

# POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22194, November 23, 2006

## OPEN SEASON

Make it work for you  
and your family!

Federal Employees Dental and Vision

Federal Employees Health Benefits

Flexible Spending Accounts

Annual Leave Exchange

Thrift Savings Plan

For more information on Open Season and *PostalEASE* see page 3.



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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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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 22194: 7690-08-000-4075	PB 22186: 7690-08-000-4067	PB 22178: 7690-08-000-4059	PB 22171: 7690-08-000-1114
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		

## USPSNEWS@WORK

### Open Season — Make it work for you and your family!

Open season is underway for the following benefits:

- Federal Employees Dental and Vision.
- Federal Employees Health Benefits.
- Annual Leave Exchange Program.
- Flexible Spending Accounts.
- Thrift Savings Plan.

Now is your chance to make any changes to your health benefits plans using *PostalEASE*. Just go to [blue.usps.gov](http://blue.usps.gov). Under "Essential Links," click on *PostalEASE*.

And this time, you can add new vision and dental insurance coverage to your benefits baskets for 2007. Ten providers are offering vision and dental plans during the current Dental and Vision Open Season, which ends Dec. 11, 2006. Look for a guide with details and costs in the mail. In the meantime, to learn more about the plans, go to [www.opm.gov/insure/DentalVision/faq.asp#b](http://www.opm.gov/insure/DentalVision/faq.asp#b)

### Southern Maine PDC officially opens

The new Southern Maine Processing and Distribution Center (PDC) in Scarborough, ME, officially opened its doors recently. At 429,000 square feet, the facility has room aplenty for the most state-of-the-art sorting and processing equipment available.

There's an Automated Package Processing System and the new DIOSS-D (Delivery Input Output Sub System-D) for sorting mail. Add a Universal Sorter that can dispatch bundles, parcels, sacks, trays or tubs into rolling stock or onto conveyors. Top it off with an Integrated Dispatch and Receipt System, which consists of overhead conveyors, in-line scales, airline assignment, sleeves, de-sleevers and de-tubbers all working together to simplify and condense mail dispatch, and you've got the makings of a truly great mail processing facility.

A large group of employees and customers helped celebrate the grand opening of the new building, warmly greeting Postmaster General Jack Potter, Northeast Area Operations Vice President Megan Brennan and Maine District Manager Julius Locklear.

### Customers buzzing about Free Package Pickup



Small businesses are buzzing about Free Package Pickup from the Postal Service. So much so that they helped make October the biggest month ever for Carrier Pickup requests — more than 300,000 of them — for nearly 3 million packages.

"Business customers are responding to our new fall advertising campaign and going online to try Free Package Pickup," said Manager of Advertising and Promotion Rod Devar. "In October we rolled out new television and radio ads and sent out 10 million direct mail postcards featuring Dilbert to small businesses, highlighting the benefits of Free Package Pickup. The response has been fantastic."

### Online shipping wins easy acceptance

The Postal Service has launched a new PC Postage feature — Shipment Confirmation Acceptance Notice (SCAN) — that lets online shippers, and their customers, know their packages have been picked up and are on their way.

Now when customers go online to ship packages, they have the option to create PS Form 5630, *Shipment Confirmation Acceptance Notice*, at the end of the transaction. This form has one barcode that links all of the packages in the shipment to it. Every package in the shipment receives an "Acceptance" event from the Post Office.

The "Package Accepted Event" is important to online shippers because it triggers the release of funds associated with auctions on sites such as eBay, as well as confirming to customers that their shipments have entered our network. This holiday season, SCAN is saving time and money for our customers — and the Postal Service.

For more information about SCAN go to <http://blue.usps.gov/marketing/packageservices>.

## Colorado Springs, CO, PDC shows support for the troops



Colorado Springs, CO, PDC employees Jerry Kent, left, Sherry Blood, Fred Harris, Sue Boyer and Katie Kolln show their colors to support the troops in Iraq.

Colorado Springs, CO, is the home of Ft. Carson, a major point of departure for U.S. troops on their way to Iraq.

So no one should be surprised that Postal Service employees at the local PDC are outspokenly united about their support for the military.

To demonstrate their loyalty, they wear red every Friday. "On Fridays, it is not uncommon to walk the workroom floor and see a sea of red," reports Plant Manager Secretary Jan Whitney.

The fashion statement was the creation of Whitney and Clerk Katie Kolln. "We have a lot of employees who are veterans," Whitney said. "We wanted to do something to show we care about them."

The plant will be mailing signed posters of the red-clad employees to the Ft. Carson units deployed in Iraq.

## USPS Light-Truck technicians compete for skills prize

"Gentlemen, fix your engines" was the unspoken command at the Light-Truck Technician fleet skills competition. Nashville, TN, Technician Geoffrey Farmer answered the call, winning the inaugural competition.

The contest — conducted last month by the USPS National Center for Employee Development (NCED) — was open to technicians at USPS Vehicle Maintenance Facilities who maintain the Postal Service's 200,000-vehicle fleet.

Farmer's first-place finish wasn't easy. He was closely pursued by Frank Zupan from Pittsburgh, PA, and Michael Martin from Memphis, TN. Martin also was a finalist in last summer's Heavy-Truck competition, another NCED-sponsored event.



Nashville, TN, VMF Technician Geoffrey Farmer rolled to victory at the Light-Truck skills competition in Norman, OK.

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

# Administrative Services

ASM REVISION

## Lookout Galleries

Effective immediately, *Administrative Support Manual* (ASM) 533.561, Lookout Galleries, is revised to state that Office of Inspector General agents have access to lookout galleries for investigative purposes.

### Administrative Support Manual (ASM)

	*	*	*	*	*
<b>5</b>	<b>Facilities and Equipment</b>				
	*	*	*	*	*
<b>53</b>	<b>Maintenance</b>				
	*	*	*	*	*
<b>533</b>	<b>Facility and Plant Equipment Maintenance</b>				
	*	*	*	*	*
<b>533.5</b>	<b>Building and Grounds Cleaning</b>				
	*	*	*	*	*
<b>533.56</b>	<b>Lookout Galleries</b>				

#### 533.561 Use

[Revise 533.561 to read as follows:]

Lookout galleries are for the exclusive use of Postal Inspection Service and Office of Inspector General personnel. They are to be used for criminal investigations only.

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

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

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

- It is also available on the Postal Service Internet:
- Go to *www.usps.com*.
  - Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

Until the change described in the article is incorporated into the online version of the ASM, use this article to implement the change.

— General Counsel,  
Office of Inspector General, 11-23-06

CORRECTION

## Directives and Forms Update — Sign 309-K Not Yet Available

The article “Directives and Forms Update” in *Postal Bulletin* 22193 (11-9-06, pages 5–6) indicated that Sign 309-K, *APC Neon Floor Graphic — Non-24/7 Office*, is available at the Material Distribution Center (MDC). However, the MDC has not yet received its stock of Sign 309-K.

When the MDC receives its stock of Sign 309-K, we will publish a notice of its availability in the “Directives and Forms Update” article in a future issue of the *Postal Bulletin*.

— Information Policies and Procedures,  
Public Affairs and Communications, 11-23-06

## 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 Holiday Catalog 2006	Standard/Flat	11/27/06–11/29/06	2.257	Nationwide	3/5-Digit, Car-Rt	RR Donnelley, Lancaster, PA
REI Holiday Flyer	Standard/Flat	11/27/06–11/29/06	3.44	Nationwide	3/5-Digit, Car-Rt	RR Donnelley, Lancaster, PA, and Spartanburg, SC
Nordstrom Last Minute Gift Catalog '06	Standard/Catalog	11/28/06–11/30/06	2.98	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Arandell
Life Line Screening Jackie Mayer Image and Repositionable Note	Standard/Letter	12/6/06–12/8/06	2.0	Nationwide	3/5-Digit	Mail America, Forest, VA
Life Line Screening Jackie Mayer Image and Repositionable Note	Standard/Letter	12/13/06–12/19/06	2.0	Nationwide	3/5-Digit	Mail America, Forest, VA

— Business Service Network Integration, Customer Service, 11-23-06

**DID YOU KNOW?**

**The Human Resources Shared Services Center handles an average 8,000 calls a week.**

# Domestic Mail

POM REVISION

## Easy Stamp Services

Effective immediately, subchapter 15 of the *Postal Operations Manual* (POM) is revised to reflect updated policy for Stamps by Mail® service.

### Postal Operations Manual (POM)

1      **Retail Management**  
          \*          \*          \*          \*          \*

15     **Easy Stamp Services**

151    **Stamps by Mail**

151.1   **Description**

*[Revise 151.11 and 151.12 as follows:]*

#### 151.11 Stamps by Mail PS Forms 3227-A and 3227-B

The Stamps by Mail (SBM) service allows Postal Service customers on all carrier routes and Post Office boxes to purchase Postal Service products, such as booklets, sheets, and coils of stamps, postal cards, and stamped envelopes by ordering through the mail. The Postal Service order forms are incorporated in self-addressed, postage-paid envelopes. Customers may obtain order envelopes (PS Forms 3227-A and 3227-B, *Stamps Delivered to Your Door*) from city, rural, or contract delivery service carriers, in Post Office lobbies, or by telephoning the local delivery unit to request its delivery.

PS Form 3227-A is for noncredit card Stamps SBM fulfillment sites and PS Form 3227-B is for credit card only SBM fulfillment sites. After completing the PS Form 3227-A order form and enclosing a check or money order, or after completing a PS form 3227-B for credit card-only sites, the customer drops the sealed envelope in a collection box or in his or her mailbox. Mail orders are filled and delivered to the customer within 2 business days after the customer mails the order. Postmasters must requisition PS Forms 3227-A and 3227-B from the printer and maintain a supply for use in filling customers' telephone requests for the form, for customer use in the Post Office lobby, and for all letter carriers and Post Office box clerks to use as required.

Postmasters must requisition PS Forms 3227-A or 3227-B from the printer. To order forms, submit PS Form 3227-O, *Stamps At Your Door Supply Order*, to the printer. PS Form 3227-O is available at <http://blue.usps.gov>; click on *Forms*, then select the form by number.

#### 151.12 Rural Delivery Areas — PS Form 3227-R

Stamp purchase orders allow Postal Service customers, on rural and contract delivery service routes only, to purchase all Postal Service products (such as booklets, sheets, and coils of stamps, postal cards, and money orders) directly from the rural or contract delivery service carrier or by using PS Form 3227-R, *Stamp Purchase Order*. Customers obtain PS Form 3227-R from the rural or contract delivery service carrier or by telephoning the local delivery unit to request the form's delivery. After completing PS Form 3227-R and enclosing cash, check, or money order, the customer places the sealed envelope in his or her mailbox with the flag up. Stamp orders are generally filled and returned to the customer either at the time of mail delivery by the rural carrier or within 1 business day. Postmasters must maintain a supply of PS Form 3227-R for use in filling customers' telephone requests for the form or for rural delivery carriers to use as required.

Postmasters must requisition PS Form 3227-R from the material distribution center (MDC). The MDC applies limits to order quantities depending on the CAG level of the requisitioning office. Since actual need may not be determined by such limits, districts must order "buffer" supplies of forms in order to serve those units receiving too few.

*[Add new 151.13 as follows:]*

#### 151.13 Written and Telephone Requests

Handle written and telephone requests as follows:

- a. Unit managers and clerical employees answering customers' telephone inquiries must be aware that customers may order SBM without using PS Form 3227-A or 3227-B for credit card-only sites by writing to the local postmaster. The customer should indicate the kind and quantity of stamps desired and must enclose a check or money order payable to "Postmaster" for the amount of the stamps. For credit card-only sites, the customer must include the required credit card information.
- b. Postage affixed to such an order is not refundable.
- c. After filling orders, employees should always enclose a preaddressed PS Form 3227-A or 3227-B for placing the next order.

## 151.2 Responsibilities

\* \* \* \* \*

### 151.22 Postmasters of City Delivery Offices

[Revise 151.22 as follows:]

Postmasters are responsible for ensuring direct supervision of SBM operations to achieve service standards and to deal effectively with variances.

Postmasters are also responsible for ensuring that rural carriers maintain a supply of stamp stock and PS Form 3227-R order forms sufficient to meet the needs of the customers on the route.

\* \* \* \* \*

## 151.3 Filling Orders

[Revise 151.3 as follows:]

### 151.31 General

The intent is to maximize quality and productivity within the required 24-hour target for order filling. District managers are expected to implement an appropriate mix of SBM operations among city delivery units. With higher volumes, SBM orders may be preaddressed to (and filled at) central locations, such as the main office. Placing the barcode on the envelope and assigning a unique ZIP Code to SBM allows automated sites to save work hours, speed the mail's availability, and sort directly to the order fulfillment operation. Normally, orders are delivered by regular mail. Certify those valued at \$200 or more. Second attempts must be made the next day if the initial delivery attempt is unsuccessful.

### 151.32 Clerical Downtime

If transaction volumes permit, one method of filling SBM orders is to use clerical downtime. Between customers, retail service counter clerks can fill orders at the customers' own delivery units.

### 151.33 Centralized Fulfillment Locations

In centralized fulfillment locations, assign at least one clerk and a designated backup clerk to handle sustained order processing. Avoid service failures by training a third clerk to assist in handling the heavy volumes expected before Christmas and following planned promotions or publicity.

In centralized operations, separate filled orders by delivery unit or route, as appropriate. Certify any envelope containing stock worth \$200 or more.

### 151.34 Order Filling Clerks

The order filling clerks receive all SBM orders and may fill them intermittently throughout the business day. For this reason, early availability is necessary to forecast volume and to plan a day's work. All orders must be filled within 24 hours of the clerk's receipt.

As each order is opened, the clerk must do the following:

- a. Check for the customer's name and address on both the order form and, especially, on the return address label.
- b. Ensure that the order form is properly filled in and includes the quantities and costs of the ordered items. Check the customer's addition to ensure that the total is correct.
- c. Verify that the customer's check is signed and made payable to "Postmaster" or "United States Postal Service" in the amount shown on the order. Accept the customer's check in accordance with procedures outlined in Handbook F-1, *Post Office Accounting Procedures*. Annotate the back of the check with the initials "SBM."
- d. If an error is found, take the following steps before returning the order or order form to the customer:
  - (1) If the value of the order exceeds the amount of the check, fill as much of the order as permitted, deducting postage equal to the value of the shortage.
  - (2) If the check lacks a signature or an amount, or if no check or order was enclosed, return the materials to the customer. Enclose a brief descriptive note to the customer, explaining the error. Always include a new order form.
  - (3) If the check's value exceeds the value of stock ordered, fill the order to the amount of the check or money order.
- e. When filling an order, it is preferred that fulfillment sites use standard Tyvek envelopes available from the Material Distribution Center. For more information, see *Postal Bulletin* 22165 (10-13-05, page 63). Tyvek envelopes should be mailed using a G-10 label. Detach the return address label from the order form and then apply it to the envelope with the G-10 label. Enclose another preaddressed PS Forms 3227-A or 3227-B as appropriate with the stock. Seal the envelope.
- f. Reporting SBM Revenue:
 

Report SBM revenue on PS Form 1412-A, *Daily Financial Form*, in AIC 094, *Stamps by Mail Sales*. If orders cannot be filled on the same day as opened, deposit the funds and enter the amount to *Trust Funds Received*. Make a withdrawal from *Trust Funds* and entry to AIC 094 on the next business day when the orders are filled. PS Forms 3227 are not submitted as support for PS Forms 1412-A. Keep the files of these forms available for supervisors' review.
- g. Place filled order forms aside for filing at the end of the day's order filling. Each form must be round



dated, initialed by the person who filled it, and filed according to the customer's last name. These records must be retained in the unit until the next examination of the clerk's accountability or 30 days, whichever is greater.

- h. Take the orders to the registry unit.
- i. Record the number of orders in each dispatch to a delivery unit on an all-purpose ruled form.

### 151.35 Registry Unit

The registry clerk must do the following:

- a. Validate the count of orders by delivery unit, return a copy of the ruled form to the clerk, and keep a copy for registry records.
- b. Place all orders for one delivery unit in a large envelope addressed to the unit manager and marked "Open and Distribute." Record the number of enclosed orders on the envelope's face.
- c. Backstamp each large envelope as though it were a regular registered piece, without a registered article number and without listing it on a registry control sheet.
- d. Dispatch the large envelopes by pouch to the appropriate delivery units.

### 151.36 Receiving Delivery Unit

At a receiving delivery unit, the manager must do the following:

- a. Remove and open the unit envelope, checking the number of orders against the count appearing on the envelope.
- b. Notify the registry section immediately of any discrepancies.
- c. Distribute the individual orders to the appropriate carriers. Carriers deliver the orders as regular mail, or Certified Mail, as marked. Managers must leave all orders, except Certified Mail articles, in the delivery receptacle, unless an obvious security risk exists.

### 151.37 Undeliverable as Addressed Orders

If an order has been misaddressed or is undeliverable as addressed, return it through the registry unit to the SBM section supervisor or SBM clerk. The supervisor or SBM clerk determines from the PS Form 3227 which clerk filled it and if the correct address is on the envelope. The supervisor or SBM clerk notifies the customer to verify the address and explain the delay of the order. If the order is undeliverable and the customer cannot be contacted, the supervisor or SBM clerk returns the order to the stamp credit within a week.

*Note:* Customer addresses with incorrect or missing ZIP Codes are deliverable.

### 151.38 Lost Orders

SBM orders are rarely lost in the mail. If a customer reports a lost or missing order, replace it immediately as follows:

- a. Check the files for a record of the order. It is unnecessary to ask the customer for a copy of a canceled check. Complete a PS Form 1510, *Mail Loss/Rifling Report* (initiated by the SBM clerk or supervisor receiving the nonreceipt report). Retain a copy of the PS Form 1510 with the original order PS Form 3227-A or 3227-B for a period of 2 years. Send all replacement orders by Certified Mail, regardless of value. Contact the customer prior to delivery of the replacement order to ensure that the customer will be there to receive the order.
- b. Record the customer's name and the reporting date of the loss on PS Form 1096, *Receipt*, indicating "Duplicate Stamps by Mail Order — original reported lost."
- c. The supervisor must clear the issuing clerk's accountability by initialing the PS Form 1096.
- d. The clerk submits the PS Form 1096 as support for the entry to suspense on PS Form 1412-A, *Daily Financial Form*.
- e. Return an undeliverable order to the stamp credit out of which it was filled. Increase the stamp credit by reducing AIC 094 and increasing *Trust Funds Received*.

\* \* \* \* \*

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*.

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

— Retail Access Channels,  
Delivery and Retail, 11-23-06

## PUBLICATION 431 REVISION

**Changes to Post Office Box Fee Groups**

Effective November 23, 2006, Publication 431, *Post Office Box Fee Groups*, is revised with the changes noted below.

