

2007 PAY DATES AND LEAVE YEAR, SEE PAGE 54

# POSTAL BULLETIN

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PB 22196, December 21, 2006



**24**  
**HOUR CLOCK**

Keep the mail moving on time.  
It gives our customers the service they depend on.



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

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



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

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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		

# USPSNEWS@WORK

## 24-hour clock — keep the mail moving on time

When we keep the mail moving, we give our customers the service they depend on. The 24-hour clock serves our customers better, and it also makes everyone’s job easier.

Meeting our 24-hour clock commitments helps the next shift — or the next plant or Post Office further along the mailstream — meet its deadlines too. It all adds up to smoother mail operations.

Like clockwork, 24 hours a day. Know your role in the 24-hour clock.

## Giordano named vice president of Public Affairs and Communications



Postmaster General Jack Potter has announced the appointment of Joanne Giordano as vice president of Public Affairs and Communications. Giordano most recently served as senior advisor to the administrator of the U.S. Agency for International Development (USAID), where she spearheaded a campaign to brand U.S. foreign assistance as coming “from the American people.” She joined USAID in 2001 as head of Public Affairs, developing and directing all internal and external communications to support the agency’s mission and operations in more than 100 countries.

Before her work at USAID, Giordano was senior vice president of Communications at America’s Promise — The Alliance for Youth, founded by General Colin Powell. She also spent 11 years with communications consulting firm Burson-Marsteller in its New York and Singapore offices, rising from account representative to vice president and leaving the firm in 2001 as Global Client Leader.

“During her time at Burson-Marsteller, Joanne was instrumental in generating a great deal of positive publicity for USPS during our 1992 Olympic sponsorship,” Potter said. “So she is no stranger to the Postal Service.”

## Financial analyst helps save USPS \$34 million

Network Operations Financial Analyst Mike Cotter single-handedly reviewed several offshore exemptions and excise tax payment issues revolving around our FedEx air contracts. He felt that the FedEx contract should receive the same deductions for offshore product that commercial air was receiving.



Network Operations Financial Analyst Mike Cotter’s persistence paid off, saving USPS more than \$34 million in tax payments.

So Cotter developed several models using invoice data to calculate prior tax years and another model to address future tax exemptions. This information was submitted to be credited against USPS’ quarterly excise tax payments.

In early 2006, the Internal Revenue Service opened an inquiry to gain a better understanding of the tax credit, validate the amounts and understand how the tax code supported the application of the credits.

The result? The IRS approved the offshore excise tax exemptions. The total savings for 5 years is estimated at more than \$34 million.

## Postal reform: A message to employees from the postmaster general

As you know, the U.S. Senate and House approved postal reform legislation — the Postal Accountability and Enhancement Act of 2006 — on Saturday, Dec. 9. The legislation now needs the president’s signature before being enacted into law.

A key provision of the legislation moves the obligation for additional retiree benefits afforded veterans participating in the Civil Service Retirement System from USPS to the Treasury. This change, combined with elimination of the escrow funding requirements, results in a benefit worth about \$30 billion to the Postal Service and rate payers. And it puts us on a path to fully fund retiree health benefits.

I would single out the extraordinary efforts of Senators Susan Collins, Joseph Lieberman and Thomas Carper, and Representatives Thomas Davis, Henry Waxman, John McHugh and Danny Davis to make reform a reality.

## New safe driving course to debut in 2007



A driving safety instructor takes his turn at delivering to a curbside mailbox on the newly designed delivery skills course.

USPS has one of the largest vehicle fleets in the world, and we want to maintain it with the best-qualified, best-trained drivers in the world. That's why we're launching a new driver safety program early next year, based on the new Handbook EL-804, *Safe Driver Program*.

The program features a newly designed 8-hour classroom course on postal driving requirements with a computer-based pass/fail test at its conclusion. In addition, it uses the National Safety Council — Defensive Driver Training 6-hour classroom course and also focuses on improved vehicle familiarization training.

Transferring what employees know in their head to practical street knowledge is the goal of the newly designed skills courses — and there's one each for delivery vehicles and large trucks. There's even a re-designed road test at the end of the course.

## USPS in top 30 of Forbes list

It's the holidays, and making it on the "nice" list is a high priority for many. A recent article posted on Forbes.com featured the results of consulting firm Reputation Institute's international survey of 30,000 people about how they viewed 600 of the world's biggest businesses.

Guess who received a top ranking for "Most Reputable" U.S. businesses?

That's right! The Postal Service finished in the Top 30. USPS was one of only seven transportation and logistics companies to make it and one of only two postal administrations in the whole world on the list. The Postal Service earned a 67.25 rating, finishing just behind Pricewaterhouse Cooper.

## Three-million-package month for Carrier Pickup

November was the second record-breaking month in a row for Carrier Pickup — soaring past October's all-time high of 2.8 million packages — to finish above the 3 million mark for the first time.

New enhancements such as Delivery Confirmation for APOs and

FPOs and the recently launched Shipment Confirmation Acceptance Notice (SCAN) are making it more convenient than ever for shippers this holiday season.

Just ask CEO Toby Shenefelt of Unwind.com, an Internet supplier of relaxation and stress relief items. "When we were told about Carrier Pickup with SCAN, I couldn't wait to sign up," says Shenefelt. "Now, when a customer calls about an item, I can give the tracking number and tell him or her exactly when it was shipped and give an estimated delivery date. With Carrier Pickup and SCAN, businesses like ours will be knocking on your door."



Pearl, MS, Rural Carrier Sonia Carter picks up packages from an Unwind.com employee. More than 3 million Carrier Pickup packages entered our system in November.

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

# Administrative Services

ASM REVISION

## Designation of Functions

Effective immediately, *Administrative Support Manual* (ASM) 211.13 and Exhibit 211, both entitled Designation of Functions, are deleted. Subsection 211.14, Federal Laws and Postal Regulations, is renumbered 211.13, and paragraphs 211.141 and 211.142 are renumbered 211.131 and 211.132, respectively.

### Administrative Support Manual (ASM)

\* \* \* \* \*

#### 2 Audits and Investigations

#### 21 General

#### 211 Authority

#### 211.1 Responsibility

\* \* \* \* \*

[Delete 211.13, Designation of Functions, and Exhibit 211, Designation of Functions.]

[Renumber 211.14 as 211.13.]

\* \* \* \* \*

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

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

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

It is also available on the Postal Service Internet:

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

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

— General Counsel,  
Office of Inspector General, 12-21-06

ASM REVISION

## New DMM References Updated in the ASM

Effective December 21, 2006, the *Administrative Services Manual* (ASM) is revised with updated *Mailing Standards of the United States*, Domestic Mail Manual (DMM®) references. Below is a table specifying which ASM sections have been revised with which DMM references.

ASM Location	Old DMM Reference	New DMM Reference
224.1	C000	601.8
224.1.d	C020	601.11
224.2	C030	601.12
224.3	G011	608.5
274.231	E070	703.9
274.232	E070	703.9

ASM Location	Old DMM Reference	New DMM Reference
274.31.d	C021	601.8
274.31.e	D030	507.4
274.31.j	D042.6	508.1.8
274.93	E010	703.2
371.52	G013	608.7
371.531	G013	608.7
371.532	G013	608.7
423	A910	507.6

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

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

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

It is also available on the Postal Service Internet:

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

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

— *Information Policies and Procedures, Public Affairs and Communications, 12-21-06*

# Create Memories

WITH MAIL



<b>Holiday Snowflakes</b>	<b>.39</b>
<small>Available in October</small>	
<b>Christmas: Chacón Madonna and Child with Bird</b>	<b>.39</b>
<small>Available in October</small>	
<b>Eid Greetings</b>	<b>.39</b>
<small>Available in October</small>	
<b>Hanukkah</b>	<b>.39</b>
<small>Available in October</small>	
<b>Kwanzaa</b>	<b>.39</b>
<small>Available in October</small>	
<b>Stop Family Violence</b>	<b>.45</b>
<small>Proceeds support the drive against domestic violence.*</small>	
<b>Breast Cancer Research</b>	<b>.45</b>
<small>Proceeds fund breast cancer research.*</small>	

**usps.com**

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19877-02Z-CM-432  
Stamp Department

\*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.

# Customer Relations

## Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 202-268-3258 at least 1 month preceding the requested delivery dates. The Postal Service™

also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://ribbs.usps.gov/files/advance/advtech.pdf> or contact the National Customer Support Center at 800-238-3150.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Costco "Wallet" Coupon Book	Standard/Letter	12/29/06–1/5/07	19.5	Nationwide	Barcoded, 3/5-Digit, Car-Rt	American Spirit Graphics/Segerdahl
Seventh Avenue	Standard/Catalog	1/2/07–1/5/07	2.5	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
Life Line Screening, 6x9 envelope, Artery Picture and repositionable note	Standard/Letter	1/4/07–1/10/07	2.0	Nationwide	3/5-Digit	Mail America, Forest, VA

— Business Service Network Integration, Customer Service, 12-21-06



# Domestic Mail

## DMM REVISION

### Update: Labeling Trays and Sacks of First-Class Mail

In the article “DMM Revision: Labeling Trays and Sacks of First-Class Mail” in *Postal Bulletin* 22195 (12-7-06, pages 10–12), we announced a change in labeling for mixed area distribution center (ADC) and mixed automated area distribution center (AADC) containers of First-Class Mail® items, with a required use date of February 18, 2007. We are extending the required use date to March 18, 2007, to allow software vendors more time to incorporate the changes. We still encourage mailers to make the labeling changes as soon as possible.

In addition, we revise 705.9.0 of the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) to replace labeling list L002 with labeling list L201 for labeling mixed ADC trays of First-Class Mail consisting of cotrayed presorted and automation-rate flats.

Again we encourage mailers to use the new labeling immediately, but mailers must label containers of First-Class Mail letters, flats, and parcels according to the new standards no later than March 18, 2007.

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

	*	*	*	*	*
<b>700</b>	<b>Special Standards</b>				
	*	*	*	*	*
<b>705</b>	<b>Advanced Preparation and Special Postage Payment Systems</b>				
	*	*	*	*	*

## DMM REVISION

### Electronic Verification System

Effective January 4, 2007, 402.2.0, 434, 435.4.0, 443.3.4, 444, 445.4.0, 446.2.0, 454, 455.3.0, 456.2.0, 464, 465, 466.2.0, 473.1.4, 474, 475, 476.1.1., 483.1.4, 484, 485, 486.1.1, 503, 604.5.0, 608.8.1, 705.2.0, 705.6.0, 705.7.0, 705.8.6.0 of the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) are revised to reflect the mailing requirements for mailers who choose the current option to use the Electronic Verification System (eVS) for manifesting parcel mail.

#### **9.0 Preparation for Cotraying and Cosacking Bundles of Automation and Presorted Flats**

##### **9.1 First-Class Mail**

\* \* \* \* \*

##### **9.1.4 Tray Preparation and Labeling**

\* \* \* \* \*

*[Revise item e1 to change line 1 labeling for mixed ADC destinations as follows:]*

e. Mixed ADC, required, no minimum; labeling:

- 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).

\* \* \* \* \*

We will incorporate this revision 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, 12-21-06*

### Required Use

Beginning, August 1, 2007, eVS will be required for all permit imprint Parcel Select® mailings and for permit imprint commingled parcel mailings authorized under 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.



## Background and Overview

The Postal Service™ has worked closely with the parcel shipping industry for the past 3 years to develop verification and acceptance procedures designed for customer convenience and flexibility in mail induction and postage payment. Current procedures for the acceptance and verification of parcel mailings are paper-driven and can be challenging in a dynamic shipping industry. This industry includes mailers and mail owners (such as catalog companies, order-fulfillment houses, and e-commerce firms) as well as shippers (such as regional and national carriers, parcel consolidators, and transporters handling parcels from mailers, mail owners, and other shippers). For purposes of brevity, the term “mailer” in this article and the following DMM text signifies all these possible entities.

## Current Operational and Documentation Flow

Current operational cycles of parcel mailers, especially operational cycles for destination entry parcels prepared as plant-verified drop shipment (PVDS), tend to be tied to the schedules of Postal Service clerks. These clerks visit the mailer’s production plants and mailing centers to verify and accept parcel mail before it can be entered into the mailstream or transported to Postal Service destination entry facilities for induction. For destination entry parcel mailers, scheduling poses a challenge because they must prepare paper documentation for each induction event just prior to the time of acceptance and verification at their production plants.

One challenge for the mailer is the high level of coordination needed to ensure that the mail, the Postal Service personnel charged with verification, and the mailer’s transportation all arrive around the same time. A second challenge is the preparation of the following important documentation:

- *Postage Statements.* Postage statements constitute a mailer’s declaration of what is in the mailing and the authorization to withdraw funds from the mailer’s postage payment account. These are critical financial documents that list rates and payment for the various classes of parcel mail based on the declared number of pieces and rate categories.
- *Manifests.* If the parcel mail is manifested, then corresponding manifests also must be generated to support the mail volume reported and the rates claimed, including any destination entry rates. Manifests are typically used for nonidentical-weight parcels paid with a permit imprint. As a result, manifests must contain detailed information about each parcel in the mailing. Postal Service personnel verify the mailing by comparing their rate calculations of mail samples

taken from the mailing against the rate information reported in the manifest.

- *Clearance Documents.* In addition to preparing the postage statements and the manifests providing rate-related information on every parcel in the mailing, mailers must prepare separate clearance documents for segments within the mailing being transported to each destination entry facility. The additional document, specifically used for destination entry mail, is PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*, which serves as proof of payment for each specific destination entry shipment when presented to the Postal Service at the entry facility. If the mailer, for example, has segmented the mail for transporting it to 125 entry facilities, then 125 distinct clearance documents must be prepared for those 125 facilities.

After Postal Service clerks verify the parcel mail at a mailer’s plant, the mail often flows through consolidators and transporters, who must keep track of the various PS Forms 8125. When consolidators and transporters commingle parcels from multiple mailings, it becomes difficult to keep the physical mailings and corresponding documents intact. It is also difficult for Postal Service clerks at destination entry facilities to reconcile the paper documentation against the parcels received.

Mailers need a more convenient and flexible way to provide and update the necessary documentation required for the parcel mail in their mailings. Likewise, the Postal Service needs a more consistent and accurate way to verify parcel mailings at destination entry facilities.

## Benefits of eVS

The Postal Service and the parcel shipping industry have worked together to develop eVS into a new manifesting model that simplifies verification, acceptance, and induction of parcel mailings. Under this model, mailers barcode and manifest all parcels before transmitting the electronic manifest files to the Postal Service.

The eVS manifest file structure, which is similar to the traditional postage payment manifests, lists all parcels in a mailing and includes pertinent information that supports postage and fee payment for each parcel. Under eVS, the Postal Service generally no longer verifies parcel mailings at a mailer’s plant, and the mailer is no longer required to create paper documentation for induction activities. Mailers now manifest the parcels, transmit their electronic files to the Postal Service, schedule appointments through the Facility Access and Shipment Tracking (FAST) system, and present the parcels at the desired destination entry facilities according to their FAST appointments.

The Postal Service draws random statistical samples of mailings at the appropriate plants and delivery units, and electronically compares the sampling data against the transmitted electronic manifest data in order to verify the accuracy of the mailing. Electronic reports provide information on the discrepancies noted. These reports are available via the eVS Web site and can facilitate an automated reconciliation process.

Parcel mailers can benefit from using eVS for the following reasons:

- *Flexibility.* On-site Postal Service verification schedules no longer constrain the management of a mailer's internal workflows, thereby allowing more rapid responses to changes in production, order fulfillment, and customer business needs. Under eVS, most verification and sampling activities now occur off-site at Postal Service destination entry facilities such as bulk mail centers and delivery units rather than at origin sites such as the mailer's plant or the Postal Service business mail entry unit serving that plant.
- *Precision.* Barcoding each parcel ensures greater precision within the accounting and postage payment processes.

- *Efficiency.* Transmitting specifically prepared electronic manifest files eliminates the need for paper documentation, significantly improves the efficiency of operations and reporting, and provides greater flexibility for updating information. eVS is a paperless system. All documentation is prepared electronically and received electronically, and clearance documents are no longer needed.
- *Cash Flow.* Transmitting electronic files on the day when the mailer deposits the mail at the destination facilities allows the mailer to pay postage closer to the actual time that the mail is entered into the mailstream.
- *Information.* Having access to a wealth of online reports provides up-to-date mailing and transaction information. This information (accessible 24 hours a day, 7 days a week) facilitates convenient information sharing between the Postal Service and the eVS mailers.

**Plant-Verified Drop Shipment (PVDS) vs. Electronic Verification System (eVS)**

Step	PVDS	eVS
<b>Manifest Submission</b>	<ul style="list-style-type: none"> <li>■ Paper-based</li> <li>■ Physical delivery required</li> <li>■ Limited to USPS business hours</li> </ul>	<ul style="list-style-type: none"> <li>■ Electronic-based</li> <li>■ Instantaneous delivery</li> <li>■ 24/7 submission and mail preparation</li> </ul>
<b>Sampling Process</b>	<ul style="list-style-type: none"> <li>■ Travel to DMUs and mailer plants required</li> <li>■ Sampling plans and schedules difficult to coordinate</li> </ul>	<ul style="list-style-type: none"> <li>■ Conducted mainly at destination entry facilities</li> <li>■ Sampling plans and schedules simple to establish</li> </ul>
<b>Account Reconciliation</b>	<ul style="list-style-type: none"> <li>■ Per manifest</li> <li>■ Manual calculation and debiting</li> </ul>	<ul style="list-style-type: none"> <li>■ Global monthly accounting period</li> <li>■ Automated calculation debiting</li> </ul>

**Requirements**

eVS has two fundamental technical requirements that provide the necessary data and configuration for successful processing. The requirements are as follows:

- *Electronic Manifest Files.* The creation and successful transmission of electronic manifest files to the Postal Service for postage payment is required. The electronic file format and data elements used for these manifest files are detailed in Postal Service Publication 205, *Electronic Verification System Technical Guide*. The eVS electronic manifest files replace today's hardcopy manifest, as well as the associated hardcopy postage statement and, for plant-verified drop shipments, PS Form 8125.

- *Parcel Barcoding.* The application of a unique barcode to each parcel is required. There are two standardized eVS barcode formats: the Confirmation Services barcode (that is, the current barcode used for Delivery Confirmation™ and Signature Confirmation™) and the Package Services routing barcode for parcels not using Confirmation Services. Publication 205 presents the technical requirements for each barcode, as follows:
  - The barcode must be an authorized UCC/EAN Code 128 barcode meeting the technical requirements in Publication 205.
  - The mailer ID used in the barcode must be unique to the parcel shipper or the parcel shipper's client.

- Each barcode must be unique for 12 consecutive months. (The Postal Service is developing requirements to shorten this period to 6 consecutive months for possible implementation in 2007.)

Because Delivery Confirmation service does not require any additional fees for Parcel Select items, mailers are encouraged to apply a Delivery Confirmation service barcode to all Parcel Select pieces. Delivery Confirmation service is available on other Package Services and Standard Mail® parcels for \$0.14, when using the electronic option. Mailers may choose to apply an alternate barcode, as described in Publication 205, to avoid paying this fee. However, no delivery information is available if this barcode used.

### eVS Manifest Mailing Operations

The principal eVS manifest mailing operations for the eVS mailer and the Postal Service occur in the following sequence:

1. *Transmitting Electronic Manifest Files.* On or before the actual date of deposit (also called the date of mailing), the mailer transmits electronic manifests to the Postal Service detailing all eVS parcels to be deposited into the mailstream.
2. *Generating Postage Statements.* eVS generates postage statements using the information contained in the mailer's transmitted manifest files and submits these postage statements directly to *PostalOne!*®
3. *Paying Postage and Fees.* From the information on the generated postage statements, postage and any fees for special services are withdrawn from the mailer's *PostalOne!* postage payment account. Account information, including current balances and transactions, is updated on the eVS Web site. The eVS mailer can access the password-protected Web pages to view postage statements and associated funds debited from the account.
4. *Transporting and Depositing Parcels.* The eVS mailer makes appointments through the Postal Service's Facility Access and Shipment Tracking (FAST) system and then the mailer transports and deposits the parcels at the appropriate Postal Service destination entry facility, based on any of these entry rates available for the class of mail class claimed:
  - a. Destination bulk mail center.
  - b. Destination sectional center facility.
  - c. Destination delivery unit.
5. *Sampling Deposited Parcels.* As the eVS mailer deposits parcels at destination entry facilities, the Postal Service randomly samples the parcels using scanning devices and electronic scales and uploads the collected sampling data to eVS. The uploaded data is matched to the data manifested by the mailer. The data is then compared to verify whether the manifested postage for the sampled parcels has been calculated correctly, based on the rate determinants and physical characteristics of the parcels. The comparison results are recorded in the eVS database and used to calculate the postage adjustment factor (PAF) described in the next section. Sampling data collected by the Postal Service includes the following:
  - a. Barcode information and rate markings on the mailing label.
  - b. Service area of the entry point and destination ZIP Code™ on the mailing label.
  - c. Zone, if applicable to the class or subclass of mail.
  - d. Size (dimensions) of the parcel, if warranted by an unusual size that could result in a balloon rate or oversize rate.
  - e. Weight of the parcel.
  - f. Machineability of the parcel.
6. *Determining Misshipped and Unmanifested Parcels.* When barcodes on the mailing labels are scanned during normal processing and delivery operations (for example, delivery scans collected for parcels prepared with Delivery Confirmation), the barcode data is transmitted from the Product Tracking System to the eVS database to determine whether the parcels are misshipped or unmanifested. Misshipped parcels are parcels deposited by the eVS mailer at the incorrect destination delivery unit entry facility and transported by the Postal Service to the correct entry facility. Unmanifested parcels are parcels that are scanned by the Postal Service but not included on the mailer's manifest.
7. *Assessing Additional Postage.* As described in the next section, the mailer is assessed postage for discrepancies found in the electronic manifests for any of the following:
  - a. Incorrectly rated parcels.
  - b. Unmanifested parcels.
  - c. Misshipped parcels.

