

# POSTAL BULLETIN

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WILLIAM J. HENDERSON  
POSTMASTER GENERAL, CEO



November 8, 2000

## EMPLOYEES

SUBJECT: Endorsement of Nonpostal Products, Services, or Businesses

Postal employees enjoy a position of special trust with customers and the public. This means we must be especially careful to ensure fair and equitable treatment for all individuals and companies who do business with us. As the Postal Service establishes, develops, and maintains relationships with private sector businesses, whether through contracts, alliances, or while attending training, the issue of endorsements has become increasingly important.

There are times when employees are asked to comment on nonpostal products, services, and businesses. When employees provide favorable comments (in writing, on video, or as a conference speaker) about the services or products of a company that does business with the Postal Service, their comments are sometimes used by the company in promotional efforts, even if that was not the employee's intention. These seemingly innocent statements can be interpreted as Postal Service endorsements.

The Standards of Ethical Conduct (5 CFR Subsection 2635.702(c)) state that postal employees may not use their postal title or affiliation to endorse a nonpostal product, service, or business. However, this prohibition does not cover situations where an employee is asked to make a factual statement about a particular product, service, or company. In order to avoid situations where employee statements can be misused, new policy and guidelines on endorsements are being added to the *Administrative Support Manual* and are included within this *Postal Bulletin*. These guidelines are intended to protect employees from having their statements misused and to protect the Postal Service from unintentionally endorsing nonpostal products, services, or companies.

Every employee interacting with outside companies for products or services, including those attending outside training, must follow these guidelines. Direct questions to the chief counsel, Ethics and Federal Requirements (202-268-2972), or the manager, Communications and Brand Equity (202-268-2393), at Headquarters.

A handwritten signature in black ink that reads "William J. Henderson".

William J. Henderson



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PB 22033: 7690-04-000-5640	PB 22019: 7690-04-000-3998
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PB 22025: 7690-04-000-5632	PB 22011: 7690-04-000-3990
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# Administrative Services

## ASM REVISION

### Endorsement of Nonpostal Products, Services, or Businesses

Effective immediately, *Administrative Support Manual* (ASM) 13 is revised to include new section 333.6, Endorsement of Nonpostal Products, Services, or Businesses. This revision will be incorporated into ASM 14 and in an incremental update of ASM 13 accessible through the Policies and Procedures page of the Postal Service Intranet (<http://blue.usps.gov/cpim>; click on *Manuals*).

#### Administrative Support Manual (ASM)

*	*	*	*	*
<b>3</b>	<b>Communications</b>			
		*	*	*
<b>33</b>	<b>Communications With the Public</b>			
<b>333</b>	<b>Community Relations</b>			
		*	*	*
<b>333.6</b>	<b>Endorsement of Nonpostal Products, Services, or Businesses</b>			

#### 333.61 Background

Postal employees are sometimes asked by private sector companies that have or are seeking a business relationship with the Postal Service to make favorable comments or other statements, appear in videos, participate in press releases, or speak at conferences about the products or services of the company. While the Postal Service, as an organization, may choose to, and does, recognize businesses or products it has found particularly worthy of such recognition, certain restrictions apply to individual postal employees making comments or expressing opinions that may be considered or interpreted as endorsements.

Seemingly harmless and even factual remarks made by postal employees can lead to problems because any comment, whether a statement of fact or an opinion, is open to interpretation and misuse by outside businesses or the public. Such comments, when made by postal employees, may appear to be Postal Service endorsements depending on the context in which they are used. Neither postal employees nor the Postal Service has any control over a company's editing process.

#### 333.62 Definitions

- a. An *endorsement* occurs when a postal employee, without prior authorization, provides favorable comments (e.g., in writing, on video, in a press release, in a sales presentation, or as a conference speaker) about the services or products of a company with whom he or she has had business interaction.
- b. An *authorized employee*:
  - (1) In the case of a request for a written or verbal statement or personal appearance from a supplier, is the employee designated by the contracting officer and/or the contracting officer's representative; and
  - (2) In the case of such a request from a customer, is the employee designated by the appropriate executive manager, National Accounts, or the appropriate associate vice president, Sales, to make or issue any statement or comment, personally, or in writing.

