

postal|bulletin

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USPS BlueEarth[®]



Federal Recycling Program

RECYCLE YOUR EWASTE FOR EARTH DAY 2014



For details on how to use the USPS BlueEarth[™] Federal Recycling Program to recycle devices and equipment, see *pages 3-8*.



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



Cover Story

Go Green — Celebrate Earth Day by Recycling eWaste

Earth Day 2014 marks our corporate-wide commitment to the reduction of electronic waste (eWaste) and signals the beginning of our national campaign to increase awareness of eWaste recycling among Postal Service™ employees, federal agencies, and American consumers. In this issue of the *Postal Bulletin*, we feature a wide range of articles and tips on recycling eWaste in the office as well as employee recycling solutions for personal electronic devices through the USPS BlueEarth™ Federal Recycling Program. Many people may not realize that electronics is one of the fastest growing waste streams in the world, and only a small fraction of this waste is recycled. Electronics contain some of the most hazardous wastes generated in the workplace and in our homes. Electronic equipment, such as cell phones, contain a range of toxic metals like lead, cadmium, and mercury, which can have significant adverse effects on groundwater quality when thrown away.

In 2012, the Postal Service joined the U.S. Environmental Protection Agency's Federal Green Challenge with the objective of recycling 50% of all our solid waste by the year 2015. Electronic waste represents 2% of the total waste stream in America and nearly that same percentage within the Postal Service. If we recycle all of our electronic waste by FY 2015, we will meet our Federal Green Challenge goal and divert these wastes from landfills.

We are especially heartened by the remarkable accomplishments of the Topeka, Kansas Material Distribution Center, which recycled 1,512 tons of electronic waste in FY 2013. This issue of the *Postal Bulletin* provides instructions on taking advantage of the Topeka MDC electronic recycling program and promotes an innovative Postal Service program that allows you to safely and properly dispose of personal electronic waste items such as cell phones and laptops through the USPS BlueEarth™ Federal Recycling Program. The Federal Recycling Program generates revenue for both the Postal Service (at zero cost to Postal Service employees) and Federal customers, and we encourage you to share this information with your employees.

Finally, Earth Day also celebrates our sustainability initiatives. This issue offers guidance on hosting an Earth Day event using the theme of eWaste recycling. Earth Day officially falls on Tuesday, April 22nd, but you are encouraged to host any special events before or after that date. The date you choose for your Earth Day event should be dictated by a variety of factors including other local Earth Day activities within your community and the ease of coordinating such an event with the least possible disruption to Postal Service operations.

Please consider hosting a low- or no-cost Earth Day event. We also urge you to become familiar with the wide range of sustainability initiatives available through our Lean Green Teams. Earth Day may happen once a year, but our sustainability practices should become part of the fabric of our working lives. Go green, and celebrate Earth Day 2014 by recycling your eWaste.

Thomas G. Day
Chief Sustainability Officer
April 3, 2014

Federal Recycling for America's Future

The U.S. Postal Service® has launched an exciting new program to assist federal agencies to recycle on a national level. The USPS BlueEarth™ Federal Recycling Program allows the customer agencies and their employees (including USPS® employees) to repurpose and recycle qualified end-of-life products free of charge. If your facility decides to host an eCycle event using the USPS BlueEarth™ Federal Recycling Program (see companion article on page 8), it must be for USPS employees or participating agency employees and for their personal electronic devices.



Most federal agencies have some type of recycling program in place, but usually serve only the largest facilities or the headquarters location, and require a truck pick-up. The USPS BlueEarth™ Federal Recycling Program provides every federal agency with the opportunity to recycle at every location, no matter how large or small. Since the program is web-based, it is as simple as printing a label and sending recyclables out with the mail. This process makes recycling easy enough for every federal location to participate:

“The USPS BlueEarth™ Federal Recycling Program does not require federal agencies to replace any of their existing recycling programs. It can easily supplement recycling programs already in place, said Tom Day, chief sustainability officer for the U.S. Postal Service.”

The USPS BlueEarth™ Federal Recycling Program is free (no shipping or disposition costs) to every federal agency.

The program is divided into two categories:

- A recycling program for federal agencies on a national level for government equipment, such as ink jet and toner cartridges and small electronics shipped via USPS from a government location.
- A recycling program for federal agency employees on a national level for disposal of their personal prop-

erty, such as ink jet and toner cartridges and small electronics shipped via USPS from the employee's home.

In each of the two categories above, the employee follows a simple process to access a customized website (<http://blueearth.usps.gov>), input the required information, print a label, seal the items in a nondescript box provided by the agency or employee, and submit the parcel to a mail carrier through current standard mailing procedures.

The USPS BlueEarth™ Federal Recycling Program provides a brand new revenue stream for the U.S. Postal Service and assists federal agencies in meeting President Obama's Executive Order 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, with reporting and analysis done on every item exchanged.

Currently, there are eleven federal agencies participating, including the U.S. Postal Service, each of which is in the process of promoting employee participation in the USPS BlueEarth™ Federal Recycling Program. For information on how your agency can participate, send an email to: Sustainability@usps.gov.

Green Teams as Change Agents for Waste and Cost Reduction

Lean Green Teams are continuing forward in FY 2014 to get their facilities signed up on the Green Initiative Tracking Tool (GITT). On the GITT, teams are selecting easy low- and no-cost projects to reduce wasted facility energy, vehicle fuel, water, and spending on office supplies. A main priority of Lean Green Teams this year is to work on diverting solid waste from landfills to recycling in order to reduce disposal costs and build revenue. USPS® efforts in the National Recycling Program have resulted in a positive impact to the bottom line of tens of millions of dollars in each of the past few years. But there is still a lot of opportunity to get involved in reducing waste and cost, boosting revenue, and making the USPS a more sustainable place to work. Every little bit makes a difference, especially when you multiply even the smallest savings by over 31,000 facilities and 210,000 vehicles.

This year, we have more options to help Lean Green Teams save money and generate revenue for the USPS, including helping to divert USPS eWaste to the Topeka Asset Recovery Center (see companion article on page 7) and promoting awareness and usage of the USPS BlueEarth™ Federal Recycling Program (see companion article on page 4). These two programs are designed to promote internal eWaste recycling, and help all participating federal agencies and their employees recycle qualified end-of-life products free of charge.

Lean Green Teams are encouraged to help the Postal Service™ reduce electronic waste by:

- Sharing the companion article on electronic recycling tips with fellow employees so none of these items go in landfills.
- Sharing the companion article on the USPS BlueE-arth™ Federal Recycling Program.

Lean Green Teams can also work with employee supervisors to deploy Notice 890-A on all dumpsters and compactors at Postal facilities. Notice 890-A is intended to remind employees and custodians that electronic waste must never be disposed of in landfills.

Notice 890-A, Do Not Put in Compactor or Dumpster



Return all Mail Transportation Equipment* to the MTESC regardless of condition.
 *Trays, flat tubs, pallets, sacks, and sleeves

UNITED STATES POSTAL SERVICE
 PSN 7690-13-000-5381

Facility managers and Postmasters should use the eBuy online catalog requisition system to order Notice 890-A from the MDC. Search for items using the PSN listed (without the dashes). If your office doesn't have access to eBuy, order using touch-tone order entry (TTOE): Call 800-273-1509. **Note:** You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message (wait 48 hours after registration before placing your first order). For TTOE ordering instructions, visit the Materials Customer Service website at http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc or call 800-332-0317, option 4, option 4.

Use the following information to order Notice 890-A:

PSIN: NOT 890A
 PSN: 7690-13-000-5381
 Unit of Measure: EA
 Minimum Order Quantity: 1
 Bulk Pack Quantity: N/A
 Quick Pick Number: N/A
 Price: \$0.00
 Edition Date: 03/12

Watch for the announcement of the USPS web link so that your Lean Green Team can take advantage of the benefits of these important eWaste recycling programs for the wide range of electronics generated at your facility.

If you aren't a member of a Lean Green Team at your facility, you have probably heard something about these teams in the last few years. If you haven't had the opportunity to participate, as an individual or as a team, take a look at the Lean Green Team home page at <http://blue.usps.gov/sustainability/greenteams.htm>. You will find links to the Lean Green Team Guide and other resources to help you establish a successful Lean Green Team at your facility.

How to Recycle Postal Service Facility eWaste

What is Electronic Waste (eWaste)?

The term "eWaste" is broadly defined as obsolete, surplus, or broken electrical or electronic devices, but may include a variety of equipment (see the Recyclable Postal Service eWaste list). Improper disposal of eWaste could be harmful to human health and the environment as it generally contains heavy metals such as lead, cadmium, and mercury. Exporting eWaste has resulted in "third world" dumping, which poses serious environmental and public health threats.¹ eWaste also puts confidential or proprietary information at risk.² Therefore, the USPS® has developed policies for managing eWaste: 1) secure data destruction, 2) recycling and reuse, and 3) landfill avoidance.



1. <http://epa.gov/oia/toxics/ewaste.html>

2. *OIG Report IS-AR-08-013*

How Much eWaste Does the United States Generate?

According to recent EPA studies, 2009 sales of new consumer electronics in the United States doubled over the previous 10-year period. In that same year:

- 438 million consumer electronics were sold.
- 5 million tons of electronics were placed in storage.
- 2.37 million tons were ready for end-of-life management.
- Only 25 percent of this tonnage was collected for recycling.

Until we can maximize reuse and recycling of this equipment, eWaste will continue to pose serious environmental challenges.



What is the USPS Doing About Our eWaste?

Similarly, the USPS continues to upgrade its information technology platform with the concurrent challenge of realignment, consolidation, and downsizing of our delivery network. As a result, USPS generation of eWaste will substantially increase over the next several years. USPS Supply Management entered into an innovative revenue sharing contract in 2011 with Asset LifeCycle, LLC at our Topeka Material Distribution Center, to promote the collection, reuse, recycling, and disposal of our electronic equipment.

Our selected vendor, Asset Life Cycle, is a third party certified “responsible recycler” in R2 and eStewardship, along with being a Postal Inspection Service certified secure site. Third party certifications ensure advance best management practices and offer a way to assess the environmental, worker health, and security practices of entities managing our used electronics. In 2013, this partnership resulted in the recycling and repurposing of over 1,512 tons of eWaste and over \$1.25 Million in revenue to the Postal Service from profit-sharing, as compared to 950 tons and \$740,000 in 2012. For FY 2014, the program is expected to

once again double the USPS recycled tonnage and revenue. It pays to recycle your eWaste within the Postal Service.

For USPS employees and participating Federal agencies, the USPS has developed a way to recycle electronics through the current mail system — and it is FREE. The USPS BlueEarth™ Federal Recycling Program is an eWaste recycling program that is intended to supplement an agency or individual’s existing recycling program. Some of the items that this program recycles are small electronics and printer cartridges at no cost to U.S. Federal agencies and its employees. It’s easy to launch and use by simply packaging the approved items in a box, going online to <http://blueearth.usps.gov> to print a label, and affixing the label to the box. Leave the box for the Postal Service carrier and you’re done. The USPS is assisting U.S. Federal agencies to be greener by allowing the customer agencies and their employees to recycle qualified end of life products FREE of charge.

What Can You Do?

- **ACE Hardware and Equipment.** Contact your local IT office to get accountability, collection, and shipping procedures for shipping ACE hardware and equipment to the Topeka Material Distribution Center.
- **Processing and Distributions Centers.** Follow MMO 04212, which provides instructions for shipping eWaste to the Topeka Material Distribution Center. Click the link for instructions: http://blue.usps.gov/sustainability/electronic_stewardship.htm.
- **Post Offices.** Contact your local IT office for ACE-related hardware and equipment. Other eWastes (see the Recyclable Postal Service eWaste list) may be shipped directly to the Topeka Material Distribution Center.
- **Electronic Security-Related Equipment.** Contact your local Postal Inspection Service Field Office.

Make sure your office is recycling its eWaste to ensure these items are generating revenue, rather than being placed in the trash. To take advantage of this nationwide eWaste recycling program, go to the sustainability website and download the instructions for sending your obsolete or non-functioning equipment to the Topeka Material Distribution Center. The eWaste shipping instructions are available at: http://blue.usps.gov/sustainability/electronic_stewardship.htm.

For more information on this program, contact the Office of Sustainability via email at Sustainability@usps.gov.

Recyclable Postal Service eWaste List

General Office Equipment and Supplies:

- Desktop computer, laptop computer, docking stations, and related power cords.
- CRT and LCD monitors.

- CD players, DVD players, optical drives, and modems.
- Circuit boards, PC boards, CPU, integrated chips, and finger cards.
- Cisco equipment.
- Tape backup equipment and data tapes.
- Calculators and electric typewriters.
- Point of sale equipment (POS).
- Hard drives, keyboards, and mice.
- Copiers, printers, plotters, and faxes.
- Network equipment, surge protectors, and wires and cables.
- Printer supplies (toner and ink).
- Overhead projectors.

Telecommunications Equipment:

- Fax machines and scanners.
- Cell phones, chargers, and wireless devices.
- Car chargers.
- Telephones, pagers, answering machines, adapters, and cords.
- Global positioning systems (GPS), cords, and chargers.
- Personal digital assistants (PDAs).

Miscellaneous:

- Televisions, VCRs, DVD players, and speakers.
- Labeling and laminating machines.
- Cameras, camcorders, video and sound equipment, adapters, and cables.
- Microwaves and small electrical appliances.
- Power tools.

Tools and Equipment:

- Electric motors and fans.
- Switches.
- Universal power supply.
- Test equipment (voltage meters and field instruments).
- Uninterruptible power supplies (UPS).
- Digital signs and sign board readers.
- Whitebox systems.

Electronics Recycling Tips for Postal-owned Assets

What is eWaste?

As electronic devices have become more affordable, American consumers acquire new devices and upgrade old equipment, which has made electronic waste (eWaste) more common. eWaste includes old computers, cell phones, televisions, DVD/VHS players, stereos and printers. Since electronics contain hazardous materials, such as cadmium, lead, and mercury, they cannot be thrown in the garbage.

If not properly disposed of, these hazardous materials can become hazardous to human health and contaminate the environment. To prevent improper disposal, electronics must be recycled. Materials used in electronics take considerable amounts of energy to process and manufacture. Recycling electronics helps the environment by conserving natural resources, saving energy, and reducing waste, which keeps reusable materials out of landfills.

Did You Know...?

- Americans now own approximately 24 electronic products per household.
- Electronic waste accounts for 2 – 5% of U.S. household garbage and is the fastest growing municipal waste stream in the U.S.
- Electronics are the leading source of lead and mercury in the municipal waste stream. A typical desktop computer contains 27 grams of lead — a potent toxin that provides no health benefit to humans.
- Manufacturing one computer and monitor takes 530 pounds of fossil fuels, 48 pounds of chemicals, and 1.5 tons of water.

What Does it Mean to the Postal Service?

Most eWaste is regulated under hazardous waste, if not recycled, and most states have land ban restrictions to prohibit landfill disposal. Postal Service® policy calls for the resale and recycling of the eWaste it generates at the Topeka Asset Recovery Center. Help keep eWaste out of landfills and protect our community and the environment by shipping Postal-owned eWaste to the Topeka Asset Recovery Center.

What Can You Do?

- Don't trash electronics — eWaste must be recycled.
- Package eWaste using available shipping containers.
- Send all old USPS electronics to the Asset Recovery Center at:

USPS Asset Recovery Center
7215 S. Topeka Blvd, Bldg. 3D
Topeka, KS 66624-9998.

What Should Employees Know?

- **Recycle all electronic equipment.** eWaste is any electronic waste that is either broken or obsolete. A wide range of items are considered eWaste, including televisions, computer monitors, keyboards, audio and stereo equipment, VCRs and DVD players, video cameras, telephones, cell phones, printers, copy machines, scanners, video game consoles, and many other products.
- **Electronic equipment contains hazardous materials.** Scanners, cell phones, Cathode Ray Tubes (CRT), and computers contain appreciable amounts of lead, a hazardous material that should never be disposed of in a landfill.

- **Cell phones must be recycled.** The EPA has determined that a typical cell phone contains 1 gram of mercury — a sufficient quantity to pose a threat to soil and water quality, if disposed of in landfills.
- **If it has a plug or operates on a battery, recycle it.** The Topeka Asset Recovery Center takes DVD and CD players, cell phones, car chargers, fax machines, scanners, pagers, power cords, Personal Digital Assistants (PDA), wires and cables, printers, surge protectors, keyboards, and other peripherals.
- **Use the USPS Recycling program.** Before you dispose of any eWaste, get acquainted with the Postal Service's electronics recycling program.
- **Your efforts count.** If every American recycled his or her eWaste daily, we could reduce solid waste by more than 1.5 million tons a year.
- **Get involved.** Learn more about how to recycle eWaste, save energy, and join a Lean Green Team at the USPS Sustainability website: http://blue.usps.gov/sustainability/electronic_stewardship.htm.

Where Can You Find Additional Information?

- To obtain a list of recyclable electronic equipment for the Topeka Asset Recovery Center, go to: http://blue.usps.gov/sustainability/electronic_stewardship.htm.
- To find a local eCycling center in your area, visit www.earth911.com.

Hosting an Employee eWaste Recycling Event

Hosting an electronic waste recycling day for Postal Service™ employees is as simple as following the seven steps below. Before initiating your event, there are two prerequisites for success:

- Step 1:** Obtain facility management commitment.
- Step 2:** Use the USPS BlueEarth™ Federal Recycling Program (see companion article on page 4) or identify a reputable eRecycler about a FREE eCycle collection event. If you choose a local eRecycler, they must agree in writing to the following terms:
 - No Cost to USPS.

- Provide guidance to employees as to which eWaste is eligible for recycling.
- Must not impact USPS® mail operations.
- Share data on the amount collected for recycling.
- Comply with R2 or E-steward certification programs:
 - A list of R2 certified recyclers can be found at the R2 Solutions website: <http://www.r2solutions.org/>.
 - A list of E-steward certified recyclers can be found at the E-stewards website: <http://e-stewards.org/>.

Once you have accomplished the first two steps, there are only five more tasks to complete to host a successful eWaste recycling event:

Step 3: Set a date and time for the eCycling event. Remember, you can hold this event after Earth Day if it is more convenient for your employees and USPS operations.

Step 4: Post a notice of the eCycling event that is mutually acceptable to the facility manager and the eWaste recycler. Sample notices are available on the Office of Sustainability Earth Day website.

Step 5: Hold your event. Make sure you have sufficient staff available to provide guidance on electronic equipment recycling procedures, keep order among those waiting in line, coordinate storage of the recyclables, and ensure adequate parking.

Step 6: Make sure the eCycler has taken everything from your site.

Step 7: Request that the eCycler provide a list of the type (e.g. computers, monitors, cell phones, etc) and amount of eWaste collected. Share results with the USPS Office of Sustainability by emailing sustainability@usps.gov.

Where Can You Get More Information?

Download an *employee notice* and *eWaste guidance* to promote electronic waste recycling at your facility from the Office of Sustainability website at: <http://blue.usps.gov/sustainability/earthday.htm>.

— Corporate Sustainability Initiatives,
Office of Sustainability, 4-3-14

Policies, Procedures, and Forms Updates

Manuals

DMM Revision: Qualified Business Reply Mail — Revised PS Form 6805

Effective May 5, 2014, the Postal Service™ will revise *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®) 505.1.0* to expand the use of PS Form 6805, *Qualified Business Reply Mail™ (QBRM) Application*, to include Business Reply Mail® (BRM) ZIP+4® Code assignments and validations.

The Postal Service has revised and renamed PS Form 6805, *BRM/QBRM Application — For ZIP+4 Code Assignment/Validation and QBRM Approval*, to reflect its use beyond QBRM approvals. These enhancements will enable the Postal Service and our BRM customers to maintain information for BRM ZIP+4 Code assignments, QBRM approvals, and other BRM-related information on a single and easy to use document.

Although these revisions will not be published in the DMM until May 5, 2014, mailers may begin using this revised form (available at <http://pe.usps.com/>) and follow the revised mailing standards immediately.

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

	*	*	*	*	*
500	Additional Mailing Services				
	*	*	*	*	*
505	Return Services				
	*	*	*	*	*
1.0	Business Reply Mail (BRM)				
1.1	Business Reply Mail (BRM) Prices and Fees				
	*	*	*	*	*
1.3	Qualified Business Reply Mail (QBRM) Basic Standards				
1.3.1	Description				
	Qualified Business Reply Mail (QBRM) is First-Class Mail that:				
	*	*	*	*	*

[Revise the second sentence of 1.3.1d to read as follows:]

- d. ***During the authorization process, a proper ZIP+4 Code is assigned to the mailer (under 1.3.2) for each price category of QBRM to be returned under the system (one for card priced pieces, one for letter-size

pieces weighing 1 ounce or less, and one for letter-size pieces weighing over 1 ounce up to and including 2 ounces).

[Revise the text of 1.3.1e to read as follows:]

- e. Bears the proper ZIP+4 Code, assigned by USPS for the appropriate price category, in the address of each piece. The ZIP+4 Codes assigned for this program must be used only on the organization's appropriate QBRM pieces.

[Revise the first sentence of 1.3.1f to read as follows:]

- f. Bears the correct Intelligent Mail barcode that corresponds to the unique ZIP+4 Code in the address on each piece distributed.***

* * * * *

1.3.2 Authorization

[Revise the second sentence of 1.3.2 to read as follows:]

USPS assigns to the mailer a proper BRM ZIP+4 Code, as applicable, and reviews Form 6805 and preproduction samples provided by the mailer for compliance with relevant standards.

