POSTALBULLETIN

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PB 22198, January 18, 2007

Intelligent Mail

Advanced Technology to Revolutionize Business Mail



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x 0077 n, KY 40777 Invoice Enclosed

Intelligent barcodes
Continuous mail tracking
Real-time feedback

See page 3



CONTENTS

Web at http://www.usps.com/cpim/ftp/bulletin/pb.htm customers and at http://blue.usps.gov for employees.	
USPSNEWS@WORK	3
Customer Relations Mail Alert	5 5 6
Domestic Mail DMM Revision: Bound Printed Matter Flats and Parcels and All Standard Mail: ZIP Code Ranges for Drop Shipment Eligibility DMM Revision: New Polywrap Standards for Automation-Rate Flat-Size Mail DMM Revision: Express Mail Open and Distribute and Priority Mail Open and Distribute DMM Correction: Labeling Single-Piece Rate Pieces Presented With Presort Mailings Publication 431 Revision: Changes to Post Office Box Fee Groups Field Information Kit: Priority Mail Open and Distribute	33 34 36 42 43 44
Employees ELM Revision: Postmaster Relief/Leave Replacement Employee Occupation Codes and Salary Grades	51 52 79
Finance New Handbook: Handbook F-3, Treasury Management Notice: 2006 Tax Information	80 81
Information Technology Update: Protecting Information on Portable Electronic Devices	89
International Mail IMM Revision: International Mail — Money Order Service to Nigeria Is No Longer Available	90 90
Licensing	91
Philately Stamp Announcement 07-01: International Polar Year 2007–2008 Souvenir Sheet	94 95

The Postal Bulletin is also available on the World Wide

Lewis and Clark Pictorial Postmark Extensions Pictorial Postmarks Announcement How To Order the First Day of Issue Digital Color or Traditional Postmarks Special Cancellation Die Hubs	98 99 101 102
Retail New Product Available: Waffle Technology Bill Cleaning Card Available	103
Supply Management Notice: Interest Rate on Contract Claims	105
Pull-Out Section	
Fraud Alert Domestic Order Withholding of Mail Orders Invalid Express Mail Corporate Account Numbers Missing, Lost, or Stolen U.S. Money Order Forms Missing, Lost, or Stolen Canadian Money Order Forms Verifying U.S. Postal Service Money Orders Counterfeit Canadian Money Order Forms Toll-Free Number Available to Verify Canadian Money Orders Other Information Overseas Military Mail	53 53 55 57 62 64 64 64
Missing Children Posters	71

Annual Index PB 22198 (01-18-07)



Postal Bulletin Index

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PB 22196: 7690-08-000-4077	PB 22188: 7690-08-000-4069	PB 22180: 7690-08-000-4061	PB 22173: 7690-08-000-1116
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 22171: 7690-08-000-1114 PB 22170: 7690-08-000-1113
PB 22192: 7690-08-000-4073	PB 22184: 7690-08-000-4065	. = ==	. = ==
PB 22191: 7690-08-000-4072	PB 22183: 7690-08-000-4064	PB 22176: 7690-08-000-4057	PB 22169: 7690-08-000-1112

USPSNEWS@WORK

"Intelligent Mail" fully operational by 2009: Advanced technology to revolutionize business mail

The Postal Service recently presented to the Board of Governors its new vision to revolutionize business mail by using standardized intelligent barcodes, continuous mail tracking and real-time feedback to business customers. These services, referred to as Intelligent Mail, will be fully operational for all commercial mailers by 2009.

With Intelligent Mail, the entire mailing process is seamless, transparent and efficient. Advanced planning, increased communication through "e-dialogue," trouble-shooting and better use of technology provide benefits to both the Postal Service and the business community.

The full suite of products that currently encompass Intelligent Mail is being pilot tested by three large businesses and the results are promising. One large mailer improved its "scan rate" (automated reading) to 99 percent, ensuring that 140,000 pieces a day were processed by postal equipment instead of by hand.

"Intelligent Mail is like having a GPS system for mail," said Postmaster General Jack Potter during the January Board of Governors meeting where the vision was presented.

CO/WY District registers record numbers of bone marrow donors



Denver employee Jimi Cho presents her swab, part of the registration process to become a volunteer bone marrow donor.

Employees of the Colorado/Wyoming District are no strangers to volunteerism. Recently, 1,500 employees made national news by volunteering to deliver holiday cards and packages on Christmas Eve. It should come as no surprise then that this same group of thoughtful, concerned

and dedicated employees recently set a USPS record for the number of employees who volunteered in a single drive to become bone marrow donors.

A total of 403 district employees registered to become potential bone marrow donors during a drive that began in late November and ended in early December. The drive centered on postal facilities in Denver, Colorado Springs, Pueblo and Cheyenne.

Equally significant, more than 100 volunteers were ethnically diverse, helping reduce a nationwide shortage.

Newspaper ad praises work of Northern Illinois District employees



From left, BSN Customer Service Representative Victor DuBois, Senior Plant Manager Ron Woodall, District Manager Lynn Smith, Segerdahl Representative Mike Buttita and Account Manager Lori Jensen with the "Thanks a Billion" ad.

When the people at Segerdahl Group like someone, they go out of their way to let everyone know.

The Wheeling, IL-based printing, graphics and direct mail company is a happy USPS customer. Instead of merely sending a letter of gratitude to USPS, the compa-

ny's management recently placed a full-page ad in the Daily Herald, the Chicago metropolitan area's largest newspaper, exhibiting their pleasure for all to see.

The ad — which led with the phrase "Thanks a Billion!" — praised USPS Northern Illinois District employees for their work in helping Segerdahl Group succeed and grow. "We stand in awe of the efficiency of the U.S. Postal Service," the ad reads. "They are the professionals who deliver our 550 million pieces, plus billions more, accurately and on time."

New passport rules take effect this month

Beginning Jan. 23, air travelers to and from Canada, Mexico and the Caribbean will for the first time need a passport to cross the U.S. border. The new regulations represent the most significant changes in border control in years, as federal officials try to bring the process of checking identification into the digital age.

The Postal Service has offered rotating passport fairs on Saturdays at facilities in the Bay Area region, said USPS spokesman Gus Ruiz, as would-be travelers have been thronging Post Offices to apply for passports in recent months.

TIME magazine gets Saturday delivery date

TIME magazine, a weekly staple of letter carriers everywhere, is shifting its on-sale date from Monday to Friday.

That means the typical TIME subscriber will now receive his or her copy in the mail on Saturday instead of the following Tuesday.

TIME's research shows that weekend delivery will allow readers to spend more time with the magazine. "The new Friday on-sale date gives advertisers an opportunity to convey their message to 27 million readers during the weekend," said TIME President and Worldwide Publisher Ed McCarrick.

"TIME magazine is an important Postal Service customer and we're going to make sure we have a smooth transition of their publication to Saturday delivery," said USPS Senior Vice President of Operations Bill Galligan.

USPS says president is not exerting new authority.

USPS Government Relations Senior Vice President Tom Day issued a statement, saying, "As has been the longstanding practice, First-Class Mail is protected from unreasonable search and seizure when in postal custody." Day was responding to claims that a signing statement attached to the Postal Accountability and Enhancement Act may allow the federal government to open mail without a warrant. He said the president was not exerting new authority.

According to Associated Press and other media reports, the White House said, "The signing statement merely recognizes a legal proposition that is totally uncontroversial: that in certain circumstances — such as with the proverbial "ticking bomb" — the Constitution does not require warrants for reasonable searches."

Letter carrier named "Best of Brentwood"



Brentwood, CA, Letter Carrier Kris Lue.

In 1924, Rural Free Delivery arrived at the tiny hamlet of Brentwood, CA. In 1957, house-to-house mail delivery began, and in 1967, the town's first Post Office opened.

This year, in keeping with the importance of mail delivery to the growing town 50 miles east of Oakland, Letter Carrier Kris Lue won the "Best of Brentwood" award, bestowed by the town's Brentwood Press. The publication regularly

awards the town's restaurants, stores and businesses for their commitment to excellence and their value to the city.

But this is the first time a letter carrier has been honored.

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.

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
1/22/07-1/25/07	Seventh Avenue	Standard/ Catalog	5.125	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
1/22/07—1/27/07	USPS Dialogue January Mailing	Standard/ Postcard	131.0	Nationwide	Barcoded, Car-Rt	Freedom Graphics
1/25/07–1/27/07	Vonage January 07 Magnet Boxes	Standard/ Irregular Parcel	1.43	Nationwide	Barcoded, 3/5-Digit	Compak, Moorestown, NJ
1/29/07–1/31/07	Vonage January 07 Magnet Boxes	Standard/ Irregular Parcel	1.9	Nationwide	Barcoded, 3/5-Digit	Jetson, Broadview, IL
1/29/07–2/1/07	Midnight Velvet	Standard/ Catalog	1.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Quad Graphics, Martinsburg, WV
1/31/07–2/3/07	Seventh Avenue	Standard/ Catalog	1.386	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
2/1/07–2/7/07	Life Line Screening, #10 envelope, logo, heart disease with repositionable note	Standard/ Letter	2.0	Nationwide	3/5-Digit	Mail America, Forest, VA

- Business Service Network Integration, Customer Service, 1-18-07

NOTICE

New Seal for Office of Inspector General

You will be seeing a new look for the Postal Service's Office of Inspector General (OIG). A new, single seal is now being used to represent and brand the dual OIG functions of audit and investigations. The release of the new image coincides with the OIG's expanded responsibilities to investigate all misconduct and internal crimes committed by Postal Service™ employees — including employee mail theft.

Replacing the side-by-side usage of the Special Agent badge and the original OIG "quill logo," the new seal features the Postal Service eagle in a blue and silver design. The shape of the seal reinforces the dual regulatory and enforcement authority of both auditors and investigators.

Coupled with the tagline: "Promoting Integrity and Accountability," the new seal and branding initiative captures the mission of the OIG.



— Office of the Inspector General, 1-18-07

Publicity Kit

National Consumer Protection Week, February 4–10, 2007 CONTENTS

Introduction/Overview	
Talking Points	
Suggested Activities	. 9
Event Planning Checklist	. 10
Suggested Event Flow/Timed Agenda	. 10
National Consumer Protection Week Speech Segments	. 10
Postal Brochure Ordering Information	
Proclamation: National Consumer Protection Week 2007	
Government Relations Contacts	. 16
Area Public Affairs and Communications Contacts	. 17
Postal Inspection Service Contacts	. 17
Area Consumer Affairs Managers Contacts	. 22
Protect Against Money Order Fraud Fact Sheet	
Privacy and the United States Postal Service	. 31
FAOe .	21

Introduction/Overview

National Consumer Protection Week (NPCW) is a federal program, hosted by the Federal Trade Commission, to draw attention to issues and ideas that help customers become smarter consumers of products, materials, and ideas and to improve their knowledge to combat fraud of any type.

NCPW is fully supported by the Vice President and Consumer Advocate and the Chief Inspector of the Postal Inspection Service.

This is a priority project and program for Consumer Affairs Managers (CAMs). CAMs will be responsible for overall program planning, with assistance from Postal Service™ Inspectors. Public Affairs and Communications (PAC) staff will promote events and activities with local media.

National Consumer Protection Week 2007 Theme

"Read Up. Reach Out. Be an Informed Consumer."

The theme is intended to encourage consumers to empower themselves and find information they need to make wise purchase decisions, avoid scams, and reach out to their communities and inform them. The meaning behind the theme:

Read Up — Know your rights. Research issues. Know what you're getting into. Be an educated consumer. Information can be found in many ways.

Reach Out — Know who to contact, where to find resources, and where to file a complaint. Help educate family, friends, and civic groups about what you've learned.

What is National Consumer Protection Week (NCPW)?

The U.S. Postal Service® Consumer Advocate's Office and the U.S. Postal Inspection Service are partnering to educate consumers about fraudulent schemes and to provide them with the tools and information needed to combat these frauds. During NCPW, other federal, state, and local consumer protection agencies — together with consumer organizations and industry associations — are launching consumer protection and education efforts around the country.

The U.S. Federal Trade Commission is the umbrella agency for the NCPW effort, and many state and local agencies also participate.

"Read Up. Reach Out. Be an Informed Consumer."

A fraudulent investment. Sending money to an illegal foreign lottery. An employment scheme. Identity theft. All common and frequent types of fraud. Being an informed consumer and then sharing the information learned with friends, family, and community is the best defense against the constantly evolving threat of fraud.

The Postal Service and the Postal Inspection Service are delivering that message to American families across the country together with an educational campaign on prevalent types of fraud being perpetrated in America today including the following:

- Free prize schemes.
- Foreign lotteries.
- Multilevel marketing.
- Identity fraud/Identity theft.
- Investment schemes.
- Internet fraud (including online auctions).
- Work-at-home scams.
- Counterfeit financial instrument fraud.

Talking Points

USPS

- USPS has been serving America since 1775.
- The Inspection Service has over 176 years of consumer protection experience.
- USPS is a trusted friend and partner in every American community.
- We are proud to serve as a vehicle to get out messages on consumer fraud.
- The focus of the USPS message this year is "Read up. Reach out. Be an informed consumer."

Why Should Consumers Be Alert to Fraud?

- Everyone is at risk:
 - A child in an Internet chat room.
 - A young person looking for work.
 - A parent trying to stretch a tight budget.
 - An older person dealing with the effects of aging.

- **Publicity Kit**
 - Even the strong are vulnerable some of the largest scams in history have been committed against smart people who thought they had found a way to strike it rich.
 - It's right to care for those who care about you.
 - There really is strength in numbers.
 - Sometimes just an objective comment from a trusted source can make the difference.

What Are the Typical Types of Fraud?

- *Identify Theft* Fraudsters use your credit cards and other personal information for personal gain.
- Investment Schemes Promise "no risk" and/or "high returns," if you act fast, but the offer is phony.
- Foreign Lotteries Even legitimate foreign lotteries are illegal in the U.S., so there's no way to win.
- Internet Fraud The Internet provides a new way to conduct frauds of all kinds, for instance:
 - Phishing schemes feature fake e-mails that solicit personal information (see identify theft).
 - Pharming is an elaborate form of phishing, with fake Web sites again designed to "harvest" your personal information.
- Work-at-Home Fraud Many varieties ask for money up front before the victim can start to earn. Money may go to buy supplies to build products at home or special mailing lists to support envelope stuffing business, but profits never materialize.
- Pyramid Scheme In this scam, early victims of an investment-type scheme receive money from later victims, but before long there are not enough new victims and the scam ends with losses all around except for the con artist, that is.
- Free Prize Schemes A "small" payment is required before the "free" prize can be released. If the lucky winner does get a prize - many do not - it will be worth only a fraction of the payment.

What Are Some Common Defenses?

- It is never too early to learn the warning signs of fraud:
 - Sounds too good to be true.
 - Pressure to act right away.
 - Guaranteed success.
 - Promises unusually high returns.
 - Requires upfront investment even for a free prize.

- Doesn't act like a real business.
- Something doesn't feel right.
- And even if all looks right, it never hurts to do your homework and check the offer out with a local Better Business Bureau, state attorney's office, or local consumer groups.
- Even if the person or company has no track record of complaints, the scam may be familiar to watchdog consumer protection agencies.
- Don't hesitate to discuss the matter with friends and family.
- And don't forget to watch out for those you love sometimes just a simple "What's new?" can prevent a loved one from being the victim of a scam.

How Does the Postal Service Help Prevent Mail Fraud Scams?

The Mail Fraud Statute is the oldest and most effective U.S. consumer protection statute, and Postal Inspectors have been using this statute to preserve the integrity of the U.S. Mail since the law was enacted in 1872. Inspection Service efforts have combined vigorous enforcement of the law with public education, consumer awareness, and crime prevention programs. Postal Inspectors work with local, state, federal, and international law enforcement agencies - as well as a variety of bank and credit card issuers, financial institutions, retail merchants, credit bureaus, and other industry sources — to help prevent all types of mail fraud schemes and to educate consumers.

What Can Consumers Do To Protect Themselves From Becoming Fraud Victims?

Use common sense. Take your time when responding to offers. Investigate. Talk to family, friends, and local consumer protection experts. Educate yourself about fraud. Know who you are dealing with. And protect your personal information. Every year thousands of people and businesses are victimized by fraudulent schemes. In general, consumers should be skeptical of any offer that sounds "too good to be true."

Who Should Consumers Call if They Suspect Fraud?

 Postal Inspectors are responsible for enforcing the Mail Fraud Statute. A fraud complaint can be filed at the local Post Office™, by calling 1-800-FRAUD IS (1-800-372-8347), or online at www.usps.com/ postalinspectors.

- The Federal Trade Commission works for the consumer to prevent fraud and deception. Call 1-877-FTC-HELP (1-877-382-4357) or log on to www.ftc.gov.
- Locate your local Better Business Bureau at www.bbb.org.
- Locate a U.S. Attorney's office in your state: http://www.usdoj.gov/usao/ (often the site of the local consumer protection office).

What Web Sites Offer Information and Resources on Fraud?

- U.S. Postal Inspection Service: www.usps.com/postalinspectors/.
- U.S. Postal Service Privacy Office: www.usps.com/ privacyoffice/welcome.
- Federal Trade Commission: www.ftc.gov/ or www.ftc.gov/ftc/consumer.htm (also offers brochures).
- National Consumers League: www.fraud.org.
- Better Business Bureau: www.bbb.org/.
- FirstGov for Consumers: www.consumer.gov/.
- Federal Citizen Information Center: www.consumeraction.gov/.
- Learn more about fraud at the National Consumer Protection Week 2007 Web site at: www.consumer.gov/ncpw/.

Suggested Points To Include for Event Speeches at the Post Office

- Hello. Thank you for visiting the Post Office.
- We appreciate your business.
- It's National Consumer Protection Week. We invite you to learn about ways you can avoid becoming a victim of fraud.
- The people at the table can help you. We have materials you can take with you to share with your family and friends.
- Read up. Reach out. Be an informed consumer.
- Thank you for stopping by today.

Postmasters and Facility Managers

Postmasters and facility managers are encouraged to join this annual consumer awareness effort by sponsoring or supporting local activities during NCPW, February 4–10, 2007.

District Consumer Affairs Managers

The District Consumer Affairs manager (CAM) should serve as a consultant and resource for postmasters and managers planning NCPW activities.

Public Affairs and Communications

Field Public Affairs and Communications (PAC) staff will coordinate media outreach and press coverage of the week and planned events through media advisories, news releases, and calls to area reporters.

Suggested Activities

Listed below are suggested activities to highlight the week's event:

- Have an NCPW kick-off and open house.
- Show a Postal Inspection Service fraud prevention DVD. (Note: CAMs should contact their local Postal Inspector to request quantities of individual DVDs for handout at events.)
- Speak to a school group on precautions to take when visiting Internet Web pages. Reference 2 SMRT 4U: Type Smart, Post Wisely Web site at www.2smrt4u. com. Tools provided help teens protect themselves from online predators.
- Invite a local expert to speak. A local Postal Inspector would be perfect, but a representative from a consumer advocacy group or an appropriate regulatory body also would be good.
- Partner with other federal agencies, community groups, educational institutions, and businesses to sponsor educational workshops or seminars for consumers with special needs.
- Hold a joint press conference with another consumer agency and include a local Postal Inspector. The Postal Inspector can discuss fraud both from a national and a community perspective.
- Work with a local Postal Inspector to inform senior citizens about fraud schemes. Hold seminars at local retirement communities. Postal Inspectors can discuss recent fraudulent schemes and steps to prevent older Americans from becoming victims.
- Provide your postal employees with information about NCPW activities planned for your area.

- Set up a booth at a busy shopping area and distribute fraud prevention brochures and other consumer information. Show a fraud prevention video.
- Include information on the safety and security of Postal Service Money Orders. Use the eBay "Protect Against Money Order Fraud" fact sheet (see page 30).
- Let customers know that for the second year in a row, the U.S. Postal Service was rated number one among all federal agencies as the most trusted in protecting consumers' privacy. Use the Privacy Office fact sheet (see page 30).
- Refer customers to www.usps.com for additional information.
- Hand out consumer publications such as:
 - Publication 162, Because The Mail Matters.
 - Publication 280, Identity Theft, Safeguard your Personal Information.
 - Publication 281, Consumer Fraud by Phone or Mail.
 - Publication 300-A, U.S. Postal Inspection Service Guide To Preventing Mail Fraud.
 - Publication 370, Extra Services.
 - Publication 546, Sweepstakes Advertising, A Consumer's Guide.

(Note: You can check out the publications before you order at the Postal Service PolicyNet Web site. Go to http://blue.usps.gov/cpim and click on PUBs.

Publications also can be downloaded on the public Internet at www.usps.com. Click on About USPS & News, then under "Organization Information" click Forms & Publications, then click Postal Periodicals and Publications, and then click Publications.)

Event Planning Checklist

When planning National Consumer Protection Week events, keep the following suggestions in mind:

- Begin planning early.
- Contact your local postal team Postal Inspectors, Public Affairs and Communications managers, Consumer Affairs and Claims managers, and Government Relations representatives — to see how they can help support and participate in the fraud prevention events in your city.
- Set a date.

- Secure participants.
- Acquire posters, videos, fact sheets, brochures, and other supplies for the event.
- Prepare a special pictorial postmark, if applicable.
- Secure staging and sound equipment, if applicable.
- Plan signage, including a podium, sign, and banners.
- Launch a local publicity campaign.
- Draft a sequence-of-events agenda and speaker remarks.
- Plan retail opportunities (i.e., booth, bag stuffers, etc.).
- Prepare ceremony programs and invitations.

Suggested Event Flow/Timed Agenda

Events should be held between 10 A.M. and 1 P.M. to increase chances of media coverage.

10 А.М.	Guests arrive and are seated
10:05 to 10:10 A.M.	Welcome and opening remarks USPS representative
10:10 to 10:15 A.M.	Remarks on local resources to combat fraud Partnering organization, BBB representative
10:15 to 10:25 а.м.	Keynote address/most important statements Highest ranking elected official or consumer with a fraud story
10:25 to 10:30 а.м.	Closing remarks/reminder to collect handouts and information USPS representative

National Consumer Protection Week Speech Segments

"Be an Informed Consumer" Speech

Good (morning/afternoon/evening).

I am pleased to be with you today to deliver an important consumer protection message.

For the U.S. Postal Service, customer service and consumer protection are year-round priorities.

We are very proud of the fact that Americans have placed their trust in the mail for well over 2 centuries.

In fact, for the past 2 years, Americans have voted the U.S. Postal Service the number one government agency for consumer trust and the protection of privacy.

We take our role in connecting every household and business in the nation through the mail very seriously.

Every business day, 7 million Americans visit their local Post Offices, while at the same time hundreds of thousands of letter carriers deliver the mail to every home and office in the United States.

All in all, more than 9 million jobs are tied directly to the mailing industry, an industry that contributes more than \$900 billion dollars to the U.S. economy.

So when we talk about consumer protection, we understand that we also are talking about safeguarding the integrity of our national economic system.

As always, during National Consumer Protection Week, we have a lot of information to share about fraud.

How to recognize it. How to avoid it. And who to contact to help you investigate offers you may receive or to report offers that you believe are phony.

This year, we are asking everyone to take an additional step.

As you educate yourself about fraud, take a moment to think about your friends and family.

Are they protected, too?

The truth is that anyone at almost any age can be a victim of fraud. And every stage of life has its vulnerabilities.

When a grandparent or parent is swindled out of his or her savings, or a child falls for an employment scam, or worse — the entire family suffers.

But family members have strength, too.

Sometimes it is a son or daughter who is the family computer expert.

They know all about phishing schemes and computer viruses and they keep the family computer safe.

But they may be vulnerable in a chat room against more sophisticated personalities masquerading as something they are not.

And young adults just starting out may be prime targets for a job scam that a parent or grandparent would recognize in an instant.

Even the most educated consumer can be a tempting target when financial pressures mount.

And, of course, we are all susceptible to human weakness and the desire to hit it rich or make easy money fast.

That's when a little support from a friend or family member can go a long way.

So all of us need to be educated about fraud and to share that information with others.

What are some of the more common things to look out for? What are the warning signs of fraud?

- Promise of huge profits and big earnings.
- Promotional phrases like "No experience is necessary."
- Lack of a real place of business for the organization or it doesn't act like a real business.
- Offers requiring you to pay upfront for instructions or processing fees.
- Assurances of guaranteed returns.
- Payment with money orders or cashiers checks.
- Requests for personal information even bank account and credit card numbers.
- Your sense that something just doesn't feel right.

In almost every case, if you exercise judgment and common sense, it is likely you'll find clues to help you avoid being a victim of fraud.

Consumers should also educate themselves to know how to recognize the most common scams.

Take home information today and read it.

Visit the Inspection Service and FTC Web sites.

You will find plenty of information on identify theft, investment fraud, work-at-home schemes, free prize scams, Internet fraud, and more.

There are many forms of fraud. And we can be sure that con artists will continue to evolve new ways to defraud the public.

But there is no reason that any of us should feel defenseless or become a victim.

So long as we look out for those we love, use our judgment, do our homework, and continue to educate ourselves.

There is no reason that we can't fight fraud and win.

Thank you.

###

Opening/Welcoming Remarks (1)

Good (morning/afternoon/evening):

It's a pleasure for me to be with you today.

Since 1998, the first full week in February has been designated National Consumer Protection Week. It is a time when government agencies, consumer protection groups, and industry associations join together across the country to put a spotlight on how consumers can protect their interests and avoid fraud.

The Postal Service and the Postal Inspection Service are pleased to be members of the National Steering Committee helping to lead the effort this year.

For the past 176 years, Postal Inspectors have been fighting fraud, protecting the mail, and working on behalf of the American people to promote the honesty and integrity of the American marketplace.

And in 1971, the Office of the Consumer Advocate was established within the Postal Service to ensure that the interest of the American consumer would be a guiding light in the development and delivery of mail service to the nation.

Today, all of us in the Postal Service take the opportunity of National Consumer Protection Week to thank all of our customers for your business — it is a pleasure to serve you.

And as Consumer Protection Week implies, we take this time to remind everyone that consumer fraud exists and that there are simple principles that all consumers can use to protect themselves from becoming a victim of fraud.

Read up. Reach out. Be an informed consumer.

Alternative Event Opening Remarks (2)

Good (morning/afternoon/evening):

It's a pleasure to be here today. I thank all of you for coming out.

The United States Postal Service is part of the fabric of America. We trace our roots to 1775 and Ben Franklin.

Throughout the history of our nation, the Postal Service has been a partner in the progress of the American people. And as our country has grown and been transformed over the years, so has the Postal Service.

Today, we carry 46 percent of the world's mail at some of the lowest prices in the world. We have 37,000 Post Offices in cities and towns, large and small. And every day, 6 days a week, postal carriers visit just about every home and business in the land to deliver the mail — over 213 billion pieces of mail last year.

And today, we are transforming our business to make it quick, easy, and convenient for customers to do business with us — over the Internet, over the phone, or over the counter in the Post Office.

However, the one thing that has never changed is our focus on service to our nation, to our communities, and to each and every customer.

It is because of this historic relationship that we have the honor to lead in a nationwide effort of great importance.

National Consumer Protection Week 2006 lasts only 7 days. However, we hope and believe that the basic message we deliver today can last a lifetime.

The Postal Service has been given the unique mission to bind the nation together through the correspondence, communications, and commerce that are delivered through the mail.

With the support of friends and family, common sense, consumer education, and the resources of the local community behind them, all Americans can protect themselves from fraud and benefit from the genuine opportunities that America has to offer.

Together, we can Read up. Reach out. Be informed consumers. And prevent fraud.

Alternative Event Opening Remarks (3)

This option includes introductions of other speakers

Good (morning/afternoon/evening):

Thank you for joining us.

It's a pleasure to be with you as the nation celebrates National Consumer Protection Week: "Read up. Reach out. Be an informed consumer."

We have a great message to deliver today, some important information to share, and some very special guests.

We are very lucky to have with us:

(The highest ranking official always speaks first or last. In the case of elected officials, especially Congressional members, they usually prefer to speak last.)

- (Name) ... (Title) ... (brief comment possibly) (e.g., Rob Roberts, legislative aid for Congressman John Smith, with a timely message of support).
- Ditto (Mayor Jones, who will speak about resources and support available to local citizens).
- Ditto (Name, of the National Consumer Protection League, sharing his/her insights on how consumers can combat fraud).

 And, ditto (from the Postal inspection Service we have Inspector Name, who will share his experience with us).

Also, we have a very interesting video on consumer fraud, which you can watch today, and information on other types of fraud. So make sure you have that information before you leave.

Our first speaker is ...

Introductions (example)

Introductions can be as short as name and title, or they can provide a brief bit of biographical data or other information. For example, if we had three speakers, the intros might go like this:

Postal person: Our first speaker is Mayor (Name), who has served (Town Name) for more than two decades, including as head of the school board, as member of the city council, and since 1999 as Mayor. Under his/her leadership, (Town Name) was recently recognized as one of America's most livable cities. Ladies and gentlemen, please welcome Mayor (Name).

(Mayor speaks)

Postal person: Thank you, Mayor (Name). Next, we have a special guest who works day in and day out to protect consumers. (Name) is a life-long resident of (Town Name) and he/she is the associate director of regional consumer issues for the National Consumer League. Please join me in welcoming (Name) (applause).

(Associate director speaks)

Postal person: Thank you (First Name). Our final speaker today is a colleague of mine and a member of one the oldest and most respected law enforcement groups in the nation. A (x)-year veteran of the Postal Inspection Service, Inspector (Name) has some tips and stories from the front lines in the fight against fraud. Ladies and gentlemen, (Name).

Remarks for the Postal Service Representative (Alternative 1)

Although con artists can be very clever, and their con games can be very convincing, consumers are not — or at least, should not — be defenseless.

First, and foremost, we all need to use common sense. If something sounds too good to be true, it probably is. If something doesn't feel right, we probably should investigate more.

For example, why would anyone pay money to receive a free prize? Or how is it possible that someone could really

believe an e-mail that says it is from a member of a foreign government who wants help to sneak millions of dollars out of his or her country?

And we must always be on guard for any request of personal information — whether it is a Social Security number, a personal identification number, or checking account information. You wouldn't give strangers the keys to your home — why give them the keys to your personal life?

But people do it.

So remember: if it smells fishy, you are probably the one on the wrong side of the pole. Don't bite.

Second, it is never a bad idea to do some homework, whether you are planning to invest money, make a purchase, or find a job. Read up! An informed customer is the best defense against fraud. Don't hesitate to call the Better Business Bureau or a local consumer group. The advice is free but it can save you real money and a lot of frustration.

Be an informed consumer. Take advantage of the free information that is available. Read the brochures we have here today. Go online. The information is there.

And finally, as an educated consumer, share your knowledge with family and friends. Reach out! In particular, watch out for those who may be most at risk. Stay in touch with grandparents, parents, and children and make sure they don't become victims either.

Remarks for the Postal Service Representative (Alternative 2)

Every year, thousands of consumers are victimized by fraud. My goal today is to tell about some of the leading types of fraud and to remind you of the many resources that are available to recognize and fight fraud of all types. I also want to urge you to use these resources to help protect your family and friends.

Our theme says it all. "Read up. Reach out. Be an informed consumer." Whether it is a young adult being victimized by a job scam, a husband or wife taken in by Internet fraud, or a friend who falls for a phony investment, consumers of all ages can suffer.

As the old saying goes, however, there is strength in numbers. And what better strength can we ask than the support and advice of those who have our highest trust and own best interests at heart?

In this day and age, with technology continually changing, the youngest may be the family Internet expert. While the oldest can share a lifetime of experience and learning.

Of course, we all need to keep learning at any age. And that's why we have worked so hard to make fraud

prevention information available in brochures, videos, and online. Because when you know about common frauds and you know the warning signs, you are far less likely to fall for the scam.

Identity theft continues to be a major problem. It is one of the fastest-growing crimes in America. With millions of victims and losses in the billions of dollars, it continues to be one of consumers' biggest fears.

The key is to protect your personal information. Never give out your Social Security number, date of birth, mother's maiden name, credit card number, or bank personal identification number over the telephone unless *you* initiated the phone call.

The **Internet** has given fraud artists a new tool to commit ID theft and it allows them to perpetrate the crime from anywhere in the world. In this case, phony e-mails and look-a-like Web sites ask for your personal information. They may pretend to be your bank, credit card company, or even a government agency. Once again, the key is don't respond — investigate. Contact the bank or agency yourself, through a channel you know and trust. It is that simple.

Speaking of simple, there is only one thing you need to know about **foreign lotteries**. They are illegal in the United States. That's all there is to it. So there is no need to worry if they are legitimate lotteries or not. They are not for the U.S., and that means *all of us*.

We can learn to recognize specific frauds and avoid them.

We also need to learn the basic warning signs of fraud and to exercise common sense and judgment:

- Be very skeptical of anything that sounds "too good to be true."
- Don't be pressured into acting right away.
- Be wary of promises of big money or guaranteed profits.
- If something doesn't feel right, it probably isn't.

Finally, we recommend that you take the offensive by taking action:

- Check out the firm making the offer. Often the company has no track record of complaints, but the scam may be very familiar to watchdog consumer protection agencies.
- Know who you are doing business with before sending money.
- Protect your personal information your Social Security number, date of birth, mother's maiden name, credit card number, or bank personal

- identification number over the telephone unless *you* initiated the phone call.
- Always take time to consider an offer, get additional information and advice, and resist the "take it or leave it" high pressure tactics.
- Visit the Postal Service or the Inspection Service Web site for advice on how to avoid being victimized by postal-related crimes.
- And don't forget to discuss the matter with your friends and family. Everyone will learn from that process.
- Read up. Reach out. Be an informed consumer.

Remarks to Close the Event (Alternative 1)

Thank you (last speaker).

As you have seen and heard today, fraud comes in many forms and every one of us can be a target — young and old, rich or poor. But we never have to face the problem alone. Our families and our friends are potent allies who can bring considerable experience and perspective to the fight against fraud.

And as we have made clear today, there are top-notch people in the Postal Inspection Service and in state local and federal agencies who are out there fighting fraud and bringing these criminals to justice.

The first and best line of defense is you, the educated consumer. Learn to recognize fraud. Understand the resources that are out there to help you. And watch out for family members, especially those who might be vulnerable for one reason or another. Together, we can stop fraud cold.

And that's what Consumer Protection Week is all about.

Thanks for coming. Please remember to pick up the resource materials before leaving today.

Remarks to Close the Event (Alternative 2)

Thank you (last speaker).

Ladies and gentlemen, that concludes our program. I want to thank each of our speakers for joining us today and for sharing valuable information and insights on how each of us can protect against and fight fraud.

I invite you to stay a while and talk informally with our guest speakers. In addition, don't forget to check out the literature we have. And remember that more information is available online at www.usps.com/postalinspectors.

Thank you.

Postal Brochure Ordering Information

Postal Service publications make perfect handouts for customers during NCPW. They also are good resources for Postmasters and managers when preparing for the week's events.

You also can order these publications from the Material Distribution Center (MDC) by using touch tone order entry (TTOE): Call 800-273-1509.

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

Use the following information to order these publications:

			Quick Pick			Min.	
Title	PSIN	PSIN	Number	Unit	Price	Order	Bulk Pack
USPIS Guide To Preventing Mail Fraud	PUB 300A	7610-04-000-6949	426	EA	\$0.3250	25	2,000 limit
Identity Theft	PUB 280	7610-05-000-0653	527	EA	\$0.08	1	850
Consumer Fraud by Phone or Mail	PUB 281	7610-02-000-9388	641	EA	\$0.0297	100	2,000 limit
Because The Mail Matters	PUB 162	7610-05-000-5085	None	EA	\$0.3030	1	200
Sweepstakes Advertising	PUB 546	7610-03-000-4600	465	EA	\$0.1199	50	1,000

Proclamation: National Consumer Protection Week 2007

Whereas National Consumer Protection Week was established in 1998 by representatives of federal, state, and local governments as well as national advocacy groups as a means to highlight consumer protection,

Whereas the postmaster general established the office of the Consumer Advocate in 1971 to ensure that the interests of consumers would serve to guide the development, progress, and actions of the United States Postal Service,

Whereas Postal Inspectors have safeguarded the sanctity of the U.S. Mail and protected Postal Service customers for 178 years, combating crimes such as robberies, mail theft, and fraud.

Whereas consumer fraud is detrimental to the economic interests of the nation and the well being of its citizens,

Whereas fraud is destructive not only to individuals but to families, threatening their livelihoods, endangering their retirements, and attacking their household security,

Whereas fraud of all kinds frequently depends for its success upon the compliance and participation of its victims,

Whereas by its very nature fraud can be reduced and often eliminated by consumers who are educated and use common sense,

And, whereas the (name of local city, municipality, etc.) is home to more than (X thousand) men, women, and children who depend on an open, honest, safe, and secure marketplace to conduct commerce and earn a living,

Resolved, that (local community or organization)

- (1) Supports National Consumer Protection Week
- (2) Joins with the U.S. Postal Service and the Postal Inspection Service to educate consumers on how to recognize and avoid work-at-home scams
- (3) And, declares (day of event) as Consumer Awareness Day

Government Relations Contacts

Your Government Relations representatives are here to serve you. They can assist you in contacting and inviting elected officials to participate in your event — please let them know.

Alphabetical State/Representative Listing

Area code and prefix for all extensions is 202-268-xxxx

States	Abbr	Managers	Extensions	Representatives	Extensions
Alabama	AL	Mitch King	3740	Laurie Solnik	3743
Alaska	AK	Mary Ann Simpson	3741	Bill Weagley	3745
American Samoa	AS	Mary Ann Simpson	3741	Linda Macasa	3750
Arizona	AZ	Cathy Pagano	3427	Jeanne Gray	7217
Arkansas	AR	Cathy Pagano	3427	Jeanne Gray	7217
California	CA	Mary Ann Simpson	3741	Bill Weagley	3745
Connecticut	CT	Ken Currier	3616	Jo Waterman	6748
Colorado	CO	Cathy Pagano	3427	Jeanne Gray	7217
Delaware	DE	Ken Currier	3616	Jo Waterman	6748
District of Columbia	DC	Mitch King	3740	Paul Harrington	6029
Florida	FL	Mitch King	3740	Laurie Solnik	3743
Georgia	GA	Mary Ann Simpson	3741	Bill Weagley	3745
Guam	GU	Mary Ann Simpson	3741	Linda Macasa	3750
Hawaii	HI	Mary Ann Simpson	3741	Linda Macasa	3750
Idaho	ID	Mary Ann Simpson	3741	Linda Macasa	3750
Illinois	IL	Sheila Meyers	2353	Talaya Simpson	7839
Indiana	IN	Sheila Meyers	2353	Annie Kennedy	7505
Iowa	IA	Sheila Meyers	2353	Annie Kennedy	7505
Kansas	KS	Cathy Pagano	3427	Jeanne Gray	7217
Kentucky	KY	Mitch King	3740	Paul Harrington	6029
Louisiana	LA	Cathy Pagano	3427	Jeanne Gray	7217
Maine	ME	Ken Currier	3616	Kathy Sitterle	6027
Maryland	MD	Mitch King	3740	Paul Harrington	6029
Massachusetts	MA	Ken Currier	3616	Jo Waterman	6748
Michigan	MI	Sheila Meyers	2353	Talaya Simpson	7839
Minnesota	MN	Sheila Meyers	2353	Annie Kennedy	7505
Mississippi	MS	Mitch King	3740	Laurie Solnik	3743
Missouri	MO	Sheila Meyers	2353	Annie Kennedy	7505
Montana	MT	Mary Ann Simpson	3741	Linda Macasa	3750
Nebraska	NE	Cathy Pagano	3427	Jeanne Gray	7217
Nevada	NV	Mary Ann Simpson	3741	Linda Macasa	3750
New Hampshire	NH	Ken Currier	3616	Jo Waterman	6748
New Jersey	NJ	Ken Currier	3616	Jo Waterman	6748
New Mexico	NM	Cathy Pagano	3427	Jeanne Gray	7217
New York	NY	Ken Currier	3616	Kathy Sitterle	6027
North Carolina	NC	Mary Ann Simpson	3741	Bill Weagley	3745
North Dakota	ND	Sheila Meyers	2353	Annie Kennedy	7505
Ohio	ОН	Mitch King	3740	Paul Harrington	6029
Oklahoma	OK	Cathy Pagano	3427	Jeanne Gray	7217
Oregon	OR	Mary Ann Simpson	3741	Linda Macasa	3750
Pennsylvania	PA	Mitch King	3740	Laurie Solnik	3743
Puerto Rico	PR	Ken Currier	3616	Kathy Sitterle	6027
Rhode Island	RI	Ken Currier	3616	Jo Waterman	6748
South Carolina	SC	Mary Ann Simpson	3741	Linda Macasa	3754
South Dakota	SD	Sheila Meyers	2353	Annie Kennedy	7505
Tennessee	TN	Mary Ann Simpson	3741	Linda Macasa	3754
Texas	TX	Cathy Pagano	3427	Jeanne Gray	7217
Utah	UT	Cathy Pagano	3427	Jeanne Gray	7217

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Vermont	VT	Ken Currier	3616	Kathy Sitterle	6027
Virgin Islands	VI	Ken Currier	3616	Kathy Sitterle	6027
Virginia	VA	Mitch King	3740	Paul Harrington	6029
Washington	WA	Mary Ann Simpson	3741	Linda Macasa	3750
West Virginia	WV	Mitch King	3740	Paul Harrington	6029
Wisconsin	WI	Sheila Meyers	2353	Talaya Simpson	7839
Wyoming	WY	Cathy Pagano	3427	Jeanne Gray	7217

Area Public Affairs and Communications Contacts

Name	Area	Office Telephone	E-mail Address
Earl Artis	Southeast	678-442-6018	earl.c.artis@usps.gov
Scott Budny	Western	303-313-5130	scott.w.budny@usps.gov
Monica Hand	NY Metro	212-330-3118	monica.a.hand@usps.gov
Debra Hawkins	Northeast	860-285-7265	debra.a.hawkins@usps.gov
Jim Mruk	Great Lakes	630-539-6565	james.a.mruk@usps.gov
Don Smeraldi	Pacific	323-586-1210	don.a.smeraldi@usps.gov
Paul Smith	Eastern	215-931-5054	paul.f.smith@usps.gov
McKinney Boyd	Southwest	214-819-8740	mckinney.boyd@usps.gov
Deborah Yackley	Capital Metro	301-548-1465	deborah.a.yackley@usps.gov

Postal Inspection Service Contacts

Field Office	Name	Address	Telephone Number	Fax Number	Cell
Atlanta	Yulanda N. Burns	P.O. Box 16489 Atlanta, GA 30321-0489	(404) 608-4533	(404) 608-4505	(678) 614-5597
Birmingham	Tony Robinson	P.O. Box 2767 Birmingham, AL 35202-2767	(205) 326-2908	(205) 326-2911	(205) 837-0038
Jackson	Guy Robinson	P.O. Box 848 Jackson, MS 39205-0848	(601) 351-7150	(601) 351-7165	(601) 497-2612
	Cheryl Swyers	495 Summer St., Ste. 600 Boston, MA 02210-2114	(617) 556-4451	(617) 556-0400	(617) 908-8648
	Paula McCarran	495 Summer St., Ste. 600 Boston, MA 02210-2114	(617) 556-4448	(617) 556-0400	(617) 851-4249
	Kevin McDonough B/U	495 Summer St., Ste. 600 Boston, MA 02210-2114	(617) 556-4446	(617) 556-0400	(617) 851-1200
	Mike Gendron B/U	495 Summer St., Ste. 600 Boston, MA 02210-2114	(617) 556-4433	(617) 556-0400	(617) 908-8753
New Haven	Patrick Bernardo	P.O. Box 8025 New Haven, CT 06530-0025	(203) 782-7005	(203) 782-7072	(203) 561-2032
	Lisa Holman	P.O. Box 3000 Charlotte, NC 28228-3000	(704) 329-9141	(704) 357-0039	(704) 578-9871
	Justin Crooks	P.O. Box 3000 Charlotte, NC 28228-3000	(704) 329-9131	(704) 329-6295	(704) 560-6681
North Charleston	Thomas Gasser III	P.O. Box 40307 North Charleston, SC 29423	(843) 760-5441	(843) 760-5388	(843) 670-5011
Memphis	Katrina Chalmers	P.O. Box 3180 Memphis, TN 38173-0180	(901) 576-2110	(901) 576-2085	(901) 277-9538
	Wanda Shipp	433 W. Harrison Chicago, IL 60669-2201	(312) 983-7870	(312) 983-6300	(312) 617-9983
	Silvia Carrier B/U	433 W. Harrison Chicago, IL 60669-2201	(312) 983-7933	(312) 983-6300	(312) 907-0334

Field Office	Name	Address	Telephone Number	Fax Number	Cell
Memphis	Dave Colen B/U	433 W. Harrison Chicago, IL 60669-2201	(312) 983-7916	(312) 983-6300	(312) 907-0311
	Paul Krenn B/U	433 W. Harrison Chicago, IL 60669-2201	(312) 983-7852	(312) 983-6300	
Milwaukee	Lori Groen	P.O. Box 788 Milwaukee, WI 53201-0788	(414) 287-2225	(414) 287-2230	(414) 870-1472
	Jim Murphy B/U	P.O. Box 788 Milwaukee, WI 53201-0788	(414) 287-2212	(414) 287-2230	(414) 828-1374
Springfield	Tommy Coke	P.O. Box 54 Springfield, IL 62705-0054	(217) 788-7460	(217) 788-7212	(217) 494-0101
	John Salanitro	1745 Stout St., Ste. 900 Denver, CO 80202-3034	(303) 853-6989	(303) 853-6231	(303) 886-9676
	Andrew Rivas B/U	1745 Stout St., Ste. 900 Denver, CO 80202-3034	(303) 313-5312	(303) 313-5351	(303) 887-5055
	JoJan Henderson B/U	1745 Stout St., Ste. 900 Denver, CO 80202-3034	(303) 313-5331	(303) 313-5351	(303) 886-0126
	Larry Holt B/U	1745 Stout St., Ste. 900 Denver, CO 80202-3034	(303) 313-5326	(303) 313-5351	(303) 961-5399
Omaha	Dave Margritz	10707 Pacific, Ste. 100 Omaha, NE 68124-9550	(402) 392-8925	(402) 392-8188	(402) 203-9828
	Paul Beekhuizen	P.O. Box 249550 Omaha, NE 68124-9550	(402) 392-8930	(402) 392-8188	(402) 321-3590
Salt Lake City	Joseph Schouten	1760 W. 2100 St., Ste. 270 Salt Lake City, UT 84126-0065	(801) 974-2275	(801) 974-2214	(801) 230-4976
	Randy Tuckett	P.O. Box 26065 Salt Lake City , UT 84126-0065	(801) 974-2274	(801) 974-2214	(801) 230-4948
	Robert Maes B/U	P.O. Box 26065 Salt Lake City , UT 84126-0065	(801) 887-1923	(801) 974-2214	(201) 560-3739
St. Paul	Susan Matt	P.O. Box 64558 St. Paul, MN 55164-0558	(651) 293-3224	(651) 293-3384	(651) 775-5722
Minneapolis	Jeffery D. Long B/U	P.O. Box 580051 Minneapolis, MN 55458-0051	(612) 349-4703	(612) 349-4951	(612) 290-4607
	Dana Carter	P.O. Box 330119 Detroit, MI 48232-6119	(313) 226-8217	(313) 226-8220	(313) 347-3464
	Felicia George B/U	P.O. Box 330119 Detroit, MI 48232-6119	(313) 226-8221	(313) 226-8220	(313) 647-1915
Grand Rapids	Jane Anderson	P.O. Box 2245 Grand Rapids, MI 49501-2245	(616) 771-8527	(616) 771-8529	(616) 340-6703
Indianapolis	Greg Beriault	P.O. Box 68999 Indianapolis, IN 46268-0999	(317) 328-2513	(317) 328-2526	(317) 294-3772
	Eddy Boucher B/U	7188 Lakeview Parkway West Dr. Indianapolis IN 46268	(317) 328-2514	(317) 328-2526	(317) 945-2382
	Amanda McMurrey	14800 Trinity Blvd., Ste. 600 Ft. Worth, TX 76155-2657	(817) 359-2797	(817) 359-2708	(214) 695-7386
	Tim Vasquez B/U	14800 Trinity Blvd., Ste. 600 Ft. Worth, TX 76155-2657	(817) 359-2745	(817) 359-2708	(214) 906-4401
	Vanessa Kimbrough	650 N. Sam Houston Pkwy. W. Houston, TX 77067-9000	(713) 238-4440	(713) 238-4460	(713) 208-5725
	George Alpizar (B/U)	650 N. Sam Houston Pkwy. W. Houston, TX 77067-9000	(713) 238-4473	(713) 238-4460	(713) 208-5921

