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Cover Story

USPS Returns Solutions: For Gifts that Don't Make the Cut

The Postal Service™ wants to be America's "return shipper" of choice.

As post-holiday thoughts turn to shipping back unwanted gifts, the Postal Service is debuting a new television commercial with the message that USPS® makes returns "easy peasy" by offering Flat Rate options and free Package Pickup.

"Should not all those presents make the cut ... just pack them in a Flat Rate box, we'll come to your door and return them," sings a montage of postal carriers to the tune of "Auld Lang Syne." The commercial, which also reinforces the USPS commitment to improved scanning, will run through mid-January.

"Returns are inevitable in the world of e-commerce," says Gary Reblin, vice president, New Products and Innovation. "The Postal Service has an opportunity to become

the go-to shipper for returns, not just after the holidays but throughout the year. We've got the right ingredients to grow this business — great shipping products that offer great value and superior accessibility."

USPS offers solutions that fit the needs of both consumers and merchants. In addition to Priority Mail, First-Class® and ground options are available. For merchants, Scan Based Payment and other features are designed to help companies boost customer loyalty and repeat purchases.

Also, look for improved returns visibility on USPS.com® as the Postal Service works to remind customers that USPS offers many happy returns year round.

— *Shipping Products Development,
New Products and Innovation, 12-26-13*

Policies, Procedures, and Forms Updates

Manuals

DMM Revision: New Mailing Standards for Domestic Mailing Services Products

On September 26, 2013, the Postal Service™ filed a notice of mailing services price adjustments with the Postal Regulatory Commission (PRC), effective January 2014. Effective January 26, 2014, the Postal Service will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) to implement the changes below coincident with the price adjustments.

Prices are available under Docket No. R2013-10 on the Postal Regulatory Commission's website at www.prc.gov.

The Postal Service implements new pricing eligibility for retail and commercial nonpresorted First-Class Mail® letters, several mail classification changes, and condensing of current standards for Periodicals publications.

Changes for Letters

Retail and Commercial First-Class Mail® Letters

The Postal Service adds a new single-piece nonpresorted First-Class Mail letter price category to be called *Metered Mail* price. Prices for this category are separate from other retail single-piece First-Class Mail letters and apply to First-Class Mail letters when postage is affixed or imprinted by the mailer for metered indicia, PC Postage, precanceled stamps, or permit imprint. There is no minimum volume, except for pieces paid by permit imprint, for which the existing minimum of at least 200 pieces would apply. These prices also apply to residual pieces from automation or presorted First-Class Mail letter mailings presented in letter trays. When such residual pieces are part of a permit imprint mailing for the presorted or automation mailing, and claimed on the same postage statement as the primary mailing, there is no separate minimum number of pieces for the commercial nonpresorted portion.

The Postal Service modifies the current price structure for residual First-Class Mail letters. Residuals from uniform 1-ounce presort letter mailings will pay the 1-ounce Metered letter price. Residuals from uniform 2-ounce presort letter mailings will pay the 2-ounce Metered letter price. Residuals from mixed presort mailings of 1-ounce and 2-ounce letters will pay the "blended" First-Class Mail Residual letter price, and will not be subject to the *Metered Mail* price.

Changes for Flats

Standard Mail® Flats

We will disallow the use of detached address labels (DALs) with all Standard Mail flats mailed with simplified addresses [Every Door Direct Mail® (EDDM®)]. Therefore, all EDDM flats (entered at BMEUs or Retail) must bear simplified addresses directly on the flats.

Required Flats Sequencing System (FSS) Preparation

The Postal Service introduced optional FSS preparation standards in the August 23, 2010, *Federal Register*, final rule (75 FR 51668-51671), which were incorporated into the DMM on January 2, 2011. These FSS preparation standards were developed in collaboration with the mailing industry group, including both mail owners and mail service providers. This industry group determined that the preparation of bundles and pallets specifically for FSS processing could lead to greater efficiencies and cost savings for both the USPS and the mailing industry. In the August 23, 2010, final rule, the Postal Service also provided advance notice that FSS-based mail preparation requirements would become mandatory at some point in the future. As of January 26, 2014, the Postal Service requires bundle and pallet preparation of flat-size Standard Mail, Periodicals, and Bound Printed Matter mailpieces prepared for delivery within the ZIP Codes™ served by FSS processing. With this revision, mailers are required to place mailings of presorted and basic carrier route Standard Mail flats, and Periodicals and Bound Printed Matter presorted and carrier route flats, meeting the deflection standards and the physical standards in DMM 301.3.2; and combined mailings of Standard Mail and Periodicals flats prepared under DMM 705.15, into combined 5-digit FSS scheme pools when addressed for delivery to any FSS 5-digit scheme combination per labeling list L006. Optionally, mailers may include nonmachinable Periodicals flats no more than 1-inch thick if they meet the standards in 705.14.

Mailers place qualifying mailpieces from all price categories into a separate pool for each individual FSS-scheme combination. Mailings that include 10 or more pieces of Standard Mail flats, 6 or more pieces of Periodicals flats, or 10 or more pieces (or 10 or more pounds) of Bound Printed Matter flats to a FSS scheme, must include FSS scheme bundles for that FSS scheme. Mailers may optionally prepare scheme pools with fewer than 10 pieces of Standard Mail flats, 6 pieces of Periodical flats, or 10 pieces (or 10

pounds) of Bound Printed Matter flats, and may prepare an FSS scheme bundle if they have a minimum of 3 inches of mail. Mailings of Bound Printed Matter flats not meeting the eligibility standards for presort or carrier route pricing also may be included in FSS preparation, but are not eligible for presorted or carrier route prices. All pieces for each combined mailpiece pool must be placed in uniform bundles of between 3 inches and 6.5 inches, except for one overflow bundle that may be under the minimum height. Bundles must be prepared in accordance with the other conditions in DMM 705.14.0.

Bundles must be identified as 5-digit scheme presort, either with an optional endorsement line (OEL) under 708.7.0 or with a “red Label 5 SCH” barcoded pressure-sensitive bundle label. However, mailpieces entered under a combined mailing of Standard Mail and Periodicals flats will continue to require a unique OEL on each piece as described in DMM exhibit 708.7.1.1. Mailers are reminded that every mailpiece prepared under these standards must still include class and price markings, as described in DMM 302.3.0, applicable to the price paid, in addition to the FSS bundle identification.

Pallets prepared to the FSS scheme level (previously termed “sort plan” level) continue to be required at 250 pounds, and optional below 250 pounds. However, FSS facility sort (all FSS-scheme ZIP Code combinations processed within the same facility) pallets will be optional at any level. Pallets will be required to bear a pallet placard with an Intelligent Mail container barcode. Mailers without the capacity to palletize can request an exception to these palletization requirements from the local plant manager.

Mailpieces that meet the current eligibility standards for basic carrier route prices would be included in the FSS preparation requirements. Saturation price Standard Mail and Periodicals flats are not eligible for this preparation. Mailers may optionally include pieces eligible for high density and high density plus prices into FSS preparation, but their inclusion will not be required. The sequencing of mailpieces within bundles is not required or recommended when preparing FSS bundles.

Only saturation, high density, and high density plus Standards Mail flats not prepared under FSS preparation are eligible for destination delivery unit (DDU) entry within FSS zones. The Postal Service is adding a new destination FSS (DFSS) price for mail on FSS scheme pallets (or similar containers) entered at the correct FSS facility. Initially, only FSS scheme pallets will be eligible for these destination-entry prices. DFSS entry piece pricing will be available for Standard Mail flats qualifying for carrier route and 5-digit piece prices.

Standard Mail flats properly included in an FSS scheme pool, but qualifying for 3-digit, ADC, or mixed ADC prices,

claim 3-digit prices. However, these pieces are not eligible for DFSS prices when placed on an FSS scheme pallet entered at a DFSS. These pieces are eligible for DSCF entry prices.

FSS preparation is optional for Periodicals flats mailed at In-County prices and Periodicals mailings of 5,000 pieces or less mailed at Outside-County prices. The 5-digit Outside-County bundle charge continues to be assessed on bundles of Outside-County Periodicals prepared in accordance with these standards, even though mailpieces being claimed at the carrier route piece price may be properly placed within these bundles. FSS scheme pallets will be assessed the Outside-County container charge for a 3-digit level pallet, and FSS facility sort level pallets will be charged a container price for an SCF pallet, except that there will be no container charge when FSS scheme pallets are entered at an FSS facility. The Outside-County price is the same as the DSCF price and the In-County pound price is the price for the “none” entry level. FSS scheme pallets entered at an FSS facility will pay the DSCF prices.

Bound Printed Matter (BPM) flats prepared under these standards placed on FSS scheme pallets, sacks, or trays, and entered at an FSS facility, will be eligible for DSCF prices.

Changes for Letters, Flats, and Parcels

Periodicals

We have made editorial revisions to standards for Periodicals in DMM 707.4.0, 707.6.0, 707.7.0, 707.9.0, and 707.18.0 to simplify the text.

Tray Labels

We are revising the standards for all tray labels to formalize what has been a practical restriction: that all tray labels be non-adhesive. This enables quicker turnaround of empty trays for customer use.

Changes for Parcels

New Minimum Volume Criteria for Manifested Parcels (MMS and eVS)

To provide customers with more flexibility to ship their packages using the Postal Service, we are reducing the minimum criteria of 200 pieces or 50 pounds, when paying postage by permit imprint, to 50 pieces or 50 pounds for manifest mailers using a manifest mailing system (MMS) and eVS[®] for any single-piece parcel mailings. The Postal Service will allow a combination of any domestic single-piece priced (nonpresorted) parcels to meet the new minimum criteria using one or more of the following: Priority Mail Express[™] (PME), Priority Mail, First-Class Mail, First-Class Package Service[®], Parcel Select[®] Nonpresort, nonpresorted Bound Printed Matter, and single-piece Media Mail or Library Mail.

Extra Services and Other Services

Collect on Delivery (COD) Changes

The Postal Service removes the option for senders of nursery stock shipped Collect on Delivery (COD) to include special instructions for undeliverable shipments to be auctioned off to the highest bidder and the proceeds remitted to the sender. Effective July 28, 2013, the holding period for COD articles was reduced from 30 days to 10 days, resulting in the USPS being able to return the nursery stock in less time than we previously would hold it for delivery. Additionally, this option has not been commonly used and has been difficult to administer. Therefore, the special instructions for auctions are no longer needed.

The Postal Service also expands the standards for COD mail to allow Hold for Pickup service to be added when COD mail is sent as Priority Mail, First-Class Package Service, or Parcel Select Nonpresort.

Signature Hand Stamp Usage

The Postal Service clarifies the standards for use of an addressee's signature handstamp for Priority Mail Express or accountable mail items. Specifically, we clarify that the use of a hand stamp is not exclusive to the Form 3849. Once approved by the Postmaster, a hand stamp may be used for Priority Mail Express and other accountable mail, including a Return Receipt (Form 3811) purchased with the applicable extra service.

Although these revisions will not be published in the DMM until January 26, 2014, mailers may now begin using addressee's signature hand stamps under the revised mailing standards.

Filing of Indemnity Claims

The Postal Service is continuing its efforts to simplify the claims process and reduce the adjudication period when customers file indemnity claims. In addition to further enhancements to our online claims system, the Postal Service is streamlining the filing periods and manual processes associated with claims processing for improved efficiency. The claims filing periods for indemnity claims will be 60 days from the date of mailing and subsequently, the claims appeals timeline will be reduced from 60 days to 30 days from the date of the original decision.

Customers should file indemnity claims online or, when no internet access is available to the customer, claims may be filed by mail directly to the Postal Service Accounting Services Center. A toll-free number will be available to obtain Form 1000 for customers filing by mail. The local Post Office™ will no longer file the indemnity claims for customers, thus eliminating this extra time-consuming step.

DMM language is revised for payable claims for coins, and other collectibles to require a sales receipt, invoice or

bill of sale, or statement of value from a reputable dealer, and for firearms to require a Form 1508, *Statement by Shippers of Firearms*, submission with the claim. Also, gift cards, most of which are replaceable through the issuer, are being added to those items under non-payable claims.

2014 Promotions

The Postal Service will offer numerous mailing promotions in calendar year 2014, and will share the details of these promotions on the RIBBS website soon.

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

100 Retail Mail

* * * * *

130 First-Class Mail

133 Prices and Eligibility

1.0 First-Class Mail Prices and Fees

1.1 First-Class Mail Single-Piece Price Application

See Notice 123—*Price List*. The single-piece prices for First-Class Mail are applied as follows:

[Revise items 1.1a and 1.1b as follows:]

- a. The card price applies to a card meeting the standards in 101.6.3.
- b. The letter price applies to letter-size pieces meeting the standards in 101.1.1 and weighing 3.5 ounces or less, and that are not eligible for the card price. There are separate prices for stamped letters and for letters with postage affixed (other than regular stamps) or imprinted by the mailer (*Metered Mail* price); see 134.1.1.

* * * * *

134 Postage Payment Methods

1.0 Postage Payment Methods for First-Class Mail

1.1 Payment Method

[Revise the text of 1.1 as follows:]

Postage for single-piece First-Class Mail must be paid with affixed postage stamps (604.1.0), postage evidencing system postage (604.4.0) or permit imprint (604.5.0). When mailers affix postage (other than regular stamps) or use permit imprint on letters, such pieces are eligible for the *Metered Mail* price.

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200 Commercial Letters and Cards

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230 First-Class Mail

233 Prices and Eligibility

1.0 Prices and Fees for First-Class Mail

* * * * *

1.2 Price Computation for First-Class Mail Letters

[Revise the text of 1.2 as follows:]

Commercial First-Class Mail Presorted letters are charged at one price for the first 2 ounces, with separate prices for pieces over 2 ounces up to 3 ounces, and for pieces over 3 ounces up to 3.5 ounces. Any fraction of an ounce is considered a whole ounce. The pricing per ounce is similar for automation First-Class Mail letters, with pricing per sortation level. Single-piece price letters that are residual pieces from either a Presorted or automation mailing are charged the residual single-piece price for letters up to 2 ounces, when the mailing contains both 1-ounce and 2-ounce pieces and the pieces are presented together, and the applicable *Metered Mail* prices (see 234.1.0) for all other residual pieces. See Notice 123—*Price List*.

* * * * *

2.0 Content Standards for First-Class Mail Letters

* * * * *

2.3 Personal Information

[Revise the text of 2.3 as follows:]

Mail containing personal information must be mailed as First-Class Mail (or Priority Mail Express or Priority Mail). Personal information is any information specific to the addressee.

* * * * *

234 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

[Revise the text of 1.1 as follows:]

Postage for Presorted or automation First-Class Mail letters must be paid with affixed postage or permit imprint as specified in 2.0. Residual letters (from presorted or automation mailings) with such postage may be eligible for the *Metered Mail* price.

2.0 Postage Payment for Presorted and Automation Letters

2.1 Payment Methods

[Revise the text of 2.1 as follows:]

First-Class Mail presorted and automation postage must be paid with postage evidencing system indicia, permit

imprints, or precanceled stamps. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Mailer Support authorization. Permit imprints may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support.

* * * * *

235 Mail Preparation

* * * * *

5.0 Preparing Nonautomation Letters

5.1 Basic Standards

* * * * *

5.1.2 Single-Piece Price Pieces Presented With Presort Mailings

***The following standards apply:

[Revise the first two sentences of the introductory paragraph of item 5.1.2a as follows:]

- a. The mailer must prepare the single-piece price pieces in separate trays from the automation and presort pieces. Mailers must label the trays under 708.6.0 using CIN code 260 on trays of single-piece letters.***

* * * * *

[Revise item 5.1.2.a2 as follows:]

- 2. Line 2: Use the human-readable content line corresponding to content identifier number 260 (see Exhibit 708.6.2.4).

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240 Standard Mail

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246 Enter and Deposit

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2.0 Destination Entry

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2.6 Deposit

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2.6.7 Redirection at Mailer's Request

[Revise the text of 2.6.7 as follows:]

A mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. In very limited circumstances, this exception may be approved only by the manager, Network Integration Support (see 608.8.0 for

address). To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

* * * * *

300 Commercial Flats

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330 First-Class Mail

333 Prices and Eligibility

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2.0 Content Standards for First-Class Mail Flats

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2.3 Personal Information

[Revise the text of 2.3 as follows:]

Mail containing personal information must be mailed as First-Class Mail (or Priority Mail Express or Priority Mail). Personal information is any information specific to the addressee.

* * * * *

340 Standard Mail

343 Prices and Eligibility

* * * * *

5.0 Additional Eligibility Standards for Nonautomation Standard Mail Flats

5.1 Basic Standards

All pieces in a Regular Standard Mail or Nonprofit Standard Mail Presorted price mailing must:

* * * * *

[Revise 5.1d as follows:]

- d. Be marked, sorted, and documented as specified in 345 or 705.14.0.

* * * * *

5.3 5-Digit Prices for Flats

The 5-digit price applies to flat-size pieces:

[Revise 5.3a as follows:]

- a. In a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable; properly placed in a 5-digit/scheme sack containing at least 125 pieces or 15 pounds of pieces; or 10 or more 5-digit pieces properly included in a FSS 5-digit scheme pool prepared under 705.14.

* * * * *

5.4 3-Digit Prices for Flats

The 3-digit price applies to flat-size pieces:

* * * * *

[Add new item 5.4c as follows:]

- c. That are residual pieces not qualifying for carrier route or 5-digit prices, but properly included in a FSS 5-digit scheme pool prepared under 705.14.

* * * * *

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats

6.1 General Enhanced Carrier Route Standards

* * * * *

6.1.2 Basic Eligibility Standards

All pieces in an Enhanced Carrier Route or Nonprofit Enhanced Carrier Route Standard Mail mailing must:

* * * * *

[Revise item 6.1.2c as follows:]

- c. Be sorted to carrier routes, marked, and documented under 345.6.0 or 705.8.0; or prepared under 705.14.0.

* * * * *

6.3 Basic Price Enhanced Carrier Route Standards

6.3.1 Sequencing

[Revise the text of 6.3.1 as follows:]

All pieces mailed at basic prices must be prepared in walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (see 345.6.9 and 345.6.10), except when prepared in FSS bundles under 705.14.

6.3.2 Basic Price Eligibility

Basic prices apply to each piece in a carrier route bundle of 10 or more pieces that is:

* * * * *

[Revise item 6.3.2a as follows:]

- a. Palletized under 705.8.0, 705.10.0, 705.12.0, or 705.13.0.

* * * * *

[Add new item 6.3.2e as follows:]

- e. Properly prepared to a FSS 5-digit scheme pool prepared under 705.14.

* * * * *

6.4 High Density and High-Density Plus (Enhanced Carrier Route) Standards

6.4.1 Basic Eligibility Standards for High Density and High-Density Plus Prices

All pieces mailed at high density prices must:

[Revise item 6.4.1a as follows:]

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see 345.6.9), except when prepared in FSS bundles under 705.14.

[Revise the third sentence of item 6.4.1b as follows:]

- b. ***Multiple pieces per delivery address can count toward the density standards, except for pieces with simplified addresses as allowed under 602.3.0.

* * * * *

6.4.2 High Density and High Density Plus Prices for Flats

[Revise the introductory text of 6.4.2 as follows:]

High density or high density plus prices apply to each piece meeting the density standards in 6.4.1 and that is properly prepared in an FSS bundle under 705.14 or in a carrier route bundle of 10 or more pieces that is:

* * * * *

7.0 Additional Eligibility Standards for Automation Standard Mail Flats

7.1 Basic Eligibility Standards for Automation Standard Mail

All pieces in a Regular Standard Mail or Nonprofit Standard Mail automation mailing must:

* * * * *

[Revise 7.1f as follows:]

- f. Be marked, sorted, and documented under 345.7.0 and 705.8.0 through 705.13.0; or prepared under 705.14.0.

* * * * *

7.3 Price Application

Automation prices apply to each piece properly sorted into qualifying groups:

[Revise 7.3a and 7.3b as follows:]

- a. The 5-digit price applies to flat-size pieces in a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable; or 10 or more 5-digit pieces properly prepared to a FSS 5-digit scheme pool under 705.14.
- b. The 3-digit price applies to flat-size pieces in a 3-digit/scheme bundle of 10 or more pieces. It also ap-

plies to residual pieces not qualifying for carrier route or 5-digit prices but included in a FSS 5-digit scheme pool under 705.14.

* * * * *

345 Mail Preparation

1.0 General Information for Mail Preparation

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[Add a new 1.6 as follows:]

1.6 FSS Preparation

Except for Standard Mail flats mailed at saturation, High Density or High-Density Plus prices, all Standard Mail flats destinating to FSS zones in accordance with labeling list L006 must be prepared under 705.14.0. Flats qualifying for High Density and High-Density Plus prices also may be included in FSS 5-digit scheme pools.

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346 Enter and Deposit

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2.0 Destination Entry

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2.6 Deposit

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2.6.7 Redirection at Mailer's Request

[Revise the text of 2.6.7 as follows:]

A mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. In very limited circumstances, this exception may be approved only by the manager, Network Integration Support (see 608.8.0 for address). To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

* * * * *

4.0 Destination Sectional Center Facility (DSCF) Entry

* * * * *

4.2 Eligibility

Pieces in a mailing that meet the standards in 2.0 and 4.0 are eligible for the DSCF price, as follows:

* * * * *

[Revise item 4.2c as follows:]

- c. DSCF prices apply to residual pieces eligible for 3-digit prices that are properly placed on a FSS scheme pallet, and pieces from all eligible price categories properly placed in a FSS scheme sack or tray, when deposited at a USPS-designated FSS processing facility and labeled to a FSS scheme processed by that facility, or to a 5-digit destination processed by that facility under labeling list L006. These pieces must include a full delivery address and meet the physical standards for FSS-machinability in 705.14.0.

[Delete item 4.2d in its entirety.]

* * * * *

[Add new 5.0. Renumber current 5.0 as new 6.0, to read as follows:]

5.0 Destination Flat Sequencing System (DFSS) Facility Entry

5.1 Definition

Destination Flat Sequencing System Facility (DFSS) refers to the facilities listed in L006, Column C.

5.2 Eligibility

DFSS prices apply to pieces deposited at a USPS-designated FSS processing facility and correctly placed on a pallet labeled to a FSS scheme processed by that facility or to a 5-digit destination processed by that facility under labeling list L006. These pieces must include a full delivery address and meet the physical standards for FSS machinability in 705.14.0.

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360 Bound Printed Matter

* * * * *

365 Mail Preparation

1.0 General Information for Mail Preparation

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[Add a new 1.6 as follows:]

1.6 FSS Preparation

BPM flats claiming presort or carrier route prices, meeting the standards in 301.3.2 and destinating to FSS zones in accordance with labeling list L006, must be prepared under 705.14.0.

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366 Enter and Deposit

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3.0 Destination Entry

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3.9 Deposit

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3.9.7 Redirection at Mailer's Request

[Revise the text of 3.9.7 as follows:]

A mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. In very limited circumstances, this exception may be approved only by the manager, Network Integration Support (see 608.8.0 for address). To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

* * * * *

5.0 Destination Sectional Center Facility (DSCF) Entry

5.1 Eligibility

[Revise the introductory text of 5.1 as follows:]

Bound Printed Matter pieces in a mailing meeting the standards in 3.0 are eligible for the DSCF price when they meet all of the following additional conditions:

* * * * *

- b. Are deposited at:

* * * * *

[Revise item 5.1b2 as follows:]

- 2. a USPS-designated FSS processing facility and correctly placed in a flat tray, sack, or on a pallet, labeled to a FSS scheme processed by that facility, or to a 5-digit destination processed by that facility under labeling list L006. These pieces must include a full delivery address and meet the physical standards for FSS-machinability in 705.14.0.

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400 Commercial Parcels

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440 Standard Mail

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446 Enter and Deposit

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2.0 Destination Entry

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2.6 Deposit

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2.6.7 Redirection at Mailer's Request

[Revise the text of 2.6.7 as follows:]

A mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. In very limited circumstances, this exception may be approved only by the manager, Network Integration Support (see 608.8.0 for address). To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

* * * * *

460 Bound Printed Matter

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466 Enter and Deposit

* * * * *

3.0 Destination Entry

* * * * *

3.9 Deposit

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3.9.7 Redirection at Mailer's Request

[Revise the text of 3.9.7 as follows:]

A mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. In very limited circumstances, this exception may be approved only by the manager, Network Integration Support (see 608.8.0 for address). To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

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500 Additional Mailing Services

503 Extra Services

1.0 Registered Mail

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1.6 Inquiry on Uninsured Article

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1.6.2 When and How to File

[Revise the current third sentence and add a new fourth sentence to 1.6.2 as follows:]

***File an inquiry for Registered Mail with no declared value by completing a Form 1000. See Publication 122, *Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries*, for additional information.

* * * * *

12.0 Collect on Delivery (COD)

* * * * *

12.2 Basic Information

12.2.1 Description

[Revise the text of 12.2.1 as follows:]

Any mailer may use collect on delivery (COD) service to mail an article for which the mailer has not been paid and have its price and the cost of the postage collected (not to exceed \$1,000.00) from the addressee (or agent). COD service provides the mailer with a mailing receipt and the USPS maintains a record of delivery (including the recipient's signature) for two years. The recipient may pay the COD amount due for a mailpiece (with one form of payment) by cash, or a personal check or money order made payable to the mailer. The USPS forwards the check or money order to the mailer. The Postal Service cannot intervene in disputes between mailers and recipients of COD mail after payment was returned to the mailer. Customers may obtain a delivery record by purchasing a return receipt. Bulk proof of delivery service (6.0) is also available, if purchasing electronic return receipt service at the time of mailing. A mailer must use a unique COD number for each article mailed.

12.2.2 Eligible Matter

[Revise the introductory text of 12.2.2 as follows:]

COD service may be used for Priority Mail Express (1-day and 2-day service only), Priority Mail (except Critical Mail), First-Class Mail, First-Class Package Service, Standard Post, and Package Services or Parcel Select (except Parcel Select Lightweight) mailpieces if:

* * * * *

12.2.3 Additional Services

[Revise the text of 12.2.3 as follows:]

COD service may be used with Hold For Pickup service under 508.7.0, and may also be combined with the following services when the additional service fees are paid:

- a. Restricted delivery.
- b. Return receipt.

- c. USPS Tracking (except with Priority Mail Express COD).
- d. Registered Mail.
- e. Signature Confirmation (except with Priority Mail Express COD).
- f. Special handling.

12.2.4 Registered COD Mail

[Revise 12.2.4 by deleting the current last two sentences and inserting a new last sentence as follows:]

***The label and form must be affixed according to 12.4.1

12.2.5 Priority Mail Express COD

[Revise the text of 12.2.5 as follows:]

Any article sent COD also may be sent by Priority Mail Express when a delivery signature is requested. The maximum amount collectible from the addressee and the indemnity for an individual article is limited to \$1,000.00. Priority Mail Express postage and the COD fees must be paid. The label and form must be affixed according to 12.4.1.

* * * * *

12.2.7 Redirecting COD Articles

[Revise the text of 12.2.7 as follows:]

The mailer of a COD article may use USPS Package Intercept service under 507.5.0 to redirect the article to a new addressee at a designated Post Office using Hold For Pickup service.

