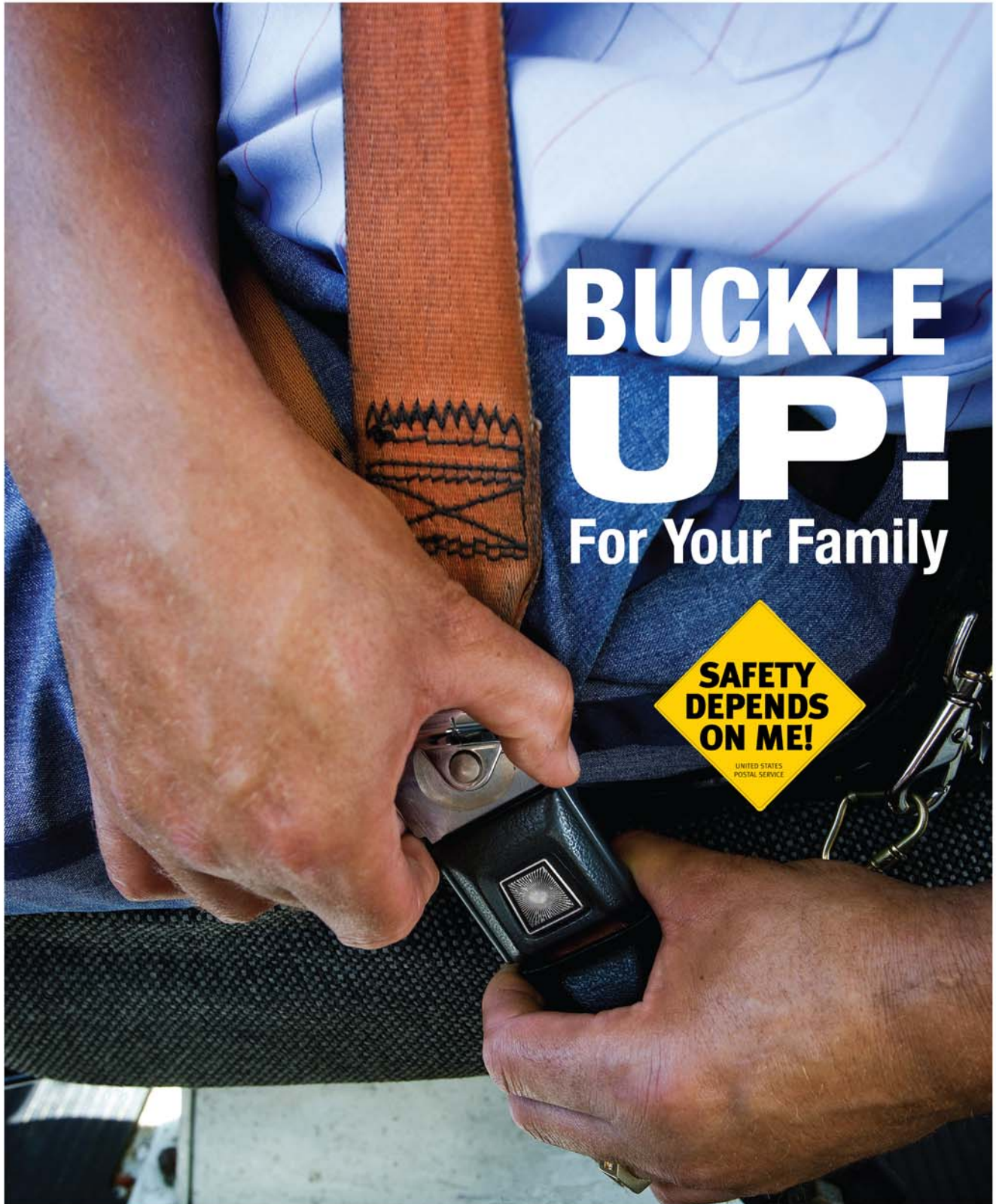


POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22239, August 14, 2008



**BUCKLE
UP!**
For Your Family

**SAFETY
DEPENDS
ON ME!**

UNITED STATES
POSTAL SERVICE

Also on the Web:

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

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Bette Davis stamp

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

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

PB 22239: 7690-10-000-6455	PB 22231: 7690-10-000-6447	PB 22224: 7690-09-000-9375	PB 22216: 7690-09-000-9367
PB 22238: 7690-10-000-6454	PB 22230A: 7690-10-000-8803	PB 22223: 7690-09-000-9374	PB 22215: 7690-09-000-9366
PB 22237: 7690-10-000-6453	PB 22230: 7690-10-000-6446	PB 22222: 7690-09-000-9373	PB 22214: 7690-09-000-9365
PB 22236: 7690-10-000-6452	PB 22229: 7690-10-000-6445	PB 22221: 7690-09-000-9372	PB 22213: 7690-09-000-9364
PB 22235: 7690-10-000-6451	PB 22228: 7690-10-000-6444	PB 22220: 7690-09-000-9371	PB 22212: 7690-09-000-9363
PB 22234: 7690-10-000-6450	PB 22227: 7690-10-000-6443	PB 22219: 7690-09000-9370	PB 22211: 7690-09-000-9362
PB 22233: 7690-10-000-6449	PB 22226: 7690-10-000-6442	PB 22218: 7690-09-000-9369	PB 22210: 7690-09-000-9361
PB 22232: 7690-10-000-6448	PB 22225: 7690-10-000-6441	PB 22217: 7690-09-000-9368	PB 22209: 7690-09-000-9360



August 2008

DISTRICT MANAGERS
POSTMASTERS

SUBJECT: *Flags of Our Nation* stamps Field Publicity Kit

On September 2, the United States Postal Service will introduce Set 2 of the *Flags of Our Nation*. This three-year, multi-stamp series features the Stars and Stripes and the flags of the 50 states, five territories and the District of Columbia. The stamps in Set 2 will feature the flags of the District of Columbia, Florida, Georgia, Guam, Hawai'i, Idaho, Illinois, Indiana, Iowa and Kansas. Sets 3 and 4 of the series will be issued in 2009, followed by Sets 5 and 6 in 2010.

We are proud of these striking stamps, and of the honor they bring to our nation's flags. The Government Relations and Corporate Communications organizations have partnered to plan memorable stamp dedication events.

The enclosed Field Publicity Kit provides information about the stamps, postmarks, event planning and publicity. It has been developed to support your efforts to promote these stamps.

Thank you for your help in demonstrating that U.S. postage stamps are a great way to celebrate our heritage and tell the American story.

A handwritten signature in black ink, appearing to read "Mitzi R. Betman".

Mitzi R. Betman
Vice President
Corporate Communications

A handwritten signature in black ink, appearing to read "Marie Therese Dominguez".

Marie Therese Dominguez
Vice President
Government Relations and Public Policy

A handwritten signature in black ink, appearing to read "Susan M. Plonkey".

Susan M. Plonkey
Vice President
Business Customer Relations

cc: Vice Presidents, Area Operations
Managers, Field Corporate Communications

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Stamp Overview

In the spring of 2008, the U.S. Postal Service® introduced Set 1 of *Flags of Our Nation*, a 3-year, multi-stamp series, featuring the Stars and Stripes, the 50 state flags, five territorial flags and the District of Columbia flag.

Set 2 will be issued in the fall and will feature flags from the District of Columbia through Kansas. The same process will be repeated in 2009 and 2010, for a total of 60 stamp designs. Four of the six groups of 10 will include a *Stars and Stripes* stamp.

In addition to the flag art, each stamp design includes artwork that provides a snapshot view of the state or other area represented by a particular flag.

Design Brief

These *se-tenant* stamps (a philatelic term describing an attached pair, strip, or block of stamps that differ in design, color, or denomination) are arranged alphabetically in strips of 10 and sold in coils of 50 (five strips of 10 designs in each coil). Individual stamps will be twice the width of standard definitives.

Artist Tom Engeman, a resident of Bethany Beach, Delaware, created the detailed flag portraits on the stamps, reproducing as accurately as possible — considering the stamp-size format — such complex elements as intricate state seals and coats of arms. Over the years, the artist's colorful and imaginative designs have appeared on many

Postal Service™ products, including the *National World War II Memorial* stamp (2004) and the nation's first *Forever Stamp*™ (2007).

Engeman also created the background artwork that appears on the stamps. In most cases, an everyday scene or activity is shown, but occasionally the view is of something less commonplace such as rare wildlife or a stunning vista. Unlike previous multi-stamp issuances, this series is not limited to official animals, flowers, or products, nor is it meant to showcase well-known buildings, landmarks, or monuments.

Order of Issuance

2008 — Set 2

- District of Columbia
- Florida
- Georgia
- Guam
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas

2008 — Set 2 Images



(2009 images not yet available)

2009 — Set 3

- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts

- Michigan
- Minnesota
- Mississippi
- Missouri
- USA (Waves of Grain)

2009 — Set 4

- USA (Purple Mountains)

- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota

(2010 images not yet available)

2010 — Set 5

- Northern Marianas
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Puerto Rico
- Rhode Island
- South Carolina
- South Dakota
- Tennessee

2010 — Set 6

- Texas
- Utah
- Vermont
- Virgin Islands
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming
- USA (Fruited Plain)

Stamp Art References — Set 2

District of Columbia

Two red bars and three red stars in the flag design were inspired by George Washington's family coat of arms. The artwork shows cherry trees in bloom, a much-heralded sign of spring in Washington, DC.

Florida

The flag has a white field with the state seal at the center; diagonal red bars extend from the corners of the flag toward the seal's outer rim. The seal depicts a sabal palm (the state tree), a steamboat, and a Seminole woman.

The artwork features the anhinga, a bird seen in Florida wetlands.

Georgia

In the flag design, a white bar separates two red horizontal bars. The blue canton holds a circle of 13 white stars (for the original 13 states), the state coat of arms, and the words "In God We Trust." In the artwork, the lamppost, iron fence, and flowering shrubs suggest a typical street in historic Savannah.

Guam

At the center of the flag's blue field is Guam's coat of arms, which is shaped like a traditional sling stone once used for hunting and fighting. The coat of arms features a canoe, palm tree, and river channel. The artwork shows tropical fish and the frigate bird.

Hawaii

Eight horizontal stripes on the flag represent the main islands of Hawaii. The Union Jack design in the upper left corner reflects British influence in the late 1700s and early 1800s. The artwork displays bright red ʻōhi ʻā lehua blossoms.

Idaho

The flag design features the state seal, with the words "State of Idaho" embroidered on a red band below. The artwork captures a rainbow trout leaping from a lake.

Illinois

The emblem portion of the state seal appears at the center of the flag, just above the state name. The artwork features a windmill — long a familiar part of the Illinois countryside.

Indiana

There are 13 stars in the flag's outer circle (for the first 13 states), five stars in a half circle (for the states admitted before Indiana) and a large star (for Indiana) just above the flaming torch. The artwork shows farm equipment in a field.

Iowa

The flag's blue, white, and red bands recall the French Tricolor. Iowa was part of the Louisiana Purchase, the huge territory acquired from France by the U.S. in 1803. The soaring bald eagle (for America) carries a blue streamer inscribed with the state motto. The artwork features a field of corn reaching to the horizon.

Kansas

Near the center of the flag's blue field is the state seal. The word "Kansas" appears below the seal, and the state crest appears above the seal. The artwork shows farm buildings and silos.

First Day of Issue and First Day of Sale Postmarks

The Postal Service has authorized a first day of issue postmark design for the first day of issue ceremony in Washington, DC, where all 10 stamps in the coil will be dedicated on September 2, 2008. The Postal Service has also authorized a first day of sale postmark for dedication events held on September 2 in cities other than the officially designated first day of issue city. Customers have 60 days to obtain the first day of issue and the first day of sale postmarks by mail.



First Day of Issue Postmark

Customers desiring the first day of issue postmark 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:

Flags of Our Nation
First Day of Issue Postmark
Postmaster
PO Box 92282
Washington DC 20066-9998

After applying the postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All requests must be postmarked by November 3, 2008.

Pictorial Postmarks

Stamp dedication events held on days following the first day of issue or first day of sale events are known as special dedication ceremonies. The first day of sale postmarks, shown in this section, may be modified for special dedication ceremonies. In order to use the first day of sale postmark artwork for a special dedication event, the "First Day of Sale" wording **must** be replaced with the name of the "Station" where the special dedication event will be held. The postmaster's city, state, and ZIP™ Code must also appear in the postmark, just under the banner.

Post Offices can offer these postmarks through mail-back service for 30 days. The Postal Service must make all postmarking services known to collectors through advance publicity in the *Postal Bulletin*. Therefore, all first-day-of-sale and special dedication pictorial postmarks must be reported to Stamp Services 2 weeks prior to the events on PS Form 413, *Pictorial Postmark Announcement/Report*.

The form may be found at: <http://blue.usps.gov/formgmt/pt.htm>.



First Day of Sale State Postmarks

Guidelines for Finalizing First Day of Sale and Special Dedication Pictorial Postmarks

To finalize the first day of sale and special dedication pictorial postmarks, insert the date and the city, state, and ZIP Code of the postmaster of the city where the event will be held within the postmark banner.

Customers desiring these postmarks 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:

Flags of Our Nation
First Day of Sale Special Dedication Postmarks
Postmaster
[Address]
[City, State and ZIP+4 (as reported on PS Form 413)]

After applying the postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All requests must be postmarked by October 2.

Stamp/Philatelic Products

The following stamp/philatelic products will be available for this stamp issuance:

- Digital Color Postmarks — Set of 10, \$15.00.
- First Day Cover — Set of 10, \$8.00.
- Ceremony Program, \$6.95.
- Collector's Folder, \$29.95.



First Day of Issue, First Day of Sale, and Special Dedication Events

A first day of issue ceremony for the complete second set of the *Flags of Our Nation* stamps will be held in Washington, DC, on September 2, 2008.

First day of sale ceremonies for the individual *Flags of Our Nation* stamps will also be held on September 2. Special dedication events will be held after September 2, and pictorial postmarks may be created using the first day of sale artwork, provided the word "Station" is depicted in the postmark.

First Day of Sale and Special Dedication Event Planning Checklist

When planning *Flags of Our Nation* first-day-of-sale and special dedication events, keep the following suggestions in mind:

- Begin planning immediately. Ordering sufficient stamps and products from the Stamp Distribution Office is a good start.
- Coordinate with your Government Relations representative as you reach out to the state governors, or other state officials, to determine the location of your event, and to invite participation by the local Travel Industry Association (TIA) representative. You should secure Postal Service participants and other non-Postal Service participants including the head of the local Chamber of Commerce and local politicians.
- Launch a local publicity campaign using the materials in this kit.
- Draft a time line and remarks for speakers.
- Furnish a final briefing sheet to all ceremony participants.
- Plan retail opportunities encouraging sales of the stamps.
- Prepare local invitations to the event.
- Send news clippings to the local contacts of your area Corporate Communications.

Suggested Planning Timeline for First Day of Sale and Special Dedication Events

Action	Suggested Timing
1. Send invitations to local and area dignitaries.	A few weeks before event
2. Send announcements and invitations to employees.	A few weeks before event
3. Distribute public service announcement to radio/TV.	A few weeks before event
4. Distribute news release.	A few weeks before event
5. Distribute media advisory to all news media.	1 week before event
6. Remind invited dignitaries about event via telephone.	5 days before event
7. Redistribute media advisory to all news media.	1 to 2 days before event
8. Make follow-up calls to local news media.	1 day before event
9. Distribute day-of-issuance news release.	Day of event
10. Send letter to newspaper editor thanking community.	1 day after event
11. Send media clips to area Corporate Communications manager.	Within 1 week after event

Note: If you have any questions or need assistance with any of these items, please notify your Corporate Communications local contact.

First Day of Sale and Special Dedication Event Tips

Before the event

Send a written invitation 2 weeks before the event to the mayor of your community and any other local elected officials you feel would be appropriate. The local postmaster or district manager should sign the invitations.

Follow up on the written invitation with a telephone call to the elected official's scheduler within a week if you have not received a reply. You may need to call more than once.

Keep in touch with all elected officials who respond. If asked, provide updated information to the elected official's staff as it becomes available (such as who else is participating, where and when to meet, what his or her role will be, etc.). Stress that remarks should be brief and limited to the unveiling of the *Flags of Our Nation* stamps and recognition of the role of the U. S. Postal Service in celebrating the state's majestic flag, our nation's natural features and cultural diversity, and our mission to bind the nation together through affordable, universal service.

If you create a program, include names of all participating elected officials on the program as honored guests, and mention them in all media advisories.

After the event

Send a written thank you letter to all elected officials who participated in the ceremony, expressing your appreciation.

Provide copies of any newspaper articles about the event to their offices. Even though they might see those articles on their own, you can take the opportunity to remind them of the press coverage the event received.

Provide a small supply of extra cachets or covers with the special cancellation, if applicable, to elected officials, even to those who could not attend. These make great giveaways and serve as a positive reminder of the event.

Obtain and frame a photo of the elected official posing beside the stamp image and make an appointment to present it in person, if possible. A matted, well-framed photograph stands a good chance of being hung on the wall of the official's office, again serving as a positive reminder of the event.

Keep in touch with your elected officials. Good relationships are built over time.

Publicity Ideas

The release of these stamps offers an ideal opportunity for postal communities in each state to celebrate their flag and connect with residents and community leaders. There are many ways to generate local media interest in the stamps.

- Host a *Flags of Our Nation* celebration of the diversity of your local community. Invite community members to display ethnic foods, arts, and crafts and perform music and dance. Invite caretakers of local historic and scenic venues (historic buildings, lighthouses, state forests, large parks, lakes, etc.) to have displays at the celebration.
- Host a press conference announcing the issuance of the *Flags of Our Nation* stamps. Participants might include the postmaster and the head of the local Chamber of Commerce.
- Develop a state flag display at your Post Office™ and invite operators of local historic houses, renovated factories, riverboats, lighthouses, etc., and local Chambers of Commerce to contribute images for a colorful patriotic display.
- Plan an event at the local library or other public location and include a display of an enlargement of the new stamp for your state flag. Invite appropriate speakers including congressional, civic, and community leaders.
- Invite groups of children — children of postal employees, Boy Scout and Girl Scout troops, 4H Clubs, etc. — to write and illustrate letters about “What My State Flag Means to Me” to be displayed on the Post Office bulletin board and published in the local newspaper.
- Invite groups of children to write “Letters about Our State Flag” to be displayed in the local library or community center, written to a real or imaginary friend about “Great Things to See and Do in **[insert your state name here]**.”

Contact Information

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First Day of Issue — Full Coil

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mico.milanovic@usps.gov
Telephone: 202-268-7217

**POSTAL NEWS**

FOR IMMEDIATE RELEASE

Date

Contact: **[Name]**
(O) **[xxx-xxx-xxxx]**
(C) **[xxx-xxx-xxxx]**
[xxxxx]@usps.gov
usps.com/news
Release No. **[xx-xxx]**

News Release

[Insert City] Post Office Invites Community to Celebrate Release of Flags of Our Nation [Insert State Name] Stamp Public Service Announcement for Radio

[Insert City] — It's time to celebrate the majesty and beauty of the flag of our great state of **[Insert State]**. The Postal Service™ is issuing a striking new stamp series, *Flags of Our Nation*, with postage honoring the Stars and Stripes, as well as the flags of the 50 states, five territories and the District of Columbia.

The **[Insert City]** Post Office™ invites you to a community celebration on **[Insert Date]** at **[Insert Street Address]**. The free event starts at **[Insert Time]**. **[Add event details here.]**

[Please feel free to add local history of your state flag here.]

###

Note: For broadcast quality video and audio, photo stills and other media resources, visit the USPS® Newsroom at www.usps.com/news.

An independent federal agency, the U.S. Postal Service® is the only delivery service that visits every address in the nation — 146 million homes and businesses. It has 37,000 retail locations and relies on the sale of postage, products and services to pay for operating expenses, not tax dollars. The Postal Service has annual revenues of \$75 billion and delivers nearly half the world's mail.



POSTAL NEWS

FOR IMMEDIATE RELEASE
September 2, 2008

Contact: [Name]
(O) [xxx-xxx-xxxx]
(C) [xxx-xxx-xxxx]
[xxxxx]@usps.gov
usps.com/news
Release No. [xx-xxx]

News Release

[Insert City Name] Helps Postal Service Dedicate Flags of Our Nation [Insert State Name] Postage Stamp

[Insert City] — Residents of [Insert City] today joined the U.S. Postal Service® in a community celebration honoring the First Day of Issue of the *Flags of Our Nation* [Insert State] postage stamp. The stamp is one of 10 designs in Set 2 that is available as a coil of 42-cent, self-adhesive stamps highlighting flags and scenes from each state or territory.

The *Flags of Our Nation* [Insert State] stamp event was held at the [Insert City] Post Office™ and was one of many ceremonies held across the country saluting the new stamp series.

“With the release of these impressive stamps, we pay homage to the majesty of our state’s flag. This stamp series marks the first-ever issuance of all the state, territory and District of Columbia flags,” said [Insert Name and Title] of the Postal Service™.

Joining [Insert Last Name of Postal Official] at the ceremony were [Insert Names of Any Other Notables].

The *Flags of Our Nation* multi-stamp series features the *Stars and Stripes*, the 50 state flags, five territorial flags and the District of Columbia flag. Ten stamps, Set 1, were issued last spring. Set 2, issued today, features ten additional stamps (District of Columbia through Kansas). The same process will be repeated in 2009 and 2010, for a total of 60 stamp designs. Four of the six groups of 10 will include a *Stars and Stripes* stamp.

In addition to the flag art, each stamp design includes artwork that provides a snapshot view of the state or other area represented by a particular flag. In most cases, an everyday scene or activity is shown, but occasionally the view is of something less commonplace — rare wildlife or a stunning vista. Unlike some previous multi-stamp issuances, this series is not limited to official animals, flowers or products, nor is it meant to showcase well-known buildings, landmarks or monuments.

Artist Tom Engeman, a resident of Bethany Beach, Delaware, created the highly detailed flag portraits on the stamps, reproducing as accurately as possible — considering the stamp-size format — such complex elements as intricate state seals and coats of arms. Over the years, the artist’s colorful and imaginative designs have appeared on many Postal Service products, including the *National World War II Memorial* stamp (2004) and the nation’s first *Forever Stamp*™ (2007).

Engeman also created artwork for the U.S. flag stamp designs, which were inspired by the opening lines of “America the Beautiful,” written by Katharine Lee Bates (1859–1929).

To see the *Flags of Our Nation* stamps, go to The Postal Store® at <http://shop.usps.com>, click *Stamps* and then *Coils*. To see other 2008 stamps, click on *Stamps*. All current stamps, philatelic products and gift items are available by calling toll free 800-STAMP-24 (800-782-6724).

[If desired, add local history of your state flag here.]

[If desired, add a quote from the local state governor or representative and a quote from the Postal Service Dedicating Official.]

#

Note: For broadcast quality video and audio, photo stills and other media resources, visit the USPS® Newsroom at www.usps.com/news.

An independent federal agency, the U.S. Postal Service® is the only delivery service that visits every address in the nation — 146 million homes and businesses. It has 37,000 retail locations and relies on the sale of postage, products and services to pay for operating expenses, not tax dollars. The Postal Service has annual revenues of \$75 billion and delivers nearly half the world's mail.



POSTAL NEWS

[Insert Date]

Contact: [Name]
 (O) [xxx-xxx-xxxx]
 (C) [xxx-xxx-xxxx]
 [xxxxx]@usps.gov

Contact: [Name]
 (O) [xxx-xxx-xxxx]
 (C) [xxx-xxx-xxxx]
 [xxxxx]@usps.gov
 usps.com/news

Media Advisory

[Insert City] Post Office Invites Community to Celebrate Release of Flags of Our Nation [Insert State] Stamp

- WHAT:** In honor of the issuance of the *Flags of Our Nation* postage stamps, the [Insert City] Post Office™ is hosting a community celebration. The event is free and open to everyone.
- WHO:** [Insert Names and Titles of Event Participants]
- WHEN:** [Insert Date and Time]
- WHERE:** [Insert Name of Location and Complete Address]
- BACKGROUND:** With the *Flags of Our Nation* stamps, the U.S. Postal Service® introduced a new multi-stamp series featuring the *Stars and Stripes*, the 50 state flags, five territorial flags and the District of Columbia flag.
- Ten stamps, Set 1, were issued last spring (*Stars and Stripes*, plus Alabama through Delaware). Ten more, Set 2, are being issued this fall (District of Columbia through Kansas). The same process will be repeated in 2009 and 2010, for a total of 60 stamp designs. Four of the six groups of 10 will include a *Stars and Stripes* stamp.
- In addition to the flag art, each stamp design includes artwork that provides a snapshot view of the state or other area represented by a particular flag. In most cases, an everyday scene or activity is shown, but occasionally the view is of something less commonplace — rare wildlife or a stunning vista. Unlike previous multi-stamp issuances, this series is not limited to official animals, flowers or products, nor is it meant to showcase well-known buildings, landmarks or monuments.
- [Please feel free to add local history of your state flag here]**
- To see the *Flags of Our Nation* stamps, go to The Postal Store® at <http://shop.usps.com>, click *Stamps* and then *Coils*. To see other 2008 stamps, click *Stamps*.
- All current stamps, philatelic products and gift items are available by calling toll free 800-STAMP-24 (800-782-6724).

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An independent federal agency, the U.S. Postal Service® is the only delivery service that visits every address in the nation, 146 million homes and businesses. It has 37,000 retail locations and relies on the sale of postage, products and services to pay for operating expenses, not tax dollars. The Postal Service has annual revenues of \$75 billion and delivers nearly half the world's mail.

Speech Segments

The following suggested speech segments are for use at local ceremonies and events. Feel free to customize them to fit your local event and community.

Opening

Good **[Insert Morning/Afternoon]**.

It's a great honor for me to represent the United States Postal Service today as we dedicate the **[Insert State Name]** *Flags of Our Nation* stamp. It's a wonderful opportunity to celebrate our beloved state flag and to share our pride with the nation by using these stamps on our correspondence.

With this stamp, the Postal Service™ continues its tradition of celebrating our nation's diverse gifts and natural treasures.

Flag Series

For nearly 140 years, the *American Flag* has been a perennial stamp favorite of the American people. Our flag was first featured in 1869 on the *Shield Eagle and Flags* stamp. And it has been making highly applauded curtain calls ever since.

We love our flag as a symbol of our country's unity and pride and the values we hold dear. We revere our flag as a potent reminder that we are one nation, united and indivisible.

Our flag also tells a story. In the 13 stripes, we are reminded of the heroic actions taken by the 13 colonies to form a new nation dedicated to the principle that all people are created equal.

Against a field of blue, we see 50 shining stars — one for each of the 50 states. And each of those states has its own unique history and traditions. Each state brings something very special and important to our national union.

Today, we are here to celebrate one of those shining stars. Today, it is our privilege to pay tribute to the great state of **[Insert State Name]**. We are here to honor **[Insert State Name]** history, her beauty, and her contributions to our union. And what better way to do that than with the sovereign symbol of our state, the proud flag of **[Insert State Name]**.

Like the stars in our Star Spangled Banner, the stamp we are about to unveil is part of something greater. Over the next three years, the Postal Service will continue unveiling the rest of the 60-stamp series including the *Stars and Stripes*, and the remaining state and territorial flags.

And each of these stamps will also portray a local snapshot that captures a bit of the local natural wonder that inspired the beloved song "America the Beautiful."

Localization (e.g., for Alabama. In keeping with the theme, the focus is on natural beauty. Source: State tourism Web site)

As you know, Alabama lies in the heart of America's beautiful southern landscape. From the Appalachian Mountains in the north across her broad plains down to Mobile Bay and the Gulf of Mexico, she is blessed with fertile land, scenic parks and great cities, not to mention the second largest inland waterway system in the United States.

Alabama is a great place to live. And it is filled with wonderful places to visit. Like:

- The Cathedral Caverns in Huntsville.
- The beaches at Lake Lurleen.
- The Colonial Gardens of the American Village.
- The wiregrass fields of Landmark Park in Dothan.
- The manicured grounds of the Robert Trent Jones Golf Trail.

And so much more!

Alabama is America the Beautiful. And today, all of America is proud to celebrate that beauty.

Closing

The majestic **[Insert State Name]** *Flags of Our Nation* stamp will also serve as a lasting reminder of the Postal Service's commitment to our role in binding the nation together through universal service at affordable rates, regardless of which state, territory or city you call home.

And now, if **[Insert Names of Ceremony Participants]** would join me in unveiling the **[Insert State Name]** *Flags of Our Nation* stamp.

(Photo Opportunity)

I appreciate this opportunity to introduce this stamp to our customers and friends in this community. Thank you again for taking the time to join us here today for this momentous occasion.

Sample Invitation

[Insert Date]

[Insert Name]

[Insert Title]

[Insert Name of Organization]

[Insert Street Address]

[Insert City, State, ZIP+4]

Attention: Scheduler:

Dear [Insert Title and Name]:

On behalf of the [Insert Name of District or Post Office] and the United States Postal Service®, I am pleased to invite you to participate in the dedication of the *Flags of Our Nation* postage stamps at [Insert Exact Location] on [Insert Date] at [Insert Time]. While this coil of stamps honors 10 state flags, our ceremony will highlight the special role of the [Insert State Name] state flag stamp.

Flags of Our Nation stamps celebrate a multi-stamp series, in coil form, featuring the *Stars and Stripes*, the 50 state flags, five territorial flags, and the District of Columbia flag. Ten stamps, Set 1, were issued last spring (*Stars and Stripes*, plus Alabama through Delaware). Ten more stamps, Set 2, are being issued this fall (District of Columbia through Kansas). The same process will be repeated in 2009 and 2010, for a total of 60 stamp designs. Four of the six groups of 10 will include a *Stars and Stripes* stamp.

At the dedication ceremony, you will be invited to speak briefly about the significance of the [Insert State Name] state stamp. We plan a unique photo opportunity for the dedication and expect significant press coverage of the ceremony. We hope you will join us to commemorate our past and celebrate our future by renewing the common bonds of the American experience.

Please confirm your participation by calling [Name of Contact] at [Telephone Number] by [Cut-Off Date]. We look forward to having you join us at the event.

