from plant, animal, or bacterial sources that do not contain an infectious substance, and are not contained in an infectious substance, may be considered for classification as Division 6.1 toxic substances under 10.16.

[Delete the last sentence in item i. Revise the last part of the new last sentence as follows:]

- i.) ***to remove or mitigate the infectious hazard prior to transport.

10.17.3 Nonregulated Materials

[Revise 10.17.3 as follows:]

The following materials are not subject to regulation as Division 6.2 hazardous materials and are mailable when the packaging requirements in 10.17.9 are met:

- a. A biological product, including an experimental or investigational product or component of a product, subject to federal approval, permit, review, or licensing requirements, such as those required by the Food and Drug Administration of the U.S. Department of Health and Human Services or the U.S. Department of Agriculture. A biological product known or suspected to contain a Category B infectious substance must be marked UN 3373 and packaged under 10.17.5. A biological product known or suspected to

- contain a Category A infectious substance is not mailable.
- b. Blood collected for the purpose of blood transfusion or the preparation of blood products; blood products; plasma; plasma derivatives; blood components; tissues or organs intended for use in transplant operations; and human cell, tissues, and cellular and tissue-based products regulated under the Public Health Service Act (42 U.S.C. 264-272) or the Food, Drug, and Cosmetic Act (21 U.S.C. 332 et seq.).
- c. Blood, blood plasma, and blood components collected for the purpose of blood transfusion or the preparation of blood products and sent for testing as part of the collection process, except where the person collecting the blood has reason to believe it contains a Category B infectious substance, in which case the test sample must be shipped as a Category B infectious substance. Materials known or

- suspected to contain a Category A infectious substance are not mailable.
 - d. Dried blood spots, collected by applying a drop of blood to absorbent material, or dried specimens for fecal occult blood detection. (These materials are not classified as exempt human or animal specimens.)
 - e. Forensic material containing a biological material, such as tissue, body fluid, excreta, or secretions, not expected to contain a Category A or Category B infectious substance and transported on behalf of a U.S. government agency or a state, local, or Indian tribal government agency. A forensic material known or suspected to contain a Category B infectious substance must be shipped as a Category B infectious substance. A forensic material known or suspected to contain a Category A infectious substance is not mailable.
- * * * * *

[Revise Exhibit 10.17.4 as follows:]

Exhibit 10.17.4 Packaging Standards for Division 6.2 Infectious Substances

Material Being Mailed	Packaging Standards		
	Nonregulated	Category A	Category B
Blood for Transfusion	10.17.9	nm	10.17.5
Biological Product	10.17.9	nm	10.17.5
Culture or Stock	10.17.9	nm	10.17.5
Patient Specimen	n/a	nm	10.17.5
Exempt Human or Animal Specimen	10.17.10	n/a	n/a
Forensic Material	10.17.9	nm	10.17.5
Regulated Medical Waste	10.17.6	nm	10.17.6
Sharps Waste	10.17.6	nm	10.17.6
Toxin *	10.16.4	nm	10.17.5
Treated Medical Waste	10.17.9	n/a	n/a
Used Health Care Product	10.17.7	nm	10.17.7

nm = Not mailable. n/a = Not applicable.

* *Toxin* means a Division 6.1 material from a plant, animal, or bacterial source. A toxin containing an infectious substance or a toxin contained in an infectious substance must be classified as Division 6.2; described as an infectious substance; and assigned to UN 2814, UN 2900, or UN 3373, as appropriate. A Division 6.1 toxin that can qualify as an ORM-D material is permitted when packaged under 10.16.3 or 10.16.4.

[Revise title and text of 10.17.5 as follows:]

10.17.5 Packaging Category B Infectious Substances

A material that is classified as a Category B infectious substance and that meets the definition in 10.17.2a2 must be triple-packaged, meeting the packaging requirements in 49 CFR 173.199, and sent as First-Class Mail, Priority Mail, or Express Mail. Each primary receptacle containing a liquid must be leakproof and surrounded by absorbent material sufficient to protect the primary receptacle and absorb the total amount of liquid should the primary receptacle leak or break. Each primary receptacle containing a solid must be siftproof. Secondary containers for liquids must be leak-

proof. Secondary containers for solids must be siftproof. The primary and secondary packaging must be enclosed in a rigid outer shipping container. A single primary receptacle must not contain more than 1 liter (34 ounces) of a liquid specimen or 4 kg (8.8 pounds) of a solid specimen. Two or more primary receptacles whose combined volume does not exceed 4 liters (1 gallon) for liquids or 4 kg (8.8 pounds) for solids may be enclosed in a single secondary container. In addition:

- a. The secondary container must be marked with the international biohazard symbol shown in Exhibit 10.17.6c2.

- b. The primary receptacle or secondary packaging must be capable of withstanding, without leakage, an internal pressure producing a pressure differential of not less than 95 kPa (0.95 bar, 14 psi) in the range of -40° C to 55° C (-40° F to 130° F).
- c. All mailpieces sent under 10.17.5 must be marked on the address side with the shipping name "Biological substance, Category B" and "UN 3373" as outlined in 49 CFR 173.199 (a)(5). Regulated medical waste and sharps medical waste as defined in 10.17.2f and 10.17.2g must be marked UN 3291. See 10.17.6.
- d. Orientation arrows are not required on these mailpieces but may be used.
- e. The outer packaging must show the name and telephone number of a person who is knowledgeable about the material shipped and has comprehensive emergency response and incident mitigation information, or of someone who has immediate access to the person with such knowledge and information.

[Delete 10.17.6. Renumber current 10.17.7 through 10.17.10 as new 10.17.6 through 10.17.9.]

10.17.6 Sharps Waste and Other Mailable Regulated Medical Waste

[Revise the introductory text in renumbered 10.17.6 as follows:]

Regulated medical waste and sharps medical waste known or suspected to contain a Category A infectious substance are not mailable. Regulated medical waste and sharps medical waste as defined in 10.17.2f and 10.17.2g, and containing materials classified as Category B infectious substances, must be marked UN 3291 and are permitted for mailing only using merchandise return service (see 507.10.0) with First-Class Mail or Priority Mail service, subject to the following requirements:

* * * * *

[Revise item b as follows:]

- b. *Packaging.* Regulated medical waste and sharps medical waste that also meets the definition of a Category A infectious substance are not mailable. A medical waste material treated by steam sterilization, chemical disinfections, or other appropriate method so that it no longer contains a Category A or Category B infectious substance must be packaged under 10.17.9. The packaging for regulated medical waste and sharps medical waste containing or suspected of containing a Category B infectious substance is subject to these standards:

* * * * *

10.17.7 Packaging Used Health Care Products

[Revise the introductory text in renumbered 10.17.7 as follows:]

A used health care product known or reasonably suspected to contain a Category A material is not mailable. A used health care product not suspected to contain an infectious material, or that is known or suspected to contain a Category B infectious substance, and is being returned to the manufacturer or manufacturer's designee is mailable as First-Class Mail, Priority Mail, or Express Mail subject to the following packaging requirements:

* * * * *

[Revise title and introductory text in renumbered 10.17.8 as follows:]

10.17.8 Packaging Forensic Material

Forensic material containing a biological material, such as tissue, body fluid, excreta, or secreta, and sent on behalf of a U.S. government agency or a state, local, or Indian tribal government agency must be packaged under 10.17.9 when it is not known or suspected to contain a Category A or Category B infectious substance. Forensic material known or suspected to contain a Category A infectious substance is not mailable. Forensic material known or suspected to contain a Category B infectious substance as identified in 10.17.5 is mailable as First-Class Mail, Priority Mail, or Express Mail when triple-packaged in a primary receptacle, secondary container, and a rigid outer shipping container as follows:

* * * * *

[Revise title and text in renumbered 10.17.9 as follows:]

10.17.9 Packaging Nonregulated Materials

Nonregulated materials as defined in 10.17.3 are not subject to regulation as hazardous materials but must be properly packaged when presented for mailing. Regulated medical waste, sharps medical waste, and used health care products must be packaged and mailed under 10.17.6 and 10.17.7. Exempt human and animal specimens must be packaged under 10.17.10. Nonregulated materials are mailable as First-Class Mail, Priority Mail, Express Mail, or Package Services mail. Such materials must be held within a securely sealed primary receptacle. The primary receptacle must be surrounded by sufficient absorbent material (for liquids) and cushioning material to protect the primary receptacle from breakage. The absorbent material must be capable of taking up the entire liquid contents of the primary receptacle in case of leakage. Either the primary receptacle or the inner packaging must be marked with the international biohazard symbol shown in Exhibit 10.17.6c2. The pri-

mary receptacle and the absorbent and cushioning material must be snugly enclosed in a rigid outer shipping container that is securely sealed. A shipping paper and a content marking on the outer shipping container are not required. Nonregulated material specimens and biological products are subject to the following packaging standards:

a. *Liquid Patient Specimens and Biological Products.*

Mailers must package a liquid nonregulated patient specimen, a forensic specimen, or a biological product (such as polio vaccine) as follows:

1. *Not exceeding 50 ml.* A patient specimen or biological product consisting of 50 ml or less per mailpiece must be packaged in a securely sealed primary receptacle. Two or more primary receptacles whose combined volume does not exceed 50 ml may be enclosed within a single mailpiece. Sufficient absorbent material and cushioning material to withstand shock and pressure changes must surround the primary receptacle(s), or be otherwise configured to take up the entire liquid contents in case of leakage. The primary receptacle(s) and the absorbent cushioning must be enclosed in a secondary container with a leakproof barrier that can prevent failure of the secondary container if the primary receptacle(s) should leak during transport. The secondary container must be securely sealed, and it may serve as the outer shipping container if it has sufficient strength to withstand ordinary postal processing. The secondary container must be marked with the international biohazard symbol shown in Exhibit 10.17.6c2, except when the secondary container also serves as the outer shipping container. In that case, the biohazard symbol must appear on the inner packaging or on the primary container. A shipping paper and a content marking on the outer shipping container are not required.
2. *Exceeding 50 ml.* A liquid patient specimen, forensic material, or biological product that exceeds 50 ml must be packaged in a securely sealed primary receptacle. A single primary receptacle must not contain more than 500 ml of specimen. Two or more primary receptacles whose combined volume does not exceed 500 ml may be enclosed in a single secondary container. Sufficient absorbent material and cushioning material to withstand shock and pressure changes must surround the primary receptacle(s), or be otherwise configured to take up the entire liquid contents in case of leakage. The primary receptacle(s) and the absorbent cushioning must be enclosed in a secondary container with a leakproof barrier that can prevent failure of the secondary container if the primary

receptacle(s) should leak during transport. The secondary container cannot serve as the outer shipping container. The secondary container must be marked with the international biohazard symbol shown in Exhibit 10.17.6c2. The secondary container must be securely and snugly enclosed in a fiberboard box or container of equivalent strength that serves as the outer shipping container. A shipping paper and a content marking on the outer shipping container are not required.

- b. *Solid (or Dry) Specimen.* A solid or dry specimen, such as a saliva swab, blood spot, fecal smear, culture or stock, or forensic material, must be completely dried before packaging in a mailing container or envelope. Cushioning material to withstand shock and pressure changes is required only if the dry specimen is placed in a breakable primary receptacle. When required, the cushioning material must surround the primary receptacle. The primary receptacle (and cushioning material, if required) must be enclosed in a secondary container with a siftproof barrier that can prevent failure of the secondary container if the primary receptacle breaks during shipment. The secondary container must be securely sealed, and it may serve as the outer shipping container if it has sufficient strength to withstand ordinary postal processing. The secondary container must be marked with the international biohazard symbol shown in Exhibit 10.17.6c2, except when the secondary container also serves as the outer shipping container. In that case, the biohazard symbol must appear either on the inner packaging or on the primary container receptacle. A shipping paper and a content marking on the outer shipping container are not required.

[Add new 10.17.10 as follows:]

10.17.10 Packaging Exempt Human or Animal Specimens

Exempt human or animal specimens as defined in 10.17.2d are not subject to regulation as hazardous materials but when presented for mailing must be triple-packaged in leakproof (for liquids) or siftproof (for solids) primary receptacles. Sufficient cushioning and absorbent materials must surround each primary receptacle containing liquid. Secondary containers for liquids must be leakproof. Secondary containers for solids must be siftproof. The primary and secondary packaging must be enclosed in a rigid outer shipping container. A single primary receptacle must not contain more than 500 ml of a liquid specimen or 500 grams of a solid specimen. Two or more primary receptacles whose combined volume does not exceed 500 ml (for liquids) or 500 grams (for solids) may be en-

closed in a single secondary container. The secondary container cannot serve as the outer shipping container. The secondary container must be marked with the international biohazard symbol shown in Exhibit 10.17.6c2. The secondary container must be securely and snugly enclosed in a fiberboard box or container of equivalent strength that serves as the outer shipping container. A shipping paper is not required. The outer shipping container must be marked on the address side with the words "Exempt human specimen" or "Exempt animal specimen," as appropriate. In addition, at least one surface of the outer packaging must have a minimum dimension of 3.9 inches x 3.9 inches (100

mm x 100 mm). Exempt human and animal specimens are mailable as First-Class Mail, Priority Mail, Express Mail, or Package Services mail.

* * * * *

We will incorporate this revision into the November 9, 2006, update of the online DMM available on Postal Explorer® at <http://pe.usps.com> and into the next printed edition of the DMM.

— Mailing Standards,
Pricing and Classification, 11-9-06

DMM REVISION

New Packaging Option for Liquids in Glass Containers

Effective November 9, 2006, we are revising the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) to allow mailers of nonhazardous liquids in breakable containers to use packaging certified by the International Safe Transit Association (ISTA). The revised standards will provide mailers with more packaging choices while ensuring that nonhazardous liquids in breakable containers are mailed safely.

Under the current standards, mailers must triple-package breakable containers (such as glass containers) that contain nonhazardous liquids. Under the revised standards, mailers may continue to triple-package such material according to existing instructions, or they may use packaging certified by the ISTA as able to withstand transportation through a parcel delivery system. Our engineers tested packages certified as having passed ISTA Test Procedure 3A and found that those packages can be transported through the mailstream without leakage.

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

* * * * *

600 Basic Standards for All Mailing Services

601 Mailability

* * * * *

2.0 Packaging

* * * * *

2.3 Liquids

* * * * *

[Add new item d as follows:]

- d. As an alternative to 2.3c above, mailers may use containers certified by the International Safe Transit Association (ISTA) that passed ISTA's Test Procedure 3A. Mailers must provide their ISTA 3A Package-Product Certification Notice at the time of mailing as verification that the mailpieces they are submitting passed the required performance test.

* * * * *

We will incorporate this revision into the November 9, 2006, update of the online DMM available on Postal Explorer® at <http://pe.usps.com> and into the next printed edition of the DMM.

— Mailing Standards,
Pricing and Classification, 11-9-06

DMM REVISION

Finished Corners for Letter-Size Mailpieces Made of Cardstock

Effective November 9, 2006, we are revising the *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* to authorize “finished” corners for letter-size, card-type mailpieces made of cardstock.

Current standards require that letter-size pieces (including cards claimed at card rates) must be rectangular, with four square corners and parallel opposite sides. We are revising these standards to authorize finished corners that do not exceed a radius of 0.125 inch (1/8 inch) for letter-size, card-type pieces made of cardstock.

As information, this 1/8-inch radius is the industry standard used today on items such as credit cards, hotel keys, and identification devices.

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

* * * * *

100 Retail Letters, Cards, Flats, and Parcels

101 Physical Standards

1.0 Physical Standards for Letters

1.1 Dimensional Standards for Letters

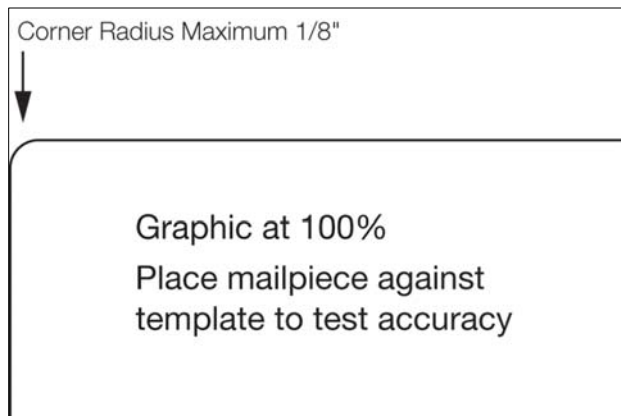
* * * * *

[Add the following sentence at the end of item c:]

- c. ***Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch).

[Insert new Exhibit 1.1c to depict a 1/8-inch radius corner as follows:]

Exhibit 1.1c Maximum Corner Radius for Letter-Size, Card-Type Mailpieces



* * * * *

200 Discount Mail Letters and Cards

201 Physical Standards

1.0 Physical Standards for Machinable Letters and Cards

1.1 Physical Standards for Machinable Letters

1.1.1 Dimensional Standards for Letters

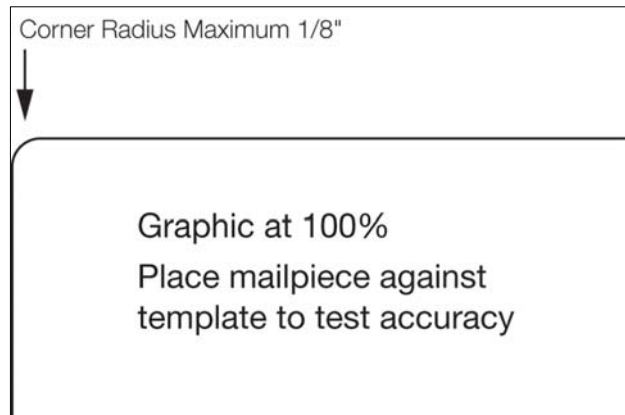
* * * * *

[Add the following sentence at the end of item c:]

- c. ***Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch).

[Insert new Exhibit 1.1.1c to depict a 1/8-inch radius corner as follows:]

Exhibit 1.1.1c Maximum Corner Radius for Letter-Size, Card-Type Mailpieces



* * * * *

1.2 Physical Standards for Cards Claimed At Card Rates

1.2.1 Dimensional Standards for Cards

* * * * *

[Add the following sentence at the end of item c:]

- c. ***Card-size pieces meeting the standards in 1.2.1 may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch).

* * * * *

600 Basic Standards for All Mailing Services

601 Mailability

1.0 General Standards

* * * * *

1.2 Minimum Dimensions

* * * * *

[Add the following sentence at the end of item b2:]

- 2. ***Letter-size, card-type mailpieces made of card-stock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch).

* * * * *

We will incorporate these revisions into the November 9, 2006, update of the online DMM available on Postal Explorer® at <http://pe.usps.com> and into the next printed edition of the DMM.

— *Mailing Standards, Pricing and Classification, 11-9-06*

POM REVISION

Updated References

Effective immediately, the *Postal Operations Manual* is revised to reflect revised references to the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®).

Postal Operations Manual (POM)

1 Retail Management

* * * * *

14 Other Retail Services Management

* * * * *

146 Indemnity Claims

146.1 General Instructions For Filing Claims

146.11 How to File

146.111 Customer Action

* * * * *

[Revise the first sentence of item c to read as follows:]

- c. *Time Limits.* Claims for complete loss must be filed within the time frames prescribed in DMM 609.14 and POM Exhibit 146.11.***

[Revise item d to read as follows:]

- d. *PS Form 1000.* The customer must complete the applicable spaces on PS Form 1000, *Domestic Claim or Registered Mail Inquiry*, for all domestic indemnity claims.

* * * * *

146.12 Processing Claims at the Post Office

146.121 Loss of Numbered Insured Mail, Registered Mail With Postal Service Insurance, COD, or Express Mail Items

* * * * *

[Revise item b to read as follows:]

- b. Mail PS Form 1000 and supporting documentation, evidence of insurance and evidence of value (as defined in DMM 609.3.1) to the St. Louis Accounting Service Center at the following address:

* * * * *

146.124 Damage Claim Filed by Address

[Revise the first sentence of 146.124 to read as follows:]

If the addressee files a damage claim, Section A of PS Form 1000 must be completed to show that the damaged article and mailing container, including any wrapping, packaging, and any other contents they received, were presented for inspection when the claim was filed.***

* * * * *

146.13 Inquiries and Duplicate Claims

146.131 Time Limits

[Revise the first sentence of 146.131 to read as follows:]

Customers file duplicate claims within the time limits shown in DMM 609.1.7.***

* * * * *

8 Special Services

81 Special Mail Services
* * * *

812 Registered Mail

812.1 Fees and Liability
[Revise 812.1 to read as follows:]
See DMM 503.2.1 and 503.2.3.1.

812.2 Sender's Declaration
* * * *

812.26 Mail Registered Without Prepayment
* * * *

812.264 Indemnity
[Revise the second sentence of 812.264 to read as follows:]
If a government department or agency wants indemnity coverage, both the postage and proper registry fee (see DMM 503.2.3.7) must be paid in full by stamps or meter stamps.
* * * *

812.5 Inquiries on Uninsured Articles

812.51 Who May File
[Revise the first two sentences of 812.51 to read as follows:]
When customers purchase Registered Mail service, they have the option of purchasing postal insurance. If postal insurance is purchased, the procedures for claims in DMM 609 must be followed. The procedures in DMM 503.2.6 apply only to uninsured Registered Mail.***
* * * *

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

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

— *Value Added and Special Services, Product Development, 11-9-06*

POM REVISION

Mail Recovery Operations

Effective immediately, the *Postal Operations Manual* (POM) 692.3 is revised to reflect the change to include the Office of Inspector General in investigative matters.

Postal Operations Manual (POM)
* * * *

6 Delivery Services
* * * *

69 Dead Mail
* * * *

692 Mail Recovery Centers
* * * *

692.3 Postal Inspection Use
[Revise 692.3 to read as follows:]
Except for the contents of mail that is sealed against inspection, only withdraw items from the mail recovery centers (MRCs) that are for official use by Postal Inspectors and special agents of the Office of Inspector General. The Postal Inspectors and agents must provide memorandum receipts for the articles withdrawn. Keep these receipts on file in the MRC and return them when the goods are returned for disposal as dead mail.
* * * *

— *Corporate Customer Contact, Consumer Advocate, 11-9-06*

PUBLICATION 431 REVISION

Changes to Post Office Box Fee Groups

Effective November 9, 2006, Publication 431, *Post Office Box Fee Groups*, is revised with the changes noted below.

