

POSTAL BULLETIN

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PB 22195, December 7, 2006

The Post Office™ comes to customers

at USPS.com/holiday



CONTENTS

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

USPSNEWS@WORK 3

Administrative Services

Directives and Forms Update 5

PS Form 8170 Reminder: Reporting Procedures for Freedom of Information Act and Privacy Act Requests .. 6

Customer Relations

Mail Alert 7

Domestic Mail

DMM Revision: Labeling List Changes 8

DMM Revision: Labeling Trays and Sacks of First-Class Mail 10

POM Revision: Disposal of Books and Sound Recordings 12

New Publication: Publication 205, Electronic Verification System Technical Guide 13

Marketing Matters — Facts at a Glance: Need to Send a Package? We've Got the Answer! 14

Reminder: Holiday HAZMAT 15

Premium Forwarding Service: 'Tis the Season! 16

Premium Forwarding Service: Get Up to Date — Be Prepared! 16

Employees

Revisions to ASM and ELM: Environmental Management 24

ELM Revision: Work Clothes and Uniforms 28

Correction: Publication 167-B Ordering Information 29

Thrift Savings Plan: 2007 Catch-Up Contributions for Participants Age 50 and Older 29

Thrift Savings Plan: 2007 Employee Information for Career Employees 30

Thrift Savings Plan: 2007 Publicity Information for HR Offices and the HRSSC 57

Notice: Health Benefits Open Season Extended to December 29, 2006 58

Finance

Notice: Form W-5 Renewal for 2007 58

Information Technology

Notice: Review of Cellular Services 60

International Mail

ICM Updates: International Customized Mail 60

Licensing 61

Philately

Stamp Announcement 06-44: Ella Fitzgerald Stamp 63

Stamp Announcement 06-45: Oklahoma Statehood Stamp 65

Stamp Announcement 06-46: With Love and Kisses Stamp 67

Updated Announcement 07-A: 2007 Stamps and Postal Stationery 69

Notice: Stop Family Violence Semipostal Stamps Withdrawn From Regular Sale and From Sale at Philatelic Centers — Statutory Authority Expires December 31, 2006 71

Pictorial Postmarks Announcement 73

Special Cancellation Die Hubs 78

Post Offices

Mover's Guide News: January 2007 Mover's Guide News 79

Post Office Changes 80

Retail

Notice: Stamps by Mail — Brochure Ordering Information 81

Notice: ReadyPost Wire Kits for Slatwalls Are Available From the MDC 83

What's in Store 84

Supply Management

Notice: Asset Management Integration Program Officially Launched 85

Pull-Out Section

Fraud Alert

Invalid Express Mail Corporate Account Numbers 33

Missing, Lost, or Stolen U.S. Money Order Forms 36

Missing, Lost, or Stolen Canadian Money Order Forms ... 41

Verifying U.S. Postal Service Money Orders 43

Counterfeit Canadian Money Order Forms 43

Toll-Free Number Available to Verify Canadian Money Orders 43

Other Information

Overseas Military Mail 44

Postal Bulletin Index

Semiannual Index PB 22184 (7-6-06)



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



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

PB 22195: 7690-08-000-4076	PB 22187: 7690-08-000-4068	PB 22179: 7690-08-000-4060	PB 22172: 7690-08-000-1115
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		

USPSNEWS@WORK

There's no place like USPS for the holidays — Holiday guide helps customers decide



Busy shoppers have fewer shipping worries this holiday season — thanks to USPS. The Postal Service's *Holiday Shipping and Mailing Guide* was delivered to more than 110 million customers in November. It's filled with customer-friendly information on the Postal Service's most popular products, services and time-saving features. The

six-panel guide is designed to resemble the popular hobby of scrap-booking, with borders of holiday ornaments and tree lights, ribbons and bows, and snowmen and snowflake cutouts.

"Everyone can use a little extra help around the holidays. We know that customers want more choices and convenience to help manage their time, especially this time of year," said Chief Marketing Officer Anita Bizzotto. "The holiday guide is one more way for us to help families enjoy the best the season has to offer."

The Postal Service issued its first holiday mailing guide in 2004. All of the information contained in the *Holiday Shipping and Mailing Guide* also can be found at www.usps.com/holiday.

FSA — don't forget to pay yourself back

Employees considering 2007 flexible spending accounts (FSAs) during this year's open season, which runs through Dec. 31, might want to review their 2006 health receipts as well.

For several years, FSA participants have been able to claim reimbursement for many of the products and services they purchase routinely. Costs for items like allergy medicines, baby care products, first aid kits, motion sickness remedies and over-the-counter pain relievers are eligible for FSA reimbursement.

Out-of-pocket fees for prescriptions, orthodontia and dentist visits, vision exams, medical deductibles, doctor visit co-pays — even summer camps and day care for

dependent children and parents — also are reimbursable. So, there are lots of reasons for postal employees with dollars in their FSA accounts to check the list one more time.

For more information, you can go to liteblue.usps.gov, call 800-842-2026 or use an Employee Self-Service Kiosk.

Potter's world — magazine charts PMG's career



PMG Jack Potter is the cover story in the current issue of *Government Leader* magazine.

"Balance, respect, and compromise."

These are the words *Government Leader* magazine uses in its current issue to describe Postmaster General Jack Potter's leadership style.

The article traces Potter's career at the Postal Service, focusing on his accomplishments as PMG and the improved performance of

USPS in recent years. It reports in depth on Potter's management style, forged as he rose through the ranks and crystallized in a conversation with basketball hall of famer Bill Russell.

To read the article, go to www.governmentleader.com/issues/1_10/features/239-1.html.

Fresno, CA, postmaster hosts special dedication for holiday stamps

Fresno Postmaster Ramona Frankfort recently celebrated this year's *Holiday Celebrations* stamps by inviting attendees representing the diverse elements of her community. Featured at the event were the *EID*, *Hanukkah*, *Christmas*, *Kwanzaa* and *Snowflakes* stamps.



Kamal Abu-Shamsieh, left, Director of the Fresno, CA, Islamic Cultural Center; Fresno Postmaster Ramona Frankfort and Customer Relations Coordinator Ben Romero attended the special dedication event.

Frankfort's goal was straightforward. "The concept was to gather members of all cultures, faiths and backgrounds in one common ceremony," she said.

Frankfort held the event at the Islamic Cultural Center in Fresno. A captain from the city's fire department opened the ceremony, reciting the Pledge of Allegiance. Representatives from Fresno's Muslim, Jewish, Christian and Afro-American communities spoke to an audience of 250.

Anderson wins Dot Sharpe Lifetime Achievement Award



Venedocia, OH, Postmaster and Nominator Janette Degen, left; District Manager Lori Wigley and Eastern Area Vice President Alexander Lazaroff admire the Dot Sharpe award won by Billy Anderson, right.

Billy Anderson, the Senior Post Office Operations Manager for the Cincinnati District, has won the USPS Dot Sharpe Lifetime Achievement Award.

Anderson has been a role model throughout his career, mentoring and opening doors for others. He is a founder of the African-American Postal League United for Success (A-PLUS), a USPS-based organization and an important partner in working toward an inclusive workforce.

The long list of other organizations and projects Anderson supports includes the USPS Bone Marrow Drive, mentoring of students at Dayton, OH, area schools and the Prime Example Association, a community organization providing support to underprivileged children.

The Dot Sharpe Lifetime Achievement Award is part of the National Diversity Awards program and honors Postal Service employees who have made extraordinary contributions during their careers to promote the basic principles of diversity.

Supply Management manages nearly \$1 million in cost avoidance

When flat-rate Priority Mail was introduced, customers loved the service. So much so that it wasn't long before envelopes filled to capacity were causing processing problems when the adhesive sealing the envelope failed to hold.

Enter the Supply Management Expedited Package Services Package and Container team.

Under an incentive clause negotiated with packaging supplier Bell, Inc., the company added a "primer" to the envelope that allows the adhesive strip to bond more quickly and aggressively when it's sealed. The primer also has been added to regular Priority Mail, Express Mail and Global Mail envelopes.

The result — no spills, no messes and more than \$869,000 in cost avoidance.

Santa letters — guidelines for good deeds

Operation Santa, Letters to Santa and similar programs raise concern among some employees about our ability to give away "Dear Santa" letters. What about the sanctity of the mail and the promise we make to protect the contents of letters entrusted to our care?

As a general rule, employees aren't allowed to access the cover or contents of mail. However, to support the Santa programs, *Administrative Support Manual 274.5k* reads:

"the Postal Service or authorized third party may open, read, and respond to mail, or contact the sender, regarding correspondence that is addressed to "Santa Claus," "the North Pole," or similar seasonal characters or destinations and which would otherwise be undeliverable as addressed."

Guidelines for how to handle these letters have been distributed to the field. If your office is distributing Santa letters, make sure you follow the guidelines.

And if you create a name and address list — whether it's employees, benefactors or recipients — you need to follow the requirements of the Privacy Act.

For more information or a copy of the guidelines, contact Public Affairs and Communications at lettersto_santa@usps.gov.

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

Administrative Services

Directives and Forms Update

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

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

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

New Directives

Handbooks

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK F-3		7/06	Treasury Management	7610-08-000-4678	FMM	FIN	MDC	N/A
HBK MS-246	1	9/06	In-Line Scale (ILS)	7610-08-000-4311	ASM 5	ENG	MDC	N/A

Posters

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 157	6/06	Our Diversity Is Our Strength	18 x 24	7690-08-000-4672	EA	HR	MDCIWB	N/A
POS 614	8/06	Apply for a U.S. Passport Here (two-sided cling)	24 x 36	7690-08-000-4431	EA	CS	MDCIWB	N/A

Publications

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 90		10/06	Barcoded 10/24-Digit EDL Specification	N/A	DMM 7	PD	IWEB	N/A
PUB 205		10/06	Electronic Verification System Technical Guide	N/A	DMM 7	CS	IWEB	WWW

Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 8044	5/06	5/06	ASP 640 Answer Sheet	7530-08-000-4432	TC	SH	ERM	HQO	NA

Revised Directives

Handbooks

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-166-VOL-A	5	4/06	Advanced Facer Canceler System, Optical Character Reader (AFCS-OCR), System Information	7610-07-000-7696	ASM 5	ENG	MDC	N/A

Revised Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 604	10/06	10/06	Credit Card Non-Receipt Report (2-part set)	7530-02-000-9430	PO	SH	IS	IWEB	WWW
PS 1093	11/06	7/05	Application for Post Office Box or Caller Service (card)	7530-02-000-7165	PO	EA	D&R	MDCIWB	WWW
PS 1868	11/06	11/06	Business Card Order Form	N/A	PS	SH	CS	IWEB	N/A

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 3573	9/06	9/06	Address Change Service Application — OneCode (ACS)	N/A	NCS	SH	IMAQ	IWEB	WWW
PS 3972	11/06	11/06	Absence Analysis	7530-02-000-9137	PS	SH	LR	MDCIWB	N/A
PS 5051	10/06	10/06	Confirmation Services — Electronic Option Application	N/A	NCS	SH	PD	IWEB	WWW
PS 5053	10/06	10/06	Bulk Proof of Delivery Application	N/A	CD	SH	PD	IWEB	WWW
PS 5112	9/06	9/06	Mailpiece Quality Control Self-Study Course Order Form	N/A	NCS	SH	NOM	IWEB	WWW
PS 5925	12/06	12/06	Answer Sheet (5 Position) General Purpose	7530-03-000-1001	TC	SH	ERM	IWEB	N/A
PS 5926	12/06	12/06	Answer Sheet (4 Position) General Purpose	7530-03-000-1002	TC	SH	ERM	IWEB	N/A
PS 8178	12/06	12/06	473 Answer Sheet	7530-07-000-3493	TC	SH	ERM	IWEB	N/A

Obsolete Directives

Forms

PSIN	Edition Date	Oldest Usable Date	Title	Replaced by
PS 1888	8/98	9/95	Printing, Electronic Publishing, Or Composition Request (5-part set)	N/A

— Information Policies and Procedures, Public Affairs and Communications, 12-7-06

PS FORM 8170 REMINDER

Reporting Procedures for Freedom of Information Act and Privacy Act Requests

Postmasters, district managers, vice presidents, and other records custodians (see Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*, subchapter 4-8) must complete PS Form 8170, *Freedom of Information Act and Privacy Act Request Report*, for each request processed under the Freedom of Information Act (FOIA) and/or the Privacy Act. The collection and reporting of this information are required by the FOIA statute. PS Form 8170 is available at <http://blue.usps.gov/formmgmt/forms/ps8170.pdf>. Any outstanding reports for requests processed during fiscal year 2006 should be completed and submitted by December 29.

Exceptions

Do not complete PS Form 8170 for any of the following:

- Requests for individual change-of-address information under Handbook AS-353, subchapter 5-2d.
- Requests from federal, state, or local government agencies for any type of information.
- Requests from a union, unless the request cites the FOIA and/or the Privacy Act.

Where to send reports

- Field offices submit reports to the area Consumer Service program analysts (CSPAs) or district Consumer Affairs managers (CAMs), who serve as FOIA coordinators.
- Custodians located in Headquarters and Headquarters field units submit reports to the manager, Records Office at Headquarters (reports may be sent via facsimile to 202-268-5353 or via e-mail to: FOIA – PA).
- FOIA coordinators submit reports to the manager, Records Office at Headquarters (reports may be sent via facsimile to 202-268-5353 or via e-mail to: FOIA – PA). Coordinators are responsible for verifying the forms for accuracy and completion before submitting them to the Records Office.

Any questions concerning this requirement may be directed to the FOIA coordinator in the district or area Consumer Affairs office, or to the Records Office staff at 202-268-2608.

— Privacy Office,
Consumer Advocate, 12-7-06

Customer Relations

Mail Alert

The mailing 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
Nordstrom December Accessories Gift '06	Standard/Flat	12/11/06–12/13/06	1.5	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Arandell

— Business Service Network Integration, Customer Service, 12-7-06

**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

Alicia Tutt, Falls Church VA

Domestic Mail

DMM REVISION

Labeling List Changes

Effective December 7, 2006, we are revising Labeling Lists L001, L006, L007, L201, and L606 of the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) to reflect changes in mail processing operations. Mailers are encouraged to label according to these revised lists immediately, but *must* comply with these changes no later than February 18, 2007.

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

* * * * *

Index and Appendices

* * * * *

L006 5-Digit Metro Scheme

* * * * *

3-Digit ZIP Codes	Column A 5-Digit Destination ZIP Codes	Column B Package Placement for Residual 3-Digit Bundles	Column C Label Container To
Delete:			
606, 608	60601-12, 15-17, 19-24, 28, 29, 32, 33, 36-38, 43, 44, 49, 51-55, 61, 63-65, 67-75, 77-88, 90, 91, 93-97, 99, 60803-05, 60827	606, 608	CHICAGO IL 606
606, 607	60613, 14, 18, 25, 26, 30, 31, 34, 39-41, 45-47, 56, 57, 59, 60, 66, 60701, 06, 07, 12, 14	607	CHICAGO IL 607

* * * * *

L007 5-Digit Scheme — Periodicals, Standard Mail, and BPM Flats in Bundles

* * * * *

Column A Destination ZIP Codes	Column B Label Container To
Change From:	
14203-05	BUFFALO NY 14203
Change To:	
14203, 05, 63	BUFFALO NY 14203

Labeling Lists

L000 General Use

L001 5-Digit Scheme — Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

* * * * *

Column A Destination ZIP Codes	Column B Label Container To
Change From:	
14203-05	BUFFALO NY 14203
Change To:	
14203, 05, 63	BUFFALO NY 14203
Delete:	
14208, 09	BUFFALO NY 14209

* * * * *

Column A Destination ZIP Codes	Column B Label Container To
Delete:	
14208, 09	BUFFALO NY 14208

* * * * *

[Revise title of L200 as follows:]

L200 Periodicals and First Class Mail

[Revise title as follows:]

L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

* * * * *

Column A Entry ZIP Codes	Column B 3-Digit ZIP Code Destinations	Column C Label Container To
Change From:		
130-135	005, 010-149, 169-212, 214-259, 261-268, 270-298, 300-303, 305-312, 316-319, 325, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-729	OMX SYRACUSE NY 130
Change To:		
130-139	005, 010-149, 169-212, 214-259, 261-268, 270-298, 300-303, 305-312, 316-319, 325, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-729	OMX SYRACUSE NY 130
Add:		
969		MXD BARRIGADA GU 969 ¹
Delete:		
136	005, 010-149, 169-212, 214-259, 261-268, 270-298, 300-303, 305-312, 316-319, 325, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-729	OMX WATERTOWN NY 136
137-139	005, 010-149, 169-212, 214-259, 261-268, 270-298, 300-303, 305-312, 316-319, 325, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749	OMX BINGHAMTON NY 137

* * * * *

[Add at bottom of L201 as follows:]

¹For First-Class mailings only

L600 Standard Mail and Package Services

* * * * *

L606 5-Digit Scheme — Standard Mail and Package Services Parcels

* * * * *

Column A Destination ZIP Codes	Column B Label Container To
Change From:	
14203-05, 63	BUFFALO NY 14203
Change To:	
14203, 05, 63	BUFFALO NY 14203
Delete:	
14208, 09	BUFFALO NY 14209

* * * * *

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

— Logistics,
Network Operations, 12-7-06

DMM REVISION

Labeling Trays and Sacks of First-Class Mail

Effective December 7, 2006, we are revising 235, 335, 435, 708, and Labeling list L201 of the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) to change the labeling for mixed automated area distribution center (AADC) and mixed area distribution center (ADC) containers of First-Class Mail® letters, flats, and parcels.

Currently, mailers label mixed ADC and mixed AADC containers of First-Class Mail (letters, flats, and parcels) to sectional center facilities (SCF) destinations, using column C of L002. However, some of these facilities no longer perform outgoing mail processing and must forward outgoing mail to another processing site. This change will result in mailers correctly labeling containers of mixed ADC and mixed AADC mail directly to the actual processing sites, because the facilities listed in L201 represent the locations that perform outgoing mail processing for First-Class Mail items.

Mailers may begin to use the new labeling immediately, but must label containers of First-Class Mail letters, flats, and parcels according to the new standards no later than February 18, 2007.

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

	*	*	*	*	*
200	Discount Mail Letters and Cards	*	*	*	*
230	First-Class Mail	*	*	*	*
235	Mail Preparation	*	*	*	*
5.0	Preparation for Nonautomation Letters	*	*	*	*
5.3	Machinable Preparation	*	*	*	*
5.3.2	Traying and Labeling	*	*	*	*

[Revise item d1 to change line 1 labeling as follows:]

- d. Mixed AADC (required); no minimum, with pieces grouped by AADC; labeling:
 - 1. Line 1: Use L201; for mail originating in ZIP Code areas in column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in the

corresponding row in column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).

* * * * *

5.4 Nonmachinable Preparation

* * * * *

[Revise title of 5.4.2 as follows:]

5.4.2 Traying and Labeling

* * * * *

[Revise item d1 to change line 1 labeling as follows:]

- d. Mixed ADC (required); no minimum; labeling:
 - 1. Line 1: Use L201; for mail originating in ZIP Code areas in column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in the corresponding row in column C (use “MXD” instead of “OMX” in the destination line and ignore column B).

* * * * *

6.0 Preparation for Automation Rate Letters

* * * * *

6.8 Tray Preparation

* * * * *

[Revise item g to change line 1 labeling as follows:]

- g. Mixed AADC: required (no minimum); group pieces by AADC; for Line 1: Use L201; for mail originating in ZIP Code areas in column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in the corresponding row in column C (use “MXD” instead of “OMX” in the destination line and ignore column B).

* * * * *

300 Discount Mail Flats

* * * * *

330 Discount Flats First-Class Mail

* * * * *

335 Mail Preparation

* * * * *

5.0 Preparation of Nonautomation Flats

* * * * *

5.5 Traying and Labeling

* * * * *

[Revise item d1 to change line 1 labeling as follows:]

- d. Mixed ADC (required); no minimum; labeling:
 1. Line 1: Use L201; for mail originating in ZIP Code areas in column A, use "MXD" followed by city, state, and 3-digit ZIP Code prefix in the corresponding row in column C (use "MXD" instead of "OMX" in the destination line and ignore column B).

* * * * *

6.0 Preparation of Automation Rate Flats

* * * * *

6.5 First-Class Mail Required Bundle-Based Preparation

* * * * *

6.5.3 Traying and Labeling

* * * * *

[Revise item e1 to change line 1 labeling as follows:]

- e. Mixed ADC (required); no minimum; labeling:
 1. Line 1: Use L201; for mail originating in ZIP Code areas in column A, use "MXD" followed by city, state, and 3-digit ZIP Code prefix in the corresponding row in column C. (Use "MXD" instead of "OMX" in the destination line and ignore column B).

* * * * *

6.6 First-Class Mail Optional Tray-Based Preparation

* * * * *

[Revise item f as follows:]

- f. Mixed ADC (required); no minimum for rate eligibility; group pieces by ADC; for Line 1: Use L201; for mail originating in ZIP Code areas in column A, use "MXD" followed by city, state, and 3-digit ZIP Code prefix in the corresponding row in column C (use "MXD" instead of "OMX" in the destination line and ignore Column B). Mailers using a MLOCR/barcode sorter and submitting standardized documentation do not have to group pieces by ADC.

