



Voice
OF THE EMPLOYEE

**Quarter I
surveys
due
Nov. 21.**

See page 3

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Holiday Baubles Stamp

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



Cover Story

Voice of the Employee — Let Your Opinions Be Heard

The Voice of the Employee (VOE) survey is the Postal Service™'s measure of employee engagement. What's so important about engagement?

Employee engagement fosters and drives discretionary behavior, eliciting employees' best ideas and their genuine commitment to the success of our organization. Engaged employees feel valued, understand how they contribute to the organization's success, and work harder as a result.

Each quarter, a random sample of 25 percent of employees is invited to take the VOE survey. The survey asks employees to express their opinions on the following eight "dimensions" related to their work environment:

- Postal Service's strategic direction.
- Trust.
- Growth.
- Communication.
- Diversity and respect.
- Commitment.
- Safety.
- Work effort and quality.

The quarter one FY 12 surveys are being mailed out now. Employees are encouraged to confidentially complete their VOE surveys and return them by November 21.

— *Testing and Assessment, Employee Resource Management, 10-20-11*

Policies, Procedures, and Forms Updates

Manuals

ASM Revision: Social Media Policy

Effective October 20, 2011, the Postal Service™ is revising the *Administrative Support Manual (ASM)*, by adding new Part 363 which delineates the Postal Service policy concerning social media.

For the purpose of this policy, “social media” is defined as any form of online publishing or discussion, including but not limited to: Blogs, Wikis, YouTube, Podcasts, Social Networking — Social sites (such as Facebook, MySpace, and LinkedIn), Twitter/Microblogs, and Web 2.0.

Administrative Support Manual (ASM)

	*	*	*	*	*
3	Communications				
	*	*	*	*	*
36	Web-Based Communications				
	*	*	*	*	*

[Insert new 363 as follows:]

363 Social Media

363.1 Policy

For the purpose of this policy, “social media” is defined as any form of online publishing or discussion, including but not limited to: Blogs, Wikis, YouTube, Podcasts, Social Networking – Social sites (such as Facebook, MySpace, and LinkedIn), Twitter/Microblogs, and Web 2.0.

Whether Postal Service employees choose to participate in social media on their own time is their decision. However, when using social media in a personal capacity, employees may not speak for or act on behalf of the Postal Service.

All uses of social media related to the conduct of official postal business require management consent.

Contractors and consultants are prohibited from representing the Postal Service in the use of any social media tool. While contractors may create content on behalf of the Postal Service, only Postal Service employees may identify themselves as Postal Service spokespersons and post information relating to the conduct of official postal business.

363.2 Responsible Use of Social Media

The following rules and regulations apply to Postal Service employees who use social media in their official capacity to communicate with the public or Postal Service employees.

- a. **The web is not anonymous.** Generally, everything that you post is accessible to anyone with a browser. Assume that everything you post can be traced back to the Postal Service and to you personally. While some web sites have a restricted content feature, keep in mind that external content is NOT as secure as content that resides on the Postal Service’s Intranet. Everything you publish will reflect on the Postal Service’s brand and reputation.
- b. **All proprietary information and information covered by the Privacy Act are off limits.** Do not post Postal Service information that has not already been made available publicly by the Postal Service. Posting material or online discussion of information related to Postal Service revenue forecasts, personnel matters, future products, unannounced pricing decisions, undisclosed financial results, or similar matters is prohibited and might result in legal action against you and/or the Postal Service. It is your responsibility to respect and protect the Postal Service’s confidential information by not commenting on these topics. When in doubt about what discussion topics or comments are appropriate, please contact your immediate supervisor, Corporate Communications, or the Office of the General Counsel for guidance.
- c. **Refer any media inquiries to Corporate Communications.** If your blog or other social media application receives a media inquiry about the Postal Service or its products, services, or employees, you must call Corporate Communications before responding at 202-268-2155.
- d. **Be respectful. Whether in the actual or virtual world, your interactions and discourse should be respectful.** The Postal Service Standard of Conduct states, “Employees are expected to maintain harmonious working relationships and not to do anything that would contribute to an unpleasant working environment.” Do not verbally attack other individuals or companies. This includes fellow employees, contractors, customers, vendors, and competitors.
- e. **Legal requirements.** You must comply with brand, trademark, copyright, fair use, privacy, and financial disclosure laws. If you have questions about these, contact the Postal Service Law Department.
- f. **Be responsible.** Abide by existing Postal Service privacy, information security, ethics, and copyright pol-

icies. No employee shall post content included in the below listed categories:

1. Information that infringes on another individual's privacy rights.
 2. Personally identifiable or sensitive information, including sensitive business information (e.g., information on Postal Service contracting agreements, disciplinary actions, pending administrative hearings, and internal memos).
 3. Personal attacks, accusations, threats, or discriminatory comments targeting specific individuals or groups.
 4. Endorsements of political parties, candidates, or groups.
 5. Discussions of topics unrelated to the Postal Service's mission.
 6. Profanity — any content that is generally considered obscene, deceptive, or defamatory.
 7. Content advocating unlawful action.
 8. Material that violates copyright laws.
- g. **Be transparent.** Use your real name, identify that you work for the Postal Service, and be clear about your role. It is never acceptable to hide your identity or try to plant statements that appear to be from an objective observer when they are really made by Postal Service employees in their official capacity.

363.3 Additional Conduct and Privacy Policies

Additional conduct and privacy policies that apply to Postal Service employees:

- a. *Employee and Labor Relations Manual (ELM)*, 660 (Conduct).
- b. Postal Service Standards of Conduct, ELM 665.

- c. Handbook AS-353, *Guide to Privacy, the Freedom of Information Act, and Records Management*.
- d. Standards of Ethical Conduct for Employees of the Executive Branch, 5 CFR 2635.
- e. Supplemental Standards of Ethical Conduct for Employees of the United States Postal Service, 5 CFR 7001.
- f. Handbook AS-805, *Information Security*.
- g. *Administrative Support Manual*, 333.6, Endorsement of Nonpostal Products, Services, or Businesses.
- h. The Hatch Act, 5 USC §§ 7321–7326.
- i. The criminal conflict of interest laws, 18 USC §§ 201–203, 205, and 207–209.
- j. The Anti-Lobbying Act, 18 USC § 1913.

363.4 Breach of Policy

All Postal Service employees are responsible for complying with this policy. Failure to do so may result in corrective action up to, and including, removal from the Postal Service.

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

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

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

— Public Affairs,
Corporate Communications, 10-20-11

DMM Revision: Reassignment of ZIP Codes Between NDCs and ASFs — Revision to Destination Entry Exhibits

Effective November 7, 2011, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) parts 246, 346, 366, 446, 453, and 466 to change the exhibits for destination network distribution center (DNDC) eligibility to reflect the reassignment of certain 3-digit ZIP Code™ ranges. These revisions for mail addressed to ZIP Code ranges for NDC Des Moines, Iowa, auxiliary service facility (ASF) Sioux Falls, South Dakota, and ASF Fargo, North Dakota, result from changes to labeling lists L601 and L602 announced in the October 6, 2011, *Postal Bulletin*. An additional change for 3-digit ZIP Code range 864 from ASF Phoenix, AZ 852 to NDC Los Angeles, CA 90901 is to correct a previous oversight; this

change will be reflected in an upcoming revision to the labeling lists.

We also correct an error related to reassignment of ZIP Codes between the Memphis, Tennessee, and Dallas, Texas, NDCs, that was part of a DMM revision effective September 6, 2011. That revision included ZIP Code ranges that overlap between the Dallas, Texas, NDC and the Oklahoma City, Oklahoma, ASF. This revision correctly reinstates DNDC eligibility for mail destined for ASF Oklahoma City, Oklahoma, ZIP Code ranges to be only for mail dropshipped to that ASF.

We encourage mailers to make the related changes to their DNDC mailings immediately. DNDC mailings entered on and after January 28, 2012, must include this change.

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

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200 Commercial Letters and Cards

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240 Standard Mail

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246 Enter and Deposit

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3.0 Destination Network Destination Center (DNDC) Entry

3.1 Definition

* * * * *

Exhibit 3.1 NDC/ASF—DNDC Eligibility

[Revise Exhibit 3.1 by making the following revisions to the eligible destination ZIP Codes column in the rows corresponding to the following Entry Facilities: NDC Des Moines, IA 50999; ASF Sioux Falls, SD 570; ASF Fargo, ND 580; and NDC Dallas, TX 75099 as follows:]

* * * * *

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
* * *	* *
500-509, 514-516, 520-528, 612, 680, 681, 683-689	NDC Des Moines IA 50999
* * *	* *
510-513, 570-575, 577	ASF Sioux Falls SD 570
* * *	* *
565, 567, 576, 580-588	ASF Fargo ND 580
* * *	* *
710-714, 718, 733, 747, 750-770, 772-799, 880, 885	NDC Dallas TX 75199
* * *	* *
850-853, 855-857, 859, 860, 863	ASF Phoenix AZ 852
* * *	* *
864, 889-891, 893, 900-908, 910-928, 930-935	NDC Los Angeles CA 90901
* * *	* *
* * *	* *

[Repeat the above changes in Exhibits 346.3.1, 366.4.1, 446.3.1, 453.3.1.3, and 466.4.4.]

* * * * *

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, 10-20-11

ELM Revision: Assignment of Nonbargaining Unit Employees

Effective August 11, 2011, the *Employee and Labor Relations Manual* (ELM), section 354.2, was revised to reflect clarification of the Postal Service's discretion to apply to any individual organizational change none, or one or more, of the provisions of ELM 354.2 that are not required by the reduction-in-force (RIF) statutes and Office of Personnel Management RIF regulations as applicable to the Postal Service™.

Employee and Labor Relations Manual (ELM)

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3 Employment and Placement

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350 Assignment, Reassignment, and Promotion

* * * * *

354 Assignment of Unassigned Employees

* * * * *

354.2 Assignment of Nonbargaining Unit Employees Due to a Potential or Actual Reduction in Force

[Revise 354.2 by adding a text box directly after the heading to read as follows:]

The Postal Service may at its option apply to any individual organizational change none or one or more of the following provisions that are not required by reduction in force (RIF) statutes and Office of Personnel Management RIF regulations applicable to the Postal Service.

* * * * *

We will incorporate these revisions into the next printed version of the ELM and into the next online updates, 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 *Manuals*.

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

— Complement, Staffing, and Field Policy,
Human Resources, 10-20-11

POM Revision: Collection Boxes

Effectively immediately, the *Postal Operations Manual* (POM) is revised to resolve questions and suggestions brought up after the publication of the article “POM Revision: Collection Services” in *Postal Bulletin* 22313 (6-16-2011, pages 8–26).

Section 315.34 has been revised to clarify policy about not collecting business collection boxes with low Saturday volume.

Information previously given in section 323.43 has been moved to section 322.344. Section 323.43 has been deleted.

Postal Operations Manual (POM)

	*	*	*	*	*
3	Collection Service, National Service Standards				
	*	*	*	*	*
31	Applicability and General Requirements				
	*	*	*	*	*
315	Collection Boxes				
	*	*	*	*	*
315.3	Locations of Collection Boxes and Other Collection Points				
	*	*	*	*	*

315.34 Business Area Collection Boxes

In business areas (see 311.2), install boxes where the greatest mail volume is generated and where boxes are convenient to the greatest number of businesses. A business area box that generates a daily average of 100 or more pieces on weekdays, requires a 5:00 P.M. or later collection and must bear a last pickup time decal (see 322). For time decal boxes in business areas, a Saturday collection is required if the box averages 100 pieces per Saturday during the density test period. These collections should be as late in the day as possible in accordance with POM 313.1.

A Saturday collection is optional for business area collection boxes that are not time decal boxes. A box with an average Saturday volume of 25–99 pieces should require collection no earlier than when the regular carrier passes the box in the performance of delivery duties. If a time decal business box receiving 100 or more pieces Monday through Friday is found, through a 4-week density analysis, to consistently receive fewer than 100 pieces on Saturdays, a Saturday collection is not mandatory. The collection of these boxes is not mandatory when the box is not accessible or the average Saturday volume does not exceed the box minimum for retention. Business area boxes generating lower volumes should be reviewed periodically for relocation within the business area to a higher volume location.

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

32	Types of Collection Boxes				
	*	*	*	*	*
322	Time Decal Boxes, Boxes Displaying Last Pickup Time Decals, 30-Minute Time Increments				
	*	*	*	*	*
322.3	Last Pickup Between 6:30 P.M. and 8:00 P.M. (Monday Through Friday)				
	*	*	*	*	*
322.34	Collection Schedules				
	*	*	*	*	*

[Add 322.344 to read as follows:]

322.344 Widely Observed Holidays

Some national holidays are widely observed, and customer demand deteriorates significantly on the day before the holiday. In such instances, usually on the eves before Christmas and New Year’s Day, where senior management determines that expected customer flows will be minimal, early retail closings and early collections may be authorized and implemented. When this occurs, senior management clearly signals these changes in holiday operations via letter. This information is also the subject of a press release for the specific holiday. It is important that each office publish this information in timely fashion through local news releases; radio and television notices; required postings on affected local collection boxes being collected early; and where appropriate, in Post Offices, stations, and branches. The district manager or a designee may make exceptions to provide collection services in instances where customer reaction or past history indicates a need to do so.

323	Residential Collection Boxes				
	*	*	*	*	*
323.4	Collection Schedules				
	*	*	*	*	*

[Delete 323.43]

	*	*	*	*	*
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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 *PolicyNet*.
- On the PolicyNet page, click *Manuals*.

