

POSTAL BULLETIN

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POSTMASTERS

SUBJECT: Community Service/Contributions Kit

Postal employees are always making important contributions to the communities where they work and live. Hardly a day goes by without a postal employee coming to the rescue of someone trapped in a fire, getting help for heart attack or stroke victims, feeding the hungry by sponsoring food drives, or reaching out to the underprivileged during the holidays.

These good deeds lead to the kind of news everyone likes to read — human-interest stories. But many of them fail to appear because editors and reporters never hear what happened, or they learn about it so late that it's no longer news.

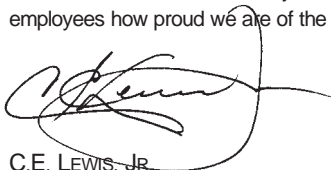
That's a shame, because when people in the community know you or know about you and your employees, they are more likely to appreciate the service they receive. Moreover, if they have a complaint, they are less likely to air it with civic leaders or the media.

To help you spread the word about the many positive things our employees do for their communities, we're enclosing the Public Affairs and Communications "Benjamin" Recognition Program Guidelines. Along with this mid-year reminder, we've also prepared a "Community Service and Contributions" kit designed especially for postmasters, managers, and supervisors. This kit is full of materials to help you get your message of community involvement to members of community organizations and your local press.

For example, this kit includes:

- A generic outreach article for newspapers. This article, which highlights the Postal Service's tradition of community service across the nation, can be modified to include the specific contributions you and your employees make to the community. If you are in a very small office, you might consider working with other postmasters in your county, parish, or section of the state to combine examples of community service.
- Guidelines you can use to notify your local press whenever an employee does something special for the community. They include a fill-in news release you can personalize with suggested wording for various actions.
- A sample fact sheet. You can use it as a handout for visitors or as material to give editors or reporters when you visit your local newspaper. This is only a guideline for information. We may have included categories that don't apply to your office — and we may have left out categories that people in your community would find interesting. Things such as how many miles do your rural carriers drive annually? Is your office a designated historic site? Is there a Depression-era mural in your lobby? In its history, was your town known by other names? You can liven up your fact sheet with the tidbits of information that make your office unique.
- Tips on Clips. This information will help you prepare your news clips for possible use in the *Daily News Digest*, which is read by postal officers and higher-level managers. These tips will help you add professional-looking documentation to your portfolio of community relations activities.
- Information on the Public Affairs and Communications recognition program. To show our appreciation of your success in placing good news stories with local media and spreading the message through community groups, we have developed a non-monetary recognition program. Details and submission sheets are enclosed.
- Speech segments. These suggested remarks are designed to help you prepare for a meeting with community groups and service organizations.

The U.S. Postal Service has established a reputation as one of the finest postal systems in the world. Credit for this goes to our employees who, day in and day out, deliver the mail and a whole lot more to their customers and their communities. We encourage you to use the materials in this kit as often as you can. When you do, you will enhance the standing of your office within your community and tell all employees how proud we are of the "we deliver" attitudes they display every day.



C.E. LEWIS, JR.
CHIEF OPERATING OFFICER AND
EXECUTIVE VICE PRESIDENT



DEBORAH K. WILLHITE
SENIOR VICE PRESIDENT
GOVERNMENT RELATIONS
AND PUBLIC POLICY

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Ordering Information: Following is the list of postal stock numbers (PSNs) to use when ordering copies of the *Postal Bulletin* from the MDCs:

PB 22012: 7690-04-000-3991	PB 21990: 7690-04-000-3969
PB 22011: 7690-04-000-3990	PB 21989: 7690-04-000-3968
PB 22010: 7690-04-000-3989	PB 21988: 7690-04-000-3967
PB 22009: 7690-04-000-3988	PB 21987: 7690-04-000-3966
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PB 21992: 7690-04-000-3971	PB 21970: 7690-04-000-2602
PB 21991: 7690-04-000-3970	PB 21969: 7690-04-000-2601

The *Postal Bulletin* is published biweekly; information is effective for one year unless it changes the text of permanent directives or unless otherwise specified.

Public Affairs and Communications “Benjamin” Recognition Program Guidelines

The “Benjamin” Recognition Program provides all postmasters, managers, and supervisors with an opportunity to be recognized by Headquarters Public Affairs and Communications for efforts in promoting good news about the Postal Service and our employees.

Recognition is non-monetary and comes in the form of a specially designed crystal trophy called “The Benjamin.” Public Affairs and Communications employees and other communications-related employees are not eligible to participate. *Participation is by self-nomination only. Participants must submit their own material from their own offices.* All participants receive a certificate for their community relations activities. All submissions must be sent directly to:

GOOD NEWS
COMMUNITY RELATIONS
475 L'ENFANT PLZ SW RM 10670
WASHINGTON DC 20260-3100

All submissions must be accompanied by a submission cover sheet (you can photocopy the one found in this packet). The information requested on the top of the sheet must be complete, including the level of office. If a completed submission sheet is not sent, the entry will not be validated. Please use one submission sheet for multiple entries sent in one envelope, and do not place submissions in a notebook or photo album. Mount your clippings on plain bond paper using clear adhesive tape, always including the date, name, city, and state of the newspaper in which the article appeared.

All submissions must be locally generated “good news.” Post office closings, syndicated stamp columns, obituaries, wire stories, and paid advertisements will not be counted. Locally generated good news must focus on the Postal Service’s public policy message that supports our core mission to bind the nation together through universal service. To accomplish this, participants should:

- Learn as much as possible about the public policy arena.
- Maximize the value of the Postal Service through everyday activities, such as:
 - Postmaster’s Steering Committee — overall driver of “grass roots” efforts.
 - Highlighting the value of postmasters/carriers/clerks in the community.
 - Develop internal communication strategy to create a more informed workforce that presents the Postal Service as a valuable part of the community —
 - Keep employees informed about the real issues with competitors.
 - Clearly defining economic and social contributions to the community.

- Identify opportunities to leverage existing key events and interaction with the public —
 - CTC and relevant local historical events.
 - New facilities and major improvements.
 - Open houses and postmaster installations.
 - Leveraging the positive aspects of relevant stamp issues, such as health and social topics.
- Identify strategic public groups for improved interaction —
 - Newspaper publishers.
 - Large accounts.
 - Local schools.
 - Congressional delegation.
 - State legislators.
 - Environmental.
 - Senior citizens.
- Other actions include —
 - A weekly postmaster’s column.
 - A postal speech given at a community group built around postal issues.
 - Stand up talk with employees explaining postal issues.
 - Customer Appreciation Day/Week.
 - Recognizing employee heroes.
 - Local stamp ceremonies.
 - Media coverage for a special cancellation.
 - Partnership with local schools, rehabilitation centers, hospitals.
 - Celebrating milestones, safety goals, service levels, years of service.
 - Stamp coloring contests.
 - Television or radio interview on postal issues.
 - Tours.
 - Volunteerism.
 - Or any other activities that enhance the image of the Postal Service in your community.

All submissions for the Benjamin Award must identify the post office, postmaster/manager, and/or post office employees. Examples of good news that *do not* count include the mention of a postal employee’s name in a list of local marathon times, an employee’s appearance as a disc jockey at weddings, Boy

Scout activities, emcee at a college reunion, or a weekly column on gardening. There must be clear documentation that the employee involved in the activity is there to promote the USPS. This year's program runs through May 24, 2000. Since your submissions may be used in the *Daily News Digest* and as information for other Public Affairs and Communications materials, they must be timely.

Winners are determined by a cumulative point system. Each activity/event/clipping appearance will count as one point and will be monitored and verified by Public Affairs and Communications. If more than one radio or television station uses your material, you will receive one point for each station. To qualify for consideration, participants must meet *minimum* point requirements. Winners will be chosen according to the following groups of levels and the highest points attained.

Level	Minimum Point Requirements
EAS managers/supervisors, non-postmaster category	25 points
Postmaster, level 15 and below	35 points
Postmaster, level 18–20	45 points
Postmaster, level 21 and 22	55 points
Postmaster, level 24 and above	65 points

One winner from each of the above categories will be awarded in each Area.

Complete descriptions of the overall recognition program can be found on pages 5–10 of this *Postal Bulletin*, in the revised "Community Service and Contributions" information package dated November 1999.

The program will be administered and monitored by Public Affairs and Communications and updates will be provided through the *Postal Bulletin* and/or *Area Update*. The program will be evaluated each year and is subject to revisions. The district manager will be notified of all winners prior to individual notification. All decisions made by Public Affairs and Communications will be final. If you have questions or need clarification, please write to "Benjamin Award Coordinator" at the Good News address.

United States Postal Service “Good News Program” Guide for Community Service Contributions & Communication November 1999

Spread the Good News!

National radio and television networks, wire services, and big city newspapers rarely run stories about the everyday contributions Postal Service employees make to the communities they serve. But what's not news in major media outlets may indeed be news in media covering the suburbs, medium-sized cities, and small towns. Some of the contributions of your employees that could be news in your community include:

- Service anniversaries.
- Beautification of office or grounds by employees.
- Safety Award winners.
- New hires.
- Promotions (both inside and outside your office).
- Employee of the Month (consider starting a program in your office to recognize employee contributions and increase public awareness).
- Customer compliments.
- Heroic acts.
- Volunteer service. (Consider giving “Volunteer of the Year” recognition to an employee who volunteers time to make your community a better place to live. If you have several outstanding volunteers, make this a semi-annual, quarterly, or monthly recognition.)
- Successful blood drives.
- Training completed, continuing education efforts, degrees conferred.
- First aid/CPR training completed by employees.
- Holiday or NALC-sponsored food drives.
- Environmental efforts.
- Involvement in Career Day at local schools.
- Book donations to the local library.
- Talks at schools on preventing dog bites.
- Employees who respond to Santa letters.
- Wee Deliver Program participants.
- CTC educational package.
- Civic organization.

Don't be shy. Tell the world, or at least your neighborhood, about your heroes and hard workers. Good news — the “people” stories — are important to community newspapers and local radio stations. The key is to develop a relationship with your local media.

Here's How To Make It Happen

Write a News Release

Let's say this week an employee at your office has a 10-year service anniversary. Write a short note on your office letterhead to your local newspaper about this event and include as many of the elements of a news story as possible (who, what, when, where, and why). At the top of the page type the following:

FOR IMMEDIATE RELEASE
CONTACT: (YOUR NAME)
(LIST YOUR PHONE NUMBER)

Mail the release to your local newspaper. Address it to the person responsible for reviewing news releases. If you don't know who this is, call the paper and ask. If it's a local weekly paper, address it to the editor.

A news release is a good way to let your local paper know about safety award winners, promotions, and your employee of the month. To increase the likelihood of your release being used, be sure the information will still be news if it gets published a week after you mail the release. For example, write a release the week or so before you make a presentation so the news will be fresh when it is printed. This is especially important for weekly newspapers.

Send a News Tip

Not everyone can find time to write a news release during a hectic business day. There is nothing wrong with sending a newspaper editor or a reporter a handwritten note with a news tip or a copy of a memo you wrote complimenting someone on your staff. Just put it in the mail and address it to the person to whom you'd send a news release.

Pick Up the Phone

Sometimes a news story is so timely and important that an editor will want it immediately. For example, a story about a letter carrier or other employee who has helped a family escape from a burning building or revives someone who stopped breathing by administering CPR. Your local media will want this kind of story immediately, not the day after tomorrow or next week.

In this case, just pick up the phone and call the editor of the newspaper or newspapers that are read by residents of your community. Tell the editor what happened. Chances are that before you hang up the phone, the editor will assign a reporter to cover the story.

Post Office Fact Sheet

[Use this fact sheet as a handout for visitors or as material for editors or reporters.]

Post Office:

Year Established:

Postmaster:

Annual Mail Volume:

Annual Revenue:

Total Number of Employees:

Supervisors:

Clerks:

City Letter Carriers:

Rural Letter Carriers:

Mail Handlers:

Maintenance:

Others:

Number of Delivery Routes:

Number of Delivery Stops:

Number of Post Office Boxes:

Amount of Supplies and Services Purchased From Local Businesses:

Tips on Clips

You play an important role in creating a positive media environment for the Postal Service, and the news clippings you generate are important to us. Each workday, examples of national and local news efforts are reflected in the *Daily News Digest*, which is distributed to the Postmaster General, Officers, and Board of Governors, among others. Though only a fraction of our news coverage (good, bad, and indifferent) appears in the *Digest*, the clip you send from your local newspaper could be there for all to see. To give your clip the best possible chance, please follow these simple tips:

Keep it timely. There's little value in "old news." As soon as you see your article or letter to the editor, clip it out and send it in.

GOOD NEWS
COMMUNITY RELATIONS
475 L'ENFANT PLZ SW RM 10670
WASHINGTON DC 20260-3100

Tell us where it came from. At a minimum, we need the name of the newspaper, the city where the paper is published, the date the article appeared, and the page number and section where it was found. Other information, such as your name, title, and office are appreciated.

Paste it up. Newspaper clips are easier to handle if you cut them out of your paper and attach them to a sheet or sheets of regular bond paper, typing or printing the necessary information at the top of each page. To attach the clips, use regular adhesive tape on the top and bottom edges, or on the corners.

Make clear copies. If you must send a copy, please make sure it is a clear copy. Some newsprint and most newspaper photos do not copy well unless adjustments are made in resolution. If you can't make a clear copy with available equipment, please send us an original.

Send us everything. Though only positive, locally generated news counts toward "The Benjamin," we appreciate being kept informed about the not-so-positive stories also. If we hear about bad news brewing, we often can work with local management to calm the situation. There's nothing we can't fix together, if we know about it soon enough.

Special Recognition

As encouragement for postmasters and others who participate in community outreach activities, Public Affairs and Communications has established a non-monetary recognition in the form of a specially designed trophy called "The Benjamin." This award is our highest public relations honor for postmasters and supervisors across the country who are most successful in generating positive publicity for the Postal Service. The program is open to all postmasters/EAS managers and supervisors. Public Affairs and Communications Center employees and communications-related employees are not eligible. This Good News program begins around the fourth week in May and ends the following year around the same time.

In addition to the Benjamin Award, there is spot-basis recognition. Recipients are identified through news clips and information we receive. Deborah Willhite, Senior Vice President of Government Relations, sends a letter of appreciation and eagle print or a special postcard to postmasters who have "gone that extra mile." This recognition is, of course, unscheduled. There are no nomination forms, no time limits, and no minimum or maximum requirements. This recognition is a personal acknowledgement of special efforts.

Public Affairs and Communications Submission Form

MAIL TO: GOOD NEWS
COMMUNITY RELATIONS
475 L'ENFANT PLZ SW RM 10670
WASHINGTON DC 20260-3100

Name:

ZIP Code:

Street/PO Box:

District:

City & State:

Area:

Title & Level:

Phone #:

TOTAL POINTS:

Newspaper Clippings

Include clips with the following information: name of newspaper, city and state where published, page numbers, and section where the story is found.

Public Appearances

Include documentation if possible. Give dates, number of people present.

Radio Interviews

Include documentation if possible. Give dates, station, purpose of interview.

Television Interviews

Include documentation if possible. Give dates, station, purpose of interview.

Community Project or Other

Include documentation if possible. Give dates, brief explanation of what you and/or your employees accomplished.

Submission Form Tips

To ensure that we are able to track your points accurately in our database, please note the following tips:

- Always include a submission form. One that you may photocopy (before or after filling in your office information) is included in this packet, and there is also one available for Microsoft Word that you can copy by sending a cc:Mail request to your Area Public Affairs and Communications Center. You may also create your own computer version, as long as it includes all the information contained on the submission form in this packet.
- Use one submission form for multiple entries. It is much easier for us to tabulate your entries when there is one summary sheet — the submission form — included for each packet of materials received. If there is not enough room to summarize your activities on one page, include a summary sheet behind the submission form, with numbered and dated entries divided into the different categories. Your submissions must be timely (received within two weeks of the event or activity).
- Summarize your activities on your submission form. It is difficult for us to determine what is to be counted when there is only a number placed beside a category. To summarize events on your form, number and date each activity and include a very brief description.
- Get in a weekly reporting habit. Sending in a submission form every week keeps your entries timely. It also helps you to look at your outreach projects in a series of steps so that you won't forget to report them.
- Alert us to any ZIP Code changes. We use your ZIP Code as your reference number in our database and changes can disrupt our tracking capability. Always notify us of changes to your address and position but mark your old ZIP Code on the top of your submission sheet so we can transfer your points to your new ZIP Code.
- Write your name as you would like it to appear on official correspondence. We take your name directly from your submission sheets for official correspondence. Please be sure you write your name on each submission sheet exactly as you would like it to appear. If your name changes, write your old name on your submission sheets and clearly mark your new name on each one.

Suggested Remarks for Speech to a Community Group

Good (morning/afternoon/evening): I want to thank (name of person who invited/introduced you) for including me on the program.

It's natural for people to feel that they know all there is to know about the Postal Service because they've grown up with it. Moreover, they use it every day, several times a day — sending and receiving mail.

You may know that the U.S. Postal Service is a \$60 billion a year business that processes and delivers 190 billion — that's with a "b" — pieces of mail annually. You may also know that we handle more than 40 percent of the world's mail, and that we do not use tax dollars to finance our operations. But how many of you are aware that the Postal Service does a lot more than just deliver the mail?

Today I'm going to talk about another side of the Postal Service — about the *people* side of our business.

For example, through the Combined Federal Campaign, Postal Service employees donate more money than any other corporation in America. Those contributions help local charities and community organizations like the American Cancer Society, American Heart Association, Habitat for Humanity, and others.

Likewise, postal employees donate more blood than any other group in the nation.

But how many of you remember that postal employees, working in thousands of communities across the nation, help senior citizens through Carrier Alert programs and children through Safe Haven programs?

Almost every day postal employees come to the rescue of hundreds of citizens by helping them escape from fires, by administering CPR or other lifesaving first aid, and by preventing robberies and assaults.

How many of you know of the thousands of pounds of food postal employees collect during the National Association of Letter Carriers annual food drive? In May 1999, a one-day effort, 58.4 million pounds were collected. Tons of food are collected annually to help food banks and shelters provide for the less fortunate in communities across the nation.

Community responsibility is one of our guiding principles as a businesslike public service.

Right here in (town, county, parish, section of state), our employees are part of this tradition.

Last year they donated (amount) to local charities through the Combined Federal Campaign.

They donated more than (amount) gallons of blood to (name the organization, such as the Red Cross, or give the name of a local blood drive).

If applicable, mention employees lauded for heroic acts. For example:

They collected (amount) pounds of food through (the National Association of Letter Carriers food drive or holiday food drives).

Last (month, year) (name of employee, job title) received a (title of award) from (organization giving award) for (describe the heroic act, such as helping the Smith family escape a house fire, or administering the Heimlich maneuver, or helping police arrest a burglar).

If applicable, mention volunteer work done by you or your employees. For example:

I am a (member or title of office) of the (your town) (community service organization such as the Lions Club, Rotary Club, or Jaycees). (Name and job title of employee) serves on the (name or name of town) school board. (Name and job title of employee) volunteered as a coach for the (name of organization such as Little League, Youth Soccer Association, or Pop Warner Football). (Name and job title of employee) volunteers on the Crisis Center Hotline/at the community hospital/with Habitat for Humanity.

The Wee Deliver Program (if applicable, name the schools involved) promotes literacy through an in-school postal service. Teachers say that their students' enthusiasm for reading and writing letters to brothers, sisters, and friends in other classes has improved. Student postmasters, clerks, and carriers link the classes in a school. They enjoy the appreciation they get from other pupils for delivering the mail.

The Postal Service has helped link the communities of America together for more than 200 years. We have a long tradition of service to our country — always have, always will. Thank you for giving me the opportunity to tell you how we are working with you to make our communities a better place to live and work.

As you have heard, I am proud to be part of the organization that delivers *the mail and more* to our community.

Now, I would like to answer any questions you may have about the Postal Service. Who has the first one?

