

# POSTALBULLETIN

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PB 22213, August 16, 2007

## VPP Celebrates Employee Pride



For more information on the Voluntary Protection Programs see story on page 3.

- For customers at [www.usps.com/cpim/ftp/bulletin/pb.htm](http://www.usps.com/cpim/ftp/bulletin/pb.htm)
- For employees at <http://blue.usps.gov>

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New Jury Duty Stamp,  
See page [75](#)



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

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PB 22210: 7690-09-000-9361	PB 22203: 7690-09-000-9354	PB 22195: 7690-08-000-4076	PB 22187: 7690-08-000-4068
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## USPSNEWS@WORK

### VPP — Success breeds success

The Postal Service's participation in the Occupational Safety and Health Administration's (OSHA's) Voluntary Protection Program (VPP) is a shining example of success breeding success. And with 127 sites participating — more than the rest of the federal government combined — more and more offices are learning about its benefits and working to get involved.

VPP is a proven, effective method for achieving workplace safety and health excellence. It requires three-way cooperation among labor, management and OSHA. Facilities are only accepted into the program after extensive OSHA evaluation.

But it's paying off. The national average for OSHA's Injury and Illness Rate — the number of employee illnesses for every 200,000 workhours — is 12.1. The Postal Service's rate is less than half that at 5.4. And for USPS VPP sites, the rate is an even lower 4.8 — 61 percent below the national average!

That's success at its best!

### Record performance

National on-time performance scores for the delivery of First-Class Mail were at all-time highs in the third quarter of fiscal year 2007 for all three of the categories the Postal Service tracks. Overnight service was 96 percent on-time, up from 95 percent the same period last year. Two-day service was 93 percent on time and three-day service was 91 percent on time.

Five districts led the nation with a 97 percent on-time score for overnight delivery. They are the Dakotas, Greensboro, Big Sky, Louisiana and Northland districts.

During the same period, national residential customer satisfaction was at 92 percent, as measured by the Gallup Organization. Eight districts earned scores of 96 percent or better for customer satisfaction — Albany, Maine, Southeast Michigan, Massachusetts, Western New York, Greater Michigan, Dakotas and Hawkeye.

### The stamp that touched the nation

The Postal Service dedicated the newest *Purple Heart* stamp recently during a ceremony at Walter Reed Army Medical Center in Washington, DC. Retired Gen. Colin Powell awarded Purple Hearts to two wounded soldiers during the event.



From left, U.S. Army Maj. Gen. Elder Granger, Gen. Colin Powell and Postmaster General Jack Potter unveil the Purple Heart stamp.

This year is the 75th anniversary of the Purple Heart medal. It is also the 225th anniversary of the Badge of Military Merit, the predecessor to the Purple Heart medal, which was established and awarded by Gen. George Washington on Aug. 7, 1782.

### Mass savings

The Springfield, MA, Bulk Mail Center, Processing and Distribution Center and General Mail Facility recycled 77 percent of its waste products this fiscal year. That did more than benefit the environment — it also helped their bottom lines.

The postal campus saved \$171,000 in waste disposal costs after it recycled 4.6 million pounds of waste, including fluorescent lamps, paint, printer toners, cleaners and paper products.



Springfield, MA, Maintenance Mechanic Rich Peabody, left, shows Northeast Area Environmental Specialist Ron Robbins how he prepares fluorescent lamps for recycling at the Springfield BMC/P&DC.

The Northeast Area, under its Reach for the Stars environmental program, awarded its Gold Star Award to the facility for its outstanding accomplishments in pollution prevention and recycling.



## Boosting the bottom line

Santa might not be quite ready to make a list and check it twice, but online retailers and marketers gearing up for the holiday season need to consider two pieces of research from comScore that show important consumer shopping and shipping habits.

According to the "2007 Multi-Channel Direct Mail Study," direct-mail recipients were nearly twice as likely to purchase from a retail Web site as those who received only an Internet communication. And when the mailpiece was a catalog, the results were even better — influencing more than two-thirds of shoppers to visit the site. That traffic created a 163 percent increase in sales over those who did not receive a catalog.

Catalog recipients typically buy more items (4.1 compared to 3.2). They also spend more money when they order — \$88 compared to \$69.

## Chilling out

Keeping the temperature down while saving money on energy costs is a cool story — especially in Florida.

The Mid-Florida Processing and Distribution Center recently completed several projects that have not only improved the work environment, but also saved almost \$300,000 a year in electricity costs.

A new chiller upgrade increases cooling capacity to meet the facility's increasing needs at less cost. Mid-Florida also has installed improved lighting and controls, replaced old motors with premium efficiency motors, purchased new variable speed drives for some of its air handling units, and repaired leaks in its compressed air systems. The facility also installed a backup power system which will reduce operational costs caused by power outages.

These improvements will reduce USPS energy and maintenance costs. They'll also reduce annual energy consumption by over 3.1 million kilowatt hours — about the same as reducing greenhouse gas emissions by 5 million pounds a year.

## Rapid growth

Kahala Posts Group (KPG), an international alliance of eight national postal administrations, has marked the two-year anniversary of its date-certain, guaranteed international Express Mail Service (EMS) by welcoming new member Le Groupe La Poste from France and paving the way to launch new products.



PMG Jack Potter signs agreement welcoming France's Le Groupe La Poste to the Kahala Posts Group.

KPG, a collaborative network of the postal administrations of Australia, China, Hong Kong, Japan, Korea, Spain, the United Kingdom and the United States, accounts for almost half of the world's total EMS traffic. With delivery to more than 261 million addresses, 8 billion post code combinations and service available at more than 142,000 retail locations, KPG provides a powerful network and consistently high delivery standards.

At its annual meeting recently in San Francisco, KPG reported growth of more than 40 percent in volume for its date-certain, guaranteed EMS service since inception of the alliance.

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

# Policies, Procedures, and Forms Updates

## Manuals

### DMM Revision: Correction of Rate Level Column Headings

Effective August 16, 2007, we are revising and clarifying the table for rate level column headings in our documentation standards to add appropriate rate codes for automation flats in *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* 708.1.3.

These changes will be incorporated in our September update of the DMM as noted below. We encourage mailers to make the related changes to their mailings as soon as possible.

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

	*	*	*	*	*
<b>700</b>	<b>Special Standards</b>				
	*	*	*	*	*
<b>708</b>	<b>Technical Specifications</b>				
	*	*	*	*	*
<b>1.0</b>	<b>Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter</b>				
	*	*	*	*	*

#### **1.3 Rate Level Column Headings**

The actual name of the rate level (or corresponding abbreviation) is used for column headings required by 1.2, Format and Content, and shown below:

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

- a. Automation First-Class Mail, Standard Mail, and bar-coded Periodicals:

Rate	Abbreviations
5-Digit [First-Class Mail letters and flats, Periodicals letters and flats, and Standard Mail letters and flats]	5B
3-Digit [First-Class Mail letters and flats, Periodicals letters and flats, and Standard Mail letters and flats]	3B

Rate	Abbreviations
AADC [First-Class Mail, Periodicals, and Standard Mail letters]	AB
ADC [First-Class Mail, Periodicals, and Standard Mail Flats]	AB
Mixed AADC [First-Class Mail, Periodicals, and Standard Mail letters]	MB
Mixed ADC [First-Class Mail, Periodicals, and Standard Mail flats]	MB
Basic [In-County Periodicals]	BB
Firm [Outside-County Periodicals]	FB

*[Revise text in the introductory sentence of item b as follows:]*

- b. Presorted First-Class Mail, Standard Mail, and non-bar-coded Periodicals:

*[Revise the first four entries in the table in item b as follows:]*

Rate	Abbreviations
Presorted [First-Class Mail letters and flats]	Presort
5-Digit [First-Class Mail parcels, all Standard Mail items, and all Periodicals]	5D
3-Digit [First-Class Mail parcels; Standard Mail letters, flats, irregular parcels, and NFMs; and all Periodicals]	3D
ADC [First-Class Mail parcels; Standard Mail letters, flats, irregular parcels, and NFMs; and all Periodicals]	AD

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

— Mailing Standards,  
Pricing and Classification, 8-16-07

## DMM Revision: Clarification of Shape-based Standards

The Postal Service™ is clarifying standards for determining flexibility and uniform thickness of flat-size mailpieces and deleting standards for using the marking “Do Not Bend.” We are revising the *Mailing Standards of the United States Postal Service, Domestic Mail Manual* (DMM®) 101, 301, and 601 accordingly.

We recognize that some flat-size mailpieces have contents that are stiff but not completely rigid. Some employees may be reluctant to administer the flexibility test on these pieces. As stated in the *Federal Register* notice of March 30, 2007, customers may administer the flexibility test on their own mailpieces with an employee observing. When the customer demonstrates that a flat-size piece is flexible according to standards, the employee does not need to perform the test. We are adding this clarification to DMM 101 and 301.

The requirement that nonpaper contents in flat-size mailpieces not shift more than 2 inches is within the context of the overall standard concerning uniform thickness. In DMM 101 and 301, we are adding the phrase “if shifting would cause the piece to be nonuniform in thickness,” to clarify that intent. We are adding a reminder to the same section that some objects placed in ordinary paper envelopes may need to be fixed in place or wrapped within the other contents of the mailpiece to prevent them from bursting out of the envelope. We are also clarifying when to exclude the external edges of a flat-size mailpiece when determining uniform thickness.

There has been a longstanding mailing standard that mailers marking their mailpieces with “Do Not Bend” must add a stiffener within the mailpiece. That requirement was included to provide a sensory reminder in case our employees did not see the marking. However, we do not guarantee that these pieces will not be bent during processing or bent or folded when delivered. Therefore, we are removing references to this marking. We recommend that mailers prepare these items (that could be damaged by bending or folding) in boxes or similar protective containers mailed at the applicable parcel rates, instead of adding handling endorsements on the outside of the mailpiece.

These revised standards are effective immediately.

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

	*	*	*	*	*
<b>100</b>	<b>Retail Mail</b>				
<b>101</b>	<b>Physical Standards</b>				
	*	*	*	*	*
<b>2.0</b>	<b>Physical Standards for Flats</b>				
	*	*	*	*	*

### **2.3 Minimum Flexibility Criteria for Flat-Size Pieces**

*[Revise 2.3 to clarify that customers may perform this test when an employee is present, as follows:]*

Flat-size pieces must be flexible. Boxes — with or without hinges, gaps, or breaks that allow the piece to bend — are not flats. Tight envelopes or wrappers that are filled with one or more boxes are not flats. At the customer's option, a customer may perform the following test on their own mailpieces. When a postal employee observes a customer demonstrating that a flat-size piece is flexible according to these standards, the employee does not need to perform the test. Test flats as follows:

\* \* \* \* \*

### **2.4 Uniform Thickness**

*[Revise 2.4 to clarify when the outside edges are excluded for determining variation in thickness and when contents must be secured to prevent shifting, as follows:]*

Flat-size mailpieces must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than 1/4-inch variance in thickness. When determining variance in thickness, exclude the outside edges of a mailpiece (1 inch from each edge) when the contents do not extend into those edges. Also, exclude the selvage of any polywrap covering (see 301.3.3) from this determination. Mailers must secure nonpaper contents to prevent shifting of more than 2 inches within the mailpiece if shifting would cause the piece to be nonuniform in thickness or would result in the contents bursting out of the mailpiece (see 601.11.18).

\* \* \* \* \*

### **300 Discount Flats**

### **301 Physical Standards**

### **1.0 Physical Standards for Flats**

\* \* \* \* \*

### **1.3 Minimum Flexibility for Flat-Size Pieces**

*[Revise 1.3 to clarify that customers may perform this test when an employee is present, as follows:]*

Flat-size pieces must be flexible. Boxes — with or without hinges, gaps, or breaks that allow the piece to bend — are not flats. Tight envelopes or wrappers that are filled with one or more boxes are not flats. At the customer's option, a customer may perform the following test on their own mailpieces. When a postal employee observes a customer demonstrating that a flat-size piece is flexible according to these standards, the employee does not need to perform the test. Test flats as follows:

\* \* \* \* \*

**1.4 Uniform Thickness**

*[Revise 1.4 to clarify that the outside edges are excluded when determining variation in thickness and that contents must be secured to prevent shifting, as follows:]*

Flat-size mailpieces must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than 1/4-inch variance in thickness. When determining variance in thickness, exclude the outside edges of a mailpiece (1 inch from each edge) when the contents do not extend into those edges. Also, exclude the selvage of any polywrap covering (see 301.3.3) from this determination. Mailers must secure nonpaper contents to prevent shifting of more than 2 inches within the mailpiece if shifting would cause the piece to be nonuniform in thickness or would result in the contents bursting out of the mailpiece (see 601.11.18).

\* \* \* \* \*

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

\* \* \* \* \*

**5.0 Handling, Content, and Extra Service Markings****5.1 Handling, Content, and Extra Service**

\* \* \* \* \*

*[Revise item a to remove the standards for applying markings such as “Do Not Bend”, as follows:]*

- a. Handling markings such as “Fragile” must be applied only to packages containing delicate items such as glass and electrical appliances.

\* \* \* \* \*

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, 8-16-07

**ELM Revision: Limited Duty and Rehabilitation Assignments**

Effective August 16, 2007, *Employee and Labor Relations Manual* (ELM) 546.21, Compliance, and 546.23, Types of Appointments, are revised to incorporate the requirement to comply with the collective bargaining agreement for the craft to which the employee who was injured on duty is being reassigned or reemployed.

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

\* \* \* \* \*

**5 Employee Benefits**

\* \* \* \* \*

**540 Injury Compensation Program**

\* \* \* \* \*

**546 Reassignment or Reemployment of Employees Injured on Duty**

\* \* \* \* \*

**546.2 Collective Bargaining Agreements****546.21 Compliance**

*[Revise 546.21 to read as follows:]*

Reassignment or reemployment under this section must be in compliance with applicable collective bargaining agreements and applicable law. Individuals so reassigned or reemployed must receive all appropriate rights and protec-

tion under the National Agreement of the craft to which the employee is being reassigned or reemployed. Any such assignment or reemployment must be accomplished through Article 13 of the National Agreement applicable to the craft to which the employee is being reassigned or reemployed.

\* \* \* \* \*

**546.23 Types of Appointments**

*[Revise 546.23 to read as follows:]*

Types of appointments available include the following:

- a. A current full-time career employee may be reassigned to a full-time career position through Article 13 of the National Agreement applicable to the craft to which the employee is being reassigned or reemployed, if his or her job-related medical condition permits.
- b. A current or former part-time flexible career employee may be reassigned or reemployed to a part-time flexible career position through Article 13 of the National Agreement applicable to the craft to which the employee is being reassigned or reemployed.
- c. A current or former noncareer employee may be reassigned or reemployed to the position held previously or, upon satisfactory demonstration of the ability to meet the job requirements and in accordance

with the appropriate collective bargaining agreement, may be reassigned or reemployed to another noncareer position or noncompetitively converted to a career position (NOA 501). Approval for conversion actions from noncareer to career must be approved by the manager of Health and Resource Management at Headquarters prior to any PS Form 50 action.

\* \* \* \* \*

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

- Go to <http://blue.usps.gov>.

- Under “Essential Links” in the left-hand column, click on *References*.
- On the PolicyNet page, click on *Manuals*.

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

The ELM is also available on the Postal Service Internet:

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

— *Contract Administration (American Postal Workers Union), Labor Relations, 8-16-07*

## International Mail — Miscellaneous IMM Revisions

Effective August 30, 2007, we are revising *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®), as noted below.

*Editor’s Note:* This list of revisions includes several items that have already been incorporated in the IMM as part of IMM Issue 34, which was published and effective May 14, 2007. However, because these items were not previously published in the *Federal Register* or the *Postal Bulletin* but instead were just included as part of the extensive, comprehensive revisions for IMM Issue 34, we are noting them here to call attention to the information. We are including an “Editor’s Note” to indicate these items, but these items are not included with the IMM revision text in this article.

- IMM 123.4 is revised by clarifying the requirements for commercial invoices.
- IMM Exhibit 123.61 is revised by clarifying the customs requirements for free matter for the blind.
- IMM 213.2 is revised by removing the reference to Yugoslavia.
- IMM 217.1b is revised by clarifying availability of Global Express Guaranteed® to Post Office™ boxes.
- IMM 244.2 is revised by removing outdated information in item b.
- IMM 271.1 is revised by clarifying standards for free matter for the blind or other physically handicapped persons.
- IMM 272 is revised by clarifying the rate eligibility requirements for free matter for the blind and other physically handicapped persons.
- IMM 276 is added to provide information about customs requirements for free matter for the blind and other physically handicapped persons.
- IMM 292.221 is revised by adding precanceled stamps as a postage payment option for International Priority Airmail™ (IPA®) service.
- IMM Exhibit 292.442 is revised by removing the reference to Yugoslavia.
- IMM 292.451 is revised by changing “international airmail sacks” to “universal white plastic sacks.”
- IMM 293.2 is revised by clarifying the percentage of residual mail allowed in an International Surface Air Lift® (ISAL®) mailing.
- IMM 293.751 is revised by clarifying available postage payment options for ISAL service.
- IMM 293.752 is revised by noting that most, not all, permit imprints in 153.24 are acceptable.
- IMM 293.932 and 293.933 are revised by designating the use of the universal white plastic sack for sacking ISAL mail.
- IMM 293.933c(2) is revised by clarifying the contents of the ISAL permit number.
- IMM 312 is revised by allowing the purchase of a certificate of mailing with the Priority Mail International™ flat-rate envelope.
- IMM 713.41 is revised by changing the address that customers use to contact the U.S. Customs Service about information concerning rates of duty or other customs procedures.
- IMM 713.522 is revised by changing the address for U.S. Customs and Border Protection collections and refunds.
- The Individual Country Listings for the following countries are changed by revising the Express Mail International® maximum weight limit (only the weight limit is changing — the rate group stays the same).



*[Note: These items are not included with the IMM revision text in this article.]*

- Albania, 66 lbs.
- Anguilla, 55 lbs.
- Austria, 70 lbs.
- Azerbaijan, 70 lbs.
- Bahamas, 22 lbs.
- Barbados, 66 lbs.
- Belize, 66 lbs.
- Benin, 66 lbs.
- Bhutan, 66 lbs.
- Bolivia, 66 lbs.
- Botswana, 66 lbs.
- Brunei Darussalam, 66 lbs.
- Bulgaria, 66 lbs.
- Burkina Faso, 70 lbs.
- Burundi, 66 lbs.
- Cambodia, 66 lbs.
- Cape Verde, 66 lbs.
- Central African Republic, 66 lbs.
- Chad, 66 lbs.
- Chile, 66 lbs.
- Congo, Democratic Republic of the, 66 lbs.
- Congo (Brazzaville), Republic of the, 66 lbs.
- Costa Rica, 66 lbs.
- Dominican Republic, 66 lbs.
- El Salvador, 66 lbs.
- Ethiopia, 66 lbs.
- Fiji, 66 lbs.
- French Polynesia, 66 lbs.
- Gabon, 66 lbs.
- Ghana, 66 lbs.
- Grenada, 66 lbs.
- Guatemala, 66 lbs.
- Guyana, 66 lbs.
- Haiti, 66 lbs.
- Hungary, 66 lbs.
- Iceland, 66 lbs.
- India, 70 lbs.
- Indonesia, 66 lbs.
- Israel, 44 lbs.
- Jamaica, 66 lbs.
- Kazakhstan, 66 lbs.
- Kenya, 70 lbs.
- Kuwait, 66 lbs.
- Kyrgyzstan, 66 lbs.
- Laos, 66 lbs.
- Latvia, 66 lbs.
- Lesotho, 66 lbs.
- Lithuania, 70 lbs.
- Macao, 70 lbs.
- Maldives, 66 lbs.
- Mali, 66 lbs.
- Malta, 44 lbs.
- Mauritania, 66 lbs.
- Mauritius, 66 lbs.
- Mexico, 44 lbs.
- Moldova, 70 lbs.
- Mongolia, 66 lbs.
- Morocco, 68 lbs.
- Mozambique, 66 lbs.
- Namibia, 22 lbs.
- Nepal, 69 lbs.
- Netherlands Antilles, 66 lbs.
- New Caledonia, 66 lbs.
- New Zealand, 66 lbs.
- Nicaragua, 55 lbs.
- Nigeria, 66 lbs.
- Oman, 66 lbs.
- Pakistan, 66 lbs.
- Papua New Guinea, 55 lbs.
- Paraguay, 55 lbs.
- Peru, 70 lbs.
- Qatar, 66 lbs.
- Romania, 70 lbs.
- Russia, 66 lbs.
- Rwanda, 66 lbs.
- St. Christopher, 66 lbs.
- Senegal, 66 lbs.
- Serbia-Montenegro, 66 lbs.
- Seychelles, 66 lbs.
- Sierra Leone, 66 lbs.
- Solomon Islands, 66 lbs.
- South Africa, 66 lbs.
- Sri Lanka, 66 lbs.
- Sudan, 66 lbs.
- Swaziland, 66 lbs.
- Tajikistan, 66 lbs.
- Tanzania, 66 lbs.
- Thailand, 66 lbs.

- Togo, 66 lbs.
- Trinidad & Tobago, 66 lbs.
- Tunisia, 66 lbs.
- Turkey, 66 lbs.
- Turkmenistan, 66 lbs.
- Uganda, 66 lbs.
- United Arab Emirates, 70 lbs.
- Vanuatu, 55 lbs.
- Venezuela, 66 lbs.
- Vietnam, 66 lbs.
- Zambia, 66 lbs.
- The Individual Country Listings for the following countries indicate that the maximum amount for Express Mail International merchandise insurance is \$650. *[Editor's Note: This information has already been incorporated in the IMM as part of IMM Issue 34, which was published and effective May 14, 2007. These items are not included with the IMM revision text in this article.]*
  - Belgium.
  - Denmark.
  - Finland.
  - France.
  - Great Britain and Northern Ireland.
  - Greece.
  - Iceland.
  - Italy.
  - Luxembourg.
  - Netherlands.
  - Norway.
  - Portugal.
  - Slovak Republic
  - Slovenia.
  - Spain.
  - Sweden.
  - Switzerland.
- The Individual Country Listings for the following countries list the following maximum weight limits for Global Express Guaranteed. *[Editor's Note: This information has already been incorporated in the IMM as part of IMM Issue 34, which was published and effective May 14, 2007. These items are not included with the IMM revision text in this article.]*
  - Congo (Brazzaville), Republic of the, 70 lbs.
  - Montserrat, 70 lbs.
  - New Caledonia, 70 lbs.
- The Individual Country Listings for the following countries indicate that Global Express Guaranteed is not available. *[Editor's Note: This information has already been incorporated in the IMM as part of IMM Issue 34, which was published and effective May 14, 2007. These items are not included with the IMM revision text in this article.]*
  - Algeria.
  - Central African Republic.
  - Guinea-Bissau.
  - Marshall Islands.
  - Micronesia.
  - Western Samoa.
- The Individual Country Listing for Afghanistan is revised by changing the rate group for Priority Mail International from 5 to 6.
- The Individual Country Listing for Armenia is revised by updating the prohibitions.
- The Individual Country Listing for Austria is revised by updating the currency in observation 3 from the Austrian schilling to the euro.
- The Individual Country Listing for Belgium is revised by updating the currency in observation 4 from the Belgian franc to the euro.
- The Individual Country Listing for Bulgaria is revised by adding new prohibitions.
- The Individual Country Listing for Estonia is revised by requiring a commercial invoice for Express Mail International merchandise and all articles subject to customs duty.
- The Individual Country Listing for Germany is revised by updating the currency in observation 6 from the deutsche mark to the euro.
- The Individual Country Listing for Greenland is revised by changing the rate group for Priority Mail International from 4 to 5.
- The Individual Country Listing for Malawi indicates that the maximum insurance for Global Express Guaranteed nondocument service is \$1,499. *[Editor's Note: This information has already been incorporated in the IMM as part of IMM Issue 34, which was published and effective May 14, 2007. This item is not included with the IMM text in this article.]*
- The Individual Country Listing for Peru is revised by adding new prohibitions.
- The Individual Country Listing for Russia is revised by removing the list of available Express Mail International locations and replacing it with a list of locations that are not served by Express Mail International service.

- The Individual Country Listing for Serbia-Montenegro is revised by removing the reference to Yugoslavia.
- The Individual Country Listing for Syrian Arab Republic (Syria) is revised by allowing Global Express Guaranteed (GXG) service.
- The Individual Country Listing for Turks and Caicos Islands is revised by allowing Express Mail International service.
- The Individual Country Listing for Uzbekistan is revised by allowing Express Mail International service.

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

	*	*	*	*	*
<b>1</b>	<b>International Mail Services</b>				
	*	*	*	*	*
<b>120</b>	<b>Preparation for Mailing</b>				
	*	*	*	*	*
<b>123</b>	<b>Customs Forms and Online Shipping Labels</b>				
	*	*	*	*	*

#### **123.4 Nonpostal Forms**

*[Revise 123.4 to read as follows:]*

##### **123.41 Nonpostal Export Regulations**

Certain items must bear one or more of the forms required by the nonpostal export regulations described in chapter 5.

#### **123.42 Commercial Invoices**

A commercial invoice is a bill for goods from the seller to the buyer. A commercial invoice must be completed where required and must contain the following basic information:

1. Seller's complete contact information.
2. Receiver's complete contact information.
3. Consignee's complete contact information (if it is different from the buyer's).
4. Country of origin.
5. Destination country.
6. Reason for export.
7. Total commercial value of the item(s) shipped.
8. Sales and payment terms (if any).
9. Currency of sale.
10. Full quantities and description of the merchandise.
11. A statement certifying that the invoice is correct.

\* \* \* \* \*

#### **123.6 Required Usage**

##### **123.61 Conditions**

\* \* \* \* \*

#### **Exhibit 123.61 Customs Declaration Form Usage by Mail Category**

*[Revise Exhibit 123.61 by adding footnote 2 to the heading "Free Matter for the Blind." Renumber current footnote with the heading "M-bag" from 2 to 3 in the table and in the footnotes. Add new footnote 2 for Free Matter for the Blind as follows:]*

Type of Item	Declared Value	Required Form	Comment
* * * * *			
<b>Free Matter for the Blind<sup>2</sup></b>			
All items	Under \$400 \$400 and over	2976 <sup>1</sup> 2976-A <sup>1</sup>	
<b>M-bag<sup>3</sup></b>			
All items	Under \$400 \$400 and over	2976 <sup>1</sup> 2976-A <sup>1</sup>	

<sup>1</sup> Placement of forms: Use PS Form 2976 (green label) for Priority Mail International flat-rate envelope and First-Class Mail International items under \$400 in value and affix it to the outside of the package. If the value of the contents is \$400 or more, affix the upper portion of PS Form 2976 (green label) (cut on dotted line and discard the lower portion) to the outside of the package, complete a separate PS Form 2976-A, and enclose the form set inside the package.

<sup>2</sup> Free matter for the blind requires a customs form for all articles.

<sup>3</sup> An M-bag requires a customs form when it contains potentially dutiable printed matter, and admissible merchandise items as defined in 261.22 or some combination thereof.

**Note:** Bulk business products, including International Surface Air Lift (ISAL) and International Priority Airmail (IPA), require customs forms based on package contents and weight as specified above and as required by the country of destination.

\* \* \* \* \*

**2 Conditions for Mailing**

\* \* \* \*

**210 Global Express Guaranteed**

\* \* \* \*

**213 Service Areas**

\* \* \* \*

**213.2 Destinating Countries and Rate Groups**

[Revise 213.2 by removing the entry for Yugoslavia from the table.]

\* \* \* \*

**217 Mail Preparation****217.1 Preparation by the Sender**

\* \* \* \*

[Revise item b as follows:]

- b. Complete the Global Express Guaranteed Air Waybill/Shipping Invoice (Item 11FGG1) to show the complete address of the sender and addressee. Post office box addresses may be used to certain international locations. Items cannot be addressed to APO or FPO addresses. See Publication 141, *Global Express Guaranteed Service Guide*, for information about areas served in the destination country.

\* \* \* \*

**240 First-Class Mail International**

\* \* \* \*

**244 Mail Preparation**

\* \* \* \*

**244.2 Marking**

\* \* \* \*

[Revise item b as follows:]

- b. First-Class Mail International items must be marked "AIRMAIL/PAR AVION" or have PS Label 19-A, *Par Avion Airmail*, or PS Label 19-B, *Par Avion Airmail*, affixed to the address side of the mailpiece.

\* \* \* \*

**270 Free Matter for the Blind or Other Physically Handicapped Persons****271 Description****271.1 General**

\* \* \* \*

[Revise items a and b as follows:]

- a. Books, periodicals, and other matter (including unsealed letters) impressed in Braille or other special type for the use of the blind.

- b. Plates for embossing literature for the blind.

\* \* \* \*

[Delete item e.]

\* \* \* \*

**272 Postage Rates**

[Revise 272 as follows:]

The postage rate for an eligible item marked as "MATTER FOR THE BLIND" is free when sent as First-Class Mail International up to 4 pounds or Priority Mail International up to 15 pounds. If free matter for the blind is sent as Global Express Guaranteed or Express Mail International, the postage rate based on the weight of the article must be paid.

\* \* \* \*

[Add a new part 276 as follows:]

**276 Customs Forms Required**

A fully completed PS Form 2976 or 2976-A, depending on value, must be affixed to each item. The known mailer exemption in IMM 123.62 does not apply to free matter for the blind or other physically handicapped persons.

\* \* \* \*

**290 Commercial Services**

\* \* \* \*

**292 International Priority Airmail Service**

\* \* \* \*

**292.2 Postage**

\* \* \* \*

**292.22 Postage Payment Methods****292.221 General**

[Revise the italicized introductory portion of item a as follows:]

- a. *Postage Meter, Permit Imprint, or Precanceled Stamps.*\*\*\*

\* \* \* \*

**292.4 Mail Preparation for Individual Items**

\* \* \* \*



**292.44 Sortation Requirements for IPA**

\* \* \* \*

**292.442 Presorted Mail**

\* \* \* \*

**Exhibit 292.442****Foreign Exchange Office and Country Rate Groups**

\* \* \* \*

*[In the entry for Serbia-Montenegro, remove the parenthetical reference to Yugoslavia.]*

\* \* \* \*

**292.45 Sacking Requirements****292.451 Direct Country Sack (11 Pounds or More)**

*[Revise 292.451a by changing the words "international air-mail sacks" in the first sentence to "universal white plastic sacks."]*

\* \* \* \*

**293 International Surface Air Lift (ISAL) Service**

\* \* \* \*

**293.2 Qualifying Mail and Minimum Quantity Requirements**

*[Revise the fourth sentence as follows:]*

\*\*\*The weight of all residual mail must not exceed 10 percent of the combined weight of all other mail.

\* \* \* \*

**293.7 Postage**

\* \* \* \*

**293.75 Payment Methods****293.751 Postage Meter, Permit Imprint, or Precanceled Stamps**

*[Revise 293.751 as follows:]*

Postage must be paid by postage meter, permit imprint, or mailer-precanceled stamps. Postage is computed on PS Form 3700, which is required for all ISAL mailings. When postage is paid by meter or mailer-precanceled stamps, each piece must be legibly endorsed with the words "INTERNATIONAL SURFACE AIR LIFT" or "ISAL."

