

OPEN SEASON BENEFITS AND TIMELINE, SEE PAGES 104-107

# POSTAL BULLETIN

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PB 22218, October 25, 2007

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2007 Product  
Information and  
Pricing Reminder  
for Holiday Mailing,  
See Page 5

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American Flag stamp

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

PB 22218: 7690-09-000-9369	PB 22210: 7690-09-000-9361	PB 22203: 7690-09-000-9354	PB 22195: 7690-08-000-4076
PB 22217: 7690-09-000-9368	PB 22209: 7690-09-000-9360	PB 22202: 7690-09-000-9353	PB 22194: 7690-08-000-4075
PB 22216: 7690-09-000-9367	PB 22208: 7690-09-000-9359	PB 22201: 7690-09-000-9352	PB 22193: 7690-08-000-4074
PB 22215: 7690-09-000-9366	PB 22207: 7690-09-000-9358	PB 22200: 7690-09-000-9351	PB 22192: 7690-08-000-4073
PB 22214: 7690-09-000-9365	PB 22206: 7690-09-000-9357	PB 22199: 7690-09-000-9350	PB 22191: 7690-08-000-4072
PB 22213: 7690-09-000-9364	PB 22205: 7690-09-000-9356	PB 22198: 7690-08-000-4079	PB 22190: 7690-08-000-4071
PB 22212: 7690-09-000-9363	PB 22204: 7690-09-000-9355	PB 22197: 7690-08-000-4078	PB 22189: 7690-08-000-4070
PB 22211: 7690-09-000-9362	PB 22203A: 7690-09-000-9947	PB 22196: 7690-08-000-4077	PB 22188: 7690-08-000-4069

## USPSNEWS@WORK

### Happy holidays

Getting ready for the holidays takes lots of preparation and planning. Good thing for you the Postal Service is there to help. This issue has a holiday kit to answer all of your needs.

Need a listing of online resources for customers? The holiday kit has Web sites galore. Looking for resources and how to get templates for the 2007 price changes? Of course, the kit has them.

We're making the kit so you can check it twice — or as many times as you like. It's available on page [5](#).

### Postal Service previews Black Heritage stamp

USPS paid tribute to Charles Waddell Chesnutt — the 2008 *Black Heritage* stamp honoree — by previewing his stamp during the 92nd convention of the Association for the Study of African American Life and History (ASALH) recently held at the University of North Carolina (UNC), Charlotte.



From left, ASALH National President Dr. John Fleming, UNC Charlotte Professor Sandra Govan, USPS Community Relations Manager Roy Betts and UNC Charlotte Chancellor Dr. Philip Dubois preview the 2008 Black Heritage stamp.

Essayist, folklorist and novelist Chesnutt is the 31st honoree in the popular commemorative stamp series. He was the first African-American fiction writer to earn national acclaim and is best known for his depictions of the African-American experience before and after the Civil War.

Chesnutt was born in Cleveland, OH, in 1858. The son of free blacks, he was raised in Fayetteville, NC, which became a major setting of Chesnutt's fiction. The pioneering writer is recognized as a major innovator and singular voice among turn-of-the-century literary realists who probed the color line in American life.

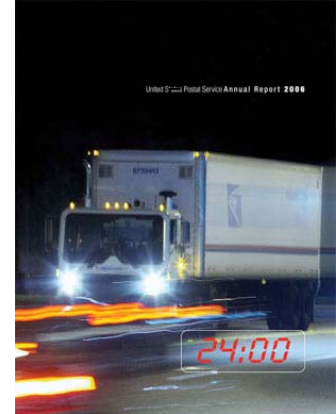
The stamp goes on sale in January.

### Annual dividends

The USPS Annual Report for 2006 has earned six awards from two different professional organizations — including plaudits for the publication's graphic design and the quality of its writing.

The Postal Service's annual report to the public earned three awards from MerCom, including a gold award in the "Non-Profit: Government Agencies and Offices" category. USPS also won two bronze awards — the first for "Photography: Government Agencies and Offices" and the second for "Written Text: Government Agencies and Offices" category.

Meanwhile, American Business Communicators (ABC) bestowed three more honors on the report, including plaudits for achievement, cover design and an "Outstanding Creativity Award."



### What's orange and black and scary to our bottom line?

Halloween is just around the corner. Maybe that's why some New York businesses were stockpiling the orange and black USPS pallets — for decorative purposes.



Whatever the reason, New Jersey Logistics and Distribution Center employees Joe Scicchigno and Lance Wiedman reported the businesses to Headquarters Mail Transport Equipment (MTE). Postal Inspectors were contacted to investigate and retrieve the equipment located at businesses in Brooklyn and Jamaica, NY. The two postal sleuths helped recover 1,520 USPS pallets worth \$30,000.

If you see postal equipment such as pallets, flat tubs, trays or hampers that are obviously outside the postal network, send an e-mail to [hqmt@usps.gov](mailto:hqmt@usps.gov) with the location, type and quantities of equipment to be retrieved and placed back into postal inventory.

### Cure seekers

The Burlington, MA, Post Office and the Lahey Clinic Medical Center recently helped recognize Breast Cancer Awareness month.

Employees held a one-day event to encourage sales of the *Breast Cancer Research* semipostal stamp. The medical center set up informational tables about the disease in the Post Office's lobby.

The *Breast Cancer Research* semipostal stamps have generated more than \$54 million for research since their debut in 1998. October is National Breast Cancer Awareness month.

### Saves money, more filling

Saving money and improving service are just two of the benefits of a Headquarters processing operations program to address rising costs in air transportation.

In May, the Margaret L. Sellers Processing and Distribution Center in San Diego, CA, began using the tray consolidation initiative (TCI) — a program that allows mail processing facilities to consolidate air destination volumes into fewer trays through a sortation program redesign and by using fewer machines.

Thanks to expert operational management and employee participation, San Diego increased the average weight per letter tray by more than 3 lbs. the first night, resulting in a reduction of 695 trays.

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

# 2007 Product and Pricing Holiday Mailing Kit

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## Introduction — A Message to Postal Service Employees

The price and product changes implemented this past spring included the introduction of the Forever Stamp™, shape-based pricing for First-Class Mail® items, dimensional-weight pricing for Priority Mail® items, a redesign of international products, and new domestic and international rates and fees.

For many retail customers visiting the Post Office™ to mail their cards and packages this holiday season, it may be the first time they are made aware of the changes to domestic and international mail implemented last May. The purpose of this kit is to recap the major changes to help prepare you for the busy holiday mailing season. Although this kit is focused on retail employees, this information is also appropriate for employees in Consumer Affairs, Delivery and Retail, and other functions to help answer questions from customers. This kit provides additional information and clarification including a recap of the changes to First-Class Mail service, Priority Mail service, extra services, and international products; fact sheets; stand-up talks; frequently asked questions; and a list of resources that are available to you and our customers.

Please read the kit in its entirety, ensure that standup talks are delivered in a timely manner, and share this information as appropriate.

We look forward to the holiday mailing season and know that you will help make it a success!

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## Recap: Priority Mail

The most significant change made last May to Priority Mail service was the introduction of “dimensional-weight” pricing. Dimensional-weight pricing is based on the cubic capacity (size) of a parcel rather than on its weight alone. This holiday mailing season, many customers may mail packages for the first time this year, so the changes may be new to them.

Dimensional-weight pricing converts the cubic size (capacity) of an item into a weight. If a large parcel is relatively light but addressed for delivery to Zones 5–8, it could be charged as a heavier-weight piece, based on a standard issued by the International Air Transport Association (IATA). This standard is well known in the U.S. shipping industry, and a similar standard is used by other carriers to determine the prices for parcels shipped by air. Dimensional-weight pricing applies only to Priority Mail items larger than 1 cubic foot (1,728 cubic inches) traveling to Zones 5–8, where air transportation is generally used. It does not apply to Priority Mail International™ items.

Another change was the Priority Mail “balloon rate.” The 20-pound minimum balloon rate applies to parcels measuring larger than 84 inches in combined length and girth and weighing less than 20 pounds. While dimensional-weight pricing applies to Zones 5–8, balloon-rate pricing applies only to Priority Mail parcels locally and to Zones 1–4. This limits the balloon rate to those items for which ground rather than air transportation is generally used.

To determine if a Priority Mail item is subject to either of the two, follow the easy steps in the following sections.

### How to Determine the Balloon-Rate Price at Retail

First, weigh the item. As always, any fraction of a pound is rounded up to the next whole pound. For example, if the item weighs 5.2 pounds, the weight increment is 6 pounds.

Next, determine the zone to which the parcel is addressed. If the item is sent to a local address or to Zones 1–4 and does not exceed 84 inches in combined length and girth, postage will be based on the actual or “scale weight” and the appropriate zone. If the combined length and girth exceeds 84 inches, postage will be based on the item’s scale weight or 20 pounds, whichever is greater, and the appropriate zone.

If the item is being sent to an address in Zones 5–8, balloon rates do not apply, but dimensional-weight pricing may apply.

### How to Determine the Dimensional-Weight Price at Retail

First, weigh the item. For rectangular (boxlike) items, measure the length (longest dimension), width, and height. (**Note:** If no dimension is more than 12 inches, the dimensional-weight price will not apply.) Round-off each individual measurement to the nearest whole inch (e.g., 10-3/8 inches is considered 10 inches; 12-1/2 inches is considered 13 inches).

Next, multiply the length by the width by the height. The result is the cubic capacity (expressed in cubic inches). If the result is 1,728 cubic inches or less, dimensional-weight pricing does not apply because the parcel does not exceed 1 cubic foot capacity. Postage is based on the actual weight and the appropriate zone. If the result exceeds 1,728 cubic inches, divide it by 194 (the “dim factor”) to determine the dimensional weight. Round up any fraction of a pound to the next whole pound. The applicable postage is based on the scale weight or the dimensional weight, whichever is greater, and the appropriate zone.

If a parcel is not rectangular (boxlike), it is considered to be “irregularly shaped.” Such items occupy space (and displace other items) in transportation containers differently than boxlike parcels. In consideration of this, an

“adjustment factor” of 0.785 is used when calculating the dim weight, ultimately lowering the assessed rate of postage. The Postal Service™ is the only shipping company to make such an adjustment. The adjustment factor is simply plugged into the dimensional-weight formula. Just as with regular boxlike parcels, measure the item’s longest dimension (length), width, and height. However, the width and height are not likely to be uniform dimensions and will need to be measured at their maximum cross-sections. For example, in measuring the width and height of a football, the maximum cross-section is in the middle, where the football is thickest. The length is the straight-line distance from one tip to the other. Multiply the length by the width by the height, and then multiply by the 0.785 adjustment factor. If the result is 1,728 cubic inches or less, dim-weight pricing cannot apply because the parcel does not exceed 1 cubic foot. Postage will be based on the scale weight and the appropriate zone. If the result exceeds 1,728 cubic inches, divide it by 194 (the same dim factor) to determine the dimensional weight. Again, any fraction of a pound is rounded up to the next whole pound.

If the resulting dimensional weight is greater than 70 pounds, the package is charged the applicable 70-pound rate.

### Additional Priority Mail Notes

- In some cases, starting at 10 pounds, Priority Mail prices have decreased, and at 23 pounds and over, all prices are lower than prior to May 14, 2007.
- None of our complimentary Priority Mail containers available online or at Post Offices are subject to dimensional-weight or balloon-rate pricing.
- We still offer “no fee” electronic Delivery Confirmation™ service with Click-N-Ship® service.
- Priority Mail Flat-Rate Boxes are \$8.95 regardless of weight, contents, or distance traveled.
- The Priority Mail Flat-Rate Envelope is \$4.60, the same as the (unzoned) 1-pound rate.

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### Recap: First-Class Mail Letters

We now have separate First-Class Mail rate categories for the different mail shapes: postcards, letters, large envelopes (flats), and packages. The following information is provided to clarify how the prices apply to the most common mail shape — “letters.”

The First-Class Mail price structure provides opportunities for customers to obtain lower rates if they can reconfigure mailpiece contents into mail shapes that reduce postal processing costs. Emphasizing shape has also allowed us to reduce the additional-ounce rate. For letters

over 1 ounce and large envelopes over 6 ounces, the prices today are lower than before May 14, 2007.

Determining the processing category of a mailpiece (letter, large envelope, or package) is dependent solely on the physical dimensions of the piece without regard to address placement. This has been the standard for a number of years. For a mailpiece to be eligible for First-Class Mail letter rates, it must be at least 3-1/2 inches by 5 inches by 0.007-inch thick, and no more than 6-1/8 inches by 11-1/2 inches by 1/4-inch thick. If the mailpiece falls within these dimensions, it is classified as a letter.

Follow these easy steps for letters:

1. After the mailpiece is determined to be a letter, then determine if it is mailable. The location and orientation of the delivery address now establishes which dimensions are the length and the height. The length is the dimension parallel to the address as read, and must be at least 5 inches. The height is the dimension perpendicular to the length, and must be at least 3-1/2 inches. If not, the piece is nonmailable. If the length is at least 5 inches and the height is at least 3-1/2 inches, the piece is mailable at letter rates. If not, the piece is not mailable.
2. Next, to determine if the piece is within “aspect ratio,” divide the length by the height. If the result is between 1.3 and 2.5 inclusive, the letter is within aspect ratio and is not subject to the nonmachinable surcharge, if it has no other nonmachinable characteristics. Or use Notice 3-S, *First-Class Mail Shape-Based Pricing Template*. If the letter is also flexible and uniformly thick, it is classified and priced as a “machinable letter” and is subject only to the applicable letter rate based on weight. For example, a mailpiece measuring 6 inches by 9 inches and less than 1/4 inch thick is classified as a letter. If this letter is prepared with the address parallel to the 9-inch measurement, the mailpiece is a machinable letter with an aspect ratio of 1.5. If the same letter is prepared with the address parallel to the 6-inch measurement, it is still classified a letter; however, this letter would not be within the required aspect ratio (0.6666), and is therefore a nonmachinable letter subject to the \$0.17 nonmachinable surcharge in addition to the appropriate letter-rate postage. The First-Class Mail nonmachinable surcharge applies to *all* letters up to 3.5 ounces.

Size isn’t the only factor to consider. The physical characteristics of the mailpiece also determine how a mailpiece is classified and priced. Letter-rate pieces may be subject to the \$0.17 nonmachinable surcharge due to other nonmachinable characteristics (see below). Also remember that the weight limit for letters is 3.5 ounces (3.3 ounces for presort rate). Letter-size pieces weighing more than

3.5 ounces are subject to the rates for large envelopes (flats).

Regardless of weight (up to 3.5 ounces), a letter-size piece is considered nonmachinable and would be subject to the \$0.17 nonmachinable surcharge if it has one or more of these most common characteristics:

- An aspect ratio (length divided by height) of less than 1.3 or more than 2.5 (most prevalent on letters with the address parallel to the shorter measurement).
- Pieces containing odd-shaped contents such as loose key(s), coins, or tokens that cause the thickness to be uneven (nonuniform).
- Items polybagged, polywrapped, or enclosed in any plastic material.
- Clasps, strings, buttons, or similar closure devices.
- Booklet with the bound edge (spine) along the top of the piece (length) or along the shorter dimension not secured (untabbed).

Mailpieces classified as postcards eligible for the card rate, large envelopes, and packages are *never* subject to the \$0.17 nonmachinable surcharge.

To be eligible for the \$0.26 First-Class Mail card rate, postcards can be no larger than 4-1/4 inches high by 6 inches long, and no more than 0.016 inch thick.

### Greeting Cards and Other First-Class Mail Items

Greeting cards are available in various shapes and weights and include the popular “musical” cards. Many of these cards weigh more than 1 ounce, and, if the card is square, it may be subject to the \$0.17 nonmachinable surcharge in addition to the applicable letter-size First-Class Mail postage. Often, the envelopes for these cards are marked “extra postage required.” Due to their size, most square greeting cards exceed letter-size standards and are classified and priced as large envelopes (flats), not packages. DMM 101.1.2 contains nonmachinable criteria. Also, see the article titled “Getting it Right! Charging the Correct Postage for First-Class Mail Letter-Size Mailpieces” in *Postal Bulletin* 22212 (8-2-07, pages 86–87).

For greeting cards addressed to overseas destinations, postage is calculated in 1-ounce increments up to 8 ounces, from six separate First-Class Mail International rate groups.

### Recap: Extra Services

Extra services provide enhancements that increase customer convenience and value by adding security and delivery options for sending important items through the mail. Extra services include Certified Mail™, Return Receipt, Delivery Confirmation, Signature Confirmation™, Registered Mail™, Collect-on-Delivery, Restricted Delivery, Certificate of Mailing, Return Receipt for Merchandise, and Insurance. This recap focuses on those extra services available for purchase at the retail counter.

Aside from price increases and decreases made to extra services this past May, the changes include the following:

#### *Domestic insurance:*

- All insured mail items have a barcoded label.
- There is a new process for delivering insured items (\$200 and under receive a scan only; over \$200 receive a signature and a scan).
- Customers who purchase insurance with Delivery Confirmation or Signature Confirmation service are able to view delivery information by accessing Track & Confirm at [www.usps.com](http://www.usps.com).
- Customers who purchase insurance online using Click-N-Ship service or eBay may initiate claims online at [www.usps.com](http://www.usps.com).
- Customers may not combine insurance purchased online with insurance purchased at a Post Office.

#### *International insurance:*

- Insurance is available for Express Mail International® and Priority Mail International merchandise shipments on a country-specific basis (see the IMM Individual Country Listings).
- PS Form 3813-P, *Insured Mail Receipt*, is no longer used for international mail. The insurance amount is recorded on PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*.
- International Registered Mail service is available for a fee for First-Class Mail International and the Priority Mail International Flat-Rate Envelopes only. Registered Mail service indemnity is limited to \$43.73.

Check the IMM for country-specific information and availability of other international extra services.



## Recap: International Mail

Effective with the domestic Postal Service pricing changes last May was a major redesign of international products. The redesign simplified the international product line and incorporated the names of familiar and trusted Postal Service domestic products to increase value and ease of use for customers. Here is a list of the four international (retail) products and their features:

Product	Features
<b>Global Express Guaranteed® (GXG®)</b>	<ul style="list-style-type: none"> <li>■ The Postal Service's premium service.</li> <li>■ 1–3 business day delivery by FedEx Express to more than 190 countries.</li> <li>■ Money-back delivery guarantee.<sup>1</sup></li> <li>■ Tracking available to major destinations.</li> <li>■ \$100 insurance included.</li> <li>■ 10 percent discount online.</li> </ul>
<b>Express Mail International</b>	<ul style="list-style-type: none"> <li>■ Reliable, high-speed service to more than 190 countries.</li> <li>■ 3–5 average business days.<sup>2</sup></li> <li>■ Tracking available to major destinations.</li> <li>■ \$100 insurance included.</li> <li>■ Money-back delivery guarantee to select destinations.</li> <li>■ 8 percent discount online.</li> </ul>
<b>Priority Mail International</b>	<ul style="list-style-type: none"> <li>■ Reliable, cost-effective service to more than 190 countries.</li> <li>■ 6–10 average business days.<sup>2</sup></li> <li>■ Tracking available to major destinations (flat-rate boxes and variable-weight items only).</li> <li>■ 5 percent discount online.</li> </ul>
<b>First-Class Mail International</b>	<ul style="list-style-type: none"> <li>■ Worldwide service for items up to 4 pounds.</li> <li>■ Registered Mail service available without insurance to some countries.</li> <li>■ Economical prices.</li> </ul>

1. Some restrictions apply.

2. Average number of days may vary based upon origin and destination.

Customers can now use domestic packaging supplies for international shipments, including the popular flat-rate boxes and envelopes. In addition, online tools make international mailing easier than ever by allowing customers to combine the printing of customs forms and address labels. The following postage discounts are offered to customers who purchase postage online using Click-N-Ship service at [www.usps.com](http://www.usps.com) or through authorized PC Postage® vendors:

- 10 percent on Global Express Guaranteed (GXG) shipments.
- 8 percent on Express Mail International shipments.
- 5 percent on Priority Mail International Shipments.

*Reminder:* The discounts apply only to the postage amount, not to any fees for extra services.

For detailed information on each of the four international products, see the Fact Sheets beginning on page 15. For talking points and other information on international mail, see the article titled “International Products Field Information Kit” in *Postal Bulletin* 22215 (9-13-07, pages 5–13).

## Holiday Mailing Tips and Reminders

The holiday mailing season has arrived. For many customers visiting Post Offices to mail their holiday cards and packages, it may be the first time they are made aware of the May 14, 2007, changes such as First-Class Mail shape-based pricing, Priority Mail dimensional-weight pricing, and the international mail product redesign.

Here are some tips and reminders for you and our customers to help make this holiday mailing season a success.

### Greeting Cards and Other First-Class Mail Items

Greeting cards are available in various shapes and weights and include the popular “musical” cards. Many of these cards weigh more than 1 ounce, and, if the card appears to be square, it could be subject to the \$0.17 non-machinable surcharge in addition to the applicable letter-size First-Class Mail postage. Often, the envelopes for these cards are marked “extra postage required.” Due to their size, many musical greeting cards exceed letter-size standards and are classified and priced as large envelopes (flats).

In addition, note the following:

- When a piece of First-Class Mail exceeds any one of the maximum measurements of a large envelope, it is classified and priced as a *package*.
- When a First-Class Mail large envelope or flat-size piece is a box or has contents that make it rigid, it is classified and priced as a *package*.

See DMM 101.1.2 for further information.

### “Right-Size Shipping” — Quick Packaging Tips

Proper packaging plays an important role in holiday shipping. First, choose a box that is suitable for the contents and weight of the item(s) being mailed and, when selecting boxes, always practice “right-size” shipping. Do not ship small, lightweight items in large boxes. For example, a pair of shoes packaged in a reinforced shoebox could cost a lot less to mail than if the shoes are packaged in a copy paper box — even though the contents may weigh the same. Practicing “right-size” shipping also helps customers avoid the additional costs of Priority Mail dimensional-weight or balloon-rate pricing. If reusing a box, customers must obliterate or thoroughly cover all previous labels and markings prior to mailing. Remind customers that many of our retail outlets offer ReadyPost packaging for purchase, and that complimentary Priority Mail and Express Mail packaging is also available in a variety of sizes at retail outlets, online at <http://shop.usps.com>, and by phone at 800-222-1811. Complimentary Priority Mail packaging is sized so that it is never subject to dimensional-weight or minimum balloon-rate pricing. For outstanding value and convenience, customers may choose Priority Mail Flat-Rate Boxes, which are available in two sizes.

Next, when packaging items for mailing, be sure to include an appropriate amount of cushioning, based on the contents. Newspaper, Styrofoam “peanuts,” bubble wrap, or shredded paper are all ideal for protecting contents. Remove any batteries from toys and electronic devices, wrap each separately, and place next to the item inside the mailing container. Before sealing the package, place the return and delivery address *inside* the box to ensure that the item can be delivered (or returned) if the outside address label becomes damaged or detached from the box.

### Sealing

Always seal all openings and seams of boxes with a tape that is designed for shipping. Clear or brown packaging tape at least 2 inches wide, reinforced packing tape, or paper tape is preferred. Various commercial retail outlets (in addition to Post Offices) carry Post Office-approved packaging materials. *Reminder: Priority Mail and Express Mail tape is for identification purposes only and is not intended to seal packages.*

### Addressing for Success

Proper addressing of mail is important to customers and the Postal Service. For customers, proper addressing helps to ensure that the best possible service is received. It prevents delays due to an incomplete or incorrect address. For the Postal Service, proper addressing helps ensure that mail reaches its destination within our service standards and reduces the operational costs associated with undeliverable-as-addressed (UAA) mail. Proper addressing is even more important during the holidays to ensure timely arrival of gifts and greetings at their destinations. Below are some addressing reminders for you and customers. Proper addressing information is also available online at [www.usps.com](http://www.usps.com); click on *All Products & Services* then on *Addressing Your Mail*.

#### Return Address

The mailpiece must contain the complete address of the sender, including the ZIP Code, in the upper left corner of the address side of the mailpiece. Only one return address may be used, and it must be located so that it does not affect either the clarity of the destination address or the application of service labels and notations (postmarks, etc.).

For international shipments, the sender’s name and address, including ZIP Code and country of origin, should be included on all mailpieces. For example:

JOHN BROWNING  
2510 ROYAL RD  
VIENNA VA 22182  
USA

### Delivery Address

The delivery address should be typed or printed parallel to the longest side of the package using a pen or permanent marker so the address is legible from an arm's length away. For international packages, the full first and last names of the sender and addressee must appear on the mailpiece. The complete delivery address must be typed or legibly written (with ink) in English — using all uppercase roman letters and Arabic numerals — and should appear lengthwise on only one side of the package. Except for Global Express Guaranteed® (GXG®), for which the address must be written completely in English, an address in a foreign language is permitted only if the names of the city, province, and country are also indicated in English. The last line of the address must include only the complete country name (no abbreviations) written in uppercase letters. Foreign postal codes (numeric and/or alpha), if used, should be placed on the line immediately above the country name. For example:

HELEN SAUNDERS  
1010 CLEAR STREET  
OTTAWA ON K1A 0B1  
CANADA

### International Products

Since many customers mail international packages only during the holiday season, they may not be aware of the significant changes that were made to our international services this past May. The international product line now offers the same familiar and trusted brands as domestic Express Mail and Priority Mail services.

International products now offered at retail offices are First-Class Mail International, Priority Mail International, Express Mail International, and GXG. Economy (surface mail) products are no longer offered. Online mailing is easier on the budget, too — with discounts for international postage (GXG, Express Mail International, and Priority Mail International) purchased using Click-N-Ship service at [www.usps.com](http://www.usps.com) or through authorized postage vendors.

Customers purchasing postage online can qualify for the following postage discounts:

- 10 percent on GXG shipments.
- 8 percent on Express Mail International shipments.
- 5 percent on Priority Mail International shipments.

These discounts apply to postage only, not to any extra service fees, and are calculated when completing the online transaction. The online labels are combined with the appropriate customs forms to provide customers with the added convenience of preparing the appropriate form to ensure it is complete and accurate.

More good news about international shipping: Customers may use the same packaging for their Express Mail International and Priority Mail International shipping that

they use for domestic shipping. For example, all Express Mail packaging may be used for Express Mail International, including the flat-rate envelope; all Priority Mail packaging may be used for Priority Mail International, including the flat-rate envelope, flat-rate boxes, and all other Priority Mail packaging supplies and labels. GXG packaging continues to be provided for GXG shipments. *Note:* Use former domestic packaging until supplies are depleted. Although the packaging says “For Domestic Use Only,” it can be used for both domestic and international shipments.

### Customs Forms

Customs forms are available to customers without charge through an online Customs Form Application at [www.usps.com/webtools](http://www.usps.com/webtools); click on *International Mail & Packages* in the blue sidebar, then on *Customs Requirements*. Remind customers that it is important to affix the correct completed customs form to their packages prior to mailing and that customs forms requirements vary by the type of mail. Customers must provide a “detailed description” of the contents (what is being mailed, the quantity, declared value, and weight) on the required customs forms. Even if the word “gifts” is checked on the form, a detailed content description and value must still be entered and declared. The online labels with postage payment also offer electronic signature. Customers should add telephone numbers of the sender and addressee as this information may be required to ensure delivery. The completed customs form must be signed and dated.

Mailpieces with missing or incomplete customs forms may be returned to sender or otherwise delayed by the Postal Service or the foreign post. Retail employees are not to accept pieces with missing or incomplete customs forms for mailing. Always check for country-specific prohibitions, restrictions, and observations (see the IMM International Country Listings).

*Reminder:* PS Form 3813-P is no longer used for international shipments. The insurance receipt and customs form (PS Form 2976-A) have been combined. For further information, go to the Retail Operations Web site at [http://blue.usps.gov/delret/L4RetOper\\_Price\\_Change\\_Resources\\_2007.htm](http://blue.usps.gov/delret/L4RetOper_Price_Change_Resources_2007.htm) and click on SOPs in the left navigation bar.

Following is a quick review of international products and customs forms requirements. Detailed information appears on the Rate Change Resources for Retail Operations Web site at [http://blue.usps.gov/delret/L4RetOper\\_Price\\_Change\\_Resources\\_2007.htm](http://blue.usps.gov/delret/L4RetOper_Price_Change_Resources_2007.htm).

### First-Class Mail International

First-Class Mail International provides a reliable and economical means of sending correspondence (letters and postcards), documents, and lightweight merchandise weighing up to 4 pounds. Insurance coverage is not available for First-Class Mail International items. Items

weighing 16 ounces or more, and all potentially dutiable items regardless of their weight, require a customs form as follows:

- If the value of the contents is less than \$400, affix PS Form 2976 to the exterior of the package.
- If the value of the contents is \$400 or more, affix the white barcoded portion of PS Form 2976 to the exterior of the package and place the completed PS Form 2976-A *inside* the package with the contents.

### Priority Mail International

Available to more than 190 countries, Priority Mail International service offers 6–10 average business-day delivery (may vary based on origin and destination) and the same flat-rate packaging options as domestic Priority Mail. There are two flat-rate box options (20-pound weight limit) — \$23 for Canada and Mexico, and \$37 for all other countries. Tracking is available for packages to some destinations in Canada, Europe, and Asia. Tracking is not available for the Priority Mail Flat-Rate Envelope at this time. For Priority Mail International, the tracking number (the customs form number or the online combined mailing label and customs form) has a 9-digit barcode that begins with the letter “C” and ends with the letters “US.” Limited indemnity coverage is provided at no extra charge for flat-rate boxes and variable-weight articles. Additional insurance may be purchased for a fee for flat-rate boxes and variable-weight articles at the customer’s option. Maximum indemnity varies by individual country. When international insured service is purchased, it replaces the indemnity coverage included on ordinary Priority Mail International packages. With the exception of the flat-rate envelope, all Priority Mail International packages must bear a completed PS Form 2976-A inserted into a pouch (PS Form 2976-E) and affixed to the exterior of the package. For Priority Mail Flat-Rate Envelopes:

- If the value of the contents is less than \$400, affix PS Form 2976 to the exterior of the envelope.
- If the item weighs 16 oz. or more or the value of the contents is \$400 or more, affix the white barcoded portion of PS Form 2976 to the exterior of the envelope and place a completed PS Form 2976-A *inside* the envelope with the contents.

Reminders:

- Registered Mail service is available to some countries for the flat-rate envelope; however, indemnity is limited to \$43.73.

- Customs forms are also required on Priority Mail articles weighing 16 ounces or more sent to (and from) ZIP Code prefix 969 (Guam) and ZIP Code 96799 (American Samoa), as well as on mail addressed to certain APO/FPO destinations. See DMM 608.2.0.

### Express Mail International

Express Mail International provides reliable, 3–5 average-business-day delivery to more than 190 countries with a money-back delivery guarantee to select destinations. Specific average-days-for-delivery information to major destinations is available to customers via the online postage rate calculator. Tracking is also available. For Express Mail International, the tracking number is the 9-digit barcode that begins with the letter “E” and ends with the letters “US.” Merchandise insurance up to \$100 is provided at no additional cost. Additional insurance coverage may be purchased at the customer’s option up to a maximum of \$5,000 per shipment. Maximum indemnity, as well as customs form requirements, varies by individual country.

*Reminder:* The following items are prohibited in all Express Mail International shipments: coins; banknotes; currency notes, including paper money; securities of any kind payable to bearer; traveler’s checks; platinum, gold, silver; precious stones; jewelry, including watches; and other valuable articles.

### Global Express Guaranteed

Global Express Guaranteed (GXG) is an expedited delivery service offered through an alliance with FedEx Express that provides reliable, high-speed, date-certain service (1–3 business days) with money-back delivery guarantee to more than 190 countries. Average number of delivery days may vary based on origin and destination. Tracking is also available. For GXG, the tracking number is a 10-digit barcode located on the bottom right of the sender’s copy. Insurance up to \$100 per shipment is included. At the customer’s option, additional insurance may be purchased up to \$2,499 or as limited by destination country, content, or value — see Publication 141, *Global Express Guaranteed Service Guide*, at [www.usps.com/cpim/ftp/pubs/pub141.pdf](http://www.usps.com/cpim/ftp/pubs/pub141.pdf). PS Form 6182, *Commercial Invoice*, may be required and serves as the customs form. Item 11FGG1, *GXG Mailing Label*, or the online GXG label must be used.

*Mail Deposit Reminder:* All mail weighing over 13 ounces bearing only postage stamps as postage must be presented to an employee at a retail service counter at a Post Office for mailing. These pieces may not be deposited in collections boxes or lobby drops.

## 2007 Domestic Mail Christmas Mailing Dates

To ensure delivery of holiday cards and packages to domestic addresses by December 25, 2007, we suggest that mail be entered no later than the mailing dates listed here, based on the class of mail.

Domestic Mail Class	Date
First-Class Mail	Dec. 20
Priority Mail	Dec. 20
Express Mail	Dec. 22
Parcel Post	Dec. 15
DBMC Drop Ship	Dec. 20
DDU Drop Ship	Dec. 21

For your convenience, the 2007 International and Military Mail Christmas mailing dates, which appeared in *Postal Bulletin* 22215 (9-13-07, page 49), is shown on page [14](#).

## ***DID YOU KNOW?***

**1 million U.S. residents ages 15 and older report being unable to hear.\***



**\*October is National Disability Employment Awareness Month**

## 2007 International and Military Mail Christmas Mailing Dates

To ensure delivery of holiday cards and packages by December 25 to military APO/FPO addresses overseas and to international addresses, we suggest that mail be entered by the recommended mailing dates listed below. Beat the last-minute rush and take your mail to your U.S. Post Office® by these suggested dates. And don't forget you can print postage, labels, and customs forms online 24/7 using Click-N-Ship® service at [www.usps.com/clicknship](http://www.usps.com/clicknship).

Remember, all mail addressed to military post offices overseas is subject to certain conditions or restrictions regarding content, preparation, and handling. APO/FPO addresses generally require customs forms. To see a table of active APO and FPO addresses and mailing restrictions by individual APO/FPO ZIP Codes™, go to <http://pe.usps.com> and click *Postal Bulletins* and go to the current issue and see the article "Overseas Military Mail."

Military Mail Addressed to	Express Mail® Military Service (EMMS) <sup>1</sup>	First-Class Mail® Letters/Cards	Priority Mail®	Parcel Airlift Mail (PAL) <sup>2</sup>	Space Available Mail (SAM) <sup>3</sup>	Parcel Post®
APO/FPO AE ZIPs 090–092	Dec 18	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AE ZIP 093	N/A	Dec 4	Dec 4	Dec 1	Nov 27	Nov 13
APO/FPO AE ZIPs 094–098	Dec 18	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AA ZIPs 340	Dec 18	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AP ZIPs 962–966	Dec 18	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13

- EMMS is available to selected military post offices. Check with your local Post Office to determine if this service is available to your APO/FPO of address.
- PAL is a service that provides air transportation for parcels on a space-available basis. It is available for Parcel Post items not exceeding 30 pounds in weight or 60 inches in length and girth combined. The applicable PAL fee must be paid in addition to the regular surface rate of postage for each addressed piece sent by PAL service.
- SAM parcels are paid at Parcel Post postage rate of postage with maximum weight and size limits of 15 pounds and 60 inches in length and girth combined. SAM parcels are first transported domestically by surface and then to overseas destinations by air on a space-available basis.

International Mail Addressed to	Global Express Guaranteed® (GXG) <sup>1*</sup>	Express Mail® International (EMS) <sup>2*</sup>	Priority Mail® International (PMI) <sup>3*</sup>	First-Class Mail® International
Africa	Dec 19	Dec 12	Dec 4	Dec 4
Asia/Pacific Rim	Dec 19	Dec 17	Dec 11	Dec 11
Australia/New Zealand	Dec 19	Dec 17	Dec 11	Dec 11
Canada	Dec 20	Dec 18	Dec 11	Dec 11
Caribbean	Dec 19	Dec 17	Dec 11	Dec 11
Central & South America	Dec 19	Dec 12	Dec 4	Dec 4
Mexico	Dec 19	Dec 17	Dec 11	Dec 11
Europe	Dec 19	Dec 17	Dec 11	Dec 11
Middle East	Dec 19	Dec 17	Dec 11	Dec 11

- GXG is available to over 190 countries via an alliance with Federal Express. See a retail associate at participating locations for a complete list of countries and money-back guarantee details, or go to <http://pe.usps.com>, and click International Rates and Fees, then Country Listing. You can also see the March/April 2007 issue of MailPro at [www.usps.com/mailpro](http://www.usps.com/mailpro). Some restrictions apply. Free shipping supplies are available. Purchase postage online and receive a 10% discount.
- EMS is available to over 190 countries with delivery in 3 to 5 average business days. Guaranteed, money-back service is available to Australia, China, Hong Kong, Japan, and Korea (Republic of South). Flat-rate shipping options and free packaging are available. Purchase postage online and receive an 8% discount.
- PMI is available to over 190 countries with delivery in 6 to 10 average business days. Flat-rate shipping options and free packaging are available. Purchase postage online and receive a 5% discount.

\* Average number of days may vary based upon origin and destination.

## Priority Mail Fact Sheet

Priority Mail items are First-Class Mail items weighing more than 13 ounces and, at the mailer's option, any other material (including First-Class Mail items) weighing 13 ounces or less.

- The weight limit for Priority Mail items is 70 lbs.
- The maximum size for Priority Mail items is 108 inches in combined length and girth (the length of the longest side, plus the distance around its thickest part).
- The Priority Mail Flat-Rate Box is priced at \$8.95, regardless of weight, contents, or distance traveled. The Priority Mail Flat-Rate Envelope is priced at \$4.60 — the same as the (unzoned) 1-pound rate.