Sincerely,

[Sign]

[Insert District Manager or Postmaster's Name]

["District Manager" or "Postmaster"]

U.S. Postal Service

[Insert City, State, ZIP+4]

Sample Thank You Letter

[Insert Date]

[Insert Name]

[Insert Title]

[Insert Name of Organization]

[Insert Street Address]

[Insert City, State, ZIP+4]

Dear [Insert Title and Name]:

On behalf of the United States Postal Service®, I want to thank you for joining us during our special ceremony dedicating our state flag stamp from the *Flags of Our Nation* stamp series. It was a wonderful event for [Insert Name of Community], and your participation helped make it a great success.

All of us in the Postal Service™ are extremely proud of the role our organization has played as a community leader and in commemorating many of the people, places, and events that have made our nation great. The stamp unveiling ceremony was a wonderful way to share our pride in our state flag's proud heritage with our friends and neighbors here in [Insert Name of Community].

I am enclosing copies of our special pictorial cancellation [if applicable] for you to share with your constituents, as well as copies of press clippings and photographs that recorded the event [if applicable].

The Postal Service will continue to provide reliable, cost-effective service through the ongoing development of our world-class communications network. I look forward to working with you on future community events. If I can be of assistance with any postal matter, please contact me at [Telephone Number].

Sincerely,

[Sign]

[Insert District Manager or Postmaster's Name]

["District Manager" or "Postmaster"]

U.S. Postal Service

[Insert City, State, ZIP+4]

Sample Letter to the Editor

[Insert Date]

[Insert Name]

[Insert Title]

[Insert Name of Publication]

[Insert Street Address]

[Insert City, State, ZIP+4]

Dear [Insert Title and Name]:

The employees of the [Insert City Name] Post Office™ wish to thank the citizens of [Insert City Name] for their enthusiasm and support in making yesterday's release of the *Flags of Our Nation* postage stamps a successful event for our community and for the U.S. Postal Service®.

Writing and sending greetings is a tradition that has preserved our nation's history and changed lives — particularly in times of war and in times of personal triumph and tragedy. Unlike other communications, written correspondence is timeless, personal, and immediately tangible.

Our nation's commemorative stamp program has been developed over the past 100 years largely through the participation of the American people. Your stamp ideas and suggestions are instrumental in helping the Postal Service™ honor some of the greatest achievements and achievers that have made our country great.

We believe the *Flags of Our Nation* [Insert State] stamp, and the nine other stamps in this set, represent important steps in our effort to recognize the history and majesty of the great flags of our nation.

Whether by providing universal mail service to everyone, everywhere, every day, or through our responsibilities as a community leader, the Postal Service will continue to work hard to deliver quality communications services across the country and right here in [Insert City Name].

Sincerely,

[Sign]

[Insert Postmaster's Name]

Postmaster

U.S. Postal Service

[Insert City, State, ZIP+4]

#

— Field Communications,
Corporate Communications, 8-14-08

Field Information Kit: Election Mail — 2008

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Introduction

Over 3,000 counties in the United States are responsible for conducting elections for local, state, and national offices. To increase voter turnout and make it more convenient for citizens to participate in elections, many counties have adopted new policies such as “No Excuse Absentee Voting” and “Vote-by-Mail.” These alternatives to the traditional obligation of going to a polling station on Election Day provide the Postal Service™ with an opportunity for new mail volume, and it helps to enhance the value of mail in the minds of the public.

Leading up to the General Election on November 4, 2008, an increasing number of mail-in ballots and other official election materials prepared by election officials will be entering the mailstream. Concurrently, there will be campaign mailings promoting political candidates, referendums, and political campaigns. During this time, it is critical that Postal Service employees maintain their usual high level of service to ensure that all Official Election Mail (OEM) and Political Campaign Mail (PCM) are processed and delivered timely. Providing reliable service for this very important, time-sensitive mail will demonstrate the Postal Service’s strong commitment to supporting voters and local election officials.

This information kit is designed to provide Postal Service employees with the information they need about election mail.

Be Ready for Election 2008 — Briefing Article

There is nothing more basic to our nation than a citizen’s right to vote, and the Postal Service’s role in today’s process is extremely important. Although not authorized to play any role in determining how elections are carried out in the United States, the Postal Service stands ready to do everything it can to make sure voters experience a smooth, well-organized process — one that provides them with the highest levels of trust and confidence when they cast their ballots by mail.

Postmasters and station managers should expect to be contacted by election officials asking for help with their mailings. Election officials may be directed to www.usps.com/electionmail, which has resources tailored to meet their mailing needs. In addition, the local mailpiece design analyst (MDA) and district business mail entry unit (BMEU) personnel are available to help with inquiries concerning election mail.

Postal employees needing information on procedures for handling election mail can also go to the Election 2008 internal site at <http://blue.usps.gov/marketing/election.htm>. This site is designed to be the single source for information about

the Postal Service’s role in elections, and to educate postal employees on the importance and proper handling of both OEM and PCM.

It is critical that Postal Service employees be ready to provide reliable service and delivery for this very important and time-sensitive mail. All OEM and PCM must be handled promptly and receive equal care and attention. With your help, the Postal Service will be able to capture and grow this valuable mail volume.

Tips to Share With Election Officials

Here are a few things local election officials should know. Sharing this information with them will help to ensure the mail they entrust to the Postal Service during this election season is processed in the most efficient and timely manner.

- It is crucial that election officials plan their mailings in advance during an election period. The Postal Service has mail experts available to help explain regulations that will ensure efficient and accurate delivery of election-related items and ballots. MDAs can provide critical guidance to assist election officials in designing outbound and return envelopes that meet postal standards and constructing an effective mailing plan.
- It is strongly recommended that election officials print **only** the address and barcode of the election office on the return envelope. Some jurisdictions include a block for the voter’s signature, address, and delivery barcode on the **back** of the envelope voters use to return the ballot. Although the Postal Service is able to deliver these envelopes to their intended destination, occasionally USPS mail processing equipment may read the voter’s address and barcode on the return envelope instead of the election office address. This may cause the mail to be delayed or returned to the voter.
- Using a Facing Identification Mark (FIM) on the return envelope helps assure that USPS® processing equipment will identify the correct side of the envelope efficiently without impacting processing time. Election officials should use the OEM logo to help voters recognize the mail as important and distinct from partisan political mailings. Additionally, the logo serves to identify OEM for Postal Service workers and distinguish it from the thousands of other mailpieces that are processed daily.
- One of the newest tools available is the green Tag 191. The tag was developed with the assistance of state election officials and is used to identify trays and sacks containing domestic and international

ballots. Election officials may request a supply of Tag 191 from their local Postal Service MDA, BMEU, or Post Office™ and should allow adequate time for order fulfillment.

- The Postal Service recommends that election officials mail ballots 30–45 days before Election Day. Special handling procedures will be in effect from September 15 through November 3, 2008, for ballots mailed to military personnel stationed abroad. During this period, the Postal Service will send military absentee ballots via the Express Mail® network to the three military International Service Centers in Miami, New York, and San Francisco.
- The Postal Service has developed a step-by-step training program for election officials. Each session of “Election Mail: Tips, Tools, and Tactics for Successful Mailing” is led by postal representatives sharing tools and resources to help customize a mail plan. To find out more about this training, send an e-mail to election-mail-manager@usps.gov.
- For information on preparing and sending mail, visit the Election Officials’ Mailing Resources site at www.usps.com/electionmail. Resources are available to help plan, address, and design OEM. A downloadable image of the OEM logo also is available at the site.

The Postal Service looks forward to working with election officials to help ensure the accurate, timely delivery of all ballot mail.

Key Message Points

For Election Officials

The following message points can be used when talking with election officials and others about the convenience and security of voting by mail:

- Record numbers of voters will cast their votes by mail in the 2008 presidential election.
- Every state in the country allows absentee voting by mail, with 29 of the 50 states offering no-excuse absentee balloting.
- First-Class Mail® service provides security, speed, and affordable rates for highly important and time-sensitive mail.
- Tampering or interfering with U.S. Mail® is a federal crime that is enforced by one of the nation’s oldest law enforcement agencies — the United States Postal Inspection Service.
- The U.S. Postal Service® is the most trusted government agency.¹

1. Based on “The 2008 Most Trusted Companies for Privacy” study by the Ponemon Institute.

For Employees

These message points can be used when speaking to employees about the increased volume of election mail in the mailstream and its proper handling:

- Record numbers of voters are expected to cast their votes by mail in the 2008 presidential election, establishing the Postal Service as a major nonpartisan partner in the nation’s electoral process.
- Voting by mail enhances the value of mail in the minds of the American public and facilitates new volume for First-Class Mail and Standard Mail® service.
- The timely and proper handling of election mail is critical to establishing the Postal Service as a reliable alternative to in-person voting systems.
- Green Tag 191 is recommended for use with trays and sacks containing official ballot mail and red Tag 57 is recommended for use with PCM. Use of these tags provides greater visibility to mail trays or sacks during Postal Service handling.

Definitions

Official election mail (OEM) is any mailpiece created by an authorized voting registration official that is mailed to or from a citizen of the United States for the purpose of participating in the voting process. It includes:

- Mail-in ballots.
- Ballot materials.
- Voter registration cards.
- Absentee applications.
- Polling place notifications.

Election mail does **not** include PCM.

Political campaign mail (PCM) is any piece mailed for political campaign purposes by a registered political candidate, a campaign committee, or a committee of a political party to promote political candidates, referendums, or political campaigns.

- Mail meeting this definition is considered PCM regardless of whether the election is partisan or nonpartisan.
- A brochure promoting the candidacy of one or more registered candidates for elected offices on the local, state, or federal levels is a common example of a political campaign mailpiece.
- Political campaign mailpieces may bear an endorsement required by federal or state law that is similar to: “Paid for by the committee to elect John Smith and authorized by John Smith.”
- Mail from organizations, such as labor unions, religious groups, retiree organizations, and others that

endorse specific candidates or political issues is **not** PCM.

- Specific responsibilities for handling political campaign mailings are detailed in *Postal Operations Manual* (POM) 492.

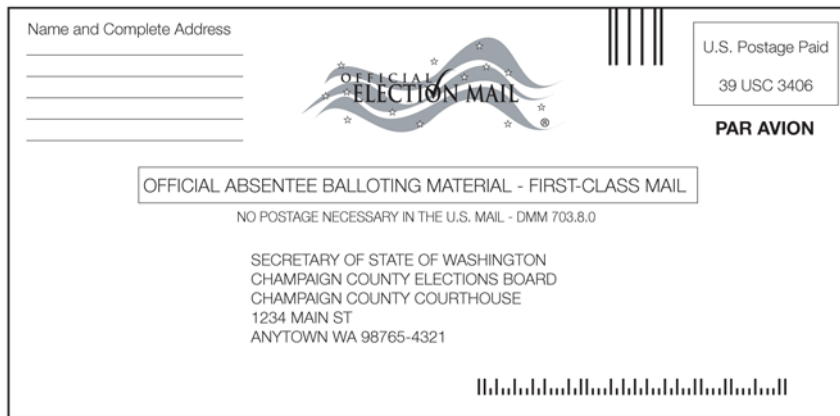
Free Absentee Ballots are balloting materials, consisting of postcard applications, ballots, voting instructions, and envelopes that may be sent through the mail without prepayment of postage. The absentee ballot provisions in *Mailing Standards of the United States Postal Service, Domestic Mail Manual* (DMM®) 703.8.0 for mailing without postage are for federal elections including special elections of a federal nature. Free absentee balloting materials may only be sent to and from persons in the following categories

when they are absent from the place of voting residence and otherwise eligible to vote as an absentee:

- Members of the Armed Forces in active service and their spouses and dependents.
- Members of the U.S. Merchant Marine and their spouses and dependents.
- U.S. citizens residing outside the territorial limits of the United States and the District of Columbia and their spouses and dependents residing with or accompanying them.

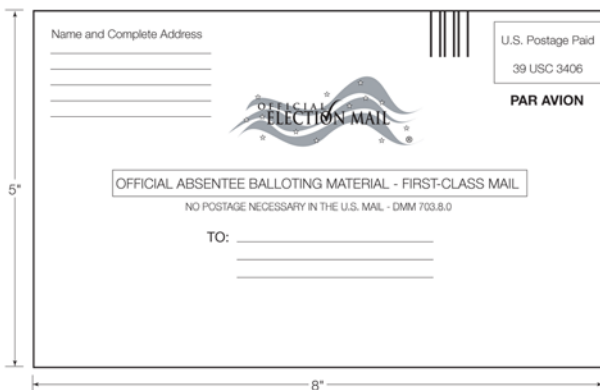
To be mailable without prepayment of postage, the balloting materials must be deposited at a U.S. Post Office, an overseas U.S. Military Post Office, or an American Embassy or American Consulate. Qualifying mailpieces must also be formatted to meet the following design requirements in DMM 703.8.2:

Balloting Material Formats — Envelope: DMM 703 Exhibit 8.2.1



Note: Example shown with optional OEM logo.

Balloting Material Formats—Postcard: DMM 703 Exhibit 8.2.2
Postage Affixed Pieces



Note: Example shown with optional OEM logo.

All ballots and balloting materials that are not eligible to be sent under the free postage provisions in DMM 703.8.0 are required to have postage affixed prior to mailing.

Publications 631 and 632

The Postal Service provides two publications related to OEM — Publication 631, *Official Election Mail Graphic Guidelines and Logos*, and Publication 632, *State and Local Election Mail — User's Guide*. Both are available as electronic publications and can be printed in either PDF or HTML file formats from the Election 2008 internal site at <http://blue.usps.gov/marketing/election.htm>.

Publication 631

Publication 631, *Official Election Mail Graphic Guidelines and Logos*, provides detailed information on the print and color specifications for using the OEM logo. The logo is a trademark image that may only be used by election officials in accordance with the design specifications in Publication 631. The logo may be used on any mailpiece created by an election official that is mailed to or from a citizen of the United States for the purpose of participating in the voting process. This includes balloting materials, voter registration cards, absentee applications, polling place notifications, and voter reply mail.

The Postal Service encourages election officials to use the logo on their OEM materials. Use of the OEM logo helps recipients recognize a mailpiece as important and distinct from other PCM. The logo also serves to identify OEM to Postal Service workers and distinguish it from the thousands of other mailpieces that are processed daily. However, use of the logo is not intended to upgrade the level of service paid for or substitute for required postage.

Publication 632

Publication 632, *State and Local Election Mail — User's Guide*, is designed to help election officials make decisions involving the design of their mailpiece, address list cleansing, class of mail, options for reply mail, and obtaining postage discounts. Working with the local MDA is recommended to ensure mailpiece quality and avoid potential preparation problems. Publication 632 also includes a checklist that election officials can follow to help achieve a successful mailing.

Post Office personnel should provide copies of Publications 631 and 632 to their local election officials. For more information on election mail, direct election officials to www.usps.com/electionmail.

Tag 191, Domestic and International Mail-In Ballots



Tag 191, *Domestic and International Mail-In Ballots*, may be used by election officials to identify ballot mail prepared in trays or sacks. Although use of the Tag 191 is not required, the Postal Service recommends that election officials use the tag to provide greater visibility to their ballot mail during handling and distribution by the Postal Service.

Tag 191 may be used *only* to identify ballot mail addressed for domestic or international delivery. The tag may be used to identify “sample ballots” but may not be used to identify containers of other types of OEM, such as polling place notices, voter registration notices, or other

election materials. Tag 191 may not be used by any person or organization other than election officials, even if used to send “sample ballots.” The tag also may not be used by organizations or individuals to send materials that promote political candidates, referendums, or political campaigns. Tag 57, *Political Campaign Mailing*, may be used to identify PCM.

Affixing Tag 191 to Mail Containers

Election officials who use Tag 191 are to attach the tag to their mailing containers as follows:

- *Strapped Letter Trays*: Attach Tag 191 using a wire twist tie to the strap at the end of the tray that bears the tray label.
- *Nonstrapped Letter Trays*: For trays permitted to be tendered without strapping, attach Tag 191 to the tray with a rubber band that is double-looped through the tray handhold at the end that bears the tray label.
- *Sacks with Flat-Size Mail*: Depending on the type of sack, attach Tag 191 to either the strap or label holder on the sack.

Availability and Ordering

Each Post Office should maintain a sufficient supply of Tag 191 for its local election officials. The tag may be ordered from the Material Distribution Center (MDC) using the touch-tone order entry (TTOE) system. The Postal Service stock number for Tag 191 is PSN 7690-10-000-0667. Detailed ordering instructions appeared in *Postal Bulletin* 22220 (11-22-07, page 8).

Tag 57, Political Campaign Mailing

The Postal Service recommends that mailers use the red PS Tag 57, *Political Campaign Mailing*, to identify trays and sacks that contain PCM. Although use of the tag is optional, when used, it provides greater visibility to containers of PCM as they move through Postal Service processing and distribution operations.

Tag 57 is only intended for use on containers (trays and sacks) of First-Class Mail and Standard Mail items entered by a registered political candidate, campaign committee, or committee of a political party and in connection with a partisan or nonpartisan election. Tag 57 may not be used to identify mailings made by other types of organizations, even if promoting or endorsing political candidates, referendums, and other political activities.

Affix Tag 57 to the mail container as follows:

- *Strapped Letter Trays*: Attach Tag 57 using a wire twist tie to the strap at the end of the tray that bears the tray label.

- *Nonstrapped Letter Trays*: For trays permitted to be tendered without strapping, attach Tag 57 to the tray with a rubber band that is double-looped through the tray handhold at the end that bears the tray label.
- *Sacks With Flat-Size Mail*: Depending on the type of sack, attach Tag 57 to either the strap or label holder on the sack.

Each Post Office and mail acceptance unit should maintain a sufficient supply of Tag 57 for their local political campaign mailers.



Tag 57 is used to identify campaign mailings.

Special Procedures APO/FPO Absentee Ballots September 15–November 3, 2008

For the 2008 General Election, the United States Postal Service® and the Military Postal Service have again joined forces to expedite delivery of absentee ballots to overseas military personnel during the period of September 15 through November 3, 2008. Both agencies recognize the important role mail plays in the election process and are committed to ensuring that everyone who votes by mail experiences a smooth, well-organized process — one that provides them with the highest levels of trust and confidence. The following Special Procedures for APO/FPO Absentee Ballots are provided for election officials and postal employees.

- Election officials should mail absentee ballots at least 30–45 days prior to the November 4, 2008, General Election. All military absentee ballots mailed by election officials between September 15 and November 3, 2008, will be subject to special handling procedures.
- Local election officials are requested to separate military absentee ballots to each of the three International Service Center (ISC) military gateways: New York, Miami, and San Francisco. The facing slip templates used to identify the ISCs can be found at www.usps.com/electionmail/absentee.htm, or obtained from the local MDA or BMEU.

- Trays or containers of absentee ballot mail may be identified using Tag 191 and presented to the Post Office. Election officials should contact their local Post Office for more information on standard procedures for ballot mail.
- APO/FPO absentee ballots will be sent from local Post Office locations to the nearest Processing & Distribution Center (P&DC) for further processing.
- The P&DC will expedite all military absentee ballots via the Express Mail network to each of the ISCs at no additional charge to the election office.
- At the ISC, absentee ballots receive special handling including accelerated sortation, special tray identification, and priority transportation.

Election officials should be requested to separate military absentee ballots by preparing direct bundles for each of the three ISC military gateways. Each bundle must be identified using a facing slip for the appropriate ISC. If there are less than five pieces to make a direct bundle, a mixed bundle may be prepared. Mixed bundles must have the facing slip marked, "APO/FPO MIXED — Absentee Ballots."

When in doubt, election officials should check with the local Post Office. The latest information will be posted online at www.usps.com/electionmail/absentee.htm.

The Hatch Act — Permitted and Prohibited Activities for Employees

The Hatch Act is a federal law that restricts the political activity of federal and Postal Service employees while on duty, on government property, wearing an official uniform, or using a government vehicle. It also prohibits candidates campaigning for election to public office on leased or owned postal property.

Under the Hatch Act, Postal Service employees **may**:

- Be candidates for public office in nonpartisan elections.
- Register and vote as they choose.
- Assist in voter registration drives.
- Express opinions about candidates and issues.
- Contribute money to political organizations.
- Attend political fundraising functions.
- Attend and be active at political rallies and meetings.
- Join and be an active member of a political party or club.
- Sign nominating petitions.
- Campaign for or against referendum questions, constitutional amendments, and municipal ordinances.

- Campaign for or against candidates in partisan elections.
- Make speeches for candidates in partisan elections.
- Distribute campaign literature in partisan elections.
- Hold office in political clubs or parties.

Postal Service employees **may not**:

- Use official authority or influence to interfere with an election.
- Solicit, receive, or collect political contributions unless both individuals are members of the same federal labor organization or employee organization, and the one solicited is not a subordinate employee.
- Knowingly solicit or discourage the political activity of any person who has business before the agency.
- Engage in political activity while on duty, wearing an official uniform, using a government vehicle, or in any government office.
- Solicit political contributions from the general public.
- Solicit or receive political contributions.
- Be candidates for public office in partisan elections.
- Wear political buttons on duty.

Ignorance of the law is not an excuse. More information on the Hatch Act can be obtained at www.osc.gov/hatchact.htm.

The Anti-Lobbying Act — Lobbying Restrictions for Employees

The Anti-Lobbying Act is a federal law that prohibits Postal Service officers and employees acting in their official capacity from engaging in grassroots lobbying campaigns that directly or indirectly encourage the public to contact government officials in support of, or in opposition to, proposed or pending legislation.

Example: A Postal Service employee may not participate in a press conference organized by a non-governmental advocacy group called to criticize a legislative proposal, nor may an employee ghostwrite statements for a grassroots lobbying campaign.

The Anti-Lobbying Act also prohibits the direct or indirect use of Postal Service funds to pay for material intended to influence a member of Congress, a jurisdiction, or an official of any government to support or oppose any legislation, law ratification, policy, or appropriation.

Example: A series of letters on official stationery sent to mass mailers urging them to write to their elected representative to support specific legislation would constitute a prohibited direct expenditure under the Anti-Lobbying Act.

Example: The provision of facilities, equipment, telephones, etc., to a private lobbying group for a grassroots lobbying campaign supporting specific legislation would constitute a prohibited indirect expenditure under the Anti-Lobbying Act.

Advice concerning the Anti-Lobbying Act is available to Postal Service employees by calling the Ethics Help Line at (202) 268-6346, or by sending an e-mail inquiry to ethics.help@usps.gov.

Additional Information for Employees

Postage Payment Options for Official Election Mail

As with all mail, postage for OEM — including vote-by-mail ballots — is required to be paid before mailing. The following postage options are available for use on OEM:

Outgoing Mailpieces

Sent from Election Office to the Voter

- Permit Imprint.
- Postage Meter.
- Postage Stamp.
- *Free Absentee Balloting Materials Format.

Return Mailpieces

Sent by Voter to the Election Office

- Postage Meter.
- Postage Stamp.
- Courtesy Reply Mail Format With Stamp Applied.
- Meter Reply Mail.
- Business Reply Mail.
- *Free Absentee Balloting Materials Format.

* The free absentee balloting materials format may only be used for federal elections and when sent to authorized persons as permitted in DMM 703.8.0.

Handling Absentee Balloting Materials With Insufficient Postage

From now until the election in November, Post Offices can expect to see absentee balloting materials in the mail. Since most absentee balloting materials require postage, it is conceivable that some of these mailpieces will be short-paid, and some will contain no postage at all. It is critical that this mail is handled correctly to avoid any negative impact on election results or the Postal Service.

*Employees need to be aware that absentee balloting materials are handled differently than other unpaid or short-paid mailpieces. **ABSENTEE BALLOTING MATERIALS ARE NOT TO BE RETURNED FOR ADDITIONAL POSTAGE OR DETAINED!*** The postage is collected from the election office. Any delay of absentee ballots is a violation of Postal Service policy.

All employees must adhere to Postal Service policy as follows:

- Any absentee ballot materials identified as shortpaid or unpaid will be accounted for according to Postal Service policy *and will be delivered* to the addressee.
- No absentee balloting materials may be detained or treated as unpaid mail, as directed by POM section 171.3. Refer questions about possible abuse or impropriety to supervisors.
- Willful delay of absentee balloting material or other election material is a violation of policy, ethics, and law.
- Shortpaid and unpaid absentee balloting materials must never be returned for additional postage to the sender. Postage must be collected from the election office.

Employees with questions or concerns about handling absentee balloting material should contact their supervisor or district political mail coordinator.

Use of Lobbies and Postal Property

From now until the election in November, postmasters and station managers can expect to receive inquiries concerning the use of Postal Service lobbies and grounds for election-related activities. It is critical that all employees communicate the same message to prevent any negative impact on the Postal Service.

Do NOT allow the following items to be placed or collected in a Post Office lobby:

- Ballot boxes/receptacles.
- Applications for absentee ballots (Vote by Mail).
- Partisan materials. The depositing, posting, or display of any materials that could be considered part of a political campaign, including any materials featuring photographs of elected officials or party symbols, is prohibited. This restriction also applies to the community bulletin board. (See Retail Standardization guidelines currently in effect at <http://blue.usps.gov/retail/standardization.htm>.)
- Freestanding signs or other structures. Except as part of postal activities, no tables, chairs, freestanding signs, posters, structures, or furniture of any type may be placed on postal property. Refer any questions about this prohibition to the Law Department Field Office in your area.

Do NOT allow the following activities to take place in a Post Office lobby, on postal sidewalks, or other exterior postal property:

- Campaigning for election to public office. Any activity conducted in support of a campaign for election of an individual to any public office is prohibited on

Postal Service property. This prohibition includes depositing, posting, displaying, or distributing campaign literature; asking for or collecting signatures to put a candidate on an election ballot; or asking for or collecting contributions for a partisan organization or cause. Refer any questions about these prohibited activities to the Law Department Field Office in your area.

These items or activities may be allowed in a Post Office lobby with the following limitations:

- Voter registration materials. The display of these materials is optional and may take place only in the P.O. Box Lobby Zone (Zone 6). (Refer to the Retail Standardization guidelines currently in effect. Information is posted online at <http://blue.usps.gov/retail/standardization.htm>).
- Voter registration activities. Refer requests by any organization to conduct voter registration activities on Postal Service property to the Law Department Field Office in your area.
- Photography/Filming. Any kind of audio or visual recording conducted for news, advertising, or commercial purposes requires prior permission from the Postal Service. (For more information, e-mail permissions@usps.gov or visit www.usps.com/rightsandpermissions.)

Requests for Help With Mailing

Postmasters and station managers may be contacted by election officials asking for help with their mailings. Refer election officials to the *Election Officials' Mailing Resources* site at www.usps.com/electionmail, which has everything they need for mailing in one convenient place. As always, the local MDA and district BMEU personnel are available to help with inquiries concerning election mail. For assistance with PCM, contact the district marketing manager.

Official Election Mail — What Employees Need to Do

- Be alert for green Tag 191, which identifies ballot mail.
- Be alert for the OEM logo, which is used to identify individual pieces of election mail. The logo may be printed in black, blue, or red ink.
- Promptly handle all ballots and other official election mailings and give all of these items equal care and attention.
- Immediately report any problems with ballot mail or other OEM to your supervisor. Supervisors are to report problems to the district political mail coordinator.

Political Campaign Mail — What Employees Need to Do

- Be alert for red Tag 57, which identifies PCM.
- Promptly handle political campaign mailings and give each one equal care and attention.
- Immediately report any problems with PCM to your supervisor. Supervisors are to report problems to the district political mail coordinator.

Frequently Asked Questions

Official Election Mail

1. *What is Official Election Mail?*

OEM is any mailpiece created by a voting registration official who is authorized by state law to mail to or to receive mail from a citizen of the United States for the purpose of participating in the voting process. OEM includes mail-in ballots, absentee ballots, balloting materials, voter registration cards, absentee applications, and polling place notifications.

2. *Is political mail sent by candidates running for elected offices considered to be OEM?*

No, OEM does *not* include mail sent by candidates, their campaign committees, political parties, or other organizations.

3. *What is Tag 191?*

Tag 191, *Domestic and International Mail-In Ballots*, is a new container tag that is green in color. The tag became available in November 2007 and may be used by election officials to identify trays and sacks of their ballot mail destined for either domestic or international addresses. The tag provides greater visibility to ballot mail during Postal Service handling.

4. *Can Tag 191 be used with every mailpiece that displays the OEM logo?*

No, the green Tag 191 may be used *only* to identify *ballots* addressed for domestic or international delivery. The tag may be used to identify "sample ballots" sent by election officials, but may not be used to identify containers of other types of OEM, such as polling place notices, vote registration notices, or other election-related materials. Tag 191 may not be used by other organizations or individuals who are not election officials. To identify PCM, mailers may continue to use the red Tag 57, *Political Campaign Mailing*.

5. *Is Tag 191 required to be on containers of OEM?*

No. The use of Tag 191 is strongly recommended for ballots, but is not required.

6. *Is Tag 191 reusable?*

Yes. Once containers of OEM have been emptied, Tag 191 should be removed from the trays and sacks and retained by Postal Service employees for reuse.

7. *If election officials are not supposed to use Tag 191 on their nonballot mail, such as polling place notices and voter registration forms, may they use Tag 57 to identify their mailing containers?*

No, Tag 57, *Political Campaign Mailing*, is only to be used to identify trays and sacks of PCM pertaining to a partisan or nonpartisan election that is sent by a registered political candidate, a campaign committee, or a committee of a political party to promote political candidates, referendums, or political campaigns.

8. *How does a Post Office get a supply of Tag 191?*

Each Post Office can order Tag 191 from the MDC using normal ordering procedures. Post Offices should maintain a sufficient supply of Tag 191 to meet the needs of their local election officials. The Postal Service stock number for Tag 191 is PSN 7690-10-000-0667. Detailed ordering instructions appeared in *Postal Bulletin* 22220 (11-22-07, page 8).

9. *What is the OEM logo?*

The OEM logo is a registered trademark image that may only be used by election officials. The logo design features an interpretation of the stars and stripes of the American flag and the words, "Official Election Mail" and "Authorized by the U.S. Postal Service." The design, color, and placement specifications for the logo are detailed in Publication 631, *Official Election Mail Graphic Guidelines and Logos*, which is available online at www.usps.com/cpim/ftp/pubs/pub631.pdf.