In either case, the statement or comment must be reviewed and approved by a Law Department ethics official, at headquarters or in the field, and the manager, Communications and Brand Equity, Public Affairs and Communications, or their designees, as provided in section 333.6.

#### 333.63 Policy

##### 333.631 Employee Restrictions

Under the Standards of Ethical Conduct for Employees of the Executive Branch, a postal employee may not use, or permit the use of, his or her postal position, title, or any authority associated with his or her position, to endorse nonpostal products, services, or enterprises. (See 5 CFR 2635.702(c)). However, with prior approval, there are limited circumstances under which an *authorized employee* may provide a statement (in writing, through press release, as a speaker, or on video) about the services or products of a private sector company or a customer.

An *authorized employee* may provide a statement based upon:

- a. Documentation that the product, service, or enterprise complied with postal requirements or standards. For example, after having been tested, a manufacturing company's sortation equipment has

met or exceeded postal requirements or standards. In that case, the Postal Service employee authorized to report test results to the public can declare that “the machine has been tested and fully complies with all Postal Service requirements,” and the company can be authorized to include the quote in its brochure; or

- b. Previous official recognition that has been given to the product, service, or business, under an official postal program, such as the Quality Supplier Award Program, or the Postal Qualified Wholesaler Program, that recognizes accomplishments in support of the Postal Service mission. For example, a regional bank has been named by the Postal Service as “best small business partner of the year.” The bank may use a quote from an authorized employee declaring that specific recognition.

*Note:* No postal employee is permitted to make any favorable comment or other statement, issue press releases, participate in press conferences, give interviews, appear in videos, allow the use of the corporate signature or trademarks, or speak at conferences about the products or services of any private sector company or postal customer without prior authorization as described herein. Prior authorization may be given only under the circumstances described in 333.631a and b.

### 333.632 Purchasing Contract Language

*Purchasing Manual* clause B-25, Advertising of Contract Awards, is included in all non-commercial contracts (see *Purchasing Manual* B.2.1). This clause:

- a. Limits the use of employee statements about or postal recognition of products or services in commercial advertising; and
- b. Requires the approval of the contracting officer of any use of such statements or postal recognition by postal suppliers.

*Note:* Clause B-25 also requires that suppliers, in their commercial advertising, not refer to the fact that they were awarded a postal contract or imply in any way that the Postal Service endorses their products unless approved by the contracting officer in accordance with the process described herein.

### 333.64 Responsibilities

#### 333.641 Employee

It is the responsibility of any postal employee receiving a request to make a statement about a private sector company's products or services to:

- a. Understand the limitations placed on making statements about a company's products or services; and

- b. Refer any requests for such statements about the products or services to his or her immediate postal manager.

#### 333.642 Manager

It is the responsibility of the manager to:

- a. Ensure that all employees understand postal policy and procedures on endorsements.
- b. Get a clear understanding from the supplier or customer about how he or she intends to use any statements made by postal employees.
- c. In the case of a supplier:
  - (1) Inform the supplier that no comment or statement can be used in any form of commercial advertisement without the express final approval of the contracting officer; and
  - (2) Notify the contracting officer of the request and the supplier's intended use of the statement, before any such statement is made.
- d. In the case of a customer:
  - (1) Inform the customer that no comment or statement can be used in any form of commercial advertisement without the express final approval of the appropriate associate vice president, Sales, or the appropriate executive manager, National Accounts; and
  - (2) Notify the appropriate executive manager, National Accounts, or the appropriate associate vice president, Sales, of the request and the intended use of the statement, before any such statement is made.