### Postage Adjustments

eVS collects postage daily based on the electronic manifests received that day from mailers. For calculating postage adjustments in eVS, a mailing period is defined as a calendar month. A reconciliation period is defined as the 20 days immediately following the mailing period. In addition to the daily collection of postage based on the

manifests, postage is calculated and assessed each month for the following types of errors:

- **Incorrectly Rated Parcels.** If total postage paid for the parcels on the manifests received for a mailing period is understated by more than 1.5 percent (based on sampling), a postage adjustment factor (PAF) is calculated by dividing the total postage for the sampled parcels by the postage claimed for the sampled parcels on the mailer's manifests. If the PAF exceeds 1.015 (that is, the percentage of underpayment is greater than 1.5 percent), then the manifested postage amount for the entire mailing period is multiplied by the PAF minus 1 (1.015 - 1) to determine the additional postage due.
- **Unmanifested Parcels.** If a parcel is not identified on a manifest, the mailer ID in the barcode is used to establish accountability for payment of postage. Postage for unmanifested parcels is based on data collected on these parcels at destinating Postal Service facilities. The eVS database receives a weekly update of unmanifested parcels from the Product Tracking System. The mailer is allowed to reconcile unmanifested parcels by transmitting electronic manifest files for the unmanifested parcels during the mailing period and no later than within 10 days after the close of the mailing period. Any unmanifested parcel receiving a manifest record prior to the 11th day of the subsequent month will be removed from this assessment and charged the appropriate postage. Unmanifested parcels do not become part of the postage adjustment factor calculation.
- **Misshipped Parcels.** For destination delivery unit (DDU) parcels dropped at an incorrect entry location, the eVS mailer is charged the difference between the manifested postage and the appropriate single-piece rate for the parcel. In the case of Standard Mail parcels, the mailer is charged the difference between the manifested postage and, whichever is less, the appropriate First-Class Mail® single-piece rate or appropriate Parcel Post® rate, either the intra-bulk mail center (intra-BMC) or inter-bulk mail center (inter-BMC) rate depending on the service area of the correct destination ZIP Code. DDU rates are currently not available for Standard Mail parcels. To allow for improved delivery, mailers can be authorized to commingle Standard Mail parcels with Parcel Select parcels entered at DDUs. For destination bulk mail center (DBMC) and destination sectional center facility (DSCF) parcels dropped at an incorrect entry location, any sampled pieces from such misshipments become part of the postage adjustment factor calculation.

The Postal Service will work with mailers required to pay postage adjustments for incorrectly rated parcels, unmanifested parcels, and misshipped parcels to determine the causes that led to the adjustments and to review quality control procedures. It is important that the mailer maintain such procedures to ensure accountability of parcels entered under the eVS manifest program.

#### Schedule of Postage Payments and Adjustments

Payment or Adjustment	When Account Debited
Manifest postage payment	Day transmitted manifest received
Manifest accuracy adjustment (postage adjustment factor)	On 21st day of next month
Unmanifested parcels adjustment	On 21st day of next month
Misshipped parcels adjustment	On 21st day of next month

#### Postage Payment Schedule

Under eVS, the collection of postage and any postage adjustment for postage due occurs as follows:

- The mailer's *PostalOne!* postage payment account is debited on a daily basis. Payment for each manifest is debited on the day the manifest is submitted.
- On the 21st day of the month following the monthly mailing period, defined as a calendar month, the mailer's *PostalOne!* postage payment account may be further debited for (1) postage adjustments on the manifested postage if the PAF exceeds 1.015, (2) postage for unmanifested parcels, and (3) additional postage for misshipped parcels. These additional postage amounts are processed on the 21st day of the month following the mailing period to allow mailers time to investigate and reconcile discrepancies. Between the end of a mailing period and the 21st day of the following month, eVS provides two consecutive 10-day review periods, as follows:
  - **Mailer Investigation Period.** The first 10-day period is the mailer review period and begins immediately after the end of the monthly mailing period and extends through the 10th day of the month following the mailing period. During the 10-day review period, the mailer may still submit manifest files to reconcile and pay for unmanifested parcels.
  - **Joint Mailer/Postal Service Investigation Period.** The second 10-day period is a joint review period between the mailer and the Postal Service and begins immediately following the 10-day mailer review period and extends through the 20th day of the month following the mailing period. During this period, at the mailer's request, the mailer may

jointly review the sampling data with the Postal Service to dispute any data indicating a postage adjustment is due. Appeals and refund requests must be submitted in writing to the Business Mailer Support manager within 30 days following the end of the joint review period.

**eVS Parcel Subclasses and Rate Categories**

Currently only the classes, subclasses, rate categories, and processing categories shown in the following table are available for eVS. The Postal Service plans to include the additional classes of mail and rate categories indicated in the lower part of the table by the dates shown.

**First-Class Mail and Priority Mail**

Beginning April 1, 2007, First-Class Mail and Priority Mail® will be offered only on a test basis. Both subclasses are handled in a preferential network and will require alternative sampling procedures. Current eVS-approved mailers interested in testing First-Class Mail or Priority Mail must send a written request to:

MANAGER  
 BUSINESS MAILER SUPPORT  
 US POSTAL SERVICE  
 475 L'ENFANT PLZ SW RM 2P846  
 WASHINGTON DC 20260-0846

**Available eVS Mail Classes, Rate Categories, and Processing Categories**

Class or Subclass	Rate Category	Processing Category
<b>Parcel Post</b>	<ul style="list-style-type: none"> <li>■ Intra-BMC</li> <li>■ Inter-BMC</li> <li>Parcel Select:                             <ul style="list-style-type: none"> <li>■ DBMC</li> <li>■ DSCF</li> <li>■ DDU</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Machinable</li> <li>■ Nonmachinable</li> </ul>
<b>Bound Printed Matter</b>	<ul style="list-style-type: none"> <li>■ Presorted</li> <li>■ DBMC</li> <li>■ DSCF</li> <li>■ DDU</li> </ul>	<ul style="list-style-type: none"> <li>■ Machinable</li> <li>■ Irregular</li> </ul>
<b>Media Mail®</b>	<ul style="list-style-type: none"> <li>■ Single-piece</li> <li>■ Presorted (basic and 5-digit)</li> </ul>	<ul style="list-style-type: none"> <li>■ Machinable</li> </ul>
<b>Standard Mail</b>	<ul style="list-style-type: none"> <li>■ Regular presorted</li> <li>■ Regular DBMC</li> <li>■ Regular DSCF</li> </ul>	<ul style="list-style-type: none"> <li>■ Machinable</li> <li>■ Irregular</li> </ul>
<b>Additional Subclasses, Rate Categories, and Mail Processing Categories Available January 4, 2007</b>		
<b>Library Mail</b>	<ul style="list-style-type: none"> <li>■ Single-piece</li> <li>■ Presorted (basic and 5-digit)</li> </ul>	<ul style="list-style-type: none"> <li>■ Machinable</li> <li>■ Irregular</li> </ul>
<b>Media Mail</b>	<ul style="list-style-type: none"> <li>■ Single-piece</li> <li>■ Presorted (basic and 5-digit)</li> </ul>	<ul style="list-style-type: none"> <li>■ Irregular</li> </ul>
<b>Bound Printed Matter</b>	<ul style="list-style-type: none"> <li>■ Single-piece</li> </ul>	<ul style="list-style-type: none"> <li>■ Machinable</li> <li>■ Irregular</li> </ul>
<b>Additional Subclasses, Rate Categories, and Mail Processing Categories Available April 1, 2007 for testing only</b>		
<b>First-Class Mail</b>	<ul style="list-style-type: none"> <li>■ Single-piece</li> </ul>	<ul style="list-style-type: none"> <li>■ All</li> </ul>
<b>Priority Mail</b>	<ul style="list-style-type: none"> <li>■ Single-piece</li> <li>■ Flat rate box</li> <li>■ Flat rate envelope</li> </ul>	<ul style="list-style-type: none"> <li>■ All</li> </ul>

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

\* \* \* \* \*

**400 Discount Mail Parcels**

\* \* \* \* \*

**402 Elements on the Face of a Mailpiece**

\* \* \* \* \*

**2.0 Placement and Content of Markings**

**2.1 First-Class Mail and Standard Mail Markings**

\* \* \* \* \*

**2.1.2 Exceptions to Markings**

*[Revise 2.1.2 to read as follows:]*

The following exceptions apply to manifest mailings:

- a. The basic marking must appear in the postage area on each piece. The two-letter rate category code required in the keyline on manifest mailing pieces prepared under 705.2.0 meets the requirement for other rate markings.
- b. Mail manifested using the Electronic Verification System (eVS) under 705.2.9 must bear the basic marking and the additional marking “eVS” (or the alternative “e-VS” or “EVS”) in two places:
  1. In the required permit imprint as described in 604.5.0.
  2. In the human-readable text above the required barcode described in 705.2.9 and 708.5.0.

**2.2 Parcel Post, Bound Printed Matter, Media Mail, and Library Mail Markings**

\* \* \* \* \*

*[Revise title and text of 2.2.7 to read as follows:]*

**2.2.7 Exception to Markings**

Mail manifested using eVS under 705.2.9 must bear the basic marking and the additional marking “eVS” (or the alternative “e-VS” or “EVS”) in two places:

- a. In the required permit imprint as described in 604.5.0.
- b. In the human-readable text above the required barcode described in 705.2.9 and 708.5.0.

\* \* \* \* \*

**430 Discount Parcels First-Class Mail**

\* \* \* \* \*

**434 Postage Payment and Documentation**

**1.0 Basic Standards for Postage Payment**

**1.1 Postage Payment Options**

*[Revise 1.1 by adding the following sentence, after the first sentence, as follows:]*

\*\*\*Mail manifested using the Electronic Verification System (eVS) under 705.2.9 must be paid with a permit imprint.\*\*\*

\* \* \* \* \*

**3.0 Mailing Documentation**

**3.1 Completing Postage Statements**

*[Revise the first sentence of 3.1 to read as follows:]*

Unless manifested using eVS under 705.2.9, any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy).\*\*\*

**3.2 Basic Documentation Standards**

*[Revise the first sentence of 3.2 to read as follows:]*

Unless manifested using eVS under 705.2.9, mailings presented to the USPS generally require paper documentation.\*\*\*

\* \* \* \* \*

**435 Mail Preparation**

\* \* \* \* \*

**4.0 Sack Labels**

\* \* \* \* \*

*[Revise title and text of 4.5 to read as follows:]*

**4.5 Line 3 (Origin Line)**

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) under 705.2.9. Line 3 must show either the city and state of the entry Post Office or the mailer’s name and the city and state of the mailer’s location. It is recommended that the mailer’s name also appear with the city and state of the entry Post Office. As an alternative to adding a fourth line for eVS mailings as required by 4.6, “eVS” may appear as the first element on Line 3.

[Renumber current 4.6 and 4.7 as new 4.7 and 4.8, respectively. Add new 4.6 to read as follows:]

**4.6 Electronic Verification System**

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under 705.2.9 must show “eVS” (or the alternatives “EVS” or “E-VS”) directly below Line 3 using the same size and lettering used for Line 3. As an option, “eVS” may be placed as the first element on Line 3.

\* \* \* \* \*

**440 Discount Parcels Standard Mail**

**443 Rates and Eligibility**

\* \* \* \* \*

**3.0 Basic Standards for Standard Mail Parcels**

\* \* \* \* \*

**3.4 Presort Mailing Fees**

[Revise 3.4 by adding the following sentence, after the first sentence, as follows:]

\*\*\*For mail manifested using the Electronic Verification System (eVS) under 705.2.9, only one annual mailing fee, paid at the Post Office of account where the permit imprint account is held, is required regardless of the number of Post Offices of mailing.\*\*\*

\* \* \* \* \*

**444 Postage Payment and Documentation**

**1.0 Basic Standards for Postage Payment**

**1.1 Postage Payment Options**

[Revise 1.1 by adding the following sentence, after the first sentence, as follows:]

\*\*\*Mail manifested using the Electronic Verification System (eVS) under 705.2.9 must be paid with a permit imprint.\*\*\*

\* \* \* \* \*

**3.0 Mailing Documentation**

**3.1 Completing Postage Statements**

[Revise the first sentence of 3.1 to read as follows:]

Unless manifested using eVS under 705.2.9, any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy).\*\*\*

**3.2 Basic Documentation Standards**

[Revise the first sentence of 3.2 to read as follows:]

Unless manifested using eVS under 705.2.9, mailings presented to the USPS generally require paper documentation.\*\*\*

\* \* \* \* \*

**445 Mail Preparation**

\* \* \* \* \*

**4.0 Sack Labels**

\* \* \* \* \*

[Revise title and text of 4.5 to read as follows:]

**4.5 Line 3 (Origin Line)**

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) under 705.2.9. Line 3 must show either the city and state of the entry Post Office or the mailer’s name and the city and state of the mailer’s location. It is recommended that the mailer’s name also appear with the city and state of the entry Post Office. As an alternative to adding a fourth line for eVS mailings as required by 4.6, “eVS” may appear as the first element on Line 3.

[Renumber current 4.6 and 4.7 as new 4.7 and 4.8, respectively. Add new 4.6 to read as follows:]

**4.6 Electronic Verification System**

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under 705.2.9 must show “eVS” (or the alternatives “EVS” or “E-VS”) directly below Line 3 using the same size and lettering used for Line 3. As an option, “eVS” may be placed as the first element on Line 3.

\* \* \* \* \*

**446 Enter and Deposit**

\* \* \* \* \*

**2.0 Destination Entry**

\* \* \* \* \*

**2.2 Minimum Volume**

\* \* \* \* \*

*[Add new 2.2f to read as follows:]*

- f. When Standard Mail mailings are presented together under the Electronic Verification System (eVS), a mailer may use the total piece count or total weight for all line items to all destinations reported within the 24-hour mailing period defined in 705.2.9. Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds for a Standard Mail mailing at a single destination entry facility if there is at least 200 pieces or 50 pounds for all entry points within the 24-hour mailing period.

### **2.3 Postage Payment**

*[Revise 2.3 to read as follows:]*

Postage payment for Standard Mail destination entry mailings is subject to the same standards that apply generally to Standard Mail and to the following:

- a. Mailers must pay postage and correct mailing fees at each Post Office where they are authorized to present mailings for verification unless using the Electronic Verification System (eVS) under 705.2.9. Except for plant-verified drop shipments (see 705.15.0), eVS shipments (see 705.2.9), or metered mail drop shipments (see 705.18.0), mailers must have a meter license or permit imprint authorization at the parent Post Office for mailings deposited for entry at a DBMC or ASF, at a DSCF, or at a DDU. Correct mailing fees must be paid for the current 12-month period at the Postal Service facility where postage is paid for the mailing.
- b. Mailers who mail parcels paid with a permit imprint and claimed at Standard Mail destination entry rates may use eVS under 705.2.9. Mailers using eVS must pay postage and fees at the Post Office where they hold the permit used for all eVS mailings.

### **2.4 Office of Mailing**

*[Revise 2.4 to read as follows:]*

Unless the mailing is paid and deposited as a metered mail drop shipment (see 705.18.0), a plant-verified drop shipment (see 705.15.0), or an eVS mailing (see 705.2.9), mail paid with meter postage, precanceled stamps, or permit imprint must be deposited at the Post Office that issued the corresponding license or permit, or at the destination bulk mail center serving that Post Office. Under the latter alternative, only the DBMC rate is available.

### **2.5 Documentation**

*[Revise 2.5 by adding a sentence at the end to read as follows:]*

\*\*\*For eVS mailings manifested under 705.2.9, postage statements are generated by USPS using the mailer's eVS manifest files.

\* \* \* \* \*

### **2.7 Verification**

#### **2.7.1 Place**

*[Revise 2.7.1 to read as follows:]*

As directed by the postmaster, the mailer must present destination entry mailings to USPS employees for verification:

- a. At the origin mailer's plant or the origin Post Office serving the mailer's plant under an authorized plant-verified drop shipment system under 705.15.0 or, when required by class of mail, rate category, or other reasons determined by the Postal Service, eVS under 705.2.9.
- b. At the destination Post Office or business mail entry unit.
- c. At the destination entry Postal Service facility, for eVS mailings under 705.2.9.

#### **2.7.2 Mail Separation and Presentation**

*[Revise 2.7.2 to read as follows:]*

Mailers must have Standard Mail destination entry rate mail verified under a PVDS system (see 705.15.0) or eVS (see 705.2.9), or they must present mailings for verification and acceptance at a BMEU located at a designated destination Postal Service facility. Mailers may deposit only PVDS and eVS mailings at a destination delivery unit not co-located with a Post Office or other Postal Service facility having a business mail entry unit. If authorized under 705.6.0, mailers may commingle Standard Mail parcels with other approved parcel mail using eVS. Mailers presenting destination entry mailings to the Postal Service must meet the following requirements:

- a. Mark each destination entry rate Standard Mail piece according to 402.0. If eVS is used, include the marking "eVS" on each piece as required by 705.2.9.
- b. Ensure that all PVDS mailings are accompanied by a completed Form 8125, 8125-C, or 8125-CD. eVS mailings do not require these forms.



- c. Separate each mailing from other mailings for verification. For PVDS mailings and eVS mailings, separate mailings for deposit at different destination Postal Service facilities.
- d. Separate mail from freight transported on the same vehicle.
- e. If Periodicals mail is on the same vehicle, load the Periodicals mail toward the tail of the vehicle.

**2.7.3 Form 8125**

*[Revise 2.7.3 by adding the following sentence, at the end, as follows:]*

\*\*\*Mail manifested using eVS under 705.2.9 does not require Form 8125.

\* \* \* \* \*

**450 Discount Parcels Parcel Post**

\* \* \* \* \*

**454 Postage Payment and Documentation**

**1.0 Basic Standards for Postage Payment**

\* \* \* \* \*

**1.2 Postage Payment**

*[Revise 1.2 to read as follows:]*

Postage payment for Parcel Select DBMC, DSCF, and DDU rate mail is subject to the same standards that apply generally to Parcel Post. Except for plant-verified drop shipments (see 705.15.0), Electronic Verification System (eVS) shipments (see 705.2.9), and metered mail drop shipments (see 705.18.0), the mailer must have a meter license or permit imprint authorization at the destination facility parent Post Office for mailings deposited for entry at a DBMC or ASF, at a destination sectional center facility, or at the parent Post Office of a destination delivery unit. Except for manifested mail using eVS under 705.2.9, postage and fees are paid to the Post Office that verifies the mailings. The mailer must ensure that Form 8125 accompanies plant-verified drop shipments.

**2.0 Mailing Documentation**

**2.1 Completing Postage Statements**

*[Revise 2.1 to read as follows:]*

Any mailing claiming a discount and all permit imprint mailings except manifested mail using eVS under 705.2.9 must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

\* \* \* \* \*

**2.3 Basic Documentation Standards**

*[Revise the first sentence of 2.3 to read as follows:]*

Unless manifested using eVS under 705.2.9, mailings presented to the USPS generally require documentation.\*\*\*

\* \* \* \* \*

**455 Mail Preparation**

\* \* \* \* \*

**3.0 Sack Labels**

\* \* \* \* \*

*[Revise title and text of 3.5 to read as follows:]*

**3.5 Line 3 (Origin Line)**

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) (see 3.6 for eVS labeling information). Line 3 must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

*[Renumber current 3.6 and 3.7 as new 3.7 and 3.8, respectively. Add new 3.6 to read as follows:]*

**3.6 Electronic Verification System**

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under 705.2.9 must show "eVS" (or the alternatives "EVS" or "E-VS") directly below Line 3 using the same size and lettering used for Line 3. As an option, "eVS" may be placed as the first element on Line 3.

\* \* \* \* \*

**456 Enter and Deposit**

\* \* \* \* \*

**2.0 Parcel Select**

\* \* \* \* \*

**2.2 Rate Eligibility for Parcel Select Rates**

\* \* \* \* \*

**2.2.4 Postage Payment**

*[Revise 2.2.4 to read as follows:]*

Postage payment for Parcel Select mailings is subject to the same standards that apply generally to Parcel Post and to the following:

- a. Mailers must pay postage and correct mailing fees at each Post Office where they are authorized to present mailings for verification unless using the

Electronic Verification System (eVS) under 705.2.9. Except for plant-verified drop shipments (see 705.15.0), eVS shipments (see 705.2.9), or metered mail drop shipments (see 705.18.0), mailers must have a meter license or permit imprint authorization at the parent Post Office for mailings deposited for entry at a DBMC or ASF, at a DSCF, or at a DDU. Correct mailing fees must be paid for the current 12-month period at the Postal Service facility where postage is paid for the mailing.

- b. Mailers who mail parcels paid with a permit imprint and claimed at Parcel Select rates may use eVS under 705.2.9. Mailers using eVS must pay postage and fees at the Post Office where they hold the permit used for all eVS mailings.

\* \* \* \* \*

**2.4 Deposit for Parcel Select**

\* \* \* \* \*

**2.4.3 Mail Separation and Presentation**

*[Revise 2.4.3 to read as follows:]*

Mailers must have Parcel Select mailings verified under an authorized PVDS system (see 705.15.0) or eVS (see 705.2.9), or they must present mailings for verification and acceptance at a BMEU located at a designated destination Postal Service facility. Mailers may deposit only PVDS and eVS mailings at a destination delivery unit not co-located with a Post Office or other Postal Service facility having a business mail entry unit. If authorized under 705.7.0, mailers may commingle Parcel Select with other approved parcel mail using eVS. Mailers presenting destination entry mailings to the Postal Service must meet the following requirements:

- a. Mark each DBMC, DSCF, or DDU rate Parcel Post piece as either "Parcel Post" or "Parcel Select," according to 402.2.2. If eVS is used, include the marking "eVS" on each piece as described in 604.5.0.
- b. Separate DBMC rate mailings by zone for permit imprint mailings of identical-weight pieces that are not mailed using a special postage payment system under 705.2.0 through 705.4.0, or that are not mailed under 455.1.4.
- c. Ensure that all PVDS mailings are accompanied by a completed Form 8125, 8125-C, or 8125-CD. eVS mailings do not require these forms.
- d. Separate each mailing from other mailings for verification. For PVDS mailings and eVS mailings, separate mailings for deposit at different destination Postal Service facilities.

- e. Separate mail from freight transported on the same vehicle.
- f. If Periodicals mail is on the same vehicle as Parcel Post, load the Periodicals mail toward the tail of the vehicle.