10. *Why was the OEM logo created?*

The logo was created by the Postal Service in cooperation with the Joint Election Official Liaison Committee to help federal, state, and local election officials carry out their responsibilities under the National Voter Registration Act of 1993.

11. *Who can use the OEM logo?*

The OEM logo can be used on any mailpiece created by an election official who is authorized by state law and that is mailed to or from a citizen of the United States for the purpose of participating in the voting process. OEM includes balloting materials, voter registration cards, absentee applications, polling place notifications, and voter reply mail. Use of the logo must comply with the design specifications in Publication 631.

12. *Are election officials required to use the OEM logo?*

No, use of the logo is not required, but the Postal Service does encourage election officials to use the logo on their OEM materials. Use of the OEM logo helps recipients recognize a mailpiece as important and distinct from other political mail. The logo also serves to identify OEM to Postal Service workers and distinguish it from the thousands of other mailpieces that are processed daily.

13. *Does use of the OEM logo provide upgraded service for OEM during Postal Service processing?*

No, use of the logo is not intended to upgrade the level of service paid for or substitute for required postage.

14. *Are there any Postal Service publications that are designed to help election officials with preparing their mail?*

Yes, Publication 632, *State and Local Election Mail — User's Guide*, is designed to help election officials make decisions involving the design of their mailpiece, address list cleansing, class of mail, options for reply mail, and postage. Publication 632 recommends that election officials consult with the local MDA before mailing and also includes a checklist that election officials can follow to help them achieve a successful mailing.

15. *Can all absentee balloting materials be mailed free of postage?*

No, only absentee balloting materials consisting of postcard applications, ballots, voting instructions, and envelopes may be sent through the mail without prepayment of postage only when sent to or by certain individuals. The privilege was established by statute and enables specified persons to apply for registration and vote by absentee ballot (*in federal elections only*) when absent from the place of voting residence and otherwise eligible to vote as an absentee. Only the following persons are eligible to mail without prepayment of postage:

- a. Members of the Armed Forces in active service and their spouses and dependents.
- b. Members of the U.S. Merchant Marine and their spouses and dependents.
- c. U.S. citizens residing outside the territorial limits of the United States, the District of Columbia, and their spouses and dependents residing with or accompanying them.

All other types of ballots and balloting materials **must** bear postage using a permit imprint, postage meter, adhesive stamp, or other acceptable method of postage payment prior to mailing.

16. Are there mailpiece design requirements for free absentee ballots?

Yes, qualifying mailpieces must be formatted to meet the design requirements in DMM 703.8.2.

17. Why is FIM C used on free absentee ballots? Isn't that for business reply mail (BRM)?

Free absentee ballots are neither BRM nor permit reply mail (PRM), but a unique type of reply mail and use FIM C paired with a delivery point barcode. See DMM 708.9.2.

18. Are there requirements for the deposit of mailpiece pieces prepared as free absentee ballots?

Yes, to be mailable without prepayment of postage under DMM 703.8.0, absentee balloting materials must be deposited at a U.S. Post Office, an overseas U.S. Military Post Office, or an American Embassy or American Consulate.

19. Can absentee balloting materials solely for state or local elections be mailed free?

No. The provisions in DMM 703.8.0 for mailing free absentee balloting materials only apply to ballot materials for federal elections.

20. For absentee balloting material with no or insufficient postage, should the normal procedures for shortpaid mail be followed?

No, absentee balloting materials with insufficient or missing postage are never to be detained or treated as unpaid mail, as directed by POM section 171.3. Shortpaid and unpaid absentee balloting materials must never be returned to the voter for additional postage. The materials must be delivered to election officials, and postage due must be requested from them. Employees with questions about possible abuse or impropriety should contact their supervisor.

21. The local election office asked our Post Office if it could place one of its ballot collection receptacles in our lobby. The ballots dropped into the receptacle would not have postage affixed and would not enter the mailstream. The election official would retrieve the receptacle on Election Day. May we allow the election office to place its ballot collection receptacle in our lobby as a convenience to voters?

No, Postal Service policy on the appearance of retail lobbies does not permit placement of an election office ballot collection receptacle in a Post Office lobby.

22. Is there a Web site where election officials can get information on mailing?

Yes, direct election officials to the *Election Officials' Mailing Resources* site on USPS.com at www.usps.com/electionmail.

23. Where can I find the Postal Service standards for handling absentee balloting materials?

Specific standards applicable to absentee balloting materials are listed in the DMM 703.8.0.

24. Who can answer additional questions about absentee balloting materials and other OEM?

Send questions via e-mail to election-mail-manager@usps.gov.

Political Campaign Mail

1. What is Political Campaign Mail (PCM)?

PCM is any piece mailed for political campaign purposes in a partisan or nonpartisan election by a registered political candidate, a campaign committee, or a committee of a political party to promote political candidates, referendums, or political campaigns. A common example of PCM is a brochure promoting the candidacy of one or more registered candidates running for elected offices on the local, state, or federal level.

2. A lot of mail looks like PCM. What is an example of pieces that are not considered to be PCM?

Mail from organizations such as labor unions, religious groups, retiree associations, and others that endorse specific candidates or political issues is *not* PCM.

3. Is there a special designation that may appear on PCM?

Yes, political campaign mailpieces may bear an endorsement required by federal or state law that is similar to the following: "Paid for by the committee to elect John Smith and authorized by John Smith."

4. What is Tag 57?

Tag 57, *Political Campaign Mailing*, is a red container tag designed to provide visibility to PCM while it's in the mailstream. Tag 57 is only intended to be used to identify trays and sacks of PCM sent by a registered political candidate, a campaign committee, or a committee of a political party to promote political candidates, referendums, or political campaigns. It may be used for both partisan and nonpartisan elections. Tag 57 is not to be used for any other purpose.

5. Is the use of Tag 57 required on all containers of PCM?

No. The use of Tag 57 is optional, but the Postal Service does encourage mailers to use the tag to identify trays and sacks of PCM while they are in the mailstream.

6. *Is Tag 57 reusable?*

Yes. Once containers of PCM have been emptied, Tag 57 should be removed from the trays and sacks and retained by Postal Service employees for reuse.

7. *How do Post Offices get a supply of Tag 57?*

Post Offices can order Tag 57 from the MDC using normal ordering procedures. Offices should maintain a sufficient supply of Tag 57 to meet their local needs. The Postal Service stock number for Tag 57 is PSN 7690-02-000-9965.

8. *Are the handling procedures for partisan and nonpartisan PCM different?*

No. Nonpartisan political campaign mailings must receive the same treatment as partisan political campaign mailings.

9. *Where can I find the Postal Service procedures for handling PCM?*

Specific responsibilities for handling political campaign mailings are detailed in POM 492.

— Product Management,
Mailing Services, 8-14-08

Field Information Kit: Post Office Boxes

PO Boxes Online

On August 16, 2008, the Postal Service™ will offer customers the option to manage *Post Office™ (PO) Boxes Online*. Customers may search for a new box by address or ZIP™ Code, select the preferred box size and payment term, complete the online PO Box application, and pay with a credit card. If a specific box size is not available at a Post Office location, customers have the option to be added to the wait list or to search for a box at a nearby location. To start using the PO Box, customers must go to the Post Office with the online-generated PS Form 1093, *Application for Post Office Box*, and two pieces of valid identification (ID) to obtain their keys (or combination) and box number.

For those customers who already have a PO Box, it is now even easier to pay PO Box fees. Just go online to www.usps.com/poboxes to sign up to manage existing *PO Boxes Online*. Customers can make one-time payments with a credit card or sign up for automatic payments. Now customers may never miss a payment due date!

Highlights include:

- Fast service.
- Convenience from any computer with Internet access.
- Availability online 24 hours a day, 7 days a week.
- Option to sign up for automatic payments with a credit card.
- E-mail reminders and online status.
- Technical assistance (via e-mail or phone) available 7 days per week from 7 A.M.–11 P.M. EST from the Internet Customer Care Center.

The revenue generated by *PO Boxes Online* goes to the Post Office where the PO Box is located.

Automated Postal Centers — PO Box Renewal Option

Also debuting August 16, 2008, is the option to renew PO Boxes from any Automated Postal Center (APC®) in the U.S. There are over 2400 APCs nationwide.

Benefits include:

- Fast service.
- Convenience anywhere you find an APC.
- Availability of many APCs 24 hours a day, 7 days a week.
- Acceptance of credit or debit card payments.

This field information kit provides details about these two new, exciting customer options and includes a stand-up talk; frequently asked questions; employee resources; *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) changes; and other helpful information for employees and customers.

As with *PO Boxes Online*, the revenue generated by PO Box renewals at APCs is reallocated to the Post Office where the box is located.

Stand-Up Talk for All Employees

Customers can now go online to search for a new PO Box, select one, and pay with a credit card. Existing PO Box customers can also pay their semi-annual or annual renewal fees online. All they need is a computer, a printer, and an Internet connection. For new boxes paid for online, they can easily print out their completed online PS Form 1093 to take to the Post Office. So no special forms or supplies are needed. Customers will need to provide their two forms of ID to the Post Office before receiving their box number and keys (or combination).

To find a new PO Box, customers can search by street address or ZIP™ Code. Searching by street address will return the Post Office that is closest to the address provided. Customers will then select a box size at the Post Office that is most convenient for them. They can select either a semi-annual or annual payment term. For each Post Office location, the customer will be able to see the following:

- The Post Office address.
- Business hours.
- Lobby hours.
- If parking is available on the premises.

Highlights of *PO Boxes Online* for customers include:

- Option to sign up for automatic payments with a credit card.
- Ability to add themselves to the wait list if a box is unavailable.
- E-mail confirmations and renewal reminders.
- Three years of online payment history for PO Boxes.
- Technical assistance (via e-mail or phone) available 7 days per week from 7 A.M.–11 P.M. EST from the Internet Customer Care Center.

Customers will also be able to renew their PO Box at any APC in the U.S. They can choose a semi-annual or annual payment term and pay with a credit or debit card.

Think of this — our customers are now able to renew an existing box online or at the APC! Customers can also select and pay for a new box online. These convenient options will help to improve overall customer satisfaction. For more information or to check out *PO Boxes Online*, go to www.usps.com/poboxes. National promotions for PO Boxes will occur over the next few months, so be prepared for customers who want to know more.

PO Boxes Online is Quick, Easy, Convenient®. It provides important ease-of-use benefits for our customers. It also provides you with a great opportunity to do your customers a favor. Let them know about the convenience of *PO Boxes Online*.

PO Boxes Online Frequently Asked Questions

Q. *What is PO Boxes Online?*

A. *PO Boxes Online* is a quick, easy, and convenient service that allows you to:

- Find an available PO Box.
- Apply and pay for a new PO Box.
- Renew your PO Box fee with a credit card (one-time and automatic payment options are available).
- Receive e-mail reminders of fees due and confirmation of fees paid.

Q. *When will PO Boxes Online be available?*

A. Starting August 16, consumers and small business customers will be able to access *PO Boxes Online* from www.usps.com/poboxes.

Q. *What is automatic payment?*

A. With automatic payment, your semi-annual or annual PO Box fees are automatically paid using the credit card of your choice. It takes just a few minutes to set up and it saves time in the future! To set up automatic payment, you will need to use a card previously stored or add a new card.

Q. *How do I search for an available PO Box?*

A.

1. Go to www.usps.com/poboxes and go to *PO Boxes Online*.
2. Enter either a valid street address or a ZIP Code under “Search for a PO Box.”
3. Click *Search* and select a PO Box at a specific Post Office location.

Q. *How do I apply for a new PO Box online?*

A.

1. Search for an available PO Box by entering an address or a ZIP Code in “Search for a PO Box.”
2. Choose an available PO Box size, indicating a 6- or 12-month payment preference and click *Continue*.
3. Complete the online PO Box application and add additional box users (who will receive mail in the box), if applicable. Business customers will need to add their title. If the information is correct and complete, read the Privacy Act Statement and click in the box located to the left of “I have read the Privacy Act Statement” and click *Submit*.
4. Select your payment method by entering your credit card information. If you want to save the card, click in the box to the left of “Save credit card to My Account.” You are allowed to save three credit cards to your account. Next, read the refund policy and if you accept the refund policy, click on the box to the left of “I accept the refund policy” and click *Continue*.
5. Review the Application and Payment Review page for accuracy. Click in the box to the left of “I hereby authorize the US Postal Service to charge the amount specified to the designated credit card” and click *Continue*.

Q. *What credit cards may be used on PO Boxes Online?*

A. *PO Boxes Online* accepts American Express, Discover, MasterCard, and VISA.

Q. *Can I use a credit card with an international billing address?*

A. No, *PO Boxes Online* does not currently support use of credit cards with international billing addresses.

Q. *What types of identification are required to provide verification to the Post Office?*

A. In order to pick up your PO Box keys (or combination number) and box number (reserved and paid for online), you must present two items of valid ID to the Post Office; one item must contain a photograph. Social Security cards, credit cards, and birth certificates are unacceptable as ID. The following are acceptable forms of identification:

- Valid driver’s license or state non-driver’s identification card.
- Armed forces, government, university, or recognized corporate identification card.
- Passport, alien registration card, or certificate of naturalization.
- Current lease, mortgage, or deed of trust.

- Voter or vehicle registration card.
- Home or vehicle insurance policy.

Applicants must present identification that is current, contains sufficient information to confirm they are who they claim to be, and that is traceable to them.

Q. Do I need an account on USPS.com to apply for a PO Box Online?

A. If you wish to apply and pay for a PO Box online, an account with USPS.com® is required. If you already have an existing account with Click-N-Ship® or The Postal Store®, the same username and password may be used for *PO Boxes Online*.

Q. What PO Box fees do I pay online?

A. When opening a new PO Box online, you will pay the 6- or 12-month fee plus \$2.00 for the key deposit. Two keys are provided with every new box. When renewing a PO Box, you will choose a 6- or 12-month payment period, and then you will pay the fees for that upcoming period.

Q. How do I view my online payments?

A. Visit the “My Details and Options” page within *PO Boxes Online* and click *View online payment history*. From this page, you can see the past 3 years of online PO Box payment transactions.

Q. Can I apply for a box in another ZIP Code?

A. Yes, you can have your PO Box at the Post Office that is most convenient to your home or business. Often, the Post Office geographically closest to you may not be in your ZIP Code.

Q. After I apply and pay for a PO Box Online what happens next? Do I need to take anything to the Post Office?

A. Once you have applied and paid for a PO Box online, print the completed application (PS Form 1093), and take the application along with two forms of ID to the Post Office where you have paid for the PO Box.

Note: You must visit the Post Office during business hours to provide your IDs and to receive your keys (or combination) and box number.

Q. When will I receive my PO Box number and mailing address?

A. After you have provided your completed online PS Form 1093 and two valid forms of ID, and after the Post Office employee has verified the IDs, you will be provided with the keys or the combination number to your PO Box. *Note: You must visit the Post Office during business hours to provide your ID and to receive your keys and box number.*

Q. I already have a PO Box. How do I start to manage my PO Box online?

A. Sign into your USPS.com account by entering your username and password below “Manage a PO Box.” Click *Continue* when you see, “Have a PO Box that you want to manage online?” Add the PO Box number and PO Box ZIP Code where you currently rent your PO Box. Enter your last name and/or business/organization name and click *Continue*. This directs you to the “My Details and Options” page and provides you with payment options for your existing PO Boxes.

Q. How many PO Boxes can I manage online?

A. Currently, you are limited to managing five PO Boxes per Post Office online. For additional boxes, or to upgrade to Caller Service, visit your local Post Office.

Q. Can I pay for caller/reserve service online?

A. Not at this time. Payments for your caller/reserve service can continue to be mailed in or paid in person at the Post Office that provides the caller/reserve service.

Q. Will I be notified when my PO Box fee is due?

A. Yes, once you have signed up to manage your PO Box Online, you will receive an e-mail reminder at the beginning of the month your payment is due.

Q. What is the minimum age requirement to apply for a PO Box online?

A. You must be 18 years or older to apply for a PO Box online. Your ID will be verified at the Post Office. If you are under 18 years of age and want a PO Box, see the local Post Office for the guidelines.

For more information and additional FAQs about *PO Boxes Online*, go to www.usps.com/poboxes.

APC — PO Box Renewals Frequently Asked Questions

Q. What is an Automated Postal Center (APC)?

A. An APC is a convenient kiosk that provides customers with quick, easy, and convenient access to postal products and services that retail customers most frequently buy. The majority of the APCs are available 24 hours a day, 7 days a week.

Q. Where can I find an APC?

A. Go to www.usps.com/locator and select “Automated Postal Center” from the drop-down menu.

Q. What forms of payment are accepted at the APC?

A. APCs accept the same credit cards that we accept at our retail counters: American Express, Diners Club, Discover, JCB, MasterCard, and VISA. They also accept most debit cards. VISA transactions have a \$50 limit.

Q. What information do I need to provide to renew my PO Box at an APC?

A. You must provide PO Box number, PO Box ZIP Code, and the last name or business name.

Q. What if the APC can't find my PO Box information?

A. We recommend that you acquire a new PS Form 1093 application, fill it out with all of your current information, and present it to the Post Office where your PO Box is located to ensure we have your most current information on file. Please note that you will be required to provide two forms of identification.

Q. Can I choose to renew for 6 or 12 months?

A. Yes, you can select to renew for 6 or 12 months.

Q. Can I renew my PO Box while traveling in another city/state?

A. Yes, you can renew your PO Box at any Post Office that has an APC.

Q. What are the advantages of renewing my PO Box at an APC?

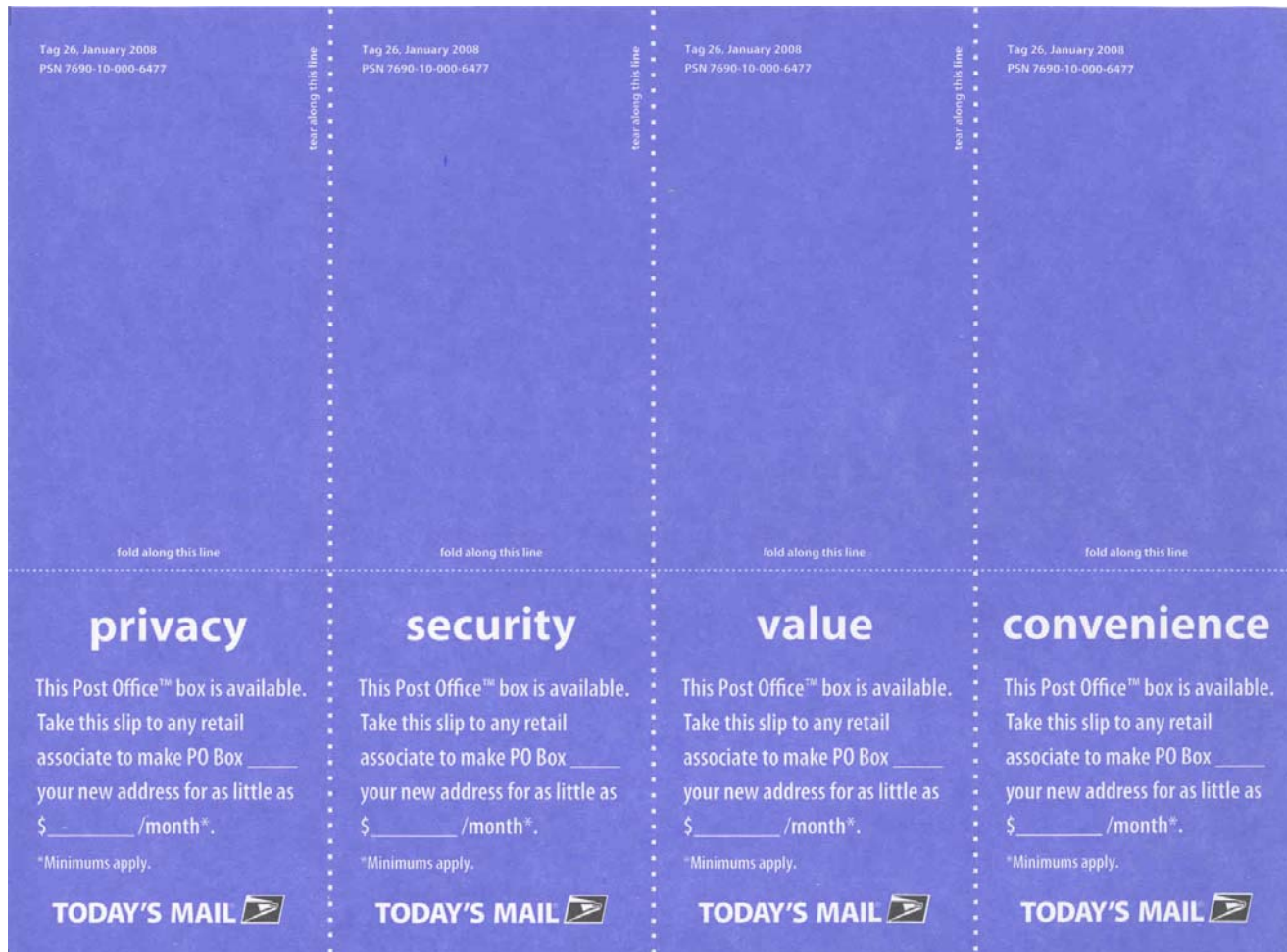
A. APCs offer convenient locations and times to fit your busy schedules. Most APCs are accessible 24 hours a day, 7 days a week, and you can renew your PO Box at any APC in the U.S. When you're traveling, your PO Box payment can still be on time. Quick, easy, and convenient!

Q. How do I set up automatic payment for my PO Box renewals?

A. Go to www.usps.com/poboxes and go to *PO Boxes Online*. After you login, you can add your credit card to your PO Box account, and your PO Box fees will be automatically charged to your card every 6 or 12 months.

Grow Revenue for PO Boxes

Keep on Taggin'



Many offices have found PO Box “Availability Tags” to be a big help in increasing occupancy and revenue. These tags can be affixed to an assortment of vacant boxes to indicate to customers that there are boxes available. Has your office given tags a chance? Offices can order the tags directly from the Material Distribution Center (MDC) — reference Tag 26: PSN 7690-10-000-6477. Keep your district Marketing office in the loop, too. Tags are a great way to emphasize the privacy, security, value, and convenience of PO Boxes.

Continued Progress Toward PO Box Target

As a result of the hard work from areas, districts, and Post Offices to generate new PO Box revenue, the Postal Service is closer to achieving its national target for FY08! Many offices have achieved success by using PO Box promotional tools (e.g., banners, buttons, availability tags, etc.) and other creative tactics to increase occupancy and revenue. The PO Box target is achievable through the

continued focus and efforts by the field — keep up the good work!

Better PO Box Service Begins With the Right Questions

Employees can give quality customer service to PO Box customers by making sure they rent the proper-sized box. Ask customers how much mail they receive and how often they retrieve their mail. The answers will help them choose a box that meets their needs — and add more convenience for the customer. If the box is too small, overflows mean customers have to wait in line for the rest of their mail. Renting the right size box improves customer service and helps build loyalty, resulting in better customer retention and more revenue.

MessageMaker — Promotional Tools for PO Boxes

Need postcards, banners, or other promotional tools to promote PO Boxes at your Post Office? Go to Advertising's Web site on Blue to check out what's available in MessageMaker for PO Boxes at <http://blue.usps.gov/advertising> and look under "Field Advertising". New creative materials for PO Boxes are coming soon to

MessageMaker, so stay tuned! Contact your local retail specialist for help ordering materials from MessageMaker.

For information, tools, and success stories to help you grow PO Box revenue, go to <http://blue.usps.gov/marketing/productmanagement/specialservices.htm>.

— Product Management,
Mailing Services, 8-14-08

Policies, Procedures, and Forms Updates

Manuals

DMM Revision: Labeling List Changes

Effective August 14, 2008, we are revising Labeling Lists L001, L007, L201, and L606 of the *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* to reflect changes in mail processing operations. Mailers are encouraged to label according to these revised lists immediately.

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

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Index and Appendices

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Labeling Lists

L000 General Use

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

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Column A	Column B	Mail Class	Grace Date
Change From:			
80904, 80905, 80934	COLORADO SPGS CO 80904		10/25/2008
80906, 80926, 80937, 80960	COLORADO SPGS CO 80906		10/25/2008
Change To:			
80904, 80934	COLORADO SPGS CO 80904		
80905, 80906, 80926, 80937, 80960	COLORADO SPGS CO 80906		

* * * * *

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

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Column A	Column B	Grace Date
Change From:		
60626, 60660, 60712	CHICAGO IL 60626	10/25/2008
94503, 94589-94592	VALLEJO CA 94589	10/25/2008
Change To:		
60626, 60660	CHICAGO IL 60626	
94503, 94589, 94590, 94592	VALLEJO CA 94589	

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L200 Periodicals and First-Class Mail

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

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Column A	Column B	Column C	Grace Date
Change From:			
481, 482	005-019, 021, 022, 024-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 962-966	OMX DETROIT MI 481	10/25/2008
683-685	130-168, 240-243, 245-253, 255-266, 268, 270-279, 285, 298, 300-304, 308-312, 316-319, 350-352, 354-359, 362, 370-372, 375, 380-389, 394, 395, 398-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-692, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820-831, 835, 838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-885, 889-891, 893, 898, 990-994	OMX LINCOLN NE 683	10/25/2008
Change To:			
481, 482	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 962-966	OMX DETROIT MI 481	
683-685	130-168, 240-243, 245-253, 255-266, 268, 270-279, 285, 298, 300-304, 308-312, 316-319, 350-352, 354-359, 362, 370-372, 375, 380-389, 394, 395, 398-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820-831, 835, 838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-885, 889-891, 893, 898, 990-994	OMX LINCOLN NE 683	

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L600 Standard Mail and Package Services

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L606 5-Digit Scheme – Standard Mail, First-Class Mail, and Package Services Parcels

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Column A	Column B	Grace Date
Change From:		
03755, 03766, 03784	LEBANON NH 03766	10/25/2008
Change To:		
03766, 03784	LEBANON NH 03766	

* * * * *

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

DMM Revision: Clarification — Collect on Delivery Prohibited for APO/FPO Addresses

Effective August 14, 2008, the Postal Service™ is correcting 609.1.4 of the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) to be consistent with 503.11.2.6, Ineligible Matter, which states that COD service may not be used for articles sent to APO/FPO destination addresses.

This correction is also consistent with Military Mail Operations policy.

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

*	*	*	*	*
600	Basic Standards for All Mailing Services			
	*	*	*	*
609	Filing Indemnity Claims for Loss or Damage			
1.0	General Filing Instructions			
	*	*	*	*

[Revise heading of 1.3 as follows:]

1.3	Who May File			
	*	*	*	*

[Revise heading of 1.4 as follows:]

1.4	When to File			
	File claims as follows:			

[Revise items 1.4a and b as follows:]

- a. *Damaged or Missing Contents*: Customers should file a claim immediately but must file no later than 60 days from the date of mailing.
- b. *Lost Articles*: Customers must file a claim within the time limits in the table below.

[Revise table in 1.4 by deleting the reference to COD in the 7th item as follows:]

APO/FPO Insured Mail (First-Class Mail, SAM, or PAL)

*	*	*	*	*
---	---	---	---	---

[Revise heading of 1.5 as follows:]

1.5	Where to File			
	*	*	*	*

[Revise heading of 1.6 as follows:]

1.6	How to File			
	*	*	*	*

[Revise heading of 1.7 as follows:]

1.7	Filing Duplicate Claims			
	*	*	*	*

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

— *Mailing Standards,
Pricing and Classification, 8-14-08*

DMM Revision: Periodicals Preparation — Flats — Multi-Box Section Bundles

Effective August 14, 2008, the Postal Service™ is revising *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 707 to allow publishers of Periodicals flats to combine copies addressed for box section distribution into multi-box section bundles when there are fewer than six copies to each Post Office™ box section.

Changes to sacking requirements caused some Periodicals mail formerly presorted to carrier route sacks to be moved to 5-digit, 3-digit, Sectional Center Facility (SCF), or Area Distribution Center (ADC) level preparation.

With this change, multi-box section bundles of flats may be placed in carrier route sacks. This preparation option will help to ensure that Post Office box section customers receive the same delivery service as those who enjoy letter carrier delivery and will reduce handling and transportation costs.

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

*	*	*	*	*
700	Special Standards			
	*	*	*	*
707	Periodicals			
	*	*	*	*
23.0	Preparing Carrier Route Periodicals			
	*	*	*	*

[Renumber current 23.7 through 23.8 as 23.8 through 23.9 and add new 23.7 as follows:]

23.7 Multi-Box Section Bundles — Optional Preparation

A mailer may combine individual copies of Periodicals for Post Office box sections into a multi-box section bundle or bundles of copies to the same 5-digit ZIP Code under these conditions:

- a. Each multi-box section bundle must contain at least six copies.
- b. Fewer than six copies to each Post Office box section are included in the bundle or bundles.
- c. Copies must be prepared in order from the lowest to the highest Post Office box section, and if more than one piece exists for a specific Post Office box section, existing sequencing requirements as specified in DMM 707.23 must be met.
- d. Each multi-box section bundle must be secured with at least two bands, one around the length and one around the girth; or with shrinkwrap; or with shrink-wrap plus one or more bands.

- e. Each multi-box section bundle must be labeled with an optional endorsement line (OEL). The top bundle must contain the box section information for the individual bundle preceded by the endorsement "Multi" and two asterisks (e.g., *****Multi**B-001).
- f. Bundles must be placed in existing carrier route, 5-digit scheme, or 5-digit carrier route sacks.
- g. Copies prepared in multi-box section bundles qualify for 5-digit prices.
- h. Copies prepared in multi-box section bundles may qualify for DDU container discounts.

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

— Mailing Standards,
Pricing and Classification, 8-14-08

DMM Revision: New Price Marking Options

Effective August 14, 2008, the Postal Service™ is revising *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®) 202, 245, 302, 345, 402, 445 and 604* to provide a new price-marking option for mailings at Standard Mail® prices. Currently, mailers must mark each piece "Presorted Standard Mail" or "PRSRT STD." Standards now require that all Standard Mail must be presorted. To reduce the redundancy of the terms "Presorted" and "Standard" within the same price marking, we are providing a new option that will allow mailers to use the markings "Standard" or "STD."

