

POSTAL BULLETIN

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Administrative Services

HANDBOOK DM-202 REVISION

Second-Class Postage Payment Review

Handbook DM-202, *Second-Class Postage Payment Review*, has been changed to include a revised subchapter 3-4 and a new chapter 6. The new chapter 6 establishes reduced postage payment procedures at plants with multiple Periodicals using PAVE-certified software. The next edition of Handbook DM-202 will include these changes.

Second-Class Postage Payment Review

* * * * *

3 Conducting Review

* * * * *

3-4 Step 4: Calculate Weight Per Copy

Determine the weight of a single copy, using these procedures:

- a. Select a sample, as follows:
 - (1) Randomly select 10 or more copies.
 - (2) Include address labels and wrappers.
- b. Count and weigh the copies.
- c. Calculate the weight per copy (in pounds) by dividing the total weight by the total number of copies. Compute to five decimal places and then round off to four decimal places. Express the single-piece weights in decimal pounds rounded off to four decimal places (such as 0.5837 pound).
- d. Put aside the copies that were used to determine the per-copy weight. These copies are reweighed later if the mailer disputes the review results.
- e. Record the per-copy weight on PS Form 3548-W, *Postage Payment Review By Weight* (if using the weight method), or PS Form 3548-A, *Postage Payment Review Through Documentation* (if using the documentation method).

* * * * *

6 Printing Plants Mailing Multiple Periodicals

6-1 Reduced Postage Payment Reviews at Plants Using PAVE-Certified Software

Requirements: The mailer must generate documentation produced by Presort Accuracy Validation and Evaluation (PAVE)-certified software or it must be printed in a standardized format.

The mailer must mail a minimum of 25 Periodicals, all of which must be generated by the same software application. Exceptions for printing plants mailing fewer periodicals must be obtained from the appropriate rates and classification service center (RCSC).

6-2 Authorization

The manager, Business Mail Entry (district), may authorize a publisher/mailler to be on a reduced program for multiple Periodicals entered from a single plant that have been generated from the same software.

The manager will obtain a description of the software used to presort the Periodicals and have a Postage Payment Review conducted on one or more publication(s) using the documentation that is generated from the software program. If the review is successful, the publisher/mailler may be placed on the program.

The manager, Business Mail Entry, will obtain a list of Periodicals, by title, for which the software is used.

6-3 How Often to Conduct Reviews

POSTAGE PAYMENT REVIEWS:

25 to 30 Periodicals — Three Postage Payment Reviews required annually.

31 to 40 Periodicals — Four Postage Payment Reviews required annually.

41 to 50 Periodicals — Five Postage Payment Reviews required annually.

Over 50 Periodicals — Review 10 percent of the total number of Periodicals.

6-4 Recording the Selected Periodicals

The Periodicals are selected randomly for review. The selected Periodicals are recorded, by title, on PS Form 3548-RL, *Postage Review Log*, to ensure that the same publications are not reviewed every year.

6-5 Method of Review

Follow the procedures described in chapter 5.

6-6 Review Results

If the publication fails a review and an adjustment to PS Form 3541 is required:

- a. Determine the cause of the error. Was the failure caused by manual sorting and sacking or traying? If yes, review another publication to determine that it is properly prepared and the software is not at fault. Adjust the PS Form 3541 for this issue as appropriate.
- b. If the second review passes, maintain the interval as described above.
- c. If the second review fails, have the mailer adjust the PS Form 3541 and notify the manager, Business Mail Entry (district). The manager will ensure that all subsequent mailings of all publications are reviewed until three subsequent mailings pass, which will ensure that the software problem has been resolved.

6-7 Postage Payment Review Discrepancies

Discrepancies found during a Postage Payment Review must be reported to the manager, Business Mail Entry (district), for action. All supporting documentation is to be sent to the manager with a full description and the causes of the discrepancy.

The manager will review the discrepancy and causes and determine whether the publisher/mailer should be removed from the program.

—*Business Mail Acceptance, 3-12-98*

HANDBOOK AS-701 REVISION

Material Management

Effective immediately, the following changes to Handbook AS-701, *Material Management*, are in effect:

Material Management

	*	*	*	*	*
6	Asset Recovery: Redistribution, Recycling, and Disposal				
	*	*	*	*	*
64	Recycling and Disposal				
	*	*	*	*	*
646	Proprietary Items Requiring Special Processing				
	*	*	*	*	*

646.6 Self-Service Equipment

646.61 Self-Service Retail Vending Equipment Reporting

Report all inactive self-service retail vending equipment items via EXSEL. Retail vending equipment items that are obsolete, surplus, or that have been listed on the EXSEL as excess for a period up to 6 months should be considered for disposal action. Supervised destruction is no longer the mandatory disposal method for retail vending equipment items. Disposition actions may consist of any of the eight methods listed in 647.1, Methods and Priority, or any other specific method directed by Self Service (Retail, Marketing, Headquarters).

646.62 Disposition

Self Service (Retail, Marketing, Headquarters) retains authority over disposition of all retail vending equipment items. Therefore, offices with inactive, obsolete, or surplus vending machines that are being considered for disposal action must submit by memorandum a listing of those items to their district manager, Retail, for necessary approvals. Material logistics bulletins (MLBs) are issued periodically updating the list of current and obsolete items. These MLBs may give blanket disposition authority over some models.

Note: All new vending items (in their original cartons) must be entered to EXSEL (see the EXSEL User Guide).

The above changes will be reflected in the next revision to Handbook AS-701.

—*Purchasing and Materials, 3-12-98*

ASM REVISION

Postal Facilities to Fly POW-MIA Flags



Effective immediately, *Administrative Support Manual* (ASM) 11 is amended to require the display of POW-MIA flags at postal facilities, according to the Defense Authorization Act, Public Law 105-85, section 1082, which President Clinton signed into law on November 18, 1997. POW-MIA flags are now available from the General Services Administration (GSA). The Postal Service (and specific other government agencies) must fly the POW-MIA flag on these designated days each year:

- Armed Forces Day, the third Saturday in May.
- Memorial Day, the last Monday in May.
- Flag Day, June 14.
- Independence Day, July 4.
- National POW-MIA Recognition Day, the third Friday in September.
- Veterans Day, November 11.

Note: If any of these days fall on a non-business day, postal facilities are required to display the POW-MIA flag on the last business day before the designated day.

Local groups such as the community chapter of the Veterans of Foreign Wars often contact postmasters offering to provide a POW-MIA flag. Any flags flown at postal facilities must meet required size and style specifications outlined in the ASM. Approved flags are nylon with a canvas and grommet heading and have a double-sided seal so the caption and figure read on both sides.

Saturday, May 16, 1998, is the first day that postal facilities must fly the POW-MIA flags. Postmasters may wish to hold a community flag-raising ceremony with interested local groups. You can order a POW-MIA flag now in sufficient time for display.

Ordering Instructions

In compliance with this new law requiring the display of POW-MIA flags, the Postal Service material distribution centers must order through the GSA and can offer the sizes listed below:

Order a POW-MIA flag based on the size of your United States flag.

If using this size US flag	Order this size POW-MIA flag	Use this POW-MIA flag NSN	POW-MIA flag price
US: 5' x 9' 6" or larger	POW-MIA: 4' x 6'	8345-01-452-6283	\$29.32
US: 3' 6" x 6' 7-3/4"	POW-MIA: 3' x 5'	8345-01-452-8114	\$21.09
US: 2' 4-7/16" x 4' 6"	POW-MIA: 2' x 3'	8345-01-452-8111	\$16.02

Use a FEDSTRIP Activity Address Code as with any normal supply requisition by completing PS Form 7380, *MDC Supply Requisition*, and sending it to the following address:

MATERIAL DISTRIBUTION CENTER
 ATTN SUPPLY REQUISITIONS
 US POSTAL SERVICE
 500 SW MONTARA PKWY
 TOPEKA KS 66624-9607

Allow 7–14 days for delivery.

Special Ordering Instructions for Other Sizes and Headings

If a different size flag (e.g., 5' x 8') or heading type (distance line with ring and snap-hook) is required, call:

GSA FORT WORTH ORDER DESK
 817-978-2051/2604
 FAX: 817-978-2605

Or mail your order to:

GSA/FSS/7FXMR
 819 TAYLOR ST
 FORT WORTH TX 76102

Administrative Support Manual (ASM)

4 Relations With Other Organizations
 * * * * *

47 Flags

471 U.S. Flag Display at Postal Facilities

471.1 Which May Be Displayed

Except as governed by host facilities as noted in 472.21, the only flags to be displayed at postal facilities are the flag of the United States of America, the Postal Service Flag, the POW-MIA flag, and, when authorized by the senior vice president of Corporate Relations, flags directly related to the programs, missions, and activities of the United States Postal Service. Flags of states, commonwealths, or local governments must not be displayed.

* * * * *

475 POW-MIA Flag Display

475.1 Policy

The Defense Authorization Act, Public Law 105-85, section 1082, requires that postal facilities display the POW-MIA flag on six specified days each year:

Armed Forces Day	Third Saturday in May
Memorial Day	Last Monday in May
Flag Day	June 14
Independence Day	July 4
National POW-MIA Recognition Day	Third Friday in September
Veterans Day	November 11

Note: If any of these days fall on a non-business day, postal facilities are required to display the POW-MIA flag on the last business day before the designated day.

475.2 Display

475.21 Description

The POW-MIA flag that may be flown at postal facilities is the National League of Families POW-MIA flag that is recognized officially and designated by Public Law 101-355, section 2.

475.22 Regulations

The POW-MIA flag must be displayed in a manner designed to ensure visibility to the public.

475.23 Placement With the United States Flag

No other flag should be placed above or, if on the same level, to the right of United States flag.

475.3 Requisitioning New POW-MIA Flags

To order, use the FEDSTRIP Activity Address Code as for any normal supply requisition on PS Form 7380, *MDC Supply Requisition*, to the following address:

MATERIAL DISTRIBUTION CENTER
 ATTENTION: SUPPLY REQUISITIONS
 UNITED STATES POSTAL SERVICE
 500 SW MONTARA PARKWAY
 TOPEKA KS 66624-9607

This revision will be incorporated in ASM 12 and in an incremental update of the ASM found via the Policies and Procedures page of the Intranet found at <http://blue.usps.gov>.

—Corporate Relations, 3-12-98

ASM REVISION

Significant Changes in Freedom of Information Act Implementation, Including New Format

Effective immediately, *Administrative Support Manual* (ASM) 352 is revised to reflect changes in the Freedom of Information Act (FOIA), 5 U.S.C. 552. The changes, enacted by the “Electronic Freedom of Information Act Amendments of 1996” (Public Law 104-231) are to:

- Amend the definition of “Records” to make it clear that the definition includes computer records as well as paper records (see 351.11).
- Require the Postal Service to provide records in the format specified by the requester if the records are maintained in that format or if they can be readily reproduced in that format (see 352.411). This requirement is a change from past policy that allowed the agency to choose the format for disclosure.
- Provide that records described at 352.412, 352.413, and 352.414 and created by the Postal Service on or after November 1, 1996, will be available as of November 1, 1997, in electronic format at the Postal Service’s World Wide Web site at <http://www.usps.gov> (see 352.415).
- Add to categories of records readily available to the public in the Headquarters Library or on the Postal Service’s World Wide Web site a new category of records consisting of records processed and disclosed after March 31, 1997, in response to an FOIA request, which have been or are likely to be the subject of subsequent requests for substantially the same records (see 352.414).
- Extend the time limit to respond to an FOIA request from 10 working days to 20 (see 352.522).

- Add a requirement that the custodian make reasonable efforts to search for records in electronic form or format, except when doing so would significantly interfere with the operation of the automated information system (see 352.524).
- Continue to allow a custodian to extend the 20-day response time an additional 10 working days under specified unusual circumstances. However, if the request cannot be processed within the additional 10-working-day period, there is a new requirement that the custodian offer the requester an opportunity to limit the scope of the request and/or to arrange with the Postal Service an alternative time frame for processing the request (see 352.527).
- Add a new requirement that the written response include an estimate of the number of records or pages withheld, if entire records or pages are withheld, unless providing the estimate would harm an interest protected by an exemption (see 352.541).
- Add a new requirement that when information is deleted from a record that is disclosed in part, the custodian must mark on the released part of the record the information deleted, unless including that indication would harm an interest protected by the exemption relied on (see 352.543).
- Provide that a requester may appeal a denial of a request for expedited processing (see 352.551).
- Provide that a requester may ask for "expedited processing" based on a compelling need (see 352.571).
- Require more detailed reporting of its activities with regard to FOIA requests for information (see 352.8). The requirement to report is not new. Historically, in response to a *Postal Bulletin* reminder, post offices have reported to their records office coordinator information concerning denials of FOIA requests. A new form has been developed to capture information required by the amendments as requests are processed. A future *Postal Bulletin* article will address the availability of and procedures for using the form.

In addition to the above changes, ASM Exhibit 352.721 is revised to reflect updated charges for retrieving information by computer.

Any questions concerning the new policy may be directed to the Chief Field Counsel or:

FREEDOM OF INFORMATION/PRIVACY ACTS OFFICER
 PAYROLL ACCOUNTING/RECORDS
 US POSTAL SERVICE
 475 L'ENFANT PLZ SW RM 8800
 WASHINGTON DC 20260-5243
 202-268-2608

This revision will be incorporated in ASM 12 and in an incremental update of the ASM found via the Policies and Procedures page of the Intranet found at <http://blue.usps.gov>.

Administrative Support Manual (ASM)

3 Communications

* * * * *

351 Records

351.1 General

351.11 Definition

Records are recorded information, regardless of media, format, or physical characteristics, including electronic data, developed or received by the Postal Service in connection with the transaction of its business and retained in its custody; for machine-readable records, a collection of logically related data treated as a unit.

* * * * *

351.13 Responsibility

351.131 Custodian

For purposes of this section, the records custodian is the head of a postal facility such as an area, district, post office, or other postal installation that maintains Postal Service records and information. Vice presidents are the custodians of records and information maintained at Headquarters. Senior medical personnel are the custodians of restricted medical records maintained within postal facilities. The custodian of employee assistance program (EAP) records is either the USPS counselor, a contractor, or the Public Health Service, whichever provided the services. The employee and workplace intervention analyst is the custodian of EAP records created before March 1993. Custodians are responsible for seeing that records within their facilities or organizations are managed according to Postal Service policies.

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352 Freedom of Information Act

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352.3 Public Reading Rooms

The Postal Service Library serves as the public reading room for the materials listed in 352.41 that are available for public inspection and copying. Any such material created by the Postal Service on or after November 1, 1996, that has not been published and offered for sale, also will be available in electronic format at the Postal Service's World Wide Web site

at <http://www.usps.gov>. The address for the library is:

LIBRARY
 US POSTAL SERVICE
 475 L'ENFANT PLZ SW
 WASHINGTON DC 20260-1540

352.4 Availability of Records

352.41 To Public

352.411 General

Postal Service records are available for inspection or copying at the request of any person, under these provisions, except as otherwise provided by law or regulations. Certain categories of records of particular interest are available on a continuing basis (352.412, 352.413, and 352.414) and are listed in a public index (see 352.415). Access to other records may be requested on an individual basis according to 352.5. Official records maintained on an electronic storage medium are normally made available as exact duplicates of the requested original in a form readable by the human eye, such as a computer printout. Upon request, records will be provided in a different form or format if they are maintained in the requested form or format or if they can be readily reproduced in the requested form or format.

