

**GROW**  
**YOUR**  
**BUSINESS**  
DAYS



Learn how to  
**PROMOTE**  
Postal Service™  
Products and Services to  
**Small-Business Owners.**

See page 3



# Contents

## COVER STORY

Grow Your Business Days Publicity Kit . . . . . 3

## POLICIES, PROCEDURES, AND FORMS UPDATES

### Manuals

DMM Revision: Clarification on Processing Refund Requests for Unused Meter Indicia . . . . . 12  
 DMM Revision: New Standards for Round-Trip Mailings of Optical Discs . . . . . 13  
 DMM Revision: Bundle Preparation — Strapping Transparency . . . . . 15  
 DMM Revision: New Authorization Process for Mailers Using Special Postage Payment Systems . . . . . 17  
 DMM Revision: Forwarding and Return Service for Parcel Select Mailpieces . . . . . 23  
 IMM Revision: Global Express Guaranteed Service — Country Updates . . . . . 26  
 POM Revision: Special Philatelic Postmarks . . . . . 28

### Handbooks

Handbook F-101 Revision: Automatic Shipments of Stamp Stock . . . . . 29  
 Handbook F-101 Revision: Processing Postage Due and the Additional Service Fee Handling . . . . . 30

### Publications

Publication 108 Revision: Threat Assessment Team Guide . . . . . 53  
 Publication 431 Revision: Changes to Post Office Box Service and Caller Service Fee Groups . . . . . 55

### Forms

Revised PS Form 3584, Postage Due Log . . . . . 56

## ORGANIZATION INFORMATION

### Address Management

Post Office Changes . . . . . 59

### Finance

Checkout Process for Employee Retirements and Separations . . . . . 60

### Mailing and Shipping Services

Mail Alert . . . . . 62  
 Clarification Regarding Indicia for Every Door Direct Mail Retail . . . . . 62  
 Every Door Direct Mail and EDDM Retail — Dimensions and Physical Standards for Standard Flat Mailpieces . . . . . 62

### Retail

U.S. Postal Service Expands Access to 100,000 Locations . . . . . 63  
 Stamps by Mail — Brochure Ordering Information . . . . . 64  
 Gift Cards Market Test Launch . . . . . 66

### Stamps/Philately

Stamp Announcement 11-32: Migratory Bird Hunting and Conservation Stamp . . . . . 69

Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers . . . . . 71  
 2011 Stamps and Postal Stationery . . . . . 73  
 Pictorial Postmarks Announcement . . . . . 75  
 How to Order the First Day of Issue Digital Color or Traditional Postmarks . . . . . 80

### Supply Management

Contracting Officers' Representatives . . . . . 83

## PULL-OUT INFORMATION

### Fraud

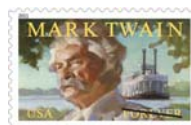
Withholding of Mail Orders . . . . . 33  
 Invalid Express Mail Corporate Account Numbers . . . . . 33  
 Missing, Lost, or Stolen U.S. Money Order Forms . . . . . 37  
 Missing, Lost, or Stolen Canadian Money Order Forms . . . . . 42  
 Verifying U.S. Postal Service Money Orders . . . . . 45  
 Counterfeit Canadian Money Order Forms . . . . . 45  
 Toll-Free Number Available to Verify Canadian Money Orders . . . . . 45

### Other Information

Overseas Military/Diplomatic Mail . . . . . 46  
 Displaying the U.S. Flag and the POW-MIA Flag . . . . . 51

## Postal Bulletin Index

Annual Index . . . . . PB 22302 (1-13-11)



Mark Twain Stamp

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



# Cover Story

## Grow Your Business Days Publicity Kit

### Overview

Grow Your Business Days events are back!

In the past, Grow Your Business Days (GYBD) have been highly successful for Post Offices™ in selling Advertising Mail and Premium Postcards and in helping eBay shippers discover the benefits of shipping with the U.S. Postal Service®.

Today, Post Offices around the country are again hosting GYBD events in their areas to promote Postal Service™ products and services to small and midsize businesses.

Every Door Direct Mail™ (EDDM) is the first GYBD topic.

### Every Door Direct Mail: Opportunity That Knocks

Many small and midsize businesses currently do not use the mail — or use it infrequently — because they may perceive it as burdensome, expensive and not worth the trouble. By inviting business owners of these under-tapped markets into our Post Offices to show them how we can help them grow their businesses with Postal Service products and services, GYBD events provide the Postal Service with a large revenue opportunity.

The Postal Service has been offering EDDM for years on rural routes under the name Simplified Addressing. After we expanded Simplified Addressing to city routes, we adopted a new marketing name for the city and rural service: Every Door Direct Mail.

EDDM allows mailers to use mail-delivery route information, instead of names and exact addresses, to reach targeted groups in specific geographic areas. Mailpieces can be addressed to “Postal Customer,” “Residential Customer,” or “PO Box Holder.”

By eliminating the need to purchase address lists and reducing mail preparation time, EDDM can lower mailers’ costs, and, consequently, allow mailers to reach a greater number of existing and prospective customers for the same postage budget.

EDDM has the potential to dramatically increase mail volume and revenue. Postmasters play a critical role in launching this service to small businesses by conducting presentations, leveraging their knowledge of direct mail’s power and versatility, and creating demand for EDDM.

These efforts also will show American businesses that the Postal Service is evolving and improving. And more importantly, the events will demonstrate that direct mail is a highly effective — and cost-effective — business tool, and, with EDDM, one that is easy to use.

Attendees should leave the event convinced that direct mail will help their businesses grow and committed to making EDDM a key strategy in reaching target markets and prospective new customers.

By helping businesses learn new strategies and adapt best practices, GYBD events will strengthen the business-to-consumer channel and improve the customer experience.

### Two Choices: EDDM (BMEU) and EDDM Retail

Mail in the simplified addressed format can be entered at a business mail entry unit (BMEU) or at a retail location in a Post Office. When entered at a BMEU, it’s called simply Every Door Direct Mail. When entered at a Post Office, it’s called Every Door Direct Mail Retail. But there are other differences in the two services besides where the mail is dropped off.

### Every Door Direct Mail Retail

Although EDDM (BMEU) will be discussed at GYBD events, EDDM Retail is the primary focus.

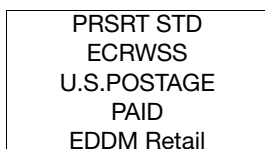
EDDM Retail was launched to meet the needs of first-time mailers — generally small and midsize businesses. These are the businesses who oftentimes perceive direct mail as complicated or expensive. The simplicity of EDDM was created just for them.

With EDDM Retail, mailers do not need a postage permit, and there are no special fees to pay. And, EDDM customers can drop off their mail at local Post Offices.

### EDDM Retail Highlights

- Only Standard Mail® flats accepted.
- Mailings destined for the local delivery area.
- Per piece weight limit of 3.3 ounces.
- 5,000 maximum mailpieces, per mailer, per day, per unit.

- An online tool — <https://smp.usps.gov> — is available to search carrier-route information and find residences (or residences and businesses) to target for mailings.
- When customers sign up online at [www.usps.com/promotions/everypoordirectmailretail.htm](http://www.usps.com/promotions/everypoordirectmailretail.htm) for EDDM Retail, they are provided with a universal indicia (see figure below) that can be printed out from a personal computer. (Customers who already have permits will be allowed to use them.)



## Grow Your Business Days Events

Coordinate all events and media outreach with your local Corporate Communications contacts.

### Area Corporate Communications Managers

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 e-mail: [teresa.rudkin@usps.gov](mailto:teresa.rudkin@usps.gov)

See also <http://www.usps.com/communications/newsroom/mediacontacts.htm> for more contacts.

## Audiences

- Small and midsize businesses
  - Retail outlets (such as restaurants, pizza shops, dry cleaners, drugstores, automotive stores, hardware stores).
  - Professional offices (such as dentists, doctors, attorneys, realtors).
  - Business services.
  - Contractors.
  - Local arts and community organizations.
- Small-business and service organizations
  - Small Business Administration ([www.sba.gov](http://www.sba.gov)), federal with local offices across the country.
  - Chambers of Commerce.
  - Kiwanis Clubs.
  - Rotary Clubs.
- Bizjournals and other local business publications

## Event Tips

- Collaborate with local chapters of small organizations, such as the Chamber of Commerce or the Small Business Administration, to host your GYBD events. Hold the event at their location if you think it would help attendance.
- Provide your co-host, if any, with GYBD invitations to send out to their members and associates.
- Invite a local printer or other mail service provider to present to the group. Mail service providers will appreciate the leads, and eventually the small businesses may want to do a larger, more extensive campaign.
- Be sure to have plenty of handouts with contact information for attendees to follow up.

- Use existing GYBD artwork for your signage and promotional materials. Contact Patricia Licata ([Patricia.Licata@usps.gov](mailto:Patricia.Licata@usps.gov)) for image files.

## Event-Planning Checklist

- Begin planning early.
- Contact your local Corporate Communications managers so they can provide media outreach and launch a local publicity campaign.
- Set a date.
- Secure participants.
- Acquire posters, videos, fact sheets, brochures, and other supplies for the event.
- Secure staging, sound equipment, and a podium.
- Plan signage, including signs and banners.
- Draft a sequence-of-events agenda and speaker remarks.
- Prepare invitations.

## Working With the Media — Tips for Corporate Communications Employees

- Ask your local business publication or local weekly newspaper to co-sponsor the event for the benefit of their readers.
- Invite businesses who have had success with EDDM Retail to share “testimonials.” These make good stories with local angles that local business publications or local weeklies will appreciate.
- Ask your local business publication editor or local weekly editor to try out EDDM Retail for themselves by selecting a targeted group of “residences” or “residences and businesses” for a direct mail promotion of their own.
- Pitch the events to your local network or cable TV stations, especially those that focus on small or local businesses. Tell them that they can demonstrate to their viewers how a business person can use the online tool to “map” targeted audiences. Show how the tool can be manipulated to select “more or fewer addresses,” depending on the budget of the business. (Show how the tool calculates postage and determines number of needed mailpieces.)
- Work with your co-host, if any, to tap into any media contacts — in addition to your own — they may have to promote the event.

## Every Door Direct Mail Message and Talking Points

- **EDDM is a simple, low-cost way for local businesses to reach target audiences.**
  - EDDM is making advertising through the mail easy, accessible, and less expensive.
  - EDDM enables businesses to market to every address in the neighborhoods near their businesses without the need to rent mailing lists.
  - With EDDM, mailers do not need to print names and addresses on their mail, saving mail preparation time and money.
  - EDDM features a simple online tool at <http://smp.usps.gov> that outlines a six-step process that covers everything needed to prepare a mailing.
  - With EDDM, mailers do not need a postage permit, and there are no special fees to pay.
  - Customers can drop off their EDDM Retail items at their local Post Offices.
  - It has never been easier to send direct mail.
  - Businesses may also work with printers and other mail service providers to create EDDM.
- **Nearly any business can take advantage of the marketing power of EDDM.**
  - EDDM provides access to every address in a business’s targeted area.
  - EDDM can help businesses of all sizes find new customers, build more traffic, and increase revenue.
  - For relatively low cost, local businesses can reach target audiences with information, advertising, or special offers.
  - EDDM is ideal for local businesses, such as restaurants, doctors’ offices, automotive dealers, dry cleaners, real estate offices, and hair salons.
  - Visit [www.usps.com/everydoordirectmail.com](http://www.usps.com/everydoordirectmail.com) to get started using EDDM today.
- **With EDDM, it’s easier to harness the power of direct mail.**
  - With EDDM, now anyone can easily create an impactful direct mail piece, and get it into every single household in a selected neighborhood, reaching every address without needing names or actual street addresses, delivered by the trusted letter carrier. How’s that for easy?
  - No need to rent a mailing list and pay to print names and addresses to get your advertisement into the homes and hands of consumers.

- EDDM puts you in complete control of your advertising...and now it's easier to harness the power of direct mail to help your business grow.
- **The EDDM Online Tool lets you put your business address at the center of your mailing area.**
  - Choose the size of your advertising area.
  - Identify your selected neighborhood/s by letter carrier route, and the number of households, so you know how many mailpieces to create.
  - Get your direct mail pieces delivered via letter carrier to every address in your selected area.
  - Prepare your mailing documentation and calculate your postage cost.

### Grow Your Business Days Message and Talking Points

- **The Postal Service is increasing its efforts to connect with smaller companies and local merchants to alert them to offerings that make it easier and less expensive to do business with us.**
  - The Postal Service is holding GYBD events to show small businesses how to use Postal Service products and services to grow their businesses.
  - GYBD events are being held now through summer 2012 at Post Offices throughout the country.
  - In the past, GYBD have been highly successful for Post Offices in selling Advertising Mail and Premium Postcards and in helping eBay shippers discover the benefits of shipping with the U.S. Postal Service.
  - Postmasters and other Postal Service employees will provide hands-on instruction in the use of an online interactive tool, <https://smp.usps.gov>, which helps mailers research "residences" or "residences and businesses" in the neighborhoods near their businesses.
  - Businesses can see if there are GYBD events scheduled in their areas by visiting [www.usps.com/verydoordirectmail](http://www.usps.com/verydoordirectmail).
  - Besides EDDM, GYBD events are being planned for other topics.

### Direct Mail Message and Talking Points

- **Direct mail is a proven advertising tool.**
  - Direct mail has long been a strong component in the advertising programs of successful large businesses and Fortune 500 companies to promote their products and drive sales.

- Direct Marketing Association research finds every \$1 spent on direct mail generates an impressive \$12.57 in sales.
- Direct mail has strengths other advertising media can't claim — it's personal, tangible, portable (to re-read later and share with others), manageable, and measurable.
- Three out of four people say they open and read direct mail.
- **Direct mail delivers results.**
  - Direct mail has influenced more consumers' buying decisions than any other advertising medium — 76 percent of consumers have purchased a product/service after receiving a direct mail piece.
  - Because direct mail gets directly into the homes and hands of consumers, mail has a powerful impact that's unbeatable.
  - Direct mail cuts through the clutter and connects with age groups with disposable income.
  - The power of direct mail is now available to small businesses as an exciting new service that makes it much easier for anyone to use. It's called Every Door Direct Mail (EDDM).

### Mail Service Providers Message and Talking Points

- **With EDDM, printers and other mail service providers benefit from increased mail volume and revenue.**
  - Seventy-seven percent of small businesses in the United States do not use a Postal Service product for advertising or marketing.
  - EDDM provides small and midsize companies an opportunity to use a mail product to promote their businesses. EDDM and EDDM Retail were developed to provide an easy-to-use on-ramp into the mailstream at a reasonable cost, with fewer barriers to participation.
  - Initial EDDM Retail sales have averaged \$280, or approximately 2,000 pieces, reflecting the true local nature of the product.
  - Marketing efforts during the first 3 months of the program have focused on small businesses with little or no mailing history. EDDM has been the marquee product at more than 1,400 GYBD events nationwide from April to June 2011. Local business professionals were invited to these events via an EDDM mailing in the respective geographic areas. A targeted effort also was made to printers and mail service providers to participate

in the GYBD events; the majority of the events included a printer or mail service provider.

- The Postal Service's first major EDDM direct marketing campaign, scheduled for June 2011, will include over 90,000 printers and mail service providers nationwide. The driving force behind these efforts is to build more mail volume through the network of print and mail service suppliers who produce and manage saturation mail products.
- EDDM is an option that can educate prospective customers about other direct mail products and can be used to increase overall print volumes.
- EDDM Retail makes it easy for printers to offer direct mail if they don't already include it in their portfolio of services.
- Saturation mailers will no longer need to maintain an updated database of delivery-sequenced specific addresses.
- EDDM has attracted businesses that have found cable TV, Internet, or private delivery advertising to be less effective than the mail. In fact, the largest new EDDM customer moved its advertising from private delivery to EDDM.
- Expansion of the Simplified Addressing option is a positive step for consumers, businesses, mail service providers, and the Postal Service. Consumers will be educated about new businesses, products, and offerings of local businesses. Business owners can get the most from their advertising dollars by targeting customers in their local

areas. Mail service providers and the Postal Service benefit from increased mail volume and revenue.

- Mail service providers could expect reduced income from list sales, list processing fees, and less complex mail preparation with simpler and less costly address application on mailpieces. However, some, if not all, of the lost revenue may be offset by new business, as advertisers respond to the improved cost per thousand (CPM) that EDDM allows.
- Once new EDDM mailers experience the power of mail, many will want to begin using targeted mail that requires lists. EDDM will grow the number of businesses using mail for marketing purposes.
- Market research indicates that requests for non-delivery will be very minor. However, customers who do not wish to receive this mail will follow the effective procedures now in place on rural routes: Customers make these requests through the mailer. The mailer will then notify the local delivery unit through the same processes established for rural routes.
- To reduce the chance of undeliverable as addressed mail, the Postal Service will require EDDM mailpieces for distribution to city routes (or to PO boxes in a Post Office with city delivery service) to include the city, state, and ZIP Code (when not being drop-shipped directly to the destination delivery unit.)

## News Release



POSTAL NEWS

FOR IMMEDIATE RELEASE

Date

Contact: Name  
(O) xxx-xxx-xxxx  
(C) xxx-xxx-xxxx  
xxxxx@usps.gov  
usps.com/news  
Release No. 11-xxx

## It's Never Been Easier to Send Direct Mail [Name of Post Office] Offers Free 'Grow Your Business' Seminar

**[City]** — It's now easier for **[Name of City's]** small-business owners to harness the power of direct mail to drive traffic, attract new customers and increase revenue. That's because the U.S. Postal Service recently introduced Every Door Direct Mail, a simple, low-cost service that allows local businesses to market to every address in their neighborhoods without the need to rent mailing lists.

Every Door Direct Mail uses mail-delivery route information, instead of names and exact addresses, to reach targeted groups in specific geographic areas. Businesses use a simple online tool at <https://smp.usps.gov> to identify neighborhoods and number of households, prepare mailing documentation and calculate postage.

To teach local businesses about Every Door Direct Mail — including a demonstration of the online tool — the **[Name of Post Office]** is holding a free Grow Your Business Days seminar on **[date, time, location]**.

"Direct mail has long been a proven advertising tool of choice of successful large businesses and Fortune 500 companies to promote products and drive sales," said **[Name and Title]**. "Direct mail has strengths other advertising media can't claim — it's personal, tangible, portable (to re-read later and share with others), manageable and measurable.

"And with Every Door Direct Mail, no permits are needed and there are no special fees."

According to the Direct Marketing Association, every \$1 spent on direct mail generates \$12.57 in sales.

Every Door Direct Mail is ideal for restaurants, doctors' offices, hair salons — or any kind of local business that is not currently using the mail. The mail can be addressed to "Postal Customer," "Residential Customer," or "PO Boxholder" and dropped off at the Post Office. Every Door Direct Mail saves mail preparation time and money, and is delivered by the local, trusted Postal Service carrier.

For more information about Every Door Direct Mail, visit [www.usps.com/everydoordirectmail.com](http://www.usps.com/everydoordirectmail.com).

The Postal Service receives no tax dollars for operating expenses, and relies on the sale of postage, products and services to fund its operations.

We're everywhere so you can be anywhere: [www.uspseverywhere.com](http://www.uspseverywhere.com).

# # #



**Note:** For broadcast quality video and audio, photo stills and other media resources, visit the USPS Newsroom at [www.usps.com/news](http://www.usps.com/news).

A self-supporting government enterprise, the U.S. Postal Service is the only delivery service that reaches every address in the nation — 150 million residences, businesses and Post Office boxes. The Postal Service receives no tax dollars for operating expenses, and relies on the sale of postage, products and services to fund its operations. With 32,000 retail locations and the most frequently visited website in the federal government, *usps.com*, the Postal Service has annual revenue of more than \$67 billion and delivers nearly 40 percent of the world's mail. If it were a private sector company, the U.S. Postal Service would rank 29th in the 2010 Fortune 500. Black Enterprise and Hispanic Business magazines ranked the Postal Service as a leader in workforce diversity. The Postal Service has been named the Most Trusted Government Agency six consecutive years and the sixth Most Trusted Business in the nation by the Ponemon Institute.

## Sample Media Advisory


**POSTAL NEWS**

Date

 Contact:  
 Phone Number:  
 first.last@usps.gov  
 usps.com/news

## It's Never Been Easier to Send Direct Mail

### [Name of Post Office] Offers Free 'Grow Your Business' Seminar

It's now easier for **[Name of City's]** small-business owners to harness the power of direct mail to drive traffic, attract new customers and increase revenue.

- WHAT:** **[Name of Post Office]** is holding a free Grow Your Business Days seminar for local businesses to learn about Every Door Direct Mail, a simple, low-cost service that allows local businesses to market to every address in their neighborhoods without the need to rent mailing lists.
- The seminar will include a demonstration of an easy-to-use online tool at <https://smp.usps.gov> that businesses can use to identify neighborhoods and number of households, prepare mailing documentation and calculate postage.
- WHO:** Name, Postmaster, City **[list all key presenters, including any co-hosts from other organizations]**
- WHEN:** **[Date and Time]**
- WHERE:** **[Location Address]**
- BACKGROUND:** According to the Direct Marketing Association, every \$1 spent on direct mail generates \$12.57 in sales.
- Every Door Direct Mail is ideal for restaurants, doctors' offices, hair salons — or any kind of local business that is not currently using the mail. Every Door Direct Mail saves mail preparation time and is delivered by the local, trusted Postal Service carrier. No permits are needed, and there are no special fees. For more information about Every Door Direct Mail, visit [www.usps.com/verydoordirectmail.com](http://www.usps.com/verydoordirectmail.com).

The Postal Service receives no tax dollars for operating expenses, and relies on the sale of postage, products and services to fund its operations.

We're everywhere so you can be anywhere: [www.usps everywhere.com](http://www.usps everywhere.com).

# # #

A self-supporting government enterprise, the U.S. Postal Service is the only delivery service that reaches every address in the nation — 150 million residences, businesses and Post Office boxes. The Postal Service receives no tax dollars for operating expenses, and relies on the sale of postage, products and services to fund its operations. With 32,000 retail locations and the most frequently visited website in the federal government, [usps.com](http://usps.com), the Postal Service has annual revenue of more than \$67 billion and delivers nearly 40 percent of the world's mail. If it were a private sector company, the U.S. Postal Service would rank 29th in the 2010 Fortune 500. Black Enterprise and Hispanic Business magazines ranked the Postal Service as a leader in workforce diversity. The Postal Service has been named the Most Trusted Government Agency six consecutive years and the sixth Most Trusted Business in the nation by the Ponemon Institute.

**Audio News Release****POSTAL NEWS**

## **Grow Your Business Days Free Seminar From the U.S. Postal Service [Date]**

**Intro:**

The U.S. Postal Service is reaching out to local businesses to help them attract new customers. **[City/Town]** Postmaster **[Name]** says a free Grow Your Business seminar will show small business owners how to harness the power of direct mail.

**Soundbite:**

Our seminar will include a demonstration of an easy-to-use online tool as part of Every Door Direct Mail. That's a new low-cost service that will help businesses in our area to grow. We will show them how they can easily market to every address in their neighborhoods — reaching more potential customers at a lower cost.

**Close:**

You can get more information about the free seminar by contacting your local Post Office.

# # #

**Postal Service Brochure Ordering Information**

Postal Service publications make perfect handouts for customers during Grow Your Business Days events. They also are good resources for postmasters and managers when preparing for events. Postmasters, supervisors, and authorized personnel may order the below publications from the Business Connect® website. Sales personnel may order these from the Sales Force Resource.

<b>Product Code</b>	<b>Product Description</b>
11SUPBRO573	Every Door DM Small Business Brochure — Rev
11SUPBRO574	Every Door DM Large Business Brochure — Rev
11EPSOTH329	FY11 Q3 EDDM Business Connect Kit Tear Pad
11SUPBRO588	Every Door DM Sales Guide
11SUPBRO553	Every Door DM How To Guide
11SUPSHT551	Every Door DM Factsheet
11SUPSHT552	Every Door DM Q & A
11SUPSHT576	Every Door DM Retail Factsheet

— Public Relations and Promotional Communications, Corporate Communications, 6-2-11

# Policies, Procedures, and Forms Updates

## Manuals

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

Effective July 5, 2011, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 604.9.3 to clarify the standards that apply to the payment of approved refund requests for unused postage evidencing system indicia.

Approved refunds for unused meter indicia of \$350 or less are typically paid by no-fee postal money order under current DMM standards. This revision clarifies the payment methods for refunds over \$350 as being by no-fee postal money order up to \$500 and via the Accounting Service Center for refund amounts over \$500.

#### ***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**

\*\*\*Submit refund requests for unused dated postage meter indicia as follows:

\* \* \* \* \*

- h. \*\*\*Charges for processing a refund request for unused, dated meter indicia are as follows, depending on the total face value of the indicia:

\* \* \* \* \*

*[Add a new second-to-last sentence and revise the last sentence of item 9.3.2h2 to read as follows:]*

- 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. USPS may process the refund payment via a no-fee postal money order for amounts up to \$500. Payment processing for refunds of \$500.01 or more is through the Accounting Service Center.

\* \* \* \* \*

#### **9.3.4 Unused, Undated Metered Postage**

\*\*\*Submit a refund request as follows:

\* \* \* \* \*

- \*\*\*Charges for processing a refund request for unused, undated metered indicia are as follows, depending on the total face value of the indicia:

\* \* \* \* \*

*[Add a new second-to-last sentence and revise the last sentence of item 9.3.2h2 to read as follows:]*

- 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. USPS may process the refund payment via a no-fee postal money order for amounts up to \$500. Payment processing for refunds of \$500.01 or more is through the Accounting Service Center.

\* \* \* \* \*

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

— Product Classification,  
Pricing, 6-2-11

## DMM Revision: New Standards for Round-Trip Mailings of Optical Discs

Effective July 5, 2011, the Postal Service™ will revise *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)*, 133.1.5, 201.2.2, 233.2.8, 333.2.7, and 507 to provide new standards for round-trip mailings with one standard optical disc no larger than 12 centimeters in diameter enclosed per mailpiece.

For this purpose, a round-trip mailing is defined as a mailing of a disc to a subscriber with the intent that the subscriber will return the disc via Business Reply Mail® (BRM) or permit reply mail (PRM). Mailers wishing to prepare mailings and pay postage under the new standards will be required to pick up the return mailpieces at designated USPS® facilities.

