

# postal|bulletin

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See page 3



4 | America on the Move: Muscle Cars Publicity Kit  
17 | IMM Revision: Global Express Guaranteed Service  
— Lithium Batteries Prohibited



# Contents

## COVER STORY

Passport Day in the USA – March 9, 2013 ..... 3

## AMERICA ON THE MOVE:

**MUSCLE CARS PUBLICITY KIT** ..... 4

## POLICIES, PROCEDURES, AND FORMS UPDATES

### Manuals

DMM Revision: Omission ..... 14

IMM Revision: Updates to Various Individual  
Country Listings ..... 15

IMM Revision: Global Express Guaranteed  
Service – Lithium Batteries Prohibited ..... 17

IMM Revision: International Business  
Reply Service ..... 17

### Handbooks

Handbook AS-709 Revision: Purchase  
Card Policies and Procedures for Local Buying ..... 19

Handbook F-1 Revision: Accounting and  
Reporting Policy ..... 22

Handbook F-23 Update: Accounting Policy  
Revisions ..... 28

### Publications

Publication 431 Revision: Changes to Post  
Office Box Service and Caller Service Fee Groups ..... 55

### Forms

Documentation Needed with Collect on  
Delivery (COD) PS Form 3816-AS, COD  
Card-Firm Mailings ..... 56

### Notices

Correction: Notice 123, Price List ..... 56

## ORGANIZATION INFORMATION

### Finance

Penalty Mail Stamps ..... 58

### Mailing and Shipping Services

Mail Alert ..... 58

### Pricing

Ordering Instructions for January 2013  
Postage Statements ..... 60

### Stamp Services

Stamp Announcement 13-13: Muscle Cars Stamps ..... 61

Stamp Announcement 13-14: Bank Swallow  
Stamped Envelope ..... 64

Stamp Announcement 13-15: Modern Art  
in America 1913-1931 Stamp ..... 69

Stamp Announcement 13-16: Deer Stamped Card ..... 72

Stamp Announcement 13-17: Patriotic Star Stamp ..... 74

Correction: Rosa Parks Stamp Announcement ..... 76

Pictorial Postmarks Announcement ..... 76

How to Order the First-Day-of-Issue Digital  
Color or Traditional Postmarks ..... 79

### Sustainability

Hazardous and Universal Waste Management Tips ..... 82

### USPS.com

What's New on USPS.com? ..... 83

## PULL-OUT INFORMATION

### Fraud

Domestic Orders ..... 31

Invalid Express Mail Corporate Account Numbers ..... 32

Missing, Lost, or Stolen U.S. Money Order Forms ..... 34

Missing, Lost, or Stolen Canadian Money Order Forms ..... 40

Verifying U.S. Postal Service Money Orders ..... 43

Counterfeit Canadian Money Order Forms ..... 43

Toll-Free Number Available to Verify Canadian  
Money Orders ..... 43

### Other Information

Overseas Military/Diplomatic Mail ..... 44

Missing Children Posters ..... 49

## Postal Bulletin Index

Annual Index ..... PB 22355 (1-24-13)

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# Cover Story

## Passport Day in the USA – March 9, 2013

The first Passport Day in the USA was held in March 2009, and its resounding success provided a public service and awareness in the community. This year, the Postal Service™ will partner with the Department of State to participate in this year's Passport Day in the USA event on Saturday, March 9, 2013.

If your travel plans take you outside of the United States, a passport is a must! If you already have a passport, remember to check the expiration date well in advance of your departure date. U.S. passports are issued to adults for 10 years and children under the age of 16 for five years. This means that even though your passport may be valid, your child (who may now be a 20-year-old adult) could be carrying an expired passport.

### **Which passport product best suits your needs – the passport book or the passport card?**

The passport book provides the traveler with the identification and proof of citizenship to travel anywhere in the world, by any conveyance; in other words, it can be used for all international travel, whether by air, land, or sea.

The passport card is a travel document that can be used for entering the United States from Canada, Mexico, the Caribbean, and Bermuda, at land border crossings or sea ports-of-entry. It cannot be used for international air travel. The wallet-size passport card is convenient and less expensive than the passport book and was designed for those that make frequent trips across the borders. Travelers considering the passport card should check the docu-

ment requirements of the countries to be visited, as some may not accept the passport card for entry.

Whether you plan to apply for a passport book, passport card, or both, submitting your passport application is a quick trip away. With thousands of Post Office™ locations that accept passport applications, the U.S. Postal Service® makes it convenient to apply for your passport. Visit [www.usps.com/passport](http://www.usps.com/passport) to locate a Post Office near you that offers passport services.

### **Passport Tips**

For more information, contact the National Passport Information Center at 877-487-2778 or TDD/TTY 888-874-7793, or online at [www.travel.state.gov](http://www.travel.state.gov):

- Before traveling abroad, copy the identification page in case your passport is lost or stolen.
- If your passport is lost or stolen abroad, report the loss immediately to local police authorities and the nearest U.S. Embassy or Consulate.
- Before you travel, check for U.S. Department of State travel warnings at [www.travel.state.gov](http://www.travel.state.gov).
- Register your trip with the U.S. Embassy or Consulate through the Smart Traveler Enrollment Program (STEP) at [www.travel.state.gov](http://www.travel.state.gov).

— Retail Services,  
Channel Access, 2-7-13

## America on the Move: Muscle Cars Publicity Kit



Raw power will have a stamp of its own once the Postal Service™ dedicates the limited-edition *America on the Move: Muscle Cars Forever*® stamps at the Daytona International Speedway, Friday, February 22 — two days prior to the iconic Daytona 500. As the third issuance of the *America on the Move* series, the stamps celebrate an exciting era in American automotive history.

The stamps were designed by art director, Carl T. Herrman, [carlherrman@earthlink.net](mailto:carlherrman@earthlink.net), of North Las Vegas, NV, and created by artist Tom Fritz, [tom@fritzart.com](mailto:tom@fritzart.com), of Newbury Park, CA (feel free to contact them). Other issuances in the series, *'50s Sporty Cars (2005)*, followed by *'50s Fins and Chrome (2008)*, were the work of artist Art Fitzpatrick of Carlsbad, CA. The *Muscle Cars* stamps are being issued as Forever stamps. Forever stamps are always equal in value to the current First-Class Mail® one-ounce price.

The *Muscle Cars* stamps celebrate the high-performance vehicles that captured our imagination when they roared onto our roads beginning in the 1960s:

- 1966 Pontiac GTO.
- 1967 Shelby GT-500.
- 1969 Dodge Charger Daytona.
- 1970 Plymouth Hemi 'Cuda.
- 1970 Chevelle SS.

Postmasters are asked to work with their corporate communications area manager to conduct special dedication ceremonies on February 22 or any day following that

throughout the year. **Note:** the term “Second-Day Ceremony” is no longer used as it implies limiting local events to the day following the first-day-of-issue. Special dedication ceremonies can be conducted on the first-day-of-issue or anytime following that.

Outside of conducting special dedication ceremonies at Post Offices™, Postmasters are encouraged to be creative and conduct ceremonies at automobile dealerships, car shows, race tracks, county and state fairs, and other venues which attract the attention of car enthusiasts. Visiting [carclubs.com](http://carclubs.com) provides a listing of many car clubs and car clubs by make.

Enclosed in this publicity kit you will find:

- Sample media advisory.\*
- Sample news release (which contains background information on each of the Muscle Cars). \*
- Sample speech.\*
- Contact for obtaining a Muscle Car poster for use in local special dedication ceremonies.
- Contact for obtaining high-resolution images of the stamps for media use only.
- Government relations contacts by state.
- Corporate communications area manager listing for assistance in event promotion.

\*Email [mark.r.saunders@usps.gov](mailto:mark.r.saunders@usps.gov) for the word documents.

Sample Media Advisory

Date

Contact: Name  
Phone  
email

<http://www.usps.com/news>



**Raw Power Has a Stamp of its Own  
(Name) Post Office Celebrates Muscle Cars Forever Stamps**

*High-resolution images of the stamps are available for media use only by emailing [contacts email]*

- WHAT:** Special dedication ceremony for the Limited Edition *America on the Move: Muscle Cars* Forever stamps. The event is free and open to the public.
- WHEN:** Time, Date
- WHERE:** Location  
Address  
Provide website link of location, if available
- WHO:** Title and name of participants (in order of importance to media)
- BACKGROUND:** The Muscle Cars Forever stamps celebrate an exciting era in American automotive history. Typically equipped with big, powerful engines, these high-performance vehicles first roared onto our roads in the 1960s. The stamps feature five iconic muscle cars: the 1966 Pontiac GTO, the 1967 Shelby GT-500, the 1969 Dodge Charger Daytona, the 1970 Plymouth Hemi 'Cuda and the 1970 Chevelle SS.

The stamps were designed by art director, Carl T. Herrman, [carlherrman@earthlink.net](mailto:carlherrman@earthlink.net), of North Las Vegas, NV, and created by artist Tom Fritz, [tom@fritzart.com](mailto:tom@fritzart.com), of Newbury Park, CA (Feel free to contact them to get the backstory on the creation of the stamps. They are great interviews). Other issuances in the series, *'50s Sporty Cars (2005)*, followed by *'50s Fins and Chrome (2008)*, were the work of artist Art Fitzpatrick of Carlsbad, CA.

# # #

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](http://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 35th in the 2011 Fortune 500. In 2011, the U.S. Postal Service was ranked number one in overall service performance, out of the top 20 wealthiest nations in the world, by Oxford Strategic Consulting. *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/USPS](http://www.twitter.com/USPS) and at [www.facebook.com/USPS](http://www.facebook.com/USPS).

**Sample News Release  
FOR IMMEDIATE RELEASE**

DATE

Contact: Name  
Phone  
email



**Raw Power Has a Stamp of Its Own  
Muscle Cars Roar out of NAME Post Office**

*A high-resolution image of the stamp is available for media use only by emailing: [contact's email]*

City, State — [Name of City] gear heads and other car enthusiasts received their stamp of approval with a special dedication ceremony to celebrate the issuance of the Limited Edition *America on the Move: Muscle Cars* Forever stamps.

“The *Muscle Cars* stamps celebrate an exciting era in American automotive history,” said [Title and Name], who dedicated the stamps here today. “Typically equipped with big, powerful engines, these high-performance vehicles first roared onto our roads in the 1960s. Raw power has a stamp of its own, and these limited edition stamps feature five iconic muscle cars: the 1966 Pontiac GTO, the 1967 Shelby GT-500, the 1969 Dodge Charger Daytona, the 1970 Plymouth Hemi 'Cuda and the 1970 Chevelle SS.”

Joining [Name] in dedicating the stamps were [Title, Name; Title, Name, etc.]

(Optional quote from other individual participating in event - if newsworthy).

(Provide additional details, such as the venue, a car being showcased at the event with information on its owner, or other newsworthy information).

The *Muscle Cars* Forever stamps are the third issuance in the *America on the Move* stamp series. The artwork was created by Tom Fritz of Newbury Park, CA, under the art direction of Carl T. Herrman of North Las Vegas, NV. Other issuances in the series, *'50s Sporty Cars (2005)*, followed by *'50s Fins and Chrome (2008)*, were the work of artist Art Fitzpatrick of Carlsbad, CA.

The Muscle Cars stamps are being issued as Forever stamps in self-adhesive sheets of 20 (four of each design). Forever stamps are always equal in value to the current First-Class Mail® one-ounce price.

## 1966 Pontiac GTO



The Pontiac GTO ushered in the American muscle-car era in the mid-1960s, just as the baby boomers began to come of age. The first GTO was born when engineers dropped a 389-cubic-inch V8 engine, which was built for a full-size sedan, into an intermediate-size Pontiac Tempest LeMans. Initially offered simply as an option on the Tempest LeMans, the GTO — which in Italian stood for Gran Turismo Omologato, or in English, Grand Touring Homologated — became its own model in 1966.

Available as a hardtop, coupe or convertible, the 1966 Pontiac GTO was equipped with a standard 335-horsepower V8 engine. The “Goat” could really move. In tests, it went from 0 to 60 mph in 6.8 seconds. It also looked much different than

its predecessors. Starting in 1966, the car featured curvy Coke-bottle styling and a split grille. That model year, sales of the distinctive GTO peaked.

## 1967 Shelby GT-500



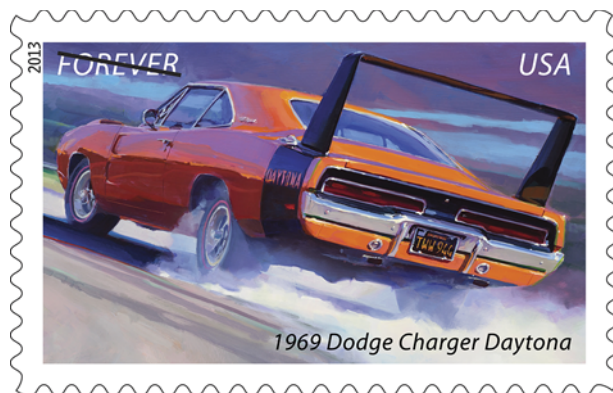
Manufacturer Carroll Shelby’s take on the Ford Mustang reflected his roots as a race car driver. The 1967 Shelby GT-500 was powered by a 428-cubic-inch, 355-horsepower Police Interceptor engine. The car also featured a rear spoiler and optional dealer-installed LeMans stripes. Rocker panel stripes came standard on the 1967 Shelby GT-500, which also sported grille-mounted headlights. A scooped fiberglass hood, extended nose and interior roll bar and shoulder harnesses further enhanced the race car feel.

The 1967 Shelby GT-500 was more than just a racer. The improved suspension softened the ride, resulting in a vehicle that was comfortable to drive on the highway as well as on the track.

The car was both striking and rare; only 2,048 were built. A cus-

tomized or original version of the 1967 Shelby GT-500 has appeared in contemporary movies and magazines, rekindling American pop culture’s fascination with the model. In 2007, Ford reintroduced the Shelby GT-500 into the Mustang model lineup.

## 1969 Dodge Charger Daytona



The outrageously styled 1969 Dodge Charger Daytona was designed to dominate on the racetrack. The car, which underwent wind-tunnel testing before its release, took the checkered flag at its NASCAR debut in September 1969 at Alabama International Motor Speedway in Talladega. The production version of the car was powered by a standard 440-cubic-inch, 375-horsepower Magnum engine. A limited number of Daytonas were also available with a 426-cubic-inch Hemi, a race-inspired engine Chrysler introduced earlier that decade. Chrysler first used a version of the Hemi — a high-performance engine with hemispherical combustion chambers — in automobiles in the 1950s.

Concealed headlights, fender-mounted scoops, a nearly 2-foot tall, rear-mounted wing and an 18-inch nose piece helped boost aerodynamics. Other signature touches were thick body stripes containing the word “DAYTONA.” The distinctive vehicles were not easy to come by. In order to qualify for NASCAR racing, at least 500 Daytonas had to be made available for purchase. Only 503 were produced.



## 1970 Plymouth Hemi 'Cuda



The 1970 Plymouth Hemi 'Cuda, a performance-oriented alter-ego of the standard 1970 Plymouth Barracuda, oozed power. The car's 426-cubic-inch Hemi engine was a 425-horsepower beast. The car was part of what Plymouth called "The Rapid Transit System." The 1970 Plymouth Hemi 'Cuda was "our angriest, slipperiest-looking body shell wrapped around ol' King Kong hisself," one advertisement bellowed.

One of the 1970 Plymouth Hemi 'Cuda's more audacious features was a Shaker hood scoop, which vibrated as air flowed through to the engine's two four-barrel carburetors. The car's styling was an extension of its bold ethos. It was available in a variety of eye-popping color choices, such as Lemon Twist, Lime Light and Vitamin C. Hockey-stick shaped stripes denot-

ing engine size, a shifter handle shaped like a pistol grip and bucket seats were also offered. The model is also a rare specimen as fewer than 700 were produced.

## 1970 Chevelle SS



With features like optional twin racing stripes, the 1970 Chevelle SS looked fierce. SS stood for Super Sport, a fitting designation for this power car. A 396-cubic-inch engine was available, but a 454-cubic-inch engine option gave the 1970 Chevelle SS credibility among muscle car enthusiasts. Two versions of the 454 engine were available: the 360-horsepower LS-5 and the 450-horsepower LS-6. For its sheer power, the latter has become legendary among car buffs.

The LS-6-propelled 1970 Chevelle SS was enough to finish in the 13-second range in quarter-mile tests. Optional Cowl Induction, a flap on the bulged hood that allowed cold air to flow into the engine, added even more kick. In addition to its impressive road performance, the 1970 Chevelle SS also was

known for its unique style. Available as a coupe or a convertible, it featured a black grille and SS emblems on both the grille and the rear bumper.

Customers may view the *America on the Move: Muscle Cars* stamps, as well as many of this year's other stamps, on Facebook at [facebook.com/USPSSstamps](https://www.facebook.com/USPSSstamps), on Twitter [@USPSSstamps](https://twitter.com/USPSSstamps) or on the website Beyond the Perf at [beyondtheperf.com/2013-preview](http://beyondtheperf.com/2013-preview). Beyond the Perf is the Postal Service's online site for information on upcoming stamp subjects, first-day-of-issue events and other philatelic news.

## Ordering First-Day-of-Issue Postmarks

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 [www.usps.com/stamps](http://www.usps.com/stamps) 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:

Muscle Cars Stamps  
Postmaster  
500 Bill France Blvd  
Daytona Beach, FL 32114

After applying the first-day-of-issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by April 22, 2013.

## Ordering 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 [usps.com/shop](http://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

Six philatelic products are available:

- 470506 *Muscle Cars* uncut press sheet — a unique way to showcase an exciting era in American automotive history and perfect for framing, this 36.25-inch x 12.6-inch press sheet (with die-cuts) contains 10 sheets of 20 *Muscle Cars* Forever stamps positioned five across by two down. Maximum order 5. \$92
- 470508 *Muscle Cars* uncut press sheet (without die cuts). Maximum order 5. \$92
- 470510 *Muscle Cars* Digital Color Postmark Keepsake — Teeming with horsepower, this collectible package includes a sheet of 20 *Muscle Cars* Forever stamps and a set of five #6 ¾ envelopes — each with a different, affixed *Muscle Cars* stamp and a First-Day-of-Issue color postmark.
- 470516 *Muscle Cars* First-Day Cover — Rev up your collection with this dynamic set of five First-Day Covers! Each #6 ¾ envelope features a different affixed *Muscle Cars* Forever stamp and a First-Day-of-Issue black pictorial postmark.
- 470530 *Muscle Cars* Ceremony Program — Celebrate an exciting era in automotive history and the *Muscle Cars* Forever First-Day-of-Issue with an official ceremony program and cover. The full-color, custom-designed program features the First-Day Ceremony agenda and participants on one side, with a narrative about these iconic cars and the stamp designs on the reverse.
- 470521 *Muscle Cars* Digital Color Postmark (set of 5) — Rev up your collection with this dynamic set of five First Day Covers! Each #6 ¾ envelope features a different affixed *Muscle Cars* Forever stamp and a First-Day-of-Issue color postmark.

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

# # #

**Please 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, please 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](http://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 35th 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/USPS](http://www.twitter.com/USPS) and at [www.facebook.com/USPS](http://www.facebook.com/USPS).

## Sample Speech

**Postal Service Official's Name and Title**  
**United States Postal Service**  
***"Muscle Cars"***  
**Special Dedication Ceremony**  
**Date**  
**City, State**

Good [Morning/Afternoon/Evening]. My name is \_\_\_\_\_ and I'm [Title] for the United States Postal Service. Welcome to this event.

OR:

Thank you, \_\_\_\_\_, for your kind introduction. And thank you all for joining us for this event. [Optional: add a brief comment about how this location relates to the muscle cars stamps]

I also want to thank our special guests for joining us in [City/Town/Type of setting].

In particular, I'm glad that our good friend(s) [Name of elected official] is here, along with [Other individuals who should be recognized].

We're here today for one reason: Because everyone loves a great car.

Of course, it hasn't always been this way. You might be surprised to hear that America's romance with the automobile wasn't a case of love at first sight.

The first Model T's rolled out of Henry Ford's factory in 1908. They cost \$850 — which made them unaffordable to many Americans.

But as prices dropped and sensibilities changed, people warmed up to the car. It became a symbol of the American way of life — never standing still, always moving forward.

Since then, every generation has had its own favorites. But few automobiles have captured the imagination quite like the "muscle cars" — those powerful, vibrant vehicles that roared onto our roadways beginning in the 1960s.

The new limited edition stamps we celebrate today honor five iconic muscle cars. And today, raw power has a stamp of its own.

We begin with the 1966 Pontiac GTO, which stood for "Grand Touring Homologated." Its nickname was "The Goat." Could it move!

The GTO came equipped with a 335-horsepower V8 engine and went from zero to 60 miles per hour in 6.8 ("six-point-eight") seconds.

With its Coke-bottle styling and split grille, the GTO was also one of the most distinctive looking muscle cars.

You might say the same thing about our second stamp, which honors the 1967 Shelby GT-500.

It sported grille-mounted headlights, a scooped fiberglass hood, a rear spoiler, and optional LeMans ("luh mahns") stripes.

The Shelby looked like a race car, which wasn't a coincidence. The manufacturer was Carroll Shelby, who began racing cars in the '50s. His GT-500 was powered by a 428-cubic-inch, 355-horsepower engine.

Only 2,048 Shelby GT-500s were built. It's rare today, although it's not quite as rare as our third subject, the 1969 Dodge Charger Daytona.

Only 503 Dodge Charger Daytonas were produced.

This was another car with a look all its own. It featured concealed headlights, thick body stripes containing the word "Daytona," and an almost 2-foot-tall, rear-mounted wing.

That wing was appropriate, because the Dodge Charger Daytona could really fly. It underwent wind-tunnel testing and also took the checkered flag when it made its NASCAR debut at Talladega in 1969.

Our fourth stamp features the 1970 Plymouth Hemi 'Cuda ("koo-duh"), which was the alter ego of the Plymouth Barracuda.

It featured a 425-horsepower engine and a hood scoop that vibrated as air flowed through the engine's two carburetors.

It was available in a variety of eye-popping color choices, including Lemon Twist, Lime Light and Vitamin C.

The 'Cuda also offered bucket seats, hockey-stick shaped stripes, and a shifter handle shaped like a pistol grip.

Finally, we have the 1970 Chevelle SS, which stood for "super sport."

It was lightning quick. A 396-cubic-inch engine was available, but the 454-cubic-inch engine made it a favorite among muscle car enthusiasts.

The Chevelle SS came available as a coupe or as a convertible. You could also get it with a hood flap that allowed cold air to flow into the engine, giving it more kick.

In that spirit, we hope you'll get a kick out of all our "Muscle Car" stamps, which are part of our "America on the Move" series.

The other offerings from this series were "50s Sporty Cars" and "50s Fins and Chrome."

We also want you to know the "Muscle Cars" stamps are Forever stamps. They'll always be good, no matter what the postage price might be.

And when you think about it, that's fitting. Because these stamps, like the great cars they represent, are timeless.

Thank you.

[Pause for applause]

Now, on behalf of the United States Postal Service, I want to invite [Insert name here] to join me in dedicating the "Muscle Cars" Forever stamps.

[Unveil Stamp. Pose for photos.]

###

## Obtaining Blowups for Dedication Event

Poster-sized blowups of the *America on the Move: Muscle Cars Forever* stamps can be purchased through Colours Imaging, [coloursimaging.com](http://coloursimaging.com), by contacting Zach Scott, [zscott@coloursinc.com](mailto:zscott@coloursinc.com), or 703-379-1121.

## Stamp Images for Media Use

Please contact Mark Saunders at [mark.r.saunders@usps.gov](mailto:mark.r.saunders@usps.gov) to obtain high-resolution images of the stamps for media use only.

## Government Relations Representatives

Feel free to contact these individuals for assistance in contacting elected officials you may wish to invite to your event. To dial extension, please use prefix (202) 268-XXXX.

| State                    | Representative   | Extension |
|--------------------------|------------------|-----------|
| Alabama                  | Lambros Kapoulas | 3739      |
| Alaska                   | Mary Ann Simpson | 3741      |
| American Samoa           | Xavier Hernandez | 8514      |
| 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                     | Xavier Hernandez | 8514      |
| Hawaii                   | David Coleman    | 3745      |
| Idaho                    | Xavier Hernandez | 8514      |
| 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 Mariana Islands | Xavier Hernandez | 8514      |
| Ohio                     | Tim Grilo        | 4387      |
| Oklahoma                 | Mike Porter      | 7217      |
| Oregon                   | David Coleman    | 3745      |

| State          | Representative   | Extension |
|----------------|------------------|-----------|
| 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      |

## Area Corporate Communications Managers

Please feel free to contact these individuals for assistance in promoting your events:

### Capital Metro

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### Eastern

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### Great Lakes

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### Southwest

(A) Debbie Fetterly  
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### Western

(A) Brian Sperry  
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— Public Relations,  
Corporate Communications, 2-7-13

# Policies, Procedures, and Forms Updates

## Manuals

### DMM Revision: Omission

Effective March 4, 2013, the Postal Service will revise *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* 707.12, 13, and 14 to correct the omission of standards limiting automation discounts for Periodicals letters and flats to Intelligent Mail® barcodes only.

These standards, announced in the final rule, correction, *Federal Register* notice (77CFR, 33314-33315) dated June 6, 2012, amended the May 3, 2012, final rule *Federal Register* notice titled POSTNET Barcode Discontinuation. The standards provided in the corrected final rule are effective January 28, 2013, but were inadvertently omitted from the January 27, 2013, DMM revisions.

Effective January 28, 2013, mailers were required to prepare their Periodicals mailings in accordance with these standards.

\* \* \* \* \*

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

\* \* \* \* \*

#### **700 Special Standards**

\* \* \* \* \*

#### **707 Periodicals**

\* \* \* \* \*

#### **12.0 Nonbarcoded (Presorted) Eligibility**

##### **12.1 Basic Standards**

\* \* \* \* \*

##### **12.1.3 Barcode Quality**

*[Revise the text of 12.1.3 as follows:]*

Any Intelligent Mail barcode on a mailpiece must be correct for the delivery address and meet the standards in 708.4.0 and 708.3.0.

\* \* \* \* \*

##### **13.0 Carrier Route Eligibility**

##### **13.1 Basic Standards**

\* \* \* \* \*

##### **13.1.4 Barcode Quality**

*[Revise the text of 13.1.4 as follows:]*

Any Intelligent Mail barcode on a mailpiece must be correct for the delivery address and meet the standards in 708.4.0 and 708.3.0.

\* \* \* \* \*

##### **14.0 Barcoded (Automation) Eligibility**

*[Revise 14.1 to include the standards in current 14.1.1, with revised text as follows:]*

##### **14.1 Basic Standards**

*[Revise the introductory text of 14.1 as follows:]*

All pieces in a Periodicals barcoded (automation) mailing must:

\* \* \* \* \*

*[Revise the first sentence of item 14.1.1c as follows:]*

- c. Bear an accurate Intelligent Mail barcode encoded with the correct delivery point routing code, matching the delivery address and meeting the standards in 202.5.0 (for letters), 302.4.0 (for flats), and 708.4.0.

\* \* \* \* \*

*[Delete the heading of current 14.1.1, and delete current 14.1.2,*

*Enclosed Reply Cards and Envelopes, in its entirety.]*

\* \* \* \* \*

##### **14.5 Address Standards for Barcoded Pieces**

\* \* \* \* \*

##### **14.5.3 Numeric Delivery Point Barcode**

*[Revise the text of 14.5.3 as follows:]*

A numeric equivalent of the delivery point routing code is formed by adding two digits directly after the ZIP+4® code.

\* \* \* \* \*

We will incorporate these revisions into the March 4, 2013 update of the online DMM available via Postal Explorer® at <http://pe.usps.com>.

## IMM Revision: Updates to Various Individual Country Listings

Effective March 4, 2013, the Postal Service™ will revise *Mailing Standards of the United States Postal Service, International Mail Manual (IMM®)* to reflect changes in the Individual Country Listings (ICLs) for various countries.