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

Handbooks

Handbook AS-701 Revision: Reporting and Disposing of Information Technology Controlled Items

Effective immediately, Handbook AS-701, *Material Management*, is revised to update the policy for reporting and disposing of Information Technology (IT)-controlled items.

Handbook AS-701, *Material Management*

	*	*	*	*	*
6	Asset Recovery: Redistribution, Recycling, and Disposal				
	*	*	*	*	*
62	Material Identification and Reporting				
	*	*	*	*	*
624	Reporting of Inactive Inventory				
	*	*	*	*	*
624.2	Reporting Methods				
	*	*	*	*	*
624.24	Special Equipment Reporting				
	*	*	*	*	*
<i>[Add new section 624.245 to read as follows:]</i>					
624.245	Information Technology Equipment				
	*	*	*	*	*
63	Redistribution				
	*	*	*	*	*
633	Return/Transfer Process				
	*	*	*	*	*
633.4	Transfer Between Postal Service Activities				
	*	*	*	*	*

633.44 Special Equipment Redistribution

* * * * *

[Revise the title and text of 633.446 to read as follows:]

633.446 Information Technology Equipment

Redistribution of IT equipment (e.g., computers, laptops, printers, digital copiers, Blackberries, fax machines, and cell phones) is controlled by the supporting IT organization. IT equipment is only transferred or reassigned to another activity or person with direction from the supporting IT organization.

* * * * *

64 Recycling and Disposal

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646 Proprietary Items Requiring Special Processing

* * * * *

[Revise the title and text of 646.10 to read as follows:]

646.10 Information Technology Equipment

Contact the supporting IT organization for proper reporting and disposal instructions for all IT equipment (e.g., computers, laptops, printers, digital copiers, fax machines, Blackberries, and cell phones).

* * * * *

We will incorporate this revision into the next online version of Handbook AS-701 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>.)

— *Asset Management Performance and Accountability, Supply Management, 10-20-11*

Handbook EL-312 Revision: Supervisor Selection Process

Effective immediately, Handbook EL-312, *Employment and Placement*, Subchapter 75, Supervisor Selection Process, is revised to document the Postal Service's new process for selecting supervisors. Subchapter 75 was reserved as specified in "Handbook EL-312 Revision: Supervisor Positions," in *Postal Bulletin* 22287 (6-17-10, page 68).

Handbook EL-312, *Employment and Placement*

* * * * *

7 Assignment, Reassignment, and Promotion

* * * * *

[Revise subchapter 75 as follows:]

75 Supervisor Selection Process

751 Purpose

The Supervisor Selection Process is an inservice announcement, assessment, and selection process exclusive to current career postal employees. It is used to fill two initial-level supervisory positions with the following job titles: (a) Supervisor Distribution Operations, EAS-17; and (b) Supervisor Customer Services, EAS-17. The goal is to select applicants who best meet the needs of the position.

Seminars may be held to provide information to employees interested in becoming supervisors. The seminars will include information on these topics:

- Supervisory positions, duties, and responsibilities.
- The application and selection process.

752 Noncompetitive Selection Procedures

Competitive procedures are not required when management initiates or an employee requests reassignment to the same level, or when an employee voluntarily accepts or requests in writing a position at a lower level.

- a. An employee seeking noncompetitive consideration must submit a written request to the selecting official.
- b. An employee may request noncompetitive consideration at any time — before a vacancy is posted, during the time it is posted, or after the posting has closed.
- c. A noncompetitive applicant may be selected at any point — before the competitive process begins, during the competitive process, or after a competitive package has been considered.
- d. Selection is solely at the discretion of the selecting official.
- e. Employees selected in this manner must meet the qualification requirements for the position, *except*

that such applicants are not required to meet the Examination 642 requirement.

Note: If an employee grade level EAS-17 or above chooses to compete in response to a vacancy announcement, the employee must follow the standard process for competitive consideration including submitting an application for the position via *eCareer* (see 753).

753 Competitive Process

If a position is not filled through noncompetitive procedures, then it is filled competitively through employee application in response to a vacancy announcement.

The following procedures apply:

- a. The employee must submit the *eCareer* application during the posting open period.
- b. Such application may be made for any position and location for which the employee is eligible for competitive consideration.
- c. The employee will be assessed in accordance with the competitive process, including the requirement to qualify on Examination 642.
- d. Selection will be made in accordance with the competitive process.

753.1 Area of Consideration

Selecting officials are responsible for defining the area of consideration. The minimum area of consideration should consist of all eligible career employees within a district. All eligible EAS and bargaining unit employees (including area, Headquarters, and Headquarters field units) may apply if their permanent current work location — where they physically report to work — is physically located within the geographic (service) area of the organizational unit stated in the job posting. Normally, it should not be necessary to relocate an employee to fill an initial level supervisory position.

753.2 Vacancy Announcement

The vacancy announcement is posted via the *eCareer* system, and it must be posted for no less than 15 calendar days. The announcement must include the following information about the vacant position:

- a. Position to be filled.
- b. Geographic area of consideration.
- c. Duty station.
- d. Starting and ending times.
- e. Nonscheduled days of the vacant position.

If one or more of these elements requires frequent change in order to meet operational requirements, the announcement must so state.

753.3 Application Procedures

Employees apply by submitting an application via *eCareer*, by the date and time specified in the announcement.

754 Selection and Placement Process

754.1 Assessment Process

Competitive applicants are assessed by and must successfully complete the following:

- Examination 642.
- Application review.
- Interview.

754.2 Process Guidelines

Application reviews, interviews, and selections are to be: (a) made in accordance with Supervisor Selection Process guidelines provided by the office of Organizational Effectiveness (OE), Human Resources; and (b) conducted in a manner consistent with the philosophy and methods described in Personnel Selection Methods Web-based Training (Course 21553-00). Selecting officials and review committee members are required to take this course.

755 Roles and Responsibilities

755.1 Review Committees

If there are *eleven or more* applicants, a review committee is required. If there are *ten or fewer* applicants, a review committee is not required. Even when a review committee is not required, the selecting official may decide to convene a review committee.

A review committee must have at least three members who are EAS employees at a level equal to or higher than that of the vacant position. It is recommended (but not required) that the committee include at least one representative from each of the following:

- Customer Services.
- Distribution Operations.
- Human Resources.

The role of a review committee is to conduct the application reviews, but not the structured interviews. The selecting official is responsible for conducting the structured interviews.

If there is no review committee, the selecting official conducts the application review and documentation activities before conducting the structured interviews.

755.2 Local Services

In addition to general responsibilities related to posting vacancies and coordinating examinations, Human Resources Local Services has responsibility for the creation of a list of applicants to recommend to the selecting official for an interview (see 757).

755.3 Selecting Official

The selecting official is normally the manager with the vacancy. The selecting official must:

- Conduct structured interviews.
- Complete related documentation and *eCareer* activities.
- Choose the individual who best meets the position requirements.
- Select exclusively on merit.

If the selecting official does not convene a review committee, then the selecting official must conduct the application review and documentation activities before conducting the structured interviews.

756 Application Review

756.1 Process

The applications are reviewed for all applicants who earned a qualifying score on Examination 642, and rated based on benchmarks supplied by OE.

- If a review committee is convened, the committee conducts the reviews.
- If there was no committee, the selecting official conducts the reviews.

756.2 Documentation

The application review rating sheet must be completed with ratings for all the applicants and be retained as an attachment to the posting requisition.

- If a review committee conducted the reviews, the committee chairperson is responsible.
- If a selecting official conducted the reviews, the selecting official is responsible.

756.3 eCareer Questionnaire

The "Application Review" section of the *eCareer* questionnaire is used to indicate the results of the application review. Responsibility for completion is as follows:

- If a review committee conducted the reviews, the committee chairperson is responsible.
- If a selecting official conducted the reviews, the selecting official is responsible.

757 Recommend for Interview

757.1 Process

Local Services will identify the applicants with the top five Exam 642 scores who also qualified on the application review.

If more than one vacancy (on the same vacancy announcement) is to be filled, an additional applicant will be recommended for each additional vacancy (6 applicants for 2

vacancies, 7 applicants for 3 vacancies, etc.) as long as there are a sufficient number of qualified applicants.

Under no circumstance should an applicant rated as "Not Qualified" on Exam 642 or on the application review be recommended to the selecting official.

In the event that there are no applicants who meet the criteria for recommendation, the selecting official should consult with Human Resources about reposting the vacancy with an expanded area of consideration.

757.2 eCareer Questionnaire

Local Services will indicate the identified applicants as "Recommended," via the eCareer questionnaires.

758 Structured Interview

758.1 Process

The selecting official conducts the structured interviews of the recommended applicants using the questions, worksheets, and rating benchmarks provided by SER.

If the selecting official does not make a selection from this group of recommended applicants, the selecting official can request another group of five recommendations from Local Services. Local Services can recommend additional applicants (as long as a sufficient number of qualified applicants remain) in accordance with the recommendation process described above.

If there was no review committee, the selecting official interviews the entire group of applicants, except those applicants deemed as "No Demonstration" on the application review.

Note: Whether or not a review committee was convened, the selecting official **must not** interview any applicant deemed as "No Demonstration" on the application review.

758.2 Documentation

The selecting official submits the completed rating sheet with the interview ratings for attachment to the posting requisition.

758.3 eCareer Questionnaire

The selecting official (SO) completes the SO questionnaires, indicating the selection.

759 Training Following Selection

Newly promoted supervisors will receive training after placement.

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We will incorporate this revision into the next printed edition of Handbook EL-312 and into the online update, 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>.)

— *Organizational Effectiveness, Employee Resource Management, 10-20-11*

Handbook F-101 Revision: POS ONE Retail Floor Stock Limit

Effective October 20, 2011, Handbook F-101, *Field Accounting Procedures*, is revised to include the new Retail floor stock limits at POS ONE units. Retail floor stock limits at POS ONE postal retail units (PRUs) are revised to the 3-week total postage sales from the same period last year. This revision does the following:

Provides flexibility for the POS unit to reflect additional stamp and philatelic inventory at the retail floor stock level in the event the unit reserve custodian is not available.

No longer requires the authorized temporary increases.

Supports the implementation of Inventory Replenishment Systems (IRS) for philatelic items.

Handbook F-101, Field Accounting Procedures

* * * * *

14 Segmented Inventory Accountability

* * * * *

14-2 Retail Floor Stock

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[Revise the title and text of 14-2.3 to read as follows:]

14-2.3 Retail Floor Stock Limits

Retail floor stock is the sum of display stock plus loose stock at a POS unit.

Retail floor stock limits are based on the following two periods:

- For Postal FY Quarter 1 (October 1–December 31), the retail floor stock limit is the retail floor stock total postage sales from the same period last year (SPLY), same quarter, divided by 4.5. (This will calculate to approximately 3 weeks sales.) For example, if your retail floor stock total postage sales for Quarter 1 of the previous year totals \$18,000, your retail floor stock limit for each day in Quarter 1 of the current year must not exceed \$3,000 (18,000/4.5 = 4,000).
- For Postal FY Quarters 2, 3, and 4 (January 1–September 30), the retail floor stock limit is the total retail

floor stock postage sales from Quarters 2, 3, and 4 of the SPLY divided by fourteen (14). (This will calculate to approximately 3 weeks sales.) For example, if your retail floor stock total postage sales from Quarters 2, 3, and 4 of the previous year totals \$72,000, your retail floor stock limit for each day in Quarters 2, 3, and 4 of the current year must not exceed \$4,000 ($72,000/14 = 5,143$).

Note: Newly established PRUs under Segmented Inventory Accountability can request the district Finance manager (DFM) to establish the retail floor stock limit when there are no SPLY sales to use for calculating the retail floor stock limit as described in 14.2.3. The DFM will provide the unit with a written authorization with the amount established, effective date, and expiration date.

For the purpose of establishing the retail floor stock limit, the calculation is 3 week sales from the SPLY stamp sales

reported in AIC 852 on the unit's PS Form 1412, *Daily Financial Report*, for either Quarter 1 and/or Quarters 2, 3 and 4.

* * * * *

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, 10-20-11*

Pull-Out Information

Fraud

Invalid Express Mail Corporate Account Numbers

This listing should be provided to Contract Postal Units and used by acceptance clerks in non-POS locations without intranet access to validate an Express Mail Corporate Account (EMCA) number online. For all other locations, online EMCA validation is preferred. The online validation process is outlined in the EMCA Validation SOP on the Retail webpage. This list supersedes all previous notices,

which must be recycled. Acceptance clerks must not accept Express Mail® shipments bearing an invalid EMCA number in the “Payment by Account” or “Agreement Number” section of the Express Mail 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.

