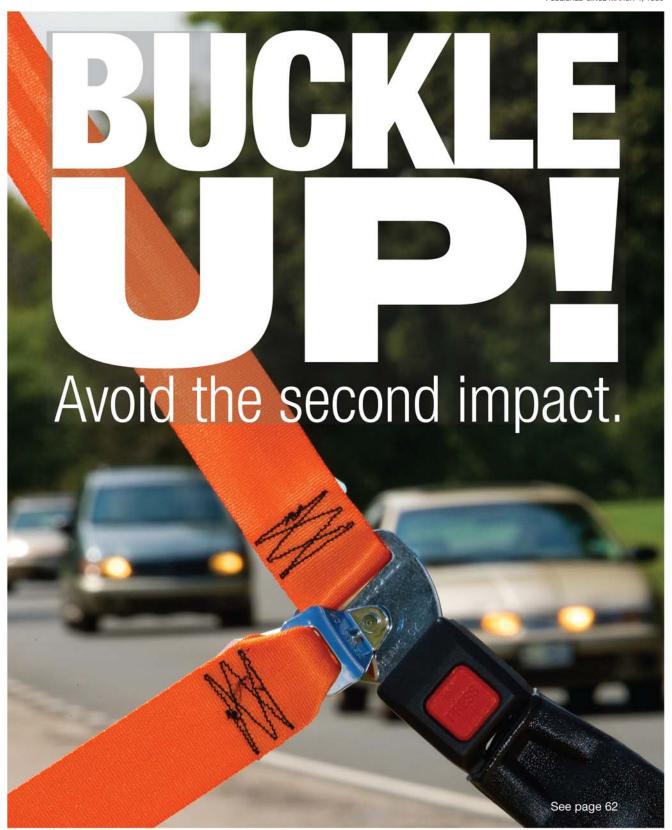
# usps postal bulletin

PUBLISHED SINCE MARCH 4, 1880





Safety

**Supply Management** 

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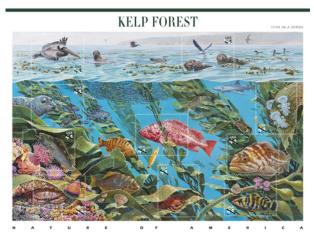
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Kelp Forest stamps

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







# Policies, Procedures, and Forms Updates

# Manuals

DMM Revision: Change in Intelligent Mail Barcode Requirements for Qualified Business Reply Mail and Permit Reply Mail

Effective September 8, 2009, the Postal Service™ is revising *Mailing Standards of the United States*, Domestic Mail Manual (DMM®) 507.9.3.1, 507.9.9, 507.10.3.6, and 708.4.3.1 to revise the timeline and mailing standards to postpone the Intelligent Mail® barcode (IMb) requirement for qualified Business Reply Mail® (QBRM) and permit reply mail (PRM) pieces until May 2011.

In a Federal Register final rule (73 FR 49333–46348) published on August 21, 2008, the Postal Service™ included a requirement for IMbs for qualified QBRM letters and cards and PRM pieces to be effective in May 2010. Revising the timeline is consistent with the IMb requirement for automation letters, flats, and other BRM pieces.

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

500 Additional Mailing Services

\* \* \* \* \* \* \*

507 Mailer Services

\* \* \* \* \* \*

9.0 Business Reply Mail (BRM)

\* \* \* \* \*

9.3 Qualified Business Reply Mail (QBRM) Basic Standards

#### 9.3.1 Description

Qualified Business Reply Mail (QBRM) is First-Class Mail that:

[Revise item f to state that an IMb is not required until May 2011 as follows:]

f. Bears the correct Intelligent Mail barcode (required in May 2011) or POSTNET barcode (until May 2011) that corresponds to the unique ZIP+4 code in the address on each piece distributed. The barcode must be correctly prepared under 9.9 and 708.4.0.

\* \* \* \* \*

#### 9.9 Additional Standards for Letter-Size and Flat-Size BRM

[Revise the introductory text of 9.9 to change the effective date of the IMb requirement to May 2011 as follows:]

In addition to the format standards in 9.8, letter-size BRM enclosed in automation mailings and all QBRM must be barcoded with a ZIP+4 POSTNET barcode (only until May 2011) or an Intelligent Mail barcode. Intelligent Mail barcodes on all BRM must contain the barcode ID, service type ID, and correct ZIP+4 routing code, as specified under 708.4.3. All BRM letters must bear Intelligent Mail barcodes (with a USPS-assigned Mailer ID, except when using origin OneCode Confirm under 503.13.3.2) effective May 2011.

#### 10.3.6 Delivery Address

[Revise text to change the required date for IMb to May 2011 as follows:]

The complete address (including the permit holder's name, delivery address, city, state, and ZIP+4 code) must be printed on the piece. PRM pieces must bear a delivery point POSTNET barcode (until May 2011) or Intelligent Mail barcode (required in May 2011). Effective May 2011, PRM pieces must bear Intelligent Mail barcodes (under 708.4.3) with delivery point routing codes and USPS-assigned Mailer IDs.

\* \* \* \* \* \* \*

700 Special Standards

\* \* \* \* \* \* \*

708 Technical Specifications

\* \* \* \* \* \*

4.0 Standards for POSTNET and Intelligent Mail Barcodes

#### 4.3 Intelligent Mail Barcodes

#### 4.3.1 Definition

\*\*\*Mailers may use Intelligent Mail barcodes as follows:

\* \* \* \* \* \*

[Revise the first two sentences of item c as follows:]

c. Reply mail pieces using origin Confirm Service do not require a Mailer ID to be encoded into the Mailer Identifier field. All other mailpieces, including QBRM letters and PRM pieces as of May 2011, bearing Intelligent Mail barcodes must include the Mailer ID in the Mailer Identifier field.\*\*\*

\* \* \* \* \*

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

Mailing Standards,Pricing, 8-27-09

# DMM Revision: Labeling List Changes

Effective August 3, 2009, we revised Labeling List(s) L001, L007, L009, L201, and L606 of the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM<sup>®</sup>) to reflect changes in mail processing operations. Mailers are encouraged to label according to these revised lists immediately, but must comply by October 15, 2009.

Along with the operational changes currently taking place, all Bulk Mail Centers (BMCs) will be renamed Network Distribution Centers (NDCs). All BMC-related materials and correspondence will be updated to reflect the name change. The following labeling lists are affected by this change:

- L009
- L010
- L601
- L605

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

\* \* \* \* \*

**Index and Appendices** 

\* \* \* \* \*

**Labeling Lists** 

L000 General Use

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

\* \* \* \* \*

Column A	Column B Mail Clas
Change From:	
32084, 32085, 32092, 32095	SAINT AUGUSTINE FL 32084
34201, 34202, 34211	BRADENTON FL 34201
Change To:	
32084, 32085	SAINT AUGUSTINE FL 32084
34201, 34203, 34204	BRADENTON FL 34201
Add:	
34202, 34211, 34212	BRADENTON FL 34202

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

Column A	Column B
Change From:	
85083, 85085-85087	PHOENIX AZ 85085
85203, 85213, 85275	MESA AZ 85203
85205, 85215, 85277	MESA AZ 85215
85208, 85209, 85212	MESA AZ 85208
85122, 85130, 85193, 85194	CASA GRANDE AZ 85122
85264, 85268, 85269	SCOTTSDALE AZ 85268
85280, 85281, 85287	TEMPE AZ 85280
85282, 85285, 85289	TEMPE AZ 85282
85381-85383, 85385	PEORIA AZ 85381
32084, 32085, 32092, 32095	SAINT AUGUSTINE FL 32084
48009, 48012	BIRMINGHAM MI 48009
48025, 48033, 48034	SOUTHFIELD MI 48034
	CLINTON TOWNSHIP MI 48035
48035, 48036, 48043, 48045, 48046	PORT HURON MI 48060
48040, 48049, 48059-48061, 48074	
48310-48312	STERLING HEIGHTS MI 48310
48313, 48314	STERLING HEIGHTS MI 48313
48315-48318	UTICA MI 48315
48322-48325	WEST BLOOMFIELD MI 48322
48327-48330	WATERFORD MI 48327
48331, 48333, 48334	FARMINGTON MI 48331
48047, 48051	NEW BALTIMORE MI 48047
48048, 48050	NEW HAVEN MI 48048
48062-48064	RICHMOND MI 48062
48065, 48096	ROMEO MI 48065
48026, 48066	ROSEVILLE MI 48066
48069, 48070, 48072	BERKLEY MI 48072
48075, 48076	SOUTHFIELD MI 48075
48054, 48079	SAINT CLAIR MI 48079
48080-48082	SAINT CLAIR SHORES MI 48080
48083, 48084	TROY MI 48083
48089-48091, 48397	WARREN MI 48089
48015, 48088, 48092, 48093	WARREN MI 48092
48094, 48095	WASHINGTON MI 48094
48007, 48085, 48098, 48099	TROY MI 48098
48301-48304	BLOOMFIELD HILLS MI 48301
48321, 48326	AUBURN HILLS MI 48326
48332, 48335, 48336	FARMINGTON MI 48335
48320, 48340-48343	PONTIAC MI 48340
48346-48348	CLARKSTON MI 48346
48356, 48357	HIGHLAND MI 48356
48359-48362	LAKE ORION MI 48359
48370. 48371	OXFORD MI 48370
	NOVI MI 48374
48374-48377	
48380, 48381	MILFORD MI 48380
48383, 48386	WHITE LAKE MI 48383
48382, 48390, 48391	WALLED LAKE MI 48390
Change To:	
85085-85087	PHOENIX AZ 85085
85203, 85275	MESA AZ 85203
85205, 85277	MESA AZ 85215
85208, 85212	MESA AZ 85208
85122, 85130, 85193, 85194	CASA GRANDE AZ 85122
85264, 85268	SCOTTSDALE AZ 85268
85281, 85287	TEMPE AZ 85280
85282, 85289	TEMPE AZ 85282
85381, 85383	PEORIA AZ 85381
32084, 32085	SAINT AUGUSTINE FL 32084
48009, 48012	BIRMINGHAM MI 48009
48025, 48033, 48034	SOUTHFIELD MI 48034

Column A	Column B
48035, 48043, 48046	CLINTON TOWNSHIP MI 48035
48049, 48060, 48074	PORT HURON MI 48060
48311, 48312	STERLING HEIGHTS MI 48312
	STERLING HEIGHTS MI 48312 STERLING HEIGHTS MI 48310
48310, 48314	
48315, 48318	UTICA MI 48315
48322, 48323, 48325	WEST BLOOMFIELD MI 48322
48327, 48329, 48330	WATERFORD MI 48327
48333, 48334	FARMINGTON MI 48334
48047, 48051	NEW BALTIMORE MI 48047
48048, 48050	NEW HAVEN MI 48048
48062-48064	RICHMOND MI 48062
48065, 48096	ROMEO MI 48065
48026, 48066	ROSEVILLE MI 48066
48069, 48070, 48072	BERKLEY MI 48072
48075, 48076	SOUTHFIELD MI 48075
48054, 48079	SAINT CLAIR MI 48079
48080-48082	SAINT CLAIR SHORES MI 48080
48083, 48084	TROY MI 48083
48089-48091, 48397	WARREN MI 48089
48015, 48088, 48092, 48093	WARREN MI 48092
48094, 48095	WASHINGTON MI 48094
48007, 48085, 48098, 48099	TROY MI 48098
48301-48304	BLOOMFIELD HILLS MI 48301
48321, 48326	AUBURN HILLS MI 48326
48332, 48335, 48336	FARMINGTON MI 48335
48320, 48340-48343	PONTIAC MI 48340
48346-48348	CLARKSTON MI 48346
48356, 48357	HIGHLAND MI 48356
48359-48362	LAKE ORION MI 48359
48370, 48371	OXFORD MI 48370
48374-48377	NOVI MI 48374
48380, 48381	MILFORD MI 48380
48383, 48386	WHITE LAKE MI 48383
48382, 48390, 48391	WALLED LAKE MI 48390
	WALLED LAKE WII 46390
Add: 48036, 48045	CLINTON TOWNSHIP MI 48036
	FORT GRATIOT MI 48059
48040, 48059, 48061	UTICA MI 48059
48316, 48317	UTICA IVII 46316
Delete:	CACA ODANDE AZ 05100
85122, 85130, 85193, 85194	CASA GRANDE AZ 85122
85006, 85034	PHOENIX AZ 85006
85021, 85069	PHOENIX AZ 85021
85117-85120, 85178	APACHE JUNCTION AZ 85117
85233, 85234	GILBERT AZ 85233
85249, 85286	CHANDLER AZ 85249
85251, 85252	SCOTTSDALE AZ 85251
85283, 85284	TEMPE AZ 85283
85363, 85373	SUN CITY AZ 85373
85374, 85388	SURPRISE AZ 85374
11702, 11703	BABYLON NY 11702
11741, 11742	HOLBROOK NY 11741
11791, 11797	SYOSSET NY 11791
11803, 11804	PLAINVIEW NY 11803
11787, 11788	SMITHTOWN NY 11787
11776, 11777	PORT JEFFERSON STA NY 11776
48038, 48042, 48044	CLINTON TOWNSHIP MI 48038
48306-48308	ROCHESTER MI 48306
48309, 48363	ROCHESTER MI 48309
32817, 32867	ORLANDO FL 32817
32812, 32827	ORLANDO FL 32812
32818, 32868	ORLANDO FL 32818
32820, 32825, 32833, 32834	ORLANDO FL 32820
32960, 32963	VERO BEACH FL 32960
02000, 02000	VEITO DEMOTTI E 02300

Column A	Column B
32962, 32965	VERO BEACH FL 32962
32824, 32837, 32877	ORLANDO FL 32824
32826, 32828, 32831, 32878	ORLANDO FL 32826
32964, 32966, 32968, 32969	VERO BEACH FL 32964
32961, 32967	VERO BEACH FL 32961
32829, 32832, 32872	ORLANDO FL 32829

L009 Mixed ADCs — Periodicals, Package Services Flats and Irregular Parcels and Standard Mail Flats

\* \* \* \* \*

Column A	Column B	Mail Class
Change From:		
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	MXD BMC CHICAGO IL 60890	PKG SVCS, STD
Change To:		
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	MXD NDC CHICAGO IL 60890	PKG SVCS, STD

[Revise the heading of L010 to reflect the mail processing operation change by renaming BMC to NDC as follows:]

#### L010 NDC/ASF Entry — Standard Mail Letters and Package Services Irregular Parcels

L010 indicates the label destination (Column B) for mixed AADC and mixed ADC trays of Standard Mail letters entered at an ASF or NDC (Column A) or placed on an ASF or BMC pallet, or placed on an SCF pallet entered at an SCF facility listed in column B. L010 indicates the label destination (Column B) for mixed sacks of Package Services irregular parcels placed on ASF or BMC pallets.

\* \* \* \*

[Revise the Column A heading in the L010 table to change BMC to NDC as follows:]

Column A	Column B
Column A	Column B
Entry NDC/ASF	Label To

#### L200 Periodicals and First-Class Mail

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

Column A	Column B	Column C
Change From:		
497	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352,	OMX GAYLORD MI 497
	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, 717, 719-731, 734-741, 743-749, 962-966	
493-495	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352,	OMX GRAND RAPIDS MI 493
	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, 717, 719-731, 734-741, 743-749, 962-966	
490, 491	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352,	OMX KALAMAZOO MI 490
	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, 717, 719-731, 734-741, 743-749, 962-966	
496	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352,	OMX TRAVERSE CITY MI 496
	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, 717, 719-731, 734-741, 743-749, 962-966	
601, 603	005, 010-098, 100-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352,	OMX CAROL STREAM IL 601
	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, 800-816, 820,	
	822-831	

<b>Column A</b> 606-608	Column B  005, 010-098, 100-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352,	Column C OMX CHICAGO IL 606
000-008	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, 800-816, 820, 822-831	
605	005, 010-098, 100-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352, 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, 800-816, 820, 822-831	OMX FOX VALLEY IL 605
610, 611	005, 010-098, 100-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352, 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, 800-816, 820, 822-831	OMX ROCKFORD IL 610
604	005, 010-098, 100-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352, 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, 800-816, 820, 822-831	OMX S SUBURBAN IL 604
112, 116	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 716, 717, 719-729	OMX BROOKLYN NY 112
112, 116		MXD BROOKLYN NY 112
<b>Change To:</b> 493-495	005, 010-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352,	OMX GRAND RAPIDS MI 493
100 100	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, 717, 719-731, 734-741, 743-749	
496	005, 010-212, 214-268, 270-329, 334-339, 341, 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, 743-749	OMX TRAVERSE CITY MI 496
490, 491	005, 010-212, 214-268, 270-329, 334-339, 341, 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, 743-749	OMX KALAMAZOO MI 490
497	005, 010-212, 214-268, 270-329, 334-339, 341, 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, 717, 719-731, 734-741, 743-749	OMX GAYLORD MI 497
601, 603	005, 010-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352, 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, 770-778, 800-816, 820, 822-831	OMX CAROL STREAM IL 601
606-608	005, 010-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352, 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, 770-778, 800-816, 820, 822-831	OMX CHICAGO IL 606
604	005, 010-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352, 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, 770-778, 800-816, 820, 822-831	OMX S SUBURBAN IL 604
610, 611	005, 010-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352, 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, 770-778, 800-816, 820, 822-831	OMX ROCKFORD IL 610
605	005, 010-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352, 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, 770-778, 800-816, 820, 822-831	OMX FOX VALLEY IL 605

Column A	Column B	Column C
103, 112, 116	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 716, 717, 719-729	OMX BROOKLYN NY 112
Delete:		
103	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 716, 717, 719-729	OMX STATEN ISLAND NY 103

#### L600 Standard Mail and Package Services

[Revise the heading and the introductory paragraph of L601 to reflect the mail processing operation change by renaming BMC to NDC as follows:]

#### L601 Network Distribution Centers (NDCs)

L601 describes the service area by individual 3-digit ZIP Code prefix for sorting mail to NDC destinations. Use this list for:

- a. Standard Mail parcels and NFMs except ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC prices. Parcels and NFMs for the Buffalo ASF service area prepared and claimed at DBMC prices must be sorted to the Pittsburgh NDC.
- b. Standard Mail bundles, letter trays, or sacks on pallets.
- c. Bound Printed Matter machinable parcels except ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC prices. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC prices must be sorted to the Pittsburgh NDC.
- d. Bound Printed Matter bundles or sacks on pallets.
- e. Parcel Post except for ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC prices and nonmachinable BMC Presort or OBMC Presort mail. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC prices must be sorted to the Pittsburgh NDC. Nonmachinable parcels for the Buffalo ASF service area claimed at DBMC prices may be sorted to the Pittsburgh NDC if bedloaded and presented with machinable parcels.
- f. Presorted Media Mail and Presorted Library Mail to NDC destinations.

For labeling, mixed BMC sacks and pallets, mailers must add "MXD" before the Column B information of the NDC serving the 3-digit ZIP Code prefix of the Post Office at which the mail is entered.

[Revise the second footnote in the L601 to reflect the mail processing operation change by renaming BMC to NDC as follows:] Except for mail prepared for destination entry rates, if the origin entry Post Office is in ZIP Code areas 894, 895, 897, 889-891, 893, 900-908, 910-928, 930-935, 936-969 and the destination Post Office is in ZIP Code areas 850, 851, 852, 853, 855, 859, 860, 863, or 864, label the mail to the Los Angeles NDC rather than the Denver NDC as follows: NDC LOS ANGELES CA 90901.

\* \* \* \* \*

[Revise the heading and the introductory paragraph of L602 to reflect the mail processing operation change by renaming BMC to NDC as follows:]

#### L602 ASFs

L602 describes the service area by individual 3-digit ZIP Code prefix for Standard Mail and Package Services mail that must be sorted to ASFs. Use this list for:

- a. Standard Mail parcels and NFMs if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC prices. Parcels and NFMs for the Buffalo ASF service area prepared and claimed at DBMC prices must be sorted to the Pittsburgh NDC under L601.
- b. Standard Mail bundles, letter trays, or sacks on pallets.

- c. Bound Printed Matter machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC prices. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC prices must be sorted to the Pittsburgh NDC under L601.
- d. Bound Printed Matter bundles or sacks on pallets.
- e. Parcel Post machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC prices. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC prices must be sorted to the Pittsburgh NDC under L601. Nonmachinable parcels for the Buffalo ASF service area claimed at DBMC prices may be sorted to the Pittsburgh NDC under L601 if bedloaded and presented with machinable parcels.

\* \* \* \* \* \*

[Revise the heading of L605 to reflect the mail processing operation change by renaming BMC to NDC as follows:]

#### L605 NDCs/ASFs — Nonmachinable Parcel Post BMC Presort and OBMC Presort

L605 describes the service area by individual 3-digit ZIP Code prefix for Parcel Post mailers preparing BMC Presort and OBMC Presort mailings of nonmachinable parcels.

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

\* \* \* \* \*

Column A	Column B
Change From:	
92857, 92859, 92862, 92863, 92865,	ORANGE CA 92863
92866, 92869	
92856, 92861, 92867, 92868	ORANGE CA 92867
90501-90503, 90505-90509	TORRANCE CA 90503
49684-49686	TRAVERSE CITY MI 49684
32084, 32085, 32092, 32095	SAINT AUGUSTINE FL 32084
Change To:	
92861, 92863, 92867, 92868	ORANGE CA 92867
92856, 92857, 92859	ORANGE CA 92856
90503, 90510	TORRANCE CA 90503
49684, 49685	TRAVERSE CITY MI 49684
32084, 32085	SAINT AUGUSTINE FL 32084
Add:	
92865, 92866, 92869	ORANGE CA 92865
90502, 90507-90509	TORRANCE CA 90502
49686, 49696	TRAVERSE CITY MI 49686

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

- Network Development & Support, Network Operations, 8-27-09

## ELM Revision Rescinded: Limited Duty and Rehabilitation Assignments

Effective immediately, the revision to *Employee and Labor Relations Manual* (ELM) 546.2, Collective Bargaining Agreements; 546.21, Compliance; and 546.23, Types of Appointments, in the article "ELM Revision: Limited Duty and Rehabilitation Assignments" published in *Postal Bulletin* 22213 (8-16-07, pages 7–8) is rescinded.

Contract Administration (American Postal Workers Union), Labor Relations, 8-27-09

# IMM Revision: Mailing Standards Reorganization for Global Express Guaranteed, Express Mail International, Priority Mail International, and First-Class Mail International Services

Effective September 8, 2009, the Postal Service™ is reorganizing *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) subchapters 210, 220, 230, and 240 to enhance clarity and to improve ease-of-use.

This reorganization for Global Express Guaranteed<sup>®</sup>, Express Mail International<sup>®</sup>, Priority Mail International<sup>™</sup>, and First-Class Mail International<sup>™</sup> services will increase customers' ability to find information in the IMM. It also closely aligns with our recent reorganizations for International Priority Airmail<sup>™</sup> service (part 292) and International Surface Air Lift<sup>®</sup> service (part 293), in which we organized these mail classifications by the following topics:

a. Description and physical characteristics.

- b. Prices and postage payment methods.
- c. Mail preparation.
- d. Mail entry and deposit.

There are no substantive changes with these revisions; however, editorial changes are made throughout for clarity and consistency.

We will incorporate these revisions into the next printed version of the IMM and into the monthly update of the online IMM, which is available via Postal Explorer® at <a href="http://pe.usps.com">http://pe.usps.com</a>.

Mailing Standards,Pricing, 8-27-09

## IMM Revision: International Business Reply Service — Updates

Effective October 5, 2009, the Postal Service<sup>™</sup> is revising *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM<sup>®</sup>) section 382.6 to provide updates to our format standards for mailers who use International Business Reply Service (IBRS).

Consistent with the article titled "DMM Revision: New Barcode Placement Standards for Automation Letters" in Postal Bulletin 22264 (7-30-09, page 6), we are revising IMM standards for IBRS mailpieces to increase the upper limit of the allowable vertical placement for a POSTNET™ or an Intelligent Mail® barcode placed in the lower right corner of IBRS mailpieces to 1/2 inch from the bottom of the mailpiece. This new standard will provide an additional 1/16 inch of vertical clearance for mailers choosing to print a barcode in the lower right corner.

In addition, we are making minor changes to the format requirements in section 382.6 and are updating Exhibit 382.6 accordingly. These additional changes include the following:

 Consistent with DMM 202.5.1, the barcode clear zone is defined by the area that extends 5/8 of an inch from the bottom and 4-3/4 inches from the right

- edge of the mailpiece. Previously, we identified this area as 5/8 of an inch from the bottom and 4-1/2 inches from the right edge of the mailpiece.
- 2. Also, consistent with DMM 202.5.1, when the barcode is printed in the lower right corner of the mailpiece, the leftmost bar must be between 3-1/2 inches and 4-1/4 inches from the right edge of the mailpiece. Previously, we identified this area as between 3-1/4 inches and 4-1/4 inches from the right edge of the mailpiece (we had noted the area only in Exhibit 382.6, but we are also codifying this in section 382.63).
- 3. For ease-of-use and clarity, we are adding other identifiers to the image in Exhibit 382.6.