**293.752 Piece Rate**

*[Revise 293.752 by changing the first word in the last sentence from "All" to "Most."]*

\* \* \* \*

**293.9 Mail Preparation**

\* \* \* \*

**293.93 Makeup Requirements for ISAL**

\* \* \* \*

**293.932 Sacking**

\* \* \* \*

*[Revise item a by changing "plastic sack" to "universal white plastic sack."]*

*[Revise item b by changing "green pouch" to "universal white plastic sack."]*

*[Revise item c by changing "green pouch" to "universal white plastic sack."]*

\* \* \* \*

**293.933 Sack Labeling**

\* \* \* \*

*[Revise item a by changing "plastic sack" to "universal white plastic sack."]*

*[Revise item b by changing "domestic green nylon pouch" to "universal white plastic sack."]*

*[Revise item c by changing "domestic green nylon pouch" to "universal white plastic sack."]*

\* \* \* \*

*[Revise item c(2) as follows.]*

(2) Customer Permit No. Block: Enter your ISAL permit number (5-Digit ZIP Code plus Business Mail Entry Permit Number).

\* \* \* \*

**3 Extra Services****310 Certificate of Mailing**

\* \* \* \*

**312 Availability**

*[Revise the first sentence of 312 to allow the purchase of a certificate of mailing with the Priority Mail International flat-rate envelope as follows:]*

Customers can purchase a certificate of mailing when they send unregistered First-Class Mail International items, postcards or postal cards, Priority Mail International flat-rate envelopes, free matter for the blind, and uninsured Priority Mail International parcels.\*\*\*

\* \* \* \*

**7 Treatment of Inbound Mail****710 U.S. Customs Information**

\* \* \* \* \*

**713 Treatment of Dutiable Mail at Delivery Office**

\* \* \* \* \*

**713.4 Payment of Duty****713.41 Rate Information**

\* \* \* \* \*

[Revise 713.41 by changing the address as follows:]

US CUSTOMS AND BORDER PROTECTION  
OFFICE OF THE COMMISSIONER  
DEPARTMENT OF HOMELAND SECURITY  
1300 PENNSYLVANIA AVENUE SW  
WASHINGTON DC 20229-0001

\* \* \* \* \*

**713.5 Treatment of Uncollected Items**

\* \* \* \* \*

**713.52 Reporting of Uncollected Items**

\* \* \* \* \*

**713.522 Disposition of PS Form 2933**

\* \* \* \* \*

[Revise 713.522 by changing the address as follows:]

US CUSTOMS AND BORDER PROTECTION  
MAIL ENTRY  
6650 TELECOM DRIVE SUITE 100  
INDIANAPOLIS IN 46278-0001

\* \* \* \* \*

**World Map Index**

\* \* \* \* \*

[In the entry for Serbia-Montenegro, remove the parenthetical reference to Yugoslavia.]

\* \* \* \* \*

**Index of Countries and Localities**

\* \* \* \* \*

[In the PDF file, revise the index of countries and localities by removing the entry for Yugoslavia, which says "Yugoslavia (see individual republics)." (In the HTML file, there is no entry for Yugoslavia because there is no country-specific information.)]

\* \* \* \* \*

**Individual Country Listings**

[Editor's Note: We are revising the Individual Country Listings for the countries whose Express Mail International maximum weight limits are changing, but we are not including the actual revision text in this article. For a list of those countries and their Express Mail International maximum weight limits, see the appropriate bulleted item in the introductory text to this article.]

**Afghanistan**

\* \* \* \* \*

**Priority Mail International**

[Revise the Priority Mail International section by removing the table for rate group 5 and inserting the table for rate group 6 as follows:]

Weight not over (lbs.)	Rate	Weight not over (lbs.)	Rate	Weight not over (lbs.)	Rate
1	\$18.50	23	\$118.10	45	\$219.30
2	22.70	24	122.70	46	223.90
3	26.90	25	127.30	47	228.50
4	31.10	26	131.90	48	233.10
5	35.30	27	136.50	49	237.70
6	39.90	28	141.10	50	242.30
7	44.50	29	145.70	51	246.90
8	49.10	30	150.30	52	251.50
9	53.70	31	154.90	53	256.10
10	58.30	32	159.50	54	260.70
11	62.90	33	164.10	55	265.30
12	67.50	34	168.70	56	269.90
13	72.10	35	173.30	57	274.50
14	76.70	36	177.90	58	279.10
15	81.30	37	182.50	59	283.70
16	85.90	38	187.10	60	288.30
17	90.50	39	191.70	61	292.90
18	95.10	40	196.30	62	297.50
19	99.70	41	200.90	63	302.10

Weight not over (lbs.)	Rate	Weight not over (lbs.)	Rate	Weight not over (lbs.)	Rate
20	104.30	42	205.50	64	306.70
21	108.90	43	210.10	65	311.30
22	113.50	44	214.70	66	315.90
<b>Weight Limit: 66 lbs.</b>					

\* \* \*

**Armenia****Prohibitions (130)**

\* \* \*

[Revise the current item that begins "Postal items containing" to read as follows:]

Postal items containing securities of any kind payable to the bearer; traveler's cheques; platinum, gold or silver, whether manufactured or not; precious stones; jewels; or other valuable articles.

\* \* \*

**Austria**

\* \* \*

**Observations**

\* \* \*

[Revise observation 3 as follows:]

3. Gift shipments are exempt from charges and fees provided the value of the shipment does not exceed 29 euros;\*\*\*

\* \* \*

**Belgium**

\* \* \*

**Observations**

\* \* \*

[Revise observation 4 as follows:]

4. Gift shipments for private individuals for their personal use are exempt from the license requirement provided the value of the shipment does not exceed 74 euros.

\* \* \*

**Bulgaria****Prohibitions (130)**

[Revise or add the following five items, inserting them alphabetically in the current list:]

Arms and ammunition; explosive, flammable, or other hazardous materials.

\* \* \*

Coins; banknotes; currency notes; securities payable to bearer; traveler's cheques; platinum, gold, and silver, whether manufactured or not; precious stones; jewels; or other valuable articles in uninsured parcels.

\* \* \*

Narcotics, psychotropic substances, anesthetics, or toxic materials.

Obscene or immoral articles.

\* \* \*

Religious materials connected with prohibited or unregistered sects or organizations.

\* \* \*

**Estonia**

\* \* \*

**Express Mail International (220)**

\* \* \*

**Insurance (221.3)**

\* \* \*

[In the "articles admitted" table, revise the last entry as follows (adding the requirement that a commercial invoice must be included in each item:)]

Articles Admitted	Required Customs Form/Endorsement
* * *	
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note</i> CP 72, inside a PS Form 2976-E, <i>Customs Declaration Envelope</i> CP 91. A commercial invoice must be included in each item.

**Germany**

\* \* \* \* \*

**Observations**

\* \* \* \* \*

*[Revise observation 6 as follows:]*

6. Customs authorities require invoices with books valued at 26 euros or more (currently \$35.20).

\* \* \* \* \*

**Greenland**

\* \* \* \* \*

**Priority Mail International**

*[Revise the Priority Mail International section by removing the table for rate group 4 and inserting the table for rate group 5 as follows:]*

Weight not over (lbs.)	Rate	Weight not over (lbs.)	Rate	Weight not over (lbs.)	Rate
1	\$20.00	23	\$95.40	45	\$168.00
2	24.00	24	98.70	46	171.30
3	28.00	25	102.00	47	174.60
4	32.00	26	105.30	48	177.90
5	36.00	27	108.60	49	181.20
6	39.30	28	111.90	50	184.50
7	42.60	29	115.20	51	187.80
8	45.90	30	118.50	52	191.10
9	49.20	31	121.80	53	194.40
10	52.50	32	125.10	54	197.70
11	55.80	33	128.40	55	201.00
12	59.10	34	131.70	56	204.30
13	62.40	35	135.00	57	207.60
14	65.70	36	138.30	58	210.90
15	69.00	37	141.60	59	214.20
16	72.30	38	144.90	60	217.50
17	75.60	39	148.20	61	220.80
18	78.90	40	151.50	62	224.10
19	82.20	41	154.80	63	227.40
20	85.50	42	158.10	64	230.70
21	88.80	43	161.40	65	234.00
22	92.10	44	164.70	66	237.30

**Weight Limit: 66 lbs.**

\* \* \* \* \*

**Peru****Prohibitions (130)**

\* \* \* \* \*

*[Revise the prohibitions by adding the following eight items, inserting them alphabetically in the current list.]*

Agricultural pesticides containing active ingredients (ethylene dichloride, ethylene oxide, monocrotophos).

\* \* \* \* \*

Cartographic and geographic texts, books, floppy disks, video cassettes, and any medium containing a distortion or misrepresentation of the Peruvian national territory and its borders.

\* \* \* \* \*

Drinks manufactured abroad under the brand name "Pisco."

\* \* \* \* \*

Organochlorinated pesticides and their derivatives and components.

\* \* \* \* \*

Pyrotechnic products.

\* \* \* \* \*

Toys known as "Yoyo Loco" or "Yoyo Chino."

\* \* \* \* \*

Used clothing and shoes.

Used tires.

\* \* \* \* \*



**Russia**

\* \* \* \* \*

**Express Mail International (220)**

\* \* \* \* \*

**Areas Served:**

[Revise the information for areas served by removing the current information and inserting text as follows:]

All except Chaibucha, Yamsk, Garmanda, Gizhiga, Rep de Tchetchnya, Tachtoyamsk, and Verchniy paren.

\* \* \* \* \*

**Serbia-Montenegro**

[Remove the subheading for Serbia-Montenegro (the parenthetical reference to Yugoslavia).]

\* \* \* \* \*

**Syrian Arab Republic (Syria)**

\* \* \* \* \*

**Global Express Guaranteed (210)**

[Revise the Global Express Guaranteed section by removing the phrase "Not Available" and adding text as follows (using the table for rate group 6):]

Weight not over (lbs.)	Rate	Weight not over (lbs.)	Rate	Weight not over (lbs.)	Rate
0.5	\$38.00	24	\$220.65	48	\$372.25
1	55.00	25	227.05	49	378.40
2	63.45	26	233.45	50	384.55
3	71.90	27	239.85	51	390.70
4	80.35	28	246.25	52	396.85
5	88.80	29	252.65	53	403.00
6	97.25	30	259.05	54	409.15
7	105.70	31	265.45	55	415.30
8	114.15	32	271.85	56	421.45
9	122.60	33	278.25	57	427.60
10	131.05	34	284.65	58	433.75
11	137.45	35	291.05	59	439.90
12	143.85	36	297.45	60	446.05
13	150.25	37	303.85	61	452.20
14	156.65	38	310.25	62	458.35
15	163.05	39	316.65	63	464.50
16	169.45	40	323.05	64	470.65
17	175.85	41	329.20	65	476.80
18	182.25	42	335.35	66	482.95
19	188.65	43	341.50	67	489.10
20	195.05	44	347.65	68	495.25
21	201.45	45	353.80	69	501.40
22	207.85	46	359.95	70	507.55
23	214.25	47	366.10		

**Weight Limit: 70 lbs.****Insurance (215.5)**

Insured Amount not over	Fee	Insured Amount not over	Fee
\$100	No Fee	For document reconstruction insurance coverage above \$800, add \$0.75 per \$100 or fraction thereof, up to a maximum of \$2,499 per shipment.	
200	\$0.75		
300	1.50		
400	2.25		
500	3.00		
600	3.75		
700	4.50		
800	5.25	\$2,499 max.	\$18.00

**Size Limits (216.4)**

An item must be large enough to hold on its face the postage and the plastic pouch that carries the Global Express Guaranteed Air Waybill/Shipping Invoice (shipping label). The shipping label is approximately 5.5 inches high and 9.5 inches long, and the plastic pouch that carries it is approximately 7 inches high and 12 inches long.

Maximum length: 46 inches

Maximum width: 35 inches

Maximum height: 46 inches

Maximum length and girth combined: 108 inches

**General Conditions for Mailing**

See Publication 141, *Global Express Guaranteed Service Guide*, for information about areas served in the destination country, allowable contents, packaging and labeling requirements, tracking and tracing, service standards, and other conditions for mailing.

\* \* \* \* \*

**Turks and Caicos Islands**

\* \* \* \* \*

**Express Mail International (220)**

[Revise the Express Mail International section by removing the phrase "Not Available" and adding text as follows (using the table for rate group 9):]

Weight not over (lbs.)	Rate	Weight not over (lbs.)	Rate	Weight not over (lbs.)	Rate
0.5	\$25.00	24	\$146.25	48	\$272.25
1	30.00	25	151.50	49	277.50
2	34.75	26	156.75	50	282.75
3	39.50	27	162.00	51	288.00
4	44.25	28	167.25	52	293.25
5	49.00	29	172.50	53	298.50
6	53.75	30	177.75	54	303.75
7	58.50	31	183.00	55	309.00
8	63.25	32	188.25	56	314.25
9	68.00	33	193.50	57	319.50
10	72.75	34	198.75	58	324.75
11	78.00	35	204.00	59	330.00
12	83.25	36	209.25	60	335.25
13	88.50	37	214.50	61	340.50
14	93.75	38	219.75	62	345.75
15	99.00	39	225.00	63	351.00
16	104.25	40	230.25	64	356.25
17	109.50	41	235.50	65	361.50
18	114.75	42	240.75	66	366.75
19	120.00	43	246.00		
20	125.25	44	251.25		
21	130.50	45	256.50		
22	135.75	46	261.75		
23	141.00	47	267.00		
Weight Limit: 66 lbs.					

**Express Mail International – Flat Rate**

Flat-Rate Envelope (9.5" x 12.5"): \$25.00

**Insurance (221.3)**

Available for **Express Mail International merchandise shipments** only

Insured Amount not over	Fee
\$100	No Fee
200	\$0.75
500	2.10
650 max.	3.45

Articles Admitted	Required Customs Form/Endorsement
Business correspondence, commercial papers, and documents.	No form required. Endorse item clearly next to mailing label as BUSINESS PAPERS.
Merchandise samples without commercial value.	PS Form 2976, <i>Customs — CN 22 and Sender's Declaration</i> (green label).

Articles Admitted	Required Customs Form/Endorsement
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope</i> .

**Size Limits (223.2)**

Maximum length: 42 inches

Maximum length and girth combined: 79 inches

**Return Receipt Service (221.4):**

NOT Available

**Notes:** None provided

**Reciprocal Service Name:** None provided

**Country Code:** TC

**Areas Served:** All except Bambarra, Belfour, Bottle Creek, Cockburn Harbour, Conch Bar, Kew, Lorimmers, Sandy

Point, and Whitby. Alternative service delivery is provided to these locations.

\* \* \* \* \*

#### Uzbekistan

\* \* \* \* \*

#### Express Mail International (220)

[Revise the Express Mail International section by removing the phrase "Not Available" and adding text as follows (using the table for rate group 6):]

Weight not over (lbs.)	Rate	Weight not over (lbs.)	Rate	Weight not over (lbs.)	Rate
0.5	\$25.00	24	\$136.50	48	\$262.50
1	27.00	25	141.75	49	267.75
2	31.00	26	147.00	50	273.00
3	35.00	27	152.25	51	278.25
4	39.00	28	157.50	52	283.50
5	43.00	29	162.75	53	288.75
6	47.00	30	168.00	54	294.00
7	51.00	31	173.25	55	299.25
8	55.00	32	178.50	56	304.50
9	59.00	33	183.75	57	309.75
10	63.00	34	189.00	58	315.00
11	68.25	35	194.25	59	320.25
12	73.50	36	199.50	60	325.50
13	78.75	37	204.75	61	330.75
14	84.00	38	210.00	62	336.00
15	89.25	39	215.25	63	341.25
16	94.50	40	220.50	64	346.50
17	99.75	41	225.75	65	351.75
18	105.00	42	231.00	66	357.00
19	110.25	43	236.25		
20	115.50	44	241.50		
21	120.75	45	246.75		
22	126.00	46	252.00		
23	131.25	47	257.25		
Weight Limit: 66 lbs.					

#### Express Mail International — Flat Rate

Flat-Rate Envelope (9.5" x 12.5"): \$25.00

#### Insurance (221.3)

Available for **EMS merchandise shipments** only

Insured Amount not over	Fee	Insured Amount not over	Fee
\$100	No Fee	For insurance coverage above \$2,000, add \$1.35 for each \$500 or fraction thereof, up to a maximum of \$5,000 per shipment.	
200	\$0.75		
500	2.10		
1,000	3.45		
1,500	4.80		
2,000	6.15	\$5,000 max.	\$14.25

Articles Admitted	Required Customs Form/Endorsement
Personal correspondence, business papers, and documents.	PS Form 2976, <i>Customs — CN 22 (Old C 1) and Sender's Declaration</i> (green label).

Articles Admitted	Required Customs Form/Endorsement
Merchandise samples without commercial value.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> .
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> .

#### Size Limits (223.2)

Maximum length: 60 inches

Maximum length and girth combined: 108 inches

#### Return Receipt Service (221.4): NOT Available

**Note:** Coins; banknotes; currency notes, including paper money; securities of any kind payable to bearer; traveler's

checks; platinum, gold, and silver; precious stones; jewelry; watches; and other valuable articles are prohibited in EMS shipments to Uzbekistan.

**Reciprocal Service Name:** emsUzbekistan

**Country Code:** UZ

**Areas Served:** All

\* \* \* \* \*

We will incorporate these revisions into the next printed version of the IMM 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, 8-16-07

## Handbooks

### Handbook AS-552 Revision, Pollution Prevention Guide

Effective immediately, Handbook AS-552, *Pollution Prevention Guide*, is revised to remove the list, “EPA 17 Targeted Chemicals and Associated Compounds,” from Appendix E and replace it with the “USPS Targeted Chemicals List.” Subchapter 2-2, National Goals, and Chapter 3, Purchasing, are also revised to reflect the change.

#### Handbook AS-552, *Pollution Prevention Guide*

\* \* \* \* \*

#### 2 Strategy and Goals

\* \* \* \* \*

#### 2.2 National Goals

\* \* \* \* \*

[Change the last paragraph on page 2-4 to read as follows:]

Appendix E provides the “USPS Targeted Chemicals List,” along with instructions for obtaining detailed information about chemicals targeted by EPA.

\* \* \* \* \*

#### 3 Purchasing

\* \* \* \* \*

#### 3.2 What is Affirmative Procurement?

\* \* \* \* \*

#### 3.2.1 What Is an Environmentally Preferable Product?

\* \* \* \* \*

[Delete “17” from the first bullet and the second sidebar on page 3-2:]

\* \* \* \* \*

#### 3.3 Sources for Identifying Environmentally Preferable Products

\* \* \* \* \*

#### 3.3.1 Materials Safety Data Sheets (MSDSs)

\* \* \* \* \*

[Delete “17” from line four of the first paragraph on page 3-4:]

\* \* \* \* \*

#### Appendix E, Chemical/Product Lists

\* \* \* \* \*

[Change the title and text of page E-2 to read as follows:]

#### USPS Targeted Chemicals List

USPS Targeted Chemicals	Commonly Found in...
1,1,1-Trichloroethane (Methyl Chloroform, Methyltrichloromethane, Trichloromethylmethane, and Alpha-trichloromethane)	Solvents, Glues, Aerosols, Spot Cleaners
1,2,4-Trichlorobenzene	Solvents, Degreasers, Herbicides
Benzene	Gasoline
Lead	Batteries, Pipes, Roof Materials, Wheel Weights
Mercury	Fluorescent Lamps, Thermostats
Methylene Chloride (Dichloromethane)	Solvents, Paint Strippers
Methyl Ethyl Ketone (MEK, 2-Butanone)	Paints, Glues, Cleaning Agents
Methyl Isobutyl Ketone (MIBK, MIK, Hexone)	Paints, Varnishes, Lacquers
Naphthalene	Dyes, Insecticides
Tetrachloroethylene (Tetrachloroethene, Perchloroethylene, PCE, PERC)	Degreasers, Dry-cleaning
Toluene	Gasoline, Paints, Thinners, Adhesives
Trichloroethylene (TCE)	Solvents, Paint Removers, Adhesives
Xylenes	Solvents, Cleaning Agents, Gasoline

This list and additional guidelines are found in an Environmental InfoPak, *Screening for Targeted Chemicals*, available online at:

- Go to <http://blue.usps.gov>.



- Under “Essential Links” in the left frame, click on *Safety and Environmental Resources*.
- Under “Environmental” in the left frame, click on *Environmental Home*.
- On the Environmental Home page, click on *Environmental InfoPaks*.
- Click on *Screening for Targeted Chemicals*.

\* \* \* \* \*

We will incorporate this revision into the next printed version of Handbook AS-552 and into the next online

update, available on the Postal Service™ PolicyNet Web site:

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

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

— *Safety and Environmental Performance Management,  
Employee Resource Management, 8-16-07*

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

Effective May 10, 2007, Handbook PO-102, *Self Service Vending Operational and Marketing Program*, is revised to replace the obsolete PS Form 2018 with the revised PS Form 3977. See the following related articles in this *Postal Bulletin*:

1. *Postmaster/Field Guide* revision on page [28](#).
2. “PS Form 2018 Replaced by Revised PS Form 3977 and New PS Form 3902” on page [32](#).

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

\* \* \* \* \*

#### 2 Establishing Self Service Vending Locations

\* \* \* \* \*

#### 25 Installing Equipment

\* \* \* \* \*

#### 253 Pre-Installation Checklist for Local Postmaster or Designee

\* \* \* \* \*

[Revise step 12 in the table to read as follows:]

Action Required	Lead Time Needed Prior to Equipment Activation
12. Ensure duplicate keys, PIN, or combination is placed in a separate PS Form 3977, <i>Duplicate Key, Combination, and Password Envelope</i> .	At time of installation

#### 254 Pre-Installation Checklist for Servicing Personnel

[Revise step 6 in the table to read as follows:]

Action Required	Lead Time Needed Prior to Equipment Activation
6. Ensure that duplicate keys, PIN, or combination is placed in a separate PS Form 3977.	At time of installation

\* \* \* \* \*

#### 5 Financial Control

\* \* \* \* \*

#### 56 Security

\* \* \* \* \*

#### 562 Employee Access

[Revise 562 to read as follows:]

Other than the assigned servicing person, no employee, supervisor, or postmaster shall have access to the self service vending credit except as provided in Handbook F-1, section 372.2, and in the instructions printed on PS Form 3977, *Duplicate Key, Combination, and Password Envelope* (see Exhibit 563).

\* \* \* \* \*

#### 563 Assigning Responsibility

[Revise 563 to read as follows:]

If an employee is absent and a machine needs emergency servicing, a witness must be present when the machine is placed back in service. A physical count of the inventory does not have to be performed. Procedures that apply to PS Form 3977 must be followed (see [Exhibit 563](#))

[Revise the title and text of exhibit 563 to read as follows:]

### Exhibit 563

#### PS Form 3977, Duplicate Key, Combination, and Password Envelope

UNITED STATES POSTAL SERVICE <sub>®</sub>		Duplicate Key, Combination, and Password Envelope			
Employee Name (Print Last, First, & MI)			Office Name		Machine Location
<b>Stamp and Cash Credit Compartments</b>		POS ONE	IRT	Vending Machine	APC <sup>®</sup>
How Many?	Key/Lock Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Drawer		LOGON/PASSWORD		COMBINATION NUMBER	
		<input type="checkbox"/>		<input type="checkbox"/>	
Stamp Cabinet		Vending Model Type		Vending or APC Serial Number	
Safe Compartment		Vending/APC Key		How Many?	Key Serial Number
Envelope Drawer		Alarm Box Key			
Other		Other			
<p>Use a separate envelope for each stamp credit equipment, cash credit equipment, stamp vending equipment, APC and Logon/Password, or security combination assigned to each employee. After the duplicate keys, password, and/or combination are enclosed, seal the flap, and both you (the employee to whom the contents are assigned) and the witness to the sealing must sign across both flaps. Also, affix a distinct and legible postmark across both flaps. Give this signed and postmarked envelope to the appropriate supervisor who will be personally responsible for its protection.</p> <p>If necessary to withdraw the contents by the employee to whom assigned, this envelope shall be opened in the presence of a supervisor and designee. When the contents are returned, the opened envelope should be discarded and a new envelope must be prepared.</p> <p>If necessary to have access to an equipment assigned to an unavailable employee, the supervisor will withdraw the contents of this envelope in the presence of one of the designated witnesses, and each will endorse this envelope to show date and reason to access the assigned inventory. When finalized, prepare a new envelope and place the contents and the old envelope inside the new envelope. The new envelope must be sealed and both the supervisor and the designated witness must sign across both flaps and affix the postmark across the flaps. Give the signed and postmarked envelope to the appropriate supervisor who will be personally responsible for its protection. Prepare a new envelope when the assigned employee is available and surrender the old envelope to the employee. (See Handbook F-1, section 372, 426.2 and Handbook PO 102, Section 562 and 563.)</p>					
Designated Witness Name (Print)			Designated Witness Name (Print)		
PS Form <b>3977</b> , May 2007 PSN 7530-02-000-9140					

\* \* \* \* \*

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

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

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

— Revenue and Field Accounting,  
Finance, 8-16-07

## Publications

### Revised: Publication 22 — Expedited Packaging Supplies Redesigned

The Expedited Packaging supplies recently received a makeover, as shown in the images that are included with this article, and now Publication 22, *Expedited Packaging Supplies: Standard Operating Procedures*, has received one as well. The updated version of Publication 22 is available on the Package Services Web site at <http://blue.usps.gov/marketing/packageservices>; under “Customized/Co-Branded Packaging \*\*\* newly revised \*\*\*,” click on the PDF link for Publication 22.

Publication 22 is an internal document that outlines standard operating procedures for qualifying Express Mail®, Priority Mail®, international, co-branded, customized, specialized, or standardized packaging supplies. These supplies have also been awarded “Cradle-to-Cradle” Certification for an innovative vision of ecological and intelligent design that helps reduce waste. The objectives of the packaging program are to increase revenue and customer retention and to improve efficiency and on-time delivery.

The specialized and customized programs discussed in Publication 22 use the following forms:

- PS Form 4004-A, *Specialized Business Case*.
- PS Form 4004-B, *Customized Packaging Business Case*.
- PS Form 4004-O, *Reorder/New Specialized Order Form*.

These forms are automated and are available on the Postal Service™ PolicyNet Web site:

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

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

Other updates to Publication 22 include the following:

- The minimum revenue criterion to qualify for customized and co-branded packaging, which is now \$250,000 annually.
- Information on dimensional weight pricing.
- Information on the value of barcoding the package label.
- Standards for machinable parcels.
- The new process for submitting and approving orders.

Publication 22 also includes frequently asked questions (FAQs) and copies of all necessary forms for the business cases and re-orders.

If employees have any questions regarding the publication, they should contact their operations integration specialist, small business specialist, or business development team representative.



— Package Services,  
Product Development, 8-16-07

## Revision: Publication 205 — eVS Parcel Products

Effective August 16, 2007, Exhibit G-10 in Appendix G of Publication 205, *Electronic Verification System Business and Technical Guide*, is revised to include additional rate combinations to support the beta-testing of all rate categories for Priority Mail® service and the single-piece rate for First-Class Mail® service. Only currently authorized eVS mailers will be permitted to participate in testing these two subclasses. Testing will require analyzing and approving the mailer's files and establishing origin sampling sites.

### First-Class Mail and Priority Mail Testing

Unlike destination entry mail such as Parcel Select® mail, First-Class Mail and Priority Mail parcels can be verified and accepted only as origin entry mail. The mail is verified and accepted either at the mailer's plant (if transported by the Postal Service™ to the appropriate acceptance Postal Service facility) or at the acceptance Postal Service facility (if transported by the mailer).

Verification of eVS mail requires sampling. Destination sampling tends to provide the greatest opportunity to promote operational flexibility for mailers and to optimize Postal Service resources by concentrating sampling activities at key entry points or exit points within the Postal Service network. Origin sampling, on the other hand, does not present those same opportunities.

The eVS sampling infrastructure that is already in place for destination entry at bulk mail centers and delivery units does not exist for origin entry facilities. Origin sampling will include installing mobile sampling equipment, testing network connectivity, and providing training to Postal Service employees who will do the sampling. Moreover, the Postal Service will need to activate origin sampling sites on a case-by-case basis. This process — from identification of sampling sites to final end-to-end testing — generally takes 6 to 8 weeks, depending on the network configuration and local telecommunications environment.

As a consequence, the Postal Service needs to assess ways to provide similar flexibility and cost-effectiveness for origin sampling. For eVS beta-testing of First-Class Mail and Priority Mail service, the Postal Service will determine how to concentrate the sampling verification of this mail at larger Postal Service facilities rather than at mailers' plants or small associate Post Offices that frequently handle the verification of First-Class Mail or Priority Mail items.

### Available eVS Parcel Products

With the implementation of new rates and classifications on May 14, 2007, eVS continued to support Parcel Post® service, including Parcel Select service, as well as Bound Printed Matter, Media Mail®, and Regular Standard Mail®. The following table lists all parcel products supported by *PostalOne!* effective August 16, 2007.

#### Available eVS Parcel Products

Class or Subclass	Rate Category	Processing Category
Parcel Post	<ul style="list-style-type: none"> <li>■ Intra-BMC</li> <li>■ Inter-BMC</li> <li>Parcel Select:               <ul style="list-style-type: none"> <li>■ DBMC</li> <li>■ DSCF</li> <li>■ DDU</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Machinable parcels</li> <li>■ Nonmachinable parcels</li> </ul>
Bound Printed Matter	<ul style="list-style-type: none"> <li>■ Presorted</li> <li>■ DBMC</li> <li>■ DSCF</li> <li>■ DDU</li> </ul>	<ul style="list-style-type: none"> <li>■ Machinable parcels</li> <li>■ Irregular parcels (DDU only)</li> </ul>
Media Mail	<ul style="list-style-type: none"> <li>■ Single-piece</li> <li>■ Presorted (basic and 5-digit)</li> </ul>	<ul style="list-style-type: none"> <li>■ Machinable parcels</li> </ul>
Regular Standard Mail	<ul style="list-style-type: none"> <li>■ Presorted</li> <li>■ DBMC</li> <li>■ DSCF</li> <li>■ DDU</li> </ul>	<ul style="list-style-type: none"> <li>■ Machinable parcels</li> <li>■ Irregular parcels (DDU only)</li> </ul>
First-Class Mail	<ul style="list-style-type: none"> <li>■ Single-piece</li> </ul>	<ul style="list-style-type: none"> <li>■ Machinable parcels</li> <li>■ Nonmachinable parcels</li> </ul>
Priority Mail	<ul style="list-style-type: none"> <li>■ Flat-rate envelope</li> <li>■ Flat-rate box</li> <li>■ Single-piece</li> </ul>	<ul style="list-style-type: none"> <li>■ All parcels</li> </ul>

## Future eVS Parcel Products

The long-term eVS vision is to include all parcel products. The new and expanded coding for eVS reflects nearly all domestic parcel classes, subclasses, and rate categories, as well as extra services, discounts, and surcharges.

Additional combinations, as shown in Table G-10 in Appendix G of Publication 205, will be tested before being included in eVS. The Postal Service will announce when these additional combinations will become available for authorized eVS mailers after field testing. Testing ensures that mailer systems properly calculate the rates and fees for these combinations and that Postal Service sampling tools accurately reflect rate elements used with these combinations.