We also are providing a new option for mailers of letters or flats, bearing a manifest keyline, when pieces are included as part of an automation mailing. As an example, when MultiLine Optical Character Reader (MLOCR) mailers combine manifest mailings into a single automation mailing, the two-letter category code printed in the keyline meets the requirements for the price-specific markings described in DMM 202.3.3b and 302.2.1.1b. This does not apply to pieces with a single-piece marking. If a single-piece marking has been applied to pieces that subsequently become part of a presorted or automation mailing, the "SP" marking must be marked out and replaced with a "Presorted" or "PRSRT" marking.

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

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200 Commercial Letters and Cards

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202 Elements on the Face of a Mailpiece

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3.0 Placement and Content of Mail Markings

* * * * *

3.3 Placement of Mail Markings

Markings must be placed as follows:

[Revise item a of 3.3 to provide a new basic price-marking option as follows:]

- a. Basic Marking. The basic required marking that indicates the class or subclass that must be printed or produced as part of; directly below; or to the left of the permit imprint, meter imprint, or stamp as follows:
 1. "First-Class".
 2. "Standard" or "STD".
 3. "Presorted Standard" or "PRSRT STD".

- 4. "Nonprofit Organization," "Nonprofit Org.," or "Nonprofit".

* * * * *

3.4 Exceptions to Markings

Exceptions are as follows:

* * * * *

[Revise item b of 3.4 to provide a new price marking option for manifest mailing pieces in special circumstances by revising the second sentence and adding a new third sentence as follows:]

- b. Manifest Mailings. ***The two-letter price category code, printed in the keyline on manifest mailing system pieces using batch processing under 705.2.0, *Manifest Mailing System*, meets the requirement for other price markings when those pieces are part of a manifest mailing or another automation mailing. If a single-piece marking ("SP") has been applied to pieces that subsequently become part of a presorted or automation mailing, the "SP" marking must be marked out and replaced with a "Presorted" or "PRSRT" marking.

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240 Standard Mail

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245 Mail Preparation

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5.0 Preparing Nonautomation Letters

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5.2 Marking

[Revise 5.2 to standardize language regarding price markings within DMM 245 by revising the first sentence as follows:]

All regular and Nonprofit Standard Mail pieces must be marked under 202.3.0, *Placement and Content of Mail Markings*.***

* * * * *

6.0 Preparing Enhanced Carrier Route Letters

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6.2 Marking

[Revise 6.2 to standardize language regarding price markings within DMM 245 by revising the first sentence as follows:]

All regular and Nonprofit Standard Mail Enhanced Carrier Route pieces must be marked under 202.3.0, *Placement and Content of Mail Markings*.***

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300 Commercial Mail Flats

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302 Elements on the Face of a Mailpiece

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2.0 Placement and Content of Mail Markings

2.1 First-Class Mail and Standard Mail Markings

2.1.1 Placement

Mailpieces must be marked under the corresponding standards to show the class of service and/or price paid:

[Revise item a of 2.1.1 to provide a new basic price marking option as follows:]

- a. Basic Marking. The basic required marking that indicates the class or subclass that must be printed or produced as part of; directly below; or to the left of the permit imprint, meter imprint, or stamp as follows:
 1. "First-Class".
 2. "Standard" or "STD".
 3. "Presorted Standard" or "PRSRT STD".
 4. "Nonprofit Organization," "Nonprofit Org.," or "Nonprofit".

* * * * *

2.1.2 Exceptions to Markings

Exceptions are as follows:

* * * * *

[Revise item b of 2.1.2 to provide a new price marking option for manifest mailing pieces in special circumstances by revising the second sentence and adding a new third sentence as follows:]

- b. Manifest Mailings. ***The two-letter price category code, printed in the keyline on manifest mailing system pieces using batch processing under 705.2.0, *Manifest Mailing System*, meets the requirement for other price markings when those pieces are part of a manifest mailing or another automation mailing. If a single-piece marking ("SP") has been applied to pieces that subsequently become part of a presorted

or automation mailing, the “SP” marking must be marked out and replaced with a “Presorted” or “PRSRT” marking.

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340 Commercial Flats Standard Mail

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345 Mail Preparation

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5.0 Preparing Nonautomation Flats

5.1 Basic Standards

All mailings and all pieces in each mailing at Regular Standard Mail and Nonprofit Standard Mail nonautomation prices are subject to specific preparation standards in 5.2 through 5.9 and to these general standards (automation price mailings must be prepared under 7.0):

* * * * *

- b. All pieces must meet the applicable general preparation standards in 1.0 through 4.0 and the following:

[Revise item 1 of 5.1b to standardize language regarding price markings within DMM 345 by revising the first sentence as follows:]

- 1. All regular and Nonprofit Standard Mail pieces must be marked under 302.2.0, *Placement and Content of Mail Markings*.***

* * * * *

6.0 Preparing Enhanced Carrier Route Flats

6.1 Basic Standards

All mailings and all pieces in each mailing at Enhanced Carrier Route Standard Mail and Nonprofit Enhanced Carrier Route Standard Mail nonautomation prices are subject to specific preparation standards in 6.2 through 6.7 and to these general standards:

* * * * *

- c. All pieces must meet the applicable general preparation standards in 2.0 through 4.0 and 302, and the following:

[Revise item 1 of 6.1c to standardize language regarding price markings within DMM 345 by revising the first sentence as follows:]

- 1. All regular and Nonprofit Standard Mail Enhanced Carrier Route pieces must be marked under 302.2.0, *Placement and Content of Mail Markings*.***

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400 Commercial Mail Parcels

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402 Elements on the Face of a Mailpiece

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2.0 Placement and Content of Markings

2.1 First-Class Mail and Standard Mail Markings

2.1.1 Placement

Markings must be placed as follows:

[Revise item a of 2.1.1 to provide a new basic price marking option as follows:]

- a. Basic Marking. The basic required marking that indicates the class or subclass that must be printed or produced as part of; directly below; or to the left of the permit imprint, meter imprint, or stamp as follows:
 1. “First-Class”.
 2. “Standard” or “STD”.
 3. “Presorted Standard” or “PRSRT STD”.
 4. “Nonprofit Organization,” “Nonprofit Org.,” or “Nonprofit”.

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440 Commercial Parcels Standard Mail

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445 Mail Preparation

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5.0 Preparing Presorted Parcels

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5.2 Markings

[Revise 5.2 to standardize language regarding price markings within DMM 445 by revising the first sentence as follows:]

All regular and Nonprofit Standard Mail pieces must be marked under 402.2.0, *Placement and Content of Markings*.***

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7.0 Preparing Enhanced Carrier Route Parcels

* * * * *

7.2 Marking

[Revise 7.2 to standardize language regarding price markings within DMM 445 by revising the first sentence as follows:]

All regular and Nonprofit Standard Mail Enhanced Carrier Route pieces must be marked under 402.2.0, *Placement and Content of Mail Markings*.***

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600 Basic Standards for All Mailing Services

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604 Postage Payment Methods

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5.0 Permit Imprint (Indicia)

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5.3 Indicia Design, Placement, and Content

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5.3.5 Marking Expedited Handling on Standard Mail

Except for postcard-size mail and permit imprint indicia placed on address labels, indicia on Standard Mail pieces bearing references to expedited handling or delivery (e.g., “Priority,” “Express,” “Overnight”) must:

* * * * *

[Revise item a of 5.3.5 to provide a new basic price marking option as follows:]

- a. Show the words “Standard” or “STD”; “Presorted Standard” or “PRSRT STD”; or “Nonprofit Organization,” “Nonprofit Org.,” or “Nonprofit” more prominently than other words in the indicia.

* * * * *

5.3.10 Indicia Formats

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Exhibit 5.3.10 Indicia Formats for Official Mail and Other Classes

First-Class Mail Official Mail:

* * * * *

Standard Mail Official Mail:

* * * * *

[Revise the Standard Mail Official Mail section of exhibit 5.3.10 by adding a new first sentence to the existing note below the images as follows:]

Note: “Standard” (or “STD”) may also be used.***

* * * * *

First-Class Mail:

* * * * *

Standard Mail:

* * * * *

[Revise the Standard Mail section of exhibit 5.3.10 by replacing the existing note below the first row of images with a new note as follows:]

Note: “Standard” (or “STD”) may also be used.

(Standard Mail)

* * * * *

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

— Mailing Standards, Pricing and Classification, 8-14-08

DMM Revision: Clarification of Bundling Standards

Effective August 14, 2008, the Postal Service™ is revising *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* 235, 245 and 707 to clarify that automation or machinable card- and letter-sized pieces, in correctly labeled overflow or less-than-full trays must be bundled for the purpose of retaining the orientation of the pieces within the tray. These bundles do not require an optional endorsement line or a barcoded pressure-sensitive bundle label.

We are also removing obsolete preparation standards regarding the use of tic marks and separator cards in automation mailings.

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

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200 Commercial Mail Letters and Cards

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230 First-Class Mail

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235 Mail Preparation

1.0 General Definition of Terms

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1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

[Revise 1.4 to remove the reference to the use of tic marks by deleting item m in its entirety, relettering item n as item m, and revising item l as follows:]

- l. A bundle is a group of addressed pieces secured together as a unit. Bundle preparation is described in 2.0, *Bundles*.

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2.0 Bundles

* * * * *

2.3 Preparing Bundles

Cards and letter-size pieces are subject to these bundling standards:

* * * * *

[Revise 2.3 by revising item c, relettering item e as item f, and adding new item e as follows:]

- c. Bundles must be prepared for mail in all less-than-full trays (including overflow trays) and for nonmachinable Presorted First-Class Mail.

* * * * *

- e. Bundling of automation and machinable letters or cards under 2.3d is required to retain the orientation of the pieces within the tray. Bundles are not required to be identified with an optional endorsement line or a barcoded pressure-sensitive bundle label when placed into a correctly labeled tray.

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240 Commercial Letters and Cards Standard Mail

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245 Mail Preparation

1.0 General Information for Mail Preparation

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1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

[Revise 1.4 to remove the reference to the use of tic marks by deleting item m in its entirety and relettering item n as item m:]

* * * * *

2.0 Bundles

* * * * *

2.3 Preparing Bundles

Cards and letter-size pieces are subject to these bundling standards:

* * * * *

[Revise 2.3 by revising item c, deleting item d, relettering item e as item d, and adding a new item e as follows:]

- c. Bundles must be prepared for mail in all less-than-full trays (including overflow trays) and for nonmachinable Standard Mail.

* * * * *

- e. Bundling of automation and machinable letters or cards under 2.3d is required to retain the orientation of the pieces within the tray. Bundles are not required to be identified with an optional endorsement line or a barcoded pressure-sensitive bundle label when placed into a correctly labeled tray.

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300 Commercial Mail Flats

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330 First-Class Mail

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335 Mail Preparation

1.0 General Definition of Terms

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1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

* * * * *

[Revise item k of 1.4 to remove the reference to the use of tic marks as follows:]

- k. A bundle is a group of addressed pieces secured together as a unit. Bundle preparation is described in 2.0, *Bundles*.

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360 Bound Printed Matter

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365 Mail Preparation

1.0 General Information for Mail Preparation

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(Article continued on page 61.)

Pull-Out Information

Fraud

Withholding of Mail Orders

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

State, City ZIP Code	Names and Addresses Covered
MA, Roxbury 02119-1477	Charles L. Roesel, Jr., 4 Romar Ter., #2
MA, Brockton 02302-3501	Charles L. Roesel, Jr., 50 Otis Street
NJ, Brigantine 08203-1905	Daulet Jumabayev, 315 21st Street S

— Judicial Officer, 8-14-08

Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be recycled. Retail/acceptance clerks must not accept Express Mail® shipments bearing any of

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

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

006693	027844	070617	106586	195066	330684	452913	581024	701983	772995	904283	926143	940243
006919	028006	070686	108039	198182	331827	454414	581046	701984	773016	904488	926204	940325
007049	028231	071072	108374	199076	332049	454502	581051	708315	773159	904753	926211	940466
007197	028459	071303	108481	200429	332377	454505	581072	716017	774041	906482	926222	940522
007391	028644	071347	108694	207350	332546	461066	581211	722065	774064	906656	926415	940527
008120	028846	071712	108827	207588	332848	461125	582010	722191	774379	906916	926450	941586
008720	029473	071797	109178	208846	332968	462085	591502	722264	775023	906920	926485	943012
008845	029695	075781	109392	210045	333619	462359	598671	730222	775041	907508	926561	943013
009104	029823	075787	109626	210057	334126	462622	600006	730235	775390	907524	926669	945764
009223	029877	076102	109901	210751	335230	462758	600043	731421	778308	907537	926731	947266
009243	030126	076194	113328	210822	335246	480002	600113	731469	778352	907753	926743	948315
009379	030145	076206	114585	220127	335295	480005	600153	731587	780142	907830	926954	948824
010213	030186	076626	115197	220204	335296	480028	600478	735020	782911	911141	926968	949630
010258	030263	077217	115429	220705	335866	480040	600730	740167	787144	911246	927098	950419
010358	030554	077265	115482	221287	336118	480048	600973	740426	787147	913519	927155	950846
010558	031163	077313	115525	221320	336251	480053	601044	740905	787148	913851	927186	950931
011250	031244	077390	117053	221636	336823	480231	601994	750080	787718	913991	927281	950992
012257	034051	080496	117614	232356	337079	481412	602373	750351	799277	914033	927289	950998
012263	034603	085005	117750	235356	338028	481776	602865	750513	800200	914083	927305	951011
012396	039305	085825	117767	254027	338207	481968	602902	750904	801322	915065	927338	951258
012424	040027	088018	117916	271089	338227	482655	603196	752069	801408	915391	927340	951888
014425	041140	088268	118781	274184	339009	482957	603250	752112	801446	915480	927382	954330
015253	042032	089377	122199	275002	339048	483251	606735	752200	802019	915568	927389	958585
015417	042302	089428	125198	279003	340021	483623	606887	752842	802119	917327	927394	967095
015531	043003	089748	125414	283575	340617	483922	607177	760076	802268	917396	927436	967160
016129	047306	089769	127035	292344	347027	484052	608088	760125	810071	917426	927492	967447
018026	048016	089938	130062	294441	347030	486343	608313	760302	814082	917521	927530	968212
018089	050055	090224	130576	296445	349966	491115	608531	761764	815178	917556	928171	968232
018156	050081	092353	136063	300676	366019	524004	631262	770083	840428	917560	928187	968932
018377	057056	095450	142429	301535	371012	531522	638106	770249	840588	917748	928326	968954
018638	060237	095919	142622	301573	374011	531641	641059	770347	841274	918005	928471	969103
019064	060488	095975	146821	305085	381513	532699	641272	770391	847012	920069	928476	970129
019392	061047	096406	150132	314271	381751	532935	641428	770399	852147	920169	928497	970303
021127	061470	096695	152208	314704	383074	551005	641516	770412	852938	920185	928498	970856
021604	061503	096926	152606	314759	389021	551046	641526	770511	853774	921177	928507	974116
021756	062025	097818	152641	320051	402032	551610	641680	770599	853815	921189	928521	980718
021785	062060	097855	152667	320101	402240	551709	641931	770695	853853	921472	928726	981490
021819	063169	097920	152728	320942	402671	553206	658228	770814	853889	921665	928847	981621
022073	064596	098195	152878	321106	402704	553470	662263	770819	853939	921667	930056	981904
022192	064632	098518	159045	325110	402866	554314	662383	770867	856255	921989	931063	982007
022239	064670	100447	165390	326538	405044	554390	662564	770882	891244	922246	931512	982395
022440	064711	100478	171316	327061	405053	563028	666080	770895	891300	922302	931676	982433
022478	064880	101909	175055	328028	432959	570016	677110	770909	895469	922371	931804	982608
022513	065282	102737	176135	328109	441298	570094	681611	770933	900090	924093	931860	995065
022604	065345	103276	180081	329032	441556	571006	681653	770959	900306	924477	933006	995077
022974	068211	105581	185070	330298	441891	574016	701059	770983	900363	925090	935194	995320
023352	068260	105648	187012	330416	443174	580004	701366	771428	900513	925133	939037	
026258	069148	105748	192678	330620	452110	581008	701399	771443	902233	925223	939578	
027045	069403	106535	193140	330650	452324	581015	701982	772883	903434	926085	939591	

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

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

010 504 1932 to 1999	043 205 5922 to 5999	088 404 4472 to 4499	385 568 2331 to 2399
011 582 1889 to 1899	044 087 3457 to 3499	088 404 5584 to 5699	385 599 7554 to 7575
011 588 2900 to 3099	044 087 4000 to 4099	089 358 2248 to 2257	385 774 2024 to 2099
012 579 5675 to 5699	045 524 4121 to 4298	093 106 9346 to 9355	386 624 1412 to 1599
013 289 6176 to 6199	046 800 9870 to 9899	093 203 0500 to 0599	386 883 8936 to 8999
013 610 0014 to 0099	047 352 4000 to 4099	093 684 3630 to 3699	387 314 5574 to 5599
014 932 1000 to 1099	048 383 7650 to 7659	094 081 5074 to 5099	387 837 6300 to 6399
014 972 0800 to 0899	048 396 3647 to 3699	094 580 7062 to 7099	388 828 0656 to 0699
015 363 0065 to 0099	051 142 0755 to 0799	094 639 4200 to 4299	389 696 2400 to 2799
017 028 3200 to 3299	051 774 8857 to 8899	095 070 7186 to 7199	389 846 3104 to 3135
018 569 5333 to 5399	051 781 2875 to 2885	095 076 8300 to 8399	389 846 3145 to 3195
018 986 5264 to 5299	051 977 7010 to 7023	095 354 6864 to 6899	389 887 9211 to 9230
019 518 2814 to 2899	052 058 7115 to 7199	097 224 1350 to 1599	389 887 9234 to 9299
020 698 5159 to 5199	057 670 0563 to 0599	100 160 3800 to 3899	390 001 3182 to 3199
020 844 7307 to 7399	058 187 3836 to 3899	104 667 6400 to 6499	390 001 3500 to 3699
020 972 8948 to 8999	058 591 1153 to 1299	104 876 8937 to 8999	390 545 5974 to 5999
022 021 9110 to 9181	058 895 3746 to 3799	112 049 4413 to 4499	391 104 6146 to 6199
022 037 1411 to 1499	059 986 0814 to 0899	112 870 9765 to 9799	391 574 1466 to 1499
022 527 9201 to 9210	060 406 7650 to 7699	114 402 3850 to 3899	391 783 3020 to 3599
023 637 7169 to 7199	063 491 8122 to 8199	114 866 5368 to 5397	391 792 6100 to 6199
024 380 4100 to 4199	063 916 9968 to 9999	116 154 2800 to 2899	392 668 2956 to 2999
024 496 6870 to 6896	064 091 4500 to 4599	117 175 1647 to 5169	392 854 8500 to 8899
025 092 0987 to 0999	065 255 7909 to 7999	119 850 7400 to 7499	393 584 7566 to 7699
025 369 5535 to 5599	065 392 6345 to 6399	119 850 7700 to 7999	393 650 0074 to 0099
025 729 1151 to 1199	066 099 2014 to 2099	210 221 0548 to 0599	393 838 8316 to 8499
025 729 1643 to 1799	066 648 2880 to 2899	227 275 9400 to 9999	393 893 6007 to 6099
026 492 3180 to 3199	066 787 3639 to 3699	273 070 8059 to 8099	394 126 6907 to 6999
027 361 0430 to 0499	066 845 7500 to 9999	273 775 7700 to 7899	394 189 0405 to 0599
027 369 4482 to 4495	067 093 3869 to 3899	302 000 0000 to 9999	394 822 3243 to 3278
027 671 8762 to 8776	068 895 0334 to 0399	349 746 2056 to 2099	394 990 1810 to 1899
027 787 9886 to 9899	070 724 4488 to 4499	350 518 7350 to 7374	395 343 3264 to 3299
027 965 9487 to 9499	070 841 9181 to 9199	360 011 1690 to 1699	395 373 3035 to 3099
028 100 8069 to 8099	070 844 2546 to 2599	360 168 6008 to 6099	395 396 9649 to 9799
028 191 1852 to 1999	070 916 1340 to 1399	360 173 8800 to 8899	395 970 3240 to 3299
028 850 3000 to 3199	071 179 9800 to 9899	360 324 2326 to 2399	397 622 4054 to 4099
029 510 1500 to 1599	071 386 3682 to 3699	362 861 3064 to 3099	397 819 8902 to 8999
030 687 0903 to 0999	071 507 6840 to 6899	373 006 2176 to 2199	398 149 7200 to 7699
030 701 3442 to 3499	072 045 9641 to 9699	374 768 2600 to 2699	399 070 0872 to 0899
031 077 4507 to 4799	072 675 8287 to 8299	375 169 4400 to 4599	399 156 7119 to 7199
032 295 7500 to 9999	077 617 5481 to 5499	375 829 3400 to 3499	399 203 5064 to 5099
034 394 1000 to 1099	077 999 4001 to 4090	375 851 9100 to 9199	399 296 9910 to 9999
034 943 0400 to 0799	078 174 4475 to 4499	376 196 0911 to 0999	399 396 8935 to 8999
035 035 4337 to 4399	078 219 4931 to 4999	378 085 3679 to 3699	399 792 7775 to 7799
037 706 9578 to 9599	078 250 4756 to 4799	378 351 1063 to 1099	399 792 8300 to 8399
037 805 3677 to 3699	078 823 8312 to 8399	379 843 5100 to 5199	400 427 1051 to 1999
037 909 5490 to 5499	079 374 0300 to 2499	380 093 9600 to 9699	401 045 1505 to 1549
037 931 4660 to 4699	079 807 2342 to 2399	380 165 1165 to 1199	401 045 1571 to 1599
039 145 6521 to 6595	082 721 0228 to 0254	381 325 4500 to 4599	401 294 2700 to 2799
040 024 3901 to 3999	083 140 5000 to 7499	381 604 2510 to 2699	401 310 9505 to 9599
040 674 7100 to 7199	083 784 8886 to 8899	381 645 9525 to 9599	401 382 5312 to 5399
040 688 8816 to 8899	083 913 6915 to 6999	383 314 3968 to 3999	402 578 7876 to 7899
041 299 6752 to 6799	084 478 3920 to 3999	383 892 1000 to 1344	403 125 6744 to 6799
041 623 8889 to 8899	086 000 8271 to 8299	383 892 1382 to 1399	403 260 7000 to 7499
041 803 6565 to 6599	086 798 3840 to 3849	384 925 3641 to 3654	403 280 6470 to 6499

483 402 2356 to 2399
 483 486 5100 to 5199
 483 632 1521 to 1599
 483 632 2600 to 2799
 483 849 1615 to 1699
 484 174 4803 to 5299
 484 323 8900 to 9199
 484 680 5000 to 5038
 484 680 5040 to 5074
 484 680 5077 to 5099
 485 029 4913 to 4999
 486 176 0600 to 0699
 486 559 7555 to 7599
 486 696 3023 to 3199
 488 173 7900 to 7999
 488 206 4100 to 4199
 488 226 0200 to 0299
 488 709 3906 to 3999
 488 855 8359 to 8399
 489 181 8963 to 8999
 489 223 2000 to 2099
 489 311 1930 to 1999
 489 318 6200 to 6300
 489 384 0027 to 0099
 489 427 0658 to 0899
 489 997 5252 to 5299
490 669 5850 to 6099
 490 717 7080 to 7099
 490 721 6000 to 6099
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 490 886 8171 to 8199
 490 977 9221 to 9240
 491 258 8100 to 9099
 491 567 1376 to 1399
 492 254 4800 to 4899
 492 283 5100 to 5199
 492 610 6813 to 6899
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 494 217 3446 to 3999
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 495 145 0600 to 0699
 496 209 7425 to 7499
 496 213 8728 to 8799
 496 474 5226 to 5248
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 499 440 8575 to 8899
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600 645 3223 to 3299
 601 339 1200 to 1399
 601 653 5884 to 5899
 601 661 7700 to 7799
 601 682 5343 to 5399
 601 928 1600 to 1699

602 512 2972 to 2999
 602 555 2400 to 2799
 602 829 7061 to 7099
 603 483 9572 to 9599
 603 490 7200 to 7299
 603 678 7100 to 7199
 603 678 7662 to 7699
 603 678 7902 to 7999
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 604 349 1414 to 1499
 604 503 7776 to 7799
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 609 289 6123 to 6199
 609 438 4400 to 4499
 609 493 1100 to 1199
 609 766 8091 to 8999
 609 825 4100 to 4115
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 610 582 4200 to 4299
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 612 774 2111 to 2199
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 612 774 2500 to 2599
 614 469 0979 to 0999
 614 474 3000 to 3099
 614 521 3490 to 3499
 614 645 1800 to 1899
 614 832 1100 to 2099
 615 017 7505 to 7599
 617 711 6609 to 6699
 617 760 5266 to 5299
 617 813 3601 to 3699
 618 840 9200 to 9299
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 625 916 9500 to 9799
 625 968 8956 to 8999
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 627 776 2500 to 2599
 628 226 3100 to 3199
 628 814 4702 to 4799
 628 851 9689 to 9699
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 629 964 4200 to 4294
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 630 463 0588 to 0599
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 631 762 9325 to 9399
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 632 500 0000 to 640 3999
 633 110 4165 to 4199
 633 110 4303 to 4499
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 633 588 7173 to 7182
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 635 559 3449 to 3499
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 636 634 8007 to 8042
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 639 605 2143 to 2199
 639 657 8600 to 8799
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 640 289 7700 to 7999
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 645 790 8632 to 8699
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 645 975 0737 to 0762
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 646 270 7639 to 7799
 646 798 4000 to 4999
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 647 049 2900 to 2999
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 647 398 8481 to 8499
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 647 811 2188 to 2199
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 649 647 5237 to 5399
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650 114 7707 to 7719
 650 130 3400 to 3599
 650 213 0406 to 0499
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 650 627 4212 to 4299
 650 736 2043 to 2099
 650 739 1540 to 1699
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 655 523 2600 to 2999
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 658 586 1400 to 1499
 658 877 8000 to 8199
 658 880 8000 to 8199
 659 398 7300 to 7399

860 275 3900	to	3999	900 936 0217	to	0299	911 245 2545	to	2599	920 963 4567	to	4599
860 518 9629	to	9699	900 936 0435	to	0499	911 268 9077	to	9099	921 333 7400	to	7499
860 600 0021	to	0999	901 058 5255	to	5280	911 400 8948	to	8999	921 477 3762	to	3799
861 158 2350	to	2599	901 273 1082	to	1099	911 508 1620	to	1799	922 278 1048	to	1399
861 367 5400	to	5499	901 287 5143	to	5199	911 509 9310	to	9399	922 280 2019	to	2099
861 637 6010	to	6099	901 291 2789	to	2799	911 523 3000	to	3999	922 280 2233	to	2299
861 979 7292	to	7499	901 525 7122	to	7199	912 057 9922	to	9999	922 773 0459	to	0499
862 216 6100	to	6199	902 089 1253	to	1299	912 882 0563	to	0899	923 032 7000	to	7399
862 263 9213	to	9299	902 198 9769	to	9799	913 605 2218	to	2299	923 045 3630	to	3699
862 271 0800	to	0999	902 948 1269	to	1299	913 709 2429	to	2499	923 484 3600	to	3699
862 271 5000	to	5099	902 985 0833	to	0899	913 818 3501	to	3999	923 493 9403	to	9599
863 871 5138	to	5199	903 370 6934	to	6999	914 063 4300	to	4399	923 493 9681	to	9699
863 949 5300	to	5399	904 600 6523	to	6599	914 346 7621	to	7644	923 604 4424	to	4499
864 088 8200	to	8299	904 892 0378	to	0399	914 453 1366	to	1399	923 810 7800	to	8299
864 426 3972	to	3999	904 892 0648	to	1299	914 529 6185	to	6299	924 252 1200	to	1299
864 520 6117	to	6136	905 056 2216	to	2299	914 896 4658	to	4699	924 252 1400	to	1499
865 151 0526	to	0599	905 510 6647	to	6799	915 187 8774	to	8779	924 533 0711	to	0799
865 500 4034	to	4099	905 510 6900	to	7099	915 300 2783	to	2799	924 533 2343	to	2399
865 883 6082	to	6099	905 794 0000	to	0199	915 546 6822	to	6999	924 533 2428	to	2499
866 004 3000	to	3999	905 794 0288	to	0299	915 646 5183	to	5199	924 685 1957	to	1999
866 442 4100	to	4899	905 873 6900	to	6999	915 671 3963	to	3980	924 946 6300	to	6699
867 366 9108	to	9118	905 873 7100	to	7299	915 671 3982	to	3999	925 333 5900	to	6099
867 633 7403	to	7499	905 880 8900	to	8999	915 675 2217	to	2299	925 336 2300	to	2399
867 737 5623	to	5699	905 889 7100	to	7199	916 440 3377	to	3399	926 432 5907	to	5999
868 169 4529	to	4599	906 158 1508	to	1599	916 670 6352	to	6399	926 436 3600	to	3699
868 173 8400	to	8599	906 558 8812	to	8899	916 682 5300	to	5399	927 765 6257	to	6299
868 514 9000	to	9099	906 982 2214	to	2299	916 694 1414	to	1499	928 197 8100	to	8199
868 566 9200	to	9299	907 725 8500	to	8599	916 703 0802	to	0821	928 197 8283	to	8299
869 387 1150	to	1199	907 815 0216	to	0257	917 089 0709	to	0799	928 856 2059	to	2068
869 505 3500	to	3599	908 622 4225	to	4235	917 089 0842	to	0899	930 219 1722 to 1799		
869 523 7033	to	7099	908 936 9254	to	9299	917 216 2928	to	2999	930 335 7810	to	7819
869 800 0000	to	999 9999	909 100 1787	to	1799	917 370 6300	to	6499	931 097 9259	to	9299
870 054 4814 to 4899			909 100 1900	to	2099	917 486 4900	to	4999	931 156 1502	to	1579
870 491 4812	to	4849	909 355 0422	to	0499	918 460 0602	to	0699	931 156 1600	to	1625
870 536 5820	to	5829	909 568 8900	to	9099	918 951 7231	to	7299	931 156 1671	to	1699
870 541 7167	to	7239	909 568 9300	to	9499	919 519 2786	to	2799	932 506 6400	to	6599
870 575 8155	to	8999	909 725 7307	to	7399	919 536 0770	to	0799	932 827 9026	to	9099
870 589 0485	to	0494	909 833 0947	to	0999	919 814 3095	to	3199	932 957 2300	to	2399
870 691 7060	to	7099	910 219 8631 to 8699			919 915 2774	to	2787	933 060 6160	to	6189
872 028 4850	to	4899	910 265 1100	to	1199	920 155 4662 to 4687			933 387 2541	to	2561
872 029 9306	to	9399	910 471 7273	to	7299	920 309 9039	to	9199	933 760 3609	to	4199
872 100 0445	to	0459	910 536 2505	to	2599	920 771 5321	to	5399	933 894 0928	to	0999
900 556 4178 to 4199			910 958 7499	to	7599	920 857 5500	to	5899	934 180 0300	to	0399
900 845 0044	to	0099	911 140 1000	to	2199	920 864 3480	to	3499	935 843 2202	to	2247

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 outdated money orders **104 151 601 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
720 227 871	to	7 930	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	730 077 683	to	7 840	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	750 071 587	to	1 610
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	740 011 517	to	1 530	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

819 928 441	to	8 650	821 927 841	to	7 850	824 588 281	to	8 370	827 291 502	to	1 520
820 034 406	to	4 430	822 505 801	to	5 830	825 140 397	to	0 460	827 575 381	to	5 470
820 070 761	to	1 540	822 703 442	to	3 470	825 409 651	to	9 680	827 609 085	to	9 100
820 191 342	to	1 360	822 925 951	to	6 100	825 472 171	to	2 200	827 883 511	to	3 600
820 274 856	to	4 880	823 284 931	to	4 990	826 042 898	to	2 920	828 160 441	to	0 530
820 600 171	to	0 230	823 293 031	to	3 210	826 226 644	to	6 670	828 441 602	to	1 630
821 172 241	to	2 360	823 556 011	to	6 100	826 582 951	to	3 430	829 176 841	to	6 930
821 229 661	to	9 720	824 078 341	to	8 370	826 720 201	to	0 230			
821 229 743	to	9 780	824 156 325	to	6 340	827 005 671	to	5 830			
821 903 731	to	3 910	824 511 252	to	1 270	827 287 861	to	7 950			

— Criminal Investigations Group, Postal Inspection Service, 8-14-08

Verifying U.S. Postal Service Money Orders

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

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

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

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

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

— *Value Added and Special Services, Product Development, 8-14-08*

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	

— *Criminal Investigations Group, Postal Inspection Service, 8-14-08*

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.