\* \* \* \* \*

**460 Discount Parcels Bound Printed Matter**

\* \* \* \* \*

**464 Postage Payment and Documentation**

**1.0 Basic Standards for Postage Payment**

**1.1 Postage Payment Options**

*[Revise 1.1 by adding the following sentence, after the first sentence, as follows:]*

\*\*\*Mail manifested using the Electronic Verification System (eVS) under 705.2.9 must be paid with a permit imprint.\*\*\*

**2.0 Mailing Documentation**

**2.1 Completing Postage Statements**

*[Revise the first sentence of 2.1 to read as follows:]*

Unless manifested using eVS under 705.2.9, any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy).\*\*\*

**2.2 Basic Documentation Standards**

*[Revise the first sentence of 2.2 to read as follows:]*

Unless manifested using eVS under 705.2.9, mailings presented to the USPS generally require documentation.\*\*\*

\* \* \* \* \*

**465 Mail Preparation**

\* \* \* \* \*

**4.0 Sack Labels**

\* \* \* \* \*

*[Revise title and text of 4.5 to read as follows:]*

**4.5 Line 3 (Origin Line)**

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) (see 4.6 for eVS labeling information). Line 3 must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's

name also appear with the city and state of the entry Post Office.

[Renumber current 4.6 and 4.7 as new 4.7 and 4.8, respectively. Add new 4.6 to read as follows:]

**4.6 Electronic Verification System**

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under 705.2.9 must show “eVS” (or the alternatives “EVS” or “E-VS”) directly below Line 3 using the same size and lettering used for Line 3. As an option, “eVS” may be placed as the first element on Line 3.

\* \* \* \* \*

**5.0 Preparation for Presorted Parcels**

\* \* \* \* \*

**5.2 Preparation for Irregular Parcels Weighing Less Than 10 Pounds**

**5.2.1 Required Bundling**

\* \* \* \* \*

[Revise 5.2.1c to read as follows:]

- c. Mailers must note on the postage statement whether they applied the piece count, weight, or both, except for eVS mailings prepared under 705.2.9.

\* \* \* \* \*

**5.2.3 Required Sacking**

\* \* \* \* \*

[Revised 5.2.3c to read as follows:]

- c. Mailers must note on the postage statement whether they applied the piece count or weight except for eVS mailings prepared under 705.2.9.

\* \* \* \* \*

**5.4 Preparation for Machinable Parcels Not Claiming DBMC Rates**

**5.4.1 Required Sacking**

\* \* \* \* \*

[Revise 5.4.1c to read as follows:]

- c. Mailers must note on the postage statement whether they applied the piece count or weight except for eVS mailings prepared under 705.2.9.

\* \* \* \* \*

**5.5 Preparation for Machinable Parcels Claiming DBMC Rates**

**5.5.1 Required Sacking**

\* \* \* \* \*

[Revise 5.5.1c to read as follows:]

- c. Mailers must note on the postage statement whether they applied the piece count or weight except for eVS mailings prepared under 705.2.9.

\* \* \* \* \*

**466 Enter and Deposit**

\* \* \* \* \*

**2.0 Destination Entry**

\* \* \* \* \*

**2.2 Minimum Volume**

\* \* \* \* \*

[Add new 2.2f to read as follows:]

- f. When Bound Printed Matter presorted mailings are presented together under the Electronic Verification System (eVS), a mailer may use the total piece count for all line items to all destinations reported within the 24-hour mailing period defined in 705.2.9. Under this alternative, a mailer may enter fewer than 300 pieces for a presorted mailing at a single destination entry facility if there is at least 300 presorted rate pieces for all entry points within the 24-hour mailing period.

**2.3 Postage Payment**

[Revise 2.3 to read as follows:]

Postage payment for Bound Printed Matter destination rate mailings is subject to the same standards that apply generally to Bound Printed Matter and to the following:

- a. Mailers must pay postage and correct mailing fees at each Post Office where they are authorized to present mailings for verification unless using the Electronic Verification System (eVS) under 705.2.9. Except for plant-verified drop shipments (see 705.15.0), eVS shipments (see 705.2.9), or metered mail drop shipments (see 705.18.0), mailers must have a meter license or permit imprint authorization at the parent Post Office for mailings deposited for entry at a DBMC or ASF, at a DSCF, or at a DDU. Correct mailing fees must be paid for the current 12-month period at the Postal Service facility where postage is paid for the mailing.
- b. Mailers who mail parcels paid with a permit imprint and claimed at Bound Printed Matter destination entry rates may use eVS under 705.2.9. Mailers using eVS must pay postage and fees at the Post Office where they hold the permit used for all eVS mailings.

## 2.4 Mailing Fee

[Revise 2.4 by adding the following sentence, after the first sentence, as follows:]

\*\*\*For mail manifested using eVS under 705.2.9, only one annual destination entry mailing fee, paid at the Post Office where the eVS permit imprint account is held, is required regardless of the number of Postal Service facilities where mailings are verified.\*\*\*

\* \* \* \* \*

## 2.8 Verification

### 2.8.1 Place

[Revise 2.8.1 to read as follows:]

As directed by the postmaster, the mailer must present destination entry mailings to USPS employees for verification:

- a. At the origin mailer's plant or the origin Post Office serving the mailer's plant under an authorized plant-verified drop shipment system under 705.15.0 or, when required by class of mail, rate category, or other reasons determined by the Postal Service, Electronic Verification System (eVS) under 705.2.9.
- b. At the destination Post Office or business mail entry unit.
- c. At the destination entry Postal Service facility for eVS mailings under 705.2.9.

### 2.8.2 Mail Separation and Presentation

[Revise 2.8.2 to read as follows:]

Mailers must have Bound Printed Matter destination entry rate mailings verified under a PVDS system (see 705.15.0) or use eVS (see 705.2.9), or they must present mailings for verification and acceptance at a BMEU located at a designated destination Postal Service facility. Mailers may deposit only PVDS and eVS mailings at a destination delivery unit not co-located with a Post Office or other Postal Service facility having a business mail entry unit. If authorized under 705.7.0, mailers may commingle Bound Printed Matter parcels with other approved parcel mail using eVS. Mailers presenting destination entry mailings to the Postal Service must meet the following requirements:

- a. Mark each destination entry rate piece according to 402.2.2. If eVS is used, include the marking "eVS" on each piece as required by 604.5.0.
- b. Separate DBMC rate mailings by zone for permit imprint mailings of identical-weight pieces that are not mailed using a special postage payment system under 705.2.0 through 705.4.0, or that are not mailed under 465.1.4.

- c. Ensure that all PVDS mailings are accompanied by a completed Form 8125, 8125-C, or 8125-CD. eVS mailings do not require these forms.
- d. Separate each mailing from other mailings for verification. For PVDS mailings and eVS mailings, separate mailings for deposit at different destination Postal Service facilities.
- e. Separate mail from freight transported on the same vehicle.
- f. If Periodicals mail is on the same vehicle, load the Periodicals mail toward the tail of the vehicle.

\* \* \* \* \*

## 470 Discount Parcels Media Mail

### 473 Rates and Eligibility

#### 1.0 Media Mail Rates and Fees

\* \* \* \* \*

#### 1.4 Mailing Fee

[Revise 1.4 by adding the following sentence, after the first sentence, as follows:]

\*\*\*For mail manifested using the Electronic Verification System (eVS) under 705.2.9, only one annual mailing fee for Presorted Media Mail rates, paid at the Post Office where the eVS permit imprint account is held, is required regardless of the number of Postal Service facilities where mailings are verified.\*\*\*

\* \* \* \* \*

## 474 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

[Revise 1.1 by adding the following sentence, after the first sentence, as follows:]

\*\*\*Mail manifested using the Electronic Verification System (eVS) under 705.2.9 must be paid with a permit imprint.\*\*\*

## 2.0 Mailing Documentation

### 2.1 Completing Postage Statements

[Revise the first sentence of 2.1 to read as follows:]

Unless manifested using eVS under 705.2.9, any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy).\*\*\*

**2.2 Basic Documentation Standards**

*[Revise the first sentence of 2.2 to read as follows:]*

Unless manifested using eVS under 705.2.9, mailings presented to the USPS generally require documentation.\*\*\*

\* \* \* \* \*

**475 Mail Preparation**

\* \* \* \* \*

**4.0 Sack Labels**

\* \* \* \* \*

*[Revise title and text of 4.5 to read as follows:]*

**4.5 Line 3 (Origin Line)**

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) (see 4.6 for eVS labeling information). Line 3 must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

*[Renumber current 4.6 and 4.7 as new 4.7 and 4.8, respectively. Add new 4.6 to read as follows:]*

**4.6 Electronic Verification System**

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under 705.2.9 must show "eVS" (or the alternatives "EVS" or "E-VS") directly below Line 3 using the same size and lettering used for Line 3. As an option, "eVS" may be placed as the first element on Line 3.

\* \* \* \* \*

**5.0 Preparation for Media Mail Parcels**

\* \* \* \* \*

**5.2 Preparation for Machinable Parcels**

**5.2.1 Required Sacking**

\* \* \* \* \*

*[Revise 5.21c to read as follows:]*

- c. Mailers must note on the postage statement which sacking method was used except for eVS mailings prepared under 705.2.9.

\* \* \* \* \*

**5.3 Preparation for Irregular Parcels**

**5.3.1 Required Bundling**

\* \* \* \* \*

*[Revise 5.3.1c to read as follows:]*

- c. Mailers must note on the postage statement which sacking method was used except for the Electronic Verification System (eVS) mailings prepared under 705.2.9.

\* \* \* \* \*

**5.3.3 Required Sacking**

\* \* \* \* \*

*[Revise 5.3.3c to read as follows:]*

- c. Mailers must note on the postage statement which sacking method was used except for eVS mailings prepared under 705.2.9.

\* \* \* \* \*

**476 Enter and Deposit**

**1.0 Verification and Deposit**

**1.1 Verification and Entry**

*[Revise 1.1 to read as follows:]*

Except for Electronic Verification System (eVS) shipments (see 705.2.9) or metered mail drop shipments (see 705.18.0), all presorted and barcoded discount mailings must be presented for verification and acceptance at the Post Office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster at the office that verifies and accepts the mailing. Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing Post Office only as permitted under 705.18.0.

\* \* \* \* \*

**480 Discount Parcels Library Mail**

**483 Rates and Eligibility**

**1.0 Library Mail Rates and Fees**

\* \* \* \* \*

**1.4 Mailing Fee**

*[Revise 1.4 by adding the following sentence, after the first sentence, as follows:]*

\*\*\*For mail manifested using the Electronic Verification System (eVS) under 705.2.9, only one annual mailing fee for Presorted Library Mail rates, paid at the Post Office where the eVS permit imprint account is held, is required regardless of the number of Postal Service facilities where mailings are verified.\*\*\*

\* \* \* \* \*

**484 Postage Payment and Documentation**

**1.0 Basic Standards for Postage Payment**

**1.1 Postage Payment Options**

*[Revise 1.1 by adding the following sentence, after the first sentence, as follows:]*

\*\*\*Mail manifested using the Electronic Verification System (eVS) under 705.2.9 must be paid with a permit imprint.\*\*\*

**2.0 Mailing Documentation**

**2.1 Completing Postage Statements**

*[Revise the first sentence of 2.1 to read as follows:]*

Unless manifested using eVS under 705.2.9, any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy).\*\*\*

**2.2 Basic Documentation Standards**

*[Revise the first sentence of 2.2 to read as follows:]*

Unless manifested using eVS under 705.2.9, mailings presented to the USPS generally require documentation.\*\*\*

\* \* \* \* \*

**485 Mail Preparation**

\* \* \* \* \*

**4.0 Sack Labels**

\* \* \* \* \*

*[Revise title and text of 4.5 to read as follows:]*

**4.5 Line 3 (Origin Line)**

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) (see 4.6 for eVS labeling information). Line 3 must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

*[Renumber current 4.6 and 4.7 as new 4.7 and 4.8, respectively. Add new 4.6 to read as follows:]*

**4.6 Electronic Verification System**

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under 705.2.9 must show "eVS" (or the alternatives "EVS" or "E-VS") directly below Line 3 using the same size and lettering used for Line 3. As an option, "eVS" may be placed as the first element on Line 3.

\* \* \* \* \*

**5.0 Preparation for Library Mail Parcels**

\* \* \* \* \*

**5.2 Preparation for Machinable Parcels**

**5.2.1 Required Sacking**

\* \* \* \* \*

*[Revise 5.21c to read as follows:]*

c. Mailers must note on the postage statement which sacking method was used except for eVS mailings prepared under 705.2.9.

\* \* \* \* \*

**5.3 Preparation for Irregular Parcels**

**5.3.1 Required Bundling**

\* \* \* \* \*

*[Revised 5.3.1c to read as follows:]*

c. Mailers must note on the postage statement which sacking method was used except for eVS mailings prepared under 705.2.9.

\* \* \* \* \*

**5.3.3 Required Sacking**

\* \* \* \* \*

*[Revised 5.3.3c to read as follows:]*

c. Mailers must note on the postage statement which sacking method was used except for eVS mailings prepared under 705.2.9.

\* \* \* \* \*

**486 Enter and Deposit**

**1.0 Verification and Deposit**

**1.1 Verification and Entry**

*[Revise 1.1 to read as follows:]*

Except for Electronic Verification System (eVS) shipments (see 705.2.9) or metered mail drop shipments (see 705.18.0), all presorted and barcoded discount mailings must be presented for verification and acceptance at the Post Office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster at the office that verifies and accepts the mailing. Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing Post Office only as permitted under 705.18.0.

\* \* \* \* \*

**500 Additional Mailing Services**

**503 Extra Services**  
\* \* \* \* \*

**9.0 Delivery Confirmation**  
\* \* \* \* \*

**9.4 Barcodes**  
\* \* \* \* \*

**9.4.3 Printing**  
\* \* \* \* \*

*[Revise 9.4.3a by adding the following sentence, after the second sentence, as follows:]*

\*\*\*The indicator “e/” or the optional “ELECTRONIC RATE APPROVED #[DUNS® NUMBER]” text is not used for Delivery Confirmation Electronic Verification System (eVS) mailpieces (see 705.2.9).\*\*\*

\* \* \* \* \*

**10.0 Signature Confirmation**  
\* \* \* \* \*

**10.4 Barcodes**  
\* \* \* \* \*

**10.4.3 Printing**  
\* \* \* \* \*

*[Revise 10.4.3a by adding the following sentence, after the second sentence, as follows:]*

\*\*\*The indicator “e/” or the optional “ELECTRONIC RATE APPROVED #[DUNS® NUMBER]” text is not used for Signature Confirmation Electronic Verification System (eVS) mailpieces (see 705.2.9).\*\*\*

\* \* \* \* \*

**600 Basic Standards for All Mailing Services**  
\* \* \* \* \*

**604 Postage Payment Methods**  
\* \* \* \* \*

**5.0 Permit Imprint (Indicia)**  
\* \* \* \* \*

**5.3 Indicia Design, Placement, and Content**  
\* \* \* \* \*

**5.3.6 First-Class Mail and Priority Mail Format**  
*[Revise text of 5.3.6 by adding the following sentence, after the first sentence, as follows:]*

\*\*\*If the Electronic Verification System (eVS) is used under 705.2.9, the marking “eVS” (or the alternative “e-VS” or “E-VS”) must appear directly below the permit number.\*\*\*

**5.3.7 Standard Mail and Package Services Format**  
*[Revise 5.3.7 by adding the following sentence, after the first sentence, as follows:]*

\*\*\*If eVS is used under 705.2.9, the marking “eVS” (or alternative “e-VS” or “E-VS”) must appear directly below the permit number.\*\*\*

\* \* \* \* \*

**5.3.9 Use of a Company Permit Imprint**  
*[Revise introductory text of 5.3.9 to read as follows:]*

A company permit imprint is one in which the exact name of the company or individual holding the permit is shown in the indicia in place of the city, state, and permit number. If a company permit imprint is used for eVS under 705.2.9, the marking “eVS” (or alternative “e-VS” or “EVS”) is placed directly below the name on a separate line. As an option for eVS mail only, “Permit No.” and the permit number used exclusively for eVS may appear on a separate line between the company name and the marking “eVS.” A customer may use a company permit if:

\* \* \* \* \*

**608 Postal Information and Resources**  
\* \* \* \* \*

**8.0 USPS Contact Information**

**8.1 Postal Service**  
*[Revise room number and ZIP+4 for Business Mailer Support address as follows:]*

BUSINESS MAILER SUPPORT  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 2P846  
WASHINGTON DC 20260-0846

\* \* \* \* \*

**700 Special Standards**  
\* \* \* \* \*

## 705 Advanced Preparation and Special Postage Payment Systems

\* \* \* \* \*

### 2.0 Manifest Mailing System

#### 2.1 Description

[Add new 2.1.1 by moving text from old 2.1 to new 2.1.1. Change the last sentence in new 2.1.1 to read as follows:]

##### 2.1.1 Using an MMS

\*\*\*The standards in 2.2 describe how to mail using an MMS.

[Add new 2.1.2 to read as follows:]

##### 2.1.2 Electronic Verification System

Mailers using MMS when presenting Parcel Select mailings under 456.2.0 or, if authorized, commingled parcel mailings under 705.6.0 or 705.7.0 may document and pay postage using the Electronic Verification System (eVS) (see 705.2.9). Business Mailer Support (BMS), USPS Headquarters, must approve these systems. Unless authorized by Business Mailer Support, mailers may not commingle eVS mail with non-eVS mail within the same mailing or place eVS mail and non-eVS mail in or on the same mailing container.

\* \* \* \* \*

### 2.4 Authorization

#### 2.4.1 Application

[Revise 2.4.1 by adding the following sentence at the end to read as follows:]

\*\*\* Publication 205, *Electronic Verification System Technical Guide*, provides the application procedures for mailers wanting to use eVS.

\* \* \* \* \*

#### 2.4.3 General Requirements for Authorization

\* \* \* \* \*

[Renumber current 2.4.3c, 2.4.3d, and 2.4.3e as new 2.4.3d, 2.4.3e, and 2.4.3f, respectively. Add new 2.4.3c to read as follows:]

- c. For eVS mailings prepared under 705.2.9, USPS charges eVS mailers for postage due for any underpaid, unmanifested, or misshipped parcels at the end of the review period following the mailing period as follows:
  1. If the total postage of pieces sampled during verification indicates that the mailer has underpaid postage by more than 1.5% when compared with the mailer's manifest, USPS adjusts the total postage using the procedures in Publication 205.

2. USPS charges eVS mailers for any parcels not listed on the mailer's manifest but identified by USPS processing scans as being mailed. USPS removes these unmanifested parcels from any sampling adjustments.

3. USPS charges eVS mailers the appropriate single-piece rate for misshipped parcels (parcels deposited at incorrect destination facilities). USPS transports these misshipped parcels to the correct destination.

\* \* \* \* \*

#### 2.4.4 Approval Authority

\* \* \* \* \*

[Revise 2.4.4b to read as follows:]

- b. The Business Mailer Support manager, USPS Headquarters, approves manifest mailing systems, including eVS, that produce presorted First-Class Mail and Standard Mail mailings, Package Services mailings, and PVDS mailings.

\* \* \* \* \*

[Add new 2.9 to read as follows:]

### 2.9 Electronic Verification System

#### 2.9.1 Description

The Electronic Verification System (eVS) is a manifest mailing system that allows parcel mailers to document and pay postage and Extra Services fees by transmitting electronic files to the Postal Service without generating paper manifests, postage statements, or clearance documents, with the following principal features:

- a. *File Creation.* eVS requires the creation of an electronic file containing specific data records organized into manifests. Each manifest within the file corresponds to a data record for each destination entry facility or each origin entry Post Office, with records for the parcels grouped under the record for the entry facility or entry Post Office. Successfully accepted files and the records within those files are used by eVS to generate electronic postage statements for automatic debiting of the mailer's postage payment account. Files must be prepared as specified in Publication 205, *Electronic Verification System Technical Guide*.
- b. *Daily Mailing and Presort Eligibility.* A mailing, which is determined by all file transmissions received from the eVS mailer within a 24-hour cycle, must meet all presort and volume requirements for the class of mail and rate category claimed. The 24-hour cycle begins at 2:00:00 A.M. and ends at 1:59:59 A.M. Central Time.



- c. *Sampling.* eVS sampling data, which is used to monitor postage and preparation accuracy, is primarily captured after the mailer deposits the mailing at a destination entry facility.
- d. *Monthly Data Reconciliation.* eVS sampling data is reconciled against all the mailer's manifests received during a calendar month rather than against each individual mailing. All mailings entered during a calendar month are treated as a single mailing for the purpose of reconciliation and the collection of any postage due.

### 2.9.2 Availability

eVS may be used only for parcel mail paid with a permit imprint and only for the following classes and subclasses of mail, rate categories, and mail processing categories:

- a. *First-Class Mail.* Effective April 1, 2007, single-piece rate; all parcel processing categories.
- b. *Priority Mail.* Effective April 1, 2007, single-piece rate, flat rate envelope, and flat rate box; all parcel processing categories.
- c. *Regular Standard Mail.* Basic and 3/5-digit presorted, destination bulk mail center (DBMC), and destination sectional center facility (DSCF) rates; machinable parcels and irregular parcels.
- d. *Parcel Post.* Inter-BMC and intra-BMC rates; machinable parcels and nonmachinable parcels. Origin BMC and BMC Presort discounts are not available. *Parcel Select.* DBMC, DSCF, and destination delivery unit (DDU) rates; machinable parcels and nonmachinable parcels.
- e. *Bound Printed Matter.* Single-piece, presorted, DBMC, DSCF, and DDU rates; machinable parcels and, for single-piece and DDU rates only, irregular parcels.
- f. *Media Mail.* Single-piece, basic, and 5-digit rates; machinable parcels and irregular parcels.
- g. *Library Mail.* Single-piece, basic, and 5-digit rates; machinable parcels and irregular parcels.

### 2.9.3 Extra Services

The following Extra Services are available for eVS:

- a. Delivery Confirmation.
- b. Signature Confirmation.
- c. Insurance, if PS Form 3877 is used.
- d. Collect on Delivery, if PS Form 3877 is used.
- e. Return Receipt.
- f. Return Receipt for Merchandise.
- g. Restricted Delivery.