- *First-Class Mail*. No tentative date has yet been established for testing this subclass with these rates:
  - Presorted rates (5-digit, 3-digit, ADC, and mixed ADC) for machinable parcels and nonmachinable parcels.
- *Regular Standard Mail*. No tentative date has yet been established for testing this subclass with these rates:
  - Nondestination entry and DBMC and DSCF irregular parcels.
- *Nonprofit Standard Mail*. This subclass is permitted only for authorized Nonprofit Standard Mail mailers or mailings prepared by their agents, which could include eVS mailers or eVS consolidators. These mailings must meet all applicable standards for Nonprofit Standard Mail in DMM 703. No tentative date has yet been established for testing this subclass with these rates:
  - Nondestination entry and DBMC, DSCF, and DDU machinable and irregular parcels.
- *Not Flat-Machinable (NFM) Regular and Nonprofit Standard Mail*. This rate category will require authorized eVS mailers to meet the sortation and barcoding standards in DMM 445. No tentative date has yet been established for testing this rate category with these rates:
  - 5-digit, 3-digit, ADC, and mixed ADC not flat-machinable pieces.
- *Bound Printed Matter*. This subclass is permitted only for authorized eVS mailers whose mail meets the content criteria in DMM 463 for Bound Printed Matter. No tentative date has yet been established for testing these rate categories:
  - Nonpresorted (single-piece) machinable parcels and irregular parcels.
- Nondestination entry and DBMC and DSCF irregular parcels.
- *Media Mail*. This subclass is permitted only for authorized eVS mailers whose mail meets the content criteria in DMM 473 for Media Mail. No tentative date has yet been established for testing this subclass with these rates:
  - Single-piece and presorted (basic and 5-digit) irregular parcels.
- *Library Mail*. This subclass is permitted only for authorized eVS mailers whose mail meets the content criteria and sender and/or addressee criteria in DMM 483 for Library Mail. No tentative date has yet been established for testing this subclass with these rates:
  - Single-piece and presorted (basic and 5-digit) machinable parcels and irregular parcels.
- *Carrier Route Mail*. There are no immediate plans to include carrier route mail — such as Enhanced Carrier Route Standard Mail — as part of eVS. Consideration for including carrier route mail will depend on the business needs of the eVS mailing community, as well as technical changes to software and mail preparation requirements for rate eligibility.

## Publication 205, *Electronic Verification System Business and Technical Guide*

\* \* \* \* \*

### Appendix G: Service Type Codes and Rate Ingredient Tables

\* \* \* \* \*

Table G-10

#### eVS Valid Rate Ingredient Combinations

\* \* \* \* \*

[Revise Exhibit G-10 by adding rows referring to the rate combinations available in Tables G-10a and G-10b, so that Exhibit G-10 in its entirety reads as follows:]

## Exhibit G-10

## Available eVS Parcel Products

Table	Mail Class (Record Positions 003–004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057–058)	Zone (Record Positions 059– 060)	Parcel Routing Barcode (Record Position 199)
G-10a	FC	3	N	SP	00	0, 1, 2
	FC	5	N	SP	00	0, 1, 2
G-10b <sup>1</sup>	PM	9	N	FE	00	0, 1, 2
	PM	9	N	FB	00	0, 1, 2
	PM	9	N	SP	00	0, 1, 2
	PM	9	N	SP	01–08	0, 1, 2
	PM	9	N	BN	01–04	0, 1, 2
	PM	9	N	DR	05–08	0, 1, 2
	PM	9	N	DN	05–08	0, 1, 2
	PM	9	N	DN	05–08	0, 1, 2
G-10c	SA	4	D	5D	00	0, 1, 2
G-10d	SA	3	N	5D, BM, MB	00	0, 1
	SA	3	B	5D, BM	00	0, 1
	SA	3	S	5D	00	0, 1
	SA	3	D	5D	00	0, 1
	SA	4	D	5D	00	0, 1, 2
G-10m <sup>1</sup>	BP	All listed	All listed	All listed	All listed	All listed
G-10n <sup>1</sup>	BP	All listed	All listed	All listed	All listed	All listed
G-10o <sup>1</sup>	PS	All listed	All listed	All listed	All listed	All listed
G-10q	BB	3	N	PR	01–08	0, 1
	BB	3	B	PR	01–05	0, 1
	BB	3	S	PR	00	0, 1
	BB	3	D	PR	00	0, 1
	BB	4, 5	D	PR	00	0, 1
G-10r	BS	3	N	SP, BA, 5D	00	0, 1

1. All rate ingredient combinations in the table are available.

\* \* \* \* \*

The revised Publication 205 will soon be available on the Postal Service Internet:

- Go to [www.usps.com](http://www.usps.com).
- Click on *All Products & Services*, then *Publications*, then *Postal Periodicals and Publications*, then *Publications*, and then on the links for Publication 205.

It also will be 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*.
- Click on *PUBs*, and then click on the link for Publication 205.

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

— Business Mailer Support,  
Customer Service, 8-16-07

## Publication 431 Revisions: Changes to Post Office Box Service and Caller Service Fee Groups

Effective August 16, 2007, Publication 431, *Post Office Box Service and Caller Service Fee Groups*, is revised with the changes noted below.

### Publication 431, *Post Office Box Service and Caller Service Fee Groups*

\* \* \* \*

[Add the following entries:]

ZIP Code	Fee Group	ZIP Code	Fee Group
33545	4	92111	3
92008	4	92231	3
92010	4	92371	5
92024	3	92392	2
92054	4	92394	2
92092	4	92395	2
92093	4	92582	3
92110	3	92583	3

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

ZIP Code	Fee Group	ZIP Code	Fee Group
21539	4	92051	4
64141	2	92065	3
74055	4	92171	3
88565	6	92232	3
92007	3	92256	4
92018	4	92267	6
92023	3	92329	5
92036	5	92393	2
92037	4	92581	3
92038	4		

[Remove the entries for the following ZIP Codes:]

ZIP Code	ZIP Code	ZIP Code	ZIP Code
01002	06105	37998	42203
01003	06183	38045	42251
01102	06230	38142	42267
01133	06245	38145	42270
01199	06390	38147	42280
01203	06430	38148	42283
01256	06432	38151	42287
01343	06436	38159	42321
01350	06454	38194	42361
01517	06459	38195	42371
01610	06490	38331	42402
01611	06510	38345	42403
01806	06511	38542	42632
01808	06602	38569	42741

ZIP Code	ZIP Code	ZIP Code	ZIP Code
01947	06699	38589	42761
02044	06814	40048	42783
02302	06816	40061	47174
02332	06832	40164	62026
02360	06855	40320	62036
02540	06859	40366	62098
02542	06860	40376	62297
02565	06879	40421	62840
02760	06901	40460	62845
02779	06902	40472	62847
02817	06913	40754	62944
02836	06914	40830	63001
02860	06925	40840	63109
02896	06928	40931	63120
02904	13056	40946	63167
03232	13260	40951	63180
03457	13333	40953	63190
03575	13345	40981	63196
03589	13415	40999	63330
03745	13418	41135	63367
03822	13465	41137	63378
04081	13657	41156	63433
04105	13688	41160	63434
04210	13699	41170	63442
04278	13752	41215	65036
04283	14037	41264	65062
04401	14166	41307	65286
04423	14202	41338	80121
04454	14418	41342	81228
04536	14601	41344	82003
04552	14756	41351	89017
04567	14844	41352	89026
04615	33570	41360	89101
04656	33867	41364	89185
04657	37136	41410	89824
04665	37147	41419	96129
04673	37155	41421	96148
04690	37171	41422	96154
04737	37314	41444	96157
04759	37614	41477	98032
04770	37733	41503	98033
04788	37743	41546	98104
04857	37804	41563	98107
04940	37842	41569	98121
05401	37848	41612	98125
05405	37878	41832	98199
05479	37916	42128	98203
05875	37990	42130	98442
06006	37995	42150	98492
06087	37996	42151	98845
06094			

\* \* \* \*

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*.
- 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, 8-16-07*

## Revision: Postmaster/Field Guide — New Forms and Procedures

Effective August 16, 2007, the *Postmaster/Field Guide* is revised with new forms and procedures for storing duplicate keys, lock combinations, and password envelopes. See the following related articles in this *Postal Bulletin*:

- Handbook PO-102 revision on page [21](#).
- “PS Form 2018 Replaced by Revised PS Form 3977 and New PS Form 3902” on page [32](#).

### Postmaster/Field Guide

\* \* \* \* \*

[Insert new section alphabetically to read as follows:]

#### PS Form 3977, Duplicate Key, Combination, and Password Envelope

#### Using PS Form 3977, Duplicate Key, Combination, and Password Envelope

PS Form 3977, *Duplicate Key, Combination, and Password Envelope*, is used to store duplicate keys, combinations, and passwords, which will be maintained in the main safe or vault of the station or branch in a compartment under the exclusive control of the postmaster, manager, or supervisor.

Store duplicate keys for each of the following items:

- Stamp cabinet.
- Cash drawer.
- Safe compartment.
- Envelope drawer.
- Stamp vending machines.
- Automated Postal Center® (APC®).

Store combinations and passwords for each of the following items:

- Safe or vault combinations.
- Integrated retail terminal (IRT) logon ID.
- Point-of-Service (POS) ONE system password.
- Small Post Office Reporting Tool (SPORT) password.
- APC password.

The following table describes the procedures for securing PS Forms 3977 that contain duplicate keys for stamp cabinets, cash drawers, safe compartments, envelope drawers, stamp vending machines, APCs, and secure logon IDs and passwords.

Condition	Process
<ul style="list-style-type: none"> <li>■ Change of lock.</li> <li>■ Change of logon ID or password for POS, IRT, SPORT, credit and debit card terminal, or APC.</li> </ul>	<p>The employee must:</p> <ol style="list-style-type: none"> <li>1. Complete a separate PS Form 3977 for each duplicate key and each logon ID and password.</li> <li>2. Designate two witnesses and print their names on the form. In their absence, the union steward may serve as a witness.</li> <li>3. Sign the PS Form 3977 with one of the witnesses.</li> <li>4. Postmark the PS Form 3977 and submit it to supervisor.</li> </ol> <p>The supervisor who is personally responsible for protecting PS Form 3977 must:</p> <ol style="list-style-type: none"> <li>1. Maintain all PS Forms 3977 in the main safe or vault of the Post Office™, station, or branch in a compartment under the exclusive control of the postmaster, manager, or supervisor.</li> <li>2. Use PS Form 3902, <i>Form 3977 Log and Lock Examination</i>, to maintain a log showing each assigned PS Form 3977.</li> <li>3. Physically examine each PS Form 3977 at least once each 6 months, to be certain it is on hand and intact.</li> <li>4. Perform an annual examination of all locks and keys in the unit, except the duplicate keys in PS Forms 3977.</li> <li>5. Record these examinations on PS Form 3902.</li> </ol>
<p>Employee withdraws:</p> <ul style="list-style-type: none"> <li>■ Duplicate key.</li> <li>■ Logon ID or password.</li> </ul>	<p>The employee must:</p> <ul style="list-style-type: none"> <li>■ Open the PS Form 3977 in the presence of a supervisor.</li> <li>■ Prepare a new PS Form 3977 to return the duplicate key, logon ID, or password.</li> </ul>



Condition	Process
In the absence of the employee: <ul style="list-style-type: none"> <li>■ Access a receptacle.</li> <li>■ Access a logon ID or password.</li> </ul>	The postmaster, manager, or supervisor must: <ul style="list-style-type: none"> <li>■ Ensure the designated witness is present.</li> <li>■ Obtain the duplicate key, logon ID, or password from the PS Form 3977 on file.</li> <li>■ Endorse the envelope to show date and reason to access the receptacle, logon ID, or password.</li> <li>■ Prepare a new PS Form 3977 and insert the duplicate key, logon ID, or password with the old envelope in the new PS Form 3977.</li> <li>■ Seal the new PS Form 3977 and both supervisor and witness must sign across both flaps and postmark on both flaps.</li> </ul> Upon return of the employee to whom the PS 3977 is assigned, the employee must: <ul style="list-style-type: none"> <li>■ Change the lock, logon ID, or password.</li> <li>■ Follow the process of lock, logon ID, or password change.</li> </ul>

### Keeping Inventory of Sealed Envelopes

Each postmaster, manager, or supervisor must:

- Physically examine each PS Form 3977 at least once each 6 months to be certain it is on hand and intact.
- Examine all locks and keys in the unit once a year.
- Maintain a log of all PS Forms 3977 and a record of the semiannual examination of PS Forms 3977 using PS Form 3902.

- Maintain a record of the annual examination of locks and keys performed in PS Form 3902.

### Safe or Vault Combination and Duplicate Key of Post Office, Station, and Branch Building

The following table describes the procedures for securing PS Forms 3977 that contain duplicate keys for Post Office, station, and branch buildings and secure safe or vault combinations.

Condition	Process
<ul style="list-style-type: none"> <li>■ Change of lock.</li> <li>■ Change of safe or vault combination.</li> </ul>	The postmaster, manager, or supervisor must: <ol style="list-style-type: none"> <li>1. Complete a separate PS Form 3977 for duplicate key of each Post Office, station, and branch building and a separate PS Form 3977 for each safe or vault combination.</li> <li>2. Submit the sealed PS Form 3977 via Registered Mail™ to the manager of Post Office Operations or the manager of Customer Service Operations.</li> <li>3. Store PS Forms 3977 in the most secure place under the exclusive control of the manager of Post Office Operations or the manager of Customer Services.</li> </ol> <p><b>Note:</b> For stations and branches, send a duplicate key to the postmaster or manager of Customer Service Operations.</p>
<ul style="list-style-type: none"> <li>■ Access a Post Office, station, and branch building.</li> <li>■ Access the safe or vault combination.</li> </ul>	The postmaster, manager of Post Office Operations, or manager of Customer Service Operation must: <ul style="list-style-type: none"> <li>■ Obtain either the key or the safe or vault combination from the PS Form 3977 on file.</li> <li>■ Endorse the envelope to show date and reason for accessing either the Post Office, station, or branch building or the safe or vault.</li> <li>■ Prepare a new PS Form 3977 and place the key or the safe or vault combination with the old envelope in the new PS Form 3977.</li> <li>■ Seal the new PS Form 3977 and both postmaster, manager of Post Office Operations, or manager of Customer Service Operations and a witness must sign across both flaps and postmark on both flaps.</li> </ul> Upon return of the unit's postmaster, manager, or supervisor, he or she must: <ul style="list-style-type: none"> <li>■ Prepare a new PS Form 3977 to insert the key if no lock changed.</li> <li>■ If a lock was changed, follow the process for change of lock.</li> <li>■ If the safe or vault combination was changed, follow the process for change of safe or vault combination.</li> </ul> <p><b>Note:</b> Some walk-in vaults with cage doors inside the vault may require placing the PS Form 3977 envelope with the combination and duplicate key on the inner doors.</p>

### Handling Loss or Unauthorized Opening of Envelopes

The procedure for handling the loss of or unauthorized opening of PS Forms 3977 is as follows:

1. When any PS Form 3977 is discovered to be missing, destroyed, or opened by an unauthorized person, the postmaster, manager, or supervisor must:
  - Examine the assigned inventory.
  - Change the lock, combination, logon ID, or password.
  - Prepare a new PS Form 3977 and insert the new duplicate key, combination number logon ID, or password.
2. When a PS Form 3977 is missing or possibly opened as a result of burglary or other criminal act, immediately notify the local inspector in charge.

\* \* \* \* \*

The *Postmaster/Field Guide* is accessible on the Postal Service™ Intranet:

- Go to <http://blue.usps.gov/finance>.
- Under “VP, Controller” click on the *Accounting* button.
- Under “References” click on the *Postmaster/Field Guide* link.

The direct Web site address is [http://blue.usps.gov/accounting/\\_pdf/currentPMGuide.pdf](http://blue.usps.gov/accounting/_pdf/currentPMGuide.pdf).

— *Revenue and Field Accounting,  
Finance, 8-16-07*

## Management Instructions

### MI AS-882-2007-6, Postal Service Use of Retail and Cell-Phone Cameras

Management Instruction (MI) AS-882-2007-6, *Postal Service Use of Retail and Cell-Phone Cameras*, was issued to update established policies and procedures both for USPS® use of non-security cameras for monitoring retail lobby operations and for limiting use of handheld and cell-phone cameras by employees or contractors in Postal Service™ facilities. This MI replaces MI AS-882-2006-3.

MI AS-882-2007-6 clarifies Retail Marketing’s role in administering the MI’s policies on acceptable uses of cam-

eras in retail operations and that this MI does not apply to photography authorized by Retail Marketing. Coordination of all signage will also be the responsibility of both Retail Marketing and Retail Operations. Signage for retail offices will be available through Message Maker.

— *Consumer Policy and Strategy,  
Consumer Affairs, 8-16-07*

### MI EI-890-2007-4, Lead Hazard Management Program

Management Instruction (MI) EL-890-2007-4, *Lead Hazard Management Program*, is now available. This MI, which is effective immediately, has been aligned with policy and procedures to enable Postal Service™ compliance with regulatory requirements. The new MI also documents organizational changes and implementation requirements and updates references to relevant regulations. It supersedes MI EL-810-1999-1, *Lead Hazard Management*, which is now obsolete.

MI EL-890-2007-4 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*.
- Click on *MI*s.

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

— *Safety and Environmental Performance Management,  
Employee Resource Management, 8-16-07*

## MI EL-890-2007-5, Integrated Waste Management

Management Instruction (MI) EL-890-2007-5, *Integrated Waste Management*, is now available. This MI, which is effective immediately, has been aligned with policy and procedures to enable Postal Service™ compliance with regulatory requirements. The new MI also documents organizational changes and implementation requirements and updates references to relevant regulations. It renders the following MIs obsolete:

- AS-550-91-10, *Pollution Prevention Program*.
- AS-550-92-2, *Waste Reduction*.
- AS-550-92-8, *Hazardous Waste Management*.
- AS-550-95-14, *Recycling of Discarded Mail and Undeliverable Bulk Business Mail*.

MI EL-890-2007-5 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*.
- Click on *MI*s.

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

— *Safety and Environmental Performance Management, Employee Resource Management, 8-16-07*

## Posters

### Poster 85, Heat Illness Signs and Symptoms, Now Available on Blue

Poster 85, *Heat Illness Signs and Symptoms*, is now available on the Intranet (Blue) page and at the Material Distribution Center (MDC). The poster provides detailed information about:

- Signs and symptoms of heat exhaustion and heat stroke.
- Actions to prevent and treat heat illness, a precursor to heat stroke.

Postmasters and supervisors are encouraged to:

- Display Poster 85 in places where employees will see it, such as workrooms, break rooms, and rest rooms.
- Use it as a basis for conducting timely employee safety awareness talks.

Information contained on the poster is also suitable for promoting the safety of employees when they are away from the job site.

You can order this item through the MDC by using touch tone order entry (TTOE): Call 800-273-1509.

<b>PSIN:</b>	POS 85
<b>Title:</b>	<i>Heat Illness Signs and Symptoms</i>
<b>PSN:</b>	7690-07-000-0667
<b>Unit of Measure:</b>	EA
<b>Minimum Order Quantity:</b>	2
<b>Price:</b>	\$0.2489
<b>Edition Date:</b>	05/04

**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).

Poster 85 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*.
- On the PolicyNet page, click on *Posters*.

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

— *Safety and Environmental Performance Management, Employee Resource Management, 8-16-07*

## Forms

### PS Form 1509 Is Revised to Add International Mail

We have revised PS Form 1509, *Sender's Application for Recall of Mail*, to include recall for international mail. Items mailed to international destinations will be intercepted only while still within U.S. possession.

PS Form 1509 must be retained by local Post Offices™ for 2 months and must be filed by date received.

PS Form 1509 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*.
- Click on *Forms*.

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

It is also available on the Postal Service Internet:

- Go to [www.usps.com](http://www.usps.com).
- Click on *All Products & Services*, then *Forms*, then *Find a Form*, and then *All Online PDF Forms in Numeric Order*.

The revised edition of PS Form 1509 is not yet available from the Material Distribution Center (MDC). When it is available, we will publish an article in the *Postal Bulletin* announcing its availability and providing the ordering information. Please do not place orders for the revised edition of PS Form 1509 before the availability announcement is published in the *Postal Bulletin*.

— International Products,  
Product Development, 8-16-07

### PS Form 2018 Replaced by Revised PS Form 3977 and New PS Form 3902

Effective August 16, 2007, PS Form 2018, *Duplicate Key, PIN, and Combination Inventory*, is obsolete. All PS Forms 2018 must be discarded/recycled. Post Offices™ and postal retail units must use the May 2007 edition of PS Form 3977, *Duplicate Key, Combination, and Password Envelope*, instead. The form was revised to accommodate the storing of safe or vault combinations, an integrated retail terminal logon ID, a POS system password, a Small Post Office Reporting Tool (SPORT) password, an Automated Postal Center® (APC®) password, and APC keys, as well as the storing of duplicate keys for each stamp cabinet, cash drawer, safe compartment, envelope drawer, and stamp vending machine.

In addition, the new PS Form 3902, *Form 3977 Log and Lock Examination*, is available for postmasters, managers, and supervisors to maintain a log of PS Forms 3977 assigned at the unit and to keep a record of the semiannual examination of PS Forms 3977 and the annual examination of locks and keys.

See the following related articles in this *Postal Bulletin*:

1. *Postmaster/Field Guide* Revision on page [28](#).
2. *Handbook PO-102* Revision on page [21](#).

#### Ordering PS Form 3977

PS Form 3977 is available from the Material Distribution Center (MDC) by using touch tone order entry (TTOE): Call 800-273-1509.

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

Use the following information to order PS Form 3977:

<b>PSIN:</b>	PS 3977
<b>PSN:</b>	7530-02-000-9140
<b>Unit of Measure:</b>	EA
<b>Minimum Order Quantity:</b>	1
<b>Quick Pick Number:</b>	229
<b>Bulk Pack Quantity:</b>	2,000
<b>Price:</b>	\$0.0396
<b>Edition Date:</b>	05/07

PS Form 3977 appears on page [22](#) of this *Postal Bulletin*.

#### Obtaining PS Form 3902

PS Form 3902 is available on the Postal Service™ Intranet:

- Go to <http://blue.usps.gov>.
- Under "Essential Links" in the left-hand column, click on *Forms*.
- Browse forms by number, and click on 3000–3999.
- Click on the PDF icon for PS Form 3902.

PS Form 3902 also appears on page [33](#) of this *Postal Bulletin*. Offices may reproduce this copy locally until they order and receive the form from the MDC.

— Revenue and Field Accounting,  
Finance, 8-16-07



## Form 3977 Log and Lock Examination

Post Office	Unit ID	Telephone

**PS Form 3977 column:** annotate date of receipt for each PS Form 3977 and type of equipment (drawer, cabinet vending , vault, POS IRT, etc.).

**Semi-Annual Examination column:** enter date of examination of all PS Form 3977 on each row with the supervisor initials.

**Annual Examination column:** enter date of examination of locks and keys with employee and supervisor initials.

[illegible]

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# Pull-Out Information

## Fraud

### Domestic Orders

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

State, City ZIP Code	Names and Addresses Covered	Product
AR, Van Buren 72956-0742	Timothy Shawn Donovan, Sharon Jeannette Henningsen, and Alys Dimmitt D/B/A Trail Head Options, P.O. Box 7810	Work at home scheme
AR, Van Buren 72956-6657	Timothy Shawn Donovan, Sharon Jeannette Henningsen, and Alys Dimmitt D/B/A Premier Solutions, 2308 Fayetteville Road, Suite 1700 #418	Work at home scheme
MI, Anchorville 48004-0141	Anthony Mangiapane D/B/A United States Environmental Protection Waste Agency (U.S.E.P.W.A.), P.O. Box 141	False billing scheme
VA, Bon Air 23235-2423	Stuff 2 Sell, 2711 Buford Road #356	Offering products for sale on the Internet
VA, Richmond 28235-8017	Quantum Electronics, P.O. Box 72692	Offering products for sale on the Internet

— Judicial Officer, 8-16-07

### 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
CA, Woodland Hills 91364-1202	Any and all of various names including Apalachian Diagnostic Center, 22817 Ventura Boulevard, #325
CA, Sherman Oaks 91403-2913	Any and all of various names including Exmoor Diagnostic Center, 4570 Van Nuys Blvd. #298
GA, Douglasville 30134-2412	Any and all of various names, 8491 Hospital Drive #106
MA, Millers Falls 01349-0008	Any and all of various names other than the surname Gladstone, P.O. Box 8
MO, Saint Louis 63113-3014	Albert Washington, 1706 North Sarah Street
MS, McComb 39648-3606	Any and all of various names, 1412 Delaware Avenue, #155

— Judicial Officer, 8-16-07



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



## 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

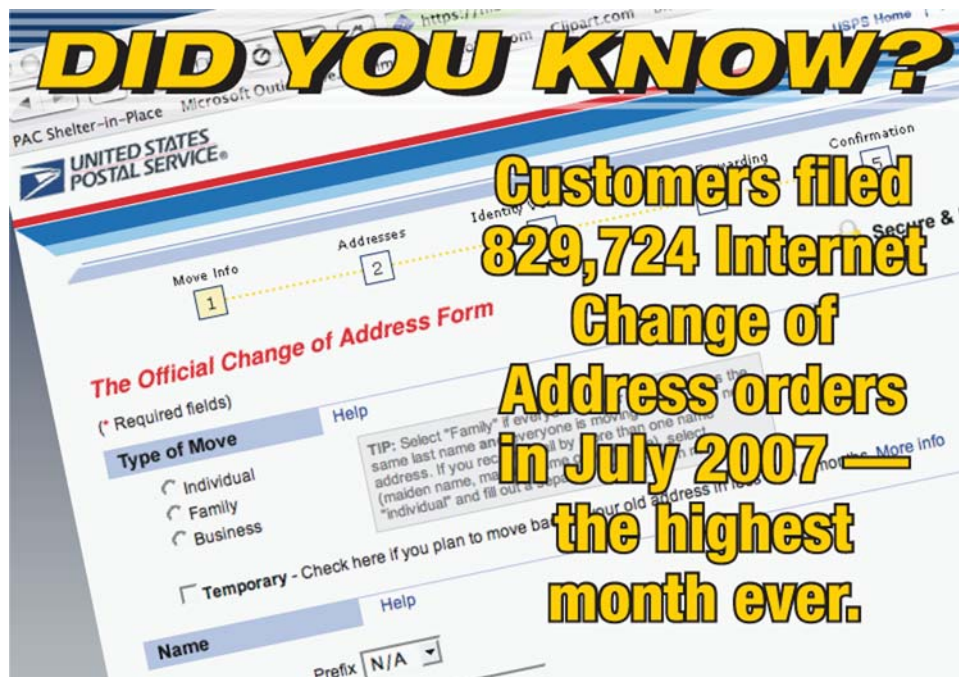
the invalid numbers (listed below) in the “customer number” or “agreement number” section of the label or form.

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

<b>005007</b>	018720	068544	093534	117024	119011	191993	300129	323628	361345	462978	570002	752224
005009	018740	069151	094597	117058	119037	192613	300680	323655	361348	463070	570201	754011
005011	018903	069186	095761	117070	119101	192746	301327	326288	363030	464005	571058	756001
005030	018913	069372	097044	117098	119205	192904	301468	328446	370040	464032	571122	757180
005042	018950	069967	097507	117122	119248	193567	301469	328746	372619	464037	<b>600021</b>	757568
005043	019451	070068	097679	117128	119273	193575	301470	329033	379289	464039	600073	760022
005050	019644	070074	097697	117138	119276	193683	301476	330141	381202	464084	600238	761481
005067	019775	070092	097982	117148	119319	195056	301484	330326	<b>400052</b>	464141	600365	761845
005071	019812	070481	098109	117152	119323	196076	301515	330382	402316	465030	600472	762018
005074	019907	070973	098674	117171	119394	197002	301530	330463	402608	465139	600750	763070
005123	019969	071511	098809	117183	119405	197138	301971	330519	402979	465141	601082	770013
005145	020272	075469	098930	117194	119429	198003	302121	330706	404200	466549	601240	770056
005151	021022	076112	<b>100144</b>	117205	119437	198049	302267	331226	423008	466570	601285	770907
005196	022372	076226	100165	117217	119442	198054	302800	331338	424023	466613	601942	771484
005201	022892	076794	100433	117218	119447	198241	302913	331652	424040	467031	602778	772716
005302	022908	076932	100602	117219	119454	198259	305533	332295	430138	467101	603198	774051
005511	022973	077322	100727	117224	119473	199033	305892	332518	430165	468266	604675	775059
005533	023147	077352	100775	117240	119491	199065	306175	332769	431066	468322	605154	775274
005635	023661	077609	101948	117247	119497	<b>207879</b>	306244	332894	432432	468355	605610	787126
005669	025314	077652	103027	117253	119504	210028	306504	333000	432467	468379	606495	791019
005705	025368	077784	103301	117255	119549	210029	306525	333218	432689	468424	607323	797018
005837	026426	078902	103412	117279	119560	210601	311350	333284	432854	469167	611105	799026
005947	027881	079094	103413	117299	119572	210621	314175	333525	432931	469176	611203	799168
007320	028131	079118	103429	117301	119591	220283	317151	334062	432974	473084	617163	<b>800483</b>
008116	028973	079994	103468	117341	119593	220294	317327	334086	436297	473133	617170	801691
008463	030535	080052	103470	117344	119606	220301	320148	334196	436452	474015	618139	802195
008502	030549	080115	103484	117404	119612	220359	320208	335341	437002	474035	630011	802242
008514	038617	080196	103928	117449	119651	221417	321191	336138	440055	479093	630018	804205
008612	038663	080202	103988	117463	124094	221438	322031	336189	441037	479131	630022	804227
008973	040132	080236	104087	117495	124141	221447	322058	336194	441087	480455	631236	805024
009278	040359	080258	104655	117516	125112	223033	322061	336206	449033	480550	641068	805595
009478	044001	080270	105038	117567	127009	231027	322112	336337	454725	481145	641919	811054
009822	047198	080431	105106	117588	142484	235157	322152	336616	454808	481721	641953	815226
010473	054312	080474	105356	117592	146018	235574	322188	336769	460019	482196	652425	836439
011298	055075	080549	105570	117632	146070	240545	322348	337074	460135	485340	658201	852799
011389	055092	080569	105628	117634	146750	244003	322426	337201	460142	<b>502006</b>	672001	853350
011394	055121	080591	106344	117662	146803	249101	322431	338049	460147	511004	676615	853753
012196	055122	080631	108330	117664	150261	251210	322439	338146	460157	520035	688127	853915
015248	057120	080704	108613	117671	151016	276059	322543	338226	460159	531797	<b>701017</b>	856512
015369	060110	085008	111137	117675	151181	277013	322549	338280	460160	531846	726014	875002
015390	060218	085075	111407	117681	151196	292556	322559	339054	461101	532981	730190	891213
015510	061375	085100	113186	117693	152586	292603	322564	340367	461123	532987	730352	891235
015547	061716	085483	113368	117699	152686	292616	322573	344087	461124	537421	730735	891249
015723	063430	085497	115011	117719	152795	292617	322579	344143	462028	546130	731017	891823
015731	064066	085820	115015	117720	152837	292661	322616	349531	462073	551060	731319	891879
018088	065167	085821	115082	117743	152908	294276	322654	349870	462100	551076	731894	891965
018126	065313	088331	115090	117762	152965	295140	322702	358068	462182	551078	741533	891990
018131	065665	088419	115095	117880	153053	295167	322821	358275	462293	551153	741613	895046
018151	065736	088490	115225	118037	153069	295222	322885	358325	462310	551176	741645	895108
018158	066435	089913	115934	118041	154017	295433	322887	359027	462373	551345	741680	<b>900255</b>
018312	067034	090057	117007	118490	154042	296397	322912	361065	462649	551367	741691	900299
018385	067062	091643	117013	118555	156061	296503	322929	361114	462654	551930	751100	900404
018539	068049	092737	117018	118687	175083	296533	322945	361216	462858	554200	752062	900406
018569	068181	092756	117020	118883	191249	<b>300007</b>	322989	361288	462863	557033	752079	900408