Administrative Services

Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (June 1999), is revised. The tables below contain the document ID, edition date, title, national stock number (NSN), and the postal and public supply source for all new, revised, and obsolete directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms can be found in chapter 1 of Publication 223.

IWEB = Intranet = <http://blue.usps.gov>; click on *Information*, then *Policies and Procedures*, and then *Publications*.

WWW = USPS webpage = www.usps.com.

PE = Postal Explorer.

F3 = F3 Fill Software.

New Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK F-7	6/99	Secure Internet Payment Policies	7610-04-000-6682	FIN	IWEB	N/A
KIT 15-B	10/99	A Great Place to Work for City Carriers	7530-04-000-8736	HR	MDC	MDC
PUB 60-B	10/99	A Great Place to Work for City Carriers	7610-04-000-8735	HR	MDC	MDC
PUB 527	8/99	How Does a Small Business Get Out Into the Great Big World?	7610-04-000-7263	IB	MDC	P/F
PUB 527-A	8/99	How Does a Small Business Get Out Into the Great Big World?	7610-04-000-9122	IB	MDC	P/F

Revised Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK MS-141-VOL-A	8/99	Dual Pass Rough Cull System (DPRCS), Maintenance Information	7610-03-000-7968	ENG	MDC	R
HBK MS-141-VOL-B	8/99	Dual Pass Rough Cull System (DPRCS), Parts Information	7610-04-000-1007	ENG	MDC	R
HBK MS-165-VOL-A	10/99	Siemens SPBS-Feed System, Maintenance Information	7610-04-000-1009	ENG	MDC	R
HBK MS-165-VOL-B	10/99	Siemens SPBS-Feed System, Parts Information	7610-04-000-3263	ENG	MDC	R
HBK PO-424	8/99	AFCS/ISS Operating System Guidelines	7610-02-000-9918	OS	MDC, BLUE	N/A
PUB 52	7/99	Hazardous, Restricted, and Perishable Mail	7610-03-000-9109	MKT	MDC, IWEB	MDC
PUB 300-A-S	7/99	Consumer & Business Guide to Prevent Mail Fraud (Spanish)	7610-04-000-6950	IS	MDC, IWEB	MDC, WWW

Obsolete Directives

Document ID	Edition Date	Title	Obsolete Date	Replaced By
HBK MS-165-CHG-1	3/98	Siemens SPBS-Feed System, Parts Information (Change 1 to HBKMS-165-VOL-B, TL-1, 11-97)	10/26/99	HBK MS-165-VOL-B, TL-2, 10-99
MI EL-830-95-2	6/22/95	Control of Asbestos Exposure from Brake and Clutch Repair and Service	10/28/99	MI EL-830-1999-5
MOP DD-5-11-1995	5/11/95	Equal Employment Opportunity, Affirmative Action, and Diversity Policy Statement	11/1/99	MOP DD-4-22-1999, MOP DD-8-27-1998
PUB 50	11/1/88	Resources for Recruitment of High-Tech Maintenance Personnel	11/17/99	N/A
PUB 300-S	11/1/97	A Consumer's Guide to Postal Crime Prevention (Spanish)	10/15/99	PUB 300-A-S

New Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 3657	11/99	11/99	Postage Statement for Global Direct — Canada Publication Mail	7530-04-000-8868	PU	SH	MKT	WWW	WWW
PS 8125-CD	11/99	11/99	Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance	N/A	PU	SH	MKT	WWW	WWW

Revised Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 3656	11/99	11/99	Postage Statement — Global Direct Canada Admail — Permit Imprint	N/A	PU	SH	IB	WWW	WWW
PS 3972	10/99	10/99	Absence Analysis	7530-02-000-9137	PS	SH	LAB	MDC	N/A

Obsolete Forms

Form Number	Edition Date	Title	Obsolete Date	Replaced by
PS 3657-C	8/99	Postage Statement — Global Direct — Canada Publication Mail	11/18/99	N/A
PS 7493	6/1/81	Certificate of Site Investigations for Easements or Other Evidences of Rights Adverse to Postal Service Interests	11/1/99	N/A
PS 7495	1/1/87	Disclaimer	11/1/99	N/A

Corrections (changes highlighted in bold)

Document ID	Edition Date	Oldest Usable Date	Title	NSN	Org	Where Used	Unit of Issue	USPS Source	Public Source
KIT 12	9/99	8/98	REDRESS Kit	7690-04-000-5421	GC	N/A	BOX	MDH	MDC
NOT 107	12/98	12/98	Some Things Were Never Meant to be Mailed	7610-01-000-9693	OS	N/A	EA	MDC	WWW
PS 3501	3/99	3/99	Application for Periodicals Mailing Privileges (General)	7530-01-000-9912	MKT	PU	SH	MDC	PBC
PS 3526	10/99	10/99	Statement of Ownership, Management, and Circulation	7530-01-000-9931	MSY	PU	SH	MDC, WWW	WWW
PS 3624	10/96	10/96	Application to Mail at Nonprofit Standard Mail Rates	7530-02-000-9014	MKT	PU	SH	MDC, PE, WWW	WWW
PUB 192	12/97	12/97	Celebrate The Century Poster	7610-03-000-9314	MKT	N/A	EA	MDC	P/F

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 one month preceding the requested delivery dates.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JC Penney Holiday Fragrance Mailer	Standard A/ Letter	12/1–12/3	3.4	Nationwide	CarRt	Harte-Hanks
JC Penney Holiday Shopping Pass!	Standard A/ Letter	12/1–12/3	2.8	Nationwide	CarRt	Harte-Hanks
JC Penney December Sale	Standard A/ Catalog	12/2–12/4	6.7	Nationwide	CarRt	DLS
JC Penney Your Present Situation	Standard A/ Catalog	12/2–12/4	8.0	Nationwide	CarRt	World Color
Kmart Gift Guide	Standard A/ Flat	12/2–12/4	14.8	Nationwide	CarRt	Harte-Hanks; 9" x 10", 48-page book
JC Penney Holiday Appreciation	Standard A/ Letter	12/6–12/8	7.0	Nationwide	CarRt	Harte-Hanks
JC Penney One Huge Sale Postcard	Standard A/ Postcard	12/6–12/8	13.0	Nationwide	CarRt	Harte-Hanks
Office Depot Great Gift Ideas	Standard A/ Letter	12/6–12/9	1.4	Nationwide	CarRt	American Color Graphics, Nashville, TN
Billy Graham Letter	Standard A/ Letter	12/6–12/17	1.4	Nationwide	3/5-Digit, Basic, Barcoded	Minneapolis, MN; 5 5/8" x 7 1/14" envelope
JC Penney Santa Postcard	Standard A/ Postcard	12/13–12/15	11.5	Nationwide	CarRt	Harte-Hanks

— Customer Relations, Marketing, 12-2-99

Processing Consumer Service Cards

The volume of Consumer Service Cards continues to decrease as customers increase their use of alternate methods (e.g., Internet, 800 number) to contact the Postal Service. In FY 1999 the Accounting Service Center (ASC) received a total of 270,446 cards, a reduction of 60% from the same period last year. Effective immediately, Consumer Service Cards should be sent to the district Consumer Affairs office for processing.

Postmasters and station and branch managers should follow these instructions when processing a Consumer Service Card:

1. Upon receipt of the card investigate the issue.
2. Document the response in the *USPS Use Only* section on copy 2 of the Consumer Service Card. Include the date the customer was contacted, the name of the person who contacted the customer, the specific action taken, and the method of contact (letter, phone, in person, etc.).
3. On the date action is completed, staple copies 2 and 3 together and send them to your district Consumer Affairs Office. Mail the cards each day in one envelope. Do not divide copies 2 and 3.
4. File copy 4 locally, along with any letters or attachments.

District Consumer Affairs Offices should follow these handling instructions:

Cards without resolution information:

1. Using the Consumer Service Card number, transfer information directly from the card into the Consumer Affairs Tracking System and handle as new case.
2. Ensure that a response is made within 14 days from the date the Consumer Affairs Office received the complaint.

Cards containing resolution information:

1. Using the Consumer Service Card number, transfer information directly from the card into the Consumer Affairs Tracking System.
2. Code the card based on the information provided on the card.
3. Select the Closure Method indicating the card was closed by a field office.

The Consumer Service Card Report will continue to be available each AP. Data will be provided from the Consumer Affairs Tracking System.

— *Policy and Program Development,
Consumer Advocate, 12-2-99*

Domestic Mail

DMM REVISION

New Verification Procedures and Mailing Standards for First-Class and Standard Mail (A) Automation Letter Mail

New Verification Procedures

The Postal Service will begin to implement new standardized acceptance and verification (SAVE) procedures for First-Class and Standard Mail (A) automation letter mail prepared using multi-line optical character readers (MLOCRs) and/or barcode sorters in mid-December 1999. These new SAVE procedures will replace existing verification procedures for First-Class and Standard Mail (A) automation letter mailings that are not weigh-verified. It is planned to extend the SAVE verification procedures to other First-Class and Standard Mail (A) automation letter mailings (not produced by MLOCRs and/or barcode sorters) later in calendar year 2000.

SAVE is the Postal Service's response to requests by business mailers for a verification process that is predictable, fair, consistent, and documented. SAVE also directs Postal Service attention to where the risk of poor quality lies. There are two verification levels and error rate thresholds under SAVE. The first level is for mailers who have been certified by the Postal Service under the Mail Preparation Total Quality Management (MPTQM) program. The second level is for mailers who are not part of the MPTQM program. Mailers who have made commitments to quality under the MPTQM program will have certain portions of SAVE verifications performed on a less frequent basis, or not at all if that aspect of mail preparation is verified under MPTQM. Information about MPTQM may be found on the Internet at <http://www.usps.com/mptqm>. Under SAVE, mailers will receive feedback on the quality of their mail to facilitate resolution of problems. SAVE incorporates most of the separate procedures used today to verify mail. For example, it employs the current Automated Barcode Evaluator (ABE) and short paid mail verification procedures. However, under SAVE, various separate verification checks have been standardized, made more complete, and structured. Corrective actions have been clarified and more diagnostic information will be provided to the mailer. SAVE provides verification procedures for First-Class and Standard Mail (A) automation letter mailings, including those submitted under value added refund (VAR) procedures and combined mailings of different postage payment methods or rates of postage affixed.

Effective March 1, 2000, a standard 4% error tolerance will apply to all mailings verified under SAVE, including VAR and combined mailings. During a phase-in period from mid-December 1999 through February 29, 2000, mailings found to

have errors under the SAVE verification procedures will not be assessed additional postage unless the error rate for the mailing is 5% or more. Under the SAVE verification procedures, VAR mailings will be treated like all other mailings when postage adjustments become necessary. Rather than lose a value added refund when the error tolerance is exceeded, VAR mailers will pay a postage adjustment.

The amount of additional postage that must be paid for a mailing exceeding the 4% error tolerance under SAVE procedures will be calculated by determining the difference between the First-Class single-piece rate postage (based on weight) and the average rate per piece based on the First-Class or Standard Mail (A) automation letter rates claimed by the mailer. This difference in postage per piece will be multiplied by the number of pieces in the mailing to determine the total workshare discount. The total workshare discount will be multiplied by the verification error percentage to determine the additional postage due.

These SAVE standards apply to the initial acceptance procedures applied by the bulk mail entry unit. Nothing in SAVE or other verification procedures prevents independent review of mail by Revenue Assurance, the Inspection Service, the Office of Inspector General, or others. Nor do they prevent a postage adjustment based on these reviews. In instances of fraud or related activities, the postage adjustment may be based on the mail as presented to the Postal Service even if the overall error rate is less than that established in these procedures.

Revised Mailing Standards for Automation Letter Mail Prepared with MLOCRs or Mailed Under VAR or Combined Postage Payment Procedures

Effective January 3, 2000, *Domestic Mail Manual* (DMM) M810.1.3, P014.4.14, P014.4.17, P760.1.0, P760.2, P760.3, and P760.4.0 are revised to incorporate new automation markings for First-Class and Standard Mail (A) automation letter mailings that are prepared using MLOCRs and for which the MLOCR is used to apply the rate marking. The revisions also incorporate new documentation requirements for mailings prepared under VAR and combined postage payment systems. Minor amendments to DMM P760 are also made to clarify what may be mailed under combined mailing procedures and to update the standard concerning postage payment for single-piece rate mail submitted under these mailing procedures.

The new marking and documentation requirements were developed in conjunction with MLOCR manufacturers and supporting software vendors and were announced and discussed at a special MLOCR Users Group meeting and at the previous two National Postal Forums. The documentation formats and new markings have been incorporated in software provided to mailers by MLOCR manufacturers. If copies of the documentation are not available from an MLOCR vendor, sample copies may be obtained from the Rates and Classification Service Center (RCSC) that serves a particular mailer. The marking requirements are specified below. Beginning January 3, 2000, the new markings must be used on pieces in First-Class and Standard Mail (A) automation letter mailings that are prepared using MLOCRs and for which the MLOCR is used to apply the rate marking. First-Class and Standard Mail (A) automation letter mailings prepared under VAR and/or combined mailing procedures must meet the new documentation requirements and formats beginning January 3, 2000. Although not required until January 3, 2000, the new markings and documentation may be used immediately. Affected mailers are encouraged to install the new software and use the new markings and documentation as soon as possible. These new marking and documentation requirements will be used when performing SAVE verifications on First-Class and Standard Mail (A) automation letter mailings.

These changes will be incorporated into the electronic DMM available via Postal Explorer (<http://pe.usps.gov>) and will be printed in DMM Issue 55.

Domestic Mail Manual (DMM)

M000 General Preparation Standards

M010 Mailpieces
* * * *

M012 Markings and Endorsements
* * * *

2.0 MARKINGS — FIRST-CLASS MAIL AND STANDARD MAIL (A)
* * * *

2.2 Exceptions to Markings

[Add new 2.2d to read as follows:]

Exceptions are as follows: * * *

- d. MLOCR Prepared Automation Letter Mailings. The basic marking must appear in the postage area on each piece as required in 2.1a. The other "AUTO" marking described in 2.1b must be replaced by the appropriate four-character marking described in P760 on those pieces

that have the marking applied by an MLOCR. This four-character marking provides a description of the postage payment method and the rate of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail.

* * * *

M800 All Automation Mail

M810 Letter-Size Mail

1.0 BASIC STANDARDS

* * * *

[Amend 1.3 by adding as the last sentence:]

1.3 Documentation

* * * First-Class and Standard Mail (A) mailings prepared under the value added refund procedures or as combined mailings of different postage payment methods or different rates of postage affixed must meet additional standardized documentation requirements under P014 and P760.

* * * *

P Postage and Payment Methods

P000 Basic Information

* * * *

P014 Refunds and Exchanges

* * * *

4.0 REFUND REQUEST FOR EXCESS POSTAGE (VAUE ADDED REFUND) — AT TIME OF MAILING

* * * *

4.14 Criteria for Mailing

[Amend 4.14c to delete the last sentence and add new 4.14e to read as follows:]

A mailing for which a VAR request is submitted must meet these criteria: * * *

- c. Mail must be prepared by the standards corresponding to the First-Class Mail or Standard Mail (A) rate claimed.

* * * *

- e. Each piece in the mailing for which barcodes are applied by an MLOCR must bear an automation marking that also describes the method of postage payment and the rate of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail as described in P760.

* * * *

[Revise 4.17 to read as follows:]

4.17 Documentation for Mailing

Mailers are required to submit or generate the following reports:

- a. Each mailing must be accompanied by all of the following documentation to enable the VAR request and the specific and efficient USPS verification of that request:
 - (1) Form 3533, *Application and Voucher for Refund of Postage and Fees*, if a net VAR refund is due.
 - (2) The applicable postage statement.
 - (3) Form(s) 3553, *Coding Accuracy Support Systems (CASS) Summary Report*.
 - (4) The USPS qualification report in standardized format detailing by ZIP Code the number of pieces qualifying for each rate by presort level. If plant-verified drop shipment (PVDS) is used for Standard Mail (A), a separate USPS qualification report must be generated for each entry destination.
 - (5) The USPS Summary ZIP Destination report in one of two standardized formats that lists by tray destination and rate category: each mail category, postage payment type, weight and rate affixed (report all postage affixed First-Class pieces as weighing 1 ounce), number of pieces, dollar amount of postage affixed to those pieces, cumulative postage affixed, total postage, net postage due, cumulative postage due, and a running total of the number of pieces. If plant-verified drop shipment (PVDS) is used for Standard Mail (A), a separate USPS Summary ZIP Destination report must be generated for each entry destination. This report is not required if there is only one metered rate in the mailing. The RCSC may authorize submission of only portions of this report.
 - (6) The USPS Postage Summary in a standardized format. This report shows, by type of payment method, the total postage claimed for all pieces in the mailing by rate level, and the total postage affixed by rate level. It also shows a grand total summary of postage affixed, postage claimed, and total postage due. If plant-verified drop shipment (PVDS) is used for Standard Mail (A), a separate USPS Postage Summary report must be generated for each entry destination.
 - (7) Other documentation that may be required by other standards for the rate claimed.
- b. The USPS Customer Mail Report must be generated for each mailing, but is required to be submitted to the USPS only when requested by Business Mail Entry for the resolution of errors (shortpaid and potential MLOCR profiling) detected in a specific mailing. The Customer Mail Report must list each customer by name and provide the

following information about their mail: the rate affixed, the mail category including the postage payment type, the weight, the total postage, the postage affixed, the number of pieces, the cumulative number of pieces, the number of pieces rejected, and the total pieces fed.

* * * * *

P700 Special Postage Payment Systems

* * * * *

P760 First-Class or Standard Mail (A) Mailings With Different Payment Methods

1.0 BASIC PROVISIONS

1.1 General

After specific USPS authorization, a mailer may prepare separate First-Class Mail or Standard Mail (A) letter-size automation rate mailings that each contain pieces paid with more than one of the three authorized methods of postage payment (permit imprint, meters, or precanceled stamps) and/or that contain pieces having different rates of postage affixed or multiple ounces of First-Class permit imprint mail or nonidentical-weight permit imprint mail. For this standard, *mailer* or *presenter* is the entity preparing the combined mailing and presenting it to the USPS. All standards applying to each method of payment apply in a combined mailing, unless excepted below.

* * * * *

2.0 POSTAGE

[Amend 2.1 to clarify payment for single-piece rate pieces by revising the last sentence to read as follows:]

2.1 Metered Pieces — First-Class Mail

* * * Full postage at the single-piece First-Class rates must be paid on accompanying single-piece rate mail using one of the methods under P100. Additional preparation to verify postage due may be required by the Postal Service.

[Amend 2.2 to clarify payment for single-piece rate pieces by adding the following as the last sentence:]

2.2 Metered Pieces — Standard Mail (A)

* * * Full postage at the single-piece First-Class rates must be paid on accompanying single-piece rate mail using one of the methods under E620 and P100. Additional preparation to verify postage due may be required by the Postal Service.

[Amend 2.3 to clarify payment for single-piece rate pieces by revising the last sentence to read as follows:]

2.3 Precanceled Pieces — First-Class Mail

* * * Full postage at the single-piece First-Class rates must be paid on accompanying single-piece rate mail using one of the methods under P100. Additional preparation to verify postage due may be required by the Postal Service.

[Amend 2.4 to clarify payment for single-piece rate pieces by adding the following as the last sentence:]

2.4 Precanceled Pieces — Standard Mail (A)

*** Full postage at the single-piece First-Class rates must be paid on accompanying single-piece rate mail using one of the methods under E620 and P100. Additional preparation to verify postage due may be required by the Postal Service.

[Amend 2.5 to clarify payment for single-piece rate pieces by adding the following as the last sentence:]

2.5 Permit Imprint Pieces — First-Class Mail and Standard Mail (A)

*** Full postage at the single-piece First-Class rates must be paid on accompanying single-piece rate mail using one of the methods under P100 and, for Standard Mail (A), E620. Additional preparation to verify postage due may be required by the Postal Service.