* * * * *

1.8 Format Elements

* * * * *

[Revise the text of 1.8.6 to read as follows.]

1.8.6 Delivery Address

The complete address (including the permit holder's name, delivery address, city, state, and USPS assigned proper BRM ZIP Code) must be printed directly on the piece, except as allowed under 1.7.5 or under item a below, subject to these conditions:

* * * * *

[Revise the first sentence of 1.8.6d to read as follows:]

- d. A unique ZIP Code (i.e., firm ZIP Code) must not be used for BRM unless the ZIP Code has been assigned specifically for BRM (see Form 6805).***

* * * * *

Forms Glossary

The Forms Glossary lists all of the forms and postage statements referenced in the DMM.***

[Revise the Forms Glossary chart as follows:]

ID	Title
6805	BRM/QBRM Application — For ZIP+4 Code Assignment/Validation and QBRM Approval
*	* * * * *

We will incorporate these revisions into the April 2014 update of the online DMM, which is available via Postal Explorer® at <http://pe.usps.com>.

— Product Classification, Pricing, 4-3-14

IMM Revision: Country Listings Name Changes

Effective May 5, 2014, the Postal Service™ will revise *Mailing Standards of the United States Postal Service, International Mail Manual (IMM®)* to update certain country names in parts 142, 213, 292, and 371, as well as in the Index of Countries and Localities and in the Individual Country Listings.

Over the course of time, country names have changed due to a variety of political or cultural reasons. The IMM incorporated these name changes, but the IMM also maintained the former country names to provide reference assistance to customers after the official change.

In collaboration with International Postal Affairs and the State Department, we are removing or updating country names as applicable.

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

* * * * *

1 International Mail Services

* * * * *

140 International Mail Categories

* * * * *

142 Official Mail

* * * * *

142.4 General Secretariat of the Organization of American States (OAS)

The following standards apply when mail is sent as OAS General Secretariat official mail:

* * * * *

- b. The following countries are members of the Organization of American States (OAS):

[Revise the entry for “Saint Christopher and Nevis” to read as follows:]

Saint Kitts and Nevis

* * * * *

2 Conditions for Mailing

210 Global Express Guaranteed

* * * * *

213 Prices and Postage Payment Methods

* * * * *

213.5 Destinating Countries and Price Groups

* * * * *

Exhibit 213.5 Destinating Countries and Price Groups

[Remove the entry for “Saint Christopher and Nevis,” and add an entry in alphabetical order to read as follows:]

Country Name	GXG Price Group
* * * * *	* * * * *
Saint Kitts and Nevis	7
* * * * *	* * * * *

290 Commercial Services

* * * * *

292 International Priority Airmail (IPA) Service

* * * * *

292.4 Mail Preparation

* * * * *

292.45 IPA Foreign Office of Exchange Codes and Price Groups

* * * * *

Exhibit 292.45a IPA Foreign Office of Exchange Codes and Price Groups

[Remove the entry for “Saint Christopher and Nevis,” and add an entry in alphabetical order to read as follows:]

Country Labeling Name	Foreign Office of Exchange Code	Price Group
* * * * *	* * * * *	* * * * *
Saint Kitts and Nevis	SKB	17
* * * * *	* * * * *	* * * * *
* * * * *	* * * * *	* * * * *

3 Extra Services

* * * * *

370 International Money Transfer Services

371 International Money Orders

* * * * *

371.2 Availability

* * * * *

Exhibit 371.2 Countries Accepting the International Postal Money Order Form (MP1)

[Revise the entry for "Saint Christopher and Nevis" to read as follows:]

Saint Kitts and Nevis

* * * * *

Index of Countries and Localities

* * * * *

[Revise the spelling of the entry for "Baluchistan (Pakistan)" by replacing the "u" with an "o" to read as follows:]

Balochistan (Pakistan)

* * * * *

[Delete the entry for "British Honduras (Belize)" in its entirety.]

* * * * *

[Delete the entry for "French Somaliland (Djibouti)" in its entirety.]

[Delete the entry for "French Territory of the Afars and Issas (Djibouti)" in its entirety.]

* * * * *

[Delete the entry for "Malagasy Republic (Madagascar)" in its entirety.]

* * * * *

[Delete the entry for "Malaya (Malaysia)" in its entirety.]

* * * * *

[Revise the entry for "Nevis (Saint Christopher and Nevis)" to read as follows:]

Nevis (Saint Kitts and Nevis)

* * * * *

[Delete the entry for "Nyasaland (Malawi)" in its entirety.]

* * * * *

[Delete the entry for "Province Wellesley (Malaysia)" in its entirety.]

* * * * *

[Delete the entry for "Rhodesia (Zimbabwe)" in its entirety.]

* * * * *

[Delete the entry for "Saint Christopher and Nevis" in its entirety.]

* * * * *

[Revise the entry for "Saint Kitts (Saint Christopher and Nevis)" to read as follows:]

Saint Kitts and Nevis

* * * * *

[Revise the entry for "Santa Cruz Islands (Solomon Island)" by adding an "s" to "Island," to read as follows:]

Santa Cruz Islands (Solomon Islands)

* * * * *

[Add a new entry to read as follows:]

Seberang Perai (Malaysia)

* * * * *

[Delete the entry for "Siam (Thailand)" in its entirety.]

* * * * *

[Delete the entry for "South-West Africa (Namibia)" in its entirety.]

* * * * *

[Revise the entry for "Tokelau (Union Group) (Western Samoa)" to read as follows:]

Tokelau (New Zealand)

* * * * *

[Delete the entry for "Union Group (Western Samoa)" in its entirety.]

* * * * *

Country Price Groups and Weight Limits

* * * * *

[Remove the entry for “Saint Christopher and Nevis,” and add an entry in alphabetical order to read as follows:]

Country	Global Express Guaranteed		Priority Mail Express International		Priority Mail International ¹		First-Class Mail International and First-Class Package International Service	
	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. ² (ozs./lbs.)
Saint Kitts and Nevis	7	70	9	66	9	44	9	3.5/4

* * * * *

Individual Country Listings

* * * * *

[Revise the ICL for “Saint Christopher and Nevis” by changing the country name to read as follows:]

Saint Kitts and Nevis

[Move the entire ICL for “Saint Kitts and Nevis” to be in alphabetical order (to follow Saint Helena).]

* * * * *

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

— Product Classification, Pricing, 4-3-14

IMM Revision: Foreign Office of Exchange Codes for IPA and ISAL Service to Canada

Effective July 27, 2014, the Postal Service[™] will revise *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM[®]) Exhibits 292.45b and 293.45b to update the foreign office of exchange codes for containers of International Priority Airmail[™] (IPA[®]) and International Surface Air Lift[®] (ISAL[®]) flat-size items.

With this change, the foreign office of exchange code for containers of flat-size items that are labeled to the Chicago International Service Center and that the Postal Service subsequently dispatches to Toronto, Canada, will be “YTO” (previously, the code was “TOR”). Note: This change affects only containers of flat-size items — containers of letter-size items will still use the code “TOR,” and containers of package-size items will still use the code “YTO.”

Periodically, the Postal Service receives requests from foreign posts to facilitate operational needs. In this case, Canada Post has requested that these changes be implemented as soon as possible. However, in order to provide mailers with the time needed to make necessary logistic and software changes, we are not requiring mailers to make these changes until July 27, 2014. Nonetheless, in order to expedite delivery, the Postal Service encourages mailers to implement these changes immediately.

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

* * * * *

2 Conditions for Mailing

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290 Commercial Services

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292 International Priority Airmail (IPA) Service

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292.4 Mail Preparation

* * * * *

292.45 IPA Foreign Office of Exchange Codes and Price Groups

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Exhibit 292.45b Canadian Mail Container Labeling Information (Full-service Only)

[In the entry for items destined to Toronto, revise the Foreign Office of Exchange Code information to read as follows (moving “flat-size” from the items that use the code “TOR” to the items that use the code “YTO” — i.e., flat-size items are no longer grouped with letter-size items but are now grouped with package-size items) (just for emphasis in this Postal Bulletin article, we are highlighting the revision with bold italic type):]

ZIP Code of Entry Post Office*	Canadian Destination	U.S. Exchange Office Code	U.S. Exchange Office (or ISC)	Foreign Office of Exchange Code
* * * * *				
430-469, 472-475, 478-516, 520-528, 530-532, 534-535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700-701, 703-708, 710-714, 716-722, 724-731, 733-741, 743-816, 822-831, 840-847, 870-875, 877-885, 893, 897-898	TORONTO ON FWD	60290	ORD	<i>For IPA letter-size: TOR. For IPA flat-size and package-size: YTO.</i>
* * * * *				

293 International Surface Air Lift (ISAL) Service

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293.4 Mail Preparation

* * * * *

293.45 ISAL Foreign Office of Exchange Codes and Price Groups

* * * * *

Exhibit 293.45b Canadian Mail Container Labeling Information (Full-service Only)

[In the entry for items destined to Toronto, revise the Foreign Office of Exchange Code information to read as follows (moving “flat-size” from the items that use the code “TOR” to the items that use the code “YTO” — i.e., flat-size items are no longer grouped with letter-size items but are now grouped with package-size items) (just for emphasis in this Postal Bulletin article, we are highlighting the revision with bold italic type):]

ZIP Code of Entry Post Office*	Canadian Destination	U.S. Exchange Office Code	U.S. Exchange Office (or ISC)	Foreign Office of Exchange Code
* * * * *				
430-469, 472-475, 478-516, 520-528, 530-532, 534-535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700-701, 703-708, 710-714, 716-722, 724-731, 733-741, 743-816, 822-831, 840-847, 870-875, 877-885, 893, 897-898	TORONTO ON FWD	60290	ORD	<i>For ISAL letter-size: TOR. For ISAL flat-size and package-size: YTO.</i>
* * * * *				
* * * * *				

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

IMM Revision: Changes to the International Inquiry Center and the Indemnity Claim Form

Effective May 5, 2014, the Postal Service™ will revise *Mailing Standards of the United States Postal Service, International Mail Manual (IMM®)* in parts 713, 921, 922, 931, 942, and 943 to refer to the International Research Group (which was formerly the International Inquiry Center) and to PS Form 2855, *International Claim for Indemnity*, rather than to PS Form 1000, *Domestic Claim* (which was formerly titled Domestic or International Claim).

The name change to the International Research Group (IRG) reflects that the Postal Service has transferred these functions from Denver, CO, to the existing Customer Care Center in Los Angeles, CA.

PS Form 2855 reflects the separation of processes for filing indemnity and insurance claims for domestic services and for international services.

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

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7 Treatment of Inbound Mail

710 U.S. Customs Information

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713 Treatment of Dutiable Mail at Delivery Office

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713.6 Refund of Customs Duty

713.61 Action by Postmaster

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713.612 Addressee's Request for Refund

[Revise the first sentence to read as follows:]

If the addressee wishes to request a refund of duty from the Customs Service and intends to file an indemnity claim with the Postal Service, he or she must present the contents, container, and complete wrapping to the Postmaster for the inspection in conjunction with the preparation of PS Form 2855, *International Claim for Indemnity*.***

* * * * *

9 Inquiries, Indemnities, and Refunds

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920 Inquiries and Claims

921 Inquiries

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921.3 How to Initiate

[Revise the first sentence to read as follows:]

To initiate an inquiry, customers must call 800-222-1811 within the time limits listed in Exhibit 921.2.***

* * * * *

921.4 Inquiry Process

[Revise the section to read as follows:]

After the Postal Service customer provides the agent with the relevant mailing information, the International Research Group will correspond with the appropriate foreign post and advise the customer of the results of the inquiry. For inquiries on registered items and insured and ordinary parcels, customers must allow foreign posts approximately 60 days to research and respond to the International Research Group. When there is a determination that an item has been lost, the International Research Group will mail a claim packet to the customer. The packet will include a letter of instruction on how to complete and submit the claim.

* * * * *

922 Claims

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922.3 Claims Process

[Revise 922.3 to read as follows:]

922.31 Determination of Claim

When there is a determination that an item was lost or has damaged or missing contents, the customer will receive PS Form 2855, *International Claim for Indemnity*.

[Renumber the previously numbered 922.31 and 922.32 to be 922.32 and 922.33, respectively, and revise the newly renumbered 922.32 to read as follows:]

922.32 Evidence of Indemnity Coverage

Indemnity claims for GXG, Priority Mail Express International, Registered Mail, and insured and ordinary parcels must be supported as follows:

- a. If mailed in the United States:

* * * * *

[Revise item 2 to read as follows:]

- (2) For Priority Mail Express International items, PS Form 2861, *Priority Mail Express International Service Inquiry*, received from the International Research Group.

* * * * *

922.4 Processing Claims for Damaged or Missing Contents

[Revise 922.4 to read as follows:]

922.41 Customer

The customer must:

- a. Present the damaged article, mailing container, wrapping, packaging, and any other contents received to any Post Office for inspection.
- b. Complete all fields on PS Form 2855.

[Renumber the previously numbered 922.41 to be 922.42, and revise item a and the first part of item d (preceding the mailing address) to read as follows:]

922.42 Postal Service

Postal Service personnel must:

- a. Verify that all applicable fields on PS Form 2855 are complete.

* * * * *

- d. Send PS Form 2855 and related documents, including the customs label and the wrapper, if appropriate, to:***

* * * * *

930 Indemnity Payments

931 Adjudication and Approval

931.1 When to Be Instituted

[Revise the section to read as follows:]

Claims for indemnity are initiated upon receipt of a completed PS Form 2855 with appropriate documentation by International Claims, Accounting Services, PO Box 80146, St. Louis, MO 63180-0146.

* * * * *

940 Postage Refunds

* * * * *

942 Postage Refunds for Priority Mail Express International Items

942.1 Who May File

File requests for refunds as follows:

[Revise items a and b to read as follows:]

- a. U.S. senders of Priority Mail Express International items must complete the inquiry process (see 922) before filing for a postage refund. The customer must initiate an inquiry within 90 days of the date of mailing by calling 800-222-1811.
- b. U.S. senders who used Priority Mail Express International With Guarantee service that did not meet the

guaranteed delivery date must initiate a request for postage refund no later than 30 days from the date of mailing by calling 800-222-1811.

942.2 Conditions

942.21 Priority Mail Express International Refunds

The Postal Service will refund postage of Priority Mail Express International items only when:

* * * * *

[Revise item c to read as follows:]

- c. The Postmaster has received verification from the Product Tracking System (PTS) or the International Research Group that loss, damage, or missing contents has occurred.

* * * * *

942.22 Priority Mail Express International With Guarantee Refunds

The Postal Service will refund postage of Priority Mail Express International With Guarantee service items only when:

* * * * *

[Revise item b to read as follows:]

- b. The International Research Group received confirmation from the foreign postal administration that the item did not meet the specified delivery standard.

* * * * *

943 Processing Refund Applications

943.1 Items Originating in the United States

Requests for refunds for ordinary letters and for Registered Mail, Priority Mail International, Priority Mail Express International, and Priority Mail Express International With Guarantee service originating in the United States are handled as follows:

* * * * *

[Revise item b to read as follows:]

- b. If there is reason to believe a registered, insured, or ordinary parcel originating in the United States was returned in error, or if the parcel was returned with no annotation showing reason for return, call 800-222-1811 to initiate an inquiry.

* * * * *

943.2 Items Originating in a Country Other Than the United States

[Revise the section to read as follows:]

When there is reason to believe the other country is at fault, or when the request relates to mail originating in another country, call 800-222-1811 to initiate an inquiry.

* * * * *

When effective, we will incorporate these revisions into the online IMM, which is available via Postal Explorer[®] at <http://pe.usps.com>.

— *Product Classification, Pricing, 4-3-14*

ELM Revision: Organizational Structure Policies and Job Evaluation Processes

Effective April 3, 2014, the Postal Service[™] is revising the *Employee and Labor Relations Manual* (ELM), Chapters 1 and 2, to update organizational structure policies and job evaluation processes for both bargaining and nonbargaining positions (including PS Form 820), and to move information related to Qualification Standards from Chapter 3 to Chapter 2.

Employee and Labor Relations Manual (ELM)

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[Revise the text of Chapter 1, in its entirety, as follows:]

1 Organizational Structures

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110 General Information

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111 Purpose

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111.1 Objectives

The organizational structures policies of the Postal Service are established to meet the following objectives:

- Support the mission of the Postal Service.
- Ensure there is no duplication of jobs, functions, or responsibilities within or between organizational structures.
- Ensure the relevance and consistency of organizational structures and staffing.

Note: See 113.1 for definitions of organizational terms.

111.2 Chapter Content

The content of this chapter:

- Documents the principles to establish organizational structures and staffing and describes the programs used to monitor and assess them.
- Establishes guidelines, policies, and procedures for implementing changes in organizational structures and staffing patterns, and it describes factors to be

considered in making decisions related to organizational changes. In view of functional diversity, varying work requirements, and the wide range of operational circumstances, factors are considered and decisions are reached on a case-by-case basis.

111.3 Importance of Concepts

Organizational design operates on the basis of standard organizational structures and staffing criteria. Postal Service managers must be aware of the concepts applied in evaluating organizational change requests so that they can:

- Make informed decisions when requesting organizational changes.
- Submit appropriate documentation to support proposed changes.
- Understand the basis upon which their requests will be reviewed and evaluated.

112 Responsibilities

112.1 Headquarters

Employee Resource Management within Human Resources at Headquarters has overall responsibility for the control of organizational structures and staffing for the Postal Service. This includes:

- Developing and implementing organizational management policies and programs for bargaining unit and nonbargaining unit positions.
- Designing programs and procedures for auditing and assessing existing structures and staffing.
- Providing the capability to plan for the long-term organizational development of the Postal Service in response to technological and environmental changes.

112.2 Areas

The area Human Resources manager:

- Serves as an advisory resource on matters relating to field organizations.
- Monitors compliance with approved staffing and structures for field units.

112.3 Managers

All levels of managers in the Postal Service are responsible for:

- a. Planning and implementing administrative and operating methods that comply with Postal Service organizational structures and staffing policies.
- b. Reviewing the structures and staffing of their organizations and recommending changes according to the instructions in this chapter.

113 Definitions

113.1 Organizational Terms

- a. *Activity* — a group of related (but possibly heterogeneous) tasks that constitute an easily defined operation or service which may be performed by an employee or group of employees.
- b. *Function* — a principal method of devising work. A function may be a single activity, but is more commonly a group of related activities placed together under one responsibility. Functions are categorized as major or minor as follows:
 1. *Major function* — a group of activities that has a direct impact on the overall mission of the Postal Service.
 2. *Minor function* — a group of activities that has an indirect impact on the mission of the Postal Service.
- c. *Organizational structure* — the formal relationship that:
 1. Reflects the organizational units within a given group and the pattern of work to be accomplished by the employees in the organization;
 2. Delineates responsibilities and reporting relationships; and
 3. Creates a rational division of work.The organizational structure should respond to the needs of the organization and foster the achievement of its objectives. When there is a basic change in the amount or kind of work to be done or in the assignment of the work to the positions involved, the organizational structure should be changed.
- d. *Organizational unit* — an entity in which the necessary activities are divided into segments small enough to be managed or supervised by one person. An autonomous unit operates under a manager with the discretionary decision-making responsibility (see 113.3).
- e. *Program* — a specialized, continuing endeavor consisting of a group of selected projects and activities related to one another within a major function.

- f. *Staffing* — the number and types of positions within an organization, typically determined by criteria, guidelines, and standards.

113.2 Basic Managerial Positions

Basic managerial positions are as follows:

- a. *Installation head or manager* — one who plans, organizes, directs, guides, controls, and evaluates the efforts of subordinate managers, employees, or both to achieve organizational goals.
- b. *Supervisor* — one who has a direct responsibility for ensuring the accomplishment of work through the efforts of others. Normally, a supervisor has no subordinate employees with managerial responsibility for others.

113.3 Organizational Entities

Organization entities include the following:

- a. *Executive vice president organization* — an organizational entity in Headquarters that exercises managerial and directive control over one or more vice president organizations or serves as a member of the senior management team.
- b. *Vice president organization* — an organizational entity in Headquarters with responsibility for major heterogeneous functions having service-wide impact.
- c. *Headquarters unit* — an organizational entity in Headquarters managed by an executive and subordinate to a vice president or a manager with responsibility for one or more major homogeneous functions having service-wide impact.
- d. *Headquarters-related field unit* — an organizational entity that performs a major function or group of minor functions, reports directly to a Headquarters manager, and resides outside the Headquarters building.
- e. *Service center* — an organizational entity that reports directly to a manager at Headquarters and resides outside the Headquarters building.
- f. *Service office* — an organizational entity that performs an activity or group of activities, usually to support a service center.
- g. *Area office* — an organizational entity that has responsibility within a specified geographical area for major heterogeneous functions having area-wide impact. These functions include oversight of:
 1. Subordinate districts,
 2. Processing and distribution centers,
 3. Network distribution centers,
 4. Airport mail centers,
 5. International service centers, and

6. Remote encoding centers.
- h. *District office* — an organizational entity subordinate to an area, with responsibility for major heterogeneous functions having district-wide impact, including oversight of subordinate Post Offices™ and delivery distribution centers.
- i. *Processing and distribution center (P&DC)* — an organizational entity, subordinate to an area, with significant responsibility for the processing and distribution of mail for a geographic area. A P&DC may have one or more reporting facilities.
- j. *Processing and distribution facility (P&DF)* — an organizational entity, generally subordinate to a P&DC, that has responsibility for the processing and distribution of mail for a geographic area.
- k. *Network distribution center (NDC)* — an organizational entity, generally subordinate to an area, within a three-tier system of distribution of Standard Mail, periodicals, and packages. Some NDCs serve as consolidation points for truckload volumes.
- l. *Surface transfer center (STC)* — an organizational entity, generally subordinate to an area, designed to distribute, dispatch, consolidate, and transfer First-Class Mail®, Priority Mail®, and periodicals within a specialized surface transportation network.
- m. *Logistics and distribution center (L&DC)* — an organizational entity, generally subordinate to a district, engaged in the receipt, unloading, sorting, loading, dispatch, and transportation of a variety of mail products for a designated service area.
- n. *Remote encoding center (REC)* — an organizational entity, generally subordinate to an area, that processes video images of partially resolved or script letter mail for the P&DCs.
- o. *International service center (ISC)* — an organizational entity that distributes and dispatches international mail received from a designated service area to specific foreign countries or to gateway exchange offices.
- p. *Post Office* — an organizational entity subordinate to a district, and perhaps also an administrative Post Office, managed by a Postmaster, with responsibility for:
1. Customer services,
 2. Local delivery,
 3. The receipt and dispatch of all classes of mail, and
 4. In some instances, processing and distribution of mail for other Post Offices in the surrounding geographic area.