### 2.9.4 Optional and Required Use

Mailers depositing permit imprint parcels for those classes of mail and rate categories specified in 2.9.2 may document and pay postage using eVS. Mailers authorized to commingle Standard Mail machinable parcels or Package Service parcels under 705.6.0 and 705.7.0 also may use eVS to document and pay postage for all parcels in the mailing for those mail classes and subclasses available under 2.9.2. Effective August 1, 2007, mailers must use eVS for all permit imprint Parcel Select parcels and for permit imprint parcels authorized under 705.6.0 and 705.7.0 to be commingled with Parcel Select.

### 2.9.5 General Requirements

General requirements for participation are as follows:

- a. *Permit Account Number.* The mailer must have or establish a single permit account number for eVS at the business mail entry unit designated by the administering district manager. The Post Office where the business mail entry unit is located is generally considered the Post Office of Account for the eVS mailer. The eVS permit account number is to be used exclusively for eVS mailings. No other permit number may be used for eVS mailings.
- b. *Postage Payment Account.* The mailer must have or establish a *PostalOne!* postage payment debit account used for the withdrawal of funds from postage statements generated by eVS from the electronic files transmitted by the mailer.
- c. *Annual Mailing Fees.* The mailer must pay all applicable presort and destination entry mailing fees at the administering district business mail entry unit.
- d. *Customer Identification Number.* The mailer must have or obtain a DUNS® number from Dun and Bradstreet or a unique identification number from the Postal Service. This customer identification number must be registered with the Postal Service and used to identify all electronic manifests transmitted by the mailer for eVS mailings. The mailer may use the same customer identification number in the Package Identification Code (PIC) or different numbers in the PIC if these additional numbers are also registered with the Postal Service. The mailer is required to keep the Postal Service updated on changes and additions to customer identification numbers.
- e. *Application.* The mailer must complete and submit the eVS application available from the Postal Service.
- f. *Computer Access.* The mailer must obtain computer access to eVS and, if necessary, to *PostalOne!*

- g. *File Transfer.* The mailer must complete and submit PS Form 1357-S, *Request for Computer Access*, to set up the file transfer mechanism with the Postal Service. PS Form 1357-S is not required for Electronic Data Interchange (EDI).
- h. *Software.* The mailer must develop or obtain computer software that meets eVS electronic file specifications for manifesting parcels and the barcode specifications for producing accurate and scannable barcodes used on the parcel mailing labels.
- i. *File and Label Certification.* The mailer must have electronic files and barcodes certified by the Postal Service.
- j. *Quality Assurance.* The mailer must develop and administer effective quality assurance procedures to ensure the integrity and accuracy of the mailer's mail production, postage payment, and file transmissions.
- k. *Mailing Test.* The mailer must complete a test during which eVS manifest files are transmitted and mailings are made to determine the accuracy of the mailer's system.
- l. *Mailing Agreement.* The mailer must enter into an eVS manifest mailing agreement with the Postal Service.

### 2.9.6 System Requirements

A mailer using eVS must have or contract with a service provider that has an automated system that produces mail according to USPS standards and calculates postage and Extra Services fees accurately. The system used for eVS must:

- a. Create and submit electronic manifest files as described in Publication 205 and assign a unique file number for each manifest file containing the mailer's customer identification number used for all file transmissions.
- b. Produce a manifest file for each mailing or mailing segment deposited at a destination Postal Service facility or entry Post Office as identified by ZIP Code.
- c. Provide all required data in each manifest record for each parcel for the destination Postal Service facility or entry Post Office.
- d. Assign each parcel a unique package identification code used for producing a corresponding unique barcode containing a customer identification number.
- e. Transmit electronic manifest files on or before the date of mailing.

### 2.9.7 Postage Payment

All eVS mailings must be paid with a permit imprint and meet the standards for permit imprint mail in 604.5.0. USPS

calculates postage payment and electronically debits postage from the mailer's postage account based on information received from the mailer's electronic manifest and data collected through USPS operational and sampling scans. Mailers must pay for postage through a Centralized Account Payment System (CAPS) debit account.

### 2.9.8 Verification and Postage Adjustments

USPS randomly samples parcels and considers verification samples to be representative of the entire mailing period. Verification data is used to make the following monthly adjustments for postage due, collected on the 21st day after the last day of the month of mailing:

- a. *Postage Adjustment Factor (PAF) Payment.* USPS applies postage adjustment calculations, based on verification samples, to all mailpieces mailed during the mailing period. A mailing period is defined as a calendar month for purposes of calculating adjustments in eVS. USPS adjusts the total postage for the mailing period if the total postage of the pieces sampled during the mailing period results in an underpayment greater than 1.5%. The mailer must pay postage for any underpayments identified by USPS verification. The mailer must maintain sufficient funds in the mailer's postage account to cover any underpayments discovered after acceptance of the mail.
- b. *Unmanifested and Misshipped Parcel Payment.* The mailer is responsible for postage payment of unmanifested parcels and misshipped parcels. Unmanifested parcels are those parcels for which the Postal Service has obtained information from scanning operations but has not received or successfully processed manifest files and records corresponding to the parcels. Misshipped parcels are destination entry rate parcels delivered to the incorrect Postal Service facility by the mailer and transported by the Postal Service to the correct facility. The mailer must pay postage for unmanifested and misshipped parcels identified by USPS verification. The mailer must maintain sufficient funds in the mailer's postage account to cover postage due discovered after acceptance of the mail.

### 2.9.9 Authorization

Mailers must be authorized to participate in eVS according to the following procedures:

- a. Mailers must meet the general requirements and system requirements for eVS and submit an eVS application and supporting documentation as specified in Publication 205, *Electronic Verification System Technical Guide*, to the Business Mailer Support manager, USPS Headquarters (see 608.8.0 for address).

(Article continued on page 47.)

# Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

## Foreign Order No. 507

Keep all foreign order notices for use as reference.

Do not place any endorsement on the mailpieces themselves.

### Final Order

Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all Processing and Distribution plants, designated international exchange offices, and Customer Service plants.

#### Germany

LA STEPULACK  
 LOTTERY AGENCY STEPULACK  
 ORDER CENTER  
 POSTFACH 5151  
 32055 HERFORD  
 GERMANY

— Judicial Officer, 12-21-06

Do not dispatch any mail to the above. Place the mailpieces in a pouch endorsed "Foreign Order Mail" and send it to:

POSTMASTER  
 CLAIMS AND INQUIRY  
 JAMES A FARLEY BUILDING RM 2029A  
 NEW YORK NY 10199-9652

## Domestic Orders

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

State, City ZIP Code	Names and Addresses Covered	Product
OK, Oklahoma City 73120-1944	World Wide Employment Solutions and WWWEmploymentSolutions.com, 12316-A North May Avenue, PMB 111	Work at home scheme
OK, Oklahoma City 73120-1944	World Wide Employment Solutions and WWWEmploymentSolutions.com, 12316-A North May Avenue, PMB 307	Work at home scheme

— Judicial Officer, 12-21-06

## Withholding of Mail Orders

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

State, City ZIP Code	Names and Addresses Covered
IN, Avon 46123-7771	Any and all of various names other than the surnames Tramm and/or Taylor, 9870 E. US Highway 36
NC, Greensboro 27407-4481	Any and all of various names except the surname Romero Garcia-Cuacua, 1835-E Merrit Drive
NC, Greensboro 27407-4481	Any and all of various names except Sanchez or Espejo, 1835-F Merritt Drive

— Judicial Officer, 12-21-06



328882	356065	461085	464221	472066	485065	581075	604397	606477	761139	891645	928460	968045
328921	356071	461104	464223	473013	485117	585226	604588	606650	761322	891945	930004	968050
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330708	381003	462020	465091	473046	488041	591690	604751	609014	770401	898004	931316	968275
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331032	395212	462048	465109	473073	488244	600192	604823	609305	771222	<b>900277</b>	931378	968763
331066	395227	462053	465125	473088	489446	600214	604861	609336	773497	900334	931473	970031
331692	<b>402119</b>	462067	465143	473099	489499	600396	604917	609344	774005	900490	932602	970158
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334263	432369	462820	466600	478037	494148	602357	605176	631185	<b>800113</b>	907726	941571	980385
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340011	441035	463040	467102	480022	531508	604161	605572	731357	837144	917238	959061	985030
340055	441850	463061	468147	480023	531603	604171	605623	731435	840028	917716	967276	985233
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349562	456044	463086	468420	481204	553469	604257	605754	750253	853773	921537	967334	995303
349641	458147	464012	468422	481667	553709	604265	605758	750699	853805	921539	967336	995314
349677	460025	464042	468428	482329	554942	604272	605779	751182	853875	921894	967339	995585
349686	460073	464046	468429	482426	570012	604282	605848	754047	871015	924102	967362	995639
349711	460117	464112	469109	482676	570130	604303	605979	757257	871522	924597	967363	995721
349977	460127	464129	469151	483220	571015	604350	606044	760504	890202	926174	968015	995742
352787	460128	464184	469168	483322	573001	604389	606186	760644	891299	926176	968018	997065
352813	460132	464213	469197	483684	581017	604392	606371	761014	891558	926326	968040	997200
354106	460149	464216										

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

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

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

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

<b>010 504 1932 to</b>	<b>1999</b>	041 803 6565 to	6599	084 478 3920 to	3999	387 837 6300 to	6399
011 582 1889 to	1899	043 205 5922 to	5999	086 000 8271 to	8299	388 828 0656 to	0699
011 588 2900 to	3099	044 087 3457 to	3499	086 798 3840 to	3849	389 696 2400 to	2799
012 579 5675 to	5699	044 087 4000 to	4099	088 404 4472 to	4499	389 846 3104 to	3135
013 289 6176 to	6199	045 524 4121 to	4298	088 404 5584 to	5699	389 846 3145 to	3195
013 610 0014 to	0099	046 800 9870 to	9899	089 358 2248 to	2257	389 887 9211 to	9230
014 932 1000 to	1099	047 352 4000 to	4099	089 876 7317 to	7399	389 887 9234 to	9299
014 972 0800 to	0899	048 383 7650 to	7659	<b>093 055 2306 to</b>	<b>2315</b>	<b>390 001 3182 to</b>	<b>3199</b>
015 363 0065 to	0099	048 396 3647 to	3699	093 106 9346 to	9355	390 001 3500 to	3699
017 028 3200 to	3299	<b>051 142 0755 to</b>	<b>0799</b>	093 684 3630 to	3699	390 545 5974 to	5999
018 569 5333 to	5399	051 774 8857 to	8899	094 081 5074 to	5099	391 104 6146 to	6199
018 986 5264 to	5299	051 781 2875 to	2885	094 580 7062 to	7099	391 574 1466 to	1499
019 518 2814 to	2899	051 977 7010 to	7023	094 639 4200 to	4299	391 783 3020 to	3599
<b>020 698 5159 to</b>	<b>5199</b>	052 058 7115 to	7199	095 354 6864 to	6899	391 792 6100 to	6199
020 844 7307 to	7399	057 670 0563 to	0599	<b>100 160 3800 to</b>	<b>3899</b>	392 668 2956 to	2999
020 972 8948 to	8999	058 187 3836 to	3899	<b>210 221 0548 to</b>	<b>0599</b>	392 854 8500 to	8899
022 021 9110 to	9181	058 591 1153 to	1299	<b>227 275 9400 to</b>	<b>9999</b>	393 584 7566 to	7699
022 037 1411 to	1499	058 895 3746 to	3799	<b>273 070 8059 to</b>	<b>8099</b>	393 650 0074 to	0099
022 527 9201 to	9210	059 986 0814 to	0899	273 775 7700 to	7899	393 838 8316 to	8499
023 637 7169 to	7199	<b>060 406 7650 to</b>	<b>7699</b>	<b>302 000 0000 to</b>	<b>9999</b>	393 893 6007 to	6099
024 380 4100 to	4199	063 491 8122 to	8199	<b>349 746 2056 to</b>	<b>2099</b>	394 126 6907 to	6999
024 496 6870 to	6896	063 916 9968 to	9999	<b>350 518 7350 to</b>	<b>7374</b>	394 189 0405 to	0599
025 092 0987 to	0999	064 091 4500 to	4599	<b>360 011 1690 to</b>	<b>1699</b>	394 822 3243 to	3278
025 369 5535 to	5599	065 255 7909 to	7999	360 168 6008 to	6099	394 990 1810 to	1899
025 729 1151 to	1199	065 392 6345 to	6399	360 173 8800 to	8899	395 343 3264 to	3299
025 729 1643 to	1799	066 099 2014 to	2099	360 324 2326 to	2399	395 373 3035 to	3099
026 492 3180 to	3199	066 648 2880 to	2899	362 861 3064 to	3099	395 396 9649 to	9799
027 361 0430 to	0499	066 787 3639 to	3699	<b>373 006 2176 to</b>	<b>2199</b>	395 970 3240 to	3299
027 369 4482 to	4495	066 845 7500 to	9999	374 768 2600 to	2699	397 622 4054 to	4099
027 671 8762 to	8776	067 093 3869 to	3899	375 169 4400 to	4599	397 819 8902 to	8999
027 787 9886 to	9899	068 895 0334 to	0399	375 829 3400 to	3499	398 149 7200 to	7699
027 965 9487 to	9499	<b>070 724 4488 to</b>	<b>4499</b>	375 851 9100 to	9199	399 070 0872 to	0899
028 191 1852 to	1999	070 841 9181 to	9199	376 196 0911 to	0999	399 156 7119 to	7199
028 850 3000 to	3199	070 844 2546 to	2599	378 085 3679 to	3699	399 203 5064 to	5099
029 510 1500 to	1599	071 179 9800 to	9899	378 351 1063 to	1099	399 296 9910 to	9999
<b>030 687 0903 to</b>	<b>0999</b>	071 386 3682 to	3699	379 843 5100 to	5199	399 396 8935 to	8999
030 701 3442 to	3499	071 507 6840 to	6899	<b>380 093 9600 to</b>	<b>9699</b>	399 792 7775 to	7799
031 077 4507 to	4799	072 045 9641 to	9699	380 165 1165 to	1199	399 792 8300 to	8399
032 295 7500 to	9999	072 675 8287 to	8299	381 325 4500 to	4599	<b>400 427 1051 to</b>	<b>1999</b>
034 394 1000 to	1099	077 617 5481 to	5499	381 604 2510 to	2699	401 045 1505 to	1549
034 943 0400 to	0799	077 999 4001 to	4090	381 645 9525 to	9599	401 045 1571 to	1599
035 035 4337 to	4399	078 174 4475 to	4499	383 314 3968 to	3999	401 294 2700 to	2799
037 706 9578 to	9599	078 219 4931 to	4999	383 892 1000 to	1344	401 310 9505 to	9599
037 805 3677 to	3699	078 250 4756 to	4799	383 892 1382 to	1399	401 382 5312 to	5399
037 909 5490 to	5499	078 823 8312 to	8399	384 925 3641 to	3654	402 578 7876 to	7899
037 931 4660 to	4699	079 374 0300 to	2499	385 568 2331 to	2399	403 125 6744 to	6799
<b>040 024 3901 to</b>	<b>3999</b>	079 807 2342 to	2399	385 599 7554 to	7575	403 260 7000 to	7499
040 674 7100 to	7199	<b>082 721 0228 to</b>	<b>0254</b>	385 774 2024 to	2099	403 280 6470 to	6499
040 688 8816 to	8899	083 140 5000 to	7499	386 624 1412 to	1599	403 685 8600 to	8699
041 299 6752 to	6799	083 784 8886 to	8899	386 883 8936 to	8999	404 003 0300 to	0399
041 623 8889 to	8899	083 913 6915 to	6999	387 314 5574 to	5599	404 041 8838 to	8899

404 071 4268 to	4299	421 364 5537 to	5599	450 620 3077 to	3099	463 176 4115 to	4199
404 347 5356 to	5399	421 656 2609 to	2699	450 620 3135 to	3199	463 176 4229 to	4299
404 347 5548 to	5599	421 988 9700 to	9799	450 780 2716 to	2799	463 185 2600 to	2799
404 726 4500 to	4599	422 172 4667 to	4699	450 801 2700 to	2799	463 227 7711 to	7799
404 961 5001 to	5199	422 484 4212 to	4299	451 109 2967 to	2984	463 414 4869 to	4899
405 325 0188 to	0198	422 556 1270 to	1299	451 115 4110 to	4125	463 808 3484 to	3499
406 009 4587 to	4599	422 587 7024 to	7099	451 115 4127 to	4199	463 945 7400 to	7899
406 260 6830 to	6899	422 819 7533 to	7599	451 746 0700 to	0799	464 629 9000 to	9399
406 459 6641 to	6999	422 842 5073 to	5087	452 265 0074 to	0099	464 711 4332 to	4399
406 733 3000 to	3999	422 907 7563 to	7599	452 265 0246 to	0299	465 692 3963 to	3999
407 545 1557 to	1599	424 500 6050 to	6099	452 265 0335 to	0999	465 698 8300 to	8599
407 594 0412 to	0599	424 641 8500 to	8599	452 509 1169 to	1199	465 743 7745 to	7799
407 692 9100 to	9299	424 871 6600 to	6699	452 855 6471 to	6499	466 798 6056 to	6067
407 959 2190 to	2199	425 298 2352 to	2399	452 890 4679 to	4799	467 147 4300 to	4399
408 265 2275 to	2288	425 418 4269 to	4299	452 900 8215 to	8238	468 079 5782 to	5799
408 499 7700 to	7799	425 418 4405 to	4499	453 117 9146 to	9199	469 067 2817 to	2899
408 499 7900 to	7999	426 547 4566 to	4599	453 334 3631 to	3699	469 127 8000 to	8199
408 682 8484 to	8599	427 412 6337 to	6499	453 603 7841 to	7891	469 213 0359 to	0399
408 698 7015 to	7099	427 481 0900 to	0999	453 650 1140 to	1199	469 213 0500 to	0599
409 072 3941 to	3999	428 027 2742 to	2752	453 741 1300 to	1399	469 561 8011 to	8099
<b>410 491 2311 to</b>	<b>2399</b>	429 474 4172 to	4199	454 013 2919 to	2999	469 658 1961 to	1999
410 694 8400 to	8599	429 889 2900 to	2999	454 186 2411 to	2499	469 666 9900 to	9999
410 775 1500 to	1599	<b>430 150 4401 to</b>	<b>4599</b>	454 268 4883 to	4899	469 678 1900 to	1999
410 795 7927 to	7999	430 172 9800 to	9899	454 302 5400 to	5499	469 781 4900 to	4999
410 867 0917 to	0966	430 177 1900 to	2099	454 490 8300 to	8399	469 947 6960 to	6999
410 867 0970 to	0999	430 444 9500 to	9699	454 547 7434 to	7499	<b>470 755 5800 to</b>	<b>5818</b>
411 868 1023 to	1199	430 664 4070 to	4099	454 922 4867 to	4895	471 918 0300 to	0999
411 922 2322 to	2399	432 168 8419 to	8499	455 221 1348 to	1499	471 985 2408 to	2419
412 193 0900 to	0999	432 708 6800 to	6999	455 364 2147 to	2199	472 191 6700 to	6799
412 395 8599 to	8699	432 744 1544 to	1599	455 399 5400 to	5499	472 270 2555 to	2599
412 485 6500 to	6599	432 995 9775 to	9799	455 476 0676 to	0699	472 987 0213 to	0241
412 485 6610 to	6699	433 003 5800 to	5899	455 543 0618 to	0699	472 987 0290 to	0299
412 885 5953 to	5999	433 757 3047 to	3099	456 410 9006 to	9099	473 151 2069 to	2199
414 193 3608 to	3674	433 765 4003 to	4099	456 470 4146 to	4299	473 666 9138 to	9199
414 193 3677 to	3699	434 482 7060 to	7199	456 619 4460 to	4499	473 952 3429 to	3499
414 411 7348 to	7399	434 513 2386 to	2399	457 333 2686 to	2699	474 108 5402 to	5499
414 640 0757 to	0799	434 968 3076 to	3092	457 729 1767 to	1777	474 356 5193 to	5299
414 965 1727 to	1799	435 303 1831 to	1842	457 937 8615 to	8699	474 949 3366 to	3399
417 302 8104 to	8199	435 303 1986 to	1999	458 028 9810 to	9899	475 134 9362 to	9399
417 387 6532 to	6599	435 666 6092 to	6399	458 057 2712 to	2999	475 167 9667 to	9699
417 496 6800 to	6999	436 082 6400 to	6899	458 069 9537 to	9599	475 319 3415 to	3499
417 871 9250 to	9299	436 160 6441 to	6499	458 069 9665 to	9699	475 319 3649 to	3799
417 930 9533 to	9599	437 316 7115 to	7199	458 337 5222 to	5299	475 340 6400 to	6599
418 164 6500 to	6799	437 427 0500 to	3499	458 354 7653 to	7999	475 424 8410 to	8499
418 423 9863 to	9899	439 179 2300 to	2399	458 671 8678 to	8699	475 629 9156 to	9199
418 633 5922 to	5999	439 310 0458 to	0499	458 671 8721 to	8798	475 850 6101 to	6199
418 719 8520 to	8599	<b>440 698 1947 to</b>	<b>1999</b>	458 847 5044 to	5999	475 875 2500 to	2599
418 744 2235 to	2299	440 858 6300 to	6399	459 274 7624 to	7699	476 169 8264 to	8299
418 962 2848 to	2899	440 858 6420 to	7299	459 365 5432 to	5499	476 189 3000 to	3499
419 543 0286 to	0299	441 199 1655 to	1699	459 378 5764 to	5799	476 331 2480 to	2499
419 730 0300 to	0399	443 127 3648 to	3699	459 472 4816 to	4999	477 289 8601 to	8699
<b>420 277 0015 to</b>	<b>0049</b>	443 127 4000 to	4099	<b>460 349 6878 to</b>	<b>6899</b>	477 681 5206 to	5299
420 599 0734 to	0798	443 673 7900 to	7999	460 550 1909 to	1999	478 010 4243 to	4268
420 661 4115 to	4199	443 800 9335 to	9399	460 997 5234 to	5299	478 010 4270 to	4291
420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499	478 450 5071 to	5099
420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299	478 469 7838 to	7858
420 969 3973 to	3999	444 457 3854 to	3899	462 274 1072 to	1099	478 469 7883 to	7899
421 116 3565 to	3599	<b>450 048 4173 to</b>	<b>4199</b>	462 277 8373 to	8399	479 280 9800 to	9899
421 130 9300 to	9399	450 048 4442 to	4699	462 554 6051 to	6099	479 365 9116 to	9176
421 313 4500 to	4999	450 560 5173 to	5199	463 011 5529 to	5540	479 412 9900 to	9999