We will incorporate these revisions into the next printed version of the IMM and into the monthly update of the online IMM, which is available via Postal Explorer® at <a href="http://pe.usps.com">http://pe.usps.com</a>.

Mailing Standards,Pricing, 8-27-09

## IMM Revision: Global Express Guaranteed Participating 3-Digit ZIP Codes — Update

Effective October 5, 2009, the Postal Service™ is revising Mailing Standards of the United States Postal Service, International Mail Manual (IMM®) Exhibit 215.1 to reflect that we are introducing Global Express Guaranteed® (GXG®) service in Hawaii to certain Post Office™ facilities in the 968 3-digit ZIP™ Code service area.

We will incorporate this revision into the next printed version of the IMM and into the monthly update of the online IMM, which is available via Postal Explorer® at <a href="http://pe.usps.com">http://pe.usps.com</a>.

# POM and Handbook F-101 Revision: Replacement of PS Form 1096 With PS Form 3544 for Retail Window Service Transactions

Effective immediately, the *Postal Operations Manual* (POM) and Handbook F-101, *Field Accounting Procedures*, are revised to discontinue the use of PS Form 1096, *Receipt*, for retail window service transactions. PS Form 3544, *USPS Receipt for Money or Services*, is now used for retail window service transactions. *Exception*: PSIN# 13 (Routing Slip) replaces PS Form 1096 when issuing temporary cash receipts for local emergency purchases.

However, rural carriers will continue to use PS Form 1096 according to procedures stated in Handbook PO-603, *Rural Carrier Duties and Responsibilities*. A revision to PS Form 1096 is forthcoming, which will restrict usage to rural carrier and highway contract route (HCR) transactions only. Prior to availability of revised PS Forms 1096, issue the current version to rural carriers and HCRs only.

The online version of PS Form 1096 will be removed from the Postal Forms webpage; all replenishment orders must be made through the Material Distribution Center (MDC).

Postal retail units (PRUs) must ensure all PS Forms 1096 are removed from the retail window area and manual PS Forms 3544 (7/04 edition) are on hand to provide customers with manual receipts when electronic receipts are not available. POS and IRT units must have books of PS Forms 3544 on hand to provide customer receipts in the event of a system failure or power outage.

PRUs issue PS Forms 3544 in sequential number order, which provides required financial controls for manual customer receipts created outside electronic USPS<sup>®</sup> reporting systems (POS and IRT). For proper verification of receipts, only issue receipts from one book of PS Forms 3544 at a time. (Do not issue a receipt from a new book of PS Forms 3544 until the last receipt issued from the book is currently in use). See subchapter 3.7 in Handbook F-101 for using and controlling accountable receipts.

eMOVES units will continue to use PS Form 3544 to support PS Form 1412 entries, per current policy. Additionally, eMOVES units will issue PS Form 3544 as customer receipts for purchases when receipts are requested by the customer.

#### Postal Operations Manual, (POM) Issue 9

1	Retail Management						
	*	*	*	*	*		
13	Retai	Service	s at Coun	ters			
	*	*	*	*	*		

132	Stamp and Postal Stationery Sales						
	*	*	*	*	*		
132.1	Stamp	s					
	*	*	*	*	*		

#### 132.14 Purchase Receipts

[Revise 132.14 to read as follows:]

PS Form 3544, Receipt for Money or Services, is used for postage and other services for which a record of payment is not already provided. The Postal Service employee fills in the total amount of the purchase and then round-date stamps the form once payment is received.

	*	*	*	*	*
14	Other	Retail S	ervices M	lanagem	ent
	*	*	*	*	*
146	Inden	nnity Clai	ims		
	*	*	*	*	*

[Delete 146.2, Reimbursements, and renumber current 146.3 and 146.4 as new 146.2 and 146.3.]

15	Easy St	amp Serv	rices		
	*	*	*	*	*
151	Stamps	by Mail			
	*	*	*	*	*
151.3	Filling C	rders			
	*	*	*	*	*

#### 151.38 Lost Orders

[Revise 151.38 to read as follows:]

SBM orders are rarely lost in the mail. If a customer reports a lost or missing order to the postal unit from which his or her mail is delivered, replace it immediately as follows:

- Mail all replacement orders by Certified Mail service, regardless of value (requires customer signature at time of delivery).
- b. Record the amount of the replacement order in the appropriate AIC as follows:
  - AIC 011, Forever Stamp Sales by Internet, Mail, and Phone.
  - AIC 094, Stamps by Mail, Internet, and Phone.
- c. Offset the amount to AIC 647, Financial Differences
   Shortage, and use Reason Code 06, Stamps by Mail.

d. Attach the original order (PS Form 3227-O) and the Certified Mail Receipt to PS Form 3533 and file locally.

**Note:** The postmaster, manager, or supervisor must monitor these claims for recurrences.

#### 831.25 Issuance to Highway Contract Route Customers

[Revise 831.25 to read as follows:]

If required to do so by the contract, highway contract route carriers accept money and applications for money orders and give receipts for the money on PS Form 6387. Unless an intermediate office is involved, the application and money must be turned in for issuance of the money order at the Post Office where the carrier's trip begins and ends. If possible without delay to the issuance of the money order or to the proper dispatch of mail, the carrier submits the money order application and money to the intermediate office for issuance. When the money order is not issued before the carrier leaves the Post Office, the carrier must be given a receipt on PS Form 3544, USPS Receipt for Money or Services, for the funds turned in. After the money order is issued to the carrier, annotate on PS Form 3544 that the money order was issued and include the date. In all other

respects, money order procedures for highway contract route carriers are the same as for rural carriers.

Forms Index

\* \* \* \* \*

[Revise the following entry from the index:]

1096 Receipt 132.14

We will incorporate these revisions into the next printed version of the POM and into the next online update of the POM, available on the Postal Service™ PolicyNet website:

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

The direct URL for the Postal Service PolicyNet website is <a href="http://blue.usps.gov/cpim.">http://blue.usps.gov/cpim.</a>

Handbo	ook F-10	1, Field	Account	ting Pro	cedures
	*	*	*	*	*
8	Financia	l Differen	ces – Al	Cs 247 a	nd 647
	*	*	*	*	*
8-6	Creating Expense		tting AIC	247 and	AIC 647
	*	*	*	*	*

#### 8-6.3 Reason Codes for AICs 247 and 647

[Revise table for Reason Code 11 — Cash Transfer as follows:]

Reason Code	Description	When to Use	Action Required
11	Cash Transfer	■ When PRU uses AIC 647 to issue cash to an-	Postmaster, manager, or supervisor must
		other PRU or employee.	approve. Issuing PRU employee uses AIC 647 and receiving PRU employee uses AIC 247.
		■ When PRU uses AIC 247 to report cash re-	and receiving PNO employee uses Alo 247.
		ceived from another PRU or employee.	

\* \* \* \* \* 19 Payments

19-1 Preferred Payment Methods

#### 19-1.6 Temporary Cash Payments

[Revise 19-1.6 to read as follows:]

The procedure for making a local cash purchase is as follows:

- a. The manager or a designated employee documents the amount and reason for a temporary cash payment on a routing slip (buck slip), PSIN # O13, and gives this routing slip to the requesting employee. The temporary cash payment must not exceed \$25.
- b. The requesting employee presents the routing slip to a retail associate (RA).
- c. The RA issues the temporary cash advance and retains the routing slip in the cash drawer.
- d. When the requesting employee presents the original sales receipt (and change, if applicable) for items purchased to the RA, the RA must return the routing slip to the requesting employee.
- The RA records the payment in the appropriate AIC on PS Form 1412.
- f. The RA submits the original sales receipt as supporting documentation for the entry on PS Form 1412.
- g. The closeout employee maintains the original sales receipt with the approved eBuy requisition (or PS

Form 7381, if eBuy is not available) as supporting documentation for the unit's PS Form 1412.

h. The temporary cash advance transaction for cash purposes must be completed and settled by close of business the same day.

#### Appendix IV Forms Quick Reference

[Delete PS Form 1096 from the table.]

We will incorporate these revisions into the next updated version of Handbook F-101 available on the Accounting website:

- Go to http://blue.usps.gov/wps/portal/accounting.
- Under "References", click the Handbook F-101, Field Accounting Procedures (FAP) link.

The direct URL is http://blue.usps.gov/accounting/\_pdf/ HandbookF-101.pdf.

Accounting Policy,
 Controller, 8-27-09

# Handbooks

## Correction: Selection Process Revision in Handbook EL-312

The article, "Revision of Handbook EL-312: Section 743, Selection Process," which appeared in *Postal Bulletin* 22263 (7-16-09, page 19), had incorrect information in a couple instances. The corrected information is given below.

# 743.11 When to Consider Noncompetitive Applications

b. The employee's level is defined as the level of the employee's permanent position (position of record and **not** subject to a specific timeframe). The employee's level is not that of a detail, temporary, or "not to exceed" position.

743.432 Completed Matrix for a Job With Five KSAs and an Education Requirement, External Vacancy

* * *	KSA 1: Knowledge of statistical analysis packages (e.g., SAS)	KSA 2: Knowledge of public relations and various media outlets	KSA 3: Knowledge of survey research techniques and practices	approaches to evaluating employee	KSA 5: Knowledge of purchasing and contract administration	Education Requirement: Graduate degree in Industrial/ Organizational Psychology	RAW SCORE (Total KSA Points)	BASIC SCORE (Does not include Veterans' Preference)
Applicant 5	2	0				Yes	0	0

# Handbook F-101 Revision: Updates to Support POS ONE Software Release 38.0 (Enhancements to POS Closeout and Financial Differences)

Effective immediately, Handbook F-101 is revised to support POS ONE Software Release 38.0. New functionality for software release 38.0 for point-of-service (POS) transactions will provide messaging during the retail associate (RA) and unit-close workflows to enhance procedures for closing out the day's business and verifying the PS Form 1412 and the supporting documentation that accompanies it.

Release 38.0 workflows for financial adjustments are being revised to increase financial control, reduce accounting inconsistencies, and ensure timely clearance. This new functionality will generate a reference number when creating a financial difference (AIC 247 or AIC 647). The reference number will be used for reporting and tracking the financial adjustment and will be required when clearing a financial adjustment. All clearing entries are linked directly to the original financial adjustment. New messaging will be displayed at "Start of Day" to inform RAs when a financial adjustment memorandum is assigned to them for clearance.

Postal retail units (PRUs) using the POS system will no longer be required to complete a manual record (log) of financial differences (AIC 247/647 activities). POS will generate a Financial Differences History — Unit Report to use as supporting documentation and to monitor expenses created or cleared locally via AIC 247 or AIC 647. PRUs must maintain a file with documentation/reports for all AIC 247/647 expenses (financial differences) created locally or issued by Accounting Services.

For AIC 247/647 expenses issued by Accounting Services, the following reports (or any combination) can be used as a detailed record and is approved supporting documentation:

- FPR Net Financial Differences (AIC 247/647) Line Detail Report in the ADM.
- Narrowcast Report.

**Note:** For expenses not cleared (offset), annotate the reports with a reason.

The following options will be available in the Front Office for financial adjustments:

- Creating a financial adjustment (AIC 247 or AIC 647) with a reference number.
- Creating a cash transfer to another employee.
- Clearing a financial adjustment with a reference number.
- Entering a financial adjustment to offset an expense issued by Accounting Services (no reference number).

■ Voiding a financial adjustment (AIC 247 or AIC 647).

The POS system will automatically create a reference number and a reason code for financial adjustment items when they are created from:

- Recovered transactions.
- Deposit adjustments created on the unit PS Form 1412 for a clerk deposit.
- Refunds of money orders or Sure Money that cannot be completed due to insufficient funds.

When a financial adjustment assigned to a retail associate (RA) is not cleared or reassigned by the end of the accountability session, the reference number, AIC, and amount will be printed on the bottom section of the RA's final PS Form 1412.

Electronic signature is an R-38 enhancement that replaces the required employee signature for PS Form 1412 certification with an electronic signature tied to the employee's logon ID. Employees are no longer required to sign the PS Form 1412.

See the NCR POS ONE Procedures Guide (most recent version) available at the POS ONE Web site for complete details. To access the POS ONE Web site:

- a. Go to http://eagnmnsxfb0/posone/.
- b. Under "User Information", click Training.
- c. Click NCR POS ONE Training Links and Online Guides.

#### Handbook F-101, Field Accounting Procedures

Roles and Responsibilities

\* \* \* \* \* \*

2

2-4 Field Unit Managers

\* \* \* \* \*

#### 2-4.1 Daily Responsibilities

\*\*\*The daily review of PS Form 1412 must include the following:

\* \* \* \* \*

[Revise steps (i) thru (k) to read as follows:]

i. Review all financial differences (AIC 247/647 expenses) issued to your unit, either generated locally or issued by Accounting Services. To obtain detailed information on all AIC 247/647 expenses issued, access the following report in ADM: Accounting>

# Shared Reports>Postmaster Folder>FPR Net Financial Differences (AIC 247/647) – Line Detail.

- j. Maintain a file with documentation for all AIC 247/647 expenses (financial differences) issued to your unit. (See part 8-1.2 for required supporting documentation for AIC 247/647 activity.)
- k. Monitor unresolved employee items for timely clearance.
  - Point of Service (POS) and Electronic Money Order Voucher Entry System (eMOVES) Units. Use the unresolved Employee Items report in POS or eMOVES to maintain the details of all pending employee items to be resolved by the unit.
  - Integrated Retail Terminal (IRT) Units. Use the appropriate Unresolved Employee Items Log (see Appendix III, Exhibits 7-12).

## 5 Daily Financial Reporting

\* \* \* \* \*

#### 5-4 POS Units

[Add a Note at the end of 5-4 to read as follows:]

**Note:** New Functionality Guides are also available at the POS ONE Web site (see link above) for users to view information and procedures for new POS software releases.

#### 5-4.1 POS - Retail Associate Closeout

[Add a new second paragraph to 5-4. to read as follows:]

The POS system provides messaging during the daily closeout to assist the RA with the proper procedures for closing out the day's business, verifying the PS Form 1412, preparing and submitting the bank deposit, and completing all of the supporting documentation that accompanies it. Immediately after the RA selects **<End Clerk's Day>** in POS, a message with daily closeout reminders will appear on the screen for the RA to read. (Refer to the *NCR POS ONE Procedures Guide* (most recent version) available at the POS ONE Web site for the messaging that appears during the RA closeout workflow. See subchapter 5-4 for the link to the POS ONE Web site.)

\* \* \* \* \* \*

[Revise step (e) in 5-4.1 to read as follows:]

- e. After selecting **<Verified funds & Continue to Sign Out>** in the POS system, the RA proceeds with closeout and certifies the PS Form 1412 is correct by selecting **<Reviewed and completed items>.** The RA prints the final PS Form 1412.
- f. Submit the following to the closeout employee:

\* \* \* \* \*

[Revise 2 in step (f) in 5-4.1 to read as follows:]

(2) The final PS Form 1412.

\* \* \* \* \*

#### 5-4.2 POS - Unit Closeout

[Add a new paragraph at the beginning of 5-4.2 to read as follows:]

The POS system provides messaging during the close unit workflow to assist the closeout employee with the proper procedures for closing the unit, verifying the PS Form 1412, preparing and submitting the bank deposit, and completing all of the supporting documentation that accompanies it. (Refer to the NCR POS ONE Procedures Guide (most recent version) available at the POS ONE Web site for the messaging that appears during the close unit workflow. See subchapter 5-4 for the link to the POS ONE Web site.)

\* \* \* \* \*

[Revise step (m) in 5-4.2 to read as follows:]

m. For financial differences (overages or shortages), create financial adjustment memorandums assigning them to the appropriate employees. Select AIC 247 for overages and AIC 647 for shortages, and use the corresponding reason code to identify the transaction type (see part 8-6.3 for a list of reason codes). (Refer to the NCR POS ONE Procedures Guide (most recent version), available at the POS ONE Web site, for details on creating and clearing financial differences. See subchapter 5-4 for the link to the POS ONE Web site.)

[Revise step (n) in 5-4.2 to read as follows:]

n. Provide the unit manager with the Financial Differences History — Unit Report from POS. (This report will print at closeout only when created or cleared financial adjustment transactions have been recorded for that business day.) Notify the unit manager when

action for financial differences.

[Revise step (r) in 5-4.2 to read as follows:]

r. Review the **POS Close Unit — Reminders** message

for instructions and additional information for closeout reports.

messages appear at closeout indicating necessary

[Revise step (s) in 5-4.2 to read as follows:]

s. To proceed with closeout and certify that the PS Form 1412 is correct and all documentation has been verified, select <**Reviewed & completed items>** in the POS system. Print the final PS Form 1412.

# 6 Revenues \* \* \* \* \* 6-3 Postage Validation Imprinter \* \* \* \* \*

#### 6-3.5 Mismatch Resolution Chart

[Revise 6-3.5 to read as follows:]

The following chart describes how to resolve discrepancies between the PVI Activity report and AIC 109.

Condition	Supporting Documentation	Unit Level Adjustment	Retail Associate Adjustment
Overstated before RA closeout.	PS Form 3533 with either the spoiled/voided PVI label attached or a memo, witness signature required.	N/A	Ensure AIC 553 entry.
Overstated after RA closeout and no AIC 553 entry by RA.	Financial Adjustment Memorandum (POS system- generated or PS Form 1908).	<ul> <li>a. Enter amount of discrepancy to AIC 247 and offset to AIC 109 (this will decrease AIC 109).</li> <li>b. Issue financial adjustment memorandum to the RA.</li> </ul>	Upon receiving financial adjustment memorandum, the RA must adjust (clear) AIC 647 (per instructions on financial adjustment memorandum) on the following business day.
Understated before RA closeout.	N/A	Enter amount of discrepancy to AIC 647 and offset to AIC 109 (this will increase AIC 109).	AIC 247 offset to AIC 752.
Understated after RA closeout.	Financial Adjustment Memorandum (POS system- generated or PS Form 1908).	<ul> <li>a. Enter amount of discrepancy to AIC 647 and offset to AIC 109 (this will increase AIC 109).</li> <li>b. Issue financial adjustment memorandum to the RA.</li> </ul>	Upon receiving financial adjustment memorandum, the RA must adjust (clear) AIC 247 (per instructions on financial adjustment memorandum) on the following business day.

**Note:** POS units see section 8-6.1.3 for creating and off-setting financial differences (AIC 247/647).

Financial Differences — AICs 247 and 647

\* \* \* \* \*

8-1 Overview

8

\* \* \* \* \*

8-1.2 Creating and Offsetting Expenses

\* \* \* \*

PRUs do the following:

\* \* \* \* \*

[Revise step (c) to read as follows]:

Maintain a file with detailed records (documentation) for all AIC 247/647 expenses (financial differences) issued to the PRU. Monitor expenses and ensure timely clearance. The following reports/log (or any combination) can be used as a detailed record and are approved supporting documentation for AIC 247/647 activity.

- Financial Differences AIC 247/647 Log (see Appendix III, Exhibit 1). POS units use the Financial Differences History Unit Report from POS.
- FPR Net Financial Differences (AIC 247/647) Line Detail report in the ADM. For expenses not listed on

the AIC 247/647 log, annotate the report with status, action taken, date of offset, etc.

 Narrowcast Report. For expenses not listed on the AIC 247/647 log, annotate the report with status, action taken, date of offset, etc.

[Move the Note in 8-1.2 to the end of 8-6, and replace the Note in 8-1.2 to read as follows:]

**Note:** POS units see section 8-6.1.3 for creating and off-setting financial differences (AIC 247/647).

8-2 Sales Audit Expenses

\* \* \* \* \*

8-2.2 Common Causes of PS Form 1412 Exceptions

[Add a note after the table in 8-2.2 to read as follows:]

Note: POS units: See section 8-6.1.3 for creating and off-

setting financial differences (AIC 247/647).

8-3 Reconciliation Exceptions

8-3.1 For Banking, Credit and Debit Cards, and Change Funds

#### 8-3.1.1 Responsibilities

replace 8-6.1 as follows:]

PRUs must review expenses from banking reconciliations

PRUs must review expenses from banking reconciliations and do the following:

[Revise step (b) to read as follows:]

Issue financial memorandum adjustments (POS system-generated or PS Forms 1908) to the appropriate employees.

8-6 Creating or Offsetting AIC 247 and AIC 647 Expenses

[Move 8-6.1, Researching Discrepancies, to 8-6.1.1 and

#### 8-6.1 PRU Procedures

[Revise 8-6.1 to read as follows:]

PRUs create or offset previously issued AIC 247 and AIC 647 expenses as follows:

- a. Research discrepancies (see section 8-6.1.1).
- b. Enter adjustments in AIC 247 or AIC 647 on PS Form 1412 (see section 8-61.2)
- c. Maintain a file with detailed records (documentation) for all AIC 247/647 expenses (financial differences) charged to the PRU; created locally or issued by Accounting Services. Monitor and ensure timely clearance. (See part 8-1.2.)

**Note:** For expenses that are not offset (e.g., counterfeit bills), the PRU employee must annotate the AIC 247 and AIC 647 detailed expense record with the reason.

[Add new section 8-6.1.2 to read as follows:]

#### 8-6.1.2 Adjusting PS Form 1412 Entries

To make an adjustment entry, follow these steps:

If	then the PRU must	and make the following adjustment
Accounting Services issues the PRU an AIC	Research the source of the AIC 647 expense	Enter the amount in AIC 247 on PS Form
647 expense	(e.g., RA's PS Form 1412)	1412 and offset the amount to the correcting AIC as indicated by the financial adjustment
or	and	memorandum. (See part 8-6.2 for reason codes to use when making an entry to AIC
The PRU creates an AIC 647 expense on PS	Issue financial adjustment memorandum	247.)
Form 1412 for a local discrepancy.	(POS system-generated or PS Form 1908)	
	with the indicated discrepancy.	
Accounting Services issues the PRU an AIC	Research the source of the AIC 247 expense	Enter the amount in AIC 647 on PS Form
247 expense	(e.g., RA's PS Form 1412)	AIC as indicated by the financial adjustment
or	and	memorandum. (See part 8-6.2 for reason codes to use when making an entry to AIC
The PRU creates an AIC 247 expense on the	Issue financial adjustment memorandum	647.)
PS Form 1412 for a local discrepancy.	(POS system-generated or PS Form 1908)	
, ,	with the indicated discrepancy.	

The Daily Reconciliation Exceptions Report (Narrow-cast) identifies the overage or shortage amount and the discrepancy type (e.g., banking, credit or debit card, or other).

The unit manager or designated employee must research the discrepancy thoroughly, initiate a financial adjustment memorandum (POS system-generated or PS Form 1908) and ensure the adjusting entries are performed on the RA's individual or the unit's PS Form 1412 on the following business day.

**Note:** POS units: See section 8-6.1.3 for additional information.

[Add new section 8-6.1.3 to read as follows:]

#### 8-6.1.3 Financial Adjustments at POS Units

Employees at POS units use the workflows in the POS system to create and clear financial differences (AICs 247 and 647). The POS system generates a reference number when a financial difference overage (AIC 247) or shortage (AIC 647) is created locally. Reference numbers are used for reporting and tracking financial adjustments.

The following options are available in the POS Front Office for financial adjustments:

- Creating a financial adjustment (AIC 247 or AIC 647) with a reference number.
- Creating a cash transfer to another employee.

- Clearing a financial adjustment with a reference number.
- Entering a financial adjustment to offset an expense issued by Accounting Services (no reference number).
- Voiding a financial adjustment (AIC 247 or AIC 647).

Maintain a file with detailed records (documentation) for all AIC 247/647 expenses (financial differences) charged to the unit — created locally or issued by Accounting Services. Unit managers will use the Financial Differences History — Unit Report in POS as supporting documentation and to monitor AIC 247/647 expenses created or cleared locally. The report will identify items that have not been cleared (offset).

For AIC 247/647, expenses issued by Accounting Services, the following reports (or any combination) can be used as a detailed record and is approved supporting documentation for AIC 247/647 activity:

- FPR Net Financial Differences (AIC 247/647) Line Detail report in the ADM.
- Narrowcast Report

**Note:** For expenses not cleared (offset), annotate the report with a reason.

Refer to the NCR POS ONE Procedures Guide (most recent version) available at the POS ONE Web site for details on creating and clearing financial differences. (See subchapter 5-4 for the link to the POS ONE Web site.)