900521	907818	917225	917629	920011	924396	927327	937785	947251	950911	958214	969141	982375
903145	907822	917296	917923	920015	924570	927351	939595	947252	950919	958881	970298	983094
903662	913135	917308	918197	920047	926075	927538	940230	948443	950987	958970	970813	995352
903697	913581	917379	918268	921022	926129	928695	941387	948561	951014	958992	970870	995404
904237	914439	917380	918285	921078	926336	930013	941542	948607	951257	967081	970938	995458
904771	915034	917448	918457	921258	926410	931954	941764	948764	951531	967305	970957	995474
904795	915322	917542	918509	921958	926423	932747	945268	949212	951551	967311	980038	995510
906970	917020	917553	918527	922159	926871	932786	945367	949587	951906	968179	980116	997082
907052	917167	917562	918969	922175	926963	936100	946446	950010	952329	968182	982115	999327
907569	917193	917573	918987	924094	927252	937774	946537	950887	954710	969055	982357	

— Product Information Requirements, Product Development, 8-16-07



## 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™ employees responsible for accepting and cashing postal money orders. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The

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

010 504 1932	to	1999	043 205 5922	to	5999	086 798 3840	to	3849	389 846 3104	to	3135
011 582 1889	to	1899	044 087 3457	to	3499	088 404 4472	to	4499	389 846 3145	to	3195
011 588 2900	to	3099	044 087 4000	to	4099	088 404 5584	to	5699	389 887 9211	to	9230
012 579 5675	to	5699	045 524 4121	to	4298	089 358 2248	to	2257	389 887 9234	to	9299
013 289 6176	to	6199	046 800 9870	to	9899	<b>093 106 9346 to 9355</b>			<b>390 001 3182 to 3199</b>		
013 610 0014	to	0099	047 352 4000	to	4099	093 203 0500	to	0599	390 001 3500	to	3699
014 932 1000	to	1099	048 383 7650	to	7659	093 684 3630	to	3699	390 545 5974	to	5999
014 972 0800	to	0899	048 396 3647	to	3699	094 081 5074	to	5099	391 104 6146	to	6199
015 363 0065	to	0099	<b>051 142 0755 to 0799</b>			094 580 7062	to	7099	391 574 1466	to	1499
017 028 3200	to	3299	051 774 8857	to	8899	094 639 4200	to	4299	391 783 3020	to	3599
018 569 5333	to	5399	051 781 2875	to	2885	095 354 6864	to	6899	391 792 6100	to	6199
018 986 5264	to	5299	051 977 7010	to	7023	097 224 1350	to	1599	392 668 2956	to	2999
019 518 2814	to	2899	052 058 7115	to	7199	<b>100 160 3800 to 3899</b>			392 854 8500	to	8899
<b>020 698 5159 to 5199</b>			057 670 0563	to	0599	104 876 8937	to	8999	393 584 7566	to	7699
020 844 7307	to	7399	058 187 3836	to	3899	<b>210 221 0548 to 0599</b>			393 650 0074	to	0099
020 972 8948	to	8999	058 591 1153	to	1299	<b>227 275 9400 to 9999</b>			393 838 8316	to	8499
022 021 9110	to	9181	058 895 3746	to	3799	<b>273 070 8059 to 8099</b>			393 893 6007	to	6099
022 037 1411	to	1499	059 986 0814	to	0899	273 775 7700	to	7899	394 126 6907	to	6999
022 527 9201	to	9210	<b>060 406 7650 to 7699</b>			<b>302 000 0000 to 9999</b>			394 189 0405	to	0599
023 637 7169	to	7199	063 491 8122	to	8199	<b>349 746 2056 to 2099</b>			394 822 3243	to	3278
024 380 4100	to	4199	063 916 9968	to	9999	<b>350 518 7350 to 7374</b>			394 990 1810	to	1899
024 496 6870	to	6899	064 091 4500	to	4599	<b>360 011 1690 to 1699</b>			395 343 3264	to	3299
025 092 0987	to	0999	065 255 7909	to	7999	360 168 6008	to	6099	395 373 3035	to	3099
025 369 5535	to	5599	065 392 6345	to	6399	360 173 8800	to	8899	395 396 9649	to	9799
025 729 1151	to	1199	066 099 2014	to	2099	360 324 2326	to	2399	395 970 3240	to	3299
025 729 1643	to	1799	066 648 2880	to	2899	362 861 3064	to	3099	397 622 4054	to	4099
026 492 3180	to	3199	066 787 3639	to	3699	<b>373 006 2176 to 2199</b>			397 819 8902	to	8999
027 361 0430	to	0499	066 845 7500	to	9999	374 768 2600	to	2699	398 149 7200	to	7699
027 369 4482	to	4495	067 093 3869	to	3899	375 169 4400	to	4599	399 070 0872	to	0899
027 671 8762	to	8776	068 895 0334	to	0399	375 829 3400	to	3499	399 156 7119	to	7199
027 787 9886	to	9899	<b>070 724 4488 to 4499</b>			375 851 9100	to	9199	399 203 5064	to	5099
027 965 9487	to	9499	070 841 9181	to	9199	376 196 0911	to	0999	399 296 9910	to	9999
028 100 8069	to	8099	070 844 2546	to	2599	378 085 3679	to	3699	399 396 8935	to	8999
028 191 1852	to	1999	070 916 1340	to	1399	378 351 1063	to	1099	399 792 7775	to	7799
028 850 3000	to	3199	071 179 9800	to	9899	379 843 5100	to	5199	399 792 8300	to	8399
029 510 1500	to	1599	071 386 3682	to	3699	<b>380 093 9600 to 9699</b>			<b>400 427 1051 to 1999</b>		
<b>030 687 0903 to 0999</b>			071 507 6840	to	6899	380 165 1165	to	1199	401 045 1505	to	1549
030 701 3442	to	3499	072 045 9641	to	9699	381 325 4500	to	4599	401 045 1571	to	1599
031 077 4507	to	4799	072 675 8287	to	8299	381 604 2510	to	2699	401 294 2700	to	2799
032 295 7500	to	9999	077 617 5481	to	5499	381 645 9525	to	9599	401 310 9505	to	9599
034 394 1000	to	1099	077 999 4001	to	4090	383 314 3968	to	3999	401 382 5312	to	5399
034 943 0400	to	0799	078 174 4475	to	4499	383 892 1000	to	1344	402 578 7876	to	7899
035 035 4337	to	4399	078 219 4931	to	4999	383 892 1382	to	1399	403 125 6744	to	6799
037 706 9578	to	9599	078 250 4756	to	4799	384 925 3641	to	3654	403 260 7000	to	7499
037 805 3677	to	3699	078 823 8312	to	8399	385 568 2331	to	2399	403 280 6470	to	6499
037 909 5490	to	5499	079 374 0300	to	2499	385 599 7554	to	7575	403 685 8600	to	8699
037 931 4660	to	4699	079 807 2342	to	2399	385 774 2024	to	2099	404 003 0300	to	0399
<b>040 024 3901 to 3999</b>			<b>082 721 0228 to 0254</b>			386 624 1412	to	1599	404 041 8838	to	8899
040 674 7100	to	7199	083 140 5000	to	7499	386 883 8936	to	8999	404 071 4268	to	4299
040 688 8816	to	8899	083 784 8886	to	8899	387 314 5574	to	5599	404 347 5356	to	5399
041 299 6752	to	6799	083 913 6915	to	6999	387 837 6300	to	6399	404 347 5548	to	5599
041 623 8889	to	8899	084 478 3920	to	3999	388 828 0656	to	0699	404 726 4500	to	4599
041 803 6565	to	6599	086 000 8271	to	8299	389 696 2400	to	2799	404 961 5001	to	5199

405 325 0188	to	0198	422 907 7563	to	7599	452 890 4679	to	4799	469 213 0359	to	0399
406 009 4587	to	4599	424 500 6050	to	6099	452 900 8215	to	8238	469 213 0500	to	0599
406 260 6830	to	6899	424 641 8500	to	8599	453 117 9146	to	9199	469 561 8011	to	8099
406 459 6641	to	6999	424 871 6600	to	6699	453 334 3631	to	3699	469 658 1961	to	1999
406 733 3000	to	3999	425 298 2352	to	2399	453 603 7841	to	7891	469 666 9900	to	9999
407 545 1557	to	1599	425 418 4269	to	4299	453 650 1140	to	1199	469 678 1900	to	1999
407 594 0412	to	0599	425 418 4405	to	4499	453 741 1300	to	1399	469 781 4900	to	4999
407 692 9100	to	9299	426 547 4566	to	4599	454 013 2919	to	2999	469 947 6960	to	6999
407 959 2190	to	2199	427 412 6337	to	6499	454 186 2411	to	2499	<b>470 755 5800</b>	<b>to</b>	<b>5818</b>
408 265 2275	to	2288	427 481 0900	to	0999	454 268 4883	to	4899	471 918 0300	to	0999
408 499 7700	to	7799	428 027 2742	to	2752	454 302 5400	to	5499	471 985 2408	to	2419
408 499 7900	to	7999	429 474 4172	to	4199	454 490 8300	to	8399	472 191 6700	to	6799
408 682 8484	to	8599	429 889 2900	to	2999	454 547 7434	to	7499	472 270 2555	to	2599
408 698 7015	to	7099	<b>430 150 4401</b>	<b>to</b>	<b>4599</b>	454 922 4867	to	4895	472 987 0213	to	0241
409 072 3941	to	3999	430 172 9800	to	9899	455 221 1348	to	1499	472 987 0290	to	0299
<b>410 491 2311</b>	<b>to</b>	<b>2399</b>	430 177 1900	to	2099	455 364 2147	to	2199	473 151 2069	to	2199
410 694 8400	to	8599	430 444 9500	to	9699	455 399 5400	to	5499	473 666 9138	to	9199
410 775 1500	to	1599	430 664 4070	to	4099	455 476 0676	to	0699	473 952 3429	to	3499
410 795 7927	to	7999	432 168 8419	to	8499	455 543 0618	to	0699	474 108 5402	to	5499
410 867 0917	to	0966	432 708 6800	to	6999	456 410 9006	to	9099	474 356 5193	to	5299
410 867 0970	to	0999	432 744 1544	to	1599	456 470 4146	to	4299	474 949 3366	to	3399
411 868 1023	to	1199	432 995 9775	to	9799	456 619 4460	to	4499	475 134 9362	to	9399
411 922 2322	to	2399	433 003 5800	to	5899	457 333 2686	to	2699	475 167 9667	to	9699
412 193 0900	to	0999	433 757 3047	to	3099	457 729 1767	to	1777	475 319 3415	to	3499
412 395 8599	to	8699	433 765 4003	to	4099	457 937 8615	to	8699	475 319 3649	to	3799
412 485 6500	to	6599	434 482 7060	to	7199	458 028 9810	to	9899	475 340 6400	to	6599
412 485 6610	to	6699	434 513 2386	to	2399	458 057 2712	to	2999	475 424 8410	to	8499
412 885 5953	to	5999	434 968 3076	to	3092	458 069 9537	to	9599	475 629 9156	to	9199
414 193 3608	to	3674	435 303 1831	to	1842	458 069 9665	to	9699	475 850 6101	to	6199
414 193 3677	to	3699	435 303 1986	to	1999	458 337 5222	to	5299	475 875 2500	to	2599
414 411 7348	to	7399	435 666 6092	to	6399	458 354 7653	to	7999	476 169 8264	to	8299
414 640 0757	to	0799	436 082 6400	to	6899	458 671 8678	to	8699	476 189 3000	to	3499
414 965 1727	to	1799	436 160 6441	to	6499	458 671 8721	to	8798	476 331 2480	to	2499
417 302 8104	to	8199	437 316 7115	to	7199	458 847 5044	to	5999	477 289 8601	to	8699
417 387 6532	to	6599	437 427 0500	to	3499	459 274 7624	to	7699	477 681 5206	to	5299
417 496 6800	to	6999	439 179 2300	to	2399	459 365 5432	to	5499	478 010 4243	to	4268
417 871 9250	to	9299	439 310 0458	to	0499	459 378 5764	to	5799	478 010 4270	to	4291
417 930 9533	to	9599	<b>440 698 1947</b>	<b>to</b>	<b>1999</b>	459 472 4816	to	4999	478 450 5071	to	5099
418 164 6500	to	6799	440 858 6300	to	6399	<b>460 349 6878</b>	<b>to</b>	<b>6899</b>	478 469 7838	to	7858
418 423 9863	to	9899	440 858 6420	to	7299	460 550 1909	to	1999	478 469 7883	to	7899
418 633 5922	to	5999	441 199 1655	to	1699	460 997 5234	to	5299	479 280 9800	to	9899
418 719 8520	to	8599	443 127 3648	to	3699	461 973 6443	to	6499	479 365 9116	to	9176
418 744 2235	to	2299	443 127 4000	to	4099	462 152 0107	to	0299	479 412 9900	to	9999
418 962 2848	to	2899	443 673 7900	to	7999	462 274 1072	to	1099	479 667 6190	to	6199
419 543 0286	to	0299	443 800 9335	to	9399	462 277 8373	to	8399	479 748 9680	to	9699
419 730 0300	to	0399	444 382 8822	to	8899	462 554 6051	to	6099	479 860 7000	to	7199
<b>420 277 0015</b>	<b>to</b>	<b>0049</b>	444 390 1667	to	1699	463 011 5529	to	5540	<b>480 526 2000</b>	<b>to</b>	<b>2099</b>
420 599 0734	to	0798	444 457 3854	to	3899	463 176 4115	to	4199	480 640 6330	to	6399
420 661 4115	to	4199	<b>450 048 4173</b>	<b>to</b>	<b>4199</b>	463 176 4229	to	4299	480 658 0568	to	0599
420 758 9500	to	9699	450 048 4442	to	4699	463 185 2600	to	2799	480 689 5100	to	5199
420 969 3951	to	3971	450 560 5173	to	5199	463 227 7711	to	7799	481 072 9463	to	9499
420 969 3973	to	3999	450 620 3077	to	3099	463 414 4869	to	4899	481 673 0074	to	0095
421 116 3565	to	3599	450 620 3135	to	3199	463 808 3484	to	3499	482 527 1500	to	1599
421 130 9300	to	9399	450 780 2716	to	2799	463 945 7400	to	7899	482 541 5255	to	5299
421 313 4500	to	4999	450 801 2700	to	2799	464 629 9000	to	9399	482 729 6800	to	6899
421 364 5537	to	5599	451 109 2967	to	2984	464 711 4332	to	4399	483 363 7207	to	7299
421 656 2609	to	2699	451 115 4110	to	4125	465 692 3963	to	3999	483 402 2356	to	2399
421 988 9700	to	9799	451 115 4127	to	4199	465 698 8300	to	8599	483 486 5100	to	5199
422 172 4667	to	4699	451 746 0700	to	0799	465 743 7745	to	7799	483 632 1521	to	1599
422 484 4212	to	4299	452 265 0074	to	0099	466 798 6056	to	6067	483 632 2600	to	2799
422 556 1270	to	1299	452 265 0246	to	0299	467 147 4300	to	4399	483 849 1615	to	1699
422 587 7024	to	7099	452 265 0335	to	0999	468 079 5782	to	5799	484 174 4803	to	5299
422 819 7533	to	7599	452 509 1169	to	1199	469 067 2817	to	2899	484 323 8900	to	9199
422 842 5073	to	5087	452 855 6471	to	6499	469 127 8000	to	8199	484 680 5000	to	5038

484 680 5040	to	5074	603 678 8418	to	8499	625 968 8956	to	8999	644 901 0109	to	1299
484 680 5077	to	5099	603 678 8700	to	9999	627 005 3938	to	3999	644 901 1325	to	1399
485 029 4913	to	4999	604 086 0880	to	0899	627 384 3907	to	4099	644 923 6800	to	7799
486 176 0600	to	0699	604 349 1414	to	1499	627 496 7549	to	7599	644 932 4655	to	4699
486 559 7555	to	7599	604 503 7776	to	7799	627 708 3605	to	3699	645 318 7240	to	7499
486 696 3023	to	3199	605 520 9037	to	9099	627 776 2500	to	2599	645 333 1766	to	1799
488 173 7900	to	7999	605 685 4010	to	4099	628 226 3100	to	3199	645 790 8632	to	8699
488 206 4100	to	4199	605 988 6467	to	6499	628 814 4702	to	4799	645 821 0657	to	0699
488 226 0200	to	0299	607 689 7951	to	7960	628 851 9689	to	9699	645 930 7948	to	7999
488 709 3906	to	3999	607 728 1276	to	1299	629 510 7200	to	7299	645 975 0737	to	0762
488 855 8359	to	8399	608 727 7100	to	7199	629 964 4200	to	4294	646 242 6200	to	6299
489 181 8963	to	8999	608 727 7273	to	7599	<b>630 389 3056</b>	<b>to</b>	<b>3071</b>	646 270 7639	to	7799
489 223 2000	to	2099	608 813 9950	to	9999	630 463 0588	to	0599	646 798 4000	to	4999
489 311 1930	to	1999	609 067 5325	to	5399	631 459 9117	to	9199	647 048 7035	to	7099
489 318 6200	to	6300	609 067 5488	to	5499	631 762 9325	to	9399	647 049 2900	to	2999
489 384 0027	to	0099	609 067 5600	to	5699	632 217 4933	to	4999	647 398 8300	to	8399
489 427 0658	to	0899	609 289 6123	to	6199	632 500 0000	to	640 3999	647 398 8481	to	8499
489 997 5252	to	5299	609 438 4400	to	4499	633 110 4165	to	4199	647 437 3000	to	4999
<b>490 669 5850</b>	<b>to</b>	<b>6099</b>	609 493 1100	to	1199	633 110 4303	to	4499	647 811 2188	to	2199
490 717 7080	to	7099	609 766 8091	to	8999	633 438 6429	to	6599	648 009 6057	to	6099
490 721 6000	to	6099	609 825 4100	to	4115	633 588 7173	to	7182	648 163 5300	to	5499
490 793 1500	to	2099	609 884 2981	to	2999	634 725 0700	to	0799	648 722 5283	to	5299
490 886 8171	to	8199	609 893 1000	to	1099	634 803 3239	to	3299	648 892 3164	to	3199
490 977 9221	to	9240	<b>610 092 3200</b>	<b>to</b>	<b>3299</b>	634 807 2474	to	2499	649 100 3989	to	3999
491 258 8100	to	9099	610 582 4200	to	4299	634 827 5900	to	5999	649 647 0370	to	0399
491 567 1376	to	1399	611 879 6939	to	6999	634 886 3428	to	3499	649 647 0522	to	0599
492 254 4800	to	4899	612 291 8013	to	8099	635 559 3449	to	3499	649 647 5237	to	5399
492 283 5100	to	5199	612 751 5171	to	5199	636 289 6214	to	6299	649 647 9100	to	9299
492 610 6813	to	6899	612 751 5226	to	5299	636 634 8007	to	8042	649 666 7800	to	8299
493 394 5568	to	5599	612 751 6083	to	6099	637 150 1200	to	1299	<b>650 114 7707</b>	<b>to</b>	<b>7719</b>
493 470 2562	to	2599	612 751 6268	to	6299	637 562 5828	to	5899	650 130 3400	to	3599
493 473 7700	to	7799	612 751 6572	to	6599	638 042 1647	to	1699	650 213 0406	to	0499
493 716 2153	to	2199	612 774 2111	to	2199	638 049 4984	to	4999	650 555 1749	to	1799
494 206 2972	to	2999	612 774 2254	to	2299	638 318 1115	to	1199	650 564 1900	to	1999
494 217 3446	to	3999	612 774 2500	to	2599	638 318 1453	to	1499	650 627 4212	to	4299
494 224 0500	to	0599	614 469 0979	to	0999	638 885 0000	to	0299	650 736 2043	to	2099
495 145 0600	to	0699	614 474 3000	to	3099	638 903 4362	to	4373	650 739 1540	to	1699
496 209 7425	to	7499	614 521 3490	to	3499	639 415 1929	to	1999	651 741 4415	to	4499
496 213 8728	to	8799	614 645 1800	to	1899	639 415 2019	to	2099	651 882 2800	to	2899
496 474 5226	to	5248	614 832 1100	to	2099	639 420 6200	to	6299	652 754 6317	to	6399
497 053 8517	to	8699	615 017 7505	to	7599	639 469 3517	to	3799	653 131 4945	to	4999
497 854 8673	to	8699	617 711 6609	to	6699	639 605 2143	to	2199	653 426 3300	to	3399
498 449 8888	to	8899	617 760 5266	to	5299	639 657 8600	to	8799	653 455 4874	to	4899
498 929 8285	to	8499	617 813 3601	to	3699	<b>640 289 7500</b>	<b>to</b>	<b>7599</b>	654 238 0000	to	0399
498 936 5310	to	5399	618 840 9200	to	9299	640 289 7700	to	7999	654 404 3065	to	3092
499 016 5425	to	5499	619 551 7229	to	7299	641 170 4420	to	4499	654 962 2900	to	3199
499 440 8575	to	8899	619 859 3000	to	3099	641 318 3133	to	3199	655 103 5081	to	5199
499 731 6717	to	6799	<b>620 073 9400</b>	<b>to</b>	<b>9499</b>	641 378 6500	to	6999	655 523 2600	to	2999
<b>500 064 1858</b>	<b>to</b>	<b>1869</b>	621 614 7907	to	7930	641 383 8739	to	8799	656 305 2448	to	2499
500 070 5725	to	7799	621 614 7932	to	7999	641 877 3187	to	3299	657 347 4438	to	4999
<b>600 645 3223</b>	<b>to</b>	<b>3299</b>	621 648 8021	to	8199	641 877 3310	to	3399	657 710 8100	to	8999
601 339 1200	to	1399	621 648 8500	to	8599	642 355 8094	to	8199	657 780 0985	to	0999
601 653 5884	to	5899	621 904 8351	to	8599	642 355 8308	to	8999	658 586 1400	to	1499
601 661 7700	to	7799	621 916 1978	to	1989	642 900 0018	to	0099	658 877 8000	to	8199
601 682 5343	to	5399	622 989 8032	to	8099	643 030 6254	to	6299	658 880 8000	to	8199
601 928 1600	to	1699	623 076 9300	to	9399	644 066 0882	to	0899	659 398 7300	to	7399
602 512 2972	to	2999	623 819 5006	to	5099	644 069 0600	to	0699	659 706 8113	to	8199
602 555 2400	to	2799	623 895 8200	to	8399	644 077 7506	to	7699	659 846 7837	to	7899
602 829 7061	to	7099	623 917 0000	to	0099	644 085 8157	to	8199	<b>660 510 4100</b>	<b>to</b>	<b>4199</b>
603 483 9572	to	9599	623 917 0200	to	0299	644 112 9839	to	9899	660 673 0400	to	0599
603 490 7200	to	7299	624 468 5288	to	5299	644 373 9083	to	9099	661 488 5000	to	5099
603 678 7100	to	7199	624 665 3162	to	3198	644 380 1460	to	1499	661 609 9100	to	9199
603 678 7662	to	7699	625 088 6735	to	6799	644 733 4715	to	4799	661 716 9420	to	9499
603 678 7902	to	7999	625 916 9500	to	9799	644 900 9712	to	9799	661 906 6522	to	6599

662 021 8332	to	8399	686 931 7636	to	7699	702 713 1800	to	1809	842 226 0685	to	0695
662 068 0700	to	0899	687 601 0973	to	0999	702 821 5730	to	5799	842 685 4600	to	4699
662 553 0774	to	0799	687 614 6774	to	6799	702 821 5805	to	5899	842 685 4742	to	4999
663 078 7034	to	7099	688 120 9000	to	9999	702 844 6975	to	6994	842 860 0300	to	0399
663 763 5300	to	5399	688 314 3107	to	3191	702 846 6331	to	6399	842 898 5582	to	5599
663 883 7039	to	7499	<b>690 291 1361</b>	<b>to</b>	<b>1371</b>	702 848 3900	to	3999	843 062 7100	to	7199
663 938 9200	to	9299	690 788 2877	to	2899	702 857 7302	to	7499	843 077 6288	to	6299
664 253 8000	to	8499	690 893 5344	to	5399	702 878 0114	to	0199	843 077 6378	to	6399
664 656 3055	to	3099	690 893 5512	to	5599	703 364 1707	to	1799	843 758 5769	to	5778
665 174 6400	to	6499	690 904 1300	to	1599	<b>740 002 7710</b>	<b>to</b>	<b>7719</b>	843 786 2554	to	2699
665 274 8208	to	8299	690 941 6000	to	6199	740 241 9049	to	9099	845 656 8165	to	8199
665 669 5400	to	5499	691 313 6383	to	6399	740 255 1718	to	1799	845 727 2100	to	2199
666 132 8226	to	8299	691 313 6600	to	6699	740 374 7416	to	7499	845 746 2618	to	2635
666 696 2209	to	2299	691 582 8003	to	8099	740 470 2420	to	2443	846 390 7531	to	7599
666 696 2309	to	2399	691 664 1800	to	1999	740 523 7432	to	7449	846 918 0572	to	0599
667 032 9300	to	9399	691 664 2400	to	2499	740 535 1555	to	1580	847 237 7690	to	7699
667 729 5529	to	5599	692 727 9362	to	9399	740 684 0620	to	0800	847 284 2481	to	2499
668 383 8400	to	8699	692 798 1800	to	1899	740 701 6105	to	6114	847 374 7055	to	7065
<b>670 368 3400</b>	<b>to</b>	<b>3499</b>	693 249 0779	to	0799	740 705 9790	to	9799	847 374 7055	to	7065
670 369 7336	to	7399	693 249 0877	to	1699	740 726 6400	to	6500	847 636 5304	to	5399
670 750 7169	to	7199	693 445 0566	to	0999	740 765 3306	to	3399	847 700 5447	to	5499
671 046 6200	to	6399	693 448 8500	to	8999	740 774 8434	to	8499	847 723 7500	to	7599
671 251 5448	to	5499	693 645 9583	to	9599	740 786 1885	to	1899	849 485 3427	to	3499
671 926 5600	to	5799	693 965 4200	to	4299	740 790 5989	to	5999	849 520 9850	to	9899
672 444 2000	to	2999	695 741 2906	to	2999	740 917 7490	to	7499	849 608 1357	to	1399
672 828 3410	to	3499	695 947 8518	to	8599	<b>805 885 8411</b>	<b>to</b>	<b>8499</b>	849 792 2600	to	2699
673 167 5776	to	5799	696 662 8247	to	8299	806 087 1100	to	1499	<b>850 546 1862</b>	<b>to</b>	<b>1899</b>
675 464 3700	to	3799	697 447 8285	to	8296	806 268 9275	to	9299	851 143 6826	to	6844
675 464 4000	to	4199	698 042 4816	to	4899	806 534 3400	to	3477	851 209 9880	to	9899
676 365 5958	to	5999	698 131 2138	to	2157	807 342 3283	to	3399	851 928 9221	to	9299
676 669 1024	to	1099	698 227 0000	to	0099	808 086 7100	to	7199	852 589 6560	to	6599
677 126 6734	to	6799	<b>700 065 2570</b>	<b>to</b>	<b>2599</b>	808 090 3440	to	3499	853 049 3646	to	3699
677 333 9979	to	9999	700 065 4800	to	4899	808 325 5161	to	5699	854 304 4089	to	4999
677 466 1088	to	1099	700 190 3350	to	3359	808 784 8000	to	8299	854 529 2200	to	2299
678 071 4500	to	4799	700 228 6048	to	6099	<b>830 125 0672</b>	<b>to</b>	<b>0699</b>	854 532 0000	to	2999
678 096 7531	to	7599	700 650 0452	to	0499	830 602 5800	to	5999	855 001 6204	to	6249
679 909 2578	to	2599	700 666 1323	to	1349	830 610 3700	to	3799	855 319 9364	to	9399
<b>680 112 9565</b>	<b>to</b>	<b>9599</b>	700 786 9106	to	9142	830 983 3500	to	3599	855 361 3390	to	3399
680 244 0903	to	0999	700 859 0744	to	0758	830 983 3635	to	3699	856 226 0490	to	0499
680 412 6046	to	6099	701 028 6780	to	6899	831 354 1387	to	1399	856 656 5800	to	5999
680 761 6800	to	6899	701 213 3900	to	3999	831 815 8240	to	8299	856 752 0200	to	0299
681 677 0540	to	0699	701 267 2000	to	3999	832 525 3810	to	3899	857 111 1352	to	1399
682 070 1029	to	1099	701 335 7312	to	7399	833 159 1884	to	1899	857 279 3450	to	3499
682 956 6280	to	6299	701 369 2005	to	2050	833 456 2567	to	2599	857 843 4000	to	4099
682 956 6490	to	6599	701 499 2260	to	2299	833 566 3015	to	3071	858 124 7644	to	7699
682 956 6700	to	6799	701 503 2247	to	2299	834 130 5200	to	5299	858 756 3111	to	3299
682 965 1178	to	1199	701 541 2271	to	2299	834 316 5444	to	5499	859 063 8200	to	8699
682 965 1201	to	1299	701 553 6557	to	6599	834 354 8747	to	8766	859 190 0600	to	0644
683 118 2389	to	2399	701 578 7460	to	7469	834 354 8824	to	8838	859 437 5538	to	5599
683 378 2000	to	2099	701 578 7475	to	7499	835 269 5700	to	5799	859 811 2888	to	2899
683 378 2117	to	2299	701 601 3457	to	3499	835 496 7303	to	7399	859 855 8873	to	8999
683 415 1200	to	1499	701 605 5913	to	5999	835 539 5200	to	5999	<b>860 240 8520</b>	<b>to</b>	<b>8599</b>
683 444 8159	to	8199	701 695 3982	to	3999	835 813 3015	to	3099	860 275 3900	to	3999
685 154 7780	to	7789	701 695 4148	to	4199	837 672 8967	to	8999	860 518 9629	to	9699
685 297 7645	to	7699	701 695 4227	to	4299	837 784 3282	to	3299	860 600 0021	to	0999
685 623 5264	to	5299	701 708 1741	to	1799	838 176 8377	to	8399	861 158 2350	to	2599
685 650 9487	to	9499	701 736 3966	to	3999	838 518 1257	to	1299	861 367 5400	to	5499
685 669 4200	to	4299	701 838 2800	to	2899	839 718 8257	to	8299	861 637 6010	to	6099
685 757 8452	to	8499	701 941 0600	to	0699	<b>840 323 0600</b>	<b>to</b>	<b>0699</b>	861 979 7292	to	7499
686 071 2694	to	2799	702 171 1603	to	1699	840 875 6235	to	6299	862 216 6100	to	6199
686 176 3333	to	3354	702 195 5109	to	5199	840 910 0900	to	0999	862 263 9213	to	9299
686 372 3200	to	3299	702 254 9300	to	9399	841 349 5000	to	5099	862 271 0800	to	0999
686 644 5879	to	5899	702 264 7569	to	7599	841 805 7747	to	7899	862 271 5000	to	5099
686 899 1371	to	1399	702 519 0513	to	0524	841 805 7944	to	8099	863 871 5138	to	5199