The following ICL changes are a result of formal requests made by the destination countries through the Universal Postal Union (UPU) via International Bureau Circulars:

- *Belarus*: As indicated in UPU International Bureau Circular 134, dated August 27, 2012, Belarus has modified its list of prohibited articles.
- *Finland*: As indicated in UPU International Bureau Circular 193, dated December 10, 2012, Finland has modified its list of prohibited articles.
- *India*: As indicated in UPU International Bureau Circular 109, dated July 23, 2012, India no longer accepts pistol-shaped articles such as toy guns due to air transportation security concerns.
- *Kenya*: As indicated in UPU International Bureau Circular 127, dated August 20, 2012, Kenya no longer accepts indecent or obscene material.
- *Korea, Republic of (South Korea)*: As indicated in UPU International Bureau Circular 83, dated May 14, 2012, South Korea no longer accepts live animals or insects of any kind.
- *Norway*: As indicated in UPU International Bureau Circular 97, dated June 18, 2012, Norway no longer accepts pharmaceutical products of any kind.
- *Ukraine*: As indicated in UPU International Bureau Circular 121, dated July 30, 2012, Ukraine has modified its list of restricted articles for items sent by Express Mail International service. In addition, Ukraine advises mailers that items sent by Express Mail International service that exceed 300 EUR are subject to a 10% import duty and a 20% value-added tax.
- *Uruguay*: As indicated in UPU International Bureau Circular 198, dated December 17, 2012, Uruguay requires mailers to include the original receipt of purchase together with documentation indicating the amount of the postage and insurance paid for items sent by Express Mail International service. In addition, Uruguay advises mailers that items sent by Express Mail International service that weigh not over 20 kilograms and that have a value not over \$200 will not be subject to an import duty or a value-added tax.

In addition, we will revise the ICL for Canada to reflect updated information for duties, excise taxes, and handling fees that Canada Post may assess for inbound items.

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

\* \* \* \* \*

#### **Individual Country Listings**

\* \* \* \* \*

#### **Belarus**

##### **Country Conditions for Mailing**

##### **Prohibitions**

*[Revise the Prohibitions list in its entirety to read as follows:]*

Alcohol products, including ethyl alcohol and alcoholic beverages.

All weapons, arms and ammunition, and parts and accessories thereof, or articles similar in construction to civilian or service weapons.

Articles of cultural value.

Currencies of the Republic of Belarus and the Russian Federation.

Explosive or combustible substances or other dangerous matter.

Hazardous waste.

Metalized yarn made with or made of gold thread; ornamental trimming or woven fabric made with or made of gold thread.

Narcotics, psychotropic substances and their precursors, as well as plants and mushrooms containing narcotics, psychotropic substances and their precursors of any kind and in any form, including their fruits, seeds, and spores.

Opium and other substances containing narcotics.

Pathogenic or potentially pathogenic organisms.

Perishable items.

Photographic and cinematographic films, undeveloped photographic plates, photographic paper.

Plants and plant seeds.

Precious stones in any form and condition; natural diamonds, except for jewelry.

Printed books, newspapers, pictures and other products of the printing industry; manuscripts, typescripts, and plans containing information that may be harmful to the political and economic interests of the country and to the health and morality of its citizens.

Radioactive materials.

Substances harmful to the ozone layer.

The government of Belarus has instituted a temporary ban against the importation of all animal products that are for human and animal consumption. This includes meats, poultry, milk and dairy products, feeds, and other animal byproducts.

Tobacco, manufactured tobacco products, and smoking mixtures of all kinds.

\* \* \* \* \*

## Canada

### Country Conditions for Mailing

\* \* \* \* \*

### Observations

\* \* \* \* \*

*[Revise Observation 8 to read as follows:]*

- For all casual and commercial goods valued at or under 1,600 Canadian dollars, Canada Post will collect assessed duties, excise taxes, and a handling fee from the addressee. This handling fee is set by Canada Post (see [www.canadapost.ca/tools/pg/manual/PGcustoms-e.asp](http://www.canadapost.ca/tools/pg/manual/PGcustoms-e.asp)). All commercial mail items over 1,600 Canadian dollars will be held by Canada Customs and Excise until proper invoice and accounting documentation is provided by the addressee.

\* \* \* \* \*

## Finland

### Country Conditions for Mailing

#### Prohibitions

*[Revise the first entry to read as follows:]*

Arms and weapons, including ammunition, firearm parts, barrels, bolts, breeches, clip magazines and silencers; active and deactivated firearms; live and deactivated ammunition; air, starter, and gas guns; replicas of firearms; explosive devices; and airsoft guns that imitate active firearms.

\* \* \* \* \*

### Observations

\* \* \* \* \*

*[Insert a new Observation to read as follows:]*

- With regard to Finland's list of prohibited arms and weaponry, for clarification, the following articles are not prohibited: paintball guns, toy guns, nail guns, bows, optical sights, empty holsters, and gun cleaning appliances.

\* \* \* \* \*

## India

### Country Conditions for Mailing

#### Prohibitions

*[Insert the following entry in alphabetical order:]*

Pistol-shaped articles such as toy guns.

\* \* \* \* \*

## Kenya

### Country Conditions for Mailing

#### Prohibitions

*[Insert the following entry in alphabetical order:]*

Indecent or obscene material.

\* \* \* \* \*

## Korea, Republic of (South Korea)

### Country Conditions for Mailing

#### Prohibitions

*[Insert the following entry in alphabetical order:]*

Live animals or insects.

\* \* \* \* \*

## Norway

### Country Conditions for Mailing

#### Prohibitions

*[Insert the following entry in alphabetical order:]*

Pharmaceutical products of any kind, whether of synthetic extraction or classified as naturopathic preparations.

\* \* \* \* \*

## Ukraine

### Country Conditions for Mailing

\* \* \* \* \*

### Restrictions

\* \* \* \* \*

*[Insert new Restrictions to read as follows:]*

- Used goods (e.g., clothes, footwear) that are unclean or that are not accompanied by supporting documents certifying that they have been fumigated cannot be sent via Express Mail International service.
- Goods that fall into categories 1 through 24 (i.e., "animal and animal products," "vegetable products," and "foodstuffs") of the Harmonized Systems Codes (HS Codes) cannot be sent via Express Mail International service, except for foodstuffs weighing less than 10 kilograms (22 pounds) in total and packed in their original packaging.

\* \* \* \* \*

### Observations

*[Insert a new Observation to read as follows:]*

Goods sent via Express Mail International service whose total invoiced (customs) value exceeds 300 EUR will be subject to a 10% import duty and a 20% value-added tax.

\* \* \* \* \*



**Uruguay**

**Country Conditions for Mailing**

**Observations**

\* \* \* \* \*

*[Insert new Observations to read as follows:]*

- 3. Goods sent via Express Mail International service must include the original receipt of purchase together with documentation indicating the amount of the postage and insurance paid.
- 4. Generally, goods sent via Express Mail International service with a weight not over 20 kilograms (44 pounds) and a value not over \$200 are exempt from

customs duty and value-added taxes to the same person (for no-commercial use) up to five times a year. This limit does not apply to medicines for personal use for which authorization has been obtained from a competent authority.

\* \* \* \* \*

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

— Product Classification,  
Pricing, 2-7-13

**IMM Revision: Global Express Guaranteed Service — Lithium Batteries Prohibited**

Effective February 7, 2013, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) section 135.6 to clarify that shipments containing lithium cells or batteries continue to be prohibited in Global Express Guaranteed® (GXG®) service. This clarification is consistent with the list titled “Standard Prohibited and Restricted Items” in Publication 141, Global Express Guaranteed (which is available online at <http://about.usps.com/publications/pub141.pdf>).

shipments containing lithium cells or batteries are nonmailable in Global Express Guaranteed service. The standards under 135.62 through 135.64 apply to all other outbound international mail classes.

**135.62 General**

*[Revise the first sentence of renumbered 135.62 to read as follows (updating the references to the newly renumbered sections):]*

Only lithium cells and batteries under 135.63 and 135.64 that are properly installed *in* the equipment they are intended to operate may be sent internationally or to APO, FPO, or DPO locations when not restricted or prohibited by the destination country or APO, FPO, or DPO location.\*\*\*

\* \* \* \* \*

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, 2-7-13

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

**1 International Mail Services**

\* \* \* \* \*

**130 Mailability**

\* \* \* \* \*

**135 Mailable Dangerous Goods**

\* \* \* \* \*

**135.6 Batteries**

*[Insert new 135.61 to read as follows (renumbering current 135.61 through 135.63 as 135.62 through 135.64):]*

**135.61 Availability — Mail Classes**

Regardless of quantity or type — primary lithium (non-rechargeable) or secondary lithium-ion (rechargeable) —

**IMM Revision: International Business Reply Service**

Effective March 4, 2013, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) Exhibit 382.6 to illustrate an Intelligent Mail® barcode (IMb™) instead of a ZIP+4®

POSTNET™ barcode. In addition, we will slightly revise section 382.61 to list the IMb first.

There are no substantive changes to this revision.

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

|            |   |   |   |   |   |
|------------|---|---|---|---|---|
|            | * | * | * | * | * |
| <b>3</b>   |   |   |   |   |   |
|            | * | * | * | * | * |
| <b>380</b> |   |   |   |   |   |
|            | * | * | * | * | * |
| <b>382</b> |   |   |   |   |   |
|            | * | * | * | * | * |

**382.6 Formatting Requirements**

\* \* \* \* \*

**382.68 Barcode**

**382.681 Barcode Type**

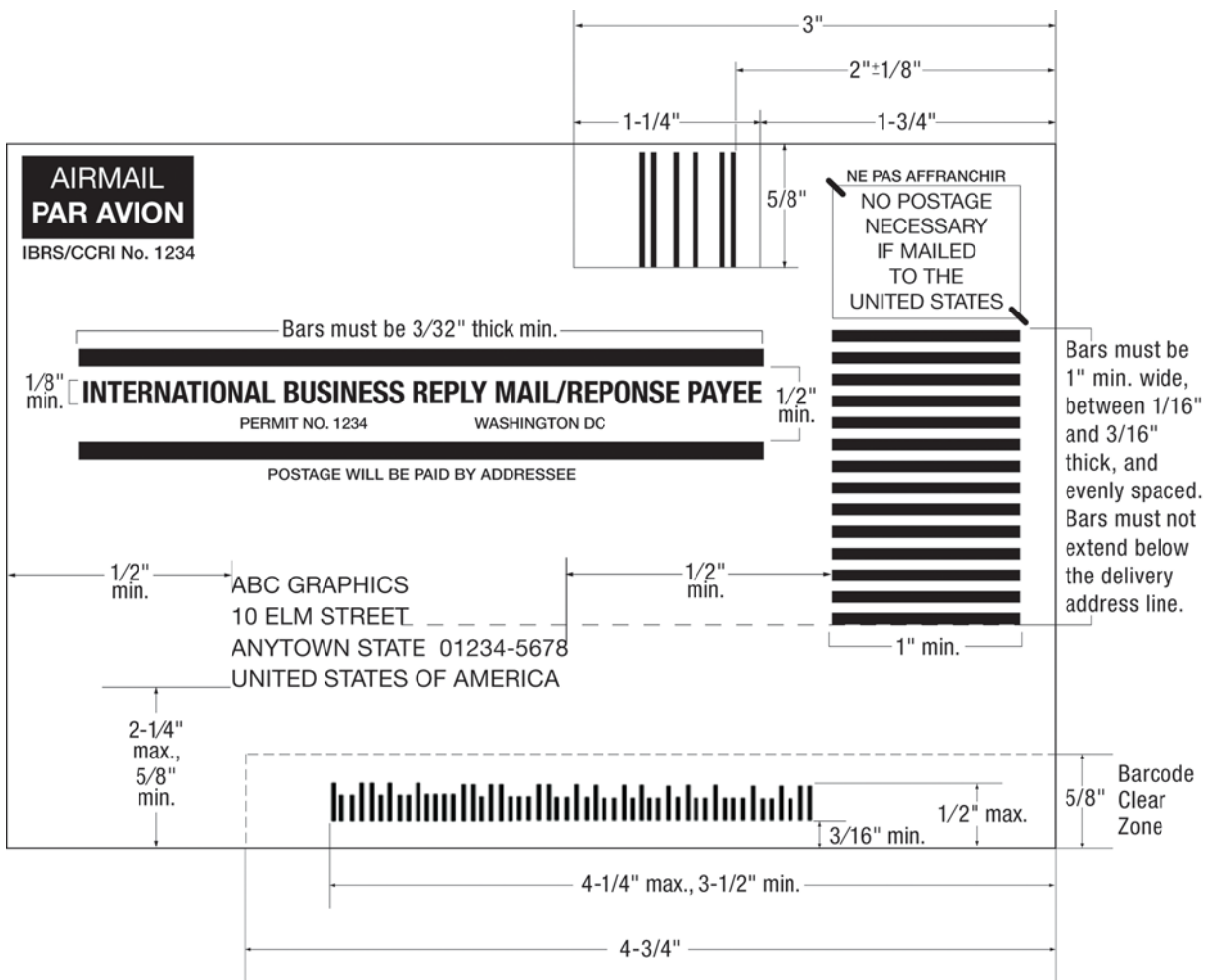
[Revise the first sentence in 382.681 to read as follows:]

The unique Intelligent Mail® barcode (IMb™) or ZIP+4® POSTNET™ barcode preassigned by the U.S. Postal Service must appear on the address side of each IBRS mail-piece.\*\*\*

\* \* \* \* \*

**Exhibit 382.6 Format Requirements – US IBRS**

[Insert new Exhibit 382.6 as follows:]



Drawing not to scale

\* \* \* \* \*

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

## Handbooks

### Handbook AS-709 Revision: Purchase Card Policies and Procedures for Local Buying

Effective immediately, Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying*, is revised to address the recently established purchase card activity electronic reconciliation and review procedures for purchase card statements. These revisions replace the current Chapter 4 of Handbook AS-709 and supersede all previous reconciliation procedures:

- The manual reconciliation requirement for cardholders and credit card approving officials (CCAOs) was discontinued on October 19, 2012, with the implementation of the Purchase Card electronic Reconciliation System (PCeRS).
- The waiver for Postmaster purchase card reconciliation has been eliminated.
- Cardholders and CCAOs are not required to manually sign their monthly billing statements.
- The bank provider will send an email notification to cardholders and CCAOs only when transaction (debit or credit) activity is on a cardholder's monthly account.
- Cardholders are no longer required to send supporting documentation to their CCAO. However, the CCAO may request supporting documentation from a cardholder on any purchase.
- The requirement for the cardholder to maintain supporting documentation locally for 3 years remains in effect. The bank provider electronically stores cardholder statements for seven years.
- Cardholder disputed purchases are now managed through the bank provider's electronic reconciliation system.

For additional information about PCeRS, please refer to the *Purchase Card Program* webpage or contact the Purchasing Shared Services Center (PSSC) at 877-293-2410.

#### **Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying***

\* \* \* \* \*

*[Revise all of Chapter 4 to read as follows:]*

#### **4 Cardholder and CCAO Reconciliation Procedures**

##### **4.1 Cardholder and CCAO Responsibilities**

The cardholder and the credit card approving official (CCAO) play an important role in the payment process. On a monthly basis, the cardholder is responsible for reconciling the bank-provided Purchase Card electronic Reconciliation

System or "PCeRS" statement of account with his or her purchase card documentation. The CCAO is then responsible for reviewing the cardholder's transactions and determining whether to final approve or reject each transaction in PCeRS. The CCAO is also responsible for approving his or her electronic monthly managing account statement. Cardholders and CCAOs are responsible for completing all required PCeRS activities no later than the 18th of the current month for the previous month's card activity. Certification is critical because the San Mateo Accounting Service Center (ASC) automatically pays the bank provider the total amount invoiced before any certification by the cardholder or CCAO. If the verification is not completed, billing errors will go undetected, the cardholder's finance number may be charged for goods and services not received, and the bank may be overpaid.

#### **4.2 Bank Provider's Consolidated Invoice and Notifications**

##### **4.2.1 Single Invoice**

The bank provider pays suppliers/merchants within 3 business days after each charge transaction. Then, after the close of each billing cycle, the bank provider consolidates all Postal Service purchase card transactions and sends one electronic invoice to the San Mateo ASC. This invoice contains a record of all Postal cardholders' transactions by finance number and credit card account number.

##### **4.2.2 CCAO Monthly Managing Account Statement Notification**

After the close of the billing cycle, the bank provider sends an electronic mail to CCAOs notifying them that their monthly managing account statement is ready for their review of the individual transactions made by each cardholder assigned to that CCAO.

##### **4.2.3 Cardholder Statement of Account**

After the close of the billing cycle, the bank provider sends cardholders an electronic mail notifying them that their statement of account reflecting their transactions for the monthly billing cycle is available and they must now reconcile their account activity.

**Note:** Cardholders and CCAOs will only receive an electronic mail notification from the bank provider if they had activity (debit or credit) for the billing cycle.

##### **4.2.4 Disputed Transaction Status Report**

The bank provider may also send a disputed transaction status report to a cardholder. This report is generated after the close of the billing cycle and lists all outstanding disputes by cardholder number, name, transaction reference

number, dispute reason, and amount. The report also lists recently resolved disputes along with the resolution date and the status of the resolution.

#### **4.2.5 Other Management Reports and Electronic Delivery**

A variety of reports are available through the bank provider's secured website. Additional information about these reports can be attained by contacting the PSSC at 877-293-2410.

#### **4.2.6 Billing Cycle Date**

The purchase card billing cycle closing date is the 18th of the month. The bank provider generates the cardholder electronic statement of account, the electronic CCAO monthly managing account statement, and the single Postal Service invoice covering all charges processed on/after the 19th of the previous month through the 18th closing date. (Electronic mail notifications concerning available statements of accounts are sent on the 19th of the month or the previous business day if the 19th falls on a weekend or holiday.)

### **4.3 San Mateo ASC Payment and Data Access**

#### **4.3.1 Payment**

San Mateo ASC is responsible for making timely payments to the bank provider.

#### **4.3.2 Purchase Card Payment Data Access**

After payment is processed to the bank, purchase card charges/payments are posted in the Accounting Data Mart (ADM), with access available via the EDW/ADM/Shared Reports/Accounts Payable/Purchase Card (request access through eAccess). EXPENSE purchase card charges are reallocated in accordance with part 152 of this handbook. For more information on how to access these purchase card ADM reports, go to: <http://adm.usps.gov/index.cfm?job=menu3>.

#### **4.3.3 Online Access to Bank Provider Master File**

In order to assist with correcting invalid finance or general ledger account numbers prior to payment, the ASC has online access to the bank provider's electronic access system. Before making corrections, the accuracy of the updated master accounting code is verified by the ASC or the bank provider with the Supply Management Infrastructure (SMI) Agency Program Coordinator (APC).

### **4.4 Reconciliation Procedures**

#### **4.4.1 Reconciliation Process Cycle Time**

Cardholders and CCAOs must complete all required PCeRS activities no later than the 18th of the month for the previous month's card activity. For example, all reconciliation activities for statements issued with a closing date of

October 18th must be completed no later than the 18th of the following month (in this example, November 18th). Guidelines to ensure timely processing follow.

The purchase card billing cycle closing date is the 18th of the month. The bank provider sends each cardholder an electronic mail notifying them that their electronic statement of account reflecting their transactions for the monthly billing cycle is available for all charges processed on or after the 19th of the previous month up to the 18th closing date.

The cardholder must then electronically certify (suggested within five to seven working days upon bank email notification) their reconciliation in PCeRS. The CCAO must then complete the required review and certify they have conducted a proper review of the cardholder's transaction activity in PCeRS.

The cardholder retains all supporting documentation for three years from the date of the bank statement of account.

#### **4.4.2 Cardholder Procedures**

As a cardholder, you are responsible for the timely monthly reconciliation of the bank-provided electronic statement of account in PCeRS. This verification is required to ensure the accuracy of the statement and to prevent payment errors. After the close of the billing cycle on the 18th of the month, the bank provider will send you an electronic mail notifying you that your statement of account detailing your transactions for the monthly billing cycle is available:

- a. Log into PCeRS with your user identification and password.
- b. Review all transactions for accuracy.
- c. Reconcile all transactions in PCeRS with the purchase documentation for that billing cycle.
- d. Electronically dispute questioned items.
- e. Certify completion of the reconciliation by selecting the "Agree" button in the Card Account Statement Confirmation section.
- f. Cardholder's approved statement is automatically available to the responsible CCAO for review.

##### **4.4.2.1 Multiple Accounts**

If you have more than one purchase card account, the bank provider will email separate statement notifications after the close of the billing cycle for each account.

##### **4.4.2.2 Electronic Statement Not Issued for Cardholders**

If you made no purchases during a billing cycle, you will not receive a PCeRS email notification unless payment or adjustments for previously billed transactions are processed during that billing cycle. If you made purchases during a billing cycle and you do not receive a PCeRS email

notification, call the bank provider's customer service number. This number is on the back of your purchase card or you may check the Supply Management Purchase Card Program web page on USPS Blue for the most current number.

#### 4.4.2.3 Statement of Account Overview

The cardholder's statement of account will contain both cardholder and CCAO name, address, and account information. The billing address will reflect Finance at Headquarters and is the same for every Postal statement considering payment is made through one consolidated electronic monthly invoice. Transaction details provided by the merchant/supplier will be included along with total amount of transactions for the billing cycle.

#### 4.4.2.4 Incorrect Statement of Account Information

If the cardholder's statement of account contains incorrect information, including your finance number, notify the PSSC. You must reconcile the statement just as you would if it had the correct account information. The statement you receive in the following billing cycle should have your corrected information.

#### 4.4.2.5 Cardholder's Disputed Transactions

In PCeRS, select the purchase card transaction that you would like to dispute. Purchase cardholders have 90 days from the date the transaction was posted to the account to dispute a transaction. Select a dispute reason from the bank's list in PCeRS. Depending on your selection, you may be required to submit additional documentation to the bank provider's dispute department; and depending on the type of dispute you selected, you may be required to print, sign, and mail or fax other documentation to the bank provider's dispute department. An address prompt in PCeRS will instruct you where to send the additional documentation. Disputes on sales tax and shipping/handling charges may not be reported under the bank dispute process. They must be resolved with the supplier/merchant.

#### 4.4.2.6 Notification from the Bank Provider

The bank provider's dispute department will mail a hard-copy dispute resolution decision to the purchase cardholder when the dispute has been approved or rejected. If the dispute resolution is rejected by the bank provider, the purchase cardholder must contact the bank provider's Customer Service Department at 888-994-6722 for further instructions.

#### 4.4.2.7 Credit on Statement of Account

Once all necessary information (including supporting documentation from the supplier/merchant, when applicable) is received by the bank provider, if a chargeback is warranted, a credit will appear on your PCeRS statement of

account, and the amount of the chargeback will be included in that month's balance.

#### 4.4.2.8 Disputes That Cannot Be Resolved

If you cannot resolve a dispute, ask your CCAO or contact the PSSC for assistance. Your SMI APC in the PSSC has online access to the status of disputed transactions via the bank's electronic accounting system.

#### 4.4.2.9 Documentation Retention Period

Retain all supporting purchase documentation for 3 years from the date of each statement. If your cardholder account is canceled, turn this documentation over to your CCAO.

#### 4.4.3 CCAO Procedures

As the CCAO, you must review the cardholder's transactions and certify that the cardholder's charges were transacted for goods/services that are consistent with purchase card policy requirements and as such were neither prohibited nor restricted. The CCAO must approve or reject all cardholder's transactions in PCeRS. The CCAO will not be able to approve his or her monthly managing account statement until all cardholder transactions have been approved.

##### 4.4.3.1 CCAO Monthly Managing Account Statement

At the end of the billing cycle, the bank notifies the CCAO by electronic mail that the CCAO has pending transactions in their monthly managing account statement in PCeRS. The monthly managing account statement covers only their assigned cardholders who had purchase activity during the billing cycle.

##### 4.4.3.2 Purchase and Payment Verification and Review

Besides verifying the accuracy of statement billed amounts and ensuring consistency with the amounts to be paid as reflected in your monthly managing account statement, you are responsible for reviewing the electronic cardholder's statement of account to ensure that the cardholder's charges were transacted for goods/services that are consistent with purchase card policy requirements and as such are neither prohibited nor restricted.

##### 4.4.3.3 Questionable Purchases

If a purchase is questionable for any reason, you must discuss the purchase with the cardholder. If the cardholder cannot show through supporting documentation that the purchase was authorized and for official use, you must notify the Office of Inspector General at 888-877-7644 or at [Hotline@USPS.Gov](mailto:Hotline@USPS.Gov) and take other appropriate action as may be warranted. Contact your Human Resources office for guidance. Depending on the severity of the infraction, it may warrant disciplinary action, immediate cancellation of

the purchase card account, repayment of the purchase, or all three.

**4.4.3.4 Intentional Credit Card Misuse**

Within 2 working days of notifying the Office of Inspector General of a cardholder’s intentional misuse of the credit card, send a brief written report to SMI APC in the PSSC. Provide an explanation of the misuse, the date you notified the Office of Inspector General, and any administrative actions that have been taken or are contemplated.

**4.4.3.5 CCAO Documentation Retention Period**

CCAOs retain an electronic copy of the CCAO’s monthly managing account billing statement for 3 years from the date of each statement.

**Note:** CCAO bank statements are available for 18 months online. A CCAO may request a copy of a bank statement

that is older than 18 months by contacting US Bank Customer Service at 888-994-6722.

\* \* \* \* \*

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

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

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

— *Supply Management Infrastructure, Supply Management, 2-7-13*

**Handbook F-1 Revision: Accounting and Reporting Policy**

Effective immediately, Handbook F-1, *Accounting and Reporting Policy*, is revised to reflect current Postal Service™ policy.

**Handbook F-1, Accounting and Reporting Policy**

|                |   |                                      |   |   |   |
|----------------|---|--------------------------------------|---|---|---|
|                | * | *                                    | * | * | * |
| <b>2</b>       |   | <b>General Policies</b>              |   |   |   |
|                | * | *                                    | * | * | * |
| <b>2-4</b>     |   | <b>Financial Reporting Framework</b> |   |   |   |
|                | * | *                                    | * | * | * |
| <b>2-4.1</b>   |   | <b>Financial Reporting Framework</b> |   |   |   |
|                | * | *                                    | * | * | * |
| <b>2-4.1.2</b> |   | <b>Finance Numbers</b>               |   |   |   |
|                | * | *                                    | * | * | * |

**2-4.1.2.1 Field Units Policy**

*[Revise 2-4.1.2.1 to read as follows:]*

Requests for new finance numbers must have the concurrence, depending upon the point of origin, of the district manager and the vice president of Area Operations. The request providing the justification for a new finance number must be submitted via email with supporting documentation to FNCM FSB for review and concurrence by Revenue and Field Accounting, Headquarters. If Corporate Accounting concurs, the request is forwarded to the chief operating officer (COO) for final approval of the field request. Corporate Accounting will advise the originating requestor or designated contact whether the request is approved or denied.

The district Finance office is authorized to approve requests for change or to create a new four-digit extension to finance numbers except for military units that are approved by Accounting Services.

Requests for a change to a unit ID or a request for a new unit ID must be submitted via email to FNCM FSB. The district Finance office is responsible for monitoring records in the Finance Number Control Master (FNCM) system to ensure unit ID data integrity and preventing financial system processing errors.

**2-4.1.3 Chart of Accounts**

\* \* \* \* \*

**2-4.1.3.1 Field Units Policy**

*[Revise 2-4.1.3.1 to read as follows:]*

Although infrequent, field units may request changes to the Legacy Chart of Accounts. Requests for changes must be submitted via email through the area Finance office to FNCM FSB.

**2-4.1.3.2 Headquarters Units Policy**

*[Revise 2-4.1.3.2 to read as follows:]*

Legacy Chart of Accounts and OGL Natural Accounts are the responsibility of Corporate Accounting. All Headquarters unit requests for changes in the charts of accounts must be submitted directly via email to FNCM FSB. Corporate Accounting is specifically responsible for the following:

1. Reviewing requests to add, change, or delete from the chart of accounts to determine if the request has sufficient business case merit.
2. Documenting the approval of additions, changes, or deletions.

3. Authorizing additions, changes, or deletions of Legacy and Natural Accounts via an F-8 letter.

**2-4.1.4 Account Identifier Codes**

\* \* \* \* \*

**2-4.1.4.1 Field Units Policy**

*[Revise 2-4.1.4.1 to read as follows:]*

All requests for changes to AICs must be forwarded via email through the area Finance office to FNCM FSB. Corporate Accounting will review and approve.

**2-4.1.5 Financial Reporting Responsibilities**

\* \* \* \* \*

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

Management reports are available through the ADM, and financial statements are available on the Financials page at <http://www.usps.com>.

\* \* \* \* \*

**2-4.1.9 Quarterly Reporting**

\* \* \* \* \*

**2-4.1.9.2 Headquarters Units Policy**

\* \* \* \* \*

*[Revise the last paragraph of 2-4.1.9.2 to read as follows:]*

Any items that could result in a contingent liability (section 4-2.1.3) or impaired asset (subchapter 3-7) should be reported to Corporate Accounting, Headquarters prior to each quarterly close.

**2-4.1.10 Annual Reporting**

**2-4.1.10.2 Headquarters Units Policy**

\* \* \* \* \*

*[Revise the last paragraph of 2-4.1.10.2 to read as follows:]*

Reporting of annual financial data to the U.S. Treasury is the responsibility of Corporate Accounting. The special purpose report required by U.S. Treasury must be prepared by Corporate Accounting, approved by the CFO or their designee, and audited by the OIG.