352.412 Opinions

All final opinions and orders made in the adjudication of cases by the judicial officer and administrative law judges, all final determinations pursuant to the *Postal Operations Manual* to close or consolidate a post office or to disapprove a proposed closing or consolidation, all advisory opinions about the private express statutes issued under 39 CFR 310.6, and all bid protest decisions are on file and available for inspection and copying in the Postal Service Library and, if created on or after November 1, 1996, also at the Postal Service's World Wide Web site at <http://www.usps.gov>.

352.413 Administrative Manuals and Instructions

Manuals, instructions, and other Postal Service publications that affect members of the public are available through the Postal Service Library and at many postal facilities for inspection there. Those which are available to the public but are not listed for sale may be inspected in the Headquarters Library, at any postal facility that maintains a copy, or, if created on or after November 1, 1996, through the World Wide Web site at <http://www.usps.gov>. Copies of publications that are not listed as for sale or as available free of charge may be obtained by paying a fee (see 352.7).

352.414 Previously Released Records

Records processed and disclosed after March 31, 1997, in response to a Freedom of Information Act request, which the Postal Service determines have become or are likely to become the subject of subsequent requests for substantially the same records, are available for inspection and copying at the Headquarters Library. Any such records created by the Postal Service on or after November 1, 1996, will also be available at the Postal Service's World Wide Web site at <http://www.usps.gov>. Records described under this section that were not created by, or on behalf of, the Postal Service generally will not be available on the World Wide Web site. Records will be available in the form in which they were originally disclosed, except to the extent that they contain information that is not appropriate for public disclosure and may be withheld according to 352.4. Any deleted material will be marked and the applicable exemption(s) indicated in accordance with 352.543. A general index of the records described in this section is available for inspection and copying at the Headquarters Library. Beginning on or before December 31, 1999, the index also will be available at the Postal Service's World Wide Web site at <http://www.usps.gov>.

352.415 Public Index

The following apply:

- a. A public index of all final opinions and orders made by the Postal Service in the adjudication of cases is maintained in the Headquarters Library and at the World Wide Web site at <http://www.usps.gov>. The index also contains Postal Service policy statements that may be relied on as precedents in disposition of cases, administrative staff manuals and instructions that affect the public; and other materials that the Postal Service elects to index and make available to the public on request (see 352.411).
- b. The index includes references to matters issued after July 4, 1967, and may reference matters issued before that date.
- c. Any person may arrange for the inspection of any matter in the public index under 352.5.
- d. Copies of the public index and of records listed in the public index may be purchased through the Postal Service Library by paying the fees provided in 352.7.
- e. Materials listed in the public index that were created on or after November 1, 1996, also will be available in electronic format at the Postal Service's World Wide Web site at <http://www.usps.gov>.

[Renumber former 352.415 and 352.416 as 352.416 and 352.417, respectively.]

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352.45 Information Not Available for Public Disclosure

352.451 Mailing Lists

Except under 352.416, the Postal Service and its officers and employees must not make available to the public by any means or for any purpose any mailing list or other list of names or addresses (past or present) of postal customers or other persons.

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352.5 Inspecting and Copying Records

352.51 Submission of Requests

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352.52 Custodian Responsibilities

352.521 Definition

The custodian of the requested record is the person responsible for determining whether to comply with or to deny the request. A custodian who is not an officer as defined in 111.3 should not deny a request until he or she has obtained the advice of the chief field counsel. If denial of a request appears necessary, the custodian must seek advice as soon as possible after receiving the request in order to provide enough time for legal review. Denial must be made in accordance with 352.55. Special care, as follows, is required when handling a request for records on a matter that is in litigation or likely to become the subject of litigation:

- a. On receipt of the request, the custodian must immediately advise appropriate counsel, if known, or advise the:

CHIEF FIELD COUNSEL OR MANAGING COUNSEL
CIVIL PRACTICE SECTION
US POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-1127
202-268-2971

This permits counsel to inform the custodian of the significance of the documents requested and assist in preparing a response.

- b. If the custodian learns that legal action has been brought after documents are provided in response to a request, the custodian must notify appropriate counsel as soon as possible.

352.522 Determination Time Limit

The custodian makes the determination to comply with or deny the request within 20 working days (exclusive of Saturdays, Sundays, and holidays) of receiving the request, and more rapidly if feasible. By mutual agreement, the custodian and the requester may establish, preferably in writing, a different response period.

352.523 Record Location

If a requested record cannot be found from the information supplied, the requester must be allowed to submit more information and, if feasible, to confer with the custodian or representative, in an attempt to provide a reasonable description of the records sought. If more information is provided, the request is deemed to have been received by the custodian when sufficient information to identify and locate the record with a reasonable amount of effort is received.

352.524 Records Search

The custodian will make reasonable efforts to search for the records in electronic form or format, except when such efforts would significantly interfere with the operation of the automated information system.

352.525 Extension of Response Period

The allowed 20-working-day response period may be extended by the custodian, after consulting with the chief field counsel (or general counsel if the custodian is at Headquarters) for a period not to exceed an additional 10 working days, except as provided at 352.527, when and to the extent reasonably necessary to permit the proper processing of a particular request, under one or more of the following unusual circumstances:

- a. The request requires a search for and collection of records from a facility other than that processing the request.
- b. The request requires the search for, and collection and appropriate examination of, a voluminous amount of separate and distinct records.
- c. The request requires consultation (1) with another agency having a substantial interest in the determination of whether to comply with the request, or (2) among two or more components of the Postal Service having substantial subject matter interest in the determination of whether to comply with the request.

352.526 Postal Service Acknowledgment of Extension

If more time is required, the custodian must acknowledge the request in writing within the initial 20-working-day response period, state the reason for the delay, and provide the expected date for a decision on the disclosure.

352.527 Exceptional Circumstances

If a request cannot be processed within the additional time provided by 352.525, despite the exercise of due diligence, the custodian must make a determination as promptly as possible. The custodian also must notify the requester of the exceptional circumstances preventing timely compliance and of the date by which it is expected that the determination is to be made. The custodian also must provide the requester

an opportunity to limit the scope of the request so that it may be processed within the extended time limit, or an opportunity to arrange with the custodian an alternative time frame for processing the request or a modified request. A copy of this notification must be sent to the general counsel at Postal Service Headquarters.

[Renumber former 352.527 and 352.528 to read 352.528 and 352.529, respectively.]

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352.54 Denial

352.541 Required Reasons

A reply denying a request in whole or in part must be in writing, signed by the custodian or his or her designee, and must include:

- a. A statement of the reason for, or justification of, the denial (e.g., records personal in nature), including, if applicable, a reference to the provision or provisions of 352.4 authorizing the withholding of the record and a brief explanation of how each provision applies to the records requested.
- b. If entire records or pages are withheld, a reasonable estimate of the number of records or pages, unless providing such estimate would harm an interest protected by the exemption relied upon.
- c. The name and title or position of the person responsible for the denial of the request (see 352.542).
- d. A statement of the right to appeal and of the appeal procedure within the Postal Service (see 352.55).

352.542 Authority Level

The custodian is usually responsible for the denial of a request. If the denial is directed by a higher authority, however, the name and title or position of that authority must be given in the reply to the requester as the person responsible for the denial. A copy of the denial must be sent to that person.

352.543 Record Markings

When information is deleted from a record that is disclosed in part, the custodian must indicate, on the released portion of the record, the amount of information deleted, unless including that indication would harm an interest protected by the exemption relied upon. The indication must appear, if technically feasible, at the place in the record where such deletion is made.

352.55 Appeal Procedure

352.551 Conditions

If any one of the following three situations occurs, the requester may appeal to the address listed below.

- a. A request to inspect or to copy a record, or a request for expedited processing of the request, is denied, in whole or in part.
- b. No determination is made within the required period.
- c. A request for waiver of fees is not approved.

GENERAL COUNSEL
US POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-1100

* * * * *

352.56 Action on Appeals

352.561 Final Decision

The decision of the general counsel or designee is the final decision of the Postal Service on the right of the requester to inspect or copy a record, or to be granted expedited processing of the request, as the case may be. The general counsel will give prompt consideration to an appeal for expedited processing of a request. All other decisions will normally be made within 20 working days from the time of the receipt by the general counsel. The 20-working-day response period may be extended by the general counsel or designee for a period not to exceed an additional 10 working days when reasonably necessary to permit the proper consideration of an appeal, under one or more of the unusual circumstances set forth in 352.525. The total number of additional working days used pursuant to this section and 352.525, however, may not exceed 10.

352.562 Written Response

The decision on the appeal must be in writing. If the decision sustains a denial of a record, in whole or in part, or if it denies expedited processing, it must state the justification and inform the requester of his or her right to judicial review. In the case of records withheld, the decision must specify any exemption or exemptions relied on and the manner in which they apply to the record, or portion thereof, that is being withheld.

* * * * *

352.57 Expedited Processing

352.571 Criteria

A request for expedited processing of a request for records must be granted when the requester demonstrates compelling need. Compelling need exists if either of the following applies:

- a. Failure of the requester to obtain the records on an expedited basis could reasonably be expected to pose an imminent threat to the life or physical safety of an individual.
- b. In the case of a request made by a person primarily engaged in disseminating information, there is an urgency to inform the public concerning actual or alleged federal government activity.

352.572 Request

A request for expedited processing must be directed in writing to the records custodian. The requester must provide information in sufficient detail to demonstrate compelling need for the records and certify this statement to be true and correct to the best of the requester's knowledge and belief. The custodian may waive the formality of certification when deemed appropriate.

352.573 Determination

The records custodian must make a determination of whether to provide expedited processing and notify the requester within 10 working days after the date of the request for expedited processing. If the request is granted, the records custodian must process the request for records as soon as practicable. If the request for expedited processing is denied, the written response will include the procedures at 352.55 for appealing the denial.

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352.7 Schedule of Fees

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352.72 Standard Rates

352.721 Record Retrieval

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Exhibit 352.721

Fees for Retrieval by Computer

Information Services Prices List

When requested information must be retrieved by computer, the requester is charged for the resources required to furnish the information. Estimates are given to the requester in advance and are based on the following price list.

Service Description	Price	Unit
A. OS390 Servers		
Batch or On-line Services	\$1,350.00	hour
Media Charge (Tape Produced)	25.00	volume
Print	.10	page
B. Production Servers (Running UNIX or NT OS)		
On-line Services	\$ 155.00	hour
Print	.13	page
C. Personal Computers		
On-line search	\$ 6.25	15 minutes
Print	.13	page
D. Personnel Charges		
Software Systems Services	\$ 81.00	hour
Programming Services	70.00	hour
Manual Unit Services	48.00	hour

* * * * *

352.8 Annual Report

A report concerning the administration of the Freedom of Information Act will be submitted to the Attorney General of the United States on or before February 1 of each year, with the first such report, for fiscal year 1998, due on or before February 1, 1999. Data for the report will be collected on the basis of a fiscal year that begins on October 1 of each year. The Attorney General, in consultation with the Director, Office of Management and Budget, will prescribe the form and content of the report. The report will be made available to the public at the Headquarters Library and on the Postal Service's World Wide Web site at <http://www.usps.gov>.

—Payroll Accounting/Records,
Corporate Accounting, 3-12-98

IRT Colored Furniture

The following new colored lobby furniture items are now available from the Topeka Material Distribution Center:

PSIN	PSN	Description	Unit Price
7400BLB	7110-04-000-3945	IRT Work Station, Lapis Blue/Gray Glace	\$2,043.00
7400HC84BLB	7110-04-000-3946	IRT Handicapped Station, Lapis Blue/Gray Glace w/36" Shelf Option B	\$2,077.00
7400HC72BLB	7110-04-000-3947	IRT Handicapped Station, Lapis Blue/Gray Glace w/24" Shelf Option C	\$2,023.00

To order, please submit PS Form 7381 through your local Material Management Specialist.

—Purchasing and Materials, 3-12-98

Customer Relations

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of

1 million pieces or more, should contact Customer Relations Program Management at 202-268-5885 at least 1 month preceding the requested delivery dates.

Title of Mailing	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
The Company Store, Kitchen & Home	Standard A/flat	Mar. 7–Mar. 16	2.1	Nationwide	CR-RT presort	Quad/Graphics, Saratoga Springs, NY
Carol Wright Mailing	Standard A/ltr	Mar. 9–Mar. 14	25.0	Nationwide	CR-RT walk sequence	6" x 9" envelope
JCPenney Ultima II	Standard A/ltr	Mar. 10–Mar. 12	2.0	Nationwide	CR-RT	Harte Hanks
JCPenney Hanes	Standard A/postcard	Mar. 10–Mar. 12	1.0	Nationwide	CR-RT	Harte Hanks
Eddie Bauer Spring Sale 1	Standard A/flat	Mar. 11–Mar. 13	2.7	Nationwide	3-Digit SCF	10" x 13" Harte Hanks
JCPenney Clearance	Standard A/catalog	Mar. 12–Mar. 14	2.8	Nationwide	CR-RT	Perry
JCPenney Spring Children's Catalog	Standard A/catalog	Mar. 13–Mar. 16	5.1	Nationwide	CR-RT	World Color
JCPenney Summer Update	Standard A/booklet	Mar. 13–Mar. 16	11.4	Nationwide	CR-RT	RR Donnelley
Sears 10% Sale	Standard A	Mar. 14–Mar. 17	18.0	Nationwide	CR-RT	
JCPenney Spring Wardrobe Mass Mailer	Standard A/booklet	Mar. 16–Mar. 18	15.0	Nationwide	CR-RT	Harte Hanks
Billy Graham Letter	Standard A/ltr	Mar. 16–Mar. 27	2.1	Nationwide	3/5-Digit, basic, barcode	3 7/8" x 7 1/8" envelope; Minneapolis, MN.
JCPenney Summer Tall Women	Standard A/catalog	Mar. 17–Mar. 19	2.1	Nationwide	CR-RT	World Color
JCPenney Sizes 16W & Up	Standard A/catalog	Mar. 17–Mar. 19	2.9	Nationwide	CR-RT	World Color
Current Spring 1998	Standard A/flat	Mar. 18–Mar. 24	1.9	Nationwide	CR-RT, 3/5-Digit, basic	8" x 10"
Sears Apparel	Standard A	Mar. 20–Mar. 23	6.0	Nationwide	CR-RT	
JCPenney Anniversary Sale	Standard A/catalog	Mar. 21–Mar. 22	11.8	Nationwide	CR-RT	RR Donnelley
Sears Craftsman Club	Standard A	Mar. 21–Mar. 24	8.0	Nationwide	CR-RT	
Sears SBC	Standard A	Mar. 23–Mar. 25	8.0	Nationwide	CR-RT	
DECISION Magazine	Standard A/flat	Mar. 25–Mar. 31	1.5	Nationwide	CR-RT, 3/5-Digit, barcode	8" x 10 5/8", 44-page magazine; Minneapolis, MN.