863 949 5300	to	5399	902 089 1253	to	1299	911 400 8948	to	8999	920 771 5321	to	5399
864 088 8200	to	8299	902 198 9769	to	9799	911 508 1620	to	1799	920 857 5500	to	5899
864 426 3972	to	3999	902 948 1269	to	1299	911 509 9310	to	9399	920 864 3480	to	3499
864 520 6117	to	6136	902 985 0833	to	0899	911 523 3000	to	3999	920 963 4567	to	4599
865 151 0526	to	0599	903 370 6934	to	6999	912 057 9922	to	9999	921 333 7400	to	7499
865 500 4034	to	4099	904 600 6523	to	6599	912 882 0563	to	0899	921 477 3762	to	3799
865 883 6082	to	6099	904 892 0378	to	0399	913 605 2218	to	2299	922 278 1048	to	1399
866 004 3000	to	3999	904 892 0648	to	1299	913 709 2429	to	2499	922 280 2019	to	2099
866 442 4100	to	4899	905 056 2216	to	2299	913 818 3501	to	3999	922 280 2233	to	2299
867 366 9108	to	9118	905 510 6647	to	6799	914 063 4300	to	4399	922 773 0459	to	0499
867 633 7403	to	7499	905 510 6900	to	7099	914 346 7621	to	7644	923 032 7000	to	7399
867 737 5623	to	5699	905 794 0000	to	0199	914 453 1366	to	1399	923 045 3630	to	3699
868 169 4529	to	4599	905 794 0288	to	0299	914 529 6185	to	6299	923 484 3600	to	3699
868 173 8400	to	8599	905 873 6900	to	6999	914 896 4658	to	4699	923 493 9403	to	9599
868 514 9000	to	9099	905 873 7100	to	7299	915 187 8774	to	8779	923 493 9681	to	9699
868 566 9200	to	9299	905 880 8900	to	8999	915 300 2783	to	2799	923 604 4424	to	4499
869 387 1150	to	1199	905 889 7100	to	7199	915 546 6822	to	6999	923 810 7800	to	8299
869 505 3500	to	3599	906 158 1508	to	1599	915 646 5183	to	5199	924 252 1200	to	1299
869 523 7033	to	7099	906 558 8812	to	8899	915 671 3963	to	3980	924 252 1400	to	1499
869 800 0000	to	999 9999	906 982 2214	to	2299	915 671 3982	to	3999	924 533 0711	to	0799
<b>870 054 4814</b>	<b>to</b>	<b>4899</b>	907 725 8500	to	8599	915 675 2217	to	2299	924 533 2343	to	2399
870 491 4812	to	4849	907 815 0216	to	0257	916 440 3377	to	3399	924 533 2428	to	2499
870 536 5820	to	5829	908 622 4225	to	4235	916 670 6352	to	6399	924 685 1957	to	1999
870 541 7167	to	7239	908 936 9254	to	9299	916 682 5300	to	5399	924 946 6300	to	6699
870 575 8155	to	8999	909 100 1787	to	1799	916 694 1414	to	1499	925 333 5900	to	6099
870 589 0485	to	0494	909 100 1900	to	2099	916 703 0802	to	0821	925 336 2300	to	2399
870 691 7060	to	7099	909 355 0422	to	0499	917 089 0709	to	0799	926 432 5907	to	5999
872 028 4850	to	4899	909 568 8900	to	9099	917 089 0842	to	0899	926 436 3600	to	3699
872 029 9306	to	9399	909 568 9300	to	9499	917 216 2928	to	2999	928 197 8100	to	8199
872 100 0445	to	0459	909 725 7307	to	7399	917 370 6300	to	6499	928 197 8283	to	8299
<b>900 556 4178</b>	<b>to</b>	<b>4199</b>	909 833 0947	to	0999	917 486 4900	to	4999	928 856 2059	to	2068
900 845 0044	to	0099	<b>910 219 8631</b>	<b>to</b>	<b>8699</b>	918 460 0602	to	0699	<b>930 219 1722</b>	<b>to</b>	<b>1799</b>
900 936 0217	to	0299	910 265 1100	to	1199	918 951 7231	to	7299	930 335 7810	to	7819
900 936 0435	to	0499	910 471 7273	to	7299	919 519 2786	to	2799	931 097 9259	to	9299
901 058 5255	to	5280	910 536 2505	to	2599	919 536 0770	to	0799	931 156 1502	to	1579
901 273 1082	to	1099	910 958 7499	to	7599	919 814 3095	to	3199	931 156 1600	to	1625
901 287 5143	to	5199	911 140 1000	to	2199	919 915 2774	to	2787	931 156 1671	to	1699
901 291 2789	to	2799	911 245 2545	to	2599	<b>920 155 4662</b>	<b>to</b>	<b>4687</b>	932 506 6400	to	6599
901 525 7122	to	7199	911 268 9077	to	9099	920 309 9039	to	9199			

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

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

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

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

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



752 206 861	to	7 100	762 439 261	to	9 290	773 125 387	to	5 410	<b>800 044 320</b>	<b>to</b>	<b>4 410</b>
752 295 241	to	5 600	762 524 158	to	4 220	773 179 320	to	9 410	800 211 901	to	2 440
752 731 351	to	1 410	762 584 872	to	4 970	773 202 989	to	3 140	800 427 530	to	7 540
752 767 441	to	7 470	762 593 431	to	3 460	773 208 991	to	9 290	800 872 741	to	2 830
753 008 941	to	9 030	763 155 160	to	5 180	773 231 311	to	1 340	801 349 801	to	9 830
753 194 311	to	4 370	763 178 631	to	8 660	773 348 739	to	8 940	801 676 681	to	7 100
753 620 378	to	0 400	763 506 001	to	6 060	773 348 739	to	8 940	802 967 821	to	7 940
754 013 917	to	3 940	763 522 141	to	2 470	773 575 891	to	5 950	803 217 601	to	7 780
754 161 061	to	1 120	763 717 694	to	7 800	773 852 971	to	3 030	803 729 731	to	9 850
754 358 445	to	8 610	763 826 461	to	6 520	775 373 449	to	3 460	803 747 402	to	7 520
754 410 451	to	0 660	763 900 460	to	0 471	<b>789 257 191</b>	<b>to</b>	<b>7 250</b>	804 138 181	to	8 420
754 438 393	to	8 410	763 900 479	to	0 530	<b>790 448 020</b>	<b>to</b>	<b>8 460</b>	804 682 411	to	2 710
754 493 109	to	3 130	763 917 271	to	7 750	790 597 485	to	7 530	805 272 525	to	2 540
754 664 182	to	4 220	764 125 801	to	5 860	790 911 883	to	1 900	805 523 445	to	3 460
754 816 377	to	6 470	764 284 525	to	4 560	791 057 441	to	7 550	805 745 704	to	5 730
755 487 421	to	7 600	764 526 241	to	6 330	791 239 081	to	9 290	806 452 907	to	2 980
755 592 901	to	3 140	764 601 421	to	1 600	791 374 483	to	4 500	806 744 781	to	4 850
755 790 020	to	0 030	764 650 231	to	0 470	791 387 971	to	8 030	806 982 181	to	2 300
755 791 730	to	1 800	764 984 371	to	4 850	791 447 521	to	7 850	807 764 791	to	4 910
755 926 951	to	7 070	765 003 667	to	3 680	791 451 151	to	1 240	808 089 931	to	9 960
755 934 332	to	4 510	765 042 517	to	2 540	791 500 009	to	0 470	808 656 423	to	6 450
755 957 701	to	8 000	765 194 728	to	4 970	791 771 431	to	1 490	808 753 771	to	3 800
755 962 981	to	3 280	765 387 365	to	7 450	792 004 293	to	4 320	809 189 001	to	9 010
756 035 371	to	5 490	765 541 801	to	2 100	792 018 379	to	8 420	809 886 879	to	6 930
756 301 257	to	1 290	765 638 461	to	8 970	792 070 621	to	0 740	809 890 489	to	0 500
756 371 565	to	1 580	765 647 101	to	7 190	792 145 211	to	5 230	<b>810 323 734</b>	<b>to</b>	<b>3 760</b>
756 876 031	to	6 120	765 813 781	to	4 029	792 391 381	to	1 620	810 367 116	to	7 140
756 876 151	to	6 240	765 879 314	to	9 390	792 452 779	to	2 790	810 526 351	to	6 500
756 970 129	to	0 140	765 954 001	to	4 030	792 772 728	to	2 770	810 806 911	to	6 940
757 059 613	to	9 630	766 120 286	to	0 320	792 903 511	to	3 990	810 807 211	to	7 240
757 078 540	to	8 560	766 125 716	to	5 750	793 282 518	to	2 533	811 423 021	to	3 110
757 086 209	to	6 240	766 158 824	to	8 840	794 041 831	to	2 040	811 517 221	to	7 239
757 240 591	to	0 650	766 388 433	to	8 460	794 397 709	to	7 780	811 721 101	to	1 130
757 277 371	to	7 700	766 509 421	to	9 660	794 581 741	to	2 040	812 025 721	to	5 900
757 291 591	to	2 730	766 572 901	to	3 020	794 592 122	to	2 150	812 093 073	to	3 130
757 964 251	to	4 280	766 748 500	to	8 521	795 032 251	to	2 340	812 100 821	to	0 840
758 067 001	to	7 090	767 024 341	to	4 370	795 796 291	to	6 350	812 465 251	to	5 610
758 105 221	to	5 250	767 326 471	to	6 590	796 070 139	to	0 160	812 918 341	to	8 670
758 324 941	to	5 000	767 332 561	to	2 950	796 143 151	to	3 630	812 918 701	to	8 760
758 593 628	to	3 650	768 009 841	to	9 960	796 159 725	to	9 740	813 050 491	to	0 520
758 709 038	to	9 060	768 011 489	to	1 520	796 169 306	to	9 340	813 073 171	to	3 200
758 744 101	to	4 160	768 177 980	to	7 990	796 373 406	to	3 430	813 398 476	to	8 550
758 850 883	to	0 900	768 391 081	to	1 170	796 602 961	to	3 050	813 713 971	to	4 000
758 860 951	to	1 550	768 661 569	to	1 650	796 708 441	to	8 500	814 789 330	to	9 349
759 152 851	to	2 880	769 000 051	to	0 080	796 886 281	to	6 430	814 984 656	to	4 680
759 740 941	to	1 090	769 050 841	to	0 900	796 901 701	to	2 000	815 016 020	to	6 030
<b>760 004 596</b>	<b>to</b>	<b>4 610</b>	769 159 081	to	9 178	796 975 466	to	5 590	815 199 410	to	9 420
760 118 191	to	8 250	769 737 496	to	7 510	797 272 917	to	2 950	815 240 491	to	0 520
760 155 001	to	5 090	769 778 491	to	8 730	797 519 441	to	9 460	815 755 591	to	5 620
760 378 002	to	8 020	769 827 331	to	7 450	797 519 731	to	0 240	815 755 622	to	5 650
760 692 722	to	2 749	<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	797 535 181	to	5 330	815 806 381	to	6 680
761 055 460	to	5 480	770 723 281	to	3 400	798 040 053	to	0 080	816 126 834	to	6 870
761 169 781	to	9 810	770 790 451	to	0 480	798 055 813	to	5 830	816 156 721	to	6 780
761 504 941	to	5 120	770 915 150	to	5 490	798 055 891	to	5 950	816 580 903	to	0 920
761 516 836	to	6 910	771 455 551	to	5 610	798 326 371	to	6 520	816 945 571	to	5 600
761 613 588	to	3 600	771 609 661	to	9 690	798 339 167	to	9 210	817 253 011	to	3 280
761 688 631	to	8 690	771 932 551	to	2 580	798 562 411	to	2 440	817 763 881	to	4 060
761 805 199	to	5 240	772 057 224	to	7 440	798 632 461	to	2 490	818 330 562	to	0 610
761 826 106	to	6 120	772 162 660	to	3 070	798 807 151	to	7 510	818 459 641	to	9 670
761 881 171	to	1 560	772 718 615	to	8 640	798 944 761	to	5 030	818 926 273	to	6 320
761 975 641	to	5 670	772 940 140	to	0 160	799 118 616	to	8 640	818 950 351	to	0 380
761 975 886	to	5 895	772 970 886	to	0 940	799 133 191	to	3 220	818 962 492	to	2 530
762 304 144	to	4 170	773 009 419	to	9 430	799 177 626	to	7 650	819 032 341	to	2 730
762 324 931	to	4 960	773 112 031	to	2 060	799 854 751	to	5 200	819 127 054	to	7 080

819 278 540	to	8 670	<b>820 034 406</b>	to	<b>4 430</b>	820 274 856	to	4 880	821 229 743	to	9 780
819 544 681	to	4 740	820 070 761	to	1 540	820 600 171	to	0 230	821 903 731	to	3 910
819 928 441	to	8 650	820 191 342	to	1 360	821 172 241	to	2 360	825 472 171	to	2 200

— Mail Theft and Violent Crimes Group, Postal Inspection Service, 8-16-07



## Verifying U.S. Postal Service Money Orders

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

1. Check that the amount does not exceed the legal limit: \$1,000 for domestic, and \$700 for international postal money orders.
2. Check that the proper security features are present:
  - When held to the light, a watermark of Benjamin Franklin is repeated from top to bottom on the left side.
  - When held to the light, a dark line (security thread) runs from top to bottom with the word "USPS" repeated.
  - There should be no discoloration around the dollar amounts, which might indicate the amounts were changes.

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

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

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

— *Value Added and Special Services,  
Product Development, 8-16-07*

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

— *Mail Theft and Violent Crimes Group,  
Postal Inspection Service, 8-16-07*

## 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.

— *Mail Theft and Violent Crimes Group,  
Postal Inspection Service, 8-16-07*

## Other Information

### Overseas Military Mail

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

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO ZIP Codes are active and which

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

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

The entries under “Changes” appear in bold in the APO/FPO Table starting below.

### Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AP 96220	Close	Immediately	
FPO AP 96601	Add V1	Immediately	A1,B,B1,V, V1
FPO AP 96620	Activate	Immediately	A1,B,B1,V

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

### APO/FPO Table

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09003	A1-B-B1-C-D-P-U-V	09095	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09007	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09307	A1-B-B1-N-V-Z1
09009	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09012	A1-B-B1-C-D-F-F1-U	09100	A1-B-B1-C-D-U	09201	A1-B-B1-C-C1-D-F-F1-H-M-R-R1-X-Y	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09013	A1-B-B1-C-D-F-F1-U-Z1	09102	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09014	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09212	A1-B-B1-C-D-U-V	09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09021	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09028	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U	09316	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09031	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U	09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09033	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09034	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U	09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09036	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U	09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09042	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09237	A1-B-B1-C-D-U-V	09322	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09045	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U	09324	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09046	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U	09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09053	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09250	A1-B-B1-C-D-U	09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09054	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U	09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09056	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U-V	09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09058	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U		
09059	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U		
09060	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09143	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U		
09067	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U		
09069	A-A1-B-B1-C-D-U-V	09165	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U		
09074	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09076	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09302	A-A1-B-B1-C-C1-E2-F-H1-M-N-R-V-Z1		
09080	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1		
09081	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09086	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U				
09089	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U				
09090	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U				
09094	A1-B-B1-C-D-F-F1	09182	A1-B-B1-C-D-U				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-M-R-V	09567	A1-B-B1-V-V1	09703	A1-B-B1-C-F1-U
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-M-R-V	09568	A1-B-B1-V	09704	A1-B-B1-C-D-V
09336	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-M-R-V	09569	A1-B-B1-V	09705	A1-B-B1-U
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09570	A1-B-B1-V	09706	A1-B-B1-C-N-U-V
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09573	A1-B-B1-V	09707	A1-B-B1-C-N-U-V
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09574	A1-B-B1-V	09708	A1-B-B1
09340	A-A1-B-B1-C1-F-R-V	09396	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09575	A1-B-B1-V-V1	09709	A1-B-B1-F1
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U	09576	A1-B-B1-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U
09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09420	A1-B-B1-C-C1-U	09577	A1-B-B1-V	09711	A1-B-B1-F1-Z1
09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09421	A1-B-B1-C-C1-U	09578	A1-B-B1-V	09713	A1-B-B1-C-F1
09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09447	A1-B-B1-C-C1-U-V	09579	A1-B-B1-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U
09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09454	A1-B-B1-C-C1-U-V	09581	A1-B-B1-V	09715	A1-B-B1-F1
09351	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09456	A1-B-B1-C-C1-H-H1-M-Z1	09582	A1-B-B1-V	09716	A1-B-B1-C-D-N-U-V
09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09459	A1-B-B1-C-C1-U	09586	A1-B-B1-V	09717	A1-B-B1-M-W
09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09587	A1-B-B1-V-V1	09718	A1-B-B1-F-I-N-U-V
09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09463	A1-B-B1-C-C1-U	09588	A1-B-B1-V-V1	09719	A1-B-B1-C-F1-V
09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09464	A1-B-B1-C-C1-U	09589	A1-B-B1-V-V1	09720	A1-B-B1-U-V
09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09590	A1-B-B1-V	09721	A1-B-B1-N-U-V-Z1
09358	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09591	A1-B-B1-V-V1	09722	A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-V-Z-Z1
09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09470	A1-B-B1-C-C1-U	09593	A1-B-B1-V	09723	A1-B-B1-N-U-V-Z1
09360	A1-B-B1-V	09494	A1-B-B1-C-C1-U	09594	A1-B-B1-V-V1	09724	A1-B-B1-C-C1-F1-M-R-R1-U
09361	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09496	A1-B-B1-C-C1-U-V	09596	A1-B-B1-V	09726	A1-B-B1-N-U-V
09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09498	A1-B-B1-C-C1-F-F1-F2-N-R-R1-T-U-V-Z1	09599	A1-B-B1-V	09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
09365	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09499	A1-B-B1-C-C1-U	09601	A1-B-B1-C-F-F1-U	09729	A1-B-B1-N-U-V
09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09501	A1-B-B1-V-V1	09602	A1-B-B1-C-F-F1-N-U	09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
09367	A-A1-B-B1-C1-E2-F-H1-M-R-V	09502	A1-B-B1-V	09603	A1-B-B1-C-F-F1-U	09731	A-A1-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z-Z1
09370	A-A1-B-B1-C1-E2-F-H1-M-R-V	09503	A1-B-B1-V	09604	A1-B-B1-C-F-F1-U	09732	A1-B-B1-N-V-Z1
09371	A-A1-B-B1-C1-E2-F-H1-M-R-V	09504	A1-B-B1-V-V1	09605	A1-B-B1-C-D-U-V	09733	A1-B-B1-V
09375	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09505	A1-B-B1-V-V1	09606	A1-B-B1-C-D-U-V	09734	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09506	A1-B-B1-V-V1	09609	A1-B-B1-C-F-U	09735	A1-B-B1-N-V-Z1
09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09507	A1-B-B1-V-V1	09610	A1-B-B1-C-F-U	09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
09386	A-A1-B-B1-C1-E2-F-H1-M-R-V	09508	A1-B-B1-V	09612	A1-B-B1-C-F-U	09737	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
		09509	A1-B-B1-V	09613	A1-B-B1-C-F-U-V	09738	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
		09510	A1-B-B1-V	09617	A1-B-B1-C-F-U	09739	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
		09511	A1-B-B1-V	09618	A1-B-B1-C-F-U	09740	A-A1-B-B1-C1-E2-F-F1-M-Z1
		09517	A1-B-B1-V	09620	A1-B-B1-C-F-U	09741	A-A1-B-B1-C1-E2-F-F1-H1-M-N-Q-R-R1-T-V-W-Y-Z-Z1
		09524	A1-B-B1-V	09621	A1-B-B1-C-F-U	09742	A-A1-B-B1-B2-F-F1-I-M-N-Q-R-T-V-Z-Z1
		09532	A1-B-B1-V	09622	A1-B-B1-C-F-U		
		09534	A1-B-B1-V	09623	A1-B-B1-C-F-U		
		09543	A1-B-B1-V	09624	A1-B-B1-C-F-U		
		09545	A1-B-B1-V	09625	A1-B-B1-C-F-U		
		09549	A1-B-B1-V	09626	A1-B-B1-C-F-U		
		09550	A1-B-B1-V	09627	A1-B-B1-C-F-U		
		09554	A1-B-B1-V	09630	A1-B-B1-C-F-U-V		
		09556	A1-B-B1-V	09631	A1-B-B1-C-F-U		
		09557	A1-B-B1-V	09636	A1-B-B1-C-F-U		
		09564	A1-B-B1-V	09642	A1-B-B1-N-U		
		09565	A1-B-B1-V	09643	A1-B-B1-U		
		09566	A1-B-B1-V	09644	A1-B-B1-U		
				09645	A1-B-U		
				09647	A1-B-B1-N-U		
				09648	A1-B-B1-N-U-V-Z1		
				09649	A1-B-B1-U		
				09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1		
				09702	A1-B-B1-C-C1-F1-M-R-R1-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09743	A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-V-Z-Z1	09841	A-A1-B-B1-U-Z1	34099	A1-B-B1-V-V1	96367	A1-B-B1-L-M-W
09744	A-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z-Z1	09842	A-A1-B-B1-Z1	96201	A-A1-B-B1	96368	A1-B-B1-M-W
09746	A-A1-B-B1-C-E1-N-V-Z-Z1	09844	A-A1-B-B1-C-F-N-U-V-Z1	96202	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2-M-W
09747	A1-B-B1-F-J-N-U-V-Z1	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	96203	A-A1-B-B1	96372	A1-B-B1-M-W
09749	A-A1-B-B1-F-I-N-R-R1-V-Z-Z1	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96204	A-A1-B-B1	96373	A1-B-B1-M-W
09750	A-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z-Z1	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96205	A-A1-B-B1-U	96374	A1-B-B1-M-W
09751	A1-B-B1-C-D-U-V	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	96206	A-A1-B-B1-U	96375	A1-B-B1-M-W
09777	A-A1-B-B1-C-E1-N	09865	A-A1-B-B1-V-Z1	96207	A-A1-B-B1-V	96376	A1-B-B1-M-W
09780	A-A1-B-B1-F-N-R-V	09868	A-A1-B-B1-U-V-Z1	96212	A-A1-B-B1-U	96377	A1-B-B1-M-W
09789	A-A1-B-B1-F-N-R-V	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96213	A-A1-B-B1-U	96378	A1-B-B1-M-W
09790	A-A1-B-B1-C1-F-R-V	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	96214	A-A1-B-B1-U	96379	A1-B-B1-M-W
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09892	A-A1-B-B1-E2-F-N-R-R1-V-Z1	96215	A-A1-B-B1-U-V	96384	A1-B-B1-M-W
09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09898	A1-B-B1-E2-F-H1-I-N-R-R1-U2-V-Z1	96217	A-A1-B-B1-U-V	96386	A1-B-B1-M-W
09804	A-A1-B-B1-F-V-Z1	34002	A1-B-B1-N-U-Z1	96218	A-A1-B-B1-U	96387	A1-B-B1-M-W
09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	96219	A-A1-B-B1-U-V	96388	A1-B-B1-M-W
09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34007	A-A1-B-B1-C1-F1-V-Z1	96221	A-A1-B-B1-U-V	96401	A1-B-B1-F-N-V-Z1
09808	A-A1-B-B1-C1-E2-F-H1-M-R-V	34008	A-A1-B-B1-C1-F1-V-Z1	96224	A-A1-B-B1-U	96426	A-A1-B-B1-C1-E2-F-H1-M-R-V
09809	A1-B-B1-V-Z1	34020	A1-B-B1-M-N-V-Z1	96257	A-A1-B-B1-U	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34021	A1-B-B1-M-N-V-Z1	96258	A-A1-B-B1-U	96501	A-A1-B-B1-N-V
09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96259	A-A1-B-B1-U	96507	A-A1-B-B1-F-V
09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34023	A1-B-B1-M-N-V-Z1	96260	A-A1-B-B1-U	96510	A1-B-B1-I-N-V
09815	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	34024	A1-B-B1-M-N-V-Z1	96262	A-A1-B-B1-U-V	96511	A1-B-B1-I-N-V
09817	A-A1-B-B1-B2-C1-E2-E3-F-F1-G-H-H1-I-M-N-Q-R-R1-T-V-Z-Z1	34025	A1-B-B1-F-N-U-V-Z1	96264	A-A1-B-B1-U	96515	A1-B-B1-F
09819	A-A1-B-F-P-V-Z1	34030	A1-B-B1-M-N-V-Z1	96266	A-A1-B-B1-U	96517	A1-B-B1-F-U3-V
09821	A-A1-B-F-V-Z1	34031	A1-B-B1-M-N-V-Z1	96267	A-A1-B-B1-U-V	96518	A1-B-B1-V
09822	A-A1-B-F-V-Z1	34032	A1-B-M-N-V-Z1	96269	A-A1-B-B1-U	96520	A1-B-B1-F-N-U3-V
09823	A-A1-B-F-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96271	A-A1-B-B1-U	96521	A1-B-B1-F-N-U3
09824	A-A1-B-F-V-Z1	34034	A1-B-B1-M-N-V-Z1	96275	A-A1-B-B1-V	96522	A1-B-B1-F-N-U
09825	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	34035	A1-B-B1-H-M-N-V-Z1	96276	A-A1-B-B1	96530	A-A1-B-B1-H-M-N-U-V
09827	A-A1-B-B1-F-F1-V	34036	A1-B-B1-M-N-U-V-Z1	96278	A-A1-B-B1-U	96531	A-A1-B-B1-H-M-U-V
09828	A1-B-N-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96283	A-A1-B-B1-U	96533	A-A1-B-B1-F
09830	A1-B-B1-C-N-V-Z1	34038	A1-B-B1-M-N-V-Z1	96284	A-A1-B-B1-U-V	96534	A-A1-B-B1-F
09831	A1-B-B1-F-N-U-V-Z1	34039	A1-B-N-V-Z1	96297	A-A1-B-B1-U	96535	A-A1-B-B1-F-V
09832	A-A1-B-B1-U1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96306	A1-B-B1-F-F1-F2-M-W	96536	A1-B-B1-V
09833	A1-B-B1-U1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96309	A1-B-B1-M-V-W	96537	A1-B-B1-V
09834	A1-B-B1-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1	96310	A1-B-B1-M-W	96538	A1-B-B1-V
09835	A-A1-B-B1-V-Z1	34044	A1-B-B1-D-F-M-N-V-Z1	96311	A1-B-B1-M-W	96540	A1-B-B1-V
09836	A-A1-B-B1-C-F-M-V-Z1	34050	A1-B-B1-V	96313	A1-B-B1-F-F1-F2-M-W	96541	A1-B-B1-V
09837	A1-B-B1-V-Z1	34055	A1-B-B1-N-V-Z1	96319	A1-B-B1-M-W	96542	A1-B-B1-V
09838	A1-B-B1-V-Z1	34058	A1-B-B1-V-Z1	96321	A1-B-B1-F-F1-F2-M-W	96543	A1-B-B1-P-V
09839	A-A1-B-B1-U-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96322	A1-B-B1-F-F1-F2-M-W	96544	A1-B-B1-F-N-U3-V
09840	A-A1-B-B1-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96323	A1-B-B1-M-V-W	96546	A1-B-B1-F-U3
		34079	A1-B-B1-F1-N-V-Z1	96326	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U
		34090	A1-B-B1-V	96328	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U
		34091	A1-B-B1-V	96330	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U-V
		34092	A1-B-B1-V-V1	96336	A1-B-B1-M-V-W	96551	A-A1-B-B1-H-M-U
		34093	A1-B-B1-V	96337	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U-V
		34095	A1-B-B1-V	96338	A1-B-B1-M-W	96554	A-A1-B-B1-H-M-U
		34098	A1-B-B1-V	96339	A1-B-B1-M-V-W	96555	A1-B-B1-F-M-V
				96347	A1-B-B1-F-F1-F2-M-W	96557	A1-B-B1-F-M-V
				96348	A1-B-B1-F-F1-F2-M-W	96562	A-A1-B-B1-B2-C-C1-D-E2-E3-F1-G-H-H1-I-M-N-R-R1-T-V-Z-Z1
				96349	A1-B-B1-F-F1-F2-M-W	96595	A1-B-B1-V
				96350	A1-B-B1-F-F1-F2-M-W	96598	A1-B-B1-N-V
				96351	A1-B-B1-F-F1-F2-M-W	96599	A1-B-B1-V
				96362	A1-B-B1-F-F1-F2-M-W		
				96365	A1-B-B1-M-V-W		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96601	A1-B-B1-V-V1	96614	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z-Z1	96660	A1-B-B1-V-V1	96674	A1-B-B1-V-V1
96602	A1-B-B1-V			96661	A1-B-B1-V-V1	96675	A1-B-B1-V
96603	A1-B-B1-V	96615	A-A1-B-B1-V	96662	A1-B-B1-V	96677	A1-B-B1-V-V1
96604	A1-B-B1-V	96616	A-A1-B-B1-V-Z1	96663	A1-B-B1-V	96678	A1-B-B1-V
96605	A1-B-B1-V-V1	96617	A1-B-B1-V	96664	A1-B-B1-V-V1	96679	A1-B-B1-V
96606	A1-B-B1-V	96619	A1-B-B1-V	96665	A1-B-B1-V	96681	A1-B-B1-V-V1
96607	A1-B-B1-V	<b>96620</b>	<b>A1-B-B1-V</b>	96666	A1-B-B1-V-V1	96682	A1-B-B1-V-V1
96608	A1-B-B1-V	96621	A1-B-B1-V	96667	A1-B-B1-V	96683	A1-B-B1-V-V1
96609	A1-B-B1-V	96622	A1-B-B1-V	96668	A1-B-B1-V-V1	96686	A1-B-B1-V-V1
96610	A1-B-B1-V	96624	A1-B-B1-V	96669	A1-B-B1-V-V1	96687	A1-B-B1-V-V1
96611	A1-B-B1-V	96628	A1-B-B1-V	96670	A1-B-B1-V-V1	96698	A1-B-B1-V-V1
96612	A1-B-B1-V	96634	A1-B-B1-V	96671	A1-B-B1-V-V1		
96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z-Z1	96643	A1-B-B1-V	96672	A1-B-B1-V		
		96657	A1-B-B1-V	96673	A1-B-B1-V-V1		

## RESTRICTIONS

### LEGEND

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

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

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

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

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

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

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

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

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

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

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

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

**D.** Coffee is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**N.** Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Z1.** The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No 0817E or 0818A) is required on all pouches and sacks.

— *International Network Operations,  
Network Operations Management, 8-16-07*



## Thrift Savings Plan Fact Sheet

Returns were updated August 1, 2007.