#### 333.643 Postal Contracting Officer and Representative

It is the responsibility of the postal contracting officer and the contracting officer's representative to ensure that applicable standard language on endorsements is included in all contracts, in accordance with section 333.632, and to do the following when a request for endorsement or statement about the products or services is received:

- a. Understand how the supplier intends to use the statement.
- b. Obtain necessary approval from:
  - (1) A Law Department ethics official at headquarters or a field law office; and
  - (2) A representative of Communications and Brand Equity in the Public Affairs and Communications organization at headquarters.
- c. Ensure that any statement made about the products or services received is accompanied by appropriate disclaimer language.

- d. Designate the employee who will be permitted to make any statement approved under b above.
- e. Provide final approval for the supplier's use of each statement after completing each of the above items.

**333.644 Associate Vice President, Sales, and Executive Manager, National Accounts**

It is the responsibility of the associate vice president, Sales, and executive manager, National Accounts, to:

- a. Understand how the customer intends to use the statement.
- b. Obtain necessary approval from:
  - (1) A Law Department ethics official at headquarters or a field law office; and
  - (2) A representative of Communications and Brand Equity in the Public Affairs and Communications organization at headquarters.
- c. Ensure that any statement made about the products, services, or business is accompanied by appropriate disclaimer language.

- d. Designate the employee who will be permitted to make any statement approved under b above.
- e. Provide final approval for the customer's use of each statement after completing each of the above items.

**333.645 Law Department Ethics Officials**

A Law Department ethics official at headquarters or a field law office will review and approve or disapprove the making of all statements about products, services, or businesses under the Standards of Ethical Conduct for Employees of the Executive Branch.

**333.646 Public Affairs and Communications, Communications and Brand Equity**

Public Affairs and Communications, Communications and Brand Equity, will review and approve or disapprove the use of all statements by postal customers and suppliers.

— *Communication and Brand Equity, Public Affairs and Communications*

— *Civil Practice Section, General Counsel, 11-16-00*

*ASM REVISION*

**Section 53 — Miscellaneous Maintenance Changes**

Effective immediately, *Administrative Support Manual (ASM)* 13, subchapter 53, Maintenance, is revised to reflect the miscellaneous maintenance changes listed below. This revision will be incorporated into the online ASM available through the Policies and Procedures page of the Postal Service Intranet located at <http://blue.usps.gov/cpim>, under the selection for manuals. The revision will also be published in a future printed version of the ASM.

**Administrative Support Manual (ASM)**

	*	*	*	*	*
<b>5</b>	<b>Facilities and Equipment</b>				
	*	*	*	*	*
<b>53</b>	<b>Maintenance</b>				
	*	*	*	*	*
<b>531</b>	<b>General</b>				
<b>531.1</b>	<b>Scope</b>				
	*	*	*	*	*

**531.2 Policy**

*[Revise 531.21a to read as follows:]*

**531.21 Definitions**

The following definitions apply:

- a. *Building and Building Equipment* — the building's physical structure, utilities, and environmental systems.

\* \* \* \* \*

*[Add 531.22d to read as follows:]*

**531.22 Objectives**

\* \* \* \* \*

- d. To protect postal investment in buildings and equipment.

**531.23 Safety**

*[Revise 531.231 and 531.232 to read as follows:]*

**531.231 Necessity for Program**

Safety is an area of major concern to all maintenance management personnel. The senior maintenance management official in a facility is responsible for a maintenance safety

program. The program should be updated frequently and include each maintenance employee to achieve maximum protection of personnel and property.

**531.232 Nature of Program**

Maintenance supervisors must include safety as a part of all maintenance programs. They should display a personal interest in the program and set an example of following it. The overall maintenance program must include sections on safety; lockout/tagout; fire prevention and control; evacuation plans; and utility failure (e.g., electricity, water).