— *Criminal Investigations Group, Postal Inspection Service, 8-14-08*

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 09888	Open	Immediately	A-A1-B-B1-C-C1-D-E2-F-F1-H-H1-M-N-O-R-R1-V-V1-Z1
FPO AP 96552	Open	Immediately	A1-B-B1

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
09001	A1-B-B1-C-D-U	09059	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09002	A1-B-B1-C-D-U	09060	A1-B-B1-C-D-F1-U	09140	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09003	A1-B-B1-C-D-P-U	09063	A1-B-B1-C-D-L-U	09142	A1-B-B1-C-D-F1-U	09302	A-A1-B-B1-C-C1-D-E2-F-F1-H-M-N-R-V-V1-Z-Z1
09004	A1-B-B1-C-D-U	09067	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09005	A1-B-B1-C-D-P-U	09069	A-A1-B-B1-C-D-U-V	09154	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09006	A1-B-B1-C-D-U	09075	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09007	A1-B-B1-C-D-U	09079	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09307	A1-B-B1-N-V-Z1
09008	A-A1-B-B1-C-D-P-U	09080	A1-B-B1-C-D-F1-U	09172	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09009	A1-B-B1-C-D-F1-U	09081	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09010	A-A1-B-C-D-F-F1-U-V-V1	09086	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09011	A1-B-B1-C-D-U	09088	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09012	A1-B-B1-C-D-F-F1-U	09090	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09013	A1-B-B1-C-D-F-F1-U-Z1	09092	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09313	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09014	A1-B-B1-C-D-U	09094	A1-B-B1-C-D-F-F1	09186	A1-B-B1-C-D-U	09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09020	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09201	A1-B-B1-C-C1-D-F-F1-H-M-R-R1-X-Y	09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09021	A1-B-B1-C-D-F1-U	09096	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09316	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09028	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09033	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-F1-U	09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09034	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-F1-U		
09036	A1-B-B1-C-D-U	09103	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U		
09038	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-F1-U	09227	A1-B-B1-C-D-U		
09042	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U		
09046	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V		
09049	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U		
09051	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U		
09053	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-F1-U	09255	A1-B-B1-C-D-U		
09054	A1-B-B1-C-D-U	09126	A1-B-B1-C-D-F1	09261	A1-B-B1-C-D-F1-U-V		
09055	A1-B-B1-C-D-F-R-R1-U-V	09128	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U		
09056	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U		
09058	A1-B-B1-C-D-U	09136	A1-B-B1-C-D-F1	09264	A1-B-B1-C-D-U		
		09137	A1-B-B1-C-D-F1-U	09265	A1-B-B1-C-D-F1-N-U		
		09138	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09321	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	09532	A1-B-B1-V	09631	A1-B-B1-C-F-U
09322	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09370	A-A1-B-B1-C1-E2-F-H1-M-R-V	09534	A1-B-B1-V	09636	A1-B-B1-C-F-U
09324	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09371	A-A1-B-B1-C1-E2-F-H1-M-R-V	09543	A1-B-B1-V	09642	A1-B-B1-N-U
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09545	A1-B-B1-V	09643	A1-B-B1-U
09328	A-A1-B-B1-C1-E2-F-H1-I-M-N-R-V-V1-Z-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09549	A1-B-B1-V	09645	A1-B-U
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09550	A1-B-B1-V	09647	A1-B-B1-N-U
09331	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	09554	A1-B-B1-V	09648	A1-B-B1-N-U-V-Z1
09332	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	09556	A1-B-B1-V	09649	A1-B-B1-U
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-M-R-V	09557	A1-B-B1-V	09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
09334	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	09564	A1-B-B1-V	09702	A1-B-B1-C-C1-F1-M-R-R1-U
09336	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09565	A1-B-B1-V	09703	A1-B-B1-C-F1-U
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09566	A1-B-B1-V	09704	A1-B-B1-C-V
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09396	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09567	A1-B-B1-V-V1	09705	A1-B-B1-U
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09402	A-A1-B1-C-F-R-R1-U3-W	09568	A1-B-B1-V	09706	A1-B-B1-C-N-U-V
09340	A-A1-B-B1-C1-F-R-V	09409	A1-B-B1-C-C1-U	09569	A1-B-B1-V	09707	A1-B-B1-C-N-U-V
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09421	A1-B-B1-C-C1-U	09570	A1-B-B1-V	09708	A1-B-B1
09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09447	A1-B-B1-C-C1-U-V	09573	A1-B-B1-V	09709	A1-B-B1-F1
09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09454	A1-B-B1-C-C1-U-V	09574	A1-B-B1-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U
09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-H-H1-M-Z1	09575	A1-B-B1-V-V1	09711	A1-B-B1-F1-N-Z1
09351	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09459	A1-B-B1-C-C1-U	09576	A1-B-B1-V	09713	A1-B-B1-C-F1
09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09577	A1-B-B1-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U
09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09463	A1-B-B1-C-C1-U	09578	A1-B-B1-V	09715	A1-B-B1-F1
09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09464	A1-B-B1-C-C1-U	09579	A1-B-B1-V	09716	A1-B-B1-C-D-N-U-V
09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09581	A1-B-B1-V	09717	A-A1-B-B1-M-V-W
09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09582	A1-B-B1-V	09718	A1-B-B1-F-I-N-U-V
09358	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09470	A1-B-B1-C-C1-U	09587	A1-B-B1-V-V1	09719	A1-B-B1-C-F1-V
09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09494	A1-B-B1-C-C1-U	09588	A1-B-B1-V-V1	09720	A1-B-B1-U-V
09360	A1-B-B1-V	09496	A1-B-B1-C-C1-U-V	09589	A1-B-B1-V-V1	09721	A1-B-B1-N-U-V-Z1
09361	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09498	A1-B-B1-C-C1-F-F1-F2-N-R-R1-T-U-V-Z1	09590	A1-B-B1-V	09722	A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-V-Z-Z1
09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09501	A1-B-B1-V-V1	09591	A1-B-B1-V-V1	09723	A1-B-B1-N-U-V-Z1
09365	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09502	A1-B-B1-V	09593	A1-B-B1-V	09724	A1-B-B1-C-C1-F1-M-R-R1-U
09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09503	A1-B-B1-V	09594	A1-B-B1-V-V1	09726	A1-B-B1-N-U-V
		09504	A1-B-B1-V-V1	09596	A1-B-B1-V	09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
		09505	A1-B-B1-V-V1	09599	A1-B-B1-V	09729	A1-B-B1-C-F-N-R-R1-U-V
		09506	A1-B-B1-V-V1	09601	A1-B-B1-C-F-F1-U	09730	A-A1-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1
		09507	A1-B-B1-V-V1	09602	A1-B-B1-C-F-F1-N-U	09731	A-A1-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1
		09508	A1-B-B1-V	09603	A1-B-B1-C-F-F1-U	09732	A1-B-B1-N-V-Z1
		09509	A1-B-B1-V	09604	A1-B-B1-C-F-F1-U	09733	A1-B-B1-V
		09510	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09605	A1-B-B1-C-D-U-V	09734	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
		09511	A1-B-B1-V	09606	A1-B-B1-C-D-U-V	09735	A1-B-B1-N-V-Z1
		09513	A-B-B1-O-R-R1-V-V1	09607	A-A1-B-B1-C-F-F1-M-R-R1-U-U3-V-W	09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
		09517	A1-B-B1-V	09609	A1-B-B1-C-F-U	09737	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
		09524	A1-B-B1-V	09610	A1-B-B1-C-F-U-V		
				09613	A1-B-B1-C-F-U-V		
				09617	A1-B-B1-C-F-U		
				09618	A1-B-B1-C-F-U		
				09620	A1-B-B1-C-F-U		
				09621	A1-B-B1-C-F-U		
				09622	A1-B-B1-C-F-U		
				09623	A1-B-B1-C-F-U		
				09624	A1-B-B1-C-F-U		
				09625	A1-B-B1-C-F-U		
				09626	A1-B-B1-C-F-U		
				09627	A1-B-B1-C-F-U		
				09630	A1-B-B1-C-F-U-V		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09738	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	34033	A1-B-C-F-M-N-V-Z1	96322	A1-B-B1-F-F1-F2-M-W
09739	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09827	A-A1-B-B1-F-F1-N-V-Z1	34034	A1-B-B1-M-N-V-Z1	96323	A1-B-B1-M-V-W
09741	A-A1-B-B1-C1-E2-F-F1-H1-I-M-N-Q-R-R1-T-V-W-Y-Z-Z1	09828	A1-B-N-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96326	A1-B-B1-M-W
09742	A-A1-B-B1-B2-F-F1-I-M-N-Q-R-T-V-Z-Z1	09830	A1-B-B1-C-N-V-Z1	34036	A1-B-B1-M-N-U-V-Z1	96328	A1-B-B1-M-W
09743	A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-V-Z-Z1	09831	A1-B-B1-F-N-U-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96330	A1-B-B1-M-W
09744	A-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z-Z1	09832	A-A1-B-B1-U1-V-Z1	34038	A1-B-B1-M-N-V-Z1	96336	A1-B-B1-M-V-W
09746	A-A1-B-B1-C-E1-N-V-Z-Z1	09833	A1-B-B1-U1-V-Z1	34039	A1-B-N-V-Z1	96337	A1-B-B1-M-W
09747	A1-B-B1-F-J-N-U-V-Z1	09834	A1-B-B1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96338	A1-B-B1-M-W
09749	A-A1-B-B1-F-N-V-Z1	09835	A-A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96339	A1-B-B1-M-V-W
09750	A-B-B1-B2-C-C1-F-M-N-Q-T-V-Z-Z1	09836	A-A1-B-B1-C-F-M-V-Z1	34050	A1-B-B1-V	96343	A1-B-B1-M-W
09751	A1-B-B1-C-D-U-V	09837	A1-B-B1-V-Z1	34055	A1-B-B1-N-V-Z1	96346	A1-B-B1-F-F1-F2-M-V-W
09752	A1-B-B1-C-D-U	09838	A1-B-B1-V-Z1	34058	A1-B-B1-V-Z1	96347	A1-B-B1-F-F1-F2-M-W
09753	A-A1-B-B1-C1-F-M-N-V-Z1	09839	A-A1-B-B1-U-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96348	A1-B-B1-F-F1-F2-M-W
09754	A1-B-B1-U	09840	A-A1-B-B1-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96349	A1-B-B1-F-F1-F2-M-W
09755	A1-B-B1-U	09841	A-A1-B-B1-N-U-Z1	34090	A1-B-B1-V	96350	A1-B-B1-F-F1-F2-M-W
09756	A1-B-B1-U	09842	A-A1-B-B1-N-Z1	34091	A1-B-B1-V	96351	A1-B-B1-F-F1-F2-M-W
09757	A1-B-B1-U	09843	A-A1-B-B1-N-V	34092	A1-B-B1-V-V1	96362	A1-B-B1-F-F1-F2-M-W
09777	A-A1-B-B1-C-E1-N	09844	A-A1-B-B1-C-F-N-U-V-Z1	34093	A1-B-B1-V	96365	A1-B-B1-M-V-W
09780	A-A1-B-B1-F-N-R-V	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34095	A1-B-B1-V	96367	A1-B-B1-L-M-W
09790	A-A1-B-B1-C1-F-R-V	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34098	A1-B-B1-V	96368	A1-B-B1-M-W
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34099	A1-B-B1-V-V1	96370	A1-B-B1-F-F1-F2-M-W
09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	96201	A-A1-B-B1	96372	A1-B-B1-M-W
09804	A-A1-B-B1-F-F1-N-V-Z1	09865	A-A1-B-B1-V-Z1	96202	A-A1-B-B1-U	96373	A1-B-B1-M-W
09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09866	A-A1-B-B1-U-V-Z1	96203	A-A1-B-B1	96374	A1-B-B1-M-W
09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09870	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-U-V-Z1	96204	A-A1-B-B1	96375	A1-B-B1-M-W
09808	A-A1-B-B1-C1-E2-F-H1-M-R-V	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	96205	A-A1-B-B1-U	96376	A1-B-B1-M-W
09809	A1-B-B1-V-Z1	09888	A-A1-B-B1-C-C1-D-E2-F-F1-H-H1-M-N-O-R-R1-V-V1-Z1	96206	A-A1-B-B1-U	96377	A1-B-B1-M-W
09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	96207	A-A1-B-B1-V	96378	A1-B-B1-M-W
09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09892	A-A1-B-B1-E2-F-N-R-R1-V-Z1	96209	A-A1-B-B1-N-U-V	96379	A1-B-B1-M-W
09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09898	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	96213	A-A1-B-B1-U	96384	A1-B-B1-M-W
09815	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	34002	A1-B-B1-N-U-Z1	96214	A-A1-B-B1-U	96386	A1-B-B1-M-W
09817	A-A1-B-B1-B2-C1-E2-E3-F-F1-H-H1-M-N-R-R1-T-V-Z1	34004	A-B-B1-N-V	96218	A-A1-B-B1-U	96387	A1-B-B1-M-W
09819	A-A1-B-F-P-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	96224	A-A1-B-B1-U	96388	A1-B-B1-M-W
09821	A-A1-B-F-V-Z1	34007	A-A1-B-B1-C1-F1-V-Z1	96257	A-A1-B-B1-U	96401	A1-B-B1-F-N-V-Z1
09822	A-A1-B-F-V-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	96258	A-A1-B-B1-U	96426	A-A1-B-B1-C1-E2-F-H1-M-R-V
09823	A-A1-B-F-V-Z1	34020	A1-B-B1-M-N-V-Z1	96260	A-A1-B-B1-U	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
09824	A-A1-B-F-V-Z1	34021	A1-B-B1-M-N-V-Z1	96262	A-A1-B-B1-U-V	96447	CLOSE
		34022	A1-B-B1-D-F-M-N-V-Z1	96264	A-A1-B-B1-U	96501	A-A1-B-B1-N-V
		34023	A1-B-B1-M-N-V-Z1	96266	A-A1-B-B1-U	96503	A1-B-B1-F-N-U3-V
		34024	A1-B-B1-M-N-V-Z1	96267	A-A1-B-B1-U-V	96507	A-A1-B-B1-F-V
		34025	A1-B-B1-F-N-U-V-Z1	96269	A-A1-B-B1-U	96510	A1-B-B1-I-N-V
		34030	A1-B-B1-M-N-V-Z1	96271	A-A1-B-B1-U	96511	A1-B-B1-I-N-V
		34031	A1-B-B1-M-N-V-Z1	96275	A-A1-B-B1-V	96515	A1-B-B1-F
		34032	A1-B-M-N-V-Z1	96276	A-A1-B-B1	96517	A1-B-B1-F-U3-V
				96278	A-A1-B-B1-U	96518	A1-B-B1-V
				96283	A-A1-B-B1-U	96520	A1-B-B1-F-N-U3-V
				96284	A-A1-B-B1-U-V	96521	A1-B-B1-F-N-U3
				96297	A-A1-B-B1-U	96522	A1-B-B1-F-N-U
				96303	A1-B-B1-M-N-V-W	96530	A-A1-B-B1-H-M-N-U-V
				96306	A1-B-B1-F-F1-F2-M-W	96531	A-A1-B-B1-H-M-U-V
				96309	A1-B-B1-M-V-W	96534	A-A1-B-B1-F
				96310	A1-B-B1-M-W	96535	A-A1-B-B1-F-V
				96311	A1-B-B1-M-W	96537	A1-B-B1-V
				96313	A1-B-B1-F-F1-F2-M-W	96538	A1-B-B1-V
				96319	A1-B-B1-M-W		
				96321	A1-B-B1-F-F1-F2-M-W		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96540	A1-B-B1-V	96598	A1-B-B1-N-V	96616	A-A1-B-B1-V-Z1	96667	A1-B-B1-V
96541	A1-B-B1-V	96599	A1-B-B1-V	96617	A1-B-B1-V	96668	A1-B-B1-V-V1
96542	A1-B-B1-V	96601	A1-B-B1-V-V1	96619	A1-B-B1-V	96669	A1-B-B1-V-V1
96543	A1-B-B1-P-V	96602	A1-B-B1-V	96620	A1-B-B1-V	96670	A1-B-B1-V-V1
96544	A1-B-B1-F-N-U3-V	96603	A1-B-B1-V	96621	A1-B-B1-V	96671	A1-B-B1-V-V1
96546	A1-B-B1-F-U3	96604	A1-B-B1-V	96622	A1-B-B1-V	96672	A1-B-B1-V
96548	A-A1-B-B1-H-M-U	96605	A1-B-B1-V-V1	96624	A1-B-B1-V	96673	A1-B-B1-V-V1
96549	A-A1-B-B1-H-M-U	96606	A1-B-B1-V	96628	A1-B-B1-V	96674	A1-B-B1-V-V1
96550	A-A1-B-B1-H-M-U-V	96607	A1-B-B1-V	96634	A1-B-B1-V	96675	A1-B-B1-V
96551	A-A1-B-B1-H-M-U	96608	A1-B-B1-V	96643	A1-B-B1-V	96677	A1-B-B1-V-V1
96552	A1-B-B1	96609	A1-B-B1-V	96650	A1-B-B1-V	96678	A1-B-B1-V
96553	A-A1-B-B1-H-M-N-U-V	96610	A1-B-B1-V	96657	A1-B-B1-V	96679	A1-B-B1-V
96554	A-A1-B-B1-H-M-U	96611	A1-B-B1-V	96660	A1-B-B1-V-V1	96681	A1-B-B1-V-V1
96555	A1-B-B1-F-M-V	96612	A1-B-B1-V	96661	A1-B-B1-V-V1	96682	A1-B-B1-V-V1
96557	A1-B-B1-F-M-V	96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z-Z1	96662	A1-B-B1-V	96683	A1-B-B1-V-V1
96562	A-A1-B-B1-B2-C-C1-D- E2-E3-F-F1-H-H1-I-M- N-R-R1-T-V-Z-Z1	96614	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z-Z1	96663	A1-B-B1-V	96686	A1-B-B1-V-V1
96595	A1-B-B1-V	96615	A-A1-B-B1-V	96664	A1-B-B1-V-V1	96687	A1-B-B1-V-V1
				96665	A1-B-B1-V	96698	A1-B-B1-V-V1
				96666	A1-B-B1-V-V1		

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

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

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

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

G. Only letters, flats, and Periodicals are authorized. Parcels of any class are prohibited.

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:

- Maximum length 20 inches.
- Maximum width 12 inches.
- Maximum height 12 inches.

The maximum length and girth combined may not exceed 68 inches.

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, 8-14-08*

Manuals (Continued)

1.5 Preparation Definitions and Instructions

For purposes of preparing mail:

* * * * *

[Revise item k of 1.5 to remove the reference to the use of tic marks as follows:]

- k. A bundle is a group of addressed pieces secured together as a unit. Bundle preparation is described in 2.0, *Bundles*.

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400 Commercial Mail Parcels

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460 Commercial Parcels Bound Printed Matter

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465 Mail Preparation

1.0 General Information for Mail Preparation

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1.5 Preparation Definitions and Instructions

For purposes of preparing mail:

* * * * *

[Revise item i of 1.5 to remove the reference to the use of tic marks as follows:]

- i. A bundle is a group of addressed pieces secured together as a unit. Bundle preparation is described in 2.0, *Bundles*.

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700 Special Standards

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707 Periodicals

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18.0 General Mail Preparation

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18.4 Mail Preparation Terms

For purposes of preparing mail:

[Revise 18.4 to remove the reference to the use of tic marks by deleting item z in its entirety and relettering items aa through ad as items z through ac.]

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24.0 Preparing Letter-Size Barcoded (Automation) Price Periodicals

24.1 Basic Standards

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24.1.5 General Preparation

[Revise 24.1.5 to provide consistent bundling labeling standards as follows:]

Grouping, bundling, and labeling are not generally required or permitted, except that bundles must be prepared in any mailing consisting entirely of card-size pieces and for mail in all less-than-full trays (including overflow trays) as specified in 707.24.2, *Additional Standards*. Bundles are not required to be identified with an optional endorsement line or a barcoded pressure-sensitive bundle label when placed into a correctly labeled tray.

* * * * *

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

— *Mailing Standards, Pricing and Classification, 8-14-08*

DMM Revision: Mailability of Day-old Emu Chicks

Effective August 14, 2008, we are revising 601.9.3.2 of the *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* to permit the mailing of day-old emu chicks.

Emus are members of the ratite family of birds, along with ostriches, rheas, cassowaries, and kiwis. Emus are raised commercially on farms throughout the United States. Like other poultry, newly hatched emus are nour-

ished by their yolk sac for several days before requiring food or water.

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

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

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9.0 Perishables

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9.3 Live Animals

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9.3.2 Day-Old Poultry

[Revise introductory paragraph of 9.3.2 to include “emus” and alphabetize list as follows:]

Day-old poultry vaccinated with Newcastle disease (live virus) is nonmailable. Live day-old chickens, ducks, emus,

geese, guinea fowl, partridges, pheasants (pheasants may be mailed only from April through August), quail, and turkeys are acceptable in the mail only if:

* * * * *

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

— Mailing Standards,
Pricing and Classification, 8-14-08

DMM Revision: Availability to Search and Pay for Post Office Boxes Online

Effective August 14, 2008, the Postal Service™ is revising the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 508.4.0 to include the ability to apply and pay for Post Office™ boxes online. Customers applying for a Post Office™ box online do not receive a box number online, but instead reserve a box of a specific size at a specific location. The Post Office box number and keys, or combination number, are provided when identity and physical address are verified at the Post Office.

The online option (available on August 16) also allows existing customers to make one-time renewal payments and to establish recurring payments. The online capabilities are not available for free (Group E) Post Office box service or for caller service boxes.

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

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500 Additional Services

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508 Recipient Services

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4.0 Post Office Box Service

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4.2 Basic Information for Post Office Box Service

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4.2.5 Box Availability

[Revise text of 4.2.5 to add reference to online options as follows:]

When no box of the appropriate size is available, an application for box service may be handled, at the postmaster's discretion, in any one or more of the following ways:

- By referring the customer to another postal facility with available capacity.
- By placing the customer's name on a waiting list for box service.
- By providing general delivery service until an appropriate size box becomes available.
- By offering a smaller or larger box at its applicable fee.
- By offering caller service at its applicable fee.

[Renumber current 4.2.6 and 4.2.7 as 4.2.7 and 4.2.8 and add new 4.2.6 as follows:]

4.2.6 Unavailable Box

Online customers cannot apply for a box that is not available, but can place themselves on a waiting list for the box or search online for another available box at that facility or at another facility close to a specific address or ZIP Code area. Customers must pay the correct fee for the service they receive, regardless of the box size applied for.

4.2.7 Service Period

[Revise text of renumbered 4.2.7 to add 12- month period option as follows:]

Post Office box service is provided in 6- or 12-month prepaid periods.

* * * * *

4.3 Service

4.3.1 Application

[Revise text of 4.3.1 to add the online option as follows:]

Procedures for applying for Post Office box service are as follows:

- a. Applying at a Post Office:
 - 1. The applicant must complete all required items on PS Form 1093, *Application for Post Office Box Service*, and submit it to any postal facility that provides window service to the public. The facility need not be where box service is desired. Furnishing false information on the application or refusing to furnish required information may be sufficient reason for denial of the application or discontinuance of service.
 - 2. Spouses may complete and sign one PS Form 1093. Each spouse must present two forms of valid identification. A parent or guardian may receive delivery of a minor’s mail by listing the name(s) of each minor on PS Form 1093. Other adult persons who receive mail in the Post Office box of an individual box customer must be listed on PS Form 1093 and must present two forms of valid identification to the Post Office.
 - 3. Employees or other representatives of organizations who receive mail in the Post Office box must be listed on PS Form 1093. Each person must have verifiable identification and, upon request, present this identification to the USPS.
 - 4. When any information required on PS Form 1093 changes, the box customer must update the application on file at the Post Office.

b. Applying Online:

- 1. An applicant searches for and selects a box, including size and Post Office location, and the service time period.
- 2. The applicant must complete all required items on the online application (PS Form 1093) and read the Privacy Act statement.
- 3. The applicant must complete the payment information.
- 4. The applicant must present an unsigned printout of the online application (PS Form 1093) in person to the Post Office along with two forms of valid identification, as stated in 4.3.2, to complete the application process and, upon approval, receive the box number and keys or lock combination.
- 5. Spouses may complete one online application. Each spouse must present two forms of valid identification. A parent or guardian may receive

delivery of a minor’s mail by listing the name(s) of each minor on the online application. Other adult persons who receive mail in the Post Office box of an individual box customer must be listed on the online application and must present two forms of valid identification to the Post Office upon request. Additional box users authorized to pick up mail from the box may be added to the printed copy of the application at the Post Office and must have two forms of valid identification.

- 6. When any information on the online application changes, the box customer must update the application on file at the Post Office.

4.3.2 Verification

[Revise text of 4.3.2 by adding a new second sentence to the introductory paragraph as follows:]

Customers who apply online for a Post Office box do not receive their box number and keys (or combination number) until verification is complete and the application is approved.

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4.3.4 Minor

[Revise text of 4.3.4 to add a new last sentence as follows:]

***Minors are not eligible to apply for Post Office box service.

4.4 Conditions of Use

* * * * **

4.4.4 Overflow

[Revise text of 4.4.4 by adding a new last sentence as follows:]

***Customers whose box is in an overflow condition may not be eligible to make payment renewals at Automated Postal Centers (APCs) or online.

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4.5 Basis of Fees and Payment

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4.5.4 Payment

[Revise text of 4.5.4 to expand payment options as follows:]

All fees for Post Office box service are for 6- or 12-month prepaid periods, except as noted under 4.5.6, 4.5.7, and 4.5.10. The fee may be paid up to 1 year in advance, but not more. The fee that is in effect on the day that the fee is paid applies for either the 6- or 12-month period.

Customers may pay the Post Office box fee using any of the following methods:

- a. In person using cash, credit or debit card, or check or money order payable to the postmaster.
- b. By mail using check or money order payable to the postmaster. A mailed payment must be received by the postmaster on or before the due date.
- c. At any APC nationwide using a credit or debit card.
- d. Online at www.usps.com/poboxes using a credit card.
- e. Online with automatic PO box renewal available at www.usps.com/poboxes using a credit card.

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4.6 Fee Group Assignments

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4.6.3 Additional Standards for Free Box Service

[Insert new last sentence as follows:]

***The online application tools described in 4.3.1.b cannot be used for free Post Office box service.

* * * * *

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

— Mailing Standards,
Pricing and Classification, 8-14-08

DMM Revision: Automation Prices for Letter-size Mailpieces With Enclosed Discs

Effective August 14, 2008, the Postal Service™ is adding new optional mailing standards describing mailpiece characteristics for automation letters with compact discs (CDs) and digital video discs (DVDs).

Currently, disc distributors who plan to mail discs in letter-size envelopes at automation letter prices submit 50 samples of their mailpieces to the Pricing and Classification Service Center (PCSC) for analysis and coordination of testing. Mailpieces that conform to these new standards will qualify for automation letter pricing if they meet all other requirements for automation letters. Letters without barcodes that meet the new standards will not be considered too rigid and will qualify for machinable letter pricing if they do not have any other nonmachinable characteristics. Additional testing will not be required.

These standards do not apply for reusable mailpieces (two-way mailers). Customers who seek approval for automation prices for reusable mailpieces (two-way mailers) or for new mailpiece designs not meeting these new standards may contact their local manager, Business Mail Entry, who will coordinate additional analysis and testing. Mailpieces previously approved in writing by the USPS® for automation prices continue to qualify for those prices even if they do not meet the new optional standards.