Publication 431, Post Office Box Fee Groups

* * * * *

[Add the following entries:]

ZIP Code	Fee Group
88565	7
92331	4
92337	4

[Remove the entry for the following ZIP Code TM.:]

ZIP Code
33159

* * * * *

We will incorporate these revisions into the online version of Publication 431, which is available on the Postal Service™ PolicyNet Web site:

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

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

— *Value Added and Special Services,
Product Development, 11-9-06*

NOTICE

Recalled Laptop Computer Batteries

On August 25, 2006, we approved the mailing of recalled laptop batteries by consumers. Since that time several companies have announced recalls, and we granted similar approvals. Please note the following information.

Our current policy allows laptop computer batteries in the mail only when postage and packaging is provided by the manufacturer or the manufacturer’s mailing agent in one of the following ways:

- When a consumer uses the manufacturer’s packaging with a Parcel Return Service label.
- When a consumer uses the manufacturer’s packaging with a Merchandise Return Service label.
- When a manufacturer uses Parcel Post® service.

Mailers may include only one battery in each box, and must mail it in the container provided by the manufacturer (or its agent) using surface transportation. Each box must be clearly marked either “Consumer Commodity ORM-D — Surface Mail Only” or “Surface Mail Only” on the address side.

The batteries may be mailed only where surface transportation is assured. Postage must be prepaid by the manufacturer or its agent.

Postal Service™ employees should accept these batteries for mailing when properly prepared as described above. Please direct any questions to the office of Mailing Standards at 202-268-7261.

— *Mailing Standards,
Pricing and Classification, 11-9-06*

Employees

Fall 2006 Benefits Timeline for Career Employees

2006 Program	Dates	Election Method	Comments
Federal Employees Health Benefits (FEHB)	Opens: 11/13 Closes: 12/12 at 5 P.M. Central Time (CT)	Via <i>PostalEASE</i> (see instructions on the next page).	<ul style="list-style-type: none"> OPM requires information about dependents, so you must enter them if electing a new Self and Family plan. Individual plan brochures are available at www.opm.gov/insure or by calling your health plan. <p>Coming to you in the mail: FEHB guide (plan summary) with <i>PostalEASE</i> FEHB worksheet.</p>
Federal Employees Dental and Vision Insurance Program (FEDVIP)	Opens: 11/13 Closes: 12/11 at 11:59 P.M. Eastern Time	Via OPM BENEFEDS Web site at http://www.benefeds.com or call 877-888-3337 (or TTY 877-889-5680).	<ul style="list-style-type: none"> If you are eligible to participate in FEHB, you are eligible to enroll in FEDVIP, even if you are not enrolled in FEHB. USPS does not contribute. You pay full cost of premiums on a pre-tax basis. You may enroll in a dental plan, a vision plan, or both. You may enroll in a plan for Self Only, Self Plus One, or Self and Family coverage. Rules for the eligibility of family members in FEDVIP are the same as those for their eligibility in FEHB. <p>Coming to you in the mail: FEDVIP guide.</p>
Flexible Spending Accounts (FSAs)	Opens: 11/13 Closes: 12/31 at 5 P.M. CT	Via <i>PostalEASE</i> (see instructions on the next page).	<ul style="list-style-type: none"> Health Care FSA maximum is \$5,000. Dependent Care (day care) FSA maximum is \$5,000. Over-the-counter medicines and drugs are eligible. <p>Coming to you in the mail: Post cards, leaflet, and brochure.</p>
Annual Leave Exchange	Opens: 11/15 Closes: 12/15 at 11:59 P.M. CT	Via <i>PostalEASE</i> (see instructions on the next page).	<ul style="list-style-type: none"> Career nonbargaining unit employees from Rate Schedule Codes (RSCs) E, F, S, and U may exchange from 8 to 128 hours in whole-hour increments, if their annual leave balance is at least 160 hours as of close of business on January 5, 2007. Bargaining unit employees from RSCs C, K, M, N, P, T, and Y may exchange from 8 to 40 hours in whole-hour increments, if their annual leave balance is at least 440 hours and if they have used less than 75 hours of sick leave for the leave year as of close of business on January 5, 2007. The lump sum is calculated on salary as of January 6, 2007. It is included in the January 26, 2007, paycheck and taxable in 2007. <p>Coming to you in the mail: Letter about annual leave exchange.</p>
Allotments/ Net-to-Bank	Anytime	Via <i>PostalEASE</i> (see instructions on the next page).	<ul style="list-style-type: none"> You must provide your financial institution's routing number and your account number.
Thrift Savings Plan (TSP) Regular Contributions	Anytime	Begin or change your TSP paycheck contribution dollar or percentage amount via <i>PostalEASE</i> (see instructions on the next page).	<ul style="list-style-type: none"> The IRS maximum for 2007 is \$15,500. FERS employees who want to maximize contributions while avoiding the loss of USPS matching contributions should make a whole dollar contribution of \$597 per pay period (\$15,500/26 pay periods). <p>Coming to you in the mail: TSP enrollment information letter and <i>PostalEASE</i> worksheet.</p>

2006 Program	Dates	Election Method	Comments
TSP 50+ Catch-Up Contributions	Anytime	Via <i>PostalEASE</i> (see instructions below).	<ul style="list-style-type: none"> ■ You may contribute up to an additional \$5,000, if you are age 50 or older during 2007. ■ Catch-up contribution elections for 2007 will be accepted beginning at 12:01 P.M. CT on December 21, 2006. You must certify that regular TSP contributions will reach the IRS maximum. <p>Coming to you in the mail: TSP enrollment information catch-up letter and <i>PostalEASE</i> TSP catch-up worksheet.</p>
TSP Investment Choices	Anytime	Choose your investment fund or make an interfund transfer of an existing balance by: <ul style="list-style-type: none"> ■ Accessing the TSP Web site at www.tsp.gov. ■ Calling ThriftLine toll-free at 877-968-3778 (or TDD toll-free at 877-847-4385). ■ Mailing Form TSP-50 (available from HRSSC) to TSP. 	<ul style="list-style-type: none"> ■ You must use your TSP PIN (<i>not</i> your USPS PIN). ■ You may request a new TSP PIN via www.tsp.gov or ThriftLine. ■ TSP issues quarterly participant statements.

Using *PostalEASE*

It is easier to use the *PostalEASE* Employee Web than to use the telephone to make open season elections.

By Employee Web, access the system in any of these ways:

- On the Internet at <https://liteblue.usps.gov>. Under "Employee Self Service," select *PostalEASE*.
- At an employee self-service kiosk.
- On the Intranet at <http://blue.usps.gov>. Under "Employee Resources," select *Employee Self Service* and then *PostalEASE*.

By telephone, call the Employee Service Line at 877-4PS-EASE (877-477-3273, option 1 for *PostalEASE*).

Finding Your USPS ID and PIN

You must use:

- Your Employee ID — all eight digits, even if the first one is 0 — printed at the top of your earnings statement.
- Your USPS PIN. If you have forgotten your PIN, request a letter:
 - On the Employee Web on the Intranet at <http://blue.usps.gov>.
 - At an employee self-service kiosk (follow instructions).
 - By telephone (option 1 for *PostalEASE*; when asked to enter PIN, wait; you will then hear an option to request a letter).

Your PIN is usually mailed to your address of record the next business day.

NOTICE

Flexible Spending Accounts 2006 Open Season November 13 – December 31

The 2006 Flexible Spending Accounts (FSAs) Open Season is scheduled for November 13 through December 31, 2006, 5:00 P.M. Central Time (CT). Eligible career employees who elect to participate in the FSA program must enroll via *PostalEASE* during this time. Enrollments made during this FSA Open Season are effective for the 2007 plan year — January 1 through December 31, 2007 — plus a grace period that extends until March 15, 2008. Enrollment ends sooner, of course, 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 Healthcare administers the FSA program for the Postal Service™.

The booklet FSA BK1, *Flexible Spending Accounts* (November 2006), which is being mailed to all employees, provides a good overview of FSAs.

New Features for 2007 FSAs

The FSA for 2007 offers these new features, fully explained in the FSA booklet, that are intended to make FSAs more convenient for participants:

- With the new FSA Consumer Accounts Card, certain purchases of FSA-eligible expenses are now paperless — participants do not file a claim form.
- Participants have a new way to manage FSA accounts — on the Internet, at www.myuhc.com.
- Participants now have the option to have FSA payments made by direct deposit to a bank account.
- A new Limited FSA is intended for the use of employees enrolled in high-deductible health plans in the Federal Employees Health Benefits Program.

Grace Period, New Last Year, Still in Effect

Last year for the first time employees with FSAs — Health Care and/or Dependent Care — were able to use any balance remaining in an FSA at the end of the plan year to cover expenses incurred during the 2 1/2 months following that plan year. For the 2006 plan year, the grace period extends until March 15, 2007. For the 2007 FSA plan year, then, the grace period will extend until March 15, 2008. With the grace period, employees don't have to schedule services or procure items in an end-of-year rush to avoid losing money in the account. Of course, participants have to spend the previous year's balance by

March 15 or forfeit the money under the use-it-or-lose-it rule.

The grace period is available only to FSA participants who are still participating on December 31 of the plan year. Most FSA participants remain participants through December 31, but an employee who retires before (on December 30, for example) is not eligible for the grace period.

The deadline for filing claims has not changed — the FSA Customer Service Center must receive all claims by September 30 of the year after the plan year.

For full details, refer to FSA BK1, *Flexible Spending Accounts* (November 2006).

Using *PostalEASE* to Enroll

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

1. Go to <https://liteblue.usps.gov>.
2. Use an employee self-service kiosk.
3. Go to <http://blue.usps.gov>, click on *Employee Self-Service*, and then click on *PostalEASE*.
4. Call the *PostalEASE* toll-free number at 877-4PS-EASE (877-477-3273).

Publicity

Poster

To publicize FSA Open Season, all offices must post the open season notice provided on page 57 on bulletin boards through December 31, 2006.

Direct Mailings to Employees

Headquarters 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. See details on page 32.

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 with access to Employee Change of Address on the Postal Service Intranet (from the Blue page) or to an employee self-service kiosk should use those entry methods. Other employees should submit an updated PS Form 1216, *Employee's Current Mailing*

Address, to the Human Resources Shared Services Center (HRSSC).

Order PS Form 1216 from the Material Distribution Center (MDC) by using touch tone order entry (TTOE): Call 800-273-1509.

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:

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

Review of Basic FSA Provisions

Eligibility to Participate

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 Service career service during the current appointment by the end of pay period (PP) 26-06 (December 22, 2006). A career employee, who is in a leave without pay status that has lasted for eight consecutive full pay periods as of December 22, 2006, is not eligible to participate in the FSA program, unless he or she is returning from uniformed military service.

Election Opportunities — Health Care FSA and Dependent Care

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 2007 plan year (for most employees this will be January 1, 2007, through March 15, 2008). Annual contributions to the Dependent Care FSA are limited to \$5,000 for a family and \$2,500 for a married employee filing a separate income tax return. FSA BK1, *Flexible Spending Accounts*, describes eligible and ineligible expenses and provides guidelines for estimating 2007 expenses.

Reminder: Health care expenses for dependents must be included in the Health Care FSA contribution amount and not in the Dependent Care FSA.

FSA Contribution Withholding

Contributions for each FSA are withheld in equal amounts through payroll deductions covering 26 pay

periods (PP 01-07 through PP 26-07). The minimum annual contribution employees may make to either FSA is \$130 (\$5 per pay period).

Qualified Life Status Change Enrollment and Elections

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*. In those cases HRSSC specialists determine a participant's eligibility to enroll or to change contribution levels during the plan year and respond to employee inquiries about that eligibility.

FSA Claims

Participants mail or fax Form FSA1, *Flexible Spending Accounts (FSA) Withdrawal Request*, directly to the FSA Customer Service Center in El Paso, Texas, as explained on Form FSA1.

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 FSA 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* (October 2006). 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 2006), a brochure that explains plan policies and provisions.
 - The FSA *PostalEASE* worksheet.
 - FSA1, *Flexible Spending Accounts (FSA) Withdrawal Request* (November 2006), 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, Headquarters Compensation coordinates the distribution of extra supplies of the leaflet and enrollment kit and copies of the worksheet and withdrawal request forms to Human Resources (HR) Local Services 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***

PSIN: FSA LF1
PSN: 7610-04-000-5138
Unit of Measure: EA
Quick Pick Number: N/A
Bulk Pack Quantity: 2,100
Minimum Order Quantity: 1
Price: \$0.00
Edition Date: 10/06

■ ***Flexible Spending Accounts***

PSIN: FSA BK1
PSN: 7530-02-000-9910
Unit of Measure: EA
Quick Pick Number: N/A
Bulk Pack Quantity: 250
Minimum Order Quantity: 1
Price: \$0.00
Edition Date: 11/06

■ ***Flexible Spending Accounts (FSA) Withdrawal Request***

PSIN: FSA1
PSN: 7530-02-000-9911
Unit of Measure: EA
Quick Pick Number: N/A
Bulk Pack Quantity: 2,000
Minimum Order Quantity: 1
Price: \$0.00
Edition Date: 11/06

Further Information

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 do the following:

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

Tax Advice

A section of FSA BK1, *Flexible Spending Accounts*, presents certain tax information related to FSAs. Otherwise participants with tax questions must refer them to their tax advisors or to the IRS toll-free information line at 800-TAX-1040 (800-829-1040).

— *Compensation,
Human Resources, 11-9-06*

Finance

REVISED FORM

PS Form 3533, Application for Refund of Fees, Products, and Withdrawal of Customer Accounts

Effective November 9, 2006, Post Offices™ and postal retail units must begin using the November 2006 version of PS Form 3533, re-titled, *Application for Refund of Fees, Products, and Withdrawal of Customer Accounts*. Previous versions are obsolete and must be disposed of properly. PS Form 3533 (November 2006 version) is designed to be compatible with high-speed scanners used at the Scanning and Imaging Center and still allow users to print each letter of the required information in each block.

What Changed on PS Form 3533?

Part 1 – Application (Customer complete and submit to local Post Office for processing)

Changes to this part are as follows:

1. Added an Attention block for a name other than customer or company name.
2. Extended the blocks for the mailing address.
3. Extended the blocks for Customer Account No. or Postage Meter No.
4. Updated the Privacy Act statement.
5. In the Request Disbursement For section:
 - a. Labeled which disbursements are issued locally.
 - b. Revised the Value Added Services checkbox to include the customer's tax identification number (TIN).

Part 2 – Verification of Disbursements (This area is for Official use only)

Changes to this part are as follows:

1. Added blocks in which to put the telephone number of the Post Office verifying the disbursement.
2. Added blocks in which to print the contact name of the certifying employee and witness.

Part 5 – Disbursements for Refunds (Issued Locally)

We revised all steps in this part to read as follows:

1. Postal Service™ official and witness must verify this claim and enter the approved amount in the "Approved Amount of Disbursement."
2. Certifying Postal Service official and witness are required to print and sign as authorization for payment or withdrawal of trust account.

3. Ensure the proper accounting entries are performed on PS Form 1412.
4. For cash refund issued, obtain payee's signature below. For money order refund issued enter the money order serial number below.
5. Do not submit PS Form 3533 to Scanning and Imaging Center if a refund is issued locally.

Part 6 – Disbursements Processed by the Accounting Service Center (ASC)

We revised all steps in this part to read as follows:

1. Postal Service official and witness must verify this claim and enter the approved amount in the "Approved Amount of Disbursement."
2. Certifying Postal Service official and witness are required to print and sign as authorization for payment or withdrawal of trust account.
3. Ensure the proper accounting entries are performed:
 - a. If this is a refund, use the appropriate account identifier code (AIC) for the refund. (See "Request Disbursement For" section).
 - b. If this is a withdrawal from an advance deposit account, use the appropriate AIC 453 for BRM/Postage Due or AIC 470 for permit.
 - c. Ensure the offset to AIC 280, Disbursement Sent to ASC, is performed either in PS Form 1412 or PostalOne!® system.
 - d. Attach the supporting AIC 280 documentation (PS Form 3544 or 3533-X) to the PS Form 3533.
 - e. Submit PS Form 3533 with attached AIC 280 supporting documentation to the USPS Scanning and Imaging Center.
 - f. Customer will receive the payment from USPS.

How Do I Obtain Copies of PS Form 3533?

Online

PS Form 3533 is available on the Postal Service Intranet:

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

- Browse forms by number, and click on 3000–3999.
- Click on the PDF icon for PS Form 3533.

From the MDC

PS Form 3533 is available from the Material Distribution Center (MDC) by using touch tone order entry (TTOE): Call 800-273-1509.

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 3533:

PSN:	PS3533
PSIN:	7530-01-000-9932
Unit of Measure:	SH
Minimum Order Quantity:	100
Quick Pick Number:	173
Bulk Pack Quantity:	4,000
Price:	\$0.0202

In this Bulletin

This form appears on pages 63 and 64 of this *Postal Bulletin*.

— Revenue and Field Accounting,
Finance, 11-9-06

Don't know your **USPS PIN?**

You'll need it for:

- Health Benefits
- Flexible Spending Accounts
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and for

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PostalEASE

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or call 1-877-477-3273

Ritt Fulin, Lakewood NJ





Christmas Pay Procedures for Rural Carriers

The 2006 Christmas period for rural carriers begins Saturday, December 2, 2006 (Week 2, Pay Period (PP) 25-06), and ends Friday, December 22, 2006 (PP 26-06). 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 28, 2006) 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 25-06 and both weeks of PP 26-06. 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

Name of Assigned Carrier		Days Assigned Carrier Absent					Finance Number		Social Security Number				Des/Act		Route No.		FLSA		Year		PP								
Actual Weekly Hours	Hours	100s	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Daily Overtime	Hours	100s	Training Hours	Hours	100s	COP Hours	Hours	Limited Duty Hours	Hours	100s	Relief Hours	Hours	100s	Second Trip	Route Dev	GT Velt.	Miles Omit	Xmas Assist Work Hours	Hours	100s
2																													
Des/Act		Name of Relief Carrier		Social Security Number		Week 1 Information						Week 2 Information																	
Actual Weekly Hours	Hours	100s	Tr	No EM	EM	Second Trip	Whole Miles Dev +	Omit -	Actual Weekly Hours	Hours	100s	Tr	No EM	EM	Second Trip	Whole Miles Dev +	Omit -												
This certifies that the above carrier rendered service in compliance with postal regulations.				Postmaster's Signature				Date				Carrier's Initials				8127 Time (Min)													
PS Form 1314, February 2006 (Page 1 of 2) (7530-01-014-6844)																	United States Postal Service Regular Rural Carrier Time Certificate												

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.

(Article continued on page 67.)

Fraud Alert

Domestic Orders

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

State, City ZIP Code	Names and Addresses Covered	Product
CA, Beverly Hills 90211-3302	Yellow Page Publishers and Yellow Page Directory Publishers, Inc., 264 S. La Cienega Boulevard, Ste 1049	Direct mail solicitations
CA, Los Angeles 90064-2333	Yellow Page Publishers and Yellow Page Directory Publishers, Inc., 10573 West Pico Blvd, PMB 335	Direct mail solicitations
GA, Atlanta 30305-9847	Yellow Page Publishers and Yellow Page Directory Publishers, Inc., 2870 Peachtree Road, Ste 157	Direct mail solicitations
IL, Chicago 60610-9641	Yellow Page Publishers and Yellow Page Directory Publishers, Inc., 333 West North Avenue, Ste 102	Direct mail solicitations
NY, New York 10103-0001	Yellow Page Publishers and Yellow Page Directory Publishers, Inc., 666 5th Avenue, PMB 332	Direct mail solicitations
CA, Chino Hills 91709-2131	Maciej Noworyta and/or Brenda Chaidezdziaz D/B/A Mayflower Publishing and/or Executive Publications and/or Nancy Rossini and/or Noworyta Co., 15603 Obsidian Court	Work at home envelope stuffing scheme
CA, Chino Hills 91709-2618	Maciej Noworyta and/or Brenda Chaidezdziaz D/B/A Mayflower Publishing and/or Executive Publications and/or Nancy Rossini and/or Noworyta Co., 4195 Chino Hills Parkway, Ste E, PMB 499	Work at home envelope stuffing scheme
CA, Oceanside 92056-4985	Maciej Noworyta and/or Brenda Chaidezdziaz D/B/A Mayflower Publishing and/or Executive Publications and/or Nancy Rossini and/or Noworyta Co., 3529 Cannon Road, Ste 2B238	Work at home envelope stuffing scheme
CA, Santa Monica 90403-5406	Maciej Noworyta and/or Brenda Chaidezdziaz D/B/A Mayflower Publishing and/or Executive Publications and/or Nancy Rossini and/or Noworyta Co., 1223 Wilshire Blvd. #814	Work at home envelope stuffing scheme
CA, Vista 92081-6443	Maciej Noworyta and/or Brenda Chaidezdziaz D/B/A Mayflower Publishing and/or Executive Publications and/or Nancy Rossini and/or Noworyta Co., 1126 La Tortuga Dr	Work at home envelope stuffing scheme
NY, Plattsburgh 12901-2329	Mathieu Lavallee and Excel Media, 334 Cornelia Street, PMB 650	False billing scheme
IA, Huxley 50124-0371	Kevin Reisinger, P.O. Box 371	Charitable donation scheme

— Judicial Officer, 11-9-06

Withholding of Mail Order

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

State, City ZIP Code	Names and Addresses Covered
IN, Clarksville 47131-3403	Any and all of various names other than the surname Cannon and/or Dylan Cain, P.O. box 3403

— Judicial Officer, 11-9-06

Create Memories

WITH MAIL



Holiday Snowflakes .39

Available in October

**Christmas: Chacón
Madonna and Child
with Bird .39**

Available in October

Eid Greetings .39

Available in October

Hanukkah .39

Available in October

Kwanzaa .39

Available in October

**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 semipostal stamp and the First-Class postage value in effect at the time of purchase, is a tax-deductible, charitable contribution. See Retail Associate for details.