* * * * *

400 Discount Mail Parcels

* * * * *

430 First-Class Mail

* * * * *

435 Mail Preparation

* * * * *

5.0 Preparation for Parcels

* * * * *

5.4 Sacking and Labeling

* * * * *

[Revise item d1 to change line 1 labeling as follows:]

- d. Mixed ADC (required); no minimum; labeling:
 1. Line 1: Use L201; for mail originating in ZIP Code areas in column A, use "MXD" followed by city, state, and 3-digit ZIP Code prefix in the corresponding row in column C (use "MXD" instead of "OMX" in the destination line and ignore column B).

* * * * *

700 Special Standards

* * * * *

708 Technical Specifications

* * * * *

7.0 Optional Endorsement Lines (OELs)

* * * * *

7.2 OEL Format

* * * * *

7.2.5 ZIP Code Information

* * * * *

Exhibit 7.2.5 OEL Labeling Lists

[Revise entries in exhibit 7.2.5 to replace "L002, Column C" with "L201, Column C" in all instances.]

* * * * *

Index and Appendices

* * * * *

Labeling Lists

* * * * *

[Revise title of L200 as follows:]

L200 Periodicals and First-Class Mail

[Revise title and text of L201 as follows:]

L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

L201 describes the First-Class Mail surface transportation reach of an origin facility for use in preparation of bundles and sacks of Periodicals mail (including News) and in preparation of First-Class Mail mixed containers.

For Periodicals addressed to destinations within the First-Class Mail surface reach of the origin facility, L201 must be

used to prepare mixed origin ADC bundles and sacks to enable integration of this volume into the First-Class Mail mailstream.

For Periodicals, label bundles and sacks of mail originating in the 3-digit entry ZIP Code in Column A for delivery to 3-digit ZIP Code destinations listed in Column B using the corresponding city, state, and ZIP Code information in Column C. Use L009 for the preparation of mixed ADC bundles and sacks for any remaining pieces addressed to 3-digit ZIP Code destinations not listed in Column B.

For First-Class Mail letters, flats, and parcels originating in the 3-digit entry ZIP Code in Column A, label trays and

sacks to the corresponding destination in Column C. Use "MXD" instead of "OMX". Ignore Column B.

* * * * *

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

— *Mailing Standards, Pricing and Classification, 12-7-06*

POM REVISION

Disposal of Books and Sound Recordings

Effective immediately, *Postal Operations Manual (POM)* 692.25 is revised to reflect an updated policy in the administration of the disposal of books and sound recordings.

Postal Operations Manual (POM)

	*	*	*	*	*
6	Delivery Services				
	*	*	*	*	*
69	Dead Mail				
	*	*	*	*	*
692	Mail Recovery Centers				
	*	*	*	*	*
692.2	Parcel Mail				
	*	*	*	*	*

692.25 Books and Sound Recordings

[Revise 692.25 by replacing Business Mail Acceptance manager with Business Mail Entry manager and update the DMM reference in item g to read as follows:]

Dispose of books and sound recordings by sale, except for those that may be withheld from sale for release to a publisher or distributor under the following conditions:

* * * * *

- (1) The request must be made in writing and sent to the Business Mail Entry manager.

* * * * *

- (3) ***The requester may change the pickup facility by sending a written request to the Business Mail Entry manager.

- (4) ***After approval, the Business Mail Entry manager keeps a central file of requesters and items specified for return.***

* * * * *

- c. A request for release of books or sound recordings is not granted if a written protest or a conflicting request from another party is sent to the Business Mail Entry manager.***
- d. After the Business Mail Entry manager approves a request, BMCs and MRCs handling books and sound recordings must separate these materials as much as possible.
- e. ***Make packages as large as possible but within the weight and size limits for Package Services mail as specified in DMM 101.***
- f. ***When a request is canceled by the requester, the MRC or BMC notifies the requester in writing, with a copy to the Business Mail Entry manager.***

* * * * *

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>.)

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*.

— *Business Mail Acceptance,
Customer Service, 12-7-06*

NEW PUBLICATION

Publication 205, Electronic Verification System Technical Guide

The Postal Service™ has issued Publication 205, *Electronic Verification System Technical Guide*, with an effective date of October 2006. Available electronically on the Postal Service Web sites, Publication 205 contains the business requirements and the technical specifications to be used by parcel mailers, shippers, and software developers planning to manifest parcel mail under the Electronic Verification System (eVS). Future revisions to Publication 205 will be announced and published in the *Postal Bulletin*.

Beginning August 1, 2007, eVS will be required for all permit imprint Parcel Select® mailings and for permit imprint commingled parcel mailings authorized under *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 705.6.0 or 705.7.0. A final rule on this requirement, along with a detailed analysis of comments received from the mailing public, was published in the *Federal Register* on July 10, 2006 (see 71 FR 38966–38978).

Organization

Publication 205 is organized into seven chapters and a series of seven appendices that guide mailers through the necessary steps and technical requirements for the eVS program.

- **Chapter 1, “The Basics,”** explains the benefits of the eVS program and its required and optional use, outlines what is needed in order to participate in the program, and details postage computation and the use of the special eVS permit imprint indicia.
- **Chapter 2, “Electronic Files and Manifests,”** presents the eVS file and manifest structure, including format and layout, and discusses file transmission.
- **Chapter 3, “Barcode Requirements,”** introduces the technical specifications for the UCC/EAN Code 128 barcodes required for eVS, including barcode symbology and related elements, barcode identification format and human-readable information, printing specifications, and the calculation of the barcode check digit.
- **Chapter 4, “Postage Verification and Adjustment,”** summarizes the various postage adjustments

and their reconciliations, the collection of sampling data, and the Post Office™ of account. The Postal Service collects any postage due for the underpayment of postage, for unmanifested parcels, and for misshipped parcels.

- **Chapter 5, “Quality Assurance,”** emphasizes the purpose and procedures required for eVS mailings. Specific areas include documentation, customer identification process, barcode read rate, accountable mail parcels, internal sampling, file management, and other quality measurements for improvement and transportation scheduling.
- **Chapter 6, “eVS Reports,”** details the various online reports that allow the eVS mailer to monitor the accuracy of mailings and postage payments and to take corrective action, if necessary, to minimize the potential for postage adjustments.
- **Chapter 7, “Application and Authorization,”** explains the application process, eVS certification, testing process, and manifest mailing agreement.
- **Appendix A, “eVS Electronic File Layout,”** provides a comprehensive description of the file layout for the types of records used for eVS files.
- **Appendix B, “eVS Application,”** shows a copy of the application that eVS candidates must complete for consideration in the eVS program. The application is available from the Postal Service in an electronic format for data entry. Interested mailers can obtain a copy by sending an e-mail request to eVS@usps.gov.
- **Appendix C, “PS Form 1357-C,”** shows a copy of the form that eVS candidates must complete to gain access to the eVS Web site and their account. The form is available from the Postal Service in an electronic format for data entry. Interested mailers can obtain a copy by sending an e-mail request to eVS@usps.gov.

- **Appendix D, “Sample eVS Manifest Mailing Agreement,”** provides eVS candidates with the requirements of the manifest mailing agreement.
- **Appendix E, “Standard Mail and Bound Printed Matter Computation,”** clarifies the standards for computing and rounding piece-pound rate postage for Standard Mail® and Bound Printed Matter pieces.
- **Appendix F, “Applicable Rates for Destination Entry Mailing,”** clarifies the type of mail presented at Postal Service facilities and the corresponding parcel rate categories.
- **Appendix G, “Service Type Codes and Rate Ingredient Tables,”** details the coding needed for certain elements in the electronic files, including service type codes, extra services codes, surcharge type codes, rate indicators, and valid eVS rate combinations.

Availability

Publication 205 is available electronically to customers and to Postal Service employees on the Postal Service Web sites:

- 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>.)

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 *PUBs*.

Publication 205 is available in portable document format (PDF) and hypertext markup language (HTML) versions. The exact URLs for the two versions of Publication 205 are as follows:

- www.usps.com/cpim/ftp/pubs/pub205.pdf.
- www.usps.com/cpim/ftp/pubs/pub205/welcome.htm.

— *Business Mailer Support,
Customer Service, 12-7-06*

MARKETING MATTERS — FACTS AT A GLANCE

Need to Send a Package? We’ve Got the Answer!

Need to send a package this holiday season? No matter where it has to go, or when it has to get there (unless it’s due there *today!*), the Postal Service™ can deliver for you.

- Need it there in 1 day, 2 at the most? Express Mail® service offers next-day delivery by noon to many locations or your money back. And the Postal Service delivers Express Mail items every day of the year at no extra charge.
- Need it there within a week? Priority Mail® service delivers in 2–3 days on average at a reasonable price, with no extra charge for Saturday delivery. Delivery Confirmation™ service is free if you print your shipping label from the Postal Service Web site at www.usps.com.

- Not in any rush? Parcel Post® service can save you money and get your package delivered in 2–9 days on average, based on the distance traveled. You also can insure your package for up to \$5,000 and find out when it is delivered and who accepted it.
- Need to send it overseas? The Postal Service also has a wide range of international services that can deliver for you.

For sending one package or a thousand, the Postal Service has the answer. Go to www.usps.com and click on *Shipping Tools* to get started.

— *Marketing Strategy and Support,
Marketing, 12-7-06*

REMINDER

Holiday HAZMAT

'Tis the season. . . to make this the safest and most successful holiday season ever for the Postal Service™.

With the busy holiday season upon us, it is important to take a moment to reinforce some important points regarding hazardous material (or HAZMAT) that can be found in the mail, especially at this time.

Customers rely heavily on the Postal Service to safely and efficiently deliver their gifts to friends, business associates, and loved ones during this season and also to return packages after the holidays. It is important that every Postal Service employee take steps to ensure that holiday parcels known to or suspected to contain hazardous material (Holiday HAZMAT) are properly handled.

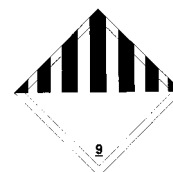
Acceptance employees are required to ask the question "Does your parcel contain anything liquid, fragile, perishable, or potentially hazardous?"

During this festive and giving period, the Postal Service handles an additional 20 billion pieces of parcels. While the vast majority of these packages contain nondangerous items, some of them may contain a material that can cause harm to employees and disrupt operations. When a parcel contains hazardous material that is unacceptable for mailing or is improperly packaged, it is a concern to everyone.

At this time of year it is important to remember that hazardous materials can be found in a wide variety of common household and consumer products. Holiday HAZMAT can be found in:

- Shipments of liquor/wine/beer (nonmailable).
- Electronic equipment containing batteries.
- Cosmetics (perfumes, hair products, body and bath oils, etc.).
- Consumer products containing petroleum products such as, but not limited to, chain saws and string trimmers.
- Parcels bearing an ORM-D/ORM-D-Air marking. See the examples in the right-hand column.
- Food shipments preserved with dry ice.
- Parcels bearing a DOT hazard class 9 label. See the example in the right-hand column.
- Fireworks and sparklers (nonmailable).

Some items are not outwardly hazardous, but when packaged improperly can be mistaken for a dangerous item. Electronic toys/games, for instance, when shipped with the batteries in place can create an electromagnetic hazard that may interfere with airplane navigation equipment.



It is also common to encounter parcels that have been mailed in reused packaging that formerly contained hazardous materials. Postal Service employees are required to assume that markings or labels present on parcels indicate the actual contents of the parcel. It is acceptable to reuse boxes for mail shipments provided that the mailer has removed or completely obliterated all former HAZMAT package markings and labels. Merely crossing out a label or marking or writing the current contents on a box is insufficient to allow mailing. If any evidence of the former contents is visible, do not accept the parcel. The former markings and labels must be blotted out even if the parcel will be wrapped in paper for mailing, because if the wrapping becomes damaged during shipment, these markings will cause the package to be returned.

While it is not possible to list every type of hazardous material that could be reasonably expected to be found in the mail, recognizing those parcels that are known to or suspected to contain Holiday HAZMAT is crucial to safe operations.

If you suspect a parcel contains an identified/undeclared Holiday HAZMAT, immediately notify your supervisor. Under no circumstances should a parcel containing undeclared HAZMAT be allowed to continue through processing. Process for delivery only Holiday HAZMAT parcels that meet the packaging and labeling requirements of the

Domestic Mail Manual and Publication 52, *Hazardous, Restricted, and Perishable Mail*.

Responsibility for properly packaging and labeling Holiday HAZMAT ultimately rests with the mailer. However, by being alert and able to recognize HAZMAT parcels, we can all do our part to make this a successful holiday season for the Postal Service.

If you have any questions regarding the mailability of any material, contact your local Business Mail Entry Unit or Rates and Classification Service Center. Packaging and labeling requirements for HAZMAT can be found in the following Postal Service documents:

- *Domestic Mail Manual* 601.10.

- Publication 52, *Hazardous, Restricted, and Perishable Mail*.
- *International Mail Manual*.

Note: HAZMAT mail sent to Army Post Office (APO) or Fleet Post Office (FPO) addresses must conform to *International Mail Manual* regulations.

— *Aviation Mail Security, Network Operations, 12-7-06*

PREMIUM FORWARDING SERVICE

'Tis the Season!

The winter months are the peak travel season for “snowbirds” — retirees and others who leave colder climates to head south for a few months — and our Premium Forwarding Service (PFS) offers the perfect solution for them.

PFS is a personalized service that allows customers to have all of their mail reshipped from their primary residence to their temporary address. In addition to snowbirds, the service is perfect for traveling business executives, college students, and others who plan to be away from home for periods of at least 2 weeks and up to 1 year.

During October, customer enrollments increased 81 percent compared to September and surpassed the same period last year by 105 percent. Even more growth is anticipated during the coming winter months, so don't let this seasonal opportunity pass you by. Tell your customers, family, and friends about Premium Forwarding Service — the simple, easy, and convenient program that can keep them connected while they're away.

— *Product Management, Product Development, 12-7-06*

PREMIUM FORWARDING SERVICE

Get Up to Date — Be Prepared!

Premium Forwarding Service (PFS) continues to be a hit with our customers. In just the first year, more than 100,000 customers signed up for this new service, resulting in millions of pieces of mail being reshipped quickly and efficiently to customers at temporary addresses. To ensure the continued success of PFS, employees should review and be aware of the following PFS updates and reminders.

Revised PFS Application

PS Form 8176, *Premium Forwarding Service (PFS) Application*, has been updated to improve postal processing and customer satisfaction. Here's what Postal Service™ employees need to know:

- PS Form 8176 has been changed from a 4-part form to a 3-part form by eliminating the distribution copy for Headquarters. Images of all pages of PS Form

8176 are published in this issue of the *Postal Bulletin* starting on page 18.

- Effective December 7, 2006, Post Offices™ should discontinue sending copies of the form to Headquarters. If using 4-part forms, simply destroy the Headquarters copy.
- The revised 3-part form is distributed as follows: Copy 1 — Post Office (PFS Coordinator); Copy 2 — Customer; Copy 3 — Post Office Shipping (for recording weekly PFS mail shipments).
- Post Offices should exhaust existing supplies of the 4-part form before ordering copies of the revised 3-part form. The Material Distribution Center (MDC) will fulfill orders with the revised 3-part form — see ordering information on page 17.

PFS Promotional Materials

To assist field offices in promoting PFS locally, a number of promotional materials are available. All Post Offices should confirm that the following PFS point-of-sale materials are on display in their offices:

- Publication 615, *Premium Forwarding Service* (brochure).
- Sign 615, *Take Your Mailbox With You* (PFS counter card).

See ordering information below.

In addition, field personnel with access to MessageMaker have the option of obtaining a postcard promoting the benefits of PFS for distribution to their customers.

Tips for Post Office Personnel

Here are some tips to help employees responsible for processing PFS applications and shipments:

- Be sure customers provide start and end dates on their PFS applications. When the end date is not certain, ask customers to estimate the date because this is the only way to accurately calculate the fees.

- Calculate the number of weeks based upon the start date and the end date.
- Collect the full PFS payment upfront at the time of application: \$10 to enroll (AIC 108) and \$10.40 for each week of service requested (AIC 159). Be sure to place funds in the correct AIC!
- Do not send PFS mail to the centralized forwarding unit (CFS).
- Ship PFS mail once a week on Wednesday via Priority Mail® service, and reroute PFS customers' Express Mail® pieces, outside pieces, and accountable mail pieces immediately upon receipt.

Ordering Information

You can order PS Form 8176, Publication 615, and Sign 615 from the MDC and use touch tone order entry (TTOE): Call 800-273-1509.

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

Use the following information to place your orders:

PSIN:	PS8176	PUB615	SGN615
PSN:	7530-07-000-6197	7610-08-000-1458	7690-08-000-1500
Unit of Measure:	EA	EA	EA
Minimum Order Quantity:	1	100	1
Quick Pick Number:	640	642	N/A
Bulk Pack Quantity:	1,000	7,400	100
Price:	\$0.0653	\$0.00	\$1.88

Reminders

Remember that PFS replaces *all* informal "snowbird" arrangements that have been set up in the past.

PFS is a great service. Make sure your office promotes PFS to potential customers during this winter season so they can stay connected when they are away from home.

— Product Management,
Product Development, 12-7-06



Premium Forwarding Service (PFS) Application

Instructions for completing this form are printed on the reverse of the last copy (card stock) of this form. Press firmly and legibly when completing this form; you are making 3 copies. Shaded items #18 - 21 may only be completed by Postal Service™ personnel.

PLEASE READ BEFORE YOU COMPLETE THIS FORM

The Terms and Conditions governing this service are printed on the reverse of Copy 2 - Customer. Please read the reverse of this form carefully. By affixing your signature in item #14 (below) you are indicating that you understand and agree to the terms of this service agreement.

Applications for this service can only be accepted and processed at the Post Office™, including any of its stations or branches, that serves your primary address.

1. Premium Forwarding Service requested for:

- Individual Entire Household

2. Customer Name (Last, first, MI)

3. Email Address (Optional)

4. Primary Local Address (Number, street, suite, apt., P.O. Box, etc.)

5. Temporary Address (Number, street, suite, apt., P.O. Box etc.)

4a. For Puerto Rico Only: If address is in PR, print Urbanization Name, if appropriate.

5a. For Puerto Rico Only: If address is in PR, print Urbanization Name, if appropriate.

6. City

7. State

8. ZIP+4®

9. City

10. State

11. ZIP+4

12. Primary Contact Telephone Number(s), including Area Code (Plus extension if appropriate)

13. Temporary Contact Telephone Number, including Area Code (Plus extension if appropriate)

14. Customer Signature

By signing this form, you acknowledge that you agree to the Terms and Conditions of the PFS program as printed on the reverse of Copy 2 - Customer.

Signature

Application Date

15. Start Date (MM/DD/YYYY)

16. End Date (MM/DD/YYYY)

17. Upon end of PFS, indicate when you want the Post Office to resume normal mail delivery. (Please read Instruction #17 on reverse of Copy #4 before completing this date.)

18. Last Shipment Date

(MM/DD/YYYY)

19. Receiving Post Office™ Name and Address (Please print or use address stamp)

20. Type of Photo ID (Please record type of ID — e.g., Driver's License, Passport — but do not record the number. Government-issued IDs only. Credit cards and IDs issued by private companies are not acceptable forms of photo ID.)

21. Postal Service Employee (Please initial, date, and verify that payment and enrollment fee are received.)

Total amount received for PFS: \$ _____
(Includes \$10.00 nonrefundable enrollment fee)

Initials

Date Received

22. Survey Question (optional)

Please take a moment to complete our survey below. While we appreciate you taking the time to respond to our brief questions, your response is optional.

As a future alternative to enrolling at the Post Office, would you prefer to enroll in the program using the following options?

Enroll using Internet Yes No

Enroll by telephone via a toll-free number Yes No

23. Privacy Notice:

The information you provide will be used to forward your mail to a new location. Collection is authorized by 39 U.S.C. 404. Filing this form is voluntary, but we cannot forward your mail without it. We do not disclose your information, except in the following limited circumstances: to government agencies or bodies as required to perform official duties; to mailers, only if they already possess your old address; in legal proceedings or for service of process; to law enforcement as needed for a criminal investigation; or to contractors who help fulfill the service. For more information on our privacy policies, see our privacy link on usps.com®.

Terms and Conditions

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

SERVICE DEFINITION

USPS® Premium Forwarding Service (PFS) is a personalized service for reshipping mail from a primary residential address (or P.O. box with certain restrictions) to a temporary address using a Priority Mail® shipment. Some mail pieces, such as those requiring a delivery scan or signature, Express Mail® and pieces required to be sent separately as "outsides" are rerouted piece by piece.