005472	018870	070584	097936	152677	222072	334622	462012	551846	600984	722269	801722	907378
006285	019234	071703	098038	152809	222123	335185	462688	551894	600990	723096	801730	907511
006668	019298	075970	098246	152817	223375	335272	481168	551912	601445	724056	802210	907739
006690	019510	076246	098249	152847	226014	335303	488042	553872	601526	724070	808003	907811
007125	019982	076491	098615	152872	230022	335545	489295	554245	601588	724071	815022	907940
008184	021052	077088	098921	153003	232400	336161	490723	558101	601899	725001	830500	910035
008460	021068	077469	100171	156036	235444	336231	490735	574004	601973	729032	836004	911035
008515	021801	077514	100277	156247	240544	337073	490736	581005	602170	729048	837025	911074
008696	021866	077516	100282	159271	274125	338073	531169	585231	602172	729059	837040	912373
008714	022168	078216	100392	165084	274144	339093	531492	600030	602317	730085	837503	913167
008760	022296	078412	100560	165113	275001	340608	531645	600034	602360	730106	840230	914055
008762	022351	080082	100590	165403	276026	349965	531780	600060	602415	730783	840558	914449
008886	022390	080093	100741	180071	292646	352740	531782	600072	602445	731010	841050	914857
009336	022431	080148	100754	184039	292730	354034	531811	600091	602489	731313	841180	915489
009450	022438	080171	100764	191252	294595	361356	531821	600104	602551	731440	841257	915502
009514	022524	080210	100773	192584	297040	362051	531843	600113	602560	740289	841318	915508
009683	022562	080243	100858	192616	300500	380215	531859	600144	602632	741254	843006	915533
009869	022593	080370	100874	192623	300538	402520	531895	600151	602662	744106	845015	915688
009910	022598	080390	102023	193399	300891	402714	532268	600181	602716	744134	846081	917004
009947	022637	080395	102922	193618	301337	410033	532294	600235	602722	750522	852059	917317
009948	022645	080427	104326	199068	301533	430190	532296	600268	602744	752160	856086	917318
010066	022658	080520	104579	200123	301544	432036	532338	600333	602844	752183	891796	917351
010369	028205	090614	104668	200244	303510	433036	532649	600384	602996	752381	891877	917511
010787	030304	090891	107193	200468	311290	436143	532698	600402	605121	752552	895907	917513
011058	030537	091004	109006	207101	312225	441130	532759	600484	605136	752595	900487	917569
011103	031181	091873	109035	207892	312470	441372	532965	600487	605676	752672	902869	917582
012230	031223	092971	109183	207909	317301	441554	537120	600499	606733	753098	902931	917591
013178	038154	093182	109735	210074	321059	441694	537149	600506	607114	760331	906004	917595
014610	038559	093289	113315	210176	321089	441860	537379	600542	608015	761012	906025	917599
014844	040201	093362	115265	220046	322476	443263	537395	600566	608025	761624	906045	917603
015243	045200	093619	115793	220171	323332	448703	537409	600571	608119	761628	906161	917684
015333	047002	093635	117204	220185	323404	452097	537412	600587	608289	761749	906175	917820
015400	047011	093984	117792	220214	326511	452117	541200	600603	609347	767584	906328	920059
015511	052026	094375	117988	220275	327331	452460	542010	600624	610106	770085	906568	920216
015701	060235	094470	118024	220353	327865	452808	543340	600721	610160	770086	906585	920450
015724	060511	094733	119087	220394	328043	452894	544048	600725	610166	770460	906612	921003
015744	061524	094774	119140	220406	328955	453029	544131	600791	610173	771160	906638	921224
015748	064037	095111	148365	220414	330206	454455	545015	600802	610175	771385	906801	921593
015765	064906	096663	150111	220440	331213	454819	549187	600820	611126	775032	906807	921708
015815	065207	097057	150273	220834	331223	454821	551004	600894	611230	785435	907008	922155
015824	066153	097511	152022	221013	331440	458003	551042	600901	708597	787077	907295	925200
016327	068571	097638	152176	221351	333029	458069	551135	600922	711521	787140	907355	926091
016445	069741	097667	152470	221418	333799	458120	551354	600940	721071	799285	907372	926115
016745	070497	097818	152657	222060	333854	461119	551824	600949	722239	801666	907377	926118

926125	928280	931429	937863	946437	948603	948765	953325	968880	971097	981764	982471	992247
926168	928457	931492	940503	946506	948612	948777	958121	968924	972363	982163	982497	992744
926359	928559	931978	940636	948174	948613	948786	958177	968971	980094	982170	982541	995660
926599	930211	932010	941506	948329	948656	948808	958465	970425	980502	982200	982551	995672
927298	930234	932510	945908	948377	948692	951036	958658	970628	980540	982201	983027	
927326	931061	935153	946119	948586	948707	951088	958940	970817	980850	982276	984011	
927406	931308	937738	946342	948597	948741	951974	968178	971015	980935	982343	984251	

— Product Information Requirements, Mail Entry & Payment Technology, 10-20-11

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.

010 001 0200 to 0299	043 129 1968 to 1997	079 807 2342 to 2399	174 281 9347 to 9399
010 504 1932 to 1999	043 205 5922 to 5999	082 721 0228 to 0254	175 251 2600 to 0699
011 582 1889 to 1899	044 087 3457 to 3499	083 140 5000 to 7499	176 281 7937 to 7950
011 588 2900 to 3099	044 087 4000 to 4099	083 784 8886 to 8899	176 281 7963 to 7999
012 579 5675 to 5699	044 306 4200 to 4299	083 913 6915 to 6999	176 731 6586 to 6599
013 289 6176 to 6199	044 306 4370 to 4599	084 478 3920 to 3999	178 254 5000 to 9999
013 610 0014 to 0099	045 524 4121 to 4298	086 000 8271 to 8299	178 881 9900 to 9999
014 932 1000 to 1099	046 800 9870 to 9899	086 798 3840 to 3849	180 031 2089 to 2088
014 972 0800 to 0899	047 352 4000 to 4099	088 404 4472 to 4499	180 403 7723 to 7741
015 363 0065 to 0099	048 383 7650 to 7659	088 404 5584 to 5699	180 428 4580 to 0599
017 028 3200 to 3299	048 396 3647 to 3699	088 757 8688 to 8699	182 368 7544 to 0599
018 569 5333 to 5399	051 142 0755 to 0799	088 757 9400 to 9499	182 475 3229 to 3258
018 986 5264 to 5299	051 774 8857 to 8899	089 358 2248 to 2257	182 475 3904 to 3933
019 518 2814 to 2899	051 781 2875 to 2885	093 106 9346 to 9355	182 631 0031 to 0099
020 698 5159 to 5199	051 977 7010 to 7023	093 203 0500 to 0599	186 132 7583 to 0599
020 844 7307 to 7399	052 058 7115 to 7199	093 684 3630 to 3699	186 629 0589 to 0599
020 972 8948 to 8999	054 450 1130 to 1167	094 081 5074 to 5099	187 184 6177 to 0199
022 021 9110 to 9181	057 670 0563 to 0599	094 216 2555 to 2599	187 323 8200 to 8299
022 037 1411 to 1499	058 187 3836 to 3899	094 580 7062 to 7099	188 835 6370 to 6399
022 527 9201 to 9210	058 523 3003 to 3099	094 639 4200 to 4299	189 083 1064 to 1099
022 529 1882 to 1899	058 591 1153 to 1299	095 070 7186 to 7199	191 179 0377 to 0399
023 637 7169 to 7199	058 895 3746 to 3799	095 076 8300 to 8399	210 221 0548 to 0599
024 380 4100 to 4199	059 986 0814 to 0899	095 354 6864 to 6899	227 275 9400 to 9999
024 496 6870 to 6896	060 406 7650 to 7699	097 224 1350 to 1599	273 070 8059 to 8099
025 092 0987 to 0999	063 491 8122 to 8199	100 160 3800 to 3899	273 775 7700 to 7899
025 369 5535 to 5599	063 916 9968 to 9999	104 667 6400 to 6499	302 000 0000 to 9999
025 729 1151 to 1199	064 091 4500 to 4599	104 876 8937 to 8999	349 746 2056 to 2099
025 729 1643 to 1799	065 170 0471 to 0499	112 049 4413 to 4499	350 518 7350 to 7374
026 492 3180 to 3199	065 255 7909 to 7999	112 870 9765 to 9799	360 011 1690 to 1699
027 361 0430 to 0499	065 392 6345 to 6399	114 402 3850 to 3899	360 168 6008 to 6099
027 369 4482 to 4495	066 099 2014 to 2099	114 866 5368 to 5397	360 173 8800 to 8899
027 671 8762 to 8776	066 648 2880 to 2899	116 154 2800 to 2899	360 324 2326 to 2399
027 787 9886 to 9899	066 787 3639 to 3699	116 986 4400 to 4499	362 861 3064 to 3099
027 965 9487 to 9499	066 845 7500 to 9999	117 175 1647 to 5169	373 006 2176 to 2199
028 100 8069 to 8099	067 093 3869 to 3899	117 951 4687 to 4699	374 768 2600 to 2699
028 191 1852 to 1999	068 895 0334 to 0399	117 951 5200 to 5299	375 169 4400 to 4599
028 850 3000 to 3199	070 724 4488 to 4499	119 786 3051 to 3064	375 829 3400 to 3499
029 510 1500 to 1599	070 841 9181 to 9199	119 815 8961 to 6199	375 851 9100 to 9199
030 687 0903 to 0999	070 844 2546 to 2599	119 850 7400 to 7499	376 196 0911 to 0999
030 701 3442 to 3499	070 916 1340 to 1399	119 850 7700 to 7999	378 085 3679 to 3699
031 077 4507 to 4799	071 047 5768 to 5799	121 634 0460 to 0499	378 351 1063 to 1099
032 295 7500 to 9999	071 179 9800 to 9899	122 451 9879 to 9899	379 843 5100 to 5199
034 394 1000 to 1099	071 386 3682 to 3699	122 714 6805 to 6900	380 093 9600 to 9699
034 943 0400 to 0799	071 507 6840 to 6899	124 916 0304 to 0499	380 165 1165 to 1199
035 035 4337 to 4399	072 045 9641 to 9699	126 423 0136 to 0169	381 325 4500 to 4599
037 706 9578 to 9599	072 675 8287 to 8299	160 901 2254 to 2299	381 604 2510 to 2699
037 805 3677 to 3699	073 763 0867 to 0876	161 103 6581 to 6599	381 645 9525 to 9599
037 909 5490 to 5499	073 763 0878 to 0887	161 194 2857 to 0899	383 314 3968 to 3999
037 931 4660 to 4699	073 763 0889 to 0898	162 032 4447 to 4499	383 892 1000 to 1344
039 145 6521 to 6595	077 617 5481 to 5499	163 257 1085 to 1099	383 892 1382 to 1399
040 024 3901 to 3999	077 999 4001 to 4090	166 101 1433 to 1499	384 925 3641 to 3654
040 674 7100 to 7199	078 174 4475 to 4499	167 555 5201 to 5212	385 568 2331 to 2399
040 688 8816 to 8899	078 219 4931 to 4999	167 555 5214 to 5299	385 599 7554 to 7575
041 299 6752 to 6799	078 250 4756 to 4799	169 618 6274 to 6299	385 774 2024 to 2099
041 623 8889 to 8899	078 823 8312 to 8399	173 639 4685 to 4699	386 624 1412 to 1599
041 803 6565 to 6599	079 374 0300 to 2499	174 238 2779 to 2799	386 883 8936 to 8999