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Eagle Symbol Patent

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.

005012	020610	060033	060921	067322	080515	108896	118623	200049	200393	200612	200804	206110
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005772	021201	060058	061012	067393	088661	109371	118638	200072	200402	200627	200816	206123
006109	021444	060068	061060	068082	089097	109672	118639	200075	200403	200631	200818	206135
006190	021722	060120	061129	068341	090084	109925	118856	200102	200405	200632	200819	206137
006304	021740	060144	061156	068355	091517	109944	119083	200103	200407	200638	200832	206138
006331	021741	060149	061158	068602	092352	110713	120210	200104	200409	200640	200838	206141
006362	022345	060150	061182	068895	094437	110747	123063	200111	200411	200641	200841	207003
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007302	026207	060241	061310	069335	096448	113740	127023	200151	200447	200661	200855	207091
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008005	027180	060257	061431	070031	096890	114362	131481	200179	200462	200663	200865	207141
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207963	208627	209254	210642	212965	274132	282429	283125	285014	297077	321236	328882	349790
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Missing, Lost, or Stolen U.S. Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

010 504 1932 to	1999	041 803 6565 to	6599	084 478 3920 to	3999	387 837 6300 to	6399
011 582 1889 to	1899	043 205 5922 to	5999	086 000 8271 to	8299	388 828 0656 to	0699
011 588 2900 to	3099	044 087 3457 to	3499	086 798 3840 to	3849	389 696 2400 to	2799
012 579 5675 to	5699	044 087 4000 to	4099	088 404 4472 to	4499	389 846 3104 to	3135
013 289 6176 to	6199	045 524 4121 to	4298	088 404 5584 to	5699	389 846 3145 to	3195
013 610 0014 to	0099	046 800 9870 to	9899	089 358 2248 to	2257	389 887 9211 to	9230
014 932 1000 to	1099	047 352 4000 to	4099	089 876 7317 to	7399	389 887 9234 to	9299
014 972 0800 to	0899	048 383 7650 to	7659	093 055 2306 to	2315	390 001 3182 to	3199
015 363 0065 to	0099	048 396 3647 to	3699	093 106 9346 to	9355	390 001 3500 to	3699
017 028 3200 to	3299	051 142 0755 to	0799	093 684 3630 to	3699	390 545 5974 to	5999
018 569 5333 to	5399	051 774 8857 to	8899	094 081 5074 to	5099	391 104 6146 to	6199
018 986 5264 to	5299	051 781 2875 to	2885	094 580 7062 to	7099	391 574 1466 to	1499
019 518 2814 to	2899	051 977 7010 to	7023	094 639 4200 to	4299	391 783 3020 to	3599
020 698 5159 to	5199	052 058 7115 to	7199	095 354 6864 to	6899	391 792 6100 to	6199
020 844 7307 to	7399	057 670 0563 to	0599	100 160 3800 to	3899	392 668 2956 to	2999
020 972 8948 to	8999	058 187 3836 to	3899	210 221 0548 to	0599	392 854 8500 to	8899
022 021 9110 to	9181	058 591 1153 to	1299	227 275 9400 to	9999	393 584 7566 to	7699
022 037 1411 to	1499	058 895 3746 to	3799	273 070 8059 to	8099	393 650 0074 to	0099
022 527 9201 to	9210	059 986 0814 to	0899	273 775 7700 to	7899	393 838 8316 to	8499
023 637 7169 to	7199	060 406 7650 to	7699	302 000 0000 to	9999	393 893 6007 to	6099
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024 496 6870 to	6896	063 916 9968 to	9999	350 518 7350 to	7374	394 189 0405 to	0599
025 092 0987 to	0999	064 091 4500 to	4599	360 011 1690 to	1699	394 822 3243 to	3278
025 369 5535 to	5599	065 255 7909 to	7999	360 168 6008 to	6099	394 990 1810 to	1899
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025 729 1643 to	1799	066 099 2014 to	2099	360 324 2326 to	2399	395 373 3035 to	3099
026 492 3180 to	3199	066 648 2880 to	2899	362 861 3064 to	3099	395 396 9649 to	9799
027 361 0430 to	0499	066 787 3639 to	3699	373 006 2176 to	2199	395 970 3240 to	3299
027 369 4482 to	4495	066 845 7500 to	9999	374 768 2600 to	2699	397 622 4054 to	4099
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027 787 9886 to	9899	068 895 0334 to	0399	375 829 3400 to	3499	398 149 7200 to	7699
027 965 9487 to	9499	070 724 4488 to	4499	375 851 9100 to	9199	399 070 0872 to	0899
028 191 1852 to	1999	070 841 9181 to	9199	376 196 0911 to	0999	399 156 7119 to	7199
028 850 3000 to	3199	070 844 2546 to	2599	378 085 3679 to	3699	399 203 5064 to	5099
029 510 1500 to	1599	071 179 9800 to	9899	378 351 1063 to	1099	399 296 9910 to	9999
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034 394 1000 to	1099	077 617 5481 to	5499	381 604 2510 to	2699	401 045 1505 to	1549
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040 674 7100 to	7199	082 721 0228 to	0254	385 774 2024 to	2099	403 280 6470 to	6499
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404 071 4268 to	4299	421 364 5537 to	5599	450 620 3077 to	3099	463 176 4115 to	4199
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410 775 1500 to	1599	430 150 4401 to	4599	454 268 4883 to	4899	469 678 1900 to	1999
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412 193 0900 to	0999	432 708 6800 to	6999	455 364 2147 to	2199	472 191 6700 to	6799
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420 599 0734 to	0798	443 673 7900 to	7999	460 550 1909 to	1999	478 010 4243 to	4268
420 661 4115 to	4199	443 800 9335 to	9399	460 997 5234 to	5299	478 010 4270 to	4291
420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499	478 450 5071 to	5099
420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299	478 469 7838 to	7858
420 969 3973 to	3999	444 457 3854 to	3899	462 274 1072 to	1099	478 469 7883 to	7899
421 116 3565 to	3599	450 048 4173 to	4199	462 277 8373 to	8399	479 280 9800 to	9899
421 130 9300 to	9399	450 048 4442 to	4699	462 554 6051 to	6099	479 365 9116 to	9176
421 313 4500 to	4999	450 560 5173 to	5199	463 011 5529 to	5540	479 412 9900 to	9999

479 667 6190 to	6199	496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699
479 748 9680 to	9699	497 053 8517 to	8699	614 474 3000 to	3099	638 049 4984 to	4999
479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
480 526 2000 to	2099	498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499
480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
480 658 0568 to	0599	498 936 5310 to	5399	615 017 7505 to	7599	638 903 4362 to	4373
480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
481 072 9463 to	9499	499 440 8575 to	8899	617 760 5266 to	5299	639 415 2019 to	2099
481 673 0074 to	0095	499 731 6717 to	6799	617 813 3601 to	3699	639 420 6200 to	6299
482 527 1500 to	1599	500 064 1858 to	1869	618 840 9200 to	9299	639 469 3517 to	3799
482 541 5255 to	5299	500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199
482 729 6800 to	6899	600 645 3223 to	3299	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	620 073 9400 to	9499	640 289 7500 to	7599
483 402 2356 to	2399	601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999
483 486 5100 to	5199	601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499
483 632 1521 to	1599	601 682 5343 to	5399	621 648 8021 to	8199	641 318 3133 to	3199
483 632 2600 to	2799	601 928 1600 to	1699	621 648 8500 to	8599	641 378 6500 to	6999
483 849 1615 to	1699	602 512 2972 to	2999	621 904 8351 to	8599	641 383 8739 to	8799
484 174 4803 to	5299	602 555 2400 to	2799	621 916 1978 to	1989	641 877 3187 to	3299
484 323 8900 to	9199	602 829 7061 to	7099	622 989 8032 to	8099	641 877 3310 to	3399
484 680 5000 to	5038	603 483 9572 to	9599	623 076 9300 to	9399	642 355 8094 to	8199
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
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490 717 7080 to	7099	609 067 5600 to	5699	630 389 3056 to	3071	645 821 0657 to	0699
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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
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492 254 4800 to	4899	609 893 1000 to	1099	633 110 4303 to	4499	647 049 2900 to	2999
492 283 5100 to	5199	610 092 3200 to	3299	633 438 6429 to	6599	647 398 8300 to	8399
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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

649 647 9100 to	9299	671 926 5600 to	5799	693 249 0877 to	1699	740 535 1555 to	1580
649 666 7800 to	8299	672 444 2000 to	2999	693 445 0566 to	0999	740 684 0620 to	0800
650 114 7707 to	7719	672 828 3410 to	3499	693 448 8500 to	8999	740 701 6105 to	6114
650 130 3400 to	3599	673 167 5776 to	5799	693 645 9583 to	9599	740 705 9790 to	9799
650 213 0406 to	0499	675 464 3700 to	3799	693 965 4200 to	4299	740 726 6400 to	6500
650 555 1749 to	1799	675 464 4000 to	4199	695 741 2906 to	2999	740 765 3306 to	3399
650 564 1900 to	1999	676 365 5958 to	5999	695 947 8518 to	8599	740 774 8434 to	8499
650 627 4212 to	4299	676 669 1024 to	1099	696 662 8247 to	8299	740 786 1885 to	1899
650 736 2043 to	2099	677 126 6734 to	6799	697 447 8285 to	8296	740 790 5989 to	5999
650 739 1540 to	1699	677 333 9979 to	9999	698 042 4816 to	4899	740 917 7490 to	7499
651 741 4415 to	4499	677 466 1088 to	1099	698 131 2138 to	2157	805 885 8411 to	8499
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653 426 3300 to	3399	680 112 9565 to	9599	700 190 3350 to	3359	807 342 3283 to	3399
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655 103 5081 to	5199	682 070 1029 to	1099	700 859 0744 to	0758	830 125 0672 to	0699
655 523 2600 to	2999	682 956 6280 to	6299	701 028 6780 to	6899	830 602 5800 to	5999
656 305 2448 to	2499	682 956 6490 to	6599	701 213 3900 to	3999	830 610 3700 to	3799
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658 877 8000 to	8199	683 378 2000 to	2099	701 503 2247 to	2299	832 525 3810 to	3899
658 880 8000 to	8199	683 378 2117 to	2299	701 541 2271 to	2299	833 159 1884 to	1899
659 398 7300 to	7399	683 415 1200 to	1499	701 553 6557 to	6599	833 456 2567 to	2599
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661 488 5000 to	5099	685 650 9487 to	9499	701 695 3982 to	3999	834 354 8824 to	8838
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665 274 8208 to	8299	690 788 2877 to	2899	702 821 5805 to	5899	841 805 7747 to	7899
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671 046 6200 to	6399	692 798 1800 to	1899	740 470 2420 to	2443	843 786 2554 to	2699
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845 727 2100 to	2199	864 520 6117 to	6136	907 725 8500 to	8599	920 309 9039 to	9199
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847 284 2481 to	2499	866 442 4100 to	4899	909 100 1900 to	2099	921 333 7400 to	7499
847 374 7055 to	7065	867 366 9108 to	9118	909 355 0422 to	0499	921 477 3762 to	3799
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847 723 7500 to	7599	868 173 8400 to	8599	909 833 0947 to	0999	922 773 0459 to	0499
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849 792 2600 to	2699	869 505 3500 to	3599	910 536 2505 to	2599	923 493 9403 to	9599
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851 143 6826 to	6844	869 800 0000 to	999 9999	911 140 1000 to	2199	923 604 4424 to	4499
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851 928 9221 to	9299	870 491 4812 to	4849	911 268 9077 to	9099	924 252 1200 to	1299
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856 752 0200 to	0299	900 936 0217 to	0299	914 346 7621 to	7644	929 314 9513 to	9599
857 111 1352 to	1399	900 936 0435 to	0499	914 453 1366 to	1399	930 219 1722 to	1799
857 279 3450 to	3499	901 058 5255 to	5280	914 529 6185 to	6299	930 335 7810 to	7819
857 843 4000 to	4099	901 273 1082 to	1099	914 896 4658 to	4699	931 156 1502 to	1579
858 124 7644 to	7699	901 287 5143 to	5199	915 187 8774 to	8779	931 156 1600 to	1625
858 756 3111 to	3299	901 291 2789 to	2799	915 300 2783 to	2799	931 156 1671 to	1699
859 063 8200 to	8699	901 525 7122 to	7199	915 546 6822 to	6999		
859 190 0600 to	0644	902 089 1253 to	1299	915 671 3963 to	3980		
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859 855 8873 to	8999	902 985 0833 to	0899	916 440 3377 to	3399		
860 240 8520 to	8599	903 370 6934 to	6999	916 670 6352 to	6399		
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861 158 2350 to	2599	905 056 2216 to	2299	917 089 0709 to	0799		
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861 637 6010 to	6099	905 510 6900 to	7099	917 216 2928 to	2999		
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862 216 6100 to	6199	905 794 0288 to	0299	917 486 4900 to	4999		
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862 271 0800 to	0999	905 873 7100 to	7299	918 951 7231 to	7299		
862 271 5000 to	5099	905 880 8900 to	8999	919 519 2786 to	2799		
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863 949 5300 to	5399	906 158 1508 to	1599	919 814 3095 to	3199		
864 088 8200 to	8299	906 558 8812 to	8899	919 915 2774 to	2787		
864 426 3972 to	3999	906 982 2214 to	2299	920 155 4662 to	4687		

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	728 953 141 to 3 410	735 635 010 to 5 040	742 921 891 to 1 980
720 227 871 to 7 930	728 954 280 to 4 310	735 783 961 to 3 990	742 983 631 to 3 810
720 227 949 to 7 960	729 169 081 to 9 140	735 803 401 to 3 430	743 020 021 to 0 170
720 368 543 to 8 570	729 363 841 to 3 870	736 005 420 to 5 440	743 206 491 to 6 500
720 392 151 to 2 570	729 682 891 to 3 190	736 366 021 to 6 110	743 235 992 to 6 050
720 556 491 to 6 640	729 838 940 to 9 070	736 624 456 to 4 500	743 940 631 to 0 900
720 558 621 to 8 650	729 839 101 to 9 130	736 670 851 to 1 060	743 978 011 to 8 070
720 575 361 to 5 570	730 077 683 to 7 840	736 767 061 to 7 090	744 234 751 to 4 780
720 590 152 to 0 179	730 109 847 to 9 880	736 767 093 to 7 120	744 499 591 to 9 680
721 638 331 to 9 170	730 373 761 to 3 850	736 982 191 to 2 370	744 626 901 to 6 910
721 815 391 to 5 420	730 501 951 to 2 130	736 982 551 to 2 730	745 388 794 to 8 910
721 969 713 to 9 740	730 519 379 to 9 470	737 110 141 to 0 170	746 446 806 to 6 820
722 072 137 to 2 160	730 569 278 to 9 360	737 185 501 to 5 710	746 818 351 to 8 410
722 378 265 to 8 280	730 711 711 to 1 740	737 317 321 to 7 350	747 245 266 to 5 280
722 413 990 to 4 004	730 722 991 to 3 230	737 517 781 to 7 840	747 364 813 to 4 830
722 764 948 to 4 980	730 845 970 to 5 990	737 628 181 to 8 210	747 501 434 to 1 450
722 825 840 to 5 889	730 888 291 to 8 320	737 634 258 to 4 270	747 739 891 to 0 070
723 153 841 to 3 850	730 927 591 to 7 680	738 361 971 to 1 980	748 148 649 to 8 760
723 237 616 to 7 630	731 307 914 to 7 930	738 447 601 to 7 660	748 259 960 to 9 970
723 331 081 to 1 110	731 402 431 to 2 460	738 648 355 to 8 450	748 565 162 to 5 280
723 496 443 to 6 470	731 407 232 to 7 320	738 849 811 to 9 900	748 874 988 to 5 030
723 967 291 to 7 320	731 588 301 to 8 340	738 892 270 to 2 290	749 137 381 to 7 410
724 655 196 to 5 340	731 767 273 to 7 320	738 997 259 to 7 380	749 190 192 to 0 210
724 711 441 to 1 500	731 781 061 to 1 120	739 161 451 to 1 540	749 685 421 to 5 450
724 711 538 to 1 560	731 837 821 to 7 910	739 219 381 to 9 440	749 846 791 to 6 850
724 793 221 to 3 250	731 841 377 to 1 450	739 740 151 to 0 180	749 993 131 to 3 580
724 908 109 to 8 120	732 018 481 to 8 600	739 793 491 to 3 520	750 071 587 to 1 610
724 937 461 to 7 670	732 067 972 to 8 370	739 793 527 to 3 550	750 408 167 to 8 183
725 163 118 to 3 151	732 188 649 to 8 670	739 942 621 to 2 650	750 438 421 to 8 501
725 202 735 to 2 750	732 193 460 to 3 470	739 999 231 to 9 320	750 743 911 to 4 030
725 398 591 to 8 800	732 201 241 to 1 390	740 011 517 to 1 530	750 779 118 to 9 400
725 464 591 to 4 920	732 220 431 to 0 440	740 030 701 to 0 970	750 910 981 to 1 010
725 475 321 to 5 330	732 355 201 to 5 380	740 261 740 to 1 820	750 960 841 to 0 900
725 711 057 to 1 070	732 472 320 to 2 560	740 265 811 to 6 290	751 296 211 to 6 240
725 738 581 to 8 730	732 541 605 to 1 620	740 299 111 to 9 170	751 539 121 to 9 180
725 981 311 to 1 430	732 572 221 to 2 490	740 299 231 to 9 260	751 541 311 to 1 790
725 987 835 to 7 880	732 586 479 to 6 710	740 329 266 to 9 320	751 757 641 to 7 700
726 060 811 to 0 900	732 994 037 to 4 080	740 889 081 to 9 090	751 936 951 to 7 010
726 391 970 to 2 520	733 163 449 to 3 460	741 010 421 to 0 530	751 951 861 to 1 890
726 484 771 to 4 800	733 297 171 to 7 290	741 113 041 to 3 370	751 999 021 to 9 110
726 493 351 to 5 300	733 446 631 to 7 110	741 373 891 to 4 340	752 139 516 to 9 570
726 504 031 to 4 063	733 474 665 to 4 770	741 452 369 to 2 490	752 182 892 to 2 950
726 504 070 to 4 090	733 704 482 to 4 570	741 492 991 to 3 140	752 206 861 to 7 100
726 504 331 to 4 390	733 751 041 to 1 130	741 553 460 to 3 470	752 295 241 to 5 600
726 563 701 to 4 060	734 009 101 to 9 130	741 764 431 to 4 520	752 731 351 to 1 410
726 599 371 to 9 460	734 290 759 to 0 770	742 178 834 to 8 880	752 767 441 to 7 470
726 626 356 to 6 370	734 389 273 to 9 290	742 325 500 to 5 520	753 008 941 to 9 030
727 182 271 to 2 510	734 440 031 to 0 111	742 325 668 to 5 700	753 194 311 to 4 370
727 416 181 to 6 240	734 797 201 to 7 320	742 408 771 to 8 830	753 620 378 to 0 400
727 481 431 to 1 460	734 939 611 to 9 640	742 512 120 to 2 150	754 013 917 to 3 940
727 749 241 to 9 780	734 950 111 to 0 170	742 684 849 to 4 890	754 161 061 to 1 120
728 382 331 to 2 480	735 120 331 to 0 840	742 839 553 to 9 630	754 358 445 to 8 610
728 702 338 to 2 400	735 283 008 to 3 020	742 913 668 to 3 700	754 410 451 to 0 660
728 915 371 to 5 850	735 293 131 to 3 220	742 917 287 to 7 296	754 438 393 to 8 410