\* \* \* \* \*

**2-4.1.13 Journal Entries**

\* \* \* \* \*

**2-4.1.13.2 Headquarters Units Policy**

*[Revise 2-4.1.13.2 to read as follows:]*

Journal entries originated by Corporate Accounting and Accounting Services must be approved by an authorized individual prior to submission into the JEV system. The posting of all journal vouchers to the general ledger must

be verified by Accounting Services JEV entry location personnel.

\* \* \* \* \*

**2-4.3 Disclosure Committee**

\* \* \* \* \*

**2-4.3.2 Headquarters Units Policy**

\* \* \* \* \*

*[Add the following text as the last paragraph of 2-4.3.2 to read as follows:]*

The Disclosure Committee is comprised of the following members:

- a. Senior Vice President and General Counsel (chairman).
- b. Vice President, Controller.
- c. Vice President, Finance and Planning.
- d. Vice President, Corporate Communications.
- e. Vice President, Government Relations and Public Policy.
- f. Vice President, Operations.
- g. Treasurer.

\* \* \* \* \*

**2-5 Internal Controls**

\* \* \* \* \*

**2-5.1 Internal Control Principles**

*[Revise the first paragraph of 2-5.1 to read as follows:]*

Overall, accounting practices at field units and Headquarters units are expected to be consistent with the following general, fundamental internal control principles:

- a. Proper authorization of transactions.
- b. Accurate execution of transactions.
- c. Timely recording of transactions.
- d. Compliance with established policies and procedures.
- e. Reconciliation of balance sheet accounts.
- f. Balancing of subsidiary ledgers to general ledger balances.
- g. Proper explanation, support, and approval of journal vouchers.
- h. Adequate protection and maintenance of accounting records, contracts, and manuals.

\* \* \* \* \*

**2-5.4 Internal Control Reporting Compliance**

\* \* \* \* \*

*[Revise last paragraph of 2-5.4 to read as follows:]*

These reports were required beginning with fiscal year ending September 30, 2010.

\* \* \* \* \*

**3 Assets**

\* \* \* \* \*

**3-1 Cash and Cash Equivalents**

\* \* \* \* \*

**3-1.1 Operating Cash**

\* \* \* \* \*

**3-1.1.1 Field Units Policy**

\* \* \* \* \*

**3-1.1.1.3 Cash Retained**

*[Revise the first and second paragraphs of 3-1.1.1.3 to read as follows:]*

Field units may retain limited amounts of cash to support daily operations. Overall limits of cash retained calculations are established by Corporate Accounting in coordination with Retail Operations. In addition to individual cash retained amounts, field units that provide retail services may establish a unit cash reserve to supplement the needs of the unit. The unit cash reserve must be assigned to an employee and is to be counted randomly at least once a postal quarter. At any time the unit cash reserve custodian is reassigned, a count must be performed.

The field unit manager must make every practical effort to ensure that supervisory personnel responsible for the unit reserve do not make sales. If a non-bargaining employee also maintains a cash retained credit, the unit cash reserve must be counted in conjunction with the cash retained count. Any portions reassigned to bargaining employees must be counted at least once every postal quarter in conjunction with the cash retained count. Each employee must be afforded the opportunity to be present whenever his or her financial accountability is inventoried or counted.

\* \* \* \* \*

**3-1.1.1.4 Change Funds**

*[Revise 3-1.1.1.4 to read as follows:]*

To meet operational needs at field units providing retail services, the field unit supervisor with self-service kiosks may request authorization to arrange with the local relationship bank to obtain change funds (i.e., coins and small denomination bills).

**3-1.2 Credit and Debit Cards**

\* \* \* \* \*

**3-1.2.1 Field Units Policy**

\* \* \* \* \*

*[Revise the second paragraph of 3-1.2.1 to read as follows:]*

All pin-based debit cards and Electronic Benefit Transfer (EBT) cards are accepted as payment at Postal Retail Units for all Postal Service products and services.\*\*\*

\* \* \* \* \*

**3-1.5 Money Orders**

\* \* \* \* \*

**3-1.5.2 Headquarters Units Policy**

*[Revise the second paragraph of 3-1.5.2 to read as follows:]*

Accounting Services is responsible for monitoring outstanding (un-cashed) money orders and identifying money orders that are outstanding for more than two years. Each month, Accounting Services is required to record these items as miscellaneous revenue and at the end of each quarter, to request approval from Corporate Accounting for any adjustment of the escheatment account. When requested, these money orders or a replacement commercial check may be reissued to the payee.

\* \* \* \* \*

**3-1.6 Cash Disbursements**

\* \* \* \* \*

**3-1.6.1 Field Units Policy**

*[Revise 3-1.6.1 to read as follows:]*

When it is required that a field unit process a payment, field units should use the following payment methods in accordance with established hierarchy order of priority; eBuy2, Purchase Card, PS Form 8230 sent to the SIC, and local payments as a last resort.

\* \* \* \* \*

**3-2.3.2 Headquarters Units Policy**

\* \* \* \* \*

*[Revise the fourth paragraph of 3-2.3.2 to read as follows:]*

Accounting Services is authorized to process customer overpayments refunds to customers as identified. Unapplied cash receipts related to accounts receivable must be reviewed by Accounting Services in detail not less than once per month to facilitate timely resolution of all such items. Individual receivable items may be adjusted by Accounting Services for many reasons, including, but not limited to, cases of bankruptcy notification, grievance settlements, or the death of current or former employees. To be processed, accounts receivable adjustments require approvals within the Oracle accounts receivable system based on the dollar value of the adjustment. Additionally, adjustments and credit memos over \$5,000 to any individ-



ual receivable item must be approved by an Executive and Administrative Schedule (EAS) employee from Accounting Services or Headquarters.

\* \* \* \* \*

[Revise the last paragraph of 3-2.3.2 to read as follows:]

Accounting Services is responsible for following the provisions of the Debt Collection Improvement Act (DCIA). This act provides the option of referring delinquent debt to a collection agency and/or the U.S. Treasury Offset Program (TOP).

\* \* \* \* \*

**3-4 Supplies, Advances, and Prepayments**

\* \* \* \* \*

**3-4.4 Advance Payments (Prepayments)**

\* \* \* \* \*

[Revise the fourth paragraph of 3-4.4 to read as follows:]

See Management Instruction (MI) FM-610-2010-2, *Advance Payments*, for instructions about the circumstances under which the Postal Service pays in advance for services or various products.

\* \* \* \* \*

**3-6 Property and Equipment**

\* \* \* \* \*

[Revise the second and third paragraphs of 3-6 to read as follows:]

Equipment items which have a service life of more than one year and with an acquisition cost of \$3,000 or over and leasehold improvements of \$5,000 or over are deemed to be "capital" items and must be recorded as an asset on the general ledger and subject to annual inventory procedures. All building and land additions, equal to or greater than \$5, 000, are capitalized and recorded as assets on the general ledger.

\* \* \* \* \*

**3-6.3.3 Depreciation**

\* \* \* \* \*

**3-6.3.3.2 Headquarters Units Policy**

[Revise 3-6.3.3.2 to read as follows:]

Most USPS-owned buildings are depreciated over a service life of 40 years. Trailer units and modular buildings have a service life of 10 years. Depreciation is calculated on a straight line basis over the useful life of a building, starting the month following capitalization. At the point in which a building is marked for disposal, any remaining depreciable amount is put on hold. Building improvements are depreciated over the remaining service life of the improved building except for major capital projects. Improvements made to a

fully depreciated facility are depreciated over the next 12 months following the month of capitalization. The improvement cost is capitalized by adding to the carrying value of the building.

\* \* \* \* \*

**3-6.5 Leasehold Improvements**

\* \* \* \* \*

**3-6.5.1 Record Keeping**

\* \* \* \* \*

**3-6.5.1.2 Headquarters Units Policy**

[Add a sentence after first paragraph to read as follows:]

\*\*\*Leasehold improvement asset records must be maintained that adequately identify the leasehold improvements. Leasehold improvement asset records including accumulated amortization are required to be periodically reconciled with their applicable general ledger accounts. Adjustments to the leasehold improvement general ledger accounts must be pre-approved by the appropriate Program Manager or functional manager. Fully depreciated LHIs remain on the books until the USPS exits the leased property at which time they are removed from the accounting records.

\* \* \* \* \*

**3-6.7 Fully Depreciated Assets**

\* \* \* \* \*

**3-6.7.2 Headquarters Units Policy**

[Revise 3-6.7.2 to read as follows:]

Fully depreciated assets including leasehold improvements that remain in service are carried in the financial statements in their respective cost and accumulated depreciation classifications.

\* \* \* \* \*

**3-7 Impairment of Long-Lived Assets**

[Revise 3-7 to read as follows:]

The Postal Service groups long-lived assets at the network level i.e., treats all the long-lived asset types as individual asset groups, and continually evaluates the effectiveness and efficiency of the network. When an asset is marked for disposal and removed from the network, the management evaluates whether the carrying value of the asset is greater than the fair market value. If the carrying value exceeds the fair market value by more than 1 million dollars, an impairment loss is recognized and the building's carrying value is reduced to the fair market value.

Each department that owns long-lived assets reports impairment losses to Corporate Accounting on an ongoing basis. Quarterly each department confirms that all impairment losses have been identified by approving impairment

schedules prepared by Corporate Accounting. On a quarterly basis, Corporate Accounting totals all the impairment losses on facilities which have not met the threshold. If these smaller impairment losses total over 10 million dollars, impairment losses are recognized on an individual facility basis.

\* \* \* \* \*

**4 Liabilities**

\* \* \* \* \*

**4-1 Compensation and Benefits**

\* \* \* \* \*

**4-1.2 Headquarters Units Policy**

\* \* \* \* \*

*[Revise the second paragraph of 4-1.2 to read as follows:]*

Accounting Services is responsible for reviewing and approving the payroll accrual amounts to be recorded at the end of each month. Monthly payroll accrual supporting documentation and the journal entry must be reviewed by Accounting Services prior to the monthly close.

\* \* \* \* \*

**4-2 Payables and Accrued Expenses**

\* \* \* \* \*

**4-2.1 Trade Payables and Accrued Expenses**

\* \* \* \* \*

**4-2.1.1 Trade Payables**

\* \* \* \* \*

*[Revise last paragraph of 4-2.1.1 to read as follows:]*

All invoices submitted for payment must be original, complete, accurate, and the goods or services must have been received. All invoices must be either “certified” or be accompanied by a payment authorization form to be eligible for processing by Accounting Services. Payments should always be made from an invoice and never from a monthly activity statement. Recurring payments must be set up as a contract through the Category Management Center (CMC).

\* \* \* \* \*

**4-2.2.2 ASC Approval Levels**

*[Revise 4-2.2.2. to read as follows:]*

Accounting Services is authorized to approve payments in US dollars (USD) up to \$10 million. Payments above that amount have to be approved by Manager, International Accounting, HQ. Additionally, Accounting Services is authorized to approve foreign currency payments up to the equivalent of \$500,000 USD. Foreign currency payments

equivalent to more than \$500,000 USD are approved by Manager, International Accounting, HQ.

\* \* \* \* \*

**4-11.2 Monitoring**

\* \* \* \* \*

**4-11.2.1 Field Units Policy**

\* \* \* \* \*

*[Revise the fifth paragraph of 4-11.2.1 to read as follows:]*

All returns of saleable stock must be authorized prior to returning the stock to the SDO or SDC under the terms of the return schedule.

\* \* \* \* \*

*[Revise the seventh paragraph of 4-11.2.1 to read as follows:]*

The field Unit manager or supervisor is responsible for ensuring that all applicable stamp stock and cash counts are performed in a timely manner, including:

- a. Employee stamp stock credits.
- b. Employee cash credits.
- c. Unit reserve stock.
- d. Unit cash reserve.
- e. Retail floor stock.
- f. Rural carrier consignment.
- h. Contract Postal Unit (CPU) credits.

\* \* \* \* \*

**4-11.2.2 Headquarters Units Policy**

\* \* \* \* \*

*[Revise second paragraph of 4-11.2.2 to read as follows:]*

The Headquarters Customer Asset Fulfillment and the SDC managers are authorized to manage the internal stamp destruction maintained by the SDCs.

\* \* \* \* \*

**4-11.3 Overage and Shortage**

\* \* \* \* \*

**4-11.3.1 Field Units Policy**

\* \* \* \* \*

*[Revise the second paragraph of 4-11.3.1 to read as follows:]*

Field units are required to visually examine sealed packages of stamp stock to verify the quantity. If discrepancies in sealed packages of stamp stock exceed certain authorized levels, the discrepancy must be reported immediately

to Headquarters Stamp Manufacturing via email to HQ Stamp Quality Assurance.

\* \* \* \* \*

**4-11.3.2 Headquarters Units Policy**

*[Revise 4-11.3.2 to read as follows:]*

At a minimum, the Stamp Fulfillment Services (SFS) Center and each SDC must conduct an annual examination of all accountable paper, document the results, and report any discrepancies. Accounting Services records financial adjustments related to a unit’s stock ledger discrepancies. These adjustments are expensed to the corresponding unit finance number.

\* \* \* \* \*

**4-11.4 Discounts and Revaluation**

\* \* \* \* \*

**4-11.4.2 Headquarters Units Policy**

*[Revise 4-11.4.2 to read as follows:]*

Headquarters Asset Management and Stamp Services and Corporate Licensing are responsible for discounts or revaluation and must properly notify field units through the *Postal Bulletin* of all authorized changes.

\* \* \* \* \*

**4-11.5 Stamps for Internal Use**

\* \* \* \* \*

**4-11.5.1 Field Units Policy**

*[Revise 4-11.5.1 to read as follows:]*

The OIG is authorized to requisition stamps and stamped paper for investigative purposes from an SDO or SDC. Postmasters may authorize requisitions of stamps and stamped paper for promotions and presentations.

\* \* \* \* \*

**4-11.6 Destruction of Stamps**

\* \* \* \* \*

**4-11.6.1 Field Units Policy**

\* \* \* \* \*

*[Revise the second paragraph of 4-11.6.1 to read as follows:]*

Stamp stock destruction includes counting, recording, and destroying nonsaleable stamps, stamped paper, and philatelic products. Stamp destruction activities are conducted only at a designated SDO, SDC, or SFS Center unless an alternate location has been approved by the OIG.

\* \* \* \* \*

**4-11.6.2 Headquarters Units Policy**

*[Revise 4-11.6.2 to read as follows:]*

SDC locations are authorized to maintain ongoing internal stamp destruction activities. These activities are managed by the Headquarters Customer Asset Fulfillment Manager and the SDC manager.

\* \* \* \* \*

**4-11.7 Money Order Destruction**

\* \* \* \* \*

**4-11.7.1 Field Units Policy**

*[Revise 4-11.7.1 to read as follows:]*

Field units must send all partial blocks of blank domestic money orders and all international money orders that cannot be reassigned within the unit to the servicing SDO or SDC in accordance with procedures in Handbook F-101, subchapter 11-6. Field units must send full blocks of blank domestic money orders to the MDC to reassign.

\* \* \* \* \*

**7 Expenses**

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

Expenses represent money spent or cost incurred as a result of Postal Service efforts to generate revenue, representing the cost of doing business.

\* \* \* \* \*

**7-2 Transportation Expense**

\* \* \* \* \*

**7-2.1 Highway Transportation**

\* \* \* \* \*

**7-2.1.2 Headquarters Units Policy**

\* \* \* \* \*

*[Add the following sentence to the end of 7-2.1.2:]*

Field Accounting Services is also responsible for the timely settlement of related credit memos intended to offset payments to carriers.

**7-3 Other Operating Expenses**

\* \* \* \* \*

**7-3.1 Purchase of Supplies and Services**

\* \* \* \* \*

**7-3.1.2 Field Units Policy**

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

a. \*\*\*eBuy2.

\* \* \* \* \*

**7-3.1.3 Field Units Policy**

[Revise items a and c. to read as follows:]

- a. \*\*\*eBuy2.\*\*\*
- c. \*\*\*Invoice Payments — PS Form 8230, *Authorization for Payment*, or PS Form 8232, *Payment for Personal Services Contractors*, submitted to the SIC, and processed through the Accounts Payable System.

\* \* \* \* \*

**7-3.9 Indemnities**

\* \* \* \* \*

**7-3.9.2 Headquarters Units Policy**

[Revise the first sentence of 7-3.9.2 to read as follows:]

Accounting Services processes and adjudicates all customer claims.

Corporate Accounting establishes payment policies for payment of domestic indemnity claims.

\* \* \* \* \*

**8-1 Expense Commitments**

[Revise the first sentence of 8-1 to read as follows:]

Expense commitments consist of operating lease obligations for buildings and contracts for normal operational expense items that have been purchased under a contract. Expense commitments also include inventory and research and development contracts.

\* \* \* \* \*

We will incorporate these revisions into the next printed version of Handbook F-1 into the next online update, available on the Postal Service™ PolicyNet website:

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

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

— Revenue and Field Accounting, Controller, 2-7-13

**Handbook F-23 Update: Accounting Policy Revisions**

Effective immediately, the following sections of Handbook F-23, *Accounting Policy Reference*, are revised to reflect current Postal Service™ policy.

**Handbook F-23, Accounting Policy Reference**

\* \* \* \* \*

**2 General Policies**

\* \* \* \* \*

**2-8 Financial Reporting**

\* \* \* \* \*

**2-8.1 Closing Checklists**

[Revise 2-8.1 to read as follows:]

To ensure that all accounting systems have reported before books are closed, Corporate Accounting monitors the closing checklists that the Accounting Service Centers (ASCs) maintain.

\* \* \* \* \*

**2-10 Audit and Finance Committee**

\* \* \* \* \*

**2-10.0.3 Ethical Standards**

\* \* \* \* \*

[Revise the second paragraph of 2-10.0.3 to read as follows:]

As a part of the executive branch of the federal government, all Postal Service employees must comply with federal ethical standards. Additionally, the Postal Service is covered by supplemental standards of ethical conduct in 5 C.F.R. Part 7001. As such, the Postal Service is in compliance with section 406 of the act.

\* \* \* \* \*

**2-12 Financial Testing and Compliance Group**

\* \* \* \* \*

**2-12.1 Purpose**

[Revise 2-12.1 to read as follows:]

The mission of the Postal Service Financial Control and Support Group is to test key field financial controls in support of compliance with accounting policies and in support of the Postal Service’s external auditors’ audit opinion.

**2-12.2 Responsibilities**

[Revise the first paragraph of 2-12.2 to read as follows:]

The testers in the Financial Control and Support Group are responsible for performing operational effectiveness test-

ing on key internal controls in the field and for performing the following:

\* \* \* \* \*

**3 Assets**

\* \* \* \* \*

**3-2 Receivable and Allowance for Losses**

\* \* \* \* \*

*[Revise the fifth and sixth paragraphs of 3-2 to read as follows:]*

Interest charges assessed on certain accounts receivable balances are based on decision analysis report interest rate factors utilized by Capital and Program Evaluation. The Postal Service implements changes in interest rates at the beginning of the fiscal year.

The Postal Service maintains an allowance for losses from bad debts. Accounting conducts a corporate level periodic review of the aging of accounts receivable. Based on this review, the recorded allowance is adjusted as necessary. The provisions of the Debt Collection Improvement Act (DCIA) are followed for delinquent debts. The DCIA provides the option of referring delinquent debt to a collection agency or the U.S. Treasury Offset Program (also referred to as cross servicing).

\* \* \* \* \*

**3.5 Inventories**

*[Revise 3.5 to read as follows:]*

Inventories, which are composed principally of supplies and repair parts for mail processing equipment, are classified as current assets on the balance sheet. Retail products are classified as inventory until distributed to retail outlets. The majority of inventory is held at the Topeka Material Distribution Center under the supervision of Operating Asset Management Fulfillment.

For financial statement purposes, inventory includes only those items considered to be usable in future periods. An obsolescence reserve is maintained to provide for any unusable inventory that may exist. Inventories are valued at the lower of average cost or current market price.

Physical inventories must be taken routinely. Unusable or obsolete items are written off when discovered, net of any estimated salvage value. Perpetual inventory records must be maintained per guidelines in Handbook AS-701, *Material Management*, Chapter 4. Inventory counts for items with balance on hand over \$100K will be completed annually and reconciled to the perpetual records. The list of items with balance on hand that exceed the \$100K thresh-

old will be updated quarterly. Annually, a statistically significant sample must be selected, counted, and reconciled to the perpetual records.

Operating Asset Management Fulfillment and Finance monitor the reserve for obsolescence throughout the year and reevaluate it annually as part of the year-end close process. An inventory forecasting model developed by Operating Asset Management Fulfillment assists in estimating excess inventory quantities. This estimate together with specific identification reviews for obsolete inventory quantities provides a basis for the annual evaluation process to determine the adequacy of the obsolescence reserve. Accounting monitors the year-end reserve for the obsolescence evaluation process and approves its conclusions.

The Postal Service does not record stamp stock inventory in its financial statements. Stamp stock inventory is an accountable item for the field including the stamp distribution offices.

\* \* \* \* \*

**3-7 Property and Equipment**

\* \* \* \* \*

**3-7.2 Specific Policies**

\* \* \* \* \*

**3-7.2.1.3 Depreciation**

*[Revise 3-7.2.1.3 to read as follows:]*

The Postal Service depreciates most buildings over a service life of 40 years. Trailer units and modular buildings have a service life of 10 years. Depreciation is calculated on a straight line basis over the useful life of a building, starting the month following capitalization. At the point in which a building is marked for disposal, any remaining depreciable amount is put on hold. Building improvements authorized costs are depreciated over the remaining service life of the improved building except for major capital projects. Improvements made to a fully depreciated facility are depreciated over the next 12 months following the month of capitalization. The improvement cost is capitalized by adding to the carrying value of the building.

\* \* \* \* \*

**3-7.2.4 Leasehold Improvements**

\* \* \* \* \*

**3-7.2.4.2 Amortization**

\* \* \* \* \*

[Revise the table in 3-7.2.4.2 to read as follows:]

| Types of Leases   | Years Amortized  |
|---|--|
| Leases with automatic renewal agreements                      | 7  |
| Fixed-term leases without renewal options                     | Over remaining term of the lease                           |
| Fixed-term leases with renewal options                        | Over remaining term of the lease                           |
| General Services Administration and federally owned buildings | 15   |
| If the remaining life of the lease is greater than 40 years   | 40   |
| If the remaining life of the lease is less than 2 years       | Remaining term of the lease plus one renewal option period |

\* \* \* \* \*

**3-7.3 Fully Depreciated Assets**

[Revise 3-7.3 to read as follows:]

Fully depreciated assets that remain in service including leasehold improvements are carried at their salvage value except for capital leased assets, which revert to the lessor at the end of the lease.

\* \* \* \* \*

**3-7.5 Disposal**

[Revise the first sentence of 3-7.5 to read as follows:]

Disposal is the process of properly relinquishing possession and ownership of property and equipment that is unrepairable, obsolete, unusable, or surplus to Postal Service needs through trade-in, sale, cannibalization, sale for recycling, transfer, donation, or placement in a landfill.\*\*\*

\* \* \* \* \*

**3-7.6 Physical Inventory**

[Revise 3-7.6 to read as follows:]

The Postal Service performs physical inventories of capital assets semiannually. Asset Management oversees the physical inventory process. Oracle Financials IT in Eagan randomly selects approximately one-eighth of the capital inventory to review for each Semi-Annual Capital Property Review. The methodology used ensures that every item except capitalized software is inventoried once during a given 4-year cycle. The MAO certifies the Semi-Annual Capital Property Certification Report after each semi-annual review.

\* \* \* \* \*

**6 Revenue**

[Revise the first sentence of 6 to read as follows:]

The Postal Service™ records revenue from the sale of mail delivery services at the time the postage is sold except for foreign mail delivered in the US which is billed to the foreign posts after the fact.\*\*\*

\* \* \* \* \*

**7 Expense**

\* \* \* \* \*

**7-3 Offset of Emergency Preparedness Expense**

\* \* \* \* \*

[Add the following paragraph as the second paragraph of 7-3 to read as follows:]

Fully depreciated LHIs remain on the books until the USPS exits the leased property at which time they are removed from the accounting records.

**8 Commitments**

\* \* \* \* \*

**8-1 Expense Commitments**

[Revise 8-1 to read as follows:]

Expense commitments represent orders placed, a contract awarded, or a similar transaction that will result in a liability to pay when products or services are provided pursuant to the terms of the order or contract.

\* \* \* \* \*

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

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

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

— Revenue and Field Accounting,  
Controller, 2-7-13

# Pull-Out Information

## Fraud

### Domestic Orders

False representation is enforced by postmasters at the cities listed below.

| State, City ZIP Code     | Names and Addresses Covered           | Product               |
|--------------------------|---------------------------------------|-----------------------|
| OH, Geneva 44041-9675    | Arnold R. Scoville Jr., 740 Voss Road | Failure to pay scheme |
| OH, Mansfield 44902-7744 | Frances L. Lendon, 245 Remy Avenue    | Failure to pay scheme |