An overview of Priority Mail dimensional-weight and balloon-rate pricing is provided below to help you understand the changes and be prepared to discuss them with customers.

### Priority Mail Dimensional-Weight Pricing

Dimensional-weight pricing is based on the cubic capacity of a package rather than on weight. It converts the cubic size of a mailpiece into a dimensional weight. If a large package is relatively light and addressed for delivery to Zones 5–8, it could be charged as a heavier-weight item. Dimensional-weight pricing aligns our Priority Mail prices with the costs we incur for shipping these items by air. It is based on a standard issued by the International Air Transport Associations (IATA). Other commercial carriers use this standard to determine prices for packages shipped by air.

- Remind customers to practice “right-size shipping” when preparing their items for mailing. See the article titled “Holiday Mailing Tips and Reminders” on page [10](#) in this issue of the *Postal Bulletin*.
- No Priority Mail item will ever be subject to both dimensional-weight and balloon-rate pricing.
- Complimentary Priority Mail packaging — which is available for order online, by telephone (800-222-1811), and at Post Offices — is never subject to dimensional-weight pricing.

### Priority Mail Balloon-Rate Pricing

Balloon-rate pricing applies to Priority Mail packages (addressed for delivery to local and Zones 1–4 only) measuring more than 84 inches in combined length and girth and weighing less than 20 pounds. These packages are charged the 20-pound balloon rate.

- The balloon rate is limited to local and Zones 1–4 only, to reflect the costs of handling and transporting large parcels via surface transportation.

- No Priority Mail item will ever be subject to both dimensional-weight and balloon-rate pricing.

### Priority Mail Quick Tips

- Because the size of the box, rather than just the weight, affects postage prices, remind customers to practice “right-size” shipping (see page [10](#) in this issue of the *Postal Bulletin*) and select mailing containers that are close in size to the item(s) being shipped.
- It is possible that a Priority Mail package subject to dimensional-weight pricing due to its size and destination address may cost *more* to mail than an item of the same size/weight shipped to an international destination using Priority Mail International service. This is because dimensional-weight pricing does *not* apply to Priority Mail International service.
- Use the Smart Mat and a ruler to help determine if an item is subject to dimensional-weight pricing. (For instructions on using the Smart Mat, see the article titled “Attention to Dimension: Priority Mail Pricing — A Reminder for Retail Employees” on page [21](#) in this issue of the *Postal Bulletin*.) POS ONE and IRT will perform the calculations for dimensional-weight pricing.
- Manual offices with an ACE computer should use the Postal Explorer<sup>®</sup> CD-ROM to perform the necessary dimensional-weight pricing calculations.
- Districts with manual offices that do not have an electronic scale or an ACE computer should provide those offices with the Dimensional Weight Pricing Worksheet and a rate chart. The Worksheet appears on the Retail Operations Web page at [http://blue.usps.gov/delret/L4RetOper\\_Price\\_Change\\_Resources\\_2007.htm](http://blue.usps.gov/delret/L4RetOper_Price_Change_Resources_2007.htm); under the heading “Tools,” click on *Dimensional Weight Calculations and Worksheet (Revised)*.
- Customers can also perform dimensional-weight calculations on the Rate Calculator available at [www.usps.com/tools/calculatepostage/welcome.htm](http://www.usps.com/tools/calculatepostage/welcome.htm).
- If the dimensional weight exceeds 70 pounds, the appropriate maximum 70-pound rate is assessed.
- For more information on the May 14, 2007, changes, see the Retail Operations Web page at <http://blue.usps.gov/delret/L3RetOper.htm> — it contains standard operating procedures and other helpful information to assist you. Under the heading “Manager’s Link,” click on *Rate Change Resources for Retail Operations*.

## First-Class Mail Fact Sheet

### What is First-Class Mail Shape-Based Pricing?

First-Class Mail shape-based pricing aligns the shape of mail with the relative processing costs for each mail shape.

The major changes made to First-Class Mail (retail) in May 2007 are detailed here to help you understand what changed and discuss the changes with customers.

### Letters

- The single-piece 1-ounce letter rate is \$0.41, the additional ounce price is \$0.17, and the single-piece postcard rate is \$0.26.
- The maximum size for letters did not change: 11-1/2" x 6-1/8" x 1/4" thick.
- When a piece of First-Class Mail exceeds any one of the maximum measurements of a letter, it is classified and priced as a large envelope (flat).
- The maximum weight for letter-size pieces is 3.5 ounces.
- The \$0.17 nonmachinable surcharge applies to all First-Class Mail letters weighing up to the maximum weight of 3.5 ounces, with *one or more* nonmachinable characteristics.
- Common nonmachinable characteristics include the following:
  - The aspect ratio (length divided by height) is less than 1.3 or more than 2.5.
  - The mailpiece is rigid or contains odd-shaped items.
  - The delivery address is parallel to the shorter dimension of the mailpiece.
  - The mailpiece measures more than 6" long or 4-1/4" high, if the thickness is less than 0.009".

### Large Envelopes (Flats)

- The single-piece 1-ounce rate for large envelopes (flats) is \$0.80.
- The maximum size for large envelopes is 15" x 12" x 3/4" thick.
- The maximum weight for large envelopes is 13 ounces. A large envelope exceeding 13 ounces is classified as a Priority Mail item.
- *When a First-Class Mail item exceeds any one of the maximum measurements of a large envelope, it is classified and priced as a package (parcel).*
- *When a flat-size piece of mail is a box or has contents that make the mailpiece rigid, it is classified and priced as a package.*
- All large envelopes (flats) must be rectangular. "Rectangular" includes square-shaped pieces.

### Packages (Parcels)

- The single-piece 1-ounce rate for packages is \$1.13.
- The maximum weight for First-Class Mail packages is 13 ounces. A package exceeding 13 ounces is classified as a Priority Mail item.

The decrease in price to \$0.17 for each additional ounce for all mail shapes results in lower prices for letters weighing over 1 ounce and for large envelopes weighing over 6 ounces.

Customers may save \$0.39 on the first ounce by folding the contents of a flat-size mailpiece (large envelope) into a letter-size mailpiece. Also, some items prepared as a package may be reconfigured and placed in a large envelope, saving \$0.33 on the first ounce.

### First-Class Mail Quick Tips

- Square greeting cards that are letter-size are mailable at letter rates and are subject to the \$0.17 nonmachinable surcharge in addition to the applicable First-Class Mail letter postage. (See DMM 101.1.2 for nonmachinable criteria.)
- If a mailpiece measures 11-1/2" or 6-1/8" or less and is 1/4" thick or less (letter-size), does not weigh more than 3.5 ounces, *and is rigid*, it is classified and priced as a nonmachinable letter. The applicable First-Class Mail letter postage and \$0.17 nonmachinable surcharge applies.
- The nonmachinable surcharge applies only to First-Class Mail letters. It does not apply to postcards eligible for the card rate, large envelopes, or packages.
- When greeting cards exceed *any one* of the letter-size measurements (e.g., 6-1/8" height), they are classified and priced as flats (large envelopes). *Do not price these cards as parcels.*
- When a piece of First-Class Mail exceeds *any one* of the maximum measurements (length, height, or thickness) of one mail shape, it is classified and priced as the next larger shape.
- A mailpiece must be flat-size or larger, if rigid, or over 3/4" thick to be classified and priced as a package (parcel).
- For padded bags (e.g., ReadyPost® "cushion mailer"), when the thickness is 3/4" or less and the item is flat-size and somewhat flexible, the item should be classified and priced as a large envelope.
- The minimum mailable size for pieces 1/4" thick or less is 5" long x 3-1/2" high x 0.007" thick.
- Use Notice 3-S, *First-Class Mail Shape-Based Pricing Template*, to measure mail thickness. (See page 32 in this issue of the *Postal Bulletin* for ordering instructions.)



## Extra Services Fact Sheet

Extra services include enhancements that, for a fee in addition to postage, provide special features beyond those of mail classes, such as greater security and accountability. Extra services also comprise confirmation of mailing, delivery, and receipt; special handling; and payment and acceptance options for mail. Additionally, extra services can provide alternatives to both delivery and payment for goods and services.

### Domestic Extra Services

Below are highlights of changes implemented in May 2007 to domestic extra services:

#### Insurance

- All domestic insured items now bear a barcoded label. This includes those items with a value up to \$50. **Note:** Unnumbered indemnity is no longer offered.
- Insured items valued up to \$200 use PS Form 3813, *Receipt for Domestic Insured Parcel*, and receive a scan at delivery, but no signature is collected.
- Insured items valued over \$200 use PS Form 3813-P, *Insured Mail Receipt*, and receive a scan at delivery, and a signature is collected.
- Unlike Certified Mail and Registered Mail scans, an insurance scan by itself will not provide electronic verification that the article was delivered or that a delivery attempt was made.
- Prices for insurance coverage changed as follows:
  - Value up to \$50 is \$1.65.
  - \$50.01 to \$100 is \$2.05.
  - \$100.01 to \$200 is \$2.45.
  - \$200.01 to \$300 is \$4.60.
  - The price per additional \$100 of insurance, valued over \$300 up to \$5,000, is \$4.60 plus \$0.90 per each \$100 or fraction thereof.
- Prices for Express Mail insurance:
  - The first \$100 of value is still provided. Values above \$100 are now priced differently than for regular insurance.
  - Value over \$100 up to \$200 is \$0.75.
  - \$200.01 to \$500 is \$2.10.
  - \$500.01 to \$5,000 is \$2.10 plus \$1.35 per each \$100 or fraction thereof.

#### Delivery Confirmation Service

Changes were made to fees only. The retail option fee for First-Class Mail parcels and Package Services parcels is now \$0.75, and the Priority Mail retail option fee is now

\$0.65. The Priority Mail electronic option — included with Click-N-Ship service — remains free.

#### Signature Confirmation Service

Changes were made to fees only. The retail option fee for all parcels is now \$2.10.

### International Extra Services

Below are highlights of changes implemented in May to international extra services:

#### Insurance

Insurance is available for Express Mail International and Priority Mail International merchandise shipments. Check the IMM for country-specific availability.

- PS Form 3813-P is used for domestic mail only.
- Record insurance amount and fee on PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*:
  - The clerk should write a “V,” insured amount, fee, and special drawing rights (SDR) conversion in spaces provided on PS Form 2976-A.
  - “V” indicates an international requirement to indicate the article has value.

**Note:** The following items are prohibited in Express Mail International shipments to all countries: Coins; banknotes; currency notes, including paper money; securities of any kind payable to bearer; traveler’s checks; platinum, gold, and silver; precious stones; jewelry, including watches; and other valuable articles.

#### Registered Mail

Registered Mail service is available for a fee for First-Class Mail International and Priority Mail International Flat-Rate Envelope shipping options only. Check the IMM for country-specific information and availability.

**Note:** For Registered Mail service indemnity, regardless of the declared value, the maximum amount of indemnity payable for loss, damage, or rifling is \$43.73.

Additional extra services such as return receipt and restricted delivery are available to select destinations. Check the IMM Individual Country Listings for complete information.

### Quick Tips

- Gift cards can be insured for their full value only when sent by Registered Mail service. *Gift cards sent by Express Mail (which includes Express Mail insurance) or another class of mail with merchandise insurance are protected only up to the maximum indemnity for cash and negotiable items — \$15.* Customers should check the terms of their gift cards as many are replaceable by the issuer if they are lost or stolen.

- Online indemnity coverage is limited to \$500 for lost, rifled, or damaged articles. Customers who wish to insure items for more than \$500 should be instructed to take these items to a retail postal facility. Additionally, customers should be advised that insurance purchased online cannot be combined with insurance purchased at a retail postal facility.
- eBay and Click-N-Ship customers may purchase insurance and file claims online at [www.usps.com](http://www.usps.com). Information on how to file insurance claims can be found at [www.usps.com/insuranceclaims](http://www.usps.com/insuranceclaims). *Note:* Only claims for insurance purchased online may be filed online. Claims for insurance purchased online may also be filed using PS Form 1000, *Domestic Claim or Registered Mail Inquiry*.
- To file a claim for domestic insurance purchased at a retail postal facility, customers must complete PS Form 1000 (available online and at retail postal facilities) — instructions appear on the form, and see the section on the form titled “What You Need to File a Claim.” For additional information, see DMM 609 or Notice 122, *Domestic Indemnity Claims — Customer Quick Reference Guide*.
- Be aware of fraudulent money orders. Always ensure the money order amount is equal to or less than the maximum amount (\$1,000 domestic/\$700 international), and verify security features on the money order, such as the Benjamin Franklin watermark and the vertical security thread with the word “USPS” repeated. A listing of missing, lost, or stolen U.S. money orders can be found in each issue of the *Postal Bulletin*. Post Offices and financial institutions may call the toll-free money order verification system at 866-459-7822 to verify if a money order was issued by the Postal Service. Information on security features and a link to Notice 299, *U.S. Postal Money Order Reference Card (“Look Before You Cash!”)*, are available at [www.usps.com/missingmoneyorders/security.htm](http://www.usps.com/missingmoneyorders/security.htm).

## International Products Fact Sheet

The Postal Service redesigned its international mail products last spring to make them clear-cut and easy to use for customers. The new product offerings align with domestic products and make it easier for customers to weigh their options when selecting a service.

Here are highlights of the four USPS international services.

### Global Express Guaranteed

GXG is an international expedited delivery service provided through an alliance with FedEx Express. GXG provides reliable, high-speed, date-certain service with tracking and money-back delivery guarantee to more than 190 countries worldwide. GXG offers 1–3 business day delivery (may vary based on origin and destination) and is perfect for shipping documents and other (nondocument) items or merchandise for which duty may be assessed by the Customs authority of the destination country (see IMM 213).

Other features include:

- 10 percent discount\* applies when customers pay for postage online through Click-N-Ship service or another authorized PC Postage vendor.
- \$100 insurance included.
- Additional insurance is available at the mailer’s option.

### Express Mail International

Express Mail International is an expedited service that can be used to send documents and merchandise to more than 190 countries worldwide with an average delivery of 3–5 business days (may vary based on origin and destination). Express Mail International includes date-certain, money back delivery guarantee to Australia, China, Hong Kong, Japan, and the Republic of Korea (South Korea). To all other destinations, guaranteed service is not available at this time. Check the IMM Individual Country Listings for country-specific information.

Other features include:

- 8 percent discount\* applies when customers pay for postage online through Click-N-Ship service or another authorized PC Postage vendor.
- \$100 insurance included.
- Domestic Express Mail Flat-Rate Envelopes can be used for shipping Express Mail International shipments (\$22 to Canada and Mexico; \$25 to all other countries).
- Tracking is available to major destinations.

### Priority Mail International

Priority Mail International is a reliable cost-effective way to send documents and merchandise to more than 190 countries with an average business day delivery of 6–10 days (may vary based on origin and destination).

Other features include:

- 5 percent discount\* applies when customers pay for postage online through Click-N-Ship service or another authorized PC Postage vendor.

- Domestic Priority Mail Flat-Rate Boxes may be used for Priority Mail International (\$23 to Canada and Mexico; \$37 to all other countries).
- Limited indemnity coverage provided at no extra charge.
- Insurance available at the mailer's option.
- Tracking available to some destinations in Asia, Canada, and Europe.
- Domestic Priority Mail Flat-Rate Envelopes may be used for Priority Mail International (\$9 to Canada and Mexico; \$11 to all other countries)
- Registered Mail service available (without insurance).

### First-Class Mail International

First-Class Mail International is a reliable and economical means of sending correspondence, documents, and lightweight merchandise weighing up to 4 pounds to more than 190 countries.

- Delivery time varies by destination.
- Registered Mail service is available without insurance coverage.
- Tracking is not available.

\*Discount applies to postage amount only and not to any extra services.

## Holiday Reminder for Employees: Online Postage Labels

Click-N-Ship (a USPS product) and other authorized PC Postage providers such as eBay (Pitney Bowes), Endicia.com, Stamps.com, and Pitney Bowes provide customers with different online postage payment options for added convenience. Postal Service employees should be aware of the unique characteristics of online postage payment methods.

### Click-N-Ship Postage Labels

During the holidays, many customers will use — some for the first time — the Postal Service's Click-N-Ship service to ship their packages. It is important that employees know the following:

1. What a valid Click-N-Ship label looks like.
2. How to detect counterfeit Click-N-Ship labels.
3. What to do if you suspect a Click-N-Ship label is counterfeit.

The Click-N-Ship Web page at <http://blue.usps.gov/cnsblue> contains Service Talks on how to properly identify Click-N-Ship labels; click on *Service Talks* in the left navigation bar of the Web page. Please ensure the talks are

given to retail employees and posted on employee bulletin boards.

The Retail Operations Rate Change Resources Web page at [http://blue.usps.gov/delret/L4RetOper\\_Price\\_Change\\_Resources\\_2007.htm](http://blue.usps.gov/delret/L4RetOper_Price_Change_Resources_2007.htm) contains the following:

- A Service Talk on how to detect counterfeit Click-N-Ship labels. Under the heading "Rate Change Service Talks and SOP's – Retail Domestic," click on *Service Talk Counterfeit Click-N-Ship Labels*.
- Standard operating procedures (SOPs) for handling all international online postage labels. The SOPs appear under the heading "Rate Change Service Talks and SOP's – Retail International."

Also see the article titled "Online International Shipping Enhancements and Forms Field Information Kit" in *Postal Bulletin 22207* (5-24-07, pages 6–11). The kit includes detailed information and samples of online international shipping labels with customs forms. Please print out this information for future reference.

### Nondenominated Information-Based Indicia ("Hidden Postage") Labels

Some businesses do not wish their customers (addressees) to see the amount of postage paid on a particular item. The Postal Service allows customers who produce postage labels through Click-N-Ship or another authorized PC Postage provider to print labels without reflecting the amount of postage in numeric format, similar to non-nominated postage stamps. On these labels, the postage amount paid is imbedded in the information-based indicia (IBI) barcode.

See the stand-up talk on nondenominated IBI that appears on page 25 in this issue of the *Postal Bulletin*.

To prepare for the busy holiday mailing season, please review the SOPs, and deliver the Service Talks as appropriate.

## 13-ounce Mail: A Reminder for Postal Service Employees

All mail that weighs over 13 ounces and that uses only postage stamps as postage (this includes pre-paid Priority Mail Flat-Rate Boxes and Envelopes) must be presented to an employee at a retail service counter at a Post Office. This is part of ongoing security measures established by the Postal Service, in cooperation with other government agencies, to keep the public, customers, employees, and the mail safe.

Customers may use a convenient online postage application or generate postage on an Automated Postal

Center® (APC®) if they wish to mail items that weigh more than 13 ounces. Online postage applications include the Postal Service's Click-N-Ship service available at [www.usps.com](http://www.usps.com) and PC Postage from an authorized USPS postage vendor. Customers may deposit items with online and electronic postage in Postal Service collection boxes or Post Office lobby mail slots, or give them to their USPS letter carrier. Alternate places customers can mail items are at contract postal units and USPS Approved Shipper locations.

Customers who are unable to use one of the above methods to prepare and affix postage must present items weighing more than 13 ounces to a Postal Service employee at a Post Office retail service counter. Business customers who use postage meters may continue to use meter postage for packages of any weight and mailing method.

Decals have been placed on USPS collection boxes to indicate that deposit of stamped mail over 13 ounces is prohibited in collection boxes and any such mail will be returned to sender.

For more information, customers may call 800-ASK-USPS or go to [www.usps.com](http://www.usps.com). Employees will find additional information such as SOPs, training resources, and service talks on the AVSEC New Program Web site at [http://blue.usps.gov/site/wcm/connect/network\\_operations/logistics\\_and\\_processing/ams/avsec](http://blue.usps.gov/site/wcm/connect/network_operations/logistics_and_processing/ams/avsec).

**Note:** All employees were required to have completed the Anonymous Mail training by October 15, 2007. If you have new employees or employees who were not trained, you must contact your district training office or go to USPS-TV On Demand at <http://blue.usps.gov/pac/uspstv/welcome.htm> and click on *Full Video Listing* in the left navigation bar. A list of training courses appears under the heading "Workplace Security."

— *Aviation Mail Security, Network Operations Management, 10-25-07*

## Scanning Reminder for Postal Service Employees

In preparation for the holiday mailing season, please ensure that scanning procedures for all extra service items (which include Delivery Confirmation, Signature Confirmation, Certified Mail, Registered Mail, Express Mail, Insured Mail, COD, and inbound international mail parcels) are

followed. *Items with Delivery Confirmation and parcels insured for \$200 or less require only a delivery scan.*

As of January 1, 2006, the Postal Service became liable for loss, damage, or rifling of all parcel items sent to the United States from a foreign destination. For inbound international mail parcels, items requiring a scan and/or signature capture can be identified either by the presence of a barcode or a manual endorsement that begins with a specific alpha character: C, V, E, R, A (CRAVE):

- Inbound International Parcels "C" prefix — e.g., CP123456789BK.
- International Insured Parcels "V" prefix, V123 or VV123 (many insured parcels also have a "C" barcode).
- International Express Mail "E" barcode or number that starts with an "E."
- Inbound Registered Items "R" — e.g., R9742 or RR123.
- Inbound Recorded Delivery "A" — e.g., A123 or AA123.

There is a course available for employee viewing on USPS-TV On Demand; go to <http://blue.usps.gov/pac/uspstv/welcome.htm>, and under the heading "Top Picks," click on *International Mail Scanning, course #15201-87*.

Ensure that appropriate scanning is completed in a timely manner for plant-verified drop shipment (PVDS) forms (PS Forms 8125 and 3152-A).

Express Mail items, Signature Confirmation items, and firm sheets require the delivery employee to manually enter the first initial and last name of the person who actually signs for the parcel(s).

When scanners are not readily accessible, employees should record human-readable identification numbers and all relevant information on a PS Form 3849, *Delivery Notice/Reminder/Receipt*, so that the item numbers can be manually keyed and the data captured.

All offices need to ensure that their Intelligent Mail Device (IMD) scanners are properly cradled so that data transmission can take place. Scanning performance should be monitored, and plans for corrective actions should be coordinated by the appropriate managers as needed.

A retail service talk on procedures for handling PS Form 3849 is available at the Retail Operations Web page at <http://blue.usps.gov/delret/L3RetOper.htm>; in the left navigation bar, click on SOPs, and then, under the heading "References — Domestic," click on *SERVICE TALK PS Form 3849 at the Window & Post Office Box Section*.

## Attention to Dimension: Priority Mail Pricing — A Reminder for Retail Employees

During the holiday mailing season, many offices will see an increase in package volume as customers mail their holiday gifts. This is also the first holiday season in which some large, light-weight Priority Mail packages may be subject to dimensional-weight pricing.

Below are important reminders about Priority Mail dimensional-weight pricing to keep in mind during the busy holiday mailing season.

### Why is Priority Mail dimensional-weight pricing important?

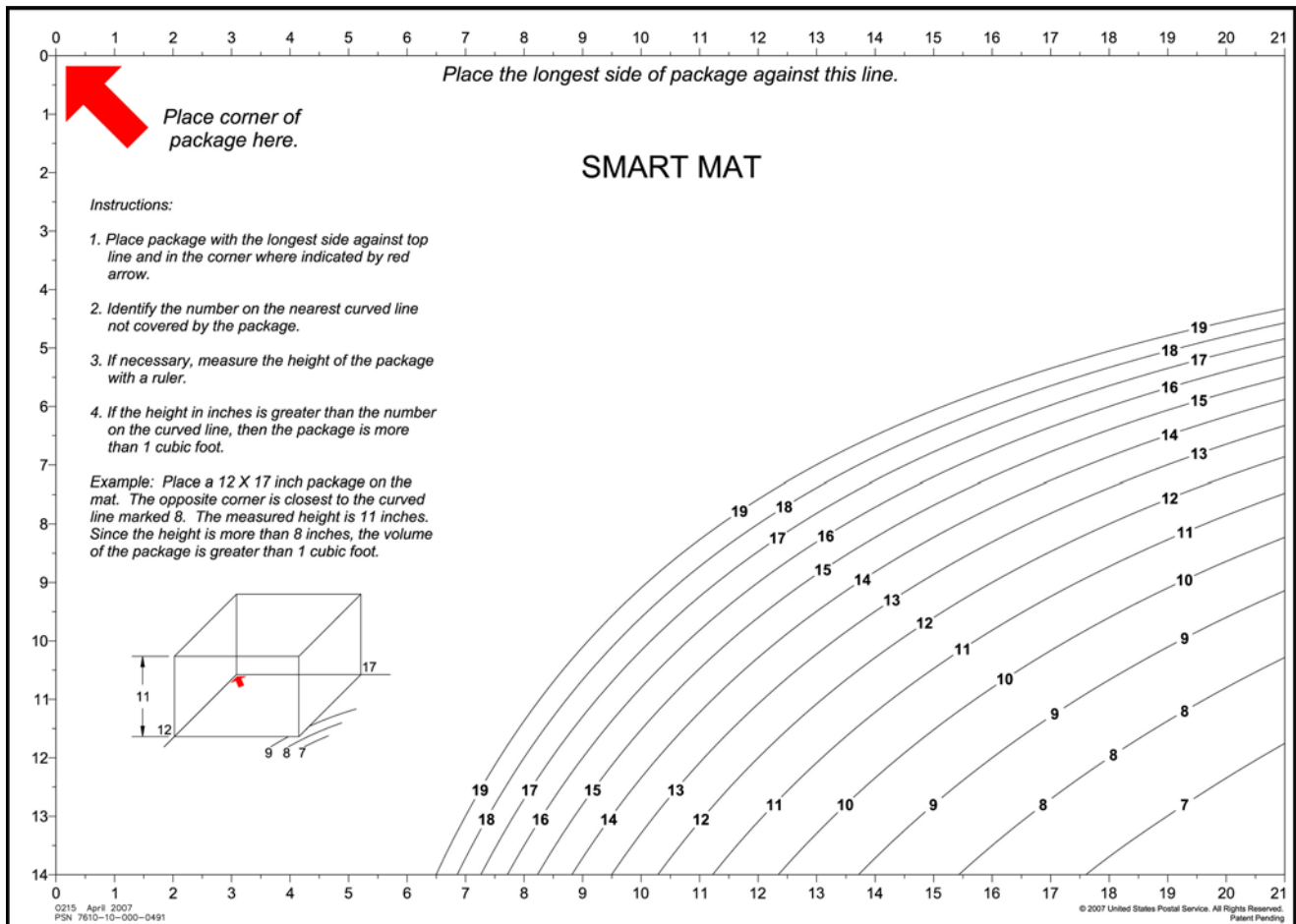
Dimensional-weight pricing is important for Priority Mail because it allows our prices to better reflect the cost of air

transportation. Air transportation costs are based on the cubic capacity (size) of a package, not on the weight. This means that some large, light-weight packages may be charged as heavier-weight items. Other carriers use a similar standard to determine their prices.

### What is the Smart Mat?

The Smart Mat is a useful tool provided to retail offices to assist in determining Priority Mail dimensional-weight pricing. The mat, shown in Exhibit 1, was distributed this past June and August to POS One, IRT, and manual offices. The Smart Mat and a ruler is the quickest and most efficient way to determine if a Priority Mail package may be subject to dimensional-weight pricing.

Exhibit 1: Smart Mat



## Why use the Smart Mat?

The Smart Mat requires that you measure *only one* dimension of a package — the height — rather than measuring three dimensions (height, weight, and length). It is the most efficient method to determine dimensional weight.

## When Should the Smart Mat Be Used?

Ask two questions:

- Is it a Priority Mail package?
- Is it addressed to a destination within Zones 5–8?

If the answer to both questions is “yes,” use the Smart Mat and a ruler as instructed below.

## How Should the Smart Mat Be Used?

- *Step 1.* Place the Priority Mail package with the corner of the longest side of the package against the top line and in the corner as indicated by the red arrow on the mat.

- *Step 2.* Identify the number on the nearest curved line that is not covered by the package.
- *Step 3.* Measure the height of the package with a ruler.
- *Step 4.* If the height in inches is greater than the number on the curved line, the package is more than 1 cubic foot and may be subject to dimensional-weight pricing.

The applicable postage is based on the scale weight or the dimensional weight, whichever is greater, and the appropriate zone.

The Retail Operations Rate Change Resources Web page at [http://blue.usps.gov/delret/L4RetOper\\_Price\\_Change\\_Resources\\_2007.htm](http://blue.usps.gov/delret/L4RetOper_Price_Change_Resources_2007.htm) contains a Dimensional-Weight Pricing and Criteria Worksheet. Under the heading “Tools,” click on *Dimensional Weight Calculations and Worksheet (Revised)*.

For more information on Priority Mail dimensional-weight pricing, see the article titled “Priority Mail Fact Sheet” on page 15 in this issue of the *Postal Bulletin*.

## 2007 Holiday Element List

The Holiday POP Kit will be distributed to each office between October 22nd and October 31st. Each POP kit will be tailored to Post Office specifications as listed in the Facilities Database. A *Signage Instruction Guide* will be included in each POP kit to explain where to display each element contained in the individualized package. If there are questions about the POP kit, please call Carlos at the NEW POP Hotline number as listed in the Signage Instruction Guide (312-425-6891). **All holiday POP must be on display from November 1st until December 31st.**

### FULL-SERVICE LOBBY ZONE:

Element	Messaging	Specs	Distribution
Standee	Flat-Rate Box		Kit 4, 5, 6, and XL
Wall Poster — Small	Stamps	18" x 24"	Kit 3, 4
Wall Poster — Large	Stamps	24" x 36"	Kit 5, 6
Wall Poster	Flat-Rate Box	18" x 24"	Kit 1, 2
Queue Floor Window Insert	MasterCard Promo	33" x 23.25"	APC Locations Only
Lug On (slatwall)	ReadyPost		ReadyPost Offices

### CLERK COUNTER ZONE:

Element	Messaging	Specs	Distribution
Menuboard v1 Lg Hook & Cord	Flat-Rate Box	23.625" x 34.5"	Based on office configuration
Menuboard v1 Lg Sustaining	Flat-Rate Box	23.625" x 34.5"	Based on office configuration
Menuboard v1 Sm Hook & Cord	Flat-Rate Box	17.5" x 25.375"	Based on office configuration
Menuboard v1 Sm Sustaining	Flat-Rate Box	17.5" x 25.375"	Based on office configuration
Menuboard Large v1 Backlit	Flat-Rate Box	25.625" x 34.5"	Based on office configuration
Half Size v1 Backlit	Flat-Rate Box	15.875" x 23.625"	Based on office configuration
Menuboard v2 Lg Hook & Cord	Express Mail	23.625" x 34.5"	Based on office configuration
Menuboard v2 Lg Sustaining	Express Mail	23.625" x 34.5"	Based on office configuration
Menuboard v2 Sm Hook & Cord	Express Mail	17.5" x 25.375"	Based on office configuration
Menuboard v2 Sm Sustaining	Express Mail	17.5" x 25.375"	Based on office configuration
Menuboard Large v2 Backlit	Express Mail	25.625" x 34.5"	Based on office configuration
Half Size v2 Backlit	Express Mail	15.875" x 23.625"	Based on office configuration
Counter mat Insert	Flat-Rate Box	17" x 11"	Kit 3, 4, 5, 6, XL
Counter mat Insert	Stamps	17" x 11"	Kit 1, 2
Credit Card Flag	Holiday		POS Locations
Counter card	Flat-Rate Box		Kit 1, 2, 3

### EXTERIOR ZONE

Element	Messaging	Specs	Distribution
Holiday Closing Sign	Official Holiday Dates	11" x 8.5"	All Locations

## 2007 Holiday Element List

EMPLOYEE COMMUNICATION:			
Element	Messaging	Specs	Distribution
Signage Instruction Guide	Kit Instructions		All Locations
MASTERCARD ELEMENTS			
Element	Messaging	Specs	Distribution
APC Horizontal Sign Promo Panel	MasterCard Promo	17.9375" x 14.4687"	APC Locations Only
Stanchion Sign	MasterCard Promo	22" x 28"	APC Locations Only

## Retail Service Equipment: Holiday Knits Reminders

Here are some notes about retail service equipment to keep in mind for the holidays:

- Traditional vending machines (PCM 1625B and PBSM 624s) will sell the *Holiday Knits* booklets — but this is not automatic. Each facility with these machines will have to order stock. Stock is available on October 25, 2007.
- The Automated Postal Centers (APCs) will get an **automatic** *Holiday Knits* sheetlet shipment based on last year's 30-day sell-through.
- Initial *Holiday Knits* sheetlets stock is not ordered from the Stamp Distribution Office (SDO). SDOs will have limited reorder stock available.
- *Holiday Knits* stock is not put into the APC until **November 23, 2007**. The APC is to sell the stock until it is completely sold out. Once the *Holiday Knits* sheetlets are sold out, the *Forever Stamp* sheetlet is put back into the APC.

## Stand-up Talk for Postal Service Employees: 2007 Price and Product Holiday Reminders

The holiday season is here. Now is the perfect time to re-familiarize yourself with the recent changes to domestic and international mail. To recap, here are some of the major changes that were made to single-piece (or retail) mail.

### Priority Mail

The most significant change was the introduction of dimensional-weight pricing for items over 1 cubic foot capacity traveling to Zones 5–8. As a result, some large lightweight items may be charged as heavier-weight items. This change aligned our pricing with the costs we incur for transportation costs associated with shipping by air.

Another adjustment involved the change to apply the 20-pound balloon rate to packages measuring larger than 84 inches in combined length and girth and weighing less than 20 pounds. Balloon-rate pricing applies only to local and Zones 1–4, which require ground rather than air transportation.

### First-Class Mail

Determining postage prices now includes consideration of the shape of the mailpiece. First-Class Mail "shape-based pricing" applies separate prices for each mail shape: letters, large envelopes, and packages. Mail shape is important because each mail shape incurs different processing costs — for example, letters cost less for us to process than large envelopes.

Also, the \$0.17 nonmachinable surcharge now applies to all First-Class Mail letters up to 3.5 ounces. Mailpieces classified as postcards eligible for the card rate, large envelopes, and packages are never subject to the nonmachinable surcharge. As an example, the popular "musical" greeting cards that are letter size, weigh more than 1 ounce, and are square in shape may be subject to the nonmachinable surcharge in addition to postage. In some cases, the envelopes are marked "Extra Postage Required." *Due to their size, most square greeting cards are classified and priced as large envelopes (flats), not packages.* However, large envelopes that exceed *any one* of the maximum dimensions of a flat or, regardless of thickness, are rigid, nonrectangular, or not uniformly thick are classified and priced as a package (parcel) — i.e., if the item has bumps that cause the thickness to vary more than 1/4 inch. Notice 3-S, *First-Class Mail Shape-Based Pricing Template*, is the perfect tool to help determine First-Class Mail prices.

### Parcel Post

The balloon rate was changed to require payment of the 20-pound rate to any piece weighing less than 20 pounds that measures more than 84 inches in combined length and girth. The balloon rate for Parcel Post applies to items mailed to all zones.

## Extra Services

The major changes to extra services include the redesign of the insured mail label as follows:

- All insured mail items now have a number and a barcode and require a scan.
- Insured items \$200 and under require a scan only when delivered.
- Insured items over \$200 require a signature and a scan when delivered.

Other enhancements to extra services include the following:

- Customers who purchase insurance with Delivery Confirmation or Signature Confirmation service may view delivery information online.
- Domestic insurance claims for pieces paid using Click-N-Ship service or eBay may be initiated online at [www.usps.com](http://www.usps.com).

**Note:** Customers may not combine insurance purchased online (which has a \$500 limit) with insurance purchased at the Post Office (which has a \$5,000 limit).

## International Products

International products have been redesigned into four streamlined services that align with domestic services: Global Express Guaranteed, Express Mail International, Priority Mail International, and First-Class Mail International. These four products offer enhancements for customers who purchase postage online. The online forms also combine the shipping label with the appropriate customs form in one convenient form.

Always check the IMM Individual Country Listings for restrictions, prohibitions, and observations when accepting international shipments. Also, customers may now use domestic packaging supplies for international shipments. *Customers should use former domestic packaging until supplies are depleted. Although the packaging says "For Domestic Use Only," it can be used for both domestic and international shipments.*

## Stand-up Talk for Delivery Employees: What is the Correct Postage?

### Greeting Cards and Other First-Class Mailpieces

Greeting cards are available in various shapes and weights, and they include "musical" cards. Most greeting cards, including "musical" cards, meet uniform thickness standards and are sufficiently flexible under the new shape-based rules for letter mail. Do not charge postage due if these cards show postage applied by the Postal Service using meter stamps or PVI indicia, which indicate that the mailpiece was already reviewed for compliance with shape-based mailing guidelines.

Square greeting cards are charged the \$0.17 non-machinable surcharge in addition to the First-Class Mail postage, if the card is less than 6-1/8 inches high. Greeting cards exceeding the maximum letter-size height of 6-1/8 inches are classified as flats — *not parcels* — and the appropriate flat-sized rate is charged. Greeting cards and other mail weighing more than 3.5 ounces, regardless of dimensions, are not considered letters and are priced as flats. Envelopes for these cards are often already marked "Extra Postage Required."

If you have any questions about a mailpiece, uniform thickness, or size standards, please notify your supervisor, who can contact a retail associate or the Business Mail Entry manager.

### Flat-Size Mailpieces

To qualify for flat rates, large envelopes must be rectangular, somewhat flexible, and meet uniform thickness requirements. Do not charge postage due if the mailpiece shows postage applied by the Postal Service using meter stamps or PVI indicia, which indicate that the mailpiece was already reviewed for compliance with shape-based mailing guidelines.

The maximum weight for flats is 13 ounces. A mailpiece that exceeds 13 ounces is considered a Priority Mail item.