754 493 109	to	3 130	763 522 141	to	2 470	773 202 989	to	3 140	799 133 191	to	3 220
754 664 182	to	4 220	763 717 694	to	7 800	773 208 991	to	9 290	799 177 626	to	7 650
754 816 377	to	6 470	763 826 461	to	6 520	773 231 311	to	1 340	799 854 751	to	5 200
755 487 421	to	7 600	763 900 460	to	0 471	773 348 739	to	8 940	800 044 320	to	4 410
755 592 901	to	3 140	763 900 479	to	0 530	773 348 739	to	8 940	800 211 901	to	2 440
755 790 020	to	0 030	763 917 271	to	7 750	773 575 891	to	5 950	800 427 530	to	7 540
755 791 730	to	1 800	764 125 801	to	5 860	773 852 971	to	3 030	800 872 741	to	2 830
755 926 951	to	7 070	764 284 525	to	4 560	775 373 449	to	3 460	801 349 801	to	9 830
755 934 332	to	4 510	764 526 241	to	6 330	789 257 191	to	7 250	801 676 681	to	7 100
755 957 701	to	8 000	764 601 421	to	1 600	790 448 020	to	8 460	802 967 821	to	7 940
755 962 981	to	3 280	764 650 231	to	0 470	790 597 485	to	7 530	803 217 601	to	7 780
756 035 371	to	5 490	764 984 371	to	4 850	790 911 883	to	1 900	803 729 731	to	9 850
756 301 257	to	1 290	765 003 667	to	3 680	791 057 441	to	7 550	803 747 402	to	7 520
756 371 565	to	1 580	765 042 517	to	2 540	791 239 081	to	9 290	804 138 181	to	8 420
756 876 031	to	6 120	765 194 728	to	4 970	791 374 483	to	4 500	804 682 411	to	2 710
756 876 151	to	6 240	765 387 365	to	7 450	791 387 971	to	8 030	805 272 525	to	2 540
756 970 129	to	0 140	765 541 801	to	2 100	791 447 521	to	7 850	805 523 445	to	3 460
757 059 613	to	9 630	765 638 461	to	8 970	791 451 151	to	1 240	805 745 704	to	5 730
757 078 540	to	8 560	765 647 101	to	7 190	791 500 009	to	0 470	806 452 907	to	2 980
757 086 209	to	6 240	765 813 781	to	4 029	791 771 431	to	1 490	806 744 781	to	4 850
757 240 591	to	0 650	765 879 314	to	9 390	792 004 293	to	4 320	806 982 181	to	2 300
757 277 371	to	7 700	765 954 001	to	4 030	792 018 379	to	8 420	807 764 791	to	4 910
757 291 591	to	2 730	766 120 286	to	0 320	792 070 621	to	0 740	808 089 931	to	9 960
757 964 251	to	4 280	766 125 716	to	5 750	792 145 211	to	5 230	808 753 771	to	3 800
758 067 001	to	7 090	766 158 824	to	8 840	792 391 381	to	1 620	809 189 001	to	9 010
758 105 221	to	5 250	766 388 433	to	8 460	792 452 779	to	2 790	809 886 879	to	6 930
758 324 941	to	5 000	766 509 421	to	9 660	792 772 728	to	2 770	809 890 489	to	0 500
758 593 628	to	3 650	766 572 901	to	3 020	792 903 511	to	3 990	810 323 734	to	3 760
758 709 038	to	9 060	766 748 500	to	8 521	793 282 518	to	2 533	810 367 116	to	7 140
758 744 101	to	4 160	767 024 341	to	4 370	794 041 831	to	2 040	810 526 351	to	6 500
758 850 883	to	0 900	767 326 471	to	6 590	794 397 709	to	7 780	810 806 911	to	6 940
758 860 951	to	1 550	767 332 561	to	2 950	794 581 741	to	2 040	810 807 211	to	7 240
759 152 851	to	2 880	768 009 841	to	9 960	794 592 122	to	2 150	811 423 021	to	3 110
759 740 941	to	1 090	768 011 489	to	1 520	795 032 251	to	2 340	811 517 221	to	7 239
760 004 596	to	4 610	768 177 980	to	7 990	795 796 291	to	6 350	811 721 101	to	1 130
760 118 191	to	8 250	768 391 081	to	1 170	796 070 139	to	0 160	812 025 721	to	5 900
760 155 001	to	5 090	768 661 569	to	1 650	796 143 151	to	3 630	812 093 073	to	3 130
760 378 002	to	8 020	769 000 051	to	0 080	796 159 725	to	9 740	812 100 821	to	0 840
760 692 722	to	2 749	769 050 841	to	0 900	796 169 306	to	9 340	812 465 251	to	5 610
761 055 460	to	5 480	769 159 081	to	9 178	796 373 406	to	3 430	812 918 341	to	8 670
761 169 781	to	9 810	769 737 496	to	7 510	796 602 961	to	3 050	812 918 701	to	8 760
761 504 941	to	5 120	769 778 491	to	8 730	796 708 441	to	8 500	813 073 171	to	3 200
761 516 836	to	6 910	769 827 331	to	7 450	796 886 281	to	6 430	813 398 476	to	8 550
761 613 588	to	3 600	770 216 071	to	6 100	796 901 701	to	2 000	814 789 330	to	9 349
761 688 631	to	8 690	770 723 281	to	3 400	796 975 466	to	5 590	814 984 656	to	4 680
761 805 199	to	5 240	770 790 451	to	0 480	797 272 917	to	2 950	815 016 020	to	6 030
761 826 106	to	6 120	770 915 150	to	5 490	797 519 441	to	9 460	815 240 491	to	0 520
761 881 171	to	1 560	771 455 551	to	5 610	797 519 731	to	0 240	815 755 591	to	5 620
761 975 641	to	5 670	771 609 661	to	9 690	797 535 181	to	5 330	815 755 622	to	5 650
761 975 886	to	5 895	771 932 551	to	2 580	798 040 053	to	0 080	815 806 381	to	6 680
762 304 144	to	4 170	772 057 224	to	7 440	798 055 813	to	5 830	816 126 834	to	6 870
762 324 931	to	4 960	772 162 660	to	3 070	798 055 891	to	5 950	816 156 721	to	6 780
762 439 261	to	9 290	772 718 615	to	8 640	798 326 371	to	6 520	816 945 571	to	5 600
762 524 158	to	4 220	772 940 140	to	0 160	798 339 167	to	9 210	817 253 011	to	3 280
762 584 872	to	4 970	772 970 886	to	0 940	798 562 411	to	2 440	820 600 171	to	0 230
762 593 431	to	3 460	773 009 419	to	9 430	798 632 461	to	2 490			
763 155 160	to	5 180	773 112 031	to	2 060	798 807 151	to	7 510			
763 178 631	to	8 660	773 125 387	to	5 410	798 944 761	to	5 030			
763 506 001	to	6 060	773 179 320	to	9 410	799 118 616	to	8 640			

Verifying U.S. Postal Service Money Orders

Follow these steps to cash a Postal Service™ money order:

1. Check that the amount does not exceed the legal limit: \$1,000 for domestic, and \$700 for international postal money orders.
2. Check that the proper security features are present:
 - When held to the light, a watermark of Benjamin Franklin is repeated from top to bottom on the left side.
 - When held to the light, a dark line (security thread) runs from top to bottom with the word “USPS” repeated.

- There should be no discoloration around the dollar amounts, which might indicate the amounts were changes.

These appear in Postal Service Notice 299, *U.S. Postal Money Order Reference Card*, or online at <http://www.usps.com/missingmoneyorders/security.htm>.

3. If the money order seems suspicious, call the U.S. Postal Service Money Order Verification System at 866-459-7822.

Please provide this information to local banks and retailers, as they also receive Postal Service money orders for cashing.

— Value Added and Special Services,
Product Development, 11-9-06

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 and Violent Crimes,
Postal Inspection Service, 11-9-06

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 and Violent Crimes,
Postal Inspection Service, 11-9-06

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, 0730–1600 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 09372	Close	Immediately	
APO AE 09628	Close	Immediately	
APO AE 09702	Activate	Immediately	A1-B-B1-C-C1-F1-M-R-R1-U-V
APO AE 09780	Add N	Immediately	A-A1-B-B1-F-N-R-V
APO AE 09789	Add N	Immediately	A-A1-B-B1-F-N-R-V
APO AE 09804	Add V	Immediately	A-A1-B-B1-F-V-Z1
FPO AP 96615	Add A	Immediately	A-A1-B-B1-V

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

APO/FPO Table

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09003	A1-B-B1-C-D-P-U-V	09069	A-A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09074	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U
09009	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
09012	A1-B-B1-C-D-F-F1-U	09080	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V
09013	A1-B-B1-C-D-F-F1-U-Z1	09081	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U
09021	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
09028	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
09031	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-V
09033	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
09034	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
09036	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
09042	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
09045	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
09046	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
09053	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
09054	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-C-C1-E2-F-H1-M-N-R-V-Z1
09056	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09058	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09307	A1-B-B1-N-V-Z1
09059	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	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09060	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09126	A1-B-B1-C-D	09212	A1-B-B1-C-D-U-V		
09067	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U		
		09131	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U		
		09136	A1-B-B1-C-D	09225	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09532	A1-B-B1-V
09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-M-R-V	09534	A1-B-B1-V
09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-M-R-V	09543	A1-B-B1-V
09316	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09349	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-M-R-V	09545	A1-B-B1-V
09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-M-R-V	09549	A1-B-B1-V
09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09351	A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09550	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	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09554	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	09392	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09556	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	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09557	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	09396	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09564	A1-B-B1-V
09324	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09399	A1-B-B1-C-F-V-Z1	09565	A1-B-B1-V
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09358	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09409	A1-B-B1-C-C1-U	09566	A1-B-B1-V
09328	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	09420	A1-B-B1-C-C1-U	09567	A1-B-B1-V
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09360	A1-B-B1-V	09421	A1-B-B1-C-C1-U	09568	A1-B-B1-V
09331	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	09447	A1-B-B1-C-C1-U-V	09569	A1-B-B1-V
09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09454	A1-B-B1-C-C1-U-V	09570	A1-B-B1-V
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-H-H1-M-Z1	09573	A1-B-B1-V
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09459	A1-B-B1-C-C1-U	09574	A1-B-B1-V
09336	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09367	A-A1-B-B1-C1-E2-F-H1-M-R-V	09461	A1-B-B1-C-C1-U	09575	A1-B-B1-V
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09369	A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z	09463	A1-B-B1-C-C1-U	09576	A1-B-B1-V
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09371	A-A1-B-B1-C1-E2-F-H1-M-R-V	09464	A1-B-B1-C-C1-U	09577	A1-B-B1-V
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09578	A1-B-B1-V
09340	A-A1-B-B1-C1-F-R-V	09376	A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z	09469	A1-B-B1-C-C1-U	09579	A1-B-B1-V
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09377	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09470	A1-B-B1-C-C1-U	09581	A1-B-B1-V
		09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09494	A1-B-B1-C-C1-U	09582	A1-B-B1-V
		09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09496	A1-B-B1-C-C1-U-V	09586	A1-B-B1-V
				09498	A1-B-B1-C-C1-F-F1-F2-N-R-R1-T-U-V-Z1	09587	A1-B-B1-V
				09499	A1-B-B1-C-C1-U	09588	A1-B-B1-V
				09501	A1-B-B1-V	09589	A1-B-B1-V
				09502	A1-B-B1-V	09590	A1-B-B1-V
				09503	A1-B-B1-V	09591	A1-B-B1-V
				09504	A1-B-B1-V	09593	A1-B-B1-V
				09505	A1-B-B1-V	09594	A1-B-B1-V
				09506	A1-B-B1-V	09595	A1-B-B1-V
				09507	A1-B-B1-V	09596	A1-B-B1-V
				09508	A1-B-B1-V	09599	A1-B-B1-V
				09509	A1-B-B1-V	09601	A1-B-B1-C-F-F1-U
				09510	A1-B-B1-V	09602	A1-B-B1-C-F-F1-N-U
				09511	A1-B-B1-V	09603	A1-B-B1-C-F-F1-U
				09517	A1-B-B1-V	09604	A1-B-B1-C-F-F1-U
				09524	A1-B-B1-V	09605	A1-B-B1-C-D-U-V
						09606	A1-B-B1-C-D-U-V
						09609	A1-B-B1-C-F-U
						09610	A1-B-B1-C-F-U
						09612	A1-B-B1-C-F-U
						09613	A1-B-B1-C-F-U-V
						09617	A1-B-B1-C-F-U
						09618	A1-B-B1-C-F-U
						09619	A1-B-B1-C-F-U
						09620	A1-B-B1-C-F-U
						09621	A1-B-B1-C-F-U
						09622	A1-B-B1-C-F-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09623	A1-B-B1-C-F-U	09733	A1-B-B1-V	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
09624	A1-B-B1-C-F-U	09734	A-A1-B-B1-B2-C- C1-D-F-I-M-N-Q-R- R1-T-V-Z-Z1	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
09625	A1-B-B1-C-F-U			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
09626	A1-B-B1-C-F-U	09735	A1-B-B1-N-V-Z1	09817	A-A1-B-B1-B2-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
09627	A1-B-B1-C-F-U	09736	A-A1-B-B1-B2-C- C1-D-F-I-M-N-Q-R- R1-T-V-Z-Z1	09819	A-A1-B-F-P-V-Z1	34006	A-A1-B-B1-C1-F1- N-V-Z1
09630	A1-B-B1-C-F-U-V	09737	A-A1-B-B1-B2-C- C1-D-F-I-M-N-Q-R- R1-T-V-Z-Z1	09821	A-A1-B-F-V-Z1	34007	A-A1-B-B1-C1-F1- V-Z1
09631	A1-B-B1-C-F-U	09738	A-A1-B-B1-B2-C- C1-D-F-I-M-N-Q-R- R1-T-V-Z-Z1	09822	A-A1-B-F-V-Z1	34008	A-A1-B-B1-C1-F1- V-Z1
09636	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	09823	A-A1-B-F-V-Z1	34010	A1-B-B1-D-F-M-N- V-Z1
09642	A1-B-B1-N-U	09740	A-A1-B-B1-C1-E2- F-F1-M-Z1	09824	A-A1-B-F-V-Z1	34019	A-B-B1-M-N-V-Z1
09643	A1-B-B1-U	09741	A-A1-B-B1-C1-E2- F-F1-H1-M-N-Q-R- R1-T-V-W-Y-Z-Z1	09825	A-A1-B-B1-B2-C- C1-D-F-I-M-N-Q-R- R1-T-V-Z-Z1	34020	A1-B-B1-M-N-V-Z1
09644	A1-B-B1-U	09742	A-A1-B-B1-B2-F- F1-I-M-N-Q-R-T-V- Z-Z1	09827	A-A1-B-B1-F-F1-V	34021	A1-B-B1-M-N-V-Z1
09645	A1-B-U	09743	A-A1-B-B1-B2-C- C1-D-F-M-N-R-R1- V-Z-Z1	09828	A1-B-N-V-Z1	34022	A1-B-B1-D-F-M-N- V-Z1
09647	A1-B-B1-N-U	09744	A-B-B1-B2-C-C1-F- I-M-N-Q-R-R1-T-V- Z-Z1	09830	A1-B-B1-C-N-V-Z1	34023	A1-B-B1-M-N-V-Z1
09648	A1-B-B1-N-U-V-Z1	09777	A-A1-B-B1-C-E1-N	09831	A1-B-B1-F-N-U-V- Z1	34024	A1-B-B1-M-N-V-Z1
09649	A1-B-B1-U	09780	A-A1-B-B1-F-N-R- V	09832	A-A1-B-B1-U1-V-Z1	34025	A1-B-B1-F-N-U-V- Z1
09701	A-A1-B-B1-B2-C- C1-D-F-I-M-N-Q-R- R1-T-V-Z-Z1	09789	A-A1-B-B1-F-N-R- V	09833	A1-B-B1-U1-V-Z1	34030	A1-B-B1-M-N-V-Z1
09702	A1-B-B1-C-C1-F1- M-R-R1-U-V	09790	A-A1-B-B1-C1-F-R- V	09834	A1-B-B1-V-Z1	34031	A1-B-B1-M-N-V-Z1
09703	A1-B-B1-C-F1-U	09799	A-A1-B-B1-C1-F-R- V	09835	A-A1-B-B1-V-Z1	34032	A1-B-M-N-V-Z1
09704	A1-B-B1-C-D-V	09801	A-A1-B-B1-C1-E2- F-H1-M-N-R-R1-V- Z1	09836	A-A1-B-B1-C-F-M- V-Z1	34033	A1-B-C-F-M-N-V-Z1
09705	A1-B-B1-U	09802	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-V-Z- Z1	09837	A1-B-B1-V-Z1	34034	A1-B-B1-M-N-V-Z1
09706	A1-B-B1-C-N-U-V	09803	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V- Z1	09838	A1-B-B1-V-Z1	34035	A1-B-B1-H-M-N-V- Z1
09707	A1-B-B1-C-N-U-V	09804	A-A1-B-B1-F-V-Z1	09839	A-A1-B-B1-U-V-Z1	34036	A1-B-B1-M-N-U-V- Z1
09708	A1-B-B1	09806	A-A1-B-B1-C1-E2- F-H1-M-N-R-R1-V- Z1	09840	A-A1-B-B1-V-Z1	34037	A1-B-B1-C-F-H-I- M-N-V-Z-Z1
09709	A1-B-B1-F1	09807	A-A1-B-B1-C1-E2- F-H1-M-N-R-R1-V- Z1	09841	A-A1-B-B1-U-Z1	34038	A1-B-B1-M-N-V-Z1
09710	A1-B-B1-C-C1-F1- M-R-R1-U	09808	A-A1-B-B1-C1-E2- F-H1-M-R-V	09842	A-A1-B-B1-Z1	34039	A1-B-N-V-Z1
09711	A1-B-B1-F1-Z1	09809	A1-B-B1-V-Z1	09843	A-A1-B-B1-U-V-Z1	34041	A1-B-B1-M-N-U-V- Z1
09713	A1-B-B1-C-F1	09811	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
09714	A1-B-B1-C-C1-F1- M-R-R1-U			09852	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V- Z1	34043	A1-B-B1-D-F-M-N- V-Z1
09715	A1-B-B1-F1			09853	A1-B-B1-E2-F-H1- R-R1-U2-V-Z1	34050	A1-B-B1-V
09716	A1-B-B1-C-D-N-U- V			09855	A-A1-B-B1-C1-E2- F-H1-R-R1-U2-V- Z1	34055	A1-B-B1-N-V-Z1
09717	A1-B-B1-M-W			09858	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V- Z1	34058	A1-B-B1-V-Z1
09718	A1-B-B1-F-I-N-U-V			09865	A-A1-B-B1-V-Z1	34071	A1-B-B1-I-M-N-V-Z
09719	A1-B-B1-C-F1-V			09868	A-A1-B-B1-U-V-Z1	34076	A1-B-B1-F1-N-V-Z1
09720	A1-B-B1-U-V			09869	A-A1-B-B1-C1-I-V- Z-Z1	34078	A1-B-B1-F1-N-V-Z1
09721	A1-B-B1-N-U-V-Z1			09874	A-A1-B-B1-C1-I-V- Z-Z1	34079	A1-B-B1-F1-N-V-Z1
09722	A1-B-B1-N-U-V-Z1			09880	A-A1-B-B1-C1-E2- F-H1-R-R1-U-V-Z1	34090	A1-B-B1-V
09724	A1-B-B1-C-C1-F1- M-R-R1-U					34091	A1-B-B1-V
09726	A1-B-B1-N-U-V					34092	A1-B-B1-V
09727	A-A1-B-B1-B2-C- C1-D-F-I-M-N-Q-R- R1-T-V-Z-Z1					34093	A1-B-B1-V
09729	A1-B-B1-N-U-V					34095	A1-B-B1-V
09730	A-A1-B-B1-B2-C- C1-D-F-I-M-N-Q-R- R1-T-V-Z-Z1						
09731	A-A1-B-B1-B2-C- C1-F-I-M-N-Q-R- R1-T-V-Z-Z1						
09732	A1-B-B1-N-V-Z1						

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
34098	A1-B-B1-V	96326	A1-B-B1-M-W	96507	A-A1-B-B1-F-V	96609	A1-B-B1-V
34099	A1-B-B1-V	96328	A1-B-B1-M-W	96510	A1-B-B1-I-N-V	96610	A1-B-B1-V
96201	A-A1-B-B1	96330	A1-B-B1-M-W	96511	A1-B-B1-I-N-V	96611	A1-B-B1-V
96202	A-A1-B-B1-U	96336	A1-B-B1-M-V-W	96515	A1-B-B1-F	96612	A1-B-B1-V
96203	A-A1-B-B1	96337	A1-B-B1-M-W	96517	A1-B-B1-F-U3-V	96613	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-U2- V-Z-Z1
96204	A-A1-B-B1	96338	A1-B-B1-M-W	96518	A1-B-B1-V	96614	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-U2- V-Z-Z1
96205	A-A1-B-B1-U	96339	A1-B-B1-M-V-W	96520	A1-B-B1-F-U3-V		
96206	A-A1-B-B1-U	96343	A1-B-B1-M-W	96521	A1-B-B1-F-N		
96207	A-A1-B-B1-V	96347	A1-B-B1-F-F1-F2- M-W	96522	A1-B-B1-F-N-U		
96212	A-A1-B-B1-U	96348	A1-B-B1-F-F1-F2- M-W	96530	A-A1-B-B1-H-M-N- U-V	96615	A-A1-B-B1-V
96213	A-A1-B-B1-U	96349	A1-B-B1-F-F1-F2- M-W	96531	A-A1-B-B1-H-M-U- V	96616	A-A1-B-B1-V-Z1
96214	A-A1-B-B1-U			96534	A-A1-B-B1-F	96617	A1-B-B1-V
96215	A-A1-B-B1-U-V	96350	A1-B-B1-F-F1-F2- M-W	96535	A-A1-B-B1-F-V	96619	A1-B-B1-V
96217	A-A1-B-B1-U-V			96536	A1-B-B1-V	96620	A1-B-B1-V
96218	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2- M-W	96537	A1-B-B1-V	96621	A1-B-B1-V
96219	A-A1-B-B1-U-V	96362	A1-B-B1-F-F1-F2- M-W	96538	A1-B-B1-V	96622	A1-B-B1-V
96220	A-A1-B-B1-U-V			96540	A1-B-B1-V	96624	A1-B-B1-V
96221	A-A1-B-B1-U-V	96365	A1-B-B1-M-V-W	96541	A1-B-B1-V	96628	A1-B-B1-V
96222	A-A1-B-B1-U	96367	A1-B-B1-L-M-W	96542	A1-B-B1-V	96634	A1-B-B1-V
96257	A-A1-B-B1-U	96368	A1-B-B1-M-W	96543	A1-B-B1-P-V	96643	A1-B-B1-V
96258	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2- M-W	96544	A1-B-B1-F-N-U3-V	96657	A1-B-B1-V
96259	A-A1-B-B1-U			96546	A1-B-B1-F-U3	96660	A1-B-B1-V
96260	A-A1-B-B1-U	96372	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U	96661	A1-B-B1-V
96262	A-A1-B-B1-U-V	96373	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U	96662	A1-B-B1-V
96264	A-A1-B-B1-U	96374	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U- V	96663	A1-B-B1-V
96266	A-A1-B-B1-U	96375	A1-B-B1-M-W			96664	A1-B-B1-V
96267	A-A1-B-B1-U-V	96376	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U	96665	A1-B-B1-V
96269	A-A1-B-B1-U	96377	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N- U-V	96666	A1-B-B1-V
96271	A-A1-B-B1-U	96378	A1-B-B1-M-W			96667	A1-B-B1-V
96275	A-A1-B-B1-V	96379	A1-B-B1-M-W	96554	A-A1-B-B1-H-M-U	96668	A1-B-B1-V
96276	A-A1-B-B1	96384	A1-B-B1-M-W	96555	A1-B-B1-F-M-V	96669	A1-B-B1-V
96278	A-A1-B-B1-U	96386	A1-B-B1-M-W	96557	A1-B-B1-F-M-V	96670	A1-B-B1-V
96283	A-A1-B-B1-U	96387	A1-B-B1-M-W	96562	A-A1-B-B1-B2-C- C1-D-E2-E3-F1-G- H-H1-I-M-N-R-R1- T-V-Z-Z1	96671	A1-B-B1-V
96284	A-A1-B-B1-U-V	96388	A1-B-B1-M-W			96672	A1-B-B1-V
96297	A-A1-B-B1-U	96401	A1-B-B1-F-N-V-Z1	96595	A1-B-B1-V	96673	A1-B-B1-V
96306	A1-B-B1-F-F1-F2- M-W	96424	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-U2- V-Z-Z1	96598	A1-B-B1-N-V	96674	A1-B-B1-V
96309	A1-B-B1-M-V-W			96599	A1-B-B1-V	96675	A1-B-B1-V
96310	A1-B-B1-M-W	96425	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-U2- V-Z-Z1	96601	A1-B-B1-V	96677	A1-B-B1-V
96311	A1-B-B1-M-W			96602	A1-B-B1-V	96678	A1-B-B1-V
96313	A1-B-B1-F-F1-F2- M-W	96426	A-A1-B-B1-C1-E2- F-H1-M-R-V	96603	A1-B-B1-V	96679	A1-B-B1-V
96319	A1-B-B1-M-W	96427	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-U2- V-Z-Z1	96604	A1-B-B1-V	96681	A1-B-B1-V
96321	A1-B-B1-F-F1-F2- M-W			96605	A1-B-B1-V	96682	A1-B-B1-V
96322	A1-B-B1-F-F1-F2- M-W	96501	A-A1-B-B1-N-V	96606	A1-B-B1-V	96683	A1-B-B1-V
96323	A1-B-B1-M-V-W			96607	A1-B-B1-V	96686	A1-B-B1-V
				96608	A1-B-B1-V	96687	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. Delivery status information for Extra Services is not available on USPS.com.