**Publication 431, Post Office Box Fee Groups**

\* \* \* \* \*

[Remove the entries for the following ZIP Codes™:]

ZIP Code
15564
15866
44483
57024
57057
97903

\* \* \* \* \*

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, 11-23-06*

## MARKETING MATTERS — FACTS AT A GLANCE

**Five Packaging Tips for Sending Holiday Gifts**

The holiday gift-giving season is almost here. Santa and the Postal Service™ want you to remember that preparing strong, secure packages with complete, legible addresses will ensure that your precious gifts arrive as quickly as possible and in good shape. Here are some packaging tips for sending holiday gifts.

1. **Sturdy 'n' Stable.** Start with a strong carton large enough to hold the gift, with some cushioning material all around to protect it from impact and keep it from shifting around inside the box. To get the gift there safe and sound, make sure the package is sturdy and stable.
2. **There 'n' There Again.** Before sealing the parcel, write the delivery address on a sheet of paper and place it inside the package. Then, if something happens to the outside address, Postal Service personnel will have a back-up copy of the address to identify the destination and get the parcel delivered.
3. **Strong 'n' Secure.** Give the gift a “seal of approval.” Use pressure-sensitive tape, filament tape, or 60-pound paper tape to seal the package securely before mailing. Don't use cellophane or masking tape — they aren't strong enough.
4. **Clean 'n' Simple.** Remove or mark out any conflicting address information or markings that are already on the carton. Don't wrap the box with paper, string, or twine — paper can rip, and string or twine can get tangled in mail processing equipment.

5. **Accurate 'n' Complete.** Use a permanent pen or marker for the addresses. Put the return address in the upper left corner of the parcel, and make sure it is complete, including the ZIP Code™. Place the recipient's name and address in the center of the largest surface area (unless the shape of the box or contents require a specific orientation for stability), and make sure the recipient's address is complete, including the following:

- Recipient's name.
- Complete street number or Post Office™ box number.
- Street name, suffix (such as AVE, ST, etc.), and directional (such as E, W, SW, etc.).
- Apartment or suite number.
- Town or city.
- State.
- ZIP Code.

These five tips will help you wrap things up for the holidays! For more information on how to protect your shipments, just go to *www.usps.com* and, in the “Search” box, type in “Prepare Packages.”

— *Marketing Strategy and Support, Marketing, 11-23-06*

NOTICE

**Time to Upgrade Phase III Postage Meters**

Phase III postage meter users have until December 31, 2006, to upgrade to an approved model. After December 31, 2006, Phase III meters — meters that use rotary technology to print postage and that do not automatically disable if reset within a certain time — will be decertified and will no longer be reset.

Tell customers using Phase III postage meters to contact their commercial postage meter vendor about approved meter replacement models. For more information, go to [www.usps.com/postagesolutions/flash.htm](http://www.usps.com/postagesolutions/flash.htm).

— *Postage Technology Management, Product Development, 11-23-06*

**Employees**

ELM REVISION

**Reporting Violations**

Effective immediately, *Employee and Labor Relations Manual* (ELM) 665.14, Reporting Violations, is revised to reflect the requirement to report alleged violations of Postal Service™ laws and employee misconduct, including theft of mail, to the Office of Inspector General.

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

	*	*	*	*	*
<b>6</b>	<b>Employee Relations</b>				
	*	*	*	*	*
<b>660</b>	<b>Conduct</b>				
	*	*	*	*	*
<b>665</b>	<b>Postal Service Standards of Conduct</b>				
<b>665.1</b>	<b>General Expectations</b>				
	*	*	*	*	*

**665.14 Reporting Violations**

*[Revise 665.14 to read as follows:]*

All allegations of violations of Postal Service laws or misconduct by Postal Service employees, including mail theft, must be reported immediately to the Office of Inspector General.

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

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

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

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

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

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

— *General Counsel, Office of Inspector General, 11-23-06*

## HANDBOOK EL-312 REVISION

**Changes to Employment Programs**

Effective November 23, 2006, Handbook EL-312, *Employment and Placement*, is revised to reflect changes to employment programs.

**Summary of Changes to Handbook EL-312**

**715, Use of Penalty Mail for Application**, is revised to change who can use penalty mail for application or bid from “current postal employees” to “current bargaining postal employees.”

**743.18, Conditions for Not Announcing**, is added to increase to 120 the number of days that a previously announced vacancy does not have to be announced again.

**743.23, Conditions for Not Announcing**, is deleted.

**Handbook EL-312, Employment and Placement**

\* \* \* \* \*

**7 Assignment, Reassignment, and Promotion****71 Introduction**

\* \* \* \* \*

**715 Use of Penalty Mail for Applications**

[Revise 715 to read as follows:]

Only current bargaining postal employees may forward job applications and job bids by penalty mail if the application or bid is in response to an official Postal Service job announcement.

\* \* \* \* \*

**74 EAS Positions**

\* \* \* \* \*

**743 Selection Process****743.1 Internal Recruitment**

\* \* \* \* \*

[Add new 743.18 to read as follows:]

**743.18 Conditions for Not Announcing**

A vacancy does not have to be announced if an identical vacancy was announced previously and fewer than 120 calendar days have elapsed since the identical vacancy's

closing date. The two vacancies must have the same position title, occupation code, grade, location, tour (where applicable), and position requirements.

**743.2 External Recruitment**

\* \* \* \* \*

[Delete the following:]

**743.23 Conditions for Not Announcing**

A vacancy does not have to be announced if an identical vacancy was announced previously and fewer than 60 calendar days have elapsed since the identical vacancy's closing date. The two vacancies must have the same position title, occupation code, grade, location, tour (where applicable), and position requirements.

\* \* \* \* \*

We will incorporate these revisions into the next printed edition of Handbook EL-312 and into the online update, available on the Postal Service™ PolicyNet Web site:

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

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

Handbook EL-312 is also available on the Postal Service Internet:

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

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

— *Selection, Evaluation, and Recognition, Employee Resource Management, 11-23-06*

NEW PUBLICATIONS

**New Emergency Preparedness Publications Now Available**

New editions of Publication 167-A (Z-CARD®) and Publication 167-B (tri-fold), both titled *Response Checklist: Suspicious Mail and Unknown Powders or Substances*, are now available. If you have an earlier edition with a 2005 date, or an undated edition, please discard. They are now obsolete.

Also available is a poster, *Suspicious Mail and Unknown Powders and Substances*, which can be purchased in two sizes. Poster 205-A is 18 x 24 inches and Poster 205-B is 11 x 14 inches.

One copy of each publication and each poster has been mailed to all Post Offices™ so each manager or supervisor will have a copy. They should arrive by mid-November. If you do not receive your copies, you can order them from the Material Distribution Center 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 to place your first order.)

Use the following information to order the Z-CARD, PUB 167-A

**PSIN:** PUB 167-A  
**PSN:** 7610-08-000-4313  
**Unit of Measure:** EA  
**Minimum Order Quantity:** 1  
**Quick Pick Number:** 1,300  
**Bulk Pack Quantity:** N/A  
**Price:** \$0.2960  
**Edition Date:** 08/06

Use the following information to order the tri-fold, PUB 167-B:

**PSIN:** PUB 167-B  
**PSN:** 7610-00-000-4022  
**Unit of Measure:** EA  
**Minimum Order Quantity:** 1  
**Quick Pick Number:** 1,800  
**Bulk Pack Quantity:** N/A  
**Price:** \$0.00  
**Edition Date:** 09/06

Use the following information to order the 18 x 24 inch poster, POS 205-A:

**PSIN:** POS 205-A  
**PSN:** 7690-08-000-1683  
**Unit of Measure:** EA  
**Minimum Order Quantity:** 1  
**Quick Pick Number:** 500  
**Bulk Pack Quantity:** N/A  
**Price:** \$0.00  
**Edition Date:** 08/06

Use the following information to order the 11 x 14 inch poster, POS 205-B:

**PSIN:** POS 205-B  
**PSN:** 7690-08-000-1684  
**Unit of Measure:** EA  
**Minimum Order Quantity:** 1  
**Quick Pick Number:** 900  
**Bulk Pack Quantity:** N/A  
**Price:** \$0.00  
**Edition Date:** 08/06

PUB 167-B and POS 205-A are 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*.
- Choose either PUBs or Posters and scroll down to the entry you want.

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

Previous telephone numbers for the 18 Inspection Service divisions have been replaced with 877-US MAIL 5. This number will forward calls to an Inspection Service division based on the originating area code. If you are using a cell phone during normal business hours, your area code will determine which Inspection Service division is accessed. After normal business hours your call will go to a call center.

If you have questions about any of these publications, contact your district manager, Emergency Preparedness.

— *Emergency Preparedness Integration, Emergency Preparedness, 11-23-06*

## NEW PUBLICATIONS

## New Publications to Recruit Applicants for Rural Carrier Associate, Temporary Relief Carrier, and Postmaster Relief/Leave Replacement

We have created three new brochures:

- Publication 181, *Join Our Team! Rural Carrier Associate*.
- Publication 182, *Join Our Team! Temporary Relief Carrier*.
- Publication 183, *Join Our Team! Postmaster Relief/Leave Replacement*.

Each brochure describes employment opportunities, requirements, benefits, and the application process for the position covered. These brochures are excellent tools to recruit applicants for these important — but sometimes hard to fill — positions.

Publications 181, 182, and 183 are 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 *Publications*.

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

The brochures are also available on the Postal Service Internet:

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

In addition, they can be ordered from the Material Distribution Center. 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.)

Use the following information to order Publication 181:

**PSIN:** PUB 181  
**Title:** Join Our Team! Rural Carrier Associate  
**PSN:** 7610-08-000-3856  
**Unit of Measure:** EA  
**Minimum Order Quantity:** 1  
**Quick Pick Number:** N/A  
**Bulk Pack Quantity:** 1,125  
**Price:** \$0.00  
**Edition Date:** 05/06

Use the following information to order Publication 182:

**PSIN:** PUB 182  
**Title:** Join Our Team! Temporary Relief Carrier  
**PSN:** 7610-08-000-3857  
**Unit of Measure:** EA  
**Minimum Order Quantity:** 1  
**Quick Pick Number:** N/A  
**Bulk Pack Quantity:** 1,125  
**Price:** \$0.00  
**Edition Date:** 05/06

Use the following information to order Publication 183:

**PSIN:** PUB 183  
**Title:** Join Our Team! Postmaster Relief/Leave Replacement  
**PSN:** 7610-08-000-3858  
**Unit of Measure:** EA  
**Minimum Order Quantity:** 1  
**Quick Pick Number:** N/A  
**Bulk Pack Quantity:** 1,125  
**Price:** \$0.00  
**Edition Date:** 05/06

— *Selection, Evaluation, and Recognition, Employee Resource Management, 11-23-06*

## NOTICE

**Shipment Confirmation Acceptance Notice (SCAN) Adds Volume Verification Procedure**

The article titled “Field Information Kit: Shipment Confirmation Acceptance Notice (SCAN)” in *Postal Bulletin* 22192 (10-26-06, pages 19–24), introduced a new feature for PC Postage® users called Shipment Confirmation Acceptance Notice (SCAN).

We are updating the SCAN feature to include a volume verification procedure, which requires a Postal Service™ employee to verify the number of mailpieces presented with PS Form 5630, *Shipment Confirmation Acceptance Notice*. To perform the required verification procedure, the Postal Service employee must do the following:

1. Verify the *total items* presented with the *total volume* entered on PS Form 5630.
2. After verifying the totals, scan PS Form 5630 with the handheld scanner.
3. When the “Shipment Complete” screen appears on the handheld scanner, do one of the following, as appropriate:
  - a. If the volume presented matches the total volume on PS Form 5630, select the “1: YES” option by pressing “1” on the keypad.
  - b. If the volume presented does not match the total volume on PS Form 5630, select the “2: NO” option by pressing “2” on the keypad.
4. Whether or not the volume presented matches the total volume on PS Form 5630, collect and dispatch the mail as normal. All current collection and acceptance standard operating procedures still apply.

We will mail an updated field information kit to all field offices, along with a SCAN training DVD that will reflect this change. The video and materials may be used as 30 minutes of Voice of the Employee (VOE) training credit.

Be on the look out for your updated field information kit and training DVD. The items are expected to arrive in field offices soon.

— *Package Services,  
Product Development, 11-23-06*

# Information Technology

## HANDBOOK AS-805 REVISION

### Information Security

Handbook AS-805, *Information Security*, is revised as follows to:

- Update ISSO-related roles and responsibilities in Chapter 3, Information Designation and Control.
- Clarify the sources of mandatory requirements and discretionary information security requirements.
- Address FIPS Pub 200, *Minimum Security Requirements for Federal Information and Information Systems*, and applicable industry standards.
- Address application software maintenance.
- Address regular compliance testing of security systems and processes.
- Update Appendix A, *Consolidated Roles and Responsibilities*.
- Update Appendix B, *Information Security and Related Documents*.

#### Handbook AS-805, *Information Security*

\* \* \* \* \*

### 3 Information Designation and Control

\* \* \* \* \*

#### 3-2 Roles and Responsibilities

\* \* \* \* \*

#### 3-2.5 Information Systems Security Officers

*[Revise 3-2.5 to read as follows:]*

Information systems security officers (ISSOs) are responsible for the following:

- a. Ensuring a business impact assessment (BIA) is completed for each application system and an infrastructure impact assessment (IIA) is completed for each infrastructure component.
- b. Advising and consulting with executive sponsors and portfolio managers during the BIA and IIA processes so they know about (1) security requirements for information resources and (2) mandatory security requirements for information resources when the resources are designated sensitive or critical.
- c. Specifying additional mandatory security requirements based on federal legislation (e.g., Children's Online Privacy Protection Act [COPPA]), federal

regulation (e.g., requirements for cryptographic modules), federal directive (e.g., Homeland Security Presidential Directive [HSPD] 12, personal identity verification), industry requirement (e.g., payment card industry standards, requirements, and guidelines), the operating environment (e.g., hosted in the de-militarized zone [DMZ]), and the risks associated with the information resource.

- d. Recommending discretionary security requirements based on generally accepted industry practices to executive sponsors and portfolio managers during the BIA and IIA processes.

\* \* \* \* \*

#### 3-4 Security Requirements

\* \* \* \* \*

##### 3-4.4 Mandatory Security Requirements

*[Revise 3-4.4 to read as follows:]*

Additional security will be needed to adequately protect sensitive, critical, and business-controlled information resources. Mandatory requirements are based on the following:

- a. How sensitive or critical the information resource is (determined during the BIA).
- b. Federal legislation (e.g., Health Insurance Portability and Accountability Act, Gramm-Leach-Bliley Act, COPPA).
- c. Federal regulations (e.g., requirements for cryptographic modules).
- d. Federal directives (e.g., personal identity verification, critical infrastructure).
- e. Industry requirements (e.g., payment card industry).
- f. Operating environment (e.g., application is hosted in the DMZ, changes in technology, changes in the Postal Service mission).
- g. Risks determined during the risk assessment process.
- h. Vulnerabilities discovered at any time during the information resource lifecycle.



If any of these additional mandatory requirements conflict with the requirements included in Handbook AS-805, the most restrictive or protective requirement applies.

**3-4.5 Discretionary Security Requirements**

*[Revise 3-4.5 to read as follows:]*

ISSOs may recommend additional discretionary security requirements during the BIA and IIA processes to better protect sensitive, critical, and business-controlled information resources. Discretionary security requirements based on generally accepted industry practices are recommended. The executive sponsor assumes the risks associated with not implementing the recommended discretionary security requirements.

**3-5 Handling Information and Media**

\* \* \* \* \*

*[ReNUMBER current 3-5.2 through 3-5.6.3 as new 3-5.3 through 3-5.7.3. Inset new 3-5.2 to read as follows:]*

**3-5.2 Controlling Access to Information**

Sensitive and business-controlled sensitive information must be protected from unauthorized access and disclosure. Access must be restricted to authorized personnel with a need to know. Metadata must also be protected from unauthorized access and disclosure.

Critical and business-controlled critical information must be protected from unauthorized access and destruction.

\* \* \* \* \*

**3-5.4 Storage of Information**

*[Revise text of 3-5.4 to read as follows:]*

Postal Service information must not be stored on non-Postal Service-owned devices. Postal Service information not available to the public must not be commingled with information that does not belong to the Postal Service.

\* \* \* \* \*

**3-5.5 Encryption of Information**

\* \* \* \* \*

**3-5.5.2 Encryption of Information on Removable Devices or Media and in Offsite Storage**

*[Revise the first sentence of 3-5.5.2 to read as follows:]*

Sensitive and business-controlled sensitive information stored or archived on removable devices or media including disks, diskettes, CDs, and USB storage devices must be encrypted.

\* \* \* \* \*

**3-5.6 Removal of Postal Service Information From Postal Service Premises**

\* \* \* \* \*

*[Reletter current items b through f as new items c through g. Insert new item b to read as follows:]*

- b. Only authorized personnel are allowed to pick up, receive, transfer, or deliver Postal Service sensitive and business-controlled sensitive information.

\* \* \* \* \*

*[ReNUMBER current 3-5.8 through 3-5.9.2 as new 3-6 through 3-7.2.]*

\* \* \* \* \*

**5 Acceptable Use**

\* \* \* \* \*

**5-6 Electronic Mail and Messaging**

*[Revise 5-6 to read as follows:]*

Access to the Postal Service electronic mail (e-mail) system is provided to personnel whose duties require e-mail to conduct Postal Service business. Only Postal Service-provided e-mail services may be accessed from Postal Service information resources. Since e-mail may be monitored, anyone using Postal Service resources to transmit or receive e-mail should not expect privacy.

If you do not comply with the Postal Service e-mail policies defined in this section, your e-mail account may be suspended and you will have to request that your manager apply to the CIO/VP IT for re-instatement of the lost privileges. Only authorized personnel who need to know may receive restricted information.

\* \* \* \* \*

**6 Personnel Security**

\* \* \* \* \*

**6-6 Information Security Awareness and Training**

**6-6.1 General Security Awareness**

*[Add a sentence at the end of 6-6.1 to read as follows:]*

\*\*\*The training should explain how anyone failing to comply with security policies and procedures will be disciplined.

\* \* \* \* \*

**6-6.3 Information Resource Operational Security Training**

[Add a sentence at the end of 6-6.3 to read as follows:]

\*\*\*The training should explain how to protect application information throughout the lifecycle.

\* \* \* \* \*

**8 System, Applications, and Product Development**

\* \* \* \* \*

**8-3 General Development Concepts**

[Add a paragraph to read as follows:]

The following requirements apply to all sensitive, critical, and business-controlled applications:

- a. Developers must not have access to production application systems software.
- b. Developers' access to production information must be authorized in writing by executive sponsors.
- c. Access to production information, if approved, must be temporary.
- d. Production data must not be copied.
- e. Audit logging must be turned on.
- f. Keystroke logging must be implemented.