3.0 PRODUCING THE COMBINED MAILING

3.1 Mailer Quality Control

[Amend 3.1 by adding new 3.1i to read as follows:]

Before merging different pieces into a combined presorted mailing, the mailer must have quality control procedures to ensure that: ***

- i. When markings are applied by an MLOCR, they properly show the applicable automation rate marking in 3.2 that describes the method of postage payment and the rate of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail. These markings must be linked by the computer system to the rate entered by the mailer when the pieces are run through the MLOCR.

[Renumber 3.2 and 3.3 as 3.3 and 3.4 and insert new 3.2 to read as follows:]

3.2 Rate and Postage Marking

The following markings must be applied to each piece in the mailing when markings are applied by an MLOCR. These markings provide the automation rate marking information and provide additional information concerning the type of postage payment for the mailpiece and the rate of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail. The applicable marking must appear on each mailpiece in one of the locations authorized under M012.

- a. First-Class Mail:

Marking	Rate and Postage Category
AUP1	Barcoded 1-Ounce Permit Imprint
AUP2	Barcoded 2-Ounce Permit Imprint
AUP3	Barcoded 3-Ounce Permit Imprint
AUP4	Barcoded 4-Ounce Permit Imprint
AUM5	Barcoded 5-Digit Metered Postage Affixed

Marking	Rate and Postage Category
AUM3	Barcoded 3-Digit Metered Postage Affixed
AUMB	Barcoded Basic Metered Postage Affixed
AUMP	Presorted Metered Postage Affixed
AUS1	Precanceled \$0.23 Stamp Affixed
AUS1	Precanceled \$0.15 Stamp Affixed (card)
AUS2	Precanceled \$0.25 Stamp Affixed

- b. Standard Mail (A):

Marking	Rate and Postage Category
AUPI	Barcoded Regular Permit Imprint
ANPI	Barcoded Nonprofit Permit Imprint
AUM5	Barcoded 5-Digit Metered Regular Postage Affixed ¹
ANM5	Barcoded 5-Digit Metered Nonprofit Postage Affixed ¹
AUM3	Barcoded 3-Digit Metered Regular Postage Affixed ¹
ANM3	Barcoded 3-Digit Metered Nonprofit Postage Affixed ¹
AUMB	Barcoded Basic Metered Regular Postage Affixed ¹
ANMB	Barcoded Basic Metered Nonprofit Postage Affixed ¹
AUM8	Presorted 3/5 Metered Regular Postage Affixed ¹
ANM8	Presorted 3/5 Metered Nonprofit Postage Affixed ¹
AUM9	Presorted Basic Metered Regular Postage Affixed ¹
ANM9	Presorted Basic Metered Nonprofit Postage Affixed ¹
AUSR	Precanceled Regular Rate Stamp Affixed
ANSN	Precanceled Nonprofit Stamp Affixed

¹ The same code is used regardless of the destination entry rate, if any, for which the piece is metered.

* * * * *

4.0 DOCUMENTATION

[Revise 4.1 to read as follows:]

4.1 Submission

Mailers are required to submit or generate the following reports:

- a. For each First-Class Mail or Standard Mail (A) combined mailing, the mailer must provide these materials:
 - (1) For each postage payment method, a complete and accurate postage statement endorsed "Combined Mailing" at the top.
 - (2) A separate Form(s) 3553, *Coding Accuracy Support Systems (CASS) Summary Report*.
 - (3) The USPS qualification report in standardized format detailing by ZIP Code the number of pieces qualifying for each rate by presort level. If plant-verified drop shipment (PVDS) is used for Standard Mail (A), a separate USPS qualification report must be generated for each entry destination.

- (4) The USPS Summary ZIP Destination report in one of two standardized formats that lists by tray destination and rate category: each mail category, postage payment type, weight and rate affixed (report all postage affixed First-Class pieces as weighing 1 ounce), number of pieces, dollar amount of postage affixed to those pieces, cumulative postage affixed, total postage, net postage due, cumulative postage due, and a running total of the number of pieces. If plant-verified drop shipment (PVDS) is used for Standard Mail (A), a separate USPS Summary ZIP Destination report must be generated for each entry destination. This report is not required if there is only one metered rate in the mailing. The RCSC may authorize submission of only portions of this report.
- (5) The USPS Postage Summary in a standardized format. This report shows, by type of payment method, the total postage claimed for all pieces in the mailing, by rate level, and the total postage affixed by rate level. It also shows a grand total summary of postage affixed, postage claimed, and total postage due. If plant-verified drop shipment (PVDS) is used for Standard Mail (A), a separate USPS Postage Summary report must be generated for each entry destination.
- (6) Other documentation that may be required by other standards for the rate claimed.

- b. The USPS Customer Mail Report must be generated for each mailing but is required to be submitted to the USPS only when requested by Business Mail Entry for the resolution of errors (shortpaid and potential MLOCR profiling) detected in a specific mailing. The Customer Mail Report must list each customer by name and provide the following information about their mail: the rate affixed, the mail category including the postage payment type, the weight, the total postage, the postage affixed, the number of pieces, the cumulative number of pieces, the number of pieces rejected, and the total pieces fed.

* * * * *

[Delete current P760.4.4. Renumber current P760.4.5 as P760.4.4. Amend renumbered P760.4.4 to delete the first and last sentence to read as follows:]

4.4 Reporting Results

Any additional postage due is paid through the mailer's advance deposit account for combined mailings. A "value added" refund of any overpayment of meter postage may be requested under P014.

[Delete P760.4.6 and P760.4.7.]

* * * * *

*— Mail Preparation and Standards,
Pricing and Product Design, 12-2-99*

REMINDER

Use of Current PS Form 8125 and PS Form 8125-C

Mailers must use current versions of PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*, and PS Form 8125-C, *Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance*. A notice in *Postal Bulletin 21977 (7-30-98)* informed mailers that effective January 10, 1999, they must use Form 8125 and Form 8125-C dated July 1998 or later. Many mailers continue to use earlier versions. All mailers and postal facilities must discard previous versions of Forms 8125.

Computer-generated facsimile forms must contain all required data elements in the same relative locations as the Form 8125 and Form 8125-C that appear on the Postal Service Web site (<http://www.usps.com/business/formspdf.htm>) for use by mailers in creating facsimile documents. Mailer's software must be updated to ensure that facsimile forms meet current standards.

*— Business Mail Acceptance,
Marketing Technology Channel Management, 12-2-99*

CORRECTION

Publication 52, Hazardous, Restricted, and Perishable Mail

The price for Publication 52, *Hazardous, Restricted, and Perishable Mail*, is \$1.54. It was incorrect in the ordering information in *Postal Bulletin 22011 (11-18-99)*.

*— Business Mail Acceptance,
Marketing Technology Channel Management, 12-2-99*

REMINDER

Free Mail Program for Members of the Armed Forces

All employees who handle and deliver mail should be aware of the military free mail privilege in which mail as described below is processed and delivered without postage. For such mail, employees must not collect postage upon delivery or return mail to the sender for postage.

Personnel authorized this privilege may mail, without postage, letters, postcards, and sound recordings (audiotapes and videotapes) having the character of personal correspondence to any place in the United States, its possessions or territories, or any military post office (APO/FPO).

Free mail must have a complete APO or FPO return address, the word "Free" in the upper right corner with an APO or FPO postmark, and a complete delivery address. Free mail may not be registered, insured, or certified.

Under the provisions of Section 3401 (a)(1) of Title 39, U.S.C., and pursuant to Executive Order 12556, dated April 16, 1986, the Secretary of Defense has authorized free mail privileges for members of the United States Armed Forces and

designated civilians directly supporting military operations in the following locations:

- Aboard ships in the Adriatic Sea.
- Aboard ships in the Ionian Sea north of the 39th parallel.
- Albania.
- Former Republic of Yugoslavia —
 - Bosnia-Herzegovina.
 - Croatia (including Zagreb).
 - Macedonia.
 - Serbia-Montenegro (including Kosovo and Vojvodina).
 - Slovenia.
- Haiti.
- Hungary.
- Zakho (which is south of the Turkish border in the no-fly zone of northern Iraq).

In accordance with 39 U.S.C. 3401 (a)(1)(B), free mail privileges will also be extended to members hospitalized in a facility under the jurisdiction of the Armed Forces due to disease or injury incurred as a result of service in these designated areas.

— *International Operations Support,
Network Operations Management, 12-2-99*

*A MESSAGE FROM THE U.S. POSTAL SERVICE AND THE U.S. CENSUS BUREAU***Census 2000**

The next census count will occur in March and April of the year 2000. The census is performed every 10 years throughout the United States. It shows the population, who we are and where we live. Census questionnaires are confidential. Information on the questionnaires is protected under the Privacy Act found in Title 13 of the United States Code. Census questionnaire information can be used *only* for statistical purposes and will not be divulged to any other person or organization.

Census 2000 is the 21st decennial count of the United States population. This once-a-decade count is taken to fulfill requirements of the U.S. Constitution, with completion and return of each Census Bureau questionnaire required by law. We hope that each questionnaire recipient can appreciate how important their participation in **Census 2000** is to their community.

Census data is used by individuals, businesses, and the government for a variety of reasons. Some of the most important uses of census data include funding levels for certain government programs, location of roads and public

transportation facilities, and determination of the number of congressional seats allocated to specific areas. Federal, state, and municipal governments use the information in their planning. Businesses, social agencies, and philanthropic organizations use census data as well.

Each completed Census Bureau questionnaire is an important and integral part of the census. It is important that each questionnaire be returned to the Census Bureau as soon as possible. Collectively, accurate census data about each individual, family, neighborhood, and community will benefit the entire country.

Today's Census Bureau efforts to help each person "*be counted*" represent some of the most important and basic tasks of our government and can affect virtually the entire country. All residents of the United States need to complete and return their census questionnaire, to help assure that **Census 2000** data reflect a complete and accurate picture of the population in our country.

With your assistance, we can make sure that each resident in the United States is counted and that **Census 2000** becomes the most accurate census of the United States yet.

Scheduled **Census 2000** mailings consist of:

- 122 million "Advance Notice" letters for Census-delivered (in home March 1–3) addresses and mail delivery (in home March 6–8).
- 98 million long- and short-form census questionnaires (in home March 13–15).

- 111 million cards to remind you to complete the questionnaire or thank you if you already did (in home March 20–30).

Post offices should create a "**Census 2000**" file and place this and future **Census 2000** material in this central file. More details concerning **Census 2000** will be printed in upcoming *Postal Bulletin*, *Memo to Mailers*, and *Postal Life* articles.

— Joint U.S. Postal Service/U.S. Census Bureau
Census 2000 Planning Committee, 12-2-99

Operation DEAR ABBY Mail for Members of the Armed Forces

Over the last 15 years, Abigail Van Buren, through her nationally syndicated column, has brought goodwill and cheer to the men and women of the Armed Forces. During the holiday season she solicits patriotic Americans to send cards and letters to our service members stationed overseas. This solicitation is coined "Operation DEAR ABBY."

Four addresses have been established for use in Operation DEAR ABBY for the 1999 holiday season. Mail to the four addresses below will be distributed by the receiving military post office to all services in the area that it supports.

For the system to cover the widest possible area, the addresses must remain generic. Addresses other than those listed below will not determine the distribution. For example: A letter addressed to a "Soldier" may be distributed to an Airman, Sailor, or Marine.

These addresses will be open only for the holiday period, until January 15, 2000. After January 15, 2000, these APOs/FPOs will close and mail for these addresses will no longer be accepted. To ensure that the mail is received within the required time window and falls within the DOD security guidelines, *the mail will be limited to First-Class letter mail 13 ounces or less only.*

The four addresses established for Operation DEAR ABBY for the 1999 holiday season are:

Address	Serves
Any Service Member OPERATION DEAR ABBY APO AE 09135	Europe and Southwest Asia
Any Service Member OPERATION DEAR ABBY FPO AE 09646	Mediterranean Basin
Any Service Member OPERATION DEAR ABBY APO AP 96285	Far East
Any Service Member OPERATION DEAR ABBY FPO AP 96385	Pacific Basin

Operation DEAR ABBY does not target specific units or countries; rather the operation targets major U.S. military aerial mail terminals and fleet mail centers overseas. These mail hubs will receive the mail and distribute it on a fair share basis to all services across the board. This system should preclude overburdening transportation assets or inundating specific units and provide wider distribution to service members.

— International Operations Support,
Network Operations Management, 12-2-99

APO/FPO Changes

Make the following ink changes to the most recent APO/FPO table in *Postal Bulletin* 22011 (11-18-99).

APO/FPO	Action	Effective Date	See Restrictions
34012	Close	Immediately	

— International Operations Support,
Network Operations Management, 12-2-99

Mail Quality Analysis Program

The Postal Service is implementing a new program to help mailers further improve the quality of business mailings. An automated, in-depth review of certain mailings will be conducted using the Mail Quality Analysis (MQA) program. MQA will use existing barcode sorting equipment to review a specific mail sample from a selected mailing. All mailings will continue to be verified at acceptance; MQA will also be used on a limited number of mailings following initial acceptance.

Under current verification procedures, only a small portion of a mailing is sampled for verification, and the results are reported on manually completed forms. MQA will analyze much larger sections of selected mailings, using delivery barcode sorter (DBCS) reports and mailer documentation. MQA will focus primarily on presort quality, and secondarily on barcode readability. MQA will allow the Postal Service to provide routine diagnostic feedback to mailers on the quality of their mail. Customer benefits include objective feedback on mail quality, additional focus on mailings where problems have been found, future opportunities for streamlined acceptance procedures, and rate stability.

MQA sample mail will be isolated at postal facilities and at detached mail units. The business mail entry unit, revenue assurance, and mail processing will work together to conduct MQA reviews. Initial reviews will focus on large volume mailings, with subsequent reviews determined by the results of reports and feedback from mail processing, mail acceptance, and other sources.

MQA will be implemented in two phases. Phase one will implement the MQA program on a national basis in December 1999, collect data, and develop improvements to MQA procedures. During phase one, mailers will receive diagnostic reports only. The reports will allow the mailer to correct quality problems. Phase one will run through June 2, 2000. Phase two will begin on June 3, 2000, and as of this date postage adjustments will be made when presort error rates over 5%

are found. Postage adjustments will be applied only to the presort level of the sample(s) analyzed. Even during this phase, a mailer's first MQA report (for those mailers who received no report during phase one) will be for diagnostic and notification purposes only, with no postage adjustment cited. Additionally, errors discovered through MQA that amount to less than \$50 in additional postage will not be assessed at any point in time.

In both phase one and phase two, MQA will provide feedback on barcode readability. A decision will be made at a later date as to whether postage adjustments will apply eventually.

MQA implementation recognizes that the Postal Service has provided a variety of tools to help mailers design and produce quality mail. Included are a variety of address management programs, Presort Accuracy Validation and Evaluation (PAVE), the Mailpiece Quality Control Program (MQC), the Mail Preparation Total Quality Management Program (MPTQM), various handbooks and brochures, the *Domestic Mail Manual* (DMM), and Customer Support Rulings. Information on many of these tools is available on the Postal Service Web site (www.usps.com). Postal business centers, business mail entry managers, mailpiece design analysts, and the National Customer Service Center are available to assist customers in design of mail. The net effect of these efforts is the expectation that today's business mailings should be of exceptionally high quality.

Mailers will typically not have the opportunity to retrieve and rework mail reviewed under the MQA program. Accordingly, mailers need to take steps to assure that mail claimed at discounted rates is prepared to qualify for those rates and is represented accurately on postage statements.

Mailers Companion will describe specific MQA procedures.

— *Mail Preparation and Standards,
Pricing and Product Design, 12-2-99*

Finance

New Accounting Procedures for the Advanced Leadership Program

In the past, a one-time tuition fee of \$7,500 for four weeks of the Advanced Leadership Program (ALP) was charged to the finance number of the sponsoring manager. Beginning fiscal year 2000, the \$7,500 tuition fee is being charged in increments, based on which week the ALP candidate participates.

Costs for particular weeks of ALP training are as follows:

Week 1	\$3,500
Week 2	\$1,800
Week 3	\$1,200
Week 4	<u>\$1,000</u>
Total	\$7,500

Tuition is charged back through the Journal Voucher Transfer system during the accounting period (AP) in which the training occurred. The current cancellation policy and associated fees remain in effect.

— William F. Bolger Center for Leadership Development,
Employee Resource Management, 12-2-99

Fraud Alert

Withholding of Mail Orders

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

State/City	Names Covered
AK, Anchor Point 99556-0285	Nicholas Olson, Nich Olson, Nick Olson, And All Other Names Other Than Nicholas Morike, P.O. Box 285
IL, Chicago 60651-3820	Premier Financial, 3722 W. Chicago Avenue
UT, Salt Lake City 84117-7204	Premier Associates, 5442 S 900 E PMB 100
ME, Auburn 04210-5465	Any And All Names Other Than Thomas Sizemore And Annette Bubier, 7 Chestnut Street, Apt. 12
ME, Rockland 04841-1263	Any And All Names Other Than Thomas Sizemore And Annette Bubier, P.O. Box 1263
ME, Rockland 04841-1254	Any And All Names Other Than Thomas Sizemore And Annette Bubier, P.O. Box 1254
NV, Las Vegas 89104-6213	Contest Express And/Or Woodrow, Cochran & Laylor, 2232 S. Nellis Blvd., #117
NJ, Cherry Hill 08034-3571	The Name Marc Lieberman, Private Post Office Box 130 219-P Berlin Road
PA, Philadelphia 19129-1435	Any And All Of Various Names Other Than The Surname Brewington, 3462 Tilden Street

— Recorder's Office, Judicial Officer, 12-2-99

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.