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.

V1. Delivery Confirmation service is not available.

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.

— *International Network Operations,
Network Operations Management, 11-9-06*

Flexible Spending Accounts (FSA) 2006 Open Season

Enrollment for 2007 FSAs begins: November 13, 2006

Enrollment ends: December 31, 2006 (5:00 P.M. CT)

Enrollments are effective: January 1, 2007

New FSA Features

- New FSA Consumer Accounts Card. Certain purchases of FSA-eligible expenses are now paperless — you don't file a claim form.
- New way to manage your FSA account on the internet, at www.myuhc.com.
- New option to have your FSA payments made by direct deposit to a bank account of your choice.
- New Limited FSA for employees enrolled in high-deductible health plans in the Federal Employees Health Benefits Program.

Refer to FSA BK1, Flexible Spending Accounts, November 2006, page 16.

Who Can Enroll

Only **career employees** are eligible to enroll in FSAs for 2007.

How to Enroll

To use the Employee Web — the easiest way to use *PostalEASE* — access the system in any of these ways:

- At an employee self-service kiosk.
- On the Intranet at <http://blue.usps.gov>. Under "Employee Resources," select *Employee Self Service* and then *PostalEASE*.
- On the Internet at <https://liteblue.usps.gov>. Under "Employee Self Service," select *PostalEASE*.

To use the telephone, call the Employee Service Line at 877-4PS-EASE (877-477-3273).

If you have a medical condition that interferes or for another reason cannot successfully complete your transaction using *PostalEASE*, contact the Human Resources Shared Services Center (HRSSC) for assistance.

How to Get Your USPS Personal Identification Number (PIN)

To use *PostalEASE*, you must enter your Employee ID and USPS® PIN. If you don't know your **USPS PIN**, you can get it **any one of these ways**:

- Request it from an employee self-service kiosk. Just follow the instructions.
- On the Intranet at <http://blue.usps.gov>, under Employee Resources, select *Employee Self Service* and then *PostalEASE*.
- 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.

Details Are in the Mail

A leaflet and a brochure, FSA BK1, *Flexible Spending Accounts*, with a *PostalEASE* FSA worksheet included, are being mailed to all career employees. If you do not receive yours by November 27, 2006, contact the HRSSC.

Questions

Hotline for FSA questions: 800-842-2026.

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

Please Post on All Bulletin Boards Through December 31, 2006.



FLEXIBLE SPENDING ACCOUNTS

Use an FSA to pay your everyday expenses and save on taxes!

OPEN SEASON

Nov. 13 – Dec. 31, 2006
5 p.m. Central Time

PostalEASE

Go to <https://liteblue.usps.gov> or intranet Blue an employee self-service kiosk or

call 1-877-477-3273

Annual Leave Exchange Option

Election opportunity for Annual Leave Exchange begins: November 15, 2006

Election opportunity for Annual Leave Exchange ends: December 15, 2006 (11:59 P.M. CT)

The Annual Leave Exchange Program provides an option for eligible career 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 2007 leave year.

Note: Annual leave earned and accumulated through the 2006 leave year, which ends January 5, 2007, cannot be exchanged for cash.

Eligible Employees

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

- Career nonbargaining unit 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 flexible employees) 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.

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, 2006.

Employees who are unable to use *PostalEASE* to complete their elections should contact the Human Resources Shared Services Center (HRSSC) for assistance before December 15, 2006, as follows: call 1-877-477-3273 and select menu option 5 and then Benefits; or for TTY call 1-866-260-7507; or send a FAX to 1-651-994-3543.

Forms will not be distributed 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 2007 leave year (January 6, 2007). Paychecks dated January 26, 2007, will include the 2007 lump sum payment.

Letter Soon to Be Mailed to Eligible Employees

The Eagan Accounting Service Center 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 2006. Undeliverable letters will be returned to the employing office of record. When an office receives a returned letter, the office should encourage the employee to update his or her address. Employees with access to Employee Change of Address on the Postal Service Intranet (the Blue page) or to an employee self-service kiosk should use those entry methods. Other employees should submit an updated PS Form 1216, *Employee's Current Mailing Address*, to the HRSSC.

— Compensation, Human Resources, 11-9-06

Please Post on All Bulletin Boards Through December 15, 2006.

SEND GIFTS WITH


Peace Of Mind

ADD INSURANCE AND DELIVERY CONFIRMATION™
SERVICE TO PRIORITY MAIL® SERVICE THIS SEASON



Free
PACKAGE PICKUP
usps.com/holiday



 usps.com

©2006 United States Postal Service
Photo: ©2006 Michael
Ray/Magnum

2006 International and Military Mail Christmas Mailing Dates

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

Military Mail Addressed to	Express Mail® Military Service (EMMS) ¹	First-Class Mail® Letters/Cards	Priority Mail®	Parcel Airlift Mail (PAL) ²	Space Available Mail (SAM) ³	Parcel Post®
APO/FPO AE ZIPs 090–092	Dec 19	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AE ZIP 093	N/A	Dec 4	Dec 4	Dec 2	Nov 27	Nov 13
APO/FPO AE ZIPs 094–098	Dec 19	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AA ZIPs 340	Dec 19	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AP ZIPs 962–966	Dec 19	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13

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

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

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

International Mail Addressed to	Global Express Guaranteed® (GXG) ⁴	Global Express Mail® (EMS) ⁵	Global Priority Mail® (GPM) ⁶	Global Airmail® Letters and Cards	Global Airmail Parcel Post	Global Economy® (Surface)
Africa	Dec 19	Dec 11	Dec 6	Dec 4	Dec 4	Oct 16
Asia / Pacific Rim	Dec 19	Dec 15	Dec 13	Dec 11	Dec 11	Oct 30
Australia / New Zealand	Dec 19	Dec 15	Dec 13	Dec 11	Dec 11	Oct 30
Canada	Dec 20	Dec 16	Dec 13	Dec 11	Dec 11	Nov 27
Caribbean	Dec 19	Dec 15	Dec 13	Dec 11	Dec 11	Nov 6
Central & South America	Dec 19	Dec 11	Dec 4	Dec 4	Dec 4	Oct 30
Mexico	Dec 19	Dec 15	Dec 13	Dec 11	Dec 11	Nov 20
Europe	Dec 19	Dec 15	Dec 13	Dec 11	Dec 11	Nov 6
Middle East	Dec 19	Dec 15	Dec 13	Dec 11	Dec 11	Oct 23

⁴GXG: Global Express Guaranteed is available to over 190 countries via a partnership with Federal Express. See a retail associate at participating locations for a complete list of countries and money-back guarantee details. Some restrictions apply.

⁵GEM: Global Express Mail is available to over 190 countries with delivery in 3 to 5 business days. See a retail associate at participating locations for a complete list of countries. Some restrictions apply.

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

Please post on all bulletin boards.

Dashing THROUGH THE Snow

SEND GIFTS OVERNIGHT GUARANTEED*
EXPRESS MAIL® SERVICE FROM \$14.40

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

Free
PACKAGE PICKUP
usps.com/holiday



usps.com



(Use blue or black ink and print within the boxes.)

Application for Refund of Fees, Products and Withdrawal of Customer Accounts

Part 1 - Application (Customer complete and submit to local Post Office™ for processing)

Customer/Company Name [Grid]

Attention [Grid]

Mailing Address (Address to which the funds will be mailed) [Grid] Apt. or Suite No. [Grid]

City [Grid] State [Grid]

ZIP + 4® [Grid] Telephone No. (Include area code) [Grid]

Amount of Refund Request \$ [Grid] Customer Account No. or Postage Meter No. [Grid]

X Signature of Customer [Line] Date of Request (MM/DD/YYYY) [Grid]

Privacy Act Statement

Your information will be used to process and respond to your transaction. Collection is authorized by 39 USC 401, 403, 404, 410, 2008 & 31 USC 7701. Providing the information is voluntary, but if not provided, we may not process your refund request. We do not disclose your information to third parties without your consent, except to facilitate the transactions, to act on your behalf or request. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS® or requesting agency becomes aware of a violation of law; to a congressional office on your behalf; to contractors and other entities aiding us to fulfill the service (service providers); to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. For information regarding our Privacy Policy visit www.usps.com.

Request Disbursement For: (Select the appropriate box)

- Refund Postage and Fees (AIC 553)
Post Office PVI Error - Issued Locally (Attach spoiled/misprint label to this form)
Refund of Special Service Fees - Service not rendered (Certified Mail, Registered Mail, Delivery Confirmation, etc.)
Spoiled/Unused Printed Customer Meter Postage (AIC 526) (Legible postage meter stamps must be submitted to USPS.)
Refund of Permit Postage and Fees (AIC 528) (Damaged printed mailing, refund of annual fee)
Refund of Fees and Retail Services (AIC 535) (PO Box keys and service fees)
Refund for Postal Service Related Products (AIC 608) (e.g., merchandise)
Refund Miscellaneous Non-Postal Service Revenue - (AIC 624) (Previously recorded into AIC 126)
Express Mail Refunds (AIC 676) (Postage and fees for service failure or not rendered)
Sure Money Refund (AIC 645/646) - Issued Locally
Withdrawal from Advance Deposit Account (AIC 470/453)
Close Account Partial Refund
Other Refunds (AIC _____)
Explanation:

Value Added Services (AIC 541) - Refunds to mailing agents that perform value added service and submit mail at discounted rates. This refund will require the Customer Tax Identification Number (TIN). Customer TIN# [Grid]

Part 2 - Verification of Disbursements (This area is for Official use only)

Post Office [Grid] Approved Amount of Disbursement \$ [Grid]

Post Office ZIP + 4 [Grid] Finance Number and Unit ID [Grid] Telephone No. (Include area code) [Grid]

Print Contact Name [Grid]

Certifying Employee Signature [Line] Date [Grid] Witness Signature [Line] Date [Grid]

Part 3 - Postage or Meter Stamps (excluding PC Postage®) (For Official Use Only)

The customer's meter must be licensed at the refunding office, and complete, legible, and valid unused meter stamps must be submitted by the licensee within 60 days from the dates shown on the indicia. Those produced by PC Postage systems are not refundable at the window. Charges are assessed at 10% off the face value of the indicia, if the total is \$350 or less. If the total face value is more than \$350, a charge of \$35 per hour is assessed for the actual hours to process the refund; the minimum charge is \$35.

Meter Manufacturer _____ Meter Serial No. _____ Meter License _____
 (Group and list by postage units or value) (Group and list by postage units or value)

Number of Pieces	Amount Each	Postage Value	Number of Pieces	Amount Each	Postage Value
Total Postage Value			Total Postage Value		
Grand Total of Postage Value					\$
Less Charges <i>(10% of face value or \$35 per hour if over \$350. Minimum charge is \$35.)</i>					—
Total To Be Refunded					\$
Post Offices must destroy customer meter stamps to prevent reuse. The manager and a witness must sign to certify that the meter impressions listed above were destroyed.			Supervisor/Manager Signature _____		Date _____
			Date _____		Witness Signature _____
					Date _____

Part 4 - Special Services and Other Refunds (Note: Fees for registered, insured, and COD services are not ordinarily refundable.)

Explain the reason for the requested refund:

Amount of Refund to Which Claimant is Entitled
 (In accordance with USPS policy) **\$**

Part 5 - Disbursements for Refunds (Issued Locally)

- 1) Postal Service official and witness must verify this claim and enter the approved amount in the "Approved Amount of Disbursement".
- 2) Certifying Postal Service official and witness are required to print and sign as authorization for payment or withdrawal of trust account.
- 3) Ensure the proper accounting entries are performed on PS Form 1412.
- 4) For cash refund issued, obtain payee's signature below. For money order refund issued enter the money order serial number below.
- 5) **DO NOT SUBMIT PS Form 3533 to Scanning and Imaging Center if a refund is issued locally.**

Payee Signature or Money Order Serial Number: _____ Date _____

Part 6 - Disbursements Processed by the Accounting Service Center (ASC)

- 1) Postal Service official and witness must verify this claim and enter the approved amount in the "Approved Amount of Disbursement".
- 2) Certifying Postal Service official and witness are required to print and sign as authorization for payment or withdrawal of trust account.
- 3) Ensure the proper accounting entries are performed:
 - a) If this is a refund, use the appropriate AIC for the refund. (See "Request Disbursement For" section.)
 - b) If this is a withdrawal from an advance deposit account, use the appropriate AIC 453 for BRM/Postage Due or AIC 470 for permit.
 - c) Ensure the offset to AIC 280, Disbursement Sent to ASC, is performed either in Form 1412 or Postal One!® system.
 - d) Attach the supporting AIC 280 documentation (PS Form 3544 or 3533-X) to the PS Form 3533.
- 4) **SUBMIT PS Form 3533 with attached AIC 280 supporting documentation to the USPS Scanning and Imaging Center.**
- 5) Customer will receive the payment from USPS. **NOTE:** Maintain a copy of the PS Form 3533 locally for 90 days.



PAY LESS FOR HEALTH INSURANCE

Have more health insurance than you need?
Don't pay for coverage you can't use.

If you have a family plan but no longer need it, you can change your coverage from Self & Family to Self Only now during Federal Employees Health Benefits (FEHB) Open Season — Nov. 13 to Dec. 12, 2006, at 5 p.m. Central Time.

If a qualifying life event leaves you the only person covered under a family plan, you have up to 60 days to change from Self & Family to Self Only by contacting H.R. Shared Service Center (HRSSC) at 1-877-477-3273, option 5.

SAVE MONEY

When a qualifying life event — that is, an event such as the death of a spouse, a dependent child turning 22 or divorce — leaves you as the only person covered under a family health plan, you must notify HRSSC within 60 days. HRSSC will process your change from Self & Family to Self Only coverage and save you money.

It isn't enough to tell your health plan about the change. If you don't also notify HRSSC, you'll end up paying too much for coverage you don't need.

Miss the 60-day deadline and you can still make the change during FEHB Open Season. It's easy using *PostalEASE*. You'll need your Employee ID and USPS PIN.

Miss both deadlines and you'll have to wait until next open season. So don't wait. If you need to make a change, do it now.

Finance (Continued)

PS Form 1314-A — Replacement Carriers/Auxiliary Routes

WK	Actual Weekly Hours		Name of Assigned Carrier					Finance Number					Social Security Number				Des/Act	Route No.				FLSA	Year	PP
	Hours	100s	Hours	Tr	Miles	GT	Sal	Mon	Tue	Wed	Thur	Fri	Training Hours	Second Trip	Annual	Sick	Other	COP	Denial	Mil Ly	Work Days	Xmas Assist Work Hours		
1	Hours	100s										Hours	100s	Min								2	Hours	100s
2	Hours	100s										Hours	100s	Min									Hours	100s
Des/Act	Name of Relief Carrier		Social Security Number					Week 1 Information				Second Trip	Week 2 Information				Second Trip							
	Actual Weekly Hours	Equipment Allowance	Hours	Tr	Miles	GT	Actual Weekly Hours	Equipment Allowance	Hours	Tr	Miles		GT											
	Hours	100s										Min	Hours	100s									Min	
	Hours	100s										Min	Hours	100s									Min	
	Hours	100s										Min	Hours	100s									Min	
	Hours	100s										Min	Hours	100s									Min	
	Hours	100s										Min	Hours	100s									Min	
	Hours	100s										Min	Hours	100s									Min	
This certifies that the above carrier rendered service in compliance with Postal regulations.			Postmaster's Signature					Date				Carrier's Initials												

PS Form 1314-A, February 2006 (7530-01-000-9282) (Page 1 of 2) United States Postal Service **Auxiliary Rural Carrier Time Certificate**

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 28, 2006) through the last day of the Christmas period (December 22, 2006) — which includes Pay Periods 23-06, 24-06, 25-06, and 26-06 — 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 25-06 and both weeks of PP 26-06. 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).

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:

- 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 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 December 25 or January 1.**

HARRIS E H		XX-XXXX		E XXX-XX-XXXX		710	K001	B	06	26							
Name of Assigned Carrier		Finance Number		Social Security Number		Des/Act		Route No.		FLSA	Year	PP					
Actual Weekly Hours	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours	
1 45.08 Hours 100s	K																
2 38.08 Hours 100s	K					A											
Des/Act		Name of Relief Carrier		Social Security Number		Week 1 Information		Week 2 Information		Second Trip		Whole Miles		Actual Weekly Hours		Tr No EM	
780	Leish	CR	XXX-YY-XXXX	08.50	1					19.25	2						
This certifies that the above carrier rendered service in compliance with postal regulations.		Postmaster's Signature		Date		Carrier's Initials		8127 Time (Min)									
		J Mitchell		12/22/06		EM											
PS Form 1314, February 2006 (Page 1 of 2) (7530-01-014-9844)		United States Postal Service		Regular Rural Carrier Time Certificate													

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

1. Regular carrier is assigned to a 45-hour evaluated route (Daily evaluation = 9.00 hours).
2. 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

3. 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.
4. No manual computation for Christmas overtime is necessary. This is automatically computed. No entries are made to the Daily Overtime block.

LEONARD D E		XX-XXXX		E XXX-XX-XXXX		710	K003	B	06	25									
Name of Assigned Carrier		Finance Number		Social Security Number		Des/Act		Route No.		FLSA	Year	PP							
Actual Weekly Hours	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours			
1 35.65 Hours 100s	K																		
2 48.75 Hours 100s	S										08.92								
Des/Act		Name of Relief Carrier		Social Security Number		Week 1 Information		Week 2 Information		Second Trip		Whole Miles		Actual Weekly Hours		Tr No EM			
780	Mitchell	M	YYY-XX-XXXX	16.50	2														
(X days not given before end of pay period, so DACA 3 is changed to DACA 5)				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		8127 Time (Min)											
		J Mitchell		12/08/06		DC													
PS Form 1314, February 2006 (Page 1 of 2) (7530-01-014-9844)		United States Postal Service		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.

KLEIN P K				XX-XXXX				E XXX-XX-XXXX				710		K007		B		07		01															
Name of Assigned Carrier				Finance Number				Social Security Number				Des/Act		Route No.		FLSA		Year		PP															
Actual Weekly Hours		Days Assigned Carrier Absent					Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Second Trip		Route Dev.		GT Veh.		Miles Omit		Xmas Assist Work Hours										
1	4538 Hours 100s	V	K																																
2	4208 Hours 100s	H	K																																
Des/Act				Name of Relief Carrier				Social Security Number				Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit -		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit -	
780	Jones K			123-XY-XXXX				Hours 100s		1										0925 Hours 100s		1													
This certifies that the above carrier rendered service in compliance with postal regulations.				Postmaster's Signature				Date		Carrier's Initials		8127 Time (Min)																							
PS Form 1314, February 2006 (Page 1 of 2) (7530-01-01-6844)				<i>J Mitchell</i>				1/5/07		PK				United States Postal Service 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 23.
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.
6. 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 25.

PICARD L P				XX-XXXX				E XXX-XX-XXXX				710		K009		B		06		25															
Name of Assigned Carrier				Finance Number				Social Security Number				Des/Act		Route No.		FLSA		Year		PP															
Actual Weekly Hours		Days Assigned Carrier Absent					Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Second Trip		Route Dev.		GT Veh.		Miles Omit		Xmas Assist Work Hours										
1	4350 Hours 100s	V	K																																
2	4292 Hours 100s		K																																
Des/Act				Name of Relief Carrier				Social Security Number				Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit -		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit -	
780	Smith P			XXX-91-XXXX				0850 Hours 100s		1										0925 Hours 100s		1													
This certifies that the above carrier rendered service in compliance with postal regulations.				Postmaster's Signature				Date		Carrier's Initials		8127 Time (Min)																							
PS Form 1314, February 2006 (Page 1 of 2) (7530-01-01-6844)				<i>J Mitchell</i>				12/8/06		LP				United States Postal Service Regular Rural Carrier Time Certificate																					

Exhibit 4. Regular Carrier Provides Christmas Assistance

1. 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.
2. Enter 7.25 hours in Xmas Assist Work Hours. Do not include in the total work hours for the week on PS Form 1314.
3. Enter the 25 miles traveled on the relief day in whole miles in the Route Deviation block.
4. 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		06 26																	
Name of Assigned Carrier				Finance Number				Social Security Number				Des/Act		Route No		FLSA		Year PP																	
Actual Weekly Hours		Days Assigned		Carrier Absent		Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Second Trip		Route Dev.		GT Veh.		Miles Omit		Xmas Assist Work Hours											
1 3988		R				0032																													
2 3408		K																						06 00											
Des/Act				Name of Relief Carrier				Social Security Number				Week 1 Information				Week 2 Information																			
780				Fallon, JF				XX0-YY-XXXX				Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit	
												Hours 100s								0813		Hours 100s		1											
												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				8127 Time (Min)																			
				J Mitchell				12/22/06				AL																							
PS Form 1314, February 2006 (Page 1 of 2) (7530-01-014-6844)																United States Postal Service 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.