Letter-size pieces weighing no more than 1 ounce mailed under the new standards will not be subject to a nonmachinable surcharge when prepared as presort or automation mailings at First-Class Mail® letter prices. Flat-size pieces mailed under the new standards will be subject to the applicable 1-ounce First-Class Mail flats prices for pieces weighing no more than 2 ounces and mailed at single-piece, presorted or automation prices. BRM and PRM letter-size pieces weighing no more than 1 ounce each and that were enclosed as part of a round-trip mailing also will not be subject to a nonmachinable surcharge. BRM and PRM flat-size pieces weighing no more than 2 ounces will be subject to postage for a 1-ounce flat. For both letters and flats, a disc itself is not considered to be rigid, but the pricing indicated applies only if a piece is not in rigid packaging.

Mailers may begin mailing optical discs under these provisions on June 19, 2011.

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

**100 Retail Letters, Cards, Flats, and Parcels**

\* \* \* \* \*

**130 First-Class Mail**

**133 Prices and Eligibility**

**1.0 First-Class Mail Prices and Fees**

\* \* \* \* \*

**1.5 Nonmachinable Surcharge**

*[Revise 1.5 by adding a new last sentence as follows:]*

\*\*\*An envelope weighing no more than one ounce with one enclosed standard optical disc no larger than 12 centimeters in diameter that is mailed as letter-size BRM (see 507.9.0) or PRM (see 507.10.0) and addressed to a company who sent the disc and BRM or PRM envelope to a subscriber as part of a round-trip mailing (under 233.2.8) is not subject to the nonmachinable surcharge.

\* \* \* \* \*

**200 Commercial Letters and Cards**

**201 Physical Standards**

\* \* \* \* \*

**2.0 Physical Standards for Nonmachinable Letters**

\* \* \* \* \*

**2.2 Additional Criteria for First-Class Mail Nonmachinable Letters**

*[Revise 2.2 by adding a new last sentence as follows:]*

\*\*\*An envelope weighing no more than 1 ounce with one enclosed standard optical disc no larger than 12 centimeters in diameter that is mailed to or from a subscriber as part of a round-trip mailing under 233.2.8 and 507.9.0 (or 507.1.0) is not subject to the nonmachinable surcharge.

\* \* \* \* \*

**230 First-Class Mail**

**233 Prices and Eligibility**

\* \* \* \* \*

**2.0 Content Standards for First-Class Mail Letters**

\* \* \* \* \*

*[Add new 2.8 as follows:]*

**2.8 Round-Trip Mailings with One Optical Disc**

When a letter-size mailpiece weighing no more than 1 ounce in round-trip mailings includes one standard optical disc no larger than 12 centimeters in diameter per mailpiece, the disc will not be considered to be rigid, and a nonmachinable surcharge will not be charged on either the outgoing piece or the returned BRM or PRM piece as long as the disc is not put in a rigid container and the envelope itself is not rigid. For the purpose of this standard, round-trip mailings are mailings entered under these conditions:

- a. The mailing is presented at a BMEU or other acceptance facility as a presort mailing at presort machinable or automation First-Class Mail letter prices.
- b. The mailpieces are addressed to subscribers and include either a BRM (under 507.9.0) or PRM (under 507.10.0) envelope designed for return of the disc to the permit holder.
- c. A sample of the return envelope is provided to the acceptance employee at the time of mailing for verification that the mailing is designed for round-trip purposes.
- d. Returned BRM or PRM pieces must be picked up by the mailer at designated postal facilities upon payment of all applicable postage and fees.

\* \* \* \* \*

<b>300</b>	<b>Commercial Flats</b>	*	*	*	*	*
<b>330</b>	<b>First-Class Mail</b>					
<b>333</b>	<b>Prices and Eligibility</b>	*	*	*	*	*
<b>2.0</b>	<b>Content Standards for First-Class Mail Flats</b>	*	*	*	*	**
*	*	*				

[Add new 2.7 as follows:]

### **2.7 Round-Trip Mailings with One Optical Disc**

When a flat-size mailpiece weighing no more than 2 ounces in round-trip mailings includes one standard optical disc no larger than 12 centimeters in diameter per mailpiece, the mailpiece will be subject to the applicable price for a 1-ounce First-Class Mail flat as long as the disc is not put in a rigid container and the envelope itself is not rigid and all other standards in 2.7 are met. The disc itself is not considered to be rigid for purposes of the flexibility test in 301.1.3. BRM or PRM pieces that meet the standards will be charged the applicable 1-ounce First-Class Mail flats price for pieces that weigh no more than 2 ounces. For the purpose of this standard, round-trip mailings are mailings entered under these conditions:

- The mailing is presented at a BMEU or other acceptance facility as a single-piece mailing using a permit imprint or as a presort mailing at presort or automation First-Class Mail flats prices.
- The mailpieces are addressed to subscribers and include either a BRM (under 507.9.0) or PRM (under 507.10.0) envelope designed for return of the disc to the permit holder.
- A sample of the return envelope is provided to the acceptance employee at the time of mailing for verification that the mailing is designed for round-trip purposes.
- BRM or PRM pieces must be picked up by the mailer at designated postal facilities, upon payment of all applicable postage and fees.

\* \* \* \* \*

<b>500</b>	<b>Additional Mailing Services</b>	*	*	*	*	*
<b>507</b>	<b>Mailer Services</b>	*	*	*	*	*
<b>9.0</b>	<b>Business Reply Mail (BRM)</b>					
<b>9.1</b>	<b>Business Reply Mail (BRM) Prices and Fees</b>	*	*	*	*	*

[Add new 9.1.6 as follows:]

### **9.1.6 Special Standards for BRM Pieces with an Optical Disc**

A letter-size BRM piece containing one standard optical disc will not be charged a nonmachinable surcharge if the piece meets the standards in 233.2.8. A flat-size BRM piece containing one standard optical disc and weighing no more than 2 ounces will be charged postage applicable for a 1-ounce First-Class Mail flat if the piece meets the standards in 333.2.7.

\* \* \* \* \*

### **10.0 Permit Reply Mail**

#### **10.1 General Information**

\* \* \* \* \*

[Add new 10.1.5 as follows:]

### **10.1.5 Special Standards for PRM Pieces with an Optical Disc**

A letter-size PRM piece containing one standard optical disc will not be charged a nonmachinable surcharge if the piece meets the standards in 233.2.8. A flat-size BRM piece containing one standard optical disc and weighing no more than 2 ounces will be charged postage applicable for a 1-ounce First-Class Mail flat if the piece meets the standards in 333.2.7.

\* \* \* \* \*

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

— Product Classification,  
Pricing, 6-2-11

## DMM Revision: Bundle Preparation — Strapping Transparency

Effective July 5, 2011, the Postal Service™ will revise the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 300, 400, 705, and 707 to provide standards for the transparency characteristic of clear strapping.

To process bundles efficiently on USPS® processing equipment, all address elements and markings must be visible and remain readable by the naked eye. Customers who prepare bundles of flats might use plastic strapping to secure the bundles, which may slide during transport or be applied directly over the delivery address, labels, and markings obstructing visibility.

Using clear, smooth strapping that is tightly secured around the bundles will reduce or eliminate current readability issues. Clear strapping with a transparency rated 52 percent when tested using ASTM D1746-09, Standard Test Method for Transparency of Plastic Sheeting, methods meets postal readability needs.

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

\* \* \* \* \*

#### **300 Commercial Flats**

\* \* \* \* \*

#### **340 Standard Mail**

\* \* \* \* \*

#### **345 Mail Preparation**

\* \* \* \* \*

#### **2.0 Bundles**

\* \* \* \* \*

#### **2.2 Address Visibility**

*[Revise the introductory paragraph of 2.2 as follows:]*

Mailers preparing presort bundles must ensure that the delivery address information, barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips on the top mailpiece in each bundle are visible and remain readable by the naked eye. Mailers can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Clear strapping with a transparency rated 52% when tested using ASTM D1746-09, Standard Test Method for Transparency of Plastic Sheeting, methods meets readability needs. This standard does not apply to the following:

\* \* \* \* \*

#### **360 Bound Printed Matter**

\* \* \* \* \*

#### **365 Mail Preparation**

\* \* \* \* \*

#### **2.0 Bundles**

\* \* \* \* \*

#### **2.2 Address Visibility**

*[Revise the introductory paragraph of 2.2 as follows:]*

Mailers preparing presort bundles must ensure that the delivery address information, barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips on the top mailpiece in each bundle are visible and remain readable by the naked eye. Mailers can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Clear strapping with a transparency rated 52% when tested using ASTM D1746-09, Standard Test Method for Transparency of Plastic Sheeting, methods meets readability needs. This standard does not apply to the following:

\* \* \* \* \*

#### **370 Media Mail**

\* \* \* \* \*

#### **375 Mail Preparation**

\* \* \* \* \*

#### **2.0 Bundles**

\* \* \* \* \*

#### **2.2 Address Visibility**

*[Revise 2.2 as follows:]*

Mailers preparing presort bundles must ensure that the delivery address information, barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips on the top mailpiece in each bundle are visible and remain readable by the naked eye. Mailers can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Clear strapping with a transparency rated 52% when tested using ASTM D1746-09, Standard Test Method for Transparency of Plastic Sheeting, methods meets readability needs.

\* \* \* \* \*

#### **380 Library Mail**

\* \* \* \* \*

#### **385 Mail Preparation**

\* \* \* \* \*

#### **2.0 Bundles**

\* \* \* \* \*

#### **2.2 Address Visibility**

*[Revise 2.2 as follows:]*

Mailers preparing presort bundles must ensure that the delivery address information, barcoded pressure-sensitive

bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips on the top mailpiece in each bundle are visible and remain readable by the naked eye. Mailers can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Clear strapping with a transparency rated 52% when tested using ASTM D1746-09, Standard Test Method for Transparency of Plastic Sheeting, methods meets readability needs.

	*	*	*	*	*
<b>400</b>	<b>Commercial Parcels</b>				
	*	*	*	*	*
<b>440</b>	<b>Standard Mail</b>				
	*	*	*	*	*
<b>445</b>	<b>Mail Preparation</b>				
	*	*	*	*	*
<b>2.0</b>	<b>Bundles</b>				
	*	*	*	*	*

**2.2 Address Visibility**

*[Revise the introductory paragraph of 2.2 as follows:]*

Mailers preparing presort bundles must ensure that the delivery address information, barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips on the top mailpiece in each bundle are visible and remain readable by the naked eye. Mailers can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Clear strapping with a transparency rated 52% when tested using ASTM D1746-09, Standard Test Method for Transparency of Plastic Sheeting, methods meets readability needs. This standard does not apply to the following:

	*	*	*	*	*
<b>460</b>	<b>Bound Printed Matter</b>				
	*	*	*	*	*
<b>465</b>	<b>Mail Preparation</b>				
	*	*	*	*	*
<b>2.0</b>	<b>Bundles</b>				
	*	*	*	*	*

**2.2 Address Visibility**

*[Revise the introductory paragraph of 2.2 as follows:]*

Mailers preparing presort bundles must ensure that the delivery address information, barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips on the top mailpiece in each bundle are visible and remain readable by the naked eye. Mailers can avoid obstructing visibility by

using clear, smooth strapping tightly secured around the bundle. Clear strapping with a transparency rated 52% when tested using ASTM D1746-09, Standard Test Method for Transparency of Plastic Sheeting, methods meets readability needs. This standard does not apply to the following:

	*	*	*	*	*
<b>470</b>	<b>Media Mail</b>				
	*	*	*	*	*
<b>475</b>	<b>Mail Preparation</b>				
	*	*	*	*	*
<b>2.0</b>	<b>Bundles</b>				
	*	*	*	*	*

**2.2 Address Visibility**

*[Revise 2.2 as follows:]*

Mailers preparing presort bundles must ensure that the delivery address information, barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips on the top mailpiece in each bundle are visible and remain readable by the naked eye. Mailers can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Clear strapping with a transparency rated 52% when tested using ASTM D1746-09, Standard Test Method for Transparency of Plastic Sheeting, methods meets readability needs.

	*	*	*	*	*
<b>480</b>	<b>Library Mail</b>				
	*	*	*	*	*
<b>485</b>	<b>Mail Preparation</b>				
	*	*	*	*	*
<b>2.0</b>	<b>Bundles</b>				
	*	*	*	*	*

**2.2 Address Visibility**

*[Revise 2.2 as follows:]*

Mailers preparing presort bundles must ensure that the delivery address information, barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips on the top mailpiece in each bundle are visible and remain readable by the naked eye. Mailers can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Clear strapping with a transparency rated 52% when tested using ASTM D1746-09, Standard Test Method for Transparency of Plastic Sheeting, methods meets readability needs.

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



**700 Special Standards**  
\* \* \* \* \*

**705 Advanced Preparation and Special Postage Payment Systems**  
\* \* \* \* \*

**8.0 Preparing Pallets**  
\* \* \* \* \*

**8.5 General Preparation**  
\* \* \* \* \*

**8.5.9 Address Visibility**  
*[Revise the introductory text of 8.5.9 as follows:]*

Mailers preparing presort bundles must ensure that the delivery address information, barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips on the top mailpiece in each bundle are visible and remain readable by the naked eye. Mailers can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Clear strapping with a transparency rated 52% when tested using ASTM D1746-09, Standard Test Method for Transparency of Plastic Sheeting, methods meets readability needs. This standard does not apply to the following:

- \* \* \* \* \*

**707 Periodicals**  
\* \* \* \* \*

**19.0 Bundles**  
\* \* \* \* \*

**19.12 Address Visibility**  
*[Revise the introductory text of 19.12 as follows:]*

Mailers preparing presort bundles must ensure that the delivery address information, barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips on the top mailpiece in each bundle are visible and remain readable by the naked eye. Mailers can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Clear strapping with a transparency rated 52% when tested using ASTM D1746-09, Standard Test Method for Transparency of Plastic Sheeting, methods meets readability needs. This standard does not apply to the following:

- \* \* \* \* \*

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

— Product Classification,  
Pricing, 6-2-11

**DMM Revision: New Authorization Process for Mailers Using Special Postage Payment Systems**

Effective July 5, 2011, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 705 and 707 to reflect a new authorization process for mailers wishing to mail under a special postage payment system, and to remove reference to fixed 2-year authorization periods.

In the past, a mailer requesting an authorization to mail under a special postage payment system was required to enter into a service agreement that was signed by the mailer and various representatives of the Postal Service. With this revision, mailers will be approved for use of a special postage payment system by means of an authorization letter instead of an approved service agreement. Express Mail Manifesting authorizations will continue to be approved through the current service agreement process. Current authorizations to use a special postage payment system are not affected by this change.

To eliminate repetitive authorization paperwork, the Postal Service removes reference to a mandatory 2-year renewal for several special postage payment systems and other authorizations. With this revision, these systems and

authorizations will no longer have a predetermined expiration date, and continuation will be based on the customer’s ability to effectively maintain the terms of the authorization. The Postal Service also updates the position title of the USPS® official responsible for review of appeals under special postage payment systems and authorizations.

These new standards will be effective in the July 5, 2011, DMM online update, but the Postal Service will authorize requests for participation in special payment systems in accordance with the revised standards immediately.

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

\* \* \* \* \*

**700 Special Standards**  
\* \* \* \* \*

**705 Advanced Preparation and Special Postage Payment Systems**  
\* \* \* \* \*

**2.0 Manifest Mailing System**

\* \* \* \* \*

**2.2 Basic Standards**

**2.2.1 Authorization Document**

*[Revise the introductory paragraph of 2.2.1 as follows:]*

An MMS is established through a letter of authorization as follows:

\* \* \* \* \*

*[Revise 2.2.1b as follows:]*

- b. An MMS approved by Business Mailer Support, as defined in 2.4.6b, is authorized with a letter signed by the mailer and the Business Mailer Support manager. The authorization letter contains provisions regarding mailer and USPS responsibilities, including document retention and quality control.

\* \* \* \* \*

**2.4 Authorization**

\* \* \* \* \*

**2.4.4 Authorization Period**

The authorization period for an MMS is as follows:

*[Revise 2.4.4a as follows:]*

- a. An MMS, not approved to use the Minimum Volume Reduction Provision (MVRP) defined in Publication 401, and approved by the district as defined in 2.4.5a, remains in effect until such time as the district manager or the mailer cancels the authorization or agreement. If Postal Service periodic reviews or mailer-supplied information demonstrates a need for modification, the agreement or authorization will be modified with concurrence by the district manager and the mailer.

\* \* \* \* \*

*[Revise 2.4.4c as follows:]*

- c. An MMS approved by Business Mailer Support as defined in 2.4.5b, remains in effect until such time as the Business Mailer Support manager or the mailer cancels the agreement or authorization. If Postal Service periodic reviews or mailer-supplied information demonstrates a need for modification, the agreement or authorization will be modified with concurrence by the Business Mailer Support manager and the mailer.

\* \* \* \* \*

**2.4.6 Denial**

If an MMS application is denied, the mailer may appeal the decision as follows:

\* \* \* \* \*

*[Revise the second sentence of 2.4.6b as follows:]*

- b. \*\*\*This appeal is sent to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who issues the final agency decision.

\* \* \* \* \*

**2.5 Revocation**

\* \* \* \* \*

**2.5.4 Appeal of Revocation**

The mailer may appeal following receipt of the notice of revocation and may continue to mail under the MMS during the appeal process. Appeals are handled as follows:

\* \* \* \* \*

*[Revise 2.5.4b as follows:]*

- b. For MMS authorizations given final approval by the Business Mailer Support manager, the mailer has 15 days from the date of receipt of the notice to file a written appeal with the vice president, Mail Entry and Payment Technology, USPS Headquarters. The appeal must include the reason why the MMS authorization should not be revoked. The vice president, Mail Entry and Payment Technology, USPS Headquarters, issues the final agency decision. The final revocation takes effect 15 days after receipt by the mailer.

\* \* \* \* \*

**2.8 Applications, Agreement Renewals, Modifications, Suspensions, and Cancellations**

*[Revise title and text of 2.8.5 as follows:]*

**2.8.5 Authorization Period**

EMM agreements remain in effect until such time as the district manager or the mailer cancels the agreement. If Postal Service periodic reviews or mailer-supplied information demonstrates a need for modification, the agreement will be modified with concurrence by the district manager and the mailer.

\* \* \* \* \*

**2.9 Electronic Verification System**

\* \* \* \* \*

**2.9.5 General Requirements**

General requirements for participation are as follows:

\* \* \* \* \*

*[Revise 2.9.5l as follows:]*

- l. Mailing Authorization. The mailer must have an eVS manifest mailing authorization or agreement with the Postal Service.

\* \* \* \* \*

**2.9.9 Authorization**

Mailers must be authorized to participate in eVS according to the following procedures:

\* \* \* \* \*

[Revise 2.9.9c as follows:]

- c. After receiving final authorization, the USPS representative will provide a signed authorization letter. The authorization letter contains provisions regarding mailer and USPS responsibilities, including electronic documentation, document retention, quality control, and the duration of the authorization.

\* \* \* \* \*

**2.9.11 Revocation**

The Business Mailer Support manager may revoke authorization for eVS participation for any of the following reasons:

\* \* \* \* \*

[Revise 2.9.11c and 11d as follows:]

- c. A mailer does not produce mailings meeting eVS criteria established by this standard or in the mailer’s eVS manifest mailing authorization.
- d. A mailer does not present mailings using eVS for more than 2 years (except as noted in the authorization or service agreement).

\* \* \* \* \*

**3.0 Optional Procedure Mailing System**

**3.1 Basic Information**

\* \* \* \* \*

[Revise title and text of 3.1.4 as follows:]

**3.1.4 Authorization Letter**

An authorization letter (or previously approved service agreement) must be presented to the mailer, and copies provided to the postmaster and district manager, before the date of the first Optional Procedure mailing. Before an authorization is provided, the mailer must submit an Optional Procedure Mailing System application, and that application must be approved under the procedures in 3.2. The authorization must set forth, among other things, the mailing information described in 3.2.3 and 3.2.5.

**3.2 Authorization**

\* \* \* \* \*

**3.2.3 Approval**

[Revise 3.2.3 as follows:]

When the application is approved, an authorization letter (or previously approved service agreement) is provided to the mailer. The letter (or agreement) specifies the types of mailings that may be mailed under the Optional Procedure Mailing System (e.g., the classes of mail, processing categories,

permit numbers to be used, and whether the mailer is authorized to mail identical-weight and/or nonidentical-weight pieces).

**3.2.4 Authorization Period**

[Revise 3.2.4 as follows:]

Authorization remains in effect until such time as the Business Mailer Support manager or the mailer cancels the authorization or agreement. If Postal Service periodic reviews or mailer-supplied information demonstrates a need for modification, then the authorization or agreement will be modified with concurrence by the Business Mailer Support manager and the mailer.

**3.2.5 Denial**

[Revise the last sentence of 3.2.5 as follows:]

\*\*\*If the manager determines that the application should be denied, the file is forwarded to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who will issue the final agency decision to the mailer.

**3.2.6 Changes**

[Revise the first sentence of 3.2.6 as follows:]

If a mailer proposes to change the method of presenting or documenting mailings from the method specified in the authorization or agreement, or the mailer is no longer able to comply with applicable standards or terms of the authorization or agreement, the mailer must immediately notify the Business Mailer Support manager, through the postmaster of the administering Post Office.\*\*\*

[Revise the title of 3.2.7 as follows:]

**3.2.7 Additions or Modifications**

[Revise the first and last sentences of 3.2.7 as follows:]

If the mailer requests additional options or modifications to an Optional Procedure authorization or service agreement, the mailer must submit a written request to the Business Mailer Support manager stating the requested change or modification and full documentation supporting each change or modification. \*\*\*Changes cannot be made until the Business Mailer Support manager has notified the mailer in writing that the changes or modifications have been approved and an addendum is added to the Optional Procedure authorization or service agreement.

\* \* \* \* \*

**3.2.10 USPS Cancellation**

The USPS may cancel an Optional Procedure Mailing System authorization if:

[Revise 3.2.10a and b as follows:]

- a. The mailer provides misleading or incorrect data to avoid paying postage, makes no mailings under the Optional Procedure authorization or service agreement during any consecutive 12-month period, or

fails to comply with the terms of the authorization or service agreement or the standards applicable to the Optional Procedure Mailing System.

- b. A periodic review or audit reveals that the Optional Procedure Mailing System authorization or service agreement should be discontinued or the mailer is not complying with the terms of the authorization or service agreement.

**3.2.11 Cancellation Notice and Appeal**

*[Revise the last sentence of 3.2.11 as follows:]*

\*\*\*If the Business Mailer Support manager does not uphold the appeal, the appeal letter, additional information, and the complete record underlying the decision to cancel the authorization are forwarded to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who issues the final agency decision to the mailer.

**3.3 Records**

\* \* \* \* \*

**3.3.3 Contents**

*[Revise 3.3.3 as follows:]*

Each mailing record must contain a sample of the mailpiece, the corresponding postage statement, and source documents required for the audit trail as specified in the mailer's Optional Procedure authorization or service agreement.

**4.0 Alternate Mailing System**

\* \* \* \* \*

**4.2 Authorization**

\* \* \* \* \*

**4.2.2 Conditions**

The conditions of authorization are:

\* \* \* \* \*

*[Revise 4.2.2b and c as follows:]*

- b. Authorization to use AMS must include a signed AMS authorization letter (or previously approved service agreement).
- c. An AMS authorization or agreement must specify the terms and conditions of the AMS.

\* \* \* \* \*

*[Revise 4.2.2e as follows:]*

- e. There must be no additional cost to the USPS for an AMS beyond the costs of current mail acceptance procedures for the mail in question.

*[Revise the second sentence of 4.2.2f as follows:]*

- f. \*\*\*The authorization or service agreement must include details of this program.\*\*\*

\* \* \* \* \*

**4.2.4 Approval**

*[Revise 4.2.4 as follows:]*

If the application is approved, an authorization letter (or previously approved service agreement) is provided to the mailer.

**4.2.5 Authorization Period**

*[Revise 4.2.4 as follows:]*

Authorizations remain in effect until such time as the Business Mailer Support manager or the mailer cancels the authorization or agreement. If Postal Service periodic reviews or mailer-supplied information demonstrates a need for modification, then the authorization or service agreement will be modified with concurrence by the Business Mailer Support manager and the mailer.

**4.2.6 Denial**

*[Revise 4.2.4 as follows:]*

If the application is denied, the mailer may file a written appeal within 15 days from the receipt of the notice, including additional evidence explaining why the AMS request should be approved, to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who reviews the appeal and issues the final agency decision.

**4.2.7 Revocation**

The Business Mailer Support manager may revoke an AMS authorization if the mailer:

\* \* \* \* \*

*[Revise 4.2.7c and 7d as follows:]*

- c. No longer meets the criteria established by standard or the AMS.
- d. Does not present mailings under AMS for more than 6 months (except under the authorization or service agreement).

\* \* \* \* \*

**4.2.9 Appeal**

*[Revise the third sentence of 4.2.9 as follows:]*

\*\*\*The appeal must be filed with the Business Mailer Support manager for referral to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who issues the final agency decision.\*\*\*

\* \* \* \* \*

**5.0 First-Class Mail or Standard Mail Mailings With Different Payment Methods**

**5.1 Basic Provisions**

\* \* \* \* \*

**5.1.9 Authorization Period**

*[Revise 5.1.9 as follows:]*

Authorizations remain in effect until such time as the Business Mailer Support manager or the mailer cancels the

authorization or agreement. If Postal Service periodic reviews or mailer-supplied information demonstrates a need for modification, then the authorization or service agreement will be modified with concurrence by the Business Mailer Support manager and the mailer.

**5.1.10 Denial**

*[Revise 5.1.10 as follows:]*

If an application is denied, the mailer may, within 15 days from receipt of the notice, file a written appeal, including additional evidence explaining why the request should be approved, to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who issues the final agency decision.

**5.1.11 Suspension**

*[Revise the first two sentences of 5.1.11 as follows:]*

The Business Mailer Support manager may suspend a combined mailing system authorization or agreement at any time, pending investigation, if the manager finds that postage is not being fully paid or mail is not being prepared according to standards. The decision to suspend the agreement may be appealed to the vice president, Mail Entry and Payment Technology, USPS Headquarters, within 15 days of the receipt of the notice, by submitting a written appeal with explanation.\*\*\*

**5.1.12 Cancellation by USPS**

The USPS may cancel an authorization to prepare combined mailings at any time if the mailer:

- \* \* \* \* \*

*[Revise 5.1.12b and c as follows:]*

- b. Makes no combined mailings under the authorization (or previously approved agreement) during any consecutive 12-month period.
- c. Fails to comply with applicable standards or terms of the authorization (or agreement), including required quality control procedures, and does not make changes to comply after USPS notification.