011 582 1889 to 011 582 1899	388 828 0656 to 0699	403 685 8600 to 8699	418 423 9863 to 9899
011 588 2900 to 011 588 3099	389 696 2400 to 2799	404 003 0300 to 0399	418 633 5922 to 5999
013 289 6176 to 013 289 6199	389 846 3104 to 3135	404 041 8838 to 8899	418 719 8520 to 8599
014 972 0800 to 014 972 0899	389 846 3145 to 3195	404 071 4268 to 4299	418 744 2235 to 2299
210 221 0548 to 210 221 0599	389 887 9211 to 9230	404 347 5356 to 5399	418 962 2848 to 2899
273 070 8059 to 273 070 8099	389 887 9234 to 9299	404 347 5548 to 5599	419 543 0286 to 0299
273 775 7700 to 273 775 7899	390 001 3182 to 3199	404 726 4500 to 4599	419 730 0300 to 0399
302 000 0000 to 302 123 9999	390 001 3500 to 3699	404 961 5001 to 5199	420 277 0015 to 0049
349 746 2056 to 2099	390 545 5974 to 5999	405 325 0188 to 0198	420 599 0734 to 0798
350 518 7350 to 7374	391 104 6146 to 6199	406 009 4587 to 4599	420 661 4115 to 4199
360 011 1690 to 1699	391 574 1466 to 1499	406 260 6830 to 6899	420 758 9500 to 9699
360 168 6008 to 6099	391 783 3020 to 3599	406 459 6641 to 6999	420 969 3951 to 3971
360 173 8800 to 8899	391 792 6100 to 6199	406 733 3000 to 3999	420 969 3973 to 3999
360 324 2326 to 2399	392 668 2956 to 2999	407 545 1557 to 1599	421 116 3565 to 3599
362 861 3064 to 3099	392 854 8500 to 8899	407 594 0412 to 0599	421 130 9300 to 9399
362 861 3064 to 3099	393 584 7566 to 7699	407 692 9100 to 9299	421 313 4500 to 4999
373 006 2176 to 2199	393 650 0074 to 0099	407 959 2190 to 2199	421 364 5537 to 5599
374 768 2600 to 2699	393 838 8316 to 8499	408 265 2275 to 2288	421 656 2609 to 2699
375 169 4400 to 4599	393 893 6007 to 6099	408 499 7700 to 7799	421 988 9700 to 9799
375 829 3400 to 3499	394 126 6907 to 6999	408 499 7900 to 7999	422 172 4667 to 4699
375 851 9100 to 9199	394 189 0405 to 0599	408 682 8484 to 8599	422 484 4212 to 4299
376 196 0911 to 0999	394 822 3243 to 3278	408 698 7015 to 7099	422 556 1270 to 1299
378 085 3679 to 3699	394 990 1810 to 1899	409 072 3941 to 3999	422 587 7024 to 7099
378 351 1063 to 1099	395 343 3264 to 3299	410 491 2311 to 2399	422 819 7533 to 7599
379 843 5100 to 5199	395 373 3035 to 3099	410 694 8400 to 8599	422 842 5073 to 5087
380 093 9600 to 9699	395 396 9649 to 9799	410 775 1500 to 1599	422 907 7563 to 7599
380 165 1165 to 1199	395 970 3240 to 3299	410 795 7927 to 7999	424 500 6050 to 6099
381 325 4500 to 4599	397 622 4054 to 4099	410 867 0917 to 0966	424 641 8500 to 8599
381 604 2510 to 2699	397 819 8902 to 8999	410 867 0970 to 0999	424 871 6600 to 6699
381 645 9525 to 9599	398 149 7200 to 7699	411 868 1023 to 1199	425 298 2352 to 2399
383 314 3968 to 3999	399 070 0872 to 0899	411 922 2322 to 2399	425 418 4269 to 4299
383 892 1000 to 1344	399 156 7119 to 7199	412 193 0900 to 0999	425 418 4405 to 4499
383 892 1382 to 1399	399 203 5064 to 5099	412 395 8599 to 8699	426 547 4566 to 4599
384 925 3641 to 3654	399 296 9910 to 9999	412 485 6500 to 6599	427 412 6337 to 6499
385 568 2331 to 2399	399 396 8935 to 8999	412 485 6610 to 6699	427 481 0900 to 0999
385 599 7554 to 7575	399 792 7775 to 7799	412 885 5953 to 5999	428 027 2742 to 2752
385 774 2024 to 2099	399 792 8300 to 8399	414 193 3608 to 3674	429 474 4172 to 4199
386 624 1412 to 1599	400 427 1051 to 1999	414 193 3677 to 3699	429 889 2900 to 2999
386 883 8936 to 8999	401 045 1505 to 1549	414 411 7348 to 7399	430 150 4401 to 4599
387 314 5574 to 5599	401 045 1571 to 1599	414 640 0757 to 0799	430 172 9800 to 9899
387 837 6300 to 6399	401 294 2700 to 2799	414 965 1727 to 1799	430 177 1900 to 2099
	401 310 9505 to 9599	417 302 8104 to 8199	430 444 9500 to 9699
	401 382 5312 to 5399	417 387 6532 to 6599	430 664 4070 to 4099
	402 578 7876 to 7899	417 496 6800 to 6999	432 168 8419 to 8499
	403 125 6744 to 6799	417 871 9250 to 9299	432 708 6800 to 6999
	403 260 7000 to 7499	417 930 9533 to 9599	432 744 1544 to 1599
	403 280 6470 to 6499	418 164 6500 to 6799	432 995 9775 to 9799

433 003 5800	to	5899	455 221 1348	to	1499	469 678 1900	to	1999	483 849 1615	to	1699
433 757 3047	to	3099	455 364 2147	to	2199	469 781 4900	to	4999	484 174 4803	to	5299
433 765 4003	to	4099	455 399 5400	to	5499	469 947 6960	to	6999	484 323 8900	to	9199
434 482 7060	to	7199	455 476 0676	to	0699	470 755 5800	to	5818	484 680 5000	to	5038
434 513 2386	to	2399	455 543 0618	to	0699	471 918 0300	to	0999	484 680 5040	to	5074
434 968 3076	to	3092	456 410 9006	to	9099	471 985 2408	to	2419	484 680 5077	to	5099
435 303 1831	to	1842	456 470 4146	to	4299	472 191 6700	to	6799	485 029 4913	to	4999
435 303 1986	to	1999	456 619 4460	to	4499	472 270 2555	to	2599	486 176 0600	to	0699
435 666 6092	to	6399	457 333 2686	to	2699	472 987 0213	to	0241	486 559 7555	to	7599
436 082 6400	to	6899	457 729 1767	to	1777	472 987 0290	to	0299	486 696 3023	to	3199
436 160 6441	to	6499	457 937 8615	to	8699	473 151 2069	to	2199	488 173 7900	to	7999
437 316 7115	to	7199	458 028 9810	to	9899	473 666 9138	to	9199	488 206 4100	to	4199
437 427 0500	to	3499	458 057 2712	to	2999	473 952 3429	to	3499	488 226 0200	to	0299
439 179 2300	to	2399	458 069 9537	to	9599	474 108 5402	to	5499	488 709 3906	to	3999
439 310 0458	to	0499	458 069 9665	to	9699	474 356 5193	to	5299	488 855 8359	to	8399
440 698 1947	to	1999	458 337 5222	to	5299	474 949 3366	to	3399	489 181 8963	to	8999
440 858 6300	to	6399	458 354 7653	to	7999	475 134 9362	to	9399	489 223 2000	to	2099
440 858 6420	to	7299	458 671 8678	to	8699	475 167 9667	to	9699	489 311 1930	to	1999
441 199 1655	to	1699	458 671 8721	to	8798	475 319 3415	to	3499	489 318 6200	to	6300
443 127 3648	to	3699	458 847 5044	to	5999	475 319 3649	to	3799	489 384 0027	to	0099
443 127 4000	to	4099	459 274 7624	to	7699	475 340 6400	to	6599	489 427 0658	to	0899
443 673 7900	to	7999	459 365 5432	to	5499	475 424 8410	to	8499	489 997 5252	to	5299
443 800 9335	to	9399	459 378 5764	to	5799	475 629 9156	to	9199	490 669 5850	to	6099
444 382 8822	to	8899	459 472 4816	to	4999	475 850 6101	to	6199	490 717 7080	to	7099
444 390 1667	to	1699	460 349 6878	to	6899	475 875 2500	to	2599	490 721 6000	to	6099
444 457 3854	to	3899	460 550 1909	to	1999	476 169 8264	to	8299	490 793 1500	to	2099
450 048 4173	to	4199	460 997 5234	to	5299	476 189 3000	to	3499	490 886 8171	to	8199
450 048 4442	to	4699	461 973 6443	to	6499	476 331 2480	to	2499	490 977 9221	to	9240
450 560 5173	to	5199	462 152 0107	to	0299	477 289 8601	to	8699	491 258 8100	to	9099
450 620 3077	to	3099	462 274 1072	to	1099	477 681 5206	to	5299	491 567 1376	to	1399
450 620 3135	to	3199	462 277 8373	to	8399	478 010 4243	to	4268	492 254 4800	to	4899
450 780 2716	to	2799	462 554 6051	to	6099	478 010 4270	to	4291	492 283 5100	to	5199
450 801 2700	to	2799	463 011 5529	to	5540	478 450 5071	to	5099	492 610 6813	to	6899
451 109 2967	to	2984	463 176 4115	to	4199	478 469 7838	to	7858	493 394 5568	to	5599
451 115 4110	to	4125	463 176 4229	to	4299	478 469 7883	to	7899	493 470 2562	to	2599
451 115 4127	to	4199	463 185 2600	to	2799	479 280 9800	to	9899	493 473 7700	to	7799
452 265 0074	to	0099	463 227 7711	to	7799	479 365 9116	to	9176	493 716 2153	to	2199
452 265 0246	to	0299	463 414 4869	to	4899	479 412 9900	to	9999	494 206 2972	to	2999
452 265 0335	to	0999	463 808 3484	to	3499	479 667 6190	to	6199	494 217 3446	to	3999
452 509 1169	to	1199	463 945 7400	to	7899	479 748 9680	to	9699	494 224 0500	to	0599
452 855 6471	to	6499	464 629 9000	to	9399	479 860 7000	to	7199	495 145 0600	to	0699
452 890 4679	to	4799	464 711 4332	to	4399	480 526 2000	to	2099	496 209 7425	to	7499
452 900 8215	to	8238	465 692 3963	to	3999	480 640 6330	to	6399	496 213 8728	to	8799
453 117 9146	to	9199	465 698 8300	to	8599	480 658 0568	to	0599	496 474 5226	to	5248
453 334 3631	to	3699	465 743 7745	to	7799	480 689 5100	to	5199	497 053 8517	to	8699
453 603 7841	to	7891	466 798 6056	to	6067	481 072 9463	to	9499	497 854 8673	to	8699
453 650 1140	to	1199	467 147 4300	to	4399	481 673 0074	to	0095	498 449 8888	to	8899
453 741 1300	to	1399	468 079 5782	to	5799	482 527 1500	to	1599	498 929 8285	to	8499
454 013 2919	to	2999	469 067 2817	to	2899	482 541 5255	to	5299	498 936 5310	to	5399
454 186 2411	to	2499	469 127 8000	to	8199	482 729 6800	to	6899	499 016 5425	to	5499
454 268 4883	to	4899	469 213 0359	to	0399	483 363 7207	to	7299	499 440 8575	to	8899
454 302 5400	to	5499	469 213 0500	to	0599	483 402 2356	to	2399	499 731 6717	to	6799
454 490 8300	to	8399	469 561 8011	to	8099	483 486 5100	to	5199	500 064 1858	to	1869
454 547 7434	to	7499	469 658 1961	to	1999	483 632 1521	to	1599	500 070 5725	to	7799
454 922 4867	to	4895	469 666 9900	to	9999	483 632 2600	to	2799	600 645 3223	to	3299

601 339 1200	to	1399	617 760 5266	to	5299	638 318 1115	to	1199	649 647 0370	to	0399
601 653 5884	to	5899	617 813 3601	to	3699	638 318 1453	to	1499	649 647 0522	to	0599
601 661 7700	to	7799	618 840 9200	to	9299	638 885 0000	to	0299	649 647 5237	to	5399
601 682 5343	to	5399	619 551 7229	to	7299	638 903 4362	to	4373	649 647 9100	to	9299
601 928 1600	to	1699	619 859 3000	to	3099	639 415 1929	to	1999	649 666 7800	to	8299
602 512 2972	to	2999	620 073 9400	to	9499	639 415 2019	to	2099	650 114 7707	to	7719
602 555 2400	to	2799	621 614 7907	to	7930	639 420 6200	to	6299	650 130 3400	to	3599
602 829 7061	to	7099	621 614 7932	to	7999	639 469 3517	to	3799	650 213 0406	to	0499
603 483 9572	to	9599	621 648 8021	to	8199	639 605 2143	to	2199	650 555 1749	to	1799
603 490 7200	to	7299	621 648 8500	to	8599	639 657 8600	to	8799	650 564 1900	to	1999
603 678 7100	to	7199	621 904 8351	to	8599	640 289 7500	to	7599	650 627 4212	to	4299
603 678 7662	to	7699	621 916 1978	to	1989	640 289 7700	to	7999	650 736 2043	to	2099
603 678 7902	to	7999	622 989 8032	to	8099	641 170 4420	to	4499	650 739 1540	to	1699
603 678 8418	to	8499	623 076 9300	to	9399	641 318 3133	to	3199	651 741 4415	to	4499
603 678 8700	to	9999	623 819 5006	to	5099	641 378 6500	to	6999	651 882 2800	to	2899
604 086 0880	to	0899	623 895 8200	to	8399	641 383 8739	to	8799	652 754 6317	to	6399
604 349 1414	to	1499	623 917 0000	to	0099	641 877 3187	to	3299	653 131 4945	to	4999
604 503 7776	to	7799	623 917 0200	to	0299	641 877 3310	to	3399	653 426 3300	to	3399
605 520 9037	to	9099	624 468 5288	to	5299	642 355 8094	to	8199	653 455 4874	to	4899
605 685 4010	to	4099	624 665 3162	to	3198	642 355 8308	to	8999	654 238 0000	to	0399
605 988 6467	to	6499	625 088 6735	to	6799	642 900 0018	to	0099	654 404 3065	to	3092
607 689 7951	to	7960	625 916 9500	to	9799	643 030 6254	to	6299	654 962 2900	to	3199
607 728 1276	to	1299	625 968 8956	to	8999	644 066 0882	to	0899	655 103 5081	to	5199
608 727 7100	to	7199	627 005 3938	to	3999	644 069 0600	to	0699	655 523 2600	to	2999
608 727 7273	to	7599	627 384 3907	to	4099	644 077 7506	to	7699	656 305 2448	to	2499
608 813 9950	to	9999	627 496 7549	to	7599	644 085 8157	to	8199	657 347 4438	to	4999
609 067 5325	to	5399	627 708 3605	to	3699	644 112 9839	to	9899	657 710 8100	to	8999
609 067 5488	to	5499	627 776 2500	to	2599	644 373 9083	to	9099	657 780 0985	to	0999
609 067 5600	to	5699	628 226 3100	to	3199	644 380 1460	to	1499	658 586 1400	to	1499
609 289 6123	to	6199	628 814 4702	to	4799	644 733 4715	to	4799	658 877 8000	to	8199
609 438 4400	to	4499	628 851 9689	to	9699	644 900 9712	to	9799	658 880 8000	to	8199
609 493 1100	to	1199	629 510 7200	to	7299	644 901 0109	to	1299	659 398 7300	to	7399
609 766 8091	to	8999	629 964 4200	to	4294	644 901 1325	to	1399	659 706 8113	to	8199
609 825 4100	to	4115	630 389 3056	to	3071	644 923 6800	to	7799	659 846 7837	to	7899
609 884 2981	to	2999	630 463 0588	to	0599	644 932 4655	to	4699	660 510 4100	to	4199
609 893 1000	to	1099	631 459 9117	to	9199	645 318 7240	to	7499	660 673 0400	to	0599
610 092 3200	to	3299	631 762 9325	to	9399	645 333 1766	to	1799	661 488 5000	to	5099
610 582 4200	to	4299	632 217 4933	to	4999	645 790 8632	to	8699	661 609 9100	to	9199
611 879 6939	to	6999	632 500 0000	to	99 9999	645 821 0657	to	0699	661 716 9420	to	9499
612 291 8013	to	8099	633 110 4165	to	4199	645 930 7948	to	7999	661 906 6522	to	6599
612 751 5171	to	5199	633 110 4303	to	4499	645 975 0737	to	0762	662 021 8332	to	8399
612 751 5226	to	5299	633 438 6429	to	6599	646 242 6200	to	6299	662 068 0700	to	0899
612 751 6083	to	6099	633 588 7173	to	7182	646 270 7639	to	7799	662 553 0774	to	0799
612 751 6268	to	6299	634 725 0700	to	0799	646 798 4000	to	4999	663 078 7034	to	7099
612 751 6572	to	6599	634 803 3239	to	3299	647 048 7035	to	7099	663 763 5300	to	5399
612 774 2111	to	2199	634 807 2474	to	2499	647 049 2900	to	2999	663 883 7039	to	7499
612 774 2254	to	2299	634 827 5900	to	5999	647 398 8300	to	8399	664 253 8000	to	8499
612 774 2500	to	2599	634 886 3428	to	3499	647 398 8481	to	8499	664 656 3055	to	3099
614 469 0979	to	0999	635 559 3449	to	3499	647 437 3000	to	4999	665 174 6400	to	6499
614 474 3000	to	3099	636 289 6214	to	6299	647 811 2188	to	2199	665 274 8208	to	8299
614 521 3490	to	3499	636 634 8007	to	8042	648 009 6057	to	6099	665 669 5400	to	5499
614 645 1800	to	1899	637 150 1200	to	1299	648 163 5300	to	5499	666 132 8226	to	8299
614 832 1100	to	2099	637 562 5828	to	5899	648 722 5283	to	5299	666 696 2209	to	2299
615 017 7505	to	7599	638 042 1647	to	1699	648 892 3164	to	3199	666 696 2309	to	2399
617 711 6609	to	6699	638 049 4984	to	4999	649 100 3989	to	3999	667 032 9300	to	9399

667 729 5529	to	5599	683 444 8159	to	8199	696 662 8247	to	8299	740 002 7710	to	7719
668 383 8400	to	8699	685 154 7780	to	7789	697 447 8285	to	8296	806 087 1100	to	1499
670 368 3400	to	3499	685 623 5264	to	5299	698 042 4816	to	4899	806 268 9275	to	9299
670 369 7336	to	7399	685 650 9487	to	9499	698 227 0000	to	0099	806 534 3400	to	3477
670 750 7169	to	7199	685 669 4200	to	4299	700 065 2570	to	2599	807 342 3283	to	3399
671 046 6200	to	6399	685 757 8452	to	8499	700 065 4800	to	4899	808 086 7100	to	7199
671 251 5448	to	5499	686 071 2694	to	2799	700 190 3350	to	3359	808 090 3440	to	3499
671 926 5600	to	5799	686 176 3333	to	3354	700 228 6048	to	6099	808 325 5161	to	5699
672 444 2000	to	2999	686 372 3200	to	3299	700 650 0452	to	0499	808 784 8000	to	8299
672 828 3410	to	3499	686 644 5879	to	5899	700 666 1323	to	1349	830 602 5800	to	5999
673 167 5776	to	5799	686 931 7636	to	7699	700 786 9106	to	9142	830 983 3500	to	3599
675 464 3700	to	3799	687 601 0973	to	0999	700 859 0744	to	0758	830 983 3635	to	3699
675 464 4000	to	4199	687 614 6774	to	6799	701 028 6780	to	6899	831 815 8240	to	8299
676 365 5958	to	5999	688 120 9000	to	9999	701 213 3900	to	3999	832 525 3810	to	3899
676 669 1024	to	1099	688 314 3107	to	3191	701 267 2000	to	3999	833 566 3015	to	3071
677 126 6734	to	6799	690 291 1361	to	1371	701 335 7312	to	7399	834 316 5444	to	5499
677 333 9979	to	9999	690 788 2877	to	2899	701 369 2005	to	2050	835 269 5700	to	5799
677 466 1088	to	1099	690 893 5344	to	5399	701 503 2247	to	2299	835 539 5200	to	5999
678 071 4500	to	4799	690 893 5512	to	5599	701 541 2271	to	2299	839 718 8257	to	8299
678 096 7531	to	7599	690 904 1300	to	1599	701 553 6557	to	6599	840 323 0600	to	0699
679 909 2578	to	2599	690 941 6000	to	6199	701 601 3457	to	3499	840 875 6235	to	6299
680 112 9565	to	9599	691 313 6383	to	6399	701 605 5913	to	5999	840 910 0900	to	0999
680 244 0903	to	0999	691 313 6600	to	6699	701 695 3982	to	3999	841 349 5000	to	5099
680 412 6046	to	6099	691 582 8003	to	8099	701 695 4148	to	4199	842 860 0300	to	0399
680 761 6800	to	6899	691 664 1800	to	1999	701 695 4227	to	4299	843 062 7100	to	7199
681 677 0540	to	0699	691 664 2400	to	2499	701 708 1741	to	1799	847 723 7500	to	7599
682 070 1029	to	1099	692 727 9362	to	9399	701 736 3966	to	3999	869 800 0000	to	999 9999
682 956 6280	to	6299	693 249 0779	to	0799	701 838 2800	to	2899	870 054 4814	to	4899
682 956 6490	to	6599	693 249 0877	to	1699	701 941 0600	to	0699	870 491 4812	to	4849
682 956 6700	to	6799	693 445 0566	to	0999	702 171 1603	to	1699	870 536 5820	to	5829
682 965 1178	to	1199	693 448 8500	to	8999	702 195 5109	to	5199	870 541 7167	to	7239
682 965 1201	to	1299	693 645 9583	to	9599	702 254 9300	to	9399	870 589 0485	to	0494
683 118 2389	to	2399	693 965 4200	to	4299	702 264 7569	to	7599	870 691 7060	to	7099
683 378 2000	to	2099	695 741 2906	to	2999	702 713 1800	to	1809			
683 378 2117	to	2299	695 947 8518	to	8599	702 878 0114	to	0199			
683 415 1200	to	1499									