Missing and Exploited Children

Since 1985, the U.S. Postal Service has cooperated with the National Center for Missing & Exploited Children (NCMEC) by including photos and other information about missing children in our nationally distributed *Postal Bulletin*. The Postal Service is about to move this cooperative effort to the next step by joining forces with NCMEC in using a state-of-the-art broadcast fax network to ensure more rapid distribution of information on missing and exploited children.

Notification of newly reported missing children will be sent by fax to the attention of designated district "Missing Children" coordinators at fax numbers provided by district managers. Upon receipt of a facsimile Missing Children poster, district coordinators should have sufficient copies made for distribution to all postal facilities in their districts *within 24 hours of receipt*. Missing Children posters are to be posted for 30 days in post office lobbies, workroom floor areas, and other postal facilities, unless notification is received (from NCMEC) to remove a particular poster sooner.

This broadcast fax network will be used by NCMEC to distribute posters and information in only the most urgent cases of missing and exploited children. This new system will supplement, not replace, the current system of distributing missing children information in the *Postal Bulletin*.

If postal 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 the National Center for Missing & Exploited Children, 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 1-800-843-5678.

—Corporate Relations, 3-12-98

March 1998

Have You Seen Any of These 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 children, tell your postal supervisor.



Irma Luna
 Born: 11/30/80
 Date Missing: 10/21/93
 Missing From: Medina, NY



Samantha Mills
 Born: 10/12/86
 Date Missing: 4/15/97
 Missing From: Portsmouth, OH



Shawn Mills
 Born: 12/2/87
 Date Missing: 4/15/97
 Missing From: Portsmouth, OH



John Tabor
 Born: 2/16/82
 Date Missing: 9/2/97
 Missing From: Hixson, TN



Larry Krebs
 Age Progression to 19 Years
 Born: 2/3/78
 Date Missing: 5/30/80
 Missing From: Bryan County, OK



Mary Bell
 Born: 5/12/82
 Date Missing: 6/17/97
 Missing From: Clover, SC

**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

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations, and branches. Operators of contract postal units may display this poster at their option.

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. For policy and information on Postal Service support in efforts to recover missing children, see *Postal Bulletin 21967 (3-12-98)*.

Missing Children posters are available for the U.S. Postal Service only through periodic issues of the *Postal Bulletin*.

March 1998

Have You Seen Any of These 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 children, tell your postal supervisor.



Ruth Denogean
 Born: 11/11/84
 Date Missing: 11/12/97
 Missing From: Phoenix, AZ



Austin Hernandez
 Born: 6/10/96
 Date Missing: 4/28/97
 Missing From: Tehachapi, CA



Kathryn Barlage
 Born: 12/31/79
 Date Missing: 1/3/95
 Missing From: Farmington, MN



Denali Sipes
 Born: 5/18/94
 Date Missing: 6/15/97
 Missing From: Novi, MI



Jeanna North
 Born: 12/12/81
 Date Missing: 6/28/93
 Missing From: Fargo, ND



Mark Himebaugh
 Age Progression to 17 Years
 Born: 5/23/80
 Date Missing: 11/25/91
 Missing From: Del Haven, NJ

**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

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations, and branches. Operators of contract postal units may display this poster at their option.

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Missing Children posters are available for the U.S. Postal Service only through periodic issues of the *Postal Bulletin*.

Domestic Mail

DMM REVISION

Enclosure at Periodicals Rate

Effective immediately, *Domestic Mail Manual* (DMM) C200.1.4.b is revised to remove the restriction that allows only a single sheet of printed matter containing information related exclusively to, and included with, a receipt or request or order for a subscription to the host publication; and to clarify that the receipt, request, or order for a subscription may be prepared as reply mail.

This revision will appear in DMM Issue 54 (scheduled for release on July 1, 1998).

Domestic Mail Manual (DMM)

	*	*	*	*	*
C	Characteristics and Content				
	*	*	*	*	*
C200	Periodicals				
1.0	PERMISSIBLE MAILPIECE COMPONENTS				
	*	*	*	*	*

1.4 Enclosures at Periodicals Rate

[Amend 1.4b, sentences 1 and 2 to read as follows:]

Only the following material may be included loose as an enclosure in a Periodicals mailpiece and be paid at Periodicals rates, subject to the corresponding conditions:

* * * * *

- b. A receipt, request, or order for a subscription may be printed or written; prepared as a reply mail card or envelope, or as a combination form for the host and one or more Periodicals publications issued by the same publisher; arranged to include a coin receptacle; and inserted in an envelope within the publication. The receipt or request may be part of or accompanied by printed matter containing information related exclusively to a receipt or request or order for a subscription to the host Periodicals publication (or a combination of the host and other Periodicals publications of the same publisher) if that printed matter does not advertise, promote, or offer for sale other products or services.

—*Business Mail Acceptance, Marketing Systems, 3-12-98*

APO/FPO Changes

Make the following ink change to the most recent APO/FPO tables published in *Postal Bulletin* 21966 (2-26-98).

APO/FPO	Action	Effective Date	See Restrictions
09305	Active	Immediately	B-B1-E2-F-H1-I-R-R1-U2-Z1
09604	Active	Immediately	B-B1-C-F-F1-U

—*International and Military Mail Operations, International Business Unit, 3-12-98*

Finance

Privacy Act Report for Calendar Year 1997

The Postal Service must report its Privacy Act (PA) activities *on a calendar year basis* in a biennial report to the Office of Management and Budget. Each records custodian must report Privacy Act data for calendar year 1997 even if the report is negative; that is, even if no Privacy Act requests were received or denied.

Note: Do not confuse this Privacy Act reporting requirement with the Freedom of Information Act (FOIA) reporting requirement published in *Postal Bulletin* (PB) 21961 (12-18-97). *Two separate reports (FOIA and PA) must be prepared and submitted using the formats specified.*

Which Privacy Act Requests to Report

Report only requests that meet *all* the following criteria:

- The request must be in writing.
- The requester must ask for access to or amendment of records about himself or herself.
- The request must specifically cite the Privacy Act.

What Not to Include

- A request that does not cite the Privacy Act, even if it is of a Privacy Act nature and granted or denied under the Act. **Note:** Requests from current employees must be counted *only* if they are in writing and specifically cite the Privacy Act.
- A request for address information, e.g., change of address or boxholder information.

Who Must Submit a Report

All records custodians must submit a report for calendar year 1997. A records custodian is the head of a postal facility such as an area, district, post office, or other postal installation that maintains Postal Service records and information. Vice presidents are the custodians of records and information maintained at Headquarters. (Headquarters field units should submit reports through their Headquarters offices.) Senior medical personnel are the custodians of restricted medical records maintained within postal facilities. The custodian of employee assistance program (EAP) records is either the USPS counselor, contractor, or Public Health Service, whoever provided the services. The employee and workplace intervention analyst is the custodian of EAP records created prior to March 1993.

How to Submit Reports

Records custodians must send reports to their records office coordinator shown below *on or before* March 25, 1998. The report must be clearly marked "*Privacy Act Report for CY 1997.*" Records office coordinators are located in Area Customer Service and Sales offices and in district Finance offices. See *Administrative Support Manual* (ASM) 351.134.

Records Custodians for:	Send Reports to:
Area Offices	Records Office Coordinator in the Area Office
Processing and Distribution Plant Offices	Records Office Coordinator in the Performance Cluster
Customer Service & Sales District Offices	Records Office Coordinator in the Performance Cluster
Postmasters	Records Office Coordinator in the Performance Cluster
Headquarters Field Units	Headquarters (Parent Office)

How to Format Reports

Custodians must submit the required information in the following format:

SAMPLE	
Privacy Act Report for CY 1997	
Preparer's Name and Title	<i>Jane Doe, Postmaster</i>
Preparer's Location and Telephone Number	<i>Little Ark., MO (780) 123-4567</i>
Office(s) Covered by Report	<i>Little Ark., MO 78910</i>
Part 1	
<p>If no Privacy Act access or amendment requests were received in CY 1997, check here: <input type="checkbox"/> and return this report to your records office coordinator. If requests were received, complete Part 2 below.</p>	
Part 2	
Access and Amendment Requests From Individuals Concerning Records About Themselves and Specifically Citing the Privacy Act*	Number of Requests
The number of access requests for records	<i>5</i>
The number of these access requests denied in whole or in part	<i>0</i>
The number of amendment requests for records	<i>3</i>
The number of these amendment requests denied in whole or in part	<i>0</i>
<p>* Do not include requests for address information. Include requests from current employees only if they are in writing and specifically cite the Privacy Act.</p>	

How to Maintain Records During Calendar Year 1998

Records custodians must start a centralized file containing the information required by this report. This procedure enables custodians to have information readily available when he or she must submit a report this time next year.

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 414

Keep all foreign order notices for use as reference.

Final Orders

The Tentative Decision and Order issued against the following has become final:

Australia

ALA
PO BOX 1713
DOUBLE BAY NSW 2028
AUSTRALIA

AUSSIE WIN
PO BOX 251
TULLAMARINE VICTORIA 3043
AUSTRALIA

AUSSIE WIN
PO BOX 169
AUBURN 2144 NSW
AUSTRALIA

AUSSIE WIN
PO BOX 837
DOUBLE BAY NEW SOUTH WALES 2028
AUSTRALIA

HKLS
PO BOX 837
DOUBLE BAY NSW 2028
AUSTRALIA

Do not dispatch any mail to these addresses. Place the mailpieces in a pouch endorsed Foreign Order Mail and send it to:

POSTMASTER
CLAIMS INQUIRY
JAMES A FARLEY BUILDING
ROOM 2029A
NEW YORK NY 10199-9652

Do not place any endorsement on the mailpieces themselves.

Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all Processing and Distribution Plants, designated international exchange office, and customer service plants.

—Judicial Officer, 3-12-98

Withholding of Mail Orders

Withholding of mail orders is enforced by postmasters at the cities listed below:

State/City	Names Covered
FL, Tampa 33672-0714	Any And All Various Known And Unknown Names Except Johnnie Mae Reeves, P.O. Box 172714 and
FL, Tampa 33602-2405	2201 North Central Avenue and
FL, Tampa 33605-1242	Any And All Various Known And Unknown Names Except Linda Williams, 1812 Chipco Street

—Judicial Officer, 3-12-98

Domestic Orders

False representation is enforced by the postmaster at the city listed below:

State/City	Names Covered	Product
FL, Delray Beach 33482-6383	Jeff Berger d/b/a, Network Yellow Pages, P.O. Box 6383	A false billing scheme.

—Judicial Officer, 3-12-98

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. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

The *Postal Bulletin* is available on the World Wide Web on the U.S. Postal Service home page at <http://www.usps.gov>. To access a *Postal Bulletin*, go to

“Business,” then to “Business Publications,” and then to “The Postal Bulletin.”

The *Postal Bulletin* is also available on the Postal Service Intranet. Click on “Corporate Information,” then “Policies and Procedures,” then “Postal Bulletin.”

Back issues through *Postal Bulletin* 21883A (1-1-95) are available for downloading, as are the 1995, 1996, and 1997 annual indexes. Once downloaded, the *Postal Bulletin*, including all forms and posters, may be read and printed.

210 221 0548 to	391 104 6146 to	6199	405 325 0188 to	0198	420 277 0015 to	0049
210 221 0599	391 574 1466 to	1499	406 009 4587 to	4599	420 599 0734 to	0798
273 775 7700 to	391 783 3020 to	3599	406 260 6830 to	6899	420 661 4115 to	4199
273 775 7899	391 792 6100 to	6199	406 459 6641 to	6999	420 758 9500 to	9699
302 000 0000 to	392 668 2956 to	2999	406 733 3000 to	3999	420 969 3951 to	3971
302 123 9999	392 854 8500 to	8899	407 545 1557 to	1599	420 969 3973 to	3999
349 746 2056 to	393 584 7566 to	7699	407 594 0412 to	0599	421 116 3565 to	3599
2099	393 650 0074 to	0099	407 692 9100 to	9299	421 130 9300 to	9399
350 518 7350 to	393 838 8316 to	8499	407 959 2190 to	2199	421 313 4500 to	4999
7374	393 893 6007 to	6099	408 265 2275 to	2288	421 364 5537 to	5599
360 011 1690 to	394 126 6907 to	6999	408 499 7700 to	7799	421 656 2609 to	2699
1699	394 189 0405 to	0599	408 499 7900 to	7999	421 988 9700 to	9799
360 168 6008 to	394 822 3243 to	3278	408 682 8484 to	8599	422 172 4667 to	4699
360 173 8800 to	394 990 1810 to	1899	408 698 7015 to	7099	422 484 4212 to	4299
362 861 3064 to	395 343 3264 to	3299	409 072 3941 to	3999	422 556 1270 to	1299
373 006 2176 to	395 373 3035 to	3099	410 491 2311 to	2399	422 587 7024 to	7099
374 768 2600 to	395 396 9649 to	9799	410 694 8400 to	8599	422 819 7533 to	7599
375 169 4400 to	395 970 3240 to	3299	410 775 1500 to	1599	422 842 5073 to	5087
375 829 3400 to	397 622 4054 to	4099	410 795 7927 to	7999	422 907 7563 to	7599
375 851 9100 to	397 819 8902 to	8999	410 867 0917 to	0966	424 500 6050 to	6099
376 196 0911 to	398 149 7200 to	7699	410 867 0970 to	0999	424 641 8500 to	8599
378 085 3679 to	399 070 0872 to	0899	411 868 1023 to	1199	424 871 6600 to	6699
378 351 1063 to	399 156 7119 to	7199	411 922 2322 to	2399	425 298 2352 to	2399
379 843 5100 to	399 203 5064 to	5099	412 193 0900 to	0999	425 418 4269 to	4299
380 093 9600 to	399 296 9910 to	9999	412 395 8599 to	8699	425 418 4405 to	4499
9699	399 396 8935 to	8999	412 485 6500 to	6599	426 547 4566 to	4599
380 165 1165 to	399 792 7775 to	7799	412 485 6610 to	6699	427 412 6337 to	6499
381 325 4500 to	399 792 8300 to	8399	412 885 5953 to	5999	427 481 0900 to	0999
381 604 2510 to	400 427 1051 to	1999	414 193 3608 to	3674	428 027 2742 to	2752
381 645 9525 to	401 045 1505 to	1549	414 193 3677 to	3699	429 474 4172 to	4199
383 314 3968 to	401 045 1571 to	1599	414 411 7348 to	7399	429 889 2900 to	2999
383 892 1000 to	401 294 2700 to	2799	414 640 0757 to	0799	430 150 4401 to	4599
383 892 1382 to	401 310 9505 to	9599	414 965 1727 to	1799	430 172 9800 to	9899
384 925 3641 to	401 382 5312 to	5399	417 302 8104 to	8199	430 177 1900 to	2099
385 568 2331 to	402 578 7876 to	7899	417 387 6532 to	6599	430 444 9500 to	9699
385 599 7554 to	403 125 6744 to	6799	417 496 6800 to	6999	430 664 4070 to	4099
385 774 2024 to	403 260 7000 to	7499	417 871 9250 to	9299	432 168 8419 to	8499
386 624 1412 to	403 280 6470 to	6499	417 930 9533 to	9599	432 708 6800 to	6999
386 883 8936 to	403 685 8600 to	8699	418 164 6500 to	6799	432 744 1544 to	1599
387 314 5574 to	404 003 0300 to	0399	418 423 9863 to	9899	432 995 9775 to	9799
387 837 6300 to	404 041 8838 to	8899	418 633 5922 to	5999	433 003 5800 to	5899
388 828 0656 to	404 071 4268 to	4299	418 719 8520 to	8599	433 757 3047 to	3099
389 696 2400 to	404 347 5356 to	5399	418 744 2235 to	2299	433 765 4003 to	4099
389 846 3104 to	404 347 5548 to	5599	418 962 2848 to	2899	434 482 7060 to	7199
389 846 3145 to	404 726 4500 to	4599	419 543 0286 to	0299	434 513 2386 to	2399
389 887 9211 to	404 961 5001 to	5199	419 730 0300 to	0399	434 968 3076 to	3092
389 887 9234 to						
390 001 3182 to						
3199						
390 001 3500 to						
390 545 5974 to						