\* \* \* \* \*

**531.3 Maintenance Categories**

[Rename 531.31, revise 531.311 to include item a, and add 531.311b to read as follows:]

**531.31 Preventive and Predictive Maintenance**

**531.311 Definition**

- a. *Preventive maintenance* is the scheduled, systematic inspection, examination, cleaning, lubricating, adjusting, and servicing of equipment to maintain it in top operating condition. Preventive maintenance and follow-up repair work (scheduled repair or parts replacement) are scheduled in advance.
- b. *Predictive maintenance* is the timely adjustment, repair, or replacement of a part, assembly, or subassembly before a failure or malfunction occurs. It is applicable to plant and postal systems and equipment. Predictive maintenance is based on condition data that have been collected and developed into trends and analyzed to determine optimum maintenance periods, warn of impending failure, and identify maladjusted or defective parts.

[Revise 531.312a and b to read as follows:]

**531.312 Establishing Program**

Programs are established by the following organizations:

- a. Offices with maintenance management and large quantities of postal equipment establish maintenance programs according to procedures in the appropriate maintenance documentation (see 531.6). These procedures may be modified based on local operating conditions and approval by the area office.
- b. Offices with limited maintenance capability and small quantities of equipment maintain that equipment according to applicable equipment handbooks. The senior maintenance official ensures that preventive maintenance schedules are developed and the work is performed.

[Revise 531.313a and b to read as follows:]

**531.313 Record Keeping**

Records are kept by the following organizations:

- a. Offices utilizing a national deployed computerized maintenance management information system (CMMIS) will maintain and report on preventive maintenance as prescribed in the appropriate maintenance series handbook or other maintenance documentation.
- b. Other offices will maintain records in any convenient format for all postal equipment. The senior maintenance official maintains these records, in accordance with applicable maintenance handbooks. The following information must be included:

\* \* \* \* \*

[Revise 531.323a and b to read as follows:]

**531.323 Guidance and Record Keeping**

Appropriate resources are as follows:

- a. Operating procedures for corrective maintenance and record keeping in offices utilizing a CMMIS are in the appropriate maintenance documentation.
- b. Offices that do not operate under a CMMIS use Form 4805, *Maintenance Work Order Request*, to maintain records of maintenance requested and performed.

\* \* \* \* \*

[Revise 531.33 to read as follows:]

**531.33 Operational Maintenance**

Operational maintenance is the use of maintenance or other postal personnel available in the vicinity of operationally critical mechanized and automated equipment to ensure minimum downtime from equipment failure. Refer to the appropriate maintenance management order (MMO) for operational maintenance staffing recommendations.

[Delete section 531.34, *Predictive Maintenance*.]

\* \* \* \* \*

**531.5 Maintenance Capability**

**531.51 Offices With Maintenance Capability**

\* \* \* \* \*

[Delete 531.512 through 531.515.]

**531.52 Offices Without Maintenance Capability**

[Revise 531.52b to read as follows:]

\* \* \* \* \*

- b. *Building and Building Equipment Maintenance*. Postmasters are responsible for enforcing maintenance responsibilities imposed on lessors of leased facilities. They are also responsible for ensuring that any

maintenance responsibilities imposed on the Postal Service by a lease are fulfilled. When the Postal Service is responsible for maintenance of an associate office and corrective maintenance is required, the field maintenance office (FMO) should be contacted (see 536). The FMO decides whether to have postal personnel perform the maintenance or to contract locally for the service.

\* \* \* \* \*

**531.6 Maintenance Documentation**

*[Revise 531.61 to read as follows:]*

**531.61 Requirements**

All offices with maintenance management must follow applicable standards and requirements in the listed documents. Any deviations must have prior approval from the area office.

