

# postal|bulletin

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# It's time for the holidays.

## The season is here.

## And with USPS<sup>®</sup>, it's the best time of year!

See page 3



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



# Cover Story

## Publicity Kit: The Best Holiday Ever!

To assist postmasters when promoting the 2012 holiday shipping and mailing season, Corporate Communications has crafted the following materials to educate and enlighten you in preparation for this busy time of year. The package contains holiday information that will be useful when interacting with customers and employees. Postmasters are encouraged to review the materials and use the contents to communicate “It’s the holidays and it’s our best time of year.”

In the package you will find:

- Holiday Overview 2012.
- Mail-By Dates.
- From Desktop to Doorstep — Tips to Make Your Holidays Easier.
- 2012 Holiday Stamps.
- 50 Years of Holiday Stamps — Overview and List.
- Holiday Postmarks and Re-Mailing.
- Letters to Santa Program Overview.
- Letters to Santa Retail Products.
- 2012 Holiday Gift Ideas.
- 2012 Holiday Advertising Campaign.
- Easy Promotional Ideas.
- Media Advisory for Busiest Mailing Day.
- Holiday Press Release Schedule.
- Contacts.

### Holiday Overview 2012

The U.S. Postal Service® offers simple and convenient solutions to save customers time and money this holiday season. Along with all the usual shipping and shopping solutions our customers have come to expect from the most trusted government agency, this year we plan to deliver a few surprises to help customers manage their holidays with a smile. We are offering more choices on when, where, and how to use the Postal Service™. Our team of more than 530,000 postal elves are excited to help customers send cards and mail gifts, so we are reminding them of the mail-by dates — and encouraging them to mail early.

We are also educating customers on the best postal products and services to meet their needs. We’re sending a direct mail piece to nearly 140 million homes, highlighting our core products like Express Mail® and Priority Mail®, international mailing products, the convenience of alternate access and, of course, stamps. On the direct mail mailer, door decals, and take-ones, we’ve incorporated a holiday

QR code that takes the “e-holiday” shopper to [www.usps.com/cheer](http://www.usps.com/cheer). This “landing page” is designed to assist shippers and shoppers with all their holiday needs by offering simpler ways to ship gifts at USPS.com®. There, mailers can pay, print, and ship with nothing but ease; when they use USPS.com they find it’s a breeze.

Santa is coming to town. Children of all ages will delight in the 2012 contemporary holiday stamp design featuring Santa in his sleigh pulled by eight tiny reindeer, guiding us through the most wonderful time of year. The *Santa and Sleigh* stamp art was inspired by the 1823 poem by Clement C. Moore, “A Visit from St. Nicholas,” also known as “The Night Before Christmas” or “’Twas the Night Before Christmas.”

Besides Santa’s appearance on this year’s holiday stamp, Santa is also featured on an entire line of retail products that celebrate the 100th anniversary of our Letters to Santa program, such as a Letters to Santa children’s book, a letter-writing kit, a milk and cookies set, gift bags, gift tags, package stickers, and much more. Look for Letters to Santa holiday gift centers at select Post Offices™ nationwide and for featured products on USPS.com in the Postal Store ([www.usps.com/shop](http://www.usps.com/shop)).

’Tis the season to offer value — celebrate when you use our Flat Rate Priority Mail products, where Priority Mail boxes and Package Pickup are always free. Unlike other shipping companies, the U.S. Postal Service® does not charge extra for Saturday delivery or add a fuel surcharge. The price you see is the price you pay. Perhaps the greatest bargain of all is the price of a First-Class Mail® postage stamp. At just 45 cents, sending holiday greetings from Washington, DC, to Washington state and every neighborhood in between is a bargain. Three cheers for Forever stamps — good forever — for the price of a First-Class Mail stamp. Last year’s stamp design on this yuletide’s holiday greetings is a gift for the sender and truly a reason to rejoice.

Nobody, except maybe Santa, delivers the holidays like the U.S. Postal Service — and we have a 237-year track record to prove it. This year will be no exception. We’re expecting nearly 15.2 billion cards, letters, and packages between Thanksgiving and Christmas Eve, and on average we will process 562 million pieces of mail every day this holiday season. And when the busiest day to mail holiday cards, letters, and packages rolls around on December 17, we will be ready to accept with a smile the 658 million pieces of mail expected to be processed on that day. Then

we'll deliver it all with a jingle bell in our step and a ho, ho, ho in our hearts on the busiest delivery days, which fall on December 19, for cards and letters and December 20, for packages, all in plenty of time to be home for the holidays.

- **Peak Mailing Day:** Monday, December 17, for cards, letters and packages. On that day we expect to process 658 million pieces of mail, the busiest mailing day of the holidays.

- **Busiest Delivery Day for Holiday Letters and Cards:** Wednesday, December 19.
- **Busiest Delivery Day for Holiday Packages:** Thursday, December 20

Those planning to share the joys of the holiday by sending cards and mailing gifts should not miss these recommended mail-by dates to ensure their gifts arrive by December 25.

## Mail-By Dates

### 2012 Holiday Shipping Cut-Off Dates

Domestic Mail Class/Product	Cut Off Date
First-Class Mail®	Dec. 20
Priority Mail®	Dec. 21
Express Mail®*	Dec. 22
Parcel Post®	Dec. 14
DNDC Drop Ship	Dec. 19
DDU Drop Ship	Dec. 21

\* Express Mail postage refund eligibility is adjusted for shipments mailed between December 22–25. See additional information below.

Military Mail Addressed To	Express Mail Military Service (EMMS) <sup>1</sup>	First-Class Mail Letters and Cards	Priority Mail	Parcel Airlift Mail (PAL) <sup>2</sup>	Space Available Mail (SAM) <sup>3</sup>	Parcel Post
APO/FPO AE ZIPs 090-092	Dec. 17	Dec. 10	Dec. 10	Dec. 3	Nov. 26	Nov. 13
APO/FPO AE ZIP 093	N/A	Dec. 3	Dec. 3	Nov. 30	Nov. 26	Nov. 13
APO/FPO AE ZIPs 094-098	Dec. 17	Dec. 10	Dec. 10	Dec. 3	Nov. 26	Nov. 13
APO/FPO AA ZIP 340	Dec. 17	Dec. 10	Dec. 10	Dec. 3	Nov. 26	Nov. 13
APO/FPO AP ZIPs 962-966	Dec. 17	Dec. 10	Dec. 10	Dec. 3	Nov. 26	Nov. 13

1. EMMS is available to selected military and diplomatic Post Offices. Check with your local Post Office to determine if this service is available to an APO/FPO/DPO 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®)*	Express Mail International® (EMS®)	Priority Mail International® (PMI)	First-Class Mail
Africa	Dec. 19	Dec. 11	Dec. 3	Dec. 3
Asia/Pacific Rim	Dec. 18	Dec. 15	Dec. 10	Dec. 10
Australia/New Zealand	Dec. 18	Dec. 15	Dec. 10	Dec. 10
Canada	Dec. 20	Dec. 17	Dec. 13	Dec. 10
Caribbean	Dec. 19	Dec. 15	Dec. 13	Dec. 10
Central and South America	Dec. 19	Dec. 11	Dec. 3	Dec. 3
Mexico	Dec. 20	Dec. 15	Dec. 10	Dec. 10
Europe	Dec. 19	Dec. 15	Dec. 13	Dec. 10
Middle East	Dec. 19	Dec. 15	Dec. 13	Dec. 10

\* GXG Notes: Cut-off date does not take into account time needed for customs clearance. Mailers should allocate extra transit day(s) for delivery outside major cities. The last day to ship to Afghanistan is December 18, and the last day to ship to Iraq is December 17.

**2012 Holiday Season Important Dates\***

SURFACE		AIR		EMS
LC/AO	CP	LC/AO	CP	
Dec. 10	Dec. 4	Dec. 17	Dec. 15	Dec. 18

\* The dates as outlined provide mailing guidelines for foreign postal partners in order to meet the December 25 delivery. Average number of days may vary based upon origin and destination.

**2012 Holiday Season Import Dates**

- Dec. 4: Last day to send Parcel Post packages via surface transportation.  
 Dec. 10: Last day to send letters, flats, and small packages via surface transportation.  
 Dec. 15: Last day to send Priority packages via air transportation.  
 Dec. 17: Last day to send letters, flats, and small packages via air transportation.  
 Dec. 18: Last day to send Express Mail Service items (any shape).

**Mail class by code:**

LC = Letters, aerogramme's (USPS no longer offers outbound aerogramme's), cards, and letter package  
 AO = Newspapers, magazines, matter for the blind, printed matter, and small package  
 CP = Packages - Parcel Post (Surface), Priority (Air)

**From Desktop to Doorstep — Tips to Make Your Holidays Easier**

Whether customers choose to manage their holiday shipping and mailing from one of our Approved Postal Provider locations, self-service kiosks, a smart phone, online at USPS.com, or at a Post Office, our goal is to make doing business with us easier and more convenient.

**Priority Mail Flat Rate Boxes** — Take the guesswork out of shipping with Priority Mail Flat Rate Envelopes and Boxes. "If it fits, it ships" — it's as simple as that. Whatever fits in the box or envelope ships for one low price anywhere in the United States. No weighing or calculating is needed if what you're sending weighs less than 70 pounds. Priority Mail Flat Rate boxes and envelopes are fast and affordable. Priority Mail Flat Rate Boxes can be picked up at any Post Office or can be delivered right to your door and are always free to order online from USPS.com. Go to [www.usps.com/ship/priority-mail-flat.htm](http://www.usps.com/ship/priority-mail-flat.htm).

Other features:

- Delivery within 2 days in most cases.
- Free Package Pickup.
- Free Delivery Confirmation™ service when you ship online.
- Saturday delivery and residential delivery at no extra cost.
- The only 2-day service that delivers to mailboxes, mail slots, and PO Boxes™.

**Free Package Pickup** — No time for the Post Office? Schedule a free Package Pickup™ online at USPS.com or by phone at 800-ASK-USPS, and we'll come get your shipment during regular delivery. To schedule one or multiple pickups, sign in to your USPS.com account. The Postal Service will pick up packages from homes and offices

across the country. The service is free, regardless of the number of packages being sent. A letter carrier will pick up the packages during regular mail delivery. It is so easy to schedule — just go to <https://tools.usps.com/go/ScheduleAPickupAction!input.action>.

**Click-N-Ship®** — Skip the trip to the Post Office by printing mailing labels with postage right from the convenience of your home or office. Click-N-Ship makes your online shipping experience faster and easier. Print labels quickly and get your shipments on their way. Customers get a discount on postage for domestic packages: Express Mail — 5 percent savings; Priority Mail — up to 14 percent savings; simply visit <https://www.usps.com/ship/get-to-know-click-n-ship.htm>.

Click-N-Ship's streamlined features:

- Has a clean, open display, eliminating clutter for a simple transaction.
- Has a new progress bar, so you'll always know where you are in the shipping process.
- Allows you to pay via credit card or PayPal for added convenience.
- Allows you to create Flat Rate labels faster:
  - Flat Rate shipping is a breeze with our built-in fast path to checkout.
  - Choose the Priority Mail Flat Rate Box or Envelope you're using, add your destination address, pay, and print.
  - No measuring and no weighing are needed (up to 70 lbs.).

**Save Time with "Ship Again."** If you send recurring shipments with the same weight, service, and delivery address, you'll be able to create the same label quickly — without re-entering information. Just choose a label from your "Ship-

ping History” and select “Ship Again” from the Actions menu. The label is added to your cart for checkout with the new shipping date.

**USPS.com** — All things holiday can be found at our award-winning website, Shop, Ship and Mail. This one-stop “holiday solutions center,” which was recently enhanced, allows customers to navigate and purchase products and services with more ease than ever before. At USPS.com, customers can manage their mail online, place their mail on hold if they will be traveling during the holidays, or sign up for Premium Forwarding Service® if they will be packing up for the whole season. Visit [www.usps.com](http://www.usps.com) for more information.

One of the most frequently visited federal websites, USPS.com receives more than 1 million visits each day throughout the year and more than 1.2 million visits each day during the holidays. The five most popular areas (in order of popularity) on the site are the following:

1. Quick Tools.
2. Search.
3. Customer Service.
4. “Ship A Package” landing page accessed from the homepage navigation ([www.usps.com/ship/ship-a-package.htm](http://www.usps.com/ship/ship-a-package.htm)).
5. “Managing Your Mail” landing page accessed from the homepage navigation ([www.usps.com/manage/manage-your-mail.htm](http://www.usps.com/manage/manage-your-mail.htm)).

Go to USPS.com for information about ZIP Codes™, postage rates, mailing requirements, Post Office hours, locations, and more

**The Postal Store®** — The Postal Store is an online retail Post Office that allows customers to shop for stamps, stationery, philatelic collectibles, and gift items; order free shipping supplies; customize postage; print mailing labels; and personalize envelopes, design cards, and letters without leaving their computer. A few of the popular products and services available on the website include:

- Stamps, personalized envelopes, and coil holders.
- Free shipping supplies such as Priority Mail boxes and envelopes.

- ReadyPost® boxes, bubble wrap, and tape.
- Philatelic products, including stamp yearbooks, first-day covers, and ceremony programs.
- U.S Postal Service branded products, including this year’s Letters to Santa product line.

To visit The Postal Store, go to <https://www.usps.com/shop> and at the top of the page, click *Shop*.

**Self-Service Kiosks** — Skip the line to save time this year. Self-service kiosks allow customers to manage shipping and mailing needs on their own. Using self-service kiosks, customers can buy postage and mail packages on their own time. Many of the 2,492 automated machines are available to use 24/7. New kiosks offer a print-on-demand feature where customers can purchase as many as 100 postage stamps instead of sheets of 18.

**Expanded Access** — Our retail partners are open all around town. Customers can use [www.usps.com/locator](http://www.usps.com/locator) to find Approved Postal Provider locations where they can purchase stamps, mail letters, and ship packages close to home or work at times that are convenient for them. If you don’t have access to a computer, the USPS® smartphone app provides another way to access important services like package tracking, finding a Post Office, and calculating postage prices. Use the app when you are out shopping to locate the more than 1,000 Office Depot stores across the country that offer Postal Service shipping and mailing services. You can also find one of the 63,000 banks, grocery stores, pharmacies, ATMs, and retail stores that offer Postal Service products and services.

**Stamps** — In addition to buying stamps at the Post Office, you can get your stamps this holiday season by ordering them from The Postal Store at [www.usps.com/shop](http://www.usps.com/shop), by calling 800-STAMP24, or by purchasing them at more than 63,000 convenient alternate locations including:

- 7,450 Walgreens locations.
- 3,830 Wal-Mart locations.
- 1,632 Staples locations.
- 1,200 Office Depot locations.
- 847 Safeway locations.
- 609 Sam’s Club locations.
- 426 Costco locations.

## 2012 Holiday Stamps — Celebrate the Holidays Forever

**Holiday Contemporary**

Santa and Sleigh



750 million stamps  
Item Number: 679800

**Holiday Traditional**

Holy Family



400 million stamps  
Item Number: 679900

**Holiday Traditional****Holiday Traditional****Holiday Traditional**

Note: There is no reprint or new printing of the Eid, Hanukkah, or Kwanzaa stamps. We will use existing inventory from 2011.

**Support the Troops this Holiday Season**

Since Priority Mail supplies are the packaging of choice for families preparing care packages for service members overseas, the Postal Service created a “military care-kit” based on the items most frequently requested by military families. The kit is free, and each box is emblazoned with “America Supports You,” which is sure to comfort those who are away from home.

The kit contains:

- Two Priority Mail APO/FPO Flat Rate Boxes.
- Two Priority Mail Medium Flat Rate Boxes.
- Priority Mail tape.
- Priority Mail address labels.
- Appropriate customs forms.

To order the kit, call 800-610-8734. Guidelines for packing, addressing, and shipping items to U.S. troops can be found at [www.usps.com/supportingourtroops](http://www.usps.com/supportingourtroops).

**50 Years of Holiday Stamps: Overview and List**

The U.S. Post Office Department issued its first Christmas stamp in Pittsburgh, Pennsylvania, on November 1, 1962. Customers had requested such a stamp for years. During the stamp dedication ceremony, Postmaster General J. Edward Day said that the stamp would be the first in a series of Christmas stamps.

Anticipating a huge demand for the new Christmas stamp, the department had 350 million printed — the largest number produced for a special stamp until that time. The red and green 4-cent stamps featured a wreath, two candles, and the words “Christmas 1962.” The initial sup-

ply sold out quickly and the Bureau of Engraving and Printing began working around-the-clock to print more. By the end of 1962, 1 billion stamps had been printed and distributed.

The decision to print a Christmas stamp generated some controversy, especially from groups concerned about maintaining the separation of church and state. Legal actions to bar the stamps were not successful.

Each year, the Postal Service receives thousands of suggestions for new postage stamps. The Citizens' Stamp Advisory Committee was established in 1957 to review the suggestions and recommend new stamp designs to the postmaster general. In choosing new stamp subjects, the committee established specific criteria, such as national appeal and historical perspective. The ultimate goal is to create an annual stamp program that reflects America — from the events and people that bind the nation together to the diversity of cultures that forms its foundation.

The Postal Service is proud of a stamp program that celebrates the rich diversity of American culture, and recognizes that some individuals may disagree with its selections on occasion. However, a wide variety of stamps are available so that postal customers always have options.

Each year, the Postal Service issues a Holiday Contemporary and Holiday Traditional postage stamp. This year, the Holiday Contemporary is the *Santa and Sleigh* Forever stamp, which features a “classic” image of Santa and his reindeer circling around snow-covered rooftops, and the Holiday Traditional Stamp is the *Holy Family* Forever stamp. The *Holy Family* stamp celebrates Christmas with a scene from the Nativity story that reminds us of the joys of the season: family, togetherness, and the birth of Jesus.

In 1996, the Postal Service paid tribute to Hanukkah, the Jewish Festival of Lights, by issuing the first *Hanukkah* stamp, which featured a stylized illustration of a menorah. A design featuring an ornate dreidel followed in 2004. This season, the Postal Service will continue selling the 2009 *Hanukkah* stamp, the third U.S. stamp to commemorate the holiday.

In 1997, the Postal Service paid tribute to Kwanzaa, the celebration of family, community, and culture, by issuing the first *Kwanzaa* stamp, which featured a colorful portrait

of an African-American family, a “symbol of family and togetherness.” A design featuring seven figures in colorful robes followed in 2004. This season, the Postal Service will continue selling the 2009 *Kwanzaa* stamp, the third U.S. stamp to commemorate the holiday.

In 2001, the Postal Service paid tribute to Eid, by issuing the *Eid* stamp, which features the phrase “Eid Mubarak” — meaning “blessed festival” — in gold Arabic script on a blue background. The stamp commemorates the two most important festivals on the Islamic calendar: Eid al-Fitr and Eid al-Adha. The stamp has been reissued in the original design to reflect current stamp prices.

2012 marks the 50<sup>th</sup> anniversary of the Christmas stamps being issued by the Postal Service, making this year a perfect time to celebrate the *Santa and Sleigh* stamp with a local stamp ceremony or event. Here is an easy way to promote the stamp.

**Santa in School** — Invite a local elementary school teacher to have the class write to Santa using the Letters to Santa children's book or writing kits offered at Post Offices and at [www.usps.com/shop](http://www.usps.com/shop) as a guide. This adorable book offers everything kids will need to write a letter to St. Nick and teaches them how their mail travels to the North Pole. Once the children finish writing to Santa, make a special visit to pick up the letters and deliver a little history about holiday U.S. postage stamps. Share the following list of holiday stamps with the children to start the conversation. Show photos of some of the stamps — one from each decade should do it. The stamp images can easily be printed right from the any of the sites referenced below.

In the list of U.S. Christmas holiday stamps that follows, the numbers in parentheses indicate postage on non-denominated stamps. Information is taken from the *Postal Service Guide to U.S. Stamps*, postal philatelic press releases, the National Gallery of Art website at [www.nga.gov](http://www.nga.gov), *Scott 1999 Specialized Catalogue of United States Stamps*, and *Scott Stamp Monthly*.

The *Holiday* stamp images can be viewed at these links <http://beyondtheperf.com/content/holiday-celebration-holiday-series> and <http://beyondtheperf.com/content/holiday-celebration-christmas-series>.

## Holiday Stamp List

Subject and Scott Catalog Number	Date Issued	Denomination	Designer
Christmas Wreath and Candles. Scott #1205.	Nov. 1, 1962	4¢	Jim Crawford
National Christmas Tree and White House. Scott #1240.	Nov. 1, 1963	5¢	Lily Spandorf; modified by Norman Todhunte
Holly, Mistletoe, Poinsettia, Sprig of Conifer, 4 designs. Scott #1254–1257.	Nov. 9, 1964	5¢	Thomas F. Naegele
Angel with Trumpet, 1840 Weather Vane. After watercolor by Lucille Gloria Chabot of the 1840 weather vane from the People's Methodist Church, Newburyport, MA. National Gallery of Art. Scott #1276.	Nov. 2, 1965	5¢	Robert Jones
Madonna and Child, by Hans Memling. Modeled after Madonna and Child with Angels, by Flemish artist Hans Memling (c. 1430-1494). Mellon Collection, National Gallery of Art, Washington, DC. Scott #1321.	Nov. 1, 1966	5¢	Howard C. Mildner
Madonna and Child, by Hans Memling. Modeled after Madonna and Child with Angels, by Flemish artist Hans Memling (c. 1430-1494). Mellon Collection, National Gallery of Art, Washington, DC. Larger version of same painting in 1966 stamp. Scott #1336.	Nov. 6, 1967	5¢	Howard C. Mildner
Angel Gabriel, from The Annunciation by Jan van Eyck. From a painting c. 1431/1436 by Flemish painter Jan van Eyck (c. 1390-1441). Andrew W. Mellon Collection, National Gallery of Art, Washington, DC. Scott #1363.	Nov. 1, 1968	6¢	Robert J. Jones
Madonna and Child, by Hans Memling. Modeled after Madonna and Child with Angels, by Flemish artist Hans Memling (c. 1430-1494). Mellon Collection, National Gallery of Art, Washington, DC. Scott #1321.	Nov. 1, 1966	5¢	Howard C. Mildner
Madonna and Child, by Hans Memling. Modeled after Madonna and Child with Angels, by Flemish artist Hans Memling (c. 1430-1494). Mellon Collection, National Gallery of Art, Washington, DC. Larger version of same painting in 1966 stamp. Scott #1336.	Nov. 6, 1967	5¢	Howard C. Mildner
Angel Gabriel, from The Annunciation by Jan van Eyck. From a painting c. 1431/1436 by Flemish painter Jan van Eyck (c. 1390-1441). Andrew W. Mellon Collection, National Gallery of Art, Washington, DC. Scott #1363.	Nov. 1, 1968	6¢	Robert J. Jones
Winter Sunday in Norway, Maine. Painted about 1870 by an unknown artist. N.Y. State Historical Association, Cooperstown, NY Scott #1384.	Nov. 3, 1969	6¢	Stevan Dohanos
Nativity, by Lorenzo Lotto. From a 1523 painting by Venetian artist Lorenzo Lotto (c. 1480-1556). Samuel H. Kress Collection, National Gallery of Art, Washington, DC. Scott #1414.	Nov. 5, 1970	6¢	Howard C. Mildner
Tin and Cast-iron Locomotive, Toy Horse on Wheels, Mechanical Tricycle, Doll Carriage, 4 designs. From a drawing (locomotive) by Charles Hemming in "Index of American Design Collection" National Gallery of Art, Washington, DC., and from "Golden Age of Toys" by Fondin and Remise. Scott #1415-1418.	Nov. 5, 1970	6¢	Stevan Dohanos
Adoration of the Shepherds, by Giorgione. From a 1505/1510 painting by Venetian painter Giorgione (1477/1478-1510). Samuel H. Kress Collection, National Gallery of Art, Washington, DC. Scott #1444.	Nov. 10, 1971	8¢	Bradbury Thompson
Partridge in a Pear Tree. Scott #1445.	Nov. 10, 1971	8¢	Jamie Wyeth
Angels from Mary, Queen of Heaven. Detail from a 1485/1500 painting by the Master of the St. Lucy legend, active in Bruges c. 1480-c. 1510. The artist's name is unknown; he is called the Master of the St. Lucy legend for an altarpiece in the church of Saint James, Bruges, dated 1480, that depicts three scenes from the life of Saint Lucy. Samuel H. Kress Collection, National Gallery of Art, Washington, DC. Scott #1471.	Nov. 9, 1972	8¢	Bradbury Thompson
Santa Claus. Scott #1472.	Nov. 9, 1972	8¢	Stevan Dohanos
Small Cowper Madonna, by Raphael. From a c. 1505 painting by the Italian painter Raphael (1483-1520) named after a previous owner. Widener Collection, National Gallery of Art, Washington, DC. Scott #1507.	Nov. 7, 1973	8¢	Bradbury Thompson
Christmas Tree in Needlepoint. Scott #1508.	Nov. 7, 1973	8¢	Dolli Tingle
Angel from the Pérussis altarpiece. Detail from the Pérussis altarpiece by anonymous French artist, 1480. Metropolitan Museum of Art, New York City. Scott #1550.	Oct. 23, 1974	10¢	Bradbury Thompson
<i>The Road—Winter</i> , by Currier and Ives. Currier and Ives print from drawing by Otto Knirsch. Scott #1551.	Oct. 23, 1974	10¢	Stevan Dohanos
Dove Weather Vane atop Mount Vernon. Based on weathervane made in Philadelphia by Joseph Rakestraw, according to specifications by George Washington. Scott #1552.	Nov. 15, 1974	10¢	Don Hedin and Robert Geissman
<i>Madonna and Child</i> , by Domenico Ghirlandaio. From a c. 1470 painting by Florentine painter Domenico Ghirlandaio (1449-1494). Samuel H. Kress Collection, National Gallery of Art, Washington, DC. Scott #1579.	Oct. 14, 1975	(10¢)	Bradbury Thompson
Christmas Card, by Louis Prang, 1878. Collection of Museum of the City of New York. Scott #1580.	Oct. 14, 1975	(10¢)	Stevan Dohanos

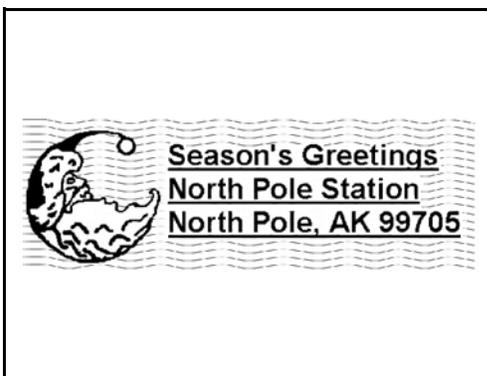
Subject and Scott Catalog Number	Date Issued	Denomination	Designer
Nativity, by John Singleton Copley. After c. 1776 painting by American painter John Singleton Copley (1738–1815). Museum of Fine Arts, Boston. Scott #1701.	Oct. 27, 1976	13¢	Bradbury Thompson
Winter Pastime, by Nathaniel Currier. After 1855 lithograph. Museum of the City of New York. Scott #1702, 1703.	Oct. 27, 1976	13¢	Stevan Dohanos
Washington at Valley Forge. After painting by J.C. Leyendecker as Saturday Evening Post cover, 1935. Scott #1729.	Oct. 21, 1977	13¢	Stevan Dohanos
Rural Mailbox. Scott #1730.	Oct. 21, 1977	13¢	Dolli Tingle
Madonna and Child with Cherubim, by Andrea della Robbia. After c. 1485 glazed terra cotta sculpture by Florentine artist Andrea della Robbia (1435–1525). Andrew W. Mellon Collection, National Gallery, Washington, DC. Scott #1768.	Oct. 18, 1978	15¢	Bradbury Thompson
Child on Hobby Horse and Christmas Tree. Scott #1769.	Oct. 18, 1978	15¢	Dolli Tingle
Virgin and Child, by Gerard David. After c. 1510 painting The Rest on the Flight into Egypt by Flemish painter Gerard David, c. 1460–1523. Andrew W. Mellon Collection, National Gallery of Art, Washington, DC. Scott #1799.	Oct. 18, 1979	15¢	Bradbury Thompson
Santa Claus Christmas Tree Ornament. Scott #1800.	Oct. 18, 1979	15¢	Eskil Ohlsson
Madonna and Child. After Epiphany Window by British glass artist Walter Tower, Bethlehem Chapel, Washington [National] Cathedral, Washington, DC. Scott #1842.	Oct. 31, 1980	15¢	Esther Porter
Wreath and Toys. Based on antique toys in artist Bob Timberlake's collection. Scott #1843.	Oct. 31, 1980	15¢	Bob Timberlake
Madonna and Child, Botticelli. After painting by Florentine painter, Sandro Botticelli (1445–1510). Art Institute of Chicago. Scott #1939.	Oct. 28, 1981	20¢	Bradbury Thompson
Felt Bear on Sleigh. Scott #1940.	Oct. 28, 1981	20¢	Nalad Einsel
Puppy and Kitten. Scott #2025.	Nov. 3, 1982	13¢	Chuck Ripper
Madonna and Child, by Tiepolo. After c. 1767/1770 painting Madonna of the Goldfinch by Venetian painter, Giovanni Battista Tiepolo, 1696–1770. Samuel H. Kress Collection, National Gallery of Art, Washington, DC. Scott #2026.	Oct. 28, 1982	20¢	Bradbury Thompson
Season's Greetings (Children Sledding, Children Building a Snowman, Children Skating, Children Trimming a Tree), 4 designs. Scott #2027–2030.	Oct. 28, 1982	20¢	Dolli Tingle
Niccolini-Cowper Madonna, by Raphael. After a 1508 painting by Italian painter Raphael (1483–1520). The painting is named after two former owners. Andrew W. Mellon Collection, National Gallery of Art, Washington, DC. Scott #2063.	Oct. 28, 1983	20¢	Bradbury Thompson
Santa Claus. Scott #2064.	Oct. 28, 1983	20¢	John Berkey
Madonna and Child, by Fra Filippo Lippi. After 1440/1445 painting by Florentine painter Fra Filippo Lippi (c. 1406–1469). Samuel H. Kress Collection, National Gallery of Art, Washington, DC. Scott #2107.	Oct. 30, 1984	20¢	Bradbury Thompson
Santa Claus. Drawing by Queens, NY, second-grade student, Danny LaBocchetta, winner of first nationwide student stamp design contest sponsored by United States Postal Service. Scott #2108.	Oct. 30, 1984	20¢	Danny LaBocchetta
Genoa Madonna, by Luca Della Robbia. After c. 1450 enameled terra cotta by Florentine sculptor, Luca Della Robbia (1400–1482). Detroit Institute of Arts.	Oct. 30, 1985	22¢	Bradbury Thompson
Poinsettia Plants. Scott #2166.	Oct. 30, 1985	22¢	James Dean
Madonna and Child, by Perugino. After post-1500 painting by Umbrian painter, Pietro Perugino (c. 1450–1523). Samuel H. Kress Collection, National Gallery of Art, Washington, DC. Scott #2244.	Oct. 24, 1986	22¢	Bradbury Thompson
Village Scene. Scott #2245.	Oct. 24, 1986	22¢	Dolli Tingle
Madonna and Child, by Moroni. After c. 1560 painting A Gentleman in Adoration before the Madonna, by Bergamo painter, Giovanni Battista Moroni (c. 1525–1578). Samuel H. Kress Collection, National Gallery of Art, Washington, DC. Scott #2367.	Oct. 23, 1987	22¢	Bradbury Thompson
Christmas Ornaments. Scott #2368.	Oct. 23, 1987	22¢	Jim Dean
Madonna and Child, by Botticelli. After c. 1470 painting by Florentine painter, Sandro Botticelli (1446–1510). Andrew W. Mellon Collection, National Gallery of Art, Washington, DC. Scott #2399.	Oct. 20, 1988	25¢	Bradbury Thompson
One-Horse Open Sleigh and Village Scene. Scott #2400.	Oct. 20, 1988	25¢	Joan Landis
Madonna and Child, by Carracci. After c. 1593 painting The Dream of Saint Catherine of Alexandria, by Bolognese painter Lodovico Carracci (1555–1619). Samuel H. Kress Foundation, National Gallery of Art, Washington, DC. Scott #2427.	Oct. 19, 1989	25¢	Bradbury Thompson
Sleigh Full of Presents. Based on antique toy sleigh from New York State Historical Association, Cooperstown, NY. Scott #2428.	Oct. 19, 1989	25¢	Steven Dohanos

Subject and Scott Catalog Number	Date Issued	Denomination	Designer
Madonna and Child, by Antonello. After c. 1475 painting by Sicilian painter, Antonello da Messina (c. 1430–1479). Andrew W. Mellon Collection, National Gallery of Art, Washington, DC. Scott #2514.	Oct. 18, 1990	25¢	Bradbury Thompson
Greetings (Christmas Tree). Scott #2515.	Oct. 18, 1990	25¢	Libby Thiel
Madonna and Child, by Antoniazio Romano. After c. 1480 painting Madonna and Child with Donor by Roman painter, Antoniazio Romano, Museum of Fine Arts, Houston, TX. Scott #2578.	Oct. 17, 1991	(29¢)	Bradbury Thompson
Santa Claus in Chimney. Scott #2579, 2580, 2581.	Oct. 17, 1991	(29¢)	John Berkey
Santa Checking List, Santa with Present, Santa at Fireplace, Santa and Sleigh, 4 designs. Scott #2582-2585.	Oct. 17, 1991	(29¢)	John Berkey
Madonna and Child, by Giovanni Bellini. After c. 1490 painting Madonna and Child with Saints by Venetian painter Giovanni Bellini (c. 1430/1435–1516). National Gallery of Art, Washington, DC. Scott #2710.	Oct. 22, 1992	29¢	Bradbury Thompson
Greetings (Horse and Rider, Toy Train, Toy Steamer, Toy Ship), 4 designs. Scott #2711–2714, 2715–2718.	Oct. 22, 1992	29¢	Lou Nolan
Greetings (Toy Train). Scott #2719.	Oct. 22, 1992	29¢	Lou Nolan
Madonna and Child, by Giovanni Battista Cima. After c. 1496–99 painting Madonna and Child in a Landscape, by Italian painter, Giovanni Battista Cima da Conegliano (c. 1459/60–c. 1517/18). North Carolina Museum of Art. Scott #2789, 2790.	Oct. 21, 1993	29¢	Bradbury Thompson
Greetings (Jack-in-the-Box, Red-Nosed Reindeer, Snowman, Toy Soldier Blowing Horn), 4 designs. Scott #2791–2794, 2795–2798, 2799–2802.	Oct. 21, 1993, Oct. 28, 1993	29¢	Peter Good
Greetings (Snowman). Scott #2803.	Oct. 28, 1993	29¢	Peter Good
Madonna and Child, by Elisabetta Sirani. After 1663 painting Virgin and Child by Bolognese painter Elisabetta Sirani (1638–1665). National Museum of Women in the Arts, Washington, DC. Scott #2871.	Oct. 20, 1994	29¢	Bradbury Thompson
Stocking. Scott #2872.	Oct. 20, 1994	29¢	Lou Nolan
Santa Claus. Scott #2873.	Oct. 20, 1994	29¢	Harry Zelenko
Cardinal in Snow. Scott #2874.	Oct. 20, 1994	29¢	Peter Good
Madonna and Child, by Giotto di Bondone. After c. 1320/1330 painting by Florentine painter Giotto di Bondone (probably 1266–1337). Samuel H. Kress Collection, National Gallery of Art, Washington, DC. Scott #3003.	Oct. 19, 1995	32¢	Robert Sheaff
Santa Claus Entering Chimney, Child Holding Jumping Jack, Child Holding Tree, Santa Claus Working on Sled, 4 designs. Based on antique writing tablet cover, postcard published by James Campbell & Son c. 1880–1890, postcard published in German by HWB c. 1910, postcard published by Stecher Lithographic Co., Rochester, NY, postmarked 1915. Scott #3004–3007, 3008–3011, 3014–3017.	Sep. 30, 1995	32¢	John Grossman and Laura Alders
Midnight Angel. Based on greeting card c. 1910, probably by American artist Ellen H. Clapsaddle (1865–1934). Scott #3012, 3018.	Oct. 19, 1995	32¢	John Grossman and Laura Alders
Children Sledding. Based on postcard published by Raphael Tuck & Sons, Ltd., London, postmarked 1911. Scott #3013.	Oct. 19, 1995	32¢	John Grossman and Laura Alders
Madonna and Child, by Paolo de Matteis. After 1712 painting Adoration of the Shepherds by Neapolitan painter Paolo de Matteis (1662–1728). Virginia Museum of Fine Arts, Richmond, VA. Scott #3107, 3112.	Nov. 1, 1996	32¢	Richard D. Sheaff
Madonna and Child, by Sano di Pietro. After c. 1471 painting Madonna and Child with Saints and Angels by Siennese painter Sano di Pietro (1405–1481). Samuel H. Kress Collection, National Gallery of Art, Washington, DC. Scott #3176.	Oct. 27, 1997	32¢	Richard D. Sheaff
American Holly. Scott #3177.	Oct. 30, 1997	32¢	Howard Paine
Florentine Madonna and Child. After c. 1425 painted and gilded terra cotta statue by unknown sculptor, Florence, 15th century. Samuel H. Kress Collection, National Gallery of Art, Washington, DC. Scott #3244.	Oct. 15, 1998	32¢	Richard D. Sheaff
Evergreen Wreath, Victorian Wreath, Chili Pepper Wreath, Tropical Wreath, 4 designs. Scott #3245–3248, 3249–3252.	Oct. 15, 1998	32¢	Lillian Dinihanian, George deBruin, Chris Crinklaw, Micheale Thunin
Madonna and Child, by Bartolomeo Vivarini. After c. 1475 painting by Venetian painter, Bartolomeo Vivarini, c. 1430/1432–c. 1491 or c. 1499. Samuel H. Kress Collection, National Gallery of Art, Washington, DC. Scott #3355.	Oct. 20, 1999	33¢	Richard D. Sheaff
Greetings (Red, Blue, Purple, and Green Deer), 4 designs. Scott #3356–3359, 3360–3363, 3364–3367.	Oct. 20, 1999	33¢	Tim Nikosey
None issued	2000		
Virgin and Child, by Lorenzo Costa. After about 1490 painting by Ferrarese painter Lorenzo Costa (about 1460–1535). John G. Johnson Collection, Philadelphia Museum of Art, Philadelphia, PA. Scott #3536.	Oct. 10, 2001	34¢	Richard Sheaff

Subject and Scott Catalog Number	Date Issued	Denomination	Designer
Santa wearing tan hood, Santa wearing blue hat, Santa wearing red hat, Santa wearing gold hood, 4 designs. After chromolithograph images, ca. 1880 and ca. 1915–20. Scott #3537–3540, 3541–3544.	Oct. 10, 2001	34¢	Richard Sheaff
Madonna and Child, by Jan Gossaert. After c. 1520 painting by Jan Gossaert (c. 1478 to 1532), the Netherlands. Charles H. and Mary F.S. Worcester Collection, The Art Institute of Chicago, Chicago, IL. Scott #3675.	Oct. 10, 2002	37¢	Richard Sheaff
Snowman with red and green plaid scarf, Snowman with blue plaid scarf, Snowman with pipe, Snowman with top hat, 4 designs. Snowmen made by Tommy Simpson (with pipe and with top hat), Judy Gunn-Irish (with red and green plaid scarf), Delton Products Corp. (with blue plaid scarf). Scott #3676–3679, 3680–3683, 3684–3687, 3688–3691.	Oct. 28, 2002	37¢	Derry Noyes; photographed by Sally Andersen-Bruce
Madonna and Child, by Jan Gossaert. After c. 1520 painting by Jan Gossaert (c. 1478 to 1532), the Netherlands. Charles H. and Mary F.S. Worcester Collection, The Art Institute of Chicago, Chicago, IL (same image as 2002 stamp). Scott #3820.	Oct. 23, 2003	37¢	Richard Sheaff
Holiday Music Makers (reindeer playing panpipes, Santa playing drums, Santa playing trumpet, reindeer playing horn), 4 designs. Scott #3821–3824, 3825–3828.	Oct. 23, 2003	37¢	Ethel Kessler; art work by Diane Teske Harris
Madonna and Child, by Lorenzo Monaco. After 1413 painting by Florentine painter Lorenzo Monaco. Samuel H. Kress Collection, National Gallery of Art, Washington, DC. Scott #3879.	Oct. 14, 2004	37¢	Richard Sheaff
Holiday Ornaments (painted glass Santa's nestled in tissue paper), 4 designs. Scott #3883–3886, 3887–3890, 3891–3894.	Nov. 16, 2004	37¢	Derry Noyes; photographed by Sally Andersen-Bruce
Holiday Cookies (Santa Claus, two snowmen, an angel, two elves), 4 designs. Scott #3949–3952, 3953–3956, 3957–3960.	Oct. 20, 2005	37¢	Derry Noyes; photographed by Sally Andersen-Bruce
Holiday Snowflakes, 4 designs. Scott #4105–4108, 4109–4112, 4113–4116.	Oct. 5, 2006	39¢	Richard Sheaff; photographed by Kenneth Libbrecht
Madonna and Child with Bird, by Ignacio Chacón. After c. 1765 painting attributed to Peruvian artist Ignacio Chacón. Engracia and Frank Barrows Freyer Collection of Peruvian colonial art, Denver Art Museum. Scott #4100.	Oct. 17, 2006	39¢	Michael Osborne
Holiday Knits 4 designs. Scott #4207–4210, 4211–4214, 4215–4218.	Oct. 25, 2007	41¢	Carl T. Herrman; knits by Nancy Stahl
The Madonna of the Carnation, by Bernardino Luini. After c. 1515 painting by Milanese painter Bernardino Luini. Samuel H. Kress Collection, National Gallery of Art, Washington, DC. Scott #4206.	Oct. 25, 2007	41¢	Richard Sheaff
Christmas: Virgin and Child with the Young John the Baptist, by Sandro Botticelli. After c. 1490 painting by Italian painter Sandro Botticelli. Cleveland Museum of Art. Scott #4359.	Oct. 23, 2008	42¢	Richard Sheaff
Winter Holidays (reindeer, snowman, gingerbread man, toy soldier), 4 designs. Scott #4425–4428, 4429–4432.	Oct. 8, 2009	44¢	Richard Sheaff; sketches by Joseph Cudd
Christmas: Madonna and Sleeping Child by Sassoferrato, by Giovanni Battista Salvi. After 17th c. painting by Italian artist Giovanni Battista Salvi, more commonly known as Sassoferrato. Hearst Castle, San Simeon, CA. Scott #4424.	Oct. 20, 2009	44¢	Carl T. Herrman
Angel with Lute, by Melozzo da Forlì. Detail of a 15th c. fresco by Italian painter Melozzo da Forlì. Collection of the Vatican's Pinacoteca (art museum). Scott #4477.	Oct. 21, 2010	44¢	Terrence McCaffrey
Holiday Evergreens (Forever) (ponderosa pine, eastern red cedar, blue spruce, and balsam fir), 4 designs. Scott #4478–4481, 4482–4485.	Oct. 21, 2010	(44¢)	Howard E. Paine; paintings by Ned Seidler
Madonna and of the Candelabra Child by Raphael c 1513 now in the collection of the Walters Art Museum in Baltimore, MD. Scott #4570	Oct. 13, 2011	(44¢)	Richard Sheaff
Holiday Baubles. Scott #4571–4574, 4575–4578, 4579–4582.	Oct. 13, 2011	(44¢)	William J. Gicker, illustrations by Linda Fountain

### Postmarking the Holiday Way

Children of all ages can request a North Pole Postmark for placement on their letter from Santa or on holiday greeting cards.