435 303 1831	to	1842	458 337 5222	to	5299	475 875 2500	to	2599	493 394 5568	to	5599
435 303 1986	to	1999	458 354 7653	to	7999	476 169 8264	to	8299	493 470 2562	to	2599
435 666 6092	to	6399	458 671 8678	to	8699	476 189 3000	to	3499	493 473 7700	to	7799
436 082 6400	to	6899	458 671 8721	to	8798	476 331 2480	to	2499	493 716 2153	to	2199
436 160 6441	to	6499	458 847 5044	to	5999	477 289 8601	to	8699	494 206 2972	to	2999
437 316 7115	to	7199	459 274 7624	to	7699	477 681 5206	to	5299	494 217 3446	to	3999
437 427 0500	to	3499	459 365 5432	to	5499	478 010 4243	to	4268	494 224 0500	to	0599
439 179 2300	to	2399	459 378 5764	to	5799	478 010 4270	to	4291	495 145 0600	to	0699
439 310 0458	to	0499	459 472 4816	to	4999	478 450 5071	to	5099	496 209 7425	to	7499
440 698 1947	to	1999	460 349 6878	to	6899	478 469 7838	to	7858	496 213 8728	to	8799
440 858 6300	to	6399	460 550 1909	to	1999	478 469 7883	to	7899	496 474 5226	to	5248
440 858 6420	to	7299	460 997 5234	to	5299	479 280 9800	to	9899	497 053 8517	to	8699
441 199 1655	to	1699	461 973 6443	to	6499	479 365 9116	to	9176	497 854 8673	to	8699
443 127 3648	to	3699	462 152 0107	to	0299	479 412 9900	to	9999	498 449 8888	to	8899
443 127 4000	to	4099	462 274 1072	to	1099	479 667 6190	to	6199	498 929 8285	to	8499
443 673 7900	to	7999	462 277 8373	to	8399	479 748 9680	to	9699	498 936 5310	to	5399
443 800 9335	to	9399	462 554 6051	to	6099	479 860 7000	to	7199	499 016 5425	to	5499
444 382 8822	to	8899	463 011 5529	to	5540	480 526 2000	to	2099	499 440 8575	to	8899
444 390 1667	to	1699	463 176 4115	to	4199	480 640 6330	to	6399	499 731 6717	to	6799
444 457 3854	to	3899	463 176 4229	to	4299	480 658 0568	to	0599	500 064 1858	to	1869
450 048 4173	to	4199	463 185 2600	to	2799	480 689 5100	to	5199	500 070 5725	to	7799
450 048 4442	to	4699	463 227 7711	to	7799	481 072 9463	to	9499	600 645 3223	to	3299
450 560 5173	to	5199	463 414 4869	to	4899	481 673 0074	to	0095	601 339 1200	to	1399
450 620 3077	to	3099	463 808 3484	to	3499	482 527 1500	to	1599	601 661 7700	to	7799
450 620 3135	to	3199	463 945 7400	to	7899	482 541 5255	to	5299	601 682 5343	to	5399
450 780 2716	to	2799	464 629 9000	to	9399	482 729 6800	to	6899	601 928 1600	to	1699
450 801 2700	to	2799	464 711 4332	to	4399	483 363 7207	to	7299	602 512 2972	to	2999
451 109 2967	to	2984	465 692 3963	to	3999	483 402 2356	to	2399	602 555 2400	to	2799
451 115 4110	to	4125	465 698 8300	to	8599	483 486 5100	to	5199	602 829 7061	to	7099
451 115 4127	to	4199	465 743 7745	to	7799	483 632 1521	to	1599	603 483 9572	to	9599
452 265 0074	to	0099	466 798 6056	to	6067	483 632 2600	to	2799	603 490 7200	to	7299
452 265 0246	to	0299	467 147 4300	to	4399	483 849 1615	to	1699	603 678 7100	to	7199
452 265 0335	to	0999	468 079 5782	to	5799	484 174 4803	to	5299	603 678 7662	to	7699
452 509 1169	to	1199	469 067 2817	to	2899	484 323 8900	to	9199	603 678 7902	to	7999
452 855 6471	to	6499	469 127 8000	to	8199	484 680 5000	to	5038	603 678 8418	to	8499
452 890 4679	to	4799	469 213 0359	to	0399	484 680 5040	to	5074	603 678 8700	to	9999
452 900 8215	to	8238	469 213 0500	to	0599	484 680 5077	to	5099	604 086 0880	to	0899
453 117 9146	to	9199	469 561 8011	to	8099	485 029 4913	to	4999	604 349 1414	to	1499
453 334 3631	to	3699	469 658 1961	to	1999	486 176 0600	to	0699	604 503 7776	to	7799
453 603 7841	to	7891	469 666 9900	to	9999	486 559 7555	to	7599	605 520 9037	to	9099
453 650 1140	to	1199	469 678 1900	to	1999	486 696 3023	to	3199	605 685 4010	to	4099
453 741 1300	to	1399	469 781 4900	to	4999	488 173 7900	to	7999	605 988 6467	to	6499
454 013 2919	to	2999	469 947 6960	to	6999	488 206 4100	to	4199	607 689 7951	to	7960
454 186 2411	to	2499	470 755 5800	to	5818	488 226 0200	to	0299	607 728 1276	to	1299
454 268 4883	to	4899	471 918 0300	to	0999	488 709 3906	to	3999	608 727 7100	to	7199
454 302 5400	to	5499	471 985 2408	to	2410	488 855 8359	to	8399	608 727 7273	to	7599
454 490 8300	to	8399	472 191 6700	to	6799	489 181 8963	to	8999	608 813 9950	to	9999
454 547 7434	to	7499	472 270 2555	to	2599	489 223 2000	to	2099	609 067 5325	to	5399
454 922 4867	to	4895	472 987 0213	to	0241	489 311 1930	to	1999	609 067 5488	to	5499
455 221 1348	to	1499	472 987 0290	to	0299	489 318 6200	to	6300	609 067 5600	to	5699
455 364 2147	to	2199	473 151 2069	to	2199	489 384 0027	to	0099	609 289 6123	to	6199
455 399 5400	to	5499	473 666 9138	to	9199	489 427 0658	to	0899	609 438 4400	to	4499
455 476 0676	to	0699	473 952 3429	to	3499	489 997 5252	to	5299	609 493 1100	to	1199
455 543 0618	to	0699	474 108 5402	to	5499	490 669 5850	to	6099	609 766 8091	to	8999
456 410 9006	to	9099	474 356 5193	to	5299	490 717 7080	to	7099	609 825 4100	to	4115
456 470 4146	to	4299	474 949 3366	to	3399	490 721 6000	to	6099	609 884 2981	to	2999
456 619 4460	to	4499	475 134 9362	to	9399	490 793 1500	to	2099	609 893 1000	to	1099
457 333 2686	to	2699	475 167 9667	to	9699	490 886 8171	to	8199	610 092 3200	to	3299
457 729 1767	to	1777	475 319 3415	to	3499	490 977 9221	to	9240	610 582 4200	to	4299
457 937 8615	to	8699	475 319 3649	to	3799	491 258 8100	to	9099	611 879 6939	to	6999
458 028 9810	to	9899	475 340 6400	to	6599	491 567 1376	to	1399	612 291 8013	to	8099
458 057 2712	to	2999	475 424 8410	to	8499	492 254 4800	to	4899	612 751 5171	to	5199
458 069 9537	to	9599	475 629 9156	to	9199	492 283 5100	to	5199	612 751 5226	to	5299
458 069 9665	to	9699	475 850 6101	to	6199	492 610 6813	to	6899	612 751 6083	to	6099

612 751 6268 to 6299	636 289 6214 to 6299	648 722 5283 to 5299	667 729 5529 to 5599
612 751 6572 to 6599	636 634 8007 to 8042	648 892 3164 to 3199	668 383 8400 to 8699
612 774 2111 to 2199	637 150 1200 to 1299	649 100 3989 to 3999	670 368 3400 to 3499
612 774 2254 to 2299	637 562 5828 to 5899	649 647 0370 to 0399	670 369 7336 to 7399
612 774 2500 to 2599	638 042 1647 to 1699	649 647 0522 to 0599	670 750 7169 to 7199
614 469 0979 to 0999	638 049 4984 to 4999	649 647 5237 to 5399	671 046 6200 to 6399
614 474 3000 to 3099	638 318 1115 to 1199	649 647 9100 to 9299	671 251 5448 to 5499
614 521 3490 to 3499	638 318 1453 to 1499	649 666 7800 to 8299	671 926 5600 to 5799
614 645 1800 to 1899	638 885 0000 to 0299	650 114 7707 to 7719	672 444 2000 to 2999
614 832 1100 to 2099	638 903 4362 to 4373	650 130 3400 to 3599	672 828 3410 to 3499
615 017 7505 to 7599	639 415 1929 to 1999	650 213 0406 to 0499	673 167 5776 to 5799
617 711 6609 to 6699	639 415 2019 to 2099	650 555 1749 to 1799	675 464 3700 to 3799
617 760 5266 to 5299	639 420 6200 to 6299	650 564 1900 to 1999	675 464 4000 to 4199
617 813 3601 to 3699	639 469 3517 to 3799	650 627 4212 to 4299	676 365 5958 to 5999
618 840 9200 to 9299	639 605 2143 to 2199	650 736 2043 to 2099	677 466 1088 to 1099
619 551 7229 to 7299	639 657 8600 to 8799	650 739 1540 to 1699	680 112 9565 to 9599
619 859 3000 to 3099	640 289 7500 to 7599	651 741 4415 to 4499	680 244 0903 to 0990
620 073 9400 to 9499	640 289 7700 to 7999	651 882 2800 to 2899	682 965 1178 to 1299
621 614 7907 to 7930	641 170 4420 to 4499	652 754 6317 to 6399	700 065 2570 to 2599
621 614 7932 to 7999	641 318 3133 to 3199	653 131 4945 to 4999	700 065 4800 to 4899
621 648 8021 to 8199	641 378 6500 to 6999	653 426 3300 to 3399	700 190 3350 to 3359
621 648 8500 to 8599	641 383 8739 to 8799	653 455 4874 to 4899	700 228 6048 to 6099
621 904 8351 to 8599	641 877 3187 to 3299	654 238 0000 to 0399	700 650 0452 to 0499
621 916 1978 to 1989	641 877 3310 to 3399	654 404 3065 to 3092	700 666 1323 to 1349
622 989 8032 to 8099	642 355 8094 to 8199	654 962 2900 to 3199	700 786 9106 to 9142
623 076 9300 to 9399	642 355 8308 to 8999	655 103 5081 to 5199	700 859 0744 to 0758
623 819 5006 to 5099	642 900 0018 to 0099	655 523 2600 to 2999	701 028 6780 to 6899
623 895 8200 to 8399	643 030 6254 to 6299	656 305 2448 to 2499	701 213 3900 to 3999
623 917 0000 to 0099	644 066 0882 to 0899	657 347 4438 to 4999	701 267 2000 to 3999
623 917 0200 to 0299	644 069 0600 to 0699	657 710 8100 to 8999	701 335 7312 to 7399
624 468 5288 to 5299	644 077 7506 to 7699	657 780 0985 to 0999	701 369 2005 to 2050
624 665 3162 to 3198	644 085 8157 to 8199	658 586 1400 to 1499	701 503 2247 to 2299
625 088 6735 to 6799	644 112 9839 to 9899	658 877 8000 to 8199	701 553 6557 to 6599
625 916 9500 to 9799	644 373 9083 to 9099	658 880 8000 to 8199	701 601 3457 to 3499
625 968 8956 to 8999	644 380 1460 to 1499	659 398 7300 to 7399	701 605 5913 to 5999
627 005 3938 to 3999	644 733 4715 to 4799	659 706 8113 to 8199	701 708 1741 to 1799
627 384 3907 to 4099	644 900 9712 to 9799	659 846 7837 to 7899	701 736 3966 to 3999
627 496 7549 to 7599	644 901 0109 to 1299	660 510 4100 to 4199	701 838 2800 to 2899
627 708 3605 to 3699	644 901 1325 to 1399	660 673 0400 to 0599	701 941 0600 to 0699
627 776 2500 to 2599	644 923 6800 to 7799	661 488 5000 to 5099	702 171 1603 to 1699
628 226 3100 to 3199	644 932 4655 to 4699	661 609 9100 to 9199	702 254 9300 to 9399
628 814 4702 to 4799	644 932 4792 to 4799	661 716 9420 to 9499	702 264 7568 to 7999
628 851 9689 to 9699	645 318 7240 to 7499	661 906 6522 to 6599	806 087 1100 to 1499
629 510 7200 to 7299	645 333 1766 to 1799	662 021 8332 to 8399	806 268 9275 to 9299
629 964 4200 to 4294	645 790 8632 to 8699	662 068 0700 to 0899	806 534 3400 to 3477
630 389 3056 to 3071	645 821 0657 to 0699	662 553 0774 to 0799	807 342 3283 to 3399
630 463 0588 to 0599	645 930 7948 to 7999	663 078 7034 to 7099	808 086 7100 to 7199
631 459 9117 to 9199	645 975 0737 to 0762	663 763 5300 to 5399	808 090 3440 to 3499
631 762 9325 to 9399	646 242 6200 to 6299	663 883 7039 to 7499	808 325 5161 to 5699
632 217 4933 to 4999	646 270 7639 to 7799	664 253 8000 to 8499	808 784 8000 to 8299
632 500 0000 to 99 9999	646 798 4000 to 4999	664 656 3055 to 3099	870 054 4814 to 4899
633 110 4165 to 4199	647 048 7035 to 7099	665 174 6400 to 6499	870 491 4812 to 4849
633 110 4303 to 4499	647 049 2900 to 2999	665 274 8208 to 8299	870 541 7167 to 7239
633 438 6429 to 6599	647 398 8300 to 8399	665 669 5400 to 5499	
633 588 7173 to 7182	647 398 8481 to 8499	666 132 8226 to 8299	
634 725 0700 to 0799	647 437 3000 to 4999	666 696 2209 to 2299	
634 803 3239 to 3299	647 811 2188 to 2199	666 696 2309 to 2399	
634 807 2474 to 2499	648 009 6057 to 6099	667 032 9300 to 9399	
634 827 5900 to 5999	648 163 5300 to 5499		
634 886 3428 to 3499			
635 559 3449 to 3499			

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 any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 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.