387 314 5574 to 5599	408 499 7700 to 7799	430 150 4401 to 4599	455 399 5400 to 5499
387 837 6300 to 6399	408 499 7900 to 7999	430 172 9800 to 9899	455 476 0676 to 0699
388 828 0656 to 0699	408 682 8484 to 8599	430 177 1900 to 2099	455 543 0618 to 0699
389 696 2400 to 2799	408 698 7015 to 7099	430 444 9500 to 9699	456 410 9006 to 9099
389 846 3104 to 3135	409 072 3941 to 3999	430 664 4070 to 4099	456 470 4146 to 4299
389 846 3145 to 3195	410 491 2311 to 2399	432 168 8419 to 8499	456 619 4460 to 4499
389 887 9211 to 9230	410 694 8400 to 8599	432 708 6800 to 6999	457 333 2686 to 2699
389 887 9234 to 9299	410 775 1500 to 1599	432 744 1544 to 1599	457 729 1767 to 1777
390 001 3182 to 3199	410 795 7927 to 7999	432 995 9775 to 9799	457 937 8615 to 8699
390 001 3500 to 3699	410 867 0917 to 0966	433 003 5800 to 5899	458 028 9810 to 9899
390 545 5974 to 5999	410 867 0970 to 0999	433 757 3047 to 3099	458 057 2712 to 2999
391 104 6146 to 6199	411 868 1023 to 1199	433 765 4003 to 4099	458 069 9537 to 9599
391 574 1466 to 1499	411 922 2322 to 2399	434 482 7060 to 7199	458 069 9665 to 9699
391 783 3020 to 3599	412 193 0900 to 0999	434 513 2386 to 2399	458 337 5222 to 5299
391 792 6100 to 6199	412 395 8599 to 8699	434 968 3076 to 3092	458 354 7653 to 7999
392 668 2956 to 2999	412 485 6500 to 6599	435 303 1831 to 1842	458 671 8678 to 8699
392 854 8500 to 8899	412 485 6610 to 6699	435 303 1986 to 1999	458 671 8721 to 8798
393 584 7566 to 7699	412 885 5953 to 5999	435 666 6092 to 6399	458 847 5044 to 5999
393 650 0074 to 0099	414 193 3608 to 3674	436 082 6400 to 6899	459 274 7624 to 7699
393 838 8316 to 8499	414 193 3677 to 3699	436 160 6441 to 6499	459 365 5432 to 5499
393 893 6007 to 6099	414 411 7348 to 7399	437 316 7115 to 7199	459 378 5764 to 5799
394 126 6907 to 6999	414 640 0757 to 0799	437 427 0500 to 3499	459 472 4816 to 4999
394 189 0405 to 0599	414 965 1727 to 1799	439 179 2300 to 2399	460 349 6878 to 6899
394 822 3243 to 3278	417 302 8104 to 8199	439 310 0458 to 0499	460 550 1909 to 1999
394 990 1810 to 1899	417 387 6532 to 6599	440 698 1947 to 1999	460 997 5234 to 5299
395 343 3264 to 3299	417 496 6800 to 6999	440 858 6300 to 6399	461 973 6443 to 6499
395 373 3035 to 3099	417 871 9250 to 9299	440 858 6420 to 7299	462 152 0107 to 0299
395 396 9649 to 9799	417 930 9533 to 9599	441 199 1655 to 1699	462 274 1072 to 1099
395 970 3240 to 3299	418 164 6500 to 6799	443 127 3648 to 3699	462 277 8373 to 8399
397 622 4054 to 4099	418 423 9863 to 9899	443 127 4000 to 4099	462 554 6051 to 6099
397 819 8902 to 8999	418 633 5922 to 5999	443 673 7900 to 7999	463 011 5529 to 5540
398 149 7200 to 7699	418 719 8520 to 8599	443 800 9335 to 9399	463 176 4115 to 4199
399 070 0872 to 0899	418 744 2235 to 2299	444 382 8822 to 8899	463 176 4229 to 4299
399 156 7119 to 7199	418 962 2848 to 2899	444 390 1667 to 1699	463 185 2600 to 2799
399 203 5064 to 5099	419 543 0286 to 0299	444 457 3854 to 3899	463 227 7711 to 7799
399 296 9910 to 9999	419 730 0300 to 0399	450 048 4173 to 4199	463 414 4869 to 4899
399 396 8935 to 8999	420 277 0015 to 0049	450 048 4442 to 4699	463 808 3484 to 3499
399 792 7775 to 7799	420 599 0734 to 0798	450 560 5173 to 5199	463 945 7400 to 7899
399 792 8300 to 8399	420 661 4115 to 4199	450 620 3077 to 3099	464 629 9000 to 9399
400 427 1051 to 1999	420 758 9500 to 9699	450 620 3135 to 3199	464 711 4332 to 4399
401 045 1505 to 1549	420 969 3951 to 3971	450 780 2716 to 2799	465 692 3963 to 3999
401 045 1571 to 1599	420 969 3973 to 3999	450 801 2700 to 2799	465 698 8300 to 8599
401 294 2700 to 2799	421 116 3565 to 3599	451 109 2967 to 2984	465 743 7745 to 7799
401 310 9505 to 9599	421 130 9300 to 9399	451 115 4110 to 4125	466 798 6056 to 6067
401 382 5312 to 5399	421 313 4500 to 4999	451 115 4127 to 4199	467 147 4300 to 4399
402 578 7876 to 7899	421 364 5537 to 5599	451 746 0700 to 0799	468 079 5782 to 5799
403 125 6744 to 6799	421 656 2609 to 2699	452 265 0074 to 0099	469 067 2817 to 2899
403 260 7000 to 7499	421 988 9700 to 9799	452 265 0246 to 0299	469 127 8000 to 8199
403 280 6470 to 6499	422 172 4667 to 4699	452 265 0335 to 0999	469 213 0359 to 0399
403 685 8600 to 8699	422 484 4212 to 4299	452 509 1169 to 1199	469 213 0500 to 0599
404 003 0300 to 0399	422 556 1270 to 1299	452 855 6471 to 6499	469 561 8011 to 8099
404 041 8838 to 8899	422 587 7024 to 7099	452 890 4679 to 4799	469 658 1961 to 1999
404 071 4268 to 4299	422 819 7533 to 7599	452 900 8215 to 8238	469 666 9900 to 9999
404 347 5356 to 5399	422 842 5073 to 5087	453 117 9146 to 9199	469 678 1900 to 1999
404 347 5548 to 5599	422 907 7563 to 7599	453 334 3631 to 3699	469 781 4900 to 4999
404 726 4500 to 4599	424 500 6050 to 6099	453 603 7841 to 7891	469 947 6960 to 6999
404 961 5001 to 5199	424 641 8500 to 8599	453 650 1140 to 1199	470 755 5800 to 5818
405 325 0188 to 0198	424 871 6600 to 6699	453 741 1300 to 1399	471 918 0300 to 0999
406 009 4587 to 4599	425 298 2352 to 2399	454 013 2919 to 2999	471 985 2408 to 2419
406 260 6830 to 6899	425 418 4269 to 4299	454 186 2411 to 2499	472 191 6700 to 6799
406 459 6641 to 6999	425 418 4405 to 4499	454 268 4883 to 4899	472 270 2555 to 2599
406 733 3000 to 3999	426 547 4566 to 4599	454 302 5400 to 5499	472 987 0213 to 0241
407 545 1557 to 1599	427 412 6337 to 6499	454 490 8300 to 8399	472 987 0290 to 0299
407 594 0412 to 0599	427 481 0900 to 0999	454 547 7434 to 7499	473 151 2069 to 2199
407 692 9100 to 9299	428 027 2742 to 2752	454 922 4867 to 4895	473 666 9138 to 9199
407 959 2190 to 2199	429 474 4172 to 4199	455 221 1348 to 1499	473 952 3429 to 3499
408 265 2275 to 2288	429 889 2900 to 2999	455 364 2147 to 2199	474 108 5402 to 5499

847 636 5304	to	5399	868 169 4529	to	4599	909 100 1900	to	2099	920 771 5321	to	5399
847 700 5447	to	5499	868 173 8400	to	8599	909 355 0422	to	0499	920 857 5500	to	5899
847 723 7500	to	7599	868 514 9000	to	9099	909 568 8900	to	9099	920 864 3480	to	3499
849 485 3427	to	3499	868 566 9200	to	9299	909 568 9300	to	9499	920 963 4567	to	4599
849 520 9850	to	9899	869 200 0000	to	9999	909 725 7307	to	7399	921 333 7400	to	7499
849 608 1357	to	1399	869 387 1150	to	1199	909 833 0947	to	0999	921 477 3762	to	3799
849 792 2600	to	2699	869 505 3500	to	3599	910 219 8631	to	8699	922 278 1048	to	1399
850 546 1862	to	1899	869 523 7033	to	7099	910 265 1100	to	1199	922 280 2019	to	2099
851 143 6826	to	6844	869 566 6150	to	6167	910 471 7273	to	7299	922 280 2233	to	2299
851 209 9880	to	9899	869 800 0000	to	999 9999	910 536 2505	to	2599	922 773 0459	to	0499
851 928 9221	to	9299	870 054 4814	to	4899	910 958 7499	to	7599	923 032 7000	to	7399
852 589 6560	to	6599	870 491 4812	to	4849	911 140 1000	to	2199	923 045 3630	to	3699
853 049 3646	to	3699	870 536 5820	to	5829	911 245 2545	to	2599	923 484 3600	to	3699
854 304 4089	to	4999	870 541 7167	to	7239	911 268 9077	to	9099	923 493 9403	to	9599
854 529 2200	to	2299	870 575 8155	to	8999	911 400 8948	to	8999	923 493 9681	to	9699
854 532 0000	to	2999	870 589 0485	to	0494	911 508 1620	to	1799	923 604 4424	to	4499
855 001 6204	to	6249	870 691 7060	to	7099	911 509 9310	to	9399	923 810 7800	to	8299
855 319 9364	to	9399	872 028 4850	to	4899	911 523 3000	to	3999	924 252 1200	to	1299
855 361 3390	to	3399	872 029 9306	to	9399	912 057 9922	to	9999	924 252 1400	to	1499
856 226 0490	to	0499	872 078 3709	to	3799	912 882 0563	to	0899	924 533 0711	to	0799
856 656 5800	to	5999	872 100 0445	to	0459	913 605 2218	to	2299	924 533 2343	to	2399
856 752 0200	to	0299	900 556 4178	to	4199	913 709 2429	to	2499	924 533 2428	to	2499
857 111 1352	to	1399	900 845 0044	to	0099	913 818 3501	to	3999	924 685 1957	to	1999
857 279 3450	to	3499	900 936 0217	to	0299	914 063 4300	to	4399	924 946 6300	to	6699
857 843 4000	to	4099	900 936 0435	to	0499	914 346 7621	to	7644	925 333 5900	to	6099
858 124 7644	to	7699	901 058 5255	to	5280	914 453 1366	to	1399	925 336 2300	to	2399
858 756 3111	to	3299	901 273 1082	to	1099	914 529 6185	to	6299	926 432 5907	to	5999
859 063 8200	to	8699	901 287 5143	to	5199	914 896 4658	to	4699	926 436 3600	to	3699
859 190 0600	to	0644	901 291 2789	to	2799	915 187 8774	to	8779	927 765 6257	to	6299
859 437 5538	to	5599	901 525 7122	to	7199	915 300 2783	to	2799	928 197 8100	to	8199
859 811 2888	to	2899	902 089 1253	to	1299	915 546 6822	to	6999	928 197 8283	to	8299
859 855 8873	to	8999	902 198 9769	to	9799	915 646 5183	to	5199	928 856 2059	to	2068
860 240 8520	to	8599	902 948 1269	to	1299	915 671 3963	to	3980	930 219 1722	to	1799
860 275 3900	to	3999	902 985 0833	to	0899	915 671 3982	to	3999	930 335 7810	to	7819
860 518 9629	to	9699	903 370 6934	to	6999	915 675 2217	to	2299	931 097 9259	to	9299
860 600 0021	to	0999	904 600 6523	to	6599	916 440 3377	to	3399	931 156 1502	to	1579
861 158 2350	to	2599	904 892 0378	to	0399	916 670 6352	to	6399	931 156 1600	to	1625
861 367 5400	to	5499	904 892 0648	to	1299	916 682 5300	to	5399	931 156 1671	to	1699
861 637 6010	to	6099	905 056 2216	to	2299	916 694 1414	to	1499	932 506 6400	to	6599
861 979 7292	to	7499	905 510 6647	to	6799	916 703 0802	to	0821	932 732 1796	to	1799
862 216 6100	to	6199	905 510 6900	to	7099	917 089 0709	to	0799	932 827 9026	to	9099
862 263 9213	to	9299	905 794 0000	to	0199	917 089 0842	to	0899	932 957 2300	to	2399
862 271 0800	to	0999	905 794 0288	to	0299	917 216 2928	to	2999	933 060 6160	to	6189
862 271 5000	to	5099	905 873 6900	to	6999	917 370 6300	to	6499	933 387 2541	to	2561
863 871 5138	to	5199	905 873 7100	to	7299	917 486 4900	to	4999	933 760 3609	to	4199
863 949 5300	to	5399	905 880 8900	to	8999	918 460 0602	to	0699	933 894 0928	to	0999
864 088 8200	to	8299	905 889 7100	to	7199	918 951 7231	to	7299	934 018 2729	to	2741
864 426 3972	to	3999	906 158 1508	to	1599	919 519 2786	to	2799	934 180 0300	to	0399
864 520 6117	to	6136	906 558 8812	to	8899	919 536 0770	to	0799	934 236 3954	to	3999
865 151 0526	to	0599	906 982 2214	to	2299	919 814 3095	to	3199	934 622 8717	to	8999
865 500 4034	to	4099	907 725 8500	to	8599	919 889 5110	to	5134	935 216 0312	to	0399
865 883 6082	to	6099	907 815 0216	to	0257	919 889 5178	to	5199	935 843 2202	to	2247
866 004 3000	to	3999	908 622 4225	to	4235	919 889 5030	to	5070	936 024 8889	to	8899
866 442 4100	to	4899	908 936 9254	to	9299	919 889 5090	to	5099	936 339 4455	to	4499
867 366 9108	to	9118	909 066 4494	to	7499	919 915 2774	to	2787			
867 633 7403	to	7499	909 067 7400	to	7499	920 155 4662	to	4687			
867 737 5623	to	5699	909 100 1787	to	1799	920 309 9039	to	9199			

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

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

— Criminal Investigations Group, Postal Inspection Service, 10-20-11

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.

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, 10-20-11*

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, 10-20-11*

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, 10-20-11*

Other Information

Overseas Military/Diplomatic Mail

Mail addressed to military and diplomatic post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO/DPO table below outlines these conditions by APO/FPO/DPO ZIP Codes™ through the use of footnoted mailing restrictions codes (see the [Restrictions](#) page following the table).

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO/DPO ZIP Codes are active and

which conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO/DPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1600 ET.**

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

The entries under “Changes” appear in bold in the APO/FPO/DPO table starting below.