\* \* \* \* \*

#### 8-6.3 Reason Codes for AICs 247 and 647

[Revise the Action Required column in the table as follows:] Replace "issue PS Form 1908 with the indicated discrepancy and the adjusting entries" with "issue financial adjustment memorandum (POS system-generated or PS Form 1908) with the indicated discrepancy" for all occurrences in the table.

\* \* \* \* \* \* \*

13 Stamp Stock and Cash Credits

\* \* \* \* \* \*

13-8 Cash Credits

\* \* \* \* \* \* \*

#### 13-8.4 Change Funds and Startup Cash

[Add a Note at the end of 13-8.4 to read as follows:]

**Note:** POS units: See section 8-6.1.3 for creating and off-setting financial differences (AIC 247/647).

We will incorporate these revisions into the next updated version of Handbook F-101 available on the Accounting Web site:

- Go to http://blue.usps.gov/wps/portal/accounting.
- Under "References", click the Handbook F-101, Field Accounting Procedures (FAP) link.

The direct Web site address is http://blue.usps.gov/accounting/\_pdf/HandbookF-101.pdf.

Accounting Policy,Controller, 8-27-09

# **Publications**

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

Effective August 27, 2009, 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
01102	5
04210	2
32220	4
37241	4
44149	4
66667	5
97228	4

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

ZIP Code
62070
63432
74360

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 website (http://blue.usps.gov/cpim):

- Go to http://blue.usps.gov.
- Under "Essential Links," in the left-hand column, click PolicyNet.
- 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,
 Retail Products and Services, 8-27-09

# Organization Information

# **Finance**

# Oracle Projects Implementation — New Capital Asset Transfer Process

The current process for capitalizing mail processing equipment for Engineering programs was replaced by a new module of the Oracle eBusiness financial suite, Oracle Projects, on August 4. Following the initial implementation of the new module in Engineering, the plan is to implement Oracle Projects solutions for the other functional organizations that require it.

Oracle Projects functionality enables the tracking of assets at a facility level ("location"). In support of this new functionality, PS Form 7340, *Property Transfer Request,* has been modified to include a Facility ID. The revised PS Form 7340 must be retained as support for all asset trans-

fers in the future. The transfers themselves will continue to be made via the Property and Equipment Accounting System (PEAS); a field for Facility IDs has been added to PEAS to enable location tracking.

Assets & Payables, Headquarters, will publish the new policies and procedures through Management Instructions. If you have any questions, contact Alan Hoshor, Assets & Payables at 202-268-3267.

Assets & Payables,
 Controller, 8-27-09

# Household Diary Study

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

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

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

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

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

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

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

Data gathered in both HDS stages is available in a final report, *The Household Diary Study — Mail Use and Attitudes*. The report is published in hard copy and an electronic file. Order forms for the latest HDS report may be obtained via the Postal Service Internet at <a href="https://www.usps.com/householddiary">www.usps.com/householddiary</a>.

For additional information, contact either of the following individuals:

John Pickett

Telephone: 202-268-2641 Fax: 202-268-6841

e-mail: john.pickett@usps.gov

John Mazzone

Telephone: 202-268-4169 Fax: 202-268-6841

e-mail: john.f.mazzone@usps.gov

Study participants may also contact NuStats directly for help or information at 888-441-8777 or usps@nustats.com.

Office of Demand Forecasting and Analysis,
 Finance, 8-27-09



# **Pull-Out Information**

# Fraud

# **Domestic Orders**

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

State, City ZIP Code	Names and Addresses Covered	Product	
VA, Norfolk 23517-2200	National Process Center, 222 West 21st Street F-310	False government grant scheme	
VA, Norfolk 23517-2200	Y.P.O Direct, 222 W. 21st Street #F105	False billing scheme	

- Judicial Officer, 8-27-09

# Withholding of Mail Orders

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

State, City ZIP Code	Names and Addresses Covered
CA, Pasadena 91101-3515	Central Distribution Co., David Lee, and all other names, 530 South Lake Avenue, PMB 158
CA, Pasadena 91106-1923	Central Distribution Co., David Lee, and all other names, 1308 East Colorado Blvd., PMB 518
KY, Bremen 42325-2940	Any and all various names except for the surname Locke, 8685 State Route 181N
NV, Sparks 89434-8673	Any and all various names, 1285 Baring Blvd., PMB 128
NV, Sparks 89434-8673	Any and all various names, 1285 Baring Blvd., PMB 142
NV, Reno 89502-6030	Any and all various names, 3702 Virginia St., PMB 2
NV, Reno 89502-6030	Any and all various names, 3702 Virginia St., PMB 114
NV, Reno 89502-7510	Any and all various names, 3983 S. McCarran Blvd. PMB 102
NV, Reno 89502-7510	Any and all various names, 3983 S. McCarran Blvd. PMB 108
NV, Reno 89519-0907	Any and all various names, 4790 Caughlin Parkway PMB 125
NV, Reno 89519-0907	Any and all various names, 4790 Caughlin Parkway PMB 267
NV, Reno 89519-0907	Any and all various names, 4790 Caughlin Parkway PMB 277
NV, Reno 89521-3104	Any and all various names, 59 Damonte Ranch Parkway PMB 157
NV, Reno 89521-3104	Any and all various names, 59 Damonte Ranch Parkway PMB 256
NV, Reno 89521-3104	Any and all various names, 59 Damonte Ranch Parkway PMB 313
NV, Reno 89521-4841	Any and all various names, 748 S. Meadows Parkway Ste. A9, PMB 265
NV, Reno 89521-4841	Any and all various names, 748 S. Meadows Parkway Ste. A9, PMB 266
NV, Reno 89521-4841	Any and all various names, 748 S. Meadows Parkway Ste. A9, PMB 271
NV, Reno 89521-4841	Any and all various names, 748 S. Meadows Parkway Ste. A9, PMB 272
NV, Reno 89521-5946	Any and all various names, 465 S. Meadows Parkway PMB 5
NV, Reno 89521-5946	Any and all various names, 465 S. Meadows Parkway PMB 48
NV, Reno 89521-5946	Any and all various names, 465 S. Meadows Parkway PMB 49
NV, Reno 89521-5946	Any and all various names, 465 S. Meadows Parkway PMB 131
NV, Reno 89521-5946	Any and all various names, 465 S. Meadows Parkway PMB 132
NV, Reno 89521-5946	Any and all various names, 465 S. Meadows Parkway PMB 133
NV, Reno 89521-5946	Any and all various names, 465 S. Meadows Parkway PMB 134
OH, Cleveland 44102-5537	Any and all various names except for the surnames Pagan and Cintron, 3401 W. 62nd Street
VA, Marion 24354-1323	Any and all various names except for the surname Hayden, PO Box 1323



## 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<sup>®</sup> 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.

314975	330698	349323	452574	571048	641242	757554	775366	853183	911210	925218	940580	968197
315543	331014	349408	452949	581026	641505	760503	777024	853207	913754	926001	940752	968263
322002	331017	349493	454792	600051	641918	760581	778377	853576	915431	926064	941236	968334
322344	331038	349547	454830	600055	656108	761030	782118	853595	917088	926084	941595	968373
323004	331044	349960	462789	600056	657127	761050	782126	853820	917274	926158	941669	968483
323119	331078	352347	477060	600107	660095	761262	787072	853849	917509	926179	941691	968742
326203	331574	361050	477161	600140	662655	761408	787166	853859	917526	926201	941762	968860
326369	331638	370043	480750	600489	666225	762038	787454	853862	917533	926213	941793	969042
326459	331786	370048	481165	600843	671011	767511	787713	853928	917570	926216	941799	969178
327034	332370	372248	481272	600862	672039	770215	787887	853936	917597	926219	945252	969202
327190	332772	381398	486227	600876	681001	770254	793011	856280	917621	926245	945298	970028
327572	332891	381579	489508	601001	681560	770267	793043	871486	917622	926278	945313	970335
327753	332948	395210	496204	601063	681620	770335	794322	891227	917630	926312	945381	970442
327814	333197	402233	497241	601346	685269	770359	794412	891235	917636	926338	945411	970595
327838	333351	403004	514002	601426	685307	770440	801445	891240	917649	926340	945474	970663
327841	333983	405095	528035	601864	701179	770444	801589	891598	918330	926386	945497	970851
327861	334153	410006	531626	605037	701250	770496	802005	891869	920061	926784	945502	970971
328023	334162	410037	531832	605051	701328	770548	802447	891899	920082	927239	945510	971040
328027	334350	420306	531863	605971	701442	770607	802496	891956	920106	927343	945527	972964
328031	334461	423023	532003	606354	705061	770658	802756	900022	920148	928493	945858	973310
328064	334476	424050	532560	606476	718010	770659	802928	900136	920237	928527	946389	976079
328111	334720	424080	537117	606501	722095	770677	802993	900407	920312	928529	948212	980828
328261	334748	432288	549053	606628	722160	770799	805010	900486	921330	928530	948320	982208
328502	334812	432718	551034	606790	722211	770896	811063	900505	921510	928535	949115	982347
328729	334916	439060	551065	607176	722240	770944	812040	900525	921690	928536	949376	982363
328739	336957	439715	551079	607267	722257	771010	814061	900739	921779	928547	949453	982377
328818	337066	441229	551103	607411	722259	771056	816004	902442	921798	928548	949606	982403
329011	337080	441408	551160	607441	730793	771061	820157	902604	921888	928875	949623	982511
329014	338226	441571	551701	608096	731012	771069	820304	902848	921942	931103	949643	982521
329307	340489	441653	553866	608162	731407	771459	826136	902871	922360	931108	950348	982565
329342	344011	441758	553968	608281	731613	771564	833125	902891	924087	931244	950715	982566
329522	347016	443562	553972	608476	740763	771579	834073	902903	924096	931312	950737	982660
329573	347124	451005	554028	608532	741235	771781	834091	904664	924113	932500	950933	983042
329594	349037	452001	554040	613143	744023	771875	840024	906377	924115	935281	951940	983111
329598	349143	452151	554234	617164	750041	772412	840048	906405	924314	940039	952220	992735
329693	349145	452164	554705	626145	752182	772998	843001	906949	924405	940054	958130	995353
329696	349215	452235	567001	631057	752497	773065	850956	907436	924508	940277	958178	995682
330509	349234	452304	570010	631117	752591	773419	852401	907487	924523	940413	958969	995782
330511	349254	452561	571033	631453	752849	775051	852426	908102	925086	940479	967271	997185

<sup>-</sup> Product Information Requirements, Business Mail Entry & Payment Technologies, 8-27-09

## 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.

007.040.0000		0000	147.000.0500		0500	440 000 4047		4000	450 470 4040		4000
397 819 8902	to	8999	417 930 9533	to	9599	440 698 1947	to	1999	459 472 4816	to	4999
398 149 7200	to	7699	418 164 6500	to	6799	440 858 6300	to	6399	460 349 6878	to	6899
399 070 0872	to	0899	418 423 9863	to	9899	440 858 6420	to	7299	460 550 1909	to	1999
399 156 7119	to	7199	418 633 5922	to	5999	441 199 1655	to	1699	460 997 5234	to	5299
399 203 5064	to	5099	418 719 8520	to	8599	443 127 3648	to	3699	461 973 6443	to	6499
399 296 9910	to	9999	418 744 2235	to	2299	443 127 4000	to	4099	462 152 0107	to	0299
399 396 8935	to	8999	418 962 2848	to	2899	443 673 7900	to	7999	462 274 1072	to	1099
399 792 7775	to	7799	419 543 0286	to	0299	443 800 9335	to	9399	462 277 8373	to	8399
399 792 8300	to	8399	419 730 0300	to	0399	444 382 8822	to	8899	462 554 6051	to	6099
400 427 1051	to	1999	420 277 0015	to	0049	444 390 1667	to	1699	463 011 5529	to	5540
401 045 1505	to	1549	420 599 0734	to	0798	444 457 3854	to	3899	463 176 4115	to	4199
401 045 1571	to	1599	420 661 4115	to	4199	450 048 4173	to	4199	463 176 4229	to	4299
401 294 2700	to	2799	420 758 9500	to	9699	450 048 4442	to	4699	463 185 2600	to	2799
401 310 9505	to	9599	420 969 3951	to	3971	450 560 5173	to	5199	463 227 7711	to	7799
401 382 5312	to	5399	420 969 3973	to	3999	450 620 3077	to	3099	463 414 4869	to	4899
402 578 7876	to	7899	421 116 3565	to	3599	450 620 3135	to	3199	463 808 3484	to	3499
403 125 6744	to	6799	421 130 9300	to	9399	450 780 2716	to	2799	463 945 7400	to	7899
403 260 7000	to	7499	421 313 4500	to	4999	450 801 2700	to	2799	464 629 9000	to	9399
403 280 6470	to	6499	421 364 5537	to	5599	451 109 2967	to	2984	464 711 4332	to	4399
403 685 8600	to	8699	421 656 2609	to	2699	451 115 4110	to	4125	465 692 3963	to	3999
404 003 0300	to	0399	421 988 9700	to	9799	451 115 4127	to	4199	465 698 8300	to	8599
404 041 8838	to	8899	422 172 4667	to	4699	451 746 0700	to	0799	465 743 7745	to	7799
404 071 4268	to	4299	422 484 4212	to	4299	452 265 0074	to	0099	466 798 6056	to	6067
404 347 5356	to	5399	422 556 1270	to	1299	452 265 0246	to	0299	467 147 4300	to	4399
404 347 5548	to	5599	422 587 7024	to	7099	452 265 0335	to	0999	468 079 5782	to	5799
404 726 4500	to	4599	422 819 7533	to	7599	452 509 1169	to	1199	469 067 2817	to	2899
404 961 5001	to	5199	422 842 5073	to	5087	452 855 6471	to	6499	469 127 8000	to	8199
405 325 0188		0198			7599	452 890 4679	to	4799	469 213 0359	to	0399
	to		422 907 7563	to							
406 009 4587	to	4599	424 500 6050	to	6099	452 900 8215	to	8238	469 213 0500	to	0599
406 260 6830	to	6899	424 641 8500	to	8599	453 117 9146	to	9199	469 561 8011	to	8099
406 459 6641	to	6999	424 871 6600	to	6699	453 334 3631	to	3699	469 658 1961	to	1999
406 733 3000	to	3999	425 298 2352	to	2399	453 603 7841	to	7891	469 666 9900	to	9999
407 545 1557	to	1599	425 418 4269	to	4299	453 650 1140	to	1199	469 678 1900	to	1999
407 594 0412	to	0599	425 418 4405	to	4499	453 741 1300	to	1399	469 781 4900	to	4999
407 692 9100	to	9299	426 547 4566	to	4599	454 013 2919	to	2999	469 947 6960	to	6999
407 959 2190	to	2199	427 412 6337	to	6499	454 186 2411	to	2499	470 755 5800	to	5818
408 265 2275	to	2288	427 481 0900	to	0999	454 268 4883	to	4899	471 918 0300	to	0999
408 499 7700	to	7799	428 027 2742	to	2752	454 302 5400	to	5499	471 985 2408	to	2419
408 499 7900	to	7999	429 474 4172	to	4199	454 490 8300	to	8399	472 191 6700	to	6799
408 682 8484	to	8599	429 889 2900	to	2999	454 547 7434	to	7499	472 270 2555	to	2599
408 698 7015	to	7099	430 150 4401	to	4599	454 922 4867	to	4895	472 987 0213	to	0241
409 072 3941	to	3999	430 172 9800	to	9899	455 221 1348	to	1499	472 987 0290	to	0299
410 491 2311	to	<b>2399</b>	430 177 1900	to	2099	455 364 2147	to	2199	473 151 2069	to	2199
410 694 8400	to	8599	430 444 9500	to	9699	455 399 5400	to	5499	473 666 9138	to	9199
410 775 1500	to	1599	430 664 4070	to	4099	455 476 0676	to	0699	473 952 3429	to	3499
410 795 7927	to	7999	432 168 8419	to	8499	455 543 0618	to	0699	474 108 5402	to	5499
410 867 0917	to	0966	432 708 6800	to	6999	456 410 9006	to	9099	474 356 5193	to	5299
410 867 0970	to	0999	432 744 1544	to	1599	456 470 4146	to	4299	474 949 3366	to	3399
411 868 1023	to	1199	432 995 9775	to	9799	456 619 4460	to	4499	475 134 9362	to	9399
411 922 2322	to	2399	433 003 5800	to	5899	457 333 2686	to	2699	475 167 9667	to	9699
412 193 0900	to	0999	433 757 3047	to	3099	457 729 1767	to	1777	475 319 3415	to	3499
412 395 8599	to	8699	433 765 4003	to	4099	457 937 8615	to	8699	475 319 3649	to	3799
412 485 6500	to	6599	434 482 7060	to	7199	458 028 9810	to	9899	475 340 6400	to	6599
412 485 6610	to	6699	434 513 2386	to	2399	458 057 2712	to	2999	475 424 8410	to	8499
412 885 5953	to	5999	434 968 3076	to	3092	458 069 9537	to	9599	475 629 9156	to	9199
414 193 3608	to	3674	435 303 1831	to	1842	458 069 9665	to	9699	475 850 6101	to	6199
414 193 3677	to	3699	435 303 1986	to	1999	458 337 5222	to	5299	475 875 2500	to	2599
414 411 7348	to	7399	435 666 6092	to	6399	458 354 7653	to	7999	476 169 8264	to	8299
414 640 0757	to	0799	436 082 6400	to	6899	458 671 8678	to	8699	476 189 3000	to	3499
414 965 1727	to	1799	436 160 6441	to	6499	458 671 8721	to	8798	476 331 2480	to	2499
417 302 8104	to	8199	437 316 7115		7199	458 847 5044	to	5999	477 289 8601	to	8699
				to							
417 387 6532	to	6599	437 427 0500	to	3499	459 274 7624	to	7699	477 681 5206	to	5299
417 496 6800	to	6999	439 179 2300	to	2399	459 365 5432	to	5499	478 010 4243	to	4268
417 871 9250	to	9299	439 310 0458	to	0499	459 378 5764	to	5799	478 010 4270	to	4291