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Field Office	Name	Address	Telephone Number	Fax Number	Cell
Little Rock	Daniel Medrano	P.O. Box 15058 Little Rock, AR 72231-5058	(501) 945-6717	(501) 945-6729	(501) 766-2918
	Ron Nelson (B/U)	P.O. Box 15058 Little Rock, AR 72231-5058	(501) 945-6727	(501) 945-6729	(501) 766-2926
New Orleans	William Bonney	P.O. Box 51690 New Orleans, LA 70151-1690	(504) 589-1205	(504) 524-4594	(504) 258-4984
	Terence Barrett (B/U)	P.O. Box 51690 New Orleans, LA 70151-1690	(504) 589-1206	(504) 524-4594	(504) 723-5377
McAllen	Michael Martinez-Partida	P.O. Box 5129 McAllen, TX 78502-5129	(956) 971-1724	(956) 971-1793	(956) 249-0767
	Jarrett W. Arrington B/U	P.O. Box 512095 Los Angeles, CA 90051-0095	(323) 586-1974	(323) 586-3808	(323) 204-1348
Pasadena	Renee Focht	P.O. Box 2000 Pasadena, CA 91102-2000	(626) 405-1355	(626) 405-1207	(626) 672-5517
	Tacy S. Putnam B/U	P.O. Box 2000 Pasadena, CA 91102-2000	(626) 405-1253	(626) 405-1207	(626) 672-5531
	Jennifer Ihrig B/U	P.O. Box 2000 Pasadena, CA 91102-2000	(626) 405-1238	(626) 405-1207	(626) 672-5521
Long Beach	Randy DeGasperin B/U	P.O. Box 22793 Long Beach, CA 90803-5793	(562) 983-8306	(562) 983-8329	(562) 307-7224
San Diego	Hilary Smith	P.O. Box 122110 San Diego, CA 92112-2110	(619) 531-8233	(619) 531-8201	(619) 517-7293
Phoenix	Patricia Armstrong	P.O. Box 20666 Phoenix, AZ 85036-0666	(602) 223-3269	(602) 258-1705	(602) 721-3286
	Greg L. Torbenson B/U	P.O. Box 20666 Phoenix, AZ 85036-0666	(602) 223-3256	(602) 258-1705	(602) 721-3283
	Delfin Alvarez	11698 NW 25th St. Miami, FL 33112-9997	(305) 869-5043	(305) 869-5048	(954) 410-4034
Miramar	Debbie Allison B/U	3400 Lakeside Dr., 6th Flr. Miramar, FL 33027-3242	(954) 436-7209	(954) 436-7282	(954) 605-8591
	Bladismir Rojo	3400 Lakeside Dr., 6th Flr. Miramar, FL 33027-3242	(954) 436-7269	(954) 436-7282	(954) 410-6295
Tampa	Linda Walker	P.O. Box 22526 Tampa, FL 33622-2526	(813) 281-5217	(813) 289-8003	(813) 917-4933
	Richard Abbazia B/U	P.O. Box 22526, Tampa, FL 33622-2526	(813) 281-5207	(813) 289-8003	(813) 917-5174
Orlando	Ed Moffitt	P.O. Box 620124 Orlando, FL 32862-0124	(407) 850-6391	(407) 826-5632	(407) 509-7388
Tallahassee	Alexandra Papageorge B/U	P.O. Box 7358 Tallahassee, FL 32314-7358	(850) 216-4292	(850) 216-4312	(850) 519-9674
	Ed Steed B/U	P.O. Box 509 Newark, NJ 07101-0509	(973) 693-5470	(973) 693-5459	(908) 413-3804
San Juan	Delany De Leon B/U	P.O. Box 363667 San Juan, PR 00936-3667	(787) 749-7607	(787) 782-8296	(787) 438-0734
	Jose Laureano	P.O. Box 363667 San Juan, PR 00936-3667	(787) 749-7639	(787) 782-8296	(787) 438-0744
Trenton	J. Kevin Manley B/U	P.O. Box 9379 Trenton, NJ 08650-1379	(609) 581-3023	(609) 581-3040	(908) 413-2860
	Al Weissmann	P.O. Box 555 New York, NY 10116-0555	(212) 330-2270	(212) 330-2154	(646) 423-9257
	Thomas Boyle B/U	P.O. Box 555 New York, NY 10116-0555	(212) 330-3049	(212) 330-2720	(646) 423-9202
Bronx	John J. Del Giudice	P.O. Box 722 Bronx, NY 10469-0701	(212) 330-5258	(718) 652-0397	(646) 423-9231
Brooklyn	David Ng B/U	1050 Forbell St. Brooklyn, NY 11256-9901	(718) 348-3729	(718) 277-1322	(646) 423-9210

Field Office	Name	Address	Telephone Number	Fax Number	Cell
Brooklyn	Tosha Dennis B/U	1050 Forbell St. Brooklyn, NY 11256-9901	(718) 348-3732	(718) 277-1322	(646) 423-9146
Buffalo	Robert Sheehan B/U	1200 Main Place Tower Buffalo, NY 14202-3796	(716) 853-5331	(716) 846-2372	(716) 818-0721
	Oriey Glenn	P.O. Box 7500 Philadelphia, PA 19101-9000	(215) 895-8484	(215) 895-8470	(215) 895-8470
	James Heavens B/U	P.O. Box 7500 Philadelphia, PA 19101-9000	(215) 895-8523	(215) 895-8470	(267) 246-4135
	Darryl Wallace B/U	7500 Lindbergh Blvd., Rm. 2040A Philadelphia, PA 19176-5099	(215) 749-4394	(215) 749-4516	(267) 716-2312
	Joseph Corrado B/U	P.O. Box 60035 Harrisburg, PA 17106-0035	(717) 257-2378	(717) 257-2328	(973) 725-8044
	Andrew Richards B/U	1001 California Ave., Rm. 2101 Pittsburgh, PA 15290-9000	(412) 359-7932	(412) 359-7682	(412) 861-0030
Cinicinnati	Lisa Fitzpatrick	895 Central Ave., Ste. 400 Cincinnati, OH 45202-1961	(513) 684-8038	(513) 684-8009	(513) 266-6061
Cleveland	Terrence C. Sullivan	P.O. Box 5726 Cleveland, OH 44101-0726	(216) 443-4022	(216) 443-4509	(216) 832-2853
Charleston	Cathy G. Cantley	P.O. Box 1308 Charleston, WV 25325-1308	(304) 357-4136	(304) 357-4146	(304) 549-2657
	David R. Guerra	P.O. Box 882528 San Francisco, CA 94188-2528	(415) 778-5979	(415) 778-5822	(415) 819-3932
	Bill Zemblidge B/U	P.O. Box 882528 San Francisco, CA 94188-2528	(415) 778-5916	(415) 778-5822	(415) 999-3397
	Jim Vach	P.O. Box 400 Seattle, WA 98111-4000	(206) 442-6339	(206) 442-6304	(206) 391-3173
	John Murphy B/U	P.O. Box 400 Seattle, WA 98111-4000	(206) 442-6320	(206) 442-6137	(206) 510-6940
Portland	Dennis Fernald	921 SW Washington St., Ste. 790 Portland, OR 97205-2898	(503) 279-2072	(503) 224-2435	(503) 793-0176
Anchorage	Mark Grenier	341 W. Tudor Rd., Ste. 208 Anchorage, AK 99503-6648	(907) 261-6323	(907) 562-8791	(907) 830-9653
	Dan Taylor	1106 Walnut St. St. Louis, MO 63199-2201	(314) 436-5029	(314) 436-6879	(314) 422-4229
	Todd Loos B/U	1106 Walnut St. St. Louis, MO 63199-2201	(314) 539-9423	(314) 539-9306	(314) 378-9273
DeMoines	Sam Owens (eff 10/1)	P.O. Box 566 Des Moines, IA 50302-0566	(515) 253-2683	(515) 253-2678	(515) 249-8350
Kansas City	Donald Obritsch	6201 College Blvd., Ste. 400 Oakland Park, KS 66211-2435	(913) 266-2443	(913) 266-2490	(816) 896-6474
	David Nitz	6201 College Blvd., Ste. 400 Oakland Park, KS 66211-2435	(913) 266-2470	(913) 266-2490	(816) 719-0374
	Denise Backus	P.O. Box 96096 Washington, DC 20066-6096	(202) 636-1490	(202) 636-2381	(202) 297-1787

Publicity Kit

Field Office	Name	Address	Telephone Number	Fax Number	Cell
Baltimore	Frank Schissler B/U	P.O. Box 1856 Baltimore, MD 21203-1856	(410) 347-4710	(410) 234-8505	(443) 280-1282
	Larry Fryer	P.O. Box 1856 Baltimore, MD 21203-1856	(410) 347-4397	(410) 234-8505	(301) 650-3286
	Lawrence Dukes	10500 Little Patuxent, Ste. 200 Columbia, SC 21044-3509	(410) 715-7732	(410)-715-7788	(443) 562-0396
	Molly McMinn	9600 Newbridge Dr. Potomac, MD 20854-4436	(301) 983-7257	(301) 983-7153	(240) 328-5267
	Doug Bem B/U	9600 Newbridge Dr. Potomac, MD 20854-4436	(301) 983-7141	(301) 983-7153	(240) 328-5258
	VACANT	1735 N. Lynn St., Rm. 4011 Arlington, VA 22209-4011	N/A	(703) 292-4054	N/A
	INC Paul Trimbur	1735 N. Lynn St., Rm. 4011 Arlington, VA 22209-4011	(703) 292-3822	(703) 292-4054	N/A

POSTAL BULLETIN 22198 (1-18-07)

Area Consumer Affairs Managers Contacts

Area	District	Title	First Name	Last Name	Hotline	Company Name	Address	City	State	ZIP Code	ZIPs Served
Capital Metro	Baltimore	Ms.	Iris	Baylor	410-347-4452	U.S. Postal Service	900 E. Fayette St., Rm. 109C	Baltimore	MD	21223-9631	210, 211, 212, 214, 215, 216, 217, 218, 219
Capital Metro	Capital	Ms.	Nancy	Campbell	202-636-1314	U.S. Postal Service	900 Brentwood Dr. NE	Washington	DC	20066-9998	200, 202, 203, 204, 205, 206, 207, 208, 209
Capital Metro	Greater South Carolina	Ms.	M. Suzette	Jenkins	803-926-6389 /6335	U.S. Postal Service	P.O. Box 929632	Columbia	SC	29292-9632	410, 434, 435, 436, 450, 451, 452, 453, 454, 455, 458, 470
Capital Metro	Greensboro	Ms.	Cathel	Brown	336-668-1235	U.S. Postal Service	P.O. Box 27499	Greensboro	NC	27498-9631	430, 431, 432, 433, 437, 438, 456, 457
Capital Metro	Mid-Carolinas	Ms.	Gardenia	Watts	704-424-4422	U.S. Postal Service	2901 I-85 South	Charlotte	NC	28228-9976	400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 411, 412, 413, 414, 415, 416, 417, 418, 420, 421, 422, 423, 424, 425, 426, 427, 471, 476,
Capital Metro	Northern Virginia	Mr.	Brian	McIvor	703-698-6563	U.S. Postal Service	8409 Lee Hwy.	Merrifield	VA	22081-9631	290, 291, 292, 293, 294, 295, 296
Capital Metro	Richmond	Ms.	Sandra	Eaton	804-775-6165	U.S. Postal Service	1801 Brook Rd.	Richmond	VA	23232-9631	270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 286
Eastern	Appalachian	Mr.	Tim	Meisner	304-561-1071 / 73	U.S. Postal Service	P.O. Box 59631	Charleston	WV	25350-9631	280, 281, 282, 283, 284, 285, 287, 288, 289, 297
Eastern	Central Pennsylvania	Ms.	Marita	Hines	717-257-4803	U.S. Postal Service	1425 Crooked Hill Rd.	Harrisburg	PA	17107-9631	201, 220, 221, 222, 223, 226, 227
Eastern	Cincinnati	Ms.	Bonnie	Manies	513-684-5794	U.S. Postal Service	1591 Dalton St., Rm. 108	Cincinnati	OH	45234-9631	224, 225, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 244

Area	District	Title	First Name	Last Name	Hotline	Company Name	Address	City	State	ZIP Code	ZIPs Served
Eastern	Columbus	Ms.	Linda S.	Lantto (A)	614-722-9758	U.S. Postal Service	850 Twin Rivers Dr.	Columbus	ОН	43216-9631	240, 241, 242, 243, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 261, 262, 263, 264, 265, 266, 267, 268
Eastern	Erie	Ms.	Barbara	Gerenser	814-836-7360	U.S. Postal Service	2709 Legion Rd.	Erie	PA	16515-9621	169, 170, 171, 172, 172, 173, 174, 175, 176, 177, 178, 179, 182, 184, 185, 186, 187, 188, 195, 196
Eastern	Kentuckiana	Mr.	Gary S.	Brian	502-473-4220 /21	U.S. Postal Service	P.O. Box 31631	Louisville	КҮ	40231-9631	155, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168
Eastern	Northern Ohio	Ms.	Deborah R.	Pagan (A)	216-443-4416	U.S. Postal Service	2400 Orange Dr., Rm. 25	Cleveland	ОН	44101-9631	439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449
Eastern	Philadelphia Metro	Ms.	Joann M.	Robinson (A)	215-895-8909	U.S. Postal Service	2970 Market St., Rm. 117	Philadelphia	PA	15290-9631	180, 181, 183, 189, 190, 191, 192, 193, 194
Eastern	Pittsburgh	Ms.	Carol	Wallace (A)	412-359-7845	U.S. Postal Service	1001 California Ave.	Pittsburgh	PA	15290-9631	150, 151, 152, 153, 154, 156, 260
Eastern	South Jersey	Ms.	Cathy	Sinesi	856-933-4459	U.S. Postal Service	P.O. Box 9001	Bellmawr	NJ	08099-9631	080, 081, 082, 083, 084, 197, 198, 199
Great Lakes	Central Illinois	Ms.	Beverly	Howard	708-563-7751	U.S. Postal Service	6801 W. 73rd St.	Bedford Park	IL	60499-9631	604, 605, 609, 613, 614, 615, 616, 617, 618, 619, 625, 626, 627
Great Lakes	Chicago	Ms.	Regina	Jordan	312-983-8403	U.S. Postal Service	433 W. Harrison St., 2nd Flr.	Chicago	IL	60607-9631	606, 607, 608
Great Lakes	Detroit	Ms.	Glenda	Herrmann	313-234-8842	U.S. Postal Service	Rm. 226A, Administrative Side; 1401 W. Fort	Detroit	MI	48233-9501	481, 482, 492

23

POSTAL BULLETIN 22198 (1-18-07)

Area	District	Title	First Name	Last Name	Hotline	Company Name	Address	City	State	ZIP Code	ZIPs Served
Great Lakes	Gateway	Ms.	Monica	Rodriguez	314-436-3699	U.S. Postal Service	1720 Market St., Rm. 1015	St. Louis	МО	63155-9631	620, 622, 623, 624, 628, 629, 630, 631, 633, 634, 635, 650, 651, 652,
Great Lakes	Greater Indiana	Ms.	Joy	Simmons	317-870-8243	U.S. Postal Service	P.O. Box 9631	Indianapolis	IN	46298-9631	460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 472, 473, 474, 475, 478, 479
Great Lakes	Greater Michigan	Ms.	Sabrina	Todd	616-776-6149	U.S. Postal Service	P.O. Box 999631	Grand Rapids	MI	49599-9631	486, 487, 488, 489, 490, 491, 493, 494, 495, 496, 497
Great Lakes	Lakeland	Ms.	Grace	Letto (A)	414-287-2530	U.S. Postal Service	P.O. Box 5011	Milwaukee	WI	53201-5011	498, 499, 530, 531, 532, 534, 535, 537, 538, 539, 541, 542, 543, 544, 545, 549
Great Lakes	Northern Illinois	Ms.	Chris	Bzdelik	630-260-5510	U.S. Postal Service	500 E. Fullerton Ave.	Carol Stream	IL	60199-9631	600, 601, 602, 603, 610, 611
Great Lakes	Southeast Michigan	Ms.	Juanita	Banks	248-336-3125	U.S. Postal Service	1 Ajax Dr., Ste. 101	Madison Heights	MI	48071-9620	480, 483, 484, 485
New York Metro	Caribbean	Ms.	Lourdes	Maldonado	787-622-1817	U.S. Postal Service	585 F.D. Roosevelt Ave., Ste. 195	San Juan	PR	00936-9631	006, 007, 008, 009
New York Metro	Central New Jersey	Mr.	Jake	Truex	732-819-3899	U.S. Postal Service	21 Kilmer Rd.	Edison	NJ	08899-9631	077, 085, 086, 087, 088, 089
New York Metro	Long Island	Ms.	Marge	Brady	631-582-7510	U.S. Postal Service	P.O. Box 7604	Islandia	NY	11760-9631	005, 115, 117, 118, 119
New York Metro	New York	Ms.	Rosalie	Torres	212-330-3667	U.S. Postal Service	421 8th Ave., Rm. 4202-0	New York	NY	10199-9631	090, 091, 092, 093, 094, 095, 096, 097, 098, 100, 101, 102, 104
New York Metro	Northern New Jersey	Ms.	Toni	Ramos (A)	973-468-7045	U.S. Postal Service	494 Broad St., 2nd Flr.	Newark	NJ	07102-9335	070, 071, 072, 073, 074, 075, 076, 078, 079
New York Metro	Triboro	Ms.	Duquesa	Wright	718-321-5485 /90/91	U.S. Postal Service	142-02 20th Ave.	Flushing	NY	11351-9631	103, 110, 111, 112, 113, 114, 116
New York Metro	Westchester	Ms.	Rita	Cody	914-697-7020	U.S. Postal Service	1000 Westchester Ave.	White Plains	NY	10610-9631	004, 105, 106, 107, 108, 109, 124, 125, 126, 127
Northeast	Albany	Mr.	David	Desrosiers	518-452-2406	U.S. Postal Service	30 Old Karner Rd.	Albany	NY	12288-9631	120, 121, 122, 123, 128-139

25

Area	District	Title	First Name	Last Name	Hotline	Company Name	Address	City	State	ZIP Code	ZIPs Served
Northeast	Boston	Ms.	Joanne	Killackey- Hogan	617-654-5891	U.S. Postal Service	25 Dorchester Ave., Rm. 4009	Boston	MA	02205-9631	021, 022, 024
Northeast	Connecticut	Ms.	Denise	Goggins (A)	860-524-6085	U.S. Postal Service	99 E River Dr., Flr. 8D	East Hartford	CT	06108-9612	060-069
Northeast	Maine	Mr.	Michael	Doyle	207-828-8591 /8518	U.S. Postal Service	380 Riverside St.	Portland	ME	04103-7025	039, 040, 041, 042, 043, 044, 045, 046, 047, 048, 049
Northeast	Massachusetts	Ms.	Sarah	Florio	978-664-7042	U.S. Postal Service	74 Main St.	N Reading	MA	01889-9631	010, 011, 012, 013, 014, 015, 016, 017, 018, 019, 055
Northeast	New Hampshire/ Vermont	Ms.	Kathi	Roy	603-626-6818	U.S. Postal Service	955 Goffs Falls Rd.	Manchester	NH	03103-9631	030, 031, 032, 033, 034, 035, 036, 037, 038, 050, 051, 052, 053, 054, 056, 057, 058, 059
Northeast	Southeast New England	Ms.	Jane	Larson	401-276-3917	U.S. Postal Service	24 Corliss St.	Providence	RI	02904-9631	020, 023, 025, 026, 027, 028, 029
Northeast	Western New York	Ms.	Mary Ann	Molenda	716-846-2507	U.S. Postal Service	1200 William St., Rm. 100	Buffalo	NY	14240-9631	140–149
Pacific	Bay-Valley	Ms.	Elma	Ramirez	510-251-3373	U.S. Postal Service	201 13th St., Rm. 228	Oakland	CA	94612-9605	939, 945, 946, 947, 948,950, 951
Pacific	Honolulu	Ms.	Lynne	Moore	808-423-3934	U.S. Postal Service	3600 Aolele St., Rm. 112	Honolulu	HI	96820-9631	967, 968, 969
Pacific	Los Angeles	Ms.	Beverly	Young	323-586-4478	U.S. Postal Service	7001 S. Central Ave., Rm. 267-A	Los Angeles	CA	90052-9631	900, 901, 902, 903, 904
Pacific	Sacramento	Ms.	Marilyn	Starrett	916-373-8630	U.S. Postal Service	3775 Industrial Blvd.	W. Sacramento	CA	95799-0070	936, 937, 942, 952, 953, 956, 957, 958, 959, 960
Pacific	San Diego	Ms.	Elly	Stanton (A)	858-674-2670	U.S. Postal Service	11251 Rancho Carmel Dr., Rm. 245	San Diego	CA	92199-9631	919, 920, 921, 922, 923, 924, 925
Pacific	San Francisco	Mr.	Gordon	Gee (A)	415-371-5163 /65	U.S. Postal Service	P.O. Box 7834	San Francisco	CA	94120-7834	940, 941, 943, 944, 949, 954, 955, 962, 963, 964, 965, 966
Pacific	Santa Ana	Ms.	Sandra	Alvarez (A)	714-662-6275	U.S. Postal Service	3101 W. Sunflower Ave.	Santa Ana	CA	92799-9325	905, 906, 907, 908, 917, 918, 926, 927, 928

POSTAL BULLETIN 22198 (1-18-07)

Area	District	Title	First Name	Last Name	Hotline	Company Name	Address	City	State	ZIP Code	ZIPs Served
Pacific	Sierra-Coastal	Ms.	Stacia	Crane	661-775-6680	U.S. Postal Service	28201 Franklin Pkwy.	Santa Clarita	CA	91383-9606	910, 911, 912, 913, 914, 915, 916, 930, 931, 932, 933, 934, 935
Southeast	Alabama	Ms.	Viola	Freeman	205-521-0292	U.S. Postal Service	351 24th St. N., Rm. 123	Birmingham	AL	35203-9631	350,351,352, 354,355,356, 357,358,359, 360,361,362, 363, 364,365,366, 367,368
Southeast	Atlanta	Ms.	Kim	Amis (A)	404-765-7619	U.S. Postal Service	3900 Crown Rd. SW, Rm. 243	Atlanta	GA	30304-9631	300, 301, 302, 303, 305, 306, 311, 399
Southeast	Central Florida	Mr.	Alan	Stigall	407-333-4804	U.S. Postal Service	P.O. Box 999640	Mid Florida	FL	32799-9640	327, 328, 329, 347, 349, 334
Southeast	Mississippi	Mr.	Wilbur 'Doug'	Kyle	601-351-7353	U.S. Postal Service	1461 Lakeover Rd., P.O. Box 99655	Jackson	MS	39205-9655	369, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397
Southeast	North Florida	Ms.	Lindy	Green (A)	904-858-6511	U.S. Postal Service	P.O. Box 40005	Jacksonville	FL	32203-0005	320, 321, 322, 323, 324, 325, 326, 344
Southeast	South Florida	Ms.	Adrienne	Savino (A)	305-470-0801	U.S. Postal Service	2200 NW 72nd Ave., Ste. 225	Miami	FL	33152-9000	330, 331, 332, 333, 340
Southeast	South Georgia	Ms.	Donna L.	Ricks	478-752-8730	U.S. Postal Service	451 College St.	Macon	GA	31213-9631	298, 299, 304, 308, 309, 310, 312, 313, 314, 315, 316, 317, 318, 319,
Southeast	Suncoast	Mr.	Mike	Rodriguez	813-889-4316	U.S. Postal Service	6013 Benjamin Rd., Ste. 201	Tampa	FL	33634-5144	335, 336, 337, 338, 339, 341, 342, 346
Southeast	Tennessee	Ms.	Patsy	Washer	615-872-5623	U.S. Postal Service	811 Royal Pkwy.	Nashville	TN	37229-9631	307, 370, 371, 372, 373, 374, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385
Southwest	Albuquerque	Mr.	Anthony	Baca	505-346-8063	U.S. Postal Service	1135 Broadway Blvd. NE, Rm. 221	Albuquerque	NM	87101-9631	865, 870, 871, 872, 873, 874, 875, 877, 878, 879, 880, 881, 882, 883, 884

Area	District	Title	First Name	Last Name	Hotline	Company Name	Address	City	State	ZIP Code	ZIPs Served
Southwest	Arkansas	Ms.	Mary Nell	Engle	501-228-4280 /4285	U.S. Postal Service	420 Natural Resources Dr.	Little Rock	AR	72205-9631	716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729
Southwest	Dallas	Ms.	Kelley W.	Davis	972-393-6731	U.S. Postal Service	951 W. Bethel Rd.	Coppell	TX	75099-9631	750, 751, 752, 753, 754, 755, 756, 757, 758, 759
Southwest	Fort Worth	Ms.	Arlene	Sanchez	817-317-3626	U.S. Postal Service	4600 Mark IV Pkwy.	Fort Worth	TX	76161-9631	760, 761, 762, 763, 764, 768, 769, 795, 796, 739 790, 791, 792, 793, 794
Southwest	Houston	Mr.	Carlos	Rivera (A)	713-226-3147	U.S. Postal Service	P.O. Box 250001	Houston	TX	77202-9631	770, 771, 772, 773, 774, 775, 776, 777, 778
Southwest	Louisiana	Mr.	Gary	Thomas	504-589-1130	U.S. Postal Service	701 Loyola Ave., Rm. 11011	New Orleans	LA	70113-9631	700, 701, 703, 704, 705, 706, 707, 708, 710, 711, 712, 713, 714
Southwest	Oklahoma	Ms.	Kathy J.	Gilmore (A)	405-553-6552	U.S. Postal Service	320 SW 5th	Oklahoma City	ок	73125-9631	730, 731, 734, 735, 736, 737, 738, 740, 741, 743, 744, 745, 746, 747, 748, 749
Southwest	Rio Grande	Ms.	Mona	Maze	210-368-8448	U.S. Postal Service	10410 Perrin Bietel Rd.	San Antonio	TX	78284-9631	733, 765, 766, 767, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 797, 798, 799, 885
Western	Alaska	Ms.	Roxanne	Reid	907-564-2828	U.S. Postal Service	3201 C St., Ste. 500	Anchorage	AK	99503-9631	995, 996, 997, 998, 999
Western	Arizona	Ms.	Ronda	Carrington	602-223-3223	U.S. Postal Service	P.O. Box 21628	Phoenix	AZ	85036-1628	850, 852, 853, 855, 856, 857, 859, 860, 863, 864
Western	Big Sky	Ms.	Lisa	Blomquist	406-657-5775	U.S. Postal Service	841 S. 26th St.	Billings	MT	59101-9631	590, 591, 592, 593, 594, 595, 596, 597, 598, 599

27

POSTAL BULLETIN 22198 (1-18-07)

Area	District	Title	First Name	Last Name	Hotline	Company Name	Address	City	State	ZIP Code	ZIPs Served
Western	Central Plains	Ms.	Vicki	Schroeder	402-573-2110	U.S. Postal Service	5303 N. 91st Ave.	Omaha	NE	68134-9631	515, 516, 664, 665, 666, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693
Western	Colorado/ Wyoming	Mr.	Ray	Cordova (A)	303-853-6070	U.S. Postal Service	7500 E. 53rd Pl., Rm. 2214	Denver	СО	80266-9631	800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 818, 819, 820, 821, 822, 823 824, 825, 826, 827, 828, 829,830, 831
Western	Dakotas	Ms.	Patricia	Larson	605-333-2646	U.S. Postal Service	P.O. Box 7570	Sioux Falls	SD	57117-7570	565, 567, 570, 571, 572, 573, 574, 575, 576, 577, 580, 581, 582, 583, 584, 585, 586, 587, 588
Western	Hawkeye	Ms.	Jan	Dorsey (A)	515-251-2330	U.S. Postal Service	P.O. Box 189996	Des Moines	IA	50318-9631	500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 520, 521, 522, 523, 524, 525, 526, 527, 528, 612
Western	Mid-America	Ms.	Connie	Mori	816-374-9186	U.S. Postal Service	315 W. Pershing Rd., Rm. 502	Kansas City	МО	64108-9631	636, 637, 638, 639, 640, 641, 644, 645, 646, 647, 648, 654, 655, 656, 657, 658, 660, 661, 662, 667

Area	District	Title	First Name	Last Name	Hotline	Company Name	Address	City	State	ZIP Code	ZIPs Served
Western	Nevada-Sierrra	Ms.	Loretta	Kirkpatrick (A)	702-361-9466	U.S. Postal Service	1001 E. Sunset Rd., Rm. 1002	Las Vegas	NV	89199-9655	889, 890, 891, 893, 894, 895, 897, 898, 961
Western	Northland	Ms.	Natalie	Sorvari	612-349-6397	U.S. Postal Service	100 S. 1st St., Rm. 121	Minneapolis	MN	55401-9631	540, 546, 547, 548, 549, 550, 551, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 566
Western	Portland	Ms.	Patricia	Carcasses	503-294-7878 /787	U.S. Postal Service	715 NW Hoyt, Rm. 1012	Portland	OR	97208-9631	970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 986
Western	Salt Lake City	Mr.	Ronald	Hubrich	801-974-2505	U.S. Postal Service	1760 W. 2100 St.	Salt Lake City	UT	84199-9631	840, 841, 843, 844, 845, 846, 847
Western	Seattle	Ms.	Dana	Blakeslee	206-378-2630	U.S. Postal Service	P.O. Box 90306	Seattle	WA	98109-9631	980, 981, 982, 983, 984, 985, 988, 989
Western	Spokane	Ms.	Linda	Cassella	509-626-6721	U.S. Postal Service	707 W. Main Ave., Ste. 600	Spokane	WA	99299-9631	832, 833, 834, 835, 836, 837, 838, 990, 991, 992, 993, 994

29



Fact Sheet

Protect Against Money Order Fraud

Conduct business

safely with Money

Orders. Be

cautious and be

smart.

Internet transactions are the number one culprit in Money Order fraud.

Legitimate websites and online businesses are being used to cheat people out of cash and payment owed for the sale and purchase of items. Be vigilant in reading email or chat room solicitations.

Most online Money Order fraud can be traced to two scams:

- A seller is sent a counterfeit money order in an amount greater than necessary to cover the purchase costs. The potential victim is then asked to ship back the balance as cash. When the bank doesn't clear the counterfeit money order, the seller loses the original purchase price as well as the cash balance.
- You receive an email from someone you don't know, asking that you deposit a counterfeit Money Order in your personal or business account and write the sender a check for the same amount.

Tips for eBay sellers

- Be skeptical of anyone asking you to wire money to overseas bank accounts or to cash Money Orders or checks on their behalf.
- Know who you're dealing with. Never give out personal or financial information to anyone you don't know.
- Never wire funds to anyone unless you're sure the Money Order or check they gave you was cleared by your bank and the funds released
- Never accept Money Orders or checks for more than the selling price.
- Never agree to wire funds to a buyer.
 Legitimate buyers won't pressure you to do so and you will have limited recourse if there's a problem.

U.S. Postal Service Money Orders are as secure as any other financial instrument.

Unlike private business checks or even other money orders, the Postal Money Order is generally regarded as one of the more difficult financial documents to counterfeit because of its watermarks, security threads and a rainbow of inked patterns and tones

- Watermark images of Ben Franklin are visible when the Money Order is held to the light.
- A dark security thread runs top to bottom to the right of the Ben Franklin image and carries the tiny letters "USPS" backward and forward.

The Postal Service works to prevent Money Order fraud.

The Postal Service launched a money order verification service, enabling financial institutions to verify the validity of U.S. Postal Service Money Orders through an Interactive Voice Response phone system. A phone call will verify that the money order was issued by the Postal Service in the dollar amount indicated. Information has been sent to all financial institutions in the U.S., and published in various financial publications.

Report Money Order fraud.

To report a fraud complaint, call the Fraud Complaint Hotline at 1-800-372-8347 or visit the U.S. Postal Inspection Service Web site at www.usps.com/postalinspectors.

For more information about Postal Service Money Orders, visit the U.S. Postal Service Web site at http://www.usps.com/missingmonevorders/security.htm

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Privacy and the United States Postal Service

No government agency touches the public like the United States Postal Service® (USPS®). No other government agency has the one-to-one, personalized service with its customers, 6 days a week, 52 weeks a year.

According to the Ponemon Institute's 2005 and 2006 consumer trust surveys, Americans rated the Postal Service™ as the number one agency they trust to protect their privacy. The Customer Respect Group rated www.usps.com in 2006 as the number one Web site among its competitors for consumer privacy protection.

FAQs

What is the USPS commitment to privacy and privacy protection?

USPS commits to provide users with notice on when information is being collected about them, what that information is, and how that information will be used. USPS also commits to limit collection of information to only what is necessary and to protect what information we do collect.

How does USPS protect my information online?

To protect your information once we receive it, we have implemented industry-standard data security measures and software programs to monitor network traffic that identifies and prevents unauthorized attempts to upload or change information, or otherwise cause damage.

USPS protects your information by using industry-standard encryption software, Secured Socket Layer (SSL). The URL in your browser will change to "HTTPS" instead of "HTTP" when this security feature is invoked. Your browser also may display a lock symbol on its bottom task bar line to indicate invoked secure transmission.

What personal information does USPS collect?

USPS only collects personal information if you specifically and knowingly provided it. Personal information may include your name, phone numbers, your e-mail, mailing and/or business address, or other information that identifies you personally. You do not have to register or provide personal information to visit our Web site.

Does USPS share personal information with outside parties?

As required by the Privacy Act of 1974, USPS must disclose the circumstances in which information collected from you may be released to outside entities. Under no other circumstances does the Postal Service provide your personal information to outside parties. We do not market other products or services to you without your consent. We require that our service providers adhere to our privacy requirements. We do not require you to register or provide personal information in order to visit our Web site.

Does USPS identify individual users on usps.com?

Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits beyond those uses identified in our privacy policy. To see highlights of the notice, go to www.usps.com and click on Privacy Policy.

What is the Children's Online Privacy Protection Act?

The Children's Online Privacy Protection Act (COPPA), passed by Congress in October 1998, places restrictions on how Web sites collect information from children under the age of 13.

The Act and associated rules apply to:

- Operators of commercial Web sites or online services directed to children under 13 that collect personal information from children.
- Operators of general audience sites that knowingly collect personal information from children under 13.
- Operators of general audience sites that have a separate children's area and that collect personal information from children.

For more information, visit the FTC's COPPA site at: http://www.ftc.gov/bcp/conline/edcams/coppa/ checklist.htm.

Do we request information from children?

From time to time as part of a special Postal Service promotion, such as stamp collecting, we may request information from children under 13 years of age. We will do so only with parental notice and consent. We will take all necessary steps to protect the privacy and safety of any child participating, in accordance with the Children's Online Privacy Protection Act.

Does USPS provide users with choice in information sharing activities?

Yes. USPS believes in permission-based marketing. We do not sell, rent, or otherwise provide your personal information to outside marketers. You will only receive marketing about products and services of the Postal Service or its partners, other than products and services you already receive or are registered for.

Consumers may opt-in, and businesses may opt-out, when they register on usps.com and create a customer

Publicity Kit

National Consumer Protection Week, February 4-10, 2007

profile. You can change your preferences in your profile any time.

What organizations may customers contact to remove their names from mailing lists?

MAIL PREFERENCE SERVICE DIRECTOR MARKETING ASSOCIATION PO BOX 643 CARMEL NY 10512-0643

EQUIFAX INC NAME REMOVAL DEPARTMENT PO BOX 740241 ATLANTA GA 30374-0241

EXPERIAN ATTN CONSUMER SERVICE DEPT 901 W BOND ST LINCOLN NE 68521-3694

TRANS UNION LLC NAME REMOVAL OPTION PO BOX 97328 JACKSON MS 39288-7328

Where can I find the USPS privacy policy?

The USPS privacy policy can be accessed via the Postal Service's Web site, www.usps.com/privacyoffice, or directly at: http://www.usps.gov/common/docs/privpol.htm.

What should I do if I have a privacy question after reading the policy and FAQs?

If you wish to contact us, please send an e-mail to *privacy@usps.com* or write to:

PRIVACY OFFICE US POSTAL SERVICE 475 L'ENFANT PLZ SW RM 10407 WASHINGTON DC 20260-2200

— Media Relations, Public Affairs and Communications, 1-18-07

Domestic Mail

DMM REVISION

Bound Printed Matter Flats and Parcels and All Standard Mail: ZIP Code Ranges for Drop Shipment Eligibility

Effective January 18, 2007, we are correcting an anomaly in the range of ZIP Codes ™ used to determine eligibility for destination bulk mail center entry (DBMC) rates. Currently, DBMC entry eligibility, for area distribution center (ADC) and automated area distribution center (AADC) containers, links the destination container ZIP Code under BMC service areas as shown in DBMC rate eligibility exhibits. These ZIP Code ranges were not included in the exhibits. However, destination ZIP Codes on container labels for three processing facilities do not correlate to delivery ZIP Codes. For example, mail in an ADC container labeled to St. Paul MN 55209 does not contain any mail addressed to a 3-digit ZIP Code area of 552. Use of the "unique" ZIP Codes for these facilities assists with proper identification and transport of the container.

We are revising DBMC rate eligibility exhibits in chapters 246, 346, 366, 446, and 466 of *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) to add ZIP Code ranges 552, 632, and 663. This revision enables mailers to update their mailing documentation to include containers of Standard Mail® letters and Standard Mail and Bound Printed Matter flats and parcels labeled to ADC facilities with these ZIP Codes when claiming DBMC entry rates. By including these ZIP Codes in the appropriate DMM exhibits, software used to align ADC labeling lists with BMC entry eligibility will include mail labeled to all ADC facilities.

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

	^	•	•	•	•
200	Disco	ount Lette	ers and C	ards	
	*	*	*	*	*
240	Stand	dard Mail			
	*	*	*	*	*

246	Enter an	ter and Deposit			
	*	*	*	*	*
3.0	Destinat	ion Bulk	Mail Cen	ter (DBM	C) Entry
3.1	Definitio	n			
	*	*	*	*	*

Exhibit 3.1 BMC/ASF — DBMC Rate Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY					
* * * * *						
[Add the 3-digit ZIP Code area "552" as follows:]						
498, 499, 540-564, 566	BMC Minneapolis/St. Paul MN 55202					
* * * * *						
[Add the 3-digit ZIP Code area "632" as follows:]						
420, 423, 424, 475-479, 614-620, 622-639	BMC St. Louis MO 63299					
* * * * *						
[Add the 3-digit ZIP Code area "663" as follows:]						
640, 641, 644-658, 660-679, 739	BMC Kansas City KS 64399					
* * *	* * * *					

[Repeat these changes in exhibits 346.3.1, 366.3.1, 446.3.1, and 466.3.4.]

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, 1-18-07

DMM REVISION

New Polywrap Standards for Automation-Rate Flat-Size Mail

We are revising 301.3.5 of the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®), which addresses the standards for polywrap film used on automation-rate flat-size mailpieces, to eliminate the difference in specifications for polywrap designed for processing on the automated flat sorting machine (AFSM) 100 and polywrap designed for the upgraded flat sorting machine (UFSM) 1000. Customers must meet only one set of standards, instead of the previous two. The new standards include the following changes:

- We removed two characteristics, tensile strength and density, because they were irrelevant to performance.
- We removed the "USPS AFSM 100 Approved Polywrap" endorsement requirement.
- We changed the testing protocol to measure the minimum film-to-metal coefficient of friction.
- We increased the allowable film-to-film coefficient of friction to be more compatible with mailer bindery operations.
- We changed the method to measure blocking to more closely match the environment that mailpieces undergo during normal transportation and storage.
- We will allow successful testing of the thinnest gauge of a specific polywrap film to suffice for certification of all thicknesses of the same film.

New Test Procedures

To ensure that all manufacturers use the same criteria to meet the new specifications, we developed specification USPS-T-3204, *Test Procedures for Automatable Polywrap Films*. Manufacturers may obtain the new test procedures at http://ribbs.usps.gov (click on *Polywrap Manufacturers* in the left frame) or by contacting the Postal Service ** 's Engineering office at:

ENGINEERING FLAT MAIL TECHNOLOGY POSTAL SERVICE 8403 LEE HWY MERRIFIELD VA 22082-8101

The specification describes exact test procedures and acceptable values for polywrap film characteristics. If the manufacturer lacks the facilities or experience to conduct each of the test procedures, the specification also provides a list of testing laboratories that have experience in conducting these tests.

Polywrap Certification

Currently, manufacturers must provide us with a certificate stating that their film complies with polywrap specifications before we include the film in the list of approved polywrap for flat-size mailpieces mailed at automation rates. We will require manufacturers to provide an updated certificate of conformance on their letterhead to the Postal Service's Mailing Standards office after verifying that each polywrap film meets the new characteristics. The certificate of conformance must state the values of the six characteristics for each film to be listed as approved.

Implementation

As of February 4, 2007, polywrap not meeting the new standards will no longer be listed as approved for automation rates, but we will allow mailpieces presented with "old" polywrap on automation-rate flats through March 3, 2007. The conditions for mailing are as follows:

- Mailpieces with polywrap approved for AFSM 100 pieces under the "old" standards will be accepted at automation flat rates through March 3, 2007.
- Beginning March 4, 2007, mailers who present polywrapped flats that do not meet the new standards for polywrap may request an exception to the new standards in writing. Requests will be handled on a caseby-case basis.

We encourage manufacturers to certify their polywrap under the new specifications as soon as possible, but no later than February 3, 2007. We encourage mailers to use polywrap meeting the new specifications on their mailpieces as soon as practical. Beginning March 4, 2007, all polywrap films used on automation-rate flat-size mailpieces must meet the new standards.

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

* * * * * * *

300 Discount Flats

301 Physical Standards

* * * * * *

3.0 Physical Standards for Automation Flats

* * * * * *

3.5 Polywrap Coverings

3.5.1 Polywrap Films

[Revise 3.5.1 to change the introduction and remove items a and b to eliminate the distinction between polywrap used on pieces qualifying for the AFSM 100 and the UFSM 1000, as follows:]

Polywrapped flat-size mailpieces claimed at automation rates must meet the standards in 3.5. Film approved for use

under 3.5.4 and 3.5.5 must meet the specifications in Exhibit 3.5.1. If mailers affix the address label to the outside of the polywrap, the film need not meet the haze property. [Revise title of Exhibit 3.5.1 as follows:]

Exhibit 3.5.1 Polywrap Specifications

[Revise Exhibit 3.5.1 introduction to eliminate the distinction between AFSM 100 and UFSM 1000 pieces. Delete current properties 4 and 5. Renumber current properties 6

through 8 as new properties 4 through 6 to change the specification and testing methods for coefficients of friction, the comments for "blocking," and to specify testing methods, as follows:]

Effective March 4, 2007, mailers who polywrap automationrate flats must use polywrap that meets all of the properties in this exhibit.

Property	Requirement	Test Methods in USPS T-3204	Comment
Kinetic Coefficient of Friction, MD			
a. Film on Stainless Steel with No. 8 (Mirror) Finish	<0.45	USPS-T-3204 Section 4.5.2	N/A
b. Film on Film	0.20 to 0.55	USPS-T-3204 Section 4.5.1	N/A
2. Haze	<70	USPS-T-3204 Section 4.5.3	Affixing address labels to outside of polywrap is an alternative to meeting this requirement.
3. Secant Modulus,1% elongation			
a. TD	>50,000 psi	USPS-T-3204 Section 4.5.4	N/A
b. MD	>40,000 psi	USPS-T-3204 Section 4.5.4	N/A
4. Nominal Gauge	>0.001 in	USPS-T-3204 Section 4.5.5	N/A
5. Static Charge	<2.0kV	USPS-T-3204 Section 4.5.7	N/A
6. Blocking	<15 g	USPS-T-3204 Section 4.5.6	To be conducted at 140 (\pm 3.6°) degrees Fahrenheit.

[Delete 3.5.4 to remove the requirement for markings on polywrap. Renumber 3.5.5 as new 3.5.4. Revise title and text of renumbered 3.5.4 to require polywrap meeting new

3.5.4 Polywrap on Mailpieces

standards as of March 4, 2007, as follows:]

Effective March 4, 2007, mailers claiming automation flat rates for polywrapped pieces must use polywrap that meets the new specifications in 3.5.1. Only products listed on the USPS RIBBS Web site (http://ribbs.usps.gov) may be used on automation-rate flats.

[Add new 3.5.5 to specify the certification process for polywrap manufacturers, as follows:]

3.5.5 Polywrap Certification Process for Manufacturers

To ensure that all polywrap manufacturers use the same criteria in meeting the new specifications, the Postal Service developed specification USPS-T-3204, *Test Procedures for Automatable Polywrap Films*. This specification describes exact test procedures and acceptable values for polywrap film characteristics. Independent testing

laboratories may certify products for manufacturers who do not have the facilities or experience to conduct each of the test procedures in specification USPS-T-3204. The specification includes a list of laboratories experienced in conducting these tests. Customers may obtain the new test procedures by contacting USPS Engineering (see 608.8.1 for address) or on the USPS RIBBS Web site (http://ribbs.usps.gov). Effective February 4, 2007, manufacturers must submit a letter, on their letterhead, indicating the value for each of the specifications in 3.5.1 for each polywrap film, to USPS Mailing Standards (see 608.8.1 for address). Manufacturers are encouraged to submit the certificate of conformance before February 4, 2007. When USPS receives the certificate of conformance, films with values meeting the standards will be listed on http://ribbs.usps.gov. Manufacturers should follow this process before submitting the letter certifying compliance with the specifications:

a. Test each film according to procedures listed in USPS-T-3204, *Test Procedures for Automatable Polywrap Films*.

b. Test each surface treatment separately. Manufacturers may test the thinnest film of one product with identical surface treatment and characteristics. If the thinnest film satisfactorily meets the characteristics after being tested, USPS will list the product as approved for all gauges of that product that also meet the gauge test.

* * * * *

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

— Mailing Standards, Pricing and Classification, 1-18-07

DMM REVISION

Express Mail Open and Distribute and Priority Mail Open and Distribute

Effective February 1, 2007, we will implement two new mailing options, Express Mail[®] Open and Distribute [™] and Priority Mail[®] Open and Distribute [™] in 705.16 of the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM[®]). Express Mail Open and Distribute and Priority Mail Open and Distribute replace Express Mail and Priority Mail Drop Shipment. Our revised standards, newly developed address labels, and USPS tags will enhance the Postal Service [™] 's ability to provide mailers with expedited service to destination delivery units or other processing facilities.

The Express Mail Open and Distribute and Priority Mail Open and Distribute options provide alternatives to mailer-transported drop shipments for mailers who want to expedite mailings of other classes of mail to destination postal facilities. Mailers may use Express Mail Open and Distribute or Priority Mail Open and Distribute for all or part of a mailing. Mailers prepare mailings according to standards for the enclosed class of mail and present the mailings to the postal acceptance unit for USPS® shipment in containers as either Express Mail or Priority Mail. Mailers should contact acceptance offices in advance regarding critical entry times.