Changes

APO/FPO/DPO	Action	Effective Date	See Restrictions
APO AE 09304	Close	10/20/2011	
APO AE 09312	Close	10/20/2011	
APO AE 09316	Close	10/20/2011	
APO AE 09331	Close	10/20/2011	
APO AE 09332	Close	10/20/2011	
APO AE 09333	Close	10/20/2011	
APO AE 09344	Close	10/20/2011	
APO AE 09718	Remove “I” & “Z”	10/20/2011	A1-B-F-M-N-R-U-V
APO AE 09848	Open	10/20/2011	A-A1-B-F-M-R-V-Z1

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

APO/FPO/DPO Table

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
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-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-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-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-H-M-R-U	09063	A1-B-C-D-L-H-M-R-U	09123	A1-B-C-D-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-H-M-P-R	09229	A1-B-C-D-H-M-R-U
09012	A1-B-C-D-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-H-M-R-U	09261	A1-B-C-D-F1-H-M-R-U-V
09021	A1-B-C-D-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-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-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
09305	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	09543	A1-B-F-F1-R-R1-V	09642	A1-B-M-N-R-U
09306	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1	09369	A-A1-B-C1-E2-F-H1-M-R-R1-V	09545	A1-B-V	09643	A1-B-M-R-U
09307	A1-B-N-V-Z1	09370	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09549	A1-B-V	09645	A1-B-C-F-F1-U
09308	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09372	A-A1-B-C1-E2-F-H1-M-R-R1-V	09554	A1-B-F-F1-R-R1-V	09647	A1-B-N-R-U
09309	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09373	A-A1-B-C1-E2-F-H1-M-R-R1-V	09556	A1-B-F-F1-R-R1-V	09648	A1-B-N-U-V-Z1
09310	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09374	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09557	A1-B-F-F1-R-R1-V	09649	A1-B-N-U-Z1
09311	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09378	A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1	09564	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
09313	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09380	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09565	A1-B-F-F1-R-R1-V	09702	A1-B-C-C1-F1-M-R-R1-U
09314	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09382	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09566	A1-B-F-F1-R-R1-V	09703	A1-B-C-F1-H-U
09319	A-A1-B-C1-E2-F-H1-N-R-R1-U2-V-Z1	09383	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09567	A1-B-V	09704	A1-B-C-V-V1
09320	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	09569	A1-B-F-F1-R-R1-V	09705	A1-B-U
09321	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09387	A-A1-B-C1-E2-F-H1-M-R-V	09570	A1-B-F-F1-R-R1-V	09706	A1-B-C-N-R-U-V
09327	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09573	A1-B-F-F1-R-R1-V	09707	A1-B-C-J-M-N-R-U-V
09328	A-A1-B-C1-E2-F-H1-R-R1-V-Z1	09394	A-A1-B-C1-E2-F-F1-H1-M-N-R-R1-V-Z1	09574	A1-B-F-F1-R-R1-V	09708	A1-B
09330	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-Z1	09575	A1-B-F-F1-R-R1-V	09709	A1-B-F1-H
09337	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09403	A1-B-C-C1-M-R-U	09576	A1-B-F-F1-R-R1-V	09710	A1-B-C-C1-F1-M-N-R-R1-U
09338	A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1	09421	A1-B-C-C1-M-R-U	09577	A1-B-V	09711	A1-B-F1-N-R-Z1
09340	A-A1-B-C1-F-H-R-V	09447	A1-B-C-C1-R-U-V	09578	A1-B-F-F1-R-R1-V	09713	A1-B-C-F1-R
09343	A-A1-B-C1-F-M-N-V-Z1	09454	A1-B-C-C1-M-R-U-V	09579	A1-B-F-F1-R-R1-V	09714	A1-B-C-C1-F1-M-R-R1-U
09347	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09459	A1-B-C-C1-M-R-U	09581	A1-B-F-F1-R-R1-V	09715	A1-B-F1-M-R
09348	A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1	09461	A1-B-C-C1-M-P-R-U	09582	A1-B-F-F1-R-R1-V	09716	A1-B-C-M-N-R-V
09352	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09463	A1-B-C-C1-R-U	09584	A1-B-F-F1-R-R1-V	09717	A-A1-B-M-R-V-W
09353	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09464	A1-B-C-C1-R-U	09587	A1-B-F-F1-R-R1-V	09718	A1-B-F-M-N-R-U-V
09354	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09468	A1-B-C-C1-M-R-U	09588	A1-B-V	09719	A1-B-C-D-M-R-U-V
09355	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09469	A1-B-C-C1-R-U	09589	A1-B-V	09720	A1-B-M-R-U-V
09356	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09470	A1-B-C-C1-M-R-U	09590	A1-B-V	09721	A1-B-N-R-U-V-Z1
09357	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09494	A1-B-C-C1-M-R-U	09591	A1-B-F-F1-R-R1-V	09722	A-A1-B-F-H-N-Q-V-Z-Z1
09359	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09496	A1-B-C-C1-R-U-V	09593	A1-B-V	09723	A1-B-M-N-R-U-V-Z1
09360	A1-B-V	09498	A1-B-C-C1-F-F1-F2-J-L-N-R-R1-T-V-Z1	09594	A1-B-V	09724	A1-B-C-C1-F1-M-R-R1-U
09363	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09501	A1-B-V	09596	A1-B-V	09726	A1-B-M-N-R-U-V
09364	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09502	A1-B-V	09599	A1-B-F-F1-R-R1-V	09727	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09365	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09503	A1-B-V	09602	A1-B-C-F-F1-N-R-U-V	09728	A-A1-B-B2-C-C1-F-J-L-N-R-R1-T-V-Z1
09366	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09504	A1-B-V	09603	A1-B-C-F-F1-R-U-V	09729	A1-B-C-F-N-R-R1-U-V
09367	A-A1-B-B2-C1-E2-F-H1-M-R-R1-V-Z1	09505	A1-B-V	09604	A1-B-C-F-F1-P-R-U-V	09730	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1
		09506	A1-B-V	09605	A1-B-C-D-H-M-R-U-V	09731	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1
		09507	A1-B-V	09606	A1-B-C-D-H-M-R-U-V	09732	A1-B-N-V-Z1
		09508	A1-B-V	09607	A-A1-B-C-F-F1-M-R-R1-U-U3-V-W	09733	A1-B-N-V
		09509	A1-B-V	09608	A1-B-C-F-N-U-V	09734	A-A1-B-C-C1-F-J-L-M-N-R-R1-T-V-Z1
		09510	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09609	A1-B-C-F-U	09735	A1-B-N-V-Z1
		09511	A1-B-V	09610	A1-B-C-F-F1-M-R-U-V	09736	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
		09513	A1-B-F-F1-R-R1-V	09611	A1-B-C-F-F1-R-U-V	09737	A-A1-B-B2-C-C1-F-I-L-M-N-R-R1-T-V-W-Y-Z-Z1
		09517	A1-B-F-F1-R-R1-V	09613	A1-B-C-F-U-V	09738	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
		09524	A1-B-F-F1-R-R1-V	09617	A1-B-C-F-U	09739	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
		09532	A1-B-F-F1-R-R1-V	09618	A1-B-C-F-U	09741	A-A1-B-C1-E2-F-F1-H1-J-L-M-N-R-R1-T-V-W-Y-Z1
		09534	A1-B-F-F1-R-R1-V	09620	A1-B-C-F-U		
				09621	A1-B-C-F-U		
				09622	A1-B-C-F-U		
				09623	A1-B-C-F-U		
				09624	A1-B-C-F-U		
				09625	A1-B-C-F-U		
				09626	A1-B-C-F-U		
				09627	A1-B-C-F-U		
				09630	A1-B-C-F-U-V		
				09631	A1-B-C-F-U		
				09633	A1-B-B2-C-D-F-F1-M-R-U-U1-U2-U3-V-Z1		
				09636	A1-B-C-F-U		

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09742	A-A1-B-B2-F-F1-J-L-M-N-R-T-V-Z1	09821	A-A1-B-F-N-R-V-Z1	09880	A-A1-B-C1-E2-F-H1-R-R1-U-V-Z1	96209	A-A1-B-J-L-N-T-U
09743	A-A1-B-F-H-N-Q-V-Z-Z1	09822	A-A1-B-F-R-V-Z1	09890	A1-B-E2-F-H1-N-R-R1-U2-V-Z1	96213	A-A1-B-U
09744	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09823	A-A1-B-F-R-V-Z1	09892	A-A1-B-E2-F-N-R-R1-V-Z1	96214	A-A1-B-U
09745	A-A1-B-F-F1-M-N-R-R1-V-Z1	09824	A-A1-B-F-R-V-Z1	09898	A1-B-E2-F-H1-N-R-R1-U2-V-Z1	96218	A-A1-B-U
09747	A1-B-F-J-N-U-V-Z1	09825	A-A1-B-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	34002	A1-B-J-L-N-U-Z1	96224	A-A1-B-U
09748	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09826	A-A1-B-B2-C1-E1-E2-E3-F-L-M-N-R-R1-T-V-W-Z1	34004	A1-B-J-L-N-T-U-V	96257	A-A1-B-U
09749	A-A1-B-F-H-N-V-Z1	09827	A-A1-B-F-F1-N-R-V-Z1	34006	A-A1-B-C1-F1-N-V-Z1	96258	A-A1-B-U
09750	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09828	A1-B-J-L-N-T-V-Z1	34007	A-A1-B-C1-F-F1-M-N-R-R1-V-Z1	96260	A-A1-B-U
09751	A1-B-C-D-H-M-R-U	09829	A1-B-C-N-R-V-Z1	34008	A1-B-B2-D-E1-F-H-H1-J-L-M-N-R-R1-T-V-Z1	96262	A-A1-B-U-V
09752	A1-B-C-D-H-U	09830	A1-B-C-M-N-R-V-Z1	34011	A1-B-B2-C1-E2-F-J-L-M-N-R-R1-T-V-Z1	96264	A-A1-B-U
09758	A-A1-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09831	A1-B-F-N-U-V-Z1	34020	A1-B-J-L-M-N-U-V-Z1	96266	A-A1-B-U
09759	A-A1-B-B2-C-C1-E2-F-F1-F2-J-L-N-R-R1-T-V-Z1	09832	A-A1-B-U1-V-Z1	34021	A1-B-J-L-M-N-U-V-Z1	96267	A-A1-B-U-V
09762	A-A1-B-B2-E3-F-F1-J-L-N-R-R1-T-V-Z1	09833	A1-B-U1-V-Z1	34022	A1-B-D-F-J-L-M-N-U-V-Z1	96269	A-A1-B-U
09769	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09834	A1-B-F-F1-R-R1-V-Z1	34023	A1-B-J-L-M-N-U-V-Z1	96271	A-A1-B-U
09771	A-A1-B-C-E1-N-R-V	09835	A-A1-B-V-Z1	34024	A1-B-L-M-N-U-V-Z1	96275	A-A1-B-V
09777	A-A1-B-C-E1-M-N-R	09836	A-A1-B-C-F-M-V-Z1	34025	A1-B-F-J-L-M-N-U-V-Z1	96276	A-A1-B
09780	A-A1-B-F-H-N-R-V	09837	A1-B-V-Z1	34030	A1-B-J-L-M-N-U-V-Z1	96278	A-A1-B-U
09798	A1-B-C-D-H-L-U-V	09838	A1-B-V-Z1	34031	A1-B-J-L-M-N-U-V-Z1	96283	A-A1-B-U
09801	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09839	A-A1-B-U-V-Z1	34032	A1-B-J-L-M-N-T-U-V-Z1	96284	A-A1-B-U-V
09803	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	09840	A-A1-B-V-Z1	34033	A1-B-C-F-J-L-M-N-V-Z1	96303	A1-B-H-J-L-M-N-T-W
09804	A-A1-B-F-F1-N-R-V-Z1	09841	A-A1-B-N-R-U-Z1	34034	A1-B-J-L-M-N-V-Z1	96306	A1-B-F-F1-F2-H-M-W
09805	A-B-F-F1-R-R1-V-Z1	09842	A-A1-B-M-N-R-Z1	34035	A1-B-H-J-L-M-N-U-V-Z1	96309	A1-B-M-V-W
09806	A-A1-B-C1-E2-F-H1-L-M-N-R-R1-V-Z1	09844	A-A1-B-C-F-N-U-V-Z1	34036	A1-B-J-L-M-N-U-V-Z1	96310	A1-B-M-W
09807	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09845	A-A1-B-B2-E3-F-F1-L-M-N-T-V-Z1	34037	A1-B-C-F-H-I-L-M-N-V-Z1	96319	A1-B-M-W
09809	A1-B-V-Z1	09846	A-A1-B-B2-C1-F-J-L-N-R-R1-T-V-Z1	34038	A1-B-L-M-N-U-V-Z1	96321	A1-B-F-F1-F2-H-M-W
09810	A-A1-B-F-F1-N-R-V-Z1	09848	A-A1-B-F-M-R-V-Z1	34039	A1-B-J-L-M-N-U-V-Z1	96322	A1-B-F-F1-F2-H-M-W
09811	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	09852	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	34041	A1-B-J-L-M-N-T-U-V-Z1	96323	A1-B-M-V-W
09812	A1-B-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09853	A1-B-E2-F-H1-R-R1-U2-V-Z1	34042	A1-B-D-F-M-N-V-Z1	96326	A1-B-M-W
09813	A-A1-B-B2-C1-E2-E3-F-J-L-N-R-R1-T-V-Z1	09855	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1	34050	A1-B-V	96328	A1-B-M-W
09814	A1-B-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09858	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	34055	A1-B-J-L-M-N-U-V-Z1	96330	A1-B-M-W
09815	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09859	A1-B-C1-F-F1-H1-N-R-R1-V-Z1	34058	A1-B-F-F1-R-R1-V-Z1	96336	A1-B-M-V-W
09816	A-A1-B-B2-C-C1-E2-E3-F-J-L-N-R-R1-T-V-Z1	09862	A-A1-B-N-V-Z1	34060	A1-B-B2-C1-E2-F-J-L-N-R-R1-T-V-Z1	96337	A1-B-M-W
09817	A-A1-B-B2-C1-E2-E3-F-F1-H-H1-J-L-M-N-R-T-V-Z1	09865	A-A1-B-V-Z1	34078	A1-B-F1-N-V-Z1	96338	A1-B-M-W
09818	A-A1-B-C-F-M-V-Z1	09868	A-A1-B-N-U-V-Z1	34090	A1-B-F-F1-R-R1-V	96339	A1-B-M-V-W
09820	A-A1-B-B2-F-H-H1-J-L-M-N-R-R1-T-V-Z1	09870	A-A1-B-C1-E2-F-H1-M-R-R1-U-V-Z1	34091	A1-B-F-F1-R-R1-V	96343	A1-B-M-W
		09871	A-A1-B-C1-E2-F-H1-M-N-R-R1-U-V-Z1	34092	A1-B-F-F1-R-R1-V	96346	A1-B-F-F1-F2-H-M-V-W
		09872	A-A1-B-C1-E2-F-H1-M-N-R-R1-U-V-Z1	34093	A1-B-F-F1-R-R1-V	96347	A1-B-F-F1-F2-H-M-W
		09873	A-A1-B-C1-E2-F-H1-M-N-R-R1-U-V-Z1	34095	A1-B-V	96348	A1-B-F-F1-F2-H-M-W
		09874	A-A1-B-C1-E2-F-H1-M-N-R-R1-U-V-Z1	34098	A1-B-V	96349	A1-B-F-F1-F2-H-M-W
		09875	A-A1-B-C1-E2-F-H1-M-N-R-R1-U-V-Z1	34099	A1-B-V	96350	A1-B-F-F1-F2-H-M-W
		09876	A-A1-B-C1-E2-F-H1-M-N-P-R-R1-U-V-Z1	96201	A-A1-B	96351	A1-B-F-F1-F2-H-M-W
				96202	A-A1-B-U	96362	A1-B-F-F1-F2-M-W
				96203	A-A1-B	96365	A1-B-M-V-W
				96204	A-A1-B	96367	A1-B-L-M-W
				96205	A-A1-B-U	96368	A1-B-M-W
				96206	A-A1-B-U	96370	A1-B-F-F1-F2-H-M-W
				96207	A-A1-B-V	96372	A1-B-M-W
						96373	A1-B-M-W
						96374	A1-B-M-W
						96375	A1-B-M-W
						96376	A1-B-M-W
						96377	A1-B-M-W
						96378	A1-B-M-W
						96379	A1-B-M-W
						96384	A1-B-M-W
						96386	A1-B-M-W