725 464 591	to	4 920	731 767 273	to	7 320	737 185 501	to	5 710	743 206 491	to	6 500
725 475 321	to	5 330	731 781 061	to	1 120	737 317 321	to	7 350	743 235 992	to	6 050
725 711 057	to	1 070	731 837 821	to	7 910	737 517 781	to	7 840	743 245 094	to	5 170
725 738 581	to	8 730	731 841 377	to	1 450	737 628 181	to	8 210	743 940 631	to	0 900
725 981 311	to	1 430	732 018 481	to	8 600	737 634 258	to	4 270	743 978 011	to	8 070
725 987 835	to	7 880	732 067 972	to	8 370	738 361 971	to	1 980	744 234 751	to	4 780
726 060 811	to	0 900	732 188 649	to	8 670	738 648 355	to	8 450	744 260 641	to	0 670
726 391 970	to	2 520	732 193 460	to	3 470	738 849 811	to	9 900	744 499 591	to	9 680
726 484 771	to	4 800	732 201 241	to	1 390	738 892 270	to	2 290	744 626 901	to	6 910
726 493 351	to	5 300	732 220 431	to	0 440	738 997 259	to	7 380	745 388 794	to	8 910
726 504 031	to	4 063	732 355 201	to	5 380	739 161 451	to	1 540	746 446 806	to	6 820
726 504 070	to	4 090	732 472 320	to	2 560	739 219 381	to	9 440	746 818 351	to	8 410
726 504 331	to	4 390	732 541 605	to	1 620	739 530 511	to	0 540	746 857 741	to	7 800
726 563 701	to	4 060	732 572 221	to	2 490	739 740 151	to	0 180	747 245 266	to	5 280
726 599 371	to	9 460	732 586 479	to	6 710	739 793 491	to	3 520	747 364 813	to	4 830
726 626 356	to	6 370	732 994 037	to	4 080	739 793 527	to	3 550	747 501 434	to	1 450
727 182 271	to	2 510	733 163 449	to	3 460	739 942 621	to	2 650	747 739 891	to	0 070
727 416 181	to	6 240	733 297 171	to	7 290	739 999 231	to	9 320	748 148 649	to	8 760
727 481 431	to	1 460	733 446 631	to	7 110	740 011 517	to	1 530	748 259 960	to	9 970
727 749 241	to	9 780	733 474 665	to	4 770	740 030 701	to	0 970	748 565 162	to	5 280
728 382 331	to	2 480	733 704 482	to	4 570	740 261 740	to	1 820	749 137 381	to	7 410
728 458 201	to	8 260	733 751 041	to	1 130	740 265 811	to	6 290	749 190 192	to	0 210
728 702 338	to	2 400	733 971 138	to	1 210	740 299 111	to	9 170	749 685 421	to	5 450
728 915 371	to	5 850	734 009 101	to	9 130	740 299 231	to	9 260	749 846 791	to	6 850
728 953 141	to	3 410	734 290 759	to	0 770	740 329 266	to	9 320	750 071 587	to	1 610
728 954 280	to	4 310	734 389 273	to	9 290	740 889 081	to	9 090	750 388 454	to	8 500
729 169 081	to	9 140	734 440 031	to	0 111	741 010 421	to	0 530	750 438 421	to	8 501
729 363 841	to	3 870	734 797 201	to	7 320	741 113 041	to	3 370	750 743 911	to	4 030
729 682 891	to	3 190	734 939 611	to	9 640	741 373 891	to	4 340	750 779 118	to	9 400
729 838 940	to	9 070	734 950 111	to	0 170	741 452 369	to	2 490	750 910 981	to	1 010
729 839 101	to	9 130	735 120 331	to	0 840	741 492 991	to	3 140	750 960 841	to	0 900
730 077 683	to	7 840	735 123 061	to	3 690	741 553 460	to	3 470	751 296 211	to	6 240
730 109 847	to	9 880	735 283 008	to	3 020	741 764 431	to	4 520	751 539 121	to	9 180
730 373 761	to	3 850	735 293 131	to	3 220	742 178 834	to	8 880	751 541 311	to	1 790
730 501 951	to	2 130	735 783 961	to	3,990	742 325 500	to	5 520	751 757 641	to	7 700
730 519 379	to	9 470	735 803 401	to	3 430	742 325 668	to	5 700	751 936 951	to	7 010
730 569 278	to	9 360	736 005 420	to	5 440	742 408 771	to	8 830	751 951 861	to	1 890
730 711 711	to	1 740	736 366 021	to	6 110	742 512 120	to	2 150	751 999 021	to	9 110
730 722 991	to	3 230	736 624 456	to	4 500	742 684 849	to	4 890	752 139 516	to	9 570
730 845 970	to	5 990	736 670 851	to	1 060	742 839 553	to	9 630	752 182 892	to	2 950
730 888 291	to	8 320	736 767 061	to	7 090	742 913 668	to	3 700	752 206 861	to	7 100
730 927 591	to	7 680	736 767 093	to	7 120	742 917 287	to	7 296	752 731 351	to	1 410
731 307 914	to	7 930	736 982 191	to	2 370	742 921 891	to	1 980	752 767 441	to	7 470
731 402 431	to	2 460	736 982 551	to	2 730	743 020 021	to	0 170			
731 407 232	to	7 320	737 110 141	to	0 170						
731 588 301	to	8 340									

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
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

— *Inspection Service, 12-2-99*

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, 12-2-99*

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.

005385	007036	008786	009887	019633	022951	060671	065163	076140	085599	097289	112944	119239
005420	007065	008800	009908	019786	022987	061027	065220	076365	085602	097573	113039	119261
005467	007073	008879	009951	019908	023099	061054	065235	076685	085605	097754	113120	119324
005494	007076	008905	009970	019920	023276	061181	065268	076714	085606	097800	113290	119508
005509	007108	008914	009972	020282	023409	061243	065271	077302	085617	097825	113323	119565
005645	007118	008924	009974	020449	023435	062073	065279	077462	085619	097829	113324	120192
005766	007124	008926	009984	020493	023627	062114	065307	077628	085626	097921	113643	120243
005810	007156	008936	010216	020560	026402	063159	065315	077865	085629	097942	113646	120254
005963	007212	008994	010300	021020	027376	063307	065368	077933	085640	098286	113833	120302
005994	007283	009042	010360	021036	027916	063409	065389	078080	085661	098439	113961	120307
005999	007291	009067	010463	021062	028001	064001	065421	078209	085662	098443	114416	121149
006004	007343	009069	010599	021138	028624	064056	065485	078854	085663	098515	114519	121274
006019	007346	009076	011313	021176	028764	064076	065561	079506	085667	098529	114563	122136
006045	007354	009098	011327	021189	028786	064086	065638	079750	085671	098531	115100	122270
006046	008003	009120	011351	021211	028956	064097	065639	080215	085712	098545	115173	122276
006051	008014	009129	011386	021249	028964	064099	065744	080298	085725	098719	115196	122327
006054	008019	009151	012198	021277	029611	064100	065816	080310	085727	098801	115197	122346
006062	008095	009206	012271	021324	029820	064108	065870	080369	085728	098877	115307	122382
006064	008136	009213	012291	021469	029830	064139	065876	080375	085730	098953	115326	122387
006075	008164	009247	012299	021481	030518	064141	065883	080446	085731	098975	115343	123084
006077	008165	009270	012372	021500	031110	064172	065905	080634	085737	098988	115386	123139
006079	008167	009272	012405	021510	031159	064200	065906	085029	085738	100478	115506	125252
006088	008171	009276	013116	021534	032127	064202	065917	085032	085742	101447	115524	126029
006148	008177	009298	013232	021644	037025	064213	065937	085108	085743	102061	115790	127075
006168	008178	009342	014257	021678	038508	064229	065978	085196	085749	102272	115905	128113
006182	008179	009368	014489	021714	038524	064236	066271	085299	085759	102809	115965	128967
006212	008199	009394	014678	021731	038542	064411	067093	085375	085774	103251	116011	128985
006220	008201	009400	014737	021786	040072	064415	067220	085376	085920	103694	117062	129880
006223	008215	009416	014870	021845	040346	064432	068016	085406	088107	103743	117090	129890
006225	008236	009423	015083	021871	041186	064445	068183	085417	088111	103823	117110	129899
006237	008237	009425	015381	021880	041199	064491	068312	085457	088158	105104	117169	129904
006239	008238	009448	015391	021928	041325	064522	068325	085460	088181	105317	117181	129912
006247	008242	009453	015434	021941	041350	064566	068377	085461	088189	106304	117305	130007
006271	008272	009487	015651	021984	041353	064649	068467	085463	088457	106356	117530	130013
006273	008277	009502	016278	022029	042108	064661	068598	085465	088678	107092	117546	130532
006280	008288	009517	016586	022067	042311	064692	068627	085475	089580	107272	117586	130574
006282	008289	009529	018111	022070	042319	064738	069064	085480	089583	108139	117676	130665
006292	008302	009546	018238	022116	047133	064778	069167	085492	089837	108548	117705	130669
006293	008384	009575	018261	022224	048067	064785	069353	085493	090451	108555	117786	130891
006332	008430	009641	018273	022260	049065	064811	069732	085515	090717	108749	117839	131016
006335	008490	009695	018483	022295	049307	064821	069782	085516	091005	109328	117887	131264
006354	008500	009708	018790	022343	054005	064852	069991	085517	093171	109430	117927	131293
006360	008516	009718	018807	022384	055126	064872	070110	085519	093518	109921	117944	131621
006361	008564	009748	018866	022395	056045	064877	070484	085520	093612	110131	118034	132018
006362	008606	009788	018898	022478	056052	064903	070525	085523	093617	110768	118111	132037
006388	008611	009803	018901	022490	057110	064943	071259	085524	093706	110771	118163	132046
006398	008619	009816	018954	022493	058051	064947	071601	085533	093877	110868	118398	132055
006416	008630	009833	019095	022537	060010	064964	075048	085546	093977	111278	118453	132056
006439	008635	009859	019097	022548	060018	064965	075071	085589	093988	111384	118601	132171
006659	008684	009863	019111	022673	060055	064996	075119	085594	094630	111943	118888	132185
006726	008704	009866	019147	022684	060238	065005	075473	085595	095435	112266	118906	132252
006740	008711	009867	019250	022718	060337	065047	075533	085596	096414	112487	119082	132283
006874	008730	009880	019324	022817	060343	065142	075948	085597	096937	112628	119164	132426
007030	008776	009885	019403	022885	060411	065145	076071	085598	097087	112918	119236	132441

132443	176123	210561	293330	325960	335034	340999	405031	466598	485072	544014	600522	606502
133037	177052	210574	294238	326527	335053	344022	405039	467061	485205	544018	600569	606613
134055	183009	210624	294380	326629	335097	344036	405098	467064	486256	544020	600570	607035
136017	187081	210638	294387	326647	335110	344057	405125	467089	486311	544073	600607	607175
136033	191773	212564	294548	326706	335154	344069	405128	468184	486317	544083	600608	607896
136051	192002	212600	295352	326713	335166	344081	407003	468209	488138	545005	600614	607966
136053	192838	212739	295364	327300	335167	347103	430147	469164	489449	551026	600621	607990
136057	193383	212931	295428	327540	335182	347131	432138	470023	490174	551073	600622	608129
138002	195075	220025	295459	327653	335252	349049	432513	474001	490239	551093	600637	608244
139005	195096	220079	296443	327772	335390	349106	432607	478104	490272	551156	600649	610128
139087	196052	220832	296492	327796	335437	349412	432728	478825	490461	551179	600672	616115
139144	196064	220903	297068	327808	335552	349706	432729	480239	490507	551498	600767	622009
139204	196065	221099	300620	327877	335753	349737	432780	480301	490518	551829	600903	624027
142045	196114	221129	300722	327879	335894	349771	432792	480345	490552	551944	600920	625115
142054	196130	221140	300850	327885	335899	349956	432835	480425	490623	551979	600929	627017
142067	196148	221299	301019	328032	336033	352655	432916	480470	490633	553317	600955	627124
142073	196153	221580	301062	328556	336094	358031	437020	480471	490677	553358	600961	628039
142098	196160	222029	301115	328858	336096	359033	439350	480545	490693	553494	600962	628048
142136	198233	222046	301236	329176	336098	361332	439521	480628	492054	553807	600988	629029
142145	200032	222150	301605	329506	336099	362032	441201	480733	492065	553917	601054	629078
142146	200246	223008	301646	329531	336104	362049	441583	480859	492088	554382	601056	631139
142159	200347	223112	301906	330084	336122	362066	441682	481342	492097	554514	601080	631248
142169	200444	235219	301940	330090	336134	372040	443242	481371	492119	563001	601084	631277
142215	200517	235259	301946	330100	336345	372072	443313	481565	492126	570042	601213	631334
142259	200563	235280	304502	330137	336348	376148	444200	481599	493088	570056	601217	631355
142269	200721	235282	305015	330220	336382	380206	444413	481628	494102	571008	601218	631454
142279	200774	235454	305016	330412	336452	381001	444442	481633	494154	571013	601252	631480
142424	200982	238014	305061	330534	336492	381046	444823	481702	494159	576014	601256	631600
142470	207780	253069	305063	330622	336528	381136	444833	481725	494198	581055	601260	631632
142562	207852	253136	305097	330665	337014	381184	445019	481751	496067	581145	601263	631682
142599	207907	253191	306324	330689	337023	381204	445055	481755	497210	581171	601267	631784
142607	207919	253196	306840	330748	337035	381217	449017	481777	500050	585242	601278	631836
142665	208002	253247	314179	330842	337054	381230	451013	481797	503042	585291	601283	631850
142691	208146	254003	314547	330898	337103	381318	452139	481823	520030	591018	601337	631883
142735	208177	254013	314740	330971	337153	381392	452296	481899	524014	591042	601436	631905
142841	208179	262007	314958	331501	337176	381421	452453	481929	531305	591080	601438	631908
142942	208199	263010	320051	331508	337195	381466	452585	481941	531425	591135	601556	631967
142958	208280	270015	320057	331601	337341	381481	452649	481951	531440	591175	601602	637108
146187	208507	270075	320062	331686	337466	381504	452683	481982	531526	591555	601646	637128
146395	208524	271199	320066	331696	338036	381572	452729	482237	531541	591960	601696	637138
146482	208573	272074	320092	331964	338042	381575	453027	482534	531611	596512	601736	641033
146671	208588	274304	320099	332037	338165	381576	454219	482672	531614	596516	601784	641213
146713	208646	275027	321026	332062	338252	381585	454278	482695	531633	597531	601845	641632
146809	208655	275509	321149	332075	338271	381601	454322	482702	531686	597537	601904	641637
146827	208717	276003	321151	332099	339074	381623	454329	482739	532381	598555	601923	641804
146830	208726	276065	321201	332116	339081	381750	454462	482784	532681	598578	601940	641881
148237	208728	276067	321387	332142	339109	381812	454784	482876	532837	598614	602072	641965
152495	208731	276074	321389	332163	339655	381852	456046	482917	532971	598621	602097	648128
152717	208739	276131	322039	332213	340005	381982	458083	483031	534215	598628	602122	648131
152723	208754	276525	322235	332324	340065	383071	458109	483039	537085	600080	602705	648154
156125	208805	277128	322320	332411	340131	383136	458148	483077	537147	600112	602711	648158
156162	208835	280152	322395	332437	340233	384003	462004	483084	537191	600169	602977	648164
159010	208853	281095	322513	332865	340332	388057	462039	483115	537243	600187	603110	648191
159042	208885	282290	322526	332888	340366	394230	462271	483221	537332	600286	603208	648195
165121	208968	282531	322946	332964	340407	395216	462329	483441	537337	600293	604944	648198
165351	209181	282552	323138	333051	340423	395224	462631	483487	537364	600299	605009	652190
170109	209186	282681	323507	333077	340445	395241	462696	483506	537383	600310	605087	656101
173058	209260	284011	323534	333493	340472	396203	462701	483540	541020	600348	605214	657109
174052	210122	286089	323654	333518	340553	402114	462918	483547	541110	600349	605215	658102
174060	210254	286155	324018	333708	340630	402359	463029	483698	541150	600390	605251	658137
174071	210350	287061	324022	333879	340807	402412	464067	483720	542150	600397	605537	658145
175096	210470	288089	325028	334029	340856	402448	464078	483957	542230	600401	606104	658171
176064	210471	292383	325105	334804	340897	403052	464110	483978	543230	600470	606110	658177
176082	210537	292586	325627	335033	340980	405026	466580	484036	543810	600477	606238	660052

660072	744043	770492	791126	805551	853032	891817	911189	921298	926539	941465	952243	970754
662007	749018	770529	791132	805589	853092	891854	911314	921319	926596	941469	952294	970806
662175	750153	770543	791150	805602	853125	895026	912435	921328	926635	941599	952325	970811
666115	750175	770567	791278	805616	853187	895062	913677	921359	926687	941635	953226	970834
666290	750255	770582	791381	806030	853205	895102	913818	921395	926689	941766	954453	972383
666545	750369	770584	792001	806100	853227	895323	913983	921441	926754	941866	954703	972949
666965	750842	770592	793045	807021	853252	900064	914714	921445	926762	945403	958148	972995
672168	750852	770602	794176	808004	853270	900420	914843	921466	926782	945563	958275	973265
678019	750899	770635	794238	809040	853302	900423	915134	921490	926834	945655	958322	974015
681349	752414	770671	794271	809165	853319	900850	915224	921492	926858	945789	958529	974049
681511	752431	770696	794485	812026	853321	900864	915239	921508	926905	945799	958702	975012
681569	752478	770705	796507	813044	853342	901140	915275	921533	927138	946204	958717	975024
681605	752568	770744	796508	813253	853343	901484	915592	921545	927232	946268	958739	976019
681911	752588	771077	796531	814203	853347	901527	915711	921568	927236	946288	958742	976036
681920	752650	771084	796536	815179	853371	901566	915728	921617	927255	946340	958749	980221
685047	752654	771540	796543	815255	853402	902016	917235	921624	927265	946350	958764	980281
685133	752717	771810	797183	816620	853453	902058	917349	921637	927267	946398	958798	980520
701232	753037	771815	799028	823001	853459	902074	917542	921639	927292	946447	958807	980793
701391	756018	771905	800394	826267	853497	902263	917550	921688	927314	946460	958945	981804
701450	757027	772448	800402	830504	853507	902369	917637	921699	927618	946545	959009	982029
705050	757067	772660	800510	832096	853512	902530	917648	921704	927805	947121	959049	982141
705065	757074	773127	800576	833131	853516	902640	917673	921718	927806	947238	959052	982188
705078	760107	773537	801117	833611	853523	902759	917764	921740	927879	948188	960024	982281
705170	760112	774309	801283	834080	853537	902990	917822	921743	927893	948220	960034	982287
706107	760298	774327	801493	837147	853542	903144	917863	921764	927961	948224	960077	982311
708638	760432	774358	801510	840501	853551	903193	917987	921812	928197	948230	967030	982371
711609	760478	775014	801566	840519	853558	903565	918302	921831	928234	948262	967040	983024
721023	760545	775260	801712	840521	853559	903631	918316	921844	928306	948280	967125	989062
721048	760665	775304	801734	840523	853565	904160	918319	921854	928355	948291	967192	992160
723063	760736	775340	801735	841005	853567	904405	918465	921857	928364	948304	967230	992212
727070	761029	777221	801749	841078	853570	904515	918540	921920	928383	948439	967283	992236
730057	761076	778029	802073	841145	856120	904524	920051	921921	928384	948446	968013	992309
730264	761127	782004	802149	841166	856129	904613	920117	921967	928385	948460	968150	992435
730302	761129	782018	802184	841176	856173	904679	920195	922249	928422	948515	968156	992514
730327	761161	782020	802194	841213	856534	904685	920226	922330	928462	949056	968220	992653
730351	761509	782030	802227	841349	860101	904688	920243	924604	928511	949621	968268	992711
730380	761671	782044	802245	841383	871091	906103	920272	924662	928548	950004	968292	992725
730465	761741	782048	802264	841612	871335	906242	920287	924679	928889	950017	968569	995070
730577	762011	782648	802281	841788	871449	906305	920288	925184	928893	950121	968716	995158
730881	763015	782773	802323	841924	871584	906379	920327	925207	930286	950153	968815	995359
730900	763147	782835	802358	841964	871624	906611	920333	926021	931062	950217	968869	995429
731351	770035	782971	802363	841991	871636	906622	920334	926054	931128	950224	968930	997161
731383	770128	782986	802409	846183	871642	906819	920337	926068	931345	950672	969048	997253
731386	770156	784239	802559	850257	874039	906823	920370	926095	931687	950694	969132	998109
731549	770157	784602	802625	850568	880004	906855	921032	926170	931763	950722	970106	
731802	770183	785304	802727	850691	880006	906859	921085	926242	931767	950820	970142	
735054	770208	787678	803103	850907	882003	907018	921121	926247	934218	950896	970160	
740863	770213	787891	803340	852013	891250	907086	921128	926283	934232	950915	970180	
740914	770305	787956	804131	852094	891392	907124	921150	926326	934291	951214	970255	
741018	770362	790003	804251	852318	891425	907493	921167	926335	940162	951502	970563	
741273	770373	790011	804272	852376	891513	907587	921171	926352	940176	951596	970598	
741280	770442	791027	805303	852415	891610	907593	921181	926451	940618	951787	970662	
741487	770446	791030	805375	852701	891628	907667	921253	926505	941086	952208	970688	
741632	770477	791093	805496	852950	891755	907823	921267	926526	941283	952240	970708	

International Mail

IMM REVISION

Global Priority Mail (GPM)

Effective December 2, 1999, section 226.2 of the *International Mail Manual* (IMM) is revised, as specified below, to reflect the substitution of an alphabetical country list for the current list of Global Priority Mail (GPM) destination countries that is arranged geographically.