We eliminated the previous standards for mailings with postage-affixed contents that required advance notice and special authorizations, since there are no similar requirements for mailer-transported shipments and no operational reason to retain those requirements. We encourage the use of the electronic option for Delivery Confirmation™ for Priority Mail Open and Distribute containers, and we may require it in the future. Mailers who want access to delivery or service performance data for their Priority Mail Open and Distribute shipments will use the electronic option for Delivery Confirmation on address labels for Priority Mail containers, in accordance with requirements in Publication 91, *Confirmation Services Technical Guide*. As a reminder, the destination facility ZIP Code™ used in Delivery Confirmation electronic file records is validated by using the Drop

Shipment Address File available at the USPS FAST Web site at https://fast.usps.com.

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

700 Special Standards
* * * * * *

705 Advanced Preparation and Special Postage Payment Systems

[Revise titles of 705.16.0 and 16.1 as follows:]

- 16.0 Express Mail Open and Distribute and Priority Mail Open and Distribute
- 16.1 Description of Express Mail Open and Distribute and Priority Mail Open and Distribute

[Add introductory text to 16.1 as follows:]

Express Mail Open and Distribute and Priority Mail Open and Distribute provide alternatives for mailers who want to expedite mailings of other classes of mail to destination postal facilities. Mailers prepare the mailings according to standards for the enclosed class of mail, enclose the mail in containers for expedited service as either Express Mail Open and Distribute or Priority Mail Open and Distribute, and present the mailings to a postal acceptance unit by the critical entry time for USPS shipment under 16.0. Mailers may use Express Mail Open and Distribute or Priority Mail Open and Distribute for all or part of their mailings.

16.1.1 Standards

[Revise 16.1.1 by merging with text from current 16.4.2 as follows:]

The Express Mail or Priority Mail shipment and the enclosed mail must meet all corresponding eligibility and preparation standards (see 110 for Express Mail standards and 120 for Priority Mail standards). For mail enclosed in an Express Mail Open and Distribute container, available extra services are indicated in 16.2.5. For mail enclosed in a Priority Mail Open and Distribute container, available extra services are indicated in 16.3.3.

16.1.2 Enclosed Mail

[Revise 16.1.2 by replacing "pouch" with "container" and by deleting the phrase about the PCSC as follows:]

The mail enclosed in an Express Mail or Priority Mail container must be either entirely single-piece rate matter or entirely presorted matter that is part of the same mailing.

16.1.3 Authorization

[Revise 16.1.3 as follows:]

No authorization is required for Express Mail Open and Distribute or Priority Mail Open and Distribute. The mailer must pay all applicable fees, obtain necessary authorizations for the enclosed mail, and pay postage at the post office where the Express Mail Open and Distribute or Priority Mail Open and Distribute shipment is mailed.

[Delete current 16.1.4 and 16.1.5. Renumber current 16.1.6 through 16.1.10 as new 16.1.4 through 16.1.8.]

16.1.4 Basis of Rate

[Revise renumbered 16.1.4 as follows:]

Express Mail and Priority Mail postage must be paid on the weight of the entire contents of the Express Mail or Priority Mail shipment. (Do not include the tare weight of the external container.)

16.1.5 Zone Rates

[Revise renumbered 16.1.5 as follows:]

Compute zone rates for Priority Mail from the accepting post office to the destination facility for the container (not the destination post office for the enclosed mail).

16.1.6 Calculating Payment for Enclosed Mail

[Revise renumbered 16.1.6 as follows:]

Mailers must prepay postage and fees for the enclosed mail under the applicable standards. When the enclosed mail is zone-rated, the zone is computed from the postal facility where the Express Mail Open and Distribute or Priority Mail Open and Distribute container destinates.

16.1.7 Payment Method

[Revise renumbered 16.1.7 to clarify that stamps requiring cancellation are not permitted on enclosed mail, as follows:]

Postage on the enclosed mail may be paid by any method permitted for that mail class, except for ordinary postage stamps requiring cancellation. Express Mail postage must be paid under 114. Priority Mail postage must be paid with adhesive stamps or meter stamps affixed to green Tag 161, pink Tag 190, or orange Label 23 — or with a permit imprint through a manifest mailing system, optional procedure mailing system, or alternate mailing system authorized under 2.0, 3.0, or 4.0. If a permit imprint is used for Priority Mail postage, the permit imprint must be affixed to or hand-stamped on the Tag 161, Tag 190, or Label 23, or be part of the address label.

16.1.8 Postage Statement for Enclosed Mail

[Revise renumbered 16.1.8 as follows:]

The mailer must provide the correct postage statement for the enclosed mail. The postage statement must show the total number of Express Mail Open and Distribute or Priority Mail Open and Distribute containers used for the mailing in addition to the number of sacks, trays, or other enclosed containers. If the enclosed mail is zone-rated, the mailer must either provide documentation that details the pieces and postage, by zone for each Express Mail Open and Distribute or Priority Mail Open and Distribute shipment destination, or provide a separate postage statement for each Express Mail Open and Distribute or Priority Mail Open and Distribute shipment destination. The mailer must always present the mailing to the designated USPS acceptance unit for verification of postage and fees. A postage statement is not required for the Express Mail or Priority Mail portion of the Open and Distribute shipment, unless Priority Mail postage is paid by permit imprint.

[Revise title and text of 16.2 as follows:]

16.2 Additional Standards for Express Mail Open and Distribute

16.2.1 Description

Express Mail Open and Distribute shipments expedite movement of any other class of mail between domestic postal facilities. The shipment receives Express Mail service from the origin post office to the destination facility of the container. For containers not addressed directly to delivery units, the enclosed mail is processed and provided the appropriate service from the destination facility to the delivery unit.

16.2.2 Open and Distribute Shipment Service Objectives

The Express Mail service guarantee for an Express Mail Open and Distribute shipment ends upon receipt of the Express Mail container at the destination postal facility of the shipment. The service guarantee does not apply to the delivery of the enclosed mail to the addressees.

16.2.3 Preparation for Open and Distribute Shipments

Mailers must present matter prepared as Express Mail Open and Distribute shipments in USPS-approved sacks, except as allowed in 16.4.2. Mailers must place the proper Express Mail mailing labels in EP-13 envelopes and attach the envelope and a black and white Tag 157 to each sack or container.

16.2.4 Deposit Site

Mailers must prepare Express Mail Open and Distribute shipments under 16.4 and 16.5 and present shipments at a business mail entry unit (BMEU) or other location designated by the postmaster to accept both the enclosed mail and Express Mail. Mailers must present shipments to the BMEU with enough time for acceptance, processing, and dispatch to the Express Mail unit before the facility's critical entry time for Express Mail.

[Delete 16.2.5. Renumber current 16.2.6 as new 16.2.5 and revise as follows:]

16.2.5 Extra Services

No extra services may be added to the Express Mail segment of an Express Mail Open and Distribute shipment, and the enclosed mail may receive only the following extra services:

- a. First-Class Mail pieces may be sent with Certified Mail service or special handling or, for parcels only, Delivery Confirmation or Signature Confirmation service.
- Priority Mail pieces may be sent with Certified Mail, special handling, Delivery Confirmation, or Signature Confirmation service.
- Standard Mail pieces subject to the residual shape surcharge (except Customized MarketMail pieces) may be sent with electronic option Delivery Confirmation service
- d. Package Services mail may be sent with special handling or, for parcels only, Delivery Confirmation or Signature Confirmation service.

[Revise title and text of 16.3 as follows:]

16.3 Additional Standards for Priority Mail Open and Distribute

16.3.1 Description

Priority Mail Open and Distribute shipments expedite movement of any other class or subclass of mail (except Express Mail) between domestic postal facilities. The shipment receives Priority Mail service from the origin post office to the destination facility of the container. For containers not addressed directly to delivery units, the enclosed mail is processed and provided the appropriate service from the destination facility to the delivery unit.

16.3.2 Deposit Site

Mailers must prepare Priority Mail Open and Distribute shipments under 16.4 and 16.5 and present shipments at a BMEU or other location authorized by the postmaster to accept the enclosed mail. Mailers must present shipments to the BMEU with enough time for acceptance and processing before the facility's critical entry time for Priority Mail.

[Delete current 16.3.3. Renumber current 16.3.4 as new 16.3.3 and revise as follows:]

16.3.3 Extra Services

The only authorized extra service for Priority Mail Open and Distribute containers is the electronic option for Delivery Confirmation service (see 16.4.5c). The mail enclosed in the container may receive only the following services:

- a. First-Class Mail pieces may be sent with Certified Mail service or special handling or, for parcels only, Delivery Confirmation or Signature Confirmation service.
- Standard Mail pieces subject to the residual shape surcharge (except Customized MarketMail pieces) may be sent with electronic option Delivery Confirmation service.
- c. Package Services mail may be sent with special handling or, for parcels only, Delivery Confirmation or Signature Confirmation service.

16.4 Basic Preparation Standards

[Revise 16.4 as follows:]

16.4.1 Enclosed Mail

Mail enclosed in an Open and Distribute container must meet the eligibility and preparation standards for its class and rate and for any extra services used. Mailpieces requiring cancellation may not be included in an Express Mail Open and Distribute or a Priority Mail Open and Distribute shipment. Mailers are not required to place bundles of mail in sacks or trays when all of the mail enclosed in an Open and Distribute container is destined to a 5-digit facility.

16.4.2 Containers for Expedited Transport

Acceptable containers for expedited transport are as follows:

- a. An Express Mail Open and Distribute shipment must be contained in a USPS-approved sack, except as provided in 16.4.2c.
- A Priority Mail Open and Distribute shipment must be contained in either a USPS-approved sack using either Tag 161 or Tag 190 or in a letter-size tray using Label 23, except as provided in 16.4.2c.
- c. Customized MarketMail (CMM) pieces may be contained in USPS-provided Express Mail or Priority Mail envelopes and boxes or in any properly labeled container supplied by the mailer.

16.4.3 Express Mail and Priority Mail Container

Sack and tray labels for Express Mail or Priority Mail sacks and trays containing Open and Distribute shipments must be barcoded and meet the requirements in 708.6.0. All lines of information must be completely visible when inserted into the label holder. Label sacks and trays as follows:

- a. Line 1 (destination line) provides information on the destination entry office where the enclosed mail is to be distributed. For destination delivery unit (DDU) distribution, use the facility name and ZIP Code found in the Drop Shipment Address File available on the USPS FAST Web site at https://fast.usps.com. (click on *Resources* in the left-hand navigation bar, then click on *Drop Ship Product File Download*).
 - For SCF distribution, use the destination in L005, column B. For ADC distribution, use the destination in L004, column B. For BMC distribution, use the destination in L601, column B. For ASF distribution, use L602, column B.
 - For Line 2 (content line), print "EXPRESS MAIL OPEN AND DIST" or "PRIORITY MAIL OPEN AND DIST," as applicable.
 - 3. For Line 3 (origin line), show 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. See 708.6.1.5 for additional standards.

16.4.4 Tag 157 — Express Mail Open and Distribute

In addition to the Express Mail mailing label, black and white Tag 157 must be attached to each Express Mail sack to identify it as an Express Mail Open and Distribute shipment. This tag or an approved facsimile also must be affixed to containers used for Express Mail Open and Distribute shipments of CMM.

16.4.5 Tags 161 and 190 — Priority Mail Open and Distribute

Tag 161 and Tag 190 (or approved facsimiles) provide a place to affix Priority Mail postage and the address label for the destination facility. In addition to the Priority Mail sack label, Tag 161 or Tag 190 must be attached to each Priority Mail sack to identify it as a Priority Mail Open and Distribute shipment as follows:

- Attach Tag 161 to sacks used as Priority Mail Open and Distribute containers to a BMC, ASF, ADC, or SCF facility.
- b. Attach Tag 190 to sacks used as Priority Mail Open and Distribute containers to a DDU. This tag also must be affixed to containers used for Priority Mail Open and Distribute shipments of CMM.
- c. Electronic option Delivery Confirmation service is the only authorized extra service for the Open and Distribute Priority Mail containers. Delivery Confirmation barcodes must be incorporated in the address label and formatted as specified in Publication 91, Confirmation Services Technical Guide.

16.4.6 Label 23 — Priority Mail Open and Distribute

As an alternative to sacks for Priority Mail Open and Distribute shipments, mailers may use letter trays (or mailer-supplied containers for CMM pieces) as follows:

* * * * *

[Renumber current 16.4.8 as new 16.5. Revise title and text of renumbered 16.5, and add exhibits as follows:]

16.5 Addressing Open and Distribute Labels

In addition to Tag 157, Label 23, Tag 161, or Tag 190, USPS-supplied containers and envelopes and mailer-supplied containers used as Express Mail Open and Distribute or Priority Mail Open and Distribute containers must be addressed "OPEN AND DISTRIBUTE AT:" followed by the facility name. Find the facility name and other information to address the labels according to the type of facility in 16.5.2 through 16.5.5.

16.5.1 Addressing Priority Mail Open and Distribute Labels

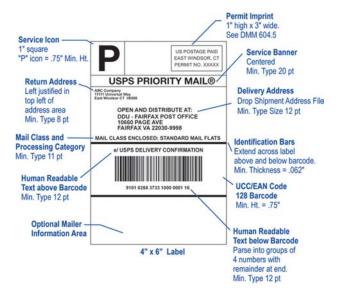
Mailers are encouraged to use the electronic option Delivery Confirmation service, under 503.9.4, on all address labels on Label 23, Tag 161, or Tag 190. Mailers who want

access to delivery or service performance data for their Priority Mail Open and Distribute shipments must use electronic Delivery Confirmation service in accordance with requirements in Publication 91. Mailers should prepare address labels on Label 23 and on Tag 161 and Tag 190 using the formats in 16.5.2 through 16.5.5.

16.5.2 DDU Address Labels

For the DDU address label, use the name of the DDU on the top line, the street address of the facility on the next line, and city, state, and ZIP+4 Code on the last line of the address block. For DDU distribution, use the facility name and ZIP Code found in the Drop Shipment Address File available on the USPS FAST Web site at https://fast.usps.com. (click on *Resources* in the left-hand navigation bar, then click on *Drop Ship Product File Download*). Directly below the address, indicate the class and processing category of the enclosed mail. See Exhibit 16.5.2 for an example of a DDU address label.

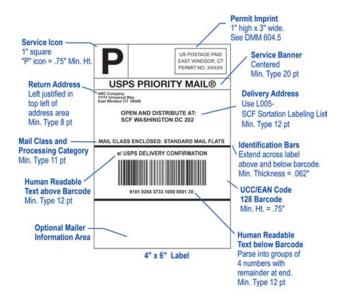
Exhibit 16.5.2 DDU Address Label



16.5.3 SCF Address Labels

For the SCF address label, use the destination information in column B of labeling list L005. Directly below the SCF facility name, indicate the class and processing category of the enclosed mail. See Exhibit 16.5.3 for an example of an SCF address label.

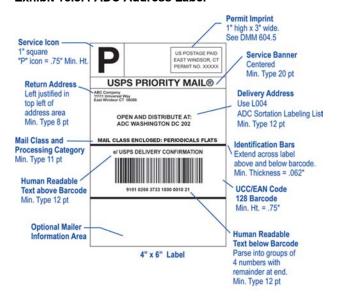
Exhibit 16.5.3 SCF Address Label



16.5.4 ADC Address Labels

For the ADC address label, use the destination information in column B of labeling list L004. Directly below the ADC facility name, indicate the class and processing category of the enclosed mail. See Exhibit 16.5.4 for an example of an ADC address label.

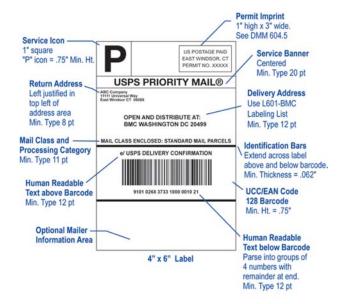
Exhibit 16.5.4 ADC Address Label



16.5.5 BMC Address Labels

For a BMC address label, use the destination information in column B of labeling list L601. (For an ASF address label, use column B of labeling list L602.) Directly below the facility name, indicate the class and processing category of the enclosed mail. See Exhibit 16.5.5 for an example of a BMC address label.

Exhibit 16.5.5 BMC Address Label



16.6 Markings on Enclosed Mail

[Renumber current 16.5 as new 16.6. Revise 16.6 by deleting title and text of renumbered 16.6.1. Delete title of renumbered 16.6.2, and make the text of renumbered 16.6.2 the entire text of new 16.6, as follows:]

The enclosed mail may show one of the optional markings below. The optional marking must be placed directly below or to the left of the postage area. The optional marking may appear in any type font. When an optional marking is used, the type size of the required rate marking (202 for letters, 302 for flats, or 402 for parcels) must be at least 8 points.

* * * * *

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, 1-18-07 **DMM CORRECTION**

Labeling Single-Piece Rate Pieces Presented With Presort Mailings

Effective January 4, 2007, section 235.5.1.2 of the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) is corrected to specify that the tray labeling instructions are optional for single-piece rate First-Class Mail® letters presented as part of a presorted mailing.

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

5.1.2 Single-Piece Rate Pieces Presented With Presort Mailings

[Revise 5.1.2 to clarify labeling instructions for single-piece rate pieces as follows:]

Regardless of postage payment method, mailers may present single-piece rate First-Class Mail with pieces claimed at automation or presort rates, and report all pieces on the same postage statement. The following standards apply:

 a. The mailer must prepare the single-piece rate pieces in separate trays from the automation and presort pieces. As an option, mailers may label the trays with barcoded or nonbarcoded tray labels. Create barcoded tray labels under 708.6.0 using content identifier numbers 246, 260, or 268, as appropriate. Label barcoded and nonbarcoded trays as follows:

- 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 Column C (use "MXD" instead of "OMX" in the destination line and ignore Column B).
- Line 2: For barcoded labels, use the humanreadable content line corresponding to the content indentifier number (see Exhibit 708.6.1.4); for nonbarcoded labels, use "FCM SNGLP WKG."
- 3. Line 3: Office of mailing or mailer information.
- b. The single-piece rate pieces must bear no rate marking or be marked "First-Class" or, if not affixed with full single-piece rate postage, "Single-Piece" (or "SNGLP"). See 202.3.0, Placement and Content of Mail Markings.
- c. The mailer must affix additional postage to the singlepiece rate pieces to yield the correct amount on each piece, or (if prepared with a corrective rate marking) the mailer must pay all additional postage at the time of mailing.

* * * * *

We will incorporate this revision into the next printed version of the DMM and into the monthly update of the online DMM available on Postal Explorer® at http://pe.usps.com.

Mailing Standards,
 Pricing and Classification, 1-18-07

PUBLICATION 431 REVISION

Changes to Post Office Box Fee Groups

Effective January 18, 2007, Publication 431, *Post Office Box Fee Groups*, is revised with the changes noted below.

Publication 431, Post Office Box Fee Groups

[Add the following entry:]

ZIP Code	Fee Group
77584	4

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

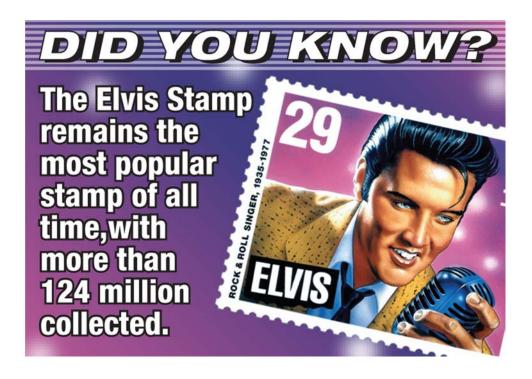
ZIP Code	
10950	

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, 1-18-07



FIELD INFORMATION KIT

Priority Mail Open and Distribute

The Postal Service™ is renaming and improving Priority Mail® Drop Shipment under the new name Priority Mail Open and Distribute™ service. To improve the efficiency of this service, the Postal Service is introducing a new sack tag and is revising the current sack tag and the current letter tray label for Priority Mail Open and Distribute containers and distributing standard operating procedures for employees.

Priority Mail Open and Distribute service is a premium service provided primarily to large mailers and consolidators. Priority Mail Open and Distribute service expedites handling of other classes of mail (except Express Mail® service) entered at business mail entry units (BMEUs) or other Postal Service acceptance units. Mailers prepare the mailings under standards for the class of mail and then enclose the mail in containers mailed at Priority Mail rates. Mailers must prepay postage and fees for the enclosed mail under applicable standards. The Postal Service provides expedited transport of the Priority Mail containers to destination delivery units (DDUs) or to other mail processing facilities.

This information kit is designed to inform Postal Service employees about Priority Mail Open and Distribute service. The kit contains the following materials:

- General information.
- Images of Tag 161, Tag 190, and Label 23.
- Images of posters for mail processing facilities and destination delivery units.
- Standup talk for business mail entry unit (BMEU) employees.
- Standup talk for destination delivery unit (DDU) backoffice employees.
- Standup talk for mail processing facility distribution employees.

General Information

Tag 159 — Obsolete

Tag 159, *Priority Mail Drop Shipment*, is cleared for obsoletion effective February 1, 2007. (The last edition of Tag 159 is dated January 2001). Package Services has instructed the Expedited Package Supply Center to discard

all remaining stock of Tag 159 after January 31, 2007. Personnel in the field must also discard all remaining stock of Tag 159 after January 31, 2007.

Tag 159 is replaced by Tags 161 and 190, as appropriate.

Tag 161 and Tag 190

Tags 161 and 190 replace Tag 159 as follows:

- Tag 161, Priority Mail Open and Distribute, is for containers addressed to mail processing facilities. It is a revision of the previous edition of Tag 161 (which bore the title "Priority Mail Drop Shipment with Delivery Confirmation Service"). Tag 161 is green, its Postal Stocking Number (PSN) is 7690-09-000-9153, and its current edition date is February 2007. Package Services has instructed the Expedited Package Supply Center to discard after January 31, 2007 all stock of Tag 161 having edition dates that are earlier than February 2007. Personnel in the field must also discard after January 31, 2007 all stock of Tag 161 having edition dates that are earlier than February 2007.
- Tag 190, Priority Mail Open and Distribute, is a new tag for containers addressed to DDUs. Tag 190 is bright pink, its PSN is 7690-09-000-9154, and its current edition date is February 2007.

Label 23

Label 23, *Priority Mail Open and Distribute,* is for letter trays destined to both mail processing facilities and DDUs. It is a revision of the previous edition of Label 23 (which bore the title "Priority Mail Drop Shipment"). The revised edition of Label 23 has only minor revisions, so the Expedited Package Supply Center and personnel in the field can continue to use current supplies of Label 23 until they are depleted. Label 23 is orange, its PSN is 7690-04-000-5145, and acceptable edition dates are June 1998 and February 2007.

Ordering Information

Customers may order supplies of Tag 161, Tag 190, and Label 23 by calling the Expedited Package Supply Center at 800-610-8734.

Posters

All mail processing facilities, stations, and branches are to receive a mailing (scheduled to begin January 13, 2007) that contains an $18'' \times 24''$ poster for Priority Mail Open and Distribute service. Facilities are to display these posters in the areas where Priority Mail Open and Distribute containers are processed. The mailing also contains a booklet for Priority Mail Open and Distribute service as well as samples of Tags 161 and 190 and Label 23.

Tag 161 (for Mail Processing Facilities)



4.5" x 9"

Tag 190 (for DDUs)



4.5" x 9"

Label 23 (for Letter Trays)



11" x 22"

Poster About Tag 161 (for Mail Processing Facilities)

Look for the NEW Priority Mail Open and Distribute_™ Green Tag 161 for Processing Facilities.

When you see the green tag follow these steps:



Verify the destination on the tag to ensure container is at correct facility.



Remove the tag.



Scan the barcode as "Delivered" on the date received.



Process the enclosed mail according to mail class.



Poster About Tag 190 (for DDUs)

Look for the NEW Priority Mail Open and Distribute_™ Pink Tag 190 for Destination Delivery Units.

When you see the pink tag follow these steps:



Verify the destination on the tag to ensure container is at correct facility.



Remove the tag.



Scan the barcode as "Delivered" on the date received.



Process the enclosed mail according to mail class.



Field Information Kit

Priority Mail Open and Distribute

Standup Talk for Bulk Mail Entry Unit (BMEU) Employees — Priority Mail Open and Distribute Service

[Please read this standup talk to all BMEU employees (show samples of Tags 161 and 190 and Label 23 when discussing them), and then post copies of this standup talk on employee bulletin boards.]

The Postal Service is renaming and improving Priority Mail Drop Shipment under the new name Priority Mail Open and Distribute service. To improve the efficiency of the service, the Postal Service is introducing a new sack tag and is revising the current sack tag and the current letter tray label for Priority Mail Open and Distribute containers and distributing standard operating procedures for employees.

What's New

- The green Tag 161 is used on Priority Mail Open and Distribute containers going to mail processing facilities.
- The pink Tag 190 is used on Priority Mail Open and Distribute containers going to destination delivery units (DDUs).
- The orange Label 23 is used on all Priority Mail Open and Distribute letter trays regardless of the destination.
- The tags and the label are bright and easy to see, which will help ensure that the right containers get to the appropriate facility.

What You Need to Do

- Carefully read the address label on a Priority Mail Open and Distribute container to make sure that the mailer has used the correct address tag or label and that the container is addressed to the correct destination. If it does not have the correct tag or label or is not addressed correctly, notify the district Business Service Network if it is a National or Premier account or the district expedited service specialist if it is an unmanaged account.
- If it's a green Tag 161, it should be addressed to a mail processing facility.
- If it's a pink Tag 190, it should be addressed to a DDU.
- Double check the address labels on the orange Label 23 to make sure they are properly addressed.
- After verifying and accepting the Priority Mail Open and Distribute container, sign and round stamp the tag or label.

What You Should Remember

- The eligibility and preparation standards for Priority Mail Open and Distribute service are the same as for the former Priority Mail Drop Shipment service.
- The procedures for accepting Priority Mail Open and Distribute mailings remain the same as for the former Priority Mail Drop Shipment service.
- Mailers must present their Priority Mail Open and Distribute containers to the BMEU in enough time for acceptance, processing, and dispatch to the appropriate unit before the critical entry time.

The improved Priority Mail Open and Distribute service is another way we're transforming our services to better meet the needs of our customers. Your careful verification and acceptance of Priority Mail Open and Distribute containers will help ensure customer satisfaction and guarantee postal revenue.

For more information about Priority Mail Open and Distribute service, see the article starting on page 36 in *Postal Bulletin* 22198 (1-18-07).

Please post on bulletin boards.

Field Information Kit

Standup Talk for Destination Delivery Unit (DDU) Back-office Employees — Priority Mail Open and Distribute Service

[Please read this standup talk to all DDU back-office employees (show samples of Tags 161 and 190 and Label 23 when discussing them), and then post copies of this standup talk on employee bulletin boards.]

The Postal Service is renaming and improving Priority Mail Drop Shipment under the new name Priority Mail Open and Distribute service. To make the service run smoothly, the Postal Service is introducing a new sack tag and is revising the current sack tag and the current letter tray label for Priority Mail Open and Distribute containers and distributing work instructions for employees.

What's New

- The pink Tag 190 is used on Priority Mail Open and Distribute containers going to DDUs like ours.
- The green Tag 161 is used on Priority Mail Open and Distribute containers going to other destinations (mail processing facilities).
- The orange Label 23 is used on all Priority Mail Open and Distribute letter trays regardless of the destination.
- The tags and label are bright and easy to see, which will help ensure that the right containers get to the appropriate facility.

What You Need to Do

- Carefully read the address label on a Priority Mail Open and Distribute container to make sure it belongs at our facility.
- If it is a green Tag 161 or a pink Tag 190 or an orange Label 23 addressed to another destination scan the Delivery Confirmation service barcode as "missent." Make sure to dispatch the container to the appropriate destination mail processing facility on the next trip.
- If it is a pink Tag 190 or orange Label 23 addressed to our facility, remove the tag or label from the container and perform a "Delivered" scan event with the handheld scanner. Make sure to complete the scan before close of business on the day you receive the container.
- Discard the pink Tag 190 or orange Label 23 after scanning.
- Open the container and distribute the enclosed mail to meet the service commitment standards appropriate to the mail class.
- Make sure to follow color-coding procedures when staging the mail for distribution.

What You Should Remember

- Don't remove the tag or scan the Priority Mail Open and Distribute container as "Delivered" until you make sure it's correctly addressed to our facility.
- Make sure to scan and dispatch missent containers to the correct destination on the next trip.
- Make sure to scan the pink Tag 190 or the orange Label 23 that is correctly addressed to our facility as "Delivered" remember to complete the scan before close of business on the day you receive them.

The improved Priority Mail Open and Distribute service is another way we're transforming our services to better meet the needs of our customers. Your completion of the scans will help ensure customer satisfaction and guarantee postal revenue.

For more information about Priority Mail Open and Distribute service, see the article starting on page 36 in *Postal Bulletin* 22198 (1-18-07).

Please post on bulletin boards.

Field Information Kit

Standup Talk for Mail Processing Facility Distribution Employees — Priority Mail Open and Distribute Service

[Please read this standup talk to all mail processing facility distribution employees (show samples of Tags 161 and 190 and Label 23 when discussing them), and then post copies of this standup talk on employee bulletin boards.]

The Postal Service is renaming and improving Priority Mail Drop Shipment under the new name Priority Mail Open and Distribute service. To improve the efficiency of the service, the Postal Service is introducing a new sack tag and is revising the current sack tag and the current letter tray label for Priority Mail Open and Distribute containers and distributing standard operating procedures for employees.

What's New

- The green Tag 161 is used on Priority Mail Open and Distribute containers going to other destinations (mail processing facilities) like ours.
- The pink Tag 190 is used on Priority Mail Open and Distribute containers going to destination delivery units (DDUs).
- The orange Label 23 is used on all Priority Mail Open and Distribute letter trays regardless of the destination.
- The tags and the label are bright and easy to see, which will help ensure that the right containers get to the appropriate facility.

What You Need to Do

- Carefully read the address label on a Priority Mail Open and Distribute container to make sure it belongs at our facility.
- If it is a pink Tag 190 or a green Tag 161 or an orange Label 23 addressed to another destination dispatch the container to the correct operation so that it can be sent to the correct destination on the next trip.
- If it's a green Tag 161 or orange Label 23 addressed to our facility, remove the tag or label from the container and perform a "Delivered" scan event with the handheld scanner. Make sure to scan before midnight on the day you receive the container.
- Discard the green Tag 161 or orange Label 23 after scanning.
- Open the container and send the enclosed mail to the appropriate operation and provide the service appropriate to the mail class.
- Make sure to follow proper color-coding procedures when staging mail for distribution.

What You Should Remember

- Don't remove the tag or scan the Priority Mail Open and Distribute container as "Delivered" until you make sure it's correctly addressed to our facility.
- Make sure to dispatch misdirected Priority Mail Open and Distribute containers to the correct operation so that they can be sent to the correct destination on the next trip.
- Make sure to scan the green Tag 161 or the orange Label 23 that is correctly addressed to our facility as "Delivered" remember to complete the scan by midnight on the day of arrival.

The improved Priority Mail Open and Distribute service is another way we're transforming our services to better meet the needs of our customers. Your completion of the scans will help ensure customer satisfaction and guarantee postal revenue.

For more information about Priority Mail Open and Distribute service, see the article starting on page 36 in *Postal Bulletin* 22198 (1-18-07).

— Package Services, Product Development, 1-18-07

Employees

ELM REVISION

Postmaster Relief/Leave Replacement Employee Occupation Codes and Salary Grades

Effective January 18, 2007, *Employee and Labor Relations Manual* (ELM) 419.31, Definition, is revised to update the occupational code of postmasters exempt from the Fair Labor Standards Act from EAS-15 to EAS-16. This change results from decisions incorporated in the 2004–2005 management association pay package.

ELM 419.32, Salary Grades, is revised to add a new level 14 occupational code for postmaster relief/leave replacements (PMRs). The revision of the table in 419.32 also describes the characteristics of all PMR positions more clearly.

Employee and Labor Relations Manual (ELM)

4 Pay Administration

410 Pay Administration Policy for Nonbargaining Unit Employees

* * * * *

419 Supplemental EAS Noncareer Workforce

* * * * * * *

419.3 Postmaster Relief/Leave Replacements

419.31 Definition

[Revise the text in 419.31 as follows:]

A postmaster relief/leave replacement (PMR) is a noncareer hourly rate employee who performs as a relief or leave replacement during the absence of a postmaster in an EAS-16 or below Post Office.

419.32 Salary Grades

PMRs are employed at the Noncareer Temporary Rate schedule grades indicated below, and are paid in accordance with the *Postmaster Relief/Leave Replacements* schedule.

[Revise the table in 419.32 as follows:]

PMR Occupation Code	Rate Schedule Code (RSC)	PMR Grade	Post Office Level	Post Office Status
2305-0073	L	14	16	Full-Time
2305-6115	L	13	15	Full-Time
2305-6113	L	11	13	Full-Time
2305-6111	L	09	11	Full-Time
2305-6100	L	55	55	Part-Time
2305-0044	L	54	54	Part-Time
2305-0042	L	53	53	Part-Time
2305-0041	L	52	52	Part-Time
2305-0040	L	51	51	Part-Time

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

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

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

It is also available on the Postal Service Internet:

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

— Compensation, Human Resources, 1-18-07

ELM REVISION

Retirement Counseling

Effective January 18, 2007, *Employee and Labor Relations Manual* (ELM) 569.1, Retirement Counseling (for Civil Service Retirement System (CSRS) employees), and ELM 589.1, Retirement Counseling (for Federal Employees Retirement System (FERS) employees), are revised and restructured to update regulatory material from the Office of Personnel Management (OPM) and to further define Postal Service ™ internal policy with regard to OPM regulations. The title *CSRS and FERS Handbook for Personnel and Payroll Offices* is corrected in reference note boxes throughout subchapters 560 and 580.

Employee and Labor Relations Manual (ELM)



569 General Retirement Information

[Replace the content of the reference note as follows:]

Reference Note:

For additional material concerning the subject matter found in 569, refer to:

 CSRS and FERS Handbook for Personnel and Payroll Offices, Chapter 40.

[Replace 569.1 as follows:]

569.1 Retirement Counseling

569.11 Responsibility

The Postal Service ensures that retirement information and counseling are made available to Postal Service employees.

569.12 Retirement Annuity Estimates

Retirement annuity estimates are provided to all employees through the use of the National Retirement Counseling System (NARECS) as follows:

- Upon request within 3 years of an employee's first optional retirement eligibility date, based on payroll and personnel system-generated retirement computation date.
- Automatically twice each year once age and service eligibility criteria for optional retirement have been met.

569.13 Group Retirement Information Programs

569.131 Nature of Group Programs

The Postal Service ensures that at least one CSRS retirement information program is held each fiscal year. Sessions are to be open to all employees, regardless of age, years of service, and first date of optional retirement eligibility, and spouses and other interested parties may also attend. These programs are provided using a combination of media and facilitation, with dates, times, and other particulars of the sessions determined by local service personnel. Participation is voluntary and off the clock. Group information programs are supplementary to, not a substitute for, individual counseling as described in 569.14.

569.132 Group Program Content

During the retirement information programs, information on all subjects that may factor in retirement is presented to allow employees to plan constructively for their retirement years.

569.14 Individual Retirement Counseling

569.141 Nature of Individual Counseling

As part of the retirement process, employees may request individual retirement counseling from the Human Resources Shared Services Center (HRSSC). Counseling is provided by a retirement specialist at the HRSSC who can provide detailed information on retirement health benefits, life insurance, and other retirement-related benefits programs. These counseling sessions are conducted via telephone primarily, and they may involve use of a computer and/or electronic media, as appropriate. The retirement specialist may also direct the employee to other sources to obtain information specific to certain topics, including TSP and Social Security. The sessions are on the clock if the retirement specialist is available to provide such counseling during the same tour as the employee.

569.142 Counseling Session Content

Before scheduling the counseling session, the retirement specialist orders an annuity estimate, based on the retirement effective date and type of retirement (optional, disability, etc.) requested by the employee, to be mailed to the employee's address of record.

During the counseling session, the retirement specialist:

 Reviews the employee's retirement application and verifies that all appropriate documents are signed and dated.

(Article continued on page 77.)

Fraud Alert

Domestic Order

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

State, City ZIP Code	Names and Addresses Covered	Product			
MO, Potosi 63664-1536	Marjorie Myer D/B/A Home Mailing Connection, 508 Raymond Street	Work at home scheme			

— Judicial Officer, 1-18-07

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
IL, Hoopeston 60942-0513	Any and all of various names, P.O. Box 513
IL, Milford 60953-0041	Any and all of various names, P.O. Box 41
IL, Watseka 60970-0006	Any and all of various names, P.O. Box 6
IN, Boswell 47921-0257	Any and all of various names, P.O. Box 257
IN, Earl Park 47942-0194	Any and all of various names, P.O. Box 194
IN, Fowler 47944-0053	Any and all of various names, P.O. Box 53
IN, Otterbein 47970-0649	Any and all of various names, P.O. Box 649
PA, Bensalem 19020-2840	Abdul Kadir Ayna, 3131 Knights Road, Apartment 2-33
PA, Croydon 19021-5147	Mustafa Kaplan, Baha Aras and Akin Uygur, 1701 Newport Road, Apartment 1635
PA, Penndel 19047-4023	Keenan Peker and Baha Aras, 255 East Lincoln Highway, Apartment D85.

- Judicial Officer, 1-18-07

Ship With Confidence



Invalid Express Mail Corporate Account Numbers

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

number" or "agreement number" section of the label or form.

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

040404	704005	700504	707000	000010	004550	007405	004500	000004	050070	000045	000005	005000
616184	731025	760504	787009	802012	891558	907405	921539	936084	958870	968045	980385	995639
628148	731435	761014	787050	802512	891645	911066	921934	940274	958938	968050	980496	995721
631040	731606	762014	787066	803213	891910	912431	922127	940872	959061	968180	980512	997065
631128	740274	762061	787093	832015	891976	914075	922332	940977	967276	968216	980974	997200
631185	740443	762073	787112	837144	891982	914202	924676	941345	967291	968221	982019	
631409	741167	770715	787119	840028	891995	914644	925049	941368	967296	968242	982520	
631979	741226	770801	787415	841299	898004	915554	926174	941571	967300	968275	984196	
648110	741286	771222	787555	841804	900096	917716	926176	941772	967303	968763	985030	
658103	749118	773497	787842	850439	900334	917855	926326	941795	967334	970031	988032	
681655	750102	774005	787965	850543	901795	918433	930004	946526	967336	970606	992218	
701300	750253	774037	787987	853678	902349	920009	931316	948441	967339	970710	992278	
701888	750699	775231	791243	871015	902362	920030	931373	950320	967357	970821	992774	
730061	751020	778025	794145	871522	904693	920048	931473	950959	967363	970858	995116	
730087	751182	781081	800113	890202	906376	920096	932602	951243	968015	972138	995193	
730721	754047	782093	800229	891239	906421	921005	933544	951939	968018	972770	995481	
730835	757257	782780	801404	891299	907111	921537	934012	951944	968040	974027	995585	

[—] Product Information Requirements, Product Development, 1-18-07

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 $^{\mathbb{T}}$ 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.

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

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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
410 491 2311	to	2399	429 474 4172	to	4199		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	430 150 4401	to	4599	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		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	470 755 5800	to	5818
411 868 1023	to	1199		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		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		3674		to	4099		to	4299		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		to	2399		to	2699		to	5499
414 640 0757		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
	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		to	2999	475 167 9667	to	9699
417 496 6800		6999	436 082 6400		6899	458 069 9537		9599	475 319 3415		3499
417 871 9250		9299	436 160 6441		6499	458 069 9665		9699	475 319 3649		3799
		9599			7199			5299	475 340 6400		6599
417 930 9533		6799	437 316 7115			458 337 5222			475 424 8410		
418 164 6500		9899	437 427 0500		3499	458 354 7653 458 671 8678	to	7999 8699			8499
418 423 9863 418 633 5922			439 179 2300		2399				475 629 9156		9199
		5999	439 310 0458		0499	458 671 8721		8798	475 850 6101		6199
418 719 8520		8599	440 698 1947		1999	458 847 5044		5999	475 875 2500		2599
418 744 2235		2299	440 858 6300		6399	459 274 7624		7699	476 169 8264		8299
418 962 2848		2899	440 858 6420		7299	459 365 5432		5499	476 189 3000		3499
419 543 0286		0299	441 199 1655		1699	459 378 5764		5799	476 331 2480		2499
419 730 0300		0399	443 127 3648		3699	459 472 4816		4999	477 289 8601		8699
420 277 0015		0049	443 127 4000		4099	460 349 6878		6899	477 681 5206		5299
420 599 0734		0798	443 673 7900		7999	460 550 1909		1999	478 010 4243		4268
420 661 4115		4199	443 800 9335		9399	460 997 5234		5299	478 010 4270		4291
420 758 9500		9699	444 382 8822		8899	461 973 6443		6499	478 450 5071		5099
420 969 3951		3971	444 390 1667		1699	462 152 0107		0299	478 469 7838		7858
420 969 3973		3999	444 457 3854		3899	462 274 1072		1099	478 469 7883		7899
421 116 3565		3599	450 048 4173		4199	462 277 8373		8399	479 280 9800		9899
421 130 9300		9399	450 048 4442		4699	462 554 6051		6099	479 365 9116		9176
421 313 4500	to	4999	450 560 5173	to	5199	463 011 5529	to	5540	479 412 9900	to	9999

	2 1647 to 169	
	2 4004 +- 404	
479 748 9680 to 9699 497 053 8517 to 8699 614 474 3000 to 3099 638 04	9 4984 to 499	99
479 860 7000 to 7199 497 854 8673 to 8699 614 521 3490 to 3499 638 31	8 1115 to 119	99
480 526 2000 to 2099 498 449 8888 to 8899 614 645 1800 to 1899 638 31	8 1453 to 149	99
480 640 6330 to 6399 498 929 8285 to 8499 614 832 1100 to 2099 638 88	5 0000 to 029	99
480 658 0568 to 0599 498 936 5310 to 5399 615 017 7505 to 7599 638 90	3 4362 to 43°	73
480 689 5100 to 5199 499 016 5425 to 5499 617 711 6609 to 6699 639 41	5 1929 to 199	99
481 072 9463 to 9499 499 440 8575 to 8899 617 760 5266 to 5299 639 41	5 2019 to 209	99
481 673 0074 to 0095 499 731 6717 to 6799 617 813 3601 to 3699 639 42	0 6200 to 629	99
482 527 1500 to 1599 500 064 1858 to 1869 618 840 9200 to 9299 639 46	9 3517 to 379	99
482 541 5255 to 5299 500 070 5725 to 7799 619 551 7229 to 7299 639 60	5 2143 to 219	99
	7 8600 to 879	99
483 363 7207 to 7299 601 339 1200 to 1399 620 073 9400 to 9499 640 28	9 7500 to 759	99
	9 7700 to 799	99
483 486 5100 to 5199 601 661 7700 to 7799 621 614 7932 to 7999 641 17		
483 632 1521 to 1599 601 682 5343 to 5399 621 648 8021 to 8199 641 31		
	8 6500 to 699	
483 849 1615 to 1699 602 512 2972 to 2999 621 904 8351 to 8599 641 38		
	7 3187 to 329	
484 323 8900 to 9199 602 829 7061 to 7099 622 989 8032 to 8099 641 87		
	5 8094 to 819	
	5 8308 to 899	
	0 0018 to 009	
	0 6254 to 629	
	6 0882 to 08	
486 559 7555 to 7599 603 678 8418 to 8499 624 468 5288 to 5299 644 06		
	7 7506 to 769	
	5 8157 to 819	
488 206 4100 to 4199 604 349 1414 to 1499 625 916 9500 to 9799 644 113		
	3 9083 to 909	
	3 4715 to 47	
	0 9712 to 979	
	1 0109 to 129	
	1 1325 to 139	
	3 6800 to 779	
	2 4655 to 469	
	8 7240 to 749	
489 997 5252 to 5299 609 067 5325 to 5399 629 510 7200 to 7299 645 33		
	0 8632 to 869	
	1 0657 to 069	
	0 7948 to 799	
	5 0737 to 070	
	2 6200 to 629	
	0 7639 to 779	
	8 4000 to 499	
	8 7035 to 709	
	9 2900 to 29	
	8 8300 to 839	
	8 8481 to 849	
	7 3000 to 49	
	1 2188 to 219	
	9 6057 to 609	
	3 5300 to 549	
	2 5283 to 529	
	2 3164 to 319	
	0 3989 to 399	
	7 0370 to 039	
	7 0522 to 059	
496 213 8728 to 8799 612 774 2500 to 2599 637 562 5828 to 5899 649 64	7 5237 to 539	99

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649 647 9100	to	9299	671 926 5600	to	5799	693 249 0877	to	1699	740 535 1555	to	1580
649 666 7800	to	8299	672 444 2000	to	2999	693 445 0566	to	0999	740 684 0620	to	0800
650 114 7707	to	7719	672 828 3410	to	3499	693 448 8500	to	8999	740 701 6105	to	6114
650 130 3400	to	3599	673 167 5776	to	5799	693 645 9583	to	9599	740 705 9790	to	9799
650 213 0406	to	0499	675 464 3700	to	3799	693 965 4200	to	4299	740 726 6400	to	6500
650 555 1749	to	1799	675 464 4000	to	4199	695 741 2906	to	2999	740 765 3306	to	3399
650 564 1900	to	1999	676 365 5958	to	5999	695 947 8518	to	8599	740 774 8434	to	8499
650 627 4212	to	4299	676 669 1024	to	1099	696 662 8247	to	8299	740 786 1885	to	1899
650 736 2043	to	2099	677 126 6734	to	6799	697 447 8285	to	8296	740 790 5989	to	5999
650 739 1540	to	1699	677 333 9979	to	9999	698 042 4816	to	4899	740 917 7490	to	7499
651 741 4415	to	4499	677 466 1088	to	1099	698 131 2138	to	2157	805 885 8411	to	8499
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	700 065 2570	to	2599	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	680 112 9565	to	9599	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	830 125 0672	to	0699
655 523 2600	to	2999	682 956 6280	to	6299	701 028 6780	to	6899	830 602 5800	to	5999
656 305 2448	to	2499	682 956 6490	to	6599	701 213 3900	to	3999	830 610 3700	to	3799
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		1399
658 586 1400	to	1499	683 118 2389	to	2399		to	2299		to	8299
658 877 8000	to	8199	683 378 2000	to	2099		to	2299		to	3899
658 880 8000	to	8199	683 378 2117	to	2299	701 541 2271	to	2299		to	1899
659 398 7300	to	7399	683 415 1200	to	1499		to	6599	833 456 2567		2599
659 706 8113	to	8199	683 444 8159	to	8199	701 578 7460	to	7469		to	3071
659 846 7837	to	7899		to	7789		to	7499	834 130 5200		5299
660 510 4100	to	4199	685 297 7645	to	7699		to	3499	834 316 5444	to	5499
660 673 0400		0599		to	5299	701 605 5913		5999	834 354 8747		8766
661 488 5000	to	5099	685 650 9487	to	9499		to	3999		to	8838
	to	9199		to	4299		to	4199	835 269 5700		5799
661 716 9420	to	9499		to	8499	701 695 4227	to	4299		to	7399
661 906 6522		6599		to	2799	701 708 1741	to	1799	835 539 5200		5999
662 021 8332		8399	686 176 3333	to	3354	701 736 3966	to	3999	835 813 3015		3099
662 068 0700	to	0899	686 372 3200	to	3299	701 838 2800	to	2899	837 672 8967		8999
662 553 0774	to	0799	686 644 5879	to	5899	701 941 0600	to	0699	837 784 3282		3299
663 078 7034	to	7099	686 899 1371	to	1399	702 171 1603	to	1699	838 176 8377		8399
663 763 5300		5399	686 931 7636		7699	702 195 5109		5199	838 518 1257		1299
663 883 7039	to	7499	687 601 0973		0999		to	9399	839 718 8257		8299
663 938 9200	to	9299	687 614 6774	to	6799		to	7599	840 323 0600		0699
664 253 8000	to	8499	688 120 9000		9999	702 519 0513		0524	840 875 6235		6299
664 656 3055		3099	688 314 3107		3191	702 713 1800		1809	840 910 0900		0999
665 174 6400		6499	690 291 1361		1371	702 821 5730		5799	841 349 5000		5099
665 274 8208		8299	690 788 2877		2899	702 821 5805		5899	841 805 7747		7899
665 669 5400		5499	690 893 5344		5399	702 844 6975		6994	841 805 7944	to	8099
	to	8299	690 893 5512		5599		to	6399	842 226 0685		0695
666 696 2209		2299	690 904 1300		1599	702 848 3900		3999	842 685 4600		4699
666 696 2309	to	2399		to	6199	702 857 7302		7499	842 685 4742		4999
667 032 9300		9399	691 313 6383		6399	702 878 0114		0199	842 860 0300		0399
667 729 5529	to	5599	691 313 6600		6699	703 364 1707		1799	842 898 5582		5599
668 383 8400		8699	691 582 8003		8099	740 002 7710		7719	843 062 7100		7199
670 368 3400		3499		to	1999	740 241 9049		9099	843 077 6288		6299
670 369 7336		7399	691 664 2400		2499	740 255 1718		1799	843 077 6378		6399
670 750 7169		7199	692 727 9362		9399	740 374 7416		7499	843 758 5769		5778
671 046 6200		6399	692 798 1800		1899	740 470 2420		2443	843 786 2554		2699
671 251 5448		5499	693 249 0779		0799	740 523 7432		7449	845 656 8165		8199
37 1 23 1 3440	.0	STUB	000 270 0118	·O	0133	1-10 020 1402	ıo	1 773	3-10 000 0100		0199