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
96387	A1-B-M-W	96535	A-A1-B-F-V	96603	A1-B-V	96660	A1-B-F-F1-R-R1-V
96388	A1-B-M-W	96537	A1-B-V	96604	A1-B-V	96661	A1-B-F-F1-R-R1-V
96401	A1-B-F-N-V-Z1	96538	A1-B-V	96605	A1-B-V	96662	A1-B-F-F1-R-R1-V
96426	A-A1-B-C1-E2-F-H1-M-R-V	96540	A1-B-V	96606	A1-B-V	96663	A1-B-F-F1-R-R1-V
96427	A-A1-B-C1-E2-F-H1-M-R-R1-V	96541	A1-B-V	96607	A1-B-V	96664	A1-B-V
96447	A1-B-F-N-U3-V-V1	96542	A1-B-V	96608	A1-B-V	96665	A1-B-V
96501	A-A1-B-N-V	96543	A1-B-P-V	96609	A1-B-V	96666	A1-B-V
96502	A1-B-F-N-U3-V	96544	A1-B-F-N-U3-V	96610	A1-B-V	96667	A1-B-F-F1-R-R1-V
96503	A1-B-F-N-U3-V	96546	A1-B-F-U3	96611	A1-B-V	96668	A1-B-F-F1-R-R1-V
96507	A-A1-B-F-V	96548	A-A1-B-H-M-U	96612	A1-B-F-F1-R-R1-V	96669	A1-B-F-F1-R-R1-V
96510	A1-B-I-N-V	96549	A-A1-B-H-M-U	96613	A-A1-B-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96670	A1-B-V
96511	A1-B-I-N-V	96550	A-A1-B-H-M-U-V	96614	A-A1-B-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96671	A1-B-F-F1-R-R1-V
96515	A1-B-D-F-U3	96551	A-A1-B-H-M-N-U	96615	A1-B-F-F1-R-R1-V	96672	A1-B-F-F1-R-R1-V
96516	A1-B-D-F	96552	A1-B	96616	A1-B-F-F1-R-R1-V	96673	A1-B-V
96517	A1-B-F-U3-V	96553	A-A1-B-F-F1-H-M-U	96617	A1-B-F-F1-R-R1-V	96674	A1-B-F-F1-R-R1-V
96520	A1-B-F-N-U3-V	96554	A-A1-B-H-M-U	96619	A1-B-V	96675	A1-B-F-F1-R-R1-V
96521	A1-B-F-N-U3	96555	A1-B-F-M-V	96620	A1-B-F-F1-R-R1-V	96677	A1-B-F-F1-R-R1-V
96522	A1-B-F-N-U	96557	A1-B-F-M-V	96621	A1-B-V	96678	A1-B-F-F1-R-R1-V
96530	A-A1-B-F-F1-H-H1-M-N-U-V	96562	A-A1-B-B2-C-C1-D-E2-E3-F-F1-H-H1-I-L-M-N-R-T-V-Z-Z1	96622	A1-B-F-F1-R-R1-V	96679	A1-B-F-F1-R-R1-V
96531	A-A1-B-F-F1-H-M-N-U-V	96577	A-A1-B-F-H-M-U	96624	A1-B-F-F1-R-R1-V	96681	A1-B-V
96532	A-A1-B-H-J-L-M-N-T-U-V	96595	A1-B-V	96628	A1-B-F-F1-R-R1-V	96682	A1-B-V
96534	A-A1-B-F-U	96598	A1-B-N-V	96629	A1-B-F-F1-R-R1-V	96683	A1-B-V
		96599	A1-B-N-V	96643	A1-B-F-F1-R-R1-V	96686	A1-B-V
		96601	A1-B-V	96650	A1-B-F-F1-R-R1-V	96687	A1-B-V
		96602	A1-B-V	96657	A1-B-F-F1-R-R1-V	96698	A1-B-V

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

- Known mailers are exempt from providing customs documentation on non-dutiable letters or printed matter. (A known mailer is a business mailer who enters volume mailings through a business mail entry unit (BMEU) or other bulk mail acceptance location, pays postage through an advance deposit account, uses a permit imprint for postage payment, and submits a completed postage statement at the time of entry that certifies that the mailpieces contain no dangerous materials that are prohibited by postal regulations.)
- All federal, state, and local government agencies whose mailings are regarded as "Official Mail" are exempt from providing customs documentation on any item addressed to an APO, FPO, or DPO except for those APOs/FPOs/DPOs to which restriction "B2" applies.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM 601.11.1.1c. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO/DPO ZIP Code does not apply to firearms mailed from this APO/FPO/DPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM 601.11.2 and ATF regulations; they do not require an ATF form.

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

V1. Delivery Confirmation service is not available.

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

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

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

Z. No outside pieces (OSPs).

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

2011 International and APO/FPO/DPO Christmas Mailing Dates

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

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

APO/FPO/DPO Mail Addressed To	Express Mail [®] Military Service (EMMS) ¹	First-Class Mail [®] Letters/ Cards	Priority Mail [®]	Parcel Airlift Mail (PAL) ²	Space Available Mail (SAM) ³	Parcel Post [®]
APO/FPO/DPO AE ZIPs 090–092	Dec 17	Dec 10	Dec 10	Dec 3	Nov 26	Nov 12
APO/FPO/DPO AE ZIP 093	N/A	Dec 3	Dec 3	Dec 1	Nov 26	Nov 12
APO/FPO/DPO AE ZIPs 094–098	Dec 17	Dec 10	Dec 10	Dec 3	Nov 26	Nov 12
APO/FPO/DPO AA ZIPs 340	Dec 17	Dec 10	Dec 10	Dec 3	Nov 26	Nov 12
APO/FPO/DPO AP ZIPs 962–966	Dec 17	Dec 10	Dec 10	Dec 3	Nov 26	Nov 12

1 EMMS is available to selected military/diplomatic post offices. Check with your local Post Office[™] to determine if this service is available to your APO/FPO/DPO of address.

2 PAL is a service that provides air transportation for parcels on a space-available basis. It is available for Parcel Post items not exceeding 30 pounds in weight or 60 inches in length and girth combined. The applicable PAL fee must be paid in addition to the regular surface price for each addressed piece sent by PAL service.

3 SAM parcels are paid at Parcel Post prices with maximum weight and size limits of 15 pounds and 60 inches in length and girth combined. SAM parcels are first transported domestically by surface and then to overseas destinations by air on a space-available basis.

International Mail Addressed To	Global Express Guaranteed [®] (GXG) ^{4*}	Express Mail [®] International (EMS) ^{5*}	Priority Mail [®] International (PMI) ^{6*}	First-Class Mail [®] International
Africa	Dec 20	Dec 10	Dec 2	Dec 2
Asia/Pacific Rim	Dec 19	Dec 15	Dec 9	Dec 9
Australia/New Zealand	Dec 19	Dec 15	Dec 9	Dec 9
Canada	Dec 21	Dec 16	Dec 12	Dec 9
Caribbean	Dec 20	Dec 15	Dec 12	Dec 9
Central & South America	Dec 20	Dec 10	Dec 2	Dec 2
Mexico	Dec 21	Dec 15	Dec 9	Dec 9
Europe	Dec 20	Dec 15	Dec 12	Dec 9
Middle East	Dec 20	Dec 15	Dec 12	Dec 9

4 GXG is available to over 190 countries via an alliance with Federal Express. See a retail associate at participating locations for a complete list of countries and money-back guarantee details, or go to <http://pe.usps.com>, and click International Mail Manual (IMM), then Individual Country Listings. Some restrictions apply. Free shipping supplies are available. **Note:** 1) Cutoff date does not take into account time needed for Customs clearance. 2) Should allocate extra transit day(s) for delivery outside major cities. 3) Last day to ship to Afghanistan is Dec 19 and Iraq is Dec 16.

5 EMS is available to over 190 countries with delivery in 3 to 5 average business days. Guaranteed, money-back service is available to Australia, China, Hong Kong, Japan, and Korea (Republic of South). Flat-rate shipping options and free packaging are available. Purchase postage online and receive an 8% discount.

6 PMI is available to over 190 countries with delivery in 6 to 10 average business days. Flat-rate shipping options and free packaging are available. Purchase postage online and receive a 5% discount.

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

Please post on all bulletin boards.

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.



Thrift Savings Plan Fact Sheet

ANNUAL RETURNS	G Fund	F Fund	U.S. Aggregate Index	C Fund	S&P 500 Stock Index	S * Fund	Dow Jones U.S. Completion TSM Index	I * Fund	EAFE Stock Index
1994	7.22	-2.96	-2.92	1.33	1.32	—	-2.66	—	7.75
1995	7.03	18.31	18.47	37.41	37.58	—	33.48	—	11.27
1996	6.76	3.66	3.63	22.85	22.96	18.52	17.18	6.27	6.14
1997	6.77	9.60	9.65	33.17	33.36	26.61	25.69	1.46	1.55
1998	5.74	8.70	8.69	28.44	28.58	7.51	8.63	20.46	20.09
1999	5.99	-0.85	-0.82	20.95	21.04	32.70	35.49	26.81	26.72
2000	6.42	11.67	11.63	-9.14	-9.10	-8.76	-15.77	-14.11	-14.17
2001	5.39	8.61	8.44	-11.94	-11.89	-2.22*	-2.52*	-15.42*	-14.88*
2002	5.00	10.27	10.26	-22.05	-22.10	-18.14	-17.80	-15.98	-15.94
2003	4.11	4.11	4.10	28.54	28.69	42.92	43.84	37.94	38.59
2004	4.30	4.30	4.34	10.82	10.88	18.03	18.10	20.00	20.25
2005	4.49	2.40	2.43	4.96	4.91	10.45	10.03	13.63	13.54
2006	4.93	4.40	4.33	15.79	15.79	15.30	15.28	26.32	26.34
2007	4.87	7.09	6.97	5.54	5.49	5.49	5.39	11.43	11.17
2008	3.75	5.45	5.24	-36.99	-37.00	-38.32	-39.03	-42.43	-43.38
2009	2.97	5.99	5.93	26.68	26.46	34.85	37.43	30.04	31.78
2010	2.81	6.71	6.54	15.06	15.06	29.06	28.62	7.94	7.75

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

MONTHLY RETURNS	G Fund	F Fund	U.S. Aggregate Index	C Fund	S&P 500 Stock Index	S * Fund	Dow Jones U.S. Completion TSM Index	I * Fund	EAFE Stock Index
2010									
Oct	0.18	0.36	0.36	3.80	3.80	4.48	4.48	3.63	3.61
Nov	0.17	-0.57	-0.57	0.01	0.01	3.00	2.98	-4.84	4.81
Dec	0.20	-1.05	-1.08	6.68	6.68	7.38	7.34	8.12	8.10
2011									
Jan	0.24	0.13	0.12	2.37	2.37	1.23	1.28	2.41	2.36
Feb	0.22	0.26	0.25	3.42	3.43	4.52	4.44	3.33	3.30
March	0.26	0.06	0.06	0.04	0.04	2.06	2.02	-2.23	-2.24
April	0.25	1.28	1.27	2.96	2.96	2.94	2.99	6.03	5.98
May	0.25	1.31	1.31	-1.13	-1.13	-1.27	-1.27	-2.90	-2.95
June	0.21	-0.30	-0.29	-1.67	-1.67	-2.35	-2.33	-1.16	-1.25
July	0.22	1.59	1.59	-2.04	-2.03	-3.14	-3.23	-1.60	-1.59
Aug	0.19	1.45	1.46	-5.44	-5.43	-8.12	-8.17	-9.03	-9.03
Sept	0.16	0.73	0.73	-7.03	-7.03	-10.73	-10.79	-10.55	-9.53
LAST 12 MONTHS	2.58	5.34	5.26	1.11	1.14	-1.62	-1.89	-10.12	-9.36

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

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

* Implemented May 2001.

