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See page 3



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# Cover Story

## PO Boxes...Offering a Great Value

The Postal Service™ has over 20 million PO Boxes installed nationwide, which have generated \$929 million of revenue in fiscal year (FY) 10. A renewed focus on selling and marketing PO Boxes resulted in an \$18 million increase in revenue over the same period last year (SPLY), with an 87-cent contribution for every dollar of new revenue. This nationwide effort culminated in the September launch of an advertising test campaign in four major markets. If successful, this campaign will be expanded to additional markets in FY 11.

The PO Boxes Online solution enables new customers to search for available boxes near their home or business and pay online. Existing customers may also manage their PO Box™ accounts online. Besides improving convenience, these options reduce late payments and unintended box closures. In 2010, over 600,000 customers completed PO Box transactions online, a 44 percent increase from 2009.

In 2010, the Postal Regulatory Commission (PRC) approved the transfer of 32,000 PO Boxes from the market dominant to the competitive products category. The boxes are in 49 metro and suburban locations where competitive alternatives are readily available. The change, which allows for more flexibility in product and service offerings, gives the Postal Service the ability to respond more rapidly to the changing market. PO Box enhancements include the following:

- Signature on File service for certain types of signature-required mail.
- “Baker’s Dozen” promotion for new customers (13 months of service for a 12-month PO Box payment).
- No key deposit required for the first two keys for new customers.
- Expanded and earlier lobby access at select offices.

As always, PO Boxes offer a great value. Customers can pick up mail at their convenience. Customers also obtain a stable address, allowing more control over their business and personal correspondence, even if their physical address changes. PO Box service is truly a win-win proposition for the Postal Service and its customers.

— *Special Services,*  
*Retail Products and Services, 1-13-11*

# Policies, Procedures, and Forms Updates

## Manuals

### DMM Revision: Collect on Delivery Service

Effective February 7, 2011, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 503 to clarify standards that apply to disputes regarding Collect on Delivery (COD) services once payment is returned to the mailer.

Specifically, the Postal Service cannot intervene in disputes between mailers and recipients of COD mail after postal records indicate payment was returned to the mailer.

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

\* \* \* \* \*

#### **500 Additional Mailing Services**

#### **503 Extra Services**

\* \* \* \* \*

#### **11.0 Collect on Delivery (COD)**

\* \* \* \* \*

#### **11.2 Basic Information**

##### **11.2.1 Description**

*[Revise the introductory paragraph by adding a new sixth sentence as follows:]*

\*\*\*The Postal Service cannot intervene in disputes between mailers and recipients of COD mail after postal records indicate payment was returned to the mailer.\*\*\*

\* \* \* \* \*

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

— *Mailing Standards,  
Pricing and Classification, 1-13-11*

### DMM Revision: Processing Refund Requests for Unused Meter Indicia

Effective February 7, 2011, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 604 to clarify standards that apply to processing refund requests for unused postage evidencing system indicia.

This revision clarifies that the amount refunded is dependent upon the total face value of the indicia. If the face value is \$350 or less, the refunded amount is 90 percent of the face value. If the face value is greater than \$350, the amount refunded is the total face value reduced by \$35 per hour or fraction of an hour spent to process the refund, with a minimum charge of \$35.

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

\* \* \* \* \*

#### **600 Basic Standards for all Mailing Services**

\* \* \* \* \*

#### **604 Postage Payment Methods**

\* \* \* \* \*

#### **9.0 Refunds and Exchanges**

\* \* \* \* \*

#### **9.3 Refund Request for Postage Evidencing Systems and Metered Postage**

\* \* \* \* \*

##### **9.3.2 Unused, Dated Postage Evidencing System Indicia, Except PC Postage Indicia**

*[Revise the introductory text of 9.3.2 as follows:]*

Unused, dated postage meter indicia are considered for refund only if complete, legible, and valid. See 9.3.3 for PC Postage indicia refunds. Submit refund requests for unused dated postage meter indicia as follows:

\* \* \* \* \*

*[Revise 9.3.2h as follows:]*

- h. Submit a refund request with a separate Form 3533 for each meter for which a refund is requested. Complete all identifying information and sections of the form. Charges for processing a refund request for unused, dated meter indicia are as follows, depending on the total face value of the indicia:

1. When the total face value of the indicia is \$350 or less, the amount refunded is 90% of the face value. USPS may process the refund payment via a no-fee postal money order; or
2. When the total face value of the indicia is more than \$350, the amount refunded is the total face value reduced by \$35 per hour for the USPS time to process the refund, with a minimum charge of \$35. The charge is \$35 for each hour spent, with the last fraction of an hour treated as a full hour. For example, if the time to process the refund is 2 hours and 12 minutes, the charge is \$35 for 3 hours (\$105), which is deducted from the total face value of the indicia. Payment processing is through the Accounting Service Center.

\* \* \* \* \*

### 9.3.4 Unused, Undated Metered Postage

*[Revise the introductory text of 9.3.4 as follows:]*

Unused, undated postage meter indicia are considered for refund only if complete, legible, and valid. See 9.3.5 for PC Postage indicia refunds. Submit a refund request as follows:

\* \* \* \* \*

*[Revise item f as follows:]*

- f. Submit a refund request with a separate Form 3533 for each meter for which a refund is requested. Com-

plete all identifying information and all sections of the form. Charges for processing a refund request for unused, undated metered indicia are as follows, depending on the total face value of the indicia:

1. When the total face value of the indicia submitted for refund is \$350 or less, the amount refunded is 90% of the face value. USPS may process the refund payment via a no-fee postal money order; or
2. When the total face value of the indicia is more than \$350, the amount refunded is the total face value reduced by \$35 per hour for the USPS time to process the refund, with a minimum charge of \$35. The charge is \$35 for each hour spent, with the last fraction of an hour treated as a full hour. Payment processing is through the Accounting Service Center.

\* \* \* \* \*

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

— *Mailing Standards,  
Pricing and Classification, 1-13-11*

## IMM Revision: Mail Preparation Changes to International Priority Airmail and International Surface Air Lift Mail Services

Effective March 27, 2011, the Postal Service™ is revising *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) sections 292.4 and 293.4 to update various mail preparation standards that are applicable when mailers are required to prepare and apply International Priority Airmail™ (IPA®) or International Surface Air Lift® (ISAL®) labels (facing slips) or sack tags to direct country bundles or direct country sacks.

These new standards will provide greater consistency for labeling IPA and ISAL direct country bundles and direct country sacks.

We are slightly revising the markings requirement for both direct country bundle labels and direct country sack tags as follows:

- On either an IPA or ISAL direct country label, the mailer must identify the destination on the first address line by using the three-letter foreign office of exchange code. (Previously, the mailer used the foreign exchange office name rather than the three-letter foreign office of exchange code.)

- On an IPA direct country sack, the mailer must identify the destination country and the three-letter foreign office of exchange code. (Previously, the mailer identified only the destination country.) The required tag for IPA direct country sacks is PS Tag 178, *Airmail Bag Label LC (CN 35/AV 8) (white)*.
- On an ISAL direct country sack, the mailer must identify the destination country and the three-letter foreign office of exchange code. (Previously, the mailer identified only the destination country — note, though, that the requirement to specify the price group on the back of the tag remains unchanged.) The required tag for ISAL direct country sacks is PS Tag 155, *Surface Airlift Mail*.

Because the foreign exchange office name is no longer required for labels, we are revising IMM Exhibits 292.452 and 293.452 by removing that information.

In addition, for IPA mailings, mailers will be eligible to prepare direct country sacks and receive direct country sack pricing for 17 additional countries (e.g., Andorra). Previously, IPA mailings for these destinations were prepared

in mixed country sacks, and they could qualify for the mixed country price only when the mailer drop shipped them at an International Service Center (ISC).

Finally, for IPA service, note that Bermuda and Macedonia contain new foreign office of exchange codes, and note that the price groups for Montserrat and Saint Helena are revised to price groups 15 and 13, respectively (the price groups for these countries were inadvertently reversed during the price change that was effective on May 11, 2009).

Included in this *Postal Bulletin* article are the revised exhibits in their entirety. To emphasize the revisions for this article, the exhibits published here include special markings — we have placed an asterisk before each country that has a change (in some cases, such as for Australia, the change is just to the footnote number), and we have used bold to indicate the revised information (excluding the removal of the “Foreign Exchange Office Name” column, which is eliminated entirely from each exhibit). When published in the IMM, the exhibits will not include these special markings.

In order to provide mailers the time needed to make necessary logistic and software changes, we are delaying the required implementation until March 27, 2011. Nonetheless, in order to expedite delivery, mailers may implement these changes immediately.

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

	*	*	*	*	*
<b>2</b>	<b>Conditions for Mailing</b>				
	*	*	*	*	*
<b>290</b>	<b>Commercial Services</b>				
	*	*	*	*	*
<b>292</b>	<b>International Priority Airmail (IPA) Service</b>				
	*	*	*	*	*
<b>292.4</b>	<b>Mail Preparation</b>				
	*	*	*	*	*
<b>292.45</b>	<b>Sortation</b>				
	*	*	*	*	*
<b>292.452</b>	<b>Presorted Mail — Direct Country Bundle Label</b>				

[Revise 292.452 (including the exhibit) to read as follows:]

Only direct country bundles prepared for mixed country sacks require a label (facing slip). Mailers must complete the label and place it on the address side of the top piece

of each bundle in such a manner that it will not become separated from the bundle. The pressure-sensitive labels and optional endorsement lines used domestically for pre-sort mail are prohibited for IPA service. Bundle labels must contain the following information:

Line 1: Foreign Office of Exchange Code. (See Exhibit 292.452.)

Line 2: Country Labeling Name. (See Exhibit 292.452.)

Line 3: Mailer, Mailer Location (City and State).

#### **Example:**

VIE AUSTRIA ABC COMPANY, WASHINGTON DC
--

#### **Exhibit 292.452 IPA Country Price Groups and Foreign Office of Exchange Codes**

<b>Country Labeling Name</b>	<b>Foreign Office of Exchange Code</b>	<b>Price Group</b>
Afghanistan	KBL	15
Albania	TIA	12
Algeria	ALG	15
<b>* Andorra, via Spain</b>	<b>MAD</b>	11
Angola	LAD	15
Anguilla	AXA	13
Antigua and Barbuda	ANU	13
Argentina	BUE	13
Armenia	EVN	15
Aruba	AUA	13
<b>* Ascension, via Great Britain</b>	<b>LON</b>	12
<b>* Australia</b> <sup>1</sup>	SYD	9
Austria	VIE	11
Azerbaijan	BAK	15
Bahamas	NAS	13
Bahrain	BAH	15
Bangladesh	DAC	15
Barbados	BGI	13
Belarus	MSQ	12
Belgium	BRU	11
Belize	BZE	13
Benin	COO	15
<b>* Bermuda</b>	<b>SGE</b>	13
<b>* Bhutan, via Great Britain</b>	<b>LON</b>	15
Bolivia	LPB	13
Bosnia-Herzegovina	SJJ	12
Botswana	GBE	15
Brazil	CWB	13
British Virgin Islands	RAD	13
Brunei Darussalam	BWN	14
Bulgaria	SOF	12
Burkina Faso	OUA	15
Burma (Myanmar)	RGN	15
Burundi	BJM	15
Cambodia	PNH	14
Cameroon	DLA	15
<b>* Canada</b>	See 292.47 Canadian Labeling Information	1
Cape Verde	RAI	15
Cayman Islands	GCM	13
Central African Republic	BGF	15
Chad	NDJ	15

Country Labeling Name	Foreign Office of Exchange Code	Price Group
Chile	SCL	13
China	BJS	14
Colombia	BOG	13
* Comoros Islands, via France	CDG	15
Congo, Dem. Rep. of the	FIH	15
Congo, Rep. of the	BZV	15
Cook Islands	RAR	11
Costa Rica	SJO	13
Cote d'Ivoire	ABJ	15
Croatia	ZAG	12
Cuba	HAV	13
Cyprus	LCA	15
Czech Republic	PRG	12
Denmark	CPH	11
Djibouti	JIB	15
Dominica	DOM	13
Dominican Republic	SDQ	13
Ecuador	UIO	13
Egypt	CAI	15
El Salvador	SAL	13
Equatorial Guinea	SSG	15
Eritrea	ASM	15
Estonia	TLL	12
Ethiopia	ADD	15
* Falkland Islands, via Great Britain	LON	13
* Faroe Islands, via Denmark	CPH	12
Fiji	NAN	14
Finland	HEL	11
* France <sup>2</sup>	CDG	5
French Guiana	CAY	13
French Polynesia	FAA	14
Gabon	LBV	15
Gambia	BJL	15
Georgia, Republic of	TBS	15
Germany	FRA	4
Ghana	ACC	15
Gibraltar	GIB	11
Great Britain (includes England, Scotland, Wales, Northern Ireland, Guernsey, Jersey, Alderney, Sark, and The Isle of Man)	LON	3
Greece	ATH	11
* Greenland, via Denmark	CPH	11
Grenada	GND	13
Guadeloupe	PTP	13
Guatemala	GUA	13
Guinea	CKY	15
Guinea-Bissau	OXB	15
Guyana	GEO	13
Haiti	PAP	13
Honduras	TGU	13
Hong Kong	HKG	14
Hungary	BUD	12
Iceland	REK	11
India	DEL	15
Indonesia	JKT	14
Iran	THR	15
Iraq	BGW	15
Ireland	DUB	11
Israel	TLV	11
Italy	MIL	7
Jamaica	KIN	13
Japan	NRT	10

Country Labeling Name	Foreign Office of Exchange Code	Price Group
Jordan	AMM	15
Kazakhstan	ALA	15
Kenya	NBO	15
Kiribati	TRW	14
* Korea, Democratic People's Republic of (North), via Hong Kong	HKG	14
Korea, Republic of (South)	SEL	14
Kosovo, Republic of	PRN	12
Kuwait	KWI	15
Kyrgyzstan	FRU	12
Laos	VTE	14
Latvia	RIX	12
Lebanon	BEY	15
Lesotho	MSU	15
Liberia	MLW	15
Libya	TIP	15
* Liechtenstein, via Switzerland	ZRH	11
Lithuania	VNO	12
Luxembourg	LUX	11
Macao	MFM	12
* Macedonia	FRA	12
Madagascar	TNR	15
Malawi	LBE	15
Malaysia	KUL	14
Maldives	MLE	15
Mali	BKO	15
Malta	MAR	15
Martinique	FDL	13
Mauritania	NKC	15
Mauritius	MRU	15
Mexico	MEX	2
Moldova	KIV	15
Monaco	MON	5
Mongolia	ULN	14
Montenegro	TGD	13
* Montserrat	MNI	13
Morocco	CAS	15
Mozambique	MPM	15
Namibia	WDH	15
Nauru	INU	14
Nepal	KTM	14
Netherlands	AMS	8
* Netherlands Antilles	CUR <sup>3</sup>	13
	SXM <sup>4</sup>	13
New Caledonia	NOU	14
* New Zealand <sup>5</sup>	AKL	11
Nicaragua	MGA	13
Niger	NIM	15
Nigeria	LOS	15
Norway	OSL	11
Oman	MCT	15
Pakistan	ISB	15
Panama	PTY	13
Papua New Guinea	BOR	14
Paraguay	ASU	13
Peru	LIM	13
Philippines	MNL	14
* Pitcairn Island, via New Zealand	AKL	14
Poland	WAW	12
Portugal (includes Azores and Madeira Islands)	LIS	11
Qatar	DOH	15

Country Labeling Name	Foreign Office of Exchange Code	Price Group
Reunion	RUN	15
Romania	BUH	12
Russia	MOW	12
Rwanda	KGL	15
Saint Christopher and Nevis	SKB	13
* <b>Saint Helena, via Great Britain</b>	<b>LON</b>	<b>15</b>
Saint Lucia	SLU	13
* <b>Saint Pierre and Miquelon, via Canada</b>	See 292.47 Canadian Labeling Information	13
Saint Vincent and The Grenadines	KTN	13
* <b>San Marino, via Italy</b>	<b>MIL</b>	11
* <b>Sao Tome and Principe, via Portugal</b>	<b>LIS</b>	12
Saudi Arabia	DMM	15
Senegal	DKR	15
Serbia, Republic of	BEG	12
Seychelles	SEZ	15
Sierra Leone	FNA	15
Singapore	SIN	14
Slovak Republic (Slovakia)	BTS	12
Slovenia	LJU	12
Solomon Islands	HIR	14
* <b>Somalia</b>	<b>Service Suspended</b>	15
South Africa	JNB	15
Spain (includes Canary Islands)	MAD	11
Sri Lanka	CMB	15
Sudan	KRT	15
Suriname	PBM	13
Swaziland	MTS	15
Sweden	STO	11
Switzerland	ZRH	6
Syria	DAM	15
Taiwan	TPE	14
Tajikistan	DYU	15
Tanzania	DAR	15
Thailand	BKK	14
Togo	LFW	15
Tonga	TBU	14
Trinidad and Tobago	POS	13
* <b>Tristan da Cunha, via South Africa</b>	<b>JNB</b>	15
Tunisia	TUN	15
Turkey	IST	12
Turkmenistan	ASB	12
Turks and Caicos Islands	GDT	13
* <b>Tuvalu, via Fiji</b>	<b>NAN</b>	14
Uganda	KLA	15
Ukraine	IEV	15
United Arab Emirates	DXB	15
Uruguay	MVD	13
Uzbekistan	TAS	15
Vanuatu	VLI	14
Vatican City	VAT	11
Venezuela	CCS	13
Vietnam	SGN	14
* <b>Wallis and Futuna Islands, via New Caledonia</b>	<b>NOU</b>	14
Western Samoa	APW	14
Yemen	SAH	15
Zambia	LUN	15
Zimbabwe	HRE	15

Country Labeling Name	Foreign Office of Exchange Code	Price Group
<sup>1</sup> At the mailer's option, a finer sortation for IPA items addressed to Australia may be used. If this option is chosen, items addressed with postal codes beginning with 0, 1, 2, 4, and 9 and uncoded mail should be sorted and packaged to Sydney. Direct country sacks should be tagged to Sydney as well. Both the three-letter exchange office code ("SYD") and the country name ("Australia") should be entered in the "To" block of PS Tag 178, Airmail Bag Label LC (CN 35/AV 8) (white). Items addressed with postal codes beginning with 3, 5, 6, 7, and 8 should be sorted and packaged to Melbourne. Direct country sacks should be tagged to Melbourne as well. Both the three-letter exchange office code ("MEL") and the country name ("Australia") should be entered in the "To" block of PS Tag 178.		
<sup>2</sup> For all destinations to France other than Monaco. For Monaco, see the entry for Monaco in this exhibit.		
<sup>3</sup> Includes Bonaire and Curacao.		
<sup>4</sup> Includes Saba and Saint Eustatius.		
<sup>5</sup> For all destinations to New Zealand other than Cook Islands. For Cook Islands, see the entry for Cook Islands in this exhibit.		

\* \* \* \* \*

## 292.46 Sacking Requirements

### 292.461 Direct Country Sack (5 Pounds or More)

The following standards apply:

\* \* \* \* \*

[Revise 292.461b to read as follows:]

b. Direct Country Sack Tags. For each direct country sack, the mailer must do the following:

1. Complete PS Tag 178, *Airmail Bag Label LC (CN 35/AV 8) (white)*, which is a white tag designed to route the sack to a specific country. The mailer must complete the "To" block showing the destination country and the foreign office of exchange code as listed in Exhibit 292.452. Postal Service personnel — not the mailer — must complete the blocks for date, weight, and dispatch information.
2. Complete PS Tag 115, *International Priority Airmail*, which is a pink tag that identifies the mail to ensure it receives priority handling. On the back of PS Tag 115, the mailer must specify the price group as listed in Exhibit 292.452.
3. Attach both PS Tag 178 and PS Tag 115 to the neck of the sack.

\* \* \* \* \*

## 293 International Surface Air Lift (ISAL) Service

\* \* \* \* \*

### 293.4 Mail Preparation

\* \* \* \* \*



**293.45 Sortation**

\* \* \* \* \*

**293.452 Presorted Mail – Direct Country Bundle Label***[Revise 292.452 (including the exhibit) to read as follows:]*

Only direct country bundles prepared for mixed country sacks require a label (facing slip). Mailers must complete the label and place it on the address side of the top piece of each bundle in such a manner that it will not become separated from the bundle. The pressure-sensitive labels and optional endorsement lines used domestically for pre-sort mail are prohibited for ISAL service. Bundle labels must contain the following information:

Line 1: Foreign Office of Exchange Code. (See Exhibit 293.452.)

Line 2: Country Labeling Name. (See Exhibit 293.452.)

Line 3: Mailer, Mailer Location (City and State).

**Example:**

VIE
Austria
ABC COMPANY, NEW YORK NY

**Exhibit 293.452 ISAL Country Price Groups and Foreign Office of Exchange Codes**

Country Labeling Name	Foreign Office of Exchange Code	Price Group
Albania	TIA	12
Algeria	ALG	15
Angola	LAD	15
Argentina	BUE	13
Aruba	AUA	13
Australia	SYD	9
Austria	VIE	11
Bahrain	BAH	15
Bangladesh	DAC	15
Belgium	BRU	11
Belize	BZE	13
Benin	COO	15
Bolivia	LPB	13
Brazil	SAO	13
Bulgaria	SOF	12
Burkina Faso	OUA	15
Cameroon	DLA	15
* Canada	<b>See 292.47</b>	1
Central African Republic	BGF	15
Chile	SCL	13
China	BJS	14
Colombia	BOG	13
Congo, Democratic Republic of the	FIH	15
Costa Rica	SJO	13
Cote d'Ivoire (Ivory Coast)	ABJ	15
Cuba	HAV	13
Czech Republic	PRG	12
Denmark	CPH	11
Dominican Republic	SDQ	13
Ecuador	GYE	13
Egypt	CAI	15
El Salvador	SAL	13
Ethiopia	ADD	15
Fiji	NAN	14
Finland	HEL	11

Country Labeling Name	Foreign Office of Exchange Code	Price Group
France (includes Corsica)	MIM	5
French Guiana	CAY	13
Gabon	LBV	15
Germany	NIA	4
Ghana	ACC	15
Great Britain	LON	3
Greece	ATH	11
Guatemala	GUA	13
Guyana	GEO	13
Haiti	PAP	13
Honduras	TGU	13
Hong Kong	HKG	14
Hungary	BUD	12
Iceland	REK	11
India	BOM	15
Indonesia	JKT	14
Iran	THR	15
Ireland	AHE	11
Israel	TLV	11
Italy	MIL	7
Jamaica	KIN	13
Japan <sup>1</sup>	KIX	10
	KWS	10
Jordan	AMM	15
Kenya	NBO	15
Korea, Rep. of (South)	SEL	14
Kuwait	KWI	15
Lebanon	BEY	15
Liechtenstein	ZRH	11
Luxembourg	LUX	11
Madagascar	TNR	15
Malaysia	KUL	14
Mali	BKO	15
Mauritania	NKC	15
Mauritius	MRU	15
Mexico	MEX	2
Morocco	CAS	15
Mozambique	MPM	15
Netherlands	AMS	8
* Netherlands Antilles	CUR <sup>2</sup>	13
	SXM <sup>3</sup>	13
New Zealand	AKL	11
Nicaragua	MGA	13
Niger	NIM	15
Nigeria	LOS	15
Norway	OSL	11
Oman	MCT	15
Pakistan	KHI	15
Panama	PTY	13
Papua New Guinea	BOR	14
Paraguay	ASU	13
Peru	LIM	13
Philippines	MNL	14
Poland	WAW	12
Portugal	LIS	11
Qatar	DOH	15
Reunion Island	RUN	15
Romania	BUH	12
Russia	MOW	12
Saudi Arabia	DMM	15
Senegal	DKR	15
Singapore	SIN	14
Slovak Republic (Slovakia)	BTS	12
South Africa	JNB	15
Spain (includes Canary Islands)	MAD	11

Country Labeling Name	Foreign Office of Exchange Code	Price Group
Sri Lanka	CMB	15
Sudan	KRT	15
Suriname	PBM	13
Sweden	STO	11
Switzerland	ZRH	6
Syria	DAM	15
Taiwan	TPE	14
Tanzania	DAR	15
Thailand	BKK	14
Togo	LFW	15
Trinidad and Tobago	POS	13
Tunisia	TUN	15
Turkey	IST	12
Uganda	KLA	15
United Arab Emirates	DXB	15
Uruguay	MVD	13
Venezuela	CCS	13
Yemen	SAH	15
Zambia	NLA	15
Zimbabwe	HRE	15

<sup>1</sup> To expedite handling, Japan Post has requested that U.S. shippers make the following optional separation of their ISAL mail:

- Mail destined for locations in Japan with post code prefixes 52-93 should be labeled to Osaka International (KIX).
- Mail destined for all other post code prefixes should be labeled to Kawasaki (KWS).
- ISAL mail that is not optionally separated as specified above should be labeled to Kawasaki (KWS).