**5.1.13 Cancellation Procedure**

*[Revise the last sentence of 5.1.13 as follows:]*

\*\*\*If the manager denies the appeal, both the appeal and the additional information are sent to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who issues the final agency decision.

- \* \* \* \* \*

**6.0 Combining Mailings of Standard Mail, Package Services, and Parcel Select Parcels**

**6.1 Basic Standards for Combining Parcels and NFM's**

- \* \* \* \* \*

**6.1.2 Postage Payment**

*[Revise the second sentence of the introductory paragraph of 6.1.2 as follows:]*

\*\*\*The applicable system authorization must include procedures for combined mailings approved by Business Mailer Support.\*\*\*

- \* \* \* \* \*

**6.1.4 Authorization**

*[Revise 6.1.4, starting with the third sentence, as follows:]*

\*\*\*Business Mailer Support will review documentation and provide written authorization, which will remain in effect until such time as the Business Mailer Support manager or the mailer cancels the authorization. A mailer may terminate an authorization at any time by written notice to the postmaster of the office serving the mailer's location. Business Mailer Support may terminate an authorization, by written notice, if the mailer does not meet standards or the terms of the authorization.

- \* \* \* \* \*

**7.0 Combining Package Services and Parcel Select Parcels for Destination Entry**

- \* \* \* \* \*

**7.5 Authorization**

*[Revise 7.5, starting with the third sentence, as follows:]*

\*\*\*Business Mailer Support will review documentation and provide written authorization. Authorizations remain in effect until such time as the Business Mailer Support manager or the mailer cancels the authorization or agreement. A mailer may terminate an authorization at any time by written notice to the postmaster of the office serving the mailer's location. Business Mailer Support may terminate an authorization, by written notice, if the mailer does not meet the standards or the terms of the authorization.

- \* \* \* \* \*

**16.0 Plant-Verified Drop Shipment**

- \* \* \* \* \*

**16.2 Program Participation**

- \* \* \* \* \*

**16.2.2 Verification at Mailer's Plant**

*[Revise the first sentence of 16.2.2 as follows:]*

Before PVDS verification can be performed at the mailer's plant, the mailer must have either a USPS plant load authorization for that plant or a special postage payment authorization (or agreement) with the USPS that establishes a detached mail unit (DMU) at that plant.\*\*\*

- \* \* \* \* \*

**20.0 Postage Due Weight Averaging Program****20.1 Basic Information****20.1.1 Description**

*[Revise the second sentence of 20.1.1 as follows:]*

\*\*\*This program, subject to application, approval, and authorization, is available for customers who receive a minimum of 50,000 combined postage due parcels and flats, Merchandise Return Service (MRS) pieces, or Bulk Parcel Return Service (BPRS) pieces.\*\*\*

\* \* \* \* \*

*[Delete 20.1.4, Service Agreement, in its entirety.]*

**20.2 Authorization**

\* \* \* \* \*

**20.2.2 Approval**

*[Revise 20.2.2 as follows:]*

The Business Mailer Support manager, USPS Headquarters, approves or denies applications for PDWA systems. Approved mailers are provided an authorization letter (or previously approved service agreement) specifying, among other things, the customer's quality control procedures and procedures for handling missorted and accountable mail.

\* \* \* \* \*

**20.2.4 Authorization Period**

*[Revise the second sentence of 20.2.4 as follows:]*

\*\*\*If Postal Service periodic reviews or customer-supplied information indicates a need for modification, then the authorization or service agreement will be amended with concurrence of the Business Mailer Support manager and the customer.

**20.2.5 USPS Suspension**

*[Revise 20.2.5 as follows:]*

The Business Mailer Support manager may suspend a PDWA at any time if the authorization or service agreement does not provide adequate revenue protection, or the customer (or agent) fails to meet the criteria established by the agreement.

**20.2.6 Mailer Cancellation**

*[Revise 20.2.6 as follows:]*

The customer may cancel a PDWA authorization (or service agreement) by writing to the Business Mailer Support manager (see DMM 608.8.0 for address).

**21.0 Optional Combined Parcel Mailings****21.1 Basic Standards for Combining Parcel Select, Package Services, and Standard Mail Parcels**

\* \* \* \* \*

**21.1.2 Postage Payment**

*[Revise the second sentence of 21.1.2 as follows:]*

\*\*\*The MMS must include procedures for combined mailings approved by Business Mailer Support.\*\*\*

\* \* \* \* \*

**707 Periodicals**

\* \* \* \* \*

**27.0 Combining Multiple Editions or Publications**

\* \* \* \* \*

**27.2 Authorization**

\* \* \* \* \*

**27.2.3 Termination**

*[Revise 27.2.3 as follows:]*

An authorization will remain in effect until such time as the Business Mailer Support manager or the mailer cancels the authorization. If Postal Service periodic reviews or mailer-supplied information demonstrates a need for modification, the authorization will be modified with concurrence by the Business Mailer Support manager and the mailer.

\* \* \* \* \*

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

— Product Classification,  
Pricing, 6-2-11

## DMM Revision: Forwarding and Return Service for Parcel Select Mailpieces

Effective July 5, 2011, the Postal Service™ will revise the *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®) 507.1 and 507.2* to discontinue the free local forwarding of Parcel Select® mailpieces and to eliminate the option to request discontinuance of forwarding.

Beginning June 24, 2011, the Postal Service implements a new price for Parcel Select forwards and returns; those pieces will now pay the applicable Parcel Select bar-coded nonpresort price, plus an additional service fee.

Current mailing standards permit Parcel Select mailpieces to be forwarded, without an additional postage charge, when the old and new addresses are served within the same Post Office™ unit. With this revision, Parcel Select mailpieces will no longer be handed off to facilitate local delivery within the same office, but rather sent to a Centralized Forwarding System (CFS) facility for automated handling. Recipients will now incur an additional service fee, plus the cost of Parcel Select bar-coded nonpresort postage for mailpieces that are forwarded locally, just as they do for those mailpieces that are forwarded beyond the local area.

Additionally, customers who do not wish to pay for forwarding outside the local area may no longer request that parcels not be forwarded. PS Form 3546, which notifies the postmaster of the old address to discontinue forwarding Package Services or Parcel Select items, has been revised accordingly.

This revision reflects the final rule *Federal Register* published on March 31, 2011 (76 FR 17784–17787), which can be found on Postal Explorer® at <http://pe.usps.com>.

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

	*	*	*	*	*
<b>500</b>	<b>Additional Mailing Services</b>				
	*	*	*	*	*
<b>507</b>	<b>Mailer Services</b>				
<b>1.0</b>	<b>Treatment of Mail</b>				
	*	*	*	*	*
<b>1.3</b>	<b>Directory Service</b>				

USPS letter carrier offices give directory service to the types of mail listed below that have an insufficient address or cannot be delivered at the address given (the USPS does not compile a directory of any kind):

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

[Revise 1.3d as follows:]

- d. Parcels mailed at any Package Services or Parcel Select price.

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

#### **1.4 Basic Treatment**

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

#### **1.4.5 Extra Services**

Mail with extra services is treated according to the charts for each class of mail in 1.5, except that:

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

[Revise 1.4.5b as follows:]

- b. All insured First-Class Mail is forwarded and returned at no additional cost. All insured Standard Mail, Package Services, and Parcel Select is forwarded or returned.

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

#### **1.5 Treatment for Ancillary Services by Class of Mail**

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

#### **1.5.4 Package Services and Parcel Select**

[Revise introductory paragraph of 1.5.4 to include Parcel Select as follows:]

Undeliverable-as-addressed (UAA) Package Services and Parcel Select mailpieces are treated as described in Exhibit 1.5.4, with these additional conditions:

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

[Revise 1.5.4c as follows:]

- c. The endorsement “Change Service Requested” is not permitted for Package Services or Parcel Select mailpieces containing hazardous materials under 601.10.0.

[Revise the first two sentences of 1.5.4d as follows:]

- d. If a Package Services or a Parcel Select mailpiece and any attachment are not opened by the addressee, the addressee may refuse delivery of the piece and have it returned to the sender without affixing postage. Pieces endorsed “change service requested” as allowed in 1.5.4c are not returned to sender when refused. If a Package Services or Parcel Select piece or any attachment to that piece is opened by the addressee, the addressee must affix the applicable postage to return the piece to the sender.\*\*\*

[Revise 1.5.4e as follows:]

- e. An undeliverable Package Services or a Parcel Select mailpiece that bears postage with a postage evi-

dencing imprint and that has no return address or illegible return address is returned to the meter licensee or PC Postage customer upon payment of the return postage. The reason for nondelivery is attached, with no address correction fee. All Package Services (except unendorsed Bound Printed Matter) and Parcel Select pieces must have a legible return address.

\* \* \* \* \*

**Exhibit 1.5.4 Treatment of Undeliverable Package Services Mail and Parcel Select**

Mailer Endorsement	USPS Treatment of UAA Pieces
* * * * *	* * * * *

[Revise Address Service Requested, Forwarding Service Requested, and Return Service Requested text of Exhibit 1.5.4 as follows:]

**“Address Service Requested”**

**If no change-of-address order on file:**

Piece is returned with reason for nondelivery attached (only return postage charged) as follows:

- a. Parcel Select: At the Parcel Select barcoded nonpresort price plus the additional service fee.
- b. Package Services: At the appropriate single-piece price for the specific class of mail.

**If change of-address order on file:**

- *Months 1 through 12:* Package Services forwarded locally (no charge); Package Services forwarded outside the local area at the single-piece price for the class of mail. Parcel Select forwarded as postage due to addressee at the Parcel Select barcoded nonpresort price plus the additional service fee for Parcel Select. In both cases, separate notice of new address is provided (address correction fee charged). If addressee refuses to pay postage due, piece is returned with reason for nondelivery attached and postage charged as follows:
  - a. Parcel Select: At the Parcel Select barcoded nonpresort price plus the additional service fee.
  - b. Package Services: At the single-piece price for the class of mail.
- *Months 13 through 18:* Piece returned with new address attached (postage charged as noted in items a and b under “Months 1 through 12.”)
- *After month 18:* Piece returned with reason for nondelivery attached (postage charged as noted in items a and b under “Months 1 through 12.”)

**“Forwarding Service Requested”<sup>2</sup>**

**If no change-of-address order on file:**

Piece returned with reason for nondelivery attached; return postage charged as follows:

- a. Parcel Select: At the Parcel Select barcoded nonpresort price plus the additional service fee.
- b. Package Services: At the appropriate single-piece price for the specific class of mail.

**If change of-address order on file:**

- *Months 1 through 12:* Package Services forwarded locally (no charge); Package Services forwarded outside the local area at the single-piece price for the class of mail. Parcel Select forwarded as postage due to addressee at the Parcel Select Barcoded Nonpresorted price plus the additional service fee for Parcel Select. If addressee refuses to pay postage due, piece returned with reason for nondelivery attached; postage charged as follows:
  - a. Parcel Select: At the Parcel Select barcoded nonpresort price plus the additional service fee.
  - b. Package Services: At the single-piece price for the class of mail.
- *Months 13 through 18:* Piece returned with new address attached (postage charged as noted in items a and b under “Months 1 through 12.”)
- *After month 18:* Piece returned with reason for nondelivery attached (postage charged as noted in items a and b under “Months 1 through 12.”)

**“Return Service Requested”**

**In all cases:**

Piece returned with new address or reason for nondelivery attached; return postage charged as follows:

- a. Parcel Select: At the Parcel Select Barcoded Nonpresorted price plus the additional service fee.
- b. Package Services: At the appropriate single-piece price for the specific class of mail.

\* \* \* \* \*

**1.6 Attachments and Enclosures**

\* \* \* \* \*

[Revise title and text of 1.6.3 as follows:]

**1.6.3 Package Services and Parcel Select**

Undeliverable, unendorsed mailpieces with a First-Class Mail attachment or enclosure are forwarded or returned as follows:

- a. Parcel Select at the Parcel Select barcoded nonpresort price plus the additional service fee.



b. Package Services at the single-piece price for the specific class of mail.

c. For both types of host pieces, if the attachment or enclosure is a nonincidental First-Class Mail attachment or enclosure, the weight of the attachment or enclosure is not included when computing charges.

**1.7 Mixed Classes**

\* \* \* \* \*

**1.7.2 Other Combinations**

[Revise text of 1.7.2 as follows:]

Pieces of Periodicals, Standard Mail, Package Services, or Parcel Select with other classes of mail attached or enclosed (other than incidental First-Class Mail attachments or enclosures) must be forwarded under standards for the host piece. Neither the enclosures nor the host piece are provided the forwarding service of First-Class Mail.

\* \* \* \* \*

**1.9 Dead Mail**

**1.9.1 Basic Information**

\*\*\*Every reasonable effort is made to match articles found loose in the mail with the envelope or wrapper from which lost and to return or forward the articles.

\* \* \* \* \*

[Revise text of 1.9.1e as follows:]

e. Except for unendorsed Standard Mail, all undeliverable Standard Mail, Package Services, Parcel Select, and insured First-Class Mail containing Standard Mail or Package Services enclosures that cannot be returned because of an incorrect, incomplete, illegible, or missing return address is opened and examined to identify the sender or addressee.

\* \* \* \* \*

**2.0 Forwarding**

\* \* \* \* \*

**2.2 Forwardable Mail**

\* \* \* \* \*

**2.2.3 Discontinued Post Office**

[Revise text of 2.2.3 as follows:]

All Express Mail, First-Class Mail, Periodicals, Package Services, and Parcel Select mail addressed to a discontinued Post Office may be forwarded without charge to a Post Office that the addressee designates as more convenient than the office to which the USPS ordered the mail sent.

**2.2.4 Rural Delivery**

[Revise text of 2.2.4 as follows:]

When rural delivery service is established or changed, a customer of an office receiving mail from the original delivery office may file a written request with the postmaster at the original office to have all Express Mail, First-Class Mail, Periodicals, Package Services, and Parcel Select mail forwarded to the new delivery office without added charge.

\* \* \* \* \*

**2.2.6 Mail for Military Personnel**

[Revise the first sentence of 2.2.6 as follows:]

All Express Mail, First-Class Mail, Periodicals, Package Services, and Parcel Select mail addressed to persons in the U.S. Armed Forces (including civilian employees) serving where U.S. mail service operates is forwarded at no added charge when the change of address is caused by official orders.\*\*\*

\* \* \* \* \*

**2.3 Postage for Forwarding**

\* \* \* \* \*

**2.3.6 Package Services and Parcel Select**

[Revise text of 2.3.6 as follows:]

Package Services and Parcel Select pieces are subject to the collection of additional postage at the applicable price for forwarding; Parcel Select at the Parcel Select barcoded nonpresort price plus the additional service fee and Package Services at the single-piece price for the specific class of mail. Unless endorsed "Change Service Requested," all Package Services pieces are delivered without additional postage charge when the old and new addresses are served by the same Post Office. Shipper Paid Forwarding, used with Address Change Service (4.0), provides mailers who ship Package Services and Parcel Select parcels an option of paying forwarding postage instead of the addressee paying postage due charges. The addressee may refuse any specific piece of Package Services or Parcel Select that has been forwarded.

\* \* \* \* \*

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

## IMM Revision: Global Express Guaranteed Service — Country Updates

Effective June 6, 2011, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) section 213.5, the Country Price Groups and Weight Limits table, and the Individual Country Listing for several countries to reflect changes to size, weight, and content restrictions to various Global Express Guaranteed® (GXG®) destinations due to FedEx Express operational needs. The updates are as follows:

- Andorra: The maximum weight limit is reduced to 4 pounds (previously, the weight limit was 70 pounds).
- Belarus: The maximum dimensions are reduced to 46 inches long, 26 inches wide, and 35 inches high (previously, the maximum dimensions were 46 inches long, 35 inches wide, and 46 inches high). The current maximum length and girth combined of 108 inches remains unchanged.
- Bhutan: The “documents only” restriction for items sent to Bhutan is removed. Because of this change, mailers may now ship “nondocument” items to Bhutan.
- Congo, Democratic Republic of the: The maximum weight limit is reduced to 66 pounds (previously, the weight limit was 70 pounds).
- Papua New Guinea: The maximum dimensions are reduced to 28 inches long, 35 inches wide, and 46 inches high (previously, the maximum dimensions were 46 inches long, 35 inches wide, and 46 inches

high). The current maximum length and girth combined of 108 inches remains unchanged.

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

\* \* \* \* \*

#### **2 Conditions for Mailing**

##### **210 Global Express Guaranteed**

\* \* \* \* \*

##### **213 Prices and Postage Payment Methods**

\* \* \* \* \*

##### **213.5 Destinating Countries and Price Groups**

\* \* \* \* \*

#### **Exhibit 213.5 Destinating Countries and Price Groups**

*[Revise the note before the table to read as follows:]*

\* Only documents may be sent to a country marked with an asterisk.

*[Remove the asterisk from Bhutan so that the entry reads as follows:]*

Country Name	GXG Price Group
* * * * *	
Bhutan	6
* * * * *	
* * * * *	

### **Country Price Groups and Weight Limits**

\* \* \* \* \*

*[In the table, revise the entries for Andorra and for Congo, Democratic Republic of the to read as follows, reflecting the new maximum weight limits for GXG service:]*

Country	Global Express Guaranteed		Express Mail International		Priority Mail International <sup>1</sup>		First-Class Mail International	
	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. <sup>2</sup> (ozs./lbs.)
* * * * *								
Andorra	5	4	5	66	5	66	5	3.5 / 4
* * * * *								
Congo, Democratic Republic of the	4	66	7	66	7	66	7	3.5 / 4
* * * * *								
* * * * *								

### **Individual Country Listings**

\* \* \* \* \*

#### **Andorra**

\* \* \* \* \*

### **Global Express Guaranteed (210)**

*[Add a note before the table to read as follows:]*

**Note:** A GXG shipment to this country may contain documents only — nondocument items are prohibited.

[Revise the table to read as follows, reflecting the new maximum weight of 4 pounds:]

Weight not over (lbs.)	Price
0.5	\$47.00
1	71.75
2	80.70
3	89.65
4	98.60

**Weight Limit: 4 lbs.**

**Insurance (212.5)**

[Add a note before the table to read as follows:]

**Note:** A GXG shipment to this country may contain documents only — nondocument items are prohibited.

[Revise the table to read as follows:]

Insured Amount not over	Fee	Insured Amount not over	Fee
\$100	No Fee	For document reconstruction insurance coverage above \$800, add \$1.00 per \$100 or fraction thereof, up to a maximum of \$2,499 per shipment.	
200	\$1.00		
300	2.00		
400	3.00		
500	4.00		
600	5.00		
700	6.00		
800	7.00	\$2,499 max.	\$24.00

\* \* \* \* \*

**Belarus**

\* \* \* \* \*

**Global Express Guaranteed (210)**

\* \* \* \* \*

**Size Limits (211.22)**

\* \* \* \* \*

[Revise the maximum size limits for Belarus to read as follows:]

- Maximum length: 46 inches
- Maximum width: 26 inches
- Maximum height: 35 inches
- Maximum length and girth combined: 108 inches

\* \* \* \* \*

**Congo, Democratic Republic of the**

\* \* \* \* \*

**Global Express Guaranteed (210)**

[Revise the table to read as follows to reflect the new maximum weight of 66 pounds:]

Weight not over (lbs.)	Price	Weight not over (lbs.)	Price
0.5	\$97.75	34	637.25
1	114.50	35	652.00
2	133.25	36	666.75
3	152.00	37	681.50

Weight not over (lbs.)	Price	Weight not over (lbs.)	Price
4	170.75	38	696.25
5	189.50	39	711.00
6	208.25	40	725.75
7	227.00	41	736.50
8	245.75	42	747.25
9	264.50	43	758.00
10	283.25	44	768.75
11	298.00	45	779.50
12	312.75	46	790.25
13	327.50	47	801.00
14	342.25	48	811.75
15	357.00	49	822.50
16	371.75	50	833.25
17	386.50	51	844.00
18	401.25	52	854.75
19	416.00	53	865.50
20	430.75	54	876.25
21	445.50	55	887.00
22	460.25	56	897.75
23	475.00	57	908.50
24	489.75	58	919.25
25	504.50	59	930.00
26	519.25	60	940.75
27	534.00	61	951.50
28	548.75	62	962.25
29	563.50	63	973.00
30	578.25	64	983.75
31	593.00	65	994.50
32	607.75	66	1,005.25
33	622.50		

**Weight Limit: 66 lbs**

\* \* \* \* \*

**Papua New Guinea**

\* \* \* \* \*

**Global Express Guaranteed (210)**

\* \* \* \* \*

**Size Limits (211.22)**

\* \* \* \* \*

[Revise the maximum size limits for Papua New Guinea as follows:]

- Maximum length: 28 inches
- Maximum width: 35 inches
- Maximum height: 46 inches
- Maximum length and girth combined: 108 inches

\* \* \* \* \*

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

— Product Classification, Pricing, 6-2-11

## POM Revision: Special Philatelic Postmarks

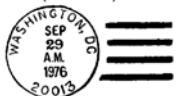







Effective immediately, the *Postal Operations Manual (POM)* is revised to update information on special philatelic postmarks. Specifically, the procedures for seasonal postmarks have been updated. Also, the term “philatelic center postmark” is being replaced with “Postmark America service.”

### Postal Operations Manual (POM)

	*	*	*	*	*
<b>2</b>	<b>Philately</b>				
	*	*	*	*	*
<b>23</b>	<b>Philatelic Postmarks</b>				
<b>231</b>	<b>General</b>				
	*	*	*	*	*
<b>231.5</b>	<b>Permissible Postmarking Devices and Hand-Stamped Postmarking for Collectors</b>				
	*	*	*	*	*

### Exhibit 231.5 Hand-Stamped Postmarks

[Revise Exhibit 231.5 by replacing item g as follows:]

- |  |  |
|--|--|
| <p>a. Standard postmark with killer bars (Item 550)</p>                        | <p>b. Circular postmark without killer bars</p>  |
| <p>c. First-day-of-issue postmark at Post Office where item first issued</p>  | <p>d. Bull's eye postmark</p>                   |
| <p>e. First-day-of-sale postmark contains 13 characters</p>                   | <p>f. Pictorial postmark subject to 234</p>     |
| <p>g. Postmark America Service subject to 236.2</p>                           | <p>h. Seasonal postmark</p>                     |
- GRAPHICS NOT TO SCALE

## 236 Other Special Philatelic Postmarks

### 236.1 Seasonal Postmarks

[Revise text of 236.1 to read as follows:]

Seasonal postmarks are temporary, pictorial rubber hand stamps available during the holiday season and during other special occasions throughout the year. Postmarking

service is usually available at retail windows for hand-back, mail-back, or re-mailing back into the mailstream. Postmarks can be a fixed date or rotating dates during the holiday season. Back-dating is prohibited for rotating-date postmarks. Customers wanting a specific date must have their items presented on or before the date of service. Seasonal postmarks can also be used at temporary retail stations during the holiday season.

[Revise title and text of 236.2 to read as follows:]

### 236.2 Postmark America Service

Postmark America service is a permanent, rubber hand stamp with rotating date plugs that is permitted for participating Post Offices to feature a symbolic image representing a town or region. Postmarking service is available only at windows when it does not interfere with normal retail operations. Postmasters can offer hand-back, will-call, or mail-back service. Postmark America service can be used for mail entering the mailstream or philatelic purposes.

Postmark America service affords tourists, customers, and collectors an opportunity to use and collect postmarks at any time. It also affords postmasters a way to generate revenue without having to staff or wait for events. Postmark America service is date sensitive, and back-dating is prohibited. Customers or collectors wanting a specific date must have their items presented at the Post Office on or before the date of service.

### 236.21 Postmark Design

Postmasters and station and branch managers are responsible for purchasing both the artwork and hand-stamp devices for their local postmark. They should work with local artists/designers to develop a design that fits within the following guidelines:

- a. The rubber composition hand-stamp postmark should feature a graphic design.
- b. The overall size of the device cannot exceed 2" in height by 4" in width.
- c. The postmark should consist of a changeable round-dater with month, day, and year insert plugs, and should include the city, state, and ZIP Code.
- d. Postmarks with proprietary designs need written permission from property owners for the use of the design.

### 236.22 Approval Process

Postmasters desiring to participate in the Postmark America service must submit the finalized postmark art to their district manager/designee for approval. After the district manager's approval, the postmaster/district office forwards the postmark artwork to Stamp Fulfillment Services (SFS)

for final approval and sign-off. Submit the proposed artwork to:

Postmarking Services
Attn: Postmark America Service
PO Box 449992
Kansas City, MO 64144-9998
Fax: 816-545-1206
e-mail: PictorialPostmarks@usps.gov
Attn: Postmark America Service
For more information, call 816-545-1349

236.23 Ordering Rubber Hand Stamps

Postmasters participating in the Postmark America service can order their off-catalog postmarking device using PS Form 1567, Requisition for Rubber and Steel Hand Canceling Stamps, or by calling the Topeka Materials Distribution Center at 800-332-0317 (press option 4, then press option 4 again at the next menu to reach a live operator).

Postmasters may also directly order the off-catalog postmark by contacting the Baumgarten Company of Washington, DC, at 301-317-3933 or 888-852-3852. Postmasters must complete an off-catalog eBay requisition for all items ordered. Postmasters should allow 30 days for the vendor to provide the postmarking device.

236.24 Postmark Servicing Support and Procedures

Postmarking service may be provided when such service does not interfere with other retail sales or mail processing operations and does not inconvenience other customers. Postmasters may, at their discretion, offer collectors hand-back or mail-back service or arrange for a date and time with the collector for drop-off and pick-up service.

Customers must present their items for postmarking on or before the official postmark date. Backdating is prohibited. Prior to submitting materials for postmarking, collectors should contact the Post Office from which they are request-

ing a postmark to verify that the specific Post Office participates in the Postmark America service. Collectors may request postmarking service in person or by mail on or before the date of the postmark. There is no charge for servicing up to 50 covers. Mail-back service customers must supply a self-addressed envelope with sufficient return postage applied to return the serviced covers. Handling charges cannot apply for Postmark America service when the items presented are for mailing purposes.

Postmasters may apply for postmarking assistance from the manager of Stamp Fulfillment Service if customers are requesting postmarking on large volumes of materials. For information, contact:

Manager, Stamp Fulfillment Services
8300 Underground Drive, Pillar 210
Kansas City, MO 64144-9998
Telephone: 816-545-1349

Postmasters desiring to promote the program locally should contact their local Corporate Communications office for assistance.