HAMEL C H				XX-XXXX				E XXX-XX-XXXX				740		J002		P		07		01			
Name of Assigned Carrier				Finance Number				Social Security Number				Des/Act		Route No.		FLSA		Year		PP			
Actual Weekly Hours		Days Assigned Carrier Absent		Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Second Trip		Route Dev		GT Veh		Miles Omit		Xmas Assist Work Hours	
1 4250 Hours 100s		J																					
2 4458 Hours 100s																							
Des/Act				Name of Relief Carrier				Social Security Number				Week 1 Information				Week 2 Information							
Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit -		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit -	
Hours 100s								Min				Hours 100s						Min					
Hours 100s								Min				Hours 100s						Min					
Hours 100s								Min				Hours 100s						Min					
Hours 100s								Min				Hours 100s						Min					
Hours 100s								Min				Hours 100s						Min					
This certifies that the above carrier rendered service in compliance with postal regulations.				Postmaster's Signature				Date				Carrier's Initials				8127 Time (Min)							
				D Mitchell				11/5/07				CH											
PS Form 1314, February 2006 (Page 1 of 2) (7530-01-014-6044)												United States Postal Service 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 23.
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.

EDISON D E				XX-XXXX				E XXX-XX-XXXX				740		K034		P		06		26			
Name of Assigned Carrier				Finance Number				Social Security Number				Des/Act		Route No.		FLSA		Year		PP			
Actual Weekly Hours		Days Assigned Carrier Absent		Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Second Trip		Route Dev		GT Veh		Miles Omit		Xmas Assist Work Hours	
1 3652 Hours 100s		K																				0700 Hours 100s	
2 3392 Hours 100s		K																					
Des/Act				Name of Relief Carrier				Social Security Number				Week 1 Information				Week 2 Information							
Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit -		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit -	
Hours 100s								1		Min		0915 Hours 100s						1		Min			
Hours 100s										Min		Hours 100s						Min					
Hours 100s										Min		Hours 100s						Min					
Hours 100s										Min		Hours 100s						Min					
Hours 100s										Min		Hours 100s						Min					
This certifies that the above carrier rendered service in compliance with postal regulations.				Postmaster's Signature				Date				Carrier's Initials				8127 Time (Min)							
				D Mitchell				12/22/06				DE											
PS Form 1314, February 2006 (Page 1 of 2) (7530-01-014-6044)												United States Postal Service Regular Rural Carrier Time Certificate											

(Do not include XMAS Assist Work hours in Actual Weekly Hours)

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		06 26			
Name of Assigned Carrier										Finance Number					Social Security Number					Des/Act		Route No.		FLSA		Year		PP	
WK	Actual Weekly Hours	Equipment Allowance			N - No Service					Training		Second		Leave - Whole Hours					Work		Xmas Assist								
1	Hours 100s	06	2	030							Hours 100s	Min									1000	Hours 100s							
2	Hours 100s	03	1	040							Hours 100s	Min										0450	Hours 100s						
Des/Act		Name of Relief Carrier					Social Security Number					Week 1 Information					Week 2 Information												
												Actual Weekly Hours					Actual Weekly Hours												
												Equipment Allowance					Equipment Allowance												
												Hours Tr Miles GT					Hours Tr Miles GT												
												Second Trip					Second Trip												
												Hours 100s					Hours 100s												
												Min					Min												
												Hours 100s					Hours 100s												
												Min					Min												
												Hours 100s					Hours 100s												
												Min					Min												
												Hours 100s					Hours 100s												
												Min					Min												
This certifies that the above carrier rendered service in compliance with Postal regulations.										Postmaster's Signature <i>J. Mitchell</i>										Date <i>06/21/06</i>		Carrier's Initials <i>ES</i>							
PS Form 1314-A, February 2006 (7530-01-000-9282) (Page 1 of 2)										United States Postal Service										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	06	26			
Name of Assigned Carrier											Finance Number				Social Security Number				Des/Act	Route No.				FLSA	Year	PP
WK	Actual Weekly Hours	Equipment Allowance					N - No Service					Training Hours	Second Trip	Leave - Whole Hours					Work Days	Xmas Assist Work Hours						
		Hours	Tr	Miles	GT	Sal	Mon	Tue	Wed	Thur	Fri			Annual	Sick	Other	COP	Donate			Mil Lv					
1	Hours 100s											Hours 100s	Min							0425						
2	Hours 100s	01	1	0	0							Hours 100s	Min							0250						
Des/Act	Name of Relief Carrier					Social Security Number					Week 1 Information					Week 2 Information										
	Actual Weekly Hours	Equipment Allowance				Second Trip	Actual Weekly Hours	Equipment Allowance				Second Trip														
Hours 100s	Hours	Tr	Miles	GT	Hours 100s		Hours	Tr	Miles	GT	Hours 100s		Hours	Tr	Miles	GT										
	Hours 100s						Hours 100s				Min	Hours 100s					Min									
	Hours 100s						Hours 100s				Min	Hours 100s					Min									
	Hours 100s						Hours 100s				Min	Hours 100s					Min									
	Hours 100s						Hours 100s				Min	Hours 100s					Min									
	Hours 100s						Hours 100s				Min	Hours 100s					Min									
	Hours 100s						Hours 100s				Min	Hours 100s					Min									
This certifies that the above carrier rendered service in compliance with Postal regulations.											Postmaster's Signature <i>Jo Mitchell</i>					Date 12/22/06	Carrier's Initials DD									
PS Form 1314-A, February 2006 (7530-01-000-9282) (Page 1 of 2)											United States Postal Service 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.

Roger A											XX-XXXX				XXX-XX-XXXX				990	J029	P	06	26			
Name of Assigned Carrier											Finance Number				Social Security Number				Des/Act	Route No.				FLSA	Year	PP
WK	Actual Weekly Hours	Equipment Allowance					N - No Service					Training Hours	Second Trip	Leave - Whole Hours					Work Days	Xmas Assist Work Hours						
		Hours	Tr	Miles	GT	Sal	Mon	Tue	Wed	Thur	Fri			Annual	Sick	Other	COP	Donate			Mil Lv					
1	Hours 100s	04	2	0	36							Hours 100s	Min													
2	Hours 100s	06	3	0	54							Hours 100s	Min													
Des/Act	Name of Relief Carrier					Social Security Number					Week 1 Information					Week 2 Information										
	Actual Weekly Hours	Equipment Allowance				Second Trip	Actual Weekly Hours	Equipment Allowance				Second Trip														
Hours 100s	Hours	Tr	Miles	GT	Hours 100s		Hours	Tr	Miles	GT	Hours 100s		Hours	Tr	Miles	GT										
	Hours 100s						Hours 100s				Min	Hours 100s					Min									
	Hours 100s						Hours 100s				Min	Hours 100s					Min									
	Hours 100s						Hours 100s				Min	Hours 100s					Min									
	Hours 100s						Hours 100s				Min	Hours 100s					Min									
	Hours 100s						Hours 100s				Min	Hours 100s					Min									
	Hours 100s						Hours 100s				Min	Hours 100s					Min									
This certifies that the above carrier rendered service in compliance with Postal regulations.											Postmaster's Signature <i>Jo Mitchell</i>					Date 12/22/06	Carrier's Initials AR									
PS Form 1314-A, February 2006 (7530-01-000-9282) (Page 1 of 2)											United States Postal Service 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.

GREENE		F T		XX-XXXX		E XXX-XX-XXXX		790		A005		P		06		26											
Name of Assigned Carrier				Finance Number				Social Security Number				Des/Act		Route No.		FLSA		Year		PP							
Wk		Actual Weekly Hours		Equipment Allowance		N - No Service		Training Hours		Second Trip		Annual		Sick		Other		COP		Donate		Mil Ly		Work Days		Xmas Assist Work Hours	
1		24.50 Hours 100s		08 6 100																							
2		1.298 Hours 100s		06 4 080		N N						04												01.50 Hours 100s			
Des/Act		Name of Relief Carrier				Social Security Number				Actual Weekly Hours		Equipment Allowance		Second Trip		Actual Weekly Hours		Equipment Allowance		Second Trip							
760		Chang M				XXX-00 XX 11				Hours 100s				Min		09.50 Hours 100s		03 2 06		Min							
										Hours 100s				Min		Hours 100s				Min							
										Hours 100s				Min		Hours 100s				Min							
										Hours 100s				Min		Hours 100s				Min							
										Hours 100s				Min		Hours 100s				Min							
										Hours 100s				Min		Hours 100s				Min							
This certifies that the above carrier rendered service in compliance with Postal regulations.				Postmaster's Signature				Date				Carrier's Initials															
				J Mitchell				12/22/06				EJ															
PS Form 1314-A, February 2006 (7530-01-000-9282) (Page 1 of 2)																United States Postal Service 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.

NOTICE

Disposition of Foreign Coins

Post Offices™ and postal retail units (PRUs) accept cash, U.S. currency, and coins, for all postal products. Retail associates (RAs) are advised to be cautious since some foreign coins may look like U.S. coins.

Post Offices and PRUs may dispose of erroneously accepted foreign coins no more than once a quarter. The PRUs must collect all foreign coins from the RAs as follows:

1. The RA calculates the amount of the foreign coins and submits the coins to the supervisor.

Note: Foreign coins are given the same value as the U.S. coin of the same size.
2. The RA enters the amount submitted in AIC 647 in the clerk's PS Form 1412, *Daily Financial Report*.
3. The supervisor and a witness will:
 - a. Count all the foreign coins collected and complete and sign the Foreign Coin Disposition Receipt.

b. Prepare and pack by denomination amount accepted.

c. Ship foreign coins via Registered Mail™ to the following address:

ATLANTA MAIL RECOVERY CENTER
 U.S. POSTAL SERVICE
 PO BOX 44161
 ATLANTA GA 30378-1161

4. At close out, the supervisor validates the amounts entered in AIC 647 in the unit's PS Form 1412 with the amount in the Foreign Coin Disposition Receipt.
5. The supervisor or closeout person will file the Foreign Coin Disposition Receipt locally with the unit's PS Form 1412.

Foreign Coin Disposition Receipt			
<i>Post Office, Unit Name</i>		<i>Unit ID (10-digit)</i>	
		<i>Date</i>	
Count	Value as U.S. Coin	Total Value	
	\$1.00		
	0.50		
	0.25		
	0.10		
	0.05		
	0.01		
Total Value of Foreign Coins Submitted:			
Witness (Print)	Date	Supervisor (Print)	Date
Witness Signature		Supervisor Signature	

NOTICE

Form W-4 Completion for Employees Claiming Exempt Status for 2007

Internal Revenue Service (IRS) regulations permit employees who anticipate no federal tax liability for 2007 to continue to claim total exemption from federal tax withholding provided they owed no federal taxes for 2006. These regulations also require that employees who claim an exempt status submit a new Form W-4, *Employee's Withholding Allowance Certificate*, every calendar year. Because of *PostalEASE*, however, it is no longer necessary for these employees to file a hard copy Form W-4.

Employees may meet IRS filing requirements concerning exempt W-4s by either logging onto *PostalEASE* via the Postal Service Intranet at <http://blue.usps.gov> or by calling *PostalEASE* toll-free at 877-477-3273. Follow the Form W-4 instructions provided by *PostalEASE*, and your form will be updated for calendar year 2007. If you are from a locality that is serviced by the Human Resources Shared Service Center (HRSSC) in Greensboro, you can direct any questions to 877-477-3273, option 5.

Any employee currently in an exempt status who does not submit a new Form W-4 claiming a continuation of that status will be converted to a taxable status, effective Pay Period 05-07. For an exempt Form W-4 to remain effective into the next year, the IRS requires completion, submission, and acceptance of the form no later than February 15.

Since February 15 falls within Pay Period 04-07, updated Form W-4 information must be entered into *PostalEASE* no later than Monday, February 12. Entry of the information by that date will ensure continuation of the exempt status for 2007.

Any employee who claimed exempt status for 2006 who does not submit a new Form W-4 will have federal taxes withheld at the rate that would normally be applicable to an employee claiming Single with 0 allowances. Employees with an exempt status (as of Pay Period 26-06) will receive printed messages on their earnings statement during Pay Periods 02-07 and 03-07 reminding them that a new Form W-4 is required.

Reminders:

- All administrative and managerial employees must not provide tax advice to employees concerning the completion of Form W-4s.
- Sending information concerning exempt Form W-4s to the Eagan Accounting Service Center is no longer required.

— *Payroll Accounting,
Finance, 11-9-06*

Information Technology

NOTICE

A New Vendor to Handle Telephone Bills

Effective December 1, 2006, ProfitLine, a private company, will handle all bills for local telephone service used by the Postal Service™. Companies that provide local telephone service will submit bills dated December 1, 2006, or later directly to ProfitLine so Postal Service personnel will no longer have to handle telephone bills. All bills dated before December 1 should be paid using existing procedures.

As part of the new process for handling telephone bills, Information Technology (IT) will manage local voice service contracts. IT offices in performance clusters and areas will review and approve Postal Service telephone bills for each location. Each location will have a designated representative trained to handle the process.

All telephone companies have been contacted and told to forward bills, including those for digital subscriber lines, directly to ProfitLine as of December 1, 2006. Postal

Service locations should not receive any bills dated after November 2006.

Please note that cell phones, pagers, BlackBerries, satellite services, calling cards, long distance services billed separately from telephone lines, teleconference services, or alarm services are not included in the new process.

The new process is as follows:

1. All local telephone companies send monthly bills directly to ProfitLine.
2. ProfitLine loads all bills into a database and organizes them by performance cluster, area, or Headquarters function.
3. ProfitLine checks bills for inappropriate fees such as taxes and third-party charges and for usage anomalies.

4. Using a Web-based application, ProfitLine posts a consolidated bill and detailed charges so the designated representative can review that week's bills.
5. The designated representative checks and approves the weekly bill within 3 days of posting. (Failure to act within the 3-day period will result in the representative's name being put on a list that will be available to senior management.)
6. When the bill is approved, ProfitLine submits the consolidated invoice to the Postal Service for payment.

Please forward any bill dated December 1, 2006, or later to ProfitLine at the address below:

UNITED STATES POSTAL SERVICE
CO PROFITLINE
PO BOX 509120
SAN DIEGO CA 92150-9120

Designated representatives are being trained so that they will be ready by the December 1st implementation.

Information about the new process is available as follows:

- Performance cluster or areas contact the office's IT manager or designated representative.
- Headquarters units contact the manager, Telecommunications Services, at 919-501-9500.

A link on the IT Web site will be established to address billing, ordering, and other service issues. The link will include answers to frequently asked questions.

— *Telecommunications Services,
Information Technology, 11-9-06*

NOTICE

November 16, 2006, is Computer Security Day

Every November, Information Technology takes time to remind all Postal Service™ employees how important computer and information security is. Robert L. Otto's letter,

which appears on page 80, asks employees to make computer security part of their daily routine.

— *Corporate Information Security,
Information Technology, 11-9-06*

ROBERT L. OTTO
VICE PRESIDENT
CHIEF TECHNOLOGY OFFICER



November 9, 2006

ALL EMPLOYEES

SUBJECT: Computer Security Day

Over the past few years we have all become more sensitive than ever to the critical issue of computer and data 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 in all of our surroundings.

This past year we have all become more aware of the importance of protecting sensitive data. We work hard to protect the safety and security of our employees, our customers, and the nation's mail. We must continue to focus on information security now more than ever and place more focus on protecting our sensitive data in our everyday routines.

The Postal Service will observe *Computer Security Day* on November 16, 2006. In this *Computer Security Day*, Information Technology will focus on protecting sensitive data. IT will publish information in several forms to observe this day, including articles in our national publications, awareness brochures, and posters. The updated Information Security Video will be available via On-Demand Video. You can also get additional information by visiting <http://it-dataprotection>.

I encourage you to look closely at your practices in handling corporate and personal information in your daily work. Please become more familiar with our policies that guide authorized uses of computers and information. Change your own behavior and business practices to contribute to stronger information security. Even the greatest computer protection technology can be undermined by human behavior, whether intentional or accidental. A security-aware workforce is our best defense against threats, whether from internal or external sources. Your eyes and ears will assist us to respond quickly to incidents before damage spreads.

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

A handwritten signature in cursive script that reads "Robert L. Otto".

Robert L. Otto

475 L'ENFANT PLAZA SW
WASHINGTON, DC 20260-1500
202-268-6900
FAX: 202-268-4492
ROTTIO@USPS.GOV
WWW.USPS.COM

International Mail

IMM AND PUBLICATION 51 REVISIONS

Redeeming International Reply Coupons

Effective November 9, 2006, we are revising *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) part 372 and Publication 51, *International Postal Rates and Fees*, to reflect current procedures in our redemption policy for international reply coupons (IRCs) issued before 2002.

As of January 1, 2007, customers will no longer be able to redeem IRCs issued before 2002 at U.S. Post Offices™. Starting January 1, 2007, retail associates should advise customers to return pre-2002 IRCs to their correspondents in the country of issue for redemption through the postal administration that issued the coupon. This policy change is only for IRCs issued by foreign postal administrations — U.S.-origin coupons are not affected.

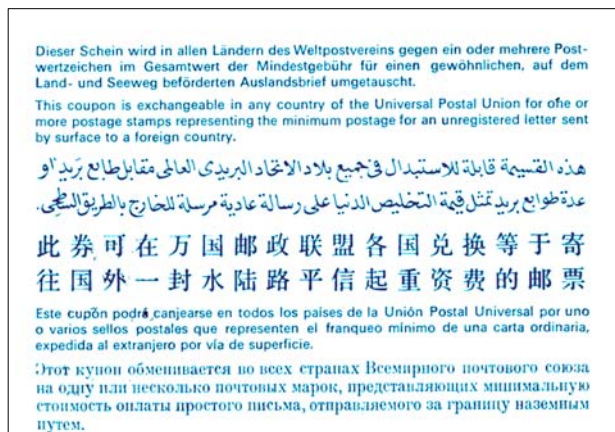
This new date of January 1, 2007, revises the date of July 1, 2006, published in the article titled “New IRC Procedures: Redemption of International Reply Coupons at Retail Counters,” in *Postal Bulletin* 22184 (7-6-06, page 28). As noted in that article, the pre-2002 IRCs are approximately 2.5 inches by 4 inches and do not have a barcode on the back, whereas the current versions of the IRCs printed by the Universal Postal Union are approximately 3.75 inches by 6 inches and can be distinguished by the barcode on the back. Images of the front and back of both the old and current IRCs are shown on pages 81–82 of this issue of the *Postal Bulletin*.

Note: The images of the IRCs are shown in the same size even though, as mentioned above, the pre-2002 IRCs are smaller than the current IRCs.

Pre-2002 IRC

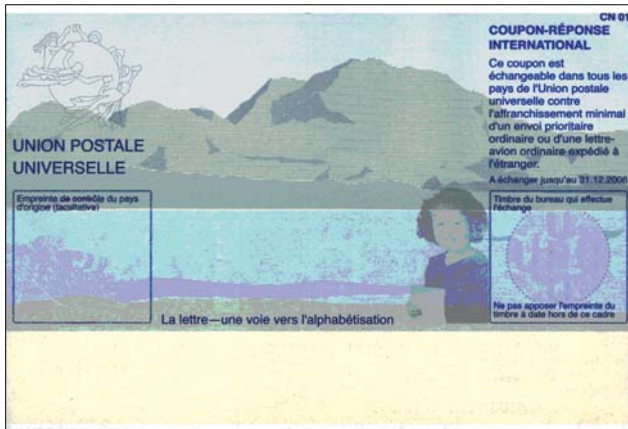


Front



Back

Current IRC



Front



Back

International Mail Manual (IMM)

- * * * * *
- 3 Special Services**
- * * * * *
- 370 Supplemental Services**
- * * * * *
- 372 International Reply Coupons**

372.1 Description

[Delete the last sentence in item a so that item a reads in its entirety as follows:]

- a. The sender of a letter may prepay a reply by purchasing reply coupons that are sold and exchangeable for postage stamps by postal administrations in member countries of the Universal Postal Union.

* * * * *

372.4 Processing Requests

* * * * *

[Revise item d to read as follows:]

- d. Reply coupons issued by foreign countries before 2002 will not be redeemable at U.S. Post Offices as of January 1, 2007. The pre-2002 international reply coupons are approximately 2.5 inches by 4 inches and do not have a barcode on the back. The latest versions of the international reply coupons printed by the Universal Postal Union are approximately 3.75 inches by 6 inches and can be distinguished by the barcode on the back. Starting January 1, 2007, customers should return pre-2002 coupons of foreign origin to their correspondents in the country of issue for replacement or redemption through the issuing postal administration. This policy change is only for

international reply coupons issued by foreign postal administrations — U.S.-origin coupons are not affected.

* * * * *

Publication 51, International Postal Rates and Fees

* * * * *

Miscellaneous Services

* * * * *

International Reply Coupons

[Revise the section about “International Reply Coupons” in its entirety to read as follows:]

International reply coupons (IRCs) provide foreign addressees with a prepaid means of responding to inquiries, solicitations, or other types of communications that are initiated by U.S. senders. IRCs are exchangeable for postage stamps by postal administrations in member countries of the Universal Postal Union (UPU). Each IRC is equivalent in value to the destination country’s minimum postage rate for an unregistered airmail letter. The purchase price is \$1.85 per coupon.

As of January 1, 2007, IRCs issued by foreign countries before 2002 will not be redeemable at U.S. Post Offices. Starting January 1, 2007, customers should return pre-2002 coupons of foreign origin to their correspondents in the country of issue for replacement or redemption through the issuing postal administration. This policy change is only for IRCs issued by foreign postal administrations — U.S.-origin coupons are not affected.

* * * * *

We will incorporate these revisions into the printed version of IMM 34, the next printed version of Publication 51, and the online versions of the IMM and Publication 51,

which can be accessed via Postal Explorer® at <http://pe.usps.com>.