12.3 Forms

12.3.1 Form 3816

[Revise the text of 12.3.1 as follows:]

Mailers must complete barcoded Form 3816 (see Exhibit 12.3.1) or Form 3816-AS, *COD Card – Firm Mailings*, (see 12.3.2) and attach it above the delivery address and to the right of the return address, or to the left of the delivery address on parcels.

* * * * *

12.3.2 Privately Printed Form 3816-AS

[Revise the text of 12.3.2 as follows:]

If authorized, a mailer may use a privately printed Form 3816-AS in a 3-ply or 5-ply format. If Form 3816-AS does not provide detachable second and third copies, use Form 3877 under 12.4.4. The privately printed form must be nearly identical in text, design, and color to postal Form 3816, with a COD article number that can be read by automated postal equipment and an Intelligent Mail package barcode (IMpb) prepared under 708.5.0. As stated in Publication 199, *Bulk Proof of Delivery*, available at <http://ribbs.usps.gov/>, mailers must provide pre-production bar-

coded COD labels to the National Customer Service Center (NCSC) for review and approval prior to use.

12.3.3 Nursery Stock

[Revise the complete text of 12.3.3 as follows:]

A firm that mails nursery stock may use Form 3816-AS (see 12.3.2) and include instructions for disposing of shipments not delivered immediately under the following conditions. The firm's instructions on the back of the delivery office part of the COD form (1), and on the remittance coupon (2), should read as follows:

- a. "If recipient refuses to pay charges for any reason, deliver at once without collecting the charges. If parcel is not deliverable or not claimed by the addressee after 10 days, destroy parcel. See remittance coupon for further instructions."
- b. "Return this coupon with money order. If parcel is delivered without collection of charges, or is destroyed after 10 days, check disposition and send coupon to sender in penalty envelope."
 - Delivered to addressee without collecting charges.
 - Destroyed after 10 days.

12.4 Mailing

12.4.1 Identifying Number

[Revise the text of 12.4.1 as follows:]

COD articles are identified by a number on each section of the COD form. When COD is used with Priority Mail Express, Registered Mail, Hold For Pickup service or, a separate barcoded shipping label, the mailer must place both the label and the COD form on the front of the article. The Priority Mail Express article number or the Registered Mail number is used for delivery receipt and indemnity claims. When a separate Hold For Pickup or barcoded shipping label is used, the identifying tracking numbers on the label and the COD form must match.

[Delete item 12.4.2, Numbering for Large Volumes, in its entirety (context of text relocated into 12.2.1), and renumber current items 12.4.3 through 12.4.8 as new items 12.4.2 through 12.4.7.]

12.4.2 Completing COD Forms

[Revise the text of renumbered 12.4.2 as follows:]

The mailer must securely affix the COD form to each COD article. The form must show article number, names and addresses of mailer and recipient, amount due mailer, and amount of money order fee. This information must be handwritten with ink, typewritten, or computer-printed. The mailer may not stipulate "Cash Only" on the COD form. The USPS is not responsible for errors that a mailer makes in stating the charges to be collected.

12.4.3 Addressing Forms

[Revise the second sentence of renumbered 12.4.3 as follows:]

The return address on the COD form must be the same as the return address on the COD article, except that a mailer using a Form 3816-AS may print a different address on the remittance coupon where payments are to be sent.

12.4.4 Receipt

[Revise the text of renumbered 12.4.4 as follows:]

A mailer using Form 3816 receives a section of this form as a receipt. If three or more COD articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet) or privately printed firm sheets in conjunction with Form 3816. When a mailer uses a Form 3816-AS that does not provide detachable second and third copies, Form 3877 also must be used. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local Postmaster or manager, Business Mail Entry. Mailers may omit columns from Form 3877 that do not apply to COD mail. The mailer must submit firm sheets in duplicate and will receive one copy of the postmarked form as a mailing receipt (in lieu of Copy 3 of Form 3816 or Form 3816-AS) after the entries are verified by a postal employee. The acceptance Post Office retains the second copy. All entries on Form 3877 or privately-printed firm sheets must be made by typewriter, printed in ink, or computer-generated. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line.

* * * * *

12.5 Delivery

[Revise the text of 12.5 as follows:]

Delivery of COD mail is subject to 508.1.0 and 508.2.0. Except for Priority Mail Express COD, a Postmaster may restrict delivery of COD mail if the amount to be collected makes the carrier a potential target for theft or if it is known that the addressee will be unavailable to receive the article. If payment is by check or a money order made payable to the mailer, the recipient must present adequate identification. If payment is made by cash, a money order fee is collected from the recipient in addition to the COD amount.

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505 Return Services

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2.0 Permit Reply Mail

2.1 General Information

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2.1.5 Special Standards for PRM Pieces with an Optical Disc

[Revise the second sentence of 2.1.5 as follows:]

***A flat-size PRM piece containing one standard optical disc and weighing no more than 2 ounces will be charged postage applicable for a 1-ounce First-Class Mail letter if the piece meets the standards in 333.2.7.

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507 Mailer Services

1.0 Treatment of Mail

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1.5 Treatment for Ancillary Services by Class of Mail

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1.5.3 Standard Mail and Parcel Select Lightweight

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Exhibit 1.5.3 Treatment of Undeliverable Standard Mail and Parcel Select Lightweight

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES				
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* * * * *

[In the "MAILER ENDORSEMENT" column, change the footnote appended to "Forwarding Service Requested" from the current "2" to footnote "3."]

* * * * *

[In the "MAILER ENDORSEMENT" column, change the footnotes appended to the first listing of "Change Service Requested" from the current "1, 3" to "1, 4."]

* * * * *

[At the bottom of the table, redesignate current footnotes 2 and 3 as new 3 and 4, respectively, and add new footnote 2 (restored from its intended place where it was as of 1-27-2013) to read as follows:]

2. The weighted (per piece) fee is the First-Class Mail or Priority Mail single-piece price and any nonmachinable surcharge (see 133.1.0), multiplied by 2.472; rounding any fractions to the next whole cent.

* * * * *

1.8 Returning Mail

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1.8.5 Extra Services

[Revise 1.8.5 by revising the third and fourth sentences and adding a new fifth sentence as follows:]

***The sender must sign a delivery receipt for returned Priority Mail Express, Registered Mail, COD articles, Adult Signature services, and mail insured for more than \$200. Returned Priority Mail Express (when waiver of signature is requested by the sender), Certified Mail, and mail with Signature Confirmation or return receipt for merchandise service may be returned to the sender without obtaining a signature when those mailpieces are returned as undeliverable.

* * * * *

4.0 Address Correction Services

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4.3 Sender Instructions

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4.3.2 Extra Services

[Revise the complete text of 4.3.2 as follows:]

A change-of-address order to a domestic address covers Certified Mail, COD, insured, Registered Mail, Signature Confirmation, Adult Signature services, and return receipt for merchandise mail unless the sender gives other instructions. This mail is treated as follows:

- a. COD mail is not forwarded to overseas military Post Offices.
- b. Ordinary and insured parcels marked with the mailer's instructions are treated following instructions, such as: "Do not forward or return. If not accepted within ____ days, treat as abandoned. Notify mailer of disposition."
- c. COD mail will be handled as requested when marked under 503.12.

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508 Recipient Services

1.0 Recipient Options

1.1 Basic Recipient Concerns

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1.1.7 Priority Mail Express and Accountable Mail

[Revise the introductory text of 1.1.7 as follows:]

The following conditions also apply to the delivery of Priority Mail Express and other accountable mail (Registered Mail, Certified Mail, insured for more than \$200.00, COD, or Adult Signature services) as well as mail with return receipt service, return receipt for merchandise service, or restricted delivery service:

[Revise item 1.1.7a as follows:]

- a. The addressee (or representative) may obtain the sender's name and address while held by the USPS employee before accepting delivery and endorsing the delivery receipt.

* * * * *

[Revise item 1.1.7c as follows:]

- c. Suitable identification may be required of the recipient before delivery of the mailpiece.

* * * * *

[Revise item 1.1.7e as follows:]

- e. USPS responsibility ends when the mailpiece is delivered to the addressee (or another party, subject to 1.0).

* * * * *

[Revise all of item 1.1.7g as follows:]

- g. A hand stamp approved by the Postmaster may be used by the addressee (or authorized agent) to provide the signature and name of the individual or organization receiving the mailpiece as follows:

- 1. The hand stamp imprint must fit within the Signature and Printed Name blocks on Form 3849 without overlapping into other sections.
- 2. To obtain approval for a hand stamp, the company must submit a written statement to the Postmaster that the person whose name appears on the stamp is authorized to accept accountable mail, accompanied by a sample of the authorized employee's signature. After approval, the documentation is held by the Postmaster and the stamped signature and name are acceptable only if a legible impression is provided within the Signature and Printed Name blocks on Form 3849.
- 3. For mail addressed only to a federal or state official, the stamp need show only the name and location of the accepting organization. In these cases, the stamp imprint must fit within the Printed Name and Delivery Address block of Form 3849 without overlapping into other sections.

* * * * *

7.0 Hold For Pickup

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7.2 Basic Information

7.2.1 Description

[Revise the text of 7.2.1 as follows:]

Hold For Pickup service allows mailpieces to be held at a designated Post Office for pickup by an addressee. When the mailer has provided contact information to the destination Post Office, the customer is notified by email that a package is available for pickup. This service provides the shipper with the date and time of delivery to the addressee. If the item has not been picked up within 5 days, the Post Office makes a second notification attempt and returns the item to the sender if not picked up within 15 days.

7.2.2 Basic Eligibility

[Revise the complete text of 7.2.2 as follows:]

Hold For Pickup service is available with Priority Mail Express. It is also available with commercial mailings of Priority Mail (except Critical Mail), First-Class Package Service parcels, and Parcel Select Nonpresort parcels when:

- a. Mailpieces bear the Hold For Pickup label with an Intelligent Mail package barcode under 708.5.0.
b. One of the extra services in 7.2.6 is combined with Hold For Pickup service.

* * * * *

7.2.6 Extra Services

[Revise the introductory text of 7.2.6 as follows:]

Hold For Pickup service, except when used with Priority Mail Express, must be combined with one or more of the following:

* * * * *

[Add new item 7.2.6e as follows:]

- e. Collect on Delivery (COD).

7.3 Preparation Definitions and Instructions

Except for Priority Mail Express Hold For Pickup presented at retail Post Office locations, mailers must prepare mailpieces bearing the "Hold For Pickup" label as follows:

[Delete current item 7.3a in its entirety, and redesignate current items b through d as new items a through c; additionally revise redesignated item 7.3a as follows:]

- a. Exchange electronic files with USPS through an approved file transfer protocol to notify the addressee when a parcel is available for pickup or to notify the mailer that items are available to be picked up as "return to sender."

* * * * *

- c. In addition to the markings defined in 7.0, address labels on a Hold For Pickup mailpiece must contain the elements below:

* * * * *

[Revise redesignated 7.3c7 as follows:]

- 7. The lower half of the address label must contain a correct Intelligent Mail package barcode under 708.5.0 or an integrated barcode as defined in Publication 199.

[Insert new item 7.3c8 as follows:]

- 8. If combined with COD service, other information as required in 503.12.

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600 Basic Standards for All Mailing Services

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602 Addressing

1.0 Elements of Addressing

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1.5 Return Addresses

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[Renumber current 1.5.4 as new 1.5.5; add new 1.5.4 to read as follows:]

1.5.4 Use of Foreign Return Addresses

Regardless of destination, when U.S. postage is applied to a mailpiece, only a domestic return address is authorized, except when the addressee's permanent residence is outside the United States or its territories (e.g., a tourist who lives abroad and is shipping an item home from the United States). This exception is applicable for only incidental non-commercial use for single-piece price mailpieces.

* * * * *

4.0 Detached Address Labels (DALs) and Detached Marketing Labels (DMLs)

4.1 DAL and DML Use

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4.1.2 Periodicals or Standard Mail Flats Saturation Mailings

[Revise the text of 4.1.2 as follows:]

Saturation mailings of only unaddressed Periodicals or Standard Mail flats may be mailed with detached address labels (DALs), but DALs may not bear simplified addresses when used with Standard Mail flats. For this standard, saturation mailing means a mailing sent to at least 75% of the total addresses on a carrier route or 90% of the residential

addresses on a route, whichever is less. Saturation flats presented with DALs that are not automation-compatible and correctly barcoded do not qualify for saturation prices. Instead they may be entered at applicable basic carrier route prices. This standard (for automation-compatible barcoded DALs) does not apply to DALs with simplified addressing when correctly used with Periodicals flats.

* * * * *

4.2 Label Preparation

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4.2.2 Addressing

[Revise the text of 4.2.2 as follows:]

The address for each item must be placed on a DAL, parallel to the longest dimension of the DAL, and may not appear on the item it accompanies. The DAL must contain the delivery address and a return address. In addition, if DALs accompany saturation mailings of Periodicals or Standard Mail flats, a correct Intelligent Mail barcode with an 11-digit routing code must be printed on each DAL, except when using a simplified address for Periodicals flats as allowed by standards.

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4.5 Postage

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4.5.2 Postage Computation and Payment

***In addition, these methods of postage payment apply:

* * * * *

[Revise item 4.5.2b as follows:]

- b. Standard Mail flats [except Every Door Direct Mail (EDDM) flats] and parcels and Bound Printed Matter pieces must be paid by permit imprint, which must appear on each DAL.

* * * * *

604 Postage Payment Methods

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5.0 Permit Imprint (Indicia)

5.1 General Standards

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5.1.2 Minimum Volume

Permit imprint mailings must contain at least 200 pieces or 50 pounds of mail, except:

* * * * *

[Add new item 5.1.2g as follows:]

- g. A mailing containing 50 pieces or 50 pounds of non-presorted single-piece domestic mail parcels submitted under the terms of an approved Manifest Mailing System (including eVS) agreement under 705.2.0. Mailers may include any combination of the following products under this provision: Priority Mail Express (eVS only), Priority Mail, First-Class Package Service parcels, First-Class Mail parcels, nonpresorted Bound Printed Matter parcels, Parcel Select Nonpresort parcels, and single-piece Media Mail and Library Mail parcels. Parcels in USPS-provided packaging, including Flat Rate Envelopes and Boxes, may be included.

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608 Postal Information and Resources

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8.0 USPS Contact Information

8.1 Postal Service

* * * * *

[Add a new listing in alphabetical order as follows:]

Network Integration Support
475 L' Enfant Plz SW, Rm 7536
Washington, DC 20260-2806

* * * * *

609 Filing Indemnity Claims for Loss or Damage

1.0 General Filing Instructions

1.1 Extra Services With Indemnity

[Revise the text of 1.1 as follows:]

A customer may file an indemnity claim for insured mail, COD items, Registered Mail with postal insurance, or Priority Mail Express. See Publication 122, available on www.usps.com, for additional information.

* * * * *

1.4 When to File

File claims as follows:

* * * * *

[Revise the chart in 1.4 as follows:]

Mail Type or Service	When to File (from Mailing Date)	
	No Sooner Than	No Later Than
Priority Mail Express	7 days	60 days
Priority Mail Express COD	15 days	60 days
Registered Mail	15 days	60 days
Registered Mail COD	15 days	60 days

Mail Type or Service	When to File (from Mailing Date)	
	No Sooner Than	No Later Than
Insured Mail (including Priority Mail under 3.2)	15 days	60 days
COD	15 days	60 days
APO/FPO Priority Mail, Express Military Service	21 days	180 days
APO/FPO/DPO Insured Mail and Registered Mail (Priority Mail, First-Class Mail, SAM, or PAL)	45 days	1 year
APO/FPO/DPO Insured Mail (Surface only)	75 days	1 year

[Delete item 1.5, Where to File, in its entirety and renumber current 1.6 and 1.7 as new item 1.5 and 1.6, then revise the title of renumbered 1.5 as follows:]

1.5 Where and How to File

1.5.1 Claims Filed Online

[Revise the first and second sentences of renumbered 1.5.1 as follows:]

Domestic indemnity claims should be filed online (preferred) at www.usps.com/domestic-claims for domestic insured mail, COD, Registered Mail with postal insurance, and Priority Mail Express. Proof of value is required and should be submitted online as an uploaded file (.pdf or .jpeg).***

1.5.2 Claims Filed by Mail

[Revise the text of renumbered 1.5.2 as follows:]

Customers may file a claim by completing a Form 1000 and mailing it to the address indicated on the form, accompanied by proof of value. Obtain Form 1000 by calling 1-800-332-0317, option 9. For pieces with multiple extra services, the customer must provide original receipts for all services purchased. Upon request by the USPS, the customer must submit proof of damage under 2.0 for damaged items or missing contents.

[Delete renumbered 1.5.3, Claims Filed at the Post Office and current 1.7, Filing Duplicate Claims, in their entirety.]

2.0 Providing Proof of Loss or Damage

[Delete the title of current 2.1, and revise the text of current 2.1 as new 2.0 as follows:]

If a claim is filed because some or all of the contents are missing or damaged, the addressee must retain the mailing container, including any damaged articles, all packaging, and any contents received. Upon written request by the USPS, the addressee must make this proof available to the local Post Office for inspection, retention, and disposition, in accordance with the claims decision. Failure to do so will result in denial of the claim.

[Delete current 2.2, Proof of Damage, in its entirety.]

3.0 Providing Evidence of Insurance and Value

3.1 Evidence of Insurance

[Revise the complete text of 3.1 as follows:]

For a claim involving articles listed in 1.1, the customer must retain evidence showing that the specific USPS service was purchased until the claim is resolved. Examples of acceptable evidence are:

- a. The original mailing receipt issued at the time of mailing (retail insured mail, Registered Mail, and COD receipts must contain a USPS postmark). For insured mail, a photocopy of the original mailing receipt is acceptable.
- b. The outer packaging showing the names and addresses of the sender and the addressee and the proper label showing that the article was sent insured, COD, Registered Mail with postal insurance, or Priority Mail Express. (If only the outer packaging is submitted, indemnity can be limited to \$100 for insured, \$50 for COD, \$100 for Registered Mail, and \$100 for Priority Mail Express.)
- c. For Priority Mail Express items accepted under a Priority Mail Express Manifesting agreement in 705.2.0, a copy of the manifest page showing the Priority Mail Express label number for the item; the manifest summary page for the mailing date of the piece; a copy of Form 3152-E round-dated by the accepting Post Office; and a copy of the USPSCA monthly statement that lists the label number and postage for the mailpiece. If the customer purchased additional insurance, a copy of the round-stamped Form 3877 also must be submitted.
- d. For insurance purchased online, a printed electronic online label record or a computer printout from the application used to print the label and purchase the insurance. The printout must identify the USPS Tracking number of the insured parcel, total postage paid, insurance fee paid, declared value, mailing date, origin ZIP Code, and delivery ZIP Code.
- e. For insured mail or COD mail paid using MMS or eVS under 705.2, the mailer must use one of the following:
 1. A Detail Record in their Shipping Services file version 1.6 or higher, with recipient name and address information for the accountable extra services pieces in the mailing.
 2. A printout of the part of Form 3877 that identifies the parcel by article number, the package identification code (PIC) of the insured or COD parcel, total postage paid, fee paid, declared insured value, amount due sender if COD, mailing date,

origin ZIP Code, and delivery ZIP Code reported in the parcel record in the manifest file.

[Revise the title and introductory text of 3.2 as follows:]

3.2 Proof of Value

Either the mailer or the addressee must submit acceptable proof to establish the cost or value of the article at the time it was mailed. Proof of value should be submitted electronically or attached to the claim form under 1.6; otherwise, the claim cannot be processed. Other proof may be requested to help determine an accurate value. Examples are:

* * * * *

[Revise item 3.2b as follows:]

- b. For items valued up to \$50, the customer’s statement describing the lost or damaged article and including the date and place of purchase, the amount paid, and whether the item was new or used (if a receipt or invoice is not available).

* * * * *

[Revise item 3.2g as follows:]

- g. A copy of a credit card statement or other documentation indicating the amount paid.

* * * * *

4.0 Claims

4.1 Payable Claim

[Revise the introductory sentence of 4.1 as follows:]

Insurance for loss or damage to insured, COD, or Registered Mail within the amount covered by the fee paid or the indemnity limits for Priority Mail Express (under 4.2) is payable for the following:

* * * * *

[Revise item 4.1g as follows:]

- g. For stamps and coins of philatelic or numismatic value, the fair market value is determined by a recognized stamp or coin dealer or current coin and stamp collectors’ newsletters and trade papers. The date of the fair market value determination must be current and prior to the mailing date.

* * * * *

[Insert new items 4.1p and 4.1q as follows:]

- p. For firearms mailed by licensed firearm dealers under 601.12, a Form 1508 must be submitted with the claim.
- q. For collectible items, a sales receipt, invoice or bill of sale, or statement of value from a reputable dealer must be provided as described in 3.2.a.

4.2 Payable Priority Mail Express Claim

[Revise the introductory text of 4.2 and the introductory text of item 4.2a as follows:]

In addition to the payable claims in 4.1, the following are payable for Priority Mail Express mailpieces:

- a. Nonnegotiable documents are insured against loss, damage, or loss of some contents while in transit. Coverage is limited to \$100 per mailpiece, subject to a maximum limit per occurrence as provided in 4.2a4. Claims for document reconstruction insurance must be supported by a statement of expense incurred in reconstruction. Nonnegotiable documents include audit and business records, commercial papers, and other written instruments that cannot be negotiable or cannot be converted into cash without forgery. Articles such as artwork, collector or antique items, books, pamphlets, readers’ proofs, repro proofs, separation negatives, engineering drawings, blueprints, circulars, advertisements, film, negatives, and photographs are considered merchandise, not documents. Indemnity for document reconstruction is paid as follows:

* * * * *

4.3 Nonpayable Claims

Indemnity is not paid for insured mail, Registered Mail, COD, or Priority Mail Express in these situations:

* * * * *

[Revise item 4.3f as follows:]

- f. Loss resulting from delay of the mail, except under 4.2a2 and 4.3ad below.

* * * * *

[Revise item 4.3k as follows:]

- k. Death of honeybees, crickets, and harmless live animals not the fault of the USPS (mailability is subject to 601.9.0).

* * * * *

[Revise item 4.3r as follows:]

- r. Consequential loss of Priority Mail Express, except under 4.2a3 and 4.3ad.

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[Revise item 4.3aa as follows:]

- aa. Lottery tickets, sweepstakes tickets, contest entries, gift cards, and similar items.

* * * * *

6.0 Adjudication of Claims

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6.2 Appealing a Claim Decision

[Revise the text of 6.2 as follows:]

A customer may appeal a claim decision within 30 days from the date of the original decision at www.usps.com/insuranceclaims/online. Customers who did not file their claim online must send written appeals to Accounting Services (see 608.8.0 for address).

6.3 Final USPS Decision of Claims

[Revise the text of 6.3 as follows:]

If Accounting Services sustains the denial of a claim, the customer may submit an additional appeal within 30 days for final review and decision to the Consumer Advocate (see 608.8.0 for address).

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700 Special Standards

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705 Advanced Preparation and Special Postage Payment Systems

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8.0 Preparing Pallets

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8.5 General Preparation

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8.5.6 Mail on Pallets

These standards apply to mail on pallets:

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[Revise item 8.5.6h as follows:]

- h. Heavier, fuller trays must be placed at the bottom of the load, unless excepted by other standards (such as 245.7.7) that may require placement on the top of the pallet.

* * * * *

14.0 Combining Bundles of Flats on Pallets within FSS Zones

14.1 General

[Revise the introductory paragraph of 14.1 as follows:]

Presorted and basic carrier route Standard Mail flats, and all Bound Printed Matter (BPM) presorted and carrier route flats, and Periodicals flats meeting the standards in 301.3.2, must be consolidated into 5-digit FSS scheme bundles and placed on pallets, in sacks, or in approved

alternate containers, for 5-digit FSS scheme ZIP Code combinations within the same facility. Mailings that include 10 or more pieces of Standard Mail flats, 6 or more pieces of Periodicals flats, or 10 or more pieces (or 10 or more pounds) of BPM flats to a FSS scheme, must be prepared in FSS scheme bundles for that 5-digit FSS scheme. Mailers may optionally prepare scheme pools with less than those minimums and may prepare an FSS scheme bundle if there is a minimum of 3 inches per bundle. Mailings of nonpresorted BPM flats may be included in FSS preparation, but will not be eligible for presorted or carrier route prices. The Postal Service also recommends the use of flat trays in lieu of sacks for FSS bundles. Bundles of flats prepared to FSS zones also may be combined with bundles of flats not intended for FSS processing when prepared to less finely presorted containers in accordance with these standards and the standards in 8.0. Mailers must place qualifying mailpieces from all price categories into a separate combined pool for each individual 5-digit FSS-scheme combination, and then prepare bundles of uniform size from those pieces. Mailpieces that meet the eligibility standards for 5-digit prices, basic and high density carrier route prices, or BPM presort or carrier route prices will continue to be eligible for these prices when prepared in accordance with the FSS preparation standards. Saturation price Standard Mail and Periodicals flats are not eligible for preparation under this option. High Density and High-Density Plus Standard Mail flats that meet the physical requirements in 301.3 may be included when prepared in accordance with these standards. Mailpieces and bundles must also be prepared as follows:

[Revise 14.1a and b as follows:]

- a. Bundles for all FSS schemes must be identified as a 5-digit scheme presort with an optional endorsement line under 708.7.0; or when authorized, using a red Label 5 SCH barcoded pressure-sensitive bundle label.
- b. It is recommended that all Standard Mail and Periodicals pieces placed into an FSS pool be barcoded, and bear an accurate delivery point Intelligent Mail barcode with an accurate 11-digit routing code.

* * * * *

[Revise 14.1j as follows:]

- j. An FSS scheme pallet, or approved alternate container, must be made when 250 pounds or more of bundles are available for an individual FSS 5-digit scheme. Bundles remaining after palletization may be placed in sacks (or flat trays if approved).

* * * * *

14.2 Periodicals

14.2.1 Basic Standards

[Revise the introductory paragraph of 14.2.1 as follows:]

Except for Periodicals flats mailed at In-County prices, Periodicals flats mailings of 5,000 pieces or less mailed at Outside-County prices or otherwise excepted Periodicals flats mailings, all Periodicals flats meeting the standards in 301.3.2 (nonmachinable flats up to 1-inch thick may be included if they meet the standards in 705.14) and designating to FSS zones as shown in L006, must be prepared according to these standards. Mailings of In-County Periodicals flats and Outside-County Periodicals flats mailings of 5,000 pieces or less also may be prepared according to these standards. Periodicals are subject to the following:

* * * * *

[Revise 14.2.1a and 14.2.1b as follows:]

- a. Pricing eligibility is based on 707.11.0 through 707.14.0, except that the 5-digit Outside-County bundle charge will be assessed to bundles of Outside-County Periodicals prepared in accordance with these standards, including bundles of flats claimed at the carrier route piece price. All Periodicals flats prepared under these standards will be assessed the 3-digit bundle price without regard to the piece prices claimed. FSS bundles placed on FSS scheme or FSS facility pallets, sacks, or trays will claim the 3-digit bundle price.
- b. FSS 5-digit scheme pallets will be assessed the Outside-County container charge for the 3-digit level pallet, except that there is no container charge for FSS 5-digit scheme pallets entered at a DFSS facility. FSS facility sort level pallets will be charged a container price for the SCF pallet. FSS scheme sacks or trays will continue to be assessed the 3-digit price. Sacks and trays entered at a DFSS will claim the DSCF entry price.