— *Judicial Officer, 2-7-13*

## 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.

|               |        |        |               |               |               |               |        |               |               |        |        |        |
|---------------|--------|--------|---------------|---------------|---------------|---------------|--------|---------------|---------------|--------|--------|--------|
| <b>007316</b> | 043305 | 068216 | 078852        | 123108        | 325015        | 531771        | 602114 | <b>721073</b> | 757504        | 902191 | 940309 | 968408 |
| 007369        | 046202 | 068302 | 079003        | 125040        | 328073        | 531816        | 602185 | 730109        | 757566        | 902550 | 940382 | 968420 |
| 008069        | 047213 | 068405 | 079113        | 125422        | 328409        | 531864        | 602192 | 731002        | 759001        | 906546 | 940426 | 968426 |
| 008172        | 048034 | 068407 | 079766        | 129935        | 329113        | 531868        | 602224 | 731365        | 759015        | 906925 | 940454 | 968435 |
| 008343        | 050002 | 069097 | 079840        | 132001        | 330207        | 532582        | 602257 | 731636        | 760009        | 907113 | 940472 | 968467 |
| 008549        | 050014 | 069114 | 079941        | 133004        | 331098        | 532947        | 602390 | 731767        | 760738        | 907877 | 940521 | 968491 |
| 008731        | 050048 | 069137 | 079995        | 134044        | 331719        | 532982        | 602392 | 741685        | 761134        | 911152 | 940567 | 968518 |
| 009300        | 050078 | 069138 | 080136        | 135126        | 332918        | 537230        | 602663 | 741768        | 770024        | 912444 | 940614 | 968575 |
| 009535        | 057017 | 069204 | 080391        | 142503        | 333601        | 537316        | 602718 | 748032        | 770884        | 913442 | 940617 | 968584 |
| 009543        | 060011 | 069282 | 080424        | 146129        | 333807        | 537391        | 602771 | 749147        | 785461        | 914066 | 940855 | 968587 |
| 009703        | 060041 | 069301 | 080703        | 146130        | 335607        | 537420        | 602791 | 750138        | 785555        | 914090 | 941005 | 968791 |
| 010318        | 060422 | 069314 | 088077        | 146349        | 335714        | 541070        | 602923 | 750188        | 787146        | 914981 | 941200 | 968794 |
| 010449        | 060502 | 069399 | 088121        | 146801        | 342018        | 544021        | 602924 | 750191        | 791005        | 915378 | 941344 | 968843 |
| 010571        | 060570 | 069486 | 088132        | 152705        | 372731        | 551016        | 604135 | 750216        | <b>800180</b> | 915449 | 941355 | 968903 |
| 010575        | 060780 | 069569 | 088211        | 178064        | <b>405089</b> | 553076        | 604851 | 750224        | 800262        | 915539 | 941450 | 968917 |
| 010606        | 060845 | 069869 | 088508        | 187062        | 405091        | 553994        | 605124 | 750279        | 801424        | 917366 | 941556 | 969036 |
| 011385        | 060871 | 070041 | 088543        | 192136        | 436100        | 554227        | 605459 | 750315        | 802093        | 917382 | 941614 | 969051 |
| 011402        | 061014 | 070047 | 088572        | 193302        | 436133        | 554233        | 605726 | 750395        | 802178        | 917496 | 941737 | 969132 |
| 011418        | 061022 | 070070 | 088588        | 193420        | 436377        | 577094        | 606976 | 750405        | 802253        | 917512 | 941761 | 969133 |
| 012145        | 061046 | 070117 | 088617        | 193465        | 436469        | 585201        | 607000 | 750435        | 802301        | 917532 | 941814 | 969179 |
| 012167        | 061658 | 070312 | 088653        | 197038        | 436484        | 599506        | 607005 | 750437        | 802389        | 917547 | 941949 | 970113 |
| 012423        | 061715 | 070520 | 088731        | 197133        | 439528        | <b>600016</b> | 607112 | 750473        | 802448        | 917651 | 945583 | 970344 |
| 013118        | 062013 | 070673 | 089183        | 199017        | 441033        | 600041        | 607179 | 750482        | 802450        | 917652 | 945974 | 970989 |
| 014942        | 062040 | 071036 | 089443        | <b>200521</b> | 441139        | 600059        | 607952 | 750492        | 802739        | 917926 | 946498 | 970997 |
| 015092        | 062045 | 071052 | 091137        | 200596        | 441497        | 600079        | 608258 | 750511        | 803314        | 918258 | 947100 | 972336 |
| 015697        | 063250 | 071243 | 092926        | 207175        | 441792        | 600093        | 608331 | 750515        | 803327        | 921149 | 947129 | 974146 |
| 018258        | 064092 | 071344 | 093243        | 220139        | 441932        | 600136        | 611150 | 750624        | 804045        | 926030 | 948062 | 974162 |
| 019524        | 064543 | 071546 | 094237        | 220291        | 443088        | 600139        | 618107 | 750792        | 805015        | 926107 | 948481 | 980339 |
| 020615        | 064626 | 071673 | 094312        | 220443        | 445052        | 600198        | 627003 | 750811        | 805141        | 926274 | 949411 | 980993 |
| 022133        | 064953 | 071682 | 095580        | 220447        | 447163        | 600309        | 630018 | 750846        | 805530        | 926283 | 949513 | 982140 |
| 025498        | 065123 | 075001 | 097860        | 220629        | 452172        | 600351        | 637133 | 750872        | 807034        | 926294 | 949658 | 982523 |
| 026635        | 065557 | 075476 | 098278        | 221532        | 452210        | 600395        | 641048 | 750909        | 809199        | 926328 | 951205 | 982655 |
| 028091        | 065578 | 075626 | <b>100210</b> | 272170        | 452847        | 600425        | 641139 | 751069        | 809230        | 926436 | 951512 | 982699 |
| 028112        | 065699 | 075798 | 100556        | 272286        | 462891        | 600426        | 641205 | 751177        | 812010        | 926543 | 953202 | 995214 |
| 028432        | 065739 | 075886 | 105276        | 277008        | 466105        | 600469        | 641375 | 752390        | 814036        | 926565 | 967131 | 995239 |
| 029414        | 065879 | 075912 | 108089        | 282961        | 480091        | 600538        | 641443 | 752637        | 814221        | 926573 | 967165 | 995334 |
| 030427        | 066035 | 075975 | 109227        | 287004        | 480120        | 600749        | 641467 | 752673        | 815011        | 926577 | 967194 | 995657 |
| 030565        | 066076 | 075988 | 111417        | 292368        | 481244        | 600760        | 641623 | 752751        | 815209        | 926579 | 967215 | 998028 |
| 031007        | 066303 | 076001 | 112016        | 292626        | 481279        | 600824        | 641666 | 752753        | 841304        | 927134 | 967258 | 998207 |
| 031170        | 066399 | 076039 | 112093        | 293084        | 483183        | 600860        | 641669 | 752919        | 841351        | 927434 | 967269 |        |
| 031202        | 066457 | 076138 | 112725        | 295012        | 494270        | 600926        | 641750 | 752953        | 851003        | 927491 | 967273 |        |
| 032118        | 067117 | 076330 | 115450        | 297002        | 496187        | 600937        | 648105 | 753080        | 851066        | 928487 | 967317 |        |
| 032120        | 067258 | 076718 | 115773        | <b>306465</b> | <b>501001</b> | 601254        | 652960 | 754051        | 853475        | 931215 | 967418 |        |
| 038307        | 067300 | 076751 | 117112        | 314233        | 503010        | 601536        | 658239 | 757034        | 853802        | 931243 | 968163 |        |
| 040017        | 068102 | 076791 | 117225        | 314827        | 511100        | 601723        | 658242 | 757037        | 853988        | 931562 | 968245 |        |
| 040046        | 068104 | 077300 | 118608        | 321008        | 522003        | 602041        | 662307 | 757165        | 875009        | 931940 | 968295 |        |
| 041178        | 068125 | 077765 | 119071        | 321103        | 531137        | 602096        | 671005 | 757208        | <b>900240</b> | 935128 | 968363 |        |
| 042080        | 068152 | 078053 | 121160        | 323700        | 531726        | 602105        | 672002 | 757329        | 900440        | 937614 | 968392 |        |



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## 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</b> | to | <b>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</b> | to | <b>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</b> | to | <b>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</b> | to | <b>5199</b> | <b>051 142 0755</b> | to | <b>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</b> | to | <b>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</b> | to | <b>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</b> | to | <b>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</b> | to | <b>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</b> | to | <b>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</b> | to | <b>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</b> | to | <b>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</b> | to | <b>0599</b> |
| 032 295 7500        | to | 9999        | 070 844 2546        | to | 2599        | 117 951 4687        | to | 4699        | <b>227 275 9400</b> | to | <b>9999</b> |
| 034 394 1000        | to | 1099        | 070 916 1340        | to | 1399        | 117 951 5200        | to | 5299        | <b>273 070 8059</b> | to | <b>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</b> | to | <b>9999</b> |
| 037 312 7500        | to | 7599        | 071 386 3682        | to | 3699        | 119 850 7400        | to | 7499        | <b>349 746 2056</b> | to | <b>2099</b> |
| 037 706 9578        | to | 9599        | 071 507 6840        | to | 6899        | 119 850 7700        | to | 7999        | <b>350 518 7350</b> | to | <b>7374</b> |
| 037 805 3677        | to | 3699        | 072 045 9641        | to | 9699        | <b>121 634 0460</b> | to | <b>0499</b> | <b>360 011 1690</b> | to | <b>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</b> | to | <b>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</b> | to | <b>2199</b> |
| 040 688 8816        | to | 8899        | 077 999 4001        | to | 4090        | <b>160 901 2254</b> | to | <b>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 5171                | to | 5199     |
| 463 414 4869                | to | 4899 | 481 673 0074                | to | 0095 | 501 331 0300                | to | 0399 | 612 751 5226                | to | 5299     |
| 463 808 3484                | to | 3499 | 482 527 1500                | to | 1599 | 501 460 0977                | to | 0999 | 612 751 6083                | to | 6099     |
| 463 945 7400                | to | 7899 | 482 541 5255                | to | 5299 | 502 227 7645                | to | 7699 | 612 751 6268                | to | 6299     |
| 464 629 9000                | to | 9399 | 482 729 6800                | to | 6899 | 502 424 0200                | to | 0499 | 612 751 6572                | to | 6599     |
| 464 711 4332                | to | 4399 | 483 363 7207                | to | 7299 | 502 424 0600                | to | 0699 | 612 774 2111                | to | 2199     |
| 465 692 3963                | to | 3999 | 483 402 2356                | to | 2399 | 502 496 6923                | to | 6999 | 612 774 2254                | to | 2299     |
| 465 698 8300                | to | 8599 | 483 486 5100                | to | 5199 | 503 003 2700                | to | 2899 | 612 774 2500                | to | 2599     |
| 465 743 7745                | to | 7799 | 483 632 1521                | to | 1599 | 503 194 5144                | to | 5153 | 614 469 0979                | to | 0999     |
| 466 798 6056                | to | 6067 | 483 632 2600                | to | 2799 | 503 790 9922                | to | 9948 | 614 474 3000                | to | 3099     |
| 467 147 4300                | to | 4399 | 483 849 1615                | to | 1699 | 504 045 4030                | to | 4099 | 614 521 3490                | to | 3499     |
| 468 079 5782                | to | 5799 | 484 174 4803                | to | 5299 | 504 166 0200                | to | 0599 | 614 645 1800                | to | 1899     |
| 469 067 2817                | to | 2899 | 484 323 8900                | to | 9199 | 504 240 1062                | to | 1399 | 614 832 1100                | to | 2099     |
| 469 127 8000                | to | 8199 | 484 680 5000                | to | 5038 | 504 805 3300                | to | 3499 | 615 017 7505                | to | 7599     |
| 469 213 0359                | to | 0399 | 484 680 5040                | to | 5074 | 505 893 7739                | to | 7799 | 617 711 6609                | to | 6699     |
| 469 213 0500                | to | 0599 | 484 680 5077                | to | 5099 | 505 893 7800                | to | 7999 | 617 760 5266                | to | 5299     |
| 469 561 8011                | to | 8099 | 485 029 4913                | to | 4999 | 506 124 0800                | to | 0999 | 617 813 3601                | to | 3699     |
| 469 658 1961                | to | 1999 | 486 176 0600                | to | 0699 | 506 165 7027                | to | 0099 | 618 840 9200                | to | 9299     |
| 469 666 9900                | to | 9999 | 486 559 7555                | to | 7599 | 506 502 5209                | to | 5299 | 619 551 7229                | to | 7299     |
| 469 678 1900                | to | 1999 | 486 696 3023                | to | 3199 | 506 836 5326                | to | 5399 | 619 859 3000                | to | 3099     |
| 469 781 4900                | to | 4999 | 488 173 7900                | to | 7999 | 508 488 6226                | to | 6299 | <b>620 073 9400 to 9499</b> |    |          |
| 469 947 6960                | to | 6999 | 488 206 4100                | to | 4199 | 508 789 8332                | to | 8399 | 621 614 7907                | to | 7930     |
| <b>470 755 5800 to 5818</b> |    |      | 488 226 0200                | to | 0299 | 508 789 8400                | to | 8499 | 621 614 7932                | to | 7999     |
| 471 918 0300                | to | 0999 | 488 709 3906                | to | 3999 | <b>600 645 3223 to 3299</b> |    |      | 621 648 8021                | to | 8199     |
| 471 985 2408                | to | 2419 | 488 855 8359                | to | 8399 | 601 339 1200                | to | 1399 | 621 648 8500                | to | 8599     |
| 472 191 6700                | to | 6799 | 489 181 8963                | to | 8999 | 601 653 5884                | to | 5899 | 621 904 8351                | to | 8599     |
| 472 270 2555                | to | 2599 | 489 223 2000                | to | 2099 | 601 661 7700                | to | 7799 | 621 916 1978                | to | 1989     |
| 472 987 0213                | to | 0241 | 489 311 1930                | to | 1999 | 601 682 5343                | to | 5399 | 622 989 8032                | to | 8099     |
| 472 987 0290                | to | 0299 | 489 318 6200                | to | 6300 | 601 928 1600                | to | 1699 | 623 076 9300                | to | 9399     |
| 473 151 2069                | to | 2199 | 489 384 0027                | to | 0099 | 602 512 2972                | to | 2999 | 623 819 5006                | to | 5099     |
| 473 666 9138                | to | 9199 | 489 427 0658                | to | 0899 | 602 555 2400                | to | 2799 | 623 895 8200                | to | 8399     |
| 473 952 3429                | to | 3499 | 489 997 5252                | to | 5299 | 602 829 7061                | to | 7099 | 623 917 0000                | to | 0099     |
| 474 108 5402                | to | 5499 | <b>490 669 5850 to 6099</b> |    |      | 603 483 9572                | to | 9599 | 623 917 0200                | to | 0299     |
| 474 356 5193                | to | 5299 | 490 717 7080                | to | 7099 | 603 490 7200                | to | 7299 | 624 468 5288                | to | 5299     |
| 474 949 3366                | to | 3399 | 490 721 6000                | to | 6099 | 603 678 7100                | to | 7199 | 624 665 3162                | to | 3198     |
| 475 134 9362                | to | 9399 | 490 793 1500                | to | 2099 | 603 678 7662                | to | 7699 | 625 088 6735                | to | 6799     |
| 475 167 9667                | to | 9699 | 490 886 8171                | to | 8199 | 603 678 7902                | to | 7999 | 625 916 9500                | to | 9799     |
| 475 319 3415                | to | 3499 | 490 977 9221                | to | 9240 | 603 678 8418                | to | 8499 | 625 968 8956                | to | 8999     |
| 475 319 3649                | to | 3799 | 491 258 8100                | to | 9099 | 603 678 8700                | to | 9999 | 627 005 3938                | to | 3999     |
| 475 340 6400                | to | 6599 | 491 567 1376                | to | 1399 | 604 086 0880                | to | 0899 | 627 384 3907                | to | 4099     |
| 475 424 8410                | to | 8499 | 492 254 4800                | to | 4899 | 604 349 1414                | to | 1499 | 627 496 7549                | to | 7599     |
| 475 629 9156                | to | 9199 | 492 283 5100                | to | 5199 | 604 503 7776                | to | 7799 | 627 708 3605                | to | 3699     |
| 475 850 6101                | to | 6199 | 492 610 6813                | to | 6899 | 605 520 9037                | to | 9099 | 627 776 2500                | to | 2599     |
| 475 875 2500                | to | 2599 | 493 394 5568                | to | 5599 | 605 685 4010                | to | 4099 | 628 226 3100                | to | 3199     |
| 476 169 8264                | to | 8299 | 493 470 2562                | to | 2599 | 605 988 6467                | to | 6499 | 628 814 4702                | to | 4799     |
| 476 189 3000                | to | 3499 | 493 473 7700                | to | 7799 | 607 689 7951                | to | 7960 | 628 851 9689                | to | 9699     |
| 476 331 2480                | to | 2499 | 493 716 2153                | to | 2199 | 607 728 1276                | to | 1299 | 629 510 7200                | to | 7299     |
| 477 289 8601                | to | 8699 | 494 206 2972                | to | 2999 | 608 727 7100                | to | 7199 | 629 964 4200                | to | 4294     |
| 477 681 5206                | to | 5299 | 494 217 3446                | to | 3999 | 608 727 7273                | to | 7599 | <b>630 389 3056 to 3071</b> |    |          |
| 478 010 4243                | to | 4268 | 494 224 0500                | to | 0599 | 608 813 9950                | to | 9999 | 630 463 0588                | to | 0599     |
| 478 010 4270                | to | 4291 | 495 145 0600                | to | 0699 | 609 067 5325                | to | 5399 | 631 459 9117                | to | 9199     |
| 478 450 5071                | to | 5099 | 496 209 7425                | to | 7499 | 609 825 5488                | to | 5499 | 631 762 9325                | to | 9399     |
| 478 469 7838                | to | 7858 | 496 213 8728                | to | 8799 | 609 067 5600                | to | 5699 | 632 217 4933                | to | 4999     |
| 478 469 7883                | to | 7899 | 496 474 5226                | to | 5248 | 609 289 6123                | to | 6199 | 632 500 0000                | to | 640 3999 |
| 479 280 9800                | to | 9899 | 497 053 8517                | to | 8699 | 609 438 4400                | to | 4499 | 633 110 4165                | to | 4199     |
| 479 365 9116                | to | 9176 | 497 854 8673                | to | 8699 | 609 493 1100                | to | 1199 | 633 110 4303                | to | 4499     |
| 479 412 9900                | to | 9999 | 498 449 8888                | to | 8899 | 609 766 8091                | to | 8999 | 633 438 6429                | to | 6599     |
| 479 667 6190                | to | 6199 | 498 929 8285                | to | 8499 | 609 825 4100                | to | 4115 | 633 588 7173                | to | 7182     |
| 479 748 9680                | to | 9699 | 498 936 5310                | to | 5399 | 609 884 2981                | to | 2999 | 634 725 0700                | to | 0799     |
| 479 860 7000                | to | 7199 | 499 016 5425                | to | 5499 | 609 893 1000                | to | 1099 | 634 803 3239                | to | 3299     |
| <b>480 526 2000 to 2099</b> |    |      | 499 440 8575                | to | 8899 | <b>610 092 3200 to 3299</b> |    |      | 634 807 2474                | to | 2499     |
| 480 640 6330                | to | 6399 | 499 731 6717                | to | 6799 | 610 582 4200                | to | 4299 | 634 827 5900                | to | 5999     |
| 480 658 0568                | to | 0599 | <b>500 064 1858 to 1869</b> |    |      | 611 879 6939                | to | 6999 | 634 886 3428                | to | 3499     |
| 480 689 5100                | to | 5199 | 500 070 5725                | to | 7799 | 612 291 8013                | to | 8099 | 635 559 3449                | to | 3499     |

|                             |    |      |                             |    |      |                             |    |      |                             |    |      |
|-----------------------------|----|------|-----------------------------|----|------|-----------------------------|----|------|-----------------------------|----|------|
| 636 289 6214                | to | 6299 | 649 647 9100                | to | 9299 | 675 464 3700                | to | 3799 | 697 447 8285                | to | 8296 |
| 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 to 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 to 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 to 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 to 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 to 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 | 688 120 9000                | to | 9999 | 702 821 5805                | to | 5899 |
| 645 318 7240                | to | 7499 | 663 763 5300                | to | 5399 | 688 314 3107                | to | 3191 | 702 844 6975                | to | 6994 |
| 645 333 1766                | to | 1799 | 663 883 7039                | to | 7499 | <b>690 291 1361 to 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 to 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 to 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 |

|                     |           |             |                     |           |             |                     |           |             |                     |           |             |
|---------------------|-----------|-------------|---------------------|-----------|-------------|---------------------|-----------|-------------|---------------------|-----------|-------------|
| 740 557 3570        | to        | 3579        | 843 077 6378        | to        | 6399        | 866 004 3000        | to        | 3999        | 909 568 8900        | to        | 9099        |
| 740 650 4104        | to        | 4140        | 843 758 5769        | to        | 5778        | 866 442 4100        | to        | 4899        | 909 568 9300        | to        | 9499        |
| 740 684 0620        | to        | 0800        | 843 786 2554        | to        | 2699        | 867 366 9108        | to        | 9118        | 909 725 7307        | to        | 7399        |
| 740 701 6105        | to        | 6114        | 845 656 8165        | to        | 8199        | 867 633 7403        | to        | 7499        | 909 833 0947        | to        | 0999        |
| 740 705 9790        | to        | 9799        | 845 727 2100        | to        | 2199        | 867 737 5623        | to        | 5699        | <b>910 219 8631</b> | <b>to</b> | <b>8699</b> |
| 740 726 6400        | to        | 6500        | 845 746 2618        | to        | 2635        | 868 169 4529        | to        | 4599        | 910 265 1100        | to        | 1199        |
| 740 765 3306        | to        | 3399        | 846 390 7531        | to        | 7599        | 868 173 8400        | to        | 8599        | 910 471 7273        | to        | 7299        |
| 740 774 8434        | to        | 8499        | 846 918 0572        | to        | 0599        | 868 514 9000        | to        | 9099        | 910 536 2505        | to        | 2599        |
| 740 786 1885        | to        | 1899        | 847 237 7690        | to        | 7699        | 868 566 9200        | to        | 9299        | 910 958 7499        | to        | 7599        |
| 740 790 5989        | to        | 5999        | 847 284 2481        | to        | 2499        | 869 200 0000        | to        | 9999        | 911 140 1000        | to        | 2199        |
| 740 820 4854        | to        | 7836        | 847 374 7055        | to        | 7065        | 869 387 1150        | to        | 1199        | 911 245 2545        | to        | 2599        |
| 740 827 7578        | to        | 7594        | 847 374 7055        | to        | 7065        | 869 505 3500        | to        | 3599        | 911 268 9077        | to        | 9099        |
| 740 917 7490        | to        | 7499        | 847 636 5304        | to        | 5399        | 869 523 7033        | to        | 7099        | 911 400 8948        | to        | 8999        |
| 740 918 5531        | to        | 5549        | 847 700 5447        | to        | 5499        | 869 566 6150        | to        | 6167        | 911 508 1620        | to        | 1799        |
| 741 037 8528        | to        | 8551        | 847 723 7500        | to        | 7599        | 869 800 0000        | to        | 999 9999    | 911 509 9310        | to        | 9399        |
| 742 033 2663        | to        | 2674        | 849 485 3427        | to        | 3499        | <b>870 554 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        |

|                      |                      |                             |                      |
|----------------------|----------------------|-----------------------------|----------------------|
| 922 280 2233 to 2299 | 924 533 2343 to 2399 | <b>930 219 1722 to 1799</b> | 933 760 3609 to 4199 |
| 922 773 0459 to 0499 | 924 533 2428 to 2499 | 930 335 7810 to 7819        | 933 894 0928 to 0999 |
| 923 032 7000 to 7399 | 924 685 1957 to 1999 | 931 097 9259 to 9299        | 934 018 2729 to 2741 |
| 923 045 3630 to 3699 | 924 946 6300 to 6699 | 931 156 1502 to 1579        | 934 180 0300 to 0399 |
| 923 484 3600 to 3699 | 925 333 5900 to 6099 | 931 156 1600 to 1625        | 934 236 3954 to 3999 |
| 923 493 9403 to 9599 | 925 336 2300 to 2399 | 931 156 1671 to 1699        | 934 622 8717 to 8999 |
| 923 493 9681 to 9699 | 926 432 5907 to 5999 | 932 506 6400 to 6599        | 935 216 0312 to 0399 |
| 923 604 4424 to 4499 | 926 436 3600 to 3699 | 932 732 1796 to 1799        | 935 843 2202 to 2247 |
| 923 810 7800 to 8299 | 927 765 6257 to 6299 | 932 827 9026 to 9099        | 936 024 8889 to 8899 |
| 924 252 1200 to 1299 | 928 197 8100 to 8199 | 932 957 2300 to 2399        | 936 339 4455 to 4499 |
| 924 252 1400 to 1499 | 928 197 8283 to 8299 | 933 060 6160 to 6189        |                      |
| 924 533 0711 to 0799 | 928 856 2059 to 2068 | 933 387 2541 to 2561        |                      |

— Criminal Investigations Group, Postal Inspection Service, 2-7-13

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

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

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

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

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

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



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

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

— Criminal Investigations Group, Postal Inspection Service, 2-7-13

## 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, 2-7-13*

## 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, 2-7-13*

## 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, 2-7-13*

## Other Information

### Overseas Military/Diplomatic Mail

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

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

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

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

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

### Changes

| APO/FPO/DPO  | Action      | Effective Date | See Restrictions                         |
|--------------|-------------|----------------|--|
| APO AE 09522 | Open        | 02/07/2013     | A1-A2-B-V                                |
| APO AE 09624 | Add N       | 02/07/2013     | A1-A2-B-C-F-N-U                          |
| APO AE 09802 | Open        | 02/07/2013     | A-A1-A2-B-F-R-V-Z1                       |
| DPO AE 09806 | Add I and Z | 02/07/2013     | A-A1-A2-B-C1-E2-F-H1-I-L-M-N-R-R1-V-Z-Z1 |

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

### APO/FPO/DPO Table

| APO/<br>FPO/<br>DPO | See<br>Restrictions           | APO/<br>FPO/<br>DPO | See<br>Restrictions          | APO/<br>FPO/<br>DPO | See<br>Restrictions      | APO/<br>FPO/<br>DPO | See<br>Restrictions     |
|---------------------|-------------------------------|---------------------|------------------------------|---------------------|--------------------------|---------------------|-------------------------|
| 09002               | A1-A2-B-C-D-E-H-M-R-U         | 09038               | A1-A2-B-C-D-E-H-M-R-U        | 09081               | A1-A2-B-C-D-E-H-M-R-U    | 09139               | A1-A2-B-C-D-E-H-M-R-U   |
| 09003               | A1-A2-B-C-D-E-H-M-P-R-U       | 09042               | A1-A2-B-C-D-E-H-M-R-U        | 09090               | A1-A2-B-C-D-E-H-M-P-R-U  | 09140               | A1-A2-B-C-D-E-H-M-R-U   |
| 09004               | A1-A2-B-C-D-E-H-M-R-U         | 09046               | A1-A2-B-C-D-E-H-M-R-U        | 09094               | A1-A2-B-C-D-H-M-P-R      | 09142               | A1-A2-B-C-D-E-H-M-R-U   |
| 09005               | A1-A2-B-C-D-E-H-M-P-R-U       | 09049               | A1-A2-B-C-D-E-H-M-R-U        | 09095               | A1-A2-B-C-D-E-H-M-R-U    | 09143               | A1-A2-B-C-D-E-H-M-R-U   |
| 09006               | A1-A2-B-C-D-E-H-M-R-U         | 09053               | A1-A2-B-C-D-E-H-M-R-U        | 09096               | A1-A2-B-C-D-E-H-M-R-U    | 09154               | A1-A2-B-C-D-E-H-M-R-U   |
| 09008               | A-A1-A2-B-C-D-E-H-M-P-R-U     | 09054               | A1-A2-B-C-D-E-H-M-R-U        | 09099               | A1-A2-B-C-D-E-H-M-R-U    | 09172               | A1-A2-B-C-D-E-H-M-R-U   |
| 09009               | A1-A2-B-C-D-E-H-M-R-U         | 09055               | A1-A2-B-C-D-E-F-H-M-R-R1-U-V | 09102               | A1-A2-B-C-D-E-H-M-R-U    | 09173               | A1-A2-B-C-D-E-H-M-R-U   |
| 09011               | A1-A2-B-C-D-E-H-M-R-U         | 09058               | A1-A2-B-C-D-E-H-M-R-U        | 09103               | A1-A2-B-C-D-E-H-U        | 09177               | A1-A2-B-C-D-E-H-M-R-U   |
| 09012               | A1-A2-B-C-D-E-H-M-R-U         | 09059               | A1-A2-B-C-D-E-H-M-R-U        | 09104               | A1-A2-B-C-D-H-M-R-U      | 09180               | A1-A2-B-C-D-H-M-R-U     |
| 09013               | A1-A2-B-C-D-E-F-F1-H-M-R-U-Z1 | 09060               | A1-A2-B-C-D-E-F1-H-M-R-U     | 09107               | A1-A2-B-C-D-E-H-M-R-U    | 09186               | A1-A2-B-C-D-E-H-M-R-U   |
| 09014               | A1-A2-B-C-D-E-H-M-R-U         | 09063               | A1-A2-B-C-D-E-L-H-M-R-U      | 09112               | A1-A2-B-C-D-E-H-M-R-U    | 09211               | A1-A2-B-C-D-E-H-M-P-R-U |
| 09020               | A1-A2-B-C-D-E-H-M-R-U         | 09067               | A1-A2-B-C-D-E-H-M-R-U        | 09114               | A1-A2-B-C-D-E-H-M-R-U    | 09213               | A1-A2-B-C-D-E-H-L-M-R-U |
| 09021               | A1-A2-B-C-D-E-H-M-R-U         | 09068               | A1-A2-B-C-D-E-H-U-Z1         | 09123               | A1-A2-B-C-D-E-H-M-R-U    | 09214               | A1-A2-B-C-D-E-H-M-R-U   |
| 09028               | A1-A2-B-C-D-E-H-M-R-U         | 09069               | A-A1-A2-B-C-D-E-H-U-V        | 09126               | A1-A2-B-C-D-H-M-P-R      | 09226               | A1-A2-B-C-D-E-H-M-R-U   |
| 09033               | A1-A2-B-C-D-E-H-M-R-U         | 09075               | A1-A2-B-C-D-E-H-M-R-U        | 09128               | A1-A2-B-C-D-E-H-M-R-U    | 09227               | A1-A2-B-C-D-E-H-M-R-U   |
| 09034               | A1-A2-B-C-D-E-H-M-R-U         | 09079               | A1-A2-B-C-D-E-H-M-R-U        | 09131               | A1-A2-B-C-D-E-H-M-R-U    | 09229               | A1-A2-B-C-D-E-H-M-R-U   |
|                     |                               |                     |                              | 09136               | A1-A2-B-C-D-E-F1-H-M-P-R |                     |                         |
|                     |                               |                     |                              | 09138               | A1-A2-B-C-D-H-M-R-U      |                     |                         |