A Postmaster may be responsible for the operation of more than one facility, and duties may be performed by designated subordinate personnel at the direction of the Postmaster, including when the Postmaster is not physically present.

- q. *Remotely Managed Post Office (RMPO)* — a Post Office that:
1. Offers part-time window service hours,
 2. Is staffed by a Postal Service employee, and
 3. Reports to an Administrative Post Office.
- r. *Part-Time Post Office (PTPO)* — a Post Office that:
1. Offers part-time window service hours,
 2. Is staffed by a Postal Service employee, and
 3. Reports to a district office.
- s. *Administrative Post Office* — a Post Office that has administrative control of or responsibility for:
1. A contractor-operated retail facility,
 2. A classified station or branch, or
 3. Another Post Office.

Note: Unless otherwise specified, all references to “Post Office” include RMPOs and PTPOs.

114 Organization Charts

An organization chart is the graphic representation of an organization’s structure. The official organization charts of the Postal Service are maintained by Organizational Effectiveness, Employee Resource Management, at Headquarters.

120 Structures and Staffing

121 Overview

The basic organizational structure of the Postal Service is comprised of Headquarters, areas, districts, P&DCs, and Post Offices. Some units are uniquely designed because of their specialized nature; however, units that perform essentially identical functions are typically standardized. The primary goal of the Postal Service is to standardize structures to the greatest extent possible. When special operating conditions or service requirements arise, it is appropriate to make adjustments in organizational structures and staffing.

122 Structuring Principles

The principles of an effective organizational structure include the following:

- a. Each position is:
 1. Tailored to be within the capacities of a single individual.
 2. Subject to the line authority of only one higher position.

3. Clearly defined in terms of objectives and measurable contributions.
 4. Classified and grouped with other positions to avoid either gaps or overlaps in work and functions.
- b. Duties and authority are definitely fixed.
 - c. Incumbent's authority corresponds with his or her responsibilities.
 - d. All activities necessary for an incumbent to achieve objectives are assigned to his or her position.
 - e. Structure is developed within complement constraints that are projected realistically.
 - f. Structure provides for control of all work necessary to achieve mandated objectives.
 - g. Span of control is neither so broad as to exceed the manager's capacity to manage and integrate effectively nor so narrow as to preclude adequate delegation.
 - h. Chain of delegation is short enough to minimize vertical filtering of communications.
 - i. Related activities are integrated at the lowest level consistent with the attainment of objectives, economical use of personnel, and assignment of responsibilities.
 - j. To the greatest extent possible, the organizational design anticipates future work requirements in order to minimize the need for frequent reorganization.
 - k. Responsibilities for current and long-range work are clearly segregated.

123 Standard Structures

123.1 Characteristics

Most field operations have common characteristics that can be assessed and used to determine standard organizational structure and staffing requirements. These characteristics include size, complexity, and accountability for the work to be performed.

123.2 Installations

The Postal Service has developed standard organizational structures for most field units (e.g., districts, P&DCs, NDCs, Post Offices, and carrier stations).

124 Specialized Structures

Specialized structures must be established individually, based on the operational requirements that separate these units from other organizations. A specialized structure generally meets at least one of the following conditions:

- a. The unit's structure is unique, complex, and normally large due to its service requirements and operational scope.

- b. The unit's functions are highly specialized.

125 Staffing

125.1 Overview

Once an effective structure is established, the next step in the organizational design process is to identify appropriate staffing levels. Based on operational factors, staffing requirements — numbers, types, and grade levels of positions — may differ for organizations with the same structure. However, functional responsibilities and reporting relationships remain generally consistent from one installation to the next.

125.2 Criteria

The amount and type of work are the primary determinants of authorized staffing. Organizations of comparable size and activity that fall within a designated category (e.g., districts, P&DCs, NDCs, and Post Offices) usually can be staffed uniformly above the first level of supervision.

In some structures, circumstances may justify staffing variations above the first level of supervision. Variations occur when the workload in specialized functions fluctuates significantly between organizational units within a standard structure category. In such instances, separate criteria may be developed for position use.

125.3 Matrices

Staffing matrices are used to provide staffing guidance to districts and local installation heads. A staffing matrix details the following:

- a. Types and numbers of positions authorized for specific functional areas, such as in-plant support or safety.
- b. Titles, grades, and the minimum and maximum number of positions appropriate for organizational units such as districts, P&DCs, NDCs, and Post Offices.

130 Organizational Change Criteria

131 Workload Increase or Decrease

131.1 Increased Work

When the volume of work increases to the point where an existing organization can no longer effectively complete the work in accordance with accepted performance standards, organizational change may be justified. Workload increases may lead to one or more of the following organizational changes:

- a. Adding a layer of management to maintain an appropriate span of control.

Example: Authorization of a distribution operations manager responsible for supervising multiple supervisors.

- b. Adding supervision within an authorized, existing layer in an organization.

Example: Authorization of an additional distribution operations supervisor.

- c. Adding support positions.

Example: Authorization of operations specialists or analysts to support strategies and goals.

131.2 Decreased Work

When the volume of work decreases to the point where the organization's existing resources are underutilized, a reduction in authorized staffing and layers of management may be justified.

132 Change in Nature of Work

A change in the requirements placed upon an organization may involve adding or eliminating specialized functions within an authorized scope of activity. When functions are added to or removed from an established structure, it may be necessary to modify the organizational structure.

133 Duplication of Functional Responsibility

When two or more units within an organization are responsible for accomplishing essentially the same work:

- a. Accountability for performance is difficult to fix;
- b. Unnecessary costs are incurred; and
- c. The units may be working at cross-purposes.

In such cases, consolidation of overlapping functions normally is the appropriate remedy.

134 Inappropriate Reporting Relationships

134.1 Hierarchy of Responsibility

The tasks assigned to a subordinate unit or position within an organization should be reflected within the broader scope of responsibility of the next higher level of management. It is inappropriate to retain a reporting relationship in which the work of the subordinate unit or position bears no relevance to the functional responsibilities of the management level under which the unit or position is organizationally located.

134.2 Contingent Work Relationships

When a high level of interdependence between two organizational functions makes the performance of one unit contingent upon the performance of another, both units usually have a common reporting relationship. In this way, responsibility is clearly fixed for ensuring that the two functions are coordinated. When highly interdependent functions report to different control points in the organization, it may be necessary to restructure the reporting relationships.

135 Unconnected Work

Common activities and tasks requiring similar supervisory or technical skill for effective performance should be grouped within an organizational unit or job description. When activities and tasks become too highly differentiated within a unit or position, it may be necessary to separate them into discrete functions.

136 Inappropriate Span of Control

136.1 Factors

The complexity of a managerial function is a governing factor in establishing an appropriate span of control. When subordinates perform similar tasks, the span of control can be broader than when they perform dissimilar tasks.

136.2 Considerations

It is not practical to prescribe upper or lower limits to the span of control in a general context. Each organizational situation must be separately analyzed. The following principles serve as guidelines:

- a. When the span is so narrow that delegation is impaired and subordinate supervisors are limited in the use of initiative and judgment, the span should be broadened.
- b. When the span is so broad that subordinates are not receiving the proper degree of management, the span should be narrowed.

137 Change in Mission

Sometimes the mission of an organization changes so substantially that the existing structure and staffing become inadequate. Under such circumstances, a major reassessment of existing functional responsibilities and capabilities is required.

138 Reduction of Expenses

A comparison of work requirements with authorized staffing may reveal inefficiencies. It may be necessary to consolidate duties and responsibilities whenever staffing resources are not being used to the fullest extent. The objective is to achieve operating economies without adversely affecting performance.

139 Completion of Transition

Organizations that have been designed around new and complex systems often move through a start-up phase before becoming fully operational. Note that:

- a. During the start-up phase, actual staffing requirements may differ from projected staffing requirements due to specialized activation programs and related activities.

- b. When possible, identify the temporary elements of a start-up operation in advance, so that temporary solutions can be developed.
- c. When the organization achieves operating stability, it may be necessary to reassess and adjust the initial structure and staffing.

140 Organizational Change Analysis

141 Analysis of Work Requirements

141.1 Nature of Functions

Analyzing the nature of functions involves allocating work of the organization into separate functional components. Each functional component should represent an aggregate of duties that logically fall within the scope of a single job description (i.e., duties that involve similar kinds of skills, knowledge, and abilities).

At this stage, the objective is not to establish detailed position requirements, but to focus on the manner in which work can be segmented and assigned to major functional reporting or control points within a unit.

141.2 Volume of Work

The volume of work:

- a. Can be translated into the number of employees required to perform the work by using conversion factors appropriate for the activity involved.
- b. Is derived from historical data combined with economic forecasts and other relevant projections, and — whenever possible — expressed quantitatively.
- c. Is analyzed for its impact on staffing requirements in the principal areas of operating activity, as well as in supporting functions.

142 Analysis of Skill Requirements

142.1 Purpose

The analysis of skills requirements helps managers to:

- a. Establish a basis for determining selection criteria.
- b. Develop a hierarchical management structure for the organization that is internally consistent and compatible with structures in other Postal Service installations.

142.2 Method

In order to establish responsibility for work, it is necessary to assign specific duties to designated staff positions. To establish the requirements of a position, the managers must analyze the job-related skills and experience required. This analysis helps to identify structural implications. The first step in this process is to define job content by preparing a narrative description, as follows:

- a. State the:
 - 1. Functional purpose of the position,

- 2. Scope of responsibility, and
- 3. Degree of supervision required.

- c. Outline in detail the core duties and responsibilities performed by the incumbent. The description of each duty and responsibility determines the skills required for efficient work performance. Use action words — such as directs, manages, supervises, oversees, plans, and coordinates — to describe the depth of involvement and the degree of responsibility. Action words help to differentiate the level of skill, knowledge, and ability required.
- d. Analyze the functional purpose, duties, and responsibilities of the position to connect the educational disciplines, work experience, physical capacities, and job-related skills expected of the incumbent.

142.3 Selection Criteria and Procedures

Organizational Effectiveness, Employee Resource Management, in consultation with the appropriate executive vice president or vice president organization, determines the selection criteria for each position by issuing a qualification standard or an interim statement of qualifications.

143 Analysis of Functional Relationships

143.1 Basic Factors

The identification of work and skill requirements provides the basis for determining staffing needs. The next step is to analyze the organizational structures to ensure that functional alignments and reporting relationships are appropriate to the unit's mission. The criteria used to make such a determination are identified in subchapter 130. Critically important criteria, as outlined in previous sections, are repeated below:

- a. Review functional statements and job descriptions to eliminate duplication of responsibility between subordinate units of the organization, as discussed in 133. Where such duplication is found, functional responsibility is assigned to the subordinate unit having dominant interests in the activity under review.
- b. Group functional activities to ensure homogeneity of work as discussed in 135.
- c. Establish a span of control consistent with the guidelines discussed in 136.
- d. Establish a hierarchy of responsibility in vertical reporting relationships consistent with the guidelines discussed in 134.1.
- e. Align contingent work relationships so they are consistent with the concepts discussed in 134.2.

143.2 Reporting Relationships

143.21 Administrative

An administrative reporting relationship establishes a clear line of authority between positions or units in the organiza-

tional hierarchy. The actions of the subordinate are subject to the direction and approval of the next higher level of management, irrespective of the autonomy the latter may choose to grant to, or withhold from, subordinate levels. Subordinate positions never report administratively to more than one higher level supervisor.

143.22 Functional

A functional reporting relationship establishes a connection between positions or organizational units at different management levels based on the specialized nature of the function for which a mutual responsibility is shared. In this type of situation — often referred to as an indirect reporting relationship — the higher level position or unit provides functional guidance and support to positions or units lower in the organizational structure.

For example, Human Resources at Headquarters has functional responsibility for human resources activities in the areas. However, these activities report administratively and directly to the vice president, Area Operations. There is no formal line of authority in a strictly functional relationship.

143.23 Management of Reporting Relationships

The administrative head of an organization integrates all unit activities through the exercise of organizational authority. Detailed functional expertise is usually located immediately below this level of management, where administrative authority and functional direction are joined.

Sometimes it is necessary to separate administrative and functional reporting relationships. A separate functional reporting relationship might be justified when:

- a. The knowledge essential to effective performance is so specialized that the function can only be placed in the higher levels of the organization (e.g., the Postal Service medical program).
- b. The consequences of an incorrect decision are so great as to require continuing consultation with a higher organizational level having policy responsibility for the functional area in question (e.g., international mail).
- c. The sensitivity of the function requires total uniformity of execution throughout the entire organization (e.g., labor relations or purchasing).

Organizational relationships are analyzed in terms of the adequacy of functional direction. Where it is appropriate, functional reporting relationships can be formally established so that sanction channels of communication are not reflected in the administrative structure.

143.3 Line and Staff Relationships

While line relationships are based on the exercise of organizational authority, staff relationships are founded on the exercise of organizational influence and the authority of

knowledge. While line managers are empowered to make operating decisions, staff personnel act in an advisory role. Line managers report administratively to the next higher level of management. Staff managers report administratively to line or staff management and often functionally to another level of management outside and, sometimes, above the unit structure.

Staff functions are analyzed based on the following criteria:

- a. *Appropriate placement within the structure.* If the reporting point is too low in the structure, the exercise of influence is impaired.
- b. *Extent of need.* Functional expertise may be readily accessible to line management outside the immediate structure, obviating the need for redundant internal staff.

143.44 Responsibility and Authority

A principle rule in organizational design requires authority to be commensurate with responsibility. Managers cannot be held accountable for results over which they have limited or no control. Analyze reporting relationships to uncover any organizational defects such as:

- a. Placement of authority at one or more levels above the designated level of responsibility.
- b. Placement of essential organizational resources outside the managerial control of the manager who needs them most and who should be accountable for their use.
- c. Granting overlapping authority to two or more positions or units that could lead to jurisdictional conflicts.

144 Identification of Discrepancies

144.1 Design of Organizational Structure

Performing the analysis described in 141 through 143 provides a basis for the design of an organizational structure, as follows:

- a. Analysis of work and skill requirements helps management to identify the organizational resources that are needed.
- b. Analysis of functional relationships helps management to arrange the organizational resources into a functional structure.

144.2 Comparison With Existing Organization

If an existing organization is compared to a proposed organizational structure, functional relationships and staffing discrepancies can be identified. The discrepancies become the focal points for organizational change if further analysis confirms the need to modify existing structures or staffing.

150 Organizational Change

151 Performance Issues

No organization is static, so managers need to ensure that structures and staffing continue to meet their unit's objectives. However, an organization may not perform up to expectations for reasons other than deficiencies in structures or staffing. If the organization is fundamentally sound, allow structures and staffing to remain intact and consider other courses of action.

The causes of organizational performance issues can often be traced to one or more of the deficiencies listed below. If the organization suffers from any of the deficiencies listed, changes in structures or staffing are not likely to correct them. Management must address these issues directly by actions unrelated to the organizational design process. These include deficiencies in the following areas:

- a. Training.
- b. Planning and goal setting.
- c. Recruitment and selection.
- d. Methods and procedures.
- e. Controls and feedback.
- f. Communication.
- g. Leadership.

152 Reasons for Making Organizational Changes

Basic reasons for making organizational changes may include changes in the following:

- a. Strategy, mission and vision.
- b. Centralization of work or shared services concept or insourcing.
- c. Consolidation of facilities.
- d. Type or amount of work performed.
- e. Operating procedures.
- f. Reporting relationships.

153 Types of Organizational Changes

153.1 General

Proposed organizational changes are classified as major or minor, as specified in 153.2 and 153.3. Organizational change requests can originate at any level of management. After the request has been reviewed and concurred by the next level managers, it must be initiated by an officer or his designee for approval. Before making an official request, the requestor should discuss it informally with higher level functional management, district or area Human Resources manager, and/or the Manager, Organizational Effectiveness to seek further guidance.

153.2 Major Organizational Changes

Major organizational changes are initiated by an officer and implemented by Organizational Effectiveness within the Employee Resource Management function. A major organizational change may consist of at least one of the following:

- a. Consolidation: Involving the movement of operations from one or more facilities to other facilities.
- b. Closure: Involving the elimination of one or more facilities.

Restructure: Involving a major change in strategy within a functional group. (For example: centralization, insourcing, shared services, decentralization, and new technology.)

Note: A major organizational change may result in the elimination of encumbered positions which may lead to a potential Reduction in Force (RIF) impact. (See Section 354, Assignment of Unassigned Employees.)

153.3 Minor Organizational Changes

Minor organizational changes are initiated by an officer and implemented by Organizational Effectiveness. A minor organizational change may consist of at least one of the following:

- a. Realignment of functional units. For example: a change in reporting relationship.
- b. Realignment of work performed within a functional unit resulting in the modification of one or more job descriptions. This may also result in the creation of new jobs.
- c. Change in job titles.
- d. Minor changes to a job description.

The above are not all-inclusive. A minor change may consist of other aspects concerning the specific organization.

Note: Minor organizational changes should not result in the elimination of an encumbered position.

Before making an official request, the requestor should discuss it informally with higher level functional management, district or area Human Resources manager, and/or the Manager, Organizational Effectiveness, to seek further guidance.

154 Submitting Requests

154.1 Field Units

Managers of field units are to forward requests with appropriate documentation (see 155) through appropriate managerial channels to the district Human Resources manager. Each level of management must concur before a request is submitted to the next higher level.

- a. The district Human Resources manager submits the request to the area Human Resources manager.

- b. If it is concurred with at the area human resources level, it is submitted to the area Vice President for review and concurrence.
- c. The area vice president or area Human Resources manager submits the formal request to the vice president, Employee Resource Management (ERM).

154.2 Headquarters Units

Managers of Headquarters units are to forward requests with supporting documentation to their next higher level manager for review and concurrence. The next higher level manager will then submit the request to the vice president of the functional department for concurrence. The vice president of the functional department will seek concurrence from their Executive Leadership Team (ELT) member. The ELT member must submit the formal request to the vice president, ERM for review and consideration.

155 Documenting Requests

The process for requesting a major or minor organizational change is described below:

- a. The officer of the functional area submits a formal request to the vice president, ERM, with a copy to the general counsel & executive vice president. The request should include supporting documentation and describe the organizational change, its rationale, potential efficiencies, and cost savings.
- b. The vice president, ERM reviews the request and forwards it to the manager, Organizational Effectiveness (OE,) for further review.
- c. If OE determines the request to be a major change, it will contact the business customer to discuss the completion of an organizational change restructure proposal packet (provided by OE).
- d. If OE determines the request to be a minor change and is in agreement with the request, it will contact the business customer to discuss, if necessary, or proceed with the requested change.

Note: Due to the potential employee impact that may result from an organizational change, OE will consult with the Law Department to discuss any legal aspects that should be considered before proceeding with the request.

156 Approval Authority and Disposition of Requests

All organizational changes — major and minor — may be approved by the chief human resources officer or vice president, ERM, or manager, Organizational Effectiveness.

After Organizational Effectiveness reviews the request and initiates all appropriate procedures for implementation, the vice president, ERM may approve, approve in part, deny, or propose changes to any organizational change request.

An approved request that is ready for implementation may include one or more of the following:

- a. Organizational chart showing revised reporting relationships, as applicable.
- b. List of approved job titles, grades, occupational codes, and number of positions.
- c. Implementation guidelines.

156.1 Approval

A request that has been approved is sent to the initiating official through appropriate channels.

156.2 Denial

A letter explaining the reasons for denying a request is sent to the initiating official, with copies provided to the appropriate functional units.

157 Implementation

To effect a major organizational change with service-wide impact, Organizational Effectiveness coordinates the preparation of an implementation plan with stakeholders. Functional management at Headquarters provides technical guidance, as requested, to ensure accuracy of content and consistency with established policy. When the implementation plan is approved, changes to organizational structure will be entered in the Organizational Management system (see 161.1).

Due to the unique circumstances of each organization, implementation plans will differ. However, most implementation plans may include at least one or more of the following items:

- a. Schedule of target dates for each phase of the plan.
- b. Anticipated internal operational impacts of the modified structure and staffing plan.
- c. Standard job descriptions for new or modified jobs.
- d. Guidelines for consolidating duties and responsibilities.
- e. Guidelines covering the transfer of functions to or from another organizational unit.
- f. Clarification of new reporting relationships.
- g. Instructions concerning changes affecting bargaining unit positions and consultations with the management associations and local unions, as necessary.
- h. Suggested procedures for monitoring compliance.