470 450 5074		5000	100 000 7405		7.400	010 771 0111		0.100	000 040 4004		1000
478 450 5071	to	5099	496 209 7425	to	7499	612 774 2111	to	2199	638 049 4984	to	4999
478 469 7838	to	7858	496 213 8728	to	8799	612 774 2254	to	2299	638 318 1115	to	1199
478 469 7883	to	7899	496 474 5226	to	5248	612 774 2500	to	2599	638 318 1453	to	1499
479 280 9800	to	9899	497 053 8517	to	8699	614 469 0979	to	0999	638 885 0000	to	0299
479 365 9116	to	9176	497 854 8673	to	8699	614 474 3000	to	3099	638 903 4362	to	4373
479 412 9900	to	9999	498 449 8888	to	8899	614 521 3490	to	3499	639 415 1929	to	1999
479 667 6190	to	6199	498 929 8285	to	8499	614 645 1800	to	1899	639 415 2019	to	2099
479 748 9680	to	9699	498 936 5310	to	5399	614 832 1100	to	2099	639 420 6200	to	6299
479 860 7000	to	7199	499 016 5425	to	5499	615 017 7505	to	7599	639 469 3517	to	3799
480 526 2000	to	2099	499 440 8575	to	8899	617 711 6609	to	6699	639 605 2143	to	2199
480 640 6330	to	6399	499 731 6717	to	6799	617 760 5266	to	5299	639 657 8600	to	8799
480 658 0568	to	0599	500 064 1858	to	1869	617 813 3601	to	3699	640 289 7500	to	7599
480 689 5100	to	5199	500 070 5725	to	7799	618 840 9200	to	9299	640 289 7700	to	7999
481 072 9463	to	9499	501 331 0300	to	0399	619 551 7229	to	7299	641 170 4420	to	4499
481 673 0074	to	0095	502 227 7645	to	7699	619 859 3000	to	3099	641 318 3133	to	3199
482 527 1500	to	1599	502 424 0200	to	0499	620 073 9400	to	9499	641 378 6500	to	6999
482 541 5255	to	5299	502 424 0600	to	0699	621 614 7907	to	7930	641 383 8739	to	8799
482 729 6800	to	6899	503 194 5144	to	5153	621 614 7932	to	7999	641 877 3187	to	3299
483 363 7207	to	7299	600 645 3223	to	<b>3299</b>	621 648 8021	to	8199	641 877 3310	to	3399
483 402 2356	to	2399	601 339 1200	to	1399	621 648 8500	to	8599	642 355 8094	to	8199
483 486 5100	to	5199	601 653 5884	to	5899	621 904 8351	to	8599	642 355 8308	to	8999
483 632 1521	to	1599	601 661 7700	to	7799	621 916 1978	to	1989	642 900 0018	to	0099
483 632 2600	to	2799	601 682 5343	to	5399	622 989 8032	to	8099	643 030 6254	to	6299
483 849 1615	to	1699	601 928 1600	to	1699	623 076 9300	to	9399	644 066 0882	to	0899
484 174 4803	to	5299	602 512 2972	to	2999	623 819 5006	to	5099	644 069 0600	to	0699
484 323 8900	to	9199	602 555 2400	to	2799	623 895 8200	to	8399	644 077 7506	to	7699
484 680 5000	to	5038	602 829 7061	to	7099	623 917 0000	to	0099	644 085 8157	to	8199
484 680 5040	to	5074	603 483 9572	to	9599	623 917 0200	to	0299	644 112 9839	to	9899
484 680 5077	to	5099	603 490 7200	to	7299	624 468 5288	to	5299	644 373 9083	to	9099
485 029 4913	to	4999	603 678 7100	to	7199	624 665 3162	to	3198	644 380 1460	to	1499
486 176 0600	to	0699	603 678 7662	to	7699	625 088 6735	to	6799	644 733 4715	to	4799
486 559 7555	to	7599	603 678 7902	to	7999	625 916 9500	to	9799	644 900 9712	to	9799
486 696 3023	to	3199	603 678 8418	to	8499	625 968 8956	to	8999	644 901 0109	to	1299
488 173 7900	to	7999	603 678 8700	to	9999	627 005 3938	to	3999	644 901 1325	to	1399
488 206 4100	to	4199	604 086 0880	to	0899	627 384 3907	to	4099	644 923 6800	to	7799
488 226 0200	to	0299	604 349 1414	to	1499	627 496 7549	to	7599	644 932 4655	to	4699
488 709 3906	to	3999	604 503 7776	to	7799	627 708 3605	to	3699	645 318 7240	to	7499
488 855 8359	to	8399	605 520 9037	to	9099	627 776 2500	to	2599	645 333 1766	to	1799
489 181 8963	to	8999	605 685 4010	to	4099	628 226 3100	to	3199	645 790 8632	to	8699
489 223 2000	to	2099	605 988 6467	to	6499	628 814 4702	to	4799	645 821 0657	to	0699
489 311 1930	to	1999	607 689 7951	to	7960	628 851 9689	to	9699	645 930 7948	to	7999
489 318 6200	to	6300	607 728 1276	to	1299	629 510 7200	to	7299	645 975 0737	to	0762
489 384 0027	to	0099	608 727 7100	to	7199	629 964 4200	to	4294	646 242 6200	to	6299
									646 270 7639		
489 427 0658	to	0899	608 727 7273	to	7599	630 389 3056	to	3071		to	7799
489 997 5252	to	5299	608 813 9950	to	9999	630 463 0588	to	0599	646 798 4000	to	4999
490 669 5850	to	6099	609 067 5325	to	5399	631 459 9117	to	9199	647 048 7035	to	7099
490 717 7080	to	7099	609 067 5488	to	5499	631 762 9325	to	9399	647 049 2900	to	2999
490 721 6000	to	6099	609 067 5600	to	5699	632 217 4933	to	4999	647 398 8300	to	8399
490 793 1500	to	2099	609 289 6123	to	6199	632 500 0000	to	640 3999	647 398 8481	to	8499
490 886 8171	to	8199	609 438 4400	to	4499	633 110 4165	to	4199	647 437 3000	to	4999
490 977 9221	to	9240	609 493 1100	to	1199	633 110 4303	to	4499	647 811 2188	to	2199
491 258 8100	to	9099	609 766 8091	to	8999	633 438 6429	to	6599	648 009 6057	to	6099
491 567 1376	to	1399	609 825 4100	to	4115	633 588 7173	to	7182	648 163 5300	to	5499
492 254 4800	to	4899	609 884 2981	to	2999	634 725 0700	to	0799	648 722 5283	to	5299
492 283 5100	to	5199	609 893 1000	to	1099	634 803 3239	to	3299	648 892 3164		3199
										to	
492 610 6813	to	6899	610 092 3200	to	<b>3299</b>	634 807 2474	to	2499	649 100 3989	to	3999
493 394 5568	to	5599	610 582 4200	to	4299	634 827 5900	to	5999	649 647 0370	to	0399
493 470 2562	to	2599	611 879 6939	to	6999	634 886 3428	to	3499	649 647 0522	to	0599
493 473 7700	to	7799	612 291 8013	to	8099	635 559 3449	to	3499	649 647 5237	to	5399
493 716 2153	to	2199	612 751 5171	to	5199	636 289 6214	to	6299	649 647 9100	to	9299
494 206 2972	to	2999	612 751 5226	to	5299	636 634 8007	to	8042	649 666 7800	to	8299
494 217 3446	to	3999	612 751 6083	to	6099	637 150 1200	to	1299	650 114 7707	to	7719
494 224 0500	to	0599	612 751 6268	to	6299	637 562 5828	to	5899	650 130 3400	to	3599
495 145 0600	to	0699	612 751 6572	to	6599	638 042 1647	to	1699	650 213 0406	to	0499
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650 555 1749 to	1799	677 333 9979	to	9999	700 065 4800	to	4899	740 790 5989	to	5999
650 564 1900 to	1999	677 466 1088	to	1099	700 190 3350	to	3359	740 820 4854	to	7836
650 627 4212 to	4299	678 071 4500	to	4799	700 228 6048	to	6099	740 827 7578	to	7594
650 736 2043 to	2099	678 096 7531	to	7599	700 650 0452	to	0499	740 917 7490	to	7499
650 739 1540 to	1699	679 909 2578	to	2599	700 666 1323	to	1349	740 918 5531	to	5549
651 741 4415 to	4499	680 112 9565	to	9599	700 786 9106	to	9142	741 037 8528	to	8551
651 882 2800 to	2899	680 244 0903	to	0999	700 859 0744	to	0758	742 040 3300	to	3309
652 754 6317 to		680 412 6046	to	6099	701 028 6780	to	6899	805 885 8411	to	8499
653 131 4945 to		680 761 6800	to	6899	701 213 3900	to	3999	806 087 1100	to	1499
653 426 3300 to		681 677 0540	to	0699	701 267 2000	to	3999	806 268 9275	to	9299
653 455 4874 to		682 070 1029	to	1099	701 335 7312	to	7399	806 534 3400	to	3477
654 238 0000 to		682 956 6280	to	6299	701 369 2005	to	2050	807 342 3283	to	3399
654 404 3065 to		682 956 6490	to	6599	701 499 2260	to	2299	808 086 7100	to	7199
654 962 2900 to		682 956 6700	to	6799	701 503 2247	to	2299	808 090 3440	to	3499
655 103 5081 to		682 965 1178	to	1199	701 541 2271	to	2299	808 325 5161	to	5699
655 523 2600 to		682 965 1201	to	1299	701 553 6557	to	6599	808 784 8000	to	8299
656 305 2448 to		683 118 2389	to	2399	701 578 7460	to	7469	830 125 0672	to	0699
657 347 4438 to		683 378 2000	to	2099	701 578 7475	to	7499	830 602 5800	to	5999
657 710 8100 to		683 378 2117	to	2299	701 601 3457	to	3499	830 610 3700	to	3799
657 780 0985 to		683 415 1200	to	1499	701 605 5913	to	5999	830 983 3500	to	3599
658 586 1400 to		683 444 8159	to	8199	701 695 3982	to	3999	830 983 3635	to	3699
658 877 8000 to		685 154 7780	to	7789	701 695 3962	to	4199	831 354 1387	to	1399
658 880 8000 to		685 297 7645	to	7699	701 695 4148	to	4299	831 815 8240	to	8299
659 398 7300 to		685 623 5264	to	5299	701 708 1741	to	1799	832 525 3810	to	3899
659 706 8113 to		685 650 9487	to	9499	701 736 3966	to	3999 0899	833 159 1884	to	1899
659 846 7837 to		685 669 4200	to	4299	701 772 0870	to		833 456 2567	to	2599
660 510 4100 to		685 757 8452	to	8499	701 838 2800	to	2899	833 566 3015	to	3071
660 673 0400 to		686 071 2694	to	2799	701 941 0600	to	0699	834 130 5200	to	5299
661 488 5000 to		686 176 3333	to	3354	702 171 1603	to	1699	834 316 5444	to	5499
661 609 9100 to		686 372 3200	to	3299	702 195 5109	to	5199	834 354 8747	to	8766
661 716 9420 to		686 644 5879	to	5899	702 254 9300	to	9399	834 354 8824	to	8838
661 906 6522 to		686 899 1371	to	1399	702 264 7569	to	7599	835 269 5700	to	5799
662 021 8332 to		686 931 7636	to	7699	702 519 0513	to	0524	835 496 7303	to	7399
662 068 0700 to		687 601 0973	to	0999	702 713 1800	to	1809	835 539 5200	to	5999
662 553 0774 to		687 614 6774	to	6799	702 821 5730	to	5799	835 813 3015	to	3099
663 078 7034 to		688 120 9000	to	9999	702 821 5805	to	5899	837 672 8967	to	8999
663 763 5300 to		688 314 3107	to	3191	702 844 6975	to	6994	837 784 3282	to	3299
663 883 7039 to		690 291 1361	to	1371	702 846 6331	to	6399	838 176 8377	to	8399
663 938 9200 to		690 788 2877	to	2899	702 848 3900	to	3999	838 518 1257	to	1299
664 253 8000 to		690 893 5344	to	5399	702 857 7302	to	7499	839 718 8257	to	8299
664 656 3055 to		690 893 5512	to	5599	702 878 0114	to	0199	840 323 0600	to	0699
665 174 6400 to		690 904 1300	to	1599	703 364 1707	to	1799	840 875 6235	to	6299
665 274 8208 to		690 941 6000	to	6199	740 002 7710	to	7719	840 910 0900	to	0999
665 669 5400 to		691 313 6383	to	6399	740 119 2275	to	2284	841 349 5000	to	5099
666 132 8226 to		691 313 6600	to	6699	740 130 6688	to	6698	841 805 7747	to	7899
666 696 2209 to		691 582 8003	to	8099	740 144 2780	to	2795	841 805 7944	to	8099
666 696 2309 to		691 664 1800	to	1999	740 241 9049	to	9099	842 226 0685	to	0695
667 032 9300 to		691 664 2400	to	2499	740 255 1718	to	1799	842 685 4600	to	4699
667 729 5529 to		692 727 9362	to	9399	740 277 0366	to	0392	842 685 4742	to	4999
668 383 8400 to		692 798 1800	to	1899	740 348 6641	to	6658	842 860 0300	to	0399
670 368 3400 to		693 249 0779	to	0799	740 351 4790	to	4799	842 898 5582	to	5599
670 369 7336 to		693 249 0877	to	1699	740 374 7416	to	7499	843 062 7100	to	7199
670 750 7169 to		693 445 0566	to	0999	740 470 2420	to	2443	843 077 6288	to	6299
671 046 6200 to	6399	693 448 8500	to	8999	740 514 0300	to	0499	843 077 6378	to	6399
671 251 5448 to		693 645 9583	to	9599	740 523 7432	to	7449	843 758 5769	to	5778
671 926 5600 to		693 965 4200	to	4299	740 535 1555	to	1580	843 786 2554	to	2699
672 444 2000 to		695 741 2906	to	2999	740 650 4104	to	4140	845 656 8165	to	8199
672 828 3410 to		695 947 8518	to	8599	740 684 0620	to	0800	845 727 2100	to	2199
673 167 5776 to	5799	696 662 8247	to	8299	740 701 6105	to	6114	845 746 2618	to	2635
675 464 3700 to	3799	697 447 8285	to	8296	740 705 9790	to	9799	846 390 7531	to	7599
675 464 4000 to	4199	698 042 4816	to	4899	740 726 6400	to	6500	846 918 0572	to	0599
676 365 5958 to	5999	698 131 2138	to	2157	740 765 3306	to	3399	847 237 7690	to	7699
676 669 1024 to	1099	698 227 0000	to	0099	740 774 8434	to	8499	847 284 2481	to	2499
677 126 6734 to	6799	700 065 2570	to	2599	740 786 1885	to	1899	847 374 7055	to	7065
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847 374 7055	to	7065	867 633 7403	to	7499	909 067 7400	to	7499	920 857 5500	to	5899
847 636 5304	to	5399	867 737 5623	to	5699	909 100 1787	to	1799	920 864 3480	to	3499
847 700 5447	to	5499	868 169 4529	to	4599	909 100 1900	to	2099	920 963 4567	to	4599
847 723 7500	to	7599	868 173 8400	to	8599	909 355 0422	to	0499	921 333 7400	to	7499
849 485 3427	to	3499	868 514 9000	to	9099	909 568 8900	to	9099	921 477 3762	to	3799
849 520 9850	to	9899	868 566 9200	to	9299	909 568 9300	to	9499	922 278 1048	to	1399
849 608 1357	to	1399	869 200 0000	to	9999	909 725 7307	to	7399	922 280 2019	to	2099
849 792 2600	to	2699	869 387 1150	to	1199	909 833 0947	to	0999	922 280 2233	to	2299
850 546 1862	to	1899	869 505 3500	to	3599	910 219 8631	to	8699	922 773 0459	to	0499
851 143 6826	to	6844	869 523 7033	to	7099	910 265 1100	to	1199	923 032 7000	to	7399
851 209 9880	to	9899	869 800 0000	to	999 9999	910 471 7273	to	7299	923 045 3630	to	3699
851 928 9221	to	9299	870 054 4814	to	<b>4899</b>	910 536 2505	to	2599	923 484 3600	to	3699
			870 491 4812								
852 589 6560	to	6599		to	4849	910 958 7499	to	7599	923 493 9403	to	9599
853 049 3646	to	3699	870 536 5820	to	5829	911 140 1000	to	2199	923 493 9681	to	9699
854 304 4089	to	4999	870 541 7167	to	7239	911 245 2545	to	2599	923 604 4424	to	4499
854 529 2200	to	2299	870 575 8155	to	8999	911 268 9077	to	9099	923 810 7800	to	8299
854 532 0000	to	2999	870 589 0485	to	0494	911 400 8948	to	8999	924 252 1200	to	1299
855 001 6204	to	6249	870 691 7060	to	7099	911 508 1620	to	1799	924 252 1400	to	1499
855 319 9364	to	9399	872 028 4850	to	4899	911 509 9310	to	9399	924 533 0711	to	0799
855 361 3390	to	3399	872 029 9306	to	9399	911 523 3000	to	3999	924 533 2343	to	2399
856 226 0490	to	0499	872 078 3709	to	3799	912 057 9922	to	9999	924 533 2428	to	2499
856 656 5800	to	5999	872 100 0445	to	0459	912 882 0563	to	0899	924 685 1957	to	1999
856 752 0200	to	0299	900 556 4178	to	4199	913 605 2218	to	2299	924 946 6300	to	6699
857 111 1352	to	1399	900 845 0044	to	0099	913 709 2429	to	2499	925 333 5900	to	6099
857 279 3450	to	3499	900 936 0217	to	0299	913 818 3501	to	3999	925 336 2300	to	2399
857 843 4000	to	4099	900 936 0435	to	0499	914 063 4300	to	4399	926 432 5907	to	5999
858 124 7644	to	7699	901 058 5255	to	5280	914 346 7621	to	7644	926 436 3600	to	3699
858 756 3111	to	3299	901 273 1082	to	1099	914 453 1366	to	1399	927 765 6257	to	6299
859 063 8200	to	8699	901 287 5143	to	5199	914 529 6185	to	6299	928 197 8100	to	8199
		0644			2799			4699			8299
859 190 0600	to		901 291 2789	to		914 896 4658	to		928 197 8283	to	
859 437 5538	to	5599	901 525 7122	to	7199	915 187 8774	to	8779	928 856 2059	to	2068
859 811 2888	to	2899	902 089 1253	to	1299	915 300 2783	to	2799	930 219 1722	to	1799
859 855 8873	to	8999	902 198 9769	to	9799	915 546 6822	to	6999	930 335 7810	to	7819
860 240 8520	to	8599	902 948 1269	to	1299	915 646 5183	to	5199	931 097 9259	to	9299
860 275 3900	to	3999	902 985 0833	to	0899	915 671 3963	to	3980	931 156 1502	to	1579
860 518 9629	to	9699	903 370 6934	to	6999	915 671 3982	to	3999	931 156 1600	to	1625
860 600 0021	to	0999	904 600 6523	to	6599	915 675 2217	to	2299	931 156 1671	to	1699
861 158 2350	to	2599	904 892 0378	to	0399	916 440 3377	to	3399	932 506 6400	to	6599
861 367 5400	to	5499	904 892 0648	to	1299	916 670 6352	to	6399	932 732 1796	to	1799
861 637 6010	to	6099	905 056 2216	to	2299	916 682 5300	to	5399	932 827 9026	to	9099
861 979 7292	to	7499	905 510 6647	to	6799	916 694 1414	to	1499	932 957 2300	to	2399
862 216 6100	to	6199	905 510 6900	to	7099	916 703 0802	to	0821	933 060 6160	to	6189
862 263 9213	to	9299	905 794 0000	to	0199	917 089 0709	to	0799	933 387 2541	to	2561
862 271 0800	to	0999	905 794 0288	to	0299	917 089 0842	to	0899	933 760 3609	to	4199
862 271 5000	to	5099	905 873 6900	to	6999	917 216 2928	to	2999	933 894 0928	to	0999
863 871 5138	to	5199	905 873 7100	to	7299	917 370 6300	to	6499	934 018 2729	to	2741
863 949 5300	to	5399	905 880 8900	to	8999	917 486 4900	to	4999	934 180 0300	to	0399
864 088 8200	to	8299	905 889 7100	to	7199	918 460 0602	to	0699	934 236 3954	to	3999
864 426 3972	to	3999	906 158 1508	to	1599	918 951 7231	to	7299	934 622 8717	to	8999
864 520 6117	to	6136	906 558 8812	to	8899	919 519 2786	to	2799	935 216 0312	to	0399
865 151 0526	to	0599	906 982 2214	to	2299	919 536 0770	to	0799	935 843 2202	to	2247
	to								936 024 8889		
865 500 4034		4099	907 725 8500	to	8599 0257	919 814 3095	to	3199		to	8899 4400
865 883 6082	to	6099	907 815 0216	to	0257	919 915 2774	to	2787 469 <b>7</b>	936 339 4455	to	4499
866 004 3000	to	3999	908 622 4225	to	4235	920 155 4662	to	4687			
866 442 4100	to	4899	908 936 9254	to	9299	920 309 9039	to	9199			
867 366 9108	to	9118	909 066 4494	to	7499	920 771 5321	to	5399			

# 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.

752 206 861	to	7 100	762 439 261	to	9 290	773 125 387	to	5 410	800 044 320	to	4 410
752 295 241	to	5 600	762 524 158	to	4 220	773 179 320	to	9 410	800 211 901	to	2 440
752 731 351	to	1 410	762 584 872	to	4 970	773 202 989	to	3 140	800 427 530	to	7 540
752 767 441	to	7 470	762 593 431	to	3 460	773 208 991	to	9 290	800 872 741	to	2 830
753 008 941	to	9 030	763 155 160	to	5 180	773 231 311	to	1 340	801 349 801	to	9 830
753 194 311	to	4 370	763 178 631	to	8 660	773 348 739	to	8 940	801 676 681	to	7 100
753 620 378	to	0 400	763 506 001	to	6 060	773 348 739	to	8 940	802 967 821	to	7 940
754 013 917	to	3 940	763 522 141	to	2 470	773 575 891	to	5 950	803 217 601	to	7 780
754 161 061	to	1 120	763 717 694	to	7 800	773 852 971	to	3 030	803 729 731	to	9 850
754 358 445	to	8 610	763 826 461	to	6 520	775 373 449	to	3 460	803 747 402	to	7 520
754 410 451	to	0 660	763 900 460	to	0 471	789 257 191	to	7 250	804 138 181	to	8 420
754 438 393	to	8 410	763 900 479	to	0 530	790 448 020	to	8 460	804 428 224	to	8 250
754 493 109	to	3 130	763 917 271	to	7 750	790 597 485	to	7 530	804 682 411	to	2 710
754 664 182	to	4 220	764 125 801	to	5 860	790 911 883	to	1 900	805 272 525	to	2 540
754 816 377	to	6 470	764 284 525	to	4 560	791 057 441	to	7 550	805 523 445	to	3 460
755 487 421	to	7 600	764 526 241	to	6 330	791 239 081	to	9 290	805 745 704	to	5 730
755 592 901	to	3 140	764 601 421	to	1 600	791 374 483	to	4 500	806 452 907	to	2 980
		0 030	764 650 231		0 470	791 374 403		8 030			4 850
755 790 020	to			to			to		806 744 781	to	
755 791 730	to	1 800	764 984 371	to	4 850	791 447 521	to	7 850	806 982 181	to	2 300
755 926 951	to	7 070	765 003 667	to	3 680	791 451 151	to	1 240	807 764 791	to	4 910
755 934 332	to	4 510	765 042 517	to	2 540	791 500 009	to	0 470	808 089 931	to	9 960
755 957 701	to	8 000	765 194 728	to	4 970	791 771 431	to	1 490	808 656 423	to	6 450
755 962 981	to	3 280	765 387 365	to	7 450	792 004 293	to	4 320	808 753 771	to	3 800
756 035 371	to	5 490	765 541 801	to	2 100	792 018 379	to	8 420	809 189 001	to	9 010
756 301 257	to	1 290	765 638 461	to	8 970	792 070 621	to	0 740	809 886 879	to	6 930
756 371 565	to	1 580	765 647 101	to	7 190	792 145 211	to	5 230	809 890 489	to	0 500
756 876 031	to	6 120	765 813 781	to	4 029	792 391 381	to	1 620	810 323 734	to	3 760
756 876 151	to	6 240	765 879 314	to	9 390	792 452 779	to	2 790	810 367 116	to	7 140
756 970 129	to	0 140	765 954 001	to	4 030	792 772 728	to	2 770	810 526 351	to	6 500
		9 630			0 320	792 772 720		3 990	810 806 911		6 940
757 059 613	to		766 120 286	to			to			to	
757 078 540	to	8 560	766 125 716	to	5 750	793 282 518	to	2 533	810 807 211	to	7 240
757 086 209	to	6 240	766 158 824	to	8 840	794 041 831	to	2 040	811 423 021	to	3 110
757 240 591	to	0 650	766 388 433	to	8 460	794 397 709	to	7 780	811 517 221	to	7 239
757 277 371	to	7 700	766 509 421	to	9 660	794 581 741	to	2 040	811 721 101	to	1 130
757 291 591	to	2 730	766 572 901	to	3 020	794 592 122	to	2 150	812 025 721	to	5 900
757 964 251	to	4 280	766 748 500	to	8 521	795 032 251	to	2 340	812 093 073	to	3 130
758 067 001	to	7 090	767 024 341	to	4 370	795 796 291	to	6 350	812 100 821	to	0 840
758 105 221	to	5 250	767 326 471	to	6 590	796 070 139	to	0 160	812 465 251	to	5 610
758 324 941	to	5 000	767 332 561	to	2 950	796 143 151	to	3 630	812 918 341	to	8 670
758 593 628	to	3 650	768 009 841	to	9 960	796 159 725	to	9 740	812 918 701	to	8 760
758 709 038	to	9 060	768 011 489	to	1 520	796 169 306	to	9 340	813 050 491	to	0 520
758 744 101	to	4 160	768 177 980	to	7 990	796 373 406	to	3 430	813 073 171	to	3 200
		0 900	768 391 081		1 170			3 050			
758 850 883	to			to		796 602 961	to		813 398 476	to	8 550
758 860 951	to	1 550	768 661 569	to	1 650	796 708 441	to	8 500	813 713 971	to	4 000
759 152 851	to	2 880	769 000 051	to	0 080	796 886 281	to	6 430	813 858 121	to	8 150
759 740 941	to	1 090	769 050 841	to	0 900	796 901 701	to	2 000	814 789 330	to	9 349
760 004 596	to	4 610	769 159 081	to	9 178	796 975 466	to	5 590	814 984 656	to	4 680
760 118 191	to	8 250	769 737 496	to	7 510	797 272 917	to	2 950	815 016 020	to	6 030
760 155 001	to	5 090	769 778 491	to	8 730	797 519 441	to	9 460	815 199 410	to	9 420
760 378 002	to	8 020	769 827 331	to	7 450	797 519 731	to	0 240	815 240 491	to	0 520
760 692 722	to	2 749	770 216 071	to	6 100	797 535 181	to	5 330	815 755 591	to	5 620
761 055 460	to	5 480	770 723 281	to	3 400	798 040 053	to	0 080	815 755 622	to	5 650
761 169 781	to	9 810	770 790 451	to	0 480	798 055 813	to	5 830	815 806 381	to	6 680
761 504 941	to	5 120	770 915 150	to	5 490	798 055 891	to	5 950	816 126 834	to	6 870
761 516 836	to	6 910	771 455 551	to	5 610	798 326 371	to	6 520	816 156 721	to	6 780
761 613 588	to	3 600	771 609 661	to	9 690	798 339 167	to	9 210	816 580 903	to	0 920
761 688 631		8 690	771 932 551		2 580	798 562 411		2 440	816 945 571		5 600
	to			to			to			to	
761 805 199	to	5 240	772 057 224	to	7 440	798 632 461	to	2 490	817 253 011	to	3 280
761 826 106	to	6 120	772 162 660	to	3 070	798 807 151	to	7 510	817 763 881	to	4 060
761 881 171	to	1 560	772 718 615	to	8 640	798 944 761	to	5 030	818 330 562	to	0 610
761 975 641	to	5 670	772 940 140	to	0 160	799 118 616	to	8 640	818 459 641	to	9 670
761 975 886	to	5 895	772 970 886	to	0 940	799 133 191	to	3 220	818 926 273	to	6 320
762 304 144	to	4 170	773 009 419	to	9 430	799 177 626	to	7 650	818 950 351	to	0 380
762 324 931	to	4 960	773 112 031	to	2 060	799 854 751	to	5 200	818 962 492	to	2 530
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posta	ıl bull	etin 222	66 (8-27-09)						Pull-O	ut In	formation
32 341	to	2 730	821 903 731	to	3 910	825 140 397	to	0 460	828 160 441	to	0 530
27 054	to	7 080	821 927 841	to	7 850	825 409 651	to	9 680	828 441 602	to	1 630
78 540	to	8 670	822 505 801	to	5 830	825 472 171	to	2 200	828 539 316	to	9 340
44 681	to	4 740	822 703 442	to	3 470	826 042 898	to	2 920	828 732 331	to	2 390
28 441	to	8 650	822 900 991	to	1 020	826 226 644	to	6 670	828 830 952	to	0 963
34 406	to	4 430	822 925 951	to	6 100	826 582 951	to	3 430	828 939 781	to	0 050
70 761	to	1 540	823 284 931	to	4 990	826 720 201	to	0 230	829 002 721	to	2 870
91 342	to	1 360	823 293 031	to	3 210	827 005 671	to	5 830	829 005 301	to	5 540
74 856	to	4 880	823 556 011	to	6 100	827 287 861	to	7 950	829 080 241	to	0 330
00 171	to	0 230	824 078 341	to	8 370	827 291 502	to	1 520	829 176 841	to	6 930
72 241	to	2 360	824 156 325	to	6 340	827 575 381	to	5 470			
			1			I			I		

827 609 085

827 883 511

819 032 341

819 127 054 819 278 540

819 544 681

819 928 441

820 034 406

820 070 761

820 191 342

820 274 856

820 600 171

821 172 241

821 229 661

821 229 743

to 9 720

to 9 780

824 511 252

824 588 281

to 1 270

to 8 370

to 9 100

to 3 600

Criminal Investigations Group, Postal Inspection Service, 8-27-09

## Verifying U.S. Postal Service Money Orders

Follow these steps to cash a Postal Service  $^{\text{TM}}$  money order:

- 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,
 Retail Products and Services, 8-27-09

## 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, 8-27-09

# 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, 8-27-09

# Other Information

## Overseas Military/Diplomatic Mail

Mail addressed to military and diplomatic post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO/DPO table below outlines these conditions by APO/FPO/DPO ZIP<sup>TM</sup> 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/DPO 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/DPO 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/DPO table starting below.