**Letter from Santa with a North Pole Station Postmark:** You write a letter to your child and sign it from Santa. Place this letter in an envelope addressed to your child with

the return address from SANTA, NORTH POLE. Make sure you have a First-Class Mail stamp affixed to the envelope. Place that envelope in a larger envelope, with appropriate postage, and address the larger envelope as indicated below.

**Holiday greeting cards:** You write your greeting cards like you normally would. Place the cards into their envelopes. Address the envelopes to the people you want to receive them. Place First-Class Mail stamps on the envelopes and either have the return address from the NORTH POLE or from you and your address. Then place the greeting cards into a larger envelope or box, with appropriate postage, and address it to:

North Pole Postmark  
 Postmaster  
 4141 Postmark Dr.  
 Anchorage, AK 99530-9998

The letters that are “coming” from Santa and any holiday greeting cards must be received in Anchorage, Alaska, no later than December 10, 2012.

Customers who wish to obtain a postmark from Post Offices with holiday-related or themed names — to keep or to share with friends — can write to the Post Offices directly. Enclose a stamped card or letter addressed to yourself or another person and put it into another envelope or box labeled to:

### “Christmas Re-Mailing”

#### City, State ZIP Code (choose one of the cities below)

Angels Camp, CA 95222	Berry, AL 35546	Bethlehem, CT 06751
Bethlehem, KY 4000	Bethlehem, MD 21609	Bethlehem, NH 03574
Bethlehem, PA 18016	Deer Park, AL 36529	Evergreen, AL 36401
Faith, SD 57626	Garland, NE 68360	Garland, NC 28441
Garland, PA 16416	Garland, TX 75040	Garland, UT 84312
Holly, CO 81047	Holly, MI 48442	Hope, AK 99605
Hope, AR 71801	Hope, ID 83836	Hope, KS 67451
Hope, MN 56046	Hope, NM 88250	Hope, ND 58046
Joseph, OR 97846	Joseph City, AZ 86032	Joy, IL 61260
Nazareth, KY 40048	Nazareth, PA 18064	Nazareth, TX 79063
Nazareth MI 49074	Noel, MO 64854	Partridge, KS 67566
Partridge, KY 40862	Pine Hill, AL 36769	Saint Joseph, IL 61873
Saint Joseph, MI 49085	Saint Joseph, TN 38481	Saint Mary, KY 40063
Saint Mary's, KS 66536	Santa, ID 83866	Santa Claus, IN 47579
Shepherd, MT 59079	Spruce Pine, AL 35546	Snowflake, AZ 85937
Snowville, UT 84336	Spruce, MI 48762	Star, TX 76880

## Pictorial Postmarks

As a community service, the Postal Service offers pictorial postmarks at temporary Post Office stations set up for special events. Pictorial postmarks are initiated by postmasters, sponsors, or organizers of the special events and may feature wording and/or graphics relating to the events. The pictorial postmark pictured below was offered at the Star Station of the Star, North Carolina, Post Office in December 2007. Lists of upcoming pictorial postmarks and instructions for obtaining them are published in the Philately section of the *Postal Bulletin*, at [www.usps.com/cpim/ftp/bulletin/pb.htm](http://www.usps.com/cpim/ftp/bulletin/pb.htm).



Customers wishing to obtain a pictorial postmark should affix a stamp 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, and ZIP+4<sup>®</sup> Code, as listed.

Customers also 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.

## Digital Postmarks

The Postal Service offers collectible digital color postmarks for each new commemorative stamp offered throughout the year. A digital color postmark is beautiful artwork focusing on the subject of the stamp. Digital Color Postmarks are not available for mail-use, but may be purchased as a collectible piece by visiting [www.usps.com/shop](http://www.usps.com/shop) or by calling 800-STAMP24 (800-782-6724). An example of the 2011 Holiday Baubles DCP set is pictured below.



## National Holiday Cancellation

Unless otherwise specified, all letters sorted on automation equipment will be cancelled with this postmark during the holiday season (December 1 through January 1, 2013).



## Celebrate 100 Years of the Letters to Santa Program and the U.S. Postal Service

**Background** — As much as history reveals, the Postal Service began to receive letters to Santa Claus more than 100 years ago. However, our involvement was made official when in 1912 Postmaster General Frank Hitchcock authorized local postmasters to allow postal employees and citizens to respond to the letters in the program that became known as Operation Santa.

In the 1940s, mail volume for Santa increased so much that the Postal Service invited charitable organizations and corporations to provide written responses and small gifts to the children who wrote letters.

During the past 60 years, the program has taken on a life of its own. Today, cities around the country have hugely successful programs working with recognized charitable organizations, major corporations, local businesses, and postal employees to make a difference in the lives of children from coast to coast.

**100th Anniversary** — This year, the Postal Service is celebrating the 100th anniversary of the Letters to Santa program as it continues to fulfill the dreams of children nationwide. A number of local Post Offices assist Santa by responding to letters. Others work with groups to collect gifts. Still others invite the public to help Santa answer the letters from children and their families. Letters to Santa is an annual holiday tradition embraced by the U.S. Postal Service and the public alike. One hundred years later, postal employees, volunteers, and organizations remain committed to making children's Christmas wishes come true.

**What We Do** — The Postal Service has Letters to Santa programs around the country that vary as much as the locations themselves. Some cities and towns work with their local schools to write letters back to the children as if they were Santa, some work with established groups and assist with the collection of gifts, and others invite the public to adopt Santa letters.

New York City's "Operation Santa" program is the largest in the country, receiving more than a half million letters a season. The city kicks off its program with a celebration that usually takes place the first week of December. Every year, the iconic James A. Farley Building on Eighth Avenue is visited by tens of thousands of people who come in person to adopt letters. In New York City, the program has changed very little since the 1940s and continues to thrive

much to the delight of both the readers and writers of letters to Santa.

## Letters to Santa

- Hundreds of thousands of children of all ages send letters to “Santa Claus, North Pole, Alaska” every year.
- Unless these letters contain a complete Alaska address, they remain in the area they were mailed.
- Postal “elves” go through the letters and separate those that wish Santa a happy birthday from those that express serious need.

**Guidelines** — In 2006, national policy guidelines were created regarding the handling and adoption of letters addressed to Santa. These guidelines were designed to protect the children who wrote to Santa and mandated that individuals wishing to adopt letters must do so in person, present valid photo identification and fill out a form that includes the list of letters being adopted.

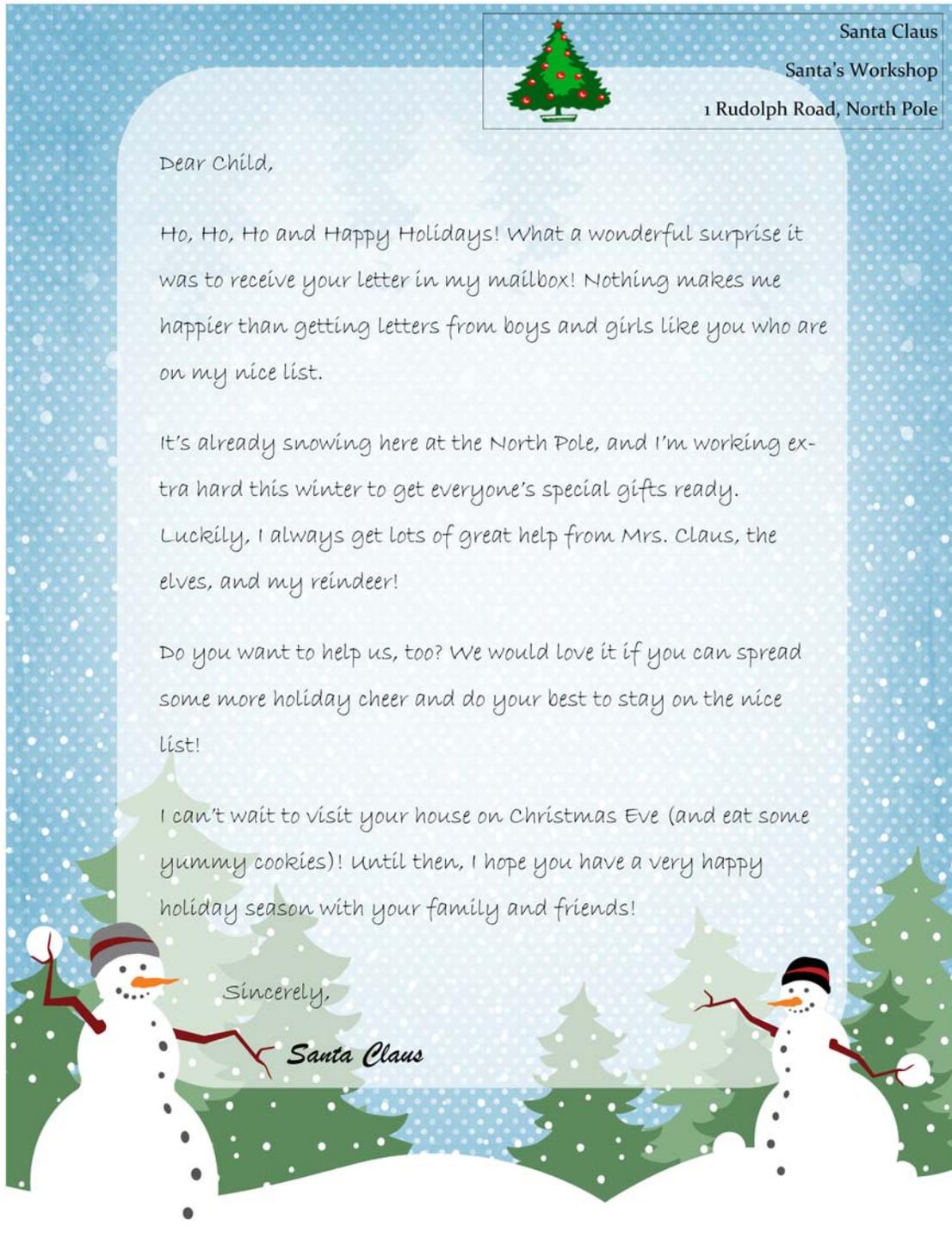
In 2009, the Postal Service changed the letter adoption process by blacking out all reference to the child’s address and assigning the letter a number. Individuals interested in adopting letters go to the Post Office, select the letter(s), and sign the form. When the individual is set to fulfill the

child’s wishes, he or she returns with the letter and/or item to be mailed and brings it to a postal employee. The postal employee matches the number on the letter with the child’s address and weighs the package. The individual pays for the postage. A Postal Service employee prints and applies a label to the package without the customer seeing the child’s address.

**Local Programs** — Historically, Post Offices around the country have partnered with various groups and organizations for charitable purposes and on community projects that have a positive impact on the community at large and on the residents specifically — our intent is to continue to do so now and in the future.

**People, Community, and Social Responsibility** — The Postal Service and its employees play important roles in communities around the nation. Postal employees live in the communities where they work. Their children attend school there. They shop in the local stores. They eat in the restaurants. They actively participate in the community. It makes sense for postal employees to want to help their fellow citizens, especially during the holiday season. Through the Letters to Santa program, the Postal Service also helps to promote literacy. A letter to Santa is often a child’s first written correspondence.

## Sample Response for Use when Preparing a Written Response from Santa



Santa Claus  
Santa's Workshop  
1 Rudolph Road, North Pole

Dear Child,

Ho, Ho, Ho and Happy Holidays! What a wonderful surprise it was to receive your letter in my mailbox! Nothing makes me happier than getting letters from boys and girls like you who are on my nice list.

It's already snowing here at the North Pole, and I'm working extra hard this winter to get everyone's special gifts ready. Luckily, I always get lots of great help from Mrs. Claus, the elves, and my reindeer!

Do you want to help us, too? We would love it if you can spread some more holiday cheer and do your best to stay on the nice list!

I can't wait to visit your house on Christmas Eve (and eat some yummy cookies)! Until then, I hope you have a very happy holiday season with your family and friends!

Sincerely,  
*Santa Claus*



Santa Claus  
Santa's Workshop  
1 Rudolph Road, North Pole

Dear Child,

Ho, Ho, Ho and Happy Holidays! What a wonderful surprise it was to receive your letter in my mailbox! Nothing makes me happier than getting letters from boys and girls like you who are on my nice list.

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I can't wait to visit your house on Christmas Eve (and eat some yummy cookies)! Until then, I hope you have a very happy holiday season with your family and friends!

Sincerely,

*Santa Claus*





**Santa Makes Stops in Retail** — To commemorate the 100th anniversary of the Letters to Santa program, the Postal Service will offer a variety of products reasonably priced and simply adorable. Look for them at select Post Offices featuring the Letters to Santa holiday gift center containing ten Letters to Santa products. The products will also be available at [www.usps.com/shop](http://www.usps.com/shop).

#### **In the Mailbox™ Milk and Cookies Set: \$19.99**

The ready-to-ship In the Mailbox Milk and Cookies Set includes everything you need to leave Santa a snack on Christmas Eve: a melamine cup, a melamine plate, and two cookie cutters — all featuring artwork derived from the 2012 *Santa and Sleigh* Forever stamps.



Find it in select retail locations and at The Postal Store on [USPS.com](http://USPS.com).

#### **Letters to Santa Holiday Ornament: \$14.99**

This metal ornament features the 2012 *Santa and Sleigh* Forever stamps and celebrates the 100th anniversary of the Postal Service Letters to Santa program. It's the perfect addition to any tree.



Find it in select retail locations, in the *USA Philatelic Catalog*, and at The Postal Store on [USPS.com](http://USPS.com).

#### **In the Mailbox Holiday Bear: \$11.99**

The ready-to-ship In the Mailbox Holiday Bear holds a red gift tied with a green ribbon to celebrate the 100th anniversary of the Letters to Santa program. The right paw of this adorable brown bear also features the 2012 *Santa and Sleigh* Forever stamp.



Find it in select retail locations and at The Postal Store on [USPS.com](http://USPS.com).

**Letters to Santa Children's Book: \$9.99**

The Letters to Santa Children's Book tells how Santa makes children's dreams come true with help from the Postal Service. The book celebrates the 100th anniversary of the USPS Letters to Santa program and includes four pieces of stationery, four sticker sheets, and two envelopes, so kids can write to Santa. All artwork is derived from the 2012 *Santa and Sleigh* Forever stamps.



Find it in select retail locations, in the *USA Philatelic Catalog*, and at The Postal Store on USPS.com.

**Naughty or Nice Magnetic Pad: \$4.99**

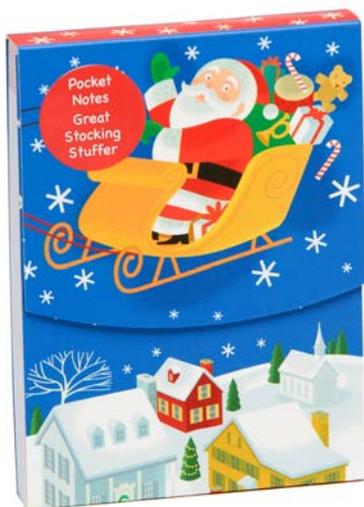
Keep track of who has been naughty and who has been nice with this 9.5-inch high x 2.75-inch wide, 70-page magnetic note pad and candy cane pen. The note pad celebrates the 100th anniversary of the USPS Letters to Santa program with artwork derived from the 2012 *Santa and Sleigh* Forever stamps.



Find it in select retail locations and at The Postal Store on USPS.com.

### Letters to Santa Pocket Notes: \$3.99

The Letters to Santa Pocket Notes are great for making lists of holiday errands and presents that still must be bought. Each pocket note is a 75-sheet pad of pocketable paper with a magnetic clasp to secure the note pad. Letters to Santa pocket notes are perfect stocking stuffers. The pocket notes features artwork derived from the 2012 *Santa and Sleigh* Forever stamps.



Find them in select retail locations and at The Postal Store on USPS.com.

### Letters to Santa Writing Kit: \$3.99

The Letters to Santa Writing Kit is a great way for children to write their gift wish list for Santa's consideration. The kit includes everything a child needs to write to Santa, including 2 letters (1 blank and 1 fill-in-the-blank), 2 envelopes, 2 coloring sheets, 4-pack Crayola crayons, and a sheet of stickers. The writing kit features artwork derived from the 2012 *Santa and Sleigh* Forever stamps.



Find it in select retail locations and at The Postal Store on USPS.com.

### Letters to Santa Small Gift Bags: \$2.99

The three Letters to Santa small gift bags are perfect for stocking stuffers and celebrate the 100th anniversary of the USPS Letters to Santa program with artwork derived from the 2012 *Santa and Sleigh* Forever stamps.



Find them in select retail locations and at The Postal Store on USPS.com.

### Letters to Santa Gift Tags: \$1.99

The Letters to Santa gift tags add beauty to any gift and celebrate the 100th anniversary of the USPS Letters to Santa program with artwork derived from the 2012 *Santa and Sleigh* Forever.



Find them in select retail locations and at The Postal Store on USPS.com.

**Letters to Santa Package Stickers: \$1.49**

The Letters to Santa package stickers add beauty to any gift and celebrate the 100th anniversary of the USPS Letters to Santa program with artwork derived from the *Santa and Sleigh* Forever stamps.



Find them in select retail locations and at The Postal Store on USPS.com.

**Letters to Santa Tote Bags: \$2.00**

The Letters to Santa Tote Bag is great for gifts or for carrying holiday cards to the Post Office. The tote bags feature artwork derived from the 2012 *Santa and Sleigh* Forever stamps.



Find it in select retail locations and at The Postal Store on USPS.com.

**2012 Holiday Promotional Products Offer Gifting Solutions The U.S. Postal Service Way**

Shop, ship, and send all from one convenient location, or shop at home right from your desktop. When shopping, look for the “winter gift center” display for greeting cards and gift cards and other simple, easy, and fun gift ideas from the Postal Service.

**It’s Time To Send Greetings**

Greeting cards are always popular during the holidays, and this year 28 different individual card designs, 12 boxed holiday card choices, and one holiday stationery pattern are available in approximately 2,000 Post Offices. Individual holiday cards: \$2.50–\$3.95, boxed holiday cards: \$9.95–\$14.95, holiday stationery: \$4.95.

**Note:** Holiday boxed cards and stationery will only be sold in 750 of the 2,000 offices.



### Make It Simple — Make It A Gift Card

American Express® gift cards are available at over 5,000 Post Offices nationwide. These decorative gift cards come in \$25 and \$50 denominations as well as any even dollar amount between \$25 and \$100.



**Holiday Ornaments: A Nice Greeting to Send, Display, and Save**

### 2012 White House Holiday Ornament: \$24.99

The 2012 White House Holiday Ornament honors President William Howard Taft, who introduced the automobile to the White House in 1909. The ornament depicts President and Mrs. Taft driving in the White Motor Company's Model M car, en route to deliver Christmas presents. The ornament is made in the United States of highly polished brass with a coating of nickel finished in 24-karat gold.



Find it in select retail locations, in the *USA Philatelic Catalog* and at The Postal Store on USPS.com.

### 2011 White House Holiday Ornament: \$24.99

The 2011 White House Holiday Ornament honors the administration of Theodore Roosevelt and reflects the excitement that President Roosevelt, his wife Edith, and their lively young family brought to life at the White House. The front features a color illustration derived from a political cartoon drawn by William A. Rogers in 1901. Made in the United States.



Find it at select retail locations, in the *USA Philatelic Catalog*, and at The Postal Store on USPS.com.

### Wrap It Up In ReadyPost

ReadyPost bubble mailers, mailing cartons and tape. Add a bow to ReadyPost holiday mailing boxes and bubble mailers and use them under the tree instead of giftwrap. 2012 holiday designs include festive red and white stripes, and the whimsical Snoopy and Woodstock make an appearance on a variety of boxes and envelopes. Cute as is — wrap your holidays in ReadyPost and make you holidays easier. Prices range from: \$1.89–\$4.59. They are gift-giving ready.

#### Holiday Stripes Bubble Mailers:

- Small: 6.375" x 8.75" — \$1.89
- Large: 10.75" x 14.25" — \$2.79



**Snoopy Bubble Mailers:**

- Small: 6.375" x 8.75" — \$1.99
- Large: 10.75" x 14.25" — \$2.89



**Snoopy Mailing Cartons:**

- Medium: 8.8125" x 5.5" x 12.25" — \$3.99
- Large: 12.25" x 3" x 17.625" — \$4.59



**Holiday Stripes Mailing Cartons:**

- Medium: 8.8125" x 5.5" x 12.25" — \$3.75
- Large: 12.25" x 3" x 17.625" — \$4.29



**Clear Tape: \$3.49**

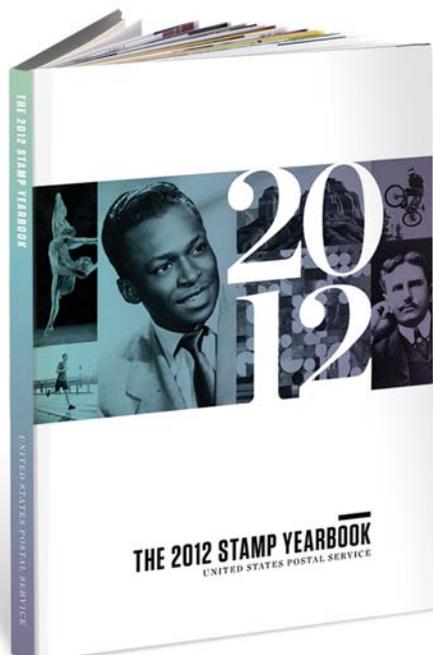


Find it at select retail locations.

## Perfect Gifts for the Stamp Enthusiast

The holidays are the ideal time to start the little ones on their stamp collection and who knows — the hobby could last a lifetime. Stamp collecting has often been called “the hobby of kings and the king of hobbies.” Linn’s *Stamp News* estimates that more than 5 million individuals in the United States collect the small pieces of paper that indicate payment of postage. New products recently released are available now and are perfect for gift giving, holiday time, or anytime.

### The 2012 Stamp Yearbook — \$64.95, #991200



This 76-page hardcover book includes:

- 94 stamps from the 2012 collectible program, plus mounts.
- Fascinating information about each stamp subject.
- Placeholders to preserve the complete stamp program, including a new section for high-value stamps.
- Access to digital extras showcasing multimedia content.

### The Postal Service Guide to U.S. Stamps, 39th Edition — \$21.95, #891200

This guide, in an easy-to-use, oversize format, is a “must-have” for collectors. This fully illustrated, four-color guide to U.S. stamps is the official publication providing the most comprehensive information available about the U.S. stamp program. Beginning with the first stamps issued in 1847, the guide covers more than 4,000 stamps issued up to the present.



The guide includes:

- An updated stamp series section that lists the stamps issued in each series, such as *American Treasures*, *Black Heritage*, and *Scenic American Landscapes*.
- Detailed listings for each stamp, with color illustrations, Scott catalog numbers, dates of issue, used and unused prices, quantities issued (when known), and separate listings for design variations.
- Advice on how to start your own stamp collection.
- A resource section, a glossary of terms, and much more.

Both publications, the *2012 Stamp Yearbook* and *The Postal Service Guide to U.S. Stamps, 39<sup>th</sup> Edition*, can be previewed at [www.stampproducts.com/2012yearbook](http://www.stampproducts.com/2012yearbook).

There is a philatelic product for just about everyone. For baseball fans and stamp enthusiasts, “Play Ball! Great Moments in Major League Baseball History” is the perfect keepsake. The 8-1/2" x 11", 40-page softbound book is filled with the vivid paintings of artist Graig Kreindler, whose extraordinary work captures our national pastimes’ biggest icons in action. The issuances included in this book

are: The 2001 *Legendary Playing Fields*, 2010 *Negro Leagues Baseball*, and the 2012 *Major League Baseball All-Stars* stamps. Item #469672 (Play Ball Book \$24.95)

Historians and students of the Civil War will want to add the Civil War: 1862 Commemorative Folio to their collection. This extraordinary commemorative product captures a piece of Civil War history and features the second stamp issuance in the 5-year *Civil War Sesquicentennial* series. The product consists of a handsome tri-fold folio containing the *Civil War: 1862* souvenir sheet of 12 stamps and a collectible card showcasing two affixed stamps and two

official first-day-of-issue postmarks. Item #577071 (The Civil War: 1862 Commemorative Folio — \$15.95)

Mother Earth never looked so captivating — and collectible — than on a 500-piece puzzle featuring 15 breathtaking images of America's landscapes as seen from high above the planet's surface. Sure to provide hours of entertainment for all ages, the 18x24-inch puzzle also makes a spectacular piece of art to frame or display once completed. It comes with a sheet of 15 *Earthscapes* Forever stamps. Item #470177 (Earthscapes Puzzle — \$17.95)

### Other Philatelic Products to Promote this Holiday

Item #	Product Description
470099	Mail a Smile DCP Cancellation Keepsake \$10.95
470066	Mail a Smile Premium Postcard Set \$15.95
468894	Twentieth-Century Poets Notecard Set \$14.95
468799	Heart Health DCP Cancellation Keepsake \$10.95
468294	Cherry Blossoms Centennial Notecard Set \$13.95
231794	Purple Martin Stamped Envelopes (10-pack) \$7.95
991204	Mail Use Stamp Packet \$31.95 (available via <a href="http://www.usps.com/shop">www.usps.com/shop</a> , 800-STAMP24, or <i>USA Philatelic Catalog</i> )
991206	High Value Stamp Packet \$45.95 (available via <a href="http://www.usps.com/shop">www.usps.com/shop</a> , 800-STAMP24, or <i>USA Philatelic Catalog</i> )
991207	Yearbook, Mail Use Stamp Packet, and High Value Stamp Packet \$135.95 (available via <a href="http://www.usps.com/shop">www.usps.com/shop</a> , 800-STAMP24, or <i>USA Philatelic Catalog</i> )

### Holiday Advertising and In-Store Point of Purchase (POP)

Promoting U.S. Postal Service products and services is the best way to help make holiday mailing and shipping simpler and easier than ever before. That's why this year the holiday advertising campaign is all about improving the pre-holiday customer experience and reminding customers to share the joys of the holiday by sending cards and mailing gifts. Each element promotes Postal Service products and services as the best way to help make holiday mailing and shipping simpler and easier than ever before.

Holiday advertising will be up in all 32,000 Post Office locations and has been up in high revenue generating CPUs since October 15.

Communication priorities are as follows:

- Buy stamps now; mail physical holiday cards by December 20.
- Take home Priority Mail Flat Rate Boxes now, go online to USPS.com, print and pay for a shipping label, schedule a home pickup, or find a drop-off location by December 21.

This year's campaign highlights U.S. Postal Service solutions for convenient mailing and shipping products and services and leverages the illustrations from the 2012 holiday, *Santa and Sleigh* stamps including:

- Order free boxes and envelopes by December 3 for holiday shipping.
- Pay and print postage using Click-N-Ship service.
- Schedule Free Package Pickup service.
- Track your packages.
- Find Approved Postal Provider locations.

### In-Store Point of Purchase Elements

### 2012 Holiday Stamps Poster

celebrate

the holidays  
forever

order stamps online anytime at USPS.com®

simply mail by DEC. 20™  
for holiday arrival

© 2011 USPS. All rights reserved. Stamp prices in U.S. dollars. \*Postage and postage meter stamps are available at the price of a regular postage stamp. Postage meter stamps are not available for international mail. Postage meter stamps are not available for bulk mail. Postage meter stamps are not available for bulk mail. Postage meter stamps are not available for bulk mail. Postage meter stamps are not available for bulk mail.

## Menu Board



## Self-Service Shipping and Mailing Stanchion Sign



## Door Decal



## In-Home Date: November 7, 2012

Holiday Direct Mail Piece mailed to 139,599,126 households. This count includes the 48 contiguous states, Alaska and Hawaii, and residential Post Office Box and street delivery. A portion of ZIP Codes will be segmented to receive a bilingual version.

Promotes many convenient products and services including Express Mail Flat Rate, Priority Mail Flat Rate, GXG, Express Mail International Flat Rate, and Priority Mail International Flat Rate.

Also new for this year, the holiday landing page, [www.usps.com/cheer](http://www.usps.com/cheer) (also accessible via QR code), where you can:

- Order free boxes and envelopes by December 3 for holiday shipping.
- Pay and print postage using Click-N-Ship service.
- Schedule Free Package Pickup service.
- Track your packages.
- Buy holiday stamps.
- Find Approved Postal Provider locations.
- Download the free USPS mobile app.
- Find Post Office locations with convenient options including:
  - Self-service kiosks.
  - Free boxes and envelopes.
  - Extended hours.
  - Holiday-themed supplies, cards, and gifts.
- Holiday stamps to dress up your holiday cards and letters.

## Promotional Ideas 2012

Promoting the holidays and our products and services can be done in any Post Office lobby, and it's a great way to show our customers and the community it's the best time of year for the Postal Service. Here are a few promotional ideas that you could easily deliver:

**Post-it Party** — Host a holiday promotional event in the lobby or other postal facility to demonstrate packing and mailing tips and invite local media to attend. Let your backdrop consist of a display of shipping products, including Priority Mail Flat Rate Boxes, ReadyPost holiday products, and gift items for retail sale. Demonstrate just how much can fit into a Priority Mail Flat Rate Box by packing one with some Letters to Santa gift items to create a great photo opportunity. Be sure to have the holiday fact sheets on hand, which can be viewed at and printed from [www.usps.com/holidaynews](http://www.usps.com/holidaynews).

**Demo Display** — Deliver holiday solutions to the community by hosting a "How to Holiday the U.S. Postal Service Way" free seminar at a local library, community center, or senior center. Walk attendees through some mailing and shipping best practices, targeting all the ways to Flat Rate. Display the new *Santa and Sleigh* Forever stamps and the other holiday stamps available to celebrate the season and be sure to have them available for sale. Demonstrate how to send military mail and promote Express Mail service for last-minute gifts. Always hand out a folder with the holiday news releases, shipping products, holiday mailing tips, international products, holiday fact sheets, 2012 Postal Facts, and, for a personal touch, a Hallmark greeting card signed by the local postmaster. Contact your communications program specialist to maximize local media attention.

**Stage Theatrics** — Never underestimate the media draw of the costumed characters. Santa, Mrs. Claus, and a team of postal elves can host a lobby event and give information on holiday mailing deadlines and packaging tips, show customers how to use the Self-Service Shipping and Mailing Center for their holiday mailings, and if an Internet connection and computer are available, show customers how to wrap up the holidays from home by creating shipping labels with postage using Click-N-Ship service on USPS.com. Serve hot chocolate and holiday cookies for an added warm and fuzzy touch.

**Reality Shipping** — Here is a story that's sure to get some news media coverage: "the great package race." Here is how it works: Invite a consumer reporter to fit as much as he or she can into two Priority Mail Flat Rate Boxes and address both boxes to the same address. Have the reporter mail one package at a Post Office and the other using the convenience of Click-N-Ship and free Package Pickup on USPS.com. Be sure to point out to the reporter how much time and money was saved by going online to USPS.com. The reporter can then do a news story on when the packages arrive.

**Salute the Military** — Postmasters can send letters promoting a \$2 military discount for Priority Mail Flat Rate Boxes being sent to APO/FPO addresses, Military Care Kits, and military shipping dates to editors of military association newsletters/public affairs officials at local military bases, media (focus on consumer reporters), veterans associations, United Services Organization, American Legion, Disabled American Veterans, Veterans of Foreign Wars, U.S. Navy League, Marine Corps League, U.S. Marines, U.S. Army, U.S. Air Force, U.S. Navy, National Guard, U.S. Coast Guard, local military installations/bases, Federal Executive Boards, etc.

**More for Military** — Order Military Care Kits to use as display samples for lobby demonstrations. Demonstrate how many holiday gifts can fit in a Priority Mail Flat Rate Box. Promote "If it fits, it ships," the care kits, and the \$2 military discount.

**Holiday Writing Party** — Invite elementary/junior high students, high school ROTC, Girl Scouts/Boy Scouts, and other community groups to create cards and letters to ship to service men and women overseas. Create a media event; be sure to ask your communications program specialist for assistance. The students or other participants stuff all items into individual Priority Mail Flat Rate Boxes in the lobby and ship as a group at the retail counter.

**In-Person Interview** — Wherever possible, have reporters interview APO/FPO military personnel who can share how important it is to receive mail when stationed overseas and away from home, particularly during the holiday season. Create a "goody box" of promotional materials in a Priority Mail Flat Rate Box to give to each reporter. The box could include all news releases relative to shipping military mail, holiday mailing tips, international products, holiday fact sheets, 2012 Postal Facts, and a holiday card addressed to the media thanking them for all the positive coverage throughout the year. Corporate Communications can help supply the informational materials.

**Eye Candy** — Visuals attract attention. Stack Priority Mail Flat Rate Boxes into the shape of a holiday tree or on a table in the lobby for a photo opportunity. If possible, have several students carry the boxes to a designated sales and service associate for mailing. Invite representatives from local veterans associations and ask them to talk about the importance of receiving mail when stationed overseas during the holidays. Local cable television stations will usually come out for an in-lobby demo and interview such as this.

**Easy to Do** — Ensure you have plenty of Priority Mail boxes available and that your retail product line is configured as outlined in the Planogram. Light refreshments are appreciated at all times and you can always raffle off a sheet of holiday stamps, or one of the numerous retail products we are offering this holiday season. Be in the lobby to meet and greet — what better time of year to let your customers know you care.

## Busiest Mailing Day Media Advisory



Date:

**POSTAL NEWS**

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

**It's the Busiest Mailing Day for Holiday Cards and Packages***U.S. Postal Service Ready for Last-Minute Rush*

**WHAT:** Join (Insert Postal Officials Name) on the busiest day for mailing holiday cards letter and packages and a behind-the-scenes look at how mail is processed and sorted for delivery. Hear from U.S. Postal Service mailing and shipping experts how to properly pack and ship holiday gifts to ensure on-time arrival. Learn time-saving tips and discover the best bargains in shipping this holiday season.

**WHO:** (Insert Name(s) of Postal Official — Arial, 10 pt.)

**WHEN:** Monday, Dec. 17

**WHERE:** (Insert Facility Address)

**BACKGROUND:** Americans will entrust more than 15.2 billion pieces of mail with the U.S. Postal Service from Thanksgiving to Christmas. This Monday, Dec. 17, is anticipated to be the busiest mailing day for holiday packages, cards and letters with volumes to reach an estimated 658 million pieces on that day.

As the U.S. Postal Service prepares for its busiest mailing day of the year, shoppers are scrambling to send their holiday gifts and cards in time for Christmas. Here are the recommended mail-by dates:

- Dec. 14 — Parcel Post.
- Dec. 20 — First-Class Mail.
- Dec. 21 — Priority Mail.
- Dec. 22 — Express Mail.

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

###

**Note:** For broadcast quality video and audio, photo stills and other media resources, visit the USPS Newsroom at <http://about.usps.com/news/welcome.htm>.

For reporters interested in speaking with a regional Postal Service public relations professional, go to <http://about.usps.com/news/media-contacts/usps-local-media-contacts.pdf>.

A self-supporting government enterprise, the U.S. Postal Service is the only delivery service that reaches every address in the nation — 151 million residences, businesses and Post Office Boxes. The Postal Service receives no tax dollars for operating expenses, and relies on the sale of postage, products and services to fund its operations. With 32,000 retail locations and the most frequently visited website in the federal government, USPS.com, the Postal Service has annual revenue of more than \$65 billion and delivers nearly 40 percent of the world's mail. If it were a private sector company, the U.S. Postal Service would rank 35<sup>th</sup> in the 2011 Fortune 500. In 2011, Oxford Strategic Consulting ranked the U.S. Postal Service number one in overall service performance of the posts in the top 20 wealthiest nations in the world. *Black Enterprise* and *Hispanic Business* magazines ranked the Postal Service as a leader in workforce diversity. The Postal Service has been named the most trusted government agency for six years and the sixth-most-trusted business in the nation by the Ponemon Institute.

Follow the Postal Service at [www.twitter.com/USPSstamps](http://www.twitter.com/USPSstamps) and [www.facebook.com/USPSTAMPs](http://www.facebook.com/USPSTAMPs).