[Redesignate current 14.2.1c through f as new 14.2.1d through g, and add new item 14.2.1c to read as follows:]

- c. The Outside-County pound price will be the same as the DSCF price. The In-County price will claim prices for the "none" entry level.

* * * * *

[Revise redesignated items 14.2.1e, f, and g as follows:]

- e. Mailers must combine all 5-digit, carrier route, and 5-digit scheme eligible flat-size mailpieces into a combined mailpiece pool for each FSS 5-digit scheme combination according to L006.
- f. Each bundle must be identified with a "SCH 5-DIGIT FSS" optional endorsement line in accordance with

Exhibit 708.7.1.1; or when authorized, using a red Label 5 SCH barcoded pressure-sensitive bundle label.

- g. All pooled Periodicals mailpieces prepared on pallets to a single presort destination must be prepared in uniform size bundles, between 3 inches and 6.5 inches in height and secured under 601.2.0, except that one overflow bundle per mailpiece pool may be under the minimum size.

* * * * *

14.2.2 Pallet Preparation and Labeling

***Preparation sequence and labeling:

[Revise the introductory text of 14.2.2a as follows:]

- a. FSS scheme, required (optional under 250 pounds), no minimum, permitted only for FSS bundles prepared for a single FSS scheme, as shown in L006. Labeling:

* * * * *

[Revise the introductory text of 14.2.2b as follows:]

- b. FSS facility sort, optional, no minimum, permitted only for FSS bundles prepared for the FSS sort plans processed within the same facility, as shown in L006. Labeling:

* * * * *

14.2.3 Sack Preparation and Labeling

***Preparation and labeling:

[Revise the introductory text of 14.2.3a as follows:]

- a. FSS scheme, required, permitted only for 5-digit FSS scheme bundles prepared for a single FSS scheme, as shown in L006; labeling:

* * * * *

[Revise the introductory text of 14.2.3b as follows:]

- b. FSS facility sort, optional, permitted only for FSS bundles prepared for the FSS sort plans processed within the same facility, as shown in L006; labeling:

* * * * *

14.3 Standard Mail

14.3.1 Basic Standards

***Standard Mail flats are subject to the following:

* * * * *

[Revise 14.3.1c and d as follows:]

- c. Mailers must combine all 5-digit, basic carrier route, and 5-digit scheme eligible flat-size mailpieces into a combined mailpiece pool for each FSS 5-digit scheme combination according to L006.

- d. Each bundle must be identified with a “SCH 5-DIGIT FSS” optional endorsement line in accordance with Exhibit 708.7.1.1; or when authorized, using a red Label 5 SCH barcoded pressure-sensitive bundle label.

* * * * *

14.3.2 Pallet Preparation and Labeling

***Preparation sequence and labeling:

[Revise the introductory text of 14.3.2a as follows:]

- a. FSS scheme, required (optional under 250 pounds), no minimum, permitted only for FSS bundles prepared for a single FSS scheme, as shown in L006. Labeling:

* * * * *

[Revise the introductory text of 14.3.2b as follows:]

- b. FSS facility sort, optional, no minimum, permitted only for FSS bundles prepared for the FSS scheme processed within the same facility, as shown in L006. Labeling:

* * * * *

14.3.3 Sack Preparation and Labeling

***Preparation and labeling:

[Revise the introductory text of 14.3.3a as follows:]

- a. FSS scheme, required, permitted only for 5-digit FSS scheme bundles prepared for a single FSS scheme, as shown in L006; labeling:

* * * * *

[Revise the introductory text of 14.3.3b as follows:]

- b. FSS facility sort, optional, permitted only for 5-digit FSS bundles prepared for the FSS schemes processed within the same facility, as shown in L006; labeling:

* * * * *

14.4 Bound Printed Matter

14.4.1 Basic Standards

[Revise the introductory text of 14.4.1 as follows:]

Bound Printed Matter (BPM) flats eligible for, and paid at, presorted prices or carrier route prices, and that meet the standards in 301.3.2, must be combined in 5-digit FSS scheme bundles and placed on pallets, or in flat trays, sacks, or approved alternate containers, for delivery to ZIP Codes having FSS processing capability, as shown in L006. BPM flats are subject to the following:

* * * * *

[Revise 14.4.1c and d as follows:]

- c. Mailers must combine all eligible flat-size mailpieces into a combined mailpiece pool for each FSS 5-digit scheme combination according to L006.
- d. Each bundle must be identified with a “SCH 5-DIGIT FSS” optional endorsement line in accordance with Exhibit 708.7.1.1; or when authorized, using a red Label 5 SCH barcoded pressure-sensitive bundle label.

* * * * *

14.4.2 Pallet Preparation and Labeling

***Preparation sequence and labeling:

[Revise the introductory text of 14.4.2a as follows:]

- a. FSS scheme, required (optional under 250 pounds), no minimum, permitted only for FSS bundles prepared for a single FSS scheme, as shown in L006. Labeling:

* * * * *

[Revise the introductory text of 14.4.2b as follows:]

- b. FSS facility sort, optional, no minimum; permitted only for FSS bundles prepared for the FSS schemes processed within the same facility, as shown in L006. Labeling:

* * * * *

14.4.3 Sack Preparation and Labeling

***Preparation and labeling:

[Revise the introductory text of 14.4.3a as follows:]

- a. FSS scheme, required, permitted only for 5-digit FSS scheme bundles prepared for a single FSS scheme, as shown in L006; labeling:

* * * * *

[Revise the introductory text of 14.4.3b as follows:]

- b. FSS facility sort, optional, permitted only for FSS bundles prepared for the FSS schemes processed within the same facility, as shown in L006; labeling:

* * * * *

15.0 Combining Standard Mail Flats and Periodicals Flats

15.1 Basic Standards

* * * * *

[Revise the title and introductory text of 15.1.11 as follows:]

15.1.11 Preparation for FSS Zones

Mailers authorized to combine mailings of Standard Mail flats and Periodicals flats must prepare these mailings under 14.0, when the mailing includes pieces destinating

within one or more of the FSS zones in L006. Mailpieces eligible for High Density and High-Density Plus prices are not required to, but may be, prepared under the standards in 14.0. The following applies:

[Delete current items 15.1.11a through c in their entirety and resequence current items 15.11.1d through f as new items 15.11.1a through 1c.]

* * * * *

707 Periodicals

* * * * *

4.0 Basic Eligibility Standards

* * * * *

4.9 Issues

4.9.1 Regular Issues

[Revise the text of 4.9.1 as follows:]

Regular issues must be published according to the publication’s stated frequency. Issues may include annual reports, directories, buyers’ guides, lists, and similar material if these issues bear the publication title and are included in the regular subscription price, if any.

* * * * *

[Delete 4.9.3, Content, in its entirety (text moved into 4.9.1).]

[Renumber current 4.9.4 and 4.9.5 as new 4.9.3 and 4.9.4.]

* * * * *

6.0 Qualification Categories

6.1 General Publication

* * * * *

6.1.2 Circulation Standards

General publications must meet these circulation standards:

* * * * *

[Revise items 6.12b through 6.1.2g as follows:]

- b. Records for subscriptions to a publication must be kept so that subscriptions to each publication can be verified.
- c. Persons whose subscriptions are obtained at a nominal price and those whose copies bear an alternative address must not be included in the legitimate list of subscribers. Such copies must be treated as non-subscriber copies.
- d. Subscriptions may be paid for with dues or contributions, if the amount paid for the subscription is stat-

ed. The USPS may require evidence of compliance; see 5.1.2 for more information.

- e. A subscription must be separated from all other business transactions to be evident as an independent act. Publishers must be able to show that subscriptions are voluntary and that the subscription price is paid or promised.
- f. At least 50% of a publication's distribution must be to persons who have paid above a nominal price. (For inclusion of electronic copies, see 6.5). Nominal price subscriptions include those sold at a price so low that it cannot be considered a material consideration; or at a reduction to the subscriber (under a premium offer or any other arrangement) of more than 70% of the basic annual subscription price. The value of a premium is its actual cost to the publisher, its recognized retail value, or its represented value, whichever is highest.
- g. Publications primarily designed for free circulation or for circulation at nominal prices do not qualify for the general publications category.

[Delete items 6.1.2g1 through 6.1.2g4 in their entirety; the same substantive information is included in items 6.1.2a through 6.1.2f.]

* * * * *

6.4 Requester Publications

* * * * *

6.4.2 Circulation Standards

Requester publications must meet these circulation standards:

* * * * *

[Revise item 6.4.2b as follows:]

- b. Subscription copies of the publications that are paid for or promised to be paid for, including those at or below a nominal price, may be included in the 50% request requirement. (For inclusion of electronic copies, see 6.5.)

* * * * *

[Revise items 6.4.2d through 6.4.2f as follows:]

- d. Records of requests for a publication must be kept so that subscriptions or requests for each publication can be verified.
- e. Requests more than 3 years old are not valid requests. Copies addressed using an alternative address format are not considered requested copies.
- f. For a requester publication issued by a membership organization, the organization may adopt a resolution that each member receives a copy of each issue.

Records must be kept to show that the publication is sent to members. Form 3500 must be accompanied by a copy of the resolution and written assurance that the required records are kept.

* * * * *

6.7 News Agent Registry

6.7.1 Definition

[Revise the text of 6.7.1 by including text from current 6.7.2 as follows:]

The term *news agent* means a person or concern selling two or more Periodicals publications published by more than one publisher. A news agent must be authorized by the USPS before the agent may mail publications at Periodicals prices.

[Delete current 6.7.2, Authorization; text is relocated to 6.7.1.]

[Renumber current 6.7.3 through 6.7.5 as new 6.7.2 through 6.7.4.]

* * * * *

6.7.3 Unsold Copies

[Revise the text of renumbered 6.7.3 as follows:]

Unsold copies returned to the publishers or sent to other news agents or sent to persons not having subscriptions with news agents, are subject to the Outside-County Periodicals prices.

* * * * *

7.0 Mailing to Nonsubscribers or Nonrequesters

7.1 Sample Copies

[Revise the text of 7.1 as follows:]

Sample copies are nonsubscriber or nonrequester copies and may be mailed at prices according to standards in 7.0 and 10.0.

7.2 Simplified Address

[Revise the text of 7.2 as follows:]

Copies addressed with simplified addresses under 602.3.2 may be mailed only to nonsubscribers or nonrequesters. If a subscriber or requester receives a simplified address copy in addition to the subscriber or requester copy, the additional copy is considered a nonsubscriber or nonrequester copy.

* * * * *

7.4 Gift Subscriptions

[Revise the text of 7.4 as follows:]

Copies sent to persons whose subscriptions were paid by other individuals as gifts are considered subscriber copies. Subscriptions paid by advertisers or other persons promoting their own interests, and subscriptions given free by the publisher, are *not* gift subscriptions, and are considered nonsubscriber or nonrequester copies.

7.5 Exchange Copies

[Revise the text of 7.5 as follows:]

A small part of the distribution list may contain publishers to whom one copy each is sent in exchange for a copy of the recipients' publications. These exchange copies are considered subscriber or requester copies.

* * * * *

7.7 Complimentary Copies

[Revise the text of 7.7 as follows:]

All complimentary copies are considered nonsubscriber or nonrequester copies.

7.8 Proof Copies

[Revise the text of 7.8 as follows:]

One complete copy of each issue may be mailed to each advertiser (or agent) in the issue to prove that the advertisements are printed. These copies are considered subscriber or requester copies. Any additional copies sent to an advertiser (or agent) are considered nonsubscriber or nonrequester copies.

* * * * *

9.0 Changing Title, Frequency, or Known Office of Publication

9.1 General

9.1.1 When Required

[Revise the text of 9.1.1 as follows:]

Except under 9.1.2, the publisher must file an application for reentry on Form 3510 to the original entry Postmaster to change the title, frequency of issue; or to change location of the known office of publication of an authorized Periodicals publication by submitting Form 3510 to the Postmaster whose service area oversees the new location.

* * * * *

[Delete current 9.1.3, Where to File, in its entirety (text moved to 9.1.1).]

[Reumber current 9.1.4 through 9.1.4 as new 9.1.3 through 9.1.4.]

[Delete current 9.1.6, Same County, in its entirety; the same information appears in 707.11.3.]

[Reumber current 9.1.7 as new 9.1.5 and revise as follows:]

9.1.5 Filing Date

Publishers changing the title or frequency of a publication must file Form 3510 by the date on which copies are to be issued with the new title or on the new frequency.

[Delete current 9.1.8, Effective Date, in its entirety; the same information is in current 9.3.5.]

[Reumber current 9.1.9 through 9.1.12 as new 9.1.6 through 9.1.9.]

* * * * *

9.1.7 Application Fee

[Revise the text of renumbered 9.1.7 as follows:]

The correct (nonrefundable) fee must accompany an application (Form 3510) for reentry. No additional fee is required when a revised Form 3500 is required as part of a reentry application.

9.1.8 Multiple Reentry Requests

[Revise the text of renumbered 9.1.8 as follows:]

A publisher may file one Form 3510 and pay one fee to request multiple reentry actions under 9.1 if all documentation is submitted with the Form 3510 under 9.1.3; and the effective dates for the reentry actions do not cover more than 30 calendar days. The publisher must submit a separate Form 3510 (and pay the fee) for each reentry action that cannot meet these conditions.

9.1.9 Other Actions

[Revise the text of renumbered 9.1.9 as follows:]

A publisher must submit a separate Form 3510 (and pay the fee) for each reentry action under 28.4, 30.0, 10.0 (no fee), or 9.2. A publisher must file a separate Form 3510 (and pay the fee) if the publication's distribution plan is modified other than the frequency of issuance or the location of the original entry Post Office.

9.2 Changing Qualification Categories

[Revise the text of 9.2 as follows:]

To change the category under which a publication is authorized Periodicals mailing privileges, the publisher must file a revised Form 3500 and an application for reentry on Form 3510 with the original entry Postmaster and pay the appli-

cable fee. See 9.1.2 for when a reentry application may not be required.

[Delete current 9.2.1, 9.2.2, 9.2.3, and 9.2.4 in their entirety (the text of 9.2.1, 9.2.3, and 9.2.4 are merged into new text in 9.2; the text of 9.2.2 is already covered in current 9.1.2).]

9.3 Application for Reentry

9.3.1 Pending

While an application for reentry is pending, copies of an authorized Periodicals publication are accepted for mailing at the Periodicals prices, subject to 9.3.5.

[Delete current 9.3.2, Additional Information, in its entirety; the same information is in current 9.3.3.]

[Reumber current 9.3.3 through 9.3.5 as new 9.3.2 through 9.3.4, and revise the text of renumbered 9.3.2 as follows:]

9.3.2 Proof of Compliance

The publisher must be able to show (via circulation and other records) to USPS satisfaction that the reentered publication still meets all Periodicals standards. Failure to provide this evidence is sufficient grounds to deny the reentry request.

* * * * *

9.3.4 Effective Date

[Revise the text of renumbered 9.3.4 as follows:]

An entry office may not be used before authorization by the USPS. A publisher may not pay postage at another price to deposit copies at an unauthorized entry office. Subject to the restrictions in 9.1, the effective date of a reentry authorization is the application date or the eligibility date (if the publication became eligible after the application date). The requested date for a change in original entry office may be deferred until sufficient transportation or other resources are in place. If deferral is due to USPS transportation contract limitations, the publisher's requested date may be approved with the publisher's agreement to reimburse the USPS for costs caused by modifying contracted transportation.

[Delete current 9.3.6, Denial After Verification, in its entirety; the same information is in current 9.3.7.]

[Reumber current 9.3.7 through 9.3.12 as new 9.3.5 through 9.3.10.]

[Revise the title and text of renumbered 9.3.5 as follows:]

9.3.5 Denial

If the PCSC manager denies an application, a written notice of the reasons is provided to the publisher. The denial takes effect 15 days from the publisher's receipt of the notice, unless the publisher files an appeal under 9.3.6 within that time. Alternatively, the publisher may return to the publica-

tion status before the application for reentry was submitted.

* * * * *

12.0 Nonbarcoded (Presorted) Eligibility

12.1 Basic Standards

* * * * *

12.3 Prices—In-County

12.3.1 Five-Digit Prices

5-digit prices apply to:

* * * * *

[Add new item 12.3.1c as follows:]

- c. Qualifying flats included in a FSS 5-digit scheme pool under 705.14.

* * * * *

12.3.2 Three-Digit Prices

3-digit prices apply to:

* * * * *

[Add new 12.3.2c as follows:]

- c. Flat-size pieces not qualifying for carrier route or 5-digit prices, but properly included in a FSS 5-digit scheme pool prepared under 705.14.

* * * * *

13.0 Carrier Route Eligibility

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13.2 Sorting

* * * * *

13.2.2 Sequencing Requirements

[Revise the introductory text of 13.2.2 as follows:]

Except for flats properly prepared under FSS standards in 705.14, carrier route mail must be prepared in delivery sequence as follows:

* * * * *

13.3 Walk-Sequence Prices

13.3.1 Eligibility

[Revise the text of 13.3.1 as follows]

The high density or saturation prices apply to each walk-sequenced piece in a carrier route mailing, eligible under 13.2.1 and prepared under 705.8.0, 23.0, or (nonletter-size mail only) 705.10.0, 705.12.0, or 705.13.0, that also meets the corresponding addressing and density standards in 13.3.4. High density and saturation price mailings must be

prepared in carrier walk sequence according to schemes prescribed by the USPS (see 23.8), except for qualifying high density flats that are properly included in FSS 5-digit scheme pools under 705.14.

14.0 Barcoded (Automation) Eligibility

* * * * *

14.4 Prices—In-County

14.4.1 Five-Digit Prices

5-digit automation prices apply to:

* * * * *

[Add new item 14.4.1c as follows:]

- c. Qualifying flats included in a FSS 5-digit scheme pool under 705.14.

* * * * *

14.4.2 Three-Digit Prices

3-digit automation prices apply to:

* * * * *

[Add new item 14.4.2c as follows]

- c. Flat-size pieces not qualifying for carrier route or 5-digit prices, but properly included in a FSS 5-digit scheme pool prepared under 705.14

* * * * *

18.0 General Mail Preparation

18.1 Definition of Presort

[Revise the text of 18.1 as follows:]

“Presort” is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards.

18.2 Definition of Mailings

“Mailings” are defined as:

[Revise item 18.2a as follows:]

- a. A mailing is a group of pieces within the same class of mail and the same processing category that are sorted together and presented under a minimum volume mailing requirement. Specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.

* * * * *

[Add a new 18.5 as follows:]

18.5 FSS Preparation

Except for Periodicals flats mailed at In-County prices, Periodicals flats mailings of 5,000 pieces or less mailed at Outside-County prices, Periodicals flats mailed at satura-

tion, High Density prices, or otherwise excepted Periodicals flats mailings, all Periodicals flats (including nonmachinable flats up to 1-inch thick may be included if they meet the standards in 705.14) destinating to FSS zones as shown in L006, must be prepared under 705.14. Mailings of In-County Periodicals flats, Outside-County Periodicals flats mailings of 5,000 pieces or less, and Periodicals qualifying for High-Density prices may be included in FSS 5-digit scheme pools.

* * * * *

29.0 Destination Entry

* * * * *

29.4 Destination Sectional Center Facility

* * * * *

29.4.2 Price Eligibility

Determine price eligibility as follows:

* * * * *

[Delete the last sentence of the introductory text of 29.4.2b, and delete 29.4.2b1 and b2 in their entirety, so that item b reads as follows:]

- b. Container Prices. Mailers may claim the DSCF container price for SCF and more finely presorted containers that are entered at and destined within the service area of the SCF at which the container is deposited.

* * * * *

[Renumber current 29.5. as new 29.6, and add a new 29.5 as follows:]

29.5. Destination Flat Sequencing System (DFSS) Facility Entry

29.5.1 Definition

For this standard, destination Flat Sequencing System Facility (DFSS) refers to the facilities listed in L006, Column C.

29.5.2 Eligibility

DFSS prices apply to pieces deposited at a USPS-designated FSS processing facility and correctly placed in a flat tray, sack, or on a pallet, labeled to a FSS sort plan or labeled to a 5-digit destination processed by that facility, under labeling list L006. These pieces must include a full delivery address and meet the physical standards for FSS-machinability in 705.14.0.

* * * * *

708 Technical Specifications

* * * * *

6.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Placards

* * * * *

6.2 Specifications for Barcoded Tray and Sack Labels

6.2.1 Use

Exhibit 6.2.1 shows the types of mail requiring barcoded tray or sack labels. Barcoded labels must meet these general standards:

* * * * *

[Revise the text of item 6.2.1b as follows:]

- b. Mailer-produced barcoded labels must meet the standards in 6.0, and tray labels must be non-adhesive.

* * * * *

6.2.4 3-Digit Content Identifier Numbers

* * * * *

Exhibit 6.2.4 3-Digit Content Identifier Numbers

Class and Mailing	CIN	Human-readable Content Line
-------------------	-----	-----------------------------

* * * * *

PERIODICALS (PER)

* * * * *

PER Flats — Merged Carrier Route, Barcoded, and Nonbarcoded

* * * * *

[Add a new third row as follows:]

FSS scheme and FSS facility	349	PER FLTS 5D FSS SCH BC
-----------------------------	-----	------------------------

* * * * *

PERIODICALS (NEWS)

* * * * *

NEWS Flats — Merged Carrier Route, Barcoded, and Nonbarcoded

* * * * *

[Add a new third row as follows:]

FSS scheme and FSS facility	449	NEWS FLTS 5D FSS SCH BC
-----------------------------	-----	-------------------------

* * * * *

STANDARD MAIL

* * * * *

STD Flats — Merged Carrier Route, Automation, and Presorted

* * * * *

[Add a new third row as follows:]

FSS scheme and FSS facility	549	STD FLTS 5D FSS SCH BC
-----------------------------	-----	------------------------

PACKAGE SERVICES

* * * * *

BPM Flats — Cosacked, Barcoded, and Presorted

* * * * *

[Add a new second row as follows:]

FSS scheme and FSS facility	638	PSVC FLTS 5D FSS SCH BC
* * * * *		

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

— Product Classification, Pricing, 12-26-13

DMM Revision: Revised Standards for Shipments of Cremated Remains

Effective December 26, 2013, the Postal Service™ is revising *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 601.12 to require mailers to use only Priority Mail Express™ service when shipping cremated remains. The Postal Service will no longer authorize cremated remains to be sent using Registered Mail™ service. Although these revisions will not be published in the DMM until January 26, 2014, these standards are effective immediately.

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

* * * * *

600 Basic Standards For All Mailing Services

601 Mailability

* * * * *

12.0 Other Restricted and Nonmailable Matter

* * * * *

12.9 Liquids and Powders

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12.9.3 Cremated Remains

[Revise the last sentence of 12.9.3 to read as follows:]

***Mailpieces sent to domestic addresses must be sent using Priority Mail Express service.

* * * * *

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

— Product Classification, Pricing, 12-26-13

DMM Revision: New Extra Service Labels for Items Bearing an IMpb and New Process for Registered Mail Inquiries

Effective January 26, 2014, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) sections 503.1 and 503.2 to update the process for customers making inquiries for uninsured (with no declared value) Registered Mail™ items and to introduce two new non-barcoded labels for Registered Mail™ and Certified Mail® items that already bear an Intelligent Mail® package barcode (IMpb).

The Postal Service is aligning the inquiry process for Registered Mail items with no declared value with the most current resources and tracking data available for all accountable mailpieces; customers may obtain tracking and delivery information electronically or by phone. Additional information can also be found in Publication 122,

Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries. As a result of these DMM revisions, the PS Form 1000, *Domestic or International Claim*, will also be updated to remove various references no longer required for mailers to make inquiries for Registered Mail items with no declared value.

The Postal Service also introduces two non-barcoded, color-coded, self-adhesive extra service labels: Label 200-N, *Registered Mail*, and Label 3800-N, *Certified Mail*. These “product identifier” labels can be ordered from the Postal Store at www.usps.com. These USPS-provided labels are available for use only when a customer-generated IMpb shipping label, which contains the service type code for

Registered Mail or Certified Mail, is also affixed on the same mailpiece.

Additionally, the Postal Service continues its efforts to simplify mailing standards so these revisions will consolidate any unnecessary or duplicate references.

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

* * * * *

500 Additional Mailing Services

503 Extra Services

1.0 Registered Mail

* * * * *

1.4 Mailing

* * * * *

1.4.4 Label 200

[Revise the text of 1.4.4 to read as follows:]

Registered Mail must bear the barcoded red Label 200 (see Exhibit 1.4.4), or a non-barcoded red Label 200-N when a mailer-generated shipping label bearing an IMpb, under 708.5, is also affixed on the same mailpiece. Mailers must place the applicable label above the delivery address and to the right of the return address, or to the left of the delivery address on parcels.

* * * * *

1.6 Inquiry on Article With No Declared Value

* * * * *

[Revise the title and text of 1.6.1 to read as follows. In addition, delete 1.6.2 and renumber existing 1.6.3 as 1.6.2.]

1.6.1 Who, When, and How to File

The procedures in this section apply only to Registered Mail with no declared value. Only the mailer, or a merchandise return service permit holder, may file an inquiry for Registered Mail items with no declared value. The inquiry should be made after 15 days from the mailing date, either at www.usps.com by entering the article number or by calling 800-222-1811. See Publication 122 for additional information.

* * * * *

2.0 Certified Mail

* * * * *

2.3 Mailing

* * * * *

2.3.3 Form 3800

[Revise the text of 2.3.3 to read as follows:]

Certified Mail must bear the barcoded green label part of the Form 3800 (see Exhibit 2.3.3), or a non-barcoded green Label 3800-N when a mailer-generated shipping label bearing an IMpb, under 708.5, is also affixed on the same mailpiece. Mailers must place the applicable label above the delivery address and to the right of the return address, or to the left of the delivery address on parcels.

* * * * *

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

**DID YOU
KNOW** 

**“Track and
Confirm” is the
most frequently
visited page on
usps.com.**



DMM Revision: New Standards to Enhance Package Visibility

Effective January 26, 2014, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) to require the use of Intelligent Mail® package barcodes (IMpb) on all commercial parcels, and to require the transmission of supporting electronic documentation including piece-level address or ZIP+4® Code information. The Postal Service is also adding a DMM reference to a future requirement to use a complete destination delivery address or an 11-digit delivery point validated ZIP Code™ in the mailer's electronic documentation.

With this change, the Postal Service takes the next step in the development of its package strategy by enhancing its operational capability to scan Intelligent Mail package barcodes (IMpb) and other extra services barcodes via automated processing equipment and Intelligent Mail scanning devices. Full implementation of the Postal Service's package strategy relies on the availability of piece-level information provided through the use of IMpb.