See next page for L Funds.

L Funds

Annual Returns	L Income	L 2020	L 2030	L 2040	L 2050
2006	7.59	13.72	15.00	16.53	
2007	5.56	6.87	7.14	7.36	
2008	-5.09	-22.77	-27.50	-33.53	
2009	8.57	19.14	22.48	25.19	
2010	5.74	10.59	12.48	13.89	
Monthly Returns	L Income	L 2020	L 2030	L 2040	L 2050
2010					
Feb	0.74	1.61	1.94	2.18	
Mar	1.43	3.75	4.52	5.15	
Apr	0.50	0.76	0.94	1.05	
May	-1.50	-4.98	-6.07	-6.97	
June	-0.61	-2.34	-2.98	-3.47	
July	1.81	4.82	5.80	6.60	
Sept	2.00	5.54	6.77	7.76	
Oct	0.92	2.29	2.78	3.16	
Nov	-0.05	-0.49	-0.56	-0.64	
Dec	1.49	4.08	4.96	5.67	
2011					
Jan	0.63	1.35	1.57	1.75	
Feb	0.90	2.15	2.60	2.95	3.28
Mar	0.17	-0.03	-0.05	-0.08	-0.15
Apr	1.01	2.37	2.83	3.20	3.57
May	-0.05	-0.74	-0.97	-1.15	-1.39
June	-0.18	-0.84	-1.10	-1.30	-1.48
July	-0.14	-0.94	-1.25	1.49	-1.75
Aug	-1.10	-3.69	-4.63	-5.37	-6.16
Sept	-1.51	-4.73	-5.92	-6.85	-7.80
LAST 12 MONTHS	2.08	0.43	-0.28	-0.88	—

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

Publications

Publication 223 Revision Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog*, is revised to include current information for the items noted in this article. See Publication 223 for complete information.

Information on how to order directives and forms is available in chapter 1 of Publication 223.

Publication 223 is available on the Internet at <http://about.usps.com/publications/pub223.pdf>.

New

- HBK MS-295, *Automatic Tray Sleever Upgraded (ATSU)*.
- LAB 257-S, *Express Mail Open and Distribute — DDU Only*.
- LAB 291-FL, *Return to Sender (OFAC) (Miami, FL ISC)*.
- LAB 291-IL, *Return to Sender (OFAC) (Chicago, IL ISC)*.
- LAB 291-LA, *Return to Sender (OFAC) (Los Angeles, CA ISC)*.
- LAB 291-NY, *Return to Sender (OFAC) (New York ISC)*.
- LAB 291-SF, *Return to Sender (OFAC) (San Francisco, CA ISC)*.
- MI AS-870-2011-5, *Electronic Messaging*.
- MI AS-882-2011-6, *Postal Service Use of Retail and Cell-Phone Cameras*.
- MOP FI-06-17-2011, *Policy Memo — Statistical Programs Letter #5, Fiscal Year (FY) 2011; CCCS, IOCS, ODIS-RPW, RCCS, SIRVO-IODIS, TRACS*.
- POS 188, *Protect Yourself From Insect Bites*.
- POS 285, *Distracted Driving Results in Accidents (NALC)*.
- POS 286, *Suspicious Mail*.
- POS 400, *Depression Awareness: Understanding Depression*.
- POS 401, *Depression Awareness: Symptoms of Depression*.
- POS 402, *Depression Awareness: Overcoming Depression*.
- PUB 569, *Global Express Guaranteed Service*.

- PUB 570, *GXG Shipping Label Instruction Sheet*.
- TAG 257, *Express Mail Open and Distribute — DDU Only*.
- TAG 267, *Express Mail Open and Distribute*.
- PS 3200, *Facing Slip for ACS NIXIES*.

Revised

- HBK AS-805, *Information Security*.
- HBK F-18, *Payroll Journal Guide*.
- HBK M-5, *Schemes: Construction, Assignment, Training, and Proficiency*.
- HBK MS-128-VOL-B, *Delivery Bar Code Sorter Phase 1 (DBCS-1), Maintenance Information*.
- HBK MS-166-VOL-A, *Advanced Facer Canceler System, Optical Character Reader (AFCS-OCR), System Information*.
- HBK MS-166-VOL-B, *Advanced Facer Canceler System, Optical Character Reader (AFCS-OCR), Maintenance Information*.
- HBK MS-166-VOL-C, *Advanced Facer Canceler System, Optical Character Reader (AFCS-OCR), Software Reference*.
- POS 323, *Don't Forget: Always Carry Dog Repellent*.
- POS 326, *Heat Stress Can Affect Anyone*.
- PUB 97, *Express Mail Manifesting Business and Technical Guide*.
- PUB 97-A, *Express Mail Manifesting Administrative Guide*.
- PUB 223, *Directives and Forms Catalog*.
- PUB 370, *Extra Services*.
- PUB 804, *Drop Shipment Procedures for Destination Entry*.
- PS 2130, *Claim for Loss*.
- PS 3077, *Request to Forward Salary Check*.
- PS 3553, *CASS Summary Report*.
- PS 8165, *U.S. Postal Inspection Service Mail Fraud Report*.

Obsolete

PSIN	Ed. Date	Title	Replaced By
MI AS-550-96-4	5/96	<i>National Environmental Policy Act Operational Guidance</i>	N/A
MI AS-870-2010-1	8/10	<i>Electronic Messaging</i>	MI AS-870-2011-5
PUB 154	1/03	<i>Get Stamps on the Go</i>	N/A
PS 8195	4/96	<i>Operational Environmental Checklist</i>	N/A

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

Effective October 20, 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 entries:]

ZIP Code	Fee Group
50153	6
61251	5
75357	3

* * * * *

[Delete the following entry:]

ZIP Code
29724

* * * * *

[Revise the following entries:]

ZIP Code	Fee Group
08034	3
08101	2
17106	4
18002	6
19603	4
19612	4
19701	4
19707	4

ZIP Code	Fee Group
19930	4
74156	4

* * * * *

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, 10-20-11*

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	12-7810 12-7810	31407 31407	GA GA	Savannah Savannah	Chatham Chatham	Port Wentworth Main Office	Classified Station Post Office™	02/28/2011 02/28/2011	Classified station discontinued. Retain ZIP Code™. Continue to use Savannah GA 31407 as last line of address.
Old New	18-3537 18-4563	50439 50439	IA IA	Goodell Kanawha	Hancock Hancock	Main Office Goodell	Post Office Place Name	09/09/2011 09/10/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Goodell IA 50439 as last line of address.
Old New	17-4895 17-7920	47139 47170	IN IN	Little York Scottsburg	Washington Washington	Main Office Little York	Post Office Place Name	10/02/2009 09/10/2011	Post Office and ZIP Code discontinued. Establish a place name. Little York IN becomes an acceptable last line for use with ZIP Code 47170.
Old New	17-2838 17-8679	47614 47637	IN IN	Folsomville Tennyson	Warrick Warrick	Main Office Folsomville	Post Office Place Name	10/23/2009 09/10/2011	Post Office and ZIP Code discontinued. Establish a place name. Tennyson IN becomes an acceptable last line for use with ZIP Code 47637.
Old New	20-2568 20-8328	41815 41815	KY KY	Ermine Whitesburg	Letcher Letcher	Main Office Ermine	Post Office Place Name	09/03/2011 09/03/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Ermine KY 41815 as last line of address.
Old New	25-9440 25-0450	48766 48766	MI MI	Twining Au Gres	Arenac Arenac	Main Office Twining	Post Office Place Name	08/20/2011 09/02/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Twining MI 48766 as last line of address.
Old New	28-2262 28-2568	63438 63438	MO MO	Durham Ewing	Lewis Lewis	Main Office Durham	Post Office Place Name	07/30/2011 07/30/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Durham MO 63438 as last line of address.
Old New	37-6560 37-6560	58355 58355	ND ND	Nekoma Nekoma	Cavalier Cavalier	Main Office Main Office	Post Office Post Office	09/10/2011	This announcement expands the use of ZIP Code 58355 to include delivery.
Old New	39-8349 39-8349	74126 74126	OK OK	Tulsa Tulsa	Tulsa Tulsa	Turley Main Office	Classified Branch Post Office	09/10/2011 09/11/2011	Classified branch discontinued. Retain ZIP Code. Continue to use Tulsa OK 74126 as last line of address.
Old New	40-2848 40-7952	97401 97475	OR OR	Eugene Springfield	Lane Lane	Main Office Main Office	Post Office Post Office	10/08/2011	Establish a new ZIP Code for Post Office boxes. Use Springfield OR 97475 as last line of address for a portion of the Post Office boxes previously in ZIP Code 97401.

Domestic Mail

Notice to All Post Offices With Rural Delivery Service: Rural Carrier Guarantee Period

Postal Service™ managers must effectively manage rural carriers who work under the provisions of the *Fair Labor Standards Act* (FLSA) section 7(b)(2). Those carriers are paid overtime for all hours actually worked in excess of 2,080, up to 2,240, within the 52-consecutive-week guarantee period.

If a carrier works more than 2,240 hours within the guarantee period, the agreement under FLSA, section 7(b)(2) is considered void, and the carrier must be compensated for all hours worked during the guarantee period in accordance with FLSA, section 7(a).

It is important that concerted effort is made to minimize the number of hours carriers work over 2,080 and strictly monitor these carriers to ensure that no carrier works in excess of 2,240 actual work hours.

The 2010–2011 guarantee period for the past year was from Saturday, October 23, 2010, through Friday, October 21, 2011. This year's 2011–2012 guarantee period will begin on Saturday, October 22, 2011, and continue through Friday, October 19, 2012.

— *Delivery Programs Support,
Delivery and Post Office Operations, 10-20-11*

Finance

2012 Pay Dates and Leave Year

The following chart lists the pay periods for 2012. For the convenience of timekeepers, each biweekly pay period appears as 2 separate weeks, with the beginning and ending dates indicated for each week.

The leave year always begins the first day of the first full pay period in the calendar year. The 2012 leave year begins January 14, 2012 (Pay Period 03-12), and extends for 26 full pay periods, ending January 11, 2013 (Pay Period 02-12).

2012 Pay Period Inclusive Dates

Pay Period	Week One	Week Two	Pay Date	Holidays
01	12-17 to 12-23	12-24 to 12-30	01-06	12-25
02	12-31 to 01-06	01-07 to 01-13	01-20	01-01
03	01-14 to 01-20	01-21 to 01-27	02-03	01-16
04	01-28 to 02-03	02-04 to 02-10	02-17	
05	02-11 to 02-17	02-18 to 02-24	03-02	02-20
06	02-25 to 03-02	03-03 to 03-09	03-16	
07	03-10 to 03-16	03-17 to 03-23	03-30	
08	03-24 to 03-30	03-31 to 04-06	04-13	
09	04-07 to 04-13	04-14 to 04-20	04-27	
10	04-21 to 04-27	04-28 to 05-04	05-11	
11	05-05 to 05-11	05-12 to 05-18	05-25	
12	05-19 to 05-25	05-26 to 06-01	06-08	05-28
13	06-02 to 06-08	06-09 to 06-15	06-22	
14	06-16 to 06-22	06-23 to 06-29	07-06	
15	06-30 to 07-06	07-07 to 07-13	07-20	07-04
16	07-14 to 07-20	07-21 to 07-27	08-03	
17	07-28 to 08-03	08-04 to 08-10	08-17	
18	08-11 to 08-17	08-18 to 08-24	08-31	
19	08-25 to 08-31	09-01 to 09-07	09-14	09-03
20	09-08 to 09-14	09-15 to 09-21	09-28	
21	09-22 to 09-28	09-29 to 10-05	10-12	
22	10-06 to 10-12	10-13 to 10-19	10-26	10-08
23	10-20 to 10-26	10-27 to 11-02	11-09	
24	11-03 to 11-09	11-10 to 11-16	11-23	11-11
25	11-17 to 11-23	11-24 to 11-30	12-07	11-22
26	12-01 to 12-07	12-08 to 12-14	12-21	

2013 Pay Periods Begin

Pay Period	Week One	Week Two	Pay Date	Holidays
01	12-15 to 12-21	12-22 to 12-28	01-04	12-25
02	12-29 to 01-04	01-05 to 01-11	01-18	01-01

— *Payroll, Controller, 10-20-11*

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 or contact the National Customer Support Center at 800-238-3150.