## Schedule for National Press Releases

Only 100 Shipping Days Left	Sep. 25
Holy Family Forever (stamp release)	Oct. 10
Santa and Sleigh	Oct. 13
Military Mailing Date	Oct. 24
2012 Holiday White House Ornament	Oct. 25
Wrap Your Holidays in ReadyPost	Oct. 30
Holiday Boxes on <i>usps.com</i>	Nov. 1
Holiday Gift Ideas	Nov. 5
Holiday Tips (in conjunction with DC press event)	Nov. 8
Postal Store and Custom stamps for the Holiday	Nov. 13
USPS Guide to Holiday Mailing	Nov. 14
Letters From Santa	Nov. 16
The USPS is Everywhere this Holiday Season-Time to Celebrate	Nov. 21
Black Friday Shipping	Nov. 12
Cyber Monday online with the US Postal Service with 2011 results	Nov. 26
Going away this holiday? PFS	Nov. 27
How to Ship Tips	Dec. 3
Press Release Operation Santa	Dec. 4
Season's Greening from the USPS	Dec. 10
American Express Gift Cards Last Minute Gifts	Dec. 13
Busiest Mailing and Delivery Dates	Dec. 17
Holiday Shipping and Mailing Deadline Reminders	Dec. 19
Christmas Eve and New Years Eve Closing Early	Dec. 20
USPS Offers Stress Free Returns	Dec 26

*\*News release dates subject to change*

## Area Corporate Communications Managers

### Capital Metro

George Maffett  
*george.t.maffett@usps.gov*  
 301-548-1465

### Eastern

Paul Smith  
*paul.f.smith@usps.gov*  
 215-863-5055

### Great Lakes

Victor Dubina  
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 216-443-4596

### Pacific

Don Smeraldi  
*don.a.smeraldi@usps.gov*  
 858-674-3149

### Northeast

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*maureen.p.marion@usps.gov*  
 860-285-7029

### Southwest

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*earl.c.artis@usps.gov*  
 214-819-8704

### Western

Teresa Rudkin  
*teresa.rudkin@usps.gov*  
 303-313-5130

## Congressional State Representative Listing

202-268-xxxx

State	Representative	Extension
Alabama	Lambros Kapoulas	3739
Alaska	Mary Ann Simpson	3741
American Samoa	Mike Porter	7217
Arizona	Cathy Pagano	3427
Arkansas	Mike Porter	7217
California	Jim Cari	6029
Connecticut	Darrell Donnelly	6748
Colorado	David Coleman	3745
Delaware	Darrell Donnelly	6748
District of Columbia	Darrell Donnelly	6748
Florida	Lambros Kapoulas	3739
Georgia	Lambros Kapoulas	3739
Guam	Mike Porter	7217
Hawaii	David Coleman	3745
Idaho	David Coleman	3745
Illinois	Jeremy Simmons	7839
Indiana	Shaun Chang	7626
Iowa	Chatika Copeland	7505
Kansas	Chatika Copeland	7505
Kentucky	Shaun Chang	7626
Louisiana	Mike Porter	7217
Maine	Ekaterina Silina	6027
Maryland	Darrell Donnelly	6748
Massachusetts	Ekaterina Silina	6027
Michigan	Jeremy Simmons	7839
Minnesota	Chatika Copeland	7505
Mississippi	David Coleman	3745
Missouri	Shaun Chang	7626
Montana	David Coleman	3745
Nebraska	Chatika Copeland	7505
Nevada	David Coleman	3745
New Hampshire	Ekaterina Silina	6027
New Jersey	Darrell Donnelly	6748
New Mexico	Cathy Pagano	3427
New York	Ekaterina Silina	6027
North Carolina	Jason Lamote	3743
North Dakota	Chatika Copeland	7505
Northern Marianna Islands	Mike Porter	7217
Ohio	Tim Grilo	4387
Oklahoma	Mike Porter	7217
Oregon	David Coleman	3745
Pennsylvania	Tim Grilo	4387
Puerto Rico	Ekaterina Silina	6027
Rhode Island	Darrell Donnelly	6748
South Carolina	Jason Lamote	3743
South Dakota	Chatika Copeland	7505
Tennessee	Shaun Chang	7626
Texas	Mike Porter	7217
Utah	David Coleman	3745
Vermont	Ekaterina Silina	6027
Virgin Islands	Ekaterina Silina	6027
Virginia	Jason Lamote	3743
Washington	David Coleman	3745
West Virginia	Shaun Chang	7626
Wisconsin	Jeremy Simmons	7839
Wyoming	David Coleman	3745

## Employee Tipping and Gift-Receiving Policy

All postal employees, including carriers, must comply with the Standards of Ethical Conduct for Employees of the Executive Branch. Under these federal regulations, carriers are permitted to accept a gift worth \$20 or less from a customer per occasion, such as Christmas. However, cash and cash equivalents, such as checks or gift cards that can be exchanged for cash, must never be accepted in any amount. Furthermore, no employee may accept more than \$50 worth of gifts from any one customer in any one calendar year period.

— *Public Relations, Corporate Communications, 11-1-12*

# Policies, Procedures, and Forms Updates

## Manuals

### ASM Revision: Personnel Security Clearances

Effective November 1, 2012, the *Administrative Support Manual* (ASM) 272 is revised. The July 1999 edition has been updated to reflect changes in personnel security clearances.

The Personnel Security Policy of the U.S. Postal Service® has been updated to assign levels of background investigations consistent with Office of Personnel Management (OPM) standards. The purpose of this personnel security update is to protect our brand, reputation, assets, and corporate and personnel data.

The ASM is now 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>.)

— Security and Crime Prevention Group,  
Postal Inspection Service, 11-1-12

### DMM Revision: New Option for Pallets of Periodicals Bearing Intelligent Mail Container Placards

Effective January 27, 2013, the Postal Service™ will revise *Mailing Standards of the United States Postal Service, Domestic Mail Manual* (DMM®) 708.6.6.5 to provide another new option to Periodicals mailers preparing pallets or other approved containers bearing Intelligent Mail® container placards.

Currently for pallets of Periodicals, mailing standards require that pink designator labels, used in conjunction with white Intelligent Mail container placards, be printed in landscape orientation and not include any print or graphics other than the USPS®-required markings. With this change, when designator labels are used in conjunction with Intelligent Mail container placards, the Postal Service will define the mailer-use area as the bottom 3 inches of designator labels measuring at least 8 inches by 11 inches, and as the bottom 1 inch of designator labels measuring less than 8 inches by 11 inches. For mailers using this option, the Postal Service will allow the placement of extraneous information, meeting the criteria provided in DMM 705.8.6.8, in the mailer-use area of pink designator labels.

This mailer-use area on designator labels is an option being provided in response to requests from mailers. However, the Postal Service recommends that mailers instead make use of the available mailer/acceptance unit area provided on Intelligent Mail container placards, if possible, when adding mailer-use information on pallets of Periodicals.

The use of pink designator labels is permitted only with pallets bearing Intelligent Mail container placards.

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

	* * * * *
<b>700</b>	<b>Special Services</b>
	* * * * *
<b>708</b>	<b>Technical Specifications</b>
	* * * * *
<b>6.0</b>	<b>Standards for Barcoded Tray Labels, Sack Labels, and Container Placards</b>
	* * * * *
<b>6.6</b>	<b>Intelligent Mail Container Placards (Labels)</b>
	* * * * *
<b>6.6.5</b>	<b>Placard Requirements</b>

Mailers may use placards bearing Intelligent Mail container barcodes only under the following conditions:

- |    |  |
|----|--|
|    | * * * * *  |
| e. | Placards containing Periodicals may be all white when used in conjunction with a pink designator label meeting the following criteria: |

[Revise 6.6.5e1 as follows:]

1. Designator labels must be printed in landscape orientation and, except for the defined mailer-use area, must not include any print or graphics, other

than the required markings in 6.6.5e2 and 5e3. Mailers may place extraneous information, meeting the criteria in 705.8.6.8, only in the mailer-use area of the label.

*[Renumber the current 5e2 through 5e4 as the new 5e3 through 5e5 and add a new 5e2 as follows:]*

2. The mailer-use area consists of the bottom 3 inches of designator labels measuring at least 8 inches by 11 inches, and the bottom 1 inch of designator labels measuring less than 8 inches by 11 inches. Mailers must define the mailer-use area by placing a horizontal black line of at least 0.10 inch in thickness, extending the width of the label, and

must include “MAILER-USE ONLY” text printed in all uppercase letters centered and embedded within the horizontal black line. This text must be printed using boldface sans-serif font and must be in at least 14-point type.

\* \* \* \* \*

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

— *Product Classification,  
Pricing, 11-1-12*

### DMM Revision: Periodicals — Sacking Requirements

Effective immediately, the Postal Service™ will revise the *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®) 707* to require sack preparation when 72 copies of a Periodicals publication are prepared for a presort level. Sacking when 24 pieces are prepared for a presort level will become optional. This modification will make it possible for Periodicals mailers to reduce the number of required sacks they prepare and will contribute to improved efficiencies for the Postal Service.

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

\* \* \* \* \*

#### **700 Special Standards**

\* \* \* \* \*

#### **707 Periodicals**

\* \* \* \* \*

#### **23.0 Preparing Carrier Route Periodicals**

\* \* \* \* \*

#### **23.4 Preparation—Flat-Size Pieces and Irregular Parcels**

##### **23.4.1 Sacking and Labeling**

Preparation sequence, sack size, and labeling:

*[Revise the introductory text of 23.4.1a as follows:]*

- a. *Carrier route*, required at 72 pieces, optional at 24 pieces, fewer pieces not permitted.

\* \* \* \* \*

*[Revise the introductory text of 23.4.1b as follows:]*

- b. *5-digit scheme carrier routes*, required at 72 pieces, optional at 24 pieces, fewer pieces not permitted.

\* \* \* \* \*

*[Revise the introductory text of 23.4.1c as follows:]*

- c. *5-digit carrier routes*, required at 72 pieces, optional at 24 pieces, fewer pieces not permitted.

\* \* \* \* \*

#### **25.0 Preparing Flat-Size Barcoded (Automation) Periodicals**

\* \* \* \* \*

##### **25.4 Sacking and Labeling**

For mailing jobs that also contain a machinable, nonbar-coded price mailing, see 25.1.9 and 705.9.0. Other mailing jobs are prepared, sacked, and labeled as follows:

*[Revise the introductory text of 25.4a as follows:]*

- a. *5-digit scheme*, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted, may contain 5-digit scheme bundles only; labeling:

\* \* \* \* \*

*[Revise the introductory text of 25.4b as follows:]*

- b. *5-digit*, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:

\* \* \* \* \*

*[Revise the introductory text of 25.4c as follows:]*

- c. *3-digit*, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:

\* \* \* \* \*

[Revise the introductory text of 25.4d as follows:]

- d. SCF, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:

\* \* \* \* \*

[Revise the introductory text of 25.4f as follows:]

- f. ADC, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:

\* \* \* \* \*

**25.5 Optional Tray Preparation—Flat-Size Barcoded Pieces**

\*\*\*Tray preparation, sequence, and labeling:

[Revise the introductory text of 25.5a as follows:]

- a. 5-digit scheme (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted; labeling:

\* \* \* \* \*

[Revise the introductory text of 25.5b as follows:]

- b. 5-digit (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted; labeling:

\* \* \* \* \*

[Revise the introductory text of 25.5c as follows:]

- c. 3-digit (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted; labeling:

\* \* \* \* \*

[Revise the introductory text of 25.5d as follows:]

- d. SCF (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted; labeling:

\* \* \* \* \*

[Revise the introductory text of 25.5f as follows:]

- f. ADC (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted, no overflow tray allowed; labeling:

\* \* \* \* \*

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

— Product Classification, Pricing, 11-1-12

**IMM Revision: Special Drawing Right Values and Indemnity Limits for Ordinary Priority Mail International Parcels and Registered Mail Service**

Effective January 1, 2013, the Postal Service™ will revise the following sections in *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) to reflect a change in the conversion rate between special drawing right (SDR) values and U.S. dollars, and to reflect changes to the indemnity limits for ordinary Priority Mail International® parcels and Registered Mail™ items (which are affected by the SDR values):

- Exhibit 232.83.
- Section 323.62.
- Exhibit 323.62.
- Section 333.2.
- Section 934.2.
- The Individual Country Listing for each country that offers Registered Mail service.

Postal Service retail employees use the weight and indemnity limits in Exhibit 232.83 when a customer presents an ordinary parcel for mailing. Postal Service retail employees use the dollars-to-SDR conversion table in Exhibit 323.62 when a customer presents an insured parcel for mailing, subject to availability in the destination country. For insured parcels, employees must write the insured amount, stated in terms of both dollars and SDR values, in

the designated blocks on PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*.

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

\* \* \* \* \*

**2 Conditions for Mailing**

\* \* \* \* \*

**230 Priority Mail International**

\* \* \* \* \*

**232 Eligibility**

\* \* \* \* \*

**232.8 Priority Mail International Insurance and Indemnity**

\* \* \* \* \*

**232.83 Ordinary Priority Mail International Weight and Indemnity Limits**

\* \* \* \* \*

**Exhibit 232.83 Ordinary Priority Mail International Weight and Indemnity Limits**

[Revise Exhibit 232.83 to read as follows:]

Weight Not Over (lbs.)	Indemnity	Weight Not Over (lbs.)	Indemnity
1	\$64.66	36	174.56
2	67.80	37	177.70
3	70.94	38	180.84
4	74.08	39	183.98
5	77.22	40	187.12
6	80.36	41	190.26
7	83.50	42	193.40
8	86.64	43	196.54
9	89.78	44	199.68
10	92.92	45	202.82
11	96.06	46	205.96
12	99.20	47	209.10
13	102.34	48	212.24
14	105.48	49	215.38
15	108.62	50	218.52
16	111.76	51	221.66
17	114.90	52	224.80
18	118.04	53	227.94
19	121.18	54	231.08
20	124.32	55	234.22
21	127.46	56	237.36
22	130.60	57	240.50
23	133.74	58	243.64
24	136.88	59	246.78
25	140.02	60	249.92
26	143.16	61	253.06
27	146.30	62	256.20
28	149.44	63	259.34
29	152.58	64	262.48
30	155.72	65	265.62
31	158.86	66	268.76
32	162.00	67	271.90
33	165.14	68	275.04
34	168.28	69	278.18
35	171.42	70	281.32

\* \* \* \* \*

**3 Extra Services**

\* \* \* \* \*

**320 Insurance**

\* \* \* \* \*

**323 Priority Mail International Insurance**

\* \* \* \* \*

**323.6 Preparation of Insured Priority Mail International Parcels**

\* \* \* \* \*

**323.62 Accepting Clerk's Responsibility**

The accepting clerk must do the following:

\* \* \* \* \*

[In item b, revise the SDR amount to be 65.02, to read as follows:]

b. \*\*\* For example:

INSURED VALUE

\$100.00 (US)

65.02 SDR

[Revise item c to read as follows:]

c. See Exhibit 323.62 for a table showing the conversion of U.S. dollar values up to \$600 to SDR equivalents. To determine SDR equivalents above \$600, multiply the insured amount, rounded up to the next full dollar, by the conversion factor of 0.6502.

**Note:** Use the following rates when converting between U.S. dollars and SDR values:

1 U.S. \$ = 0.6502 SDR

1 SDR = \$1.54 (\$1.5379 U.S.)

\* \* \* \* \*

[Revise Exhibit 323.62 to read as shown in the table below:]

**Exhibit 323.62 Conversion Table: U.S. Dollars to Special Drawing Right (SDR)**

1 U.S. \$ = 0.6502 SDR 1 SDR = \$1.54 (\$1.5379 U.S.)

US\$	SDR	US\$	SDR
1	0.6502	301	195.7102
2	1.3004	302	196.3604
3	1.9506	303	197.0106
4	2.6008	304	197.6608
5	3.2510	305	198.3110
6	3.9012	306	198.9612
7	4.5514	307	199.6114
8	5.2016	308	200.2616
9	5.8518	309	200.9118
10	6.5020	310	201.5620
11	7.1522	311	202.2122
12	7.8024	312	202.8624
13	8.4526	313	203.5126
14	9.1028	314	204.1628
15	9.7530	315	204.8130
16	10.4032	316	205.4632
17	11.0534	317	206.1134
18	11.7036	318	206.7636
19	12.3538	319	207.4138
20	13.0040	320	208.0640
21	13.6542	321	208.7142
22	14.3044	322	209.3644
23	14.9546	323	210.0146

US\$	SDR	US\$	SDR
24	15.6048	324	210.6648
25	16.2550	325	211.3150
26	16.9052	326	211.9652
27	17.5554	327	212.6154
28	18.2056	328	213.2656
29	18.8558	329	213.9158
30	19.5060	330	214.5660
31	20.1562	331	215.2162
32	20.8064	332	215.8664
33	21.4566	333	216.5166
34	22.1068	334	217.1668
35	22.7570	335	217.8170
36	23.4072	336	218.4672
37	24.0574	337	219.1174
38	24.7076	338	219.7676
39	25.3578	339	220.4178
40	26.0080	340	221.0680
41	26.6582	341	221.7182
42	27.3084	342	222.3684
43	27.9586	343	223.0186
44	28.6088	344	223.6688
45	29.2590	345	224.3190
46	29.9092	346	224.9692
47	30.5594	347	225.6194
48	31.2096	348	226.2696
49	31.8598	349	226.9198
50	32.5100	350	227.5700
51	33.1602	351	228.2202
52	33.8104	352	228.8704
53	34.4606	353	229.5206
54	35.1108	354	230.1708
55	35.7610	355	230.8210
56	36.4112	356	231.4712
57	37.0614	357	232.1214
58	37.7116	358	232.7716
59	38.3618	359	233.4218
60	39.0120	360	234.0720
61	39.6622	361	234.7222
62	40.3124	362	235.3724
63	40.9626	363	236.0226
64	41.6128	364	236.6728
65	42.2630	365	237.3230
66	42.9132	366	237.9732
67	43.5634	367	238.6234
68	44.2136	368	239.2736
69	44.8638	369	239.9238
70	45.5140	370	240.5740
71	46.1642	371	241.2242
72	46.8144	372	241.8744
73	47.4646	373	242.5246
74	48.1148	374	243.1748
75	48.7650	375	243.8250
76	49.4152	376	244.4752
77	50.0654	377	245.1254
78	50.7156	378	245.7756
79	51.3658	379	246.4258
80	52.0160	380	247.0760
81	52.6662	381	247.7262
82	53.3164	382	248.3764
83	53.9666	383	249.0266
84	54.6168	384	249.6768
85	55.2670	385	250.3270
86	55.9172	386	250.9772

US\$	SDR	US\$	SDR
87	56.5674	387	251.6274
88	57.2176	388	252.2776
89	57.8678	389	252.9278
90	58.5180	390	253.5780
91	59.1682	391	254.2282
92	59.8184	392	254.8784
93	60.4686	393	255.5286
94	61.1188	394	256.1788
95	61.7690	395	256.8290
96	62.4192	396	257.4792
97	63.0694	397	258.1294
98	63.7196	398	258.7796
99	64.3698	399	259.4298
100	65.0200	400	260.0800
101	65.6702	401	260.7302
102	66.3204	402	261.3804
103	66.9706	403	262.0306
104	67.6208	404	262.6808
105	68.2710	405	263.3310
106	68.9212	406	263.9812
107	69.5714	407	264.6314
108	70.2216	408	265.2816
109	70.8718	409	265.9318
110	71.5220	410	266.5820
111	72.1722	411	267.2322
112	72.8224	412	267.8824
113	73.4726	413	268.5326
114	74.1228	414	269.1828
115	74.7730	415	269.8330
116	75.4232	416	270.4832
117	76.0734	417	271.1334
118	76.7236	418	271.7836
119	77.3738	419	272.4338
120	78.0240	420	273.0840
121	78.6742	421	273.7342
122	79.3244	422	274.3844
123	79.9746	423	275.0346
124	80.6248	424	275.6848
125	81.2750	425	276.3350
126	81.9252	426	276.9852
127	82.5754	427	277.6354
128	83.2256	428	278.2856
129	83.8758	429	278.9358
130	84.5260	430	279.5860
131	85.1762	431	280.2362
132	85.8264	432	280.8864
133	86.4766	433	281.5366
134	87.1268	434	282.1868
135	87.7770	435	282.8370
136	88.4272	436	283.4872
137	89.0774	437	284.1374
138	89.7276	438	284.7876
139	90.3778	439	285.4378
140	91.0280	440	286.0880
141	91.6782	441	286.7382
142	92.3284	442	287.3884
143	92.9786	443	288.0386
144	93.6288	444	288.6888
145	94.2790	445	289.3390
146	94.9292	446	289.9892
147	95.5794	447	290.6394
148	96.2296	448	291.2896
149	96.8798	449	291.9398

US\$	SDR	US\$	SDR
150	97.5300	450	292.5900
151	98.1802	451	293.2402
152	98.8304	452	293.8904
153	99.4806	453	294.5406
154	100.1308	454	295.1908
155	100.7810	455	295.8410
156	101.4312	456	296.4912
157	102.0814	457	297.1414
158	102.7316	458	297.7916
159	103.3818	459	298.4418
160	104.0320	460	299.0920
161	104.6822	461	299.7422
162	105.3324	462	300.3924
163	105.9826	463	301.0426
164	106.6328	464	301.6928
165	107.2830	465	302.3430
166	107.9332	466	302.9932
167	108.5834	467	303.6434
168	109.2336	468	304.2936
169	109.8838	469	304.9438
170	110.5340	470	305.5940
171	111.1842	471	306.2442
172	111.8344	472	306.8944
173	112.4846	473	307.5446
174	113.1348	474	308.1948
175	113.7850	475	308.8450
176	114.4352	476	309.4952
177	115.0854	477	310.1454
178	115.7356	478	310.7956
179	116.3858	479	311.4458
180	117.0360	480	312.0960
181	117.6862	481	312.7462
182	118.3364	482	313.3964
183	118.9866	483	314.0466
184	119.6368	484	314.6968
185	120.2870	485	315.3470
186	120.9372	486	315.9972
187	121.5874	487	316.6474
188	122.2376	488	317.2976
189	122.8878	489	317.9478
190	123.5380	490	318.5980
191	124.1882	491	319.2482
192	124.8384	492	319.8984
193	125.4886	493	320.5486
194	126.1388	494	321.1988
195	126.7890	495	321.8490
196	127.4392	496	322.4992
197	128.0894	497	323.1494
198	128.7396	498	323.7996
199	129.3898	499	324.4498
200	130.0400	500	325.1000
201	130.6902	501	325.7502
202	131.3404	502	326.4004
203	131.9906	503	327.0506
204	132.6408	504	327.7008
205	133.2910	505	328.3510
206	133.9412	506	329.0012
207	134.5914	507	329.6514
208	135.2416	508	330.3016
209	135.8918	509	330.9518
210	136.5420	510	331.6020
211	137.1922	511	332.2522
212	137.8424	512	332.9024

US\$	SDR	US\$	SDR
213	138.4926	513	333.5526
214	139.1428	514	334.2028
215	139.7930	515	334.8530
216	140.4432	516	335.5032
217	141.0934	517	336.1534
218	141.7436	518	336.8036
219	142.3938	519	337.4538
220	143.0440	520	338.1040
221	143.6942	521	338.7542
222	144.3444	522	339.4044
223	144.9946	523	340.0546
224	145.6448	524	340.7048
225	146.2950	525	341.3550
226	146.9452	526	342.0052
227	147.5954	527	342.6554
228	148.2456	528	343.3056
229	148.8958	529	343.9558
230	149.5460	530	344.6060
231	150.1962	531	345.2562
232	150.8464	532	345.9064
233	151.4966	533	346.5566
234	152.1468	534	347.2068
235	152.7970	535	347.8570
236	153.4472	536	348.5072
237	154.0974	537	349.1574
238	154.7476	538	349.8076
239	155.3978	539	350.4578
240	156.0480	540	351.1080
241	156.6982	541	351.7582
242	157.3484	542	352.4084
243	157.9986	543	353.0586
244	158.6488	544	353.7088
245	159.2990	545	354.3590
246	159.9492	546	355.0092
247	160.5994	547	355.6594
248	161.2496	548	356.3096
249	161.8998	549	356.9598
250	162.5500	550	357.6100
251	163.2002	551	358.2602
252	163.8504	552	358.9104
253	164.5006	553	359.5606
254	165.1508	554	360.2108
255	165.8010	555	360.8610
256	166.4512	556	361.5112
257	167.1014	557	362.1614
258	167.7516	558	362.8116
259	168.4018	559	363.4618
260	169.0520	560	364.1120
261	169.7022	561	364.7622
262	170.3524	562	365.4124
263	171.0026	563	366.0626
264	171.6528	564	366.7128
265	172.3030	565	367.3630
266	172.9532	566	368.0132
267	173.6034	567	368.6634
268	174.2536	568	369.3136
269	174.9038	569	369.9638
270	175.5540	570	370.6140
271	176.2042	571	371.2642
272	176.8544	572	371.9144
273	177.5046	573	372.5646
274	178.1548	574	373.2148
275	178.8050	575	373.8650

US\$	SDR	US\$	SDR
276	179.4552	576	374.5152
277	180.1054	577	375.1654
278	180.7556	578	375.8156
279	181.4058	579	376.4658
280	182.0560	580	377.1160
281	182.7062	581	377.7662
282	183.3564	582	378.4164
283	184.0066	583	379.0666
284	184.6568	584	379.7168
285	185.3070	585	380.3670
286	185.9572	586	381.0172
287	186.6074	587	381.6674
288	187.2576	588	382.3176
289	187.9078	589	382.9678
290	188.5580	590	383.6180
291	189.2082	591	384.2682
292	189.8584	592	384.9184
293	190.5086	593	385.5686
294	191.1588	594	386.2188
295	191.8090	595	386.8690
296	192.4592	596	387.5192
297	193.1094	597	388.1694
298	193.7596	598	388.8196
299	194.4098	599	389.4698
300	195.0600	600	390.1200

\* \* \* \* \*

**330 Registered Mail**

\* \* \* \* \*

**333 Fees and Indemnity Limits**

\* \* \* \* \*

**333.2 Indemnity Limit**

*[Revise 333.2 to read as follows, reflecting a change in the indemnity limit to \$46.14:]*

Regardless of the declared value of a registered item, the maximum amount of indemnity payable for loss, damage, or missing contents is \$46.14.

\* \* \* \* \*

**9 Inquiries, Indemnities, and Refunds**

\* \* \* \* \*

**930 Indemnity Payments**

\* \* \* \* \*

**934 Payments for Registered Mail**

\* \* \* \* \*

**934.2 Special Provisions**

*[Revise 934.2 to read as follows, reflecting a change in the indemnity limit to \$46.14:]*

Regardless of the declared value of a registered item, the maximum amount of indemnity payable for loss, damage, or missing contents is \$46.14.

\* \* \* \* \*

**Individual Country Listings**

\* \* \* \* \*

*[For every country that offers Registered Mail service in the "Extra Services" section, revise the maximum indemnity limit to \$46.14, to read as follows in the generic example:]*

**Extra Services**

\* \* \* \* \*

Registered Mail (330) Fee: \$11.75

Maximum Indemnity: \$46.14

\* \* \* \* \*

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

— Product Classification, Pricing, 11-1-12

## Handbooks

### Handbook F-101 Revision: Emergency Travel Advances

Effective November 1, 2012, emergency travel advances are issued from a postal retail unit (PRU) to a bargaining unit employee who has not been issued a government travel card and is notified of business travel requirements less than 2 weeks from the beginning of the travel period. The emergency travel advance is not to exceed \$1,000.

Handbook F-101, *Field Accounting Procedures*, is revised to increase the emergency travel advances issued from the PRU from \$500 to \$1,000.

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

\* \* \* \* \*

**22 Travel**

\* \* \* \* \*

**22-1 Travel Advances for Bargaining Unit Employees**

\* \* \* \* \*

## 22-1.2 Emergency Travel Advances

[Revise the first "Note" as follows]

\* \* \* \* \*

**Note:** The emergency travel advance is not to exceed \$1,000.

\* \* \* \* \*

We will incorporate this revision into the next 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 *Handbooks*.

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

— Revenue and Field Accounting,  
Controller, 11-1-12

## Handbook F-101 Revision: One-Time Emergency Payment Raised to \$1,000

Effective November 1, 2012, Handbook F-101, *Field Accounting Procedures*, is revised to increase the emergency one-time expense payment from \$500 to \$1,000. Such payment must be issued using a no-fee postal money order.

Post Offices™ and postal retail units must follow the hierarchy for preferred payment methods as outlined in Handbook F-101, eBuy2, SmartPay, and PS Form 8230, *Authorization for Payment*. As a last payment option, categorized as an emergency one-time payment, a no-fee postal money order may be issued.

For subsequent payments, if a vendor is not in eBuy2 and does not accept the SmartPay purchase card, submit the invoice with PS Form 8230 to the Scanning and Imaging Center (SIC).

- b. SmartPay purchase card.
- c. Invoice payments: PS Form 8230, *Authorization for Payment*, or PS Form 8232, *Payment for Personal Services Contracts*, submitted to the Scanning and Imaging Center (SIC), and processed through the Accounts Payable System.
- d. Local Payments.
  - Cash for an emergency one-time expense, not to exceed \$25.
  - No-fee money order for an emergency one-time expense, not to exceed \$1,000. (POS and eMOVES units use Reason Code 029, One-time Local Purchase.)

**Note:** Use only one of the above methods to prevent duplication.

\* \* \* \* \*

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

\* \* \* \* \*

### 19 Payments

\* \* \* \* \*

#### 19-1 Preferred Payment Methods

##### 19-1.1 Hierarchy

[Revise 19-1.1 by deleting the third paragraph to read as follows:]

The preferred method for paying recurring Postal Service expenses is through electronic funds transfer (EFT).

If EFT payment is not available or practical, field units should use the payment methods listed below in order of priority.

The preferred methods for payment of local purchases are, in preferred order, as follows:

- a. eBuy2 — On catalog (EFT).

#### 19-1.5 Local Payments

[Revise 19-1.5 to read as follows:]

Local payments are limited to invoices of \$1,000 or less for a *one-time emergency payment* to a vendor. For subsequent payments, if a vendor is not in eBuy2 and does not accept the SmartPay purchase card, submit the invoice with PS Form 8230, *Authorization for Payment*, to the Scanning and Imaging Center (SIC).

Follow these steps for all local payments:

- a. Record cash or no-fee money order payments on PS Form 1412. Use the AIC Crosswalk in Appendix A to identify the correct AIC.
  - Cash payments may not exceed \$25.
  - No-fee money orders may not exceed \$1,000. Ensure the fee for the no-fee money order is reported in AIC 586; POS and eMOVES units use Reason Code 29.

- b. To ensure consistency in the invoice certification process, use the following certification stamp format:

I certify that the goods or services described have been received and that the invoice is correct and proper for payment.

Signature \_\_\_\_\_

Printed or typed name and title \_\_\_\_\_

(\_\_\_\_)\_\_\_\_-\_\_\_\_ / \_\_\_\_/\_\_\_\_  
Phone number Date of certification

Postal Facility \_\_\_\_\_ Finance number \_\_\_\_\_

CIP asset number \_\_\_\_\_ Date goods or services received \_\_\_\_/\_\_\_\_/\_\_\_\_

Order or Contract number \_\_\_\_\_ GL Account number \_\_\_\_\_

TIN (EIN or SSN) \_\_\_\_\_ \$ \_\_\_\_\_  
Invoice Amount

\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_  
Invoice Date Invoice Received Date

- c. File the invoice, approved eBuy2 requisition, or PS Form 7381 (if eBuy2 is not available), and proof of payment locally as supporting documentation for the PS Form 1412 entries.

See part 2-4.7 for the separation of duties guidelines. Payments for services (or a combination of services and supplies), regardless of amount, are 1099-reportable. If 1099-reportable, do the following:

- a. Complete PS Form 8231, *Vendor Payment 1099 Reporting Form*, describing the services, and submit it to the SIC the day that the payment is made.
- b. Keep a copy of PS Form 8231 and supporting documentation for 120 days from the end of the month in which the form was submitted to the SIC.

See subchapter 19-6 for additional information.

\* \* \* \* \*

**19-2 Payment Requirements**

\* \* \* \* \*

**19-2.3 Manual Invoice Processing**

*[Revise 19-2.3 to read as follows:]*  
The preferred methods for purchases and payments are eBuy2 and the SmartPay purchase card.

If the required goods or services are not available through eBuy2, and if the vendor does not accept the SmartPay purchase card, process the invoice manually according to the following table:

If the contract invoice amount is...	Follow the procedures specified in the contract or purchase order and...
Greater than \$10,000 (utilities services only)	Complete PS Form 8230 and forward it, with the invoice attached, to the SIC.
Less than \$10,000 (not to exceed delegated authority)	Issue a no-fee money order (not to exceed \$1,000) or Issue cash disbursement (not to exceed \$25).
\$1,000 or less for a one-time emergency payment to a vendor. For subsequent payments, if a vendor is not in eBuy2 and does not accept the SmartPay purchase card, submit the invoice with PS Form 8230, <i>Authorization for Payment</i> , to the Scanning and Imaging Center (SIC).	

\* \* \* \* \*

**19-3 Documenting Payments**

*[Revise title and introductory text of 19-3.1 to read as follows:]*

**19-3.1 Invoices for \$1,000 or Less for One-Time Emergency Payments**

PRUs may make one-time emergency payments with cash (not to exceed \$25) or a no-fee money order (not to exceed \$1,000). The procedure for reporting such payments is as follows:

\* \* \* \* \*

**19-6 1099-Reportable Vendor Payments**

*[Revise 19-6 to read as follows:]*

Federal law requires reporting of payments that are made locally for services. Field unit employees must report local payments for services as follows:

- a. Complete PS Form 8231 whenever a payment is made for a service that is 1099-reportable.
- b. Forward the completed PS Form 8231 immediately to the SIC.

In emergency situations, PRUs may issue disbursements with a no-fee money order or cash, but are limited as follows:

- a. The maximum limit for a no-fee money order is \$1,000 for a *one-time emergency payment*. Ensure the fee for the no-fee money order is reported in AIC 586; POS and eMOVES units use Reason Code 29.
- b. The maximum limit for a cash disbursement is \$25.

The following table identifies the types of payments that field units must report and do not report.

Report payments for...	Do not report payments for...
Services provided by: <ul style="list-style-type: none"> <li>■ Individuals.</li> <li>■ Proprietorships.</li> <li>■ Corporations.</li> </ul> Services are paid locally with cash or money order.	<ul style="list-style-type: none"> <li>■ Utility expenses.</li> <li>■ Purchases paid via credit card.</li> <li>■ Purchases paid via eBuy2.</li> <li>■ Supplies or parts.</li> <li>■ Invoices submitted to the SIC.</li> </ul>

If an invoice contains an itemization for services and supplies, report only the services.

The total invoice is reportable if the services and supplies are not itemized.

Example of IRS 1099-Reportable Services	
Copier and printing services	Janitorial services
Overprinting of forms	Garbage removal
Mop head cleaning	Equipment repairs (labor)
Window cleaning	Vehicle repairs (labor)
Medical services	Vehicle washing
Pest control	Instructor services
Sign language interpreter	Lawn mowing, weed control, or landscaping
Equipment rental or lease	Snow removal services

\* \* \* \* \*

## 19-7 Quick Reference Payment Tables

### 19-7.1 Payment Process Table

The following table describes how to process different types of payments:

[Revise the table in 19-7.1 to read as follows:]

Type of Payment	Form	Process
Contractual payments	None	a. Certify contract invoices using the certification stamp. b. Submit contract invoices to Accounting Services, Contractual Payables Branch.
Credit invoices (if originally paid using PS Form 8230)	PS Form 8230	a. Check credit box. b. Submit PS Form 8230 and credit invoice to the SIC. <b>Note:</b> Do not submit credit invoices for recurring utility payments; these credits offset on future invoices.
Local payments (invoices of \$1,000 or less for <i>one-time emergency payments</i> ) to vendors. For subsequent payments, if a vendor is not in eBuy2 and does not accept the SmartPay purchase card, submit the invoice with PS Form 8230, <i>Authorization for Payment</i> , to the Scanning and Imaging Center (SIC).	None	a. Issue no-fee money order (not to exceed \$1,000) or cash (not to exceed \$25). If a no-fee money order is issued, report the fee amount in AIC 586; POS and eMOVES units use Reason Code 29. b. Record payment on PS Form 1412. c. File invoice and proof of payment locally as supporting documentation. <b>Note:</b> If invoice is service-related (1099-reportable), submit PS Form 8231 to the SIC.
Medical bills — invoices from medical facilities resulting from treatment of job-related injuries and pre-employment testing	PS Form 8230	a. Submit PS Form 8230 and the original invoice to the SIC. b. File a copy of PS Form 8230 and the invoice locally for 120 days.
<b>OSHA payments</b>	<b>See subchapter 20-4.</b>	
Personal services contractor payments (time sensitive)	PS Form 8232	a. Mail no later than COB Friday of week 2 of the postal pay period. b. Submit PS Form 8232 with the original invoice to the SIC. c. File a copy of PS Form 8232 with the supporting documentation for 120 days.
Supplies and services	PS Form 8230 (if eBuy2 or SmartPay purchase card is not available)	a. Submit PS Form 8230 with the original invoice to the SIC. b. File a copy of PS Form 8230 and the invoice locally for 120 days.

Type of Payment	Form	Process
Tort claims	PS Form 8230	<b>Claims less than \$5,000</b> a. Ensure the expense is applied to GLA 55216000. (Refer to ASM, subchapter 25.) b. Submit PS Form 8230 to the SIC.
	PS Form 2198, <i>Accident Report – Tort Claim</i>	<b>Claims between \$5,000 and \$50,000 and denials for claims under \$5,000</b> a. Submit PS Form 2198 and the General Counsel Authorization Letter (If the amount is greater than \$5,000) to the following address: Tort Claim Processing Accounting Services PO Box 80471 St. Louis, MO 63180-9471 b. File all supporting documentation locally.
	None	<b>Claims greater than \$50,000</b> Continue submitting claims to the National Tort Claim Center through the district tort claims coordinator.
Utilities	PS Form 8230 (if eBuy2 or SmartPay purchase card is not available)	a. Record the invoice number for a utility invoice using the utility-assigned account number, followed by the invoice month and year (e.g., 123456789DEC06). b. Submit PS Form 8230 and the original invoice to the SIC. c. File a copy of PS Form 8230 and the invoice locally for 120 days.

For questions about processing payments, call the Accounting Help Desk (AHD) at 866-974-2733.

For more information on where to send forms, go to [http://blue.usps.gov/accounting/\\_doc/Forms\\_for\\_Payment.doc](http://blue.usps.gov/accounting/_doc/Forms_for_Payment.doc).

### 19-7.2 Commonly Used General Ledger Account Numbers for PS Form 8230

The following table lists the commonly used GLA numbers appearing on PS Form 8230.

[Revise the table in 19-7.1 to read as follows:]

Description	GLA
ADP Equipment Rental	54401
ADP Equipment Repair/Maintenance	54511
ADP Services – Commercial	52331
ADP Supplies	52171
Clean Air Act – Employee Incentives	56503
Clean Air Act – Fees	56501
Commercial Banking Fees	52424
Contract Station Services	52301
Custodial and Building Supplies	52176
Custodial and Building Services	52313
Customer Service Meetings	56701
Damages to Property Other than Vehicle	54911
Electric Power for Motor Vehicles	54545
Electricity – Utilities	54151
Energy Projects	52415
Equipment Rental	54411
Garbage and Sewage – Utilities	54153
Gas (Heating) – Utilities	54143
Interim Contract – Cleaning Services	52313
Local Service	52313
Local Transportation	52453
Medical Expenses – On-the-Job Injury or Illness	52427
Medical Expenses – Routine Examinations	52428
Miscellaneous Advertising Expense	52325
Miscellaneous Services	52419
Moving Expenses	54135

Description	GLA
Official Telephone Private Residence	54146
Oil (Heating)	54142
Operating or Training Meeting Expense	56605
Other (Heating)	54144
Outside Printing and Reproduction	52435
Postal Supplies and Expendable Equipment	52101
Purchase of Compressed Natural Gas	52153
Rents Nonrecurring	54121
Safety Projects Expense	52417
Snow Removal	52313
Special Occasion Expenses – Post Office Dedication	56703
Telecommunications Equipment Rental	54406
Telecommunications Equipment Repair/Maintenance	54512
Waste Disposal Costs for Recyclable Materials	56607

\* \* \* \* \*

We will incorporate this revision into the next 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 *Handbooks*.