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

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200 Commercial Mail Letters and Cards

201 Physical Standards

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3.0 Physical Standards for Automation Letters and Cards

3.1 Basic Standards for Automation Letters and Cards

[Revise text of 3.1 as follows:]

Letters and cards claimed at automation letter prices and at Standard Mail Enhanced Carrier Route prices must meet the standards in 3.0. Unless prepared as a self-mailer, booklet, or postcard under 3.13.2 through 3.13.4, each mailpiece must be a sealed envelope (the preferred method) or, if unenveloped, must be sealed or glued along all four sides. All references in 3.0 to paper basis weight are based on measured weight for 500 17-inch by 22-inch sheets. Envelopes, or letter-size mailpieces sealed along all four sides, must be made of paper with a minimum 16 pounds basis weight or equivalent. See 3.3 for additional standards for mailpieces with disc enclosures.

* * * * *

[Renumber current 3.3 through 3.14 as new 3.4 through 3.15, and add new 3.3 as follows:]

3.3 Standards for Letter-Size Pieces Containing Discs (CDs or DVDs)

3.3.1 Basic Standards for Discs in Envelopes

Letter-size mailpieces containing a single disc and meeting the standards in 3.3.2, 3.3.3, and 3.11 are considered automation-compatible. Mailpieces with one enclosed disc

not meeting these standards must be tested and approved for automation-compatibility.

3.3.2 Disc Size and Placement

Position the disc symmetrically at the vertical centerline and as near to the top edge of the mailpiece as is practical. Secure the disc to prevent it from shifting more than 1/2 inch in any direction. The maximum disc size is:

- a. 120 mm (4.7 inches) in diameter.
- b. 2 mm (0.08 inch) in thickness.

3.3.3 Dimensions and Shape Standards for Automation-Compatible Enveloped Letters Containing Discs

Each enveloped letter must meet the basic standards for machinable letters in 201.1 and have the following characteristics:

- a. Height, not more than 6 inches or less than 5.5 inches high.
- b. Length, not more than 9.75 inches or less than 7.25 inches long.
- c. Thickness, not more than 0.25 inch or less than 0.009 inch thick.
- d. Weight, not more than 3 ounces.
- e. A piece up to 8 inches long must be made of paper with a minimum 28-pound basis weight or equivalent.
- f. A piece over 8 inches long (up to 9.75 inches long) must be made of paper with a minimum 32-pound basis weight or equivalent.
- g. Discs in mailpieces made of the minimum basis weight paper must be inserted into a protective sleeve.

3.3.4 Dimensions and Shape Standards for Automation-Compatible Folded Self-Mailers Containing Discs

Each folded self-mailer must meet the basic standards for machinable letters in 201.1 and have the following characteristics:

- a. Height, not more than 6 inches or less than 5.5 inches high.

- b. Length, not more than 9.75 inches or less than 7.25 inches long.
- c. Thickness, not more than 0.25 inch or less than 0.009 inch thick.
- d. Weight, not more than 3 ounces.
- e. Be prepared from paper stock meeting the industry standard for a basis weight of 75 pounds or greater, with none less than 71.25 pounds (measured weight for 500 25- by 38-inch sheets). The stock must be free from groundwood unless coated with a substance adding to the stock's ability to resist an applied bending force.
- f. Any folds or perforations in the mailpiece must be parallel to the address.
- g. Must meet the tabbing requirements for pieces prepared with folds or perforations parallel to the address provided in DMM 201.3.14.

3.3.5 Unacceptable Characteristics for Automation-Compatible Letter-Size Pieces With Discs

Discs in letter-sized envelopes and folded self-mailers may not be enclosed in:

- a. Packaging such as plastic "clamshells," plastic "jewel cases," or inflexible cardboard sleeves.
- b. Window envelopes.

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

—Mailing Standards,
Pricing and Classification, 8-14-08

POM and Handbooks PO-610, PO-603, and M-41 Revisions: Waiver of Signature Delivery Process

Effective August 14, 2008, the Postal Service™ is revising the *Postal Operations Manual (POM)*, Handbook PO-610, *Signature Capture and Electronic Record Management: Managers Guide to Standard Operating Procedures*, Handbook PO-603, *Rural Carrier Duties and Responsibilities*, and Handbook M-41, *City Delivery Carriers Duties and Responsibilities*, to update the standards regarding delivery of Express Mail® items with Waiver of Signature requested and return receipt for merchandise items with Waiver of Signature requested. Delivery employees will deliver these items to the addressee's mail receptacle or other secure location without first attempting to obtain a signature from the addressee.

Waiver of Signature authorizes delivery to be made without obtaining the signature of the addressee or addressee's agent as long as the delivery employee establishes that the article can be left in the addressee's mail receptacle or other secure location. By requesting Waiver of Signature, the mailer agrees to accept the delivery time and date scan information as valid record of delivery. Mailers who request Waiver of Signature are provided only the delivery date and time and not an image of the signature when accessing delivery information on the Internet or when calling the toll-free number.

When Express Mail items with Waiver of Signature requested and return receipt for merchandise items with Waiver of Signature requested are delivered, the delivery employee signs PS Form 3849, *Delivery Notice/Reminder/Receipt*, without attempting to obtain a signature from the addressee. After signing the PS Form 3849, the delivery employee delivers the item to the addressee's mail receptacle or other secure location. This process expedites delivery time because the delivery employee is not required to try to obtain a signature from the addressee or addressee's agent, when a Waiver of Signature is authorized.

Postal Operations Manual (POM)

	*	*	*	*	*
6	Delivery Services				
	*	*	*	*	*
67	Express Mail				
	*	*	*	*	*
674	Express Mail Next Day Service				
	*	*	*	*	*

674.2 Post Office to Addressee Service

Any Next Day Post Office to Addressee Service item presented under 137.541 must be delivered to the addressee within the designated delivery area of the destination facility by noon or 3 P.M. of the next day. If an item cannot be delivered on the first attempt, these procedures (unless forwarding or return service is provided) must be followed:

* * * * *

[Revise 674.2 by adding new item f as follows:]

- f. Express Mail Waiver of Signature shipments should be delivered without attempting to obtain the customer's signature if the shipment can be delivered to the addressee's mail receptacle or left in another secure location. Follow the handheld scanner waiver of signature procedures, capturing the delivery employee's signature image as instructed.

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8 Special Services

81 Special Mail Services

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817 Signature Confirmation Service

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817.2 Delivery

817.21 Procedure

[Revise 817.21 to read as follows:]

Signature Confirmation mail for delivery by carriers must be taken out on the first trip after it is received, unless the addressee requests that the postmaster hold the mail at the Post Office. Delivery employees from electronic record management offices must scan/enter the mailpiece barcode and enter the appropriate event code in the handheld scanner when delivering Signature Confirmation items. A corresponding PS Form 3849 must be properly completed and scanned.

Handbook PO-610, Signature Capture and Electronic Record Management: Managers Guide to Standard Operating Procedures

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2 Scanning Procedures

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2-2 Alternate Scanning Procedures
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2-2.2 Signature Waiver — Return Receipt for Merchandise and Express Mail Items

[Revise 2-2.2 to read as follows:]

The mailer may waive the recipient signature for return receipt for merchandise and Express Mail items. If the Waiver of Signature is checked or indicated, the shipment should be delivered without attempting to obtain the customer's signature if the shipment can be delivered to the addressee's mail receptacle or left in another secure location. *The employee must complete and sign PS Form 3849 for these packages at delivery.* This applies to both street and Post Office box deliveries. The same scanning procedures apply as when a customer is signing for the mailpiece, except data entry of the delivery employee name is not required.

Note: A delivery employee cannot leave an item without a recipient/agent signature unless the mailer has chosen the Waiver of Signature option and the mailpiece is endorsed accordingly.

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Handbook PO-603, Rural Carrier Duties and Responsibilities

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3 Carrier Performance on Route

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34 Special Service and Express Mail

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342 Express Mail

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342.2 Delivery

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342.22 Signature

[Revise 342.22 to read as follows:]

Use PS Form 3849, *Delivery Notice/Reminder/Receipt*, to capture the customer signature for Express Mail items. If the waiver of signature option has been requested and the shipment can be delivered to the addressee's mail receptacle or left in another secure location, follow the handheld

scanner waiver of signature procedures, capturing the delivery employee's signature image as instructed.

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Handbook M-41, City Delivery Carriers Duties and Responsibilities

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2 Office Time — Preparation

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23 Data Collection of Special Services Mail

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232 At Delivery Point

232.1 Delivery Events

[Revise 232.1 to read as follows:]

At delivery point, scan/enter mailpiece or firm sheet barcode, and enter other appropriate information into the data collection device as required and instructed. If required, collect all customer signatures and printed names on PS Form 3849, *Delivery Notice/Reminder/Receipt*. The delivery address should be recorded on the barcoded side of PS Form 3849. Scan the barcode on PS Form 3849 after obtaining recipient signature and printed name. For Waiver of Signature articles, carriers will sign the PS Form 3849 to document delivery of the article to the addressee mail receptacle or other secure location.

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3 On Route

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33 Delivery of Special Services Mail

331 General

[Revise 331 to read as follows:]

When delivering special services mail, make every reasonable effort to deliver; ring the bell or knock on the door in order to make hand-to-hand delivery to addressee, except for Waiver of Signature articles. You may tell or show the addressee the name and address of sender and the amount of the charges to be collected if COD, Customs, or postage due. You may not, however, surrender the mail for examination or for any other purpose until all charges have been paid and/or a receipt has been signed if required. For Waiver of Signature articles, carriers will sign the PS Form 3849 to document delivery of the article to the addressee mail receptacle or other secure location. When the article cannot be delivered, you must leave a notice that bears the

location of the delivery unit where the article may be called for.

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335 Insured, Registered, Certified, Express Mail, and Other Special Services

335.1 Delivering and Taking Receipt (Exhibit 335.1 (p. 1 and 2))

[Revise 335.11 to read as follows:]

335.11 Deliver numbered insured parcels, registered articles, certified letters, and other special services items to addressee or anyone authorized to receive mail for addressee:

- a. Require the person to show identification if not known, and to sign and print name on PS Form 3849, *Delivery Notice/Reminder/Receipt*, before delivery when applicable. For Waiver of Signature articles, carriers will sign the PS Form 3849 to document delivery of the article to the addressee mail receptacle or other secure location.
- b. Deliver articles entered on PS Form 3883, *Firm Delivery Receipt for Accountable Mail and Bulk Delivery Mail*, after obtaining a signature of addressee or agent on PS Form 3849. (Deliver the *duplicate* PS Form 3883 with the articles.)
- c. Prepare PS Form 3883 for numbered insured and other special services items only when there are six or more articles for the same addressee. Include Delivery Confirmation service on PS Form 3883 if the six-article requirement has already been met.

d. Deliver minimum fee unnumbered insured and Delivery Confirmation articles the same as any ordinary mail. No receipt is needed.

e. See subchapter 23 for appropriate scanning procedures.

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We will incorporate these revisions into the next printed versions of the POM, Handbook PO-610, Handbook PO-603, and Handbook M-41 and also into the online updates, available on the Postal Service PolicyNet Web site:

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

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

They are also available on the Postal Service Internet:

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

— *Expedited Operations,
Expedited Shipping, 8-14-08*

Publications

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

Effective August 14, 2008, Publication 431, *Post Office Box Service and Caller Service Fee Groups*, is revised to include the following changes.

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

* * * * *

[Add the following entries:]

ZIP Code	Fee Group
06913	2
34145	4
60038	5
60055	5
60116	6
60132	6
60179	6
60192	3
75359	3
76945	6
81157	5

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

ZIP Code	Fee Group
52324	4

[Remove the entries for the following ZIP Codes:]

ZIP Code				
01252	03842	33647	57455	65246
01521	04074	34287	59240	76949
01822	33544	34690	61076	83601
01843	33646	50033	63450	
	*	*	*	*

The online version of Publication 431 is dated January 31, 2008. Changes made after January 31, 2008, have been published in the *Postal Bulletin*, and are also reflected in WebBATS. Publication 431 is currently available on the Postal Service™ PolicyNet Web site (<http://blue.usps.gov/cpim>):

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

Offices with WebBATS access can view current Publication 431 information by generating a WebBATS Facility Information Report as follows:

1. Go to the “WebBATS main menu”, and select *Reports*. The reports page opens.
2. Under the “Clients/System column,” System category, click *Facility Information*.
3. View the “Fee Group” field in the report.

— Value Added and Special Services,
Product Development, 8-14-08

Forms

PS Form 2880 Revision: Undepreciated Balance Column Added

Effective immediately, PS Form 2880, *Physical Inventory Certification/Adjustments*, has been updated to include an “Undepreciated Balance” column. A copy of all forms with an Undepreciated Balance greater than \$100,000 must be forwarded to Accounting Policy, Headquarters for record-keeping. All original copies of the form will go to San Mateo Accounting Services for processing. In addition, the person

completing the inventory will need to print his/her name in the certification section when the inventory has been completed. The new PS Form 2880 can be found at <http://blue.usps.gov/formmgmt/forms/2880.pdf>

— Supply Management Operations,
Supply Management, 8-14-08

PS Form 5630, Shipment Confirmation Acceptance Notice

Effective August 9, 2008, customers are able to present PS Form 5630, *Shipment Confirmation Acceptance Notice*, at the retail window to receive a POS acceptance scan.

PS Form 5630 is designed to provide customers with better tracking and visibility for package shipments. When customers go online to create a prepaid shipping label for their packages, they will have the option to create a PS Form 5630. This form links all the packages in the shipment to one barcode. Customers can schedule a pickup, give the packages to a letter carrier, or bring the packages to the retail window or back dock. The postal employee then scans the barcode, and every package in the shipment receives an "Acceptance" event from the Post Office™.

This allows direct-to-consumer shippers to show their customers that items have been shipped.

To ensure that retail associates are prepared to accept and scan these forms when presented, download and print the Standard Operating Procedures (SOPs), Frequently Asked Questions (FAQs), and Service Talk located on pages 6–15 of the August 1, 2008, Retail Digest e-mail attachment.

The FAQs and the Service Talk are also available online at http://blue.usps.gov/delret/L4RetOper_Retail_Standard_Operating_Procedures_Ret.htm.

— Expedited Shipping,
Shipping and Mailing Services, 8-14-08

Information Desk

Address Management

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	PO Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	05-6918 05-6918	94903 94903	CA CA	San Rafael San Rafael	Marin Marin	Civic Center Civic Center	Classified Branch Classified Station	07/11/2008	This announcement changes the type of postal facility from a classified branch to a classified station.
Old New	07-4986 07-7794	80643 80652	CO CO	Keensburg Roggen	Weld Weld	Main Office Main Office	Post Office Post Office	06/28/2008	Realign ZIP™ Code boundaries. Use Roggen CO 80652 as last line of address for the 3 deliveries previously in ZIP Code 80643.
Old New	18-4023 18-4023	51011 51011	IA IA	Hawarden Hawarden	Sioux Sioux	Chatsworth Chatsworth	Community Post Office Place Name	06/21/2003 05/02/2008	Community Post Office™ discontinued. Retain ZIP Code. Establish a place name. Continue to use Chatsworth IA 51011 as last line of address.
Old New	18-0936 18-0936	52538 52537	IA IA	Bloomfield Bloomfield	Sioux Sioux	West Grove Main Office	Community Post Office Post Office	06/27/2003 06/14/2008	Community Post Office and ZIP Code discontinued. Use Bloomfield IA 52537 as last line of address.
Old New	18-3960 18-1161	52232 52232	IA IA	Hartwick Brooklyn	Poweshiek Poweshiek	Main Office Hartwick	Post Office Place Name	06/14/2005 05/03/2008	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Hartwick IA 52232 as last line of address.
Old New	17-3916 17-5093	46146 46146	IN IN	Homer Manilla	Rush Rush	Main Office Homer	Post Office Place Name	07/10/1995 07/12/2008	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Homer IN 46146 as last line of address.
Old New	17-5379 17-5379	46959 46959	IN IN	Miami Miami	Miami Miami	Main Office Main Office	Post Office Post Office	07/11/2008	This announcement expands the use of ZIP Code 46959 to include delivery.
Old New	22-8430 22-8430	04075 04084	ME ME	Standish Standish	Cumberland Cumberland	Sebago Lake Main Office	Community Post Office Post Office	06/11/2007 06/14/2008	Community Post Office and ZIP Code discontinued. Use Standish ME 04084 as last line of address.
Old New	37-9216 37-1600	58079 58079	ND ND	Wheatland Casselton	Cass Cass	Main Office Wheatland	Post Office Place Name	03/16/2007 07/05/2008	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Wheatland ND 58079 as last line of address.

Old/ New	Finance No.	ZIP Code	State	PO Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	33-2370 33-2370	07206 07206	NJ NJ	Elizabeth Elizabeth	Union Union	Elizabethport Elizabethport	Classified Station Place Name	06/17/2008 06/21/2008	Classified station discontinued. Retain ZIP Code. Establish a place name. Use Elizabethport NJ 07206 as last line of address.
Old New	41-0800 41-5248	17008 17055	PA PA	Bowmansdale Mechanicsburg	Cumberland Cumberland	Main Office Bowmansdale	Post Office Place Name	05/21/2004 07/12/2008	Post Office and ZIP Code discontinued. Establish a place name. Bowmansdale PA becomes an acceptable last line for use with ZIP Code 17055.
Old New	45-1200 45-1200	29020 29021	SC SC	Camden Camden	Kershaw Kershaw	Main Office Main Office	Post Office Post Office	07/05/2008	Realign ZIP Code boundaries. Use Camden SC 29021 as last line of address for the 44 PO box deliveries previously in ZIP Code 29020.
Old New	46-4356 46-9036	57750 57750	SD SD	Interior Wall	Jackson Jackson	Main Office Interior	Post Office Community Post Office	07/18/2006 06/28/2008	Post Office discontinued. Retain ZIP Code. Establish a community Post Office. Continue to use Interior SD 57750 as last line of address.
Old New	49-3434 49-2142	84031 84031	UT UT	Hanna Duchesne	Duchesne Duchesne	Main Office Hanna	Post Office Place Name	09/05/2003 07/26/2008	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Hanna UT 84031 as last line of address.
Old New	51-7650 51-7650	23075 23075	VA VA	Richmond Richmond	Henrico Henrico	Highland Springs Henrico	Classified Branch Place Name	10/01/2008	This announcement changes the preferred last line of this ZIP Code from Highland Springs VA to Henrico VA. Use Henrico VA 23075 as last line of address.
Old New	51-7650 51-7650	23228 23228	VA VA	Richmond Richmond	Henrico Henrico	Main Office Henrico	Post Office Place Name	10/01/2008	This announcement changes the preferred last line of this ZIP Code from Richmond VA to Henrico VA. Use Henrico VA 23228 as last line of address.
Old New	51-7650 51-7650	23229 23229	VA VA	Richmond Richmond	Henrico Henrico	Main Office Henrico	Post Office Place Name	10/01/2008	This announcement changes the preferred last line of this ZIP Code from Richmond VA to Henrico VA. Use Henrico VA 23229 as last line of address.
Old New	51-7650 51-7650	23231 23231	VA VA	Richmond Richmond	Henrico Henrico	Main Office Henrico	Post Office Place Name	10/01/2008	This announcement changes the preferred last line of this ZIP Code from Richmond VA to Henrico VA. Use Henrico VA 23231 as last line of address.

Old/ New	Finance No.	ZIP Code	State	PO Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	51-7650 51-7650	23233 23233	VA VA	Richmond Richmond	Henrico Henrico	Main Office Henrico	Post Office Place Name	10/01/2008	This announcement changes the preferred last line of this ZIP Code from Richmond VA to Henrico VA. Use Henrico VA 23233 as last line of address.
Old New	51-7650 51-7650	23238 23238	VA VA	Richmond Richmond	Henrico Henrico	Main Office Henrico	Post Office Place Name	10/01/2008	This announcement changes the preferred last line of this ZIP Code from Richmond VA to Henrico VA. Use Henrico VA 23238 as last line of address.
Old New	51-7650 51-7650	23242 23242	VA VA	Richmond Richmond	Henrico Henrico	Main Office Henrico	Post Office Place Name	10/01/2008	This announcement changes the preferred last line of this ZIP Code from Richmond VA to Henrico VA. Use Henrico VA 23242 as last line of address.
Old New	51-7650 51-7650	23255 23255	VA VA	Richmond Richmond	Henrico Henrico	Main Office Henrico	Post Office Place Name	10/01/2008	This announcement changes the preferred last line of this ZIP Code from Richmond VA to Henrico VA. Use Henrico VA 23255 as last line of address.
Old New	51-7650 51-7650	23273 23273	VA VA	Richmond Richmond	Henrico Henrico	Main Office Henrico	Post Office Place Name	10/01/2008	This announcement changes the preferred last line of this ZIP Code from Richmond VA to Henrico VA. Use Henrico VA 23273 as last line of address.
Old New	51-7650 51-7650	23288 23288	VA VA	Richmond Richmond	Henrico Henrico	Main Office Henrico	Post Office Place Name	10/01/2008	This announcement changes the preferred last line of this ZIP Code from Richmond VA to Henrico VA. Use Henrico VA 23288 as last line of address.
Old New	51-7650 51-7650	23294 23294	VA VA	Richmond Richmond	Henrico Henrico	Main Office Henrico	Post Office Place Name	10/01/2008	This announcement changes the preferred last line of this ZIP Code from Richmond VA to Henrico VA. Use Henrico VA 23294 as last line of address.
Old New	54-2772 54-4326	98205 98258	WA WA	Everett Lake Stevens	Snohomish Snohomish	Main Office Main Office	Post Office Post Office	07/19/2008	Realign ZIP Code boundaries. Use Lake Stevens WA 98258 as last line of address for the 496 deliveries previously in ZIP Code 98205.

DID YOU KNOW?



**Sales
of the Breast
Cancer Research
semi-postal stamp
have raised more
than \$62.8 million
for research.**

Domestic Mail

Advance Notice Optional Process for Nonprofit Standard Mail Authorization

Historically, nonprofit organizations seeking Nonprofit Standard Mail privileges have been required to apply at their local Post Office™ using PS Form 3624, *Application to Mail at Nonprofit Standard Mail® Rates*. Upon approval, the organization was given a nonprofit authorization number. If that organization wished to mail at additional Post Office locations, it was required to file a separate PS Form 3623, *Application for Nonprofit Standard Mail Rates at Additional Mailing Office*, at each Post Office and obtain a separate additional office authorization number. If the organization wished to make changes to the information associated with its authorization record, PS Form 6015, *Nonprofit Database Change Request*, was used to make such changes.

Beginning August 24, 2008, the Postal Service™ is streamlining these processes to enable nonprofit organizations to apply for, update, and use Nonprofit Standard Mail through *PostalOne!®*

To gain access to these electronic forms, an interested nonprofit organization that does not already have *PostalOne!* access must first register for it by contacting its local postmaster or business mail entry unit and completing the *PostalOne!* Online Access Application. Customers can expedite this process by going online at <http://www.usps.com/forms/allforms.htm> to download and complete PS Form 1357-C, *Customer Request for Web Access*. With *PostalOne!*, an organization can prepare and submit postage statements online, pay for mailings, view its account history, track deposits, and view account balances.

To obtain an initial nonprofit authorization, a responsible official of the organization may complete PS Form 3624 online via *PostalOne!* The applicant follows the simple prompts under the “Submit-a-Form” menu and selects *PS Form 3624*. The applicant is prompted to provide general information about the organization and also is asked to provide supporting documentation demonstrating its nonprofit status. If that documentation is available in an electronic form, it may be uploaded and attached to the application. Those documents will be instantly transmitted to USPS® — there is no need to bring in or mail the documents. If the documents cannot be uploaded, the applicant will be prompted to submit by mail the supporting documentation to the local Post Office. The system has help buttons and links to resources to guide the applicant through the application process.

Once the system accepts the application, USPS processes it. If all the documentation is electronic, it is reviewed for completeness at the local Post Office and

then is forwarded electronically to the Pricing and Classification Service Center (PCSC) for consideration. Hard copy documentation submitted to the local Post Office is reviewed for completeness and then mailed in to the PCSC.

When all the required documentation has been submitted and is accurate, the PCSC will typically issue a decision within 5 to 10 business days. If additional information is needed, the PCSC requests that information directly from the applicant. If the application is approved, the organization is issued a nonprofit authorization number.

Formerly referred to as a “primary” authorization number, starting August 24, 2008, this number is now considered a “nationwide” authorization number. An authorized nonprofit organization need only use this single nationwide Nonprofit Standard Mail authorization number to mail at Nonprofit Standard Mail prices. It will no longer need to apply for an additional office authorization number or numbers to mail at Post Office locations that have access to the *PostalOne!* system.

Each organization that is currently authorized to mail at multiple Post Office locations will receive a letter from the Post Office where its previous primary authorization or additional office authorization is held advising it of its nationwide authorization number, even if the Post Office of mailing does not have access to the *PostalOne!* system. An organization authorized Nonprofit Standard Mail privileges at only one Post Office location may contact that Post Office if it has questions about its nationwide authorization number.

When an organization wishes to mail at a Post Office other than the one where it received its original nationwide authorization, the applicant chooses the PS Form 3623 option (PS Form 3623 has been revised and renamed) from the “Submit-a-Form” menu on *PostalOne!* The applicant will be prompted to identify the Post Office at which it wishes to mail. If that Post Office has *PostalOne!* access, no additional action is needed. The mailer shall include the national nonprofit authorization number on the postage statement that it submits with its mailing. There is a box on the postage statement specifically for this authorization number.

If the Post Office does not have *PostalOne!* access, the applicant will be prompted to print a PS Form 3623, which it may file with the postmaster prior to, or at the time of, mailing. When authorization to mail at Nonprofit Standard Mail prices is confirmed by the PCSC, a copy of the confirmation notice will be mailed to the postmaster and the authorized nonprofit organization.

The new optional online system provides increased flexibility when making changes to organization contact information. PS Form 6015 can be accessed through the "Submit-a-Form" menu. Changes to general information such as mailing address or phone number will take place immediately. Changes to the organization's authorized name require additional supporting documentation that must be submitted to the PCSC.

In summary, the new system provides increased benefits to nonprofit organizations including, but not limited to:

- *One nationwide authorization number.* No need to apply for additional office authorizations.
- *An online application process.* This decreases the time for the application, review, and approval process of new applications.
- *Online access to authorization records.* Organizations may make instant changes to general information in their records.

Nonprofit organizations may continue to apply for Nonprofit Standard Mail authorization using printed forms; however, the electronic method is preferred and is more efficient. Printed forms can be found at: <http://www.usps.com/forms/allforms.htm>.

For general information on Nonprofit Standard Mail, go to Postal Explorer® at <http://pe.usps.com> and view Quick Service Guide 703, *Standard Mail Nonprofit Eligibility*:

- Under "Additional Links", click *Download DMM, QSG, and IMM*.
- Click QSG.
- Click *703 Standard Mail Nonprofit Eligibility*.

In the September 11, 2008, DMM update and *Postal Bulletin*, we will publish *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) revisions and an additional notice on this topic.

— *Mailing Standards,
Pricing and Classification, 8-14-08*

Ordering Information for Updated Publications and Postage Statements

Mailing Standards updated the following publications and postage statements with the May 2008 price information. Items are available through the Material Distribution Center (MDC) eBay catalog. You may also order publications from the MDC via touch-tone order entry (TTOE): Call 800-273-1509.

Note: You must register to use TTOE. To register, call 800-332-0317, select option 1, then 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
NOT 123	Price List	7610-03-000-9257	374	EA	\$0.1614	50
POS 123S	Poster Prices and Fees (14" x 21")	7690-03-000-4151	464	EA	\$0.0892	1 copy
POS 123L	Poster Prices and Fees (24" x 36")	7690-03-000-4150	463	EA	\$0.1652	1 copy

Customers and employees can find updated publications on the Postal Explorer® Web site at <http://pe.usps.com>. Printed versions of the following publications will be available to order from the MDC in the near future, and we will publish ordering information in a future *Postal Bulletin*.

- *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®).
- *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®).
- *An Introduction to Mailing for Businesses and Organizations*, DMM 200.
- Publication 95, *Quick Service Guides*.
- Publication 51, *International Prices and Fees*.
- DMM 100, *A Customer's Guide to Mailing* (English).
- DMM 100S, *A Customer's Guide to Mailing* (Spanish).
- DMM 100C, *A Customer's Guide to Mailing* (Chinese).

Postage Statements — Ordering Instructions for May 2008 Postage Statements

The following postage statements — updated with the May 2008 prices — are available through the MDC or online at www.usps.com/forms; click *All Online PDF Forms in Numeric Order*.

- PS Form 3541, *Postage Statement — Periodicals One Issue or One Edition*.