Service Rules for Retail Signup

1. PFS is available only to and from domestic addresses, not including APOs, FPOs and other destinations requiring a Customs Declaration, such as ZIP Code 969.
2. Generally a formal temporary or permanent Change of Address Order (PS Form 3575) cannot be active simultaneously with PFS.
3. This service reships mail for an entire household or for an individual addressee FROM a primary address. Business addresses and centralized delivery points are generally ineligible.
4. Customers can have all their mail delivered to a temporary address for a minimum of two weeks up to a maximum of one year. All mail is reshipped regardless of mailpiece endorsements.
5. Shipments are mailed once a week on Wednesday except for those pieces required to be shipped separately. PFS is not a guaranteed service; no refunds are allowed for delayed shipments.
6. The cost is \$10.00 to enroll (nonrefundable) and \$10.40 for each weekly shipment. Customers must pay for the entire period of service at the time of application. The customer may pay for the service with cash, check, credit card or debit card.
7. When applying, customers must provide two types of identification; one must contain a photo. Customers must provide evidence of residency at the primary address.
8. The **start date** is the first day the customer wants the Postal Service to hold the mail for reshipment. The **end date** is the last day the customer will accept mail delivered to the temporary address.
9. Mail requiring a scan, signature or additional postage at delivery will be rerouted separately (see Disposition of Mail Chart). Examples of such mail include Express Mail, mail bearing Delivery Confirmation™ or Return Receipt; Postage Due Mail and Numbered Insured Mail.
10. Some packages rerouted separately from the weekly shipment to the temporary address will arrive at the temporary address postage due at the appropriate rate of postage (see Disposition of Mail Chart):
 - a. **Express Mail®** – Express Mail articles are rerouted immediately to the temporary address and will not be included in the PFS package. No additional charges will apply (see Disposition of Mail Chart).
 - b. **Priority Mail®** – Priority Mail articles are NOT held for reshipment in the PFS package, unless doing so WOULD NOT delay its delivery to the temporary address. No additional charges will apply (see Disposition of Mail Chart).
 - c. **First-Class Mail® Packages** – First-Class Mail packages that do not fit in the weekly shipment, will be rerouted separately at no additional charge (see Disposition of Mail Chart).
 - d. **Standard Mail** - Standard Mail pieces will be included in the PFS package if they fit (after letters, flats or large envelopes, and magazines are inserted). Otherwise, they will be shipped postage due at the one-pound Parcel Post rate and the appropriate zone regardless of the initial postage rate (see Disposition of Mail Chart). The appropriate postage due fees will be collected at the point of delivery.
 - e. **Package Services Mail** - Parcel Post®, Bound Printed Matter, Media Mail®, and Library Mail pieces will NOT be included in the PFS package. They will be shipped postage due at the same mail class and postage rate under which it was originally sent (see Disposition of Mail Chart). The appropriate postage due fees will be collected at the point of delivery.

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

Service Modifications (Extend, Shorten or Cancel Service)

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



Premium Forwarding Service (PFS) Application

Instructions for completing this form are printed on the reverse of the last copy (card stock) of this form. Press firmly and legibly when completing this form; you are making 3 copies. Shaded items #18 - 21 may only be completed by Postal Service™ personnel.

PLEASE READ BEFORE YOU COMPLETE THIS FORM
 The Terms and Conditions governing this service are printed on the reverse of Copy 2 - Customer. Please read the reverse of this form carefully. By affixing your signature in item #14 (below) you are indicating that you understand and agree to the terms of this service agreement.
 Applications for this service can only be accepted and processed at the Post Office™, including any of its stations or branches, that serves your primary address.

1. Premium Forwarding Service requested for:

- Individual Entire Household

2. Customer Name (Last, first, MI)

3. Email Address (Optional)

4. Primary Local Address (Number, street, suite, apt., P.O. Box, etc.)

5. Temporary Address (Number, street, suite, apt., P.O. Box etc.)

4a. For Puerto Rico Only: If address is in PR, print Urbanization Name, if appropriate.

5a. For Puerto Rico Only: If address is in PR, print Urbanization Name, if appropriate.

6. City

7. State

8. ZIP+4®

9. City

10. State

11. ZIP+4

12. Primary Contact Telephone Number(s), including Area Code (Plus extension if appropriate)

13. Temporary Contact Telephone Number, including Area Code (Plus extension if appropriate)

14. Customer Signature

By signing this form, you acknowledge that you agree to the Terms and Conditions of the PFS program as printed on the reverse of Copy 2 - Customer.

Signature

Application Date

15. Start Date (MM/DD/YYYY)

16. End Date (MM/DD/YYYY)

17. Upon end of PFS, indicate when you want the Post Office to resume normal mail delivery. (Please read Instruction #17 on reverse of Copy #4 before completing this date.)

18. Last Shipment Date

(MM/DD/YYYY)

19. Receiving Post Office™ Name and Address (Please print or use address stamp)

20. Type of Photo ID (Please record type of ID — e.g., Driver's License, Passport — but do not record the number. Government-issued IDs only. Credit cards and IDs issued by private companies are not acceptable forms of photo ID.)

21. Postal Service Employee (Please initial, date, and verify that payment and enrollment fee are received.)

Total amount received for PFS: \$ _____
 (Includes \$10.00 nonrefundable enrollment fee)

Initials

Date Received

22. Survey Question (optional)

Please take a moment to complete our survey below. While we appreciate you taking the time to respond to our brief questions, your response is optional.

As a future alternative to enrolling at the Post Office, would you prefer to enroll in the program using the following options?

Enroll using Internet Yes No

Enroll by telephone via a toll-free number Yes No

23. Privacy Notice:

The information you provide will be used to forward your mail to a new location. Collection is authorized by 39 U.S.C. 404. Filing this form is voluntary, but we cannot forward your mail without it. We do not disclose your information, except in the following limited circumstances: to government agencies or bodies as required to perform official duties; to mailers, only if they already possess your old address; in legal proceedings or for service of process; to law enforcement as needed for a criminal investigation; or to contractors who help fulfill the service. For more information on our privacy policies, see our privacy link on usps.com®.

Terms and Conditions

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

SERVICE DEFINITION

USPS® Premium Forwarding Service (PFS) is a personalized service for reshipping mail from a primary residential address (or P.O. box with certain restrictions) to a temporary address using a Priority Mail® shipment. Some mail pieces, such as those requiring a delivery scan or signature, Express Mail® and pieces required to be sent separately as "outsides" are rerouted piece by piece.

Service Rules for Retail Signup

1. PFS is available only to and from domestic addresses, not including APOs, FPOs and other destinations requiring a Customs Declaration, such as ZIP Code 969.
2. Generally a formal temporary or permanent Change of Address Order (PS Form 3575) cannot be active simultaneously with PFS.
3. This service reships mail for an entire household or for an individual addressee FROM a primary address. Business addresses and centralized delivery points are generally ineligible.
4. Customers can have all their mail delivered to a temporary address for a minimum of two weeks up to a maximum of one year. All mail is reshipped regardless of mailpiece endorsements.
5. Shipments are mailed once a week on Wednesday except for those pieces required to be shipped separately. PFS is not a guaranteed service; no refunds are allowed for delayed shipments.
6. The cost is \$10.00 to enroll (nonrefundable) and \$10.40 for each weekly shipment. Customers must pay for the entire period of service at the time of application. The customer may pay for the service with cash, check, credit card or debit card.
7. When applying, customers must provide two types of identification; one must contain a photo. Customers must provide evidence of residency at the primary address.
8. The **start date** is the first day the customer wants the Postal Service to hold the mail for reshipment. The **end date** is the last day the customer will accept mail delivered to the temporary address.
9. Mail requiring a scan, signature or additional postage at delivery will be rerouted separately (see Disposition of Mail Chart). Examples of such mail include Express Mail, mail bearing Delivery Confirmation™ or Return Receipt; Postage Due Mail and Numbered Insured Mail.
10. Some packages rerouted separately from the weekly shipment to the temporary address will arrive at the temporary address postage due at the appropriate rate of postage (see Disposition of Mail Chart):
 - a. **Express Mail®** – Express Mail articles are rerouted immediately to the temporary address and will not be included in the PFS package. No additional charges will apply (see Disposition of Mail Chart).
 - b. **Priority Mail®** – Priority Mail articles are NOT held for reshipment in the PFS package, unless doing so WOULD NOT delay its delivery to the temporary address. No additional charges will apply (see Disposition of Mail Chart).
 - c. **First-Class Mail® Packages** – First-Class Mail packages that do not fit in the weekly shipment, will be rerouted separately at no additional charge (see Disposition of Mail Chart).
 - d. **Standard Mail** - Standard Mail pieces will be included in the PFS package if they fit (after letters, flats or large envelopes, and magazines are inserted). Otherwise, they will be shipped postage due at the one-pound Parcel Post rate and the appropriate zone regardless of the initial postage rate (see Disposition of Mail Chart). The appropriate postage due fees will be collected at the point of delivery.
 - e. **Package Services Mail** - Parcel Post®, Bound Printed Matter, Media Mail®, and Library Mail pieces will NOT be included in the PFS package. They will be shipped postage due at the same mail class and postage rate under which it was originally sent (see Disposition of Mail Chart). The appropriate postage due fees will be collected at the point of delivery.

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

Service Modifications (Extend, Shorten or Cancel Service)

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



Premium Forwarding Service (PFS) Application

Instructions for completing this form are printed on the reverse of the last copy (card stock) of this form. Press firmly and legibly when completing this form; you are making 3 copies. Shaded items #18 - 21 may only be completed by Postal Service™ personnel.

PLEASE READ BEFORE YOU COMPLETE THIS FORM
 The Terms and Conditions governing this service are printed on the reverse of Copy 2 - Customer. Please read the reverse of this form carefully. By affixing your signature in item #14 (below) you are indicating that you understand and agree to the terms of this service agreement.
 Applications for this service can only be accepted and processed at the Post Office™, including any of its stations or branches, that serves your primary address.

1. Premium Forwarding Service requested for:

- Individual Entire Household

2. Customer Name (Last, first, MI)

3. Email Address (Optional)

4. Primary Local Address (Number, street, suite, apt., P.O. Box, etc.)

5. Temporary Address (Number, street, suite, apt., P.O. Box etc.)

4a. For Puerto Rico Only: If address is in PR, print Urbanization Name, if appropriate.

5a. For Puerto Rico Only: If address is in PR, print Urbanization Name, if appropriate.

6. City

7. State

8. ZIP+4®

9. City

10. State

11. ZIP+4

12. Primary Contact Telephone Number(s), including Area Code (Plus extension if appropriate)

13. Temporary Contact Telephone Number, including Area Code (Plus extension if appropriate)

14. Customer Signature

By signing this form, you acknowledge that you agree to the Terms and Conditions of the PFS program as printed on the reverse of Copy 2 - Customer.

Signature

Application Date

15. Start Date (MM/DD/YYYY)

16. End Date (MM/DD/YYYY)

17. Upon end of PFS, indicate when you want the Post Office to resume normal mail delivery. (Please read Instruction #17 on reverse of Copy #4 before completing this date.)

18. Last Shipment Date

(MM/DD/YYYY)

19. Receiving Post Office™ Name and Address (Please print or use address stamp)

20. Type of Photo ID (Please record type of ID — e.g., Driver's License, Passport — but do not record the number. Government-issued IDs only. Credit cards and IDs issued by private companies are not acceptable forms of photo ID.)

21. Postal Service Employee (Please initial, date, and verify that payment and enrollment fee are received.)

Total amount received for PFS: \$ _____
 (Includes \$10.00 nonrefundable enrollment fee)

Initials

Date Received

22. Survey Question (optional)

Please take a moment to complete our survey below. While we appreciate you taking the time to respond to our brief questions, your response is optional.

As a future alternative to enrolling at the Post Office, would you prefer to enroll in the program using the following options?

Enroll using Internet Yes No

Enroll by telephone via a toll-free number Yes No

23. Privacy Notice:

The information you provide will be used to forward your mail to a new location. Collection is authorized by 39 U.S.C. 404. Filing this form is voluntary, but we cannot forward your mail without it. We do not disclose your information, except in the following limited circumstances: to government agencies or bodies as required to perform official duties; to mailers, only if they already possess your old address; in legal proceedings or for service of process; to law enforcement as needed for a criminal investigation; or to contractors who help fulfill the service. For more information on our privacy policies, see our privacy link on usps.com®.

Employees

REVISIONS TO ASM AND ELM

Environmental Management

Effective immediately, *Administrative Support Manual* (ASM) subchapter 55, Environmental Management, is deleted. *Employee and Labor Relations Manual* (ELM) Chapter 8 is revised to include subchapter 890, Environmental Management, to more closely align Postal Service environmental policies with safety and health policies.

Administrative Support Manual (ASM)

* * * * *

5 Facilities and Equipment

* * * * *

[Delete the following subchapter:]

55 Environmental Management

* * * * *

Employee and Labor Relations Manual (ELM)

* * * * *

[Change the title of Chapter 8 to read as follows:]

8 Safety, Health, and Environment

* * * * *

[Add new subchapter, as follows:]

890 Environmental Management

891 Policy

The Postal Service complies with all applicable federal, state, and local environmental laws and regulations and proactively seeks to develop innovative and cost-effective solutions to provide its customers, employees, suppliers, and communities with a safe and healthy environment through the implementation of a management system.

892 Scope

These policies apply to all Postal Service facilities, managers and employees, programs, projects, operations, products, and services.

893 Regulations and Authority

893.1 General

The Postal Service is subject to numerous federal, state, and local environmental laws and regulations. Certain

Executive Orders and Environmental Protection Agency policies are recognized by the Postal Service as guidance.

893.2 Federal Laws and Regulations

Federal environmental laws are codified in Title 40 of the *Code of Federal Regulations*. The following federal laws apply to the Postal Service:

- a. National Environmental Policy Act (NEPA).
- b. Toxic Substances Control Act (TSCA).
- c. Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA).
- d. Resource Conservation and Recovery Act (RCRA).
- e. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA, also known as Superfund).
- f. Clean Air Act (CAA).
- g. Clean Water Act (CWA).
- h. Safe Drinking Water Act (SDWA).
- i. Energy Policy Act of 2005.

893.3 State and Local Laws and Regulations

Provisions of certain federal laws may be delegated to the states for compliance, monitoring, and enforcement. In many instances, the regulations so delegated present complex compliance requirements that vary by locality. To add to the complexity, states, cities, municipalities, and counties may enact their own environmental laws and regulations.

894 Environmental Management Program

894.1 Description

The Postal Service environmental management program establishes the strategic direction for, administers, and evaluates the programs and activities needed to ensure that federal, state, and local environmental considerations are integrated into all Postal Service operations.

894.2 Program Evaluation

The Postal Service conducts periodic evaluations of environmental management programs at all levels of the organization to review the effectiveness of its national environmental policies and programs based on established metrics. The Postal Service provides a management system for continual improvement that includes systems to

manage information, allocate resources, and identify emerging Postal Service and regulatory issues.

894.3 Compliance Review

The Postal Service conducts periodic reviews of its activities and operations to ensure compliance with applicable Postal Service requirements and federal, state, and local environmental laws and regulations.

894.4 Communication and Outreach

The Postal Service communicates to employees and customers its environmental policies and commitment to implementing environmentally responsible business initiatives and seeks opportunities to partner with public and private organizations to further its environmental objectives.

895 Responsibilities

895.1 Headquarters

895.11 Vice President, Employee Resource Management

The vice president, Employee Resource Management (ERM), Human Resources (HR), performs the following environmental program management functions:

- a. Serves as the Chief Environmental Officer for the Postal Service.
- b. Communicates environmental policies and allocates resources.
- c. Serves as chief liaison with the Environmental Protection Agency (EPA).

895.12 Director, Safety and Environmental Performance Management

The director, Safety and Environmental Performance Management (SEPM), ERM, HR, performs the following environmental program management functions:

- a. Establishes the strategic direction for the environmental program.
- b. Develops overall policies for environmental management.
- c. Interacts with Headquarters stakeholders to ensure program and activity support.

895.13 Manager, Environmental Policy and Programs

The manager, Environmental Policy and Programs, SEPM, ERM, HR, performs the following environmental program management functions:

- a. Coordinates with Finance to plan and budget for the development, implementation, and assessment of national environmental policies and programs.
- b. Develops and supports the Postal Service's environmental policies and programs.

- c. Conducts periodic environmental program reviews to ensure alignment with organizational objectives and management systems.
- d. Establishes national environmental performance objectives with measurable targets.
- e. Develops the requirements and infrastructure to support an environmental review program that evaluates facility activities and operations for compliance with federal, state, and local environmental laws and regulations.
- f. Coordinates a national environmental training program based on regulatory and operational requirements.
- g. Identifies area managers of Environmental Programs and environmental specialists with subject matter expertise to participate on ad hoc teams set up to support emerging environmental issues.
- h. Tracks EPA regulatory developments and comments on proposed regulations.
- i. Coordinates with other federal agencies, trade associations, and other professional stakeholders on matters of environmental management.
- j. Provides environmental assistance during the prevention, preparedness, response, and recovery phases of emergencies.

895.14 Vice President, Facilities

The vice president, Facilities, performs the following environmental program management functions:

- a. Ensures that environmental policies are incorporated into all aspects of facility management, including real estate transactions and design, construction, alteration, repair, and excessing activities.
- b. Directs all Facilities Services Offices to follow Postal Service environmental policies and all applicable federal, state, and local regulations when managing projects.

895.15 Facilities Services Offices

When managing projects, the Facilities Services Offices (FSOs) perform the following environmental program management functions:

- a. Maintain the reports and records required by environmental regulations.
- b. Ensure that such reports and records are distributed to the appropriate installation heads and that copies are retained in FSO project records.

895.16 Other Headquarters Functions

All Headquarters functions (especially Engineering, Delivery and Retail, Operations, Information Technology, Emergency Preparedness, Product Development, and Supply Management) must ensure that environmental policies are incorporated into policies, programs, and projects under their control.

895.2 Area Offices**895.21 Vice Presidents, Area Operations**

The vice presidents for Area Operations perform the following environmental program management functions:

- a. Ensure adequate funding and resources to support area activities that directly align with national environmental policies and programs.
- b. Support the efforts of the area managers of Operations Support, the managers of Environmental Programs, and the district managers and installation heads to ensure that facilities are in compliance with environmental laws and regulations.
- c. Provide the support and resources necessary to implement environmental reviews of facility activities and operations and to see any corrective actions needed to successful completion.

895.22 Area Managers, Operations Support

The area managers of Operations Support coordinate with the area managers of Environmental Programs to:

- a. Identify resource requirements to support area activities that directly align with national environmental policies and programs and facilitate compliance with environmental laws and regulations.
- b. Provide the support and resources necessary to implement environmental reviews of facility activities and operations and to see any corrective actions needed to successful completion.

895.23 Area Managers, Environmental Programs

The area managers of Environmental Programs:

- a. Consult with the manager, Operations Support, to document resource requirements for development, implementation, and assessment of area environmental programs that directly support national environmental policies and programs.
- b. Coordinate with the area managers of Operations Support and manager of Environmental Policy and Programs to:
 1. Develop and implement area activities that directly support national environmental policies and programs and facilitate compliance with environmental laws and regulations.

2. Plan and develop resource requirements to account for area activities that directly align with national environmental policies and programs.
3. Implement area environmental performance objectives that directly align with national environmental program objectives and ensure compliance with state and local national environmental laws and regulations.
4. Deploy and implement periodic environmental reviews of facility activities and operations to evaluate compliance with federal, state, and local environmental laws and regulations.
5. Assess the risks and liabilities associated with federal, state, and local environmental laws and regulations, evaluate operational activities against these laws and regulations, and convey this information to district managers and installation heads.
6. Document unique area training needs based on state and local environmental laws and regulations and advise national environmental training program administrators about these requirements.
7. Assign geographic areas of responsibility to each environmental specialist to ensure adequate support to district managers and installation heads.
8. Provide technical expertise and participate on ad hoc teams set up to support emerging environmental issues.
9. Track state and local regulatory developments and comment on proposed regulations.
10. Provide environmental assistance during the prevention, preparedness, response, and recovery phases of emergencies.

895.24 Environmental Specialists

Environmental specialists:

- a. Implement area activities that directly align with national environmental policies and programs and support district managers and installation heads in complying with federal, state, and local environmental laws and regulations.
- b. Support managers of Environmental Programs with development of area environmental performance objectives and state and local environmental laws and regulations.
- c. Provide support to district managers, installation heads, middle level managers and supervisors, and employees by responding to inquiries regarding

procedures and training mandated by federal, state, and local environmental laws and regulations.

- d. Conduct periodic environmental reviews of activities and operations to evaluate compliance with federal, state, and local environmental laws and regulations and recommend corrective actions, if necessary.
- e. Provide technical expertise and participate on ad hoc teams set up to support environmental issues.
- f. Provide environmental assistance during the prevention, preparedness, response, and recovery phases of emergencies.

895.3 Performance Clusters

895.31 District Managers

District managers:

- a. Consult with managers of Environmental Programs and environmental specialists to plan and budget for potential environmental tasks and projects necessary to comply with federal, state, and local environmental laws and regulations. Budgeted items must include (but are not limited to) the following:
 1. Initiation and renewal of environmental permits and plans.
 2. Storage tank management, including removal, replacement, conversion, repair, cleanup, and testing.
 3. Remediation and abatement activities.
 4. Waste disposal and recycling services.
 5. Vehicle washing costs.
 6. Sewer maintenance.
 7. Environmental surveys.
 8. Building alterations to comply with environmental policy and regulations.
- b. Provide the support and resources necessary for facilities under their jurisdiction to comply with federal, state, and local environmental laws and regulations.
- c. Ensure the timely completion of environmental corrective actions within their management control.
- d. Ensure that installation heads retain environmental records required by Postal Service policy and federal, state, and local environmental laws and regulations.
- e. Provide the support and resources necessary for facilities under their jurisdiction to implement environmental programs.