Notice 3-S, *First-Class Mail Shape-Based Pricing Template*, is the perfect tool to help determine mailpiece prices.



## Stand-up Talk for Retail Employees: Nondenominated IBI (“Hidden Postage”) Labels

The Postal Service offers many different online postage payment options for the convenience of our customers. Customers may choose Click-N-Ship (a USPS product) or an authorized PC Postage provider such as eBay (Pitney Bowes), Endicia, Stamps.com, or Pitney Bowes, Inc. This stand-up talk provides information regarding online labels (with printed information-based indicia (IBI) postage) so that you will be familiar with these postage labels — because many customers will bring packages with these labels affixed into Post Offices for mailing, especially during the holiday mailing season.

Some business mailers do not wish their customers (addressees) to see the amount of postage paid on a particular item. The Postal Service allows customers who produce postage labels through Click-N-Ship or another authorized PC Postage provider to print labels without reflecting the amount of postage in numeric format, similar to nondenominated postage stamps. On these labels, the postage amount paid is in the IBI barcode. This has been referred to as “stealth postage,” “hidden postage,” or, preferably, “nondenominated IBI.” Although the postage amount in numeric format is not visible for conventional visual postage verification, there is always a text description of the type of postage paid printed as part of the indicia, which identifies the following:

- Mail class.
- Mailed-from ZIP Code.
- Weight.
- Any surcharge that was paid.

Zones may also appear in the indicia area (when applicable). See Exhibit 1 for an image of a label with nondenominated IBI postage.

### Exhibit 1 Sample of Stamps.com Label With Nondenominated IBI

<b>P</b>	05/19/07 From 06484	US POSTAGE PAID Pitney Bowes Flat Rate Box 024P0007650887	
	<b>USPS PRIORITY MAIL</b> ®		
John Smith Pitney Bowes 35 Waterview, MSC 26-21 Shelton CT 06484			
SHIP Jim Snow TO: Pitney Bowes 27 Waterview Sunnyvale CA 94085			
<b>ZIP - e/ USPS SIGNATURE CONFIRMATION</b>			
			
<b>420 94085 9121 1288 8230 0525 2393 22</b>			
Electronic Rate Approved #128882300			

For all nondenominated IBI pieces, if the item being shipped matches the description in the text portion of the indicia, then assume the correct postage has been paid.

Nondenominated IBI is available on Priority Mail items with electronic no-fee Delivery Confirmation service, Package Services items with Delivery Confirmation service, and Express Mail items. *Nondenominated IBI cannot be printed reflecting First-Class Mail letter rates or flat rates, so it should not appear on letters or large envelopes.*

Please note that nondenominated IBI is available with Click-N-Ship service on international mail *only* (Express Mail International and Priority Mail International). It is *not* available on domestic Click-N-Ship labels. For additional information, see the article titled “Hidden Postage Indicia” in *Postal Bulletin 22208* (6-7-07, pages 86–87).

Remember: For all nondenominated IBI pieces, if the item being shipped matches the description in the text portion of the indicia, then assume the correct postage has been paid. Please accept these pieces in the same manner as any other PC Postage product. *If a nondenominated IBI label appears to be photocopied or not original, please contact your supervisor and/or Postal Inspector.*

## Frequently Asked Questions

Below are frequently asked questions (FAQs) for Postal Service employees. The FAQs are focused on retail and provide additional clarification on some of the major changes that took place in May to postal prices and products. This information will also assist employees in responding to questions received from customers.

### Domestic Mail FAQs

#### General

**Q.** Can the Forever Stamp be used on mailpieces that require extra postage?

**A.** Yes. The postage value of a Forever Stamp is the current First-Class Mail single-piece 1-ounce letter rate — \$0.41. Customers must affix additional postage when mailing letters weighing in excess of 1 ounce and/or letters subject to the nonmachinable surcharge or mailpieces subject to another rate of postage (e.g., large envelopes or packages).



**Q.** How may customers who have a number of different stamps with no denomination determine the value of those stamps?

**A.** DMM Quick Service Guide 604a details all non-denominated postage issued since 1975. Go to <http://pe.usps.com> and click *Quick Service Guides*.



**Q.** Where can customers find additional information regarding domestic and international rates and fees?

**A.** Additional information on domestic and international rates and fees can be found at <http://pe.usps.com>. International delivery options can be found at [www.usps.com/international](http://www.usps.com/international).

**Q.** Pickup on Demand service increased to \$14.25. What about Carrier Pickup service — did that change?

**A.** Carrier Pickup service remains available at no charge. Customers may schedule Carrier Pickup service or Pickup on Demand service online at [www.usps.com/pickup](http://www.usps.com/pickup). Pickup on Demand service may be also be scheduled by calling 800-222-1811. *Note:* Mailpieces that weigh over 13 ounces and that bear only postage stamps as postage must be presented for mailing to an employee at a Post Office retail counter.

#### First-Class Mail

**Q.** Are letter-size greeting cards weighing more than 1 ounce subject to the nonmachinable surcharge?

**A.** Yes. The \$0.17 nonmachinable surcharge criteria applies to all First-Class Mail letters (up to the 3.5-ounce maximum weight). However, greeting cards that are classified and priced as flats are not subject to the nonmachinable surcharge.

**Q.** How are “rigid” letter-size greeting cards priced?

**A.** If a mailpiece does not exceed 11-1/2 inches x 6-1/8 inches x 1/4 inch thick and 3.5 ounces, but is rigid, it is classified and priced as a nonmachinable letter (i.e., applicable First-Class Mail postage and \$0.17 nonmachinable surcharge apply).

**Q.** Are large envelopes (flats) subject to a nonmachinable surcharge?

**A.** No. Since large envelopes have their own price structure (flats prices), the nonmachinable surcharge does not apply.

**Q.** If a First-Class Mail piece is larger than letter-size, does it have to be over 1/4 inch thick to be priced as a “large envelope”?

**A.** No. The 1/4 inch thickness is just one of the three maximum measurements for letter-size pieces. If the mailpiece exceeds any one of the measurements, it is classified and priced as a large envelope (flat) as long as it does not exceed any of the flat-size maximum dimensions and has all the other characteristics of a large envelope (flat).

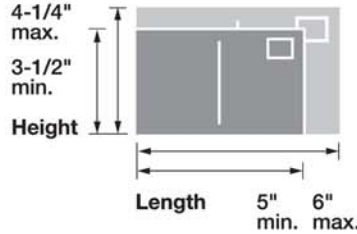
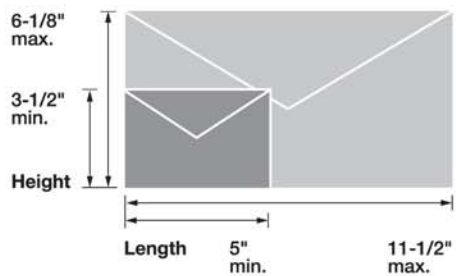
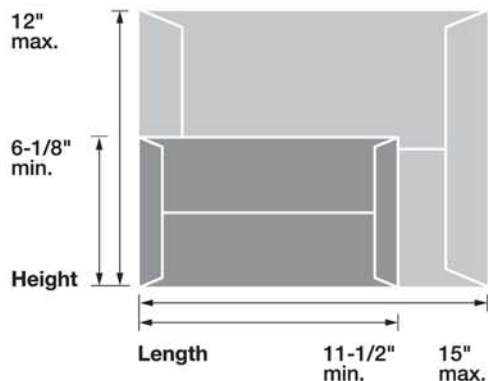
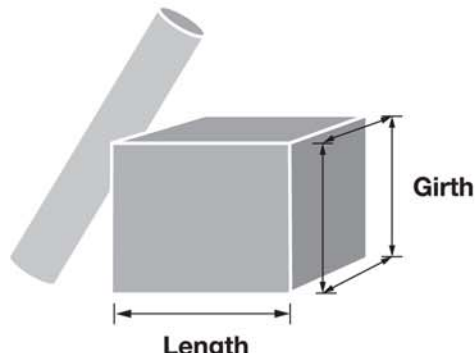
**Q.** If a flat-size First-Class Mail piece is rigid, is that piece charged the parcel rate?

**A.** Yes. If the physical dimensions are within flat-size standards, and the mailpiece is rigid, it is classified and priced as a package (parcel). Notice 3-S, *First-Class Mail Shape-Based Pricing Template*, is a useful tool to help determine First-Class Mail prices.

**Q.** Did the Postal Service make any changes to any of its processing categories used to determine shape-based rates?

**A.** No. The minimum and maximum sizes for First-Class Mail card rate, letters, and flats have not changed — see page [27](#) in this issue of the *Postal Bulletin*.

# First-Class Mail—Single-Piece Rates

SHAPE	SIZE	RATE																																								
<p><b>Postcards</b></p>  <p>4-1/4" max. 3-1/2" min. Height Length 5" min. 6" max.</p>	<table border="1"> <thead> <tr> <th></th> <th>minimum</th> <th>maximum</th> </tr> </thead> <tbody> <tr> <td>length</td> <td>5 inches</td> <td>6 inches</td> </tr> <tr> <td>height</td> <td>3-1/2 inches</td> <td>4-1/4 inches</td> </tr> <tr> <td>thickness</td> <td>0.007 inch</td> <td>0.016 inch</td> </tr> </tbody> </table>		minimum	maximum	length	5 inches	6 inches	height	3-1/2 inches	4-1/4 inches	thickness	0.007 inch	0.016 inch	<table border="1"> <thead> <tr> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>\$0.26</td> </tr> </tbody> </table>	Rate	\$0.26																										
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Q. How large can an envelope be and still be eligible for First-Class Mail letter rates?

A. The maximum size is 11-1/2 inches x 6-1/8 inches x 1/4 inch thick. Determining the processing category of a mailpiece (letter, flat, or parcel) is dependent solely on the physical dimensions of the piece without regard to address placement. If an envelope exceeds any of the physical dimensions, or 3.5 ounces in weight, it is classified and priced as a large envelope (flat).

Q. Are items sent at First-Class Mail flats rates (large envelopes) required to be flexible and "uniformly thick"?

A. Yes. Large envelopes as well as padded mailing bags must be somewhat flexible (not rigid) and uniformly thick. Items mailed in large envelopes cannot have more than a 1/4 inch variance in thickness. Also, mailpieces must be rectangular with a maximum thickness (at the thickest point) of 3/4 inch. A mailpiece that exceeds any one of the maximum physical dimensions (15 inches x 12 inches x 3/4 inch thick) is classified and priced as a package (parcel).

Q. Would items such as photos mailed in a large envelope with cardboard or "stiffeners" inserted to prevent bending be subject to package rates?

A. Yes. For additional information, see DMM 101.2.3.

#### Priority Mail

Q. With dimensional-weight pricing for Priority Mail packages, is there still the balloon rate?

A. Yes, but only for packages measuring larger than 84 inches combined length and girth traveling locally up to Zone 4 with the minimum rate being the 20-pound rate.

Q. Are packages measured the same way for dimensional-weight pricing as for balloon-rate pricing?

A. No. Dimensional-weight is based on cubic inches by measuring (in inches) and multiplying the length by the width by the height. If the result is greater than 1,728, divide it by 194 (the "dim factor"). The result is the dimensional-weight. The Smart Mat may be used to determine if a parcel is eligible for dimensional-weight pricing. Balloon-rate is determined by measuring the length and girth combined, and if the result is greater than 84 inches, balloon-rate pricing may apply.

Q. Are complimentary Priority Mail boxes, including the flat-rate boxes, subject to dimensional-weight pricing or the balloon-rate?

A. No. Complimentary Priority Mail containers available online or at Post Offices are not subject to dimensional-weight or balloon-rate pricing.

#### Express Mail

Q. Is insurance included in the base price for Express Mail?

A. Yes, merchandise insurance is provided against loss, damage, or rifling up to a maximum liability of \$100. Additional insurance up to \$5,000 may still be purchased for a fee, at the customer's option. **Note:** The maximum amount of insurance available for purchase online is \$500. The maximum amount of insurance available for purchase at the retail counter is \$5,000. Online insurance cannot be combined with insurance purchased at the retail counter. Customers wishing to ensure items for more than \$500 should purchase the whole insurance amount at the retail counter.

Q. If a customer purchases additional insurance, can the "waiver of signature" option be selected?

A. No. If a waiver of signature is requested, any additional insurance coverage is void. This information is printed on the Express Mail label.

Q. Does dimensional-weight pricing apply to Express Mail shipments?

A. No. Dimensional-weight pricing only applies to Priority Mail.

#### Package Services

Q. Can postage for Bound Printed Matter (BPM)-eligible items be purchased at the retail counter?

A. Single-piece nonpresorted BPM is no longer offered as an option for mailing flats and parcels at the retail counter. However, we accept nonpresorted BPM pieces for mailing at the retail counter (as well as collection boxes and letter carriers, as appropriate) if the customer has pre-applied postage using adhesive stamps, meter strips, or PC Postage. We sell postage (stamps or PVI labels) for BPM items only when customers specifically request BPM.

Q. Were there any changes to Media Mail eligibility?

A. There were no significant changes to Media Mail. As a reminder, eligible contents are limited to books, sound recordings, recorded videotapes, and computer-readable media (not blank). Media Mail cannot contain advertising, except eligible books may contain incidental announcements of books. Rates are still unzonated and based on weight.

*Extra Services*

*Q. Where can electronic Return Receipt service be purchased?*

A. Return Receipt (electronic) service is available on eligible mailpieces at Post Offices that have integrated retail terminals (IRTs) and point of service (POS) terminals. It is not available at manual offices.

*Q. How are mailpieces with partial or full postage handled when a customer has requested an electronic Return Receipt?*

A. There is a process that must be followed in IRT/POS Post Offices. The standard operating procedures for this process can be found on the Retail Operations page at <http://blue.usps.gov/delret/L3RetOper.htm>; click on SOPs in the left navigation bar of the Web page.

*Q. Can gift cards be insured?*

A. Gift cards may be insured for their full value only when sent by Registered Mail service. Otherwise, gift cards sent by Express Mail service (which includes Express Mail insurance) or another class of mail with merchandise insurance are protected only up to the maximum indemnity for cash and negotiable items — \$15. Customers should check the terms of their gift cards as many are replaceable by the issuer if they are lost or stolen.

*Q. What if a customer wishes to purchase domestic (or international) postage online and insure the item for more than \$500?*

A. Insurance purchased online is limited to \$500, whereas insurance purchased at any Post Office facility is available in amounts up to \$5,000. Insurance purchased online cannot be combined with additional insurance purchased later at a Post Office. Customers may purchase postage online and bring the item to a Post Office to purchase insurance up to \$5,000.

*Q. How can a customer determine if an insured item has been delivered?*

A. For any item insured for more than \$200, customers can purchase a return receipt (hardcopy or electronic). A return receipt after mailing can be used if no return receipt was purchased at the time of mailing. For Priority Mail pieces, First-Class Mail parcels, and Package Service parcels, regardless of the insured value, customers can purchase Delivery Confirmation or Signature Confirmation service at the time of mailing. Delivery information is available by inputting the Delivery Confirmation or Signature Confirmation number (not the insured number) online at [www.usps.com](http://www.usps.com); click on *Track and Confirm*.

Customers may also call 800-222-1811. Always encourage customers to save their insurance receipt in case they need to file a claim.

*Q. Are there any changes to the criteria for mailpieces eligible for Delivery Confirmation or Signature Confirmation service?*

A. No. Delivery Confirmation and Signature Confirmation services are available for all Priority Mail pieces, First-Class Mail packages, and Package Services packages (e.g., Parcel Post). First-Class Mail and Package Services items must be greater than 3/4 inch thick at their thickest point, unless the item is prepared in a strong and rigid fiberboard or similar container or in a container that becomes rigid after the contents are enclosed and the container is secured. The rigid package must be greater than 1/4 inch thick, and be able to maintain its shape, integrity, and rigidity throughout processing and handling. Customers cannot pay First-Class Mail package rates for items that are classified as letters or flats.

*Q. Are there any size (shape) standards for items sent with postal insurance?*

A. No. All mail shapes — letters, large envelopes, and packages containing insurable merchandise — may be insured and sent as Priority Mail, First-Class Mail, or Package Services items.

*Q. What is PAL or Parcel Airlift?*

A. PAL (parcel airlift service) provides air transportation for parcels on a space-available basis to or from military post offices (MPOs) outside the 48 contiguous states. It is available for Package Services mail that does not exceed 30 pounds or 60 inches in length and girth combined. Packages must be marked "PAL" on the address side, preferably below the postage and above the addressee's name. The applicable PAL fee must be paid in addition to the Package Services postage.

*Q. What is SAM or space available mail?*

A. SAM (space available mail) provides air transportation for parcels on a space-available basis to or from military post offices (MPOs) outside the 48 contiguous states. It is available for Package Services mail that does not exceed 15 pounds or 60 inches in length and girth combined. Packages must be marked "SAM" on the address side, preferably below the postage and above the addressee's name. There is no additional fee for SAM.

*Q. Are Priority Mail parcels using a Business Reply Mail label or Merchandise Return Service label subject to balloon-rate or dimensional-weight pricing?*

- A. Yes, parcels greater than 84 inches in combined length and girth returned from within Zones 1–4 are subject to balloon-rate pricing. Parcels greater than 1 cubic foot capacity and returned from Zone 5 or beyond are subject to Priority Mail dimensional-weight pricing.

## International Mail FAQs

### General

*Q. Can the Forever Stamp be used on international mail?*

- A. Yes, however, since international postage rates are always higher, additional postage would have to be affixed. Any nondenominated stamps (except for those that bear unique markings, such as First-Class Presort, Nonprofit Org.) may be affixed to items that are sent to foreign destinations. The postage value of such stamps is linked to its appropriate domestic rate (e.g., the *Breast Cancer Research* semipostal stamp and the *American Flag* stamp have a postage value of \$0.41).

*Q. Why were changes made to the structure of international mail?*

- A. The international mail product line was restructured to better meet customer needs. Over time, customers had expressed the desire for clear and concise product options to choose from. They wanted to have the same quick, easy, and convenient shipping options that are available domestically. Also, customers had stated a preference for using the same Postal Service–provided packaging for both domestic and international shipments, free Carrier Pickup service, and better tracking and package visibility — all at the Postal Service’s competitive prices.

*Q. What are some of the major changes that were made to international mail?*

- A. The changes include a simplification and rebranding of all international products. Eight international products with overlapping prices and service standards were combined into four: Global Express Guaranteed (GXG), Express Mail International, Priority Mail International, and First-Class Mail International.

*Q. What international products are no longer offered?*

- A. Economy (surface) products including economy parcel post; economy letter post; publishers’ periodicals, books, and sheet music; and economy M-bags are no longer offered. In place of these services we now offer comparable air product alternatives. In addition, aerogrammes and recorded delivery service were eliminated. First-Class Mail International letters and cards are alternatives to aerogrammes,

and Registered Mail is an alternative for recorded delivery.

*Q. What are some of the benefits that the new international services offer?*

- A. Customers have the convenience of using domestic shipping supplies, including “flat-rate” options, as well as increased visibility and more specific delivery times to major destinations. Additionally, online shippers qualify for postage discounts of up to 10 percent for GXG, Express Mail International, and Priority Mail International when paying postage online at [www.usps.com](http://www.usps.com) or through authorized PC Postage vendors.

*Q. Can Express Mail and Priority Mail “prepaid” Flat-Rate Envelopes be used for international mail?*

- A. Yes. However, since international rates are always higher than the postage value, additional postage as well as appropriate customs forms would have to be affixed. Express Mail and Priority Mail prepaid envelopes are only available for purchase online at <http://shop.usps.com>.

*Q. Which of the four new international products offer insurance and tracking?*

- A. GXG and Express Mail International include insurance up to \$100 for loss, damage, rifling, or document reconstruction. Priority Mail International also includes limited insurance coverage. Additional merchandise insurance is available at the mailer’s option. Tracking is included in the price of these products. Insurance is not available for items mailed in a Priority Mail Flat-Rate Envelope.

*Q. Where is the tracking number located?*

- A. The tracking number is located immediately below the barcode on either the mailing label or customs form, as appropriate:

- GXG has a 10-digit number and barcode on the bottom right of the sender’s copy.
- Express Mail International has a 9-digit number and barcode in the upper left of the customer copy.
- Priority Mail International uses the customs form that has a 9-digit number and barcode in the upper left corner of the sender’s copy.

*Q. How is delivery information accessed?*

- A. Customers can go to “Track & Confirm” on [www.usps.com](http://www.usps.com) or call 800-222-1811.

*Q. Does the Postal Service provide free packaging for international services?*

- A. Yes. We continue to provide GXG packaging. Customers using Express Mail International or Priority

Mail International can use the same packaging they use for domestic shipping including flat-rate envelopes and Priority Mail Flat-Rate Boxes. Shipping supplies can be ordered online at [www.usps.com/shippingsupplies](http://www.usps.com/shippingsupplies) or by calling 800-610-8734.

- Q. *Must customers declare the specific contents and value on customs forms?*
- A. Yes. The package contents description is required on shipments going to foreign countries and is subject to the restrictions and prohibitions of that country. If the item is not properly described, it might be rejected by Customs before entering the country and is at risk of not being delivered.
- Q. *Is the sender required to state the value of an international shipment sent as a gift on the customs form?*
- A. Yes. Shipments may be subject to duties and taxes based on contents and their value. Because each country has regulations about what it will allow into the country, everything that enters that country and its value must be identified.
- Q. *Which international products can be sent with Registered Mail service?*
- A. Registered Mail service (without insurance) is available for purchase for all First-Class Mail International items and for the Priority Mail International Flat-Rate Envelope. Limited indemnity of \$43.73 is included against loss, damage, and rifling. See the IMM for individual country restrictions.
- Q. *Other than new pricing, were there any other changes to IPA and ISAL service?*
- A. Yes, a separate rate group was established for Australia, and an IPA M-bag option is now available.
- Q. *What mailing options are there for books, sheet music, and publishers' periodicals that used to be sent as surface mail?*
- A. Mailing options include International Priority Airmail (IPA), M-bag, and International Surface Air Lift (ISAL) service. "Single-piece" mailing options are First-Class Mail International and Priority Mail International service.

#### *First-Class Mail International*

- Q. *Is pricing for First-Class Mail International items based on shape like it is for domestic mail?*
- A. No. Shape-based pricing does not apply to First-Class Mail international.
- Q. *Can domestic stamped envelopes be used for international mail?*
- A. Yes, but since international postage rates are always higher than the domestic postage value, additional postage would need to be affixed.

Q. *Are prices for international postcards still available?*

- A. Yes, postcards are part of First-Class Mail International service. The price for eligible cards is \$0.69 to Canada and Mexico and \$0.90 to all other countries (exception: postcards to the Marshall Islands and Micronesia are \$0.52). Remember, for postcard rates, cards can be no larger than 4-1/4 by 6 inches.

Q. *Can aerogrammes still be mailed?*

- A. Aerogrammes may be mailed as First-Class Mail International items; however, additional postage must be affixed.

Q. *Is there a nonmachinable surcharge for letters?*

- A. Yes, the nonmachinable surcharge for First-Class Mail International letters weighing 1 ounce or less is \$0.17. As always, 1-ounce letters that do not meet aspect ratio or that have any nonmachinable characteristics are subject to the nonmachinable surcharge.

#### *Priority Mail International*

Q. *What level of tracking is available with Priority Mail International?*

- A. Tracking is available to major destinations in Canada, Europe, and Asia for variable-weight packages and flat-rate boxes only. Tracking is not available for the Priority Mail International Flat-Rate Envelope at this time.

Q. *Is insurance available with Priority Mail International?*

- A. Priority Mail International packages include limited indemnity coverage against loss, damage, or rifling. Limited indemnity coverage, however, does not include coins; banknotes; currency notes (including paper money); securities of any kind payable to the bearer; traveler's checks; platinum, gold, and silver; precious stones; jewelry, watches and other valuable articles. Additional merchandise insurance is available at the mailer's option. The Priority Mail International Flat-Rate Envelope may not be insured.

Q. *Is it true that Priority Mail Flat-Rate Boxes and Priority Mail Flat-Rate Envelopes are now available for international use?*

- A. Yes. The flat-rate box has a 20-pound weight limit for allowable contents, and the flat-rate envelope has a 4-pound weight limit. *Note:* Use former domestic packaging until supplies are depleted. Although the packaging says "For Domestic Use Only," it can be used for both domestic and international shipments.

Q. *How does a Priority Mail International label generated and paid for online through Click-N-Ship service or another authorized PC Postage vendor receive a round-date stamp?*

- A. A Priority Mail International label that is prepared and paid for online will contain a preprinted round-date stamp when it is printed.
- Q. *When do Priority Mail International labels generated and paid for online receive scans?*
- A. In most cases, packages receive a scan at the International Service Center (ISC) upon leaving the country and then a delivery scan in major destinations in Canada, Europe, and Asia.
- Q. *Does balloon-rate and dimensional-weight pricing apply to Priority Mail International packages?*
- A. No. Neither applies to Priority Mail International.
- Q. *What extra services are available with the Priority Mail International Flat-Rate Envelope?*
- A. Registered Mail service is available with the Priority Mail International Flat-Rate Envelope only. A certificate of mailing, which only provides evidence of mailing, is available for all Priority Mail International shipments.

#### International Mail Extra Services

- Q. *Were there any significant changes to extra services?*
- A. Except for the elimination of recorded delivery service, all other extra services remain unchanged. The IMM Country Listings should be referenced for country-specific availability of extra services.
- Q. *How is an insurance inquiry initiated for international mail items?*
- A. An inquiry must be initiated before a claim can be filed. For GXG, Express Mail International, and Priority Mail International service, customers must call 800-222-1811 to initiate an inquiry. Upon determination that a claim can be filed, we provide the customer with a claim packet containing detailed instructions.
- Q. *What should a customer do upon receipt of a damaged package?*
- A. If a customer receives an article from a foreign country in damaged condition, or with some or all

contents missing, the customer needs to take the mailing container, wrapping, packaging, and any other contents to any Post Office for inspection. The postmaster will verify damage and give the customer a PS Form 2855, *Claim for Indemnity — International Registered Mail, Insured, Ordinary Parcel and Express Mail*, to complete. The postmaster then completes PS Form 2856, *Damage Report of Insured Parcel and Contents*, to go with PS Form 2855.

Note that for Registered Mail service, regardless of the declared value, the maximum amount of indemnity payable for loss, damage, or rifling is \$43.73.

- Q. *Do the discounts for paying international postage online through Click-N-Ship or an authorized postage vendor apply to any extra services purchased online?*
- A. No. The discounts apply only to the postage amount.
- Q. *What if a customer wishes to purchase international (or domestic) postage online and insure the item for more than \$500?*
- A. Insurance purchased online is limited to \$500, whereas insurance purchased at any Post Office is available in amounts up to \$5,000 (as limited by the individual country, content, or value). Insurance purchased online cannot be combined with additional insurance purchased later at a Post Office facility. Customers who wish to insure items for more than \$500 must come into the Post Office. In this case, a customer may pay the postage amount online and then bring the item into the Post Office to purchase insurance.

## 2007 Pricing Change Resources for Postal Employees

### Templates and Tools

Below is a list of the pricing change templates and tools to assist in applying the pricing changes.

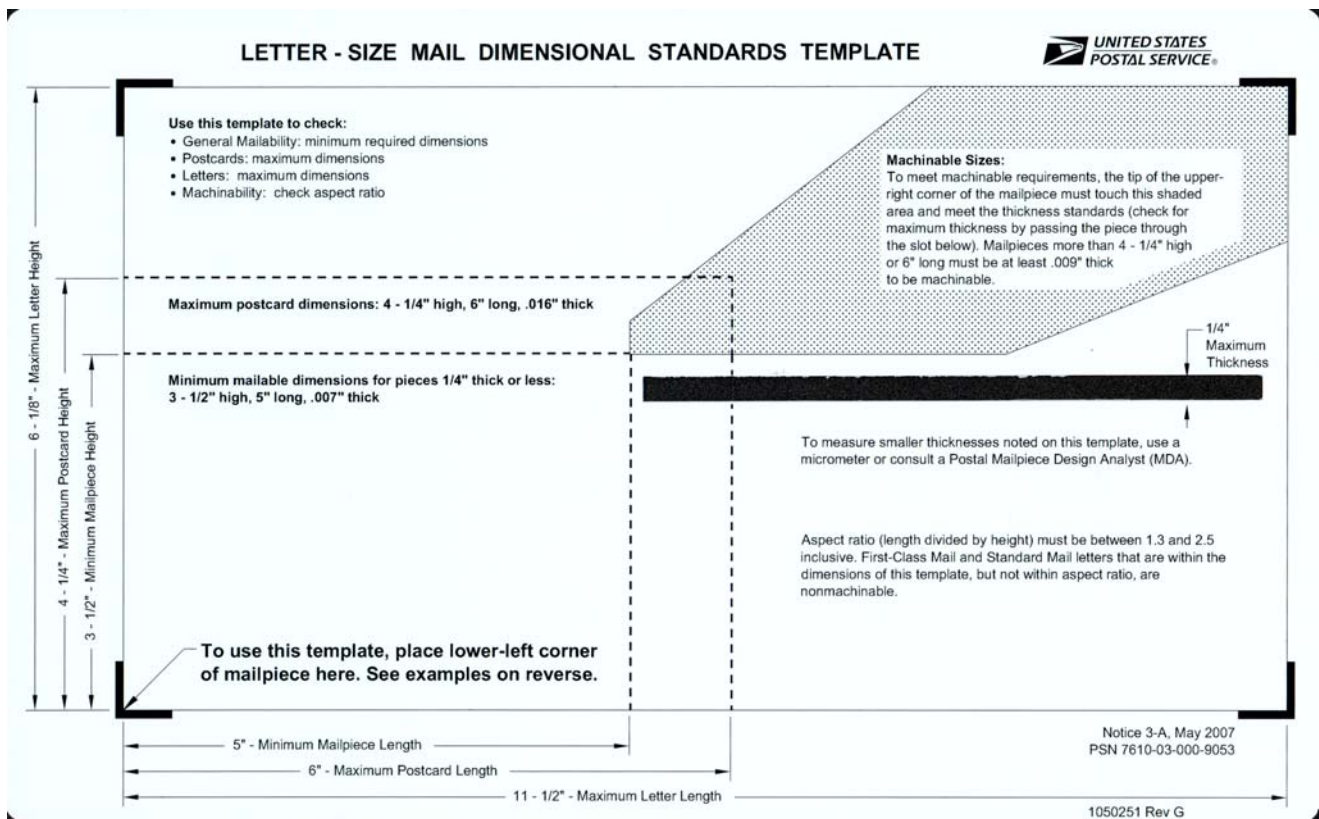
Item	NSN	Quick Pick #	Distribution	Purpose
Notice 3-A, <i>Letter-Size Mail Dimensional Standards Template</i> (see page 33)	7610-03-000-9053	378	Shipment to POS offices completed May 28, 2007.	Help determine general mailability and machinability of postcards and letters (check aspect ratio).
Notice 3-P, <i>Parcel Surcharge Guide Template</i>	7610-07-000-4874	N/A	Shipped to all manual/IRT offices in June 2007.	Determine nonmachinable surcharge for Parcel Post.
Notice 3-S, <i>First-Class Mail Shape-Based Pricing Template</i> (see page 34)	7530-10-000-0765	N/A	Shipped to all POS offices, IRT offices, manual offices, CPUs, and Approved Shippers in August 2007.	Measure the size and thickness of First-Class Mail. <i>Post Offices should order additional quantities to have on hand for customers.</i>



Item	NSN	Quick Pick #	Distribution	Purpose
0215 Smart Mat (Permanent)	7610-10-000-0491	N/A	Shipped to all POS offices in June 2007.	Use with a ruler to help determine if a Priority Mail package may be subject to dimensional-weight pricing.
Smart Mat (paper)	Not available at MDC	N/A	Shipped to all manual offices in late July 2007.	Use with a ruler to help determine if a Priority Mail package may be subject to dimensional-weight pricing.
Postal Explorer® CD-ROM (V. 21) Updated with May 14 and July 15, 2007, changes. <b>FOR INTERNAL USE ONLY</b>	Not available at MDC	N/A	Shipment began to all manual offices week of September 10, 2007.	Contains DMM, IMM, rate calculator, postage statements, DMM 100, DMM 200, etc. For manual offices to install on their PCs. <i>The CD-ROM is able to compute Priority Mail dimensional-weight and balloon-rate prices. The CD-ROM may be installed on multiple PCs. For internal use only (do not provide to customers.)</i>



Notice 3-A, Letter-Size Mail Dimensional Standards Template



### Notice 3-S, First-Class Mail Shape-Based Pricing Template



#### Ordering Information

The items on pages [32–33](#) (except where noted) may be ordered 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.)

#### Other Resources for Postal Service Employees

Below are some other resources available for Postal Service employees:

- The Web site at [www.usps.com/ratecase](http://www.usps.com/ratecase) has an up-to-date listing of domestic and international mailing information based on the May 14, 2007, changes, frequently asked questions, and additional information for customers and employees.
- The Retail Operations Rate Change Resource Web page at [http://blue.usps.gov/delret/L4RetOper\\_Price\\_Change\\_Resources\\_2007.htm](http://blue.usps.gov/delret/L4RetOper_Price_Change_Resources_2007.htm) contains service talks, standard operating

procedures, frequently asked questions, and more on domestic and international products and services.

- Each district has a rate implementation coordinator to assist employees with rate case-related issues and inquiries. A current list of district rate implementation coordinators appears below:

### District Rate Implementation Coordinators

#### Capital Metro Area

District	Name	Phone
Baltimore	Frederick Brooks	410-347-4437
Capital	Patsy Farrall	301-670-2468
Greater SC	Brad Lammers	803-926-6329
Greensboro	Richard True	336-931-9368
Mid-Carolinas	Karen White	910-486-2374
Northern VA	Cindy Pease	703-698-6579
Richmond	Lorraine Coleman	804-775-6225

#### Eastern Area

District	Name	Phone
Appalachian	David Cassis	304-561-1060
Central PA	Marita Hines	717-257-4837
Cincinnati	Linda Mercer	937-227-1278
Columbus	Susie Williams	614-472-0391
Erie	Michelle Koman	814-836-7264
Kentuckiana	Mary Seaton-Robinson	502-375-8544
Northern OH	Ruby Tyson	216-443-4077
Philadelphia	Jacqueline Erwin	610-964-6476
Pittsburgh	Kim Thompson	412-359-7832
South Jersey	Donna Downey	856-933-4259

#### Great Lakes Area

District	Name	Phone
Central Illinois	Mary LaRocque	708-563-7770
Chicago	Will Orr	312-983-8476
Detroit	Deborah Cousar	313-226-8070
Gateway	Jim Williams	314-436-4103
Greater Indiana	Barbara Williams	317-870-8246
Greater Michigan	Sue Sottek	517-337-8705
Lakeland	Melinda Stefanski	414-827-1971
Northern Illinois	Leo Reese	630-260-5573
SE Michigan	Patricia Grabb	248-740-3317

#### Northeast Area

District	Name	Phone
Albany	Mike Kindlon	518-452-2304
Boston	John Donovan	617-654-5323
Connecticut	Richard Daigle	860-524-6311
Maine	Kathy Rokowski	207-428-7187
Massachusetts	Jefferey Vallee	413-785-6419
NH/VT	Suzanne Newman	603-644-3844
SE/NE	Constance Benson	401-276-6829
Western NY	Ron Corcoran	716-846-2430

## Pacific Area

District	Name	Phone
Bay Valley	Elenita Ordillo	408-437-6820
Honolulu	Walter Yamamoto	808-423-3928
Los Angeles	Rodger Enriquez	323-586-4481
Sacramento	Randy Holt	916-373-8723
San Diego	Debbe Cannone	858-674-0416
San Francisco	Clarence Booth	415-550-5716
Santa Ana	Kathleen Miller	714-662-6408
Sierra Coastal	Barbara Kay Baker	805-961-0748

## Southeast Area

District	Name	Phone
Atlanta	Robbie Butler	404-765-7286
South Georgia	Sam Mason	478-752-8583
North Florida	Kathy Frigo	904-359-2763
Central Florida	Patty Owens	407-896-6712
South Florida	Barry Stein	954-438-1152
Suncoast	John J. Gonzalez	813-243-5932
Alabama	Ella Hill	205-521-0217
Tennessee	Steve Smith	615-885-9103
Mississippi	Kathy Horne	601-351-7125

## Western Area

District	Name	Phone
Alaska	Beverly Christie	907-266-3277
Arizona	Victoria Fontes-Rainer	602-225-3148
Big Sky	Jay Ettleman	406-657-5780
Central Plains	Linda Van Ooyen (A)	402-473-1694
Colo/Wy	Candy Estes	303-853-6976
Dakotas	Tom Kimball	605-333-2650
Hawkeye	Sharon Mere	319-399-2909
Mid-America	Sandra Vielhauer	816-374-9280
Nevada-Sierra	Marilyn Fenimore	702-525-4815
Northland	Greg E. Johnson	612-349-4423
Portland	Glenn Jackson	503-294-2456
Salt Lake	D. Kent Walker	801-974-2507
Seattle	Amrik Kamoh	206-652-2162
Spokane	Mary Rohner	509-626-6725

## Southwest Area

District	Name	Phone
Albuquerque	Lorraine Armijo	505-346-8105
Arkansas	Christopher Phillips	501-375-3008
Dallas	Justin Parks	972-462-2204
Fort Worth	Linda Webster	817-317-3635
Houston	Kelvin Jackson	713-226-3201
Louisiana	Ed Faneca	504-589-1104
Oklahoma	Mark Waugh	405-553-6126
Rio Grande	Cathy Holmes	512-342-1264

## New York Metro Area

District	Name	Phone
Caribbean	Zulma Gerena	787-622-1787
Central NJ	George Alford, Jr.	732-819-3679
Long Island	Adriana Sallows	631-755-2935
No. NJ	Michael Iaconetti	973-468-7092
New York	Brenda Singleton	212-330-4228
Triboro	Debra Sledge	718-321-5706
Westchester	Kenneth Heege	914-697-7014

## Online Resources for Customers

The Postal Service offers you the convenience of many resources and services via the Internet. The main Postal Service Web page is [www.usps.com](http://www.usps.com). It contains “hot links” located on the top of the page for the following Web pages:

- *ZIP Code locator.* Click on *Find a ZIP Code* to look up ZIP Codes by address, city, or company, or to find a city associated with a ZIP Code.
  - *Rate Calculator.* Click on *Calculate Postage* to calculate postage prior to mailing.
  - *Click-N-Ship.* Click on *Print a Shipping Label* to print a domestic or international shipping label.
  - *Postage Payment Options.* Under “Shipping Tools,” click on *Print Online Postage* to print postage labels from your computer using Click-N-Ship or an authorized PC Postage provider.
  - *Carrier Pickup (no fee) or Pickup on Demand Service (fee).* Click on *Schedule a Pickup* to schedule a pickup at your address.<sup>1</sup>
  - *Post Office Locator.* Click on *Locate a Post Office* to locate a Post Office, Automated Postal Center (APC), and alternate locations to purchase stamps as well as to find an office that provides passport application services.
  - *Tracking information.* Click on *Track & Confirm* to track domestic Express Mail items and confirm delivery of Priority Mail items as well as some international mail. This service is available with the purchase of Delivery Confirmation service, Signature Confirmation service, Certified Mail service<sup>2</sup>, and Registered Mail service.<sup>2</sup>
- From the *usps.com* home page, customers may also do the following:
- *Print postage.* Under “Shipping Tools,” click on *Print Online Postage*.
  - *Order shipping supplies.* Under “Shipping Tools,” click on *Supplies*.
  - *Change of Address.* Under “Receiving Mail,” click on *Change of Address* to get your mail after you move.
  - *Learn about Premium Forwarding Service.* Under “Receiving Mail,” click on *Premium Forwarding Service* for information on Premium Forwarding Service.
  - *Hold Mail.* Under “Receiving Mail,” click on *Hold Mail* to have your mail held while you’re away.