#### Changes

APO/FPO/DPO	Action	<b>Effective Date</b>	See Restrictions
APO AE 09362	ADD B	Immediately	A-A1-B-B1-C1-E2-F-H1-R-V-Z1
FPO AE 09402	ADD B	Immediately	A-A1-B-B1-C-F-R-R1-U3-W
FPO AE 09645	ADD B1-C-F-F1	Immediately	A1-B-B1-C-F-F1-U
APO AE 09745	ADD B	Immediately	A-A1-B-B1-B2-F-F1-M-N-R-R1-V-Z1
APO AE 09819	ADD B1	Immediately	A-A1-B-B1-F-P-R-V-Z1
DPO AE 09820	OPEN	Immediately	A-A1-B-B1-B2-F-H-H1-I-L-M-N-Q-R-R1-T-V-Z-Z1
APO AE 09821	ADD B1	Immediately	A-A1-B-B1-F-R-V-Z1
APO AE 09822	ADD B1	Immediately	A-A1-B-B1-F-R-V-Z1
APO AE 09823	ADD B1	Immediately	A-A1-B-B1-F-R-V-Z1
APO AE 09824	ADD B1	Immediately	A-A1-B-B1-F-R-V-Z1
DPO AE 09828	ADD B1	Immediately	A1-B-B1-N-V-Z1
DPO AA 34032	ADD B1	Immediately	A1-B-B1-M-N-V-Z1
APO AA 34033	ADD B1	Immediately	A1-B-B1-C-F-M-N-V-Z1
APO AA 34039	ADD B1	Immediately	A1-B-B1-N-V-Z1

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

#### APO/FPO/DPO Table

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09001	A1-B-B1-C-D-U	09046	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-P-U	09140	A1-B-B1-C-D-U
09002	A1-B-B1-C-D-U	09049	A1-B-B1-C-D-U	09092	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-F-F1-P-R-
09003	A1-B-B1-C-D-P-U	09051	A1-B-B1-C-D-U	09094	A1-B-B1-C-D-F-F1-P-R		U
09004	A1-B-B1-C-D-U	09053	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U
09005	A1-B-B1-C-D-P-U	09054	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U
09006	A1-B-B1-C-D-U	09055	A1-B-B1-C-D-F-R-R1-	09099	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U		U-V	09100	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U
09008	A-A1-B-B1-C-D-P-U	09056	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-F1-R-U	09058	A1-B-B1-C-D-U	09103	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U
09011	A1-B-B1-C-D-U	09059	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-F1-R-U	09180	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-F-F1-R-U	09060	A1-B-B1-C-D-F1-R-U	09107	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-F-F1-U-	09063	A1-B-B1-C-D-L-U	09112	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-P-U
	Z1	09067	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-F1-R-U
09014	A1-B-B1-C-D-U	09068	A1-B-B1-C-D-U-Z1	09123	A1-B-B1-C-D-F1-R-U	09214	A1-B-B1-C-D-F1-R-U
09020	A1-B-B1-C-D-U	09069	A-A1-B-B1-C-D-U-V	09126	A1-B-B1-C-D-F-F1-P-R	09226	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-F1-R-U	09075	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09079	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U
09033	A1-B-B1-C-D-U	09080	A1-B-B1-C-D-F1-R-U	09136	A1-B-B1-C-D-F1-R	09237	A1-B-B1-C-D-U-V
09034	A1-B-B1-C-D-U	09081	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-F1-R-U	09245	A1-B-B1-C-D-U
09038	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U
09042	A1-B-B1-C-D-U	09088	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-F1-R-U-V

APO/		APO/		APO/		APO/	
FPO/	See	FPO/	See	FPO/	See	FPO/	See
DPO	Restrictions	DPO	Restrictions	DPO	Restrictions	DPO	Restrictions
	A1-B-B1-C-D-U	09337	A-A1-B-B1-C1-E2-F-	09377	A-A1-B-B1-C1-E2-F-		A1-B-B1-F-F1-R-R1-V
	A1-B-B1-C-D-U	00229	H1-M-R-R1-V-Z1 A-A1-B-B1-C1-E2-F-	00279	H1-M-R-R1-V A-A1-B-B1-C1-E2-F-		A1-B-B1-F-F1-R-R1-V
	A1-B-B1-C-D-F1-N-R-U	09336	H1-M-R-R1-U2-V-Z1	09376	H1-M-R-R1-U2-V-Z1		A1-B-B1-F-F1-R-R1-V
	A1-B-B1-C-D-U	09339	A-A1-B-B1-C1-E2-F-	09380	A-A1-B-B1-C1-E2-F-		A1-B-B1-V
	A1-B-B1-C-D-U A-A1-B-B1-C1-E2-F-		H1-M-N-R-R1-V-Z1		H1-M-R-R1-V-Z1		A1-B-B1-V A1-B-B1-F-F1-R-R1-V
09301	H1-M-R-R1-V-Z1	09340	A-A1-B-B1-C1-F-R-V	09381	A-A1-B-B1-C1-E2-F-		A1-B-B1-V
09302	A-A1-B-B1-C1-F-F1-M-	09342	A-A1-B-B1-C1-E2-F-		H1-M-R-R1-U2-V-Z1		A1-B-B1-F-F1-R-R1-V
	N-V-V1-Z-Z1	00040	H1-M-R-R1-V-Z1	09382	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1		A1-B-B1-F-F1-R-R1-V
09304	A-A1-B-B1-C1-E2-F-	09343	A-A1-B-B1-C1-F-M-N- V-Z1	00383	A-A1-B-B1-C1-E2-F-		A1-B-B1-F-F1-R-R1-V
	H1-M-R-V-Z1	09344	A-A1-B-B1-C1-E2-F-	00000	H1-M-R-R1-V-Z1		A1-B-B1-F-F1-R-R1-V
09305	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	00011	H1-M-R-R1-V-Z-Z1	09387	A-A1-B-B1-C1-E2-F-	09567	A1-B-B1-V-V1
09306	A-A1-B-B1-C1-E2-F-	09348	A-A1-B-B1-C1-E2-F-		H1-M-R-V	09568	A1-B-B1-V
00000	H1-R-R1-U2-V-Z1		H1-M-R-R1-U2-V-Z1	09388	A-A1-B-B1-C1-E2-F-	09569	A1-B-B1-F-F1-R-R1-V
09307	A1-B-B1-N-V-Z1	09350	A-A1-B-B1-C1-E2-F-	00000	H1-M-R-V A-A1-B-B1-C1-E2-F-	09570	A1-B-B1-F-F1-R-R1-V
09308	A-A1-B-B1-C1-E2-F-	00251	H1-M-R-R1-V-Z1 A-A1-B-B1-C1-E2-F-	09369	H1-M-R-V	09573	A1-B-B1-F-F1-R-R1-V
	H1-M-R-V-Z1	09331	H1-M-R-V-Z1	09391	A-A1-B-B1-C1-E2-F-	09574	A1-B-B1-F-F1-R-R1-V
09309	A-A1-B-B1-C1-E2-F-	09353	A-A1-B-B1-C1-E2-F-		H1-M-R-R1-V-Z1	09575	A1-B-B1-F-F1-R-R1-V-
00210	H1-M-R-R1-V-Z1 A-A1-B-B1-C1-E2-F-		H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-	00570	V1
09310	H1-M-R-V-Z1	09354	A-A1-B-B1-C1-E2-F-		H1-M-R-R1-V-Z1		A1-B-B1-F-F1-R-R1-V
09311	A-A1-B-B1-C1-E2-F-		H1-M-R-R1-V-Z1	09396	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1		A1-B-B1-V A1-B-B1-F-F1-R-R1-V
	H1-M-R-V-Z1	09355	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	00402	A-A1-B-B1-C-F-R-R1-		A1-B-B1-F-F1-R-R1-V
09312	A-A1-B-B1-C1-E2-F-	09356	A-A1-B-B1-C1-E2-F-	09402	U3-W	09581	A1-B-B1-F-F1-R-R1-V
	H1-R-R1-U2-V-Z1	00000	H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U		A1-B-B1-F-F1-R-R1-V
09313	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F-	09421	A1-B-B1-C-C1-R-U		A1-B-B1-F-F1-R-R1-V
09314	A-A1-B-B1-C1-E2-F-		H1-M-R-R1-V-Z1	09447	A1-B-B1-C-C1-R-U-V		A1-B-B1-F-F1-R-R1-V
00014	H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F-	09454	A1-B-B1-C-C1-R-U-V	09588	A1-B-B1-V-V1
09315	A-A1-B-B1-C1-E2-F-	00060	H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-H-H1-M-	09589	A1-B-B1-V-V1
	H1-M-N-R-R1-V-Z1		A1-B-B1-V A-A1-B-B1-C1-E2-F-		R-Z1	09590	A1-B-B1-V
09316	A-A1-B-B1-C1-E2-F-	09301	H1-M-R-R1-U2-V-Z1	09459	A1-B-B1-C-C1-R-U	09591	A1-B-B1-V-V1
00017	H1-M-R-R1-U2-V-Z1 A-A1-B-B1-C1-E2-F-	09362	A-A1-B-B1-C1-E2-F-	09461	A1-B-B1-C-C1-F-F1-P- R-U	09593	A1-B-B1-V
09317	H1-M-R-R1-V-Z1		H1-R-V-Z1	09463	A1-B-B1-C-C1-R-U	09594	A1-B-B1-V-V1
09318	A-A1-B-B1-C1-F-F1-M-	09363	A-A1-B-B1-C1-E2-F-		A1-B-B1-C-C1-R-U		A1-B-B1-V
	N-V-V1-Z-Z1	00004	H1-M-R-R1-V-Z1		A1-B-B1-C-C1-R-U		A1-B-B1-F-F1-R-R1-V
09320	-	09364	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09469	A1-B-B1-C-C1-R-U	09601	
	H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F-	09470	A1-B-B1-C-C1-R-U		A1-B-B1-C-F-F1-N-R-U
09321	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	00000	H1-M-N-R-R1-V-Z1	09494	A1-B-B1-C-C1-R-U		A1-B-B1-C-F-F1-R-U A1-B-B1-C-F-F1-P-R-U
09322	A-A1-B-B1-C1-E2-F-	09366	A-A1-B-B1-C1-E2-F-	09496	A1-B-B1-C-C1-R-U-V		A1-B-B1-C-D-U-V
00022	H1-R-R1-U2-V-Z1		H1-M-R-R1-V-Z1	09498	A1-B-B1-C-C1-F-F1-F2-		A1-B-B1-C-D-U-V
09324	A-A1-B-B1-C1-E2-F-	09367	A-A1-B-B1-C1-E2-F-	00504	N-R-R1-T-U-V-Z1		A-A1-B-B1-C-F-F1-M-
	H1-R-R1-U2-V-Z1	00360	H1-M-R-V A-A1-B-B1-C1-E2-F-		A1-B-B1-V-V1	00001	R-R1-U-U3-V-W
09327	A-A1-B-B1-C1-E2-F-	09309	H1-M-R-R1-V		A1-B-B1-V A1-B-B1-V	09609	A1-B-B1-C-F-U
00000	H1-M-R-R1-V-Z1	09371	A-A1-B-B1-C1-E2-F-		A1-B-B1-V	09610	A1-B-B1-C-F-F1-R-U-V
09330	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1		H1-M-R-V		A1-B-B1-V-V1	09613	A1-B-B1-C-F-U-V
09331	A-A1-B-B1-C1-E2-F-	09372	A-A1-B-B1-C1-E2-F-		A1-B-B1-V-V1	09617	A1-B-B1-C-F-U
	H1-M-R-R1-V-Z1		H1-M-R-R1-V		A1-B-B1-V-V1	09618	A1-B-B1-C-F-U
09332	A-A1-B-B1-C1-E2-F-	09373	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V		A1-B-B1-V		A1-B-B1-C-F-U
	H1-M-R-R1-V-Z1	09374	A-A1-B-B1-C1-E2-F-		A1-B-B1-V		A1-B-B1-C-F-U
09333	A-A1-B-B1-C1-E2-F-	30074	H1-M-R-V-Z1		A-A1-B-B1-C1-E2-F-		A1-B-B1-C-F-U
00334	H1-M-R-R1-V-Z1 A-A1-B-B1-C1-E2-F-	09375	A-A1-B-B1-C1-E2-F-		H1-M-R-R1-V-Z1		A1-B-B1-C-F-U
03004	H1-M-R-R1-V-Z1		H1-M-R-V-Z1		A1-B-B1-V		A1-B-B1-C-F-U
09336	A-A1-B-B1-C1-E2-F-	09376	A-A1-B-B1-C1-E2-F-		A1-B-B1-F-F1-R-R1-V		A1-B-B1-C-F-U A1-B-B1-C-F-U
	H1-R-R1-U2-V-Z1		H1-M-R-R1-V		A1-B-B1-F-F1-R-R1-V		A1-B-B1-C-F-U
				09524	A1-B-B1-F-F1-R-R1-V	03021	// D D1-0-1-0