\* \* \* \* \*

We will incorporate this revision into the next printed version of the POM and also into the online version available on the Postal Service™ PolicyNet website:

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

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

— Stamp Services,
Government Relations and Public Policy, 6-2-11

Handbooks

Handbook F-101 Revision: Automatic Shipments of Stamp Stock

Effective June 2, 2011, Handbook F-101, Field Accounting Procedures, is revised to reflect the new distribution quantities for stamp stock. All postal retail units (PRUs) will receive an automatic distribution and will no longer have the ability to change their automatic distribution quantity, or "opt out" of the automatic distribution program.

Beginning with the June distribution of the American Scientists stamp, Asset Management will change the current quantities established for automatic distributions in the Stamp Service System (SSS) to quantities that reflect past sales for similar commemorative stamps.

Initially, the automatic push will include enough stamp stock to carry the PRU through approximately 45 days. By shipping out this quantity on the first automatic distribution, PRUs will no longer need to place a new item order.

Beyond this initial push, PRUs will replenish commemorative stamp stock, as they ordinarily do, using the SSS online ordering system.

The new automatic distribution quantities will be posted by finance number and unit ID on the Stamp Distribution Center (SDC) webpage at http://blue.usps.gov/purchase/assetmgnt/am\_sdchome.htm.

Handbook F-101, Field Accounting Procedures

\* \* \* \* \*

11 Accountable Paper — Postal Retail Units

\* \* \* \* \*

11-4 Ordering From the SDC or SDO

\* \* \* \* \*

#### 11-4.2 Automatic Shipments of Stamp Stock

[Revise 11-4.2 to read as follows:]

PRUs automatically receive shipments of commemorative, special issue, and holiday stamps from the SDC or SDO.

Asset Management will establish quantities for automatic distributions in the Stamp Service System (SSS) that reflect past sales for similar commemorative stamps.

\* \* \* \* \*

We will incorporate this revision into the quarterly online update of Handbook F-101 available on the Postal Service PolicyNet website:

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

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

— Revenue and Field Accounting,  
Controller, 6-2-11

### Handbook F-101 Revision: Processing Postage Due and the Additional Service Fee Handling

Effective June 2, 2011, Handbook F-101, *Field Accounting Procedures*, is revised to require all POS ONE, IRT, and eMOVES offices to record postage due (including over-the-counter pickup) on the revised PS Form 3584, *Postage Due Log*, and account for the amount collected in AIC 114. POS ONE systems will require separating shortpaid, forward/return to sender, and product entries. For IRT and eMOVES offices, the only requirement is to enter postage due collected into AIC 114.

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

\* \* \* \* \*

#### 17 Customer Business Reply Mail and Postage Due Activity

\* \* \* \* \*

[Revise title of 17-3 to read as follows:]

#### 17-3 Non-Trust Account Business Reply Mail and Postage Due Activities

##### 17-3.1 Handling Over-the-Counter Pickup

[Revise text of 17-3.1 to read as follows:]

Over-the-counter postage due mail is mail for which postage is collected directly from the customer upon delivery for non-trust account BRM, shortpaid, or forward/return to sender articles. Postage is not withdrawn from a customer trust account.

When retail associates (RAs) retrieve an over-the-counter postage due article from the Left Notice area, they must record the postage due and fee, when applicable, on a PS Form 3584. Upon receiving payment for the required postage and fee, when applicable, postal retail units must record the amount into AIC 114, Postage Due Invoice.

At POS ONE offices, the RA will do the following:

1. Access the “Mail Pickup” workflow.
2. Select “Postage Due.”
3. Select the appropriate postage due category.
4. Key in the amount.

5. Tender the transaction.

6. Issue the customer the POS customer receipt.

At non-POS ONE offices, the RA will do the following:

1. Enter the miscellaneous AIC 114.
2. Key in the amount.
3. Issue the customer the receipt.

The RA should secure the PS Form 3584 and submit it as documentation with a daily PS Form 1412.

[Revise title and text of 17-3.2 to read as follows:]

##### 17-3.2 Carrier Delivery — City, Rural, and Contract Delivery Route

Non-trust account BRM and postage due must be consigned to city, rural, and contract delivery route carriers and box clerks on PS Form 3584. The same form is used to clear the delivering employee of responsibility.

[Revise title and text of 17-3.3 to read as follows:]

##### 17-3.3 Consigning Non-Trust Account Business Reply Mail and Postage Due

Each article of non-trust account BRM and postage due must be clearly marked with the amount due before sorting to the delivering employee. If an additional service fee is due, the article should also be clearly marked with the fee amount due. The article then must go to the appropriate delivering employee who will withdraw any article known to be undeliverable.

The value of postage due and additional service fee, when applicable, must be entered in the appropriate column by route on PS Form 3584. Delivering employees accept responsibility for the non-trust account BRM and postage due by initialing the Postage Due Log.

Rural carriers, at their option, may pay for the non-trust account BRM and postage due at the time of consignment using PS Form 3584 and must follow these requirements:

- a. When the carrier chooses to pay in advance, complete the checkout side of PS Form 3584, record the amount collected, and initial under the check-in portion. The carrier must initial in the appropriate column.

- b. Prepare separate forms listing routes served for each assigning employee.
- c. Adequately secure the forms while carriers are pending clearance.
- d. Use ink to make entries.
- e. Initial changes (both the delivering and assigning employee).

*[Revise title and text of 17-3.4 to read as follows:]*

#### **17-3.4 Clearing Non-Trust Account Business Reply Mail and Postage Due**

As the delivering employees return, the clearing employee must do the following:

- a. Complete the employee check-in section of PS Form 3584, entering the amount of postage and fees for articles returned and the amount collected in the appropriate column.
- b. Subtract the returned amount from the accepted amount to arrive at the amount to collect from the delivering employee. The delivering employee must pay the necessary funds and initial.
- c. Initial the PS Form 3584 to release the delivering employee of responsibility.
- d. Send the returned articles at regular intervals to the appropriate customer service unit for over-the-counter delivery.

If a rural carrier who paid the postage due in advance returns any articles, the clearing employee should take the following action using a blank line on PS Form 3584:

- a. Enter the route number.
- b. On the check-in side, enter the number of pieces and the amount in the article returned columns.
- c. In the amount collected column, enter the amount of the returned article(s) in brackets, thus representing a negative amount.
- d. Refund the amount to the carrier.
- e. Initial and have the carrier initial.

After clearing all delivering employees who report non-trust account BRM and postage due, the clearing employee must do the following:

- a. Complete PS Form 3584.
- b. If the clearing employee does not prepare an individual PS Form 1412, submit PS Form 3584 and funds collected as entered in Block 3 to the PRU for processing.
- c. If the clearing employee prepares an individual PS Form 1412 or, for PRU processing, PS Form 3584, enter the amount collected into AIC 114 as in section 17-3.1. POS ONE offices must enter each postage due category from the PS Form 3584 separately.

#### **17-3.5 Verifying PS Form 3584, Postage Due Log**

*[Revise the text of 17-3.5 to read as follows:]*

The Amount Collected columns on PS Form 3584 must be verified by the unit manager or supervisor at least once a month. The individual line entries of one randomly selected PS Form 3584 from each delivery unit must be verified. The manager or supervisor performing the verification must annotate the PS Form 3584 “verified” and sign it.

\* \* \* \* \*

We will incorporate this revision into the next printed version of the POM and also into the online version available on the Postal Service™ PolicyNet website:

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

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

\* \* \* \* \*

*— Shipping Products, Domestic Products  
and Customer Service Standardization,  
Delivery & Post Office Operations, 6-2-11*

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# Pull-Out Information

## Fraud

### Withholding of Mail Orders

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

State, City ZIP Code	Names and Addresses Covered
CO, Denver 80206-4084	Any and all of various names, 700 N. Colorado Boulevard, #217
CO, Denver 80265-2002	Any and all of various names, 1001 16th Street, B-180, PMB 301
MD, Hyattsville 20783-1027	Any and all of various names except the surname Eaton, 3046 Powder Mill Road
NC, Charlotte 28208-3838	Any and all names, 3225 Minnesota Road
NC, Charlotte 28208-3843	Any and all names except the surnames Alexander and Johnson, 2212 Orton Street

— Judicial Officer, 6-2-11

### 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.

— Product Information Requirements, Mail Entry & Payment Technology, 6-2-11

005045	005918	014161	021154	025036	027095	028847	054228	068406	070146	071418	075722	078007
005076	005938	014167	021262	025223	027160	028953	058035	068511	070181	071494	075819	078015
005079	005959	014232	021362	025264	027165	028984	060276	068541	070186	071581	075864	078018
005116	005960	014568	021369	025269	027170	029018	060290	069036	070212	071635	075947	078028
005132	005982	014599	021491	025287	027205	029047	060366	069262	070231	071652	075950	078033
005178	006219	014701	021625	025296	027235	029066	060466	069302	070240	071671	075971	078034
005191	006716	014757	021867	025319	027249	029098	060517	069384	070271	071672	075994	078042
005195	007386	014845	021976	025379	027925	029136	060803	069651	070283	071739	076006	078048
005230	008075	014906	022290	025468	027976	029215	060856	069680	070301	071796	076041	078049
005260	008158	015000	022412	025469	028010	029219	062005	069708	070352	071831	076057	078087
005284	008297	015019	022457	025491	028030	029239	062072	069764	070357	071961	076088	078112
005417	009192	015085	022505	026013	028036	029388	062104	069792	070388	075022	076124	078127
005435	009355	015819	022515	026074	028065	029485	064307	069796	070393	075031	076143	078133
005448	009666	018602	022573	026098	028068	029504	064375	069854	070408	075035	076168	078146
005614	009824	018848	022574	026144	028070	029613	064446	070004	070440	075038	076204	078156
005672	009907	019340	022578	026220	028073	029652	064621	070006	070482	075067	076240	078160
005706	009942	019458	022618	026240	028090	029708	064754	070013	070597	075142	076264	078162
005710	010083	019509	022622	026308	028093	029739	064988	070023	070607	075151	076314	078172
005719	010197	019749	022625	026379	028120	029741	065058	070026	070663	075195	076334	078178
005729	010640	019911	022635	026434	028140	029751	065084	070053	070711	075220	076345	078224
005737	010719	020031	022641	026454	028165	029787	065222	070060	070753	075226	076421	078230
005772	010759	020067	022675	026483	028215	029805	065383	070080	070782	075234	076433	078418
005791	011087	020113	022793	026516	028319	029810	065460	070082	070797	075306	076568	078423
005797	011127	020471	023018	026538	028366	029812	065846	070083	070798	075312	076709	078424
005809	011317	020535	023086	026571	028374	029832	067059	070086	071133	075360	076820	078899
005827	011326	020537	023119	026586	028485	029835	067084	070091	071167	075434	076876	078909
005834	012150	020607	023152	026650	028535	030363	067198	070093	071183	075443	076877	078914
005852	012254	020613	023600	027014	028548	030431	067295	070094	071189	075453	076905	078917
005886	012363	020619	023615	027021	028566	030502	068010	070103	071277	075531	076967	079001
005895	012368	020638	023634	027054	028646	042200	068027	070107	071315	075617	077793	079012
005897	013256	020647	023635	027073	028740	046037	068284	070116	071321	075627	077938	079028
005911	014153	021066	025002	027092	028741	053034	068345	070126	071404	075652	078003	079030





928582	939513	949179	950705	951523	958144	967164	968174	968540	968828	969159	982421	995413
928585	939581	949227	950764	951534	958152	967167	968176	968544	968837	969171	982448	995444
928633	939584	949359	950840	951537	958170	967169	968190	968565	968839	969174	982458	995543
928688	939593	950017	950850	951548	958172	967172	968193	968570	968841	969203	982524	995579
928715	939604	950029	950901	951571	958173	967179	968200	968592	968894	970521	982546	995597
930055	939612	950032	950929	951576	958174	967195	968203	968593	968901	970523	982576	995694
930249	939618	950033	950937	951633	958180	967200	968211	968597	968906	970567	982579	995716
930384	940385	950062	950942	951731	958181	967204	968214	968604	968913	970825	982596	995723
930412	940434	950101	950943	951738	958187	967205	968224	968605	968943	971049	982630	995738
931028	940501	950156	950947	951745	958190	967230	968288	968611	968948	972755	983071	995885
931036	940555	950169	950981	951753	958495	967245	968304	968637	968958	972765	983076	995975
931049	940556	950192	950982	951758	958508	967259	968305	968643	968966	973345	984131	997073
931317	940625	950200	950993	951771	958756	967263	968310	968653	968968	980024	985078	997099
931601	940682	950206	951016	951780	958896	967265	968311	968666	968970	980262	985101	997125
931998	941056	950227	951023	951796	959080	967266	968330	968668	968979	980308	985226	997132
932509	941120	950240	951067	951822	960066	967272	968337	968674	968982	980702	985236	997156
932657	941699	950241	951068	951855	967011	967278	968339	968684	968999	980778	992783	997189
932703	943022	950246	951074	951856	967042	967306	968343	968703	969018	980831	995004	997193
932802	945671	950314	951149	951872	967046	967310	968344	968711	969041	980851	995007	997305
933257	945998	950339	951158	951895	967057	967316	968347	968712	969049	980974	995062	997316
934233	946154	950352	951163	951921	967060	967320	968372	968714	969075	981170	995075	997317
935003	946497	950417	951209	951928	967092	967323	968379	968717	969080	981445	995082	998125
935118	948085	950420	951235	951942	967094	967351	968417	968739	969081	981604	995118	998148
937258	948301	950527	951239	951943	967103	967392	968429	968758	969085	981861	995244	998162
937435	948423	950544	951273	951950	967107	967401	968437	968770	969089	982124	995290	998165
937485	948448	950569	951286	951989	967108	967444	968446	968775	969094	982143	995313	998204
937541	948468	950625	951310	952214	967136	967448	968458	968800	969101	982161	995336	998214
939056	948556	950636	951313	953336	967137	968057	968470	968802	969120	982298	995345	
939123	948637	950638	951329	958114	967144	968061	968486	968806	969145	982335	995351	
939140	948660	950685	951516	958119	967149	968152	968487	968816	969149	982410	995361	
939511	948788	950686	951517	958129	967159	968170	968494	968818	969158	982418	995405	

## 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>	043 129 1968 to 1997	083 784 8886 to 8899	178 881 9900 to 9999
010 504 1932 to 1999	043 205 5922 to 5999	083 913 6915 to 6999	<b>180 031 2089 to 2098</b>
011 582 1889 to 1899	044 087 3457 to 3499	084 478 3920 to 3999	180 428 4580 to 0599
011 588 2900 to 3099	044 087 4000 to 4099	086 000 8271 to 8299	182 368 7544 to 0599
012 579 5675 to 5699	044 306 4200 to 4299	086 798 3840 to 3849	182 475 3229 to 3258
013 289 6176 to 6199	044 306 4370 to 4599	088 404 4472 to 4499	182 475 3904 to 3933
013 610 0014 to 0099	045 524 4121 to 4298	088 404 5584 to 5699	182 631 0031 to 0099
014 932 1000 to 1099	046 800 9870 to 9899	088 757 8688 to 8699	186 132 7583 to 0599
014 972 0800 to 0899	047 352 4000 to 4099	088 757 9400 to 9499	186 629 0589 to 0599
015 363 0065 to 0099	048 383 7650 to 7659	089 358 2248 to 2257	187 184 6177 to 0199
017 028 3200 to 3299	048 396 3647 to 3699	<b>093 106 9346 to 9355</b>	<b>210 221 0548 to 0599</b>
018 569 5333 to 5399	<b>051 142 0755 to 0799</b>	093 203 0500 to 0599	<b>227 275 9400 to 9999</b>
018 986 5264 to 5299	051 774 8857 to 8899	093 684 3630 to 3699	<b>273 070 8059 to 8099</b>
019 518 2814 to 2899	051 781 2875 to 2885	094 081 5074 to 5099	273 775 7700 to 7899
<b>020 698 5159 to 5199</b>	051 977 7010 to 7023	094 216 2555 to 2599	<b>302 000 0000 to 9999</b>
020 844 7307 to 7399	052 058 7115 to 7199	094 580 7062 to 7099	<b>349 746 2056 to 2099</b>
020 972 8948 to 8999	054 450 1130 to 1167	094 639 4200 to 4299	<b>350 518 7350 to 7374</b>
022 021 9110 to 9181	057 670 0563 to 0599	095 070 7186 to 7199	<b>360 011 1690 to 1699</b>
022 037 1411 to 1499	058 187 3836 to 3899	095 076 8300 to 8399	360 168 6008 to 6099
022 527 9201 to 9210	058 523 3003 to 3099	095 354 6864 to 6899	360 173 8800 to 8899
022 529 1882 to 1899	058 591 1153 to 1299	097 224 1350 to 1599	360 324 2326 to 2399
023 637 7169 to 7199	058 895 3746 to 3799	<b>100 160 3800 to 3899</b>	362 861 3064 to 3099
024 380 4100 to 4199	059 986 0814 to 0899	104 667 6400 to 6499	<b>373 006 2176 to 2199</b>
024 496 6870 to 6896	<b>060 406 7650 to 7699</b>	104 876 8937 to 8999	374 768 2600 to 2699
025 092 0987 to 0999	063 491 8122 to 8199	<b>112 049 4413 to 4499</b>	375 169 4400 to 4599
025 369 5535 to 5599	063 916 9968 to 9999	112 870 9765 to 9799	375 829 3400 to 3499
025 729 1151 to 1199	064 091 4500 to 4599	114 402 3850 to 3899	375 851 9100 to 9199
025 729 1643 to 1799	065 170 0471 to 0499	114 866 5368 to 5397	376 196 0911 to 0999
026 492 3180 to 3199	065 255 7909 to 7999	116 154 2800 to 2899	378 085 3679 to 3699
027 361 0430 to 0499	065 392 6345 to 6399	116 986 4400 to 4499	378 351 1063 to 1099
027 369 4482 to 4495	066 099 2014 to 2099	117 175 1647 to 5169	379 843 5100 to 5199
027 671 8762 to 8776	066 648 2880 to 2899	117 951 4687 to 4699	<b>380 093 9600 to 9699</b>
027 787 9886 to 9899	066 787 3639 to 3699	117 951 5200 to 5299	380 165 1165 to 1199
027 965 9487 to 9499	066 845 7500 to 9999	119 815 8961 to 6199	381 325 4500 to 4599
028 100 8069 to 8099	067 093 3869 to 3899	119 850 7400 to 7499	381 604 2510 to 2699
028 191 1852 to 1999	068 895 0334 to 0399	119 850 7700 to 7999	381 645 9525 to 9599
028 850 3000 to 3199	<b>070 724 4488 to 4499</b>	<b>121 634 0460 to 0499</b>	383 314 3968 to 3999
029 510 1500 to 1599	070 841 9181 to 9199	122 451 9879 to 9899	383 892 1000 to 1344
<b>030 687 0903 to 0999</b>	070 844 2546 to 2599	122 714 6805 to 6900	383 892 1382 to 1399
030 701 3442 to 3499	070 916 1340 to 1399	124 916 0304 to 0499	384 925 3641 to 3654
031 077 4507 to 4799	071 047 5768 to 5799	126 423 0136 to 0169	385 568 2331 to 2399
032 295 7500 to 9999	071 179 9800 to 9899	<b>160 901 2254 to 2299</b>	385 599 7554 to 7575
034 394 1000 to 1099	071 386 3682 to 3699	161 103 6581 to 6599	385 774 2024 to 2099
034 943 0400 to 0799	071 507 6840 to 6899	161 194 2857 to 0899	386 624 1412 to 1599
035 035 4337 to 4399	072 045 9641 to 9699	162 032 4447 to 4499	386 883 8936 to 8999
037 706 9578 to 9599	072 675 8287 to 8299	163 257 1085 to 1099	387 314 5574 to 5599
037 805 3677 to 3699	077 617 5481 to 5499	166 101 1433 to 1499	387 837 6300 to 6399
037 909 5490 to 5499	077 999 4001 to 4090	167 555 5201 to 5212	388 828 0656 to 0699
037 931 4660 to 4699	078 174 4475 to 4499	167 555 5214 to 5299	389 696 2400 to 2799
039 145 6521 to 6595	078 219 4931 to 4999	169 618 6274 to 6299	389 846 3104 to 3135
<b>040 024 3901 to 3999</b>	078 250 4756 to 4799	<b>173 639 4685 to 4699</b>	389 846 3145 to 3195
040 674 7100 to 7199	078 823 8312 to 8399	174 281 9347 to 9399	389 887 9211 to 9230
040 688 8816 to 8899	079 374 0300 to 2499	175 251 2600 to 0699	389 887 9234 to 9299
041 299 6752 to 6799	079 807 2342 to 2399	176 281 7937 to 7950	<b>390 001 3182 to 3199</b>
041 623 8889 to 8899	<b>082 721 0228 to 0254</b>	176 281 7963 to 7999	390 001 3500 to 3699
041 803 6565 to 6599	083 140 5000 to 7499	178 254 5000 to 9999	390 545 5974 to 5999



477 681 5206 to 5299	496 213 8728 to 8799	612 291 8013 to 8099	637 562 5828 to 5899
478 010 4243 to 4268	496 474 5226 to 5248	612 751 5171 to 5199	638 042 1647 to 1699
478 010 4270 to 4291	497 053 8517 to 8699	612 751 5226 to 5299	638 049 4984 to 4999
478 450 5071 to 5099	497 854 8673 to 8699	612 751 6083 to 6099	638 318 1115 to 1199
478 469 7838 to 7858	498 449 8888 to 8899	612 751 6268 to 6299	638 318 1453 to 1499
478 469 7883 to 7899	498 929 8285 to 8499	612 751 6572 to 6599	638 885 0000 to 0299
479 280 9800 to 9899	498 936 5310 to 5399	612 774 2111 to 2199	638 903 4362 to 4373
479 365 9116 to 9176	499 016 5425 to 5499	612 774 2254 to 2299	639 415 1929 to 1999
479 412 9900 to 9999	499 440 8575 to 8899	612 774 2500 to 2599	639 415 2019 to 2099
479 667 6190 to 6199	499 731 6717 to 6799	614 469 0979 to 0999	639 420 6200 to 6299
479 748 9680 to 9699	<b>500 064 1858 to 1869</b>	614 474 3000 to 3099	639 469 3517 to 3799
479 860 7000 to 7199	500 070 5725 to 7799	614 521 3490 to 3499	639 605 2143 to 2199
<b>480 526 2000 to 2099</b>	501 058 0016 to 0026	614 645 1800 to 1899	639 657 8600 to 8799
480 640 6330 to 6399	501 331 0300 to 0399	614 832 1100 to 2099	<b>640 289 7500 to 7599</b>
480 658 0568 to 0599	502 227 7645 to 7699	615 017 7505 to 7599	640 289 7700 to 7999
480 689 5100 to 5199	502 424 0200 to 0499	617 711 6609 to 6699	641 170 4420 to 4499
481 072 9463 to 9499	502 424 0600 to 0699	617 760 5266 to 5299	641 318 3133 to 3199
481 673 0074 to 0095	503 003 2700 to 2899	617 813 3601 to 3699	641 378 6500 to 6999
482 527 1500 to 1599	503 194 5144 to 5153	618 840 9200 to 9299	641 383 8739 to 8799
482 541 5255 to 5299	503 790 9922 to 9948	619 551 7229 to 7299	641 877 3187 to 3299
482 729 6800 to 6899	504 045 4030 to 4099	619 859 3000 to 3099	641 877 3310 to 3399
483 363 7207 to 7299	504 166 0200 to 0599	<b>620 073 9400 to 9499</b>	642 355 8094 to 8199
483 402 2356 to 2399	504 240 1062 to 1399	621 614 7907 to 7930	642 355 8308 to 8999
483 486 5100 to 5199	504 805 3300 to 3499	621 614 7932 to 7999	642 900 0018 to 0099
483 632 1521 to 1599	505 893 7739 to 7799	621 648 8021 to 8199	643 030 6254 to 6299
483 632 2600 to 2799	505 893 7800 to 7999	621 648 8500 to 8599	644 066 0882 to 0899
483 849 1615 to 1699	506 124 0800 to 0999	621 904 8351 to 8599	644 069 0600 to 0699
484 174 4803 to 5299	506 165 7027 to 0099	621 916 1978 to 1989	644 077 7506 to 7699
484 323 8900 to 9199	<b>600 645 3223 to 3299</b>	622 989 8032 to 8099	644 085 8157 to 8199
484 680 5000 to 5038	601 339 1200 to 1399	623 076 9300 to 9399	644 112 9839 to 9899
484 680 5040 to 5074	601 653 5884 to 5899	623 819 5006 to 5099	644 373 9083 to 9099
484 680 5077 to 5099	601 661 7700 to 7799	623 895 8200 to 8399	644 380 1460 to 1499
485 029 4913 to 4999	601 682 5343 to 5399	623 917 0000 to 0099	644 733 4715 to 4799
486 176 0600 to 0699	601 928 1600 to 1699	623 917 0200 to 0299	644 900 9712 to 9799
486 559 7555 to 7599	602 512 2972 to 2999	624 468 5288 to 5299	644 901 0109 to 1299
486 696 3023 to 3199	602 555 2400 to 2799	624 665 3162 to 3198	644 901 1325 to 1399
488 173 7900 to 7999	602 829 7061 to 7099	625 088 6735 to 6799	644 923 6800 to 7799
488 206 4100 to 4199	603 483 9572 to 9599	625 916 9500 to 9799	644 932 4655 to 4699
488 226 0200 to 0299	603 490 7200 to 7299	625 968 8956 to 8999	645 318 7240 to 7499
488 709 3906 to 3999	603 678 7100 to 7199	627 005 3938 to 3999	645 333 1766 to 1799
488 855 8359 to 8399	603 678 7662 to 7699	627 384 3907 to 4099	645 790 8632 to 8699
489 181 8963 to 8999	603 678 7902 to 7999	627 496 7549 to 7599	645 821 0657 to 0699
489 223 2000 to 2099	603 678 8418 to 8499	627 708 3605 to 3699	645 930 7948 to 7999
489 311 1930 to 1999	603 678 8700 to 9999	627 776 2500 to 2599	645 975 0737 to 0762
489 318 6200 to 6300	604 086 0880 to 0899	628 226 3100 to 3199	646 242 6200 to 6299
489 384 0027 to 0099	604 349 1414 to 1499	628 814 4702 to 4799	646 270 7639 to 7799
489 427 0658 to 0899	604 503 7776 to 7799	628 851 9689 to 9699	646 798 4000 to 4999
489 997 5252 to 5299	605 520 9037 to 9099	629 510 7200 to 7299	647 048 7035 to 7099
<b>490 669 5850 to 6099</b>	605 685 4010 to 4099	629 964 4200 to 4294	647 049 2900 to 2999
490 717 7080 to 7099	605 988 6467 to 6499	<b>630 389 3056 to 3071</b>	647 398 8300 to 8399
490 721 6000 to 6099	607 689 7951 to 7960	630 463 0588 to 0599	647 398 8481 to 8499
490 793 1500 to 2099	607 728 1276 to 1299	631 459 9117 to 9199	647 437 3000 to 4999
490 886 8171 to 8199	608 727 7100 to 7199	631 762 9325 to 9399	647 811 2188 to 2199
490 977 9221 to 9240	608 727 7273 to 7599	632 217 4933 to 4999	648 009 6057 to 6099
491 258 8100 to 9099	608 813 9950 to 9999	632 500 0000 to 640 3999	648 163 5300 to 5499
491 567 1376 to 1399	609 067 5325 to 5399	633 110 4165 to 4199	648 722 5283 to 5299
492 254 4800 to 4899	609 067 5488 to 5499	633 110 4303 to 4499	648 892 3164 to 3199
492 283 5100 to 5199	609 067 5600 to 5699	633 438 6429 to 6599	649 100 3989 to 3999
492 610 6813 to 6899	609 289 6123 to 6199	633 588 7173 to 7182	649 647 0370 to 0399
493 394 5568 to 5599	609 438 4400 to 4499	634 725 0700 to 0799	649 647 0522 to 0599
493 470 2562 to 2599	609 493 1100 to 1199	634 803 3239 to 3299	649 647 5237 to 5399
493 473 7700 to 7799	609 766 8091 to 8999	634 807 2474 to 2499	649 647 9100 to 9299
493 716 2153 to 2199	609 825 4100 to 4115	634 827 5900 to 5999	649 666 7800 to 8299
494 206 2972 to 2999	609 884 2981 to 2999	634 886 3428 to 3499	<b>650 114 7707 to 7719</b>
494 217 3446 to 3999	609 893 1000 to 1099	635 559 3449 to 3499	650 130 3400 to 3599
494 224 0500 to 0599	<b>610 092 3200 to 3299</b>	636 289 6214 to 6299	650 213 0406 to 0499
495 145 0600 to 0699	610 582 4200 to 4299	636 634 8007 to 8042	650 555 1749 to 1799
496 209 7425 to 7499	611 879 6939 to 6999	637 150 1200 to 1299	650 564 1900 to 1999