479 667 6190 to	6199	496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699
479 748 9680 to	9699	497 053 8517 to	8699	614 474 3000 to	3099	638 049 4984 to	4999
479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
<b>480 526 2000 to</b>	<b>2099</b>	498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499
480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
480 658 0568 to	0599	498 936 5310 to	5399	615 017 7505 to	7599	638 903 4362 to	4373
480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
481 072 9463 to	9499	499 440 8575 to	8899	617 760 5266 to	5299	639 415 2019 to	2099
481 673 0074 to	0095	499 731 6717 to	6799	617 813 3601 to	3699	639 420 6200 to	6299
482 527 1500 to	1599	<b>500 064 1858 to</b>	<b>1869</b>	618 840 9200 to	9299	639 469 3517 to	3799
482 541 5255 to	5299	500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199
482 729 6800 to	6899	<b>600 645 3223 to</b>	<b>3299</b>	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	<b>620 073 9400 to</b>	<b>9499</b>	<b>640 289 7500 to</b>	<b>7599</b>
483 402 2356 to	2399	601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999
483 486 5100 to	5199	601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499
483 632 1521 to	1599	601 682 5343 to	5399	621 648 8021 to	8199	641 318 3133 to	3199
483 632 2600 to	2799	601 928 1600 to	1699	621 648 8500 to	8599	641 378 6500 to	6999
483 849 1615 to	1699	602 512 2972 to	2999	621 904 8351 to	8599	641 383 8739 to	8799
484 174 4803 to	5299	602 555 2400 to	2799	621 916 1978 to	1989	641 877 3187 to	3299
484 323 8900 to	9199	602 829 7061 to	7099	622 989 8032 to	8099	641 877 3310 to	3399
484 680 5000 to	5038	603 483 9572 to	9599	623 076 9300 to	9399	642 355 8094 to	8199
484 680 5040 to	5074	603 490 7200 to	7299	623 819 5006 to	5099	642 355 8308 to	8999
484 680 5077 to	5099	603 678 7100 to	7199	623 895 8200 to	8399	642 900 0018 to	0099
485 029 4913 to	4999	603 678 7662 to	7699	623 917 0000 to	0099	643 030 6254 to	6299
486 176 0600 to	0699	603 678 7902 to	7999	623 917 0200 to	0299	644 066 0882 to	0899
486 559 7555 to	7599	603 678 8418 to	8499	624 468 5288 to	5299	644 069 0600 to	0699
486 696 3023 to	3199	603 678 8700 to	9999	624 665 3162 to	3198	644 077 7506 to	7699
488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799	644 085 8157 to	8199
488 206 4100 to	4199	604 349 1414 to	1499	625 916 9500 to	9799	644 112 9839 to	9899
488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999	644 373 9083 to	9099
488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999	644 380 1460 to	1499
488 855 8359 to	8399	605 685 4010 to	4099	627 384 3907 to	4099	644 733 4715 to	4799
489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599	644 900 9712 to	9799
489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699	644 901 0109 to	1299
489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599	644 901 1325 to	1399
489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199	644 923 6800 to	7799
489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799	644 932 4655 to	4699
489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699	645 318 7240 to	7499
489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299	645 333 1766 to	1799
<b>490 669 5850 to</b>	<b>6099</b>	609 067 5488 to	5499	629 964 4200 to	4294	645 790 8632 to	8699
490 717 7080 to	7099	609 067 5600 to	5699	<b>630 389 3056 to</b>	<b>3071</b>	645 821 0657 to	0699
490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599	645 930 7948 to	7999
490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199	645 975 0737 to	0762
490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399	646 242 6200 to	6299
490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999	646 270 7639 to	7799
491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	640 3999	646 798 4000 to	4999
491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199	647 048 7035 to	7099
492 254 4800 to	4899	609 893 1000 to	1099	633 110 4303 to	4499	647 049 2900 to	2999
492 283 5100 to	5199	<b>610 092 3200 to</b>	<b>3299</b>	633 438 6429 to	6599	647 398 8300 to	8399
492 610 6813 to	6899	610 582 4200 to	4299	633 588 7173 to	7182	647 398 8481 to	8499
493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799	647 437 3000 to	4999
493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299	647 811 2188 to	2199
493 473 7700 to	7799	612 751 5171 to	5199	634 807 2474 to	2499	648 009 6057 to	6099
493 716 2153 to	2199	612 751 5226 to	5299	634 827 5900 to	5999	648 163 5300 to	5499
494 206 2972 to	2999	612 751 6083 to	6099	634 886 3428 to	3499	648 722 5283 to	5299
494 217 3446 to	3999	612 751 6268 to	6299	635 559 3449 to	3499	648 892 3164 to	3199
494 224 0500 to	0599	612 751 6572 to	6599	636 289 6214 to	6299	649 100 3989 to	3999
495 145 0600 to	0699	612 774 2111 to	2199	636 634 8007 to	8042	649 647 0370 to	0399
496 209 7425 to	7499	612 774 2254 to	2299	637 150 1200 to	1299	649 647 0522 to	0599
496 213 8728 to	8799	612 774 2500 to	2599	637 562 5828 to	5899	649 647 5237 to	5399



649 647 9100 to	9299	671 926 5600 to	5799	693 249 0877 to	1699	740 535 1555 to	1580
649 666 7800 to	8299	672 444 2000 to	2999	693 445 0566 to	0999	740 684 0620 to	0800
<b>650 114 7707 to</b>	<b>7719</b>	672 828 3410 to	3499	693 448 8500 to	8999	740 701 6105 to	6114
650 130 3400 to	3599	673 167 5776 to	5799	693 645 9583 to	9599	740 705 9790 to	9799
650 213 0406 to	0499	675 464 3700 to	3799	693 965 4200 to	4299	740 726 6400 to	6500
650 555 1749 to	1799	675 464 4000 to	4199	695 741 2906 to	2999	740 765 3306 to	3399
650 564 1900 to	1999	676 365 5958 to	5999	695 947 8518 to	8599	740 774 8434 to	8499
650 627 4212 to	4299	676 669 1024 to	1099	696 662 8247 to	8299	740 786 1885 to	1899
650 736 2043 to	2099	677 126 6734 to	6799	697 447 8285 to	8296	740 790 5989 to	5999
650 739 1540 to	1699	677 333 9979 to	9999	698 042 4816 to	4899	740 917 7490 to	7499
651 741 4415 to	4499	677 466 1088 to	1099	698 131 2138 to	2157	<b>805 885 8411 to</b>	<b>8499</b>
651 882 2800 to	2899	678 071 4500 to	4799	698 227 0000 to	0099	806 087 1100 to	1499
652 754 6317 to	6399	678 096 7531 to	7599	<b>700 065 2570 to</b>	<b>2599</b>	806 268 9275 to	9299
653 131 4945 to	4999	679 909 2578 to	2599	700 065 4800 to	4899	806 534 3400 to	3477
653 426 3300 to	3399	<b>680 112 9565 to</b>	<b>9599</b>	700 190 3350 to	3359	807 342 3283 to	3399
653 455 4874 to	4899	680 244 0903 to	0999	700 228 6048 to	6099	808 086 7100 to	7199
654 238 0000 to	0399	680 412 6046 to	6099	700 650 0452 to	0499	808 090 3440 to	3499
654 404 3065 to	3092	680 761 6800 to	6899	700 666 1323 to	1349	808 325 5161 to	5699
654 962 2900 to	3199	681 677 0540 to	0699	700 786 9106 to	9142	808 784 8000 to	8299
655 103 5081 to	5199	682 070 1029 to	1099	700 859 0744 to	0758	<b>830 125 0672 to</b>	<b>0699</b>
655 523 2600 to	2999	682 956 6280 to	6299	701 028 6780 to	6899	830 602 5800 to	5999
656 305 2448 to	2499	682 956 6490 to	6599	701 213 3900 to	3999	830 610 3700 to	3799
657 347 4438 to	4999	682 956 6700 to	6799	701 267 2000 to	3999	830 983 3500 to	3599
657 710 8100 to	8999	682 965 1178 to	1199	701 335 7312 to	7399	830 983 3635 to	3699
657 780 0985 to	0999	682 965 1201 to	1299	701 369 2005 to	2050	831 354 1387 to	1399
658 586 1400 to	1499	683 118 2389 to	2399	701 499 2260 to	2299	831 815 8240 to	8299
658 877 8000 to	8199	683 378 2000 to	2099	701 503 2247 to	2299	832 525 3810 to	3899
658 880 8000 to	8199	683 378 2117 to	2299	701 541 2271 to	2299	833 159 1884 to	1899
659 398 7300 to	7399	683 415 1200 to	1499	701 553 6557 to	6599	833 456 2567 to	2599
659 706 8113 to	8199	683 444 8159 to	8199	701 578 7460 to	7469	833 566 3015 to	3071
659 846 7837 to	7899	685 154 7780 to	7789	701 578 7475 to	7499	834 130 5200 to	5299
<b>660 510 4100 to</b>	<b>4199</b>	685 297 7645 to	7699	701 601 3457 to	3499	834 316 5444 to	5499
660 673 0400 to	0599	685 623 5264 to	5299	701 605 5913 to	5999	834 354 8747 to	8766
661 488 5000 to	5099	685 650 9487 to	9499	701 695 3982 to	3999	834 354 8824 to	8838
661 609 9100 to	9199	685 669 4200 to	4299	701 695 4148 to	4199	835 269 5700 to	5799
661 716 9420 to	9499	685 757 8452 to	8499	701 695 4227 to	4299	835 496 7303 to	7399
661 906 6522 to	6599	686 071 2694 to	2799	701 708 1741 to	1799	835 539 5200 to	5999
662 021 8332 to	8399	686 176 3333 to	3354	701 736 3966 to	3999	835 813 3015 to	3099
662 068 0700 to	0899	686 372 3200 to	3299	701 838 2800 to	2899	837 672 8967 to	8999
662 553 0774 to	0799	686 644 5879 to	5899	701 941 0600 to	0699	837 784 3282 to	3299
663 078 7034 to	7099	686 899 1371 to	1399	702 171 1603 to	1699	838 176 8377 to	8399
663 763 5300 to	5399	686 931 7636 to	7699	702 195 5109 to	5199	838 518 1257 to	1299
663 883 7039 to	7499	687 601 0973 to	0999	702 254 9300 to	9399	839 718 8257 to	8299
663 938 9200 to	9299	687 614 6774 to	6799	702 264 7569 to	7599	<b>840 323 0600 to</b>	<b>0699</b>
664 253 8000 to	8499	688 120 9000 to	9999	702 519 0513 to	0524	840 875 6235 to	6299
664 656 3055 to	3099	688 314 3107 to	3191	702 713 1800 to	1809	840 910 0900 to	0999
665 174 6400 to	6499	<b>690 291 1361 to</b>	<b>1371</b>	702 821 5730 to	5799	841 349 5000 to	5099
665 274 8208 to	8299	690 788 2877 to	2899	702 821 5805 to	5899	841 805 7747 to	7899
665 669 5400 to	5499	690 893 5344 to	5399	702 844 6975 to	6994	841 805 7944 to	8099
666 132 8226 to	8299	690 893 5512 to	5599	702 846 6331 to	6399	842 226 0685 to	0695
666 696 2209 to	2299	690 904 1300 to	1599	702 848 3900 to	3999	842 685 4600 to	4699
666 696 2309 to	2399	690 941 6000 to	6199	702 857 7302 to	7499	842 685 4742 to	4999
667 032 9300 to	9399	691 313 6383 to	6399	702 878 0114 to	0199	842 860 0300 to	0399
667 729 5529 to	5599	691 313 6600 to	6699	703 364 1707 to	1799	842 898 5582 to	5599
668 383 8400 to	8699	691 582 8003 to	8099	<b>740 002 7710 to</b>	<b>7719</b>	843 062 7100 to	7199
<b>670 368 3400 to</b>	<b>3499</b>	691 664 1800 to	1999	740 241 9049 to	9099	843 077 6288 to	6299
670 369 7336 to	7399	691 664 2400 to	2499	740 255 1718 to	1799	843 077 6378 to	6399
670 750 7169 to	7199	692 727 9362 to	9399	740 374 7416 to	7499	843 758 5769 to	5778
671 046 6200 to	6399	692 798 1800 to	1899	740 470 2420 to	2443	843 786 2554 to	2699
671 251 5448 to	5499	693 249 0779 to	0799	740 523 7432 to	7449	845 656 8165 to	8199

845 727 2100 to	2199	864 520 6117 to	6136	907 725 8500 to	8599	920 309 9039 to	9199
845 746 2618 to	2635	865 151 0526 to	0599	907 815 0216 to	0257	920 771 5321 to	5399
846 390 7531 to	7599	865 500 4034 to	4099	908 622 4225 to	4235	920 857 5500 to	5899
846 918 0572 to	0599	865 883 6082 to	6099	908 936 9254 to	9299	920 864 3480 to	3499
847 237 7690 to	7699	866 004 3000 to	3999	909 100 1787 to	1799	920 963 4567 to	4599
847 284 2481 to	2499	866 442 4100 to	4899	909 100 1900 to	2099	921 333 7400 to	7499
847 374 7055 to	7065	867 366 9108 to	9118	909 355 0422 to	0499	921 477 3762 to	3799
847 374 7055 to	7065	867 633 7403 to	7499	909 568 8900 to	9099	922 278 1048 to	1399
847 636 5304 to	5399	867 737 5623 to	5699	909 568 9300 to	9499	922 280 2019 to	2099
847 700 5447 to	5499	868 169 4529 to	4599	909 725 7307 to	7399	922 280 2233 to	2299
847 723 7500 to	7599	868 173 8400 to	8599	909 833 0947 to	0999	922 773 0459 to	0499
849 485 3427 to	3499	868 514 9000 to	9099	<b>910 219 8631 to</b>	<b>8699</b>	923 032 7000 to	7399
849 520 9850 to	9899	868 566 9200 to	9299	910 265 1100 to	1199	923 045 3630 to	3699
849 608 1357 to	1399	869 387 1150 to	1199	910 471 7273 to	7299	923 484 3600 to	3699
849 792 2600 to	2699	869 505 3500 to	3599	910 536 2505 to	2599	923 493 9403 to	9599
<b>850 546 1862 to</b>	<b>1899</b>	869 523 7033 to	7099	910 958 7499 to	7599	923 493 9681 to	9699
851 143 6826 to	6844	869 800 0000 to	999 9999	911 140 1000 to	2199	923 604 4424 to	4499
851 209 9880 to	9899	<b>870 054 4814 to</b>	<b>4899</b>	911 245 2545 to	2599	923 810 7800 to	8299
851 928 9221 to	9299	870 491 4812 to	4849	911 268 9077 to	9099	924 252 1200 to	1299
852 589 6560 to	6599	870 536 5820 to	5829	911 400 8948 to	8999	924 252 1400 to	1499
853 049 3646 to	3699	870 541 7167 to	7239	911 508 1620 to	1799	924 533 2343 to	2399
854 304 4089 to	4999	870 575 8155 to	8999	911 509 9310 to	9399	924 533 2428 to	2499
854 529 2200 to	2299	870 589 0485 to	0494	911 523 3000 to	3999	924 685 1957 to	1999
854 532 0000 to	2999	870 691 7060 to	7099	912 057 9922 to	9999	924 946 6300 to	6699
855 001 6204 to	6249	872 028 4850 to	4899	912 882 0563 to	0899	925 333 5900 to	6099
855 319 9364 to	9399	872 029 9306 to	9399	913 605 2218 to	2299	925 336 2300 to	2399
855 361 3390 to	3399	872 100 0445 to	0459	913 709 2429 to	2499	926 432 5907 to	5999
856 226 0490 to	0499	<b>900 556 4178 to</b>	<b>4199</b>	913 818 3501 to	3999	926 436 3600 to	3699
856 656 5800 to	5999	900 845 0044 to	0099	914 063 4300 to	4399	928 856 2059 to	2068
856 752 0200 to	0299	900 936 0217 to	0299	914 346 7621 to	7644	929 314 9513 to	9599
857 111 1352 to	1399	900 936 0435 to	0499	914 453 1366 to	1399	<b>930 219 1722 to</b>	<b>1799</b>
857 279 3450 to	3499	901 058 5255 to	5280	914 529 6185 to	6299	930 335 7810 to	7819
857 843 4000 to	4099	901 273 1082 to	1099	914 896 4658 to	4699	931 156 1502 to	1579
858 124 7644 to	7699	901 287 5143 to	5199	915 187 8774 to	8779	931 156 1600 to	1625
858 756 3111 to	3299	901 291 2789 to	2799	915 300 2783 to	2799	931 156 1671 to	1699
859 063 8200 to	8699	901 525 7122 to	7199	915 546 6822 to	6999		
859 190 0600 to	0644	902 089 1253 to	1299	915 671 3963 to	3980		
859 437 5538 to	5599	902 198 9769 to	9799	915 671 3982 to	3999		
859 811 2888 to	2899	902 948 1269 to	1299	915 675 2217 to	2299		
859 855 8873 to	8999	902 985 0833 to	0899	916 440 3377 to	3399		
<b>860 240 8520 to</b>	<b>8599</b>	903 370 6934 to	6999	916 670 6352 to	6399		
860 275 3900 to	3999	904 600 6523 to	6599	916 682 5300 to	5399		
860 518 9629 to	9699	904 892 0378 to	0399	916 694 1414 to	1499		
860 600 0021 to	0999	904 892 0648 to	1299	916 703 0802 to	0821		
861 158 2350 to	2599	905 056 2216 to	2299	917 089 0709 to	0799		
861 367 5400 to	5499	905 510 6647 to	6799	917 089 0842 to	0899		
861 637 6010 to	6099	905 510 6900 to	7099	917 216 2928 to	2999		
861 979 7292 to	7499	905 794 0000 to	0199	917 370 6300 to	6499		
862 216 6100 to	6199	905 794 0288 to	0299	917 486 4900 to	4999		
862 263 9213 to	9299	905 873 6900 to	6999	918 460 0602 to	0699		
862 271 0800 to	0999	905 873 7100 to	7299	918 951 7231 to	7299		
862 271 5000 to	5099	905 880 8900 to	8999	919 519 2786 to	2799		
863 871 5138 to	5199	905 889 7100 to	7199	919 536 0770 to	0799		
863 949 5300 to	5399	906 158 1508 to	1599	919 814 3095 to	3199		
864 088 8200 to	8299	906 558 8812 to	8899	919 915 2774 to	2787		
864 426 3972 to	3999	906 982 2214 to	2299	<b>920 155 4662 to</b>	<b>4687</b>		