1. Mailpieces that weigh more than 13 ounces and bear online postage may be picked up by a USPS letter carrier. Mailpieces that weigh more than 13 ounces and bear postage stamps as postage must be presented to an employee at a retail counter at a Post Office for mailing.

2. Not available for purchase online.

## Online Resources for Customers

The chart below provides some of the most popular online resources available for customers. Keep a copy for easy reference during the busy holiday mailing season.

Application/Tool	How to Find it (URL, etc.)	Description
<b>General Information</b>		
<i>A Customer's Guide to Mailing</i> , DMM 100	<a href="http://pe.usps.com/">http://pe.usps.com/</a> Under "Domestic Mail," click on <i>A Customer's Guide to Mailing</i> .	An introduction to options for mailing to assist customers in selecting the services that are best for their individual mailing needs.
Glossary of Postal Terms	<a href="http://www.usps.com/help/">http://www.usps.com/help/</a> From the left blue navigation bar, click on <i>Glossaries</i> .	A detailed list of postal terms and their definitions.
Postal Explorer	<a href="http://pe.usps.com/">http://pe.usps.com/</a>	DMM and IMM and related mailing standards publications for customers to reference.
Rapid Information Bulletin Board System (RIBBS)	<a href="http://ribbs.usps.gov">http://ribbs.usps.gov</a>	National mail service updates and impacted delivery areas due to weather or other issues.
Service Updates	<a href="http://www.usps.com/international">www.usps.com/international</a> Click on <i>Service Updates</i> .	Up-to-date information on international mail service suspensions, interruptions, etc., around the globe.
USPS News	<a href="http://www.usps.com/">www.usps.com/</a> Click on <i>About USPS &amp; News</i> on the top blue navigation bar.	Latest USPS news releases and other information.
(Retail) Postage Prices	<a href="http://www.usps.com/prices">www.usps.com/prices</a>	2007 (retail) prices and products by class of mail. Downloadable price charts are also available for easy reference.
<b>Mail Delivery</b>		
Redeliver	<a href="http://www.usps.com/redeliver">www.usps.com/redeliver</a>	Schedule redelivery of packages or extra service mail missed. Customers can designate whether to have the mailpiece redelivered on a day when someone is home or arrange to pick up the piece from the local Post Office.
<b>Shop/Order Supplies</b>		
The Postal Store	<a href="http://www.usps.com/shop">www.usps.com/shop</a>	Purchase stamps and buy a variety of merchandise.
CardStore	<a href="http://www.usps.com/cardstore">www.usps.com/cardstore</a>	Send a greeting card or postcard to a friend or family member to mark a special occasion, or just as a thoughtful gesture. This service is available through a trusted USPS business partner.
Premium Postcards	<a href="http://www.usps.com/premiumpostcard">www.usps.com/premiumpostcard</a>	An effective way to market messages or breaking news about a business. Business mailers may reach prospective customers or reinforce existing relationships. This service is available through a trusted USPS business partner.
<b>Preparing/Sending Mail</b>		
Click-N-Ship	<a href="https://sss-web.usps.com/cns/landing.do">https://sss-web.usps.com/cns/landing.do</a>	Print shipping labels and pay for postage directly from a desktop computer.
Click2Mail (formerly Mailing Online)	<a href="http://www.usps.com/createmail/click2mail.htm">www.usps.com/createmail/click2mail.htm</a>	A one-stop shop service that allows customers to create and send mail directly from their desktop. Options include letters, flyers, booklets, double- or single-sided postcards, and self-mailer brochures. This service is available through a trusted USPS business partner.
Customs Forms	<a href="https://webapps.usps.com/customsforms/">https://webapps.usps.com/customsforms/</a>	Complete and print PS Forms 2976 and 2976-A online. It is also integrated into Click-N-Ship service if using Express Mail or Priority Mail International service.
Customized Postage	<a href="http://www.usps.com/postagesolutions/">www.usps.com/postagesolutions/</a> From the left navigation bar, under "Postage Options," click on <i>Customized Postage</i> .	Create "personalized" postage for First-Class Mail, Priority Mail, and Express Mail items using photos and other images.
Shipping Assistant	<a href="http://www.usps.com/">www.usps.com/</a> Click on the Go button next to "Shipping Tools," and then click on <i>Shipping Assistant</i> on the bottom of the page.	Create mailing labels, ship packages, verify delivery, and much more, all from a personal computer.

# 2007 Holiday Card and Customized Postage Promotion

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## Overview

The 2007 Holiday Card and Customized Postage Promotion is designed to expand awareness of the online suite of USPS® services by primarily focusing on and promoting CardStore™ during the holiday season. Using local demonstrations in Post Office™ lobbies or facilities, customers will be given hands-on assistance and learn how to build holiday cards — regardless of what holiday they celebrate. The target audience is consumers. The promotion will mirror the successes of past events like eBay Days and Grow Your Business days.

Given the popularity of this promotion in 2006, it is being expanded to include demonstrations on creating customized postage. All materials and demonstrations also need to include this online service as part of the promotion.

Public Affairs and Communications (PAC) Headquarters and field staff are responsible for promoting this event and generating news coverage. Customer Relations coordinators (CRCs), Consumer Affairs managers, and postmasters are responsible for executing the event. This promotion is set for the month of November, but PAC staff will concentrate on promoting demonstrations and products the week of Nov. 12. PAC field staff will work with CRCs and postmasters to decide the location, dates, and times for the events.

This is an opt-in promotion. Participation is encouraged, but not mandatory. Postmasters and CRCs will schedule events to avoid interfering with the regular flow of business. Postmasters should contact their PAC representative to schedule and plan an event.

PAC Headquarters Public Relations (PR) will provide all written materials, including media advisory, news release, talking and message points, and fact sheets on CardStore, Premium Postcards, Click2Mail, and Customized Postage. There is also one fact sheet that provides highlights of CardStore, Premium Postcards, and Click2Mail. All of the materials are included in this publicity kit, except for the news release, which will be provided directly to each local PAC contact.

## Media Strategy

Field PAC employees, working with materials from national PR, will pitch local media on advancing the story to generate awareness and interest, and cover the demonstrations for “how to” stories, photos, or video footage. A media advisory and news release will be provided to field PAC employees. Local morning TV shows or broadcast consumer reporters will be asked to broadcast live from the Post Office the day of the event, or book the postmaster or a Postal Service™ spokesperson for a demonstration on

the air. Talk radio shows with consumer programming or features also can be pitched for stories or onsite promotion.

## Process

Display stations with laptops/desktop computers will be set up in Post Office lobbies or facilities where customers can learn about CardStore and other online services at their convenience. Printers, collateral materials, and samples should be available at each station. The number of stations will depend on the size of the location and space availability. Discourage customers from bringing address books or photos to upload into the Postal Service network.

## Materials Needed

You will need the following materials:

- Wireless laptops or desktop computers.
- Computer software (required): Microsoft Windows XP, Microsoft Internet Explorer 6.0 or higher, Macro-media Flash.
- Chairs.
- At least one table.
- Fact sheets.
- Printers (optional) — Customers may request a page from the Web site to take with them.
- Tent cards.

## Set-Up for the Demonstration Area

The space and location of the event will determine how the demonstration area can be set up, but the table or area should be visible from the lobby entrance doors, where possible, in a high-traffic area. Post signs to let customers know the date and time of demonstrations on how to make their own holiday cards. Card samples can be downloaded from the Web site and enlarged for display purposes. Suggested teasers into the demonstration area: “Use a Favorite Photo to Make Your Mail Special,” “Create Cards That Will Be Remembered,” “Learn How to Put Your Grandkids in the Mail,” or “Parents! A New Use for Family Photos.” JPEG samples of cards can be requested from Jason Beard, AKQA: 202-268-8287 or [jason.b.beard@usps.gov](mailto:jason.b.beard@usps.gov).

These same messages can be used to help promote Customized PC Postage®. Feel free to bring in personal photos to help dress up the display area. If possible, create your own customized postage using a personal photo.

Production and delivery of customized postage takes about 3 business days. Having a personal example on hand to show to customers will make a powerful demonstration and shows faith in Postal Service products and services.

## Talking Points and Message Points

These message points are recommended:

- *"Today's Holidays Need Today's Mail."* The convenience of CardStore on [www.usps.com](http://www.usps.com) is one more way the Postal Service is reaching out to customers to help make the holidays a little merrier. Whether it's online or in person, we're ready for you this holiday season.
- *Meet, Greet, and Listen to Postal Service Customers.* Establish contact with our customers through consumer-friendly introductions and demonstrations. Given the rush of the season and the stress many customers feel this time of year, demonstrating and explaining services that save them time and are convenient for them to use reinforces our commitment to providing quality customer service every day of the year.
- *Save Time.* This holiday, the U.S. Postal Service® is giving you something you can really use. More time. Do all your shipping — and more — online. Pay postage and print shipping labels. Order flat-rate boxes, the ultimate gift box. Check holiday mailing dates. And create holiday cards and postage. All at a time and day convenient to you.
- *usps.com: Quick, Easy, Convenient™.* Turn on your computer and step into a Post Office. This Web site is always open for business at a time and day that is convenient for you. Today's Holidays Need Today's Mail. Find out how the Postal Service can help you this season. Log on to [www.usps.com](http://www.usps.com).

## Suggested Event and Demonstration Flow

*It is very important that the individual providing the demonstration have an account set up in advance. Go to [www.usps.com/createmail](http://www.usps.com/createmail) and click on Get Started to register for an account. An account allows access to use any USPS online service.*

Each demonstration should take about 15 minutes, depending on the interest of the customer and the number of questions. Feel free to tailor the demonstration in the

interest of time or if other customers are waiting for a demonstration.

- Log on to [www.usps.com/createmail](http://www.usps.com/createmail). Stress "create mail" in the URL. It takes the customer directly to the site, with no clicking through the landing page and elsewhere through the Web site.
- Perform three easy steps:
  1. Select a card.
  2. Personalize your card.
  3. Explain that the Postal Service prints and mails the cards for the customer.
- Stress three main points:
  1. Cards can be personalized with the customer's photos.
  2. There's no minimum order or limit on the number of cards the customer can create or purchase.
  3. Customers can include a gift card with the greeting card.
- Click on *Shop by Occasion* and browse the image galleries.
- Point out that holiday cards are available for all faiths as well as in nondenominational options. Each card has a suggested sentiment (inside statement), but customers can also add their own statements as well.
- Click on *Create a Card* and follow each of the prompts, spending extra time at the addressing and postage pages.
- Offer one of the three mailing options:
  1. To the customer, boxed (no stamps, no recipient addresses, an optional return address).
  2. To the customer, boxed, with envelopes stamped and pre-addressed.
  3. To the customers' recipients or address book.
- Schedule the date for the cards to be mailed. Boxed cards are delivered Monday through Friday. Saturday delivery is not included. For example, an overnight package sent out on Friday will arrive on Monday.
- Walk the customer through the payment options.
- Suggest the customer add a gift card. There are 25 national retailer gift cards available. Cards can be purchased in values from \$10 to \$200. See page [40](#) for the complete list. The Postal Service can insert gift cards into the holiday cards for customers, or the gift cards can be sent to the mailer's home or business address.
- Explain that CardStore is one of three online services available for holiday correspondence.

- From the [www.usps.com/createmail](http://www.usps.com/createmail) page, scroll down to the Click2Mail (formerly Mailing Online) logo. Click on *Learn More about Click2Mail* and talk about the features listed.
- Advise on the availability of PremiumPostcard as a more economical option for holiday greetings. PremiumPostcard also can be used for invitations to holiday get-togethers or other events.
- Help the customer set up an account for use at home.
- Mention the customer support phone number that is listed on the CardStore fact sheet.
- Hand the customer a fact sheet.
- Thank the customer for his or her time. Offer to answer questions.

The individual fact sheets for CardStore, PremiumPostcard, and Click2Mail have product descriptions, instructions, and helpful hints that can be used or referred to during the demonstrations. See pages 41–44 for copies of the fact sheets. The Customized Postage Fact Sheet explains the program and lists approved vendors.

These national retailers offer gift cards through Cardstore:

- AMC Theatres
- Bahama Breeze
- Barnes & Noble Booksellers
- Bass Pro Shops
- Bed Bath & Beyond
- Blockbuster
- Chili's Bar & Grill
- Circuit City
- Foot Locker
- The Home Depot
- Kohl's
- Lands' End
- Lowe's
- Macaroni Grill
- Maggiano's Little Italy
- Marriott
- Old Navy
- Olive Garden
- On The Border Mexican Grill and Cantina
- Red Lobster
- Safeway Stores
- Sears
- Smokey Bones Barbeque and Grill
- Starbucks Coffee
- The Sharper Image



## Fact Sheet

# CardStore

## Cards for personal and business occasions

Greeting Cards,  
Gift Cards,  
Photo Cards  
and Postcards



**Create and send** high-quality, personalized greeting cards, postcards and photo cards from your desktop. Even attach a retailer's gift card. Whether you're sending one card or 10,000, just point and click and create your own personalized greetings. CardStore™ is fast, easy and convenient.

### Stay in Touch with Family & Friends

- **Remember Special Occasions.** Use the reminder tool so you never miss another birthday or anniversary. Even create cards in advance and set the mail date you want.
- **Personalize Your Greetings.** Choose from our collection of thousands of card designs, or create your own. Write your own message to personalize cards in minutes.
- **Send Holiday Photo Cards.** Make your cards memorable. Upload your favorite digital photo to send the best holiday cards ever. It's easy. CardStore can ship cards to you or mail them directly using your address list.
- **Add a Gift Card.** Make your greeting card special by adding a gift card from the CardStore mall of top national retailers.
- **Invite, Announce, Remind, Change.** CardStore makes it fun to send postcards or folded cards to one or many, whatever the occasion.

### Convenient and User-Friendly

- **Always Open.** The Internet never closes — create your mailings 24 hours a day, 7 days a week, 365 days a year.
- **Easy, Secure Payment.** Choose from several major credit cards.
- **Easy to Get Started.** Friendly and helpful customer support is available.
  - Telephone: 866-929-6456
  - E-mail: [netpost@cardstore.com](mailto:netpost@cardstore.com)

### Connect with Customers

- **Send High-Impact Mailings.** Use your own image or choose from our extensive collection of card designs to create high-quality postcards and folded cards.
- **Personalize Each Piece.** Use the most powerful tool in direct marketing: personalize every piece in your mailing. It's easy with CardStore.
- **No Minimum Order.** Send a single thank you note or invite your entire mailing list to your holiday party.
- **Fast and Efficient Turnaround.** CardStore will print and mail your cards within 2 business days. Cards can be mailed directly to your address list or to you.
- **Add a Gift Card.** Recognize employees and thank vendors and clients. Select a gift card ranging from \$10 to \$100 from CardStore's mall of top national retailers.
- **Take Advantage of Special Features:**
  - Add your logo.
  - Apply your signature.
  - Schedule mailings in advance.
  - Upload and store your mailing list.
  - Have a complete record of your mailings.
  - Add other users to your account.
- **Introduce, Invite, Remind, and Impress.** CardStore makes it so much easier to be in touch with customers, prospects and colleagues.
- **Choose from these Formats:**
  - Regular postcard (4.25" x 6")
  - Large postcard (5" x 7")
  - Folded card in envelope (5" x 7")

For more information, visit  
[www.usps.com/cardstore](http://www.usps.com/cardstore).

## Fact Sheet

# Premium Postcards

*These unique postcards are a versatile selling tool.*

### Reach Customers

- Create your first postcard free and experience these high-impact cards for yourself.
- Launch follow-up, re-activation and retention mailings anytime to any number of recipients.
- Group customers to improve message targeting and consistency.

### Cards Have a Professional Look

- Create 4-1/4" x 6" postcards or 5-1/2" x 8-1/2" letter-rate cards.
- Gloss on both sides to increase durability and protect imagery.
- State-of-the-art digital printing uses four layers of ink for vibrant color.
- Resolution is 600 dpi (dots per inch).
- For greater impact, add graphics to both sides of the mailpiece.
- Custom graphic design services available on demand.

### Pay as You Go

- All you need is a credit card and an Internet connection.
- No mailing permits or approvals required.
- No forms to fill out or acceptance hassles.

### It's Fast and It's Easy

- Bring your ideas, a list of addresses and a credit card to [www.usps.com/premiumpostcard](http://www.usps.com/premiumpostcard).
- Choose a postcard size and design your offer, creative and message.
- We do the rest! Each mailpiece is personalized, printed, prepared and mailed the next business day.

### Pricing

- Buy credits at substantial savings to use anytime.
- Send postcards for one low price — *printing, preparation, mailing and postage included!*
- Prices vary according to card size and the number of credits purchased.
- Estimate all printing and postage costs before you begin.

### Additional Services

- Add tracking codes to each mailpiece.
- Acquire targeted mailing lists and mail to them immediately.
- Additional card sizes available.

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



## Fact Sheet

# Click2Mail

## Create and Send Direct Mail Online

Create an entire direct mail campaign from your desktop.



**Create and send** direct mail from your desktop computer. Whether you're sending one piece or 10,000, all you need is a computer, an Internet connection, a mailing list and a message to send. Click2Mail™ is quick, easy and convenient.

Visit [www.usps.com/click2mail](http://www.usps.com/click2mail).

### Saves Time and Money

- **One-stop.** Click2Mail™ does it all for you: printing, folding, stuffing, addressing and mailing. You save on trips to the Post Office and the stationery store.
- **Fast.** Orders completed by 2 P.M. ET are scheduled for printing and mailing the next business day, including Saturday.
- **Efficient.** Addresses are verified against Postal Service databases so your mail will get to intended recipients more consistently.
- **Economical.** No set-up or user fees. No annual permit fees or postage meter costs. Postage discounts on every single piece.
- **National Distribution.** Your mail is printed and mailed at the location nearest to the destination address.

### Convenient and User-Friendly

- **Always Open.** The Internet never closes — create your mailings 24 hours a day, 7 days a week, 365 days a year.
- **Online Convenience.** Your documents and lists are stored online. Edit and preview them anytime, anywhere.
- **Plan Ahead.** Schedule your mailings up to 28 days in advance.
- **Easy, Secure Payment.** Choose from several options, including major credit cards, prepayment or automatic ACH debit of your bank account.
- **Easy to Get Started.** Free samples can be ordered online. Friendly and helpful customer support is available Monday through Friday from 9 A.M. to 7 P.M. ET:
  - Telephone: 866-665-2787
  - E-mail: [support@postedigital.com](mailto:support@postedigital.com)

### Choice, Quality and Flexibility

- **Multiple Document Formats:**
  - Regular postcard (4" x 6", single- or double-sided)
  - Large postcard (5" x 8")
  - Brochure self-mailer
  - Letter or legal-sized documents up to 48 pages
  - Booklets: envelope or self-mailer style
- **Flexible Mailing Options.** First-Class Mail, Standard Mail or Nonprofit rates are available, with no minimum volume requirements. International addresses go Airmail.
- **Quality Paper and Printing.** High-quality, all-digital commercial printing. Color options include full color, black and white and spot color (one color plus black).
- **Creative Control.** Design your document any way you want, online or offline. Include graphics and photos to make your mailing high impact.
- **Personalization.** Use our powerful online mail-merge tool to reach out to your customers by personalizing each and every mailpiece.

### Send Certified Mail too!

- Be sure your article arrives at its destination with Certified Mail™ service.
- Use the same quick and easy online ordering process. Confirm delivery status online too.
- Two formats available:
  - Letters up to 20 pages
  - Full color one-page self-mailer
- Options include:
  - Return Receipt
  - Restricted delivery

For more information visit [www.usps.com/click2mail](http://www.usps.com/click2mail).

Click2Mail is owned and operated by PosteDigital LLC, a trusted business partner of the United States Postal Service®.

## Fact Sheet

## Create direct mail online. We'll mail it.

*Mail postcards, letters or greeting cards with a few clicks of your mouse.*

**Save a Trip to the Post Office™**

No more printing, addressing, collating, folding, licking, sticking, sorting... or waiting. Create professional direct mail right from your office.

**Here's How It Works**

Bring your ideas, a list of addresses and a credit card to **usps.com**.

Choose your format — such as postcard, letter, flyer or greeting card.

We do the rest! Each mailpiece is personalized, printed, prepared and in the mail the next business day.

**Many Formats Available**

Order and mail everything from postcards to Certified Mail and newsletters to greeting cards. Even include a gift card from any one of our selection of national retailers.

**Pricing**

Send postcards for as little as 33 cents per piece — *postage included!*

Prices vary according to mailpiece format, finishing options and the number of pieces mailed.

Estimate all printing and postage costs before you begin.

**No Up-Front Investment Required**

All you need is a credit card and an Internet connection.

No mailing permits or approvals required.

No forms to fill out or acceptance hassles.

**Three Services to Choose From***Premium Postcards*

- High-impact cards: full gloss, full color
- Acquire targeted lists and mail immediately

*Click2Mail*

- Postcards, flyers, brochures and more!
- Print color or black and white cards to reduce cost

*CardStore*

- Full-gloss, full-color postcards and greeting cards
- Include your logo, signature and stamp design

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



(Article continued on page [77](#).)

# Pull-Out Information


## Fraud

### Domestic Order

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

State, City ZIP Code	Names and Addresses Covered	Product
RI, Providence 02906-5206	American Veteran's Coalition and Rhode Island Veteran's Campaign, 11 South Angell Street, PMB 176	Charitable solicitation scheme

— Judicial Officer, 10-25-07



**He is a damsel in distress.**

**RE: Our new life together**

He wants you to think he is a SWF from Bosnia. You do. After saying all the right things, "she" needs money to escape her dire conditions to be with you. She has a money order in U.S. dollars that she can't cash. She sends the money order to you so you can send the cash back to her. The money order is fake and she never arrives. That's how the scam works. Learn more about these scams at:


[FakeChecks.org](http://FakeChecks.org)



921129	921733	926215	926411	926886	928368	932002	939595	949552	955802	970687	982247	995005
921144	924100	926234	926413	926889	928483	932004	940463	949613	958120	970911	982265	995404
921155	925052	926271	926509	926921	928494	932011	940590	950195	958158	971006	982535	995553
921160	925063	926273	926510	926995	928499	932546	940997	950584	958320	980116	982554	995596
921165	925068	926298	926536	927050	928775	933151	941190	950887	958970	980244	982610	997196
921174	926010	926316	926600	927331	928861	934280	941307	951066	959070	980249	982616	
921431	926011	926366	926823	927378	930039	937576	941749	951164	968996	980275	983110	
921618	926127	926379	926849	927400	930377	937606	948053	951511	969121	980808	985068	
921681	926195	926390	926874	927950	931618	937654	948729	951788	970278	980969	992727	
921682	926205	926399	926880	928233	931634	937799	948740	954456	970435	981498	992747	

— Product Information Requirements, Product Development, 10-25-07

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 print shipping labels and request Free Package Pickup\*  
[usps.com](http://usps.com)

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 HD102-EXZ-DD-105  
 Door Cling Back



## 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	044 087 3457	to	3499	088 404 5584	to	5699	389 846 3104	to	3135
011 582 1889	to	1899	044 087 4000	to	4099	089 358 2248	to	2257	389 846 3145	to	3195
011 588 2900	to	3099	045 524 4121	to	4298	<b>093 106 9346</b>	<b>to</b>	<b>9355</b>	389 887 9211	to	9230
012 579 5675	to	5699	046 800 9870	to	9899	093 203 0500	to	0599	389 887 9234	to	9299
013 289 6176	to	6199	047 352 4000	to	4099	093 684 3630	to	3699	<b>390 001 3182</b>	<b>to</b>	<b>3199</b>
013 610 0014	to	0099	048 383 7650	to	7659	094 081 5074	to	5099	390 001 3500	to	3699
014 932 1000	to	1099	048 396 3647	to	3699	094 580 7062	to	7099	390 545 5974	to	5999
014 972 0800	to	0899	<b>051 142 0755</b>	<b>to</b>	<b>0799</b>	094 639 4200	to	4299	391 104 6146	to	6199
015 363 0065	to	0099	051 774 8857	to	8899	095 070 7186	to	7199	391 574 1466	to	1499
017 028 3200	to	3299	051 781 2875	to	2885	095 354 6864	to	6899	391 783 3020	to	3599
018 569 5333	to	5399	051 977 7010	to	7023	097 224 1350	to	1599	391 792 6100	to	6199
018 986 5264	to	5299	052 058 7115	to	7199	<b>100 160 3800</b>	<b>to</b>	<b>3899</b>	392 668 2956	to	2999
019 518 2814	to	2899	057 670 0563	to	0599	104 667 6400	to	6499	392 854 8500	to	8899
<b>020 698 5159</b>	<b>to</b>	<b>5199</b>	058 187 3836	to	3899	104 876 8937	to	8999	393 584 7566	to	7699
020 844 7307	to	7399	058 591 1153	to	1299	114 866 5368	to	5397	393 650 0074	to	0099
020 972 8948	to	8999	058 895 3746	to	3799	<b>210 221 0548</b>	<b>to</b>	<b>0599</b>	393 838 8316	to	8499
022 021 9110	to	9181	059 986 0814	to	0899	<b>227 275 9400</b>	<b>to</b>	<b>9999</b>	393 893 6007	to	6099
022 037 1411	to	1499	<b>060 406 7650</b>	<b>to</b>	<b>7699</b>	<b>273 070 8059</b>	<b>to</b>	<b>8099</b>	394 126 6907	to	6999
022 527 9201	to	9210	063 491 8122	to	8199	273 775 7700	to	7899	394 189 0405	to	0599
023 637 7169	to	7199	063 916 9968	to	9999	<b>302 000 0000</b>	<b>to</b>	<b>9999</b>	394 822 3243	to	3278
024 380 4100	to	4199	064 091 4500	to	4599	<b>349 746 2056</b>	<b>to</b>	<b>2099</b>	394 990 1810	to	1899
024 496 6870	to	6896	065 255 7909	to	7999	<b>350 518 7350</b>	<b>to</b>	<b>7374</b>	395 343 3264	to	3299
025 092 0987	to	0999	065 392 6345	to	6399	<b>360 011 1690</b>	<b>to</b>	<b>1699</b>	395 373 3035	to	3099
025 369 5535	to	5599	066 099 2014	to	2099	360 168 6008	to	6099	395 396 9649	to	9799
025 729 1151	to	1199	066 648 2880	to	2899	360 173 8800	to	8899	395 970 3240	to	3299
025 729 1643	to	1799	066 787 3639	to	3699	360 324 2326	to	2399	397 622 4054	to	4099
026 492 3180	to	3199	066 845 7500	to	9999	362 861 3064	to	3099	397 819 8902	to	8999
027 361 0430	to	0499	067 093 3869	to	3899	<b>373 006 2176</b>	<b>to</b>	<b>2199</b>	398 149 7200	to	7699
027 369 4482	to	4495	068 895 0334	to	0399	374 768 2600	to	2699	399 070 0872	to	0899
027 671 8762	to	8776	<b>070 724 4488</b>	<b>to</b>	<b>4499</b>	375 169 4400	to	4599	399 156 7119	to	7199
027 787 9886	to	9899	070 841 9181	to	9199	375 829 3400	to	3499	399 203 5064	to	5099
027 965 9487	to	9499	070 844 2546	to	2599	375 851 9100	to	9199	399 296 9910	to	9999
028 100 8069	to	8099	070 916 1340	to	1399	376 196 0911	to	0999	399 396 8935	to	8999
028 191 1852	to	1999	071 179 9800	to	9899	378 085 3679	to	3699	399 792 7775	to	7799
028 850 3000	to	3199	071 386 3682	to	3699	378 351 1063	to	1099	399 792 8300	to	8399
029 510 1500	to	1599	071 507 6840	to	6899	379 843 5100	to	5199	<b>400 427 1051</b>	<b>to</b>	<b>1999</b>
<b>030 687 0903</b>	<b>to</b>	<b>0999</b>	072 045 9641	to	9699	<b>380 093 9600</b>	<b>to</b>	<b>9699</b>	401 045 1505	to	1549
030 701 3442	to	3499	072 675 8287	to	8299	380 165 1165	to	1199	401 045 1571	to	1599
031 077 4507	to	4799	077 617 5481	to	5499	381 325 4500	to	4599	401 294 2700	to	2799
032 295 7500	to	9999	077 999 4001	to	4090	381 604 2510	to	2699	401 310 9505	to	9599
034 394 1000	to	1099	078 174 4475	to	4499	381 645 9525	to	9599	401 382 5312	to	5399
034 943 0400	to	0799	078 219 4931	to	4999	383 314 3968	to	3999	402 578 7876	to	7899
035 035 4337	to	4399	078 250 4756	to	4799	383 892 1000	to	1344	403 125 6744	to	6799
037 706 9578	to	9599	078 823 8312	to	8399	383 892 1382	to	1399	403 260 7000	to	7499
037 805 3677	to	3699	079 374 0300	to	2499	384 925 3641	to	3654	403 280 6470	to	6499
037 909 5490	to	5499	079 807 2342	to	2399	385 568 2331	to	2399	403 685 8600	to	8699
037 931 4660	to	4699	<b>082 721 0228</b>	<b>to</b>	<b>0254</b>	385 599 7554	to	7575	404 003 0300	to	0399
<b>040 024 3901</b>	<b>to</b>	<b>3999</b>	083 140 5000	to	7499	385 774 2024	to	2099	404 041 8838	to	8899
040 674 7100	to	7199	083 784 8886	to	8899	386 624 1412	to	1599	404 071 4268	to	4299
040 688 8816	to	8899	083 913 6915	to	6999	386 883 8936	to	8999	404 347 5356	to	5399
041 299 6752	to	6799	084 478 3920	to	3999	387 314 5574	to	5599	404 347 5548	to	5599
041 623 8889	to	8899	086 000 8271	to	8299	387 837 6300	to	6399	404 726 4500	to	4599
041 803 6565	to	6599	086 798 3840	to	3849	388 828 0656	to	0699	404 961 5001	to	5199
043 205 5922	to	5999	088 404 4472	to	4499	389 696 2400	to	2799	405 325 0188	to	0198

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
422 907 7563	to	7599	452 890 4679	to	4799	469 213 0359	to	0399	484 680 5040	to	5074

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
603 678 8418	to	8499	625 968 8956	to	8999	644 901 0109	to	1299	662 021 8332	to	8399

662 068 0700	to	0899	687 601 0973	to	0999	702 821 5730	to	5799	842 226 0685	to	0695
662 553 0774	to	0799	687 614 6774	to	6799	702 821 5805	to	5899	842 685 4600	to	4699
663 078 7034	to	7099	688 120 9000	to	9999	702 844 6975	to	6994	842 685 4742	to	4999
663 763 5300	to	5399	688 314 3107	to	3191	702 846 6331	to	6399	842 860 0300	to	0399
663 883 7039	to	7499	<b>690 291 1361</b>	<b>to</b>	<b>1371</b>	702 848 3900	to	3999	842 898 5582	to	5599
663 938 9200	to	9299	690 788 2877	to	2899	702 857 7302	to	7499	843 062 7100	to	7199
664 253 8000	to	8499	690 893 5344	to	5399	702 878 0114	to	0199	843 077 6288	to	6299
664 656 3055	to	3099	690 893 5512	to	5599	703 364 1707	to	1799	843 077 6378	to	6399
665 174 6400	to	6499	690 904 1300	to	1599	<b>740 002 7710</b>	<b>to</b>	<b>7719</b>	843 758 5769	to	5778
665 274 8208	to	8299	690 941 6000	to	6199	740 241 9049	to	9099	843 786 2554	to	2699
665 669 5400	to	5499	691 313 6383	to	6399	740 255 1718	to	1799	845 656 8165	to	8199
666 132 8226	to	8299	691 313 6600	to	6699	740 374 7416	to	7499	845 727 2100	to	2199
666 696 2209	to	2299	691 582 8003	to	8099	740 470 2420	to	2443	845 746 2618	to	2635
666 696 2309	to	2399	691 664 1800	to	1999	740 523 7432	to	7449	846 390 7531	to	7599
667 032 9300	to	9399	691 664 2400	to	2499	740 535 1555	to	1580	846 918 0572	to	0599
667 729 5529	to	5599	692 727 9362	to	9399	740 684 0620	to	0800	847 237 7690	to	7699
668 383 8400	to	8699	692 798 1800	to	1899	740 701 6105	to	6114	847 284 2481	to	2499
<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	847 374 7055	to	7065
670 750 7169	to	7199	693 445 0566	to	0999	740 765 3306	to	3399	847 636 5304	to	5399
671 046 6200	to	6399	693 448 8500	to	8999	740 774 8434	to	8499	847 700 5447	to	5499
671 251 5448	to	5499	693 645 9583	to	9599	740 786 1885	to	1899	847 723 7500	to	7599
671 926 5600	to	5799	693 965 4200	to	4299	740 790 5989	to	5999	849 485 3427	to	3499
672 444 2000	to	2999	695 741 2906	to	2999	740 827 7578	to	7594	849 520 9850	to	9899
672 828 3410	to	3499	695 947 8518	to	8599	740 917 7490	to	7499	849 608 1357	to	1399
673 167 5776	to	5799	696 662 8247	to	8299	<b>805 885 8411</b>	<b>to</b>	<b>8499</b>	849 792 2600	to	2699
675 464 3700	to	3799	697 447 8285	to	8296	806 087 1100	to	1499	<b>850 546 1862</b>	<b>to</b>	<b>1899</b>
675 464 4000	to	4199	698 042 4816	to	4899	806 268 9275	to	9299	851 143 6826	to	6844
676 365 5958	to	5999	698 131 2138	to	2157	806 534 3400	to	3477	851 209 9880	to	9899
676 669 1024	to	1099	698 227 0000	to	0099	807 342 3283	to	3399	851 928 9221	to	9299
677 126 6734	to	6799	<b>700 065 2570</b>	<b>to</b>	<b>2599</b>	808 086 7100	to	7199	852 589 6560	to	6599
677 333 9979	to	9999	700 065 4800	to	4899	808 090 3440	to	3499	853 049 3646	to	3699
677 466 1088	to	1099	700 190 3350	to	3359	808 325 5161	to	5699	854 304 4089	to	4999
678 071 4500	to	4799	700 228 6048	to	6099	808 784 8000	to	8299	854 529 2200	to	2299
678 096 7531	to	7599	700 650 0452	to	0499	<b>830 125 0672</b>	<b>to</b>	<b>0699</b>	854 532 0000	to	2999
679 909 2578	to	2599	700 666 1323	to	1349	830 602 5800	to	5999	855 001 6204	to	6249
<b>680 112 9565</b>	<b>to</b>	<b>9599</b>	700 786 9106	to	9142	830 610 3700	to	3799	855 319 9364	to	9399
680 244 0903	to	0999	700 859 0744	to	0758	830 983 3500	to	3599	855 361 3390	to	3399
680 412 6046	to	6099	701 028 6780	to	6899	830 983 3635	to	3699	856 226 0490	to	0499
680 761 6800	to	6899	701 213 3900	to	3999	831 354 1387	to	1399	856 656 5800	to	5999
681 677 0540	to	0699	701 267 2000	to	3999	831 815 8240	to	8299	856 752 0200	to	0299
682 070 1029	to	1099	701 335 7312	to	7399	832 525 3810	to	3899	857 111 1352	to	1399
682 956 6280	to	6299	701 369 2005	to	2050	833 159 1884	to	1899	857 279 3450	to	3499
682 956 6490	to	6599	701 499 2260	to	2299	833 456 2567	to	2599	857 843 4000	to	4099
682 956 6700	to	6799	701 503 2247	to	2299	833 566 3015	to	3071	858 124 7644	to	7699
682 965 1178	to	1199	701 541 2271	to	2299	834 130 5200	to	5299	858 756 3111	to	3299
682 965 1201	to	1299	701 553 6557	to	6599	834 316 5444	to	5499	859 063 8200	to	8699
683 118 2389	to	2399	701 578 7460	to	7469	834 354 8747	to	8766	859 190 0600	to	0644
683 378 2000	to	2099	701 578 7475	to	7499	834 354 8824	to	8838	859 437 5538	to	5599
683 378 2117	to	2299	701 601 3457	to	3499	835 269 5700	to	5799	859 811 2888	to	2899
683 415 1200	to	1499	701 605 5913	to	5999	835 496 7303	to	7399	859 855 8873	to	8999
683 444 8159	to	8199	701 695 3982	to	3999	835 539 5200	to	5999	<b>860 240 8520</b>	<b>to</b>	<b>8599</b>
685 154 7780	to	7789	701 695 4148	to	4199	835 813 3015	to	3099	860 275 3900	to	3999
685 297 7645	to	7699	701 695 4227	to	4299	837 672 8967	to	8999	860 518 9629	to	9699
685 623 5264	to	5299	701 708 1741	to	1799	837 784 3282	to	3299	860 600 0021	to	0999
685 650 9487	to	9499	701 736 3966	to	3999	838 176 8377	to	8399	861 158 2350	to	2599
685 669 4200	to	4299	701 838 2800	to	2899	838 518 1257	to	1299	861 367 5400	to	5499
685 757 8452	to	8499	701 941 0600	to	0699	839 718 8257	to	8299	861 637 6010	to	6099
686 071 2694	to	2799	702 171 1603	to	1699	<b>840 323 0600</b>	<b>to</b>	<b>0699</b>	861 979 7292	to	7499
686 176 3333	to	3354	702 195 5109	to	5199	840 875 6235	to	6299	862 216 6100	to	6199
686 372 3200	to	3299	702 254 9300	to	9399	840 910 0900	to	0999	862 263 9213	to	9299
686 644 5879	to	5899	702 264 7569	to	7599	841 349 5000	to	5099	862 271 0800	to	0999
686 899 1371	to	1399	702 519 0513	to	0524	841 805 7747	to	7899	862 271 5000	to	5099
686 931 7636	to	7699	702 713 1800	to	1809	841 805 7944	to	8099	863 871 5138	to	5199