**531.62 Types of Documentation**

\* \* \* \* \*

**531.622 Maintenance Management Orders**

\* \* \* \* \*

*[Revise address in 531.622 to read as follows:]*

HELP DESK  
 MAINTENANCE TECHNICAL SUPPORT CENTER  
 UNITED STATES POSTAL SERVICE  
 PO BOX 1600  
 NORMAN OK 73070-6708

800-366-4123

\* \* \* \* \*

*[Add section 531.626 to read as follows:]*

**531.626 Maintenance Service Bulletins**

Maintenance service bulletins are vendor-directed information that cover procedures, modifications, and information issued when systems are in the deployment stage.

*[Rename 531.63 to read as follows:]*

**531.63 Maintenance Recommendations**

\* \* \* \* \*

**531.7 Staffing Requirements and Authorizations**

*[Rename 531.71, 531.711, 531.721, 531.722, and 531.73; revise 531.71 through 531.74 to read as follows:]*

**531.71 Authorizations**

Either Headquarters or the area office authorizes maintenance positions and staffing allowances using current staffing recommendations in appropriate handbooks and maintenance documentation.

**531.711 Custodial and Plant Equipment**

The determination to use contract maintenance and/or Postal Service personnel is based on 535.261 for custodial cleaning. For plant equipment maintenance, the determination is based on economic justification.

**531.712 References**

Appropriate information can be found as follows:

- a. *Custodial Requirements*. Use Handbook MS-47, *Housekeeping — Postal Facilities*, for estimating custodial staffing.
- b. *Building and Building Equipment Staffing Recommendations*. Use procedures in Handbook MS-1, *Operation and Maintenance of Real Property*, to estimate building and building equipment maintenance (Postal Service or contract) staffing.

**531.72 Postal Equipment**

*[Rename 531.721 and revise to read as follows:]*

**531.721 Procedure**

Calculate maintenance staffing for postal equipment using recommendations in the applicable maintenance handbooks and maintenance management orders. Begin with preparing an inventory of all equipment to be maintained and listing tasks required of the maintenance workforce. Workhour estimates that have been developed for specific postal equipment are used to estimate total workload and numbers of different skill-level technicians and maintenance personnel recommended to properly support the equipment.

**531.722 Maintenance Recommendations**

Headquarters Maintenance Policies and Programs (MPP) prepares performance checklists, detailing preventive maintenance tasks and estimated times required by Postal Service personnel or contractors to perform the tasks for most postal equipment. These recommendations are published in maintenance handbooks and maintenance management orders. Total workhours per year recommended to maintain an item of equipment include:

\* \* \* \* \*

**531.73 Maintenance Operations Support**

Recommendations for establishing and calculating workload are in the appropriate maintenance handbooks and maintenance management orders. Calculations to determine the number of positions needed for maintenance operations support depend on the workforce supported.

**531.74 Self-Service Postal Equipment**

District management determines self-service postal center technician staffing, following the recommendations in Handbook PO-102, *Self-Service Vending Operational and Marketing Program*.

**532 Equipment Modifications and Configuration Control**

**532.1 Configuration Control and Management**

[Revise 532.11 and 532.12 to read as follows:]

**532.11 Purpose**

The Postal Service configuration control and management system ensures that effective Headquarters maintenance support is provided to field offices. This system controls and documents all changes to Engineering Change Board (ECB) controlled equipment. The ECB is located at Headquarters and maintains master files of engineering drawings and specifications of all equipment under ECB control.

**532.12 Applicability**

The ECB has designated the equipment to be placed under configuration control. Generally this is limited to nonfixed mechanization items and other postal equipment of standard design, of which relatively large quantities are in use in many postal facilities. Equipment unique to one facility has not been placed under this control system. All modifications to ECB-controlled equipment must conform to requirements of Publication 101, *Engineering Change Board Organization and Operation*.

**532.2 Equipment Modifications**

**532.21 Conditions**

\* \* \* \* \*

[Revise 532.213 to read as follows:]

**532.213 Nonfixed Mechanization**

Tests of locally proposed modifications to nonfixed, standard design, mechanization equipment must be approved by the facility manager before implementation (see Publication 101, *Engineering Change Board Organization and Operation*, Appendix A, for a list of controlled equipment).