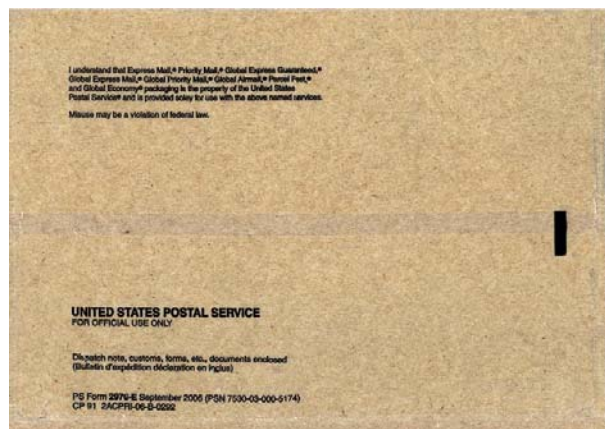
— *Mailing Standards,
Pricing and Classification, 11-9-06*

REVISED PS FORM 2976-E

Customs Form Envelope Is Sure to Stick With Customers

The Postal Service™ has released a new and improved edition of PS Form 2976-E, *Customs Declaration Envelope — CP 91*.

The revised PS Form 2976-E has been developed to better respond to the needs of our customers. The new customs form pouch is made with a stronger adhesive, and it has a 1-inch overlap at the opening of the pouch (top-over-bottom closure) to ensure that it stays on the package with the contents securely inside. The new pouch is also larger so that customers can easily fit all required documentation inside. A photograph of PS Form 2976-E appears below.



Intended for use only for shipping purposes through the Postal Service, the revised PS Form 2976-E is making international shipping Quick, Easy, Convenient™ for our customers.

Mailers can still use supplies of the previous edition of PS Form 2976-E (January 2004), and Postal Service facilities should deplete their current supplies before distributing the revised edition.

Customers may obtain supplies of PS Form 2976-E at The Postal Store™ at www.usps.com/shippingsupplies (or go to usps.com and, under “Shipping Tools,” click on *Supplies*); click on *Forms and Labels*; click on *View All*; and then scroll down and click on *Customs Form Envelope 2976E*.

Post Offices™ may order PS Form 2976-E from the Materials Distribution Center (MDC) and use touch tone order entry (TTOE): Call 800-273-1509.

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.)

Post Offices may use the following information to order PS Form 2976-E:

PSIN:	PS2976E
PSN:	7530-03-000-5174
Unit of Measure:	EA
Minimum Order Quantity:	50
Quick Pick Number:	156
Bulk Pack Quantity:	1,500
Price:	\$0.0286

— *Package Services,
Product Development, 11-9-06*

*ICM UPDATES***International Customized Mail**

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

To read the latest updates:

- Go to 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, 11-9-06



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

Promotion. Postal Service Official Licensed Products

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Visit us online: www.postalproducts.com or <http://ebuy.usps.gov>

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

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See-through bags and lanyards



JUMBO MESH TOTE

Nylon and mesh. Shoulder length straps, key ring, full sleeve zippered pocket.
 Size: 23" x 16" x 7"
 Colors: Red/Black, Ice Blue/Black, or Black
SP615 \$10.95



NECK WALLET

Polyester ripstop. Strap with one-touch cord lock, pen slot, large window for badge or ID.
 Size: 28" x 25"
 Colors: Black, Red or Royal
SP616 \$6.50



CLEAR BACKPACK

Clear PVC and polyester. Mesh beverage holder, pen holder and padded backstraps.
 Size: 13" x 17" x 7"
 Colors: Black, Navy or Red.
SP601 \$14.95

Find these products and more at
www.MyPostalStore.com



To order or request a catalog
 call **866-850-0059**
 fax **866-650-1970**
sales@MyPostalStore.com



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

Philately

ANNOUNCEMENT

Stamps: An American Journey (2006) — New Postal Service and History Channel DVD

The History Channel, in partnership with the Postal Service™, has developed a high-quality, fast-paced, short feature, titled “Stamps: An American Journey (2006).” The DVD gives a fascinating overview of the history of postage stamps and their changing meaning to American culture. The program is now available on DVD for showing in Post Office™ lobbies for retail customers.

For many years, stamps only depicted “monumental heroes” such as George Washington. Through an evolving process, stamps now honor Americans of political stature, celebrities, and popular culture subjects.

The DVD not only shows many stamp images in “flash” sequences, but it also quickly covers the general process for selecting stamp subjects and images, using the recently released “Motorcycle” stamps as an example. Also included in the DVD is footage of U.S. astronauts canceling stamps on the moon, historical footage matched to stamp images, and interviews with experts from the Postal Service and the Smithsonian Institution. The program runs approximately 13 1/2 minutes.

Availability

The DVD is available to postmasters for viewing by their customers in lobbies with DVD display capabilities. The DVD is not available for general distribution to the general public.

How to Order the DVD

You can order the DVD from the Material Distribution Center (MDC) and use touch tone order entry (TTOE): Call 800-272-1509, option 2.

Note: You must be registered to use TTOE. To register, call 800-272-0317, 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 the DVD:

PSIN:	R5028
NSN:	6910-09-000-8977
Unit of Measure:	EA
Minimum Order Quantity:	1
Quick Pick Number:	N/A
Price:	\$0.00

First issuance is limited to 3,000 copies. Requests from first issuance will be fulfilled at no charge from MDC. If this stock is depleted, further details on ordering will be made available in the *Postal Bulletin*.

— Stamp Services,
Government Relations, 11-9-06

CORRECTION

Lady Liberty and U.S. Flag Stamp

Issue Date

In the article “Stamp Announcement 06-43: Lady Liberty and U.S. Flag Stamp” in *Postal Bulletin* 22192 (10-26-06, pages 70–71), the technical details sheet incorrectly gives the issue date as April 8, 2006. The issue date is November 8, 2006.

First Day of Issue Postmark

In the same article, it erroneously states that to obtain the first day of issue postmark, all orders must be postmarked by January 7, 2006. The correct date for all orders to be postmarked is February 7, 2007.

— Stamp Services,
Government Relations, 11-9-06

Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers

Effective close of business December 31, 2006, all Post Offices™, stations, branches, postal stores, vending outlets, and authorized philatelic centers must (1) withdraw the stamp stock items and products listed below and their related vending and store-prepared stamp items from sale and (2) prepare them for destruction. Submit items to destruction sites according to local established procedures, under the guidelines in Handbook F-1, *Post Office Accounting Procedures*, subchapter 45, Destroying Stamp Stock.

Do not permit sales of the stamp stock items, products, and their related vending and store-prepared stamp items listed below at retail counters and outlets after December 31, 2006, unless otherwise instructed. Items listed are also withdrawn from sale at Stamp Fulfillment Services (SFS) with the exception of items listed with an asterisk (*). They remain on sale at SFS until further notice.

Item Number	Description
107262	79-cent Navajo Jewelry First Day Cover
103700	37-cent Flag Gum Stamp
108561	39-cent Lady Liberty Stamp First Day Cover
220800*	70-cent Badland Stamped Card
221000	23-cent White Barn Stamped Card
221100*	25-cent Carlsbad Cavern Stamped Card
221110	\$2.50 Carlsbad Cavern Stamped Cards Pack
221200*	50-cent Carlsbad Reply Stamped Card
221300	25-cent Carlsbad Cavern Sheet Card
221400*	25-cent Ohio University Stamped Card
221500*	25-cent Columbia University Stamped Card
221600*	25-cent Harriton House Stamped Card
222000	25-cent Carlsbad Cavern Banded Card
225900	40-cent Yankee Clipper Stamped Card
225910	\$4 Yankee Clipper Stamped Card Set
446999	\$15.95 Inaugural Cover
452597	\$8.75 Neuter or Spay Panel
454497	\$8.75 Lighthouses Panel
454500 & 15	\$3.70 Arctic Tundra Pane
454700 & 15	37-cent Audrey Hepburn Stamp
454793	\$8.15 Audrey Hepburn Keepsake
455400 & 15	37-cent Paul Robeson Stamp
455591	\$6.70 Dr. Seuss Ceremony & Cover Set
455593	\$8.15 Dr. Seuss Keepsake
455900 & 15	37-cent Lewis & Clark Stamp
455984	\$66.60 Lewis & Clark Press Sheet
455992	\$8.15 Lewis & Clark Pane & First Day Cover
455993	\$15.65 Lewis & Clark Keepsake
456700	37-cent USS Constellation Stamp
456800 & 15	\$5.55 Cloudscapes Pane
456893	\$13.60 Cloudscape Pane & First Day Cover
457500	37-cent Constellations Stamp
457563	\$3 Constellations First Day Cover
457565	\$1.50 Constellations Color Postmark
457568	\$6 Constellations Color Postmark Set
457593	\$10.40 Constellations Keepsake
457599	\$13.40 Constellations DCP Keepsake

Item Number	Description
457700	37-cent Let's Dance Stamp
457766*	\$9.75 Let's Dance Stamped Cards
457793	\$10.40 Let's Dance Keepsake
457799	\$13.40 Let's Dance Postmark Keepsake
457800 & 15	37-cent Ronald Reagan Stamp
457874	\$12.95 Ronald Reagan Folio Keepsake
457884	\$44.40 Ronald Reagan Press Sheet
457893	\$8.15 Ronald Reagan Keepsake
458400	37-cent Greta Garbo Stamp
458493	\$10.03 Greta Garbo Keepsake
458496	\$6 Greta Garbo Swedish Souvenir Sheet
458499	\$8.90 Greta Garbo Postmark Keepsake
458500	37-cent Children's Health Stamp
458561	75-cent Children Health Fist Day Cover
458593	\$8.15 Children's Health Keepsake
458782	\$54.95 Advance in Aviation Framed Art
458786	\$21.95 Advancement in Aviation Matted Print
458788	\$14.95 Advancement in Aviation Matted Prints
458800* & 15	\$4.07 Jim Henson & Muppets Stamps
458862	\$6.57 Jim Henson & Muppets FDC
458864	\$6.57 Jim Henson & Muppets Cancel Pane
458865	\$1.50 Jim Henson & Muppets Color Postmark
458868	\$16.50 Jim Henson & Muppets Color Postmark Set
458899*	\$5.57 Jim Henson & Muppets Keepsake
458900	37-cent Distinguished Marines Stamp
458963	\$3 Distinguished Marines FDC Set
458969	\$3 Distinguished Marines FDC Set
458993	\$10.40 Distinguished Marines Keepsake
552500	40-cent Rio Grande Stamp
552510	\$4 Rio Grande Set Stamps
553600	60-cent Grand Canyon Stamp
553610	\$6 Grand Canyon Set Stamps
561200	55-cent Love Letters Stamp
561210	\$5.50 Love Letters Set Stamps
561261	76-cent Love Letters First Day Cover
561361	81-cent Acadia National Park First Day Cover
562500	37-cent Holiday Snowmen Stamp
562593	\$10.40 Holiday Snowmen Keepsake
562597	\$8.75 Holiday Snowmen Panel
562897	\$8.75 Love Panel
562900 & 15	37-cent Flag Stamps
563300	37-cent Holiday Thanksgiving Stamp
563600 & 15	37-cent Holiday EID Stamps
563700	37-cent Happy Birthday Stamp
563710	\$3.70 Happy Birthday Set Stamps
563982	\$27.95 First Powered Flight Matted Pane
564000 & 15	37-cent Holiday Music Makers Stamps
564300 & 5	37-cent Greeting From America Stamps
566500 & 15	37-cent Kwanzaa Stamps
566600 & 15	37-cent Hanukkah Stamps
567500*	37-cent Holiday Cookies
567563	\$3 Holiday Cookies CNC Set

Item Number	Description
567565	\$1.50 Holiday Cookies Color Postmark
567568	\$6 Holiday Cookies DCP NY CNC Set
567569	\$3 Holiday Cookies DCP MN CNC
567579	\$6 Holiday Cookies DCP MN CNC Set
567587	\$14.95 Holiday Planner & Stamps
567599	\$13.40 Holiday Cookies Keepsake
567661	77-cent Lady Liberty Flag ATM FDC
567761	77-cent Lady Liberty First Day Cover
670100 & 01	\$7.40 Holiday Snowmen Booklets
670200 & 01	\$7.40 Christmas Gossaert Booklets
670293	\$8.15 Christmas Stamps & First Day Cover
670297	\$8.75 Christmas Gossaert Panel
670300 & 11	\$7.40 Holiday Snowmen Vending Books
670400 & 01	\$7.40 Antique Toys Booklets
671100 & 01	\$7.40 Non-Denominated Flag Booklets
671200 & 11	\$7.40 Non-Denominated Flag Vending Books
671797	\$8.75 Love Stamp Panel
672200 & 01	\$7.40 Holiday Music Makers Booklets
672300 & 11	\$7.40 Holiday Music Makers Vending Books
672400	\$7.40 Christmas Traditional Book
674000* & 01	\$7.40 Holiday Cookies Booklets
674063	\$3 Holiday Cookies First Day Cover
674065	\$1.50 Holiday Cookies DCP Cover
674068	\$6 Holiday Cookies NY DCP Cover Set
674069	\$3 Holiday Cookies FDC MN Cancelled
674079	\$6 Holiday Cookies FDC MN DCP Set
674100 & 11	\$7.40 Holiday Cookies Vending Booklets
674461	77-cent Lady Liberty Booklet First Day Cover
771500	\$3,400 Statue of Liberty PSA Coil
771600	\$1.020 Statue of Liberty PSA Coil
772400	\$660 Uncle Sam Gum Coil
772500	\$125 Flag Over Yosemite Coil
772600	\$750 Flag Over Yosemite Coil
773000	\$60 Locomotive Coil

Item Number	Description
773900	\$50 Canal Boat Coil
774000	\$300 Canal Boat Coil
776400	\$300 Conestoga Wagon Coil
778761	56-cent Woody Wagon First Day Cover
778800	\$34 Official Mail Coil
779200	\$3,400 United We Stand PSA Coil
781200 & 01	\$37 Snowmen Liner-less Coils
781202	\$38 Snowmen Liner-less Coil & Dispenser
783061	77-cent Lady Liberty Coil First Day Cover
783461	77-cent Lady Liberty Gum Coil First Day Cover
791862	64-cent Public Library Lion First Day Cover
792100	\$690 Flag First Class Presort Coil
792400	\$870 Flag Over White House Coil
792900	\$1,000 Canal Boat Gum Coil
882600 & 01	\$8.95 Lewis & Clark Prestige Booklets
882800	\$12.95 Lewis & Clark Print & Prestige Booklet
883200 & 01	\$9.75 Old Glory Stamped Cards
883300 & 01	\$9.75 Lighthouse Stamped Cards
883501	\$27.95 First Powered Flight Matted Print
884500 & 01	\$9.75 Art of The American Indian Stamped Cards
884600 & 01	\$9.75 Cloudscapes Stamped Postal Cards
890500 & 01	\$19.95 32 nd Edition Guide to US Stamps
980400 & 01	\$11.95 Inaugural Commemorative Sets
980500	\$5.95 Inaugural Commemorative Souvenir
980800 & 01	\$9.75 Let's Dance Stamped Postal Cards
989400	\$31.25 Year 2001 Commemorative Stamp Packet
992000	\$49.95 America's Millennium Medallion

— Stamp Services,
Government Relations, 11-9-06

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.



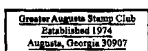
September 24, 2006
U.S. Postal Service
 FRANKENSTEIN FALL FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 FRANKENSTEIN MO 65016-9998

R.C.S.C. Exhibition Sta.
 Akron, OH 44309 Nov. 11, 2006



20th ann. of the loss of Judy Resnik
 and the space shuttle Challenger

November 11, 2006
Rubber City Stamp Club
 RCSC EXHIBITION STATION
 POSTMASTER
 PO BOX 2284
 AKRON OH 44309-2284



October 28–29, 2006
Greater Augusta Stamp Club
 GAPEX STATION
 POSTMASTER
 PO BOX 9998
 NORWOOD GA 30821-9998



R.C.S.C. Ex. Sta.
 Akron, OH 44309
 Nov. 12, 2006
 Honoring the crew of space shuttle
 Challenger, lost January 28, 1986

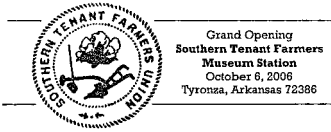
November 12, 2006
Rubber City Stamp Club
 RCSC EXPO STATION
 POSTMASTER
 PO BOX 2284
 AKRON OH 44309-2284

The following postmark has been extended for 60 days.



1906-2006
 GREAT FALLS
 CENTENNIAL
 STATION
 September 30, 2006
 Great Falls, SC 29053

September 30, 2006
U.S. Postal Service
 GREAT FALLS CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 GREAT FALLS SC 29055-9998



Grand Opening
Southern Tenant Farmers
Museum Station
October 6, 2006
Tyronza, Arkansas 72386

October 6, 2006
U.S. Postal Service
SOUTHERN TENANT
FARMERS MUSEUM
STATION
POSTMASTER
329 S MAIN ST
TYRONZA AR 72386-9998



QW/El Delta Diamonds

October 21, 2006
U.S. Postal Service
FALL FEST STATION
POSTMASTER
206 S COKLEY ST
LAKE VILLAGE AR
71653-9998



October 7, 2006 Bismarck Arkansas 71929

October 7, 2006
U.S. Postal Service
BISMARCK BAR B QUE BASH
SUPERHERO STATION
POSTMASTER
101 MILLENNIUM PARK DR
BISMARCK AR 71929-9998



October 21, 2006
Festival Committee of
Chatsworth
CHATSWORTH CRANBERRY
FESTIVAL STATION
POSTMASTER
9 SECOND AVE
CHATSWORTH NJ
08019-9998

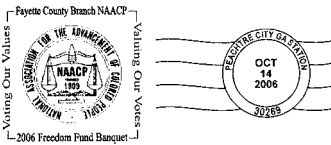


POLLARD, AR 72456

October 14, 2006
U.S. Postal Service
FIRE DEPT STATION
POSTMASTER
311 FRONT ST
POLLARD AR 72456-9998



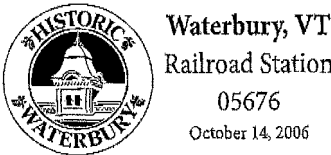
October 21, 2006
Blue and Gray Stamp Club
BLUE AND GRAY STATION
POSTMASTER
PO BOX 9998
GETTYSBURG PA
17325-9998



October 14, 2006
Fayette County Branch NAACP
PEACHTREE CITY GA
STATION
POSTMASTER
250 GEORGIA AVE E
PEACHTREE CITY GA
30269-9998



October 26, 2006
U.S. Postal Service
BREAST CANCER
RESEARCH STATION
POSTMASTER
250 GEORGIA AVE E
FAYETTEVILLE GA
30214-9998



Waterbury, VT
Railroad Station
05676
October 14, 2006

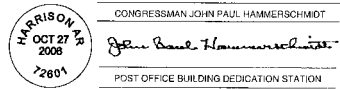
October 14, 2006
Waterbury Historical Society
RAILROAD STATION
POSTMASTER
47 NORTH MAIN ST STE 2
WATERBURY VT 05676-9998



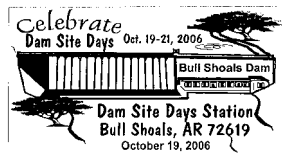
October 26, 2006
U.S. Postal Service
AMERICAN MOTORCYCLE
STATION
POSTMASTER
PORT JEFFERSON STATION
NY 11776-9998



October 15, 2006
National Shrine of Our Lady of
Czestochowa
MADONNA STATION
POSTMASTER
8 ATKINSON DR
DOYLESTOWN PA
18901-9998



October 27, 2006
U.S. Postal Service
POST OFFICE BUILDING
DEDICATION STATION
POSTMASTER
215 W INDUSTRIAL PARK RD
HARRISON AR 72601-9998



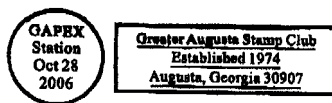
October 19-21, 2006
U.S. Postal Service
DAM SITE DAYS STATION
POSTMASTER
904 LAKESHORE RD
BULL SHOALS AR
72619-9998



October 27, 2006
U.S. Postal Service
FREEPORT KIWANIS CLUB
STATION
POSTMASTER
PO BOX 9998
FREEPORT NY 11520-9998



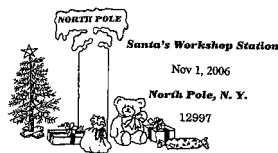
October 28, 2006
 U.S. Postal Service
 FALL FESTIVAL AND PARADE STATION
 POSTMASTER
 232 C HWY 107
 ENOLA AR 72047-9998



October 28-29, 2006
 Greater Augusta Stamp Club
 GAPEX STATION
 POSTMASTER
 PO BOX 9998
 NORWOOD GA 30821-9998



October 28, 2006
 U.S. Postal Service
 PUMPKIN HOLLOW FRIGHT NIGHT STATION
 POSTMASTER
 108 E HWY 62
 ST FRANCIS AR 72464-9998



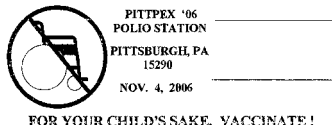
November 1-January 31, 2007
 Santa's Workshop, Inc.
 SANTAS WORKSHOP STATION
 POSTMASTER
 PO BOX 9998
 NORTH POLE NY 12997-9998

Snowflake Station
 Burlington VT 05401



October 28, 2006

October 28, 2006
 Chittenden County Stamp Club
 SNOWFLAKE STATION
 POSTMASTER
 320 PINE ST
 BURLINGTON VT 05401-9998



FOR YOUR CHILD'S SAKE, VACCINATE!