IMpb offers a number of benefits to mailers by providing piece-level visibility throughout USPS® processing and delivery operations. Benefits of IMpb use include:

- Access to the best prices for the mailing of parcel products.
- A routing code to facilitate the processing of packages on automated sorting equipment.
- A channel-specific Application Identifier (AI) that associates the barcode to the payment method, supporting revenue assurance.
- A 3-digit service type code, which will identify the exact mail class and service combination, eliminating the need for multiple barcodes on a package.
- An option to use a 6-digit or 9-digit numeric Mailer ID (MID), to accommodate all mailers.
- The ability to nest packages to containers and sacks, increasing visibility for aggregate units as well as packages moving through the network.
- Access to tracking information at no additional charge for most products.
- Access to new products, services, and enhanced features.

Mailing standards currently require an IMpb on all commercial parcels, except Standard Mail® parcels, claiming presort or destination-entry prices, all parcels of any class including tracking, and all mailpieces of any shape requesting extra services. The Postal Service now advances its package strategy by implementing new standards requiring an IMpb on all remaining commercial parcels, and requiring the transmission of supporting electronic documentation, including piece-level address or ZIP+4 Code information, to the USPS.

Included in these new requirements is a per-piece price adjustment for Competitive products not complying with the IMpb standards. In addition, the Postal Service intends to apply the noncompliance price adjustment to Market Dominant mailpieces at a future date, after filing with, and receiving approval from, the PRC.

Background

On January 27, 2013, the Postal Service implemented the initial phase of its package strategy by requiring IMpb use, including use of version 1.6 of the electronic Shipping Services File, for all commercial parcels (except Standard Mail parcels) claiming presort or destination-entry pricing, and all mailpieces including a trackable extra service.

On February 26, 2013, the Postal Service published a *Federal Register*, advanced notice of proposed rulemaking (78 FR 13006-13007) in which it announced its intention to require an IMpb on all remaining commercial parcels.

On July 11, 2013, the Postal Service published a proposed rule in the *Federal Register* (78 FR 41721-41731) to announce its proposal to require an IMpb on all commercial parcels and to require the transmission of supporting electronic documentation, including piece-level address or ZIP+4 Code information. In addition, the Postal Service proposed to implement compliance thresholds for IMpb requirements and to assess a per-piece price adjustment for non-compliant pieces.

General IMpb Requirements

Technical and general specifications for IMpb use are provided in Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Verification System (eVS) Mailers*, and DMM 708.5.1. Mailing standards require mailings of mailpieces bearing an IMpb to:

1. Use a unique tracking barcode, prepared in accordance with DMM 708.5.1, on each mailpiece;
2. Be accompanied by a version 1.6 of the electronic Shipping Services File (or subsequent versions) including required data elements; and to
3. Include the correct destination delivery address or ZIP+4 Code for each record in the Shipping Services File.

The Postal Service will now require an IMpb on all commercial parcels. For the purposes of this requirement, commercial parcels are defined as any item meeting the physical description of a parcel in DMM 401, or a Priority Mail Express™ or Priority Mail® piece of any shape, size, or price category entered through any commercial channel. This includes pieces with postage paid by permit imprint, postage meter, PC Postage® or precanceled stamps, and would include pieces paying postage through the Official

Mail Accounting System (OMAS) and franked mail. All parcels mailed at Commercial Base[®] or Commercial Plus[®] prices will also be required to bear an IMpb. The Postal Service considers PC Postage stamp products to be similar to imprints generated by postage meter systems. As a result, mailpieces bearing postage paid by PC Postage stamp products will generally be subject to the same IMpb requirements as those applicable to mailpieces bearing postage meter imprints. As provided in the July 11, 2013 proposed rule, parcels paid at the retail price and inducted through a retail transaction, Periodicals parcels, and Standard Mail Marketing parcels sent as product samples that bear a simplified address or those that use a detached address label (DAL) would not be required to bear an IMpb. Priority Mail letters and flats using stamps for postage payment and mailpieces using Priority Mail Forever Prepaid Flat Rate packaging will also not be subject to IMpb requirements.

The Postal Service will allow, with USPS approval, domestic Priority Mail letters and flats that are prepared in a high-speed environment to use an Intelligent Mail barcode (IMb[™]) in lieu of an IMpb, provided each of these pieces bear a unique IMb, that cannot be reused for 45 days, and are supported by Mail.dat or Mail.XML electronic documentation. Mailers should note that mailpieces entered under this authorization must not include any extra service, including USPS Tracking[™]. Mailers should also note that Priority Mail pieces entered under this exception will not be eligible for automatic insurance coverage. Mailers interested in obtaining authorization under this process can contact USPS Shipping Information Systems at IMPB@usps.gov.

The Postal Service has implemented an exception process for Bound Printed Matter (BPM) parcels, and expects to implement a similar exception process for Priority Mail, to allow mailers to use Mail.dat instead of Shipping Services File version 1.6 or higher. This exception process will be tied to the scheduled upgrades to USPS systems that will allow for this functionality. The upgrade applicable to BPM parcels was completed in November 2013, and the upgrade applicable to Priority Mail is expected to be implemented in April 2014. Upon implementation, BPM and Priority Mail parcel mailers using Mail.dat may use this file format to submit electronic documentation to the Postal Service to fulfill their IMpb documentation requirements. The use of Mail.dat will not be authorized when mailers ship products and services that exclusively require use of Shipping Services File version 1.6 or higher.

The Postal Service anticipates that the majority of mailers will be prepared for the transition to general IMpb use by the January 26, 2014 implementation date. As a result, the Postal Service expects a limited need for exceptions to the basic IMpb requirements. Requests for exceptions will

be evaluated on a case-by-case basis. Mailers requesting an exception must provide a plan to ensure compliance with standards within a defined timeframe. Beginning on January 26, 2014, any such requests must be directed to the Vice President of Sales for consideration.

Destination Delivery Addresses

The Postal Service will require all parcels required to include an IMpb to be accompanied by a complete destination delivery address in the Shipping Services File. This information is critical to the Postal Service package strategy, specifically the implementation of dynamic routing processes and processes to enable efficient package distribution. Effective January 25, 2015, mailers must include the complete destination delivery address or an 11-digit ZIP Code (validated by USPS delivery point validation (DPV[®]) system, or an approved equivalent) in their Shipping Services File, or other approved electronic documentation. For the purpose of the standard, the Postal Service will require a complete delivery address to include:

- Addressee name or other identifier and/or firm name, when needed to support the requirements of an Extra Service (e.g. Adult Signature, Restricted Delivery service, etc.). Inclusion of the addressee name is strongly encouraged for all products.
- Private mail box designator and number (PMB 300 or #300).
- Urbanization name (Puerto Rico only, ZIP Code prefixes 006 to 009, if area is so designated).
- Street number and name (including predirectional, suffix, and postdirectional as shown in USPS ZIP+4 Product for the delivery address or rural route and box number (RR 5 BOX 10), highway contract route and box number (HC 4 BOX 45), or Post Office box number (PO BOX 458), as shown in USPS ZIP+4 Product for the delivery address). (“PO Box” is used incorrectly if preceding a private box number, e.g., a college mailroom.)
- Secondary address unit designator and number (such as an apartment or suite number (APT 202, STE 100)). Note that when secondary address elements are used, these elements must be included in the same field of the Shipping Services File as that used for the primary address elements.
- City and state (or authorized two-letter state abbreviation). Use only city names and city and state name abbreviations as shown in USPS City State Product. (City and state is not required when the correct ZIP Code is provided in detail 1 record of Shipping Services File version 1.7 or 2.0.)
- Correct 5-digit ZIP Code or ZIP+4 Code. If a firm name is assigned a unique ZIP+4 code in the USPS

ZIP+4 Product, the unique ZIP+4 Code must be used in the delivery address.

Returns

The Postal Service will require a unique IMpb on all parcels using a Merchandise Return Service (MRS) label. The USPS will continue to provide a cloud-based application to allow less sophisticated permit holders to generate unique IMpb-compliant MRS labels with a minimal level of technological capability and software support. This tool is expected to adequately assist MRS permit-holders and their customers in the generation of IMpb-compliant labels. Except for permit holders using MRS as part of a PC Postage-based returns solution, MRS permit holders will not generally be required to submit shipping manifests to support these mailpieces. MRS labels will be required to use a concatenated IMpb construct that includes the ZIP+4 routing code. To ensure that mailers have adequate time to prepare their systems and to notify their customers, the Postal Service will provide an extended transitional period for this new requirement until July 27, 2014. No noncompliance fee will be assessed for Mailing Services packages.

The Postal Service is also eliminating the option for any mailpiece meeting the physical characteristics of a parcel in DMM 401 to include postage paid by Business Reply Mail® (BRM). Over time, BRM service has evolved into a product that is operationally aligned to accommodate cards, letters, and flats. As a result, BRM is no longer an ideal product for use with parcel-shaped mailpieces. BRM permit holders who routinely receive parcel-shaped BRM returns will be required to discontinue this practice and to transition to MRS or a USPS Returns product for their parcel returns. The Postal Service will provide a 12-month transitional period until January 25, 2015, to allow mailers to obtain a MRS or USPS Returns permit. The Postal Service will file notice with the Postal Regulatory Commission (PRC) of its intent to modify the Mail Classification Schedule to reflect this change.

Priority Mail Express

The Postal Service will generally require all Priority Mail Express pieces entered through any commercial channel to be IMpb-compliant. This requirement would exclude Priority Mail Express pieces entered as part of a retail transaction, those mailpieces with postage paid through a postage meter imprint and using a Label 11-B, and those entered under a Priority Mail Express Manifesting Agree-

ment (EMM) system with postage paid by a USPS Corporate Account (USPSCA). However, Priority Mail Express pieces with postage paid through a postage meter imprint and using a Label 11-B will not be eligible for Commercial Base or Commercial Plus pricing. As announced in the July 11, 2013 proposed rule, at a future date, the Postal Service expects to transition EMM mailers to the Electronic Verification System (eVS®), including an IMpb-compliance requirement. The Postal Service is signaling its intention to require eVS for EMM systems and anticipates publishing the applicable standards in the 2014 calendar year.

Standard Mail Parcels

The Postal Service will require all Standard Mail Marketing parcels (including those paid at nonprofit prices) and all Nonprofit Standard Mail parcels to bear an IMpb, or a unique IMb. Regular and Nonprofit Standard Mail parcels mailed as product samples under DMM 443.6.0 would also be required to bear an IMpb or a unique IMb, with the exception of those using detached address labels (DAL) and those bearing simplified addresses. The Postal Service will also offer an option to use an IMb in lieu of an IMpb for all Standard Mail parcels which are presorted and containerized in 5-digit sacks or other approved containers prepared to the 5-digit level. When the IMb option is selected, each parcel must bear a unique IMb that cannot be reused for 45 days. In situations where the IMb is used in lieu of the IMpb, a Mail.dat or Mail.XML file will be accepted in lieu of a Shipping Service File.

Mailers requesting USPS Tracking service with Standard Mail parcels will continue to be assessed the electronic fee. Mailers will also have the option of affixing an IMpb-compliant mail class only tracking barcode to their Standard Mail parcels at no charge. Under either of these IMpb options, mailers must use version 1.6 or higher of the Shipping Services File, including required data elements, and must include the destination delivery address or ZIP+4 Code in the file.

Although Standard Mail parcels will be required to meet the IMpb requirements effective January 26, 2014, mailers will be provided an extended transitional period until July 27, 2014, to allow additional time for mailers to modify their systems to prepare for these new requirements. Noncompliant Standard Mail pieces will not be subject to a monetary noncompliance fee at this time.

Pull-Out Information

Fraud

Invalid USPS 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 a USPS Corporate Account (USPSCA) number online. For all other locations, online USPSCA validation is preferred. The online validation process is outlined in the USPSCA Validation SOP on the Retail webpage. This list supersedes all previous notices,

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

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

005267	009982	076016	111477	119260	293109	379524	481730	600039	750782	906372	926602	968724
005411	013209	076212	112133	119467	293110	379539	482245	600045	750871	907308	927833	968778
005973	014035	076383	115027	122422	293323	381062	483500	600278	751051	910307	927983	968787
006074	014078	076476	115056	130905	296099	381563	485295	600453	752489	912401	928152	968873
006181	014177	078427	115076	142053	296360	381769	487279	600784	752565	912441	928157	968890
006637	014298	079325	115078	142198	296391	383092	489346	601209	752770	914766	928454	968905
006787	014439	079386	115083	142201	300525	392719	490063	602245	752876	915669	928592	968933
006790	014525	080279	115088	142328	300602	402906	490733	604178	757605	917537	928832	968973
007158	014898	089613	115228	142348	301079	403006	492066	604328	770472	917543	928856	969090
007221	014961	089996	115263	142716	301525	405100	493039	605132	800306	917596	930402	969106
007235	015002	090254	115302	142825	306110	436180	496097	606086	801635	917620	933017	969164
007249	015014	091181	115462	142870	321013	443567	496142	607138	802318	917662	933421	970287
007278	015100	091886	115543	159049	321071	450010	531307	608065	802376	917674	935002	970720
007361	015284	091966	115607	165345	327322	452002	531544	611219	802471	920184	940061	971032
007364	015375	091998	117034	171236	327337	452132	531698	631796	802474	920202	940280	972242
007392	015485	092973	117051	176033	329326	452399	531818	638105	805123	921264	940306	972791
008044	015609	093870	117057	192788	329440	460060	534001	641199	806207	926044	940552	972796
008071	018166	093896	117103	193125	330066	462065	537001	660612	820333	926047	947201	972976
008207	018291	094384	117127	195063	330469	463091	545001	666002	837010	926123	950385	973212
008232	018506	095339	117151	197008	330624	463099	551009	671001	837973	926189	950556	973303
008285	019581	095474	117157	199052	331037	470027	551067	671009	840404	926207	951071	973329
008298	020388	095758	117168	200367	331049	477027	551083	672190	840606	926239	951594	974094
008313	023002	096201	117216	207063	333017	480688	551152	672448	841211	926242	951783	975004
008324	025315	097821	117252	208295	335103	481199	551260	673001	841241	926257	951850	980293
008828	026096	097924	117257	210046	336693	481216	551333	681648	841291	926293	951960	980314
008836	026366	098727	117260	210066	339059	481217	551364	681672	841322	926309	951981	981713
008838	026630	100058	117356	210431	344012	481218	551841	684025	841340	926314	954109	982701
008855	028147	100219	117622	210465	347042	481241	553001	687031	841628	926324	967171	983099
008957	029769	100411	117951	210516	349664	481248	553025	701693	843054	926326	967206	992264
009065	041101	100541	117956	212999	350090	481263	553038	705230	844205	926378	967343	995098
009147	055069	100588	117966	220091	352693	481266	553114	706151	847193	926383	968202	995816
009224	062054	100809	117973	220448	352797	481277	553507	730166	852718	926408	968215	995904
009369	070100	102233	117980	220449	358058	481285	553513	730775	852720	926447	968360	997140
009419	070221	102369	117981	220765	361299	481286	553610	740091	853748	926463	968440	
009494	070285	102435	118135	270054	361335	481290	554213	740458	853956	926469	968473	
009496	070317	104361	118501	270057	363156	481293	554243	746015	853981	926496	968576	
009550	070349	104672	118551	274040	366067	481299	554357	749202	875003	926500	968601	
009713	070403	105328	118811	283410	372629	481303	554658	750139	900976	926513	968619	
009830	070988	106536	119112	292258	372936	481313	558091	750165	902509	926595	968636	
009873	075877	108154	119145	292655	374064	481663	559053	750225	904799	926600	968648	

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.

010 001 0200 to 0299	040 688 8816 to 8899	077 999 4001 to 4090	127 500 2328 to 2399
010 504 1932 to 1999	041 299 6752 to 6799	078 174 4475 to 4499	160 901 2254 to 2299
011 582 1889 to 1899	041 623 8889 to 8899	078 219 4931 to 4999	161 103 6581 to 6599
011 588 2900 to 3099	041 803 6565 to 6599	078 250 4756 to 4799	161 194 2857 to 0899
012 441 0784 to 0799	043 129 1968 to 1997	078 823 8312 to 8399	162 032 4447 to 4499
012 579 5675 to 5699	043 205 5922 to 5999	079 374 0300 to 2499	163 257 1085 to 1099
013 289 6176 to 6199	044 087 3457 to 3499	079 807 2342 to 2399	164 359 2406 to 2499
013 610 0014 to 0099	044 087 4000 to 4099	082 721 0228 to 0254	166 101 1433 to 1499
014 932 1000 to 1099	044 306 4200 to 4299	083 140 5000 to 7499	167 555 5201 to 5212
014 972 0800 to 0899	044 306 4370 to 4599	083 784 8886 to 8899	167 555 5214 to 5299
015 363 0065 to 0099	045 524 4121 to 4298	083 913 6915 to 6999	169 618 6274 to 6299
017 028 3200 to 3299	046 800 9870 to 9899	084 478 3920 to 3999	173 639 4685 to 4699
018 569 5333 to 5399	047 352 4000 to 4099	086 000 8271 to 8299	174 238 2779 to 2799
018 986 5264 to 5299	048 383 7650 to 7659	086 798 3840 to 3849	174 281 9347 to 9399
019 518 2814 to 2899	048 396 3647 to 3699	088 404 4472 to 4499	175 251 2600 to 0699
020 698 5159 to 5199	051 142 0755 to 0799	088 404 5584 to 5699	176 281 7937 to 7950
020 844 7307 to 7399	051 774 8857 to 8899	088 757 8688 to 8699	176 281 7963 to 7999
020 972 8948 to 8999	051 781 2875 to 2885	088 757 9400 to 9499	176 731 6586 to 6599
022 021 9110 to 9181	051 977 7010 to 7023	089 358 2248 to 2257	178 254 5000 to 9999
022 037 1411 to 1499	052 058 7115 to 7199	090 663 9678 to 9684	178 881 9900 to 9999
022 527 9201 to 9210	054 450 1130 to 1167	091 818 0071 to 0099	180 031 2089 to 2098
022 529 1882 to 1899	057 670 0563 to 0599	093 106 9346 to 9355	180 403 7723 to 7741
023 637 7169 to 7199	058 187 3836 to 3899	093 203 0500 to 0599	180 428 4580 to 0599
024 380 4100 to 4199	058 523 3003 to 3099	093 684 3630 to 3699	182 368 7544 to 0599
024 496 6870 to 6896	058 591 1153 to 1299	094 081 5074 to 5099	182 475 3229 to 3258
025 092 0987 to 0999	058 895 3746 to 3799	094 216 2555 to 2599	182 475 3904 to 3933
025 369 5535 to 5599	059 986 0814 to 0899	094 580 7062 to 7099	182 631 0031 to 0099
025 729 1151 to 1199	060 406 7650 to 7699	094 639 4200 to 4299	184 218 2760 to 2799
025 729 1643 to 1799	063 491 8122 to 8199	095 070 7186 to 7199	185 828 1474 to 1499
026 492 3180 to 3199	063 916 9968 to 9999	095 076 8300 to 8399	186 132 7583 to 0599
027 361 0430 to 0499	064 091 4500 to 4599	095 354 6864 to 6899	186 629 0589 to 0599
027 369 4482 to 4495	065 170 0471 to 0499	097 224 1350 to 1599	187 184 6177 to 0199
027 671 8762 to 8776	065 255 7909 to 7999	100 160 3800 to 3899	187 323 8200 to 8299
027 787 9886 to 9899	065 392 6345 to 6399	104 667 6400 to 6499	187 441 6080 to 6099
027 965 9487 to 9499	066 099 2014 to 2099	104 876 8937 to 8999	188 831 6774 to 6799
028 100 8069 to 8099	066 648 2880 to 2899	112 049 4413 to 4499	188 835 6370 to 6399
028 191 1852 to 1999	066 787 3639 to 3699	112 870 9765 to 9799	189 083 1064 to 1099
028 850 3000 to 3199	066 845 7500 to 9999	113 319 2000 to 2099	189 660 9583 to 9599
029 510 1500 to 1599	067 093 3869 to 3899	114 402 3850 to 3899	191 179 0377 to 0399
030 687 0903 to 0999	068 895 0334 to 0399	114 866 5368 to 5397	192 050 5762 to 5781
030 701 3442 to 3499	070 724 4488 to 4499	116 154 2800 to 2899	194 456 8600 to 0699
031 077 4507 to 4799	070 841 9181 to 9199	116 986 4400 to 4499	195 194 6881 to 6899
032 295 7500 to 9999	070 844 2546 to 2599	117 175 1647 to 5169	199 105 0778 to 0799
034 394 1000 to 1099	070 916 1340 to 1399	117 951 4687 to 4699	199 678 2968 to 2999
034 943 0400 to 0799	071 047 5768 to 5799	117 951 5200 to 5299	202 748 5133 to 5199
035 035 4337 to 4399	071 179 9800 to 9899	119 786 3051 to 3064	202 748 5245 to 5299
037 312 7500 to 7599	071 386 3682 to 3699	119 815 8961 to 6199	202 748 5300 to 5399
037 706 9578 to 9599	071 507 6840 to 6899	119 850 7400 to 7499	202 748 5400 to 5499
037 805 3677 to 3699	072 045 9641 to 9699	119 850 7700 to 7999	203 256 1240 to 1299
037 909 5490 to 5499	072 675 8287 to 8299	121 634 0460 to 0499	205 019 0174 to 0199
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639 415 2019	to	2099	651 882 2800	to	2899	680 244 0903	to	0999	700 859 0744	to	0758
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702 878 0114	to	0199	834 354 8824	to	8838	859 437 5538	to	5599	904 892 0378	to	0399
703 364 1707	to	1799	835 269 5700	to	5799	859 811 2888	to	2899	904 892 0648	to	1299
740 002 7710	to	7719	835 496 7303	to	7399	859 855 8873	to	8999	905 056 2216	to	2299
740 119 2275	to	2284	835 539 5200	to	5999	860 240 8520	to	8599	905 510 6647	to	6799
740 130 6688	to	6698	835 813 3015	to	3099	860 275 3900	to	3999	905 510 6900	to	7099
740 144 2780	to	2795	837 672 8967	to	8999	860 518 9629	to	9699	905 794 0000	to	0199
740 241 9049	to	9099	837 784 3282	to	3299	860 600 0021	to	0999	905 794 0288	to	0299
740 252 9265	to	9294	838 176 8377	to	8399	861 158 2350	to	2599	905 873 6900	to	6999
740 255 1718	to	1799	838 518 1257	to	1299	861 367 5400	to	5499	905 873 7100	to	7299
740 274 2602	to	2619	839 718 8257	to	8299	861 637 6010	to	6099	905 880 8900	to	8999
740 277 0366	to	0392	840 323 0600	to	0699	861 979 7292	to	7499	905 889 7100	to	7199
740 332 7658	to	7671	840 875 6235	to	6299	862 216 6100	to	6199	906 158 1508	to	1599
740 348 6641	to	6658	840 910 0900	to	0999	862 263 9213	to	9299	906 558 8812	to	8899
740 351 4790	to	4799	841 349 5000	to	5099	862 271 0800	to	0999	906 982 2214	to	2299
740 374 7416	to	7499	841 805 7747	to	7899	862 271 5000	to	5099	907 725 8500	to	8599
740 470 2420	to	2443	841 805 7944	to	8099	863 871 5138	to	5199	907 815 0216	to	0257
740 514 0300	to	0499	842 226 0685	to	0695	863 949 5300	to	5399	908 622 4225	to	4235
740 523 7432	to	7449	842 685 4600	to	4699	864 088 8200	to	8299	908 936 9254	to	9299
740 535 1555	to	1580	842 685 4742	to	4999	864 426 3972	to	3999	909 066 4494	to	7499
740 557 3570	to	3579	842 860 0300	to	0399	864 520 6117	to	6136	909 067 7400	to	7499
740 650 4104	to	4140	842 898 5582	to	5599	865 151 0526	to	0599	909 100 1787	to	1799
740 684 0620	to	0800	843 062 7100	to	7199	865 500 4034	to	4099	909 100 1900	to	2099
740 701 6105	to	6114	843 077 6288	to	6299	865 883 6082	to	6099	909 355 0422	to	0499
740 705 9790	to	9799	843 077 6378	to	6399	866 004 3000	to	3999	909 568 8900	to	9099
740 726 6400	to	6500	843 758 5769	to	5778	866 442 4100	to	4899	909 568 9300	to	9499
740 748 8319	to	8329	843 786 2554	to	2699	867 366 9108	to	9118	909 725 7307	to	7399
740 765 3306	to	3399	845 656 8165	to	8199	867 633 7403	to	7499	909 833 0947	to	0999
740 774 8434	to	8499	845 727 2100	to	2199	867 737 5623	to	5699	910 219 8631	to	8699
740 786 1885	to	1899	845 746 2618	to	2635	868 169 4529	to	4599	910 265 1100	to	1199
740 790 5989	to	5999	846 390 7531	to	7599	868 173 8400	to	8599	910 471 7273	to	7299
740 820 4854	to	7836	846 918 0572	to	0599	868 514 9000	to	9099	910 536 2505	to	2599
740 827 7578	to	7594	847 237 7690	to	7699	868 566 9200	to	9299	910 958 7499	to	7599
740 917 7490	to	7499	847 284 2481	to	2499	869 200 0000	to	9999	911 140 1000	to	2199
740 918 5531	to	5549	847 374 7055	to	7065	869 387 1150	to	1199	911 245 2545	to	2599
741 037 8528	to	8551	847 374 7055	to	7065	869 505 3500	to	3599	911 268 9077	to	9099
742 030 6135	to	6149	847 636 5304	to	5399	869 523 7033	to	7099	911 400 8948	to	8999
742 033 2663	to	2674	847 700 5447	to	5499	869 566 6150	to	6167	911 508 1620	to	1799
742 040 3300	to	3309	847 723 7500	to	7599	869 800 0000	to	999 9999	911 509 9310	to	9399
742 151 5000	to	5014	849 485 3427	to	3499	870 054 4814	to	4899	911 523 3000	to	3999
742 192 5210	to	5224	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
805 885 8411	to	8499	849 792 2600	to	2699	870 541 7167	to	7239	913 605 2218	to	2299
806 087 1100	to	1499	850 546 1862	to	1899	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	900 556 4178	to	4199	915 187 8774	to	8779
830 125 0672	to	0699	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

917 370 6300 to 6499	920 963 4567 to 4599	924 533 2428 to 2499	932 732 1796 to 1799
917 486 4900 to 4999	921 333 7400 to 7499	924 685 1957 to 1999	932 827 9026 to 9099
918 460 0602 to 0699	921 477 3762 to 3799	924 946 6300 to 6699	932 957 2300 to 2399
918 951 7231 to 7299	922 278 1048 to 1399	925 333 5900 to 6099	933 060 6160 to 6189
919 519 2786 to 2799	922 280 2019 to 2099	925 336 2300 to 2399	933 387 2541 to 2561
919 536 0770 to 0799	922 280 2233 to 2299	926 432 5907 to 5999	933 760 3609 to 4199
919 814 3095 to 3199	922 773 0459 to 0499	926 436 3600 to 3699	933 894 0928 to 0999
919 889 5110 to 5134	923 032 7000 to 7399	927 765 6257 to 6299	934 018 2729 to 2741
919 889 5137 to 5176	923 045 3630 to 3699	928 197 8100 to 8199	934 180 0300 to 0399
919 889 5178 to 5199	923 484 3600 to 3699	928 197 8283 to 8299	934 236 3954 to 3999
919 889 5030 to 5070	923 493 9403 to 9599	928 856 2059 to 2068	934 622 8717 to 8999
919 889 5090 to 5099	923 493 9681 to 9699	930 219 1722 to 1799	935 216 0312 to 0399
919 915 2774 to 2787	923 604 4424 to 4499	930 335 7810 to 7819	935 843 2202 to 2247
920 155 4662 to 4687	923 810 7800 to 8299	931 097 9259 to 9299	936 024 8889 to 8899
920 309 9039 to 9199	924 252 1200 to 1299	931 156 1502 to 1579	936 339 4455 to 4499
920 771 5321 to 5399	924 252 1400 to 1499	931 156 1600 to 1625	
920 857 5500 to 5899	924 533 0711 to 0799	931 156 1671 to 1699	
920 864 3480 to 3499	924 533 2343 to 2399	932 506 6400 to 6599	

— Criminal Investigations Group, Postal Inspection Service, 12-26-13

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
720 227 871	to	7 930	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	730 077 683	to	7 840	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	750 071 587	to	1 610
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	740 011 517	to	1 530	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	789 257 191	to	7 250	803 747 402	to	7 520
754 438 393	to	8 410	763 900 479	to	0 530	790 448 020	to	8 460	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	810 323 734	to	3 760
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
760 004 596	to	4 610	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	770 216 071	to	6 100	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	800 044 320	to	4 410	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
820 034 406	to	4 430	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, 12-26-13

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 Channel Operations, 12-26-13

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, 12-26-13

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, 12-26-13

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. Inquiries may be sent to the Military Postal Service Agency at <https://amps.mpsa.mil/jy2/frm.htm>.