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

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

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

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

719 869 731 to 9 760	728 953 141 to 3 410	735 635 010 to 5 040	742 921 891 to 1 980
720 227 871 to 7 930	728 954 280 to 4 310	735 783 961 to 3 990	742 983 631 to 3 810
720 227 949 to 7 960	729 169 081 to 9 140	735 803 401 to 3 430	743 020 021 to 0 170
720 368 543 to 8 570	729 363 841 to 3 870	736 005 420 to 5 440	743 206 491 to 6 500
720 392 151 to 2 570	729 682 891 to 3 190	736 366 021 to 6 110	743 235 992 to 6 050
720 556 491 to 6 640	729 838 940 to 9 070	736 624 456 to 4 500	743 940 631 to 0 900
720 558 621 to 8 650	729 839 101 to 9 130	736 670 851 to 1 060	743 978 011 to 8 070
720 575 361 to 5 570	<b>730 077 683 to 7 840</b>	736 767 061 to 7 090	744 234 751 to 4 780
720 590 152 to 0 179	730 109 847 to 9 880	736 767 093 to 7 120	744 499 591 to 9 680
721 638 331 to 9 170	730 373 761 to 3 850	736 982 191 to 2 370	744 626 901 to 6 910
721 815 391 to 5 420	730 501 951 to 2 130	736 982 551 to 2 730	745 388 794 to 8 910
721 969 713 to 9 740	730 519 379 to 9 470	737 110 141 to 0 170	746 446 806 to 6 820
722 072 137 to 2 160	730 569 278 to 9 360	737 185 501 to 5 710	746 818 351 to 8 410
722 378 265 to 8 280	730 711 711 to 1 740	737 317 321 to 7 350	747 245 266 to 5 280
722 413 990 to 4 004	730 722 991 to 3 230	737 517 781 to 7 840	747 364 813 to 4 830
722 764 948 to 4 980	730 845 970 to 5 990	737 628 181 to 8 210	747 501 434 to 1 450
722 825 840 to 5 889	730 888 291 to 8 320	737 634 258 to 4 270	747 739 891 to 0 070
723 153 841 to 3 850	730 927 591 to 7 680	738 361 971 to 1 980	748 148 649 to 8 760
723 237 616 to 7 630	731 307 914 to 7 930	738 447 601 to 7 660	748 259 960 to 9 970
723 331 081 to 1 110	731 402 431 to 2 460	738 648 355 to 8 450	748 565 162 to 5 280
723 496 443 to 6 470	731 407 232 to 7 320	738 849 811 to 9 900	748 874 988 to 5 030
723 967 291 to 7 320	731 588 301 to 8 340	738 892 270 to 2 290	749 137 381 to 7 410
724 655 196 to 5 340	731 767 273 to 7 320	738 997 259 to 7 380	749 190 192 to 0 210
724 711 441 to 1 500	731 781 061 to 1 120	739 161 451 to 1 540	749 685 421 to 5 450
724 711 538 to 1 560	731 837 821 to 7 910	739 219 381 to 9 440	749 846 791 to 6 850
724 793 221 to 3 250	731 841 377 to 1 450	739 740 151 to 0 180	749 993 131 to 3 580
724 908 109 to 8 120	732 018 481 to 8 600	739 793 491 to 3 520	<b>750 071 587 to 1 610</b>
724 937 461 to 7 670	732 067 972 to 8 370	739 793 527 to 3 550	750 408 167 to 8 183
725 163 118 to 3 151	732 188 649 to 8 670	739 942 621 to 2 650	750 438 421 to 8 501
725 202 735 to 2 750	732 193 460 to 3 470	739 999 231 to 9 320	750 743 911 to 4 030
725 398 591 to 8 800	732 201 241 to 1 390	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	<b>800 044 320</b>	<b>to</b>	<b>4 410</b>
755 592 901	to	3 140	763 900 479	to	0 530	773 348 739	to	8 940	800 211 901	to	2 440
755 790 020	to	0 030	763 917 271	to	7 750	773 575 891	to	5 950	800 427 530	to	7 540
755 791 730	to	1 800	764 125 801	to	5 860	773 852 971	to	3 030	800 872 741	to	2 830
755 926 951	to	7 070	764 284 525	to	4 560	775 373 449	to	3 460	801 349 801	to	9 830
755 934 332	to	4 510	764 526 241	to	6 330	<b>789 257 191</b>	<b>to</b>	<b>7 250</b>	801 676 681	to	7 100
755 957 701	to	8 000	764 601 421	to	1 600	<b>790 448 020</b>	<b>to</b>	<b>8 460</b>	802 967 821	to	7 940
755 962 981	to	3 280	764 650 231	to	0 470	790 597 485	to	7 530	803 217 601	to	7 780
756 035 371	to	5 490	764 984 371	to	4 850	790 911 883	to	1 900	803 729 731	to	9 850
756 301 257	to	1 290	765 003 667	to	3 680	791 057 441	to	7 550	803 747 402	to	7 520
756 371 565	to	1 580	765 042 517	to	2 540	791 239 081	to	9 290	804 138 181	to	8 420
756 876 031	to	6 120	765 194 728	to	4 970	791 374 483	to	4 500	804 682 411	to	2 710
756 876 151	to	6 240	765 387 365	to	7 450	791 387 971	to	8 030	805 272 525	to	2 540
756 970 129	to	0 140	765 541 801	to	2 100	791 447 521	to	7 850	805 523 445	to	3 460
757 059 613	to	9 630	765 638 461	to	8 970	791 451 151	to	1 240	805 745 704	to	5 730
757 078 540	to	8 560	765 647 101	to	7 190	791 500 009	to	0 470	806 452 907	to	2 980
757 086 209	to	6 240	765 813 781	to	4 029	791 771 431	to	1 490	806 744 781	to	4 850
757 240 591	to	0 650	765 879 314	to	9 390	792 004 293	to	4 320	806 982 181	to	2 300
757 277 371	to	7 700	765 954 001	to	4 030	792 018 379	to	8 420	807 764 791	to	4 910
757 291 591	to	2 730	766 120 286	to	0 320	792 070 621	to	0 740	808 089 931	to	9 960
757 964 251	to	4 280	766 125 716	to	5 750	792 145 211	to	5 230	808 753 771	to	3 800
758 067 001	to	7 090	766 158 824	to	8 840	792 391 381	to	1 620	809 189 001	to	9 010
758 105 221	to	5 250	766 388 433	to	8 460	792 452 779	to	2 790	809 886 879	to	6 930
758 324 941	to	5 000	766 509 421	to	9 660	792 772 728	to	2 770	809 890 489	to	0 500
758 593 628	to	3 650	766 572 901	to	3 020	792 903 511	to	3 990	<b>810 323 734</b>	<b>to</b>	<b>3 760</b>
758 709 038	to	9 060	766 748 500	to	8 521	793 282 518	to	2 533	810 367 116	to	7 140
758 744 101	to	4 160	767 024 341	to	4 370	794 041 831	to	2 040	810 526 351	to	6 500
758 850 883	to	0 900	767 326 471	to	6 590	794 397 709	to	7 780	810 806 911	to	6 940
758 860 951	to	1 550	767 332 561	to	2 950	794 581 741	to	2 040	810 807 211	to	7 240
759 152 851	to	2 880	768 009 841	to	9 960	794 592 122	to	2 150	811 423 021	to	3 110
759 740 941	to	1 090	768 011 489	to	1 520	795 032 251	to	2 340	811 517 221	to	7 239
<b>760 004 596</b>	<b>to</b>	<b>4 610</b>	768 177 980	to	7 990	795 796 291	to	6 350	811 721 101	to	1 130
760 118 191	to	8 250	768 391 081	to	1 170	796 070 139	to	0 160	812 025 721	to	5 900
760 155 001	to	5 090	768 661 569	to	1 650	796 143 151	to	3 630	812 093 073	to	3 130
760 378 002	to	8 020	769 000 051	to	0 080	796 159 725	to	9 740	812 100 821	to	0 840
760 692 722	to	2 749	769 050 841	to	0 900	796 169 306	to	9 340	812 465 251	to	5 610
761 055 460	to	5 480	769 159 081	to	9 178	796 373 406	to	3 430	812 918 341	to	8 670
761 169 781	to	9 810	769 737 496	to	7 510	796 602 961	to	3 050	812 918 701	to	8 760
761 504 941	to	5 120	769 778 491	to	8 730	796 708 441	to	8 500	813 073 171	to	3 200
761 516 836	to	6 910	769 827 331	to	7 450	796 886 281	to	6 430	813 398 476	to	8 550
761 613 588	to	3 600	<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	796 901 701	to	2 000	814 789 330	to	9 349
761 688 631	to	8 690	770 723 281	to	3 400	796 975 466	to	5 590	814 984 656	to	4 680
761 805 199	to	5 240	770 790 451	to	0 480	797 272 917	to	2 950	815 016 020	to	6 030
761 826 106	to	6 120	770 915 150	to	5 490	797 519 441	to	9 460	815 240 491	to	0 520
761 881 171	to	1 560	771 455 551	to	5 610	797 519 731	to	0 240	815 755 591	to	5 620
761 975 641	to	5 670	771 609 661	to	9 690	797 535 181	to	5 330	815 755 622	to	5 650
761 975 886	to	5 895	771 932 551	to	2 580	798 040 053	to	0 080	815 806 381	to	6 680
762 304 144	to	4 170	772 057 224	to	7 440	798 055 813	to	5 830	816 126 834	to	6 870
762 324 931	to	4 960	772 162 660	to	3 070	798 055 891	to	5 950	816 156 721	to	6 780
762 439 261	to	9 290	772 718 615	to	8 640	798 326 371	to	6 520	816 945 571	to	5 600
762 524 158	to	4 220	772 940 140	to	0 160	798 339 167	to	9 210	817 253 011	to	3 280
762 584 872	to	4 970	772 970 886	to	0 940	798 562 411	to	2 440	<b>820 600 171</b>	<b>to</b>	<b>0 230</b>
762 593 431	to	3 460	773 009 419	to	9 430	798 632 461	to	2 490			
763 155 160	to	5 180	773 112 031	to	2 060	798 807 151	to	7 510			
763 178 631	to	8 660	773 125 387	to	5 410	798 944 761	to	5 030			
763 506 001	to	6 060	773 179 320	to	9 410	799 118 616	to	8 640			

— Group2—Mail Theft and Violent Crimes,  
Postal Inspection Service, 12-21-06

## 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, 12-21-06

## 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, 12-21-06

## 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, 12-21-06

## 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.

## Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09319	Close	Immediately	

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

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09593	A1-B-B1-V
09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09594	A1-B-B1-V
09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09470	A1-B-B1-C-C1-U	09595	A1-B-B1-V
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09367	A-A1-B-B1-C1-E2-F-H1-M-R-V	09494	A1-B-B1-C-C1-U	09596	A1-B-B1-V
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09369	A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z	09496	A1-B-B1-C-C1-U-V	09599	A1-B-B1-V
09336	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09371	A-A1-B-B1-C1-E2-F-H1-M-R-V	09498	A1-B-B1-C-C1-F-F1-F2-N-R-R1-T-U-V-Z1	09601	A1-B-B1-C-F-F1-U
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09499	A1-B-B1-C-C1-U	09602	A1-B-B1-C-F-F1-N-U
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	09501	A1-B-B1-V	09603	A1-B-B1-C-F-F1-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	09502	A1-B-B1-V	09604	A1-B-B1-C-F-F1-U
09340	A-A1-B-B1-C1-F-R-V	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09503	A1-B-B1-V	09605	A1-B-B1-C-D-U-V
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	09504	A1-B-B1-V	09606	A1-B-B1-C-D-U-V
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	09505	A1-B-B1-V	09609	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	09506	A1-B-B1-V	09610	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	09507	A1-B-B1-V	09612	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	09508	A1-B-B1-V	09613	A1-B-B1-C-F-U-V
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	09509	A1-B-B1-V	09617	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	09510	A1-B-B1-V	09618	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	09511	A1-B-B1-V	09619	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	09517	A1-B-B1-V	09620	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	09524	A1-B-B1-V	09621	A1-B-B1-C-F-U
09356	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	09532	A1-B-B1-V	09622	A1-B-B1-C-F-U
09357	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	09534	A1-B-B1-V	09623	A1-B-B1-C-F-U
09358	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09399	A1-B-B1-C-F-V-Z1	09543	A1-B-B1-V	09624	A1-B-B1-C-F-U
09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U	09545	A1-B-B1-V	09625	A1-B-B1-C-F-U
09360	A1-B-B1-V	09420	A1-B-B1-C-C1-U	09549	A1-B-B1-V	09626	A1-B-B1-C-F-U
09361	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09421	A1-B-B1-C-C1-U	09550	A1-B-B1-V	09627	A1-B-B1-C-F-U
		09447	A1-B-B1-C-C1-U-V	09554	A1-B-B1-V	09630	A1-B-B1-C-F-U-V
		09454	A1-B-B1-C-C1-U-V	09556	A1-B-B1-V	09631	A1-B-B1-C-F-U
		09456	A1-B-B1-C-C1-H-H1-M-Z1	09557	A1-B-B1-V	09636	A1-B-B1-C-F-U
		09459	A1-B-B1-C-C1-U	09564	A1-B-B1-V	09642	A1-B-B1-N-U
		09461	A1-B-B1-C-C1-U	09565	A1-B-B1-V	09643	A1-B-B1-U
		09463	A1-B-B1-C-C1-U	09566	A1-B-B1-V	09644	A1-B-B1-U
		09464	A1-B-B1-C-C1-U	09567	A1-B-B1-V	09645	A1-B-U
				09568	A1-B-B1-V	09647	A1-B-B1-N-U
				09569	A1-B-B1-V	09648	A1-B-B1-N-U-V-Z1
				09570	A1-B-B1-V	09649	A1-B-B1-U
				09573	A1-B-B1-V	09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
				09574	A1-B-B1-V	09702	A1-B-B1-C-C1-F1-M-R-R1-U-V
				09575	A1-B-B1-V	09703	A1-B-B1-C-F1-U
				09576	A1-B-B1-V	09704	A1-B-B1-C-D-V
				09577	A1-B-B1-V	09705	A1-B-B1-U
				09578	A1-B-B1-V	09706	A1-B-B1-C-N-U-V
				09579	A1-B-B1-V	09707	A1-B-B1-C-N-U-V
				09581	A1-B-B1-V	09708	A1-B-B1
				09582	A1-B-B1-V	09709	A1-B-B1-F1
				09586	A1-B-B1-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U
				09587	A1-B-B1-V	09711	A1-B-B1-F1-Z1
				09588	A1-B-B1-V	09713	A1-B-B1-C-F1
				09589	A1-B-B1-V		
				09590	A1-B-B1-V		
				09591	A1-B-B1-V		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09714	A1-B-B1-C-C1-F1-M-R-R1-U	09790	A-A1-B-B1-C1-F-R-V	09842	A-A1-B-B1-Z1	34038	A1-B-B1-M-N-V-Z1
09715	A1-B-B1-F1	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09843	A-A1-B-B1-U-V-Z1	34039	A1-B-N-V-Z1
09716	A1-B-B1-C-D-N-U-V	09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09844	A-A1-B-B1-U-V-Z1	34041	A1-B-B1-M-N-U-V-Z1
09717	A1-B-B1-M-W	09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1
09718	A1-B-B1-F-I-N-U-V	09804	A-A1-B-B1-F-V-Z1	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1
09719	A1-B-B1-C-F1-V	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34050	A1-B-B1-V
09720	A1-B-B1-U-V	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34055	A1-B-B1-N-V-Z1
09721	A1-B-B1-N-U-V-Z1	09808	A-A1-B-B1-C1-E2-F-H1-M-R-V	09865	A-A1-B-B1-V-Z1	34058	A1-B-B1-V-Z1
09722	A1-B-B1-N-U-V-Z1	09809	A1-B-B1-V-Z1	09868	A-A1-B-B1-U-V-Z1	34071	A1-B-B1-I-M-N-V-Z
09723	A1-B-B1-N-U-V-Z1	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09869	A-A1-B-B1-C1-I-V-Z-Z1	34076	A1-B-B1-F1-N-V-Z1
09724	A1-B-B1-C-C1-F1-M-R-R1-U	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09874	A-A1-B-B1-C1-I-V-Z-Z1	34078	A1-B-B1-F1-N-V-Z1
09726	A1-B-B1-N-U-V	09814	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	34079	A1-B-B1-F1-N-V-Z1
09727	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	09889	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34090	A1-B-B1-V
09729	A1-B-B1-N-U-V	09817	A-A1-B-B1-B2-C1-E2-E3-F-F1-G-H-H1-I-M-N-Q-R-R1-T-V-Z-Z1	34002	A1-B-B1-N-U-Z1	34091	A1-B-B1-V
09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09819	A-A1-B-F-P-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	34092	A1-B-B1-V
09731	A-A1-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z-Z1	09821	A-A1-B-F-V-Z1	34007	A-A1-B-B1-C1-F1-V-Z1	34093	A1-B-B1-V
09732	A1-B-B1-N-V-Z1	09822	A-A1-B-F-V-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	34095	A1-B-B1-V
09733	A1-B-B1-V	09823	A-A1-B-F-V-Z1	34010	A1-B-B1-D-F-M-N-V-Z1	34098	A1-B-B1-V
09734	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09824	A-A1-B-F-V-Z1	34019	A-B-B1-M-N-V-Z1	34099	A1-B-B1-V
09735	A1-B-B1-N-V-Z1	09825	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	34020	A1-B-B1-M-N-V-Z1	96201	A-A1-B-B1
09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09827	A-A1-B-B1-F-F1-V	34021	A1-B-B1-M-N-V-Z1	96202	A-A1-B-B1-U
09737	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09828	A1-B-N-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96203	A-A1-B-B1
09738	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09830	A1-B-B1-C-N-V-Z1	34023	A1-B-B1-M-N-V-Z1	96204	A-A1-B-B1
09739	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09831	A1-B-B1-F-N-U-V-Z1	34024	A1-B-B1-M-N-V-Z1	96205	A-A1-B-B1-U
09740	A-A1-B-B1-C1-E2-F-F1-M-Z1	09832	A-A1-B-B1-U1-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96206	A-A1-B-B1-U
09741	A-A1-B-B1-C1-E2-F-F1-H1-M-N-Q-R-R1-T-V-W-Y-Z-Z1	09833	A1-B-B1-U1-V-Z1	34030	A1-B-B1-M-N-V-Z1	96207	A-A1-B-B1-U
09742	A-A1-B-B1-B2-F-F1-I-M-N-Q-R-T-V-Z-Z1	09834	A1-B-B1-V-Z1	34031	A1-B-B1-M-N-V-Z1	96212	A-A1-B-B1-U
09743	A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-V-Z-Z1	09835	A-A1-B-B1-V-Z1	34032	A1-B-M-N-V-Z1	96213	A-A1-B-B1-U
09744	A-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z-Z1	09836	A-A1-B-B1-C-F-M-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96214	A-A1-B-B1-U
09777	A-A1-B-B1-C-E1-N	09837	A1-B-B1-V-Z1	34034	A1-B-B1-M-N-V-Z1	96215	A-A1-B-B1-U-V
09780	A-A1-B-B1-F-N-R-V	09838	A1-B-B1-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96217	A-A1-B-B1-U-V
09789	A-A1-B-B1-F-N-R-V	09839	A-A1-B-B1-U-V-Z1	34036	A1-B-B1-M-N-U-V-Z1	96218	A-A1-B-B1-U
		09840	A-A1-B-B1-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96219	A-A1-B-B1-U-V
		09841	A-A1-B-B1-U-Z1			96220	A-A1-B-B1-U-V
						96221	A-A1-B-B1-U-V
						96222	A-A1-B-B1-U
						96224	A-A1-B-B1-U
						96225	A-A1-B-B1-U
						96258	A-A1-B-B1-U
						96259	A-A1-B-B1-U
						96260	A-A1-B-B1-U
						96262	A-A1-B-B1-U-V
						96264	A-A1-B-B1-U
						96266	A-A1-B-B1-U
						96267	A-A1-B-B1-U-V
						96269	A-A1-B-B1-U
						96271	A-A1-B-B1-U
						96275	A-A1-B-B1-V
						96276	A-A1-B-B1
						96278	A-A1-B-B1-U
						96283	A-A1-B-B1-U



APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96284	A-A1-B-B1-U-V	96372	A1-B-B1-M-W	96537	A1-B-B1-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
96297	A-A1-B-B1-U	96373	A1-B-B1-M-W	96538	A1-B-B1-V	96615	A-A1-B-B1-V
96306	A1-B-B1-F-F1-F2-M-W	96374	A1-B-B1-M-W	96540	A1-B-B1-V	96616	A-A1-B-B1-V-Z1
96309	A1-B-B1-M-V-W	96375	A1-B-B1-M-W	96541	A1-B-B1-V	96617	A1-B-B1-V
96310	A1-B-B1-M-W	96376	A1-B-B1-M-W	96542	A1-B-B1-V	96619	A1-B-B1-V
96311	A1-B-B1-M-W	96377	A1-B-B1-M-W	96543	A1-B-B1-P-V	96620	A1-B-B1-V
96313	A1-B-B1-F-F1-F2-M-W	96378	A1-B-B1-M-W	96544	A1-B-B1-F-N-U3-V	96621	A1-B-B1-V
96319	A1-B-B1-M-W	96379	A1-B-B1-M-W	96546	A1-B-B1-F-U3	96622	A1-B-B1-V
96321	A1-B-B1-F-F1-F2-M-W	96384	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U	96624	A1-B-B1-V
96322	A1-B-B1-F-F1-F2-M-W	96386	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U	96628	A1-B-B1-V
96323	A1-B-B1-M-V-W	96387	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U-V	96634	A1-B-B1-V
96326	A1-B-B1-M-W	96388	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U	96643	A1-B-B1-V
96328	A1-B-B1-M-W	96401	A1-B-B1-F-N-V-Z1	96553	A-A1-B-B1-H-M-N-U-V	96657	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	96554	A-A1-B-B1-H-M-U	96660	A1-B-B1-V
96336	A1-B-B1-M-V-W	96425	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96555	A1-B-B1-F-M-V	96661	A1-B-B1-V
96337	A1-B-B1-M-W	96426	A-A1-B-B1-C1-E2-F-H1-M-R-V	96557	A1-B-B1-F-M-V	96662	A1-B-B1-V
96338	A1-B-B1-M-W	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96562	A-A1-B-B1-B2-C1-D-E2-E3-F1-G-H-H1-I-M-N-R-R1-T-V-Z-Z1	96663	A1-B-B1-V
96339	A1-B-B1-M-V-W	96501	A-A1-B-B1-N-V	96595	A1-B-B1-V	96664	A1-B-B1-V
96343	A1-B-B1-M-W	96507	A-A1-B-B1-F-V	96598	A1-B-B1-N-V	96665	A1-B-B1-V
96347	A1-B-B1-F-F1-F2-M-W	96510	A1-B-B1-I-N-V	96599	A1-B-B1-V	96666	A1-B-B1-V
96348	A1-B-B1-F-F1-F2-M-W	96511	A1-B-B1-I-N-V	96601	A1-B-B1-V	96667	A1-B-B1-V
96349	A1-B-B1-F-F1-F2-M-W	96515	A1-B-B1-F	96602	A1-B-B1-V	96668	A1-B-B1-V
96350	A1-B-B1-F-F1-F2-M-W	96517	A1-B-B1-F-U3-V	96603	A1-B-B1-V	96669	A1-B-B1-V
96351	A1-B-B1-F-F1-F2-M-W	96518	A1-B-B1-V	96604	A1-B-B1-V	96670	A1-B-B1-V
96362	A1-B-B1-F-F1-F2-M-W	96520	A1-B-B1-F-U3-V	96605	A1-B-B1-V	96671	A1-B-B1-V
96365	A1-B-B1-M-V-W	96521	A1-B-B1-F-N	96606	A1-B-B1-V	96672	A1-B-B1-V
96367	A1-B-B1-L-M-W	96522	A1-B-B1-F-N-U	96607	A1-B-B1-V	96673	A1-B-B1-V
96368	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U-V	96608	A1-B-B1-V	96674	A1-B-B1-V
96370	A1-B-B1-F-F1-F2-M-W	96531	A-A1-B-B1-H-M-U-V	96609	A1-B-B1-V	96675	A1-B-B1-V
		96534	A-A1-B-B1-F	96610	A1-B-B1-V	96677	A1-B-B1-V
		96535	A-A1-B-B1-F-V	96611	A1-B-B1-V	96678	A1-B-B1-V
		96536	A1-B-B1-V	96612	A1-B-B1-V	96679	A1-B-B1-V
				96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96681	A1-B-B1-V
						96682	A1-B-B1-V
						96683	A1-B-B1-V
						96686	A1-B-B1-V
						96687	A1-B-B1-V
						96698	A1-B-B1-V

## RESTRICTIONS

### LEGEND

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

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

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

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

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

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

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

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

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

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

**C.** Cigarettes and other tobacco products are prohibited.

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

**D.** Coffee is prohibited.

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

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

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

**F.** Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM 601.11.1.2c. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO ZIP Code does not apply to firearms mailed from this APO/FPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM 601.11.2 and ATF regulations; they do not require an ATF form.