			,								
845 727 2100	to	2199	865 151 0526	to	0599	908 622 4225	to	4235	920 864 3480	to	3499
845 746 2618	to	2635	865 500 4034	to	4099	908 936 9254	to	9299	920 963 4567	to	4599
846 390 7531	to	7599	865 883 6082	to	6099	909 100 1787	to	1799	921 333 7400	to	7499
846 918 0572	to	0599	866 004 3000	to	3999	909 100 1900	to	2099	921 477 3762	to	3799
847 237 7690	to	7699	866 442 4100	to	4899	909 355 0422	to	0499	922 278 1048	to	1399
847 284 2481	to	2499	867 366 9108	to	9118	909 568 8900	to	9099	922 280 2019	to	2099
847 374 7055	to	7065	867 633 7403	to	7499	909 568 9300	to	9499	922 280 2233	to	2299
847 374 7055	to	7065	867 737 5623	to	5699	909 725 7307	to	7399	922 773 0459	to	0499
847 636 5304	to	5399	868 169 4529	to	4599	909 833 0947	to	0999	923 032 7000	to	7399
847 700 5447	to	5499	868 173 8400	to	8599	910 219 8631	to	8699	923 045 3630	to	3699
847 723 7500	to	7599	868 514 9000	to	9099	910 265 1100	to	1199	923 484 3600	to	3699
849 485 3427	to	3499	868 566 9200	to	9299	910 471 7273	to	7299	923 493 9403	to	9599
849 520 9850	to	9899	869 387 1150	to	1199	910 536 2505	to	2599	923 493 9681	to	9699
849 608 1357	to	1399	869 505 3500	to	3599	910 958 7499	to	7599	923 604 4424	to	4499
849 792 2600	to	2699	869 523 7033	to	7099	911 140 1000	to	2199	923 810 7800	to	8299
850 546 1862	to	1899	869 800 0000	to	999 9999	911 245 2545	to	2599	924 252 1200	to	1299
851 143 6826	to	6844	870 054 4814	to	4899	911 268 9077	to	9099	924 252 1400	to	1499
851 209 9880	to	9899	870 491 4812	to	4849	911 400 8948	to	8999	924 533 2343	to	2399
851 928 9221	to	9299	870 536 5820	to	5829	911 508 1620	to	1799	924 533 2428	to	2499
852 589 6560	to	6599	870 541 7167	to	7239	911 509 9310	to	9399	924 685 1957	to	1999
853 049 3646	to	3699	870 575 8155	to	8999	911 523 3000	to	3999	924 946 6300	to	6699
854 304 4089	to	4999	870 589 0485	to	0494	912 057 9922	to	9999	925 333 5900	to	6099
854 529 2200	to	2299	870 691 7060	to	7099	912 882 0563	to	0899	925 336 2300	to	2399
854 532 0000	to	2999	872 028 4850	to	4899	913 605 2218	to	2299	926 432 5907	to	5999
855 001 6204	to	6249	872 029 9306	to	9399	913 709 2429	to	2499	926 436 3600	to	3699
855 319 9364	to	9399		to	0459	913 818 3501	to	3999	928 856 2059	to	2068
855 361 3390	to	3399	900 556 4178		4199	914 063 4300	to	4399	929 314 9513	to	9599
856 226 0490	to	0499	900 845 0044		0099	914 346 7621	to	7644	930 219 1722	to	1799
856 656 5800	to	5999	900 936 0217	to	0299	914 453 1366	to	1399	930 335 7810	to	7819
856 752 0200	to	0299		to	0499	914 529 6185	to	6299	931 097 9259	to	9299
857 111 1352	to	1399	901 058 5255	to	5280	914 896 4658	to	4699	931 156 1502	to	1579
857 279 3450	to	3499	901 273 1082		1099	915 187 8774	to	8779		to	1625
857 843 4000	to	4099		to	5199	915 300 2783	to	2799	931 156 1671	το	1699
858 124 7644	to	7699	901 291 2789	to	2799		to	6999			
858 756 3111 859 063 8200	to	3299 8699	901 525 7122 902 089 1253	to	7199 1299	915 671 3963 915 671 3982	to	3980 3999			
859 190 0600	to to	0644	902 069 1253	to to	9799	915 675 2217	to to	2299			
859 437 5538	to	5599	902 198 9709	to	1299	916 440 3377	to	3399			
859 811 2888	to	2899	902 946 1209	to	0899	916 670 6352	to	6399			
859 855 8873	to	8999	903 370 6934	to	6999	916 682 5300	to	5399			
860 240 8520		8599	904 600 6523		6599	916 694 1414		1499			
860 275 3900	to	3999	904 892 0378		0399		to	0821			
860 518 9629		9699	904 892 0648		1299	917 089 0709		0799			
860 600 0021		0999	905 056 2216		2299	917 089 0842		0899			
861 158 2350		2599	905 510 6647		6799	917 216 2928		2999			
861 367 5400		5499	905 510 6900		7099	917 370 6300		6499			
861 637 6010		6099	905 794 0000		0199	917 486 4900		4999			
861 979 7292		7499	905 794 0288		0299	918 460 0602		0699			
862 216 6100		6199	905 873 6900		6999	918 951 7231	to	7299			
862 263 9213		9299	905 873 7100		7299	919 519 2786		2799			
862 271 0800		0999	905 880 8900		8999	919 536 0770		0799			
862 271 5000		5099	905 889 7100		7199	919 814 3095		3199			
863 871 5138		5199	906 158 1508		1599	919 915 2774		2787			
863 949 5300		5399	906 558 8812		8899	920 155 4662		4687			
864 088 8200		8299	906 982 2214		2299	920 309 9039		9199			
864 426 3972		3999	907 725 8500		8599	920 771 5321		5399			
864 520 6117	to	6136	907 815 0216	to	0257	920 857 5500	to	5899			

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.

			,								
754 493 109	to	3 130	763 826 461	to	6 520	773 348 739	to	8 940	800 872 741	to	2 830
754 664 182	to	4 220	763 900 460	to	0 471	773 575 891	to	5 950	801 349 801	to	9 830
754 816 377	to	6 470	763 900 479	to	0 530	773 852 971	to	3 030	801 676 681	to	7 100
755 487 421	to	7 600	763 917 271	to	7 750	775 373 449	to	3 460	802 967 821	to	7 940
755 592 901	to	3 140	764 125 801	to	5 860	789 257 191	to	7 250	803 217 601	to	7 780
755 790 020	to	0 030	764 284 525	to	4 560	790 448 020	to	8 460	803 729 731	to	9 850
755 791 730	to	1 800	764 526 241	to	6 330	790 597 485	to	7 530	803 747 402	to	7 520
755 926 951	to	7 070	764 601 421	to	1 600	790 911 883	to	1 900	804 138 181	to	8 420
755 934 332	to	4 510	764 650 231	to	0 470	791 057 441	to	7 550	804 682 411	to	2 710
755 957 701	to	8 000	764 984 371	to	4 850	791 239 081	to	9 290	805 272 525	to	2 540
755 962 981	to	3 280	765 003 667	to	3 680	791 374 483	to	4 500	805 523 445	to	3 460
756 035 371	to	5 490	765 042 517	to	2 540	791 387 971	to	8 030	805 745 704	to	5 730
756 301 257	to	1 290	765 194 728	to	4 970	791 447 521	to	7 850	806 452 907	to	2 980
756 371 565	to	1 580	765 387 365	to	7 450	791 451 151	to	1 240	806 744 781	to	4 850
756 876 031	to	6 120	765 541 801	to	2 100	791 500 009	to	0 470	806 982 181	to	2 300
756 876 151	to	6 240	765 638 461	to	8 970	791 771 431	to	1 490	807 764 791	to	4 910
756 970 129	to	0 140	765 647 101	to	7 190	792 004 293	to	4 320	808 089 931	to	9 960
757 059 613	to	9 630	765 813 781	to	4 029	792 018 379	to	8 420	808 656 423	to	6 450
757 078 540	to	8 560	765 879 314	to	9 390	792 070 621	to	0 740	808 753 771	to	3 800
757 086 209	to	6 240	765 954 001	to	4 030	792 145 211 792 391 381	to	5 230	809 189 001	to	9 010
757 240 591	to	0 650	766 120 286 766 125 716	to	0 320	792 391 361	to	1 620 2 790	809 886 879 809 890 489	to	6 930
757 277 371 757 291 591	to to	7 700 2 730	766 158 824	to to	5 750 8 840	792 432 779	to to	2 790		to	0 500 3 760
757 291 391	to	4 280	766 388 433	to	8 460	792 772 728	to	3 990	810 323 734	to	7 140
758 067 001	to	7 090	766 509 421	to	9 660	792 903 511	to	2 533	810 367 116 810 526 351	to to	6 500
758 105 221	to	5 250	766 572 901	to	3 020	794 041 831	to	2 040	810 806 911	to	6 940
758 324 941	to	5 000	766 748 500	to	8 521	794 397 709	to	7 780	810 807 211	to	7 240
758 593 628	to	3 650	767 024 341	to	4 370	794 581 741	to	2 040	811 423 021	to	3 110
758 709 038	to	9 060	767 326 471	to	6 590	794 592 122	to	2 150	811 517 221	to	7 239
758 744 101	to	4 160	767 332 561	to	2 950	795 032 251	to	2 340	811 721 101	to	1 130
758 850 883	to	0 900	768 009 841	to	9 960	795 796 291	to	6 350	812 025 721	to	5 900
758 860 951	to	1 550	768 011 489	to	1 520	796 070 139	to	0 160	812 093 073	to	3 130
759 152 851	to	2 880	768 177 980	to	7 990	796 143 151	to	3 630	812 100 821	to	0 840
759 740 941	to	1 090	768 391 081	to	1 170	796 159 725	to	9 740	812 465 251	to	5 610
760 004 596	to	4 610	768 661 569	to	1 650	796 169 306	to	9 340	812 918 341	to	8 670
760 118 191	to	8 250	769 000 051	to	0 080	796 373 406	to	3 430	812 918 701	to	8 760
760 155 001	to	5 090	769 050 841	to	0 900	796 602 961	to	3 050	813 073 171	to	3 200
760 378 002	to	8 020	769 159 081	to	9 178	796 708 441	to	8 500	813 398 476	to	8 550
760 692 722	to	2 749	769 737 496	to	7 510	796 886 281	to	6 430	814 789 330	to	9 349
761 055 460	to	5 480	769 778 491	to	8 730	796 901 701	to	2 000	814 984 656	to	4 680
761 169 781	to	9 810	769 827 331	to	7 450	796 975 466	to	5 590	815 016 020	to	6 030
761 504 941	to	5 120	770 216 071	to	6 100	797 272 917	to	2 950	815 240 491	to	0 520
761 516 836	to	6 910	770 723 281	to	3 400	797 519 441	to	9 460	815 755 591	to	5 620
761 613 588	to	3 600	770 790 451	to	0 480	797 519 731	to	0 240	815 755 622	to	5 650
761 688 631	to	8 690	770 915 150	to	5 490	797 535 181	to	5 330	815 806 381	to	6 680
761 805 199		5 240	771 455 551		5 610	798 040 053		0 080	816 126 834	to	6 870
	to	6 120	771 609 661		9 690	798 055 813		5 830	816 156 721		6 780
761 881 171	to	1 560	771 932 551	to	2 580	798 055 891	to	5 950		to	5 600
761 975 641 761 975 886	to to	5 670 5 895	772 057 224 772 162 660	to	7 440 3 070	798 326 371 798 339 167	to to	6 520 9 210		to	3 280
762 304 144	to	4 170	772 718 615	to	8 640	798 562 411	to	2 440	820 600 171	το	0 230
762 324 931	to	4 960	772 940 140	to	0 160	798 632 461	to	2 440			
762 439 261	to	9 290		to	0 940	798 807 151	to	7 510			
762 524 158	to	4 220		to	9 430	798 944 761	to	5 030			
762 584 872	to	4 970	773 112 031	to	2 060	799 118 616	to	8 640			
762 593 431	to	3 460	773 125 387	to	5 410	799 133 191	to	3 220			
763 155 160	to	5 180	773 179 320	to	9 410	799 177 626	to	7 650			
763 178 631	to	8 660	773 202 989	to	3 140	799 854 751	to	5 200			
763 506 001	to	6 060	773 208 991	to	9 290	800 044 320	to	4 410			
763 522 141	to	2 470	773 231 311	to	1 340	800 211 901	to	2 440			
763 717 694	to	7 800	773 348 739	to	8 940	800 427 530	to	7 540			
		,						i i			

Group2-Mail Theft and Violent Crimes,
 Postal Inspection Service, 1-18-07

Verifying U.S. Postal Service Money Orders

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

- Check that the amount does not exceed the legal limit: \$1,000 for domestic, and \$700 for international postal money orders.
- 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.

 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, 1-18-07

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	, ,
683,594,542	687,287,582
684,683,610	694,063,898
686,619,878	694,063,899
686,619,886	694,063,980
686,619,887	701,321,725

— Group2-Mail Theft and Violent Crimes, Postal Inspection Service, 1-18-07

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, 1-18-07

Overseas Military Mail

Mail addressed to military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO table below outlines these conditions by APO/FPO ZIP Codes™ through the use of footnoted mailing restrictions codes (see the Restrictions page following the table).

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to

determine which APO/FPO ZIP Codes are active and which conditions of mailing apply. Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO ZIP Codes, toll free, at 800-810-6098, Monday-Friday, 0730-1600 ET.

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

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

APO/FPO Table

09003 A1-B-B1-C-D-P-U-V 09100 A1-B-B1-C-D-U 09213 A1-B-B1-C-D-U 09317 A-A1-B-B1-C-D-U 09007 A1-B-B1-C-D-U 09102 A1-B-B1-C-D-U 09214 A1-B-B1-C-D-U 09317 A-A1-B-B1-C-P-U 09009 A1-B-B1-C-D-U 09103 A1-B-B1-D-U 09225 A1-B-B1-C-D-U 09318 A-A1-B-B1-C-P-U 09012 A1-B-B1-C-D-U 09104 A1-B-B1-C-D-U 09226 A1-B-B1-C-D-U 09318 A-A1-B-B1-C-P-U-U	1-U2- C1-E2- -R1-V- C1-E2- 1-V-Z1 C1-E2-
09009 A1-B-B1-C-D-U 09103 A1-B-B1-C-D-U 09225 A1-B-B1-C-D-U 09012 A1-B-B1-C-D-U 09104 A1-B-B1-C-D-U 09226 A1-B-B1-C-D-U 09318 A-A1-B-B1-C-D-U 09104 A1-B-B1-C-D-U 09226 A1-B-B1-C-D-U	C1-E2- -R1-V- C1-E2- 1-V-Z1 C1-E2-
09009 A1-B-B1-C-D-U 09103 A1-B-B1-D-U 09225 A1-B-B1-C-D-U 09318 A-A1-B-B1-C-D-U 09012 A1-B-B1-C-D-U 09104 A1-B-B1-C-D-U 09226 A1-B-B1-C-D-U 09318 A-A1-B-B1-C-D-U 09104 A1-B-B1-C-D-U 09104 A1-B-B1-C-D-U 09104 A1-B-B1-C-D-U 09104 A1-B-B1-C-D-U 09105 A1-B-B1-C-D-U 09105 A1-B-B1-C-D-U 09106 A1-B-B1-C-D-U 09106 A1-B-B1-C-D-U 09108 A-A1-B-B1-C-D-U 09108 A1-B-B1-C-D-U 09108 A1-B-D-U 09108 A1-B-D-U 09108 A1-B-D-U 09108 A1-B-D-U 09108 A1-B-D-U 09108 A1-B-D-U 09108 A1-B-D	-R1-V- C1-E2- 1-V-Z1 C1-E2-
09012 A1-B-B1-C-D- 09104 A1-B-B1-C-D-U 09226 A1-B-B1-C-D-U F-H1-M-N-R	-R1-V- C1-E2- 1-V-Z1 C1-E2-
	C1-E2- 1-V-Z1 C1-E2-
F-F1-U 09107 A1-B-B1-C-D-U 09227 A1-B-B1-C-D-U Z1	1-V-Z1 C1-E2-
09013 A1-B-B1-C-D- 09110 A1-B-B1-C-D-U 09229 A1-B-B1-C-D-U 09320 A-A1-B-B1-C-D-U 09320 A1-B-B1-C-D-U 09320 A1-B-D-U 09320	C1-E2-
09112 A1-B-B1-C-D-U 09237 A1-B-B1-C-D-U-V F-F11-M-F1-F1	
09114 A1-B-B1-C-D-U 09244 A1-B-B1-C-D-U 09321 A-A1-B-B1-C	1-V-Z1
09123 A1-B-B1-C-D-U 09245 A1-B-B1-C-D-U 19245 A1-B-B1-C-D-U	
09126 A1-B-B1-C-D 09250 A1-B-B1-C-D-09522 A-A1-D-B1-C-D-09522 A-A1-D-B1-D-0952 A-A1-D-B1-D-0952 A-A1-D-B1-D-0952 A-A1-D-D-0952 A-A1-D-	
09128 A1-B-B1-C-D-0 09232 A1-B-B1-C-D-0 71	JZ-V-
09131 A1-B-B1-C-D-0 09201 A1-B-B1-C-D-0 09324 A-A1-B-B1-C	C1-E2-
09136 A1-B-B1-C-D	
09137 A1-B-B1-C-D-U 09203 A1-B-B1-C-D-U 21	
09138 A1-B-B1-C-D-U 09227 A-A1-B-B1-C-D-U	
09139 A1-B-B1-C-D-U 09203 A1-B-B1-C-D-N-U	
09140 A1-B-B1-C-D-U 09200 A1-B-B1-C-D-U	
09142 A1-B-B1-C-D-U 09207 A1-B-B1-C-D-U	
09054 A1-B-B1-C-D-U 09143 A1-B-B1-C-D-U 09301 A-A1-B-B1-C1-E2- 09330 A-A1-B-B1-C-D-U F-H1-M-R-R1-V-Z1 F-H1-M-R-R	
09154 A1-B-B1-C-D-U 09302 A-A1-B-B1-C-C1- 09331 A-A1-B-B1-C	
09165 A1-B-B1-C-D-U E2-F-H-I-M-N-R-V- F-H1-M-R-R	
09166 A1-B-B1-C-D-U Z-Z1 09332 A-A1-B-B1-C	C1-E2-
09163 A1-B-B1-C-D-L-U 09169 A1-B-B1-C-D-U 09306 A-A1-B-B1-C1-E2- F-H1-M-R-R	1-V-Z1
09172 A1-B-B1-C-D-U 71 09333 A-A1-B-B1-C	C1-E2-
09169 A-A1-B-B1-C-D-U 09173 A1-B-B1-C-D-U 09307 A1-B-B1-N-V-71 F-H1-M-R-R	1-V-Z1
09175 A1-B-B1-C-D-U 09309 A-A1-B-B1-C1-F2- 09334 A-A1-B-B1-C1-F2- 09309 A-A1-B-B1-C1-F2-F2-F2-F2-F2-F2-F2-F2-F2-F2-F2-F2-F2-	
09177 A1-B-B1-C-D-U F-H1-M-R-R1-V-Z1 F-H1-M-R-R	
09180 A1-B-B1-C-D-U 09180 A1-B-B1-C-D-U 09312 A-A1-B-B1-C1-E2- 09336 A-A1-B-B1-C1	
09181 A1-B-R1-C-D-U F-H1-R-R1-U2-V-	J2-V-
09183 A1-B-B1-C-D-U 21 09183 A1-B-B1-C-D-U 09183 A1-B-D-U 09185 A1-B-D-U 09185 A1-B-D-U 09185 A1-B-D-U 09185 A1-B-D-U 09185 A1-B-D-U 09185 A1-B-D-	C1-E2-
09089 A1-B-B1-C-D-U 09185 A1-B-B1-C-D-U F-H1-M-R-R1-V-Z1 F-H1-M-R-R	1-V-Z1
09186 A1-B-B1-C-D-U 09315 A-A1-B-B1-C1-E2- 09338 A-A1-B-B1-C	C1-E2-
09201 A1-B-B1-C-C1-D- F-F1-H-M-R-R1-	1-U2-
09095 A1-B-B1-C-D-U X-Y	24 50
09096 A1-B-B1-C-D-U 09211 A1-B-B1-C-D-U 09316 A-A1-B-B1-C1-E2- 09339 A-A1-B-B1-C	
09099 A1-B-B1-C-D-U 09212 A1-B-B1-C-D-U-V V-Z1 Z1	•

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09340	A-A1-B-B1-C1-F-R-	09378	A-A1-B-B1-C1-E2-	09509	A1-B-B1-V	09618	A1-B-B1-C-F-U
	V		F-H1-M-R-R1-U2- V-Z1	09510	A1-B-B1-V	09619	A1-B-B1-C-F-U
09342	A-A1-B-B1-C1-E2-	09381	v-Z1 A-A1-B-B1-C1-E2-	09511	A1-B-B1-V	09620	A1-B-B1-C-F-U
00044	F-H1-M-R-R1-V-Z1	09361	F-H1-M-R-R1-U2-	09517	A1-B-B1-V	09621	A1-B-B1-C-F-U
09344	A-A1-B-B1-C1-E2- F-H1-M-R-R1-V-Z-		V-Z1	09524	A1-B-B1-V	09622	A1-B-B1-C-F-U
	Z1	09385	A-A1-B-B1-C1-E2-	09532	A1-B-B1-V	09623	A1-B-B1-C-F-U
09346	A-A1-B-B1-C1-E2-		F-H1-M-R-R1-V-Z1	09534	A1-B-B1-V	09624	A1-B-B1-C-F-U
	F-H1-M-R-R1-U2-	09386	A-A1-B-B1-C1-E2- F-H1-M-R-V	09543	A1-B-B1-V	09625	A1-B-B1-C-F-U
00040	V-Z1	00007		09545	A1-B-B1-V	09626	A1-B-B1-C-F-U
09348	A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2-	09387	A-A1-B-B1-C1-E2- F-H1-M-R-V	09549	A1-B-B1-V	09627	A1-B-B1-C-F-U
	V-Z1	09388	A-A1-B-B1-C1-E2-	09550	A1-B-B1-V	09630	A1-B-B1-C-F-U-V
09349	A-A1-B-B1-C1-E2-	03000	F-H1-M-R-V	09554	A1-B-B1-V	09631	A1-B-B1-C-F-U
	F-H1-M-R-V-Z1	09389	A-A1-B-B1-C1-E2-	09556	A1-B-B1-V	09636	A1-B-B1-C-F-U
09350	A-A1-B-B1-C1-E2-		F-H1-M-R-V	09557	A1-B-B1-V	09642	A1-B-B1-N-U
	F-H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-	09564	A1-B-B1-V	09643	A1-B-B1-U
09351	A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z		F-H1-M-R-R1-V-Z1	09565	A1-B-B1-V	09644	A1-B-B1-U
00050		09391	A-A1-B-B1-C1-E2-	09566	A1-B-B1-V	09645	A1-B-U
09353	A-A1-B-B1-C1-E2- F-H1-M-R-R1-V-Z1		F-H1-M-R-R1-V-Z1	09567	A1-B-B1-V	09647	A1-B-B1-N-U
09354	A-A1-B-B1-C1-E2-	09392	A-A1-B-B1-C1-E2-	09568	A1-B-B1-V	09648	A1-B-B1-N-U-V-Z1
03034	F-H1-M-R-R1-V-Z1		F-H1-M-R-R1-V-Z1	09569	A1-B-B1-V		
09355	A-A1-B-B1-C1-E2-	09393	A-A1-B-B1-C1-E2- F-H1-M-R-R1-V-Z1	09570	A1-B-B1-V	09649	A1-B-B1-U
	F-H1-M-R-R1-V-Z1	09396	A-A1-B-B1-C1-E2-	09573	A1-B-B1-V	09701	A-A1-B-B1-B2-C- C1-D-F-I-M-N-Q-R-
09356	A-A1-B-B1-C1-E2-	09390	F-H1-M-R-R1-U2-	09574	A1-B-B1-V		R1-T-V-Z-Z1
	F-H1-M-R-R1-V-Z1		V-Z1	09575	A1-B-B1-V	09702	A1-B-B1-C-C1-F1-
09357	A-A1-B-B1-C1-E2-	09399	A1-B-B1-C-F-V-Z1	09576	A1-B-B1-V		M-R-R1-U-V
	F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U	09577	A1-B-B1-V	09703	A1-B-B1-C-F1-U
09358	A-A1-B-B1-C1-E2- F-H1-M-N-R-R1-V-	09420	A1-B-B1-C-C1-U	09578	A1-B-B1-V	09704	A1-B-B1-C-D-V
	Z1	09421	A1-B-B1-C-C1-U	09579	A1-B-B1-V	09705	A1-B-B1-U
09359	A-A1-B-B1-C1-E2-	09447	A1-B-B1-C-C1-U-V	09581	A1-B-B1-V	09706	A1-B-B1-C-N-U-V
	F-H1-M-R-R1-V-Z1	09454	A1-B-B1-C-C1-U-V	09582	A1-B-B1-V	09707	A1-B-B1-C-N-U-V
09360	A1-B-B1-V	09456	A1-B-B1-C-C1-H-	09586	A1-B-B1-V	09708	A1-B-B1
09361	A-A1-B-B1-C1-E2-		H1-M-Z1	09587	A1-B-B1-V	09709	A1-B-B1-F1
	F-H1-M-R-R1-U2-	09459	A1-B-B1-C-C1-U	09588	A1-B-B1-V	09710	A1-B-B1-C-C1-F1-
09363	V-Z1 A-A1-B-B1-C1-E2-	09461	A1-B-B1-C-C1-U	09589	A1-B-B1-V		M-R-R1-U
09303	F-H1-M-R-R1-V-Z1	09463	A1-B-B1-C-C1-U	09590	A1-B-B1-V	09711	A1-B-B1-F1-Z1
09365	A-A1-B-B1-C1-E2-	09464	A1-B-B1-C-C1-U	09591	A1-B-B1-V	09713	A1-B-B1-C-F1
	F-H1-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09593	A1-B-B1-V	09714	A1-B-B1-C-C1-F1-
09366	A-A1-B-B1-C1-E2-	09469	A1-B-B1-C-C1-U	09594	A1-B-B1-V		M-R-R1-U
	F-H1-M-R-R1-V-Z1	09470	A1-B-B1-C-C1-U	09595	A1-B-B1-V	09715	A1-B-B1-F1
09367	A-A1-B-B1-C1-E2-	09494	A1-B-B1-C-C1-U	09596	A1-B-B1-V	09716	A1-B-B1-C-D-N-U-V
	F-H1-M-R-V	09496	A1-B-B1-C-C1-U-V	09599	A1-B-B1-V	09717	A1-B-B1-M-W
09369	A1-B-B1-C1-E2-F-	09498	A1-B-B1-C-C1-F-	09601	A1-B-B1-C-F-F1-U	09718	A1-B-B1-F-I-N-U-V
00070	H1-M-R-R1-V-Z		F1-F2-N-R-R1-T-U- V-Z1	09602	A1-B-B1-C-F-F1-N- U	09719	A1-B-B1-C-F1-V
09370	A-A1-B-B1-C1-E2- F-H1-M-R-V	09499	A1-B-B1-C-C1-U	09603	A1-B-B1-C-F-F1-U	09720	A1-B-B1-U-V
09371	A-A1-B-B1-C1-E2-	09501	A1-B-B1-V	09603	A1-B-B1-C-F-F1-U	09721	A1-B-B1-N-U-V-Z1
03071	F-H1-M-R-V	09502	A1-B-B1-V	09605	A1-B-B1-C-D-U-V	09723	A1-B-B1-N-U-V-Z1
09375	A-A1-B-B1-C1-E2-	09503	A1-B-B1-V	09606	A1-B-B1-C-D-U-V	09724	A1-B-B1-C-C1-F1-
	F-H1-I-M-R-R1-V-	09504	A1-B-B1-V	09609	A1-B-B1-C-F-U		M-R-R1-U
	Z1	09505	A1-B-B1-V	09610	A1-B-B1-C-F-U	09726	A1-B-B1-N-U-V
09376	A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z	09506	A1-B-B1-V	09612	A1-B-B1-C-F-U	09727	A-A1-B-B1-B2-C-
09377	A-A1-B-B1-C1-E2-	09507	A1-B-B1-V	09613	A1-B-B1-C-F-U-V		C1-D-F-I-M-N-Q- R-R1-T-V-Z-Z1
09311	F-H1-M-R-R1-V-Z1	09508	A1-B-B1-V	09617	A1-B-B1-C-F-U	09729	A1-B-B1-N-U-V
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APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09730	A-A1-B-B1-B2-C-	09809	A1-B-B1-V-Z1	09874	A-A1-B-B1-C1-I-V-	34091	A1-B-B1-V
	C1-D-F-I-M-N-Q- R-R1-T-V-Z-Z1	09811	A1-B-B1-E2-E3-F-		Z-Z1	34092	A1-B-B1-V
09731	A-A1-B-B1-B2-C-		H1-N-R-R1-U1-V- Z1	09880	A-A1-B-B1-C1-E2- F-H1-R-R1-U-V-Z1	34093	A1-B-B1-V
03701	C1-F-I-M-N-Q-	09812	A1-B-B1-E2-E3-F-	00000		34095	A1-B-B1-V
	R-R1-T-V-Z-Z1	03012	F1-I-N-R-U-V-Z-Z1	09890	A1-B-B1-E2-F-H1- N-R-R1-U2-V-Z1	34098	A1-B-B1-V
09732	A1-B-B1-N-V-Z1	09814	A1-B-B1-E2-E3-F-	09892	A-A1-B-B1-E2-F-	34099	A1-B-B1-V
09733	A1-B-B1-V		F1-I-N-R-U-V-Z-Z1	33332	N-R-R1-V-Z1	96201	A-A1-B-B1
09734	A-A1-B-B1-B2-C- C1-D-F-I-M-N-Q-	09815	A-A1-B-B1-C1-E2-	09898	A1-B-B1-E2-F-H1-	96202	A-A1-B-B1-U
	R-R1-T-V-Z-Z1		F-H1-M-R-R1-V-Z1		R-R1-U2-V-Z1	96203	A-A1-B-B1
09735	A1-B-B1-N-V-Z1	09817	A-A1-B-B1-B2-C1-	34002	A1-B-B1-N-U-Z1	96204	A-A1-B-B1
09736	A-A1-B-B1-B2-C-		E2-E3-F-F1-G-H- H1-I-M-N-Q-R-R1-	34006	A-A1-B-B1-C1-F1-	96205	A-A1-B-B1-U
	C1-D-F-I-M-N-Q-		T-V-Z-Z1		N-V-Z1	96206	A-A1-B-B1-U
	R-R1-T-V-Z-Z1	09819	A-A1-B-F-P-V-Z1	34007	A-A1-B-B1-C1-F1- V-Z1	96207	A-A1-B-B1-V
09737	A-A1-B-B1-B2-C- C1-D-F-I-M-N-Q-	09821	A-A1-B-F-V-Z1	04000		96212	A-A1-B-B1-U
	R-R1-T-V-Z-Z1	09822	A-A1-B-F-V-Z1	34008	A-A1-B-B1-C1-F1- V-Z1	96213	A-A1-B-B1-U
09738	A-A1-B-B1-B2-C-	09823	A-A1-B-F-V-Z1	34010	A1-B-B1-D-F-M-N-	96214	A-A1-B-B1-U
	C1-D-F-I-M-N-Q-	09824	A-A1-B-F-V-Z1	04010	V-Z1	96215	A-A1-B-B1-U-V
	R-R1-T-V-Z-Z1	09825	A-A1-B-B1-B2-C-	34019	A-B-B1-M-N-V-Z1	96217	A-A1-B-B1-U-V
09739	A-A1-B-B1-B2-C- C1-D-F-I-M-N-Q-		C1-D-F-I-M-N-Q-R-	34020	A1-B-B1-M-N-V-Z1	96218	A-A1-B-B1-U
	R-R1-T-V-Z-Z1		R1-T-V-Z-Z1	34021	A1-B-B1-M-N-V-Z1	96219	A-A1-B-B1-U-V
09740	A-A1-B-B1-C1-E2-	09827	A-A1-B-B1-F-F1-V	34022	A1-B-B1-D-F-M-N-	96220	A-A1-B-B1-U-V
	F-F1-M-Z1	09828	A1-B-N-V-Z1		V-Z1	96221	A-A1-B-B1-U-V
09741	A-A1-B-B1-C1-E2-	09830	A1-B-B1-C-N-V-Z1	34023	A1-B-B1-M-N-V-Z1	96224	A-A1-B-B1-U
	F-F1-H1-M-N-Q-	09831	A1-B-B1-F-N-U-	34024	A1-B-B1-M-N-V-Z1	96257	A-A1-B-B1-U
09742	R-R1-T-V-W-Y-Z-Z1 A-A1-B-B1-B2-F-		V-Z1	34025	A1-B-B1-F-N-U-	96258	A-A1-B-B1-U
09742	F1-I-M-N-Q-R-T-V-	09832	A-A1-B-B1-U1-V-Z1		V-Z1	96259	A-A1-B-B1-U
	Z-Z1	09833	A1-B-B1-U1-V-Z1	34030	A1-B-B1-M-N-V-Z1	96260	A-A1-B-B1-U
09743	A-A1-B-B1-B2-C-	09834	A1-B-B1-V-Z1	34031	A1-B-B1-M-N-V-Z1	96262	A-A1-B-B1-U-V
	C1-D-F-M-N-R-R1- V-Z-Z1	09835	A-A1-B-B1-V-Z1	34032	A1-B-M-N-V-Z1	96264	A-A1-B-B1-U
09744	A-B-B1-B2-C-C1-F-	09836	A-A1-B-B1-C-F-M- V-Z1	34033	A1-B-C-F-M-N-V-Z1	96266	A-A1-B-B1-U
***	I-M-N-Q-R-R1-T-V-	09837	A1-B-B1-V-Z1	34034	A1-B-B1-M-N-V-Z1	96267	A-A1-B-B1-U-V
	Z-Z1	09838	A1-B-B1-V-Z1	34035	A1-B-B1-H-M-N-	96269	A-A1-B-B1-U A-A1-B-B1-U
09777	A-A1-B-B1-C-E1-N	09839	A-A1-B-B1-U-V-Z1	0.4000	V-Z1	96271	A-A1-B-B1-V
09780	A-A1-B-B1-F-N-R-V	09839	A-A1-B-B1-V-Z1	34036	A1-B-B1-M-N-U- V-Z1	96275	
09789	A-A1-B-B1-F-N-R-V	09840	A-A1-B-B1-U-Z1	34037	A1-B-B1-C-F-H-I-M-	96276	A-A1-B-B1
09790	A-A1-B-B1-C1-F- R-V	09841	A-A1-B-B1-Z1	34037	N-V-Z-Z1	96278 96283	A-A1-B-B1-U A-A1-B-B1-U
09801	A-A1-B-B1-C1-E2-	09842	A-A1-B-B1-U-V-Z1	34038	A1-B-B1-M-N-V-Z1	96284	A-A1-B-B1-U-V
09601	F-H1-M-N-R-R1-V-	09844	A-A1-B-B1-U-V-Z1	34039	A1-B-N-V-Z1	96297	A-A1-B-B1-U
	Z1	09852	A1-B-B1-E2-E3-F-	34041	A1-B-B1-M-N-U-V-	96306	A1-B-B1-F-F1-F2-
09802	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-V-	09652	H1-N-R-R1-U1-V-		Z1	90300	M-W
	Z-Z1	00050	Z1	34042	A1-B-B1-D-F-M-N- V-Z1	96309	A1-B-B1-M-V-W
09803	A1-B-B1-E2-E3-F-	09853	A1-B-B1-E2-F-H1- R-R1-U2-V-Z1	34043	A1-B-B1-D-F-M-N-	96310	A1-B-B1-M-W
	H1-N-R-R1-U1-V- Z1	09855	A-A1-B-B1-C1-E2-	04040	V-Z1	96311	A1-B-B1-M-W
09804	۷۱ A-A1-B-B1-F-V-Z1	09055	F-H1-R-R1-U2-V-	34050	A1-B-B1-V	96313	A1-B-B1-F-F1-F2- M-W
09806	A-A1-B-B1-C1-E2-	00050	Z1 A1_B_B1_E2_E3_E	34055	A1-B-B1-N-V-Z1	96319	A1-B-B1-M-W
	F-H1-M-N-R-R1-V-	09858	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-	34058	A1-B-B1-V-Z1	96321	A1-B-B1-F-F1-F2-
00007	Z1		Z1	34071	A1-B-B1-I-M-N-V-Z		M-W
09807	A-A1-B-B1-C1-E2- F-H1-M-N-R-R1-V-	09865	A-A1-B-B1-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96322	A1-B-B1-F-F1-F2-
	Z1	09868	A-A1-B-B1-U-V-Z1	34078	A1-B-B1-F1-N-V-Z1		M-W
09808	A-A1-B-B1-C1-E2-	09869	A-A1-B-B1-C1-I-V-	34079	A1-B-B1-F1-N-V-Z1	96323	A1-B-B1-M-V-W
	F-H1-M-R-V		Z-Z1	34090	A1-B-B1-V	96326	A1-B-B1-M-W

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96328	A1-B-B1-M-W	96401	A1-B-B1-F-N-V-Z1	96548	A-A1-B-B1-H-M-U	96617	A1-B-B1-V
96330	A1-B-B1-M-W	96424	A-A1-B-B1-C1-E2-	96549	A-A1-B-B1-H-M-U	96619	A1-B-B1-V
96336	A1-B-B1-M-V-W		F-H1-I-M-R-R1-U2-	96550	A-A1-B-B1-H-M-U-V	96620	A1-B-B1-V
96337	A1-B-B1-M-W	00405	V-Z-Z1 A-A1-B-B1-C1-E2-	96551	A-A1-B-B1-H-M-U	96621	A1-B-B1-V
96338	A1-B-B1-M-W	96425	F-H1-I-M-R-R1-U2-	96553	A-A1-B-B1-H-M-N-	96622	A1-B-B1-V
96339	A1-B-B1-M-V-W		V-Z-Z1		U-V	96624	A1-B-B1-V
96343	A1-B-B1-M-W	96426	A-A1-B-B1-C1-E2-	96554	A-A1-B-B1-H-M-U	96628	A1-B-B1-V
96347	A1-B-B1-F-F1-F2-		F-H1-M-R-V	96555	A1-B-B1-F-M-V	96634	A1-B-B1-V
	M-W	96427	A-A1-B-B1-C1-E2-	96557	A1-B-B1-F-M-V	96643	A1-B-B1-V
96348	A1-B-B1-F-F1-F2- M-W		F-H1-I-M-R-R1-U2- V-Z-Z1	96562	A-A1-B-B1-B2-C-	96657	A1-B-B1-V
00040		96501	A-A1-B-B1-N-V		C1-D-E2-E3-F1-G- H-H1-I-M-N-R-R1-	96660	A1-B-B1-V
96349	A1-B-B1-F-F1-F2- M-W	96507	A-A1-B-B1-F-V		T-V-Z-Z1	96661	A1-B-B1-V
96350	A1-B-B1-F-F1-F2-	96510	A1-B-B1-I-N-V	96595	A1-B-B1-V	96662	A1-B-B1-V
00000	M-W	96511	A1-B-B1-I-N-V	96598	A1-B-B1-N-V	96663	A1-B-B1-V
96351	A1-B-B1-F-F1-F2-	96515	A1-B-B1-F	96599	A1-B-B1-V	96664	A1-B-B1-V
	M-W	96517	A1-B-B1-F-U3-V	96601	A1-B-B1-V	96665	A1-B-B1-V
96362	A1-B-B1-F-F1-F2-	96518	A1-B-B1-V	96602	A1-B-B1-V	96666	A1-B-B1-V
	M-W	96520	A1-B-B1-F-U3-V	96603	A1-B-B1-V	96667	A1-B-B1-V
96365	A1-B-B1-M-V-W	96521	A1-B-B1-F-N	96604	A1-B-B1-V	96668	A1-B-B1-V
96367	A1-B-B1-L-M-W	96522	A1-B-B1-F-N-U	96605	A1-B-B1-V	96669	A1-B-B1-V
96368	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-	96606	A1-B-B1-V	96670	A1-B-B1-V
96370	A1-B-B1-F-F1-F2- M-W	00000	U-V	96607	A1-B-B1-V	96671	A1-B-B1-V
96372	A1-B-B1-M-W	96531	A-A1-B-B1-H-M-U-V	96608	A1-B-B1-V	96672 96673	A1-B-B1-V A1-B-B1-V
96373	A1-B-B1-M-W	96534	A-A1-B-B1-F	96609	A1-B-B1-V	96674	A1-B-B1-V A1-B-B1-V
96374	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96610	A1-B-B1-V	96675	A1-B-B1-V
96375	A1-B-B1-M-W	96536	A1-B-B1-V	96611	A1-B-B1-V	96677	A1-B-B1-V
96376	A1-B-B1-M-W	96537	A1-B-B1-V	96612	A1-B-B1-V	96678	A1-B-B1-V
96377	A1-B-B1-M-W	96538	A1-B-B1-V	96613	A-A1-B-B1-C1-E2-	96679	A1-B-B1-V
96378	A1-B-B1-M-W	96540	A1-B-B1-V		F-H1-I-M-R-R1-U2-	96681	A1-B-B1-V
96379	A1-B-B1-M-W	96541	A1-B-B1-V		V-Z-Z1	96682	A1-B-B1-V
96384	A1-B-B1-M-W	96542	A1-B-B1-V	96614	A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-U2-	96683	A1-B-B1-V
96386	A1-B-B1-M-W	96543	A1-B-B1-P-V		V-Z-Z1	96686	A1-B-B1-V
96387	A1-B-B1-M-W	96544	A1-B-B1-F-N-U3-V	96615	A-A1-B-B1-V	96687	A1-B-B1-V
96388	A1-B-B1-M-W	96546	A1-B-B1-F-U3	96616	A-A1-B-B1-V-Z1	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 = Domestic Mail Manual 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.
- $\mbox{\bf I.}$ Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

 Length
 72" length and girth combined

 42"
 24" girth

 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.
- 0. 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.
- $\bf R1.$ 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.
- $\mbox{\bf U2.}$ 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
- 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, 1-18-07

On Time, Every Time! Guaranteed!*



January 2007

Have You Seen Any of These Missing Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing persons, tell your Postal Service™ supervisor.



Name: Maryn Bellomy Born: 12-9-88 Date Missing: 9-28-05 Missing From: San Marcos, CA



Name: Estrella Cordova-Arias Born: 7-30-99 Date Missing: 1-3-06 Missing From: Cottonwood, AZ



Name: Jesse Florez Born: 11-12-86 Date Missing: 9-14-01 Missing From: Phoenix, AZ



Age-progressed to 12 years Born: 8-14-93 Date Missing: 12-13-97 Missing From: Siloam Springs, AR



Name: Taylor Kissinger Age-progressed to 13 years Born: 8-25-92 Date Missing: 12-13-97 Missing From: Siloam Springs,



Name: Connie Minchaca Age-progressed to 43 years Born: 10-5-60 Date Missing: 6-9-78 Missing From: Napa, CA

Please call the National Center for Missing and Exploited Children
Hot Line 1-800-843-5678
TDD 1-800-826-7653

Missing Children Poster Display Instructions

Post Offices, classified stations, branches, and contract postal units may display this poster at their option. If the poster is displayed, it should be placed on the community bulletin board located in the Post Office™ box lobby and not in the main retail (full service) lobby. Alternatively, Missing Children posters can be maintained in a binder behind the counter to be used as a reference guide. The posters also may be posted in a prominent location where letter carriers will be able to see them before or after they go out of their routes. Making this information available to letter carriers is consistent with the NALC/USPS Child Alert Program to facilitate identification of missing children.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children (NCMEC).

In addition to *Postal Bulletin* updates, NCMEC distributes information periodically. Notification of newly reported missing children is sent to designated district "Missing Children" coordinators via e-mail addresses provided by district managers. Within 24 hours of receipt of an e-mailed Missing Children poster, district coordinators should distribute copies to all Postal Service™ facilities in their districts. Missing Children posters are to be displayed as noted above for 30 days unless notification is received (from NCMEC) to remove a particular poster sooner. The e-mail network is used to distribute posters and information in only the most urgent cases of missing children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

Missing Children posters are available to the U.S. Postal Service® only as described above. If Postal Service employees are contacted by individuals or local agencies about displaying a sign or poster of a missing child in local Post Offices, the individual or agency should be politely informed that the U.S. Postal Service displays only those posters provided by NCMEC, because it has been designated by the U.S. Department of Justice to be the national clearinghouse and resource center for missing and exploited children. The individual or agency should then be referred to NCMEC at 800-843-5678.

If you have any information, or for free prevention tips, please call 800-THE-LOST (800-843-5678).

January 2007

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Name: Alisha Moore Born: 3-25-96 Date Missing: 11-15-06 Missing From: Phoenix, AZ



Name: Annalys Moore Born: 10-12-00 Date Missing: 11-15-06 Missing From: Phoenix, AZ



Name: Tristen Moore Born: 3-25-97 Date Missing: 11-15-06 Missing From: Phoenix, AZ



Name: Sara Phillips Born: 11-23-89 Date Missing: 10-17-05 Missing From: San Diego, CA



Born: 9-9-91 Date Missing: 4-25-06 Missing From: Los Angeles, CA



Name: Aiko Stubbs Born: 6-11-03 Date Missing: 4-28-06 Missing From: San Diego, CA

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Hot Line 1-800-843-5678
TDD 1-800-826-7653

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Name: Darlene Tolbert Age-progressed to 13 years

Born: 4-8-92

Date Missing: 8-18-97
Missing From: Huntsville, AL



Name: Elsa Wind Age-progressed to 24 years

Born: 2-26-79

Date Missing: 9-26-92

Missing From: North San Juan, CA

Please call the National Center for Missing and Exploited Children
Hot Line 1-800-843-5678
TDD 1-800-826-7653

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If you have any information, or for free prevention tips, please call 800-THE-LOST (800-843-5678).