000 000 001 to	702 051 501 to 1 750	708 116 251 to 6 310	718 466 370 to 6 420
692 600 000	702 053 601 to 3 800	708 138 301 to 8 480	718 568 451 to 8 479
692 720 871 to 0 900	702 104 368 to 4 900	709 222 591 to 2 920	718 590 741 to 0 770
692 876 955 to 7 050	702 128 306 to 8 400	709 243 479 to 3 500	718 714 210 to 4 370
693 290 380 to 0 400	702 179 891 to 9 900	709 411 171 to 1 320	718 795 881 to 6 000
693 290 426 to 0 450	702 260 751 to 0 850	709 649 804 to 9 820	718 961 721 to 1 780
694 063 700 to 3 897	702 410 595 to 1 050	709 733 281 to 3 580	718 982 001 to 2 300
694 063 900 to 4 000	702 660 151 to 0 540	710 046 813 to 6 840	719 869 731 to 9 760
694 550 501 to 0 530	702 723 429 to 3 450	710 358 093 to 8 166	720 227 871 to 7 930
694 595 031 to 5 050	703 004 401 to 4 820	710 358 257 to 8 270	720 227 949 to 7 960
694 595 087 to 5 300	703 083 819 to 4 020	711 021 501 to 1 510	720 368 543 to 8 570
694 698 551 to 8 650	703 432 131 to 2 230	711 049 411 to 9 560	720 392 151 to 2 570
695 105 313 to 5 350	703 626 061 to 6 090	711 408 045 to 8 090	720 556 491 to 6 640
695 142 809 to 3 050	703 863 121 to 3 240	712 003 381 to 3 650	720 558 621 to 8 650
695 144 666 to 4 700	703 863 477 to 3 540	712 104 220 to 4 230	720 575 361 to 5 570
695 272 601 to 2 750	703 867 801 to 7 980	712 327 861 to 7 890	720 590 152 to 0 179
695 277 576 to 7 650	704 030 628 to 0 640	712 327 952 to 7 980	721 638 331 to 9 170
695 530 761 to 0 800	704 154 024 to 4 120	712 647 061 to 7 090	721 815 391 to 5 420
696 487 701 to 7 800	704 227 561 to 7 829	713 284 171 to 4 260	721 969 713 to 9 740
696 784 101 to 4 550	704 227 831 to 8 069	713 292 871 to 2 990	722 072 137 to 2 160
696 870 601 to 0 650	704 228 071 to 8 100	714 035 101 to 5 160	722 378 265 to 8 280
697 047 501 to 7 600	704 420 344 to 0 490	714 155 011 to 5 400	722 413 990 to 4 004
697 052 101 to 2 350	704 568 751 to 8 990	714 328 231 to 8 440	722 764 948 to 4 980
697 217 251 to 7 400	704 965 301 to 5 770	714 442 952 to 2 980	722 825 840 to 5 889
697 249 952 to 0 050	705 116 780 to 6 790	714 562 843 to 2 860	723 153 841 to 3 850
697 414 886 to 4 900	705 280 801 to 0 980	714 590 391 to 0 430	723 237 616 to 7 630
697 469 606 to 9 700	705 475 651 to 6 040	714 609 811 to 9 930	723 331 081 to 1 110
697 850 401 to 0 750	705 566 127 to 6 280	714 609 961 to 9 990	723 496 443 to 6 470
698 098 446 to 8 550	705 740 581 to 0 730	714 807 181 to 7 240	723 967 291 to 7 320
698 300 251 to 0 300	705 782 796 to 2 820	714 871 321 to 1 500	724 655 196 to 5 340
698 504 383 to 4 650	705 822 271 to 2 480	714 928 529 to 8 590	724 711 441 to 1 500
698 533 927 to 4 200	706 180 148 to 0 290	715 128 183 to 8 330	724 711 538 to 1 560
698 562 268 to 2 400	706 184 041 to 4 220	715 144 171 to 4 470	724 793 221 to 3 250
699 090 686 to 0 750	706 357 861 to 8 190	715 197 211 to 7 570	724 908 109 to 8 120
699 752 699 to 2 850	706 382 419 to 2 430	715 595 910 to 6 180	724 937 461 to 7 670
700 068 473 to 8 500	706 628 735 to 8 820	715 941 781 to 1 810	725 163 118 to 3 151
700 161 501 to 1 650	706 638 211 to 8 420	715 962 421 to 2 480	725 202 735 to 2 750
700 202 522 to 2 700	706 817 959 to 8 000	716 477 396 to 7 430	725 398 591 to 8 800
700 290 275 to 0 300	707 034 391 to 4 450	716 556 635 to 6 660	725 464 591 to 4 920
700 465 730 to 5 750	707 292 636 to 2 660	717 191 648 to 1 690	725 475 321 to 5 330
700 561 444 to 1 550	707 441 401 to 1 687	717 193 161 to 3 490	725 711 057 to 1 070
701 423 101 to 3 150	707 441 836 to 1 940	717 228 591 to 8 680	725 738 581 to 8 730
701 625 469 to 5 550	707 958 541 to 8 570	717 333 902 to 3 950	725 981 311 to 1 430
701 643 829 to 3 850	707 960 107 to 0 160	717 739 745 to 9 910	725 987 835 to 7 880
701 945 451 to 5 500	708 059 941 to 60 000	717 884 991 to 5 050	726 060 811 to 0 900
702 033 701 to 4 050	708 115 830 to 5 860	718 026 171 to 6 290	726 391 970 to 2 520

726 484 771 to 4 800	730 077 683 to 7 840	732 188 649 to 8 670	734 588 040 to 8 370
726 493 351 to 5 300	730 109 847 to 9 880	732 193 460 to 3 470	734 736 661 to 6 810
726 504 031 to 4 063	730 373 761 to 3 850	732 201 241 to 1 390	734 797 201 to 7 320
726 504 070 to 4 090	730 501 951 to 2 130	732 220 431 to 0 440	734 950 111 to 0 170
726 504 331 to 4 390	730 519 379 to 9 470	732 230 194 to 0 220	735 120 331 to 0 840
726 563 701 to 4 060	730 569 278 to 9 360	732 355 201 to 5 380	735 123 061 to 3 690
726 599 371 to 9 460	730 711 711 to 1 740	732 446 761 to 6 850	735 293 131 to 3 220
726 626 356 to 6 370	730 722 991 to 3 230	732 472 320 to 2 560	735 788 131 to 8 250
727 182 271 to 2 510	730 845 970 to 5 990	732 507 811 to 7 900	736 366 051 to 6 110
727 416 181 to 6 240	730 888 291 to 8 320	732 541 605 to 1 620	736 670 851 to 1 060
727 481 431 to 1 460	730 927 591 to 7 680	732 572 221 to 2 490	736 713 871 to 3 990
727 749 241 to 9 780	731 307 914 to 7 930	732 586 479 to 6 710	737 628 098 to 8 120
728 382 331 to 2 480	731 402 431 to 2 460	732 961 261 to 1 320	737 628 181 to 8 210
728 458 201 to 8 260	731 407 232 to 7 320	732 994 037 to 4 080	737 634 258 to 4 270
728 702 338 to 2 400	731 588 301 to 8 340	733 163 449 to 3 460	
728 915 371 to 5 850	731 703 211 to 3 240	733 297 171 to 7 290	
728 953 141 to 3 410	731 767 273 to 7 320	733 446 631 to 7 110	
729 169 081 to 9 140	731 781 061 to 1 120	733 474 665 to 4 770	
729 363 841 to 3 870	731 841 377 to 1 450	733 704 482 to 4 570	
729 682 891 to 3 190	731 837 821 to 7 910	733 751 041 to 1 130	
729 838 940 to 9 070	732 018 481 to 8 600	733 971 138 to 1 210	
729 839 101 to 9 130	732 067 972 to 8 370	734 290 759 to 0 770	
	732 086 374 to 6 400	734 389 273 to 9 290	
		734 440 031 to 0 111	

—Inspection Service, 3-12-98

Counterfeited Canadian Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed 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
679,751,983	687,262,525
679,694,334	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	

—Inspection Service, 3-12-98

800 Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing an 800 number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 1-800-563-0444.

This 800 number is printed on the back of the Canadian Postal Money Orders.

—Inspection Service, 3-12-98

Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be destroyed. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" 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 Service Agreement make up the Corporate Account Number.

005180	009599	019676	023621	057010	068229	080097	091257	093668	095484	097350	100102	104438
005214	009655	020505	024021	060022	068269	080190	091285	093732	095585	097358	100152	104474
005243	009729	020520	025190	060028	068292	080202	091293	093776	095686	097406	100270	104485
005513	009848	020550	025419	060110	068310	080307	091298	093847	095745	097411	100351	104529
005550	009945	020564	026068	060134	069028	080405	091332	093865	095785	097431	101109	104534
005648	010256	021017	026093	060356	069187	080419	091346	093868	095823	097468	101234	104586
005767	010363	021050	026187	060647	069203	080430	091404	093873	095856	097509	101239	104599
005794	010492	021054	026224	060768	069268	080484	091421	093880	095903	097510	101315	104610
005805	010537	021161	026236	061131	069493	080535	091437	093899	095982	097614	101456	104617
005883	010578	021242	026395	061133	069621	080554	091638	093934	096008	097646	101459	104640
005945	010633	021247	027109	061138	069871	080579	091668	093938	096030	097657	101730	104645
005964	010652	021267	027637	061204	070267	080585	091697	094033	096031	097684	101785	105504
005991	010665	021292	027895	061437	070300	080620	091708	094060	096033	097686	101808	105544
006031	010694	021313	027926	061441	070341	080680	091727	094091	096064	097763	101916	106303
006180	011302	021315	027929	061443	070466	085362	091736	094102	096093	097770	101988	106484
006203	011323	021353	028238	061657	070483	085385	091742	094132	096217	097783	102035	106572
006296	012301	021365	028318	062076	070609	085399	091828	094138	096296	097787	102067	107048
006357	012335	021389	028604	063491	070779	085422	091834	094143	096320	097792	102108	107247
006423	012390	021465	028771	064032	070977	085916	091844	094154	096325	097809	102112	107332
006832	013105	021477	028829	064270	070994	088115	091855	094235	096335	097850	102190	108235
006872	013219	021482	028904	064279	071110	088274	091941	094251	096343	097875	102360	108237
006949	014191	021545	029137	064386	071153	088582	092031	094261	096383	097907	102395	108426
006973	014233	021565	029446	064441	071172	088610	092077	094298	096385	097929	102466	108779
007115	014805	021635	029460	064481	071274	088622	092094	094348	096401	097932	102565	108844
007125	014950	021666	029568	064506	071506	088729	092234	094410	096427	097933	102623	108879
007179	015017	021769	029740	064584	071591	089176	092275	094423	096470	097941	102805	109168
007252	015165	021833	029786	064660	071743	089518	092327	094436	096492	097962	102872	109279
007277	015555	021838	030460	064864	075024	089682	092379	094496	096495	097995	102932	109555
007287	016140	021856	030487	064962	075373	089742	092439	094554	096513	098052	102971	109669
007375	016353	021932	034029	065008	075427	090163	092487	094587	096531	098057	103132	109683
007398	016529	021935	034625	065061	075435	090164	092497	094595	096573	098062	103143	109707
008294	016554	021985	038210	065071	075448	090217	092510	094599	096574	098073	103163	109796
008347	016654	022001	039302	065322	075485	090344	092530	094664	096578	098093	103167	109800
008423	016788	022107	040038	065338	076153	090477	092599	094685	096604	098107	103179	109820
008426	018057	022177	040134	065350	076329	090500	092624	094698	096617	098121	103500	109839
008445	018392	022180	040301	065506	076502	090539	092639	094708	096648	098125	103573	110173
008580	018424	022190	040316	065833	076757	090559	092666	094746	096651	098168	103760	110229
008640	018431	022223	040349	065878	076778	090565	092788	094775	096700	098176	103771	110261
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IMM REMINDER

International Mail — Thailand

Effective immediately, the insurance indemnity limit for air and surface parcels that are mailed to Thailand is increased to a maximum of \$1,465. As a consequence, the insurance fee table for that country, in Issue 19 of the *International Mail Manual* (IMM), is revised to read as follows:

* * * * *

INSURANCE (320)

Available for **Parcel Post only** (see 324.2 for required markings)

Insure Amount not over	Fee
\$50	\$1.60
\$100	\$2.50
\$200	\$3.40
\$300	\$4.30
\$400	\$5.20
\$500	\$6.10
\$600	\$7.00
\$700	\$7.90
\$800	\$8.80
\$900	\$9.70
\$1,000	\$10.60

Add \$0.90 for each additional \$100 or fraction of insurance coverage.

\$1,465 max. \$15.10

* * * * *

This regulatory change will be reflected in Issue 20 of the *International Mail Manual* (IMM).

—Pricing, Costing, & Classification,
International Business Unit, 3-12-98

IMM REVISION

International Mail — Express Mail International Service (EMS) Changes

Effective immediately, merchandise and all articles subject to customs duty are prohibited entry in Express Mail International Service (EMS) shipments that are mailed to Equatorial Guinea, Guatemala, Malawi, Somalia, Sudan, and Western Samoa. Because the existing EMS merchandise insurance fee table does not apply to those countries, it is being **deleted** from their respective Express Mail country pages in *the International Mail Manual* (IMM) and replaced by the following statement, which is being **added** to the EMS insurance entry:

EMS merchandise insurance is not available to this country. Document reconstruction insurance coverage is provided, at no additional cost, to a maximum of \$500 per shipment. See 211.53.

In addition, the following entry is being **deleted** from the EMS customs form information for each of those six countries:

Articles Admitted	Required Customs Form/Endorsement
Merchandise and all articles subject to customs duty.	PS Form 2976-A, Customs Declaration and Dispatch Note CP72, inside a PS Form 2976-E, Customs Declaration Envelope CP91.

Note #1 is being added into the EMS customs form information for each of the affected countries. It reads as follows:

Merchandise and all articles subject to customs duty are prohibited in EMS shipments.

(The existing Note, under that header, remains unchanged, and is now designated as Note #2.)