9683 A1-B-B1-C-F-IU 75/1983 A1-B-B1-C-C-ID-F-IM-M-O-R-B1-T-V-Z 75/1983 A1-B-B1-C-F-IU 75/1983 A1-B-B1-C-C-ID-F-IM-M-O-R-B1-T-V-Z 75/1983 A1-B-B1-C-F-IU 75/1983 A1-B-B1-C-ID-F-IM-M-O-R-B1-T-V-Z 75/1983 A1-B-B1-C-ID-F-IM-M-O-R-B1-T-V-Z 75/1983 A1-B-B1-C-ID-F-IM-M-O-R-B1-T-V-Z 75/1983 A1-B-B1-C-ID-F-IM-M-O-R-B1-T-V-Z 75/1983 A1-B-B1-C-ID-F-IM-M-O-R-B1-T-V-Z 75/1983 A1-B-B1-C-ID-F-IM-M-O-R-B1-T-V-Z 75/1983 A1-B-B1-C-ID-F-IM-V-Z 19820 A1-B-B1-C-ID-F-	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
27   08616   AA1-B-B1-C2-F1-M-   0879   AA1-B-B1-B2-C5-10-D   F1-M-N-O-R-R1-T-V2-Z   1   1   1   1   1   1   1   1   1			09738	A-A1-B-B1-B2-C-C1-D-	09814	A1-B-B1-E2-E3-F-F1-I-	34006	
1985  24 Al-B-Bi-R-U   1987  24 Al-B-Bi-R-U   1987  24 Al-B-Bi-R-U   1987  24 Al-B-Bi-N-U-Zi   1987  24 Al-B-Bi-N-U-Zi   1987  24 Al-B-Bi-R-U   1987  24 Al-B-Bi-R-U   1987  24 Al-B-Bi-R-U   1987  25 Al-B-Bi-R-U-Zi   1988  26	09631	A1-B-B1-C-F-U				N-R-U-V-Z-Z1		Z1
See   See	09636	A1-B-B1-C-F-U			09815		34007	-
27   27   27   27   27   27   27   27	09642	A1-B-B1-N-R-U	09739					
1966   A1-B-B1-N-R-U   1971   A-A1-B-B1-C1-E2-F1-   1971   A-A1-B-B1-A-U-Z1   1972   A-A1-B-B1-A-U-Z1   1972   A-A1-B-B1-A-U-Z1   1972   A-A1-B-B1-A-U-Z1   1972   A-A1-B-B1-A-U-Z1   1972   A-A1-B-B1-A-U-Z1   1973   A-A1-B-B1-C-I-I-M-N-Q-R-R1-V-Z1   1974   A-B1-B1-C-I-I-M-N-Q-R-R1-V-Z1   1974   A-B1-B1-C-I-I-M-N-Q-R-R1-V-Z1   1974   A-B1-B1-C-I-I-M-N-Q-R-R1-V-Z1   1974   A-B1-B1-C-I-I-M-N-Q-R-R1-V-Z1   1975   A-B1-B1-C-I-I-M-N-Q-R-R1-V-Z1   1975   A-B1-B1-C-I-I-M-N-Q-R-R1-V-Z1   1975   A-B1-B1-C-I-I-M-N-Q-R-R1-V-Z1   1975   A-B1-B1-C-I-I-M-N-Q-R-R1-V-Z1   1975   A-B1-B1-C-I-I-M-N-Q-R-R1-V-Z1   1975   A-B1-B1-C-I-I-M-N-Q-R-R1-V-Z	09643	A1-B-B1-R-U			09817			-
11-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	09645	A1-B-B1-C-F-F1-U	09741					
18-86-18-0-U-21   18-72-0-18-0-18-0-18-0-18-0-18-0-18-0-18-0-1	09647	A1-B-B1-N-R-U		H1-I-M-N-Q-R-R1-T-V-	09819	A-A1-B-B1-P-R-V-Z1		
1970   A-18-B-18-B-2-C-1-  1971   A-18-B-18-C-1-  1972   A-18-B-18-C-1-  1974   A-18-B-18-C-1-  1974   A-18-B-18-C-1-  1974   A-18-B-18-C-1-  1974   A-18-B-18-C-1-  1974   A-18-B-18-C-1-  1974   A-18-B-18-C-1-  1975   A-18-B-1-C-1-  1975   A-18-B-1-C-1-  1975   A-18-B-1-C-1-  1975   A-18-B-1-C-1-  1975   A-18-B-1-C-1-  1976   A-18-B-1-  1976   A-18-B-1-  1976   A-18-B-1-  1976   A-18-B-1-  1	09648	A1-B-B1-N-U-V-Z1		= = .	09820	A-A1-B-B1-B2-F-H-H1-		
MAR-B-BI-C-C-LFI-M-R   1974   AA1-B-BI-FA-W-Z1   19822   AA1-B-BI-FA-W-Z1   19822   AA1-B-BI-FA-W-Z1   19822   AA1-B-BI-FA-W-Z1   19822   AA1-B-BI-FA-W-Z1   19822   AA1-B-BI-FA-W-Z1   19823   AA1-B-BI-W-Z1   19823   AA1-B-B	09649	A1-B-B1-N-U-Z1	09742					
09702   Al-B-B1-C-C1-F1-M-R   FI-U   09744   A-B-B1-B2-C-C1-F-M   N-R-R1-V-Z1   09822   A-A1-B-B1-F-R-V-Z1   09823   A-A1-B-B1-F-R-V-Z1   09824   A-A1-B-B1-F-R-V-Z1   09825   A-A1-B-B1-F-R-V-Z1   09826   A-A1-B-B1-C-V-Z1   09826   A-A1-B-B1-V-Z1   09826   A-A1-B-B1-V-Z1   09827   A-A1-B-B1-C-V-Z1   09826   A-A1-B-B1-V-Z1   09826	09701		00742					
R1-U   O9763   A1-B-B1-C-F1-U   O9764   A1-B-B1-B-PF-I-M   O9762   A1-B-B1-C-V   O9764   A1-B-B1-C-V   O9765   A1-B-B1-C-V   O9765   A1-B-B1-C-V   O9765   A1-B-B1-C-V   O9766   A1-B-B1-C-N-R-U-V   O9767   A1-B-B1-C-N-R-U-V   O9767   A1-B-B1-C-N-R-U-V   O9767   A1-B-B1-C-V   O9767   A1-B-B1-V   O9767   A1-B-B1-V   O9767   A1-B-	00702							
09705   A1-B-B1-C-PI-U   09745   A-A1-B-B1-B2-F-F1-M   09826   A-A1-B-B1-R-P-Z-1   09826   A-A1-B-B1-R-P-Z-1   09826   A-A1-B-B1-C-C1-PI-M-N-Z-1   09760   A1-B-B1-C-N-R-U-V   09760   A1-B-B1-C-N-R-U-V   09760   A1-B-B1-F1-N-U-V-Z-1   09760   A1-B-B1-F1-N-V-Z-1   09760   A1-B-B1-F1-N-P-Z-1   09760   A1-B-B1-F1-N-P-Z-1   09760   A1-B-B1-F1-N-P-Z-1   09760   A1-B-B1-C-C1-PI-M-N-R-R1-U-V   09761   A1-B-B1-C-C1-PI-M-N-R-R1-U-V   09761   A1-B-B1-C-D-N-R-U-V   09761   A1-B-B1-C-N-R-U-V   09761   A1-B-B1-F1-N-R-U-V   09761   A1-B-B1-F1-N-P-U-V   09761   A1-B-B1-F1-N-P-U-V   09760   A1-B-B1-P-N-V-U-V   09761   A1-B-B1-F1-N-P-U-V   09760   A1-B-B1-P-N-V-U-V   09761   A1-B-B1-P-N-P-U-V   09760   A1-B-B1-P-N-V-U-V   09760   A1-B-B	09702		03744					
MR-RI-V-Z1   O9746   A1-B-B1-C-N-R-UV   O9746   A1-B-B1-C-N-R-UV   O9747   A1-B-B1-C-N-R-UV   O9747   A1-B-B1-C-N-R-UV   O9747   A1-B-B1-C-N-R-UV   O9748   A1-B-B1-C-C1-F1-M-N-D-R-R1-T-V-Z   O9749   A1-B-B1-C-C1-F1-M-N-D-R-R1-T-V-Z   O9750   A1-B-B1-C-C1-F1-M-N-D-R-R1-T-V-Z   O9750   A1-B-B1-C-C1-F1-M-N-D-R-R1-T-V-Z   O9750   A1-B-B1-C-C1-F1-M-N-D-D   O9753   A1-B-B1-C-C1-F1-M-N-D-D   O9753   A1-B-B1-C-D-U   O9754   A1-B-B1-C-C1-F1-M-N-D-D   O9755   A1-B-B1-C-D   O9755   A1-B-B1-D-D   O9756   A1-B-B1-C-D   O9756   A1-B-B1-D-D   O9756   A1-B-B1-D-D   O9757   A1-B-B1-C-D   O9757   A1-B-B1-D-D   O9758   A1-B-B1-D-C-D   O9759   A1-B-B1-D-C-D   O9759   A1-B-B1-D-C-D   O9759   A1-B-B1-D-C-D   O9750   A1-B-B1-D-C-D   O9750   A1-B-B1-D-D   O975	09703	-	09745	A-A1-B-B1-B2-F-F1-M-				
1976   A-B-B-I-C-N-R-U-V   1976   A-AI-B-BI-C-I-N-V-Z   1978   A-AI-B-BI-C-N-R-U-V-Z   1978   A-AI-B-BI-C-N-R-U-V-Z   1978   A-AI-B-BI-C-N-R-U-V-Z   1978   A-AI-B-BI-C-N-R-U-V-Z   1978   A-AI-B-BI-C-N-R-V-Z   1978   A-AI-B-BI-C-N-R-V-Z   1978   A-AI-B-BI-C-N-R-V-Z   1979   A-AI-B-BI-C-C-I-N-R-R-I-V-Z   1970   A-AI-B-BI-C-C-I-N-R-R-I-V-Z   1970   A-AI-B-BI-C-C-I-N-R-R-I-V-Z   1970   A-AI-B-BI-C-C-I-N-R-R-I-V-Z   1970   A-AI-B-BI-C-C-I-N-R-R-I-V-Z   1970   A-AI-B-BI-C-C-I-N-R-R-I-V-Z   1970   A-AI-B-BI-C-C-I-D-R-I-N-N-C-R-II-V-Z   1970   A-AI-B-BI-C-C-I-D-R-I-N-N-C-R-II-V-Z   1970   A-AI-B-BI-C-C-I-D-R-I-N-N-C-R-II-V-Z   1970   A-AI-B-BI-C-C-I-D-R-I-N-N-C-R-II-V-Z   1970   A-AI-B-BI-C-C-I-D-R-I-N-N-C-R-II-V-Z   1970   A-AI-B-BI-C-C-I-D-R-I-N-N-C-R-II-V-Z   1970   A-AI-B-BI-C-I-C-I-D-R-I-N-N-C-R-II-V-Z   1970   A-AI-B-BI-C-I-C-I-D-R-I-N-R-I-D-I-C-I-D-R-I-N-R-I-D-I-C-I-D				N-R-R1-V-Z1			34033	A1-B-B1-C-F-M-N-V-
09707   A1-B-B1-C-N-R-U-V   0970   A1-B-B1-C-N-R-U-V   09708   A1-B-B1   A1-B-B1-R-V-V-Z   19708   A1-B-B1-C-N-R-U-V   19709   A1-B-B1-F1-N-N-V-Z   19709   A1-B-B1-F1-N-N-V-Z   19709   A1-B-B1-F1-N-N-V-Z   19709   A1-B-B1-F1-N-N-V-Z   19709   A1-B-B1-C-F1-M-N-R-R-R-I-V-V-Z   19709   A1-B-B1-C-F1-M-N-R-R-R-I-V-V-Z   19709   A1-B-B1-C-F1-M-N-R-R-R-I-V-Z   19709   A1-B-B1-C-F1-M-N-V-Z   19709   A1-B-B1-C-F1-M-N-V-Z   19709   A1-B-B1-C-F1-M-N-V-Z   19709   A1-B-B1-C-P-N-R-V-Z   19709   A1-B-B1-C-P-N-R-V-Z   19709   A1-B-B1-R-N-V-Z   1	09705	A1-B-B1-U	09746	-	03023			<b>Z1</b>
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	09707	A1-B-B1-C-N-R-U-V				Z1	34035	A1-B-B1-H-M-N-V-Z1
09709   A1-B-B1-C1   71   72   73   74   74   75   75   75   75   75   75	09708	A1-B-B1	09748	= = . == • • . =	09828	A1-B-B1-N-V-Z1		
1971   AF-B-I-C-FF-I-N-N-  20   1973   A-B-B-I-E-C-G1-F-M-N-  20   1973   A-B-B-I-C-FI-R   1973   A-B-B-I-C-FI-R   1974   A1-B-B1-C-C1-FI-M-R-  20   1975   A1-B-B1-C-D-U   1975   A1-B-B1-C-D-U   1975   A1-B-B1-FI-R   1975   A1-B-B1-FI-R   1975   A1-B-B1-FI-R   1975   A1-B-B1-V-V-Z   1976   A1-B-B1-FI-R   1976   A1-B-B1-FI-R   1976   A1-B-B1-FI-R   1976   A1-B-B1-FI-R   1976   A1-B-B1-FI-R   1976   A1-B-B1-V-V-Z   1976   A1-B-B1-V-V-Z   1977   A-A1-B-B1-V-V-Z   1978   A1-B-B1-V-V   1979   A1-B-B1-FI-R   1970   A1-B-B1-FI-R   1970   A1-B-B1-FI-R   1970   A1-B-B1-FI-R   1970   A1-B-B1-FI-R   1970   A1-B-B1-FI-R   1970   A1-B-B1-P-V-V-Z   1970   A1-B-B1-P-V-Z   1970   A1-B-B1-P-V-Z   1970   A1-B-B1-P-V-Z   1970   A1-B-B1-P-V-Z   1970   A1-B-B1-P-P-P-R-N-V-Z   1970   A1-B-B1-P-P-P-R-N-P-P-R-N-P-P-R-N-P-P-R-N-P-P-R-N-P-P-R-N-P-P-R-N-P-P-R-N-P-P-R-N-P-P-R-N-P-P-R-N-P-P-R-N-P-P-R	09709	A1-B-B1-F1					34037	-
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Name	00744	-	09750	A-B-B1-B2-C-C1-F-M-				
1971   A1-B-B1-C-C1-F1-M-R   R1-U   1975   A1-B-B1-C-D-U   1975   A1-B-B1-V-Z1   1975						-		
1975   1975					09834			
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1-M-N-Q-R-R1-T-V-Z-1   1-M-N-R-R1-T-V-Z1   1-M-R-R1-T-V-Z1   1-M-R-R1-T-V-Z1   1-M-R-R1-T-V-Z1   1-M-R-R1-T-V-Z1   1-M-R-	09719	A1-B-B1-C-F1-R-V		-	09840	A-A1-B-B1-V-Z1	34091	A1-B-B1-F-F1-R-R1-V
09722	09720	A1-B-B1-R-U-V	00.00		09841	A-A1-B-B1-N-R-U-Z1	34092	A1-B-B1-F-F1-R-R1-V
09723   A1-B-B1-N-R-U-V-Z1   09769   A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1   09769   A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1   09852   A1-B-B1-C-E3-F-H1-N-R-R1-U-V-Z1   09853   A1-B-B1-C-E2-F-H1-R-R1-U2-V-Z1   09854   A-A1-B-B1-C-E3-F-H1-N-R-R1-U1-V-Z1   09852   A1-B-B1-C-F-N-U-V-D-F-I-M-N-Q-R-R1-T-V-Z-Z1   09852   A1-B-B1-C-E3-F-H1-N-R-R1-U1-V-Z1   09853   A1-B-B1-C-E1-N-R-V-D-F-I-M-N-Q-R-R1-T-V-Z-Z1   09854   A-A1-B-B1-C-F-N-U-V-D-F-I-M-N-Q-R-R1-T-V-Z-Z1   09854   A-A1-B-B1-C-F-N-U-V-D-F-I-M-N-Q-R-R1-T-V-Z-Z1   09855   A1-B-B1-C-F-N-U-V-D-F-I-M-N-Q-R-R1-T-V-Z-Z1   09854   A-A1-B-B1-C-F-N-U-V-D-F-I-M-N-Q-R-R1-T-V-Z-Z1   09855   A1-B-B1-C-F-N-U-V-D-F-I-M-N-Q-R-R1-T-V-Z-Z1   09855   A1-B-B1-C-F-N-U-V-D-V-D-F-I-M-N-R-R1-V-Z1   09855   A-A1-B-B1-C-E2-F-H1-N-R-R1-U-V-Z1   09856   A-A1-B-B1-C-E2-F-H1-N-R-R1-U-V-Z1   09856   A-A1-B-B1-U-V-Z1   09856   A-A1-B-B1-U-V-Z			09759		09842	A-A1-B-B1-N-R-Z1		
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R1-U		= = = .	00760		09844			
Name	09724		09709		00050			
09727         A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1         09780         A-A1-B-B1-C-E1-N-R O9780         09853         A1-B-B1-E2-F-H1-R R1-U2-V-Z1         96203         A-A1-B-B1           09729         A1-B-B1-C-F-N-R-R1 U-V         09780         A-A1-B-B1-C-D-L-U-V O9780         09801         A-A1-B-B1-C-E2-F-H1-R-R1-U2-V-Z1 H1-R-R1-U2-V-Z1         09803         A-A1-B-B1-C-E2-F-H1-R-R1-V-Z1 O9858         A1-B-B1-E2-E3-F-H1-N-R-IU2-V-Z1 H1-R-R1-U2-V-Z1 O9858         A-A1-B-B1-E2-E3-F-H1-N-R-IU-V-Z1 O9858         A-A1-B-B1-V-Z1 O9858         A-A1-B-B1-V-Z1 O9858         A-A1-B-B1-V-Z1 O9858         A-A1-B-B1-V-Z1 O9858         A-A1-B-B1-V-Z1 O9859         A-A1-B-B1-V-Z1 O9859         A-A1-B-B1-V-Z1 O9859         A-A1-B-B1-V-Z1 O9859         A-A1-B-B1-V-Z1 O9859         A-A1-B-B1-U-V-Z1 O9859         A-A1-B-B1-U-V-Z1 O9859         A-A1-B-B1-U-V-Z1 O9859         A-A1-B-B1-C1-E2-F-H1-N-R-R1-U-V-Z1 O9859<	09726			Z1	09032			
F-I-M-N-Q-R-R1-T-V-Z1			09777	A-A1-B-B1-C-E1-N-R	09853			
OPTION   O			09780	A-A1-B-B1-F-N-R-V				
09729         A1-B-B1-C-F-N-R-R1- U-V         09801         A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1         09858         A1-B-B1-E2-E3-F-H1- N-R-R1-U1-V-Z1         96206         A-A1-B-B1-U           09730         A-A1-B-B1-B2-C-C1-F- M-N-R-R1-T-V-Z1         09803         A1-B-B1-E2-E3-F-H1- N-R-R1-U1-V-Z1         09865         A-A1-B-B1-V-Z1         96206         A-A1-B-B1-V           09731         A-A1-B-B1-B2-C-C1-F- M-N-R-R1-T-V-Z1         09804         A-A1-B-B1-F-F1-N-R-V-Z1         09865         A-A1-B-B1-U-V-Z1         96209         A-A1-B-B1-N-U-V           09732         A1-B-B1-N-V-Z1         09805         A-B-B1-F-F1-R-R1-V-Z1         09870         A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1         96218         A-A1-B-B1-U           09734         A-A1-B-B1-B2-C-C1-D- F-I-M-N-Q-R-R1-T-V-Z1         09807         A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1         09808         A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1         09809         A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1         09890         A1-B-B1-E2-F-H1-N-R- R1-V-Z1         96258         A-A1-B-B1-U-V-Z1         96259         A-A1-B-B1-U-V-Z1           09735         A1-B-B1-B2-C-C1-D- F-I-M-N-R-R1-T-V-Z1         09809         A1-B-B1-C1-E2-F- H1-M-R-V         09892         A-A1-B-B1-E2-F-N-R- R1-V-Z1         96260         A-A1-B-B1-U-V-V-D 96260         A-A1-B-B1-U-V-V-D 96260         A-A1-B-B1-U-V-V-D 96260         A-A1-B-B1-U-V-V-D 96260         A-A1-B-B1					09855			
O9730	09729		09801		00050			
M-N-R-R1-T-V-Z1         N-R-R1-U1-V-Z1         09865         A-A1-B-B1-V-Z1         96209         A-A1-B-B1-N-U-V           09731         A-A1-B-B1-B2-C-C1-F-M-N-R-IT-V-Z1         09804         A-A1-B-B1-F-F1-N-R-V-Z1         09868         A-A1-B-B1-U-V-Z1         96209         A-A1-B-B1-N-U-V           09732         A1-B-B1-B2-C-C1-F-M-N-V-Z1         09805         A-B-B1-F-F1-R-R1-V-Z1         09870         A-A1-B-B1-C1-E2-F-H1-M-R-R1-U-V-Z1         96214         A-A1-B-B1-U           09734         A-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1         09806         A-A1-B-B1-C1-E2-F-H1-N-R-R1-U-V-Z1         96257         A-A1-B-B1-U           09735         A1-B-B1-N-V-Z1         09807         A-A1-B-B1-C1-E2-F-H1-N-R-R1-U-V-Z1         09890         A-A1-B-B1-E2-F-N-R-R1-U-V-Z1         96258         A-A1-B-B1-U           09736         A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-T-V-Z1         09808         A-A1-B-B1-V-Z1         09892         A-A1-B-B1-E2-F-N-R-R1-V-Z1         96260         A-A1-B-B1-U-V           09737         A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1         09809         A1-B-B1-E2-E3-F-H1-N-R-R1-U-V-Z1         09898         A1-B-B1-E2-F-H1-N-R-R1-U-V-Z1         96264         A-A1-B-B1-U-V-V-Z1           09737         A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z-Z1         09801         A1-B-B1-E2-F-N-R-R1-U-V-Z1         96266         A-A1-B-B1-U-V-Z1	00730	_	บดยบร		09858			
09731         A-A1-B-B1-B2-C-C1-F-M-N-R-IT-V-Z1         09804         A-A1-B-B1-F-F1-N-R-V-Z1         09868         A-A1-B-B1-U-V-Z1         96213         A-A1-B-B1-U-V-Z1         96214         A-A1-B-B1-U-V-Z1         96218         A-A1-B-B1-U-V-Z1         96224         A-A1-B-B1-U-V-Z1         96224         A-A1-B-B1-U-V-Z1         96257         A-A1-B-B1-U-V-Z1         96257         A-A1-B-B1-U-V-Z1         96258         A-A1-B-B1-U-V-Z1         96260         A-A1-B-B1-U-V-Z1         96260         A-A1-B-B1-U-V-Z1         96260         A-A1-B-B1-U-V-Z1         96260         A-A1-B-B1-U-V-Z1         9626	03730		03003		09865		96209	A-A1-B-B1-N-U-V
M-N-R-R1-T-V-Z1         Z1         09870         A-A1-B-B1-C1-E2-F-H1-N-R-R1-U-V-Z1         96214         A-A1-B-B1-U           09732         A1-B-B1-N-V-Z1         09805         A-B-B1-F-F1-R-R1-V-Z1         09806         A-A1-B-B1-C1-E2-F-H1-N-R-R1-U-V-Z1         96218         A-A1-B-B1-U           09734         A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1         09806         A-A1-B-B1-C1-E2-F-H1-N-R-R1-U-V-Z1         09880         A-A1-B-B1-C1-E2-F-H1-N-R-R1-U-V-Z1         96257         A-A1-B-B1-U           09735         A1-B-B1-N-V-Z1         09808         A-A1-B-B1-C1-E2-F-H1-N-R-R1-U-V-Z1         09890         A-A1-B-B1-E2-F-H1-N-R-R1-U-V-Z1         96260         A-A1-B-B1-U           09736         A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-T-V-Z1         09809         A1-B-B1-V-Z1         09898         A-A1-B-B1-E2-F-N-R-R1-V-Z1         96262         A-A1-B-B1-U-V           09737         A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1         09809         A1-B-B1-E2-E3-F-H1-N-R-R1-U-V-Z1         09898         A1-B-B1-E2-F-H1-N-R-R1-U-V-Z1         96264         A-A1-B-B1-U-V-M-R-B-B1-U-V-M-R1-B-B1-U-V-R1-R1-U-V-R1         96266         A-A1-B-B1-U-V-M-R-B-B1-U-V-R1-R1-U-V-R1-R1-U-V-R1-R1-U-V-R1-R1-U-V-R1-R1-U-V-R1-R1-U-V-R1-R1-U-V-R1-R1-R1-U-V-R1-R1-U-	09731	A-A1-B-B1-B2-C-C1-F-	09804	A-A1-B-B1-F-F1-N-R-V-			96213	A-A1-B-B1-U
09733         A1-B-B1-V         09806         A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1         09880         A-A1-B-B1-C1-E2-F-H1-N-R-R1-U-V-Z1         96224         A-A1-B-B1-U           09734         A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1         09807         A-A1-B-B1-C1-E2-F-H1-N-R-R1-U-V-Z1         09890         A1-B-B1-E2-F-H1-N-R-R1-U-V-Z1         96257         A-A1-B-B1-U           09735         A1-B-B1-N-V-Z1         09808         A-A1-B-B1-C1-E2-F-H1-N-R-N-R1-U-V-Z1         09892         A-A1-B-B1-E2-F-N-R-R1-V-Z1         96260         A-A1-B-B1-U           09737         A-A1-B-B1-B2-C-C1-D-F-I-N-R-R1-T-V-Z1         09809         A1-B-B1-V-Z1         09898         A1-B-B1-E2-F-H1-N-R-R1-U-V-Z1         96264         A-A1-B-B1-U           09737         A-A1-B-B1-B2-C-C1-D-F-I-N-R-R1-T-V-Z-Z1         0981         A1-B-B1-E2-E3-F-H1-N-R-R1-U-V-Z1         34002         A1-B-B1-N-U-Z1         96267         A-A1-B-B1-U-V-V-D1           09737         A-A1-B-R1-T-V-Z2         09812         A1-B-B1-E2-E3-F-H1-N-R-R1-U-V-Z1         34002         A1-B-B1-N-U-Z1         96264         A-A1-B-B1-U-V-V-D1           09738         A1-B-B1-B2-C-C1-D-F-I-N-R-R1-U-V-Z1         34004         A-B-B1-N-V-V-D1         96267         A-A1-B-B1-U-V-D1		M-N-R-R1-T-V-Z1					96214	A-A1-B-B1-U
09734       A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1       H1-M-N-R-R1-V-Z1       09807       H1-M-N-R-R1-V-Z1       09807       A-A1-B-B1-C1-E2-F-H1-N-R-R1-U2-V-Z1       09890       A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1       96257       A-A1-B-B1-U         09735       A1-B-B1-N-V-Z1       09808       A-A1-B-B1-C1-E2-F-H1-N-R-V-Z1       09892       A-A1-B-B1-E2-F-N-R-R1-V-Z1       96260       A-A1-B-B1-U         09736       A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-T-V-Z1       09809       A1-B-B1-V-Z1       09898       A-A1-B-B1-E2-F-N-R-R1-V-Z1       96262       A-A1-B-B1-U-V         09737       A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1       0981       A1-B-B1-E2-E3-F-H1-N-R-R1-U-V-Z1       09898       A1-B-B1-E2-F-H1-N-R-R1-U-V-Z1       96264       A-A1-B-B1-U-V-W-Z1         09737       A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1       09812       A1-B-B1-E2-E3-F-H1-N-V-Z1       34002       A1-B-B1-N-U-Z1       96267       A-A1-B-B1-U-V-W-Z1         09812       A1-B-B1-E2-E3-F-F1-I-V-Z1       34004       A-B-B1-N-V-W-Z1       96269       A-A1-B-B1-U-V-W-Z1	09732	A1-B-B1-N-V-Z1	09805	A-B-B1-F-F1-R-R1-V-Z1		H1-M-R-R1-U-V-Z1	96218	A-A1-B-B1-U
F-I-M-N-Q-R-R1-T-V-Z-Z1			09806		09880		96224	A-A1-B-B1-U
Z1	09734		00007		00000			
09735         A1-B-B1-N-V-Z1         09808         A-A1-B-B1-C1-E2-F- H1-M-R-V         09892         A-A1-B-B1-E2-F-N-R- R1-V-Z1         96260         A-A1-B-B1-U-V           09736         A-A1-B-B1-B2-C-C1-D- F-M-N-R-R1-T-V-Z1         09809         A1-B-B1-V-Z1         09892         A-A1-B-B1-E2-F-N-R- R1-V-Z1         96262         A-A1-B-B1-U-V           09737         A-A1-B-B1-B2-C-C1-D- F-I-M-N-Q-R-R1-T-V-Z- Z1         09811         A1-B-B1-E2-E3-F-H1- N-R-R1-U1-V-Z1         R1-U2-V-Z1         96260         A-A1-B-B1-U-V           09812         A1-B-B1-E2-E3-F-F1-I- V-Z1         34002         A1-B-B1-N-U-Z1         96267         A-A1-B-B1-U-V           96269         A-A1-B-B1-U-V			09007		09890			
09736         A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-T-V-Z1         H1-M-R-V         R1-V-Z1         96262         A-A1-B-B1-U-V           09737         A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1         0981         A1-B-B1-E2-E3-F-H1-N-R-F-I-I-V-Z1         R1-U2-V-Z1         96262         A-A1-B-B1-U-V-V-I-I-V-Z1           34002         A1-B-B1-E2-F-H1-N-V-Z1         96262         A-A1-B-B1-U-V-V-I-V-Z1         96264         A-A1-B-B1-U-V-I-V-Z1           34002         A1-B-B1-N-U-Z1         96267         A-A1-B-B1-U-V-V-I-V-Z1         96269         A-A1-B-B1-U-V-V-I-V-Z1	09735		09808		09892			
09737 A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 09811 A1-B-B1-E2-E3-F-H1-N-R-R1-U2-V-Z1 34002 A1-B-B1-N-U-Z1 96266 A-A1-B-B1-U-V 96267 A-A1-B-B1-U-V 96269 A-A1-B-B1-U-V 96269 A-A1-B-B1-U-V								
74-A-1-B-B1-B2-C-C-1-D-1 09811 A1-B-B1-E2-E3-F-H1-1 34002 A1-B-B1-N-U-Z1 96267 A-A1-B-B1-U-V 96269 A-A1-B-B1-U-V 96269 A-A1-B-B1-U-V					09898			
Z1 09812 A1-B-B1-E2-E3-F-F1-I- 34004 A-B-B1-N-V 96269 A-A1-B-B1-U	09737		09811		0.4000			
00012 // B B1 E2 E01 111   34004 A-B-B1-N-V			00812					
	1	•	03012		34004	A-D-DI-IN-V		

APO/		APO/		APO/		APO/	
FPO/	See	FPO/	See	FPO/	See	FPO/	See
DPO	Restrictions	DPO	Restrictions	DPO	Restrictions	DPO	Restrictions
96275	A-A1-B-B1-V	96374	A1-B-B1-M-W	96542	A1-B-B1-V	96619	A1-B-B1-V
96276	A-A1-B-B1	96375	A1-B-B1-M-W	96543	A1-B-B1-P-V	96620	A1-B-B1-F-F1-R-R1-V
96278	A-A1-B-B1-U	96376	A1-B-B1-M-W	96544	A1-B-B1-F-N-U3-V	96621	A1-B-B1-V
96283	A-A1-B-B1-U	96377	A1-B-B1-M-W	96546	A1-B-B1-F-U3	96622	A1-B-B1-F-F1-R-R1-V
96284	A-A1-B-B1-U-V	96378	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U	96624	A1-B-B1-F-F1-R-R1-V
96297	A-A1-B-B1-U	96379	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U	96628	A1-B-B1-F-F1-R-R1-V
96303	A1-B-B1-M-N-V-W	96384	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U-V	96643	A1-B-B1-F-F1-R-R1-V
96306	A1-B-B1-F-F1-F2-M-W	96386	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U	96650	A1-B-B1-F-F1-R-R1-V
96309	A1-B-B1-M-V-W	96387	A1-B-B1-M-W	96552	A1-B-B1	96657	A1-B-B1-F-F1-R-R1-V
96310	A1-B-B1-M-W	96388	A1-B-B1-M-W	96553	A-A1-B-B1-F-F1-H-M-U	96660	A1-B-B1-F-F1-R-R1-V
96311	A1-B-B1-M-W	96401	A1-B-B1-F-N-V-Z1	96554	A-A1-B-B1-H-M-U	96661	A1-B-B1-F-F1-R-R1-V
96319	A1-B-B1-M-W	96426	A-A1-B-B1-C1-E2-F-	96555	A1-B-B1-F-M-V	96662	A1-B-B1-F-F1-R-R1-V
96321	A1-B-B1-F-F1-F2-M-W		H1-M-R-V	96557	A1-B-B1-F-M-V	96663	A1-B-B1-F-F1-R-R1-V
96322	A1-B-B1-F-F1-F2-M-W	96427	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V	96562	A-A1-B-B1-B2-C-C1-D-	96664	A1-B-B1-V-V1
96323	A1-B-B1-M-V-W	06447	A1-B-B1-F-N-U3-V-V1		E2-E3-F-F1-H-H1-I-M- N-R-R1-T-V-Z-Z1	96665	A1-B-B1-V
96326	A1-B-B1-M-W		A-A1-B-B1-N-V	06505	A1-B-B1-V	96666	A1-B-B1-V-V1
96328	A1-B-B1-M-W		A1-B-B1-F-N-U3-V		A1-B-B1-N-V	96667	A1-B-B1-F-F1-R-R1-V
96330			A-A1-B-B1-F-V	96599		96668	A1-B-B1-F-F1-R-R1-V-
	A1-B-B1-M-V-W		A1-B-B1-I-N-V	96601	A1-B-B1-V	00000	V1
	A1-B-B1-M-W		A1-B-B1-I-N-V		A1-B-B1-V		A1-B-B1-F-F1-R-R1-V
96338	A1-B-B1-M-W		A1-B-B1-F		A1-B-B1-V	96670	A1-B-B1-V-V1
96339	A1-B-B1-M-V-W		A1-B-B1-F-U3-V		A1-B-B1-V	96671	A1-B-B1-F-F1-R-R1-V
96343	A1-B-B1-M-W		A1-B-B1-V		A1-B-B1-V-V1		A1-B-B1-F-F1-R-R1-V
96346	A1-B-B1-F-F1-F2-M-V- W	96520	A1-B-B1-F-N-U3-V		A1-B-B1-V		A1-B-B1-V-V1
06047		96521	A1-B-B1-F-N-U3		A1-B-B1-V		A1-B-B1-F-F1-R-R1-V
96347 96348			A1-B-B1-F-N-U		A1-B-B1-V	96677	A1-B-B1-F-F1-R-R1-V A1-B-B1-F-F1-R-R1-V
96349	A1-B-B1-F-F1-F2-M-W A1-B-B1-F-F1-F2-M-W		A-A1-B-B1-F-F1-H-H1-		A1-B-B1-V	96678	A1-B-B1-F-F1-R-R1-V
	A1-B-B1-F-F1-F2-M-W	00000	M-N-U-V		A1-B-B1-V	96679	A1-B-B1-F-F1-R-R1-V
96351		96531	A-A1-B-B1-H-M-U-V		A1-B-B1-V	96681	A1-B-B1-V-V1
	A1-B-B1-F-F1-F2-M-W	96532	A-A1-B-B1-F-F1-H-M-		A1-B-B1-F-F1-R-R1-V	96682	A1-B-B1-V-V1
96365			N-U-V		A-A1-B-B1-C1-E2-F-	96683	A1-B-B1-V-V1
	A1-B-B1-IVI-V-VV		A-A1-B-B1-F		H1-I-M-R-R1-U2-V-Z-Z1	96686	A1-B-B1-V-V1
	A1-B-B1-L-W-W		A-A1-B-B1-F-V	96614	A-A1-B-B1-C1-E2-F-	96687	A1-B-B1-V-V1
	A1-B-B1-F-F1-F2-M-W		A1-B-B1-V		H1-I-M-R-R1-U2-V-Z-Z1		A1-B-B1-V-V1
	A1-B-B1-M-W		A1-B-B1-V		A1-B-B1-F-F1-R-R1-V	50050	,,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,,
	A1-B-B1-M-W		A1-B-B1-V		A1-B-B1-F-F1-R-R1-V		
55070	5 5, m W	96541	A1-B-B1-V	96617	A1-B-B1-F-F1-R-R1-V		

#### RESTRICTIONS

#### LEGEND

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

PS Form 2976-A, Customs Declaration and Dispatch Note

AAFES = Army and Air Force Exchange Service APO = Army/Air Force Post Office

= Retired military personnel Box R = Domestic Mail Manual DMM DPO = Diplomatic Post Office FPO = Fleet Post Office MOM = Military Ordinary Mail MPO = Military Post Office PAI = 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, FPO, or DPO 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, FPO, or DPO except for those APOs/FPO/DPOs 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, FPO, or DPO 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 601.11.1.1c. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO/DPO ZIP Code does not apply to firearms mailed from this APO/FPO/DPO 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.
- **12.** 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, vegetables, animals, and living plants are prohibited.
  - N. Registered mail is prohibited.
- O. Delivery status information for  $\mathsf{Extra}$  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 601.11.7, 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
- **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,
 Global Business, 8-27-09

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

#### U.S. Flag at Half-Staff

#### How to Display

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

#### Specific Dates

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

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

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

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



#### How to Display

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

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

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



#### Specific Dates

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

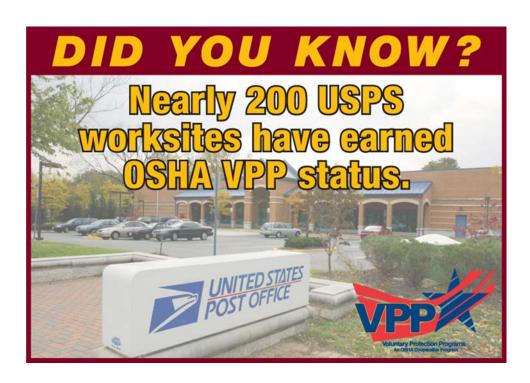
- Armed Forces Day: Third Saturday in May.
- Memorial Day: Last Monday in May.
- Flag Day: June 14.
- Independence Day: July 4.
- National POW-MIA Recognition Day: Third Friday in September.
- Veterans Day: November 11.