- PS Form 3600-EZ, *Postage Statement — First-Class Mail — Easy Nonautomation Letters, Cards, or Flats.*
- PS Form 3600-R, *Postage Statement — First-Class Mail and Priority Mail.*
- PS Form 3602-EZ, *Postage Statement — Standard Mail — Easy Nonautomation Letters or Flats.*
- PS Form 3602-N, *Postage Statement — Nonprofit Standard Mail.*
- PS Form 3602-NZ, *Postage Statement — Nonprofit Standard Mail Easy — Nonautomation Letters or Flats.*
- PS Form 3602-R, *Postage Statement — Standard Mail.*
- PS Form 3605-R, *Postage Statement — Package Services (Bound Printed Matter, Library Mail, Media Mail, Parcel Post, and Parcel Select).*
- PS Form 3700, *Postage Statement — International Mail.*

PSIN	Description	PSN	Unit of Measure	Min. Order Qty.	Price
PS3541-1	PS Form 3541, pages 1–2	7530-07-000-6222	EA	1	\$0.0200
PS3541-3	PS Form 3541, pages 3–4	7530-07-000-6223	EA	1	\$0.0200
PS3541-5	PS Form 3541, pages 5–6	7530-10-000-0501	EA	1	\$0.0200
PS3541-7	PS Form 3541, pages 7–8	7530-10-000-0502	EA	1	\$0.0200
PS3541-M1	PS Form 3541, pages 1–2	7530-05-000-4278	EA	1	\$0.0200
PS3541-M3	PS Form 3541-M, pages 3–4	7530-10-000-0503	EA	1	\$0.0200
PS3541-M5	PS Form 3541-M, pages 5–6	7530-10-000-0504	EA	1	\$0.0200
PS3541-M7	PS Form 3541-M, pages 7–8	7530-10-000-0505	EA	1	\$0.0200
PS3541-I	PS Form 3541, Instructions	7530-07-000-6224	EA	1	\$0.0170
PS3600-EZ	PS Form 3600-EZ, complete form (page 1 and Instructions)	7530-07-000-6220	EA	50	\$0.0200
PS3600-R1	PS Form 3600-R, pages 1–2	7530-07-000-6217	EA	50	\$0.0200
PS3600-R3	PS Form 3600-R, pages 3–4	7530-07-000-6218	EA	1	\$0.0200
PS3600-R5	PS Form 3600-R, page 5 and Instructions	7530-09-000-9937	EA	1	\$0.0200
PS3602-EZ	PS Form 3602-EZ, complete form (page 1 and Instructions)	7530-07-000-6221	EA	50	\$0.0200
PS3602-N1	PS Form 3602-N, pages 1–2	7530-07-000-6213	EA	50	\$0.0200
PS3602-N3	PS Form 3602-N, pages 3–4	7530-07-000-6214	EA	25	\$0.0200
PS3602-N5	PS Form 3602-N, pages 5–6	7530-07-000-6215	EA	1	\$0.0200
PS3602-N7	PS Form 3602-N, pages 7–8	7530-07-000-6216	EA	1	\$0.0200
PS3602-N9	PS Form 3602-N, pages 9–10	7530-09-000-9938	EA	1	\$0.0200
PS3602-N11	PS Form 3602-N, page 11 and Instructions	7530-09-000-9939	EA	1	\$0.0200
PS3602-NZ	PS Form 3602-NZ, complete form (page 1 and Instructions)	7530-07-000-6219	EA	50	\$0.0200
PS3602-R1	PS Form 3602-R, pages 1–2	7530-07-000-6209	EA	50	\$0.0200
PS3602-R3	PS Form 3602-R, pages 3–4	7530-07-000-6210	EA	25	\$0.0200
PS3602-R5	PS Form 3602-R, pages 5–6	7530-07-000-6211	EA	25	\$0.0200
PS3602-R7	PS Form 3602-R, pages 7–8	7530-07-000-6212	EA	1	\$0.0200
PS3602-R9	PS Form 3602-R, pages 9–10	7530-09-000-9935	EA	1	\$0.0200
PS3602-R11	PS Form 3602-R, page 11 and Instructions	7530-09-000-9936	EA	1	\$0.0200
PS3605-R1	PS Form 3605-R, pages 1–2	7530-08-000-3305	EA	1	\$0.0200
PS3605-R3	PS Form 3605-R, pages 3–4	7530-08-000-3306	EA	1	\$0.0200
PS3605-R5	PS Form 3605-R, pages 5–6	7530-08-000-3307	EA	1	\$0.0200
PS3605-R7	PS Form 3605-R, pages 7–8	7530-08-000-3308	EA	1	\$0.0200
PS3605-R9	PS Form 3605-R, pages 9–10	7530-09-000-9934	EA	1	\$0.0200
PS3605-RI	PS Form 3605-R, Instructions	7530-10-000-0506	EA	1	\$0.0170
PS3700-1	PS Form 3700-1, pages 1–2	7530-09-000-9940	EA	1	\$0.0200
PS3700-3	PS Form 3700-1, pages 3–4	7530-09-000-9941	EA	1	\$0.0200
PS3700-5	PS Form 3700-1, pages 5–6	7530-09-000-9942	EA	1	\$0.0200
PS3700-7	PS Form 3700-1, pages 7–8	7530-09-000-9943	EA	1	\$0.0200
PS3700-9	PS Form 3700-I, pages 9–10	7530-09-000-9944	EA	1	\$0.0170
PS3700-11	PS Form 3700-I, pages 11–12	7530-10-000-8809	EA	1	\$0.0200

Marketing

Mail Alert

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

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

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
8/16/08–8/22/08	Life Line Screening	Standard Letter	2.0	Nationwide	3/5-Digit	Mail America Forest, VA
8/18/08–8/20/08	2008 Labor Day Sale and Clearance Flyer	Standard Flat	3.547	Nationwide	3/5-Digit, Car-Rt	RR Donnelly Lancaster, PA
8/18/08–8/21/08	Ginny's	Standard Catalog	4.7	Nationwide	Barcoded 3/5-Digit, Car-Rt	Quad Graphics Lomira, WI
8/18/08–8/21/08	Seventh Avenue	Standard Catalog	4.8	Nationwide	Barcoded 3/5-Digit, Car-Rt	Quad Graphics Lomira, WI
8/20/08–8/23/08	Ashro Lifestyle	Standard Catalog	1.3	Nationwide	Barcoded 3/5-Digit, Car-Rt	RR Donnelly Mattoon, IL
8/20/08–8/23/08	Vonage Compak	Standard Letter	1.8	National	Barcoded 3/5-Digit	Compak Bellmawr, NJ
8/23/08–8/25/08	JCP-Christmas Catalog	Standard Catalog	10.5	National	Car-Rt	RRD/Quebecor
8/25/08–8/28/08	Through The Country Door	Standard Catalog	2.7	Nationwide	Barcoded 3/5-Digit, Car-Rt	Quad Graphics Lomira, WI
8/27/08–8/29/08	JCP-Wk 31 Home Sale	Standard Letter	3.0	National	Car-Rt	Harte-Hanks
8/27/08–8/29/08	JCP-Wk 31 Salon Loyalty	Standard Letter	1.2	National	Car-Rt	Harte-Hanks
8/28/08–8/30/08	Sally Beauty Supply September 2008 Flyer	Standard Letter	1.343	Nationwide	3/5-Digit	World Marketing Dallas, TX

— Business Service Network Integration, Customer Service, 8-14-08

Philately

Stamp Announcement 08-41: Bette Davis



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On September 18, 2008, at Boston University in Boston, Massachusetts, the Postal Service™ will issue a 42-cent *Bette Davis* commemorative stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 462600). The stamp, designed by Richard Sheaff of Scottsdale, Arizona, goes on sale nationwide September 18, 2008.

With the issuance of this 14th stamp in the *Legends of Hollywood* series, artist Michael J. Deas of New Orleans, Louisiana, based his painting for the stamp on a black and white still of Bette Davis made during the filming of "All About Eve" (1950), in which Davis brilliantly portrayed aging Broadway star Margo Channing.

Issue:	<i>Bette Davis</i>
Item Number:	462600
Denomination & Type of Issue:	42-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	<i>Legends of Hollywood</i>
Issue Date:	September 18, 2008, Boston, MA 02205
Designer:	Richard Sheaff, Scottsdale, AZ
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Artist:	Michael J. Deas, New Orleans, LA
Engraver:	N/A
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset, Microprinting, "USPS"
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Mueller Martini, A 76
Stamps per Pane:	20
Print Quantity:	60 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd. (APU)
Colors:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Vertical
Image Area (w x h):	0.84 x 1.42 in./21.34x 36.07 mm
Overall Size (w x h):	0.98 x 1.56 in./24.89 x 39.62 mm
Full Pane Size (w x h):	8.474 x 7.169 in./215.24 x 182.09 mm
Plate Size:	180 stamps per revolution
Plate Numbers:	"P" followed by four (4) single digits
Marginal Markings:	
Front:	© 2007 USPS • Plate block • Price • Plate numbers in four positions • Header "14th IN A SERIES, Legends of Hollywood" • Biographical information • Proprietary notice
Back:	USPS logo • Barcode "462600" in four positions

How to Order the First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at The Postal Store® Web site at www.usps.com/shop, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Bette Davis Stamp
First Day of Issue
USPS Boston Retail Team
25 Dorchester Ave., Rm. 3011
Boston, MA 02205-9600

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by November 19, 2008.

How to Order First Day Covers

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

Information Fulfillment
Dept. 6270
U.S. Postal Service
PO Box 219014
Kansas City, MO 64121-9014

Philatelic Products

There are six philatelic products available for this stamp issue:

- 462661,* First Day Cover, \$0.80.
- 462662,* First Day Cover w/Full Pane, \$10.90.
- 462665,* Digital Color Postmark, \$1.50.
- 462684,* Uncut Press Sheet, \$75.60.
- 462691,* Ceremony Program, \$6.95.
- 462699, Cancellation Keepsake Digital Color Postmark w/Pane, \$9.90.

Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

Distribution: Item 462600, 42-cent Bette Davis, PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) will receive approximately 55 to 60 percent of their full standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of 50 percent their full standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before September 12, 2008.

Additional Supply

Post Offices requiring additional stamps must requisition Item 462600 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Chicago APD will receive 3,200,000 additional stamps; the New York and San Francisco APDs will each receive 2,880,000 additional stamps; and the Memphis APD will receive 2,400,000 additional stamps.

Sales Policy

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

— Stamp Services,
Government Relations, 8-14-08

Stamp Announcement 08-42: Eid



Copyright 2000 USPS

On September 23, 2008, in Washington, DC, the Postal Service™ will issue a 42-cent, *Eid* special stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 (Item 573000). Designed/calligraphed by Mohamed Zakariya of Arlington, Virginia, the stamp goes on sale nationwide September 23, 2008. This stamp was previously issued with the same design and with a 34-cent denomination in 2001, a 37-cent denomination in 2002, a 39-cent denomination in 2006, and 41-cent denomination in 2007.

How to Order the First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at The Postal Store® Web site at www.usps.com/shop, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Eid Stamp
Postmaster
Special Cancellations
PO Box 92282
Washington, DC 20090-2282

Issue:	<i>Eid</i>
Item Number:	573000
Denomination & Type of Issue:	42-cent Special
Format:	Pane of 20 (1 design)
Series:	<i>Holiday</i>
Issue Date & City:	September 23, 2008, Washington, DC 20066 (No Ceremony)
Designer/Calligrapher:	Mohamed Zakariya, Arlington, VA
Art Director:	Phil Jordan, Falls Church, VA
Engraver:	Parmarco/Armotek Industries
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	25 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Processed at:	Avery Dennison, Clinton, SC
Colors:	PMS 300 (Gray), (PMS 424) (Blue), PMS 871 (Gold)
Stamp Orientation:	Vertical
Image Area (w x h):	0.770 x 1.05 in./19.56 x 26.67 mm
Overall Size (w x h):	0.910 x 1.19 in./23.11 x 30.23 mm
Full Pane Size (w x h):	5.375 x 5.875 in./136.53 x 149.23 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"V" followed by three (3) single digits
Marginal Markings:	"© 2000 USPS" • Price • Plate position diagram • Plate numbers in four corners of pane • Two barcodes "573000"

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by November 24, 2008.

How to Order First Day Covers

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

Information Fulfillment
Dept. 6270
U.S. Postal Service
PO Box 219014
Kansas City, MO 64121-9014

Philatelic Products

There are two philatelic products available for this stamp issue:

- 573061 * First Day Cover, \$0.80.
- 573093 * First Day Cancellation Keepsake, \$9.20.

Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

Distribution: Item 573000, 42-cent EID, PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) will receive approximately 15 to 20 percent of their full standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of 15 percent their full standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before September 17, 2008.

Additional Supply

Post Offices requiring additional stamps must requisition Item 573000 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

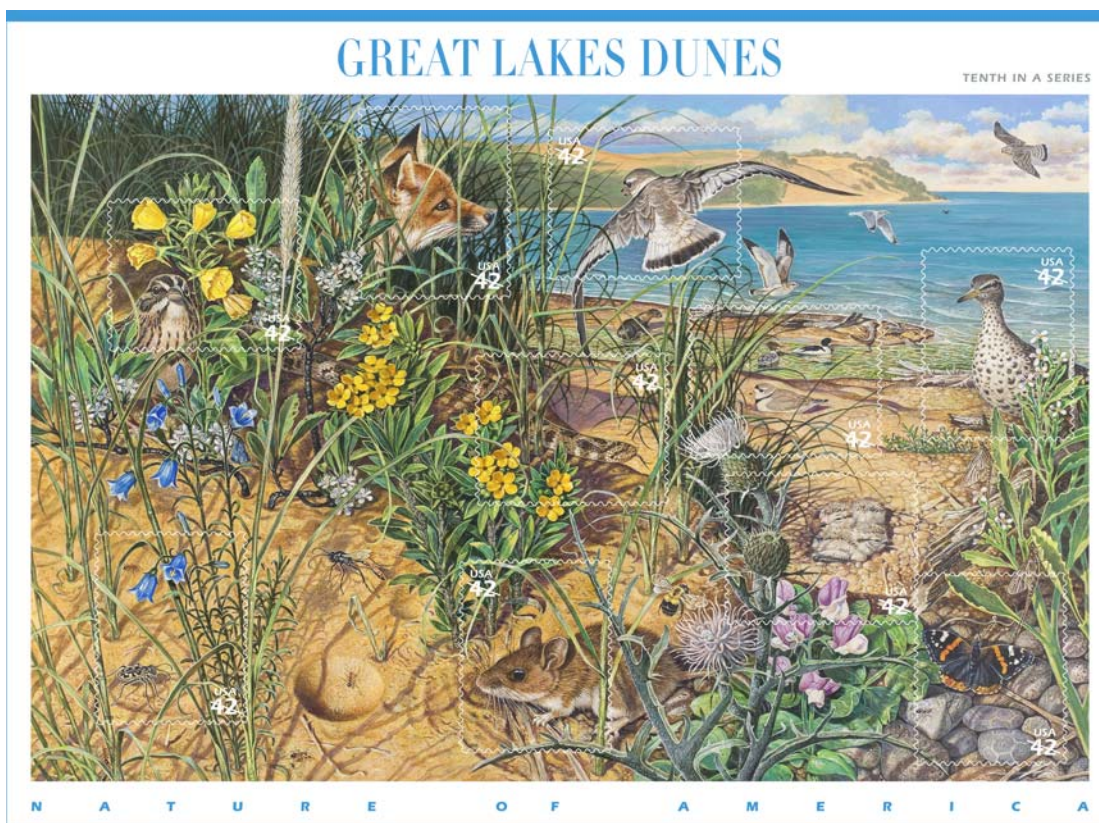
For fulfilling supplemental orders from SDOs, the Chicago and New York APDs will each receive 3,000,000 additional stamps and the Memphis and San Francisco APDs will each receive 960,000 additional stamps.

Sales Policy

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

— Stamp Services,
Government Relations, 8-14-08

Stamp Announcement 08-43: Nature of America: Great Lakes Dunes



Copyright 2007 USPS

On October 2, 2008, in Empire, Michigan, at Sleeping Bear Dunes National Lakeshore, the Postal Service™ will issue 42-cent *Nature of America: Great Lakes Dunes* commemorative stamps in 10 designs. Designed by Ethel Kessler of Bethesda, Maryland, the stamps go on sale nationwide October 2, 2008.

Nature of America: Great Lakes Dunes stamps will be available in a pressure-sensitive adhesive (PSA) souvenir sheet of 10 (Item 462700) and a \$13.95 premium stamped postal card booklet of 10 (Item 896700).

The *Great Lakes Dunes* is the tenth stamp pane in the *Nature of America's* educational series that features the beauty and complexity of major plant and animal communities in the United States.

Previous issuances in the *Nature of America* series were Sonoran Desert (1999), Pacific Coast Rain Forest (2000), Great Plains Prairie (2001), Longleaf Pine Forest (2002), Arctic Tundra (2003), Pacific Coral Reef (2004), Northeast Deciduous Forest (2005), Southern Florida Wetlands (2006), and Alpine Tundra (2007)

How to Order the First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at The Postal Store® Web site at www.usps.com/shop, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Nature of America: The Great Lakes Dunes Stamp
Great Lakes Dunes
First Day of Issue
10234 West Front St.
Empire, MI 49630-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by December 3, 2008.

How to Order First Day Covers

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

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

Information Fulfillment
Dept. 6270
U.S. Postal Service
PO Box 219014
Kansas City, MO 64121-9014

Philatelic Products

There are six philatelic products available for this stamp issue:

- 462762*, First Day Cover w/Full Pane, \$6.70.
- 462764*, Cancelled Full Pane, \$6.70.
- 462766/896700/896701, Premium Stamped Cards, \$8.95.
- 462784*, Uncut Press Sheet, \$33.60.
- 462791*, Ceremony Program w/10 stamps, \$6.95.
- 462793*, First Day Cover Keepsake, \$10.90.

Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

Distribution: Item 462700, \$4.20 Great Lakes Dunes, PSA Commemorative Sheet of 10 Stamps

Stamp distribution offices (SDOs) will receive approximately 28 to 30 percent of their standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (2,000 commemorative sheets/20,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of 25 percent their standard automatic distribution quantities using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute this commemorative sheet to Post Offices before September 26, 2008.

Additional Supply

Post Offices requiring additional commemorative sheets must requisition Item 462700 from their designated SDO using PS Form 17. SDOs requiring additional commemorative sheets must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Chicago APD will receive 264,000 additional commemorative sheets and the New York, Memphis, and San Francisco APDs will each receive 124,000 additional commemorative sheets.

Issue:	<i>Nature of America: Great Lakes Dunes</i>
Item Number:	462700
Denomination & Type of Issue:	42-cent Commemorative
Format:	Souvenir Sheet of 10 (10 designs)
Series:	<i>Nature of America</i>
Issue Date & City:	October 2, 2008, Empire, MI 49630
Designer:	Ethel Kessler, Bethesda, MD
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Greg Berger, Bethesda, MD
Artist:	John Dawson, Hilo, HI
Engraver:	Keating Gravure
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	10
Print Quantity:	35 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	Cyan, Yellow, Magenta, Black, PMS 299 (Blue), PMS 5635 (Green/Gray)
Stamp Orientation:	Horizontal and Vertical
Image Area (w x h):	1.42 x 1.085 in./36.07 x 27.56 mm
Overall Size (w x h):	1.56 x 1.225 in./39.62 x 31.12 mm
Full Pane Size (w x h):	9.125 x 6.75 in./231.78 x 171.45 mm
Plate Size:	80 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	
Front:	Header, "GREAT LAKES DUNES Tenth in a Series, Nature of America"
Back:	© 2007 USPS • Barcode "462700" • Paragraph about Great Lakes Dunes and descriptions of plants and animals • "Great Lake Dunes: Nature of America" • "This series of stamps features the beauty and complexity of plant and animal communities in the United States"

Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures. The \$4.20 *Great Lakes Dunes* Commemorative Sheet may not be split and the stamps may not be sold individually.

Issue:	<i>Nature of America: Great Lakes Dunes</i>
Item Number:	896700
Denomination & Type of Issue:	27-cent Premium Stamped Postal Card
Format:	\$13.95 Stamped Postal Card Booklet of 10 (10 designs)
Series:	N/A
Issue Date & City:	October 2, 2008, Empire, MI 49630
Designer:	Ethel Kessler, Bethesda, MD
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Greg Berger, Bethesda, MD
Artist:	John Dawson, Hilo, HI
Modeler:	Joseph Sheeran
Engraver:	N/A
Manufacturing Process:	Offset
Printer:	Sterling Sommer, Inc.
Printed at:	Tonawanda, NY
Finishers:	Ashton Potter (USA) Ltd. (APU)
Finished at	Williamsville, NY
Press Type:	Heidelberg, Speedmaster
Print Quantity:	150,600 cards
Paper Type:	Nonphosphored, Type III, Block
Adhesive Type:	N/A
Colors:	Black, Cyan, Magenta, Yellow, PMS 299 (Blue)
Card Orientation:	Horizontal
Image Area (w x h):	7.00 x 5.00 in./177.80 x 127.00 mm
Overall Size (w x h):	7.00 x 10.00 in./177.80 x 254.00 mm
Plate Size:	18 cards per revolution
Plate Numbers:	N/A
Marginal Markings:	N/A
(Other) Front:	Header, "GREAT LAKES DUNES"
Back:	© 2008 USPS • Stamp image • Header, "NATURE OF AMERICA" • Informational text of each stamp image

— Stamp Services,
Government Relations, 8-14-08

Stamp Announcement 08-44: America on the Move: 50s Fins and Chrome



Issue:	<i>America on the Move: 50s Fins & Chrome</i>
Item Number:	463600
Denomination & Type of Issue:	42-cent Commemorative
Format:	Pane of 20 (5 designs)
Series:	<i>America on the Move</i>
Issue Date & City:	October 3, 2008, Carlisle, PA 17013
Designer:	Carl T. Herrman, Carlsbad, CA
Artist:	Art M. Fitzpatrick, Carlsbad, CA
Art Director:	Carl T. Herrman, Carlsbad, CA
Typographer:	Carl T. Herrman, Carlsbad, CA
Modeler:	Donald Woo
Manufacturing Process:	Offset, Microprinting, "USPS"
Printer:	Banknote Corporation of America/SSP
Printed at:	Browns Summit, NC
Press Type:	Alprinta, 74
Stamps per Pane:	20
Print Quantity:	50 million stamps
Paper Type:	Phosphored Tagged Paper, Overall
Adhesive Type:	Pressure-sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Cyan, Magenta, Yellow, Black
Stamp Orientation:	Horizontal
Image Area (w x h):	1.40 x 0.82 in./35.56 x 20.83
Overall Size (w x h):	1.56 x 0.98 in./39.62 x 24.89 mm
Full Pane Size (w x h):	7.24 x 6.25 in./183.90 x 158.75 mm
Plate Size:	180 stamps per revolution
Plate Numbers:	"S" followed by four (4) single digits
Marginal Markings:	
Front:	© 2007 USPS • Price, ".42 x 20 = \$8.40" • Plate numbers in four corners of pane • Plate position diagram
Back:	USPS logo • Barcodes (463600) in four corners of pane • Descriptive text • Proprietary notice

On October 3, 2008, in Carlisle, Pennsylvania, the Postal Service™ will issue 42-cent *America on the Move: 50s Fins and Chrome* commemorative stamps in five designs. Designed by Carl T. Herrman of Carlsbad, California, the stamps go on sale nationwide October 3, 2008.

America on the Move: 50s Fins and Chrome stamps will be available in a pressure-sensitive adhesive (PSA) pane of 20 (Item 463600) and a \$13.95 premium stamped postal card booklet of 20 (Item 893500).

The stamps feature paintings by renowned automobile illustrator Art M. Fitzpatrick of Carlsbad, California. This is the second issuance in the *America on the Move* series. The pane features a 1959 Cadillac Eldorado, a 1957 Studebaker Golden Hawk, a 1957 Pontiac Safari, a 1957 Lincoln Premiere, and a 1957 Chrysler 300C.

The previous issuance of *America on the Move* featured 50s Sporty Cars that included a 1952 Nash Healey, 1953 Chevrolet Corvette, 1953 Studebaker Starliner, 1954 Kaiser Darrin, and 1955 Ford Thunderbird.

How to Order the First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at The Postal Store® Web site at www.usps.com/shop, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

America on the Move: 50s Fins and Chrome Stamp Postmaster
66 W. Louther St.
Carlisle, PA 17013-9988

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by December 4, 2008.

How to Order First Day Covers

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

Information Fulfillment
Dept. 6270
U.S. Postal Service
PO Box 219014
Kansas City, MO 64121-9014

Philatelic Products

There are five philatelic products available for this stamp issue:

- 463663*, First Day Cover Set /5, \$4.00.
- 463666/893500/893501, Premium Stamped Cards, \$13.95.
- 463668*, Digital Color Postmark Set/5, \$7.50.
- 463691*, Ceremony Program, \$6.95.
- 463699, Digital Color Postmark Cancellation Keepsake w/Set of 5, \$15.90.

Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

Distribution: Item 463600, 42-cent 50s Fins and Chrome, PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) will receive approximately 40 to 45 percent of their full standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Issue:	<i>America on the Move: 50s Fins and Chrome Postal Card Books</i>
Item Number:	893500
Denomination & Type of Issue:	27-cent Premium Stamped Postal Card
Format:	\$13.95 Stamped Postal Card Booklet of 20 (5 designs)
Series:	<i>America on the Move</i>
Issue Date & City:	October 3, 2008, Carlisle, PA 17013
Designer:	Carl T. Herrman, Carlsbad, CA
Art Director:	Carl T. Herrman, Carlsbad, CA
Typographer:	Carl T. Herrman, Carlsbad, CA
Artist:	Art M. Fitzpatrick, Carlsbad, CA
Modeler:	Joseph Sheeran
Engraver:	N/A
Manufacturing Process:	Offset
Printer:	Sterling Sommer, Inc.
Printed at:	Tonawanda, NY
Finishers:	Ashton Potter (USA) Ltd. (APU)
Finished at:	Williamsville, NY
Press Type:	Heidelberg, Speedmaster
Print Quantity:	601,200 cards
Paper Type:	Nonphosphored, Type III, Block
Adhesive Type:	N/A
Colors:	Cyan, Magenta, Yellow, Black
Card Orientation:	Horizontal
Image Area (w x h):	5.93 x 4.125 in./150.62 x 104.78 mm
Overall Size (w x h):	6.555 x 4.125 in./166.50 x 104.78mm
Plate Size:	18 cards per revolution
Plate Numbers:	N/A
Marginal Markings:	N/A
Front Booklet Cover:	"AMERICA ON THE MOVE 50s FINS AND CHROME" • One stamp image • "20 premium stamped postal cards" • 5 designs • \$13.95
Back:	© 2008 USPS • Five stamp images • "AMERICA ON THE MOVE 50s FINS AND CHROME" • Promotional text • Proprietary notice • Barcode (893500) • \$13.95 • "AIC 092" • Package not suitable for philatelic archiving • USPS logo
Other:	Stamp image • Name of vehicle and descriptive text • Proprietary notice

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of 25 percent their full standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before September 26, 2008.

Additional Supply

Post Offices requiring additional stamps must requisition Item 463600 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Chicago APD will receive 2,640,000 additional stamps and the New York, Memphis, and San Francisco APDs will each receive 2,000,000 additional stamps.

Sales Policy

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

Post Offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services
Government Relations, 8-14-08

Stamp Announcement 08-45: Alzheimer's



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On October 17, 2008, in Morgantown, West Virginia, the Postal Service™ will issue a 42-cent *Alzheimer's* commemorative stamp in one design, a pressure-sensitive adhesive (PSA) pane of 20 (Item 463400). Designed by Ethel Kessler of Bethesda, Maryland, the stamp goes on sale nationwide October 17, 2008.

Art Director Ethel Kessler worked with illustrator Matt Mahurin to draw attention to the importance of the caregiver for those who have Alzheimer's disease. "For the person with Alzheimer's," Kessler says, "that interaction with the caregiver means everything." Three words — care, support, research — appear in the selva in the upper right corner of the stamp sheet.

How to Order the First Day of Issue Postmark

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

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

Alzheimer's Stamp
300 Postal Plaza
Morgantown WV 26508-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by December 18, 2008.

How to Order First Day Covers

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

Information Fulfillment
Dept. 6270
U.S. Postal Service
PO Box 219014
Kansas City, MO 64121-9014

Philatelic Products

There are three philatelic products available for this stamp issue:

- 463461*, First Day Cover, \$0.80.
- 463491*, Ceremony Program, \$6.95.
- 463493*, First Day Cancellation Keepsake, \$9.20.

Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

Distribution: Item 463400, 42-cent Alzheimer's Awareness, PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) will receive approximately 55 to 60 percent of their full standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Issue:	<i>Alzheimer's</i>
Item Number:	463400
Denomination & Type of Issue:	42-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	October 17, 2008, Morgantown, WV 26508
Designer	Ethel Kessler, Bethesda, MD
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Ethel Kessler, Bethesda, MD
Artist:	Matt Mahurin
Engraver:	WRE ColorTech
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	65 million stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	Cyan, Magenta, Yellow, Black, PMS 5807 (Lt. Yellow), PMS 5773 (Green)
Stamp Orientation:	Horizontal and Vertical
Image Area (w x h):	1.085 x 1.085 in./27.56 x 27.56 mm
Overall Size (w x h):	1.225 x 1.225 in./31.12 x 31.12 mm
Full Pane Size (w x h):	6.00 x 7.75 in./152.4 x 196.85 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"V" followed by six (6) single digits
Marginal Markings:	
Front:	© 2007 USPS • Header, "ALZHEIMER'S" • "Care. Support. Research." • Price, ".42 x 20=\$8.40" • Plate position diagram • Plate numbers in two corners of pane
Back:	Barcode "463400" in four corners of pane • Verso text • USPS logo

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of 50 percent their full standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before October 10, 2008.

Additional Supply

Post Offices requiring additional stamps must requisition Item 463400 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

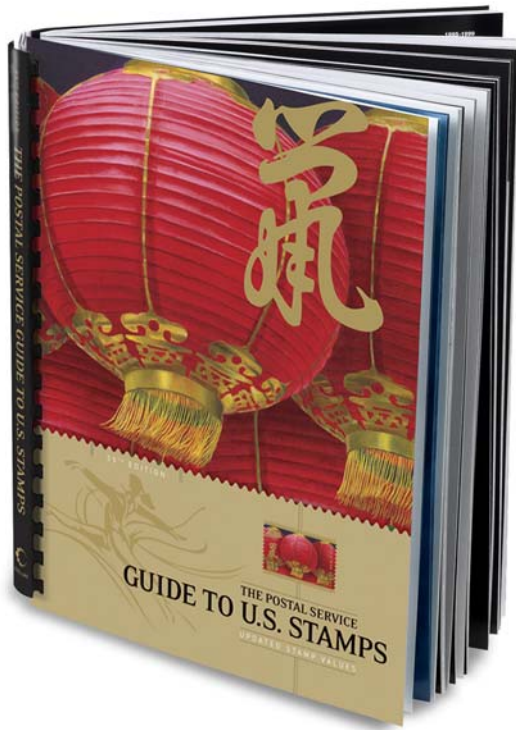
For fulfilling supplemental orders from SDOs, the New York, Memphis, Chicago, and San Francisco APDs will each receive 4,000,000 additional stamps.