| APO/<br>FPO/<br>DPO | See<br>Restrictions                             | APO/<br>FPO/<br>DPO | See<br>Restrictions                         | APO/<br>FPO/<br>DPO    | See<br>Restrictions              | APO/<br>FPO/<br>DPO          | See<br>Restrictions                       |
|---------------------|---|---------------------|---|------------------------|----------------------------------|------------------------------|---|
| 09237               | A1-A2-B-C-D-E-H-M-R-U-V                         | 09354               | A-A1-A2-B-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                    |
| 09245               | A1-A2-B-C-D-E-H-M-R-U                           | 09355               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1            | 09504                  | A1-A2-B-V                        | 09613                        | A1-A2-B-C-F-U-V                           |
| 09250               | A1-A2-B-C-D-E-H-M-R-U                           | 09356               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1            | 09505                  | A1-A2-B-V                        | 09617                        | A1-A2-B-C-F-U                             |
| 09261               | A1-A2-B-C-D-E-F1-H-M-R-U-V                      | 09357               | 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                             |
| 09263               | A1-A2-B-C-D-E-H-M-R-U                           | 09360               | A1-A2-B-V                                   | 09507                  | A1-A2-B-V                        | 09620                        | A1-A2-B-C-F-U                             |
| 09264               | A1-A2-B-C-D-E-H-M-R-U                           | 09363               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1            | 09508                  | A1-A2-B-V                        | 09621                        | A1-A2-B-C-F-U                             |
| 09265               | A1-A2-B-C-D-E-H-M-N-R-U                         | 09364               | A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1          | 09509                  | A1-A2-B-V                        | 09622                        | A1-A2-B-C-F-U                             |
| 09267               | A1-A2-B-C-D-E-H-M-R-U                           | 09365               | A-A1-A2-B-C1-E2-F-H1-M-N-R-V-Z1             | 09510                  | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09623                        | A1-A2-B-C-F-U                             |
| 09301               | A-A1-A2-B-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1          | 09366               | A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1         | 09511                  | A1-A2-B-V                        | <b>09624 A1-A2-B-C-F-N-U</b> |   |
| 09302               | A-A1-A2-B-C1-F-F1-H-M-N-V-Z-Z1                  | 09367               | A-A1-A2-B-B2-C1-E2-F-H1-M-R-R1-V-Z1         | 09513                  | A1-A2-B-F-F1-R-R1-V              | 09625                        | A1-A2-B-C-F-U                             |
| 09304               | A-A1-A2-C-C1-D-E2-F-F1-H1-J-K-L-M-N-R-R1-T-V-Z1 | 09368               | A-A1-A2-B-C1-E2-F-H1-M-N-R-V-Z1             | 09517                  | A1-A2-B-F-F1-R-R1-V              | 09626                        | A1-A2-B-C-F-U                             |
| 09306               | A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U2-V-Z1            | 09369               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V               | 09520                  | A1-A2-B-F-F1-R-R1-V              | 09627                        | A1-A2-B-C-F-U                             |
| 09307               | A1-A2-B-N-V-Z1                                  | 09370               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1            | <b>09522 A1-A2-B-V</b> |                                  | 09630                        | A1-A2-B-C-F-U-V                           |
| 09308               | A-A1-A2-B-C1-E2-F-H1-I-M-N-R-V-Z-Z1             | 09372               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V               | 09524                  | A1-A2-B-F-F1-R-R1-V              | 09631                        | A1-A2-B-C-F-U                             |
| 09309               | A-A1-A2-B-C1-E2-F-H1-M-N-R-V-Z1                 | 09373               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V               | 09532                  | 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   |
| 09310               | A-A1-A2-B-C1-E2-F-H1-M-R-V-Z1                   | 09374               | A-A1-A2-B-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1      | 09534                  | A1-A2-B-F-F1-R-R1-V              | 09636                        | A1-A2-B-C-F-U                             |
| 09311               | A-A1-A2-B-C1-E2-F-H1-M-R-V-Z1                   | 09378               | A-A1-A2-B-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1      | 09543                  | A1-A2-B-F-F1-R-R1-V              | 09642                        | A1-A2-B-M-N-R-U                           |
| 09312               | A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1             | 09380               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1            | 09545                  | A1-A2-B-V                        | 09643                        | A1-A2-B-M-R-U-V                           |
| 09313               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1                | 09382               | A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1          | 09549                  | A1-A2-B-V                        | 09645                        | A1-A2-B-C-F-F1-U                          |
| 09314               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1                | 09383               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1            | 09554                  | A1-A2-B-F-F1-R-R1-V              | 09647                        | A1-A2-B-N-R-U                             |
| 09320               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1                | 09387               | A-A1-A2-B-C1-E2-F-H1-M-R-V                  | 09556                  | A1-A2-B-F-F1-R-R1-V              | 09648                        | A1-A2-B-N-U-V-Z1                          |
| 09323               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1                | 09393               | A-A1-A2-B-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1      | 09557                  | A1-A2-B-F-F1-R-R1-V              | 09649                        | A1-A2-B-N-U-Z1                            |
| 09327               | A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1             | 09394               | A-A1-A2-B-C1-E2-F-F1-H1-M-N-R-R1-V-Z1       | 09564                  | 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 |
| 09328               | A-A1-A2-B-C1-E2-F-H1-R-R1-V-Z1                  | 09397               | A-A1-A2-B-C1-E2-F-F1-H1-M-N-R-R1-S-T-V-Z-Z1 | 09566                  | A1-A2-B-F-F1-R-R1-V              | 09702                        | A1-A2-B-C-C1-F1-M-R-R1-U                  |
| 09330               | A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1             | 09403               | A1-A2-B-C-C1-M-R-U                          | 09567                  | A1-A2-B-F-F1-R-R1-V              | 09703                        | A1-A2-B-C-F1-H-U                          |
| 09337               | A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1             | 09421               | A1-A2-B-C-C1-M-R-U                          | 09568                  | A1-A2-B-V                        | 09704                        | A1-A2-B-C-V-V1                            |
| 09339               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1                | 09447               | A1-A2-B-C-C1-R-U-V                          | 09569                  | A1-A2-B-F-F1-R-R1-V              | 09705                        | A1-A2-B-U                                 |
| 09340               | A-A1-A2-B-C1-F-H-N-R-V                          | 09454               | A1-A2-B-C-C1-M-R-U-V                        | 09570                  | A1-A2-B-F-F1-R-R1-V              | 09706                        | A1-A2-B-C-N-R-U-V                         |
| 09343               | A-A1-A2-B-C1-F-M-N-V-Z1                         | 09459               | A1-A2-B-C-C1-M-R-U                          | 09573                  | A1-A2-B-F-F1-R-R1-V              | 09707                        | A1-A2-B-C-J-M-N-R-U-V                     |
| 09347               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1                | 09461               | A1-A2-B-C-C1-M-P-R-U                        | 09574                  | A1-A2-B-F-F1-R-R1-V              | 09708                        | A1-A2-B                                   |
| 09348               | A-A1-A2-B-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1          | 09463               | A1-A2-B-C-C1-R-U                            | 09576                  | A1-A2-B-F-F1-R-R1-V              | 09710                        | A1-A2-B-C-C1-F1-M-N-R-R1-U                |
| 09352               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1                | 09464               | A1-A2-B-C-C1-R-U                            | 09577                  | A1-A2-B-V                        | 09711                        | A1-A2-B-F1-N-R-Z1                         |
| 09353               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1                | 09468               | A1-A2-B-C-C1-M-R-U                          | 09578                  | A1-A2-B-F-F1-R-R1-V              | 09713                        | A1-A2-B-C-F1-R                            |
|                     |   | 09469               | A1-A2-B-C-C1-R-U                            | 09579                  | A1-A2-B-F-F1-R-R1-V              | 09714                        | A1-A2-B-C-C1-F1-M-R-R1-U                  |
|                     |   | 09470               | A1-A2-B-C-C1-M-R-U                          | 09581                  | A1-A2-B-F-F1-R-R1-V              | 09715                        | A1-A2-B-F1-M-R                            |
|                     |   | 09494               | A1-A2-B-C-C1-M-R-U                          | 09582                  | A1-A2-B-F-F1-R-R1-V              | 09716                        | A1-A2-B-C-M-N-R-V                         |
|                     |   | 09496               | A1-A2-B-C-C1-R-U-V                          | 09586                  | A1-A2-B-F-F1-R-R1-V              | 09717                        | A-A1-A2-B-M-R-V-W                         |
|                     |   | 09498               | A1-A2-B-C-C1-F-F1-F2-J-L-N-R-R1-T-V-Z1      | 09587                  | A1-A2-B-F-F1-R-R1-V              | 09718                        | A1-A2-B-F-M-N-R-U-V                       |
|                     |   | 09501               | A1-A2-B-V                                   | 09588                  | A1-A2-B-V                        | 09719                        | A1-A2-B-C-D-M-R-U-V                       |
|                     |   | 09502               | A1-A2-B-V                                   | 09589                  | A1-A2-B-V                        | 09720                        | A1-A2-B-M-R-U-V                           |
|                     |   |                     |   | 09590                  | A1-A2-B-V                        | 09722                        | A-A1-A2-B-F-H-N-Q-V-Z-Z1                  |
|                     |   |                     |   | 09591                  | A1-A2-B-F-F1-R-R1-V              | 09723                        | A1-A2-B-M-N-R-U-V-Z1                      |
|                     |   |                     |   | 09593                  | A1-A2-B-V                        | 09724                        | A1-A2-B-C-C1-F1-M-R-R1-U                  |
|                     |   |                     |   | 09594                  | A1-A2-B-V                        | 09725                        | A-A1-A2-B-F-H-N-Q-V-Z-Z1                  |
|                     |   |                     |   | 09599                  | A1-A2-B-F-F1-R-R1-V              | 09726                        | A1-A2-B-M-N-R-U-V                         |
|                     |   |                     |   | 09602                  | A1-A2-B-C-F-F1-N-R-U-V           | 09727                        | A-A1-A2-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1 |
|                     |   |                     |   | 09603                  | A1-A2-B-C-F-F1-R-U-V             | 09728                        | A-A1-A2-B-B2-C-C1-F-J-L-N-R-R1-T-V-Z1     |
|                     |   |                     |   | 09604                  | A1-A2-B-C-F-F1-P-R-U-V           | 09729                        | A1-A2-B-C-F-N-R-R1-U-V                    |
|                     |   |                     |   | 09605                  | A1-A2-B-C-D-H-M-R-U-V            | 09730                        | A-A2-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1      |
|                     |   |                     |   | 09606                  | A1-A2-B-C-D-H-M-R-U-V            |                              |   |
|                     |   |                     |   | 09607                  | A-A1-A2-B-C-F-F1-M-R-R1-U-U3-V-W |                              |   |
|                     |   |                     |   | 09608                  | A1-A2-B-C-F-N-U-V                |                              |   |
|                     |   |                     |   | 09609                  | A1-A2-B-C-F-U                    |                              |   |

| APO/<br>FPO/<br>DPO | See<br>Restrictions                             | APO/<br>FPO/<br>DPO | See<br>Restrictions                              | APO/<br>FPO/<br>DPO | See<br>Restrictions                           | APO/<br>FPO/<br>DPO | See<br>Restrictions                  |
|---------------------|---|---------------------|--|---------------------|---|---------------------|--------------------------------------|
| 09731               | A-A2-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1            | 09810               | A-A1-A2-B-F-F1-N-R-V-Z1                          | 09853               | A1-A2-B-E2-F-H1-R-R1-U2-V-Z1                  | 34034               | A1-A2-B-J-L-M-N-V-Z1                 |
| 09732               | A1-A2-B-N-V-Z1                                  | 09811               | A1-A2-B-E2-E3-F-H1-N-R-R1-U1-V-Z1                | 09855               | A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U2-V-Z1          | 34035               | A1-A2-B-H-J-L-M-N-U-V-Z1             |
| 09733               | A1-A2-B-N-V                                     | 09812               | A1-A2-B-E2-E3-F-F1-I-N-R-U-V-Z1                  | 09858               | A1-A2-B-E2-E3-F-H1-N-R-R1-U1-V-Z1             | 34036               | A1-A2-B-J-L-M-N-U-V-Z1               |
| 09734               | A-A1-A2-B-C-C1-F-J-L-M-N-R-R1-T-V-Z1            | 09813               | A-A1-A2-B-B2-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                | 34037               | A1-A2-B-C-F-H-I-L-M-N-V-Z1           |
| 09735               | A1-A2-B-N-V-Z1                                  | 09814               | A1-A2-B-E2-E3-F-F1-I-N-R-U-V-Z1                  | 09865               | A-A1-A2-B-V-Z1                                | 34038               | A1-A2-B-L-M-N-U-V-Z1                 |
| 09736               | A-A1-A2-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1       | 09815               | A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1              | 09868               | A-A1-A2-B-N-U-V-Z1                            | 34039               | A1-A2-B-J-L-M-N-U-V-Z1               |
| 09737               | A-A1-A2-B-B2-C-C1-F-I-L-M-N-R-R1-T-V-W-Y-Z1     | 09816               | A-A1-A2-B-B2-C-C1-E2-E3-F-J-L-N-R-R1-T-V-Z1      | 09870               | A-A1-A2-B-C1-E2-F-H1-I-M-N-R-R1-T-U-U4-V-Z1   | 34041               | A1-A2-B-J-L-M-N-T-U-V-Z1             |
| 09738               | A-A1-A2-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1       | 09817               | A-A1-A2-B-B2-C1-E2-E3-F-F1-H-H1-J-L-M-N-R-T-V-Z1 | 09871               | A-A1-A2-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z1 | 34042               | A1-A2-B-D-F-M-N-V-Z1                 |
| 09739               | A-A1-A2-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1       | 09818               | A-A1-A2-B-C-F-M-V-Z1                             | 09874               | A-A1-A2-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z1 | 34050               | A1-A2-B-V                            |
| 09741               | A-A1-A2-B-C1-E2-F-F1-H1-J-L-M-N-R-R1-T-V-W-Y-Z1 | 09820               | A-A1-A2-B-B2-F-H-H1-J-L-M-N-R-R1-T-V-Z1          | 09875               | A-A1-A2-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z1 | 34055               | A1-A2-B-J-L-M-N-U-V-Z1               |
| 09742               | A-A1-A2-B-B2-F-F1-J-L-M-N-R-T-V-Z1              | 09821               | A-A1-A2-B-F-N-R-V-Z1                             | 09877               | A-A1-A2-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z1 | 34058               | A1-A2-B-F-F1-R-R1-V-Z1               |
| 09743               | A-A1-A2-B-F-H-N-Q-V-Z1                          | 09822               | A-A1-A2-B-F-R-V-Z1                               | 09878               | A-A1-A2-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z1 | 34060               | A1-A2-B-B2-C1-E2-F-J-L-N-R-R1-T-V-Z1 |
| 09744               | A-A2-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1            | 09823               | A-A1-A2-B-F-R-V-Z1                               | 09880               | A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U-V-Z1           | 34078               | A1-A2-B-F1-N-V-Z1                    |
| 09745               | A-A1-A2-B-F-F1-M-N-R-R1-V-Z1                    | 09824               | A-A1-A2-B-F-R-V-Z1                               | 09889               | A1-A2-B-E2-F-H1-N-R-R1-U2-V-Z1                | 34090               | A1-A2-B-F-F1-R-R1-V                  |
| 09747               | A1-A2-B-F-J-N-U-V-Z1                            | 09825               | A-A1-A2-B-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1           | 09892               | A-A1-A2-B-E2-F-N-R-R1-V-Z1                    | 34091               | A1-A2-B-F-F1-R-R1-V                  |
| 09748               | A-A1-A2-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1       | 09826               | A-A1-A2-B-B2-C1-E1-E2-E3-F-L-M-N-R-R1-T-V-W-Z1   | 09898               | A1-A2-B-E2-F-H1-N-R-R1-U2-V-Z1                | 34092               | A1-A2-B-F-F1-R-R1-V                  |
| 09749               | A-A1-A2-B-F-H-N-V-Z1                            | 09827               | A-A1-A2-B-F-F1-N-R-V-Z1                          | 34002               | A1-A2-B-J-L-N-U-Z1                            | 34093               | A1-A2-B-F-F1-R-R1-V                  |
| 09750               | A-A2-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1            | 09828               | A-A1-A2-B-J-L-N-T-V-Z1                           | 34004               | A1-A2-B-J-L-N-T-U-V                           | 34095               | A1-A2-B-V                            |
| 09751               | A1-A2-B-C-D-E-H-M-R-U                           | 09829               | A1-A2-B-C-N-R-V-Z1                               | 34007               | A-A1-A2-B-C1-F-F1-M-N-R-R1-V-Z1               | 34098               | A1-A2-B-V                            |
| 09752               | A1-A2-B-C-D-H-U                                 | 09830               | A1-A2-B-C-M-N-R-V-Z1                             | 34008               | A1-A2-B-B2-D-E1-F-H1-J-L-M-N-R-R1-T-V-Z1      | 34099               | A1-A2-B-V                            |
| 09759               | A-A1-A2-B-B2-C-C1-E2-F-F1-F2-J-L-N-R-R1-T-V-Z1  | 09831               | A1-A2-B-F-N-U-V-Z1                               | 34011               | A1-A2-B-B2-C1-E2-F-J-L-M-N-R-R1-T-V-Z1        | 96201               | A-A1-A2-B                            |
| 09762               | A-A1-A2-B-B2-E3-F-F1-J-L-N-R-R1-T-V-Z1          | 09832               | A-A1-A2-B-U1-V-Z1                                | 34020               | A1-A2-B-J-L-M-N-U-V-Z1                        | 96202               | A-A1-A2-B-U                          |
| 09769               | A-A1-A2-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1       | 09833               | A1-A2-B-U1-V-Z1                                  | 34021               | A1-A2-B-J-L-M-N-U-V-Z1                        | 96203               | A-A1-A2-B                            |
| 09777               | A-A1-A2-B-C-E1-L-M-N-R                          | 09834               | A1-A2-B-F-F1-R-R1-V-Z1                           | 34022               | A1-A2-B-D-F-J-L-M-N-U-V-Z1                    | 96204               | A-A1-A2-B                            |
| 09780               | A-A1-A2-B-F-H-N-R-V                             | 09835               | A-A1-A2-B-V-Z1                                   | 34023               | A1-A2-B-J-L-M-N-U-V-Z1                        | 96205               | A-A1-A2-B-U                          |
| 09798               | A1-A2-B-C-D-H-L-U-V                             | 09836               | A-A1-A2-B-C-F-M-V-Z1                             | 34024               | A1-A2-B-L-M-N-U-V-Z1                          | 96206               | A-A1-A2-B-U                          |
| 09801               | A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1              | 09837               | A1-A2-B-V-Z1                                     | 34025               | A1-A2-B-F-J-L-M-N-U-V-Z1                      | 96207               | A-A1-A2-B-V                          |
| <b>09802</b>        | <b>A-A1-A2-B-F-R-V-Z1</b>                       | 09838               | A1-A2-B-V-Z1                                     | 34030               | A1-A2-B-J-L-M-N-U-V-Z1                        | 96209               | A-A1-A2-B-J-L-N-T-U                  |
| 09803               | A1-A2-B-E2-E3-F-H1-I-N-R-R1-U1-V-Z1             | 09839               | A-A1-A2-B-U-V-Z1                                 | 34031               | A1-A2-B-J-L-M-N-U-V-Z1                        | 96213               | A-A1-A2-B-U                          |
| 09804               | A-A1-A2-B-F-F1-N-R-V-Z1                         | 09840               | A-A1-A2-B-V-Z1                                   | 34032               | A1-A2-B-J-L-M-N-T-U-V-Z1                      | 96214               | A-A1-A2-B-U                          |
| 09805               | A-A2-B-F-F1-R-R1-V-Z1                           | 09841               | A-A1-A2-B-N-R-U-Z1                               | 34033               | A1-A2-B-C-F-J-L-M-N-V-Z1                      | 96218               | A-A1-A2-B-U                          |
| <b>09806</b>        | <b>A-A1-A2-B-C1-E2-F-H1-I-L-M-N-R-R1-V-Z1</b>   | 09842               | A-A1-A2-B-M-N-R-Z1                               |                     |   | 96224               | 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                           |                     |   | 96257               | A-A1-A2-B-U                          |
| 09809               | A1-A2-B-V-Z1                                    | 09845               | A-A1-A2-B-B2-E3-F-F1-L-M-N-T-V-Z1                |                     |   | 96258               | A-A1-A2-B-U                          |
|                     |   | 09846               | A-A1-A2-B-B2-C1-F-J-L-N-R-R1-T-V-Z1              |                     |   | 96260               | A-A1-A2-B-U                          |
|                     |   | 09848               | A-A1-A2-B-F-M-R-V-Z1                             |                     |   | 96266               | A-A1-A2-B-U                          |
|                     |   | 09852               | A1-A2-B-E2-E3-F-H1-N-R-R1-U1-V-Z1                |                     |   | 96267               | A-A1-A2-B-U-V                        |
|                     |   |                     |  |                     |   | 96269               | A-A1-A2-B-U                          |
|                     |   |                     |  |                     |   | 96271               | A-A1-A2-B-U                          |
|                     |   |                     |  |                     |   | 96275               | A-A1-A2-B-V                          |
|                     |   |                     |  |                     |   | 96276               | A-A1-A2-B                            |
|                     |   |                     |  |                     |   | 96278               | A-A1-A2-B-U                          |
|                     |   |                     |  |                     |   | 96283               | A-A1-A2-B-U                          |
|                     |   |                     |  |                     |   | 96284               | A-A1-A2-B-U-V                        |
|                     |   |                     |  |                     |   | 96303               | A1-A2-B-H-J-L-M-N-T-W                |
|                     |   |                     |  |                     |   | 96306               | A1-A2-B-F-F1-F2-H-M-W                |
|                     |   |                     |  |                     |   | 96309               | A1-A2-B-M-V-W                        |

| APO/<br>FPO/<br>DPO | See<br>Restrictions     | APO/<br>FPO/<br>DPO | See<br>Restrictions           | APO/<br>FPO/<br>DPO | See<br>Restrictions                                    | APO/<br>FPO/<br>DPO | See<br>Restrictions |
|---------------------|-------------------------|---------------------|-------------------------------|---------------------|--|---------------------|---------------------|
| 96310               | A1-A2-B-M-W             | 96377               | A1-A2-B-M-W                   | 96544               | A1-A2-B-F-N-U3-V                                       | 96617               | A1-A2-B-F-F1-R-R1-V |
| 96319               | A1-A2-B-M-W             | 96378               | A1-A2-B-M-W                   | 96546               | A1-A2-B-F-U3   | 96619               | A1-A2-B-V           |
| 96321               | A1-A2-B-F-F1-F2-H-M-W   | 96379               | A1-A2-B-M-W                   | 96548               | A-A1-A2-B-H-M-U  | 96620               | A1-A2-B-F-F1-R-R1-V |
| 96322               | A1-A2-B-F-F1-F2-H-M-W   | 96384               | A1-A2-B-M-W                   | 96549               | A-A1-A2-B-H-M-U  | 96621               | A1-A2-B-V           |
| 96323               | A1-A2-B-M-V-W           | 96386               | A1-A2-B-M-W                   | 96550               | A-A1-A2-B-H-M-U-V                                      | 96622               | A1-A2-B-F-F1-R-R1-V |
| 96326               | A1-A2-B-M-W             | 96387               | A1-A2-B-M-W                   | 96551               | A-A1-A2-B-H-M-N-U                                      | 96624               | A1-A2-B-F-F1-R-R1-V |
| 96328               | A1-A2-B-M-W             | 96388               | A1-A2-B-M-W                   | 96552               | A1-A2-B  | 96628               | A1-A2-B-F-F1-R-R1-V |
| 96330               | A1-A2-B-M-W             | 96401               | A1-A2-B-F-N-V-Z1              | 96553               | A-A1-A2-B-F-F1-H-M-U                                   | 96629               | A1-A2-B-F-F1-R-R1-V |
| 96336               | A1-A2-B-M-V-W           | 96427               | A-A1-A2-B-C1-E2-F-H1-M-R-R1-V | 96554               | A-A1-A2-B-H-M-U  | 96643               | A1-A2-B-F-F1-R-R1-V |
| 96337               | A1-A2-B-M-W             | 96447               | A1-A2-B-F-N-U3-V-V1           | 96555               | A1-A2-B-F-M-V  | 96650               | A1-A2-B-F-F1-R-R1-V |
| 96338               | A1-A2-B-M-W             | 96501               | A-A1-A2-B-N-V                 | 96557               | A1-A2-B-F-M-V  | 96657               | A1-A2-B-F-F1-R-R1-V |
| 96339               | A1-A2-B-M-V-W           | 96502               | A1-A2-B-F-N-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 | 96660               | A1-A2-B-F-F1-R-R1-V |
| 96343               | A1-A2-B-M-W             | 96503               | A1-A2-B-F-N-U3-V              | 96577               | A-A1-A2-B-F-H-M-N-U                                    | 96661               | A1-A2-B-F-F1-R-R1-V |
| 96346               | A1-A2-B-F-F1-F2-H-M-V-W | 96507               | A-A1-A2-B-F-V                 | 96578               | A1-A2-B-B2-F1-H-J-N-R                                  | 96662               | A1-A2-B-F-F1-R-R1-V |
| 96347               | A1-A2-B-F-F1-F2-H-M-W   | 96510               | A1-A2-B-I-N-V                 | 96595               | A1-A2-B-V  | 96663               | A1-A2-B-F-F1-R-R1-V |
| 96348               | A1-A2-B-F-F1-F2-H-M-W   | 96511               | A1-A2-B-I-N-V                 | 96598               | A1-A2-B-V  | 96664               | A1-A2-B-V           |
| 96349               | A1-A2-B-F-F1-F2-H-M-W   | 96515               | A1-A2-B-D-F-U3                | 96599               | A1-A2-B-N-O-V-V1                                       | 96665               | A1-A2-B-V           |
| 96350               | A1-A2-B-F-F1-F2-H-M-W   | 96516               | A1-A2-B-D-F                   | 96599               | A1-A2-B-N-V  | 96666               | A1-A2-B-V           |
| 96351               | A1-A2-B-F-F1-F2-H-M-W   | 96517               | A1-A2-B-F-U3-V                | 96601               | A1-A2-B-V  | 96667               | A1-A2-B-F-F1-R-R1-V |
| 96362               | A1-A2-B-F-F1-F2-M-W     | 96520               | A1-A2-B-F-N-U3-V              | 96602               | A1-A2-B-V  | 96668               | A1-A2-B-F-F1-R-R1-V |
| 96365               | A1-A2-B-M-V-W           | 96521               | A1-A2-B-F-N-U3                | 96603               | A1-A2-B-V  | 96669               | A1-A2-B-F-F1-R-R1-V |
| 96367               | A1-A2-B-L-M-W           | 96522               | A1-A2-B-F-N-U                 | 96604               | A1-A2-B-V  | 96670               | A1-A2-B-V           |
| 96368               | A1-A2-B-M-W             | 96530               | A-A1-A2-B-F-F1-H-H1-M-N-U-V   | 96605               | A1-A2-B-V  | 96671               | A1-A2-B-F-F1-R-R1-V |
| 96370               | A1-A2-B-F-F1-F2-H-M-W   | 96531               | A-A1-A2-B-F-F1-H-M-N-U-V      | 96606               | A1-A2-B-V  | 96672               | A1-A2-B-F-F1-R-R1-V |
| 96372               | A1-A2-B-M-W             | 96532               | A-A1-A2-B-H-J-L-M-N-T-U-V     | 96607               | A1-A2-B-V  | 96673               | A1-A2-B-V           |
| 96373               | A1-A2-B-M-W             | 96534               | A-A1-A2-B-F-U                 | 96608               | A1-A2-B-V  | 96674               | A1-A2-B-F-F1-R-R1-V |
| 96374               | A1-A2-B-M-W             | 96535               | A-A1-A2-B-F-V                 | 96609               | A1-A2-B-V  | 96675               | A1-A2-B-F-F1-R-R1-V |
| 96375               | A1-A2-B-M-W             | 96537               | A1-A2-B-V                     | 96610               | A1-A2-B-V  | 96677               | A1-A2-B-F-F1-R-R1-V |
| 96376               | A1-A2-B-M-W             | 96538               | A1-A2-B-V                     | 96611               | A1-A2-B-V  | 96678               | A1-A2-B-F-F1-R-R1-V |
|                     |                         | 96540               | A1-A2-B-V                     | 96613               | A-A1-A2-B-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1                | 96679               | A1-A2-B-F-F1-R-R1-V |
|                     |                         | 96541               | A1-A2-B-V                     | 96614               | A-A1-A2-B-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1                | 96681               | A1-A2-B-V           |
|                     |                         | 96542               | A1-A2-B-V                     | 96615               | A1-A2-B-F-F1-R-R1-V                                    | 96682               | A1-A2-B-V           |
|                     |                         | 96543               | A1-A2-B-P-V                   | 96616               | A1-A2-B-F-F1-R-R1-V                                    | 96683               | A1-A2-B-V           |
|                     |                         |                     |                               |                     |  | 96686               | A1-A2-B-V           |
|                     |                         |                     |                               |                     |  | 96687               | A1-A2-B-V           |
|                     |                         |                     |                               |                     |  | 96698               | A1-A2-B-V           |

## RESTRICTIONS

### LEGEND

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

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

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

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

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

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

**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.



February 2013

## 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:** Arike Aina  
Born: 11-16-95  
Date Missing: 12-10-12  
Missing From: Miami, FL



**Name:** Daphne Bartley  
Born: 2-5-96  
Date Missing: 1-17-13  
Missing From: Panama City, FL



**Name:** Meredith Cooper  
Born: 1-25-96  
Date Missing: 12-15-12  
Missing From: Palm Beach Gardens, FL



**Name:** Lisa Darrow  
Born: 2-27-95  
Date Missing: 1-26-12  
Missing From: Bellingham, WA



**Name:** Evelyn Gary  
Born: 5-20-96  
Date Missing: 12-6-12  
Missing From: Duluth, GA

**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).

February 2013

## 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:** Satia Jackson  
Born: 7-29-95  
Date Missing: 12-14-12  
Missing From: Seattle, WA



**Name:** Astrid Landeros  
Born: 7-29-97  
Date Missing: 12-13-12  
Missing From: Portland, OR



**Name:** Kyla Murphy  
Born: 10-11-96  
Date Missing: 12-2-12  
Missing From: Middleburg, FL



**Name:** Sherissa Oakley  
Born: 10-31-96  
Date Missing: 12-10-12  
Missing From: Raleigh, NC



**Name:** Jordan Snead  
Born: 8-25-96  
Date Missing: 12-7-12  
Missing From: Norfolk, VA

**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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February 2013

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**Name:** Emily Susana  
Born: 5-8-96  
Date Missing: 12-2-12  
Missing From: Lakeland, FL



**Name:** Teliea Williams  
Born: 10-7-98  
Date Missing: 12-2-12  
Missing From: Las Vegas, NV



**Name:** Sabrina Winchell  
Born: 7-21-95  
Date Missing: 12-15-12  
Missing From: Columbia, MO

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

## Publications

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

Effective February 7, 2013, 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 |
|----------|-----------|
| 06930    | 3         |
| 23284    | 35        |
| 23298    | 35        |
| 90038    | 39        |
| 97752    | 6         |

\* \* \* \*

[Delete the following entries:]

| ZIP Code |
|----------|
| 51106    |

\* \* \* \*

[Revise the following entries:]

| ZIP Code | Fee Group | ZIP Code | Fee Group |
|----------|-----------|----------|-----------|
| 12510    | 4         | 60122    | 36        |
| 37308    | 6         | 60128    | 36        |
| 46207    | 36        | 60132    | 36        |
| 46221    | 34        | 60192    | 33        |
| 46231    | 34        | 60197    | 36        |
| 46255    | 36        | 60568    | 36        |
| 46262    | 36        | 60572    | 34        |
| 46266    | 36        | 60670    | 35        |
| 46277    | 36        | 60673    | 35        |
| 46283    | 36        | 60674    | 35        |
| 46713    | 4         | 60675    | 35        |
| 46801    | 35        | 60677    | 35        |
| 48069    | 35        | 60678    | 35        |
| 48086    | 35        | 60682    | 35        |
| 48231    | 35        | 60685    | 35        |
| 48255    | 35        | 60686    | 35        |
| 48264    | 35        | 60687    | 35        |
| 48266    | 35        | 60691    | 35        |
| 48267    | 35        | 60693    | 35        |
| 48268    | 35        | 60694    | 35        |
| 48272    | 35        | 60695    | 35        |
| 48275    | 35        | 60696    | 35        |

| ZIP Code | Fee Group | ZIP Code | Fee Group |
|----------|-----------|----------|-----------|
| 48277    | 35        | 60697    | 35        |
| 48278    | 35        | 61126    | 34        |
| 48288    | 35        | 61650    | 34        |
| 49018    | 34        | 62719    | 34        |
| 53259    | 34        | 62726    | 34        |
| 53263    | 33        | 62736    | 34        |
| 53267    | 34        | 62761    | 34        |
| 53268    | 34        | 62767    | 34        |
| 53278    | 34        | 62776    | 34        |
| 53288    | 34        | 62786    | 34        |
| 53290    | 34        | 62794    | 34        |
| 53293    | 34        | 62796    | 34        |
| 53785    | 33        | 63150    | 34        |
| 53786    | 33        | 63171    | 34        |
| 53789    | 33        | 63179    | 34        |
| 53790    | 33        | 63182    | 34        |
| 53793    | 33        | 63195    | 34        |
| 53794    | 33        | 63197    | 34        |
| 54306    | 40        | 79849    | 36        |
| 60116    | 36        |          |           |

\* \* \* \*

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, 2-7-13

## Forms

### Documentation Needed with Collect on Delivery (COD) PS Form 3816-AS, COD Card-Firm Mailings

Effective immediately, mailers using privately printed COD PS Form 3816-AS must also include PS Form 3877, *Firm Mailing Book for Accountable Mail* (or USPS®-approved facsimile), in duplicate, when presenting COD items for mailing in order to obtain a mailing receipt and provide a copy to the origin Post Office™. Currently, some customers who use a privately printed PS Form 3816-AS are not routinely including a PS Form 3877 in duplicate, at the time of the COD mailing.