ANNUAL RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S * Fund	Wilshire 4500 Stock Index	I * Fund	EAFE Stock Index
1994	7.22	-2.96	-2.92	1.33	1.32	—	-2.66	—	7.75
1995	7.03	18.31	18.47	37.41	37.58	—	33.48	—	11.27
1996	6.76	3.66	3.63	22.85	22.96	18.52	17.18	6.27	6.14
1997	6.77	9.60	9.65	33.17	33.36	26.61	25.69	1.46	1.55
1998	5.74	8.70	8.69	28.44	28.58	7.51	8.63	20.46	20.09
1999	5.99	-0.85	-0.82	20.95	21.04	32.70	35.49	26.81	26.72
2000	6.42	11.67	11.63	-9.14	-9.10	-8.76	-15.77	-14.11	-14.17
2001	5.39	8.61	8.44	-11.94	-11.89	-2.22*	-2.52*	-15.42*	-14.88*
2002	5.00	10.27	10.26	-22.05	-22.10	-18.14	-17.80	-15.98	-15.94
2003	4.11	4.11	4.10	28.54	28.69	42.92	43.84	37.94	38.59
2004	4.30	4.30	4.34	10.82	10.88	18.03	18.10	20.00	20.25
2005	4.49	2.40	2.43	4.96	4.91	10.45	10.03	13.63	13.54
2006	4.93	4.40	4.33	15.79	15.79	15.30	15.28	26.32	26.34

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

2006 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S * Fund	Wilshire 4500 Stock Index	I * Fund	EAFE Stock Index
Aug	0.44	1.58	1.53	2.36	2.38	2.15	2.15	2.76	2.75
Sept	0.35	0.82	0.88	2.58	2.58	0.88	0.91	0.15	0.15
Oct	0.43	0.73	0.66	3.27	3.26	4.99	4.98	3.87	3.89
Nov	0.43	1.08	1.16	1.91	1.90	3.54	3.62	2.96	2.99
Dec	0.34	-0.54	-0.58	1.42	1.40	0.11	0.25	3.11	3.14
<b>2007</b>									
Jan	0.43	0.00	0.04	1.53	1.51	3.14	3.23	1.31	0.68
Feb	0.34	1.53	1.54	-1.95	-1.96	-0.26	-0.25	0.18	0.81
March	0.42	0.00	0.00	1.09	1.12	1.09	1.08	2.57	2.55
April	0.42	0.53	0.54	4.43	4.43	2.51	2.48	3.76	4.44
May	0.34	-0.70	-0.76	3.52	3.49	4.40	4.30	2.54	1.75
June	0.42	-0.27	-0.30	-1.70	-1.66	-1.53	-1.47	0.20	0.12
July	0.50	0.80	0.83	-3.10	-3.10	-4.57	-4.49	-2.39	-1.47
<b>LAST 12 MONTHS</b>	<b>4.97</b>	<b>5.68</b>	<b>5.58</b>	<b>16.14</b>	<b>16.13</b>	<b>17.27</b>	<b>17.70</b>	<b>22.93</b>	<b>23.91</b>

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

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

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

\* Implemented May 2001.

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

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

Returns were updated August 1, 2007

### L Funds

Annual Returns	L 2040	L 2030	L 2020	L 2010	L Income
2006	16.53	15.00	13.72	11.09	7.59
<b>2006</b>					
Monthly Returns	L 2040	L 2030	L 2020	L 2010	L Income
June	0.26	0.27	0.28	0.37	0.33
July	0.13	0.20	0.35	0.37	0.49
Aug	2.22	1.96	1.81	1.39	0.90
Sept	1.41	1.33	1.17	1.01	0.73
Oct	3.28	2.94	2.51	1.79	1.04
Nov	2.32	2.03	1.78	1.34	0.79
Dec	1.31	1.18	1.17	0.90	0.63
<b>2007</b>					
Jan	1.53	1.42	1.22	0.89	0.63
Feb	-0.64	-0.49	-0.38	-0.14	0.16
Mar	1.34	1.16	1.08	0.89	0.62
Apr	3.28	2.95	2.58	1.76	1.08
May	2.79	2.52	2.15	1.53	0.92
June	-0.92	-0.80	-0.54	-0.20	0.08
July	-2.52	-2.13	-1.75	-0.92	-0.23
<b>LAST 12 MONTHS</b>	<b>16.33</b>	<b>14.86</b>	<b>13.47</b>	<b>10.71</b>	<b>7.59</b>

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

## Forms (Continued)

### Revised PS Form 2130, Claim for Loss

Effective September 1, 2007, postmasters, managers, and supervisors at Post Offices™ and postal retail units must use the July 2007 edition of PS Form 2130, *Claim for Loss*, to report a financial loss. The revised form contains five reason codes to justify the request and provides space to explain the cause of loss.

#### Viewing the Form Online

PS Form 2130 is available on the Postal Service™ Intranet.

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

(The direct URL for the Forms Web site is <http://blue.usps.gov/formmgmt/forms.htm>.)

#### Obtaining Printed Copies

Employees may order copies of PS Form 2130 from the MDC 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 you place your first order.)

Use the following information to order PS Form 2130:

<b>PSIN:</b>	PS 2130
<b>PSN:</b>	7530-02-000-7390
<b>Quick Pick #:</b>	498
<b>Unit of Issue:</b>	SE
<b>Issue Increment:</b>	1
<b>Bulk Pack Quantity:</b>	N/A
<b>Price:</b>	\$0.0175
<b>Edition Date:</b>	07/07

This form appears on page [56](#) of this *Postal Bulletin*. Offices may reproduce this copy locally until they order and receive the form from the MDC.

See also the related article “Claim for Loss Procedures” on page [64](#) of this *Postal Bulletin*.

— Accounting Policy,  
Finance, 8-16-07



## Claim for Loss

## Section I — Request for Claim for Loss

Postal Installation		Installation Address	
State	ZIP + 4 Code®		
Telephone (Include area code)	Date of Loss (MM/DD/YYYY)	Finance Number	Unit ID
Cause of Loss (Explain)			

Reason Code	Type of Loss	Number of Items	Loss Amount
07	Burglary or Robbery		
08	Fire or Flood		
10	Uncollectible Employee Items		
14	Lost or Stolen Stamp Stock Shipment		
15	Embezzlement		

Submit to Manager, Finance (District Office) with the required supporting documentation(s).

## Section II — Manager, Finance (District Office)

Reason Code(s)	Amount	Approved <input type="checkbox"/>	Re-Submit <input type="checkbox"/>
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Comment:

Date (MM/DD/YYYY)	Manager, Finance Signature
-------------------	----------------------------

## Section III — Unit's 1412 Entry Upon Receipt from Manager, Finance

1412 Entry Clearing AIC	AIC _____	1412 AIC Offset	AIC 633, Claim for Loss
Amount			Date of Entry (MM/DD/YYYY)
Installation Head Signature			

# Information Desk

## Address Management

### Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	05-5208	94043	CA	Mountain View	San Mateo	Mountain View	Classified Station		
New	05-5208	94043	CA	Mountain View	San Mateo	Mountain View	Carrier Annex	04/27/2007	This announcement changes the type of postal facility from a classified station to a carrier annex.
Old	05-5988	95463	CA	Philo	Mendocino	Navarro	Community Post Office		
New	05-8646	95463	CA	Yorkville	Mendocino	Navarro	Community Post Office	07/25/2007	This announcement changes the administrative office for this ZIP Code™ from Philo CA to Yorkville CA. Continue to use Navarro CA 95463 as last line for addresses.
Old	05-8646	95463	CA	Yorkville	Mendocino	Navarro	Community Post Office		
New	05-8646	95463	CA	Yorkville	Mendocino	Navarro	Community Post Office	07/25/2007	This announcement expands the use of ZIP Code 95463 to include delivery.
Old	19-8822	67483	KS	Tampa	Marion	Main Office	Post Office	05/02/2003	Post Office™ discontinued. Retain ZIP Code. Establish a place name. Continue to use Tampa KS 67483 as last line of address.
New	19-7568	67483	KS	Ramona	Marion	Tampa	Place Name	07/21/2007	
Old	33-8550	08691	NJ	Trenton	Mercer	Main Office	Post Office		
New	33-6570	08535	NJ	Perrineville	Mercer	Main Office	Post Office	08/18/2007	Realign ZIP Code boundaries. Use Millstone Township NJ 08535 as last line of address for the 149 deliveries previously in ZIP Code 08691.
Old	33-3645	08520	NJ	Hightstown	Mercer	Main Office	Post Office		
New	33-6570	08535	NJ	Perrineville	Mercer	Main Office	Post Office	08/18/2007	Realign ZIP Code boundaries. Use Millstone Township NJ 08535 as last line of address for the 40 deliveries previously in ZIP Code 08520.
Old	39-2717	73003	OK	Edmond	Oklahoma	Main Office	Post Office		
New	39-2717	73012	OK	Edmond	Oklahoma	Main Office	Post Office	06/23/2007	Realign ZIP Code boundaries. Use Edmond OK 73012 as last line of address for the 115 deliveries previously in ZIP Code 73012.
Old	39-2717	73012	OK	Edmond	Oklahoma	Main Office	Post Office		
New	39-2717	73025	OK	Edmond	Oklahoma	Main Office	Post Office	06/23/2007	Realign ZIP Code boundaries. Use Edmond OK 73025 as last line of address for the 57 deliveries previously in ZIP Code 73025.
Old	39-2717	73025	OK	Edmond	Oklahoma	Main Office	Post Office		
New	39-2717	73012	OK	Edmond	Oklahoma	Main Office	Post Office	06/23/2007	Realign ZIP Code boundaries. Use Edmond OK 73012 as last line of address for the 8 deliveries previously in ZIP Code 73025.

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	39-6138 39-2717	73151 73013	OK OK	Oklahoma City Edmond	Oklahoma Oklahoma	Main Office Main Office	Post Office Post Office	06/23/2007	Realign ZIP Code boundaries. Use Edmond OK 73013 as last line of address for the 112 deliveries previously in ZIP Code 73151.
Old New	56-3400 56-5890	54311 54229	WI WI	Green Bay New Franken	Brown Brown	Main Office Main Office	Post Office Post Office	06/09/2007	Realign ZIP Code boundaries. Use New Franken WI 54229 as last line of address for the 13 deliveries previously in ZIP Code 54311.

— Address Management, Intelligent Mail and Address Quality, 8-16-07

## Domestic Mail

### Mail Transport Equipment Summer Roundup Program

The U.S. Postal Service® Mail Transport Equipment (MTE) group announces the kickoff of the Summer 2007 Roundup Program to collect equipment from customers. The program is intended to round up flat tubs, letter trays and sleeves, rolling stock (including hampers and cages), pallets, and mailbags that are not in use and return them to Postal Service™ inventory.

We are asking all mailers — from households to large mailing companies — to return Postal Service equipment during this collection effort.

Customers should return small quantities of MTE to their Post Office™ or nearby processing and distribution facility. For large quantities and equipment, such as pallets or hampers, customers should complete a pick-up request provided at <http://fast.usps.com/fast/mtereturns>.

The Postal Service spends millions of dollars every year on MTE to replenish inventory and ensure that both our business and our customers can function effectively. With the average cost of sleeves at \$0.50 each, flat tubs at \$3.50 each, and pallets at \$18.00 each, costs quickly add up.

This summer, help the Postal Service reduce MTE costs and encourage customers to return excess MTE.

— Mail Transport Equipment,  
Network Operations, 8-16-07



## History Revisited through the U. S. Postal Service

### JAMESTOWN

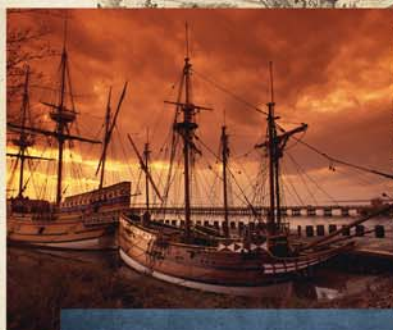
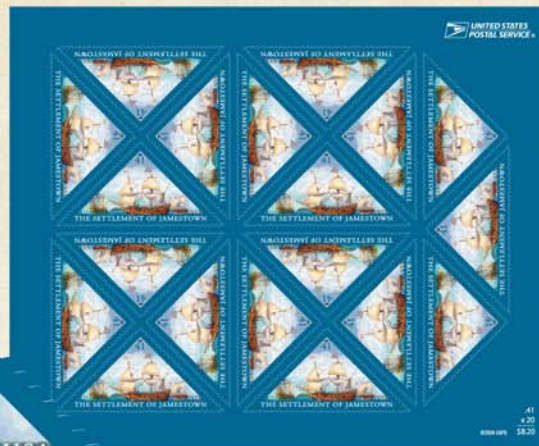
In 1497, colonists aboard the *Susan Constant*, *Godspeed*, and *Discovery* arrived in Virginia and founded Jamestown, the first permanent English settlement in the Americas. The painting below shows how the fortified town may have appeared during its early years.



### The Settlement of Jamestown

This souvenir sheet of 20 First-Class stamps commemorates the 400th anniversary of the settlement of Jamestown, Virginia. The stamp design features a painting of the *Susan Constant*, *Godspeed* and *Discovery* — the three ships that carried the first settlers to Jamestown.

Item #461040 \$8.20



### Commemorative Folio

Preserve *The Settlement of Jamestown* stamps inside this handsome, commemorative keepsake. Folio features striking images, a timeline, and interesting facts and profiles. Also includes a sheet of 20 stamps.

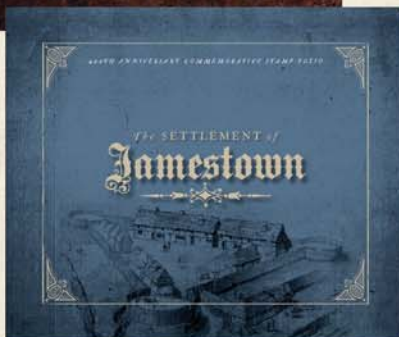
Item# 461075 \$15.95

You may order these products by calling us at 1 800 STAMP-24 (1-800-782-6724)

OFFER GOOD WHILE SUPPLIES LAST

**usps.com/shop**

Search for Jamestown to find more products available.



## HOW TO ORDER

PLEASE TYPE OR PRINT

If you would like us to mail your order to another address, please fill in this portion:

(Customer ID, if known, or Account Number)

(Name, Daytime Telephone Number)

(Mailing Address)

(City)

(State)

(ZIP+4)

YES, I would like to receive the following "The Settlement of Jamestown" products:

Item Number	Description	Price	Quantity	Amount Due
461040	Souvenir Sheet of 20 Stamps	\$ 8.20	_____	\$ _____
461075	Commemorative Folio w/Souvenir Sheet of 20 Stamps	15.95	_____	\$ _____
461078	Commemorative Print w/Souvenir Sheet of 20 Stamps	14.25	_____	\$ _____
461065	Digital Color Postmark First Day Cover	1.50	_____	\$ _____
461061	Black Pictorial Postmark First Day Cover	.79	_____	\$ _____
461091	Official First Day Issue Ceremony Cover Program with First Day Issue Postmark	6.95	_____	\$ _____
Shipping & Handling				\$ 1.00
<b>TOTAL AMOUNT DUE</b>				<b>\$ _____</b>

\_\_\_\_\_ I am enclosing a check or money order for the total amount, payable to the United States Postal Service.

\_\_\_\_\_ Check Number (required if paid by check)

\_\_\_\_\_ Please charge to my: \_\_\_ Discover/Novus \_\_\_ Visa \_\_\_ MasterCard \_\_\_ American Express \_\_\_ Diners Club

CARD# \_\_\_\_\_

Signature \_\_\_\_\_ Exp. Date \_\_\_\_\_

(required)

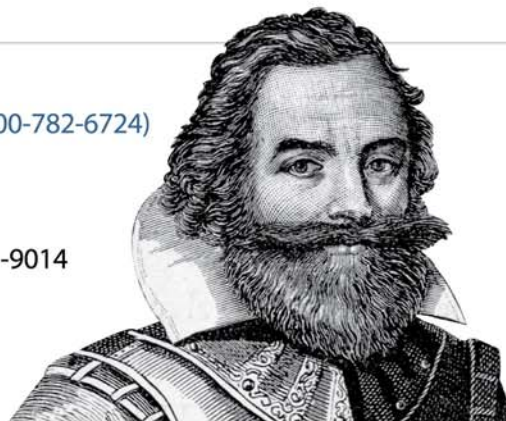
(required)

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## Finance

### Final Changes to Internal Revenue Service Regulations Concerning Form W-4

The Internal Revenue Service (IRS) has recently announced finalization of its regulations concerning employer reporting of certain Form W-4s, *Employee's Withholding Allowance Certificate*, received from their employees. These changes were first noted in *Postal Bulletin* 22160 (8-4-05, page 34). However, since there have been some addendums to the regulations as first posted in 2005, the article is reprinted with minor edits below. The addendums are described in the last paragraph of this article.

Prior to mid-2005, Section 31.3402(f)(2)-1(a-g) of the Internal Revenue Code required every employer to submit a copy of any W-4 on which an employee had claimed more than 10 withholding exemptions. With the change in regulation, employers (including the Postal Service™) are no longer required to send these W-4s to the IRS; however, employers must still submit a copy of any W-4 if directed to do so by a written notice from the IRS.

Unless the Postal Service receives written instructions from the IRS, withholdings will be based upon the information provided on the W-4 completed by each employee. However, in instances when the IRS has provided a written notice to the Postal Service, withholdings will be based upon both the number of allowances and the marital status as specified in the IRS notice. All specifications provided by the IRS concerning employee withholding remain in effect until a new IRS notice supersedes the original instructions. Both the IRS and the Postal Service will now send a copy of all notifications directly to the employee's address of record.

Following receipt of these IRS instructions, any employee wishing to claim either complete exemption or more withholding exemptions than stipulated by the IRS must submit a written request directly to the IRS. The updated regulations have removed the option of having an employee send a request to an employer for subsequent forwarding to the IRS. The Postal Service will not act upon or forward to the IRS any new W-4s or subsidiary materials from impacted employees. Employees may still change their withholding exemptions to less than the maximum number specified in the IRS notice. For example, if the IRS letter specifies "Single, 2" and an employee wishes to voluntarily change to "Single, 1" or "Single, 0", the employee will be able to reduce their number of withholdings.

The final regulations note that employees may be subject to penalties if they either claim excessive withholding exemptions on a W-4, or if they fail to file their tax returns and pay their full tax liabilities on a timely basis. Additionally, employers are now prohibited from accepting substitute W-4s from an employee. Any employee who attempts to submit a substitute form must be treated as having failed to furnish a form. In such an instance, the employer is required to withhold at the "Single, 0" rate. Also, employers are not required to furnish/forward the IRS information to anyone who has terminated their employment.

— Payroll,  
Finance, 8-16-07

### Notice: Household Diary Study

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

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

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

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

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

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

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

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

For additional information, contact either of the following individuals:

**John Pickett**

Telephone: 202-268-2641

Fax: 202-268-6841

e-mail: [john.pickett@usps.gov](mailto:john.pickett@usps.gov)

**John Mazzone**

Telephone: 202-268-4169

Fax: 202-268-6841

e-mail: [john.f.mazzone@usps.gov](mailto:john.f.mazzone@usps.gov)

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

— Office of Demand Forecasting and Economic Analysis,  
Finance, 8-16-07

## Revised Reason Codes for AICs 247 and 647

Effective September 1, 2007, Account Identifier Code (AIC) 247, *Financial Differences Overage*, and AIC 647, *Financial Differences Shortage*, have been revised to include additional reason codes. Postmasters, managers, and supervisors at Post Offices™ and postal retail units (PRUs) must use the appropriate reason codes to report and offset financial differences.

The postmaster, manager, supervisor, or designated employee is responsible for the following:

- Researching the discrepancy thoroughly.
- Initiating a PS Form 1908, *Financial Adjustment Memorandum*.

- Ensuring that the adjusting entries are made in the employee's PS Form 1412, *Daily Financial Report*, or the unit's PS Form 1412 on the following business day.

**Note:** Some offices use a system-generated PS Form 1412, and other offices use a paper version. When this article mentions "PS Form 1412," it refers to whichever version your office uses.

Expense reports may be monitored by using the Accounting Data Mart (ADM) Financial Performance Report (FPR) Net Financial Differences (AIC 247/647) Line Detail.

Reason Code	Description	When to Use	Action Required
01	Bank Discrepancy	<ul style="list-style-type: none"> <li>■ When clearing an expense issued by Accounting Services to the PRU using AIC 247 or 647 for a banking discrepancy.</li> <li>■ When a closeout person identifies a banking discrepancy locally and expenses it using AIC 247 or 647 in the unit's PS Form 1412.</li> </ul>	<p>Research the source of the difference (employee PS Form 1412 or bank deposit).</p> <p>Issue PS Form 1908 with the indicated discrepancy and the adjusting entries.</p>
02	PS Form 1412 Discrepancy	<ul style="list-style-type: none"> <li>■ When clearing an expense issued by Accounting Services to the PRU using AIC 247 or 647 for a PS Form 1412 discrepancy (e.g., unauthorized AICs, AIC 353 error, or AIC 840 error).</li> <li>■ When PRU identifies a PS Form 1412 discrepancy locally and expenses it using AIC 247 or 647 in the unit's PS Form 1412.</li> </ul>	<p>Research the source of the difference (employee PS Form 1412).</p> <p>Issue PS Form 1908 with the indicated discrepancy and the adjusting entries.</p>
03	Credit or Debit Card	<ul style="list-style-type: none"> <li>■ When clearing an expense issued by Accounting Services to the PRU using AIC 247 or 647 for a credit or debit card discrepancy.</li> <li>■ When PRU identifies a credit or debit card discrepancy locally and expenses it using AIC 247 or 647 in the unit's PS Form 1412.</li> </ul>	<p>Research the source of the difference (employee PS Form 1412 and credit and debit card report).</p> <p>Issue PS Form 1908 with the indicated discrepancy and the adjusting entries.</p>

Reason Code	Description	When to Use	Action Required
04	Money Order	<ul style="list-style-type: none"> <li>When clearing an expense issued by Accounting Services to the PRU using AIC 247 or 647 for a money order discrepancy.</li> <li>When PRU identifies a money order discrepancy locally and expenses it using AIC 247 or 647 in the unit PS Form 1412.</li> </ul>	<p>Research the source of the difference (employee PS Form 1412 and money order list or voucher).</p> <p>Issue PS Form 1908 with the indicated discrepancy and the adjusting entries.</p>
05	Stock Difference*	<ul style="list-style-type: none"> <li>When clearing an expense issued by Accounting Services to the PRU using AIC 247 or 647 for a stamp stock ledger discrepancy.</li> </ul>	<p>Research the source of the difference (unit PS Form 1412, PS Form 17, <i>Stamp Requisition/Stamp Return</i>, issued to and coming from a stamp distribution office or stamp services center, or stock transfer between units).</p> <p>* See examples below.</p>
06	Stamps by Mail	<ul style="list-style-type: none"> <li>When PRU uses AIC 647 to replace a lost or missing Stamps by Mail® order.</li> <li>When PRU uses AIC 247 to report a recovered Stamps by Mail order.</li> </ul>	<p>Customer completes PS Form 3533, <i>Application for Refund of Fees, Products, and Withdrawal of Customer Accounts</i>.</p> <p>Postmaster, manager, or supervisor approves PS Form 3533.</p> <p>Use PS Form 3533 as support documentation when using AIC 647 for replacement of lost Stamps by Mail orders.</p> <p>File PS Form 3533 locally.</p>
11	Cash Transfer	<ul style="list-style-type: none"> <li>When PRU uses AIC 647 to issue cash to an office or employee using PS Form 1096, <i>Receipt</i>, with name, office, and unit ID.</li> <li>When PRU uses AIC 247 to report cash received from an office or employee using PS Form 1096, with name, office, and unit ID.</li> </ul>	<p>Postmaster, manager, or supervisor must approve the transfer.</p> <p>The issuing office uses AIC 647, and the receiving office or employee uses AIC 247.</p> <p>File PS Form 1096 locally.</p>
13	Miscellaneous: Explain	<ul style="list-style-type: none"> <li>When clearing an expense issued by Accounting Services to the PRU using AIC 247 or 647 for a miscellaneous or other type expense (e.g., improperly accepted checks).</li> </ul>	<p>Research the source of the difference (employee PS Form 1412, check list, or other related documents).</p> <p>Issue PS Form 1908 with the indicated discrepancy and the adjusting entries.</p>
16	Recovered POS ONE Transactions	<ul style="list-style-type: none"> <li>When PRU uses AIC 247 or 647 to clear a POS ONE system-generated "Recovered Transaction" expense.</li> </ul>	<p>A closeout person must research and issue PS Form 1908 with the indicated discrepancy and the adjusting entries.</p> <p>File Recovered Transaction Report locally.</p>
17	Master Trust	<ul style="list-style-type: none"> <li>When clearing an expense issued by Accounting Services to the PRU using AIC 247 or 647 for a Master Trust balance discrepancy.</li> <li>When PRU identifies a Master Trust balance discrepancy locally and expenses it using AIC 247 or 647 in the unit PS Form 1412.</li> </ul>	<p>Research the source of the difference (employee PS Form 1412).</p> <p>Issue PS Form 1908 with the indicated discrepancy and the adjusting entries.</p>
25	Employee Item Utility	<ul style="list-style-type: none"> <li>When clearing an expense issued by Accounting Services to the PRU using AIC 247 or 647 for a difference between POS ONE employee items balance and ADM balance.</li> </ul>	<p>The unit will research the expense charge for resolution.</p> <p>POS ONE offices must use a manual log to track and resolve employee items that do not appear in the Unresolved Employee Items module.</p>

\* Stock Difference Examples

## Stock in Transit

Accounting Services will expense the unit after 30 days for the in-transit stock shipment using AIC 247 or 647. The postmaster, manager, supervisor, or designated employee must do the following:

1. Contact the sender (stamp distribution office, stamp services center, or other office) and request documentation for the shipment.
2. Research and identify if the shipment was received.

3. If the shipment is received but not reported, pick up the in-transit stock into the unit's accountability. (This will generate a credit expense offsetting the original debit expense.)
4. If the shipment is identified as lost or missing, do the following:
  - Notify the Office of Inspector General (OIG).
  - Notify the mail processing center (registry section if shipment was registered).

- Obtain OIG memorandum.
- Complete PS Form 2130, Claim for Loss.
- Follow the Claim for Loss process.

### Partial Stock Shipment Loss

The postmaster, manager, supervisor, or designated employee is responsible for the following:

1. Report the total amount as shown on PS Form 17 in AIC 841.
2. Record the shortage in AIC 767.
3. Clear the shortage in AIC 367 with an offset to AIC 647; use Reason Code 05.
4. File the appropriate supporting documentation along with a statement from either the stamp distribution office or stamp services center confirming stock was shipped.

### Stock Discrepancies in Sealed Packages

The postmaster, manager, supervisor, or designated employee must do the following:

1. Report the total amount as shown on PS Form 17 in AIC 841. Complete PS Form 8144, *Stamp Discrepancy Report*, in duplicate.
2. Forward the original PS Form 8144 to the address printed on the form.

3. Record the shortage in AIC 767 at the unit reserve stock.
4. Clear the shortage in AIC 367 with an offset to AIC 647; use Reason Code 05.
5. File appropriate supporting documentation along with a copy of PS Form 8144.

### Stamp Stock Destruction Discrepancy

If the district transfers an expense from the SDO/SSC to the unit for a stamp destruction difference, the postmaster, manager, supervisor, or designated employee must research and resolve the difference and do the following:

1. Conduct a count of stamp credit(s) if necessary.
2. Clear any related overages or shortages as follows:
  - AIC 457 with an offset to AIC 247; use Reason Code 05.
  - AIC 367 with an offset to AIC 647; use Reason Code 05.
3. File PS Form 17 certified by the stamp destruction committee as supporting documentation for the AIC 247 or 647 entries.

— Accounting Policy,  
Finance, 8-16-07

## Claim for Loss Procedures

Effective September 1, 2007, postmasters, managers, or supervisors at Post Offices™ and postal retail units must use AIC 633, *Claim for Loss*, to record an approved financial loss.

Use AIC 633 to record a financial loss when evidence establishes that the postmaster, manager, or supervisor complied with policies and procedures for managing the postal installation and is therefore personally relieved from financial loss upon approval.

Use AIC 180 to record any recovery of funds that were previously reported in AIC 633.

To report a financial loss, postmasters, managers, or supervisors must use the revised PS Form 2130, *Claim for Loss* (July 2007 edition), to initiate a claim for loss. The revised PS Form 2130 is restricted to five designated reason codes to justify the request and allows the requestor to explain the cause of loss.

Currently, a reason code is not required when making an entry to AIC 180 or AIC 633 in reporting systems, but will be programmed into systems at a later date.

The procedure for reporting a financial loss has two main parts: obtaining approval for the claim for loss and then recording the loss.

### Obtaining Approval of the Claim for Loss

1. The postmaster, manager, or supervisor completes PS Form 2130, *Claim for Loss*, (July 2007 edition) with supporting documentation and submits it to the district Finance manager.
2. The district Finance manager reviews PS Form 2130 and the supporting documentation. The district Finance manager may require the postmaster, manager, or supervisor to resubmit PS Form 2130 with additional explanation or documentation.
3. Upon approval, the district Finance manager returns PS Form 2130 and the supporting documentation to the originating Post Office.

### Recording the Claim for Loss

Upon receipt of approved PS Form 2130 from the district Finance manager, the postmaster, manager, or supervisor must do the following:

1. Perform the appropriate PS Form 1412 accounting entry.
2. Enter the following information on PS Form 2130, Section III, Unit's 1412 Entry:
  - Appropriate clearing AIC.

- Amount.
- Date the entry was performed.
- Signature.

3. File PS Form 2130 locally with the unit's PS Form 1412 and supporting documentation on the day the Claim for Loss accounting entries is made.

**Note:** At this time, a reason code is not required when making an entry in AIC 180 or AIC 633. At a later date, however, reporting technologies will be programmed with the appropriate reason codes for AIC 180 and 633.

Please refer to the "Claim for Loss" Table for additional procedures.

### Claim for Loss Table

Reason Code	Title	Description	Action	Accounting Entry
07	Burglary or Robbery	<b>Burglary</b> — Breaking into a Postal Service™ facility and taking possession of accountable items and Postal Service funds during non-operation hours. <b>Robbery</b> — Unlawfully taking of Postal Service funds or accountable items by the use of violence or intimidation during office hours.	The Postal Inspection Service ascertains the loss of the Postal Service funds and stamp stock inventory. An Inspection Service Investigative memorandum is required in support of these activities.	<b>Vending Stock Credit:</b> The loss was originally reported in AIC 612. Initiate PS Form 824, <i>Journal Entry Form</i> , to request moving the approved amount from AIC 612 to AIC 633. <b>SIA Retail Floor Stock:</b> The loss was originally reported in AIC 639. Initiate PS Form 824, <i>Journal Entry Form</i> , to request moving the approved amount from AIC 639 to AIC 633.
08	Fire or Flood	Postal Service facility partially destroyed due to fire, flood, or natural disaster.	An authorized Postal Service official ascertains the loss of the Postal Service funds and stamp stock inventory.	<b>Cash Credit Accountability:</b> The shortage was originally reported in AIC 764. On PS Form 1412, enter the approved amount into AIC 364 and offset to AIC 633.
15	Embezzlement	<b>Embezzlement</b> — Criminally taking and removing Postal Service funds or accountable items with the intent of depriving the Postal Service.	The OIG audits the Postal Service funds and stamp stock inventory. An OIG memorandum is required in support of these activities.	<b>Traditional Accountability:</b> The shortage was originally reported in AIC 767. On PS Form 1412, enter the approved amount into AIC 367 and offset to AIC 633.
10	Uncollectible Employee Items	<ul style="list-style-type: none"> <li>■ Uncollectible employee items due to pending debts not identified or documentation not available.</li> </ul> Or <ul style="list-style-type: none"> <li>■ Grievance-arbitration settlement. Amount due from Postal Service.</li> </ul>	The postmaster, manager, or supervisor provides written documentation as proof of efforts exhausted to resolve the debt or proof that Postal Service policies and procedures were enforced at the time of the loss. Grievance-arbitration settlement documentation required.	<b>Emergency Salary Cleared:</b> The original entry was reported in AIC 754. Use AIC 354 and offset with AIC 633. <b>Travel Advance Cleared:</b> The original entry was reported in AIC 755. Use AIC 355 and offset with AIC 633. <b>Cash Shortage Cleared:</b> The shortage was originally reported in AIC 764. Use AIC 364 and offset with AIC 633. <b>Stamp Credit Shortage Cleared:</b> The shortage was originally reported in AIC 767. Use AIC 367 and offset with AIC 633.
14	Lost or Stolen Stamp Stock Shipments	Registered stamp stock shipments from a stamp distribution office or stamp services center and not received at the unit, after it is determined the stock was lost or stolen.	The postmaster, manager, or supervisor contacts the Registry section and OIG for investigation. An OIG memorandum is required.	Original Accounting entry will be performed by Accounting Services as a debit to expense to the unit finance number after 30 days of original shipment date. Enter the approved amount into AIC 247, Financial Differences Overage, and offset to AIC 633.