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

## Publications

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

Effective November 1, 2012, 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
22626	4
78135	3

\* \* \* \* \*

[Revise the following entries:]

ZIP Code	Fee Group	ZIP Code	Fee Group
00937	4	75301	33
75209	39	75303	33
75235	33	75312	32
75262	33	75320	33
75263	33	75326	33
75264	33	75342	33
75265	33	75368	33
75266	33	75373	33
75267	33	75378	39
75275	33	75389	33
75277	33	75391	33
75283	33	75392	33
75284	33	75395	33
75285	33	75397	33

\* \* \* \* \*

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.

— Retail Services,  
Channel Access, 11-1-12

# 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.

006327	025500	065080	095780	115005	210491	301381	330009	436060	604935	641871	750504	787946
007069	027185	065303	095860	115049	210494	301480	330011	441149	605018	641968	750930	791137
007220	028935	065558	095935	115359	210496	301528	330024	441548	605451	648118	750949	791243
008167	030168	065892	095981	115402	220220	301531	330157	441743	605923	648145	751049	802231
008190	030180	065904	096112	117220	221344	301570	330159	441767	606003	657110	751127	803144
008390	030220	065915	096178	117546	221350	303121	330193	452076	606026	657118	751156	803178
008411	030236	067002	096444	118418	221602	303504	331209	452223	606036	658104	751176	811028
008497	032140	067174	096537	118692	222312	309045	331221	452309	606509	658197	752005	820818
008530	034661	067188	096806	119165	235446	314914	331288	452984	606521	658205	752007	823502
008691	035014	068100	096999	119659	238005	320029	331320	454488	606681	658211	752042	840073
008716	037117	068114	097177	122421	275006	320121	331904	461100	606732	658251	752047	841341
008856	037134	068226	097418	123129	275007	320809	333032	462853	606774	660124	752089	841350
008937	038122	068279	097544	125014	275011	321032	333210	467006	607129	660219	752134	852710
009265	038263	069986	097765	129957	275012	321198	333405	472074	608028	660224	752135	853229
009364	038286	075674	097844	130906	275013	321254	333603	474070	608089	660672	752205	853890
009485	038479	076310	098327	131035	275014	322001	334001	480108	608302	662003	752413	853958
009504	038606	078058	098710	142032	275028	322066	334006	480120	608364	662224	752432	853960
009897	040080	079004	098738	142281	275030	322105	334034	481134	608427	662469	752487	895039
010171	040094	079067	098890	142692	275046	322520	334122	481239	608489	662495	752748	895945
010224	045002	079630	100012	146035	275079	323105	334164	490185	615021	662598	752870	900226
010410	047115	080103	100045	146045	275087	323148	335191	496120	617603	666102	752938	901220
010517	048008	080162	100182	146084	275340	323183	335211	497270	627125	667014	756016	910025
011095	050010	080241	100211	146086	276005	323331	335336	531582	630005	667023	757064	913014
011130	056071	080304	100298	146096	276007	323473	336135	531823	631412	681525	757164	913125
011170	060031	088377	100307	146103	276012	324010	336203	551328	631739	685055	757245	913146
011400	060046	090274	100320	146106	276017	324021	336220	551521	631806	701043	757266	913178
011414	060109	091097	100437	146110	276033	324057	336248	553029	631890	701194	757534	914077
012300	060155	091494	100873	146117	276045	325021	336463	553993	637136	701340	760064	914168
012325	060159	091796	101044	146120	276070	325033	338159	570058	637137	701383	760148	914458
013090	060401	092125	102270	146121	276072	325047	340968	570100	641054	701437	760453	917577
018119	061086	092159	102631	146432	276075	325129	344037	581157	641107	701765	760462	917725
018953	061500	092848	102690	146508	276086	325140	344157	600065	641116	708548	761006	918617
019371	061514	092946	103416	148232	276260	325373	347029	600160	641145	708612	761111	920073
021019	061516	093545	104135	148367	277001	325660	347099	600328	641164	711050	761817	920075
021023	061580	093628	104276	148416	277006	326008	349028	600448	641174	731790	761846	921081
021304	061727	093886	104416	152040	278009	326013	349417	600630	641176	738029	770735	921251
021669	062009	094153	104424	170071	278020	326244	352453	600983	641300	740689	770750	921599
021798	062018	094221	104463	191290	279001	326529	354047	601318	641329	749122	770995	921614
021887	063123	094255	104508	191997	279009	326535	358200	601621	641381	750007	771071	921638
022420	064058	094315	104635	192243	280153	328086	361307	601890	641508	750031	771911	922385
022532	064326	094732	105004	192776	296265	328421	400066	602222	641532	750105	772062	924440
022550	064507	094875	105357	208068	297065	328423	402120	602453	641697	750222	782124	926169
022572	064628	094892	108745	208147	297071	329552	405127	602539	641728	750344	782977	927076
022631	064748	094998	109001	208550	300017	329685	410134	604841	641822	750448	785565	927491
025013	064854	095568	112126	210151	300048	330004	432980	604851	641846	750468	787879	928351

928833	931275	931953	940556	941801	945863	948386	958306	968625	981756	982703	995557
930326	931451	932012	940739	944001	946203	948478	967312	970615	981773	982709	998325
930382	931482	932654	941137	945594	946440	948676	968297	971110	981799	984129	
930393	931508	933173	941238	945637	946590	958176	968314	972959	982411	995217	
931010	931637	940284	941372	945838	947200	958211	968531	980484	982450	995521	

— *Product Information Requirements, Mail Entry & Payment Technology, 11-1-12*

### 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 num-

bers listed appear in the *Postal Bulletin*. The actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

<b>010 001 0200 to 0299</b>	041 299 6752 to 6799	078 174 4475 to 4499	161 103 6581 to 6599
010 504 1932 to 1999	041 623 8889 to 8899	078 219 4931 to 4999	161 194 2857 to 0899
011 582 1889 to 1899	041 803 6565 to 6599	078 250 4756 to 4799	162 032 4447 to 4499
011 588 2900 to 3099	043 129 1968 to 1997	078 823 8312 to 8399	163 257 1085 to 1099
012 579 5675 to 5699	043 205 5922 to 5999	079 374 0300 to 2499	166 101 1433 to 1499
013 289 6176 to 6199	044 087 3457 to 3499	079 807 2342 to 2399	167 555 5201 to 5212
013 610 0014 to 0099	044 087 4000 to 4099	<b>082 721 0228 to 0254</b>	167 555 5214 to 5299
014 932 1000 to 1099	044 306 4200 to 4299	083 140 5000 to 7499	169 618 6274 to 6299
014 972 0800 to 0899	044 306 4370 to 4599	083 784 8886 to 8899	<b>173 639 4685 to 4699</b>
015 363 0065 to 0099	045 524 4121 to 4298	083 913 6915 to 6999	174 238 2779 to 2799
017 028 3200 to 3299	046 800 9870 to 9899	084 478 3920 to 3999	174 281 9347 to 9399
018 569 5333 to 5399	047 352 4000 to 4099	086 000 8271 to 8299	175 251 2600 to 0699
018 986 5264 to 5299	048 383 7650 to 7659	086 798 3840 to 3849	176 281 7937 to 7950
019 518 2814 to 2899	048 396 3647 to 3699	088 404 4472 to 4499	176 281 7963 to 7999
<b>020 698 5159 to 5199</b>	<b>051 142 0755 to 0799</b>	088 404 5584 to 5699	176 731 6586 to 6599
020 844 7307 to 7399	051 774 8857 to 8899	088 757 8688 to 8699	178 254 5000 to 9999
020 972 8948 to 8999	051 781 2875 to 2885	088 757 9400 to 9499	178 881 9900 to 9999
022 021 9110 to 9181	051 977 7010 to 7023	089 358 2248 to 2257	<b>180 031 2089 to 2098</b>
022 037 1411 to 1499	052 058 7115 to 7199	090 663 9678 to 9684	180 403 7723 to 7741
022 527 9201 to 9210	054 450 1130 to 1167	091 818 0071 to 0099	180 428 4580 to 0599
022 529 1882 to 1899	057 670 0563 to 0599	<b>093 106 9346 to 9355</b>	182 368 7544 to 0599
023 637 7169 to 7199	058 187 3836 to 3899	093 203 0500 to 0599	182 475 3229 to 3258
024 380 4100 to 4199	058 523 3003 to 3099	093 684 3630 to 3699	182 475 3904 to 3933
024 496 6870 to 6896	058 591 1153 to 1299	094 081 5074 to 5099	182 631 0031 to 0099
025 092 0987 to 0999	058 895 3746 to 3799	094 216 2555 to 2599	185 828 1474 to 1499
025 369 5535 to 5599	059 986 0814 to 0899	094 580 7062 to 7099	186 132 7583 to 0599
025 729 1151 to 1199	<b>060 406 7650 to 7699</b>	094 639 4200 to 4299	186 629 0589 to 0599
025 729 1643 to 1799	063 491 8122 to 8199	095 070 7186 to 7199	187 184 6177 to 0199
026 492 3180 to 3199	063 916 9968 to 9999	095 076 8300 to 8399	187 323 8200 to 8299
027 361 0430 to 0499	064 091 4500 to 4599	095 354 6864 to 6899	187 441 6080 to 6099
027 369 4482 to 4495	065 170 0471 to 0499	097 224 1350 to 1599	188 831 6774 to 6799
027 671 8762 to 8776	065 255 7909 to 7999	<b>100 160 3800 to 3899</b>	188 835 6370 to 6399
027 787 9886 to 9899	065 392 6345 to 6399	104 667 6400 to 6499	189 083 1064 to 1099
027 965 9487 to 9499	066 099 2014 to 2099	104 876 8937 to 8999	189 660 9583 to 9599
028 100 8069 to 8099	066 648 2880 to 2899	<b>112 049 4413 to 4499</b>	191 179 0377 to 0399
028 191 1852 to 1999	066 787 3639 to 3699	112 870 9765 to 9799	194 456 8600 to 0699
028 850 3000 to 3199	066 845 7500 to 9999	114 402 3850 to 3899	195 194 6881 to 6899
029 510 1500 to 1599	067 093 3869 to 3899	114 866 5368 to 5397	199 105 0778 to 0799
<b>030 687 0903 to 0999</b>	068 895 0334 to 0399	116 154 2800 to 2899	199 678 2968 to 2999
030 701 3442 to 3499	<b>070 724 4488 to 4499</b>	116 986 4400 to 4499	203 256 1240 to 1299
031 077 4507 to 4799	070 841 9181 to 9199	117 175 1647 to 5169	<b>210 221 0548 to 0599</b>
032 295 7500 to 9999	070 844 2546 to 2599	117 951 4687 to 4699	<b>227 275 9400 to 9999</b>
034 394 1000 to 1099	070 916 1340 to 1399	117 951 5200 to 5299	<b>273 070 8059 to 8099</b>
034 943 0400 to 0799	071 047 5768 to 5799	119 786 3051 to 3064	273 775 7700 to 7899
035 035 4337 to 4399	071 179 9800 to 9899	119 815 8961 to 6199	<b>302 000 0000 to 9999</b>
037 312 7500 to 7599	071 386 3682 to 3699	119 850 7400 to 7499	<b>349 746 2056 to 2099</b>
037 706 9578 to 9599	071 507 6840 to 6899	119 850 7700 to 7999	<b>350 518 7350 to 7374</b>
037 805 3677 to 3699	072 045 9641 to 9699	<b>121 634 0460 to 0499</b>	<b>360 011 1690 to 1699</b>
037 909 5490 to 5499	072 675 8287 to 8299	122 451 9879 to 9899	360 168 6008 to 6099
037 931 4660 to 4699	073 763 0867 to 0876	122 714 6805 to 6900	360 173 8800 to 8899
039 145 6521 to 6595	073 763 0878 to 0887	124 916 0304 to 0499	360 324 2326 to 2399
<b>040 024 3901 to 3999</b>	073 763 0889 to 0898	126 423 0136 to 0169	362 861 3064 to 3099
040 674 7100 to 7199	077 617 5481 to 5499	127 500 2328 to 2399	<b>373 006 2176 to 2199</b>
040 688 8816 to 8899	077 999 4001 to 4090	<b>160 901 2254 to 2299</b>	374 768 2600 to 2699

375 169 4400	to	4599	401 310 9505	to	9599	420 969 3951	to	3971	450 560 5173	to	5199
375 829 3400	to	3499	401 382 5312	to	5399	420 969 3973	to	3999	450 620 3077	to	3099
375 851 9100	to	9199	402 578 7876	to	7899	421 116 3565	to	3599	450 620 3135	to	3199
376 196 0911	to	0999	403 125 6744	to	6799	421 130 9300	to	9399	450 780 2716	to	2799
378 085 3679	to	3699	403 260 7000	to	7499	421 313 4500	to	4999	450 801 2700	to	2799
378 351 1063	to	1099	403 280 6470	to	6499	421 364 5537	to	5599	451 109 2967	to	2984
379 843 5100	to	5199	403 685 8600	to	8699	421 656 2609	to	2699	451 115 4110	to	4125
<b>380 093 9600</b>	<b>to</b>	<b>9699</b>	404 003 0300	to	0399	421 988 9700	to	9799	451 115 4127	to	4199
380 165 1165	to	1199	404 041 8838	to	8899	422 172 4667	to	4699	451 746 0700	to	0799
381 325 4500	to	4599	404 071 4268	to	4299	422 484 4212	to	4299	452 265 0074	to	0099
381 604 2510	to	2699	404 347 5356	to	5399	422 556 1270	to	1299	452 265 0246	to	0299
381 645 9525	to	9599	404 347 5548	to	5599	422 587 7024	to	7099	452 265 0335	to	0999
383 314 3968	to	3999	404 726 4500	to	4599	422 819 7533	to	7599	452 509 1169	to	1199
383 892 1000	to	1344	404 961 5001	to	5199	422 842 5073	to	5087	452 855 6471	to	6499
383 892 1382	to	1399	405 325 0188	to	0198	422 907 7563	to	7599	452 890 4679	to	4799
384 925 3641	to	3654	406 009 4587	to	4599	424 500 6050	to	6099	452 900 8215	to	8238
385 568 2331	to	2399	406 260 6830	to	6899	424 641 8500	to	8599	453 117 9146	to	9199
385 599 7554	to	7575	406 459 6641	to	6999	424 871 6600	to	6699	453 334 3631	to	3699
385 774 2024	to	2099	406 733 3000	to	3999	425 298 2352	to	2399	453 603 7841	to	7891
386 624 1412	to	1599	407 545 1557	to	1599	425 418 4269	to	4299	453 650 1140	to	1199
386 883 8936	to	8999	407 594 0412	to	0599	425 418 4405	to	4499	453 741 1300	to	1399
387 314 5574	to	5599	407 692 9100	to	9299	426 547 4566	to	4599	454 013 2919	to	2999
387 837 6300	to	6399	407 959 2190	to	2199	427 412 6337	to	6499	454 186 2411	to	2499
388 828 0656	to	0699	408 265 2275	to	2288	427 481 0900	to	0999	454 268 4883	to	4899
389 696 2400	to	2799	408 499 7700	to	7799	428 027 2742	to	2752	454 302 5400	to	5499
389 846 3104	to	3135	408 499 7900	to	7999	429 474 4172	to	4199	454 490 8300	to	8399
389 846 3145	to	3195	408 682 8484	to	8599	429 889 2900	to	2999	454 547 7434	to	7499
389 887 9211	to	9230	408 698 7015	to	7099	<b>430 150 4401</b>	<b>to</b>	<b>4599</b>	454 922 4867	to	4895
389 887 9234	to	9299	409 072 3941	to	3999	430 172 9800	to	9899	455 221 1348	to	1499
<b>390 001 3182</b>	<b>to</b>	<b>3199</b>	<b>410 491 2311</b>	<b>to</b>	<b>2399</b>	430 177 1900	to	2099	455 364 2147	to	2199
390 001 3500	to	3699	410 694 8400	to	8599	430 444 9500	to	9699	455 399 5400	to	5499
390 545 5974	to	5999	410 775 1500	to	1599	430 664 4070	to	4099	455 476 0676	to	0699
391 104 6146	to	6199	410 795 7927	to	7999	432 168 8419	to	8499	455 543 0618	to	0699
391 574 1466	to	1499	410 867 0917	to	0966	432 708 6800	to	6999	456 410 9006	to	9099
391 783 3020	to	3599	410 867 0970	to	0999	432 744 1544	to	1599	456 470 4146	to	4299
391 792 6100	to	6199	411 868 1023	to	1199	432 995 9775	to	9799	456 619 4460	to	4499
392 668 2956	to	2999	411 922 2322	to	2399	433 003 5800	to	5899	457 333 2686	to	2699
392 854 8500	to	8899	412 193 0900	to	0999	433 757 3047	to	3099	457 729 1767	to	1777
393 584 7566	to	7699	412 395 8599	to	8699	433 765 4003	to	4099	457 937 8615	to	8699
393 650 0074	to	0099	412 485 6500	to	6599	434 482 7060	to	7199	458 028 9810	to	9899
393 838 8316	to	8499	412 485 6610	to	6699	434 513 2386	to	2399	458 057 2712	to	2999
393 893 6007	to	6099	412 885 5953	to	5999	434 968 3076	to	3092	458 069 9537	to	9599
394 126 6907	to	6999	414 193 3608	to	3674	435 303 1831	to	1842	458 069 9665	to	9699
394 189 0405	to	0599	414 193 3677	to	3699	435 303 1986	to	1999	458 337 5222	to	5299
394 822 3243	to	3278	414 411 7348	to	7399	435 666 6092	to	6399	458 354 7653	to	7999
394 990 1810	to	1899	414 640 0757	to	0799	436 082 6400	to	6899	458 671 8678	to	8699
395 343 3264	to	3299	414 965 1727	to	1799	436 160 6441	to	6499	458 671 8721	to	8798
395 373 3035	to	3099	417 302 8104	to	8199	437 316 7115	to	7199	458 847 5044	to	5999
395 396 9649	to	9799	417 387 6532	to	6599	437 427 0500	to	3499	459 274 7624	to	7699
395 970 3240	to	3299	417 496 6800	to	6999	439 179 2300	to	2399	459 365 5432	to	5499
397 622 4054	to	4099	417 871 9250	to	9299	439 310 0458	to	0499	459 378 5764	to	5799
397 819 8902	to	8999	417 930 9533	to	9599	<b>440 698 1947</b>	<b>to</b>	<b>1999</b>	459 472 4816	to	4999
398 149 7200	to	7699	418 164 6500	to	6799	440 858 6300	to	6399	<b>460 349 6878</b>	<b>to</b>	<b>6899</b>
399 070 0872	to	0899	418 423 9863	to	9899	440 858 6420	to	7299	460 550 1909	to	1999
399 156 7119	to	7199	418 633 5922	to	5999	441 199 1655	to	1699	460 997 5234	to	5299
399 203 5064	to	5099	418 719 8520	to	8599	443 127 3648	to	3699	461 973 6443	to	6499
399 296 9910	to	9999	418 744 2235	to	2299	443 127 4000	to	4099	462 152 0107	to	0299
399 396 8935	to	8999	418 962 2848	to	2899	443 673 7900	to	7999	462 274 1072	to	1099
399 792 7775	to	7799	419 543 0286	to	0299	443 800 9335	to	9399	462 277 8373	to	8399
399 792 8300	to	8399	419 730 0300	to	0399	444 382 8822	to	8899	462 554 6051	to	6099
<b>400 427 1051</b>	<b>to</b>	<b>1999</b>	<b>420 277 0015</b>	<b>to</b>	<b>0049</b>	444 390 1667	to	1699	463 011 5529	to	5540
401 045 1505	to	1549	420 599 0734	to	0798	444 457 3854	to	3899	463 176 4115	to	4199
401 045 1571	to	1599	420 661 4115	to	4199	<b>450 048 4173</b>	<b>to</b>	<b>4199</b>	463 176 4229	to	4299
401 294 2700	to	2799	420 758 9500	to	9699	450 048 4442	to	4699	463 185 2600	to	2799

463 227 7711	to	7799	481 072 9463	to	9499	501 058 0016	to	0026	612 751 5226	to	5299
463 414 4869	to	4899	481 673 0074	to	0095	501 331 0300	to	0399	612 751 6083	to	6099
463 808 3484	to	3499	482 527 1500	to	1599	501 460 0977	to	0999	612 751 6268	to	6299
463 945 7400	to	7899	482 541 5255	to	5299	502 227 7645	to	7699	612 751 6572	to	6599
464 629 9000	to	9399	482 729 6800	to	6899	502 424 0200	to	0499	612 774 2111	to	2199
464 711 4332	to	4399	483 363 7207	to	7299	502 424 0600	to	0699	612 774 2254	to	2299
465 692 3963	to	3999	483 402 2356	to	2399	502 496 6923	to	6999	612 774 2500	to	2599
465 698 8300	to	8599	483 486 5100	to	5199	503 003 2700	to	2899	614 469 0979	to	0999
465 743 7745	to	7799	483 632 1521	to	1599	503 194 5144	to	5153	614 474 3000	to	3099
466 798 6056	to	6067	483 632 2600	to	2799	503 790 9922	to	9948	614 521 3490	to	3499
467 147 4300	to	4399	483 849 1615	to	1699	504 045 4030	to	4099	614 645 1800	to	1899
468 079 5782	to	5799	484 174 4803	to	5299	504 166 0200	to	0599	614 832 1100	to	2099
469 067 2817	to	2899	484 323 8900	to	9199	504 240 1062	to	1399	615 017 7505	to	7599
469 127 8000	to	8199	484 680 5000	to	5038	504 805 3300	to	3499	617 711 6609	to	6699
469 213 0359	to	0399	484 680 5040	to	5074	505 893 7739	to	7799	617 760 5266	to	5299
469 213 0500	to	0599	484 680 5077	to	5099	505 893 7800	to	7999	617 813 3601	to	3699
469 561 8011	to	8099	485 029 4913	to	4999	506 124 0800	to	0999	618 840 9200	to	9299
469 658 1961	to	1999	486 176 0600	to	0699	506 165 7027	to	0099	619 551 7229	to	7299
469 666 9900	to	9999	486 559 7555	to	7599	506 502 5209	to	5299	619 859 3000	to	3099
469 678 1900	to	1999	486 696 3023	to	3199	508 488 6226	to	6299	<b>620 073 9400 to 9499</b>		
469 781 4900	to	4999	488 173 7900	to	7999	508 789 8332	to	8399	621 614 7907	to	7930
469 947 6960	to	6999	488 206 4100	to	4199	508 789 8400	to	8499	621 614 7932	to	7999
<b>470 755 5800 to 5818</b>			488 226 0200	to	0299	<b>600 645 3223 to 3299</b>			621 648 8021	to	8199
471 918 0300	to	0999	488 709 3906	to	3999	601 339 1200	to	1399	621 648 8500	to	8599
471 985 2408	to	2419	488 855 8359	to	8399	601 653 5884	to	5899	621 904 8351	to	8599
472 191 6700	to	6799	489 181 8963	to	8999	601 661 7700	to	7799	621 916 1978	to	1989
472 270 2555	to	2599	489 223 2000	to	2099	601 682 5343	to	5399	622 989 8032	to	8099
472 987 0213	to	0241	489 311 1930	to	1999	601 928 1600	to	1699	623 076 9300	to	9399
472 987 0290	to	0299	489 318 6200	to	6300	602 512 2972	to	2999	623 819 5006	to	5099
473 151 2069	to	2199	489 384 0027	to	0099	602 555 2400	to	2799	623 895 8200	to	8399
473 666 9138	to	9199	489 427 0658	to	0899	602 829 7061	to	7099	623 917 0000	to	0099
473 952 3429	to	3499	489 997 5252	to	5299	603 483 9572	to	9599	623 917 0200	to	0299
474 108 5402	to	5499	<b>490 669 5850 to 6099</b>			603 490 7200	to	7299	624 468 5288	to	5299
474 356 5193	to	5299	490 717 7080	to	7099	603 678 7100	to	7199	624 665 3162	to	3198
474 949 3366	to	3399	490 721 6000	to	6099	603 678 7662	to	7699	625 088 6735	to	6799
475 134 9362	to	9399	490 793 1500	to	2099	603 678 7902	to	7999	625 916 9500	to	9799
475 167 9667	to	9699	490 886 8171	to	8199	603 678 8418	to	8499	625 968 8956	to	8999
475 319 3415	to	3499	490 977 9221	to	9240	603 678 8700	to	9999	627 005 3938	to	3999
475 319 3649	to	3799	491 258 8100	to	9099	604 086 0880	to	0899	627 384 3907	to	4099
475 340 6400	to	6599	491 567 1376	to	1399	604 349 1414	to	1499	627 496 7549	to	7599
475 424 8410	to	8499	492 254 4800	to	4899	604 503 7776	to	7799	627 708 3605	to	3699
475 629 9156	to	9199	492 283 5100	to	5199	605 520 9037	to	9099	627 776 2500	to	2599
475 850 6101	to	6199	492 610 6813	to	6899	605 685 4010	to	4099	628 226 3100	to	3199
475 875 2500	to	2599	493 394 5568	to	5599	605 988 6467	to	6499	628 814 4702	to	4799
476 169 8264	to	8299	493 470 2562	to	2599	607 689 7951	to	7960	628 851 9689	to	9699
476 189 3000	to	3499	493 473 7700	to	7799	607 728 1276	to	1299	629 510 7200	to	7299
476 331 2480	to	2499	493 716 2153	to	2199	608 727 7100	to	7199	629 964 4200	to	4294
477 289 8601	to	8699	494 206 2972	to	2999	608 727 7273	to	7599	<b>630 389 3056 to 3071</b>		
477 681 5206	to	5299	494 217 3446	to	3999	608 813 9950	to	9999	630 463 0588	to	0599
478 010 4243	to	4268	494 224 0500	to	0599	609 067 5325	to	5399	631 459 9117	to	9199
478 010 4270	to	4291	495 145 0600	to	0699	609 067 5488	to	5499	631 762 9325	to	9399
478 450 5071	to	5099	496 209 7425	to	7499	609 067 5600	to	5699	632 217 4933	to	4999
478 469 7838	to	7858	496 213 8728	to	8799	609 289 6123	to	6199	632 500 0000	to	640 3999
478 469 7883	to	7899	496 474 5226	to	5248	609 438 4400	to	4499	633 110 4165	to	4199
479 280 9800	to	9899	497 053 8517	to	8699	609 493 1100	to	1199	633 110 4303	to	4499
479 365 9116	to	9176	497 854 8673	to	8699	609 766 8091	to	8999	633 438 6429	to	6599
479 412 9900	to	9999	498 449 8888	to	8899	609 825 4100	to	4115	633 588 7173	to	7182
479 667 6190	to	6199	498 929 8285	to	8499	609 884 2981	to	2999	634 725 0700	to	0799
479 748 9680	to	9699	498 936 5310	to	5399	609 893 1000	to	1099	634 803 3239	to	3299
479 860 7000	to	7199	499 016 5425	to	5499	<b>610 092 3200 to 3299</b>			634 807 2474	to	2499
<b>480 526 2000 to 2099</b>			499 440 8575	to	8899	610 582 4200	to	4299	634 827 5900	to	5999
480 640 6330	to	6399	499 731 6717	to	6799	611 879 6939	to	6999	634 886 3428	to	3499
480 658 0568	to	0599	<b>500 064 1858 to 1869</b>			612 291 8013	to	8099	635 559 3449	to	3499
480 689 5100	to	5199	500 070 5725	to	7799	612 751 5171	to	5199	636 289 6214	to	6299

636 634 8007	to	8042	649 666 7800	to	8299	675 464 4000	to	4199	698 042 4816	to	4899
637 150 1200	to	1299	<b>650 114 7707</b>	<b>to</b>	<b>7719</b>	676 365 5958	to	5999	698 131 2138	to	2157
637 562 5828	to	5899	650 130 3400	to	3599	676 669 1024	to	1099	698 227 0000	to	0099
638 042 1647	to	1699	650 213 0406	to	0499	677 126 6734	to	6799	<b>700 065 2570</b>	<b>to</b>	<b>2599</b>
638 049 4984	to	4999	650 555 1749	to	1799	677 333 9979	to	9999	700 065 4800	to	4899
638 318 1115	to	1199	650 564 1900	to	1999	677 466 1088	to	1099	700 190 3350	to	3359
638 318 1453	to	1499	650 627 4212	to	4299	678 071 4500	to	4799	700 228 6048	to	6099
638 885 0000	to	0299	650 736 2043	to	2099	678 096 7531	to	7599	700 650 0452	to	0499
638 903 4362	to	4373	650 739 1540	to	1699	679 909 2578	to	2599	700 666 1323	to	1349
639 415 1929	to	1999	651 741 4415	to	4499	<b>680 112 9565</b>	<b>to</b>	<b>9599</b>	700 786 9106	to	9142
639 415 2019	to	2099	651 882 2800	to	2899	680 244 0903	to	0999	700 859 0744	to	0758
639 420 6200	to	6299	652 754 6317	to	6399	680 412 6046	to	6099	701 028 6780	to	6899
639 469 3517	to	3799	653 131 4945	to	4999	680 761 6800	to	6899	701 213 3900	to	3999
639 605 2143	to	2199	653 426 3300	to	3399	681 677 0540	to	0699	701 267 2000	to	3999
639 657 8600	to	8799	653 455 4874	to	4899	682 070 1029	to	1099	701 335 7312	to	7399
<b>640 289 7500</b>	<b>to</b>	<b>7599</b>	654 238 0000	to	0399	682 956 6280	to	6299	701 369 2005	to	2050
640 289 7700	to	7999	654 404 3065	to	3092	682 956 6490	to	6599	701 499 2260	to	2299
641 170 4420	to	4499	654 962 2900	to	3199	682 956 6700	to	6799	701 503 2247	to	2299
641 318 3133	to	3199	655 103 5081	to	5199	682 965 1178	to	1199	701 541 2271	to	2299
641 378 6500	to	6999	655 523 2600	to	2999	682 965 1201	to	1299	701 553 6557	to	6599
641 383 8739	to	8799	656 305 2448	to	2499	683 118 2389	to	2399	701 578 7460	to	7469
641 877 3187	to	3299	657 347 4438	to	4999	683 378 2000	to	2099	701 578 7475	to	7499
641 877 3310	to	3399	657 710 8100	to	8999	683 378 2117	to	2299	701 601 3457	to	3499
642 355 8094	to	8199	657 780 0985	to	0999	683 415 1200	to	1499	701 605 5913	to	5999
642 355 8308	to	8999	658 586 1400	to	1499	683 444 8159	to	8199	701 695 3982	to	3999
642 900 0018	to	0099	658 877 8000	to	8199	685 154 7780	to	7789	701 695 4148	to	4199
643 030 6254	to	6299	658 880 8000	to	8199	685 297 7645	to	7699	701 695 4227	to	4299
644 066 0882	to	0899	659 398 7300	to	7399	685 623 5264	to	5299	701 708 1741	to	1799
644 069 0600	to	0699	659 706 8113	to	8199	685 650 9487	to	9499	701 736 3966	to	3999
644 077 7506	to	7699	659 846 7837	to	7899	685 669 4200	to	4299	701 772 0870	to	0899
644 085 8157	to	8199	<b>660 510 4100</b>	<b>to</b>	<b>4199</b>	685 757 8452	to	8499	701 838 2800	to	2899
644 112 9839	to	9899	660 673 0400	to	0599	686 071 2694	to	2799	701 941 0600	to	0699
644 373 9083	to	9099	661 488 5000	to	5099	686 176 3333	to	3354	702 171 1603	to	1699
644 380 1460	to	1499	661 609 9100	to	9199	686 372 3200	to	3299	702 195 5109	to	5199
644 733 4715	to	4799	661 716 9420	to	9499	686 644 5879	to	5899	702 254 9300	to	9399
644 900 9712	to	9799	661 906 6522	to	6599	686 899 1371	to	1399	702 264 7569	to	7599
644 901 0109	to	1299	662 021 8332	to	8399	686 931 7636	to	7699	702 519 0513	to	0524
644 901 1325	to	1399	662 068 0700	to	0899	687 601 0973	to	0999	702 713 1800	to	1809
644 923 6800	to	7799	662 553 0774	to	0799	687 614 6774	to	6799	702 821 5730	to	5799
644 932 4655	to	4699	663 078 7034	to	7099	688 320 9000	to	9999	702 821 5805	to	5899
645 318 7240	to	7499	663 763 5300	to	5399	688 114 3107	to	3191	702 844 6975	to	6994
645 333 1766	to	1799	663 883 7039	to	7499	<b>690 291 1361</b>	<b>to</b>	<b>1371</b>	702 846 6331	to	6399
645 790 8632	to	8699	663 938 9200	to	9299	690 788 2877	to	2899	702 848 3900	to	3999
645 821 0657	to	0699	664 253 8000	to	8499	690 893 5344	to	5399	702 857 7302	to	7499
645 930 7948	to	7999	664 656 3055	to	3099	690 893 5512	to	5599	702 878 0114	to	0199
645 975 0737	to	0762	665 174 6400	to	6499	690 904 1300	to	1599	703 364 1707	to	1799
646 242 6200	to	6299	665 274 8208	to	8299	690 941 6000	to	6199	<b>740 002 7710</b>	<b>to</b>	<b>7719</b>
646 270 7639	to	7799	665 669 5400	to	5499	691 313 6383	to	6399	740 119 2275	to	2284
646 798 4000	to	4999	666 132 8226	to	8299	691 313 6600	to	6699	740 130 6688	to	6698
647 048 7035	to	7099	666 696 2209	to	2299	691 582 8003	to	8099	740 144 2780	to	2795
647 049 2900	to	2999	666 696 2309	to	2399	691 664 1800	to	1999	740 241 9049	to	9099
647 398 8300	to	8399	667 032 9300	to	9399	691 664 2400	to	2499	740 252 9265	to	9294
647 398 8481	to	8499	667 729 5529	to	5599	692 727 9362	to	9399	740 255 1718	to	1799
647 437 3000	to	4999	668 383 8400	to	8699	692 798 1800	to	1899	740 274 2602	to	2619
647 811 2188	to	2199	<b>670 368 3400</b>	<b>to</b>	<b>3499</b>	693 249 0779	to	0799	740 277 0366	to	0392
648 009 6057	to	6099	670 369 7336	to	7399	693 249 0877	to	1699	740 332 7658	to	7671
648 163 5300	to	5499	670 750 7169	to	7199	693 445 0566	to	0999	740 348 6641	to	6658
648 722 5283	to	5299	671 046 6200	to	6399	693 448 8500	to	8999	740 351 4790	to	4799
648 892 3164	to	3199	671 251 5448	to	5499	693 645 9583	to	9599	740 374 7416	to	7499
649 100 3989	to	3999	671 926 5600	to	5799	693 965 4200	to	4299	740 470 2420	to	2443
649 647 0370	to	0399	672 444 2000	to	2999	695 741 2906	to	2999	740 514 0300	to	0499
649 647 0522	to	0599	672 828 3410	to	3499	695 947 8518	to	8599	740 523 7432	to	7449
649 647 5237	to	5399	673 167 5776	to	5799	696 662 8247	to	8299	740 535 1555	to	1580
649 647 9100	to	9299	675 464 3700	to	3799	697 447 8285	to	8296	740 557 3570	to	3579

740 650 4104	to	4140	843 786 2554	to	2699	867 366 9108	to	9118	909 725 7307	to	7399
740 684 0620	to	0800	845 656 8165	to	8199	867 633 7403	to	7499	909 833 0947	to	0999
740 701 6105	to	6114	845 727 2100	to	2199	867 737 5623	to	5699	<b>910 219 8631</b>	<b>to</b>	<b>8699</b>
740 705 9790	to	9799	845 746 2618	to	2635	868 169 4529	to	4599	910 265 1100	to	1199
740 726 6400	to	6500	846 390 7531	to	7599	868 173 8400	to	8599	910 471 7273	to	7299
740 765 3306	to	3399	846 918 0572	to	0599	868 514 9000	to	9099	910 536 2505	to	2599
740 774 8434	to	8499	847 237 7690	to	7699	868 566 9200	to	9299	910 958 7499	to	7599
740 786 1885	to	1899	847 284 2481	to	2499	869 200 0000	to	9999	911 140 1000	to	2199
740 790 5989	to	5999	847 374 7055	to	7065	869 387 1150	to	1199	911 245 2545	to	2599
740 820 4854	to	7836	847 374 7055	to	7065	869 505 3500	to	3599	911 268 9077	to	9099
740 827 7578	to	7594	847 636 5304	to	5399	869 523 7033	to	7099	911 400 8948	to	8999
740 917 7490	to	7499	847 700 5447	to	5499	869 566 6150	to	6167	911 508 1620	to	1799
740 918 5531	to	5549	847 723 7500	to	7599	869 800 0000	to	999 9999	911 509 9310	to	9399
741 037 8528	to	8551	849 485 3427	to	3499	<b>870 054 4814</b>	<b>to</b>	<b>4899</b>	911 523 3000	to	3999
742 040 3300	to	3309	849 520 9850	to	9899	870 491 4812	to	4849	912 057 9922	to	9999
742 228 9660	to	9669	849 608 1357	to	1399	870 536 5820	to	5829	912 882 0563	to	0899
<b>805 885 8411</b>	<b>to</b>	<b>8499</b>	849 792 2600	to	2699	870 541 7167	to	7239	913 605 2218	to	2299
806 087 1100	to	1499	<b>850 546 1862</b>	<b>to</b>	<b>1899</b>	870 575 8155	to	8999	913 709 2429	to	2499
806 268 9275	to	9299	851 143 6826	to	6844	870 589 0485	to	0494	913 818 3501	to	3999
806 534 3400	to	3477	851 209 9880	to	9899	870 691 7060	to	7099	914 063 4300	to	4399
807 342 3283	to	3399	851 928 9221	to	9299	872 028 4850	to	4899	914 346 7621	to	7644
808 086 7100	to	7199	852 589 6560	to	6599	872 029 9306	to	9399	914 453 1366	to	1399
808 090 3440	to	3499	853 049 3646	to	3699	872 078 3709	to	3799	914 529 6185	to	6299
808 325 5161	to	5699	854 304 4089	to	4999	872 100 0445	to	0459	914 896 4658	to	4699
808 784 8000	to	8299	854 529 2200	to	2299	<b>900 556 4178</b>	<b>to</b>	<b>4199</b>	915 187 8774	to	8779
<b>830 125 0672</b>	<b>to</b>	<b>0699</b>	854 532 0000	to	2999	900 845 0044	to	0099	915 300 2783	to	2799
830 602 5800	to	5999	855 001 6204	to	6249	900 936 0217	to	0299	915 546 6822	to	6999
830 610 3700	to	3799	855 319 9364	to	9399	900 936 0435	to	0499	915 646 5183	to	5199
830 983 3500	to	3599	855 361 3390	to	3399	901 058 5255	to	5280	915 671 3963	to	3980
830 983 3635	to	3699	856 226 0490	to	0499	901 273 1082	to	1099	915 671 3982	to	3999
831 354 1387	to	1399	856 656 5800	to	5999	901 287 5143	to	5199	915 675 2217	to	2299
831 815 8240	to	8299	856 752 0200	to	0299	901 291 2789	to	2799	916 440 3377	to	3399
832 525 3810	to	3899	857 111 1352	to	1399	901 525 7122	to	7199	916 670 6352	to	6399
833 159 1884	to	1899	857 279 3450	to	3499	902 089 1253	to	1299	916 682 5300	to	5399
833 456 2567	to	2599	857 843 4000	to	4099	902 198 9769	to	9799	916 694 1414	to	1499
833 566 3015	to	3071	858 124 7644	to	7699	902 948 1269	to	1299	916 703 0802	to	0821
834 130 5200	to	5299	858 756 3111	to	3299	902 985 0833	to	0899	917 089 0709	to	0799
834 316 5444	to	5499	859 063 8200	to	8699	903 370 6934	to	6999	917 089 0842	to	0899
834 354 8747	to	8766	859 190 0600	to	0644	904 600 6523	to	6599	917 216 2928	to	2999
834 354 8824	to	8838	859 437 5538	to	5599	904 892 0378	to	0399	917 370 6300	to	6499
835 269 5700	to	5799	859 811 2888	to	2899	904 892 0648	to	1299	917 486 4900	to	4999
835 496 7303	to	7399	859 855 8873	to	8999	905 056 2216	to	2299	918 460 0602	to	0699
835 539 5200	to	5999	<b>860 240 8520</b>	<b>to</b>	<b>8599</b>	905 510 6647	to	6799	918 951 7231	to	7299
835 813 3015	to	3099	860 275 3900	to	3999	905 510 6900	to	7099	919 519 2786	to	2799
837 672 8967	to	8999	860 518 9629	to	9699	905 794 0000	to	0199	919 536 0770	to	0799
837 784 3282	to	3299	860 600 0021	to	0999	905 794 0288	to	0299	919 814 3095	to	3199
838 176 8377	to	8399	861 158 2350	to	2599	905 873 6900	to	6999	919 889 5110	to	5134
838 518 1257	to	1299	861 367 5400	to	5499	905 873 7100	to	7299	919 889 5137	to	5176
839 718 8257	to	8299	861 637 6010	to	6099	905 880 8900	to	8999	919 889 5178	to	5199
<b>840 323 0600</b>	<b>to</b>	<b>0699</b>	861 979 7292	to	7499	905 889 7100	to	7199	919 889 5030	to	5070
840 875 6235	to	6299	862 216 6100	to	6199	906 158 1508	to	1599	919 889 5090	to	5099
840 910 0900	to	0999	862 263 9213	to	9299	906 558 8812	to	8899	919 915 2774	to	2787
841 349 5000	to	5099	862 271 0800	to	0999	906 982 2214	to	2299	<b>920 155 4662</b>	<b>to</b>	<b>4687</b>
841 805 7747	to	7899	862 271 5000	to	5099	907 725 8500	to	8599	920 309 9039	to	9199
841 805 7944	to	8099	863 871 5138	to	5199	907 815 0216	to	0257	920 771 5321	to	5399
842 226 0685	to	0695	863 949 5300	to	5399	908 622 4225	to	4235	920 857 5500	to	5899
842 685 4600	to	4699	864 088 8200	to	8299	908 936 9254	to	9299	920 864 3480	to	3499
842 685 4742	to	4999	864 426 3972	to	3999	909 066 4494	to	7499	920 963 4567	to	4599
842 860 0300	to	0399	864 520 6117	to	6136	909 067 7400	to	7499	921 333 7400	to	7499
842 898 5582	to	5599	865 151 0526	to	0599	909 100 1787	to	1799	921 477 3762	to	3799
843 062 7100	to	7199	865 500 4034	to	4099	909 100 1900	to	2099	922 278 1048	to	1399
843 077 6288	to	6299	865 883 6082	to	6099	909 355 0422	to	0499	922 280 2019	to	2099
843 077 6378	to	6399	866 004 3000	to	3999	909 568 8900	to	9099	922 280 2233	to	2299
843 758 5769	to	5778	866 442 4100	to	4899	909 568 9300	to	9499	922 773 0459	to	0499

923 032 7000 to 7399	924 533 2428 to 2499	<b>930 219 1722 to 1799</b>	933 387 2541 to 2561
923 045 3630 to 3699	924 685 1957 to 1999	930 335 7810 to 7819	933 760 3609 to 4199
923 484 3600 to 3699	924 946 6300 to 6699	931 097 9259 to 9299	933 894 0928 to 0999
923 493 9403 to 9599	925 333 5900 to 6099	931 156 1502 to 1579	934 018 2729 to 2741
923 493 9681 to 9699	925 336 2300 to 2399	931 156 1600 to 1625	934 180 0300 to 0399
923 604 4424 to 4499	926 432 5907 to 5999	931 156 1671 to 1699	934 236 3954 to 3999
923 810 7800 to 8299	926 436 3600 to 3699	932 506 6400 to 6599	934 622 8717 to 8999
924 252 1200 to 1299	927 765 6257 to 6299	932 732 1796 to 1799	935 216 0312 to 0399
924 252 1400 to 1499	928 197 8100 to 8199	932 827 9026 to 9099	935 843 2202 to 2247
924 533 0711 to 0799	928 197 8283 to 8299	932 957 2300 to 2399	936 024 8889 to 8899
924 533 2343 to 2399	928 856 2059 to 2068	933 060 6160 to 6189	936 339 4455 to 4499

— Criminal Investigations Group, Postal Inspection Service, 11-1-12

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

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

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

order serial numbers consist of the first 9 digits. The 10th digit is a check digit only.