\* \* \* \* \*

[Revise the title of 8-3.6 and add two sentences at the end to read as follows:]

**8-3.6 Development and Test Environment Restrictions**

\*\*\*These restrictions apply to modules and to applications. Separate approvals are required for each module.

\* \* \* \* \*

[Revise the title and text of 8-3.6.1 to read as follows:]

**8-3.6.1 Separation of Development/Test and Production Environments**

Hardware and software must be developed and tested in a test environment — not in a production environment.

\* \* \* \* \*

**8-6 Application Information Security Assurance Phases**

\* \* \* \* \*

**8-6.1 Phase 1 — Definition**

\* \* \* \* \*

**8-6.1.4 Define Security Requirements**

[Revise 8-6.1.4 to read as follows:]

Security requirements are defined for all applications so the applications can be secured commensurate with the risk. Security requirements include the baseline security requirements for all applications and additional mandatory security requirements based upon how sensitive or critical the applications are (as defined by the ISA process); federal legislation, regulation, and directives; industry requirements; operating environment; and risks associated with the information resource. (See Handbook AS-805, *Information Security*, Chapter 3, Information Designation and Control, 3-4.4, Mandatory Security Requirements, for examples.) As an example, payment card applications must comply with the payment card industry (PCI) requirements. In addition, the ISSO may recommend additional discretionary security requirements based on generally accepted industry practices that the executive sponsor may agree to implement.

\* \* \* \* \*

**8-6.5 Phase 5 — Production**

\* \* \* \* \*

[Renumber current 8-6.5.1 through 8-6.5.7.2 as new 8-6.5.2 through 8-6.5.8.2. Insert new 8-6.5.1 to read as follows:]

**8-6.5.1 Application Maintenance**

Applications must be maintained in a timely manner. The tools, techniques, and mechanisms used to maintain application systems must be properly controlled.

\* \* \* \* \*

**9 Information Security Services**

\* \* \* \* \*

**9-7 Authentication**

\* \* \* \* \*

**9-7.1 Passwords**

\* \* \* \* \*

**9-7.1.1 Password Selection Requirements**

\* \* \* \* \*

[Change item b from "six characters" to "eight characters".]

\* \* \* \* \*

[Add item d to read as follows:]

- d. Passwords must not be repeated (reused) for at least 5 generations.

\* \* \* \* \*

**9-7.1.6 Password Expiration**

[Change item c from "180 days" to "90 days."]

\* \* \* \* \*

**9-7.5 Smart Cards and Tokens**

[Add a sentence to the end of 9-7.5 to read as follows:]

\*\*\*Protect smart cards and tokens from theft and do not allow others to use them.

\* \* \* \* \*

**9-8 Confidentiality**

\* \* \* \* \*

**9-8.4 Key Management**

\* \* \* \* \*

**9-8.4.2 Recommended Practices**

\* \* \* \* \*

[Revise the lettered list in 9-8.4.2 to read as follows:]

- a. Generate strong keys.
- b. Use split knowledge keys and establish dual control of keys.
- c. Implement secure key distribution and storage.
- d. Periodically change keys. Key management should be fully automated and not require manual steps.
- e. Replace known or suspected compromised keys.
- f. Revoke old or invalid keys.
- g. Destroy old keys.
- h. Generate and store all keys in hardware.
- i. Never remove keys from the hardware and never store them in the host's memory.
- j. Gain access to the hardware only through a trusted path.
- k. Make sure key custodians sign a form stating they understand and accept their key-custodian responsibilities.

\* \* \* \* \*

**9-12 Audit Logging**

\* \* \* \* \*

**9-12.2 Audit Log Events**

\* \* \* \* \*

[Revise item c to read as follows.]

- c. Action of individuals with root or elevated privileges (e.g., system and database administrators).

\* \* \* \* \*

[Reletter current item i as new item j. Add a new item i to read as follows:]

- i. Access to audit logs.

\* \* \* \* \*

[Renumber current 9-12.4 through 9-12.5 as new 9-12.5 through 9-12.6. Add a new 9-12.4 to read as follows:]

**9-12.4 Audit Log Protection**

Secure audit logs so they cannot be altered, by:

- a. Limiting the viewing of logs to those with job-related need.
- b. Protecting audit log files from unauthorized modifications.
- c. Promptly backing-up audit log files to a centralized server or media that is difficult to alter.
- d. Using file integrity monitoring and change detection software on logs to ensure existing log data cannot be changed without generating alerts.

\* \* \* \* \*

**10 Hardware and Software Security**

\* \* \* \* \*

**10-3 General Guidelines for Hardware and Software**

\* \* \* \* \*

[Revise title and first sentence of 10-3.4 to read as follows:]

**10-3.4 Maintaining Inventory**

All personnel are responsible for maintaining an accurate inventory of Postal Service information resources assigned to them including hardware, software, firmware, and documentation.\*\*\*

\* \* \* \* \*

**10-5 Hardware Security**

\* \* \* \* \*

**10-5.3 Servers**

[Revise the third sentence of 10-5.3 to read as follows:]

\*\*\*Implement only one primary function per server or blade (e.g., Web server, database server, and domain name server [DNS] should be implemented on separate servers).\*\*\*

\* \* \* \* \*

[Revise the title of 10-5.4 and add two sentences to the end to read as follows:]

#### 10-5.4 Hardening Servers

\*\*\*Disable unnecessary services and protocols. Remove unnecessary functions such as scripts, drivers, features, subsystems, and file systems.

\* \* \* \* \*

#### 10-6 Software and Applications Security

\* \* \* \* \*

#### 10-6.6 Database Management Systems

\* \* \* \* \*

##### 10-6.6.1 DBMS Activity Logs

[In the last sentence of 10-6.6.1 change "Continuance" to "Continuity."]

\* \* \* \* \*

#### 10-7 Protection Against Viruses and Malicious Code

[Revise the second sentence of 10-7 to read as follows:]

\*\*\*Malicious code includes harmful and other unwanted code such as viruses (boot sector, file infector, multipartite, link, stealth, macro, e-mail, blended), worms, keystroke loggers, botnets, Trojans, trap doors, time bombs, activity trackers, remote control agents, snooeware, spyware, and adware.

\* \* \* \* \*

#### 11 Networks and Communications

\* \* \* \* \*

#### 11-7 Protecting the Network/Internet Perimeter

\* \* \* \* \*

##### 11-7.2 Implementing Firewalls

\* \* \* \* \*

##### 11-7.2.1 Firewall Configurations

[Revise 11-7.2.1 to read as follows:]

Postal Service firewalls must be configured to:

- Deny all services not expressly permitted (i.e., deny all inbound and outbound traffic not specifically allowed).
- Restrict inbound Internet traffic to Internet Protocol (IP) address with the DMZ (ingress filters).
- Prevent internal addresses from going from the Internet into the DMZ.
- Implement dynamic packet filtering (i.e., only allow "established" connections into the network).

e. Secure and synchronize router configuration files (i.e., running configuration files and start-up configuration files used to re-boot machines must have the same secure configuration).

f. Audit and monitor all services, including those not permitted, to detect intrusions or misuse.

g. Notify the firewall administrator and system administrator in near real time of any item that may need immediate attention.

h. Run on a dedicated computer.

i. Stop passing packets if the logging function becomes disabled.

j. Disable or delete all nonessential firewall-related software, such as compilers, editors, and communications software.

\* \* \* \* \*

#### 11-12 Remote Access

[Add an introductory paragraph to 11-12 to read as follows:]

Use eAccess to ask your manager for permission to use a workstation or laptop remotely to access the Postal Service Intranet. Protect the remote workstation or laptop so unauthorized personnel cannot gain access to the Intranet. Do not use personal information resources to connect to the Postal Service Intranet.

\* \* \* \* \*

##### 11-12.6 Remote Management and Maintenance

[Add a new sentence to the beginning of 11-12.6 to read as follows:]

If you are not at your own workstation, your access must be encrypted.\*\*\*

\* \* \* \* \*

#### 14 Compliance and Monitoring

\* \* \* \* \*

##### 14-3 Compliance

\* \* \* \* \*

[Reletter current items a through d as new items b through e. Add new item a to read as follows:]

- Regular testing of security systems and processes.

\* \* \* \* \*

[Renumber current 14-4 through 14-7 as new 14-5 through 14-8. Add a new 14-4 to read as follows:]

##### 14-4 Testing Security Systems and Processes

Systems, processes, and custom software must be tested regularly because hackers and others continually discover vulnerabilities, introduced in new software and inadvertently

by employees, contractors, and business partners. Test as follows:

- a. Continuously:
  - Monitor all network traffic and alert personnel to suspected compromises using network intrusion detection systems, host-based intrusion detection systems, and intrusion prevention systems.
- b. Weekly:
  - Use file integrity monitoring software to alert personnel when files have been modified without authorization. Configure software so it can compare files.
- c. Quarterly:
  - Use a wireless analyzer to identify all wireless devices in use.
  - Scan for vulnerabilities in internal and external networks (or when system components have been added, network topology has changed, firewall rules have been modified, or products have been updated).
- d. Annually:
  - Test security controls, limitations, network connections, and restrictions so you know you can identify and stop any attempts at unauthorized access.
  - Test for network-layer penetration (or when infrastructure has been upgraded or modified, i.e. the operating system has been upgraded or a sub-network or Web server has been added).  
Test for application-layer penetration (or when an application has been modified).

\* \* \* \* \*

**Appendix A Consolidated Roles and Responsibilities**

\* \* \* \* \*

[Revise the title and text of 33 to read as follows:]

**33. Information Systems Security Officers**

Information systems security officers (ISSOs) are responsible for the following:

- a. Chairing the ISA team.
- b. Ensuring that a risk analysis and business impact assessment (BIA) are completed for each application system.
- c. Ensuring that a risk analysis and infrastructure impact assessment (IIA) are completed for each infrastructure component.
- d. Ensuring that the responsible program manager records the sensitivity and criticality designations in the Enterprise Information Repository (EIR).

- e. Advising and consulting with executive sponsors and portfolio managers during the BIA and IIA processes so they know about (1) security requirements for information resources and (2) mandatory security requirements for information resources when the resources are designated sensitive or critical.
- f. Specifying additional mandatory security requirements based on federal legislation (e.g., HIPAA), federal regulation (e.g., requirements for cryptographic modules), federal directive (e.g., personal identity verification), industry requirement (e.g., payment card industry), the operating environment (e.g., hosted in the DMZ), and the risks associated with the information resource.
- g. Recommending discretionary security requirements to executive sponsors and portfolio managers during the BIA and IIA processes, based on generally accepted industry practices.
- h. Providing guidance on how information resources are vulnerable to threats, what countermeasures are appropriate, and the ISA process.
- i. Conducting site security reviews or helping the Inspection Service conduct them.
- j. Reviewing the ISA documentation package.
- k. Preparing the ISA evaluation report.

\* \* \* \* \*

[Replace Appendix B with the following:]

**Appendix B Related Information Security Documents**

Administrative Support Manual (ASM)

Subchapter 27, *Security*

Subchapter 28, *Emergency Preparedness*

Chapter 8, *Information Resources*

Handbooks

AS-805-C, *Information Security for General Users*

AS-816, *Open VMS Security*

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

Management Instructions

AS-841-2004-11, *Integrated Solutions Methodology/ System Development Life Cycle*

AS-850-2002-10, *Information Technology Change and Configuration Management*

AS-860-2003-2, *Data Stewardship: Data Sharing Roles and Responsibilities*

AS-870-2005-2, *Electronic Messaging (e-mail)*

EL-660-2004-3, *Limited Personal Use of Government Office Equipment Including Information Technology*

## Other Related Documents

*Enterprise Information Security Architecture*  
*USPS Public Key Infrastructure (PKI) X.509 Certificate Policy (CP)*  
*USPS Root Certificate Authority (CA) Certificate Practice Statement (CPS)*  
*USPS Intermediate Certificate Authority (CA) Certificate Practice Statement (CPS)*  
*USPS Subordinate Certificate Authority (CA) Certificate Practice Statement (CPS)*  
*Boilerplate for Contracts and Agreements*  
*Guidelines for New Development of Web-based Applications*  
*Guide to Coding Secure Software*  
*Information Security Code Review Standards*  
*COTS Software Security Evaluation Process*  
 Pub 805-A, *Information Security Assurance (ISA)*  
 Pub 805-B, *Information Security (bookmark)*  
 Pub 805-E, *What Every Employee Needs to Know About Information Security*

PS Form 1357, *Request for Computer Access*  
 PS Form 1360, *Information Security Incident Report*

\* \* \* \* \*

We will incorporate these revisions into the next online update of Handbook AS-805 available on the 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>.)

— *Corporate Information Security, Information Technology, 11-23-06*

## NOTICE

**Data Protection Tips, Tools, and Requirements**

Revisions to Handbook AS 805, *Information Security*, published on pages 16–22 of this issue and in *Postal Bulletin* 22190 (9-28-06, pages 30–34) emphasize YOUR responsibility for protecting sensitive information when it is entrusted to you. Below are suggestions for complying with these revisions.

**What is Sensitive Information?**

Sensitive information includes full Social Security numbers; Postal Service™ applicant or employee medical information; fingerprints; personnel records; home phone numbers; driver’s license numbers; credit card information; and birth date, age, or buying habits when associated with a person’s name or other personal identifier. For more examples of sensitive information, go to [http://www.usps.com/privacyoffice/\\_pdf/AS805ABIA383.pdf](http://www.usps.com/privacyoffice/_pdf/AS805ABIA383.pdf). See page 22 of the document (page A-9 of Appendix A).

**Do not put sensitive data onto any device, including your own workstation**, unless it is absolutely necessary for the conduct of your business and you have permission to do so. Remember, when you possess such data, you assume the responsibility of protecting it from theft or other disclosure.

**Do encrypt files containing sensitive personal or business information stored on your workstation, portable media, or sent via e-mail.**

- To store sensitive files on your workstation or send them via e-mail, encrypt them using WinZIP. For step-by-step instructions on encrypting files or sending encrypted files in e-mail, go to <http://ithelp>. Click on *Find Answers*. Enter *Encrypt* in the Search Text box, then click the *Search* button. Click on the topic of interest to you.
- To store sensitive data on portable media, use an encrypted flash drive, and always use it in encrypted mode. Kingston’s DataTraveler Elite — Privacy Edition flash drives are available from the ADEPT II catalog via eBUY. They are now the Postal Service standard for portable media.
- CLIN 733-A04: 1GB Secure USB 2.0 Flash Drive  
Postal Service price: \$80 each
- CLIN 733-B04: 2GB Secure USB 2.0 Flash Drive  
Postal Service price: \$133 each

When you insert the flash drive into a desktop or laptop, you will be prompted to create a password. Then, whenever

er the flash drive is inserted again, you will need to use the password to access the files stored on the flash drive.

**Do not store Postal Service information on non-Postal Service–owned devices.** These include contractor, vendor, and personal computers.

**Do not remove sensitive Postal Service information from Postal Service premises without approval from your functional area vice president and the Chief Information Officer.** The Chief Information Officer is the Chief Technology Officer. An e-mail trail showing appropriate approvals, the nature of the information, the reason for removal from Postal Service premises, and the type of device on which it is stored (i.e., laptop, flash drive) is sufficient.

**Do immediately report lost or missing devices on which sensitive information is stored.** Cut out the wallet card below and carry it with you.

**Do protect portable devices at all times, even if they are encrypted.** At work, secure laptops and thumb drives in a safe place. When you are traveling, keep them with you or locked in a room safe. Do not leave them in a vehicle — not even a locked vehicle.

**Remember:** If you don't need it, don't keep it. If you keep it, protect it! And if you take sensitive information from Postal Service premises, get approval first.

— *Technology Planning, Policy, and Communications, Information Technology, 11-23-06*



In the event of **missing or stolen USPS computing equipment** such as a desktop, laptop, BlackBerry, or any removable media you must do the following immediately:

**NOTIFY:**

1. USPS Computer Incident Response Team (CIRT)  
Hotline: **Phone: 1-866-877-7247** Email: [uspscirt@usps.gov](mailto:uspscirt@usps.gov)
2. USPS Inspection Service – Local Office where incident took place:  
Phone: **1-877-876-2455**  
<http://www.usps.com/ncsc/locators/find-is.html>
3. If suspected theft or loss took place **OFF** Postal premises, Police Dept - Local Office where the incident took place.
4. Immediate supervisor or manager.

**COMPLETE: PS-1360, Information Security Incident**

**Report.** Include the following information:

- Any known employee or customer Personally Identifiable Information and/or business sensitive data that may reside on the equipment. Examples: SSN, name, home address or phone #, bank account #, or business revenue.
- Description of events leading up to the disappearance
- Make, model, & serial no. of the missing equipment – if known
- User ID, Functional area, Supervisor, PCES Mgr, and Vice President's name and contact info
- Contact info and associated case #(s) for reports filed regarding the incident

**SUBMIT** the completed form to USPS CIRT at [uspscirt@usps.gov](mailto:uspscirt@usps.gov)

# Want to get ***YOUR*** name in the paper?

Just let a bad guy get access to sensitive information our employees and customers trust us to protect.