This reformatted service availability chart supercedes, but does *not* substantively change, the list of countries published in *Postal Bulletin* 22010 (11-4-99). It will be incorporated into the printed version of IMM Issue 22 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

International Mail Manual (IMM)

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2 Conditions for Mailing

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220 Letters and Letter Packages

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226.2 Availability

[Replace the recently expanded GPM destination country list, announced in *Postal Bulletin* 22010 (11-4-99), with the reformatted list below.]

GPM service is currently available to the destination countries that are listed below. Those countries that have service only to designated locations are identified with a footnote.

Countries of Destination

Australia	Hong Kong	Norway
Austria	Hungary	Philippines
Belgium	Iceland	Poland
Brazil ¹	India	Portugal
Canada	Ireland	Saudi Arabia ⁷
Chile ²	Israel ⁵	Singapore
China ³	Japan	South Africa
Colombia	Korea, Rep. of	Spain
Czech Rep.	Liechtenstein	Sweden
Denmark	Luxembourg	Switzerland
Finland	Malaysia	Taiwan
France (including Monaco)	Mexico ⁶	Thailand
Germany	Netherlands	Vietnam
Great Britain & Northern Ireland ⁴	New Zealand	

¹ Destinations in Brazil are limited to Sao Paulo and Rio de Janeiro.

² Destinations in Chile are limited to Santiago, Valparaiso, and Viña del Mar.

³ See Exhibit 226.2 for the applicable locations in China.

⁴ Includes England, Scotland, Wales, Northern Ireland, Guernsey, Jersey, and the Isle of Man.

⁵ Destinations in Israel are limited to Jerusalem, Tel Aviv, and Haifa.

⁶ Destinations in Mexico are limited to Guadalajara, Mexico City, and Monterrey.

⁷ Destinations in Saudi Arabia are limited to Dammam, Jeddah, and Riyadh.

IMM REVISION

International Mail — International Priority Airmail (IPA) Changes

Effective December 2, 1999, sections 284.521, 284.523, 284.611, and 284.632 and exhibits 284.522, 284.622, and 284.65 in the *International Mail Manual* (IMM) are revised to reflect changes in the sorting, routing, and labeling requirements for International Priority Airmail (IPA) items. These regulatory changes will be incorporated into both the printed version of IMM Issue 22 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

International Mail Manual (IMM)

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2 Conditions for Mailing

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280 International Priority Airmail Service

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284 Preparation Requirements for Individual Items

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284.5 Sortation Requirements for IPA

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284.52 Presorted Mail

284.521 Direct Country Packages

[Revise 284.521 to read as follows:]

When there are 10 or more pieces or 1 pound or more of mail for the same country (except Great Britain), it must be made up into a country package. Great Britain requires a finer sortation. At the mailer's option, a finer breakdown by city or postal code may be made based on sortation information provided by the postal administration of the destination country.

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Exhibit 284.522 Foreign Exchange Office and Country Rate Groups

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[Revise the country entry for Mexico to read as follows:]

Rate Group	Country	3-Letter Exchange Office Code	Exchange Office
2	Mexico	MEX	Mexico Aereo DF

* * * * *

284.523 Country Packages to Great Britain

[Revise the section header and delete 284.523b and exhibit 284.523 to reflect the elimination of state sortation requirements for packages of IPA mail sent to Mexico:]

When there are 10 or more pieces or one pound or more per separation, International Priority Airmail to Great Britain must be sorted into packages in the following manner:

Separation	Exchange Office (Line 1 Bundle Label)
LONDON CITY	LONDON TOWN
SCOTLAND	GLASGOW FWD
NORTHERN IRELAND	BELFAST FWD
ALL OTHER GREAT BRITAIN	GREAT BRITAIN, GREAT BRITAIN

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284.6 Sacking Requirements

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284.611 General

[Revise 284.611 to read as follows:]

When there are 11 or more pounds of mail addressed to the same country (including Great Britain), the mail must be packaged and enclosed in blue international airmail sacks and labeled to the country with Tag 178, *Airmail Bag Label LC (CN 35/AV 8) (white)*. All types of mail, including letter-size packages, flat-size packages, and loose items, can be commingled in the same sack for each destination and counted toward the 11-pound minimum.

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284.62 Mixed Direct Country Package Sacks

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Exhibit 284.622 Labeling of IPA Mail to USPS Exchange Offices

[Revise Exhibit 284.622 to read as follows:]

IPA Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
004-005, 010-089, 100-199, 250-267	AMC KENNEDY NY 003
200-249, 254, 268, 270-297, 400-418, 420-427, 470-471, 476-477	P&DC DULLES VA 201

IPA Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
006-009, 298-339, 341-342, 344, 346-347, 349-397, 399	ISC MIAMI FL 33112
424, 430-469, 478-516, 520-528, 530-531, 534-535, 537-567, 570-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 739	AMC O'HARE IL 606
700-708, 710-738, 740-799, 885	ISC DALLAS TX 753
590-599, 821, 832-838, 970-986, 970-999	AMC SEATTLE WA 980
800-816, 820, 822-831, 840-847, 893-898, 937-961	AMC SAN FRANCISCO CA 940
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
967-969	P&DC HONOLULU HI 967

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284.63 Worldwide Nonpresort Mail Sacks

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284.632 Worldwide Nonpresort Mail Sack Label

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[Revise the "Labeling Example" under 284.632 to read as follows:]

ISC MIAMI FL 33112
 INT'L PRIORITY AIRMAIL - WKG
 ABC COMPANY MIAMI FL

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284.65 Preparation Requirements for Canada

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Exhibit 284.65 Canadian Labeling Information

[Revise Exhibit 284.65 to read as follows:]

Origin ZIP Code	Exchange Office	Canadian Destination	U.S. Exchange Office Code
004-005, 010-089, 100-129, 150-199, 250-267	JFK	TORONTO ON FWD	11430
130-149	BUF	TORONTO ON FWD	14240
200-249, 254, 268, 270-297, 400-418, 420-427, 470-471, 476-477	IAD	TORONTO ON FWD	20101

Origin ZIP Code	Exchange Office	Canadian Destination	U.S. Exchange Office Code
298-326, 330-334, 344, 349-397, 399, 723	MIA	TORONTO ON FWD	33112
327-329, 335-339, 341-342, 346-347	TPA	TORONTO ON FWD	33630
430-459, 480-497	DTW	TORONTO ON FWD	48242
469-469, 472-475, 478-479, 498-516, 520-528, 530-567, 570-588, 600-631, 633-641, 644-658, 660-662, 664-681, 683-693, 739, 800-816, 822-831, 840-847, 870-884, 893, 898	ORD	TORONTO ON FWD	60666
700-708, 710-722, 724-738, 740-799, 885	DFW	TORONTO ON FWD	75300
590-599, 821, 832-838, 970-999	SEA	VANCOUVER BC FWD	98158
820, 894-895, 937-961	SFO	VANCOUVER BC FWD	94128
850, 852-853, 855-857, 859-860, 863-865, 889-891, 900-908, 910-928, 930-936	LAX	VANCOUVER BC FWD	90009
967-969	HNL	VANCOUVER BC FWD	96820

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— Finance and Classification,
 International Business, 12-2-99

IMM REVISION

International Mail — Publishers’ Periodicals to Mexico

Effective December 2, 1999, Exhibit 244.52 in the *International Mail Manual* (IMM) is revised, as specified below, to reflect changes in the labeling and routing instructions for publishers’ periodicals that are mailed to Mexico. These changes will be incorporated into both the printed version of IMM Issue 22 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

International Mail Manual (IMM)

	*	*	*	*	*
2	Conditions for Mailing				
	*	*	*	*	*
240	Printed Matter				
	*	*	*	*	*
244	Preparation Requirements				
	*	*	*	*	*
244.5	Makeup Requirements for Publishers’ Periodicals				
	*	*	*	*	*

244.52 Sacking and Labeling

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Exhibit 244.52 Publishers’ Periodicals — All Countries (Except Canada) Labeling and Routing Information

[The country entry for Mexico is revised to read as follows:]

Destination Exchange Office Code	Country	Routing Code	Observations
	Mexico:		
CJS	Juarez, Chihuahua	798	Include mail for postal codes 31000–33999.
NOG	Nogales, Sonora	856	Include mail for postal codes 83000–85999.
NLD	Nuevo Laredo, Tamaulipas	753	Include mail for postal codes 87000–89999.
TIJ	Tijuana, Baja California Norte	920	Include mail for postal codes 21000–22999.
MEX	Mexico Superficie	753	Include mail for other Mexican states or postal code ranges.

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— Finance and Classification, International Business, 12-2-99

IMM CORRECTION

International Mail — Sending USPS Official Mail to Foreign Destinations

Postal Bulletin 22011 (11-18-99) updated sections 144.1, 144.2, 212.23, and 215.62 in the *International Mail Manual* (IMM), which pertain to the sending of official mail to foreign destinations. This follow-up announcement amends the weight limits that are applicable to Express Mail International Service (EMS) shipments and Priority Mail Global Guaranteed (PMGG) shipments when they are sent as USPS official mail.

These revisions will be incorporated into both the printed version of IMM Issue 22 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

International Mail Manual (IMM)

	*	*	*	*	*
1	International Mail Services				
	*	*	*	*	*
140	International Mail Classes				
	*	*	*	*	*

144 Official Mail

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144.1 Mailings by Federal Agencies

Official mail (sent by federal agencies and departments listed in USPS Handbook DM-103, *Official Mail*) that bears the indicia prescribed in DMM E060.6.0 through E060.8.0 may be sent to foreign destinations. Such items are subject to the postage payment requirements, weight and size limits, customs form requirements, and general conditions for mailing that otherwise apply to the class and category of the international mail being sent.

144.2 USPS Mailings

International mailpieces that are sent by or on behalf of the U.S. Postal Service must bear the prescribed G-10 permit indicia. USPS official mail is subject to a 66-pound weight limit *except for* Express Mail International Service (EMS) shipments going to Austria, Haiti, and Serbia-Montenegro and Priority Mail

Global Guaranteed (PMGG) shipments going to all authorized destination countries, which have a 70-pound weight limit. See 212.232 and 215.622b.

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2 Conditions for Mailing

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210 Express Mail International Service

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212 Postage

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212.23 Official Mail

212.231 Mailings by Federal Agencies

Express Mail International Service (EMS) shipments that are entered by federal agencies and departments are subject to the same postage payment requirements, weight and size limits, customs form requirements, and general conditions for mailing as EMS shipments that are originated by non-governmental entities.

212.232 USPS Mailings

EMS shipments mailed by U.S. Postal Service entities must bear the G-10 permit indicia that is prescribed for all USPS official mail. There is a 66-pound weight limit for USPS originated EMS shipments going to all destination countries *except for* Austria, Haiti, and Serbia-Montenegro, which have a 70-pound weight limit. See 144.2.

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215 Priority Mail Global Guaranteed

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215.6 Postage

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215.62 Payment of Postage

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215.622 Official Mail

a. Mailings by Federal Agencies

Priority Mail Global Guaranteed (PMGG) shipments that are entered by federal agencies and departments are subject to the same postage payment requirements, weight and size limits, customs form requirements, and general conditions for mailing as PMGG shipments that are originated by non-governmental entities.

b. USPS Mailings

PMGG shipments mailed by U.S. Postal Service entities must bear the G-10 permit indicia that is prescribed for all USPS official mail. There is a 70-pound weight limit for USPS originated PMGG shipments going to all authorized destination countries. See 144.2.

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— *Finance and Classification, International Business, 12-2-99*

CORRECTION

International Postal Money Order Chart

The fee for domestic money orders is \$0.80. It was listed erroneously on the International Postal Money Order Service Poster in *Postal Bulletin 22004* (8-12-99).

A revised chart of all countries that accept international postal money orders from the United States (as of December 2, 1999) appears on page 39. This chart replaces the one published in *Postal Bulletin 22004* (8-12-99). Post this chart to aid window clerks and postal customers.

— *International Money Orders, Marketing, 12-2-99*



International Postal Money Order Service (Effective August 23, 1999)

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.

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

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 \$8.50. The maximum amount for a single money order is \$700, except as noted in parentheses.

Algeria	Egypt	Luxembourg	San Marino
Argentina	Estonia	Malaysia	Senegal (\$500)
Armenia	Faroe Islands	Martinique	Slovak Republic (Slovakia)
Austria	France	Mexico	Slovenia
Azerbaijan (\$200)	French Guiana	Monaco (France)	South Africa
Bangladesh	French Polynesia	Morocco	Sri Lanka
Belarus	Ghana	Mozambique	Suriname
Belgium	Great Britain and Northern Ireland (\$200)	Namibia	Swaziland
Benin	Greece	Netherlands	Sweden
Botswana	Guadeloupe	New Caledonia	Switzerland
Brazil	Hungary	Norway (\$400)	Taiwan
Burkina Faso	Iceland	Paraguay	Thailand
Chile	Indonesia	Philippines	Togo
China	Israel	Poland	Tunisia
Colombia	Italy	Reunion	Uruguay
Corsica	Korea, Republic of	St. Bartholomew (Guadeloupe)	Vatican City
Cote d'Ivoire (Ivory Coast)	Latvia	St. Martin (French Guadeloupe)	Vietnam
Croatia	Lesotho	St. Pierre and Miquelon	Yemen
Czech Republic	Liechtenstein		Zambia
Denmark	Lithuania		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 \$0.80. 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)

PLEASE POST ON ALL BULLETIN BOARDS

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Philately

STAMP ANNOUNCEMENT 99-53

Celebrate The Century® 1980s Commemorative Stamps

The Postal Service will issue a \$4.95 *Celebrate The Century® 1980s* Souvenir Sheet (Item Number 554800), in a gummed pane of 15, on January 13, 2000, in Titusville, FL. The stamps go on sale nationwide the same day and will be sold only as a souvenir sheet. No individual stamps are available. Sales of the souvenir stamp sheet must be recorded in AIC 085.

Designed by Carl Herrman of Carlsbad, CA, and illustrated by Robert Rodriguez of Pasadena, CA, the souvenir sheet features 1980s subjects from the following categories: People and Events, Arts and Entertainment, Lifestyles, Sports, and Science and Technology. The 15 commemorative stamps on this sheet are titled: *Space Shuttle Program; Musical Smash "CATS"; San Francisco 49ers; Hostages Come Home; Figure Skating; Cable TV; Vietnam Veterans Memorial; Compact Discs; Cabbage Patch Kids; Hit Comedy "The Cosby Show"; Fall of the Berlin Wall; Video Games; "E.T. The Extra-Terrestrial"; Personal Computers; and Hip-hop Culture.*

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 stamps at their local post offices, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

CELEBRATE THE CENTURY 1980S STAMPS
 POSTMASTER
 2503 S WASHINGTON AVE
 TITUSVILLE FL 32780-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. For orders of fewer than 50, there is no charge for the postmark. All orders must be postmarked by February 13, 2000.

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 item number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by telephoning 1 800 STAMP-24 or writing to:

INFORMATION FULFILLMENT
 US POSTAL SERVICE
 DEPT 6270
 PO BOX 219014
 KANSAS CITY MO 64121-9014

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

Issue:	<i>Celebrate The Century 1980s</i>
Item Number:	554800
Denomination & Type of Issue	33-cent commemorative
Format:	Water-activated pane of 15 (15 designs)
Series:	Celebrate The Century
Issue Date & City:	January 13, 2000, Titusville FL 32780
Designer:	Carl Herrman, Carlsbad, CA
Engraver	N/A
Illustrator:	Robert Rodriguez, Pasadena, CA
Photographer:	N/A
Art Director:	Carl Herrman, Carlsbad, CA
Typographer:	Tom Mann, Vancouver, WA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Ashton-Potter (USA) Ltd. (APU)
Printed at:	APU, Williamsville, NY
Press Type:	Stevens Variable Size Security Press
Stamps per Coil/Pane:	15
Print Quantity:	90 million stamps
Paper Type:	Non-phosphored
Gum Type:	Water-activated PVA
Processed at:	APU, Williamsville, NY
Colors:	Cyan, Magenta, Yellow, Black; Back-Black
Image Area (w x h):	1.075 x 1.075 in. / 27.31 x 27.31 mm
Overall Size (w x h):	1.225 x 1.225 in. / 31.12 x 31.12 mm
Full Pane Size (w x h):	9.000 x 7.500 in. / 228.60 x 190.50 mm
Plate Size:	60 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	N/A
Catalog Item Number(s):	554840 Full Pane of 15 — \$4.95 554862 Full Pane First Day Cancellation — \$6.95 554884 Press Sheet — \$19.80 554872 Mint Set with Stamp — \$34.95 554878 Stampers Cards — \$7.00
Sale Date:	January 13, 2000
Nationwide Sale Date:	January 13, 2000

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive approximately three-fourths the standard automatic distribution for gummed sheet stamps. Distributions are rounded up to the nearest master carton size (750 individually packaged souvenir sheets, a total of 11,250 stamps).

Initial Supply

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*, or Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before January 5, 2000.

Additional Supply

Post offices requiring additional souvenir sheets must requisition them from their designated SDOs or SDNs using Form 17. SDOs requiring additional souvenir sheets must order them from the appropriate APD using Form 17. All accountable paper depositories (APDs), with the exception of the Denver APD, will receive 37,500 souvenir sheets for filling supplemental orders. The Denver APD will receive 18,750 additional souvenir sheets and the Dulles SDN will receive 75,000 additional souvenir sheets for filling supplemental orders.

The Kansas City SDN will receive 513,750 additional souvenir sheets for filling supplemental orders from APDs.

Philatelic Requirement

SDOs and SDNs *will not* receive a separate quantity of this souvenir sheet for their authorized philatelic centers. The Philatelic Centers *must be supplied* their quantities from the initial standard automatic distribution made to the SDOs and SDNs.

Sales Policy

All post offices must acquire and maintain a supply of each new *Celebrate The Century* (CTC) souvenir sheet. All *Celebrate The Century* souvenir sheet issues will remain on sale at post offices for the life of the *Celebrate The Century* program. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures. Other *Celebrate The Century* souvenir sheets now available for reorder include: CTC (1900s), Item Number 5537; CTC (1910s), Item Number 5538; CTC (1920s), Item Number 5541; CTC (1930s), Item Number 5542; CTC (1940s), Item Number 554300; CTC (1950s), Item Number 554500; CTC (1960s), Item Number 554600; and CTC (1970s), Item Number 554700. Sales for all *Celebrate The Century* souvenir sheets *must* be recorded in AIC 085.