These mailing requirements' changes will be incorporated into Issue 20 of the IMM.

—Pricing, Costing, & Classification,
International Business Unit, 3-12-98

IMM REVISION

Global Package Link

Global Package Link (GPL) is a bulk mailing system that provides fast, economical international delivery of packages containing merchandise. GPL is designed to make it easier and less costly for mail order companies to export goods. The Postal Service provides GPL on a destination country-specific basis pursuant to the terms and conditions stipulated in *International Mail Manual (IMM)* 620 and the Individual Country Listings.

Changes to GPL Premium Size Limits

Effective February 25, 1998, IMM 620 is revised to reflect the current size allowances for GPL and returns services to Japan that are increased to U.S. domestic limits. The new provisions are:

- Customers wishing to send GPL packages to Japan that are larger than the current size restrictions of 44 pounds and maximum length of 60 inches will need to use GPL Premium Oversize service. GPL Premium Oversize service will include those packages longer than 60 inches on a side or weighing more than 44 pounds. Premium Oversize service will accommodate packages that fall within domestic limits of length plus girth up to 108 inches and weight up to 70 pounds.
- The returns service weight allowance from Japan will be increased from the current 44-pound maximum to a 70-pound maximum and the maximum size will be increased to 108 inches combined length plus girth.

IMM Issue 20 will include the following changes:

International Mail Manual (IMM)

6 Special Programs
* * * * *

620 Global Package Link
* * * * *

623.3 Size and Weight Limits

623.31 Weight

The weight limits for Global Package Link service are 70 pounds for Chile, China, and Germany; 66 pounds for Brazil, Canada, France, Singapore, and the United Kingdom; 64 pounds for Mexico; and 44 pounds for Japan with the Premium service.

GPL Premium packages to Japan weighing more than 44 pounds up to a maximum of 70 pounds must be mailed as GPL Premium Oversize. To use the GPL Premium Oversize service, the mailer has the responsibility to select GPL

Premium Oversize service when selecting the class of service and use the corresponding GPL Premium Oversize rate chart. GPL Premium packages weighing more than 44 pounds, up to a maximum of 70 pounds, will be returned to the mailer for remailing if GPL Premium Oversize service is not selected.

623.32 Size

The maximum length of GPL packages is 60 inches. The maximum length and girth combined is 108 inches. Exceptions: maximum size for Germany is length 47 inches, height 23 inches, width 23 inches; for Japan standard packages weighing less than 1 pound, the maximum length is 24 inches with a combined maximum height, depth, and length of 36 inches.

GPL Premium packages to Japan whose length is more than 60 inches up to a maximum length plus girth of 108 inches must be mailed as GPL Premium Oversize. To use the GPL Premium Oversize service, the mailer has the responsibility to select GPL Premium Oversize service when selecting the class of service and use the corresponding GPL Premium Oversize rate chart. GPL Premium packages longer than 60 inches up to length plus girth of 108 inches will be returned to the mailer for remailing if GPL Premium Oversize service is not selected.

All GPL packages must be large enough to accommodate the necessary labels and customs forms on the address side.

* * * * *

[Replace the current rate table with the following rate table:]

GPL Japan Rates

Weight not over (lbs)	Premium	Premium Oversize	Standard	Returns
1	\$14.50	\$27.50	\$5.50	\$7.20
2	\$16.50	\$31.00	\$8.50	\$9.80
3	\$19.00	\$34.50	\$13.00	\$12.40
4	\$21.50	\$38.00	\$16.50	\$15.00
5	\$24.00	\$42.50	\$22.00	\$17.60
6	\$27.00	\$47.00	\$25.00	\$20.20
7	\$29.50	\$51.50	**	\$22.80
8	\$32.00	\$55.00	**	\$25.40
9	\$34.50	\$58.00	**	\$28.00
10	\$37.00	\$60.50	**	\$30.60
11	\$39.50	\$63.00	**	\$33.20
12	\$42.00	\$66.00	**	\$35.80
13	\$44.50	\$68.50	**	\$38.40
14	\$47.00	\$71.00	**	\$41.00
15	\$49.50	\$73.00	**	\$43.70

Weight not over (lbs)	Premium	Premium Oversize	Standard	Returns
16	\$52.00	\$75.50	**	\$48.00
17	\$54.50	\$78.00	**	\$50.70
18	\$57.00	\$80.00	**	\$53.50
19	\$59.50	\$83.00	**	\$56.20
20	\$62.00	\$85.00	**	\$58.90
21	\$64.50	\$87.00	**	\$63.90
22	\$67.00	\$89.00	**	\$66.70
23	\$69.50	\$91.00	**	\$69.50
24	\$72.00	\$93.00	**	\$72.30
25	\$74.50	\$95.00	**	\$75.10
26	\$77.00	\$97.00	**	\$77.90
27	\$79.50	\$99.00	**	\$80.70
28	\$82.00	\$101.00	**	\$83.50
29	\$84.50	\$103.00	**	\$86.30
30	\$87.00	\$104.00	**	\$89.10
31	\$89.50	\$106.00	**	\$91.90
32	\$92.00	\$108.00	**	\$94.70
33	\$94.50	\$110.00	**	\$97.50
34	\$97.00	\$112.00	**	\$100.40
35	\$99.50	\$114.00	**	\$103.20
36	\$102.00	\$116.00	**	\$106.00
37	\$104.50	\$117.00	**	\$108.80
38	\$107.00	\$118.00	**	\$111.60
39	\$109.50	\$119.00	**	\$114.40
40	\$112.00	\$120.00	**	\$117.20
41	\$114.50	\$121.00	**	\$120.00
42	\$117.00	\$122.00	**	\$122.80
43	\$119.50	\$123.00	**	\$125.60
44	\$122.00	\$124.00	**	\$128.40
45	*	\$125.00	*	\$130.00
46	*	\$126.00	*	\$131.20
47	*	\$127.00	*	\$132.40
48	*	\$128.00	*	\$133.20

Weight not over (lbs)	Premium	Premium Oversize	Standard	Returns
49	*	\$129.00	*	\$134.60
50	*	\$130.00	*	\$135.20
51	*	\$131.00	*	\$136.20
52	*	\$132.00	*	\$137.40
53	*	\$134.00	*	\$139.60
54	*	\$136.00	*	\$141.60
55	*	\$138.00	*	\$143.40
56	*	\$140.00	*	\$146.00
57	*	\$142.00	*	\$148.00
58	*	\$144.00	*	\$150.00
59	*	\$146.00	*	\$152.00
60	*	\$148.00	*	\$154.00
61	*	\$150.00	*	\$156.00
62	*	\$152.00	*	\$158.00
63	*	\$154.00	*	\$160.00
64	*	\$156.00	*	\$162.00
65	*	\$158.00	*	\$164.00
66	*	\$161.00	*	\$168.00
67	*	\$163.00	*	\$170.00
68	*	\$165.00	*	\$172.00
69	*	\$167.00	*	\$174.00
70	*	\$169.00	*	\$176.00

Discounts for GPL service to Japan are 3 percent off the base rates for those packages sent over 100,000 during a 12-month period. Parcels sent via the Premium Oversize service weighing less than 15 pounds but measuring more than 84 inches in length and girth combined are chargeable with a minimum rate equal to that for a 15-pound parcel.

* Weights over 44 pounds, use Premium Oversize service.

** Weights over 6 pounds, use Premium service.

—Mail Order, International Business Unit, 3-12-98

IMM REVISION

New Market Opportunities Program

Effective March 12, 1998, 248 is added to the *International Mail Manual* (IMM).

International Mail Manual (IMM)

* * * * *

2 Conditions for Mailing

* * * * *

248 New Market Opportunities Program

248.1 Definition

The New Market Opportunities Program is a program designed for catalog companies that desire to test sending catalogs and merchandise to foreign countries. Each test will last up to 6 months, more than one market may be tested simultaneously, and only one test per market will be allowed for each catalog company. To participate in the New Market Opportunities Program, a company must sign a service agreement. The agreement will contain the mailer's agreement to use International Surface Air Lift (ISAL) or VALUE-

POST™/CANADA service to send its catalogs and Global Package Link (GPL) service to fulfill catalog orders to selected destination markets. Mailers must meet all qualifications of GPL, either directly or through a GPL wholesaler (see 620 and 630). In addition to the delivery of catalogs and merchandise, the Postal Service will provide the mailer with the following:

- Translation of the company's order form and ordering instructions to the language of the destination country, if appropriate.
- Translation of a single page in the mailer's catalog that describes the company and the products it sells to the language of the destination country, if appropriate.
- List of suppliers including list providers, call centers, and payment processing companies for the destination countries.
- Description of the destination country culture and mail order environment, including, but not limited to, country demographics, potential mail order products, direct marketing infrastructure, payment options, and catalog configuration.
- Lettershop service through the USPS Prequalified Wholesaler program, if the mailer has not used ISAL or VALUEPOST™/CANADA for 1 year or more.
- Cost analysis worksheet to assist the mailer in making a cost analysis and projections for each market test.
- Participation in a post-test visit to Postal Service-selected destination countries.

248.2 Qualifying Mailings

Only printed matter as defined in 241 that meets all applicable mailing standards may be sent through this program. To qualify, a mailing must consist of a minimum of 25,000 ISAL or VALUEPOST™/CANADA pieces to each country tested.

248.3 General

248.31 Availability

The New Market Opportunity Program is available to the following markets: Brazil, Canada, Chile, China, France, Germany, Hong Kong, Japan, Mexico, Singapore, and the United Kingdom. The service is available as a Direct Ship or Drop Ship acceptance under 246.712 and 246.32 for ISAL and 247 for VALUEPOST™/CANADA.

248.4 Special Services

The special services described in Chapter 3 are not available for items sent as part of the New Market Opportunities Program as ISAL or VALUEPOST™/CANADA.

248.5 Customs Documentation

See 244.6 for ISAL and 247.42 for VALUEPOST™/CANADA customs forms requirements.

248.6 Permits

ISAL and VALUEPOST™/CANADA mailings must be submitted to the Postal Service with PS Form 3651, *International Statement of Mailing (for Permit Imprints and Metered Bulk Letters to Canada)*.

248.7 Postage

248.71 Rates

Rates for the first 25,000 pieces per country:
 Price per country: \$22,000
 Price for Canada: \$17,000
 Discount per country: \$2,000
 (Three or more countries in a 6-month period)
 Additional catalogs over 25,000 pieces: Add \$.80 per piece.
 Cost for GPL shipments is additional (see 620).

248.72 Payment Methods

Payment must be paid through advance deposit account by permit imprint only with mailings consisting of identical weight pieces.

248.8 Weight and Size Limits

The maximum weight per piece is 6 ounces.

248.9 Preparation Requirements

All of the requirements for preparation of ISAL and VALUEPOST™/CANADA in 246 and 247 must be met.

* * * * *

This revision will be incorporated into Issue 20 of the IMM.

—Mail Order, International Business Unit, 3-12-98

IMM REVISION

International Mail — Labeling Changes

Postal Bulletin 21959 (11-20-97) announced the implementation of labeling and routing changes in the International Mail Manual (IMM) for Bulk Letter Service Mail to Canada and International Priority Airmail, respectively.

The purpose of this follow up announcement is to correct the ZIP Code designation for AMC Miami FL that was contained in Exhibit 225.1, *Bulk Letter Service to Canada Working Tray Labels*; in 284.622, *Mixed Direct Country Sack Label Example*; and in Exhibit 284.622, *Labeling of IPA Mail to USPS Exchange Offices*. The corrected text for each of the aforementioned regulatory references are presented here:

International Mail Manual (IMM)

- 220 Letters and Letter Packages
* * * * *
- 225 Bulk Letter Service (Canada Only)
* * * * *

**Exhibit 225.1
Bulk Letter Service to Canada Working Tray Labels**

Mailing Office ZIP Code Prefix Ranges	Line 1
	U.S. Exchange Office
004–005, 010–098, 100–129, 150–199, 250–267	AMC KENNEDY NY 003
130–49	P&DC BUFFALO NY 140
200–249, 254, 268, 283–285, 400–418, 420–427, 476–477	P&DC DULLES VA 201
270–282, 286–326, 344, 350–397, 399	AMC ATLANTA GA 300
335–339, 341–342, 346	P&DC TAMPA FL 335
006–009, 327–334, 340, 347, 349	AMC MIAMI FL 331
430–459, 480–497	AMC DETROIT MI 481
460–479, 498–516, 520–528, 530–567, 570–578, 600–631, 633–641, 644–658, 660–662, 664–681, 683–693, 739, 800–816, 822–831, 840–847, 870–884, 893, 898	AMC O'HARE IL 606
700–708, 710–738, 740–799, 885	ISC DALLAS TX 753
590–599, 821, 832–838, 970–986, 988–999	AMC SEATTLE WA 980
850, 852–853, 855–857, 859–860, 863–865,	
889–891, 896, 900–908, 910–928, 930–936	AMC LOS ANGELES CA 900
894–895, 897, 937–966	AMC SAN FRANCISCO CA 940
967–969	P&DC HONOLULU HI 967

280 International Priority Airmail Service

* * * * *

284 Preparation Requirements for Individual Items

* * * * *

284.622 Mixed Direct Country Sack Label

* * * * *

Example:

AMC MIAMI FL 331
INTL PRIORITY AIRMAIL - DRX
ABC TRADING CORP FT LAUDERDALE FL
* * * * *

**Exhibit 284.622
Labeling of IPA Mail to USPS Exchange Offices**

IPA Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
004–005, 010–098, 100–199, 250–267	AMC KENNEDY NY 003
200–249, 254, 268, 283–285, 400–418, 420–427, 476–477	P&DC DULLES VA 201
270–282, 286–326, 344, 350–397, 399	AMC ATLANTA GA 300
006–009, 327–342, 346–347, 349	AMC MIAMI FL 331
424, 430–459, 460–516, 520–528, 530–532, 534–535, 537–567, 570–588, 600–620, 622–631, 633–641, 644–658, 660–662, 664–681, 683–693, 739	AMC O'HARE 606
700–708, 710–738, 740–799, 885	ISC DALLAS TX 753
590–599, 821, 832–838, 970–986, 988–999	AMC SEATTLE WA 980
850, 852–853, 855–857, 859–860, 863–865, 870–875,	
877–884, 889–891, 900–908, 910–928, 930–936	AMC LOS ANGELES CA 900
800–816, 820, 822–831, 840–847, 893–898, 937–966	AMC SAN FRANCISCO CA 940
967–969	P&DC HONOLULU 967

The specified changes to these regulatory references in Chapter 2 will be incorporated into Issue 20 of the IMM.

—Pricing, Costing, & Classification,
International Business Unit, 3-12-98

*IMM REVISION***International Mail — Restricted Delivery**

Effective immediately, the Restricted Delivery entry in the Individual Country Listings is revised for six countries to which Recorded Delivery service is available, in combination with Return Receipt and Restricted Delivery service. The countries affected by this special services change are Guinea-Bissau, Iran, Lebanon, Sao Tome and Principe, Tuvalu, and Vietnam.