863 949 5300	to	5399	902 198 9769	to	9799	911 509 9310	to	9399	920 963 4567	to	4599
864 088 8200	to	8299	902 948 1269	to	1299	911 523 3000	to	3999	921 333 7400	to	7499
864 426 3972	to	3999	902 985 0833	to	0899	912 057 9922	to	9999	921 477 3762	to	3799
864 520 6117	to	6136	903 370 6934	to	6999	912 882 0563	to	0899	922 278 1048	to	1399
865 151 0526	to	0599	904 600 6523	to	6599	913 605 2218	to	2299	922 280 2019	to	2099
865 500 4034	to	4099	904 892 0378	to	0399	913 709 2429	to	2499	922 280 2233	to	2299
865 883 6082	to	6099	904 892 0648	to	1299	913 818 3501	to	3999	922 773 0459	to	0499
866 004 3000	to	3999	905 056 2216	to	2299	914 063 4300	to	4399	923 032 7000	to	7399
866 442 4100	to	4899	905 510 6647	to	6799	914 346 7621	to	7644	923 045 3630	to	3699
867 366 9108	to	9118	905 510 6900	to	7099	914 453 1366	to	1399	923 484 3600	to	3699
867 633 7403	to	7499	905 794 0000	to	0199	914 529 6185	to	6299	923 493 9403	to	9599
867 737 5623	to	5699	905 794 0288	to	0299	914 896 4658	to	4699	923 493 9681	to	9699
868 169 4529	to	4599	905 873 6900	to	6999	915 187 8774	to	8779	923 604 4424	to	4499
868 173 8400	to	8599	905 873 7100	to	7299	915 300 2783	to	2799	923 810 7800	to	8299
868 514 9000	to	9099	905 880 8900	to	8999	915 546 6822	to	6999	924 252 1200	to	1299
868 566 9200	to	9299	905 889 7100	to	7199	915 646 5183	to	5199	924 252 1400	to	1499
869 387 1150	to	1199	906 158 1508	to	1599	915 671 3963	to	3980	924 533 0711	to	0799
869 505 3500	to	3599	906 558 8812	to	8899	915 671 3982	to	3999	924 533 2343	to	2399
869 523 7033	to	7099	906 982 2214	to	2299	915 675 2217	to	2299	924 533 2428	to	2499
869 800 0000	to	9999	907 725 8500	to	8599	916 440 3377	to	3399	924 685 1957	to	1999
<b>870 054 4814</b>	<b>to</b>	<b>4899</b>	907 815 0216	to	0257	916 670 6352	to	6399	924 946 6300	to	6699
870 491 4812	to	4849	908 622 4225	to	4235	916 682 5300	to	5399	925 333 5900	to	6099
870 536 5820	to	5829	908 936 9254	to	9299	916 694 1414	to	1499	925 336 2300	to	2399
870 541 7167	to	7239	909 100 1787	to	1799	916 703 0802	to	0821	926 432 5907	to	5999
870 575 8155	to	8999	909 100 1900	to	2099	917 089 0709	to	0799	926 436 3600	to	3699
870 589 0485	to	0494	909 355 0422	to	0499	917 089 0842	to	0899	928 197 8100	to	8199
870 691 7060	to	7099	909 568 8900	to	9099	917 216 2928	to	2999	928 197 8283	to	8299
872 028 4850	to	4899	909 568 9300	to	9499	917 370 6300	to	6499	928 856 2059	to	2068
872 029 9306	to	9399	909 725 7307	to	7399	917 486 4900	to	4999	<b>930 219 1722</b>	<b>to</b>	<b>1799</b>
872 100 0445	to	0459	909 833 0947	to	0999	918 460 0602	to	0699	930 335 7810	to	7819
<b>900 556 4178</b>	<b>to</b>	<b>4199</b>	<b>910 219 8631</b>	<b>to</b>	<b>8699</b>	918 951 7231	to	7299	931 097 9259	to	9299
900 845 0044	to	0099	910 265 1100	to	1199	919 519 2786	to	2799	931 156 1502	to	1579
900 936 0217	to	0299	910 471 7273	to	7299	919 536 0770	to	0799	931 156 1600	to	1625
900 936 0435	to	0499	910 536 2505	to	2599	919 814 3095	to	3199	931 156 1671	to	1699
901 058 5255	to	5280	910 958 7499	to	7599	919 915 2774	to	2787	932 506 6400	to	6599
901 273 1082	to	1099	911 140 1000	to	2199	<b>920 155 4662</b>	<b>to</b>	<b>4687</b>	932 827 9026	to	9099
901 287 5143	to	5199	911 245 2545	to	2599	920 309 9039	to	9199	932 957 2300	to	2399
901 291 2789	to	2799	911 268 9077	to	9099	920 771 5321	to	5399	933 387 2541	to	2561
901 525 7122	to	7199	911 400 8948	to	8999	920 857 5500	to	5899			
902 089 1253	to	1299	911 508 1620	to	1799	920 864 3480	to	3499			

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

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
762 439 261	to	9 290	773 125 387	to	5 410	<b>800 044 320</b>	<b>to</b>	<b>4 410</b>	819 278 540	to	8 670
762 524 158	to	4 220	773 179 320	to	9 410	800 211 901	to	2 440	819 544 681	to	4 740
762 584 872	to	4 970	773 202 989	to	3 140	800 427 530	to	7 540	819 928 441	to	8 650
762 593 431	to	3 460	773 208 991	to	9 290	800 872 741	to	2 830	<b>820 034 406</b>	<b>to</b>	<b>4 430</b>

820 070 761	to	1 540	821 172 241	to	2 360	822 703 442	to	3 470	823 556 011	to	6 100
820 191 342	to	1 360	821 229 743	to	9 780	822 925 951	to	6 100	824 078 341	to	8 370
820 274 856	to	4 880	821 903 731	to	3 910	823 284 931	ti	4 990	825 472 171	to	2 200
820 600 171	to	0 230	821 927 841	to	7 850	823 293 031	to	3 210			

— Mail Theft and Violent Crimes Group, Postal Inspection Service, 10-25-07

# Add Your Personal Touch

Send gifts with  
**DECORATIVE**  
shipping supplies





## 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, 10-25-07*

## 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, 10-25-07*

## 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, 10-25-07*

## 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 AE 09001	Add V	Immediately	A1, B, B1, C, D, U, V
APO AE 09002	Add V	Immediately	A1, B, B1, C, D, U, V
APO AE 09006	Activate	Immediately	A1, B, B1, C, D, U, V
APO AE 09020	Activate	Immediately	A1, B, B1, C, D, U, V
APO AE 09049	Add V	Immediately	A1, B, B1, C, D, U, V
APO AE 09055	Activate	Immediately	A1, B, B1, C, D, F, R, R1, U, V
APO AE 09075	Add V	Immediately	A1, B, B1, C, D, U, V
APO AE 09088	Add V	Immediately	A1, B, B1, C, D, U, V
APO AE 09092	Activate	Immediately	A1, B, B1, C, D, U, V
FPO AE 09420	Close	Immediately	
APO AE 09644	Close	Immediately	
APO AE 09843	Activate	Immediately	A, A1, B, B1, N, V
APO AA 34004	Activate	Immediately	A, B, B1, N, V
APO AP 96209	Activate	Immediately	A, A1, B, B1, N, U, V
APO AP 96303	Activate	Immediately	A1, B, B1, M, N, V, W
APO AP 96503	Activate	Immediately	A1, B, B1, F, N, U3, 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
<b>09001</b>	<b>A1-B-B1-C-D-U-V</b>	09046	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09136	A1-B-B1-C-D
<b>09002</b>	<b>A1-B-B1-C-D-U-V</b>	<b>09049</b>	<b>A1-B-B1-C-D-U-V</b>	<b>09088</b>	<b>A1-B-B1-C-D-U-V</b>	09137	A1-B-B1-C-D-U
09003	A1-B-B1-C-D-P-U-V	09051	A1-B-B1-C-D-U-V	09090	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U
09004	A1-B-B1-C-D-U-V	09053	A1-B-B1-C-D-U	<b>09092</b>	<b>A1-B-B1-C-D-U-V</b>	09139	A1-B-B1-C-D-U
<b>09006</b>	<b>A1-B-B1-C-D-U-V</b>	09054	A1-B-B1-C-D-U	09094	A1-B-B1-C-D-F-F1	09140	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	<b>09055</b>	<b>A1-B-B1-C-D-F-R-R1-U-V</b>	09095	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09056	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-F-F1-U	09058	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-F-F1-U-Z1	09059	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09060	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U
<b>09020</b>	<b>A1-B-B1-C-D-U-V</b>	09063	A1-B-B1-C-D-L-U	09103	A1-B-B1-D-U	09169	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-U	09067	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09069	A-A1-B-B1-C-D-U-V	09107	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U
09033	A1-B-B1-C-D-U	09074	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U
09034	A1-B-B1-C-D-U	<b>09075</b>	<b>A1-B-B1-C-D-U-V</b>	09112	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U
09036	A1-B-B1-C-D-U	09076	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U
09038	A1-B-B1-C-D-U-V	09079	A1-B-B1-C-D-U-V	09123	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U
09042	A1-B-B1-C-D-U	09080	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09186	A1-B-B1-C-D-U
09045	A1-B-B1-C-D-U	09081	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09201	A1-B-B1-C-C1-D-F-F1-H-M-R-R1-X-Y
				09131	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09211	A1-B-B1-C-D-U	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	09569	A1-B-B1-V
09212	A1-B-B1-C-D-U-V					09570	A1-B-B1-V
09213	A1-B-B1-C-D-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	09573	A1-B-B1-V
09214	A1-B-B1-C-D-U					09574	A1-B-B1-V
09226	A1-B-B1-C-D-U	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	09575	A1-B-B1-V-V1
09227	A1-B-B1-C-D-U					09576	A1-B-B1-V
09229	A1-B-B1-C-D-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	09577	A1-B-B1-V
09237	A1-B-B1-C-D-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	09578	A1-B-B1-V
09244	A1-B-B1-C-D-U					09579	A1-B-B1-V
09245	A1-B-B1-C-D-U	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	09581	A1-B-B1-V
09250	A1-B-B1-C-D-U					09582	A1-B-B1-V
09252	A1-B-B1-C-D-U	09340	A-A1-B-B1-C1-F-R-V	09396	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09586	A1-B-B1-V
09261	A1-B-B1-C-D-U-V	09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1			09587	A1-B-B1-V-V1
09262	A1-B-B1-C-D-U					09588	A1-B-B1-V-V1
09263	A1-B-B1-C-D-U	09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U	09589	A1-B-B1-V-V1
09264	A1-B-B1-C-D-U					09590	A1-B-B1-V
09265	A1-B-B1-C-D-N-U	09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09421	A1-B-B1-C-C1-U	09591	A1-B-B1-V-V1
09266	A1-B-B1-C-D-U					09447	A1-B-B1-C-C1-U-V
09267	A1-B-B1-C-D-U	09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09454	A1-B-B1-C-C1-U-V	09593	A1-B-B1-V
09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1					09594	A1-B-B1-V-V1
09302	A-A1-B-B1-C-C1-E2-F-H-I-M-N-R-V-Z-Z1	09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-H-H1-M-Z1	09596	A1-B-B1-V
09304	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09351	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09461	A1-B-B1-C-C1-U	09599	A1-B-B1-V
09305	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09463	A1-B-B1-C-C1-U	09601	A1-B-B1-C-F-F1-U
09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09464	A1-B-B1-C-C1-U	09602	A1-B-B1-C-F-F1-N-U
09307	A1-B-B1-N-V-Z1	09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09603	A1-B-B1-C-F-F1-U
09308	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1					09604	A1-B-B1-C-F-F1-U
09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09605	A1-B-B1-C-D-U-V
09310	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09470	A1-B-B1-C-C1-U	09606	A1-B-B1-C-D-U-V
09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09358	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09494	A1-B-B1-C-C1-U	09609	A1-B-B1-C-F-U
09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1					09610	A1-B-B1-C-F-U-V
09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09496	A1-B-B1-C-C1-U-V	09612	A1-B-B1-C-F-U
09316	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09360	A1-B-B1-V	09498	A1-B-B1-C-C1-F-F1-F2-N-R-R1-T-U-V-Z1	09613	A1-B-B1-C-F-U-V
09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09361	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09501	A1-B-B1-V-V1	09617	A1-B-B1-C-F-U
09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09502	A1-B-B1-V	09618	A1-B-B1-C-F-U
09322	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1					09620	A1-B-B1-C-F-U
09324	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09365	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09503	A1-B-B1-V	09621	A1-B-B1-C-F-U
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09504	A1-B-B1-V-V1	09622	A1-B-B1-C-F-U
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09367	A-A1-B-B1-C1-E2-F-H1-M-R-V	09505	A1-B-B1-V-V1	09623	A1-B-B1-C-F-U
09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1					09624	A1-B-B1-C-F-U
09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09370	A-A1-B-B1-C1-E2-F-H1-M-R-V	09511	A1-B-B1-V	09625	A1-B-B1-C-F-U
		09371	A-A1-B-B1-C1-E2-F-H1-M-R-V	09517	A1-B-B1-V	09627	A1-B-B1-C-F-U
						09630	A1-B-B1-C-F-U-V
		09375	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09524	A1-B-B1-V	09631	A1-B-B1-C-F-U
		09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09532	A1-B-B1-V	09636	A1-B-B1-C-F-U
						09642	A1-B-B1-N-U
		09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09534	A1-B-B1-V	09643	A1-B-B1-U
						09645	A1-B-U
		09386	A-A1-B-B1-C1-E2-F-H1-M-R-V	09543	A1-B-B1-V	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
						09703	A1-B-B1-C-F1-U
						09704	A1-B-B1-C-D-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09705	A1-B-B1-U	09744	A-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z-Z1	09844	A-A1-B-B1-C-F-N-U-V-Z1	96201	A-A1-B-B1
09706	A1-B-B1-C-N-U-V	09746	A-A1-B-B1-C-E1-N-V-Z-Z1	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	96202	A-A1-B-B1-U
09707	A1-B-B1-C-N-U-V	09747	A1-B-B1-F-J-N-U-V-Z1	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96203	A-A1-B-B1
09708	A1-B-B1	09749	A-A1-B-B1-F-N-V-Z1	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96204	A-A1-B-B1
09709	A1-B-B1-F1	09750	A-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z-Z1	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	96205	A-A1-B-B1-U
09710	A1-B-B1-C-C1-F1-M-R-R1-U	09751	A1-B-B1-C-D-U-V	09865	A-A1-B-B1-V-Z1	96206	A-A1-B-B1-U
09711	A1-B-B1-F1-Z1	09777	A-A1-B-B1-C-E1-N	09868	A-A1-B-B1-U-V-Z1	96207	A-A1-B-B1-V
09713	A1-B-B1-C-F1	09780	A-A1-B-B1-F-N-R-V	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	<b>96209 A-A1-B-B1-N-U-V</b>	
09714	A1-B-B1-C-C1-F1-M-R-R1-U	09790	A-A1-B-B1-C1-F-R-V	09889	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	96212	A-A1-B-B1-U
09715	A1-B-B1-F1	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	96213	A-A1-B-B1-U
09716	A1-B-B1-C-D-N-U-V	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	96214	A-A1-B-B1-U
09717	A1-B-B1-M-W	09804	A-A1-B-B1-F-V-Z1	34002	A1-B-B1-N-U-Z1	96215	A-A1-B-B1-U-V
09718	A1-B-B1-F-I-N-U-V	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	<b>34004 A-B-B1-N-V</b>	96217	A-A1-B-B1-U	
09719	A1-B-B1-C-F1-V	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	96218	A-A1-B-B1-U
09720	A1-B-B1-U-V	09808	A-A1-B-B1-C1-E2-F-H1-M-R-V	34007	A-A1-B-B1-C1-F1-V-Z1	96219	A-A1-B-B1-U
09721	A1-B-B1-N-U-V-Z1	09809	A1-B-B1-V-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	96221	A-A1-B-B1-U-V
09722	A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-V-Z-Z1	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34020	A1-B-B1-M-N-V-Z1	96222	A-A1-B-B1-U
09723	A1-B-B1-N-U-V-Z1	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34021	A1-B-B1-M-N-V-Z1	96257	A-A1-B-B1-U
09724	A1-B-B1-C-C1-F1-M-R-R1-U	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96258	A-A1-B-B1-U
09726	A1-B-B1-N-U-V	09815	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	34023	A1-B-B1-M-N-V-Z1	96259	A-A1-B-B1-U
09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09817	A-A1-B-B1-B2-C1-E2-E3-F-F1-G-H-H1-I-M-N-Q-R-R1-T-V-Z-Z1	34024	A1-B-B1-M-N-V-Z1	96260	A-A1-B-B1-U
09729	A1-B-B1-N-U-V	09819	A-A1-B-F-P-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96262	A-A1-B-B1-U-V
09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09821	A-A1-B-F-V-Z1	34030	A1-B-B1-M-N-V-Z1	96264	A-A1-B-B1-U
09731	A-A1-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z-Z1	09822	A-A1-B-F-V-Z1	34031	A1-B-B1-M-N-V-Z1	96266	A-A1-B-B1-U
09732	A1-B-B1-N-V-Z1	09823	A-A1-B-F-V-Z1	34032	A1-B-M-N-V-Z1	96267	A-A1-B-B1-U-V
09733	A1-B-B1-V	09824	A-A1-B-F-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96269	A-A1-B-B1-U
09734	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09825	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	34034	A1-B-B1-M-N-V-Z1	96271	A-A1-B-B1-U
09735	A1-B-B1-N-V-Z1	09827	A-A1-B-B1-F-F1-V	34035	A1-B-B1-H-M-N-V-Z1	96275	A-A1-B-B1-V
09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09828	A1-B-N-V-Z1	34036	A1-B-B1-M-N-U-V-Z1	96276	A-A1-B-B1
09737	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09830	A1-B-B1-C-N-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96278	A-A1-B-B1-U
09738	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09831	A1-B-B1-F-N-U-V-Z1	34038	A1-B-B1-M-N-V-Z1	96283	A-A1-B-B1-U
09739	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09832	A-A1-B-B1-U1-V-Z1	34039	A1-B-N-V-Z1	96284	A-A1-B-B1-U-V
09740	A-A1-B-B1-C1-E2-F-F1-M-Z1	09833	A1-B-B1-U1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96297	A-A1-B-B1-U
09741	A-A1-B-B1-C1-E2-F-F1-H1-M-N-Q-R-R1-T-V-W-Y-Z-Z1	09834	A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	<b>96303 A1-B-B1-M-N-V-W</b>	
09742	A-A1-B-B1-B2-F-F1-I-M-N-Q-R-T-V-Z-Z1	09835	A-A1-B-B1-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1	96306	A1-B-B1-F-F1-F2-M-W
09743	A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-V-Z-Z1	09836	A-A1-B-B1-C-F-M-V-Z1	34050	A1-B-B1-V	96309	A1-B-B1-M-V-W
		09837	A1-B-B1-V-Z1	34055	A1-B-B1-N-V-Z1	96310	A1-B-B1-M-W
		09838	A1-B-B1-V-Z1	34058	A1-B-B1-V-Z1	96311	A1-B-B1-M-W
		09839	A-A1-B-B1-U-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96313	A1-B-B1-F-F1-F2-M-W
		09840	A-A1-B-B1-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96319	A1-B-B1-M-W
		09841	A-A1-B-B1-U-Z1	34079	A1-B-B1-F1-N-V-Z1	96321	A1-B-B1-F-F1-F2-M-W
		09842	A-A1-B-B1-Z1	34090	A1-B-B1-V	96322	A1-B-B1-F-F1-F2-M-W
		<b>09843 A-A1-B-B1-N-V</b>		34091	A1-B-B1-V	96323	A1-B-B1-M-V-W
				34092	A1-B-B1-V-V1	96326	A1-B-B1-M-W
				34093	A1-B-B1-V	96328	A1-B-B1-M-W
				34095	A1-B-B1-V	96330	A1-B-B1-M-W
				34098	A1-B-B1-V	96336	A1-B-B1-M-V-W
				34099	A1-B-B1-V-V1	96337	A1-B-B1-M-W
						96338	A1-B-B1-M-W
						96339	A1-B-B1-M-V-W
						96343	A1-B-B1-M-W
						96347	A1-B-B1-F-F1-F2-M-W
						96348	A1-B-B1-F-F1-F2-M-W
						96349	A1-B-B1-F-F1-F2-M-W
						96350	A1-B-B1-F-F1-F2-M-W
						96351	A1-B-B1-F-F1-F2-M-W
						96362	A1-B-B1-F-F1-F2-M-W

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96365	A1-B-B1-M-V-W	96518	A1-B-B1-V	96598	A1-B-B1-N-V	96643	A1-B-B1-V
96367	A1-B-B1-L-M-W	96520	A1-B-B1-F-N-U3-V	96599	A1-B-B1-V	96657	A1-B-B1-V
96368	A1-B-B1-M-W	96521	A1-B-B1-F-N-U3	96601	A1-B-B1-V-V1	96660	A1-B-B1-V-V1
96370	A1-B-B1-F-F1-F2-M-W	96522	A1-B-B1-F-N-U	96602	A1-B-B1-V	96661	A1-B-B1-V-V1
96372	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U-V	96603	A1-B-B1-V	96662	A1-B-B1-V
96373	A1-B-B1-M-W	96531	A-A1-B-B1-H-M-U-V	96604	A1-B-B1-V	96663	A1-B-B1-V
96374	A1-B-B1-M-W	96534	A-A1-B-B1-F	96605	A1-B-B1-V-V1	96664	A1-B-B1-V-V1
96375	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96606	A1-B-B1-V	96665	A1-B-B1-V
96376	A1-B-B1-M-W	96537	A1-B-B1-V	96607	A1-B-B1-V	96666	A1-B-B1-V-V1
96377	A1-B-B1-M-W	96538	A1-B-B1-V	96608	A1-B-B1-V	96667	A1-B-B1-V
96378	A1-B-B1-M-W	96540	A1-B-B1-V	96609	A1-B-B1-V	96668	A1-B-B1-V-V1
96379	A1-B-B1-M-W	96541	A1-B-B1-V	96610	A1-B-B1-V	96669	A1-B-B1-V-V1
96384	A1-B-B1-M-W	96542	A1-B-B1-V	96611	A1-B-B1-V	96670	A1-B-B1-V-V1
96386	A1-B-B1-M-W	96543	A1-B-B1-P-V	96612	A1-B-B1-V	96671	A1-B-B1-V-V1
96387	A1-B-B1-M-W	96544	A1-B-B1-F-N-U3-V	96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z-Z1	96672	A1-B-B1-V
96388	A1-B-B1-M-W	96546	A1-B-B1-F-U3			96673	A1-B-B1-V-V1
96401	A1-B-B1-F-N-V-Z1	96548	A-A1-B-B1-H-M-U	96614	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z-Z1	96674	A1-B-B1-V-V1
96426	A-A1-B-B1-C1-E2-F- H1-M-R-V	96549	A-A1-B-B1-H-M-U			96675	A1-B-B1-V
96427	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z-Z1	96550	A-A1-B-B1-H-M-U-V	96615	A-A1-B-B1-V	96677	A1-B-B1-V-V1
96501	A-A1-B-B1-N-V	96551	A-A1-B-B1-H-M-U	96616	A-A1-B-B1-V-Z1	96678	A1-B-B1-V
<b>96503</b>	<b>A1-B-B1-F-N-U3-V</b>	96553	A-A1-B-B1-H-M-N-U-V	96617	A1-B-B1-V	96679	A1-B-B1-V
96507	A-A1-B-B1-F-V	96554	A-A1-B-B1-H-M-U	96619	A1-B-B1-V	96681	A1-B-B1-V-V1
96510	A1-B-B1-I-N-V	96555	A1-B-B1-F-M-V	96620	A1-B-B1-V	96682	A1-B-B1-V-V1
96511	A1-B-B1-I-N-V	96557	A1-B-B1-F-M-V	96621	A1-B-B1-V	96683	A1-B-B1-V-V1
96515	A1-B-B1-F	96562	A-A1-B-B1-B2-C-C1-D- E2-E3-F1-G-H-H1-I-M- N-R-R1-T-V-Z-Z1	96622	A1-B-B1-V	96686	A1-B-B1-V-V1
96517	A1-B-B1-F-U3-V	96595	A1-B-B1-V	96624	A1-B-B1-V	96687	A1-B-B1-V-V1
				96628	A1-B-B1-V	96698	A1-B-B1-V-V1
				96634	A1-B-B1-V		

## RESTRICTIONS

### LEGEND

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

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

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

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

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

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

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

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

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

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

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

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

**D.** Coffee is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**N.** Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

— *International Network Operations,  
Network Operations Management, 10-25-07*

# Displaying the U.S. Flag and the POW-MIA Flag

## U.S. Flag at Half-Staff

### How to Display

Displaying the U.S. flag at *half-staff* means lowering the flag to half the distance between the top and bottom of the staff.

### Specific Dates

Display the U.S. flag at half-staff on the following days each year:

- May 15: Peace Officers Memorial Day (see note 1 below).
- Last Monday in May: Memorial Day Observed (see note 2 below).
- December 7: National Pearl Harbor Remembrance Day.



*Note 1:* When May 15, which is the date for Peace Officers Memorial Day, falls on the third Saturday in May, which is the date for Armed Forces Day, display the U.S. flag in the full-staff position, *not* at half-staff.

*Note 2:* On the last Monday in May, when Memorial Day is observed, display the flag at half-staff from sunrise, or the hour at which you raise it, until 12 noon, and then hoist it to the peak of the staff, until the time of closing or no later than sunset.

## POW-MIA Flag

### How to Display

In relation to the U.S. flag, display the POW-MIA flag (and any other flag) as follows:

- If displayed on the same flagstaff, place it below the U.S. flag.
- If displayed on a separate flagstaff, place it at the same level or lower. If displayed at the same level, place it on the U.S. flag's left.

When flying the U.S. flag at half-staff, fly the POW-MIA flag (and any other flags) at half-staff also.



### Specific Dates

Display the POW-MIA flag on the following days each year:

- Armed Forces Day: Third Saturday in May.
- Memorial Day: Last Monday in May.
- Flag Day: June 14.
- Independence Day: July 4.
- National POW-MIA Recognition Day: Third Friday in September.
- Veterans Day: November 11.

If any of these days fall on a nonbusiness day, display the POW-MIA flag on the last business day before the designated day.

*For more detailed information about flying the U.S. flag and the POW-MIA flag, see the following parts in the Administrative Support Manual (ASM):*

- ASM 472, U.S. Flag Display.
- ASM 476, POW-MIA Flag Display.

— Communication Integration, Public Affairs and Communications, 10-25-07





# OUR GIFT TO YOU EASY HOLIDAY SHIPPING

take home Priority Mail® Flat Rate Boxes—  
if it fits, it ships™ for **\$8<sup>95</sup>\***

take one




## SHIP FROM HOME FOR THE HOLIDAYS

Priority Mail® Flat Rate Boxes domestic **\$8<sup>95</sup>\***

— to Canada and Mexico **\$23<sup>00</sup>\*\***

— to all other countries **\$37<sup>00</sup>\*\***

### ■ PAY FOR FLAT RATE BOX POSTAGE ONLINE

1. visit [usps.com/clicknship](http://usps.com/clicknship) and register by clicking on the "Sign Up" button
2. enter the delivery address
3. choose Priority Mail Flat Rate and create a Shipping Label
4. print the label; apply a self-adhesive label or tape a plain label to your package

### ■ ASK FOR FREE PACKAGE PICKUP†

Package Pickup options are available for any package with affixed postage

1. prepare your package with Click-N-Ship® service, click on the "need a Package Pickup" option or visit [usps.com](http://usps.com)
2. enter the delivery address, the number of packages and date

\*Up to a 70 lb. maximum if shipping within the United States.  
\*\*International rates and restrictions may vary; contact your Retail Associate for details.  
†Available with Express Mail®, Priority Mail, and International services. Visit [usps.com](http://usps.com) for terms.

today's holidays need **TODAY'S MAIL** 

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H0807-022-CC-445  
CounterCard

\*Up to a 70 lb. maximum if shipping within the United States.  
\*\*International rates and restrictions may vary; contact your Retail Associate for details.



# Annual Leave Exchange Option

The Annual Leave Exchange Program provides an option for eligible career employees to receive a lump sum payment in exchange for a portion of the annual leave that would otherwise be advanced at the beginning of the 2008 leave year.

**Note:** Annual leave earned and accumulated through the 2007 leave year, which ends January 4, 2008, cannot be exchanged for cash.

## Eligible Employees

Employees eligible for the Annual Leave Exchange Program include the following:

- Career nonbargaining unit employees from rate schedule codes (RSCs) E, F, S, and U who have an annual leave balance of at least 160 hours at the end of the leave year.
- Career bargaining unit employees (except part-time flexible employees) from the following RSCs who have an annual leave balance of at least 440 hours at the end of the leave year and have used less than 75 hours of sick leave during the leave year:
  - National Postal Mail Handlers Union — RSC M.
  - International Association of Machinists — RSC T.
  - American Postal Workers Union, AFL-CIO — RSCs C, N, and P.
  - Operating Services Division Agreement — RSC K.
  - Fraternal Order of Police, National Labor Council, USPS No. 2 — RSC Y.

## PostalEASE Elections

Employees who meet the eligibility criteria and want to exercise this option must use *PostalEASE* to make elections. For the election to be considered timely, employees must complete their entries in *PostalEASE* by 11:59 P.M., Central Time, December 15, 2007.

Employees who are unable to use *PostalEASE* to complete their elections should contact the Human Resources Shared Services Center (HRSSC) for assistance before December 15, 2007, at 877-477-3273, option 5, Benefits.

Forms will not be distributed for this election period.

## Payment by Lump Sum

Payment under the Annual Leave Exchange Program will be a lump sum calculated on the employee's base salary as of the first day of the 2008 leave year (January 5, 2008). Paychecks dated January 25, 2008, will include the 2008 lump sum payment.

## Letter Soon to Be Mailed to Eligible Employees

The Eagan Accounting Service Center (ASC) will mail a letter providing details of the eligibility criteria and instructions for using *PostalEASE* to make annual leave exchange elections to eligible employees at their address of record during November 2007. Undeliverable letters will be returned to the employing office of record. When an office receives a returned letter, the office should encourage the employee to update his or her address. Employees with access to Employee Change of Address on the Postal Service™ Intranet (Blue page) or to an employee self-service kiosk should use those entry methods. Other employees should submit an updated PS Form 1216, *Employee's Current Mailing Address*, to the HRSSC.

— Compensation, Human Resources, 10-25-07

**Please Post on All Bulletin Boards Through December 15, 2007.**

# Create Memories With Mail



**Holiday Knits** .41  
Available in October

**Christmas: "Madonna of the Carnation" by Bernardino Luini** .41  
Available in October

**Hanukkah** .41  
Available in October

**Kwanzaa** .41  
Available in October

**Eid Greetings** .41  
Available in September

**Breast Cancer Research** .55  
Proceeds fund breast cancer research.†

# Federal Employees Health Benefits

Open Season  
November 12, 2007, to December 11, 2007

## HEALTH BENEFITS OPEN SEASON ON *PostalEASE*

The Federal Employees Health Benefits (FEHB) Open Season will be held from November 12 to December 11, 2007, closing at 5:00 P.M. CT. Employees should complete the *PostalEASE* FEHB worksheet included in the mailing to their homes and enter enrollment information directly into *PostalEASE* via the Web, kiosk, or telephone.

During this open season, eligible employees may make any one, or a combination, of the following changes using *PostalEASE*:

- Enroll if not enrolled.
- Cancel enrollment.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.

Enrollment changes and new enrollments made during the 2007 FEHB Open Season will be effective January 5, 2008 (Pay Period 02-08). New premium payments will be reflected in paychecks dated January 25, 2008.

— Compensation, Human Resources, 10-25-07

**Please post on all bulletin boards through December 11, 2007.**

(See article on page [104](#).)

# Secure. Convenient. Widely Accepted.



## Purchase MONEY ORDERS while you're here



usps.com

# Federal Employees Dental and Vision Insurance Program

Open Season  
November 12 to December 11, 2007

## DENTAL AND VISION INSURANCE OPEN SEASON

[www.benefeds.com](http://www.benefeds.com)

The Federal Employees Dental and Vision Insurance Program (FEDVIP) Open Season will be held from November 12 to December 11, 2007, closing at 11:59 P.M. ET. Employees will receive a mailing to their addresses of record with complete program information about this new pretax group insurance offering.

During this open season, eligible employees may elect dental insurance, vision insurance, or both via the portal at [www.benefeds.com](http://www.benefeds.com). Employees without access to a computer may call 877-888-FEDS (877-888-3337). Employees who are deaf or hard of hearing may place a TTY call to 877-889-5680.

New enrollments made during the 2007 FEDVIP Open Season will be effective December 31, 2007.

— *Compensation, Human Resources, 10-25-07*

**Please post on all bulletin boards through December 10, 2007.**

(See article on page [104](#).)

# Apply Before You Fly



Get a  
**PASSPORT**  
application today

October 2007

## Have You Seen Any of These Missing Children?

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



**Name:** Kevin Anderson  
Age progressed to 5 years  
Born: 7-8-01  
Date Missing: 3-31-04  
Missing From: N Hollywood, CA



**Name:** Heidi Barragan  
Born: 2-18-01  
Date Missing: 3-24-07  
Missing From: Inglewood, CA



**Name:** Jaki Bell  
Born: 3-20-06  
Date Missing: 10-3-07  
Missing From: Morrow, GA



**Name:** Brianna Bryant  
Born: 1-29-02  
Date Missing: 6-15-05  
Missing From: Corryton, TN



**Name:** Natasha Corley  
Born: 5-1-05  
Date Missing: 8-28-06  
Missing From: Scottsdale, AZ

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

### Missing Children Poster Display Instructions

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

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

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

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

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

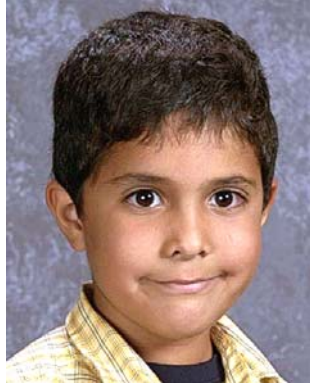
If you have any information, or for free prevention tips, please call 800-THE-LOST (800-843-5678).