<sup>2</sup> Includes Bonaire and Curacao.

<sup>3</sup> Includes Saba and Saint Eustatius.

\* \* \* \* \*

**293.46 Sacking Requirements**

**293.461 Direct Country Sack (5 Pounds or More)**

The following standards apply:

\* \* \* \* \*

[Revise 293.461b to read as follows:]

b. *Direct Country Sack Tags.* For each direct country sack, the mailer must do the following:

1. Complete both sides of PS Tag 155, *Surface Airlift Mail*, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must identify the destination country and the foreign office of exchange code as listed in Exhibit 293.452. On the back of the tag, the mailer must specify the price group as listed in Exhibit 293.452.
2. Attach PS Tag 155 to the neck of the sack.

\* \* \* \* \*

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<sup>®</sup> at <http://pe.usps.com>.

— Mailing Standards, Pricing, 1-13-11

# Handbooks

## Handbook F-23: Miscellaneous Revisions

Effective immediately, Handbook F-23, *Accounting Policy Reference*, is revised to reflect current Postal Service™ policy.

### Handbook F-23, Accounting Policy Reference

\* \* \* \* \*

**2 General Policies**

\* \* \* \* \*

**2-6 Financial Reporting Hierarchies**

**2-6.1 Charts of Accounts**

[Revise text to read as follows:]

The Postal Service maintains one distinct chart of accounts. The chart is divided into two types as defined below: the Legacy Chart of Accounts/Account Number Control Master (ANCM) and the Oracle General Ledger (OGL) Natural Accounts.

**2-6.1.1 Definitions**

[Revise text to read as follows:]

The *Legacy Chart of Accounts* is an 8-digit account numbering system, consisting of a 5-digit primary account code and a 3-digit subaccount code, which is documented in the online Account Number Control Master (ANCM). The 8-digit accounts are used primarily in subledger systems that feed into the general ledger and flow into the Accounting Data Mart (ADM).

The *Oracle General Ledger (OGL) Natural Accounts* is a 5-digit natural account numbering system, which consolidates the subaccounts to the 5-digit level. The 8-digit Legacy Chart of Accounts is mapped to the OGL Natural Accounts as part of the general ledger data accumulation process.

\* \* \* \* \*

**2-8 Financial Reporting**

\* \* \* \* \*

**2-8.3 Liquidation of Accruals**

The Postal Service liquidates accruals as follows:

\* \* \* \* \*

[Revise item b to read as follows:]

- b. Accruals for a fiscal year close that are not liquidated by the following November close are reversed as a credit to a servicewide finance number.

\* \* \* \* \*

**3 Assets**

\* \* \* \* \*

**3-4 Advances and Prepayments**

\* \* \* \* \*

[Revise the third paragraph to read as follows:]

Refer to Management Instruction FM-610-2010-2, *Advance Payments*, for information on specific approval levels required related to advance payments.

\* \* \* \* \*

**3-7 Property and Equipment**

**3-7.1 General Policy**

[Revise text to read as follows:]

The Postal Service has five major categories of property and equipment that it discloses in its financial statements:

- a. Buildings.
- b. Equipment.
- c. Land.
- d. Leasehold improvements.
- e. Construction in progress.

These categories of assets are presented individually in the balance sheet together with a total allowance for depreciation and amortization. The Postal Service maintains detail property and equipment records in the Property and Equipment Accounting System (PEAS).

In accordance with GAAP, the Postal Service records assets as follows:

This Item	Is
Property and equipment assets	Recorded at what it costs to acquire the assets, including the interest paid on any borrowings used for the construction of major capital additions.
Depreciation of buildings and equipment	Recorded over the estimated useful life, which ranges from 3 to 40 years (with limited exceptions for property of historical value, etc.) using the <i>straight-line method</i> .

This Item	Is
Leasehold improvements	Amortized over the period of the lease or the useful life of the improvement, whichever time is shorter.
Repair and maintenance costs	Expensed as incurred.

**3-7.2 Specific Policies**

**3-7.2.1 Buildings**

\* \* \* \* \*

**3-7.2.1.3 Depreciation**

[Revise text to read as follows:]

The Postal Service depreciates most buildings over a service life of 40 years. Trailer units and modular buildings have a service life of 10 years. Depreciation starts the month following capitalization and stops when the building is fully depreciated. If the building is disposed of before becoming fully depreciated, depreciation ceases in the month in which the disposal action is recorded in the general ledger. Building improvements are depreciated over the remaining service life of the improved building. The improvement cost is added to the undepreciated cost of the building. The depreciation pertaining to the improvement starts the month following capitalization of the improvement cost. Improvements made in the last year of depreciation or when a building is fully depreciated are depreciated over 1 year.

\* \* \* \* \*

**3-8 Impairment of Long-Lived Assets**

[Revise the first paragraph to read as follows:]

Quarterly, the Postal Service evaluates the events and circumstances that may indicate that it is probable that the value of long-lived assets recorded on the balance sheet are impaired as per the guidance within FASB ASC 360-10-35, Property, Plant and Equipment, Overall, Subsequent Measurement. The Postal Service reduces the value of impaired assets to fair value.

\* \* \* \* \*

We will incorporate these revisions into the next printed version of Handbook F-23 and into the next online update, available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left-hand column under “Essential Links”, click *PolicyNet*.
- Click *HBKs*.

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

### Handbook F-101 Revision: New POS Workflow for Electronic Entry and Submission of PS Form 6401, Money Order Inquiry

Effective January 28, 2011, Handbook F-101, *Field Accounting Procedures*, is revised to incorporate a point-of-sale (POS) system enhancement for money order inquiries and replacement of spoiled money orders. Two district pilots begin on January 21, 2011, with a national release tentatively scheduled for January 28, 2011. Data from customer-completed PS Form 6401s will now be entered electronically in POS according to procedures outlined in the following Handbook F-101 revision and the POS One (R44) Procedures Guide. **Note:** Customers must still complete the hard copy PS Form 6401 and submit it to the retail associate (RA) for input. RAs will use the new workflow to enter required information from the PS Form 6401 (direct entry to AIC 641 will be disabled; therefore, the workflow must be used). After all data is entered and verified, and the transaction is completed (including customer signature on the Customer Display Unit), the hard copy PS Form 6401 must be returned to the customer for his or her records (do not retain the hard copy PS Form 6401 at the retail unit).

A unit level summary report will be available in the back office report module for all spoiled money transactions.

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

\* \* \* \* \*

#### 10 Postal Money Orders

\* \* \* \* \*

#### 10-3 Money Order Inquiries and Replacements

##### 10-3.1 Inquiries

\* \* \* \* \*

*[Revise the sixth paragraph by adding a new last sentence to read as follows:]*

A customer may submit PS Form 6401 any time; a waiting period is not required. It takes 7 days for a submitted PS Form 6401 to register in the system. Electronic versions (e6401) submitted using the POS workflow will register in the system in 2 days.

*[Revise the introductory text of the seventh paragraph to read as follows:]*

The customer must present the original detached money order customer's receipt and complete the following blocks of PS Form 6401:

\* \* \* \* \*

*[Revise the introductory text of the ninth paragraph to read as follows:]*

To process a PS Form 6401 using eMOVES and IRT, the RA does the following:

\* \* \* \* \*

d. Completes the bottom of the form with the following information:

\* \* \* \* \*

*[Revise item 5 by adding a new second sentence to read as follows:]*

(5) Signature and date of signature. (The RA must sign the bottom of PS Form 6401 verifying that the receipt was presented.)

*[Revise item e to read as follows:]*

e. Mails the PS Form 6401 to the USPS Scanning and Imaging Center (do not retain a copy).

*[Add a new tenth paragraph to read as follows:]*

To process a PS Form 6401 using POS, the RA does the following:

- a. Enters the required customer information from the customer-completed PS Form 6401 using the POS money order inquiry workflow.
- b. Directs the customer to verify that the information is correct and sign (customer signature) using the customer display screen.
- c. Collects and accounts for the fee using the POS money order inquiry workflow.
- d. Once the transaction is complete, returns the customer-completed PS Form 6401, along with the original detached money order customer's receipt and the system-generated receipt, to the customer for his or her records (do not retain a copy of the PS 6401).

\* \* \* \* \*

##### 10-3.2 Replacements

\* \* \* \* \*

To request a no-fee replacement, the customer must do the following:

\* \* \* \* \*

*[Revise item b to read as follows:]*

b. Complete and sign PS Form 6401 for a no-fee replacement money order.

*[Revise the introductory text of the third paragraph to read as follows:]*

To issue a no-fee replacement money order using eMOVES and IRT, the RA must do the following:

\* \* \* \* \*

*[Delete item a(3).]*

\* \* \* \* \*

c. Ensure the PS Form 1412 reflects the following entries:

\* \* \* \* \*

[Revise item c(2) to read as follows:]

- (2) AIC 586 for the amount of the replacement money order fee. eMOVES units use Reason Code 32, Money Order Replacement.

\* \* \* \* \*

[Add new fifth and sixth paragraphs to read as follows:]

To issue a no-fee replacement using POS, the RA must do the following:

- a. Enter the required customer information from the customer-completed PS Form 6401 using the POS money order replacement workflow.
- b. Once the transaction is complete, return the customer-completed PS Form 6401 to the customer for his or her records.
- c. Submit the POS system-generated receipt, the damaged postal money order, and the detached money order customer's receipt to the closeout employee with PS Form 1412.

The unit manager or designated employee does the following:

- a. Verifies the money order data and entry to AIC 641.
- b. Destroys and disposes of the damaged or mutilated postal money order and money order receipt.

[Revise new seventh paragraph by adding a sentence at the end to read as follows:]

For POS, IRT, and eMOVES, if a money order is mutilated or damaged and the customer does not have the original

customer's receipt from the money order, the PRU must attach the mutilated money order to a completed PS Form 6401 and mail both to the SIC. Do not charge the customer a fee.

\* \* \* \* \*

[Add a new tenth paragraph to read as follows:]

Follow the instructions on the back of PS Form 6401 for internal money order inquiries (no fee) submitted by the Postal Service.

\* \* \* \* \*

We will incorporate these revisions into the next quarterly update of Handbook F-101, available on the Postal Service™ PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left-hand column, under "Eseential Links", click *PolicyNet*.
- Click *HBKs*.

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

— Field and International Accounting,  
Controller, 1-13-11

## Handbook F-101 Clarification: Stamp Credits

This is a clarification to information in the article "Handbook F-101 Revision: Cash Credits and Stamp Stock Credit Count Frequencies for Non-Bargaining Employees" in *Postal Bulletin* 22301 (12-30-10, pages 18–19). The accounting policy revision, which relates to counts of credits assigned to nonbargaining employees and postmaster reliefs (PMRs) from yearly counts to once every fiscal year (October–September), applies

only to stamp credits assigned. The designated timeframe is identified in the Count and Tolerance Table in section 13-9.1 of Handbook F-101.

— Field and International Accounting,  
Controller, 1-13-11

## Publications

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

Effective January 13, 2011, 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*

\* \* \* \* \*

[Delete the following entries:]

ZIP Code
27921

ZIP Code
32149

\* \* \* \* \*

[Revise the following entries:]

ZIP Code	Fee Group	ZIP Code	Fee Group
01730	31	22101	31
01844	31	22106	31
02081	31	22206	31
02112	31	22301	31
02447	31	33427	31
03835	31	60615	31
07002	31	75371	31

ZIP Code	Fee Group	ZIP Code	Fee Group
07306	31	89009	31
07410	31	89116	31
07624	31	90013	31
08812	31	90266	31
08904	31	90408	31
10021	31	90734	31
10308	31	90803	31
10536	31	90853	31
10920	31	91322	31
11104	31	91404	31
11216	31	91407	31
11361	31	91408	31
11423	31	91609	31
11702	31	92514	31
11937	31	94070	31
19102	31	94507	31
19407	31	94701	31
20001	31	98109	31
20726	31	99509	31
20918	31		

\* \* \* \* \*

The online version of Publication 431 is dated July 2010. 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.

— *Special Services,  
Retail Products and Services, 1-13-11*

# Organization Information

## Finance

### Update: 2011 Social Security and Medicare Tax Withholding Limits

For 2011, the maximum limit on earnings for withholding of Social Security (old age, disability, and survivors insurance) is \$106,800.00. This is unchanged from last year. However, due to the passing of the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010, the Social Security tax rate has been reduced in 2011 from 6.2 percent to 4.2 percent, resulting in a maximum Social Security tax of \$4,485.60.

There is still no limit on the amount of earnings subject to Medicare (hospital insurance). The Medicare tax rate applies to all taxable wages, and remains at 1.45 percent. The FICA tax rate, which is the combined Social Security

rate of 4.2 percent and the Medicare rate of 1.45 percent, has changed from 7.65 percent to 5.65 percent for 2011.

The information included in the following table reflects the change in the Social Security Liability Limit effective January 1, 2011.

Tax	2010 Limit	2011 Limit
Social Security Gross	\$106,800.00	\$106,800.00
Social Security Liability	\$6,621.60	\$4,485.60
Medicare Gross	none	none
Medicare Liability	none	none

— Payroll,  
Controller, 1-13-11

## 2010 Tax Information: Form W-2, Wage and Tax Statement

### General W-2 Information

If an employee has earnings from more than one state or locality, a separate Form W-2 will be issued for each. The format of the 2010 Form W-2 has not been modified from the 2009 version (see pages [20-21](#)).

All box numbers will remain the same from 2009.

### Inquiries

Direct all inquiries concerning payroll items, such as employee business expense, equipment maintenance, rent, T-COLA, money differences between earnings statement and W-2 (see Reconciliation Formula on Form W-2), leave buy backs, erroneous state or local tax deductions, TSP, FSA, etc., to the Accounting Help Desk at 866-974-2733.

Be ready to provide the following information:

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

### OR

Submit questions regarding W-2's in writing. The request must include:

1. Employee's name.
2. Current mailing address.

3. Social Security number.
4. Name of office where employed (or where previously employed if not a current Postal Service employee).
5. Year(s) involved.
6. Specific question.
7. Employee's signature.

If the first three digits of your Social Security number are ...	Send a written request to....
000-164	Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9631
165-281	Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9633
282-413	Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9634
414-520	Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9636
521-999	Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9661

### General Questions

#### Imputed Income Life Insurance

The Imputed Income Life Insurance amount shown in Box 12 (letter code "C") is the net result of the IRS compu-

tation for taxable insurance benefits less the amount an employee pays for optional insurance in the calendar year.

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

#### *Thrift Savings Plan (TSP)*

The following facts will clarify some of the common tax questions regarding TSP:

- a. TSP contributions, including TSP catchup, will be reported in Box 12 (letter code "D").
- b. The employee's gross earnings have been reduced by the amount of the employee's TSP contributions shown in Box 12 when calculating the amount to be reported in Box 1 (Wages, tips, other compensation).
- c. The employee's gross earnings have been reduced by the amount of the employee's TSP contributions shown in Box 12 when calculating the amount to be reported in Box 16 (State wages, tips, etc.) for all states, except New Jersey, Pennsylvania, and Puerto Rico.
- d. New York City, New York; Kansas City and St. Louis, Missouri; Battle Creek, Detroit, Flint, Grand Rapids, Lansing, Pontiac, and Saginaw Michigan; Jefferson County, Alabama; and Madison County, Kentucky are the only localities that allow income deferral for TSP. The employee's gross earnings have been reduced by the amount of the employee's TSP contributions shown in Box 12 when calculating the amount to be reported in Box 18 (Local wages, tips, etc.) only if in these cities it is indicated in Box 20 (Locality name).

#### *Employee Business Expense (EBE)*

Equipment maintenance allowance (EMA), carrier drive-out, vehicle hire, and supervisor vehicle usage are all considered employee expenses. The nontaxable (not the total) EBE amount is reported in Box 12 (letter code "L"). If there is a taxable amount, it will be reported in Box 14 and will be included in Box 1 (Wages, tips, other compensation) as well as Box 16 (State Wages, tips, etc.) and Box 18 (Local Wages, tips, etc.).

#### *Flexible Spending Account (FSA)*

The amount contributed to an employee's FSA for dependent care will be included in Box 10 (Dependent care benefits). This amount has been deducted from gross wages when calculating the amount to report in Box 1 (Wages, tips, other compensation). The amount contributed to an employee's FSA for health care is not separately stated in a box on the W-2. The FSA health care pre-tax amount has been deducted from gross wages when calculating the amount to report in Box 1 (Wages, tips, other compensation) and is reflected in the Reconciliation For-

mula. See your Pay Period (PP) 26-10 earnings statement for the 2010 total health care amount.

#### *Health Benefits (HB)*

The amount contributed for HB premiums is considered pre-tax unless the employee declined the pre-tax benefit. The amount contributed to an employee's HB premiums is no longer reported in a separate box on the W-2. The HB premium pre-tax amount has been deducted from gross wages when calculating the amount to report in Box 1 (Wages, tips, other compensation) and is reflected in the Reconciliation Formula. See your PP 26-10 earnings statement for the 2010 total HB premium amount.

#### *Health Savings Accounts (HSA)*

HSA contributions are reported in Box 12 (letter code "W"). This amount has been deducted from gross wages when calculating the amount to report in Box 1 (Wages, tips, other compensation) and is reflected in the Reconciliation Formula. See your PP 26-10 earnings statement for the total 2010 HSA amount.

#### *Federal Employees Dental and Vision Insurance Program (FEDVIP)*

The amount contributed for FEDVIP is considered pre-tax. This amount has been deducted from gross wages when calculating the amount to report in Box 1 (Wages, tips, other compensation) and is reflected in the Reconciliation Formula. See your PP 26-10 earnings statement for the total 2010 FEDVIP amount.

#### *Commuter Program*

The amount contributed for the Commuter Program is considered pre-tax for 2010 up to the IRS \$230 monthly limit for public transportation and/or the IRS \$230 monthly limit for parking. This amount has been deducted from gross wages when calculating the amount to report in Box 1 (Wages, tips, other compensation) and is reflected in the Reconciliation Formula. See your PP 26-10 earnings statement for the total 2010 Commuter Program amount. Any commuting expenses that are elected over the IRS limits will be considered post-tax.

#### *State/Territory Taxable Wages*

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

- California and Wisconsin do not allow income deferral for Health Savings Accounts (HSAs).
- Mississippi does not allow income deferral for pre-tax commuter program public transportation and parking.
- New Jersey and Puerto Rico do not allow income deferral. Therefore, the employee TSP, FSA, FEDVIP, Commuter Program pre-tax contributions, HB pre-



tax contributions, and HSAs are not deducted from their State Gross.

- Pennsylvania is the only state that does not require Imputed Income Life Insurance to be added into the State Wages. Also, Pennsylvania does not allow income deferral for TSP, FSA Dependant Care, and Commuter Program pre-tax contributions.
- Hawaii includes Territorial COLA (T-COLA) in Box 16.

*Annuity Protection Program (APP)*

Form W-2s are issued to former employees who receive payments from the Postal Service under the APP. Direct questions regarding these Form W-2s to:

Payroll Benefits Branch  
Eagan Accounting Services  
2825 Lone Oak Parkway  
Eagan, MN 55121-9621

*Relocation Payments*

Relocation payments are included in Box 1 (Wages, tips, other compensation). Relocation gross is reduced by the excludable reportable amount reported in Box 12 (letter code "P"). This taxable portion of relocation has been added to gross wages when calculating the amount to report in Box 1 and is reflected in the Reconciliation Formula. See the statements issued to you by CARTUS, the relocation service for the Postal Service, if you need additional information.

*Military Differential Payments*

Military Differential Payments will be reported in Box 14 and will be included in Box 1 (Wages, tips, other compensation) as well as Box 16 (State Wages, tips, etc.) and Box 18 (Local Wages, tips, etc.). Differential payments made to an individual while on active duty for more than 30 days are not subject to Social Security and Medicare taxes. Differential payments made to an individual while on active duty for 30 days or less are subject to Social Security and Medicare taxes.

**Obtaining Duplicate Forms**

*PostalEASE*

Employees may use PostalEASE "W-2 Re-print" for information viewing and/or printing. You may request any of the prior 7 years including the current year to be reprinted on an official document and mailed.

The Form W-2 re-print process is performed weekly, but the 2010 Form W-2 will not be available for reprint until early February 2011. During the months of March and April the Form W-2 re-print process is scheduled to execute daily.

*Accounting Services Help Desk*

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

All requests must include:

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

<b>If you are requesting a duplicate Form W-2 for wages, relocation, or Annuity Protection Program ...</b>	<b>Call...</b>
2004 to the present	Accounting Help Desk 866-974-2733*

\* *If unsuccessful requesting duplicate W-2s from the Accounting Help Desk or Employee Self Service, you can also request duplicates in writing from: Financial Reporting Section (W-2s), Eagan Accounting Services, 2825 Lone Oak Parkway, Eagan, MN 55121-9617. Requests must include the employee's signature.*

**Form W-2c, Corrected Wage and Tax Statement**

*General Form W-2c Information*

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

*Requesting a Form W-2c*

All requests for a corrected W-2C must be submitted in writing. The request must include:

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

If you disagree with the tax information provided and are requesting that the tax statement issued be reviewed and corrected if wrong for....	Then submit a written request to...
Wages (2004 to the present)	<p>For employees with Social Security numbers beginning with 000–164: Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9631</p> <p>For employees with Social Security numbers beginning with 165–281: Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9633</p> <p>For employees with Social Security numbers beginning with 282–413: Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9634</p> <p>For employees with Social Security numbers beginning with 414–520: Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9636</p> <p>For employees with Social Security numbers beginning with 521 and up: Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9661</p>
Relocation	<p>HQ Corporate Accounting Relocation Unit 475 L'Enfant Plaza SW, Room 8831 Washington, DC 20260-5240</p>
Annuity Protection Program	<p>Payroll Benefits Branch Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9621</p>

#### Obtaining Duplicate Form W-2c

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

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

If you are requesting a duplicate...	Then submit a written request to...
Form W-2c (2004 to the present)	<p>Financial Reporting Section (W-2c) Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9617</p>

#### IRS Form 1099

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

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

#### Form 1099MISC

This form originates from the Accounting Services Center (ASC). Determine the nature of the payments and contact the appropriate Accounting Services office.