**F1.** Privately owned weapons addressed to an individual are prohibited in any class of mail.

**F2.** Importation of firearms is restricted to one shotgun and one single shot .22 caliber rifle per individual.

**G.** Only First-Class Mail letters, Periodicals, and Standard Mail items are authorized.

**H.** Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

**H1.** Pork or pork by-products are prohibited.

**I.** Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

Length	
42" . . . . .	72" length and girth combined
over 42" to 44" . . . . .	24" girth
over 44" to 46" . . . . .	20" girth
over 46" to 48" . . . . .	16" girth
	Maximum length 48"

This restriction does not apply to registered mail and official government mail marked MOM.

**I1.** This restriction does not apply to registered mail.

**I2.** This restriction does not apply to official government mail marked MOM.

**J.** Parcels may not exceed 108 inches in length and girth combined.

**K.** Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."

**L.** All official mail is prohibited.

**M.** Fruits, animals, and living plants are prohibited.

**N.** Registered mail is prohibited.

**O.** Delivery status information for Extra Services is not available on USPS.com.

**P.** APO is used for the receipt and dispatch of official mail only.

**Q.** Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

**R.** All alcoholic beverages, including those mailable under DMM 601.8.0, are prohibited.

**R1.** Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.

**T.** Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

**U.** Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

**U1.** Mail is limited to First-Class Mail weighing 13 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

**U2.** Mail is limited to First-Class Mail letters only when addressed to Box R.

**U3.** Mail is limited to First-Class Mail correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.

**V.** Express Mail Military Service (EMMS) not available from any origin.

**V1.** Delivery Confirmation service is not available.

**W.** Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

**X.** Personal mail is limited to First-Class Mail items (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.

**Y.** Mail is limited to First-Class and Priority Mail items only. All Periodicals, Standard Mail items, and Package Services items (including SAM and PAL) are not authorized. This restriction also applies to official mail.

**Z.** No outside pieces (OSPs).

**Z1.** The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No O817E or O818A) is required on all pouches and sacks.

— *International Network Operations,  
Network Operations Management, 12-21-06*

## **Commuter Program 2007**

### **New Internal Revenue Service monthly pre-tax spending limit, effective January 1, 2007:**

**Transit . . . . . \$110**

**Parking . . . . . \$215**

**The Commuter Program offers:**

- |             |   |
|-------------|---|
| <b>Who</b>  | Career Postal Service employees.  |
| <b>What</b> | Pre-tax payroll purchase of eligible public transportation and parking up to the limits shown above.  |
| <b>Why</b>  | This pre-tax purchase reduces your taxable income so that you reduce what you pay in federal taxes — income, Social Security, and Medicare. Keep more of your pay for yourself!                   |
| <b>How</b>  | Enroll by contacting WageWorks at: <ul style="list-style-type: none"><li>■ <a href="http://www.wageworks.com">www.wageworks.com</a></li><li>■ 877-924-3967</li><li>■ TTY 1-866-361-8017</li></ul> |

**Please post on bulletin boards through December 31, 2007**

# Manage Your FSA Account Online

Sign up on the Internet to manage your FSA or for direct deposit of your claims. For details, see pages 24 and 25 of the FSA brochure mailed to all career employees at the beginning of FSA Open Season.

Here's a great new feature for 2007. Enroll in FSAs during this Open Season. Beginning in January 2007, go to [www.myuhc.com](http://www.myuhc.com) and use your confidential user ID and password to check your claims status, monitor payments, and review your account balance.

You also can sign up to have your FSA claims paid by direct deposit. Claims payments will be transferred directly to your bank account, just like the direct deposit of your paycheck.

**Set aside dollars in Flexible Spending Accounts — TAX-FREE!**

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 your FSA will be even more convenient when you sign up at [www.myuhc.com](http://www.myuhc.com).



NOTICE TO ALL EMPLOYEES

# THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released December 4, 2006, by the Federal Retirement Thrift Investment Board

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

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

**2005 MONTHLY RETURNS**

Dec.	0.45	0.95	0.95	0.07	0.03	0.37	0.48	4.64	4.65
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**2006**

Jan.	0.36	0.09	0.01	2.66	2.65	6.70	6.57	6.14	6.14
Feb.	0.36	0.28	0.33	0.22	0.27	-0.98	-0.99	-0.27	-0.22
March	0.36	-0.93	-0.98	1.29	1.25	3.84	3.81	3.33	3.30
April	0.44	-0.19	-0.18	1.35	1.34	0.34	0.41	4.83	4.78
May	0.44	-0.09	-0.11	-2.87	-2.88	-4.36	-4.32	-3.87	-3.88
June	0.44	0.19	0.21	0.07	0.14	0.47	0.29	0.00	-0.01
July	0.44	1.32	1.35	0.65	0.62	-2.79	-2.82	0.98	0.99
Aug.	0.44	1.58	1.53	2.36	2.38	2.15	2.15	2.76	2.75
Sept.	0.35	0.82	0.88	2.58	2.58	0.88	0.91	0.15	0.15
Oct.	0.43	0.73	0.66	3.27	3.26	4.99	4.98	3.87	3.89
Nov.	0.43	1.08	1.16	1.91	1.90	3.54	3.62	2.96	2.99
<b>LAST 12 MONTHS</b>	<b>5.04</b>	<b>5.96</b>	<b>5.94</b>	<b>14.25</b>	<b>14.23</b>	<b>15.61</b>	<b>15.55</b>	<b>28.20</b>	<b>28.20</b>

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

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

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

**See next page for new L Funds.**

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

<b>L Funds</b>					
<b>2005 MONTHLY RETURNS</b>	<b>L 2040</b>	<b>L 2030</b>	<b>L 2020</b>	<b>L 2010</b>	<b>L Income</b>
Aug *	0.07	0.07	0.15	0.16	0.17
Sep	1.35	1.17	1.06	0.94	0.52
Oct	-1.90	-1.67	-1.34	-0.93	-0.17
Nov	3.08	2.80	2.42	1.89	1.03
Dec	1.32	1.22	1.11	0.93	0.59
<b>2006</b>					
Jan	3.84	3.40	2.92	2.22	1.10
Feb	-0.07	0.00	0.07	0.15	0.25
Mar	1.98	1.71	1.56	1.19	0.67
Apr	1.75	1.62	1.47	1.18	0.74
May	-2.87	-2.45	-2.06	-1.31	-0.33
June	0.26	0.27	0.28	0.37	0.33
July	0.13	0.20	0.35	0.37	0.49
Aug	2.22	1.96	1.81	1.39	0.90
Sept	1.41	1.33	1.17	1.01	0.73
Oct	3.28	2.94	2.51	1.79	1.04
Nov	2.32	2.03	1.78	1.34	0.79
<b>LAST 12 MONTHS</b>	<b>16.54</b>	<b>15.04</b>	<b>13.65</b>	<b>11.11</b>	<b>7.55</b>

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

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

# Domestic Mail (Continued)

- b. After mailers successfully complete development and testing for eVS, the USPS grants temporary approval. USPS conducts a review within 90 days of the temporary approval and grants final approval if the mailer's system is working as required. The Business Mailer Support manager, USPS Headquarters, has final authority for eVS approval.
- c. After receiving final authorization, the mailer and a USPS representative must sign a service agreement. The agreement contains provisions regarding mailer and USPS responsibilities, including electronic documentation, document retention, quality control, and the duration of the agreement.

### 2.9.10 Denial

If USPS denies an eVS application, the mailer may appeal the decision within 15 days from the receipt of the notice by filing a written appeal, including evidence showing why the mailer should be authorized to use eVS. The mailer sends the appeal to the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision (see 608.8.0 for address).

### 2.9.11 Revocation

The Business Mailer Support manager may revoke authorization for eVS participation for any of the following reasons:

- a. A mailer does not provide correct data in electronic manifests and is not able or willing to correct the problems.
- b. A mailer does not properly complete the required quality control procedures.
- c. A mailer does not produce mailings meeting eVS criteria established by this standard or in the mailer's eVS manifest mailing agreement.
- d. A mailer does not present mailings using eVS for more than 6 months (except as noted in the service agreement).
- e. A mailer does not present properly prepared mailings.
- f. A mailer does not pay proper postage.

### 2.9.12 Corrective Action

After USPS issues a notice of revocation to a mailer, the mailer and the USPS determine corrective actions, including an implementation schedule. At the conclusion of the implementation period, the USPS reexamines the mailer's system to determine if it complies with the program requirements.

Failure to correct identified problems is sufficient grounds to sustain revocation of the mailer's eVS authorization.

### 2.9.13 Appeal of Revocation

After receiving initial notice of revocation, a mailer has 15 days from the date of receipt of the revocation notice to file a written appeal with the Business Mail Acceptance manager, USPS Headquarters. The appeal must include the reason the eVS authorization should not be revoked. The mailer may continue to mail using eVS during the appeal process. The Business Mail Acceptance manager issues the final agency decision. The final revocation takes effect 15 days after the date of the final agency decision.

\* \* \* \* \*

## 6.0 Combining Mailings of Standard Mail and Package Services Parcels

*[Revise title of 6.1 to read as follows:]*

### 6.1 Combining Machinable Parcels—DBMC Entry

\* \* \* \* \*

#### 6.1.3 Postage Payment

*[Revise 6.1.3 to read as follows:]*

Mailers must pay postage for all pieces with a permit imprint at the Post Office serving the mailer's plant using an approved postage payment system. The applicable system agreement must include procedures for combined mailings approved by Business Mailer Support. Types of permissible postage payment systems are as follows:

- a. Manifest Mailing System (MMS), under 2.0. Mailers may document and pay postage using the Electronic Verification System (eVS) under 705.2.9.
- b. Optional Procedure (OP) Mailing System, under 3.0.
- c. Alternate Mailing System (AMS), under 4.0.

\* \* \* \* \*

*[Revise title of 6.2 to read as follows:]*

### 6.2 Combining Parcels—Parcel Post OBMC Presort, BMC Presort, DSCF Entry, and DDU Entry

\* \* \* \* \*

**6.2.3 Postage Payment**

*[Revise 6.2.3 to read as follows:]*

Mailers must pay postage for all pieces with a permit imprint at the Post Office serving the mailer's plant using an approved manifest mailing system under 2.0. The following conditions also apply:

- a. The applicable system agreement must include procedures for combined mailings approved by Business Mailer Support.
- b. For mailings presented under 705.6.0, mailers may document and pay postage using the Electronic Verification System (eVS) under 705.2.9.

\* \* \* \* \*

**7.0 Combining Package Services Parcels for Destination Entry**

*[Revise title of 7.1 to read as follows:]*

**7.1 Combining Parcels—DSCF and DDU Entry**

\* \* \* \* \*

**7.1.2 Basic Standards**

\* \* \* \* \*

*[Revise 7.1.2b to read as follows:]*

- b. Postage must be paid via permit imprint under an approved manifest mailing system as provided in 3.0. For mailings presented under 705.7.0, mailers may document and pay postage using the Electronic Verification System (eVS) under 705.2.9.

\* \* \* \* \*

*[Revise title of 7.2 to read as follows:]*

**7.2 Combining Machinable Parcels—DBMC Entry**

\* \* \* \* \*

**7.2.2 Basic Standards**

\* \* \* \* \*

*[Revise 7.2.2c to read as follows:]*

- c. Postage must be paid via permit imprint under an approved manifest mailing system as provided in 3.0.

For mailings presented under 705.7.0, mailers may document and pay postage using the Electronic Verification System (eVS) under 705.2.9.

\* \* \* \* \*

**8.0 Preparation for Pallets**

\* \* \* \* \*

**8.6 Pallet Labels**

\* \* \* \* \*

**8.6.6 Line 3 (Origin Line)**

*[Revise 8.6.6 to read as follows:]*

The office of mailing or mailer information line (line 3 of required information) must be the bottom line of required information unless the pallet or pallet box contains mail prepared under the Electronic Verification System (eVS). Line 3 must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

*[Renumber current 8.6.7 through 8.6.10 as new 8.6.8 through 8.6.11, respectively. Add new 8.6.7 to read as follows:]*

**8.6.7 Electronic Verification System**

All pallets and pallet boxes containing parcels prepared and identified using the Electronic Verification System (eVS) under 705.2.9 must show "eVS" (or the alternatives "EVS" or "E-VS") directly below line 3 (origin line) using the same size and lettering used for Line 3.

\* \* \* \* \*

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

— Business Mailer Support,  
Customer Service, 12-21-06



PUBLICATION 431 REVISION

**Changes to Post Office Box Fee Groups**

Effective December 21, 2006, Publication 431, *Post Office Box Fee Groups*, is revised with the changes noted below.

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

\* \* \* \* \*

[Revise the fee groups for the following ZIP Codes™ to read as follows:]

ZIP Code	Fee Group
02212	3
02241	3
40452	7
92602	3

\* \* \* \* \*

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

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

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

— Value Added and Special Services,  
Product Development, 12-21-06

**DID YOU KNOW?**

**The 2006 Holiday Shipping and Mailing Guide was sent to 110 million residential households.**

HOLIDAY SHIPPING & MAILING GUIDE

2006

UNITED STATES POSTAL SERVICE

usps.com/holiday



## Take Care of the Ones You Love and Save on Taxes

Enroll in **FSA**s during this Open Season to really save on taxes.

Set aside dollars in Flexible Spending Accounts — **TAX-FREE!**

Let's say you enroll in a 2007 Health Care FSA for \$2,600. Every payday, we'll transfer \$100 from your gross pay to your FSA account. But you won't be \$100 poorer. Depending on your tax situation, your take-home pay might only go down \$63. But the \$100 will be available for health care expenses.

**The bottom line? You could save up to \$1,000 on taxes by the end of 2007.**

So all of those doctor bills, dentist visits, eyeglasses, contacts, prescriptions, and over-the-counter medications that would have cost you \$2,600 will only cost \$1,600, because you enrolled in an FSA. Enjoy similar savings on day care expenses for your eligible dependents with the Dependent Care FSA.

FSA's have some great new features for 2007 — you can pay for eligible expenses with the new Consumer Accounts Card, administer your FSA on the Internet at [www.myuhc.com](http://www.myuhc.com), and get reimbursed for your out-of-pocket expenses with direct deposits to your bank account.

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 your FSA can help reduce your taxes and save you money all year long.

## Save on Taxes

# Employees

*CORRECTION*

## New Emergency Preparedness Publications Ordering Information

In the article “New Publications: New Emergency Preparedness Publications Now Available,” in *Postal Bulletin* 22194 (11-23-06, page 13), the quick pick numbers and bulk pack quantities for all four publications were reversed. Also an incorrect PSN for Publication 167-B was given. The correct ordering information is given below with the corrected information in the right-hand column given in bold.

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

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

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

**PSIN:** PUB 167-B  
**PSN:** 7610-~~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

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

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

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

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

— *Emergency Preparedness Integration, Emergency Preparedness, 12-21-06*

*NOTICE*

## Corrections to 2007 Health and Dental/Vision Insurance Program Guides

The Office of Personnel Management has issued the following corrections to the 2007 health and dental/vision insurance program guides:

### Federal Employee Health Benefits (FEHB) Guide

- *Group Health Plan HDHP* (codes MM4 and MM5) does not appear in the guide. However, it is still in the program, operating in Southern and Central Illinois and the St. Louis Area in Missouri. To contact the plan, call 800-755-3901.
- *AultCare HMO HDHP* (In-Network and Out-of-Network). In the table called “High Deductible and Consumer-Driven Health Plans,” under “Ohio,” the numbers in the column “Premium Contribution to HSA/HRA,” should be “\$83/\$167.”

### Federal Employees Dental and Vision Insurance Program (FEDVIP) Guide

- *National Dental Rates.* Under “GEHA PPO options,” there are two listings for the “High” option. The first listing (shaded) should be “Standard” option.
- *Nationwide Vision Plans Open to All.* Under “Blue Cross Blue Shield, Frames, Standard Option,” the text states “Every 12 months.” It should state “Every 24 months.”

— *Compensation, Human Resources, 12-21-06*

## Finance

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### NOTICE

### Household Diary Study

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

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

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

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

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

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

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

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

For additional information, contact either of the following individuals:

**John Pickett**  
 Telephone: 202-268-2641  
 Fax: 202-268-6841  
 E-mail: [john.pickett@usps.gov](mailto:john.pickett@usps.gov)

**John Mazzone**  
 Telephone: 202-268-4169  
 Fax: 202-268-6841  
 E-mail: [john.f.mazzone@usps.gov](mailto:john.f.mazzone@usps.gov)

Study participants may also contact NuStats directly for help or information at 888-441-8777 or [usps@nustats.com](mailto:usps@nustats.com).

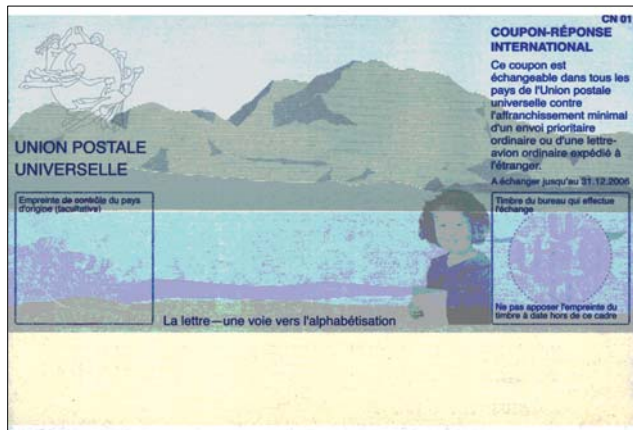
— Office of Demand Forecasting and Economic Analysis,  
 Finance, 12-21-06

### NOTICE

### International Reply Coupons

The international reply coupon (IRC) pictured on page 53, which bears the following language on its front side: "A échangeur jusqu'au "31-12-2006," expires on December 31, 2006. IRCs that bear the 12-31-06 expiration date may be redeemed or exchanged as follows:

- *Foreign-origin IRCs* may not be redeemed after December 31, 2006.
- *U.S.-origin IRCs* continue to be exchangeable under current *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) procedures (purchase price less 1 cent). U.S.-origin IRCs can be distinguished from foreign-origin IRCs by the legend "Amérique (Etats-Unis)" on the front side of the U.S.-origin IRC.



Front



Back

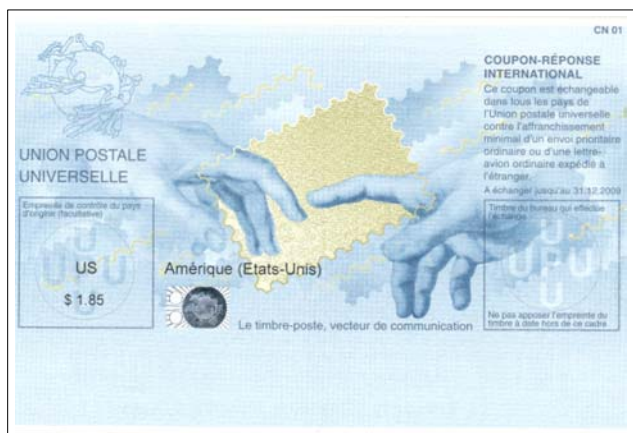
As stated in Handbook F-1, *Field Accounting Procedures*, part 454, all postal retail units (PRUs) must submit all U.S.-issue (exchanged or redeemed) and foreign-issue (redeemed) IRCs accepted through December 31 of each year to their stamp distribution office (SDO) or stamp services center (SSC). However, due to the tight timeline for redemption of the expiring IRCs by the Universal Postal Union (UPU), the unit reserve stock custodian must ship the IRCs to the SDO or SSC **for receipt by January 31, 2007**.

SDOs and SSCs must submit the expiring IRC depicted above as well as any redeemed or exchanged foreign-origin or U.S.-origin IRCs to the following address **for receipt by February 28, 2007**:

EAGAN ASC FINANCE BRANCH  
 FINANCIAL REPORTING  
 US POSTAL SERVICE  
 2825 LONE OAK PKWY  
 EAGAN MN 55121-9617

The Eagan Accounting Service Center (ASC) must submit all the IRCs forwarded by the SDOs and SSCs to the International Bureau of the Universal Postal Union in Bern, Switzerland, **for receipt by March 31, 2007**.

The version of the IRC currently being offered for sale by the Postal Service™ and foreign postal administrations is pictured below. This version of the IRC does not expire until December 31, 2009, and can be redeemed or exchanged pursuant to the IMM.



Front



Back

We will publish a revision to the IMM in an upcoming *Postal Bulletin*.

## NOTICE

**2007 Pay Dates and Leave Year**

The following chart lists the pay periods for 2007. For the convenience of timekeepers, each biweekly pay period appears as two separate weeks, with the beginning and ending dates indicated for each week.

The leave year always begins the first day of the first full pay period in the calendar year. The 2007 leave year begins Pay Period 02-07, January 6, 2007, and extends for 26 full pay periods, ending January 4, 2008 (Pay Period 01-08).

**2007 Pay Period Inclusive Dates**

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

**2008 Pay Periods Begin**

Pay Period	Week One	Week Two	Pay Date	Holidays
01	12-22 to 12-28	12-29 to 01-04	01-12	12-25 01-01
02	01-05 to 01-11	01-12 to 01-18	01-25	01-21

# Information Technology

NOTICE

## New Retention Periods for Outlook E-mail

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

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

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

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

The goal is to ELIMINATE — not move — unneeded files. If you must keep certain files, archive them to your hard drive, move them to My Documents, or move them to portable media such as CDs or flash drives. Be sure to secure information, particularly information stored on portable media. See the article “Notice: Data Protection Tips, Tools, and Requirements” in *Postal Bulletin* 22194 (11-23-06, pages 22–24 and 49).

## Deleting E-mails

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Saving e-mails

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

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

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

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

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

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

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

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

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

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

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

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

### Caution!

Saving files can be efficient and convenient but may pose a security risk and defeat the purpose of retention periods — eliminating unneeded information. **Select carefully** the e-mails you copy to disk. Remember, **you must encrypt** sensitive information and **get approval** from your functional area vice president and the Chief Technology Officer **before removing Postal Service information from Postal Service premises.** See the article "Notice: Data Protection Tips, Tools, and Requirements" in *Postal Bulletin* 22194 (11-23-06, pages 22–24 and 49).

Watch for more information in the coming weeks.