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

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

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

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. Destroy 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</b>	<b>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, 6-2-11

## 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 [www.usps.com/missingmoneyorders/security.htm](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,  
Channel Access, 6-2-11*

## 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, 6-2-11*

## 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, 6-2-11*

## 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
DPO AE 09828	Add T	06/02/2011	A1-B-J-L-N-T-V-Z1
DPO AE 09845	Add T	06/02/2011	A-A1-B-B2-E3-F-F1-I-L-M-N-T-V-Z-Z1
DPO AE 09846	Add C, J, M, W, Y; Delete E2	06/02/2011	A-A1-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-W-Y-Z1
DPO AA 34004	Add A1, T; Remove A	06/02/2011	A1-B-J-L-N-T-U-V
DPO AA 34032	Add T	06/02/2011	A1-B-J-L-M-N-T-U-V-Z1
DPO AA 34041	Add T	06/02/2011	A1-B-J-L-M-N-T-U-V-Z1
DPO AP 96209	Add T	06/02/2011	A-A1-B-J-L-N-T-U
APO AP 96297	Close	05/13/2011	
DPO AP 96303	Add T	06/02/2011	A1-B-H-J-L-M-N-T-W
DPO AP 96532	Add T	06/02/2011	A-A1-B-H-J-L-M-N-T-U-V

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

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09304	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09348	A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1	09387	A-A1-B-C1-E2-F-H1-M-R-V	09573	A1-B-F-F1-R-R1-V
09305	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09350	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	09574	A1-B-F-F1-R-R1-V
09306	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1	09351	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09393	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09575	A1-B-F-F1-R-R1-V
09307	A1-B-N-V-Z1	09352	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	09576	A1-B-F-F1-R-R1-V
09308	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09353	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09396	A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1	09577	A1-B-V
09309	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09354	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09397	A-A1-B-C1-E2-F-F1-H1-M-N-R-R1-S-T-V-Z-Z1	09578	A1-B-F-F1-R-R1-V
09310	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09355	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09403	A1-B-C-C1-M-R-U	09579	A1-B-F-F1-R-R1-V
09311	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09356	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09421	A1-B-C-C1-M-R-U	09581	A1-B-F-F1-R-R1-V
09312	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1	09357	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09447	A1-B-C-C1-R-U-V	09582	A1-B-F-F1-R-R1-V
09313	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09359	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09454	A1-B-C-C1-M-R-U-V	09587	A1-B-F-F1-R-R1-V
09314	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09360	A1-B-V	09459	A1-B-C-C1-M-R-U	09588	A1-B-V
09315	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09363	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09461	A1-B-C-C1-M-P-R-U	09590	A1-B-V
09316	A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1	09364	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09463	A1-B-C-C1-R-U	09591	A1-B-F-F1-R-R1-V
09317	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09365	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09464	A1-B-C-C1-R-U	09593	A1-B-V
09320	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09366	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09466	A1-B-C-C1-R-U	09594	A1-B-V
09321	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09367	A-A1-B-B2-C1-E2-F-H1-M-R-R1-V-Z	09468	A1-B-C-C1-M-R-U	09596	A1-B-V
09327	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09368	A-A1-B-C1-E2-F-H1-M-N-R-V-Z1	09469	A1-B-C-C1-R-U	09599	A1-B-F-F1-R-R1-V
09328	A-A1-B-C1-E2-F-H1-R-R1-V-Z1	09369	A-A1-B-C1-E2-F-H1-M-R-R1-V	09470	A1-B-C-C1-M-R-U	09602	A1-B-C-F-F1-N-R-U-V
09330	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09370	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09494	A1-B-C-C1-M-R-U	09603	A1-B-C-F-F1-R-U-V
09331	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09371	A-A1-B-C1-E2-F-H1-M-R-V	09496	A1-B-C-C1-R-U-V	09604	A1-B-C-F-F1-P-R-U-V
09332	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09372	A-A1-B-C1-E2-F-H1-M-R-R1-V	09498	A1-B-C-C1-F-F1-F2-J-L-N-R-R1-T-V-Z1	09605	A1-B-C-D-H-M-R-U-V
09333	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09373	A-A1-B-C1-E2-F-H1-M-R-R1-V	09501	A1-B-V	09606	A1-B-C-D-H-M-R-U-V
09334	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09374	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09502	A1-B-V	09607	A-A1-B-C-F-F1-M-R-R1-U-U3-V-W
09336	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1	09375	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09503	A1-B-V	09608	A1-B-C-F-N-U-V
09337	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09376	A-A1-B-C1-E2-F-H1-M-R-R1-V	09504	A1-B-V	09609	A1-B-C-F-U
09338	A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1	09377	A-A1-B-C1-E2-F-H1-M-R-R1-V	09505	A1-B-V	09610	A1-B-C-F-F1-M-R-U-V
09339	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09378	A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1	09506	A1-B-V	09611	A1-B-C-F-F1-R-U-V
09340	A-A1-B-C1-F-H-R-V	09380	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09507	A1-B-V	09613	A1-B-C-F-U-V
09342	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09382	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09508	A1-B-V	09617	A1-B-C-F-U
09343	A-A1-B-C1-F-M-N-V-Z1	09383	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09509	A1-B-V	09618	A1-B-C-F-U
09344	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09384	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09510	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09620	A1-B-C-F-U
09347	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1			09511	A1-B-V	09621	A1-B-C-F-U
				09513	A1-B-F-F1-R-R1-V	09622	A1-B-C-F-U
				09517	A1-B-F-F1-R-R1-V	09623	A1-B-C-F-U
				09524	A1-B-F-F1-R-R1-V	09624	A1-B-C-F-U
				09532	A1-B-F-F1-R-R1-V	09625	A1-B-C-F-U
				09534	A1-B-F-F1-R-R1-V	09626	A1-B-C-F-U
				09543	A1-B-F-F1-R-R1-V	09627	A1-B-C-F-U
				09545	A1-B-V	09630	A1-B-C-F-U-V
				09549	A1-B-V	09631	A1-B-C-F-U
				09554	A1-B-F-F1-R-R1-V	09633	A1-B-B2-C-D-F-F1-M-R-U-U1-U2-U3-V-Z1
				09556	A1-B-F-F1-R-R1-V	09636	A1-B-C-F-U
				09557	A1-B-F-F1-R-R1-V	09642	A1-B-M-N-R-U
				09564	A1-B-F-F1-R-R1-V	09643	A1-B-M-R-U
				09565	A1-B-F-F1-R-R1-V	09645	A1-B-C-F-F1-U
				09566	A1-B-F-F1-R-R1-V	09647	A1-B-N-R-U
				09567	A1-B-F-F1-R-R1-V	09648	A1-B-N-U-V-Z1
				09568	A1-B-V	09649	A1-B-N-U-Z1
				09569	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
				09570	A1-B-F-F1-R-R1-V	09702	A1-B-C-C1-F1-M-R-R1-U
						09703	A1-B-C-F1-H-U

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09704	A1-B-C-V	09747	A1-B-F-J-N-U-V-Z1	09824	A-A1-B-F-R-V-Z1	34011	A1-B-B2-C1-E2-F-J-L-M-N-R-R1-T-V-Z1
09705	A1-B-U	09748	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09825	A-A1-B-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	34020	A1-B-J-L-M-N-U-V-Z1
09706	A1-B-C-N-R-U-V	09749	A-A1-B-F-H-N-V-Z1	09826	A-A1-B-B2-C1-E1-E2-E3-F-L-M-N-R-R1-T-V-W-Z1	34021	A1-B-J-L-M-N-U-V-Z1
09707	A1-B-C-J-M-N-R-U-V	09750	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09827	A-A1-B-F-F1-N-R-V-Z1	34022	A1-B-D-F-J-L-M-N-U-V-Z1
09708	A1-B	09751	A1-B-C-D-H-M-R-U	09828	<b>A1-B-J-L-N-T-V-Z1</b>	34023	A1-B-J-L-M-N-U-V-Z1
09709	A1-B-F1-H	09752	A1-B-C-D-H-U	09829	A1-B-C-N-R-V-Z1	34024	A1-B-L-M-N-U-V-Z1
09710	A1-B-C-C1-F1-M-N-R-R1-U	09754	A1-B-U	09830	A1-B-C-M-N-R-V-Z1	34025	A1-B-F-J-L-M-N-U-V-Z1
09711	A1-B-F1-N-R-Z1	09755	A1-B-U	09831	A1-B-F-N-U-V-Z1	34030	A1-B-J-L-M-N-U-V-Z1
09713	A1-B-C-F1-R	09756	A1-B-U	09832	A-A1-B-U1-V-Z1	34031	A1-B-J-L-M-N-U-V-Z1
09714	A1-B-C-C1-F1-M-R-R1-U	09758	A-A1-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09833	A1-B-U1-V-Z1	<b>34032</b>	<b>A1-B-J-L-M-N-T-U-V-Z1</b>
09715	A1-B-F1-M-R	09759	A-A1-B-B2-C-C1-E2-F-F1-F2-J-L-N-R-R1-T-V-Z1	09834	A1-B-F-F1-R-R1-V-Z1	34033	A1-B-C-F-J-L-M-N-V-Z1
09716	A1-B-C-M-N-R-V	09762	A-A1-B-B2-E3-F-F1-J-L-N-R-R1-T-V-Z1	09835	A-A1-B-V-Z1	34034	A1-B-J-L-M-N-V-Z1
09717	A-A1-B-M-R-V-W	09769	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09836	A-A1-B-C-F-M-V-Z1	34035	A1-B-H-J-L-M-N-U-V-Z1
09718	A1-B-F-I-M-N-R-U-V-Z	09771	A-A1-B-C-E1-N-R-V	09837	A1-B-V-Z1	34036	A1-B-J-L-M-N-U-V-Z1
09719	A1-B-C-D-M-R-U-V	09777	A-A1-B-C-E1-M-N-R	09838	A1-B-V-Z1	34037	A1-B-C-F-H-I-L-M-N-V-Z1
09720	A1-B-M-R-U-V	09780	A-A1-B-F-H-N-R-V	09839	A-A1-B-U-V-Z1	34038	A1-B-L-M-N-U-V-Z1
09721	A1-B-N-R-U-V-Z1	09798	A1-B-C-D-H-L-U-V	09840	A-A1-B-V-Z1	34039	A1-B-J-L-M-N-U-V-Z1
09722	A-A1-B-F-H-N-Q-V-Z-Z1	09801	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09841	A-A1-B-N-R-U-Z1	<b>34041</b>	<b>A1-B-J-L-M-N-T-U-V-Z1</b>
09723	A1-B-M-N-R-U-V-Z1	09803	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	09842	A-A1-B-M-N-R-Z1	34042	A1-B-D-F-M-N-V-Z1
09724	A1-B-C-C1-F1-M-R-R1-U	09804	A-A1-B-F-F1-N-R-V-Z1	09844	A-A1-B-C-F-N-U-V-Z1	34050	A1-B-V
09726	A1-B-M-N-R-U-V	09805	A-B-F-F1-R-R1-V-Z1	<b>09845</b>	<b>A-A1-B-B2-E3-F-F1-I-L-M-N-T-V-Z-Z1</b>	34055	A1-B-J-L-M-N-U-V-Z1
09727	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09806	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	<b>09846</b>	<b>A-A1-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-W-Y-Z1</b>	34058	A1-B-F-F1-R-R1-V-Z1
09728	A-A1-B-B2-C-C1-F-J-L-N-R-R1-T-V-Z1	09807	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09852	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	34060	A1-B-B2-C1-E2-F-J-L-N-R-R1-T-V-Z1
09729	A1-B-C-F-N-R-R1-U-V	09808	A-A1-B-C1-E2-F-H1-M-R-V	09853	A1-B-E2-F-H1-R-R1-U2-V-Z1	34078	A1-B-F1-N-V-Z1
09730	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09809	A1-B-V-Z1	09855	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1	34090	A1-B-F-F1-R-R1-V
09731	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09810	A-A1-B-F-F1-N-R-V-Z1	09858	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	34091	A1-B-F-F1-R-R1-V
09732	A1-B-N-V-Z1	09811	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	09859	A1-B-C1-F-F1-H1-N-R-R1-V-Z1	34092	A1-B-F-F1-R-R1-V
09733	A1-B-N-V	09812	A1-B-E2-E3-F-F1-I-N-R-U-V-Z1	09862	A-A1-B-N-V-Z1	34095	A1-B-V
09734	A-A1-B-C-C1-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	09865	A-A1-B-V-Z1	34098	A1-B-V
09735	A1-B-N-V-Z1	09814	A1-B-E2-E3-F-F1-I-N-R-U-V-Z1	09868	A-A1-B-N-U-V-Z1	34099	A1-B-V
09736	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	09870	A-A1-B-C1-E2-F-H1-M-R-R1-U-V-Z1	96201	A-A1-B
09737	A-A1-B-B2-C-C1-F-I-L-M-N-R-R1-T-V-W-Y-Z-Z1	09816	A-A1-B-B2-C-C1-E2-E3-F-J-L-N-R-R1-T-V-Z1	09880	A-A1-B-C1-E2-F-H1-R-R1-U-V-Z1	96202	A-A1-B-U
09738	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09817	A-A1-B-B2-C1-E2-E3-F-F1-H-H1-J-L-M-N-R-T-V-Z1	09889	A1-B-E2-F-H1-N-R-R1-U2-V-Z1	96203	A-A1-B
09739	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09818	A-A1-B-C-F-M-V-Z1	09890	A1-B-E2-F-H1-N-R-R1-U2-V-Z1	96204	A-A1-B
09741	A-A1-B-C1-E2-F-F1-H1-J-L-M-N-R-R1-T-V-W-Y-Z1	09820	A-A1-B-B2-F-H-H1-J-L-M-N-R-R1-T-V-Z1	09892	A-A1-B-E2-F-N-R-R1-V-Z1	96205	A-A1-B-U
09742	A-A1-B-B2-F-F1-J-L-M-N-R-T-V-Z1	09821	A-A1-B-F-N-R-V-Z1	09898	A1-B-E2-F-H1-N-R-R1-U2-V-Z1	96206	A-A1-B-U
09743	A-A1-B-F-H-N-Q-V-Z-Z1	09822	A-A1-B-F-R-V-Z1	34002	A1-B-J-L-N-U-Z1	96207	A-A1-B-V
09744	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09823	A-A1-B-F-R-V-Z1	<b>34004</b>	<b>A1-B-J-L-N-T-U-V</b>	<b>96209</b>	<b>A-A1-B-J-L-N-T-U</b>
09745	A-A1-B-F-F1-M-N-R-R1-V-Z1			34006	A-A1-B-C1-F1-N-V-Z1	96213	A-A1-B-U
				34007	A-A1-B-C1-F-F1-M-N-R-R1-V-Z1	96214	A-A1-B-U
				34008		96218	A-A1-B-U
					A1-B-B2-D-E1-F-H-H1-J-L-M-N-R-R1-T-V-Z1	96224	A-A1-B-U
						96257	A-A1-B-U
						96258	A-A1-B-U
						96260	A-A1-B-U
						96262	A-A1-B-U-V
						96264	A-A1-B-U
						96266	A-A1-B-U
						96267	A-A1-B-U-V



APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
96269	A-A1-B-U	96376	A1-B-M-W	96542	A1-B-V	96619	A1-B-V
96271	A-A1-B-U	96377	A1-B-M-W	96543	A1-B-P-V	96620	A1-B-F-F1-R-R1-V
96275	A-A1-B-V	96378	A1-B-M-W	96544	A1-B-F-N-U3-V	96621	A1-B-V
96276	A-A1-B	96379	A1-B-M-W	96546	A1-B-F-U3	96622	A1-B-F-F1-R-R1-V
96278	A-A1-B-U	96384	A1-B-M-W	96548	A-A1-B-H-M-U	96624	A1-B-F-F1-R-R1-V
96283	A-A1-B-U	96386	A1-B-M-W	96549	A-A1-B-H-M-U	96628	A1-B-F-F1-R-R1-V
96284	A-A1-B-U-V	96387	A1-B-M-W	96550	A-A1-B-H-M-U-V	96629	A1-B-F-F1-R-R1-V
<b>96303</b>	<b>A1-B-H-J-L-M-N-T-W</b>	96388	A1-B-M-W	96551	A-A1-B-H-M-N-U	96643	A1-B-F-F1-R-R1-V
96306	A1-B-F-F1-F2-H-M-W	96401	A1-B-F-N-V-Z1	96552	A1-B	96650	A1-B-F-F1-R-R1-V
96309	A1-B-M-V-W	96426	A-A1-B-C1-E2-F-H1-M-R-V	96553	A-A1-B-F-F1-H-M-U	96657	A1-B-F-F1-R-R1-V
96310	A1-B-M-W	96427	A-A1-B-C1-E2-F-H1-M-R-R1-V	96554	A-A1-B-H-M-U	96660	A1-B-F-F1-R-R1-V
96319	A1-B-M-W	96447	A1-B-F-N-U3-V-V1	96555	A1-B-F-M-V	96661	A1-B-F-F1-R-R1-V
96321	A1-B-F-F1-F2-H-M-W	96501	A-A1-B-N-V	96557	A1-B-F-M-V	96662	A1-B-F-F1-R-R1-V
96322	A1-B-F-F1-F2-H-M-W	96502	A1-B-F-N-U3-V	96562	A-A1-B-B2-C-C1-D-E2-E3-F-F1-H-H1-I-L-M-N-R-T-V-Z-Z1	96663	A1-B-F-F1-R-R1-V
96323	A1-B-M-V-W	96503	A1-B-F-N-U3-V	96577	A-A1-B-F-H-M-U	96664	A1-B-V
96326	A1-B-M-W	96507	A-A1-B-F-V	96595	A1-B-V	96665	A1-B-V
96328	A1-B-M-W	96510	A1-B-I-N-V	96598	A1-B-N-V	96666	A1-B-V
96330	A1-B-M-W	96511	A1-B-I-N-V	96599	A1-B-N-V	96667	A1-B-F-F1-R-R1-V
96336	A1-B-M-V-W	96515	A1-B-D-F-U3	96601	A1-B-V	96668	A1-B-F-F1-R-R1-V
96337	A1-B-M-W	96516	A1-B-D-F	96602	A1-B-V	96669	A1-B-F-F1-R-R1-V
96338	A1-B-M-W	96517	A1-B-F-U3-V	96603	A1-B-V	96670	A1-B-V
96339	A1-B-M-V-W	96518	A1-B-V	96604	A1-B-V	96671	A1-B-F-F1-R-R1-V
96343	A1-B-M-W	96520	A1-B-F-N-U3-V	96605	A1-B-V	96672	A1-B-F-F1-R-R1-V
96346	A1-B-F-F1-F2-H-M-V-W	96521	A1-B-F-N-U3	96606	A1-B-V	96673	A1-B-V
96347	A1-B-F-F1-F2-H-M-W	96522	A1-B-F-N-U	96607	A1-B-V	96674	A1-B-F-F1-R-R1-V
96348	A1-B-F-F1-F2-H-M-W	96530	A-A1-B-F-F1-H-H1-M-N-U-V	96608	A1-B-V	96675	A1-B-F-F1-R-R1-V
96349	A1-B-F-F1-F2-H-M-W	96531	A-A1-B-F-F1-H-M-N-U-V	96609	A1-B-V	96677	A1-B-F-F1-R-R1-V
96350	A1-B-F-F1-F2-H-M-W	<b>96532</b>	<b>A-A1-B-H-J-L-M-N-T-U-V</b>	96610	A1-B-V	96678	A1-B-F-F1-R-R1-V
96351	A1-B-F-F1-F2-H-M-W	96534	A-A1-B-F-U	96611	A1-B-V	96679	A1-B-F-F1-R-R1-V
96362	A1-B-F-F1-F2-M-W	96535	A-A1-B-F-V	96612	A1-B-F-F1-R-R1-V	96681	A1-B-V
96365	A1-B-M-V-W	96537	A1-B-V	96613	A-A1-B-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96682	A1-B-V
96367	A1-B-L-M-W	96538	A1-B-V	96614	A-A1-B-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96683	A1-B-V
96368	A1-B-M-W	96540	A1-B-V	96615	A1-B-F-F1-R-R1-V	96686	A1-B-V
96370	A1-B-F-F1-F2-H-M-W	96541	A1-B-V	96616	A1-B-F-F1-R-R1-V	96687	A1-B-V
96372	A1-B-M-W			96617	A1-B-F-F1-R-R1-V	96698	A1-B-V
96373	A1-B-M-W						
96374	A1-B-M-W						
96375	A1-B-M-W						

## 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.

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

## U.S. Flag at Half-Staff

### How to Display

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

### Specific Dates

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

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



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

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

## POW-MIA Flag

### How to Display

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

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

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

### Specific Dates

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

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

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

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

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



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

**Since Jan. 1,  
USPS has  
conducted  
1,097 “Grow  
Your Business  
Days” events.**

**GROW**   
**YOUR**   
**BUSINESS**  
**DAYS**

# Publications

## Publication 108 Revision: Threat Assessment Team Guide

Effective immediately, Publication 108, *Threat Assessment Team Guide* is revised. This publication sets forth requirements and guidelines to enhance the effectiveness of threat assessment teams and ensure consistency throughout the Postal Service™. The May 2011 edition supersedes the April 2010 edition. Recycle or destroy all previous editions.

### Publication 108, *Threat Assessment Team Guide*

\* \* \* \* \*

#### 3 Establishing a Threat Assessment Team

\* \* \* \* \*

##### 3-2 TAT Members and Their Responsibilities

###### 3-2.1 Core Membership

[Revise 3-2.1 as follows:]

Core members of the TAT are:

- Human Resources Manager.
- Labor Relations Manager.
- Safety Manager.
- District Manager or Operations Designee.
- Senior Plant Manager or Operations Designee.
- Postal Inspector.

###### 3-2.2 Core Member Responsibilities

\* \* \* \* \*

[Add 3-2.2.6 as follows:]

###### 3-2.2.6 Postal Inspector

- Reviewing a current or former employee's military records.
- Contacting Federal Bureau of Investigation (FBI), state, and local law enforcement agencies for an employee's criminal record.
- Reviewing gun registration records, vehicle identification information, or both.
- Conducting criminal background checks.
- Meeting with a current or former employee.
- Conducting a formal investigation of an incident.
- Preparing an investigative memorandum and submitting it to Postal Service management.
- Preparing a Presentation Letter (Consider for Presentation) of an incident for the United States Attorney or District Attorney.
- Acting as a liaison with other law enforcement agencies.

- Consulting with management about security for affected work sites.

###### 3-2.3 Situational Advisors

[Remove "Postal Inspector" from the list of situational advisors.]

\* \* \* \* \*

###### 3-2.4 Situational Advisor Responsibilities

\* \* \* \* \*

[Delete section 3-2.4.2, *Postal Inspector*, and renumber 3-2.4.3 through 3.2.4.5 as 3-2.4.2 through 3.-2.4.4.]

\* \* \* \* \*

#### 4 Threat Assessment Team Process

\* \* \* \* \*

##### 4-2 Incident Response

\* \* \* \* \*

#### 4. Collect Information

[Revise item 4 as follows:]

- Obtain documentation from employees reporting the situation and from any witnesses.
- Arrange for the incident site's postmaster, manager, or supervisor to participate in the TAT meeting to provide the team with additional information and insight. When a management representative is not available to attend, a TAT member should have summary information to present at the meeting.

The initial collection of information may determine that there is no further need for in-depth investigatory measures as outlined in steps 5 through 8 below. This situation is applicable where a priority risk level of 3 or 4 is indicated. Steps 9 and 10 should be completed regardless of the risk level.

\* \* \* \* \*

##### 4-3 Meetings and Minutes

[Revise 4-3 as follows:]

The TAT must meet at least once a quarter to review team responsibilities and unresolved action items as necessary.

The quarterly TAT meetings should have all available core members in attendance, as well as those in designated roles of situational advisors and ad hoc members particular to cases under review or discussion. In addition to having updated information from the site managers of the individual cases, teams are encouraged, when reasonable, to have management representation in attendance at the meeting. Each TAT should foster an environment of involve-

ment and direct communication of individual cases with the management at the particular work site. Union officials may be considered for invitation at times when there is an opportunity for maintaining or advancing risk abatement.