Requests for duplicate copies and questions regarding...	Should be directed to...
Payments to the beneficiaries of deceased employees of the unpaid compensation due at the time of death. Please provide name, SSN, and date of death of the deceased.	Financial Processing Section Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9616
Lump sum payments with no deductions as the result of settlements. Please provide name, SSN, date of settlement, type of settlement, amount of settlement, period involved, and the date it was sent to the ASC for payment.	Financial Processing Section Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9616
Contract Cleaners	Contract Cleaners Unit San Mateo Accounting Services 2700 Campus Drive San Mateo, CA 94497-9426
All Others	San Mateo Accounting Services Attn: 1099 Research Team 2700 Campus Drive San Mateo, CA 94497-9422

*Form 1099R*

This year, both the Office of Personnel Management (OPM) and the Eagan Accounting Services are sending out 1099Rs. The Eagan Accounting Services office issues a 1099R for annuity protection checks, and OPM issues a 1099R for monthly annuity checks. The originating agency should be listed on the Form 1099R. Try to determine which agency made the payments before making an inquiry.

Requests for duplicate copies and questions regarding forms issued from...	Should be directed to...
Eagan Accounting Services	Payroll Benefits Branch Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9621
Office of Personnel Management	Office of Personnel Management Retirement Operations Center Tax Processing Unit PO Box 45 Boyers, PA 16017-0045

*Form 1099INT*

This form is used to report interest payments that were the result of employment-related back-pay awards.

Requests for duplicate copies and questions regarding 1099INT's...	Should be directed to...
Please provide name, SSN, and date of payment if known.	Financial Processing Section Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9616

— Payroll,  
Controller, 1-13-11

**Correction: IRC Redemption Rate**

In the article "Reminder: International Reply Coupons" in *Postal Bulletin* 22301 (12-30-10, page 37), the redemption rate for foreign-issued exchanged international reply coupons (IRCs) is incorrect at 90 cents.

The corrected price is given below in bold.

The redemption rate for foreign-issued exchanged IRCs with an expiration date of December 31, 2013, is: **98** cents.

— Field and International Accounting,  
Controller, 1-13-11



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

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

THIS INFORMATION IS BEING FURNISHED TO THE INTERNAL REVENUE SERVICE

Finance Number.

ATTENTION POSTMASTER DO NOT FORWARD

Source of reported wages

The Wages and Other Compensation amount reported in Box 1 of Form W-2 is derived from year-to-date totals reflected on the employee's Pay Period 26-2010 (or last period in pay status 2010) Earnings Statement, plus several other totals from the Form W-2. Use the Reconciliation Formula below to reconcile your Earnings Statement with your W-2. If any checks issued during 2010 were returned or canceled after the last Earnings Statement was printed, this reconciliation is not applicable.

Table with 2 columns: Earnings Statement (YTD) and Reconciliation Formula. Lists various taxes and benefits like Gross Pay, Social Security Tax, Medicare Tax, etc.

FOR EMPLOYMENT VERIFICATION CALL 1-800-367-5690



= Wages, tip, other comp Box 1

Form W-2 (Employee's Copy) for 2010. Includes fields for social security number, employer identification number, name, address, and various tax withholding boxes (1-20).

Form W-2 (Federal Filing Copy) for 2010. Includes fields for social security number, employer identification number, name, address, and various tax withholding boxes (1-20).

Form W-2 (State Filing Copy) for 2010. Includes fields for social security number, employer identification number, name, address, and various tax withholding boxes (1-20).

Form W-2 (City or Local Filing Copy) for 2010. Includes fields for social security number, employer identification number, name, address, and various tax withholding boxes (1-20).

**Notice to Employee**

Refund. Even if you do not have to file a tax return, you should file to get a refund if box 2 shows federal income tax withheld or if you can take the earned income credit. **Earned income credit (EIC).** You must file a tax return if any amount is shown in box 9. You may be able to take the EIC for 2010 if (a) you do not have a qualifying child and you earned less than \$13,460 (\$18,470 if married filing jointly), (b) you have one qualifying child and you earned less than \$35,535 (\$40,545 if married filing jointly), (c) you have two qualifying children and you earned less than \$40,363 (\$45,373 if married filing jointly), or (d) you have three or more qualifying children and you earned less than \$43,352 (\$48,362 if married filing jointly). You and any qualifying children must have valid social security numbers (SSNs). You cannot take the EIC if your investment income is more than \$3,100. Any EIC that is more than your tax liability is refunded to you, but only if you file a tax return. If you have at least one qualifying child, you may get as much as \$1,330 of the EIC in advance by completing Form W-5, Earned Income Credit Advance Payment Certificate, and giving it to your employer. **Clergy and religious workers.** If you are not subject to social security and Medicare taxes, see Pub. 517, Social Security and Other Information for Members of the Clergy and Religious Workers. **Corrections.** If your name, SSN, or address is incorrect, correct Copies B, C, and 2 and ask your employer to correct your employment record. Be sure to ask the employer to file Form W-2c, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, SSN, or money amount error reported to the SSA on Form W-2. If your name and SSN are correct but are not the same as shown on your social security card, you should ask for a new card that displays your correct name at any SSA office or by calling 1-800-772-1213. You also may visit the SSA at www.socialsecurity.gov. **Credit for excess taxes.** If you had more than one employer in 2010 and more than \$6,621.50 in social security and/or Tier I railroad retirement (RRTA) taxes were withheld, you may be able to claim a credit for the excess against your federal income tax. If you had more than one railroad employer and more than \$3,088.80 in Tier II RRTA tax was withheld, you also may be able to claim a credit. See your Form 1040 or Form 1040A instructions and Pub. 505, Tax Withholding and Estimated Tax. (Also see Instructions for Employee on the back of Copy C.)

**Instructions for Employee**

Box 1. Enter this amount on the wages line of your tax return.  
 Box 2. Enter this amount on the federal income tax withheld line of your tax return.  
 Box 8. This amount is not included in boxes 1, 3, 5, or 7. For information on how to report tips on your tax return, see your Form 1040 instructions.  
 Box 9. Enter this amount on the advance earned income credit payments line of your Form 1040 or Form 1040A.  
 Box 10. This amount is the total dependent care benefits that your employer paid to you or incurred on your behalf (including amounts from a section 125 (cafeteria) plan). Any amount over \$5,000 is also included in box 1. Complete Form 2441, Child and Dependent Care Expenses, to compute any taxable and nontaxable amounts.  
 Box 11. This amount is (a) reported in box 1 if it is a distribution made to you from a nonqualified deferred compensation or nongovernmental section 457(b) plan or (b) included in box 3 and/or 5 if it is a prior year deferral under a nonqualified or section 457(b) plan that became taxable for social security and Medicare taxes this year because there is no longer a substantial risk of forfeiture of your right to the deferred amount.  
 Box 12. The following list explains the codes shown in box 12. You may need this information to complete your tax return. Elective deferrals (codes D, E, F, and S) and designated Roth contributions (codes AA and BB) under all plans are generally limited to a total of \$16,500 (\$11,500 if you only have SIMPLE plans; \$19,500 for section 403(b) plans if you qualify for the 15-year rule explained in Pub. 571). Deferrals under code G are limited to \$16,500. Deferrals under code H are limited to \$7,000. However, if you were at least age 50 in 2010, your employer may have allowed an additional deferral of up to \$5,500 (\$2,500 for section 401(k)(11) and 408(p) SIMPLE plans). This additional deferral amount is not subject to the overall limit on elective deferrals. For code G, the limit on elective deferrals may be higher for the last 3 years before you reach retirement age. Contact your plan administrator for more information. Amounts in excess of the overall elective deferral limit must be included in income. See the Wages, Salaries, Tips, etc. line instructions for Form 1040.  
 Note. If a year follows code D through H, S, Y, AA, or BB, you made a make-up pension contribution for a prior year(s) when you were in military service. To figure whether you made excess deferrals, consider these amounts for the year shown, not the current year. If no year is shown, the contributions are for the current year.  
 A-Uncollected social security or RRTA tax on tips. Include this tax on Form 1040. See Total Tax in the Form 1040 instructions.  
 B-Uncollected Medicare tax on tips. Include this tax on Form 1040. See Total Tax in the Form 1040 instructions.  
 C-Taxable cost of group-term life insurance over \$50,000 (included in boxes 1, 3 (up to social security wage base), and 5). See Pub. 525 and instructions for boxes 1, 3 (up to social security wage base), and 5.  
 D-Elective deferrals to a section 401(k) cash or deferred arrangement. Also includes deferrals under a SIMPLE retirement account that is part of a section 401(k) arrangement.  
 E-Elective deferrals under a section 403(b) salary reduction agreement.  
 F-Elective deferrals under a section 408(k)(6) salary reduction SEP.  
 G-Elective deferrals and employer contributions (including nonselective deferrals) to a section 457(b) deferred compensation plan. See Adjusted Gross Income in the Form 1040 instructions for how to deduct.  
 H-Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan. See Adjusted Gross Income in the Form 1040 instructions for how to deduct.  
 J-Nontaxable sick pay (information only, not included in boxes 1, 3, or 5).  
 K-20% excise tax on excess golden parachute payments. See Total Tax in the Form 1040 instructions.  
 L-Substantiated employee business expense reimbursements (nontaxable).  
 M-Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only). See Total Tax in the Form 1040 instructions.  
 N-Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (former employees only). See Total Tax in the Form 1040 instructions.  
 P-Excludable moving expense reimbursements paid directly to employee (not included in boxes 1, 3, or 5).  
 Q-Nontaxable combat pay. See the instructions for Form 1040 or Form 1040A for details on reporting this amount.  
 R-Employer contributions to your Archer MSA. Report on Form 8853, Archer MSAs and Long-Term Care Insurance Contracts.  
 S-Employee salary reduction contributions under a section 408(p) SIMPLE (not included in box 1).  
 T-Adoption benefits (not included in box 1). Complete Form 8839, Qualified Adoption Expenses, to compute any taxable and nontaxable amounts.  
 V-Income from exercise of nonstatutory stock option (not included in boxes 1, 3 (up to social security wage base), and 5). See Pub. 525 and instructions for Schedule D (Form 1040) for reporting requirements.  
 W-Employer contributions (including amounts the employee elected to contribute using a section 125 (cafeteria) plan) to your health savings account. Report on Form 8889, Health Savings Accounts (HSAs).  
 Y-Deferrals under a section 409(a) nonqualified deferred compensation plan.  
 Z-Income under section 409(a) on a nonqualified deferred compensation plan. This amount is also included in box 1. It is subject to an additional 20% tax plus interest. See Total Tax in the Form 1040 instructions.  
 AA-Designated Roth contributions under a section 401(k) plan.  
 BB-Designated Roth contributions under a section 403(b) plan.  
 Box 13, if the Retirement plan box is checked, special limits may apply to the amount of traditional IRA contributions that you may deduct.  
 Note. Keep Copy C of Form W-2 for at least 3 years after the due date for filing your income tax return. However, to help protect your social security benefits, keep Copy C until you begin receiving social security benefits, just in case there is a question about your work record and/or earnings in a particular year. Compare the Social Security wages and the Medicare wages to the information shown on your annual (for workers over 25) Social Security Statement.

**Federal Income Tax Withholding**

Effective as soon as possible in 2011, payroll checks will reflect a change in the withholding of federal taxes, primarily due to the passing of the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010. The biweekly personal exemption value for each federal tax allowance has changed from \$140.38 to \$142.31. There have also been changes made to all of the Federal Income

Tax Withholding Table wage range classifications, which include a reduction in the number of different wage range classifications from nine to seven. All information in this article is based on a biweekly payroll period (PP) and the withholding tables in Internal Revenue Service (IRS) Publication 15, (Circular E), Employer's Tax Guide.

**For Wages Paid in 2011 Federal Income Tax Withholding Table**

Single Person				Married Person			
Wages*		The Withholding Amount Is:		Wages*		The Withholding Amount Is:	
Over...	But Not Over...	Withholding Amount	Of Excess Over	Over...	But Not Over...	Withholding Amount	Of Excess Over
\$0	\$81	\$0		\$0	\$304	\$0	
\$81	\$408	10%	\$81	\$304	\$958	10%	\$304
\$408	\$1,408	\$32.70 plus 15%	\$408	\$958	\$2,958	\$65.40 plus 15%	\$958
\$1,408	\$3,296	\$182.70 plus 25%	\$1,408	\$2,958	\$5,663	\$365.40 plus 25%	\$2,958
\$3,296	\$6,788	\$654.70 plus 28%	\$3,296	\$5,663	\$8,469	\$1,041.65 plus 28%	\$5,663
\$6,788	\$14,663	\$1,632.46 plus 33%	\$6,788	\$8,469	\$14,887	\$1,827.33 plus 33%	\$8,469
\$14,663		\$4,231.21 plus 35%	\$14,663	\$14,887		\$3,945.27 plus 35%	\$14,887

\* Wages are determined after subtracting withholding allowances, CPP, FEDVIP, FEHB, FSA, HSA, and TSP contributions from your gross earnings.

Commuter Program pre-tax (CPP), Federal Employees Dental and Vision Insurance Program (FEDVIP), Federal Employees Health Benefits (FEHB), Flexible Spending Accounts (FSA), Health Savings Account (HSA), and Thrift Savings Plan (TSP) contributions made by employees are treated as pre-tax monies for these computations. When calculating your taxes, remember to subtract your withholding allowances and all of these contribution amounts from your gross earnings.

**Note:** There are two technical exceptions to this pre-tax rule. TSP contributions are tax-deferred; however, they are deducted during these computations. Additionally, in rare instances, if an employee has signed a pre-tax waiver for FEHB benefits, they are considered to be taxable income and not used in these calculations.

To determine the amount of withholding, follow steps 1 through 9:

1. Determine normal biweekly gross wages from earnings statement.
  2. Determine normal biweekly TSP contributions from earnings statement.
  3. Determine normal biweekly FSA contributions from earnings statement. If applicable, add the amounts from both the FSA Dependent Child (FSADC) and the FSA Health Care (FSAHC).
  4. Determine normal biweekly FEHB pre-tax employee contributions from earnings statement (abbreviated as HP).
  5. Determine normal CPP employee contributions from earnings statement.
- Note:** This program is administered on a monthly basis. The CPP contribution is deducted in every second pay period of the month.
6. Determine normal biweekly Federal Employees Dental and Vision Insurance Program (FEDVIP) employee contributions from earnings statement.
  7. Determine normal biweekly Health Savings Account (HSA) contributions from earnings statement.
  8. Multiply the number of exemptions claimed by the new biweekly exemption value of \$142.31 (withholding allowance). The federal tax line on the earnings statement shows the number of exemptions claimed (e.g., S1 = single with one exemption, M3 = married with three exemptions).
  9. Subtract the amounts in step 2 (TSP), step 3 (FSA), step 4 (FEHB), step 5 (CPP), step 6 (FEDVIP), step 7 (HSA), and step 8 (exemptions) from step 1 (biweekly gross wages). The balance is the amount subject to withholding.
  10. Determine which range this amount falls into on the Federal Income Tax Withholding Table, and follow the instructions listed in the table.

The following is an example of how to compute federal income taxes for a Federal Employee Retirement System (FERS) employee who claims married with three exemptions, and makes pre-tax contributions to the TSP, FSA, FEHB, CPP, and FEDVIP.

A FERS employee receives \$3,826.35 as biweekly gross wages. The employee makes the following contributions: 11 percent of gross (\$420.90) per pay period (PP) to the TSP; \$65

per PP for FSADC; \$95 per PP for FSAHC; \$133.83 per PP for FEHB (\$133.83 is the actual cost for a Postal Service employee paying for High Option Self and Family (Category One) with the GEHA Benefit Plan); \$105 for this PP to the CPP; and \$44.33 for the GEHA PPO High Option Dental Biweekly Premium (Rating Region 2). The employee claims "Married" with three exemptions (M3 on the federal tax line of the earnings statement). Using the information provided in the Federal Income Tax Withholding Table in this article, federal taxes are computed as follows:

1. Total biweekly gross wages	\$3,826.35
2. TSP contributions	420.90
3. FSADC contribution	65.00
FSAHC contribution	95.00
Total FSA contribution	160.00
4. FEHB contribution	133.83
5. CPP contribution	105.00
6. FEDVIP contribution	44.33
7. Exemptions (3 x \$142.31)	426.93

Computation continues as follows:

Biweekly gross wages	\$3,826.35
Minus TSP contributions	-420.90
Minus FSA contributions	-160.00
Minus FEHB contributions	-133.83
Minus CPP contributions	-105.00
Minus FEDVIP contributions	-44.33
Minus exemptions	-426.93
<b>Amount of wages subject to withholding</b>	<b>\$2,535.36</b>

To complete the computation, refer to the Married/Biweekly segment of the Federal Income Tax Withholding Table. The amount of wages subject to withholding (\$2,535.36) falls within the "over \$958 but not over \$2,958" range. Using the information provided within that range, the final computation is as follows:

Amount subject to withholding	\$2,535.36
Subtract \$958 from \$2,535.36	1,577.36
Multiply \$1,577.36 by .15 (15%)	236.60
Add from the table	65.40
Add \$236.60 and \$65.40	302.00
<b>Total federal income tax* that should be withheld from this employee's biweekly check</b>	<b>\$302.00</b>

\* Rounding may vary this total by a few cents.

— Payroll,  
Controller, 1-13-11

## Business Mail Acceptance Verification and Payment Procedures Still a Top Priority

On September 30, 2010, the Postal Service™ completed its first year of Sarbanes-Oxley Act (SOX) compliance — but SOX is not over. The Postal Service must maintain compliance with SOX permanently. Part of this effort has been to improve the accuracy of our Business Mail Acceptance (BMA) verification and payment proce-

dures. These procedures remain a top priority for the Postal Service in its second year of SOX compliance.

Remember these key steps to ensure proper completion of BMA procedures:

- Initial Verification

- For all mailings except First-Class Mail® items, open and examine mailpieces to confirm content eligibility.
  - Perform a cursory review of mailings.
  - Perform an in-depth performance-based verification if:
    - Scheduled by *PostalOne!*
    - Errors are identified during initial verification.
  - End-of-Day Reconciliation
    - Ensure all mailings are checked in.
    - Ensure each postage statement has been finalized.
    - Ensure any postage statement transaction not finalized has been reconciled.
  - Postage Statement Completeness
    - Ensure the postage statement includes all critical fields, including the permit number, postage amount, and mailer signature.
  - SOX Certification Questionnaire
    - Ensure the end-of-day certification is consistent with observations.
    - Ensure all new supervisors are aware of certification requirements.
  - Release of Mail to Operations — Clearance Documents
    - Identify Business Mail Entry Unit (BMEU) verified and accepted containers with a release placard before the mail is staged as cleared and released to operations.
- Only use PS Form 3607, *Weighing and Dispatch Certificate*, or PS Form 3607-P, *Mail Release Placard*, to identify containers ready for release.
  - Affix a release placard to all mailing segments.
  - Do not release containers without a release placard to Operations.
- Check-in
    - Ensure the postage statement is checked into *PostalOne!* prior to processing.
- Visit the BMA website at <http://blue.usps.gov/bma/> for information about BMA controls and resources for policies and procedures. Employees can find out how their units are performing as measured by BMA key controls by visiting the SOX Compliance Scorecard page at [http://blue.usps.gov/sox/sox\\_compliance\\_scorecard\\_2011.htm](http://blue.usps.gov/sox/sox_compliance_scorecard_2011.htm) on the SOX website (<http://blue.usps.gov/sox/>).
- We will continue to create value in the mail by giving customers greater assurance that their mail is verified and accounted for accurately. The Postal Service's financial accountability depends on you!

— SOX Management Controls and Integration,  
Controller, 1-13-11

## Form W-4 Completion for Employees Claiming Exempt Status for 2011

Internal Revenue Service (IRS) regulations permit employees who anticipate no federal tax liability for 2011 to continue to claim total exemption from federal tax withholding provided they owed no federal taxes for 2010. These regulations also require a new Form W-4, *Employee's Withholding Allowance Certificate*, be submitted every calendar year by employees claiming an exempt status. However, because of *PostalEASE*, it is no longer necessary for these employees to file a hard copy Form W-4.

Employees may meet IRS filing requirements concerning exempt Forms W-4 by either logging onto *PostalEASE* via the Postal Service™ Intranet at <http://blue.usps.gov> or by calling *PostalEASE* toll-free at 877-477-3273, option 1. Follow the Form W-4 instructions provided by *PostalEASE*, and your form will be updated for calendar year 2011. If you need to contact the HR Shared Service Center (HRSSC) in Greensboro concerning this matter, call 877-477-3273, option 5.

Any employee currently in an exempt status who does not submit a new Form W-4 claiming a continuation of the exempt status will be converted to a taxable status, effective Pay Period (PP) 05-11. For an exempt status to remain effective into the next year, the IRS requires completion, submission,

and acceptance of a new form no later than February 15. Since February 15 falls within PP 05-11, updated Form W-4 information must be entered into *PostalEASE* no later than Tuesday, **February 15, 2011**. Entry of the information by that date will ensure continuation of the exempt status for 2011.

Any employee who claimed exempt status for 2010 and doesn't submit a new Form W-4 will have federal taxes withheld at the rate normally applicable to an employee claiming "Single" with "0" allowances. Employees with an exempt status (as of PP 26-10) will receive printed messages on their earnings statement during PP 03-11 and PP 04-11 reminding them a new Form W-4 is required.

### Reminders

- All administrative and managerial employees are prohibited from providing any tax advice to employees concerning the completion of Form W-4.
- Sending information concerning exempt Form W-4 to Eagan Accounting Services is no longer required.

— Payroll,  
Controller, 1-13-11

## Human Resources

### Postal Service Policy on Workplace Harassment

Effective December 22, 2010, the Postal Service™ revised its Postal Service Policy on Workplace Harassment (see pages [25-26](#)). This policy incorporates recent developments in the law that make it clear that an employer's anti-harassment policy should prohibit all forms harassment in violation of federal discriminations laws. It further reaffirms the Postal Service's commitment to providing a work environment free of harassment.

The Postal Service Policy on Workplace Harassment is also available on the PolicyNet webpage at <http://blue.usps.gov/cpim/ftp/policy/dd/12222010b.pdf>.

— Office of EEO and Inclusiveness,  
Employee Development and Diversity, 1-13-11

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### Equal Employment Opportunity Statement

Effective December 22, 2010, the Postal Service™ reissued its Equal Employment Opportunity Policy Statement (see page [51](#)). In accordance with the Equal Employment Opportunity Commission's (EEOC's) Management Directive 715 (MD 715), the policy will be updated annually and prominently posted in all personnel offices, in EEO offices, and on the agency's internal website. This policy reaffirms the Postal Service's commitment to equality of opportunity in every aspect of employment.

The EEO Policy Statement is also available on the PolicyNet webpage at <http://blue.usps.gov/cpim/ftp/policy/dd/12222010a.pdf>.