Employees (Continued)

- b. Reviews the employee's annuity estimate and answers any questions raised by the employee.
- c. Clarifies the employee's work and leave status up to the date of retirement.
- d. Identifies the need for additional documents, proofs, affidavits, etc., if necessary.
- e. Verifies the civilian and military service history and the advantages, if any, of deposits or redeposits.
- f. Addresses other retirement-related benefits and payments, including but not limited to, Alternative Fund Annuity (AFA), health benefits, life insurance, terminal leave, Thrift Savings Accounts, and flexible benefits.

569.143 Advice to Employee

In providing advice to employees, the retirement counselor reminds the employee that:

- Although information is provided on various provisions and options under the retirement law, final choices (except in the case of management-initiated disability retirement) are the decision of the employee.
- b. Any estimate of annuity is preliminary and subject to final determination by OPM.

580 Federal Employees Retirement System * * * * * * *

589 General Retirement Information

[Replace the content of the reference note as follows:]

Reference Note:

For additional material concerning the subject matter found in 569, refer to:

 CSRS and FERS Handbook for Personnel and Payroll Offices, Chapter 40.

[Replace 589.1 as follows:]

589.1 Retirement Counseling

589.11 Responsibility

The Postal Service ensures that retirement information and counseling are made available to Postal Service employees.

589.12 Retirement Annuity Estimates

Retirement annuity estimates are provided to all employees through the use of the National Retirement Counseling System (NARECS) as follows:

- Upon request within 3 years of an employee's first optional retirement eligibility date, based on payroll and personnel system-generated retirement computation date.
- b. Automatically twice each year once age and service eligibility criteria for optional retirement have been met.

589.13 Group Retirement Information Programs

589.131 Nature of Group Programs

The Postal Service ensures that at least one FERS retirement information program is held each fiscal year. Sessions are to be open to all employees, regardless of age, years of service, and first date of optional retirement eligibility, and spouses and other interested parties may also attend. These programs are provided using a combination of media and facilitation, with dates, times, and other particulars of the sessions determined by local service personnel. Participation is voluntary and off the clock. Group information programs are supplementary to, not a substitute for, individual counseling as described in 589.14.

589.132 Group Program Content

During the retirement information programs, information on all subjects that may factor in retirement is presented to allow employees to plan constructively for their retirement years.

589.14 Individual Retirement Counseling

589.141 Nature of Individual Counseling

As part of the retirement process, employees may request individual retirement counseling from the Human Resources Shared Services Center (HRSSC). Counseling is provided by a retirement specialist at the HRSSC who can provide detailed information on retirement health benefits, life insurance, and other retirement-related benefits programs. These counseling sessions are conducted via telephone primarily, and they may involve use of a computer and/or electronic media, as appropriate. The retirement specialist may also direct the employee to other sources to obtain information specific to certain topics, including TSP

and Social Security. The sessions are on the clock if the retirement specialist is available to provide such counseling during the same tour as the employee.

589.142 Counseling Session Content

Before scheduling the counseling session, the retirement specialist orders an annuity estimate, based on the retirement effective date and type of retirement (optional, disability, etc.) requested by the employee, to be mailed to the employee's address of record.

During the counseling session, the retirement specialist:

- Reviews the employee's retirement application and verifies that all the appropriate documents are signed and dated.
- b. Reviews the employee's annuity estimate and answers any questions raised by the employee.
- c. Clarifies the employee's work and leave status up to the date of retirement.
- d. Identifies the need for additional documents, proofs, affidavits, etc., if necessary.
- e. Verifies the civilian and military service history and the advantages, if any, of deposits or redeposits.
- f. Addresses other retirement-related benefits and payments, including but not limited to, Alternative Fund Annuity (AFA), health benefits, life insurance, terminal leave, Thrift Savings Accounts, and flexible benefits.

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- Although information is provided on various provisions and options under the retirement law, final choices (except in the case of management-initiated disability retirement) are the decision of the employee.
- b. Any estimate of annuity is preliminary and subject to final determination by OPM.

* * * * *

We will incorporate these revisions into the next printed version of the ELM and into the next online update, available on the Postal Service $^{\text{\tiny{M}}}$ PolicyNet Web site:

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

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

It is also available on the Postal Service Internet:

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

— Compensation, Human Resources, 1-18-07 NOTICE

RIF Competitive Areas for the Postal Service

The Office of Personnel Management requires agencies covered by reduction-in-force (RIF) procedures to establish Competitive Areas and to publish them for their employees. Competitive Areas are organizational units under separate management authority within which preference-eligible employees compete during a RIF. Listed below are the Competitive Areas for the Postal Service™ as of January 18, 2007.

Organization	Office	Competitive Area
Headquarters	Office of the Postmaster General/Chief Executive Officer	Separate
	Office of the Deputy Postmaster General/Chief Operating Officer	Separate
	Offices of the Executive Vice Presidents	Separate
	Office of the Chief Postal Inspector	Separate
	Offices of Senior Vice Presidents	Separate
	Each Vice President's Organization	Separate
Headquarters-Related	Each accounting service center	Separate
Organization — Organizational	Each communications service center ¹	Separate
Туре	Each Equal Employment Opportunity, Compliance and Appeals Region	Separate
	Each facilities service office	Separate
	Each field counsel unit ¹	Separate
	Each information technology site	Separate
	Each Inspection Service DCI Field Operations unit ¹	Separate
	Each Inspection Service Operational Service Center ¹	Separate
	Each Inspection Service division ¹	Separate
	Each mail recovery center	Separate
	Each Sales field office ¹ (Grouped by Area)	Separate
	Each supply management site	Separate
	Each statistical programs service center ¹	Separate
Jnique Organization — Separate	Address Management, Memphis, TN	Separate
Competitive Area	Human Resources Shared Service Center, Greensboro,	Separate
	NC	Separate
	National Center for Employee Development, Norman, OK	Separate
	Inspection Service Forensic Lab, Dulles, VA	
	International Business Information Technology, Jamaica, NY	Separate
	Kansas Stamp Services Center, Kansas City, MO	Separate
	Maintenance Technical Support Center, Norman, OK	Separate
	Pricing and Classification Service Center, New York, NY	Separate
	Topeka Material Distribution Center, Topeka, KS	Separate
Unique Organization — Part of Another Competitive Area	Supply Management Facilities Portfolio, Arlington, VA	Supply Management, National HQ, Washington, DC
·	Supply Management Mail Equipment Portfolio, Merrifield, VA	Supply Management, National HQ, Washington, DC
	Career Development (Inspection Service), Potomac, MD	Inspection Service, National HQ, Washington, DC
	Dulles Stamp Distribution Network, Dulles, VA	Government Relations and Public Policy, National HQ, Washington, DC
	HQ Facilities Services, HQ, Washington, DC	Facilities, Arlington, VA
	Mail Equipment Shop, Washington, DC	Supply Management, National HQ, Washington, DC
	National Test Administration Center, Largo, MD	Employee Resource Management, National HQ, Washington, DC
	Technical service and electronic evidence units	Inspection Service, National HQ, Washington, DC
	William F. Bolger Center for Leadership Development, Potomac, MD	Employee Development and Diversity National HQ, Washington, DC

Organization	Office	Competitive Area
Field Organizations	Each air mail center	Separate
	Each air mail facility	Separate
	Each area office	Separate
	Each bulk mail center	Separate
	Each district office (including its vehicle maintenance facilities)	Separate
	Each independent delivery distribution center	Separate
	Each independent mail transfer center	Separate
	Each international satellite facility	Separate
	Each international service center	Separate
	Each mail equipment facility	Separate
	Each Post Office	Separate
	Each logistics and distribution center (L&DC)	Separate
	Each processing and distribution center	Separate
	Each processing and distribution facility	Separate
	Each remote encoding center	Separate
	Each senior processing and distribution center	Separate

¹The unit located in the Washington, DC, commuting area is part of the parent national Headquarters organization Competitive Area.

— Complement, Staffing, and Field Policy, Human Resources, 1-18-07

Finance

NEW HANDBOOK

Handbook F-3, Treasury Management

Handbook F-3, *Treasury Management*, is now available. It replaces Handbook F-5, *Banking and Cash Management*. This handbook contains treasury management policies and procedures and includes new sections on anti-money laundering compliance, risk management, and business evaluation.

A copy of the new handbook was sent to each area Finance manager, area Treasury coordinator, and district Finance office. You may view the handbook on the Postal Service™ Intranet or order additional printed copies from the Material Distribution Center (MDC).

Viewing Online

Handbook F-3 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*.
- Then click on HBKs.

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

Ordering Printed Copies

You can order Handbook F-3 from the MDC and use touch tone order entry (TTOE): Call 800-273-1509.

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

Use the following information to order Handbook F-3:

PSIN: HBK F-3

PSN: 7610-08-000-4678

Unit of Measure: EA
Minimum Order Quantity: 1
Quick Pick Number: N/A
Bulk Pack Quantity: 100
Price: \$1.3896

— Corporate Treasury, Treasurer, 1-18-07 NOTICE

2006 Tax Information

Form W-2, Wage and Tax Statement

Current Mailing Address

To facilitate processing of 2006 tax information and to ensure correct and timely receipt of a 2006 Form W-2, Wage and Tax Statement, all employees must have a current mailing address on file. If you need to change your current mailing address, you have two options (in order of preference):

Option 1: Use the internal Web site address https://addresschange.usps.gov/ to update your employee information file. You need both your Social Security number and personal identification number in order to gain access to this application. Change your mailing address. The Postal Service uses this address to send not only your W-2, but other important postal information.

You can also reach this page from the Postal Service Intranet:

- 1. Go to http://usps.blue.gov.
- 2. Under "Essential Links," click on the *PostalPEOPLE* link.
- 3. Under "Links," click on the Employee Self-Service link
- 4. Click on *Employee Change of Address* (right side of the page).

Option 2: Use PS Form 1216, *Employee's Current Mailing Address*. Send Copy 1 to the following address:

HRSSC BENEFITS COMPENSATION PO BOX 970400 GREENSBORO NC 27497-0400

General W-2 Information

If an employee has earnings for more than one state or locality, then a separate Form W-2 will be issued for each state. The format of the 2006 Form W-2 has not been modified from the 2005 version. All box numbers remain the same as the 2005 form.

See pages 82 and 83 for an example of the 2006 Form W-2.

Inquiries

Employees may direct all inquiries concerning payroll items, such as employee business expense, equipment maintenance, rent, T-Cola, money differences between earnings statement and W-2 (see Reconciliation Formula on Form W-2), leave buy backs, erroneous state or local

tax deductions, TSP, FSA, etc., to the Accounting Help Desk at 866-974-2733. Callers should be ready to provide the following information:

- 1. Employee's name.
- 2. Current mailing address.
- 3. Social Security number (SSN).
- Name of office where employed (or previously employed if you are not currently a Postal Service employee).
- 5. Year(s) involved.
- 6. Specific question.

Employees may also submit questions regarding W-2s in writing. The request must include the following information:

- 1. Employee's name.
- 2. Current mailing address.
- SSN.
- Name of office where employed (or where previously employed if not a current Postal Service employee).
- 5. Year(s) involved.
- 6. Specific question.
- 7. Employee's signature.

If the first three digits of your Social Security number are	Then submit a written request to
000–214	ATTN PAYROLL
	ADJUSTMENTS W-2
	EAGAN ACCOUNTING
	SERVICE CENTER
	2825 LONE OAK PKWY
	EAGAN MN 55121-9631
215–354	ATTN PAYROLL
	ADJUSTMENTS W-2
	EAGAN ACCOUNTING
	SERVICE CENTER
	2825 LONE OAK PKWY
	EAGAN MN 55121-9633
355–499	ATTN PAYROLL
	ADJUSTMENTS W-2
	EAGAN ACCOUNTING
	SERVICE CENTER
	2825 LONE OAK PKWY
	EAGAN MN 55121-9634
500 and up	ATTN PAYROLL
	ADJUSTMENTS W-2
	EAGAN ACCOUNTING
	SERVICE CENTER
	2825 LONE OAK PKWY
	EAGAN MN 55121-9636

See instructions for box 12

126

See

instructions for box

5 Medicare wages and tips Wages, tips other compensation

6 Medicare tax withheld Federal income tax withheld

15 State Employers state

ID no

16 State wages, tips, etc.

income tax employee busexp.

Taxable

mmuter program

pation tax withheld

plan

coverage

b Employer identification number id Employee's and ZIP code
c Employer's name, address, and ZIP code
United States Postal Service
Eagan Accounting Service Center
2825 Lone Oak Parkway
Eagan MN 55121-9611

number d Employee's

bere/f Employee's



Exemption from withholding: Employees claiming "exempt" from withholding during the year must complete a new Form W-4 each year to keep their "exempt" status. Please contact your local personnel office for details.

Notice: If an employee has earnings for more than one state or locality, a separate W-2 is issued for each.

FOR EMPLOYMENT VERIFICATION CALL 1-800-276-9850

Finance Number

The Wages and Other Compensation amount reported in Box 1 of Form W-2 is derived from year-to-date totals reflected on the employee's Pay Period 26-2006 (or last period in pay status 2006) Earnings Statement, plus several other totals from the Form W-2. Use the Reconciliation Formula below to reconcile your Earnings Statement with your Form W-2. If any checks issued during 2006 were returned or canceled after the last Earnings Statement was printed, this reconciliation is not applicable.

arnings Statement (Y	10)

Social Security Tax Medicare Tax HR Pretax State Tax Thrift FSA

.00

Reconciliation Formula

Gross Pay (YTD)
- FSA Contributions (W-2 Boxes 10 + 40) (W-2 Boxes 12a - 12b) (W-2 Box 37) (W-2 Box 41) (W-2 Box 33) (W-2 Box 33) (W-2 Box 33) (W-2 Box 33) - FSA Contributions
- TSP Contrib / Relo Excludable
- TSP Contrib / Relo Excludable
- Pire-tax Health Benefits
- Pire-tax Commuter Program
- Taxable Carrier Drive-Out
- Taxable Carrier Drive-Out
- Taxable Special Delivery
- Taxable Special Delivery
- Taxable Special Delivery
- Taxable Special Delivery
- W-2 Box 33
- Imputed Income-Life Insurance
- Miscellaneous
- Miscellaneous
- Relocation Gross
- W-2 Box 39
- Relocation Gross

(W-2 Box 35) (W-2 Box 36) (W-2 Box 39)

= Wages, tips, other compensation (W-2 Box 1)

Commuter program Pre-tax health benefits Taxable employee busexp

Pension plan coverage

Imputed income life TCOLA allowance

36 Miscellaneous

gross

40 FSA health

tax withheld

Box 36 - Miscellaneous

Includes one or more of the following. Rent Non-Cash Awards Non-Gash Awarus Spousal Travel Outstanding Travel Advances

Outstanding	Travel Adva
Safe, ac	curate,
FAST	
IRS P	

Medicare wages and tips

6 Medicare tax withheld

Advanced EIC payment

10 FSA dependent

tax withheld care benefits

See

instructions for box Employers state ID no tax

126

for box 12

13 Statutory

Retirer

3rd party

18 Local 14 Other

tips

910

16 State

wages, tips, etc

b Employer Identification number id Employee

Employer's name, address, and ZIP code
United States Postal Service
Eagan Accounting Service Center
2825 Lone Oak Parkway
Eagan MN 55121-9611

d Employee's social security numbered Employee's first name & initial Last name address and ZIP code

ef Employee's first name & initial Last name address and ZIP code	ist name address and ZIP code	b Employer identification number of Employ 41-0760000 6 Employer's name, address, and ZiP code United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 5572-9511	d Employee's social security numb ZIP code Gee e Center	b Employer identification number id Employee's social security number(e)! Employee's first name & initial Last name address and ZIP code 1. Total Carlos and Employee's code 1. Total Carlos and Employee's first name & initial Last name address and ZIP code 1. Total Carlos and Employee's first name & initial Last name address and ZIP code 1. Employee's first name & initial Last name address and ZIP code 1. Employee's first name & initial Last name address and ZIP code 1. Employee's first name & initial Last name address and ZIP code 1. Employee's first name & initial Last name address and ZIP code 1. Employee's first name & initial Last name address and ZIP code 1. Employee's first name & initial Last name address and ZIP code 1. Employee's first name & initial Last name address and ZIP code 1. Employee's first name & initial Last name address and ZIP code 1. Employee's first name & initial Last name address and ZIP code 1. Employee's first name & initial Last name address and ZIP code 1. Employee's first name & initial Last name address and ZIP code 1. Employee's first name & initial Last name address and ZIP code 1. Employee's first name & initial Last name address and ZIP code 1. Employee's first name & initial Last name & initial Last name address and ZIP code 1. Employee's first name & initial Last name	st name address and ZIP code
3 Social security wages	4 Social security tax withheld	1 Wages, tips other compensation 2 Federal income tax withheld	2 Federal income tax withheld	3 Social security wages	4 Social security tax withheld
9 Advanced EIC payment	10 FSA dependent care benefits	5 Medicare wages and tips	6 Medicare tax withheld	9 Advanced EIC payment	10 FSA dependent care benefits
13 Statutory Retirement 3rd party 14 Other	14 Other	12a See instructions for box 12	12b See instructions for box 12	13 Statutory Retirement 3rd party 14 Other	14 Other
17 State income tax	18 Local wages, tips, etc.	15 State Employers state ID no. 16 State wages, tips, etc.	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.
31 TCOLA allowance	32 Employee business expense	19 Local income tax	20 Locality name	31 TCOLA allowance	32 Employee business expense
35 imputed income life insurance *	36 Miscellaneous *	33 Taxable employee busexp. *	34 Pension plan coverage	35 Imputed income life insurance *	36 Miscellaneous *
39 Relocation gross *	40 FSA health care	37 Pre-tax health benefits	38 Occupation tax withheld	39 Relocation gross *	40 FSA health care
W-2 Employee's Copy Wage and Tax Statement Copy C for employee's records *Amon	's Copy 's Copy 's Copy 's Copy 'S Tatement 2006 'Amount included in box 1 OMB No. 1585-0008	41 Commuter program		W-2 Wage and Tax Statement Copy B to be flied with Employee's Federal Income Tax Return Amo	ng Copy C Statement 2006 C Statement Included in box 1 CMB No. 1585-0008

c Employer's name address, and ZiP code United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 55121-9611	i ZIP code ice e Center		
1 Wages, tips, other compensation 2 Federal income tax withheld	n 2 Federal income tax withheld	3 Social security wages	4 Social security tax withheld
5 Medicare wages and tips	6 Medicare tax withheld	9 Advanced EIC payment	10 FSA dependent care benefits
12a See instructions for box 12	12b See Instructions for box 12	13 Statutory Retirement 3rd party 14 Other	14 Other
15 State Employers state ID no.	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.
19 Local income tax	20 Locality name	31 TCOLA allowance	32 Employee business expense
33 Taxable employee busexp. *	34 Pension plan coverage	35 Imputed income life insurance *	36 Miscellaneous *
37 Pre-tax health benefits	38 Occupation tax withheld	39 Relocation gross *	40 FSA health care
		China I and I	City or Local Filing Copy

General Information

Imputed Income Life Insurance

The imputed income life insurance amount shown in Box 35 of the 2006 W-2 form is the net result of the IRS computation for taxable insurance benefits less the amount an employee pays for optional insurance in the calendar year.

The IRS requires that the Postal Service report as income the cost of Group Term Life Insurance in excess of \$50,000, which is paid by the employer. The formula is based on an employee's age, salary, and life insurance coverage.

Thrift Savings Plan

The following facts will clarify some of the common tax questions regarding the Thrift Savings Plan (TSP):

- Box 12a or 12b, See instructions for box 12, may contain employee TSP contributions including TSP catch up.
- TSP contributions are reported in Box 12a or 12b with a code "D". Letter code "D" is explained on the reverse side of Form W-2 under "Notice to Employee."
- Box 1, Wages, tips, other compensation, has been reduced by the amount of the employee's TSP contributions shown in Box 12a or 12b.
- Box 16, State wages, tips, etc., has been reduced by the amount of employee TSP contributions in Box 12a or 12b for all states, except New Jersey, Pennsylvania, and Puerto Rico.
- 5. New York City, NY; Kansas City, MO; Detroit, MI; St. Louis, MO; and Madison County, KY, are the only localities that allow income deferral for TSP. Box 18, Local wages, tips, etc., will be reduced by the amount of employee TSP contributions only if New York City, NY; Kansas City, MO; Detroit, MI; St. Louis, MO; or Madison County, KY, is indicated in Box 20, Locality name.

Employee Business Expense

Equipment maintenance allowance (EMA), carrier driveout, vehicle hire, supervisor vehicle usage, and special delivery are all considered employee expenses. Box 32, Employee business expense (EBE), will contain the nontaxable (not the total) EBE amount, while Box 33, Taxable employee business expense, will contain the taxable EBE amount. The taxable amount shown in Box 33 will also be included in Box 1, Wages, tips, other compensation.

Flexible Spending Account

The amount contributed to an employee's flexible spending account (FSA) for health care is included in Box 40, FSA health care, and the amount contributed to dependent care will be included in Box 10, FSA dependent care benefits. Both amounts have been deducted from Box 1.

Health Benefit Pre-Tax

The amount that an employee contributed for health benefit premiums is considered pre-tax unless the employee declined the pre-tax benefit. The health benefit pre-tax amount is shown in Box 37, Pre-tax health benefits, and has been deducted from Box 1.

Commuter Program

The amount contributed for the commuter program (Box 41) is considered pre-tax for 2006 up to the IRS \$105 monthly limit for public transportation or the IRS \$205 monthly limit for parking and has been deducted from Box 1.

Effective January 1, 2007, the parking pre-tax spending limit will increase from \$205 to \$215 and the public transportation limit will increase from \$105 to \$110. This increase can affect the deductions for November 2006, which are for the January 2007 benefit month. Any commuting expenses that are elected above the IRS limits will be considered post-tax.

State/Terr. Gross Wages

The amount in Box 16, State wages, tips, etc., will equal Box 1 with the following exceptions:

- 1. Mississippi does not allow income deferral for pre-tax commuter program public transportation and parking.
- New Jersey and Puerto Rico do not allow income deferral. Therefore, the employee TSP, FSA, and health benefits pre-tax contributions are not deducted from their state gross.
- Pennsylvania is the only state that does not require the imputed income life Insurance to be added into the state gross. Also, Pennsylvania does not allow income deferral for TSP, FSA dependent care, and commuter program pre-tax contributions.

Annuity Protection Program

Form W-2s are issued to former employees who receive payments from the Postal Service under the Annuity

Protection Program (APP). Any questions regarding these Form W-2s should be directed to:

PAYROLL BENEFITS BRANCH EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9621

Relocation Payments

Relocation wages are reported in Box 39, Relocation gross, on the Form W-2.

Relocation gross is reduced by the excludable reportable amount reported in Box 12a or 12b before it is added to Box 1.

Excludable reportable wages are reported in Box 12a or 12b with a code "P". Letter code "P" is explained on the reverse side of Form W-2.

Obtaining Duplicate Forms

PostalEASE

Employees may use *PostalEASE* "W-2 Reprint" for information viewing and/or printing. You may request any of the prior 15 years including current year to be reprinted on an official document and mailed.

The W-2 reprint process is performed weekly. During the months of March and April, the W-2 reprint process is scheduled to execute daily. During pay periods 01–03 (approximately mid-December through end of January), the W-2 request for mailing process will not be available. However, viewing of current information is available online.

Eagan Accounting Service Center Help Desk

To obtain duplicate forms, employees may also call the Accounting Help Desk (866-974-2733). All requests must include:

- 1. Employee's name.
- 2. Current mailing address.
- 3. SSN.
- 4. Name of office where employed (or where previously employed if not a current Postal Service employee).
- 5. Year(s) requested.

If you are requesting a duplicate Form W-2 for wages, relocation, or annuity protection program or APP	Call
1992 to the present	Accounting Help Desk at 866-974-2733

If you are unsuccessful requesting duplicate W-2s from the Accounting Help Desk or Employee Self Service, send your request in writing to the following address:

FINANCIAL REPORTING SECTION W-2S EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9617

Requests must include the employee's signature.

Form W-2c, Corrected Wage and Tax Statement

General W-2c Information

Form W-2c is used by the Postal Service to correct errors previously filed on a Form W-2. The Form W-2c will only report the corrections and should be used in conjunction with the original Form W-2 issued when filing taxes and/or other related information.

Requesting a W-2c

All requests for a corrected W-2c must be submitted in writing. The requests must include the following:

- 1. Employee's name.
- 2. Current mailing address.
- 3. SSN.
- 4. Name of office where employed (or where previously employed if not a current Postal Service employee).
- 5. Year(s) requested.
- 6. Reason for request.
- 7. Employee's signature.

If you disagree with the tax information provided and are requesting that the tax statement issued be reviewed and corrected if wrong for	Then submit a written request to
Wages (1992 to the present)	For employees with SSNs that begin with 000–214:
	ATTN PAYROLL ADJUSTMENTS W-2 EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9631
	For employees with SSNs that begin with 215–354:
	ATTN PAYROLL ADJUSTMENTS W-2 EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9633

If you disagree with the tax information provided and are requesting that the tax	
statement issued be reviewed and corrected if wrong for	Then submit a written request to
Wages (1992 to the present) (continued)	For employees with SSNs that begin with 355–499:
	ATTN PAYROLL ADJUSTMENTS W-2 EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9634
	For employees with SSNs that begin with 500 and up:
	ATTN PAYROLL ADJUSTMENTS W-2 EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9636
Relocation	SAN MATEO ACCOUNTING SERVICE CENTER RELOCATION MANAGEMENT SECTION 2700 CAMPUS DR SAN MATEO CA 94097-9420
Annuity Protection Program	PAYROLL BENEFITS BRANCH EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9621

Obtaining Duplicate W-2c Forms

All requests for a duplicate W-2c must be submitted in writing. The requests must include the following:

- 1. Employee's name.
- 2. Current mailing address.
- 3. SSN.
- Name of office where employed (or where previously employed if not a current Postal Service employee).
- 5. Year(s) request.
- 6. Employee's signature.

Submit your questions or requests for duplicate copies of Form W-2c (1992 to the present) in writing to the following address:

FINANCIAL REPORTING SECTION W-2C EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9617

IRS Form 1099

Depending on your specific circumstances, up to three different IRS Form 1099s may be issued to you:

- 1. IRS Form 1099MISC, Statement for Recipients of Miscellaneous Income.
- 2. IRS Form 1099R, Distributions from Pensions, Annuities, Retirement, or Profit Sharing Plans, IRAs, Insurance Contracts, etc.
- 3. IRS Form 1099INT, Interest Income.

All three accounting service centers (ASCs) mail out IRS Form 1099. Please determine the nature of the payments and contact the appropriate ASC.

Requests for duplicate copies and questions regarding	Must be mailed to
Payments to the beneficiaries of deceased employees of the unpaid compensation due at the time of death. Please provide name, SSN, and date of death of the deceased.	FINANCIAL PROCESSING SECTION EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9616
Lump sum payments with no deductions as the result of settlements. Please provide name, SSN, date of settlement, type of settlement, amount of settlement, period involved, and the date it was sent to the ASC for payment.	FINANCIAL PROCESSING SECTION EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9621
Contract cleaners	CONTRACT CLEANERS UNIT SAN MATEO ACCOUNTING SERVICE CENTER 2700 CAMPUS DR SAN MATEO CA 94497-9426
All others	SAN MATEO ACCOUNTING SERVICE CENTER ATTN 1099 RESEARCH TEAM 2700 CAMPUS DR SAN MATEO CA 94497-9422

Form 1099R

This year, both the Office of Personnel Management (OPM) and the Eagan Accounting Service Center are sending out Form 1099Rs. The Eagan ASC will mail annuity protection checks, and OPM will mail monthly annuity checks. The originating agency will be listed on Form 1099R. Try to determine which agency made the payments before you inquire about your form.

If your Form 1099R was issued by	Then submit a written request to
The Eagan Accounting Service Center	PAYROLL BENEFITS BRANCH EAGAN ACCOUNTING
	SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9621
ОРМ	OFFICE OF PERSONNEL MANAGEMENT RETIREMENT OPERATIONS CENTER TAX PROCESSING UNIT PO BOX 45 BOYERS PA 16017-0045

Form 1099INT

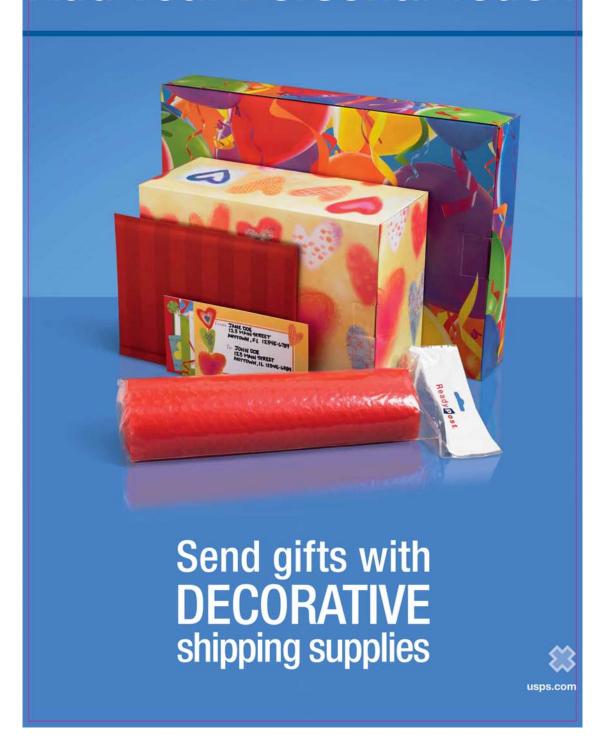
The use of this form is to report interest payments that were the result of employment-related back-pay awards. Submit your questions or requests for duplicate copies of Form 1099INT in writing to the following address:

FINANCIAL PROCESSING SECTION EAGAN ACCOUNTING SERVICE CENTER 2825 LONE OAK PKWY EAGAN MN 55121-9616

Provide your name, SSN, and, if known, the date of the payment.

— Payroll, Finance, 1-18-07

Add Your Personal Touch



Information Technology

UPDATE

Protecting Information on Portable Electronic Devices

Protecting customer, employee, and business information is critical to the mission and the credibility of the Postal Service $^{\text{\tiny M}}$. It is also the right thing to do. Information stored electronically is particularly vulnerable to theft, as laptops fall into the wrong hands every day — at home, on travel, even in the workplace. Guard your laptop at all times; don't let it get stolen.

Handbook AS-805, *Information Security*, has been revised (*Postal Bulletin* issues 22190 and 22194) to strengthen Postal Service data protection policies and to more clearly define employee and manager accountability for protecting information. Below are guidelines for ensuring you do *your* part in protecting yourself, your co-workers, Postal Service customers, and the Postal Service in general.

Managers:

- Do not approve an employee's request to purchase a laptop unless it is clear that the employee cannot do his or her job without one and the position allows the device to be used off site or after hours.
- Do not allow employees to take laptops off premises unless it is absolutely necessary and you know who will be responsible for its safety.
- Before an employee removes a laptop from the normal work area, make sure that the employee knows he or she is responsible for its safety and the business data it contains. Responsibility includes having a place to secure the equipment when it's not being used.

Employees:

- You are responsible for the safety of your laptop and the data it contains.
- Always keep your laptop within sight or secured with a cable lock.
- Do not check your laptop in your baggage on an airplane, train, or any other public transportation.
- If you must leave your laptop in your vehicle, keep it out of sight in the trunk. Never leave it in a vehicle overnight.
- Encrypt sensitive data on the hard drive, flash drive, or other removable media. If in doubt, encrypt using WinZIP, EFS, or an encryptable flash drive.
- Report any missing or stolen laptop or portable media immediately to your manager, by e-mail to uspscirt@usps.gov, and to your local Inspection Service office. If your laptop has been stolen somewhere other than Postal Service premises, report the theft to the local police as well.

For more information, see the article, "Data Protection Tips, Tools, and Requirements," in *Postal Bulletin* 22194 (11-23-06, pages 22–24 and 49).

Corporate Information Security, Information Technology, 1-18-07

International Mail

IMM REVISION

International Mail — Money Order Service to Nigeria Is No Longer Available

Effective January 18, 2007, we are revising *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) to reflect that international money order service to Nigeria is no longer available.

Mailing Standards of the United States Postal Service, International Mail Manual (IMM)

Exhibit 371.2 Countries Accepting the International Postal Money Order Form (MP1)

[Revise Exhibit 371.2 by removing the entry for Nigeria.]

[Revise Note 2 for Exhibit 371.2 to read as follows (removing the reference to Nigeria):]

(2) Bolivia, Cape Verde, Dominican Republic, Ecuador, Guinea, Honduras, Mali, Mexico, and Sierra Leone will not issue money orders for payment in the United States.

* * * * *

Individual Country Listings

Nigeria

* * * * *

Special Services

[Revise the entry for international money orders to read as follows:]

International Money Order (371) NOT Available

We will incorporate these revisions 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, 1-18-07

ICM UPDATES

International Customized Mail

The International Customized Mail (ICM) updates now appear on the Postal Service $^{\text{\tiny TM}}$ Internet Web site at www.usps.com.

To read the latest updates:

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

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

— Pricing Strategy, Pricing and Classification, 1-18-07



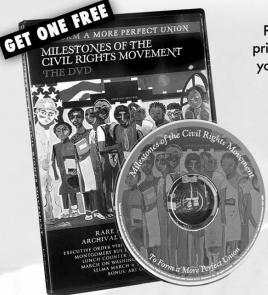
You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBuy.



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

Promotion. Postal Service Official Licensed Products

BLACK HISTORY MONTH LIMITED SPECIAL OFFER!



THE REVIEWS ARE IN!

"Excellent..."
"Highly Recommended..."
"Compelling..."

ORDER TODAY

AND RECEIVE A FREE
COPY OF THE DVD
WITH EACH PURCHASE!
ONLY AT
WWW.USPS.COM/SHOP

U.S. Allegiance Inc.

Purchase the 'Milestones' DVD at the regular price of \$19.99 and receive one FREE. Here's your chance to own a copy for your collection and receive a complimentary copy to give to a friend or donate to your child's school!

This offer is available ONLY at www.usps.com/shop through February 28th. No limit. Order today and see why the reviewers are so enthusiastic.

★"A compelling compilation of segments combining archival footage, photographs, and documents from the times, immersing viewers in "what it was like to have been there." July - August 2006, Video Librarian

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

Henry Louis Gates, Jr.

W.E.B. Du Bois Professor of the Humanities

HARVARD UNIVERSITY

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

Myrlie Evers

★"The producers let the words of those involved tell the story, which is very effective...a good supplemental choice for middle level and secondary libraries." July 2006, School Library Journal

> ★"Masterfully edited 3-5 minute segments... Highly recommended." July - August 2006, Video Librarian

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

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

Philately

STAMP ANNOUNCEMENT 07-01

International Polar Year 2007-2008 Souvenir Sheet



Copyright USPS 2006

The Postal Service™ will issue 84-cent, *International Polar Year 2007–2008* international rate stamps in two designs in a pressure-sensitive adhesive (PSA) souvenir sheet of two stamps (Item 569800), on February 21, 2007, in Fairbanks, Alaska. The stamps, designed by Phil Jordan of Falls Church, Virginia, go on sale nationwide also on February 21, 2007.

Continuing the tradition of international cooperation that began with the first International Polar Year (IPY) in 1882–1883, scientists from around the world will initiate a new era in polar research by participating in IPY 2007–2008. Working across many disciplines, the scientists will conduct field observations, research, and analysis to build upon current knowledge and increase our understanding of the roles that both polar regions play in global processes.

The photograph of the Aurora Borealis, or "northern lights," was made by Fred Hirschmann of Wasilla, Alaska. The photograph of the Aurora Australis, a phenomenon of the southern polar region, was made by Per-Andre Hoffmann of Stuttgart, Germany.

The \$1.68, *International Polar Year 2007–2008* souvenir sheet may not be split and the stamps may not be sold individually. Sales on Item 569800 must be tracked in AIC 092.

How to Order First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at the first day city Post Offices ™, by telephone at 800-STAMP-24,

lssue: International Polar Year 2007–2008 Souvenir Sheet

Item Number: 569800 Denomination: 84-cent

Type of Issue: International rate

Format: Souvenir sheet of 2 (2 designs)

Series: N/A

Issue Date & City:February 21, 2007, Fairbanks, AKDesigner:Phil Jordan, Falls Church, VAPhotographers:Fred Hirschmann, Wasilla, AK

Per-Andre Hoffmann, Stuttgart, Germany

Art Director: Phil Jordan, Falls Church, VA
Typographer: Phil Jordan, Falls Church, VA

Engraver: N/A

Modeler: Joseph Sheeran

Manufacturing Process:
Printer:
Printed at:
Press Type:
Offset/Microprint "USPS"
Ashton Potter (USA) Ltd.
Williamsville, NY
Mueller Martini, A74

Stamps per Sheet: 2

Print Quantity: 4 billion stamps

Paper Type: Nonphosphored, Type III, Block

Adhesive Type: Pressure-sensitive
Processed at: Ashton Potter (USA) Ltd.
Colors: Black, Cyan, Magenta, Yellow,
PMS 579 (Green), Back Black

Stamp Orientation: Horizontal

Image Area (w x h): 1.42 x 0.84 in./36.068 x

21.336 mm

Overall Size (w x h): 1.56 x 0.98 in./39.624 x

24.892 mm

Full Sheet Size (w x h): 4.25 x 2.75 in./107.

95 x 69.85 mm

Plate Size: 180 stamps per revolution

Plate Numbers: N/A

Marginal Markings: © 2006 USPS ● Header "International Polar Year

2007–2008"

■ Selvage text

or at The Postal Store® Web site at www.usps.com/shop. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

[Address not available at time of publication.]

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by April 20, 2007.

How to Order First Day Covers

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

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

Philatelic Products

There are three philatelic products available for this stamp issue:

- Item 569874, Joint Postal Portfolio \$29.95.
- Item 569862, First Day Cover Full Pane \$4.18.
- Item 569884, Uncut Press Sheet \$25.20.

Distribution: Item 569800, \$1.68, International Polar Year 2007–2008, PSA Souvenir Sheet of Two Stamps

The \$1.68, International Polar Year, Souvenir Sheet (Item 569800) will only be distributed to and sold at the first day of issue city and through SFS in Kansas City, Missouri. Stamp distribution offices (SDOs) will not receive an automatic distribution of this souvenir sheet for subsequent distribution to Post Offices.

Initial Supply to Post Offices

The \$1.68, *International Polar Year*, Souvenir Sheet **will not** be distributed to or sold at Post Offices.

Philatelic Requirement

The \$1.68, *International Polar Year*, Souvenir Sheet **will not** be distributed to or sold at philatelic centers.

Sales Policy

The \$1.68, *International Polar Year*, Souvenir Sheet (Item 569800) may not be split and the stamps may not be sold individually.

Sales of Item 569800 must be tracked in AIC 092.

— Stamp Services, Government Relations, 1-18-07

REVISED HANDBOOK

Handbook PO-230, Pictorial Postmarks

We have revised Handbook PO-230, *Pictorial Post-marks*. A summary of changes to the 2006 edition of the handbook is listed below. The handbook will not be distributed and mailed. Instructions for viewing the handbook online or ordering printed copies appear after the summary of changes.

Summary of Changes

- The term *pictorial postmark* replaces the term *picto-rial cancellation*.
- The February 2005 edition of PS Form 413, *Pictorial Postmark Announcement/Report*, (see page 97) replaces the January 2000 edition. PS Form 413 is for use nationwide and use must comply with the 2006 edition of Handbook PO-230. PS Form 413 is available on the Postal Service Intranet at http://blue.usps.gov/formmgmt/forms.htm.

The e-mail and mailing addresses for the manager of the Pictorial Postmarks Program have changed:

> PICTORIAL POSTMARK PROGRAM MANAGER 1735 N LYNN ST RM 5016 ARLINGTON VA 22209-6432

Fax: 703-292-4183

e-mail: pictorialpostmarks@usps.gov

- Special die hub postmarks are different from pictorial postmarks. Requests for special die hub postmarks must be sent to Mailing Standards, Headquarters.
- The new digital color postmarks are not part of the Pictorial Postmark Program, and postmasters are prohibited from using them. Digital color postmarks are an exclusive product of Stamp Services.
- Postmasters approve or disapprove pictorial postmarks from the general public. Offices should

maintain letters of disapproval in a permanent file for up to 3 years if challenged.

- Postmasters cannot waive a temporary station requirement without approval from Stamp Services.
- Stamp Services must approve the use of more than one pictorial postmark design for multiple day events.
- Postmasters who need pictorial postmark assistance for large volumes should call Stamp Fulfillment Services at 816-545-1250 or send an e-mail message to stampfulfillment.services@usps.gov.
- Field managers can forward unsettled claims for damaged or replacement philatelic covers to Headquarters Consumer Advocate for final claim disposition.

Viewing the Handbook Online

Handbook PO-230 is available on the Postal Service $\mbox{\ensuremath{}^{\tiny{M}}}$ 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.*)

Ordering Printed Copies

You can order Handbook PO-230 from the Material Distribution Center (MDC) and use touch tone order entry (TTOE): Call 800-273-1509.

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

Use the following information to order Handbook PO-230:

PSIN: HBK PO230 **PSN:** 7610-04-000-5772

Unit of Measure: EA
Minimum Order Quantity: 1
Quick Pick Number: N/A
Bulk Pack Quantity: 100
Price: \$0.7235

— Stamp Services, Government Relations, 1-18-07



Pictorial Postmark Announcement/Report

Complete this announcement and send it to:

PICTORIAL POSTMARK PROGRAM MANAGER STAMP SERVICES US POSTAL SERVICE 1735 N LYNN ST RM 5018 ARLINGTON VA 22209-6432

Fax: 703-292-4183

PictorialPostmarks@usps.gov

Insert pictorial postmark copy HERE (camera ready or reproducible.)

It must not be larger than 4" horizontal x 2" vertical (the dimensions of this box)

Temporary Station Information		
Postal Service™ Contact (Name, address, telephone)		
Station Date(s)		
Sponsor		
Station Name		
Complete Street Address (No., street, ste./apt.) or P. O. Box Number		
City, State, ZIP+4®		
Mail Postmark Requests to: (Address for Cu	ustomer Mailback Service)	
Station Name		
Addressee Name (Usually "Postmaster")		
Complete Street Address (No., street, ste./apt.) or P. O. Box 9998		
City, State, ZIP+4		
Postmark Report: Following event, resubm	nit this form as a postmark report to Pictorial Postmark program manager.	
	TO:	
Total number of pieces serviced during the auth	STAMP SERVICES	R
	US POSTAL SERVICE 1735 N LYNN ST RM 5016 ARLINGTON VA 22209-6432	
Resubmit report following	rg event. Fax: 703-292-4183 PictorialPostmarks@usps.gov	
PS Form 413. April 2006	i iotoitaii osiittaitta@asps.gov	

Lewis and Clark Pictorial Postmark Extensions

The Lewis and Clark pictorial postmarks for the following Post Offices[™] will be available through March 5, 2007. Extensions have been granted for an additional 45-day period beginning on January 18, 2007. All mail-back service requests must be postmarked by March 5, 2007.



March 23, 2006

Lewis and Clark Bicentennial Committee LEWIS AND CLARK NATIONAL HISTORICAL PARK STATION POSTMASTER PO BOX 9998

ASTORIA OR 97103-9998



August 14, 2006

U.S. Postal Service LEWIS AND CLARK STATION POSTMASTER PO BOX 9998 WASHBURN ND 58577-9998



July 25, 2006

U.S. Postal Service LEWIS AND CLARK STATION POSTMASTER PO BOX 9998 POMPEYS PILLAR MT 59064-9998



September 23, 2006

U.S. Postal Service LEWIS AND CLARK STATION RETAIL SPECIALIST 1720 MARKET ST RM 3017 ST LOUIS MO 63155–9998

— Stamp Services, Government Relations, 1-18-07



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 $^{\mathbb{M}}$ 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 unserviced.

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 POST-MARKS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP+4® CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP+4 code).

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

The following postmark has been extended for 60 days.



November 16, 2006

Children's Foundation

RONALD MCDONALD STATION
POSTMASTER
PO BOX 9998
SAN JUAN PR 00912-9998

The following postmark has been extended for 120 days.



September 23, 2006

U.S. Postal Service

LEWIS AND CLARK STATION
POSTMASTER
PO BOX 9998
ST LOUIS MS 63102-9998



January 5, 2007

U.S. Postal Service
INAUGURAL DAY STATION
POSTMASTER
2000 ROYAL OAKS DR
SACRAMENTO CA
95813-9998



January 13, 2007

Metropolitan Expos, LLC
CHOCOLATE LOVERS
STATION
POSTMASTER
13520 MCLEAREN RD
HERNDON VA 20171-9998

Decommissioning Station
USS TRENTON LPH-14

Jan. 17, 2007 Norfolk VA 23513

150 YEARS OF MAIL SERVICE IN TUCSON

January 17, 2007

U.S. Postal Service DECOMMISSIONING STATION CUSTOMER RELATIONS COORDINATOR

2600 ELTHAM AVE STE 109 NORFOLK VA 23513-2504

January 19-21, 2007

150 Years of Mail Service in

ARIPEX 07 STATION POSTMASTER PO BOX 9998 TUCSON AZ 85701-9998

Houghton Lake Chamber of

POSTMASTER PO BOX 9998 HOUGHTON LAKE MI 48629-9998

January 19-27, 2007

TIP UP TOWN USA STATION

January 20, 2007

U.S. Postal Service DATE MEETS ZIP STATION

POSTMASTER 83 CR 111 ALCOVE NY 12007-9998

January 20, 2007

U.S. Postal Service CENTENNIAL STATION POSTMASTER PO BOX 9998 ROTAN TX 79546-9998

U.S. Postal Service

339 FOURTH ST HOMELAND FL 33847-9998



January 26, 2007

U.S. Postal Service

EULESS POSTMASTER SWEARING IN STATION POSTMASTER 210 N ECTOR DR EULESS TX 76039-9998



January 26, 2007

Orlando Museum of Art QUILTS OF GEES BEND STATION POSTMASTER PO BOX 620045 ORLANDO FL 32862-0045



January 26-27, 2007

York Stamp Club YORCOPEX STATION POSTMASTER 200 S GEORGE ST YORK PA 17403-9998



CHERPEX POSTAGE STAMP SHOW Englewood, Colorado 80110

Saturday, January 27, 2007

January 27, 2007

U.S. Postal Service MANATEE STATION POSTMASTER 260 N INDUSTRIAL DR ORANGE CITY FL 32763-9998



IT ONLY HAPPENS ONCE A CENTURY
DATE MEETS ZIP STATION

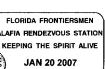
1-20-07 ALCOVE, NEW YORK 12007



Tip-Up Town USA Station Houghton Lake MI 48629



CENTERMAL



ALAFIA RENDEZVOUS STATION

HOMELAND, FL 33847 USPS

January 20, 2007

FLORIDA FRONTIERSMEN ALAFIA RENDEZVOUS STATION POSTMASTER

JANUARY 28 2007

January 27-28, 2007

Cherpex Stamp Show CHERRELYN STATION POSTMASTER 951 TWENTIETH ST DENVER CO 80202-9998



Gazlinburg Bicentennial Station

January 28, 2007

John Beargrease Sled Dog Marathon Committee BEARGREASE STATION POSTMASTER PO BOX 9998 DULUTH MN 55804-9998



January 29, 2007

Gatlinburg Bicentennial Committee

GATLINBURG BICENTENNIAL STATION POSTMASTER PO BOX 9998 GATLINBURG TN 37738-9998



USHL ALL STAR

GAME STATION

JAN 30, 2007

WATERLOO, IA 50701

January 30, 2007

U.S. Hockey League
USHL ALL STAR GAME
STATION
POSTMASTER
PO BOX 9998
WATERLOO IA 50701-9998

— Stamp Services, Government Relations, 1-18-07

How To Order the First Day of Issue Digital Color or Traditional Postmarks

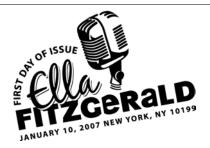
Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office $^{\text{TM}}$, by telephone at 800-STAMP-24, and at The Postal Store $^{\text{G}}$ Web site at www.usps.com/shop.