895.32 Installation Heads

Installation heads:

- a. Consult with managers of Environmental Programs and environmental specialists to plan and budget for potential environmental tasks and projects necessary to comply with federal, state, and local environmental laws and regulations. Budgeted items must include (but are not limited to) the following:
 1. Initiation and renewal of environmental permits and plans.
 2. Storage tank management, including removal, replacement, conversion, repair, cleanup, and testing.
 3. Remediation and abatement activities.
 4. Waste disposal and recycling services.
 5. Vehicle washing costs.
 6. Sewer maintenance.
 7. Environmental surveys.
 8. Building alterations to comply with environmental policy and regulations.
- b. Ensure their facility's compliance with federal, state, and local environmental laws and regulations.
- c. Ensure that facility personnel are properly trained, as applicable, and that such training is documented.
- d. Ensure that *only* trained personnel manage tasks that trigger Postal Service policy and federal, state, and local environmental laws and regulations.
- e. Maintain complete and up-to-date records pursuant to Postal Service policy and federal, state, and local environmental laws and regulations. Such records include operating permits, asbestos surveys, hazardous waste manifests, training certifications, and records of inspections.
- f. Perform related tasks necessary to comply with applicable federal, state, and local environmental laws and regulations.

895.33 Middle-Level Managers and Supervisors

Middle-level managers and supervisors ensure compliance with Postal Service policy and applicable environmental laws and regulations within their respective areas of responsibility.

895.4 All Employees

All employees must follow Postal Service policy and applicable federal, state, and local environmental laws and regulations in the conduct of their duties for the Postal Service.

* * * * *

We will incorporate these revisions into the next printed version of the ASM and the ELM and also into the online updates, 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>.

These manuals are 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*.

— *Safety and Environmental Performance Management, Employee Resource Management, 12-7-06*

ELM REVISION

Work Clothes and Uniforms

Effective December 7, 2006, the *Employee and Labor Relations Manual* (ELM), 933.21, is revised to add the knit polo shirt to the Type 2 uniforms. Type 2 uniforms are worn by employees assigned to Retail Operations.

Employee and Labor Relations Manual (ELM)

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9 Labor Relations

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930 Work Clothes and Uniforms

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933 Authorized Uniform Items and Combinations

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933.2 Type 2 Uniforms

933.21 Type 2 Items

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[Revise the table by adding the entry for Knit shirt after the entry for Shirt under “Items for Men” and after the entry for Blouse under “Items for Women,” to read as follows:]

Items for Men	
Shirt	* * * * *
Knit shirt	Long or short sleeve light blue knit with dark blue interlock stitches. Dark blue ribbed collar and sleeve edge. Direct embroidered horizontal corporate emblem. Reinforced name badge eyelets on right side.
	* * * * *

Items for Women	
Blouse	* * * * *
Knit shirt	Long or short sleeve light blue knit with dark blue interlock stitches. Dark blue ribbed collar and sleeve edge. Direct embroidered horizontal corporate emblem. Reinforced name badge eyelets on right side.
	* * * * *

* * * * *

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

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

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

It is also available on the Postal Service Internet:

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

— *Labor Relations Systems, Labor Relations, 12-7-06*

CORRECTION

Publication 167-B Ordering Information

In the article “New Publications: New Emergency Preparedness Publications Now Available,” in *Postal Bulletin* 22194 (11-23-06, page 13), the PSN (postal stock number) for Publication 167-B is incorrect.

The corrected information is given here in bold.

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

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

— *Emergency Preparedness Integration,
Emergency Preparedness, 12-7-06*

THRIFT SAVINGS PLAN

2007 Catch-Up Contributions for Participants Age 50 and Older**New Dates and Contribution Limits**

If you are a Thrift Savings Plan (TSP) participant age 50 or older, you may be eligible to participate in the Catch-Up Contributions for the TSP. Note the new dates and contribution limits that follow:

- These contributions supplement your regular TSP employee contributions; that is, they do not count against the Internal Revenue Service (IRS) annual limit on elective deferrals (\$15,500 in 2007), but they do have their own annual Catch-Up limit, which is \$5,000 in 2007.
- There are no Postal Service™ matching contributions associated with TSP Catch-Up Contributions.
- Your initial election for 2007 can be *effective* no earlier than the first pay period (PP) in the 2007 calendar year (PP 01-07), which begins December 23, 2006.
- For your initial elections to be effective during that first pay period, you should make your election using *PostalEASE* between Wednesday, December 20, 2006, at 12:01 P.M. CT and Wednesday, January 3, 2007, at 11:59 A.M. CT.
- After December 23, 2006, you will be able to elect Catch-Up Contributions at any time. Once you do, you can change the amount or stop at any time, using *PostalEASE*, without affecting your regular contributions.

Eligibility for Catch-Up Contributions

To elect Catch-Up Contributions, you must:

- Be age 50 or older, or turn 50 in the calendar year the election is submitted and processed.

- Be able to self-certify that by the end of the calendar year you will have contributed the IRS annual deferral limit, \$15,500 — through regular contributions to TSP and/or to other plans subject to the elective deferral limit.
- Be in a pay status. Contributions are made from basic pay through payroll deductions only.
- Not be in the 6-month noncontribution period following the receipt of a financial hardship in-service withdrawal.

Note: There is no “look-back” provision to see what you could have contributed but did not. If you are eligible to participate, you simply have the right to contribute the additional funds up to the annual Catch-Up Contribution limit. If you have been performing active duty military service, however, you may be eligible to make missed Catch-Up Contributions under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

How to Enroll in TSP 50+ Catch-Up Contributions for Calendar Year 2007

To prepare to start TSP 50+ Catch-Up Contributions, before accessing *PostalEASE*, read the instructions in the TSP Catch-Up Contributions material sent to your address of record and then complete the enclosed worksheet. If you did not receive the mailing, call the Employee Service Line toll-free at **877-477-3273** to reach the Human Resources Shared Service Center (HRSSC).

You may access *PostalEASE* on the Employee Web on the Internet at <https://liteblue.usps.gov>, on the **Postal Service Intranet Blue**, or at an **employee self-service**

kiosk. Using one of these may be easier than using the telephone. Just follow the instructions. Otherwise, call the Employee Service Line toll-free line at **877-477-3273** to reach *PostalEASE*.

You must have available your Employee ID (found at the top of your earnings statement) and your USPS personal identification number (PIN). Instructions for obtaining your USPS PIN are on the worksheet.

Catch-Up Contributions will be invested in your account based on the most current contribution allocation on file with TSP. Your contribution allocations must be made with the TSP using the TSP Web site, ThriftLine, or Form TSP-50, *Investment Allocation*.

Other Information

Making elections after PP 01 — You may make more than one election in any given calendar year (so long as you do not exceed the annual Catch-Up Contributions limit). You must complete your election using *PostalEASE* by 11:59 A.M. CT the second Wednesday (day 12) of each pay period in order for the election to be effective in that pay period.

Keeping within your tax deferral limit — The annual amount of your Catch-Up Contributions is combined with your regular tax-deferred contributions and shown in the deferral block of IRS Form W-2. If the amount shown ex-

ceeds the IRS limit for regular contributions, the IRS will check your date of birth with the Social Security Administration and assume any amount over the limit is attributable to the Catch-Up Contributions. If you see that you will exceed the Catch-Up Contributions limit (usually by contributing to more than one plan), you may contact the TSP and request a refund of the excess Catch-Up Contributions.

Terminating Catch-Up Contributions after withdrawals — If you receive a financial hardship in-service withdrawal, your Catch-Up Contributions must stop along with any regular employee contributions for a period of 6 months.

Making elections next year — Your Catch-Up Contribution election terminates automatically with the last pay date of the calendar year to which it applies unless you have previously terminated the election or you have reached the annual Catch-Up Contribution limit. You will need to make a new election for each calendar year in which you wish to make Catch-Up Contributions.

Questions — If you have questions about TSP or *PostalEASE*, contact the HRSSC for assistance.

— *Compensation,
Human Resources, 12-7-06*

THRIFT SAVINGS PLAN

2007 Employee Information for Career Employees

New Dates and Contribution Limits

As there is no longer a Thrift Savings Plan (TSP) Open Season, you may elect to contribute to TSP or change the amount of your total contributions at any time. New dates and contribution limits are as follows:

You may elect to make contributions up to \$15,500 — the Internal Revenue Service (IRS) annual limit on elective deferrals — during the 2007 calendar year. Your contributions each pay period must not exceed 90 percent of your basic pay.

- If you are covered by the Federal Employees Retirement System (FERS), you will receive Postal Service™ matching contributions. Newly hired

employees must first complete a required waiting period, as follows:

If you are appointed...	Agency contributions begin the first full pay period in...
June 2006 – November 2006	June 2007
December 2006 – May 2007	December 2007
June 2007 – November 2007	June 2008
December 2007 – May 2008	December 2008

- Your elections for 2007 can be *effective* no earlier than the first pay period in the 2007 calendar year (PP 01-2007), which begins December 23, 2006.
- For your elections to be effective during that first pay period, you should make your election using *PostalEASE* between Wednesday, December 20, 2006, at 12:01 P.M. CT and Wednesday, January 3, 2007, at 11:59 A.M. CT.

Why Enroll in TSP

As an employee covered by FERS, you have three parts to your retirement program. Two parts, the FERS Basic Annuity and Social Security, offer future benefits that are funded automatically with deductions from your paychecks and with Postal Service contributions.

TSP, the third part of your retirement program, is not automatic. The decisions you make over time will directly affect the future value of your TSP account. Today is the time to review the booklet *Summary of the Thrift Savings Plan*, which is available from the Human Resources Shared Service Center (HRSSC) or at www.tsp.gov. It can help you make informed choices about how to use TSP to meet your immediate and long-term financial objectives. You do not want to realize years from now that you missed getting (1) substantial tax benefits, (2) interest earnings, and (3) Postal Service matching contributions to your account.

As a FERS employee, **you can double your money** by participating in TSP. How? Sign up to contribute 5 percent of your basic pay to TSP each pay period. After the required waiting period for newly hired employees, you will receive a 4 percent matching contribution and a 1 percent automatic contribution from the Postal Service. If you're contributing 5 percent of your basic pay, 10 percent will go into your TSP account — double your money. If you're making a contribution above 5 percent, 5 percent of your basic pay will be added to the total contribution going into your TSP account each pay period.

If you're a newly hired employee in the waiting period for Postal Service contributions, go ahead — sign up today while you're thinking about it. TSP is still a good deal while you're waiting.

Why?

You receive **tax-deferral** on TSP contributions and the interest earned in TSP. You get a tax break right now on what you contribute, since you don't pay income tax now on your TSP contributions. For example, if you're in the 25 percent federal tax bracket and you make a \$100 TSP contribution, **your paycheck won't go down by \$100 — it will go down by \$75.** (You also receive tax deferral on most state income tax, too.) You don't pay taxes now on the interest that your TSP account earns, either. That's because you don't pay taxes on your TSP contributions or on

interest you earn until you withdraw your money from TSP, usually after you separate or retire.

For FERS employees, if you're not contributing at least 5 percent to TSP, you are losing valuable matching agency money that could be a very substantial amount when it's time to retire. The sooner you contribute and the more you contribute, the more compounding will work for you.

Note: If you have never worked for the Postal Service or the federal government before, then you are a FERS employee. If you do have prior federal or Postal Service employment, and it has been determined that you are covered by the Civil Service Retirement System (CSRS) or CSRS Offset, then you won't receive automatic and matching Postal Service TSP contributions. You will still have the advantages of tax deferral and compounding described above. When you call *PostalEASE*, the system will automatically provide instructions for you based on your retirement system of record. If you have any questions about your retirement system coverage, please contact the HRSSC.

Enrolling in TSP or Changing Your Contributions for Calendar Year 2007

To prepare to contribute to TSP, before accessing *PostalEASE*, read the instructions in the TSP materials sent to your address of record and then complete the enclosed worksheet. If you did not receive the mailing, call the Employee Service Line toll-free at **877-477-3273** to reach the HRSSC.

You may access *PostalEASE* on the Employee Web on the Internet at <https://liteblue.usps.gov>, on the **Postal Service Intranet Blue**, or at an **employee self-service kiosk**. Using one of these may be easier than using the telephone. Just follow the instructions. Otherwise, call the Employee Service Line toll-free at **877-477-3273** to reach *PostalEASE*.

You need your **USPS PIN**. If you do not know it, call the Employee Service Line toll-free at **877-477-3273** to reach *PostalEASE*, enter the Employee ID (found on your earnings statement), and when prompted to enter your PIN, pause and then press 2. Your PIN will be mailed to your address of record.

If you are enrolling in TSP for the first time, you will not be able to make a choice about which TSP funds to invest in. Your first TSP contributions will automatically go into the Government Securities Investment (G) Fund.

Contacting TSP to Make a Fund Investment Election

Once TSP has received your first contribution and sent your TSP PIN number, you will be able to **contact TSP**

directly, at any time, to allocate your payroll contributions into any of the TSP investment funds or to make interfund transfers. You may choose from five individual investment funds — the C Fund (S&P 500 stocks), S Fund (small cap stocks), I Fund (international stocks), F Fund (bonds), G Fund (securities) — and/or the L Funds (an investment mix of several funds). If you enroll and do not make a fund investment choice, your TSP contributions will continue to be invested in the G Fund.

The TSP PIN is not the same as the USPS PIN you use for *PostalEASE*. If you do not know your TSP PIN, you can go to the TSP Web site at www.tsp.gov and select Account Access, or you can call the TSP ThriftLine or TSP Service Office toll-free at 877-968-3778 and follow the instructions.

To make your investment choices or interfund transfers, use your TSP PIN at the TSP Web site, www.tsp.gov, or call the ThriftLine toll-free at **877-968-3778**. If you are deaf or hard of hearing, you may make TDD calls toll-free to **877-847-4385**. If you simply cannot use the Web site or the telephone, you can obtain, complete, and mail Form TSP-50, *Investment Allocation*, to the TSP Service Office, P.O. Box 385021, Birmingham, AL 35238. TSP-50 forms are available from the HRSSC, but *not* from the TSP Web site. HRSSC *cannot accept* and *cannot process* your completed TSP-50 — you must mail it to TSP. If you use TSP-50, your investment choices won't take effect as quickly as they would if you used the TSP Web site or ThriftLine. Do not mail Form TSP-50 before you receive your TSP PIN — that's your sign that TSP has set up your TSP account.

Other Information

Enrolling or changing your contribution level after PP 01 — For an election to be effective any given pay period after PP 01, you must complete your election by 11:59 A.M. CT on the second Wednesday of that pay period.

Maximizing agency matching contributions — FERS employees may lose agency matching contributions if they

reach the maximum IRS limit before the last pay period in the calendar year. To evenly distribute your TSP contribution election over all the available pay periods, divide the IRS limit (\$15,500) by the available pay periods (26). This equals \$597 per pay period (after rounding up to the nearest whole dollar).

Viewing your participant statements — You may view your statements online at www.tsp.gov. The TSP Service Office mails quarterly statements to participants who have elected to receive paper copies.

Withdrawing money — You cannot withdraw money from your TSP account until you separate or retire from Postal Service or federal employment (unless you meet certain financial hardship guidelines or are at least age 59½). Money you withdraw before normal retirement age may be subject to the early withdrawal penalty tax and income tax.

Being vested — If you should separate with fewer than 3 years of TSP creditable service, you will not be vested in (be able to keep) the 1 percent automatic Postal Service contributions and the interest earned from them. However, you are always vested in your own contributions, matching Postal Service contributions, and the interest earned from these amounts.

Borrowing against your TSP fund — Make sure to read about the TSP loan program before considering this option. While the main purpose of being enrolled in TSP is to help you save for retirement, you may borrow from your account to buy a home or for other reasons if qualified.

Questions — If you have questions about TSP or *PostalEASE*, call the Employee Service Line toll-free at 877-477-3273 to reach the HRSSC and ask for help.

— Compensation,
Human Resources 12-7-06

(Section continued on page 57.)

Fraud Alert

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.

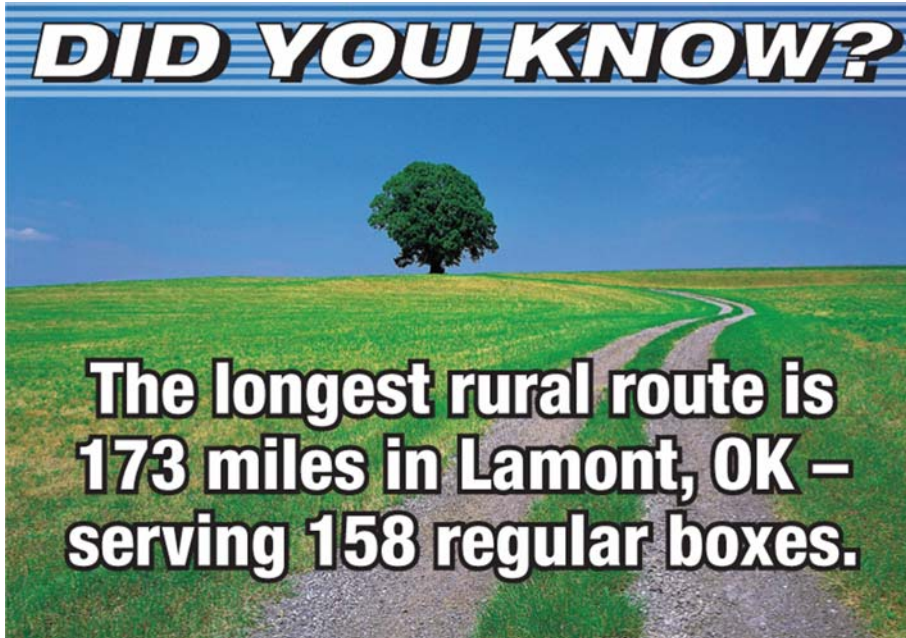
Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

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— Product Information Requirements, Product Development, 12-7-06



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

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

010 504 1932 to	1999	041 803 6565 to	6599	084 478 3920 to	3999	387 837 6300 to	6399
011 582 1889 to	1899	043 205 5922 to	5999	086 000 8271 to	8299	388 828 0656 to	0699
011 588 2900 to	3099	044 087 3457 to	3499	086 798 3840 to	3849	389 696 2400 to	2799
012 579 5675 to	5699	044 087 4000 to	4099	088 404 4472 to	4499	389 846 3104 to	3135
013 289 6176 to	6199	045 524 4121 to	4298	088 404 5584 to	5699	389 846 3145 to	3195
013 610 0014 to	0099	046 800 9870 to	9899	089 358 2248 to	2257	389 887 9211 to	9230
014 932 1000 to	1099	047 352 4000 to	4099	089 876 7317 to	7399	389 887 9234 to	9299
014 972 0800 to	0899	048 383 7650 to	7659	093 055 2306 to	2315	390 001 3182 to	3199
015 363 0065 to	0099	048 396 3647 to	3699	093 106 9346 to	9355	390 001 3500 to	3699
017 028 3200 to	3299	051 142 0755 to	0799	093 684 3630 to	3699	390 545 5974 to	5999
018 569 5333 to	5399	051 774 8857 to	8899	094 081 5074 to	5099	391 104 6146 to	6199
018 986 5264 to	5299	051 781 2875 to	2885	094 580 7062 to	7099	391 574 1466 to	1499
019 518 2814 to	2899	051 977 7010 to	7023	094 639 4200 to	4299	391 783 3020 to	3599
020 698 5159 to	5199	052 058 7115 to	7199	095 354 6864 to	6899	391 792 6100 to	6199
020 844 7307 to	7399	057 670 0563 to	0599	100 160 3800 to	3899	392 668 2956 to	2999
020 972 8948 to	8999	058 187 3836 to	3899	210 221 0548 to	0599	392 854 8500 to	8899
022 021 9110 to	9181	058 591 1153 to	1299	227 275 9400 to	9999	393 584 7566 to	7699
022 037 1411 to	1499	058 895 3746 to	3799	273 070 8059 to	8099	393 650 0074 to	0099
022 527 9201 to	9210	059 986 0814 to	0899	273 775 7700 to	7899	393 838 8316 to	8499
023 637 7169 to	7199	060 406 7650 to	7699	302 000 0000 to	9999	393 893 6007 to	6099
024 380 4100 to	4199	063 491 8122 to	8199	349 746 2056 to	2099	394 126 6907 to	6999
024 496 6870 to	6896	063 916 9968 to	9999	350 518 7350 to	7374	394 189 0405 to	0599
025 092 0987 to	0999	064 091 4500 to	4599	360 011 1690 to	1699	394 822 3243 to	3278
025 369 5535 to	5599	065 255 7909 to	7999	360 168 6008 to	6099	394 990 1810 to	1899
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
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027 369 4482 to	4495	066 845 7500 to	9999	374 768 2600 to	2699	397 622 4054 to	4099
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029 510 1500 to	1599	071 179 9800 to	9899	378 351 1063 to	1099	399 296 9910 to	9999
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411 868 1023 to	1199	430 664 4070 to	4099	454 922 4867 to	4895	471 918 0300 to	0999
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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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417 302 8104 to	8199	435 303 1986 to	1999	458 028 9810 to	9899	475 134 9362 to	9399
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417 496 6800 to	6999	436 082 6400 to	6899	458 069 9537 to	9599	475 319 3415 to	3499
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419 543 0286 to	0299	441 199 1655 to	1699	459 378 5764 to	5799	476 331 2480 to	2499
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420 277 0015 to	0049	443 127 4000 to	4099	460 349 6878 to	6899	477 681 5206 to	5299
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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
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479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
480 526 2000 to	2099	498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499
480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
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649 647 9100 to	9299	671 926 5600 to	5799	693 249 0877 to	1699	740 535 1555 to	1580
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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	910 219 8631 to	8699	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
850 546 1862 to	1899	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	870 054 4814 to	4899	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	900 556 4178 to	4199	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	930 219 1722 to	1799
857 279 3450 to	3499	901 058 5255 to	5280	914 529 6185 to	6299	930 335 7810 to	7819
857 843 4000 to	4099	901 273 1082 to	1099	914 896 4658 to	4699	931 156 1502 to	1579
858 124 7644 to	7699	901 287 5143 to	5199	915 187 8774 to	8779	931 156 1600 to	1625
858 756 3111 to	3299	901 291 2789 to	2799	915 300 2783 to	2799	931 156 1671 to	1699
859 063 8200 to	8699	901 525 7122 to	7199	915 546 6822 to	6999		
859 190 0600 to	0644	902 089 1253 to	1299	915 671 3963 to	3980		
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		
860 240 8520 to	8599	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	920 155 4662 to	4687		