*(Article continued on page 49.)*



## Fraud Alert

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### Domestic Order

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

State, City ZIP Code	Names and Addresses Covered	Product
MN, Minneapolis 55411-0563	Steven O. Lenz D/B/A Lenco Marketing, Inc., P.O. Box 11563	Envelope stuffing scheme

— Judicial Officer, 11-23-06



ADD YOUR \_\_\_\_\_  
**Personal  
Touch**

SEND HOLIDAY GIFTS WITH  
DECORATIVE SHIPPING SUPPLIES

**Free**  
PACKAGE PICKUP  
[usps.com/holiday](http://usps.com/holiday)



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

### 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	020320	058016	076059	105061	118545	197147	210634	212780	271033	281062	282698	283342
005772	020591	058060	076238	105481	118554	<b>200414</b>	210635	212819	271040	281072	282701	283349
006109	020610	061189	076257	105511	118559	200801	210642	212827	271106	281073	282718	283354
006190	021014	061544	076371	105658	118581	200922	210646	212849	271108	281077	282720	283356
006331	021196	061647	076517	106050	118585	207458	210650	212861	271120	281080	282733	283361
006362	021444	063166	076790	106215	118596	207600	210652	212878	271149	281102	282737	283364
006371	021722	063460	077118	106615	118623	207903	210653	212941	271194	281112	282746	283365
006730	021740	064125	077446	108132	118631	208116	210661	212942	272026	281121	282760	283367
006875	021741	064155	077493	108179	118632	208347	210665	212951	272048	281124	282774	283376
006939	022545	064177	077614	108665	118638	208947	210666	212965	272072	281127	282777	283392
007025	022664	064205	078006	108896	118639	208948	210668	220072	272115	281131	282778	283395
007202	026207	064209	079112	109053	118856	209287	210683	220109	272149	281133	282789	283402
007208	027148	064244	079940	109371	119083	210020	210684	220116	272185	281136	282802	283411
007306	027180	064429	080050	109544	120210	210048	210687	220318	272227	281140	282811	283412
008005	028185	064500	080183	109672	122301	210067	210691	220320	272253	281141	282816	283416
008224	028206	064898	085791	109925	123063	210073	210692	220330	272356	281143	282818	283438
008278	028263	064963	088387	109944	124098	210125	210700	220681	272358	281146	282819	283445
008761	028710	065117	088661	110713	124191	210184	210712	220748	273136	281149	282822	283452
008775	030091	065365	088758	110747	125476	210190	210714	221092	274047	281152	282825	283458
008940	030190	065641	090505	111789	125485	210205	210721	221178	274112	282171	282855	283463
008961	030197	065715	091517	112001	127023	210206	210723	221190	274181	282199	282861	283469
008967	030353	065805	092352	112019	127033	210210	210726	221316	274207	282235	282866	283474
009017	030359	065898	095360	112493	128913	210211	210748	221385	274243	282253	282867	283476
009220	030438	066484	096019	113210	131481	210235	210752	221563	274262	282258	282872	283477
009350	033217	067028	096431	113349	132243	210264	210755	221668	274263	282282	282880	283501
009403	034629	067378	096448	113740	148294	210269	210766	221688	274286	282283	282892	283508
009424	035009	067384	097081	114207	152814	210277	210780	222042	274299	282285	282898	283517
010266	038014	068341	097344	115031	152855	210286	210787	222059	274359	282374	282904	283523
010576	038255	068355	097394	115058	153015	210319	210806	222069	274367	282380	282910	283527
010617	042006	068895	097782	115186	156087	210321	210823	222075	276012	282384	282913	283533
010651	042103	069093	098284	115781	165088	210327	210829	222099	276082	282403	282920	283534
010667	044146	069106	098570	117053	165140	210334	210840	222107	278003	282429	282922	283544
010744	044158	069196	098623	117120	165170	210345	210868	222186	278048	282431	282925	283548
010747	045032	069243	098630	117351	165211	210365	210875	223011	280038	282470	282926	283558
012274	046030	069333	098750	117787	165408	210370	210896	223115	280040	282491	282929	283559
012286	047060	069335	<b>100019</b>	117944	170235	210374	212228	225012	280077	282510	282930	283569
012333	050042	069833	100055	118010	170303	210386	212251	226085	280084	282514	282931	283580
013213	050050	070031	100154	118266	170324	210405	212252	231013	280088	282524	282933	283582
014957	051035	070115	100584	118276	171271	210430	212255	232189	280108	282532	282939	283584
015036	051043	070160	101655	118284	176064	210453	212287	232307	280120	282543	282946	283586
015087	051053	070167	102468	118294	179057	210455	212321	235144	280123	282553	282951	283587
015132	051068	070204	103272	118315	184007	210462	212389	235283	280125	282575	282952	283591
015202	052003	070465	103345	118353	184042	210463	212391	235376	280128	282577	283125	283596
015648	052008	070986	103455	118358	184057	210473	212421	235537	280130	282585	283138	283598
015665	053023	071016	103467	118367	186006	210509	212426	235566	280135	282587	283168	283599
015691	053024	071429	103469	118434	187057	210517	212548	240885	280138	282609	283177	284012
015703	053050	071536	103477	118440	187083	210538	212602	253183	280149	282610	283184	284025
015738	053085	071669	103496	118441	192343	210555	212604	254030	280150	282637	283196	284031
016083	053090	072324	103498	118451	192820	210560	212605	270003	280161	282645	283218	285003
016385	054017	075027	103780	118454	193134	210581	212685	270021	280162	282656	283228	285007
016900	054088	075036	103905	118461	193266	210590	212724	270025	280171	282658	283261	285009
018388	054139	075236	104069	118481	193441	210595	212737	270073	280173	282674	283267	285010
019125	054153	075880	104620	118486	193604	210610	212761	270074	280180	282684	283277	285014
019980	054180	075928	105034	118500	196102	210633	212776	271003	281060	282689	283301	285018



948649	951243	967138	967248	968045	968725	970828	980077	980475	981462	982520	992739	995639
948747	958938	967150	967256	968050	968771	970855	980107	980512	981494	982562	995192	995742
949347	967077	967156	967279	968221	968774	970984	980285	980551	982019	983095	995193	997120
950320	967113	967190	967303	968275	970098	971008	980385	980869	982189	985030	995303	997134
950959	967116	967202	967330	968397	970700	972138	980440	980884	982330	985233	995314	
950964	967134	967213	967362	968572	970702	972770	980443	980974	982459	992278	995492	

— Product Information Requirements, Product Development, 11-23-06

REQUEST

# Free

PACKAGE PICKUP

THE POST OFFICE™ COMES TO YOU

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

Paul Register  
Dothan, Alabama

©2006 United States Postal Service  
HK07-EXZ-DD-101  
Exit Cling

The advertisement features a smiling male mail carrier in a dark blue uniform, holding a red and white USPS Express Mail box. The background is a festive green with glowing white Christmas lights and a brick house with warm lights and wreaths. The text is prominently displayed in silver and white, with 'Free' in large, stylized letters. The USPS logo is visible on the carrier's uniform and the package.

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

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

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

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

<b>010 504 1932 to</b>	<b>1999</b>	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	<b>093 055 2306 to</b>	<b>2315</b>	<b>390 001 3182 to</b>	<b>3199</b>
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	<b>051 142 0755 to</b>	<b>0799</b>	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
<b>020 698 5159 to</b>	<b>5199</b>	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	<b>100 160 3800 to</b>	<b>3899</b>	392 668 2956 to	2999
020 972 8948 to	8999	058 187 3836 to	3899	<b>210 221 0548 to</b>	<b>0599</b>	392 854 8500 to	8899
022 021 9110 to	9181	058 591 1153 to	1299	<b>227 275 9400 to</b>	<b>9999</b>	393 584 7566 to	7699
022 037 1411 to	1499	058 895 3746 to	3799	<b>273 070 8059 to</b>	<b>8099</b>	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	<b>060 406 7650 to</b>	<b>7699</b>	<b>302 000 0000 to</b>	<b>9999</b>	393 893 6007 to	6099
024 380 4100 to	4199	063 491 8122 to	8199	<b>349 746 2056 to</b>	<b>2099</b>	394 126 6907 to	6999
024 496 6870 to	6896	063 916 9968 to	9999	<b>350 518 7350 to</b>	<b>7374</b>	394 189 0405 to	0599
025 092 0987 to	0999	064 091 4500 to	4599	<b>360 011 1690 to</b>	<b>1699</b>	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
025 729 1151 to	1199	065 392 6345 to	6399	360 173 8800 to	8899	395 343 3264 to	3299
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	<b>373 006 2176 to</b>	<b>2199</b>	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
027 671 8762 to	8776	067 093 3869 to	3899	375 169 4400 to	4599	397 819 8902 to	8999
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	<b>070 724 4488 to</b>	<b>4499</b>	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
<b>030 687 0903 to</b>	<b>0999</b>	071 386 3682 to	3699	379 843 5100 to	5199	399 396 8935 to	8999
030 701 3442 to	3499	071 507 6840 to	6899	<b>380 093 9600 to</b>	<b>9699</b>	399 792 7775 to	7799
031 077 4507 to	4799	072 045 9641 to	9699	380 165 1165 to	1199	399 792 8300 to	8399
032 295 7500 to	9999	072 675 8287 to	8299	381 325 4500 to	4599	<b>400 427 1051 to</b>	<b>1999</b>
034 394 1000 to	1099	077 617 5481 to	5499	381 604 2510 to	2699	401 045 1505 to	1549
034 943 0400 to	0799	077 999 4001 to	4090	381 645 9525 to	9599	401 045 1571 to	1599
035 035 4337 to	4399	078 174 4475 to	4499	383 314 3968 to	3999	401 294 2700 to	2799
037 706 9578 to	9599	078 219 4931 to	4999	383 892 1000 to	1344	401 310 9505 to	9599
037 805 3677 to	3699	078 250 4756 to	4799	383 892 1382 to	1399	401 382 5312 to	5399
037 909 5490 to	5499	078 823 8312 to	8399	384 925 3641 to	3654	402 578 7876 to	7899
037 931 4660 to	4699	079 374 0300 to	2499	385 568 2331 to	2399	403 125 6744 to	6799
<b>040 024 3901 to</b>	<b>3999</b>	079 807 2342 to	2399	385 599 7554 to	7575	403 260 7000 to	7499
040 674 7100 to	7199	<b>082 721 0228 to</b>	<b>0254</b>	385 774 2024 to	2099	403 280 6470 to	6499
040 688 8816 to	8899	083 140 5000 to	7499	386 624 1412 to	1599	403 685 8600 to	8699
041 299 6752 to	6799	083 784 8886 to	8899	386 883 8936 to	8999	404 003 0300 to	0399
041 623 8889 to	8899	083 913 6915 to	6999	387 314 5574 to	5599	404 041 8838 to	8899

404 071 4268 to	4299	421 364 5537 to	5599	450 620 3077 to	3099	463 176 4115 to	4199
404 347 5356 to	5399	421 656 2609 to	2699	450 620 3135 to	3199	463 176 4229 to	4299
404 347 5548 to	5599	421 988 9700 to	9799	450 780 2716 to	2799	463 185 2600 to	2799
404 726 4500 to	4599	422 172 4667 to	4699	450 801 2700 to	2799	463 227 7711 to	7799
404 961 5001 to	5199	422 484 4212 to	4299	451 109 2967 to	2984	463 414 4869 to	4899
405 325 0188 to	0198	422 556 1270 to	1299	451 115 4110 to	4125	463 808 3484 to	3499
406 009 4587 to	4599	422 587 7024 to	7099	451 115 4127 to	4199	463 945 7400 to	7899
406 260 6830 to	6899	422 819 7533 to	7599	451 746 0700 to	0799	464 629 9000 to	9399
406 459 6641 to	6999	422 842 5073 to	5087	452 265 0074 to	0099	464 711 4332 to	4399
406 733 3000 to	3999	422 907 7563 to	7599	452 265 0246 to	0299	465 692 3963 to	3999
407 545 1557 to	1599	424 500 6050 to	6099	452 265 0335 to	0999	465 698 8300 to	8599
407 594 0412 to	0599	424 641 8500 to	8599	452 509 1169 to	1199	465 743 7745 to	7799
407 692 9100 to	9299	424 871 6600 to	6699	452 855 6471 to	6499	466 798 6056 to	6067
407 959 2190 to	2199	425 298 2352 to	2399	452 890 4679 to	4799	467 147 4300 to	4399
408 265 2275 to	2288	425 418 4269 to	4299	452 900 8215 to	8238	468 079 5782 to	5799
408 499 7700 to	7799	425 418 4405 to	4499	453 117 9146 to	9199	469 067 2817 to	2899
408 499 7900 to	7999	426 547 4566 to	4599	453 334 3631 to	3699	469 127 8000 to	8199
408 682 8484 to	8599	427 412 6337 to	6499	453 603 7841 to	7891	469 213 0359 to	0399
408 698 7015 to	7099	427 481 0900 to	0999	453 650 1140 to	1199	469 213 0500 to	0599
409 072 3941 to	3999	428 027 2742 to	2752	453 741 1300 to	1399	469 561 8011 to	8099
<b>410 491 2311 to</b>	<b>2399</b>	429 474 4172 to	4199	454 013 2919 to	2999	469 658 1961 to	1999
410 694 8400 to	8599	429 889 2900 to	2999	454 186 2411 to	2499	469 666 9900 to	9999
410 775 1500 to	1599	<b>430 150 4401 to</b>	<b>4599</b>	454 268 4883 to	4899	469 678 1900 to	1999
410 795 7927 to	7999	430 172 9800 to	9899	454 302 5400 to	5499	469 781 4900 to	4999
410 867 0917 to	0966	430 177 1900 to	2099	454 490 8300 to	8399	469 947 6960 to	6999
410 867 0970 to	0999	430 444 9500 to	9699	454 547 7434 to	7499	<b>470 755 5800 to</b>	<b>5818</b>
411 868 1023 to	1199	430 664 4070 to	4099	454 922 4867 to	4895	471 918 0300 to	0999
411 922 2322 to	2399	432 168 8419 to	8499	455 221 1348 to	1499	471 985 2408 to	2419
412 193 0900 to	0999	432 708 6800 to	6999	455 364 2147 to	2199	472 191 6700 to	6799
412 395 8599 to	8699	432 744 1544 to	1599	455 399 5400 to	5499	472 270 2555 to	2599
412 485 6500 to	6599	432 995 9775 to	9799	455 476 0676 to	0699	472 987 0213 to	0241
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412 885 5953 to	5999	433 757 3047 to	3099	456 410 9006 to	9099	473 151 2069 to	2199
414 193 3608 to	3674	433 765 4003 to	4099	456 470 4146 to	4299	473 666 9138 to	9199
414 193 3677 to	3699	434 482 7060 to	7199	456 619 4460 to	4499	473 952 3429 to	3499
414 411 7348 to	7399	434 513 2386 to	2399	457 333 2686 to	2699	474 108 5402 to	5499
414 640 0757 to	0799	434 968 3076 to	3092	457 729 1767 to	1777	474 356 5193 to	5299
414 965 1727 to	1799	435 303 1831 to	1842	457 937 8615 to	8699	474 949 3366 to	3399
417 302 8104 to	8199	435 303 1986 to	1999	458 028 9810 to	9899	475 134 9362 to	9399
417 387 6532 to	6599	435 666 6092 to	6399	458 057 2712 to	2999	475 167 9667 to	9699
417 496 6800 to	6999	436 082 6400 to	6899	458 069 9537 to	9599	475 319 3415 to	3499
417 871 9250 to	9299	436 160 6441 to	6499	458 069 9665 to	9699	475 319 3649 to	3799
417 930 9533 to	9599	437 316 7115 to	7199	458 337 5222 to	5299	475 340 6400 to	6599
418 164 6500 to	6799	437 427 0500 to	3499	458 354 7653 to	7999	475 424 8410 to	8499
418 423 9863 to	9899	439 179 2300 to	2399	458 671 8678 to	8699	475 629 9156 to	9199
418 633 5922 to	5999	439 310 0458 to	0499	458 671 8721 to	8798	475 850 6101 to	6199
418 719 8520 to	8599	<b>440 698 1947 to</b>	<b>1999</b>	458 847 5044 to	5999	475 875 2500 to	2599
418 744 2235 to	2299	440 858 6300 to	6399	459 274 7624 to	7699	476 169 8264 to	8299
418 962 2848 to	2899	440 858 6420 to	7299	459 365 5432 to	5499	476 189 3000 to	3499
419 543 0286 to	0299	441 199 1655 to	1699	459 378 5764 to	5799	476 331 2480 to	2499
419 730 0300 to	0399	443 127 3648 to	3699	459 472 4816 to	4999	477 289 8601 to	8699
<b>420 277 0015 to</b>	<b>0049</b>	443 127 4000 to	4099	<b>460 349 6878 to</b>	<b>6899</b>	477 681 5206 to	5299
420 599 0734 to	0798	443 673 7900 to	7999	460 550 1909 to	1999	478 010 4243 to	4268
420 661 4115 to	4199	443 800 9335 to	9399	460 997 5234 to	5299	478 010 4270 to	4291
420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499	478 450 5071 to	5099
420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299	478 469 7838 to	7858
420 969 3973 to	3999	444 457 3854 to	3899	462 274 1072 to	1099	478 469 7883 to	7899
421 116 3565 to	3599	<b>450 048 4173 to</b>	<b>4199</b>	462 277 8373 to	8399	479 280 9800 to	9899
421 130 9300 to	9399	450 048 4442 to	4699	462 554 6051 to	6099	479 365 9116 to	9176
421 313 4500 to	4999	450 560 5173 to	5199	463 011 5529 to	5540	479 412 9900 to	9999

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
<b>480 526 2000 to</b>	<b>2099</b>	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	<b>500 064 1858 to</b>	<b>1869</b>	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	<b>600 645 3223 to</b>	<b>3299</b>	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	<b>620 073 9400 to</b>	<b>9499</b>	<b>640 289 7500 to</b>	<b>7599</b>
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
<b>490 669 5850 to</b>	<b>6099</b>	609 067 5488 to	5499	629 964 4200 to	4294	645 790 8632 to	8699
490 717 7080 to	7099	609 067 5600 to	5699	<b>630 389 3056 to</b>	<b>3071</b>	645 821 0657 to	0699
490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599	645 930 7948 to	7999
490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199	645 975 0737 to	0762
490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399	646 242 6200 to	6299
490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999	646 270 7639 to	7799
491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	599 9999	646 798 4000 to	4999
491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199	647 048 7035 to	7099
492 254 4800 to	4899	609 893 1000 to	1099	633 110 4303 to	4499	647 049 2900 to	2999
492 283 5100 to	5199	<b>610 092 3200 to</b>	<b>3299</b>	633 438 6429 to	6599	647 398 8300 to	8399
492 610 6813 to	6899	610 582 4200 to	4299	633 588 7173 to	7182	647 398 8481 to	8499
493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799	647 437 3000 to	4999
493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299	647 811 2188 to	2199
493 473 7700 to	7799	612 751 5171 to	5199	634 807 2474 to	2499	648 009 6057 to	6099
493 716 2153 to	2199	612 751 5226 to	5299	634 827 5900 to	5999	648 163 5300 to	5499
494 206 2972 to	2999	612 751 6083 to	6099	634 886 3428 to	3499	648 722 5283 to	5299
494 217 3446 to	3999	612 751 6268 to	6299	635 559 3449 to	3499	648 892 3164 to	3199
494 224 0500 to	0599	612 751 6572 to	6599	636 289 6214 to	6299	649 100 3989 to	3999
495 145 0600 to	0699	612 774 2111 to	2199	636 634 8007 to	8042	649 647 0370 to	0399
496 209 7425 to	7499	612 774 2254 to	2299	637 150 1200 to	1299	649 647 0522 to	0599
496 213 8728 to	8799	612 774 2500 to	2599	637 562 5828 to	5899	649 647 5237 to	5399