Note: When implementing an organizational change, the organizational change procedures in 354, Assignment of Unassigned Employees, may need to be invoked.

160 Monitoring and Assessment**161 Organizational Management System****161.1 Explanation**

The Organizational Management (OM) system is a computerized system that:

- a. Provides information reflecting actual organizational characteristics down to the smallest supervised unit in every Postal Service installation.
- b. Identifies the hierarchy of organizational units and authorized positions.
- c. Enables the comparison of the structural organization and staffing levels of similar facilities for the purpose of identifying inconsistencies.

161.2 Reports Generated**161.21 Authorized Staffing Organization Report**

The Authorized Staffing Organization Report is a graphic display of the distribution of all authorized nonbargaining unit and selected bargaining unit positions within a manager's span of control. The report displays the structural arrangement of an organizational unit (e.g., Postal Service facility, tour, and specialized unit) and provides the following data:

- a. Job title and occupation code.
- b. Pay schedule and grade or level for each position.
- c. Number of positions authorized for a given job title.
- d. Date of the last change to the organizational unit.
- e. Cost center code for the specified organizational unit.

Note: The *cost center code* is a 10-digit number consisting of a unit's Finance Number and Unit ID.

161.22 Payroll Staffing Condition Report**161.221 Description**

The Payroll Staffing Condition Report is a sequential print-out of authorized nonbargaining unit positions and their incumbents generated by the web-based Complement Information System (webCOINS). The report shows all variances to approved staffing by comparing data from these two sources:

- a. The authorized and on-rolls complement of a unit (identified by cost center code and extracted from the OM system).
- b. Current payroll records.

161.222 Identifying Discrepancies

Discrepancies between the two sets of data can be readily identified. The report notes the following variances between authorized and on-rolls in the Variance column:

- a. Vacant positions (VAC).

- b. Over-complement positions (OVC).
- c. Non-authorized positions (NAU).
- d. Occupied positions (OCC).

161.3 Administrative Responsibility**161.31 Headquarters**

Organizational Effectiveness establishes policies and procedures for the Organization Management system.

161.32 Districts

District Human Resources managers are responsible for verifying organizational and staffing information for all Postal Service facilities within their jurisdiction. If an OM change is required, the district must submit a request to the area for review and concurrence. If the area Human Resources managers concur, they submit a formal request to the vice president, ERM, for review and approval.

161.33 Areas

Area Human Resources managers are responsible for verifying organizational and staffing information for all Postal Service facilities within their jurisdiction, including the area office. If an OM change is required, they submit a formal request to the vice president, ERM, for review and approval.

162 Organization, Staffing, and Position Reviews**162.1 Responsibility**

Organizational Effectiveness periodically assesses established structures and staffing.

162.2 Purpose

Organizational Effectiveness conducts reviews to ensure that the allocation of approved positions and the assignment of personnel reflect the most effective use of human resources. Specific objectives are to:

- a. Assess uniformity in organizational structures and position use throughout the Postal Service.
- b. Evaluate the adequacy of job descriptions used in the organizational unit review.
- c. Assess the effectiveness of approved staffing and structure.
- d. Identify the informal organization and compare it to the formal structure.
- e. Evaluate staff interaction in a unit or facility to determine whether:
 1. Approved organizational structures have been implemented.
 2. Authorized positions are functioning as intended.
 3. Weaknesses exist in the approved organizational structure, positions used, or both.

- 4. Timely action is taken whenever non-authorized positions are found.
- f. Determine if overlapping duties and responsibilities exist within the unit.
- g. Determine if structural or staffing designs leave essential work inadequately supported.

Note: The use of the word positions is not related to the on-rolls staffing.

* * * * *

[Revise the text of Chapter 2, in its entirety, as follows:]

2 Job Evaluation

* * * * *

210 General Information

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211 Purpose

This chapter:

- a. Provides a logical, fair, and consistent framework for determining the measure of relative value of each bargaining unit and nonbargaining unit position.
- b. Establishes a process for reviewing and updating job descriptions and qualification standards used throughout the Postal Service™.
- c. Outlines the procedures used to request a job evaluation review.

212 Responsibilities

212.1 Chief Human Resources Officer and Executive Vice President

The chief human resources officer and executive vice president is responsible for ensuring that:

- a. Each position in the Postal Service is evaluated and assigned to an appropriate grade level.
- b. Postal Service employees receive equal pay for substantially equal work.

212.2 Organizational Effectiveness

Organizational Effectiveness:

- a. Ensures that the job evaluation policy reflects the Postal Service's commitment to an open, equitable, and cost-effective method of determining the relative value of positions and grade levels, using the appropriate job classification system.
- b. Employs the appropriate job analysis tools to identify position duties and responsibilities to achieve organizational objectives.
- c. Develops new standard job descriptions and qualification standards, when appropriate.
- d. Revises existing standard job descriptions and qualification standards, when appropriate.
- e. Evaluates all jobs and assigns the appropriate grade levels.
- f. Reviews the grade levels assigned to existing jobs.
- g. Processes requests for job evaluation reviews (RFRs) applicable to bargaining unit and nonbargaining unit positions and reviews RFRs submitted by Headquarters and area offices.
- h. Reviews requests to rank a bargaining unit position (see Exhibit 212.2, PS Form 820, *Ranking of Position Request*).

(Article continues on page [47](#)).

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.

006118	023428	029840	098700	210471	301593	386051	616168	802263	809220	914368	951326	971036
006269	023608	029841	100331	210475	301910	397043	616177	802305	809249	914558	951577	971039
007117	025175	035004	100372	210477	301973	402226	631609	802322	809253	914825	958151	971060
007248	025205	038582	100430	210479	302001	402409	672012	802371	809315	914946	958156	971065
007348	026168	049012	100502	210531	302311	402912	681189	802393	809318	915129	958212	971073
007350	026260	050028	100505	210537	305504	432021	681278	802398	809428	915201	958228	971074
008103	026279	060491	100685	210550	305660	432376	684024	802433	809431	915370	958395	971075
008109	026422	061552	100690	210552	305782	432748	685108	802440	809432	918014	958488	971078
008420	027008	064650	100740	210558	306570	436465	723090	802445	810034	921068	958696	971087
008528	027058	068196	100782	210655	307020	441359	735074	802453	810043	921223	958708	971102
008566	027084	068411	100790	212564	311139	452806	740527	802455	810076	921228	958721	971105
008837	027126	069235	100798	220140	311201	460180	741202	802458	810077	921454	958806	971111
008962	027131	070263	100817	220480	312016	460181	741338	802463	811052	922056	958937	972316
009004	027169	071420	100867	220481	312207	480422	741406	802465	813085	922076	958965	972318
009161	027420	071491	101656	220483	312318	481288	744069	802469	813089	926022	959046	972354
009394	027461	075016	101799	221205	312473	481291	750058	802470	814210	926130	959074	972361
009466	027561	075067	102135	221388	314971	490683	760008	802477	815018	926161	960068	972446
009477	027574	075100	102212	221631	317246	503140	760012	802479	815027	926220	967052	972486
009569	027638	075184	102376	223049	319137	511003	760014	802599	815031	926253	967170	972493
009734	027834	075834	104533	223382	319153	515031	760075	802690	816003	926308	967229	972553
009796	027906	076833	108038	223390	321045	515085	760117	802952	816176	926319	967288	972607
009895	028058	077742	108787	232599	321164	532019	760690	803102	816235	926320	967307	972618
009925	028071	078002	108876	280174	321210	544078	762003	803133	820102	926570	967308	972674
009952	028082	078201	109421	280175	327316	551026	763001	803135	825063	926648	967389	972790
009971	028083	079059	114429	282935	328104	551157	770571	803136	826103	926729	967525	972799
009991	028089	079900	119290	283589	328256	551209	770736	803138	826125	926735	968151	972943
011265	028122	079988	121029	286082	328713	551691	772906	803139	826141	926736	968226	972960
012429	028126	080325	122055	294304	329051	551784	773078	803140	828103	926820	968457	973239
014156	028130	085448	142015	294454	329689	551878	782111	803254	828104	926914	968536	973262
015627	028138	085590	142348	294464	330007	551929	787181	803321	829500	927213	968558	973277
016243	028208	089385	142414	294493	330721	553830	787809	803337	829502	927407	968741	973299
016960	028270	089410	142758	294520	330961	554221	790027	804029	829519	928523	968953	973309
018132	028332	089676	142800	294528	331070	554706	790060	804051	832065	928524	969047	973328
018148	028346	089958	146115	294549	331368	564023	791223	804052	837005	928544	970066	973333
018732	028353	091588	146138	294554	331613	567003	794151	804215	841746	930066	970156	974048
018739	028483	091853	146389	294576	333215	574027	794306	804218	843044	930354	970356	974101
018747	028627	092131	152530	294578	333504	581026	796541	804229	847109	937102	970650	974154
018975	028782	092708	152890	294588	334158	600009	799130	805005	850575	937484	970660	974182
019193	028804	092745	191026	295290	334177	600043	800100	805007	852004	937544	970686	976041
019346	028990	093024	191275	295381	335221	600111	800108	805008	853518	937792	970725	976058
019353	029089	093199	192475	295417	335518	600467	800499	805009	856223	939615	970748	977044
019919	029097	093200	192543	295447	335856	601002	801423	805038	870101	941164	970780	981515
021185	029110	095019	192585	300287	336072	601006	801449	805105	891266	948818	970845	982336
021599	029169	095752	192763	300307	336216	601029	801481	805193	900012	948867	970848	982517
022321	029197	096111	192968	300494	340272	602822	801500	805619	900157	949146	970852	982647
022542	029356	096192	193165	301119	340801	603020	801501	806211	900419	949636	970936	983125
023002	029365	096557	193591	301359	342008	603064	801511	806214	900493	950037	970960	992634
023015	029536	096726	200765	301432	347129	604106	801513	807028	901448	950373	970962	992792
023096	029546	097405	207320	301492	349031	606647	801516	809022	901954	950377	970968	995392
023127	029635	097712	207850	301495	352768	607343	801705	809024	903499	951030	970970	995507
023145	029697	098197	210062	301548	354110	608210	801725	809032	907415	951052	970972	995963
023320	029788	098413	210092	301572	358072	608317	802136	809113	911198	951082	970994	998215
023426	029820	098547	210236	301590	361355	608320	802192	809164	913641	951169	971001	

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	198 285 2556 to 2566
034 394 1000 to 1099	070 916 1340 to 1399	117 951 4687 to 4699	199 105 0778 to 0799
034 943 0400 to 0799	071 047 5768 to 5799	117 951 5200 to 5299	199 678 2968 to 2999
035 035 4337 to 4399	071 179 9800 to 9899	119 786 3051 to 3064	202 748 5133 to 5199
037 312 7500 to 7599	071 386 3682 to 3699	119 815 8961 to 6199	202 748 5245 to 5299
037 706 9578 to 9599	071 507 6840 to 6899	119 850 7400 to 7499	202 748 5300 to 5399
037 805 3677 to 3699	072 045 9641 to 9699	119 850 7700 to 7999	202 748 5400 to 5499
037 909 5490 to 5499	072 675 8287 to 8299	121 634 0460 to 0499	203 256 1240 to 1299
037 931 4660 to 4699	073 763 0867 to 0876	122 451 9879 to 9899	205 019 0174 to 0199
039 145 6521 to 6595	073 763 0878 to 0887	122 714 6805 to 6900	207 196 9900 to 9999
040 024 3901 to 3999	073 763 0889 to 0898	124 916 0304 to 0499	207 204 0700 to 0799
040 674 7100 to 7199	077 617 5481 to 5499	126 423 0136 to 0169	207 204 0800 to 0899

207 514 3857	to	3899	394 189 0405	to	0599	414 193 3677	to	3699	435 303 1986	to	1999
208 556 4707	to	4799	394 822 3243	to	3278	414 411 7348	to	7399	435 666 6092	to	6399
210 057 4038	to	4047	394 990 1810	to	1899	414 640 0757	to	0799	436 082 6400	to	6899
210 221 0548	to	0599	395 343 3264	to	3299	414 965 1727	to	1799	436 160 6441	to	6499
214 303 6311	to	6325	395 373 3035	to	3099	417 302 8104	to	8199	437 316 7115	to	7199
214 303 6239	to	6258	395 396 9649	to	9799	417 387 6532	to	6599	437 427 0500	to	3499
214 877 4251	to	4273	395 970 3240	to	3299	417 496 6800	to	6999	439 179 2300	to	2399
215 252 3918	to	3992	397 622 4054	to	4099	417 871 9250	to	9299	439 310 0458	to	0499
227 275 9400	to	9999	397 819 8902	to	8999	417 930 9533	to	9599	440 698 1947	to	1999
273 070 8059	to	8099	398 149 7200	to	7699	418 164 6500	to	6799	440 858 6300	to	6399
273 775 7700	to	7899	399 070 0872	to	0899	418 423 9863	to	9899	440 858 6420	to	7299
302 000 0000	to	9999	399 156 7119	to	7199	418 633 5922	to	5999	441 199 1655	to	1699
349 746 2056	to	2099	399 203 5064	to	5099	418 719 8520	to	8599	443 127 3648	to	3699
350 518 7350	to	7374	399 296 9910	to	9999	418 744 2235	to	2299	443 127 4000	to	4099
360 011 1690	to	1699	399 396 8935	to	8999	418 962 2848	to	2899	443 673 7900	to	7999
360 168 6008	to	6099	399 792 7775	to	7799	419 543 0286	to	0299	443 800 9335	to	9399
360 173 8800	to	8899	399 792 8300	to	8399	419 730 0300	to	0399	444 382 8822	to	8899
360 324 2326	to	2399	400 427 1051	to	1999	420 277 0015	to	0049	444 390 1667	to	1699
362 861 3064	to	3099	401 045 1505	to	1549	420 599 0734	to	0798	444 457 3854	to	3899
373 006 2176	to	2199	401 045 1571	to	1599	420 661 4115	to	4199	450 048 4173	to	4199
374 768 2600	to	2699	401 294 2700	to	2799	420 758 9500	to	9699	450 048 4442	to	4699
375 169 4400	to	4599	401 310 9505	to	9599	420 969 3951	to	3971	450 560 5173	to	5199
375 829 3400	to	3499	401 382 5312	to	5399	420 969 3973	to	3999	450 620 3077	to	3099
375 851 9100	to	9199	402 578 7876	to	7899	421 116 3565	to	3599	450 620 3135	to	3199
376 196 0911	to	0999	403 125 6744	to	6799	421 130 9300	to	9399	450 780 2716	to	2799
378 085 3679	to	3699	403 260 7000	to	7499	421 313 4500	to	4999	450 801 2700	to	2799
378 351 1063	to	1099	403 280 6470	to	6499	421 364 5537	to	5599	451 109 2967	to	2984
379 843 5100	to	5199	403 685 8600	to	8699	421 656 2609	to	2699	451 115 4110	to	4125
380 093 9600	to	9699	404 003 0300	to	0399	421 988 9700	to	9799	451 115 4127	to	4199
380 165 1165	to	1199	404 041 8838	to	8899	422 172 4667	to	4699	451 746 0700	to	0799
381 325 4500	to	4599	404 071 4268	to	4299	422 484 4212	to	4299	452 265 0074	to	0099
381 604 2510	to	2699	404 347 5356	to	5399	422 556 1270	to	1299	452 265 0246	to	0299
381 645 9525	to	9599	404 347 5548	to	5599	422 587 7024	to	7099	452 265 0335	to	0999
383 314 3968	to	3999	404 726 4500	to	4599	422 819 7533	to	7599	452 509 1169	to	1199
383 892 1000	to	1344	404 961 5001	to	5199	422 842 5073	to	5087	452 855 6471	to	6499
383 892 1382	to	1399	405 325 0188	to	0198	422 907 7563	to	7599	452 890 4679	to	4799
384 925 3641	to	3654	406 009 4587	to	4599	424 500 6050	to	6099	452 900 8215	to	8238
385 568 2331	to	2399	406 260 6830	to	6899	424 641 8500	to	8599	453 117 9146	to	9199
385 599 7554	to	7575	406 459 6641	to	6999	424 871 6600	to	6699	453 334 3631	to	3699
385 774 2024	to	2099	406 733 3000	to	3999	425 298 2352	to	2399	453 603 7841	to	7891
386 624 1412	to	1599	407 545 1557	to	1599	425 418 4269	to	4299	453 650 1140	to	1199
386 883 8936	to	8999	407 594 0412	to	0599	425 418 4405	to	4499	453 741 1300	to	1399
387 314 5574	to	5599	407 692 9100	to	9299	426 547 4566	to	4599	454 013 2919	to	2999
387 837 6300	to	6399	407 959 2190	to	2199	427 412 6337	to	6499	454 186 2411	to	2499
388 828 0656	to	0699	408 265 2275	to	2288	427 481 0900	to	0999	454 268 4883	to	4899
389 696 2400	to	2799	408 499 7700	to	7799	428 027 2742	to	2752	454 302 5400	to	5499
389 846 3104	to	3135	408 499 7900	to	7999	429 474 4172	to	4199	454 490 8300	to	8399
389 846 3145	to	3195	408 682 8484	to	8599	429 889 2900	to	2999	454 547 7434	to	7499
389 887 9211	to	9230	408 698 7015	to	7099	430 150 4401	to	4599	454 922 4867	to	4895
389 887 9234	to	9299	409 072 3941	to	3999	430 172 9800	to	9899	455 221 1348	to	1499
390 001 3182	to	3199	410 491 2311	to	2399	430 177 1900	to	2099	455 364 2147	to	2199
390 001 3500	to	3699	410 694 8400	to	8599	430 444 9500	to	9699	455 399 5400	to	5499
390 545 5974	to	5999	410 775 1500	to	1599	430 664 4070	to	4099	455 476 0676	to	0699
391 104 6146	to	6199	410 795 7927	to	7999	432 168 8419	to	8499	455 543 0618	to	0699
391 574 1466	to	1499	410 867 0917	to	0966	432 708 6800	to	6999	456 410 9006	to	9099
391 783 3020	to	3599	410 867 0970	to	0999	432 744 1544	to	1599	456 470 4146	to	4299
391 792 6100	to	6199	411 868 1023	to	1199	432 995 9775	to	9799	456 619 4460	to	4499
392 668 2956	to	2999	411 922 2322	to	2399	433 003 5800	to	5899	457 333 2686	to	2699
392 854 8500	to	8899	412 193 0900	to	0999	433 757 3047	to	3099	457 729 1767	to	1777
393 584 7566	to	7699	412 395 8599	to	8699	433 765 4003	to	4099	457 937 8615	to	8699
393 650 0074	to	0099	412 485 6500	to	6599	434 482 7060	to	7199	458 028 9810	to	9899
393 838 8316	to	8499	412 485 6610	to	6699	434 513 2386	to	2399	458 057 2712	to	2999
393 893 6007	to	6099	412 885 5953	to	5999	434 968 3076	to	3092	458 069 9537	to	9599
394 126 6907	to	6999	414 193 3608	to	3674	435 303 1831	to	1842	458 069 9665	to	9699