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

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

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





# Intelligent Mail and Address Quality

# Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	05-1560 05-1560	92323 92323	CA CA	Cima Cima	San Bernardino San Bernardino	Main Office  Main Office	Post Office Post Office	07/29/2009	This announcement expands the use of ZIP™ Code 92323 to include delivery.
Old New	17-5247 17-7579	46155 46155	IN IN	Mays Rushville	Rush Rush	Main Office Mays	Post Office Place Name	09/26/2003 07/25/2009	Post Office <sup>TM</sup> discontinued. Retain ZIP Code. Establish a place name. Continue to use Mays IN 46155 as last line of address.
Old New	26-4070 26-4940	56729 56729	MN MN	Halma Karlstad	Kittson Kittson	Main Office Halma	Post Office Place Name	05/13/2008 07/25/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Halma MN 56729 as last line of address.
Old New	28-0282 28-5772	63433 63433	MO MO	Ashburn New London	Pike Ralls	Main Office Ashburn	Post Office Place Name	12/29/2000 07/18/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Ashburn MO 63433 as last line of address.
Old New	28-1944 28-1056	65246 65246	MO MO	Dalton Brunswick	Chariton Chariton	Main Office Dalton	Post Office Place Name	12/28/2006 08/01/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Dalton MO 65246 as last line of address.
Old New	28-7944 28-1056	65286 65286	MO MO	Triplett Brunswick	Chariton Chariton	Main Office Triplett	Post Office Place Name	04/13/2001 06/27/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Triplett MO 65286 as last line of address.
Old New	35-4420 35-0070	14479 14479	NY NY	Knowlesville Albion	Orleans Orleans	Main Office Knowlesville	Post Office Place Name	07/31/2008 07/04/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Knowlesville NY 14479 as last line of address.
Old New	38-2898 38-2380	43738 43738	OH OH	Fultonham East Fultonham	Muskingum Muskingum	Main Office Fultonham	Post Office Place Name	09/01/2001 07/25/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Fultonham OH 43738 as last line of address.
Old New	38-2051 38-0406	45624 45624	OH OH	Cynthiana Bainbridge	Pike Pike	Main Office Cynthiana	Post Office Place Name	10/01/2005 07/25/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Cynthiana OH 45624 as last line of address.

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	38-3346 38-4102	45633 45633	OH OH	Hallsville Kingston	Ross Ross	Main Office Hallsville	Post Office Place Name	01/12/2007 07/25/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Hallsville OH 45633 as last line of address.
Old New	46-3330 46-8352	57630 57630	SD SD	Glencross Timber Lake	Dewey Dewey	Main Office Glencross	Post Office Place Name	06/30/2008 08/01/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Glencross SD 57630 as last line of address.
Old New	47-5208 47-4140	37351 37351	TN TN	Lupton City Hixson	Hamilton Hamilton	Main Office Lupton City	Post Office Place Name	07/03/2006 07/18/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Lupton City TN 37351 as last line of address.
Old New	55-7314 55-0300	25180 25180	WV	Saxon Arnett	Raleigh Raleigh	Main Office Saxon	Post Office Place Name	10/04/1997 06/27/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Saxon WV 25180 as last line of address.
Old New	55-5604 55-1854	25264 25264	WV	Mount Alto Cottageville	Jackson Jackson	Main Office Mount Alto	Post Office Place Name	09/30/1998 06/20/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Mount Alto WV 25264 as last line of address.
Old New	55-1488 55-4854	25612 25612	WV WV	Chauncey Logan	Logan Logan	Main Office Chauncey	Post Office Place Name	05/27/2005 06/27/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Chauncey WV 25612 as last line of address.
Old New	55-5538 55-8274	26282 26282	WV WV	Monterville Valley Head	Randolph Randolph	Main Office Monterville	Post Office Place Name	06/30/1999 06/20/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Monterville WV 26282 as last line of address.
Old New	55-8376 55-3018	24984 24984	WV	Waiteville Gap Mills	Monroe Monroe	Main Office Waiteville	Post Office Place Name	05/30/1996 07/11/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Waiteville WV 24984 as last line of address.
Old New	55-5394 55-5556	26838 26838	WV WV	Milam Moorefield	Hardy Hardy	Main Office Milam	Post Office Place Name	12/31/1998 07/18/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Milam WV 26838 as last line of address.
Old New	55-3684 55-1134	24726 24726	WV WV	Herndon Bud	Wyoming Wyoming	Main Office Herndon	Post Office Place Name	01/01/1999 07/25/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Herndon WV 24726 as last line of address.

#### Mover's Guide News: September 2009 Mover's Guide Has Been Distributed

The September 2009 issue of Publication 75, *Mover's Guide*, has been shipped to all Post Office<sup>™</sup> facilities. As of September 1, 2009, please recycle all expired versions.

#### Important Mover's Guide Information

- Your office may be participating in the *Mover's Guide*Behind the Counter Program. If so, continue to keep *Mover's Guide* copies behind the counter inaccessible to customers without the help of a retail associate. Offices that are currently not participating in this program should expect to receive information and instructions on upcoming participation in this proram on or before August 31, 2009.
- The *Mover's Guide* is printed and distributed three times per year December (for January use), April (for May use), and August (for September use).
- Offices will receive *Mover's Guide* copies in one or two shipments. The first shipment arrived in mid-August. The second shipments will arrive 4 to 6 weeks later. Shipments will be sent in quantities of 25, 100, and 300. To find out when your office will receive shipments, check the following website: <a href="http://blue.usps.gov/purchase/operations/ops\_downloads.htm">http://blue.usps.gov/purchase/operations/ops\_downloads.htm</a>; click *Mover's Guide* (*Pub75*) Distribution for August 2009.
- It's important that retail associates give the entire Mover's Guide to customers. The Mover's Guide contains instructions on how to fill out PS Form 3575, Change-of-Address Order, and special move-related offers that generate revenue for the Postal Service<sup>TM</sup>.
- Your facility may receive Mover's Guide copies addressed to other offices. If so, check the labels and forward the Mover's Guide copies as necessary.

- Remember to scan delivery confirmations affixed to each box
- Remember, consumers can visit www.usps.com to change their address online.

#### **Inventory Management**

- To find out when your office will receive shipments, check the following website: <a href="http://blue.usps.gov/purchase/operations/ops\_downloads.htm">http://blue.usps.gov/purchase/operations/ops\_downloads.htm</a>.
- To change the quantity your office receives, call 800-816-6837 or visit http://blue.usps.gov/delret/ L4CustServSupp\_Mover.htm.
- Businesses and other organizations must purchase the *Mover's Guide* and can obtain order forms by calling 800-816-6837.
- For further information, visit our Frequently Asked Questions at <a href="http://blue.usps.gov/retail/\_SiteOps/\_pdf/moveguide\_faqs\_12jan07.pdf">http://blue.usps.gov/retail/\_SiteOps/\_pdf/moveguide\_faqs\_12jan07.pdf</a>.

#### Catalog Address Change & Request Card

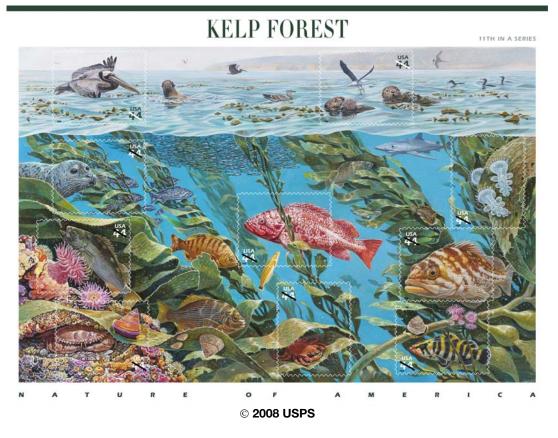
The Catalog Address Change & Request Card, which is attached to PS Form 3575, allows movers to let catalogers know their new address.

**Note:** The Catalog Address Change & Request Card must be *detached* from PS Form 3575 and the catalog description card and online adoption message. The Catalog Address Change & Request Card and PS Form 3575 should be mailed separately. *This is important for change-of-address processing.* 

Address Management,
 Intelligent Mail and Address Quality, 8-27-09

# **Philately**

Stamp Announcement 09-45: Nature of America: Kelp Forest



On October 1, 2009, in Monterey, California, the Postal Service™ will issue 44-cent *Nature of America: Kelp Forest* commemorative stamps in ten designs in a pressure-sensitive adhesive (PSA) pane of 10 (Item 464000) and a \$8.95 Premium Stamped Postal Card Booklet of 10 (Item 896900). Designed by Ethel Kessler, Bethesda, Maryland, the stamps go on sale nationwide October 1, 2009.

This 2009 Nature of America issuance features a kelp forest off the central California coast. This is the 11th stamp pane in an educational series focusing on the beauty and complexity of major plants and animal communities in the United States. To illustrate the biodiversity of a kelp forest, artist John D. Dawson, Hilo, Hawaii, depicted more than 27 different species in his colorful acrylic painting.

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), Alpine Tundra (2007), and Great Lakes Dunes (2008).

#### **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® website 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: Kelp Forest Stamp Postmaster 565 Hartnell Street Monterey, CA 93940-9998

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 2, 2009.

#### **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

Pane of 10 (10 designs)

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

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. The Kelp Forest Oversized Stamped Cards (Item No. 464066/896900, \$8.95) is a set of 10 cards featuring the stamp artwork of Kelp Forest, the 11th issuance in the Nature of America series. Artist John D. Dawson depicted more than 27 different species in the colorful acrylic painting. Each card is prestamped and ready to mail. The other five products available are:

- 464062\*, First Day Cover Full Sheet, \$6.90.
- 464064\*, Cancelled Full Sheet, \$6.90.
- 464084\*, Uncut Press Sheet, \$35.20.
- 464091\*, Ceremony Program w/ 10 stamps, \$6.95.
- 464093\*, First Day Cover Keepsake Full Pane/ Cancelled Sheet, \$11.30.

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 464000, \$4.40 Nature of America: Kelp Forest, PSA Souvenir Sheet of 10 **Stamps**

Stamp distribution offices (SDOs) will receive approximately 20 to 25 percent of their standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size of 2,000 panes (20,000 stamps).

#### **Initial Supply to Post Offices**

SDOs will make a subsequent automatic distribution to Post Offices of 20 percent of their standard automatic distribution quantity using PS Form 17, Stamp Requisition/ Stamp Return. SDOs must not distribute this commemorative sheet to Post Offices before September 24, 2009.

The \$4.40 Nature of America: Kelp Forest commemorative sheet may not be split, and the stamps may not be sold individually.

#### Additional Supply

Post Offices requiring additional commemorative sheets must requisition them 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.

Issue: Kelp Forest Item Number: 464000

Denomination &

Format:

Type of Issue: 44-cent Commemorative

Series: Nature of America Issue Date & City: October 1, 2009. Monterey, CA 93940 Designer: Ethel Kessler, Bethesda, MD Art Director: Ethel Kessler, Bethesda, MD Typographer: Ethel Kessler, Bethesda, MD Artist: John D. Dawson, Hilo, HI

Engraver: **Keating Gravure** Modeler: Avery Dennison, SPD

Manufacturing Process: Gravure

Printer: Avery Dennison (AVR) Printed at: AVR, Clinton, SC Dia Nippon Kiko (DNK) Press Type:

Stamps per Pane:

Print Quantity: 25 million stamps Paper Type: Nonphosphored, Type III Adhesive Type: Pressure-sensitive AVR, Clinton, SC Processed at:

Cyan, Yellow, Magenta, Black, PMS Colors:

553 (Dark Green), PMS 5635 (Light Green/Gray)

Horizontal and Vertical

Stamp Orientation: Overall Size (w x h): 1.225 x 1.56 in./31.11 x 39.62 mm Full Pane Size (w x h): 9.125 x 6.75 in./231.77 x 171.45 mm Plate Size: 80 stamps per revolution

Plate Numbers: N/A

Marginal Markings:

Front: Header: "KELP FOREST 11<sup>TH</sup> IN A

SERIES" • "NATURE OF AMERICA" at bottom of pane

Back: © 2008 USPS • Barcode "464000"

• Header: "KELP FOREST" • Map and location of animals on front of pane • Paragraphs describing a kelp forest: "Hundreds of ... when otters are absent" • "This series of stamps features the beauty and complexity of plant and animal

communities in the United States" • "NATURE OF AMERICA" at bottom

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

#### **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.

Issue: Nature of America: Kelp Forest

Item Number: 896900

Denomination & 44-cent Oversize Premium Stamped

Type of Issue: Postal Cards

Format: \$8.95 Stamped Postal Card Booklet

of 10 (10 designs)

Series: Nature of America

Issue Date & City: October 1, 2009,

Monterey, CA 93940

Designer: Ethel Kessler, Bethesda, MD
Art Director: Ethel Kessler, Bethesda, MD

Typographer: Ethel Kessler, Bethesda, MD
Artist: John D. Dawson, Hilo, HI

Modeler: Donald Woo Manufacturing Process: Offset

Printer: Sennett Security Products/

Banknote Corporation of America, Inc. (SSP/BCA)

Printed at: Browns Summit, NC

Press Type: Roland, 300
Print Quantity: 15,060 sets of cards
Paper Type: Phosphor Tagged Block

Stamp Orientation: Horizontal

Card Size (w x h): 10.00 x 7.00 in./254.00 x 177.80 mm

(yields two 5" x 7" cards)

Plate Size: 12 cards per revolution

Plate Numbers: N/A Marginal Markings: N/A

Front: Header: "KELP FOREST"

Header: "KELP FURES!"

Back: © 2009 USPS • Header: "NATURE OF AMERICA" • Stamp image

 Descriptive text of birds, mammals, fish, crustaceans, and mollusks found in a kelp forest

Stamp Services,

Government Relations and Public Policy, 8-27-09

## Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers

Effective close-of-business September 30, 2009, all Post Offices™, stations, branches, postal stores, vending outlets, and authorized philatelic centers must (1) withdraw the stamp stock items and products listed below and their related vending and store-prepared stamp items from sale and (2) prepare them for destruction. Submit items to destruction sites according to local established procedures, under the guidelines in Handbook F-101, *Field Accounting Procedures*, and subchapter 11-6, Returning Stock to the Stamp Distribution Office or Stamp Service Center.

Do not permit sales of the stamp stock items, products, and their related vending and store-prepared stamp items listed below at retail counters and outlets after September 30, 2009. Stamp items listed with an asterisk (\*) remain on sale at Stamp Fullfillment Services via the USA Philatelic catalog.

**Note:** This notice does not apply to philatelic products unless specifically listed below. Philatelic products that contain or are packaged with stamps removed from sale will remain on sale until further notice.

Item Number	Description
100100	\$0.1-cent American Kestrel PSA Pane of 50
100600	\$0.24-cent Common Buckeye PSA Pane of 20
100675	\$7.95 Common Buckeye USPS Gold Series
104500	\$0.26-cent Florida Panther Pane of 20
104800	\$0.40-cent Claire Lee Chennault Pane of 100
105100	\$0.27-cent Tropical Fruit Pane of 20
105193	\$10.00 Tropical Fruit Keepsake
106000	\$0.60-cent Eagle Coverlet PSA Pane of 20
106700	\$0.26-cent Florida Panther Gum Pane of 100
107700	\$0.59-cent James A. Michener 2 oz. Pane of 20
108300	\$0.83-cent Edna Ferber PSA Pane of 20
108400	\$0.23-cent Wilma Rudolph Pane of 20
108982	\$21.95 Purple Heart Matted
110193	\$9.20 Purple Heart Keepsake
110200	\$0.76-cent Edward Trudeau 3 oz. Pane of 20
110400	\$0.62-cent Dragonfly Pane of 20
454967	\$12.95 Reptiles and Amphibians Poster
456894	\$19.95 Cloudscape Stamp Collecting Scrapbook
457382	\$21.95 Art of the American Indian Matted Pane
	Keepsake
457581	\$12.95 Constellation Mobile
457788	\$14.95 Let's Dance 8 x 10 Print (Set of 4)
458788	\$14.95 Advance in Aviation Keepsake Print (w/ 10 Stamps)
458876	\$16.95 J.H. Mailing the Muppets (Oversized Card Set)
459073	\$24.95 Deciduous Forest (The Artist's Sketchbook)
459175	\$7.95 Benjamin Franklin USPS Gold Series
459393	\$8.57 Hattie McDaniel Cancellation Keepsake
459666	\$12.95 Wonders of America Post Cards w/ 20 Stamps
459667	\$7.95 Wonders of America Poster w/ 10 Stamps
459671	\$12.95 Wonders of America Kid Pack (Stickers, 10 Stamps/Card set)
459680	\$6.95 Wonders of America Children's Coloring Post Cards w/ Stamps (Set of 10)
459763	\$6.16 Favorite Children's Book Animals DCP (Set of 8)

Item Number	Description
459772	\$9.95 Curious George Stamp & Sticker Book
	w/ 8 Stamps
459866	\$9.95 DC Comic Super Heroes Stamped Postal
	Cards
459872	\$18.50 DC Comic Super Heroes Comic Book
460166	\$9.95 Baseball Sluggers Stamped Postal Cards
460199	\$13.80 Baseball Sluggers Keepsake
460467	\$14.95 Am. Motorcycles Prints (Set of 4 Prints)
460606	Posterfolder w/ 4 Stamps
460686 460793	\$12.99 Am. Motorcycles Framed Block of 4 Stamps \$8.57 Ella Fitzgerald Can Keepsake
4007 33	(DCP Cover/Pane)
461075	\$15.95 Settlement of Jamestown Gold Series Folder
	w/ Pane 20
461266	\$12.95 Pacific Lighthouses Stamped Postal Cards
461299	\$15.70 Pacific Lighthouses Cancellation Keepsake
	(5 DCP w/ Pane)
461466	\$12.95 Marvel Postal Stamped Cards
461499	\$38.20 Marvel Cancellation Keepsake (DCP Set
161500	w/ Pane)
461599 462661	\$9.70 Star Wars Yoda DCP Cancellation Keepsake \$0.80-cent Bette Davis First Day Cover
462662	
462665	\$10.90 Bette Davis First Day Cancelled (Full Pane) \$1.50 Bette Davis Digital Color Postmark First Day
402003	Cover
462684	\$75.60 Bette Davis Uncut Press Sheet
462691	\$6.95 Bette Davis Ceremony Program
462699	\$9.90 Bette Davis Keepsake
463163	\$4.00 Vintage Black Cinema First Day Covers (5)
463184	\$50.40 Vintage Black Cinema Uncut Press Sheet
463191	\$6.95 Vintage Black Cinema Ceremony Program
463193	\$12.40 Vintage Black Cinema Keepsake
463561	\$0.80 Latin Jazz First Day Cover
463591	\$6.95 Latin Jazz Ceremony Program
463593	\$9.20 Latin Jazz Keepsake
563982	\$27.95 First Flight Matted
566294	\$14.95 Garden Blossoms Stamped Stationery
566782	\$14.95 Art of Disney Friendship Metallic Print
566788	\$14.95 Art of Disney Print (4)
566793	\$10.40 Art of Disney Cancellation Keepsake
566794 567088	\$14.95 Art of Disney Stamped Stationery \$21.95 Lunar New Year Collection
567266	\$9.75 Art of Disney Stamp Cards — Celebration
567299	\$13.40 Art of Disney Cancellation Keepsake
007200	(FP w/CC Cover) — Celebration
567300	\$8.00 Washington Exhibition Souvenir Sheet
567587	\$14.95 Holiday Planner
568066	\$9.95 Art of Disney Romance Stamped Postal Cards
568175	\$7.95 Weddings USPS Gold Series 06 FDI PM Folder
	(w/ 2 Stamps)
568694	\$9.95 Santa's Smallest Helpers Book w/ Stamps and
500700	Stationery
569766	\$12.95 Art of Disney Magic Postal Stamped Cards
569799	\$14.20 Art of Disney Magic Cancellation Keepsake
569874	(4 DCP w/ Pane) \$29.95 International Polar Year Book
569884	\$25.20 International Polar Year Book Uncut
300004	Press Sheet
570166	\$12.95 Star Wars Stamped Postal Cards
570184	\$18.45 Star Wars Uncut Press Sheet
570199	\$28.65 Star Wars Cancellation Keepsake
571074	\$12.95 Gerald Ford Commemorative Stamp Folio
571463	\$3.20 The Art of Disney: Imagination First Day
	Covers (4)