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

719 869 731 to 9 760	728 953 141 to 3 410	735 635 010 to 5 040	742 921 891 to 1 980
720 227 871 to 7 930	728 954 280 to 4 310	735 783 961 to 3 990	742 983 631 to 3 810
720 227 949 to 7 960	729 169 081 to 9 140	735 803 401 to 3 430	743 020 021 to 0 170
720 368 543 to 8 570	729 363 841 to 3 870	736 005 420 to 5 440	743 206 491 to 6 500
720 392 151 to 2 570	729 682 891 to 3 190	736 366 021 to 6 110	743 235 992 to 6 050
720 556 491 to 6 640	729 838 940 to 9 070	736 624 456 to 4 500	743 940 631 to 0 900
720 558 621 to 8 650	729 839 101 to 9 130	736 670 851 to 1 060	743 978 011 to 8 070
720 575 361 to 5 570	730 077 683 to 7 840	736 767 061 to 7 090	744 234 751 to 4 780
720 590 152 to 0 179	730 109 847 to 9 880	736 767 093 to 7 120	744 499 591 to 9 680
721 638 331 to 9 170	730 373 761 to 3 850	736 982 191 to 2 370	744 626 901 to 6 910
721 815 391 to 5 420	730 501 951 to 2 130	736 982 551 to 2 730	745 388 794 to 8 910
721 969 713 to 9 740	730 519 379 to 9 470	737 110 141 to 0 170	746 446 806 to 6 820
722 072 137 to 2 160	730 569 278 to 9 360	737 185 501 to 5 710	746 818 351 to 8 410
722 378 265 to 8 280	730 711 711 to 1 740	737 317 321 to 7 350	747 245 266 to 5 280
722 413 990 to 4 004	730 722 991 to 3 230	737 517 781 to 7 840	747 364 813 to 4 830
722 764 948 to 4 980	730 845 970 to 5 990	737 628 181 to 8 210	747 501 434 to 1 450
722 825 840 to 5 889	730 888 291 to 8 320	737 634 258 to 4 270	747 739 891 to 0 070
723 153 841 to 3 850	730 927 591 to 7 680	738 361 971 to 1 980	748 148 649 to 8 760
723 237 616 to 7 630	731 307 914 to 7 930	738 447 601 to 7 660	748 259 960 to 9 970
723 331 081 to 1 110	731 402 431 to 2 460	738 648 355 to 8 450	748 565 162 to 5 280
723 496 443 to 6 470	731 407 232 to 7 320	738 849 811 to 9 900	748 874 988 to 5 030
723 967 291 to 7 320	731 588 301 to 8 340	738 892 270 to 2 290	749 137 381 to 7 410
724 655 196 to 5 340	731 767 273 to 7 320	738 997 259 to 7 380	749 190 192 to 0 210
724 711 441 to 1 500	731 781 061 to 1 120	739 161 451 to 1 540	749 685 421 to 5 450
724 711 538 to 1 560	731 837 821 to 7 910	739 219 381 to 9 440	749 846 791 to 6 850
724 793 221 to 3 250	731 841 377 to 1 450	739 740 151 to 0 180	749 993 131 to 3 580
724 908 109 to 8 120	732 018 481 to 8 600	739 793 491 to 3 520	750 071 587 to 1 610
724 937 461 to 7 670	732 067 972 to 8 370	739 793 527 to 3 550	750 408 167 to 8 183
725 163 118 to 3 151	732 188 649 to 8 670	739 942 621 to 2 650	750 438 421 to 8 501
725 202 735 to 2 750	732 193 460 to 3 470	739 999 231 to 9 320	750 743 911 to 4 030
725 398 591 to 8 800	732 201 241 to 1 390	740 011 517 to 1 530	750 779 118 to 9 400
725 464 591 to 4 920	732 220 431 to 0 440	740 030 701 to 0 970	750 910 981 to 1 010
725 475 321 to 5 330	732 355 201 to 5 380	740 261 740 to 1 820	750 960 841 to 0 900
725 711 057 to 1 070	732 472 320 to 2 560	740 265 811 to 6 290	751 296 211 to 6 240
725 738 581 to 8 730	732 541 605 to 1 620	740 299 111 to 9 170	751 539 121 to 9 180
725 981 311 to 1 430	732 572 221 to 2 490	740 299 231 to 9 260	751 541 311 to 1 790
725 987 835 to 7 880	732 586 479 to 6 710	740 329 266 to 9 320	751 757 641 to 7 700
726 060 811 to 0 900	732 994 037 to 4 080	740 889 081 to 9 090	751 936 951 to 7 010
726 391 970 to 2 520	733 163 449 to 3 460	741 010 421 to 0 530	751 951 861 to 1 890
726 484 771 to 4 800	733 297 171 to 7 290	741 113 041 to 3 370	751 999 021 to 9 110
726 493 351 to 5 300	733 446 631 to 7 110	741 373 891 to 4 340	752 139 516 to 9 570
726 504 031 to 4 063	733 474 665 to 4 770	741 452 369 to 2 490	752 182 892 to 2 950
726 504 070 to 4 090	733 704 482 to 4 570	741 492 991 to 3 140	752 206 861 to 7 100
726 504 331 to 4 390	733 751 041 to 1 130	741 553 460 to 3 470	752 295 241 to 5 600
726 563 701 to 4 060	734 009 101 to 9 130	741 764 431 to 4 520	752 731 351 to 1 410
726 599 371 to 9 460	734 290 759 to 0 770	742 178 834 to 8 880	752 767 441 to 7 470
726 626 356 to 6 370	734 389 273 to 9 290	742 325 500 to 5 520	753 008 941 to 9 030
727 182 271 to 2 510	734 440 031 to 0 111	742 325 668 to 5 700	753 194 311 to 4 370
727 416 181 to 6 240	734 797 201 to 7 320	742 408 771 to 8 830	753 620 378 to 0 400
727 481 431 to 1 460	734 939 611 to 9 640	742 512 120 to 2 150	754 013 917 to 3 940
727 749 241 to 9 780	734 950 111 to 0 170	742 684 849 to 4 890	754 161 061 to 1 120
728 382 331 to 2 480	735 120 331 to 0 840	742 839 553 to 9 630	754 358 445 to 8 610
728 702 338 to 2 400	735 283 008 to 3 020	742 913 668 to 3 700	754 410 451 to 0 660
728 915 371 to 5 850	735 293 131 to 3 220	742 917 287 to 7 296	754 438 393 to 8 410

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

— Group2—Mail Theft and Violent Crimes,
Postal Inspection Service, 12-7-06

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, 12-7-06

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, 12-7-06

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, 12-7-06

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	09316	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	09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-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	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-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	09319	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09028	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U		
09031	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U	09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-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	09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09036	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U-V		
09042	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U	09322	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09045	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09263	A1-B-B1-C-D-U		
09046	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U	09324	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09053	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U		
09054	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U	09327	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		
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	09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09059	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09302	A-A1-B-B1-C-C1-E2-F-H-I-M-N-R-V-Z-Z1		
09060	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U			09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09063	A1-B-B1-C-D-L-U	09165	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09067	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U			09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09069	A-A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09307	A1-B-B1-N-V-Z1		
09074	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09076	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U				
09080	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09081	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U				
09086	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
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	09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09336	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
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			09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
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
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09376	A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z	09506	A1-B-B1-V	09612	A1-B-B1-C-F-U
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09377	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09507	A1-B-B1-V	09613	A1-B-B1-C-F-U-V
09340	A-A1-B-B1-C1-F-R-V	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09508	A1-B-B1-V	09617	A1-B-B1-C-F-U
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09509	A1-B-B1-V	09618	A1-B-B1-C-F-U
09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09510	A1-B-B1-V	09619	A1-B-B1-C-F-U
09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-M-R-V	09511	A1-B-B1-V	09620	A1-B-B1-C-F-U
09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-M-R-V	09517	A1-B-B1-V	09621	A1-B-B1-C-F-U
09349	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-M-R-V	09524	A1-B-B1-V	09622	A1-B-B1-C-F-U
09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-M-R-V	09532	A1-B-B1-V	09623	A1-B-B1-C-F-U
09351	A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09534	A1-B-B1-V	09624	A1-B-B1-C-F-U
09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09543	A1-B-B1-V	09625	A1-B-B1-C-F-U
09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09545	A1-B-B1-V	09626	A1-B-B1-C-F-U
09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09549	A1-B-B1-V	09627	A1-B-B1-C-F-U
09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09396	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09550	A1-B-B1-V	09630	A1-B-B1-C-F-U-V
09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09399	A1-B-B1-C-F-V-Z1	09554	A1-B-B1-V	09631	A1-B-B1-C-F-U
09358	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09409	A1-B-B1-C-C1-U	09556	A1-B-B1-V	09636	A1-B-B1-C-F-U
09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09420	A1-B-B1-C-C1-U	09557	A1-B-B1-V	09642	A1-B-B1-N-U
09360	A1-B-B1-V	09421	A1-B-B1-C-C1-U	09564	A1-B-B1-V	09643	A1-B-B1-U
09361	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09422	A1-B-B1-C-C1-U	09565	A1-B-B1-V	09644	A1-B-B1-U
09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09447	A1-B-B1-C-C1-U-V	09566	A1-B-B1-V	09645	A1-B-U
09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09454	A1-B-B1-C-C1-U-V	09567	A1-B-B1-V	09647	A1-B-B1-N-U
09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-H-H1-M-Z1	09568	A1-B-B1-V	09648	A1-B-B1-N-U-V-Z1
09367	A-A1-B-B1-C1-E2-F-H1-M-R-V	09459	A1-B-B1-C-C1-U	09569	A1-B-B1-V	09649	A1-B-B1-U
09369	A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z	09461	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
09371	A-A1-B-B1-C1-E2-F-H1-M-R-V	09463	A1-B-B1-C-C1-U	09573	A1-B-B1-V	09702	A1-B-B1-C-C1-F1-M-R-R1-U-V
09375	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09464	A1-B-B1-C-C1-U	09574	A1-B-B1-V	09703	A1-B-B1-C-F1-U
		09468	A1-B-B1-C-C1-U	09575	A1-B-B1-V	09704	A1-B-B1-C-D-V
		09469	A1-B-B1-C-C1-U	09576	A1-B-B1-V	09705	A1-B-B1-U
		09470	A1-B-B1-C-C1-U	09577	A1-B-B1-V	09706	A1-B-B1-C-N-U-V
		09494	A1-B-B1-C-C1-U	09578	A1-B-B1-V	09707	A1-B-B1-C-N-U-V
		09496	A1-B-B1-C-C1-U-V	09579	A1-B-B1-V	09708	A1-B-B1
		09498	A1-B-B1-C-C1-F-F1-F2-N-R-R1-T-U-V-Z1	09581	A1-B-B1-V	09709	A1-B-B1-F1
		09499	A1-B-B1-C-C1-U	09582	A1-B-B1-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U
		09501	A1-B-B1-V	09586	A1-B-B1-V	09711	A1-B-B1-F1-Z1
		09502	A1-B-B1-V	09587	A1-B-B1-V	09713	A1-B-B1-C-F1
		09503	A1-B-B1-V	09588	A1-B-B1-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U
		09504	A1-B-B1-V	09589	A1-B-B1-V	09715	A1-B-B1-F1
		09505	A1-B-B1-V	09590	A1-B-B1-V	09716	A1-B-B1-C-D-N-U-V
				09591	A1-B-B1-V	09717	A1-B-B1-M-W
				09593	A1-B-B1-V	09718	A1-B-B1-F-I-N-U-V
				09594	A1-B-B1-V	09719	A1-B-B1-C-F1-V
				09595	A1-B-B1-V	09720	A1-B-B1-U-V
				09596	A1-B-B1-V	09721	A1-B-B1-N-U-V-Z1
				09599	A1-B-B1-V	09723	A1-B-B1-N-U-V-Z1
				09601	A1-B-B1-C-F-F1-U	09724	A1-B-B1-C-C1-F1-M-R-R1-U
				09602	A1-B-B1-C-F-F1-N-U	09726	A1-B-B1-N-U-V
				09603	A1-B-B1-C-F-F1-U		
				09604	A1-B-B1-C-F-F1-U		
				09605	A1-B-B1-C-D-U-V		
				09606	A1-B-B1-C-D-U-V		
				09609	A1-B-B1-C-F-U		
				09610	A1-B-B1-C-F-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09865	A-A1-B-B1-V-Z1	34078	A1-B-B1-F1-N-V-Z1
09729	A1-B-B1-N-U-V	09808	A-A1-B-B1-C1-E2-F-H1-M-R-V	09868	A-A1-B-B1-U-V-Z1	34079	A1-B-B1-F1-N-V-Z1
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	09869	A-A1-B-B1-C1-I-V-Z-Z1	34090	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	09874	A-A1-B-B1-C1-I-V-Z-Z1	34091	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	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	34092	A1-B-B1-V
09733	A1-B-B1-V	09814	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
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	09892	A-A1-B-B1-E2-F-N-R-R1-V-Z1	34095	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	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34098	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	34002	A1-B-B1-N-U-Z1	34099	A1-B-B1-V
09737	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09821	A-A1-B-F-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	96201	A-A1-B-B1
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	34007	A-A1-B-B1-C1-F1-V-Z1	96202	A-A1-B-B1-U
09739	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09823	A-A1-B-F-V-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	96203	A-A1-B-B1
09740	A-A1-B-B1-C1-E2-F-F1-M-Z1	09824	A-A1-B-F-V-Z1	34010	A1-B-B1-D-F-M-N-V-Z1	96204	A-A1-B-B1
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	34019	A-B-B1-M-N-V-Z1	96205	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	34020	A1-B-B1-M-N-V-Z1	96206	A-A1-B-B1-U
09743	A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-V-Z-Z1	09828	A1-B-N-V-Z1	34021	A1-B-B1-M-N-V-Z1	96207	A-A1-B-B1-V
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	34022	A1-B-B1-D-F-M-N-V-Z1	96212	A-A1-B-B1-U
09777	A-A1-B-B1-C-E1-N	09831	A1-B-B1-F-N-U-V-Z1	34023	A1-B-B1-M-N-V-Z1	96213	A-A1-B-B1-U
09780	A-A1-B-B1-F-N-R-V	09832	A-A1-B-B1-U1-V-Z1	34024	A1-B-B1-M-N-V-Z1	96214	A-A1-B-B1-U
09789	A-A1-B-B1-F-N-R-V	09833	A1-B-B1-U1-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96215	A-A1-B-B1-U-V
09790	A-A1-B-B1-C1-F-R-V	09834	A1-B-B1-V-Z1	34030	A1-B-B1-M-N-V-Z1	96217	A-A1-B-B1-U-V
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09835	A-A1-B-B1-V-Z1	34031	A1-B-B1-M-N-V-Z1	96218	A-A1-B-B1-U
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	34032	A1-B-M-N-V-Z1	96219	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	34033	A1-B-C-F-M-N-V-Z1	96220	A-A1-B-B1-U-V
09804	A-A1-B-B1-F-V-Z1	09838	A1-B-B1-V-Z1	34034	A1-B-B1-M-N-V-Z1	96221	A-A1-B-B1-U-V
09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09839	A-A1-B-B1-U-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96224	A-A1-B-B1-U
		09840	A-A1-B-B1-V-Z1	34036	A1-B-B1-M-N-U-V-Z1	96257	A-A1-B-B1-U
		09841	A-A1-B-B1-U-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96258	A-A1-B-B1-U
		09842	A-A1-B-B1-Z1	34038	A1-B-B1-M-N-V-Z1	96259	A-A1-B-B1-U
		09843	A-A1-B-B1-U-V-Z1	34039	A1-B-N-V-Z1	96260	A-A1-B-B1-U
		09844	A-A1-B-B1-U-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96262	A-A1-B-B1-U-V
		09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34042	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	34043	A1-B-B1-D-F-M-N-V-Z1	96266	A-A1-B-B1-U
		09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34050	A1-B-B1-V	96267	A-A1-B-B1-U-V
		09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34055	A1-B-B1-N-V-Z1	96269	A-A1-B-B1-U
				34058	A1-B-B1-V-Z1	96271	A-A1-B-B1-U
				34071	A1-B-B1-I-M-N-V-Z1	96275	A-A1-B-B1-V
				34076	A1-B-B1-F1-N-V-Z1	96276	A-A1-B-B1
						96278	A-A1-B-B1-U
						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

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96323	A1-B-B1-M-V-W	96387	A1-B-B1-M-W	96544	A1-B-B1-F-N-U3-V	96616	A-A1-B-B1-V-Z1
96326	A1-B-B1-M-W	96388	A1-B-B1-M-W	96546	A1-B-B1-F-U3	96617	A1-B-B1-V
96328	A1-B-B1-M-W	96401	A1-B-B1-F-N-V-Z1	96548	A-A1-B-B1-H-M-U	96619	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	96620	A1-B-B1-V
96336	A1-B-B1-M-V-W			96550	A-A1-B-B1-H-M-U- V	96621	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	96622	A1-B-B1-V
96338	A1-B-B1-M-W			96553	A-A1-B-B1-H-M-N- U-V	96624	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	96628	A1-B-B1-V
96343	A1-B-B1-M-W			96555	A1-B-B1-F-M-V	96634	A1-B-B1-V
96347	A1-B-B1-F-F1-F2- M-W	96427	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-U2- V-Z-Z1	96557	A1-B-B1-F-M-V	96643	A1-B-B1-V
96348	A1-B-B1-F-F1-F2- M-W			96562	A-A1-B-B1-B2-C- C1-D-E2-E3-F1-G- H-H1-I-M-N-R-R1- T-V-Z-Z1	96657	A1-B-B1-V
96349	A1-B-B1-F-F1-F2- M-W	96501	A-A1-B-B1-N-V			96660	A1-B-B1-V
		96507	A-A1-B-B1-F-V			96661	A1-B-B1-V
96350	A1-B-B1-F-F1-F2- M-W	96510	A1-B-B1-I-N-V	96595	A1-B-B1-V	96662	A1-B-B1-V
		96511	A1-B-B1-I-N-V	96598	A1-B-B1-N-V	96663	A1-B-B1-V
96351	A1-B-B1-F-F1-F2- M-W	96515	A1-B-B1-F	96599	A1-B-B1-V	96664	A1-B-B1-V
		96517	A1-B-B1-F-U3-V	96601	A1-B-B1-V	96665	A1-B-B1-V
96362	A1-B-B1-F-F1-F2- M-W	96518	A1-B-B1-V	96602	A1-B-B1-V	96666	A1-B-B1-V
		96520	A1-B-B1-F-U3-V	96603	A1-B-B1-V	96667	A1-B-B1-V
96365	A1-B-B1-M-V-W	96521	A1-B-B1-F-N	96604	A1-B-B1-V	96668	A1-B-B1-V
96367	A1-B-B1-L-M-W	96522	A1-B-B1-F-N-U	96605	A1-B-B1-V	96669	A1-B-B1-V
96368	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N- U-V	96606	A1-B-B1-V	96670	A1-B-B1-V
96370	A1-B-B1-F-F1-F2- M-W			96607	A1-B-B1-V	96671	A1-B-B1-V
		96531	A-A1-B-B1-H-M-U- V	96608	A1-B-B1-V	96672	A1-B-B1-V
96372	A1-B-B1-M-W			96609	A1-B-B1-V	96673	A1-B-B1-V
96373	A1-B-B1-M-W	96534	A-A1-B-B1-F	96610	A1-B-B1-V	96674	A1-B-B1-V
96374	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96611	A1-B-B1-V	96675	A1-B-B1-V
96375	A1-B-B1-M-W	96536	A1-B-B1-V	96612	A1-B-B1-V	96677	A1-B-B1-V
96376	A1-B-B1-M-W	96537	A1-B-B1-V	96613	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-U2- V-Z-Z1	96678	A1-B-B1-V
96377	A1-B-B1-M-W	96538	A1-B-B1-V			96679	A1-B-B1-V
96378	A1-B-B1-M-W	96540	A1-B-B1-V			96681	A1-B-B1-V
96379	A1-B-B1-M-W	96541	A1-B-B1-V	96614	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-U2- V-Z-Z1	96682	A1-B-B1-V
96384	A1-B-B1-M-W	96542	A1-B-B1-V			96683	A1-B-B1-V
96386	A1-B-B1-M-W	96543	A1-B-B1-P-V	96615	A-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.

Thrift Savings Account (TSP) 2007 Enrollment Information

Elections for 2007 begin: December 20, 2006 (12:01 P.M. CT)
Elections for 2007 end: December 19, 2007 (11:59 A.M. CT)

TSP Contribution Limits

- The new TSP contribution limit (based on the 2007 Internal Revenue Service (IRS) annual deferral limit) is \$15,500.