The Restricted Delivery entry for each of those countries now reads as follows:

RESTRICTED DELIVERY (350)

**Available for Registered and Recorded
Delivery Mail with a Return Receipt Fee: \$2.75
Endorsement(s): A remette en main propre.**

This change to the Individual Country Listings for each of the specified countries will be incorporated into Issue 20 of the *International Mail Manual* (IMM).

—Pricing, Costing, & Classification,
International Business Unit, 3-12-98

*IMM REVISION***International Money Order Service to the Dominican Republic**

Effective February 12, 1998, Direct international money order service is available from the United States to the Dominican Republic. This service requires the use of the International Postal Money Order form MP1. Issuing clerks must follow the procedures in *International Mail Manual* (IMM) 391.

The maximum amount for a single money order payable in the Dominican Republic is \$700. The fee to purchase a Direct service International Postal Money Order form MP1 for the Dominican Republic is \$3 per money order.

Revise the Individual Country Listing for the Dominican Republic in IMM Issue 19 to include standard international money order service. Revise IMM 391.3a to include the Dominican Republic.

Issue 20 of the IMM will include these changes.

On page 37 is a revised chart of all countries that accept international postal money orders from the United States as of October 1997. Post this chart to aid window clerks and postal customers. This chart replaces the chart published in *Postal Bulletin* 21953 (8-28-97).

—International Money Orders, New Business Group,
Marketing, 3-12-98

*IMM AND PUBLICATION 273 Correction***Express Mail International Service to China**

Effective immediately, in the Individual Country Listing, Express Mail International Service for China, *International Mail Manual* (IMM), change the spelling of "Changshu" to "Changsha." Issue 20 of the IMM and the next edition of Publication 273, *Express Mail International Service Guide*, will include this change.

—Pricing, Costing, & Classification,
International Business Unit, 3-12-98

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International Postal Money Order Service (Effective February 12, 1998)

The following countries accept international postal money orders from the United States using the International Postal Money Order form MP1. The fee for this form is \$3. The maximum amount for a single money order is \$700, except as noted in parentheses.

Anguilla	Cape Verde	Jamaica	St. Christopher (St. Kitts) and Nevis
Antigua and Barbuda	Dominica	Japan	St. Lucia
Bahamas	Dominican Republic	Mali	St. Vincent and the Grenadines
Barbados	Ecuador	Mexico (\$500)	Sierra Leone
Belize	El Salvador (\$500)	Montserrat	Trinidad and Tobago
Bolivia	Grenada	Nigeria (\$500)	
British Virgin Islands	Guyana (\$500)	Peru	
Canada	Honduras		

The following countries accept international postal money orders from the United States using the Authorization to Issue an International Money Order form set. The fee for this form set is \$7.50. The maximum amount for a single money order is \$700, except as noted in parentheses.

Algeria	Egypt	Lesotho	San Marino
Argentina	Estonia	Liechtenstein	Senegal (\$500)
Armenia	Faroe Islands	Lithuania	Slovak Republic (Slovakia)
Austria	Finland	Luxembourg	Slovenia
Azerbaijan (\$200)	France	Malaysia	South Africa
Bangladesh	French Guiana	Martinique	Spain
Belarus	French Polynesia	Monaco (France)	Sri Lanka
Belgium	Germany	Morocco	Suriname
Benin	Ghana	Mozambique	Swaziland
Botswana	Great Britain and Northern Ireland (\$200)	Namibia	Sweden
Brazil	Greece	Netherlands	Switzerland
Burkina Faso	Guadeloupe	New Caledonia	Taiwan
Chile	Hungary	Norway (\$400)	Thailand
China	Iceland	Paraguay	Togo
Colombia	Indonesia	Philippines	Tunisia
Corsica	Ireland	Poland	Uruguay
Cote d'Ivoire (Ivory Coast)	Israel	Reunion	Vatican City
Croatia	Italy	St. Bartholomew (Guadeloupe)	Vietnam
Czech Republic	Korea, Republic of	St. Martin (French Guadeloupe)	Yemen
Denmark	Latvia	St. Pierre and Miquelon	Zambia
Dominican Republic			Zimbabwe

The former Trust Territories of the United States listed below are the only foreign countries accepting the domestic postal money order from the United States. The fee for this form is \$0.85. The maximum amount for a single money order is \$700.

The Federated States of Micronesia (Kosrae, Pohnpei, Chuuk, Yap)
The Republic of the Marshall Islands (Majuro, Ebeye)
The Republic of Palau (Koror)

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Philately

STAMP ANNOUNCEMENT 98-11

Cinco de Mayo Commemorative Stamp



Copyright USPS 1997

The Postal Service will issue a 32-cent Cinco de Mayo commemorative stamp in a self-adhesive pane of 20 (Item 5577) on April 16, 1998, in San Antonio, Texas. The stamp goes on sale nationwide April 17, 1998.

Designed by Carl Herrman of Laguna Niguel, California, and illustrated by Robert Rodriguez of Pasadena, California, the stamp is a salute to the holiday Cinco de Mayo. The origins of Cinco de Mayo date back to Mexico's victory over French invaders at the Battle of Puebla on May 5, 1862. In the United States, Cinco de Mayo celebrations symbolize national self-determination for Mexican-Americans and solidarity within the Latin-American community. This stamp is the third addition to the Holiday Celebrations series.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamp at their local post office, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

CINCO DE MAYO STAMP
POSTMASTER
615 E HOUSTON ST
SAN ANTONIO TX 78205-9991

Issue:	Cinco de Mayo
Denomination & Type of Issue:	32-cent commemorative
Format:	Self-adhesive Pane of 20 (one design)
Series:	Holiday Celebrations
Issue Date & City:	April 16, 1998, San Antonio, TX 78284
National Sale Date:	April 17, 1998
Illustrator:	Robert Rodriguez, Pasadena, CA
Designer/Art Director/Typographer:	Carl Herrman, Laguna Niguel, CA
Engraver:	Armotek Industries
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Printer:	Stamp Venturers
Colors (PMS Colors):	Magenta, yellow, cyan, black, and line red
Image Area:	1.04 x 0.76 in. / 26.41 x 19.30 mm
Overall Size:	1.19 x 0.91 in. / 30.22 x 23.11 mm
Full Pane Size:	5.792 x 5.6 in. / 147.11 x 142.24 mm
Plate Numbers:	"S" followed by five single digits
Marginal Markings:	"© USPS 1997" • Position Diagram • Plate Numbers • Price
Catalog Item Number:	557740 Pane of 20 — \$6.40 557761 First Day Cover — \$.53

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by May 16, 1998.

Stamp Fulfillment Services also offers first day covers for new stamp issues and postal 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. Customers may request a free catalog by writing to:

INFORMATION FULFILLMENT
US POSTAL SERVICE
DEPT 6270
PO BOX 419014
KANSAS CITY MO 64141-6014

or by telephoning 1-800-STAMP-24.

First day covers remain on sale for at least 1 year after the stamp's issuance.

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive approximately three-fourths of their standard automatic distribution for a sheet stamp. Distributions are rounded up to the nearest master carton size (70,000 stamps).

SDOs and SDNs will make a subsequent automatic distribution to post offices for one-half of their standard automatic distribution quantities using Form 3309, *Advice of Shipment/Stamp Invoice*, and Form 17, *Stamp Requisition*, respectively. SDOs and SDNs must not distribute stamps to post offices before April 9, 1998.

Philatelic Requirement

SDOs and SDNs with an authorized philatelic center will receive automatic distribution of these stamps in nine positions for subsequent distribution to each philatelic window.

SDOs and SDNs That Service the Following Philatelic Windows	Will Receive This Quantity of the Cinco de Mayo Special Stamp, Item 5577
1	18,000
2	36,000
3	54,000
4	72,000
5	140,000
7	280,000
13	420,000

Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDO or SDN using a Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using a Form 17.

Kansas City SDN will receive 770,000 stamps for filling supplemental orders. The Dulles SDN and all APDs will receive 700,000 stamps for filling supplemental orders.

Sales Policy

All post offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists or until the stamp is officially withdrawn from sale, generally 1 year from date of issue. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures.

—Stamp Services, Marketing, 3-12-98

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
Save Your Vision Week	Feb. 1–March 31
March Is Kidney Month, Give to the Kidney Foundation	March 1–March 31
March Is Red Cross Month	March 1–March 31
Easter Seals, Fight Crippling	March 1–April 22
Law Day USA, Freedom Under Law, May 1	April 1–April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30
National Carih Asthma Week	April 1–May 6
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Salvation Army Week, 4 th Week in May	May 1–May 31
Support Your Mental Health Association	May 1–May 31
Support Research for Neurofibromatosis	May 1–May 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries, Our Business Works for Disabled People	May 1–June 30
Support National Historic Preservation Week	May 9–May 15
National Transportation Week	May 14–May 20
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give, the United Way	Sept. 15–Oct. 31
Learn About Lupus, October, Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

Pictorial Cancellations Announcement 98-5

As a community service, the Postal Service offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial cancellations are authorized appears below. If available, the sponsor of the pictorial cancellation appears in italics under the date. Also provided, as space permits, are illustrations of those cancellations that were reproducible and available at press time.

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

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage (32 cents per envelope or 20 cents per postcard). Items sub-

mitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.

Customers wishing to obtain a cancellation 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 CANCELLATIONS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP + 4 CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP + 4 code).

After applying the pictorial cancellation, the Postal Service returns the envelope or postcard through the mail. Customers who want their serviced item returned under protected cover should include a larger, stamped, self-addressed envelope.



February 20, 1998

GRAND OPENING STATION
POSTMASTER
1201 GANDY BLVD N
ST PETERSBURG FL 33702-9998



February 28, 1998

ALL COLORED FIRE STATION
POSTMASTER
USPS
TOPEKA KS 66607-9998



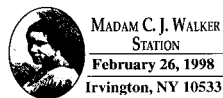
February 24, 1998

BLACK HISTORY MONTH CELEBRATION
STATION
POSTMASTER
MAIN POST OFFICE
SAINT LOUIS MO 63155-9998



March 2, 1998

GLORIOUS HAIR AND SPARKLING NAILS
STATION
POSTMASTER
900 E FAYETTE ST
BALTIMORE MD 21233-9715



February 26, 1998

MADAM C J WALKER STATION
POSTMASTER
PO BOX 9998
IRVINGTON NY 10533-9998



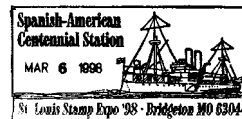
March 5, 1998

Family Motor Coach Association, Inc.
23RD ANNUAL WINTER INTERNATIONAL
CONVENTION STATION
POSTMASTER
201 E LAS CRUCES AVE
LAS CRUCES NM 88001-9998



February 27-March 1, 1998

CHICAGO 98 STAMP EXPO STATION
POSTMASTER
MELROSE POST OFFICE
MELROSE PARK IL 60160-9998



March 6-8, 1998

SPANISH-AMERICAN CENTENNIAL
STATION
POSTMASTER
MAIN POST OFFICE
BRIDGETON MO 63044-9998



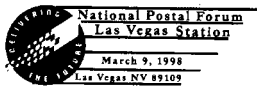
February 28, 1998

GOOD TIME OLDIES STATION
POSTMASTER
2000 ROYAL OAKS DR
SACRAMENTO CA 95813-9998

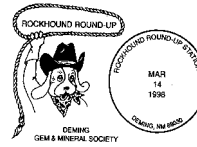


March 7, 1998

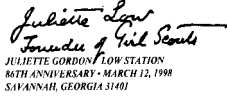
NORPEX 98 STATION
POSTMASTER
176 STRAWBERRY HILL AVE
NORWALK CT 06851-5999



March 8-11, 1998
National Postal Forum
 LAS VEGAS STATION
 POSTMASTER
 3150 S PARADISE RD
 LAS VEGAS NV 89109-9998



March 14, 1998
Deming Gem & Mineral Society
 ROCKHOUND ROUND-UP STATION
 POSTMASTER
 201 W SPRUCE
 DEMING NM 88030-9998



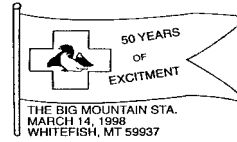
March 12, 1998
 JULIETTE GORDON LOW STATION
 POSTMASTER
 2 N FAHM ST
 SAVANNAH GA 31402-9998



March 14, 1998
 HERITAGE STATION
 POSTMASTER
 520 7TH ST W
 PALMETTO FL 34221-9998



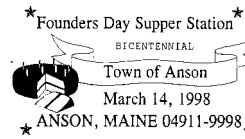
March 12, 1998
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 GREER AZ 85927-9998



March 14, 1998
Glacier Stamp Club
 THE BIG MOUNTAIN STATION
 POSTMASTER
 PO BOX 9998
 WHITEFISH MT 59937-9998



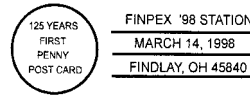
March 12-20, 1998
 SHAMROCK STATION
 POSTMASTER
 PO BOX 9998
 IRELAND WV 26376-9998



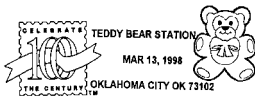
March 14, 1998
 FOUNDERS DAY SUPPER STATION
 POSTMASTER
 PO BOX 9998
 ANSON ME 04911-9998



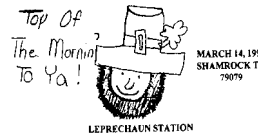
March 13, 1998
Lassen County Historical Society
 ROOPS FORT STATION
 POSTMASTER
 PO BOX 321
 SUSANVILLE CA 96130-0321



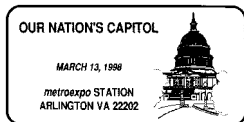
March 14, 1998
 FINPEX 98 STATION
 POSTMASTER
 229 W MAIN CROSS ST
 FINDLAY OH 45840-9998



March 13, 1998
 TEDDY BEAR STATION
 POSTMASTER
 305 W MAIN ST
 OKLAHOMA CITY OK 73102-9998



March 14, 1998
Shamrock Post Office
 LEPRECHAUN STATION
 POSTMASTER
 210 N MADDEN ST
 SHAMROCK TX 79079-9998



March 13-15, 1998
 METROEXPO STATION
 POSTMASTER
 PO BOX 9998
 ARLINGTON VA 22210-9998



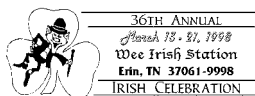
March 14, 1998
 WARREN STAMP FUN STATION
 POSTMASTER
 201 HIGH ST NE
 WARREN OH 44481-9998



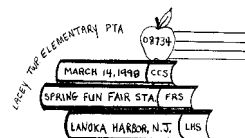
March 13-15, 1998
Sweetwater Jaycees
 ROUND-UP STATION
 POSTMASTER
 201 E THIRD ST
 SWEETWATER TX 79556-9998



March 14, 1998
 KINKAID STATION
 POSTMASTER
 PO BOX 9998
 ONEILL NE 68763-9998



March 13-21, 1998
Houston County Chamber of Commerce
 WEE IRISH STATION
 POSTMASTER
 PO BOX 603
 ERIN TN 37061-0603