Minutes must be kept of each TAT meeting. Although they should be kept to a minimum, the minutes must include risk assessment findings (including information indicating a situation of extreme (level 1) or high (level 2) priority rating) and risk abatement actions.

To manage cases, the TAT determines what is to be done, who is to do it, when it is to be completed, and time frames for reporting updates and completion of objectives to the TAT. The TAT also assigns action items related to a specific incident and regularly follows up on an agreed-upon risk abatement plan.

Copies of minutes must be sent to the district manager and all TAT members. Verification that minutes were disseminated must be logged in the TAT Membership and Meeting Tool.

## 5 Training and Communication

### 5-1 TAT, Postmaster, Manager, and Supervisor Training

#### 5-1.1 Threat Assessment Team Training

*[Revise the first paragraph of 5-1.1 as follows:]*

All core members are required to complete Threat Assessment Team Training (either course #10015093 or #22203-00 meets this requirement).

\* \* \* \* \*

#### 5-1.2 Workplace Violence Advanced Training

*[Revise 5-1.2 as follows:]*

Periodically, Workplace Violence Advanced Training will be available for all employees who have completed the TAT training course. The course is recommended for all core team members and ad hoc members upon core team approval. The topics may include areas such as current trends in workplace violence research, case studies of workplace incidents, or domestic violence. TAT training is a prerequisite to the advanced course (course #10015093 or #22203-00 meets this requirement).

### 5-2 Workplace Violence Awareness Training

\* \* \* \* \*

#### 5-2.2 Acting Supervisor (204b) Training

*[Revise 5-2.2 as follows:]*

When an employee is detailed to a supervisory position frequently or for extended periods, local management will

determine whether to schedule the employee for Workplace Violence Awareness Training.

\* \* \* \* \*

## 6 Workplace Violence Prevention Compliance Measures

*[Revise chapter 6 as follows:]*

The following list sets out tasks and action items for districts to ensure the consistent application of violence prevention measures. All districts must be able to demonstrate their adherence to the following items.

- Core team assembled as described in chapter 3.
- All workplace violence incidents tracked in a local database.
- Core team and selected team members trained via course #10015093 or #22203-00.
- Core team member training entered in the TAT Membership and Meeting Tool.
- Quarterly meeting dates entered in the TAT Membership and Meeting Tool.
- Quarterly meeting minutes recorded, sent to the district manager and all TAT members, and updated in the TAT Membership and Meeting Tool.
- Post-incident analysis conducted on all cases ranked Priority 1 or Priority 2.
- Workplace Violence Prevention self audit tool completed during Quarter 4 each fiscal year.
- Enter the date in the TAT Membership and Meeting Tool that the workplace violence prevention self audit was completed.
- TAT policy information issued, at a minimum, once per fiscal year. This information includes the *Zero Tolerance Policy Statement* and reporting procedures for all employees. An example is provided in Exhibit 1-1.2a.

\* \* \* \* \*

This revision of Publication 108 will be available on the Postal Service PolicyNet website and from the Material Distribution Center as a print-on-demand document. As soon as these are available, we will publish the URL and ordering instructions in the *Postal Bulletin*.

— *Employee Assistance/Workplace Environment Improvement Programs, Labor Relations, 6-2-11*

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

Effective June 2, 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*

\* \* \* \* \*

[Add the following entry:]

ZIP Code	Fee Group
76102	2

\* \* \* \* \*

[Revise the following entries:]

ZIP Code	Fee Group
44308	3
44706	5
95353	4

\* \* \* \* \*

[Delete the following entries:]

ZIP Code
47457
49852

\* \* \* \* \*

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,  
Channel Access, 6-2-11*

## Forms

### Revised PS Form 3584, Postage Due Log

Effective June 24, 2011, employees who process postage due articles will be required to track postage due collected for short paid and forward/return to sender separately. PS Form 3584, *Postage Due Log*, (see pages 57-58) and the POS One system have been modified to support new processes which have been developed. The Postage Due Log and the POS One workflow for postage due collection now contain separate fields for short paid, forward/return to sender, and product where applicable.

In addition to the separation of postage due types, the new PS Form 3584 also supports changes to forward and return to sender service for Parcel Select® shipments. A new additional service fee will be collected for all Parcel Select pieces, which are forwarded or returned to sender, including those forwarded or returned locally. The service fee, in addition to the Parcel Select barcoded nonpresort price, will be assessed for all Parcel Select pieces, which are forwarded or returned to the sender.

Employees who process and calculate the postage due for items will indicate the amount due. For Parcel Select that is forwarded or returned, the total for postage and the additional service fee must be recorded on the mailpiece.

### Revised PS Form 3584 Postage Due Log

Post Offices™ and postal retail units must begin using the June 2011 version of PS Form 3584 *Postage Due Log* on June 24, 2011. Previous versions are obsolete and must be disposed of properly. PS Form 3584 is revised to include the recording of the product type and the delineation of shortpaid and forward/return to sender.

PRSRT STD ECRWSS U.S.POSTAGE PAID EDDM Retail
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### U.S. Postal Service Intranet Postal Forms

The revised PS Form 3584 will be available online via the U.S. Postal Service® Intranet at <http://blue.usps.gov/formmgmt/forms.htm>. The online postal forms version of PS Form 3584 will be available in the interactive Adobe Form Client format.

### Ordering PS Form 3584

Use the eBay on-catalog requisition system to order PS Form 3584 from the Material Distribution Center (MDC); search for items using the NSN number listed below (without the dashes). If your office does not have access to eBay, you may order using touch-tone order entry (TTOE): Call 800-273-1509.

**Note:** You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.) For complete TTOE ordering instructions, visit the Materials Customer Service website at [http://blue.usps.gov/purchase/\\_doc/ops\\_ttoeins.doc](http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc) or call 800-332-0317, option 4, option 4.

Use the following ordering information to order PS Form 3584:

<b>PSIN:</b>	PS3584
<b>PSN:</b>	7530-01-000-9970
<b>Unit of Measure:</b>	SH
<b>Minimum Order Quantity:</b>	100
<b>Quick Pick Number:</b>	185
<b>Bulk Pack Quantity:</b>	4000
<b>Price:</b>	\$0.0216
<b>Edition Date:</b>	06/11

*Shipping Products,  
Domestic Products, and  
Customer Service Standardization,  
Delivery & Post Office Operations, 6-2-11*





**GENERAL:**

All units with street and/or P.O. Box™ delivery are to utilize PS Form 3584, *Postage Due Log*, to account for the value of nontrust account postage due articles assigned to a delivering employee. A PS Form 3584 should be completed each day a postage due article is assigned for delivery. Nontrust account postage due articles called for or picked up by a customer at the retail window unit are also required to be logged on this form. Articles with postage due should be clearly marked with the amount due. If an additional service fee is due, the article should be clearly marked with the total postage and fee amount due.

<b>Route No.</b> (column a):	Enter the delivery route number associated with the articles. If the articles are for the PO Box section, enter POB.
<b>Brief Description</b> (column b):	Enter the street or box address, business name, last 4 digits of a special service barcode, if applicable, or any other type of distinguishing element to identify the article.
<b>Product Name</b> (column c):	Enter the name of the mailing product, (e.g., Priority Mail®, Parcel Select, Library Mail, Parcel Post®).

**Employee Check-Out**

<b>Fwd/RTS</b> (column d):	Enter the value of postage due and additional service fee, as applicable, for an article that is a redirect to the intended recipient's new address or that cannot be delivered as addressed and is returned to the sender's address.
<b>Shortpaid</b> (column e):	Enter the value of postage due for shortpaid articles, or articles in which additional postage is collectable on final delivery.
<b>Delivering Employee</b> (column f):	Ensure the delivering employee initials in this column acknowledging verification of the amount due for mail accepted. Multiple entries may be bracketed and a single signature entered.

**Employee Check-In**

<b>Article Amount Due</b> (column g):	Enter the total amount of postage and fees due for articles returned by the delivering employee.
<b>Fwd/RTS Amount Collected</b> (column h):	Enter the amount of postage and fees collected for articles forwarded or returned to sender as identified in the "Accepted" section.
<b>Shortpaid Amount Collected</b> (column i):	Enter the total amount of postage collected for shortpaid articles as identified in the "Accepted" section.
<b>Delivering Employee</b> (column j):	Delivering employee should initial to acknowledge agreement that the total mail returned and amount collected as recorded by the clearing employee are accurate. Multiple entries may be bracketed and a single signature entered.
<b>Clearing Employee</b> (column k):	Verify the total value of postage due pieces returned and/or the amount collected from the delivering employee equals the amount accepted, and then initial to release the delivering employee of responsibility. Multiple entries may be bracketed and a single signature entered.

**Closeout**

Balance log at the close of day. To balance the form, first enter the "Totals" for columns (d), (e), (g), (h), and (i). Then sum the "Totals" of columns (d) + (e) to calculate the total amount "Accepted" and enter into block (1). Then sum the "Total" of columns (g) + (h) + (i) to calculate the total amount "Returned" and enter into block (2). The total "Accepted" amount due (block 1) must equal the total "Returned" amount (block 2). To finalize, enter the amount of monies collected by summing the "Total" of columns (h) + (i) and enter into block (3). Remit this amount. Report any discrepancies to the Postmaster or unit manager/supervisor.

*POS Offices:* Enter monies collected for Fwd/RTS and shortpaid articles as indicated in columns (h) and (i) by product name as listed in column (c). POS will flow the monies into AIC 114. Submit funds and completed form to designee.

*Non-POS Offices:* Enter total monies collected, block 3, into AIC 114. Submit funds and completed form to designee.

# Organization Information

## Address Management

### Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	02-9555 02-9555	99654 99623	AK AK	Wasilla Wasilla	Matanuska Susitna Mataniuska Susitna	Main Office Main Office	Post Office Post Office	 07/01/2011	Establish a new ZIP Code™ for a delivery area. Use Wasilla AK 99623 as last line of address for 3,303 deliveries previously in ZIP Code 99654.
Old New	01-8250 01-8250	35404 35404	AL AL	Tuscaloosa Tuscaloosa	Tuscaloosa Tuscaloosa	Holt Holt	Classified Branch Place Name	11/22/1993 11/22/1993	Classified branch discontinued. Retain ZIP Code. Establish a place name. Continue to use Holt AL 35404 as last line of address. This amends <i>Postal Bulletin</i> 21916.
Old New	19-6721 19-6721	66517 66517	KS KS	Ogden Ogden	Riley Riley	Main Office Main Office	Post Office Post Office	 04/30/2011	This announcement expands the use of ZIP Code 66517 to include delivery.
Old New	26-6290 26-6290	56724 56724	MN MN	Middle River Middle River	Marshall Marshall	Gatzke Gatzke	Community Post Office Place Name	12/31/2009 12/31/2009	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Gatzke MN 56724 as last line of address.
Old New	37-3152 37-3152	58564 58564	ND ND	Flasher Flasher	Grant Grant	Raleigh Raleigh	Community Post Office Place Name	02/06/2010 02/06/2010	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Raleigh ND 58564 as last line of address.
Old New	37-5808 37-5808	58566 58566	ND ND	Mandan Mandan	Morton Morton	Saint Anthony Saint Anthony	Community Post Office Place Name	08/28/2009 08/28/2009	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Saint Anthony ND 58566 as last line of address.
Old New	30-5160 30-5160	68503 68503	NE NE	Lincoln Lincoln	Lancaster Lancaster	Woods Park Main Office	Classified Station Post Office	05/07/2011 05/07/2011	Classified station discontinued. Retain ZIP Code. Continue to use Lincoln NE 68503 as last line of address.
Old New	30-0495 30-0495	68734 68734	NE NE	Atkinson Atkinson	Holt Holt	Emmet Emmet	Community Post Office Place Name	12/31/2010 07/05/2011	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Emmet NE 68734 as last line of address.
Old New	30-0090 30-0090	68655 68655	NE NE	Albion Albion	Boone Boone	Primrose Primrose	Community Post Office Place Name	12/03/2010 12/03/2010	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Primrose NE 68655 as last line of address.

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	48-3305 48-3305	75034 75033	TX TX	Frisco Frisco	Colin Colin	Main Office Main Office	Post Office Post Office	07/01/2011	Establish a new ZIP Code for a delivery area. Use Frisco TX 75033 as last line of address for 11,791 deliveries previously in ZIP Code 75034.
Old New	49-9588 49-7786	84084 84129	UT UT	West Jordan Salt Lake City	Salt Lake Salt Lake	Main Office Main Office	Post Office Post Office	07/01/2011	Establish a new ZIP Code for a delivery area. Use Salt Lake City UT 84129 as last line of address for 2,246 deliveries previously in ZIP Code 84084.
Old New	49-7786 49-7786	84119 84129	UT UT	Salt Lake City Salt Lake City	Salt Lake Salt Lake	Main Office Main Office	Post Office Post Office	07/01/2011	Establish a new ZIP Code for a delivery area. Use Salt Lake City UT 84129 as last line of address for 1,433 deliveries previously in ZIP Code 84119.
Old New	49-7786 49-7786	84118 84129	UT UT	Salt Lake City Salt Lake City	Salt Lake Salt Lake	Main Office Main Office	Post Office Post Office	07/01/2011	Establish a new ZIP Code for a delivery area. Use Salt Lake City UT 84129 as last line of address for 9,089 deliveries previously in ZIP Code 84118.
Old New	55-3150 55-0972	26268 26268	WV WV	Glady Bowden	Randolph Randolph	Main Office Glady	Post Office Place Name	01/10/2007 05/14/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Glady WV 26268 as last line of address.

– Address Management, Product Information, 6-2-11

## Finance

### Checkout Process for Employee Retirements and Separations

The following checkout procedures *must* be followed to clear all field employees leaving the Postal Service™.

#### Employee Responsibilities

- Return all property including any keys, books, purchase cards, travel cards, phone cards, uniform allowance purchase cards, photo identification cards, laptop computers, Blackberry/Aircard/cell phones, or any other equipment from work or home as designated on PS Form 337, *Clearance Record for Separated Employee*.
- Obtain appropriate signatures on PS Form 337 by separation date.
- Submit the completed PS Form 337 to the property officer or designee.
- Ensure that all debts owed to the Postal Service have been paid. Otherwise these amounts will be taken from your terminal leave or other payroll checks.
- If you have an Aircard or cell phone, within 3 days prior to separation you must cancel your service in eAccess. Select the Request Access tab. In the box “Enter the application name”, type “Aircard” or “Cellular.” At “What do you want to do”, type “I need to cancel my service.” Ensure that you enter the cell number of the Aircard or the cell phone number, whichever is applicable.
- Submit all travel vouchers timely so that they can be cleared before your PS Form 50 is processed.
- Ensure you provide a PS Form 3077, *Request to Forward Salary Check*, to the custodian of salary checks in your office with your address to send your terminal leave check. If you expect other checks, such as incentive checks after your separation date, you must provide an updated PS Form 3077 to the designated custodian in your office.

- Send a PS Form 1216, *Employee's Current Mailing Address*, to HRSSC, PO Box 970500, Greensboro, NC 27497-0500, to update your address of record with the Postal Service. This is necessary to ensure you receive your W-2 information without delay. Make copies of this form and send updates as necessary.

### Supervisor's Responsibilities

- The postmaster, manager, or supervisor must ensure the employee has no outstanding employee items as outlined in Handbook F-101, *Field Accounting Procedures*, Section 15-2.6, Handling Unresolved Employee Items.
- Follow Handbook F-101, Section 23-1.5, Payroll Checks Mailed to Terminated Employees, for mailing the employee's check once you ensure there are no unresolved employee items.
- Terminate Voyager PINs by preparing the "USPS Voyager Driver/PIN Information and Cancellation Form" and sending it to Voyager either by e-mail to [voyagerusps@usbank.com](mailto:voyagerusps@usbank.com) or by fax to 1-866-400-5770. This form is available on the USPS® Blue website at <http://blue.usps.gov/purchase/voyager/forms.shtml>.
- Ensure that Smartpay2 purchase card is cancelled. Complete the required actions in Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying*, Section 222.15, Transfer to Another Office or Separation From the Postal Service. For additional information regarding closing purchase card accounts, contact your agency program coordinator at the Purchasing Shared Services Center (PSSC) by phone at 877-293-2410, or by e-mail at [helpdesk.pssc.eastern@usps.gov](mailto:helpdesk.pssc.eastern@usps.gov).
- Immediately notify the appropriate area or district travel card coordinator via e-mail or by phone. A list of travel card coordinators is available on the USPS Blue website at [http://blue.usps.gov/travelhelp/\\_xls/TravelCardCoordinators.xls](http://blue.usps.gov/travelhelp/_xls/TravelCardCoordinators.xls). The cardholder can destroy the card locally by cutting in half or shredding it.
- Ensure that Uniform Allowance Purchase Card accounts are closed by calling Citibank at 800-287-5003. The

cards should be destroyed locally by cutting in half or shredding.

- Collect all equipment. To confirm whether the employee has a laptop or Blackberry/Aircard/cell phone, check in eAccess by selecting the Manager tab. Select "View eAccess User Profile(s)", enter the employee's name.
- Once it has been confirmed that the employee has any of these devices, ensure that the employee cancels access in eAccess as stated above in "Employee Responsibilities". Once the request to cancel is submitted by the employee, you will be sent a message to approve the request. This will initiate the process to discontinue payments to the vendor.

### Travel Card Coordinator's Responsibilities

- Close travel card accounts in the bank provider's online electronic access system immediately upon notification that an employee is leaving the Postal Service.
- Verify that the account has a zero balance. If the account has a balance due, notify the employee and manager that the balance must be paid in full by the date of separation.

### Purchase Card Coordinator's Responsibilities

- Within 5 working days of receiving written memo/e-mail notification or a signed Cardholder Maintenance form from the CCAO to cancel a cardholder's account, make the update in the bank provider's online electronic access system. The cardholder can destroy the card locally by cutting in half or shredding.

**Note:** Domiciled Headquarters employees must complete PS Form 337 by their separation date. The completed form should be mailed to Corporate Personnel Management, Room 1831, at Headquarters for final clearance.

PCES managers are responsible for obtaining required clearance signatures before the employee submits the form to Corporate Personnel Management.

— *Assets and Payables,*  
*Controller, 6-2-11*

## 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.

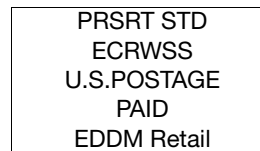
Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
6/4/11– 6/7/11	jcp – Wk 19 Father's Day \$10 Appreciation	Standard Letter	22.0	National	Car-Rt	Harte-Hanks/RRD
6/4/11– 6/7/11	jcp – Wk 19 Rewards Gold/Plat	Standard Letter	4.9	National	Car-Rt	Harte-Hanks/RRD
6/6/11– 6/8/11	jcp – Wk 19 Big As It Gets Sale	Standard Letter	8.1	National	Car-Rt	Harte-Hanks/RRD
6/9/11– 6/11/11	jcp – Wk 20 Men's Signature	Standard Flat & Letter	4.8	National	Car-Rt	Harte-Hanks/RRD

– Business Service Network Integration, Sales, 6-2-11

### Clarification Regarding Indicia for Every Door Direct Mail Retail

The Every Door Direct Mail™ (EDDM) Retail indicia has been updated from the version appearing in the May 19, 2011, issue of the *Postal Bulletin*.

EDDM Retail™ mailings should bear this new indicia, which is available online to customers as part of their EDDM Retail mailing instructions. Note the indicia has the words, “EDDM Retail” printed on the last line and “PAID” appears on a separate line by itself.



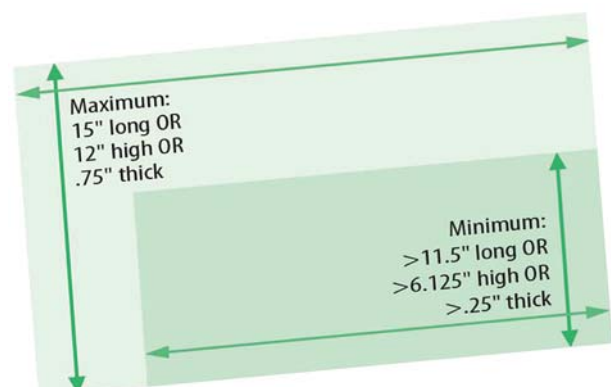
Mailings prepared with indicia that contain the same elements, but where “U.S. POSTAGE PAID” appears all on one line,” will still be accepted — but customers should be advised to use the new indicia in future mailings.

– Shipping Products, Domestic Products, 6-2-11

### Every Door Direct Mail and EDMM Retail — Dimensions and Physical Standards for Standard Flat Mailpieces

Standard Mail® flats are the only type of mailpiece that can be used with Every Door Direct Mail™ (EDDM) Retail, and also are one of the more popular mailpieces used with EDMM entered through Business Mail Entry Units (BMEUs).

When deciding whether flats conform to mailing standards, keep in mind that the length of a flat-size mailpiece is its longest dimension and the height is the dimension perpendicular to its length. The following criteria can be used to determine eligibility of flat-sized mailpieces:



- Rectangular with four square corners or finished corners that do not exceed a radius of 1/8 inch (see *Domestic Mail Manual* (DMM<sup>®</sup>) 301.1.1).
- One of the following: more than 11.5 inches long, more than 6 1/8 inches high, or more than 1/4 inch thick (see DMM 301.1.1). (**Note:** If an 8 1/2 x 11 piece is folded in half, the final dimensions would not be a flat-sized piece.)
- Not more than 15 inches long, 12 inches high, or 3/4 inch thick (see DMM 301.1.1).

- Orientation of the address does not matter, i.e., whether the address is applied parallel to the long or short side of the piece. However, the address must be in the top half of the piece (see DMM 302.2.0).

For more information, go to [www.usps.com/everydoordirectmail](http://www.usps.com/everydoordirectmail) or refer to DMM 301.1, Commercial Flats: Physical Standards for Flats, and DMM 601.1, Mailability: General Standards.

— *Shipping Products,  
Domestic Products, 6-2-11*

## Retail

### U.S. Postal Service Expands Access to 100,000 Locations

With nearly 100,000 places to buy stamps and ship packages, the U.S. Postal Service<sup>®</sup> is expanding customer access to its products and services. As more postal products and services move online and into retail outlets, grocery stores, office supply chains, and pharmacies, it is not about brick-and-mortar Post Offices<sup>™</sup> anymore.

Responding to changing customer needs and a business plan that calls for expanding access, stores, including Costco and Office Depot, are offering Postal Service<sup>™</sup> shipping and mailing services.

According to Postmaster General Patrick R. Donahoe, the Postal Service is changing for the better. “We’re teaming up with hundreds of new stores so customers can do postal business at places where they already shop,” Donahoe said. “Americans have more to do and less time to do it. We know simpler is better — online, on your mobile device, on your way, with an expertise that you can count on.”

Customers can find dozens of locations to purchase postal services within their neighborhoods by visiting an interactive map at [www.usps everywhere.com](http://www.usps everywhere.com) and typing in a ZIP Code<sup>™</sup>. Using a simple icon guide designating stamps, shipping and packaging, PO Boxes<sup>™</sup>, and other services, customers can easily navigate to retail outlets,

grocery stores, Automated Postal Center<sup>®</sup> (APC<sup>®</sup>) kiosks, and Post Offices, among other options.

With Post Office hours usually ending by 5 P.M. or earlier, customers can send a Priority Mail<sup>®</sup> Flat Rate Box and buy Forever<sup>®</sup> stamps as long as the alternate sites are open — often as late as 9 P.M. Some sites are open 24 hours a day, 7 days a week.

“We’re creating easier, more convenient access to products and services when and where our customers want them,” Donahoe said. “We’re everywhere so you can be anywhere.”

There are about 32,000 Post Office locations around the country that sell Postal Service products and services. There are more than 60,000 other locations selling postage stamps alone — the top product sold at Post Offices. With the additional shipping provider locations added in, customers have about 100,000 locations and ways to do business with the Postal Service.

Nearly 35 percent of the Postal Service retail revenue comes from expanded access locations such as Costco, Office Depot, grocery stores, drug stores, APCs, ATMs, and *usps.com*, open 24/7.

— *Public Relations and Promotional Communications,  
Corporate Communications, 6-2-11*

## 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:

- 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* (April 2011), 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 65 in this *Postal Bulletin*.

The cost per unit of 500 is \$12.00. 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 Com-

pany 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,  
Channel Access, 6-2-11



**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)	_____ @	\$12.00 ea. per pack =	_____
PS Form 3227 (Holiday), limited offering — Check Postal Bulletin schedule for availability.	_____ @	\$12.00 ea. per pack =	_____
<b>Total</b>			<b>\$</b>

**Ship to (Cannot ship to Post Office™ boxes):**

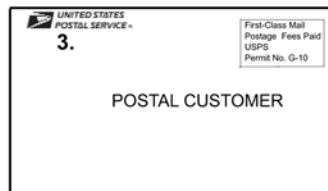
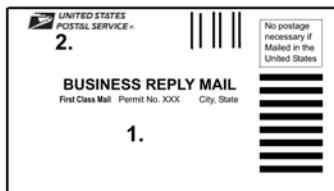
(Number, street, apartment, suite, city, state, ZIP + 4)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.)



**1.** Imprint Address (Where order is sent for fulfillment - MUST include ZIP + 4)

**2 & 3.** Return Address (MUST include ZIP + 4)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payment Information**

**Orders over \$10,000:** Submit this form with an approved eBuy2 to Supply Management. To route the request in eBuy2, click *Route to Supply Management* as the Purchasing Method; then select *Eastern Services CMC* from the menu.

**Orders \$10,000 and under:** Notify the Cyril-Scott Co. immediately if there are any credit card changes within 30 days after the print cycle cutoff date.

**Shipping and Delivery:** Orders ship within 35 calendar days after brochures are printed (see brochure print schedule in the first edition of the *Postal Bulletin* printed each month). Delivery time varies depending on the destination.

If shipment is more than 20,000 forms (40 packs), enter finance number to be charged for transportation costs: \_\_\_\_\_

<input type="checkbox"/> Visa/IMPAC Card No.: _____ Expiration Date: _____	<input type="checkbox"/> Check (Include with order) <input type="checkbox"/> USPS Money Order (Include with order)
Requestor's Signature _____	Manager/Supervisor's Signature _____
Funding/Credit Card Official Signature _____	Date Signed _____

## Gift Cards Market Test Launch

During the week of June 20, 2011, the Postal Service™ will launch American Express Gift Cards in the majority of Post Offices™ that sell greeting cards. Gift cards will offer customers a convenient way to purchase and mail gifts at Post Offices. This convenience will improve the customer experience and provide the Postal Service additional revenue.