458 337 5222 to 5299	475 875 2500 to 2599	493 394 5568 to 5599	603 678 8418 to 8499
458 354 7653 to 7999	476 169 8264 to 8299	493 470 2562 to 2599	603 678 8700 to 9999
458 671 8678 to 8699	476 189 3000 to 3499	493 473 7700 to 7799	604 086 0880 to 0899
458 671 8721 to 8798	476 331 2480 to 2499	493 716 2153 to 2199	604 349 1414 to 1499
458 847 5044 to 5999	477 289 8601 to 8699	494 206 2972 to 2999	604 503 7776 to 7799
459 274 7624 to 7699	477 681 5206 to 5299	494 217 3446 to 3999	605 520 9037 to 9099
459 365 5432 to 5499	478 010 4243 to 4268	494 224 0500 to 0599	605 685 4010 to 4099
459 378 5764 to 5799	478 010 4270 to 4291	495 145 0600 to 0699	605 988 6467 to 6499
459 472 4816 to 4999	478 450 5071 to 5099	496 209 7425 to 7499	607 689 7951 to 7960
460 349 6878 to 6899	478 469 7838 to 7858	496 213 8728 to 8799	607 728 1276 to 1299
460 550 1909 to 1999	478 469 7883 to 7899	496 474 5226 to 5248	608 727 7100 to 7199
460 997 5234 to 5299	479 280 9800 to 9899	497 053 8517 to 8699	608 727 7273 to 7599
461 973 6443 to 6499	479 365 9116 to 9176	497 854 8673 to 8699	608 813 9950 to 9999
462 152 0107 to 0299	479 412 9900 to 9999	498 449 8888 to 8899	609 067 5325 to 5399
462 274 1072 to 1099	479 667 6190 to 6199	498 929 8285 to 8499	609 067 5488 to 5499
462 277 8373 to 8399	479 748 9680 to 9699	498 936 5310 to 5399	609 067 5600 to 5699
462 554 6051 to 6099	479 860 7000 to 7199	499 016 5425 to 5499	609 289 6123 to 6199
463 011 5529 to 5540	480 526 2000 to 2099	499 440 8575 to 8899	609 438 4400 to 4499
463 176 4115 to 4199	480 640 6330 to 6399	499 731 6717 to 6799	609 493 1100 to 1199
463 176 4229 to 4299	480 658 0568 to 0599	500 064 1858 to 1869	609 766 8091 to 8999
463 185 2600 to 2799	480 689 5100 to 5199	500 070 5725 to 7799	609 825 4100 to 4115
463 227 7711 to 7799	481 072 9463 to 9499	501 058 0016 to 0026	609 884 2981 to 2999
463 414 4869 to 4899	481 673 0074 to 0095	501 331 0300 to 0399	609 893 1000 to 1099
463 808 3484 to 3499	482 527 1500 to 1599	501 460 0977 to 0999	610 092 3200 to 3299
463 945 7400 to 7899	482 541 5255 to 5299	502 227 7645 to 7699	610 582 4200 to 4299
464 629 9000 to 9399	482 729 6800 to 6899	502 424 0200 to 0499	611 879 6939 to 6999
464 711 4332 to 4399	483 363 7207 to 7299	502 424 0600 to 0699	612 291 8013 to 8099
465 692 3963 to 3999	483 402 2356 to 2399	502 496 6923 to 6999	612 751 5171 to 5199
465 698 8300 to 8599	483 486 5100 to 5199	503 003 2700 to 2899	612 751 5226 to 5299
465 743 7745 to 7799	483 632 1521 to 1599	503 194 5144 to 5153	612 751 6083 to 6099
466 798 6056 to 6067	483 632 2600 to 2799	503 790 9922 to 9948	612 751 6268 to 6299
467 147 4300 to 4399	483 849 1615 to 1699	504 045 4030 to 4099	612 751 6572 to 6599
468 079 5782 to 5799	484 174 4803 to 5299	504 166 0200 to 0599	612 774 2111 to 2199
469 067 2817 to 2899	484 323 8900 to 9199	504 240 1062 to 1399	612 774 2254 to 2299
469 127 8000 to 8199	484 680 5000 to 5038	504 805 3300 to 3499	612 774 2500 to 2599
469 213 0359 to 0399	484 680 5040 to 5074	505 096 0662 to 0699	614 469 0979 to 0999
469 213 0500 to 0599	484 680 5077 to 5099	505 893 7739 to 7799	614 474 3000 to 3099
469 561 8011 to 8099	485 029 4913 to 4999	505 893 7800 to 7999	614 521 3490 to 3499
469 658 1961 to 1999	486 176 0600 to 0699	506 124 0800 to 0999	614 645 1800 to 1899
469 666 9900 to 9999	486 559 7555 to 7599	506 165 7027 to 0099	614 832 1100 to 2099
469 678 1900 to 1999	486 696 3023 to 3199	506 502 5209 to 5299	615 017 7505 to 7599
469 781 4900 to 4999	488 173 7900 to 7999	506 756 1682 to 1699	617 711 6609 to 6699
469 947 6960 to 6999	488 206 4100 to 4199	506 756 1700 to 1799	617 760 5266 to 5299
470 755 5800 to 5818	488 226 0200 to 0299	506 756 1800 to 1899	617 813 3601 to 3699
471 918 0300 to 0999	488 709 3906 to 3999	506 836 5326 to 5399	618 840 9200 to 9299
471 985 2408 to 2419	488 855 8359 to 8399	508 488 6226 to 6299	619 551 7229 to 7299
472 191 6700 to 6799	489 181 8963 to 8999	508 789 8332 to 8399	619 859 3000 to 3099
472 270 2555 to 2599	489 223 2000 to 2099	508 789 8400 to 8499	620 073 9400 to 9499
472 987 0213 to 0241	489 311 1930 to 1999	510 150 2400 to 2499	621 614 7907 to 7930
472 987 0290 to 0299	489 318 6200 to 6300	510 269 9770 to 9999	621 614 7932 to 7999
473 151 2069 to 2199	489 384 0027 to 0099	600 645 3223 to 3299	621 648 8021 to 8199
473 666 9138 to 9199	489 427 0658 to 0899	601 339 1200 to 1399	621 648 8500 to 8599
473 952 3429 to 3499	489 997 5252 to 5299	601 653 5884 to 5899	621 904 8351 to 8599
474 108 5402 to 5499	490 669 5850 to 6099	601 661 7700 to 7799	621 916 1978 to 1989
474 356 5193 to 5299	490 717 7080 to 7099	601 682 5343 to 5399	622 989 8032 to 8099
474 949 3366 to 3399	490 721 6000 to 6099	601 928 1600 to 1699	623 076 9300 to 9399
475 134 9362 to 9399	490 793 1500 to 2099	602 512 2972 to 2999	623 819 5006 to 5099
475 167 9667 to 9699	490 886 8171 to 8199	602 555 2400 to 2799	623 895 8200 to 8399
475 319 3415 to 3499	490 977 9221 to 9240	602 829 7061 to 7099	623 917 0000 to 0099
475 319 3649 to 3799	491 258 8100 to 9099	603 483 9572 to 9599	623 917 0200 to 0299
475 340 6400 to 6599	491 567 1376 to 1399	603 490 7200 to 7299	624 468 5288 to 5299
475 424 8410 to 8499	492 254 4800 to 4899	603 678 7100 to 7199	624 665 3162 to 3198
475 629 9156 to 9199	492 283 5100 to 5199	603 678 7662 to 7699	625 088 6735 to 6799
475 850 6101 to 6199	492 610 6813 to 6899	603 678 7902 to 7999	625 916 9500 to 9799

625 968 8956	to	8999	644 901 0109	to	1299	662 021 8332	to	8399	686 931 7636	to	7699
627 005 3938	to	3999	644 901 1325	to	1399	662 068 0700	to	0899	687 601 0973	to	0999
627 384 3907	to	4099	644 923 6800	to	7799	662 553 0774	to	0799	687 614 6774	to	6799
627 496 7549	to	7599	644 932 4655	to	4699	663 078 7034	to	7099	688 120 9000	to	9999
627 708 3605	to	3699	645 318 7240	to	7499	663 763 5300	to	5399	688 314 3107	to	3191
627 776 2500	to	2599	645 333 1766	to	1799	663 883 7039	to	7499	690 291 1361 to 1371		
628 226 3100	to	3199	645 790 8632	to	8699	663 938 9200	to	9299	690 788 2877	to	2899
628 814 4702	to	4799	645 821 0657	to	0699	664 253 8000	to	8499	690 893 5344	to	5399
628 851 9689	to	9699	645 930 7948	to	7999	664 656 3055	to	3099	690 893 5512	to	5599
629 510 7200	to	7299	645 975 0737	to	0762	665 174 6400	to	6499	690 904 1300	to	1599
629 964 4200	to	4294	646 242 6200	to	6299	665 274 8208	to	8299	690 941 6000	to	6199
630 389 3056 to 3071			646 270 7639	to	7799	665 669 5400	to	5499	691 313 6383	to	6399
630 463 0588	to	0599	646 798 4000	to	4999	666 132 8226	to	8299	691 313 6600	to	6699
631 459 9117	to	9199	647 048 7035	to	7099	666 696 2209	to	2299	691 582 8003	to	8099
631 762 9325	to	9399	647 049 2900	to	2999	666 696 2309	to	2399	691 664 1800	to	1999
632 217 4933	to	4999	647 398 8300	to	8399	667 032 9300	to	9399	691 664 2400	to	2499
632 500 0000	to	640 3999	647 398 8481	to	8499	667 729 5529	to	5599	692 727 9362	to	9399
633 110 4165	to	4199	647 437 3000	to	4999	668 383 8400	to	8699	692 798 1800	to	1899
633 110 4303	to	4499	647 811 2188	to	2199	670 368 3400 to 3499			693 249 0779	to	0799
633 438 6429	to	6599	648 009 6057	to	6099	670 369 7336	to	7399	693 249 0877	to	1699
633 588 7173	to	7182	648 163 5300	to	5499	670 750 7169	to	7199	693 445 0566	to	0999
634 725 0700	to	0799	648 722 5283	to	5299	671 046 6200	to	6399	693 448 8500	to	8999
634 803 3239	to	3299	648 892 3164	to	3199	671 251 5448	to	5499	693 645 9583	to	9599
634 807 2474	to	2499	649 100 3989	to	3999	671 926 5600	to	5799	693 965 4200	to	4299
634 827 5900	to	5999	649 647 0370	to	0399	672 444 2000	to	2999	695 741 2906	to	2999
634 886 3428	to	3499	649 647 0522	to	0599	672 828 3410	to	3499	695 947 8518	to	8599
635 559 3449	to	3499	649 647 5237	to	5399	673 167 5776	to	5799	696 662 8247	to	8299
636 289 6214	to	6299	649 647 9100	to	9299	675 464 3700	to	3799	697 447 8285	to	8296
636 634 8007	to	8042	649 666 7800	to	8299	675 464 4000	to	4199	698 042 4816	to	4899
637 150 1200	to	1299	650 114 7707 to 7719			676 365 5958	to	5999	698 131 2138	to	2157
637 562 5828	to	5899	650 130 3400	to	3599	676 669 1024	to	1099	698 227 0000	to	0099
638 042 1647	to	1699	650 213 0406	to	0499	677 126 6734	to	6799	700 065 2570 to 2599		
638 049 4984	to	4999	650 555 1749	to	1799	677 333 9979	to	9999	700 065 4800	to	4899
638 318 1115	to	1199	650 564 1900	to	1999	677 466 1088	to	1099	700 190 3350	to	3359
638 318 1453	to	1499	650 627 4212	to	4299	678 071 4500	to	4799	700 228 6048	to	6099
638 885 0000	to	0299	650 736 2043	to	2099	678 096 7531	to	7599	700 650 0452	to	0499
638 903 4362	to	4373	650 739 1540	to	1699	679 909 2578	to	2599	700 666 1323	to	1349
639 415 1929	to	1999	651 741 4415	to	4499	680 112 9565 to 9599			700 786 9106	to	9142
639 415 2019	to	2099	651 882 2800	to	2899	680 244 0903	to	0999	700 859 0744	to	0758
639 420 6200	to	6299	652 754 6317	to	6399	680 412 6046	to	6099	701 028 6780	to	6899
639 469 3517	to	3799	653 131 4945	to	4999	680 761 6800	to	6899	701 213 3900	to	3999
639 605 2143	to	2199	653 426 3300	to	3399	681 677 0540	to	0699	701 267 2000	to	3999
639 657 8600	to	8799	653 455 4874	to	4899	682 070 1029	to	1099	701 335 7312	to	7399
640 289 7500 to 7599			654 238 0000	to	0399	682 956 6280	to	6299	701 369 2005	to	2050
640 289 7700	to	7999	654 404 3065	to	3092	682 956 6490	to	6599	701 499 2260	to	2299
641 170 4420	to	4499	654 962 2900	to	3199	682 956 6700	to	6799	701 503 2247	to	2299
641 318 3133	to	3199	655 103 5081	to	5199	682 965 1178	to	1199	701 541 2271	to	2299
641 378 6500	to	6999	655 523 2600	to	2999	682 965 1201	to	1299	701 553 6557	to	6599
641 383 8739	to	8799	656 305 2448	to	2499	683 118 2389	to	2399	701 578 7460	to	7469
641 877 3187	to	3299	657 347 4438	to	4999	683 378 2000	to	2099	701 578 7475	to	7499
641 877 3310	to	3399	657 710 8100	to	8999	683 378 2117	to	2299	701 601 3457	to	3499
642 355 8094	to	8199	657 780 0985	to	0999	683 415 1200	to	1499	701 605 5913	to	5999
642 355 8308	to	8999	658 586 1400	to	1499	683 444 8159	to	8199	701 695 3982	to	3999
642 900 0018	to	0099	658 877 8000	to	8199	685 154 7780	to	7789	701 695 4148	to	4199
643 030 6254	to	6299	658 880 8000	to	8199	685 297 7645	to	7699	701 695 4227	to	4299
644 066 0882	to	0899	659 398 7300	to	7399	685 623 5264	to	5299	701 708 1741	to	1799
644 069 0600	to	0699	659 706 8113	to	8199	685 650 9487	to	9499	701 736 3966	to	3999
644 077 7506	to	7699	659 846 7837	to	7899	685 669 4200	to	4299	701 772 0870	to	0899
644 085 8157	to	8199	660 510 4100 to 4199			685 757 8452	to	8499	701 838 2800	to	2899
644 112 9839	to	9899	660 673 0400	to	0599	686 071 2694	to	2799	701 941 0600	to	0699
644 373 9083	to	9099	661 488 5000	to	5099	686 176 3333	to	3354	702 171 1603	to	1699
644 380 1460	to	1499	661 609 9100	to	9199	686 372 3200	to	3299	702 195 5109	to	5199
644 733 4715	to	4799	661 716 9420	to	9499	686 644 5879	to	5899	702 254 9300	to	9399
644 900 9712	to	9799	661 906 6522	to	6599	686 899 1371	to	1399	702 264 7569	to	7599

702 519 0513 to 0524	831 815 8240 to 8299	856 752 0200 to 0299	901 291 2789 to 2799
702 713 1800 to 1809	832 525 3810 to 3899	857 111 1352 to 1399	901 525 7122 to 7199
702 821 5730 to 5799	833 159 1884 to 1899	857 279 3450 to 3499	902 089 1253 to 1299
702 821 5805 to 5899	833 456 2567 to 2599	857 843 4000 to 4099	902 198 9769 to 9799
702 844 6975 to 6994	833 566 3015 to 3071	858 124 7644 to 7699	902 948 1269 to 1299
702 846 6331 to 6399	834 130 5200 to 5299	858 756 3111 to 3299	902 985 0833 to 0899
702 848 3900 to 3999	834 316 5444 to 5499	859 063 8200 to 8699	903 370 6934 to 6999
702 857 7302 to 7499	834 354 8747 to 8766	859 190 0600 to 0644	904 600 6523 to 6599
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 3920 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

916 440 3377 to 3399	919 915 2774 to 2787	924 252 1200 to 1299	931 156 1671 to 1699
916 670 6352 to 6399	920 155 4662 to 4687	924 252 1400 to 1499	932 506 6400 to 6599
916 682 5300 to 5399	920 309 9039 to 9199	924 533 0711 to 0799	932 732 1796 to 1799
916 694 1414 to 1499	920 771 5321 to 5399	924 533 2343 to 2399	932 827 9026 to 9099
916 703 0802 to 0821	920 857 5500 to 5899	924 533 2428 to 2499	932 957 2300 to 2399
917 089 0709 to 0799	920 864 3480 to 3499	924 685 1957 to 1999	933 060 6160 to 6189
917 089 0842 to 0899	920 963 4567 to 4599	924 946 6300 to 6699	933 387 2541 to 2561
917 216 2928 to 2999	921 333 7400 to 7499	925 333 5900 to 6099	933 760 3609 to 4199
917 370 6300 to 6499	921 477 3762 to 3799	925 336 2300 to 2399	933 894 0928 to 0999
917 486 4900 to 4999	922 278 1048 to 1399	926 432 5907 to 5999	934 018 2729 to 2741
918 460 0602 to 0699	922 280 2019 to 2099	926 436 3600 to 3699	934 180 0300 to 0399
918 951 7231 to 7299	922 280 2233 to 2299	927 765 6257 to 6299	934 236 3954 to 3999
919 519 2786 to 2799	922 773 0459 to 0499	928 197 8100 to 8199	934 622 8717 to 8999
919 536 0770 to 0799	923 032 7000 to 7399	928 197 8283 to 8299	935 216 0312 to 0399
919 814 3095 to 3199	923 045 3630 to 3699	928 856 2059 to 2068	935 843 2202 to 2247
919 889 5110 to 5134	923 484 3600 to 3699	930 219 1722 to 1799	936 024 8889 to 8899
919 889 5137 to 5176	923 493 9403 to 9599	930 335 7810 to 7819	936 339 4455 to 4499
919 889 5178 to 5199	923 493 9681 to 9699	931 097 9259 to 9299	
919 889 5030 to 5070	923 604 4424 to 4499	931 156 1502 to 1579	
919 889 5090 to 5099	923 810 7800 to 8299	931 156 1600 to 1625	

— Criminal Investigations Group, Postal Inspection Service, 4-3-14

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, 4-3-14

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, 4-3-14

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, 4-3-14

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, 4-3-14

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 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 09798	Close	04/03/2014	
APO AA 34044	Open	04/03/2014	A-A1-A2-B-D-F-M-N-O-R-R1-V-V1-Z-Z1
FPO AP 96631	Open	04/03/2014	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V