— Office of EEO and Inclusiveness,  
Employee Development and Diversity, 1-13-11



PATRICK R. DONAHOE  
POSTMASTER GENERAL, CEO



December 22, 2010

## Postal Service Policy on Workplace Harassment

The United States Postal Service<sup>®</sup> is committed to providing a work environment free of harassment based upon race, color, religion, sex (including gender identity and gender stereotypes), national origin, age, mental or physical disability, sexual orientation, genetic information, or in reprisal for an employee or applicant's complaint about or opposition to discrimination or participation in any process or proceeding designed to remedy discrimination. The Postal Service's workplace must be one in which all employees are treated with dignity and respect by supervisors, subordinates, and coworkers. Supervisors and managers will take prompt action to prevent, address, and remedy workplace conduct that is contrary to this policy.

### Prohibited Activities

Harassment is unwelcome verbal or physical conduct, which is so severe or pervasive that it interferes with or changes the conditions of one's employment by creating a hostile, intimidating, or abusive working environment. Examples may include, but are not limited to, making offensive or derogatory comments or engaging in physically threatening, intimidating or humiliating behavior based upon race, color, religion, sex (including gender identity and gender stereotypes), national origin, age, mental or physical disability, sexual orientation, genetic information, or in reprisal for an employee or applicant's complaint about or opposition to discrimination or participation in any process or proceeding designed to remedy discrimination. These activities are prohibited by Postal Service<sup>®</sup> policy and may amount to harassment in violation of federal anti-discrimination laws. Violation of this policy may result in disciplinary action up to and including termination. The Postal Service<sup>®</sup> is committed to providing its employees a safe, productive, and inclusive workplace and will tolerate nothing less.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature such as, but not limited to: making or threatening to make employment decisions based on an employee's submission to, or rejection of, sexual advances or requests for sexual favors; deliberate or repeated unsolicited remarks with a sexual connotation or physical contact of a sexual nature that is unwelcome to the recipient; or behavior that creates a sustained hostile or abusive work environment so severe or pervasive that it unreasonably interferes with or changes the conditions of one's employment.

Although not every instance of inappropriate behavior may fit the legal definition of harassment, such behavior in the workplace undermines morale and violates the Postal Service's standards of conduct. Disciplinary action may result even if the conduct does not constitute harassment under the law.

### Management Responsibility

All managers and supervisors are responsible for preventing harassment and inappropriate behavior that could lead to illegal harassment, and must respond promptly when they learn of any such conduct. Any manager or supervisor who receives a complaint must see that a prompt and thorough investigation is conducted. Investigations of all forms of harassment must be done in accordance with the "Initial Management Inquiry Process (IMIP)." Materials are available in Publication 552, *Manager's Guide to Understanding Investigating, and Preventing Harassment*. When harassment or inappropriate conduct is found, managers must take prompt and effective corrective action.

- 2 -

**Employees' Rights and Responsibilities**

Postal Service® employees who believe that they are the victims of harassment prohibited under this policy (i.e., harassment based on race, color, religion, sex (including gender identity or gender stereotypes), national origin, age, mental or physical disability, sexual orientation, genetic information, or in reprisal for an employee or applicant's complaint about or opposition to discrimination or participation in any process or proceeding designed to remedy discrimination) or who have witnessed such harassment or inappropriate conduct, which could lead to illegal harassment, should bring the situation to the attention of a supervisor, a manager, or the manager of Human Resources to address most forms of harassment described above. Refer to Publication 553, *Employee's Guide to Understanding, Preventing, and Reporting Harassment* for further information. In accordance with this policy, supervisors, managers, managers of Human Resources, or the next higher level manager (HQ and HQ field units) are responsible for ensuring that direct and prompt action is taken to investigate and, where appropriate, remedy such misconduct when brought to their attention. The Postal Service® will protect the confidentiality of harassment complainants to the extent possible.

Federal law requires the Postal Service® to afford equal employment opportunity to employees and applicants for employment regardless of race, color, religion, national origin, sex, age (40+), physical or mental disability, and genetic identification. Employment discrimination or reprisal for engaging in an EEO-protected activity is prohibited. Employees pursuing an EEO complaint should contact the Postal Service EEO centralized intake center within 45 days of the conduct giving rise to the claim in order to preserve their rights under federal law. Employees making a complaint can call toll free 1-888-EEO-USPS (1-888-336-8777). Deaf and Hard of Hearing employees can call 1-888-325-2914 (Federal Relay Service). In addition, bargaining unit employees may seek relief through the grievance-arbitration procedures, and if applicable, non-bargaining unit employees may use the grievance procedures described in Section 652.4, *Employee and Labor Relations Manual*.

Allegations involving any possible criminal misconduct should be reported to the appropriate law enforcement authorities as follows: any physical misconduct relating to workplace harassment (i.e., any physical assault, threat of a physical assault, or stalking) should be reported to the Postal Inspection Service; use of any electronic device, computer, or internet to transmit threatening or harassing communications, obscene or indecent images and materials, should be reported to the Office of Inspector General (OIG).

Reprisal against employees who raise a claim of harassment, report inappropriate conduct, or provide evidence in any investigation, is illegal and can result in disciplinary action, and should be referred to the Inspection Service or OIG as appropriate.

The Postal Service® will not tolerate any type of harassment, inappropriate conduct, or reprisal in the workplace.



Patrick R. Donahoe

# Pull-Out Information

## Fraud

### Withholding of Mail Orders

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

<b>State, City ZIP Code</b>	<b>Names and Addresses Covered</b>
MD, Baltimore 21217-3790	Phillip Handy, 325 McMechen Street #203
NJ, Avalon 08202-2513	The surname Rutledge, 408 7th Street
PA, Philadelphia 19148-0822	Any and all various names except the surname Pignotti, P.O. Box 54822
PA, Philadelphia 19148-0911	Any and all various names except the surname Pignotti, P.O. Box 54911
PA, Philadelphia 19148-0912	Any and all various names except the surname Pignotti, P.O. Box 54912
PA, Philadelphia 19148-0941	Any and all various names except the surname Pignotti, P.O. Box 54941

— Judicial Officer, 1-13-11

## Invalid Express Mail Corporate Account Numbers

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

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

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

<b>005380</b>	010743	023671	029424	065362	069464	092166	100638	105575	107301	119280	126022	274276
005619	011038	025473	029432	065375	069481	092172	100645	105597	107331	119487	126053	276275
005727	011061	026239	029443	065462	069506	092237	100659	105619	107351	122376	126057	280048
005920	011099	026292	029563	065491	069510	092252	100662	105621	108007	124004	126065	282353
006023	011124	026425	029619	065521	069531	092280	100667	105622	108024	124009	126079	282864
006383	011176	026461	029628	065548	069565	092285	100673	105626	108058	124013	126085	282959
006386	011184	026511	029794	065574	069624	092289	100677	105646	108064	124034	126088	287019
006418	011213	026520	029826	065645	069669	092309	100678	105718	108105	124052	127003	292647
006671	011296	026573	029833	065727	069745	092333	100680	105725	108119	124134	127056	296101
006831	011396	026644	029870	065830	069746	092369	100683	105726	108200	124142	127080	<b>300544</b>
006995	012225	027138	030523	065852	069777	092983	100693	105731	108257	124143	127084	301270
007151	012340	027146	031247	065864	069789	093560	100706	105739	108289	124152	127089	301362
007229	012366	027153	031251	065871	069825	093704	100710	105756	108293	124158	127101	305092
007272	012386	027155	033236	065882	069928	093981	100711	105777	108298	124161	127105	307050
008026	014008	027161	034639	065897	069980	094671	100712	105829	108356	124164	128129	312456
008096	014011	027162	046072	065934	070877	096020	100713	105833	108363	124170	136116	312538
008181	014045	027163	054236	066060	075347	096309	100719	105847	108425	124175	150286	314443
008283	014187	027164	054313	066092	076120	097532	100726	105859	108563	124189	151123	317315
008316	014194	027174	055050	066198	076198	097626	100729	105872	108566	124190	151227	325027
008444	014206	027240	060082	067027	076830	097751	100734	105882	108906	125016	151228	326559
008467	014666	027268	060164	067056	076936	097855	100743	105962	108961	125024	151230	328140
009088	014696	027308	060166	067089	077681	097979	100745	105985	109211	125027	152338	328857
009288	015464	027394	060189	067133	077859	097982	100746	105987	109517	125058	152396	329037
009323	015572	027497	060476	067191	079110	098099	100748	105993	109656	125069	152714	329229
009351	015598	027511	060492	067256	080024	098381	100749	106041	109688	125103	152831	329697
009362	015612	027562	060876	067347	080104	098742	100769	106051	109961	125108	152900	330012
009426	015649	027573	061075	067385	080621	098990	100779	106193	109965	125168	171084	330015
009463	015659	027632	061304	067394	080749	<b>100115</b>	100780	106197	109967	125185	178001	330027
009484	015692	027717	061319	068015	085416	100137	100784	106200	109989	125202	192183	330156
009498	015735	027841	061394	068022	085828	100178	100788	106212	109996	125208	192695	330172
009583	015741	027899	061471	068028	085829	100180	100795	106271	110021	125219	<b>200558</b>	330201
009620	015767	028075	061740	068045	088305	100189	103534	106305	110027	125238	200869	330560
009727	015779	028085	063310	068091	088320	100308	104246	106316	110326	125245	200988	330629
009766	018541	028087	063407	068119	089752	100355	104664	106345	110479	125262	209290	330664
009772	018576	028099	064006	068176	090052	100364	105013	106350	110665	125290	210013	330716
009864	018941	028100	064047	068234	090068	100419	105021	106383	111335	125306	210016	330744
009914	019360	028109	064065	068311	090084	100469	105022	106400	111518	125310	210023	330802
009919	019424	028113	064282	068331	090142	100470	105045	106416	111933	125318	210071	330828
009946	020313	028201	064318	068357	090205	100473	105065	106444	112091	125330	210077	331017
009990	021529	028217	064352	068361	090221	100483	105079	106477	112092	125334	210147	331019
010097	021596	028229	064451	068392	090244	100485	105081	106490	112097	125378	210161	331020
010235	022005	028286	064477	068458	090281	100513	105086	106532	112099	125381	210170	331031
010236	022247	028292	064493	068462	090310	100530	105109	106560	112100	125384	210172	331041
010320	022407	028321	064615	068488	090315	100533	105166	106569	112101	125388	210243	331048
010389	022496	028514	064651	068715	090495	100548	105190	106610	112104	125402	210828	331200
010409	022592	028516	064701	068722	090531	100565	105200	106613	112105	125430	210854	331201
010438	022594	028594	064708	068912	090636	100587	105226	106622	112110	125432	220254	331210
010441	022600	028684	064774	069059	091167	100599	105230	106623	113004	125434	220380	331212
010520	022603	028814	064836	069083	091216	100603	105292	107002	113006	125440	220404	331503
010563	022608	028911	064917	069094	091226	100609	105321	107007	113008	125445	220431	331506
010579	022616	028968	065021	069099	091326	100611	105351	107020	113013	125451	220459	331800
010650	022620	029016	065085	069157	091339	100618	105369	107075	113860	125458	221180	332895
010685	023036	029084	065138	069166	091390	100619	105394	107118	114181	125461	223017	333005
010686	023049	029094	065206	069180	091436	100621	105430	107142	115400	125468	245505	333014
010693	023228	029187	065265	069189	091619	100622	105449	107168	117803	125470	252102	333024
010712	023371	029195	065318	069203	091757	100626	105487	107221	117965	125471	263008	333102
010717	023667	029317	065338	069331	091829	100631	105525	107239	118717	125494	263022	333391
010731	023669	029362	065346	069334	091842	100632	105527	107274	119052	126011	274141	333402

334093	381168	497309	752395	914557	940131	940554	941039	941742	949121	954089	958900	995047
334141	381542	<b>513034</b>	752703	915228	940137	940561	941127	941743	949126	954097	958903	995073
334303	381556	531161	770050	915495	940141	940566	941175	941747	949141	954107	958908	995111
335065	381562	531571	770737	915522	940146	940569	941232	941765	949215	954176	958911	995112
336218	381568	531858	773072	915556	940152	940570	941242	941770	949239	954186	958935	995194
337064	381653	537416	774024	915726	940156	940571	941246	941773	949304	954198	958939	995215
338133	381773	551112	775013	916024	940203	940574	941249	941775	949309	954354	958948	995218
339197	381892	551190	775047	916032	940214	940579	941276	941776	949318	954367	959013	995219
344070	381990	551349	778345	917234	940215	940581	941285	941778	949343	954368	959062	995225
346001	383063	551405	782183	917422	940221	940591	941290	941783	949349	954406	959065	995232
347048	384007	551502	786081	918716	940225	940592	941294	941785	949365	954424	959079	995236
352458	385004	551547	799151	920045	940241	940594	941300	941786	949380	954428	960069	995241
352659	385006	553843	799181	920178	940255	940595	941303	941789	949386	954439	960075	995258
352661	<b>400020</b>	553943	<b>800066</b>	920232	940257	940597	941323	941796	949400	954440	967018	995280
352666	402005	554338	800574	921034	940258	940599	941331	941803	949454	954443	967227	995286
352679	402034	554343	801752	921064	940260	940602	941343	941804	949504	954454	967309	995301
352805	402037	554965	802138	921148	940266	940608	941375	941809	949508	954458	968367	995310
352820	402070	557035	802254	921721	940268	940610	941380	941811	949514	954475	968390	995343
352829	402082	559061	802402	922071	940276	940611	941389	941818	949528	954476	968460	995406
354105	402220	585240	802499	926117	940286	940618	941404	941839	949532	954480	968574	995427
354108	402286	585266	805004	926226	940294	940620	941439	941847	949537	954482	968723	995441
358002	402365	585268	805372	926235	940303	940626	941440	941849	949541	954486	968772	995450
358575	402366	598633	808006	926796	940307	940627	941441	941857	949557	954488	968783	995452
359275	402434	<b>600028</b>	809007	926898	940311	940630	941449	941880	949564	954490	968786	995460
361101	402758	600155	853292	927625	940314	940640	941451	941890	949573	954706	969108	995467
361354	402782	600331	853503	928133	940333	940642	941452	941904	949589	955003	969169	995545
361357	402846	600657	853550	928509	940334	940663	941476	941912	949591	955211	970440	995591
362029	405003	601090	853681	931040	940344	940714	941485	941924	949592	955314	970578	995636
363031	410011	601154	853892	931120	940347	940724	941494	941925	949598	958102	970667	995649
363035	410208	601655	853906	931231	940350	940727	941501	941931	949609	958103	970680	995654
363156	420037	602165	853969	931377	940351	940735	941505	941938	949624	958106	970690	995706
365031	420042	602297	871590	933159	940353	940745	941524	941943	949638	958107	970709	995867
365070	420045	602900	880008	933557	940356	940756	941543	941959	949646	958118	970766	995925
366073	421006	604170	890201	935145	940359	940758	941559	941968	949647	958126	970767	995951
366116	423080	604821	891206	935270	940362	940763	941561	941969	949648	958134	970768	995983
366186	432012	605071	891342	937204	940367	940764	941565	943011	949649	958137	970772	997072
370032	441557	605558	891344	937300	940374	940793	941568	943019	949652	958145	970814	997074
370049	441708	606048	891345	937494	940375	940804	941578	943026	949653	958149	970820	997086
370050	441796	607293	891346	937504	940380	940816	941583	943031	949654	958169	970833	997087
371016	450092	607580	891630	937527	940395	940834	941590	943032	949655	958191	970838	997113
372002	452037	607588	891977	937580	940396	940838	941603	943040	949656	958207	970847	997143
372003	452517	608004	895495	937589	940417	940851	941606	946287	949657	958219	970849	997147
372290	454161	608116	895937	937593	940418	940858	941613	946505	949703	958233	970859	997221
372480	456020	631539	<b>900029</b>	937607	940423	940866	941618	946513	949706	958281	970890	997249
372688	461126	631628	900123	937608	940445	940874	941628	946536	949730	958307	970891	997254
372724	462018	631961	900131	937611	940457	940877	941633	947130	950018	958389	970918	997257
372728	462712	658109	900190	937658	940470	940882	941640	948054	950051	958425	970959	997261
372907	471022	658115	901022	937712	940476	940909	941651	948138	950129	958475	970978	997282
372920	471048	658151	901309	937735	940478	940916	941661	948209	950416	958485	970988	997291
374055	471108	662500	901857	937793	940483	940918	941673	948226	951078	958501	970990	998004
374160	472057	680042	901926	940003	940485	940922	941677	948339	951138	958546	971044	998159
377122	476046	681657	902051	940041	940492	940964	941682	948497	951268	958590	980114	998174
377135	477125	693504	902367	940042	940499	940969	941695	948544	951647	958686	980564	998213
379025	480073	<b>711029</b>	903000	940065	940504	940972	941703	948619	951820	958731	980703	998304
379257	480074	730472	904122	940072	940511	940988	941705	948700	951954	958733	982205	998311
379506	480105	735090	906311	940075	940518	940995	941706	948779	952262	958737	982476	998314
379531	480119	736018	907099	940081	940524	941003	941714	948801	952286	958755	982492	998317
379556	481220	741214	910406	940096	940531	941008	941720	948844	953204	958842	982514	999324
381035	481981	741604	914212	940097	940540	941009	941722	949051	953220	958848	985232	
381125	483222	750082	914460	940112	940541	941010	941733	949095	953321	958872	995018	
381129	488059	750915	914542	940129	940543	941026	941739	949110	954085	958892	995032	

## 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. Destroy all interim notices 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.

<b>010 001 0200 to 0299</b>	041 803 6565 to 6599	<b>082 721 0228 to 0254</b>	<b>180 031 2089 to 2098</b>
010 504 1932 to 1999	043 129 1968 to 1997	083 140 5000 to 7499	182 475 3229 to 3258
011 582 1889 to 1899	043 205 5922 to 5999	083 784 8886 to 8899	182 475 3904 to 3933
011 588 2900 to 3099	044 087 3457 to 3499	083 913 6915 to 6999	<b>210 221 0548 to 0599</b>
012 579 5675 to 5699	044 087 4000 to 4099	084 478 3920 to 3999	<b>227 275 9400 to 9999</b>
013 289 6176 to 6199	044 306 4200 to 4299	086 000 8271 to 8299	<b>273 070 8059 to 8099</b>
013 610 0014 to 0099	044 306 4370 to 4599	086 798 3840 to 3849	273 775 7700 to 7899
014 932 1000 to 1099	045 524 4121 to 4298	088 404 4472 to 4499	<b>302 000 0000 to 9999</b>
014 972 0800 to 0899	046 800 9870 to 9899	088 404 5584 to 5699	<b>349 746 2056 to 2099</b>
015 363 0065 to 0099	047 352 4000 to 4099	088 757 8688 to 8699	<b>350 518 7350 to 7374</b>
017 028 3200 to 3299	048 383 7650 to 7659	088 757 9400 to 9499	<b>360 011 1690 to 1699</b>
018 569 5333 to 5399	048 396 3647 to 3699	089 358 2248 to 2257	360 168 6008 to 6099
018 986 5264 to 5299	<b>051 142 0755 to 0799</b>	<b>093 106 9346 to 9355</b>	360 173 8800 to 8899
019 518 2814 to 2899	051 774 8857 to 8899	093 203 0500 to 0599	360 324 2326 to 2399
<b>020 698 5159 to 5199</b>	051 781 2875 to 2885	093 684 3630 to 3699	362 861 3064 to 3099
020 844 7307 to 7399	051 977 7010 to 7023	094 081 5074 to 5099	<b>373 006 2176 to 2199</b>
020 972 8948 to 8999	052 058 7115 to 7199	094 216 2555 to 2599	374 768 2600 to 2699
022 021 9110 to 9181	054 450 1130 to 1167	094 580 7062 to 7099	375 169 4400 to 4599
022 037 1411 to 1499	057 670 0563 to 0599	094 639 4200 to 4299	375 829 3400 to 3499
022 527 9201 to 9210	058 187 3836 to 3899	095 070 7186 to 7199	375 851 9100 to 9199
022 529 1882 to 1899	058 523 3003 to 3099	095 076 8300 to 8399	376 196 0911 to 0999
023 637 7169 to 7199	058 591 1153 to 1299	095 354 6864 to 6899	378 085 3679 to 3699
024 380 4100 to 4199	058 895 3746 to 3799	097 224 1350 to 1599	378 351 1063 to 1099
024 496 6870 to 6896	059 986 0814 to 0899	<b>100 160 3800 to 3899</b>	379 843 5100 to 5199
025 092 0987 to 0999	<b>060 406 7650 to 7699</b>	104 667 6400 to 6499	<b>380 093 9600 to 9699</b>
025 369 5535 to 5599	063 491 8122 to 8199	104 876 8937 to 8999	380 165 1165 to 1199
025 729 1151 to 1199	063 916 9968 to 9999	<b>112 049 4413 to 4499</b>	381 325 4500 to 4599
025 729 1643 to 1799	064 091 4500 to 4599	112 870 9765 to 9799	381 604 2510 to 2699
026 492 3180 to 3199	065 170 0471 to 0499	114 402 3850 to 3899	381 645 9525 to 9599
027 361 0430 to 0499	065 255 7909 to 7999	114 866 5368 to 5397	383 314 3968 to 3999
027 369 4482 to 4495	065 392 6345 to 6399	116 154 2800 to 2899	383 892 1000 to 1344
027 671 8762 to 8776	066 099 2014 to 2099	116 986 4400 to 4499	383 892 1382 to 1399
027 787 9886 to 9899	066 648 2880 to 2899	117 175 1647 to 5169	384 925 3641 to 3654
027 965 9487 to 9499	066 787 3639 to 3699	117 951 4687 to 4699	385 568 2331 to 2399
028 100 8069 to 8099	066 845 7500 to 9999	117 951 5200 to 5299	385 599 7554 to 7575
028 191 1852 to 1999	067 093 3869 to 3899	119 815 8961 to 6199	385 774 2024 to 2099
028 850 3000 to 3199	068 895 0334 to 0399	119 850 7400 to 7499	386 624 1412 to 1599
029 510 1500 to 1599	<b>070 724 4488 to 4499</b>	119 850 7700 to 7999	386 883 8936 to 8999
<b>030 687 0903 to 0999</b>	070 841 9181 to 9199	<b>121 634 0460 to 0499</b>	387 314 5574 to 5599
030 701 3442 to 3499	070 844 2546 to 2599	122 451 9879 to 9899	387 837 6300 to 6399
031 077 4507 to 4799	070 916 1340 to 1399	122 714 6805 to 6900	388 828 0656 to 0699
032 295 7500 to 9999	071 047 5768 to 5799	124 916 0304 to 0499	389 696 2400 to 2799
034 394 1000 to 1099	071 179 9800 to 9899	126 423 0136 to 0169	389 846 3104 to 3135
034 943 0400 to 0799	071 386 3682 to 3699	<b>160 901 2254 to 2299</b>	389 846 3145 to 3195
035 035 4337 to 4399	071 507 6840 to 6899	161 103 6581 to 6599	389 887 9211 to 9230
037 706 9578 to 9599	072 045 9641 to 9699	162 032 4447 to 4499	389 887 9234 to 9299
037 805 3677 to 3699	072 675 8287 to 8299	163 257 1085 to 1099	<b>390 001 3182 to 3199</b>
037 909 5490 to 5499	077 617 5481 to 5499	166 101 1433 to 1499	390 001 3500 to 3699
037 931 4660 to 4699	077 999 4001 to 4090	167 555 5201 to 5212	390 545 5974 to 5999
039 145 6521 to 6595	078 174 4475 to 4499	167 555 5214 to 5299	391 104 6146 to 6199
<b>040 024 3901 to 3999</b>	078 219 4931 to 4999	173 639 4685 to 4699	391 574 1466 to 1499
040 674 7100 to 7199	078 250 4756 to 4799	176 281 7937 to 7950	391 783 3020 to 3599
040 688 8816 to 8899	078 823 8312 to 8399	176 281 7963 to 7999	391 792 6100 to 6199
041 299 6752 to 6799	079 374 0300 to 2499	<b>178 254 5000 to 9999</b>	392 668 2956 to 2999
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478 469 7838	to	7858	497 854 8673	to	8699	612 751 6268	to	6299	638 318 1115	to	1199
478 469 7883	to	7899	498 449 8888	to	8899	612 751 6572	to	6599	638 318 1453	to	1499
479 280 9800	to	9899	498 929 8285	to	8499	612 774 2111	to	2199	638 885 0000	to	0299
479 365 9116	to	9176	498 936 5310	to	5399	612 774 2254	to	2299	638 903 4362	to	4373
479 412 9900	to	9999	499 016 5425	to	5499	612 774 2500	to	2599	639 415 1929	to	1999
479 667 6190	to	6199	499 440 8575	to	8899	614 469 0979	to	0999	639 415 2019	to	2099
479 748 9680	to	9699	499 731 6717	to	6799	614 474 3000	to	3099	639 420 6200	to	6299
479 860 7000	to	7199	<b>500 064 1858</b>	<b>to</b>	<b>1869</b>	614 521 3490	to	3499	639 469 3517	to	3799
<b>480 526 2000</b>	<b>to</b>	<b>2099</b>	500 070 5725	to	7799	614 645 1800	to	1899	639 605 2143	to	2199
480 640 6330	to	6399	501 331 0300	to	0399	614 832 1100	to	2099	639 657 8600	to	8799
480 658 0568	to	0599	502 227 7645	to	7699	615 017 7505	to	7599	<b>640 289 7500</b>	<b>to</b>	<b>7599</b>
480 689 5100	to	5199	502 424 0200	to	0499	617 711 6609	to	6699	640 289 7700	to	7999
481 072 9463	to	9499	502 424 0600	to	0699	617 760 5266	to	5299	641 170 4420	to	4499
481 673 0074	to	0095	503 003 2700	to	2899	617 813 3601	to	3699	641 318 3133	to	3199
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483 363 7207	to	7299	504 240 1062	to	1399	<b>620 073 9400</b>	<b>to</b>	<b>9499</b>	641 877 3310	to	3399
483 402 2356	to	2399	504 533 0421	to	0426	621 614 7907	to	7930	642 355 8094	to	8199
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483 849 1615	to	1699	506 124 0800	to	0999	621 904 8351	to	8599	644 066 0882	to	0899
484 174 4803	to	5299	<b>600 645 3223</b>	<b>to</b>	<b>3299</b>	621 916 1978	to	1989	644 069 0600	to	0699
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489 311 1930	to	1999	604 086 0880	to	0899	627 776 2500	to	2599	645 930 7948	to	7999
489 318 6200	to	6300	604 349 1414	to	1499	628 226 3100	to	3199	645 975 0737	to	0762
489 384 0027	to	0099	604 503 7776	to	7799	628 814 4702	to	4799	646 242 6200	to	6299
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<b>490 669 5850</b>	<b>to</b>	<b>6099</b>	605 988 6467	to	6499	629 964 4200	to	4294	647 048 7035	to	7099
490 717 7080	to	7099	607 689 7951	to	7960	<b>630 389 3056</b>	<b>to</b>	<b>3071</b>	647 049 2900	to	2999
490 721 6000	to	6099	607 728 1276	to	1299	630 463 0588	to	0599	647 398 8300	to	8399
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494 217 3446	to	3999	<b>610 092 3200</b>	<b>to</b>	<b>3299</b>	635 559 3449	to	3499	<b>650 114 7707</b>	<b>to</b>	<b>7719</b>
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 806 534 3400 to 3477  
 807 342 3283 to 3399  
 808 086 7100 to 7199  
 808 090 3440 to 3499  
 808 325 5161 to 5699  
 808 784 8000 to 8299  
**830 125 0672 to 0699**  
 830 602 5800 to 5999  
 830 610 3700 to 3799  
 830 983 3500 to 3599  
 830 983 3635 to 3699  
 831 354 1387 to 1399  
 831 815 8240 to 8299  
 832 525 3810 to 3899  
 833 159 1884 to 1899  
 833 456 2567 to 2599  
 833 566 3015 to 3071  
 834 130 5200 to 5299  
 834 316 5444 to 5499  
 834 354 8747 to 8766  
 834 354 8824 to 8838  
 835 269 5700 to 5799  
 835 496 7303 to 7399  
 835 539 5200 to 5999  
 835 813 3015 to 3099  
 837 672 8967 to 8999  
 837 784 3282 to 3299  
 838 176 8377 to 8399  
 838 518 1257 to 1299  
 839 718 8257 to 8299  
**840 323 0600 to 0699**  
 840 875 6235 to 6299  
 840 910 0900 to 0999  
 841 349 5000 to 5099  
 841 805 7747 to 7899  
 841 805 7944 to 8099  
 842 226 0685 to 0695  
 842 685 4600 to 4699  
 842 685 4742 to 4999  
 842 860 0300 to 0399  
 842 898 5582 to 5599  
 843 062 7100 to 7199  
 843 077 6288 to 6299  
 843 077 6378 to 6399  
 843 758 5769 to 5778  
 843 786 2554 to 2699  
 845 656 8165 to 8199  
 845 727 2100 to 2199  
 845 746 2618 to 2635  
 846 390 7531 to 7599  
 846 918 0572 to 0599  
 847 237 7690 to 7699  
 847 284 2481 to 2499  
 847 374 7055 to 7065  
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 847 636 5304 to 5399  
 847 700 5447 to 5499  
 847 723 7500 to 7599  
 849 485 3427 to 3499  
 849 520 9850 to 9899  
 849 608 1357 to 1399  
 849 792 2600 to 2699  
**850 546 1862 to 1899**  
 851 143 6826 to 6844  
 851 209 9880 to 9899  
 851 928 9221 to 9299