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
<b>650 114 7707 to</b>	<b>7719</b>	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	<b>805 885 8411 to</b>	<b>8499</b>
651 882 2800 to	2899	678 071 4500 to	4799	698 227 0000 to	0099	806 087 1100 to	1499
652 754 6317 to	6399	678 096 7531 to	7599	<b>700 065 2570 to</b>	<b>2599</b>	806 268 9275 to	9299
653 131 4945 to	4999	679 909 2578 to	2599	700 065 4800 to	4899	806 534 3400 to	3477
653 426 3300 to	3399	<b>680 112 9565 to</b>	<b>9599</b>	700 190 3350 to	3359	807 342 3283 to	3399
653 455 4874 to	4899	680 244 0903 to	0999	700 228 6048 to	6099	808 086 7100 to	7199
654 238 0000 to	0399	680 412 6046 to	6099	700 650 0452 to	0499	808 090 3440 to	3499
654 404 3065 to	3092	680 761 6800 to	6899	700 666 1323 to	1349	808 325 5161 to	5699
654 962 2900 to	3199	681 677 0540 to	0699	700 786 9106 to	9142	808 784 8000 to	8299
655 103 5081 to	5199	682 070 1029 to	1099	700 859 0744 to	0758	<b>830 125 0672 to</b>	<b>0699</b>
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
657 347 4438 to	4999	682 956 6700 to	6799	701 267 2000 to	3999	830 983 3500 to	3599
657 710 8100 to	8999	682 965 1178 to	1199	701 335 7312 to	7399	830 983 3635 to	3699
657 780 0985 to	0999	682 965 1201 to	1299	701 369 2005 to	2050	831 354 1387 to	1399
658 586 1400 to	1499	683 118 2389 to	2399	701 499 2260 to	2299	831 815 8240 to	8299
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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659 846 7837 to	7899	685 154 7780 to	7789	701 578 7475 to	7499	834 130 5200 to	5299
<b>660 510 4100 to</b>	<b>4199</b>	685 297 7645 to	7699	701 601 3457 to	3499	834 316 5444 to	5499
660 673 0400 to	0599	685 623 5264 to	5299	701 605 5913 to	5999	834 354 8747 to	8766
661 488 5000 to	5099	685 650 9487 to	9499	701 695 3982 to	3999	834 354 8824 to	8838
661 609 9100 to	9199	685 669 4200 to	4299	701 695 4148 to	4199	835 269 5700 to	5799
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662 068 0700 to	0899	686 372 3200 to	3299	701 838 2800 to	2899	837 672 8967 to	8999
662 553 0774 to	0799	686 644 5879 to	5899	701 941 0600 to	0699	837 784 3282 to	3299
663 078 7034 to	7099	686 899 1371 to	1399	702 171 1603 to	1699	838 176 8377 to	8399
663 763 5300 to	5399	686 931 7636 to	7699	702 195 5109 to	5199	838 518 1257 to	1299
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663 938 9200 to	9299	687 614 6774 to	6799	702 264 7569 to	7599	<b>840 323 0600 to</b>	<b>0699</b>
664 253 8000 to	8499	688 120 9000 to	9999	702 519 0513 to	0524	840 875 6235 to	6299
664 656 3055 to	3099	688 314 3107 to	3191	702 713 1800 to	1809	840 910 0900 to	0999
665 174 6400 to	6499	<b>690 291 1361 to</b>	<b>1371</b>	702 821 5730 to	5799	841 349 5000 to	5099
665 274 8208 to	8299	690 788 2877 to	2899	702 821 5805 to	5899	841 805 7747 to	7899
665 669 5400 to	5499	690 893 5344 to	5399	702 844 6975 to	6994	841 805 7944 to	8099
666 132 8226 to	8299	690 893 5512 to	5599	702 846 6331 to	6399	842 226 0685 to	0695
666 696 2209 to	2299	690 904 1300 to	1599	702 848 3900 to	3999	842 685 4600 to	4699
666 696 2309 to	2399	690 941 6000 to	6199	702 857 7302 to	7499	842 685 4742 to	4999
667 032 9300 to	9399	691 313 6383 to	6399	702 878 0114 to	0199	842 860 0300 to	0399
667 729 5529 to	5599	691 313 6600 to	6699	703 364 1707 to	1799	842 898 5582 to	5599
668 383 8400 to	8699	691 582 8003 to	8099	<b>740 002 7710 to</b>	<b>7719</b>	843 062 7100 to	7199
<b>670 368 3400 to</b>	<b>3499</b>	691 664 1800 to	1999	740 241 9049 to	9099	843 077 6288 to	6299
670 369 7336 to	7399	691 664 2400 to	2499	740 255 1718 to	1799	843 077 6378 to	6399
670 750 7169 to	7199	692 727 9362 to	9399	740 374 7416 to	7499	843 758 5769 to	5778
671 046 6200 to	6399	692 798 1800 to	1899	740 470 2420 to	2443	843 786 2554 to	2699
671 251 5448 to	5499	693 249 0779 to	0799	740 523 7432 to	7449	845 656 8165 to	8199

845 727 2100 to	2199	864 520 6117 to	6136	907 725 8500 to	8599	920 309 9039 to	9199
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846 390 7531 to	7599	865 500 4034 to	4099	908 622 4225 to	4235	920 857 5500 to	5899
846 918 0572 to	0599	865 883 6082 to	6099	908 936 9254 to	9299	920 864 3480 to	3499
847 237 7690 to	7699	866 004 3000 to	3999	909 100 1787 to	1799	920 963 4567 to	4599
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
847 374 7055 to	7065	867 633 7403 to	7499	909 568 8900 to	9099	922 278 1048 to	1399
847 636 5304 to	5399	867 737 5623 to	5699	909 568 9300 to	9499	922 280 2019 to	2099
847 700 5447 to	5499	868 169 4529 to	4599	909 725 7307 to	7399	922 280 2233 to	2299
847 723 7500 to	7599	868 173 8400 to	8599	909 833 0947 to	0999	922 773 0459 to	0499
849 485 3427 to	3499	868 514 9000 to	9099	<b>910 219 8631 to</b>	<b>8699</b>	923 032 7000 to	7399
849 520 9850 to	9899	868 566 9200 to	9299	910 265 1100 to	1199	923 045 3630 to	3699
849 608 1357 to	1399	869 387 1150 to	1199	910 471 7273 to	7299	923 484 3600 to	3699
849 792 2600 to	2699	869 505 3500 to	3599	910 536 2505 to	2599	923 493 9403 to	9599
<b>850 546 1862 to</b>	<b>1899</b>	869 523 7033 to	7099	910 958 7499 to	7599	923 493 9681 to	9699
851 143 6826 to	6844	869 800 0000 to	999 9999	911 140 1000 to	2199	923 604 4424 to	4499
851 209 9880 to	9899	<b>870 054 4814 to</b>	<b>4899</b>	911 245 2545 to	2599	923 810 7800 to	8299
851 928 9221 to	9299	870 491 4812 to	4849	911 268 9077 to	9099	924 252 1200 to	1299
852 589 6560 to	6599	870 536 5820 to	5829	911 400 8948 to	8999	924 252 1400 to	1499
853 049 3646 to	3699	870 541 7167 to	7239	911 508 1620 to	1799	924 533 2343 to	2399
854 304 4089 to	4999	870 575 8155 to	8999	911 509 9310 to	9399	924 533 2428 to	2499
854 529 2200 to	2299	870 589 0485 to	0494	911 523 3000 to	3999	924 685 1957 to	1999
854 532 0000 to	2999	870 691 7060 to	7099	912 057 9922 to	9999	924 946 6300 to	6699
855 001 6204 to	6249	872 028 4850 to	4899	912 882 0563 to	0899	925 333 5900 to	6099
855 319 9364 to	9399	872 029 9306 to	9399	913 605 2218 to	2299	925 336 2300 to	2399
855 361 3390 to	3399	872 100 0445 to	0459	913 709 2429 to	2499	926 432 5907 to	5999
856 226 0490 to	0499	<b>900 556 4178 to</b>	<b>4199</b>	913 818 3501 to	3999	926 436 3600 to	3699
856 656 5800 to	5999	900 845 0044 to	0099	914 063 4300 to	4399	928 856 2059 to	2068
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	<b>930 219 1722 to</b>	<b>1799</b>
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		
859 437 5538 to	5599	902 198 9769 to	9799	915 671 3982 to	3999		
859 811 2888 to	2899	902 948 1269 to	1299	915 675 2217 to	2299		
859 855 8873 to	8999	902 985 0833 to	0899	916 440 3377 to	3399		
<b>860 240 8520 to</b>	<b>8599</b>	903 370 6934 to	6999	916 670 6352 to	6399		
860 275 3900 to	3999	904 600 6523 to	6599	916 682 5300 to	5399		
860 518 9629 to	9699	904 892 0378 to	0399	916 694 1414 to	1499		
860 600 0021 to	0999	904 892 0648 to	1299	916 703 0802 to	0821		
861 158 2350 to	2599	905 056 2216 to	2299	917 089 0709 to	0799		
861 367 5400 to	5499	905 510 6647 to	6799	917 089 0842 to	0899		
861 637 6010 to	6099	905 510 6900 to	7099	917 216 2928 to	2999		
861 979 7292 to	7499	905 794 0000 to	0199	917 370 6300 to	6499		
862 216 6100 to	6199	905 794 0288 to	0299	917 486 4900 to	4999		
862 263 9213 to	9299	905 873 6900 to	6999	918 460 0602 to	0699		
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		
863 871 5138 to	5199	905 889 7100 to	7199	919 536 0770 to	0799		
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	<b>920 155 4662 to</b>	<b>4687</b>		

## 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	<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	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	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>
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	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	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	<b>800 044 320</b>	<b>to</b>	<b>4 410</b>
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	<b>789 257 191</b>	<b>to</b>	<b>7 250</b>	801 676 681	to	7 100
755 957 701	to	8 000	764 601 421	to	1 600	<b>790 448 020</b>	<b>to</b>	<b>8 460</b>	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	<b>810 323 734</b>	<b>to</b>	<b>3 760</b>
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
<b>760 004 596</b>	<b>to</b>	<b>4 610</b>	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	<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	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	<b>820 600 171</b>	<b>to</b>	<b>0 230</b>
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, 11-23-06*

## 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, 11-23-06*

## 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, 11-23-06*

## 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.

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	09099	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09007	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U		
09009	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09012	A1-B-B1-C-D-F-F1-U	09103	A1-B-B1-D-U	09226	A1-B-B1-C-D-U		
09013	A1-B-B1-C-D-F-F1-U-Z1	09104	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U	09319	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09014	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U		
09021	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V	09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09028	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U	09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09031	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U	09322	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09033	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U		
09034	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09252	A1-B-B1-C-D-U	09324	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09036	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U-V	09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09042	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U	09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09045	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09263	A1-B-B1-C-D-U	09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U	09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09053	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U	09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09054	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U	09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09056	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U	09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09058	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09336	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09059	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-M-N-R-V-Z1	09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09060	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09063	A1-B-B1-C-D-L-U	09165	A1-B-B1-C-D-U				
09067	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09307	A1-B-B1-N-V-Z1		
09069	A-A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09074	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09076	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09080	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1		
09081	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09316	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1		
09086	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U				
09089	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U				
09090	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U				
09094	A1-B-B1-C-D-F-F1	09185	A1-B-B1-C-D-U				
09095	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U				
09096	A1-B-B1-C-D-U	09201	A1-B-B1-C-C1-D-F-F1-H-M-R-R1-X-Y				
		09211	A1-B-B1-C-D-U				
		09212	A1-B-B1-C-D-U-V				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09510	A1-B-B1-V	09619	A1-B-B1-C-F-U
09340	A-A1-B-B1-C1-F-R-V	09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09511	A1-B-B1-V	09620	A1-B-B1-C-F-U
09342	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	09517	A1-B-B1-V	09621	A1-B-B1-C-F-U
09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-M-R-V	09524	A1-B-B1-V	09622	A1-B-B1-C-F-U
09346	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	09532	A1-B-B1-V	09623	A1-B-B1-C-F-U
09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-M-R-V	09534	A1-B-B1-V	09624	A1-B-B1-C-F-U
09349	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-M-R-V	09543	A1-B-B1-V	09625	A1-B-B1-C-F-U
09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09545	A1-B-B1-V	09626	A1-B-B1-C-F-U
09351	A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09549	A1-B-B1-V	09627	A1-B-B1-C-F-U
09353	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	09550	A1-B-B1-V	09630	A1-B-B1-C-F-U-V
09354	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	09554	A1-B-B1-V	09631	A1-B-B1-C-F-U
09355	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	09556	A1-B-B1-V	09636	A1-B-B1-C-F-U
09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09399	A1-B-B1-C-F-V-Z1	09557	A1-B-B1-V	09642	A1-B-B1-N-U
09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U	09564	A1-B-B1-V	09643	A1-B-B1-U
09358	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09420	A1-B-B1-C-C1-U	09565	A1-B-B1-V	09644	A1-B-B1-U
09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09421	A1-B-B1-C-C1-U	09566	A1-B-B1-V	09645	A1-B-U
09360	A1-B-B1-V	09447	A1-B-B1-C-C1-U-V	09567	A1-B-B1-V	09647	A1-B-B1-N-U
09361	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09454	A1-B-B1-C-C1-U-V	09568	A1-B-B1-V	09648	A1-B-B1-N-U-V-Z1
09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-H-H1-M-Z1	09569	A1-B-B1-V	09649	A1-B-B1-U
09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09459	A1-B-B1-C-C1-U	09570	A1-B-B1-V	09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09573	A1-B-B1-V	09702	A1-B-B1-C-C1-F1-M-R-R1-U-V
09367	A-A1-B-B1-C1-E2-F-H1-M-R-V	09463	A1-B-B1-C-C1-U	09574	A1-B-B1-V	09703	A1-B-B1-C-F1-U
09369	A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z	09464	A1-B-B1-C-C1-U	09575	A1-B-B1-V	09704	A1-B-B1-C-D-V
09371	A-A1-B-B1-C1-E2-F-H1-M-R-V	09466	A1-B-B1-C-C1-U	09576	A1-B-B1-V	09705	A1-B-B1-U
09375	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09577	A1-B-B1-V	09706	A1-B-B1-C-N-U-V
09376	A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z	09470	A1-B-B1-C-C1-U	09578	A1-B-B1-V	09707	A1-B-B1-C-N-U-V
09377	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09494	A1-B-B1-C-C1-U	09579	A1-B-B1-V	09708	A1-B-B1
		09496	A1-B-B1-C-C1-U-V	09581	A1-B-B1-V	09709	A1-B-B1-F1
		09498	A1-B-B1-C-C1-F-F1-F2-N-R-R1-T-U-V-Z1	09582	A1-B-B1-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U
		09499	A1-B-B1-C-C1-U	09586	A1-B-B1-V	09711	A1-B-B1-F1-Z1
		09501	A1-B-B1-V	09587	A1-B-B1-V	09713	A1-B-B1-C-F1
		09502	A1-B-B1-V	09588	A1-B-B1-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U
		09503	A1-B-B1-V	09589	A1-B-B1-V	09715	A1-B-B1-F1
		09504	A1-B-B1-V	09590	A1-B-B1-V	09716	A1-B-B1-C-D-N-U-V
		09505	A1-B-B1-V	09591	A1-B-B1-V	09717	A1-B-B1-M-W
		09506	A1-B-B1-V	09593	A1-B-B1-V	09718	A1-B-B1-F-I-N-U-V
		09507	A1-B-B1-V	09594	A1-B-B1-V	09719	A1-B-B1-C-F1-V
		09508	A1-B-B1-V	09595	A1-B-B1-V	09720	A1-B-B1-U-V
		09509	A1-B-B1-V	09596	A1-B-B1-V	09721	A1-B-B1-N-U-V-Z1
				09601	A1-B-B1-C-F-F1-U	09722	A1-B-B1-N-U-V-Z1
				09602	A1-B-B1-C-F-F1-N-U	09723	A1-B-B1-N-U-V-Z1
				09603	A1-B-B1-C-F-F1-U	09724	A1-B-B1-C-C1-F1-M-R-R1-U
				09604	A1-B-B1-C-F-F1-U	09726	A1-B-B1-N-U-V
				09605	A1-B-B1-C-D-U-V	09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
				09606	A1-B-B1-C-D-U-V	09729	A1-B-B1-N-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		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09730	A-A1-B-B1-B2-C- C1-D-F-I-M-N-Q-R- R1-T-V-Z-Z1	09809	A1-B-B1-V-Z1	09874	A-A1-B-B1-C1-I-V- Z-Z1	34091	A1-B-B1-V
09731	A-A1-B-B1-B2-C- C1-F-I-M-N-Q-R- R1-T-V-Z-Z1	09811	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V- Z1	09880	A-A1-B-B1-C1-E2- F-H1-R-R1-U-V-Z1	34092	A1-B-B1-V
09732	A1-B-B1-N-V-Z1	09812	A1-B-B1-E2-E3-F- F1-I-N-R-U-V-Z-Z1	09890	A1-B-B1-E2-F-H1- N-R-R1-U2-V-Z1	34093	A1-B-B1-V
09733	A1-B-B1-V	09814	A1-B-B1-E2-E3-F- F1-I-N-R-U-V-Z-Z1	09892	A-A1-B-B1-E2-F-N- R-R1-V-Z1	34095	A1-B-B1-V
09734	A-A1-B-B1-B2-C- C1-D-F-I-M-N-Q-R- R1-T-V-Z-Z1	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	34098	A1-B-B1-V
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	34099	A1-B-B1-V
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	96201	A-A1-B-B1
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	96202	A-A1-B-B1-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	96203	A-A1-B-B1
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	96204	A-A1-B-B1
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	96205	A-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	96206	A-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	96207	A-A1-B-B1-V
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	96212	A-A1-B-B1-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	96213	A-A1-B-B1-U
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	96214	A-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	96215	A-A1-B-B1-U-V
09789	A-A1-B-B1-F-N-R-V	09833	A1-B-B1-U1-V-Z1	34030	A1-B-B1-M-N-V-Z1	96217	A-A1-B-B1-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	96218	A-A1-B-B1-U
09801	A-A1-B-B1-C1-E2- F-H1-M-N-R-R1-V- Z1	09835	A-A1-B-B1-V-Z1	34032	A1-B-M-N-V-Z1	96219	A-A1-B-B1-U-V
09802	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-V-Z- Z1	09836	A-A1-B-B1-C-F-M- V-Z1	34033	A1-B-C-F-M-N-V-Z1	96220	A-A1-B-B1-U-V
09803	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V- Z1	09837	A1-B-B1-V-Z1	34034	A1-B-B1-M-N-V-Z1	96221	A-A1-B-B1-U-V
09804	A-A1-B-B1-F-V-Z1	09838	A1-B-B1-V-Z1	34035	A1-B-B1-H-M-N-V- Z1	96222	A-A1-B-B1-U
09806	A-A1-B-B1-C1-E2- F-H1-M-N-R-R1-V- Z1	09839	A-A1-B-B1-U-V-Z1	34036	A1-B-B1-M-N-U-V- Z1	96224	A-A1-B-B1-U
09807	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	96257	A-A1-B-B1-U
09808	A-A1-B-B1-C1-E2- F-H1-M-R-V	09841	A-A1-B-B1-U-Z1	34038	A1-B-B1-M-N-V-Z1	96258	A-A1-B-B1-U
		09842	A-A1-B-B1-Z1	34039	A1-B-N-V-Z1	96259	A-A1-B-B1-U
		09843	A-A1-B-B1-U-V-Z1	34041	A1-B-B1-M-N-U-V- Z1	96260	A-A1-B-B1-U
		09844	A-A1-B-B1-U-V-Z1	34042	A1-B-B1-D-F-M-N- V-Z1	96262	A-A1-B-B1-U-V
		09852	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V- Z1	34043	A1-B-B1-D-F-M-N- V-Z1	96264	A-A1-B-B1-U
		09853	A1-B-B1-E2-F-H1- R-R1-U2-V-Z1	34050	A1-B-B1-V	96266	A-A1-B-B1-U
		09855	A-A1-B-B1-C1-E2- F-H1-R-R1-U2-V- Z1	34055	A1-B-B1-N-V-Z1	96267	A-A1-B-B1-U-V
		09858	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V- Z1	34058	A1-B-B1-V-Z1	96269	A-A1-B-B1-U
		09865	A-A1-B-B1-V-Z1	34071	A1-B-B1-I-M-N-V-Z	96271	A-A1-B-B1-U
		09868	A-A1-B-B1-U-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96275	A-A1-B-B1-V
		09869	A-A1-B-B1-C1-I-V- Z-Z1	34078	A1-B-B1-F1-N-V-Z1	96276	A-A1-B-B1
				34079	A1-B-B1-F1-N-V-Z1	96278	A-A1-B-B1-U
				34090	A1-B-B1-V	96283	A-A1-B-B1-U
						96284	A-A1-B-B1-U-V
						96297	A-A1-B-B1-U
						96306	A1-B-B1-F-F1-F2- M-W
						96309	A1-B-B1-M-V-W
						96310	A1-B-B1-M-W
						96311	A1-B-B1-M-W
						96313	A1-B-B1-F-F1-F2- M-W
						96319	A1-B-B1-M-W
						96321	A1-B-B1-F-F1-F2- M-W
						96322	A1-B-B1-F-F1-F2- M-W
						96323	A1-B-B1-M-V-W
						96326	A1-B-B1-M-W



APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96328	A1-B-B1-M-W	96401	A1-B-B1-F-N-V-Z1	96548	A-A1-B-B1-H-M-U	96617	A1-B-B1-V
96330	A1-B-B1-M-W	96424	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-U2- V-Z-Z1	96549	A-A1-B-B1-H-M-U	96619	A1-B-B1-V
96336	A1-B-B1-M-V-W			96550	A-A1-B-B1-H-M-U- V	96620	A1-B-B1-V
96337	A1-B-B1-M-W	96425	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-U2- V-Z-Z1	96551	A-A1-B-B1-H-M-U	96621	A1-B-B1-V
96338	A1-B-B1-M-W			96553	A-A1-B-B1-H-M-N- U-V	96622	A1-B-B1-V
96339	A1-B-B1-M-V-W	96426	A-A1-B-B1-C1-E2- F-H1-M-R-V	96554	A-A1-B-B1-H-M-U	96624	A1-B-B1-V
96343	A1-B-B1-M-W	96427	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-U2- V-Z-Z1	96555	A1-B-B1-F-M-V	96628	A1-B-B1-V
96347	A1-B-B1-F-F1-F2- M-W	96501	A-A1-B-B1-N-V	96557	A1-B-B1-F-M-V	96634	A1-B-B1-V
96348	A1-B-B1-F-F1-F2- M-W	96507	A-A1-B-B1-F-V	96562	A-A1-B-B1-B2-C- C1-D-E2-E3-F1-G- H-H1-I-M-N-R-R1- T-V-Z-Z1	96643	A1-B-B1-V
96349	A1-B-B1-F-F1-F2- M-W	96510	A1-B-B1-I-N-V			96657	A1-B-B1-V
96350	A1-B-B1-F-F1-F2- M-W	96511	A1-B-B1-I-N-V	96595	A1-B-B1-V	96660	A1-B-B1-V
96351	A1-B-B1-F-F1-F2- M-W	96515	A1-B-B1-F	96598	A1-B-B1-N-V	96661	A1-B-B1-V
96362	A1-B-B1-F-F1-F2- M-W	96517	A1-B-B1-F-U3-V	96599	A1-B-B1-V	96662	A1-B-B1-V
96365	A1-B-B1-M-V-W	96518	A1-B-B1-V	96601	A1-B-B1-V	96663	A1-B-B1-V
96367	A1-B-B1-L-M-W	96520	A1-B-B1-F-U3-V	96602	A1-B-B1-V	96664	A1-B-B1-V
96368	A1-B-B1-M-W	96521	A1-B-B1-F-N	96603	A1-B-B1-V	96665	A1-B-B1-V
96370	A1-B-B1-F-F1-F2- M-W	96522	A1-B-B1-F-N-U	96604	A1-B-B1-V	96666	A1-B-B1-V
		96530	A-A1-B-B1-H-M-N- U-V	96605	A1-B-B1-V	96667	A1-B-B1-V
96372	A1-B-B1-M-W	96531	A-A1-B-B1-H-M-U- V	96606	A1-B-B1-V	96668	A1-B-B1-V
96373	A1-B-B1-M-W	96534	A-A1-B-B1-F	96607	A1-B-B1-V	96669	A1-B-B1-V
96374	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96608	A1-B-B1-V	96670	A1-B-B1-V
96375	A1-B-B1-M-W	96536	A1-B-B1-V	96609	A1-B-B1-V	96671	A1-B-B1-V
96376	A1-B-B1-M-W	96537	A1-B-B1-V	96610	A1-B-B1-V	96672	A1-B-B1-V
96377	A1-B-B1-M-W	96538	A1-B-B1-V	96611	A1-B-B1-V	96673	A1-B-B1-V
96378	A1-B-B1-M-W	96540	A1-B-B1-V	96612	A1-B-B1-V	96674	A1-B-B1-V
96379	A1-B-B1-M-W	96541	A1-B-B1-V	96613	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-U2- V-Z-Z1	96675	A1-B-B1-V
96384	A1-B-B1-M-W	96542	A1-B-B1-V	96614	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-U2- V-Z-Z1	96677	A1-B-B1-V
96386	A1-B-B1-M-W	96543	A1-B-B1-P-V			96678	A1-B-B1-V
96387	A1-B-B1-M-W	96544	A1-B-B1-F-N-U3-V	96615	A-A1-B-B1-V	96679	A1-B-B1-V
96388	A1-B-B1-M-W	96546	A1-B-B1-F-U3	96616	A-A1-B-B1-V-Z1	96681	A1-B-B1-V
						96682	A1-B-B1-V
						96683	A1-B-B1-V
						96686	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.

## Health Benefits Open Season

— Extended —

Federal Employees Health Benefits (FEHB) Open Season elections will be accepted until:

**5 P.M. Central Time,  
December 29, 2006**

**Note:** Until *PostalEASE* has been programmed with the new date, it will continue to say that the closing date is December 12, 2006.

The effective date of an open season election remains January 6, 2007.

Please **don't wait** until the last day to enter your election into *PostalEASE*.

**Please Post On All Bulletin Boards Through December 29, 2006**

Promotion. Postal Service Official Licensed Products

# ROYEL MARKETING

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ONLY  
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PRODUCT OF THE UNITED  
STATES POSTAL SERVICE®.

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- Free shipping on orders of 30 or more watches
- While supplies last/ limited quantities on all items

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MODEL SVX  
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MODEL SWX  
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MODEL SKX  
\$22.00



MODEL SLX  
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ORDER FORM

Local Post Office™: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Payment:  Visa  Mastercard  Amex  Money Order

Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Purchaser: \_\_\_\_\_ Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Quantity (minimum 10 watches per model): SVX: \_\_\_\_\_ SLX: \_\_\_\_\_ SKX: \_\_\_\_\_ SWX: \_\_\_\_\_

FAX YOUR ORDER TO 973-624-6664 • PLEASE ALLOW 1-2 WEEKS FOR DELIVERY

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

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

NOTICE TO ALL EMPLOYEES

# THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released November 3, 2006, by the Federal Retirement Thrift Investment Board

ANNUAL RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S * Fund	Wilshire 4500 Stock Index	I * Fund	EAFE Stock Index
1994	7.22	-2.96	-2.92	1.33	1.32	—	-2.66	—	7.75
1995	7.03	18.31	18.47	37.41	37.58	—	33.48	—	11.27
1996	6.76	3.66	3.63	22.85	22.96	18.52	17.18	6.27	6.14
1997	6.77	9.60	9.65	33.17	33.36	26.61	25.69	1.46	1.55
1998	5.74	8.70	8.69	28.44	28.58	7.51	8.63	20.46	20.09
1999	5.99	-0.85	-0.82	20.95	21.04	32.70	35.49	26.81	26.72
2000	6.42	11.67	11.63	-9.14	-9.10	-8.76	-15.77	-14.11	-14.17
2001	5.39	8.61	8.44	-11.94	-11.89	-2.22*	-2.52*	-15.42*	-14.88*
2002	5.00	10.27	10.26	-22.05	-22.10	-18.14	-17.80	-15.98	-15.94
2003	4.11	4.11	4.10	28.54	28.69	42.92	43.84	37.94	38.59
2004	4.30	4.30	4.34	10.82	10.88	18.03	18.10	20.00	20.25
2005	4.49	2.40	2.43	4.96	4.91	10.45	10.03	13.63	13.54

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

## 2005 MONTHLY RETURNS

Nov.	0.36	0.38	0.44	3.75	3.78	4.72	4.67	2.44	2.45
Dec.	0.45	0.95	0.95	0.07	0.03	0.37	0.48	4.64	4.65

## 2006

Jan.	0.36	0.09	0.01	2.66	2.65	6.70	6.57	6.14	6.14
Feb.	0.36	0.28	0.33	0.22	0.27	-0.98	-0.99	-0.27	-0.22
March	0.36	-0.93	-0.98	1.29	1.25	3.84	3.81	3.33	3.30
April	0.44	-0.19	-0.18	1.35	1.34	0.34	0.41	4.83	4.78
May	0.44	-0.09	-0.11	-2.87	-2.88	-4.36	-4.32	-3.87	-3.88
June	0.44	0.19	0.21	0.07	0.14	0.47	0.29	0.00	-0.01
July	0.44	1.32	1.35	0.65	0.62	-2.79	-2.82	0.98	0.99
Aug.	0.44	1.58	1.53	2.36	2.38	2.15	2.15	2.76	2.75
Sept.	0.35	0.82	0.88	2.58	2.58	0.88	0.91	0.15	0.15
Oct.	0.43	0.73	0.66	3.27	3.26	4.99	4.98	3.87	3.89
<b>LAST 12 MONTHS</b>	<b>4.97</b>	<b>5.22</b>	<b>5.19</b>	<b>16.32</b>	<b>16.34</b>	<b>16.93</b>	<b>16.71</b>	<b>27.54</b>	<b>27.52</b>

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

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

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

\* Implemented May 2001.

See next page for new L Funds.

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

<b>L Funds</b>					
<b>2005 MONTHLY RETURNS</b>	<b>L 2040</b>	<b>L 2030</b>	<b>L 2020</b>	<b>L 2010</b>	<b>L Income</b>
Aug *	0.07	0.07	0.15	0.16	0.17
Sep	1.35	1.17	1.06	0.94	0.52
Oct	-1.90	-1.67	-1.34	-0.93	-0.17
Nov	3.08	2.80	2.42	1.89	1.03
Dec	1.32	1.22	1.11	0.93	0.59
<b>2006</b>					
Jan	3.84	3.40	2.92	2.22	1.10
Feb	-0.07	0.00	0.07	0.15	0.25
Mar	1.98	1.71	1.56	1.19	0.67
Apr	1.75	1.62	1.47	1.18	0.74
May	-2.87	-2.45	-2.06	-1.31	-0.33
June	0.26	0.27	0.28	0.37	0.33
July	0.13	0.20	0.35	0.37	0.49
Aug	2.22	1.96	1.81	1.39	0.90
Sept	1.41	1.33	1.17	1.01	0.73
Oct	3.28	2.94	2.51	1.79	1.04
<b>LAST 12 MONTHS</b>	<b>17.41</b>	<b>15.91</b>	<b>14.36</b>	<b>11.71</b>	<b>7.80</b>

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

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



# 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.



## Information Technology (Continued)

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# Protect information that is entrusted to you.

### 1. If you don't need it, don't store it.

- Not on your Postal Service computer or portable media like laptops, flash drives, or CDs unless absolutely necessary.
- Never on your home computer.
- Never on a vendor's computer.

### 2. If you need to store sensitive information, you must protect it.

- Password-protect storage devices — desktop, laptop, or BlackBerry.
- Encrypt the folders, files, and portable media (flash drives) that contain sensitive information.
- Keep portable items (laptops, flash drives, CDs, etc.) with you if possible, or secured and out of sight if you can't keep them with you.

### 3. Don't take it with you without appropriate permission.

### 4. Done with it? Delete it.



## NOTICE

## New Retention Periods for Outlook E-mail

On January 15, 2007, Information Technology will begin enforcing new rules for retaining Outlook e-mail messages. Five years ago the Postal Service™ averaged 3 million e-mail transactions daily. Now, the number is 9.3 million, a 300 percent increase. The increased volume has depleted e-mail storage and strained the entire system. A new management instruction (MI), AS-870-2007-1, *Electronic Messaging*, establishes retention periods for all files and folders in your Outlook mailbox and explains the new policy. The MI will be published before the end of this year.

The new retention periods will reduce e-mail storage by 75 percent, which will reduce storage costs, allow faster backups and restorations, improve performance for the entire e-mail system, and automate mailbox cleanup. Also, because of new “E-Discovery” rules which become effective December 1, the Postal Service must be able to index all of its e-mails and other electronic documents. This process is costly and time consuming. The more e-mails stored, the longer the process will take and the more it will cost.

Folder Type	Retention Period
Inbox — including user-created subfolders within the Inbox	30 days
Journal	30 days
Sent Items	30 days
Deleted Items	30 days
Calendar	18 months
Self-created folders under Outlook Today but not under Inbox	18 months
Tasks and Notes	1 year
Junk E-mail (you may not have this) and Draft folders	7 days

Start now to delete unneeded messages, move those you must keep out of your Inbox, and develop a schedule for reviewing items in your Inbox. Information Technology will automatically enforce these retention periods beginning January 15, 2007.

The goal is to ELIMINATE — not move — unneeded files. If you must keep certain files, archive them to your hard drive, move them to My Documents, or move them to portable media such as CDs or flash drives. Be sure to secure information, particularly information stored on portable media. See the article “Notice: Data Protection Tips, Tools, and Requirements” on pages 22–23 and 49 of this issue.

## Deleting E-mails

You can identify a block of e-mails to delete but first you will want to sort the messages. Here are some options:

- Select a column heading of your choice: From, Subject, Date, or Size. If you want to reverse the order, select the column heading again.

As an example, if you sort your messages using From, you can then choose a message from John Q. Doe by starting to type his last name, and all messages from him will come to the top of your Inbox screen. Type fast, or the process will begin without you.

If you haven't sorted by name but are looking at a message from John Q. Doe, highlight his message, select From at the top, and you will get all his messages.

- Sort your messages by selecting View, then Current View, then select a view option.
- Find e-mails using a name or a word in the subject or in the body of the message. Go to Tools and select Find. In the box that appears, type in your search term, choose where to search, and select Find Now. All related messages will appear.

*Note:* Select Options to the right of your screen to choose whether you want ALL text searched.

- Select Tools, then Mailbox Cleanup. Search for e-mails by size or age. Select either Edit or Select All, or select the items you want to delete. Select Edit again, then Delete.

### To select and delete a block of e-mails:

1. Highlight the first item you want to delete.
2. Hold down the Shift key and highlight the last item in the block you want to delete.
3. Delete by pressing the Delete key on your keyboard, by selecting the Delete icon if it is displayed on your toolbar, or by selecting Edit, then Delete.

### To select and delete specific e-mails:

1. Highlight the first item you want to delete.
2. Hold down the Ctrl key and highlight each item you want to delete.

3. Delete by pressing the Delete key on your keyboard, selecting the Delete icon if it is displayed on your toolbar, or by selecting Edit, then Delete.

You can combine these two options by selecting a block of items using the Shift key and using the Ctrl key to deselect items you don't want to delete.

Remember, nothing is REALLY deleted until it is removed from the Deleted Items folder. Remove deleted files by right clicking on Deleted Items, then Empty Deleted Items. Keep in mind that the Deleted Items folder is automatically purged after 30 days.

### Saving e-mails

The goal of this new policy is to **eliminate — not archive —** Outlook files. **If you must** keep files beyond their retention period, you have some options:

**Archive the files to your hard drive.** You can save the messages you need to keep by creating and using archive folders. Here's how:

1. In Outlook, select File then Data File Management, then Add.
2. In the New Outlook Data File box, select OK. Create a file name and select OK again.
3. In Create Microsoft Personal Folders, enter the name (generally the same as your file name). Select OK. The new file will appear in the Outlook Data Files box. Select Close.
4. In Outlook, go to View and select Folder List. The file created will appear at the bottom.
5. Now you can create subfolders and move your messages to those folders.

These folders and files will be saved on your local (C:) drive, so you will need to back them up in case of problems with your hard disk. You should also review them regularly and delete any items you no longer need.

Remember that an archive .pst file will become corrupted when it reaches 1.8 gigabytes. You should check the archive .pst file regularly to see if you need to reduce the size by deleting or moving items. You can do this as follows:

1. Go to the Outlook folder list.
2. Right click on the PST file and select Properties.
3. Select the folder size.

**Save the file(s) to My Documents.** You can save e-mails just as you would Word, PowerPoint, or Excel files. With the message open, go to File and select Save As. Select My Documents, then the folder in which you would like to save the message. **Hint:** You can save the message

using the same name as the subject line or rename it to your liking.

**Save the file(s) to a disk or flash drive.** To save Outlook files, you must first save them as personal folder (.pst) files:

1. Select File in the main menu, then Import and Export. The Import and Export Wizard opens to walk you through the process.
2. Select Export to a file from the option list and then click Next.
3. At Create a File of Type, select Personal Folder File (.pst) and click Next.
4. The next window is Export Personal Folders. You will get a prompt, Select the folder to export from:. If you have subfolders in your Personal Folders that you also want to copy, be sure to select the Include Subfolder checkbox. Click Next when you have completed your selections.
5. Select the destination for your exported file by selecting Browse. In order to write the file to a CD, you must first create the file in your file system, such as My Documents, and copy it to the CD.
6. Once you have selected the destination, click Finish.

Your personal folder is now ready to be copied to a CD or flash drive, just as you would copy a Word document or Excel file. Find the file in your system, right-click on the file, and select Send To. From the shortcut menu, choose the destination drive.

*Note:* These are Outlook Data Files and can only be opened using the Open, Outlook Data File option under File on Outlook's main screen.