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 09102	Close	12/26/2013	

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

APO/FPO/DPO Table

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09002	A1-A2-B-C-D-E-H-M-R-U	09053	A1-A2-B-C-D-E-H-M-R-U	09123	A1-A2-B-C-D-E-H-M-R-U	09227	A1-A2-B-C-D-E-H-M-R-U
09003	A1-A2-B-C-D-E-H-M-P-R-U	09054	A1-A2-B-C-D-E-H-M-R-U	09126	A1-A2-B-C-D-H-M-P-R-U	09245	A1-A2-B-C-D-E-H-M-R-U
09004	A1-A2-B-C-D-E-H-M-R-U	09055	A1-A2-B-C-D-E-F-H-M-R-R1-U-V	09128	A1-A2-B-C-D-E-H-M-R-U	09250	A1-A2-B-C-D-E-H-M-R-U
09005	A1-A2-B-C-D-E-H-M-P-R-U	09058	A1-A2-B-C-D-E-H-M-R-U	09131	A1-A2-B-C-D-E-H-M-R-U	09261	A1-A2-B-C-D-E-F1-H-M-R-U-V
09006	A1-A2-B-C-D-E-H-M-R-U	09059	A1-A2-B-C-D-E-H-M-R-U	09136	A1-A2-B-C-D-E-F1-H-M-P-R	09263	A1-A2-B-C-D-E-H-M-R-U
09009	A1-A2-B-C-D-E-H-M-R-U	09060	A1-A2-B-C-D-E-F1-H-M-R-U	09138	A1-A2-B-C-D-H-M-R-U	09264	A1-A2-B-C-D-E-H-M-R-U
09011	A1-A2-B-C-D-E-H-M-R-U	09067	A1-A2-B-C-D-E-H-M-R-U	09139	A1-A2-B-C-D-E-H-M-R-U	09265	A1-A2-B-C-D-F-F1-H-L-M-N-R-T-U
09012	A1-A2-B-C-D-E-H-M-R-U	09068	A1-A2-B-C-D-E-H-U-Z1	09142	A1-A2-B-C-D-E-H-M-R-U	09301	A-A1-A2-B-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1
09013	A1-A2-B-C-D-E-F-F1-H-M-R-U-Z1	09069	A-A1-A2-B-C-D-E-H-U-V	09143	A1-A2-B-C-D-E-H-M-R-U	09302	A-A1-A2-B-C1-F-F1-H-M-N-V-Z-Z1
09014	A1-A2-B-C-D-E-H-M-R-U	09075	A1-A2-B-C-D-E-H-M-R-U	09154	A1-A2-B-C-D-E-H-M-R-U	09304	A-A1-A2-C-C1-D-E2-F-F1-H1-J-K-L-M-N-R-R1-T-V-Z1
09020	A1-A2-B-C-D-E-H-M-R-U	09079	A1-A2-B-C-D-E-H-M-R-U	09172	A1-A2-B-C-D-E-H-M-R-U	09306	A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U2-V-Z1
09021	A1-A2-B-C-D-E-H-M-R-U	09090	A1-A2-B-C-D-E-H-M-P-R-U	09173	A1-A2-B-C-D-E-H-M-R-U	09307	A1-A2-B-N-V-Z1
09028	A1-A2-B-C-D-E-H-M-R-U	09094	A1-A2-B-C-D-H-M-P-R	09177	A1-A2-B-C-D-E-H-M-R-U	09309	A-A1-A2-B-C1-E2-F-H1-M-N-R-V-Z1
09033	A1-A2-B-C-D-E-H-M-R-U	09095	A1-A2-B-C-D-E-H-M-R-U	09180	A1-A2-B-C-D-H-M-R-U	09310	A-A1-A2-B-C1-E2-F-H1-M-R-V-Z1
09034	A1-A2-B-C-D-E-H-M-R-U	09096	A1-A2-B-C-D-E-H-M-R-U	09186	A1-A2-B-C-D-E-H-M-R-U	09315	A-A1-A2-B-C1-E2-F-N-R-R1-V-Z1
09038	A1-A2-B-C-D-E-H-M-R-U	09103	A1-A2-B-C-D-E-H-U	09211	A1-A2-B-C-D-E-H-M-P-R-U	09320	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1
09046	A1-A2-B-C-D-E-H-M-R-U	09104	A1-A2-B-C-D-H-M-R-U	09213	A1-A2-B-C-D-F-F1-H-L-M-N-R-U	09321	A-A1-A2-B-C1-E2-F-H1-N-R-R1-V-Z1
09049	A1-A2-B-C-D-E-H-M-R-U	09107	A1-A2-B-C-D-E-H-M-R-U	09214	A1-A2-B-C-D-E-H-M-R-U	09328	A-A1-A2-B-C1-E2-F-H1-R-R1-V-Z1
		09112	A1-A2-B-C-D-E-H-M-R-U	09226	A1-A2-B-C-D-E-H-M-R-U		
		09114	A1-A2-B-C-D-E-H-M-R-U				

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09330	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1	09470	A1-A2-B-C-C1-M-R-U	09606	A1-A2-B-C-D-H-M-R-U-V	09722	A-A1-A2-B-F-H-N-Q-V-Z-Z1
09337	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1	09494	A1-A2-B-C-C1-M-R-U	09607	A-A1-A2-B-C-F-F1-M-R-R1-U-U3-V-W	09723	A1-A2-B-F-F1-L-M-N-R-T-U-V-Z1
09340	A-A1-A2-B-C1-F-H-N-R-V	09496	A1-A2-B-C-C1-R-U-V	09608	A1-A2-B-C-F-N-U-V	09724	A1-A2-B-C-C1-F1-M-R-R1-U
09343	A-A1-A2-B-C1-F-M-N-V-Z1	09498	A1-A2-B-C-C1-F-F1-F2-J-L-N-R-R1-T-V-Z1	09609	A1-A2-B-C-F-U	09725	A-A1-A2-B-F-H-N-O-Q-V-V1-Z-Z1
09347	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09501	A1-A2-B-V	09610	A1-A2-B-C-F-F1-M-R-U-V	09726	A1-A2-B-F-F1-L-M-N-R-T-U-V
09352	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09502	A1-A2-B-V	09613	A1-A2-B-C-F-U-V	09727	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09353	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09504	A1-A2-B-V	09617	A1-A2-B-C-F-U	09728	A-A1-A2-B-B2-C-C1-F-F1-J-L-N-R-R1-T-V-Z1
09354	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09505	A1-A2-B-V	09618	A1-A2-B-C-F-U	09729	A1-A2-B-C-F-N-R-R1-U-V
09355	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09506	A1-A2-B-V	09620	A1-A2-B-C-F-U	09730	A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09356	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09507	A1-A2-B-V	09621	A1-A2-B-C-F-U	09731	A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09357	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09510	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09622	A1-A2-B-C-F-U	09732	A1-A2-B-N-V-Z1
09360	A1-A2-B-V	09513	A1-A2-B-F-F1-R-R1-V	09623	A1-A2-B-C-F-U	09733	A1-A2-B-N-V
09363	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09517	A1-A2-B-F-F1-R-R1-V	09624	A1-A2-B-C-F-N-U	09734	A-A1-A2-B-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09364	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09520	A1-A2-B-F-F1-R-R1-V	09625	A1-A2-B-C-F-U	09735	A1-A2-B-N-V-Z1
09365	A-A1-A2-B-C1-E2-F-H1-M-N-R-V-Z1	09522	A1-A2-B-V	09626	A1-A2-B-C-F-U	09736	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09366	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1	09524	A1-A2-B-F-F1-R-R1-V	09627	A1-A2-B-C-F-U	09737	A-A1-A2-B-B2-C-C1-F-F1-F1-I-L-M-N-R-R1-T-V-W-Y-Z-Z1
09367	A-A1-A2-B-B2-C1-E2-F-H1-M-N-R-R1-V-Z1	09532	A1-A2-B-F-F1-R-R1-V	09630	A1-A2-B-C-F-U-V	09738	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09368	A-A1-A2-B-C1-E2-F-H1-M-N-R-V-Z1	09534	A1-A2-B-F-F1-R-R1-V	09631	A1-A2-B-C-F-U	09739	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09369	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V	09543	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	09741	A-A1-A2-B-C1-E2-F-F1-H1-J-L-M-N-R-R1-T-V-W-Y-Z1
09370	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09554	A1-A2-B-F-F1-R-R1-V	09636	A1-A2-B-C-F-U	09742	A-A1-A2-B-B2-F-F1-J-L-M-N-R-T-V-Z1
09372	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V	09556	A1-A2-B-F-F1-R-R1-V	09642	A1-A2-B-M-N-R-U	09743	A-A1-A2-B-F-H-N-Q-V-Z-Z1
09373	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V	09564	A1-A2-B-F-F1-R-R1-V	09643	A1-A2-B-M-R-U-V	09744	A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09382	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09565	A1-A2-B-F-F1-R-R1-V	09645	A1-A2-B-C-F-F1-U	09745	A-A1-A2-B-F-F1-M-N-R-R1-V-Z1
09383	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09566	A1-A2-B-F-F1-R-R1-V	09647	A1-A2-B-N-R-U	09747	A1-A2-B-F-J-N-U-V-Z1
09397	A-A1-A2-B-C1-E2-F-F1-H1-M-N-R-R1-S-T-V-Z-Z1	09567	A1-A2-B-F-F1-R-R1-V	09648	A1-A2-B-N-U-V-Z1	09748	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09403	A1-A2-B-C-C1-M-R-U	09568	A1-A2-B-V	09649	A1-A2-B-N-U-Z1	09749	A-A1-A2-B-F-H-N-V-Z1
09421	A1-A2-B-C-C1-M-R-U	09569	A1-A2-B-F-F1-R-R1-V	09701	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1	09750	A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09447	A1-A2-B-C-C1-R-U-V	09570	A1-A2-B-F-F1-R-R1-V	09702	A1-A2-B-C-C1-F1-M-R-R1-U	09751	A1-A2-B-C-D-E-H-M-R-U
09454	A1-A2-B-C-C1-M-R-U-V	09573	A1-A2-B-F-F1-R-R1-V	09703	A1-A2-B-C-F1-H-U	09752	A1-A2-B-C-D-H-U
09459	A1-A2-B-C-C1-M-R-U	09574	A1-A2-B-F-F1-R-R1-V	09704	A1-A2-B-C-O-V-V1	09759	A-A1-A2-B-B2-C-C1-E2-F-F1-F2-J-L-N-R-R1-T-V-Z1
09461	A1-A2-B-C-C1-M-P-R-U	09575	A1-A2-B-F-F1-R-R1-V	09705	A1-A2-B-U		
09463	A1-A2-B-C-C1-R-U	09576	A1-A2-B-F-F1-R-R1-V	09706	A1-A2-B-C-N-R-U-V		
09464	A1-A2-B-C-C1-R-U	09577	A1-A2-B-V	09707	A1-A2-B-C-F1-J-L-M-N-R-T-U-V		
09468	A1-A2-B-C-C1-M-R-U	09578	A1-A2-B-F-F1-R-R1-V	09708	A1-A2-B		
09469	A1-A2-B-C-C1-R-U	09579	A1-A2-B-F-F1-R-R1-V	09710	A1-A2-B-C-C1-F1-L-M-N-R-R1-T-U-V		
		09581	A1-A2-B-F-F1-R-R1-V	09711	A1-A2-B-F1-N-R-Z1		
		09582	A1-A2-B-F-F1-R-R1-V	09713	A1-A2-B-C-F1-R		
		09586	A1-A2-B-F-F1-R-R1-V	09714	A1-A2-B-C-C1-F1-M-R-R1-U		
		09587	A1-A2-B-F-F1-R-R1-V	09715	A1-A2-B-F1-L-M-N-R-T-V		
		09588	A1-A2-B-V	09716	A1-A2-B-C-F-F1-L-M-N-R-V		
		09589	A1-A2-B-V	09717	A-A1-A2-B-M-R-V-W		
		09590	A1-A2-B-V	09718	A1-A2-B-F-F1-L-M-N-R-T-U-V		
		09591	A1-A2-B-F-F1-R-R1-V	09719	A1-A2-B-C-D-M-R-U-V		
		09593	A1-A2-B-V	09720	A1-A2-B-M-R-U-V		
		09594	A1-A2-B-V				
		09595	A1-A2-B-F-F1-R-R1-V				
		09599	A1-A2-B-F-F1-R-R1-V				
		09602	A1-A2-B-C-F-F1-N-R-U-V				
		09603	A1-A2-B-C-F-F1-R-U-V				
		09604	A1-A2-B-C-F-F1-P-R-U-V				
		09605	A1-A2-B-C-D-H-M-R-U-V				

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09762	A-A1-A2-B-B2-E3-F-F1-J-L-N-R-R1-T-V-Z1	09830	A1-A2-B-C-M-N-R-V-Z1	34008	A1-A2-B-B2-D-E1-F-F1-H-H1-J-L-M-N-R-R1-T-V-Z1	96209	A-A1-A2-B-F-F1-J-L-N-T-U
09769	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1	09831	A1-A2-B-F-F1-L-N-T-U-V-Z1	34011	A1-A2-B-B2-C1-E2-F-F1-J-L-M-N-R-R1-T-V-Z1	96213	A-A1-A2-B-U
09777	A-A1-A2-B-C-E1-F-F1-L-M-N-R-T	09832	A-A1-A2-B-U1-V-Z1	34020	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96214	A-A1-A2-B-U
09780	A-A1-A2-B-F-H-N-R-V	09833	A1-A2-B-U1-V-Z1	34021	A1-A2-B-F-F1-T-J-L-M-N-V-Z1	96218	A-A1-A2-B-U
09798	A1-A2-B-C-D-H-L-U-V	09834	A1-A2-B-E2-E3-F-F1-R-R1-U-V-Z1	34022	A1-A2-B-D-F-F1-J-L-M-N-T-V-Z1	96224	A-A1-A2-B-U
09801	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09835	A-A1-A2-B-N-V-Z1	34023	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96257	A-A1-A2-B-U
09802	A-A1-A2-B-F-R-V-Z1	09836	A-A1-A2-B-C-F-F1-L-M-N-T-V-Z1	34024	A1-A2-B-F-F1-L-M-N-T-V-Z1	96258	A-A1-A2-B-U
09803	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-V-Z1	09837	A1-A2-B-E2-E3-V-Z1	34025	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96260	A-A1-A2-B-U
09804	A-A1-A2-B-F-F1-N-R-V-Z1	09838	A1-A2-B-E2-E3-U-V-Z1	34030	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96264	A-A1-A2-B-U
09805	A-A2-B-E2-E3-F-F1-R-R1-V-Z1	09839	A-A1-A2-B-U-V-Z1	34031	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96266	A-A1-A2-B-U
09806	A-A1-A2-B-C1-E2-F-F1-H1-L-M-N-R-R1-T-V-Z1	09840	A-A1-A2-B-E2-E3-V-Z1	34032	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96267	A-A1-A2-B-U-V
09807	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09841	A-A1-A2-B-N-R-U-Z1	34033	A1-A2-B-C-F-F1-J-L-M-N-T-V-Z1	96269	A-A1-A2-B-U-Z1
09809	A1-A2-B-F-F1-L-N-T-V-Z1	09842	A-A1-A2-B-M-N-R-Z1	34034	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96271	A-A1-A2-B-U
09810	A-A1-A2-B-F-F1-N-R-V-Z1	09845	A-A1-A2-B-B2-E3-F-F1-L-M-N-T-V-Z1	34035	A1-A2-B-F-F1-H-J-L-M-N-T-V-Z1	96275	A-A1-A2-B-V
09811	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-V-Z1	09846	A-A1-A2-B-B2-C1-F-F1-J-L-N-R-R1-T-V-Z1	34036	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96276	A-A1-A2-B
09812	A1-A2-B-E2-E3-F-F1-I-L-N-R-T-U-V-Z1	09848	A-A1-A2-B-F-M-R-V-Z1	34037	A1-A2-B-C-F-F1-H-I-L-M-N-T-V-Z1	96278	A-A1-A2-B-U
09813	A-A1-A2-B-B2-C1-E2-E3-F-F1-J-L-N-R-R1-T-V-Z1	09852	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-V-Z1	34038	A1-A2-B-L-M-N-U-V-Z1	96283	A-A1-A2-B-U
09814	A1-A2-B-E2-E3-F-F1-I-L-N-R-T-U-V-Z1	09853	A1-A2-B-E2-F-H1-R-R1-U2-V-Z1	34039	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96284	A-A1-A2-B-U-V
09816	A-A1-A2-B-B2-C-C1-E2-E3-F-F1-J-L-N-R-R1-T-V-Z1	09855	A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U2-V-Z1	34041	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96303	A1-A2-B-F-F1-H-J-L-M-N-T-W
09817	A-A1-A2-B-B2-C1-E2-E3-F-F1-H-H1-J-L-M-N-R-T-V-Z1	09858	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-V-Z1	34042	A1-A2-B-D-F-M-N-V-Z1	96306	A1-A2-B-F-F1-F2-H-M-W-Z1
09818	A-A1-A2-B-C-F-M-V-Z1	09859	A1-A2-B-C1-E2-E3-F-F1-H1-R-R1-V-Z1	34043	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96309	A1-A2-B-M-V-W
09820	A-A1-A2-B-B2-F-F1-H-H1-J-L-M-N-R-R1-T-V-Z1	09865	A-A1-A2-B-V-Z1	34044	A1-A2-B-F-F1-R-R1-V-Z1	96310	A1-A2-B-M-W
09821	A-A1-A2-B-F-N-R-V-Z1	09868	A-A1-A2-B-N-U-V-Z1	34045	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96319	A1-A2-B-M-W
09822	A-A1-A2-B-F-R-V-Z1	09870	A-A1-A2-B-C1-E2-F-F1-H1-I-L-M-N-R-R1-T-U-U4-V-Z1	34058	A1-A2-B-F-F1-R-R1-V-Z1	96321	A1-A2-B-F-F1-F2-H-M-W-Z1
09823	A-A1-A2-B-F-F1-L-N-R-T-V-Z1	09873	A-A1-A2-B-C1-E2-F-F1-H1-I-L-M-N-R-R1-T-U-U4-V-Z1	34060	A1-A2-B-B2-C1-E2-F-F1-J-L-N-R-R1-T-V-Z1	96322	A1-A2-B-F-F1-F2-H-M-W-Z1
09824	A-A1-A2-B-F-R-V-Z1	09874	A-A1-A2-B-C1-E2-F-F1-H1-I-L-M-N-R-R1-T-U-U4-V-Z1	34078	A1-A2-B-F1-N-V-Z1	96323	A1-A2-B-M-V-W
09825	A-A1-A2-B-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1	09875	A-A1-A2-B-C1-E2-F-F1-H1-I-L-M-N-R-R1-T-U-U4-V-Z1	34090	A1-A2-B-F-F1-R-R1-V	96326	A1-A2-B-M-W
09826	A-A1-A2-B-B2-C1-E1-E2-E3-F-F1-L-M-N-R-R1-T-V-W-Z1	09880	A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U-V-Z1	34091	A1-A2-B-F-F1-R-R1-V	96328	A1-A2-B-M-W
09827	A-A1-A2-B-F-F1-L-N-R-T-V-Z1	09890	A1-A2-B-E2-F-H1-N-R-R1-U2-V-Z1	34092	A1-A2-B-F-F1-R-R1-V	96330	A1-A2-B-M-W
09828	A-A1-A2-B-F-F1-J-L-N-T-V-Z1	09892	A-A1-A2-B-E2-F-F1-L-N-R-R1-T-V-Z1	34093	A1-A2-B-F-F1-R-R1-V	96336	A1-A2-B-M-V-W
09829	A1-A2-B-C-N-R-V-Z1	09898	A1-A2-B-E2-F-H1-N-R-R1-U2-V-Z1	34098	A1-A2-B-V	96337	A1-A2-B-M-W
		34002	A1-A2-B-F-F1-J-L-N-T-U-Z1	34099	A1-A2-B-V	96338	A1-A2-B-M-W
		34004	A1-A2-B-F-F1-J-L-N-T-V	96201	A-A1-A2-B	96339	A1-A2-B-M-V-W
		34007	A-A1-A2-B-C1-F-F1-M-N-R-R1-V-Z1	96202	A-A1-A2-B-U	96343	A1-A2-B-M-W
				96203	A-A1-A2-B	96346	A1-A2-B-F-F1-F2-H-M-V-W-Z1
				96204	A-A1-A2-B	96347	A1-A2-B-F-F1-F2-H-M-W-Z1
				96205	A-A1-A2-B-U	96348	A1-A2-B-F-F1-F2-H-M-W-Z1
				96206	A-A1-A2-B-U	96349	A1-A2-B-F-F1-F2-H-M-W-Z1
				96207	A-A1-A2-B-V	96350	A1-A2-B-F-F1-F2-H-M-W-Z1
						96351	A1-A2-B-F-F1-F2-H-M-W-Z1
						96362	A1-A2-B-F-F1-F2-M-W-Z1
						96365	A1-A2-B-M-V-W
						96367	A1-A2-B-L-M-W
						96368	A1-A2-B-M-W
						96370	A1-A2-B-F-F1-F2-H-M-W-Z1

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
96372	A1-A2-B-M-W	96517	A1-A2-B-F-U3-V-Z1	96557	A1-A2-B-F-M-V	96629	A1-A2-B-F-F1-R-R1-V
96373	A1-A2-B-M-W	96520	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	96643	A1-A2-B-F-F1-R-R1-V
96374	A1-A2-B-M-W	96521	A1-A2-B-F-F1-L-N-T-U3			96650	A1-A2-B-F-F1-R-R1-V
96375	A1-A2-B-M-W	96522	A1-A2-B-F-N-U-Z1	96577	A-A1-A2-B-F-H-M-N-U	96657	A1-A2-B-F-F1-R-R1-V
96376	A1-A2-B-M-W	96530	A-A1-A2-B-F-F1-H-H1- L-M-N-T-U-V	96578	A1-A2-B-B2-F1-H-J-N- R	96660	A1-A2-B-F-F1-R-R1-V
96377	A1-A2-B-M-W	96531	A-A1-A2-B-F-F1-H-M- N-U-V	96595	A1-A2-B-F-U3-V-Z1	96661	A1-A2-B-F-F1-R-R1-V
96378	A1-A2-B-M-W	96532	A-A1-A2-B-F-F1-H-J-L- M-N-T-U-V	96598	A1-A2-B-N-O-V-V1	96662	A1-A2-B-F-F1-R-R1-V
96379	A1-A2-B-M-W			96599	A1-A2-B-N-V	96663	A1-A2-B-F-F1-R-R1-V
96380	A1-A2-B-M-W	96534	A-A1-A2-B-F-U-Z1	96601	A1-A2-B-V	96664	A1-A2-B-V
96382	A1-A2-B-M-W	96535	A-A1-A2-B-F-F1-L-N-T- V	96602	A1-A2-B-V	96665	A1-A2-B-V
96384	A1-A2-B-M-W	96537	A1-A2-B-V-Z1	96603	A1-A2-B-V	96666	A1-A2-B-V
96385	A1-A2-B-M-W	96538	A1-A2-B-V-Z1	96604	A1-A2-B-V	96667	A1-A2-B-F-F1-R-R1-V
96386	A1-A2-B-M-W	96540	A1-A2-B-V-Z1	96605	A1-A2-B-V	96668	A1-A2-B-F-F1-R-R1-V
96387	A1-A2-B-M-W	96541	A1-A2-B-V	96606	A1-A2-B-V	96669	A1-A2-B-F-F1-R-R1-V
96388	A1-A2-B-M-W	96542	A1-A2-B-V-Z1	96607	A1-A2-B-V	96670	A1-A2-B-V
96389	A1-A2-B-M-W	96543	A1-A2-B-P-V-Z1	96608	A1-A2-B-V	96671	A1-A2-B-F-F1-R-R1-V
96401	A1-A2-B-F-N-O-V-V1- Z1	96544	A1-A2-B-P-V-Z1	96609	A1-A2-B-V	96672	A1-A2-B-F-F1-R-R1-V
96427	A-A1-A2-B-C1-E2-F- H1-M-R-R1-V	96546	A1-A2-B-F-U3	96610	A1-A2-B-V	96673	A1-A2-B-V
96447	A1-A2-B-F-N-U3-V-V1	96548	A-A1-A2-B-H-M-U	96611	A1-A2-B-V	96674	A1-A2-B-F-F1-R-R1-V
96501	A-A1-A2-B-N-V	96549	A-A1-A2-B-H-M-N-U	96615	A1-A2-B-F-F1-R-R1-V	96675	A1-A2-B-F-F1-R-R1-V
96502	A1-A2-B-F-N-U3-V-Z1	96550	A-A1-A2-B-H-M-U-V-Z1	96616	A1-A2-B-F-F1-R-R1-V	96677	A1-A2-B-F-F1-R-R1-V
96503	A1-A2-B-F-N-U3-V	96551	A-A1-A2-B-F-F1-H-L-M- N-T-U	96617	A1-A2-B-F-F1-R-R1-V	96678	A1-A2-B-F-F1-R-R1-V
96507	A-A1-A2-B-F-F1-H-L-N- T-V	96552	A1-A2-B-Z1	96619	A1-A2-B-V	96679	A1-A2-B-F-F1-R-R1-V
96510	A1-A2-B-I-N-V	96553	A-A1-A2-B-F-F1-H-M-U	96620	A1-A2-B-F-F1-R-R1-V	96681	A1-A2-B-V
96511	A1-A2-B-I-N-V	96554	A-A1-A2-B-F-F1-H-L-M- N-T-U	96621	A1-A2-B-V	96682	A1-A2-B-V
96515	A1-A2-B-D-F-U3	96555	A1-A2-B-F-M-V	96622	A1-A2-B-F-F1-R-R1-V	96683	A1-A2-B-V
96516	A1-A2-B-D-F-Z1			96624	A1-A2-B-F-F1-R-R1-V	96686	A1-A2-B-V
				96628	A1-A2-B-F-F1-R-R1-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 (PS Form 2976 or, if the customer prefers, PS Form 2976-A) is required for all items weighing 16 ounces or more or any item (regardless of weight) containing potentially dutiable mail contents (e.g., merchandise or goods) addressed to or from an APO, FPO, or DPO ZIP Code. No customs form is required for items weighing less than 16 ounces when the contents are not potentially dutiable (e.g., documents). The surface area of the address side of the mailpiece must be large enough to contain the applicable customs declaration. 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. USPS Tracking is not available.