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

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

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

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

— Criminal Investigations Group, Postal Inspection Service, 11-1-12

### 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 <https://www.usps.com/shop/accepting-money-orders.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.

— Retail Services,  
Retail Products and Services, 11-1-12

### 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, 11-1-12

### 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, 11-1-12

## 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 deter-

mine 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.

### Changes

APO/FPO/DPO	Action	Effective Date	See Restrictions
APO AP 96262	Close	11/01/2012	

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-A2-B-C-D-H-M-R-U	09063	A1-A2-B-C-D-L-H-M-R-U	09142	A1-A2-B-C-D-H-M-R-U	09304	A-A1-A2-C-C1-D-E2-F-F1-H1-J-K-L-M-N-R-R1-T-V-Z1
09003	A1-A2-B-C-D-H-M-P-R-U	09067	A1-A2-B-C-D-H-M-R-U	09143	A1-A2-B-C-D-H-M-R-U	09306	A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U2-V-Z1
09004	A1-A2-B-C-D-H-M-R-U	09068	A1-A2-B-C-D-H-U-Z1	09154	A1-A2-B-C-D-H-M-R-U	09307	A1-A2-B-N-V-Z1
09005	A1-A2-B-C-D-H-M-P-R-U	09069	A-A1-A2-B-C-D-H-U-V	09172	A1-A2-B-C-D-H-M-R-U	09308	A-A1-A2-B-C1-E2-F-F1-I-M-N-R-V-Z1
09006	A1-A2-B-C-D-H-M-R-U	09075	A1-A2-B-C-D-H-M-R-U	09173	A1-A2-B-C-D-H-M-R-U	09309	A-A1-A2-B-C1-E2-F-F1-M-N-R-V-Z1
09007	A1-A2-B-C-D-H-M-R-U	09079	A1-A2-B-C-D-H-M-R-U	09177	A1-A2-B-C-D-H-M-R-U	09310	A-A1-A2-B-C1-E2-F-F1-M-R-V-Z1
09008	A-A1-A2-B-C-D-H-M-P-R-U	09081	A1-A2-B-C-D-H-M-R-U	09180	A1-A2-B-C-D-H-M-R-U	09311	A-A1-A2-B-C1-E2-F-F1-M-R-V-Z1
09009	A1-A2-B-C-D-H-M-R-U	09088	A1-A2-B-C-D-H-M-R-U	09186	A1-A2-B-C-D-H-M-R-U	09312	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1
09011	A1-A2-B-C-D-H-M-R-U	09090	A1-A2-B-C-D-H-M-P-R-U	09211	A1-A2-B-C-D-H-M-P-R-U	09313	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1
09012	A1-A2-B-C-D-H-M-R-U	09092	A1-A2-B-C-D-H-M-R-U	09213	A1-A2-B-C-D-H-L-M-R-U	09314	A-A1-A2-B-C1-E2-F-F1-M-R-R1-V-Z1
09013	A1-A2-B-C-D-F-F1-H-M-R-U-Z1	09094	A1-A2-B-C-D-H-M-P-R	09214	A1-A2-B-C-D-H-M-R-U	09320	A-A1-A2-B-C1-E2-F-F1-H1-M-N-R-R1-V-Z1
09014	A1-A2-B-C-D-H-M-R-U	09095	A1-A2-B-C-D-H-M-R-U	09226	A1-A2-B-C-D-H-M-R-U	09323	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1
09020	A1-A2-B-C-D-H-M-R-U	09096	A1-A2-B-C-D-H-M-R-U	09227	A1-A2-B-C-D-H-M-R-U	09327	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1
09021	A1-A2-B-C-D-H-M-R-U	09099	A1-A2-B-C-D-H-M-R-U	09229	A1-A2-B-C-D-H-M-R-U	09328	A-A1-A2-B-C1-E2-F-F1-H1-R-R1-V-Z1
09028	A1-A2-B-C-D-H-M-R-U	09100	A1-A2-B-C-D-H-M-R-U	09237	A1-A2-B-C-D-H-M-R-U-V	09330	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1
09033	A1-A2-B-C-D-H-M-R-U	09102	A1-A2-B-C-D-H-M-R-U	09245	A1-A2-B-C-D-H-M-R-U	09337	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1
09034	A1-A2-B-C-D-H-M-R-U	09103	A1-A2-B-C-D-H-U	09250	A1-A2-B-C-D-H-M-R-U	09339	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1
09038	A1-A2-B-C-D-H-M-R-U	09104	A1-A2-B-C-D-H-M-R-U	09261	A1-A2-B-C-D-F1-H-M-R-U-V	09340	A-A1-A2-B-C1-F-H-R-V
09042	A1-A2-B-C-D-H-M-R-U	09107	A1-A2-B-C-D-H-M-R-U	09263	A1-A2-B-C-D-H-M-R-U		
09046	A1-A2-B-C-D-H-M-R-U	09112	A1-A2-B-C-D-H-M-R-U	09264	A1-A2-B-C-D-H-M-R-U		
09049	A1-A2-B-C-D-H-M-R-U	09114	A1-A2-B-C-D-H-M-R-U	09265	A1-A2-B-C-D-H-M-N-R-U		
09053	A1-A2-B-C-D-H-M-R-U	09123	A1-A2-B-C-D-H-M-R-U	09267	A1-A2-B-C-D-H-M-R-U		
09054	A1-A2-B-C-D-H-M-R-U	09126	A1-A2-B-C-D-H-M-P-R	09301	A-A1-A2-B-C1-E2-F-F1-I-M-N-R-R1-V-Z1		
09055	A1-A2-B-C-D-F-H-M-R-R1-U-V	09128	A1-A2-B-C-D-H-M-R-U	09302	A-A1-A2-B-C1-F-F1-H-M-N-V-Z1		
09058	A1-A2-B-C-D-H-M-R-U	09131	A1-A2-B-C-D-H-M-R-U				
09059	A1-A2-B-C-D-H-M-R-U	09136	A1-A2-B-C-D-F1-H-M-P-R				
09060	A1-A2-B-C-D-F1-H-M-R-U	09138	A1-A2-B-C-D-H-M-R-U				
		09139	A1-A2-B-C-D-H-M-R-U				
		09140	A1-A2-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
09343	A-A1-A2-B-C1-F-M-N-V-Z1	09454	A1-A2-B-C-C1-M-R-U-V	09590	A1-A2-B-V	09714	A1-A2-B-C-C1-F1-M-R-R1-U
09347	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09459	A1-A2-B-C-C1-M-R-U	09591	A1-A2-B-F-F1-R-R1-V	09715	A1-A2-B-F1-M-R
09348	A-A1-A2-B-C1-E2-F-H1-I-M-N-R-R1-V-Z1	09461	A1-A2-B-C-C1-M-P-R-U	09593	A1-A2-B-V	09716	A1-A2-B-C-M-N-R-V
09352	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09463	A1-A2-B-C-C1-R-U	09594	A1-A2-B-V	09717	A-A1-A2-B-M-R-V-W
09353	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09464	A1-A2-B-C-C1-R-U	09599	A1-A2-B-F-F1-R-R1-V	09718	A1-A2-B-F-M-N-R-U-V
09354	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09468	A1-A2-B-C-C1-M-R-U	09602	A1-A2-B-C-F-F1-N-R-U-V	09719	A1-A2-B-C-D-M-R-U-V
09355	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09469	A1-A2-B-C-C1-R-U	09603	A1-A2-B-C-F-F1-R-U-V	09720	A1-A2-B-M-R-U-V
09356	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09470	A1-A2-B-C-C1-M-R-U	09604	A1-A2-B-C-F-F1-P-R-U-V	09722	A-A1-A2-B-F-H-N-Q-V-Z1
09357	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09494	A1-A2-B-C-C1-M-R-U	09605	A1-A2-B-C-D-H-M-R-U-V	09723	A1-A2-B-M-N-R-U-V-Z1
09360	A1-A2-B-V	09496	A1-A2-B-C-C1-R-U-V	09606	A1-A2-B-C-D-H-M-R-U-V	09724	A1-A2-B-C-C1-F1-M-R-R1-U
09363	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09498	A1-A2-B-C-C1-F-F1-F2-J-L-N-R-R1-T-V-Z1	09607	A-A1-A2-B-C-F-F1-M-R-R1-U-U3-V-W	09725	A-A1-A2-B-F-H-N-Q-V-Z1
09364	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09501	A1-A2-B-V	09608	A1-A2-B-C-F-N-U-V	09726	A1-A2-B-M-N-R-U-V
09366	A-A1-A2-B-C1-E2-F-H1-M-N-R-V-Z1	09502	A1-A2-B-V	09609	A1-A2-B-C-F-U	09727	A-A1-A2-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09367	A-A1-A2-B-B2-C1-E2-F-H1-M-R-R1-V-Z1	09503	A1-A2-B-V	09610	A1-A2-B-C-F-F1-M-R-U-V	09728	A-A1-A2-B-B2-C-C1-F-J-L-N-R-R1-T-V-Z1
09368	A-A1-A2-B-C1-E2-F-H1-M-N-R-V-Z1	09504	A1-A2-B-V	09613	A1-A2-B-C-F-U-V	09729	A1-A2-B-C-F-N-R-R1-U-V
09369	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V	09505	A1-A2-B-V	09617	A1-A2-B-C-F-U	09730	A-A2-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1
09370	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09506	A1-A2-B-V	09618	A1-A2-B-C-F-U	09731	A-A2-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1
09372	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V	09507	A1-A2-B-V	09620	A1-A2-B-C-F-U	09732	A1-A2-B-N-V-Z1
09373	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V	09508	A1-A2-B-V	09621	A1-A2-B-C-F-U	09733	A1-A2-B-N-V
09374	A-A1-A2-B-C1-E2-F-H1-I-M-N-R-V-Z1	09509	A1-A2-B-V	09622	A1-A2-B-C-F-U	09734	A-A1-A2-B-C-C1-F-J-L-M-N-R-R1-T-V-Z1
09378	A-A1-A2-B-C1-E2-F-H1-I-M-N-R-R1-V-Z1	09510	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09623	A1-A2-B-C-F-U	09735	A1-A2-B-N-V-Z1
09380	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09511	A1-A2-B-V	09624	A1-A2-B-C-F-U	09736	A-A1-A2-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09382	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09513	A1-A2-B-F-F1-R-R1-V	09625	A1-A2-B-C-F-U	09737	A-A1-A2-B-B2-C-C1-F-I-L-M-N-R-R1-T-V-W-Y-Z1
09387	A-A1-A2-B-C1-E2-F-H1-M-R-V	09517	A1-A2-B-F-F1-R-R1-V	09626	A1-A2-B-C-F-U	09742	A-A1-A2-B-B2-F-F1-J-L-M-N-R-T-V-Z1
09393	A-A1-A2-B-C1-E2-F-H1-I-M-N-R-R1-V-Z1	09520	A1-A2-B-F-F1-R-R1-V	09627	A1-A2-B-C-F-U	09743	A-A1-A2-B-F-H-N-Q-V-Z1
09394	A-A1-A2-B-C1-E2-F-F1-H1-M-N-R-R1-V-Z1	09524	A1-A2-B-F-F1-R-R1-V	09630	A1-A2-B-C-F-U-V	09744	A-A2-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1
09397	A-A1-A2-B-C1-E2-F-F1-H1-M-N-R-R1-S-T-V-Z1	09532	A1-A2-B-F-F1-R-R1-V	09631	A1-A2-B-C-F-U	09745	A-A1-A2-B-F-F1-M-N-R-R1-V-Z1
09403	A1-A2-B-C-C1-M-R-U	09534	A1-A2-B-F-F1-R-R1-V	09633	A1-A2-B-B2-C-D-F-F1-M-R-U-U1-U2-U3-V-Z1	09747	A1-A2-B-F-J-N-U-V-Z1
09421	A1-A2-B-C-C1-M-R-U	09543	A1-A2-B-F-F1-R-R1-V	09642	A1-A2-B-C-F-U	09748	A-A1-A2-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09447	A1-A2-B-C-C1-R-U-V	09545	A1-A2-B-V	09643	A1-A2-B-M-N-R-U	09749	A-A1-A2-B-F-H-N-V-Z1
		09549	A1-A2-B-V	09644	A1-A2-B-M-R-U-V	09750	A-A2-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1
		09554	A1-A2-B-F-F1-R-R1-V	09645	A1-A2-B-C-F-F1-U	09751	A1-A2-B-C-D-H-M-R-U
		09556	A1-A2-B-F-F1-R-R1-V	09647	A1-A2-B-N-R-U	09752	A1-A2-B-C-D-H-U
		09557	A1-A2-B-F-F1-R-R1-V	09648	A1-A2-B-N-U-V-Z1		
		09564	A1-A2-B-F-F1-R-R1-V	09649	A1-A2-B-N-U-Z1		
		09565	A1-A2-B-F-F1-R-R1-V	09701	A-A1-A2-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1		
		09566	A1-A2-B-F-F1-R-R1-V	09702	A1-A2-B-C-C1-F1-M-R-R1-U		
		09567	A1-A2-B-F-F1-R-R1-V	09703	A1-A2-B-C-F1-H-U		
		09568	A1-A2-B-V	09704	A1-A2-B-C-V-V1		
		09569	A1-A2-B-F-F1-R-R1-V	09705	A1-A2-B-U		
		09570	A1-A2-B-F-F1-R-R1-V	09706	A1-A2-B-C-N-R-U-V		
		09574	A1-A2-B-F-F1-R-R1-V	09707	A1-A2-B-C-J-M-N-R-U-V		
		09575	A1-A2-B-F-F1-R-R1-V	09708	A1-A2-B		
		09576	A1-A2-B-F-F1-R-R1-V	09709	A1-A2-B-F1-H		
		09577	A1-A2-B-V	09710	A1-A2-B-C-C1-F1-M-N-R-R1-U		
		09578	A1-A2-B-F-F1-R-R1-V	09711	A1-A2-B-F1-N-R-Z1		
		09579	A1-A2-B-F-F1-R-R1-V	09713	A1-A2-B-C-F1-R		
		09581	A1-A2-B-F-F1-R-R1-V				
		09582	A1-A2-B-F-F1-R-R1-V				
		09586	A1-A2-B-F-F1-R-R1-V				
		09587	A1-A2-B-F-F1-R-R1-V				
		09588	A1-A2-B-V				
		09589	A1-A2-B-V				

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09759	A-A1-A2-B-B2-C-C1-E2-F-F1-F2-J-L-N-R-R1-T-V-Z1	09832	A-A1-A2-B-U1-V-Z1	34007	A-A1-A2-B-C1-F-F1-M-N-R-R1-V-Z1	96207	A-A1-A2-B-V
09762	A-A1-A2-B-B2-E3-F-F1-J-L-N-R-R1-T-V-Z1	09833	A1-A2-B-U1-V-Z1	34008	A1-A2-B-B2-D-E1-F-H-H1-J-L-M-N-R-R1-T-V-Z1	96209	A-A1-A2-B-J-L-N-T-U
09769	A-A1-A2-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09834	A1-A2-B-F-F1-R-R1-V-Z1	34011	A1-A2-B-B2-C1-E2-F-J-L-M-N-R-R1-T-V-Z1	96213	A-A1-A2-B-U
09777	A-A1-A2-B-C-E1-L-M-N-R	09835	A-A1-A2-B-V-Z1	34020	A1-A2-B-J-L-M-N-U-V-Z1	96214	A-A1-A2-B-U
09780	A-A1-A2-B-F-H-N-R-V	09836	A-A1-A2-B-C-F-M-V-Z1	34021	A1-A2-B-J-L-M-N-U-V-Z1	96218	A-A1-A2-B-U
09798	A1-A2-B-C-D-H-L-U-V	09837	A1-A2-B-V-Z1	34022	A1-A2-B-D-F-J-L-M-N-U-V-Z1	96224	A-A1-A2-B-U
09801	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09838	A1-A2-B-V-Z1	34023	A1-A2-B-J-L-M-N-U-V-Z1	96257	A-A1-A2-B-U
09803	A1-A2-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	09839	A-A1-A2-B-U-V-Z1	34024	A1-A2-B-L-M-N-U-V-Z1	96258	A-A1-A2-B-U
09804	A-A1-A2-B-F-F1-N-R-V-Z1	09840	A-A1-A2-B-V-Z1	34025	A1-A2-B-F-J-L-M-N-U-V-Z1	96260	A-A1-A2-B-U
09805	A-A2-B-F-F1-R-R1-V-Z1	09841	A-A1-A2-B-N-R-U-Z1	34030	A1-A2-B-J-L-M-N-U-V-Z1	96264	A-A1-A2-B-U
09806	A-A1-A2-B-C1-E2-F-H1-L-M-N-R-R1-V-Z1	09842	A-A1-A2-B-M-N-R-Z1	34031	A1-A2-B-J-L-M-N-U-V-Z1	96266	A-A1-A2-B-U
09807	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09844	A-A1-A2-B-C-F-N-U-V-Z1	34032	A1-A2-B-J-L-M-N-T-U-V-Z1	96267	A-A1-A2-B-U-V
09809	A1-A2-B-V-Z1	09845	A-A1-A2-B-B2-E3-F-F1-L-M-N-T-V-Z1	34033	A1-A2-B-C-F-J-L-M-N-V-Z1	96269	A-A1-A2-B-U
09810	A-A1-A2-B-F-F1-N-R-V-Z1	09846	A-A1-A2-B-B2-C1-F-J-L-N-R-R1-T-V-Z1	34034	A1-A2-B-J-L-M-N-V-Z1	96271	A-A1-A2-B-U
09811	A1-A2-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	09848	A-A1-A2-B-F-M-R-V-Z1	34035	A1-A2-B-H-J-L-M-N-U-V-Z1	96275	A-A1-A2-B-V
09812	A1-A2-B-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09852	A1-A2-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	34036	A1-A2-B-J-L-M-N-U-V-Z1	96276	A-A1-A2-B
09813	A-A1-A2-B-B2-C1-E2-E3-F-J-L-N-R-R1-T-V-Z1	09853	A1-A2-B-E2-F-H1-R-R1-U2-V-Z1	34037	A1-A2-B-C-F-H-I-L-M-N-V-Z-Z1	96278	A-A1-A2-B-U
09814	A1-A2-B-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09855	A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U2-V-Z1	34038	A1-A2-B-L-M-N-U-V-Z1	96283	A-A1-A2-B-U
09815	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1	09858	A1-A2-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	34039	A1-A2-B-J-L-M-N-U-V-Z1	96284	A-A1-A2-B-U-V
09816	A-A1-A2-B-B2-C-C1-E2-E3-F-J-L-N-R-R1-T-V-Z1	09859	A1-A2-B-C1-F-F1-H1-N-R-R1-V-Z1	34041	A1-A2-B-J-L-M-N-T-U-V-Z1	96303	A1-A2-B-H-J-L-M-N-T-W
09817	A-A1-A2-B-B2-C1-E2-E3-F-F1-H-H1-J-L-M-N-R-T-V-Z1	09865	A-A1-A2-B-V-Z1	34042	A1-A2-B-D-F-M-N-V-Z1	96306	A1-A2-B-F-F1-F2-H-M-W
09818	A-A1-A2-B-C-F-M-V-Z1	09868	A-A1-A2-B-N-U-V-Z1	34043	A1-A2-B-C-F-H-I-L-M-N-V-Z-Z1	96309	A1-A2-B-M-V-W
09820	A-A1-A2-B-B2-F-H-H1-J-L-M-N-R-R1-T-V-Z1	09870	A-A1-A2-B-C1-E2-F-H1-I-M-N-R-R1-T-U-U4-V-Z-Z1	34044	A1-A2-B-L-M-N-U-V-Z1	96310	A1-A2-B-M-W
09821	A-A1-A2-B-F-N-R-V-Z1	09871	A-A1-A2-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z-Z1	34045	A1-A2-B-J-L-M-N-U-V-Z1	96319	A1-A2-B-M-W
09822	A-A1-A2-B-F-R-V-Z1	09874	A-A1-A2-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z-Z1	34046	A1-A2-B-C-F-F1-R-R1-V-Z1	96321	A1-A2-B-F-F1-F2-H-M-W
09823	A-A1-A2-B-F-R-V-Z1	09875	A-A1-A2-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z-Z1	34047	A1-A2-B-B2-C1-E2-F-J-L-N-R-R1-T-V-Z1	96322	A1-A2-B-F-F1-F2-H-M-W
09824	A-A1-A2-B-F-R-V-Z1	09876	A-A1-A2-B-C1-E2-F-H1-I-M-N-P-R-R1-T-U-U4-V-Z-Z1	34048	A1-A2-B-F1-N-V-Z1	96323	A1-A2-B-M-V-W
09825	A-A1-A2-B-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09880	A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U-V-Z1	34049	A1-A2-B-F-F1-R-R1-V	96326	A1-A2-B-M-W
09826	A-A1-A2-B-B2-C1-E1-E2-E3-F-L-M-N-R-R1-T-V-W-Z1	09888	A1-A2-B-E2-F-H1-N-R-R1-U2-V-Z1	34050	A1-A2-B-V	96328	A1-A2-B-M-W
09827	A-A1-A2-B-F-F1-N-R-V-Z1	09890	A1-A2-B-E2-F-H1-N-R-R1-U2-V-Z1	34055	A1-A2-B-J-L-M-N-U-V-Z1	96330	A1-A2-B-M-W
09828	A-A1-A2-B-J-L-N-T-V-Z1	09892	A-A1-A2-B-E2-F-N-R-R1-V-Z1	34058	A1-A2-B-F-F1-R-R1-V-Z1	96336	A1-A2-B-M-V-W
09829	A1-A2-B-C-N-R-V-Z1	09898	A1-A2-B-E2-F-H1-N-R-R1-U2-V-Z1	34060	A1-A2-B-B2-C1-E2-F-J-L-N-R-R1-T-V-Z1	96337	A1-A2-B-M-W
09830	A1-A2-B-C-M-N-R-V-Z1	34002	A1-A2-B-J-L-N-U-Z1	34078	A1-A2-B-F1-N-V-Z1	96338	A1-A2-B-M-W
09831	A1-A2-B-F-N-U-V-Z1	34004	A1-A2-B-J-L-N-T-U-V	34090	A1-A2-B-F-F1-R-R1-V	96339	A1-A2-B-M-V-W
		34006	A-A1-A2-B-C1-F1-N-V-Z1	34091	A1-A2-B-F-F1-R-R1-V	96343	A1-A2-B-M-W
				34092	A1-A2-B-F-F1-R-R1-V	96346	A1-A2-B-F-F1-F2-H-M-V-W
				34093	A1-A2-B-F-F1-R-R1-V	96347	A1-A2-B-F-F1-F2-H-M-W
				34095	A1-A2-B-V	96348	A1-A2-B-F-F1-F2-H-M-W
				34098	A1-A2-B-V	96349	A1-A2-B-F-F1-F2-H-M-W
				96201	A-A1-A2-B	96350	A1-A2-B-F-F1-F2-H-M-W
				96202	A-A1-A2-B-U	96351	A1-A2-B-F-F1-F2-H-M-W
				96203	A-A1-A2-B	96362	A1-A2-B-F-F1-F2-M-W
				96204	A-A1-A2-B	96365	A1-A2-B-M-V-W
				96205	A-A1-A2-B-U	96367	A1-A2-B-L-M-W
				96206	A-A1-A2-B-U	96368	A1-A2-B-M-W
						96370	A1-A2-B-F-F1-F2-H-M-W
						96372	A1-A2-B-M-W

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
96373	A1-A2-B-M-W	96531	A-A1-A2-B-F-F1-H-M-N-U-V	96595	A1-A2-B-V	96650	A1-A2-B-F-F1-R-R1-V
96374	A1-A2-B-M-W			96598	A1-A2-B-N-O-V-V1	96657	A1-A2-B-F-F1-R-R1-V
96375	A1-A2-B-M-W	96532	A-A1-A2-B-H-J-L-M-N-T-U-V	96599	A1-A2-B-N-V	96660	A1-A2-B-F-F1-R-R1-V
96376	A1-A2-B-M-W			96601	A1-A2-B-V	96661	A1-A2-B-F-F1-R-R1-V
96377	A1-A2-B-M-W	96534	A-A1-A2-B-F-U	96602	A1-A2-B-V	96662	A1-A2-B-F-F1-R-R1-V
96378	A1-A2-B-M-W	96535	A-A1-A2-B-F-V	96603	A1-A2-B-V	96663	A1-A2-B-F-F1-R-R1-V
96379	A1-A2-B-M-W	96537	A1-A2-B-V	96604	A1-A2-B-V	96664	A1-A2-B-V
96384	A1-A2-B-M-W	96538	A1-A2-B-V	96605	A1-A2-B-V	96665	A1-A2-B-V
96386	A1-A2-B-M-W	96540	A1-A2-B-V	96606	A1-A2-B-V	96666	A1-A2-B-V
96387	A1-A2-B-M-W	96541	A1-A2-B-V	96607	A1-A2-B-V	96667	A1-A2-B-F-F1-R-R1-V
96388	A1-A2-B-M-W	96542	A1-A2-B-V	96608	A1-A2-B-V	96668	A1-A2-B-F-F1-R-R1-V
96401	A1-A2-B-F-N-V-Z1	96543	A1-A2-B-P-V	96609	A1-A2-B-V	96669	A1-A2-B-F-F1-R-R1-V
96427	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V	96544	A1-A2-B-F-N-U3-V	96610	A1-A2-B-V	96670	A1-A2-B-V
		96546	A1-A2-B-F-U3	96611	A1-A2-B-V	96671	A1-A2-B-F-F1-R-R1-V
96447	A1-A2-B-F-N-U3-V-V1	96548	A-A1-A2-B-H-M-U	96613	A-A1-A2-B-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96672	A1-A2-B-F-F1-R-R1-V
96501	A-A1-A2-B-N-V	96549	A-A1-A2-B-H-M-U			96673	A1-A2-B-V
96502	A1-A2-B-F-N-U3-V	96550	A-A1-A2-B-H-M-U-V	96614	A-A1-A2-B-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96674	A1-A2-B-F-F1-R-R1-V
96503	A1-A2-B-F-N-U3-V	96551	A-A1-A2-B-H-M-N-U			96675	A1-A2-B-F-F1-R-R1-V
96507	A-A1-A2-B-F-V	96552	A1-A2-B	96615	A1-A2-B-F-F1-R-R1-V	96677	A1-A2-B-F-F1-R-R1-V
96510	A1-A2-B-I-N-V	96553	A-A1-A2-B-F-F1-H-M-U	96616	A1-A2-B-F-F1-R-R1-V	96678	A1-A2-B-F-F1-R-R1-V
96511	A1-A2-B-I-N-V	96554	A-A1-A2-B-H-M-U	96617	A1-A2-B-F-F1-R-R1-V	96679	A1-A2-B-F-F1-R-R1-V
96515	A1-A2-B-D-F-U3	96555	A1-A2-B-F-M-V	96619	A1-A2-B-V	96681	A1-A2-B-V
96516	A1-A2-B-D-F	96557	A1-A2-B-F-M-V	96620	A1-A2-B-F-F1-R-R1-V	96682	A1-A2-B-V
96517	A1-A2-B-F-U3-V	96562	A-A1-A2-B-B2-C-C1-D-E2-E3-F-F1-H-H1-I-L-M-N-R-T-V-Z-Z1	96621	A1-A2-B-V	96683	A1-A2-B-V
96520	A1-A2-B-F-N-U3-V			96622	A1-A2-B-F-F1-R-R1-V	96686	A1-A2-B-V
96521	A1-A2-B-F-N-U3			96624	A1-A2-B-F-F1-R-R1-V	96687	A1-A2-B-V
96522	A1-A2-B-F-N-U	96577	A-A1-A2-B-F-H-M-N-U	96628	A1-A2-B-F-F1-R-R1-V	96698	A1-A2-B-V
96530	A-A1-A2-B-F-F1-H-H1-M-N-U-V	96578	A1-A2-B-B2-F1-H-J-N-R	96629	A1-A2-B-F-F1-R-R1-V		
				96643	A1-A2-B-F-F1-R-R1-V		

## RESTRICTIONS

### LEGEND

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

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

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

**A2.** APO/FPO/DPO addresses shall not include a city and/or country name.

**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.

**E.** Medicines (prescription, over-the-counter, vitamins, and supplements) are prohibited when mailed to individuals for human or animal use. This prohibition does not apply when medicines are sent as official mail only between specifically designated agencies such as pharmaceutical distributors, hospitals, clinics, and pharmacies.

**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 601.12.1.1. 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 601.12.1.1h 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 601.12.7, 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.

**U4.** Mail addressed to Box C is limited to 2 pounds, regardless of class.

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

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

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

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

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

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

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

— *International Network Operations,  
Global Business, 11-1-12*

October 2012

## Have You Seen Any of These Missing Children?

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



**Name:** Mario Collins  
Born: 8-18-99  
Date Missing: 10-13-12  
Missing From: Memphis, TN



**Name:** Marlon Collins  
Born: 10-14-00  
Date Missing: 10-13-12  
Missing From: Memphis, TN



**Name:** Selena Crespo  
Born: 8-5-95  
Date Missing: 9-27-12  
Missing From: Tampa, FL



**Name:** Alexander Domenech  
Born: 7-1-09  
Date Missing: 4-15-12  
Missing From: Overland Park, KS



**Name:** Maria Emeterio  
Born: 10-8-98  
Date Missing: 7-15-12  
Missing From: Denver, CO

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

### Missing Children Poster Display Instructions

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

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

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

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

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

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

October 2012

## Have You Seen Any of These Missing Children?

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



**Name:** Paul Gonzales  
Born: 6-21-05  
Date Missing: 8-28-12  
Missing From: Los Angeles, CA



**Name:** Ruben Gonzales  
Born: 6-21-07  
Date Missing: 8-25-12  
Missing From: Los Angeles, CA



**Name:** Jenna Leblanc  
Born: 8-19-95  
Date Missing: 7-12-12  
Missing From: Lancaster, MA



**Name:** Rachel Lesserson  
Born: 4-14-00  
Date Missing: 8-20-12  
Missing From: Calabasas, CA



**Name:** Rivka Lesserson  
Born: 10-28-01  
Date Missing: 8-20-12  
Missing From: Calabasas, CA

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

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**Name:** Yechezkel Lesserson  
Born: 10-11-03  
Date Missing: 8-20-12  
Missing From: Calabasas, CA



**Name:** Yekusiel Lesserson  
Born: 9-25-05  
Date Missing: 8-20-12  
Missing From: Calabasas, CA



**Name:** John Liendo  
Born: 5-24-03  
Date Missing: 6-5-11  
Missing From: Waco, TX



**Name:** Raiden Lynn  
Born: 1-21-12  
Date Missing: 8-4-12  
Missing From: Deland, FL



**Name:** Sakari Lynn  
Born: 5-6-10  
Date Missing: 8-4-12  
Missing From: Deland, FL

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

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

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October 2012

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**Name:** Kaya Miller  
Born: 6-13-96  
Date Missing: 3-11-12  
Missing From: Chico, CA



**Name:** NaCoyia Owens Harris  
Born: 5-10-98  
Date Missing: 5-24-12  
Missing From: Garden City, GA



**Name:** Ashden Sharpe  
Born: 7-13-09  
Date Missing: 12-23-11  
Missing From: Honolulu, HI



**Name:** Kimberly Thorpe  
Born: 1-20-97  
Date Missing: 7-30-12  
Missing From: Las Vegas, NV



**Name:** Yaritza Valencia  
Born: 11-10-97  
Date Missing: 6-3-12  
Missing From: Los Angeles, CA

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

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# Flexible Spending Accounts 2012 Open Season

**Enrollment for 2013 FSAs begins: November 12, 2012**

**Enrollment ends: December 23, 2012 (5:00 P.M. CT)**

**Enrollments are effective: January 1, 2013**

## Who Can Enroll

Only career employees are eligible to enroll in flexible spending accounts (FSAs) for 2013.

## How to Enroll

Don't wait until the last minute to enroll.

To use the Web — the easiest way to use *PostalEASE* — access the system in any of these ways:

- On the Internet at <https://liteblue.usps.gov>. Under "Employee Self Service," select *PostalEASE*.
- At an employee self-service kiosk.
- On the intranet at <http://blue.usps.gov>. Under "Essential Links," select *PostalEASE*.

To use the telephone, call the Employee Service Line at 877-477-3273, option 1.

If you cannot successfully complete your transaction using *PostalEASE* because of a medical condition or other reason, contact the Human Resources Shared Services Center (HRSSC) at 877-477-3273, option 5, for assistance.

## How to Get Your USPS® Personal Identification Number (PIN)

To use *PostalEASE*, you must enter your Employee Identification number (EIN) and USPS PIN. If you don't know your USPS PIN, you can get it any one of these ways:

- Go to <https://liteblue.usps.gov> and click *Forget Your PIN?* Enter your eight-digit EIN (printed at the top of your earnings statement). Choose a new PIN immediately with Self-Service PIN Reset — just follow the instructions.
- Go to the Postal Service™ Intranet (Blue) page: under "Essential Links," click *PostalEASE*, and follow the instructions.
- Go to an employee self-service kiosk and follow the instructions.
- Dial 877-477-3273 and press 1. When prompted, enter your EIN. When prompted for your PIN, pause, then press 2. Your USPS PIN will be mailed to your address of record the next business day.

## Details Are in the Mail

A leaflet and a brochure, FSA BK1, *Flexible Spending Accounts*, with a *PostalEASE* FSA worksheet included, are being mailed to all career employees. If you do not receive yours by November 26, 2012, find them posted online at <http://liteblue.usps.gov>, or contact the HRSSC.

## Change in Health Care Maximum Contribution

Effective with the 2013 FSA plan year, which begins January 1, 2013, the Health Care FSA maximum contribution is being reduced from \$5,000 to \$2,500. This is an individual limit, not a family limit; an employee and a spouse may each contribute up to \$2,500 to a Health Care FSA. The reduction is required to comply with provisions of the 2010 Patient Protection and Affordable Care Act. Program materials and the *PostalEASE* employee self-service enrollment system will reflect the lower maximum contribution.

## Questions

Hotline for FSA questions: 800-842-2026.

Employees who are deaf or hard of hearing may call via 711, the Telecommunications Relay Service (TRS).

**Please post on all bulletin boards through December 23, 2012.**

**DID YOU  
KNOW ?**

*Postal Bulletin*  
has been in  
continuous  
publication since  
March 4, 1880.



# Federal Employees Health Benefits Open Season

November 12, 2012, to December 11, 2012

The Federal Employees Health Benefits (FEHB) Open Season will be held from November 12 to December 11, 2012, closing at 5:00 P.M. CT. Employees should complete the *PostalEASE* FEHB worksheet included in the mailing to their homes, and enter enrollment information directly into *PostalEASE* via the Web at <https://liteblue.usps.gov>, kiosk, or telephone at 877-477-3273, option 1.