### Caution!

Saving files can be efficient and convenient but may pose a security risk and defeat the purpose of retention periods — eliminating unneeded information. **Select carefully** the e-mails you copy to disk. Remember, **you must encrypt** sensitive information and **get approval** from your functional area vice president and the Chief Technology Officer **before removing Postal Service information from Postal Service premises.** See the article "Notice: Data Protection Tips, Tools, and Requirements" on pages 22–23 and 49 of this issue.

Watch for more information in the coming weeks.

— Information Technology Service Center,  
Information Technology, 11-23-06

# Clean up your (e-mail) act!



## New e-mail policies include retention periods for all Outlook mailbox folders:

Folder Type	Retention Period
Inbox — including user-created subfolders within the Inbox	30 days
Journal	30 days
Sent Items	30 days
Deleted Items	30 days
Calendar	18 months
Self-created folders under Outlook Today but not under Inbox	18 months
Tasks and Notes	1 year
Junk E-mail (you may not have this) and Draft folders	7 days

**These retention periods will be enforced starting January 15, 2007.**

**Start preparing now.**

## International Mail

### ICM UPDATES

#### International Customized Mail

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

To read the latest updates:

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

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

— *Pricing Strategy,  
Pricing and Classification, 11-23-06*

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

### You'll need it for:

- Health Benefits
- Flexible Spending Accounts
- Thrift Savings Plan
- Annual Leave Exchange
- Savings Bonds
- Allotments/Net-to-Bank
- Federal W-4 Tax Changes
- Federal W-2 Reprints
- and for
- Telephone Job Bidding
- Computerized Job Bidding

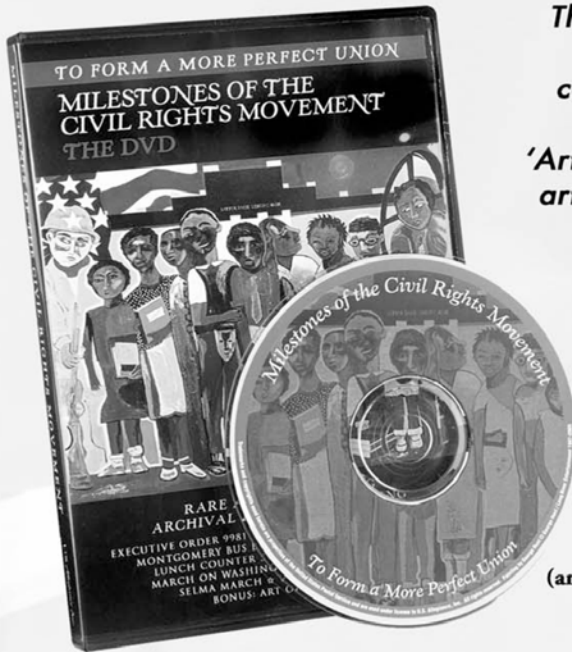
### PostalEASE

Go to intranet Blue or an employee self-service kiosk  
or call 1-877-477-3273

*John Dock, Mahwah NJ*



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*The Civil Rights Movement comes to life in this highly acclaimed 38-minute compilation based on last year's stamp release. DVD includes bonus feature 'Art of the Stamps' showing the complete art from which the stamps were derived. \$19.99, with free lapel pin.*

★"A compelling compilation of segments combining archival footage, photographs, and documents from the times, immersing viewers in "what it was like to have been there."

*July - August 2006, Video Librarian*

★"The DVD is excellent. It offers young students (and even older ones!) vivid and compelling testimony about crucial events in the Civil Rights Movement."

*Henry Louis Gates, Jr.*

*W.F.B. Du Bois Professor of the Humanities*

*HARVARD UNIVERSITY*

★"This DVD is a welcome and much needed tool for my generation to work with today's young people to convey to them the relevance of the movement and how we got to where we are today."

*Myrlie Evers*

★"The producers let the words of those involved tell the story, which is very effective...a good supplemental choice for middle level and secondary libraries."

*July 2006, School Library Journal*

★"Masterfully edited 3-5 minute segments...  
**Highly recommended."**

*July - August 2006, Video Librarian*

**ORDER TODAY****AND RECEIVE A FREE****"MILESTONES" STAMP IMAGE****LAPEL PIN WITH EACH PURCHASE!****ONLY AT****[WWW.USPS.COM/SHOP](http://WWW.USPS.COM/SHOP)**

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Ask Us About Items for: **Special Events, Open House, and Customer Appreciation.**

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- \* Calendars
- \* Etc., Etc., Etc.

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 1 or 2 Lines \$6.00 ea.  
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Promotion. Postal Service Official Licensed Products

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from **GIFTPRENEURS!**  
featuring Officially Licensed USPS Logo Products

**\$50**  
For ALL 8 items shown

Good through  
10-31-06

**TS200**  
100% Cotton  
Navy T-Shirt  
(Sizes S-4X)

**B-78**  
Navy Drawstring Bag

*Shoes  
not included.*

**WB67**  
22oz Durable  
Polycarbonate  
Sport Bottle

**VP1010**  
Blue Super  
Memo Jotter  
w/Calculator

**KC90**  
Chrome  
Keytag

**G79**  
Unisex Black  
Pique Polo Shirt  
(Sizes S-4X)

**B-42**  
Ultimate Club Bag  
(Bottles not included)

**100% Satisfaction Guaranteed!**

**IT-01**  
Blue "Twizzle"  
Ballpoint Pen

*(Pen fits in Memo Jotter)*

**USPS Licensed Product Special Includes:**

- Black 100% Ringspun Cotton Pique Polo Shirt
- Navy 100% Cotton Heavyweight T-Shirt
- Ultimate Club Bag with Dual Bottle Holder
- Blue Memo Jotter with Calculator
- 22oz Durable Polycarbonate Sport Bottle
- Navy Nylon Drawstring Bag
- Chrome Two-Tone Keytag
- Blue "Twizzle" Ballpoint Pen with Rubber Grip

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POSTAL SERVICE  
EST. 1775  
OFFICIAL LICENSED PRODUCT

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Promotion. Postal Service Official Licensed Products



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**P108 Metal Lapel Pins \$1.25**



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**9046 Black Leather Fob Key Chain \$2.25**



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# Philately

## Pictorial Postmarks Announcement

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

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

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

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

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

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

The following postmark has been extended for 30 days.

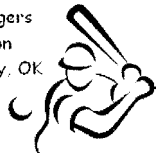


**Ocala Country Days  
Festival Station**  
November 11, 2006  
Ocala, Florida 34479

November 11–12, 2006

*Silver River Museum and Environmental Education Center*  
FESTIVAL STATION  
POSTMASTER  
400 SW 1ST AVE  
OCALA FL 34478-9998

Baseball Sluggers  
OKPEX Station  
Oklahoma City, OK  
73162



November 3, 2006

November 3–4, 2006

*OKPEX Stamp Club*  
BASEBALL SLUGGER OKPEX  
STATION  
POSTMASTER  
320 SW 5TH ST  
OKLAHOMA CITY OK  
73125-9998



**Ocala Country Days  
Festival Station**  
November 11, 2006  
Ocala, Florida 34479

November 11–12, 2006

*Silver River Museum and  
Environmental Education  
Center*  
FESTIVAL STATION  
POSTMASTER  
400 SW 1ST AVE  
OCALA FL 34478-9998



**DR. ROBERT BROWN  
DOUBLE EAGLE  
GOLF COURSE  
STATION**

November 11, 2006

*Greene County Golf Course*  
DR ROBERT BROWN DOUBLE  
EAGLE GOLF COURSE  
STATION  
POSTMASTER  
PO BOX 9998  
EUTAW AL 35462-9998

**30<sup>th</sup> Anniversary Station  
USS LOS ANGELES  
SSN-688**  
  
Nov. 13, 2006  
Norfolk, VA 23513

November 13, 2006

*U.S. Postal Service*  
30TH ANNIVERSARY STATION  
CUSTOMER RELATIONS  
COORDINATOR  
2600 ELTHAM AVE STE 109  
NORFOLK VA 23513-2504



**WOMEN OF BEE'S BEND**  
Ebony Society of Philatelic Events and Reflections  
STRIVERS GARDENS GALLERY STATION  
NOVEMBER 16, 2006 • NEW YORK N Y 10030

November 16, 2006  
*U.S. Postal Service*  
STRIVERS GARDENS  
GALLERY STATION  
SPECIAL EVENTS JAF BLDG  
421 EIGHTH AVE RM 2029B  
NEW YORK NY 10199-9998

**125<sup>th</sup> Birthday Celebration**  
Tribute Station  
  
*Holiday Appreciation*  
*Treasure Hunt*  
November 24, 2006  
Wymore, Nebraska 68466

November 24, 2006  
*125<sup>th</sup> Birthday Celebration*  
*Committee*  
TRIBUTE STATION  
POSTMASTER  
PO BOX 9998  
WYMORE NE 68466-9998



PECAN FEST STATION  
CHETOPA KS, 67336  
NOVEMBER 18, 2006

November 18, 2006  
*Chetopa Community Task Force*  
PECAN FEST STATION  
POSTMASTER  
PO BOX 9998  
CHETOPA KS 67336-9998

**Holiday On Main Street Station**  
*November 25, 2006*  
  
*Utica NY 13501-9998*

November 25, 2006  
*Children's Museum of History,*  
*Natural History, Science and*  
*Technology*  
HOLIDAY ON MAIN STREET  
STATION  
POSTMASTER  
100 PITCHER ST  
UTICA NY 13504-9998



November 18, 2006  
*U.S. Postal Service*  
ROYAL GORGE PARK  
STATION  
POSTMASTER  
PO BOX 9998  
CANON CITY CO 81212-9998

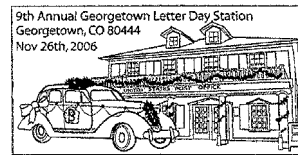
**Celebrating 78 years of lighting the town tree**  
**THE ANNUAL TREE LIGHTING**  
November 25, 2006  
Christmas Station  
  
Tallest lighted, living  
tree in New York State  
McDonough, NY 13801

November 25, 2006  
*McDonough Improvement*  
*Committee*  
CHRISTMAS STATION  
POSTMASTER  
1600 STATE HWY 220  
MCDONOUGH NY 13801-9998



ELYRIA, OH.  
NOV. 18, 2006  
44035

November 18, 2006  
*Black River Stamp Club*  
BLACK RIVER STAMP CLUB  
STATION  
POSTMASTER  
255 E MAIN ST  
ANDOVER OH 44003-9998



9th Annual Georgetown Letter Day Station  
Georgetown, CO 80444  
Nov 26th, 2006

November 26, 2006  
*U.S. Postal Service*  
GEORGETOWN LETTER DAY  
STATION  
POSTMASTER  
700 SIXTH ST  
GEORGETOWN CO  
80444-9998



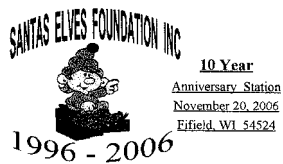
ELYRIA, OH.  
NOV. 19, 2006  
44035

November 19, 2006  
*Black River Stamp Club*  
BLACK RIVER STAMP CLUB  
STATION  
POSTMASTER  
255 E MAIN ST  
ANDOVER OH 44003-9998



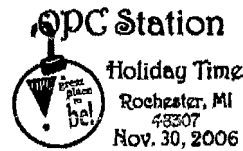
*20th Annual*  
**Victorian Streetwalk**  
*Saratoga Springs Station*  
Nov. 30, 2006

November 30, 2006  
*Saratoga Springs Downtown*  
*Business Assoc.*  
SARATOGA SPRINGS  
STATION  
POSTMASTER  
245 WASHINGTON ST  
SARATOGA SPRINGS NY  
12866-9998



1996 - 2006

November 20, 2006  
*U.S. Postal Service*  
10 YEAR ANNIVERSARY  
STATION  
POSTMASTER  
PO BOX 9998  
FIFIELD WI 54524-9998



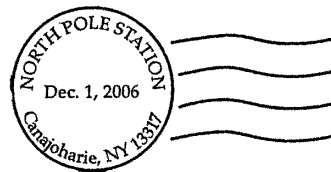
**OPC Station**  
*Holiday Time*  
Rochester, MI  
48307  
Nov. 30, 2006

November 30–December 2,  
2006  
*Older Persons Commission*  
OPC STATION  
POSTMASTER  
511 OLDE TOWNE RD  
ROCHESTER MI 48308-9998



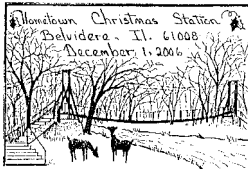
**EAGLE TAVERN  
STATION**  
Watkinsville, GA 30677  
November 24, 2006

November 24, 2006  
*The Oconee Enterprise and*  
*Town of Watkinsville*  
EAGLE TAVERN STATION  
POSTMASTER  
1090 EXPERIMENT STATION  
RD  
WATKINSVILLE GA  
30677-9998



**NORTH POLE STATION**  
Dec. 1, 2006  
Canajoharie, NY 13317

December 1, 2006  
*Mohawk Valley Women's Club*  
NORTH POLE STATION  
POSTMASTER  
50 W MAIN ST  
CANAJOHARIE NY  
13317-9998



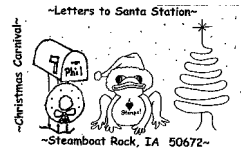
December 1, 2006  
U.S. Postal Service  
HOMETOWN CHRISTMAS  
STATION  
POSTMASTER  
1800 DOC WOLF DR  
BELVIDERE IL 61008-9998



December 2, 2006  
J. Iverson Riddle Developmental Center  
J IVERSON RIDDLE  
DEVELOPMENT STATION  
POSTMASTER  
320 SANFORD DR  
MORGANTON NC 28655-9998



December 1-3, 2006  
Fort Concho Historical Landmark  
CHRISTMAS AT OLD FORT CONCHO STATION  
POSTMASTER  
1 N ABE ST  
SAN ANGELO TX 76902-9998



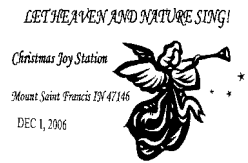
December 2, 2006  
U.S. Postal Service  
LETTERS TO SANTA STATION  
POSTMASTER  
PO BOX 9998  
STEAMBOAT ROCK IA 50672-9998



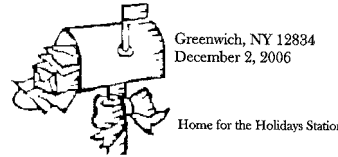
December 1-25, 2006  
Christmas in Santa Claus Festival  
SANTA CLAUS STATION  
POSTMASTER  
45 N KRINGLE PL  
SANTA CLAUS IN 47579-9998



December 2, 2006  
Durant Main Street  
HOLIDAY CELEBRATION STATION  
POSTMASTER  
PO BOX 9998  
ACHILLE OK 74720-9998



December 1-31, 2006  
Mount Saint Francis Retreat Center  
CHRISTMAS JOY STATION  
POSTMASTER  
PO BOX 9998  
MOUNT SAINT FRANCIS IN 47146-9998



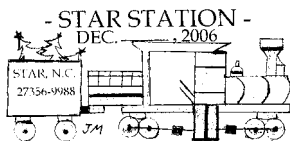
December 2, 2006  
Greenwich Chamber of Commerce  
HOME FOR THE HOLIDAYS  
POSTMASTER  
PO BOX 9998  
NORTH POLE NY 12997-9998



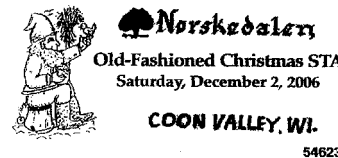
December 1-31, 2006  
U.S. Postal Service  
WINTER WONDERLAND STATION  
POSTMASTER  
PO BOX 9998  
JOY IL 61260-9998



December 2, 2006  
Friends of Old Agency  
TETON COUNTY COURTHOUSE CENTENNIAL STATION  
POSTMASTER  
PO BOX 9998  
CHOTEAU MT 59422-9998



December 1-31, 2006  
U.S. Postal Service  
STAR STATION  
POSTMASTER  
202 S MAIN ST  
STAR NC 27356-9998



December 2, 2006  
Norskedalen  
NORSKEDALEN OLD FASHIONED CHRISTMAS STATION  
POSTMASTER  
PO BOX 9998  
COON VALLEY WI 54623-9998



December 1-31, 2006  
U.S. Postal Service  
MOUNT SAINT FRANCIS STATION  
POSTMASTER  
PO BOX 9998  
MOUNT SAINT FRANCIS IN 47146-9998



December 2, 2006  
Masonic Order  
IN COMMEMORATION OF THE FEAST OF STS JOHN MASONIC STATION  
POSTMASTER  
427 HIGH ST  
BURLINGTON NJ 08016-9998



December 2, 2006  
 Borough of Ship Bottom  
 27TH ANNUAL CHRISTMAS  
 PARADE STATION  
 POSTMASTER  
 1601 LONG BEACH BLVD  
 SHIP BOTTOM NJ 08008-9998



December 4, 2006  
 CELEBRATION STATION  
 POSTMASTER  
 4007 SWANEY ROAD  
 OLD MISSION, MI 49673

December 4, 2006  
 Old Mission Women's Club  
 CELEBRATION STATION  
 POSTMASTER  
 PO BOX 9998  
 OLD MISSION MI 49673-9998



December 2, 2006  
 Chippewa Falls Main Street, Inc.  
 GREAT AMERICAN MAIN ST  
 CITY STATION  
 POSTMASTER  
 PO BOX 9998  
 CHIPPEWA FALLS WI  
 54729-9998



Riley County Courthouse  
 1906-2006  
 Serving the Public for  
 One Hundred Years  
 Riley County Courthouse Station  
 Manhattan, Kansas 66502  
 December 6, 2006

December 6, 2006  
 Riley County Historical Museum  
 RILEY COUNTY  
 COURTHOUSE STATION  
 POSTMASTER  
 PO BOX 9998  
 MANHATTAN KS 66502-9998



December 3, 2006  
 Rensselaer County Chamber of  
 Commerce  
 VICTORIAN STROLL STATION  
 POSTMASTER  
 PO BOX 9998  
 TROY NY 12180-9998

— Stamp Services,  
 Government Relations, 11-23-06

## 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
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

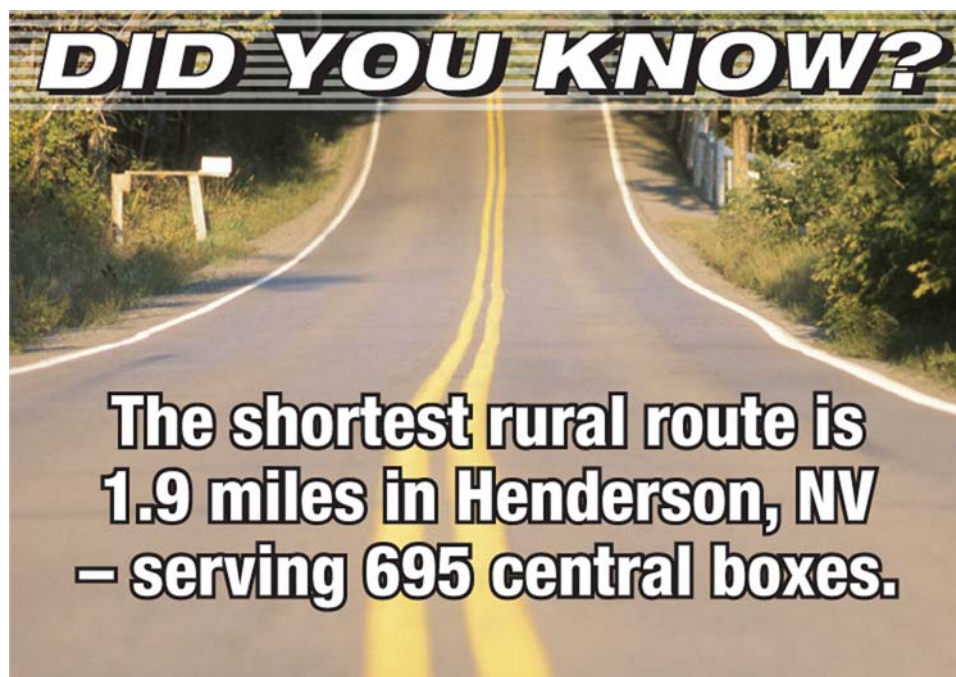
— Mailing Standards, Pricing and Classification, 11-23-06

## 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	38-1323	44720	OH	Canton	Stark	North Canton	Classified Branch		
New	38-1323	44720	OH	Canton	Stark	North Canton	Classified Branch	10/19/2006	This announcement changes the preferred last line of this ZIP Code™ from Canton OH to North Canton OH. Use North Canton OH 44720 as last line of address.
Old	38-1323	44730	OH	Canton	Stark	East Canton	Classified Branch		
New	38-1323	44730	OH	Canton	Stark	East Canton	Classified Branch	10/19/2006	This announcement changes the preferred last line of this ZIP Code from Canton OH to East Canton OH. Use East Canton OH 44730 as last line of address.