Note: If you are a Federal Employees Retirement System (FERS) employee, you may lose agency matching contributions if your contributions reach the maximum IRS limit before the last pay period in the calendar year. To evenly distribute the IRS maximum contribution over all 26 pay periods, elect to contribute \$597 per pay period (\$15,500 divided by 26).

- The TSP 50+ Catch-Up limit remains at \$5,000.

Note: To participate you must be age 50 or older during calendar year 2007 and must be able to self-certify that by the end of the calendar year you will have contributed the IRS annual deferral limit, \$15,500, through regular contributions to TSP and/or to other plans subject to the elective deferral limit.

- You can begin contributing, change your contribution amount or percentage, or cancel TSP contributions at any time.

Who Can Participate

All **career employees** are eligible to contribute to TSP.

How to Enroll and Make Contribution Elections or Cancellations

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

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

To use the telephone, call the Employee Service Line, toll-free at 877-477-3273.

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

How to Get Your USPS Personal Identification Number (PIN)

To use *PostalEASE*, enter your Employee ID (found at the top of your earnings statement) and USPS PIN. If you don't know your **USPS PIN**, you can get it any one of these ways:

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

Please Post on All Bulletin Boards Through December 31, 2007.

Promotion. Postal Service Official Licensed Products



It's time to begin your **Holiday Shopping!**

visit www.MyPostalStore.com
or call to request a free catalog
866-850-0059




SUNSET
PROMOTIONAL PRODUCTS

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



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.

- Call *PostalEASE*, enter your Employee ID; when prompted to enter your PIN, simply pause and press 2. The system provides an option to have your USPS PIN mailed to your address of record the next business day.

How to Make Investment Allocations

To make TSP fund investment allocations, you must **contact TSP directly**, anytime, in any of these ways:

- Go to the TSP Web site at www.tsp.gov.
- Call the TSP ThriftLine toll-free at 877-968-3778 (TDD toll-free at 877-847-4385).
- Mail TSP-50, *Investment Allocation*, available from the HRSSC, to TSP (but the election will not take effect as quickly as by telephone or Internet).

How to Get Your TSP PIN

To contact TSP, you must know your TSP PIN, available only from TSP. If you don't know your **TSP PIN**, you can get it any one of these ways:

- Request it from www.tsp.gov, choosing *Account Access*.
- Call the TSP ThriftLine or TSP Service Office toll-free at 877-968-3778 (TDD toll-free at 877-847-4385) and follow instructions.

Details Are in the Mail

A letter and a TSP booklet are mailed to newly hired career employees soon after they are hired, and a letter with enrollment information is mailed to all career employees in mid-December. If you do not receive this mailing, contact the HRSSC.

Questions?

Contact the HRSSC.

Please Post on All Bulletin Boards Through December 31, 2007.

Promotion. Postal Service Official Licensed Products

Mention you saw us in the Postal Bulletin for a 10% Discount!

Sweet Stamps

by



Gourmet Chocolate
Dipped Cookies
with
Delicious & 100% Edible
USPS Stamp Images!



Send Sweet Stamps To Someone Special!

www.goodfortunes.com 1-800-644-9474

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.

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.

Flexible Spending Accounts for Dependent Care Costs

Before you can blink, he's won your heart.

Save money for before and after school care costs with a Flexible Spending Account (FSA). **DEPENDENT CARE** comes in all shapes and sizes — day care, nursery school, summer day camps — even day care for dependent parents. Flexible Spending Accounts can cover them all. Set aside dollars in Flexible Spending Accounts — **TAX-FREE!**

You can withdraw Dependent Care FSA money early in the year — even before it's in your account. It's a lot like a loan, a way to help you before you have made all your contributions. Just submit your eligible expenses, up to the total Dependent Care FSA contribution you've elected.

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.

Ask us how you can save on your dependent care expenses.





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.

Employees (Continued)

THRIFT SAVINGS PLAN

2007 Publicity Information for HR Offices and the HRSSC

Direct Mailings to Employees

To make Thrift Savings Plan (TSP) information available to employees, Headquarters issues two standard mailings:

1. TSP enrollment information letters with *PostalEASE* instructions are mailed annually in mid-December to career employees at their mailing address of record.
2. A package containing TSP BK08, *Summary of the Thrift Savings Plan*, as well as an enrollment information letter with *PostalEASE* instructions is sent to the employee's mailing address of record soon after a newly eligible career employee's PS Form 50, *Notification of Personnel Action*, is processed.

The employing office of record is the return address for undeliverable TSP enrollment information sent to newly eligible employees. When an office receives a returned kit, the office should encourage the employee to update his or her address. Employees with access to Employee Change of Address on the Intranet (from the Blue page) or to an employee self-service kiosk (available in some facilities) should use those entry methods. Other employees should submit an updated PS Form 1216, *Employee's Current Mailing Address*, to the Human Resources Shared Service Center (HRSSC) for processing.

Publicity

The Material Distribution Center (MDC) regularly sends TSP posters to Human Resources (HR) at district offices, area offices, processing and distribution centers or facilities, bulk mail centers, airport mail centers or facilities, remote encoding centers, the Office of Inspector General, Postal Inspection Service divisions, Headquarters, and selected Headquarters field units. Installations that receive the posters must distribute them widely and post them on bulletin boards.

To assist in publicizing the 2007 TSP enrollment opportunity, all offices must post the following on bulletin boards through December 31, 2007:

- The 2007 TSP employee enrollment information notice provided on page 49.
- The current TSP fact sheet that is published monthly in the *Postal Bulletin*.

Ordering Materials and Forms

Offices may order TSP forms and publications from the MDC as needed. Use touch tone order entry (TTOE): call 800-273-1509. In addition, offices can check the TSP Web site, www.tsp.gov, for new or revised items.

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.)

PS Form 1216, *Employee's Current Mailing Address*

Find this form on the Postal Service Intranet at <http://blue.usps.gov>. Under "Essential Links," click on *Forms*. Or order from the MDC using the following information:

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

TSP-50, *Investment Allocation*. Order from the MDC using the following information:

PSIN:	TSP-50
PSN:	7530-05-000-4305
Unit of Measure:	EA
Minimum Order Quantity:	1
Quick Pick Number:	N/A
Bulk Pack Quantity:	1,600
Price:	\$0.00

TSP BK08, *Summary of the Thrift Savings Plan*, August 2005. Order additional copies from the MDC using the following information:

PSIN:	TSP BK08
PSN:	7530-03-000-9364
Unit of Measure:	EA
Minimum Order Quantity:	1
Quick Pick Number:	N/A
Bulk Pack Quantity:	225
Price:	\$0.00

— Compensation,
Human Resources, 12-7-06

NOTICE

Health Benefits Open Season Extended to December 29, 2006

Because of an unexpected delay in the printing and mailing of the 2007 Guides to Federal Employees Health Benefits (FEHB) Plans (RI 70-2, RI 70-2IN, and RI 70-8PS), the Postal Service™ is accepting FEHB elections until December 29, 2006, 5 P.M. Central Time (CT). The authority to make this change is granted to agencies by the Office of Personnel Management (OPM).

The new date is being programmed into *PostalEASE*, but until programming is completed, *PostalEASE* will continue to state that FEHB Open Season closes on December 12, 2006, 5 P.M. CT.

The effective date of FEHB Open Season elections remains the same — January 6, 2007 — even with the later deadline. The processing deadline for the *PostalEASE*

Human Resources Web site also remains the same — January 7, 2007, 11:59 P.M. CT.

Please don't wait until the last day to make your elections!

FEHB guides are available on the OPM Web site, under "Guides for Postal Workers," at www.opm.gov/insure/07/guides.

To assist in publicizing this FEHB Open Season, all installations should post the FEHB Open Season notice provided on page 53. The notice should remain posted on facility bulletin boards through December 29, 2006.

— Compensation,
Human Resources, 12-7-06

Finance

NOTICE

Form W-5 Renewal for 2007

Form W-5, *Earned Income Credit Advance Payment Certificate*, which allows eligible employees to receive advance payment of their earned income credit, must be renewed for 2007. All certificates currently in effect expire at the end of calendar year 2006 and must be renewed by submitting a new Form W-5 as soon as possible.

There has been a change in procedure concerning the processing of these forms.

Employees must now send their forms directly to the accounting service center (ASC) in Eagan, Minnesota. This procedural change will enable the ASC to process these forms in a more timely and efficient manner. Please note that Internal Revenue Service (IRS) regulations specifically prohibit any retroactive changes or additions to the information submitted on the original Form W-5. Any changes, corrections, or additions to a W-5 require the submission of a new form.

To ensure that the new forms will be effective at the beginning of calendar year 2007, the ASC must receive them at the address shown here by no later than Monday,

December 18, 2006, which is the beginning of the second week of Pay Period 26. Receipt by that date will ensure that the information on the form will be effective as soon as possible in 2007.

ATTN FINANCIAL REPORTING SECTION
EAGAN ACCOUNTING SERVICE CENTER
2825 LONE OAK PKWY
EAGAN MN 55121-9617

Reminders: (1) Administrative and managerial employees must not provide tax advice to employees concerning the completion of Form W-5s. Employees are responsible for proper and timely submission of their forms.

(2) IRS regulations mandate that employers submit copies of all Forms W-5 received from their employees. After the ASC receives and processes the form, they will send a copy of each form to the IRS for their review.

— Payroll Accounting,
Finance, 12-7-06

Flexible Spending Accounts for Medical Care Expenses

Unspent Flexible Spending Account (FSA) cash? There's a remedy for that. Flexible Spending Accounts are "Use it or lose it." That's an IRS rule. However, there are so many ways to spend your FSA contributions before the "lose it" deadline. And that includes using your FSA to buy the items you use every day. Set aside dollars in FSAs — **TAX-FREE!**

You can claim over-the-counter drugs, as well as medicines and medical care items.

And, of course, you can still claim whatever you spend on:

- Prescriptions.
- Orthodontia and dentist visits.
- Vision exams, contacts, eyeglasses, and laser vision surgery.
- Medical deductibles, doctor visit co-pays.
- Nursery schools, day care, and summer day camps.
- Day care for dependent parents.

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.

Ask us how you can save on your taxes with every paycheck and whether your over-the-counter drugs and medical care items are covered.



Information Technology

NOTICE

Review of Cellular Services

Beginning in early 2007 (depending on the vendor billing cycle), cellular service accounts meeting certain criteria will be suspended or adjusted.

The Postal Service™ pays for cell phones to make it easy for employees, business partners, customers, and others to communicate with each other. Because many cellular accounts on the books are being used only minimally or not at all, or are being used at a level not proportionate with the service plan being funded, Information Technology (IT) will review all activity and adjust accounts so telecommunications costs can be reduced.

If an account shows no activity, the account will be suspended. If users then try to use the service, they will hear an announcement that it has been canceled or suspended.

Suspended accounts will remain suspended for 30 days, during which time the suspension can be appealed. If you wish to appeal an account suspension, you must provide your name, account number or phone

number, and the reason for the appeal to your functional vice president. If the vice president approves the appeal, the account can be reactivated without losing the telephone number or phonebook. If you do not appeal a suspension or the appeal is not approved, the account will be permanently deleted at the end of the 30-day suspension period.

If the activity on the account is not in line with the most economical plan offered by the vendor, the service will automatically be changed to the most suitable plan, thus decreasing the monthly cost. Information Technology will continue to review the plan to ensure it meets the user's calling pattern.

Your local IT department will be providing additional information on this process. By monitoring our cellular service, we can continue to lower our costs.

— *Telecommunications Services,
Information Technology, 12-7-06*

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.

To read the latest updates:

- Go to www.usps.com.
- Click *All Products and Services*, then *International Customized Mail Updates*.

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

— *Pricing Strategy,
Pricing and Classification, 12-7-06*

Promotion. Postal Service Official Licensed Products



USPS® Products

Quantity Discounts Available for All Products



K1085 Mail Truck Key Chain \$5.50



P108 Metal Label Pins \$1.25



Light Up Pen \$3.75



Ergonomic Love you Dad Pen \$2.00



USPS Gripper Pen \$3.25

Additional Products Available



11 oz. Ceramic Mug \$4.50



USPS Globe Ornament (Gift box Included) \$8.50

Concord Industries, Inc.

19 Willard Rd. Norwalk, CT 06851

Toll-Free: 800-553-9824 Fax: 203-750-6057 Web: www.uspsproducts.com

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.

Create Memories

WITH MAIL



Holiday Snowflakes .39

Available in October

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

Available in October

Eid Greetings .39

Available in October

Hanukkah .39

Available in October

Kwanzaa .39

Available in October

**Stop Family
Violence .45**

Proceeds support the drive against domestic violence.*

**Breast Cancer
Research .45**

Proceeds fund breast cancer research.*

usps.com

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

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www.usps.com
Eagle Symbol Patent

Philately

STAMP ANNOUNCEMENT 06-44

Ella Fitzgerald Stamp



Copyright USPS 2006

The Postal Service™ will issue a 39-cent *Ella Fitzgerald* commemorative stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 460700), on January 10, 2007, in New York, New York. The stamp, designed by Ethel Kessler of Bethesda, Maryland, will also be available at Post Offices nationwide on January 10, 2007.

With the 30th stamp in its *Black Heritage* series, the U.S. Postal Service® honors Ella Fitzgerald, the expert singer who was widely known as “the first lady of song.” Art director Ethel Kessler lauds the stamp portrait by illustrator Paul Davis, of New York, for the way it captures the joy and excitement of Fitzgerald’s art.

How to Order First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps, only by mail order, from the *USA Philatelic* catalog or by telephone at 800-STAMP-24, and at The Postal Store® Web site at www.usps.com/shop. They should affix the stamps to

Issue:	<i>Ella Fitzgerald</i>
Item Number:	460700
Denomination & Type of Issue:	39-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	<i>Black Heritage</i>
Issue Date & City:	January 10, 2007, New York, NY 10199
Designer:	Ethel Kessler, Bethesda, MD
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Ethel Kessler, Bethesda, MD
Artist:	Paul Davis, New York, NY
Engraver:	N/A
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset, Microprinting, “USPS”
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Mueller Martini, A 74
Stamps per Pane:	20
Print Quantity:	150 million stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow, PMS 115 (Yellow), PMS 550 (Blue)
Stamp Orientation:	Vertical
Image Area (w x h):	0.84 x 1.42 in./31.336 x 36.068 mm
Overall Size (w x h):	0.98 x 1.56 in./24.892 x 39.624 mm
Full Pane Size (w x h):	5.95 x 7.24 in./151.13 x 183.896 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	“P” followed by six (6) single digits
Marginal Markings:	
Stamp Side:	© 2006 USPS • Plate position diagram • Header “BLACK HERITAGE” “30th IN A SERIES” • Price • Plate numbers on four corners of pane
Back Side:	Biographical text on back of each stamp • Four barcodes • “Ella Fitzgerald® licensed by CMG Worldwide, Indianapolis, IN.” • USPS logo

envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

ELLA FITZGERALD STAMP
POSTMASTER
421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by March 10, 2007.

How to Order First Day Covers

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

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

Philatelic Products

There are six philatelic products available for this stamp issue:

- Item 460720: Block of 4 — \$1.56.
- Item 460730: Block of 10 — \$3.90.
- Item 460740: Full Pane of 20 — \$7.80.
- Item 460761: First Day Cover — \$0.77.
- Item 460776: Diary Page w/Maxi Card and Pane — \$12.95.
- Item 460793: Cancellation Keepsake — \$8.57.

Distribution: Item 460700, 39-cent Ella Fitzgerald, PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) will receive approximately 110 percent to 120 percent of their full standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices™ of their full standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before January 4, 2007.

Additional Supply

Post Offices requiring additional stamps must requisition Item 460700 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Chicago APD will receive 9,600,000 additional stamps; the New York, San Francisco, and Memphis APDs will each receive 7,200,000 additional stamps; and the Denver APD will receive 1,520,000 additional stamps.

The Kansas City Stamp Services Center will receive 19,200,000 additional stamps for fulfilling supplemental orders from the APDs.

Sales Policy

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

— Stamp Services,
Government Relations, 12-7-06

STAMP ANNOUNCEMENT 06-45

Oklahoma Statehood Stamp



Copyright USPS 2006

The Postal Service™ will issue a 39-cent *Oklahoma Statehood* commemorative stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 460800), on January 11, 2007, in Oklahoma City, Oklahoma. The stamp, designed by Phil Jordan of Falls Church, Virginia, also goes on sale at Oklahoma Post Offices™ and philatelic centers nationwide January 11, 2007.

With the issuance of this stamp, the U.S. Postal Service commemorates the centennial of Oklahoma’s statehood.

The stamp design features an evocative painting by Oklahoma artist Mike Larsen. The painting shows the morning sunlight touching the waters of the Cimarron River, one of several rivers that meander through the state. Also included in the design are the words “Oh, what a beautiful mornin’...” — recalling a popular song from the musical *Oklahoma!* By Richard Rodgers and Oscar Hammerstein II.

How to Order First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at Oklahoma Post Offices, authorized philatelic centers, by telephone at 800-STAMPS-24, and at The Postal Store® Web site at www.usps.com/shop.

They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

OKLAHOMA STATEHOOD STAMP
 POSTMASTER
 [INFORMATION NOT AVAILABLE AT TIME OF
 PUBLICATION]
 OKLAHOMA CITY OK

Issue:	<i>Oklahoma Statehood</i>
Item Number:	460800
Denomination & Type of Issue:	39-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	<i>Statehood</i>
Issue Date & City:	January 11, 2007, Oklahoma City, OK 73125
Designer:	Phil Jordan, Falls Church, VA
Engraver:	N/A
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	Phil Jordan, Falls Church, VA
Artist:	Mike Larsen, Perkins, OK
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset, Microprinting, “USPS”
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Mueller Martini, A 74
Stamps per Pane:	20
Print Quantity:	25 million stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow, PMS 1365 (Orange)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.42 x 0.84 in./36.068 x 31.336 mm
Overall Size (w x h):	1.56 x 0.98 in./39.624 x 24.892 mm
Full Pane Size (w x h):	5.95 x 7.24 in./151.13 x 183.896 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	“P” followed by five (5) single digits
Marginal Markings:	© 2006 USPS • Plate position diagram • Price • Four plate numbers • Four barcodes on back of pane

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by March 11, 2007.

How to Order First Day Covers

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

Customers may request a free catalog by calling 800-STAMP-24 or writing to:

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

Philatelic Products

There are five philatelic products available for this stamp issue:

- Item 460820: Block of 4 — \$1.56.
- Item 460830: Block of 10 — \$3.90.
- Item 460840: Full Pane — \$7.80.
- Item 460861: First Day Cover — \$0.77.
- Item 460893: First Day Cover Keepsake — \$8.57.

Distribution: Item 460800, 39-cent Oklahoma Statehood, PSA Pane of 20 Stamps

The *Oklahoma Statehood* commemorative stamp **will only be** distributed to, and sold at, the first day of issue site in Oklahoma City, Oklahoma; at Post Office windows within the state of Oklahoma; at philatelic centers nationwide; and through SFS in Kansas City, Missouri. Stamp distribution offices (SDOs) **will not** receive a standard automatic distribution of this commemorative stamp for subsequent distribution to all Post Offices.

Initial Supply to Post Offices

Only the Oklahoma City, OK SDO will make an automatic distribution to Post Offices within the state of Oklahoma for their full standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. The Oklahoma City SDO must not distribute stamps to Post Offices before January 4, 2007.

Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of the 39-cent *Oklahoma Statehood*

commemorative stamp (Item 460800) for subsequent distribution to each philatelic window using PS Form 17. SDOs must not distribute stamps to philatelic centers before January 4, 2007.

Additional Supply

Post Offices within the state of Oklahoma requiring additional stamps must requisition them from the Oklahoma City SDO using PS Form 17.

Philatelic centers nationwide, requiring additional *Oklahoma Statehood* stamps, must requisition them from their designated SDO using PS Form 17. SDOs requiring additional stamps to meet philatelic center demand must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs for additional philatelic center stock, the Memphis and New York APDs will each receive 640,000 additional stamps; the San Francisco and Chicago APDs will each receive 320,000 additional stamps; and the Denver APD will receive 80,000 additional stamps.

Sales Policy

All Post Offices in Oklahoma and authorized philatelic centers nationwide must acquire and maintain a supply of this commemorative stamp (460800) as long as customer demand exists, until inventory is depleted, or until the commemorative sheet is officially withdrawn from sale. If supplies run low, Oklahoma Post Offices and philatelic centers nationwide must reorder additional quantities using their normal ordering procedures.

— Stamp Services,
Government Relations, 12-7-06

STAMP ANNOUNCEMENT 06-46

With Love and Kisses Stamp



Copyright USPS 2006

The Postal Service™ will issue a 39-cent *With Love and Kisses* special stamp in one design in a pressure-sensitive adhesive (PSA) convertible booklet of 20 (Item 676700), on January 13, 2007, in Hershey, Pennsylvania. The stamp, designed by Derry Noyes of Washington, DC, also goes on sale nationwide January 13, 2007.

The stamp features a silver Hershey's Kisses chocolate on a deep red background. The shape of the Kisses chocolate mirrors the form of the passionate red heart that rises behind it. Written on the heart is "Love" while "Kisses" appears on the plume that extends from the top of the chocolate treat. The stamp also commemorates the 100th anniversary of Hershey's Kisses in 2007.

How to Order First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at The Postal Store® Web site at www.usps.com/shop.