October 2007

## Have You Seen Any of These Missing Children?

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



**Name:** Ramon Delgadillo  
Godinez  
**Born:** 4-11-00  
**Date Missing:** 12-30-06  
**Missing From:** Esparto, CA



**Name:** Trenton Duckett  
**Born:** 8-10-04  
**Date Missing:** 8-27-06  
**Missing From:** Leesburg, FL



**Name:** Jorge Jamodre  
**Born:** 8-20-02  
**Date Missing:** 7-27-06  
**Missing From:** St. Petersburg,  
FL



**Name:** Daniel Jones  
**Born:** 2-3-05  
**Date Missing:** 9-25-07  
**Missing From:** Key West, FL

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

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October 2007

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**Name:** Sara Lazo  
**Born:** 9-12-02  
**Date Missing:** 5-24-07  
**Missing From:** Las Vegas, NV



**Name:** Fanny Narvaez  
**Born:** 4-22-02  
**Date Missing:** 8-2-07  
**Missing From:** Apopka, FL



**Name:** Sarah Pineda  
**Born:** 9-6-05  
**Date Missing:** 12-30-06  
**Missing From:** Revere, MA



**Name:** Brandon Simon  
**Born:** 4-22-03  
**Date Missing:** 9-7-06  
**Missing From:** Orlando, FL

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

### Missing Children Poster Display Instructions

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

## Timeline

### Beginning October 25

PAC will begin to reach out to community or weekly newspapers, community calendars, and cable bulletin boards announcing dates and locations.

### November 5–9

PAC will distribute the media advisory listing specifics on individual demonstrations.

### November 9

National press release sent in advance to local PAC representatives to be localized. *Embargoed until November 12.*

### November 12–16

Demonstrations will be held in Post Office lobbies.

### November 12

A national news release will be distributed through PR Newswire and posted in the Holiday Press Room at [www.usps.com](http://www.usps.com). JPEG images also will be posted in the press room.

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Date [INSERT DATE]

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

## **Media Advisory**

### **Create Unique Holiday Cards and Postage Online**

- WHO:** Anyone wishing to make the holidays a little more memorable by creating their own cards and postage — while saving time on finding, writing, addressing and mailing all those cards.
- WHAT:** Free demonstrations of time-saving online services from the U.S. Postal Service. Postal Service employees will answer questions; provide cyber tours of CardStore, an online product that allows customers to create, address and mail holiday cards; and help navigate the design of original postage.
- WHEN:** [INSERT DATE]  
[INSERT TIME]
- WHERE:** [INSERT NAME OF FACILITY]  
[INSERT STREET ADDRESS]  
[INSERT CITY, STATE, ZIP]
- AUDIO/VIDEO:** Audio:
- Demonstrations can be recorded
  - Natural sound of crowds, retail clerks interacting with consumers
- B-Roll:
- Post Office lobbies decorated for the holidays
  - Screen shots of *usps.com* online products
  - Consumers using online services
  - Live shots and remote broadcasts can be arranged
- STORY LINES:** *Business:* Online greeting and gift cards are a \$60 billion industry. While other companies can provide cards, no other company or corporation also provides the postage.
- Consumer:* One more time-saving idea for harried consumers interested in spending more time with friends and family. If Grandma loved last year's holiday family photo, she'll love it even more when she sees it as postage on the outside of this year's card.
- Log on and Step Inside a Post Office:* The Internet is always open, and so is the U.S. Postal Service. Almost anything you can do at a Post Office you can do online at [www.usps.com](http://www.usps.com) — buy or create stamps, schedule a free package pickup, order eco-friendly free shipping supplies, check holiday mailing deadlines and find a Post Office with extended holiday hours.
- CONTACTS:** [INSERT NAME, TELEPHONE NUMBER AND E-MAIL ADDRESS]

— Media Relations, Public Affairs and Communications, 10-25-07

# NOW YOU SEE THEM. NOW YOU DON'T.



Children are like that. One minute they're playing in the yard. The next minute they're chasing a ball into the street. Or playing hide-and-seek around your vehicle. Or trying to hitch a ride on your bumper. Don't count on children or pedestrians to be watching for you. Be on the lookout for them.

## LOOK. LISTEN. LOOK AGAIN. DRIVE DEFENSIVELY.

**SAFETY  
DEPENDS  
ON ME!**

UNITED STATES  
POSTAL SERVICE

# Policies, Procedures, and Forms Updates

## Manuals

### DMM Revision: New Standards for Mailing Lithium Batteries

Effective October 5, 2007, we revised the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) section 601.10.20 for mailing lithium and lithium-ion batteries. The new standards identify all small consumer-type lithium batteries as mailable when properly packaged and labeled.

We now accept lithium batteries and battery-powered devices for mailing in a manner similar to that of commercial shippers within the guidelines of the Department of Transportation and the International Air Transportation Association regulations.

Many popular consumer products now contain lithium batteries. Consumer devices such as personal digital assistants, cameras, flashlights, laptop computers, cell phones, hand-held electronic games, and portable media players such as iPods and MP3 players all contain lithium batteries. These items are now mailable when properly packaged and labeled as identified in the DMM section 601.10.20.

Lithium batteries, other than small consumer-type batteries, remain nonmailable.

Additionally, DMM section 601.11.17 has been revised to allow batteries to be mailed when properly installed in equipment or devices. Equipment or devices containing batteries must include an effective means of preventing accidental activation.

We will incorporate these changes into our October update of DMM subchapter 601 as noted below.

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

	*	*	*	*	*
<b>600</b>	<b>Basic Standards for All Mailing Services</b>				
<b>601</b>	<b>Mailability</b>				
	*	*	*	*	*
<b>10.0</b>	<b>Hazardous Materials</b>				
	*	*	*	*	*
<b>10.20</b>	<b>Miscellaneous Hazardous Materials (Hazard Class 9)</b>				
	*	*	*	*	*

#### **10.20.5 Primary Lithium (Non-Rechargeable) Cells and Batteries**

*[Revise 10.20.5 to read as follows:]*

Small consumer-type primary lithium cells or batteries (lithium metal or lithium alloy) like those used to power cameras and flashlights are mailable with the following restrictions. Each cell must contain no more than 1.0 gram (g) of lithium content per cell. Each battery must contain no more than 2.0 g aggregate lithium content per battery. Additionally, each cell or battery must meet the requirements of each test in the UN Manual of Tests and Criteria, Part III, and sub-section 38.3 as referenced in DOT's hazardous materials regulation at 49 CFR 171.7. All primary lithium cells and batteries must be mailed within a firmly sealed package separated and cushioned to prevent short circuit, movement, or damage. Except for batteries installed in equipment, they must be in a strong outer package. All outer packages must have a complete delivery and return address. Primary lithium cells and batteries are mailable as follows:

- Via surface transportation when the cells or batteries (not packed with or installed in equipment) are "in the originally sealed packaging." They are forbidden aboard passenger aircraft. The outside of the package must be marked on the address side "Surface Mail Only, Primary Lithium Batteries — Forbidden for Transportation Aboard Passenger Aircraft." The mail-piece must not exceed 5 pounds.
- Via surface or air transportation when the cells or batteries are properly packed with or properly installed in the equipment they operate and the mail-piece has no more than the number of batteries needed to operate the device. Cells or batteries properly installed in the device they operate must be protected from damage and short circuit, and the device must be equipped with an effective means of preventing accidental activation. The outside of the package must be marked on the address side "Package Contains Primary Lithium Batteries." The mail-piece must not exceed 11 pounds.

#### **10.20.6 Secondary Lithium-ion (Rechargeable) Cells and Batteries**

*[Revise 10.20.6 to read as follows:]*

Small consumer-type lithium-ion cells and batteries like those used to power cell phones and laptop computers are



mailable with the following restrictions. Each cell must contain no more than 1.5 g of equivalent lithium content per cell. Each battery must contain no more than 8.0 g aggregate quantity of equivalent lithium content per battery. Additionally, each cell or battery must meet the requirements of each test in the *UN Manual of Tests and Criteria*, part III, and subsection 38.3 as referenced in the DOT's hazardous materials regulation at 49 CFR 171.7. All secondary lithium-ion cells and batteries must be mailed in a firmly sealed package separated and cushioned to prevent short circuit, movement, or damage. Except for batteries installed in equipment, they must be in a strong outer package. All outer packages must have a complete delivery and return address. These cells and batteries are mailable as follows:

- a. Via surface or air transportation when individual cells or batteries are mailed or when properly packed with or properly installed in the equipment they operate.

Cells or batteries properly installed in the device they operate must be protected from damage and short circuit, and the device must be equipped with an effective means of preventing accidental activation. The outside of the package must be marked on the address side "Package Contains Lithium-ion Batteries (no lithium metal)."

- b. The mailpiece must not contain more than 3 batteries.

**10.20.7 Damaged or Recalled Batteries**

*[Revise 10.20.7 to read as follows:]*

Damaged or recalled batteries are prohibited from mailing unless approved by the manager, Mailing Standards.

**Exhibit 10.20.7 Lithium Battery Mailability Chart**

*[Revise Exhibit 10.20.7 as follows:]*

<b>Primary Lithium Batteries</b> (small non-rechargeable consumer-type batteries)	<b>Surface Transportation</b>	<b>Air Transportation</b>	<b>Mailpiece Weight Limit</b>	<b>International APO/FPO</b>
Without the equipment they operate (individual batteries)	Mailable	Prohibited	5 lb.	Prohibited
Packed with equipment but not installed in equipment	Mailable	Mailable	11 lb.	Mailable
Contained (properly installed) in equipment	Mailable	Mailable	11 lb.	Mailable

**Note 1:** Each primary cell must not contain more than 1 g lithium content.

**Note 2:** Each primary battery must not contain more than 2 g lithium content.

<b>Secondary Lithium-ion Batteries</b> (small rechargeable consumer-type batteries)	<b>Surface Transportation</b>	<b>Air Transportation</b>	<b>Mailpiece Weight Limit</b>	<b>International APO/FPO</b>
Without the equipment they operate (individual batteries)	Mailable	Mailable	no more than 3 batteries	Mailable
Packed with equipment but not installed in equipment	Mailable	Mailable	no more than 3 batteries	Mailable
Contained (properly installed) in equipment	Mailable	Mailable	no more than 3 batteries	Mailable

**Note 3:** Each secondary cell must not contain more than 1.5 g equivalent lithium content.

**Note 4:** Each secondary battery must not contain more than 8 g equivalent lithium content.

**Note 5:** For secondary batteries (lithium-ion) there is a limit of 3 batteries per mailpiece.

\* \* \* \* \*

**11.0 Other Restricted and Nonmailable Matter**

\* \* \* \* \*

**11.17 Battery-Powered Devices***[Revise the first sentence in 11.17 to read as follows:]*

Cells or batteries properly installed in equipment must be protected from damage and short circuit, and equipment or

devices containing cells or batteries must include an effective means of preventing accidental activation.\*\*\*

\* \* \* \* \*

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

— *Mailing Standards,  
Pricing and Classification, 10-25-07*

**New Employee and Labor Relations Manual: Issue 18**

Issue 18 of the *Employee and Labor Relations Manual* (ELM) is now available. The ELM has been revised substantially since ELM 17 was published in December 2002. The appendix and nearly every chapter have been revised. ELM 18 includes changes published in online updates 17.1 through 17.16 and in the *Postal Bulletin* from issues 22095 (2-6-03) through 22207 (5-24-07). For detailed information about the revisions, see the Summary of Changes in ELM 18.

ELM 18 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 *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*.

You can order ELM 18 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).

<b>PSIN:</b>	ELM ISSUE
<b>PSN:</b>	7610-02-000-9963
<b>Unit of Issue:</b>	EA
<b>Quick Pick No.:</b>	353
<b>Price:</b>	\$16.6225
<b>Edition Date:</b>	06/07

— *Field Policies and Programs,  
Human Resources, 10-25-07*

**Handbooks****Handbook EL-312 Revision: Eligibility for Executive and Administrative Schedule Positions**

Effective October 25, 2007, Handbook EL-312, *Employment and Placement*, is revised to reflect the following changes to employment and placement programs.

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

**743.13, Defining the Area of Consideration**, is revised to:

- Change the minimum area of consideration to all eligible career Executive and Administrative Schedule (EAS) employees within the district.
- Redefine the geographic area within which all eligible EAS employees may apply.
- Redefine how, after the assessment of potential applicants, the area of consideration may be expanded.

**743.14, Determining Eligibility**, is revised to:

- Remove the requirement to have 1 year of continuous career Postal Service™ employment before applying for an EAS position.
- State that postmaster relief/leave replacements may apply and compete for EAS-16 and below postmaster vacancies within their district.

**743.43, Closing Vacancy File**, is added to set forth (a) procedures for closing vacancy files, (b) time limits, and (c) HRSSC responsibilities.

**745.1, Relocation Expenses**, is revised to:

- Change “are entitled” (to receive reimbursement of authorized relocation expenses) to “may be eligible.”

- Change procedures for submitting requests for exceptions to the relocation guidelines.

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

	*	*	*	*	*
<b>7</b>	<b>Assignment, Reassignment, and Promotion</b>				
	*	*	*	*	*
<b>74</b>	<b>EAS Positions</b>				
	*	*	*	*	*
<b>743</b>	<b>Selection Process</b>				
<b>743.1</b>	<b>Internal Recruitment</b>				
	*	*	*	*	*

**743.13 Defining the Area of Consideration**

*[Revise 743.13 to read as follows:]*

Selecting officials are responsible for defining the area of consideration. The minimum area of consideration should consist of no less than all eligible career EAS employees within the district.

All eligible EAS employees (including area, Headquarters, and Headquarters field units) may apply if their current work location — where they physically report to work — is physically located within the geographic (service) area of the organizational unit stated in the job posting.

After the assessment of potential applicants, the area of consideration may be expanded to include (a) bargaining employees, (b) larger geographic territory (i.e., area-wide or Postal Service-wide), and/or (c) external advertisement.

**743.14 Determining Eligibility**

*[Revise 743.14 to read as follows:]*

Career employees are eligible to apply for EAS positions if they are within the area of consideration.

Other employees are eligible under the following circumstances:

- a. *Extended eligibility.* Eligibility is extended for certain postmaster positions, as follows:
  - (1) *EAS-16 and below postmaster* — Postmaster relief/leave replacements (PMR/LRs) may apply and compete for postmaster vacancies within their district. When the PMR/LR applies for his or her Post Office, the PMR/LR must be considered by the selecting official at that Post Office.
  - (2) *Postmaster (self-nomination)* — Local career employees from the vacancy office who are qualified and eligible for the postmaster position may exercise the right of self-nomination to ensure review by the selecting official. This opportunity

applies to all career EAS employees at the vacancy office, as well as career bargaining employees for those postmaster positions advertised for EAS and bargaining employees.

- b. *Special nomination for EAS positions.* Vice presidents of area operations and the manager of Corporate Personnel Management may nominate employees from any location within the Postal Service for any vacancy advertised so that they may be considered in competition with applicants from within the area of consideration. This nomination process is to ensure expanded opportunities to resolve saved grade situations, hardship, and/or trailing spouse cases.

	*	*	*	*	*
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**743.4 Assessing Applications**

	*	*	*	*	*
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*[Add section 743.43 to read as follows:]*

**743.43 Closing Vacancy File**

A vacancy file is generally “closed” when a selection is made or the selecting official communicates that he has completed (or is no longer conducting) selection activity for that vacancy file. If HRSSC does not receive any communication (a) indicating that a selection was made, or (b) requesting to “close out” the vacancy file by 120 calendar days from the vacancy announcement closing date, HRSSC will close the vacancy file. Vacancy files closed in this manner must include a notation stating that the vacancy has not been filled. In addition, HRSSC must communicate to the selecting official and the applicants that the vacancy has been closed.

Requests for extension of the 120-day period should be made to HRSSC through the manager, Human Resources (district).

	*	*	*	*	*
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**745 Funding**

**745.1 Relocation Expenses**

*[Revise 745.1 to read as follows:]*

Employees who are selected competitively or noncompetitively as a result of application or nomination under a vacancy announcement may be eligible to receive reimbursement of authorized relocation expenses as described in Handbook F-15, *Travel and Relocation*. This rule also applies when employees voluntarily apply for announced positions at their present or lower levels and are selected. Allowable relocation expenses are paid by the gaining installation.

Relocation expenses are not paid by the Postal Service incident to other voluntary reassignments or other voluntary changes outside of the vacancy announcement process.

Any request for exceptions to the relocation guidelines must be made through the appropriate management channels. Field personnel submit the request to the manager, Finance (district). Headquarters employees submit the request to their approving official.

\* \* \* \* \*

We will incorporate these revisions into the next online update of Handbook EL-312, 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 PolicyNet, click on *HBKs*.

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

It is also available on the Postal Service Internet:

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

— *Selection, Evaluation, and Recognition, Employee Resource Management, 10-25-07*

## Handbook EL-312 Revision: Substitution of Work Performance for Battery Examination Qualification

On September 10, 2007, the memorandum, “Substitution of Work Performance for Battery Examination Qualification,” was issued. It announced that when a career employee applies for a change in position that requires qualification on Battery Examination 473, Human Resources substitutes 1 year of work in an Examination 473 position for the examination requirement. As a result, the employee does not have to take Examination 473, and Human Resources staff do not have to search for scores in files and systems.

This new rule, effective on October 10, 2007, is limited to career employees applying for the positions that are listed here and require Examination 473. Only these jobs count towards meeting the minimum requirement of 1 year of work experience:

- Carrier (City).
- Mail Handler.
- Mail Processing Clerk.
- Markup Clerk—Automated.
- Sales and Services Associate and Sales.
- Services/Distribution Associate.

This rule does not apply to any other situation that requires Examination 473, and it cannot be used for any other examination requirement. This article publishes the changes to Handbook EL-312, *Employment and Placement*, necessary to complete the implementation of the new policy.

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

\* \* \* \* \*

#### 2 Recruitment

\* \* \* \* \*

#### 23 Sources of Recruitment

\* \* \* \* \*

#### 233 Career Recruitment

##### 233.1 Internal Placement of Bargaining Employees

\* \* \* \* \*

##### 233.11 Examination Requirements

[Revise the text of 233.11 as follows:]

Employees bidding on or applying for a bargaining position must meet the current entrance examination requirements. Substitution rules that are in effect with regard to qualifying examinations include the following:

- a. *Demonstrated work performance.* Career employees who hold or have held any position for a minimum period of 1 year for which Battery Examination 473 is the examination requirement are deemed as meeting the examination requirement when they apply for another Battery Examination 473 position. When reviewing the qualifications of an employee who requests a reassignment, change to a lower level, or promotion to a position for which Examination 473 is required, the employee’s history is reviewed to determine if he or she has the requisite demonstrated work performance for the substitution. If the employee possesses the minimum period of 1 year of service in an Examination 473 position, then the employee meets the Examination 473 requirement and no further inquiry about the examination requirement should be made.

- b. *Obsolete examinations.* Examinations 400, 440, 450, 710 (when it was given for Markup Clerk, Automated Only), 470 (Group 1), and 470 (Group 2) are obsolete. However, a career employee bidding on or applying for a bargaining position who qualified on an old examination is permanently qualified for the *position(s)* covered by that examination.
- c. *Clerk craft interlevel bidding.* See current Memorandum of Understanding in American Postal Workers Union National Agreement for bidding without regard to entrance examination of position being bid. Bidders or voluntary transferees must meet all other provisions of the relevant qualification standard.

\* \* \* \* \*

**7 Assignment, Reassignment, and Promotion**

\* \* \* \* \*

**76 Bargaining Position Qualification Standards**

\* \* \* \* \*

**763 Bqnet**

\* \* \* \* \*

**763.2 Contents of Qualification Standards**

\* \* \* \* \*

**763.24 Examination Requirements**

*[Revise the text of 763.24 as follows:]*

Examination requirements may include a performance test, a rated application, or a written examination. The Examination Requirements section of the qualification standard will indicate if an examination is required. See 233.11, which describes when substitutions for examination requirements are permitted.

\* \* \* \* \*

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

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

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

It is also available on the Postal Service Internet:

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

— *Selection, Evaluation, and Recognition, Employee Resource Management, 10-25-07*

**Revision to Handbook F-1 Rescinded**

The revision to section 317.3 in the article “Handbook F-1 Revision: Policy for Accepting Credit Cards,” published in *Postal Bulletin 22211 (7-19-07, page 8)* is rescinded.

— *Corporate Treasury, Finance, 10-25-07*

**Publications**

**Publication 205 Revision: Electronic Verification System (eVS) Application Process**

Effective October 25, 2007, we are revising the following sections and appendices of Publication 205, *Electronic Verification System Business and Technical Guide*, to provide additional information on how parcel mailers and shippers apply for and receive approval to manifest parcel mail using the electronic verification system (eVS). We are making minor amendments to chapters 2, 3, 4, and 6, and to Appendix A and Appendix G.

- Chapter 1: Revision of application process in section 1-3, including acquisition and use of Mailer IDs rather than DUNS numbers for new eVS mailers. Mailer IDs form part of the Electronic File Numbers used in the

Header Records and the Package Identification Codes used in the Detail Records.

- Chapter 2: Replacement of the term “DUNS number” with “Mailer ID.”
- Chapter 3: Replacement of the term “DUNS number” with “Mailer ID.”
- Chapter 4: Replacement of the term “DUNS number” with “Mailer ID” and minor editorial changes.
- Chapter 6: Replacement of the term “DUNS number” with “Mailer ID” and minor editorial changes.

- Chapter 7: Elimination of chapter for consolidation with related material in chapter 1.
- Appendix A: Minor corrections and elimination of underscores emphasizing revisions for the R2006-1 Omnibus Rate Case (effective May 14, 2007).
- Appendix B: Addition of “eVS Pre-application Profile” and “eVS/PRS Mailer ID Application.”
- Appendix C: Inclusion of descriptions and links to Postal Service™ forms required for the eVS application process.
- Appendix G: Minor corrections to tables.

Also, for stylistic consistency throughout the publication, we are using initial capitalization for the terms “Electronic File Number,” “Header Record,” and “Package Identification Code.” (However, in the revision text published in this article, we are not noting each separate instance of these minor grammatical revisions.)

The sections below have further descriptions of the revisions to Publication 205.

### Application and Testing Processes

With the growing mailer interest in eVS, we are including more information about the steps that a mailer must take to begin manifesting parcel mail under eVS. As a consequence, we have expanded the descriptions of the application and testing processes in section 1-3 of Publication 205 to clarify the sequence of events required to receive approval for eVS. eVS applicants must complete the four major steps as shown in the new Exhibit 1-3.1 to receive that approval and begin using eVS for postage payment.

### Permit Account Number

Each eVS applicant must establish a new permit account by completing PS Form 3615, *Mailing Permit Application and Customer Profile*, and paying any required annual mailing fee at the administering district Business Mail Entry Unit. This new permit number must appear in all manifest file header records and must be linked to a postage payment debit account — Centralized Account Processing System (CAPS) debit account — for automatic payment each time a postage statement is generated after eVS successfully processes the mailer’s transmitted manifest files. A permit imprint number in a header record that is not registered for eVS and not properly linked will cause the manifest files to fail.

A permit number registered for eVS may not be used for non-eVS mail. This restriction ensures that eVS financial transactions remain separate from non-eVS financial transactions related to the same CAPS account. Additionally, this restriction enables the eVS mailer to reconcile financial transactions for various types of mailings prepared using different Postal Service payment systems.

### Postage Payment Account

As a fully automated system, eVS requires a CAPS debit account for postage payment. Postage payment occurs each time a postage statement is generated from successfully processed eVS manifest files. The postage statement transaction for a withdrawal is recorded and can be viewed in the eVS mailer’s CAPS account. The eVS applicant designates a debit-enabled bank account for postage charges. The bank account is debited for the day’s total postage on the next bank business day.

To apply for a CAPS account, the eVS applicant accesses the CAPS Web site at <http://caps.usps.gov> and clicks on *Forms*, completes the appropriate CAPS forms online, prints hardcopies, signs the forms, and mails the forms to the CAPS Service Center (the address is noted on the Forms page at the CAPS Web site). The following forms are available at the CAPS Web site:

- PS Form 6001, *Centralized Account Processing System (CAPS) Account Application*.
- PS Form 6002, *Accounts and Services to Be Paid Through CAPS*.
- PS Form 6003, *Centralized Account Processing System (CAPS) Electronic Funds Transfer Authorization Agreement*.

Processing a CAPS application requires 10–14 days. Account number, password, electronic file transfer (EFT) instructions, and other U.S. Postal Service (USPS) information are provided by mail. Other information about CAPS is available on the CAPS Web site at <http://caps.usps.gov>.

### Mailer ID

Each eVS applicant must also obtain a master Mailer ID (a number similar to the master DUNS number previously required for eVS and still used by eVS mailers authorized to manifest under eVS before August 11, 2007). A master Mailer ID must be requested from Postal Service Confirmation Services Support at the National Customer Support Center, using the new “eVS/PRS Mailer ID Application” included in Appendix B. A master Mailer ID is required for the 22-digit Electronic File Number that appears in every header record for all eVS manifest files; it also identifies the mailer in the Product Tracking System, in eVS, in *PostalOne!*, and in two sampling databases.

### Appendix B: Applications

Two new applications — “eVS Pre-Application Profile” and “eVS/PRS Mailer ID Application” — are added to Appendix B. These applications guide an eVS applicant through the steps for setting up necessary financial accounts and obtaining the required master Mailer ID. Before an applicant can test eVS files, the Postal Service must create mailer profiles — using these accounts and the master Mailer ID — in Postal Service databases, including

Account Management Delivery Confirmation (AMDC) for the Product Tracking System and databases for eVS, *PostalOne!*, and the sampling systems. At the same time, the applications present important information about the applicant's mailing sites and mail classes used.

### Appendix C: Postal Service Forms

Appendix C now includes descriptions and links to Postal Service forms required for the eVS application process except the online forms required to establish the postage payment debit account.

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

#### 1 The Basics

\* \* \* \* \*

#### 1-3 eVS Participation

[Revise 1-3 to read as follows:]

##### 1-3.1 Step 1: Mailer Account Numbers

To participate in eVS, an applicant must first have or establish a new permit imprint account, a postage payment account, and a master Mailer ID account, using the *Electronic Verification System Pre-Application Profile* (see Appendix B):

- a. *Permit Imprint Account.* The eVS applicant must have or establish a single permit account number for eVS at the administering district business mail entry unit closest to the mailer's corporate office. To apply for the new permit imprint account number, the applicant uses PS Form 3615, *Mailing Permit Application and Customer Profile* (see Appendix C). The Post Office where the business mail entry unit is located is generally considered the Post Office of Account for the eVS mailer. No two eVS mailers may use the same permit imprint number. The *PostalOne!* Help Desk coordinates the assignment of permit imprint account numbers unique to the eVS program. The following requirements apply to an eVS permit imprint account:
  - (1) *Abbreviations or Aliases.* The permit imprint indicia on all eVS mail must display the name, abbreviation, or alias reported to the Postal Service for the permit imprint account. The mailer's company name shown on PS Form 3615 and entered into the *PostalOne!* database is the name that appears in the mailer's eVS account and in the sampling databases. The same name is required to appear in the permit imprint indicia on the mailing label. When applying for the new permit, the mailer must include company aliases and abbreviations to be used as alternative names in the permit imprint

indicia. For example, Acme Enterprise Solutions may prefer to display "AES" in the permit imprint indicia rather "Acme Enterprise Solutions."

- (2) *File Transmissions.* Both the permit imprint account number and the corresponding 5-digit ZIP Code™ of the issuing Post Office (termed the "Post Office of Account" or "permit ZIP Code") must appear in the header records of all eVS manifest files.
- (3) *Postage Payment Link.* The permit imprint account number must be linked to the mailer's postage payment debit account — a Centralized Account Processing System (CAPS) debit account as described in 1-3.1b — for automatic payment each time a postage statement is generated from the successful eVS processing of manifest file records.
- (4) *Exclusive eVS Use.* The permit imprint number registered for eVS must be used for all eVS mailings. An eVS permit number may not be used for non-eVS mail. This restriction ensures that eVS financial transactions remain separate from non-eVS financial transactions related to the same CAPS account. Additionally, this separation by permit number helps the eVS mailer to reconcile financial transactions for various types of mailings prepared under different Postal Service payment systems. The exclusive eVS permit account number may appear as part of the permit imprint indicia as specified and illustrated in section 1-5.
- (5) *Annual Mailing Fees.* The mailer must pay all applicable presort or destination entry mailing fees as required by the DMM at the administering district business mail entry unit (the Post Office of Account) where the eVS permit imprint account is held. The annual mailing fees are paid only at the Post Office of Account. Payment of annual mailing fees is not required under eVS at each Post Office serving a destination entry postal facility where eVS mail is deposited.
- b. *Postage Payment Account.* The mailer must have or establish a *PostalOne!* postage payment debit account. This account is used for automatic funds withdrawal each time a postage statement is generated by eVS from the eVS mailer's transmitted manifest files. The permit account number registered in eVS is linked to the postage payment account (CAPS account) in *PostalOne!* to handle the funds withdrawal.

The postage statement transaction for the withdrawal is recorded and can be viewed in the eVS mailer's CAPS account. The eVS applicant

designates a debit-enabled bank account for postage charges. The bank account is debited for the total day's postage on the next bank business day.

- (1) PS Form 6001, *Centralized Account Processing System (CAPS) Account Application*, is the application for establishing a national CAPS account. All eVS applicants without a CAPS account or wanting a separate CAPS account must complete and submit this form to obtain a CAPS account.
  - (2) PS Form 6002, *Accounts and Services to be Paid Through CAPS*, is the form for listing the local account numbers that the eVS applicant wishes to link to the CAPS account. All eVS applicants must complete and submit this form with information to link their unique eVS permit account number to their CAPS debit account.
  - (3) PS Form 6003, *Centralized Account Processing System (CAPS) Electronic Funds Transfer Authorization Agreement*, is the form for authorizing the Postal Service to debit the customer's bank account. All eVS applicants must complete this form to establish the debit account required for eVS.
- c. *Mailer Identification Numbers.* The eVS applicant must have or obtain a unique master Mailer ID from the Postal Service for all manifest file transmissions and, if desired, obtain additional Mailer IDs for parcel records in the manifest files. The master Mailer ID identifies the applicant in eVS, *PostalOne!*, and sampling databases. Additional Mailer IDs can be used to designate the applicant's mail facilities, distribution centers, or divisions within the company; or the Mailer IDs can be used to designate clients.

The eVS applicant requests a unique master Mailer ID and additional Mailer IDs from Postal Service Confirmation Services Support at the National Customer Support Center, using *eVS/PRS Mailer ID Application* (see Appendix B). eVS mailers using DUNS numbers previously registered and certified with the Postal Service before August 11, 2007, may continue using those numbers as Mailer IDs. The following requirements apply to eVS Mailer IDs:

- (1) *File Transmission.* A master Mailer ID registered to a mailer for eVS must be used in the Electronic File Number (see Appendix A) in the header record of every eVS manifest file transmitted by the mailer. No other Mailer ID may be used for eVS manifest files transmitted by that mailer.
- (2) *Shared Services Master Mailer ID.* A shared services master Mailer ID is a Mailer ID registered to a mailer and certified for eVS and also registered to the same mailer and certified for a non-eVS service such as Delivery Confirmation. A shared services master Mailer ID may be used for sending eVS and non-eVS files and receiving data from the Postal Service for such shared services file types. Shared services master Mailer IDs, however, may not be used in the Package Identification Codes (PICs) of either eVS mail or non-eVS mail. To facilitate reconciling transmission data, the eVS mailer should request separate master Mailer IDs for the different file types.
- (3) *Package Identification Code.* Mailer IDs used in the Package Identification Code (PIC) (see Appendix A) in the manifest file detail records and the associated parcel barcodes printed on the mailing labels require the following:
  - (a) *Master Mailer ID.* A master Mailer ID registered and certified only for eVS file transmissions and not for any other service may also be used in the PICs in the manifest file detail records and the associated parcel barcodes printed on the mailing labels.
  - (b) *Shared Services Master Mailer ID.* A master Mailer ID registered and certified for transmitting eVS files and other file types such as Delivery Confirmation may not be used in the PICs in the detail records for eVS mail and for non-eVS mail.
  - (c) *Parcel Mailer IDs.* eVS applicants and current eVS mailers can request additional Mailer IDs for PICs for identifying mailer processing facilities, distribution centers, mailer divisions within a company, or even mailer clients. Parcel Mailer IDs certified for eVS, and identified in the database as "labels only" mailer IDs, may not be used for non-eVS mail. Mailer IDs not certified for eVS but certified for other services such as Delivery Confirmation may not be used for eVS mail. This requirement helps mailers and the Postal Service identify all mail handled under eVS, and it eliminates potential issues with reconciling unmanifested eVS and non-eVS parcels.



**Exhibit 1-3.1****eVS Application Steps**

<p><b>Step 1: Mailer Account Numbers</b></p> <p>a. <i>Account Numbers.</i> Determine account numbers needed in Postal Service databases by completing <i>eVS Pre-Application Profile</i> (see Appendix B).</p> <p>b. <i>New Permit Number.</i> Obtain new permit imprint account number by completing PS Form 3615, <i>Mailing Permit Application and Customer Profile</i> (see Appendix C).</p> <p>c. <i>CAPS Account.</i> Obtain or link an exiting CAPS account to new permit account by completing these forms from the CAPS Web site at <a href="http://www.caps.usps.gov">http://www.caps.usps.gov</a>:</p> <p>(1) PS Form 6001, <i>Centralized Account Processing System (CAPS) Account Application</i>.</p> <p>(2) PS Form 6002, <i>Accounts and Services to Be Paid Through CAPS</i>.</p> <p>(3) PS Form 6003, <i>Centralized Account Processing System (CAPS) Electronic Funds Transfer Authorization Agreement</i>.</p> <p>d. <i>Mailer ID.</i> Request a master Mailer ID and additional parcel Mailer IDs (for internal divisions or mailer clients) by completing <i>eVS/PRS Mailer ID Application</i> (see Appendix B).</p>
<p><b>Step 2: Mailing Information and Computer Access</b></p> <p>a. <i>eVS Profile in Product Tracking System.</i> Establish eVS profile for file and barcode certification testing by completing PS Form 5051, <i>Confirmation Services — Electronic Option Application</i> (see Appendix C).</p> <p>b. <i>File Transfer.</i> Set up eVS file transfer mechanism with Postal Service and receive logon and password by completing PS Form 1357-S, <i>Request for Computer Access</i> (see Appendix C).</p> <p>c. <i>eVS PostalOne! Web Page.</i> Receive logon ID and password to view mailer's <i>PostalOne!</i> eVS Web page by completing PS Form 1357-C, <i>Customer Request for Web Access</i> (see Appendix C).</p> <p>d. <i>Mailing Information.</i> Provide information about your mailing operations to help Postal Service determine required support by completing <i>Electronic Verification System Application</i> (see Appendix B).</p>
<p><b>Step 3: Certification and Quality Assurance</b></p> <p>a. <i>Software.</i> Develop or obtain software meeting eVS file specifications for manifesting parcels and producing parcel barcodes.</p> <p>b. <i>File and Label Format.</i> Achieve eVS file and barcode format and content certification by completing PS Form 5052, <i>Printer Certification Submission</i> (see Appendix C).</p> <p>c. <i>File and Label Content.</i> Complete eVS file and label content evaluation by submitting eVS Level 1 Evaluation Order Form at <a href="http://ribbs.usps.gov/mac.htm">http://ribbs.usps.gov/mac.htm</a>.</p> <p>d. <i>Quality Assurance.</i> Develop and administer quality assurance for accurate mail production, postage payment, mail classification, and file transmissions (see chapter 5).</p>
<p><b>Step 4: Mailing Test and Service Agreement</b></p> <p>a. <i>Mailing Test.</i> Conduct a successful test transmitting eVS manifest files for actual mailings.</p> <p>b. <i>Mailing Agreement.</i> Enter into an eVS manifest mailing agreement (see Appendix D).</p>

**1-3.2 Step 2: Mailing Information and Computer Access**

After obtaining or establishing the necessary accounts and paying applicable permit and annual mailing fees, the applicant must do the following:

- a. *Computer Access and eVS Profile.* Complete and submit PS Form 1357-C, *Customer Request for Web Access* (see Appendix C). This request is used to receive a logon ID and password needed to view the future eVS mailer's own eVS account in *PostalOne!* A separate PS Form 1357-C must be submitted for each company representative requiring access to the mailer's eVS account. Along with other information about the mailer such as the master Mailer ID and permit number, an eVS account is created in both the production and development environments once PS Form 1357-C is received and processed. After the eVS account is established, the mailer can view the eVS Monthly Account and Sampling Summary and related reports. Signed originals of PS Form 1357-C must be mailed to the *PostalOne!* Help Desk or included with the PS Form 1357-S and PS Form 5051 mailed to Confirmation Services Support.
- b. *Computer Access and File Transfer.* Complete and submit PS Form 1357-S, *Request for Computer Access*, to set up the file transfer mechanism with the Postal Service. Access is via a logon ID and password, unique to each eVS mailer, provided by the Postal Service. PS Form 1357-S is not required if the applicant plans to use Electronic Data Interchange (EDI). An applicant interested in EDI can contact Confirmation Services Support for information.
- c. *Account Management Delivery Confirmation (AMDC) Customer Profile.* Complete and submit PS Form 5051, *Confirmation Services — Electronic Option Application*. This is an administrative application for establishing a customer profile, with contact information in the Account Management Delivery Confirmation (AMDC) database. The following two elements are critical:
  - (1) *Master Mailer ID.* The creation of the mailer's profile in AMDC cannot be completed without this number. A master Mailer ID can be obtained using

the *eVS/PRS Mailer ID Application* described in 1-3.1c (see Appendix B).