November 4-5, 2006
 Philatelic Society of Pittsburgh
 PITTPEX 06 POLIO STATION
 PHILATELIC CLERK
 700 GRANT ST
 PITTSBURGH PA 15219-9998

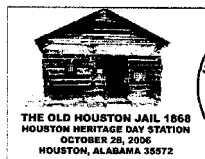


TUCSON INTERNATIONAL COIN & STAMP SHOW STATION
 TUCSON, ARIZONA 85701 OCTOBER 28, 2006

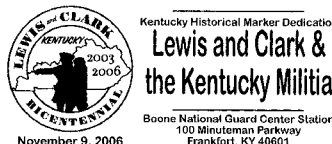
October 28, 2006
 Tucson International Coin & Stamp Show
 TUCSON INTERNATIONAL COIN AND STAMP SHOW STATION
 POSTMASTER
 PO BOX 9998
 TUCSON AZ 85701-9998



November 4-5, 2006
 U.S. Postal Service & SACAPEX
 JUDY GARLAND STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



October 28, 2006
 Houston Heritage Day
 HOUSTON HERITAGE DAY STATION
 POSTMASTER
 4802 COUNTY RD 63
 HOUSTON AL 35572-9998



November 9, 2006

Kentucky Historical Marker Dedication
Lewis and Clark & the Kentucky Militia
 Boone National Guard Center Station
 100 Minuteman Parkway
 Frankfort, KY 40601

November 9, 2006
 Kentucky National Guard
 BOONE NATIONAL GUARD CENTER STATION
 POSTMASTER
 PO BOX 9998
 FRANKFORT KY 40601-9998



October 28, 2006
 Syrup Sopping Day at Loachapoka, Inc.
 SYRUP SOPPING STATION
 POSTMASTER
 6520 STAGE RD
 LOACHAPOKA AL 36865-9998



Nov. 9 2006

STATION HAINES ALASKA 99827

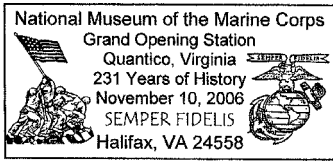
November 9, 2006
 U.S. Postal Service
 ALASKA BALD EAGLE FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 HAINES AK 99827-9998



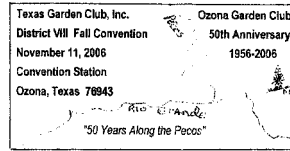
October 28, 2006
 U.S. Postal Service
 THE CHURCH BUILDING OF ST JEROME STATION
 POSTMASTER
 PO BOX 9998
 COLUMBUS WI 53925-9998



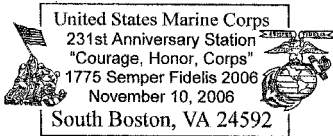
November 9-12, 2006
 U.S. Postal Service
 SUBURBAN WASH BALTO COIN AND CURRENCY STATION
 MGR MOWS
 900 E FAYETTE ST
 BALTIMORE MD 21233-9715



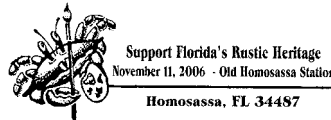
November 10, 2006
U.S. Postal Service
NATIONAL MUSEUM OF THE MARINE CORPS GRAND OPENING STATION
POSTMASTER
231 S MAIN ST
HALIFAX VA 24558-9998



November 11, 2006
Texas Garden Club, Inc.
CONVENTION STATION
POSTMASTER
1106 AVENUE F
OZONA TX 76943-9998



November 10, 2006
U.S. Postal Service
USMC 231ST ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
SOUTH BOSTON VA
24592-9998



November 11, 2006
Homosassa Civic Club
OLD HOMOSASSA STATION
POSTMASTER
10780 W YULEE DR
HOMOSASSA FL 34487-9998



November 10-12, 2006
Tidewater Stamp Club
WATERFOWL FESTIVAL STATION
POSTMASTER
116 E DOVER ST
EASTON MD 21601-9998



November 11-12, 2006
Mid-Cities Stamp Club
EXHIBITION STATION
POSTMASTER
1251 WILLIAM D TATE
GRAPEVINE TX 76051-9998

R.C.S.C. Exhibition Sta.
Akron, OH 44309 Nov. 11, 2006



20th ann. of the loss of Judy Resnik and the space shuttle Challenger

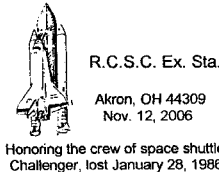
November 11, 2006
Rubber City Stamp Club
RCSC EXHIBITION STATION
POSTMASTER
PO BOX 2284
AKRON OH 44309-2284



November 12, 2006
Rural Free Delivery Museum
MORNING SUN STATION
POSTMASTER
19 MAIN ST
MORNING SUN IA
52640-9998



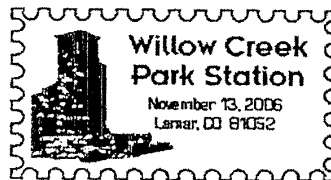
November 11, 2006
Weaubleau Merchants
VETERANS MEMORIAL PARK DEDICATION STATION
POSTMASTER
144 E US HWY 54
WEAUBLEAU MO 65774-9998



November 12, 2006
Rubber City Stamp Club
RCSC EXPO STATION
POSTMASTER
PO BOX 2284
AKRON OH 44309-2284



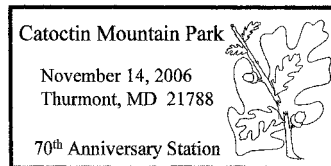
November 11, 2006
Johnstown Stamp Club
VETERANS DAY STATION
POSTMASTER
PO BOX 9998
JOHNSTOWN PA 15901-9998



November 13, 2006
U.S. Postal Service and Jim Brown
WILLOW CREEK PARK STATION
POSTMASTER
PO BOX 9998
LAMAR CO 81052-9998



November 11, 2006
General Patton Memorial Museum
VETERANS DAY STATION
POSTMASTER
45805 FARGO ST
INDIO CA 92201-9998



November 14, 2006
National Park Service
CATOCTIN MOUNTAIN PARK 70TH ANNIVERSARY STATION
POSTMASTER
110 WATER ST
THURMONT MD 21788-9998



November 15, 2006

**Pike Marker Station
Las Animas, Colorado 81054**

Dedication of marker locating Pike's first view of the "Blue Mountain"

November 15, 2006

Old Trail Gallery
PIKE MARKER STATION
POSTMASTER
513 SIXTH ST
LAS ANIMAS CO 81054-1716



November 17-18, 2006
U.S. Postal Service

Milam Settlers Day Station
150 SH 21 W
Milam, TX 75959-9998

November 17-18, 2006

U.S. Postal Service
MILAM SETTLERS DAY
STATION
POSTMASTER
PO BOX 9998
MILAM TX 75959-9998



November 17, 2006

City of Sandusky
ANNIVERSARY STATION
POSTMASTER
2220 CALDWELL ST
SANDUSKY OH 44870-9998



November 18, 2006

U.S. Postal Service
WINTER HAVEN BIKEFEST
CYPRESS GATOR STATION
POSTMASTER
PO BOX 9998
WINTER HAVEN FL
33880-9998

— Stamp Services,
Government Relations, 11-9-06

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, 11-9-06

Post Offices

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	19-0451	67515	KS	Arnold	Ness	Main Office	Post Office	04/15/2005	Post Office™ discontinued. Retain ZIP Code™. Establish a place name. Continue to use Arnold KS 67515 as last line of address.
New	19-7601	67515	KS	Ransom	Ness	Arnold	Place Name	08/26/2006	
Old	19-3938	66432	KS	Havensville	Pottawatomie	Main Office	Post Office	04/29/2005	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Havensville KS 66432 as last line of address.
New	19-8481	66432	KS	Soldier	Pottawatomie	Havensville	Place Name	08/26/2006	
Old	27-0897	39047	MS	Brandon	Rankin	Main Office	Post Office	11/11/2006	Realign ZIP Code boundaries. Use Flowood MS 39232 as last line of address for the 326 deliveries previously in ZIP Code 39047.
New	27-3783	39232	MS	Jackson	Rankin	Flowood	Classified Branch		
Old	36-8712	27109	NC	Winston Salem	Forsyth	Main Office	Post Office	09/01/2006	This announcement expands the use of ZIP Code 27109 to include delivery.
New	36-8712	27109	NC	Winston Salem	Forsyth	Main Office	Post Office		
Old	36-8712	27106	NC	Winston Salem	Forsyth	Main Office	Post Office	09/01/2006	Realign ZIP Code boundaries. Use Winston Salem NC 27109 as last line of address for the 1 delivery previously in ZIP Code 27106.
New	36-8712	27109	NC	Winston Salem	Forsyth	Main Office	Post Office		
Old	30-9645	68881	NE	Westerville	Custer	Main Office	Post Office	04/30/2004	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Westerville NE 68881 as last line of address.
New	30-1995	68881	NE	Comstock	Custer	Westerville	Place Name	08/19/2006	
Old	34-2100	87046	NM	Cuba	Sandoval	Regina	Community Post Office	10/05/2006	This announcement changes the administrative office for this ZIP Code from Cuba NM to La Jara NM. Continue to use Regina NM 87046 as last line for addresses.
New	34-4536	87046	NM	La Jara	Sandoval	Regina	Community Post Office		
Old	43-7560	02874	RI	Saunderstown	Washington	Main Office	Post Office	09/16/2006	Realign ZIP Code boundaries. Use Wakefield RI 02879 as last line of address for the 2 deliveries previously in ZIP Code 02874.
New	43-8260	02879	RI	Wakefield	Washington	Main Office	Post Office		

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	46-3906	57346	SD	Highmore	Hyde	Stephan	Community Post Office	10/21/2005	Community post office discontinued. Retain ZIP Code. Establish a place name . Continue to use Stephan SD 57346 as last line of address.
New	46-3906	57346	SD	Highmore	Hyde	Stephan	Place Name	10/21/2006	
Old	46-0180	57379	SD	Alpena	Beadle	Virgil	Community Post Office	10/07/2005	Community post office discontinued. Retain ZIP Code. Establish a place name . Continue to use Virgil SD 57379 as last line of address.
New	46-0180	57379	SD	Alpena	Beadle	Virgil	Place Name	10/21/2006	
Old	48-4145	77010	TX	Houston	Harris	Two Hou Cntr Fin Unit	Carrier Annex	10/04/2006	This announcement changes the type of postal facility from a carrier annex to a classified station.
New	48-4145	77010	TX	Houston	Harris	Two Hou Cntr Fin Unit	Classified Station		
Old	49-3128	84540	UT	Green River	Grand	Thompson	Community Post Office	10/04/2006	This announcement expands the use of ZIP Code 84540 to include delivery.
New	49-3128	84540	UT	Green River	Grand	Thompson	Community Post Office		
Old	49-0646	84533	UT	Blanding	San Juan	Hite	Place Name	10/04/2006	This announcement changes the preferred last line of this ZIP Code from Hite UT to Lake Powell UT. Use Lake Powell UT 84533 as last line of address.
New	49-0646	84533	UT	Blanding	San Juan	Lake Powell	Community Post Office		
Old	50-2912	05456	VT	Ferrisburg	Addison	Main Office	Post Office	09/08/2006	This announcement changes the name of the Ferrisburg VT Post Office to the Ferrisburgh VT Post Office. Use Ferrisburgh VT 05456 as last line of address.
New	50-2912	05456	VT	Ferrisburgh	Addison	Main Office	Post Office		
Old	54-6146	98501	WA	Olympia	Thurston	Tumwater	Classified Station	10/11/2006	This announcement changes the type of postal facility from a classified station to a classified branch.
New	54-6146	98501	WA	Olympia	Thurston	Tumwater	Classified Branch		
Old	54-0784	98012	WA	Bothell	Snohomish	Mill Creek	Classified Station	10/11/2006	This announcement changes the type of postal facility from a classified station to a classified branch.
New	54-0784	98012	WA	Bothell	Snohomish	Mill Creek	Classified Branch		

Retail

NOTICE

Stamps by Mail — Brochure Ordering Information

This article publishes the Stamps by Mail® print run cut-off schedule for the entire '07 fiscal year. Each date has designation whether it is for the year round (YR) brochure or the holiday (HOL) brochure:

- December 4, 2006 (YR).
- February 5, 2007 (YR).
- April 2, 2007 (YR—Subject to Change).
- June 4, 2007 (YR).
- August 6, 2007 (YR).
- September 3, 2007 (HOL).

FY '08:

- October 1, 2007 (HOL).

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

CYRIL SCOTT COMPANY
PO BOX 627
LANCASTER OH 43130-0627

Telephone: 800-466-0455

Fax: 740-689-0210

You can find this form at <http://blue.usps.gov>; click on *Forms*, then select the form by number. A copy of this form appears on page 100 in this *Postal Bulletin*.

The cost per unit of 500 is \$11.00. This cost includes overprinting the address of the fulfillment office placing the order. You may pay for orders with local IMPAC credit cards, checks, or money orders. However, Cyril-Scott

Company cannot process the order until it receives payment. Local eBuy procedures may also apply (refer to local procurement procedures).

Postal Service™ Headquarters will only fund brochure quantities for the 50 centralized processing sites for the following print runs:

- April 2, 2007 (YR—Subject to Change).
- September 3, 2007 (HOL).

Centralized sites may order **additional** quantities from the Cyril-Scott Company from local funds by following the ordering instructions contained within this article. If you order additional quantities from local funds, inform Cyril Scott Company that this is a centralized site supplemental order.

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

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

— Retail Marketing,
Customer Service, 11-9-06

Stamps At Your Door Supply Order

(Stamps by Mail® — Stamps Delivered to Your Door)

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

You MUST complete ALL fields on this form

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

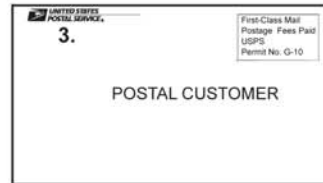
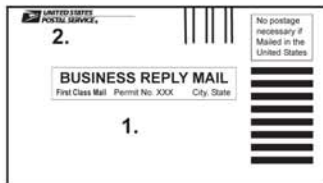
Quantity			
Item	Specify No. of Packs (500 forms per pack)	Unit Cost	Total
Form 3227 (Year-Round Version)	_____	@ \$11.00 ea. per pkg. =	
Form 3227 (Holiday), limited offering — Check Postal Bulletin schedule for availability.	_____	@ \$11.00 ea. per pkg. =	
Total			\$

Ship to (Cannot ship to Post Office™ boxes):
(No., street, apt./ste., city, state, ZIP + 4)

Contact Name _____

Contact Telephone No. (Include area code) _____

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



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

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

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

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

Requestor Signature _____ Manager/Supervisor Signature _____

Funding/Credit Card Official Signature _____ Date Signed _____

If shipment is over 20,000 forms (40 packs), enter finance no. to be charged for transportation costs (see Postal Bulletin estimations): _____

Supply Management

HANDBOOK AS-701 REVISION

Donation of Collection Boxes

Effective November 9, 2006, Handbook AS-701, *Material Management*, is revised to update the policy concerning the donation of collection boxes to the general public and federal agencies.

Handbook AS-701, *Material Management*

	*	*	*	*	*
6	Asset Recovery: Redistribution, Recycling, and Disposal				
	*	*	*	*	*
64	Recycling and Disposal				
	*	*	*	*	*
646	Proprietary Items Requiring Special Processing				
	*	*	*	*	*
646.5	Post Office Boxes				
	*	*	*	*	*

646.53 Donations

[Revise 646.53 to read as follows:]

Postal Service managers will not grant approval to donate Post Office box units or collection boxes in response to requests from academic institutions and nonprofit organizations. All actions concerning the above items will be conducted in accordance with the procedures outlined in 647.26. The practice of donating to academic institutions and nonprofit organizations has been suspended.

	*	*	*	*	*
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646.8 Collection Boxes

646.81 Policy

[Revise 646.81 to read as follows:]

Collection boxes, including post type, street collection, and relay storage boxes, will not be sold to the public. They must be destroyed by the owning Postal Service entity and sold as scrap. Refurbished collection boxes designated for sale as scrap must be determined to be environmentally safe. The paint on the box cannot contain lead or other environmentally harmful substances (see 647.271). Collection boxes, including post type, street collection, and relay storage boxes, will not be loaned to non-federal agencies

or organizations. Postal Service entities solicited by federal agencies for the loan of collection boxes of all types must obtain approval from the Inspection Service office in their area of operation before complying with or denying a request. The district material management specialist and the MSC located in the area of concern will be notified of all pending requests and all actions taken thereafter by the functional manager or material accountability officer (MAO). Once approved, the lending Postal Service entity will ensure that an audit trail is established and maintained until the item is returned. The district material management specialist (DMMS) will ensure that the loan location MAO establishes and maintains a loan file. The DMMS will also maintain a file copy of PS Form 1590, *Supplies and Equipment Receipt*. Collection boxes designated as serviceable can be reassigned or reallocated to other Postal Service units. The Postal Service will use PS Form 1590 (*signed by both parties*) to monitor all collection box loans (see exhibit 541.27), for these transactions.

646.82 Loans

[Revise 646.82 to read as follows:]

If these items are lent to a federal agency for exhibit purposes, as in a museum, there is no requirement to change the color or remove the indicia. If they are to be used for any other purpose, the indicia must be removed, the box must be painted (any color other than Postal Service colors), and the item must be prominently marked "Not for the Deposit of Mail." Under either of the above circumstances, the locks must be removed. An agreement not to sell the item or permit the box to be used in the collection of mail must be entered on PS Form 1590 prior to obtaining the recipient's signature. Do not move the item from the location noted on the loan agreement without informing and obtaining the agreement of the MAO. The MAO must inform the DMMS of all requests for moves. A copy of the updated PS Form 1590 will be forwarded by the MAO to the DMMS for filing. The MAO will annotate the PS Form 1590 each time the file is reviewed and the loan status verified. The MAO and the DMMS will review all PS Form 1590 loan files quarterly.

	*	*	*	*	*
647	Methods and Priority				
	*	*	*	*	*

647.2 Methods

* * * * *

647.26 Donation to a State Agency, Public Body, or Nonprofit Organization**647.261 Policy***[Revise 647.261 to read as follows:]*

Surplus material that is unmarketable, excluding collection boxes and Post Office boxes, may be donated to state agencies, public bodies, and nonprofit organizations. Collection boxes and Post Office boxes that are designated surplus to Postal Service needs will not be donated to state agencies, public bodies, or nonprofit organizations, but will be recycled or destroyed and scrapped. The Postal Service does not offer collection boxes to a public body defined as any state, territory, or possession of the United States, any political subdivision thereof, the District of Columbia, the Commonwealth of Puerto Rico, or any American Indian tribe. Materials classified other than collection boxes and designated surplus, nonsensitive, expendable, or obsolete are referenced in 647.262 and may be dealt with accordingly.

647.262 Authorization*[Revise 647.262 to read as follows:]*

The installation head or designee must authorize donations of nonsensitive, expendable, obsolete, or surplus material. Refer to 645 and 646 for specific disposal procedures relating to the donation of items categorized “proprietary” or “requiring special approval.” The manager of the MSC must authorize donations of capital or sensitive property.

647.263 Procedure*[Revise 647.263 to read as follows:]*

The installation head must obtain a written request, signed by an officer of the qualifying agency, that includes the agency’s tax-exempt identification number and telephone number. Upon receipt of the written request, the installation head or designee will prepare and process PS Form 969 and attach the documentation to the form. The installation head or designee notifies the requesting agency that the material is ready for pickup or shipping. If any packing or shipping costs are incurred, the requesting agency must pay them. The installation head or designee must obtain a signature for receipt of the material (e.g., on the original written request).

647.264 Donation to Foreign Government*[Revise 647.264 to read as follows:]*

Consideration may be given by the installation head or the assigned designee on a case-by-case basis to donate

surplus equipment other than collection boxes and Post Office boxes to a foreign government. Requests for specific equipment will normally be received from International Postal Affairs. Approval to donate any equipment will be granted by the manager of Supply Management Operations and National Supply Management Programs (NSMP). Surplus equipment located in the field will be processed for shipment through the NSMP and MSCs. Supply Material Management will process equipment located at the MDC.

647.27 Destruction and Landfill Disposal**647.271 Policy***[Revise 647.271 to read as follows:]*

Postal Service entities that designate collection boxes for destruction must use the following methods of disposal in the order listed below: (1) recycling and (2) scrapping. Methodologies used to process recyclables normally generate residual (waste) that cannot be sold, reprocessed, or reused. Postal Service facilities, offices, departments, and entities will not use landfills to dispose of collection boxes. The processes noted above are the only authorized methods of destruction or disposal for collection boxes. The methods above comply with the Environmental Protection Agency, state and local laws, and Postal Service regulations concerning the destruction, disposal, or recycling of metal objects.

* * * * *

We will incorporate these revisions into the next printed edition of Handbook AS-701 and into the next online update available on the Postal Service™ PolicyNet Web site.

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

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

— *National Supply Management Programs,
Supply Management, 11-9-06*

NOTICE

Old Philly P&DC Asset Liquidation Sale

The Philadelphia Performance Cluster is partnering with Supply Management Investment Recovery in Washington, DC, to auction all the assets located in the old Philadelphia Processing & Distribution Center located on Market Street in Philadelphia, PA. The auction will include Plant Support, Material Handling, and Facility equipment including medical, industrial, vehicle, and office equipment, along with many different and unusual items.

The auction will be held online at <http://www.dovebid.com/Auctions/AuctionDetail.asp?auctionID=10807>, with bidding beginning at 8:00 A.M. CT on December 13, 2006, and ending at 5:00 P.M. CT on December 14, 2006. For further information, contact Chris Register at the DoveBid, Inc., Chicago office at 847-597-4410.

Don't miss out on this opportunity for some great buys!

Please post this flyer **only** on your community bulletin board and take it down immediately at the end of the business day on December 14, 2006.

— *Investment Recovery, Supply Management, 11-9-06*

NOTICE

Segway Scooters for Sale

The U.S. Postal Inspection Service has teamed up with Supply Management Investment Recovery in Washington, DC, to sell 38 Segway scooters to the general public. Don't miss out on this chance to own your own personal Segway scooter. The scooters come complete with a *User Guide*, *Getting Started Manual*, and a "Safety Video" to start you on your Segway scooter experience.

The auction will be held online at <http://www.dovebid.com/Auctions/AuctionDetail.asp?auctionID=10806>, with bidding beginning at 8:00 A.M. CT on December 6, 2006, and ending at 5:00 P.M. CT on December 7, 2006. For further information, contact Chris Register at the DoveBid, Inc., Chicago office at 847-597-4410.

Please post this flyer **only** on your community bulletin board and take it down immediately at the end of the business day on December 7, 2006.

— *Investment Recovery, Supply Management, 11-9-06*



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

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

REQUEST

Free

PACKAGE PICKUP

THE POST OFFICE™ COMES TO YOU
usps.com/holiday

Paul Register
Dothan, Alabama

EXPRESS MAIL
UNITED STATES POSTAL SERVICE

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Exit Cling