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

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

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

Z. No outside pieces (OSPs).

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

— *International Network Operations,
Global Business, 12-26-13*

DMM Revision: New Standards to Enhance Package Visibility (continued)

Package Services

The Postal Service will require all commercial BPM, Media Mail®, and Library Mail parcels to bear an IMpb. When Media Mail and Library Mail parcels are entered at retail, pay the retail price, and are entered through a retail transaction, the Postal Service will apply an IMpb-compliant barcode if one is not already affixed. Mailers requesting USPS Tracking service for their Package Services parcels would continue to be assessed the electronic fee. Mailers would also have the option of affixing an IMpb-compliant, mail class-only tracking barcode to their Package Services mailpieces at no charge.

The Postal Service is also clarifying the DMM to specify that BPM pieces including USPS Tracking may also bear an exceptional address format.

Similar to the IMpb compliance process for Standard Mail parcels, Package Services parcels will also be required to meet the IMpb requirements effective January 26, 2014, but will also be subject to an extended transitional period until July 27, 2014, to allow additional time for mailers to modify their systems. Noncompliant Package Services pieces will also not be subject to a monetary non-compliance fee at this time. The Postal Service acknowledges delays in implementing enhancements to translate Mail.dat files to Shipping Services files impacted some mailers' ability to change their systems to meet IMpb requirements and is therefore affording this extended transitional period.

Postage Meters

The Postal Service will require all parcels bearing metered postage to bear a unique IMpb, meet the Shipping Services File requirements, and include the correct destination delivery address or ZIP+4 Code for each record in the file to be eligible for commercial plus or commercial base pricing. To support the less sophisticated meter mailers, the Postal Service will continue to provide pre-printed IMpb-compliant labels to mailers who are unable to print their own labels. A special version of the IMpb label will be made available to customers who ship parcels but do not use a postage meter capable of transmitting electronic manifest and address information. This special version of the IMpb label does not qualify for commercial plus or commercial base pricing, or automatic insurance for Priority Mail (unless accompanied by acceptance information); however, use of these preprinted USPS labels or other IMpb-compliant barcodes will be a requirement for eligibility to ship USPS parcel products.

To afford meter mailers who currently receive commercial base pricing additional time to prepare for this new requirement, the Postal Service will provide a transitional

period for these mailers until January 25, 2015. Effective January 25, 2015, meter mailers must meet all IMpb requirements to qualify for commercial base prices. After January 25, 2015, meter mailers unable to comply with these requirements may continue to mail at retail prices, but must affix a USPS tracking label (Special IMpb or Label 400) or other IMpb-compliant label to each mailpiece. However, these mailers will not be required to transmit a Shipping Services File for mailpieces paid at retail prices. Whether claiming commercial or retail prices, postage meter mailers must affix preprinted USPS labels or other IMpb-compliant barcodes as a requirement for eligibility to ship USPS parcel products using a postage meter. However, Priority Mail pieces must include Priority Mail IMpb shipping labels or those special IMpb labels supported by a Shipping Services file to qualify for automatic insurance.

Metered Priority Mail pieces using IMpb labels that are not supported by a Shipping Services file must have a full acceptance scan at a retail location in order to qualify for automatic insurance coverage.

Use of Non-IMpb Barcodes

As stated in the July 11, 2013 proposed rule, the Postal Service has implemented a process to allow mailers to temporarily use unique tracking barcodes, prepared in a legacy format, on parcels and mailpieces that include extra services. Any such authorization would be granted via an exception process. Mailers requesting an exception must be able to demonstrate their ability to transmit piece-level documentation to the Postal Service through a Shipping Services File and include a destination delivery address or ZIP+4 code for each record in the file. These exceptions are intended to provide additional time, when needed, to transition to the use of IMpb. Requests for exceptions must be directed to the Vice President of Sales. All mailers must be fully IMpb-compliant, including use of version 1.6 or higher of the Shipping Services File, by January 25, 2015.

Effective July 28, 2013, the Postal Service provided automatic insurance coverage, at no additional charge, on domestic Priority Mail pieces bearing an IMpb. Mailers should note that Priority Mail pieces bearing barcodes prepared in the legacy format are not eligible for automatic insurance coverage.

Electronic Documentation

In response to input from the mailing industry, the Postal Service will modify the requirements described in the July 11, 2013 proposed rule relative to the identification of the mail owner, mailing agent By/For relationship. After consultation and discussion with multiple industry groups, mailers, and other stakeholders, the Postal Service will strongly encourage, but not require, mailing agents (mail

service providers and consolidators) to include information in their electronic documentation that identifies both the mailing agent and mail owner (i.e. By/For mailing relationship) for all mailings made on behalf of mail owners who mail, or are expected to mail, more than 7,500 parcels per year. As part of past and current visibility initiatives, onboarding processes, and payment programs, the Postal Service notes that package mailing agents generally provide By/For information at a relatively high level. In recognition of this fact and in consideration of its recent discussions with the mailing industry, the Postal Service now believes it to be mutually beneficial to work collaboratively toward maintaining and improving the level of disclosure of By/For relationships without introducing formalized requirements and compliance enforcements. The Postal Service is generally pleased with the progress made in providing this information for package mailings.

Going forward, the Postal Service expects By/For identification to continually improve for all mailing agents, and will monitor each mailing agent's performance to ensure the level of disclosure of the mail owner information consistently increases towards the compliance thresholds outlined in this *Postal Bulletin* article for Shipping Services File versions 1.6 or higher. The Postal Service intends to examine the progress of disclosure of the By/For information six months following the implementation of this [final rule](#). In the event the level of By/For disclosures degrades below these thresholds, the Postal Service will consider making By/For information a compliance requirement.

When mailing agents make mailings on behalf of one or more clients (mail owners), the Postal Service expects agents to continue to make requests for a unique mailer ID (MID) for each client to designate package ownership. Both eVS and non-eVS mailing agents are to use this process to assign a unique MID for each client. This unique MID will be used exclusively for that client, for mailings with that particular mailing agent, and shall not be reassigned to other clients.

In addition, mailing agents may include a unique Customer Registration ID (CRID) for the mail owner in the electronic documentation to identify By/For relationships. Fields are provided in Shipping Services File version 1.6 or higher, Mail.dat and Mail.XML for this purpose.

However, the Postal Service will require mail owners who claim commercial plus prices or Nonprofit Standard Mail prices and mail owners of parcels containing hazardous material to disclose the By/For mailing relationship regardless of volume.

The Postal Service defines these entities as follows:

- **Mail Owner:** The mail owner is the business entity, organization, or individual who makes business decisions regarding the parcel or mailpiece content, directly benefits from the mailing, and ultimately pays

for postage on the mailpiece directly or by way of a mailing agent.

- **Mailing Agent:** The mailing agent is a business entity, consolidator, organization, or individual acting on behalf of one or more mail owners by providing mailing services for which the mail owners compensate the mailing agent. A business entity, organization, or individual whose services define it as a mailing agent may also be considered a mail owner, but only for its own mail or the mail of its subsidiaries. Mailing agents include, but are not limited to parcel consolidators, printers, address list providers/managers mail preparers, postage payment providers, mailing logistics providers, mailing tracking providers, ad agencies, and mailing information managers.

Conforming Mailer Identification Numbers

Mailers using an IMpb will be required to use a conforming MID. Mailers who are not currently compliant with this requirement must obtain and use a conforming MID as soon as possible, and must use a conforming MID by January 26, 2014.

A MID is considered to be compliant when the following requirements are met:

- A conforming six-digit MID must begin with 0 through 8.
- A conforming nine-digit MID must begin with 9.

Questions in regard to converting to conforming MIDs may be directed to the National Customer Support Center (NCSC) by calling 877-264-9693 and selecting option 3 or by sending an email to IMpb@usps.gov.

Shipping Services File

Electronic documentation requirements in support of IMpb include the use of Shipping Services File version 1.6 or higher, identifying serialization of each parcel or trackable Extra Services mailpiece supported by the file and destination delivery address information or accurate ZIP+4 code for each record in the file. Shipping Services Files must be transmitted to the Postal Service prior to the physical presentation of the mailing for acceptance. Mailers will be required to correctly populate Shipping Services electronic manifest files with the piece level detail information that describes the parcels and mailpieces being shipped. Furthermore, to simplify the processing and coding requirements for mailers, the Postal Service itself and software vendors, the rules for populating fields (e.g. required versus optional fields, defaults, content values) in file type 2 will now be the same as for file type 1. Mailers can reference Publication 199 for details on Shipping Services Files Types 1 and 2.

In addition to accurate piece level information, the proper definition of the mailing By/For relationship and the

use of a conforming MID, Shipping Services Files include, but are not limited to, the following fields:

- **Transaction ID (TID).** This is a unique 12-digit number assigned to associate Shipping Services File manifests to file transmissions. The TID must also be included on the Postage Statement and must match the Shipping Services manifest file for the corresponding mailing. The TID field must follow the format of YYYYMMDD####, where YYYY is the year, MM is the month, DD is the date of mailing, and '####' is the numeric sequence number to support multiple postage statements on the same day. For example, TID 201311130001 represents the first postage statement created for November 13, 2013.
- **Payment Account number.** This is the USPS account number from which the mailing will be paid.
- **Method of payment.** This is the approved payment method (permit imprint, postage meter, PC Postage, OMAS, franked mail, and stamps) for the mail being entered.
- **Post Office of Account.** This is the 5-digit ZIP Code of the Post Office™ issuing the permit number, meter license, or precanceled stamp, and should agree with the information on the postage statement.

The Transaction ID (TID) in conjunction with the Payment Account Number, Method of Payment, and Post Office of Account, enable the Postal Service to calculate IMpb compliance for each mailing at the postage statement level. If any of these fields are missing or inaccurate, an IMpb compliance fee will be assessed for each competitive product mailpiece.

Electronic Nesting Data

As stated in the July 11, 2013 proposed rule, the Postal Service will strongly encourage, but not require, mailers to provide an electronic association between IMpb piece-level record and Intelligent Mail tray labels and/or Intelligent Mail container placards. However, the Postal Service may require these electronic associations for certain products, price categories, or value-added services. Technical requirements for the electronic association of parcels to containers will be provided in Publication 199.

Noncompliant Mailpieces

The Postal Service adopted the recommendations of the mailing industry, and will implement a schedule of gradually increasing compliance thresholds for mailings including mailpieces without IMpb-compliant barcodes, without a compliant destination delivery address or ZIP+4 code in the

electronic documentation for each mailpiece or not supported by an approved Shipping Services File (or a Shipping Services File with missing or erroneous data elements), or authorized alternative documentation and will implement a per-piece price adjustment for non-compliant pieces. The Postal Service will apply these compliance thresholds at the manifest level for PC Postage and postage meter mailings, and at the postage statement level for permit imprint or precanceled stamp mailings. A new sampling procedure for barcode evaluation will be added to the current acceptance process for the purpose of evaluating compliance with these new barcode thresholds. Barcode and file compliance will be measured against the specifications defined in Publication 199. Each record in Shipping Services Files will be subject to data evaluation for file version and required elements within the file. Assessments for non-eVS packages are expected to be due at the time of mailing. eVS mailers will be assessed monthly for non-compliant mailpieces in excess of the established thresholds. For any mailing, compliance can be calculated separately for each of the three compliance categories. MRS and other returns mailpieces will be sampled for compliance under these new compliance thresholds at the facility where the pieces are rated and/or prepared for shipment to the permit holder. When a mailing fails more than one compliance category, a per-piece price adjustment will be assessed against the category yielding the highest number of noncompliant pieces. Noncompliant pieces will be assessed the per-piece price adjustment only once, even when failing more than one compliance category. The Postal Service will enforce compliance thresholds as follows:

Compliance Category	January 2014	July 2014	January 2015
Unique Trackable Barcode	98%	99%	99%
Destination Delivery Address or ZIP+4 Code in the File	93%	95%	98%*
Shipping Services File 1.6 or Higher, Including Required Data Elements	90%	95%	97%

* Destination delivery address or 11-Digit DPV ZIP Code required effective January 25, 2015.

For competitive products (i.e. Priority Mail Express, Priority Mail, First-Class Package Service® and Parcel Select®), the Postal Service will implement the thresholds and per-piece price adjustments described above for non-compliant pieces. In conformance with the recently filed

competitive price case (PRC Docket No. CP2014-5), the Postal Service will begin enforcement of the thresholds and per-piece price adjustments on January 26, 2014.

For market-dominant products (i.e. First-Class Mail® parcels, Standard Mail parcels, and Package Services parcels), the Postal Service intends to apply the thresholds and noncompliance price adjustment to Market Dominant mailpieces at a future date, after filing with, and receiving approval from, the PRC. Regulatory review will take up to 45 days from the date of that filing. The proposed effective date for the per-piece price adjustments for Market Dominant products will be predicated on the PRC's decision.

Hazardous, Perishable, and Restricted Materials

Effective January 26, 2014, mailers inducting parcels containing mailable hazardous material or mailable live animals will be required to include an indicator in the appropriate field of the Shipping Services File, or other authorized electronic documentation, identifying each applicable mailpiece as containing either hazardous material or live animals. MRS and other returns mailpieces containing hazardous materials will be required to bear a unique IMpb barcode, including a specific 3-digit service type code specifying the class of mail and identifying the mailpiece as containing hazardous material. For the purposes of this requirement mailpieces containing hazardous material would include any package containing material requiring hazardous material markings, requiring special packaging, contents limitations, or transportation restrictions provided for in DMM 601 or Publication 52, *Hazardous, Restricted or Perishable Mail*. Mailers will be provided an extended transitional period until July 27, 2014, to allow additional time for mailers to modify their systems for these new requirements.

The Postal Service has also developed similar identifying indicators to provide enhanced visibility of shipments containing cremated remains. Mailer use of the cremated remains indicators is strongly recommended, but will not be required.

Certified Mail and Registered Mail Service

In response to feedback from the mailing industry, the Postal Service did not adopt its proposal to limit Certified Mail® service to use with only First-Class Mail. At a future date, the Postal Service expects to provide a new option for mailers to combine restricted delivery service with Signature Confirmation™ service. The combination of restricted delivery service with Signature Confirmation service will provide an option for mailers to restrict delivery of Priority Mail, First-Class Package Service, Package Services, Standard Post, and Parcel Select pieces without also having to purchase insurance for more than \$200 to obtain this service.

The Postal Service will also provide a transitional period for IMpb compliance with Certified Mail and Registered

Mail™ until January 25, 2015. This transitional period will provide additional time for mailers to prepare their systems, change label and envelope stock, and deplete their inventories of preprinted forms.

The Postal Service expects to provide new Registered Mail and Certified Mail “banner only” labels for mailer use early in the 2014 calendar year. These “banner only” labels will help identify these specific products when used in an IMpb-compliant barcode format, and will meet USPS mailing standards for privately printed forms when used as specified.

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

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200 Commercial Letters and Cards

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210 Priority Mail Express

213 Prices and Eligibility

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3.0 Basic Standards for Priority Mail Express

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3.2 IMpb Standards

[Revise the text of 3.2 to read as follows:]

All Priority Mail Express pieces, unless inducted through a retail transaction or a USPS self-service kiosk, those bearing postage meter imprints and using Label 11-B, or those pieces paying postage through USPSCA, must bear an Intelligent Mail package barcode (IMpb) prepared under 708.5.0. Unless otherwise excepted, mailpieces not meeting the requirements for use of unique Intelligent Mail package barcodes or extra services barcodes, as outlined in Publication 199, will be assessed an IMpb noncompliance fee. For details, see the RIBBS website at <https://ribbs.usps.gov>.

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220 Priority Mail

223 Prices and Eligibility

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3.0 Basic Standards for Priority Mail

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3.3 IMpb Standards

[Revise the text of 3.3 to read as follows:]

Unless authorized to use a unique IMb on Priority Mail letters and flats prepared in high-speed environments, all Priority Mail pieces (except Critical Mail pieces without an extra service) must bear an Intelligent Mail package barcode prepared under 708.5.0. To obtain information on how to acquire an authorization to use an IMb on Priority Mail letters and flats, mailers can contact USPS Shipping Information Systems at IMPB@usps.gov. Mailpieces not meeting the requirements for use of unique Intelligent Mail package barcodes or extra services barcodes, as outlined in Publication 199, will be assessed an IMpb noncompliance fee. For details, see the RIBBS website at <https://ribbs.usps.gov>.

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300 Commercial Flats

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310 Priority Mail Express

313 Prices and Eligibility

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3.0 Basic Standards for Priority Mail Express

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3.2 IMpb Standards

[Revise the text of 3.2 to read as follows:]

All Priority Mail Express pieces, unless inducted through a retail transaction or a USPS self-service kiosk, those bearing postage meter imprints and using Label 11-B, or those pieces paying postage through USPSCA, must bear an Intelligent Mail package barcode (IMpb) prepared under 708.5.0. Unless otherwise excepted, mailpieces not meeting the requirements for use of unique Intelligent Mail package barcodes or extra services barcodes, as outlined in Publication 199, will be assessed an IMpb noncompliance fee. For details, see the RIBBS website at <https://ribbs.usps.gov>.

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320 Priority Mail

323 Prices and Eligibility

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3.0 Basic Standards for Priority Mail

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3.3 IMpb Standards

[Revise the text of 3.3 to read as follows:]

Unless authorized to use a unique IMb on Priority Mail letters and flats prepared in high-speed environments, all Priority Mail pieces (except Critical Mail pieces without an extra service) must bear an Intelligent Mail package barcode prepared under 708.5.0. To obtain information on how to acquire an authorization to use an IMb on Priority Mail letters and flats, mailers can contact USPS Shipping Information Systems at IMPB@usps.gov. Mailpieces not meeting the requirements for use of unique Intelligent Mail package barcodes or extra services barcodes, as outlined in Publication 199, will be assessed an IMpb noncompliance fee. For details, see the RIBBS website at <https://ribbs.usps.gov>.

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400 Commercial Parcels

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401 Physical Standards

1.0 Physical Standards for Parcels

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1.5 Machinable Parcels

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1.5.2 Criteria for Lightweight Machinable Parcels

A parcel that weighs less than 6 ounces (but not less than 3.5 ounces) is machinable if it meets all of the following conditions:

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[Delete 1.5.2b and renumber the current 1.5.2c and 2d as the new 2b and 2c.]

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2.0 Additional Standards by Class of Mail

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2.5 Parcel Select

2.5.1 General Standards

These standards apply to Parcel Select:

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[Delete 2.5.1c in its entirety.]

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410 Priority Mail Express**413 Prices and Eligibility**

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3.0 Basic Standards for Priority Mail Express

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3.2 IMpb Standards*[Revise the text of 3.2 to read as follows:]*

All Priority Mail Express pieces, unless inducted through a retail transaction or a USPS self-service kiosk, those bearing postage meter imprints and using Label 11-B, or those pieces paying postage through USPSCA, must bear an Intelligent Mail package barcode (IMpb) prepared under 708.5.0. Unless otherwise excepted, mailpieces not meeting the requirements for use of unique Intelligent Mail package barcodes or extra services barcodes, as outlined in Publication 199, will be assessed an IMpb noncompliance fee. For details, see the RIBBS website at <https://ribbs.usps.gov>.

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420 Priority Mail**423 Prices and Eligibility**

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3.0 Basic Standards for Priority Mail

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3.2 IMpb Standards*[Revise the text of 3.2 to read as follows:]*

All Priority Mail pieces, unless inducted through a retail transaction or a USPS self-service kiosk, must bear an Intelligent Mail package barcode (IMpb) prepared under 708.5.0. Mailpieces not meeting the requirements for use of unique Intelligent Mail package barcodes or extra services barcodes, as outlined in Publication 199, will be assessed an IMpb noncompliance fee. For details, see the RIBBS website at <https://ribbs.usps.gov>.

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430 First-Class Package Service**433 Price and Eligibility****1.0 Prices and Fees for First-Class Package Service**

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1.4 Commercial Plus Prices

First-Class Package Service machinable parcels less than 16 ounces and Merchandise Return Service parcels are eligible for Commercial Plus prices for customers that:

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*[Delete 1.4f in its entirety and renumber 1.4g as new 1.4f.]***1.5 Surcharge***[Delete 1.5b, restructure and revise 1.5 to read as follows:]*

Unless prepared in 5-digit/scheme containers, a surcharge applies for presorted parcels that are irregularly shaped, such as rolls, tubes, and triangles.

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3.0 Basic Standards for First-Class Package Service Parcels

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3.3 Additional Basic Standards

All presorted First-Class Package Service parcels must:

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*[Delete 3.3c in its entirety.]***3.4 IMpb Standards***[Revise the text of 3.4 to read as follows:]*

All First-Class Package Service parcels must bear an Intelligent Mail package barcode (IMpb) prepared under 708.5.0. Mailpieces not meeting the requirements for use of unique Intelligent Mail package barcodes or extra services barcodes, as outlined in Publication 199, will be assessed an IMpb noncompliance fee. For details, see the RIBBS website at <https://ribbs.usps.gov>.

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440 Standard Mail**443 Prices and Eligibility**

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3.0 Basic Standards for Standard Mail Parcels

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3.3 Additional Basic Standards for Standard Mail

Each Standard Mail mailing is subject to these general standards:

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[Revise the text of 3.3g to read as follows:]

- g. The IMpb applied to each Standard Mail parcel must be correct for the delivery address and must meet the standards in 708.5.0.

* * * * *

[Renumber the current 3.4 through 3.9 as the new 3.5 through 3.10 and add new section 3.4 to read as follows:]

3.4 IMpb Standards

[Revise the text of 3.4 to read as follows:]

All Standard Mail parcels, except Standard Mail Marketing parcels mailed as product samples, except those using detached address labels (DAL) and those bearing simplified addresses, must bear an Intelligent Mail package barcode (IMpb) prepared under 708.5.0. Standard Mail parcels may optionally use an IMb in lieu of an IMpb when parcels which are presorted and containerized in 5-digit sacks or other approved containers prepared to the 5-digit level, provided each parcel bears a unique IMb that cannot be reused for 45 days. In situations where the IMb is used in lieu of the IMpb, a Mail.dat or Mail.XML file will be accepted in lieu of a Shipping Service File.

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4.0 Price Eligibility for Standard Mail

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[Delete 4.4 in its entirety and renumber the current 4.5 as the new 4.4.]

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450 Parcel Select

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453 Prices and Eligibility

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[Renumber the current section 453.3 as the new 453.4 and add new section 453.3 to read as follows:]

3.0 Basic Standards for Parcel Select Parcels

3.1 Service Objectives

The USPS does not guarantee the delivery of Parcel Select mailpieces within a specified time. Parcel Select mailpieces might receive deferred service. The local Post Office can provide more information concerning delivery times within its area.

3.2 Delivery and Return Addresses

All Parcel Select mailpieces must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing for-

mats under 602.3.0 may be used. Each piece must bear the sender's return address.

3.3 IMpb Standards

All Parcel Select mailpieces must bear an Intelligent Mail package barcode (IMpb) prepared under 708.5.0. Mailpieces not meeting the requirements for use of unique Intelligent Mail package barcodes or extra services barcodes, as outlined in Publication 199, will be assessed an IMpb noncompliance fee. For details, see the RIBBS website at <https://ribbs.usps.gov>.

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4.0 Price Eligibility for Parcel Select and Parcel Select Lightweight

4.1 Destination Entry Price Eligibility

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4.1.2 Basic Standards

For Parcel Select destination entry, pieces must meet the applicable standards in 455.4.0 and the following criteria:

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[Delete renumbered 4.1.2f in its entirety.]

* * * * *

4.2 Parcel Select NDC and ONDC Presort Price Eligibility

[Delete the last two sentences of renumbered 4.2 in their entirety.]

4.3 Parcel Select Nonpresort Price Eligibility

[Delete the first sentence of the introductory paragraph of renumbered 4.3.]

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4.4 Parcel Select Lightweight

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4.4.1 General Eligibility

Parcel Select Lightweight parcels are presorted machinable or irregular parcels. The following also applies:

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[Delete renumbered 4.41e in its entirety, and renumber the renumbered 4.4.1f as the new renumbered 4.4.1e.]

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460 Bound Printed Matter

463 Prices and Eligibility

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2.0 Basic Eligibility Standards for Bound Printed Matter

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*[Add a new 2.4 and 2.5 to read as follows:]***2.4 USPS Tracking**

BPM parcels with alternative address formats may be mailed with USPS Tracking, but must not bear an ancillary service endorsement (see 602.3.1.2).

2.5 IMpb Standards

All BPM parcels must bear an Intelligent Mail package barcode (IMpb) prepared under 708.5.0.

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4.0 Price Eligibility for Bound Printed Matter Parcels**4.1 Price Eligibility**

***Price categories are as follows:

* * * * *

[Revise the text of 4.1b and 4.1c to read as follows:]

- b. Presorted Price. The Presorted price applies to BPM prepared in a mailing of at least 300 BPM pieces, prepared and presorted as specified in 465.5.0, 705.8.0, or 705.22.0.
- c. Carrier Route Price. The Carrier Route price applies to BPM prepared in a mailing of at least 300 pieces presorted to carrier routes, prepared and presorted as specified in 465.6.0, or 705.8.0.

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470 Media Mail and Library Mail**473 Prices and Eligibility**

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*[Revise the title of 2.0 to read as follows:]***2.0 Basic Standards for Media Mail and Library Mail Parcels**

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*[Add a new 2.5 to read as follows:]***2.5 IMpb Standards**

All Media Mail and Library Mail parcels, unless inducted through a retail transaction or a USPS self-service kiosk, must bear an Intelligent Mail package barcode (IMpb) prepared under 708.5.0.

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6.0 Price Eligibility for Media Mail and Library Mail Parcels

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6.2 Price Eligibility Standards

[Delete the second and third sentences of 6.2 in their entirety.]

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6.3 Price Categories for Media Mail and Library Mail Parcels

[Delete 6.3c in its entirety.]

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475 Mail Preparation

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5.0 Preparing Media Mail and Library Mail Parcels

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5.2 Preparing Machinable Parcels

* * * * *

[Delete 5.2.3 in its entirety.]