852 589 6560 to 6599	869 566 6150 to 6167	909 833 0947 to 0999	920 864 3480 to 3499
853 049 3646 to 3699	869 800 0000 to 999 9999	<b>910 219 8631 to 8699</b>	920 963 4567 to 4599
854 304 4089 to 4999	<b>870 054 4814 to 4899</b>	910 265 1100 to 1199	921 333 7400 to 7499
854 529 2200 to 2299	870 491 4812 to 4849	910 471 7273 to 7299	921 477 3762 to 3799
854 532 0000 to 2999	870 536 5820 to 5829	910 536 2505 to 2599	922 278 1048 to 1399
855 001 6204 to 6249	870 541 7167 to 7239	910 958 7499 to 7599	922 280 2019 to 2099
855 319 9364 to 9399	870 575 8155 to 8999	911 140 1000 to 2199	922 280 2233 to 2299
855 361 3390 to 3399	870 589 0485 to 0494	911 245 2545 to 2599	922 773 0459 to 0499
856 226 0490 to 0499	870 691 7060 to 7099	911 268 9077 to 9099	923 032 7000 to 7399
856 656 5800 to 5999	872 028 4850 to 4899	911 400 8948 to 8999	923 045 3630 to 3699
856 752 0200 to 0299	872 029 9306 to 9399	911 508 1620 to 1799	923 484 3600 to 3699
857 111 1352 to 1399	872 078 3709 to 3799	911 509 9310 to 9399	923 493 9403 to 9599
857 279 3450 to 3499	872 100 0445 to 0459	911 523 3000 to 3999	923 493 9681 to 9699
857 843 4000 to 4099	<b>900 556 4178 to 4199</b>	912 057 9922 to 9999	923 604 4424 to 4499
858 124 7644 to 7699	900 845 0044 to 0099	912 882 0563 to 0899	923 810 7800 to 8299
858 756 3111 to 3299	900 936 0217 to 0299	913 605 2218 to 2299	924 252 1200 to 1299
859 063 8200 to 8699	900 936 0435 to 0499	913 709 2429 to 2499	924 252 1400 to 1499
859 190 0600 to 0644	901 058 5255 to 5280	913 818 3501 to 3999	924 533 0711 to 0799
859 437 5538 to 5599	901 273 1082 to 1099	914 063 4300 to 4399	924 533 2343 to 2399
859 811 2888 to 2899	901 287 5143 to 5199	914 346 7621 to 7644	924 533 2428 to 2499
859 855 8873 to 8999	901 291 2789 to 2799	914 453 1366 to 1399	924 685 1957 to 1999
<b>860 240 8520 to 8599</b>	901 525 7122 to 7199	914 529 6185 to 6299	924 946 6300 to 6699
860 275 3900 to 3999	902 089 1253 to 1299	914 896 4658 to 4699	925 333 5900 to 6099
860 518 9629 to 9699	902 198 9769 to 9799	915 187 8774 to 8779	925 336 2300 to 2399
860 600 0021 to 0999	902 948 1269 to 1299	915 300 2783 to 2799	926 432 5907 to 5999
861 158 2350 to 2599	902 985 0833 to 0899	915 546 6822 to 6999	926 436 3600 to 3699
861 367 5400 to 5499	903 370 6934 to 6999	915 646 5183 to 5199	927 765 6257 to 6299
861 637 6010 to 6099	904 600 6523 to 6599	915 671 3963 to 3980	928 197 8100 to 8199
861 979 7292 to 7499	904 892 0378 to 0399	915 671 3982 to 3999	928 197 8283 to 8299
862 216 6100 to 6199	904 892 0648 to 1299	915 675 2217 to 2299	928 856 2059 to 2068
862 263 9213 to 9299	905 056 2216 to 2299	916 440 3377 to 3399	<b>930 219 1722 to 1799</b>
862 271 0800 to 0999	905 510 6647 to 6799	916 670 6352 to 6399	930 335 7810 to 7819
862 271 5000 to 5099	905 510 6900 to 7099	916 682 5300 to 5399	931 097 9259 to 9299
863 871 5138 to 5199	905 794 0000 to 0199	916 694 1414 to 1499	931 156 1502 to 1579
863 949 5300 to 5399	905 794 0288 to 0299	916 703 0802 to 0821	931 156 1600 to 1625
864 088 8200 to 8299	905 873 6900 to 6999	917 089 0709 to 0799	931 156 1671 to 1699
864 426 3972 to 3999	905 873 7100 to 7299	917 089 0842 to 0899	932 506 6400 to 6599
864 520 6117 to 6136	905 880 8900 to 8999	917 216 2928 to 2999	932 732 1796 to 1799
865 151 0526 to 0599	905 889 7100 to 7199	917 370 6300 to 6499	932 827 9026 to 9099
865 500 4034 to 4099	906 158 1508 to 1599	917 486 4900 to 4999	932 957 2300 to 2399
865 883 6082 to 6099	906 558 8812 to 8899	918 460 0602 to 0699	933 060 6160 to 6189
866 004 3000 to 3999	906 982 2214 to 2299	918 951 7231 to 7299	933 387 2541 to 2561
866 442 4100 to 4899	907 725 8500 to 8599	919 519 2786 to 2799	933 760 3609 to 4199
867 366 9108 to 9118	907 815 0216 to 0257	919 536 0770 to 0799	933 894 0928 to 0999
867 633 7403 to 7499	908 622 4225 to 4235	919 814 3095 to 3199	934 018 2729 to 2741
867 737 5623 to 5699	908 936 9254 to 9299	919 889 5110 to 5134	934 180 0300 to 0399
868 169 4529 to 4599	909 066 4494 to 7499	919 889 5178 to 5199	934 236 3954 to 3999
868 173 8400 to 8599	909 067 7400 to 7499	919 889 5030 to 5070	934 622 8717 to 8999
868 514 9000 to 9099	909 100 1787 to 1799	919 889 5090 to 5099	935 216 0312 to 0399
868 566 9200 to 9299	909 100 1900 to 2099	919 915 2774 to 2787	935 843 2202 to 2247
869 200 0000 to 9999	909 355 0422 to 0499	<b>920 155 4662 to 4687</b>	936 024 8889 to 8899
869 387 1150 to 1199	909 568 8900 to 9099	920 309 9039 to 9199	936 339 4455 to 4499
869 505 3500 to 3599	909 568 9300 to 9499	920 771 5321 to 5399	
869 523 7033 to 7099	909 725 7307 to 7399	920 857 5500 to 5899	

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

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

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

Do not cash outdated money orders **104 151 601 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

719 869 731	to	9 760	728 702 338	to	2 400	734 950 111	to	0 170	742 408 771	to	8 830
<b>720 227 871</b>	<b>to</b>	<b>7 930</b>	728 915 371	to	5 850	735 120 331	to	0 840	742 512 120	to	2 150
720 227 949	to	7 960	728 953 141	to	3 410	735 283 008	to	3 020	742 684 849	to	4 890
720 368 543	to	8 570	728 954 280	to	4 310	735 293 131	to	3 220	742 839 553	to	9 630
720 392 151	to	2 570	729 169 081	to	9 140	735 635 010	to	5 040	742 913 668	to	3 700
720 556 491	to	6 640	729 363 841	to	3 870	735 783 961	to	3 990	742 917 287	to	7 296
720 558 621	to	8 650	729 682 891	to	3 190	735 803 401	to	3 430	742 921 891	to	1 980
720 575 361	to	5 570	729 838 940	to	9 070	736 005 420	to	5 440	742 983 631	to	3 810
720 590 152	to	0 179	729 839 101	to	9 130	736 366 021	to	6 110	743 020 021	to	0 170
721 638 331	to	9 170	<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	736 624 456	to	4 500	743 206 491	to	6 500
721 815 391	to	5 420	730 109 847	to	9 880	736 670 851	to	1 060	743 235 992	to	6 050
721 969 713	to	9 740	730 373 761	to	3 850	736 767 061	to	7 090	743 940 631	to	0 900
722 072 137	to	2 160	730 501 951	to	2 130	736 767 093	to	7 120	743 978 011	to	8 070
722 378 265	to	8 280	730 519 379	to	9 470	736 982 191	to	2 370	744 234 751	to	4 780
722 413 990	to	4 004	730 569 278	to	9 360	736 982 551	to	2 730	744 499 591	to	9 680
722 764 948	to	4 980	730 711 711	to	1 740	737 110 141	to	0 170	744 626 901	to	6 910
722 825 840	to	5 889	730 722 991	to	3 230	737 185 501	to	5 710	745 388 794	to	8 910
723 153 841	to	3 850	730 845 970	to	5 990	737 317 321	to	7 350	746 446 806	to	6 820
723 237 616	to	7 630	730 888 291	to	8 320	737 517 781	to	7 840	746 818 351	to	8 410
723 331 081	to	1 110	730 927 591	to	7 680	737 628 181	to	8 210	747 245 266	to	5 280
723 496 443	to	6 470	731 307 914	to	7 930	737 634 258	to	4 270	747 364 813	to	4 830
723 967 291	to	7 320	731 402 431	to	2 460	738 361 971	to	1 980	747 501 434	to	1 450
724 655 196	to	5 340	731 407 232	to	7 320	738 447 601	to	7 660	747 739 891	to	0 070
724 711 441	to	1 500	731 588 301	to	8 340	738 648 355	to	8 450	748 148 649	to	8 760
724 711 538	to	1 560	731 767 273	to	7 320	738 849 811	to	9 900	748 259 960	to	9 970
724 793 221	to	3 250	731 781 061	to	1 120	738 892 270	to	2 290	748 565 162	to	5 280
724 908 109	to	8 120	731 837 821	to	7 910	738 997 259	to	7 380	748 874 988	to	5 030
724 937 461	to	7 670	731 841 377	to	1 450	739 161 451	to	1 540	749 137 381	to	7 410
725 163 118	to	3 151	732 018 481	to	8 600	739 219 381	to	9 440	749 190 192	to	0 210
725 202 735	to	2 750	732 067 972	to	8 370	739 740 151	to	0 180	749 685 421	to	5 450
725 398 591	to	8 800	732 188 649	to	8 670	739 793 491	to	3 520	749 846 791	to	6 850
725 464 591	to	4 920	732 193 460	to	3 470	739 793 527	to	3 550	749 993 131	to	3 580
725 475 321	to	5 330	732 201 241	to	1 390	739 942 621	to	2 650	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>
725 711 057	to	1 070	732 220 431	to	0 440	739 999 231	to	9 320	750 408 167	to	8 183
725 738 581	to	8 730	732 355 201	to	5 380	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	750 438 421	to	8 501
725 981 311	to	1 430	732 472 320	to	2 560	740 030 701	to	0 970	750 743 911	to	4 030
725 987 835	to	7 880	732 541 605	to	1 620	740 261 740	to	1 820	750 779 118	to	9 400
726 060 811	to	0 900	732 572 221	to	2 490	740 265 811	to	6 290	750 910 981	to	1 010
726 391 970	to	2 520	732 586 479	to	6 710	740 299 111	to	9 170	750 960 841	to	0 900
726 484 771	to	4 800	732 994 037	to	4 080	740 299 231	to	9 260	751 296 211	to	6 240
726 493 351	to	5 300	733 163 449	to	3 460	740 329 266	to	9 320	751 539 121	to	9 180
726 504 031	to	4 063	733 297 171	to	7 290	740 889 081	to	9 090	751 541 311	to	1 790
726 504 070	to	4 090	733 446 631	to	7 110	741 010 421	to	0 530	751 757 641	to	7 700
726 504 331	to	4 390	733 474 665	to	4 770	741 113 041	to	3 370	751 936 951	to	7 010
726 563 701	to	4 060	733 704 482	to	4 570	741 373 891	to	4 340	751 951 861	to	1 890
726 599 371	to	9 460	733 751 041	to	1 130	741 452 369	to	2 490	751 999 021	to	9 110
726 626 356	to	6 370	734 009 101	to	9 130	741 492 991	to	3 140	752 139 516	to	9 570
727 182 271	to	2 510	734 290 759	to	0 770	741 553 460	to	3 470	752 182 892	to	2 950
727 416 181	to	6 240	734 389 273	to	9 290	741 764 431	to	4 520	752 206 861	to	7 100
727 481 431	to	1 460	734 440 031	to	0 111	742 178 834	to	8 880	752 295 241	to	5 600
727 749 241	to	9 780	734 797 201	to	7 320	742 325 500	to	5 520	752 731 351	to	1 410
728 382 331	to	2 480	734 939 611	to	9 640	742 325 668	to	5 700	752 767 441	to	7 470

753 008 941	to	9 030	763 155 160	to	5 180	773 231 311	to	1 340	800 872 741	to	2 830
753 194 311	to	4 370	763 178 631	to	8 660	773 348 739	to	8 940	801 349 801	to	9 830
753 620 378	to	0 400	763 506 001	to	6 060	773 348 739	to	8 940	801 676 681	to	7 100
754 013 917	to	3 940	763 522 141	to	2 470	773 575 891	to	5 950	802 967 821	to	7 940
754 161 061	to	1 120	763 717 694	to	7 800	773 852 971	to	3 030	803 217 601	to	7 780
754 358 445	to	8 610	763 826 461	to	6 520	775 373 449	to	3 460	803 729 731	to	9 850
754 410 451	to	0 660	763 900 460	to	0 471	<b>789 257 191</b>	<b>to</b>	<b>7 250</b>	803 747 402	to	7 520
754 438 393	to	8 410	763 900 479	to	0 530	<b>790 448 020</b>	<b>to</b>	<b>8 460</b>	804 138 181	to	8 420
754 493 109	to	3 130	763 917 271	to	7 750	790 597 485	to	7 530	804 428 224	to	8 250
754 664 182	to	4 220	764 125 801	to	5 860	790 911 883	to	1 900	804 682 411	to	2 710
754 816 377	to	6 470	764 284 525	to	4 560	791 057 441	to	7 550	805 272 525	to	2 540
755 487 421	to	7 600	764 526 241	to	6 330	791 239 081	to	9 290	805 523 445	to	3 460
755 592 901	to	3 140	764 601 421	to	1 600	791 374 483	to	4 500	805 745 704	to	5 730
755 790 020	to	0 030	764 650 231	to	0 470	791 387 971	to	8 030	806 452 907	to	2 980
755 791 730	to	1 800	764 984 371	to	4 850	791 447 521	to	7 850	806 744 781	to	4 850
755 926 951	to	7 070	765 003 667	to	3 680	791 451 151	to	1 240	806 982 181	to	2 300
755 934 332	to	4 510	765 042 517	to	2 540	791 500 009	to	0 470	807 764 791	to	4 910
755 957 701	to	8 000	765 194 728	to	4 970	791 771 431	to	1 490	808 089 931	to	9 960
755 962 981	to	3 280	765 387 365	to	7 450	792 004 293	to	4 320	808 656 423	to	6 450
756 035 371	to	5 490	765 541 801	to	2 100	792 018 379	to	8 420	808 753 771	to	3 800
756 301 257	to	1 290	765 638 461	to	8 970	792 070 621	to	0 740	809 189 001	to	9 010
756 371 565	to	1 580	765 647 101	to	7 190	792 145 211	to	5 230	809 886 879	to	6 930
756 876 031	to	6 120	765 813 781	to	4 029	792 391 381	to	1 620	809 890 489	to	0 500
756 876 151	to	6 240	765 879 314	to	9 390	792 452 779	to	2 790	<b>810 323 734</b>	<b>to</b>	<b>3 760</b>
756 970 129	to	0 140	765 954 001	to	4 030	792 772 728	to	2 770	810 367 116	to	7 140
757 059 613	to	9 630	766 120 286	to	0 320	792 903 511	to	3 990	810 526 351	to	6 500
757 078 540	to	8 560	766 125 716	to	5 750	793 282 518	to	2 533	810 806 911	to	6 940
757 086 209	to	6 240	766 158 824	to	8 840	794 041 831	to	2 040	810 807 211	to	7 240
757 240 591	to	0 650	766 388 433	to	8 460	794 397 709	to	7 780	811 423 021	to	3 110
757 277 371	to	7 700	766 509 421	to	9 660	794 581 741	to	2 040	811 517 221	to	7 239
757 291 591	to	2 730	766 572 901	to	3 020	794 592 122	to	2 150	811 721 101	to	1 130
757 964 251	to	4 280	766 748 500	to	8 521	795 032 251	to	2 340	812 025 721	to	5 900
758 067 001	to	7 090	767 024 341	to	4 370	795 796 291	to	6 350	812 093 073	to	3 130
758 105 221	to	5 250	767 326 471	to	6 590	796 070 139	to	0 160	812 100 821	to	0 840
758 324 941	to	5 000	767 332 561	to	2 950	796 143 151	to	3 630	812 465 251	to	5 610
758 593 628	to	3 650	768 009 841	to	9 960	796 159 725	to	9 740	812 918 341	to	8 670
758 709 038	to	9 060	768 011 489	to	1 520	796 169 306	to	9 340	812 918 701	to	8 760
758 744 101	to	4 160	768 177 980	to	7 990	796 373 406	to	3 430	813 050 491	to	0 520
758 850 883	to	0 900	768 391 081	to	1 170	796 602 961	to	3 050	813 073 171	to	3 200
758 860 951	to	1 550	768 661 569	to	1 650	796 708 441	to	8 500	813 398 476	to	8 550
759 152 851	to	2 880	769 000 051	to	0 080	796 886 281	to	6 430	813 713 971	to	4 000
759 740 941	to	1 090	769 050 841	to	0 900	796 901 701	to	2 000	813 858 121	to	8 150
<b>760 004 596</b>	<b>to</b>	<b>4 610</b>	769 159 081	to	9 178	796 975 466	to	5 590	814 789 330	to	9 349
760 118 191	to	8 250	769 737 496	to	7 510	797 272 917	to	2 950	814 984 656	to	4 680
760 155 001	to	5 090	769 778 491	to	8 730	797 519 441	to	9 460	815 016 020	to	6 030
760 378 002	to	8 020	769 827 331	to	7 450	797 519 731	to	0 240	815 199 410	to	9 420
760 692 722	to	2 749	<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	797 535 181	to	5 330	815 240 491	to	0 520
761 055 460	to	5 480	770 723 281	to	3 400	797 646 151	to	6 180	815 755 591	to	5 620
761 169 781	to	9 810	770 790 451	to	0 480	798 040 053	to	0 080	815 755 622	to	5 650
761 504 941	to	5 120	770 915 150	to	5 490	798 055 813	to	5 830	815 806 381	to	6 680
761 516 836	to	6 910	771 455 551	to	5 610	798 055 891	to	5 950	816 126 834	to	6 870
761 613 588	to	3 600	771 609 661	to	9 690	798 326 371	to	6 520	816 156 721	to	6 780
761 688 631	to	8 690	771 932 551	to	2 580	798 339 167	to	9 210	816 580 903	to	0 920
761 805 199	to	5 240	772 057 224	to	7 440	798 562 411	to	2 440	816 945 571	to	5 600
761 826 106	to	6 120	772 162 660	to	3 070	798 632 461	to	2 490	817 253 011	to	3 280
761 881 171	to	1 560	772 718 615	to	8 640	798 807 151	to	7 510	817 763 881	to	4 060
761 975 641	to	5 670	772 940 140	to	0 160	798 944 761	to	5 030	818 330 562	to	0 610
761 975 886	to	5 895	772 970 886	to	0 940	799 118 616	to	8 640	818 459 641	to	9 670
762 304 144	to	4 170	773 009 419	to	9 430	799 133 191	to	3 220	818 926 273	to	6 320
762 324 931	to	4 960	773 112 031	to	2 060	799 177 626	to	7 650	818 950 351	to	0 380
762 439 261	to	9 290	773 125 387	to	5 410	799 854 751	to	5 200	818 962 492	to	2 530
762 524 158	to	4 220	773 179 320	to	9 410	<b>800 044 320</b>	<b>to</b>	<b>4 410</b>	819 032 341	to	2 730
762 584 872	to	4 970	773 202 989	to	3 140	800 211 901	to	2 440	819 127 054	to	7 080
762 593 431	to	3 460	773 208 991	to	9 290	800 427 530	to	7 540	819 278 540	to	8 670