- (2) *File Testing Mechanism*. Although the creation of the mailer's profile in AMDC can be completed without this information, file testing cannot occur until the transfer mechanism is completed using PS Form 1357-S and the mailer has received a logon ID and password. The certification profile in AMDC is used to preset the eVS certification status to pending for testing files and label barcodes. When the certification status is pending, transmitted test files flow to Confirmation Services Support at the National Customer Support Center for review and to the *PostalOne!* development server for posting in the mailer's eVS account:
- (a) *Unregistered Mailer ID*. An eVS manifest file header record containing a master Mailer ID not registered in AMDC cannot be processed for eVS by the Product Tracking System and causes the file to fail.
  - (b) *Registered Mailer ID in Pending Status*. An eVS manifest file header record containing a master Mailer ID registered in AMDC but in a pending status cannot be processed for eVS production but can be processed for eVS testing. A pending status in AMDC indicates that required file testing and certification have not taken place or have not been successful.
  - (c) *Registered Mailer ID in Certified Status*. An eVS manifest file header record containing a master Mailer ID registered in AMDC and having a certified status is processed through eVS production for postage payment.
- d. *eVS Manifest Application*. Complete and submit the comprehensive *Electronic Verification System Application* (see Appendix B). The application solicits mailer information for determining the projected level of file testing and estimated range of postal resources needed to help the applicant meet all eVS requirements for manifesting. The application collects the following information:
- (1) General information about the applicant's company.
  - (2) Postal Service account information including permit account number, CAPS account, and Mailer IDs.
  - (3) Parcel products used by the applicant.
  - (4) Acceptance points for mail verification.
  - (5) Mailer sort facilities for mail preparation.

(6) Entry facilities for mail deposit.

(7) Quality control processes.

(8) Manifest system capabilities.

### 1-3.3 Step 3: Certification and Quality Control

After completing the applications and all required forms, the applicant must do the following:

- a. *Software*. Develop or obtain computer software that meets eVS electronic file specifications for manifesting parcels and the barcode specifications for producing accurate and scannable barcodes printed on the parcel mailing labels.
- b. *File and Label Certification*. eVS file and label certification consists of two related but independent testing processes:
  - (1) *eVS Confirmation Services Certification*. The eVS Confirmation Services Certification process checks the format of eVS electronic files and barcode labels. If the applicant has been previously certified to transmit Confirmation Services manifests for Delivery Confirmation and to generate the corresponding UCC/EAN 128 Code barcoded labels, minimal changes are required to meet eVS file and label format specifications. The eVS applicant is required to generate eVS files using the format and coding in Appendix A and Appendix G, and to transmit them through the transmission account established using PS Form 1357-S. The eVS application is also required to print two types of barcode labels corresponding to the Package Identification Codes in the manifest files: eVS barcode labels with Delivery Confirmation (using Service Type Code 01 or 02 as appropriate to the mail class) and eVS barcode labels without any Extra Service (using Service Type Code 56) as specified and illustrated in chapter 3.
  - (2) *eVS File and Label Evaluation*. The eVS Evaluation process checks rate calculations, entry and destination ZIP Codes, and the application of zones for zone-rated mail, as well as individual coding and coding configurations as specified in Appendix A and Appendix G. Label content is also checked to ensure that rate and class markings, ancillary service endorsements, and other markings meet the standards in the DMM.
- c. *Quality Assurance*. Develop and administer effective quality assurance procedures to ensure the integrity and accuracy of the mailer's mail production, postage payment, mail classification, and file transmissions as described in Chapter 5.

**1-3.4 Step 4: Mailing Test and Service Agreement**

After meeting all requirements to participate in eVS, the mailer must do the following to receive Postal Service approval to manifest parcel mail using eVS:

- a. *Mailing Test.* Complete a test during which eVS manifest files are transmitted and mailings are made to determine the accuracy of the mailer’s system. File and label evaluation and certification must be completed before mailing tests are permitted. In most cases, mailings are presented under both existing plant-verified drop shipment and eVS procedures. The length of a test can vary, based on the issues identified. The test allows the prospective eVS mailer and the Postal Service to resolve potential issues and to monitor the effectiveness of quality control procedures. The type of test depends on whether the prospective eVS mailer is already manifesting parcel mail:

- (1) *Manifest Mailer.* For a mailer already manifesting parcel mail, the Postal Service coordinates a parallel test run. During the test period, mailings are deposited and accepted using both eVS and existing plant-verified drop shipment (PVDS) procedures. Postage payment continues under existing processes, and the mailer continues to produce required postage statements, manifests, and PS Forms 8125 during the test.

- (2) *Non-manifest Mailer.* For a mailer not manifesting parcel mail, the Postal Service coordinates testing procedures before actual mailings are deposited and postage withdrawn from the mailer’s postage payment account.

- b. *Mailing Agreement.* Enter into an eVS Manifest Mailing Agreement with the Postal Service (see Appendix D for a sample agreement). Once the mailer meets the requirements and testing for eVS, an eVS manifest mailing agreement is prepared between the mailer and the Postal Service. The agreement contains the terms and conditions for preparing and presenting eVS mailings to the Postal Service.

\* \* \* \* \*

**2 Electronic Files and Manifests**

**2-1 eVS File and Manifest Structure**

\* \* \* \* \*

**2-1.4 Header Record**

*[In the second sentence of the first paragraph, revise the text by changing “the mailer’s corporate ID number (or DUNS number), the mailer’s permit account number” to*

*“the mailer’s master Mailer ID, the mailer’s permit imprint account number,” to read as follows:]*

\*\*\*The Header Record contains the mailer’s master Mailer ID, the mailer’s permit imprint account number, and the 5-digit ZIP Code of the Post Office of Account corresponding to the permit account number.

\* \* \* \* \*

**2-1.5 Detail Record 1**

*[Revise the first two paragraphs of 2-1.5 to read as follows:]*

Each Detail Record 1, which is 200 bytes long, contains information about an individual parcel under the Header Record in the electronic manifest. Information about the parcel includes mail class, destination ZIP Code, postage amount, weight, processing category, rate and destination rate indicators, zone, postal routing barcode, Extra Services such as Delivery Confirmation, and any discount or surcharge.

Detail Record 1 contains a 22-digit Package Identification Code (PIC) that identifies the parcel and includes either the mailer’s master Mailer ID (or another Mailer ID registered for the mailer) or the Mailer ID of the mailer’s client. The PIC must remain unique for a 12-month period from first use. The Postal Service is exploring shortening that period to 6 months and will announce any change to this policy through the *Postal Bulletin*.

\* \* \* \* \*

**3 Barcode Requirements**

**3-1 Barcode Symbology and Use**

\* \* \* \* \*

*[In the third sentence of the second paragraph, revise the text by changing “customer ID number or DUNS number” to “Mailer ID,” to read as follows:]*

\*\*\*In addition, each PIC must contain a Mailer ID that is unique to the mailer or the mailer’s client.

\* \* \* \* \*

**3-6 Barcode Elements**

**3-6.1 Integrated Barcodes**

\* \* \* \* \*

*[In the “Data” column of Exhibit 3-6.1, revise the text by changing “Customer ID or DUNS Number” to “Mailer ID.”]*

\* \* \* \* \*

*[Revise the title and text of 3-6.6 to read as follows:]*

**3-6.6 Mailer ID**

A Mailer ID provided by the Postal Service or a DUNS number previously authorized for eVS before August 11, 2007,

must be used in the barcode to identify the mailer or the mailer's client. A Mailer ID can uniquely identify a mailer's business at specific geographical locations, divisions within a mailer's business, or clients of the mailer. Mailers or their clients who need to obtain Mailer IDs must complete the "eVS/PRS Mailer ID Application" (see Appendix B), or they can contact Confirmation Services Support via [eVS@usps.gov](mailto:eVS@usps.gov).

\* \* \* \* \*

**3-7 Calculating MOD 10 Check Digits**

**3-7.1 Calculation**

\* \* \* \* \*

[In the "Description" column Exhibit 3-7.1, revise the text by changing "DUNS Number" to "Mailer ID".]

\* \* \* \* \*

**4 Postage Verification and Adjustment**

\* \* \* \* \*

**4-3 Postage Adjustments**

\* \* \* \* \*

**4-3.2 Unmanifested Confirmation Services Parcels**

[In the second sentence of the first paragraph, revise the text by changing "9-digit mailer ID or DUNS number" to "Mailer ID," to read as follows:]

\*\*\*These unmanifested Confirmation Services parcels are linked in databases to eVS mailers through the Mailer ID within the 22-digit Package Identification Code (PIC) on the mailing label affixed to the parcels.

\* \* \* \* \*

**6 eVS Reports**

\* \* \* \* \*

**6-3 Reports**

\* \* \* \* \*

**6-3.5 Manifest Summary Report**

[In the second sentence, revise the text by changing in two places "DUNS number" to "Mailer ID," to read as follows:]

\*\*\*The report shows the 22-digit Electronic File Number, transmission date, mailing date in the Header Record, total number of parcel records accepted and processed, total manifest postage declared in the mailer's manifest file, any invalid Service Type Code (STC), any invalid Mailer ID (a Mailer ID used by the mailer but not registered in the mailer's account), and duplicate Package Identification Codes (PICs).\*\*\*

\* \* \* \* \*

**6-3.10 Postage Statement Summary Report**

\* \* \* \* \*

[Replace the second paragraph of 6-3.10 with the following two paragraphs, to read as follows:]

Each time the mailer sends a transmission file containing one or more manifests successfully processed by *PostalOne!*, the *PostalOne!* Wizard Web Service (WWS) generates a separate postage statement, by processing category, for each class or subclass of mail in that transmission file. For example, if the transmission file contains four successfully processed manifests for four destination entry facilities, and each manifest contains machinable Parcel Select parcels, machinable Standard Mail parcels, and irregular Standard Mail parcels, then WWS generates three postage statements: one for the machinable Parcel Select parcels, one for the machinable Standard Mail parcels, and one for the irregular Standard Mail parcels.

The total amount on each postage statement — which is the amount recalculated by eVS using the codes and parcel weights in the mailer's manifest files — is then automatically withdrawn from the mailer's postage payment account. Withdrawals can be verified by checking the transaction amounts in the postage payment account with the amounts on the generated postage statements. This arrangement allows the mailer to trace each transaction in the postage payment account to a successfully generated postage statement. The Postage Statement Summary Report is accessed from the hyperlink "Postage Statement Summary" and the hyperlinks in lines 1b and 1c on the Monthly Account Summary section.

\* \* \* \* \*

[Delete chapter 7 — the information previously included there has been included with the revision to section 1-3.]

**Appendix A, eVS Electronic File Layout**

**Content and Explanation**

[Revise the first two paragraphs to read as follows:]

This appendix contains the flat file layout for the Header Record, Detail Record 1, and Detail Record 2 of the electronic manifest file. Detail Record 2 is currently not available for eVS mailings. Substantive changes since the previous edition of Publication 205 appear in bold lettering and underlined.

Since August 11, 2007, eVS mailers who require new or additional mailer or customer identification numbers must request Mailer IDs from Confirmation Services Support at the National Customer Support Center, using the "eVS/PRS Mailer ID Application" in Appendix B. eVS mailers authorized before August 11, 2007, to use DUNS numbers

issued by Dun & Bradstreet may continue to use those numbers as Mailer IDs in their manifest file records. For purposes of uniformity, the term “Mailer ID” is introduced and refers either to a Mailer ID issued by the Postal Service or to a DUNS number previously authorized for an eVS mailer. The following fields use Mailer IDs:

- a. Header Record Electronic File Number (EFN) (record positions 004–025).
- b. Detail Record 1 Package Identification Code (PIC) (record positions 005–026).
- c. Detail Record 1 Client ID/DUNS Number (positions 122–130).
- d. Detail Record 2 Package Identification Code (PIC) (record positions 003–024).

\* \* \* \* \*

**Header Record**

Mailers creating eVS electronic manifests need to be especially careful to observe the following data elements for each Header Record:

*[In each item in this section, revise the text by changing “in the file” to “in the transmission file” (the phrase occurs at the end of each item except item c, where it occurs in the middle of the last sentence), and revise item b by changing “9-digit DUNS number” to “Mailer ID,” to read as follows:]*

- a. *Electronic File Type (position 003).* This type is always “5” for eVS files. The Electronic File Type will be the same in every Header Record in the transmission file.
- b. *Electronic File Number (positions 004–025).* This 22-digit unique number identifies the electronic manifest file with the 2-digit application identifier “91”; 2-digit Service Type Code “50”; Mailer ID unique to the mailer transmitting the manifest file; an 8-digit fixed length sequential number unique for 12 months from date of first use; and a 1-digit MOD 10 check digit. The Electronic File Number will vary for each Header Record in the transmission file.
- c. *Entry Facility ZIP Code (positions 040–044).* This 5-digit number is the 5-digit ZIP Code of the Post Office where mail is presented by the mailer. The Entry Facility ZIP Code can vary for each Header Record in the transmission file, but more than one Header Record may have the same Entry Facility ZIP Code.
- d. *Permit Account Number (positions 045–054).* This 10-digit number includes leading zeros and the permit imprint account number used exclusively for eVS that is linked to the postage payment account. For example, permit 12 is presented as 0000000012. The Permit Account Number will be the same for every Header Record in the transmission file.

- e. *Post Office of Account ZIP Code (positions 057–061).* This 5-digit number is the 5-digit ZIP Code of the Post Office that maintains the permit account linked to the mailer’s postage payment account. The Post Office of Account ZIP Code will be the same for every Header Record in the transmission file.
- f. *Unique Developer ID Code (positions 078–080).* The 3-character designation will be provided to each software vendor upon successfully completing the Postal Service file certification process. The Unique Developer ID Code will be the same for every Header Record in the transmission file.
- g. *Shipping/Manifesting Software’s Product Version Number (positions 081–088).* The 8-character designation provided by the software developer. Changes made to approved Product Versions must be reported to the Postal Service and may require recertification. The Shipping/Manifesting Software’s Product Version Number will be the same for every Header Record in the transmission file.

**Header Record – Electronic File Record Format Version 1.4**

*[Revise the heading text for “Changes” to read as follows:]*

**Changes:** Changes since the previous issue of this publication are indicated with bold and underlined text.

\* \* \* \* \*

Record Positions 004–025, Electronic File Number (EFN)

*[Revise Description column and Content Rules and Limitations column by changing “Customer ID or DUNS number” to “Mailer ID.”]*

\* \* \* \* \*

**Record Positions 075–077, USPS Electronic File Version Number**

*[Revise Contents Rules and Limitations by removing the word “Change:” and by unbolding text and removing the underlining.]*

\* \* \* \* \*

**Detail Record 1 – Electronic File Record Format Version 1.4**

*[Revise heading text for “Changes” to read as follows:]*

**Changes:** Changes since the previous issue of this publication are indicated in bold and underlined.

*[Revise Detail Record 1 fields with bold underlined text by unbolding and removing the underlining and by deleting the word “Change” in the Content Rules and Limitations column in the following record positions: 003–004; 038–044; 045; 046–054; 055; 056; 057–058; 071–075; 082–086; 089–093; 096–100; 101–105; 106–110; 111–*

115; 116–121; 161–162; 163–169; 170–171; 172–173; 174–180; 181–189; 190–198; 199; and 200.]

\* \* \* \* \*

#### Record Positions 005–026, Package Identification Code (PIC)

[Revise Description column by changing “Customer ID or DUNS number” to “Mailer ID”; and Content Rules and Limitations column by changing “Customer ID/DUNS numbers” to “Mailer ID.”]

\* \* \* \* \*

#### Record Positions 122–130, Client ID/DUNS number

[Change field name from “Client ID/DUNS Number” to “Client Mailer ID”; revise Description column by changing “Client ID or DUNS number” to “Mailer ID.”]

\* \* \* \* \*

#### Record Positions 161–162, Discount or Surcharge Type

[Change “D3 — Presort BMC discount (Inter-BMC Parcel Post)” to “D3 — BMC Presort discount (Inter-BMC Parcel Post)”; change “D9 — Presort BMC discount with Machinable parcel barcode discount” to “D9 — BMC Presort discount with Machinable parcel barcode discount.”]

\* \* \* \* \*

#### Detail Record 2 — Electronic File Record Format Version 1.4

[Revise heading and text to read as follows:]

#### Record Positions 003–024, Package Identification Code (PIC)

[Revise Description column by changing “Customer ID or DUNS number” to “Mailer ID”; and Content Rules and Limitations column by changing “Customer ID/DUNS numbers” to “Mailer ID.”]

\* \* \* \* \*

[Revise the heading and introductory text of Appendix B to read as follows:]

### Appendix B, eVS Applications

#### Completion and Submission

This appendix presents copies of three applications used to expedite creating mailer accounts in Postal Service databases and to obtain information for implementing eVS:

- a. *eVS Pre-Application Profile*. This application guides the eVS applicant on how to obtain a new permit account number used exclusively for all eVS mailings. It describes the steps for establishing and linking a Centralized Account Processing System (CAPS) debit account for postage payment. Further,

the application explains how to request a Mailer ID from the Postal Service for eVS file transmissions and parcel barcodes. Other information requested by this application identifies the file transmission method and activation of sampling equipment at Postal Service facilities. Establishing the necessary accounts is important and must occur before the applicant can move forward in the eVS application process.

- b. *eVS/PRS Mailer ID Application*. This application requests information needed by the Postal Service in order to provide Mailer ID to an eVS applicant. Mailer IDs are used in the Electronic File Number of every eVS manifest file transmission header record and in the Package Identification Code (PIC) of individual parcel detail records.
- c. *eVS Application*. This comprehensive application solicits basic information needed to carry out eVS testing and implementation. The application requests information on classes of mail to be mailed, company processing sites and distribution centers to be used for eVS mailings, and quality control measures to be managed.

eVS applicants can request copies of these applications by sending an e-mail message to [eVS@usps.gov](mailto:eVS@usps.gov). Forms must be completed electronically and returned to the *PostalOne!* Help Desk at [eVS@usps.gov](mailto:eVS@usps.gov).

[Note: In the online version, we will insert the new applications.]

\* \* \* \* \*

[Revise the heading and introductory text of Appendix C to read as follows:]

### Appendix C, Postal Service Forms

#### Completion and Submission

Appendix C contains descriptions and links to all Postal Service forms for the eVS application process except the online forms required to establish the postage payment debit account.

- a. PS Form 1357-C, *Customer Request for Web Access*. This form is used to provide the eVS applicant with a logon ID and password for accessing *PostalOne!* A separate PS Form 1357-C must be submitted by each eVS applicant staff member needing access to *PostalOne!* The form requires the name and signature of the staff member as well as the name and signature of the Information Technology systems administrator of the company. The name of the application to be entered on the form is “eVS *PostalOne!*” The completed signed form is mailed to:

POSTALONE HELP DESK  
US POSTAL SERVICE

6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

Find the latest edition of PS Form 1357-C at [www.usps.com/forms/\\_pdf/ps1357c.pdf](http://www.usps.com/forms/_pdf/ps1357c.pdf).

- b. PS Form 1357-S, *Request for Computer Access*. This form is used to establish the internet account for transmitting eVS files to the Postal Service and to obtain the needed logon and password for the transmissions. The completed signed form is mailed to:

CONFIRMATION SERVICES SUPPORT  
US POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

Find the latest edition of PS Form 1357-S at [www.usps.com/forms/\\_pdf/ps1357s.pdf](http://www.usps.com/forms/_pdf/ps1357s.pdf).

- c. PS Form 3615, *Mailing Permit Application and Customer Profile*. This form is used to obtain the exclusive eVS permit account number and to pay for any required annual mailing fee for First-Class Mail Presort, Standard Mail, Parcel Select, Presorted Media Mail, Presorted Library Mail, and Destination Entry Bound Printed Matter. The one-time fee for the permit imprint authorization is currently \$175.00, and each annual mailing fee is also \$175.00. PS Form 3615 and payment must be submitted to the district administering Business Mail Entry Unit designated to handle the eVS mailer's monthly account and committed to provide support to the mailer as necessary.

Find the latest edition of PS Form 3615 at [www.usps.com/forms/\\_pdf/ps3615.pdf](http://www.usps.com/forms/_pdf/ps3615.pdf).

- d. PS Form 5051, *Confirmation Services Electronic Option Application*. This form is used to establish the customer profile in the Account Management Delivery Confirmation (AMDC) database. On receipt of a completed form, the Postal Service sends the eVS applicant certification test kits. For the type of service requested, the eVS applicant checks the box for Electronic Verification System. The form is submitted to Confirmation Services Support at the National

Customer Support Center. To expedite the creation of the eVS accounts, the applicant should include PS Form 1357-C and PS Form 1357-S at the time PS Form 5051 is mailed to Confirmation Services Support.

Find the latest edition of PS Form 5051 at [www.usps.com/forms/\\_pdf/ps5051.pdf](http://www.usps.com/forms/_pdf/ps5051.pdf).

- e. PS Form 5052, *Printer Certification Submission*. This form is used to document the printer generating the barcode samples submitted for testing and evaluation. The original signed PS Form 5052 and barcode labels (which correspond to files transmitted through the Product Tracking System) are mailed to Confirmation Services Support.

Find the latest edition of PS Form 5052 at [www.usps.com/forms/\\_pdf/ps5052.pdf](http://www.usps.com/forms/_pdf/ps5052.pdf).

\* \* \* \* \*

**Appendix G, Service Type Codes and Rate Ingredient Tables**

\* \* \* \* \*

**Table G-8  
Discount and Surcharge Type Codes**

(Detail Record 1 Positions: 161–162)

[Revise Discount or Surcharge Code D3 and D9 by changing "Presort BMC Discount" to "BMC Presort Discount."]

\* \* \* \* \*

**Table G-10  
eVS Valid Rate Ingredient Combinations**

\* \* \* \* \*

**Table G-10b  
Priority Mail**

[Revise the last six rows of Table G-10b to read as follows. Note: In this article, the revised text is shown in bold merely for emphasis.]

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)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
PM	9	N	DR	05–08	0	<b>Rectangular</b> Dimensional Weight (Zoned)
PM	9	N	DR	05–08	1	<b>Rectangular</b> Dimensional Weight (Zoned)
PM	9	N	DR	05–08	2	<b>Rectangular</b> Dimensional Weight (Zoned)
PM	9	N	DN	05–08	0	<b>Nonrectangular</b> Dimensional Weight (Zoned)
PM	9	N	DN	05–08	1	<b>Nonrectangular</b> Dimensional Weight (Zoned)
PM	9	N	DN	05–08	2	<b>Nonrectangular</b> Dimensional Weight (Zoned)

\* \* \* \* \*

We will incorporate these revisions into the fully revised edition of Publication 205, which will be dated October 25,

2007, and will soon be available on both the internal and external corporate Web sites as follows:

- 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 *Publications*.

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

- 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*, and then *Publications*.

— *Business Mailer Support, Customer Service, 10-25-07*

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

Effective October 25, 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 entry:]

ZIP Code	Fee Group
98141	1

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

ZIP Code
06110
33540
33543
33545
33619
33655
33690
33697
33715
33844
33884
34145
34208
34210
34238
34685

\* \* \* \* \*

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, 10-25-07*



## Forms

### New PS Form 2499, Offer of Modified Assignment (Limited Duty)

New PS Form 2499, *Offer of Modified Assignment (Limited Duty)*, is effective October 1, 2007. The purpose of this form is to do the following:

- Promote the timely offer of available limited duty job assignments to injured employees.
- Facilitate service-wide standardization of the method of documenting limited duty job offers.
- Promote and document regulatory compliance with the Federal Employees' Compensation Act (FECA) requirement of timely issuance of limited duty job offers.
- Clarify the precise nature of the limited duty work being offered to an injured employee, including a description of the duties to be performed, specific physical requirements, and special demands of the workload or unusual working conditions.
- Identify the organization offering the position and the location of the job.
- Document the date on which the job will be available.

The form has been formatted for ease of use, and it can be completed online.

PS Form 2499 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 *Forms*.

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

As soon as printed forms are available, ordering information will be provided in a future *Postal Bulletin* article.

— Health and Resource Management,  
Employee Resource Management, 10-25-07

## **DID YOU KNOW?**

**The Breast Cancer  
Research stamp has  
raised more than  
\$54 million for  
research.**



# 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 New	27-1118 27-0546	38916 39737	MS MS	Calhoun City Bellefontaine	Calhoun Calhoun	Main Office Main Office	Post Office Post Office	10/13/2007	Realign ZIP Code™ boundaries. Use Bellefontaine MS 39737 as last line of address for the 1 delivery previously in ZIP Code 38916.
Old New	27-4966 27-4758	39752 39750	MS MS	Mathiston Maben	Webster Webster	Main Office Main Office	Post Office Post Office	10/13/2007	Realign ZIP Code boundaries. Use Maben MS 39750 as last line of address for the 86 deliveries previously in ZIP Code 39752.
Old New	27-4875 27-4966	39751 39752	MS MS	Mantee Mathiston	Webster Webster	Main Office Main Office	Post Office Post Office	10/13/2007	Realign ZIP Code boundaries. Use Mathiston MS 39752 as last line of address for the 11 deliveries previously in ZIP Code 39751.
Old New	27-4875 27-4758	39751 39750	MS MS	Mantee Maben	Webster Webster	Main Office Main Office	Post Office Post Office	10/13/2007	Realign ZIP Code boundaries. Use Maben MS 39750 as last line of address for the 26 deliveries previously in ZIP Code 39751.
Old New	27-4758 27-4875	39750 39751	MS MS	Maben Mantee	Webster Webster	Main Office Main Office	Post Office Post Office	10/13/2007	Realign ZIP Code boundaries. Use Mantee MS 39751 as last line of address for the 37 deliveries previously in ZIP Code 39750.
Old New	27-4758 27-4966	39750 39752	MS MS	Maben Mathiston	Webster Webster	Main Office Main Office	Post Office Post Office	10/13/2007	Realign ZIP Code boundaries. Use Mathiston MS 39752 as last line of address for the 95 deliveries previously in ZIP Code 39750.
Old New	27-4758 27-2561	39750 39744	MS MS	Maben Eupora	Webster Webster	Main Office Main Office	Post Office Post Office	10/13/2007	Realign ZIP Code boundaries. Use Eupora MS 39744 as last line of address for the 3 deliveries previously in ZIP Code 39750.

# Delivery and Retail

## All IRT and Debit/Credit Card Offices: Setting Clocks for Daylight Saving Time

Managers must ensure that before opening for business on Monday, November 5, 2007, the clocks in all integrated retail terminals (IRTs) and debit/credit card terminals under their control are set *back* (in most locations) 1 hour to reflect the change to Daylight Saving Time. Facilities with Saturday night operations should reset the time as soon as possible after the 2 A.M. start time, Sunday, November 4, 2007.

The correct system time in IRTs is critical since their internal clocks are used to verify Express Mail® and Global Express Guaranteed™ acceptance times and service commitments. The IRT system time is also printed on customer receipts and employee reports. It is very important that the debit/credit card terminal clocks be set to the correct day, date, and time as this will help reduce the possibility of accepting an expired debit/credit card.

### Integrated Retail Terminals (IRTs)

On the UNISYS III Supervisor Disk, select menu item 11, Set System Date and Time, from the Control menu, and perform the following steps:

1. Observe that the date appears.
2. Press the ENTER key to accept the current date. The time appears.
3. Press the CE key to clear the time.
4. Enter correct Daylight Saving Time in military format (Examples: 8 A.M. = 0800, 1:30 P.M. = 1330).
5. Press the ENTER key to save the corrected time. The Control menu appears.
6. Observe that the corrected time is displayed in the upper right-hand corner of the screen.

### Debit/Credit Card Terminals

For debit/credit card terminals, follow these steps:

Display	Action
U.S. Postal Service	Press the (*) key and the (3) key at the same time. (If you are having trouble, simply hold the (*) key and tap the (3) key.)
Diagnostics	Press ALPHA key.
Year	Key in the current year (4 digits). Press ENTER key.
Month	Key in a number (1–12) for current month. Press ENTER key.
Date	Key in a number (1–31) for current date. Press ENTER key.
Hour	Key in a number (1–24) for current hour. Press ENTER key.
Minutes	Key in number of minutes (0–59). Press ENTER key.
Seconds	Key in number of seconds or press ENTER key to bypass.

You must make an entry for each selection, even if the display is correct.

### Displaying the Clock and Calendar

To verify the existing date and time of the clock in the terminal, follow these steps:

Display	Action
U.S. Postal Service	Press ENTER key.
Function	Press the (4) key.
Day, Date, Time	
Exit	Press CLEAR key.
<US Postal Service>	

### Retail Consolidation Unit (RCU)

The time for the RCU/VAX will be updated automatically by the Raleigh Information Systems FSCS VAX Support Group. However, all RCU operators should validate the correct time and date when they log on to the RCU on Monday, November 5, 2007, and notify Raleigh if the time and date are incorrect.

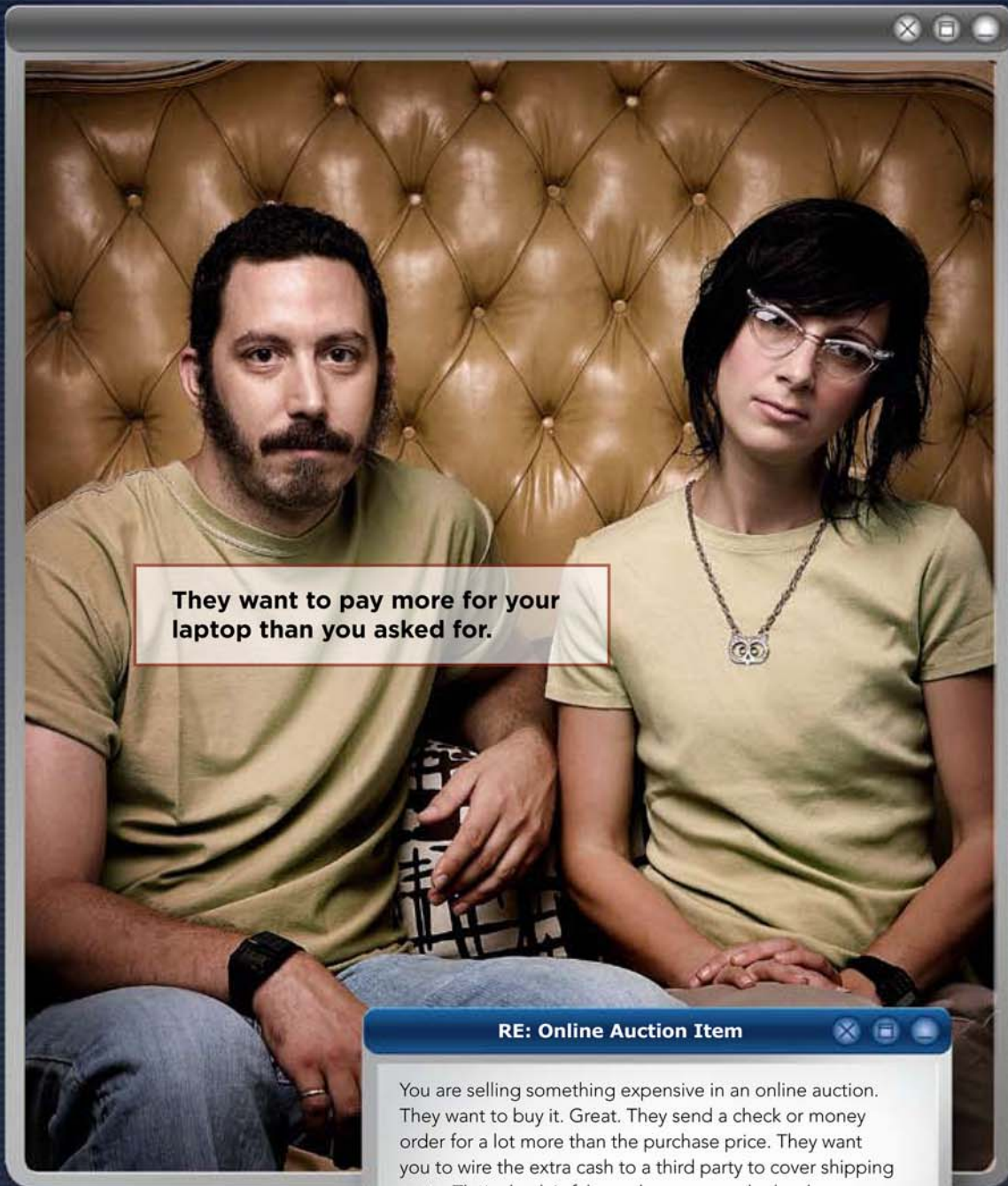
### Mobile Data Collection Devices (MDCDs)

The Delivery Confirmation™ handheld scanners will automatically change to Daylight Saving Time. No manual changes are necessary.

### POS ONE Terminals

The POS ONE terminals will automatically change to Daylight Saving Time. No manual changes are necessary.

— Retail Service Equipment,  
Delivery and Retail, 10-25-07

**RE: Online Auction Item**

You are selling something expensive in an online auction. They want to buy it. Great. They send a check or money order for a lot more than the purchase price. They want you to wire the extra cash to a third party to cover shipping costs. Their check is fake and you are on the hook. That's how the scam works. Learn more about these scams at:

  
**FakeChecks.org**

## Domestic Mail

### Ordering Information for Updated Publications

Mailing Standards has recently updated the following publications:

- Publication 95, *Quick Service Guides*.
- DMM 200, *An Introduction to Mailing for Businesses and Organizations*.
- DMM 300, *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)*.

Additional publications are also listed below.

Pick up a copy of Publication 180, *Postal Explorer Internet User Guide* — a concise outline of the award-winning Postal Explorer® Web site. Did you know you can find a collection of business mailing tools on the home page of Postal Explorer?

Does the DMM intimidate you? Pick up our Publication 268, *Domestic Mail Manual Instruction*, a comprehensive overview of the DMM color-coded modules. The Postal Service™ transformed the DMM into a series of documents that are easier for customers and employees to use. Keep plenty on hand.

You can order these publications, and more, from the Material Distribution Center via touch-tone order entry (TTOE): call 800-273-1509.

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

The following publications are in stock and ready to order:

PSIN	Title	PSN	Quick Pick Number	Unit	Price	Minimum Order Quantity
DMM 300	Domestic Mail Manual	7610-03-000-9331	352	EA	\$22.8624	1 copy
DMM 200	An Introduction to Mailing for Businesses and Organizations	7610-07-000-7089	534	EA	0.7782	1 copy
PUB 95	Quick Service Guide	7610-04-000-1197	502	EA	1.1442	1 copy
NOT 123	Ratefold	7610-03-000-9257	374	EA	0.1058	50 copies
PUB 180	Postal Explorer Internet User Guide	7610-08-000-4133	N/A	EA	0.3135	25 copies
PUB 268	Introduction to the DMM	7610-07-000-5420	N/A	EA	0.6190	1 copy
DMM 100	A Customer's Guide to Mailing (English)	7610-05-000-5072	526	EA	0.2400	25 copies
DMM 100S	A Customer's Guide to Mailing (Spanish)	7610-07-000-7132	N/A	EA	0.2956	1 copy
DMM 100C	A Customer's Guide to Mailing (Chinese)	7610-07-000-7685	N/A	EA	0.2956	1 copy
POS 123S	Poster Rates and Fees (14" x 21")	7690-03-000-4151	464	EA	0.0786	1 copy
POS 123L	Poster Rates and Fees (24" x 36")	7690-03-000-4150	463	EA	0.1602	1 copy

The following Quick Service Guide posters are in stock and ready to order:

PSIN	Title	PSN	Unit	Price
POS Q201a	Designing Letters and Cards for Automated Processing	7690-08-000-3166	EA	\$0.3688
POS Q230c	First-Class Mail – Machinable Letters and Cards	7690-08-000-3158	EA	0.3688
POS Q230d	First-Class Mail – Automation Letters and Cards	7690-08-000-3160	EA	0.3688
POS Q240b	Standard Mail – Machinable Letters	7690-08-000-3162	EA	0.3688
POS Q240c	Standard Mail – Automation Letters	7690-08-000-3164	EA	0.3688
POS Q301a	Designing for Automated Processing	7690-08-000-3167	EA	0.3688
POS Q330a	First-Class Mail – Nonautomation Flats	7690-08-000-3159	EA	0.3688
POS Q330b	First-Class Mail – Automation Flats	7690-08-000-3161	EA	0.3688
POS Q340a	Standard Mail – Nonautomation Letters	7690-08-000-3163	EA	0.3688
POS Q340b	Standard Mail – Automation Flats	7690-08-000-3165	EA	0.3688
POS Q507d	Ancillary Service Endorsements	7690-08-000-2023	EA	0.3688

Customers and employees can find updated online publications on the Postal Explorer Web site at <http://pe.usps.com>.

## Finance

### Discover and MasterCard Signature Policy Change

Effective October 25, 2007, retail associates at Post Offices™ and postal retail units must ensure that the signature on the following cards matches the name embossed on the front of the card, the signature on the signature panel on the back of card, and the signature on the credit card receipt: American Express, Carte Blanche, Diners Club, Discover Card, and MasterCard. All three must match. Visa and JCB are the only cards for which the signature on the receipt must match only the signature on the back of the card.

For these credit cards...	The signature on the receipt must match...
American Express, Carte Blanche, Diners Club, Discover Card, and MasterCard	The signature on the back of the card and the name embossed on the front of the card.
Visa and JCB	The signature on the back of the card.

We will incorporate the revision into the next online edition of the Field Accounting Procedures on the Postal Service™ Intranet:

- Go to <http://blue.usps.gov/finance>.
- Under “VP, Controller Organization,” click the *Accounting* button.
- In the Quick Links section, under “References” click on the *Field Accounting Procedures (FAP) August 2007 Draft* link.
- The direct Web site address is [http://blue.usps.gov/accounting/\\_pdf/draftFAP.pdf](http://blue.usps.gov/accounting/_pdf/draftFAP.pdf).