Sales Policy

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

— *Stamp Services,
Government Relations, 8-14-08*

Announcement: The Postal Service Guide to U.S. Stamps, 35th Edition



The new 35th edition of *The Postal Service Guide to U.S. Stamps*, Item 890800, soon will be available for sale as follows at:

- Post Offices.
- Postal retail stores.
- Philatelic centers.
- Stamp Fulfillment Services
 - Mail: Place mail orders via the *USA Philatelic* catalog.
 - Telephone: Call 800-STAMP-24.
 - Internet: Order via The Postal Store® at www.usps.com.

Initial Supply to Post Offices

To obtain the initial supply for your Post Office, immediately order Item 890800 from your designated stamp distribution office (SDO) using a separate PS Form 17, *Stamp Requisition/Stamp Return*. (Authorized Postal Retail Stores should order the packaged version suitable for slatwall display, Item 890801). All locations may place the new edition of the guide on sale as soon as initial quantities are received.

The 35th edition of *The Postal Service Guide to U.S. Stamps* book is priced at \$19.95.

HarperCollins Publishers is now shipping the guides to SDOs. Distributions will begin September 1, and will complete September 30, 2008. Shipments are in master cartons of 10 guides.

Installations should report any discrepancies between the quantities shown on the Advice of Shipment and those actually received by using the procedure outlined in Handbook F-1, *Post Office Accounting Procedures*, 436 or 446, Handling Discrepancies in Stock Received.

Promotional copies of the guide *will not* be distributed. You can now display the guide in your Post Office™ by simply removing a copy from your inventory for promotional use. Follow the procedures outlined in Handbook F-1, *Post Office Accounting Procedures*, Section 428.8, Obtaining Stock for Promotions or Presentations.

Offices must report all sales of Item 890800, 35th Edition, The Postal Service Guide to U.S. Stamps, in AIC 092, Philatelic Product Sales.

For the ninth year, in partnership with HarperCollins Publishers, this book as well as the *2008 Commemorative Stamp Yearbook* will be available in bookstores and other retail outlets where books are purchased.

The Postal Service Guide to U.S. Stamps, 34th Edition (Last Year's Edition)

As the 35th edition of *The Postal Service Guide to U.S. Stamps* becomes available, Post Offices must withhold all remaining copies of the 34th edition (Item 890700) from sale and take the following actions:

1. *Retail Outlets*. Collect any copies of the 34th edition of the guide from stamp credits. Immediately return them to main stock using PS Form 17, *Stamp Requisition/Stamp Return*, June 2002 edition.
2. *Post Offices*. Consolidate all remaining copies of the 34th edition of the guide, if any, into the unit reserve stock. **Prepare all 34th editions of the guide in accordance with procedures established for disposing of obsolete and redeemed stock, and submit according to local district quarterly stamp destruction or return schedules.**
3. *Local Office Philatelic Programs*. Submit PS Form 17 to the local SDO or Stamp Services Center (SSC) for the number of 34th editions of the guide (Item 890700) needed for philatelic/promotional programs. You may give one or more copies to local schools, libraries, student groups, stamp clubs, and retirement homes.
4. *Stamp Distribution Offices*. Stamp all copies of the guide used in promoting philatelic programs **“NOT FOR RESALE.”** The SDO custodian of accountable paper must attest that each item is so stamped and

prepare PS Form 17, endorsed “**PHILATELIC PRODUCTS GIVEN TO PHILATELIC PROGRAMS.**” Program coordinators must acknowledge receipt of Item 890700 and be responsible for its control.

Note: The instructions for providing obsolete editions of the guide for philatelic and promotional purposes are an exception to general guidelines for destruction of accountable items, especially regarding obsolete (withdrawn from sale) items. In this instance, it is Postal Service policy not to destroy copies of the previous year’s edition of the guide when they can be used for valid promotional and/or educational purposes.

Disposition of Excess Guides

Dispose of all remaining copies of the 34th edition of *The Postal Service Guide to U.S. Stamps* (Item 890600) in accordance with Handbook F-1, Subchapter 45, Destroying Stamp Stock. Because disposition instructions are issued annually for past issues of the guide, **your office should have only the new 35th edition in inventory after completing the above procedures.** If previous editions are on hand, dispose of them immediately, in accordance with Handbook F-1, subchapter 45.

— Stamp Services,
Government Relations, 8-14-08

Correction: Vintage Black Cinema Stamp

In the article “Stamp Announcement 08-31: Vintage Black Cinema,” in *Postal Bulletin* 22235 (6-19-08, pages 70–71), the technical details table on page 71 incorrectly shows the manufacturing process as ‘Offset/Microprinting, “USPS.”’ It should read only as “**Offset**”.

— Stamp Services, Government Relations, 8-14-08

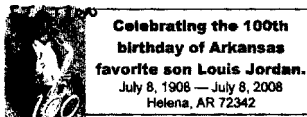
Correction: American Clock Stamp

In the article “Stamp Announcement 08-30: American Clock,” in *Postal Bulletin* 22235 (6-19-08, pages 69–70), the technical details table on page 69 incorrectly states the paper type is “Phosphor Type III, Overall.” It should be “**Prephosphor Type II.**”

— Stamp Services, Government Relations, 8-14-08

Correction: Louis Jordan Postmark Not Available

The postmark for Louis Jordan in *Postal Bulletin* 7-3-08 (22236, page 55) is being withdrawn due to permissions. Therefore, requests for the postmark cannot be honored at this time.



— Stamp Services, Government Relations, 8-14-08

Pictorial Postmarks Announcement

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

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

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

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

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

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

The following pictorial postmarks have been extended for 30 days:



June 14, 2008

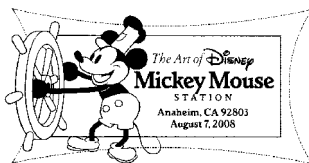
U.S. Postal Service
AMERICAN SAMOA FIRST DAY OF SALE STATION
POSTMASTER
PO BOX 9998
PAGO PAGO AS 96799-9998



July 5, 2008

U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
PO BOX 9998
KRAMER ND 58748-9998

The following pictorial postmarks have been extended for 60 days:



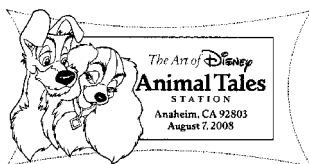
August 7, 2008

U.S. Postal Service
MICKEY MOUSE STATION
POSTMASTER
701 N LOARA ST
ANAHEIM 92803-9998



August 7, 2008

U.S. Postal Service
CHILDHOOD CLASSICS STATION
POSTMASTER
701 N LOARA ST
ANAHEIM 92803-9998



August 7, 2008

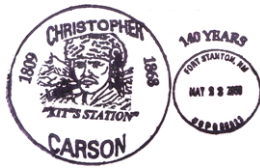
U.S. Postal Service
ANIMAL TALES STATION
POSTMASTER
701 N LOARA ST
ANAHEIM 92803-9998



August 7, 2008

U.S. Postal Service
PRINCESSES STATION
POSTMASTER
701 N LOARA ST
ANAHEIM 92803-9998

The following pictorial postmarks have been extended for 90 days:



May 23, 2008
 U.S. Postal Service
 KITS STATION
 POSTMASTER
 PO BOX 9998
 FORT STANTON NM 88323-9998

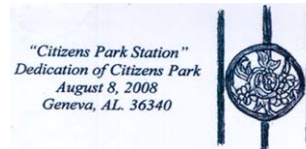


May 24, 2008
 U.S. Postal Service
 AMERICAN MERCHANT MARINE STATION
 POSTMASTER
 PO BOX 9998
 FORT STANTON NM 88323-9998



"Take Me Out to the Ballgame" Station
 Grand Haven MI 49417
 July 24, 2008

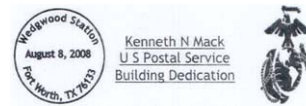
July 24, 2008
 U.S. Postal Service/Jana Tuck
 TAKE ME OUT TO THE BALLGAME
 STATION
 POSTMASTER
 PO BOX 9998
 GRAND HAVEN MI 49417-9998



August 8, 2008
 Geneva County AL Historical Society
 & City of Geneva
 CITIZENS PARK STATION
 POSTMASTER
 800 E CHURCH ST
 GENEVA AL 36340-9998



July 26, 2008
 City of Fairview
 FAIRVIEW CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 FAIRVIEW OR 97024-9998



August 8, 2008
 U.S. Postal Service
 WEDGEWOOD STATION
 POSTMASTER
 4600 MARK IV PKWY
 FORT WORTH TX 76161-9998



August 2, 2008
 Booth Family
 BOAT LIVERY STATION
 POSTMASTER
 PO BOX 9998
 BLUE MOUNTAIN LAKE NY 12812-9998



August 9, 2008
 Little Falls Canal Celebration
 Committee
 CANAL CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 LITTLE FALLS NY 13365-9998



August 2, 2008
 U.S. Postal Service
 STRAW BALE STATION
 POSTMASTER
 PO BOX 9998
 CARTHAGE SD 57323-9998



August 9, 2008
 U.S. Postal Service
 HUMMINGBIRD CELEBRATION
 STATION
 POSTMASTER
 PO BOX 9998
 WELDON CA 95283-9998



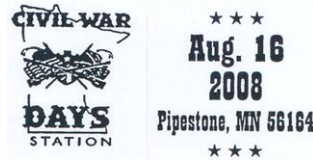
August 8, 2008
 U.S. Postal Service
 WHITE BUFFALO STATION
 POSTMASTER
 212 SECOND ST SW
 JAMESTOWN ND 58401-9998



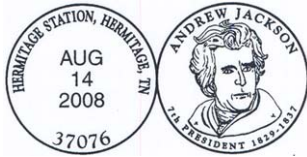
August 9-10, 2008
 COLPEX
 COLPEX STATION
 POSTMASTER
 26200 FORD RD
 DEARBORN HEIGHTS MI 48127-9998



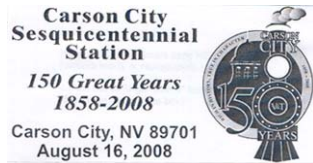
August 12, 2008
 U.S. Postal Service
 TAKE ME OUT TO THE BALL GAME
 STATION
 POSTMASTER
 PO BOX 9998
 ROCK HILL NY 12775-9998



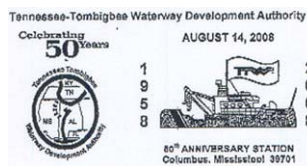
August 16, 2008
 Pipestone County Historical Society
 CIVIL WAR DAYS STATION
 POSTMASTER
 PO BOX 9998
 PIPESTONE MN 56164-9998



August 14, 2008
 U.S. Mint & Uncover Corp.
 HERMITAGE STATION
 POSTMASTER
 3908 LEBANON PIKE
 HERMITAGE TN 37076-9998



August 16, 2008
 City of Carson City NV & Arlington
 Group Events LLC
 CARSON CITY SESQUICENTENNIAL
 STATION
 POSTMASTER
 111 S ROOP ST
 CARSON CITY NV 89701-9998



August 14, 2008
 U.S. Postal Service
 50TH ANNIVERSARY STATION
 POSTMASTER
 524 MAIN ST
 COLUMBUS MS 39701-9998



August 16, 2008
 Kersey Chamber of Commerce
 KERSEY DAYS STATION
 POSTMASTER
 PO BOX 9998
 KERSEY CO 80644-9998



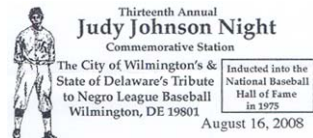
August 15, 2008
 Skypark Airport
 SKYPARK GLIDER STATION
 POSTMASTER
 119 S LYMAN ST
 WADSWORTH OH 44281-9998



August 16, 2008
 Wild West Days Committee
 WILD WEST DAYS STATION
 POSTMASTER
 PO BOX 9998
 VIROQUA WI 54665-9998



August 15, 2008
 Danish Festival Committee
 DANE STATION
 POSTMASTER
 PO BOX 9998
 GREENVILLE MI 48838-9998



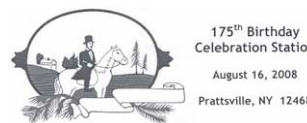
August 16, 2008
 Judy Johnson Memorial Foundation
 13TH ANNUAL JUDY JOHNSON
 COMMEMORATIVE STATION
 POSTMASTER
 PO BOX 7500
 TALLEYVILLE DE 19803-9998



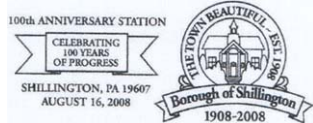
August 15-17, 2008
 Allegheny Highland Council BSA
 ELKCLICK RESERVATION CAMP
 STATION
 POSTMASTER
 PO BOX 9998
 RIXFORD PA 16745-9998



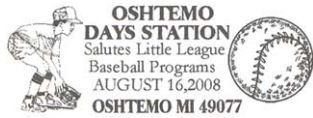
August 16, 2008
 Oak Orchard Harbor Light Association
 POINT BREEZE STATION
 POSTMASTER
 1788 KENT RD
 KENT NY 14477-9998



August 16, 2008
 U.S. Postal Service
 175TH BIRTHDAY CELEBRATION
 STATION
 POSTMASTER
 PO BOX 9998
 PRATTVILLE NY 12468-9998



August 16, 2008
 Shillington 100th Anniversary
 Committee
 100TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 SHILLINGTON PA 19607-9998



August 16, 2008
Oshtemo Rotary Club
OSHTEMO DAYS STATION
 POSTMASTER
 PO BOX 9998
 OSHTEMO MI 49077-9998



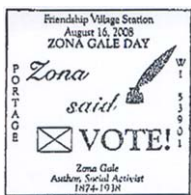
August 21, 2008
U.S. Postal Service
PLAINVIEW TX STATION
 POSTMASTER
 725 ASHE ST
 PLAINVIEW TX 79072-9998



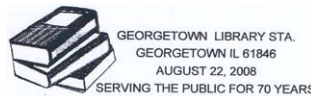
August 16, 2008
Wild Blueberry Festival Committee
WILD BLUEBERRY FESTIVAL STATION
 POSTMASTER
 51 COURT ST
 MACHIAS ME 04654-9998



August 21-September 1, 2008
U.S. Postal Service
MINNESOTA STATE FAIR STATION
 SUPERVISOR MOWS
 PO BOX 645014
 ST PAUL MN 55164-5001



August 16, 2008
Zona Gale Day
FRIENDSHIP VILLAGE STATION
 POSTMASTER
 215 W CONANT ST
 PORTAGE WI 53901-9998



August 22, 2008
Georgetown Library
GEORGETOWN LIBRARY STATION
 POSTMASTER
 PO BOX 9998
 GEORGETOWN IL 61846-9998



August 18, 2008
USAF 51st Communications Squadron
LEADING THE CHARGE STATION
 POSTMASTER
 UNIT 2071
 APO AP 96278-9998



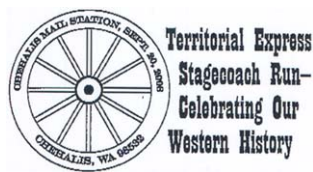
August 22, 2008
Americover
AMERICOVER STATION
 POSTMASTER
 PO BOX 9998
 FALLS CHURCH VA 22041-9998



August 18, 2008
Western States Police & Fireman Games
WSPFG STATION
 POSTMASTER
 770 S 13TH ST
 BOISE ID 83708-9998



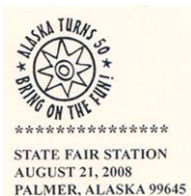
August 22-23, 2008
Brownstown Melonfest Committee
BROWNSTOWN MELONFEST STATION
 POSTMASTER
 201 S SUGAR ST
 BROWNSTOWN IN 47220-9998



August 20, 2008
Territorial Express Stagecoach Run
CHEHALIS MAIL STATION
 POSTMASTER
 225 NW CASCADE AVE
 CHEHALIS WA 98532-9998



August 22-24, 2008
Wheels of Time Street Rod Association
WHEELS OF TIME SRA STATION
 POSTMASTER
 PO BOX 9998
 MACUNGIE PA 18062-9998



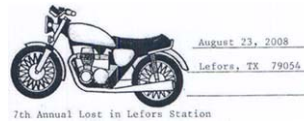
August 21, 2008
Anchorage Philatelic Society
STATE FAIR STATION
 POSTMASTER
 PO BOX 9998
 PALMER AK 99645-9998



August 22-28, 2008
Centre Hall Grange Fair Committee
GRANGE FAIR STATION
 POSTMASTER
 PO BOX 9998
 CENTRE HALL PA 16828-9998



August 23, 2008
 Americover
 AMERICOVER STATION
 POSTMASTER
 PO BOX 9998
 FALLS CHURCH VA 22041-9998



August 23, 2008
 U.S. Postal Service
 LOST IN LEFORS STATION
 POSTMASTER
 111 E 2ND ST
 LEFORS TX 79054-9998



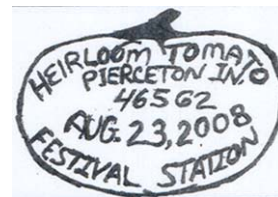
August 23, 2008
 Jefferson's Rotary Club
 ASHE COUNTY ARMED FORCES
 STATION
 POSTMASTER
 419 E 2ND ST
 WEST JEFFERSON NC 28694-9998



August 23, 2008
 Pioneer Power of North Central
 Indiana, Inc.
 HERITAGE STATION
 POSTMASTER
 101 S MAIN ST
 PERU IN 46970-9998



August 23, 2008
 Washington of Rockingham
 225TH ANNIVERSARY STATION
 POSTMASTER
 130 WASHINGTON ST
 ROCKY HILL NJ 08553-9998



August 23, 2008
 Piercetown Chamber of Commerce
 HEIRLOOM TOMATO FESTIVAL
 STATION
 POSTMASTER
 209 S 1ST ST
 PIERCETOWN IN 46562-9998



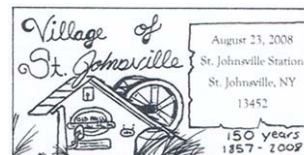
August 23, 2008
 Village of Luxenburg
 LUXENBURG STATION
 POSTMASTER
 406 MAIN ST
 LUXENBURG WI 54217-9998



August 23, 2008
 U.S. Postal Service
 LA HARPE STATION
 POSTMASTER
 802 S MAIN ST
 LA HARPE KS 66751-9998



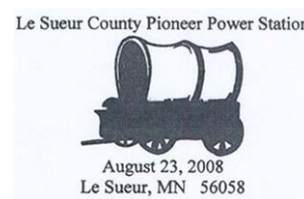
August 23, 2008
 Dillsburg Borough
 175TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 DILLSBURG PA 17019-9998



August 23, 2008
 St. Johnsville Sesquicentennial
 Committee
 ST JOHNSTVILLE STATION
 POSTMASTER
 PO BOX 9998
 ST JOHNSTVILLE NY 13452-9998



August 23, 2008
 Clayville Fire Dept.
 100 ANNIVERSARY STATION
 POSTMASTER
 2370 MAIN ST
 CLAYVILLE NY 13322-9998



August 23, 2008
 LeSueur County Pioneer Power
 Association
 LESUEUR COUNTY PIONEER
 POWER STATION
 POSTMASTER
 PO BOX 9998
 LESUEUR MN 56058-9998



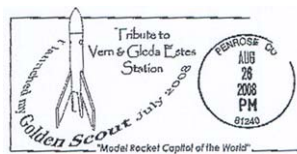
August 23, 2008
 Ed Lewi Associates for NYS Racing
 Assn.
 TRAVERS STATION
 POSTMASTER
 245 WASHINGTON ST
 SARATOGA SPRINGS NY 12866-
 9998



August 23, 2008
 U.S. Postal Service
 CENTENNIAL STATION
 POSTMASTER
 425 RAILROAD AVE
 BLANCHARD ID 83804-9998



August 24, 2008
 Americover
 AMERICOVER STATION
 POSTMASTER
 PO BOX 9998
 FALLS CHURCH VA 22041-9998



August 26, 2008
 Semac Corporation/Vern & Gleda
 Estes
 TRIBUTE TO VERN & GLEDA ESTES
 STATION
 POSTMASTER
 PO BOX 9998
 PENROSE CO 81240-9998



August 25, 2008
 U.S. Postal Service
 CONVENTION STATION
 PHILATELIC CLERK
 951 TWENTIETH ST
 DENVER CO 80202-9998



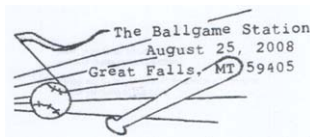
August 27, 2008
 Schaghticoke Fair Committee
 189TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 SCHAGHTICOKE NY 12154-9998



August 25, 2008
 U.S. Postal Service
 CATCH THE VPP WAVE STATION
 POSTMASTER
 PO BOX 9998
 ANAHEIM CA 92802-9998



August 27-30, 2008
 Antique Airfield
 ANTIQUE AIRFIELD STATION
 POSTMASTER
 PO BOX 9998
 BLAKESBURG IA 52536-9998



August 25, 2008
 U.S. Postal Service
 THE BALLGAME STATION
 POSTMASTER
 PO BOX 9998
 GREAT FALLS MT 59401-9998

— Stamp Services,
 Government Relations, 8-14-08

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

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

Traditional Postmarks

Customers should affix the stamps to envelopes of their choice, address them to themselves or others, or provide a self-addressed return envelope with sufficient postage large enough to accommodate the canceled item. Mail the request to the corresponding city of issuance. There is no charge for the first 50 postmarks. There is a 5-cent charge for each additional postmark over 50. Customers should submit a check, money order, or credit card for payment. After applying the first day of issue postmark, the Postal Service™ will return the envelopes to the customer by U.S. Mail.

All postmark requests should go to the first day of issue city. The first day of issue city Post Office will then forward in bulk all postmark requests to Cancellation Services, Stamp Fulfillment Services, PO Box 449992, Kansas City, MO 64144-9992 by respective Post Offices.

Digital Color Postmarks

Only select stamp issues offer a digital color postmark. Customers may submit #6 or #10 envelopes constructed of paper rated as "laser safe." The Postal Service recommends envelopes of 80-pound Accent Opaque, acid-free, 9/16" side seams with no glue on the flap. The maximum

size of all digital color postmarks is 2" high x 4" long. Allow sufficient space on the envelope to accommodate the postmark. Do not use self-adhesive labels for addresses on the envelope. Two test envelopes must be included. There is a minimum of 10 envelopes at 50 cents per postmark required at the time of servicing. Customers should submit a check, money order, or credit card for payment.

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

Customers should affix the stamps to the envelopes and address them to themselves or others for return through the mail. Or, they may include an additional self-addressed return envelope, large enough to accommodate their canceled items, with sufficient postage affixed for return of their postmarked items. Mail the request for a first day of issue digital color postmark to the corresponding city of issuance. Post Offices will then forward all customer requests for digital color postmarks to Cancellation Services, Stamp Fulfillment Services, PO Box 449992, Kansas City, MO 64144-9992.

After applying the first day of issue postmark, the Postal Service will return the envelopes to the customer by U.S. Mail.



Digital Color Pictorial

Take Me Out to the Ball Game Stamp

POSTMASTER
SPECIAL CANCELLATIONS
PO BOX 92282
WASHINGTON DC 20090-2282

Available through September 16, 2008

DID YOU KNOW?

**USPS employees
use their intranet,
Blue, more than
12.2 million times
a month.**



Retail

Stamps by Mail — Brochure Ordering Information

This article publishes the Stamps by Mail® print run cut-off schedule for the remaining portion of the '08 fiscal year. Each date has a designation whether it is for the year-round (YR) brochure or the holiday (HOL) brochure.

- August 22, 2008 (HOL).

To order brochures, submit PS Form 3227-O, *Stamps by Mail Brochure Order Form* (April 2008), to Cyril-Scott Company:

Cyril Scott Company
PO Box 627
Lancaster OH 43130-0627
Telephone: 800-466-0455
Fax: 740-689-0210

You can find this form at <http://blue.usps.gov>; click *Forms*, and then select the form by number. A copy of this form appears on page [101](#) in this *Postal Bulletin*.

The cost per unit of 500 is \$12.06. This cost includes overprinting the address of the fulfillment office placing the order. You may pay for orders with local IMPAC credit cards, checks, or money orders. However, Cyril-Scott Company cannot process the order until it receives payment. Local eBuy procedures may also apply (refer to local procurement procedures). Cyril-Scott Company must receive orders placed by mail by close of business the day of the print run cut-off date listed above. Orders received after the cut-off date will be processed the next print run date.

Centralized sites order quantities from Cyril-Scott Company from local funds by following the ordering instructions contained within this article.

All local Post Offices™ should follow the ordering instructions contained within this article and utilize local funds.

For Orders Exceeding 10,000

Use eBuy to process both centralized and decentralized brochure orders that exceed \$10,000.00. In the Purchasing Method field, select "Route Req to Supply Mgmt", then in the After Approval Route field, select "Prof Printing & Creative Services (HQS)". Include completed PS Form 3227-O with imprint information with the eBuy order.

Note: These approved eBuy orders must be received by Supply Management at least 10 days prior to a published run cut-off date to be included in that run.

Cyril-Scott Company will deliver orders within 35 calendar days after printing. Printing begins 1 week after the deadline date, and actual receipt of the order will depend on the ultimate destination and the corresponding delivery service standard. You should save copies of all orders placed at your local Post Office until the order has been received. Ensure procedures are in effect locally for proper verification of receipt.

— Retail Marketing,
Retail, 8-14-08

Stamps by Mail® Brochure Order Form Required Entry Order No. (mm-dd-yy-ZIP+ 4®) Example: 12-18-05-22209-6057

You MUST complete ALL fields on this form

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

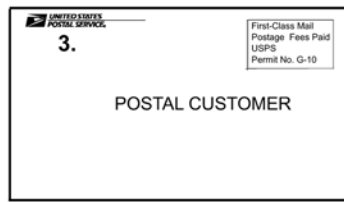
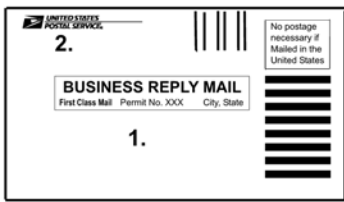
Quantity	Specify No. of Packs <small>(500 forms per pack)</small>	Unit Cost	Total
PS Form 3227 (Year-Round Version)	_____ @	\$12.06 ea. per pack =	=
PS Form 3227 (Holiday), limited offering — Check Postal Bulletin schedule for availability.	_____ @	\$12.06 ea. per pack =	=
Total			\$

Ship to (Cannot ship to Post Office™ boxes):
(Number, street, apartment, suite, city, state, ZIP + 4)

_____ _____ _____ _____	Contact Name Contact Telephone No. (Include area code)
----------------------------------	---

Imprint Information

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



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

_____ _____ _____ _____	_____ _____ _____ _____
----------------------------------	----------------------------------

Payment Information: Orders will be shipped within 35 calendar days following print runs (see Postal Bulletin schedule.) Actual delivery times will vary based upon the destination. For orders over \$10,000.00 (only) submit PS 3227-O with approved E-buy to SM Management - route to PP&CS.

<input type="checkbox"/> VISA/IMPAC Card No.: _____ Requestor Signature _____ Funding/Credit Card Official Signature _____	<input type="checkbox"/> Check (Include with order) Exp. Date: _____ <input type="checkbox"/> USPS Money Order (Include with order) Manager/Supervisor Signature _____ Date Signed _____
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If shipment is over 20,000 forms (40 packs), enter finance number to be charged for transportation costs (see Postal Bulletin estimations): _____

Supply Management

Installation Heads/MAOs: Semiannual Review of Capital Property Records

Handbook AS-701, *Material Management*, Section 541.28, Internal Reviews, contains procedures for conducting a semiannual review of capital property records. The procedures require either the installation head or designated material accountability officer (MAO) to conduct a semiannual internal review and an evaluation of the status of property records and files. The mandatory completion date for installation heads/MAOs for the semiannual review of capital property is August 25, 2008. **Installation heads: if you do not have a designated MAO, please refer to Handbook AS-701, chapter 5, section 541 and Exhibit 541.21 for the assignment procedure and a sample letter of delegation, respectively.**

We have made a few notable changes in the process used to complete a semiannual capital property review and they are as follows: For the upcoming August 2008 Capital Property Records review, Supply Management and Finance Accounting Policy, Headquarters will randomly select approximately 10 percent of capital assets with an acquisition cost of \$10,000 or above for inventory and notify installations of the items selected. Previously, installations self-selected the random sample. If your installation does not have any assets with an acquisition cost of \$10,000 or greater, your finance number will be excluded from this inventory. We plan to revisit capital assets with an acquisition cost under \$10,000 in future inventories. This is a one-time exception that allows us to assess the impact of the change in process on a smaller population of assets.

In addition, write-offs of assets that were disposed of or that installations were unable to locate will no longer be charged to the installation finance number. Effective 2008, all write-offs will now be applied to a servicewide finance number.

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

- Meet with the designated material accountability assistant (MAA) (if you have one) and discuss the material accountability background of the installation. **If you do not have a designated MAA, please refer to Handbook AS-701, chapter 5, section 541.3 and Exhibit 541.32 for the assignment procedure and a sample letter of delegation, respectively.**
- Review the local standard operating procedures.
- Review files and records to verify that they are being maintained in accordance with procedures outlined in Handbook AS-701, chapter 5, sections 551, 552, 553, and 556.
- Review the past six property changes for the month to ensure they have been properly verified.
- Use PS Form 2880 for additions/deletions. PS Form 2880 has been revised to include an Undepreciated Balance column for each asset. The new PS Form 2880 can be located on the Blue page at <http://blue.usps.gov>; click *Forms*. The total for this column, rather than the Acquisition Cost column, will now be used to determine if a copy of the form should be sent to Accounting Policy, Headquarters (Undepreciated Balance over \$100K). The original will still be sent to San Mateo for processing. Note that you will be required to indicate both the acquisition cost and the undepreciated balance for each asset on this form.

— *National Supply Management Programs,
Supply Management, 8-14-08*

DID YOU KNOW?



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can increase
websites
sales by
163%.***

***USPS Business Environment Assessment 2009-2013**



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WASHINGTON DC 20260-5540

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Postage & Fees Paid
USPS
Permit No. G-10

A photograph of a modern office meeting room. Several people in business attire are gathered around a long table, looking at documents. The room has large windows and a wood-paneled wall. The text is overlaid on the left side of the image.

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