Customers may submit #6 or #10 covers constructed of paper rated as "laser safe." The Postal Service™ recommends 80-pound Accent Opaque, acid-free envelopes, 9/16″ side seams with no glue on the flap. There is a minimum of 10 covers at 50 cents per postmark required at the time of servicing. You may submit a check, money order, or credit card for payment. Two test envelopes must be included. For covers with graphics or lettering, please note the maximum size of all digital color postmarks is 2″ high x 4″ long. The Postal Service reserves the right not to accept

hand painted and other cachets that are not compatible with our digital color postmark. The Postal Service also reserves the right to substitute traditional black rubber postmarks if use of non-specified envelopes results in poor image quality or damage to equipment.

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked within 60 days of the first day of issue date.

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



Ella Fitzgerald

POSTMASTER 421 EIGHTH AVE RM 2029B NEW YORK NY 10199-9998 Available through March 10, 2007

Black and white pictoral



With love and kisses

STAMP FULFILLMENT SERVICES PO BOX 449992 KANSAS CITY MO 64144-9992 Available through March 13, 2007

Digital color

— Stamp Services, Government Relations, 1-18-07

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
Give to the March of Dimes	Jan. 1-Jan. 31
Give to United Cerebral Palsy, Help Disabled People	Jan. 1-Jan. 31
Support Your Local Science Fair	Jan. 1-Jan. 31
Smile America, National Children's Dental Health Month	Jan. 15-Feb. 28
We Are Fighting for Your Life, American Heart Association	Feb. 1-Feb. 28
Save Your Vision Week	Feb. 1-March 31
March Is Kidney Month, Give to the National Kidney Foundation	March 1-March 31
March Is Red Cross Month	March 1-March 31
Easter Seals, Fight Crippling	March 1-April 22
April Is Child Abuse Prevention Month	April 1–April 30
April Is Organ Donor Awareness Month — Donors Make Miracles	April 1–April 30
Law Day USA Freedom Under Law, May 1	April 1–April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30
National Carih Asthma Week	April 1-May 6
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Salvation Army Week, 4th Week in May	May 1-May 31
Support Research for "NF," Neurofibromatosis	May 1-May 31
Support Your Mental Health Association	May 1-May 31
National Flag Day, June 14, Pause for the Pledge	May 1-June 14
Goodwill Industries — Our Business Works So People Can	May 1-June 30
Support National Historic Preservation Week	May 8-May 14
National Transportation Week	May 15-May 21
Fight Disease, Support City of Hope Pilot Medical Center	May 15-June 15
Defeat Muscular Dystrophy, Support MDAA	May 15-June 17
Conquer Multiple Sclerosis	May 17-June 17
Conquer Cystic Fibrosis	Sept. 1-Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1-Oct. 31
Employ People With Disabilities	Sept. 1-Nov. 30
Give to the United Way	Sept. 15-Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1-Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1-Oct. 31
Support Infection Control Week	Oct. 1-Nov. 30
Help Retarded Children	Nov. 1-Nov. 30
Military Families Recognition Day	Nov. 1-Nov. 30
National Adoption Month	Nov. 1-Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1-Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8-Dec. 31
Support American Education Week	Nov. 10-Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1-Dec. 31

— Mailing Standards, Pricing and Classification, 1-18-07

Retail

New Product Available

Waffle Technology Bill Cleaning Card Available

A new type of card, which cleans the bill validator belt as well as the optical eye, is available for use on mechanized vending equipment. The item description of the new card is *Card, Cleaning, Currency Validator, Waffle Technology.*

This card should be used every 6 months and supplements the regular card used in routine maintenance (scheduled according to the machine model and volume of revenue). The new card should also be used when a machine won't accept bills, to verify that the bill validator is defective before returning a bill validator to the Central Repair Facility in Topeka.

Bill validator cleaning, which is required under Part 433 of Handbook PO-102, *Self Service Vending Operational and Marketing Program*, must be done during full servicing of a self service vending machine.

All bill validator cleaning cards must be purchased through the Material Distribution Center (MDC) in Topeka. You may not purchase through eBuy using an outside vendor. To order through the MDC, use touch tone order entry (TTOE). Call 800-273-1509. You will need your access number to place an order.

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).

You will need the following information to order the waffle technology card:

Item Description: Card, Cleaning,

Currency Validator,

Waffle Technology

PSIN: KW3288-BWB15M **PSN:** 7920-09-000-8964

Unit of Measure: EA
Minimum Order Quantity: 15
Quick Pick Number: N/A
Price: \$1.08 each

You will need the following information to order the regular cleaning card:

Item Description: Card, Cleaning,

Currency Validator (Package of 10)

PSIN: K3288-BPP10
PSN: 7920-04-000-7147

Unit of Measure: PG

Minimum Order Quantity: 1 package of 10

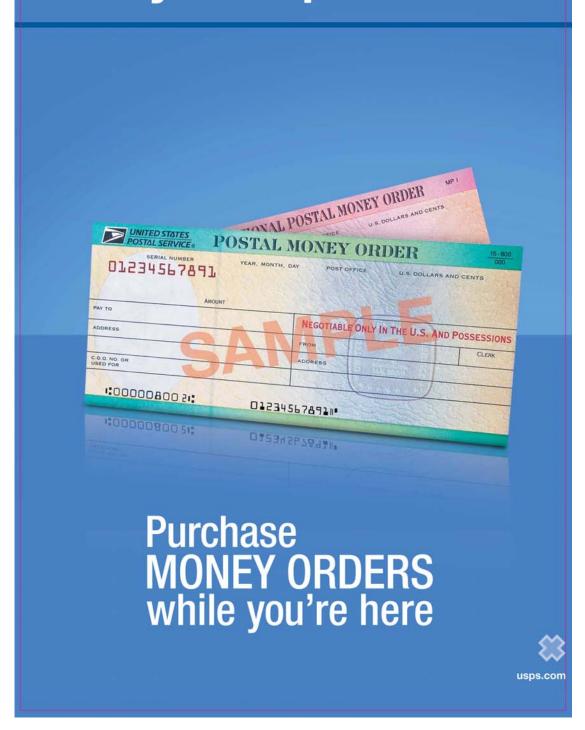
Quick Pick Number: 571
Price: \$1.95

You can find additional information about ordering through the MDC in the MDC Information Packet (NSN 7530-04-000-8886), available on the Postal Service $^{\text{\tiny M}}$ Intranet:

- Go to http://blue.usps.gov.
- Click on Inside USPS.
- Under "Finance," click on Supply Management.
- In left-hand column, under "SM Home", click on *SM Operations*.
- Under "Operation's Groups, click on *Materials Customer Service*, then *MDC Information Packet*.

Retail Service Equipment,Delivery and Retail, 1-18-07

Secure. Convenient. Widely Accepted.



Supply Management

NOTICE

Interest Rate on Contract Claims

The Postal Service ™ periodically publishes in the *Postal Bulletin* the interest rate payable on a claim decided in a supplier's favor, under the Contract Disputes Act of 1978. This rate also applies for late payments to suppliers under the Prompt Payment Act, as amended.

The interest rate effective for the 6-month period beginning January 1, 2007, and ending June 30, 2007, is 5.25 percent.

Supply Management Infrastructure,
 Supply Management, 1-18-07

Postal Bulletin 2006 Annual Index

January - December 2006

PB 22171 - 22196

The following articles are updated regularly in the *Postal Bulletin* and are not listed in the index: 800 Number Available to Verify Canadian Money Orders; Counterfeit Canadian Money Order Forms; Invalid Express Mail Corporate Account Numbers; Mail Alert; Missing, Lost, or Stolen Canadian Money Order Forms; Missing, Lost, or Stolen U.S. Money Order Forms; Overseas Military Mail; Pictorial Postmarks Announcement; Special Cancellation Die Hubs; and Verifying U.S. Postal Service Money Orders.

- A -

Administrative Services	
See also Directives, Forms, Handbooks, Information Technology, Management Instructions, and Privacy Act.	
How To Work With Adobe Form Client Templates and Data (Using Automated Forms))
Administrative Support Manual	
Commercial Vehicle Rentals Procedure Revision (ASM Revision))
Designation of Functions (ASM Revision)	,
Energy Conservation (ASM Revision))
Environmental Management (Revisions to ASM and ELM))
Information Technology Architecture and Standards (ASM Revision))
Information Technology Architecture and Standards (Correction))
Lookout Galleries (ASM Revision)	,
Mailgram Service Discontinued (ASM Revision)	,
New DMM References Updated in the ASM (ASM Revision)	
New Regulations for Print Devices (ASM Revision)	,
Tort Claims (Correction)	,
USPS Stamp Program Earns Awards (USPS News @ Work))
Awards	
2006 Diversity Award Winners Named (USPS News @ Work))
2006 Postal Service National Awards Program for Diversity Achievement (Announcement))
5-Star Customer Service Awards Announced (USPS News @ Work)	
5 Star Customer Service Award Winners Announced (USPS News @ Work))
Anderson Wins Dot Sharpe Lifetime Achievement Award (USPS News @ Work))
Chief Marketing Officer's Growth Award — Updated Guidelines)
FY 2007 Growth Award Kicks Off (USPS News @ Work)	,
NALC Heroes Honored (USPS News @ Work))
Pacific Area Energy Program Committee Earns National Recognition (USPS News @ Work)	
USPS Light-Truck Technicians Compete for Skills Prize (USPS News @ Work)	
USPS Stamp Program Earns Awards (USPS News @ Work))
USPS Wins Silver ECHO Award (USPS News @ Work))
"We Deliver for You" Nominated for Award (USPS News @ Work)	,
Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work))
- C -	
Cancellations	
See Philately — Remaining on Sale or Removed From Sale.	
CARRIER PICKUP	
Carrier Pickup Online Notification Hits 21 Million (USPS News @ Work)	-
Carrier Pickup Reins in 22 Million Packages (USPS News @ Work)	,
Customers Buzzing About Free Package Pickup (USPS News @ Work)	
Free Package Pickup: Fall Advertising Campaign Kicks Off (USPS News @ Work)	
Three-Million-Package Month for Carrier Pickup)
CHILD ALERT PROGRAM	
Missing Children Posters)
Missing Children Posters)

POSTAL BOLLLTIN 22190 (1-10-07)	107
Missing Children Posters	. 22178 (04-13-06)
Missing Children Posters	. 22180 (05-11-06)
Missing Children Posters	. 22182 (06-08-06)
Missing Children Posters	. 22185 (07-20-06)
Missing Children Posters	. 22186 (08-03-06)
Missing Children Posters	. 22188 (08-31-06)
Missing Children Posters	,
Missing Children Posters	,
CLICK-N-SHIP	,
Click-N-Ship Address Book (Announcement)	22172 (01 10 06)
	. 22172 (01-19-00)
CUSTOMER RELATIONS	
See also Dialogue Campaign, Publicity Kits, Retail, and Stamps by Mail.	00101 (05.05.00)
5-Star Customer Service Awards Announced (USPS News @ Work)	,
5 Star Customer Service Award Winners Announced (USPS News @ Work)	,
24-Hour Clock — Keep the Mail Moving on Time	,
24-hour Clock — We Are All Connected (USPS News @ Work)	
95% On-time Delivery (USPS News @ Work)	
A Bountiful Reception: Letter Carrier Holds Wedding Reception at Local Food Bank (USPS News @ Work)	· · · · · · · · · · · · · · · · · · ·
After Katrina, USPS Employees Deliver the Promise of a Brighter Day (USPS News @ Work)	
BSN Reorganizes to Better Serve Customers (USPS News @ Work)	. 22177 (03-30-06)
Build Your Own Holiday Card Promotion (Publicity Kit)	. 22193 (11-09-06)
Bywater Station Re-Opens in New Orleans (USPS News @ Work)	. 22185 (07-20-06)
Carrier Pickup Is Off the Charts	
Coffee and Comments: Six New Orleans Customer Service Ambassadors Take to the Streets (USPS News @ Work) .	. 22179 (04-27-06)
Colorado Springs, CO, PDC Shows Support for the Troops (USPS News @ Work)	. 22194 (11-23-06)
Computer Battery Recall (Notice)	. 22188 (08-31-06)
Customers Buzzing About Free Package Pickup (USPS News @ Work)	. 22194 (11-23-06)
Facts That Might Surprise You! (Marketing Matters — Facts at a Glance)	. 22192 (10-26-06)
Fairbanks, AK, Passport Fair (USPS News @ Work)	. 22188 (08-31-06)
Fighting Fraud: It's a Family Matter (National Consumer Protection Week February 5–11)	. 22173 (02-02-06)
First in Trust: USPS Is the Most Trusted Federal Agency (USPS News @ Work)	· · · · · · · · · · · · · · · · · · ·
Five Packaging Tips for Sending Holiday Gifts (Marketing Matters — Facts at a Glance)	
Fredonia, NY, Artwork Gets A Facelift (USPS News @ Work)	· · · · · · · · · · · · · · · · · · ·
Fresno, CA, Postmaster Hosts Special Dedication for Holiday Stamps (USPS News @ Work)	
Get Access and Convenience Online at USPS.com (Marketing Matters — Facts at a Glance)	
Global Delivery Services (USPS News @ Work)	
High Performing BSNs Earn Accolades for Quarter 3 (USPS News @ Work)	
Holiday Fact Sheets Now Available in Nine Languages (Announcement)	
Holiday HAZMAT (Reminder)	,
L.A. Station Renamed for Fallen Soldier (USPS News @ Work)	,
Louisville PDC Improves Flat Sorter Performance (USPS News @ Work)	
Making Good on Our Commitments in the Lower 9th (USPS News @ Work)	
Michigan Post Office Supports Championship Event (USPS News @ Work)	· · · · · · · · · · · · · · · · · · ·
My Desktop Post Office Takes Legwork Out of a Trip to the Post Office (USPS News @ Work)	
Need to Send a Package? We've Got the Answer! (Marketing Matters — Facts at a Glance)	
New TTY Number for 1-800-ASK-USPS (Notice)	
Northern Illinois Passport Fairs Bring in \$48,000 (USPS News @ Work)	, ,
Notice 122-A Is Available From the MDC (Announcement)	, ,
Online Shipping Wins Easy Acceptance (USPS News @ Work)	· · · · · · · · · · · · · · · · · · ·
Ordering Information for Updated Mailing Publications (Revised Publications)	
Pick the Right Service for Package Shipping (Marketing Matters — Facts At A Glance)	,
PMG Delivers First and 1 Billionth Highlights to National Postal Museum (USPS News @ Work)	
Political Campaign Mail (Reminder)	,
Priority Mail Shoe Box is eBayer's Perfect Fit (USPS News @ Work)	
Product Identifiers Are on Blue (Notice)	, ,
Puerto Rico Post Offices Launch Passport Services (USPS News @ Work)	
Recalled Laptop Computer Batteries (Notice)	
Reporting Procedures for Freedom of Information Act and Privacy Act Requests (PS Form 8170 Reminder)	
Santa Letters — Guidelines for Good Deeds (USPS News @ Work)	. 22195 (12-07-06)

Setting the Record Straight: Advertising Mail Is Not "Junk" (USPS News @ Work)	22175 (03-02-06)
Setting the Record Straight: Costs Not the Reason for Price Increase (USPS News @ Work)	22174 (02-16-06)
Shipment Confirmation Acceptance Notice (SCAN) Adds Volume Verification Procedure (Notice)	22194 (11-23-06)
Shipment Confirmation Acceptance Notice (SCAN) (Field Information Kit)	22192 (10-26-06)
Stamp Out Hunger Food Drive Posters (Notice)	
Stamps — Closer Than You Think! (Marketing Matters — Facts at a Glance)	22176 (03-16-06)
Standardized Procedures for "Notice Left" Mail (Field Information Kit)	
Supply Management Manages Nearly \$1 Million in Cost Avoidance (USPS News @ Work)	22195 (12-07-06)
"The Mail Works!" Potter Delivers Keynote Address at National Postal Forum (USPS News @ Work)	
There's No Place Like USPS for the Holidays — Holiday Guide Helps Customers Decide (USPS News @ Work)	22195 (12-07-06)
Three-Million-Package Month for Carrier Pickup	22196 (12-21-06)
Trade Show Propels Central PA Postmasters Into National Spotlight (USPS News @ Work)	22177 (03-30-06)
Updated List of GXG Retail Locations (Global Express Guaranteed Service)	22192 (10-26-06)
Update to Periodicals Zone Analysis Program (Notice)	22177 (03-30-06)
usps.com Week Preparation (Announcement)	22174 (02-16-06)
USPS and Highlights for Children Mark Milestone (USPS News @ Work)	22187 (08-17-06)
USPS Awards Seven Air Transport Contracts (USPS News @ Work)	22191 (10-12-06)
USPS in Top 30 of Forbes List	22196 (12-21-06)
USPS Shipping Assistant Version 3.0 to Have a Sharp New Look (Notice)	22192 (10-26-06)
USPS Success Stories (USPS News @ Work)	
"We Deliver for You" Nominated for Award (USPS News @ Work)	
Welcome Home New Orleans! USPS Commits to Continue Improving Service (USPS News @ Work)	
CUSTOMIZED MAIL	,
Customized Market Mail Nets Sabres a Hat Trick (USPS News @ Work)	22171 (01-05-06)
	22171 (01-03-00)
- D -	
DIALOGUE CAMPAIGN	
Dilbert and Cathy Continue the Customer Dialogue (USPS News @ Work)	22182 (06-08-06)
Dilbert and Cathy Deliver Mailing Ideas (Dialogue Direct Mail Campaign)	
New Dialogue Campaign Targets 130 Million Customers (USPS News @ Work)	
October Cathy and Dilbert Postcard (Dialogue Direct Mail Campaign)	
	22 190 109-20-001
The Dialogue Continues (Announcement)	
The Dialogue Continues (Announcement)	22181 (05-25-06)
The Dialogue Continues (Announcement)	22181 (05-25-06)
The Dialogue Continues (Announcement)	22181 (05-25-06) ernational Mail
The Dialogue Continues (Announcement)	22181 (05-25-06) ernational Mail 22171 (01-05-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Directives and Forms Update	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Directives and Forms Update Directives and Forms Update	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Directives and Forms Update Directives and Forms Update Directives and Forms Update	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06)
The Dialogue Continues (Announcement) Directives See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22186 (08-03-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22186 (08-03-06) 22189 (09-14-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22186 (08-03-06) 22189 (09-14-06) 22192 (10-26-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22186 (08-03-06) 22189 (09-14-06) 22192 (10-26-06) 22193 (11-09-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22186 (08-03-06) 22189 (09-14-06) 22192 (10-26-06) 22193 (11-09-06) 22194 (11-23-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Direc	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22186 (08-03-06) 22189 (09-14-06) 22192 (10-26-06) 22193 (11-09-06) 22194 (11-23-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Direc	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22186 (08-03-06) 22189 (09-14-06) 22192 (10-26-06) 22193 (11-09-06) 22194 (11-23-06) 22175 (03-02-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Direc	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22186 (08-03-06) 22189 (09-14-06) 22192 (10-26-06) 22193 (11-09-06) 22194 (11-23-06) 22175 (03-02-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Directives and Forms Update — Sign 309-K Not Yet Available (Correction) Postal Service Policy on Sexual Orientation, Gender Identification, and Gender Stereotyping (Announcement) DIVERSITY 2006 Diversity Award Winners Named (USPS News @ Work) 2006 Postal Service National Awards Program for Diversity Achievement (Announcement)	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22186 (08-03-06) 22189 (09-14-06) 22192 (10-26-06) 22193 (11-09-06) 22194 (11-23-06) 22175 (03-02-06) 22190 (09-28-06) 22178 (04-13-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Direc	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22186 (08-03-06) 22189 (09-14-06) 22192 (10-26-06) 22193 (11-09-06) 22194 (11-23-06) 22195 (03-02-06) 22190 (09-28-06) 22178 (04-13-06) 22195 (12-07-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Direc	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22186 (08-03-06) 22189 (09-14-06) 22192 (10-26-06) 22193 (11-09-06) 22194 (11-23-06) 22175 (03-02-06) 22190 (09-28-06) 22178 (04-13-06) 22178 (04-13-06) 22195 (12-07-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Direc	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22186 (08-03-06) 22189 (09-14-06) 22192 (10-26-06) 22193 (11-09-06) 22194 (11-23-06) 22175 (03-02-06) 22190 (09-28-06) 22178 (04-13-06) 22195 (12-07-06) 22195 (12-07-06) 22194 (11-23-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Direc	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22189 (09-14-06) 22192 (10-26-06) 22194 (11-23-06) 22175 (03-02-06) 22190 (09-28-06) 22178 (04-13-06) 22178 (04-13-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22194 (11-23-06) 22194 (11-23-06) 22194 (11-23-06) 22194 (11-23-06) 22189 (09-14-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Direc	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22189 (09-14-06) 22192 (10-26-06) 22194 (11-23-06) 22195 (12-07-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22194 (11-23-06) 22194 (11-23-06) 22195 (12-07-06) 22194 (11-23-06) 22199 (09-14-06) 22191 (10-12-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Direc	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22189 (09-14-06) 22192 (10-26-06) 22193 (11-09-06) 22194 (11-23-06) 22195 (03-02-06) 22190 (09-28-06) 22178 (04-13-06) 22195 (12-07-06) 22195 (12-07-06) 22194 (11-23-06) 22194 (11-23-06) 22195 (12-07-06) 22194 (11-23-06) 22199 (09-14-06) 22191 (10-12-06) 22191 (10-12-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Direc	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22189 (09-14-06) 22192 (10-26-06) 22194 (11-23-06) 22195 (12-07-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22195 (12-07-06) 22197 (10-12-06) 22185 (07-20-06) 22175 (03-02-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Direc	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22186 (08-03-06) 22189 (09-14-06) 22192 (10-26-06) 22194 (11-23-06) 22195 (12-07-06) 22195 (12-07-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22195 (12-07-06) 22195 (12-07-06) 22196 (09-14-06) 22197 (00-20-06) 22175 (03-02-06) 22175 (03-02-06) 22173 (02-02-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Direc	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22186 (08-03-06) 22189 (09-14-06) 22192 (10-26-06) 22194 (11-23-06) 22195 (12-07-06) 22195 (12-07-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22195 (12-07-06) 22195 (12-07-06) 22196 (09-14-06) 22197 (00-20-06) 22175 (03-02-06) 22175 (03-02-06) 22173 (02-02-06)
DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Directives and	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22189 (09-14-06) 22192 (10-26-06) 22194 (11-23-06) 22195 (12-07-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22195 (12-07-06) 22196 (09-14-06) 22197 (03-02-06) 22175 (03-02-06) 22175 (03-02-06)
The Dialogue Continues (Announcement) DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Direc	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22189 (09-14-06) 22192 (10-26-06) 22194 (11-23-06) 22195 (12-07-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22195 (12-07-06) 22196 (09-14-06) 22197 (03-02-06) 22175 (03-02-06) 22175 (03-02-06)
DIRECTIVES See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; Handbooks; Int Manual; Management Instructions; Postal Operations Manual; and Publications. Directives and Forms Update Directives and	22181 (05-25-06) ernational Mail 22171 (01-05-06) 22173 (02-02-06) 22175 (03-02-06) 22178 (04-13-06) 22184 (07-06-06) 22189 (09-14-06) 22192 (10-26-06) 22193 (11-09-06) 22194 (11-23-06) 22195 (12-07-06) 22195 (12-07-06) 22195 (12-07-06) 22194 (11-23-06) 22195 (12-07-06) 22195 (12-07-06) 22196 (09-28-06) 22197 (10-12-06) 22197 (10-12-06) 22198 (09-14-06) 22191 (10-12-06) 22175 (03-02-06) 22175 (03-02-06) 22175 (03-02-06) 22175 (03-02-06)

Attachments to Bound Periodicals Publications (DMM Revision)	22181 (05-25-06)
Cap Metro Raises Address Quality Score (USPS News @ Work)	22172 (01-19-06)
Changes to Post Office Box Fee Groups (Publication 431 Revision)	,
Changes to Post Office Box Fee Groups (Publication 431 Revision)	,
Changes to Post Office Box Fee Groups (Publication 431 Revision)	,
Changes to Post Office Box Fee Groups (Publication 431 Revision)	,
Changes to Post Office Box Fee Groups (Publication 431 Revision)	
Changes to Post Office Box Fee Groups (Publication 431 Revision)	,
Changes to Post Office Box Fee Groups (Publication 431 Revision)	,
Changes to Post Office Box Fee Groups (Publication 431 Revision)	· · · · · · · · · · · · · · · · · · ·
Changes to Post Office Box Fee Groups (Publication 431 Revision)	,
Clarification of the Nonmachinable Surcharge for Shrubs, Trees, and Other Nursery Stock (Notice)	
Combating Money Order Fraud: The Interactive Voice Response System (Notice)	
Computer Battery Recall (Notice)	,
Delivering a Data-packed Barcode (USPS News @ Work)	· · · · · · · · · · · · · · · · · · ·
Denver, CO, Team Improves Mail Flow, Saves Money (USPS News @ Work)	, ,
DMM Advisory Keeps Customers in the Know (USPS News @ Work)	
Five Packaging Tips for Sending Holiday Gifts (Marketing Matters — Facts at a Glance)	
Flat-rate Pricing Makes Shipping "Quick, Easy, Convenient" (Marketing Matters — Facts at a Glance)	,
Fluorescent Taggant No Longer Required on Certified Mail Receipt (PS Form 3800)	· · · · · · · · · · · · · · · · · · ·
Grow Your Business Day Seminars Prove To Be a Premium Experience (USPS News @ Work)	· · · · · · · · · · · · · · · · · · ·
Holiday Fact Sheets Now Available in Nine Languages (Announcement)	
Holiday HAZMAT (Reminder)	
Mailability of Articles Containing Fuel (Notice)	
Marketing Matters — Facts at a Glance: Create and Mail Online With NetPost Services	,
Meter Indicia Produced With Black, Nonfluorescent Ink (Notice)	,
Meter Indicia Produced With Blue Nonfluorescent Ink (Notice)	· · · · · · · · · · · · · · · · · · ·
Modification to 01V and 03V Sacks (Notice)	, ,
Moving? Go Online to Make Sure Your Mail Moves With You (Marketing Matters — Facts at a Glance)	` '
My Desktop Post Office Takes Legwork Out of a Trip to the Post Office (USPS News @ Work)	,
National PCC Day 2006: America's Partnership (USPS News @ Work)	
Need to Send a Package? We've Got the Answer! (Marketing Matters — Facts at a Glance)	
New Enhanced Distribution Label Specification Available to Mailers (Notice)	
New Envelopes for U.S. Treasury Checks (<i>Notice</i>)	
New Scanners Get Thumbs-Up in Pennsylvania Test (USPS News @ Work)	· · · · · · · · · · · · · · · · · · ·
Online Shipping Wins Easy Acceptance (USPS News @ Work)	,
Ordering Information for Updated Mailing Publications (Revised Publications)	
Ordering Information for Updated Mailing Publications (<i>Revised Publications</i>)	
Ordering Information for Updated Mailing Publications (<i>Revised Publications</i>)	,
Order Updated Ratefold and Posters (Revised Publication)	
Phase III Postage Meters Scheduled for Decertification (Notice)	· · · · · · · · · · · · · · · · · · ·
Pick the Right Service for Package Shipping (Marketing Matters — Facts At A Glance)	,
Postal Service Awards Domestic Air Contract to UPS (USPS News @ Work)	· · · · · · · · · · · · · · · · · · ·
Postal Service Offers Range of Options for Business Postage (Marketing Matters — Facts at a Glance)	
Postal Service to Test New Verification Process With CD Trading Company (Field Information Kit)	
Post Office Box Service — Safety and Security for Your Mail (Marketing Matters — Facts at a Glance)	· · · · · · · · · · · · · · · · · · ·
Priority Mail Shoe Box Is eBayer's Perfect Fit (USPS News @ Work)	· · · · · · · · · · · · · · · · · · ·
PS Form 3533, Application for Refund of Fees, Products, and Withdrawal of Customer Accounts (Revised Form)	
PS Form 8125-C, Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (Revised Forms)	
PS Form 8165, Mail Fraud Report (Notice)	,
Publication 417, Nonprofit Standard Mail Eligibility: Nonprofit and Other Qualified Organizations (Revised Publication)	,
Publication 52, Hazardous, Restricted, and Perishable Mail (Revised Publication)	,
Recalled Laptop Computer Batteries (Notice)	
Snowbird Spotting: "Snowbird Mail Patrol" Catches Errant Packages (USPS News @ Work)	, ,
Southern Maine PDC Officially Opens (USPS News @ Work)	
Standardized Procedures for "Notice Left" Mail (Field Information Kit)	, ,
Surface Visibility Helps Keep Us on Track (USPS News @ Work)	
Survey Shows Record-Setting Improvements in Remittance Mail (USPS News @ Work)	
- ,	. ,

The Long and Winding WebROADS: New Database Provides Better REC Overview (USPS News @ Work)	,
There's No Place Like USPS for the Holidays — Holiday Guide Helps Customers Decide (USPS News @ Work)	2195 (12-07-06)
Updated Publication 804, Drop Shipment Procedures for Destination Entry (Notice)	2179 (04-27-06)
Updated "Statement of Ownership" Forms for Periodicals Mailers (Revised Forms)	2188 (08-31-06)
Update to Periodicals Zone Analysis Program (Notice)	
USPS Awards Seven Air Transport Contracts (USPS News @ Work)	
USPS Shipping Assistant Version 3.0 to Have a Sharp New Look (Notice)	
Webzines Are Launching Print Versions (USPS News @ Work)	2172 (01-19-06)
DOMESTIC MAIL MANUAL	
See also Labeling Lists.	
Address Block Barcodes on Business Reply Mail Letters (DMM Revision)	2182 (06-08-06)
Address Change Service (DMM Revision)	
Authorized Sacks for Periodicals Mail (DMM Revision)	
Bundling Flat-Size and Irregular Parcel Mail (DMM Revision)	, ,
Changes in Handling Post Office Box Denial of Service and Termination Appeals (DMM and POM Revisions)	
Change to the Nominal Rate for Periodicals Mail (DMM Revision)	
Combining Package Services Parcels (DMM Revision)	
Delivery Confirmation Now Available to More Locations (DMM Revision)	
Destination Sectional Center Facility Mail Entered at Bulk Mail Centers (DMM Revision)	,
Elimination of Multiple Entry Point Processing System (DMM Revision)	
FIM C for Permit Reply Mail (DMM Revision)	2187 (08-17-06)
Finished Corners for Letter-Size Mailpieces Made of Cardstock (DMM Revision)	2193 (11-09-06)
Hold For Pickup Endorsement — Update (DMM Revision)	2176 (03-16-06)
Labeling Changes for Standard Mail Nonmachinable Letters, Periodicals Presort Letters, and Bound Printed Matter	, ,
Irregular Parcels (DMM Revision)	2183 (06-22-06)
Labeling Trays and Sacks of First-Class Mail (DMM Revision)	
Manufacturer's Recall of Prescription Drugs (DMM Revision)	
Methods of Filing Change-of-Address Orders (DMM Revision)	,
New 3-Digit Sort Option for Drop-Ship Mailers (DMM Revision)	
New 4-State Customer Barcode (DMM Revision)	
New Interim Temporary Mail Forwarding Policy (DMM Revision)	
New Mailing Standards for Division 6.2 Infectious Substances (DMM Revision)	
New Mailing Standards for Sharps and Other Regulated Medical Waste Containers (DMM Revision)	
New Marking Requirement for Bound Printed Matter Machinable Parcels (DMM Revision)	
New Packaging Option for Liquids in Glass Containers (DMM Revision)	
New Preparation for Periodicals Flats in Mixed Area Distribution Center Bundles and Sacks (DMM Revision)	,
New Preparation Requirements for Bundles of Mail on Pallets (DMM Revision)	,
Parcel Return Service (DMM Revision)	2178 (04-13-06)
Periodicals Publications Mailed by the General Public (DMM Revision)	2191 (10-12-06)
Permit Reply Mail (DMM Revision)	2186 (08-03-06)
	2190 (09-28-06)
Products Mailable at Nonprofit Standard Mail Rates (DMM Revision)	2172 (01-19-06)
Reassignment of ZIP Code Range 880 for DBMC Mailings and Intra-BMC Parcel Post (DMM Revision)	
Sack Labels (DMM Revision)	,
Sack Preparation Changes for Periodicals Mail (DMM Correction)	
Sack Preparation Changes for Periodicals Mail (DMM Revision)	
	,
Sack Preparation Changes for Periodicals Mail (DMM Revision)	
Upcoming Mail Preparation Changes (DMM Reminder)	,
Upcoming Mail Preparation Changes (DMM Reminder)	,
Update: Labeling Trays and Sacks of First-Class Mail (DMM Revision)	
USPS and Western Union Terminate Mailgram Contract (DMM Revision)	,
USPS Drop Shipment Product (DMM Revision)	2191 (10-12-06)
Domestic Orders	
Domestic Order	2194 (11-23-06)
Domestic Orders	,
Domestic Orders	,
Domestic Orders	
Domestic Orders	,
Domestic Orders	,
==:::==== =::===== · · · · · · · · · · ·	(35 _5 00)

POSTAL BULLETIN 22198 (1-18-07)	111
Domestic Orders	22182 (06-08-06)
Domestic Orders	` ,
Domestic Orders	` ,
Domestic Orders	22190 (09-28-06)
Domestic Orders	
Domestic Orders	22196 (12-21-06)
-E-	
ELECTION CAMPAIGNS	
Election Campaigns — Hatch Act and Other Requirements	22188 (08-31-06)
Election Campaigns — Hatch Act and Other Requirements	·
Election Campaigns — Hatch Act and Other Requirements	,
EMPLOYEE AND LABOR RELATIONS MANUAL	,
Acceptable Reasons and Instructions for LWOP (<i>ELM Revision</i>)	22171 (01-05-06)
Back Pay Claims Processing — Life Insurance Coverage (ELM Revision)	
Contests (ELM Revision)	
Employment and Placement Programs (ELM Revision)	,
Environmental Management (Revisions to ASM and ELM)	,
Equivalent Grades Chart (ELM Revision)	· ·
Essential Features of Leave Without Pay (ELM Revision)	22183 (06-22-06)
Glover Settlement Agreement (Revisions to the ELM and Handbooks EL-307, EL-312, and EL-505)	22185 (07-20-06)
Insufficient Pay to Cover Optional Insurance Withholdings (ELM Revision)	22182 (06-08-06)
Occupational Safety and Health Programs (Correction)	22190 (09-28-06)
Occupational Safety and Health Programs (ELM Revision)	22181 (05-25-06)
Occupational Safety and Health Programs (ELM Revision)	· ·
Reductions in Grade — Correction (ELM Revision)	,
Reporting Violations (ELM Revision)	
Return to Duty After Occupational Illness or Injury (ELM Revision)	
Use of Leave While on Active Duty Military Service (ELM Revision)	22178 (04-13-06)
	· ·
Work Clothes and Uniforms (ELM Revision)	22190 (09-28-06)
Work Clothes and Uniforms (ELM Revision)	22190 (09-28-06)
Work Clothes and Uniforms (ELM Revision)	22190 (09-28-06) 22195 (12-07-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys.	22190 (09-28-06) 22195 (12-07-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe	22190 (09-28-06) 22195 (12-07-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys.	22190 (09-28-06) 22195 (12-07-06) ety and Health,
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22193 (11-09-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22193 (11-09-06) 22192 (10-26-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits FSA — Don't Forget to Pay Yourself Back (USPS News @ Work)	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22193 (11-09-06) 22192 (10-26-06) 22195 (12-07-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits FSA — Don't Forget to Pay Yourself Back (USPS News @ Work) FSA Updates Phone Prompt, Account Balances (USPS News @ Work)	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22193 (11-09-06) 22192 (10-26-06) 22195 (12-07-06) 22182 (06-08-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits FSA — Don't Forget to Pay Yourself Back (USPS News @ Work) FSA Updates Phone Prompt, Account Balances (USPS News @ Work) Health Benefits Open Season (Notice)	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22193 (11-09-06) 22192 (10-26-06) 22195 (12-07-06) 22182 (06-08-06) 22192 (10-26-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits FSA — Don't Forget to Pay Yourself Back (USPS News @ Work) FSA Updates Phone Prompt, Account Balances (USPS News @ Work) Health Benefits Open Season (Notice) Health Benefits Open Season Extended to December 29, 2006 (Notice)	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22192 (10-26-06) 22195 (12-07-06) 22182 (06-08-06) 22192 (10-26-06) 22192 (10-26-06) 22195 (12-07-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits FSA — Don't Forget to Pay Yourself Back (USPS News @ Work) FSA Updates Phone Prompt, Account Balances (USPS News @ Work) Health Benefits Open Season (Notice) Health Benefits Open Season Extended to December 29, 2006 (Notice) New Federal Employees Dental and Vision Insurance Program	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22193 (11-09-06) 22192 (10-26-06) 22195 (12-07-06) 22192 (10-26-06) 22192 (10-26-06) 22195 (12-07-06) 22195 (12-07-06) 22195 (12-07-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits FSA — Don't Forget to Pay Yourself Back (USPS News @ Work) FSA Updates Phone Prompt, Account Balances (USPS News @ Work) Health Benefits Open Season (Notice) Health Benefits Open Season Extended to December 29, 2006 (Notice) New Federal Employees Dental and Vision Insurance Program Open Season — Make It Work for You and Your Family! (USPS News @ Work)	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22193 (11-09-06) 22192 (10-26-06) 22195 (12-07-06) 22192 (10-26-06) 22192 (10-26-06) 22195 (12-07-06) 22195 (12-07-06) 22195 (12-07-06) 22194 (11-23-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits FSA — Don't Forget to Pay Yourself Back (USPS News @ Work) FSA Updates Phone Prompt, Account Balances (USPS News @ Work) Health Benefits Open Season (Notice) Health Benefits Open Season Extended to December 29, 2006 (Notice) New Federal Employees Dental and Vision Insurance Program Open Season — Make It Work for You and Your Family! (USPS News @ Work) Revision to PS Form 1653, Postmaster Relief/Leave Replacement Employment Data (Notice)	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22193 (11-09-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22194 (11-23-06) 22177 (03-30-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits FSA — Don't Forget to Pay Yourself Back (USPS News @ Work) FSA Updates Phone Prompt, Account Balances (USPS News @ Work) Health Benefits Open Season (Notice) Health Benefits Open Season Extended to December 29, 2006 (Notice) New Federal Employees Dental and Vision Insurance Program Open Season — Make It Work for You and Your Family! (USPS News @ Work) Revision to PS Form 1653, Postmaster Relief/Leave Replacement Employment Data (Notice) Revision to PS Form 3970-R, Request to Receive Donated Leave (Notice)	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22193 (11-09-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22194 (11-23-06) 22177 (03-30-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits FSA — Don't Forget to Pay Yourself Back (USPS News @ Work) FSA Updates Phone Prompt, Account Balances (USPS News @ Work) Health Benefits Open Season (Notice) Health Benefits Open Season Extended to December 29, 2006 (Notice) New Federal Employees Dental and Vision Insurance Program Open Season — Make It Work for You and Your Family! (USPS News @ Work) Revision to PS Form 1653, Postmaster Relief/Leave Replacement Employment Data (Notice) Revision to PS Form 3970-R, Request to Receive Donated Leave (Notice)	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22196 (12-21-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22194 (11-23-06) 22177 (03-30-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits FSA — Don't Forget to Pay Yourself Back (USPS News @ Work) FSA Updates Phone Prompt, Account Balances (USPS News @ Work) Health Benefits Open Season (Notice) Health Benefits Open Season Extended to December 29, 2006 (Notice) New Federal Employees Dental and Vision Insurance Program Open Season — Make It Work for You and Your Family! (USPS News @ Work) Revision to PS Form 1653, Postmaster Relief/Leave Replacement Employment Data (Notice) Revision to PS Form 3970-R, Request to Receive Donated Leave (Notice) General 2006 Combined Federal Campaign Guidelines	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22196 (12-21-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22194 (11-23-06) 22177 (03-30-06) 22190 (09-28-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits FSA — Don't Forget to Pay Yourself Back (USPS News @ Work) FSA Updates Phone Prompt, Account Balances (USPS News @ Work) Health Benefits Open Season (Notice) Health Benefits Open Season Extended to December 29, 2006 (Notice) New Federal Employees Dental and Vision Insurance Program Open Season — Make It Work for You and Your Family! (USPS News @ Work) Revision to PS Form 1653, Postmaster Relief/Leave Replacement Employment Data (Notice) Revision to PS Form 3970-R, Request to Receive Donated Leave (Notice) General 2006 Combined Federal Campaign Guidelines 2006 Diversity Award Winners Named (USPS News @ Work)	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22196 (12-21-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22194 (11-23-06) 22177 (03-30-06) 22177 (03-30-06) 22190 (09-28-06) 22190 (09-28-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits FSA — Don't Forget to Pay Yourself Back (USPS News @ Work) FSA Updates Phone Prompt, Account Balances (USPS News @ Work) Health Benefits Open Season (Notice) Health Benefits Open Season Extended to December 29, 2006 (Notice) New Federal Employees Dental and Vision Insurance Program Open Season — Make It Work for You and Your Family! (USPS News @ Work) Revision to PS Form 1653, Postmaster Relief/Leave Replacement Employment Data (Notice) Revision to PS Form 3970-R, Request to Receive Donated Leave (Notice) General 2006 Combined Federal Campaign Guidelines 2006 Diversity Award Winners Named (USPS News @ Work) 2006 Postal Service National Awards Program for Diversity Achievement (Announcement)	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22196 (12-21-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22194 (11-23-06) 22177 (03-30-06) 22177 (03-30-06) 22190 (09-28-06) 22190 (09-28-06) 22178 (04-13-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits FSA — Don't Forget to Pay Yourself Back (USPS News @ Work) FSA Updates Phone Prompt, Account Balances (USPS News @ Work) Health Benefits Open Season (Notice) Health Benefits Open Season Extended to December 29, 2006 (Notice) New Federal Employees Dental and Vision Insurance Program Open Season — Make It Work for You and Your Family! (USPS News @ Work) Revision to PS Form 1653, Postmaster Relief/Leave Replacement Employment Data (Notice) Revision to PS Form 3970-R, Request to Receive Donated Leave (Notice) General 2006 Combined Federal Campaign Guidelines 2006 Diversity Award Winners Named (USPS News @ Work) 2006 Postal Service National Awards Program for Diversity Achievement (Announcement) 2007 Pay Dates and Leave Year (Notice)	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22196 (12-21-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22194 (11-23-06) 22177 (03-30-06) 22177 (03-30-06) 22190 (09-28-06) 22190 (09-28-06) 22178 (04-13-06) 22196 (12-21-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits FSA — Don't Forget to Pay Yourself Back (USPS News @ Work) FSA Updates Phone Prompt, Account Balances (USPS News @ Work) Health Benefits Open Season (Notice) Health Benefits Open Season Extended to December 29, 2006 (Notice) New Federal Employees Dental and Vision Insurance Program Open Season — Make It Work for You and Your Family! (USPS News @ Work) Revision to PS Form 1653, Postmaster Relief/Leave Replacement Employment Data (Notice) Revision to PS Form 3970-R, Request to Receive Donated Leave (Notice) General 2006 Combined Federal Campaign Guidelines 2006 Diversity Award Winners Named (USPS News @ Work) 2006 Postal Service National Awards Program for Diversity Achievement (Announcement) 2007 Pay Dates and Leave Year (Notice) 24-hour Clock Keeps USPS Linked (USPS News @ Work)	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22196 (12-21-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22194 (11-23-06) 22177 (03-30-06) 22177 (03-30-06) 22190 (09-28-06) 22190 (09-28-06) 22178 (04-13-06) 22196 (12-21-06) 22176 (03-16-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits FSA — Don't Forget to Pay Yourself Back (USPS News @ Work) FSA Updates Phone Prompt, Account Balances (USPS News @ Work) Health Benefits Open Season (Notice) Health Benefits Open Season Extended to December 29, 2006 (Notice) New Federal Employees Dental and Vision Insurance Program Open Season — Make It Work for You and Your Familyl (USPS News @ Work) Revision to PS Form 1653, Postmaster Relief/Leave Replacement Employment Data (Notice) Revision to PS Form 3970-R, Request to Receive Donated Leave (Notice) General 2006 Combined Federal Campaign Guidelines 2006 Diversity Award Winners Named (USPS News @ Work) 2006 Postal Service National Awards Program for Diversity Achievement (Announcement) 2007 Pay Dates and Leave Year (Notice) 24-hour Clock Keeps USPS Linked (USPS News @ Work) 5-Star Customer Service Awards Announced (USPS News @ Work)	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22196 (12-21-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22194 (11-23-06) 22177 (03-30-06) 22177 (03-30-06) 22190 (09-28-06) 22190 (09-28-06) 22178 (04-13-06) 22176 (03-16-06) 22176 (03-16-06) 22181 (05-25-06)
Work Clothes and Uniforms (ELM Revision) EMPLOYEES See also Diversity, Employee and Labor Relations Manual, Flexible Spending Accounts, Handbooks, Rural Carriers, Safe Thrift Savings Plan, and VOE Surveys. Benefits 2007 Pay Dates and Leave Year (Notice) Annual Leave Exchange Option Commuter Program 2007 Corrections to 2007 Health and Dental/Vision Insurance Program Guides (Notice) Fall 2006 Benefits Timeline for Career Employees Federal Employees Health Benefits FSA — Don't Forget to Pay Yourself Back (USPS News @ Work) FSA Updates Phone Prompt, Account Balances (USPS News @ Work) Health Benefits Open Season (Notice) Health Benefits Open Season Extended to December 29, 2006 (Notice) New Federal Employees Dental and Vision Insurance Program Open Season — Make It Work for You and Your Family! (USPS News @ Work) Revision to PS Form 1653, Postmaster Relief/Leave Replacement Employment Data (Notice) Revision to PS Form 3970-R, Request to Receive Donated Leave (Notice) General 2006 Combined Federal Campaign Guidelines 2006 Diversity Award Winners Named (USPS News @ Work) 2006 Postal Service National Awards Program for Diversity Achievement (Announcement) 2007 Pay Dates and Leave Year (Notice) 24-hour Clock Keeps USPS Linked (USPS News @ Work)	22190 (09-28-06) 22195 (12-07-06) ety and Health, 22196 (12-21-06) 22193 (11-09-06) 22196 (12-21-06) 22196 (12-21-06) 22196 (12-21-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22192 (10-26-06) 22194 (11-23-06) 22177 (03-30-06) 22177 (03-30-06) 22190 (09-28-06) 22190 (09-28-06) 22196 (12-21-06) 22176 (03-16-06) 22176 (03-16-06)