Item	
Number	Description
571468	\$6.00 The Art of Disney: Imagination Digital Color Postmark First Day Covers (4)
571491	\$6.95 The Art of Disney: Imagination Ceremony
	Program
571499	\$14.40 The Art of Disney: Imagination Pane of 20 and Digital Color Postmark First Day Covers (4)
571699	\$13.30 Hearts Pane of 20 and Digital Color Postmark
	First Day Cover
571893	\$20.12 St. John Pane of 20 and Random First Day Cover
571993	\$15.50 13 Mile Woods Keepsake
572061	\$0.80-cent Celebrate! First Day Cover
572093	\$9.20 Celebrate! Keepsake
573061	\$0.80-cent Eid First Day Cover
573093	\$9.20 Eid Keepsake
674887	\$23.95 Weddiquette Book w/ 20 Stamps (Mailing Guide)
674894	\$69.95 Noteworthy Bridal Set (Stationery, Mailing Kit)
674986	\$35.00 Madonna and Child Frame w/ Stamp
675387	\$14.95 Weddings Thank You Cards w/ 20 Stamps
	and Envelopes
675393	\$8.57 Weddings Cancellation Keepsake
	(Booklet and FDC)
675394	\$14.95 Wedding Stationery Set w/ 20 Stamps and
	Envelopes
675875	\$7.95 Crops of America USPS Gold Series 2006 FDI PM
675893	\$11.65 Crops of America Cancellation Keepsake
675894	\$14.95 Crops of America Note Cards
676799	\$9.30 Love & Kisses Can. Keepsake
070075	(DCP Cover/Pane)
676875	\$7.95 Pollination Gold Series Folder
677699	\$9.90 Hearts Booklet of 20 & Digital Color Postmark First Day Cover
677899	\$9.90 Love: All Heart Keepsake
678361	\$0.80-cent Sunflower First Day Cover
678393	\$9.20 Sunflower Keepsake
678461	\$0.80-cent Albert Bierstadt First Day Cover
678491	\$6.95 Albert Bierstadt Ceremony Program
678493	\$9.20 Albert Bierstadt Keepsake
785194	\$8.95 Beautiful Blooms Note Cards
700000	(Set of 10 w/ Stamps)
790900	\$50.00 10-cent Tractor Trailer Coil of 500 \$300.00 10-cent Tractor Trailer Coil of 3K
791000	
791100	\$300.00 10-cent Atlas Presort Standard PSA Coil of 3M
793800	\$125.00 First-Class Presort Juke Box of 500
793900	\$750.00 First-Class, Presort Juke Box of 3M
794100	\$450.00 15-cent First-Class PC Presort/Tail Fin of 3K
794200	\$1,500.00 First-Class PC Presort/Tail Fin of 10M
796100	\$5.00 1-cent American Kestrel Coil of 500
885100	\$9.75 Art of Disney Stamped Postal Card
885200	\$9.95 Art of Disney Romance Stamped Postal Cards
885201	\$9.95 Art of Disney Romance Stamped Postal Cards
886500	\$12.95 Star Wars Stamped Postal Cards

ltem Number	Description
886501	\$12.95 Star Wars Stamped Postal Cards
890500	\$19.95 32nd Edition The PS Guide to U.S. Stamps
890501	\$19.95 32nd Edition The PS Guide to U.S. Stamps
890600	\$19.95 33rd Edition The PS Guide to U.S. Stamps
890601	\$19.95 33rd Edition The PS Guide to U.S. Stamps
890700	\$19.95 34th Edition The PS Guide to U.S. Stamps
890701	\$19.95 34th Edition The PS Guide to U.S. Stamps
895500	\$9.95 DC Comic Super Heroes Stamped Postal Cards
895501	\$9.95 DC Comic Super Heroes Stamped Postal Cards
895600	\$9.95 Baseball Sluggers Stamped Postal Cards
895601	\$9.95 Baseball Sluggers Stamped Postal Cards
895900	\$12.95 Pacific Lighthouses Stamped Postal Cards
895901	\$12.95 Pacific Lighthouses Stamped Postal Cards
896000	\$12.95 Marvel Postal Stamped Cards
896001	\$12.95 Marvel Postal Stamped Cards
896100	\$12.95 Art of Disney Magic Postal Stamped Cards
896101	\$12.95 Art of Disney Magic Postal Stamped Cards
980600	\$9.75 Art of Disney Stamp Cards — Celebration
980601	\$9.75 Art of Disney Stamp Cards — Celebration
*990500	\$64.95 2005 Commemorative Stamp Yearbook
990501	\$64.95 2005 Commemorative Stamp Yearbook
Listed star	mp items were taken off-sale at Regular Sales Units.
Effective 9	9-30-09, they are off-sale at SFS.
108800	\$0.42-cent Purple Heart Pane of 100
110100	\$0.42-cent Purple Heart PSA Pane of 20
462600	\$0.42-cent Bette Davis Pane of 20
463100	\$0.42-cent Vintage Black Cinema Pane of 20
463500	\$0.42-cent Latin Jazz Pane of 20
568400	\$0.84-cent Yosemite National Park Pane of 20
568500	\$0.63-cent Bryce Canyon Pane of 20
571400	\$0.42-cent The Art of Disney Imagination Pane of 20
571600	\$0.59-cent Hearts PSA Pane of 20
571800	\$0.94-cent St. John U.S. Virgin Islands Pane of 20
571900	\$0.72-cent 13 Miles Wood Pane of 20
572000	\$0.42-cent Celebrate Pane of 20
573000	\$0.42-cent EID Pane of 20
677600	\$8.40 Hearts Booklet of 20
677800	\$8.40 Love All Heart Booklet of 20
678300	\$8.40 Sunflower Booklet of 20
678400	\$8.40 Albert Bierstadt Booklet of 20
785900	\$42.00 42-cent Flags 24/7 Coil 100
786300	\$27.00 27-cent Tropical Fruit Coil of 100
Exception	ns: Listed stamp items are off-sale at SFS
Septembe until furthe	er 30, 2009; however, they remain on general sale er notice.
786000	\$1,200.00 42-cent Flags 24/7 PSA Coil of 3K
786100	\$4,200.00 42-cent Flags 24/7 PSA Coil of 10K
786800	\$1,200.00 42-cent Flags 24/7 WAG Coil of 3K

Stamp Services,
 Government Relations and Public Policy, 8-27-09

#### Pictorial Postmarks Announcement

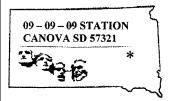
As a community service, the Postal Service™ offers pictorial postmarks to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial postmarks are authorized appears below. The sponsor of the pictorial postmark appears in italics under the date. Also provided are illustrations of these 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<sup>®</sup> postage. Items submitted for postmark may not include postage issued after the date of the requested postmark. Such items will be returned unserviced.

Customers wishing to obtain a postmark should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL POSTMARKS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP+4® CODE, as listed below.

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.



September 9, 2009

U.S. Postal Service 09-09-09 Station Postmaster 120 Main St. W. Canova, SD 57321-9998

U.S. Postal Service 09-09-09 Station Postmaster 121 Main St. Carthage, SD 57323-9998

09-09-09 Station Postmaster 130 Clarke St. Hitchcock, SD 57348-9998

U.S. Postal Service

U.S. Postal Service 09-09-09 Station Postmaster

410 Dakota Ave. S. Huron, SD 57350-9998

U.S. Postal Service 09-09-09 Station Postmaster 200 5<sup>th</sup> Ave. W. Mitchell, SD 57301-9998

U.S. Postal Service
09-09-09 Station
Postmaster
24 Sixth Ave. E.
Redfield, SD 57469-9998

U.S. Postal Service 09-09-09 Station Postmaster 317 Second Ave. N. Revillo, SD 57259-9998

U.S. Postal Service 09-09-09 Station Postmaster 715 Main St. Webster, SD 57274-9998



July 31, 2009

American First Day Cover Society

Americover Station Postmaster 7 Post Office Sq. Acton, MA 01720-9998

August 1, 2009

American First Day Cover Society

Americover Station Postmaster 7 Post Office Sq. Acton, MA 01720-9998





August 2, 2009

American First Day Cover Society

Americover Station Postmaster 7 Post Office Sq. Acton, MA 01720-9998

August 4, 2009

U.S. Postal Service

Montpelier Station Postmaster 11350 Constitution Hwy. Montpelier Station, VA 22957-9998

















August 11, 2009

OKPEX Stamp Club

National Cowboy & Western Heritage Museum Station Postmaster 4025 W. Reno Ave. Oklahoma City, OK 73125-9998

August 11, 2009

Skelton Performing Arts Center

Skelton Performing Arts Center Station Postmaster 420 Broadway St. Vincennes, IN 47591-9998

August 11, 2009

U.S. Postal Service
Early TV Memories
Station
Philatelic Clerk
951 Twentieth St.
Denver, CO 80202-9998

August 11, 2009

OKPEX Stamp Club

National Cowboy & Western Heritage Museum Station Postmaster 4025 W. Reno Ave. Oklahoma City, OK 73125-9998

August 13, 2009

U.S. Postal Service
Dedication Station
Postmaster
PO Box 9998
Springfield, IL 627039998

August 21, 2009

California State Fair
Opening Day Station
Postmaster
2000 Royal Oaks Dr.
Sacramento, CA 958139998





AUGUST 22, 2009 CALIFORNIA STATE FAIR SACRAMENTO CA 95815













August 22, 2009

California State Fair
Civil Rights Exhibit
Station
Postmaster

Postmaster 2000 Royal Oaks Dr. Sacramento, CA 95813-9998

August 23, 2009

California State Fair
Splash Dogs Station
Postmaster
2000 Royal Oaks Dr.
Sacramento, CA 958139998

August 23, 2009

Hostelling International

Austin TX Station Postmaster 8225 Cross Park Dr. Austin, TX 78710-9998

August 24, 2009

California State Fair
Early TV Memories
Station
Postmaster
2000 Royal Oaks Dr.
Sacramento, CA 95813-

August 25, 2009

9998

California State Fair

Bob Hope Thanks for the Memories Station Postmaster 2000 Royal Oaks Dr. Sacramento, CA 95813-9998

August 26, 2009

California State Fair Seabiscuit Station Postmaster Royal Oaks Sacramento, CA 95815-9998

August 27, 2009

California State Fair
Camp Smokey Station
Postmaster
2000 Royal Oaks Dr.
Sacramento, CA 958139998



Alaska State Fair Station August 27, 2009 Palmer, AK 99645 Get









August 27, 2009

Oil Region Alliance
Oil 150 Celebration
Station
Postmaster
PO Box 9998
Oil City, PA 16301-9998

August 27, 2009

Anchorage Philatelic Society

Alaska State Fair Station Postmaster PO Box 9998 Palmer, AK 96645-9998

August 27–September 1, 2009

U.S. Postal Service Minnesota State Fair Post Office Station Supervisor MOWS PO Box 645014 St. Paul, MN 55164-5001

August 28, 2009

California State Fair
Rodeo Hall of Fame
Station
Postmaster
2000 Royal Oaks Dr.
Sacramento, CA 958139998

August 28, 2009

Schuetzenpark Gilde Schuetzen Park Station Postmaster PO Box 9998 Davenport, IA 52802-9998

August 28-30, 2009

Le Sueur County Pioneer Power Association

Le Sueur County Pioneer Power Station Postmaster PO Box 9998 Le Sueur, MN 56058-9998













August 28-30, 2009

U.S. Postal Service
Wheels of Time SRA
Station
Postmaster
PO Box 9998
Macungle, PA 18062-

August 29, 2009

9998

California State Fair It's a Candy Nation Exhibit Station Postmaster 2000 Royal Oaks Dr. Sacramento, CA 95813-9998

August 29, 2009

U.S. Postal Service

140<sup>th</sup> Travers Station Postmaster PO Box 9998 Saratoga, NY 12866-9998

August 29, 2009

Dayton Stamp Club
AIRPEX XXXII Station
Customer Relations
Coordinator
1111 E. 5<sup>th</sup> St.
Dayton, OH 45401-9998

August 30, 2009

Dayton Stamp Club
AIRPEX XXXII Station
Customer Relations
Coordinator
1111 E. 5<sup>th</sup> St.
Dayton, OH 45401-9998

August 30, 2009

Summit Hill Community Improvement Organization

Coal Miners' Station Postmaster PO Box 9998 Summit Hill, PA 18250-9998





**GUITAR EXHIBIT** STATION **AUGUST 31, 2009** SACRAMENTO CA 95815

CALIFORNIA STATE FAIR

WEIRS WILL WACKY exhibit station SEPTEMBER 1, 2009 california state fair SACRAMENTO CA 95815





MIDWEST OLD THRESHERS REUNION STATION SEPT

MOUNT PLEASANT, 1A 52641-9998

YOUTH HORSE SHOW STATION SEPTEMBER 3, 2009 California state fair

SACRAMENTO CA 95815

August 30, 2009

California State Fair

Dirt to Dish Station Postmaster 2000 Royal Oaks Dr. Sacramento, CA 95813-9998

August 31, 2009

California State Fair

Guitar Exhibit Station Postmaster 2000 Royal Oaks Dr. Sacramento, CA 95813-9998

September 1, 2009

California State Fair

Weird Wild Wacky Exhibit Station Postmaster

2000 Royal Oaks Dr. Sacramento, CA 95813-

September 2, 2009

California State Fair Sacramento Children's Museum Station Postmaster 2000 Royal Oaks Dr. Sacramento, CA 95813-9998

September 2, 2009

U.S. Postal Service

Michigan Station Postmaster 4800 Collins Rd. Lansing, MI 48924-9998

September 2-5, 2009

Midwest Old Threshers Midwest Old Threshers Reunion Station Postmaster PO Box 9998 Mount Pleasant, IA 52641-9998

September 3, 2009

California State Fair

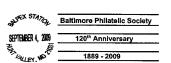
Youth Horse Show Station Postmaster 2000 Royal Oaks Dr. Sacramento, CA 95813-9998













OUTH DAKOTA



September 3, 2009

U.S. Postal Service

**Grand Opening Station** Postmaster 36225 Detroit Rd. Avon, OH 44011-9998

September 3, 2009

Ferris State University Founders' Day Station Postmaster PO Box 9998 Big Rapids, MI 49307-9998

September 3-5, 2009

Reynolds County Fair **Board** 

Reynolds County Fair Station Postmaster 150 Redford Loop Redford, MO 63665-9998

September 4, 2009

California State Fair Senior Day Station Postmaster 2000 Royal Oaks Dr. Sacramento, CA 95813-9998

September 4, 2009

Baltimore Philatelic Society

**BALPEX Station** Manager MOWS 900 E. Fayette St. Baltimore, MD 21233-9715

September 4, 2009

Winner Chamber of Commerce

Tripp County Centennial Station Postmaster 402 S. Monroe St. Winner, SD 57580-9998

September 4, 2009

Centennial Committee Centennial Station Postmaster 109 First St. W. Buffalo, SD 57720-9998









175<sup>th</sup> Anniversary Station Glandorf, OH 45848 September 5, 2009





September 4-5, 2009

Carter County Sesquicentennial Committee

Carter County MO Sesquicentennial Celebration Station Postmaster 307 W. Oliver St. Van Buren, MO 63965-9998

September 4-7, 2009

U.S. Postal Service

Rollag Station Postmaster 206 Main Ave. Colfax, ND 58018-9998

September 5, 2009

California State Fair
Dachshund Derby
Station
Postmaster
2000 Royal Oaks Dr.
Sacramento, CA 95813-

September 5, 2009

U.S. Postal Service

175<sup>th</sup> Anniversary Station Postmaster PO Box 9998 Glandorf, OH 45848-9998

September 5, 2009

Dwale Homecoming Committee

Dwale Homecoming Station Postmaster PO Box 9998 Dwale, KY 41621-9998

September 5, 2009

International Sunflower Festival

Sunflower Festival Station Postmaster PO Box 9998 Frankfurt, OH 45628KANSAS CITY
MEXICO & ORIENT
RAILWAY DEPOT
CENTENNIAL
CELEBRATION
1909 - 2009

KCM&O STATION



PARDEEVILLE

September 5, 2009 Chandler Park Station, Pardeeville, WI 53954









September 5, 2009

U.S. Postal Service

KCM&O Station Postmaster 1 N. Abe St. San Angelo, TX 76903-9998

September 5, 2009

Pardeeville Community Car Show

Chandler Park Station Postmaster 107 Industrial Dr. Pardeeville, WI 53954-9998

September 5, 2009

Sugarloaf Township
Bicentennial Celebration
Station
Postmaster
PO Box 9998

Sugarloaf, PA 18249-9998

September 5-6, 2009

U.S. Postal Service
GULFPEX Station
Postmaster
356 Ginger Dr.
Biloxi, MS 39540-9998

September 5-6, 2009

Lackawanna Railfest 2009

Scranton Downtown Station Postmaster PO Box 9998 Scranton, PA 18505-9998

September 5-7, 2009

Greenhills Ballooning Association

Hot Air Station Postmaster 607 Pershing Dr. Laclede, MO 64651-9998







September 6, 2009

California State Fair

U.S. Air Force Variety Show Station Postmaster 2000 Royal Oaks Dr. Sacramento, CA 95813-9998

September 7, 2009

California State Fair

Last Day of the Fair Station Postmaster 2000 Royal Oaks Dr. Sacramento, CA 95813-9998

September 7, 2009

Oildale Centennial Committee Foundation

Buck Owens Station Postmaster 118 Minner St. Bakersfield, CA 93308-9998





September 7, 2009

Hoisington Labor Day Committee

113<sup>th</sup> Annual Labor Day Station Postmaster PO Box 9998 Hoisington, KS 67544-

September 7, 2009

Labor Day Bridge Walk Committee

Mackinac Bridge Walk Station Postmaster PO Box 9998 Mackinaw City, MI 49701-9998

Stamp Services,
 Government Relations and Public Policy, 8-27-09

### 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® website 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 nonspecified 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.



Flags of Our Nation Set 3 Stamps **Grant Street Station** 700 Grant Street Pittsburg, PA 15219-1906

October 5, 2009



**Digital Color Pictorial** 

Flags of Our Nation Set 3 Stamps **Grant Street Station** 700 Grant Street Pittsburg, PA 15219-1906

October 5, 2009



#### **Black and White Pictorial**

#### Hawai'i Statehood Stamp

Special Cancellations Marketing Department 3600 Aolele Street Honolulu, HI 96829-9661

October 20, 2009



#### Hawai'i Statehood Stamp

Special Cancellations Marketing Department 3600 Aolele Street Honolulu, HI 96829-9661

October 20, 2009



#### Thanksgiving Day Parade Stamp

Postmaster 421 Eighth Ave., Rm. 2029B New York, NY 10199-9998

November 8, 2009

Digital Color Pictorial

CARY COOPER

CARY COOPER

LECENDS OF HOLLY WOOD

FIRST DAY OF ISSUE

SEPTEMBER 10, 2009 I LOS ANGELES, CA 90052

**Black and White Pictorial** 

**Gary Cooper Stamp** 

The Gary Cooper Stamp 7001 South Central, Room 338 Los Angeles, CA 90052-9998

November 9, 2009



#### **Digital Color Pictorial**

Gary Cooper Stamp

The Gary Cooper Stamp 7001 South Central, Room 338 Los Angeles, CA 90052-9998

November 9, 2009

- Stamp Services, Government Relations and Public Policy, 8-27-09

## Retail

## New Requirements for Conducting Audits and Entering Retail Products into POS ONE

Effective Fiscal Year (FY) 2010, all Post Offices™ receiving retail products for resale in retail lobbies will be required to enter these items into POS ONE upon receipt. Retail products referred to are categorized as mail-related merchandise and stamp-imaged merchandise. The purpose behind this strategy is to create an inventory system that will streamline the current ordering process and provide automatic replenishment directly to your office.

The week of September 7th, all POS ONE units are required to perform audits on all remaining photostamp kits and 5 lb. and 10 lb. scales to establish a baseline inventory by following the step-by-step instructions provided here. Negative reports are required.

The audit for September 2009 is due by close of business Friday 9-11-09. Five existing retail items must be counted and entered into POS ONE.

#### **Scales**

- 5 lb. Scale Item Number 23140015
- 10 lb. Scale Item Number 23140016

#### **Photostamps**

- Photostamps Test Item Number 689076125680
- Photostamps1 Item Number 689076362757
- Photostamps2 Item Number 23190307

# POS ONE Count/Audit Instructions for All OLRP Items

- 1. Log on to POS ONE.
- 2. Select Inventory Options.
- 3. Select Count Inventory & Cash.
- 4. Select Start New Count.
- 5. Select Unit Inventories.
- 6. Select Retail Products.
- 7. Select All OLRP Items.
- 8. Select Counter #1 and Counter #2.
- Select Continue. The screen will say, "Please wait", then, "A new count has been successfully initiated".
- Select Continue. Note: Two (2) sets of Inventory Count Sheets will automatically print.
- 11. Select Resume/Finish Selected Count.
- 12. The entire product list prepopulates on screen.
- 13. Select Saleable Count. The cursor will move down the page as you enter quantities.
- 14. Select Continue when the audit is complete.
- 15. Enter Counter (Individual Remarks) (if any).

- 16. Select Continue.
- Select Accept. Note: Cash/Stamp Credit Count Report "Count Summary" will automatically print.
- Select Continue to proceed with exiting POS back office.

Quarterly audits will be required on all retail products beginning in FY 10.

To better manage and track on-hand inventory, guidelines will require all new retail products (mail-related merchandise and stamp-imaged merchandise) be entered in POS ONE on receipt by following the step-by-step instructions provided here.

#### **Entering Inventory Into POS ONE**

The stamp stock custodian is responsible for entering inventory. First make sure your office has scanned in the Delivery Confirmation™ number on the shipping carton.

- 1. Log on to POS ONE.
- 2. Select Non-retail roles.
- 3. Select Back office.
- 4. Select Inventory options.
- 5. Select Inventory transfers.
- 6. Select Receive stock.
- 7. Select Receive shipment not listed.
- 8. At the look-up menu, scan/enter item number.
- 9. Select Enter (to create item list).
- Select Continue (after all item numbers are entered), enter all quantities for each item received.
- 11. Select Continue.
- 12. Select Location External Vendor.
- 13. Enter *Shipment Number* (this is your order number on the packing slip).
- 14. At the "Source Location ID", enter the company who sent you the shipment.
- 15. If information is all correct, select *Accept this ship-ment*. (Your screen will say "Received stock from external vendor has been successfully completed".)
- 16. Select Continue.
- 17. After entering this invoice (or packing slip information), print the report from POS ONE back office "Received from External Vendor".

You have now completed your retail merchandise receiving process.

Standard operating procedures will be forwarded to all retail offices accompanied by a retail stand-up talk explaining the benefits of this retail strategy.

Additionally, guidelines for required audits and maintaining inventory of all retail merchandise will be included in the next printing of Handbook PO-209, *Retail Operations Handbook*.

If you have questions regarding this new requirement, contact Deborah Gyaki, Retail Product Program Manager, via e-mail at dgyaki@usps.gov.

Retail Products,
 Retail Products and Services, 8-27-09

## Stamps by Mail — Brochure Ordering Information

This article publishes the Stamps by Mail<sup>®</sup> print run cutoff schedule for the '10 fiscal year. Each date has a designation whether it is for the year-round (YR) brochure or the holiday (HOL) brochure. The FY '09 print cycle dates are as follows:

- September 25, 2009 (HOL).
- November 27, 2009 (YR).
- February 5, 2010 (YR).
- April 9, 2010 (Price Change).
- May 7, 2010 (YR).
- June 25, 2010 (YR).
- August 20, 2010 (HOL).

To order brochures, submit PS Form 3227-O, *Stamps by Mail Brochure Order Form* (January 2009), 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 <a href="http://blue.usps.gov">http://blue.usps.gov</a>; click Forms, and then select the form by number. A copy of this form appears on page 61 in this Postal Bulletin.

The cost per unit of 500 is \$12.51. This cost includes overprinting the address of the fulfillment office placing the order. You may pay for orders (under \$10,000) 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 here. Orders received after the cut-off date will be processed the next print run date.

All local Post Offices  $^{\text{TM}}$  and centralized sites 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 "Eastern Services CMC (Memphis, TN)". 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 Access Channels,
 Retail Products and Services, 8-27-09

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# Safety

## Buckle Up for Safety — It's a Simple Choice

Did you know that motor vehicle accidents are the leading cause of work fatalities? Most off-the-job accidental deaths involve motor vehicles, too.

Buckling up often means the difference between death and minor injury in a traffic accident.

When an injury-producing traffic accident occurs, there are actually two collisions. The first is the collision between the vehicle and whatever it hits, such as another vehicle or a utility pole. The second collision, or second impact, occurs inside the vehicle, when the occupant strikes the interior of the vehicle or another object inside. Injuries occur during this second collision, which happens less than a second after the first collision.

Even if you can't prevent the first collision, you can save yourself from injuries in the second. A belt and shoulder harness spread the force of the crash throughout your body, reducing or eliminating the impact. Belts also keep you inside the vehicle. Doors often open in a collision, and the occupants can be thrown from the vehicle. The chances of dying are 25 times greater when the occupant is thrown from the vehicle.

Buckling up is the law, and is required by postal policy<sup>1</sup>. The conscious and personal choice to click the buckle is the one you make every time you get in your vehicle. It's the right choice for your safety and the well-being of your loved ones. Buckle up for safety! Buckle up for your family!

 Safety and Environmental Performance Management, Employee Resource Management, 8-27-09

# Supply Management

# eBuy Purchases of Bottled Drinking Water Services From Nestle and DS Waters for Fiscal Year 2010

All sites purchasing yearly bottled water service from Nestle, marketed as Arrowhead, Calistoga, Deer Park, Ice Mountain, Ozarka, Poland Spring, or Zephyrhills, or from DS Waters, marketed as Alhambra, Belmont, Crystal Springs, Hinckley Springs, Kentwood Springs, Sierra Springs, or Sparletts via eBuy on-catalog purchase are requested to process their requisitions for fiscal year (FY) 2010 before October 1, 2009. All requisitions need to be processed and approved prior to October 15, 2009, to avoid a lapse in service. Processing of requisitions is required during this period because the supplier needs to have your FY 2010 on-catalog requisition in the eBuy system in order to invoice your FEDSTRIP.

**Note:** There are some sites that cannot receive service directly from Nestle or DS Waters. These sites are authorized to purchase off-catalog as long as Nestle or DS Waters have stated they will not service their locations.

If your site sent a successfully processed eBuy requisition to the supplier last year, you can use this requisition to re-order. By re-ordering, you are copying last year's requisition, which will be assigned a new "R" number. Ensure quantities and units of measure are correct on the new requisition prior to sending for approvals.

See the following Material Logistics Bulletins (MLBs) for more bottled drinking water information, including step-bystep ordering instructions:

- MLB-CO-07-009 Nestle: http://blue.usps.gov/ purchase/\_pdf/ops\_mlb07-009.pdf.
- MLB-CO-07-010 DS Waters: http:// blue.usps.gov/purchase/\_pdf/ops\_mlb07-010.pdf.

If you have any questions, contact Robert J. Wilczynski at 860-285-7004 or *robert.j.wilczynski@usps.gov.* 

Eastern Services Category Management Center,
 Windsor CT, Supply Management, 8-27-09

See Handbook EL-814, Postal Employee's Guide to Safety, Section X, D-2 and Handbook PO-603, Rural Carrier Duties and Responsibilities, 171.5.





475 L'ENFANT PLAZA SW WASHINGTON DC 20260-5540

UNITED STATES

POSTAL SERVICE

# Drink Plenty of Fluids. Beat the heat!

Do you know the signs of heat illness?