— Corporate Treasury,  
Finance, 10-25-07

### 2008 Social Security and Medicare Tax Withholding

For 2008, the maximum limit on earnings for withholding in the Old-Age, Survivors, and Disability (OASDI) portion of the Social Security tax increases from \$97,500.00 to \$102,000.00. This is a \$4,500 increase from the 2007 limit. The Social Security tax rate remains at 6.2 percent, resulting in a maximum Social Security tax of \$6,324.00. This is a \$279.00 increase from the 2007 limit of \$6,045.00. There is still no limit on the amount of earnings subject to the Medicare portion of the tax rate. The Medicare tax rate applies to all taxable wages, and remains at 1.45 percent. The Federal Insurance Contribution Act (FICA) tax rate, which is the combined Social Security tax rate of 6.2 percent and the Medicare tax rate of 1.45 percent, remains at 7.65 percent for 2007.

The information in the following table is effective January 1, 2008.

Benefits Limit	2007	2008
Social Security Gross Limit	\$97,500.00	\$102,000.00
Social Security Liability Limit	\$6,045.00	\$6,324.00
Medicare Gross Limit	No Limit	No Limit
Medicare Liability Limit	No Limit	No Limit

— Payroll, Finance, 10-25-07

## Global Business

### FAST for Periodicals



#### Register in FAST by November 13, 2007

FAST for Periodicals is here! Periodicals customers have been directed to schedule drop shipment appointments in FAST (Facility Access and Shipment Tracking).

By November 13, 2007, all Periodicals drop shipments should arrive at the facility with the appointment numbers shown on PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*. Software vendors will be able to comply by the beginning of November 2007.

Periodicals mailers who arrive without an appointment will not be turned away, but they will be accepted as an unscheduled arrival after Periodicals mailers who have scheduled an appointment in FAST.

If you are a Periodicals mailer and have yet to register in FAST, please do so immediately by visiting the *PostalOne!* homepage at [www.usps.com/postalone](http://www.usps.com/postalone). Step-by-step instructions on how to register are available at <https://fast.usps.com/fast>. Without logging in, click on *Resources*, then under "Reference Documents," on *Go*, then, under "Customer Job Aids," on *PostalOne! Customer Registration (PDF)*.

For questions or concerns regarding FAST for Periodicals, send an e-mail to [fast@usps.com](mailto:fast@usps.com) with "FAST for Periodicals" in the subject line.

#### Mailer Rating National Deployment

On October 15, 2007, the Postal Service™ began the third and final phase of Mailer Rating National Deployment. This phase includes FAST/Surface Visibility (SV) facilities in the Capital Metro, New York Metro, Northeast, Pacific, and Southeast areas.

The FAST system has activated more than 70 facilities for Mailer Rating since the beginning of deployment in August 2007. More facilities are being added each week! Although deployment for Phases I and II has concluded, facilities within those areas will continue to be activated based on an SV Drop Compliance of 80 percent or higher.

Mailer Rating applies to all Standard Mail® and Package Services drop shipment appointments; pure Periodicals and perishable appointments are not rated. Mailer Rating does not apply to destination delivery units (DDUs).

Be sure to familiarize yourself with Mailer Rating rules. To access the telecon materials, go to <https://fast.usps.com/fast>. Without logging in, click on *Resources*, then under "Reference Documents," on *Go*, and then, under "Mailer Rating Information," on the desired item.

For questions or concerns regarding Mailer Rating National Deployment, send an e-mail to [fast@usps.com](mailto:fast@usps.com) with "Mailer Rating" in the subject line.

— Global Systems Management,  
Global Business, 10-25-07

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### International Customized Mail Updates

In accordance with *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) 297.4, the Postal Service™ makes public the names of the customers with which it enters into an International Customized Mail service agreement. The Postal Service recently entered into an International Customized Mail service agreement with the following customer:

- Tronics Depot

— Global Business Development, Global Business, 10-25-07

## Human Resources

### Health Benefits Open Season

The 2007 Federal Employees Health Benefits (FEHB) Open Season is scheduled for November 12 through December 11, 2007, 5:00 P.M. CT. Many open season changes may be made via self-service on *PostalEASE*. During this open season, eligible employees may make any one, or a combination of, the following changes:

- Enroll if not enrolled.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.
- Cancel enrollment.
- Change from pre-tax to post-tax payment of health insurance premiums, or vice versa.

Enrollment changes and new enrollments made during the 2007 open season will be effective January 5, 2008 (pay period 02-08).

### Distribution of Open Season Materials

#### Employees

The Office of Personnel Management (OPM) has renamed the *Guide to Federal Employees Health Benefits Plans*. The new title is *Guide to Benefits*. The 2008 *Guide to Benefits* for (1) career employees (RI 70-2); (2) Postal Inspection Service and Office of Inspector General (OIG) employees (RI 70-2IN); and (3) certain temporary (non-career) employees (RI 70-8PS) will be mailed from the national level to each employee's address of record. Each 2008 *Guide to Benefits* includes:

- Overview of FEHB program eligibility requirements and election choices during open season.
- Overviews of the Federal Employees Dental and Vision Insurance Program (FEDVIP), Flexible Spending Account Program (FSA), Federal Employees' Group Life Insurance Program (FEGLI), and Federal Long Term Care Insurance Program (FLTCIP).
- Comparison of biweekly premium costs of participating plans.
- Explanation of Postal Service premium categories 1 and 2.
- Explanation of the pre-tax payment feature, including a current listing of qualifying life status changes.
- Enrollee survey results provided by the individual health plans.
- Information about accreditation of the key systems and processes that managed care organizations use.

All employees eligible for FEHB will also receive the 2008 *Guide to Federal Employees Dental and Vision Insurance Program* (FEDVIP BK-1).

#### Installations

To assist in publicizing this FEHB Open Season, all installations are asked to post on bulletin boards the open season notice provided on page [67](#) and keep it posted through December 11, 2007.

The Material Distribution Center (MDC) will make an automatic distribution of most fee-for-service brochures to the offices that receive Thrift Savings Plan materials. This distribution is to all customer service district offices, processing and distribution centers, airport mail centers, bulk mail centers, remote encoding centers, the Office of Inspector General, selected Postal Inspection Service divisions, and selected Headquarters field units.

The Rural Carrier Benefit Plan will be distributed automatically to district and area Human Resources offices (not to the TSP/FSA installation distribution list). Additional copies may be requisitioned from the MDC; ordering information is shown below.

The SAMBA Plan will be distributed to Inspection Service divisions and to Office of the Inspector General. Additional copies may be requisitioned from the MDC; ordering information is shown below.

The following items may be requisitioned from the 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).

- RI 70-2, *2008 Guide to Benefits for Career USPS Employees* — postal stocking number (PSN) 7690-03-000-3774.
- RI 70-2IN, *2008 Guide to Benefits for United States Postal Inspectors and Office of Inspector General Employees* — PSN 7690-09-000-9077.
- RI 70-5, *Guide to Federal Benefits for Temporary Continuation of Coverage (TCC) and Former Spouse Enrollees* — PSN 7690-03-000-3772.
- RI 70-8 PS, *2008 Guide to Benefits for Certain Temporary (Non-Career) USPS Employees* — PSN 7690-03-000-3754.
- RI 72-5, *Rural Carrier Benefit Plan* (individual plan brochure for the rural carriers closed enrollment fee-for-service plan) — PSN 7690-03-000-3809.



- RI 72-6 SAMBA Health Benefit Plan (individual plan brochure for Inspection Service and Office of Inspector General employees) — PSN 7690-90-000-9136.
- FEDVIP BK-1, *2008 Guide to Federal Employees Dental and Vision Insurance Program for USPS Employees (including Law Enforcement)* — PSN 7610-09-000-9112.

Order directly from plan sponsors:

- Brochures for health maintenance organizations (HMOs) and point of service plans (POSS).

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

- PS Form 8201, *Pre-Tax Health Insurance Premium Waiver/Restoration Form for Career Employees*.
- PS Form 8202, *Pre-Tax Health Insurance Premium Election/Waiver Form for Noncareer Employees*.

To find these forms, go to <http://blue.usps.gov>; under “Essential Links,” click on *Forms*.

### Additional Information

Publication 12, *Health Benefits Open Season Administrative and Processing Information*, (November 2007) addresses FEHB Open Season administrative issues. It contains the following information:

- Open season materials, including details of when and how to requisition a residual supply of materials.
- Eligibility requirements for coverage.

- List of FEHB health plan withdrawals and other significant changes.
- Comprehensive medical plan (HMO) contact information.
- Personnel processing information.
- Open season publicity material.

Publication 12 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 *PUBs*.

— Compensation,  
Human Resources, 10-25-07

## Fall 2007 Benefits Timeline for Career Employees

2007 Program	Dates	Election Method	Comments
<b>Federal Employees Health Benefits (FEHB)</b>	Opens: 11/12 Closes: 12/11 at 5 P.M. CT	Via <i>PostalEASE</i> (see instructions below).	<ul style="list-style-type: none"> <li>■ OPM requires information about dependents, so you must enter them if electing a new Self and Family plan.</li> <li>■ Individual plan brochures are available at <a href="http://www.opm.gov/insure">www.opm.gov/insure</a> or by calling your health plan.</li> </ul> <p><b>Coming to you in the mail:</b> FEHB guide (plan summary) with <i>PostalEASE</i> FEHB worksheet.</p>
<b>Federal Employees Dental and Vision Insurance Program (FEDVIP)</b>	Opens: 11/12 Closes: 12/11 at 11:59 P.M. ET	Via OPM BENEFEDS Web site at <a href="https://www.benefeds.com">https://www.benefeds.com</a> or call 877-888-3337 (or TTY 877-889-5680).	<ul style="list-style-type: none"> <li>■ If you are eligible to participate in FEHB, you are eligible to enroll in FEDVIP, even if you are not enrolled in FEHB.</li> <li>■ USPS does not contribute.</li> <li>■ You pay full cost of premiums on a pretax basis.</li> <li>■ You may enroll in a dental plan, a vision plan, or both.</li> <li>■ You may enroll in a plan for Self Only, Self Plus One, or Self and Family coverage.</li> <li>■ Rules for the eligibility of family members in FEDVIP are the same as those for their eligibility in FEHB.</li> </ul> <p><b>Coming to you in the mail:</b> FEDVIP guide.</p>
<b>Flexible Spending Accounts (FSAs)</b>	Opens: 11/12 Closes: 12/29 at 5 P.M. CT	Via <i>PostalEASE</i> (see instructions below).	<ul style="list-style-type: none"> <li>■ Health Care FSA maximum is \$5,000.</li> <li>■ Dependent Care (day care) FSA maximum is \$5,000.</li> <li>■ Over-the-counter medicines and drugs are eligible.</li> </ul> <p><b>Coming to you in the mail:</b> Postcards, leaflet, and brochure.</p>
<b>Annual Leave Exchange</b>	Opens: 11/15 Closes: 12/15 at 11:59 P.M. CT	Via <i>PostalEASE</i> (see instructions below).	<ul style="list-style-type: none"> <li>■ Career nonbargaining unit employees from Rate Schedule Codes (RSCs) E, F, S, and U may exchange from 8 to 128 hours in whole-hour increments if their annual leave balance is at least 160 hours as of close of business on January 4, 2008.</li> <li>■ Bargaining unit employees from RSCs C, K, M, N, P, T, and Y may exchange from 8 to 40 hours in whole-hour increments if their annual leave balance is at least 440 hours and if they have used less than 75 hours of sick leave for the leave year as of close of business on January 4, 2008.</li> <li>■ The lump sum is calculated on salary as of January 5, 2008. It is included in the January 25, 2008, paycheck and taxable in 2008.</li> </ul> <p><b>Coming to you in the mail:</b> Letter about annual leave exchange.</p>
<b>Allotments/ Net-to-Bank</b>	Anytime (Elections processed at 3:59 A.M. CT on 2nd Wednesday of pay period)	Via <i>PostalEASE</i> (see instructions below).	<ul style="list-style-type: none"> <li>■ You must provide your financial institution's routing number and your account number.</li> </ul>
<b>Thrift Savings Plan Regular Contributions</b>	Anytime (Elections processed at 3:59 A.M. CT on 2nd Wednesday of pay period)	Begin or change your TSP paycheck contribution dollar or percentage amount via <i>PostalEASE</i> (see instructions below).	<ul style="list-style-type: none"> <li>■ The IRS maximum for 2008 will be announced before the end of 2007.</li> <li>■ FERS employees who want to maximize contributions while avoiding the loss of USPS matching contributions should make a whole dollar contribution per pay period equal to the announced maximum divided by 26.</li> </ul> <p><b>Coming to you in the mail:</b> TSP enrollment information letter and <i>PostalEASE</i> worksheet.</p>

2007 Program	Dates	Election Method	Comments
<b>TSP 50+ Catch-Up Contributions</b>	Anytime (Elections processed at 3:59 A.M. CT on 2nd Wednesday of pay period)	Via <i>PostalEASE</i> (see instructions below).	<ul style="list-style-type: none"> <li>■ If you are age 50 or older during 2008, you may contribute up to an additional amount to be announced before the end of 2007.</li> <li>■ Catch-up contribution elections for 2008 will be accepted beginning at 12:01 P.M. CT on December 22, 2007. You must certify that regular TSP contributions will reach the IRS maximum.</li> </ul> <p><b>Coming to you in the mail:</b> TSP enrollment information catch-up letter and <i>PostalEASE</i> TSP catch-up worksheet.</p>
<b>TSP Investment Choices</b>	Anytime (Elections processed at 3:59 A.M. CT on 2nd Wednesday of pay period)	Choose your investment fund or make an interfund transfer of an existing balance by: <ul style="list-style-type: none"> <li>■ Accessing the TSP Web site at <a href="http://www.tsp.gov">www.tsp.gov</a> with your new TSP account number and your 8-character Web password.</li> <li>■ Calling ThriftLine toll-free at 877-968-3778 (or TDD toll-free at 877-847-4385) with your new TSP account number and your TSP PIN.</li> <li>■ Mailing Form TSP-50 (available from HRSSC) to TSP.</li> </ul>	Via <a href="http://www.tsp.gov">www.tsp.gov</a> or ThriftLine you may request: <ul style="list-style-type: none"> <li>■ A new TSP PIN.</li> <li>■ A new 8-character Web password.</li> <li>■ A copy of your new TSP account number.</li> <li>■ TSP issues quarterly participant statements.</li> </ul>

**Using *PostalEASE***

It is easier to use the *PostalEASE* Employee Web than to use the telephone to make open season elections.

By Employee Web, access the system in any of these ways:

- On the Internet at <https://liteblue.usps.gov>. Under “Employee Self Service,” select *PostalEASE*.
  - At an employee self-service kiosk.
  - On the Intranet at <http://blue.usps.gov>. Under “Employee Resources,” select *Employee Self Service* and then *PostalEASE*.
- By telephone, call the Employee Service Line at 877-4PS-EASE (877-477-3273, option 1 for *PostalEASE*).

**Finding Your USPS ID and PIN**

You must use:

- Your Employee ID — all eight digits, even if the first one is 0 — printed at the top of your earnings statement.
- Your USPS PIN. If you have forgotten your PIN, request a letter by either:
  - Employee Web on the Intranet at <http://blue.usps.gov> or at an employee self-service kiosk (follow instructions).
  - Telephone (option 1 for *PostalEASE*; when asked to enter PIN, wait; you will then hear an option to request a letter).

Your PIN is usually mailed to your address of record the next business day.

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**Gripper Pen \$3.50**

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**P108 Heroes 0.85¢**

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& Cuffs

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S1020491



N1020131



N1023626



N1023629

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UNLIMITED, INC.™**

Postal Products Unlimited  
500 W. Oklahoma Ave.  
Milwaukee, WI 53207  
Phone: 1-800-229-4500  
Fax: 1-800-570-0007

AD-125

**TWO EASY WAYS TO LEARN MORE:**



**Call:**

**1-800-229-4500**

To place an order or request our Equipment and Supply Ebuy Reference Catalog.

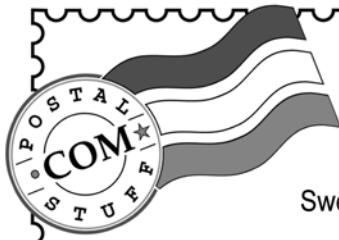


**Log onto:**

[www.postalproducts.com](http://www.postalproducts.com)  
or  
<http://ebuy.usps.gov>

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## 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
10/29/07–10/31/07	JCP Wk. 39 BSOTA	Standard/Flat & Letter	15.1	Nationwide	Car-Rt	Harte-Hanks
10/29/07–10/31/07	JCP Wk. 39 Pre-Thanksgiving Catalog Postcard	Standard/Letter	9.8	Nationwide	Car-Rt	Harte-Hanks
10/29/07–10/31/07	REI Holiday Catalog 2007	Standard/Flat	6.135	Nationwide	3/5-Digit, Car-Rt	RR Donnelley, Lancaster, PA
10/29/07–11/1/07	Seventh Avenue	Standard/Catalog	1.60	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
10/31/07–11/2/07	Kick the Clutter	Standard/Flat	1.080	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Worldwide
10/31/07–11/3/07	The Swiss Colony	Standard/Catalog	3.80	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
11/2/07–11/5/07	JCP Wk. 40 Credit Go For the Green	Standard/Letter	8.5	Nationwide	Car-Rt	Harte-Hanks
11/2/07–11/5/07	JCP Wk. 40 Diamond Showcase	Standard/Flat	4.0	Nationwide	Car-Rt	Harte-Hanks
11/2/07–11/5/07	Jo-Ann Stores Flyer	Standard/Flat & Letter	3.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Harte-Hanks
11/2/07–11/6/07	JCP November Home Sale Catalog	Standard/Catalog	9.8	Nationwide	Car-Rt	Quebecor World/RRD
11/5/07–11/7/07	JCP Wk. 40 Home Sale	Standard/Flat	10.0	Nationwide	Car-Rt	Harte-Hanks
11/5/07–11/8/07	The Swiss Colony	Standard/Catalog	8.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
11/5/07–11/8/07	Through the Country Door	Standard/Catalog	1.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
11/5/07–11/9/07	USPS Holiday Guide	Standard/Self-Mailer	122.0	Nationwide	Barcoded	Quebecor
11/6/07–11/8/07	JCP Wk. 40 Big & Tall	Standard/Flat & Letter	1.0	Nationwide	Car-Rt	Harte-Hanks
11/6/07–11/8/07	Nordstrom November Holiday Book	Standard/Flat	1.785	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Arandell
11/6/07–11/12/07	Life line Screening, #11 envelope, logo, heart disease with repositionable note	Standard/Letter	2.0	Nationwide	3/5-Digit	Mail America, Forest, VA
11/7/07–11/9/07	JCP Wk. 41 Salon Loyalty	Standard/Letter	1.5	Nationwide	Car-Rt	Harte-Hanks
11/8/07–11/10/07	DR's Book Food	Standard/Flat	3.50	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Worldwide
11/8/07–11/10/07	JCP Wk. 41 Multi Channel Gift	Standard/Flat & Letter	9/0	Nationwide	Car-Rt	Harte-Hanks
11/8/07–11/10/07	JCP Wk. 41 Pre-Holiday Catalog Postcard	Standard/Letter	8.3	Nationwide	Car-Rt	Harte-Hanks



# Philately

## Pictorial Postmarks Announcement

As a community service, the Postal Service™ offers pictorial postmarks to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial postmarks are authorized appears below. If available, the sponsor of the pictorial postmark appears in italics under the date. Also provided 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 postmark has been extended for 60 days:



Battle of Antietam  
145th Anniversary Station  
Sept. 17, 2007  
Sharpsburg, MD 21782

September 17, 2007

Capital District Civil War Roundtable  
BATTLE OF ANTIETAM 145TH ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
SHARPSBURG MD 21782-9998



October 6, 2007  
Salisbury Coin Club-MSNA  
CONVENTION STATION  
POSTMASTER  
7101 COASTAL HWY  
OCEAN CITY MD 21842-9998

October 13, 2007



1<sup>ST</sup> ANNUAL  
MAIN STREET  
CRAWFORDSVILLE  
HARVEST FESTIVAL  
STATION

Crawfordsville AR 72327

October 13, 2007

U.S. Postal Service  
1ST ANNUAL MAIN ST  
CRAWFORDSVILLE HARVEST  
FESTIVAL STATION  
POSTMASTER  
5482 MAIN ST  
CRAWFORDSVILLE AR 72327-9998



October 6, 2007 1907 - 2007 Lincoln, AR 72744  
Lincoln Apple Festival Station

October 6, 2007  
U.S. Postal Service  
LINCOLN APPLE FESTIVAL  
STATION  
POSTMASTER  
304 W PRIDEMORE AVE  
LINCOLN AR 72744-9998



OrigamiUSA STATION  
NEW YORK, NY 10024 OCTOBER 13, 2007

October 13, 2007

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



30th Anniversary  
Turkey Track  
Bluegrass Music Festival  
October 12, 2007

October 12, 2007  
U.S. Postal Service  
TURKEY TRACK STATION  
POSTMASTER  
368 WASHINGTON ST  
WALDRON AR 72958-9998



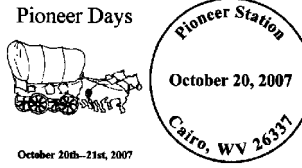
BRIDGEVILLE DE  
19933

October 13, 2007

Eagle Eyes QWL Work Team  
APPLE SCRAPPLE STATION  
POSTMASTER  
300 WALNUT ST  
BRIDGEVILLE DE 19933-9998



October 13, 2007  
 U.S. Postal Service  
 ORA E ANDERSON NATURE TRAIL  
 DEDICATION STATION  
 POSTMASTER  
 110 W WASHINGTON ST  
 NELSONVILLE OH 45764-9998



October 20, 2007  
 U.S. Postal Service  
 PIONEER STATION  
 POSTMASTER  
 PO BOX 9998  
 CAIRO WV 26337-9998



October 16, 2007  
 U.S. Postal Service  
 BREAST CANCER RESEARCH  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 MORRILTON AR 72110-9998



October 20, 2007  
 American Philatelic Society  
 DEDICATION STATION  
 POSTMASTER  
 132 N ALLEGHENY ST  
 Bellefonte PA 16823-9998



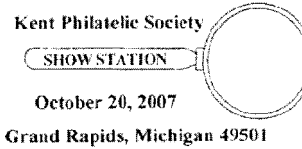
October 18, 2007  
 U.S. Postal Service  
 FJD STAMP DESIGN CONTEST  
 WINNER STATION  
 POSTMASTER  
 1060 HOGAN LANE  
 CONWAY AR 72034-9998



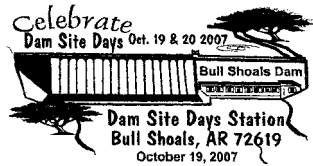
October 20-21, 2007  
 Motor City Stamp and Cover Club  
 MOTOR CITY STAMP AND COVER  
 CLUB 50TH ANNIVERSARY  
 STATION  
 POSTMASTER  
 26200 FORD RD  
 DEARBORN HEIGHTS MI 48127-9998



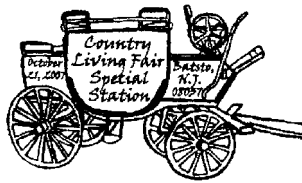
October 18, 2007  
 U.S. Postal Service  
 SPIDER WOMAN STATION  
 POSTMASTER  
 4245 WEST LANE  
 STOCKTON CA 95208-9998



October 20-21, 2007  
 Kent Philatelic Society  
 SHOW STATION  
 POSTMASTER  
 PO BOX 9998  
 GRAND RAPIDS MI 49501-9998



October 19-20 2007  
 U.S. Postal Service  
 DAM SITE DAYS STATION  
 POSTMASTER  
 904 LAKESHORE RD  
 BULL SHOALS AR 72619-9998



October 21, 2007  
 Batsto Citizen's Committee  
 COUNTRY LIVING FAIR SPECIAL  
 STATION  
 POSTMASTER  
 114 S 3RD ST  
 HAMMONTON NJ 08037-9998



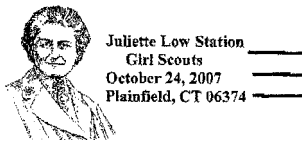
October 19-21, 2007  
 American Air Mail Society  
 AEROPHILATELY 2007 STATION  
 POSTMASTER  
 132 N ALLEGHENY ST  
 BELLEFONTE PA 16823-9998



October 24, 2007  
 U.S. Postal Service/Local Medical Staff  
 BREAST CANCER AWARENESS  
 STATION  
 POSTMASTER  
 PO BOX 35000  
 PANAMA CITY FL 32401-9998



October 20, 2007  
 Chatsworth Festival Committee  
 CHATSWORTH CRANBERRY  
 FESTIVAL STATION  
 POSTMASTER  
 9 SECOND AVE  
 CHATSWORTH NJ 08019-9998

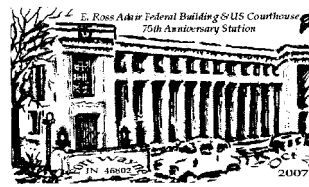


October 24, 2007  
 Girl Scouts  
 JULIETTE LOW STATION  
 POSTMASTER  
 42 RAILROAD AVE  
 PLAINFIELD CT 06374-9998



**ROOSEVELT STATION**  
**OCTOBER 25, 2007**  
 BOSTON, MA 02205-9998

October 25, 2007  
 U.S. Postal Service  
 ROOSEVELT STATION  
 POSTMASTER  
 25 DORCHESTER AVE RM 3011  
 BOSTON MA 02205-9998



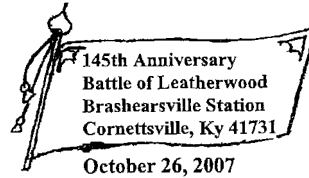
October 26, 2007  
 United States District Court  
 E ROSS ADAIR FEDERAL BUILDING  
 AND US COURTHOUSE 75TH  
 ANNIVERSARY STATION  
 POSTMASTER  
 1501 S CLINTON ST  
 FORT WAYNE IN 46802-9998

Wichita Mountains Wildlife Refuge Station



100 years of Bison Conservation  
 October 25, 2007  
 Cache, OK 73527

October 25, 2007  
 Wichita Mountains Wildlife Refuge  
 WICHITA MOUNTAINS WILDLIFE  
 REFUGE STATION  
 POSTMASTER  
 PO BOX 9998  
 CACHE OK 73527-9998

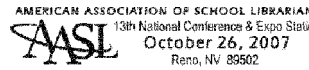


October 26-27, 2007  
 Leatherwood Reenactment  
 Committee  
 145TH ANNIVERSARY BATTLE OF  
 LEATHERWOOD  
 BRASHEARSVILLE STATION  
 POSTMASTER  
 PO BOX 9998  
 CORNETTSVILLE KY 41731-9998

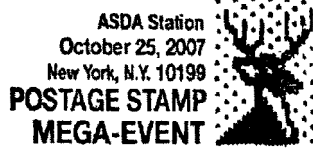
ALLEGHENY COUNTY  
 HEALTH DEPARTMENT  
 50 YEARS OF SERVICE



October 25, 2007  
 U.S. Postal Service  
 ACHD STATION  
 PHILATELIC CLERK  
 700 GRANT ST  
 PITTSBURGH PA 15219-9998



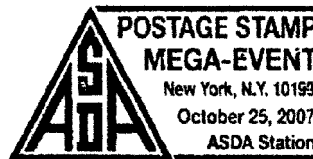
October 26-27, 2007  
 American Association of School  
 Librarians  
 AASL 13TH ANNUAL CONFERENCE  
 & EXPO STATION  
 PHILATELIC CLERK  
 2000 VASSAR ST  
 RENO NV 89501-9998



October 25, 2007  
 U.S. Postal Service and ASDA  
 ASDA STATION DEER KNIT  
 SPECIAL EVENTS JAF BLDG  
 421 EIGHTH AVE RM 2029B  
 NEW YORK NY 10199-9998



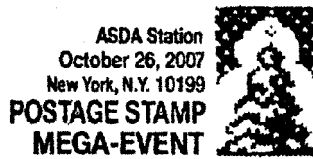
October 27, 2007  
 U.S. Postal Service  
 AWPEX STATION  
 POSTMASTER  
 1501 S CLINTON ST  
 FORT WAYNE IN 46802-9998



October 25-28, 2007  
 U.S. Postal Service and ASDA  
 ASDA STATION POSTAGE STAMP  
 MEGA EVENT  
 SPECIAL EVENTS JAF BLDG  
 421 EIGHTH AVE RM 2029B  
 NEW YORK NY 10199-9998



October 27, 2007  
 City of Lexington  
 BARBECUE FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 LEXINGTON NC 27292-9998



October 26, 2007  
 U.S. Postal Service and ASDA  
 ASDA STATION CHRISTMAS TREE  
 KNIT  
 SPECIAL EVENTS JAF BLDG  
 421 EIGHTH AVE RM 2029B  
 NEW YORK NY 10199-9998



October 27, 2007  
 Jack Daniel Distillery  
 JACK DANIELS WORLD  
 CHAMPIONSHIP INVITATIONAL  
 BARBECUE  
 POSTMASTER  
 PO BOX 9998  
 LYNCHBURG TN 37352-9998



**ROOSEVELT STATION**  
**OCTOBER 26, 2007**  
 BOSTON, MA 02205-9998

October 26, 2007  
 U.S. Postal Service  
 ROOSEVELT STATION  
 POSTMASTER  
 25 DORCHESTER AVE RM 3011  
 BOSTON MA 02205-9998



**ROOSEVELT STATION**  
**OCTOBER 27, 2007**  
 BOSTON, MA 02205-9998

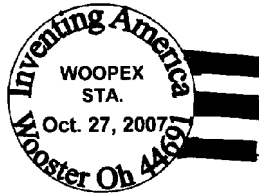
October 27, 2007  
 U.S. Postal Service  
 ROOSEVELT STATION  
 POSTMASTER  
 25 DORCHESTER AVE RM 3011  
 BOSTON MA 02205-9998



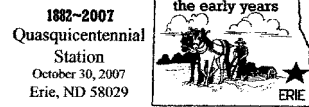
October 27, 2007  
 Norwich BID  
 PUMPKIN FESTIVAL STATION  
 POSTMASTER  
 20-22 E MAIN ST  
 NORWICH NY 13815-9998



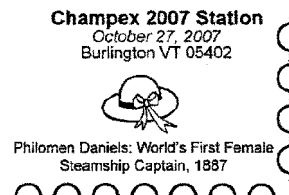
October 29, 2007  
 City of Okanogan  
 OKANOGAN STATION  
 POSTMASTER  
 212 SECOND AVE N  
 OKANOGAN WA 98840-9998



October 27, 2007  
 WOOPEX  
 WOOPEX STATION  
 POSTMASTER  
 153 E SOUTH ST  
 WOOSTER OH 44691-9998



October 30, 2007  
 U.S. Postal Service  
 QUASQUICENTENNIAL STATION  
 POSTMASTER  
 406 MAIN AVE  
 ERIE ND 58029-9998



October 27, 2007  
 Chittenden County Stamp Club  
 CHAMPX 2007 STATION  
 POSTMASTER  
 11 ELMWOOD AVE  
 BURLINGTON VT 05402-9998



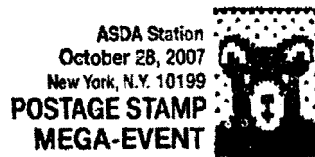
October 31, 2007  
 Batsto Citizen's Committee  
 JERSEY DEVIL SPECIAL STATION  
 POSTMASTER  
 114 S 3RD ST  
 HAMMONTON NJ 08037-9998



October 27, 2007  
 U.S. Postal Service and ASDA  
 ASDA STATION SNOWMAN KNIT  
 SPECIAL EVENTS JAF BLDG  
 421 EIGHTH AVE RM 2029B  
 NEW YORK NY 10199-9998



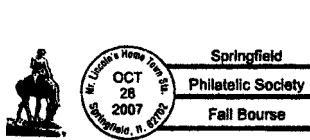
October 31, 2007  
 U.S. Postal Service  
 SCARECROWVILLE STATION  
 POSTMASTER  
 PO BOX 9998  
 CANADENSIS PA 18325-9998



October 28, 2007  
 U.S. Postal Service and ASDA  
 ASDA STATION BEAR KNIT  
 SPECIAL EVENTS JAF BLDG  
 421 EIGHTH AVE RM 2029B  
 NEW YORK NY 10199-9998



October 31, 2007  
 Southwest Fire Protection  
 DECADES OF CATOOSAS  
 HOMETOWN HALLOWEEN  
 STATION  
 POSTMASTER  
 1805 S CHEROKEE ST  
 CATOOSA OK 74015-9998



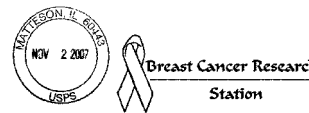
October 28, 2007  
 Springfield Philatelic Society  
 MR. LINCOLNS HOME TOWN  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 SPRINGFIELD IL 62702-9998



November 1, 2007  
 U.S. Postal Service  
 BILOXI BAY BRIDGE STATION  
 POSTMASTER  
 1581 BIENVILLE BLVD  
 OCEAN SPRINGS MS 39564-9998



October 29, 2007  
 USS Barb Reunion  
 USS BARB SSN 596 FIRST EAST  
 COAST REUNION STATION  
 POSTMASTER  
 3235 RENA ST  
 PIGEON FORGE TN 37863-9998



November 2, 2007  
 U.S. Postal Service  
 BREAST CANCER RESEARCH  
 STATION  
 POSTMASTER  
 20650 S CICERO AVE  
 MATTESON IL 60443-9998

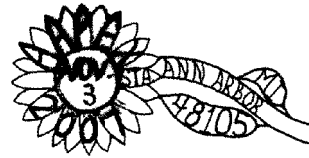
**Florence Day Station**



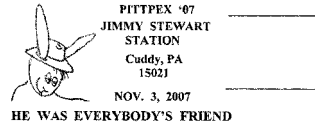
*"Honoring the sacrifices of the men and women who defend our nation"*

**Florence MS 39073  
November 3, 2007**

November 3, 2007  
U.S. Postal Service  
FLORENCE DAY STATION  
POSTMASTER  
PO BOX 9998  
FLORENCE MS 39073-9998



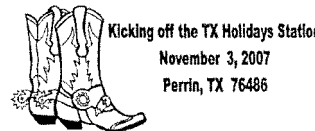
November 3-4, 2007  
U.S. Postal Service  
AAPEX 2007 STATION  
POSTMASTER  
2075 W STADIUM BLVD  
ANN ARBOR MI 48106-9998



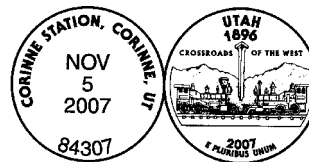
November 3, 2007  
Pittsburgh Philatelic Society  
JIMMY STEWART STATION  
PHILATELIC CLERK  
700 GRANT ST  
PITTSBURGH PA 15290-9998

**31<sup>ST</sup> ANNUAL  
JAMBOREE  
OLD POSTAL STATION  
PIONEER SETTLEMENT  
BARBERVILLE, FL 32105  
NOVEMBER 3, 2007**

November 3-4, 2007  
Pioneer Settlement for the Creative Arts  
OLD POSTAL STATION  
POSTMASTER  
1680 RAILROAD AVE  
BARBERVILLE FL 32105-9998



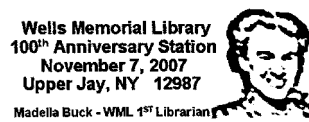
November 3, 2007  
U.S. Postal Service  
KICKING OFF THE TX HOLIDAYS STATION  
POSTMASTER  
319 W HACKLEY ST  
PERRIN TX 76486-9998



November 5, 2007  
U.S. Mint and Unicorn  
CORINNE STATION  
POSTMASTER  
2425 N 4000 W  
CORINNE UT 84307-8001



November 3, 2007  
U.S. Postal Service  
SPUTNIK STATION  
POSTMASTER  
PO BOX 9998  
LEESPORT PA 19533-9998



November 7, 2007  
Wells Memorial Library  
100TH ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
UPPER JAY NY 12987-9998



November 3, 2007  
U.S. Postal Service  
ANNUAL FALL CRAFT SHOW STATION  
POSTMASTER  
PO BOX 9998  
STEAMBOAT ROCK IA 50672-9998



November 7, 2007  
U.S. Postal Service  
FLORIDA FLYWHEELERS STATION  
POSTMASTER  
21 N SEMINOLE AVE  
FT MEADE FL 33841-9998

— Stamp Services,  
Government Relations, 10-25-07

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

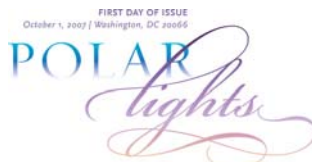
Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at The Postal Store® Web site at [www.usps.com/shop](http://www.usps.com/shop).

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 nonspecified envelopes results in poor image quality or damage to equipment.

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

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



Digital Color Pictorial

### Polar Lights Stamp

Available through December 1, 2007

POSTMASTER  
900 BRENTWOOD RD NE  
WASHINGTON DC 20006-9998



Digital Color Pictorial

### Holiday Knits Stamp

Available through December 25, 2007

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



Black and White Pictorial

### Yoda Stamp

Available through December 25, 2007

POSTMASTER  
421 EIGHT AVE RM 2029B  
NEW YORK NY 10199-9998



Digital Color Pictorial

### Yoda Stamp

Available through December 25, 2007

POSTMASTER  
421 EIGHT AVE RM 2029B  
NEW YORK NY 10199-9998



**She wants to be your new roommate.  
But she has issues.**

**RE: Apartment to Share**

She seems perfectly normal. She sends you a check for the deposit and rent, but — uh oh! She has an emergency. She needs you to send some cash back to her to cover unexpected expenses. When you do, her check bounces because it was fake and you are liable for it. That's how the scam works. Learn more about these scams at:

 **FakeChecks.org**



475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-5540

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