— Stamp Services, 12-2-99

Pictorial Cancellations Announcement

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 (33 cents per envelope or 20 cents per postcard). Items

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

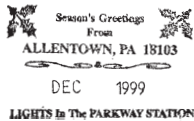
Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope 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.

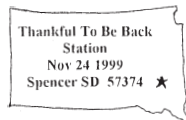
The following pictorial cancellations have been amended (changes highlighted in bold type):



November 12, 1999
 USS NEW JERSEY BB-62 ARRIVAL STATION
 POSTMASTER
 2970 MARKET ST RM 525
 PHILADELPHIA PA 19104-9611



November 23, 1999–January 2, 2000
City of Allentown
 LIGHTS IN THE PARKWAY STATION
 POSTMASTER
442 W HAMILTON STREET
 ALLENTOWN PA 18101-1699



November 24, 1999
 THANKFUL TO BE BACK STATION
WITHDRAWN

The following pictorial cancellation has been extended for 30 days:



November 13, 1999
 DISABILITIES AWARENESS MONTH STATION
 POSTMASTER
 PO BOX 9998
 BETHESDA MD 20814-9998



Put Your Stamp on History
1970s
Celebrate The Century Station

November 18, 1999

US Postal Service

CELEBRATE THE CENTURY STATION
 POSTMASTER
 341 PINE ST
 ABILENE TX 79604-9998

CELEBRATE THE CENTURY STATION
 POSTMASTER
 232 SW JOHNSON AVE
 BURLESON TX 76028-9998

CELEBRATE THE STATION
 POSTMASTER
 102 S 1ST ST
 COAHOMA TX 79511-9998

CELEBRATE THE CENTURY STATION
 POSTMASTER
 101 E MCKINNEY ST
 DENTON TX 76201-9998

CELEBRATE THE CENTURY STATION
 POSTMASTER
 306 N BROADWAY
 JOSHUA TX 76058-9998

CELEBRATE THE CENTURY STATION
 POSTMASTER
 HWY 256 / WATKINS
 LAKEVIEW TX 79239-9998

CELEBRATE THE CENTURY STATION
 POSTMASTER
 202 N AVE G
 LAMESA TX 79331-9998

CELEBRATE THE CENTURY STATION
 POSTMASTER
 800 BROADWAY
 NEWCASTLE TX 76372-9998

CELEBRATE THE CENTURY STATION
 POSTMASTER
 725 ASH ST
 PLAINVIEW TX 79072-9998

CELEBRATE THE CENTURY STATION
 POSTMASTER
 PO BOX 9998
 SYLVESTER TX 79560-9998

CELEBRATE THE CENTURY STATION
 POSTMASTER
 PO BOX 9998
 VALLEY SPRING TX 76885-9998

CELEBRATE THE CENTURY STATION
 POSTMASTER
 1145 SANTA FE DR
 WEATHERFORD TX 76086-9998



THE PONY EXPRESS
 GOLIAD STATION

DEC. 4, 1999
 GOLIAD TX 77963

December 4, 1999

THE PONY EXPRESS GOLIAD STATION
 POSTMASTER
 101 WEST END ST
 GOLIAD TX 77963-9998

THE PONY EXPRESS ADKINS STATION
 POSTMASTER
 10190 HWY 87 E
 ADKINS TX 78101-9998



THE PONY EXPRESS ELMENDORF STATION
 POSTMASTER
 8302 FM 327
 ELMENDORF TX 78112-9998

THE PONY EXPRESS FLORESVILLE STATION
 POSTMASTER
 920 C ST
 FLORESVILLE TX 78114-9998

THE PONY EXPRESS HOBSON STATION
 POSTMASTER
 HWY 181
 HOBSON TX 78117-9998

THE PONY EXPRESS KARNES CITY STATION
 POSTMASTER
 404 E WALL ST
 KARNES CITY TX 78118-9998

THE PONY EXPRESS KENEDY STATION
 POSTMASTER
 223 S SECOND ST
 KENEDY TX 78119-9998

THE PONY EXPRESS PANNA MARIA STATION
 POSTMASTER
 HWY 81
 PANNA MARIA TX 78144-9998

THE PONY EXPRESS POTH STATION
 POSTMASTER
 101 STORTS
 POTH TX 78147-9998

THE PONY EXPRESS RUNGE STATION
 POSTMASTER
 302 HELENA
 RUNGE TX 78151-9998

THE PONY EXPRESS SEQUIN STATION
 POSTMASTER
 531 W COURT ST
 SEQUIN TX 78155-9998

THE PONY EXPRESS SUTHERLAND
 SPRINGS STATION
 POSTMASTER
 HWY 87 & FM 539
 SUTHERLAND SPRINGS TX 78161-9998



November 12, 1999

CHILDRENS CITIZENSHIP STATION
 POSTMASTER
 1124 PACIFIC ST
 OMAHA NE 68108-9998



November 13-14, 1999

BEAVER CREEK AT IVEY STATION
 POSTMASTER
 290 MILLEDGEVILLE HWY
 GORDON GA 31031-9998



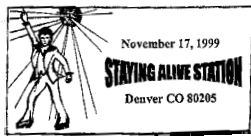
November 13-14, 1999

Mid-Cities Stamp Club
 MID-CITIES EXPO STATION
 POSTMASTER
 1251 WILLIAM D TATE DR
 GRAPEVINE TX 76051-9998



November 14, 1999

PROCTORS THEATRE STATION
 POSTMASTER
 29 JAY ST
 SCHENECTADY NY 12305-9998



November 17, 1999
STAYING ALIVE STATION
 PHILATELIC OFFICE
 951 20TH ST
 DENVER CO 80202-9998



November 26, 1999
FESTIVAL OF TREES STATION
 POSTMASTER
 PO BOX 9998
 OLD WESTBURY NY 11568-9998



November 18, 1999
FESTIVAL OF THE CRANES STATION
 POSTMASTER
 PO BOX 9998
 SOCORRO NM 87801-9998



November 26–December 31, 1999
 City of Bethlehem
CHRISTMAS CITY STATION
 POSTMASTER
 535 WOOD ST
 BETHLEHEM PA 18016-9998



November 18, 1999
Sesame Street & The US Postal Service
SESAME STREET LIVE STATION
 POSTMASTER
 13800 NICOLLET BLVD
 BURNSVILLE MN 55337-9998



November 27, 1999
PARADISE ANNIVERSARY STATION
 POSTMASTER
 6469 CLARK RD
 PARADISE CA 95969-9998



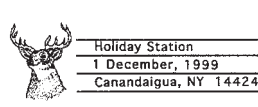
November 20, 1999
PROMISE STATION
 POSTMASTER
 PO BOX 9998
 TULSA OK 74103-9998



December 1, 1999
 Naco Post Office
NACO CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 NACO AZ 85620-9998



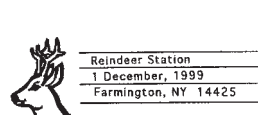
November 20, 1999
PINEVILLE LOUISIANA STATION
 POSTMASTER
 410 PINEGROVE DR
 PINEVILLE LA 71360-9998



December 1, 1999
HOLIDAY STATION
 POSTMASTER
 PO BOX 9998
 CANANDAIGUA NY 14424



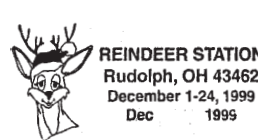
November 21, 1999
NORTHEAST SUPERCON STATION
 POSTMASTER
 PO BOX 9998
 MELVILLE NY 11747-9998



December 1, 1999
REINDEER STATION
 POSTMASTER
 PO BOX 9998
 FARMINGTON NY 14425



November 22, 1999
Turkey Texas
CELEBRATING THE SEASON STATION
 POSTMASTER
 PO BOX 9998
 TURKEY TX 79261-9998



December 1–24, 1999
RUDOLPH STATION
 POSTMASTER
 14018 MERMILL RD
 RUDOLPH OH 43462-9998



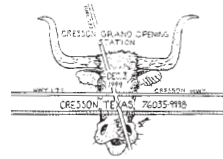
November 23, 1999
Stamps Ect Inc
FLINT CITY HALL STATION
 POSTMASTER
 250 E BOULEVARD DR
 FLINT MI 48502-9998



December 1–25, 1999
SANTAS CHIMNEY ROCK STATION
 POSTMASTER
 PO BOX 9998
 CHIMNEY ROCK NC 28720-9998



December 1-30, 1999
HOLIDAY JOY CENTURY STATION
 POSTMASTER
 202 W MAIN ST
 JOY IL 61260-9998



December 3, 1999
Cresson Post Office
CRESSON GRAND OPENING STATION
 POSTMASTER
 PO BOX 9998
 CRESSON TX 76035-9998



December 1-31, 1999
Sulphur Bluff Post Office
CELEBRATING 150 YRS STATION
 POSTMASTER
 131 HWY 71
 SULPHUR BLUFF TX 75481-9998



December 3-5, 1999
CHRISTMAS ON THE PRAIRIE STATION
 POSTMASTER
 PO BOX 9998
 WAHOON NE 68066-9998



December 2, 1999
SARATOGA SPRINGS STATION
 POSTMASTER
 245 WASHINGTON ST
 SARATOGA SPRINGS NY 12866-9998



December 3-5, 1999
Fort Concho Association
CHRISTMAS AT OLD FORT CONCHO STATION
 POSTMASTER
 1 NORTH BRYANT BLVD
 SAN ANGELO TX 76903-9998



December 2, 1999
Weatherford Chamber of Commerce
PARKER COUNTY CUTTING HORSE CAPITAL OF THE WORLD STATION
 POSTMASTER
 PO BOX 9998
 DENNIS TX 76439-9998



December 4, 1999
PLAZA PRINCIPAL STATION
 POSTMASTER
 3007 N UNIVERSITY
 NACOGDOCHES TX 75961-9998



December 2, 1999
Stamford Post Office
100TH ANNIVERSARY STATION
 POSTMASTER
 115 S SWENSON ST
 STAMFORD TX 79553-9998



December 4, 1999
REINDEER STATION
 POSTMASTER
 2 PROGRESS DR
 CLIFTON PARK NY 12065-9998



December 2-4, 1999
TRAYSER MUSEUM STATION
 POSTMASTER
 RTE 6A MAIN ST
 BARNSTABLE MA 02630-9998



December 4, 1999
Lynchburg & Metro Moore Co Chamber of Commerce
CHRISTMAS IN THE HOLLOW STATION
 POSTMASTER
 PO BOX 9998
 LYNCHBURG TN 37352-9998



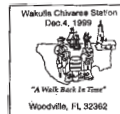
December 3, 1999
Weatherford Chamber of Commerce
PARKER COUNTY CUTTING HORSE CAPITAL OF THE WORLD STATION
 POSTMASTER
 1145 SANTA FE DR
 WEATHERFORD TX 76086-9998



December 4, 1999
Odessa Womens Club
CHRISTMAS IN ODESSA STATION
 POSTMASTER
 312 MAIN ST
 ODESSA DE 19730-9998



December 3, 1999
Fayetteville Chamber of Commerce
OZARK LIGHTS STATION
 POSTMASTER
 12 W DICKSON ST
 FAYETTEVILLE AR 72701-9998



December 4, 1999
WAKULLA CHIVAREE STATION
 POSTMASTER
 8219 WOODVILLE HWY
 WOODVILLE FL 32362-9998



December 4, 1999
Armada Civic & Trade Association
HOLLY DAY STATION
POSTMASTER
74260 BURK RD
ARMADA MI 48005-9998



December 5, 1999
US Postal Service
REDWOOD CITY STATION
POSTMASTER
1100 BROADWAY
REDWOOD CITY CA 94063-9998



December 4, 1999
US Postal Service
REDWOOD CITY STATION
POSTMASTER
1100 BROADWAY
REDWOOD CITY CA 94063-9998



December 5, 1999
DUMMERSTON CENTER STATION
POSTMASTER
PO BOX 9998
WEST DUMMERSTON VT 05357-9998



Zoar Village Station
Dec. 4, 1999
Zoar, OH 44697

December 4-5, 1999
ZOAR VILLAGE STATION
POSTMASTER
PO BOX 9998
ZOAR OH 44697-9998



Christmas in Warrensburg
Holiday Station
Warrensburg, NY 12885
December 3, 1999

December 5, 1999
HOLIDAY STATION
POSTMASTER
3930 MAIN ST
WARRENSBURG NY 12885-9998



December 4-5, 1999
ALLAIRE VILLAGE STATION
POSTMASTER
66 MAIN ST
FARMINGDALE NJ 07727-9998



Holiday on the Avenue Station
Schoft, New York 12302
Sunday
December 5th, 1999

December 5, 1999
HOLIDAY ON THE AVENUE STATION
POSTMASTER
29 JAY ST
SCHENECTADY NY 12305-9998



December 4-5, 1999
CHRISTMAS AT OAKLEIGH STATION
POSTMASTER
250 SAINT JOSEPH ST
MOBILE AL 36601-9813



December 5, 1999
SOROPTIMIST TREE FESTIVAL STATION
POSTMASTER
220 W PEARL ST
JACKSON WY 83001-9998



BudaFest '99 Station
Buda, TX 78610
December 1999

December 4-5, 1999
BUDAFEST 99 STATION
POSTMASTER
100 S MAIN ST
BUDA TX 78610-9998



Victorian Stroll Station
December 5, 1999
Troy NY 12180

December 5, 1999
VICTORIAN STROLL STATION
POSTMASTER
400 BROADWAY
TROY NY 12180-9998



December 4-5, 1999
HOLIDAY STROLL STATION
POSTMASTER
161 WATER ST
SKOWHEGAN ME 04976-9998



December 5, 1999
HOLIDAY FESTIVAL STATION
POSTMASTER
36 OLD TAVERN RD
ORANGE CT 06477-9998



December 4-5, 1999
AFRICAN EXPO STATION
PHILATELIC OFFICE
320 SW 5TH ST
OKLAHOMA CITY OK 73125-9998

HOLIDAY STATION
DECEMBER 6, 1999
REVILLO SD 57259



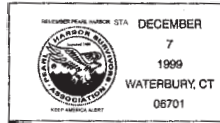
December 6, 1999
HOLIDAY STATION
POSTMASTER
PO BOX 9998
REVILLO SD 57259-9998



December 7, 1999
 Weatherford Chamber of Commerce
 PARKER COUNTY CUTTING HORSE
 CAPITAL OF THE WORLD STATION
 POSTMASTER
 PO BOX 9998
 WHITT TX 76490-9998



December 9, 1999
 Weatherford Chamber of Commerce
 PARKER COUNTY CUTTING HORSE
 CAPITAL OF THE WORLD STATION
 POSTMASTER
 225 BONNIE BELL LN
 SPRINGTOWN TX 76082-9998



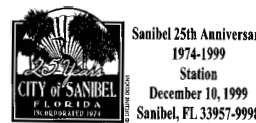
December 7, 1999
 REMEMBER PEARL HARBOR STATION
 POSTMASTER
 PO BOX 9998
 WATERBURY CT 06701-9998



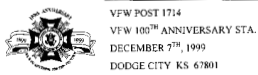
December 10, 1999
 Weatherford Chamber of Commerce
 PARKER COUNTY CUTTING HORSE
 CAPITAL OF THE WORLD STATION
 POSTMASTER
 8616 FM 920
 PEASTER TX 76485-9998



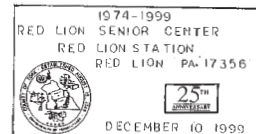
December 7, 1999
 VFW 6765
 VFW 100TH ANNIVERSARY STATION
 REMEMBER DECEMBER 7TH
 POSTMASTER
 PO BOX 9998
 WANAQUE NJ 07465-9998



December 10, 1999
 SANIBEL 25TH ANNIVERSARY 1974-1999
 STATION
 POSTMASTER
 650 TARPON BAY RD
 SANIBEL FL 33957-9998



December 7, 1999
 VFW Post 1714
 VFW 100TH ANNIVERSARY STATION
 DECEMBER 7TH, 1999
 DODGE CITY KS 67801-9998



December 10, 1999
 RED LION STATION
 POSTMASTER
 500 N MAIN ST
 RED LION PA 17356-9998



December 8, 1999
 Weatherford Chamber of Commerce
 PARKER COUNTY CUTTING HORSE
 CAPITAL OF THE WORLD STATION
 POSTMASTER
 104 WEST AVE
 POOLVILLE TX 76487-9998



December 10, 1999
 CELEBRATE THE CENTURY STATION
 POSTMASTER
 480 JOHN FORD HOME RD
 SANDY HOOK MS 39478-9998



December 8, 1999
 CLINTON SESQUICENTENNIAL STATION
 POSTMASTER
 10 MILLER ST
 PLATTSBURGH NY 12901-9998



December 10, 1999
 ANGEL STATION
 POSTMASTER
 1 W MAIN ST
 ANGELICA NY 14709-9998



December 8-9, 1999
 VICTORIAN CHRISTMAS STATION
 POSTMASTER
 463 HOMESTEAD LN
 CRITZ VA 24082-9998



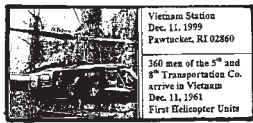
December 10, 1999
 VICTORIAN FRONT PORCH TOUR STATION
 POSTMASTER
 500 S 7TH ST
 OPELIKA AL 36801-9998



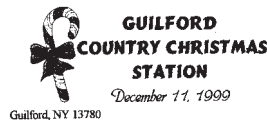
December 9, 1999
 SANTAS WORKSHOP STATION
 POSTMASTER
 PO BOX 9998
 NORTH POLE NY 12946-9998



December 11, 1999
 SWAC CHAMPIONSHIP STATION
 POSTMASTER
 351 24TH ST N
 BIRMINGHAM AL 35203-9998



December 11, 1999
VIETNAM STATION
 POSTMASTER
 40 MONTGOMERY ST
 PAWTUCKET RI 02860-9998



December 11-12, 1999
GUILFORD COUNTRY CHRISTMAS STATION
 POSTMASTER
 PO BOX 9998
 GUILFORD NY 13780-9998



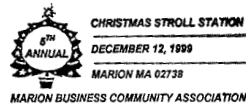
December 11, 1999
American Ref-Fuel Co. of Niagara
A FESTIVAL OF LIGHTS STATION
 POSTMASTER
 615 MAIN ST
 NIAGARA FALLS NY 14302-9998



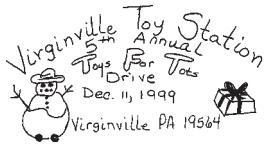
December 12, 1999
50TH ANNIVERSARY STATION
 POSTMASTER
 620 N MAIN ST
 ELROY AZ 85231-9998



December 11, 1999
THOMAS NAST STATION
 POSTMASTER
 1 MORRIS ST
 MORRISTOWN NJ 07960-9998



December 12, 1999
CHRISTMAS STROLL STATION
 POSTMASTER
 PO BOX 9998
 MARION MA 02738-9998



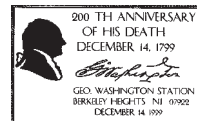
December 11, 1999
VIRGINVILLE TOY STATION
 POSTMASTER
 PO BOX 9998
 VIRGINVILLE PA 19564-9998



December 12, 1999
Junior Woman's Club of Fairfield
A VISIT TO SANTAS HOUSE STATION
 POSTMASTER
 PO BOX 9998
 FAIRFIELD CT 06430-9998



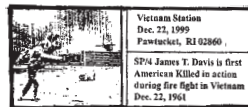
December 11, 1999
STAMP CLUB STATION
 POSTMASTER
 110 NE COMMERCIAL CIRCLE
 KEYSTONE HEIGHTS FL 32656-9998



December 14, 1999
GEORGE WASHINGTON STATION
 POSTMASTER
 PO BOX 9998
 BERKELEY HEIGHTS NJ 07922-9998



December 11, 1999
Vancourt Post Office
VANCOURT COMMUNITY STATION
 POSTMASTER
 9538 YORK RD
 VANCOURT TX 76955-9998



December 22, 1999
VIETNAM STATION
 POSTMASTER
 40 MONTGOMERY ST
 PAWTUCKET RI 02860-9998

— Stamp Services, 12-2-99

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
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Mail Preparation and Standards, Pricing and Product Design, 12-2-99

Post Offices

Retrieval of Plastic Label Holders

The Mail Transport Equipment Office has been notified that postal facility opening units (LDC 010) are not saving the plastic label holders used to close and address plastic sacks destined at their locations. It has also been noted that the national inventory of plastic label holders has fallen far below the inventory levels of sacks on which they are used.