They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

WITH LOVE AND KISSES STAMP
 POSTMASTER
 FIRST DAY OF ISSUE CANCELLATION
 50 N LINDEN ROAD
 HERSHEY PA 17033-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is

Issue:	<i>With Love and Kisses</i>
Item Number:	676700
Denomination & Type of Issue:	39-cent Special
Format:	Double Sided Convertible Booklet of 20 (1 design)
Series:	<i>Love</i>
Issue Date & City:	January 13, 2007, Hershey, PA 17033
Designer:	Derry Noyes, Washington, DC
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Artist:	José Ortega, Toronto, Canada
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Engraver:	WRE/Color Tech
Printer:	Avery Dennison, (AVR)
Printed at:	AVR, Clinton, S.C.
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Booklet:	20
Print Quantity:	300 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-Sensitive
Processed at:	AVR, Clinton, SC
Colors:	
Stamp Side:	Yellow, Magenta, Cyan, Black
Cover Side:	Yellow, Magenta, Cyan, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.770 x 1.050 in./19.558 x 26.67 mm
Overall Size (w x h):	0.910 x 1.190 in./23.114 x 30.226 mm
Booklet Size (w x h):	4.55 x 5.00 in./115.57 x 127.00 mm
Plate Size:	420 stamps per revolution
Plate Numbers:	"V" followed by four (4) single digits
Marginal Markings:	
Stamp Side:	N/A
Cover Side:	© 2006 USPS ● Plate numbers ● \$7.80 ● USPS logo ● Promotional text ● "HERSHEY'S, KISSES, the plume and the product configuration are registered trademarks used with permission from The Hershey Company" ● Barcode 676700 ● "Love KISSES" ● Stamp image ● "Twenty 39¢ Self-adhesive Stamps"

no charge for the postmark. All orders must be postmarked by March 13, 2007.

How to Order First Day Covers

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service stationery items

postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by calling 800-STAMP-24 or writing to:

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

Philatelic Products

There are five philatelic products available for this stamp issue.

- Item 676740: Booklet Pane of 20 — \$7.80.
- Item 676761: First Day Cover — \$0.77.
- Item 676765: DCP CNC Cover — \$1.50.
- Item 676793: First Day Cover Keepsake — \$8.57.
- Item 676799: Digital Color Postmark Keepsake — \$9.30.

Distribution: Item 676700, 39-cent With Love and Kisses, PSA Convertible Booklet of 20

Stamp distribution offices (SDOs) will receive approximately 25 percent of their standard automatic distribution quantity for a PSA booklet. Distributions are rounded up to the nearest master carton size (4,000 booklets).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of one-quarter their standard automatic booklet distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute these booklets to Post Offices before January 4, 2007.

Additional Supply

Post Offices requiring additional booklets must requisition Item 676700 from their designated SDO using PS Form 17. SDOs requiring additional booklets must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Memphis and New York APDs will each receive 440,000 additional booklets; the San Francisco and Chicago APDs will each receive 400,000 additional booklets; and the Denver APD will receive 140,000 additional booklets.

Sales Policy

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

— Stamp Services,
Government Relations, 12-7-06

UPDATED ANNOUNCEMENT 07-A

2007 Stamps and Postal Stationery

“2007 Stamps and Postal Stationery” (Updated Announcement 07-A, December 2006), which appears on pages 69–70, replaces the quarterly announcement of the same name, previously printed and sent to customers on request through Stamp Fulfillment Services in Kansas City. The announcement is a listing of stamps and postal stationery items scheduled for issuance during calendar year 2007. Post Offices™ may wish to post this schedule on their bulletin boards.

Customers may also access the *Postal Bulletin* through the Postal Service™ Web site at www.usps.com; click on *About USPS & News*, then *Forms & Publications*, then *Postal Bulletin*.

This announcement will be updated every 2 to 3 months, as changes warrant.

How to Order First Day of Issue Postmarks and Covers

Customers may purchase new stamps or postal stationery items at their Post Office, from the *USA Philatelic* catalog, by calling 800-STAMP-24, or online at www.usps.com by clicking on *Buy Stamps & Shop*. Then they should prepare their own covers by affixing new stamps to the upper-right corner of envelopes or postcards of their

choice, and address those envelopes, postcards, or postal stationery items to themselves or others. (Postage must equal the current First-Class Mail® rate.) For sturdiness, include a card of postcard thickness in each cover (envelopes only) submitted, and tuck in the flap. Place the cover in a larger envelope addressed to:

NAME OF ISSUE
 POSTMASTER
 CITY STATE ZIP CODE (FOLLOWED BY -9991)

Covers submitted for first day of issue postmarks may include additional uncanceled stamps only if the uncanceled stamps were issued before the first day of issue of the new stamps or postal stationery items. All orders must be postmarked on or before the deadline indicated in the “2007 Stamps and Postal Stationery” announcement on pages 69–70.

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

— Stamp Services,
 Government Relations, 12-7-06

2007 STAMPS AND POSTAL STATIONERY

This schedule is subject to change.

Updated Announcement 07-A (Decemeber 2006)

This is a periodic announcement of new stamps and postal stationery items being issued during the calendar year. For additional information on stamps and stamp products, visit The Postal Store® Web site at www.usps.com.

	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
P	39¢ Ella Fitzgerald (Black Heritage)	Jan 10	New York, NY 10199	PSA pane of 20 (C)	Feb 9
	39¢ Oklahoma Statehood	Jan 11	Oklahoma City, OK 73125	PSA pane of 20 (C)	Feb 10
DCP	39¢ With Love and Kisses	Jan 13	Hershey, PA 17033	PSA booklet of 20 (C)	Feb 12
	84¢ International Polar Year Souvenir Sheet	Feb 21	Fairbanks, AK 99709	Souvenir sheet of 2 (International Rate)	Mar 23
P	39¢ Henry W. Longfellow (Literary Arts)	Mar 15	New York, NY 10199 (Mega Stamp Show)	PSA pane of 20 (C)	Apr 14
DCP	Settlement of Jamestown	May 5	Jamestown, VA 23081	PSA pane of 20 (C)	Jun 4
DCP	Pollination	Jun	TBD	PSA doublesided booklet of 20 (C) (4 designs)	
	Nature of America: Alpine Tundra	Jun	Estes Park, CO 80517	PSA pane of 10 (C) (10 designs)	
DCP	Pacific Lighthouses	Jun	TBD	PSA pane of 20 (C) (5 designs)	
DCP	James Stewart (Legends of Hollywood)	Jul	Los Angeles, CA 90052	PSA pane of 20 (C)	

	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
DCP	Wedding (1 oz)	Jul	TBD	PSA single-sided convertible booklet of 20 (C)	
DCP	Wedding (2 oz)	Jul	TBD	PSA pane of 20 (C)	
P DCP	Marvel Super Heroes	Jul 20	San Diego, CA 92199	PSA pane of 20 (C) (20 designs)	Aug 19
	Louis Comfort Tiffany (American Treasures)	Aug 9	Portland, OR 97208 (APS Stamp Show)	PSA doublesided booklet of 20 (C)	Sep 8
	Vintage Mahogany Speedboats	Aug	Lake Tahoe, NV	PSA pane of 12 (C) (4 designs)	
P DCP	Art of Disney: Magic	Aug	TBD	PSA pane of 20 (C) (4 designs)	
	Jury Duty	Sep	TBD	PSA pane of 20 (C)	
DCP	Polar Lights	Oct 1	TBD	PSA pane of 20 (C) (2 designs)	Oct 31
	Mendez v. Westminster School District	Oct	Santa Ana, CA 92711	PSA pane of 20 (C)	
DCP	Holiday Knits	Oct 25	New York, NY 10199 (Mega Stamp Show)	PSA booklet of 20 (S) PSA pane of 20 PSA vending booklet ATM booklet of 20 (4 designs)	Nov 24
	Christmas: Luini's Madonna of the Carnation	Oct 25	New York, NY 10199 (Mega Stamp Show)	PSA doublesided booklet of 20 (C)	Nov 24
	Eid	Oct 26	New York, NY 10199 (Mega Stamp Show)	PSA pane of 20 (S)	Nov 25
	Hanukkah	Oct 26	New York, NY 10199 (Mega Stamp Show)	PSA pane of 20 (S)	Nov 25
	Kwanzaa	Oct 26	New York, NY 10199 (Mega Stamp Show)	PSA pane of 20 (S)	Nov 25

Note Descriptions

C: Change in previously announced date, site, and/or rate

DCP: Digital Color Postmark

N: New issue


P: Pictorial first day postmark

1: Customers must affix additional postage to bring total postage to at least the minimum First-Class Mail® rate for an envelope or stamped card, depending on which is used. Also, the cost for a stamped envelope is the value of the postage plus 8 cents, and the cost for a stamped card is the value of the postage plus 2 cents.

2: Issued to kick off National Stamp Collecting Month

DID YOU KNOW?

**More than 5,000 Click-N-Ship
Customers received a
Shipment Confirmation
Acceptance Notice
(SCAN) during SCAN's
first week of
availability.**



NOTICE

Stop Family Violence Semipostal Stamps Withdrawn From Regular Sale and From Sale at Philatelic Centers — Statutory Authority Expires December 31, 2006

Instructions

Effective close-of-business December 31, 2006, all Post Offices™, stations, branches, Postal Service™ stores, contract postal units, vending outlets, and authorized philatelic centers must (1) withdraw from sale the *Stop Family Violence* semipostal stamps stock items, products, and their related vending and store-prepared stamp items listed in the table below, and (2) prepare them for destruction.

Submit items to destruction sites according to local established procedures, under the guidelines in Handbook F-1, *Post Office Accounting Procedures*, subchapter 45, Destroying Stamp Stock.

Also, all offices should remove any visible *Stop Family Violence* semipostal stamp stock on display.

Absolutely no sales of the *Stop Family Violence* semipostal stamps and products listed below are permitted at retail counters and outlets after December 31, 2006. The items listed below are also withdrawn from sale at Stamp Fulfillment Services and the online Postal Store.

Item Numbers	Description
367500	\$4.50 Stop Family Violence Vending Pack/10 Stamps
566100	45-cent Stop Family Violence Stamp
566115	\$9.00 Stop Family Violence Panel/20 Stamps
566161	Stop Family Violence First Day Cover
566193	\$9.83 Stop Family Violence First Day Cover & Pane/20 Stamps
566120	\$1.80 Stop Family Violence Block of 4 Stamps
566130	\$4.50 Stop Family Violence Block of 10 Stamps
566140	Stop Family Violence Pane of 20 Stamps w/Plate No.

— Stamp Services,
Government Relations, 12-7-06

Retail Point of Purchase Instructions

The New Year drive period will feature only the *Breast Cancer Research* semipostal stamp. The image of the *Stop Family Violence* stamp is on the holiday counter mats and posters. Instructions have already been provided to withdraw the *Stop Family Violence* stamps by December 31, 2006.

— Retail Marketing,
Customer Service, 12-7-06

Self-Service Vending Instructions

Effective immediately, self-service postal center technicians and personnel who service vending machines must, at their next regular servicing, remove all *Stop Family Violence* semipostal stamps (Item 367500) from the vending machines. The task must be completed by close of business December 31, 2006.

Keep the *Breast Cancer Research* semipostal stamp (Item 367200) in vending machine slots, but replace the *Stop Family Violence* stamp with stamp booklets. For the replacement product, insert the stamp booklet's item number in the product selection window.

— Retail Service Equipment,
Delivery and Retail, 12-7-06

Dashing THROUGH THE Snow

SEND GIFTS OVERNIGHT GUARANTEED^{*}
EXPRESS MAIL[®] SERVICE FROM \$14.40

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

Free
PACKAGE PICKUP
usps.com/holiday




usps.com

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.



November 25, 2006

Hunter Appreciation Day

HUNTER APPRECIATION DAY STATION
POSTMASTER
52 COUNTY RD 59
PINE APPLE AL 36768-9998



HAPPY HOLIDAYS STATION
DEC 11, 2006
LATHAM OH 45646

December 11, 2006

U.S. Postal Service

HAPPY HOLIDAYS STATION
POSTMASTER
PO BOX 9998
LATHAM OH 45646-9998

U.S. Postal Service

HAPPY HOLIDAYS STATION
POSTMASTER
PO BOX 9998
RARDEN OH 45671-9998

U.S. Postal Service

HAPPY HOLIDAYS STATION
POSTMASTER
PO BOX 9998
VINTON OH 45686-9998



December 15, 2006

Jasper County Chamber of Commerce
 HOLLY JOLLY JASPER COUNTY
 CHRISTMAS STATION
 POSTMASTER
 PO BOX 9998
 HIDALGO IL 62432-9998

Jasper County Chamber of Commerce
 HOLLY JOLLY JASPER COUNTY
 CHRISTMAS STATION
 POSTMASTER
 PO BOX 9998
 WHEELER IL 62479-9998

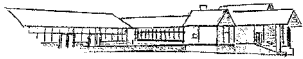
Jasper County Chamber of Commerce
 HOLLY JOLLY JASPER COUNTY
 CHRISTMAS STATION
 POSTMASTER
 PO BOX 9998
 NEWTON IL 62448-9998

Jasper County Chamber of Commerce
 HOLLY JOLLY JASPER COUNTY
 CHRISTMAS STATION
 POSTMASTER
 PO BOX 9998
 WILLOW HILL IL 62480-9998

Jasper County Chamber of Commerce
 HOLLY JOLLY JASPER COUNTY
 CHRISTMAS STATION
 POSTMASTER
 PO BOX 9998
 STE MARIE IL 62459-9998

Jasper County Chamber of Commerce
 HOLLY JOLLY JASPER COUNTY
 CHRISTMAS STATION
 POSTMASTER
 PO BOX 9998
 YALE IL 62481-9998

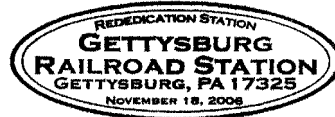
Jasper County Chamber of Commerce
 HOLLY JOLLY JASPER COUNTY
 CHRISTMAS STATION
 POSTMASTER
 PO BOX 9998
 WEST LIBERTY IL 62475-9998



National Purple Heart November 10th 2006
 HALL OF HONOR STATION New Windsor NY 12553

November 10, 2006

U.S. Postal Service
 NATIONAL PURPLE HEART
 HALL OF HONOR STATION
 POSTMASTER
 PO BOX 9998
 NEW WINDSOR NY
 12553-9998



November 18, 2006

U.S. Postal Service
 GETTYSBURG RAILROAD
 STATION
 POSTMASTER
 PO BOX 9998
 GETTYSBURG PA
 17325-9998



CHICAGOPEX 2006 STA.
 Arlington Heights, IL 60004
 November 17, 2006
 Celebrating German Music

November 17-19, 2006

U.S. Postal Service
 CHICAGOPEX 2006 STATION
 POSTMASTER
 909 W EUCLID AVE
 ARLINGTON HEIGHTS IL
 60004-9998

GETTYSBURG ADDRESS STATION

November 19, 2006
Are we not engaged in a great civil war, testing whether these united states or any nation so conceived can be maintained, can long endure.
 ★ GETTYSBURG ★ PA ★ 17325

November 19, 2006

U.S. Postal Service
 GETTYSBURG ADDRESS
 STATION
 POSTMASTER
 PO BOX 9998
 GETTYSBURG PA
 17325-9998



November 18, 2006

First National Bank of Waverly
 JINGLE BELL PARADE
 STATION
 POSTMASTER
 125 E 2ND ST
 WAVERLY OH 45690-9998

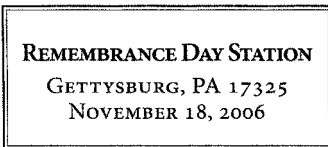
The Big "E" Station



45th Anniversary in Commission
 Nov. 25, 2006
 Norfolk VA 23513

November 25, 2006

U.S. Postal Service
 THE BIG E STATION
 CUSTOMER RELATIONS
 COORDINATOR
 2600 ELTHAM AVE STE 109
 NORFOLK VA 23513-2504



November 18, 2006

U.S. Postal Service
 REMEMBRANCE DAY
 STATION
 POSTMASTER
 PO BOX 9998
 GETTYSBURG PA
 17325-9998



MID-OHIO-CON STATION
 NOV. 25, 2006
 COLUMBUS, OH 43215

November 25, 2006

U.S. Postal Service
 MID-OHIO-CON STATION
 PHILATELIC UNIT
 6316 NICHOLAS DR
 COLUMBUS OH 43235-9998

Worthington Stamp Club
46th Annual Show Station
November 25, 2006
Worthington, OH 43085



November 25-26, 2006
Worthington Stamp Club and
U.S. Postal Service
46TH ANNUAL SHOW
STATION
PHILATELIC UNIT
6316 NICHOLAS DR
COLUMBUS OH 43235-9998



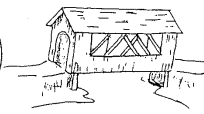
29th Annual
Christmas in The Village
Dec. 2, 2006
Roscommon, Michigan 48653
Festival Station

December 2, 2006
Roscommon Festival
Committee
FESTIVAL STATION
POSTMASTER
PO BOX 9998
ROSCOMMON MI 48653-9998



November 29, 2006
Vincennes University
200th Charter
Celebration Station
Vincennes, IN 47591

November 29, 2006
Vincennes University
200TH CHARTER
CELEBRATION STATION
POSTMASTER
420 BROADWAY ST
VINCENNES IN 47591-9998



December 2, 2006
Linn County Philatelic Society
LINNCOPEX STATION
POSTMASTER
PO BOX 9998
ALBANY OR 97321-9998



Trinity Lutheran Church
Building Station
Built in 1888
Arcadia MI 49613

December 1-25, 2006

December 1-25, 2006
Trinity Lutheran Church
TRINITY LUTHERAN CHURCH
BUILDING STATION BUILT
1888
POSTMASTER
PO BOX 9998
ARCADIA MI 49613-9998



Zoar Village Station
Dec. 2, 2006
Zoar, OH 44697

December 2, 2006
U.S. Postal Service
ZOAR VILLAGE STATION
POSTMASTER
171 W FIRST ST
ZOAR OH 44697-9998



CHRISTMAS STAR
STATION
DEC 25, 2006
NAZARETH MI 49074

December 1-25, 2006
U.S. Postal Service
CHRISTMAS STAR STATION
POSTMASTER
PO BOX 9998
NAZARETH MI 49074-9998



Vine Grove
Established 1865
Dickens Station
December 2, 2006
Vine Grove, KY 40175

December 2-3, 2006
City of Vine Grove
DICKENS STATION
POSTMASTER
PO BOX 9998
VINE GROVE KY 40175-9998



NORTH POLE
STATION
DEC 25, 2006
OSHTEMO MI 49077

December 1-25, 2006
U.S. Postal Service
NORTH POLE STATION
POSTMASTER
PO BOX 9998
OSHTEMO MI 49077-9998



Christmas in Warrensburg
Holiday Station
Warrensburg, NY 12885
December 2, 2006

December 2-3, 2006
Warrensburg Beautification,
Inc.
CHRISTMAS IN
WARRENSBURGH HOLIDAY
STATION
POSTMASTER
3930 MAIN ST
WARRENSBURGH NY
12885-9998



Christmas in Odessa
Station
Odessa, DE 19730
December 2, 2006

December 2, 2006
Women's Club of Odessa
CHRISTMAS IN ODESSA
STATION
POSTMASTER
312 MAIN ST
ODESSA DE 19730-9998



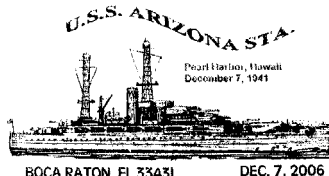
December 4, 2006
CELEBRATION STATION
POSTMASTER
4007 SWANEY ROAD
OLD MISSION, MI 49673

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

17th Annual
Christmas on the
Prairie Station
Dec. 2nd, 2006
Wahoo, NE 68066



December 2, 2006
U.S. Postal Service
CHRISTMAS ON THE PRAIRIE
STATION
POSTMASTER
PO BOX 9998
WAHOO NE 68066-9998



BOCA RATON, FL 33431 DEC. 7, 2006

December 7, 2006
Boca Raton Stamp Club
USS ARIZONA STATION
POSTMASTER
PO BOX 811943
BOCA RATON FL 33481-1943

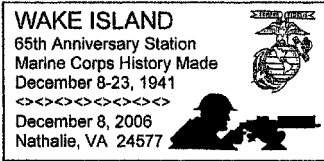
PEARL HARBOR REMEMBERED
1941 65th Anniversary 2006



USS ARIZONA MEMORIAL STATION
December 7, 2006 - Honolulu, HI 96818

December 7, 2006

Pearl Harbor Historical Sites
USS ARIZONA MEMORIAL STATION
MARKETING MANAGER
3600 AOOLE ST
HONOLULU HI 96820-3670



December 8, 2006

U.S. Postal Service
WAKE ISLAND 65TH ANNIVERSARY STATION
POSTMASTER
1031 VOLENS RD
NATHALIE VA 24577-9998

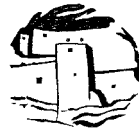
Pearl Harbor Remembered



USS BOWFIN STATION
December 7, 2006 - Honolulu HI 96818

December 7, 2006

Pearl Harbor Historical Sites
USS BOWFIN STATION
MARKETING MANAGER
3600 AOOLE ST
HONOLULU HI 96820-3670



Montezuma Castle National Monument
Centennial Station : December 8, 2006
Camp Verde, AZ 86322
Preservation and Stewardship for 100 Years