* * * * *

500 Additional Mailing Services**503 Extra Services**

* * * * *

3.0 Insured Mail

* * * * *

3.2 Insurance Coverage Priority Mail

Priority Mail pieces bearing an Intelligent Mail package barcode (IMpb) or USPS retail tracking barcode (see 10.3.1) are insured against loss, damage, or missing contents, up to a maximum of \$50.00 or \$100.00, subject to the following:

* * * * *

[Add new 3.2d. Renumber the current 3.2d as the new 3.2e to read as follows:]

- d. Priority Mail pieces meeting the requirements under 3.2, but not supported by a Shipping Services file, must have a full acceptance scan in order to qualify for automatic insurance coverage.

* * * * *

5.0 Return Receipt

* * * * *

5.2 Basic Information

* * * * *

5.2.2 Eligible Matter

Return receipt service is available for:

* * * * *

[Add new 2c. Renumber the current 2c and 2d as the new 2d and 2e, and revise 2b to read as follows:]

- b. First-Class Mail when purchased with Certified Mail, COD, insured mail (for more than \$200.00) or Registered Mail service.
c. First-Class Package Service, and Priority Mail (excluding Critical Mail) when purchased at the time of mailing with COD, insured mail (for more than \$200.00), or Registered Mail service.

* * * * *

7.0 Restricted Delivery

* * * * *

7.2 Basic Information

* * * * *

7.2.2 Eligible Matter

Restricted Delivery service is available for:

[Add new 2b. Renumber the current 2b and 2c as the new 2c and 2d, and revise 2a to read as follows:]

- a. First-Class Mail when purchased with Certified Mail, COD, insured mail (for more than \$200.00), or Registered Mail service.
b. First-Class Package Service, and Priority Mail (excluding Critical Mail) when purchased at the time of mailing with COD, insured mail (for more than \$200.00), or Registered Mail service.

* * * * *

505 Return Services

1.0 Business Reply Mail (BRM)

* * * * *

1.4 General Information

1.4.1 Description

[Revise the second sentence of, and add a new sentence to, 1.4.1 as follows:]

Business Reply Mail (BRM) service enables a permit holder to receive First-Class Mail and Priority Mail back from customers and pay postage and a per piece fee for only the pieces returned. BRM cards, envelopes, self-mailers, flats, and labels may be distributed by a BRM permit holder in any quantity for return to any Post Office in the United

States and its territories and possessions, including military Post Offices overseas. Only card-, letter- and flat-sized pieces are eligible for BRM service.***

* * * * *

3.0 Merchandise Return Service

* * * * *

3.2 Basic Standards

* * * * *

[Renumber the current 3.2.5 through 3.2.13 as the new 3.2.6 through 3.2.14 and add new section 3.2.5 to read as follows:]

3.2.5 IMpb Standards

All MRS labels must bear a unique Intelligent Mail package barcode (IMpb) prepared under 708.5.0.

* * * * *

3.3 Additional Standards for Permit Holder

* * * * *

3.3.3 USPS Tracking

[Revise the text of 3.3.3 to read as follows:]

USPS Tracking service is optional, but provided without charge for mailpieces bearing authorized MRS labels. MRS labels requesting USPS Tracking must meet the standards in 503.10.0. USPS Tracking may be combined with insurance and special handling, or both.

* * * * *

3.5 Preparation

* * * * *

3.5.13 Format Elements

Format standards required for the merchandise return label are shown in Exhibit 3.5.13a through Exhibit 3.5.13d, and described as follows:

* * * * *

Exhibit 3.5.13a Merchandise Return Label With No Extra Services or With Insurance, Special Handling, or Pickup on Demand Service (*see 3.5.13d)

[Placeholder for revised Exhibit 3.5.13a]

* * * * *

Exhibit 3.5.13b Merchandise Return Label With Registered Mail Service

[Placeholder for revised Exhibit 3.5.13b]

* * * * *

Exhibit 3.5.13c Merchandise Return Label With Mailing Acknowledgment (*see 3.5.13d)

[Placeholder for revised Exhibit 3.5.13c]

* * * * *

Exhibit 3.5.13d Merchandise Return Label With USPS Tracking Service

[Placeholder for revised Exhibit 3.5.13d]

* * * * *

507 Mailer Services

1.0 Treatment of Mail

* * * * *

1.5 Treatment for Ancillary Services by Class of Mail

* * * * *

507.1.5.4 Standard Post, Package Services, and Parcel Select

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

* * * * *

[Revise the first sentence of 1.5.4b to read as follows:]

- b. Except for Bound Printed Matter pieces including USPS Tracking, the exceptional address format under 602.3.0 may not be used on mail with any ancillary service endorsement or mail with any extra service (see 463.2.4).***

* * * * *

700 Special Standards

* * * * *

705 Advanced Preparation and Special Postage Payment Systems

* * * * *

7.0 Combining Package Services and Parcel Select Parcels for Destination Entry

7.1 Combining Parcels—DSCF and DDU Entry

7.1.1 Qualification

[Delete the last three sentences of 7.1.1 in their entirety.]

* * * * *

708 Technical Specifications

* * * * *

5.0 Standards for Package and Extra Service Barcodes

5.1 Intelligent Mail Package Barcode

* * * * *

5.1.7 Electronic File

***Electronic files must include the following elements:

* * * * *

[Revise the text of 5.1.7d to read as follows:]

- d. Version 1.6 (or subsequent versions) of the electronic shipping services manifest files including each destination delivery address or ZIP + 4 Code. Effective January 25, 2015, shipping services manifests, or other approved electronic documentation, must include the destination delivery address or delivery point validated (DPV) 11-digit ZIP Code for each record in the file.

[Delete the current 5.1.7e in its entirety and add a new 7e as follows:]

- e. Electronic shipping manifest files, or approved alternative electronic documentation, must include data identifying the mailing agent and mail owner, as applicable.

* * * * *

5.2 Other Package Barcodes

5.2.1 Basic Standards for Postal Routing Barcodes

[Revise the first sentence of 5.2.1 to read as follows:]

A separate postal routing barcode may be used on parcels to provide routing information, when used in conjunction with an IMpb.

— Product Classification, Pricing, 12-26-13

IMM Correction: Changes to Pricing and Mailing Standards for International Shipping Services

The article titled “IMM Revision: Changes to Pricing and Mailing Standards for International Shipping Services” in *Postal Bulletin* 22378 (12-12-13, pages 17–28 and 49–61) included many revisions for various international shipping services (which will become effective January 26, 2014).

However, that article included a few typographical errors and editorial errors. We publish this article to indicate the correct text where appropriate.

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

	*	*	*	*	*
2	Conditions for Mailing				
	*	*	*	*	*
230	Priority Mail International				
	*	*	*	*	*
232	Eligibility				
232.1	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes				
	*	*	*	*	*
232.12	Electronic USPS Delivery Confirmation International				
	*	*	*	*	*
232.122	Availability				
<p><i>[The article referred to the exhibit as “Exhibit 231.122,” although the correct reference is “Exhibit 232.122.” We include the correct references in this article.]</i></p> <p><i>[Revise the last sentence and add Exhibit 232.122 to read as follows:]</i></p> <p>***The service is available only to the countries listed in Exhibit 232.122.</p>					
<p>Exhibit 232.122 Countries Accepting Electronic USPS Delivery Confirmation International Service</p>					
	*	*	*	*	*
290	Commercial Services				
	*	*	*	*	*
292	International Priority Airmail (IPA) Service				
	*	*	*	*	*

292.4 Mail Preparation

* * * * *

292.48 Presort Mailings – Price Groups 15 through 19

* * * * *

292.483 Direct Country – Optional Sack Preparation

The mailer may optionally prepare direct country sacks or mixed country sacks of presorted IPA mail when sacks are used for all processing categories as follows:

- a. *Full-Service and ISC Drop Shipment* – Direct country sacks.

* * * * *

[The second sentence in item a.2 included an incorrect second reference to Exhibit 292.45b (regarding price group information). We correct that item to read as follows:]

- 2. *Container Tags*. ***The mailer must check the appropriate box to indicate if the sack contains items *with* or *without* customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in Exhibit 292.45a and Exhibit 292.45b, and the price group as listed in Exhibit 292.45a.***

* * * * *

293 International Surface Air Lift (ISAL) Service

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293.2 Eligibility

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293.22 Availability

[The article included an unnecessary third sentence. We correct that item to read as follows:]

ISAL service is available only to the foreign countries that are listed in Exhibit 293.45a, which shows the foreign office of exchange code and the price group assigned to each country. For additional information for Canada, see Exhibit 293.45b.

* * * * *

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

Handbooks

Handbook EL-903 is Now Available

Handbook EL-903, *Agreement between United States Postal Service and National Postal Mail Handlers Union, AFL-CIO, A Division of the Laborers' International Union of North America, 2011-2016*, is now available online and in print. To access the online version:

- Go to <http://blue.usps.gov>.
- Under "Essential Links", click *PolicyNet*.
- Click *HBKs*.

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

You may order printed copies from the Material Distribution Center (MDC) through:

- USPS eBuy2 Ordering System under the MDC eBuy2 Catalog.
- 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. Wait 24 hours (or the next business day)

before placing your first order. For complete TTOE ordering instructions, visit the MDC website at http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc or call the National MDC at 800-332-0317, option 2.

Use the following information to order HBK EL-903:

PSIN:	HBKEL903
PSN:	7610-01-000-9093
Quick Pick Number:	N/A
Unit of Issue:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	N/A
Price:	1.18
Edition Date:	11/11

— *Contract Administration (NPMHU), Labor Relations, 12-26-13*

Publications

Publication 52 Revision: Sending Restricted International Items

Effective December 26, 2013, the U.S. Postal Service® will revise Publication 52, *Hazardous, Restricted, and Perishable Mail*, section 636, to clarify the listing of restricted items that cannot be sent internationally.

Additionally, editorial edits are made to the Index and throughout section 526 to reflect the correct Domestic Mail Manual (DMM®) reference links. These references have been periodically updated and, over time, the section numbers have changed.

Publication 52: Hazardous, Restricted, and Perishable Mail

	*	*	*	*	*
6	International Mail				
	*	*	*	*	*
63	Restricted Matter: International Mail				
	*	*	*	*	*

636 Other Restricted Matter

[Revise 636 in its entirety to read as follows:]

Materials listed in DMM 601.12.7 through 601.12.20 that are nonmailable domestically, are also prohibited in international mail. The restricted materials include, but are not limited to, intoxicating liquor; matter emitting obnoxious odor, motor vehicle master keys, odd-shaped items sent in letter-size envelopes, abortive and contraceptive devices, and certain building construction material. See IMM 135 and 136 for other general restrictions and prohibitions, and the Individual Country Listings in the IMM for specific country restrictions and prohibitions.

* * * * *

We will incorporate this revision into the next online update of Publication 52, which is available via Postal Explorer® at <http://pe.usps.com>.

— *Product Classification, Pricing, 12-26-13*

Publication 75, Mover's Guide, News

As of January 1, 2014, recycle any old copies of Publication 75, *Mover's Guide*. All Post Offices™ should receive the new January–March 2014 issue of Publication 75 by December 31, 2013. Similar to last quarter's shipment, the total quantity of *Mover's Guide* copies sent to your facility may have been reduced. In an effort to reduce waste and account for more customers submitting change-of-address orders online, fewer *Mover's Guide* copies are needed. There are several things you can do to conserve as well:

- Make sure customers are aware that USPS.com® is the most convenient, safe, and secure way for customers to submit a change-of-address order.
- Encourage carriers to take ICOA message cards on their routes instead of *Mover's Guide* copies.
- Give *Mover's Guide* copies out to *moving* customers only.

Important Reminders

- Copies of *Mover's Guide* must be kept behind the counter *ONLY*, not in inner or outer lobbies or on clerk counters.
- Customers unwilling or unable to submit their change of address at www.usps.com should be given a complete, unopened copy of *Mover's Guide*.
- Provide no more than three copies of *Mover's Guide* to each customer.
- *Mover's Guide* is printed and distributed four times a year.

Shipment Information and Inventory Management

Offices will continue to receive copies of *Mover's Guide* in one or two shipments. The first shipments should arrive by the end of December. The second shipments will arrive 3 to 5 weeks later.

- Boxes with YELLOW stickers are the first shipment for this print run.
- Boxes with BLUE stickers are the second and final shipment for this print run.

To track or find your office's shipment information, go to http://blue.usps.gov/purchase/operations/ops_downloads.htm and click *Mover's Guide* (Pub75) Distribution for January–March 2014. Use the Ctrl + F Function to search for your office while the "Fedstrip" Column is highlighted. To request a shipment quantity change, call Imagitas at 800-816-6837.

ICOA Message Card Information

If your Post Office has an ICOA message card display, replenishment cards and updated banners will be mailed with your *Mover's Guide* shipments. **DO NOT THROW AWAY THE DISPLAY OR ICOA MESSAGE CARDS. THEY DO NOT EXPIRE.** The display is **REQUIRED** to be in the lobby and it must have the ICOA message cards in it at all times.

If any Post Office runs out of ICOA Message cards between shipments, use the website at <http://imagitas.com/contact/postal-request-form/> or call 800-816-6837 for replenishment.

— Address Management,
Product Information, 12-26-13

Publication 223 Revision: Directives and Forms Update

Effective December 26, 2013, Publication 223, *Directives and Forms Catalog*, is revised to include current information for the items noted in this article. See Publication 223 for complete information.

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

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

New

- LAB 500, *COD First-Class Mail Tracer Label*.
- LAB 1073, *Dinero Seguro Requirement for Dodd-Frank Act (Section 1073)*.

- MI EL-670-2013-6, *Providing Communication Accommodations to Employees and Applicants Who Are Deaf or Hard of Hearing*.
- MI FM-610-2013-4, *Compliance With the Prompt Payment Act*.
- MI FM-640-2013-3, *Travel Policy for Contractor and Non-Postal Service Personnel*.
- MOP FI-09-13-2013, *Policy Memo — Statistical Programs Letter #1, Fiscal Year 2014, CCCS, RCCS, ODIS-RPW, TRACS, SIRVO-IODIS, and SIRVI*.
- POS 337, *The Place You Work Is the Workplace You Protect*.
- POS 547-A, *MTE Stacking Standards (Plants, Dark Blue, 24x36)*.

- POS 547-B, *MTE Stacking Standards (Plants, Dark Blue, 18x24)*.
- POS 547-C, *MTE Stacking Standards (POs, Light Blue, 18x24)*.
- PS 6710, *Communication Accommodation Request Form*.
- PS 6711, *Communication Accommodation Plan for Employees Who Are Deaf or Hard of Hearing*.
- NOT 3-A, *Letter-Size Mail Dimensional Standards Template*.
- PUB 25, *Designing Letter and Reply Mail*.
- PUB 223, *Directives and Forms Catalog*.
- PUB 699, *Special Requirements for Shipping Internationally*.
- PS 1221, *Advanced Sick Leave Authorization*.
- PS 1838-C, *Carrier's Count of Mail — Letter Carrier Routes Worksheet*.
- PS 4000-B, *Employee Observation*.
- PS 8184, *National Zone Charts Matrix and Labeling Lists Product Order Form*.

Revised

- HBK EL-312, *Employment and Placement*.
- HBK F-15, *Travel and Relocation*.

Obsolete

PSIN	Ed. Date	Title	Replaced By
MI FM-610-2000-2	8/13	<i>Compliance With the Prompt Payment Act</i>	MI FM-610-2013-4
MI FM-640-2013-1	1/13	<i>Travel Policy for Contractor and Non-Postal Service Personnel</i>	MI FM-640-2013-3
NOT 25	9/10	<i>Monthly Planning Schedule, Fiscal Years 2011 to 2013</i>	N/A
PS 604	10/06	<i>Credit Card Non-Receipt Report</i>	N/A
PS 1752	3/88	<i>Health Unit Daily Record</i>	N/A
PS 8162	9/12	<i>Capital Property Record</i>	N/A

— Brand and Policy, Corporate Communications, 12-26-13

Organization Information

Finance

2014 Federal Income Tax Withholding

Effective immediately, payroll checks will reflect changes in the withholding of federal taxes. The biweekly personal exemption value for each federal tax allowance will change to \$151.90. In addition, the Single or Head of Household and the Married withholding tables have changed.

All information in this article is based on a biweekly payroll period (PP) and the early release copies (Notice 1036 — Rev. December 2013) of the Percentage Method Tables for Income Tax Withholding that will appear in the Internal Revenue Service (IRS) Publication 15, (Circular E), *Employer's Tax Guide*.

For Wages Paid in 2014 Federal Income Tax Withholding Table							
Single Person				Married Person			
Wages*		The withholding amount is:		Wages*		The withholding amount is:	
Over...	But not over...	Withholding Amount	Of excess over	Over...	But not over...	Withholding amount	Of excess over
\$0	\$87	\$0		\$0	\$325	\$0	
\$87	\$436	\$0.00 plus 10%	\$87	\$325	\$1,023	\$0.00 plus 10%	\$325
\$436	\$1,506	\$34.90 plus 15%	\$436	\$1,023	\$3,163	\$69.80 plus 15%	\$1,023
\$1,506	\$3,523	\$195.40 plus 25%	\$1,506	\$3,163	\$6,050	\$390.80 plus 25%	\$3,163
\$3,523	\$7,254	\$699.65 plus 28%	\$3,523	\$6,050	\$9,050	\$1,112.55 plus 28%	\$6,050
\$7,254	\$15,667	\$1,744.33 plus 33%	\$7,254	\$9,050	\$15,906	\$1,952.55 plus 33%	\$9,050
\$15,667	\$15,731	\$4,520.62 plus 35%	\$15,667	\$15,906	\$17,925	\$4,215.03 plus 35%	\$15,906
\$15,731		\$4,543.02 plus 39.6%	\$15,731	\$17,925		\$4,921.68 plus 39.6%	\$17,925

* Wages are determined after subtracting withholding allowances, CPP, FEDVIP, FEHB, (NCE-HB, if pre-tax in place), FSA, HSA, and TSP contributions from your gross earnings.

Contributions made by employees to the following are treated as pre-tax monies for federal tax computations:

- Commuter Program pre-tax (CPP).
- Federal Employees Dental and Vision Insurance Program (FEDVIP).
- Federal Employees Health Benefits (FEHB).
- Flexible Spending Accounts (FSA).
- Health Savings Account (HSA).
- Traditional Thrift Savings Plan (TSP).

When calculating your taxes, remember to subtract your withholding allowances and all of these contribution amounts from your gross earnings.

Notes:

- Employee contributions to a Traditional TSP fund are treated as pre-tax monies because taxes on these contributions are deferred; hence, employee contributions to a Traditional TSP fund are subtracted from gross earnings.
- FEHB benefits are treated as pre-tax monies for almost all employees. However, for those few employees who signed pre-tax waivers for FEHB Benefits, FEHB premium contributions made by these employees are not treated as pre-tax monies

and subsequently are not subtracted from gross earnings.

- Employee contributions for NCE-HB benefits are generally treated as post-tax monies and are not subtracted from gross earnings. However, for those employees who elect the pre-tax option, NCE-HB premium contributions made by these employees are treated as pre-tax monies and thus are subtracted from gross earnings.

Employees are urged to review their withholdings every year and, if necessary, to update their Federal W-4 information. For example, individuals and couples with multiple jobs, people who are having children, getting married, getting divorced, or buying a home, and those who typically wind up with a balance due or a large refund at the end of the year may want to consider submitting revised W-4 forms.

To determine the amount of withholding, follow steps 1 through 10:

1. Determine normal biweekly gross wages from earnings statement.
2. Determine normal biweekly Traditional TSP employee contributions from earnings statement.
3. Determine normal biweekly FSA contributions from earnings statement. If applicable, add the amounts

from both the FSA Dependent Child (FSADC) Sub-Account and the FSA Health Care (FSAHC) Sub-Account.

4. Determine normal biweekly FEHB pre-tax employee contribution from earnings statement (abbreviated as HP).
5. Determine normal biweekly CPP employee contributions from earnings statement.
6. Determine normal biweekly FEDVIP employee contributions from earnings statement.
7. Determine normal biweekly HSA contribution from earnings statement.
8. Multiply the number of exemptions claimed by the new biweekly exemption value of \$151.90 (withholding allowance). The federal tax line on the earnings statement shows the number of exemptions claimed (e.g., S1 = single with one exemption, M3 = married with three exemptions).
9. Subtract the amounts in step 2 (Traditional TSP), step 3 (FSA), step 4 (FEHB), step 5 (CPP), step 6 (FEDVIP), step 7 (HSA) and step 8 (exemptions) from step 1 (biweekly gross wages). The balance is the amount subject to withholding.
10. Determine into which range this amount falls on the Federal Income Tax Withholding Table; follow the instructions listed in the table.

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

Example: A Federal Employee Retirement System (FERS) employee receives \$3,826.35 as biweekly gross wages. The employee makes the following contributions:

- 11 percent of basic earnings (for this example, all of the gross \$ is basic; basic X 0.11 = \$420.90) per payroll period (PP) to the Thrift Savings Program (TSP);
- \$65 per PP to the FSA Dependent Child (FSADC) Sub-Account;
- \$95 per PP to the FSA Health Care (FSAHC) Sub-Account;
- \$124.20 per PP to Federal Employees Health Benefits (FEHB),
- \$105 for this PP to the Commuter Program pre-tax (CPP);
- and \$61.74 per PP to the Government Employees Health Association (GEHA) PPO High Option Dental Premium.

The employee claims "married" with three exemptions (M3 on the federal tax line of the earnings statement). Using the information provided in the Federal Income Tax Withholding Table in this article, federal taxes are computed as follows:

1. Total biweekly gross wages	\$3,826.35
2. Traditional Thrift Savings Plan contributions	420.90
3. Flexible Spending Account Dependent Child contribution	65.00
Flexible Spending Account Health Care contribution	95.00
Total Flexible Spending Account contribution	160.00
4. Federal Employees Health Benefits contribution	124.20
5. Commuter Program pre-tax contribution	105.00
6. Federal Employees Dental and Vision Insurance Program contribution	61.74
7. Exemptions (3 x \$151.90)	455.70

Computation continues as follows:

Biweekly gross wages	\$3,826.35
Minus Traditional Thrift Savings Plan contributions	-420.90
Minus Flexible Spending Account contributions	-160.00
Minus Federal Employees Health Benefits contributions	-124.20
Minus Commuter Program pre-tax contributions	-105.00
Minus Federal Employees Dental and Vision Insurance Program contributions	-61.74
Minus exemptions	-455.70
Amount of wages subject to withholding	\$2,498.81

To complete the computation, refer to the Married/Biweekly segment of the Federal Income Tax Withholding Table. The amount of wages subject to withholding (\$2,498.81) falls within the "over \$1,023 but not over \$3,163" range. Using the information provided within that range, the final computation is as follows:

Amount subject to withholding	\$2,498.81
Subtract \$1,023 from \$2,498.81	1,475.81
Multiply \$1,475.81 by .15 (15%)	221.37
Add from the table	69.80
Add \$221.37 and \$69.80	291.17
Total federal income tax* that should be withheld from this employee's biweekly check	\$291.17

* Rounding may vary this total by a few cents.

— Payroll,
Controller, 12-26-13

Federal Taxation Percentages for Supplemental Wages

USPS® employees are reminded that the percentages used to tax supplemental wages are different from the normal taxation percentages. Supplemental wages may include, but are not limited to, annual leave exchange, awards, back-pay awards, prizes, severance pay, and reimbursements for moving expenses. *The American Jobs Creation Act of 2004* and Section 31.3402(g)-1 of IRS regulations created a two-tiered taxation rate for supplemental wages, effective January 1, 2005. These regulations apply to all supplemental payments received by USPS employees in the United States, as well as the U.S. territories.

With the passage of the *American Taxpayer Relief Act of 2012 (H.R.8)*, the marginal income tax rate for high-income

taxpayers was increased for wages paid on and after January 1, 2013.

Current regulations provide for taxation of supplemental wages up to a total of 1 million dollars within a calendar year at a *mandatory* withholding rate of 25 percent. Regulations also provide for a *mandatory* withholding rate of 39.6 percent (or the highest rate of income tax for the year) for any supplemental wages paid in excess of 1 million dollars within a calendar year. These regulations remain in effect until taxation percentages are once again changed by Congress and the IRS.

– Payroll,
Controller, 12-26-13

Reminder: International Reply Coupons (Return Dates: January 1–31, 2014)

Retail Unit Instructions

All postal retail units must submit foreign-issued (exchanged) and U.S.-issued (redeemed) international reply coupons (IRCs) accepted through December 31, 2013, and any unsold IRCs, item 330800, to their assigned destruction stamp distribution center (SDC) or stamp distribution office (SDO) as follows:

SDCs accepting redeemed or exchanged IRCs in the following districts:

Atlanta SDC (120436-0000)	
ALABAMA	NEW YORK
ALBANY	GULF ATLANTIC
ATLANTA	NORTHERN NEW ENGLAND
CENTRAL PA	NORTHERN NEW JERSEY
CINCINNATI	NORTHERN OHIO
CONNECTICUT VALLEY	SOUTH FLORIDA
GREATER BOSTON	SUNCOAST
GREATER SOUTH CAROLINA	TENNESSEE
GREENSBORO	TRIBORO
KENTUCKIANA	WESTCHESTER
LONG ISLAND	WESTERN NEW YORK
LOUISIANA	MISSISSIPPI
MID CAROLINAS	

Kansas City SDC (289995-0000)	
APPALACHIAN	GREATER INDIANA
ARKANSAS	GREATER MICHIGAN
BALTIMORE	HAWKEYE
CAPITAL	HOUSTON
CENTRAL ILLINOIS	LAKELAND
CENTRAL PLAINS	MID-AMERICA
CHICAGO	NORTHERN VIRGINIA
COLORADO/WYOMING	NORTHLAND

Kansas City SDC (289995-0000)	
DAKOTAS	OKLAHOMA
DALLAS	PHILADELPHIA METRO
DETROIT	RICHMOND
FORT WORTH	RIO GRANDE
GATEWAY	WESTERN PENNSYLVANIA

Phoenix SDC (036360-0000)	
ALASKA	SALT LAKE CITY
ARIZONA	SAN DIEGO
BAY VALLEY	SAN FRANCISCO
LOS ANGELES	SANTA ANA
NEVADA-SIERRA	SEATTLE
PORTLAND	SIERRA COASTAL
SACRAMENTO	

SDOs accepting redeemed or exchanged IRCs in the following districts:

San Juan SDO (428460-0000)

CARIBBEAN

Honolulu SDO (142400-0000)

HONOLULU

Redeemed or exchanged IRCs (see page 66) with an expiration date of December 31, 2013 (Item Number 330800), are the **only** versions that will be accepted by SDCs and SDOs.

SDCs and SDOs will begin accepting redeemed, exchanged, or unsold IRCs on January 1, 2014. The due date for submission by Postal Retail Units is January 31, 2014.



- The redemption rates for all foreign-issued exchanged IRCs with an expiration date of December 31, 2013, are based on the round date stamp (on the right hand side of the coupon) and are acceptable for return to the SDC or SDO.
- Redemption Rates:

Date	Redemption Rate
09/10/2009–01/21/2012	\$0.98
01/22/2012–01/26/2013	\$1.05
01/27/2013–12/31/2013	\$1.10

Customer-returned U.S.-issued IRCs are redeemed at 1¢ less than purchase price.