Plastic label holders are reusable and must not be thrown away. They should never be intentionally removed from the draw tapes of sacks on which they are attached. After each plastic sack is emptied, the label should be removed from the label holder, and the sack/label holder combination should be

prepared for return to the serving mail transport equipment service center.

Label holders found to be separated from their sacks should be consolidated for return to the mail transport equipment service center, along with the sacks. Please contact your serving area mail transport equipment specialist for more site-specific shipping information.

— *Mail Transport Equipment,
Network Operations Management, 12-2-99*

Disposal of Mail Transport Equipment

The Mail Transport Equipment Service Center (MTEESC) Network has been launched and will be fully operational by the end of December 1999.

MTEESCs receive, store, repair, package, issue, and deliver all mail transport equipment (MTE) required by postal processing and distribution centers and facilities, commercial mailer plants, bulk mail centers, airport mail facilities, and airport mail centers. Each MTEESC is located within close proximity of a bulk mail center.

Once in operation, each MTEESC becomes the exclusive site for collecting, condemning, and recycling all unserviceable MTE generated within its service area. This policy exists for several reasons, including the need to keep an accurate count of condemned MTE for replacement planning.

Each MTEESC facility has contracted with local recyclers to process the recyclable materials that it collects. The USPS receives compensation for the materials that are turned in for recycling. That revenue pays for trash removal from the MTEESC facilities.

Recycling contractors buy only MTE products that are designed to be recycled. Therefore, office trash, undeliverable mail, and so forth must *not* be sent to an MTEESC for disposal. Refer to the *Paper and Paperboard Recycling Guide and Plan* (Handbook AS-550-A and -B) for additional information on recycling programs. Because of the new MTEESC Network, existing recycling contracts at the local level should be reviewed and modified as necessary to assure compliance with this notice.

Once a Postal facility is incorporated into an MTEESC service area, area, district, and/or local efforts to collect, condemn, and recycle unserviceable MTE should be discontinued. All excess MTE, regardless of condition, must be returned to the serving MTEESC for disposition. Your area mail transport equipment specialists are available to assist you in planning a smooth transition from local to regional recycling efforts.

— *Mail Transport Equipment,
Network Operations Management, 12-2-99*



This office
will be closed
Saturday,
December 25, 1999,
to celebrate
Christmas Day.

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This office
will be closed
Saturday,
January 1, 2000,
to celebrate
New Year's Day.

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Postal Employees

RIF Competitive Areas for the U.S. Postal Service

Federal regulations and guidance from the Office of Personnel Management require agencies covered by reduction-in-force (RIF) procedures to establish Competitive Areas and to publish a list of those Competitive Areas to their employees. Competitive Areas are organizational units

under separate management authority within which preference eligible employees compete during a reduction in force. Listed below are the Competitive Areas for the U.S. Postal Service as of December 2, 1999.

		Organization	Competitive Area	
Headquarters		Office of the Postmaster General/Chief Executive Officer	Separate	
		Office of the Chief Operating Officer/Executive Vice President	Separate	
		Office of the Deputy Postmaster General	Separate	
		Office of the Chief Postal Inspector	Separate	
		Office of the General Counsel/Executive Vice President	Separate	
		Office of the President, Packages	Separate	
		Offices of Senior Vice Presidents	Separate	
		Each Vice President's Organization	Separate	
	Headquarters Related Organization	Organizational Type	Each Inspection Service Operation Support Unit	Separate
Each Inspection Service Division			Separate	
Each Statistical Programs Service Center*			Separate	
Each Field Counsel Unit*			Separate	
Each Rates and Classification Service Center*			Separate	
Each Facilities Service Office*			Separate	
Each Purchasing Service Office			Separate	
Each Communications Service Center*			Separate	
Each Mail Recovery Center			Separate	
Each Accounting Service Center			Separate	
Unique Org. — Separate Competitive Area			Address Management, Memphis TN	Separate
			Center for Employee Development, Norman OK	Separate
			Engineering, Merrifield VA	Separate
		Expedited HUB Operations and Logistics Learning Center, Indianapolis IN	Separate	
		Expedited/Package Services, Roswell GA	Separate	
		Facilities, Arlington VA	Separate	
		HRIS Support Services, Fort Snelling MN	Separate	
International Business Information Systems, Jamaica NY		Separate		
Maintenance Technical Support Center, Norman OK		Separate		
Memphis Design and Construction Field Office, Memphis TN		Separate		
Field Retail Operations, St. Louis MO	Separate			
Area Field Retail Operations	Separate			
District Field Retail Operations	Separate			
Strategic Initiatives, Arlington VA	Separate			
Tactical Marketing and Sales Development, Rosslyn VA	Separate			
New Jersey Material Distribution Center, South River NJ	Separate			

	Organization	Competitive Area
Unique Org. — Part of Another Competitive Area	Automation Purchasing, Merrifield VA	Purchasing and Materials, National HQ, Washington DC
	Capitol Metro Area Operations, Gaithersburg MD	Chief Operating Officer, National HQ, Washington DC
	Capitol Metro Facilities Service Office, Columbia MD	Facilities, Arlington VA
	Career Development (Inspection Service), Potomac MD	Inspection Service, National HQ, Washington DC
	Columbia Facilities Service Office, Columbia MD	Facilities, Arlington VA
	Criminal-Forensic/Technical Service Units	Inspection Service, National HQ, Washington DC
	Denver National Service Center, Denver CO	Core Business, National HQ, Washington DC
	Distance Learning, Potomac MD	Human Resources, National HQ, Washington DC
	Dulles Stamp Distribution Network, Dulles VA	Marketing, National HQ, Washington DC
	Field Counsel – Mid-Atlantic, Washington DC	General Counsel, National HQ, Washington DC
	HQ Facilities Services, HQ Washington DC	Facilities, Arlington VA
	Mail Equipment Shop, Washington DC	Purchasing and Materials, National HQ, Washington DC
	Major Facilities Purchasing, Arlington VA	Purchasing and Materials, National HQ, Washington DC
	Mid-Atlantic Communications Service Center, Columbia MD	Corporate Affairs, National HQ, Washington DC
	National Test Administration Center, Merrifield VA	Human Resources, National HQ, Washington DC
	Northern VA Rates and Class Service Center, Alexandria VA	Marketing Systems, National HQ, Washington DC
	Northern VA Statistical Programs Service Center, Alexandria VA	Finance, National HQ, Washington DC
	Printing/Distribution, Potomac MD	Human Resources, National HQ, Washington DC
	WFB Center for Leadership Development, Potomac MD	Human Resources, National HQ, Washington DC

	Organization	Competitive Area
Unique Org. — Grouped for Competitive Area	Minneapolis ISSC Computer Operation Service Center	Minneapolis Information Systems Site
	Minneapolis ISSC Technical Support Center	
	Minneapolis ISSC Business System Solutions Center	
	Minneapolis ISSC Management Support Service Center	
	Network Operations	Raleigh Information Systems Site
	Applied Application Technology	
	Raleigh ISSC Business Systems Solutions Center	
	Raleigh ISSC Management Support Service Center	
	Field Computing Service Center	
	Distributed Systems Central Management Facility	
	Information Systems Security	
	Application Technology Engineering	
	St. Louis Business Systems Solutions Center	St. Louis Information Systems Site
	St. Louis ISSC Management Support Service Center	
	Mail Operations Business Systems Portfolio	
	San Mateo Business Systems Solutions Center	San Mateo Information Systems Site
	San Mateo Management Support Service Center	
	San Mateo Computer Operations Service Center	
	Wilkes-Barre Business systems Solution Center	Wilkes-Barre Information Systems Site
	Wilkes-Barre ISSC Management Support Service Center	
	Wilkes-Barre ISSC Technical Support Center	
	Wilkes-Barre ISSC Business Systems Support Center	
	Philatelic Fulfillment Service Center	Kansas Stamp Services Center
Kansas City Stamp Distribution Network		
Inventory Control	Topeka Purchasing and Material Center	
Inventory Support		
Topeka Label Printing Center		
Topeka Material Distribution Center		
Topeka Purchasing Center		
Systems Integration (Topeka)		
Field	Each Area Office	Separate
	Each District Office (including its Vehicle Maintenance Facilities)	Separate
	Each Post Office	Separate
	Each Processing and Distribution Center	Separate
	Each Processing and Distribution Facility	Separate
	Each Air Mail Center	Separate
	Each Air Mail Facility	Separate
	Each Priority Mail Processing Center	Separate
	Each Bulk Mail Center	Separate
	Each Remote Encoding Center	Separate
	Each International Satellite Facility	Separate
	Each International Service Center	Separate
	Each Independent Mail Transfer Center	Separate
	Each Independent Delivery Distribution Center	Separate
	Each Mail Equipment Facility	Separate

*The units located in the Washington DC commute area are part of the parent national Headquarters organization competitive area.

Form W-5 Renewal

Form W-5, *Earned Income Credit Advance Payment Certificate*, which allows eligible employees to receive advance payment of their earned income credit, must be renewed for 2000. The certificate currently in effect expires at the end of the pay year and must be renewed by submitting a new Form W-5 as soon as possible. Employees are responsible for timely submission of their W-5, and the preferred date of receipt in the personnel office is no later than December 8, 1999 (Pay Period 26, 1999). Submission of the new W-5 by that date will help to ensure that the information on the form becomes effective the pay period after receipt. Please note that Internal Revenue Service (IRS) regulations specifically prohibit *any* retroactive changes or additions to the information submitted on the original W-5.

Reminder: Personnel offices are reminded that the IRS regulations mandate that all employers submit copies of all Forms W-5 received from their employees. Personnel offices *must* mail one copy of the Form W-5 in a separate envelope marked "PROCESSED W-5 FOR IRS" in the lower left-hand corner of the envelope to:

ATTENTION: CONTROL SECTION
EAGAN ACCOUNTING SERVICE CENTER
2825 LONE OAK PARKWAY
EAGAN MN 55121-9611

The Control Section in Eagan will subsequently forward the forms to the IRS.

— *Payroll Accounting, Finance, 12-2-99*

Federal Tax Calculation on Lump Sum Payments

Currently, when an employee receives a lump sum payment, the federal tax deduction is based on an average tax method. This applies to payments such as EVA, annual leave exchange, merits, incentive payments, awards, bonuses, and other supplemental payments that are not regular wages.

Effective Pay Period 26-99, federal tax will be withheld from lump sum payments at a flat 28% rate. This is required for compliance with regulations in IRS Publication *Circular E, Publication 15*.

— *Payroll Accounting, Finance, 12-2-99*

REMINDER

Fair Labor Standards Act (FLSA)

All managerial employees are reminded of their obligations under the Fair Labor Standards Act (FLSA). FLSA is a law. It is not an option to be applied at the discretion of management.

FLSA requires all time worked by nonexempt employees, including nonexempt postmasters, to be recorded and properly paid. Pay for all hours worked in excess of 40 hours a week is paid at the rate of 150 percent of the regular rate.

Managerial employees are expected to control overtime costs within their area of responsibility. However, they also must ensure that when nonexempt employees work before and after their scheduled hours or during the time set aside for their meal period, such time is to be recorded as work. All time actually worked by nonexempt employees must be recorded, and these employees must be appropriately compensated. Time worked includes any time in which work is "suffered or permitted," i.e., where managerial employees know or have reason to know work has been performed.

FLSA requirements are incorporated in various handbooks and manuals. Managerial employees are responsible for knowing these requirements and for ensuring that all nonexempt employees continue to be properly compensated. FLSA requirements are not optional.

Be aware that failure to meet FLSA responsibilities is considered to be a serious deficiency in performance and, if circumstances warrant, can lead to serious corrective action.

Local management must ensure that all managerial employees receive a copy of this reminder.

— *Compensation,
Employee Resource Management, 12-2-99*

Retail

REVISION

Handbook PO-208, Retail Operations — Focus on Retail

Effective December 2, 1999, Handbook PO-208, *Retail Operations — Focus on Retail*, is revised to clarify the use of counterfeit currency detection pens.

This revision will appear in the next printed version of Handbook PO-208 and in the online version available via the Postal Service Intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Handbooks*, then either *By Document ID Number* or *By Title*, and then scroll down to Handbook PO-208).

Handbook PO-208, Retail Operations — Focus on Retail

	*	*	*	*	*
6	Customer Focus				
	*	*	*	*	*
64	Customer-Related Policies				
	*	*	*	*	*
642	Counterfeit or Damaged Money				
	*	*	*	*	*

[Add section 642.3 to read as follows:]

642.3 Counterfeit Currency Detection Pens

Some districts have purchased and are using counterfeit currency detection pens at window services. The Inspection Service does not recommend the use of these pens. The Inspection Service has contacted the United States Secret Service and an expert on secure document forensics. Both parties have acknowledged that counterfeit detection pens alone are not a reliable tool to detect counterfeit currency. The ink in the pen reacts to the pH (acidity) level in the paper. Legal currency is printed on paper with a high pH level. Counterfeiters are aware of this and use paper with a high pH level to print the counterfeit currency. When detection pens are used on these counterfeit bills, the pens react as if the bills are legal tender.

If you are experiencing a problem with counterfeit currency, contact your local Inspection Service about ways to address the problem.

— Retail Operations Support, Retail, 12-2-99

What's in Store

PROP

Take a close look

So you've heard the buzz about PROP, but what's it all about?

PROP (Plan for Retail Operations Performance) is a plan created by an operations field team of postal district managers and postmasters with support from the vice president of Retail. The team's requirement was to create a standardized, progressive, measurable plan to effectively manage the full range of retail operations.

The team's efforts resulted in an action plan that focuses on four areas: service, employees, access points, and profitability. The plan identifies current retail situations that need attention and steps to improve these situations.

The steps emphasize improving the retail environment for both employees and customers, communicating retail goals with clerks, optimizing customer access points (vending, contract postal units, etc.), and focusing on cost analysis.

Improving the identified retail situations will raise revenue, improve customer satisfaction scores, and better position the Postal Service in the competitive retail environment.

In September, every district developed specific PROP plans and began to work on improving retail operations.

Retail is part of the corporate team effort to increase revenue and manage costs. PROP is the retail plan to become an important player in the drive for a profitable Postal Service.

Retail Web

New Features

There's always something new at the Retail Web site — <http://retail.usps.gov>. In addition to a new site design, new features include: Holiday Drive Period Planograms, Holiday Plan, new FirstClass PhoneCard™ designs, updated PROP information and matrix, and AP 1 performance data.

Feedback

Send comments and questions to:

WHAT'S IN STORE
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 5801
WASHINGTON DC 20260-2418

What's in Store

your retail CALENDAR

DEC – FEB 1999/2000 Key Dates

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2 <i>Retail Tip:</i> Suggest money orders as a great gift or bill payment option	3	4 First Day of Hanukkah
5	6 <i>Retail Reminder:</i> Make sure your customers understand minimum and maximum size restrictions for letters and cards	7	8 <i>Retail Tip:</i> Ask customers to check out our consumer information at www.usps.com/consumer	9	10 \$ Payday	11
12 <i>Did You Know?</i> Since it was founded in 1990, the Postal Employee Relief Fund has provided over \$3 million in aid to over 2,000 employees	13	14 <i>Retail Tip:</i> Suggest that customers put address information inside of packages, if they are not yet sealed	15	16	17 <i>Display Office Closed sign for Christmas Day</i> Last day for inputting VESS data for A/P 3	18 Last day for Global Priority Mail™ to arrive by Christmas
19	20 <i>Retail Reminder:</i> All Express Mail International* packages must have appropriate customs documents affixed to the package	21	22 Last day for Priority Mail* and Express Mail* packages to arrive by Christmas First day of winter	23	24 Last day for Express Mail* packages to arrive on Christmas \$ Payday	25 Offices closed Christmas Day
26 First day of Kwanzaa	27	28 <i>Retail Reminder:</i> You can make a difference in customer satisfaction	29	30	31 New Year's Eve	

What's in Store

your retail CALENDAR

DEC – FEB 1999/2000 Key Dates

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT	
						1 Offices Closed New Year's Day	
2	3	4	5	6	7	8	
	Love P.O.P. and product shipments arrive this week					\$ Payday	
9	10	11	12	13	14	15	
<i>Did You Know?</i> The Postal Service is the airlines' biggest shipper, sending mail on up to 56,000 flights every day	Love Drive Period begins – REMOVE Holiday P.O.P. this week and DISPLAY Love P.O.P.					Last day for inputting VESS data for A/P 4	
	<i>Display Office Closed sign for Martin Luther King Jr's Birthday</i>						
16	17	18	19	20	21	22	
	Office closed for Martin Luther King Jr's Birthday Observed	<i>Retail Tip:</i> Invite customers to visit us at www.usps.com		<i>Retail Reminder:</i> Check to be sure packages are properly sealed	\$ Payday		
23	24	25	26	27	28	29	
<i>Did You Know?</i> The oldest working post office building located in Castine, ME was built in 1833			<i>Retail Reminder:</i> Be sure to fully explain the services that customers are buying, especially Delivery Confirmation™ service and EMS			<i>Retail Tip:</i> A complaint is an opportunity to make a satisfied customer	
30	31	JANUARY STAMP RELEASES: Celebrate The Century-1980's, Lunar New Year-Dragon, Patricia Robert Harris					
	<i>Retail Reminder:</i> Make sure you have sufficient supplies of shipping containers, including flat rate for Expedited Mail Services						

What's in Store

your retail CALENDAR

DEC – FEB 1999/2000 Key Dates

		TUE	WED	THU	FRI	SAT
FEBRUARY		1 <i>Retail Reminder:</i> Remind your customers of Victorian Love stamps and themed gifts for Valentine's Day	2 Groundhog Day	3	4 \$ Payday	5 Last day for inputting VESS data for A/P 5
SUN	MON					
6	7 Last day for Global Priority Mail™ packages to arrive by Valentine's Day	8 <i>Retail Tip:</i> Recommend a FIRSTCLASS PHONECARD™ as a great gift to stay in touch for Valentine's Day	9	10 Last day for Priority Mail® and Express Mail® International packages to arrive by Valentine's Day	11	12 Last day for Express Mail® packages to arrive by Valentine's Day Lincoln's Birthday
13	14 Valentine's Day	15 <i>Display Office Closed sign for President's Day</i>	16	17	18 \$ Payday	19
20 <i>Did You Know?</i> The Victorian Love stamps are the first die-cut self-adhesive stamps issued by the U.S. Postal Service	21 Office closed President's Day	22 Washington's Birthday	23 <i>Tax P.O.P. shipment arrives this week</i>	24	25	26
27	28 <i>Tax Drive Period begins REMOVE Love P.O.P. and DISPLAY Tax P.O.P. this week</i>	29 <i>Retail Tip:</i> Provide customers with packaging tips	February is Black History Month			



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.

Single Copies (back to 1 year): To order extra copies or back issues (see Table of Contents for specific PSN), call MDC Customer Service at 800-332-0317 or send PS Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER
ATTN SUPPLY REQUISITIONS
500 SW MONTARA PKWY
TOPEKA KS 66624-9602

Public Orders for Postal Bulletin

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

Attention Line _____

Company Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____

Daytime Telephone _____

Subscription: Domestic - \$103.00 per year, International - \$128.75 per year
Subscription Orders: 202-512-1800
Subscription Inquiries: 202-512-1806 Fax: 202-512-2250
Single Copies (back to 16 issues): Domestic - \$6.50; International - \$8.13

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PITTSBURGH PA 15250-7954