See also the related article "Revised PS Form 2130, Claim for Loss" on page [55](#) of this *Postal Bulletin*.

— Accounting Policy, Finance, 8-16-07

## Correction: Fiscal Year End Closing Guidance

This article corrects the article "Fiscal Year End Closing Guidance: Message From the Controller" published in *Postal Bulletin* 22212 (8-2-07, pages 71–75).

In this section...	Note the following changes...
III.A	<ul style="list-style-type: none"> <li>In the first row of the table, the first column reads "Contract Authoring and Management System."</li> <li>The date by which the SMASC must receive receiving reports and certified invoices for goods and services is October 1.</li> </ul>
III.B	<ul style="list-style-type: none"> <li>The date by which the SMASC must receive receiving reports and certified invoices for goods and services is October 1.</li> <li>The fax number for submitting PS Form 8163 is 650-577-2520.</li> <li>The date by which PS Forms 8163 are due is October 1.</li> </ul>
IV	<ul style="list-style-type: none"> <li>The words "as a prior period credit" from the second sentence in the second paragraph are deleted.</li> </ul>
V.B	<ul style="list-style-type: none"> <li>The "Received by Date" for several forms has been changed.</li> </ul>

The entire article reappears on the following pages with the changes underlined.

### Fiscal Year 2007 Closing Guidance: Message From the Controller

I ask that each of you continue your efforts to control expenses. It is important that we carry this effort through to the end of the fiscal year by controlling discretionary activity. This does not mean curtailing business, but it does mean making prudent choices by deferring or eliminating non-critical activity, and purchasing goods or services throughout the year, rather than at the end of the fiscal year simply because there are available budget funds. Please encourage your contractors to bill us in a timely manner for goods received and services rendered, so we can recognize the expense before the end of the fiscal year. Additionally, I ask that you process accruals for goods received and services rendered, but not invoiced, as of September 30. Please note the minimum expense accrual is \$20,000.

The following instructions will assist you, when appropriate, in helping the Postal Service™ close its financial books in a timely and efficient manner.

**Lynn Malcolm**

Vice President, Controller

### I. Instructions for Fiscal Year 2007 Closing

All organizations are requested to limit their expenditures to essential spending. Accordingly, all vice presidents should review discretionary spending to ensure the Postal Service attains its financial target for this fiscal year (FY).

The instructions and reporting dates in this *Postal Bulletin* supplement procedures followed during the normal monthly or quarterly reporting schedule.

### I. Fiscal Year

The Postal Service prepares its annual reports on a government FY basis, which comprises 365 days (366 in leap years), always ending on September 30.

### III. Capital and Expense Commitment or Accrual Activities

#### A. Capital and Expense

Supply Management will not accept capital and expense requisitions and requests for contract modifications after September 7, unless work is currently under way on advance requirements or the buying manager grants an exception. Supply Management will accept capital purchase card transactions through September 14. Also, organizations should limit capital commitments, particularly Postal Service support equipment, to essential needs. The schedule for Supply Management processing is as follows:

For requisitions received...	Funds are processed as follows...
On or before September 7, 2007	Supply Management will attempt to issue the required contract or modification in time for the San Mateo ASC to process against FY 2007 funds.
On or after October 1, 2007	San Mateo will process against FY 2008 funds.

Organizations must forward hardcopy paper commitment documents to reach the San Mateo Accounting Service Center (SMASC) no later than September 21. The schedule for electronic files transmitted to the accounting services centers is as follows:

Send electronic files for...	To this ASC...	No later than...
<u>Contract Authoring and Management System (CAMS)</u>	San Mateo	September 25, 2007
Facilities capital commitments and expense payments	Saint Louis	September 30, 2007

Appropriate receiving reports or certified invoices for goods and services received by September 30 must be forwarded to the SMASC for receipt no later than October 1. Please expedite processing of receiving reports and certified invoices as these documents are used to charge expense to the proper FY. Additionally, review contracts to ensure sufficient funds are available by September 21 to process invoices and to process PS Form 8163, *Request for Fiscal Year Expense Accrual*.

Supply Management will process all requisitions for the issuance of contracts against FY 2007 funds according to the following priorities:

- Priority 1 — Capital commitment requisitions.
- Priority 2 — Expense commitment requisitions.

*B. Unpaid Expenses or Accruals for Goods and Services Received on or Before September 30 (Expense accrual minimum for FY 2007 is \$20,000.)*

For goods received or services rendered through September 30, if it is impossible to furnish a receiving report or certified invoice in time to reach the San Mateo ASC by October 1, and the expense per contract sequence number or miscellaneous (noncommitment) purchase or service is \$20,000 or more, the expense must be accrued.

Complete PS Form 8163. A copy is available on page [70](#) of this *Postal Bulletin*. PS Form 8163 is also available on the Postal Service Intranet. Go to <http://blue.usps.gov/forms>.

Transmit properly completed PS Forms 8163, along with appropriate supporting documentation, via e-mail to [SMASC ACCRUAL FORM8163@usps.gov](mailto:SMASC_ACCRUAL_FORM8163@usps.gov) or fax to [650-577-2520](tel:650-577-2520) no later than close of business Monday, October 1, 2007. Documents received at the SMASC pertaining to activities occurring October 1 and later will be recorded in FY 2008.

#### IV. Liquidation of Accruals

When submitting an actual certified invoice to liquidate an accrual, include the statement "Accrued to FY 2007" on the face of the document and a copy of the PS Form 8163 that was either e-mailed or faxed to the SMASC. Do not mail invoices to the Scanning and Imaging Center, mail these invoices and copies of PS Form 8163 directly to:

MANAGER  
ACCOUNTING SERVICE CENTER  
2700 CAMPUS DR  
SAN MATEO CA 94497-9401

Liquidate accruals as soon as possible. Offices must monitor their accruals and invoices to ensure that the accruals are properly liquidated. All FY 2007 accruals processed by the SMASC that are not liquidated by the end of November 2007 (FY 2008), will be reversed to a service-wide finance number. Subsequent invoices will be charged to the appropriate budget finance number as an FY 2008 expense.

#### V. Submission Schedules

Please use the following schedules relating to FY 2007 closing:

- Schedule I — Accrual Processing Information.
- Schedule II — Submission Processing.

#### A. Schedule I — Accrual Processing Information

The following are instances when items may be accrued using PS Form 8163 if goods or services have been received on or before September 30:

- You have not received a receiving report.
- The dollar amount must be \$20,000 or more.
- You will not get an invoice to certify for payment by September 30.

Document calculation of the accrual on PS Form 8163 or on a copy of a previous month's invoice. You may also use an adding machine tape as proof of the accrual calculation.

#### Service Maintenance Contract — Copier

Review the last invoice processed to determine the amount to accrue from the service ending date through September 30.

To estimate the accrual amount, perform the following calculation:

1. Calculate number of days to accrue (count from the first day of the next billing cycle through September 30).

For example:

Billing period last invoice = 8/19–9/17

Number of days to accrue = 13 (9/18–9/30)

2. Calculate the daily rate.

Divide the last invoice amount by the number of days in the billing period to determine a daily rate.

For example:

Invoice amount = \$60,000

Billing period = 30 days (8/19–9/17)

Daily rate = \$2,000 (\$60,000/30 days)

3. Calculate the accrual amount.

Multiply the daily rate calculated by the number of days that will be accrued.

For example:

Accrual amount = \$2,000 x 13 = \$26,000

**Note:** No service maintenance accruals should be made unless there are less than 12 monthly (or equivalent) invoices processed for the current FY. If there are less than 12 invoices processed (or equivalent), you should accrue for the missing invoices.

#### Utility Billing Accrual — Natural Gas and Electricity

Use the accrual amount calculation for service maintenance as shown above.

**Note:** Do not make any utility accruals unless there are less than 12 monthly (or equivalent) invoices processed for the current FY. If there are less than 12 invoices processed (or equivalent), you should accrue for the missing invoices.

### Other Goods or Services Accrual — Consultant Contract

Calculate the accrual amount.

Check with the vendor to validate the cost of goods or services received during the unbilled period ending September 30 and obtain the necessary supporting documentation.

**Note:** Do not accrue if the amount is less than \$20,000.

The following items may not be accrued on PS Form 8163:

- Basic pricing agreements (BPA).
- Bulk fuel deliveries, oil purchases, and vehicle parts.
- Capital.
- Carrier drive-outs.
- Credit card purchases<sup>1</sup>.
- Direct Vendor Delivery (DVD) and eBay purchases.
- FEDSTRIPs<sup>1</sup>.
- Gasoline credit card (fleet card) purchases.

- Government Printing Office (GPO) printings.
- Government travel accounts (GTAs).
- Imprest funds.
- Incentive awards.
- Inventory.
- Nonpostal training.
- Nonmetered fuel.
- Telecommunications (Raleigh).
- Relocation Management Firm (RMF) services<sup>1</sup>.
- Tort claims.
- Travel.
- Uniform allowances.
- Vehicle repairs on PS Form 4541, *Order-Invoice for Vehicle Repair (Commercial Work Order)*.

1. Do not place orders for DVD or eBay purchases from October 1 through October 4, 2007, except for critical needs.

### B. Schedule II — Submission Processing

The table below describes the schedule for submitting forms.

Form #	Item	Submit by	Submit to	Received by Date
N/A	Back pay awards	All offices	Eagan ASC	Aug 1
PS 7381	Requisition for Supplies, Services, or Equipment	All offices	Supply Management Headquarters	Sep 13
PS 17	Stamp Requisition/Stamp Return	Field offices	SSC/SDO	Sep 13
PS 1727	Award Recommendation/Authorization (Quality Step Increase)	All offices	eAwards	Sep 24
	Health Nurse (COHN) Award	All offices	eAwards	Sep 24
PS 1270	Idea Proposal	All offices	eAwards	Sep 24
N/A	Award Report	All offices	eAwards	Sep 24
N/A	PCES Recognition Authorization or Vice President Award Authorization for PCES in EAS Positions	All offices	eAwards	Sep 24
N/A	Individual EAS Recognition/Awards Program Authorization	All offices	eAwards	Sep 24
N/A	EAS Team Recognition Authorization	All offices	eAwards	Sep 24
RHD	Right-hand Drive Vehicle Incentive Award	All offices	Eagan ASC	Sep 24
PS 1839	Payment Record for Carrier Drive-Out Agreements	Field offices	Scanning & Imaging Ctr.	Sep 13
PS 1164-A	Claim for Reimbursement for Postal Supervisors (for Employee Business Expenses only)	Field offices	Scanning & Imaging Ctr.	Sep 13
N/A	Inspection Service/Office of Inspector General Award Forms	Field offices	Eagan ASC	Sep 24
N/A	Commercial Bank Reconciliations	US Bank, JP Morgan Chase, and Citibank	Eagan ASC	Oct 13
N/A	BPA cover sheets	All offices	San Mateo ASC	Oct 1
N/A	Capital and expense receiving report	All offices	San Mateo ASC	Oct 1
N/A	Certified invoices — supplies and services, bulk fuel and oil purchases, motor vehicle parts, nonmetered heating fuel	All offices	San Mateo ASC	Oct 1
PS 1782	Training Request and Authorization	All offices	San Mateo ASC	Oct 1
PS 8163	Request for Fiscal Year Expense Accrual	All offices	San Mateo ASC	Oct 1
PS 8230	Authorization for Payment	All offices	Scanning and Imaging Ctr.	Sep 29
PS 8232	Payment for Personal Services Contracts	Field offices	Scanning and Imaging Ctr.	Sep 24
PS 3533	Application for Refund of Fees, Products, and Withdrawal of Customer Accounts	Field offices	Scanning and Imaging Ctr.	Sep 29



Form #	Item	Submit by	Submit to	Received by Date
N/A	Tort claims	All offices	Scanning & Imaging Ctr.	Oct 1
N/A	eTravel (Approving Official)	All offices	St. Louis ASC	Oct 1
N/A	eTravel (Receipts)	All offices	Back Office	Oct 1
PS 1129	Cashier Reimbursement Voucher and/or Accountability Report (imprest fund)	All offices (imprest)	San Mateo ASC	Oct 1
N/A	Project facility system	Facilities	St. Louis ASC	Oct 1
N/A	Money order vouchers	Field offices	St. Louis ASC	Oct 1
PS 3637-G	Batch Header for Official Mail (attach supporting documents)	Field offices	Scanning & Imaging Ctr.	Oct 1
PS 4541	Order-Invoice for Vehicle Repair (commercial work order)	Field offices	Support VMF	Sep 27
PS 7370	Request for Funds Transfer	Field offices	District Budget Office	<u>Sep 27</u>
PS 8049	Vehicle Hire Pay Adjustment	Field offices	St. Louis ASC	Sep 26
N/A	Vehicle Hire Payment Certification reports	Field offices	Support VMF	Oct 1
SF 97	The U.S. Government Certificate of Release of a Motor Vehicle	Field offices	San Mateo ASC	Sep 28
N/A	Government bills of lading	National Traffic Service	San Mateo ASC	Sep 28
N/A	Capital commitments (CAMS) through APEX-CAMS electronic interface	Supply Management Headquarters	San Mateo ASC	Sep 25
N/A	Hardcopy paper commitment documents	Supply Management Headquarters	San Mateo ASC	Sep 21
N/A	Government Printing Office	Supply Management Headquarters	San Mateo ASC	Sep 21
N/A	Telecommunications	Raleigh Network Operations	San Mateo ASC	Sep 27
N/A	Government Travel Account (GTA)	St. Louis ASC	St. Louis ASC	Oct 1
N/A	Gasoline Credit Card (fleet card) payment and accrual	U.S. Bank	San Mateo ASC	Oct 1
N/A	Direct Vendor Delivery (DVD) and eBuy**	Topeka MDC	San Mateo ASC	Oct 1
N/A	U.S. Bank VISA accrual	U.S. Bank	San Mateo ASC	Oct 3
N/A	Relocation Management Firm (RMF) accruals	Accounting, Headquarters	San Mateo ASC	Oct 2
N/A	eBuy utilities	All offices	eBuy Post/Certify Module	Sep 29

\*\* Do not place orders for DVD or eBuy purchases from October 1 through October 4, 2007, except for critical needs.

Address questions concerning these instructions to the appropriate servicing Finance office.

— Accounting Policy, Finance, 8-16-07

**Request for Fiscal Year Expense Accrual**

Office Name \_\_\_\_\_

The following information is for processing fiscal year end accruals. These goods and/or services *have been received* during the period ending September 30, \_\_\_\_\_, and a *certified invoice or receiving report has not been submitted for payment*. All required vendor documentation to substantiate the accrual is attached. **Vendor documentation may include a letter from the vendor indicating unbilled charges or a copy of a previous bill where the billing amount is consistent.**

**Offices should review their contracts to ensure sufficient funds are available for their access.**

**Vendor Information**

Vendor Name	Contract/Task Order Number (If applicable)
-------------	--

**Complete the Information Below**

**Field Accrual** (Check if payment for accrual will be processed by San Mateo ASC.)

Sequence Number (If applicable)			
Amount (Per sequence, if applicable)			
Budgetary Finance Number			
General Ledger Account Number			

**Direct Questions Regarding This Accrual to the Following Postal Service Contact:**

Name	Telephone Number (Include Area Code)
------	--------------------------------------

**Authorization**

Authorizing Postal Official's Name	Title
Authorizing Postal Official's Signature	Date
Office Name	Telephone Number (Include Area Code)

Send via **Email** To:

SMASC\_ACCRUAL\_FORM8163

**OR**

Fax to: 650-577-2520

**ASC USE ONLY**

Vendor Number	Input By	Batch Number
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## Human Resources

### Form Number Correction to Payment for Lodging at the Bolger Center Article

The article, "Policy Change in Payment for Lodging at the William F. Bolger Center for Leadership Development" in *Postal Bulletin* 22211 (7-19-07), page 14, contained an error in a form number cited. The correct number of the

form is PS Form 1011, *Travel Advance Request and Itinerary Schedule*.

— Employee Development and Diversity,  
Human Resources, 8-16-07

## Marketing

### 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
8/18/07–8/21/07	JCP Wk. 29 BTS LPOTS	Standard/Flat & Letter	8.0	Nationwide	Car-Rt	Harte-Hanks
8/20/07–8/22/07	REI 2007 Labor Day Sale Flyer	Standard/Flat	3.388	Nationwide	3/5-Digit, Car-Rt	RR Donnelley, Lancaster, PA
8/20/07–8/23/07	Ginny's	Standard/Catalog	3.90	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
8/20/07–8/23/07	Seventh Avenue	Standard/Catalog	5.046	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
8/22/07–8/25/07	Ashro Lifestyle	Standard/Catalog	1.33	Nationwide	Barcoded, 3/5-Digit, Car-Rt	RR Donnelley, Mattoon, IL
8/23/07–8/28/07	Costco: Thank You for Being a Great Member \$1000 in Savings Inside	Standard/Letter	14.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Segerdahl
8/24/07–8/27/07	New Glucose Revolution	Standard/Flat	2.425	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Worldwide
8/25/07–8/27/07	JCP Wk. 30 Biggest Home Sale Catalog	Standard/Catalog	10.1	Nationwide	Car-Rt	Quebecorworld/RRD
8/25/07–8/28/07	JCP Wk. 30 BTS Credit Blowout	Standard/Flat & Letter	8.6	Nationwide	Car-Rt	Harte-Hanks
8/27/07–8/30/07	Through the Country Door	Standard/Catalog	4.845	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
8/27/07–8/31/07	USPS Dialogue	Standard/Postcard	132.5	Nationwide	Intelligent Mail Barcoded	Freedom Graphics
8/29/07–8/31/07	JCP Wk. 31 Destination Denim	Standard/Flat	1.6	Nationwide	Car-Rt	Harte-Hanks
8/29/07–9/01/07	The Swiss Colony	Standard/Catalog	1.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
8/31/07–9/03/07	Flip the Switch	Standard/Flat	1.25	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Worldwide

— Business Service Network Integration, Customer Service, 8-16-07

## Reusable Window Envelopes Used With Permit Imprint Mailings

In response to the growing interest in “green” products, a company called ecoenvelopes™ has developed a design for reusable window envelopes that can be used with permit imprint mailings, giving mailers more flexibility to print, distribute, and mail reusable window envelopes.

To facilitate this new design, the Postal Service™ worked with ecoenvelopes to change a mail preparation requirement that prohibited the placement of a facing identification mark (FIM) on the front (address) side of reusable window envelopes. Prior to the change, mailers were required to place the FIM on the reverse side of a reusable envelope, but that limited the design and use of a reusable window envelope. By revising *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) sections 601.6.5 and 708.9.1 to allow the use of a FIM on the address side of reusable window envelopes, the Postal Service paved the way for a cost-effective, simple-to-use solution that eliminates the need for a separate reply mail envelope and helps to conserve precious resources. Since permit imprint mailings do not pass through facer-canceller operations, the placement of a FIM on the address side of a reusable envelope does not affect processing operations. (See the article titled “DMM Revision: Facing Identification Marks on Reusable Envelopes” in *Postal Bulletin* 22199 (2-1-07, page 13).)

In ecoenvelopes’ design, the permit imprint indicia for the originating mailpiece is printed on the insert and displayed to the right of the address block through a glassine window, and the delivery barcode is also visible through the window. The appropriate FIM (A or C) is printed on the envelope. See Exhibit 1.

**Exhibit 1**



When the return method uses Business Reply Mail® service, the address block, delivery barcode, legend, horizontal bars, and “No Postage Necessary” indicia appear through the same glassine window. The appropriate FIM (A or C) is printed on the envelope. See Exhibit 2.

**Exhibit 2**



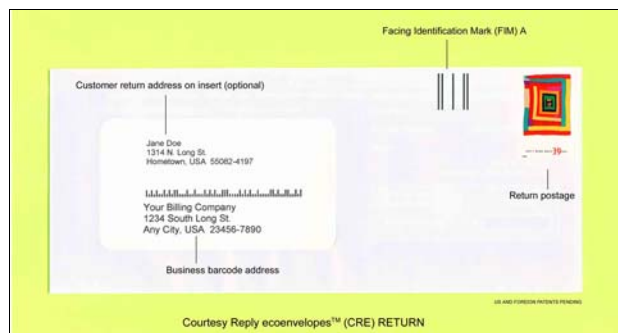
On the Courtesy Reply Mail™ outgoing envelope, the return address, address block, delivery barcode, and permit postage indicia appear through the window. The appropriate FIM (A or C) is printed on the envelope. See Exhibit 3.

**Exhibit 3**



On the Courtesy Reply Mail return envelope, the customer’s return address, delivery barcode, and address block appear through the window, and the postage is affixed to the envelope as usual. The appropriate FIM (A or C) is printed on the envelope. See Exhibit 4.

**Exhibit 4**



For more information about ecoenvelopes, see the company’s Web site at [www.ecoenvelopes.com](http://www.ecoenvelopes.com).

By working with companies such as ecoenvelopes to develop new and innovative strategies, the Postal Service is supporting efforts to save our resources and help protect our environment — in fact, nearly all of the more than half a billion Express Mail® and Priority Mail® packages and

envelopes that the Postal Service provides free of charge to customers each year are recyclable.

— *Correspondence and Transactions, Product Development, 8-16-07*

## Approved eVS Mailers

The parcel mailers listed in the table at the end of this article are currently the only ones authorized to manifest parcel mail using the Electronic Verification System (eVS) to pay for parcel mailings that are prepared under *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 705.2.9 and that meet the technical specifications in Publication 205, *Electronic Verification System Business and Technical Guide*.

Limited Brands Direct Fulfillment (LBD Fulfillment) — based in Reynoldsburg, Ohio, in the Columbus District — began mailing under eVS on August 6, 2007, with distribution to the following bulk mail centers:

- Atlanta, GA.
- Chicago, IL.
- Cincinnati, OH.
- Dallas, TX.
- Los Angeles, CA.
- Jersey City, NJ.
- Philadelphia, PA.
- San Francisco, CA.
- Springfield, MA.

FedEx SmartPost, which is testing eVS, is also permitted to place the “eVS” endorsement in the permit imprint indicia printed on its mailing labels. However, FedEx SmartPost is not using eVS for postage payment during this test.

## PS Form 8125

eVS mailers are not required to use PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*, with these exceptions:

- Cornerstone Shipping Solutions uses PS Form 8125 as an option to obtain a “start-the-clock” scan.
- DHL Express is required to use PS Form 8125 to document parcels presented at destination entry facilities. DHL Express prepares and pays for some destination entry parcels under eVS (such parcels are endorsed with “eVS” in the permit imprint indicia) and prepares and pays for other destination entry parcels under traditional PVDS manifesting procedures.
- FedEx SmartPost, which is testing eVS, is required to prepare and present PS Form 8125, along with all other paperwork required for PVDS manifesting procedures.

## Resources and Information

Mailers interested in eVS can obtain information about the program from the following sources:

- Publication 205, *Electronic Verification System Business and Technical Guide*. This publication contains business and technical information about eVS, with coding and file format updates for the implementation of new rates effective May 14, 2007. The publication is available online at <http://www.usps.com/cpim/ftp/pubs/pub205.pdf>.
- *PostalOne! Help Desk*. The Help Desk can provide general business and technical information about the program, provide required forms, and assist mailers in completing the eVS application. Mailers can contact the Help Desk either by e-mail at [postalone@usps.gov](mailto:postalone@usps.gov) or by telephone at 800-522-9085.

**Approved eVS Mailers — August 16, 2007**

<b>eVS Mailer</b>	<b>District Administering Office</b>	<b>Permit Location ZIP Code</b>	<b>Permit Imprint Number</b>	<b>Company Designation in Permit Imprint Indicia</b>	<b>Type of Entry Points</b>
AMAZON.COM 605 5TH AVE SO SEATTLE WA 98104-4438	Seattle	98134	895	AFS	DBMC
AMERICAN PARCEL SOLUTIONS 5445 HAROLD GATTY DR SALT LAKE CITY UT 84093-3751	Salt Lake City	84199	889	APS	DBMC, DDU
BLUE PACKAGE DELIVERY 1636 GERVAIS AVE STE 3 SAINT PAUL MN 55109-2136	Northland	55101	1088	BPD	DBMC, DDU
CORNERSTONE SHIPPING SOLUTIONS 1410 11TH ST W MILAN IL 61264-2264	Hawkeye	61201	103	CSS	DBMC, DDU, Origin
DHL EXPRESS 1200 S PINE ISLAND RD STE 600 PLANTATION FL 33324-4465	South Florida	33021	2416	DHL	DBMC, DDU
INTERNATIONAL BRIDGE INC 525 TECHNOLOGY AVE BLDG C OREM UT 84097-6203	Salt Lake City	84199	73	International Bridge	DBMC, DSCF, DDU
LBD FULFILLMENT 8659 EAST BROAD ST REYNOLDSBURG OH 43068-9715	Columbus	43218	245	LBD Fulfillment	DBMC, Origin
PICKUPOSTAL.COM 1125 LINDERO CANYON RD STE A8 WESTLAKE VILLAGE CA 91362-5474	Van Nuys	91362	195	PUP	DBMC, DDU
UPS WORLDWIDE FORWARDING INC 55 GLENLAKE PKWY NE FL 5 ATLANTA GA 30328-3474	Atlanta	30304	35	UPS	DDU

**Note:** International Bridge, Inc., is also doing business as ParcelPool.com.

— Business Mailer Support, Customer Service, 8-16-07

## Philately

### Stamp Announcement 07-39: Jury Duty



Copyright USPS 2006

On September 12, 2007, in New York, New York, the Postal Service™ will issue a 41-cent, *Jury Duty* commemorative stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 (Item 461700).

The stamp, designed by Lance Hidy of Merrimac, Massachusetts, goes on sale nationwide September 12, 2007.

With this stamp, the U.S. Postal Service® calls attention to the importance of jury service, a cornerstone of democracy in the United States. By showing a diverse group of 12 representative jurors in silhouette, art director Carl T. Herrman of Carlsbad, California, and designer Lance Hidy emphasize that the American jury system provides for trial by one's peers.

#### How to Order First Day of Issue Postmark

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

JURY DUTY STAMP  
POSTMASTER  
421 EIGHTH AVE RM 2029B  
NEW YORK NY 10199-9998

Issue:	<i>Jury Duty</i>
Item Number:	461700
Denomination & Type of Issue:	41-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	September 12, 2007, New York, NY 10199
Engraver:	N/A
Art Director:	Carl T. Herrman, Carlsbad, CA
Designer:	Lance Hidy, Merrimac, Massachusetts
Typographer:	Lance Hidy, Merrimac, Massachusetts
Artist:	Lance Hidy, Merrimac, Massachusetts
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset, Microprinting, "USPS"
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Mueller Martini, A 76
Stamps per Pane:	20
Print Quantity:	40 million stamps
Paper Type:	Prephosphored, Type I
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow, PMS 485 (Red)
Stamp Orientation:	Square
Image Area (w x h):	1.085 x 1.085 in./27.559 x 27.559 mm
Overall Size (w x h):	1.225 x 1.225 in./31.115 x 31.115 mm
Full Pane Size (w x h):	5.9 x 7.12 in./149.86 x 180.848 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"P" followed by five (5) single digits
Marginal Markings:	
Front:	© 2006 USPS • Plate position diagram • Price ".41 x 20 = \$8.20" • 4 plate numbers
Back:	Descriptive text • Barcode "461700" • USPS logo

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 November 11, 2007.

#### How to Order First Day Covers

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

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

**Philatelic Products**

There are three philatelic products available for this stamp issue:

- 461761, First Day Cover, \$0.79.
- 461791, Ceremony Program, \$6.95.
- 461793, Cancellation Keepsake (First Day Cover w/ Pane), \$8.99.

**Distribution: Item 461700, 41-cent Jury Duty, PSA Pane of 20 Stamps**

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

**Initial Supply to Post Offices**

SDOs will make a subsequent automatic distribution to Post Offices of one-fourth their full standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before September 7, 2007.

**Additional Supply**

Post Offices requiring additional stamps must requisition Item 461700 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the San Francisco, Chicago, New York, and Memphis APDs will each receive 1,520,000 additional stamps; and the Denver APD will receive 560,000 additional stamps.

**Sales Policy**

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

— Stamp Services,  
Government Relations, 8-16-07



## Stamp Announcement 07-40: Mendez v. Westminster



Copyright 2006 USPS

On September 14, 2007, in Santa Ana, California, the Postal Service™ will issue a 41-cent, *Mendez v. Westminster* commemorative stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 (Item 461600). Designed by Ethel Kessler of Bethesda, Maryland, the stamp goes on sale nationwide September 14, 2007.

The U.S. Postal Service® marks the 60th anniversary of a groundbreaking World War II-era legal case in which a group of civic-minded Hispanic parents in California successfully sued to end segregation in their schools. According to stamp's art director and designer Ethel Kessler, the illustration by Rafael Lopez, a native of Mexico City who maintains his studio in San Diego, California, "masterfully integrated the look of the Mexican muralists with the idea of looking forward to the light."

### How to Order First Day of Issue Postmark

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

MENDEZ V WESTMINSTER STAMP  
POSTMASTER  
SANTA ANA NORTH GRAND POST OFFICE  
2201 N GRAND AVE  
SANTA ANA CA 92711-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by November 13, 2007.

### How to Order First Day Covers

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

Issue:	<i>Mendez v. Westminster</i>
Item Number:	461600
Denomination & Type of Issue:	41-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	September 14, 2007, Santa Ana, CA 92711
Engraver:	N/A
Art Director:	Ethel Kessler, Bethesda, MD
Designer:	Ethel Kessler, Bethesda, MD
Typographer:	Ethel Kessler, Bethesda, MD
Artist:	Rafael Lopez, San Diego, CA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset, Microprinting, "USPS"
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Mueller Martini, A 76
Stamps per Pane:	20
Print Quantity:	40 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow
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./36.624 x 24.892 mm
Full Pane Size (w x h):	7.24 x 5.95 in./183.896 x 151.130 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"P" followed by four (4) single digits
Marginal Markings:	
Front:	© 2006 USPS • Plate position diagram • Price ".41 x 20 = \$8.20" • 4 plate numbers
Back:	Descriptive text on back of stamp • Barcode "461600" • USPS logo

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:

- 461661, First Day Cover, \$0.79.
- 461691, Ceremony Program, \$6.95.
- 461693, Cancellation Keepsake (First Day Cover w/ Pane), \$8.99.

### Distribution: Item 461600, 41-cent Mendez v. Westminster, PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) will receive approximately 30 to 35 percent of their full standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

### Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of one-fourth their full standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before September 7, 2007.

### Additional Supply

Post Offices requiring additional stamps must requisition Item 461600 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the San Francisco APD will receive 3,200,000 additional

stamps; the Memphis APD will receive 2,400,000 additional stamps; the Chicago and New York APDs will each receive 2,160,000 additional stamps; and the Denver APD will receive 800,000 additional stamps.