\* \* \* \* \*

**533 Facility and Plant Equipment Maintenance**

\* \* \* \* \*

**533.4 Building Maintenance**

**533.41 Postal Service–Owned Buildings**

\* \* \* \* \*

[Revise 533.412e to read as follows:]

**533.412 Maintenance Responsibilities**

\* \* \* \* \*

e. Making necessary changes, modifications, repairs, and improvements to facilities (see Handbook F-66 series on investment policies and procedures).

[Revise 533.413 to read as follows:]

**533.413 Field Maintenance Program (FMP) Involvement**

In offices without maintenance management, the resources assigned to the FMP may be used for repair work or may have it done, as authorized in Handbook MS-45, *Field Maintenance Program*. Requests should be routed through the responsible office (see 536.22).

\* \* \* \* \*

**533.5 Building and Grounds Cleaning**

\* \* \* \* \*

**533.53 Supplies and Equipment**

\* \* \* \* \*

[Revise 533.532 to read as follows:]

**533.532 Equipment**

Publication 247, *Supply and Equipment Catalog*, lists equipment available for efficient custodial and plant equipment maintenance. The MLB also lists information regarding vendors of select equipment who have established national ordering agreements. This equipment is requisitioned on Form 7381, *Requisition for Supplies, Services, or Equipment*. Any required equipment not listed in Publication 247, the use of which would reduce custodial work-hours or other operation cost, should be requisitioned on Form 7381, with a detailed justification attached.

\* \* \* \* \*

[In section 533.54, *Inspection of Detached Units*, correct title of Handbook MS-110 to read "Associate Office Postmaster's Facilities Maintenance Guidelines."]

\* \* \* \* \*

[Revise 533.6 to read as follows:]

**533.6 Repair and Alteration (R&A) Program**

Area office personnel are responsible for administering the repair and alteration program. Handbooks RE-12, *Repair and Alteration Surveys*, and RE-13, *Repair and Alteration of Real Property Facilities*, have been prepared to assist area office personnel with this program.

\* \* \* \* \*



**534 Postal Equipment Maintenance**

**534.1 Types of Equipment**

[Revise 534.11 to read as follows:]

**534.11 Mail Processing Equipment**

This consists of all mechanization and automation used to convey, face, cancel, sort, or otherwise process for delivery all classes of letter and bulk mail. *Examples:* optical character readers, facer-cancelers, parcel and sack-sorting machines, bulk belt and portable powered conveyors, canceling machines, and flat-sorting machines.

\* \* \* \* \*

**534.2 Repair Parts — Overhaul and Rebuild**

\* \* \* \* \*

**534.23 Equipment Overhaul**

[Revise 534.231 to read as follows:]

**534.231 Major Equipment**

Certain extensively used major items of equipment require a major overhaul some time during their operating life. The Maintenance Technical Support Center (MTSC) issues instructions for major overhaul programs.

\* \* \* \* \*

**534.24 Repair Parts Stockage**

[Revise 534.241 to read as follows:]

**534.241 Requirement**

Offices with internal maintenance workforce operations must maintain local stockage of spare parts, tools, and supplies necessary to support maintenance performed in their office. The particular operating procedures depend on the maintenance management system used at the office.

\* \* \* \* \*

[Delete 534.244, *Emergency Stockage Centers.*]

\* \* \* \* \*

**535 Maintenance Service Contracts**

**535.1 General**

\* \* \* \* \*

**535.12 Procurement of Contracts**

\* \* \* \* \*

[Revise 535.122 to read as follows:]

**535.122 Existing Contracts**

When proposing a major revision to provisions of an existing contract, consider submitting the proposal to the purchasing and materials service center (PMSC).