The duplicate PS Form 3877, when used in combination with PS Form 3816-AS, serves as both the mailer's copy and the mailing Post Office copy, in lieu of copy 3 and copy 4 of the USPS-provided PS Form 3816. Mailers must retain their copy of PS Form 3877 as a mailing receipt. The mailing Post Office will maintain the additional copy of the PS Form 3877 for Postal Service™ records for two years.

This process ensures that customers using privately printed COD labels have the proper documentation in the event of an indemnity claim for a COD item. The mailing receipt provides evidence of value and the insurance coverage required for such claims. The Postal Service must be able to reconcile the payments for postage and fees paid on a COD item to consider the customer's request for reimbursement. PS Form 3877 ensures the customer has proper documentation and the claim request is not delayed.

Failure to use a PS Form 3877 (in duplicate) in conjunction with a privately printed PS Form 3816-AS at the time of mailing may result in the denial of a claim due to the lack of a postmarked original mailing receipt.

— *Shipping Products Development,  
New Products & Innovation, 2-7-13*

## Notices

### Correction: Notice 123, Price List

Product Classification identified a typographical error in the January 27, 2013, Notice 123, *Price List*, page 54, Business Reply Mail. The 1-ounce parcel price was identified as \$2.05.

The corrected information is given below in bold.

**The typographical error was corrected to reflect the accurate price of \$2.07.** This correction was made in the

January 27, 2013, online and hard copy versions of the Notice 123, *Price List*, and in the January 27, 2013, online version of the *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)*.

— *Product Classification,  
Pricing, 2-7-13*



**DID YOU  
KNOW** ?

**More than 4,000  
remote locations  
within the postal  
system receive  
Internet service by  
satellite.**



# Organization Information

## Finance

### Penalty Mail Stamps

Effective January 27, 2013, Penalty Mail Stamps will no longer be sold by the US Postal Service®. Federal agencies that have remaining stock can still use those stamps until their stock is exhausted.

Official Mail agencies that pay through the Official Mail Accounting System (OMAS) can purchase Forever® stamps and other denominations using PS Form 17-G, *Federal Agency Stamp Requisition*. The new PS Form 17-G (shown on page 59) has updated ordering instructions, new item numbers, and prices, and is processed by the Kansas City Stamp Distribution Center (SDC) only. Agencies must obtain

approval from their agency mail manager before placing an order for stamps. Orders processed using the PS Form 17-G will be reflected on the agency's monthly OMAS report.

For any questions about additional denominated stamps not included on the PS Form 17-G, please contact the Kansas City SDC at [KansasCitySDC@usps.gov](mailto:KansasCitySDC@usps.gov). For specific OMAS questions, please email [OMASHQ@usps.gov](mailto:OMASHQ@usps.gov).

— Revenue and Field Accounting,  
Controller, 2-7-13

## 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          |
|--------------------------|----------------------|------------------------|-----------------------------|--------------|---------------|-------------------|
| 2/7/13-2/9/13            | jcp — Wk1 Sephora    | Standard A/Letter      | 1.2                         | National     | 3/5 Digit     | Harte-Hanks/RDD   |
| 2/11/13-2/14/13          | Home At Five         | Standard Catalog       | 1.0                         | National     | 3/5 Digit     | Quad Graphics     |
| 2/12/13-2/15/13          | Feb/March Costco Com | Standard Flat          | 3.0                         | National     | 3/5 Digit     | Segerdahl Graphic |
| 2/19/13-2/22/13          | Midnight Velvet      | Standard Catalog       | 7.0                         | National     | 3/5 Digit     | Quad Graphics     |

— Business Customer Support and Services, Customer and Industry Affairs, 2-7-13



### Federal Agency Stamp Requisition

**Instructions**

1. This form is ONLY to be used by Federal Agencies that have an Official Mail account. Type or print clearly. Please obtain approval for the order from your Agency Mail Manager.
2. Minimum dollar value per order is \$40.00. Orders received for less than \$40.00 will have additional coils of stamps added to the order to satisfy the minimum order. **Stamps are available only in multiples Panes of 20, Books of 20 or Coils of 100. For all additional denominated stamps, please inquire by sending email to KansasCitySDC@usps.gov.**
3. Enter your name, address, telephone number with area code, and name of your federal government department or agency in the "Ordered By" block.
4. Enter in numeric only, the Date of Order, the Agency Code, and the Agency Cost Code in the blocks provided. (Agency Code and Agency Cost Code are special codes you receive from your headquarters mail manager.) The Agency Code must be entered. The Agency Cost Code (provided by your agency) is preferred.
5. Enter the name and complete address of the individual to whom the stamps will be sent in the Shipping Label block.
6. TO ORDER: Multiply the number of stamps, coils, or boxes by the denomination or unit price. Enter the totals in each category of purchase (stamps, coils or boxes). Add each category then enter the total dollar and cents amount for the order in the Requisition Total column.
7. Keep a copy for your records.
8. This form can be sent via fax to 816-455-6970, email: *KansasCitySDC@usps.gov* or send via mail to:

Kansas City SDC  
 United States Postal Service  
 8300 NE Underground Dr. Pillar 225  
 Kansas City, MO 64161-9995

**Ordered By**

Name and Title \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, ZIP+4® \_\_\_\_\_

Telephone Number (Include area code) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Signature \_\_\_\_\_

Department/Agency \_\_\_\_\_

|   |   |   |
|---|---|---|
| Date of Order   | Agency Code   | Agency Cost Code  |
| ____   ____   ____   ____   ____   ____<br>Month Day Year | ____   ____   ____   ____   ____   ____   ____   ____   ____   ____ | ____   ____   ____   ____   ____   ____   ____   ____   ____   ____ |

| Item Number                              | Description/<br>Denomination   | Quantity of<br>Panels or<br>Books | X | Price    | = | Amount |
|--|--------------------------------|-----------------------------------|---|----------|---|--------|
| 104100                                   | 1c<br>Pane of 20               |                                   | X | 20¢      | = |        |
| 107200                                   | 2c<br>Pane of 20               |                                   | X | 40¢      | = |        |
| 103300                                   | 3c<br>Pane of 20               |                                   | X | 60¢      | = |        |
| 100400                                   | 4c<br>Pane of 20               |                                   | X | 80¢      | = |        |
| 101600                                   | 20c<br>Pane of 20              |                                   | X | \$4.00   | = |        |
| 116200                                   | 33c<br>Pane of 20              |                                   | X | \$6.60   | = |        |
| 109600                                   | \$1.00<br>Pane of 20           |                                   | X | \$20.00  | = |        |
| 109500                                   | \$5.00<br>Pane of 20           |                                   | X | \$100.00 | = |        |
|  | 46c<br>Book of 20<br>(Forever) |                                   | X | \$9.20   | = |        |
|  |                                |                                   |   |          |   |        |
|  |                                |                                   |   |          |   |        |
|  |                                |                                   |   |          |   |        |
| <b>Total Stamp Denomination Purchase</b> |                                |                                   |   |          |   |        |

| Item Number                      | Description/<br>Denomination        | Quantity of<br>Coils | X | Price   | = | Amount |
|----------------------------------|-------------------------------------|----------------------|---|---------|---|--------|
| 771800                           | 20c<br>Coil of 100 for<br>2nd ounce |                      | X | \$20.00 | = |        |
| 789500                           | 33c<br>Coil of 100<br>for Postcards |                      | X | \$33.00 | = |        |
| 788700                           | 46c<br>Coil of 100<br>FCM (Forever) |                      | X | \$46.00 | = |        |
| <b>Total Stamp Unit Purchase</b> |                                     |                      |   |         |   |        |

| Item Number                                  | Description                             | Quantity of<br>Boxes | X | Price    | = | Amount |
|--|---|----------------------|---|----------|---|--------|
| 231700                                       | #10, Regular<br>Envelope,<br>Box of 500 |                      | X | \$290.00 | = |        |
| <b>Total Stamped Boxed Envelope Purchase</b> |   |                      |   |          |   |        |

|   |             |
|---|-------------|
| <b>Requisition Total \$</b>                         |             |
| <i>Print Clearly -- This Is Your Shipping Label</i> |             |
| Name & Title _____                                  |             |
| Office/Unit _____                                   |             |
| Street Address _____                                |             |
| City _____  |             |
| State _____   | Zip+4 _____ |

## Pricing

### Ordering Instructions for January 2013 Postage Statements

Product Classification updated the following postage statement(s) and related form(s) with the January 2013 standards and pricing changes. The postage statements are available online at <http://about.usps.com/forms/welcome.htm>, or Post Offices™ may purchase these forms for their customers through the Material Distribution Center (MDC) by using touch-tone order entry (TTOE) at 800-273-1509.

**Note:** You must register to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. Please wait 24 hours (or the next business day) before placing your first order.

- PS Form 3541, *Postage Statement — Periodicals — One Issue or One Edition.*
- PS Form 3600-EZ, *Postage Statement — First-Class Mail — Easy — Nonautomation Letters, Cards, or Flats.*
- PS Form 3600-FCM, *Postage Statement — First-Class Mail and First-Class Package Service.*
- PS Form 3600-PM, *Postage Statement — Priority Mail — Permit Imprint.*

- PS Form 3602-EZ, *Postage Statement — Standard Mail — Easy — Nonautomation Letters or Flats.*
- PS Form 3602-N, *Postage Statement — Nonprofit Standard Mail.*
- PS Form 3602-NZ, *Postage Statement — Nonprofit Standard Mail — Easy — Nonautomation Letters or Flats.*
- PS Form 3602-R, *Postage Statement — Standard Mail.*
- PS Form 3605-R, *Postage Statement — Package Services.*
- PS Form 3621-A, *Renewal Notice for Annual Fee(s)*
- PS Form 3700, *Postage Statement — International Mail.*

In addition, the following postage statement and related form is obsolete and will no longer be available.

- PS Form 3602-G, *Postage Statement — Penalty Permit Imprint.*

— Product Classification,  
Pricing, 2-7-13

## Stamp Services

### Stamp Announcement 13-13: Muscle Cars Stamps



#### © 2012 USPS

On February 22, 2013, in Daytona Beach, Florida, the Postal Service™ will issue *Muscle Cars* commemorative First-Class Mail® stamps (Forever® priced at 46 cents) in five designs in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 470500).

The stamp will go on sale nationwide February 22, 2013.

The *Muscle Cars* stamp issuance celebrates the high-performance vehicles that captured our imagination when they first roared onto our roads in the 1960s. The five cars depicted are the 1966 Pontiac GTO, the 1967 Shelby GT-500, the 1969 Dodge Charger Daytona, the 1970 Plymouth Hemi 'Cuda, and the 1970 Chevelle SS. Art director Carl T. Herrman designed the stamps, which were created by artist Tom Fritz. This is the third issuance in the *America on the Move* series.

To learn more about the stories behind the stamps, visit [www.beyondtheperf.com](http://www.beyondtheperf.com).

#### **Distribution: Item 470500, Muscle Cars Commemorative First-Class Mail (Forever stamp priced at 46 cents) PSA Pane of 20 Stamps**

Stamp distribution offices (SDOs) and stamp distribution centers (SDCs) will receive their normal automatic distribution quantity of *Muscle Cars* stamps. Distributions are rounded up to the nearest master carton size of 40,000 stamps.

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

SDOs/SDCs will make a subsequent automatic distribution to Post Offices™ of a quantity to cover approximately 45 days of sales. 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). Post Offices requiring these items must requisition them from their designated SDO/SDC using PS Form 17, *Stamp Requisition/Stamp Return*. Post Offices should not sell the stamp prior to first-day of-issue.

#### **Sales Policy**

All Post Offices should maintain a sufficient inventory level of this item 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/stamps](http://www.usps.com/stamps), 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:

Muscle Cars Stamps  
Postmaster  
500 Bill France Blvd.  
Daytona Beach, FL 32114-9998

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 April 22, 2013.

### Special Dedication Postmarks

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

### Guidelines for Finalizing Muscle Cars Stamp Pictorial Postmark Art



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

The Postal Service must make all special postmarks known to collectors through advance publicity in the *Postal Bulletin*. Therefore, all special dedication cancellations must be reported to Stamp Services 4 weeks before the events using PS Form 413, *Pictorial Postmark Announcement/Report*. To get a copy of the form, go to <http://blue.usps.gov/formmgmt/forms/ps413.pdf>

### 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 [usps.com/stamps](http://usps.com/stamps) 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 eight philatelic products available for this stamp issue:

- 470506\*, Press Sheet with Die Cuts, \$92.00 (print quantity of 2,500).
- 470508\*, Press Sheet without Die Cuts, \$92.00 (print quantity of 2,500).
- 470510\*, Keepsake (Pane & Digital Color Postmark Set of 5), \$17.95.
- 470516\*, First-Day Cover Set of 5, \$4.50.
- 470521\*, Digital Color Postmark Set of 5, \$8.05.
- 470530\*, Ceremony Program (random single), \$6.95.
- 470531\*, Stamp Deck Card, \$0.95.
- 470532\*, Stamp Deck Card w/Digital Color Postmark (random single), \$1.96.

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>Muscle Cars Stamps</i>   |
| Item Number:                  | 470500  |
| Denomination & Type of Issue: | First-Class Mail Forever Commemorative  |
| Format:                       | Pane of 20 (5 designs)  |
| Series:                       | <i>America on the Move</i>  |
| Issue Date & City:            | February 22, 2013, Daytona Beach, FL 32114  |
| Designer:                     | Carl T. Herrman, North Las Vegas, NV  |
| Art Director:                 | Carl T. Herrman, North Las Vegas, NV  |
| Typographer:                  | Carl T. Herrman, North Las Vegas, NV  |
| Artist:                       | Tom Fritz, Newbury Park, CA   |
| Engraver:                     | WRE-Greensboro  |
| Modeler:                      | Avery Dennison, Designed and Engineered Solutions   |
| Manufacturing Process:        | Gravure   |
| Printer:                      | Avery Dennison (AVR)  |
| Printed at:                   | AVR, Clinton, SC  |
| Press Type:                   | Dia Nippon Kiko (DNK)   |
| Stamps per Pane:              | 20  |
| Print Quantity:               | 35 million stamps   |
| Paper Type:                   | Prephosphored, Type II  |
| Adhesive Type:                | Pressure-sensitive  |
| Processed at:                 | AVR, Clinton, SC  |
| Colors:                       | Yellow, Magenta, Cyan, Black, 8223 (Blue)   |
| Stamp Orientation:            | Horizontal  |
| Image Area (w x h):           | 1.42 x 0.84 in./36.06 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):       | 7.25 x 6.3 in./184.15 x 167.67 mm   |
| Plate Size:                   | 200 stamps per revolution   |
| Plate Numbers:                | "V" followed by five (5) single digits  |
| Marginal Markings:            |   |
| Front:                        | Header: "MUSCLE CARS" • AMERICA ON THE MOVE • Plate number at bottom left and right of pane   |
| Back:                         | ©2012 USPS • USPS Logo • Plate position diagram • Barcode (470500) in upper right and lower left corners of pane • Fast, powerful, and ... spirit. • Short description of each muscle car on back of pane • Promotional text • Proprietary notice |

— Stamp Services,  
Marketing and Sales, 2-7-13

## Stamp Announcement 13-14: Bank Swallow Stamped Envelope



© 2012 USPS

On March 1, 2013, in Sacramento, California, the Postal Service™ will issue a *Bank Swallow* stamped envelope (Forever® priced at 46 cents).

In 2013, the U.S. Postal Service® will issue a stamped envelope featuring the bank swallow, the smallest swallow in North America. The art, based on photographs, shows a large illustration of a bank swallow perched next to a smaller illustration of the bird in flight. The bank swallow is a songbird that typically nests in sandy banks overlooking lakes and streams. Art director William J. Gicker designed the envelope, using illustrations created by artist Matthew Frey.

The WAG (water-activated gum) *Bank Swallow* (Forever) stamped envelopes will be available in the following formats only through Stamp Fulfillment Services at [www.usps.com/stamps](http://www.usps.com/stamps) or 800-782-6724:

- #10 regular envelope (Item 210900).
- #10 window envelope (Item 210000).
- #9 regular envelope (Item 211100).
- #9 window envelope (Item 211200).
- #6 ¾ regular envelope (Item 265600).
- #6 ¾ window envelope (Item 265700).

The PSA (pressure-sensitive adhesive) *Bank Swallow* (Forever) stamped envelopes will be available in the following formats in the field and through Stamp Fulfillment Services:

- #10 regular envelope (Item 231300).
- #10 window envelope (Item 231400).
- #9 regular envelope (Item 231500).
- #9 window envelope (Item 231600).
- #6 ¾ regular envelope (Item 270700).
- #6 ¾ window envelope (Item 270800).

To learn more about the stories behind the stamps, visit [www.beyondtheperf.com](http://www.beyondtheperf.com).

### Distribution: First-Class Mail® Rate Bank Swallow Stamped Envelopes (Forever priced at 58 cents – 46-cent postage plus 12-cent surcharge)

Stamp distribution offices (SDOs) and stamp distribution centers (SDCs) will receive their standard automatic distribution quantities of the PSA stamped envelopes. Distributions are rounded up to the nearest master carton sizes:

- #10 regular envelope (Item 231300), Qty. 2500.
- #10 window envelope (Item 231400), Qty. 2500.
- #9 regular envelope (Item 231500), Qty. 2500.
- #9 window envelope (Item 231600), Qty. 2500.
- #6 ¾ regular envelope (Item 270700), Qty. 5000.
- #6 ¾ window envelope (Item 270800), Qty. 5000.

### Initial Supply to Post Offices

SDOs/SDCs will not make any automatic distribution to Post Offices™. Post Offices requiring items 231300, 231400, 231500, 231600, 270700, or 270800 must requisition them from their designated SDO/SDC using PS Form 17, *Stamp Requisition/Stamp Return*. Post Offices may preorder these stamps 30 days prior to first-day-of-issue through the eBuy2 SEAM Catalog. Post Offices should not sell the stamp prior to first-day-of-issue.

### Sales Policy

All Post Offices should maintain a sufficient inventory level of this item 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/stamps](http://www.usps.com/stamps), 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:

Bank Swallow Stamped Envelope  
Sacramento Post Office  
2000 Royal Oaks Drive  
Sacramento, CA 95813-0008

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 May 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/](http://www.usps.com/)



[stamps](#) 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 13 philatelic products available for this stamped envelope issue:

- 210916\*, #10 Regular WAG First-Day Cover, \$0.70.
- 210016\*, #10 Window WAG First-Day Cover, \$0.70.
- 211116\*, #9 Regular WAG First-Day Cover, \$0.70.
- 211216\*, #9 Window WAG First-Day Cover, \$0.70.
- 265616\*, #6 ¾ Regular WAG First-Day Cover, \$0.70.
- 265716\*, #6 ¾ Window WAG First-Day Cover, \$0.70.
- 231316\*, #10 Regular PSA First-Day Cover, \$0.70.
- 231416\*, #10 Window PSA First-Day Cover, \$0.70.
- 231516\*, #9 Regular PSA First-Day Cover, \$0.70.
- 231616\*, #9 Window PSA First-Day Cover, \$0.70.
- 270716\*, #6 ¾ Regular PSA First-Day Cover, \$0.70.
- 270816\*, #6 ¾ Window PSA First-Day Cover, \$0.70.
- 231334\*, Bank Swallow 10pk. with Seals, \$9.95.

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>Bank Swallow Stamped Envelope</i>  |
| Item Number:                  | 210900  |
| Denomination & Type of Issue: | First-Class Stamped Envelope Forever  |
| Format:                       | #10 Regular Envelope  |
| Issue Date & City:            | March 1, 2013, Sacramento, CA 95813 (No Ceremony)   |
| Art Director:                 | William J. Gicker, USPS   |
| Designer:                     | William J. Gicker, USPS   |
| Typographer:                  | Greg Breeding, Charlottesville, VA  |
| Artist:                       | Matthew Frey, Annapolis, MD   |
| Modeler:                      | Joseph Sheeran  |
| Manufacturing Process:        | Offset/Microprint "USPS"  |
| Printer:                      | Ashton Potter (USA) Ltd. (APU)  |
| Printed at:                   | Williamsville, NY   |
| Press Type:                   | Mueller, A76  |
| Folding Machine:              | W&D #527  |
| Stamps per Pane/Sheet:        | N/A   |
| Print Quantity:               | Fulfillment   |
| Paper Type:                   | 61# Postal Envelope, Block, Type III  |
| Adhesive Type:                | Water-activated   |
| Processed at:                 | Ashton Potter, Cheektowaga, NY  |
| Colors:                       | Black, Cyan, Magenta, Yellow, PMS 339 (Green)   |
| Envelope Orientation:         | Horizontal  |
| Envelope Size (w x h):        | 9.5 x 4.125 in./241.30 x 104.76 mm  |
| Image Size (w x h):           | 1.600 x 1.513 in./40.64 x 38.43 mm  |
| Marginal Markings:            | © USPS 2012 • Sustainable Forestry Initiative Logo • "THIS ENVELOPE IS RECYCLABLE AND MADE WITH 30% POST-CONSUMER CONTENT" • Recycling Logo |

|                               |   |
|-------------------------------|---|
| Issue:                        | <i>Bank Swallow Stamped Envelope</i>  |
| Item Number:                  | 210000  |
| Denomination & Type of Issue: | First-Class Stamped Envelope Forever  |
| Format:                       | #10 Window Envelope   |
| Issue Date & City:            | March 1, 2013, Sacramento, CA 95813 (No Ceremony)   |
| Art Director:                 | William J. Gicker, USPS   |
| Designer:                     | William J. Gicker, USPS   |
| Typographer:                  | Greg Breeding, Charlottesville, VA  |
| Artist:                       | Matthew Frey, Annapolis, MD   |
| Modeler:                      | Joseph Sheeran  |
| Manufacturing Process:        | Offset/Microprint "USPS"  |
| Printer:                      | Ashton Potter (USA) Ltd. (APU)  |
| Printed at:                   | Williamsville, NY   |
| Press Type:                   | Mueller, A76  |
| Folding Machine:              | W&D #527  |
| Stamps per Pane/Sheet:        | N/A   |
| Print Quantity:               | Fulfillment   |
| Paper Type:                   | 61# Postal Envelope, Block, Type III  |
| Adhesive Type:                | Water-activated   |
| Processed at:                 | Ashton Potter, Cheektowaga, NY  |
| Colors:                       | Black, Cyan, Magenta, Yellow, PMS 339 (Green)   |
| Envelope Orientation:         | Horizontal  |
| Envelope Size (w x h):        | 9.5 x 4.125 in./241.30 x 104.76 mm  |
| Image Size (w x h):           | 1.600 x 1.513 in./40.64 x 38.43 mm  |
| Marginal Markings:            | © USPS 2012 • Sustainable Forestry Initiative Logo • "THIS ENVELOPE IS RECYCLABLE AND MADE WITH 30% POST-CONSUMER CONTENT" • Recycling Logo |

|                               |   |
|-------------------------------|---|
| Issue:                        | <i>Bank Swallow Stamped Envelope</i>  |
| Item Number:                  | 211100  |
| Denomination & Type of Issue: | First-Class Stamped Envelope Forever  |
| Format:                       | #9 Regular Envelope   |
| Issue Date & City:            | March 1, 2013, Sacramento, CA 95813 (No Ceremony)   |
| Art Director:                 | William J. Gicker, USPS   |
| Designer:                     | William J. Gicker, USPS   |
| Typographer:                  | Greg Breeding, Charlottesville, VA  |
| Artist:                       | Matthew Frey, Annapolis, MD   |
| Modeler:                      | Joseph Sheeran  |
| Manufacturing Process:        | Offset/Microprint "USPS"  |
| Printer:                      | Ashton Potter (USA) Ltd. (APU)  |
| Printed at:                   | Williamsville, NY   |
| Press Type:                   | Mueller, A76  |
| Folding Machine:              | W&D #527  |
| Stamps per Pane/Sheet:        | N/A   |
| Print Quantity:               | Fulfillment   |
| Paper Type:                   | 61# Postal Envelope, Block, Type III  |
| Adhesive Type:                | Water-activated   |
| Processed at:                 | Ashton Potter, Cheektowaga, NY  |
| Colors:                       | Black, Cyan, Magenta, Yellow, PMS 339 (Green)   |
| Envelope Orientation:         | Horizontal  |
| Envelope Size (w x h):        | 8.875 x 3.875 in./225.43 x 98.43 mm   |
| Image Size (w x h):           | 1.600 x 1.513 in./40.64 x 38.43 mm  |
| Marginal Markings:            | © USPS 2012 • Sustainable Forestry Initiative Logo • "THIS ENVELOPE IS RECYCLABLE AND MADE WITH 30% POST-CONSUMER CONTENT" • Recycling Logo |