A Bountiful Reception: Letter Carrier Holds Wedding Reception at Local Food Bank (USPS News @ Work)	•	
Anderson Wins Dot Sharpe Lifetime Achievement Award (USPS News @ Work)		
A New Do For Wanda (USPS News @ Work)	•	,
A New Vendor to Handle Telephone Bills (Notice)		
Asset Management Integration Program Officially Launched (Notice)		
Associate Supervisor Program Updated (USPS News @ Work)		
Board of Governors Approve \$1.1 Billion in Cost Reductions (USPS News @ Work)) (09-2	28-06)
Business Connect Takes Hold: Wrestling Supply Company Pinned Down by Postmaster (USPS News @ Work) 2217	l (02-	16-06)
Bywater Station Re-opens in New Orleans (USPS News @ Work)	5 (07-	20-06)
Calendars for 2007 Now Available From Boise/OfficeMax Government Solutions (Notice)	1 (11-	23-06)
Changes to Employment Programs (Handbook EL-312 Revision)		
Changes to Preemployment Screening Programs (Handbook EL-312 Correction)		
Changes to Preemployment Screening Programs (Handbook EL-312 Revision)		
Change to Uniform Program Allowance, 2006–2007 (USPS-NPPN National Agreement)		
Colorado Springs, CO, PDC Shows Support for the Troops (USPS News @ Work)	•	,
Conduct on Postal Service Property — Update on Prohibitions on Signature Solicitation (Notice)		
CSRS Retirement Guide (Handbook EL-502 Revision)		
Customer Connect Increasing Postal Revenue (USPS News @ Work)		
Denver, CO, Team Improves Mail Flow, Saves Money (USPS News @ Work)	•	,
Don't Be Misled Poster (<i>Notice</i>)		
EAS Leadership Development Narrative: Our Chance to Shine (USPS News @ Work)		
EAS Leadership Development Open Season (USPS News @ Work)		
Employee Vehicle Lease Termination and Reactivation Procedure (Notice)		
Financial Analyst Helps Save USPS \$34 Million	,	,
First in Trust: USPS Is the Most Trusted Federal Agency (USPS News @ Work)		
Fiscal Year 2006 Bank Secrecy Act and Anti-Money Laundering Compliance Training (Notice)		
Form W-4 Completion for Employees Claiming Exempt Status for 2007 (Notice)		
Form W-5 Renewal for 2007 (<i>Notice</i>)	•	,
FY 2007 Growth Award Kicks Off (USPS News @ Work)) (09-2	28-06)
Giannoni-Jackson Named Employee Resource Management VP (USPS News @ Work)	i (03-0	02-06)
Giordano Named Vice President of Public Affairs and Communications	3 (12-2	21-06)
Good News Benjamin Recognition Program Guidelines (Publicity Kit)) (05-	11-06)
Hotline Helper — Postcard Peel-Off Puts You in the Know (USPS News @ Work)	3 (08-	31-06)
Job Instructor Training Updated (USPS News @ Work)	2 (10-	26-06)
Jump on the Paddock Wagon: Retail Standardization Training Pays Off (USPS News @ Work)	3 (04-	13-06)
Lake Charles, LA, Employees Donate the Gift of Life (USPS News @ Work)	l (07-	06-06)
Laptop Theft — What Are You Doing to Prevent It? (USPS News @ Work)	3 (08-	31-06)
Local LiteBlue Web Site Brings 24/7 Access (USPS News @ Work)		
Louisville PDC Improves Flat Sorter Performance (USPS News @ Work)		
Memorial Funds Established for Goleta Victims: Community Memorial Service Planned (USPS News @ Work)	•	,
•	,	22-06)
NALC Heroes Honored (USPS News @ Work)		
National Hispanic Heritage Month, September 15 — October 15 (Announcement)	•	,
New EEO Hotline Available (USPS News @ Work)		
New Publications to Recruit Applicants for Rural Carrier Associate, Temporary Relief Carrier, and Postmaster Relief/	(.0	00)
Leave Replacement (New Publications)	4 (11-:	23-06)
New Orleans PDC Celebrates Re-opening (USPS News @ Work)		
New Retention Periods for Outlook E-mail (Notice)		
New Retention Periods for Outlook E-mail (Notice)		
New System Requires Postmasters and Station and Branch Managers to Save Current Business Connect	, , 1	55,
Information (Business Connect Notice)	(09-	14-06)
Old Philly P&DC Asset Liquidation Sale (Notice)	•	,
OSHA 300A Annual Summary for Calendar Year 2005 (OSHA Update)		
OSHA's Voluntary Protection Programs (USPS News @ Work)	•	
Palladino Post Office Dedication (USPS News @ Work)		
People Power: PostalPEOPLE Is Sharing Its Services Nationwide (USPS News @ Work)		
Postal Reform: A Message to Employees From the Postmaster General		
Poster 192-A, Skilled Maintenance Workers Make It Work, and Poster 192-B, Transform Yourself and Your	, (12-4	00)
Career (New Posters)	' (03-:	30-06)
Potter's World — Magazine Charts PMG's Career (USPS News @ Work)		
. The state of the	. (\	z. 30 _j

Proposed Adverse Actions Against EAS 18 and Above and PCES 01 Employees (Notice)	,
Publication 158, You Could Have What It Takes to Be a Postal Service Skilled Maintenance Worker (New Publication)	22177 (03-30-06)
Purchasing and Reporting American Express Gift Cheques (Notice)	· · · · · ·
Purchasing and Reporting Gift Cards and Related Recognition Awards Items (Notice)	
Review of Cellular Services (Notice)	,
Revision to PS Form 1653, Postmaster Relief/Leave Replacement Employment Data (Notice)	,
Revision to PS Form 2181-A, Pre-Employment Screening — Authorization and Release (Notice)	22179 (04-27-06)
Revisions to PS Form 1796-A, Qualifications Rating Sheet for Senior Qualified Positions, and	00100 (00 00 00)
PS Form 1796-B, Qualifications Rating Sheet for Best Qualified Positions (Notice)	, ,
Revisions to the Quality of Work Life/Employee Involvement National Guidelines (Rural Carriers)	
Richard Potter Dies At 79: PMG's Father Was Career USPS Employee (USPS News @ Work)	
RIF Competitive Areas for the Postal Service (Notice) San Diego P&DF Earns VPP Status (USPS News @ Work)	,
Santa Letters — Guidelines for Good Deeds (USPS News @ Work)	,
Scio, NY, Post Office Renamed for Fallen Hero (USPS News @ Work)	,
Security Shield — Are You Wearing Your ID Badge? (USPS News @ Work)	,
Segway Scooters for Sale (Notice)	
Sharing Shared Services — Part of the PostalPEOPLE Strategy (USPS News @ Work)	
Sign of the Times: Video Interpreting Services Now Available (USPS News @ Work)	,
Southern Maine PDC Officially Opens (USPS News @ Work)	
Stay Connected: USPS National Emergency Hotline (USPS News @ Work)	
Sum of All Year: There's a Reason It's Called Comprehensive (USPS News @ Work)	·
The Postal Service Has Left the Building! USPS Sells Historic Memphis Post Office Building (USPS News @ Work)	· · · · · ·
The Right Way to Do What's Right: Employee and Labor Relations Manual Outlines Whistleblower	22170 (02 02 00)
Protection (USPS News @ Work)	22179 (04-27-06)
Thinking About Tomorrow: From Yesterday's Perspective, It's Here Today (USPS News @ Work)	22179 (04-27-06)
USPS Blue Page Keeps You Current (USPS News @ Work)	22175 (03-02-06)
USPS Information Technology Cited for Katrina Efforts (USPS News @ Work)	· · · · · ·
USPS in Top 30 of Forbes List	22196 (12-21-06)
HODOLISH TO THE CONTROL OF THE CONTR	
USPS Light-Truck Technicians Compete for Skills Prize (USPS News @ Work)	22194 (11-23-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work)	,
- /	22187 (08-17-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work)	22187 (08-17-06) 22173 (02-02-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F -	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE See also Handbooks, Household Diary Study, and International Reply Coupons.	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06) 22171 (01-05-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE See also Handbooks, Household Diary Study, and International Reply Coupons. 2005 Tax Information (Correction)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06) 22171 (01-05-06) 22196 (12-21-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE See also Handbooks, Household Diary Study, and International Reply Coupons. 2005 Tax Information (Correction) 2007 Pay Dates and Leave Year (Notice)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06) 22171 (01-05-06) 22196 (12-21-06) 22192 (10-26-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE See also Handbooks, Household Diary Study, and International Reply Coupons. 2005 Tax Information (Correction) 2007 Pay Dates and Leave Year (Notice) 2007 Social Security Medicare Tax Withholding (Notice)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06) 22171 (01-05-06) 22196 (12-21-06) 22192 (10-26-06) 22186 (08-03-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE See also Handbooks, Household Diary Study, and International Reply Coupons. 2005 Tax Information (Correction) 2007 Pay Dates and Leave Year (Notice) 2007 Social Security Medicare Tax Withholding (Notice) Accounting Launches New Web Site (USPS News @ Work)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06) 22171 (01-05-06) 22196 (12-21-06) 22192 (10-26-06) 22193 (11-09-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE See also Handbooks, Household Diary Study, and International Reply Coupons. 2005 Tax Information (Correction) 2007 Pay Dates and Leave Year (Notice) 2007 Social Security Medicare Tax Withholding (Notice) Accounting Launches New Web Site (USPS News @ Work) A New Vendor to Handle Telephone Bills (Notice)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06) 22171 (01-05-06) 22196 (12-21-06) 22192 (10-26-06) 22186 (08-03-06) 22193 (11-09-06) 22172 (01-19-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE See also Handbooks, Household Diary Study, and International Reply Coupons. 2005 Tax Information (Correction) 2007 Pay Dates and Leave Year (Notice) 2007 Social Security Medicare Tax Withholding (Notice) Accounting Launches New Web Site (USPS News @ Work) A New Vendor to Handle Telephone Bills (Notice) Annual Vending Machine Income Report Due Soon (Notice)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06) 22171 (01-05-06) 22196 (12-21-06) 22192 (10-26-06) 22186 (08-03-06) 22193 (11-09-06) 22172 (01-19-06) 22183 (06-22-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE See also Handbooks, Household Diary Study, and International Reply Coupons. 2005 Tax Information (Correction) 2007 Pay Dates and Leave Year (Notice) 2007 Social Security Medicare Tax Withholding (Notice) Accounting Launches New Web Site (USPS News @ Work) A New Vendor to Handle Telephone Bills (Notice) Annual Vending Machine Income Report Due Soon (Notice) April Financial Results Released (USPS News @ Work) Asset Management Integration Program Officially Launched (Notice) August Financial Results Released — Net Deficiency of \$1.5 Billion Posted After Escrow Allocation	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06) 22171 (01-05-06) 22196 (12-21-06) 22192 (10-26-06) 22193 (11-09-06) 22172 (01-19-06) 22183 (06-22-06) 22195 (12-07-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE See also Handbooks, Household Diary Study, and International Reply Coupons. 2005 Tax Information (Correction) 2007 Pay Dates and Leave Year (Notice) 2007 Social Security Medicare Tax Withholding (Notice) Accounting Launches New Web Site (USPS News @ Work) A New Vendor to Handle Telephone Bills (Notice) Annual Vending Machine Income Report Due Soon (Notice) April Financial Results Released (USPS News @ Work) Asset Management Integration Program Officially Launched (Notice) August Financial Results Released — Net Deficiency of \$1.5 Billion Posted After Escrow Allocation (USPS News @ Work)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06) 22171 (01-05-06) 22196 (12-21-06) 22192 (10-26-06) 22193 (11-09-06) 22172 (01-19-06) 22183 (06-22-06) 22195 (12-07-06) 22191 (10-12-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE See also Handbooks, Household Diary Study, and International Reply Coupons. 2005 Tax Information (Correction). 2007 Pay Dates and Leave Year (Notice) 2007 Social Security Medicare Tax Withholding (Notice) Accounting Launches New Web Site (USPS News @ Work) A New Vendor to Handle Telephone Bills (Notice) Annual Vending Machine Income Report Due Soon (Notice) April Financial Results Released (USPS News @ Work) Asset Management Integration Program Officially Launched (Notice) August Financial Results Released — Net Deficiency of \$1.5 Billion Posted After Escrow Allocation (USPS News @ Work) Board of Governors Approve \$1.1 Billion in Cost Reductions (USPS News @ Work)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06) 22171 (01-05-06) 22196 (12-21-06) 22192 (10-26-06) 22193 (11-09-06) 22172 (01-19-06) 22183 (06-22-06) 22195 (12-07-06) 22191 (10-12-06) 22190 (09-28-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE See also Handbooks, Household Diary Study, and International Reply Coupons. 2005 Tax Information (Correction) 2007 Pay Dates and Leave Year (Notice) 2007 Social Security Medicare Tax Withholding (Notice) Accounting Launches New Web Site (USPS News @ Work) A New Vendor to Handle Telephone Bills (Notice) Annual Vending Machine Income Report Due Soon (Notice) April Financial Results Released (USPS News @ Work) Asset Management Integration Program Officially Launched (Notice) August Financial Results Released — Net Deficiency of \$1.5 Billion Posted After Escrow Allocation (USPS News @ Work) Board of Governors Approve \$1.1 Billion in Cost Reductions (USPS News @ Work) Change in Vendors — Purchasing Cash Equivalent and Noncash Award Items (Notice)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06) 22171 (01-05-06) 22196 (12-21-06) 22196 (08-03-06) 22192 (10-26-06) 22193 (11-09-06) 22172 (01-19-06) 22183 (06-22-06) 22195 (12-07-06) 22191 (10-12-06) 22190 (09-28-06) 22192 (10-26-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE See also Handbooks, Household Diary Study, and International Reply Coupons. 2005 Tax Information (Correction) 2007 Pay Dates and Leave Year (Notice) 2007 Social Security Medicare Tax Withholding (Notice) Accounting Launches New Web Site (USPS News @ Work) A New Vendor to Handle Telephone Bills (Notice) Annual Vending Machine Income Report Due Soon (Notice) April Financial Results Released (USPS News @ Work) Asset Management Integration Program Officially Launched (Notice) August Financial Results Released — Net Deficiency of \$1.5 Billion Posted After Escrow Allocation (USPS News @ Work) Board of Governors Approve \$1.1 Billion in Cost Reductions (USPS News @ Work) Change in Vendors — Purchasing Cash Equivalent and Noncash Award Items (Notice) Disposition of Foreign Coins (Notice)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06) 22171 (01-05-06) 22196 (12-21-06) 22196 (12-21-06) 22192 (10-26-06) 22193 (11-09-06) 22172 (01-19-06) 22183 (06-22-06) 22195 (12-07-06) 22191 (10-12-06) 22190 (09-28-06) 22192 (10-26-06) 22193 (11-09-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE See also Handbooks, Household Diary Study, and International Reply Coupons. 2005 Tax Information (Correction) 2007 Pay Dates and Leave Year (Notice) 2007 Social Security Medicare Tax Withholding (Notice) Accounting Launches New Web Site (USPS News @ Work) A New Vendor to Handle Telephone Bills (Notice) Annual Vending Machine Income Report Due Soon (Notice) April Financial Results Released (USPS News @ Work) Asset Management Integration Program Officially Launched (Notice) August Financial Results Released — Net Deficiency of \$1.5 Billion Posted After Escrow Allocation (USPS News @ Work) Board of Governors Approve \$1.1 Billion in Cost Reductions (USPS News @ Work) Change in Vendors — Purchasing Cash Equivalent and Noncash Award Items (Notice) Federal Taxation Percentages for Supplemental Wages (Reminder)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06) 22171 (01-05-06) 22196 (12-21-06) 22196 (12-21-06) 22192 (10-26-06) 22193 (11-09-06) 22193 (11-09-06) 22195 (12-07-06) 22191 (10-12-06) 22192 (10-26-06) 22192 (10-26-06) 22193 (11-09-06) 22193 (11-09-06) 22191 (10-12-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE See also Handbooks, Household Diary Study, and International Reply Coupons. 2005 Tax Information (Correction) 2007 Pay Dates and Leave Year (Notice) 2007 Social Security Medicare Tax Withholding (Notice) Accounting Launches New Web Site (USPS News @ Work) A New Vendor to Handle Telephone Bills (Notice) Annual Vending Machine Income Report Due Soon (Notice) April Financial Results Released (USPS News @ Work) Asset Management Integration Program Officially Launched (Notice) August Financial Results Released — Net Deficiency of \$1.5 Billion Posted After Escrow Allocation (USPS News @ Work) Board of Governors Approve \$1.1 Billion in Cost Reductions (USPS News @ Work) Change in Vendors — Purchasing Cash Equivalent and Noncash Award Items (Notice) Disposition of Foreign Coins (Notice) Federal Taxation Percentages for Supplemental Wages (Reminder) Field Investment Policies and Procedures (Handbook F-66C Revision)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06) 22171 (01-05-06) 22196 (12-21-06) 22196 (12-21-06) 22192 (10-26-06) 22193 (11-09-06) 22193 (11-09-06) 22195 (12-07-06) 22191 (10-12-06) 22192 (10-26-06) 22192 (10-26-06) 22193 (11-09-06) 22193 (11-09-06) 22191 (10-12-06) 22193 (11-09-06) 22191 (10-12-06) 22191 (10-12-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE See also Handbooks, Household Diary Study, and International Reply Coupons. 2005 Tax Information (Correction). 2007 Pay Dates and Leave Year (Notice) 2007 Social Security Medicare Tax Withholding (Notice) Accounting Launches New Web Site (USPS News @ Work) A New Vendor to Handle Telephone Bills (Notice) Annual Vending Machine Income Report Due Soon (Notice) April Financial Results Released (USPS News @ Work) Asset Management Integration Program Officially Launched (Notice) August Financial Results Released — Net Deficiency of \$1.5 Billion Posted After Escrow Allocation (USPS News @ Work) Board of Governors Approve \$1.1 Billion in Cost Reductions (USPS News @ Work) Change in Vendors — Purchasing Cash Equivalent and Noncash Award Items (Notice) Disposition of Foreign Coins (Notice) Federal Taxation Percentages for Supplemental Wages (Reminder) Field Investment Policies and Procedures (Handbook F-66C Revision) Financial Analyst Helps Save USPS \$34 Million	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06) 22173 (02-02-06) 22171 (01-05-06) 22196 (12-21-06) 22196 (08-03-06) 22192 (10-26-06) 22193 (11-09-06) 22195 (12-07-06) 22191 (10-12-06) 22192 (10-26-06) 22192 (10-26-06) 22193 (11-09-06) 22193 (11-09-06) 22193 (11-09-06) 22191 (10-12-06) 22193 (11-09-06) 22178 (04-13-06) 22196 (12-21-06)
Walker Named Chief Financial Officer and Executive Vice President (USPS News @ Work) What Will 2006 Bring? USPS to Tackle Unknowns With "Back-to-Basics Approach" (USPS News @ Work) "We Will Never Forget You!" Goleta Gathers to Remember Its Own (USPS News @ Work) Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work) You Want Game? (USPS News @ Work) ENVIRONMENT An Energetic Response: Timely Tips for Reducing Energy Costs (USPS News @ Work) - F - FINANCE See also Handbooks, Household Diary Study, and International Reply Coupons. 2005 Tax Information (Correction) 2007 Pay Dates and Leave Year (Notice) 2007 Social Security Medicare Tax Withholding (Notice) Accounting Launches New Web Site (USPS News @ Work) A New Vendor to Handle Telephone Bills (Notice) Annual Vending Machine Income Report Due Soon (Notice) April Financial Results Released (USPS News @ Work) Asset Management Integration Program Officially Launched (Notice) August Financial Results Released — Net Deficiency of \$1.5 Billion Posted After Escrow Allocation (USPS News @ Work) Board of Governors Approve \$1.1 Billion in Cost Reductions (USPS News @ Work) Change in Vendors — Purchasing Cash Equivalent and Noncash Award Items (Notice) Disposition of Foreign Coins (Notice) Federal Taxation Percentages for Supplemental Wages (Reminder) Field Investment Policies and Procedures (Handbook F-66C Revision)	22187 (08-17-06) 22173 (02-02-06) 22175 (03-02-06) 22192 (10-26-06) 22178 (04-13-06) 22173 (02-02-06) 22173 (02-02-06) 22171 (01-05-06) 22196 (12-21-06) 22192 (10-26-06) 22193 (11-09-06) 22194 (08-03-06) 22195 (12-07-06) 22191 (10-12-06) 22192 (10-26-06) 22192 (10-26-06) 22193 (11-09-06) 22193 (11-09-06) 22191 (10-12-06) 22193 (11-09-06) 22178 (04-13-06) 22178 (04-13-06) 22196 (12-21-06) 22175 (03-02-06)

TO THE BOLLET	1111 22 100 (1 10 01)
Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision)	
Form W-4 Completion for Calendar Year 2006 (Notice)	
Form W-4 Completion for Employees Claiming Exempt Status for 2007 (Notice)	
Form W-5 Renewal for 2007 (Notice)	,
Investment Policies and Procedures — Business Initiatives, Alliances, Real Estate Development, and Major	22190 (12-21-00)
Operating Expense Investments (Handbook Revision)	22175 (03-02-06)
Internal Control Process Diagrams (Announcement)	22172 (01-19-06)
IRS Reporting Requirements of Attorney Fees, Back Pay, or Wages (Notice)	22171 (01-05-06)
Local Tax Code Information (Notice)	
May Financial Results Released (USPS News @ Work)	` '
New Account Identifier Codes for Postal Lobby Copy Machine Revenue (Correction)	
New Account Identifier Codes for Postal Lobby Copy Machine Revenue (Postmaster/Field Guide Revision)	
New Federal Employees Dental and Vision Insurance Program	
Office of Government Ethics Form 450 Filing Deadline Is February 15, 2007 (Reminder)	
Pacific Area Energy Program Committee Earns National Recognition (USPS News @ Work)	,
Penalty Overtime Exclusion (Notice)	,
Postal Reform: A Message to Employees From the Postmaster General	, ,
Postal Service Telephone Credit Cards (Notice)	
PS Form 1013, Transportation Ticketing Authorization (Revised Form)	` ,
PS Form 3533, Application for Refund of Fees, Products, and Withdrawal of Customer Accounts (Revised Form)	
Publication 342, USPS Anti-Money Laundering Program (New Publication)	
Purchasing and Reporting American Express Gift Cheques (Notice)	` '
Revenue Unit for Fiscal Year 2005 (Notice)	
Revised Handbook F-66B, Investment Policies and Procedures — Major Equipment (Announcement)	` '
Revised Segmented Inventory Accountability Sales Calculation for POS Sites (Notice)	
Security While Servicing Equipment (Handbook PO-102 Revision)	
Sign 145, Payment Acceptance Policies (Revised Sign)	
Stamp Stock Limits (Reminder)	22177 (03-30-06)
FLEXIBLE SPENDING ACCOUNTS	
Flexible Spending Accounts 2006 Open Season November 13 – December 31 (Notice)	
FSA — Don't Forget to Pay Yourself Back (USPS News @ Work)	
FSA Updates Phone Prompt, Account Balances (USPS News @ Work)	
Open Season — Make It Work for You and Your Family! (USPS News @ Work)	22194 (11-23-06)
Foreign Orders	
See Fraud.	
Foreign Order No. 506 (All Personnel Processing Mail for Dispatch Abroad)	22176 (03-16-06)
Foreign Order No. 507 (All Personnel Processing Mail for Dispatch Abroad)	22196 (12-21-06)
Forms	
Agreement for Acceptance of Food Items (New Form)	22182 (06-08-06)
Bulk Mailing Forms (Notice)	,
Current Use of Automated Forms (Reminder)	
Customs Form Envelope Is Sure to Stick With Customers (Revised PS Form 2976-E)	22193 (11-09-06)
Directives and Forms Update	22171 (01-05-06)
Directives and Forms Update	22173 (02-02-06)
Directives and Forms Update	22175 (03-02-06)
Directives and Forms Update	22178 (04-13-06)
Directives and Forms Update	22184 (07-06-06)
Directives and Forms Update	22186 (08-03-06)
Directives and Forms Update	22189 (09-14-06)
Directives and Forms Update	22192 (10-26-06)
Directives and Forms Update	,
Directives and Forms Update — Sign 309-K Not Yet Available (Correction)	22194 (11-23-06)
Fluorescent Taggant No Longer Required on Certified Mail Receipt (PS Form 3800)	22179 (04-27-06)
Form W-4 Completion for Employees Claiming Exempt Status for 2007 (Notice)	22193 (11-09-06)
How To Work With Adobe Form Client Templates and Data (Using Automated Forms)	22188 (08-31-06)
Justification for Billing Accounts Receivable (Revised PS Form 1902)	22186 (08-03-06)
New Procedures for Completing PS Form 8130 (Handbook PO-102 Revision)	
PS Form 17, Stamp Requisition/Stamp Return (Revised Form)	22189 (09-14-06)

	115
PS Form 542, Inquiry About a Registered Article or an Insured Parcel or an Ordinary Article (Obsolete Form)	22172 (01-10-06)
PS Form 1013, Transportation Ticketing Authorization (Revised Form)	
PS Form 2856, Damage Report of Insured Parcel and Contents (New Form)	,
PS Form 3533, Application for Refund of Fees, Products, and Withdrawal of Customer Accounts (Revised Form)	
PS Form 8125-C, Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (Revised Forms)	
PS Form 8165, Mail Fraud Report (Notice)	,
PS Form 8176, Premium Forwarding Service — Get Up to Date — Be Prepared! (Reminder)	
Reporting Procedures for Freedom of Information Act and Privacy Act Requests (PS Form 8170 Reminder)	
Revised PS Form 17, Stamp Requisition/Stamp Return (Correction)	
Revised PS Form 1608, Emergency Salary Authorization (Revised Form)	
Revision to PS Form 1653, Postmaster Relief/Leave Replacement Employment Data (Notice)	
Revision to PS Form 2181-A, Pre-Employment Screening — Authorization and Release (Notice)	
Revision to PS Form 3970-R, Request to Receive Donated Leave (Notice)	22177 (03-30-06)
Revisions to PS Form 1796-A, Qualifications Rating Sheet for Senior Qualified Positions, and	
PS Form 1796-B, Qualifications Rating Sheet for Best Qualified Positions (Notice)	
Rural Carrier Time Certificate and Adjustment Request Forms Include Second Trip Field (Revised Forms)	
Rural Pay or Leave Adjustment Request for Auxiliary Carriers (New Form)	
Stamps by Mail Order Forms (Revised Forms)	22173 (02-02-06)
Updated "Statement of Ownership" Forms for Periodicals Mailers (Revised Forms)	22188 (08-31-06)
Fraud	
See also Domestic Orders, Foreign Orders, and Withholding of Mail Orders.	
Fighting Fraud: It's a Family Matter (National Consumer Protection Week February 5–11)	22173 (02-02-06)
Postal Service Working Against Internet Fraud (USPS News @ Work)	,
PS Form 8165, Mail Fraud Report (Notice)	,
Publication 342, USPS Anti-Money Laundering Program (New Publication)	
ablication 6-2, 661 67 this money Lauracing Frogram (New Fabrication)	22100 (00 22 00)
.H.	
HANDBOOKS	
Changes to Employment Programs (Handbook EL-312 Revision)	
Changes to Employment Programs (Handbook EL-312 Revision)	22194 (11-23-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Correction)	
Changes to Preemployment Screening Programs (Handbook EL-312 Revision)	22187 (08-17-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision)	22187 (08-17-06) 22192 (10-26-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22193 (11-09-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22193 (11-09-06) 22178 (04-13-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22193 (11-09-06) 22178 (04-13-06) 22181 (05-25-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22193 (11-09-06) 22178 (04-13-06) 22181 (05-25-06) 22190 (09-28-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Funds That Must Be Deposited (Handbook PO-102 Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22193 (11-09-06) 22178 (04-13-06) 22181 (05-25-06) 22190 (09-28-06) 22196 (12-21-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22193 (11-09-06) 22178 (04-13-06) 22181 (05-25-06) 22190 (09-28-06) 22196 (12-21-06) 22178 (04-13-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Funds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22193 (11-09-06) 22178 (04-13-06) 22181 (05-25-06) 22190 (09-28-06) 22196 (12-21-06) 22178 (04-13-06) 22185 (07-20-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Funds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22193 (11-09-06) 22178 (04-13-06) 22181 (05-25-06) 22190 (09-28-06) 22196 (12-21-06) 22178 (04-13-06) 22185 (07-20-06) 22191 (10-12-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Funds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-15, Travel and Relocation (Handbook Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22193 (11-09-06) 22178 (04-13-06) 22181 (05-25-06) 22190 (09-28-06) 22196 (12-21-06) 22178 (04-13-06) 22185 (07-20-06) 22191 (10-12-06) 22172 (01-19-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Funds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-66A, Investment Policies and Procedures — Major Facilities (Handbook Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22193 (11-09-06) 22178 (04-13-06) 22181 (05-25-06) 22190 (09-28-06) 22196 (12-21-06) 22178 (04-13-06) 22185 (07-20-06) 22191 (10-12-06) 22172 (01-19-06) 22174 (02-16-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Funds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-66A, Investment Policies and Procedures — Major Facilities (Handbook Revision) Handbook F-66C, Field Investment Policies and Procedures, Revision (Announcement)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22193 (11-09-06) 22178 (04-13-06) 22181 (05-25-06) 22190 (09-28-06) 22196 (12-21-06) 22178 (04-13-06) 22185 (07-20-06) 22191 (10-12-06) 22172 (01-19-06) 22174 (02-16-06) 22177 (03-30-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Funds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-66A, Investment Policies and Procedures — Major Facilities (Handbook Revision) Handbook F-66C, Field Investment Policies and Procedures, Revision (Announcement) Handbook F-66E, Investment Policies and Procedures — Postal Support and Information Systems (New Handbook)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22193 (11-09-06) 22178 (04-13-06) 22190 (09-28-06) 22196 (12-21-06) 22178 (04-13-06) 22185 (07-20-06) 22191 (10-12-06) 22172 (01-19-06) 22174 (02-16-06) 22177 (03-30-06) 22171 (01-05-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Funds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-66A, Investment Policies and Procedures — Major Facilities (Handbook Revision) Handbook F-66C, Field Investment Policies and Procedures, Revision (Announcement) Handbook F-66E, Investment Policies and Procedures — Postal Support and Information Systems (New Handbook) Handbook PO-230, Pictorial Postmarks (Revised Handbook)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22193 (11-09-06) 22181 (05-25-06) 22190 (09-28-06) 22196 (12-21-06) 22178 (04-13-06) 22185 (07-20-06) 22191 (10-12-06) 22172 (01-19-06) 22174 (02-16-06) 22177 (03-30-06) 22171 (01-05-06) 22187 (08-17-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Funds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-66A, Investment Policies and Procedures — Major Facilities (Handbook Revision) Handbook F-66C, Field Investment Policies and Procedures, Revision (Announcement) Handbook F-66E, Investment Policies and Procedures — Postal Support and Information Systems (New Handbook) Information Security (Handbook AS-805 Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22178 (04-13-06) 22178 (04-13-06) 22190 (09-28-06) 22196 (12-21-06) 22178 (04-13-06) 22185 (07-20-06) 22191 (10-12-06) 22172 (01-19-06) 22174 (02-16-06) 22177 (03-30-06) 22171 (01-05-06) 22187 (08-17-06) 22190 (09-28-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Funds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-15, Travel and Relocation (Handbook Revision) Handbook F-66A, Investment Policies and Procedures — Major Facilities (Handbook Revision) Handbook F-66C, Field Investment Policies and Procedures, Revision (Announcement) Handbook F-66E, Investment Policies and Procedures — Postal Support and Information Systems (New Handbook) Information Security (Handbook AS-805 Revision) Information Security (Handbook AS-805 Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22178 (04-13-06) 22178 (04-13-06) 22190 (09-28-06) 22196 (12-21-06) 22178 (04-13-06) 22185 (07-20-06) 22191 (10-12-06) 22172 (01-19-06) 22174 (02-16-06) 22177 (03-30-06) 22171 (01-05-06) 22187 (08-17-06) 22190 (09-28-06) 22194 (11-23-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Funds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-66A, Investment Policies and Procedures — Major Facilities (Handbook Revision) Handbook F-66C, Field Investment Policies and Procedures, Revision (Announcement) Handbook F-66E, Investment Policies and Procedures — Postal Support and Information Systems (New Handbook) Information Security (Handbook AS-805 Revision) Information Security (Handbook AS-805 Revision) Information Security Network Connectivity Process (Handbook AS-805-D Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22178 (04-13-06) 22178 (04-13-06) 22190 (09-28-06) 22196 (12-21-06) 22178 (04-13-06) 22185 (07-20-06) 22191 (10-12-06) 22172 (01-19-06) 22174 (02-16-06) 22177 (03-30-06) 22171 (01-05-06) 22187 (08-17-06) 22190 (09-28-06) 22194 (11-23-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Funds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-15, Travel and Relocation (Handbook Revision) Handbook F-66A, Investment Policies and Procedures — Major Facilities (Handbook Revision) Handbook F-66C, Field Investment Policies and Procedures, Revision (Announcement) Handbook F-66E, Investment Policies and Procedures — Postal Support and Information Systems (New Handbook) Handbook PO-230, Pictorial Postmarks (Revised Handbook) Information Security (Handbook AS-805 Revision) Information Security Network Connectivity Process (Handbook AS-805-D Revision) Information Security Network Connectivity Process (Handbook AS-801 Revision) Investment Policies and Procedures — Business Initiatives, Alliances, Real Estate Development, and Major	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22178 (04-13-06) 22178 (04-13-06) 22190 (09-28-06) 22196 (12-21-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (01-19-06) 22172 (01-19-06) 22174 (02-16-06) 22177 (03-30-06) 22171 (01-05-06) 22187 (08-17-06) 22190 (09-28-06) 22194 (11-23-06) 22184 (07-06-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Funds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-15, Travel and Relocation (Handbook Revision) Handbook F-66A, Investment Policies and Procedures — Major Facilities (Handbook Revision) Handbook F-66E, Investment Policies and Procedures, Revision (Announcement) Handbook F-66E, Investment Policies and Procedures — Postal Support and Information Systems (New Handbook) Information Security (Handbook AS-805 Revision) Information Security (Handbook AS-805 Revision) Information Security Network Connectivity Process (Handbook AS-805-D Revision) Investment Policies and Procedures — Business Initiatives, Alliances, Real Estate Development, and Major Operating Expense Investments (Handbook Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22178 (04-13-06) 22178 (04-13-06) 22190 (09-28-06) 22196 (12-21-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (01-19-06) 22172 (01-19-06) 22174 (02-16-06) 22177 (03-30-06) 22171 (01-05-06) 22187 (08-17-06) 22190 (09-28-06) 22194 (11-23-06) 22184 (07-06-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbook F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Funds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-66A, Investment Policies and Procedures — Major Facilities (Handbook Revision) Handbook F-66C, Field Investment Policies and Procedures, Revision (Announcement) Handbook F-66E, Investment Policies and Procedures — Postal Support and Information Systems (New Handbook) Handbook PO-230, Pictorial Postmarks (Revised Handbook) Information Security (Handbook AS-805 Revision) Information Security (Handbook AS-805 Revision) Information Security (Handbook AS-805 Revision) Information Security Network Connectivity Process (Handbook AS-805-D Revision) Investment Policies and Procedures — Business Initiatives, Alliances, Real Estate Development, and Major Operating Expense Investments (Handbook Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22178 (04-13-06) 22181 (05-25-06) 22190 (09-28-06) 22196 (12-21-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (01-19-06) 22172 (01-19-06) 22174 (02-16-06) 22177 (03-30-06) 22171 (01-05-06) 22187 (08-17-06) 22190 (09-28-06) 22194 (11-23-06) 22175 (03-02-06) 22175 (03-02-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Funds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbooks F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-66A, Investment Policies and Procedures — Major Facilities (Handbook Revision) Handbook F-66G, Field Investment Policies and Procedures — Postal Support and Information Systems (New Handbook) Handbook F-66E, Investment Policies and Procedures — Postal Support and Information Systems (New Handbook) Information Security (Handbook AS-805 Revision) Information Security (Handbook AS-805 Revision) Information Security Network Connectivity Process (Handbook AS-805-D Revision) Investment Policies and Procedures — Business Initiatives, Alliances, Real Estate Development, and Major Operating Expense Investments (Handbook Revision) New Procedures for Completing PS Form 8130 (Handbook PO-102 Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22178 (04-13-06) 22181 (05-25-06) 22190 (09-28-06) 22196 (12-21-06) 22178 (04-13-06) 22185 (07-20-06) 22191 (10-12-06) 22172 (01-19-06) 22174 (02-16-06) 22177 (03-30-06) 22171 (01-05-06) 22187 (08-17-06) 22190 (09-28-06) 22194 (11-23-06) 22175 (03-02-06) 22175 (03-02-06) 22194 (11-23-06) 22194 (11-23-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-15, Travel and Relocation (Handbook Revision) Handbook F-66C, Field Investment Policies and Procedures — Major Facilities (Handbook Revision) Handbook F-66C, Field Investment Policies and Procedures, Revision (Announcement) Handbook F-66E, Investment Policies and Procedures — Postal Support and Information Systems (New Handbook) Handbook PO-230, Pictorial Postmarks (Revised Handbook) Information Security (Handbook AS-805 Revision) Information Security (Handbook AS-805 Revision) Information Security (Handbook AS-805 Revision) Information Security (Plandbook AS-805 Revision) Poperating Expense Investments (Handbook Revision) New Procedures for Completing PS Form 8130 (Handbook PO-102 Revision) Poperating Expense Tresholds for Vending Equipment (Handbook PO-102 Revision) Postal Employee's Guide to Safety (Handboo	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22178 (04-13-06) 22178 (04-13-06) 22190 (09-28-06) 22196 (12-21-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (01-19-06) 22172 (01-19-06) 22174 (02-16-06) 22177 (03-30-06) 22171 (01-05-06) 22187 (08-17-06) 22190 (09-28-06) 22194 (11-23-06) 22194 (11-23-06) 22194 (11-23-06) 22194 (11-23-06) 22194 (11-23-06) 22194 (11-23-06) 22194 (11-23-06) 22194 (11-23-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbook F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbook F-15 and F-12 Revision) Fiunds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-166A, Investment Policies and Procedures — Major Facilities (Handbook Revision) Handbook F-66C, Field Investment Policies and Procedures, Revision (Announcement) Handbook F-66E, Investment Policies and Procedures — Postal Support and Information Systems (New Handbook) Handbook PO-230, Pictorial Postmarks (Revised Handbook) Information Security (Handbook AS-805 Revision) Information Security (Handbook AS-805 Revision) Information Security (Handbook AS-805 Revision) Information Security (Handbook Revision) Information Security Network Connectivity Process (Handbook AS-805-D Revision) Information Security Network Connectivity Process (Handbook PO-102 Revision) Investment Policies and Procedures — Business Initiatives, Alliances, Real Estate Development, and Major Operating Expense Investments (Handbook Revision) New Procedures for Completing PS Form 8130 (Handbook PO-102 Revision) Performance Thresholds for Vending Equipment (Handbook PO-102 Revision) Performance Thresholds for Vending Equipment (Handbook Security Of Policies and Procedures Guide to Safety (Handbook EL-814 Revision) Revised Handbook F-66B, Investment Policies and Procedures — Major Equipment (Announcement)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22178 (04-13-06) 22181 (05-25-06) 22190 (09-28-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (01-19-06) 22172 (01-19-06) 22174 (02-16-06) 22177 (03-30-06) 22177 (03-30-06) 22187 (08-17-06) 22194 (11-23-06) 22194 (11-23-06) 22194 (11-23-06) 22194 (11-23-06) 22194 (11-23-06) 22194 (11-23-06) 22179 (04-27-06) 22173 (02-02-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbook F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Fiunds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-15, Travel and Relocation (Handbook Revision) Handbook F-66A, Investment Policies and Procedures — Major Facilities (Handbook Revision) Handbook F-66C, Field Investment Policies and Procedures — Postal Support and Information Systems (New Handbook) Handbook PO-230, Pictorial Postmarks (Revised Handbook) Information Security (Handbook AS-805 Revision) Information Security (Handbook AS-805 Revision) Information Security Network Connectivity Process (Handbook AS-805-D Revision) Investment Policies and Procedures — Business Initiatives, Alliances, Real Estate Development, and Major Operating Expense Investments (Handbook Revision) New Procedures for Completing PS Form 8130 (Handbook PO-102 Revision) Performance Thresholds for Vending Equipment (Handbook PO-102 Revision) Revised Handbook F-66B, Investment Policies and Procedures — Major Equipment (Announcement) Security While Servicing Equipment (Handbook PO-102 Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22178 (04-13-06) 22181 (05-25-06) 22190 (09-28-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (01-19-06) 22172 (01-19-06) 22174 (02-16-06) 22177 (03-30-06) 22177 (03-30-06) 22187 (08-17-06) 22194 (11-23-06) 22194 (11-23-06) 22194 (11-23-06) 22194 (11-23-06) 22194 (11-23-06) 22194 (11-23-06) 22179 (04-27-06) 22173 (02-02-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Field Investment Policies and Procedures (Handbook F-15 and F-12 Correction) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Funds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-66 Revision) Glover Settlement Agreement (Handbook F-15 Ared F-12 Revision) Glover Settlement Agreement (Handbook F-15-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-66A, Investment Policies and Procedures — Major Facilities (Handbook Revision) Handbook F-66E, Field Investment Policies and Procedures, Revision (Announcement) Handbook F-66C, Field Investment Policies and Procedures — Postal Support and Information Systems (New Handbook) Handbook PO-230, Pictorial Postmarks (Revised Handbook) Information Security (Handbook AS-805 Revision) Investment Policies and Procedures — Business Initiatives, Alliances, Real Estate Development, and Major Operating Expense Investments (Handbook Revision) New Procedures for Completing PS Form 8130 (Handbook PO-102 Revision) Performance Thresholds for Vending Equipment (Handbook PO-102 Revision) Postal Employee's Guide to Safety (Handbook EL-814 Revision) Revised Handbook F-66B, Investment Policies and Procedures — Major Equipment (Announcement) Security While Servicing Equipment (Handbook PO-102 Revision)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22178 (04-13-06) 22181 (05-25-06) 22190 (09-28-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22174 (02-16-06) 22174 (02-16-06) 22177 (03-30-06) 22171 (01-05-06) 22187 (08-17-06) 22190 (09-28-06) 22194 (11-23-06) 22184 (07-06-06) 22175 (03-02-06) 22194 (11-23-06) 22194 (11-23-06) 22179 (04-27-06) 22173 (02-02-06) 22173 (02-02-06) 22196 (12-21-06)
Changes to Preemployment Screening Programs (Handbook EL-312 Revision) Commercial Vehicle Rentals Procedure Revision (Handbook AS-709 Revision) CSRS Retirement Guide (Handbook EL-502 Revision) Dismount Delivery (Handbook PO-603 Revision) Donation of Collection Boxes (Handbook AS-701 Revision) Field Investment Policies and Procedures (Handbook F-66C Revision) Fiscal Year 2006 Travel Per Diem Rates (Handbooks F-15 and F-12 Correction) Fiscal Year 2007 Travel Per Diem Rates (Handbooks F-15 and F-12 Revision) Finds That Must Be Deposited (Handbook PO-102 Revision) General Investment Policies and Procedures (Handbook F-15 and EL-505 and the ELM Revision) Glover Settlement Agreement (Handbooks EL-307, EL-312, and EL-505 and the ELM Revision) Handbook AS-353, Guide to Privacy and the Freedom of Information Act (Revision) Handbook F-15, Travel and Relocation (Handbook Revision) Handbook F-66A, Investment Policies and Procedures — Major Facilities (Handbook Revision) Handbook F-66C, Field Investment Policies and Procedures — Postal Support and Information Systems (New Handbook) Handbook PO-230, Pictorial Postmarks (Revised Handbook) Information Security (Handbook AS-805 Revision) Information Security (Handbook AS-805 Revision) Information Security Network Connectivity Process (Handbook AS-805-D Revision) Information Security Network Connectivity Process (Handbook PO-102 Revision) New Procedures for Completing PS Form 8130 (Handbook PO-102 Revision) Performance Thresholds for Vending Equipment (Handbook PO-102 Revision) Revised Handbook F-66B, Investment Policies and Procedures — Major Equipment (Announcement)	22187 (08-17-06) 22192 (10-26-06) 22185 (07-20-06) 22173 (02-02-06) 22178 (04-13-06) 22181 (05-25-06) 22190 (09-28-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22178 (04-13-06) 22174 (02-16-06) 22174 (02-16-06) 22177 (03-30-06) 22171 (01-05-06) 22187 (08-17-06) 22190 (09-28-06) 22194 (11-23-06) 22184 (07-06-06) 22175 (03-02-06) 22194 (11-23-06) 22194 (11-23-06) 22179 (04-27-06) 22173 (02-02-06) 22173 (02-02-06) 22196 (12-21-06)

TOOTAL BOLLETIN 2	2100 (1 10 01)
Holiday HAZMAT (Reminder) Response to Hazardous Materials Releases (Notice)	,
	22181 (05-25-06)
HOUSEHOLD DIARY STUDY	
Household Diary Study (Notice)	, ,
Household Diary Study (Notice)	,
Household Diary Study (Notice)	
Household Diary Study (Notice)	22196 (12-21-06)
Human Resources	
See Employees.	
-1-	
INFORMATION TECHNOLOGY	
See also Handbooks.	
A New Vendor to Handle Telephone Bills (Notice)	22193 (11-09-06)
Data Protection Tips, Tools, and Requirements (Notice)	,
Drop Ship Product CDs Retired — Files Available Free Via FAST (Notice)	
FAST Customer Web-Based Training Now Available (Notice)	
Information Technology Architecture and Standards (ASM Revision)	
Information Technology Architecture and Standards (Correction)	,
Keep Personal and Corporate Data Secure (Notice)	, ,
NetLibrary Lets You Read eBooks on the Go (USPS News @ Work)	
New Retention Periods for Outlook E-mail (Notice)	
New Retention Periods for Outlook E-mail (Notice)	,
New Scanners Get Thumbs-up in Pennsylvania Test (USPS News @ Work)	,
November 16, 2006, is Computer Security Day (Notice)	
Postal Service Telephone Credit Cards (Notice)	,
Review of Cellular Services (Notice)	22195 (12-07-06)
Solving Your Computer Issue Helps Everyone (USPS News @ Work)	22183 (06-22-06)
USPS Information Technology Cited for Katrina Efforts (USPS News @ Work)	22184 (07-06-06)
Video Remote Interpreting Changing the Way People Talk (USPS News @ Work)	22175 (03-02-06)
Inspection Service	
See Fraud.	
International Customized Mail	
International Customized Mail (Update)	22183 (06-22-06)
International Customized Mail (ICM Updates)	22186 (08-03-06)
International Customized Mail (ICM Updates)	22187 (08-17-06)
International Customized Mail (ICM Updates)	22188 (08-31-06)
International Customized Mail (ICM Updates)	22189 (09-14-06)
International Customized Mail (ICM Updates)	22190 (09-28-06)
International Customized Mail (ICM Updates)	22191 (10-12-06)
International Customized Mail (ICM Updates)	22193 (11-09-06)
International Customized Mail (ICM Updates)	22194 (11-23-06)
International Customized Mail (ICM Updates)	22195 (12-07-06)
International Customized Mail (ICM Updates)	22196 (12-21-06)
International Mail	
See also International Reply Coupons.	
2006 International and Military Mail Christmas Mailing Dates	22189 (09-14-06)
2006 International and Military Mail Christmas Mailing Dates	22193 (11-09-06)
Absentee Ballots for Mexican Presidential Election (Notice)	22179 (04-27-06)
Addition of Rates for the Marshall Islands and Micronesia (Publication 51 Revision)	
Changes to Canada Post Money Order Form (Notice)	22187 (08-17-06)
Customs Form Envelope Is Sure to Stick With Customers (Revised PS Form 2976-E)	22193 (11-09-06)
Global Delivery Services (USPS News @ Work)	
Global Express Mail Country Codes (Reminder)	22186 (08-03-06)
International Inquiries and Claims (Reminder)	22174 (02-16-06)
International Mail — New Process for Claims and Inquiry (Field Information Kit)	22172 (01-19-06)
International Mail — Scanning Inbound Parcels at Delivery (Field Information Kit)	22177 (03-30-06)
New International Destinations: The Republic of the Marshall Islands and the Federated States of Micronesia	004=0 (05 :5 5=:
(Reminder)	22176 (03-16-06)