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

APO/FPO/DPO Table

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09002	A1-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	09226	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	09227	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	09245	A1-A2-B-C-D-E-H-M-R-U
09005	A1-A2-B-C-D-E-H-M-P-R-U	09059	A1-A2-B-C-D-E-H-M-R-U	09131	A1-A2-B-C-D-E-H-M-R-U	09250	A1-A2-B-C-D-E-H-M-R-U
09006	A1-A2-B-C-D-E-H-M-R-U	09060	A1-A2-B-C-D-E-F1-H-M-R-U	09136	A1-A2-B-C-D-E-F1-H-M-P-R	09261	A1-A2-B-C-D-E-F1-H-M-R-U-V
09009	A1-A2-B-C-D-E-H-M-R-U	09067	A1-A2-B-C-D-E-H-M-R-U	09138	A1-A2-B-C-D-H-M-R-U	09263	A1-A2-B-C-D-E-H-M-R-U
09011	A1-A2-B-C-D-E-H-M-R-U	09068	A1-A2-B-C-D-E-H-U-Z1	09139	A1-A2-B-C-D-E-H-M-R-U	09264	A1-A2-B-C-D-E-H-M-R-U
09012	A1-A2-B-C-D-E-H-M-R-U	09069	A-A1-A2-B-C-D-E-H-N-U-V	09140	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
09013	A1-A2-B-C-D-E-F-F1-H-M-R-U-Z1	09075	A1-A2-B-C-D-E-H-M-R-U	09142	A1-A2-B-C-D-E-H-M-R-U	09302	
09014	A1-A2-B-C-D-E-H-M-R-U	09079	A1-A2-B-C-D-E-H-M-R-U	09143	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	09090	A1-A2-B-C-D-E-H-M-P-R-U	09154	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	09094	A1-A2-B-C-D-H-M-P-R-U	09172	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	09095	A1-A2-B-C-D-E-H-M-R-U	09173	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	09096	A1-A2-B-C-D-E-H-M-R-U	09177	A1-A2-B-C-D-E-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	09103	A1-A2-B-C-D-E-H-U	09180	A1-A2-B-C-D-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	09104	A1-A2-B-C-D-H-M-R-U	09186	A1-A2-B-C-D-E-H-M-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	09107	A1-A2-B-C-D-E-H-M-R-U	09211	A1-A2-B-C-D-E-H-M-P-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	09112	A1-A2-B-C-D-E-H-M-R-U	09213	A1-A2-B-C-D-F-F1-H-L-M-N-R-U	09328	A-A1-A2-B-C1-E2-F-H1-R-R1-V-Z1
		09114	A1-A2-B-C-D-E-H-M-R-U	09214	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	09494	A1-A2-B-C-C1-M-R-U	09607	A-A1-A2-B-C-F-F1-M-R-R1-U-U3-V-W	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	09496	A1-A2-B-C-C1-R-U-V	09608	A1-A2-B-C-F-N-U-V	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	09498	A1-A2-B-C-C1-F-F1-F2-J-L-N-R-R1-T-V-Z1	09609	A1-A2-B-C-F-U	09724	A1-A2-B-C-C1-F1-M-R-R1-U
09343	A-A1-A2-B-C1-F-M-N-V-Z1	09501	A1-A2-B-V	09610	A1-A2-B-C-F-F1-M-R-U-V	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	09502	A1-A2-B-V	09613	A1-A2-B-C-F-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	09504	A1-A2-B-V	09617	A1-A2-B-C-F-U	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	09505	A1-A2-B-V	09618	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	09506	A1-A2-B-V	09620	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	09507	A1-A2-B-V	09621	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	09510	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09622	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	09513	A1-A2-B-F-F1-R-R1-V	09623	A1-A2-B-C-F-U	09732	A1-A2-B-N-V-Z1
09360	A1-A2-B-V	09517	A1-A2-B-F-F1-R-R1-V	09624	A1-A2-B-C-F-N-U	09733	A1-A2-B-N-V
09363	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09520	A1-A2-B-F-F1-R-R1-V	09625	A1-A2-B-C-F-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	09522	A1-A2-B-V	09626	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	09524	A1-A2-B-F-F1-R-R1-V	09627	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	09532	A1-A2-B-F-F1-R-R1-V	09630	A1-A2-B-C-F-U-V	09737	A-A1-A2-B-B2-C-C1-F-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	09534	A1-A2-B-F-F1-R-R1-V	09631	A1-A2-B-C-F-U	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	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	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	09554	A1-A2-B-F-F1-R-R1-V	09636	A1-A2-B-C-F-U	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	09556	A1-A2-B-F-F1-R-R1-V	09642	A1-A2-B-M-N-R-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	09564	A1-A2-B-F-F1-R-R1-V	09643	A1-A2-B-M-R-U-V	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	09565	A1-A2-B-F-F1-R-R1-V	09645	A1-A2-B-C-F-F1-U	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	09566	A1-A2-B-F-F1-R-R1-V	09647	A1-A2-B-N-R-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	09567	A1-A2-B-F-F1-R-R1-V	09648	A1-A2-B-N-U-V-Z1	09747	A1-A2-B-F-J-N-U-V-Z1
09397	A-A1-A2-B-C1-E2-F-F1-H1-M-N-R-R1-T-V-Z-Z1	09568	A1-A2-B-V	09649	A1-A2-B-N-U-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	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	09749	A-A1-A2-B-F-H-N-U-V-Z1
09421	A1-A2-B-C-C1-M-R-U	09570	A1-A2-B-F-F1-R-R1-V	09702	A1-A2-B-C-C1-F1-M-R-R1-U	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	09573	A1-A2-B-F-F1-R-R1-V	09703	A1-A2-B-C-F1-H-U	09751	A1-A2-B-C-D-E-H-M-R-U
09454	A1-A2-B-C-C1-M-R-U-V	09574	A1-A2-B-F-F1-R-R1-V	09704	A1-A2-B-C-O-V-V1	09752	A1-A2-B-C-D-H-U
09459	A1-A2-B-C-C1-M-R-U	09575	A1-A2-B-F-F1-R-R1-V	09705	A1-A2-B-U		
09461	A1-A2-B-C-C1-M-P-R-U	09576	A1-A2-B-F-F1-R-R1-V	09706	A1-A2-B-C-N-R-U-V		
09463	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		
09464	A1-A2-B-C-C1-R-U	09578	A1-A2-B-F-F1-R-R1-V	09708	A1-A2-B		
09468	A1-A2-B-C-C1-M-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		
09469	A1-A2-B-C-C1-R-U	09581	A1-A2-B-F-F1-R-R1-V	09711	A1-A2-B-F1-N-R-Z1		
09470	A1-A2-B-C-C1-M-R-U	09582	A1-A2-B-F-F1-R-R1-V	09712	A-A1-A2-B-F-H-N-U-V-Z1		
		09586	A1-A2-B-F-F1-R-R1-V	09713	A1-A2-B-C-F1-R		
		09587	A1-A2-B-F-F1-R-R1-V	09714	A1-A2-B-C-C1-F1-M-R-R1-U		
		09588	A1-A2-B-V	09715	A1-A2-B-F1-L-M-N-R-T-V		
		09589	A1-A2-B-V	09716	A1-A2-B-C-F-F1-L-M-N-R-V		
		09590	A1-A2-B-V	09717	A-A1-A2-B-M-R-V-W		
		09591	A1-A2-B-F-F1-R-R1-V	09718	A1-A2-B-F-F1-L-M-N-R-T-U-V		
		09593	A1-A2-B-V	09719	A1-A2-B-C-D-M-R-U-V		
		09594	A1-A2-B-V	09720	A1-A2-B-M-R-U-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				
		09606	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
09759	A-A1-A2-B-B2-C-C1-E2-F-F1-F2-J-L-N-R-R1-T-V-Z1	09829	A1-A2-B-C-N-R-V-Z1	34007	A-A1-A2-B-C1-F-F1-M-N-R-R1-V-Z1	96203	A-A1-A2-B
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	96204	A-A1-A2-B
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	96205	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	96206	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	96207	A-A1-A2-B-V
09801	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09834	A1-A2-B-E2-E3-F-F1-R1-U-V-Z1	34022	A1-A2-B-D-F-F1-J-L-M-N-T-V-Z1	96209	A-A1-A2-B-F-F1-J-L-N-T-U
09802	A-A1-A2-B-F-R-V-Z1	09835	A-A1-A2-B-N-V-Z1	34023	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96213	A-A1-A2-B-U
09803	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-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	96214	A-A1-A2-B-U
09804	A-A1-A2-B-F-F1-N-R-V-Z1	09837	A1-A2-B-E2-E3-V-Z1	34025	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96218	A-A1-A2-B-U
09805	A-A2-B-E2-E3-F-F1-R1-V-Z1	09838	A1-A2-B-E2-E3-U-V-Z1	34030	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96224	A-A1-A2-B-U
09806	A-A1-A2-B-C1-E2-F-F1-H1-L-M-N-R-R1-T-V-Z1	09839	A-A1-A2-B-U-V-Z1	34031	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96257	A-A1-A2-B-U
09807	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09840	A-A1-A2-B-E2-E3-V-Z1	34032	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96258	A-A1-A2-B-U
09809	A1-A2-B-F-F1-L-N-T-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	96260	A-A1-A2-B-U
09810	A-A1-A2-B-F-F1-N-R-V-Z1	09842	A-A1-A2-B-M-N-R-Z1	34034	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96264	A-A1-A2-B-U
09811	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-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	96266	A-A1-A2-B-U
09812	A1-A2-B-E2-E3-F-F1-L-N-R-T-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	96267	A-A1-A2-B-U-V
09813	A-A1-A2-B-B2-C1-E2-E3-F-F1-J-L-N-R-R1-T-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	96269	A-A1-A2-B-U-Z1
09814	A1-A2-B-E2-E3-F-F1-L-N-R-T-U-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	96271	A-A1-A2-B-U
09816	A-A1-A2-B-B2-C-C1-E2-E3-F-F1-J-L-N-R-R1-T-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	96275	A-A1-A2-B-V
09817	A-A1-A2-B-B2-C1-E2-E3-F-F1-H-H1-J-L-M-N-R-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	96276	A-A1-A2-B
09818	A-A1-A2-B-C-F-M-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	96278	A-A1-A2-B-U
09820	A-A1-A2-B-B2-F-F1-H-H1-J-L-M-N-R-R1-T-V-Z1	09859	A1-A2-B-C1-E2-E3-F-F1-H1-R-R1-V-Z1	34043	A1-A2-B-C-F-F1-H-I-L-M-N-T-V-Z1	96283	A-A1-A2-B-U
09821	A-A1-A2-B-F-N-R-V-Z1	09861	A-A1-A2-B-F-F1-N-O-R-R1-Z-Z1	34044	A-A1-A2-B-D-F-M-N-O-R-R1-V-V1-Z-Z1	96284	A-A1-A2-B-U-V
09822	A-A1-A2-B-F-R-V-Z1	09865	A-A1-A2-B-V-Z1	34055	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
09823	A-A1-A2-B-F-F1-L-N-R-T-V-Z1	09866	A-A1-A2-B-N-U-V-Z1	34058	A1-A2-B-F-F1-R-R1-V-Z1	96306	A1-A2-B-F-F1-F2-H-M-W-Z1
09824	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	34060	A1-A2-B-B2-C1-E2-F-F1-J-L-N-R-R1-T-V-Z1	96309	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	09873	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	96310	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	09874	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	96319	A1-A2-B-M-W
09827	A-A1-A2-B-F-F1-L-N-R-T-V-Z1	09875	A-A1-A2-B-C1-E2-F-F1-H1-I-L-M-N-R-R1-T-U-U4-V-Z1	34091	A1-A2-B-F-F1-R-R1-V	96321	A1-A2-B-F-F1-F2-H-M-W-Z1
09828	A-A1-A2-B-F-F1-J-L-N-T-V-Z1	09880	A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U-V-Z1	34092	A1-A2-B-F-F1-R-R1-V	96322	A1-A2-B-F-F1-F2-H-M-W-Z1
		09889	A1-A2-B-E2-F-H1-N-R-R1-U2-V-Z1	34093	A1-A2-B-F-F1-R-R1-V	96323	A1-A2-B-M-V-W
		09898	A1-A2-B-E2-F-H1-N-R-R1-U2-V-Z1	34094	A1-A2-B-F-F1-R-R1-V	96326	A1-A2-B-M-W
		34002	A1-A2-B-F-F1-J-L-N-T-U-Z1	34098	A1-A2-B-V	96328	A1-A2-B-M-W
		34004	A1-A2-B-F-F1-J-L-N-T-V	34099	A1-A2-B-V	96330	A1-A2-B-M-W
				96201	A-A1-A2-B	96336	A1-A2-B-M-V-W
				96202	A-A1-A2-B-U	96337	A1-A2-B-M-W
						96338	A1-A2-B-M-W
						96339	A1-A2-B-M-V-W
						96343	A1-A2-B-M-W
						96346	A1-A2-B-F-F1-F2-H-M-V-W-Z1
						96347	A1-A2-B-F-F1-F2-H-M-W-Z1
						96348	A1-A2-B-F-F1-F2-H-M-W-Z1
						96349	A1-A2-B-F-F1-F2-H-M-W-Z1
						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

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
96365	A1-A2-B-M-V-W	96511	A1-A2-B-I-N-V	96557	A1-A2-B-F-M-V	96629	A1-A2-B-F-F1-R-R1-V
96367	A1-A2-B-L-M-W	96515	A1-A2-B-D-F-U3	96562	A-A1-A2-B-B2-C-C1-D- E2-E3-F-F1-H-H1-I-L- M-N-R-T-V-Z-Z1	96631	A-A1-A2-B-C1-E2-F- H1-M-R-R1-V
96368	A1-A2-B-M-W	96516	A1-A2-B-D-F-Z1			96643	A1-A2-B-F-F1-R-R1-V
96370	A1-A2-B-F-F1-F2-H-M- W-Z1	96517	A1-A2-B-F-U3-V-Z1	96577	A-A1-A2-B-F-H-M-N-U	96650	A1-A2-B-F-F1-R-R1-V
96372	A1-A2-B-M-W	96520	A1-A2-B-F-N-U3-V	96578	A1-A2-B-B2-F1-H-J-N- R	96657	A1-A2-B-F-F1-R-R1-V
96373	A1-A2-B-M-W	96521	A1-A2-B-F-F1-L-N-T-U3	96595	A1-A2-B-F-U3-V-Z1	96660	A1-A2-B-F-F1-R-R1-V
96374	A1-A2-B-M-W	96522	A1-A2-B-F-N-U-Z1	96598	A1-A2-B-N-O-V-V1	96661	A1-A2-B-F-F1-R-R1-V
96375	A1-A2-B-M-W	96530	A-A1-A2-B-F-F1-H-H1- L-M-N-T-U-V	96599	A1-A2-B-N-V	96662	A1-A2-B-F-F1-R-R1-V
96376	A1-A2-B-M-W	96531	A-A1-A2-B-F-F1-H-M- N-U-V	96601	A1-A2-B-V	96663	A1-A2-B-F-F1-R-R1-V
96377	A1-A2-B-M-W			96602	A1-A2-B-V	96664	A1-A2-B-V
96378	A1-A2-B-M-W	96532	A-A1-A2-B-F-F1-H-J-L- M-N-T-U-V	96603	A1-A2-B-V	96665	A1-A2-B-V
96379	A1-A2-B-M-W			96604	A1-A2-B-V	96666	A1-A2-B-V
96380	A1-A2-B-M-W	96534	A-A1-A2-B-F-U-Z1	96605	A1-A2-B-V	96667	A1-A2-B-F-F1-R-R1-V
96382	A1-A2-B-M-W	96535	A-A1-A2-B-F-F1-L-N-T- V	96606	A1-A2-B-V	96668	A1-A2-B-F-F1-R-R1-V
96384	A1-A2-B-M-W			96607	A1-A2-B-V	96669	A1-A2-B-F-F1-R-R1-V
96385	A1-A2-B-M-W	96537	A1-A2-B-V-Z1	96608	A1-A2-B-V	96670	A1-A2-B-V
96386	A1-A2-B-M-W	96538	A1-A2-B-V-Z1	96609	A1-A2-B-V	96671	A1-A2-B-F-F1-R-R1-V
96387	A1-A2-B-M-W	96540	A1-A2-B-V-Z1	96610	A1-A2-B-V	96672	A1-A2-B-F-F1-R-R1-V
96388	A1-A2-B-M-W	96541	A1-A2-B-V	96611	A1-A2-B-V	96673	A1-A2-B-V
96389	A1-A2-B-M-W	96542	A1-A2-B-V-Z1	96615	A1-A2-B-F-F1-R-R1-V	96674	A1-A2-B-F-F1-R-R1-V
96401	A1-A2-B-F-N-O-V-V1- Z1	96543	A1-A2-B-P-V-Z1	96616	A1-A2-B-F-F1-R-R1-V	96675	A1-A2-B-F-F1-R-R1-V
		96544	A1-A2-B-V	96617	A1-A2-B-F-F1-R-R1-V	96677	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	96619	A1-A2-B-V	96678	A1-A2-B-F-F1-R-R1-V
		96548	A-A1-A2-B-H-M-U	96620	A1-A2-B-F-F1-R-R1-V	96679	A1-A2-B-F-F1-R-R1-V
96447	A1-A2-B-F-N-U3-V-V1	96549	A-A1-A2-B-H-M-N-U	96621	A1-A2-B-V	96681	A1-A2-B-V
96501	A-A1-A2-B-N-V	96550	A-A1-A2-B-H-M-U-V-Z1	96622	A1-A2-B-F-F1-R-R1-V	96682	A1-A2-B-V
96502	A1-A2-B-F-N-U3-V-Z1	96551	A-A1-A2-B-F-F1-H-L-M- N-T-U	96624	A1-A2-B-F-F1-R-R1-V	96683	A1-A2-B-V
96503	A1-A2-B-F-N-U3-V	96552	A1-A2-B-Z1	96628	A1-A2-B-F-F1-R-R1-V	96686	A1-A2-B-V
96507	A-A1-A2-B-F-F1-H-L-N- T-V	96553	A-A1-A2-B-F-F1-H-M-U			96698	A1-A2-B-V
96510	A1-A2-B-I-N-V	96554	A-A1-A2-B-F-F1-H-L-M- N-T-U				
		96555	A1-A2-B-F-M-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.

March 2014

Have You Seen Any of These Missing Children?

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



Name: Lineyth Garcia
Born: 12-5-96
Date Missing: 2-7-14
Missing From: Escondido, CA



Name: Robert Huston
Born: 5-2-96
Date Missing: 2-13-14
Missing From: Sacramento, CA



Name: Hunter Jelen
Born: 4-3-13
Date Missing: 12-21-13
Missing From: Miami, FL



Name: Mason Jelen
Born: 10-26-10
Date Missing: 12-21-13
Missing From: Miami, FL



Name: Cortez Mitchell
Born: 2-2-97
Date Missing: 12-20-13
Missing From: Jacksonville, FL

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

Missing Children Poster Display Instructions

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

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

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

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

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

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

March 2014

Have You Seen Any of These Missing Children?

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



Name: Angelica Novoa
Born: 7-1-98
Date Missing: 1-18-14
Missing From: Robbins, IL



Name: Quovideos Pierson
Born: 8-30-97
Date Missing: 1-16-14
Missing From: Quincy, IL



Name: Elizabeth Romero
Born: 4-12-99
Date Missing: 12-4-13
Missing From: Kennewick, WA



Name: Jay Schad
Born: 7-9-96
Date Missing: 2-10-14
Missing From: Panama City, FL



Name: Kiano Serrano
Born: 3-30-99
Date Missing: 2-13-14
Missing From: Country Lakes, FL

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

Missing Children Poster Display Instructions

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

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

ELM Revision: Organizational Structure Policies and Job Evaluation Processes (continued)

Exhibit 212.2 (page 1 of 2) PS Form 820, Ranking of Position Request



Ranking of Position Request

A. Position to Be Ranked

Name of Office or Organization	This section to be completed by the Approving Officer	
	Title	Occupation Code
Suggested Title of Position	Position Identification	Level
Recommended Salary Level (<i>From Part D</i>)	Key Position Reference	Craft
Date Submitted	Signature of Approving Official	Date Approved (<i>DD/MM/YYYY</i>)
Reason for This Request		

B. Position Description (Attach continuation sheet if necessary)

1. Basic Functions

2. Duties and Responsibilities

3. Organizational Relationships

Exhibit 212.2 (page 2 of 2) PS Form 820, Ranking of Position Request

C. Evaluation

Instructions: For comparative purposes, select an existing ranked position in the organization that is functionally related to the position being evaluated. If no such position exists, select from a functional area the existing ranked position that is most comparable in terms of duties, responsibilities, and work requirements.

1. Title of Comparison Position

2. Key or Standard Position Number Assigned to Comparison Position

3. Level of Comparison Position

4. Comparative Analysis (In the table below, compare the position for which a ranking is requested to the comparison position by entering a check in the appropriate column for each component.)

Descriptive Comparison (Components of New Position)	Rank in Relation to Comparison Position				
	Substantially Below	Below	Approximately the Same	Above	Substantially Above
Difficulty of Work					
Responsibility Exercised					
Scope and Variety of Tasks					
Conditions of Performance, Including Physical Requirements or Hazards					
Skill or Knowledge Requirements					
Experience Requirements					
Public Relations Requirements					

5. Specify any other considerations or unusual conditions that may have a bearing on the salary level of the position for which the ranking is required.

D. Recommendation

On the basis of the analysis completed in Part C, I recommend that this position be placed in Level _____

Signature of Authorized Official

Date (MM/DD/YYYY)

E. Review

If you object to any phase of the assignment: (a) notify the installation heads of the nonauthorized features; and (b) caution them concerning permission to perform the duties. In your notification, do not designate any task by level.

Signature of Reviewing Official

Date (MM/DD/YYYY)

212.3 Initiating Offices

Initiating offices (e.g., Post Offices™, districts, processing and distribution centers or facilities, areas, and Headquarters units):

- a. Rank authorized bargaining unit positions within their organizations.
- b. Prepare requests to rank bargaining unit positions that cannot be matched to either key or standard job descriptions within their organizations.
- c. Prepare RFRs for nonbargaining unit positions.

212.4 District Offices

District offices:

- a. Match RFRs to existing job descriptions.
- b. Provide comments and input on RFR requests submitted to the area office for review.

212.5 Reviewing Offices

Each reviewing office reviews RFRs and processes them as follows:

- a. If the reviewing office concurs, it submits the recommendations as to the validity of a request to the next review level.
- b. If the reviewing office does not concur, it returns the request to the requesting official, explaining the reasons for denial.

Management levels of review are defined as follows:

Initiating or Reviewing Office	Level of Review
Post Office/Plant	District
District	Area
Area	Organizational Effectiveness
Headquarters unit	Organizational Effectiveness

213 Job Descriptions**213.1 Maintenance****213.11 Organizational Effectiveness**

Organizational Effectiveness maintains a master file of all job descriptions for bargaining unit and nonbargaining unit positions throughout the Postal Service.

213.12 Field

Management officials and support administrative staff in Post Offices and districts can access job descriptions through an electronic database named Job Description (JD) Online or JD Online.

213.2 Access to Job Descriptions

All employees are entitled access to job descriptions for the jobs they currently hold or for which they apply. Installation heads must take the steps necessary to ensure that job descriptions are available to employees.

220 Nonbargaining Unit Positions**221 Job Descriptions**

Organizational Effectiveness develops and maintains job descriptions, the basic documents used to describe and evaluate all nonbargaining unit positions. A job description includes information that describes the functional purpose of the position, the essential duties and responsibilities, and the organizational reporting relationship. Information concerning the knowledge, abilities, and skills required to perform the duties and tasks of a position are contained in the position's qualification standards.

222 Requesting a Job Evaluation Review**222.1 Background Information****222.11 Conditions**

Employees or managers must initiate a RFR if they believe that:

- a. A major aspect of a job's duties and responsibilities has changed; or
- b. A major duty has been added that was not considered in the initial job evaluation review.

222.12 Employee-Management Differences

The job evaluation review process is not to be used to resolve disputes between managers and employees over job requirements. A review may be requested if management concurs with an employee that the work performed is not incorporated into the existing job description or job requirements.

222.13 Change in FLSA-Exempt Status

Employees or managers must initiate an RFR if there is reason to believe that a position previously classified as FLSA-exempt no longer qualifies for that status. The request for review is sent to the area Human Resources manager and the Law Department. An FLSA-exempt status may change for any of the following reasons:

- a. The work performed by the employee is not consistent with the work requirements set out in the job description.
- b. Management determines that the job description's work requirements no longer fulfill operational requirements and wants the employee to perform other work.
- c. The position is executive exempt (manager or supervisor) and the manager or supervisor does not supervise two or more career or noncareer employees who collectively work 80 or more hours per week regularly. The 80 or more hours per week includes actual work hours, not other paid hours.

222.2 Documentation Requirements

222.21 Preparing a Request for Review

The incumbent or manager prepares a narrative RFR stating the differences between the content of the employee's assigned position and the actual duties and responsibilities of the position.

222.22 Action at Management Review Levels

Reviewing managers will:

- a. Ensure that each RFR is accurate and properly stated.
- b. Determine whether the job description assigned to the employee is consistent with the actual duties and responsibilities of the position.
- c. Provide a written evaluation that either supports or refutes the RFR. An RFR that does not include a recommendation — either positive or negative — may be returned.
- d. Forward the RFR through normal management channels to:
 1. The appropriate district office; or
 2. For area or Headquarters jobs, Organizational Effectiveness, Employee Resource Management.

222.3 Action by Districts

District Human Resources managers analyze the RFR and take one of the following courses of action:

- a. Deny the request and prepare a memorandum stating the reasons.
- b. Forward the request, with comments and a summary of the analysis, to the area Human Resources manager for review.

222.4 Action by Areas

Area Human Resources managers analyze the RFR and take one of the following courses of action:

- a. Deny the request and prepare a memorandum stating the reasons.
- b. Forward the request, with comments and a summary of the analysis, to Organizational Effectiveness for review.

222.5 Action by Organizational Effectiveness

For a position that may need nationwide review and for any area or Headquarters position, Organizational Effectiveness analyzes the RFR and takes one of the following courses of action:

- a. Denies the request and prepares a memorandum stating the reasons.
- b. Approves the request and takes one of the following courses of action:
 1. Revises an existing job description to include the duties and responsibilities resulting from the anal-

ysis and makes any necessary changes to the qualification standards.

2. Develops a new job description that reflects the duties and responsibilities resulting from the analysis and makes any necessary changes to the qualification standards.
3. Sends an approval memorandum to the initiating employee or manager.