|                               |   |
|-------------------------------|---|
| Issue:                        | <i>Bank Swallow Stamped Envelope</i>  |
| Item Number:                  | 211200  |
| Denomination & Type of Issue: | First-Class Stamped Envelope Forever  |
| Format:                       | #9 Window Envelope  |
| Issue Date & City:            | March 1, 2013, Sacramento, CA 95813 (No Ceremony)   |
| Art Director:                 | William J. Gicker, USPS   |
| Designer:                     | William J. Gicker, USPS   |
| Typographer:                  | Greg Breeding, Charlottesville, VA  |
| Artist:                       | Matthew Frey, Annapolis, MD   |
| Modeler:                      | Joseph Sheeran  |
| Manufacturing Process:        | Offset/Microprint "USPS"  |
| Printer:                      | Ashton Potter (USA) Ltd. (APU)  |
| Printed at:                   | Williamsville, NY   |
| Press Type:                   | Mueller, A76  |
| Folding Machine:              | W&D #527  |
| Stamps per Pane/Sheet:        | N/A   |
| Print Quantity:               | Fulfillment   |
| Paper Type:                   | 61# Postal Envelope, Block, Type III  |
| Adhesive Type:                | Water-activated   |
| Processed at:                 | Ashton Potter, Cheektowaga, NY  |
| Colors:                       | Black, Cyan, Magenta, Yellow, PMS 339 (Green)   |
| Envelope Orientation:         | Horizontal  |
| Envelope Size (w x h):        | 8.875 x 3.875 in./225.43 x 98.43 mm   |
| Image Size (w x h):           | 1.600 x 1.513 in./40.64 x 38.43 mm  |
| Marginal Markings:            | © USPS 2012 • Sustainable Forestry Initiative Logo • "THIS ENVELOPE IS RECYCLABLE AND MADE WITH 30% POST-CONSUMER CONTENT" • Recycling Logo |

|                               |   |
|-------------------------------|---|
| Issue:                        | <i>Bank Swallow Stamped Envelope</i>  |
| Item Number:                  | 265600  |
| Denomination & Type of Issue: | First-Class Stamped Envelope Forever  |
| Format:                       | #6 3/4 Regular Envelope   |
| Issue Date & City:            | March 1, 2013, Sacramento, CA 95813 (No Ceremony)   |
| Art Director:                 | William J. Gicker, USPS   |
| Designer:                     | William J. Gicker, USPS   |
| Typographer:                  | Greg Breeding, Charlottesville, VA  |
| Artist:                       | Matthew Frey, Annapolis, MD   |
| Modeler:                      | Joseph Sheeran  |
| Manufacturing Process:        | Offset/Microprint "USPS"  |
| Printer:                      | Ashton Potter (USA) Ltd. (APU)  |
| Printed at:                   | Williamsville, NY   |
| Press Type:                   | Halm Jet EM4000   |
| Folding Machine:              | W&D #527  |
| Stamps per Pane/Sheet:        | N/A   |
| Print Quantity:               | Fulfillment   |
| Paper Type:                   | 61# Postal Envelope, Block, Type III  |
| Adhesive Type:                | Water-activated   |
| Processed at:                 | Ashton Potter, Cheektowaga, NY  |
| Colors:                       | Black, Cyan, Magenta, Yellow, PMS 339 (Green),  |
| Envelope Orientation:         | Horizontal  |
| Envelope Size (w x h):        | 6.500 x 3.625 in./165.10 x 92.08 mm   |
| Image Size (w x h):           | 1.490 x 1.345 in./37.85 x 34.16 mm  |
| Marginal Markings:            | © USPS 2012 • Sustainable Forestry Initiative Logo • "THIS ENVELOPE IS RECYCLABLE AND MADE WITH 30% POST-CONSUMER CONTENT" • Recycling Logo |

|                               |   |
|-------------------------------|---|
| Issue:                        | <i>Bank Swallow Stamped Envelope</i>  |
| Item Number:                  | 265700  |
| Denomination & Type of Issue: | First-Class Stamped Envelope Forever  |
| Format:                       | #6 3/4 Window Envelope  |
| Issue Date & City:            | March 1, 2013, Sacramento, CA 95813 (No Ceremony)   |
| Art Director:                 | William J. Gicker, USPS   |
| Designer:                     | William J. Gicker, USPS   |
| Typographer:                  | Greg Breeding, Charlottesville, VA  |
| Artist:                       | Matthew Frey, Annapolis, MD   |
| Modeler:                      | Joseph Sheeran  |
| Manufacturing Process:        | Offset/Microprint "USPS"  |
| Printer:                      | Ashton Potter (USA) Ltd. (APU)  |
| Printed at:                   | Williamsville, NY   |
| Press Type:                   | Halm Jet EM4000   |
| Folding Machine:              | W&D #527  |
| Stamps per Pane/Sheet:        | N/A   |
| Print Quantity:               | Fulfillment   |
| Paper Type:                   | 61# Postal Envelope, Block, Type III  |
| Adhesive Type:                | Water-activated   |
| Processed at:                 | Ashton Potter, Cheektowaga, NY  |
| Colors:                       | Black, Cyan, Magenta, Yellow, PMS 339 (Green)   |
| Envelope Orientation:         | Horizontal  |
| Envelope Size (w x h):        | 6.5 x 3.625 in./165.10 x 92.08 mm   |
| Image Size (w x h):           | 1.490 x 1.345 in./37.85 x 34.16 mm  |
| Marginal Markings:            | © USPS 2012 • Sustainable Forestry Initiative Logo • "THIS ENVELOPE IS RECYCLABLE AND MADE WITH 30% POST-CONSUMER CONTENT" • Recycling Logo |

|                               |   |
|-------------------------------|---|
| Issue:                        | <i>Bank Swallow Stamped Envelope</i>  |
| Item Number:                  | 231300  |
| Denomination & Type of Issue: | First-Class Stamped Envelope Forever  |
| Format:                       | #10 Regular Envelope  |
| Issue Date & City:            | March 1, 2013, Sacramento, CA 95813 (No Ceremony)   |
| Art Director:                 | William J. Gicker, USPS   |
| Designer:                     | William J. Gicker, USPS   |
| Typographer:                  | Greg Breeding, Charlottesville, VA  |
| Artist:                       | Matthew Frey, Annapolis, MD   |
| Modeler:                      | Joseph Sheeran  |
| Manufacturing Process:        | Offset/Microprint "USPS"  |
| Printer:                      | Ashton Potter (USA) Ltd. (APU)  |
| Printed at:                   | Williamsville, NY   |
| Press Type:                   | Mueller, A76  |
| Folding Machine:              | W&D #527  |
| Stamps per Pane/Sheet:        | N/A   |
| Print Quantity:               | Fulfillment   |
| Paper Type:                   | 61# Postal Envelope, Block, Type III  |
| Adhesive Type:                | Pressure-sensitive  |
| Processed at:                 | Ashton Potter, Cheektowaga, NY  |
| Colors:                       | Black, Cyan, Magenta, Yellow, PMS 339 (Green)   |
| Envelope Orientation:         | Horizontal  |
| Envelope Size (w x h):        | 9.5 x 4.125 in./241.30 x 104.76 mm  |
| Image Size (w x h):           | 1.600 x 1.513 in./40.64 x 38.43 mm  |
| Marginal Markings:            | © USPS 2012 • Sustainable Forestry Initiative Logo • "THIS ENVELOPE IS RECYCLABLE AND MADE WITH 30% POST-CONSUMER CONTENT" • Recycling Logo |

|                               |   |
|-------------------------------|---|
| Issue:                        | <i>Bank Swallow Stamped Envelope</i>  |
| Item Number:                  | 231400  |
| Denomination & Type of Issue: | First-Class Stamped Envelope Forever  |
| Format:                       | #10 Window Envelope   |
| Issue Date & City:            | March 1, 2013, Sacramento, CA 95813 (No Ceremony)   |
| Art Director:                 | William J. Gicker, USPS   |
| Designer:                     | William J. Gicker, USPS   |
| Typographer:                  | Greg Breeding, Charlottesville, VA  |
| Artist:                       | Matthew Frey, Annapolis, MD   |
| Modeler:                      | Joseph Sheeran  |
| Manufacturing Process:        | Offset/Microprint "USPS"  |
| Printer:                      | Ashton Potter (USA) Ltd. (APU)  |
| Printed at:                   | Williamsville, NY   |
| Press Type:                   | Mueller, A76  |
| Folding Machine:              | W&D #527  |
| Stamps per Pane/Sheet:        | N/A   |
| Print Quantity:               | Fulfillment   |
| Paper Type:                   | 61# Postal Envelope, Block, Type III  |
| Adhesive Type:                | Pressure-sensitive  |
| Processed at:                 | Ashton Potter, Cheektowaga, NY  |
| Colors:                       | Black, Cyan, Magenta, Yellow, PMS 339 (Green)   |
| Envelope Orientation:         | Horizontal  |
| Envelope Size (w x h):        | 9.5 x 4.125 in./241.30 x 104.76 mm  |
| Image Size (w x h):           | 1.600 x 1.513 in./40.64 x 38.43 mm  |
| Marginal Markings:            | © USPS 2011 • Sustainable Forestry Initiative Logo • "THIS ENVELOPE IS RECYCLABLE AND MADE WITH 30% POST-CONSUMER CONTENT" • Recycling Logo |

|                               |   |
|-------------------------------|---|
| Issue:                        | <i>Bank Swallow Stamped Envelope</i>  |
| Item Number:                  | 231500  |
| Denomination & Type of Issue: | First-Class Stamped Envelope Forever  |
| Format:                       | #9 Regular Envelope   |
| Issue Date & City:            | March 1, 2013, Sacramento, CA 95813 (No Ceremony)   |
| Art Director:                 | William J. Gicker, USPS   |
| Designer:                     | William J. Gicker, USPS   |
| Typographer:                  | Greg Breeding, Charlottesville, VA  |
| Artist:                       | Matthew Frey, Annapolis, MD   |
| Modeler:                      | Joseph Sheeran  |
| Manufacturing Process:        | Offset/Microprint "USPS"  |
| Printer:                      | Ashton Potter (USA) Ltd. (APU)  |
| Printed at:                   | Williamsville, NY   |
| Press Type:                   | Halm Jet EM4000   |
| Folding Machine:              | W&D #527  |
| Stamps per Pane/Sheet:        | N/A   |
| Print Quantity:               | Fulfillment   |
| Paper Type:                   | 61# Postal Envelope, Block, Type III  |
| Adhesive Type:                | Pressure-sensitive  |
| Processed at:                 | Ashton Potter, Cheektowaga, NY  |
| Colors:                       | Black, Cyan, Magenta, Yellow, PMS 339 (Green)   |
| Envelope Orientation:         | Horizontal  |
| Envelope Size (w x h):        | 8.875 x 3.875 in./225.43 x 98.43 mm   |
| Image Size (w x h):           | 1.600 x 1.513 in./40.64 x 38.43 mm  |
| Marginal Markings:            | © USPS 2012 • Sustainable Forestry Initiative Logo • "THIS ENVELOPE IS RECYCLABLE AND MADE WITH 30% POST-CONSUMER CONTENT" • Recycling Logo |

|                               |   |
|-------------------------------|---|
| Issue:                        | <i>Bank Swallow Stamped Envelope</i>  |
| Item Number:                  | 231600  |
| Denomination & Type of Issue: | First-Class Stamped Envelope Forever  |
| Format:                       | #9 Window Envelope  |
| Issue Date & City:            | March 1, 2013, Sacramento, CA 95813 (No Ceremony)   |
| Art Director:                 | William J. Gicker, USPS   |
| Designer:                     | William J. Gicker, USPS   |
| Typographer:                  | Greg Breeding, Charlottesville, VA  |
| Artist:                       | Matthew Frey, Annapolis, MD   |
| Modeler:                      | Joseph Sheeran  |
| Manufacturing Process:        | Offset/Microprint "USPS"  |
| Printer:                      | Ashton Potter (USA) Ltd. (APU)  |
| Printed at:                   | Williamsville, NY   |
| Press Type:                   | Halm Jet EM4000   |
| Folding Machine:              | W&D #527  |
| Stamps per Pane/Sheet:        | N/A   |
| Print Quantity:               | Fulfillment   |
| Paper Type:                   | 61# Postal Envelope, Block, Type III  |
| Adhesive Type:                | Pressure-sensitive  |
| Processed at:                 | Ashton Potter, Cheektowaga, NY  |
| Colors:                       | Black, Cyan, Magenta, Yellow, PMS 339 (Green)   |
| Envelope Orientation:         | Horizontal  |
| Envelope Size (w x h):        | 8.875 x 3.875 in./225.43 x 98.43 mm   |
| Image Size (w x h):           | 1.600 x 1.513 in./40.64 x 38.43 mm  |
| Marginal Markings:            | © USPS 2012 • Sustainable Forestry Initiative Logo • "THIS ENVELOPE IS RECYCLABLE AND MADE WITH 30% POST-CONSUMER CONTENT" • Recycling Logo |

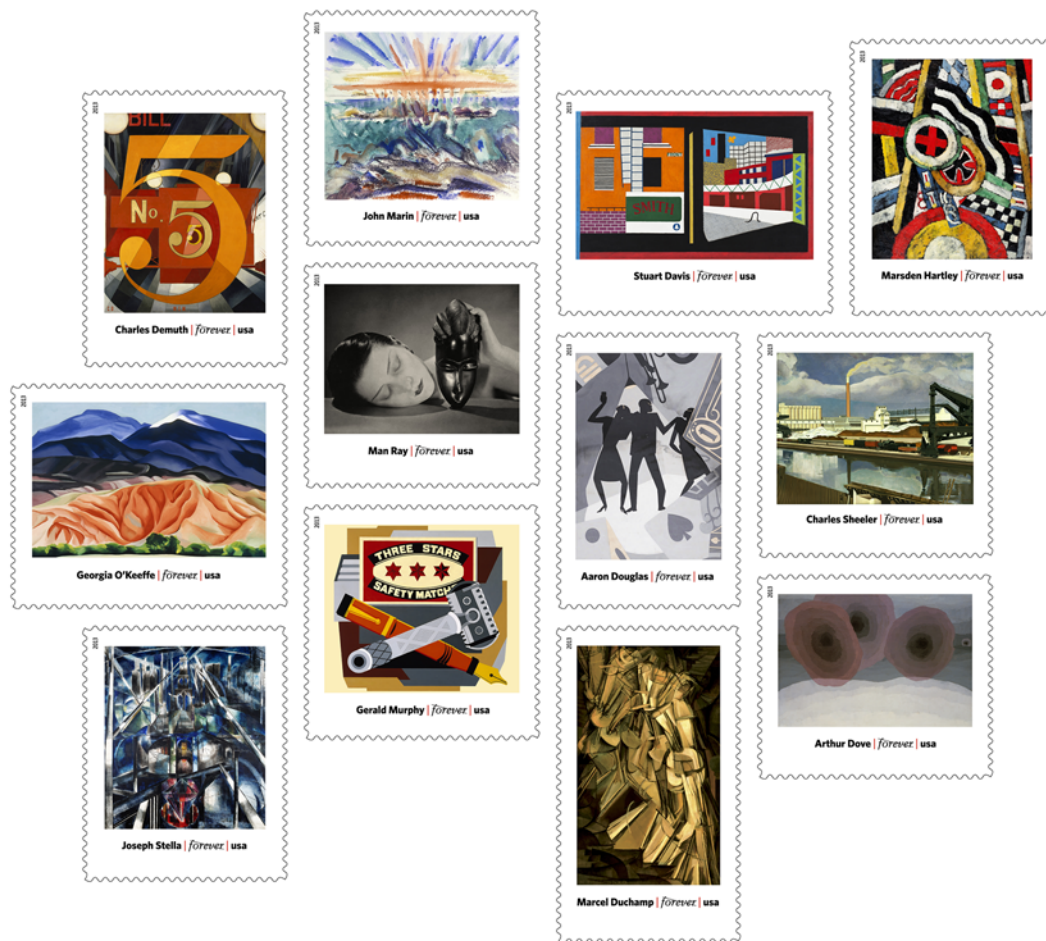
|                               |   |
|-------------------------------|---|
| Issue:                        | <i>Bank Swallow Stamped Envelope</i>  |
| Item Number:                  | 270700  |
| Denomination & Type of Issue: | First-Class Stamped Envelope Forever  |
| Format:                       | #6 3/4 Regular Envelope   |
| Issue Date & City:            | March 1, 2013, Sacramento, CA 95813 (No Ceremony)   |
| Art Director:                 | William J. Gicker, USPS   |
| Designer:                     | William J. Gicker, USPS   |
| Typographer:                  | Greg Breeding, Charlottesville, VA  |
| Artist:                       | Matthew Frey, Annapolis, MD   |
| Modeler:                      | Joseph Sheeran  |
| Manufacturing Process:        | Offset/Microprint "USPS"  |
| Printer:                      | Ashton Potter (USA) Ltd. (APU)  |
| Printed at:                   | Williamsville, NY   |
| Press Type:                   | Halm Jet EM4000   |
| Folding Machine:              | W&D #527  |
| Stamps per Pane/Sheet:        | N/A   |
| Print Quantity:               | Fulfillment   |
| Paper Type:                   | 61# Postal Envelope, Block, Type III  |
| Adhesive Type:                | Pressure-sensitive  |
| Processed at:                 | Ashton Potter, Cheektowaga, NY  |
| Colors:                       | Black, Cyan, Magenta, Yellow, PMS 339 (Green),  |
| Envelope Orientation:         | Horizontal  |
| Envelope Size (w x h):        | 6.500 x 3.625 in./165.10 x 92.08 mm   |
| Image Size (w x h):           | 1.490 x 1.345 in./37.85 x 34.16 mm  |
| Marginal Markings:            | © USPS 2012 • Sustainable Forestry Initiative Logo • "THIS ENVELOPE IS RECYCLABLE AND MADE WITH 30% POST-CONSUMER CONTENT" • Recycling Logo |

|                               |   |
|-------------------------------|---|
| Issue:                        | <i>Bank Swallow Stamped Envelope</i>  |
| Item Number:                  | 270800  |
| Denomination & Type of Issue: | First-Class Stamped Envelope Forever  |
| Format:                       | #6 3/4 Window Envelope  |
| Issue Date & City:            | March 1, 2013, Sacramento, CA 95813<br>(No Ceremony)  |
| Art Director:                 | William J. Gicker, USPS   |
| Designer:                     | William J. Gicker, USPS   |
| Typographer:                  | Greg Breeding, Charlottesville, VA  |
| Artist:                       | Matthew Frey, Annapolis, MD   |
| Modeler:                      | Joseph Sheeran  |
| Manufacturing Process:        | Offset/Microprint "USPS"  |
| Printer:                      | Ashton Potter (USA) Ltd. (APU)  |
| Printed at:                   | Williamsville, NY   |
| Press Type:                   | Halm Jet EM4000   |
| Folding Machine:              | W&D #527  |
| Stamps per Pane/<br>Sheet:    | N/A   |
| Print Quantity:               | Fulfillment   |
| Paper Type:                   | 61# Postal Envelope, Block, Type III  |
| Adhesive Type:                | Pressure-sensitive  |
| Processed at:                 | Ashton Potter, Cheektowaga, NY  |
| Colors:                       | Black, Cyan, Magenta, Yellow, PMS<br>339 (Green)  |
| Envelope Orientation:         | Horizontal  |
| Envelope Size (w x h):        | 6.500 x 3.625 in./165.10 x 92.08 mm   |
| Image Size (w x h):           | 1.490 x 1.345 in./37.85 x 34.16 mm  |
| Marginal Markings:            | © USPS 2012 • Sustainable Forestry<br>Initiative Logo • "THIS ENVELOPE IS<br>RECYCLABLE AND MADE WITH<br>30% POST-CONSUMER CONTENT"<br>• Recycling Logo |

— *Stamp Services,  
Marketing and Sales, 2-7-13*

Stamp Announcement 13-15: Modern Art in America 1913-1931 Stamps

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1913-1931



*America is the country of the art of the future.* MARCEL DUCHAMP, 1915

© 2012 USPS

On March 7, 2013, in New York, New York, the Postal Service™ will issue *Modern Art in America 1913-1931* commemorative First-Class Mail® stamps (Forever® priced at 46 cents) in 12 designs in a pressure-sensitive adhesive (PSA) pane of 12 stamps (Item 579600). The \$5.52 *Modern Art in America 1913-1931* pane of 12 stamps may not be split, and the stamps may not be sold individually.

The stamps will go on sale nationwide March 7, 2013.

With this stamp issuance, the U.S. Postal Service® commemorates 12 important modern artists and their works, 100 years after the groundbreaking Armory Show opened in New York in 1913, which gave many Americans their first look at modern art. The masterpieces reproduced on the stamp pane were created between 1912 and 1931, and include *House and Street* (1931), Stuart Davis; *I Saw*

*the Figure 5 in Gold* (1928), Charles Demuth; *The Prodigal Son* (1927), Aaron Douglas; *Fog Horns* (1929), Arthur Dove; *Nude Descending a Staircase, No. 2* (1912), Marcel Duchamp; *Painting, Number 5* (1914-15), Marsden Hartley; *Sunset, Maine Coast* (1919), John Marin; *Razor* (1924), Gerald Murphy; *Black Mesa Landscape, New Mexico/Out Back of Marie's II* (1930), Georgia O'Keefe; *Noire et Blanche* (1926), Man Ray; *American Landscape* (1930), Charles Sheeler; and *Brooklyn Bridge* (1919-20), Joseph Stella. The stamp pane also includes a quote by Marcel Duchamp and verso text that identifies each work of art and briefly tells something about each artist. Art director Derry Noyes worked on the stamp pane with designer Margaret Bauer.

To learn more about the stories behind the stamps, visit [www.beyondtheperf.com](http://www.beyondtheperf.com).

### Distribution: Item 579600, \$5.52 Modern Art in America 1913-1931 Commemorative First-Class Mail (Forever priced at 46 cents) PSA Pane of 12 Stamps

Stamp distribution offices (SDOs) and stamp distribution centers (SDCs) will receive their standard automatic distribution quantity for a PSA pane of 12 stamps. Distributions are rounded up to the nearest master carton size of 2,000 panes. The stamps will be shipped and sold as a pane of 12 (\$5.52).

#### Initial Supply to Post Offices

SDOs/SDCs will make a subsequent automatic distribution to Post Offices™ of a quantity to cover approximately 45 days of sales. 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).

Post Offices requiring these items must requisition them from their designated SDO/SDC using PS Form 17, *Stamp Requisition/Stamp Return*. Post Offices should not sell the stamp prior to first-day-of-issue.

#### Sales Policy

All Post Offices should maintain a sufficient inventory level of this item 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/stamps](http://www.usps.com/stamps), 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:

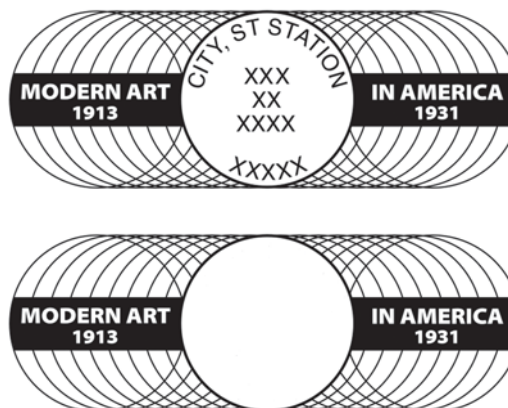
Modern Art in America 1913-1931 Stamps  
Postmaster  
421 Eighth Ave., Rm. 2029B  
New York, NY 10199-9998

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 May 7, 2013.

#### Special Dedication Postmarks

Only the following pictorial postmark is permitted for the *Modern Art in America 1913-1931* stamps. The word "Station" or the abbreviation "STA" is required somewhere in the design, because it will be a temporary station.

### Guidelines for Finalizing Modern Art in America 1913-1931 Stamps Pictorial Postmark Art



To finalize the *Modern Art in America 1913-1931* stamps pictorial postmark art, insert the date, city, state, and ZIP™ Code of the physical location of your event adjacent to the stamp image. Overall dimensions of the pictorial postmark must not exceed 4 inches horizontally by 2 inches vertically. Collectors prefer the dimensions 3 1/2 inches by 1.

The Postal Service must make all special postmarks known to collectors through advance publicity in the *Postal Bulletin*. Therefore, all special dedication cancellations must be reported to Stamp Services four weeks before the events using PS Form 413, *Pictorial Postmark Announcement/Report*. To get a copy of the form, go to <http://blue.usps.gov/formmgmt/forms/ps413.pdf>

#### 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/stamps](http://www.usps.com/stamps) 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 ten philatelic products available for this stamp issue:

- 579606\*, Press Sheet with Die Cuts, \$22.08. (print quantity of 2,500).
- 579608\*, Press Sheet without Die Cuts, \$22.08. (print quantity of 2,500).
- 579610\*, Keepsake (Pane & Digital Color Postmark Set of 12), \$24.95.
- 579616\*, First-Day Cover Set of 12, \$10.80.
- 579618\*, First-Day Cover (Full Pane), \$8.02.

- 579619\*, First-Day Cancelled (Full Pane), \$8.02.
- 579621\*, Digital Color Postmark Set of 12, \$19.32.
- 579630\*, Ceremony Program (random single), \$6.95.
- 579631\*, Stamp Deck Card, \$0.95.
- 579632\*, Stamp Deck Card w/Digital Color Postmark (random single), \$1.96.

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>Modern Art in America 1913-1931</i> Stamp      |
| Item Number:                  | 579600  |
| Denomination & Type of Issue: | First-Class Mail Forever Commemorative            |
| Format:                       | Pane of 12 (12 designs)                           |
| Series:                       | N/A   |
| Issue Date & City:            | March 7, 2013, New York, NY 10199                 |
| Designer:                     | Margaret Bauer, Washington, DC                    |
| Art Director:                 | Derry Noyes, Washington, DC                       |
| Typographer:                  | Margaret Bauer, Washington, DC                    |
| Engraver:                     | Trident   |
| Modeler:                      | Avery Dennison, Designed and Engineered Solutions |
| Manufacturing Process:        | Gravure   |
| Printer:                      | Avery Dennison (AVR)                              |
| Printed at:                   | AVR, Clinton, SC                                  |
| Press Type:                   | Dia Nippon Kiko (DNK)                             |
| Stamps per Pane:              | 12  |
| Print Quantity:               | 23.4 million stamps                               |
| Paper Type:                   | Prephosphored, Type I                             |
| Adhesive Type:                | Pressure-sensitive                                |
| Processed at:                 | AVR, Clinton, SC                                  |
| Colors:                       | Yellow, Magenta, Cyan, Black, 1795 (Red)          |
| Stamp Orientation:            | Horizontal and Vertical                           |
| Image Area (w x h):           |   |
| Charles Demuth :              | 1.45 x 1.97 in./36.83 x 50.04 mm                  |
| John Marin :                  | 1.67 x 1.67 in./42.41 x 42.41 mm                  |
| Stuart Davis :                | 1.97 x 1.60 in./50.04 x 40.64 mm                  |
| Marsden Hartley :             | 1.45 x 1.97 in./36.83 x 50.04 mm                  |
| Georgia O'Keefe :             | 1.97 x 1.60 in./50.04 x 40.64 mm                  |
| Man Ray :                     | 1.67 x 1.60 in./42.41 x 40.64 mm                  |
| Aaron Douglas :               | 1.30 x 1.97 in./33.02 x 50.04 mm                  |
| Charles Sheeler :             | 1.67 x 1.60 in./42.41 x 40.64 mm                  |
| Joseph Stella :               | 1.45 x 1.80 in./36.83 x 45.72 mm                  |
| Gerald Murphy :               | 1.67 x 1.67 in./42.41 x 42.41 mm                  |
| Marcel Duchamp :              | 2.30 x 1.30 in./58.42 x 33.02 mm                  |
| Arthur Dove :                 | 1.45 x 1.67 in./36.83 x 42.41 mm                  |
| Overall Size (w x h):         |   |
| Charles Demuth :              | 1.66 x 1.61 in./42.16 x 40.89 mm                  |
| John Marin :                  | 1.40 x 1.38 in./35.56 x 35.05 mm                  |
| Stuart Davis :                | 1.72 x 1.24 in./43.69 x 31.50 mm                  |
| Marsden Hartley :             | 1.16 x 1.61 in./29.46 x 40.89 mm                  |
| Georgia O'Keefe :             | 1.69 x 1.30 in./42.92 x 33.02 mm                  |
| Man Ray :                     | 1.41 x 1.25 in./35.81 x 31.75 mm                  |
| Aaron Douglas :               | 1.06 x 1.66 in./26.92 x 42.16 mm                  |
| Charles Sheeler :             | 1.42 x 1.25 in./36.07 x 31.75 mm                  |
| Joseph Stella :               | 1.16 x 1.49 in./29.46 x 37.85 mm                  |
| Gerald Murphy :               | 1.41 x 1.39 in./35.81 x 35.30 mm                  |
| Marcel Duchamp :              | 1.04 x 1.90 in./26.42 x 48.26 mm                  |
| Arthur Dove :                 | 1.41 x 1.13 in./35.81 x 28.70 mm                  |

|                         |  |
|-------------------------|--|
| Full Pane Size (w x h): | 9.50 x 7.75 in./149.86 x 180.85 mm   |
| Plate Size:             | 48 stamps per revolution   |
| Plate Numbers:          | N/A  |
| Marginal Markings:      |  |
| Front:                  | Side Header: "MODERN ART IN AMERICA 1913-1931" • "America is the country of the art of the future. Marcel Duchamp, 1915" at bottom of pane   |
| Back:                   | "After the International ... congenial home in America." at top of pane • © 2012 USPS • USPS Logo • Plate position diagram • Barcode (579600) in upper right and lower left corners of pane • Short biography of each artist on back of pane • Promotional text • Proprietary notice |

— Stamp Services,  
Marketing and Sales, 2-7-13

## Stamp Announcement 13-16: Deer Stamped Card



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On March 8, 2013, in Middleburg, Virginia, the Postal Service™ will issue a *Deer* stamped card (Forever® priced at 33 cents) in one design.