During this open season, eligible employees may make any one, or a combination, of the following changes using *PostalEASE*:

- Enroll if not enrolled.
- Cancel enrollment.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.

Enrollment changes and new enrollments made during the 2012 FEHB Open Season will be effective January 12, 2013 (Pay Period 03-13). New premium payments will be reflected in paychecks dated February 1, 2013.

**Note:** If you are enrolling or changing your enrollment, be sure to include all eligible children up to age 26 when completing your *PostalEASE* FEHB Worksheet or using *PostalEASE*. See the 2013 Guide to Benefits for eligibility requirements.

Employees may go to <https://liteblue.usps.gov> and download all of the 2013 Guides to Benefits:

- Guide for Non-APWU, Non-NRLCA Career USPS Employees.
- Guide for APWU and NRLCA Career Employees.
- Guide for Postal Career Executive Service Employees.
- Guide for Postal Inspectors and OIG Employees.
- Guide for Information Technology/Accounting Services Employees.
- Guide for Certain Temporary (Non-career) Employees.

**Note:** Plan brochures that include benefits, cost, and other major features of each health plan are available at [www.opm.gov/insure/health](http://www.opm.gov/insure/health).

## Spend Your Health Care Dollars Wisely

Go to [www.opm.gov/insure/health/search/plansearch.aspx](http://www.opm.gov/insure/health/search/plansearch.aspx).

1. Find health plans available in your ZIP Code™.
2. Choose plans to compare.
3. See a simple summary of benefits.
4. See the biweekly premium cost that applies to you in the 2013 Guide to Benefits that you receive in the mail.

**Note:** Rates displayed on the Web may not apply to you.

5. Choose the best value plan for your needs.
6. If you want to make a change, enroll during open season using *PostalEASE*.

Please post on all bulletin boards through December 11, 2012.

**DID YOU  
KNOW ?**

**The USPS iPhone  
application  
repeatedly ranks  
among the  
top 10 free  
business apps.**



# Annual Leave Exchange Option

November 15, 2012, to December 15, 2012

The Annual Leave Exchange Program provides an option for eligible career employees to receive a lump sum payment in exchange for a portion of the annual leave that would otherwise be advanced at the beginning of the 2013 leave year. American Postal Workers Union (APWU)-represented part-time flexible employees may exchange a portion of the leave they are expected to earn during the 2013 leave year. Annual leave that has been earned and accumulated during the 2012 leave year, which ends January 11, 2013, cannot be exchanged for cash. Exchanging next year's annual leave for cash is strictly a voluntary action. The exchange option is not intended to discourage an employee's use of annual leave. Any leave exchanged will not be available for use in leave year 2013.

## Eligible Employees

Employees eligible for the Annual Leave Exchange Program include the following:

- Career nonbargaining unit employees from rate schedule codes (RSCs) D (levels 1–8), E, F, S, U, V, and Z (levels 1–11) who have an annual leave balance of at least 160 hours at the end of the 2012 leave year.
- Career bargaining unit employees — full-time employees, part-time regular employees, and APWU-represented part-time flexible employees — from the following RSCs who have an annual leave balance of at least 440 hours at the end of the 2012 leave year and have used less than 75 hours of sick leave during the 2012 leave year:
  - American Postal Workers Union, AFL-CIO — Rate Schedule Code (RSC) P.
  - Operating Services Division, Headquarters and Facility Services Section, Merrifield VA /APWU — RSC K.
  - Mail Equipment Shops and Material Distribution Centers/APWU — RSC C.
  - Eligibility exists only as provided for in pending successor agreements to current agreements for employees represented by the following:
    - The National Postal Mail Handlers Union — RSC M.
    - National Postal Professional Nurses/APWU — RSC G.
    - Information Technology/Accounting Service Centers/APWU — RSC N.
    - The International Association of Machinists, Tool & Die — RSC T.
    - Postal Police Officers' Association — RSC Y.

## PostalEASE Elections

Employees who meet the eligibility criteria and want to exercise this option must use *PostalEASE* to make elections. For the election to be considered timely, employees must complete their entries in *PostalEASE* by 11:59 P.M. Central Time, December 15, 2012.

An employee may contact the Human Resources Shared Services Center (HRSSC) for assistance if any of the following conditions apply:

- The employee is deaf or hard of hearing.
- The employee cannot use the telephone, Internet, employee self-service kiosk, or intranet for a medical reason.
- The employee receives a message in *PostalEASE* directing him or her to contact the HRSSC when attempting to make an election.

To contact the HRSSC, do the following:

- Call the Employee Service line at 877-477-3273.
- When prompted, select 5 for the HRSSC.
- Select "Benefits" to speak with a representative who will assist you.

**Please post on all bulletin boards through December 15, 2012.**

**DID YOU  
KNOW** 

**New posters in  
plants and Post  
Offices explain  
how to conserve  
Mail Transport  
Equipment.**



# Federal Employees Dental and Vision Insurance Program Open Season

November 12, 2012, to December 10, 2012

[www.benefeds.com](http://www.benefeds.com)

The Federal Employees Dental and Vision Insurance Program (FEDVIP) Open Season will be held from November 12 to December 10, 2012, closing at 11:59 P.M. ET. Employees will receive a mailing to their addresses of record with complete program information about this pretax group insurance offering. Employees may also go to <https://liteblue.usps.gov> and download the *2013 Guide to FEDVIP*.

During this open season, eligible employees may elect dental insurance, vision insurance, or both via the portal at [www.benefeds.com](http://www.benefeds.com). Employees without access to a computer may call 877-888-FEDS (877-888-3337). Employees who are deaf or hard of hearing may place a TTY call to 877-889-5680.

New enrollments made during the 2012 FEDVIP Open Season will be effective January 1, 2013.

**Note:** The 2010 Affordable Care Act health care law does not change the age or unmarried requirement for dependents in FEDVIP.

Please post on all bulletin boards through December 10, 2012.

## DID YOU KNOW

The Mail Transport Equipment hotline number and email address are printed on new flat tubs to make it easier to report misuse.



## 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-271-VOL-A, *Dual Pass Rough Cull-Control Modification (DPRC-CM), System/Maintenance Information*.
- KIT 55, *Fuel Conservation Kit*.
- MI AS-730-2012-1, *Management of Printed Materials Inventory*.
- MI FM-310-2012-3, *Transfer of Management Official at Post Offices, Stations, and Branches*.
- MI PO-530-2012-3, *Highway Contract Route Late Slip Reconciliation and Payment*.
- MOP FI-09-01-2012, *Policy Memo — Statistical Programs Letter #1, Fiscal Year (FY) 2013*.
- PS 3210, *Receipt for Stamp Stock Submitted for Redemption*.
- PS 4004-C, *Customized Packaging Business Case*.
- PS 4004-SP, *Specialized Packaging Order Form*.
- PS 4830-AIF, *BRM Hold Placard — Insufficient Funds*.
- PS 4830-C, *BRM Hold Placard — Mail Invoiced*.
- PS 4830-D, *BRM Hold Placard — Mail Not Invoiced*.
- PS 6001, *Application for CAPS Account*.
- PS 6002, *Accounts and Services to Be Paid Through CAPS*.
- PS 6003, *CAPS Electronic Funds Transfer Authorization Agreement*.
- PS 8676-APP, *Approved Shipper Rights and Permissions Application*.
- PS 8677-EDDM, *Every Door Direct Mail Rights and Permissions Application*.

### Revised

- HBK AS-805, *Information Security*.
- HBK MS-174-VOL-A, *Identification Code Sort (ICS) System, Background Information*.
- HBK MS-174-VOL-B, *Identification Code Sort (ICS) System, Maintenance Information*.
- HBK MS-179, *Automated Airline Assignment (AAA), System/Maintenance Information*.

- HBK MS-192-VOL-A, *Robotic Containerization System (RCS), System Information*.
- HBK MS-192-VOL-B, *Robotic Containerization System (RCS), Maintenance Information*.
- HBK MS-192-VOL-C, *Robotic Containerization System (RCS), Reference Information*.
- HBK MS-193-VOL-AP1, *Robotic Tray Handling System (RTHS), Maintenance Information*.
- HBK MS-223, *Automatic Flats Tray Lidder (AFTL)*.
- HBK MS-227-VOL-A, *High-Speed Label Applicator (HSLA) System, Background Information*.
- HBK MS-227-VOL-B, *High-Speed Label Applicator (HSLA) System, Maintenance Information*.
- HBK MS-240-VOL-A, *Automatic Tray Sleever II (ATS II), System Maintenance Information*.
- HBK MS-242, *Enhanced Airline Assignment (EAA)*.
- HBK MS-244, *Tag Blaster (Dedicated and Universal Configurations)*.
- HBK MS-272-VOL-A, *Automated Parcel Bundle Sorter (APBS), Maintenance Information*.
- HBK MS-295, *Automatic Tray Sleever Upgraded (ATSU)*.
- HBK PO-508, *Intra-Alaska Mail Service by Air: Instructions for Certificated Air Carriers and Bypass Mail*.
- LAB 100, *Nonstandard Size Surcharge*.
- MAN ELM, *Employee and Labor Relations Manual*.
- NOT 107, *Let's Keep the Mail Safe*.
- NOT 128, *The Safety of the Mail Is Everyone's Responsibility*.
- POS 37, *Is Your Package Safe to Mail?*
- PUB 133, *What You Need to Know About EEO*.
- PUB 296, *CPU Marketing Brochure ("There's a Business Hiding Inside Your Business")*.
- PUB 308, *Know Your Rights: A Guide for Victims and Witnesses of Crime*.
- PUB 613, *Shipping International Packages: A step-by-step guide to customs documentation and shipping internationally*.
- PS 1260, *Non-Electronic Badge Reader Card*.
- PS 1412, *Daily Financial Report*.
- PS 2570, *EEO Dispute Resolution Specialist's (DRS) Inquiry Report*.
- PS 3606, *Certificate of Bulk Mailing*.
- PS 3959, *Stamp Stock Transactions and Daily Recap*.
- PS 4241, *Rural Delivery Statistics Report*.
- PS 4241-M, *Rural Route Evaluation Worksheet*.

- PS 4830-A, *BRM Hold Placard — Fees Not Paid*.
- PS 4983, *Postal Key and Lock Requisition*.
- PS 5544, *Pickup Services Escalation Form*.
- PS 5630, *Shipment Confirmation Acceptance Notice*.
- PS 6831, *Request for Headquarters Identification Badge*.
- PS 8162, *Capital Property Record*.

## Obsolete

PSIN	Edition Date	Title	Replaced By
MI AS-730-2009-4	7/09	<i>Management of Printed Materials Inventory</i>	MI AS-730-2012-1
MI FM-310-2007-1	12/07	<i>Transfer of Accountability for Post Offices, Stations, and Branches</i>	MI FM-310-2012-3
MI PO-530-2012-1	5/12	<i>Highway Contract Route Late Slip Reconciliation and Payment</i>	MI PO-530-2012-3
PUB 8B	5/09	<i>OneCode ACS Technical Guide</i>	N/A
PUB 80	1/08	<i>Bulk Proof of Delivery Program</i>	N/A
PS 3572	3/06	<i>Address Change Service Application — Traditional</i>	N/A
PS 3573	6/09	<i>Address Change Service Application — OneCode ACS</i>	N/A
PS 4004-A	8/07	<i>Specialized Business Case</i>	PS 4004-SP
PS 4004-B	8/07	<i>Customized Packaging Business Case</i>	PS 4004-C
PS 4004-O	8/07	<i>Reorder/New Specialized Order Form</i>	PS 4004-SP

— Brand and Policy, Corporate Communications, 11-1-12

## Forms

### PS Form 8170 Reminder: Reporting Procedures for Freedom of Information Act Requests

Postmasters, district managers, vice presidents, and other records custodians (see Handbook AS-353, *Guide to Privacy, the Freedom of Information Act, and Records Management*, 4-8) must complete PS Form 8170, *Freedom of Information Act Request Report*, for each request processed under the Freedom of Information Act (FOIA). The collection and reporting of this information are required by the FOIA statute.

#### When must PS Form 8170 be submitted?

Any outstanding reports for requests processed during fiscal year 2012 should be completed and submitted by November 7, 2012.

#### Exceptions

Do not complete PS Form 8170 for any of the following:

- Requests for change of address or PO Box™ information from process servers or government agencies under Handbook AS-353 5-2d.
- Requests from federal agencies for any type of information.
- Requests from a union, unless the request cites the FOIA.

#### Where to send PS Form 8170

- Field offices submit reports to the area or district consumer and industry contact managers (C&IC), who serve as FOIA coordinators.

- Headquarters and Headquarters field units custodians submit reports to the manager, Records Office at Headquarters (reports may be sent via facsimile to 202-268-5353 or via email to [FOIA-PA@usps.gov](mailto:FOIA-PA@usps.gov)).
- FOIA coordinators submit reports to the manager, Records Office at Headquarters (reports may be sent via facsimile to 202-268-5353 or via email to [FOIA-PA@usps.gov](mailto:FOIA-PA@usps.gov)). Coordinators are responsible for verifying the forms for accuracy of completion before submitting them to the Records Office.

#### PS Form 8170 Availability

The hardcopy PS Form 8170 can be found on the Forms Management, Policies and Procedures Information page at <http://blue.usps.gov/formmgmt/forms/ps8170.pdf>, and the form fill version can be found at <http://blue.usps.gov/formflow/xft/psform8170.xft>.

#### Questions?

If you have questions concerning this requirement, contact the C&IC in your district or area, or the Records Office staff at 202-268-2608.

— Privacy Office,  
General Counsel, 11-1-12

# Organization Information

## Finance

### Christmas Pay Procedures for Rural Carriers

The 2012 Christmas period for rural carriers begins Saturday, December 1, 2012 (Week 1, Pay Period (PP) 26-12), and ends Friday, December 21, 2012, Week 1 of Pay Period 01-13. During this period, certain timekeeping and pay rules apply. Timekeepers, including postmasters, supervisors, and other employees responsible for rural carrier time and attendance recording, should become familiar with Article 9.2.K., Christmas Allowances and Procedures, of the 2010–2015 USPS/National Rural Letter Carriers' Association (NRLCA) Agreement.

This article describes the types of compensation to which rural carriers are entitled during the Christmas period. It also describes related timekeeping procedures and regulations for the Christmas period, as well as special rules which begin with the start of the Rural Guarantee Year (October 20, 2012) and continue through the end of the Christmas period.

Exhibits are included to assist in completing PS Form 1314, *Regular Rural Carrier Time Certificate*, and PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, during the Christmas period.

#### Table of Exhibits

- Exhibit 1 — Regular Carrier Works In Excess of Route's Evaluation
- Exhibit 2 — Regular Carrier not on Relief Day Work List, Works Relief Day (Week 2) and Does Not Receive an X Day in Same Pay Period
- Exhibit 3 — Regular Carrier Works Designated Holiday
- Exhibit 4 — Regular Carrier Provides Christmas Assistance
- Exhibit 5 — FLSA Code A Regular Carrier
- Exhibit 6 — Designation 74 Works Designated Holiday
- Exhibit 7 — Designation 74 Provides Christmas Assistance on Relief Day
- Exhibit 8 — Replacement Carrier Provides Christmas Assistance on a Regular Route
- Exhibit 9 — Replacement Carrier Provides Christmas Assistance on an Auxiliary Route
- Exhibit 10 — Nonrural Employee Provides Christmas Assistance on Rural Route (EMA Only)
- Exhibit 11 — Designation 79 Provides Christmas Assistance on Assigned Auxiliary Route

### Overtime During the Christmas Period

*Regular Carriers (DES 71) — FLSA B*

#### Types of Overtime

During the Christmas period, regular rural carriers are eligible for two types of overtime — FLSA overtime and Christmas overtime:

#### FLSA Overtime

FLSA overtime is paid at all times of the year, not just during the Christmas period. Regular rural carriers are paid FLSA overtime under two circumstances:

- a. Hours worked in excess of 12 hours in a day. If a carrier works more than 12 hours in a day, the amount over 12 is entered in the Daily Overtime block on PS Form 1314.
- b. Hours worked in excess of 56 in a week. These hours are calculated automatically when the total weekly work hours are greater than 56, so no separate entries are required.

#### Christmas Overtime

Christmas Overtime is paid only during the designated Christmas period. Regular rural carriers are paid Christmas overtime under two circumstances:

- a. Christmas Assistance — This is assistance provided by the regular carrier on her or his relief day. Christmas assistance work hours are entered in the Xmas Assist Work Hours block on PS Form 1314, however they are *not* included in the "Actual Weekly Hours" block on PS Form 1314.
- b. Hours worked in excess of the route's evaluation — This is based on the total actual work hours for the week, not on individual days. For example, if a route has a daily evaluation of 9 hours and the regular carrier works 10 hours on 2 days, and 8 hours on the other 3 days, no overtime would be paid. Even though the carrier exceeded the daily evaluation on 2 days of the week, he did not exceed the *weekly* evaluation. The weekly evaluation is 45 hours; the carrier worked 44 hours. (See Handbook F-21, Section 567, for overtime calculation when leave days are taken during the week and for routes with an evaluation of less than 40 hours.) These hours are calculated automatically, so no separate entries or calculations are required.

### Overtime Rate

The overtime rate paid to regular (FLSA Code B) carriers is 150 percent of the carrier's regular rate. The regular rate is determined by dividing the total compensation received for hours actually worked by the carrier since the beginning of the Rural Guarantee Year (not including overtime), by the total number of hours worked since the beginning of the Rural Guarantee Year (not including overtime). This overtime rate is used for both FLSA overtime and Christmas overtime.

#### *Replacement Carriers*

Replacement Carriers (Designations 70, 73, 74, 75, 76, 77, 78, and 79) are only entitled to FLSA overtime. For these employees, FLSA overtime is paid for hours worked in excess of 40 in a week.

#### *Regular Carriers (DES 71) — FLSA A*

Regular carriers whose FLSA code is A are paid for actual hours worked, not evaluated hours. They are paid overtime for hours in excess of 8 in a day, or 40 in a week. For FLSA Code A carriers, enter hours in excess of 8 in a day to the Daily Overtime block on PS Form 1314. Hours in excess of 40 in a week are calculated automatically by the system.

#### *Auxiliary Route Replacement Carriers*

Replacement carriers serving any auxiliary route are compensated at the **hourly rate** for actual hours worked during PP 26-12 and week 1 of PP 01-13. During this period, carriers are not paid the evaluation of the route. Overtime is paid only when the carrier exceeds 40 hours for the week.

### Christmas Assistance

Christmas assistance is additional service provided on a rural route during the Christmas period. For regular carri-

ers, Christmas assistance applies only to assistance given by the carrier, on his/her relief day, while a replacement carrier carries the full route. For replacement carriers, it applies to any assistance provided on a regular or auxiliary route during the Christmas period. Christmas assistance is reported in the Xmas Assist Work Hours block on PS Form 1314 (for regular carriers) or PS Form 1314-A (for replacement carriers).

Regular carriers can perform Christmas assistance only on their relief day. Therefore, only regular carriers assigned to J or K routes may report Christmas assistance. Regular carriers assigned to route types H or M cannot perform Christmas assistance because these route types do not have a relief day. **Note:** There are no provisions for paying a regular carrier for performing service on a Sunday, on an actual holiday, or other than on the assigned route. These situations should be avoided.

#### **Examples of Christmas assistance:**

- A regular carrier comes in on his/her relief day and helps the replacement carrier case the route.
- A regular carrier comes in on his/her relief day and carries part of his/her regular route. (Replacement carrier is listed on PS Form 1314.)
- A replacement carrier carries part of a regular route due to heavy Christmas volume.

These are *not* examples of Christmas assistance:

- A regular carrier comes in on his/her relief day and carries his/her regular route.
- A regular carrier works 2 hours beyond the daily evaluation of his/her regular route.
- A regular carrier performs any work while assigned to an H or M route.

**Time Card Blocks Used During the Christmas Period**

PS Form 1314 – FLSA Code B Regular Carriers

Name of Assigned Carrier		Finance Number		EIN		Dut/Act		Route Number		FLSA		Year		PP									
Relief Weekly Hours	Days Assigned Carrier Absent							Daily Overtime Hours 100s	Training Hours 100s	COP Hours	Limited Duty Hours 100s	Relief Hours 100s	Second Trip	Route Days	GT Veh.	Miles Omit	Xmas Assist Work Hours 100s						
	Sat.	Sun.	Tue.	Wed.	Thurs.	Fri.	Sat.											Sun.	Tue.	Wed.	Thurs.	Fri.	
1	Hours 100s							1	Hours 100s		Hours 100s	Hours 100s	Min					2	Hours 100s				
2	Hours 100s								Hours 100s		Hours 100s	Hours 100s	Min						Hours 100s				
Dest/Act				Name of Relief Carrier				EIN				Week 1 Information				Week 2 Information							
Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles	
Hours 100s								Min				Hours 100s								Min			
Hours 100s								Min				Hours 100s								Min			
Hours 100s								Min				Hours 100s								Min			
Hours 100s								Min				Hours 100s								Min			
This certifies that the above carrier rendered service in compliance with Postal Service regulations				Postmaster's Signature				Date				Carrier's Initials				8127 Time (Min)							
PS Form 1314, August 2009 (Page 1 of 2) PSN 7530-01-1-014-6844												United States Postal Service <b>Regular Rural Carrier Time Certificate</b>											

1. Daily Overtime — For FLSA B carriers, this block is used **only** to record when the carrier works more than 12.00 hours in a single day. (See Exhibit 5 for use of this block for FLSA Code A regular carriers. This block is not used for FLSA Code P.) Record the total amount of work hours in excess of 12 per day in this box. *Include the amount of daily overtime in the Actual Weekly Hours block.* For example, if the carrier works 10.00 hours each day, Monday through Wednesday, and works 12.50 on Thursday and 13.00 on Friday, the amount entered to the Daily Overtime block is 1.50 and the amount entered to the Actual Weekly Hours is 55.50.

The Daily Overtime block is **not** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route's evaluation.
- Hours worked when the carrier works his/her relief day.
- Additional hours worked by the carrier after completing his/her route (except for those that are over 12 hours for the day).

2. Xmas Assist Work Hours — For FLSA Code B regular carriers, this block is used **only** when the carrier comes in on his/her relief day to *provide assistance*, not to carry his/her full route. A relief carrier must be listed on PS Form 1314 as the replacement carrier for that day. Do not include the amount of Xmas Assist Work Hours in the Actual Weekly Hours block.

The Xmas Assist Work Hours block is **not** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route's evaluation.
- Hours worked when the carrier works his/her relief day and DACA Code R, 3, or 5 is entered on the PS Form 1314.
- Additional hours worked by the carrier after completing his/her route.

PS Form 1314-A — Replacement Carriers/Auxiliary Routes

WK	Actual Weekly Hours		Name of Assigned Carrier				Finance Number				EN				Des/Act				FLSA Work Days	Year	P#				
	Hours	100s	Hours	Tr	Miles	GT	Sat	Mon	Tue	Wed	Thur	Fri	Trailing Hours	Second Trip	Annual	Sick	Other	COOP				Donats	M/L Lv	Court Lv	Hours
1	Hours	100s											Hours	100s	Min										
2	Hours	100s											Hours	100s	Min										

Des/Act	Name of Relief Carrier	EN	Week 1 Information				Week 2 Information					
			Actual Weekly Hours	Equipment Allowance			Second Trip	Actual Weekly Hours	Equipment Allowance			Second Trip
			Hours	Tr	Miles	GT	Min	Hours	Tr	Miles	GT	Min
			Hours	100s				Hours	100s			
			Hours	100s				Hours	100s			
			Hours	100s				Hours	100s			
			Hours	100s				Hours	100s			
			Hours	100s				Hours	100s			
			Hours	100s				Hours	100s			

This certifies that the above carrier rendered service in compliance with Postal Service™ regulations. Postmaster's Signature \_\_\_\_\_ Date \_\_\_\_\_ Carrier's Initials \_\_\_\_\_

PS Form 1314-A, August 2009 PSN 7530-01-000-9282 (Page 1 of 2) United States Postal Service® Auxiliary Rural Carrier Time Certificate

1. Rt. No. — Use the chart below to determine which route number to enter on the PS Form 1314-A when reporting Christmas assistance by replacement carriers or on auxiliary routes.

Christmas Assistance Provided on:	Route #on PS Form 1314-A
Regular route	Actual route #(e.g., K001, J014)
One or more auxiliary routes	A998 — Combine all Christmas assistance on auxiliary routes on one PS Form 1314-A (except for Des 79 providing assistance on assistance on his/her auxiliary route)
Auxiliary route — assistance provided by Des 79	Use PS Form 1314-A for assigned route, and enter time in Xmas Assist Work Hours block on their assigned route

2. Xmas Assist Work Hours — This block is used whenever a replacement carrier provides Christmas assistance. **Do not include the amount of Xmas Assist Work Hours in the Actual Weekly Hours block.**

**Work on Relief Days and Use of X Days**

During the period from the beginning of the Rural Guarantee Year (October 20, 2012), through the last day of the Christmas period (December 21, 2012) — which includes pay periods 23-12, 24-12, 25-12, 26-12, and 01-13 (Week 1) — record relief days worked by regular rural carriers on PS Form 1314, as described below.

1. Carriers who work a relief day during this period and who are entitled to a future day off (X day) must be given that X day in the same pay period. Record DACA Code R or 3 on PS Form 1314 for the relief day that is worked, and DACA Code X on the day that is taken off. The Rural Time and Attendance Collection System (RTACS) will not accept any PS Form 1314 that contains a DACA Code 3 or DACA Code R without a corresponding DACA Code X.
2. Record DACA Code 5 on PS Form 1314 for the relief day that is worked if an X day is not taken in the same pay period that the relief day is worked, or if the carrier is on the relief day work list and selects the option

for 150 percent compensation. When DACA Code 5 is entered, the carrier does not receive an X day.

3. Carriers may not use any X days that were earned in previous pay periods during this period. RTACS will not accept any PS Form 1314 that contains a DACA Code X without a corresponding DACA Code 3 or DACA Code R.
4. Carriers must have a sufficient balance of X days available in order to use an X day. Carriers with a negative X day balance cannot use any X days until the negative balance is erased.

**Christmas Period Timekeeping Instructions**

*A. FLSA B Regular Rural Carriers*

1. Work on Relief Day — Only regular carriers on J or K routes have an assigned relief day. Any work performed by a regular on his/her relief day must be reported in one of the following ways:
  - a. Regular carries entire route — If the carrier reports on the relief day and cases and carries the assigned route (as is done on a scheduled

day), enter DACA Code R, 3, or 5 (as appropriate) on PS Form 1314 for that day. If the carrier is due an X day for working the relief day (i.e., DACA Code R or 3 is entered), this X day must be granted in the same pay period. If the X day is not granted within the same pay period, DACA Code 5 must be entered on PS Form 1314.

- b. Christmas assistance — If a relief carrier carries the assigned route and the regular carrier provides assistance on the relief day, record the hours worked by the regular as *Xmas Assist Work Hours*. If additional Equipment Maintenance Allowance (EMA) is due for work performed on the relief day, enter the mileage traveled in whole miles in the Route Deviation block for the appropriate week.

#### B. FLSA Code A Regular Carriers

Regular carriers (FLSA Code A) are paid at the regular rate for all hours worked up to 8 per day and 40 per week, and at the overtime rate for all hours worked in excess of 8 per day or 40 hours per week. FLSA Code A employees are not entitled to any X days, as they are paid for working the relief day.

1. Report total hours worked for the week in Actual Weekly Hours.
2. If the carrier worked more than 8.00 hours in a day, enter total hours worked in excess of 8 for that day in the Daily Overtime block.
3. If the carrier worked on a scheduled relief day, enter R on the day the carrier worked the relief day and include the hours worked in Actual Weekly Hours. The employee is **not** entitled to a future X Day.

#### C. Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during PP 26-12 and week 1 of PP 01-13. During this period, carriers are not paid the evaluation of the route (this includes newly hired RCAs in the first five pay periods of training). The only changes to standard timekeeping procedures for auxiliary routes are when a Designation (Des) 79 provides Christmas assistance on the assigned auxiliary route. (See section E.2).

#### D. Replacement Carriers Assigned to Vacant Regular Routes (Designations 72/74)

1. Designation 72
  - a. FLSA B — Procedures are the same as for Des 71 (Regular Carrier), FLSA B.
  - b. FLSA A — Procedures are the same as for Des 71 (Regular Carrier), FLSA A.

#### 2. Designation 74

Work on relief day

- a. Carrier worked scheduled relief day:
  - (1) Enter R on the day the carrier worked the relief day.
  - (2) Include the hours worked in the Actual Weekly Hours. The employee is **not** entitled to a future X Day.
- b. Carrier provided Christmas assistance on relief day:
  - (1) Enter the Christmas auxiliary assistance time on PS Form 1314 in the Xmas Assist Work Hours block.
  - (2) Do not include these hours in the Actual Weekly Hours block.
  - (3) Enter J or K in the appropriate block on PS Form 1314 if the replacement carrier worked a full day on the route.

#### E. Replacement Rural Carriers Serving as Christmas Auxiliary Assistants

All replacement carriers serving as Christmas auxiliary assistants are compensated at their regular rate for actual hours worked up to 40 per week, and at the FLSA overtime rate for actual hours worked in excess of 40.

1. Christmas assistance on a regular route:
  - a. Manually prepare PS Form 1314-A for each carrier that provides Christmas assistance.
  - b. Do not enter more than one carrier on each PS Form 1314-A.
  - c. Submit a separate certificate for each regular route on which the carrier provides assistance.
  - d. Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
  - e. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.
2. Christmas assistance on an auxiliary route:
  - a. Assigned carrier (Des 79) provided Christmas assistance on assigned auxiliary route:
    - (1) Enter N in the appropriate block in the No Service section of the carrier's PS Form 1314-A for the assigned route.
    - (2) Record hours worked in the Xmas Assist Work Hours block. Only enter Christmas assistance when the 79-0 assists the replacement carrier working the N day.
    - (3) Include EMA hours and miles (not trips) in the total for the appropriate week. Trips may

not exceed the number of days worked in the No Service blocks.

- (4) A replacement carrier is required to cross-foot the card.
- b. Replacement carrier (Designations 70, 73, 74, 75, 76, and 78) provided Christmas assistance on auxiliary route:
- (1) Manually prepare PS Form 1314-A. Enter route number A998. Use this route type and number for overburdened service or Christmas assistance on auxiliary routes only.
  - (2) Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
  - (3) Enter EMA hours, trips, and miles (if applicable) in the appropriate Week 1 and/or Week 2 EMA blocks.
  - (4) If Christmas assistance is performed on two or more auxiliary routes in the same pay period, combine all work hours and EMA data on one manually prepared PS Form 1314-A.

*F. Postal Employees (Other Than Rural) Serving as Christmas Auxiliary Assistants*

Postal employees (other than Des 7X) who provide Christmas assistance on rural routes are compensated at their regular rate of pay for actual time worked. Include all work hours using their normal Time and Attendance System (Manual Timecards or TACS).

Nonrural employees are entitled to EMA payment if a personal vehicle is used. Prepare PS Form 1314-A as follows: (Do not prepare PS Form 1314-A if a government vehicle is provided.)

1. Report the hours worked on the rural routes on PS Form 1230-C, *Time Card*.

2. Manually prepare PS Form 1314-A for EMA compensation.
3. Complete indicative data at the top of the certificate. Use Des 99/0, actual route type and number, FLSA code P, and correct employee and pay period information.
4. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.

**Important Items to Remember: Rural Carrier Christmas Pay Procedures**

- Hours entered in the Daily Overtime block are always included in Actual Weekly Hours.
- Hours entered in the Xmas Assist Work Hours block are not included in Actual Weekly Hours.
- Carriers on auxiliary routes are paid for actual hours worked, not the route's evaluation, during the Christmas period.
- A DACA Code X day cannot be entered on a time card unless there is a corresponding DACA Code R or 3 day in the same pay period and the carrier's X day balance is zero or greater.
- If Actual Weekly Hours exceed 56 hours in a week, a DACA Code 5 must be used. DACA Code 3 or R is not allowed.
- If a regular carrier works his/her relief day and carries his/her assigned route, this is not reported as Christmas assistance.
- Regular carriers may only work on their assigned route.
- Second Trip is not allowed during the Christmas period.
- Regular carriers may not work on Tuesday, December 25<sup>th</sup> or Tuesday, January 1<sup>st</sup>.

**Exhibit 1. Regular Carrier Works in Excess of Route's Evaluation**

JAMESON PR										XX-XXXX			E XXXXXXXX			71-0		K001			B	12	26
Name of Assigned Carrier										Finance Number			EIN			Des/Act		Route Number			FLSA	Year	PP
Relief	Weekly Hours	Days Assigned Carrier Absent						Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.	Miles Omit	Miles Work						
		Sat.	Sun.	Tue.	Wed.	Thur.	Fri.																
1	4508 Hours 100s	K																					
2	3808 Hours 100s	K					A																
										Week 1 Information						Week 2 Information							
Des/Act	Name of Relief Carrier						EIN			Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles		Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles	
78-0	WAGNER JM						XXXXXXXX			0850 Hours 100s	1			Mia			1825 Hours 100s	2			Mia		
										Hours 100s				Mia			Hours 100s				Mia		
										Hours 100s				Mia			Hours 100s				Mia		
										Hours 100s				Mia			Hours 100s				Mia		
This certifies that the above carrier rendered service in compliance with Postal Service regulations										Postmaster's Signature <i>C SMITH</i>			Date 12/14/2012			Carrier's Initials PJ			8127 Time <i>(Mia)</i>				
PS Form 1314, August 2009 (Page 1 of 2) PSN 7530-01-1-014-6844										United States Postal Service <b>Regular Rural Carrier Time Certificate</b>													

1. A regular carrier is assigned to a 45-hour evaluated route (Daily evaluation = 9.00 hours).
2. The carrier works 45.08 hours in Week 1, and 38.08 hours in Week 2 as follows:

	Week 1 (Hours)	Week 2 (Hours)
Mon	09.00	10.08
Tue	07.90	08.75
Wed	10.28	09.50
Thu	08.90	09.75
Fri	09.00	Annual Leave

3. The carrier will be paid Christmas overtime for 0.08 hours in Week 1 and 2.08 hours in Week 2, based on hours worked over the route's evaluated hours.
4. No manual computation for Christmas overtime is necessary. This is automatically computed. No entries are made to the Daily Overtime block.

**Exhibit 2. Regular Carrier Not on Relief Day Work List Works Relief Day (Week 2) and Does Not Receive an X Day in the Same Pay Period**

JACKSON SC										XX-XXXX			E XXXXXXXX			71-0		K010			B	12	26									
Name of Assigned Carrier										Finance Number			EIN			Dof/Act		Route Number			FLSA	Year	PP									
Relief	Weekly Hours	Days Required Carrier Absent							Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.	Miles Omit	Smear Ass't Work Hour														
		Sat.	Sun.	Tue.	Wed.	Thurs.	Fri.	Sat.																								
1	3565 Hours 100s	K																														
2	4875 Hours 100s	5											0892	Mia																		
Week 1 Information										Week 2 Information																						
Dest/Act	Name of Relief Carrier							EIN			Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit										
78-0	WHEELER DW							XXXXXXXXX			1650 Hours 100s	2				Mia		Hours 100s						Mia								
<div style="border: 1px solid black; padding: 5px;">                     (X Day not given before end of pay period, so DACA Code 3 must be changed to DACA Code 5.)                 </div>										Hours 100s						Hours 100s					Mia		Hours 100s							Mia		
										Hours 100s						Hours 100s					Mia		Hours 100s								Mia	
										Hours 100s						Hours 100s					Mia		Hours 100s								Mia	
										Hours 100s						Hours 100s					Mia		Hours 100s								Mia	
This certifies that the above carrier rendered service in compliance with Postal Service regulations										Postmaster's Signature			Date			Carriers Initials			8127 Time (Mia)													
PS Form 1314, August 2009 (Page 1 of 2) PSN 7530-01-1-014-6844										United States Postal Service Regular Rural Carrier Time Certificate																						

1. A regular carrier is required to work the second relief day of Pay Period 26. The carrier initially selects the option to receive a future X day (DACA 3). However, the carrier does not get an X day in the same pay period.
2. Enter DACA Code 5 on the relief day (Saturday) of Week 2.
3. The carrier is paid 150 percent of a day's evaluation for working the relief day and does not receive a future X day.

**Exhibit 3. Regular Carrier Works Designated Holiday**

NEWHOUSE SA										XX-XXXX			E XXXXXXXX			71-0		K012			B	13	01		
Name of Assigned Carrier										Finance Number			EIN			Dof/Act		Route Number			FLSA	Year	PP		
Relief	Weekly Hours	Days Required Carrier Absent							Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.	Miles Omit	Smear Ass't Work Hour							
		Sat.	Sun.	Tue.	Wed.	Thurs.	Fri.	Sat.																	
1	4429 Hours 100s			K																					
2	4151 Hours 100s	V	K																						
Week 1 Information										Week 2 Information															
Dest/Act	Name of Relief Carrier							EIN			Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit			
78-0	HOKENESS PN							XXXXXXXXX			0829 Hours 100s	1				Mia		Hours 100s						Mia	
																	Hours 100s						Mia		
																	Hours 100s						Mia		
																	Hours 100s						Mia		
This certifies that the above carrier rendered service in compliance with Postal Service regulations										Postmaster's Signature			Date			Carriers Initials			8127 Time (Mia)						
PS Form 1314, August 2009 (Page 1 of 2) PSN 7530-01-1-014-6844										United States Postal Service Regular Rural Carrier Time Certificate															

1. A regular carrier's relief day is Tuesday. The carrier works the designated holiday on Monday, December 24<sup>th</sup>.
2. Enter V on Monday of Week 2.
3. Include hours worked on the designated holiday in Actual Weekly Hours.

4. The carrier is not entitled to an X day for working the holiday.
5. Do not enter Holiday work hours in the Daily Overtime block.
6. The carrier will receive 150 percent of one day's evaluation for working the designated Christmas holiday. **Note:** Regular rural carriers cannot work on Tuesday, December 25<sup>th</sup>.

**Exhibit 4. Regular Carrier Provides Christmas Assistance**

<b>FISCHER KB</b>		<b>XX-XXXX</b>		<b>E XXXXXXXX</b>		<b>71-0</b>		<b>K014</b>		<b>B</b>		<b>12</b>		<b>26</b>			
Name of Assigned Carrier				Finance Number		EIN		Dist/Act		Route Number		FLSA		Year		PP	
Relief	Weekly Hours	Days Assigned Carrier Absent						Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours
		Sat.	Sun.	Tue.	Wed.	Thurs.	Fri.										
1	4150 Hours 100s					K											
2	4309 Hours 100s					K							025				0725 Hours 100s
				Week 1 Information						Week 2 Information							
Dist/Act	Name of Relief Carrier			EIN		Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -
78-0	SMITH BJ			XXXXXXXX		0829 Hours 100s	1			Mia		0810 Hours 100s	1			Mia	
						Hours 100s				Mia		Hours 100s				Mia	
						Hours 100s				Mia		Hours 100s				Mia	
						Hours 100s				Mia		Hours 100s				Mia	
This certifies that the above carrier rendered service in compliance with Postal Service regulations				Postmaster's Signature <i>C SMITH</i>				Date 12/14/2012		Carrier's Initials KF		8127 Time <i>(Mia)</i>					
PS Form 1314, August 2009 (Page 1 of 2) PSN 7530-01-1-014-6844										United States Postal Service <b>Regular Rural Carrier Time Certificate</b>							

1. A carrier works 7.25 hours of Christmas assistance on the relief day Wednesday, Week 2 and uses a personal vehicle for 25 miles.
2. Enter 7.25 hours in Xmas Assist Work Hours. Do **not** include in the total work hours for the week on PS Form 1314.
3. Enter the 25 miles traveled on the relief day in whole miles in the Route Deviation block.
4. No manual computation for Christmas overtime is necessary. This is automatically computed. Do not enter Christmas overtime in the Daily Overtime block.