Notice 122-A, Instructions to Initiate an Inquiry for International Mail (New Notice) 22172 (01-19-06 Notice 122-A Is Available From the MDC (Announcement) 22176 (03-16-06	
Postal Service Locations (by ZIP Code) That Sell/Service GXG — Effective March 30, 2006	6)
PS Form 542, Inquiry About a Registered Article or an Insured Parcel or an Ordinary Article (Obsolete Form)	
Publication 51 Is Available at the Material Distribution Center (International Postal Rates and Fees)	
Updated List of GXG Retail Locations (Global Express Guaranteed Service)	3)
Updated List of GXG Retail Locations (Global Express Guaranteed Service)	,
USPS Web Tools Can Make Your Global Business Click (Announcement)	3)
INTERNATIONAL MAIL MANUAL Canada — Prohibited Articles (IMM Revision)	s)
Global Express Mail to Uzbekistan (IMM and Publication 51 Revisions) 22181 (05-25-06	
Global Express Mail with Guarantee Service Refund Process (IMM Revision)	•
Global Priority Mail Flat-Rate Envelope Postage Rates (IMM Correction)	
IMM Issue 33 Is Available at the Material Distribution Center (International Mail Manual) 22184 (07-06-06 International Inquiries (IMM Revision) 22173 (02-02-06	•
International Inquiry, Claims, and Postage Refund Processes (IMM Revision)	
International Inquiry, Claims, and Postage Refund Processes (IMM Revision)	
International Mail — International Customized Mail Changes (IMM Revision)	,
Postal Service Locations (by ZIP Code) That Sell/Service GXG — Effective October 26, 2006	
Redeeming International Reply Coupons (IMM and Publication 51 Revisions)	
Tabbing Letter-Post Mailpieces (IMM Revision) 22186 (08-03-06	
International Reply Coupons	
2006 Rate Increase Affects Sales of International Reply Coupons (Clarification)	
International Reply Coupons (Notice)	•
International Reply Coupons (Notice) 22196 (12-21-06 International Reply Coupons (Reminder) 22173 (02-02-06	,
Redeeming International Reply Coupons (IMM and Publication 51 Revisions)	
Redemption of International Reply Coupons at Retail Counters (New IRC Procedures)	
-I -	
- L - Lareling Lists	
- L - LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers	3)
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers	6)
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06	6) 6)
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22178 (04-13-06	6) 6) 6)
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06	6) 6) 6) 6)
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22178 (04-13-06 Labeling List Changes (DMM Revision) 22182 (06-08-06	6) 6) 6) 6) 6)
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22178 (04-13-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06	6) 6) 6) 6) 6) 6)
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22178 (04-13-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06	6) 6) 6) 6) 6) 6)
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22178 (04-13-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22195 (12-07-06	6) 6) 6) 6) 6) 6)
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22178 (04-13-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22195 (12-07-06 - M - MACHINERY How to Return Vending Machine Parts (Notice) 22181 (05-25-06	6) 6) 6) 6) 6) 6) 6)
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22178 (04-13-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22195 (12-07-06 - M - MACHINERY How to Return Vending Machine Parts (Notice) 22181 (05-25-06 Louisville PDC Improves Flat Sorter Performance (USPS News @ Work) 22192 (10-26-06	6) 6) 6) 6) 6) 6) 6) 6)
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22178 (04-13-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22195 (12-07-06 - M - MACHINERY How to Return Vending Machine Parts (Notice) 22181 (05-25-06 Louisville PDC Improves Flat Sorter Performance (USPS News @ Work) 22192 (10-26-06 Performance Thresholds for Vending Equipment (Handbook PO-102 Revision) 22194 (11-23-06	6) 6) 6) 6) 6) 6) 6) 6)
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22178 (04-13-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22195 (12-07-06 - M - MACHINERY How to Return Vending Machine Parts (Notice) 22181 (05-25-06 Louisville PDC Improves Flat Sorter Performance (USPS News @ Work) 22192 (10-26-06	6) 6) 6) 6) 6) 6) 6) 6) 6)
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22178 (04-13-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22195 (12-07-06 - M - MACHINERY How to Return Vending Machine Parts (Notice) 22181 (05-25-06 Louisville PDC Improves Flat Sorter Performance (USPS News @ Work) 22192 (10-26-06 Performance Thresholds for Vending Equipment (Handbook PO-102 Revision) 22194 (11-23-06 Phase III Postage Meters Scheduled for Decertification (Notice) 22176 (03-16-06 Setting Clocks for Daylight Saving Time (All IRT and Debit/Credit Card Offices) 22176 (03-16-06 Setting Clocks for Standard Time (All IRT and Debit/Credit Card Offices) 22191 (03-16-06	(a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22178 (04-13-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22195 (12-07-06 - M - - MACHINERY - How to Return Vending Machine Parts (Notice) 22181 (05-25-06 Louisville PDC Improves Flat Sorter Performance (USPS News @ Work) 22192 (10-26-06 Performance Thresholds for Vending Equipment (Handbook PO-102 Revision) 22194 (11-23-06 Phase III Postage Meters Scheduled for Decertification (Notice) 22176 (03-16-06 Setting Clocks for Daylight Saving Time (All IRT and Debit/Credit Card Offices) 22176 (03-16-06 Setting Clocks for Standard Time (All IRT and Debit/Credit Card Offices) 22191 (03-16-06 Vending Machines Removed From Service (Notice) 22181 (05-25-06	(a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22195 (12-07-06 - M - MACHINERY How to Return Vending Machine Parts (Notice) 22181 (05-25-06 Louisville PDC Improves Flat Sorter Performance (USPS News @ Work) 22192 (10-26-06 Performance Thresholds for Vending Equipment (Handbook PO-102 Revision) 22194 (11-23-06 Phase III Postage Meters Scheduled for Decertification (Notice) 22196 (03-16-06 Setting Clocks for Daylight Saving Time (All IRT and Debit/Credit Card Offices) 22176 (03-16-06 Setting Clocks for Standard Time (All IRT and Debit/Credit Card Offices) 22191 (03-16-06 Vending Machines Removed From Service (Notice) 22181 (05-25-06 MANAGEMENT INSTRUCTIONS	6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6)
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22178 (04-13-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22191 (10-2-06 Labeling List Changes (DMM Revision) 22195 (12-07-06 - M - MACHINERY - How to Return Vending Machine Parts (Notice) 22181 (05-25-06 Louisville PDC Improves Flat Sorter Performance (USPS News @ Work) 22192 (10-26-06 Performance Thresholds for Vending Equipment (Handbook PO-102 Revision) 22194 (11-23-06 Phase III Postage Meters Scheduled for Decertification (Notice) 22176 (03-16-06 Setting Clocks for Daylight Saving Time (All IRT and Debit/Credit Card Offices) 22176 (03-16-06 Setting Clocks for Standard Time (All IRT and Debit/Credit Card Offices) 22176 (03-16-06 Vending Machines Removed From Service (Notice) 22181 (05-25-06 MANAGEMENT	6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6)
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22178 (04-13-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22195 (12-07-06 - M - MACHINERY How to Return Vending Machine Parts (Notice) 22181 (05-25-06 Louisville PDC Improves Flat Sorter Performance (USPS News @ Work) 22192 (10-26-06 Louisville PDC Improves Flat Sorter Performance (USPS News @ Work) 22194 (11-23-06 Performance Thresholds for Vending Equipment (Handbook PO-102 Revision) 22194 (11-23-06 Phase III Postage Meters Scheduled for Decertification (Notice) 22176 (03-16-06 Setting Clocks for Daylight Saving Time (All IRT and Debit/Credit Card Offices) 22176 (03-16-06 Setting Clocks for Standard Time (All IRT and Debit/Credit Card Offices) 22191 (03-16-06 Vending Machines Removed From Service (No	(a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22178 (04-13-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22191 (10-2-06 Labeling List Changes (DMM Revision) 22195 (12-07-06 - M - MACHINERY - How to Return Vending Machine Parts (Notice) 22181 (05-25-06 Louisville PDC Improves Flat Sorter Performance (USPS News @ Work) 22192 (10-26-06 Performance Thresholds for Vending Equipment (Handbook PO-102 Revision) 22194 (11-23-06 Phase III Postage Meters Scheduled for Decertification (Notice) 22176 (03-16-06 Setting Clocks for Daylight Saving Time (All IRT and Debit/Credit Card Offices) 22176 (03-16-06 Setting Clocks for Standard Time (All IRT and Debit/Credit Card Offices) 22176 (03-16-06 Vending Machines Removed From Service (Notice) 22181 (05-25-06 MANAGEMENT	(a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22195 (12-07-06 Labeling List Changes (DMM Revision) 22181 (05-25-06 MACHINERY 22181 (05-25-06 How to Return Vending Machine Parts (Notice) 22176 (03-16-06 Louisville PDC Improves Flat Sorter Performance (USPS News @ Work) 22194 (10-28-06 <t< td=""><td>6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6</td></t<>	6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22178 (04-13-06 Labeling List Changes (DMM Revision) 22178 (04-13-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22195 (12-07-06 - M - MACHINERY How to Return Vending Machine Parts (Notice) 22181 (05-25-06 Louisville PDC Improves Flat Sorter Performance (USPS News @ Work) 22192 (10-26-06 Performance Thresholds for Vending Equipment (Handbook PO-102 Revision) 22194 (11-23-06 Pesting Clocks for Daylight Saving Time (All IRT and Debit/Credit Card Offices) 22176 (03-16-06 Setting Clocks for Standard Time (All IRT and Debit/Credit Card Offices) 22176 (03-16-06 Setting Clocks for Standard Time (All IRT and Debit/Credit Card Offices) 22181 (05-25-06 Vending Machines Removed From Service (Notice) 22181 (05-25-06 MANAGEMENT INSTRUCTIONS 22191 (03-16-	6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22195 (12-07-06 - M - MACHINERY How to Return Vending Machine Parts (Notice) 22181 (05-25-06 Louisville PDC Improves Flat Sorter Performance (USPS News @ Work) 22192 (10-26-06 Performance Thresholds for Vending Equipment (Handbook PO-102 Revision) 22194 (11-23-06 Phase III Postage Meters Scheduled for Decertification (Notice) 22176 (03-16-06 Setting Clocks for Daylight Saving Time (All IRT and Debit/Credit Card Offices) 22176 (03-16-06 Setting Clocks for Standard Time (All IRT and Debit/Credit Card Offices) 22179 (03-16-06 Vending Machines Removed From Service (Notice) 2218 (05-25-06 MANAGEMENT Instructions 22179 (04-27-06	6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22178 (04-13-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22191 (10-12-06-06 Labeling List Changes (DMM Revision) 22191 (10-26-06 Labeling List Changes (DMM Revision) 22191 (10-26-06 Labeling List Changes (DMM Revision) 22194 (11-23-06 Labeling List Changes (DMM Revision) 22194 (10-26-06 Labeling List Changes (DMM Revision) 22194 (10-26-06	6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6
LABELING LISTS L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers 22176 (03-16-06 Labeling List Changes (DMM Revision) 22171 (01-05-06 Labeling List Changes (DMM Revision) 22173 (02-02-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22182 (06-08-06 Labeling List Changes (DMM Revision) 22186 (08-03-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22191 (10-12-06 Labeling List Changes (DMM Revision) 22195 (12-07-06 - M - MACHINERY How to Return Vending Machine Parts (Notice) 22181 (05-25-06 Louisville PDC Improves Flat Sorter Performance (USPS News @ Work) 22192 (10-26-06 Performance Thresholds for Vending Equipment (Handbook PO-102 Revision) 22194 (11-23-06 Phase III Postage Meters Scheduled for Decertification (Notice) 22176 (03-16-06 Setting Clocks for Daylight Saving Time (All IRT and Debit/Credit Card Offices) 22176 (03-16-06 Setting Clocks for Standard Time (All IRT and Debit/Credit Card Offices) 22179 (03-16-06 Vending Machines Removed From Service (Notice) 2218 (05-25-06 MANAGEMENT Instructions 22179 (04-27-06	6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6) 6

January 2007 Mover's Guide News (Mover's Guide News)	6 (12-21-06)
May 2006 Mover's Guide News (Mover's Guide News)	8 (04-13-06)
May 2006 Mover's Guide News (Mover's Guide News)	9 (04-27-06)
May 2006 Mover's Guide News (Mover's Guide News)	7 (08-17-06)
September 2006 Mover's Guide News (Mover's Guide News)	8 (08-31-06)

- P -

PERSONNEL

See Employees.

PHILATELY

General

delicial		
2006 Commemorative Stamp Yearbook (Announcement)	22190 ((09-28-06)
2006 Stamps and Postal Stationery	22173 ((02-02-06)
2006 Stamps and Postal Stationery	22175 ((03-02-06)
2006 Stamps and Postal Stationery (Updated Announcement 06-A)	22171 ((01-05-06)
2006 Stamps and Postal Stationery (Updated Announcement 06-B)	22173 ((02-02-06)
2006 Stamps and Postal Stationery (Updated Announcement 06-C)	22175 ((03-02-06)
2006 Stamps and Postal Stationery (Updated Announcement 06-D)	22177 ((03-30-06)
2006 Stamps and Postal Stationery (Updated Announcement 06-E)	22181 ((05-25-06)
2006 Stamps and Postal Stationery (Updated Announcement 06-F)	22185 ((07-20-06)
2007 Stamps and Postal Stationery (Updated Announcement 07-A)	22195 ((12-07-06)
American Clock Definitive Stamp (Update)	22186 ((08-03-06)
Art of Disney: Romance Stamps (Correction/Announcement)	22177 ((03-30-06)
Baseball Sluggers Stamps on Sale (USPS News @ Work)		
Baseball Sluggers Stamps Unveiled (USPS News @ Work)	22178	(04-13-06)
Benjamin Franklin Commemorative Stamps (Publicity Kit)		
Chacón's Madonna and Child with Bird Stamp Makes Postal Debut (USPS News @ Work)		
Christmas: Chacón Madonna and Child With Bird Stamp (Correction)		
Christmas: Chacón Madonna and Child with Bird Stamp (Update)		
Curious George Goes to the Stamp Unveiling: Favorite Children's Book Animals Stamps On Sale	,	(/
(USPS News @ Work)	22173 ((02-02-06)
Distinguished American Diplomats Stamps (Correction)		
Dr. Jonas Salk Stamp (Correction)		
Favorite Children's Book Animals Get Warm Manhattan Welcome (USPS News @ Work)		. ,
Fresno, CA, Postmaster Hosts Special Dedication for Holiday Stamps (USPS News @ Work)		
Holiday Snowflakes Stamps Dedicated (USPS News @ Work)	22192	(10-26-06)
Jimmy Stewart, Ella Fitzgerald Headline 2007 Commemorative Stamp Program (USPS News @ Work)		,
Judy Garland Honored on Commemorative Stamp (USPS News @ Work)		
Keepers by the Dozen: Lunar New Year Souvenir Sheet Reissued (USPS News @ Work)		
Lady Liberty and U.S. Flag Stamp (Correction)		
Let the Games Begin! Winter Olympic Games Stamps Issued (USPS News @ Work)	22173 ((02-02-06)
Migratory Bird Stamp Destruction (Reminder)		
Motorcycle Stamps Take to the Highways (USPS News @ Work)		
Navajo Jewelry Stamp (Correction)		
Navajo Jewelry Stamp (Correction)		
New Year, New Stamp "Love: True Blue" Stamp Issued (USPS News @ Work)		
Official Mail Stamp (Correction)		
Oklahoma Statehood Stamp First Day of Issue Postmark Address (Update)		
Our Wedding Stamps (Correction)	22176	(03-16-06)
Potter Dedicates AMBER Alert Stamp (USPS News @ Work)		,
Purple Heart Definitive Stamp (Correction)		
Purple Heart Stamp Reissue (Publicity Kit)		
Purple Heart Stamp Reissued (USPS News @ Work)		` ,
Quilts of Gee's Bend Stamps (Correction)		
Reagan Stamp Reissued (USPS News @ Work)		,
Remembering AMBER: AMBER Alert Stamp Unveiled (USPS News @ Work)		
Semipostal Stamp Prices to Remain Unchanged (Notice)		
Southern Florida Wetland Stamped Postal Cards (Correction)		
, , ,		,
Stamp Stock Limits (Reminder)	22177 ((03-30-06)

\	
Stamps: An American Journey (2006) — New Postal Service and History Channel DVD (Announcement)	
Stamps Honor the Men Who Saved the World From Polio (USPS News @ Work)	
Statesman, Scientist, Printer, Postmaster: USPS Honors Benjamin Franklin (USPS News @ Work)	
Sugar Ray Robinson Stamp (Correction)	
Superman Flying Into Post Offices Today (USPS News @ Work)	
The 1606 Voyage of Samuel de Champlain Stamps (Correction)	
The Art of Disney: Romance Stamped Cards (Correction)	
The Day the Earth Didn't Stand Still (USPS News @ Work)	
The Postal Service Guide to U.S. Stamps, 33rd Edition (Announcement)	
USPS Governors Propose Price Adjustments, "Forever Stamp" (USPS News @ Work)	, ,
USPS Issues Southern Florida Wetland Stamp Pane (USPS News @ Work)	,
USPS Issues The Art of Disney: Romance Stamps (USPS News @ Work)	· · · · · · · · · · · · · · · · · · ·
World Philatelic Exhibition in Washington, DC (USPS News @ Work)	
World Philatelic Expo Opens in May (USPS News @ Work)	22180 (05-11-06)
New Issues	
AMBER Alert Stamp (Stamp Announcement 06-21)	22178 (04-13-06)
American Clock Definitive Stamp (Stamp Announcement 06-33)	22184 (07-06-06)
American Motorcycles Stamps (Stamp Announcement 06-34)	22184 (07-06-06)
Baseball Sluggers Stamped Cards (Stamp Announcement 06-32)	22184 (07-06-06)
Baseball Sluggers Stamps (Stamp Announcement 06-30)	22183 (06-22-06)
Benjamin Franklin Stamps (Stamp Announcement 06-14)	22175 (03-02-06)
Bryce Canyon, Utah Stamp (Stamp Announcement 06-03)	
Bryce Canyon, Utah Stamp (Stamp Announcement 06-42)	
Christmas: Chacón Madonna and Child with Bird Stamp (Stamp Announcement 06-40)	
Common Buckeye Stamp (Stamp Announcement 06-10)	,
Crops of the Americas Stamps (Stamp Announcement 06-11)	22174 (02-16-06)
DC Comics Super Heroes Stamps (Stamp Announcement 06-31)	22183 (06-22-06)
Distinguished American Diplomats Stamps (Stamp Announcement 06-26)	
Dr. Albert Sabin Stamp (Stamp Announcement 06-07)	· · · · · · · · · · · · · · · · · · ·
Dr. Jonas Salk Stamp (Stamp Announcement 06-06)	22174 (02-16-06)
Eid Stamp (Stamp Announcement 06-38)	22188 (08-31-06)
Ella Fitzgerald Stamp (Stamp Announcement 06-44)	22195 (12-07-06)
Great Smoky Mountains, North Carolina/Tennessee Stamp (Stamp Announcement 06-04)	
Hanukkah Stamp (Stamp Announcement 06-41)	
Happy Birthday Stamp (Stamp Announcement 06-29)	
Hattie McDaniel Honored On Black Heritage Series Stamp: 29th Stamp In the Series (USPS News @ Work)	22173 (02-02-06)
Holiday Snowflakes Stamps (Stamp Announcement 06-37)	
Judy Garland Stamp (Stamp Announcement 06-28)	
Katherine Ann Porter Stamp (Stamp Announcement 06-19)	
Kwanzaa Stamp (Stamp Announcement 06-39)	
Lady Liberty and U.S. Flag Stamp (Stamp Announcement 06-08)	22174 (02-16-06)
Lady Liberty and U.S. Flag Stamp (Stamp Announcement 06-16)	
Lady Liberty and U.S. Flag Stamp (Stamp Announcement 06-43)	
Love: True Blue Stamp (Stamp Announcement 06-18)	
Lunar New Year Souvenir Sheet (Stamp Announcement 06-01)	· · · · · · · · · · · · · · · · · · ·
Migratory Bird Hunting and Conservation Stamp (Stamp Announcement 06-27)	, ,
Official Mail Stamp (Stamp Announcement 06-09)	, ,
Official Mail Stamp (Stamp Announcement 06-43)	· · · · · · · · · · · · · · · · · · ·
Oklahoma Statehood Stamp (Stamp Announcement 06-45)	,
Our Wedding Stamps (Stamp Announcement 06-05)	
Purple Heart Definitive Stamp (Stamp Announcement 06-22)	
Quilts of Gee's Bend Stamps (Stamp Announcement 06-35)	
Ronald Reagan Stamp (Stamp Announcement 06-28)	
Southern Florida Wetland Stamps (Stamp Announcement 06-36)	
Sugar Ray Robinson Stamp (Stamp Announcement 06-15)	
The 1606 Voyage of Samuel de Champlain Stamps (Stamp Announcement 06-24)	
The Art of Disney: Romance Stamped Cards (Stamp Announcement 06-20)	
The Art of Disney: Romance Stamps (Stamp Announcement 06-17)	, ,
Washington 2006 World Philatelic Exhibition Souvenir Sheet (Stamp Announcement 06-25)	
	(5. 2. 50)

TOOTAL BOLLETING	22100 (1 10 01)
With Love and Kisses Stamp (Stamp Announcement 06-46)	
Wonders of America: Land of Superlatives (Stamp Announcement 06-23)	
X-Plane (Express Mail) Stamps (Stamp Announcement 06-13)	, ,
X-Plane (Priority Mail) Stamps (Stamp Announcement 06-12)	
Yosemite National Park, California Stamp (Stamp Announcement 06-02)	. 22173 (02-02-06)
Remaining on Sale or Removed From Sale	
Procedures for Receiving and Returning Stamp Stock (Notice)	. 22189 (09-14-06)
PS Form 17, Stamp Requisition/Stamp Return (Revised Form)	. 22189 (09-14-06)
Revised PS Form 17, Stamp Requisition/Stamp Return (Correction)	,
Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers	. 22174 (02-16-06)
Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers	· · · · · · · · · · · · · · · · · · ·
Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers (Notice)	,
Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers (Notice)	. 22188 (08-31-06)
State Quarters and Greetings from America Products Recalled From Regular Sale and From Sale at	00100 (00 01 00)
Philatelic Centers (Notice)	. 22188 (08-31-06)
Stop Family Violence Semipostal Stamps Withdrawn From Regular Sale and From Sale at Philatelic Centers — Statutory Authority Expires December 31, 2006 (Notice)	22105 (12-07-06)
Postage Meters	. 22193 (12-01-00)
	00170 (00 10 00)
Phase III Postage Meters Scheduled for Decertification (Notice)	
Time to Upgrade Phase III Postage Meters (Notice)	. 22194 (11-23-06)
Postal One!	
PostalOne! Helping Business Mailers Get the Job Done Right (USPS News @ Work)	
PostalOne! Is Teaming Up Online To Move Business Forward	. 22192 (10-26-06)
Postal Operations Manual	
Acceptance of Food Items (POM Revision)	. 22182 (06-08-06)
Agreement for Acceptance of Food Items (New Form)	. 22182 (06-08-06)
Changes in Handling Post Office Box Denial of Service and Termination Appeals (DMM and POM Revisions)	
Damage Report of Insured Parcel and Contents (POM Revision)	. 22188 (08-31-06)
Disposal of Books and Sound Recordings (POM Revision)	. 22195 (12-07-06)
Easy Stamp Services (POM Revision)	. 22194 (11-23-06)
Mail Recovery Operations (POM Revision)	. 22193 (11-09-06)
New Language Reflects Signage in Post Offices (POM Revision)	
Notice Left Operations (POM Revision)	
Political Campaign Mail Processing Procedures (POM Revision)	
Updated References (POM Revision)	. 22193 (11-09-06)
Posters	
See also Child Alert Program.	
Don't Be Misled Poster (Notice)	. 22183 (06-22-06)
New Emergency Preparedness Publications Ordering Information (Correction)	. 22196 (12-21-06)
Ordering Information for Updated Mailing Publications (Revised Publications)	. 22175 (03-02-06)
Order Updated Ratefold and Posters (Revised Publication)	. 22179 (04-27-06)
Our Diversity Is Our Strength (New Poster)	. 22185 (07-20-06)
Poster 192-A, Skilled Maintenance Workers Make It Work, and Poster 192-B, Transform Yourself and Your Career	
(New Posters)	,
Safety Posters (USPS News @ Work)	. 22180 (05-11-06)
Post Offices	
See also Mover's Guide.	
General	
Political Campaign Mail (Reminder)	. 22186 (08-03-06)
Political Campaign Mail Season Is Winding Down (Notice)	
The Postal Service Has Left the Building! USPS Sells Historic Memphis Post Office Building (USPS News @ Work)	
Post Office Changes	,,
	22100 (00 22 22)
Post Office Change	
Post Office Changes	, ,
Post Office Changes	, ,
Post Office Changes	
Post Office Changes	,
Post Office Changes	. 22176 (03-16-06)

POSTAL BULLETIN 22198 (1-18-07)	121
Post Office Changes	22177 (03-30-06)
Post Office Changes	,
Post Office Changes	22180 (05-11-06)
Post Office Changes	22181 (05-25-06)
Post Office Changes	22182 (06-08-06)
Post Office Changes	22183 (06-22-06)
Post Office Changes	22184 (07-06-06)
Post Office Changes	22185 (07-20-06)
Post Office Changes	22186 (08-03-06)
Post Office Changes	22189 (09-14-06)
Post Office Changes	22191 (10-12-06)
Post Office Changes	, ,
Post Office Changes	,
Post Office Changes	,
Post Office Changes	22195 (12-07-06)
POW-MIA FLAGS	
Displaying the U.S. Flag and the POW-MIA Flag	22180 (05-11-06)
Displaying the U.S. Flag and the POW-MIA Flag	22181 (05-25-06)
Displaying the U.S. Flag and the POW-MIA Flag	22182 (06-08-06)
Displaying the U.S. Flag and the POW-MIA Flag	22192 (10-26-06)
Premium Forwarding Service	
Get Up to Date — Be Prepared! (Premium Forwarding Service)	22195 (12-07-06)
Premium Forwarding Service Generates \$7 Million in its First Year (USPS News @ Work)	
Premium Forwarding Service: The Enrollment Fee Remains the Same (USPS News @ Work)	22172 (01-19-06)
'Tis the Season! (Premium Forwarding Service)	22195 (12-07-06)
Publications	
Addition of Rates for the Marshall Islands and Micronesia (Publication 51 Revision)	22174 (02-16-06)
Changes to Post Office Box Fee Groups (Publication 431 Revision)	
Changes to Post Office Box Fee Groups (Publication 431 Revision)	22186 (08-03-06)
Changes to Post Office Box Fee Groups (Publication 431 Revision)	
Changes to Post Office Box Fee Groups (Publication 431 Revision)	22188 (08-31-06)
Changes to Post Office Box Fee Groups (Publication 431 Revision)	22189 (09-14-06)
Changes to Post Office Box Fee Groups (Publication 431 Revision)	22191 (10-12-06)
Changes to Post Office Box Fee Groups (Publication 431 Revision)	22193 (11-09-06)
Changes to Post Office Box Fee Groups (Publication 431 Revision)	'
Changes to Post Office Box Fee Groups (Publication 431 Revision)	,
Global Express Mail to Uzbekistan (IMM and Publication 51 Revisions)	,
Glossary of Postal Terms (Publication 32 Revision)	, ,
Holiday Fact Sheets Now Available in Nine Languages (Announcement)	, ,
IMM Issue 33 Is Available at the Material Distribution Center (International Mail Manual)	, ,
New Account Identifier Codes for Postal Lobby Copy Machine Revenue (Postmaster/Field Guide Revision)	
New Emergency Preparedness Publications Now Available (New Publications)	,
New Emergency Preparedness Publications Ordering Information (Correction)	, ,
Ordering Information for Updated Mailing Publications (Revised Publications)	·
Ordering Information for Updated Mailing Publications (Revised Publications)	,
Ordering Information for Updated Mailing Publications (Revised Publications)	, ,
Order Updated Ratefold and Posters (Revised Publication)	
Publication 158, You Could Have What It Takes to Be a Postal Service Skilled Maintenance Worker (New Publication)	·
Publication 167-B Ordering Information (Correction) Publication 205, Electronic Verification System Technical Guide (New Publication)	,
Publication 305, Electronic Verification System Technical Guide (New Publication) Publication 342, USPS Anti-Money Laundering Program (New Publication)	
Publication 417, Nonprofit Standard Mail Eligibility: Nonprofit and Other Qualified Organizations (Revised Publication)	· · · · · · · · · · · · · · · · · · ·
Publication 51: Airmail Parcel Post Rates for the Marshall Islands and Micronesia (Correction)	
Publication 51. Administrated Fost Hates for the Material Distribution Center (International Postal Rates and Fees)	· · · · · · · · · · · · · · · · · · ·
Publication 52, Hazardous, Restricted, and Perishable Mail (Revised Publication)	
Publication 595, Dinero Seguro/Sure Money, Is Available at the Material Distribution Center (<i>Revised Publication</i>)	, ,
Redeeming International Reply Coupons (IMM and Publication 51 Revisions)	
Reporting Procedures for Freedom of Information Act and Privacy Act Requests (PS Form 8170 Reminder)	
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Control attention Children for Cond Donds (UCDO Novem © World)	00105 (10.07.00\
Santa Letters — Guidelines for Good Deeds (USPS News @ Work)	,	,
Suspension of International Economy Mail Service to Several Countries (IMM and Publication 51 Revisions)		
There's No Place Like USPS for the Holidays — Holiday Guide Helps Customers Decide (USPS News @ Work)		
Updated Publication 804, Drop Shipment Procedures for Destination Entry (Notice)	22179 (0	04-27-06)
Publicity Kits		
Benjamin Franklin Commemorative Stamps (Publicity Kit)	22176 (0	03-16-06)
Build Your Own Holiday Card Promotion (Publicity Kit)	22193 (11-09-06)
Good News Benjamin Recognition Program Guidelines (Publicity Kit)		
Mother's Day — May 14, 2006 (Publicity Kit)		
National Dog Bite Prevention Week, May 21–27, 2006 (Publicity Kit)		
Purple Heart Stamp Reissue (<i>Publicity Kit</i>)		
Retail Vending Equipment Program — Remove, Replenish, and Recycle (Publicity Kit)		
usps.com week — March 27–31, 2006 (Publicity Kit)		
Purchasing and Supplies		oo o <u>-</u> oo,
See Supply Management.		
-R-		
RETAIL		
See also Click-N-Ship, Machinery, Postage Meters, Stamps by Mail, and What's in Store.		
Accepting Payment for Collect on Delivery (Reminder)	`	,
Air Transportation Surcharge for Live Animals (Notice)		
Application for Refund of Fees, Products, and Withdrawal of Customer Accounts (PS Form 3533, Revised Form)		
Build Your Own Holiday Card Promotion (Publicity Kit)	22193 (11-09-06)
Combining Eight With Shape Lets Businesses Reduce Costs (USPS News @ Work)	22180 (05-11-06)
Conduct on Postal Service Property — Update on Prohibitions on Signature Solicitation (Notice)	22174 (0	02-16-06)
Counter Culture: Retail Standardization Is More Than Just a Pretty Place (USPS News @ Work)	22174 (0	02-16-06)
Dismount Delivery (Handbook PO-603 Revision)	22173 (0	02-02-06)
Field Advertising Guidelines and Policy	22182 (0	06-08-06)
First in Trust: USPS Is the Most Trusted Federal Agency (USPS News @ Work)	22175 (0	03-02-06)
Fiscal Year 2006 Bank Secrecy Act and Anti-Money Laundering Compliance Training (Notice)	22175 (0	03-02-06)
Flat-rate Pricing Makes Shipping "Quick, Easy, Convenient" (Marketing Matters — Facts at a Glance)	22179 (0	04-27-06)
Funds That Must Be Deposited (Handbook PO-102 Revision)	22196 (12-21-06)
Holiday Fact Sheets Now Available in Nine Languages (Announcement)	22194 (11-23-06)
How to Return Vending Machine Parts (Notice)	22181 (0	05-25-06)
Jump on the Paddock Wagon: Retail Standardization Training Pays Off (USPS News @ Work)	22178 (0	04-13-06)
Keepers By the Dozen: Lunar New Year Souvenir Sheet Reissued (USPS News @ Work)	22174 (0	02-16-06)
Lobby Scale Update Information (Notice)	22171 (0	01-05-06)
Marketing Matters — Facts at a Glance: Create and Mail Online With NetPost Services	22183 (0	06-22-06)
Moving? Go Online to Make Sure Your Mail Moves With You (Marketing Matters — Facts at a Glance)	22181 (0	05-25-06)
New Priority Mail Shoe Box Debuts (USPS News @ Work)		
New Procedures for Completing PS Form 8130 (Handbook PO-102 Revision)		
New System Requires Postmasters and Station and Branch Managers to Save Current Business Connect	,	
Information (Business Connect Notice)	22189 (0	09-14-06)
Ordering Information for Updated Mailing Publications (Revised Publications)	22175 (0	03-02-06)
Overview of Dialogue Campaign (Notice)	22174 (0	02-16-06)
Pick the Right Service for Package Shipping (Marketing Matters — Facts At A Glance)	22188 (0	08-31-06)
Postal Service to Test New Verification Process With CD Trading Company (Field Information Kit)	22182 (0	06-08-06)
Product Identifiers Are on Blue (Notice)	22192 (10-26-06)
Publication 595, Dinero Seguro/Sure Money, Is Available at the Material Distribution Center (Revised Publication)	22179 (0	04-27-06)
Puerto Rico Post Offices Launch Passport Services (USPS News @ Work)	22184 (0	07-06-06)
Purchasing Bill Validator Cleaning Cards (Notice)	22179 (0	04-27-06)
Retail Standardization From the Customer's Perspective (USPS News @ Work)		
Retail Vending Equipment Program — Remove, Replenish, and Recycle (Publicity Kit)		
Rising Costs Are Behind Price Adjustment Filing: Mail Still a Bargain, Price Changes at or Below Inflation	`	•
(USPS News @ Work)	22181 (0	05-25-06)
Security While Servicing Equipment (Handbook PO-102 Revision)	22196 (12-21-06)
Ship It. Win It. New Promotion With eBay Is Coming To Select Post Offices (USPS News @ Work)	22181 (0	05-25-06)
Shipment Confirmation Acceptance Notice (SCAN) (Field Information Kit)	22192 (10-26-06)
Shipment Confirmation Acceptance Notice (SCAN) Adds Volume Verification Procedure (Notice)	22194 (11-23-06)

POSTAL BOLLETIN 22190 (1-10-07)	123
Stamp Out Hunger Food Drive Posters (Notice)	22179 (04-27-06)
Standardized Procedures for "Notice Left" Mail (Field Information Kit)	
Surcharge for Live Animals (Notice)	, ,
Updated List of GXG Retail Locations (Global Express Guaranteed Service)	22192 (10-26-06)
USPS Awards Seven Air Transport Contracts (USPS News @ Work)	
USPS Awards Two New National Contracts for Corrugated Fiberboard Pallet Boxes (Notice)	22189 (09-14-06)
USPS Governors Propose Price Adjustments, "Forever Stamp" (USPS News @ Work)	22180 (05-11-06)
USPS Shipping Assistant Version 3.0 to Have a Sharp New Look (Notice)	
USPS Success Stories (USPS News @ Work)	22179 (04-27-06)
Vending Machines Removed From Service (Notice)	
Welcome Home New Orleans! USPS Commits to Continue Improving Service (USPS News @ Work)	22175 (03-02-06)
RETIREMENT	
See Thrift Savings Plan.	
Rural Carriers	
Christmas Pay Procedures for Rural Carriers	22193 (11-09-06)
Earnings Statements for Rural Carriers (Correction)	
Earnings Statements for Rural Carriers (Notice)	
Equipment Maintenance Allowance Schedule for Rural Routes (Rural Carriers)	
Equipment Maintenance Allowance Schedule for Rural Routes (Rural Carriers)	, ,
Revisions to the Quality of Work Life/Employee Involvement National Guidelines (Rural Carriers)	
Rural Carrier Guarantee Period (Post Offices With Rural Delivery Service)	
Rural Carriers (Finance)	
Rural Carrier Time Certificate and Adjustment Request Forms Include Second Trip Field (Revised Forms)	,
Rural Pay or Leave Adjustment Request for Auxiliary Carriers (New Form)	, ,
	,
-\$-	
SAFETY AND HEALTH	
See also Hazardous Materials.	
Cold and Flu Season Calls for Extra Precautions (USPS News @ Work)	22171 (01-05-06)
Fire Prevention Week — October 8–14, 2006 (Employee Safety Awareness Reminder)	
First Aid Kits Available Now on eBuy (Notice)	22182 (06-08-06)
Fourth of July and Summer Safety (Safety Tips)	22183 (06-22-06)
Hurricane Preparedness Week (USPS News @ Work)	22182 (06-08-06)
Lake Charles, LA, Employees Donate the Gift of Life (USPS News @ Work)	22184 (07-06-06)
Motor Vehicle Accident Numbers Hit the Skids (USPS News @ Work)	22183 (06-22-06)
New Emergency Preparedness Publications Now Available (New Publications)	
New Emergency Preparedness Publications Ordering Information (Correction)	22196 (12-21-06)
New Safe Driving Course to Debut in 2007	,
New Safety and Environmental Performance Management Office (USPS News @ Work)	
New Safety Depends on Me Campaign (USPS News @ Work)	
Occupational Safety and Health Programs (Correction)	
Occupational Safety and Health Programs (ELM Revision)	
Occupational Safety and Health Programs (ELM Revision)	
Postal Employee's Guide to Safety (Handbook EL-814 Revision)	
Response and Recovery Contracts Awarded (USPS News @ Work)	
Response to Hazardous Materials Releases (Notice)	,
Safety Depends On Me! Walk Right (Safety Talk)	,
Safety Posters (USPS News @ Work)	
San Diego P&DF Earns VPP Status (USPS News @ Work)	
Schools Are Out — Defensive Driving Is No Accident (Safety Talk)	, ,
School's Out: Drive Defensively (USPS News @ Work)	, ,
Seatbelts Did Their Job for One Letter Carrier (USPS News @ Work) September's Mission — Avoid Infectious Diseases (USPS News @ Work)	
USPS Environmental Efforts Recognized (USPS News @ Work)	, ,
USPS Environmental Performance Improves (USPS News @ Work)	
Winter Park, FL, Aloma Carrier Annex Earns VPP Star Flag Award (USPS News @ Work)	
	22132 (10-20-00)
STAMPS See Philately.	
STAMPS BY MAIL	00470 (04 15 55)
Date Change for Printing Holiday Stamps by Mail Brochures (Correction)	22178 (04-13-06)

	, ,
Date Change for Printing Holiday Stamps by Mail Brochures (Correction)	22179 (04-27-06)
Stamps by Mail — Brochure Ordering Information (Correction)	22184 (07-06-06
Stamps by Mail — Brochure Ordering Information (Notice)	22193 (11-09-06
Stamps by Mail — Brochure Ordering Information (Notice)	22194 (11-23-06
Stamps by Mail — Brochure Ordering Information (Notice)	22195 (12-07-06)
Stamps by Mail — Brochure Ordering Information (Reminder)	22172 (01-19-06
Stamps by Mail — Brochure Ordering Information (Reminder)	22176 (03-16-06
Stamps by Mail — Brochure Ordering Information (Reminder)	22181 (05-25-06
Stamps by Mail — Brochure Ordering Information (Reminder)	
Stamps by Mail — Brochure Ordering Information (Reminder)	22187 (08-17-06)
Stamps by Mail — Brochure Ordering Information (Reminder)	22189 (09-14-06
Stamps by Mail — Brochure Ordering Information (Reminder)	
Stamps by Mail — Brochure Ordering Information (Update)	
Stamps by Mail Order Forms (Revised Forms)	•
Stamps — Closer Than You Think! (Marketing Matters — Facts at a Glance)	
SUPPLY MANAGEMENT	
2007 Year Type for Hand Stamps and Canceling Machines (Notice)	22190 (09-28-06
Asset Management Integration Program Officially Launched (Notice)	,
Bulk Mailing Forms (Notice)	•
Buying Custodial and MRO Products From National Mandatory Contracts Is Good for Business (<i>Reminder</i>)	
Calendars for 2007 Now Available From Boise/OfficeMax Government Solutions (Notice)	
Communications Plan for Post Offices Ordering Expedited Packaging Supplies Through eBuy (Notice)	,
Copy Project? Try Boise/OfficeMax Government Solutions (Notice)	
Custodial Products — Capital Equipment Purchases (Notice)	
Custodial Products — Capital Equipment Requests (Correction)	
Donation of Collection Boxes (Handbook AS-701 Revision)	
Employee Vehicle Lease Termination and Reactivation Procedure (Notice)	
eSPIN — Enhanced Spare Parts Initiative (Correction)	
eSPIN — Enhanced Spare Parts Initiative (Notice)	
First Aid Kits Available Now on eBuy (Notice)	•
Frequently Asked Questions on Ordering Expedited Package Supplies for Post Offices (Notice)	•
Functional Realignment of Chicago, Memphis, San Francisco, and Windsor Purchasing Service Centers (Notice)	
Functional Realignment of Chicago, Memphis, San Francisco, and Windsor Purchasing Service Centers (Notice)	
Hazardous and Regulated Waste Contract Update (Notice)	
Hazardous and Regulated Waste Management Services Catalog on eBuy (Notice)	
High-Octane Savings With Fleet Cards (USPS News @ Work)	
How to Return Vending Machine Parts (Notice)	
Installation Heads/MAOs: Semiannual Review of Capital Records	
Interest Rate on Contract Claims (Notice)	
Interest Rate on Contract Claims (Notice)	`
Janitorial Services FAQs (Notice)	`.
Moving Out of a Facility? Disconnect the Utilities! (Reminder)	•
New Business Card Supplier (Notice)	
New Office Supply Catalog Available (Notice)	
New Payment Process for Highway Contract Route Suppliers (Notice)	
New Touch Tone Order Entry System Upgrade and Telephone Number (Notice)	
Old Philly P&DC Asset Liquidation Sale (Notice)	
Ordering Instructions for APC Supplies (Notice)	
Postal Service Awards New National Contract for Corrugated Fiberboard Postal Paks (Notice)	
PSIN 0910A and B Locks (Correction)	
PSIN 0910A and B Locks (<i>Notice</i>)	
Purchase Big Red Rubber Bands (Notice)	
Purchasing Lifting Equipment (<i>Notice</i>)	
ReadyPost Wire Kits for Slatwalls Are Available From the MDC (Notice)	
Response and Recovery Contracts Awarded (USPS News @ Work)	
Segway Scooters for Sale (Notice)	
Shared Energy Savings Will Help Avoid \$110 Million in Costs (USPS News @ Work)	22100 (01-20-06)

Subcontracting of Highway or Domestic Inland Water Contracts (Revision to Interim Internal Purchasing Guidelines)	22172 (01-19-06)
Supplying Principles and Practices to Replace Interim Internal Purchasing Guidelines (Notice)	22179 (04-27-06)
Supply Management Manages Nearly \$1 Million In Cost Avoidance (USPS News @ Work)	22195 (12-07-06)
Transition From Paper to Electronic Bill Payment in eBuy (Notice)	
Used Toner Cartridge Return Agreements Using Business Reply Mail Labels Benefit Postal Service (Notice)	
USPS Recycles Trash Contracts and Saves Money (USPS News @ Work)	22188 (08-31-06)
.T.	
THRIFT SAVINGS PLAN	
2007 Catch-Up Contributions for Participants Age 50 and Older (Thrift Savings Plan)	22195 (12-07-06)
2007 Employee Information for Career Employees (Thrift Savings Plan)	
2007 Publicity Information for HR Offices and the HRSSC (Thrift Savings Plan)	
E-mail Scam Targets Thrift Savings Plan Participants (USPS News @ Work)	
Open Season — Make It Work for You and Your Family! (USPS News @ Work)	
Thrift Savings Plan Fact Sheet (Notice to All Employees)	22172 (01-19-06)
Thrift Savings Plan Fact Sheet (Notice to All Employees)	'
Thrift Savings Plan Fact Sheet (Notice to All Employees)	22176 (03-16-06)
Thrift Savings Plan Fact Sheet (Notice to All Employees)	, ,
Thrift Savings Plan Fact Sheet (Notice to All Employees)	
Thrift Savings Plan Fact Sheet (Notice to All Employees)	
Thrift Savings Plan Fact Sheet (Notice to All Employees)	,
Thrift Savings Plan Fact Sheet (Notice to All Employees)	,
Thrift Savings Plan Fact Sheet (Notice to All Employees)	,
Thrift Savings Plan Fact Sheet (Notice to All Employees) Thrift Savings Plan Fact Sheet (Notice to All Employees)	, ,
Thrift Savings Plan Fact Sheet (Notice to All Employees)	,
Think davings Figure as Shock (Notice to Fill Employees)	22100 (12 21 00)
- V -	
Vehicles	
Employee Vehicle Lease Termination and Reactivation Procedure (Notice)	22194 (11-23-06)
High-Octane Savings With Fleet Cards (USPS News @ Work)	
New Safe Driving Course to Debut in 2007	
Second Hydrogen Fuel Vehicle Added to USPS Fleet (USPS News @ Work)	22191 (10-12-06)
VENDING EQUIPMENT	
How to Return Vending Machine Parts (Notice)	22181 (05-25-06)
New Procedures for Completing PS Form 8130 (Handbook PO-102 Revision)	22194 (11-23-06)
Performance Thresholds for Vending Equipment (Handbook PO-102 Revision)	22194 (11-23-06)
Vending Machines Removed From Service (Notice)	22181 (05-25-06)
VOE Surveys	
VOE Reminder — Fill Out Those Surveys (USPS News @ Work)	22186 (08-03-06)
VOE Survey Deadline Approaching — Feb. 22 (USPS News @ Work)	22174 (02-16-06)
VOE Survey Means It's Time to Tell It Like It Is (USPS News @ Work)	
VOE Surveys Due Soon (USPS News @ Work)	
VOE Surveys — Express Yourself! (USPS News @ Work)	` ,
VOE Surveys Mailing This Week (USPS News @ Work)	,
VOE Surveys Mailing Next Week (USPS News @ Work)	
VOE Surveys — Your Chance to Express Your Opinion (USPS News @ Work)	22187 (08-17-06)
VOE TRAINING	
Shipment Confirmation Acceptance Notice (SCAN) Adds Volume Verification Procedure (Notice)	22194 (11-23-06)
- W -	
What's in Store	,
What's in Store	
What's in Store	,
What's in Store	22182 (06-08-06)

What's in Store 2218 What's in Store 2218 What's in Store 2218 What's in Store 2218	86 (08-03-06) 89 (09-14-06)
Withholding of Mail Orders	
Withholding of Mail Order	90 (09-28-06)
Withholding of Mail Order	
Withholding of Mail Order	93 (11-09-06)
Withholding of Mail Orders	
Withholding of Mail Orders	81 (05-25-06)
Withholding of Mail Orders	83 (06-22-06)
Withholding of Mail Orders	85 (07-20-06)
Withholding of Mail Orders	87 (08-17-06)
Withholding of Mail Orders	96 (12-21-06)

- Z -

ZIP CODES

See Post Offices — Post Office Changes.

.39

.39

.45

Create Memories With Mail



With Love and Kisses .3

Available in January

Oklahoma Statehood .39

Available in January

Black Heritage: Ella Fitzgerald

Available in January

Literary Arts: Longfellow

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