The stamped card will go on sale nationwide March 8, 2013.

The *Deer* stamped card is a fanciful graphic depiction capturing the graceful look of a deer surrounded by gold and green cattails and grasses. Art director Ethel Kessler worked with artist Cathie Bleck to create this beautiful design.

The *Deer* stamped card will be available in the following formats:

- Single-cut cards (Item 225100).
- Double-reply cards (Item 225200).
- Sheet of 40 cards (Item 225300).

To learn more about the stories behind the stamps, visit [www.beyondtheperf.com](http://www.beyondtheperf.com).

### **Distribution: Multiple Items, Deer Stamped Card (Forever priced at 37 cents – 33-cent postage plus 4-cent surcharge)**

Stamp distribution offices (SDOs) and stamp distribution centers (SDCs) will receive their standard automatic distribution quantities of the stamped cards. Distributions are rounded up to the nearest master carton sizes:

- Item number 225100, single card, Qty. 5,000.
- Item number 225200, double reply card, Qty. 2,000.
- Item number 225300, sheet card, Qty. 250 sheets (of 40 cards).

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

SDOs/SDCs will not make any automatic distribution to Post Offices™. Post Offices requiring items 225100, 225200 or 225300 must requisition them from their designated SDO/SDC using PS Form 17, *Stamp Requisition/*

*Stamp Return.* Post Offices may preorder these stamps 30 days prior to first-day-of-issue through the eBuy2 SEAM Catalog. Post Offices should not sell the stamp prior to first-day-of-issue.

### **Sales Policy**

All Post Offices should maintain a sufficient inventory level of these items 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/stamps](http://www.usps.com/stamps), 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:

Deer Stamped Card  
Postmaster  
113 W. Washington Street  
Middleburg, VA 20117-9998

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 May 8, 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/stamps](http://www.usps.com/stamps) 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 two philatelic products for this stamped card issue:

- 225116\*, Single card w/cancellation, \$0.49.
- 225216\*, Double-reply card w/cancellation, \$0.86.

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>Deer Stamped Card</i>                          |
| Item Number:                  | 225100  |
| Denomination & Type of Issue: | 33-cent Stamped Card Forever                      |
| Format:                       | Single Cut Cards                                  |
| Series:                       | N/A   |
| Issue Date & City:            | March 8, 2013, Middleburg, VA 20117 (Field Event) |
| Designer:                     | Ethel Kessler, Bethesda, MD                       |
| Art Director:                 | Ethel Kessler, Bethesda, MD                       |
| Typographer:                  | Ethel Kessler, Bethesda, MD                       |
| Artist:                       | Cathie Bleck, Cleveland Heights, OH               |
| Modeler:                      | Joseph Sheeran                                    |
| Manufacturing Process:        | Offset  |
| Printer:                      | Ashton Potter (USA) Ltd. (APU)                    |
| Printed at:                   | Williamsville, NY                                 |
| Press Type:                   | Stevens, Vari-size Security Press                 |
| Print Quantity:               | 7 million stamped cards                           |
| Paper Type:                   | Nonphosphored Type III, Block                     |
| Adhesive Type:                | N/A   |
| Processed at:                 | Ashton Potter (USA) Ltd. (APU)                    |
| Colors:                       | Black, Cyan, Magenta, Yellow                      |
| Image Orientation:            | Horizontal  |
| Image Area (w x h):           | N/A   |
| Card Size (w x h):            | 5.5 x 3.5 in./139.70 x 88.90 mm                   |
| Full Pane Size (w x h):       | N/A   |
| Plate Size:                   | 18 cards per revolution                           |
| Plate Numbers:                | N/A   |
| Marginal Markings:            | © 2012 USPS • Recycling logo                      |

|                               |   |
|-------------------------------|---|
| Issue:                        | <i>Deer Stamped Card</i>                          |
| Item Number:                  | 225300  |
| Denomination & Type of Issue: | 33-cent Stamped Card Forever                      |
| Format:                       | Sheet of 40 Cards                                 |
| Series:                       | N/A   |
| Issue Date & City:            | March 8, 2013, Middleburg, VA 20117 (Field Event) |
| Designer:                     | Ethel Kessler, Bethesda, MD                       |
| Art Director:                 | Ethel Kessler, Bethesda, MD                       |
| Typographer:                  | Ethel Kessler, Bethesda, MD                       |
| Artist:                       | Cathie Bleck, Cleveland Heights, OH               |
| Modeler:                      | Joseph Sheeran                                    |
| Manufacturing Process:        | Offset  |
| Printer:                      | Sterling United, Inc.                             |
| Printed at:                   | Amherst, NY                                       |
| Press Type:                   | Komori, Lithrone S40P                             |
| Print Quantity:               | 200,000 stamped cards                             |
| Paper Type:                   | Nonphosphored Type III, Block                     |
| Adhesive Type:                | N/A   |
| Colors:                       | Black, Cyan, Magenta, Yellow                      |
| Image Orientation:            | Horizontal  |
| Image Area (w x h):           | N/A   |
| Card Size (w x h):            | 5.5 x 3.5 in./139.70 x 88.90 mm                   |
| Full Pane Size (w x h):       | N/A   |
| Plate Size:                   | 40 cards per revolution                           |
| Plate Numbers:                | N/A   |
| Marginal Markings:            | © 2012 USPS • Recycling logo                      |

|                               |   |
|-------------------------------|---|
| Issue:                        | <i>Deer Stamped Card</i>                          |
| Item Number:                  | 225200  |
| Denomination & Type of Issue: | 33-cent Stamped Card Forever                      |
| Format:                       | Double Reply Cards                                |
| Series:                       | N/A   |
| Issue Date & City:            | March 8, 2013, Middleburg, VA 20117 (Field Event) |
| Designer:                     | Ethel Kessler, Bethesda, MD                       |
| Art Director:                 | Ethel Kessler, Bethesda, MD                       |
| Typographer:                  | Ethel Kessler, Bethesda, MD                       |
| Artist:                       | Cathie Bleck, Cleveland Heights, OH               |
| Modeler:                      | Joseph Sheeran                                    |
| Manufacturing Process:        | Offset  |
| Printer:                      | Ashton Potter (USA) Ltd. (APU)                    |
| Printed at:                   | Williamsville, NY                                 |
| Press Type:                   | Mueller Martini, A76                              |
| Print Quantity:               | 300,000 double-reply cards                        |
| Paper Type:                   | Nonphosphored Type III, Block                     |
| Adhesive Type:                | N/A   |
| Colors:                       | Black, Cyan, Magenta, Yellow                      |
| Image Orientation:            | Horizontal  |
| Image Area (w x h):           | N/A   |
| Card Size (w x h):            | 5.5 x 7.0 in./139.70 x 177.80 mm                  |
| Full Pane Size (w x h):       | N/A   |
| Plate Size:                   | 12 cards per revolution                           |
| Plate Numbers:                | N/A   |
| Marginal Markings:            | © 2012 USPS • Recycling logo                      |

— Stamp Services,  
Marketing and Sales, 2-7-13

## Stamp Announcement 13-17: Patriotic Star Stamp



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On March 19, 2013, in San Francisco, California, the Postal Service™ will issue a *Patriotic Star* First-Class Mail® 46-cent stamp in one design in a pressure-sensitive adhesive (PSA) coil of 10,000 stamps (Item 789700).

The stamp will go on sale nationwide March 19, 2013.

With the *Patriotic Star* stamp issuance, the U.S. Postal Service® features one of the nation's quintessential symbols. The red, white, and blue star, designed to look like it is crafted from striped ribbon, is actually two stars — a smaller one inside a larger one — on a white background. Both stars have five points, like the stars on the American flag. Nancy Stahl designed the stamp and Greg Breeding was the art director.

To learn more about the stories behind the stamps, visit [www.beyondtheperf.com](http://www.beyondtheperf.com).

### **Distribution: Item 789700, 46-cent Patriotic Star First-Class Mail PSA Coil of 10,000 Stamps (\$4,600.00 Value)**

Stamp distribution centers (SDCs) will receive their standard automatic distribution quantities of the *Patriotic Star* denominated coils of 10,000 stamps. Distributions are rounded up to the nearest master carton size of 10.

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

SDOs/SDCs will not make any automatic distribution to Post Offices™. Post Offices requiring item 789700 must requisition it from their designated SDO/SDC using PS

Form 17, *Stamp Requisition/Stamp Return*. Post Offices may preorder these stamps 30 days prior to first-day-of-issue through the eBuy2 SEAM Catalog. Post Offices should not sell the stamp prior to first-day-of-issue.

### **Sales Policy**

All Post Offices should maintain a sufficient inventory level of these items 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/stamps](http://www.usps.com/stamps), 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:

Patriotic Star Stamp  
Debbie Brady/Elisa Sloan NPF  
PO Box 7838  
San Francisco, CA 94120-7838

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 May 19, 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/stamps](http://www.usps.com/stamps) 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 two philatelic products available for this stamp issue:

- 789716\*, First-Day Cover, \$0.90.
- 789721\*, Digital Color Postmark, \$1.61.

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>Patriotic Star Stamp</i>                           |
| Item Number:                  | 789700  |
| Denomination & Type of Issue: | First-Class Mail Rate                                 |
| Format:                       | Coil of 10,000 (1 design)                             |
| Series:                       | N/A   |
| Issue Date & City:            | March 19, 2013, San Francisco, CA 94188 (No Ceremony) |
| Designer:                     | Greg Breeding, Charlottesville, VA                    |
| Art Director:                 | Greg Breeding, Charlottesville, VA                    |
| Typographer:                  | Greg Breeding, Charlottesville, VA                    |
| Artist:                       | Nancy Stahl, New York, NY                             |
| Modeler:                      | Donald Woo  |
| Manufacturing Process:        | Offset/Microprint "USPS"                              |
| Engraver:                     | N/A   |
| Printer:                      | Banknote Corporation of America, Inc./ SSP            |
| Printed at:                   | Browns Summit, N.C.                                   |
| Press Type:                   | Alprinta, 74  |
| Stamps per Coil:              | 10,000  |
| Print Quantity:               | 125 million stamps                                    |
| Paper Type:                   | Prehosphored, Type I                                  |
| Adhesive Type:                | Pressure-sensitive                                    |
| Processed at:                 | Banknote Corporation, Fredericksburg, VA              |
| Stamp Orientation:            | Vertical  |
| Image Area (w x h):           | .78 x .85 in./19.81 x 21.59 mm                        |
| Overall Size (w x h):         | .87 x .98 in./22.09 x 24.89 mm                        |
| Colors:                       | Light Blue, Red, Dark Blue                            |
| Full Pane Size (w x h):       | N/A   |
| Plate Size:                   | 540 stamps per revolution                             |
| Plate Numbers:                | "S" followed by three (3) single digits               |
| Marginal Markings:            | © 2012 • Plate block numbers every 27th stamp         |

— Stamp Services,  
Marketing and Sales, 2-7-13

## Correction: Rosa Parks Stamp Announcement

In *Postal Bulletin* 22355 (1-24-13, page 20), in Stamp Announcement 13-012: *Rosa Parks* Stamp, under How to Order First-Day-of-Issue Postmark, the Detroit address provided was incomplete.

The corrected information is shown in bold.

The correct address for the Detroit postmark is as follows:

**Rosa Parks Stamp  
USPS Retail Manager  
ATTN: Daniel Lesperance  
1401 W. Fort Street, Rm. M248  
Detroit, MI 48233-9998**

— *Stamp Services,  
Government Relations, 2-7-13*

## 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 unserviced.

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

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

The following pictorial postmarks have been extended for 90 days:

1812 – War of 1812 Bicentennial – 2012



USS Constitution

R.C.S.C. Ex. Sta.  
Akron, OH 44309

Nov. 10, 2012

November 10, 2012

*Rubber City Stamp Club*  
USS Constitution Station  
Postmaster  
675 Wolf Ledges Parkway  
Akron, OH 44309-9998

1812 – War of 1812 Bicentennial – 2012



Ohio 1812 Fort

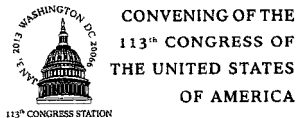
R.C.S.C. EX. Sta.  
Akron, OH 44309

Nov. 11, 2012

November 11, 2012

*Rubber City Stamp Club*  
Ohio 1812 Fort Station  
Postmaster  
675 Wolf Ledges Parkway  
Akron, OH 44309-9998

The following pictorial postmarks have been extended for 30 days:

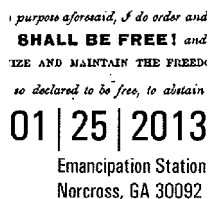


January 3, 2013  
 United States Postal Service  
 113th Congress Station  
 Special Cancellation Unit  
 PO Box 92282  
 Washington, DC 20090-2282



January 21, 2013 ☆ Scranton, PA 18502

January 21, 2013  
 Washington Press  
 Inauguration Day Station  
 Postmaster  
 2800 Stafford Avenue  
 Scranton, PA 18505-9998



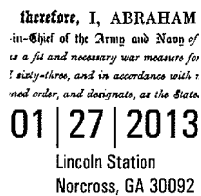
Emancipation Station  
 Norcross, GA 30092

January 25, 2013  
 Southeastern Federation of Stamp Clubs  
 Emancipation Station  
 Postmaster  
 265 Mitchell Road  
 Norcross, GA 30071-9998



Proclamation Station  
 Norcross, GA 30092

January 26, 2013  
 Southeastern Federation of Stamp Clubs  
 Proclamation Station  
 Postmaster  
 265 Mitchell Road  
 Norcross, GA 30071-9998

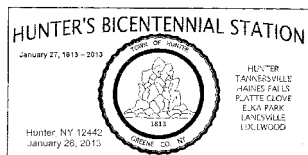


Lincoln Station  
 Norcross, GA 30092

January 27, 2013  
 Southeastern Federation of Stamp Clubs  
 Lincoln Station  
 Postmaster  
 265 Mitchell Road  
 Norcross, GA 30071-9998

Year of the Snake  
 Lunar New Year Celebration  
 STAMP DEDICATION STATION  
 WEST NYACK, NY 10994  
 January 27, 2013

January 27, 2013  
 United States Postal Service  
 Stamp Dedication Station  
 Postmaster  
 3301 Palisades Center Drive  
 West Nyack, NY 10994-6603



January 27, 2013  
 United States Postal Service  
 Hunter's Bicentennial Station  
 Postmaster  
 7975 Main Street  
 Hunter, NY 12442-9998



February 1, 2013

*United States Postal Service*  
Grand Central Terminal Station  
Postmaster  
380 West 33rd Street, Room 4032  
New York, NY 10199-9998



February 1–14, 2013

*United States Postal Service*  
Love Station  
Postmaster  
292 Highway 31  
Romance, AR 72136-9998



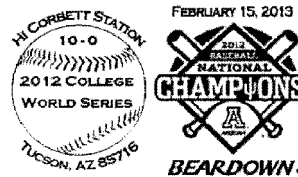
February 14, 2013

*United States Postal Service*  
Falling in Love Station  
Postmaster  
PO Box 9998  
Lovely, KY 41231-9998



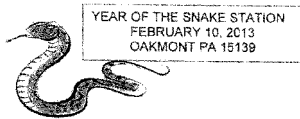
February 10, 2013

*Janesville Stamp Club*  
Exhibition Station  
Postmaster  
PO Box 9998  
Janesville, WI 53545-9998



February 15, 2013

*University of Arizona*  
Hi Corbett Station  
Postmaster  
1501 S. Cherrybell Stra.,  
Room 205  
Tucson, AZ 85726-9998



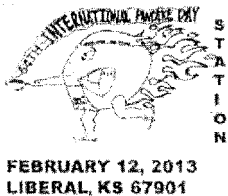
February 10, 2013

*United States Postal Service*  
Year of the Snake Station  
Retail Specialist  
1001 California Avenue,  
Room 2036  
Pittsburgh, PA 15290-9681



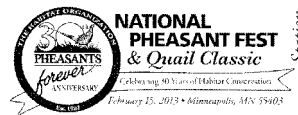
February 15–17, 2013

*The Blue Grey Army, Inc.*  
Lake City Station  
Postmaster  
PO Box 9998  
Lake City, FL 32055-9998



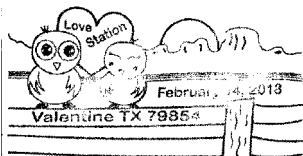
February 12, 2013

*Pancake Day of Liberal, Inc.*  
64th International Pancake  
Day  
Postmaster  
PO Box 9998  
Liberal, KS 67901-9998



February 15–17, 2013

*Pheasant Forever*  
National Pheasant Fest and  
Quail Classic Station  
Postmaster  
100 S. First Street,  
Room 127  
Minneapolis, MN  
55401-9998



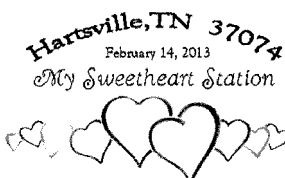
February 14, 2013

*City of Valentine*  
Love Station  
Postmaster  
311 W. California Avenue  
Valentine, TX 79854-9998



February 16, 2013

*Lebanon County Bicentennial Committee*  
Lebanon County  
Bicentennial Station  
Postmaster  
101 S. 8th Street  
Lebanon, PA 17042-9998



February 14, 2013

*United States Postal Service*  
My Sweetheart Station  
Postmaster  
200 W. Main Street  
Hartsville, TN 37074-9998

— Stamp Services,  
Marketing and Sales, 2-7-13

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

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

### Traditional Postmarks

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

All postmark requests should go to the first-day-of-issue city. The first-day-of-issue city Post Office will then forward in bulk all postmark requests to Cancellation Services, Stamp Fulfillment Services, PO Box 449992, Kansas City, MO 64144-9992 by respective Post Offices.

### Digital Color Postmarks

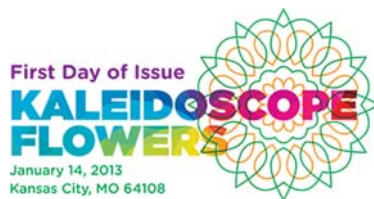
Only select stamp issues offer a digital color postmark. Customers may submit #6 or #10 envelopes constructed of paper rated as “laser safe.” The Postal Service recommends envelopes of 80-pound Accent Opaque, acid-free, 9/16" side seams with no glue on the flap. The maximum

size of all digital color postmarks is 2" high x 4" long. Allow sufficient space on the envelope to accommodate the postmark. Do not use self-adhesive labels for addresses on the envelope. Two test envelopes must be included. There is a minimum of 10 envelopes at 50 cents per postmark required at the time of servicing. Customers should submit a check, money order, or credit card for payment.

The Postal Service reserves the right to not accept hand-painted and other cachet envelopes that are not compatible with our digital color postmark equipment. The Postal Service also reserves the right to substitute traditional black rubber postmarks if use of nonspecified envelopes results in poor image quality or damage to equipment.

Customers should affix the stamps to the envelopes and address them to themselves or others for return through the mail. Or, they may include an additional self-addressed return envelope, large enough to accommodate their canceled items, with sufficient postage affixed for return of their postmarked items. Mail the request for a first-day-of-issue digital color postmark to the corresponding city of issuance. Post Offices will then forward all customer requests for digital color postmarks to Cancellation Services, Stamp Fulfillment Services, PO Box 449992, Kansas City, MO 64144-9992.

After applying the first-day-of-issue postmark, the Postal Service will return the envelopes to the customer by U.S. Mail.



Digital Color Pictorial

**Kaleidoscope Flowers Stamp**  
30 West Pershing Road, #112  
Kansas City, MO 64108-9998

March 14, 2013



Digital Color Pictorial

**Lunar New Year: Year of the Snake Stamp**  
Postmaster  
180 Steuart Street  
San Francisco, CA 94105-9992

March 16, 2013



Digital Color Pictorial

**Apples Stamp**  
Postmaster  
205 W. Washington Ave.  
Yakima, WA 98903-9998

March 17, 2013



Digital Color Pictorial

**Wedding Cake Stamp**  
Postmaster  
USPS Retail Manager  
4500 Annshire Ave.  
Louisville, KY 40213-9998

March 18, 2013



Digital Color Pictorial

**Spicebush Swallowtail (Butterfly) Stamp**  
Postmaster  
158 N. MacDougald Ave.  
Pine Mountain, GA 31822-9998

March 23, 2013



Digital Color Pictorial

**Tufted Puffins Stamp**  
(Address Unavailable)

March 23, 2013



Digital Color Pictorial

**Arlington Green Bridge Stamp**  
265 Mitchell Street  
Norcross, GA 30071-9998

March 25, 2013



Digital Color Pictorial

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

March 28, 2013





**Sealed With Love Stamp**  
 Postmaster  
 PO Box 9998  
 Loveland, CO 80538-9998

March 30, 2013

**Digital Color Pictorial**



**Grand Central Terminal Stamp**  
 Postmaster  
 421 Eighth Ave., Rm. 2029B  
 New York, NY 10199-9998

April 1, 2013

**Digital Color Pictorial**



**Rosa Parks Stamp**  
 Postmaster  
 3800 Greenfield Road  
 Dearborn, MI 48120-9998

April 4, 2013

**Digital Color Pictorial**



**Rosa Parks Stamp**  
 Postmaster  
 1401 W. Fort Street, Room M248  
 Detroit, MI 48233-9998

April 4, 2013

**Digital Color Pictorial**



**Muscle Cars Stamp**  
 Postmaster  
 500 Bill France Blvd.  
 Daytona Beach, FL 32114-9998

April 22, 2013

**Digital Color Pictorial**



**Muscle Cars Stamp**  
 Postmaster  
 500 Bill France Blvd.  
 Daytona Beach, FL 32114-9998

April 22, 2013

**Black and White Pictorial**



Digital Color Pictorial

**Modern Art in America 1913–1931****Stamp**

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

May 7, 2013



Digital Color Pictorial

**Patriotic Star Stamp**

Debbie Brady/Elisa Sloan NPF  
PO Box 7838  
San Francisco, CA 94120-7838

May 19, 2013

– Stamp Services, Marketing and Sales, 2-7-13

## Sustainability

### Hazardous and Universal Waste Management Tips

Look in any storage cabinet and you'll find hazardous materials. At work and at home, we purchase and use a variety of hazardous materials like cleaners, paints, solvents, pesticides, and aerosol products. We also rely on products like light bulbs, batteries, thermostats, and thermometers. These products are useful but can be hazardous to our health if used improperly and hazardous to the environment if they spill. Improper waste disposal contaminates the soil, ground water, and surface waters and, it's also illegal. Hazardous materials should not be purchased if substitutes exist.

Hazardous wastes are wastes that have hazardous properties or ingredients and may be flammable, corrosive, reactive, and/or toxic. Examples of toxic ingredients include lead, mercury, cadmium, or chlorinated solvents. Don't put these in the trash. These wastes must be shipped offsite for proper treatment and disposal.

Universal wastes are specially designated hazardous wastes that must be recycled. These wastes typically contain mercury and include most batteries, bulbs, mercury-containing equipment, and some pesticides. Universal wastes have less restrictive requirements (e.g., longer storage times) as long as they are recycled.

#### Did You Know?

- The average household throws 15.5 pounds of hazardous materials into the trash each year.
- Most Postal Service™ facilities in the country generate some type of universal waste that must be recycled.
- The Postal Service has received several White House Awards for its hazardous waste reduction efforts.

#### What Does This Mean to the Postal Service?

Generating hazardous waste creates liabilities. We are responsible for hazardous waste from "cradle to grave." It's highly regulated and expensive to manage. That's why USPS® policy calls for the purchase of non-hazardous products. If you don't buy hazardous materials, you can't generate hazardous waste.

#### What You Can Do:

Purchase products wisely. Research a product before you buy it. Don't assume it's non-hazardous because it's available on a USPS contract. Labels may be helpful, but check a product's Material Safety Data Sheet (MSDS). Section 2 of the MSDS, "Hazard Identification," may have "signal" words like "Danger," "Carcinogen," or "Toxic." Section 3 of the MSDS lists "Ingredients" you can check against a list of targeted chemicals. If you find a "signal" word or targeted chemical, don't buy it. Look for a less hazardous product. Lastly, buy only what you need! Leftover products become waste.

Use and store products carefully. Segregate hazardous wastes and don't mix hazardous materials or hazardous wastes with other non-hazardous materials or wastes. Mixing increases hazardous waste and disposal costs. Keep waste storage containers closed. If a container shows signs of damage or deterioration, put the product in a more suitable labeled container.

Manage and dispose of hazardous wastes properly. For those hazardous materials that have not yet been eliminated, do your part to store them properly and avoid cross-contaminating other materials. Hazardous waste must be

disposed of using a licensed contractor. Before its removal, containers must be properly labeled, kept closed, and stored with secondary containment (if a liquid) in a secure location. The label must include the words “Hazardous Waste” and the contents, and associated hazards of the waste in the container. Federal and state regulations restrict hazardous waste storage times based on the amount of waste you generate. Similarly, there are labeling, storage, and containment requirements for universal waste as well. Universal waste labels must state the words “Universal Waste” and this waste must be shipped offsite within one year.

#### What should employees know (i.e., talking points)?

- **Don't Buy Hazardous Materials:** Hazardous materials become hazardous waste when spilled, mixed with other products, or when they are no longer needed. Purchase products wisely to avoid creating hazardous waste.
- **Avoid Buying Products with Chemicals Targeted for Elimination:** The USPS has targeted chemicals for elimination, which include 13 key chemicals found in USPS operations.
- **Hazardous Materials must be Labeled and Containerized:** If it's necessary to use hazardous materials, verify their proper use by following the MSDS guidance.
- **Properly Manage and Store Waste:** If you generate hazardous waste, it must be properly collected, containerized, labeled, and stored prior to disposal.

- **Properly Recycle Universal Waste:** Certain hazardous wastes, if recycled, can be managed as universal waste. This includes certain hazardous batteries, mercury-containing lamps, switches, devices, and pesticides. These can never be disposed in the trash and must be properly collected, containerized, labeled, and stored prior to recycling.
- **Label Containers:** Be sure containers are properly labeled for your wastes with the words “hazardous waste” or “universal waste,” as appropriate.
- **Your Efforts Count:** Recycling all our universal waste (e.g., batteries & bulbs) helps eliminate 120 tons of hazardous waste annually.
- **Get Involved:** See the USPS Sustainability website at <http://blue.usps.gov/sustainability/welcome.htm> for more information about the proper management of hazardous and universal waste. You can also learn about joining a postal “Green Team” to help your facility become a sustainability leader.

#### Additional information

- For more information on what you can do to make a difference, visit the USPS Sustainability website at <http://blue.usps.gov/sustainability/welcome.htm>.
- Tips on hazardous waste, resource conservation, and eliminating waste generation, can be found at the U.S. Environmental Protection Agency website at <http://www.epa.gov/epawaste/index.htm>.

— Corporate Sustainability Initiatives,  
Office of Sustainability, 2-7-13




#### What's New on USPS.com?

File online indemnity claims for domestic Registered Mail™ and Collect on Delivery (COD) items on *USPS.com*.

Previously, Registered Mail and COD claims required completion of a hard copy of PS Form 1000, *Domestic or International Claim*. Now customers can go online to File an Insurance Claim, which is easier and much more convenient.

More enhancements to the Online Claims application are planned for this summer.

— Online Development,  
New Products & Innovation, 2-7-13



See the  
**Postmasters  
Publicity Kit**  
on page 4:  
**America on  
the Move:  
Muscle Cars  
Forever® stamps.**

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