December 8, 2006

Montezuma National Monument
MONTEZUMA NATIONAL CENTENNIAL STATION
POSTMASTER
PO BOX 9998
CAMP VERDE AZ 86322-9998

From War's Beginning 'til Peace Restored... We Remember



BATTLESHIP MISSOURI MEMORIAL STATION
December 7, 2006 - Honolulu HI 96818

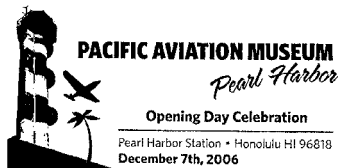
December 7, 2006

Pearl Harbor Historical Sites
BATTLESHIP MISSOURI MEMORIAL STATION
MARKETING MANAGER
3600 AOOLE ST
HONOLULU HI 96820-3670



December 8, 2006

U.S. Postal Service
METRO EXPO STATION
SPECIAL EVENTS JAF BLDG
421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9998



PACIFIC AVIATION MUSEUM
Pearl Harbor

Opening Day Celebration

Pearl Harbor Station • Honolulu HI 96818
December 7th, 2006

December 7, 2006

Pearl Harbor Historical Sites
PEARL HARBOR STATION
MARKETING MANAGER
3600 AOOLE ST
HONOLULU HI 96820-3670



December 8-9, 2006

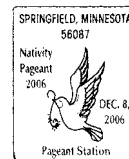
Platte River Search and Deliver
U.S.P.S. QWL/EI
2 SHOT GOOSE HUNT STATION
POSTMASTER
2145 MAIN ST
TORRINGTON WY 82240-9998



ONE NATION UNDER GOD

December 7, 2006

V.F.W. Post 6306
GOLDEN SHORES STATION
POSTMASTER
PO BOX 9998
TOPOCK AZ 86436-9998



December 8-9, 2006

Springfield Area Nativity Theatre Association
PAGEANT STATION
POSTMASTER
PO BOX 9998
SPRINGFIELD MN 56087-9998



SNOWFLAKE STATION

DECEMBER 8, 2006
RISING STAR TX 76471

December 8, 2006

U.S. Postal Service
SNOWFLAKE STATION
POSTMASTER
PO BOX 9998
RISING STAR TX 76471-9998



Old Time CHRISTMAS

Weedsport NY 13166

December 9, 2006

Weedsport Area Chamber of Commerce
WEEDSPORT STATION
POSTMASTER
8942 N SENECA ST
WEEDSPORT NY 13166-9998

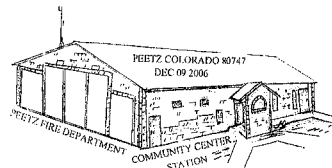


December 8, 2006

Angel Station
Angelica, New York 14709

December 8, 2006

U.S. Postal Service
ANGEL STATION
POSTMASTER
1 W MAIN ST
ANGELICA NY 14709-9998



PEETZ COLORADO 80747
DEC 09 2006
PEETZ FIRE DEPARTMENT COMMUNITY CENTER STATION

December 9, 2006

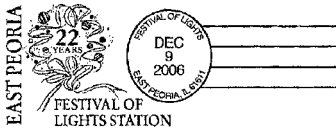
Peetz Fire Protection District
PEETZ FIRE DEPT COMMUNITY CENTER STATION
POSTMASTER
602 MAIN ST
PEETZ CO 80747-9998



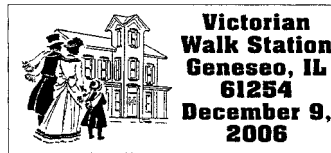
December 9, 2006
 U.S. Postal Service
 PANEX 46 STATION
 POSTMASTER
 PO BOX 9998
 JUNEAU AK 99801-7111



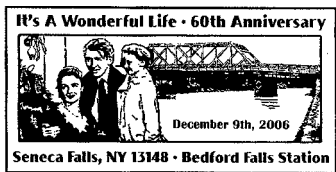
December 9, 2006
 U.S. Postal Service
 COUNTRY CHRISTMAS
 STATION
 POSTMASTER
 PO BOX 9998
 RUDOLPH WI 54475-9998



December 9, 2006
 U.S. Postal Service
 FESTIVAL OF LIGHTS
 STATION
 POSTMASTER
 415 E WASHINGTON ST
 EAST PEORIA IL 61611-9998



December 9, 2006
 Geneseo Chamber of
 Commerce
 VICTORIAN WALK STATION
 POSTMASTER
 PO BOX 9998
 GENESEO IL 61254-9998



December 9, 2006
 Seneca Falls Heritage
 Committee
 BEDFORD FALLS STATION
 POSTMASTER
 38 STATE ST
 SENECA FALLS NY
 13148-9998



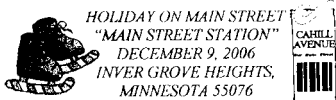
December 9-10, 2006
 Havana Centennial Committee
 CENTENNIAL STATION
 POSTMASTER
 9080 HAVANA HWY
 HAVANA FL 32333-9998



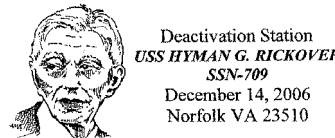
December 9, 2006
 Clarksburg Historic
 CLARKSBURG STATION
 POSTMASTER
 500 W PIKE ST
 CLARKSBURG WV
 26301-9998



December 10, 2006
 U.S. Postal Service
 METRO EXPO STATION
 SPECIAL EVENTS JAF BLDG
 421 EIGHTH AVE RM 2029B
 NEW YORK NY 10199-9998



December 9, 2006
 Holiday on Main Street
 Committee
 MAIN STREET STATION
 POSTMASTER
 6566 CAHILL AVE
 INVER GROVE HEIGHTS MN
 55076-9998

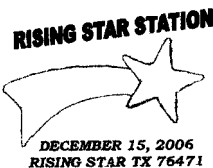


December 14, 2006
 U.S. Postal Service
 DEACTIVATION STATION
 CUSTOMER RELATIONS
 COORDINATOR
 2600 ELTHAM AVE STE 109
 NORFOLK VA 23513-2504

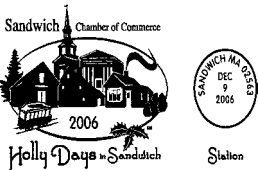
Holiday Stroll Station



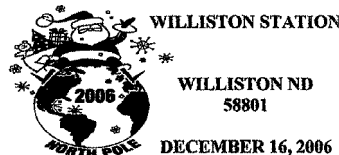
December 9, 2006
 U.S. Postal Service
 HOLIDAY STROLL STATION
 POSTMASTER
 129 MAIN ST
 ASHAWAY RI 02804-9998



December 15, 2006
 U.S. Postal Service
 RISING STAR STATION
 POSTMASTER
 PO BOX 9998
 RISING STAR TX 76471-9998



December 9, 2006
 Sandwich Chamber of
 Commerce
 HOLLY DAYS IN SANDWICH
 STATION
 POSTMASTER
 PO BOX 9998
 SANDWICH MA 02563-9998



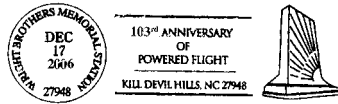
December 16, 2006
 Chamber of Commerce
 WILLISTON STATION
 POSTMASTER
 120 E BROADWAY
 WILLISTON ND 58801-9998



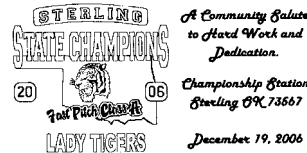
December 16, 2006
 U.S. Postal Service
 OLD GLORY STATION
 CUSTOMER RELATIONS
 COORDINATOR
 2600 ELTHAM AVE STE 109
 NORFOLK VA 23511-2504



December 18, 2006
 Chaffee County Zebulon Pike
 Commemoration Committee
 ZEBULON PIKE
 BICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 BUENA VISTA CO 81211-9998



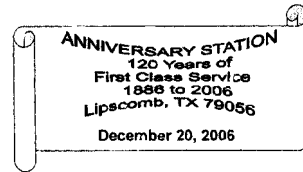
December 17, 2006
 First Flight Society
 WRIGHT BROTHERS
 MEMORIAL STATION
 POSTMASTER
 PO BOX 9998
 KILL DEVIL HILLS NC
 27948-9998



December 19, 2006
 Sterling Public Schools
 STATE CHAMPIONSHIP
 STATION
 POSTMASTER
 PO BOX 9998
 STERLING OK 73567-9998



December 17, 2006
 First Flight Society
 WRIGHT BROTHERS
 STATION
 POSTMASTER
 PO BOX 9998
 KITTY HAWK NC 27949-9998



December 20, 2006
 U.S. Postal Service
 ANNIVERSARY STATION
 POSTMASTER
 101 S MAIN ST
 LIPSCOMB TX 79056-9998

— Stamp Services,
 Government Relations, 12-7-06

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
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Mailing Standards, Pricing and Classification, 12-7-06

Post Offices

MOVER'S GUIDE NEWS

January 2007 Mover's Guide News

The January 2007 issue of Publication 75, *Mover's Guide*, is now available. As of January 1, please display the new issue and recycle all expired versions.

Catalog Address Change and Request Card

- Attached to PS Form 3575, *Change-of-Address Order*, is the Catalog Address Change and Request Card, which movers can fill out to let catalogers know where they are moving.
- The Catalog Address Change and Request Card must be detached from the change-of-address (COA) form and from the catalog description card.
- The Catalog Address Change and Request Card and the COA form should be mailed separately. This is important for change-of-address processing.

PS Form 3576, Address Notification Cards

- PS Form 3576, *Address Notification Cards*, are no longer included inside the *Mover's Guide* envelope.
- Post Offices™ that need *Address Notification Cards* must order them from the Material Distribution Center (MDC).
- To order up to 200 *Address Notification Cards*, call the MDC and use touch tone order entry (TTOE): Call 800-273-1509.

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

Use the following information to order PS Form 3576, *Address Notification Cards*:

PSIN:	PS 3576
PSN:	7530-01-000-9963
Unit of Measure:	EA
Minimum Order Quantity:	200
Maximum Order Quantity:	200
Quick Pick Number:	181
Price:	\$0.00
Edition Date:	05/06

For offices that DO NOT receive automatic distribution (the majority of offices fall in this category)

- In December, your Post Office will receive a package of 25 *Mover's Guides*.
- Do not display this edition until January 1, 2007, unless your current stock of this item is depleted.

- After January 1, 2007, you must recycle all copies of any older version of the *Mover's Guide* remaining at your facility.
- To order up to 100 copies, call the MDC and use touch tone order entry (TTOE): Call 800-273-1509.
Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.)
- If you need more than 100 copies, or if you have other questions regarding *Mover's Guide*, please call Imagitas directly at 800-816-6837 or visit http://blue.usps.gov/delivery/movers_guide/top_page.htm.
- Remember also to order PS Forms 3576, *Address Notification Cards*, and display them next to the *Mover's Guide*.

Use the following information to order the January 2007 issue of *Mover's Guide*:

PSIN:	PUB 75
PSN:	7610-03-000-4795
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	100
Quick Pick Number:	441
Price:	\$0.00
Edition Date:	01/07

For offices that DO receive automatic distribution

- The first half of your supply of the January 2007 issue of Publication 75, *Mover's Guide*, will begin arriving at your facility in mid-December.
- The second half of your supply will arrive 4 to 6 weeks later.
- Your supply will arrive in boxes of 100 and 300.
- *Mover's Guides* are printed and distributed three times a year — in April, August, and December.
- Remember to display PS Form 3576, *Address Notification Cards*, next to the *Mover's Guide*.
- If you would like to order supplemental quantities, please call 800-816-6837 or visit http://blue.usps.gov/delivery/movers_guid/top_page.htm.
- Do not start using this edition until January 1, 2007, unless your current stock of this item is depleted.

After January 1, 2007, you must recycle all copies of any older versions of *Mover's Guide* remaining at your facility.

Please keep track of your inventory. Businesses and other organizations must purchase *Mover's Guide* and can obtain order forms by calling Imagitas at 800-816-6837. For

further information, visit our Frequently Asked Questions at http://blue.usps.gov/delivery/movers_guide/top_page.htm.

Remember, consumers can visit www.usps.com and click on *Change of Address* to change their address online!

— Address Management,
Intelligent Mail and Address Quality, 12-7-06

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	01-4240	35824	AL	Huntsville	Madison	Main Office	Post Office		Realign ZIP Code™ boundaries. Use Huntsville AL 35813 as last line of address for all 758 PO box deliveries previously in ZIP Code 35824.
New	01-4240	35813	AL	Huntsville	Madison	Main Office	Post Office	01/08/2007	
Old	16-3714	61258	IL	Hooppole	Henry	Main Office	Post Office		This announcement expands the use of ZIP Code 61258 to include delivery.
New	16-3714	61258	IL	Hooppole	Henry	Main Office	Post Office	11/03/2006	
Old	23-0221	21401	MD	Annapolis DDU	Anne Arundel	Annapolis DDU	Classified Station		This announcement changes the administrative office for this ZIP Code from Annapolis DDU MD to Annapolis MD. Continue to use Annapolis MD 21401 as last line for addresses.
New	23-0216	21401	MD	Annapolis	Anne Arundel	Annapolis DDU	Classified Station	10/19/2006	
Old	37-0576	58313	ND	Balta	Pierce	Main Office	Post Office		This announcement expands the use of ZIP Code 58313 to include delivery.
New	37-0576	58313	ND	Balta	Pierce	Main Office	Post Office	11/13/2006	
Old	38-2555	44035	OH	Elyria	Lorain	Main Office	Post Office		Realign ZIP Code boundaries. Use North Ridgeville OH 44039 as last line of address for the 757 deliveries previously in ZIP Code 44035.
New	38-2555	44039	OH	Elyria	Lorain	Main Office	Post Office	12/01/2006	

— Address Management, Intelligent Mail and Address Quality, 12-7-06

Retail

NOTICE

Stamps by Mail — Brochure Ordering Information

This article publishes the Stamps by Mail® print run cut-off schedule for the remaining '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 82 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, 12-7-06

Stamps At Your Door Supply Order

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

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

You MUST complete ALL fields on this form

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

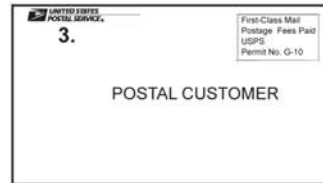
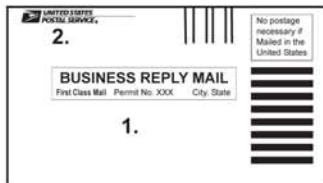
Quantity			
Item	Specify No. of Packs (500 forms per pack)	Unit Cost	Total
Form 3227 (Year-Round Version)	_____	@ \$11.00 ea. per pkg. =	
Form 3227 (Holiday), limited offering — Check Postal Bulletin schedule for availability.	_____	@ \$11.00 ea. per pkg. =	
Total			\$

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

Contact Name _____

Contact Telephone No. (Include area code) _____

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



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

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

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

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

Requestor Signature _____ Manager/Supervisor Signature _____

Funding/Credit Card Official Signature _____ Date Signed _____

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

NOTICE

ReadyPost Wire Kits for Slatwalls Are Available From the MDC

The ReadyPost® shipping supply program is supported by a standardized merchandising strategy. To provide Retail Standardization assistance to smaller offices and offices with limited slatwall space, we have developed three standardized ReadyPost wire kits with product planograms. To view the planograms online, go to the Postal Service™ internal Web site at <http://blue.usps.gov/marketing/retail/readypost.htm>; click on *Purchase Your ReadyPost Slatwall Wire Kite Display*; and click on the “jpg” links for the three types of wire kits.

ReadyPost wire kits are available from the Material Distribution Center (MDC) by using touch tone order entry

(TTOE): Call 800-273-1509. Offices not familiar with the TTOE process may receive instructions online at http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc.

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 ReadyPost wire kits (slatwall units not included in kit).

Description	21" ReadyPost Wire Kit	27" (Mini) ReadyPost Wire Kit	42" ReadyPost Wire Kit
PSN	7195-09-000-3996	5340-08-000-4676	7195-09-000-3995
Unit of Measure	EA	EA	EA
Contents	1 Decorative Mailing Box Wire Fixture. 1 Decorative Angled Mailer Wire Fixture. 6 10" Wire Hooks. 1 Planogram/Back Panel.	2 Generic Small Mailing Envelope Wire Fixtures. 7 10" Wire Hooks. 1 Instruction Sheet.	4 Generic Small Mailing Envelope Wire Fixtures. 4 Generic Large Mailing Envelope Wire Fixtures. 1 Generic Bubble Wrap Wire Fixture. 28 10" Wire Hooks. 1 Planogram Kit.
Designed Use	Office categories 2 and 3 and seasonal products.	All office categories.	Office category 2.
Minimum Order Quantity	1	1	1
Quick Pick Number	N/A	N/A	N/A
Bulk Pack Quantity	N/A	N/A	N/A
Price	\$93.30	\$42.16	\$181.25

Additional 10" slatwall wire hooks are also available from the MDC — use the following information to order these hooks:

Description: 10" slatwall wire hooks
PSN: 5340-07-000-0104
Unit of Measure: PK (20)
Minimum Order Quantity: 1
Quick Pick Number: N/A
Bulk Pack Quantity: 100
Price: \$39.95

For any problems with delivery or the contents of delivered kits, contact the MDC at 800-332-0317 and follow the prompts to general assistance. Please specify the size of the purchased ReadyPost wire kit.

— Retail Marketing,
 Customer Service, 12-7-06

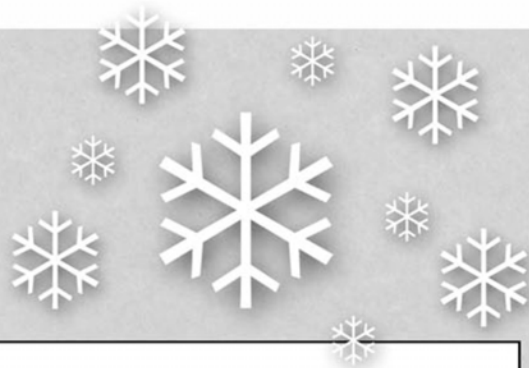
Note: Prices are subject to change.

What's in Store

december

retail employee bulletin

12/1/06 – 12/31/06



Closing In On Key Dates

Give your customers peace of mind by reminding them of key dates that will ensure their mail arrives by December 25. For additional mail dates refer to *Postal Bulletin* PB22189, September 14, 2006.

Pay attention to the last two dates listed below, as they apply to signage in your office.

Monday, December 11

- Priority Mail® Military (ZIP™ Code 093 excluded)

Tuesday, December 19

- Express Mail® Military Service (ZIP Code 093 excluded)
- Global Express Guaranteed® (All locations except Canada)

Wednesday, December 20

- Global Express Guaranteed (Canada)
- Priority Mail (Domestic)
- First-Class Mail® (Domestic letters & cards)

Friday, December 22

- Express Mail (Domestic)

Saturday, December 23

- 40% off sale starts. Be sure to put up your Holiday Sale Lug-Ons. All holiday-themed ReadyPost® shipping supplies (excluding Soft Red design) and select Holiday OLRP are on sale. Visit the "News" section at <http://blue.usps.gov/marketing/retail> for a complete list of sale items.



Monday, January 1



- Take down all Holiday POP signage and replace with New Year POP signage.

Holiday Reminders

- Keep Official Licensed Retail Products (OLRP) and ReadyPost displays fully stocked all day because they make great gift add-ons and sell quickly.
- During our busy holiday season, have someone in the lobby to direct traffic and assist customers to keep the wait time in line as short as possible.

For additional tips, refer to the "Retail Employee Calendar" hanging in the Employee zone of your Post Office®.
For additional information, visit <http://blue.usps.gov/marketing/retail> to access the Retail Marketing Intranet site.

Supply Management

NOTICE

Asset Management Integration Program Officially Launched

On November 15 and 16, 2006, representatives from Government Relations, Supply Management, Marketing, Information Technology, Finance, and Human Resources kicked off the Asset Management Integration effort to define and implement the best solutions for effectively managing the Postal Service's™ physical assets.

Phase 1 of the Asset Management Integration effort, which began in October 2006 with a target end date of September 2007, includes the following goals:

- Distribution and Fulfillment:
 - Identify the optimal Stamp and Retail fulfillment networks.
 - Streamline ordering and fulfillment processes to limit number of manufacturer shipments on a single order.
- Process:
 - Understand and document current asset management processes.
 - Develop process designs to better track and manage inventory and assets, including the use of forecast-based planning to identify inventory requirements.
- Technology:
 - Understand and document current systems that support asset management functions.
 - Identify the best software to track and manage inventory.
- Organization:
 - Understand the current organizations and personnel involved in asset management activities.

Elaine MacMahon, Manager of Supply Management Operations, said, "The executive committee has asked Supply Management to begin working closely with all stakeholders involved in asset management. We will standardize the processes and systems to better manage costs around managing assets. We'll also bring visibility to the assets the Postal Service now has and reduce the cost of getting those assets in your hands. This is a big challenge, but long overdue. It will make the supply chain less costly, the supply stream more efficient, and your job that much easier. So be on the look out for Asset Management Integration."

— *Supply Management Operations,*
Supply Management, 12-7-06

SEND GIFTS WITH

Peace Of Mind


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



Free
PACKAGE PICKUP

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 usps.com

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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.



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

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

This holiday, the Post Office™ comes to you.

FREE
Package Pickup
to make your
season light.



USPS.com/holiday