Redemption rates for U.S.-issued (redeemed) IRCs with an expiration date of December 31, 2013, are \$2.09 or \$2.19 if a 10¢ stamp is affixed (1¢ less than the purchase price). Handbook F-101, *Field Accounting Procedures*, part 11-6.6, contains specific instructions for submitting exchanged foreign-issued and redeemed U.S.-issued IRCs to SDCs or SDOs.

Do not return IRCs with an expiration date of December 31, 2009 and earlier to an SDC or SDO for any reason.

- Expiration dates are printed on the back of the IRCs.
- IRCs with an expiration date before December 31, 2009, that were not returned as advised in past *Postal Bulletin* articles, must be removed from the unit inventory, destroyed locally (no value), and posted as a shortage (AIC 767) to the unit reserve stock inventory. POS units must enter a count in the “Count Inventory and Cash” workflow and select “Close Credit/Transfer to Another Employee”.
- Unit reserve custodians may submit a claim for loss to the District Finance Manager following procedures in Handbook F-101, *Field Accounting Procedures*, subchapter 8-7, Claim for Loss. Upon receipt of an approved claim for loss, clear the stamp credit shortage (AIC 367) and offset to AIC 633, *Claim for Loss*; use Reason Code 10, *Uncollectible Employee Items*.

Submission Instructions

- Bind exchanged foreign-issued IRCs in bundles of 100 or less.
- Bind U.S.-issued refunded IRCs in packages of 100 or less (separate from exchanged foreign-issued IRCs).
- Prepare PS Form 17 (May 2007) in triplicate and annotate “IRC Return.”
- Include a shipment number or the shipment will be returned to the originating unit. Include the Destruction SDC or SDO finance number (receiving unit location ID).
- Submit copies 1 and 2 with the stock. File copy 3 with supporting documentation locally.
- Use only one PS Form 17 for all your IRCs. It is not necessary to attach the PS Form 17 on the outside of the return. The office should write “IRC” on the outside of the return package.
- Ship Priority Signature confirmation to:
 - IRC Return.
 - [SDC Destruction or SDO name & address].

Migratory Bird Stamps or any other stock will NOT be accepted at this time.

SDC and SDO Instructions

SDCs and SDOs must mail redeemed and exchanged IRCs (with an expiration date of December 31, 2013) received from postal retail units by February 28, 2014, to the following address:

Eagan ASC Finance Branch
 Financial Reporting
 U.S. Postal Service
 2825 Lone Oak Parkway
 Eagan, MN 55121-9617

Handbook F-101, part 12-2.8, contains specific instructions for submitting exchanged foreign-issued and redeemed U.S.-issued IRCs to the Eagan ASC.

Handbook F-101 is 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 Handbook F-101 is <http://blue.usps.gov/cpim/ftp/hand/f101.pdf>.)

— Revenue and Field Accounting,
 Controller, 12-26-13

Information Security

Happy Secure Holidays — Be Careful When Shopping Online



Consumers spent almost \$1.5 billion dollars last year on Cyber Monday, and industry experts reported sales this year were up by as much as 19 percent. Unfortunately, coupled with the online shopping boom is an increase in the amount and severity of online scamming and data theft. The Corporate Information Security Office offers the following tips to employees and their families for secure online shopping:

- Ensure a site is safe. When entering financial information, make sure the URL begins with “https” as

opposed to “http.” Or, make sure the site has an image of a lock in the browser’s search bar.

- Use a secure connection. Online financial transactions should take place only through a secure, private Wi-Fi connection rather than more vulnerable free Wi-Fi options often available at retail or public locations.
- Don’t click on pop-up ads as they pose one of the most serious threats to online shoppers. Add browser extensions and security apps to block pop-ups and malware.
- Keep software up-to-date. Install antivirus and anti-spyware software.
- Use strong passwords. Don’t include birthdays, family or pet names, or variations of “1234.”
- Avoid clicking on email advertisements. Always enter the merchant’s URL in a Web browser.
- Shop only at trusted companies. Before buying from merchants on Amazon, Etsy or Ebay, check their ratings and sales. Make sure the company has good return policies and clearly posted contact information.
- Don’t use debit cards. Credit cards have better security protections.
- Be wary of websites promoting fake charities, which appear most often during the holidays and following disasters.
- Check the location and privacy settings on mobile devices, which can broadcast your location and may place you and your home at risk.

Finally, check your financial statements frequently. Look for minor charges or fees, which hackers may add, hoping you won’t notice.

— *Corporate Information Security Office,
Chief Information Officer, 12-26-13*

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

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
1/04/14–1/07/14	Publishers Clearing House — NP039X IMMINENT WINTER SELECTION	Standard Letter	2.912	National	3/5 Digit	Midwest Direct Mailers
1/04/14–1/07/14	Publishers Clearing House — NP029X OFFICE OF THE CONTROLLER	Standard Letter	2.975	National	3/5 Digit	Midwest Direct Mailers
1/04/14–1/07/14	Publishers Clearing House — NP029X OFFICE OF THE CONTROLLER	Standard Letter	4.900	National	3/5 Digit	Midwest Direct Mailers
1/04/14–1/07/14	Publishers Clearing House — PB029X OFFICE OF THE CONTROLLER	Standard Letter	1.675	National	3/5 Digit	Advertising Distributors of America
1/07/14–1/09/14	Publishers Clearing House — NP030 PROGRESS REPORT	Standard Letter	2.752	National	3/5 Digit	Midwest Direct Mailers
1/07/14–1/09/14	Publishers Clearing House — NP031 CASH PRIZE NOTICE	Standard Letter	3.025	National	3/5 Digit	Midwest Direct Mailers
1/07/14–1/09/14	Publishers Clearing House — PB030 WINNING NUMBER FOUND REPORT	Standard Letter	5.0	National	3/5 Digit	Midwest Direct Mailers
1/07/14–1/09/14	Publishers Clearing House — PB031 CASH PRIZE NOTICE	Standard Letter	1.75	National	3/5 Digit	Advertising Distributors of America
1/06/14–1/10/14	Ginny's	Standard Catalog	1.3	National	3/5 Digit	Quad Graphics

— Business Customer Support and Services, Consumer and Industry Affairs, 12-26-13

Retail

Competitive Fees for PO Boxes

The PO Box fee groups for the competitive locations will increase effective January 26, 2014.

Fees: 6 – Month Rates

Fee Group	Box Size				
	1	2	3	4	5
C30	75.00	150.00	250.00	400.00	625.00
C31	64.00	96.00	171.00	335.00	547.00
C32	50.00	77.00	133.00	245.00	440.00
C33	40.00	64.00	116.00	203.00	346.00
C34	31.00	46.00	73.00	139.00	260.00
C35	28.00	37.00	66.00	112.00	197.00
C36	21.00	29.00	50.00	80.00	144.00
C37	17.00	24.00	39.00	63.00	112.00
C38	61.00	88.00	157.00	309.00	504.00
C39	48.00	72.00	126.00	235.00	430.00
C40	39.00	61.00	110.00	191.00	329.00
C41	29.00	43.00	69.00	134.00	250.00
C42	27.00	35.00	63.00	107.00	186.00
C43	20.00	28.00	48.00	80.00	138.00
C44	16.00	23.00	37.00	59.00	106.00

Fees: 3 – Month Rates

Fee Group	Box Size				
	1	2	3	4	5
C30	44.00	87.00	144.00	230.00	360.00
C31	37.00	55.00	98.00	193.00	315.00
C32	29.00	44.00	76.00	141.00	253.00
C33	23.00	37.00	67.00	117.00	199.00
C34	18.00	26.00	42.00	80.00	150.00
C35	16.00	21.00	38.00	64.00	113.00
C36	12.00	17.00	29.00	46.00	83.00
C37	10.00	14.00	22.00	36.00	64.00
C38	35.00	51.00	90.00	178.00	290.00
C39	28.00	41.00	72.00	135.00	247.00
C40	22.00	35.00	63.00	110.00	189.00
C41	17.00	25.00	40.00	77.00	144.00
C42	16.00	20.00	36.00	62.00	107.00
C43	12.00	16.00	28.00	46.00	79.00
C44	9.00	13.00	21.00	34.00	61.00

— Retail Services,
Retail Channel Operations, 12-26-13

Stamp Services

Save Vanishing Species Semipostal Stamps To Be Withdrawn From Sale — Statutory Authority Expires December 31, 2013

Effective close-of-business December 31, 2013, all Post Offices™, stations, branches, and contract postal units must withdraw from sale the *Save Vanishing Species Semipostal* stamp stock items listed in the table below. Note that these items are to be retained at the unit level until further notice. Do not prepare these items for destruction at this time.

Absolutely no sales of the *Save Vanishing Species Semipostal* stamps and products are permitted at retail counters and outlets after December 31, 2013. The items are also withdrawn from sale at Stamp Fulfillment Services and the online Postal Store at <http://usps.com>.

Item Number	Save Vanishing Species Semipostal Stamp Product Description	Price
576600	Pane of 20 Stamps	\$11.00
576620	Block of 4 Stamps	\$2.20
576630	Block of 10 Stamps	\$5.50
576640	Pane of 20 Stamps with Plate Number and Header	\$11.00
576671	First-Day-of-Issue Collection with Pane of 20 Stamps	\$19.50
576692	Ceremony Program	\$7.06
576699	Pane of 20 and Digital Color Postmark First-Day Cover	\$12.95
576694	Notecard Set of 10 with Envelopes and Stamps	\$15.95

— Stamp Services,
Marketing and Sales, 12-26-13

Update: Stamp Announcement 13-48: Harry Potter Stamp (*Postal Bulletin* 22375, 10-31-13, Page 100)



On November 19, 2013, in Orlando, Florida, the U.S. Postal Service® celebrated the world of *Harry Potter* with a souvenir booklet, which includes 20 new colorful stamps (Forever® priced at 46 cents) that pay tribute to the magical stories that have inspired fans of all ages. The courageous heroes, fearsome villains, and extraordinary creatures of J.K. Rowling's novels, as depicted in Warner Bros.' award-winning films, come to life on the stamps that capture the enchantment of Harry's world. Art directors Greg Breeding and William J. Gicker worked with Warner Bros. to design the souvenir booklet.

To learn more about the stories behind the stamps, visit <http://uspsstamps.com>.

Additional Distribution: Item 471000, Harry Potter, \$9.20 (Forever priced at 46 cents) First-Class Mail PSA Souvenir Booklet of 20 Stamps

This stamp issue will be shipped from the supplier in multiple waves. The second wave is expected to reach the Stamp Distribution Centers (SDCs) and Stamp Distribution Offices (SDOs) by mid-December. Distributions are rounded up to the nearest master carton size of 1,250 booklets. The stamps will be shipped and sold as a booklet (folded pane) of 20 (\$9.20).

Initial Supply to Post Offices

SDCs and SDOs will make an automatic distribution to all Post Offices™ tentatively during the third week of Decem-

ber. The exact 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/assetmgt/am_sdchome.htm.

Post Offices will not be able to place orders for this stamp issue until the January 2014 distribution to SDCs and SDOs has been completed.

Philatelic Products

There are ten philatelic products available for this stamp issue:

- 471106, Press Sheet w/Die Cuts, \$55.20 (print quantity of 2,500).
- 471108, Press Sheet w/o Die Cuts, \$55.20 (print quantity of 2,500).
- 471110*, Keepsake (Booklet & random DCP set), \$10.95.
- 471116*, First-Day Cover (set of 20), \$18.00.
- 471121*, Digital Color Postmark (set of 20), \$32.20.
- 471124*, Framed Art, \$49.95.
- 471130*, Ceremony Program (random stamp), \$6.95.
- 471131*, Stamp Deck Card, \$0.95.
- 471132*, Stamp Deck Card w/Digital Color Postmark (random stamp), \$1.96.
- 471133, Commemorative Panel, \$17.95.

Issue:	<i>Harry Potter</i> Stamp
Item Number:	471100
Denomination & Type of Issue:	First-Class Forever Commemorative
Format:	Souvenir Booklet of 20 (20 designs)
Series:	N/A
Issue Date & City:	November 19, 2013, Orlando, FL 32819
Designer:	Greg Breeding, Charlottesville, VA
Art Director:	Greg Breeding, Charlottesville, VA
Art Director:	William J. Gicker, Washington, DC
Typographer:	Greg Breeding, Charlottesville, VA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Hidden Microprint
Engraver:	N/A
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Mueller Martini, A76
Stamps per Booklet:	20
Print Quantity:	100 million stamps
Paper Type:	Nonphosphored, Type III Block Tag
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd. (APU)
Stamp Orientation:	Horizontal/Vertical
Image Area (w x h):	0.84 x 1.42 in./21.34 x 36.07 mm
Overall Size (w x h):	0.98 x 1.56 in./24.89 x 39.62 mm
Flat Booklet Size (w x h):	20.000 x 4.000 in./508.00 x 101.60 mm
Folded Booklet Size (w x h):	4.000 X 4.000 in./101.60 x 101.60 mm
Colors:	Black, Cyan, Magenta, Yellow
Plate Size:	120 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	
Cover side:	"Harry Potter" • 20 FIRST-CLASS FOREVER® STAMPS
Other:	HARRY POTTER: TM & © Warner Bros. Entertainment Inc. (s13) • "Just before his ... for generations"
Back:	© 2013 USPS • Header: "Harry Potter" • Verso-text • USPS Logo • Barcode (015645471108) • Promotional text

— Stamp Services,
Marketing and Sales, 12-26-13

Stamp Announcement 14-1: Chippendale Chair Stamp



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On January 2, 2014, in Kansas City, Missouri, the U.S. Postal Service® will reissue the *Chippendale Chair* 4-cent definitive stamp in one design in a water-activated gum (WAG) coil of 10,000 stamps (Item 785600).

The stamps will go on sale nationwide January 2, 2014.

Chippendale Chair, the fourth stamp in the *American Design* series, will be reissued by the U.S. Postal Service in 2014. First issued on March 5, 2004, this 4-cent definitive stamp features a stylized treatment of a Chippendale chair made in Philadelphia between 1760 and 1765. The artist, the late Lou Nolan, based his design on a Chippendale side chair, or chair without arms. The colors he used for the wood and seat cover give the stamp design a contemporary feel. Derry Noyes was the art director.

To learn more about the stories behind the stamps, visit <http://uspsstamps.com>

Distribution: Item 785600, 4-cent Definitive Chippendale Chair, WAG Coil of 10,000 Stamps

Stamp distribution centers (SDCs) will receive their normal automatic distribution quantity of *Chippendale Chair* stamps. Distributions are rounded up to the nearest master carton size of 10 coils.

Initial Supply to Post Offices

SDOs/SDCs will NOT make an automatic distribution to Post Offices™. Post Offices requiring these items must requisition them from the eBuy2 SEAM Catalog or via Touchtone ordering. Post Offices should not sell the stamp prior to first-day-of-issue.

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

Chippendale Chair Stamp
Cancellation Services
8300 NE Underground Drive, Pillar 210
Kansas City, MO 64144-0001

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 up to a quantity of 50. For more than 50, customers have to pay five cents each. All orders must be postmarked by March 2, 2014.

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 <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

There is one philatelic product available for this stamp issue:

- 705616*, First-Day Cover (Chair & Patriotic Star), \$0.94.

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>Chippendale Chair Stamp</i>
Item Number:	785600
Denomination & Type of Issue:	4-cent Definitive
Format:	Coil of 10,000 (1 design)
Series:	<i>American Design</i>
Issue Date & City:	January 2, 2014, Kansas City, MO 64108 (No Ceremony)
Designer:	Derry Noyes, Washington, DC
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Artist:	Lou Nolan
Modeler:	Joseph Sheeran
Manufacturing Process:	Gravure
Engraver:	N/A
Printer:	Ashton Potter/Guilford Gravure
Printed at:	Williamsville, NY
Press Type:	Cerutti, 118
Stamps per Coil:	10,000
Print Quantity:	100 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Water-activated
Processed at:	Ashton Potter/Guilford Gravure, Williamsville, NY
Stamp Orientation:	Vertical
Image Area (w x h):	0.708 x 0.84 in./17.98 x 21.37 mm
Overall Size (w x h):	0.87x 0.98 in./22.10 x 24.89 mm
Colors:	PMS 476 (Brown), PMS 477 (Brown), PMS 7407 (Yellow), PMS 172 (Orange)
Plate Size:	432 stamps per revolution
Plate Numbers:	"P" followed by four (4) single digits
Plate Number Frequency:	Plate block number on 1st stamp of the form below stamp
Coil Back Number Frequency:	N/A
Marginal Markings:	N/A

— Stamp Services,
Marketing and Sales, 12-26-13

Stamp Announcement 14-2: Lunar New Year: Year of the Horse Stamp



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On January 15, 2014, in San Francisco, California, the U.S. Postal Service® will issue the *Lunar New Year: Year of the Horse* First-Class Mail® stamp (Forever® stamp priced at 46 cents) in one design in a pressure-sensitive adhesive (PSA) pane of 12 stamps (Item 587100).

The stamp will go on sale nationwide January 15, 2014.

The *Year of the Horse* stamp is the seventh of 12 stamps in the *Celebrating Lunar New Year* series. The Year of the Horse begins on January 31, 2014, and ends on February 18, 2015. The stamp art depicts Chinese drums, with drumsticks painted red for luck, of the sort traditionally played to welcome the New Year. Artist Kam Mak created this original painting. Art director Ethel Kessler incorporated elements from the previous series of Lunar New Year stamps to create continuity between the series.

To learn more about the stories behind the stamps, visit <http://uspsstamps.com>

Distribution: Item 587100, Lunar New Year: Year of the Horse Commemorative First-Class Mail (Forever stamp 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 all Post Offices™ of a quantity to cover approximately 45 days of sales. Post Offices may preorder these stamps 30 days prior to first-day-of-issue through the eBuy2 SEAM

Catalog. However, offices should first check the website to determine the amount they will receive on their automatic push prior to placing a preorder: <http://topkksghsht/sites/SDCReports/Lists/StampAutomatics/default.aspx>. 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 <http://usps.com/shop>, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Lunar New Year: Year of the Horse Stamp
Chinatown Station
867 Stockton Street
San Francisco, CA 94108-9998

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 up to a quantity of 50. For more than 50, customers have to pay five cents each. All orders must be postmarked by March 15, 2014.

Special Dedication Postmarks

Only the following pictorial postmark is permitted for *Lunar New Year: Year of the Horse* stamps. The word “Station” or the abbreviation “STA” is required somewhere in the design, because it will be a temporary station.

Guidelines for Finalizing Lunar New Year: Year of the Horse Stamps Pictorial Postmark Art



To finalize *Lunar New Year: Year of the Horse* 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 <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

There are eleven philatelic products available for this stamp issue:

- 587106, Press Sheet w/Die Cuts, \$49.68 (print quantity of 2,500).
- 587108, Press Sheet w/o Die Cuts, \$49.68 (print quantity of 2,500).
- 587110*, Keepsake (2 SS, 1 DCP), \$12.95.
- 587116*, First-Day Cover, \$0.90.
- 587118*, First-Day Cover (Full Pane), \$8.02.
- 587119*, First-Day Cancelled Full Pane, \$8.02.
- 587121*, Digital Color Postmark, \$1.61.
- 587124, Framed Art, \$39.95.
- 587130*, Ceremony Program, \$6.95.
- 587131*, Stamp Deck Card, \$0.95.
- 587132*, Stamp Deck Card w/DCP, \$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>Lunar New Year: Year of the Horse Stamps</i>
Item Number:	587100
Denomination & Type of Issue:	First-Class Forever
Format:	Souvenir Sheet of 12 (1design)
Series:	<i>Celebrating Lunar New Year</i>
Issue Date & City:	January 15, 2014, San Francisco, CA 94188
Designer:	Ethel Kessler, Bethesda, MD
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Ethel Kessler, Bethesda, MD
Artist:	Kam Mak, Brooklyn, NY
Engraver:	Trident
Modeler:	CCL Label, Inc.
Manufacturing Process:	Gravure
Printer:	CCL Label, Inc.
Printed at:	Clinton, SC 29325
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	12
Print Quantity:	17,600,400 stamps
Paper Type:	Phosphored Tagged, Block; Nonphosphored Type III
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, Cyan, Black, 132 (Brown), 2577 (Lavender), 872 (Gold)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.42 x 0.85 in./36.07 x 21.59 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 5.85 in./184.15 x 148.59 mm
Plate Size:	108 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	
Front:	Header: "CELEBRATING LUNAR NEW YEAR"
Back:	© 2013 USPS • USPS logo • Header: "CELEBRATING LUNAR NEW YEAR" • Short summary of Lunar New Year • Barcode (587100) at bottom of pane • Promotional text

— Stamp Services,
Marketing and Sales, 12-26-13

2014 Stamps and Postal Stationery

This schedule is subject to change.

Updated Announcement 14-B

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

NOTE	ISSUE	NATIONWIDE FIRST-DAY- OF-ISSUE	FIRST-DAY CITY/STATE	FORMAT	DEADLINE
N	4¢ Chippendale Chair	Jan 2	Kansas City, MO 64108	WAG Coil of 10,000 (M)	Mar 16
N, C	Year of the Horse (Celebrating Lunar New Year) (Forever)	Jan 15	San Francisco, CA 94188	PSA pane of 12 (C)	TBD
N	Cut Paper Heart Love (Forever)	Jan TBD	New York, NY 10199	PSA pane of 20 (M)	TBD
N	Hummingbird (Post Card Rate) (denominated)	TBD	TBD	PSA pane of 20 & Coil of 100 (M)	Mar 28
N	Ferns (Forever)	Jan 27	Kansas City, MO 64108	PSA Coil of 3000/ PSA Coil of 10,000 (5 designs) (M)	Apr 1
N	Shirley Chisholm Black Heritage (Forever)	Jan 31	Brooklyn, NY 11201	PSA pane of 20 (C)	Apr 11
N	Great Spangled Fritillary (Butterfly) (denominated)	Feb 10	Kansas City, MO 64108	PSA pane of 20 (M)	Apr 13
N	Abraham Lincoln (2nd oz) (denominated)	Feb 12	Springfield, IL TBD	PSA pane of 20 & Coil of 100 (M)	Apr 15
N	Winter Flowers (Forever)	Feb 14	Little Rock, AR APS Winter Stamp Show	PSA DSBKLT of 20 (4 designs) (M)	TBD
N	Ralph Ellison (3 oz) (denominated)	March TBD	TBD	PSA pane of 20 (M)	TBD
N	C. Alfred "Chief" Anderson (2 oz) (denominated)	March TBD	TBD	PSA pane of 20 (M)	TBD
N	Verrazano Bridge: Priority Mail (denominated)	March TBD	New York, NY TBD	PSA pane of 10 (M) (Priority Mail)	TBD
N	USS Arizona: Priority Express Mail (denominated)	March TBD	Honolulu, HI TBD	PSA pane of 10 (M) (Priority Express Mail)	TBD
N	Star Spangled Banner (Forever)	March TBD	TBD	PSA DSBKLT of 20/ PSA Coil of 100 (M)	TBD
N	Charlton Heston (Legends of Hollywood) (Forever)	April TBD	TBD	PSA pane of 20 (C)	TBD
N	2014 Global: Ocean Surface Temperatures (\$1.15 Forever)	Apr 22	TBD	PSA pane of 10 (M)	TBD
N	Song Birds (Forever)	Apr TBD	Corpus Christi, TX TBD	PSA BKLT of 20 (10 designs) (M)	Jun 24
N	Pioneers of Graphic Design (Forever)	Apr 25	New York, NY 10199	PSA pane of 12 (C)	TBD
N	Harvey Milk (Forever)	May/June TBD	TBD	PSA TBD (C)	TBD
N	Civil War: 1864 (Forever)	TBD	Petersburg, VA TBD	PSA Souvenir sheet of 12 (C) (2 designs)	TBD
N	Medal Of Honor: Korean War (Forever)	Nov TBD	TBD	(C)	TBD

Note Descriptions

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

DC.: Digital Color Postmark

N: New issue

P: Pictorial first day postmark

S: Special Dedication Postmark

(C): Collectible

(M): Mail use

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

— Stamp Services,
Marketing and Sales, 12-26-13

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.*

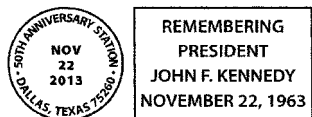
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for postmark may not include

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

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

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

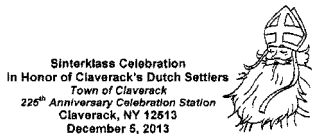
The following pictorial postmark has been extended for 60 days:



November 22, 2013

John Torrez
50th Anniversary Station
John Torrez
401 Dallas Fort Worth Turnpike
Dallas, TX 75260-9998

The following pictorial postmarks have been extended for 30 days:



December 5, 2013

United States Postal Service
Town of Claverack 225th Anniversary Celebration Station
Postmaster
4 Park Place Street
Claverack, NY 12513-9998



December 8, 2013

Rensselaer County Chamber of Commerce
Victorian Stroll Station
Postmaster
400 Broadway
Troy, NY 12180-9998



December 13-14, 2013

It's A Wonderful Life Committee
Bedford Falls Station
Postmaster
38 State Street
Seneca Falls, NY 13148-9998

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

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

Traditional Postmarks

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

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

Digital Color Postmarks

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

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

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

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

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



Digital Color Pictorial

Gingerbread House Stamps
Postmaster
380 W. 33rd Street, Rm. 4032
New York, NY 10199-9998

January 6, 2014



Digital Color Pictorial

Medal of Honor Stamps
Special Cancellations
PO Box 92282
Washington, DC 20090-2282

January 11, 2014



Black and White Pictorial

Medal of Honor Stamps
Special Cancellations
PO Box 92282
Washington, DC 20090-2282

January 11, 2014



Hanukkah Stamp
 Postmaster
 380 W. 33rd Street, Rm. 4032
 New York, NY 10199-9998

January 19, 2014

Digital Color Pictorial



Kwanzaa Stamp
 Retail Manager
 3190 S. 70th Street
 Philadelphia, PA 19153-9998

January 26, 2014

Digital Color Pictorial



Lunar New Year: Year of the Horse Stamp
 Chinatown Station
 867 Stockton Street
 San Francisco, CA 94108-9998

March 15, 2014

Digital Color Pictorial

— Stamp Services, Marketing and Sales, 12-26-13

Supply Management

USPS Headquarters Managers, Field Installation Heads, and Material Accountability Officers: Disposal of USPS-Owned Equipment

Before disposing of Postal-owned equipment, PS Form 969, *Material Recycling and Disposal*, must be completed by the Material Accountability Officer (MAO) and approved by the appropriate managers. Instructions for completing the form are on the back of PS Form 969. As needed, contact the Asset Accountability Service Center (AASC) in your Area for guidance and training on proper disposal procedures. The AASC website with contact information is located at: http://blue.usps.gov/purchase/assetmgnt/am_aasc_home.htm.

Additionally, on the AASC website, the *MAO Guidebook* is available at http://blue.usps.gov/purchase/assetmgnt/_doc/am_aasc_maoguidebook.doc to assist management and MAOs with a quick reference to the correct forms and procedures to use before disposing and/or transferring postal equipment.

— Asset Management Performance and Accountability, Supply Management, 12-26-13



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

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