### Sales Policy

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

— Stamp Services,  
Government Relations, 8-16-07

### Pictorial Postmark Correction

In the article "Pictorial Postmarks" in *Postal Bulletin* 22212 (8-2-07, pages 92–100), the ZIP Code™ for the address to receive the DeKalb Homecoming Association pictorial postmark was incorrect. The correct ZIP Code, however, was provided in the pictorial postmark's artwork. Both the artwork and the address are provided here with the correct ZIP Code.



DeKalb Homecoming Station  
August 9, 2007  
DeKalb, Missouri 64440  
DeKalb Homecoming Association  
Established 1948

August 9–11, 2007

DeKalb Homecoming Association  
DEKALB HOMECOMING STATION  
POSTMASTER  
503 MAIN ST  
DEKALB MO 64440-9998

— Stamp Services,  
Government Relations, 8-16-07

### Corrections: Stamp Announcement 07-25: Pollination

In the article "Stamp Announcement 07-25: Pollination" in *Postal Bulletin* 22207 (5-24-07, pages 56–57), in the technical details table, Richard Sheaff, of Scottsdale, AZ, is erroneously listed as the photographer. There is no photographer for the *Pollination* stamp issue in four designs. Steve Buchanan, of Winsted, CT, who was listed in the technical details table as the stamp designer is also the stamp illustrator.

— Stamp Services, Government Relations, 8-16-07

### Update: American Flag (2007) Stamp

The article "Stamp Announcement 07-33: American Flag (2007)" in *Postal Bulletin* 22211 (7-19-07, pages 19–24) states that the PSA coil of 100 (Item 784800) will be available in three versions printed by three suppliers. Initial stock of Item 784800 will be supplied only by Avery Dennison. Sennett Security Product and Ashton Potter

versions of this item are not presently available. Both versions will be available at a later date.

— Stamp Services,  
Government Relations, 8-16-07

## 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 are illustrations of those postmarks.

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

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

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

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

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

The following pictorial postmarks have been extended for 30 days:



June 25, 2007  
Oak Hill Academy  
OHA STATION  
POSTMASTER  
PO BOX 9998  
MOUTH OF WILSON VA 24363-9998

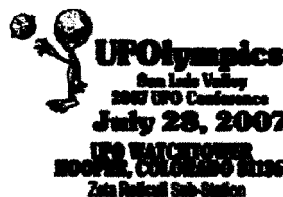


July 26, 2007  
U.S. Postal Service  
PONY SWIM STATION  
POSTMASTER  
PO BOX 9998  
CHINCOTEAGUE ISLAND VA 23336-9998

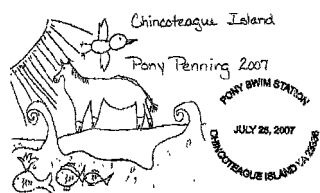


Commissioning Sta.  
NOAA Ship  
HENRY B. BIGELOW  
R 225  
July 16, 2007  
Norfolk VA 23513

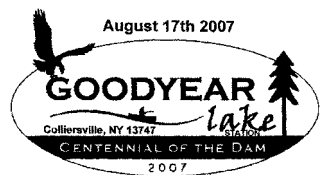
July 16, 2007  
U.S. Postal Service  
COMMISSIONING STATION  
CUSTOMER RELATIONS  
COORDINATOR  
2600 ELTHAM AVE STE 109  
NORFOLK VA 23513-2505



July 28, 2007  
UFO Watchtower  
UFOLYMPICS ZETA RETICULI SUB  
STATION  
POSTMASTER  
PO BOX 9998  
HOOPER CO 81136-9998



July 25, 2007  
U.S. Postal Service  
PONY SWIM STATION  
POSTMASTER  
PO BOX 9998  
CHINCOTEAGUE ISLAND VA  
23336-9998



August 17-18, 2007  
Goodyear Lake Association  
CENTENNIAL OF THE DAM STATION  
POSTMASTER  
PO BOX 9998  
COLLIERSVILLE NY 13747-9998

Goodyear Lake Association  
CENTENNIAL OF THE DAM STATION  
POSTMASTER  
PO BOX 9998  
MILFORD NY 13807-9998

Goodyear Lake Association  
CENTENNIAL OF THE DAM STATION  
POSTMASTER  
PO BOX 9998  
PORTLANDVILLE NY 13834-9998

Goodyear Lake Association  
CENTENNIAL OF THE DAM STATION  
POSTMASTER  
PO BOX 9998  
MARYLAND NY 12116-9998

Goodyear Lake Association  
CENTENNIAL OF THE DAM STATION  
POSTMASTER  
PO BOX 9998  
ONEONTA NY 13820-9998



**WHITNEY  
STATION  
JULY 28,  
2007**

Saratoga Springs  
New York 12866

July 26, 2007

New York Racing Authority  
THE WHITNEY HANDICAP STATION  
POSTMASTER  
245 WASHINGTON ST  
SARATOGA SPRINGS NY 12866-  
9998

**NATIONAL DAY of the COWBOY**  
Carrizozo Station



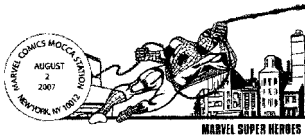
July 28, 2007

U.S. Postal Service  
CARRIZOZO STATION  
POSTMASTER  
PO BOX 9998  
FORT STANTON NM 88323-9998



August 2, 2007

U.S. Postal Service  
MARVEL COMICS MOCCA STATION  
SPECIAL EVENTS JAF BLDG  
421 EIGHTH AVE RM 2029B  
NEW YORK NY 10001-9998



August 2, 2007

U.S. Postal Service  
MARVEL COMICS MOCCA STATION  
SPECIAL EVENTS JAF BLDG  
421 EIGHTH AVE RM 2029B  
NEW YORK NY 10001-9998



August 2, 2007

U.S. Postal Service  
MARVEL COMICS MOCCA STATION  
SPECIAL EVENTS JAF BLDG  
421 EIGHTH AVE RM 2029B  
NEW YORK NY 10001-9998



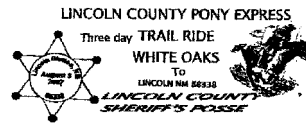
August 2, 2007

U.S. Postal Service  
MARVEL COMICS MOCCA STATION  
SPECIAL EVENTS JAF BLDG  
421 EIGHTH AVE RM 2029B  
NEW YORK NY 10001-9998



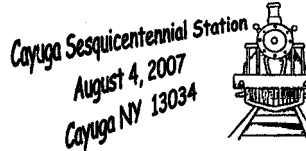
August 2, 2007

U.S. Postal Service  
MARVEL COMICS MOCCA STATION  
SPECIAL EVENTS JAF BLDG  
421 EIGHTH AVE RM 2029B  
NEW YORK NY 10001-9998



August 3, 2007

Lincoln County Sheriff Posse  
LINCOLN STATION  
POSTMASTER  
PO BOX 9998  
FORT STANTON NM 88323-9998



August 4, 2007

Village of Cayuga Board of Trustees  
CAYUGA SESQUICENTENNIAL  
STATION  
POSTMASTER  
6198 CENTER ST  
CAYUGA NY 13034-9998



August 4, 2007

Town of Minetto  
DUBOIS HOTEL STATION  
POSTMASTER  
PO BOX 9998  
MINETTO NY 13115-9998



COVERED BRIDGES REVIVAL  
2007 STATION

AUGUST 4, 2007  
CAMBRIDGE, NY 12816

August 4, 2007

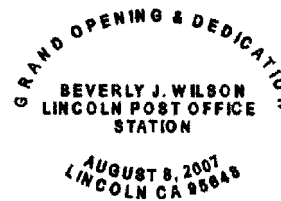
Washington County Covered Bridge  
Advisory Committee  
COVERED BRIDGES REVIVAL 2007  
STATION  
POSTMASTER  
51 E MAIN ST  
CAMBRIDGE NY 12816-9998



PURPLE HEART STATION

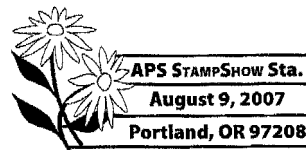
August 7, 2007

Lawson Cox VFW Post 7679  
PURPLE HEART STATION  
POSTMASTER  
20 MANTUA BLVD  
MANTUA NJ 08051-9998



August 8, 2007

U.S. Postal Service Lincoln Post  
Office Grand Opening and  
Dedication  
BEVERLY J WILSON LINCOLN POST  
OFFICE STATION  
POSTMASTER  
200 GATEWAY DR  
LINCOLN CA 95648-9998



August 9-12, 2007

APS and U.S. Postal Service  
APS STAMP SHOW STATION  
POSTMASTER PHILATELIC  
SERVICES  
PO BOX 3480  
PORTLAND OR 97208-9998



**Silver Puck Station**  
Colgate University  
Hamilton NY 13346  
August 11 2007

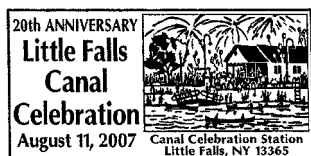
August 11, 2007  
Colgate University  
SILVER PUCK STATION  
POSTMASTER  
PO BOX 9998  
HAMILTON NY 13346-9998



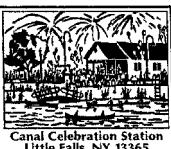
Celebrate the wind

Wind Tower Station  
August 11 2007  
Martinsburg NY 13404

August 11, 2007  
Martinsburg Historical Society  
WIND TOWER STATION  
POSTMASTER  
PO BOX 9998  
MARTINSBURG NY 13404-9998

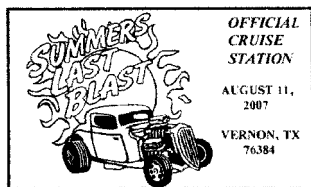


20th ANNIVERSARY  
**Little Falls Canal Celebration**  
August 11, 2007



Canal Celebration Station  
Little Falls, NY 13365

August 11, 2007  
Little Falls Canal Celebration Committee  
CANAL CELEBRATION STATION  
POSTMASTER  
25 W MAIN ST  
LITTLE FALLS NY 13365-9998



OFFICIAL  
CRUISE  
STATION

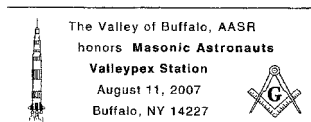
AUGUST 11,  
2007  
VERNON, TX  
76384

August 11, 2007  
U.S. Postal Service  
OFFICIAL CRUISE STATION  
POSTMASTER  
1701 TEXAS ST  
VERNON TX 76384-9998



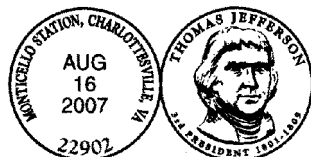
**Salisbury Old Home Day Station**  
August 11, 2007  
Salisbury, NH  
03268

August 11, 2007  
Salisbury Historical Society  
SALISBURY OLD HOME DAY STATION  
POSTMASTER  
269 OLD TURNPIKE RD  
SALISBURY NH 03268-9998

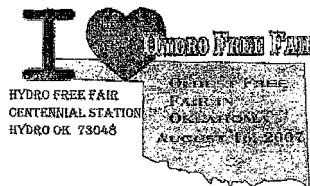


The Valley of Buffalo, AASR  
honors Masonic Astronauts  
Valleypex Station  
August 11, 2007  
Buffalo, NY 14227

August 11, 2007  
Valley of Buffalo AASR  
VALLEYPEX STATION  
POSTMASTER  
1200 WILLIAM ST  
BUFFALO NY 14240-9998



August 16, 2007  
United States Mint and Uncover Corporation  
MONTICELLO STATION  
POSTMASTER  
1155 SEMINOLE TRAIL  
CHARLOTTESVILLE VA 22906-9998



HYDRO FREE FAIR  
CENTENNIAL STATION  
HYDRO OK 73048

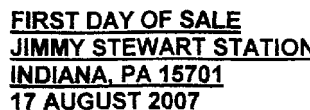


August 16, 2007  
Hydro Community Club  
HYDRO FREE FAIR CENTENNIAL STATION  
POSTMASTER  
221 W MAIN ST  
HYDRO OK 73048-9998



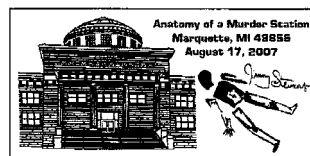
125th Anniversary Station  
1882-2007  
Royal, IL 61871  
August 16, 2007

August 16-19, 2007  
Village of Royal  
125 YEAR CELEBRATION STATION  
POSTMASTER  
104 CHESTER ST  
ROYAL IL 61871-9998



**FIRST DAY OF SALE**  
**JIMMY STEWART STATION**  
**INDIANA, PA 15701**  
**17 AUGUST 2007**

August 17, 2007  
James M. Stewart Foundation  
JIMMY STEWART STATION  
POSTMASTER  
47 S 7TH ST  
INDIANA PA 15701-9998



Anatomy of a Murder Station  
Marquette, MI 49855  
August 17, 2007

August 17, 2007  
Marquette Chamber of Commerce  
ANATOMY OF A MURDER STATION  
POSTMASTER  
PO BOX 9998  
MARQUETTE MI 49855-9998



30th ANNIVERSARY  
OF THE LAUNCH  
OF VOYAGER

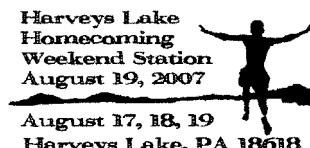
GLENN RESEARCH CENTER STATION  
AUGUST 17, 2007  
CLEVELAND, OH 44135

August 17, 2007  
U.S. Postal Service  
GLENN RESEARCH CENTER STATION  
STATION MGR JESSE OWENS POST OFFICE  
5600 WOODLAND AVE  
CLEVELAND OH 44101-9998



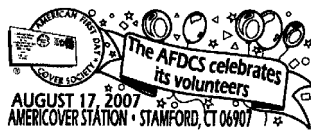
Danish Festival  
August 17, 2007  
Dane Station  
Greenville MI 48838

August 17, 2007  
Danish Festival Committee  
DANE STATION  
POSTMASTER  
PO BOX 9998  
GREENVILLE MI 48838-9998



**Harveys Lake Homecoming Weekend Station**  
**August 17, 18, 19**  
**Harveys Lake, PA 18618**

August 17-19, 2007  
Harveys Lake Homecoming Weekend Committee  
HARVEYS LAKE HOMECOMING WEEKEND STATION  
POSTMASTER  
PO BOX 9998  
HARVEYS LAKE PA 18618-9998

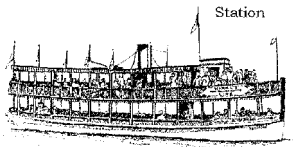


August 17-19, 2007  
U.S. Postal Service  
AMERICOVER STATION  
POSTMASTER  
PO BOX 9998  
STAMFORD CT 06907-9998

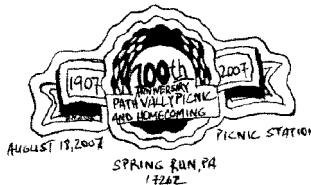


August 18, 2007  
Ticonderoga Heritage Museum  
ON THE LAKE STATION  
POSTMASTER  
169 CHAMPLAIN AVE  
TICONDEROGA NY 12883-9998

### ALANSON RIVERFEST



August 18, 2007  
Riverfest Committee  
ALANSON RIVERFEST STATION  
POSTMASTER  
PO BOX 9998  
ALANSON MI 49706-9998



August 18, 2007  
Fannett Metal Fire and Ambulance, Inc.  
PICNIC STATION  
POSTMASTER  
PO BOX 9998  
SPRING RUN PA 17262-9998



August 18, 2007  
City of Blue Springs Nebraska  
150TH ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
BLUE SPRINGS NE 68318-9998

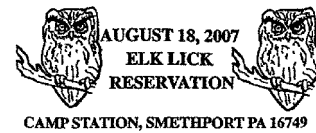


August 18, 2007  
Ogemaw County  
ANTIQUE VILLAGE STATION  
POSTMASTER  
PO BOX 9998  
WEST BRANCH MI 48661-9998



August 18, 2007  
Westport River Daze Committee  
WESTPORT RIVER DAZE STATION  
POSTMASTER  
PO BOX 9998  
WESTPORT KY 40077-9998

### CALUMET INTERNATIONAL CAMPOREE



August 18, 2007  
BSA Allegheny Highlands Council  
ELK LICK RESERVATION CAMP  
STATION  
POSTMASTER  
PO BOX 9998  
SMETHPORT PA 16745-9998



August 18, 2007  
U.S. Postal Service  
OSHTEMO POST OFFICE 150TH  
ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
OSHTEMO MI 49077-9998



Bicentennial Station  
August 18, 2007  
Ballston Spa, NY 12020

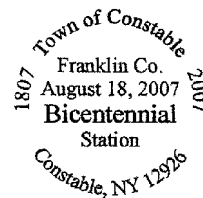
August 18, 2007  
Village of Ballston Spa Celebration  
Committee  
BICENTENNIAL STATION  
POSTMASTER  
PO BOX 9998  
BALLSTON SPA NY 12020-9998



Pony Express  
Mail Station

August 18, 2007  
Vernon, CO  
80755

August 18, 2007  
Vernon Old Tyme Saturday  
PONY EXPRESS MAIL STATION  
POSTMASTER  
PO BOX 9998  
VERNON CO 80755-9998



August 18, 2007  
Town of Constable Historical  
Organization  
BICENTENNIAL STATION  
POSTMASTER  
1138 STATE ROUTE 122  
CONSTABLE NY 12926-9998

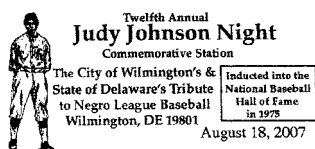


BICENTENNIAL STATION  
JEFFERSON ME 04348  
AUGUST 18, 2007

August 18, 2007  
Jefferson Bicentennial Committee  
BICENTENNIAL STATION  
POSTMASTER  
133 VILLAGE ST  
JEFFERSON ME 04348-9998



August 18, 2007  
Houlton Bicentennial Committee  
BICENTENNIAL STATION  
POSTMASTER  
39 COURT ST  
HOULTON ME 04730-9998

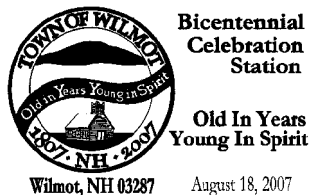


August 18, 2007  
City of Wilmington  
12TH ANNUAL JUDY JOHNSON  
NIGHT COMMEMORATIVE  
STATION  
POSTMASTER  
PO BOX 7500  
WILMINGTON DE 19803-7500

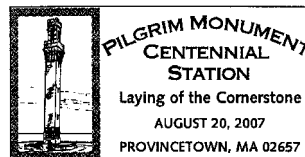


AUGUST 19, 2007  
CROFT MINE  
STATION  
CROSBY, MN  
56441

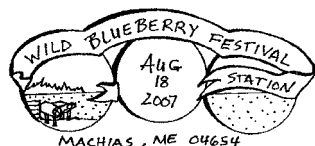
August 19, 2007  
Cuyuna Range Heritage Preservation  
Network  
CROFT MINE STATION  
POSTMASTER  
PO BOX 9998  
CROSBY MN 56441-9998



August 18, 2007  
Town of Wilmot  
BICENTENNIAL CELEBRATION  
STATION  
POSTMASTER  
PO BOX 9998  
WILMOT NH 03287-9998



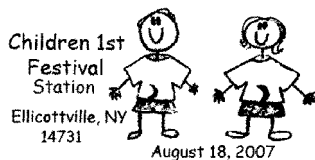
August 20, 2007  
Pilgrim Monument Provincetown  
Mass  
PILGRIM MONUMENT CENTENNIAL  
STATION  
POSTMASTER  
219 COMMERCIAL ST  
PROVINCETOWN MA 02657-9998



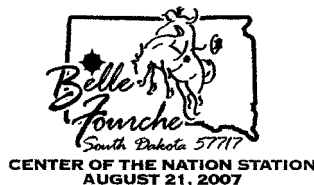
August 18, 2007  
Wild Blueberry Festival Committee  
WILD BLUEBERRY FESTIVAL  
STATION  
POSTMASTER  
51 COURT ST  
MACHIAS ME 04654-9998



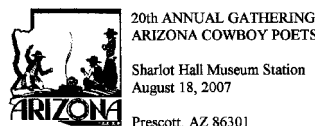
August 20-25, 2007  
U.S. Postal Service  
HARFORD FAIR STATION  
POSTMASTER  
PO BOX 9998  
KINGSLEY PA 18826-9998



August 18, 2007  
Children 1st Festival  
CHILDREN 1ST FESTIVAL STATION  
POSTMASTER  
4422 W SCIOTA ST  
SCIO NY 14880-9998



August 21, 2007  
U.S. Postal Service  
CENTER OF THE NATION STATION  
POSTMASTER  
804 STATE ST  
BELLE FOURCHE SD 57717-9998



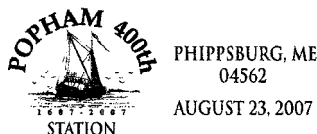
August 18, 2007  
Sharlot Hall Museum  
SHARLOT HALL MUSEUM STATION  
POSTMASTER  
442 MILLER VALLEY RD  
PRESCOTT AZ 86301-9998



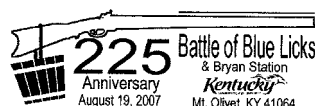
August 23, 2007  
U.S. Postal Service  
ALASKA STATE FAIR STATION  
POSTMASTER  
PO BOX 9998  
PALMER AK 99645-9998



August 19, 2007  
U.S. Postal Service  
TROLLEY MUSEUM STATION  
POSTMASTER  
310 N LAFOX ST  
SOUTH ELGIN IL 60177-9998



August 23, 2007  
Popham 400th  
POPHAM 400TH 1607 TO 2007  
STATION  
POSTMASTER  
520 MAIN RD  
PHIPPSBURG ME 04562-9998



August 19, 2007  
Blue Licks State Resort Park  
BATTLE OF BLUE LICKS AND  
BRYAN STATION  
POSTMASTER  
7 N MAIN ST  
MT OLIVET KY 41064-5612



August 23, 2007  
Orange County Regional History  
Center  
STAMP EXHIBITION STATION  
POSTMASTER  
PO BOX 620045  
ORLANDO FL 32862-0045



August 23, 2007  
Half Century of Progress Station  
Rantoul, IL 61866

August 23-26, 2007

I and I Antique Tractor and Gas Engine Club

HALF CENTURY OF PROGRESS STATION  
POSTMASTER  
PO BOX 9998  
PENFIELD IL 61862-9998



MOOSE FESTIVAL STATION  
August 24, 2007  
Colebrook, NH 03576

August 24, 2007

North Country Chamber of Commerce

MOOSE FESTIVAL STATION  
POSTMASTER  
21 PARSONS ST  
COLEBROOK NH 03576-9998



August 24-25, 2007

City of Salem IA

PIONEER OLD SETTLERS REUNION STATION  
POSTMASTER  
PO BOX 9998  
SALEM IA 52649-9998



AUGUST 24, 2007  
GRANGE FAIR STATION, CENTRE HALL PA 16828

August 24-30, 2007

Centre Hall Grange Fair Committee

GRANGE FAIR STATION  
POSTMASTER  
PO BOX 9998  
CENTRE HALL PA 16828-9998



August 24 - September 3, 2007  
Nebraska State Fair Station, Lincoln, NE 68501  
August 24, 2007

August 24-September 3, 2007

Nebraska State Fair

NEBRASKA STATE FAIR STATION  
STATION MGR MEADOWLARK BRANCH  
700 R ST  
LINCOLN NE 68501-9998



August 25, 2007

Kalamazoo Scottish Club

SCOTTISH FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
OSHTOMO MI 49077-9998

MIDDLEVILLE'S  
10th ANNUAL  
Diamond Jubilee

Middleville Sta. August 25th, 2007  
Middleville, NY 13406

August 25, 2007

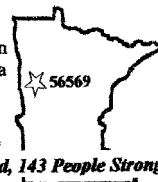
Village of Middleville

MIDDLEVILLE STATION  
POSTMASTER  
3 S MAIN ST  
MIDDLEVILLE NY 13406-9998

Centennial Station  
Ogema Minnesota

August 25, 2007  
100 Years  
of 1st Class Service

100 Years Old, 143 People Strong!



August 25, 2007

U.S. Postal Service

CENTENNIAL STATION  
POSTMASTER  
412 MAIN ST E  
OGEMA MN 56569-9998



14 Years  
Idyllwild  
JAZZ IN THE PINES  
Station  
August 25, 2007  
Idyllwild, CA 92549  
it's Cool!

August 25, 2007

U.S. Postal Service

IDYLLWILD JAZZ IN THE PINES STATION  
POSTMASTER  
PO BOX 9998  
IDYLLWILD CA 92549-9998



August 25, 2007

New York Racing Association

138TH TRAVERS STATION 2007  
POSTMASTER  
245 WASHINGTON ST  
SARATOGA SPRINGS NY 12866-9998

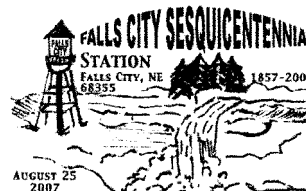


1897-2007  
Dixmont Bicentennial Station  
August 25, 2007  
Dixmont, ME 04932

August 25, 2007

Dixmont Historical Society

DIXMONT BICENTENNIAL STATION  
POSTMASTER  
975 WESTERN AVE  
DIXMONT ME 04932-9998



August 25, 2007

U.S. Postal Service

FALLS CITY SESQUICENTENNIAL STATION  
POSTMASTER  
PO BOX 9998  
FALLS CITY NE 68355-9998

HUSTLERFEST  
STATION



AUGUST 25, 2007  
HUSTLER, WI 54637

August 25, 2007

Hustler Booster Club

HUSTLERFEST STATION  
POSTMASTER  
PO BOX 9998  
CAMP DOUGLAS WI 54618-9998



August 25, 2007

Paloma Sesquicentennial Committee

PALOMA SESQUICENTENNIAL STATION  
POSTMASTER  
201 BROADWAY ST  
PALOMA IL 62359-9998





August 28, 2007  
United States LST Association  
62ND ANNIVERSARY END OF  
WORLD WAR II STATION  
POSTMASTER  
2000 VASSAR ST  
RENO NV 89510-9998



August 28, 2007  
U.S. Postal Service  
ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
GLOUCESTER POINT VA 23062-9998

— Stamp Services,  
Government Relations, 8-16-07

## 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™, by telephone at 800-STAMP-24, and at The Postal Store® Web site at [www.usps.com/shop](http://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.

Customers 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 the following address:



Digital Color Pictorial

### Marvel Comic Heroes Stamps

Available through September 26, 2007

POSTMASTER  
PO BOX 86530  
SAN DIEGO CA 92186-6530



Black and White Pictorial

### Marvel Comic Heroes Stamps

Available through September 26, 2007

POSTMASTER  
PO BOX 86530  
SAN DIEGO CA 92186-6530



Digital Color Pictorial

**Pacific Lighthouses Stamps**

Available through August 21, 2007

POSTMASTER  
400 W OCEAN AVE  
WESTPORT WA 98595-9998



Digital Color Pictorial

**Pollination Stamps**

Available through August 29, 2007

POSTMASTER  
SPECIAL CANCELLATIONS  
900 BRENTWOOD RD NE  
WASHINGTON DC 20066-9998

— Stamp Services, Government Relations, 8-16-07

## Supply Management

### Counterfeit Currency Detector

The quality of counterfeit U.S. currency runs the gamut from convincing to ridiculous. The U.S. Treasury has been changing the look of U.S. currency since 1996. If you haven't kept up with all the changes, it may be difficult to tell the difference between authentic and counterfeit U.S. currency.

OfficeMax, our strategic partner and national contract supplier for office supplies has the solution. The Counterfeit Detector System makes ultraviolet (UV) ink easily visible. UV ink is found on U.S. currency, credit cards, driver's licenses, travelers' checks, money orders, and other UV-impregnated items.

The Counterfeit Detector System is available through eBay. Item number A41620300 is in stock for next day delivery and costs only \$35.00. If you don't have access to eBay, call OfficeMax at 888-229-8777 to place your order.

Remember to follow Publication 348, *Window Services Crime Prevention Booklet*, when confronted with counterfeit currency.

— Office Products and Utilities CMC,  
Supply Management, 8-16-07

### Installation Heads/MAOs: Semiannual Review of Capital Records

Handbook AS-701, *Material Management*, Section 541.28, Internal Reviews, contains procedures for conducting a semiannual review of capital records. The procedures require either the installation head or designated material accountability officer (MAO) to conduct a semiannual internal review and an evaluation of the status of property records and files. Installation Heads: If you do not have a designated MAO, refer to Handbook AS-701, Part 541 and Exhibit 541.21, for the assignment procedure and a sample letter of delegation, respectively.

If you are an installation head or a designated MAO, you must complete the review and evaluation process by following these steps:

- Meet with the designated material accountability assistant (MAA) (if you have one) and discuss the material accountability background of the installation. If you do not have a designated MAA,

refer to Handbook AS-701, Section 541.3 and Exhibit 541.32, for the assignment procedure and a sample letter of delegation, respectively.

- Review the local standard operating procedures.
- Randomly select and inventory 10 percent of capital items and 10 percent of sensitive items.
- Review files and records to verify that they are being maintained in accordance with procedures outlined in Handbook AS-701, Parts 551, 552, 553, and 556.
- Review the last six property changes for the month to ensure they have been properly verified.

— National Supply Management Programs,  
Supply Management, 8-16-07

## New Office Furniture Catalog

The new *Allsteel Office Furniture Solutions for the United States Postal Service* catalogs are here. Order your new catalog today! Contact Allsteel Customer Support by telephone or e-mail:

Telephone: 800-529-5781

e-mail: [uspsqa@allsteeloffice.com](mailto:uspsqa@allsteeloffice.com)

Allsteel, Inc., is the Postal Service's™ strategic partner and mandatory supplier for purchases of general office furniture. The mandatory contract can take care of all your office furniture buying needs. You can also view some of the items in the Allsteel catalog directly on eBay. If you don't find what you are looking for, call Allsteel Customer Support. Allsteel offers several product lines to meet all Postal Service office furniture needs.

If you need help determining what you need to buy, contact your local Allsteel servicing partner. A servicing partner will come to your site and help you determine your furniture buying needs. To find a servicing partner near you, call Allsteel Customer Support at 800-529-5782 or download the complete servicing partner list at [http://blue.usps.gov/purchase/\\_xls/sup\\_opu\\_allpartners.xls](http://blue.usps.gov/purchase/_xls/sup_opu_allpartners.xls).

If you have other questions about the Postal Service's furniture contract with Allsteel, call Purchasing and Supply Management Specialist Paul A. DiGrassi at 860-285-7007.

— Office Products and Utilities CMC,  
Supply Management, 8-16-07

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## Time Out!

OfficeMax, our strategic partner and national contract holder for office supplies, has a wide variety of clocks in many sizes and styles, including clocks with the Postal Service™ logo. OfficeMax features clocks made by the blind employees at Chicago Lighthouse. They participate in the Javits Walker O'Day (JWOD) program which creates jobs and training opportunities for people who are blind or who have other severe disabilities. JWOD employees are able to lead more productive, independent lives through the sale of the products they make.

Place your clock orders in eBay using the OfficeMax catalog or by calling the OfficeMax customer service team at 888-229-8777.

— Office Products and Utilities CMC,  
Supply Management, 8-16-07



475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-5540

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

# VOE

**It's your voice.**

# USPS

**is listening.**

**Return completed surveys by Aug. 27**