March 14, 1998
 SPRING FUN FAIR STATION
 POSTMASTER
 PO BOX 9998
 LANOKA HARBOR NJ 08734-9998



Grandmother Earth Station
6th Annual POW - WOW
March 14, 1998
Lubbock, TX 79401

March 14, 1998

Native American Group
GRANDMOTHER EARTH STATION
POSTMASTER
1515 AVENUE G
LUBBOCK TX 79402-9998

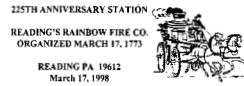


March 17, 1998
KINKAID STATION
POSTMASTER
PO BOX 9998
ONEILL NE 68763-9998

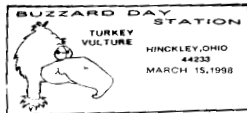


March 14 & 15, 1998

Centerville Stamp Club
CIPEX XL STATION
POSTMASTER
PO BOX 9998
RICHMOND IN 47374-9998



March 17, 1998
225TH ANNIVERSARY STATION
POSTMASTER
2100 N 13TH ST
READING PA 19612-9998



March 15, 1998

Highland Reading Group
BUZZARD DAY STATION
POSTMASTER
1294 RIDGE RD
HINCKLEY OH 44233-9998



NCAA DIVISION I WOMEN'S
BASKETBALL CHAMPIONSHIP
BICENTENNIAL CENTER STA.
SALINA, KS 67401
MARCH 17, 1998

March 17-21 1998
BICENTENNIAL CENTER STATION
POSTMASTER
211 E ASH ST
SALINA KS 67401-9998



March 15, 1998
Bicentennial Station
Remsen, New York
13438

March 15, 1998
BICENTENNIAL STATION
POSTMASTER
10565 STEUBEN ST
REMSEN NY 13438-9998



NCAA BASKETBALL
CHAMPIONSHIP - DIVISION I
SPORTS ARENA STATION
HUTCHINSON, KANSAS 67501
MARCH 21, 1998

March 17-21, 1998
SPORTS ARENA STATION
POSTMASTER
128 E 1ST AVE
HUTCHINSON KS 67501-9998

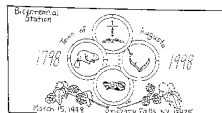


March 15, 1998

DAVES YOUR BLUES STATION
POSTMASTER
10820 GANDY BLVD N
ST PETERSBURG FL 33702-9998

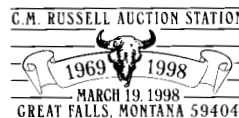


March 19, 1998
Manchester Post Office
CELEBRATE THE CENTURY STATION
POSTMASTER
955 GOFFS FALLS RD
MANCHESTER NH 03103-9998

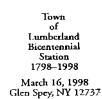


March 15, 1998

BICENTENNIAL STATION
POSTMASTER
216 MAIN ST
ORISKANY FALLS NY 13425-9998

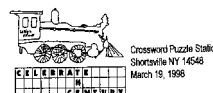


March 19, 1998
Great Falls Advertising Federation
CM RUSSELL AUCTION STATION
POSTMASTER
215 1ST AVE N
GREAT FALLS MT 59401-9998



March 16, 1998

TOWN OF LUMBERLAND BICENTENNIAL
STATION
POSTMASTER
PO BOX 9998
GLEN SPEY NY 12737-9998



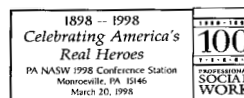
March 19, 1998
CROSSWORD PUZZLE STATION
POSTMASTER
2 SHELDON ST
SHORTSVILLE NY 14548-9998



Town of Neversink Station
Bicentennial Celebration
March 16, 1998
Grahamsville, NY 12740

March 16, 1998

TOWN OF NEVERSINK STATION
POSTMASTER
PO BOX 9998
GRAHAMSVILLE NY 12540-9998

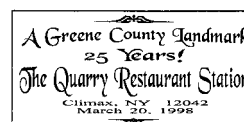


March 20, 1998
PA NASW 1998 CONFERENCE STATION
POSTMASTER
4039 MONROEVILLE BLVD
MONROEVILLE PA 15146-9998



March 16, 1998

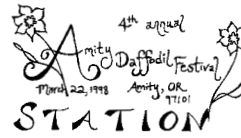
GANSEVOORT STATION
POSTMASTER
50 LEONARD ST
GANSEVOORT NY 12831-9998



March 20, 1998
THE QUARRY RESTAURANT STATION
POSTMASTER
PO BOX 9998
CLIMAX NY 12042-9998



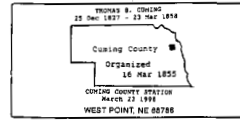
March 20-29, 1998
CHERRY BLOSSOM STATION
 POSTMASTER
 451 COLLEGE ST
 MACON GA 31213-9998



March 22, 1998
Amity High School, Oregon Daffodil Society, and Mac Trackers Walking Club
AMITY DAFFODIL FESTIVAL STATION
 POSTMASTER
 105 WOODSON ST
 AMITY OR 97101-9998



March 21, 1998
Taos Ski Valley Inc
ERNIE BLAKE STATION
 POSTMASTER
 318 PASEO DEL PUEBLE NORTE
 TAOS NM 87571-9998



March 23, 1998
CUMING COUNTY STATION
 POSTMASTER
 PO BOX 9998
 WEST POINT NE 68788-9998



March 21, 1998
VENPEX STATION
 POSTMASTER
 675 E SANTA CLARA
 VENTURA CA 93001-9998



March 24, 1998
150TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 BERLIN WI 54923-9998



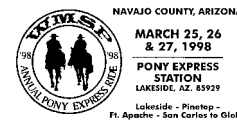
March 21, 1998
ISLIP HIGH SCHOOL STATION
 POSTMASTER
 PO BOX 9998
 ISLIP NY 11751-9998



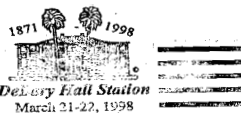
March 24-26, 1998
50TH ANNIVERSARY STATION
 POSTMASTER
 1550 FM 2165
 ROCKPORT TX 78382-9998



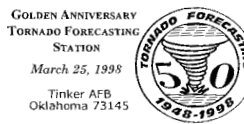
March 21 & 22, 1998
75TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 NAPLES FL 34102-9998



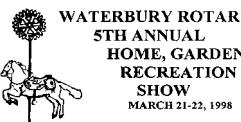
March 25, 1998
White Mountain Sheriff's Posse
PONY EXPRESS STATION
 POSTMASTER
 1815 W JACKSON LN
 LAKESIDE AZ 85929-9998



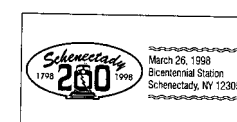
March 21 & 22, 1998
DEBARY HALL STATION
 POSTMASTER
 12 RICHARD BEALL BLVD
 DEBARY FL 32713-9998



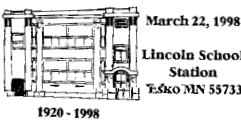
March 25, 1998
GOLDEN ANNIVERSARY TORNADO FORECASTING STATION
 POSTMASTER
 320 SW 5TH ST
 OKLAHOMA CITY OK 73125-9998



March 21 & 22, 1998
HOME GARDEN RECREATION STATION
 POSTMASTER
 PO BOX 9998
 WATERBURY VT 05676-9998



March 26, 1998
BICENTENNIAL STATION
 POSTMASTER
 29 JAY ST
 SCHENECTADY NY 12305-9998



March 22, 1998
LINCOLN SCHOOL STATION
 POSTMASTER
 1 THOMPSON RD
 ESKO MN 55733-9998



March 26-30, 1998
HAINES ALASKA STATION
 POSTMASTER
 PO BOX 9998
 HAINES AK 99827-9998

Post Offices

Post Office Changes Number 98-3

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	16-1428	61821	IL	Champaign	Champaign	Neil St Station	Classified Station	7/1/98	Establish a new ZIP Code for a delivery area. Use Champaign IL 61822 as last line of address for a portion of the deliveries previously in ZIP Code 61821.
New	16-1428	61822	IL	Champaign	Champaign	Neil St Station	Classified Station	7/1/98	
Old	17-4037	46236	IN	Indianapolis	Marion	Oaklandon Branch	Classified Branch	7/1/98	Establish a new ZIP Code for a delivery area. Use Indianapolis IN 46235 as last line of address for a portion of the deliveries previously in ZIP Code 46236.
New	17-4037	46235	IN	Indianapolis	Marion	Oaklandon Branch	Classified Branch	7/1/98	
Old	31-2560	89801	NV	Elko	Elko	Main Office	Post Office	7/1/98	Establish a new ZIP Code for a delivery area. Use Elko NV 89815 as last line of address for a portion of the deliveries previously in ZIP Code 89801.
New	31-2560	89815	NV	Elko	Elko	Spring Creek	Classified Station	7/1/98	
Old	41-9276	17701	PA	Williamsport	Lycoming	Main Office	Post Office	7/1/98	Establish a new ZIP Code for a delivery area and PO boxes. Use Williamsport PA 17702 as last line of address for a portion of the deliveries and PO boxes previously in ZIP Code 17701.
New	41-9276	17702	PA	Williamsport	Lycoming	Main Office	Post Office	7/1/98	
Old	46-7146	57701	SD	Rapid City	Pennington	Main Office	Post Office	7/1/98	Realign ZIP Code boundaries. Use Rapid City SD 57702 as last line of address for the deliveries previously in ZIP Code 57701. This amends PB 21966.
New	46-7146	57702	SD	Rapid City	Pennington	Main Office	Post Office	7/1/98	

—Address Management, Operations Support, 3-12-98

Returning Retail Merchandise to Neodata

The following are standard operating procedures for the return of retail merchandise to the returns center. These procedures supersede previous guidelines or instructions. Retain these procedures and ensure that local staff are aware and adhere to these operating requirements.

Effective immediately, post offices are to return retail merchandise to the following address:

(LIST THE RETAIL PRODUCT PROMOTION ENCLOSED)
NEODATA
1550 E WASHINGTON AVE
DES MOINES IA 50099*

* A new warehouse for processing returns and a unique ZIP Code to segregate the mail at the bulk mail center (BMC) for efficient handling of return merchandise.

List of “Don’ts” for returns

- **Don’t use Express Mail, Registered, or Priority Mail** for the returns because higher postage costs cut into the profit margins. More important, customer transportation for these services is affected.
- **Don’t use any special services.** Using Return Receipts, numbered Insured, and/or Certified causes a major work load in the receiving accountable mail clerk’s office
- **Don’t use a rubber stamp “Return to Sender.”** Using this method causes a major workload of postage due in the receiving postage due office, and mail processing can not take advantage of the unique ZIP Code. It also increases our postage costs because the warehouse has to pay for postage due and then the Postal Service has to reimburse the Neodata.
- **Don’t put in delivery confirmation claims.** Offices that incorrectly returned retail merchandise with delivery confirmation should not tie up Consumer Affairs offices trying to get delivery confirmation of retail items that were not recorded.

List of “Do’s” for returns

- **Use the new address.** MDI is no longer accepting return or recall merchandise. Headquarters, SDOs, the supply centers, or your district were never an authorized return site for merchandise. Unlike the return addresses on merchandise packages, the special return addresses have unique 5-digit ZIP Codes to enable the BMCs to process these parcels more efficiently.
- **Prepare a Label 104V.** This is the G-10 label for Fourth-Class (Standard B) official mail. If the Label 104-V is unavailable and the Label 41 is used, the office must cross out the “First-Class” and stamp the parcel “Standard B.”
- **IRT offices with PVIs must print a zero postage PVI strip with the 50099 ZIP Code.** Place this strip directly above the G-10 label. A zero postage strip can be retrieved by pressing Alph Z with the parcel on the scale and entering the ZIP Code.
- **Offices must put their complete return address on the parcel.**
- **Securely pack the merchandise in a machinable parcel.** Where possible, it is important to ship the merchandise in machinable parcels to prevent the additional cost of manual handling in the BMCs. Also, careful packing prevents damage to the contents, which protects our postal assets.
- **Use strapping tape on all seams.** This prevents the parcels from breaking open in BMC equipment and damaging the product and/or equipment.
- **Pack each promotional product in separate packages.** The exception should only be for those

offices returning small quantities of multiple products as described below. If office returns, for example, Love, Spring, Xmas, or Looney Bros. products in separate parcels, it makes it easier for the warehouse to process, which keeps the warehouse costs down. However, the office must identify the promotional product on the first line of the label as well. The warehouse then can process the return product and get into inventory in a much more efficient process. If the items are few and it makes more sense to combine them in the same box, the top line of the address label must say “Mixed Products.” Priority boxes, Priority envelopes, or brown penalty envelopes are not appropriate packaging for merchandise.

- **Include a packing slip.** Each box must have a packing slip that includes:
 1. Neodata ID number
 2. Office name
 3. Office street address
 4. Office city, state, and ZIP+4
 5. Employee name processing the return and telephone number
 6. Product UPC code number that is on each product
 7. Product description that is on each product
 8. Quantity of each product
 9. Reason for return (e.g., damaged, recalled by Headquarters, etc.)
 10. Shipping date.
- **Retain a copy of the packing slip** for your records in the event of an audit.

Return only the product that has been authorized to be returned. If you are in doubt about which product can be returned, contact your local district retail office for instructions. Return dates for each promotional product come through your local retail office.

- **Used merchandisers and POP are not to be returned.** These items are to be disposed of locally as appropriate.
- **Warehouse address is subject to change.** Headquarters is currently working on a national solicitation for a warehouse to process returns so be alert to future instructions on a possible new address change sometime in July or August 1998.

These “rules” were listed to cut the overhead costs and protect our postal retail assets. Making retail products profitable is not just in selling the items but also identifying and correcting all of those operations that contribute to the overhead costs.



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-1540

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

Postal Service Orders for Postal Bulletin

- New Order Change of Address
(Include *Postal Bulletin* mailing label.)

Attention Line _____

Postal Facility Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____

Person to Contact
() _____

Daytime Telephone _____

- Change Quantity of Subscription
(Include *Postal Bulletin* mailing label.)

Current Quantity _____ New Quantity _____

Distribution: The GPO distributes the *Postal Bulletin* for the Postal Service to all postal facilities except classified stations and branches, contract postal units, and detached mail units, which receive copies from their administrative post office.

Missing Issues: If postal facilities that receive the *Bulletin* from GPO do not receive their order, they should call the *Postal Bulletin* editor at 202-268-2836. All other facilities should contact their administrative post office.

Address and Quantity Changes and Subscription Problems: Postal facilities may send address and quantity changes and subscription queries via cc:Mail to POSTAL BULLETIN or via the Internet to pbulleti@email.usps.gov. Please include old and new address and quantities, and the "P00" subscription number from your address label. Postal facilities may also complete this form and mail it to:

ATTN POSTAL BULLETIN
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 2800
WASHINGTON DC 20260-1540

All other facilities should contact their administrative post office.

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