Exhibit 5. FLSA Code A Regular Carrier

LAWRENCE LL										XX-XXXX			E XXXXXXXXX			71-0		K015		A	12	26
Name of Assigned Carrier										Finance Number			EIN			Dest/Act		Route Number		FLSA	Year	PP
1	3988		Days Assigned Carrier Absent							Daily	Training	COP	Limited		Relief Hours		Second	Route	GT	Miles	Xmas Assist	
	Hours 100s		Sub	Mon	Tue	Wed	Thurs	Fri	Overtime	Hours	Hours	Duty Hours		Hours 100s		Trip	Dev.	Veh.	Omit	Work Hours		
2	3408		Days Assigned Carrier Absent							Daily	Training	COP	Limited		Relief Hours		Second	Route	GT	Miles	Xmas Assist	
Hours 100s	Sub	Mon	Tue	Wed	Thurs	Fri	Overtime	Hours	Hours	Hours	Duty Hours		Hours 100s		Trip	Dev.	Veh.	Omit	Work Hours			
										Week 1 Information					Week 2 Information							
Dest/Act	Name of Relief Carrier			EIN			Actual	Tr	No	EM	Second	Whole Miles		Actual	Tr	No	EM	Second	Whole Miles			
Hours 100s	Hours 100s			Hours 100s			Weekly Hours		EM	EM	Trip	Dev +	Omit -	Weekly Hours		EM	EM	Trip	Dev +	Omit -		
78-0	OBRIEN MA			XXXXXXXXXX			Hours 100s				Mia			0813	1			Mia				
							Hours 100s				Mia			Hours 100s				Mia				
							Hours 100s				Mia			Hours 100s				Mia				
							Hours 100s				Mia			Hours 100s				Mia				
This certifies that the above carrier rendered service in compliance with Postal Service regulations										Postmaster's Signature					Date		Carrier's Initials			8127 Time (Mia)		
										C SMITH					12/14/2012		LL					
PS Form 1314, August 2009 (Page 1 of 2) PSN 7530-01-1-014-6844										United States Postal Service Regular Rural Carrier Time Certificate												

1. A regular carrier whose FLSA code is A is paid by the hour. Overtime is paid for all hours over 8 in a day or 40 in a week.
2. The carrier works 8.32 hours on Tuesday of Week 1. Enter 0.32 hours in the Daily Overtime block.
3. The carrier works relief day (Saturday) in Week 1 (Enter DACA Code R). Include these hours in Actual Weekly Hours. The carrier is paid for these hours, so **no X day is due**.
4. The carrier works 39.88 total hours in Week 1.
5. The carrier works Christmas assistance (6 hrs) on the relief day on the second Saturday. Record the Christmas assistance time in the Xmas Assist Work Hours block. Do not add to the Actual Weekly Hours. Overtime will only be paid if the carrier exceeds 40 hours for the week.
6. No manual computation for Christmas overtime is necessary. This is automatically computed. The carrier will receive 0.32 hours of overtime in Week 1 and 0.08 hours of overtime (34.08 + 06.00 = 40.08 hours) in Week 2.

Exhibit 6. Designation 74 Works Designated Holiday

FLETCHER CA										XX-XXXX			E XXXXXXXXX			74-0		J012			P	13	01
Name of Assigned Carrier										Finance Number			EIN			DofAct		Route Number			FLSA	Year	PP
Relief	Weekly Hours	Days Assigned Carrier Absent						Daily Overtime	Training Hours	COP Hours	Limited Duty Hours		Relief Hours		Second Trip	Route Dev.	GT Veh.	Miles Omit	Regular Assign				
		Sat.	Sun.	Tue.	Wed.	Thur.	Fri.	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Mia				Hours	100s		
1	4150							Hours	100s	Hours	100s	Hours		100s	Hours		100s	Mia			Hours	100s	
2	4309			J			Hours	100s	Hours	100s	Hours		100s	Hours		100s	Mia			Hours	100s		
										Week 1 Information						Week 2 Information							
DofAct	Name of Relief Carrier						EIN			Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles		Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles	
										Hours	100s			Mia			Hours	100s			Mia		
										Hours	100s			Mia			Hours	100s			Mia		
										Hours	100s			Mia			Hours	100s			Mia		
										Hours	100s			Mia			Hours	100s			Mia		
This certifies that the above carrier rendered service in compliance with Postal Service regulations										Postmaster's Signature <i>C SMITH</i>					Date 12/28/2012		Carrier's Initials CF			8127 Time <i>(Mia)</i>			
PS Form 1314, August 2009 (Page 1 of 2) PSN 7530-01-1-014-6844										United States Postal Service <b>Regular Rural Carrier Time Certificate</b>													

1. A rural carrier associate (RCA) is assigned to a vacant regular J route, with a relief day on Tuesday of Week 2.
2. The carrier works the designated Christmas holiday on Monday, December 24th.
3. Do not enter V or H for working the Christmas holiday. Designation 74s are not entitled to holiday leave pay. Monday is a regular workday.
4. Include hours worked on Monday of Week 2 in Actual Weekly Hours.
5. A replacement carrier is not needed to crossfoot the card for the second week.

**Exhibit 7. Designation 74 Provides Christmas Assistance on Relief Day**

<b>FRANKLIN BH</b>										<b>XX-XXXX</b>			<b>E XXXXXXXX</b>			<b>74-0</b>		<b>K011</b>		<b>P</b>	<b>12</b>	<b>26</b>	
Name of Assigned Carrier										Finance Number			EIN			Des/Act		Route Number		FLSA	Year	PP	
1	Relief		Days Assigned Carrier Absent							Daily		Training	COP	Limited		Relief Hours		Second	Route	GT	Miles	Xmas Assist	
	Weekly Hours		Sub.	Mon.	Tue.	Wed.	Thurs.	Fri.	Overtime		Hours	Hours	Hours	Duty Hours		Hours		Trip	Dev.	Veh.	Omit	Work Hours	
	3652			K					Hours 100s		Hours 100s	Hours 100s	Hours 100s		Hours 100s		Mia				0700		
2	3392			K					Hours 100s		Hours 100s	Hours 100s	Hours 100s		Hours 100s		Mia				Hours 100s		
										Week 1 Information						Week 2 Information							
Des/Act	Name of Relief Carrier				EIN			Actual Weekly Hours		Tr	No EM	EM	Second Trip	Whole Miles		Actual Weekly Hours		Tr	No EM	EM	Second Trip	Whole Miles	
76-0	KING RL				XXXXXXXX			0915		1			Mia			0933		1			Mia		
								Hours 100s					Mia			Hours 100s					Mia		
								Hours 100s					Mia			Hours 100s					Mia		
								Hours 100s					Mia			Hours 100s					Mia		
This certifies that the above carrier rendered service in compliance with Postal Service regulations					Postmaster's Signature <i>C SMITH</i>					Date 12/14/2012					Carriers Initials BF					8127 Time <i>(Mia)</i>			
PS Form 1314, August 2009 (Page 1 of 2) PSN 7530-01-1-014-6844										United States Postal Service <b>Regular Rural Carrier Time Certificate</b>													

1. The RCA is assigned to a vacant regular K route, with a relief day of Monday.
2. On the first Monday, the Des. 74 carrier provides Christmas assistance for 7 hours. The replacement carrier works the route the entire day.
3. Enter K for the first Monday.
4. Enter 7.00 hours in the Xmas Assist Work Hours in Actual Weekly Hours block. Do not include these hours in the Actual Weekly Hours block.
5. The carrier will be paid 3.52 hours overtime (36.52 + 7.00 = 43.52).
6. Enter appropriate information for the relief carrier in the bottom section of the time certificate.



**Exhibit 9. Replacement Carrier Provides Christmas Assistance on an Auxiliary Route**

<b>DUNCAN CC</b>				<b>XX-XXXX</b>				<b>XXXXXXXX</b>				<b>78-0</b>	<b>A998</b>	<b>P</b>	<b>12</b>	<b>26</b>													
Name of Assigned Carrier				Finance Number				EIN				Dist/Act	Route No.	FLSA	Year	PP													
WK	Actual Weekly Hours	Equipment Allowance				N-No Service					Training Hours	Second Trip	Leave - Whole Hours						Work Days	Xmas Assist Work Hours									
		Hours	Tr	Miles	GT	Sat	Mon	Tue	Wed	Thur			Fri	Sick	Other	COP	Denote	MILV			Court Lv								
1	Hours 100s										Hours 100s	Min																	<b>0425</b>
2	Hours 100s	<b>01</b>	<b>1</b>	<b>010</b>							Hours 100s	Min																	<b>0250</b>
											Week 1 Information						Week 2 Information												
Dist/Act	Name of Relief Carrier	EIN	Actual		Equipment Allowance				Second Trip	Actual		Equipment Allowance				Second Trip													
			Weekly Hours	Hours	Tr	Miles	GT	Weekly Hours		Hours	Tr	Miles	GT																
			Hours	100s					Min	Hours	100s					Min													
			Hours	100s					Min	Hours	100s					Min													
			Hours	100s					Min	Hours	100s					Min													
			Hours	100s					Min	Hours	100s					Min													
This certifies that the above carrier rendered service in compliance with Postal Service regulations				Postmaster's Signature <b>C. SMITH</b>						Date <b>12/14/2012</b>		Carrier's Initials CD																	
PS Form 1314-A, August 2009 PSN 7530-01-00-9282 (Page 1 of 2)											United States Postal Service <b>Auxiliary Rural Carrier Time Certificate</b>																		

1. A replacement carrier provides 3.00 hours Christmas assistance on Route A003 on Monday, Week 1; 1.25 hours Christmas assistance on Route A009 on Wednesday, Week 1; and 2.50 hours Christmas assistance on Route A003 on Saturday, Week 2. All hours are worked in the office, except 1 hour on the street on Saturday, Week 2 (10 miles).
2. Prepare one PS Form 1314-A using route number A998 for all Christmas assistance hours on auxiliary routes.
3. Enter hours worked in the Xmas Assist Work Hours block. Do not include in Actual Weekly Hours.
4. Enter EMA data in the appropriate Equipment Allowance blocks.

**Exhibit 10. Nonrural Employee Provides Christmas Assistance on Rural Route (EMA Only)**

ROGERS BA				XX-XXXX				XXXXXXXXXX				99-0		J029		P	12	26					
Name of Assigned Carrier				Finance Number				EIN				Des/Act		Route No.		FLSA	Year	PP					
WK	Actual		Equipment Allowance				N-No Service					Training	Second	Leave - Whole Hours						Work	Xmas Assist		
	Weekly Hours		Hours	Tr	Miles	GT	Sat	Mon	Tue	Wed	Thur	Fri	Hours	Trip	Reserv	Sick	Other	COP	Donato	MilLV	CourtL	Days	Work Hours
1	Hours 100s		04	2	036							Hours 100s	Min										Hours 100s
2	Hours 100s		06	3	054							Hours 100s	Min										Hours 100s
												Week 1 Information					Week 2 Information						
Des/Act	Name of Relief Carrier			EIN			Actual	Equipment Allowance				Second	Actual	Equipment Allowance				Second					
							Weekly Hours	Hours	Tr	Miles	GT	Trip	Weekly Hours	Hours	Tr	Miles	GT	Trip					
							Hours 100s					Min	Hours 100s					Min					
							Hours 100s					Min	Hours 100s					Min					
							Hours 100s					Min	Hours 100s					Min					
							Hours 100s					Min	Hours 100s					Min					
This certifies that the above carrier rendered service in compliance with Postal Service regulations				Postmaster's Signature <i>C. SMITH</i>								Date 12/14/2012		Carrier's Initials BR									
PS Form 1314-A, August 2009 PSN 7530-01-00-9282 (Page 1 of 2)												United States Postal Service <b>Auxiliary Rural Carrier Time Certificate</b>											

1. A clerk works as a Christmas auxiliary assistant on Route J029 and provides her or his own vehicle.
2. Complete PS Form 1314-A, using Des 99 and the route number of the regular route. (Use A998 if assistance is provided on an auxiliary route.)
3. Enter the hours, trips, and miles in the Equipment Allowance blocks.
4. Do not enter any Actual Weekly Hours or Xmas Assist Work Hours. Work hours for nonrural employees are paid using their regular timekeeping system (e.g., manual timecards, TACS).
5. If Christmas assistance is provided on more than one regular route, complete a separate PS Form 1314-A for each employee and for each route on which they provide Christmas assistance.
6. If Christmas assistance is provided on more than one auxiliary route, combine the EMA data and enter the totals on one PS Form 1314-A using route number A998.



### 2013 Pay Dates and Leave Year

The following chart lists the pay periods for 2013. 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 2013 leave year begins January 12, 2013 (Pay Period 03-13), and extends for 26 full pay periods, ending January 11, 2014 (Pay Period 02-14).

### 2013 Pay Period Inclusive Dates

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

### 2014 Pay Periods Begin

Pay Period	Week One	Week Two	Pay Date	Holidays
01	12-14 to 12-20	12-21 to 12-27	01-03	12-25
02	12-28 to 01-03	01-04 to 01-10	01-17	01-01

## Labor Relations

### Health Benefits Open Season

The 2012 Federal Employees Health Benefits (FEHB) Open Season is scheduled for November 12 through December 11, 2012, 5 P.M. Central Time (CT). Many open season changes may be made via self-service on *PostalEASE*. During this open season, eligible employees may make any one, or a combination of, the following changes:

- Enroll if not enrolled.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.
- Cancel enrollment.
- Change from pre-tax to post-tax payment of health insurance premiums, or vice versa.

Enrollment changes and new enrollments made during the 2012 Open Season will be effective January 12, 2013 (Pay Period 3-13).

### Distribution of Open Season Materials

#### Employees

The 2013 Guide to Benefits for (1) Non-APWU, Non-NRLCA Career employees (RI 70-2); (2) APWU and NRLCA Career employees (RI 70-2A); (3) Postal Career Executive Service employees (RI 70-2EX); (4) Postal Inspection Service and Office of Inspector General (OIG) employees (RI 70-2IN); (5) Information Technology/Accounting Services Career employees; and (6) Certain temporary (noncareer) employees (RI 70-8PS) will be mailed from the national level to each employee's address of record. Each 2013 Guide to Benefits includes:

- An overview of FEHB Program eligibility requirements and election choices during open season.
- Overviews of the Federal Employees Dental and Vision Insurance Program (FEDVIP), Flexible Spending Accounts Program (FSA), Federal Employees' Group Life Insurance Program (FEGLI), and Federal Long Term Care Insurance Program (FLTCIP).
- A comparison of biweekly premium costs of participating plans.
- An explanation of the pre-tax payment feature, including a current listing of qualifying life events.
- FEHB member survey results provided by the individual health plans.
- Information about plans that are committed to the use of health information technology and healthcare quality and price/cost information.

- *PostalEASE* FEHB Worksheet and *PostalEASE* Health Savings Account (HSA) Worksheet for employees enrolled in High Deductible Health Plans (HDHP) who wish to make pre-tax payroll contributions to their HSAs.

Employees will also receive the *2013 Guide to Federal Employees Dental and Vision Insurance Program for USPS Employees* (FEDVIP BK-1).

#### Installations

To assist in publicizing this FEHB Open Season, all installations are asked to post on bulletin boards the open season notice provided on page 71 of this *Postal Bulletin* and leave it posted through December 11, 2012.

The Federal Employees Dental and Vision Insurance Program (FEDVIP) open season notice provided on page 75 of this *Postal Bulletin* should be posted on bulletin boards through December 11, 2012.

The Material Distribution Center (MDC) will make an automatic distribution of most fee-for-service brochures to all customer service district offices, processing and distribution centers, airport mail centers, and bulk mail centers, the Office of Inspector General, selected Postal Inspection Service divisions, and selected Headquarters field units.

The *Rural Carrier Benefit Plan* brochure will be distributed automatically only to district and area Human Resources offices. Additional copies may also be requisitioned from the MDC.

The following items may be requisitioned from the MDC:

- RI 70-2, *2013 Guide to Benefits for Non-APWU, Non-NRLCA Career USPS Employees* — PSN 7690-03-000-3774.
- RI 70-2A, *2013 Guide to Benefits for APWU and NRLCA Career USPS Employees* — PSN 7690-15-000-0575.
- RI 70-2EX, *2013 Guide to Benefits for Postal Career Executive Service Employees* — PSN 7690-15-000-0576.
- RI 70-2IN, *2013 Guide to Benefits for USPS Inspectors and Office of Inspector General Employees* — PSN 7690-09-000-9077.
- RI 70-2IT, *2013 Guide to Benefits for USPS Information Technology/Accounting Services Career USPS Employees* — PSN 7690-16-000-8959
- RI 70-5, *2013 Guide to Federal Benefits for Temporary Continuation of Coverage and Former Spouse Enrollees* — PSN 7690-03-000-3772.

- RI 70-8 PS, *2013 Guide to Benefits for Certain Temporary (Non-career) USPS Employees* — PSN 7690-03-000-3754.
- FEDVIP BK-1, *2013 Guide to Federal Employees Dental and Vision Insurance Program for USPS Employees (including law enforcement)* — PSN 7610-09-000-9112.

Order these items directly from plan sponsors:

- Brochures for health maintenance organizations (HMOs), point-of-service (POS) plans, and high deductible and consumer-driven health plans.

These two forms are available on the Postal Service™ PolicyNet website:

- PS Form 8201, *Pre-Tax Health Insurance Premium Waiver/Restoration Form for Career Employees*.
- PS Form 8202, *Pre-Tax Health Insurance Premium Election/Waiver Form for Noncareer Employees*.

To find these forms, go to <http://blue.usps.gov>; under “Essential Links,” click *Forms*, or contact the Human Resources Shared Service Center at 877-477-3273, option 5; TTY 866-260-7507.

### Additional Information

Publication 12, *Health Benefits Open Season Administrative and Processing Information* (November 2012), addresses FEHB Open Season administrative issues. The publication contains the following information:

- Open season materials, including details of when and how to requisition a residual supply of materials.
- Eligibility requirements for coverage.
- A list of FEHB health plan withdrawals and other significant plan changes.
- Comprehensive medical plan (HMO) contact information.
- Personnel processing information.
- Open Season publicity materials.

Publication 12 will be 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 *PUBs*.

— *Compensation,  
Labor Relations, 11-1-12*

## Penalty Overtime Exclusion

As referenced in Article 8, Sections 4 and 5, of the USPS–NALC and USPS–APWU national agreements, the December period (during which penalty overtime regulations are not applicable) consists of 4 consecutive service weeks. This year, the December period begins Pay Period

26-12, Week 1 (December 1, 2012), and ends Pay Period 01-13, Week 2 (December 28, 2012).

— *Labor Relations Policy and Programs,  
Labor Relations, 11-1-12*

## Flexible Spending Accounts 2012 Open Season: November 12–December 23, 2012

The 2012 Flexible Spending Accounts (FSAs) Open Season is scheduled for November 12 through December 23, 2012, 5:00 P.M. Central Time (CT). Eligible career employees who elect to participate in the FSA program must enroll via *PostalEASE* during this time. Enrollments made during this FSA Open Season are effective for the 2013 plan year — January 1 through December 31, 2013 — plus a grace period that extends until March 15, 2014, for all employees who are still participating as of December 31, 2013. FSA participation ends sooner for participants who separate or have extended leave without pay.

FSAs allow employees to set aside a portion of their pre-tax earnings for certain types of out-of-pocket health care and dependent care expenses. The money withheld for FSAs is not subject to income, Medicare, or Social Security

taxes. United Healthcare administers the FSA program for the Postal Service™.

The booklet FSA BK1, *Flexible Spending Accounts* (November 2012), which is being mailed to all employees, provides an overview of FSAs.

### Grace Period Still in Effect

Employees with FSAs — for Health Care, Dependent Care, or both — are able to use any balance remaining in an FSA at the end of the plan year to cover expenses incurred during the 2½ months following that plan year. For the 2012 plan year, the grace period extends until March 15, 2013. For the 2013 plan year, the grace period will extend until March 15, 2014. With the grace period, employees do not have to schedule services or procure items in an end-of-year rush to avoid losing money in the

account. Of course, participants have to spend the previous year's balance by March 15 or forfeit the money under the use-it-or-lose-it rule.

The grace period is available only to FSA participants who are still enrolled on December 31 of the plan year. Most FSA participants remain enrolled through December 31, but an employee who exceeds eight consecutive pay periods of leave without pay or separates from employment before that date (on December 30, for example) is not eligible for the grace period.

The deadline for filing claims has not changed — the FSA Customer Service Center must receive all claims by September 30 of the year after the plan year.

For full details, refer to FSA BK1, *Flexible Spending Accounts* (November 2012).

### Using PostalEASE to Enroll

To enroll in FSA during open season, employees have four options:

1. Go to <https://liteblue.usps.gov> and click *PostalEASE*.
2. Use an employee self-service kiosk and click *PostalEASE*.
3. Go to <http://blue.usps.gov>, under "Essential Links," click *PostalEASE*.
4. Call the Employee Service Line toll-free at 877-477-3273 and press 1 for *PostalEASE*.

### Publicity

#### Poster

To publicize FSA Open Season, all offices must post the open season notice on bulletin boards through December 25, 2012. See page [69](#).

### Direct Mailings to Employees

Headquarters Compensation is coordinating FSA Open Season mailings to career employees at their mailing addresses of record. Employees receive a leaflet, postcards, and an enrollment kit consisting of an FSA brochure, a *PostalEASE* FSA worksheet, and a withdrawal request form. See details in this article on page [99](#) "Open Season Materials, Direct Mailings to Career Employees."

Undeliverable mailed kits are returned to the employing office of record. When an office receives a returned kit, the office should encourage the employee to update his or her address. Employees with access to Employee Change of Address at <https://liteblue.usps.gov>, on the Postal Service Intranet (Blue) page, or at an employee self-service kiosk should use those entry methods.

Employees who cannot use the Internet, intranet, or a kiosk should submit an updated PS Form 1216, *Employee's Current Mailing Address*, to the Human Resources Shared Services Center (HRSSC). See ordering

information in this article on page [99](#) under "Additional Supplies of Materials."

### Review of Basic FSA Provisions

#### Eligibility to Participate

Participation in the FSA program is limited to career employees. To enroll, a career employee must have completed at least 26 full pay periods of Postal Service career service during the current appointment by the end of Pay Period (PP) 26-12 (December 14, 2012). A career employee who is in a leave without pay (LWOP) status that has lasted for eight consecutive full pay periods as of December 14, 2012, is not eligible to participate in the FSA program, unless he or she is returning from uniformed military service.

### Election Opportunities — Health Care and Dependent Care FSAs

Eligible career employees may elect to participate in one, or both, of two FSAs — the Health Care FSA and the Dependent Care FSA. Each FSA covers eligible expenses for services that are received during the employee's period of participation during the 2013 plan year (for most employees this will be January 1, 2013, through March 15, 2014). Annual contributions to the Health Care FSA are limited to \$2,500. Annual contributions to the Dependent Care FSA are limited to \$5,000 for a family and \$2,500 for a married employee filing a separate income tax return. FSA BK1, *Flexible Spending Accounts*, describes eligible and ineligible expenses and provides guidelines for estimating 2013 expenses.

Reminder: Health care expenses for dependents must be included in the Health Care FSA contribution amount and not in the Dependent Care FSA.

### Change in Health Care Maximum Contribution

Effective with the 2013 FSA plan year, which begins January 1, 2013, the Health Care FSA maximum contribution is being reduced from \$5,000 to \$2,500. This is an individual limit, not a family limit; an employee and a spouse may each contribute up to \$2,500 to a Health Care FSA. The reduction is required to comply with provisions of the 2010 Patient Protection and Affordable Care Act. Program materials and the *PostalEASE* employee self-service enrollment system will reflect the lower maximum contribution.

### Withholding of FSA Contributions

Contributions for each FSA are withheld in equal amounts through payroll deductions covering 26 pay periods (PP 01-13 through PP 26-13). The minimum annual contribution employees may make to either FSA is \$130 (\$5 per pay period).

### Qualifying Life Event Enrollment and Elections

Participants may neither cancel enrollments nor change contribution levels during the plan year except following qualifying life events, as explained in FSA BK1, *Flexible Spending Accounts*. In those cases, HRSSC specialists determine a participant's eligibility to enroll or to change contribution levels during the plan year and respond to employee inquiries about that eligibility.

### Address and Fax Numbers for FSA Claims

Participants should mail or fax Form FSA1, *Flexible Spending Account (FSA) Withdrawal Request*, directly to the FSA Customer Service Center as explained on Form FSA1.

### Use of 711 for Employees Who Are Deaf or Hard of Hearing

Employees who are deaf or hard of hearing may call the FSA Customer Service Center number, 800-842-2026, via 711, the Telecommunications Relay Service (TRS).

### Open Season Materials

#### *Direct Mailings to Career Employees*

The following items are mailed to each career employee at his or her mailing address of record during the FSA Open Season:

- Publicity postcards, as follows:
  - A postcard with instructions on how to obtain a USPS® personal identification number (PIN).
  - Postcards on other topics.
  - A postcard with a reminder of the closing date.
  - FSA LF1, *Flexible Spending Accounts Overview* (October 2012). This leaflet provides an overview of the advantages of the FSA program.
- An enrollment kit that includes the following items:
  - FSA BK1, *Flexible Spending Accounts* (November 2012), a brochure that explains plan policies and provisions.
  - The FSA *PostalEASE* worksheet.
  - FSA1, *Flexible Spending Account (FSA) Withdrawal Request* (November 2012), a form used to request withdrawal of funds from an FSA for payment of eligible expenses for services received during the period of participation.

### Additional Supplies of Materials

Residual materials will not be distributed to field offices.

PS Form 1216 is available from the Material Distribution Center (MDC). Order by using touch-tone order entry (TTOE): Call 800-273-1509.

**Note:** You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.)

Use the following information to order PS Form 1216:

<b>PSIN:</b>	PS1216
<b>PSN:</b>	7530-02-000-7354
<b>Unit of Measure:</b>	SE
<b>Quick Pick Number:</b>	118
<b>Bulk Pack Quantity:</b>	100
<b>Minimum Order Quantity:</b>	1
<b>Price:</b>	\$0.0196
<b>Edition Date:</b>	11/08

### Further Information

#### *FSA Customer Service Center Toll-Free Hotline*

Employees with questions should call the FSA Customer Service Center's toll-free hotline at 800-842-2026. After enrolling, participants may use the hotline to do the following:

- Make account inquiries.
- Discuss expenses that are eligible for payment through the FSA program.
- Obtain other plan information.

Employees who are deaf or hard of hearing may call the FSA Customer Service Center number, 800-842-2026, via 711, the TRS.

### Tax Advice

FSA BK1, *Flexible Spending Accounts*, provides some tax information. Participants with tax questions not addressed in FSA BK1 should contact their tax advisors or call the IRS toll-free information line at 800-TAX-1040 (800-829-1040).

— Compensation,  
Labor Relations, 11-1-12

## 2012 Open Season and Other Benefits and Payroll Election Opportunities

Flexible Spending Accounts (FSAs) expire at the end of each year, but they can be renewed during FSA Open Season.

Annual Leave Exchange (ALE) for next year's leave requires an election during this ALE Open Season.

Thrift Savings Plan (TSP) Catch-Up Contributions expire at the end of each year, but elections can be made at any time.

Benefit Program	Note the deadlines . . .	Find out about eligibility and options . .	Prepare for and make your elections . . .	Comments
<b>Federal Employees Health Benefits (FEHB) Program</b>	Opens: 11/12 Closes: 12/11 5:00 P.M. CT or Qualifying Life Event (through HRSSC)	Guides to Benefits Updates coming soon. <ul style="list-style-type: none"> <li>■ APWU, NRLCA Career Employees</li> <li>■ Non-APWU, Non-NRLCA Career Employees</li> <li>■ PCES Employees</li> <li>■ Postal Inspectors and OIG Employees</li> <li>■ IT/ASC Employees</li> <li>■ Non-career Employees</li> </ul>	Prepare <i>PostalEASE</i> FEHB Worksheet. Use <i>PostalEASE</i> .	<ul style="list-style-type: none"> <li>■ You must enter dependents if electing a new Self and Family plan.</li> <li>■ Individual plan brochures are available at <a href="http://www.opm.gov/insure">www.opm.gov/insure</a></li> </ul> Coming to you in the mail: Guide to Benefits (program summary) with <i>PostalEASE</i> FEHB Worksheet.
<b>Federal Employees Dental and Vision Insurance Program (FEDVIP)</b>	Opens: 11/12 Closes: 12/10 11:59 P.M. ET or Qualifying Life Event (through BENEFEDS, not HRSSC)	Guide to Dental and Vision Insurance Program Update coming soon <ul style="list-style-type: none"> <li>■ All Employees</li> </ul>	Use <a href="http://www.benefeds.com">www.benefeds.com</a> . 877-888-3337 TTY: 877-889-5680	<ul style="list-style-type: none"> <li>■ If you are eligible to participate in FEHB, you are eligible to enroll in FEDVIP, even if you are not enrolled in FEHB.</li> <li>■ USPS® does not contribute.</li> <li>■ You pay full cost of premiums on a pre-tax basis.</li> <li>■ You may enroll in a dental plan, a vision plan, or both.</li> <li>■ You may enroll in a plan for Self Only, Self Plus One, or Self and Family coverage.</li> </ul> Coming to you in the mail: FEDVIP Guide.
<b>Flexible Spending Accounts (FSA)</b>	Opens: 11/12 Closes: 12/23 5:00 P.M. CT or Qualifying Life Event (through HRSSC)	FSA Brochure Update coming soon	Prepare <i>PostalEASE</i> FSA Worksheet. Use <i>PostalEASE</i> . FSA Customer Service Center: 800-842-2026 Employees who are deaf/hard of hearing call via 711 (TRS).	<ul style="list-style-type: none"> <li>■ Health Care FSA maximum is changed to \$2,500.</li> <li>■ Dependent Care (day care) FSA maximum is \$5,000.</li> </ul> Coming to you in the mail: Post cards, leaflet, and brochure.
<b>Annual Leave Exchange (ALE)</b>	Opens: 11/15 Closes: 12/15 11:59 P.M. CT	Letter mailed to eligible employees	Prepare <i>PostalEASE</i> ALE Worksheet (mailed to eligible employees). Use <i>PostalEASE</i> .	<ul style="list-style-type: none"> <li>■ Most career non-bargaining unit employees from Rate Schedule Codes (RSCs) D, E, F, S, U, V, and Z may exchange from 8 to 128 hours in whole-hour increments if their annual leave balance is at least 160 hours as of close of business on January 11, 2013.</li> <li>■ Bargaining unit employees from RSCs C, K, and P, and for employees from RSCs G, M, N, T, and Y only as provided for in pending successor agreements to current agreements, may exchange from 8 to 40 hours in whole-hour increments if their annual leave balance is at least 440 hours and if they have used less than 75 hours of sick leave for the leave year as of close of business on January 11, 2013.</li> <li>■ For non-bargaining unit and bargaining unit employees, the lump sum is calculated on salary as of January 12, 2013, and included in the February 1, 2013, paycheck.</li> <li>■ These lump sum payments are taxable in 2013.</li> </ul> Coming only to eligible employees in the mail: Letter about annual leave exchange.

<b>Allotments/ Net-to-Bank (Direct Deposit)</b>	Any time Processed at 3:00 P.M. CT, second Wednesday of pay period		Prepare <i>PostalEASE</i> Net-to-Bank Worksheet. Use <i>PostalEASE</i> .	<ul style="list-style-type: none"> <li>You must provide your financial institution's routing number and your account number.</li> </ul>
<b>Thrift Savings Plan Regular Contributions</b>	Any time Processed at 3:00 P.M. CT, second Wednesday of pay period	<a href="https://www.tsp.gov/PDF/formspubs/tspbk08.pdf">https://www.tsp.gov/ PDF/formspubs/ tspbk08.pdf</a>	Prepare <i>PostalEASE</i> TSP Worksheet. Use <i>PostalEASE</i> .	<ul style="list-style-type: none"> <li>The IRS annual limit on elective deferrals for 2013 is increasing to \$17,500. FERS employees who want to maximize contributions while avoiding the loss of USPS matching contributions should make a whole dollar contribution per pay period equal to the announced maximum divided by 26.</li> <li>Contribution elections for 2013 will be accepted beginning at 3:30 P.M. CT on December 12, 2012.</li> </ul> <p>Coming to you in the mail: TSP enrollment information letter and <i>PostalEASE</i> TSP Worksheet.</p>
<b>TSP 50+ Catch-Up Contributions</b>	Any time Processed at 3:00 P.M. CT, second Wednesday of pay period	<a href="https://www.tsp.gov/PDF/formspubs/tspbk08.pdf">https://www.tsp.gov/ PDF/formspubs/ tspbk08.pdf</a>	Prepare <i>PostalEASE</i> TSP 50+ Catch Up Worksheet. Use <i>PostalEASE</i> .	<ul style="list-style-type: none"> <li>The IRS annual limit remains \$5,500 for those age 50 or older during 2013.</li> <li>Catch-up contribution elections for 2013 will be accepted beginning at 3:30 P.M. CT on December 12, 2012. You must certify that your regular TSP contributions will reach the IRS maximum.</li> </ul> <p>Coming only to eligible employees in the mail: TSP enrollment information catch-up letter and <i>PostalEASE</i> TSP Catch-Up Worksheet.</p>
<b>TSP Investment Choices</b>	Any time	<a href="https://www.tsp.gov/PDF/formspubs/tspbk08.pdf">https://www.tsp.gov/ PDF/formspubs/ tspbk08.pdf</a>	Use <a href="http://www.tsp.gov">www.tsp.gov</a> . Have TSP acct. no. or Custom User ID. Have Web password. 877-968-3778 TDD: 877-847-4385 Have TSP acct. no. Have TSP PIN. Mail Form TSP-50 (available from HRSSC) to TSP.	<ul style="list-style-type: none"> <li>Via the ThriftLine you may request:                             <ul style="list-style-type: none"> <li>A new TSP PIN.</li> <li>A new 8-character Web password.</li> <li>A copy of your TSP account number.</li> <li>Quarterly participant statements.</li> </ul> </li> <li>Via <a href="http://www.tsp.gov">www.tsp.gov</a>, you may request:                             <ul style="list-style-type: none"> <li>A new 8-character Web password.</li> <li>A copy of your TSP account number.</li> <li>Create a Custom User ID</li> <li>Printable views of quarterly participant statements.</li> <li>Cancellation of request to have quarterly participant statements mailed.</li> </ul> </li> </ul>
<b>Federal Long Term Care Insurance Program (FLTCIP)</b>	You may apply any time — underwriting required	<a href="http://www.ltcfeds.com/usps">www.ltcfeds.com/ usps</a> Find category of eligibility. Click Information Kit.	Use <a href="http://www.ltcfeds.com/usps">www.ltcfeds.com/ usps</a> . Find category of eligibility Click <i>Application</i> .	<ul style="list-style-type: none"> <li>New and newly eligible employees may enroll with the abbreviated application within the first 60 days of becoming eligible.</li> <li>You may download the information kit and the application or have them mailed to you.</li> </ul>

<b>Commuter Program</b>	Any time Monthly election deadline for payroll deduction amount is 15th of the month, 11:59 P.M. ET, 1 month ahead of payroll deduction month. Funds are added to your card or account each pay day. <b>Order Deadline</b> — Additional deadline if you have Transit Pass or Parking Plan. Cutoff for placing, changing, or canceling order is the 10th of the month, 11:59 P.M. ET, 1 month ahead of commuting month. (For Long Island Rail Road or Metro-North Railroad, the cutoff is the 4th.)	<a href="http://www.wageworks.com">www.wageworks.com</a>	Use <a href="http://www.wageworks.com">www.wageworks.com</a> 877-924-3967 TTY: 866-361-8017 M-F 8 A.M.–8 P.M. ET	<ul style="list-style-type: none"> <li>■ New career employees receive a brochure in the mail and must allow up to 30 days for information to be entered in the Wageworks system.</li> <li>■ Other employees can enroll at any time.</li> <li>■ Elections, changes, and cancellation for Commuter Program take effect 1 month after monthly election and/or order deadlines.</li> <li>■ 2013 IRS monthly limits are not confirmed but may remain at \$125 for mass transit, and \$240 for parking.</li> </ul>
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— Compensation, Labor Relations, 11-1-12

## Mailing and Shipping Services

### Mail Alert

The mailings below will be deposited in the near future. Offices should process this mail according to applicable service standards with the in-home dates in mind. 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 Ser-

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

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
11/05/12–11/07/12	jcp — Wk 41 November Home Mailer	Standard A/Flat	4.0	National	3/5 Digit	Harte-Hanks/RDD
11/05/12–11/07/12	Nordstrom November Book	Standard Flat	2.076	National	3/5 Digit	Arandell
11/05/12–11/08/12	Midnight Velvet	Standard Catalog	1.6	National	3/5 Digit	Quad Graphics
11/05/12–11/08/12	The Swiss Colony	Standard Catalog	4.0	National	3/5 Digit	Quad Graphics
11/06/12–11/08/12	jcp — Wk 41 Sephora Holiday	Standard A/Letter	1.8	National	3/5 Digit	Harte-Hanks/RDD
11/13/12–11/15/12	Costco Com	Standard Flat	4.0	National	3/5 Digit	Segerdahl Graphics
11/13/12–11/15/12	jcp — Wk 42 November Jewelry Mailer	Standard A/Flat	4.0	National	3/5 Digit	Harte-Hanks/RDD
11/14/12–11/19/12	Montgomery Ward	Standard Catalog	1.0	National	3/5 Digit	Quad Graphics
11/14/12–11/19/12	The Swiss Colony	Standard Catalog	3.0	National	3/5 Digit	Quad Graphics

— Business Customer Support and Services, Customer and Industry Affairs, 11-1-12

## Retail

### Stamps by Mail — Brochure Ordering Information

This article publishes the Stamps by Mail® (SBM) print run cutoff schedule for fiscal year (FY) 13. Each date has a designation whether it is for the year-round (YR) brochure or the holiday (HOL) brochure. The FY 13 print cycle cut-off dates are as follows:

- November 2, 2012 (YR).
- January 11, 2013 (YR).
- April 5, 2013 (YR).
- May 17, 2013 (YR).
- June 28, 2013 (YR).
- August 23, 2013 (HOL).

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

To order brochures, submit PS Form 3227-O, *Stamps by Mail Brochure Order Form* (April 2011), to Cyril-Scott Company:

Cyril Scott Company  
PO Box 627  
Lancaster, OH 43130-0627  
Telephone: 800-466-0455  
Fax: 740-689-0210

You can find this form at <http://blue.usps.gov>; click *Forms*, and then select the form by number. A copy of this form appears on page [104](#) in this *Postal Bulletin*.

The cost per unit of 500 is \$12.00. This cost includes overprinting the address of the fulfillment office placing the order. You may pay for orders (under \$10,000) with local IMPAC credit cards, checks, or money orders. However, Cyril-Scott Company cannot process the order until it

receives payment. Local eBuy procedures may also apply (refer to local procurement procedures). Cyril-Scott Company must receive orders placed by mail by close of business the day of the print run cut-off date listed here. Orders received after the cut-off date will be processed the next print run date.

All local Post Offices™ and centralized sites should follow the ordering instructions contained within this article and utilize local funds.

#### For Orders Exceeding \$10,000

Use eBuy to process both centralized and decentralized brochure orders that exceed \$10,000.00. In the Purchasing Method field, select "Route Req to Supply Mgmt," then in the After Approval Route field, select "Eastern Services CMC (Memphis, TN)." Include completed PS Form 3227-O with imprint information with the eBuy order.

**Note:** These approved eBuy orders must be received by Supply Management at least 10 days prior to a published run cut-off date to be included in that run.

Cyril-Scott Company will deliver orders within 35 calendar days after printing. Printing begins 1 week after the deadline date, and actual receipt of the order will depend on the ultimate destination and the corresponding delivery service standard. You should save copies of all orders placed at your local Post Office until the order has been received. Ensure procedures are in effect locally for proper verification of receipt.