American Express Gift Cards will be available in \$25 and \$50 fixed amounts, as well as any variable dollar amount from \$25 to \$100. The price of the gift cards will include the face value of the cards plus a one-time purchase charge. The purchase charge is a standard fee charged in the industry for this type of card. Gift card funds will not expire, and there will be no monthly fees.

Gift cards will be sold and activated at the retail counter. The POS ONE system will automatically activate the cards during the sales transactions. Customers will be able to buy up to \$500 in gift cards per day, and the funds on the cards will become available for use 4 hours after purchase. *Gift cards will not be returnable for a refund or credit.*

Detailed POS ONE instructions can be found in the *Gift Cards New Functionality Guide* on POS ONE and the POS ONE website (<http://eagnmnsxfb0/posone/index.asp>). The Gift Card Launch Packet, on the Retail website on Blue, will feature the following additional information:

- Program Overview and Checklist.
- Retail Service Talk.
- Sell Sheet.
- FAQs.
- Process Summary.
- Inventory Destruction Form and Process.
- Contact Sheet.

### Merchandising

#### Instructions

Read the merchandising instructions included with your shipments when they arrive. The instructions provide complete details on how the products should be displayed for optimal sales.

#### Products

The following six gift cards will be offered in Post Offices:

ITEM/UPC #	Product Description	Purchase Charge
79936669766	AMEX Classic Gold \$25 Gift Card	\$3.95
79936669767	AMEX Classic Gold \$50 Gift Card	\$4.95
79936676234	AMEX \$25-\$100 Thank You Gift Card	\$5.95
79936676979	AMEX \$25-\$100 Congratulations Gift Card	\$5.95
79936677298	AMEX \$25-\$100 Birthday Gift Card	\$5.95
79936682620	AMEX \$25-\$100 Classic Gift Card	\$5.95



 ANY AMOUNT  
**\$25-\$100**  
\$5.95 Purchase Charge

**The American Express®  
GIFT CARD**

No monthly fees. ♦ Funds do not expire.

Load Any Amount \$25-\$100



For millions of things, from the ordinary to the extraordinary.

 ANY AMOUNT  
**\$25-\$100**  
\$5.95 Purchase Charge

**The American Express®  
GIFT CARD**

No monthly fees. ♦ Funds do not expire.

Load Any Amount \$25-\$100



For millions of things, from the ordinary to the extraordinary.

 ANY AMOUNT  
**\$25-\$100**  
\$5.95 Purchase Charge

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GIFT CARD**

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Load Any Amount \$25-\$100



For millions of things, from the ordinary to the extraordinary.

 ANY AMOUNT  
**\$25-\$100**  
\$5.95 Purchase Charge

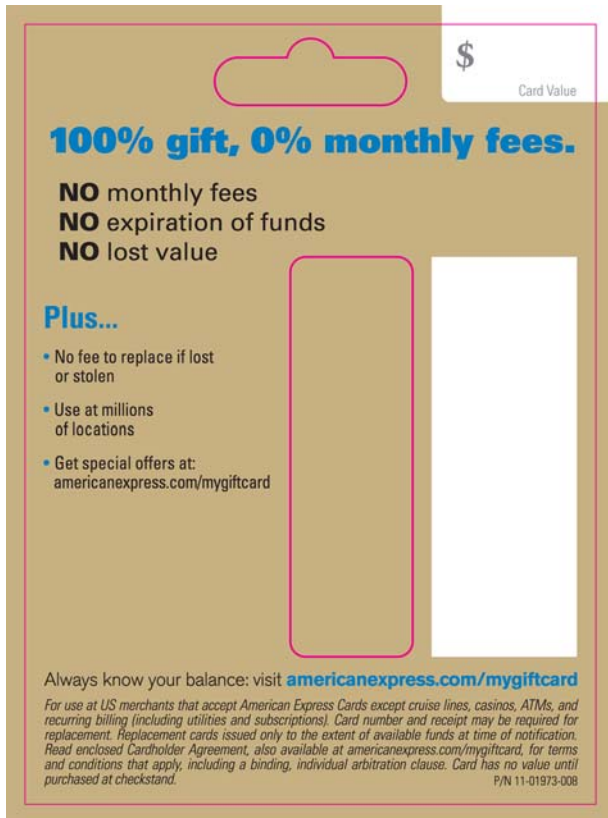
**The American Express®  
GIFT CARD**

No monthly fees. ♦ Funds do not expire.

Load Any Amount \$25-\$100



For millions of things, from the ordinary to the extraordinary.



### Gift Card Sales and Activation

Post Offices must complete the following steps to sell and activate gift cards:

1. Scan/Enter: Scan the serial number barcode on the gift card package.
2. Collect Payment: Customers can use cash, credit cards, PIN debit cards, postal money orders, and traveler's checks to purchase gift cards.

For detailed POS ONE system instructions, refer to the *Gift Card New Functionality Guide*.

### Shipments

- Initial shipments will include the gift cards, display(s), and signage.

- Post Offices must scan the Delivery Confirmation™ barcodes on all gift card shipments upon receipt.
- Post Offices are not required to receive gift card merchandise into the POS ONE back office.
- Replenishment orders will automatically ship to participating locations based on scanned Delivery Confirmation label(s) and POS ONE sales.

### Schedule – Week of June 20

- Product, displays, and signage will begin to ship.
- Set up all displays, products, and signage immediately, or allow an American Express merchandiser to set up the displays, products, and signage between June 23 and June 28.
- Gift cards will be live in POS ONE by June 20.

### Checklist

- Review the Gift Card Launch Packet, *Retail Digest* articles, and the POS ONE *Gift Card New Functionality Guide*.
- Review the distribution list to identify which materials your Post Office will receive.
- Scan the Delivery Confirmation labels on all gift card shipments.
- When gift card displays, products, and signage arrive:
  - Display the gift card counter display(s) between active retail windows.
  - Display the gift card hanging display on the greeting card display (select locations).
  - Display the gift card table tents on the writing tables and parcel slide.
  - Display the gift card door cling.
- If you experience technical difficulties during the week of June 20, call the IT Help Desk at 800-877-7435.

— Retail Products,  
Channel Access, 6-2-11

## Stamps/Philately

### Stamp Announcement 11-32: Migratory Bird Hunting and Conservation Stamp



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On June 24, 2011, at the Bass Pro Shops Outdoor World, Katy Mills Mall, Katy, Texas, the U.S. Department of the Interior will issue the \$15 *Migratory Bird Hunting and Conservation* stamp for the 2011–2012 waterfowl hunting season. The stamp goes on sale nationwide June 24, 2011, and is valid through June 30, 2012.

The *Migratory Bird Hunting and Conservation* stamp will be available in the following formats:

- Water-activated Gum (WAG) Pane of 20 (Item 334400).
- Pressure-sensitive Adhesive (PSA) Pane of 1 (Item 334500).

#### **Distribution: Item 334400, \$15.00 Migratory Bird Hunting and Conservation Stamp, WAG Pane of 20**

*Stamp Distribution Offices (SDOs) and Stamp Distribution Centers (SDCs).* SDOs and SDCs will not receive an automatic distribution of Item 334400 for subsequent distribution to Post Offices™.

The *Migratory Bird Hunting and Conservation* stamp, produced in the water-activated gum format, will only be automatically distributed to Stamp Fulfillment Services (SFS) in Kansas City, Missouri, and by consignment via Amplex Corporation.

#### **Distribution: Item 334500, \$15.00 Migratory Bird Hunting and Conservation Stamp, PSA Pane of 1**

*Stamp Distribution Offices and Stamp Distribution Centers.* SDOs and SDCs will only receive an automatic distribution of Item 334500. There will not be an automatic distribution of this stamp to Post Offices. SDOs/SDCs must not distribute the *Migratory Bird Hunting and Conservation* stamps to Post Offices before June 10, 2011.

*Post Offices.* To allow postmasters to order the 2011–2012 *Migratory Bird Hunting and Conservation* stamps in quantities approximating customer demand, there is no minimum ordering quantity. Postmasters should review their previous year's sales records to determine the appropriate number of the 2011–2012 *Migratory Bird Hunting and Conservation* stamps to requisition.

Postmasters should requisition sufficient quantities of Item 334500 to meet the expected demand for this item by stamp collectors, conservationists, and hunters.

Post Offices requiring quantities of Item 334500 must requisition them from their designated SDO/SDC using PS Form 17, *Stamp Requisition/Stamp Return*. All postmasters/station managers must ensure that *Migratory Bird Hunting and Conservation* stamps are available to meet public demand.

#### **Philatelic Products**

There are four products available for this stamp issue:

- 334484\*, Migratory Bird Uncut Press Sheet, \$1,100.00.
- 334584\*, Migratory Bird Uncut Press Sheet (PSA), \$350.00.
- 541162\*, Migratory Bird Silk Cachet, \$25.00.
- 541192\*, Migratory Bird Artist Commemorative Card, \$50.00.

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.

Issue:	<i>Migratory Bird Hunting and Conservation Stamp</i>
Item Number:	334400
Denomination & Type of Issue:	\$15.00 Special
Format:	Sheet of 20 (1 design)
Series:	<i>Federal Duck Stamp</i>
Issue Date & City:	June 24, 2011, Katy, TX 77494, Bass Pro Shops Outdoor World
Artist:	James Hautman
Art Director:	Laurie Shaffer, FWS
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Microprint "FWS"
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Stevens, Vari-Size Security
Stamps per pane:	20
Print Quantity:	100,000 stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Water-Activated Gum
Processed at:	Ashton Potter (USA) Ltd. (APU)
Colors:	Black, Cyan, Magenta, Yellow, Invisible Fluorescent
Stamp Orientation:	Horizontal
Image Area (w x h):	1.733 x 1.260 in./44.02 x 32.00 mm
Overall Size (w x h):	1.89 x 1.417 in./48.01 x 35.99 mm
Full Pane Size (w x h):	10.25 x 7.09 in./260.35 x 179.96 mm
Plate Size:	60 stamps per press sheet
Plate Grid Numbers:	"P" followed by five (5) single digits
Marginal Markings:	
Front:	"ARTIST: JAMES HAUTMAN" in four positions • DEPARTMENT OF THE INTERIOR 20 x \$15.00" in four positions • Silhouetted image of duck printed in B,C,M,Y,F • Plate numbers in four positions
Back:	Barcode (334400) in four positions • Verso-text behind each stamp

Issue:	<i>Migratory Bird Hunting and Conservation Stamp</i>
Item Number:	334500
Denomination & Type of Issue:	\$15.00 Special
Format:	Pane of 1
Series:	<i>Federal Duck Stamp</i>
Issue Date & City:	June 24, 2011, Katy, TX 77494, Bass Pro Shops Outdoor World
Artist:	James Hautman
Art Director:	Laurie Shaffer, FWS
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Microprint "FWS"
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Stevens, Vari-Size Security
Stamps per pane:	1
Print Quantity:	2,060,000 stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd. (APU)
Colors:	Black, Cyan, Magenta, Yellow, Invisible Fluorescent
Stamp Orientation:	Horizontal
Image Area (w x h):	1.733 x 1.260 in./44.02 x 32.00 mm
Overall Size (w x h):	1.89 x 1.417 in./48.01 x 35.99 mm
Full Pane Size (w x h):	6.125 x 2.625 in./155.58 x 66.68 mm
Plate Size:	18 stamps per press sheet
Plate Numbers:	N/A
Marginal Markings:	N/A
(Other) Front:	Header: "The U.S. Fish & Wildlife Service" • 2011-2012 Migratory Bird Hunting & Conservation Stamp • Peel Here • Artist: James Hautman • White-fronted geese • "If applicable, sign, peel and attach to hunting license." • Put your stamp on conservation ... buy Duck Stamps! • Federal Duck Stamp Dollars are used to purchase wetlands and other valuable habitat for the National Wildlife Refuge System, benefitting many different birds and other wildlife species
Back:	Verso-text • UPC code (01564533450) • Ordering information

— Stamp Services,  
Government Relations and Public Policy, 6-2-11

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

Effective close-of-business June 30, 2011, all Post Offices™, stations, branches, postal stores, vending outlets, and authorized philatelic centers must (1) withdraw the stamp stock items and products listed below and their related vending and store-prepared stamp items from sale and (2) prepare them for destruction. Submit items to destruction sites according to local established procedures, under the guidelines in Handbook F-101, *Field Accounting Procedures*, and Subchapter 11-6, Returning Stock to the Stamp Distribution Office or Stamp Distribution Center.

Do not permit sales of the stamp stock items, products, and their related vending and store-prepared stamp items listed below at retail counters and outlets after June 30, 2011. Stamp items listed an asterisk (\*) remain on sale at Stamp Fulfillment Services via the *USA Philatelic Catalog*.

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

Item Number	Description
102600	\$0.87 Dr. Albert Sabin Pane of 20
104000	\$0.75 Harriet Beecher Stowe Pane of 20
110161	\$0.80 Purple Heart FDC
113000	\$0.61 Richard Wright 2 oz. Pane of 20
113061	\$0.99 Richard Wright FDC
113091*	\$6.95 Richard Wright Ceremony Program
113162	\$0.94 Polar Bear FDC
113191*	\$6.95 Polar Bear Ceremony Program
113200*	\$0.78 Mary Lasker 3 oz. Pane of 20
113261	\$1.16 Mary Lasker FDC
113361	\$1.02 Dolphin FDC
113400*	\$4.95 Redwood Forest Pane of 20 — Priority Mail
113900	\$4.90 Mackinac Bridge Pane of 20 — Priority Mail
114661	\$1.02 Monarch FDC
211300	\$4.95 Prepaid Priority Mail Envelope
211361	\$5.33 Prepaid Priority Mail FDC
211400	\$4.90 Prepaid Priority Mail Envelope
223100*	\$0.31 Koi Single Cut Stamped Card
223200*	\$0.62 Koi Double Stamped Card
223300*	\$12.40 Koi Sheet Stamped Card
332100	\$15.00 2006–07 Migratory Bird Gum Pane of 20
332184	\$1,320.00 2006–07 Migratory Bird Uncut Gum Press Sheet
332200	\$15.00 2006–07 Migratory Bird PSA Pane of 1
332284	\$297.00 2006–07 Migratory Bird PSA Uncut Press Sheet
332500	\$15.00 2002–03 Migratory Bird Gum Pane of 20
332600	\$15.00 2002–03 Migratory Bird PSA Pane of 1
332700	\$15.00 2003–04 Migratory Bird Gum Pane of 20
332800	\$15.00 2003–04 Migratory Bird PSA Pane of 1
332900	\$15.00 2004–05 Migratory Bird Gum Pane of 20
333000	\$15.00 2004–05 Migratory Bird PSA Pane of 1
333400	\$15.00 2005–06 Migratory Bird Gum Pane of 20
333500	\$15.00 2005–06 Migratory Bird PSA Pane of 1
333600	\$15.00 2007–08 Migratory Bird Gum Pane of 20
333700	\$15.00 2007–08 Migratory Bird PSA Pane of 1

Item Number	Description
333800	\$15.00 2008–09 Migratory Bird Gum Pane of 20
333861*	\$30.00 Migratory Bird Silk Cachet
333884	\$900.00 2008–09 Migratory Bird Press Sheet
333889*	\$50.00 75 <sup>th</sup> Anniversary Commemorative Pane
333892*	\$75.00 75 <sup>th</sup> Anniversary Artist Commemorative Card
333900	\$15.00 2008–09 Migratory Bird PSA Pane of 1
333984	\$270.00 2008 Migratory Bird Press Sheet
334000*	\$15.00 2009–10 Migratory Bird Gum Pane of 20
334084*	\$1,000.00 2009–10 Migratory Bird Gum Uncut Press Sheet
334100*	\$15.00 2009–10 Migratory Bird PSA Pane of 1
334184*	\$300.00 2009–10 Migratory Bird PSA Uncut Press Sheet
440000	\$0.44 Vancouver 2010 Olympics PSA Pane of 20
464800*	\$0.44 Kate Smith Pane of 20
464861	\$0.84 Kate Smith FDC
464865	\$1.50 Kate Smith DCP
464891*	\$6.95 Kate Smith Ceremony Program
464899*	\$10.95 Kate Smith DCP w/Full Sheet Keepsake
464961	\$0.82 Oscar Micheaux FDC
465000*	\$0.44 Katharine Hepburn Pane of 20
465061	\$0.82 Katharine Hepburn FDC
465062	\$11.30 Katharine Hepburn FDC Full Pane
465065	\$1.50 Katharine Hepburn DCP
465084*	\$35.20 Katharine Hepburn Uncut Press Sheet
465091*	\$6.95 Katharine Hepburn Ceremony Program
465099*	\$10.95 Katharine Hepburn Cancellation Keepsake
465300	\$0.44 Cowboys of the Silver Screen Pane of 20
465363	\$3.28 Cowboys of the Silver Screen FDC/4
465366*	\$4.95 Cowboys of the Silver Screen Postal Cards
465368	\$6.00 Cowboys of the Silver Screen DCP/4
465384*	\$79.20 Cowboys of the Silver Screen Uncut Press Sheet
465399*	\$14.95 Cowboys of the Silver Screen Cancellation Keepsake
465491	\$6.95 Scouting Ceremony Program
465600	\$4.40 Abstract Expressionists Souvenir Sheet of 10
465693	\$11.95 Abstract Expressionists FDC Pn/Full Sheet Keepsake
465800	\$0.44 Distinguished Sailors Pane of 20
465891*	\$6.95 Distinguished Sailors Ceremony Program
465893*	\$12.95 Distinguished Sailors FDC/4 & Pane of 20
465899*	\$14.95 Distinguished Sailors DCP Keepsake
466000	\$0.44 Bill Mauldin Pane of 20
466091*	\$6.95 Bill Mauldin Ceremony Program
466099*	\$10.95 Bill Mauldin DCP Keepsake
564398	\$62.45 States Ltd. Collection & Ben Franklin DVD
568200*	\$0.75 Great Smoky Mountains Pane of 20
571200	\$0.41 American Flag Denominated Pane of 20
573591*	\$6.95 Hanukkah Ceremony Program
573593*	\$9.62 Hanukkah Cancellation Keepsake
573600*	\$0.44 Eid Pane of 20
573700	\$7.92 Winter Holiday ATM of 18
574100	\$0.61 Wedding Cake 2nd oz. Pane of 20
574161	\$0.99 Wedding Cake FDC
574165	\$1.50 Wedding Cake DCP
574199	\$13.70 Wedding Cake Keepsake
574261	\$0.82 Wedding Rings FDC
574265	\$1.50 Wedding Rings DCP

Item Number	Description
574299*	\$10.30 Wedding Rings DCP Keepsake
574300	\$5.28 Lunar New Year: Year of the Tiger SS of 12
574399	\$12.95 Lunar New Year Keepsake
574500	\$0.44 2009 Celebrate! Pane of 20
574561	\$0.82 2009 Celebrate! FDC
574593	\$9.62 2009 Celebrate! Keepsake
574661	\$1.36 Grand Teton National Park FDC
574700*	\$0.79 Zion National Park Pane of 20
574761	\$1.17 Zion National Park FDC
575261	\$0.82 Love: Pansies in a Basket FDC
575265	\$1.50 Love: Pansies in a Basket DCP
575291*	\$6.95 Love: Pansies in a Basket Ceremony Program
575299*	\$10.95 Love: Pansies in a Basket DCP Keepsake
576063	\$8.20 Adopt a Shelter Pet FDC/10
576065	\$1.50 Adopt a Shelter Pet Random Single DCP
576068	\$15.00 Adopt a Shelter Pet DCP/10
576071*	\$4.95 Adopt a Shelter Pet Dog Certificate
576072*	\$4.95 Adopt a Shelter Pet Cat Certificate
576077*	\$14.95 Adopt a Shelter Pet Dog Diary
576078*	\$14.95 Adopt a Shelter Pet Cat Diary
576084*	\$70.40 Adopt a Shelter Pet Press Sheet
576087*	\$9.95 Adopt a Shelter Pet Bundle/10 Catalogs
576091*	\$6.95 Adopt a Shelter Pet Ceremony Program
576094	\$12.95 Adopt a Shelter Pet Note Cards
576099*	\$11.95 Adopt a Shelter Pet Can. Keepsake — 2 Random
678500	\$8.80 Winter Holidays Booklet of 20
678591	\$6.95 Winter Holidays Ceremony Program w/ 4 stamps
678599	\$14.80 Winter Holidays Keepsake
678600*	\$8.80 Madonna & Child Booklet of 20
678691*	\$6.95 Madonna & Child Ceremony Program
678693*	\$9.62 Madonna & Child Keepsake
678800*	\$8.80 Love: Queen of Hearts Booklet of 20
678863	\$1.64 Love: Queen of Hearts FDC Set/2
678868	\$3.00 Love: Queen of Hearts DCP Set/2

Item Number	Description
679111	\$8.80 Winter Holidays Vending CC Booklet
679361	\$0.82 U.S. Flag Booklet FDC
785700*	\$17.00 (17-cent) Bighorn Sheep PSA Coil of 100
785800	\$4,100.00 (41-cent) American Flag Denominated Coil of 10K
785963	\$3.20 Flags 24/7 FDC Set of 4
786000	\$1,260.00 (42-cent) Flags 24/7 PSA Coil of 3M
786063	\$3.20 Flags 24/7 FDC Set of 4
786100	\$4,200.00 (42-cent) Flags 24/7 PSA Coil of 10K
786163	\$3.20 Flags 24/7 FDC Set of 4
786800	\$1,260.00 (42-cent) Flags 24/7 Gum Coil of 3M
786863	\$3.20 Flags 24/7 FDC
786900	\$42.00 (42-cent) Official Mail Coil of 100
786961	\$0.82 Official Mail FDC
787200*	\$28.00 (28-cent) Polar Bear Coil of 100
787262	\$0.94 Polar Bear Coil FDC
787462	\$0.90 Patriotic Banner FDC
787591*	\$6.95 Flags of Our Nation — 3 Ceremony Program
787663	\$8.20 Flags of Our Nation — 4 FDC Set of 10
787668	\$15.00 Flags of Our Nation — 4 DCP Set of 10
787691*	\$6.95 Flags of Our Nation Ceremony Program
<b>Stamp items off sale in the field, but that remain on sale at SFS until further notice:</b>	
574366	\$14.95 Year of the Tiger Note Cards
<b>Stamp items off sale at SFS, but that remain on sale in the field until further notice:</b>	
465700	\$4.40 Hawaiian Rainforest Souvenir Sheet of 10

— Stamp Services,  
Government Relations and Public Policy, 6-2-11



## 2011 Stamps and Postal Stationery

This schedule is subject to change.

Updated Announcement 11-D (June 2011)

This is a periodic announcement of new stamps and postal stationery items being issued during the calendar year. For additional information on stamps and stamp products, visit The Postal Store® website at [www.usps.com/shop](http://www.usps.com/shop).