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
10/21/11–10/24/11	jcp — Wk 39 \$10 Perk	Standard Letter	18.7	National	Car-Rt	Harte-Hanks/RRD
10/22/11–10/25/11	jcp — Wk 39 Fast Cash Bash	Standard Letter	4.0	National	Car-Rt	Harte-Hanks/RRD
10/25/11–11/1/11	The Costco Connection	Standard Flat	2.0	National	3/5 Digit, Car-Rt	Seگردahl Graphics
10/26/11–10/29/11	The Swiss Colony	Standard Catalog	1.0	Nationwide	3/5 Digit, Car-Rt	Quad Graphics
10/27/11–10/29/11	jcp — Wk 40 \$10/\$15 Perks	Standard Letter	20.0	National	Car-Rt	Harte-Hanks/RRD
10/27/11–10/29/11	jcp — Wk 40 Kids	Standard Letter	2.0	National	Car-Rt	Harte-Hanks/RRD
10/27/11–10/29/11	jcp — Wk 40 Men's Matter of Style	Standard Flat and Letter	2.8	National	Car-Rt	Harte-Hanks/RRD
10/29/11–11/1/11	jcp — Wk 40 BSOTA	Standard Flat and Letter	12.1	National	Car-Rt	Harte-Hanks/RRD
10/31/11–11/3/11	Through the Country Door	Standard Catalog	1.0	Nationwide	3/5 Digit, Car-Rt	Quad Graphics
11/2/11–11/4/11	The Nordstrom November Holiday Book	Standard Flat	2.028	National	3/5 Digit, Car-Rt	Arandell

— Business Service Network Integration, Sales, 10-20-11

Retail

Stop Sending Copies of PS Form 8176, Premium Forwarding Service Application, to Headquarters

Offices are no longer required to send a copy of PS Form 8176, *Premium Forwarding Service® (PFS®) Application*, to Headquarters (HQ). In 2005, the application was a four-part form and "Distribution: Copy 3 — HQ" was sent to Headquarters. The form has been revised multiple times and "Distribution: Copy 3 — HQ" has not been a part of the application for several years, but we continue to get copies of the application. Many offices continue to use the 2005 or 2006 edition of the form, and others are making copies of "Distribution: Copy 1 — Post Office" and sending it to HQ.

Please use the most current, January 2011, edition of the form. It has a new format and the Terms and Conditions have been updated. You can order the current edition of the form from the Material Distribution Center and use 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.)

Use the following information to order PS Form 8176:

PSIN:	PS 8176
PSN:	7530-07-000-6197
Unit of Measure:	EA
Minimum Order Quantity:	1
Maximum Order Quantity:	1000
Bulk Pack Quantity:	1000
Quick Pick Number:	640
Price:	\$0.0712
Edition Date:	01/11

See Publication 621, *PFS Guidebook for Employees*, for PFS rules. You can access Publication 621 online at <http://blue.usps.gov/cpim/ftp/pubs/pub621.pdf>.

— Special Services,
Channel Access, 10-20-11

Stamps/Philately

Pictorial Postmarks Announcement

As a community service, the Postal Service™ offers pictorial postmarks to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial postmarks are authorized appears below. 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 210 days:

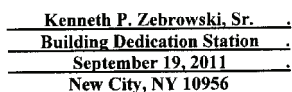


May 8, 2011

Universal Ship Cancellation Society

Centennial of Naval Aviation Post Office Station
Cancellation Services
PO Box 449992
Kansas City, MO 64144-9998

The following pictorial postmark has been extended for 60 days:

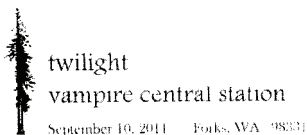


September 19, 2011

U.S. Postal Service

Kenneth P. Zebrowski Sr. Station
Postmaster
245 N. Main St.
New City, NY 10954-9998

The following pictorial postmark has been extended for 30 days:



September 10–11, 2011

Forks Chamber of Commerce

Twilight Vampire Central Station
Postmaster
61 S. Spartan Ave.
Forks, WA 98331-9998

September 10–11, 2011

U.S. Postal Service

Forks Chamber of Commerce



Twilight Treaty Line Station

Postmaster
500 Ocean Dr.
LaPush, WA 98350-9998

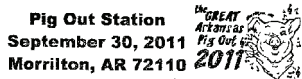


Nicholas Power Station
September 21, 2011
Poughkeepsie, NY 12601

September 21, 2011

U.S. Postal Service

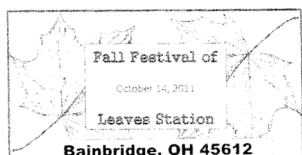
Nicholas Power Station
Postmaster
55 Mansion St.
Poughkeepsie, NY 12601-9998



September 30, 2011

U.S. Postal Service

Pig Out Station
Postmaster
500 N. Moose St.
Morrilton, AR 72110-9998



October 14-16, 2011

U.S. Postal Service

Fall Festival of Leaves Station
Postmaster
PO Box 9998
Bainbridge, OH 45612-9998



October 14-15, 2011

U.S. Postal Service

Festival Station
Postmaster
22 South 2nd St.
Oakland, MD 21550-9998



October 15, 2011

Morongo Basin Horsemen's Association

29 Palms Station
Postmaster
PO Box 9998
Twentynine Palms, CA 92277-9998



PUMPKIN STATION
OCT 19, 2011
CIRCLEVILLE, OH 43113

October 19-22, 2011

U.S. Postal Service

Pumpkin Station
Postmaster
224 S. Court St.
Circleville, OH
43113-9998



October 21, 2011

Somers Company Town Project

110 Year Station
Postmaster
PO Box 9998
Somers, MT 59932-9998



October 20-21, 2011

U.S. Postal Service

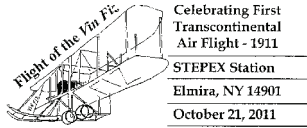
Tiger Station
Postmaster
801 Main St.
Blanket, TX 76432-9998



October 21, 2011

National Soaring Museum

Nags Head Soaring 100
Station
Postmaster
PO Box 9998
Nags Head, NC
27959-9998



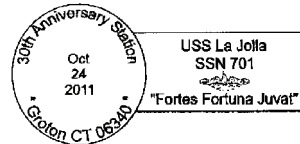
October 21-22, 2011
Elmira Stamp Club
 STEPEX Downtown
 Station
 Postmaster
 255 Clemens Ctr. Pkwy.
 Elmira, NY 14902-9998



October 23 2011
United States Postal Service
 1st Single Station
 Postmaster
 50 N. 3rd St.
 Hamburg, PA
 19526-9998



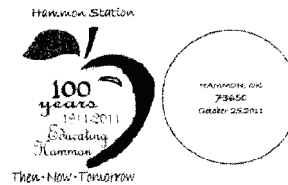
October 22, 2011
Conservative Breakfast Group
 Tench Tilghman
 Revolutionary War
 Victory Ride
 230th Anniversary
 Station
 Postmaster
 PO Box 9998
 Rock Hall, MD
 21661-9998



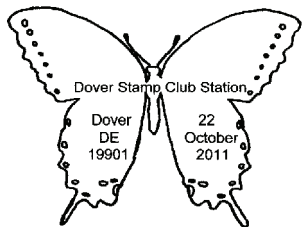
October 24, 2011
USS LaJolla SSN 701
 USS LaJolla SSN 701
 Station
 Postmaster
 100 Plaza Court
 Groton, CT 06340-9998



October 22, 2011
Goodwin Town
 Octoberfest Station
 Postmaster
 130 W. Chicago Ave.
 Goodwin, SD
 57238-9998



October 25, 2011
Hammon Schools
 100 Years Educating
 Hammon Station
 Postmaster
 701 E. Main St.
 Hammon, OK
 73650-9998



October 22, 2011
Dover Stamp Club
 Dover Stamp Club
 Station
 Postmaster
 55 The Plaza
 Dover, DE 19901-9998



October 26, 2011
Kansas Division of the National Pony Express Association, Inc.
 Lecompton Pony
 Express Station
 Postmaster
 PO Box 9998
 Lecompton, KS
 66050-9998



October 22, 2011
Jack Daniel Distillery
 Jack Daniel's World
 Championship
 Invitational Barbecue
 Station
 Postmaster
 PO Box 9998
 Lynchburg, TN
 37352-9998



October 27, 2011
Kingdom of Callaway Historical Society and Kingdom Philatelic Association
 Stringfield Station
 Postmaster
 301 Court St.
 Fulton, MO 65251-9998



October 23 2011
United States Postal Service and Sheboygan Stamp Club
 SHEPEX Station
 Postmaster
 205 Lake St.
 Cascade, WI
 53011-9998



October 27-28, 2011
United States Postal Service
 Tiger Station
 Postmaster
 801 Main St.
 Blanket, TX 76432-9998

October 29, 2011

Randleman Chamber of Commerce

NASCAR Day Station
Postmaster
PO Box 9998
Randleman, NC
27317-9998



October 29, 2011

Millersville 250 Committee

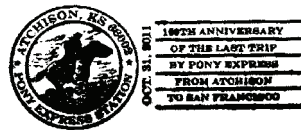
Millersville 250 Station
Postmaster
431 N. George St.
Millersville, PA
17551-9998



October 31, 2011

United States Postal Service

River Valley Pumpkin Patch Station
Postmaster
PO Box 9998
Steamboat Rock, IA
50672-9998



October 31, 2011

Pony Express Trail Association

Atchison Pony Express Station
Postmaster
621 Kansas Ave.
Atchison, KS
66002-9998

November 1, 2011

Fremont County Heritage Commission

Sesquicentennial Station
Postmaster
15 Werner Rd.
Penrose, CO
81240-9998



November 3-4, 2011

United States Postal Service

Tiger Station
Postmaster
801 Main St.
Blanket, TX 76432-9998



— Stamp Services,

Government Relations and Public Policy, 10-20-11

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.

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

Edward Hopper Stamp
Postmaster
Provincetown, MA 02657-9998

October 24, 2011

2.5055 x 1.2499 inches



Black and White Pictorial

Barbara Jordan Stamp
USPS District Office — Retail
600 N. Sam Houston Pkwy. W
Houston, TX 77067-9997

November 16, 2011

2.6391 x 1.2558 inches



Digital Color Pictorial

Barbara Jordan Stamp
USPS District Office — Retail
600 N. Sam Houston Pkwy. W
Houston, TX 77067-9997

November 16, 2011

2.6502 x 1.2416 inches



Black and White Pictorial

Save Vanishing Species Stamp
Special Cancellations
PO Box 92282
Washington, DC 20090-9998

November 21, 2011

2.7169 x 1.1833 inches



Digital Color Pictorial

Save Vanishing Species Stamp
Special Cancellations
PO Box 92282
Washington, DC 20090-9998

November 21, 2011

2.5298 x 1.1526 inches



Digital Color Pictorial

Romare Bearden Stamp
Postmaster
421 Eighth Ave., Room 2029B
New York, NY 10199-9998

November 28, 2011

2.474 x 1.2211 inches



Digital Color Pictorial

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

December 13, 2011

2.5698 x 1.1925 inches



**Madonna of the Candelabra
by Raphael Stamp**
Postmaster
421 Eighth Ave., Rm. 2029B
New York, NY 10199-9998

December 13, 2011

Digital Color Pictorial

2.6612 x 1.2724 inches



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

December 14, 2011

Digital Color Pictorial

2.5985 x 1.3086 inches



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

December 14, 2011

Digital Color Pictorial

2.4705 x 1.2446 inches

— Stamp Services, Government Relations and Public Policy, 10-20-11

Sustainability

Standardized Reporting Requirements for Environmental Notices of Violation

The U.S. Postal Service® makes every effort to comply with all applicable local, state, and federal environmental regulations. A Notice of Violation (NOV), or similarly entitled action such as a warning letter or a notice of noncompliance, is issued to the Postal Service™ for the violation of an environmental regulation. Local, state, or federal agencies issue these actions.

Examples of noncompliance actions include, but are not limited to, the following:

- The issuance of an NOV from a state environmental protection agency for a vehicle maintenance facility’s noncompliance with the state’s underground storage tank regulations.
- The issuance of a notice of noncompliance from a state environmental agency for the improper disposal of hazardous waste generated by a Postal Service worker or contractor working at a Postal Service facility.
- A warning letter issued by a state department of environmental protection for storm water violations.

Unlike Safety’s nationwide tracking of Occupational Safety and Health Administration (OSHA) violations, the national environmental compliance program has, until recently, been primarily an area function. As such, individual areas have established NOV tracking capabilities but might not be reporting NOVs to the Headquarters’ office of Environmental Compliance and Risk Management. The office of Environmental Compliance and Risk Manage-

ment, now within the office of Sustainability, is standardizing the tracking and reporting of all NOVs.

By tracking NOVs, the Postal Service will ensure that timely and necessary actions are taken to respond to NOVs and that certain critical NOVs are referred to the Law Department. In addition, the tracking of NOVs will assist with performing trend analysis to determine needed compliance-focused activities.

When an installation head, or a facility department project manager, becomes aware of an NOV or a similarly entitled action issued by a local, state, or federal agency, he or she must send an electronic copy of the NOV to the east or west manager, Regional Sustainability Initiatives, within 5 days of receipt of the NOV.

For NOVs generated in the Northeast, Eastern, Capital Metro Areas, and Headquarters-related facilities, send an electronic copy to Nick DeCarlo, eastern manager, Regional Sustainability Initiatives at Nicholas.Decarlo@usps.gov.

For NOVs generated in the Great Lakes, Western, Southwest, and Pacific Areas, send an electronic copy to Larry Hanna, western manager, Regional Sustainability Initiatives at Larry.J.Hanna@usps.gov.

— Environmental and Risk Compliance,
Sustainability, 10-20-11



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

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The background of the main graphic is a collage of US currency and the US Capitol dome. The text "USPS" is written in a large, bold, white font with a black outline. A registered trademark symbol (®) is located at the top right of the "S".

USPS[®]

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dollars for its
operations.