— Retail Access Channels,  
Channel Access, 11-1-12

**Stamps by Mail® Brochure Order Form** Required Entry → Order No. (mm-dd-yy-ZIP+ 4®) Example: 12-18-05-22209-6057

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

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

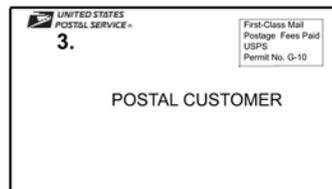
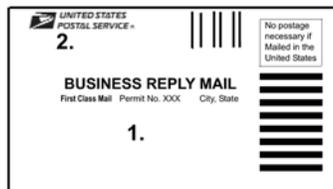
Quantity			
Item	Specify No. of Packs (500 forms per pack)	Unit Cost	Total
PS Form 3227 (Year-Round Version)	_____	@ \$12.00 ea. per pack =	_____
PS Form 3227 (Holiday), limited offering — Check Postal Bulletin schedule for availability.	_____	@ \$12.00 ea. per pack =	_____
<b>Total</b>			<b>\$</b>

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

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

**Imprint Information**

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



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

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

_____	_____
_____	_____
_____	_____

**Payment Information**

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

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

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

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

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

# Stamp Services

## Stamp Announcement 12-51: Lady Bird Johnson



*“For the environment after all is where we all meet; where we all have a mutual interest; it is one thing that all of us share. It is not only a mirror of ourselves, but a focusing lens on what we can become.”*



On November 30, 2012, in Austin, Texas, the Postal Service™ will issue a *Lady Bird Johnson* commemorative First-Class Mail® stamp (Forever® stamp priced at 45 cents) in six designs in a pressure-sensitive adhesive (PSA) souvenir sheet of six stamps (Item 578500). The \$2.70 Lady Bird Johnson souvenir sheet may not be split, and the stamps may not be sold individually.

The stamp will go on sale nationwide November 30, 2012.

This new issuance by the U.S. Postal Service® honors Lady Bird Johnson and her efforts to beautify America. The souvenir sheet includes six stamps: a new stamp that reproduces the official White House portrait of the First Lady painted in 1968, and adaptations of five stamps issued in the 1960s that encouraged people to participate in the President and Mrs. Johnson's campaign "Plant for a More Beautiful America." The art from the five engraved stamps — originally issued in the 1960s — has been adapted for printing in offset lithography. There is a quote by Mrs. Johnson and an additional image of the First Lady on the selvage and text about Mrs. Johnson's accomplishments on the back of the stamp pane. The art director was Antonio Alcalá.

**Distribution: Item 578500, Lady Bird Johnson First-Class Mail (Forever stamp priced at 45 cents) PSA Souvenir Sheet of Six Stamps**

Stamp distribution offices (SDOs) and stamp distribution centers (SDCs) will receive their standard automatic distribution quantity for a PSA souvenir sheet stamp. Distributions are rounded up to the nearest master carton size of 2,000 souvenir sheets (12,000 stamps).

**Initial Supply to Post Offices**

For this specific stamp, SDCs will provide limited automatic distribution to offices in the state of Texas and all offices in the Capital and Northern Virginia districts. Distribution quantities for the automatic distribution will be posted, by finance number and unit ID, on the Asset Management SDC webpage at [http://blue.usps.gov/purchase/assetmgnt/am\\_sdchome.htm](http://blue.usps.gov/purchase/assetmgnt/am_sdchome.htm).

SDOs/SDCs will *not* make any automatic distribution to Post Offices. Post Offices requiring these items must requisition them from their designated SDO/SDC using PS Form 17, *Stamp Requisition/Stamp Return*. Post Offices may preorder these stamps through the eBuy2 SEAM Catalog or the Stamps Service System (SSS) beginning November 2, 2012. SDOs/SDCs must not distribute this stamp to Post Offices before November 16, 2012.

**Sales Policy**

All Post Offices must acquire and maintain a supply of each new commemorative stamp for a minimum of 90 days from the first day of issue, and beyond that as long as cus-

tomers demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

**How to Order the First-Day-of-Issue Postmark**

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

Lady Bird Johnson Stamp  
Postmaster  
8225 Cross Park Drive  
Austin, TX 78710-9998

After applying the first-day-of-issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by January 30, 2013.

**How to Order First Day Covers**

The Postal Service also offers first-day covers for new stamp issues and Postal Service stationery items postmarked with the official first-day-of-issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic Catalog*, online at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-782-6724. Customers may request a free catalog by calling 800-782-6724 or writing to:

U.S. Postal Service  
Catalog Request  
PO Box 219014  
Kansas City, MO 64121-9014

**Philatelic Products**

There are seven philatelic products available for this stamp issue:

- 578562\*, First-Day Cover (Full Pane), \$5.20.
- 578563\*, First-Day Cover Set of 6, \$5.34.
- 578564\*, First-Day Cancelled (Full Pane), \$5.20.
- 578568\*, Digital Color Postmark Set of 6, \$9.60.
- 578584, Press Sheet (without die cut), \$43.20. (Print Quantity of 5,000)
- 578591\*, Ceremony Program (random single), \$6.95.
- 578599\*, Keepsake Souvenir Sheet of 6 & DCP Set of 6, \$12.95.

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

Issue:	<i>Lady Bird Johnson</i>
Item Number:	578500
Denomination & Type of Issue:	First-Class Mail® Forever Commemorative
Format:	Souvenir Sheet of 6 (6 designs)
Series:	N/A
Issue Date & City:	November 30, 2012, Austin, TX 78710
Designer:	Antonio Alcalá, Alexandria, VA
Art Director:	Antonio Alcalá, Alexandria, VA
Typographer:	Antonio Alcalá, Alexandria, VA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Microprint "USPS"
Engraver:	N/A
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Mueller Martini, A76
Stamps per Pane:	6
Print Quantity:	12 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd. (APU)
Stamp Orientation:	5 Stamps Horizontal 1 Stamp Vertical
Image Area (w x h):	1.42 x 0.84 in./36.07 x 21.34 mm
Overall Size (w x h):	1.56 x 0.98 in./39.62 x 24.89 mm
Full Pane Size (w x h):	6.50 x 5.5 in./165.10 x 139.70 mm
Colors:	
Front:	Black, Cyan, Magenta, Yellow, PMS 280 (C Blue), PMS 2727 (C Blue), PMS 363 (C Green), PMS 212 (C Pink), PMS 021 (C Orange), PMS 012 (C Yellow)
Plate Size:	96 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	
Front:	Header: "LADY BIRD JOHNSON 1912 CENTENNIAL 2012" • Verso text
Back:	© 2012 USPS • Header: "LADY BIRD JOHNSON 1912 CENTENNIAL 2012" • Verso-text USPS logo • Plate position diagram • Barcode (578500) at bottom left corner of pane • Promotional text at bottom of pane

— Stamp Services,  
Marketing and Sales, 11-1-12

## Stamp Announcement 12-52: \$1, \$2, \$5, \$10 Waves of Color



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On December 1, 2012, in Orlando, Florida, the Postal Service™ will issue a \$1, \$2, \$5 and \$10 *Waves of Color* definitive stamp in one design each in a pressure-sensitive adhesive (PSA) pane of ten stamps (Items 115500, 115600, 115700, and 115800).

The stamps will go on sale nationwide December 1, 2012.

In 2012, the U.S. Postal Service® offers *Waves of Color* panes of four similarly designed high-denomination stamps issued at the \$1, \$2, \$5, and \$10 rates. These elegant stamps were created to lend a contemporary appearance to packages, large envelopes, and other mailings. The \$1 Wave, \$2 Wave, \$5 Wave, and \$10 Wave each features a colorful, abstract pattern similar to an engraved currency banknote with its denomination spelled out and shown as a numeral. Designer Michael Dyer worked with art director Antonio Alcalá to create the stamp art.

**Distribution: Item 115500, 115600, 115700, and 115800, \$1, \$2, \$5, and \$10 Waves of Color PSA Pane of 10 Stamps**

Stamp distribution offices (SDOs) and stamp distribution centers (SDCs) will receive a limited automatic distribution quantity of four *Waves of Color* stamps. Distributions are rounded up to the nearest master carton size of 20,000 stamps.

**Initial Supply to Post Offices**

SDOs/SDCs will *not* make any automatic distribution to Post Offices. Post Offices requiring these items must requisition them from their designated SDO/SDC using PS Form 17, *Stamp Requisition/Stamp Return*. Post Offices may preorder these stamps through the eBuy2 SEAM Catalog or the Stamps Service System (SSS) beginning November 5, 2012. SDOs/SDCs must not distribute this stamp to Post Offices before November 16, 2012.

### How to Order the First-Day-of-Issue Postmark

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

Waves of Color Stamp Cancellation  
Postmaster  
PO Box 620045  
Orlando, FL 32862-0045

After applying the first-day-of-issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by February 1, 2013.

### How to Order First-Day Covers

The Postal Service also offers first-day covers for new stamp issues and Postal Service stationery items postmarked with the official first-day-of-issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic Catalog*, online at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-782-6724. Customers may request a free catalog by calling 800-782-6724 or writing to:

U.S. Postal Service  
Catalog Request  
PO Box 219014  
Kansas City, MO 64121-9014

### Philatelic Products

There are three philatelic products available for each stamp issue:

- 115561\*, \$1 First-Day Cover, \$1.44.
- 115565\*, \$1 Digital Color Postmark, \$2.15.
- 115599\*, \$1 Keepsake, \$12.95.
- 115661\*, \$2 First-Day Cover, \$2.44.
- 115665\*, \$2 Digital Color Postmark, \$3.15.
- 115699\*, \$2 Keepsake, \$23.95.
- 115761\*, \$5 First-Day Cover, \$5.44.
- 115765\*, \$5 Digital Color Postmark, \$6.15.
- 115799\*, \$5 Keepsake, \$56.95.
- 115861\*, \$10 First-Day Cover, \$10.44.
- 115865\*, \$10 Digital Color Postmark, \$11.15.
- 115899\*, \$10 Keepsake, \$111.95.

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

Issue:	<i>Waves of Color: \$1 Wave</i>
Item Number:	115500
Denomination & Type of Issue:	\$1.00 Definitive
Format:	Pane of 10 (1 design)
Series:	N/A
Issue Date & City:	December 1, 2012, Orlando, FL 32862
Designer:	Antonio Alcalá, Alexandria, VA
Art Director:	Antonio Alcalá, Alexandria, VA
Typographer:	Antonio Alcalá, Alexandria, VA
Artist:	Michael Dyer, Brooklyn, NY
Modeler:	Joseph Sheeran
Manufacturing Process:	Intaglio/Offset
Engraver:	N/A
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Stevens, Vari-Size Security
Stamps per Pane:	10
Print Quantity:	10 million stamps
Paper Type:	Prephosphored, Stardust Adhesive Taggant
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd. (APU)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.05 x 0.77 in./26.67 x 19.56 mm
Overall Size (w x h):	1.19 x 0.91 in./30.23 x 23.11 mm
Full Pane Size (w x h):	3.52 x 6.09 in./89.41 x 154.69 mm
Colors:	PMS 2112 (C Dark Purple), PMS 2200 (C Blue), PMS 2073 (C Purple), PMS 672 (C Pink), PMS 304 (C Light Blue), PMS 7457 (C Light Purple) Black PMS 7682 (Purple)
Front:	
Back:	
Intaglio Color:	
Plate Size:	150 stamps per revolution
Plate Numbers:	"P" followed by seven (7) single digits
Marginal Markings:	
Front:	Plate block numbers in two positions
Back:	© 2012 USPS • USPS logo • Plate position diagram • Barcode (115500) in upper right and lower left hand corners of pane • Promotional text

Issue:	<i>Waves of Color: \$2 Wave</i>
Item Number:	115600
Denomination & Type of Issue:	\$2.00 Definitive
Format:	Pane of 10 (1 design)
Series:	N/A
Issue Date & City:	December 1, 2012, Orlando, FL 32862
Designer:	Antonio Alcalá, Alexandria, VA
Art Director:	Antonio Alcalá, Alexandria, VA
Typographer:	Antonio Alcalá, Alexandria, VA
Artist:	Michael Dyer, Brooklyn, NY
Modeler:	Joseph Sheeran
Manufacturing Process:	Intaglio/Offset
Engraver:	N/A
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Stevens, Vari-Size Security
Stamps per Pane:	10
Print Quantity:	10 million stamps
Paper Type:	Prephosphored, Stardust Adhesive Taggant
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd. (APU)
Stamp Orientation:	Horizontal

Image Area (w x h):	1.42 x 0.84 in./36.07 x 21.34 mm
Overall Size (w x h):	1.56 x 0.98 in./39.62 x 24.89 mm
Full Pane Size (w x h):	4.26 x 6.48 in./108.20 x 164.59 mm
Colors:	PMS 3302 (C Dark Green), PMS 338 (C Green), PMS 324 (C Light Blue), PMS 580 (C Light Green), PMS 587 (C Lime Green), PMS 607 (C Light Yellow) Black PMS 338 (Green) PMS 338 (Green)
Front:	
Back:	
Intaglio Color:	
Plate Size:	120 stamps per revolution
Plate Numbers:	"P" followed by seven (7) single digits
Marginal Markings:	
Front:	Plate block numbers in two positions
Back:	© 2012 USPS • USPS logo • Plate position diagram • Barcode (115600) in upper right and lower left hand corners of pane • Promotional text

Issue:	<i>Waves of Color: \$5 Wave</i>
Item Number:	115700
Denomination & Type of Issue:	\$5.00 Definitive
Format:	Pane of 10 (1 design)
Series:	N/A
Issue Date & City:	December 1, 2012, Orlando, FL 32862
Art Director:	Antonio Alcalá, Alexandria, VA
Designer:	Antonio Alcalá, Alexandria, VA
Typographer:	Antonio Alcalá, Alexandria, VA
Artist:	Michael Dyer, Brooklyn, NY
Modeler:	Donald Woo
Manufacturing Process:	Intaglio/Offset
Engraver:	N/A
Printer:	Banknote Corporation of America, Inc./SSP
Printed at:	Browns Summit, NC
Press Type:	Alprinta/Epikos
Stamps per Pane:	10
Print Quantity:	10 million stamps
Paper Type:	Prephosphored, Type I
Adhesive Type:	Pressure-sensitive
Processed at:	Banknote Corp. of America, Browns Summit, NC
Stamp Orientation:	Vertical
Image Area (w x h):	1.406 x 1.071 in./35.71 x 27.20 mm
Stamp Size (w x h):	1.56 x 1.225 in./39.62 x 31.11 mm
Pane Size (w x h):	4.26 x 7.68 in./108.20 x 195.07 mm
Colors:	PMS 7401 (Beige), PMS 100 (Yellow), PMS 157 (Orange), PMS 158 (Orange), PMS 197 (Pink), PMS 673 (Med. Pink), PMS 209 (Dark Red), Intaglio 158 (Orange)
Plate Size:	120 stamps per revolution
Plate Numbers:	"S" followed by eight (8) single digits
Marginal Markings:	
Front:	Plate numbers in four corners of pane
Back:	© 2012 USPS • USPS logo • Plate position diagram • Barcode (115700) in upper right and lower left hand corners of pane • Promotional text

Issue:	<i>Waves of Color: \$10 Wave</i>
Item Number:	115800
Denomination & Type of Issue:	\$10.00 Definitive
Format:	Pane of 10 (1 design)
Series:	N/A
Issue Date & City:	December 1, 2012, Orlando, FL 32862
Art Director:	Antonio Alcalá, Alexandria, VA
Designer:	Antonio Alcalá, Alexandria, VA
Typographer:	Antonio Alcalá, Alexandria, VA
Artist:	Michael Dyer, Brooklyn, NY
Modeler:	Donald Woo
Manufacturing Process:	Intaglio/Offset
Engraver:	N/A
Printer:	Banknote Corporation of America, Inc./SSP
Printed at:	Browns Summit, NC
Press Type:	Alprinta/Epikos
Stamps per Pane:	10
Print Quantity:	10 million stamps
Paper Type:	Prephosphored, Type I
Adhesive Type:	Pressure-sensitive
Processed at:	Banknote Corp. of America, Browns Summit, NC
Stamp Orientation:	Horizontal
Image Area (w x h):	1.806 x 1.256 in./45.87 x 31.9 mm
Stamp Size (w x h):	1.96 x 1.41 in./49.78 x 35.81 mm
Pane Size (w x h):	5.06 x 8.61 in./128.52 x 218.69 mm
Colors:	PMS 434 (Taupe), PMS 679 (Light Purple), PMS 304 (Light Blue), PMS 630 (Blue), PMS 570 (Blue), PMS 877 (Gray), Black 6c, Itaglio 5415 (Blue)
Plate Size:	120 stamps per revolution
Plate Numbers:	"S" followed by eight (8) single digits
Marginal Markings:	
Front:	Plate numbers in four corners of pane
Back:	© 2012 USPS • USPS logo • Plate position diagram • Barcode (115800) in upper right and lower left hand corners of pane • Promotional text

— Stamp Services,  
Marketing and Sales, 11-1-12

## 2012 Stamps and Postal Stationery

This schedule is subject to change.

Updated Announcement 12-E

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

NOTE	ISSUE	NATIONWIDE FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
N	25¢ Spectrum Eagle (Presorted First-Class)	Jan 3	Liberty, MO 64068	PSA Coil of 3000 PSA Coil of 10000 (M) (6 designs)	Mar 3
0	\$5.15 Sunshine Skyway Bridge (Pre-Stamped Priority Mail Envelope)	Jan 3	Liberty, MO 64068	Pre-Stamped Priority Mail Envelope	Mar 3
N P DC	New Mexico Statehood (44¢ Forever)	Jan 6	Santa Fe, NM 87501	PSA Pane of 20 (C)	Mar 6
N	32¢ Aloha Shirts	Jan 19	Honolulu, HI 96820	PSA Pane of 20 PSA Coil of 100 (M) (5 designs)	Mar 19
N	85¢ Glacier National Park, MT (International rate, Canada and Mexico)	Jan 19	Kalispell, MT 59901	PSA Pane of 20 (M)	Mar 19
N	65¢ Dogs at Work (2 oz.)	Jan 20	Merrifield, VA 22081	PSA Pane of 20 (M) (4 designs)	Mar 20
N	65¢ Checkerspot Butterfly	Jan 20	Baltimore, MD 21233	PSA Pane of 20 (M)	Mar 20
N	85¢ Birds of Prey (3 oz.)	Jan 20	Washington, DC 20066	PSA Pane of 20 (M) (5 designs)	Mar 20
N	\$1.05 Lancaster County, PA (International rate)	Jan 20	Lancaster, PA 17604	PSA Pane of 20 (M)	Mar 20
N DC	65¢ Wedding Cake (2 oz.)	Jan 20	Alexandria, VA 22314	PSA Pane of 20 (M)	Mar 20
N	45¢ Weather Vanes	Jan 20	Shelburne, VT 05482	PSA Coil of 3000 PSA Coil of 10000 (M) (5 designs)	Mar 20
N	Sailboat (32¢ Forever)	Jan 22	Oyster Bay, NY 11771	Stamped Card Single Stamped Card Double Stamped Card Sheet	Mar 22
N DC	Bonsai (45¢ Forever)	Jan 23	Sacramento, CA 95813	PSA Booklet of 20 (M) (5 designs)	Mar 23
N	WAG Purple Martin (45¢ Forever) Available only at SFS	Jan 23	Mulberry, FL 33860	Stamped Envelope #10 Stamped Envelope #10W Stamped Envelope #9 Stamped Envelope #9W Stamped Envelope #6 3/4 Stamped Envelope #6 3/4 W	Mar 23
N	PSA Purple Martin (45¢ Forever)	Jan 23	Mulberry, FL 33860	PSA #10 PSA Envelope #10W PSA Envelope #9 PSA Envelope #9W PSA Envelope #6 3/4 PSA Envelope #6 3/4 W	Mar 23
N DC	Celebrating Lunar New Year: Year of the Dragon (45¢ Forever)	Jan 23	San Francisco, CA 94188	PSA Pane of 12 (C)	Mar 23
N P DC	John H. Johnson (Black Heritage) (45¢ Forever)	Jan 31	Chicago, IL 60607	PSA Pane of 20 (C)	Mar 31
N DC	Heart Health (45¢ Forever)	Feb 9	Washington, DC 20066	PSA Pane of 20 (C)	Apr 9
N DC	Love Ribbons (45¢ Forever) February 2, 2012, retail sales authorized	Feb 14	Colorado Springs, CO 80903	PSA Pane of 20 (M)	Apr 14
N P DC	Arizona Statehood (45¢ Forever)	Feb 14	Phoenix, AZ 85026	PSA Pane of 20 (C)	Apr 14
N DC	Danny Thomas (45¢ Forever)	Feb 16	Memphis, TN 38101	PSA Pane of 20 (C)	Apr 16
0	Four Flags (45¢ Forever)	Feb 22	Washington, DC 20066	PSA Booklet of 20 (M) (4 designs) PSA Coil of 100 (M) (4 designs)	Apr 22

NOTE	ISSUE	NATIONWIDE FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
N	\$5.15 Sunshine Skyway Bridge (Priority Mail)	Feb 28	St. Petersburg, FL 33730	PSA Pane of 20 (M)	Apr 28
N	\$18.95 Carmel Mission (Express Mail)	Feb 28	Carmel, CA 93923	PSA Pane of 10 (M)	Apr 28
N DC	Cherry Blossom Centennial (45¢ Forever)	Mar 24	Washington, DC 20066	PSA Pane of 20 (C) (2 designs)	May 23
N DC	William H. Johnson (American Treasures) (45¢ Forever)	Apr 11	Baltimore, MD 21233	PSA Pane of 20 (C)	Jun 10
N DC	Twentieth-Century Poets (45¢ Forever)	Apr 21	Los Angeles, CA 90052	PSA Pane of 20 (C) (10 designs)	Jun 20
N P DC	The Civil War: 1862 (45¢ Forever)	Apr 24	New Orleans, LA 70113	Souvenir Sheet of 12 (C) (2 designs)	Jun 23
N DC	Jose Ferrer (45¢ Forever)	Apr 26	New York, NY 10199	PSA Pane of 20 (C)	Jun 25
N P DC	Louisiana Statehood (45¢ Forever)	Apr 30	Baton Rouge, LA 70826	PSA Pane of 20 (C)	Jun 29
N DC	Great Film Directors (45¢ Forever)	May 23	Silver Spring, MD 20910	PSA Pane of 20 (C) (4 designs)	Jul 22
N P DC	Mail a Smile (45¢ Forever)	Jun 1	Orlando, FL 32862	PSA Pane of 20 (C) (5 designs)	Jul 31
0	Four Flags (45¢ Forever)	Jun 1	McLean, VA 22101	PSA booklet of 10 (M) (4 designs)	Jul 31
N	1¢ Bobcat	Jun 1	San Marcos, TX 78666	PSA Coil of 3000 (M)	Jul 31
N	32¢ Aloha Shirts	Jun 2	McLean, VA 22101	PSA booklet of 10 (M) (5 designs)	Aug 1
N DC	Bicycling (45¢ Forever)	Jun 7	Minneapolis, MN 55401	PSA Pane of 20 (C) (4 designs)	Aug 6
N DC	Celebrate Scouting (45¢ Forever)	Jun 9	Washington, DC 20066	PSA Pane of 20 (C)	Aug 8
N P DC	Miles Davis/Edith Piaf (45¢ Forever)	Jun 12	New York, NY Paris, France	PSA Pane of 20 (C)	Aug 11
N	Sailboat (32¢ Forever)	Jun 22	Lancaster, PA 17604	Stamped Card 4-Up Pack of Ten (40 cards)	Aug 21
N	Scenic American Landscapes (\$15.95)	Jun 23	Lancaster, PA 17604	Premium Stamped Card (Set of 20)	Aug 22
N P DC	Major League Baseball All-Stars (45¢ Forever)	Jul 20	Cooperstown, NY 13326	PSA Pane of 20 (C) (4 designs)	Sep 18
N P DC	Major League Baseball All-Stars: Joe DiMaggio (45¢ Forever)	Jul 21	New York, NY 10199	PSA Pane of 20 (C)	Sep 19
N P DC	Major League Baseball All-Stars: Ted Williams (45¢ Forever)	Jul 21	Boston, MA 02205	PSA Pane of 20 (C)	Sep 19
N P DC	Major League Baseball All-Stars: Larry Doby (45¢ Forever)	Jul 21	Cleveland, OH 44101	PSA Pane of 20 (C)	Sep 19
N P DC	Major League Baseball All-Stars: Willie Stargell (45¢ Forever)	Jul 21	Pittsburgh, PA 15290	PSA Pane of 20 (C)	Sep 19
N DC	Innovative Choreographers (45¢ Forever)	Jul 28	Los Angeles, CA 90052	PSA Pane of 20 (C) (4 designs)	Sep 26
N P DC	Flags of our Nation: Set 6 (45¢ Forever)	Aug 16	Sacramento, CA 95813 (APS Stamp Show)	PSA Coil of 50 (M) (10 designs)	Oct 15
N P DC	Edgar Rice Burroughs (45¢ Forever)	Aug 17	Tarzana, CA 91356	PSA Pane of 20 (C)	Oct 16

NOTE	ISSUE	NATIONWIDE FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
N P DC	The War of 1812: USS Constitution (45¢ Forever)	Aug 18	Boston, MA 02205	PSA Pane of 20 (C)	Oct 17
0	Purple Heart (45¢ Forever)	Sep 4	Washington, DC 20066	PSA Pane of 20 (M)	Nov 3
N DC	O. Henry (45¢ Forever)	Sep 11	Greensboro, NC 27420	PSA Pane of 20 (C)	Nov 10
N	Four Flags (45¢ Forever)	Sep 22	Humble, TX 77338	ATM Booklet of 18 (M) (4 designs)	Nov 21
N DC	Earthscapes (45¢ Forever)	Oct 1	Greenbelt, MD 20770	PSA Pane of 15 (C) (15 designs)	Nov 30
N DC	Holy Family (45¢ Forever)	Oct 10	Washington, DC 20066	PSA Double-sided Booklet of 20 (M)	Dec 9
N DC	Santa and Sleigh (45¢ Forever)	Oct 13	New York, NY 10199 (Mega Stamp Show)	PSA Double-sided Booklet of 20 (4 designs)	Dec 12
N	Lady Bird Johnson (45¢ Forever)	Nov 30	Austin, TX 78710	Souvenir Sheet of 6 (C) (6 designs)	Jan 29
N DC	Waves	Dec 1	Orlando, FL 32862	PSA Pane of 10 (M) (\$1) PSA Pane of 10 (M) (\$2) PSA Pane of 10 (M) (\$5) PSA Pane of 10 (M) (\$10)	Jan 30

**Note Descriptions**

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

DC: Digital Color Postmark

N: New issue

P: Pictorial first day postmark

S: Special Dedication Postmark

(C): Collectible

(M): Mail use

1. Customers must affix additional postage to bring total postage to at least the minimum First-Class Mail<sup>®</sup> rate for an envelope or stamped card, depending on which is used. Also, the cost for a stamped envelope is the value of the postage plus 11 cents, and the cost for a stamped card is the value of the postage plus 3 cents.

## Pictorial Postmarks Announcement

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

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

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

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

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

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

The following pictorial postmarks have been extended for 60 days:



September 22, 2012

*University of Notre Dame*  
Notre Dame Station  
Postmaster  
1 PO Security Building  
Notre Dame, IN 46556-9998



36<sup>th</sup> Annual Community  
Celebration  
Hardscrabble Station  
September 22, 2012  
Red Hook, NY 12571

September 22, 2012

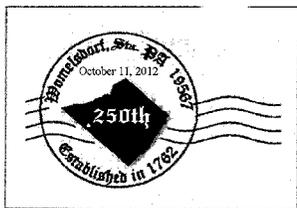
*United States Postal Service*  
Hardscrabble Station  
Postmaster  
7525 N. Broadway  
Red Hook, NY 12571-9998

The following pictorial postmarks have been extended for 30 days:



October 6-7, 2012

*Tri City Stamp Collectors*  
Anniversary Station  
Postmaster  
3500 W. Court Street  
Pasco, WA 99301-9998



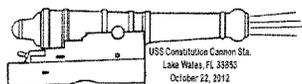
October 11–13, 2012

*Womelsdorf 250th Anniversary Committee*  
 Womelsdorf Station  
 Postmaster  
 37 N. 3rd Street  
 Womelsdorf, PA 19567-9998



October 13–14, 2012

*Catoclin Colorfest*  
 Arts & Craft Show Station  
 Postmaster  
 110 Water Street  
 Thurmont, MD 21788-9998



October 22, 2012

*Daughters of the American Revolution*  
 USS Constitution Cannon Station  
 Postmaster  
 6 W. Park Avenue  
 Lake Wales, FL 33853-9998



Specialist Micheal E. Phillips Station  
 October 23, 2012  
 Ardmore OK 73401

October 23, 2012

*United States Postal Service*  
 Specialist Michael E. Phillips Station  
 Postmaster  
 208 1st Avenue SW  
 Ardmore, OK 73401-9998



October 31, 2012

*Stephen Decatur Chapter #4, Universal Ship Cancellation Society*  
 Decommissioning Station  
 Marketing Department  
 3600 Aolele Street #106  
 Honolulu, HI 96820-9998

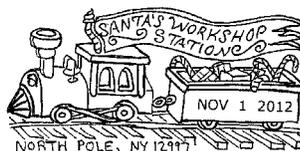
November 1, 2012–October 1, 2013

*Nelson County Economic Development Agency*  
 Bardstown Station  
 Postmaster  
 PO Box 9998  
 Bardstown, KY 40004-9998



November 1–December 31, 2012

*Santa's Workshop*  
 Santa's Workshop Station  
 Postmaster "Postmark Request"  
 PO Box 1768  
 North Pole, NY 12997-1768



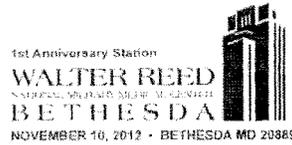
November 2, 2012

*United States Postal Service*  
 American Graffiti Station  
 Postmaster  
 1124 Pacific Street  
 Omaha, NE 68108-9998

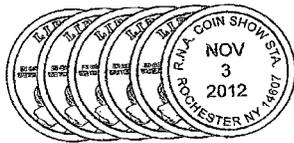




November 3, 2012  
 Reading PA Stamp Collectors Club  
 Titanic Anniversary Station  
 Postmaster  
 4 East Wall Street  
 Leesport, PA 19533-9998



November 10, 2012  
 Walter Reed National Military Medical Center  
 Walter Reed 1<sup>st</sup> Anniversary Station  
 Postmaster  
 8901 Wisconsin Avenue  
 Bethesda, MD 20889-9998



November 3, 2012  
 Rochester Numismatic Association  
 RNA Coin Show Station  
 Postmaster  
 1335 Jefferson Road  
 Rochester, NY 14692-9998



November 10, 2012  
 Tri-State Stamp Club  
 Tri-State Stamp Club Show Station  
 Postmaster  
 PO Box 9998  
 Sinsinawa, WI 53824-9998



November 3-4, 2012  
 Philatelic Society of Pittsburgh  
 Pittsex Station  
 Retail Specialist  
 1001 California Avenue,  
 Room 2036  
 Pittsburgh, PA 15290-9681



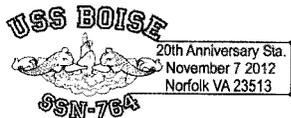
November 10, 2012  
 City of St. Louis  
 Soldiers Memorial Military Museum Station  
 Postmaster  
 1720 Market Street  
 St. Louis, MO 63155-9998



November 6, 2012  
 City of Brewer  
 Bicentennial Station  
 Postmaster  
 22 Parkway South  
 Brewer, ME 04412-9998



November 10, 2012  
 United States Postal Service  
 237<sup>th</sup> Anniversary Station  
 Postmaster  
 231 South Main Street  
 Halifax, VA 24558-9998



November 7, 2012  
 Stephen Decatur Chapter #4, Universal Ship Cancellation Society  
 20<sup>th</sup> Anniversary Station  
 Postmaster  
 PO Box 719  
 Norfolk, VA 23501-9998



November 10-11, 2012  
 Mid-Cities Stamp Club  
 Expo Station  
 Postmaster  
 1251 William D. Tate Avenue  
 Grapevine, TX 76051-9998

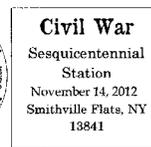
November 11, 2012

*Gen Patton Memorial  
Museum*  
Veteran's Day Station  
Postmaster  
62450 Chiriaco Road #4  
Chiriaco Summit, CA  
92201-9998



November 14, 2012

*Oxford Town/Village  
Historian*  
Sesquicentennial Station  
Postmaster  
5299 Street, Hwy. 41  
Smithville Flats, NY  
13841-9998



– Stamp Services,  
Marketing and Sales, 11-1-12

## How to Order the First-Day-of-Issue Digital Color or Traditional Postmarks

Customers have 60 days to obtain the first-day-of-issue postmarks by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, or at The Postal Store® website at [www.usps.com/shop](http://www.usps.com/shop).

### Traditional Postmarks

Customers should affix the stamps to envelopes of their choice, address them to themselves or others, or provide a self-addressed return envelope with sufficient postage large enough to accommodate the canceled item. Mail the request to the corresponding city of issuance. There is no charge for the first 50 postmarks. There is a 5-cent charge for each additional postmark over 50. Customers should submit a check, money order, or credit card for payment. After applying the first-day-of-issue postmark, the Postal Service™ will return the envelopes to the customer by U.S. Mail.

All postmark requests should go to the first-day-of-issue city. The first-day-of-issue 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.



**O. Henry Stamp**  
Greensboro Main Office  
201 N. Murrow Blvd.  
Greensboro, NC 27420-9998

November 12, 2012

Digital Color Pictorial



**Earthscapes Stamps**  
Postmaster  
7600 Ora Glen Drive  
Greenbelt, MD 20770-9998

December 2, 2012

Digital Color Pictorial



**Holy Family Stamp**  
Special Cancellations  
PO Box 92282  
Washington, DC 20090-2282

December 10, 2012

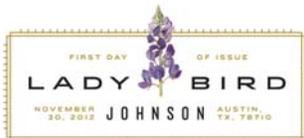
Digital Color Pictorial



**Santa and Sleigh Stamp Booklet**  
Postmaster  
421 Eighth Ave., Rm. 2029B  
New York, NY 10199-9998

December 13, 2012

Digital Color Pictorial



**Lady Bird Johnson Stamp**  
Postmaster  
8225 Cross Park Dr.  
Austin TX, 78710-9998

January 30, 2013

Digital Color Pictorial



**Waves of Color Stamp**  
Postmaster  
PO Box 620045  
Orlando, FL 32862-0045

February 1, 2013

Digital Color Pictorial



**Waves of Color Stamp**  
Postmaster  
PO Box 620045  
Orlando, FL 32862-0045

February 1, 2013

**Digital Color Pictorial**



**Waves of Color Stamp**  
Postmaster  
PO Box 620045  
Orlando, FL 32862-0045

February 1, 2013

**Digital Color Pictorial**



**Waves of Color Stamp**  
Postmaster  
PO Box 620045  
Orlando, FL 32862-0045

February 1, 2013

**Digital Color Pictorial**

— Stamp Services, Marketing and Sales, 11-1-12



What's New on USPS.com?



The Every Door Direct Mail® online mapping tool on USPS.com® will soon be updated. The enhanced tool will provide mailers with an improved activity history including the ability to view orders, repeat past orders, and complete saved orders — all quickly and easily. Mailers will also be able to request a refund online.

With Every Door Direct Mail, businesses are able to get their messages into the homes and hands of everyone in their targeted areas without the need for names or street addresses. Businesses simply identify the neighborhoods

they want to target with the Every Door Direct Mail online mapping tool. It's really that easy.

Customers can start today at [www.usps.com/everydoordirectmail](http://www.usps.com/everydoordirectmail).

Postal employees can find service talks and additional information on the Customer Services Operations & Retail page at [http://blue.usps.gov/customerservicesoperationsandretail/productsandservices/consumerproducts/every\\_door\\_direct.shtml](http://blue.usps.gov/customerservicesoperationsandretail/productsandservices/consumerproducts/every_door_direct.shtml)

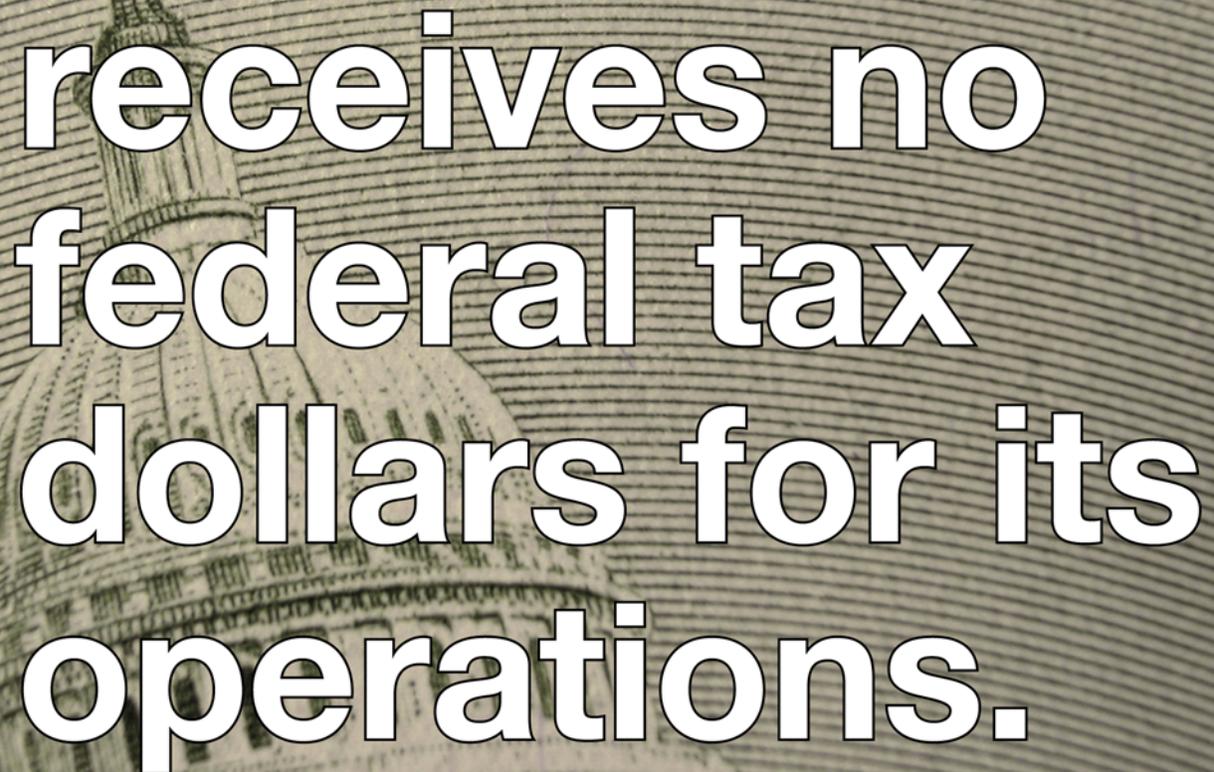
Designed to reach every home, every address, every time.

— Digital Access,  
Channel Access, 11-1-12



475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-5540

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

The USPS logo, consisting of the letters "USPS" in a large, bold, white, sans-serif font with a black outline. A registered trademark symbol (®) is located at the top right of the letter "S". The logo is centered at the top of a large rectangular graphic.The main text of the graphic, "receives no federal tax dollars for its operations.", is written in a large, bold, white, sans-serif font with a black outline. It is centered and occupies the middle and lower portions of the graphic. The background of the entire graphic is a grayscale image showing a close-up of US currency (bills) with the dome of the United States Capitol building visible in the lower-left corner.