230 Bargaining Unit Positions Covered by a National Agreement

231 Job Descriptions

PS Form 820, *Ranking of Position Request*, (see Exhibit 212.2), is the basic document used to describe and evaluate or rank bargaining unit jobs covered by a collective bargaining unit agreement, and generates the following two types of job descriptions:

- a. Key positions (KPs). Used as benchmarks, or models, in the creation of standard positions, KPs are ranked to clearly reflect level distinctions. KPs use general terms to describe the duties and responsibilities of more than one employee.
- b. Standard positions (SPs). Although SPs are described in more specific terms than KPs, they also use general terms to describe the duties and responsibilities of more than one employee.

The purpose of a job description is to describe three components of a position:

- a. Primary assignment or basic function,
- b. Tasks and duties involved in carrying out the primary assignment, and
- c. Organizational relationship.

These components constitute the basis for comparing a position with key positions and for aligning it with other positions in the Postal Service.

Note: The job description terminology used in 231 is based on existing regulations.

232 Using PS Form 820

232.1 Background

232.11 Purpose

PS Form 820 is used to establish and review rankings of bargaining unit positions in the field and in certain area and Headquarters units. It serves to document requests for a new position or for changes to an existing one. In most cases, this form is not required because of the number of positions already in existence to which work can be matched.

232.12 Conditions

If a position's duties and responsibilities change or a new position is needed, the Installation Head, functional man-

ager, or designee must complete a PS Form 820 with assistance from Organizational Effectiveness.

Exception: If a position changes as a result of a national review of bargaining unit positions, Organizational Effectiveness completes the form.

232.2 Documentation Requirements

232.21 Preparing PS Form 820

Installation heads enter the following information on the form:

- a. Position to Be Ranked:
 1. *Name of Office or Organization.* Enter the name of the Post Office or other Postal Service installation where the position exists.
 2. *Suggested Title of Position.* Enter the title proposed for the position to be ranked.
 3. *Recommended Salary Level.* Enter the level from Part D on page 2.
 4. *Date Submitted.* Enter the date on which the PS Form 820 is submitted.
 5. *Reason for This Request.* Enter the reason for submitting the PS Form 820.
 - b. Job Description:
 1. *Basic Functions* (Item B.1). Describe the position's basic function in a concise statement that explains the position's primary purpose. For example, "Makes general repairs on a variety of postal and building equipment on a tour when no other mechanics are present; performs clerical tasks related to the scheduling, control, and reporting of plant maintenance activities." Do not attempt to describe the specific tasks associated with the position in Item B1; this information goes in Item C.
 2. *Duties and Responsibilities* (Item B.2). Enter the individual tasks performed in carrying out the basic function:
 - a. Explain the tasks in detail sufficient to provide a clear understanding of the work, referring to the evaluation factors given in Part C. These include trade fields in which the work is performed, type of equipment worked on, commonly used hand and power tools, and nature and extent of repairs. Describe work conditions such as "in and around moving machinery," "bench work," or "outside work."
 - b. Explain responsibilities in terms of decisions. For example, "removes needed equipment from service for repair," or "requests additional mechanical or supervisory assistance."
 - c. Note skills, knowledge, and/or experience necessary to accomplish the basic function efficiently, especially where the task description does not make these qualities readily apparent. Avoid listing an incumbent's or applicant's specific qualities, unless those qualities are clearly essential to the position.
 - d. Note the duties and responsibilities assigned to the position that are beyond the scope of the basic function. Estimate the percentage of time devoted to the separate tasks. Also note tasks performed at intervals other than daily (e.g., quarterly, semiannually, annually).
 - e. If the position is composed of a combination of tasks requiring materially different skills and knowledge, estimate the percentage of time to be devoted to each area.
 - f. Avoid ambiguous terms like assists or processes. If such a term is used, specify the work tasks attached to that position feature.
3. *Organizational Relationships* (Item B.3). Give the title and grade of the position's immediate supervisor, and:
 - a. If the immediate supervisor works a different tour than the incumbent, give the supervisor's tour time.
 - b. If the supervisor works in a different building, make a notation.
 - c. Explain the nature and extent of:
 - i. Instructions given to the incumbent before, during, and after task performance.
 - ii. Available guidelines and procedures directly applicable to the work.
 - iii. Review of the finished work.
 - d. If more than one supervisor in the chain of command reviews finished work, make a notation.
- c. Evaluation:
 1. When choosing a position for comparison in item C.1, select a ranked position in the installation closely related in function to the position under analysis. If no closely related position exists, select one with similar work processes or other characteristics.
 2. Complete items C.2 and C.3.
 3. Rank factors in comparative, not absolute terms. For example, if neither position involves contact with the public, check "Public Relations Requirements" in item C.4 as "Approximately the Same." Comparison reflects the evaluator's best judgment.

ment, based on knowledge of both the comparison position and the position under review.

4. Complete item C.5, as applicable.

- d. Recommendation: After completing Part C, recommend a position level (grade level), then sign and date the entry.

232.22 Action at Management Review Levels

Reviewing managers review the initiating office's recommendations and take one of the following actions:

- a. If they do not concur with the initiating office's recommendations, they return the unsigned PS Form 820 with a memorandum explaining reasons for disapproval.
- b. If they concur with the initiating office's recommendations, they forward the request to the next higher management level for review, as appropriate.

232.3 Action by Districts

District Human Resources managers take one of the following courses of action:

- a. If the job can be matched to an existing key or standard position, they forward the PS Form 820 signed and dated, to the area Human Resources manager for review.
- b. If the job cannot be matched to an existing key or standard position, they forward the PS Form 820 with Part C left blank to the area Human Resources manager for review.

232.4 Action by Areas

Area Human Resources managers take one of the following courses of action:

- a. If they do not concur with the district's conclusions, the manager returns the PS Form 820 to the initiating office, along with a memorandum stating the reasons for nonconcurrency, and sends a copy of PS Form 820 to the district Human Resources manager.
- b. If they concur with the district's conclusions, the manager forwards the PS Form 820 to Organizational Effectiveness for review.

232.5 Action by Organizational Effectiveness

Organizational Effectiveness (OE) takes one of the following courses of action:

- a. If OE does not concur with the area's conclusions, it returns the PS Form 820 to the area with a memorandum stating the reasons for nonconcurrency.
- b. If OE concurs, it takes the following steps:
 1. Evaluates the job against an existing key or standard position, then either:
 - a. Revises an existing standard position; or
 - b. Establishes a new standard position.

2. After completing the job evaluation, OE forwards the new or revised job description to Labor Relations for review, craft determination, and any further action required under terms of the applicable national agreement.
3. After final approval, OE sends a formal response to the area Human Resources manager that includes steps for implementation.

233 Evaluating Bargaining Unit Positions

233.1 Purpose

Evaluating bargaining unit positions consists of establishing a clear understanding of the duties, responsibilities, and work requirements of a position. Careful description of the position ensures that employees receive equal pay for substantively equal work.

233.2 Basis for Position Evaluation

The comparison of a position's duties, responsibilities, and work requirements to key job descriptions serves as the only basis for evaluation.

- a. The following factors determine final ranking:
 1. Difficulty of the work to be performed.
 2. Degree of responsibility to be exercised.
 3. Scope and variety of tasks involved.
 4. Conditions under which the work is performed.
- b. The following factors do not affect the final ranking:
 1. The incumbent's knowledge, skills, abilities, or previous position title.
 2. Designation of the hiring list or the maintenance craft's internal promotion eligibility register or preferred assignment register (as applicable) from which the employee will be selected.

233.3 Criteria for Evaluating Mixed Assignments

The criteria for evaluating mixed assignments are as follows:

- a. *Regularly scheduled to two bargaining unit positions on a daily basis.* When a full-time employee is scheduled every workday to perform the work of two separately defined bargaining unit positions in two different grades, the employee is placed in the position of the higher grade. The duties of the lower grade position, while included in the work assignment, represent extra duties in relation to the official position and do not affect the pay grade of the employee.
- b. *Regularly scheduled on intermittent days in two bargaining unit positions.* When a full-time employee is regularly scheduled on intermittent workdays to per-

form the work of two separate bargaining unit positions in different grades, the employee is placed in the position in which more than 50 percent of the time is spent. If the time is equally divided, the employee is placed in the higher grade position.

- c. *Regularly scheduled on intermittent days to more than two bargaining unit positions.* When a full-time employee is scheduled on intermittent days to perform the work of more than two bargaining unit positions in different grades, and less than 50 percent of the time is spent in a single position, the total work assignment of the employee is separately defined as a position and ranked in an appropriate grade.
- d. *Regularly scheduled to perform work in two or more bargaining unit positions in the same grade.* When a full-time employee is regularly scheduled to perform the work of two or more bargaining unit positions in the same pay grade, the employee is assigned to the position in which more than 50 percent of the time is spent. If the work is evenly divided between two positions, or if less than 50 percent of the time is spent in a single position, the work assignment of the employee is separately defined and an appropriate title is assigned.

234 Appeals

Employees with positions covered by a collective bargaining agreement may grieve the salary level, title, or identification of their positions through the agreement’s grievance-arbitration procedures.

240 Other Bargaining Unit Positions

To establish or change bargaining unit positions that are not covered by a particular collective bargaining unit agreement, this requires submission of a narrative request or PS Form 820. Employees should direct questions regarding these position evaluations to Organizational Effectiveness.

250 Position Reviews

To ensure proper identification of a position and proper evaluation of the position’s duties and responsibilities, Organizational Effectiveness or other appropriate management officials may review any position at any time — by correspondence or on-site interview. These officials may direct appropriate action to correct the improper evaluation or identification of a position.

* * * * *

[The following section was moved from Chapter 3, part 312 to Chapter 2, then revised and renumbered as part 251, to read as follows:]

251 Qualification Standards

251.1 General

All candidates must meet the appropriate qualification standards for positions. The statements of knowledge,

skills, and abilities establish the minimum requirements that candidates must meet.

251.2 Sources

251.21 Nonbargaining Unit and Bargaining Unit Positions

Qualification standards for Postal Service nonbargaining unit positions are available in electronic form on the Postal Service Intranet under the Human Resources homepage (as described in 251.22.) These do not include qualification standards for positions in the Postal Career Executive Service (PCES), which do not exist.

Qualification standards for use in entrance and in-service placement for Postal Service bargaining unit positions are found on the Postal Service Intranet under the Human Resources homepage (as described in 251.22). The application of these standards must be consistent with the applicable provisions of the appropriate collective bargaining agreement. See Handbook EL-312, *Employment and Placement*, 76, Bargaining Position Qualification Standards, for more information.

251.22 Qualification Standards Online

Qualification standards for Postal Service nonbargaining unit (except PCES) and bargaining unit positions are available in electronic form on the Postal Service Intranet, as follows:

- a. Go to <http://blue.usps.gov/wps/portal>.
- b. In the right column, under Human Resources, click *HR Home*.
- c. In the HR Department section, click *Employee Resource Management*.
- d. Scroll down to *Who Are We?* and click *Organizational Effectiveness*.
- e. Scroll down to *Essential Links* and click *Job Descriptions/Qualification Standards (JD OnLine)*.

* * * * *

We will incorporate these revisions into the next printed version of the ELM and into the next online updates, which are available on the Postal Service PolicyNet website:

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

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

— Human Resources (HQ),
Employee Resource Management, 4-3-14

Handbooks

Handbook AS-353 Revision: Guide to Privacy, the Freedom of Information Act, and Records Management

Handbook AS-353, *Guide to Privacy, the Freedom of Information Act, and Records Management*, was revised to include the following modifications which were published in the *Federal Register* on January 21, 2014 (78 FR 3423-3424) and January 27, 2014 (78 FR 3881-3882).

To improve mail delivery and customer service, the Postal Service™ is amending systems of records (SOR), 810.100 www.usps.com *Registration*, 820.200 *Mail Management and Tracking Activity*, and 880.000 *Post Office and Retail Services*:

- SOR 810.100 www.usps.com *Registration* is being modified to allow the Postal Service to validate the email and text message numbers of customers who register on <http://usps.com>. Additionally, the proposed modifications will enable customer-supplied information to be analyzed for the purposes of detecting, preventing, and mitigating fraudulent activity.
- SORs 820.200 *Mail Management and Tracking Activity* and 880.000 *Post Office and Retail Services* are being modified to account for the collection of a customer's text message number. This modification will enhance current services by allowing the Postal Service to notify a customer via text message when the customer's mail or packages are ready to be delivered or delivery has been attempted. Customers will also be able to use text messaging to re-route mail, provide delivery instructions, or authorize the release of mail. The Postal Service is also updating and deleting system manager titles to reflect the current structure of the organization.

* * * * *

Handbook AS-353, Guide to Privacy, the Freedom of Information Act, and Records Management

* * * * *

Appendix — Privacy Act Systems of Records

* * * * *

Section E. Complete Text of Systems of Records

* * * * *

USPS 810.100

SYSTEM NAME:

www.usps.com Registration

* * * * *

CATEGORIES OF RECORDS IN THE SYSTEM

[Revise the text of (1) and (2) to read as follows:]

1. *Customer information*: Name; customer ID(s); company name; job title and role; home, business, and billing address; phone number(s) and fax number; email(s); URL; text message number(s) and carrier; and Automated Clearing House (ACH) information.
2. *Identity verification information*: Question, answer, username, user ID, password, email address, text message number and carrier, and results of identity proofing validation.***

* * * * *

PURPOSE(S)

[Add new text for (6) and (7) to read as follows:]

6. To verify a customer's identity when the customer establishes, or attempts to access, his or her account.
7. To identify, prevent, and mitigate the effects of fraudulent transactions.

* * * * *

RETRIEVABILITY

[Revise the text to read as follows:]

By customer name, customer ID(s), phone number, mail, email address, IP address, text message number, and any customer information or online user information.

* * * * *

USPS 820.200

SYSTEM NAME:

Mail Management and Tracking Activity.

* * * * *

CATEGORIES OF RECORDS IN THE SYSTEM

[Revise the text for (1) to read as follows:]

1. *Customer information*: Customer or contact name, mail and email address(es), title or role, phone number(s), text message number, and cell phone carrier.***

* * * * *

PURPOSE(S)

[Add new item (4) to read as follows, then renumber current items (4) through (6) as (5) through (7):]

4. ***To provide customers with mail or package delivery options.***

* * * * *

SYSTEM MANAGER(S) AND ADDRESS

[Delete President, Digital Solutions address and revise Chief Information Officer address to read as follows:]

Chief Information Officer and Executive Vice President, United States Postal Service, 475 L'Enfant Plaza SW, Washington, DC 20260.

* * * * *

USPS 880.000 SYSTEM NAME:

Post Office and Retail Services.

* * * * *

CATEGORIES OF RECORDS IN THE SYSTEM

[Revise the text of (1) to read as follows:]

- 1. Customer information: Name, customer ID(s), customer Personal Identification Numbers (PINs), company name, phone number, text message number, mail and email address, record of payment, passport applications and a description of passport services rendered, and Post Office box and caller service numbers.***

* * * * *

PURPOSE(S)

[Add new item (2) to read as follows, then renumber current items (2) and (3) as (3) and (4):]

- 2. ***To provide customers with mail or package delivery options.

* * * * *

Publications

Publication 75, Mover's Guide, News

As of April 1, 2014, recycle any old copies of Publication 75, *Mover's Guide*. All Post Offices™ should have received the new April–June 2014 issue of Publication 75 by March 31, 2014. 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.

SYSTEM MANAGER(S) AND ADDRESS

[Revise the President and Chief Marketing/Sales Officer address to read as follows:]

Chief Marketing/Sales Officer and Executive Vice President, United States Postal Service, 475 L'Enfant Plaza SW, Washington, DC 20260.

* * * * *

[Revise the Vice President, Global Business address to read as follows:]

Vice President, Controller, United States Postal Service, 475 L'Enfant Plaza SW, Washington, DC 20260.

* * * * *

We will incorporate these revisions into the next online issue of Handbook AS-353, *Guide to Privacy, the Freedom of Information Act, and Records Management*, which is available on the Postal Service PolicyNet website:

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

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

— Privacy Office, General Counsel and Executive VP, 4-3-14

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 have arrived by the end of March. The second shipments will arrive 3 to 5 weeks later.

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

To track your office's shipment information, go to http://blue.usps.gov/purchase/operations/ops_downloads.htm and click *Mover's Guide* (Pub75) Distribution for April–June 2014. Use the Ctrl + F Function while the "Fedstrip" Column is highlighted to search for your office. 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, 4-3-14

Publication 139 Revision: How to Package and Ship Cremated Remains

Effective December 26, 2013, the Postal Service™ eliminated Registered Mail service as an option for shipping in an effort to expedite the shipping process for cremated remains. This follows steps already taken to improve visibility of these shipments during processing and transportation to include the use of Label 139, *Cremated Remains*.

As part of our communications outreach effort to our customers, we are announcing the availability of Publication 139, *How to Package and Ship Cremated Remains*. The purpose of this publication is to provide customers with a guide when shipping cremated remains.

Publication 139 is available for download on the PolicyNet website and at <http://about.usps.com/publications/pub139.pdf>.

Postal Service publications make perfect handouts for customers and are good resources for Postmasters and managers. Use the following information to order these publications from the Material Distribution Center (MDC) by using touch-tone order entry (TTOE): Call 800-273-1509.

Title	PSIN	PSN	Quick Pick Number	Unit	Price	Min. Order	Bulk Pack
How to Package and Ship Cremated Remains	PUB 139	7610-17-000-1503	N/A	EA	0.00	1	N/A

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

— Consumer and Industry Affairs – Consumer Advocate and Manager Customer Relations, 4-3-14

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

Effective April 3, 2014, Publication 431, *Post Office Box Service and Caller Service Fee Groups*, is revised to include the following changes.

Publication 431, *Post Office Box Service and Caller Service Fee Groups*

* * * * *

[Add the following entries:]

ZIP Code	Fee Group
27972	5
27982	5
58803	5

* * * * *

[Revise the following entries:]

ZIP Code	Fee Group
14508	5
15488	5
15962	5
56328	6

* * * * *

[Delete the following entries:]

ZIP Code
39754
49864
50581A
98802

* * * * *

The online version of Publication 431 is dated July 2010. Publication 431 is currently available on the Postal Service™ PolicyNet website (<http://blue.usps.gov/cpim>):

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

Offices with WebBATS access can view current Publication 431 information by generating a WebBATS Facility Information Report as follows:

1. Go to the WebBATS main menu, and select *Reports*. The reports page opens.
2. Under the Clients/System column, System category, click *Facility Information*.
3. View the Fee Group field in the report.

— Retail Services,
Retail Channel Operations, 4-3-14

Organization Information

Finance

Equipment Maintenance Allowance Schedule for Rural Routes

Rural Carriers

Effective April 5, 2014 (pay period 09-14), in accordance with the provisions of Article 9, Section 2.J.3, of the Rural Carrier National Agreement, the equipment maintenance allowance (EMA) will increase from 71.0 cents per mile to 72.0 cents per mile. The EMA is 72.0 cents per mile, or a minimum of \$28.80 per day, whichever is greater.

Auxiliary Rural Carriers, Rural Carrier Reliefs, Rural Carrier Associates, Rural Carrier Part-Time Flexibles, and Auxiliary Assistance

Employees providing auxiliary assistance or serving auxiliary routes under provisions of Article 9, Section 2.J.5,

receive an EMA of 72.0 cents per mile or \$7.80 per hour, whichever is greater. This EMA should not exceed the amount provided in the special equipment maintenance allowance for the route stops and miles.

EMA Rate Schedule

The EMA rate schedule on pages [59](#) and [60](#) supersedes all previously published EMA schedules for employees receiving EMA.

— *Collective Bargaining and Arbitration, Labor Relations, 4-3-14*

Human Resources

New Password System to be Rolled Out — Password Will Replace Employee PIN Online

Effective April 28, 2014, Postal Service™ employees will be required to use a new, more secure password to access USPS® self-service web applications such as *PostalEASE*, *eCareer*, *ePayroll*, and *eOPF*. A new Self-Service Profile (SSP) application will be launched in which employees will create and manage their self-service password, email address, security challenge questions, and 4-digit Personal Identification Number (PIN) for telephone transactions. A poster is included on page [61](#).

“The change to a self-service password is necessary to protect and secure employee information,” said Corporate Information Security Officer Chuck McGann. “Moving to a strong password increases the level of security to protect your information. As always, employees should review their accounts often to verify any changes and change their passwords if they have any concerns about security.”

Once the employee has set up his or her SSP Profile in the SSP application, the employee self-service web applications will be accessible in several ways:

- Through the Internet at <http://www.liteblue.usps.gov> from your home computer.
- Through the Intranet (from the Blue page) via the Human Resources website.
- Through an Employee Self-Service kiosk (available at some facilities).

Note: Employees will continue to be able to use their current USPS **EIN and PIN** to conduct self-service telephone transactions (Job Bidding, leave requests, *PostalEASE*, etc.) via the Interactive Voice Response (IVR) system:

- Job Bidding phone number: 800-222-2415, with TDD access available at 800-265-7208.
- Employee Service phone number: 877-477-3273, Option 1.