— Information Technology Service Center,  
Information Technology, 12-21-06



# Clean up your (e-mail) act!



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

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

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

**Start preparing now.**

SEND GIFTS WITH

# Peace Of Mind


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



Free  
PACKAGE PICKUP

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



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

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Photo: ©2006 American  
Post Magazine

# International Mail

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## IMM REVISION

### Canada — Prohibited Articles

Effective December 21, 2006, we are revising *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) to reflect the addition of the prohibition of inert and replica munitions such as inert grenades in the Individual Country Listing for Canada.

Canada Post has noted that an increasing number of these items are sent through the postal network. These items impede security procedures and may disrupt Canada Post's ability to deliver other postal items. Such items found in the mail will be destroyed.

#### International Mail Manual (IMM)

\* \* \* \* \*

#### Individual Country Listings

\* \* \* \* \*

#### Canada

#### Country Conditions of Mailing

#### Prohibitions

\* \* \* \* \*

*[In the list of prohibitions, insert the following prohibition after the entry for "Radioactive materials," to read as follows:]*

Replica or inert munitions, as well as other devices that simulate explosive devices or munitions, including replica or inert grenades or other simulated military munitions, whether or not such items are for display purposes.

\* \* \* \* \*

We will incorporate this revision into the printed version of IMM 34 and also into the online version of the IMM, which can be accessed via Postal Explorer® at <http://pe.usps.com>.

— *Mailing Standards, Pricing and Classification, 12-21-06*

## ICM UPDATES

### International Customized Mail

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

To read the latest updates:

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

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

— *Pricing Strategy, Pricing and Classification, 12-21-06*



**The Postal Service brand is  
the essence of who we are.**



# Philately

## Pictorial Postmarks Announcement

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

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

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

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

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

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

The following postmarks have been extended for 30 days.



November 12, 2006

*Sino American Philatelic Center*  
 DR SUN YAT SEN MEMORIAL STATION  
 POSTMASTER  
 PO BOX 880066  
 SAN FRANCISCO CA 94188-0066



December 8, 2006

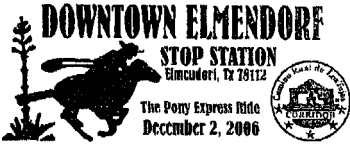
*Opelika Main Street*  
 CHRISTMAS IN A RAILROAD TOWNE  
 STATION  
 POSTMASTER  
 500 S 7TH ST  
 OPELIKA AL 36801-9998

The following postmark has been extended for 60 days.



October 21, 2006

*Port of Baltimore 300th Anniversary*  
 STEAM TUG BALTIMORE STATION  
 MOWS PHILATELIC CENTER  
 900 E FAYETTE ST  
 BALTIMORE MD 21233-9998

	December 2, 2006	<i>U.S. Postal Service</i>	<i>U.S. Postal Service</i>	<i>U.S. Postal Service</i>
	STOP STATION POSTMASTER PO BOX 9998 ADKINS TX 78101-9998	STOP STATION POSTMASTER PO BOX 9998 GRUENE TX 78130-9998	STOP STATION POSTMASTER PO BOX 9998 NEW BRAUNFELS TX 78130-9998	
	<i>U.S. Postal Service</i>	<i>U.S. Postal Service</i>	<i>U.S. Postal Service</i>	
	STOP STATION POSTMASTER PO BOX 9998 DEWES TX 78147-9998	STOP STATION POSTMASTER PO BOX 9998 HOBSON TX 78117-9998	STOP STATION POSTMASTER PO BOX 9998 PANNA MARIA TX 78144-9998	
	<i>U.S. Postal Service</i>	<i>U.S. Postal Service</i>	<i>U.S. Postal Service</i>	
	STOP STATION POSTMASTER PO BOX 9998 ELMENDORF TX 78112-9998	STOP STATION POSTMASTER PO BOX 9998 KARNES CITY TX 78118-9998	STOP STATION POSTMASTER PO BOX 9998 RUNGE TX 78151-9998	
	<i>U.S. Postal Service</i>	<i>U.S. Postal Service</i>	<i>U.S. Postal Service</i>	
	STOP STATION POSTMASTER PO BOX 9998 FLORESVILLE TX 78114-9998	OLD HELENA STOP STATION POSTMASTER PO BOX 9998 KARNES CITY TX 78118-9998	STOP STATION POSTMASTER PO BOX 9998 SAN ANTONIO TX 78205-9998	
	<i>U.S. Postal Service</i>	<i>U.S. Postal Service</i>	<i>U.S. Postal Service</i>	
	STOP STATION POSTMASTER PO BOX 9998 FORT SAM HOUSTON TX 78234-9998	KARNES CITY STOP STATION POSTMASTER PO BOX 9998 KARNES CITY TX 78118-9998	STOP STATION POSTMASTER PO BOX 9998 STOCKDALE TX 78160-9998	
<i>U.S. Postal Service</i>	<i>U.S. Postal Service</i>			
STOP STATION POSTMASTER PO BOX 9998 GOLIAD TX 77963-9998	STOP STATION POSTMASTER PO BOX 9998 MCQUEENEY TX 78123-9998			

*Spc. Jacob S. Fletcher Building Dedication Station*



**Babylon, NY 11702**  
**November 25, 2006**

November 25, 2006

*U.S. Postal Service*

SPC JACOB S FLETCHER  
BUILDING DEDICATION  
STATION  
POSTMASTER  
PO BOX 9998  
BABYLON NY 11702-9998



December 1-31, 2006

*U.S. Postal Service*

NAZARETH CHRISTMAS  
STATION  
POSTMASTER  
PO BOX 9998  
NAZARETH KY 40048-9998



November 25, 2006

*U.S. Postal Service*

COMFORT STATION  
POSTMASTER  
PO BOX 9998  
COMFORT TX 78013-9998



December 2, 2006

*U.S. Postal Service*

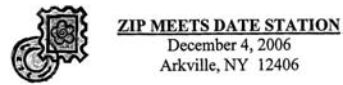
BRACKEN VILLAGE STOP  
STATION  
POSTMASTER  
PO BOX 9998  
BRACKEN TX 78266-9998



December 1-2, 2006

*Skowhegan Downtown Business Association*

SKOWHEGAN DBA HOLIDAY  
STROLL STATION  
POSTMASTER  
242 WATER ST  
SKOWHEGAN ME 04976-9998



December 4, 2006

*U.S. Postal Service*

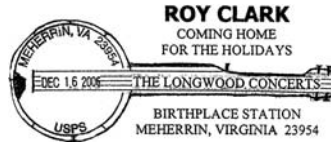
ZIP MEETS DATE STATION  
POSTMASTER  
PO BOX 9998  
ARKVILLE NY 12406-9998



**Operation Santa**  
**NORTH POLE STATION**  
 DECEMBER 4, 2006  
 NEW YORK, N.Y. 10199

December 4, 2006

*Operation Santa U.S. Postal Service*  
 NORTH POLE STATION  
 SPECIAL EVENTS JAF BLDG  
 421 EIGHTH AVE RM 2029B  
 NEW YORK NY 10199-9998



December 16, 2006

*U.S. Postal Service*  
 BIRTHPLACE STATION  
 POSTMASTER  
 495 MOORES ORDINARY RD  
 MEHERRIN VA 23954-9998

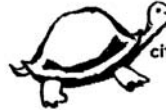


**COAST GUARD**  
**HERITAGE MUSEUM STA.**  
 AT THE TRAYSER  
 DECEMBER 6, 2006  
 BARNSTABLE MA.  
 02630

December 6, 2006

*Coast Guard Heritage Museum*  
 BARNSTABLE STATION  
 POSTMASTER  
 3230 MAIN ST  
 BARNSTABLE ME 02630-9998

**the iowa children's museum**



**cityworks postal station**  
 Coraville, Iowa 52241  
 December 20, 2006

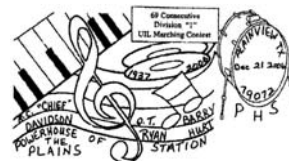
December 20, 2006

*Iowa Children's Museum*  
 CITYWORKS POSTAL  
 STATION  
 POSTMASTER  
 400 S CLINTON ST  
 IOWA CITY IA 52240-9998



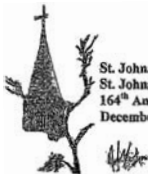
December 9, 2006

*U.S. Postal Service*  
 HOLIDAY STATION  
 POSTMASTER  
 PO BOX 9998  
 PLYMOUTH VT 05056-9998



December 21, 2006

*Plainview ISD*  
 POWERHOUSE OF THE  
 PLAINS STATION  
 POSTMASTER  
 325 ASH ST  
 PLAINVIEW TX 79072-9998



**St. Johnsbury Academy**  
 St. Johnsbury, VT 05819  
 164th Anniversary Station  
 December 13, 2006

December 13, 2006

*St. Johnsbury Academy*  
 164TH ANNIVERSARY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 ST JOHN SBURY VT  
 05819-9998



December 21, 2006

*Chaffee County Zebulon Pike Commemoration Committee*  
 ZEBULON PIKE  
 BICENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 NATHROP CO 81236-9998



**New York Celebrates Freedom**  
**Bill of Rights Station**  
 December 15, 2006  
 Port Chester, NY 10573

December 15, 2006

*U.S. Postal Service*  
 NEW YORK CELEBRATES  
 FREEDOM BILL OF RIGHTS  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 PORT CHESTER NY  
 10573-9998



December 24, 2006

*Chaffee County Zebulon Pike Commemoration Committee*  
 ZEBULON PIKE  
 BICENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 PONCHA SPRINGS CO  
 81242-9998



**HOMETOWN STATION**  
 DECEMBER 15, 2006  
 CALEDONIA IL 61011

December 15, 2006

*U.S. Postal Service*  
 CALEDONIA HOMETOWN  
 STATION  
 POSTMASTER  
 2201 ILLINOIS RTE 173  
 CALEDONIA IL 61011-9998



December 24, 2006

*U.S. Postal Service*  
 CHRISTMAS CAROL STATION  
 POSTMASTER  
 PO BOX 9998  
 CARROLLTON MO  
 64633-9998



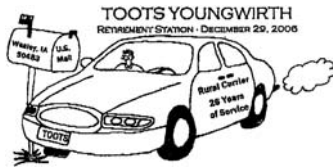
December 16, 2006

*Light Up Epping Committee*  
 2ND LIGHT UP STATION  
 POSTMASTER  
 109 MAIN AVE  
 EPPING ND 58843-9998



December 27, 2006

*Chaffee County Zebulon Pike Commemoration Committee*  
 ZEBULON PIKE  
 BICENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 SALIDA CO 81201-9998



December 29, 2006

U.S. Postal Service

TOOTS YOUNGWIRTH  
RETIREMENT STATION  
POSTMASTER  
PO BOX 9998  
WESLEY IA 50483-9998



SOUTH POLE STATION  
INTERNATIONAL POLAR YEAR

01 JANUARY 2007

50 YEARS OF SCIENCE

January 1, 2007

U.S.A.F. and Raytheon Polar Services

SOUTH POLE STATION  
TSGT ALFRED COE  
UNIT 11034  
APO AP 96531-9998



December 29, 2006

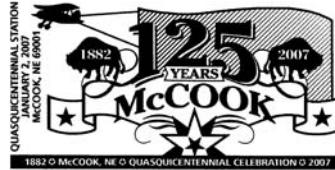
Quasquicentennial Station

Aberdeen, SD 57401

December 29, 2006

Hub City Quasquicentennial

QUASQUICENTENNIAL  
STATION  
POSTMASTER  
1202 S 5TH ST  
ABERDEEN SD 57401-9998



January 2, 2007

Quasquicentennial Committee

QUASQUICENTENNIAL  
STATION  
POSTMASTER  
PO BOX 9998  
MCCOOK NE 69001-9998

— Stamp Services,  
Government Relations, 12-21-06

## 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, 12-21-06

### UPDATE

## Oklahoma Statehood Stamp First Day of Issue Postmark Address

In the article, “Stamp Announcement 06-45: Oklahoma Statehood Stamp” in *Postal Bulletin* 22195 (12-7-06, pages 65–66), the address for ordering a first day of issue postmark was not available at time of publication.

The address is now available and is as follows:

OKLAHOMA STATEHOOD STAMP  
POSTMASTER  
PO BOX 9998  
OKLAHOMA CITY OK 73125-9998

— Stamp Services,  
Government Relations, 12-21-06



# 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*, is 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*:

<b>PSIN:</b>	PS 3576
<b>PSN:</b>	7530-01-000-9963
<b>Unit of Measure:</b>	EA
<b>Minimum Order Quantity:</b>	200
<b>Maximum Order Quantity:</b>	200
<b>Quick Pick Number:</b>	181
<b>Price:</b>	\$0.00
<b>Edition Date:</b>	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](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*:

<b>PSIN:</b>	PUB 75
<b>PSN:</b>	7610-03-000-4795
<b>Unit of Measure:</b>	EA
<b>Minimum Order Quantity:</b>	1
<b>Bulk Pack Quantity:</b>	100
<b>Quick Pick Number:</b>	441
<b>Price:</b>	\$0.00
<b>Edition Date:</b>	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\\_guide/top\\_page.htm](http://blue.usps.gov/delivery/movers_guide/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](http://blue.usps.gov/delivery/movers_guide/top_page.htm).

Remember, consumers can visit [www.usps.com](http://www.usps.com) and click on *Change of Address* to change their address online!

— *Address Management,  
Intelligent Mail and Address Quality, 12-21-06*

## Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	16-6180	61604	IL	Peoria	Peoria	West Glen	Classified Station		This announcement changes the type of postal facility from a classified station to a carrier annex.
New	16-6180	61604	IL	Peoria	Peoria	West Glen	Carrier Annex	06/01/2006	
Old	16-6180	61602	IL	Peoria	Peoria	Persimmon	Classified Station		This announcement changes the type of postal facility from a classified station to a carrier annex.
New	16-6180	61602	IL	Peoria	Peoria	Persimmon	Carrier Annex	06/01/2006	
Old	26-1310	55313	MN	Buffalo	Wright	Buffalo Annex	Classified Station		This announcement changes the type of postal facility from a classified station to a carrier annex.
New	26-1310	55313	MN	Buffalo	Wright	Buffalo Annex	Carrier Annex	11/14/2006	
Old	28-0204	63442	MO	Arbela	Scotland	Granger	Community Post Office	08/26/2005	Community post office discontinued. Retain ZIP Code.™ Establish a place name. Continue to use Granger MO 63442 as last line of address.
New	28-0204	63442	MO	Arbela	Scotland	Granger	Place Name	11/18/2006	
Old	29-8406	59641	MT	Toston	Broadwater	Radersburg	Community Post Office	04/30/2005	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Radersburg MT 59641 as last line of address.
New	29-8406	59641	MT	Toston	Broadwater	Radersburg	Place Name	11/11/2006	
Old	30-0870	68315	NE	Belvidere	Thayer	Main Office	Post Office	04/30/2004	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Belvidere NE 68315 as last line of address.
New	30-4155	68315	NE	Hebron	Thayer	Belvidere	Place Name	11/25/2006	
Old	35-5915	13418	NY	North Brookfield	Madison	Main Office	Post Office	05/02/2003	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use North Brookfield NY 13418 as last line of address.
New	35-0985	13418	NY	Brookfield	Madison	North Brookfield	Place Name	11/25/2006	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	45-2960	29542	SC	Floyd Dale	Dillon	Main Office	Post Office	01/03/1997	Post Office™ and ZIP Code discontinued. Establish a place name. Floyd Dale SC becomes an acceptable last line for use with ZIP Code 29536.
New	45-2300	29536	SC	Dillon	Dillon	Floyd Dale	Place Name	07/08/2006	

— Address Management, Intelligent Mail and Address Quality, 12-21-06

## Retail

HANDBOOK PO-102 REVISION

### Funds That Must Be Deposited

Effective December 21, 2006, Handbook PO-102, *Self Service Vending Operational and Marketing Program*, is revised to clarify Postal Service™ funds that must be deposited. Part 316 of Handbook F-1, *Post Office Accounting Procedures* also addresses this issue.

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

	*	*	*	*	*
<b>5</b>	<b>Financial Control</b>				
	*	*	*	*	*
<b>57</b>	<b>Bank Deposits</b>				
<b>571</b>	<b>Preparing and Making Deposits</b>				
	*	*	*	*	*
<b>571.2</b>	<b>Procedures</b>				

[Add a new first sentence to read as follows:]

All Postal Service funds, except the authorized cash portion of vending credits and cash reserves, must be deposited.\*\*\*

	*	*	*	*	*
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We will incorporate this revision into the next printed edition of Handbook PO-102 and into the next update of the online version accessible on the Postal Service PolicyNet Web site.

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

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

— Retail Service Equipment, Delivery and Retail, 12-21-06

HANDBOOK PO-102 REVISION

Security While Servicing Equipment

Effective December 21, 2006, Handbook PO-102, Self Service Vending Operational and Marketing Program, is revised to clarify how Postal Service™ funds are to be handled during equipment servicing. Section 151.41 of Handbook F-1, Post Office Accounting Procedures, also addresses this issue.

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

Table with 5 columns of asterisks and section numbers: 5 Financial Control, 56 Security, 561 Cash and Stamp Stock Security

561.2 Security While Servicing Equipment

[Add new second and third sentences to read as follows:]

\*\*\*Postal Service funds may not be loaned, used, or exchanged for other funds, which means you may not make

change for Postal Service employees, including any supervisor. Postal Service funds must be kept separate from all personal funds.\*\*\*

\* \* \* \* \*

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

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

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

— Retail Service Equipment, Delivery and Retail, 12-21-06

UPDATE

Stamps by Mail — Brochure Ordering Information

This article publishes a revised 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. This updates the previously published schedule in Postal Bulletin 22195 (12-7-06, page 81).

- December 4, 2006 (YR). March 23, 2007 (YR—Subject to Change). May 4, 2007 (YR). July 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 70 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:

- March 23, 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, 12-21-06



**Stamps At Your Door Supply Order**

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

Required Entry

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

**You MUST complete ALL fields on this form**

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

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

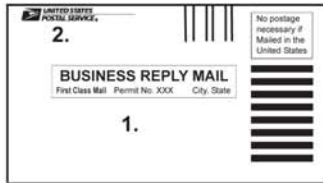
**Ship to (Cannot ship to Post Office™ boxes):**  
(No., street, apt./ste., city, state, ZIP + 4)

Contact Name

Contact Telephone No. (Include area code)

**Imprint Information**

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



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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

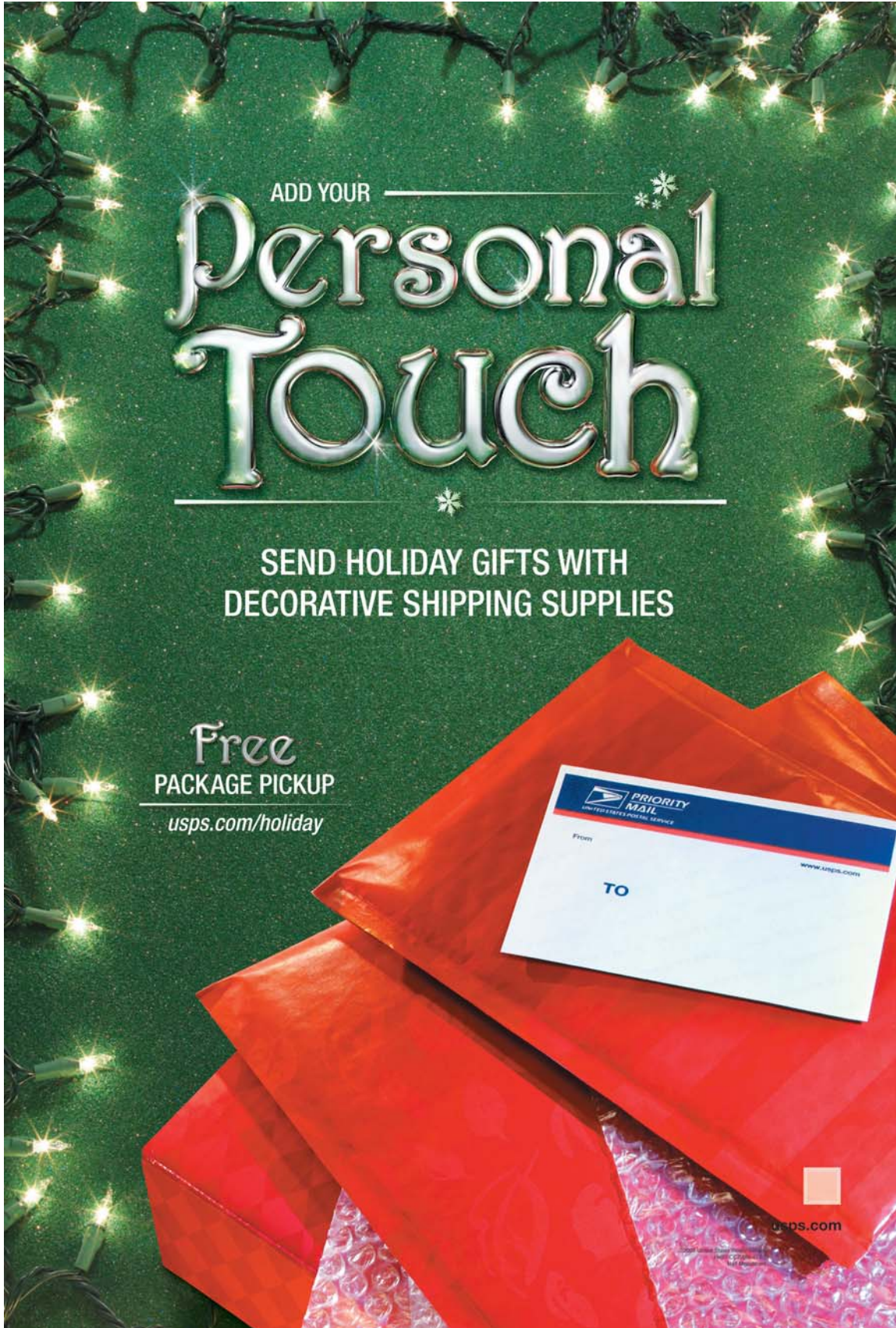
VISA/IMPAC Card No.: \_\_\_\_\_       Check (Include with order)

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

Requestor Signature \_\_\_\_\_      Manager/Supervisor Signature \_\_\_\_\_

Funding/Credit Card Official Signature \_\_\_\_\_      Date Signed \_\_\_\_\_

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



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