819 544 681	to 4 740	822 900 991	to 1 020	826 582 951	to 3 430	828 732 331	to 2 390
819 928 441	to 8 650	822 925 951	to 6 100	826 720 201	to 0 230	828 807 781	to 7 840
<b>820 034 406</b>	<b>to 4 430</b>	823 284 931	to 4 990	827 005 671	to 5 830	828 830 952	to 0 963
820 070 761	to 1 540	823 293 031	to 3 210	827 287 861	to 7 950	828 939 781	to 0 050
820 191 342	to 1 360	823 556 011	to 6 100	827 291 502	to 1 520	829 002 721	to 2 870
820 274 856	to 4 880	824 078 341	to 8 370	827 575 381	to 5 470	829 005 301	to 5 540
820 600 171	to 0 230	824 156 325	to 6 340	827 609 085	to 9 100	829 080 241	to 0 330
821 172 241	to 2 360	824 511 252	to 1 270	827 619 811	to 9 840	829 160 986	to 1 000
821 229 661	to 9 720	824 588 281	to 8 370	827 883 511	to 3 600	829 176 841	to 6 930
821 229 743	to 9 780	825 140 397	to 0 460	828 160 441	to 0 530	829 471 561	to 1 590
821 903 731	to 3 910	825 409 651	to 9 680	828 376 201	to 6 260	829 561 065	to 1 080
821 927 841	to 7 850	825 472 171	to 2 200	828 441 602	to 1 630	829 566 481	to 6 510
822 505 801	to 5 830	826 042 898	to 2 920	828 539 316	to 9 340	829 569 931	to 9 960
822 703 442	to 3 470	826 226 644	to 6 670	828 539 341	to 9 370		

— Criminal Investigations Group, Postal Inspection Service, 1-13-11

### Verifying U.S. Postal Service Money Orders

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

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

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

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

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

— Special Services,  
Retail Products and Services, 1-13-11

### Counterfeit Canadian Money Order Forms

#### Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Destroy all interim notices 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, 1-13-11

### 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, 1-13-11

## 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 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	Effective Date	See Restrictions
APO AE 09358	Close	01/13/11	
APO AE 09707	Add J, M	01/13/11	A1-B-C-J-M-N-R-U-V
APO AE 09718	Add M, Z	01/13/11	A1-B-F-I-M-N-R-U-V-Z

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
09002	A1-B-C-D-M-R-U	09060	A1-B-C-D-F1-M-R-U	09138	A1-B-C-D-M-R-U	09304	A-A1-B-C1-E2-F-H1-M-R-V-Z1
09003	A1-B-C-D-M-P-R-U	09063	A1-B-C-D-L-M-R-U	09139	A1-B-C-D-M-R-U	09305	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09004	A1-B-C-D-M-R-U	09067	A1-B-C-D-M-R-U	09140	A1-B-C-D-M-R-U	09306	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1
09005	A1-B-C-D-M-P-R-U	09068	A1-B-C-D-U-Z1	09142	A1-B-C-D-F-F1-P-R-U	09307	A1-B-N-V-Z1
09006	A1-B-C-D-M-R-U	09069	A-A1-B-C-D-U-V	09143	A1-B-C-D-M-R-U	09308	A-A1-B-C1-E2-F-H1-M-R-V-Z1
09007	A1-B-C-D-M-R-U	09075	A1-B-C-D-M-R-U	09154	A1-B-C-D-M-R-U	09309	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09008	A-A1-B-C-D-M-P-R-U	09079	A1-B-C-D-M-R-U	09172	A1-B-C-D-M-R-U	09310	A-A1-B-C1-E2-F-H1-M-R-V-Z1
09009	A1-B-C-D-F1-M-R-U	09081	A1-B-C-D-M-R-U	09173	A1-B-C-D-M-R-U	09311	A-A1-B-C1-E2-F-H1-M-R-V-Z1
09011	A1-B-C-D-M-R-U	09086	A1-B-C-D-M-R-U	09177	A1-B-C-D-M-R-U	09312	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1
09012	A1-B-C-D-F-F1-M-R-U	09088	A1-B-C-D-M-R-U	09180	A1-B-C-D-M-R-U	09313	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09013	A1-B-C-D-F-F1-M-R-U-Z1	09090	A1-B-C-D-M-P-R-U	09186	A1-B-C-D-M-R-U	09314	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09014	A1-B-C-D-M-R-U	09092	A1-B-C-D-M-R-U	09211	A1-B-C-D-M-P-R-U	09315	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1
09020	A1-B-C-D-M-R-U	09094	A1-B-C-D-F-F1-M-P-R	09213	A1-B-C-D-F1-M-R-U	09316	A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1
09021	A1-B-C-D-F1-M-R-U	09095	A1-B-C-D-M-R-U	09214	A1-B-C-D-F1-M-R-U	09317	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09022	A1-B-C-D-M-R-U	09096	A1-B-C-D-M-R-U	09226	A1-B-C-D-F1-M-R-U	09320	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09028	A1-B-C-D-M-R-U	09099	A1-B-C-D-M-R-U	09227	A1-B-C-D-F1-M-R-U	09321	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09033	A1-B-C-D-M-R-U	09100	A1-B-C-D-M-R-U	09229	A1-B-C-D-M-R-U		
09034	A1-B-C-D-M-R-U	09102	A1-B-C-D-M-R-U	09237	A1-B-C-D-M-R-U-V		
09038	A1-B-C-D-M-R-U	09103	A1-B-C-D-U	09245	A1-B-C-D-M-R-U		
09042	A1-B-C-D-M-R-U	09104	A1-B-C-D-F1-M-R-U	09250	A1-B-C-D-M-R-U		
09046	A1-B-C-D-M-R-U	09107	A1-B-C-D-M-R-U	09261	A1-B-C-D-F1-M-R-U-V		
09049	A1-B-C-D-M-R-U	09112	A1-B-C-D-M-R-U	09263	A1-B-C-D-M-R-U		
09051	A1-B-C-D-M-R-U	09114	A1-B-C-D-M-R-U	09264	A1-B-C-D-M-R-U		
09053	A1-B-C-D-M-R-U	09123	A1-B-C-D-F1-M-R-U	09265	A1-B-C-D-F1-M-N-R-U		
09054	A1-B-C-D-M-R-U	09126	A1-B-C-D-F-F1-M-P-R	09267	A1-B-C-D-M-R-U		
09055	A1-B-C-D-F-M-R-R1-U-V	09128	A1-B-C-D-M-R-U	09301	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1		
09058	A1-B-C-D-M-R-U	09131	A1-B-C-D-M-R-U	09302	A-A1-B-C1-F-F1-M-N-V-Z-Z1		
09059	A1-B-C-D-M-R-U	09136	A1-B-C-D-F1-M-R				
		09137	A1-B-C-D-F1-M-R-U				

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09327	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09369	A-A1-B-C1-E2-F-H1-M-R-R1-V	09503	A1-B-V	09610	A1-B-C-F-F1-M-R-U-V
09328	A-A1-B-C1-E2-F-H1-R-R1-V-Z1	09370	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09504	A1-B-V	09613	A1-B-C-F-U-V
09330	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09371	A-A1-B-C1-E2-F-H1-M-R-V	09505	A1-B-V	09617	A1-B-C-F-U
09331	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09372	A-A1-B-C1-E2-F-H1-M-R-R1-V	09506	A1-B-V	09618	A1-B-C-F-U
09332	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09373	A-A1-B-C1-E2-F-H1-M-R-R1-V	09507	A1-B-V	09620	A1-B-C-F-U
09333	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09374	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09508	A1-B-V	09621	A1-B-C-F-U
09334	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09375	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09509	A1-B-V	09622	A1-B-C-F-U
09336	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1	09376	A-A1-B-C1-E2-F-H1-M-R-R1-V	09510	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09623	A1-B-C-F-U
09337	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09377	A-A1-B-C1-E2-F-H1-M-R-R1-V	09511	A1-B-V	09624	A1-B-C-F-U
09338	A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1	09378	A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1	09513	A1-B-F-F1-R-R1-V	09625	A1-B-C-F-U
09339	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09380	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09517	A1-B-F-F1-R-R1-V	09626	A1-B-C-F-U
09340	A-A1-B-C1-F-R-V	09382	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09524	A1-B-F-F1-R-R1-V	09630	A1-B-C-F-U-V
09342	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09383	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09532	A1-B-F-F1-R-R1-V	09631	A1-B-C-F-U
09343	A-A1-B-C1-F-M-N-V-Z1	09384	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09534	A1-B-F-F1-R-R1-V	09633	A1-B-B2-C-D-F-F1-M-R-U-U1-U2-U3-V-Z1
09344	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09387	A-A1-B-C1-E2-F-H1-M-R-V	09543	A1-B-F-F1-R-R1-V	09636	A1-B-C-F-U
09347	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09391	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09545	A1-B-V	09642	A1-B-M-N-R-U
09348	A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1	09393	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09549	A1-B-V	09643	A1-B-M-R-U
09350	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09394	A-A1-B-C1-E2-F-F1-H1-M-N-R-R1-V-Z1	09554	A1-B-F-F1-R-R1-V	09645	A1-B-C-F-F1-U
09351	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09396	A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1	09556	A1-B-F-F1-R-R1-V	09647	A1-B-N-R-U
09352	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09397	A-A1-B-C1-E2-F-F1-H1-M-R-R1-S-T-V-Z1	09564	A1-B-F-F1-R-R1-V	09648	A1-B-N-U-V-Z1
09353	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09402	A-A1-B-C-F-R-R1-U3-W	09565	A1-B-F-F1-R-R1-V	09649	A1-B-N-U-Z1
09354	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09403	A1-B-C-C1-M-R-U	09566	A1-B-F-F1-R-R1-V	09701	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09355	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09421	A1-B-C-C1-M-R-U	09567	A1-B-F-F1-R-R1-V	09702	A1-B-C-C1-F1-M-R-R1-U
09356	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09447	A1-B-C-C1-R-U-V	09568	A1-B-V	09703	A1-B-C-F1-U
09357	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09454	A1-B-C-C1-M-R-U-V	09569	A1-B-F-F1-R-R1-V	09704	A1-B-C-V
09359	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09456	A1-B-C-C1-H-H1-M-R-Z1	09570	A1-B-F-F1-R-R1-V	09705	A1-B-U
09360	A1-B-V	09459	A1-B-C-C1-M-R-U	09573	A1-B-F-F1-R-R1-V	09706	A1-B-C-N-R-U-V
09363	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09461	A1-B-C-C1-M-P-R-U	09574	A1-B-F-F1-R-R1-V	<b>09707 A1-B-C-J-M-N-R-U-V</b>	
09364	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09463	A1-B-C-C1-R-U	09575	A1-B-F-F1-R-R1-V	09708	A1-B
09365	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09464	A1-B-C-C1-R-U	09576	A1-B-F-F1-R-R1-V	09709	A1-B-F1
09366	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09466	A1-B-C-C1-M-R-U	09577	A1-B-F-F1-R-R1-V	09710	A1-B-C-C1-F1-M-N-R-R1-U
09368	A-A1-B-C1-E2-F-H1-M-N-R-V-Z1	09468	A1-B-C-C1-M-R-U	09579	A1-B-F-F1-R-R1-V	09711	A1-B-F1-N-R-Z1
		09469	A1-B-C-C1-R-U	09581	A1-B-F-F1-R-R1-V	09713	A1-B-C-F1-R
		09470	A1-B-C-C1-M-R-U	09582	A1-B-F-F1-R-R1-V	09714	A1-B-C-C1-F1-M-R-R1-U
		09494	A1-B-C-C1-M-R-U	09588	A1-B-V	09715	A1-B-F1-M-R
		09496	A1-B-C-C1-R-U-V	09589	A1-B-V	09716	A1-B-C-D-M-N-R-U-V
		09498	A1-B-C-C1-F-F1-F2-J-L-N-R-R1-T-V-Z1	09590	A1-B-V	09717	A-A1-B-M-R-V-W
		09501	A1-B-V	09591	A1-B-F-F1-R-R1-V	<b>09718 A1-B-F-I-M-N-R-U-V-Z</b>	
		09502	A1-B-V	09593	A1-B-V	09719	A1-B-C-D-M-R-U-V
				09594	A1-B-V	09720	A1-B-M-R-U-V
				09596	A1-B-V	09721	A1-B-N-R-U-V-Z1
				09599	A1-B-F-F1-R-R1-V	09722	A-A1-B-F-N-Q-V-Z1
				09602	A1-B-C-F-F1-N-R-U	09723	A1-B-M-N-R-U-V-Z1
				09603	A1-B-C-F-F1-R-U-V	09724	A1-B-C-C1-F1-M-R-R1-U
				09604	A1-B-C-F-F1-P-R-U-V	09726	A1-B-M-N-R-U-V
				09605	A1-B-C-D-M-R-U-V	09727	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
				09606	A1-B-C-D-M-R-U-V	09728	A-A1-B-B2-C-C1-F-J-L-N-R-R1-T-V-Z1
				09607	A-A1-B-C-F-F1-M-R-R1-U-U3-V-W	09729	A1-B-C-F-N-R-R1-U-V
				09608	A1-B-C-F-N-U-V		
				09609	A1-B-C-F-U		

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09730	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09807	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09853	A1-B-E2-F-H1-R-R1-U2-V-Z1	34093	A1-B-F-F1-R-R1-V
09731	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09808	A-A1-B-C1-E2-F-H1-M-R-V	09855	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1	34095	A1-B-V
09732	A1-B-N-V-Z1	09809	A1-B-V-Z1	09858	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	34098	A1-B-V
09733	A1-B-N-V	09810	A-A1-B-F-F1-N-R-V-Z1	09859	A1-B-C1-F-F1-H1-N-R-R1-V-Z1	34099	A1-B-V
09734	A-A1-B-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09811	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	09865	A-A1-B-V-Z1	96201	A-A1-B
09735	A1-B-N-V-Z1	09812	A1-B-E2-E3-F-F1-I-N-R-U-V-Z1	09868	A-A1-B-U-V-Z1	96202	A-A1-B-U
09736	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09813	A-A1-B-B2-C1-E2-E3-F-J-L-N-R-R1-T-V-Z1	09870	A-A1-B-C1-E2-F-H1-M-R-R1-U-V-Z1	96203	A-A1-B
09737	A-A1-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-W-Y-Z1	09814	A1-B-E2-E3-F-F1-I-N-R-U-V-Z1	09880	A-A1-B-C1-E2-F-H1-R-R1-U-V-Z1	96204	A-A1-B
09738	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09815	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09889	A1-B-E2-F-H1-N-R-R1-U2-V-Z1	96205	A-A1-B-U
09739	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09816	A-A1-B-B2-C-C1-E2-E3-F-J-L-N-R-R1-T-V-Z1	09892	A-A1-B-E2-F-N-R-R1-V-Z1	96206	A-A1-B-U
09741	A-A1-B-C1-E2-F-F1-H1-J-L-M-N-R-R1-T-V-W-Y-Z1	09817	A-A1-B-B2-C1-E2-E3-F-F1-H-H1-J-L-M-N-R-T-V-Z1	09898	A1-B-E2-F-H1-N-R-R1-U2-V-Z1	96207	A-A1-B-U
09742	A-A1-B-B2-F-F1-J-L-M-N-R-T-V-Z1	09818	A-A1-B-C-F-M-V-Z1	34002	A1-B-J-L-N-U-Z1	96213	A-A1-B-U
09743	A-A1-B-F-N-Q-V-Z1	09819	A-A1-B-P-R-V-Z1	34004	A-B-J-L-N-U-V	96214	A-A1-B-U
09744	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09820	A-A1-B-B2-F-H-H1-J-L-M-N-R-R1-T-V-Z1	34006	A-A1-B-C1-F1-N-V-Z1	96218	A-A1-B-U
09745	A-A1-B-F-F1-M-N-R-R1-V-Z1	09821	A-A1-B-F-R-V-Z1	34007	A-A1-B-C1-F-F1-M-N-R-R1-V-Z1	96224	A-A1-B-U
09746	A-A1-B-C-E1-N-V-Z1	09822	A-A1-B-F-R-V-Z1	34008	A1-B-B2-D-E1-F-H-H1-J-L-M-N-R-R1-T-V-Z1	96257	A-A1-B-U
09747	A1-B-F-J-N-U-V-Z1	09823	A-A1-B-F-R-V-Z1	34011	A1-B-B2-C1-E2-F-J-L-M-N-R-R1-T-V-Z1	96258	A-A1-B-U
09748	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09824	A-A1-B-F-R-V-Z1	34020	A1-B-J-L-M-N-U-V-Z1	96260	A-A1-B-U
09749	A-A1-B-F-N-V-Z1	09825	A-A1-B-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	34021	A1-B-J-L-M-N-U-V-Z1	96262	A-A1-B-U-V
09750	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09826	A-A1-B-B2-C1-E1-E2-E3-F-I-L-M-N-R-R1-T-V-W-Z1	34022	A1-B-D-F-J-L-M-N-U-V-Z1	96264	A-A1-B-U
09751	A1-B-C-D-M-R-U	09827	A-A1-B-F-F1-N-R-V-Z1	34023	A1-B-J-L-M-N-U-V-Z1	96266	A-A1-B-U
09752	A1-B-C-D-U	09828	A1-B-J-L-N-V-Z1	34024	A1-B-L-M-N-U-V-Z1	96269	A-A1-B-U
09754	A1-B-U	09829	A1-B-C-N-R-V-Z1	34025	A1-B-F-J-L-M-N-U-V-Z1	96271	A-A1-B-U
09755	A1-B-U	09830	A1-B-C-M-N-R-V-Z1	34030	A1-B-J-L-M-N-U-V-Z1	96275	A-A1-B-V
09756	A1-B-U	09831	A1-B-F-N-U-V-Z1	34031	A1-B-J-L-M-N-U-V-Z1	96276	A-A1-B
09758	A-A1-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09832	A-A1-B-U1-V-Z1	34032	A1-B-J-L-M-N-U-V-Z1	96278	A-A1-B-U
09759	A-A1-B-B2-C-C1-E2-F-F1-F2-J-L-N-R-R1-T-V-Z1	09833	A1-B-U1-V-Z1	34033	A1-B-C-F-J-L-M-N-V-Z1	96283	A-A1-B-U
09762	A-A1-B-B2-E3-F-F1-J-L-N-R-R1-T-V-Z1	09834	A1-B-F-F1-R-R1-V-Z1	34034	A1-B-J-L-M-N-V-Z1	96284	A-A1-B-U-V
09769	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09835	A-A1-B-V-Z1	34035	A1-B-H-J-L-M-N-U-V-Z1	96297	A-A1-B-U
09777	A-A1-B-C-E1-M-N-R	09836	A-A1-B-C-F-M-V-Z1	34036	A1-B-J-L-M-N-U-V-Z1	96303	A1-B-H-J-L-M-N-W
09780	A-A1-B-F-N-R-V	09837	A1-B-V-Z1	34037	A1-B-C-F-H-I-L-M-N-V-Z1	96306	A1-B-F-F1-F2-H-M-W
09798	A1-B-C-D-L-U-V	09838	A1-B-V-Z1	34038	A1-B-L-M-N-U-V-Z1	96309	A1-B-M-V-W
09801	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09839	A-A1-B-U-V-Z1	34039	A1-B-J-L-M-N-U-V-Z1	96310	A1-B-M-W
09803	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	09840	A-A1-B-V-Z1	34041	A1-B-J-L-M-N-U-V-Z1	96319	A1-B-M-W
09804	A-A1-B-F-F1-N-R-V-Z1	09841	A-A1-B-N-R-U-Z1	34042	A1-B-D-F-M-N-V-Z1	96321	A1-B-F-F1-F2-H-M-W
09805	A-B-F-F1-R-R1-V-Z1	09842	A-A1-B-M-N-R-Z1	34050	A1-B-V	96322	A1-B-F-F1-F2-H-M-W
09806	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09844	A-A1-B-C-F-N-U-V-Z1	34055	A1-B-J-L-M-N-U-V-Z1	96323	A1-B-M-V-W
		09845	A-A1-B-B2-E3-F-F1-I-L-M-N-Z1	34058	A1-B-F-F1-R-R1-V-Z1	96326	A1-B-M-W
		09846	A-A1-B-B2-C1-E2-F-I-L-N-R-R1-T-V-Z1	34060	A1-B-B2-C1-E2-F-I-L-N-R-R1-T-V-Z1	96328	A1-B-M-W
		09852	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	34078	A1-B-F1-N-V-Z1	96330	A1-B-M-W
				34090	A1-B-F-F1-R-R1-V	96336	A1-B-M-V-W
				34091	A1-B-F-F1-R-R1-V	96337	A1-B-M-W
				34092	A1-B-F-F1-R-R1-V	96338	A1-B-M-W
						96339	A1-B-M-V-W
						96343	A1-B-M-W
						96346	A1-B-F-F1-F2-H-M-V-W
						96347	A1-B-F-F1-F2-H-M-W
						96348	A1-B-F-F1-F2-H-M-W
						96349	A1-B-F-F1-F2-H-M-W
						96350	A1-B-F-F1-F2-H-M-W
						96351	A1-B-F-F1-F2-H-M-W
						96362	A1-B-F-F1-F2-M-W
						96365	A1-B-M-V-W
						96367	A1-B-L-M-W



APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
96368	A1-B-M-W	96520	A1-B-F-N-U3-V	96577	A-A1-B-F-H-M-U	96643	A1-B-F-F1-R-R1-V
96370	A1-B-F-F1-F2-H-M-W	96521	A1-B-F-N-U3	96595	A1-B-V	96650	A1-B-F-F1-R-R1-V
96372	A1-B-M-W	96522	A1-B-F-N-U	96598	A1-B-N-V	96657	A1-B-F-F1-R-R1-V
96373	A1-B-M-W	96530	A-A1-B-F-F1-H-H1-M-N-U-V	96599	A1-B-N-V	96660	A1-B-F-F1-R-R1-V
96374	A1-B-M-W	96531	A-A1-B-F-F1-H-M-N-U-V	96601	A1-B-V	96661	A1-B-F-F1-R-R1-V
96375	A1-B-M-W	96532	A-A1-B-H-J-L-M-N-U-V	96602	A1-B-V	96662	A1-B-F-F1-R-R1-V
96376	A1-B-M-W	96534	A-A1-B-F	96603	A1-B-V	96663	A1-B-F-F1-R-R1-V
96377	A1-B-M-W	96535	A-A1-B-F-V	96604	A1-B-V	96664	A1-B-V
96378	A1-B-M-W	96537	A1-B-V	96605	A1-B-V	96665	A1-B-V
96379	A1-B-M-W	96538	A1-B-V	96606	A1-B-V	96666	A1-B-V
96384	A1-B-M-W	96540	A1-B-V	96607	A1-B-V	96667	A1-B-F-F1-R-R1-V
96386	A1-B-M-W	96541	A1-B-V	96608	A1-B-V	96668	A1-B-F-F1-R-R1-V
96387	A1-B-M-W	96542	A1-B-V	96609	A1-B-V	96669	A1-B-F-F1-R-R1-V
96388	A1-B-M-W	96543	A1-B-P-V	96610	A1-B-V	96670	A1-B-V
96401	A1-B-F-N-V-Z1	96544	A1-B-F-N-U3-V	96611	A1-B-V	96671	A1-B-F-F1-R-R1-V
96426	A-A1-B-C1-E2-F-H1-M-R-V	96546	A1-B-F-U3	96612	A1-B-F-F1-R-R1-V	96672	A1-B-F-F1-R-R1-V
96427	A-A1-B-C1-E2-F-H1-M-R-R1-V	96548	A-A1-B-H-M-U	96613	A-A1-B-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96673	A1-B-V
96447	A1-B-F-N-U3-V	96549	A-A1-B-H-M-U	96614	A-A1-B-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96674	A1-B-F-F1-R-R1-V
96501	A-A1-B-N-V	96550	A-A1-B-H-M-U-V	96615	A1-B-F-F1-R-R1-V	96675	A1-B-F-F1-R-R1-V
96502	A1-B-F-N-U3-V	96551	A-A1-B-H-M-N-U	96616	A1-B-F-F1-R-R1-V	96677	A1-B-F-F1-R-R1-V
96503	A1-B-F-N-U3-V	96552	A1-B	96617	A1-B-F-F1-R-R1-V	96678	A1-B-F-F1-R-R1-V
96507	A-A1-B-F-V	96553	A-A1-B-F-F1-H-M-U	96619	A1-B-V	96679	A1-B-F-F1-R-R1-V
96510	A1-B-I-N-V	96554	A-A1-B-H-M-U	96620	A1-B-F-F1-R-R1-V	96681	A1-B-V
96511	A1-B-I-N-V	96555	A1-B-F-M-V	96621	A1-B-V	96682	A1-B-V
96515	A1-B-D-F-U3	96557	A1-B-F-M-V	96622	A1-B-F-F1-R-R1-V	96683	A1-B-V
96516	A1-B-D-F	96562	A-A1-B-B2-C-C1-D-E2-E3-F-F1-H-H1-I-L-M-N-R-T-V-Z-Z1	96624	A1-B-F-F1-R-R1-V	96686	A1-B-V
96517	A1-B-F-U3-V			96628	A1-B-F-F1-R-R1-V	96687	A1-B-V
96518	A1-B-V			96629	A1-B-F-F1-R-R1-V	96698	A1-B-V

## RESTRICTIONS

### LEGEND

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

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

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

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

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

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

**B.** Regardless of mail class, a customs declaration form is required for all items weighing 16 ounces or more, or any item (regardless of weight) containing potentially dutiable mail contents (e.g., merchandise) addressed to an APO, FPO, or DPO ZIP Code. PS Form 2976 is required for items weighing less than 16 ounces, and PS Form 2976-A is required for items weighing 16 ounces or more. No customs form is required for items weighing less than 16 ounces when the contents are not potentially dutiable (e.g., documents). When the surface area of the address side of the mailpiece is not large enough to contain a PS Form 2976-A, the smaller PS Form 2976 may be substituted (e.g., the Priority Mail Small Flat Rate Box). The following exceptions apply:

- Known mailers are exempt from providing customs documentation on non-dutiable letters or printed matter. (A known mailer is a business mailer who enters volume mailings through a business mail entry unit (BMEU) or other bulk mail acceptance location, pays postage through an advance deposit account, uses a permit imprint for postage payment, and submits a completed postage statement at the time of entry that certifies that the mailpieces contain no dangerous materials that are prohibited by postal regulations.)
- All federal, state, and local government agencies whose mailings are regarded as "Official Mail" are exempt from providing customs documentation on any item addressed to an APO, FPO, or DPO except for those APOs/FPOs/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."

**B2.** All federal, state, and local government agencies must complete customs documentation when sending potentially dutiable mail addressed to or from this APO, FPO, or DPO.

**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.

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

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

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

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

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

**N.** Registered mail is prohibited.

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

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

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

**R.** All alcoholic beverages, including those mailable under DMM 601.11.7, are prohibited.

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

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

- Maximum length 12 inches.
- Maximum width 12 inches.
- Maximum height 5 1/2 inches.
- Maximum weight 25 pounds.

The maximum length and girth combined may not exceed 47 inches.

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

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

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

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

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

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

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

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

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

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

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

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

Januray 2011

## Have You Seen Any of These Missing Children?

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



**Name:** Christopher Argumenti  
Born: 5-4-93  
Date Missing: 9-20-10  
Missing From: Greenville, SC



**Name:** Larita Coleman  
Born: 6-8-94  
Date Missing: 11-10-10  
Missing From: Chicago, IL



**Name:** Shantease Coleman  
Born: 8-30-95  
Date Missing: 11-10-10  
Missing From: Chicago, IL



**Name:** Jessica Delgadillo  
Born: 2-8-96  
Date Missing: 10-20-10  
Missing From: Amarillo, TX



**Name:** Miyah Goldstein  
Born: 6-5-95  
Date Missing: 10-21-10  
Missing From: Saint Louis, MO

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

### Missing Children Poster Display Instructions

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

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

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

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

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

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

January 2011

## Have You Seen Any of These Missing Children?

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



**Name:** Jasmine Hammond  
Born: 10-13-94  
Date Missing: 11-8-10  
Missing From: Orangeburg, SC



**Name:** Alexandra Kiser  
Born: 8-19-93  
Date Missing: 9-16-10  
Missing From: Fort Myers, FL



**Name:** Jamie McKinney  
Born: 6-30-93  
Date Missing: 9-26-10  
Missing From: Chicago, IL



**Name:** Paris Palmer  
Born: 8-21-93  
Date Missing: 9-15-10  
Missing From: Moncks Corner,  
SC



**Name:** Tyrell Parks  
Born: 12-31-93  
Date Missing: 9-10-10  
Missing From: Chicago, IL

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

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**Name:** Jacob Pressley  
Born: 8-16-94  
Date Missing: 9-12-10  
Missing From: Belton, SC



**Name:** David Smith  
Born: 11-16-93  
Date Missing: 9-23-10  
Missing From: Anderson, SC



**Name:** Jakadrien Turner  
Born: 3-24-96  
Date Missing: 11-19-10  
Missing From: Dallas, TX



**Name:** James Willman  
Born: 6-16-91  
Date Missing: 11-27-10  
Missing From: Woodson  
Terrance, MO



**Name:** Wesley Woodward  
Born: 7-7-93  
Date Missing: 10-26-10  
Missing From: Anderson, SC

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

### Missing Children Poster Display Instructions

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## Thrift Savings Plan Fact Sheet

ANNUAL RETURNS	G Fund	F Fund	U.S. Aggregate Index	C Fund	S&P 500 Stock Index	S * Fund	Dow Jones U.S. Completion TSM Index	I * Fund	EAFE Stock Index
1994	7.22	-2.96	-2.92	1.33	1.32	—	-2.66	—	7.75
1995	7.03	18.31	18.47	37.41	37.58	—	33.48	—	11.27
1996	6.76	3.66	3.63	22.85	22.96	18.52	17.18	6.27	6.14
1997	6.77	9.60	9.65	33.17	33.36	26.61	25.69	1.46	1.55
1998	5.74	8.70	8.69	28.44	28.58	7.51	8.63	20.46	20.09
1999	5.99	-0.85	-0.82	20.95	21.04	32.70	35.49	26.81	26.72
2000	6.42	11.67	11.63	-9.14	-9.10	-8.76	-15.77	-14.11	-14.17
2001	5.39	8.61	8.44	-11.94	-11.89	-2.22*	-2.52*	-15.42*	-14.88*
2002	5.00	10.27	10.26	-22.05	-22.10	-18.14	-17.80	-15.98	-15.94
2003	4.11	4.11	4.10	28.54	28.69	42.92	43.84	37.94	38.59
2004	4.30	4.30	4.34	10.82	10.88	18.03	18.10	20.00	20.25
2005	4.49	2.40	2.43	4.96	4.91	10.45	10.03	13.63	13.54
2006	4.93	4.40	4.33	15.79	15.79	15.30	15.28	26.32	26.34
2007	4.87	7.09	6.97	5.54	5.49	5.49	5.39	11.43	11.17
2008	3.75	5.45	5.24	-36.99	-37.00	-38.32	-39.03	-42.43	-43.38
2009	2.97	5.99	5.93	26.68	26.46	34.85	37.43	30.04	31.78

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

MONTHLY RETURNS	G Fund	F Fund	U.S. Aggregate Index	C Fund	S&P 500 Stock Index	S * Fund	Dow Jones U.S. Completion TSM Index	I * Fund	EAFE Stock Index
<b>2010</b>									
Jan	0.29	1.54	1.53	-3.60	-3.60	-2.43	-2.39	-5.17	-4.41
Feb	0.24	0.38	0.37	3.11	3.10	4.89	4.83	0.06	-0.69
March	0.27	-0.11	-0.12	6.04	6.03	7.39	7.33	6.28	6.24
April	0.28	1.07	1.04	1.58	1.58	4.82	4.76	-2.35	-1.81
May	0.28	0.85	0.84	-7.99	-7.99	-7.51	-7.52	-11.20	-11.51
June	0.24	1.56	1.57	-5.24	-5.23	-6.90	-6.93	-1.75	-1.00
July	0.23	1.07	1.07	7.01	7.01	7.00	6.92	10.78	9.48
Aug	0.22	1.28	1.29	-4.51	-4.51	-5.59	-5.56	-3.14	-3.10
Sept	0.17	0.17	0.11	8.92	8.92	11.47	11.38	9.81	9.80
Oct	0.18	0.36	0.36	3.80	3.80	4.48	4.48	3.63	3.61
Nov	0.17	-0.57	-0.57	0.01	0.01	3.00	2.98	-4.84	4.81
Dec	0.20	-1.05	-1.08	6.68	6.68	7.38	7.34	8.12	8.10
<b>LAST 12 MONTHS</b>	<b>2.81</b>	<b>6.71</b>	<b>6.54</b>	<b>15.06</b>	<b>15.06</b>	<b>29.06</b>	<b>28.62</b>	<b>7.94</b>	<b>7.75</b>

The G Fund is managed internally by the Federal Retirement Thrift Investment Board. Assets of the F, C, S, and I Funds are managed externally. The Board currently has contracts with BlackRock Institutional Trust Company, N.A., to manage the F, C, S, and I Fund assets. The F, C, S, and I Funds invest in commingled trust funds, in which the assets of tax-deferred employee benefit plans are combined and invested together. The F, C, S, and I Funds and the BlackRock funds are passively managed index funds.

Future performance of the funds will vary and may be significantly different from the returns shown above. See the *Summary of the Thrift Savings Plan* for detailed information about the funds and their investment risks. The monthly returns of the TSP Funds represent net earnings for the month after deduction of accrued administrative expenses and, except for the G Fund, after deduction of trading costs and accrued investment management fees as well. The returns for the four indexes shown do not include any of these deductions.

\* Implemented May 2001.

**See next page for L Funds.**

**L Funds**

<b>Annual Returns</b>	<b>L 2040</b>	<b>L 2030</b>	<b>L 2020</b>	<b>L 2010</b>	<b>L Income</b>
2006	16.53	15.00	13.72	11.09	7.59
2007	7.36	7.14	6.87	6.40	5.56
2008	-33.53	-27.50	-22.77	-10.53	-5.09
2009	25.19	22.48	19.14	10.03	8.57
<b>Monthly Returns</b>	<b>L 2040</b>	<b>L 2030</b>	<b>L 2020</b>	<b>L 2010</b>	<b>L Income</b>
<b>2010</b>					
Jan	-2.88	-2.49	-2.03	-0.58	-0.45
Feb	2.18	1.94	1.61	0.81	0.74
Mar	5.15	4.52	3.75	1.61	1.43
Apr	1.05	0.94	0.76	0.51	0.50
May	-6.97	-6.07	-4.98	-1.64	-1.50
June	-3.47	-2.98	-2.34	-0.68	-0.61
July	6.60	5.80	4.82	1.81	1.81
Aug	-3.33	-2.88	-2.29	-0.62	-0.63
Sept	7.76	6.77	5.54	2.00	2.00
Oct	3.16	2.78	2.29	0.92	0.92
Nov	-0.64	-0.56	-0.49	-0.05	-0.05
Dec	5.67	4.96	4.08	1.49	1.49
<b>LAST 12 MONTHS</b>	<b>13.89</b>	<b>12.48</b>	<b>10.59</b>	<b>5.65</b>	<b>5.74</b>

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

## Human Resources (continued)

PATRICK R. DONAHOE  
POSTMASTER GENERAL, CEO



December 22, 2010

### Equal Employment Opportunity Policy Statement

The United States Postal Service® reaffirms its long-standing commitment to equality of opportunity in every aspect of employment. Equal employment opportunity (EEO) is not only a legal requirement under our nation's laws, but also a business imperative. EEO is a critical component of the Postal Service's efforts to recruit, develop, and retain the most qualified, diverse workforce to support our organization's strategic mission of delivering to every household in America.

It is the policy of the Postal Service® that all employees and applicants for employment be afforded equal opportunities in employment without regard to race, color, sex, national origin, religion, age (40 and above), or physical or mental disability. Employment actions based on any of these protected categories are illegal.

The Postal Service® is also unequivocal in its opposition to all forms of discrimination including harassment based on race, color, sex (including sexual orientation, gender identity, or gender stereotyping), national origin, religion, age, physical or mental disability, or in reprisal for participating in EEO activity. All employees must refrain from practicing or tolerating discrimination or harassment.

Employees found to have taken actions that violate this policy and our country's EEO laws may be subject to corrective action up to and including removal from the Postal Service®.

All of us—executives, managers, supervisors, and employees—share in the responsibility for successfully incorporating the Postal Service's policy on equal employment opportunity in every aspect of our duties and complying with this country's EEO laws.

A handwritten signature in blue ink, appearing to read "Patrick R. Donahoe".

Patrick R. Donahoe

## Intelligent Mail and Address Quality

### Publication 75, Mover's Guide, News: Distribution Increased to Four Times per Year

Effective January 1, 2011, distribution of Publication 75, *Mover's Guide*, increased from three to four times per year.

Distribution dates will now follow a calendar year quarterly schedule:

1. December (for January–March use).
2. March (for April–June use).
3. June (for July–September use).
4. September (for October–December use).

The January 2011 issue of Publication 75, *Mover's Guide*, has been shipped to all Post Office™ facilities. Please recycle all expired versions.

#### Mover's Guide Information

- Offices will receive copies of *Mover's Guide* in one or two shipments. The first shipments arrived in mid-December. The second shipments will arrive 3 to 5 weeks later. Shipments are sent in quantities of 25, 100, and 300.
- Your facility may receive copies of *Mover's Guide* addressed to other offices. Check the labels and forward the guides as necessary. Remember to scan delivery confirmations affixed to each box.

#### Behind the Counter Program

The Behind the Counter Program is here to stay! Below are a few points about program compliance:

- *Mover's Guide* copies must be kept behind the counter. No copies should be placed in the inner or outer lobby or on the clerk counters.
- Retail associates should *encourage* their customers requesting change-of-address information to go online to [www.usps.com](http://www.usps.com). Internet change-of-address (ICOA) transactions provide customers with the most convenient, safe, and secure way to change their address. Furthermore, it reduces processing time, improves address accuracy, and generates significant revenue for the Postal Service™.
- Advise customers to take an ICOA message card to reinforce the online change-of-address message.
- Customers unwilling or unable to submit their change of address at [www.usps.com](http://www.usps.com) should be given a complete, unopened copy of *Mover's Guide*.

**Note:** The Mover's Guide Behind the Counter Program is part of the ad-hoc section of the 2010 Retail Customer Experience Program, so it is critical that your Post Office be compliant with the program through the year by keeping *Mover's Guide* copies out of Post Office lobbies.

#### ICOA Message Card Information

- If your Post Office has an ICOA message card display, *do not throw it away*. Expect to receive message card replenishment boxes labeled with red text with your *Mover's Guide* shipments. Inside you will find more ICOA message cards and an updated banner for your display.
- If your Post Office *does not* have an ICOA message card display, you must call the replenishment phone number at 800-816-6837 for ICOA message card replenishment.
- If any Post Office runs out of ICOA message cards between shipments, call 800-816-6837 for replenishment.
- All Post Offices must have ICOA message cards in their lobbies for customer reference.

#### Inventory Management Resources: Mover's Guide and ICOA Message Card

To find out when your office will receive shipments, visit [http://blue.usps.gov/purchase/operations/ops\\_downloads.htm](http://blue.usps.gov/purchase/operations/ops_downloads.htm).

Change the quantity of your shipments by calling 800-816-6837, or visit:

[http://blue.usps.gov/delret/L4CustServSupp\\_Mover.htm](http://blue.usps.gov/delret/L4CustServSupp_Mover.htm).

For further information, visit our FAQs at [http://blue.usps.gov/delret/L4CustServSupp\\_Mover.htm](http://blue.usps.gov/delret/L4CustServSupp_Mover.htm).

Businesses and organizations must purchase the *Mover's Guide* and can obtain order forms by calling Imagitas at 800-816-6837.

— Address Management,  
*Intelligent Mail and Address Quality, 1-13-11*

## Post Office Changes

Old/New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/Unit	Unit Type	Effective Date	Comments
Old	05-6743	92155	CA	San Diego	San Diego	Naval Amphibious Base	Classified Station	12/31/2010	Classified station discontinued. Retain ZIP Code™.
New	05-6743	92155	CA	San Diego	San Diego	Main Office	Post Office	12/31/2010	Continue to use San Diego CA 92155 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	07-0495	80045	CO	Aurora	Arapahoe	Fitzsimmons	Classified Station	08/28/2010	Classified station discontinued. Retain ZIP Code. Continue to use Aurora CO 80045 as last line of address.
New	07-0495	80045	CO	Aurora	Arapahoe	Main Office	Post Office	12/29/2010	
Old	11-8925	33603	FL	Tampa	Hillsborough	Seminole Heights	Classified Station	08/14/2010	Classified station discontinued. Retain ZIP Code. Continue to use Tampa FL 33603 as last line of address.
New	11-8925	33603	FL	Tampa	Hillsborough	Main Office	Post Office	12/14/2010	
Old	18-1413	50426	IA	Carpenter	Mitchell	Main Office	Post Office Place Name	04/03/2009	Post Office™ discontinued. Retain ZIP Code. Establish a place name. Continue to use Carpenter IA 50426 as last line of address.
New	18-7983	50426	IA	Saint Ansgar	Mitchell	Carpenter		12/04/2010	
Old	18-1548	50427	IA	Chapin	Franklin	Main Office	Post Office Place Name	08/31/2007	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Chapin IA 50427 as last line of address.
New	18-8217	50427	IA	Sheffield	Franklin	Chapin		12/04/2010	
Old	18-1773	52771	IA	Clinton	Clinton	Teeds Grove	Community Post Office Community Post Office	12/10/2010	This announcement expands the use of ZIP Code 52771 to include delivery.
New	18-1773	52771	IA	Clinton	Clinton	Teeds Grove			
Old	19-5599	66855	KS	Madison	Greenwood	Lamont	Community Post Office Community Post Office	12/10/2010	This announcement expands the use of ZIP Code 66855 to include delivery.
New	19-5599	66855	KS	Madison	Greenwood	Lamont			
Old	20-5264	41838	KY	Millstone	Letcher	Main Office	Post Office Place Name	02/05/2007	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Millstone KY 41838 as last line of address.
New	20-5132	41838	KY	Mayking	Letcher	Millstone		12/04/2010	
Old	25-3270	48432	MI	Filion	Huron	Main Office	Post Office Place Name	03/28/2007	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Filion MI 48432 as last line of address.
New	25-5030	48432	MI	Kinde	Huron	Filion		01/01/2011	
Old	26-8347	55101	MN	Saint Paul	Ramsey	Pioneer	Classified Station Post Office	06/23/2007	Classified station discontinued. Retain ZIP Code. Establish a place name. Continue to use Saint Paul MN 55101 as last line of address.
New	26-8347	55101	MN	Saint Paul	Ramsey	Main Office		12/18/2010	
Old	37-3056	58105	ND	Fargo	Cass	NDSU	Classified Station Post Office	05/28/2010	Classified station discontinued. Retain ZIP Code. Continue to use Fargo ND 58105 as last line of address.
New	37-3056	58105	ND	Fargo	Cass	Main Office		12/14/2010	
Old	30-6643	68155	NE	Omaha	Douglas	Station B	Classified Station Post Office	11/25/2010	Classified station discontinued. Retain ZIP Code. Continue to use Omaha NE 68155 as last line of address. This amends <i>Postal Bulletin</i> 22301.
New	30-6643	68155	NE	Omaha	Douglas	Main Office		11/25/2010	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	35-0070 35-0070	14479 14479	NY NY	Albion Albion	Orleans Orleans	Main Office Main Office	Post Office Post Office	12/10/2010	This announcement expands the use of ZIP Code 14479 to include delivery.
Old New	38-1379 38-1379	44631 44615	OH OH	Carrolton Carrolton	Carroll Carroll	Harlem Springs Harlem Springs	Community Post Office Place Name	06/30/2007 12/09/2008	Community Post Office and ZIP Code discontinued. Establish a place name. Harlem Springs OH becomes an acceptable last line for use with ZIP Code 44615.
Old New	38-1666 38-1666	44115 44115	OH OH	Cleveland Cleveland	Cuyahoga Cuyahoga	Huntington Finance Main Office	Classified Branch Post Office	12/24/2010 12/24/2010	Classified branch discontinued. Retain ZIP Code. Continue to use Cleveland OH 44115 as last line of address.
Old New	48-9170 48-9170	75710 75710	TX TX	Tyler Tyler	Smith Smith	Downtown Main Office	Classified Station Post Office	11/20/2010 11/20/2010	Classified station discontinued. Retain ZIP Code. Continue to use Tyler TX 75710 as last line of address.
Old New	55-0054 55-4272	25231 25231	WV WV	Advent Kenna	Jackson Jackson	Main Office Advent	Post Office Place Name	06/30/2006 12/25/2010	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Advent WV 25231 as last line of address.