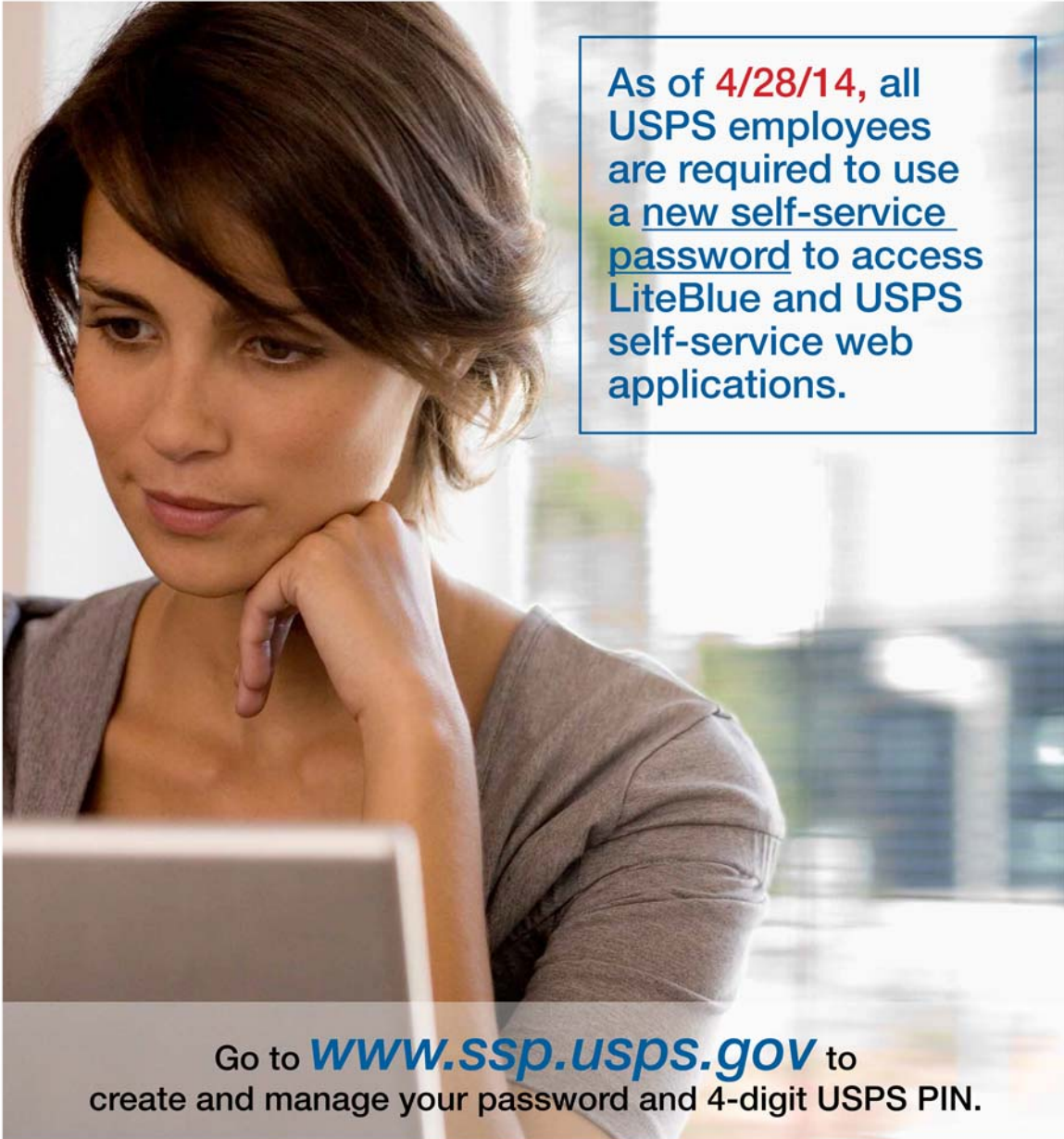
— *Strategic Workforce Planning and HR Analytics, Employee Resource Management, 4-3-14*

Rural Equipment Maintenance (page 2 of 2)

USPS MINNEAPOLIS ISC REPORT AAQ530PI	MILES	STOPS =	*0640**0660**0680**0700**0720**0740**0760**0780**0800**0820**0840**0860**0880**0900**0920**0940**0960**0980**1000	RURAL EQUIPMENT MAINTENANCE BASED ON \$0.720 PER MILE	EFFECTIVE PP-YR	09-14	R A T E S C H E D U L E	DATE 03-24-14 PAGE 2											
8	30.30	30.40	30.50	30.60	30.70	30.80	30.90	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10
9	30.40	30.50	30.60	30.70	30.80	30.90	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20
10	30.50	30.60	30.70	30.80	30.90	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30
11	30.60	30.70	30.80	30.90	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40
12	30.70	30.80	30.90	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50
13	30.80	30.90	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60
14	30.90	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70
15	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80
16	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90
17	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00
18	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10
19	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20
20	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30
21	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40
22	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50
23	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60
24	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70
25	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80
26	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90
27	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00
28	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10
29	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20
30	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30
31	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40
32	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50
33	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60
34	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70
35	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70	34.80
36	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70	34.80	34.90
37	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70	34.80	34.90	35.00
38	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70	34.80	34.90	35.00	35.10
39	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70	34.80	34.90	35.00	35.10	35.20
40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70	34.80	34.90	35.00	35.10	35.20	35.30
41	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70	34.80	34.90	35.00	35.10	35.20	35.30	35.40
42	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70	34.80	34.90	35.00	35.10	35.20	35.30	35.40	35.50
43	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70	34.80	34.90	35.00	35.10	35.20	35.30	35.40	35.50	35.60

Internet Security Enhancement For USPS Employee Web Self-Service Applications Poster

NEW! INTERNET SECURITY ENHANCEMENT FOR USPS EMPLOYEE WEB SELF-SERVICE APPLICATIONS



As of **4/28/14**, all USPS employees are required to use a new self-service password to access LiteBlue and USPS self-service web applications.

Go to www.ssp.usps.gov to create and manage your password and 4-digit USPS PIN.

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-

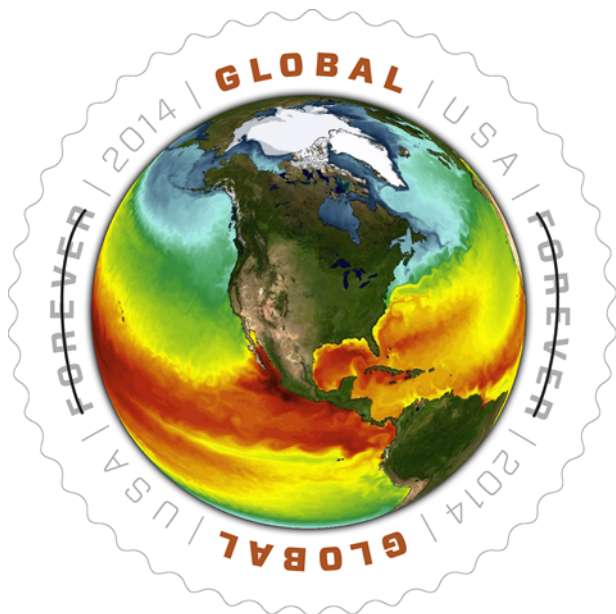
vice™ also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at http://ribbs.usps.gov/advance/documents/tech_guides/advtech.pdf or contact the National Customer Support Center at 800-238-3150.

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
4/7/14–4/10/14	Home At Five	Standard Catalog	1.0	National	3/5 Digit	Quad Graphics
4/9/14–4/12/14	Ashro	Standard Catalog	2.0	National	3/5 Digit	RR Donnelly
4/9/14–4/12/14	Montgomery Ward	Standard Catalog	1.0	National	3/5 Digit	Quad Graphics

— Business Customer Support and Services, Consumer and Industry Affairs, 4-3-14

Stamp Services

Stamp Announcement 14-24: Global: Sea Surface Temperatures Stamp



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On April 22, 2014, in Washington, DC, the U.S. Postal Service® will issue the *Global: Sea Surface Temperatures* Forever® International rate stamp, in one design, in a pressure-sensitive adhesive (PSA) pane of 10 stamps (Item 116900).

The stamp will go on sale nationwide April 22, 2014.

The U.S. Postal Service® introduces *Global: Sea Surface Temperatures*, a new Forever international rate stamp. Issued at the \$1.15 price that went into effect January 26, 2014, this Global Forever stamp can be used to mail a 1-ounce letter to any country to which First-Class Mail International® service is available. As with all Global Forever stamps, this stamp will have a postage value equivalent to the price of a single-piece First-Class Mail International 1-ounce machinable letter in effect at the time of use.

This round stamp features a visual representation of our planet’s sea surface temperatures. It shows the Earth with North America at the center and parts of South America, Asia, and Europe just visible on the edges, surrounded by vivid bands of color throughout the oceans. The image is one frame in a 1,460-frame animation created from the output of a computer model of Earth’s climate by the National Oceanic and Atmospheric Administration’s Geophysical Fluid Dynamics Laboratory. Art director William J. Gicker designed the stamp.

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

Distribution: Item 116900, Global: Sea Surface Temperatures Forever International Rate PSA Pane of 10 Stamps

Stamp Distribution Offices (SDOs) and Stamp Distribution Centers (SDCs) will receive their normal automatic distribution quantity of Global Forever stamps. Distributions are rounded up to the nearest master carton size of 20,000 stamps.

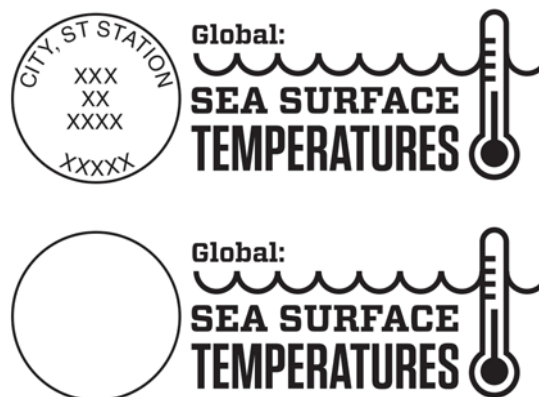
Initial Supply to Post Offices

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

Special Dedication Postmarks

Only the following pictorial postmark is permitted for the *Global: Sea Surface Temperatures* stamp. The word “Station” or the abbreviation “STA” is required somewhere in the design, because it will be a temporary station.

Guidelines for Finalizing Global: Sea Surface Temperatures Stamp Pictorial Postmark Art



To finalize *Global: Sea Surface Temperatures* stamp pictorial postmark art, insert the date, city, state, and ZIP Code™ of the physical location of your event adjacent to the stamp image. Overall dimensions of the pictorial postmark must not exceed 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 Announce-*

ment/Report. To get a copy of the form, go to <http://blue.usps.gov/formmgmt/forms/ps413.pdf>.

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

Global: Sea Surface Temperatures Stamp
Special Events
PO Box 92282
Washington, DC 20090-2282

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 June 21, 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 are eight philatelic products for this stamp issue:

- 116906*, Press Sheet with Die cut, \$57.50 (print quantity of 2,500).
- 116908*, Press sheet without Die cut, \$57.50 (print quantity of 2,500).
- 116910*, Keepsake (booklet and random Digital Color Postmark), \$13.95.
- 116916*, First-Day Cover, \$1.59.
- 116921*, Digital Color Postmarks, \$2.30.
- 116924*, Framed Art, \$39.95.
- 116930*, Ceremony Program, \$6.95.
- 116931*, Stamped Deck Card, \$0.95.

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

Issue:	Global: Sea Surface Temperatures Stamp
Item Number:	116900
Denomination & Type of Issue:	Forever International rate
Format:	Pane of 10 (1 design)
Series:	N/A
Issue Date & City:	April 22, 2014, Washington, DC
Designer:	William J. Gicker
Art Director:	William J. Gicker
Typographer:	Greg Breeding
Engraver:	N/A
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset Microprint "USPS"
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Muller A76
Stamps per Pane:	10
Print Quantity:	25 million stamps
Paper Type:	Nonphosphored Type III Block Tagged
Adhesive Type:	Pressure-sensitive adhesive
Processed at:	Ashton Potter (USA) Ltd. (APU)
Colors:	Black, Cyan, Magenta, Yellow, PMS 167C Brown, PMS Cool Gray #7C
Stamp Orientation:	Round
Image Area (w x h):	1.27 x 1.27 in./32.26 x 32.26 mm
Overall Size (w x h):	1.41 x 1.41 in./35.81 x 35.81 mm
Full Pane Size (w x h):	8.50 x 4.40 in./215.90 x 117.76 mm
Press Sheet Size (w x h):	8.50 x 22.00 in./215.90 x 558.80 mm
Plate Size:	150 stamps per revolution
Plate Numbers:	"P" followed by 111111 (6) single digits
Marginal Markings:	
Front:	Plate numbers in two corners of pane
Back:	© 2013 USPS • USPS logo • Plate position diagram • Barcode (116900) in upper right and lower left corners of pane • Promotional text

— Stamp Services,
Marketing and Sales, 4-3-14

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.

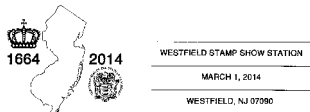
Customers can also send stamped envelopes and postcards without addresses for postmark, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial postmark, the Postal Service returns the items (with or without addresses) under addressed protective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

The following pictorial postmark has been extended for 60 days:



February 21, 2014
United States Postal Service
 100th Anniversary Station
 Postmaster
 PO Box 9998
 Crucible, PA 15325-9998

The following pictorial postmarks have been extended for 30 days:



March 1, 2014
Westfield Stamp Show Station
 Westfield Stamp Show Station
 Postmaster
 153 Central Avenue
 Westfield, NJ 07090



March 11, 2014
City of Paso Robles
 El Paso de Robles 125th Anniversary Station
 Postmaster
 800 6th Street
 Paso Robles, CA 93446-9998



March 13, 2014
United States Postal Service
 NJCAA DII Men's Basketball Championship
 Postmaster
 739 Loch Sheldrake, Hurleyville Road
 Loch Sheldrake, NY 12759-9998



Jimi Hendrix Station
Woodstock, NY 12498
March 14, 2014

March 14, 2014

United States Postal Service
Jimi Hendrix Station
2 Woodstock Meadows Lane
Woodstock, NY 12498-9998

WILD AZALEA FESTIVAL STATION MARCH 15, 2014



WHITE SPRINGS, FL 32096

March 15, 2014

Town Of White Springs
14th Wild Azalea Festival Station
Postmaster
16555 Springs Street
White Springs, FL 32096-9998



March 15, 2014

Shamrock CEOs Club
Shamrock Station
Postmaster
PO Box 9998
Ireland, WV 26376-9998



March 21, 2014

United States Postal Service
Bonham Station
Ramona Rogers
300 North Center Street
Bonham, TX 75418-9998



March 25, 2014

United States Postal Service
Quartoseptcentennial Station
Postmaster
10778 Brant Angela Road
Brant, NY 14027-9998



March 27-30, 2014

United States Postal Service
ASDA Station Bridge
Lynne Watson-Miyamoto
421 8th Avenue, Room 1027
New York, NY 10001-9998

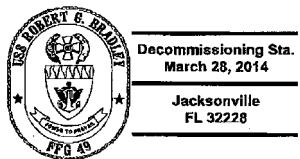


March 27-30, 2014

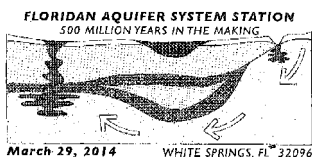
United States Postal Service
ASDA Station Tree
Lynne Watson-Miyamoto
421 8th Avenue, Room 1027
New York, NY 10001-9998



March 28, 2014
 United States Postal Service
 Deactivation Station
 Postmaster
 345 Heritage Avenue
 Portsmouth, NH 03801-9995



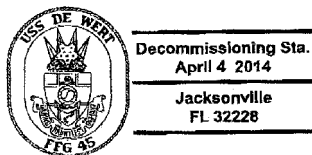
March 28, 2014
 Stephen Decatur Chapter #4, Universal Ship Cancellation Society
 Decommissioning Station
 Postmaster
 1100 Kings Road
 Jacksonville, FL 32203-9998



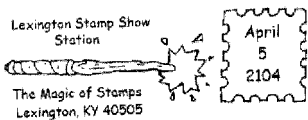
March 29, 2014
 Town Of White Springs
 Floridian Aquifer System Station
 Postmaster
 16555 Springs Street
 White Springs, FL 32096-9998



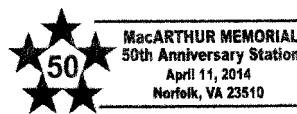
March 29 - May 29, 2014
 Greathouse Butterfly Farm
 2nd Annual Butterfly Festivus
 Postmaster
 859 State Road 21 N
 Melrose, FL 32666-9998



April 4, 2014
 Stephen Decatur #4, Universal Ship Cancellation Society
 Decommissioning Station
 Postmaster
 1100 Kings Road
 Jacksonville, FL 32203-9998



April 5, 2014
 Henry Clay Philatelic Society
 Lexington Stamp Show Station
 Postmaster
 1088 Nandino Boulevard,
 Room 221
 Lexington, KY 40511-9998



April 11, 2014
 General Douglas MacArthur Memorial Foundation
 MacArthur Memorial 50th Anniversary Station
 Postmaster
 PO Box 719
 Norfolk, VA 23501-9998



April 11, 2014
 United States Postal Service
 Coulters 150th Anniversary Station
 Retail Specialist
 1001 California Avenue,
 Room 2036
 Pittsburgh, PA 15290-9681



April 11-13, 2014
 United States Postal Service
 Garfield Perry Station
 Customer Relations Coordinator
 2200 Orange Avenue, #234
 Cleveland, OH 44101-9998

6th Annual Miles for Mutts Station

April 12, 2014



April 12, 2014

*Humane Society of
Alamance County*
6th Annual Miles For Mutts
Station
John Connally, Postmaster
405 Maple Avenue
Burlington, NC 27215-9998

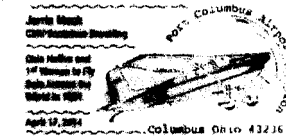
DANEPEX STA.
Madison, WI 53704April 13, 2014
150th Anniversary of
the Civil War - 1864

April 13, 2014

Badger Stamp Club
150th Anniversary of the
Civil War - 1864
Postmaster
PO Box 7990
Madison, WI 53707-7990

April 12, 2014

*Brandywine Valley Stamp
Club*
Panama Canal Centennial
Postmaster
PO Box 7500
Wilmington, DE
19803-9998

PANAMA
CANAL
CENTENNIAL
DELPEX STATION
NEW CASTLE, DE 19720
APRIL 12, 2014

April 17, 2014

*USPS Port Columbus
Airport*
Port Columbus Airport
Station
Postmaster
PO Box 9998
Columbus, OH 43236-9998

— Stamp Services,
Marketing and Sales, 4-3-14

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

Hummingbird Stamp

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

April 11, 2014

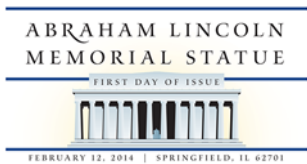


Digital Color Pictorial

Great Spangled Fritillary (Butterfly) Stamp

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

April 13, 2014



Digital Color Pictorial

Abraham Lincoln Stamp

Postmaster
FDOI Postmark
2105 East Cook Street
Springfield, IL 62703-9998

April 15, 2014



Digital Color Pictorial

Winter Flowers Stamp

Little Rock Main Post Office
Attn: Station Manager
600 East Capital Avenue
Little Rock, AR 72202-9998

April 19, 2014



Digital Color Pictorial

Ralph Ellison Stamp

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

April 19, 2014



Digital Color Pictorial

Wedding Cake Stamp

Postmaster
Main Post Office
135 N. Center Street
Mesa, AZ 85201-9998

April 23, 2014



Digital Color Pictorial

The Star-Spangled Banner Stamp

Special Cancellations
PO Box 92282
Washington, DC 20090-2282

May 3, 2014



Digital Color Pictorial

Verrazano-Narrows Bridge Stamp

Retail Manager
USPS – Triboro District
1050 Forbell Street
Brooklyn, NY 11256-2015

May 3, 2014



Digital Color Pictorial

Ferns Forever Stamp (10K)

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

May 5, 2014



Digital Color Pictorial

Jimi Hendrix Stamp

Postmaster
8225 Cross Park Drive
Austin, TX 78710-9998

May 12, 2014



Black and White Pictorial

Jimi Hendrix Stamp

Postmaster
8225 Cross Park Drive
Austin, TX 78710-9998

May 12, 2014



Digital Color Pictorial

C. Alfred "Chief" Anderson Stamp

Retail Manager
Philadelphia Metropolitan District
3190 South 70th Street
Philadelphia, PA 19153

May 13, 2014



Digital Color Pictorial

USS Arizona Memorial Stamp

Marketing Department
3600 Aolele Street, Room 106
Honolulu, HI 96820-9996

May 13, 2014



Digital Color Pictorial

Yes, I Do Stamp

Retail Manager
Clayton Post Office
7750 Maryland Avenue
Clayton, MO 63105

May 21, 2014



Black and White Pictorial

Songbirds Stamp

Postmaster
401 Tom Landry Frwy, Room 645
Dallas, TX 75260-9998

June 4, 2014



Digital Color Pictorial

Charlton Heston Stamp

Special Events
USPS Marketing-Admin Building
7001 South Central Avenue, Room 307
Los Angeles, CA 90052-9998

June 10, 2014



Charlton Heston Stamp

Special Events
USPS Marketing-Admin Building
7001 South Central Avenue, Room 307
Los Angeles, CA 90052-9998
June 10, 2014

Black and White Pictorial



Global: Sea Surface Temperatures Stamp

Special Events
PO Box 92282
Washington, DC 20090-2282
June 21, 2014

Digital Color Pictorial

— Stamp Services, Marketing and Sales, 4-3-14

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

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

USPS® Issues
WINTER FLOWERS

Forever® Stamp.



On Sale Nationwide: February 14, 2014.