NOTE	ISSUE	NATIONWIDE FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
	\$4.95 New River Gorge Bridge (Priority Mail)	Jan 3	Kansas City, MO 64108	Prestamped Priority Mail Envelope	Mar 4
	Liberty Bell (44¢ Forever)	Jan 3	Kansas City, MO 64108	Stamped Envelope #10 Stamped Envelope #10W Stamped Envelope #9 Stamped Envelope #9W Stamped Envelope #6 3/4 Stamped Envelope #6 3/4 W	Mar 4
	Liberty Bell (44¢ Forever)	Jan 3	Kansas City, MO 64108	PSA Envelope #10 PSA Envelope #10W PSA Envelope #9 PSA Envelope #9W PSA Envelope #6 3/4 PSA Envelope #6 3/4 W	Mar 4
DC	Celebrating Lunar New Year: Year of the Rabbit (44¢ Forever)	Jan 22	Morrow, GA 30260	PSA Souvenir Sheet of 12 (C)	Mar 23
P DC	Kansas Statehood (44¢ Forever)	Jan 27	Topeka, KS 66603	PSA Pane of 20 (C)	Mar 28
DC S	Ronald Reagan Centennial (44¢ Forever)	Feb 10	Simi Valley, CA 93065	PSA Pane of 20 (C)	Apr 11
1	Art Deco Bird (non-denominated, nonprofit, 5¢ value)	Feb 11	Ameristamp Expo, Charleston, SC 29418	PSA Coil of 3,000 PSA Coil of 10,000 (M)	Apr 12
1	2¢ Navajo Jewelry	Feb 12	Ameristamp Expo, Charleston, SC 29418	Gummed Coil of 10,000 (M)	Apr 13
	44¢ Quill and Inkwell	Feb 14	Kansas City, MO 64108	PSA Coil of 3,000 PSA Coil of 10,000 (M)	Apr 15
DC S	Latin Music Legends (44¢ Forever)	Mar 16	Austin, TX 78710	PSA Pane of 20 (C) (5 designs)	May 15
	Neon Celebrate! (44¢ Forever)	Mar 25	Cleveland, OH 44101 (Garfield-Perry Stamp Show)	PSA Pane of 20 (M)	May 24
DC	Jazz (44¢ Forever)	Mar 26	New Orleans, LA 70113	PSA Pane of 20 (C)	May 25
	29¢ Herbs	Apr 7	New York NY 10199 (Mega Stamp Show)	PSA Pane of 20 PSA Coil of 100 (M) (5 designs)	Jun 6
	29¢ Common Terns	Apr 7	New York, NY 10199 (Mega Stamp Show)	Stamped Card Double-reply Card Sheet of 40 Stamped Cards	Jun 6
	Lady Liberty and U.S. Flag (44¢ Forever)	Apr 8	New York NY 10199 (Mega Stamp Show)	ATM Sheetlet of 18 (M) (2 designs)	Jun 7
DC	64¢ Wedding Cake 2 oz.	Apr 11	Washington, DC 20066	PSA Pane of 20 (M)	Jun 10
	20¢ George Washington	Apr 11	Washington, DC 20066	PSA Pane of 20 PSA Coil of 100 (M)	Jun 10
	\$4.95 New River Gorge Bridge (Priority Mail)	Apr 11	Fayetteville, WV 25840	PSA Pane of 20 (M)	Jun 10
	80¢ Voyageurs National Park (Mexico, Canada rate)	Apr 11	Washington, DC 20066	PSA Pane of 20 (M)	Jun 10
P DC	The Civil War: 1861 (44¢ Forever)	Apr 12	Charleston, SC 29401	Souvenir Sheet of 12 (C) (2 designs)	Jun 11
P DC	Go Green (44¢ Forever)	Apr 14	Washington, DC 20066	PSA Pane of 16 (C) (16 designs)	Jun 13
	84¢ Oveta Culp Hobby 3 oz.	Apr 15	Houston, TX 77201	PSA Pane of 20 (M)	Jun 14
DC	Wedding Roses (44¢ Forever)	Apr 21	Washington, DC 20066	PSA Pane of 20 (M)	Jun 20
DC	Helen Hayes (44¢ Forever)	Apr 25	Washington, DC 20066	PSA Pane of 20 (C)	Jun 24
P DC	Gregory Peck (Legends of Hollywood) (44¢ Forever)	Apr 28	Beverly Hills, CA 90210	PSA Pane of 20 (C)	Jun 27

NOTE	ISSUE	NATIONWIDE FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
DC	Mercury Project/MESSENGER Mission (44¢ Forever)	May 4	Kennedy Space Center, FL 32815	PSA Pane of 20 (C) (2 designs)	Jul 3
	Purple Heart with Ribbon (44¢ Forever)	May 5	San Diego, CA 92199	PSA Pane of 20 (M)	Jul 4
P DC S	Indianapolis 500 (44¢ Forever)	May 20	Indianapolis, IN 46206	PSA Pane of 20 (C)	Jul 4
DC	Garden of Love (44¢ Forever)	May 23	Crestwood, KY 40014	PSA Pane of 20 (M) (10 designs)	Jul 22
DC	American Scientists (44¢ Forever)	Jun 16	St. Paul, MN 55164	PSA Pane of 20 (C) (4 designs)	Aug 15
C	Mark Twain (Literary Arts) (44¢ Forever)	Jun 25	Hannibal, MO 63401	PSA Pane of 20 (C)	Aug 24
DC	Pioneers of American Industrial Design (44¢ Forever)	Jun 29	New York, NY 10199	PSA Pane of 12 (C) (12 designs)	Aug 28
C DC S	Owney the Postal Dog (44¢ Forever)	Jul 27	Washington, DC 20066	PSA Pane of 20 (C)	Sep 25
DC	U.S. Merchant Marine (44¢ Forever)	Jul 28	Great Neck, NY 11021	PSA Pane of 20 (C) (4 designs)	Sep 26
DC	Edward Hopper (American Treasures) (44¢ Forever)	Aug	Provincetown, MA 02657	PSA Pane of 20 (C)	
P DC S	Flags of our Nation: Set 5 (44¢ Forever)	Aug 11	Columbus, OH 43216 (APS Stamp Show)	PSA Coil of 50 (M) (10 designs)	Oct 10
	Eid (44¢ Forever)	Aug 12	Columbus, OH 43216 (APS Stamp Show)	PSA Pane of 20 (M)	Oct 11
P DC S	Send a Hello (44¢ Forever)	Aug 19	Anaheim, CA 92803	PSA Pane of 20 (C) (5 designs)	Oct 18
P DC	Barbara Jordan (Black Heritage) (44¢ Forever)	Sep	Houston, TX 77201	PSA Pane of 20 (C)	
DC	Romare Bearden (44¢ Forever)	Sep	New York, NY 10199	PSA Pane of 16 (C) (4 designs)	
	Lady Liberty and U.S. Flag (44¢ Forever)	Sep	TBD	PSA Double-sided Booklet of 20 (M) (2 designs)	
DC S	55¢ Save Vanishing Species (Semipostal)	Sep	TBD	PSA Pane of 20 (C)	
DC	Holiday Baubles (44¢ Forever)	Oct 13	New York, NY 10199 (Mega Stamp Show)	PSA Double-sided Booklet of 20 PSA ATM Booklet of 18 (M) (4 designs)	Dec 12
DC	Madonna of the Candelabra by Raphael (44¢ Forever)	Oct 13	New York, NY 10199 (Mega Stamp Show)	PSA Double-sided Booklet of 20 (M)	Dec 12
	Hanukkah (44¢ Forever)	Oct 14	New York, NY 10199 (Mega Stamp Show)	PSA Pane of 20 (M)	
	Kwanzaa (44¢ Forever)	Oct 14	New York, NY 10199 (Mega Stamp Show)	PSA Pane of 20 (M)	Dec 13

**Note Descriptions**

C: Change in previously announced date, site, and/or rate

DC: Digital Color Postmark

N: New issue

P: Pictorial first day postmark

S: Special Dedication Postmark

(C): Collectible

(M): Mail use

1. Customers must affix additional postage to bring total postage to at least the minimum First-Class Mail<sup>®</sup> rate for an envelope or stamped card, depending on which is used. Also, the cost for a stamped envelope is the value of the postage plus 10 cents, and the cost for a stamped card is the value of the postage plus 3 cents.

### 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 150 days:



May 30, 2011  
*NY Capital District Civil War Roundtable*  
 In Memoriam Station

Manager Cancellation Services  
 8300 Underground Dr., NE  
 Pillar 210  
 Kansas City, MO 64144 -9998

Postmaster  
 115 Buford Ave.  
 Gettysburg, PA 17325-9998

Fort Myer Post Office Branch  
 217 Jackson Ave.  
 Arlington, VA 22211-9998

Postmaster  
 2 E. Main St.  
 Waterloo, NY 13165-9998

The following pictorial postmark has been extended for 30 days:



OSCODA COUNTY STATION  
 MAY 21, 2011  
 MIO MI 48647

May 21, 2011  
*Oscoda County*  
 Oscoda County Station  
 Postmaster  
 PO Box 9998  
 Mio, MI 48647

The following pictorial postmark has been extended for 30 days:





May 27–May 29, 2011  
*Compex 2011*  
 Compex Station  
 Postmaster  
 909 W. Euclid Ave.  
 Arlington Heights, IL 60004-9998

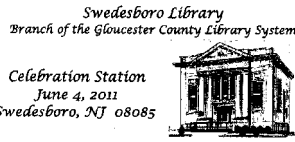
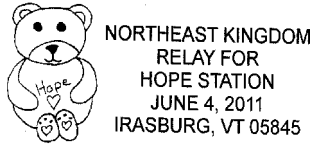
 <p><b>Celebrating 150 Years</b> — OF — <b>MIAMI COUNTY</b></p> <p>MIAMI COUNTY STATION JUNE 3, 2011 BUCYRUS, KS 66013</p>	<p>June 3, 2011</p> <p><i>U.S. Postal Service</i> Miami County Station — Bucyrus Postmaster</p> <p>112 4th Ave. Bucyrus, KS 66013-9998</p> <p>108 N. Osage St. Fontana, KS 66026-9998</p>	<p>214 Harvest Dr. Louisburg, KS 66053-9998</p> <p>404 5th St. Osawatomie, KS 66064-9998</p>	<p>19 E. Wea St. Paola, KS 66071-9998</p> <p>201 N. Race St. Spring Hill, KS 66083-9998</p>
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 <p><b>BLUE &amp; GRAY REUNION</b> <b>SALUTES THE</b> <b>150<sup>th</sup> Anniversary Of</b> THE FIRST LAND BATTLE OF THE CIVIL WAR June 3, 2011 PHILLIPPI, WV 26416</p>	<p>June 3, 2011</p> <p><i>Blue and Gray Reunion</i> Blue and Gray Reunion Station Postmaster PO Box 9998 Philippi, WV 26416-9998</p>	 <p>Clinch River Days Station St. Paul, VA 24283 June 4, 2011</p>	<p>June 4, 2011</p> <p><i>Town of St. Paul</i> Clinch River Days Station Postmaster 16552 Russell St., Suite B St. Paul, VA 24283-9998</p>
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 <p>Oz-Stravaganza! Station <b>CELEBRATING DOROTHY</b> June 3, 2011 Chittenango, NY 13037</p>	<p>June 3, 2011</p> <p><i>Oz-Stravaganza! Committee</i> Oz-Stravaganza! Station Postmaster 1001 E. Genesee St. Chittenango, NY 13037-9998</p>	 <p>June 4 2011 Havelock NC 28572</p>	<p>June 4, 2011</p> <p><i>Live Oak Veterinary Hospital, Inc.</i> Motoring for Mongrels Benefit Poker Run Station Postmaster 133 U.S. Hwy. 70 W Havelock, NC 28532-9998</p>
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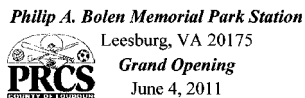
 <p><b>20th Year</b> <b>Rhubarb Fest</b> <b>FESTIVAL</b> Rhubarb, IL 61231</p>	<p>June 3-4, 2011</p> <p><i>U.S. Postal Service</i> Rhubarb Fest Station Postmaster 117 N. College Ave. Aledo, IL 61231-9998</p>	 <p><b>Arts &amp; Crafts Festival Station</b> <b>Boiling Springs, PA 17007</b> <b>FOUNDRY DAY ARTS &amp; CRAFTS FESTIVAL</b> June 4, 2011 <b>Our 25th Year</b></p>	<p>June 4, 2011</p> <p><i>Boiling Springs Civic Assn.</i> Arts &amp; Crafts Festival Station Postmaster PO Box 9998 Boiling Springs, PA 17007-9998</p>
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 <p><b>SESQUICENTENNIAL</b> <b>NAPEX STATION</b> JUNE 3, 2011 McLEAN, VA 22101 <b>OF THE CIVIL WAR</b></p>	<p>June 3-5, 2011</p> <p><i>The National Philatelic Exhibitions of Washington DC, Inc.</i> NAPEX Station Postmaster 1544 Springhill Rd. McLean, VA 22102-9998</p>	 <p>Oz-Stravaganza! Station June 4, 2011 Chittenango, NY 13037 <i>"Celebrating Dorothy"</i></p>	<p>June 4, 2011</p> <p><i>Oz-Stravaganza! Committee</i> Oz-Stravaganza! Station Postmaster 1001 E. Genesee St. Chittenango, NY 13037-9998</p>
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 <p><i>Swedesboro Library</i> Branch of the Gloucester County Library System <b>Celebration Station</b> June 4, 2011 Swedesboro, NJ 08085</p>	<p>June 4, 2011</p> <p><i>Swedesboro Library</i> Celebration Station Postmaster 1950 Kings Hwy. Swedesboro, NJ 08085-9998</p>	 <p><b>NORNEAST KINGDOM RELAY FOR HOPE STATION</b> JUNE 4, 2011 IRASBURG, VT 05845</p>	<p>June 4, 2011</p> <p><i>Angel Paws Relay Team</i> Relay for Hope Station Postmaster 94 Park Ave. Irasburg, VT 05845-9998</p>
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June 4, 2011

Loudoun County  
Department Of Parks  
Recreation & Comm. Serv.



Philip A. Bolen Memorial  
Park Station  
Postmaster  
25 Catocin Circle, SE  
Leesburg, VA 20175-9998



June 4, 2011

Whiteside County –  
American Cancer Society  
Relay Station  
Postmaster  
210 2<sup>nd</sup> Ave.  
Rock Falls, IL 61071-9998

June 4, 2011



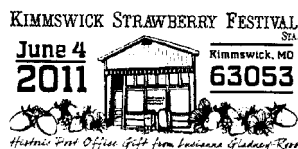
Cattlemen's Ball  
Cattlemen's Ball Station  
Postmaster  
127 E. Bridge St.  
West Point, NE 68788-9998



June 5, 2011

Teenie's Handicapped &  
Seniors Fishing Derby  
30<sup>th</sup> Anniversary Station  
Postmaster  
198 Chittenden Rd.  
Chittenden, VT 05737-9998

June 4, 2011

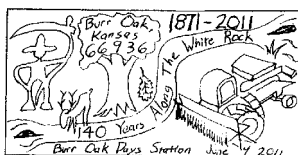


City of Kimmswick  
Kimmswick Strawberry  
Festival Station  
Postmaster  
6035 W. Outer Rd.  
Imperial, MO 63052-9998



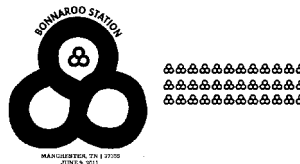
June 9-11, 2011

City of Russell  
Prairiasta Station  
Postmaster  
PO Box 9998  
Russell KS 67665-9998



June 4, 2011

Burr Oak Community Club  
Burr Oak Days Station  
Postmaster  
PO Box 9998  
Burr Oak, KS 66936-9998



June 9-12, 2011

U.S. Postal Service  
Bonnaroo Station  
Postmaster  
230 E. Main St.  
Liberty, TN 37095-9998



June 4, 2011

Brattleboro Stamp Club  
Strolling of the Heifers  
Station  
Postmaster  
204 Main St.  
Brattleboro, VT 05301-9998

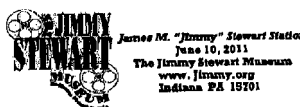


June 10, 2011

Music & Arts Festival  
Nor-east'r Music & Festival  
Station  
Postmaster  
PO Box 9998  
Mio, MI 48647-9998

June 4, 2011

Mad River & NKP Railroad  
Society, Inc.  
Mad River & NKP Railroad  
Society Station  
Postmaster  
140 N. Sandusky St.  
Bellevue, OH 44811-9998



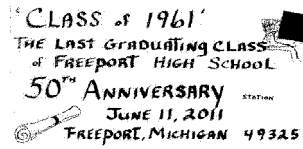
June 10, 2011

Jimmy Stewart Museum  
James M. "Jimmy" Stewart  
Station  
Postmaster  
PO Box 9998  
Indiana, PA 15701-9998

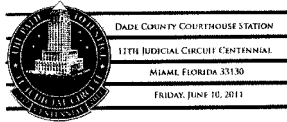


June 10, 2011  
**FIESTA 2011**  
 Fiesta Station, Pensacola FL 32502

June 10, 2011  
*Fiesta of Five Flags Association*  
 Fiesta Station  
 Postmaster  
 1400 W. Jordan St.  
 Pensacola, FL 32501-9998



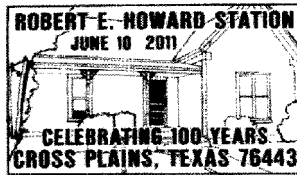
June 11, 2011  
**FHS**  
 50th Anniversary Station  
 Postmaster  
 PO Box 9998  
 Freeport, MI 49325-9998



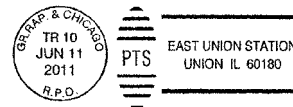
June 10, 2011  
*Centennial Celebration, Inc.*  
 Dade County Courthouse  
 Station  
 Postmaster  
 PO Box 52-4004  
 Miami, FL 33152-4004



June 11, 2011  
*Angel Paws Relay Team*  
 Northeast Kingdom Relay  
 for Courage Station  
 Postmaster  
 2 Water St.  
 Orleans, VT 05860-9998



June 10, 2011  
*Project Pride*  
 Robert E. Howard Station  
 Postmaster  
 101 N. Avenue D  
 Cross Plains, TX  
 76443-9998

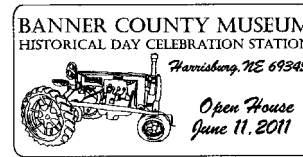


June 11, 2011  
*U.S. Postal Service*  
 East Union Station  
 Postmaster  
 17803 Depot St.  
 Union, IL 60180-9998



Tinner Hill Blues Festival Station  
 June 10, 2011  
*Catch the Blues in Falls Church*  
 Falls Church, VA 22046

June 10-11, 2011  
*The Tinner Hill Foundation*  
 Tinner Hill Blues Festival  
 Station  
 Postmaster  
 800 West Broad Street,  
 Ste. 102  
 Falls Church, VA  
 22046-3199



June 11, 2011  
*Banner County Museum*  
 Historical Day Celebration  
 Station  
 Postmaster  
 PO Box 9998  
 Harrisburg, NE 69345-9998

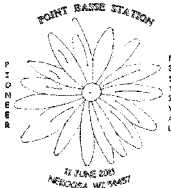


INSTITUTE OF TEXAN CULTURES  
 June 2011  
 THE INSTITUTE OF  
 TEXAN CULTURES STATION  
 SAN ANTONIO, TEXAS 78205

June 10-12, 2011  
*UTSA Institute of Texan Cultures*  
 Institute of Texan Cultures  
 Station  
 Postmaster  
 10410 Perrin Beitel Blvd.  
 San Antonio, TX  
 78284-9998



June 11, 2011  
*Centennial Committee*  
 Quascentennial Station  
 Postmaster  
 PO Box 9998  
 Cedar Bluffs, NE  
 68015-9998



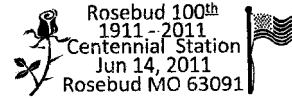
June 11, 2011  
*Pioneer Festival*  
 Point Basse Station  
 Postmaster  
 PO Box 9998  
 Nekoosa, WI 54457-9998



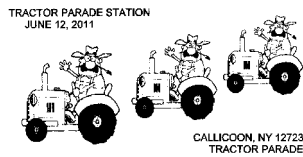
June 12, 2011  
*International Boxing Hall of Fame*  
 Induction Station  
 Postmaster  
 118 S. Peterboro St.  
 Canastota, NY 13032-9998



June 12, 2011  
 Washington County Stamp Club  
 Mountaineers Opening Day Station  
 Postmaster  
 87 State St.  
 Montpelier, VT 05602-9998



June 14, 2011  
 City of Rosebud  
 Centennial Station  
 Postmaster  
 257 Highway 50  
 Rosebud, MO 63091-9998



June 12, 2011  
 United States Postal Station  
 Tractor Parade Station  
 Postmaster  
 13 River Rd.  
 Callicoon, NY 12723-9998



June 15, 2011  
 U.S. Postal Service  
 Gering's Own Miss America Station  
 Postmaster  
 PO Box 9998  
 Gering, NE 69341-9998



June 13-19, 2011  
 Corry Area Chamber of Commerce  
 Corryfest Station  
 Postmaster  
 101 S. Center St.  
 Corry, PA 16407-9998



June 15, 2011  
 Rochester Public Library  
 Centennial Celebration Station  
 Postmaster  
 1335 Jefferson Rd.  
 Rochester, NY 14692-9403

— Stamp Services,  
 Government Relations and Public Policy, 6-2-11

## 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

#### Wedding Cake Stamp

Special Cancellations  
PO Box 92282  
Washington, DC 20090-2282

June 11, 2011

2.2099 x 1.5994 inches



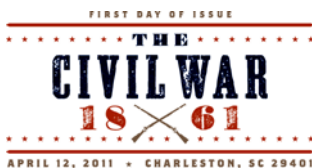
Black and White Pictorial

#### The Civil War: 1861 Stamp

Postmaster  
7075 Cross County Road  
Charleston, SC 29423-9998

June 13, 2011

2.6594 x 1.0503 inches



Digital Color Pictorial

#### The Civil War: 1861 Stamp

Postmaster  
7075 Cross County Road  
Charleston, SC 29423-9998

June 13, 2011

2.4279 x 1.2345 inches





**Black and White Pictorial**

**Go Green Stamp**  
Special Cancellations  
PO Box 92282  
Washington, DC 20090-2282

June 14, 2011

2.5467 x 1.2726 inches



**Digital Color Pictorial**

**Go Green Stamp**  
Special Cancellations  
PO Box 92282  
Washington, DC 20090-2282

June 14, 2011

2.7437 x 1.2562 inches



**Digital Color Pictorial**

**Wedding Rose Stamp**  
Special Cancellations  
PO Box 92282  
Washington, DC 20090-2282

June 21, 2011

2.6029 x 1.3173 inches

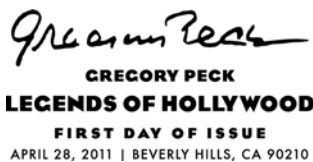


**Digital Color Pictorial**

**Helen Hayes Stamp**  
Special Cancellations  
PO Box 92282  
Washington, DC 20090-2282

June 27, 2011

2.3617 x 1.1643 inches



**Black and White Pictorial**

**Gregory Peck Stamp**  
Los Angeles Marketing Department  
7001 S. Central Ave., #307  
Los Angeles, CA 90052-9998

June 28, 2011

2.3564 x 1.1561 inches



**Digital Color Pictorial**

**Gregory Peck Stamp**  
Los Angeles Marketing Department  
7001 S. Central Ave., #307  
Los Angeles, CA 90052-9998

June 28, 2011

3.0749 x 1.3284 inches



**Digital Color Pictorial**

**Mercury Project/MESSENGER Mission Stamp**  
1538 Harrison St.  
Kennedy Space Center, FL 32815-9998

July 3, 2011

2.8455 x 1.3857 inches



**Black and White Pictorial**

**Indianapolis 500 Stamp**  
Postmaster  
125 West South St.  
Indianapolis, IN 46206-9998

July 20, 2011

1.8275 x 1.4648 inches



Digital Color Pictorial

**Indianapolis 500 Stamp**  
Postmaster  
125 West South St.  
Indianapolis, IN 46206-9998

July 20, 2011

1.8117 x 1.4649 inches

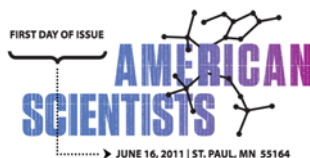


Digital Color Pictorial

**Garden of Love Stamp**  
Postmaster  
6815 Central Ave.  
Crestwood, KY 40014-9998

July 22, 2011

2.5549 x 1.2266 inches



Digital Color Pictorial

**American Scientists Stamp**  
Postmaster  
PO Box 645001  
St. Paul, MN 55164-5001

August 16, 2011

2.3403 x 1.1621 inches



Digital Color Pictorial

**American Scientists Stamp**  
Postmaster  
PO Box 645001  
St. Paul, MN 55164-5001

August 16, 2011

2.4366 x 1.2029 inches



Digital Color Pictorial

**American Scientists Stamp**  
Postmaster  
PO Box 645001  
St. Paul, MN 55164-5001

August 16, 2011

2.6463 x 1.2181 inches



Digital Color Pictorial

**American Scientists Stamp**  
Postmaster  
PO Box 645001  
St. Paul, MN 55164-5001

August 16, 2011

2.3521 x 1.1964 inches



Digital Color Pictorial

**Mark Twain Stamp**  
U.S. Postal Service  
801 Broadway St.  
Hannibal, MO 63401-9998

August 25, 2011

2.4412 x 1.3786 inches



Digital Color Pictorial

**Pioneers of American Industrial Design Stamp**  
Special Events  
421 8<sup>th</sup> Ave., Rm. 2029B  
New York, NY 10199-9998

August 29, 2011

2.6587 x 1.25 inches

## Supply Management

### Contracting Officers' Representatives

As a result of the Postal Service's redesign, employees who have been appointed as a contracting officer's representative (COR) may be transitioning to new positions or leaving the Postal Service™. In order to ensure continued contract effectiveness, any individual who is currently serving as a COR and will be transitioning or leaving the Postal Service should notify the responsible contracting officer (CO) as soon as possible. When notifying the CO, include the following information:

- Contract number.

- Name of the individual replacing you as COR, if known.

In addition, if a new COR has been named, the contract file should be provided to that individual. If a new COR has not been named, the file should be provided to the responsible manager.

The name and contact information for the responsible CO is on the contract, as is the contract number.

— *SCM Strategies,*  
*Supply Management, 6-2-11*

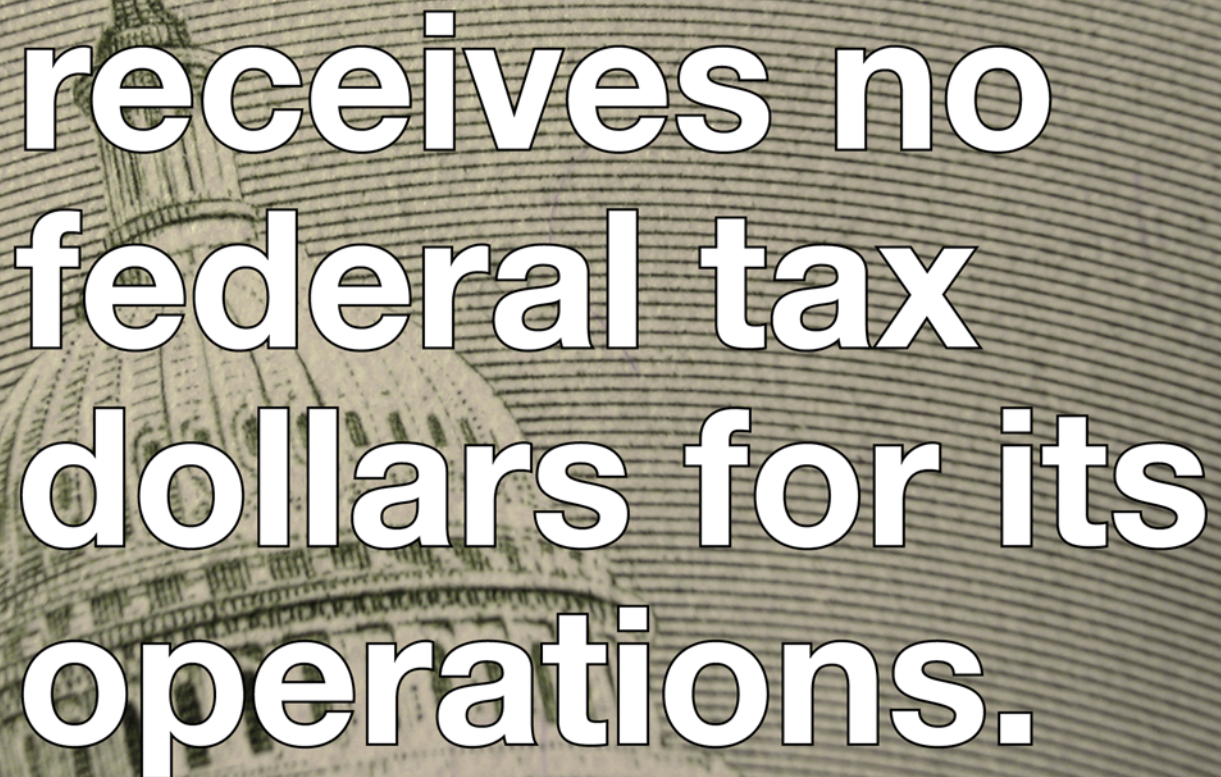


475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-3100

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

The USPS logo, consisting of the letters "USPS" in a large, bold, white, sans-serif font with a black outline. A registered trademark symbol (®) is located at the top right of the letter "S". The logo is centered over a background of US dollar bills and the dome of the US Capitol building.

**USPS<sup>®</sup>**

A large text overlay in a white, bold, sans-serif font with a black outline, reading "receives no federal tax dollars for its operations." The text is centered over the same background of US dollar bills and the US Capitol dome as the logo above.

**receives no  
federal tax  
dollars for its  
operations.**