— Address Management, Intelligent Mail and Address Quality, 1-13-11

## Mailing and Shipping Services

### Mail Alert

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

also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at [http://ribbs.usps.gov/advance/documents/tech\\_guides/advtech.pdf](http://ribbs.usps.gov/advance/documents/tech_guides/advtech.pdf) or contact the National Customer Support Center at 800-238-3150.

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
1/18/11–1/21/11	Seventh Avenue	Standard Catalog	4.9	Nationwide	Car-Rt 3/5 Digit	Quad Graphics Lomira WI
1/19/11–1/22/11	Ashro	Standard Catalog	3.2	Nationwide	Car-Rt 3/5 Digit	RR Donnelly Mattoon IL
1/24/11–1/27/11	Midnight Velvet	Standard Catalog	1.0	Nationwide	Car-Rt 3/5 Digit	Quad Graphics Lomira WI
1/24/11–1/27/11	Seventh Avenue	Standard Catalog	4.6	Nationwide	Car-Rt 3/5 Digit	Quad Graphics Lomira WI
1/26/11–1/29/11	Seventh Avenue	Standard Catalog	1.0	Nationwide	Car-Rt 3/5 Digit	Quad Graphics Lomira WI

— Business Service Network Integration, Sales, 1-13-11

# Philately

## Stamp Announcement 11-05: Ronald Reagan



© 2010 USPS

On February 10, 2011, in Simi Valley, California, the Postal Service™ will issue a *Ronald Reagan* commemorative stamp (Forever® priced at 44 cents), in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 466500). The stamp, designed by Ethel Kessler, Bethesda, Maryland, will go on sale nationwide February 10, 2011.

With this stamp, the U.S. Postal Service® recognizes the centennial of the birth of Ronald Reagan (1911–2004), America’s 40<sup>th</sup> president. The stamp issuance is one of a number of centennial events taking place across the nation in 2011 to commemorate Reagan’s life and legacy.

The stamp art by Bart Forbes, Plano, Texas, was created in oil wash on board. It is based on a photograph of Reagan taken in 1985, during his second term as president, at his beloved “Rancho del Cielo” (Ranch in the Sky), near Santa Barbara, California.

### 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](http://www.usps.com/shop), or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Ronald Reagan Stamp  
 Postmaster  
 2551 N. Galena Ave.  
 Simi Valley, CA 93065-9998

Issue:	<i>Ronald Reagan</i>
Item Number:	466500
Denomination & Type of Issue:	First-Class Forever Commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	February 10, 2011, Simi Valley, CA 93065
Designer:	Ethel Kessler, Bethesda, MD
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Ethel Kessler, Bethesda, MD
Artist:	Bart Forbes, Plano, TX
Engraver:	Trident
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	100 million stamps
Paper Type:	Prephosphored, Type I
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, Cyan, Black, Dark Blue, Gray 9
Stamp Orientation:	Square
Image Area (w x h):	1.085 x 1.085 in./27.55 x 27.55 mm
Overall Size (w x h):	1.225 x 1.225 in./31.11 x 31.11 mm
Full Pane Size (w x h):	7.125 x 5.75 in./180.98 x 146.05 mm
Plate Size:	200 stamps per revolution
Plate Numbers:	“V” followed by six (6) single digits
Marginal Markings:	
Front:	Header: “RONALD REAGAN CENTENNIAL” • Plate numbers in two corners
Back:	© 2010 USPS • USPS logo • Plate position diagram • Barcode (466500) in two positions • Text on back of pane

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by April 11, 2011.

### Special Dedication Postmarks

Only the following pictorial postmark is permitted for the *Ronald Reagan* stamp. The word “Station” or the abbreviation “STA” is required somewhere in the design, because it will be a temporary station.

## Guidelines for Finalizing Ronald Reagan Stamp Pictorial Postmark Art



Finished Artwork



Unfinished Artwork

To finalize the *Ronald Reagan* stamp pictorial postmark art, insert the date, city, state, and ZIP Code™ of the physical location of your event adjacent to the stamp image. Overall dimensions of the pictorial postmark must not exceed 4 inches horizontally by 2 inches vertically. Collectors prefer the dimensions 3 1/2 inches by 1.

The Postal Service must make all special postmarks known to collectors through advance publicity in the *Postal Bulletin*. Therefore, all special dedication cancellations must be reported to Stamp Services 2 weeks before the events using PS Form 413, *Pictorial Postmark Announcement/Report*. To get a copy of the form, go to <http://blue.usps.gov/formmgmt/pt.htm>.

### How to Order First Day Covers

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

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

### Philatelic Products

There are five philatelic products available for this stamp issue:

- 466561\*, First Day Cover, \$0.82.
- 466565\*, Digital Color Postmark, \$1.50.
- 466584\*, Uncut Press Sheet, \$88.00.
- 466591\*, Ceremony Program, \$6.95.
- 466599, Keepsake (Pane of 20 w/DCP), \$10.95.

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 466500, First-Class Mail Ronald Reagan (Forever® priced at 44 cents), PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) and stamp distribution centers (SDCs) will receive approximately 50 percent of their standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size of 40,000 stamps.

### Initial Supply to Post Offices

SDOs and/or SDCs will make a subsequent automatic distribution to Post Offices of 50 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 January 27, 2011.

### Additional Supply

Post Offices requiring additional quantities of Item 466500 must requisition them from their designated SDO and/or SDC using PS Form 17. SDOs requiring additional commemorative sheets must order them from the appropriate SDC using PS Form 17. For fulfilling supplemental orders from SDOs, the six SDCs 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.

— Stamp Services,  
*Government Relations and Public Policy, 1-13-11*

## Correction: Lincoln Presidential Dollar Postmarks

In the article "Pictorial Postmarks Announcement" in *Postal Bulletin* 22298 (11-18-10, pages 78–82), the U.S. Mint & Uncover Corp. Abraham Lincoln postmark on page 80 had an incorrect station name. The correct station is **Springfield Station**. Also, the Cristabears postmark date was an incorrect date. The correct date is November **19**, 2010.

The two Lincoln postmarks will be extended for 90 days. Both postmarks will be available at the addresses given on page [57](#), until March 19, 2011.



November 18, 2010



*U.S. Mint & Uncover Corp.*  
**Springfield** Station  
 Supervisor Stamp  
 Fulfillment Services  
 8300 Underground Dr. NE,  
 Pillar 210  
 Kansas City, MO  
 64144-9998

November 19, 2010



*Cristabears, Inc.*  
 Dedication Station  
 Supervisor Stamp  
 Fulfillment Services  
 8300 Underground Dr. NE,  
 Pillar 210  
 Kansas City, MO  
 64144-9998

— Stamp Services, Government Relations and Public Policy, 1-13-11

## January Retail Product of the Month Change

In the article “Quarter 2 Philatelic Products for Sale in Retail” in *Postal Bulletin* 22301 (12-30-10, page 52), the new *Lunar New Year: Year of the Rabbit* Notecard Set was announced as one of the two “Consumer Products of the Month” for January (the other is the Stamp Coil Dispenser). Due to the late January issuance of the new *Lunar New Year: Year of the Rabbit* stamp, the Notecard Set is now one of the February Products of the Month instead. The *Evergreen* Forever Notecard Set is now designated as the other January Product of the Month.

In accordance with the Consumer Product of the Month initiative, employees who conduct retail transactions should make customers aware of these products and their attributes to maximize sales opportunities. For detailed

information about the products of the month, visit the Retail Products Intranet website at [http://blue.usps.gov/retail/L2ProdServ\\_RetailProducts.htm](http://blue.usps.gov/retail/L2ProdServ_RetailProducts.htm) and click on the appropriate “Sales Tip” link under “Product of the Month” in the right sidebar. Remember, products of the month cannot be used as substitutes for offering additional products under the Retail Customer Experience (RCE) Program. Existing RCE products such as stamps, packaging/shipping products, PO Boxes, passports, and money orders are excluded.

— Stamp Services,  
 Government Relations and Public Policy, 1-13-11

## 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® postage. Items submitted for postmark may not include

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

Customers wishing to obtain a postmark should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: Pictorial Postmarks, followed by the Name of the Station, Address, City, State, ZIP+4® Code, 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.

The following pictorial postmark has been extended for 90 days:



November 18, 2010

*U.S. Mint & Uncover Corporation*  
Springfield Station  
Supervisor Stamp Fulfillment Services  
8300 N.E. Underground Drive  
Pillar 210  
Kansas City, MO 64144-9998



November 19, 2010

*Cristabears*  
Dedication Station  
Supervisor Stamp Fulfillment Services  
8300 N.E. Underground Drive  
Pillar 210  
Kansas City, MO 64144-9998

JANUARY 14, 2011  
TUCSON AZ 85701  
ARIPEX 2011 STATION  
Youth Education  
through Stamps (YES) Day



January 14–16, 2011

*Arizona Federation of Stamp Clubs*  
ARIPEX 2011 Station  
Postmaster  
920 N. 1<sup>st</sup> Ave.  
Tucson, AZ 85719-4808



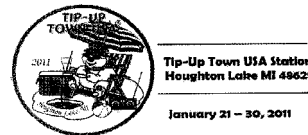
January 25, 2011

*Cristabears, Inc.*  
Dedication Station  
Postmaster  
PO Box 9998  
Gettysburg, PA 17325-9998



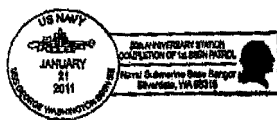
January 15–22, 2011

*Alafia River Rendezvous*  
Alafia River Rendezvous  
Station  
Postmaster  
PO Box 9998  
Homeland, FL 33847-9998



January 21–30, 2011

*U.S. Postal Service*  
Tip-Up Town USA Station  
Postmaster  
PO Box 9998  
Houghton Lake, MI  
48629-9998



January 21, 2011

*Universal Ship Cancellation Society*  
50<sup>th</sup> Anniversary Station  
Postmaster  
10855 Silverdale Way N.W.  
Silverdale, WA 98383-9998



January 25, 2011

*Merrick Mint*  
America's Beautiful  
Gettysburg National  
Military Park Station  
Postmaster  
115 Buford Ave.  
Gettysburg PA 17325-9998

— *Stamp Services,  
Government Relations and Public Policy, 1-13-11*

## 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](http://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.



**Digital Color Pictorial**

**Ronald Reagan Stamp**  
Postmaster  
2551 N. Galena Avenue  
Simi Valley, CA 93065-9998

April 11, 2011

1.6256 x 1.5575 inches



**Digital Color Pictorial**

**Kansas Statehood Stamp**  
Main Post Office  
424 S. Kansas Avenue  
Topeka, KS 66603-9998

March 27, 2011

1.9854 x 1.2295 inches



**Black and White Pictorial**

**Kansas Statehood Stamp**  
Main Post Office  
424 S. Kansas Avenue  
Topeka, KS 66603-9998

March 27, 2011

2.2216 x 1.3638 inches



**Digital Color Pictorial**

**Lunar New Year: Year of the Rabbit Stamp**  
Postmaster — DCP Cancel  
1600 Lake Harbin Road  
Morrow, GA 30260-9998

March 22, 2011

2.6675 x 1.2582 inches

## Retail

### Stamps by Mail — Brochure Ordering Information

This article publishes the Stamps by Mail® (SBM) print run cutoff schedule for fiscal year (FY) 11. Each date has a designation whether it is for the year-round (YR) brochure or the holiday (HOL) brochure. The remaining FY 11 print cycle cut-off dates are as follows:

- January 14, 2011 (YR).
- April 8, 2011 (YR).
- May 20, 2011 (YR).
- June 24, 2011 (YR).
- August 19, 2011 (HOL).

Starting with the June 25, 2010, print cycle, the English-only brochures have been replaced with bilingual (English and Spanish) brochures. All orders received from SBM sites by June 25 and thereafter will be provided bilingual brochures. There is no change in the price.

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 <http://blue.usps.gov>; 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™ 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, 1-13-11*

**Stamps by Mail® Brochure Order Form** Required Entry →

Order No. (MM-DD-YY-ZIP+ 4®) Example: 12-18-05-22209-6057

**You MUST complete ALL fields on this form**

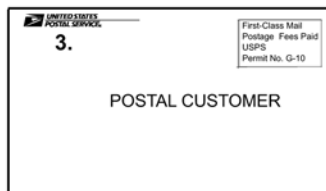
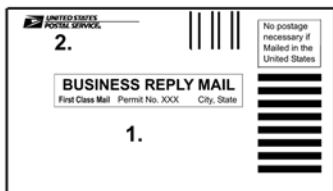
To: STAMPS BY MAIL CYRIL-SCOTT CO PO BOX 627 LANCASTER OH 43130-0627	Office Name	District	Area
	Contact Name		
	Contact Telephone No. (Include area code)		
	Contact Fax No. (Include area code)		
Telephone No. 800-466-0455	Fax No. 740-689-0210	Contact E-mail Address	

Quantity			
Item	Specify No. of Packs (500 forms per pack)	Unit Cost	Total
PS Form 3227 (Year-Round Version)	_____	@ \$12.51 ea. per pack =	
PS Form 3227 (Holiday), limited offering — Check Postal Bulletin schedule for availability.	_____	@ \$12.51 ea. per pack =	
<b>Total</b>			<b>\$</b>

**Ship to (Cannot ship to Post Office™ boxes):**  
(Number, street, apartment, suite, city, state, ZIP + 4)

_____	Contact Name
_____	Contact Telephone No. (Include area code)
_____	
_____	

**Imprint Information**  
(Type or print clearly. Printer is not responsible for errors due to illegible or unclear copy.)



<b>1. Imprint Address</b> (Where order is sent for fulfillment - MUST include ZIP + 4)	<b>2 &amp; 3. Return Address</b> (MUST include ZIP + 4)
_____	_____
_____	_____
_____	_____

**Payment Information:** Orders will be shipped within 35 calendar days following print runs (see Postal Bulletin schedule). Actual delivery times will vary based upon the destination. For orders over \$10,000.00 (only) submit PS 3227-O with approved eBuy to SM Management - route to PP&CS to Eastern Service CMC, Memphis/Windsor.

(For orders under \$10,000) Postal Service unit placing order MUST IMMEDIATELY NOTIFY Cyril Scott of any credit card changes within 60 days of the print cut-off date.

Check (Include with order)

VISA/ IMPAC Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  USPS Money Order (Include with order)

Requestor Signature \_\_\_\_\_ Manager/Supervisor Signature \_\_\_\_\_

Funding/Credit Card Official Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

If shipment is over 20,000 forms (40 packs), enter finance number to be charged for transportation costs (see Postal Bulletin estimations): \_\_\_\_\_

## Safety

### Establishment and Installation Heads: Statutory Requirement to Review and Post OSHA Form 300A Summary for Calendar Year 2010

The Occupational Safety and Health Administration (OSHA) requires all Postal Service™ installation and establishment heads to prepare and post the OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*, summary for calendar year (CY) 2010. This requirement complies with 29 CFR 1904 and the *Employee and Labor Relations Manual* (ELM) 821, *Actions in the Event of Accident, Injury, or Illness*.

Therefore, from February 1 through April 30, 2011, facility heads must post a completed and signed copy of the OSHA Form 300A for CY 2010 in a conspicuous place at every establishment where employees work or report to work. You must post an OSHA Form 300A even if you did not experience any OSHA injuries or illnesses in the calendar year.

Installation heads can get a blank copy of OSHA Form 300A at [www.osha.gov/recordkeeping/RKforms.html](http://www.osha.gov/recordkeeping/RKforms.html). For assistance in completing this form, contact your servicing district safety office or see [www.osha.gov/recordkeeping/index.html](http://www.osha.gov/recordkeeping/index.html) for detailed instructions.

#### Reviewing and Closing Out the OSHA Form 300 Log

OSHA Form 300A is a summary of data derived from the OSHA Form 300 Log. Before you complete and sign OSHA Form 300A, you must ensure that all entries on OSHA Form 300 Log are accurate and complete. To verify the completeness and accuracy of OSHA Form 300 Log, you must do the following:

1. Make sure there are no entries in Columns A through F that have the word “other”. Entries must be more specific to be considered correct by OSHA.
2. Check column F carefully. To ensure accuracy, note the parts of the body affected (including which side of the body) and the object or substance that directly injured or made the person ill.

**Two Examples:** Sprained right ankle from falling on dock steps, second-degree burns on right forearm from acetylene torch.

3. Check columns K and L carefully. If an injury is identified as “days away from work” on column K or “on-the-job transfer or restriction” on column L, you must ensure that the number of days entered is current and accurate.
4. Check columns G through M(6), which correspond to entries in OSHA Form 300A. Make sure that these columns are added correctly on OSHA Form 300 Log and match the totals on OSHA Form 300A.
5. Fill out the form completely and correctly including the Completed By, Title, Phone, and Date boxes at the bottom left side. Also, use “N/A” on number 18, Employee Death, if applicable.

#### Accounting for Contractor Employees

OSHA-recordable injuries or illnesses sustained by contractor employees who are directly supervised by Postal Service personnel must be entered on OSHA Form 300 and included in the calculations on OSHA Form 300A. Contact your servicing safety office if you have questions or need guidance for including a contractor-supervised nonemployee to your OSHA Form 300 Log.

#### Retaining Forms

Make sure that an OSHA Form 301, *Injury and Illness Incident Report*, or the EHS PS Form 1769/301 equivalent is on file for each entry on OSHA Form 300. Postal Service installations must retain OSHA Forms 300, 300A, and 301 for 5 calendar years. PS Form 1769, *U.S. Postal Service Accident Report*, often used prior to EHS, in conjunction with the OSHA forms, also must be retained for 5 years.

#### Reviewing and Posting OSHA Form 300A

As an installation or establishment head, you are required to complete, review, sign, and post OSHA Form 300A. When you sign on the Company Executive line, you are certifying that you have verified that the entries on OSHA Form 300A — and its supporting documents — are true, accurate, and complete.

The following steps are required for completing and posting OSHA Form 300A:

OSHA's Form 300A (Rev. 01/2004)

# Summary of Work-Related Injuries and Illnesses



All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.  
 Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."  
 Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

**Number of Cases**

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
G	H	I	J
(G)	(H)	(I)	(J)

**Number of Days**

Total number of days away from work	Total number of days of job transfer or restriction
K	L
(K)	(L)

**Injury and Illness Types**

Total number of ... (M)	(1) Injuries	(2) Skin disorders	(3) Respiratory conditions	(4) Poisonings	(5) Hearing loss	(6) All other illnesses
M	_____	_____	_____	_____	_____	_____

**10** Post this Summary page from February 1 to April 30 of the year following the year covered by the form.  
 reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: U.S. Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

**Establishment information**

Your establishment name **3**

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Industry description (e.g., *Manufacture of paper milk trailers*) **4**

Standard Industrial Classification (SIC), if known (e.g., 3715) **5**

OR

North American Industrial Classification (NAICS), if known (e.g., 336212) **6**

**Employment information** (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees **7**

Total hours worked by all employees last year **8**

**Sign here**

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive **9** Title \_\_\_\_\_

( ) / /

Phone \_\_\_\_\_ Date \_\_\_\_\_

- Total out columns **G** through **M** on your OSHA Form 300 Log. Place these totals in the corresponding location on the OSHA Form 300A.
- Add "10" in the blanks to make it read 2010.
- Enter your establishment name (e.g., Anytown Post Office). Complete Street, City, State, and ZIP Code™ for your establishment.
- Place the following as an industry description: "Processing and delivery of U.S. Mail."
- If the installation or establishment is a VMF, enter "8113". If not a Vehicle Maintenance Facility (VMF), leave blank and go to #6.
- Enter the following: "491110."
- Estimate average number of all employees at your establishment or installation for the calendar year.
- The installation's CY 2010 total hours worked (exposure hours) will be available in Enterprise Data Warehouse (EDW) and sent from the District Safety Office

prior to the February 1, 2011, posting deadline. Place these hours in the location designated as #8.

- As installation or establishment head, sign your name, and provide your job title, office phone number, and date.
- Make two copies of the completed and signed document. File one copy in local files, send the second copy to servicing safety, and post the original document where it can be viewed by all employees. Post on employee bulletin boards from February 1, 2011, through April 30, 2011.

**Note:** You do not need to post the OSHA Form 300 Log with the OSHA Form 300A. Pull down the original after April 30, 2011, and maintain it in your file system for 5 calendar years.

— Safety and Environmental Performance Management, Employee Resource Management, 1-13-11

## Supply Management

### Interest Rate on Contract Claims

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

The interest rate effective for the 6-month period of January to June 2011 is **2-5/8** percent.

— *Supply Management Infrastructure, Supply Management, 1-13-11*

### Sale of USPS Personal Property

The sale of USPS® personal property should always be conducted as a public sale. Generally, USPS personnel who are directly involved in the determination and/or approval of items for sale or USPS personnel who are directly involved in the administration of the sale are excluded from purchasing USPS personal property.

For detailed instructions and guidance on the sale of USPS personal property, consult Handbook AS-701, *Material Management*, section 647.22, or contact an Asset Accountability Service Center (AASC) for guidance at [http://blue.usps.gov/purchase/assetmgnt/am\\_aasc\\_home.htm](http://blue.usps.gov/purchase/assetmgnt/am_aasc_home.htm).

— *Asset Management Performance and Accountability, Supply Management, 1-13-11*

### Headquarters Managers and Field Installation Heads: February 2011 Semi-Annual Capital Property Review

The next Semi-Annual Capital Property Review is scheduled to begin on February 1, 2011; the completion deadline is February 15, 2011. The list of items to be verified by the selected finance numbers will be sent out by e-mail from "Materials, Customer Service — Topeka, KS" the week of February 1, 2011.

The Semi-Annual Capital Property Reviews are a Sarbanes-Oxley (SOX) requirement. A list of finance numbers that receive a Semi-Annual Capital Property Certification Report but do not submit the report on time will be provided to senior management.

The Asset Accountability Service Centers (AASCs) will provide instructions and guidelines on how the Semi-Annual Capital Property Reviews are to be conducted by the field and Headquarters groups. Handbook AS-701, *Material Management*, is under revision; instructions and guidelines provided by the AASCs will supersede Handbook AS-701 where there are conflicts.

— *Asset Management Performance and Accountability, Supply Management, 1-13-11*



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The following articles are updated regularly in the *Postal Bulletin* and are not listed in the index:

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- Domestic Orders.
- Money Orders.
- Counterfeit Canadian Money Order Forms.
- Missing, Lost, or Stolen Canadian Money Order Forms.
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- How to Order the First Day of Issue Digital Color or Traditional Postmarks.
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