— Address Management, Intelligent Mail and Address Quality, 11-23-06



# Retail

HANDBOOK PO-102 REVISION

## New Procedures for Completing PS Form 8130

On November 23, 2006, Handbook PO-102, *Self Service Vending Operational and Marketing Program*, is revised to change the procedure to complete a PS Form 8130, *Vending Equipment Sales and Services Daily Activity Log*.

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

<b>1</b>	<b>The Self Service Vending Program</b>	*	*	*	*	*
<b>16</b>	<b>Organizational Function and Responsibility</b>	*	*	*	*	*
<b>164</b>	<b>Post Offices</b>					
<b>164.1</b>	<b>Postmasters</b>	*	*	*	*	*

[Revise item n to read as follows:]

- n. Ensure the servicing person uses Web Vending Activity Reporting System (VARS) to complete an electronic PS Form 8130, *Vending Equipment Sales and Service Log*, (see chapter 7) on the day the vending machine is serviced.

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

<b>164.3</b>	<b>Servicing Employees</b>	*	*	*	*	*
--------------	----------------------------	---	---	---	---	---

[Revise item c to read as follows:]

- c. Use Web VARS to complete an electronic PS Form 8130, *Vending Equipment Sales and Service Daily Activity Log*, on the day the vending machine is serviced.

<b>164.4</b>	<b>SSPC Technicians</b>	*	*	*	*	*
--------------	-------------------------	---	---	---	---	---

[Reletter current c and d, as new d and e. Add new item c to read as follows:]

- c. Use Web VARS to complete an electronic PS Form 8130, *Vending Equipment Sales and Service Daily Activity Log*, on the day the vending machine is serviced.

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

<b>7</b>	<b>Reporting</b>
<b>71</b>	<b>Web Vending Activity Reporting System (Web VARS)</b>
	*      *      *      *      *

**712 Procedures**  
 [Revise 712 to read as follows:]  
 Each employee servicing self-service vending equipment must use Web VARS to complete an electronic PS Form 8130, *Vending Equipment Sales and Service Daily Activity Log*, detailing the equipment serviced and maintained on the day the vending machine is serviced. Timely and accurate reporting is critical. Employee compliance with these requirements will be monitored.

Data entry users for the Web VARS are required to input data monthly. Timely and accurate updating of Web VARS is critical to the integrity of Web VARS. Employee compliance with these requirements will be monitored.

[Revise title and text of 713 to read as follows:]

**713 Form Retention**  
 A hard copy of PS Form 8130 will remain on file in the location where Web VARS data entry was completed for the current Postal Service fiscal year plus one (1).

The Web VARS database stores vending sales information, hours spent supporting vending equipment, equipment type, equipment location, and information on servicing employees. Web VARS will retain 5 years of data available to users.

[Revise title and text of 714 to read as follows:]

**714 Requesting Web VARS Access**  
 Permission to access Web VARS is granted through completion of an eAccess application. The approving supervisor grants the access level. A completed eAccess "Responsibility Statement" must be on file for all Web VARS users at the location where Web VARS data entry is completed. (See *Web VARS User Guide*, chapter 1)

Web VARS has unique authorization levels according to user role.

**Authorization Level Sample Position Titles**

Program Administrator	Vending Program Manager
Area Coordinator	Area Retail Manager
Developer	Software Designer
District Coordinator	Retail Manager, Retail Specialist
Data Entry	Retail Specialist; other positions as assigned
Servicing Personnel	SSPC Tech, SSA, Postmaster, other positions as assigned
District Supervisor	Supervisor, Customer Service
Observer	Read Only at this time, any level

*Note:* A VESS logon cannot be used in Web VARS.  
 [Revise title and text of 715 to read as follows:]

**715 Training**

For Web VARS training, use the *Web VARS User Guide* (see 721).

\* \* \* \* \*

**72 Vending Activity Reporting System User Guide**

**721 Purpose**

[Revise 721 to read as follows:]

The Web Vending Activity Reporting System (Web VARS) User Guide is designed to provide a detailed explanation of the purpose of Web VARS and to provide complete and comprehensive Web VARS instructions. Each chapter includes step-by-step instructions on how to use Web VARS and other reporting systems relating to vending. Chapters 1 through 7 of the User Guide are dedicated to Web VARS. Additional chapters address other systems related to vending.

You can access the User Guide at [http://eagnmmsg10d/VFO/vfo\\_WebVARSTrainingGuide.htm](http://eagnmmsg10d/VFO/vfo_WebVARSTrainingGuide.htm) or from the Blue Page:

1. Go to <http://blue.usps.gov>.
2. Click on *Inside USPS*.
3. In the left-hand column, under "Operations," click on *Delivery and Retail*.
4. In the left-hand column, under "Retail Svc Network/Access," click on *Retail Service Equipment*.
5. In the left-hand column, under "Retail Service Equipment," click on *Vending Operations*.
6. Under "Manuals and Handbooks," click on *Web VARS User Guide*.

You will need a password to log on to Web VARS. You can access the User Guide from the Web VARS Home Screen by clicking on the *Help* tab.

\* \* \* \* \*

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

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

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

— *Retail Service Equipment, Delivery and Retail, 11-23-06*

*HANDBOOK PO-102 REVISION*

**Performance Thresholds for Vending Equipment**

Effective November 23, 2006, Handbook PO-102, *Self Service Vending Operational and Marketing Program*, is revised to reflect how monthly sales performances for vending machine models at Postal Service™ and nonpostal locations will determine how vending equipment is deployed and redeployed.

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

\* \* \* \* \*

**2 Establishing Self Service Vending Locations**

\* \* \* \* \*

**23 Determining Equipment**

\* \* \* \* \*



**232 Existing Postal and Nonpostal Locations**

**232.1 Revenue Criteria**

[Revise 232.1 and Exhibit 232.1 to read as follows:]

Self service vending equipment meeting the performance threshold in Exhibit 232.1 must be maintained at its current location. If the revenue changes, the self service vending equipment must be replaced, as defined in items a through d below.

Exhibit 232.1  
Revenue Criteria

CURRENT VENDING MACHINE MODEL	MONTHLY PERFORMANCE THRESHOLD (\$)	
	POSTAL	NONPOSTAL
<b>Single Stamp Vending</b>		
PS-53C MOD	360.51	462.55
PS-53D	360.51	462.55
PS-22	458.27	601.96
PS-22B	458.27	601.96
<b>Booklet Stamp Vending</b>		
PBM-2A	405.98	598.96
PBM-6	412.77	577.15
PBM-7	504.36	742.72
<b>Booklet and Stamp Vending</b>		
PBSM-624	754.35	2,513.26
PBSM-624B	754.35	2,513.26
<b>Multi-Commodity</b>		
PCM-1625B	1,109.43	2,838.15

a. Performance Threshold for Vending Equipment

Self service vending equipment at postal locations with monthly sales totals less than \$360.51 must be removed. All vending equipment at nonpostal locations with monthly sales totals less than \$462.55 must be removed.

Note: These criteria will change with every rate case.

b. Not Meeting Performance Threshold

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

c. Meeting Performance Threshold

Self service vending equipment meeting its model performance threshold must remain at its current location.

d. Exceeding Performance Threshold

Self service vending equipment exceeding its model maximum sales performance will be evaluated on a case-by-case basis. Deciding factors may include cost per revenue dollar (CPD), availability of vending machine replacement parts, and the availability of other means of purchasing stamps.

\* \* \* \* \*

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

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

— Retail Service Equipment, Delivery and Retail, 11-23-06

ANNOUNCEMENT

**Holiday Fact Sheets Now Available in Nine Languages**

Employee Development and Diversity, in partnership with Advertising and Promotion, Retail Access Channels, Expedited Products, and International Products, has made available two new online translation fact sheets on the Postal Service’s Intranet, Blue, at <http://blue.usps.gov/diversitynet/multicultural/welcome.htm>.

The fact sheets, which support the 2006 Holiday Campaign, focus on package services (*This Holiday Season We Make it Easy to Ship Your Gifts*) and retail access (*This Holiday the Post Office Comes to You*). The fact sheets are aligned with the overall holiday message, and are designed to engage Postal Service™ employees in supporting holiday revenue generation by providing a vehicle for

communicating with customers in nine languages: Spanish, French, Chinese, Korean, Vietnamese, Russian, Portuguese, Hindi, and Arabic. All can be easily downloaded, printed at local Post Offices™, and distributed to customers prior to, or during, transactions. Note: Fact sheets are not to be used as a direct mail piece to customers.

The fact sheets are a cost-effective means of promoting our products and services within our diverse customer base this holiday season.

— National Diversity Initiative, Employee Development and Diversity, 11-23-06

## 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 67 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, 11-23-06

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

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

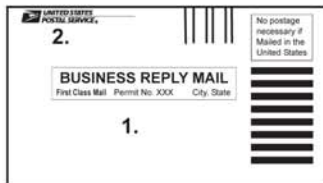
**Ship to (Cannot ship to Post Office™ boxes):**  
(No., street, apt./ste., city, state, ZIP + 4)

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

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## NOTICE

### New Business Card Supplier

The Office Products & Equipment Category Management Team (CMT) has awarded a new contract for official Postal Service™ business cards to U.S. Stamp & Sign. U.S. Stamp & Sign prints official Postal Service business cards for all Postal Service employees including the Office of Inspector General (OIG) and Inspection Service. These business cards are produced in strict accordance to Postal Service specifications. U.S. Stamp & Sign offers an easy and efficient online solution for processing orders.

The preferred ordering method is online at [www.stamptheworld.com](http://www.stamptheworld.com) using an IMPAC Visa credit card for payment. Ordering online gives users the ability to create, view, and obtain approval, as well as print a proof of their business card and obtain management approval of the content. In addition, Braille text can be added to any Postal Service business card format.

A secondary option for ordering is to download the order form from [http://blue.usps.gov/purchase/\\_doc/sup\\_opu\\_bcardform.doc](http://blue.usps.gov/purchase/_doc/sup_opu_bcardform.doc), complete, and fax it to U.S. Stamp & Sign at 800-559-9455.

Additional ordering and contract information is provided in the November 1, 2006 Material Logistics Bulletin CO-06-011, which is online at [http://blue.usps.gov/purchase/\\_doc/ops\\_mlb06-011.doc](http://blue.usps.gov/purchase/_doc/ops_mlb06-011.doc).

Visit the Office Products & Utilities Web site at [http://blue.usps.gov/purchase/supplies/sup\\_opu\\_business\\_cards.htm](http://blue.usps.gov/purchase/supplies/sup_opu_business_cards.htm) for links to all the above information. Direct questions or comments regarding this contract to the Office Products & Equipment CMT's representatives, Laura Conant at 860-285-7119 or James Galston III at 860-285-7274.

— Office Products and Utilities CMC,  
Supply Management, 11-23-06

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## NOTICE

### Employee Vehicle Lease Termination and Reactivation Procedure

Due to pending computer system changes at the St. Louis Accounting Service Center (ASC), the computer program that processes payments for employee vehicle lease contracts will be replaced. The new system will not have the capability to calculate the Consumer Price Index (CPI) adjustment for vehicle lease payments. This article outlines the procedures required to ensure that the respective employees continue to be compensated for using their personal vehicles in lieu of Postal Service-owned vehicles.

*Note:* These procedures do not apply to contractual Carrier Drive-Out Agreements.

The Philadelphia Vehicles Category Management Center (CMC) will formally notify all employees with existing vehicle lease contracts that the contract will be cancelled 130 days from the date of the notice. A copy of the notice to the employee will also be sent to the respective postmaster or station manager. Effective November 23, 2006, postmasters and station managers who require the continuation of the employee vehicle use for business must complete PS Form 8048, *Commercial Emergency Vehicle Hire*,

available at <http://blue.usps.gov/formmgmt/forms.htm>. The daily rate mutually agreed to by the postmaster or station manager and the employee should include the allowance for the CPI portion of the daily rate, since it will no longer be automatically calculated.

The postmaster or station manager must forward the completed form to the servicing Vehicle Maintenance Facility (VMF) manager who will facilitate the addition of the agreed-upon rates into the VMF and St. Louis ASC computers. The CMC will not re-issue formal contracts. Employee vehicle usage reporting procedures to the VMF (such as employee, days used, miles driven) and subsequent payments to the employee remain the same. PS Forms 8048 must be completed and submitted to the VMF no later than 4 weeks prior to the end of the 130 day period mentioned above.

— Vehicles CMC,  
Supply Management, 11-23-06

NOTICE

**Calendars for 2007 Now Available From Boise/OfficeMax Government Solutions**

Using MS Outlook is the Postal Service™ standard for calendar management and is a cost effective alternative to ordering paper calendars. However, if your office still requires 2007 paper calendars, they are now available from Boise/OfficeMax Government Solutions. Please use Boise/OfficeMax Government Solutions as your source for paper calendars. You can order your calendars on eBay, or, if you don't have access to eBay, order through Boise/OfficeMax Government Solutions Customer Service at 888-229-USPS (8777).

Information on the full 2007 line of paper calendars is available from the Boise/OfficeMax eBay and hard copy

catalogs, or from Boise/OfficeMax Government Solutions Customer Service. The current hardcopy catalog has 2006 item numbers, so please make sure to use 2007 item numbers when ordering your 2007 calendars. You can get the applicable 2007 item numbers from either eBay or Boise/OfficeMax Government Solutions Customer Service.

For your convenience, the most popular calendars are listed below, along with their corresponding 2007 item numbers and pricing. Make sure to use the new 2007 item numbers when placing your order.

Description	2007 Item Number	Price Each
Wall Calendar 11 5/7" X 8 7/8"	B110014505447	.43
Monthly Desk Pad 22" X 17"	B110014505463	2.70
Monthly Desk Pad 22" X 17", At-A-Glance	B1SK24-00	1.89
Daily Calendar Pad 3 5/8" x 5 7/8" (Medium)	B110014505422	1.97
Daily Desk Calendar pad w/tabs 3 1/2" x 6"	B1E717T-50	3.62
Schedule Activities Calendar	B140014505439	.42
Appointment Book	B130014505471	3.07
3-Month Wall Calendar, 12 1/4" x 27" vertical	B1PM11-28	7.74
Compact Daily Desk Calendar 3" X 3 3/4"	B1E919-50	3.65
Base 3 1/2" X 6", black	K3E17-00	2.45
Base 6 1/8" X 7 5/8", black	K320014838994	2.45
Wall Calendar Board (3 mo)	B210007892455	2.66

**Ordering Through eBay**

If you have access to the Postal Service Intranet, you must order through eBay. Go to <http://blue.usps.gov>; under "Essential Links" click on *eBuy*. Once there, you can obtain an eBay logon ID and password. If you can't, contact your district or area eBay representative to receive a logon ID and password.

**Ordering Items From the Material Distribution Center**

The spiral bound "Action Planner" (8 1/2" x 11", \$3.8462 each) and the "Two-Year Wall Calendar" (34" x 24", two-sided, pre-packaged tube of two @ \$2.8334 each) are the only calendars still available from the Material Distribution Center (MDC). You may still order these Postal Service calendars using the touch tone order entry (TTOE) system at 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 the FY Action Planner through the MDC:

**PSN:** 7610-03-000-5022,  
Planner Book, Action  
**PSIN:** O101 (letter O,  
Number 101)  
**Unit of Measure:** EA  
**Minimum Order Quantity:** 1  
**Quick Pick Number:** N/A  
**Bulk Pack Quantity:** 28  
**Price:** \$3.8462 each

(If you order 21 calendars or more, the MDC will automatically round up the order to a full case of 28. If you order 29 to 35 calendars, the MDC will automatically round down to a case of 28).

Use the following information to order the Two-Year Wall Calendar (2006–2007) through the MDC:

**PSN:** 7610-03-000-5257,  
Calendar, FY Planning  
Wall, Two-Sided,  
38" x 24"

**PSIN:** O102 (letter O,  
Number 102)

**Unit of Measure:** EA

**Minimum Order Quantity:** 2

**Quick Pick Number:** N/A

**Bulk Pack Quantity:** 2

**Price:** \$2.8334 each

# 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

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H0017-002Z-CM-432  
Stamps (Illustrations)

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

# Grace Period Extends Benefits of Flexible Spending Accounts

**Big** tax savings, plus a **GRACE PERIOD** of 2-1/2 months to help you spend every penny. Set aside dollars in Flexible Spending Accounts — **TAX-FREE!**

As long as you're still participating on Dec. 31, 2007, you'll have until Mar. 15, 2008, to use your Health Care and Dependent Care FSA funds.

Open Season ends Dec. 31, 2006, 5 P.M., CT. To enroll, use:

- *PostalEASE* on LiteBlue at <https://liteblue.usps.gov>.
- *PostalEASE* on Blue at <http://blue.usps.gov>.
- An employee self-service kiosk.
- Telephone: 877-477-3273.

Got questions?

Call 800-842-2026.

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