\* \* \* \* \*

**535.2 Contract Criteria**

\* \* \* \* \*

**535.25 Elevator, Escalator, and Dumbwaiter Service**

[Revise 535.251 to read as follows:]

**535.251 Operation**

Contract service may be authorized for facilities in which the Postal Service is responsible for operating and maintaining elevators, escalators, or dumbwaiters. The Postal Service has this responsibility in all Postal Service-owned facilities. In leased facilities, the Postal Service generally has routine maintenance responsibility and sometimes has repair and replacement responsibility. In questionable cases, review the lease (see 535.111). Use Handbook AS-707-G, *Contracting for Elevator Repair and Maintenance*, as a reference when developing a contract.

\* \* \* \* \*

**535.26 Cleaning Services**

[Revise 535.261 to read as follows:]

**535.261 Authorization**

Authorization is secured as follows:

- a. In a new facility or when a vacancy as a result of an employee's voluntary attrition is identified in an independent installation or in a station and/or branch of an independent installation, the following sequential steps will be taken to determine whether or not a contract cleaning service may be utilized:
  - (1) Measure the square footage of the interior area, using procedures identified in Handbook MS-47, *Housekeeping — Postal Facilities*. Then divide that measurement by 18,000 and round off the resulting number to four decimal places.
  - (2) Measure the square footage of the exterior paved and unpaved area to be serviced, using the procedures identified in Handbook MS-47. Then divide that measurement by 500,000 and round off the resulting number to four decimal places.

- (3) Add the numbers obtained in steps 1 and 2 together. If the resulting number is less than one, a contract cleaning service may be used to perform the required work.
- b. If the determination is made to utilize a contract cleaning service, the local APWU president will be provided a copy of the above computations.
- c. The formula applies to replacement facilities or existing facilities with extensions or modifications.
- d. Post offices, stations, and/or branches that contract cleaning services under previous criteria may continue to do so.

\* \* \* \* \*

[Revise 535.27 to read as follows:]

**535.27 Other Contract Service**

If another type of contract service is needed, forward a complete description of the service desired, the need for it, and the estimated cost and duration of the contract to the purchasing and materials service center (PMSC).

**536 Field Maintenance Program**

**536.1 General**

[Revise the first paragraph in 536.11 to read as follows:]

**536.11 Policy**

Field maintenance offices (FMOs) support those associate offices that do not have maintenance management capability. FMOs perform maintenance in these cases:

\* \* \* \* \*

**536.2 Field Maintenance Program Responsibility**

\* \* \* \* \*

[Revise 536.22a to read as follows:]

**536.22 Area Office**

Area offices are responsible for:

- a. Defining geographic areas to be served by individual field maintenance offices (FMOs) and designating the responsible host maintenance management office.

\* \* \* \* \*

[Rename and revise 536.23 to read as follows:]

**536.23 Host Maintenance Management Offices**

These offices, designated by the area office, are responsible for:

- a. Providing the needed repair service through exchange of parts or equipment items, using mail transportation services, when possible.

- b. Verifying that repairs cannot be made, or economically secured by local contract, at the office of the requesting postmaster.
- c. Administration of the field maintenance program.

[Revise 536.3 to read as follows:]

**536.3 Program Administration**

The field maintenance program is administered by the Manager, Field Maintenance Operations (MFMO).

\* \* \* \* \*

[Revise 536.32 to read as follows:]

**536.32 Controls and Reports**

Maintenance planning and scheduling personnel are responsible for maintaining work order summaries, showing field maintenance office work at the home office and associate offices, and non-FMO work. All FMO work activities are to be entered, planned, and scheduled using the nationally deployed CMMIS.

**536.4 Requesting FMO Assistance**

[Revise 536.41 and 536.42 to read as follows:]

**536.41 Routine Work**

When FMO assistance is required, the postmaster of the requesting associate office completes Form 4805, *Maintenance Work Order Request*, and mails it to the FMO, Attention: Manager, Field Maintenance Operation. The request is processed and work is scheduled as described in Handbook MS-110, *Associate Office Postmaster's Facilities Maintenance Guidelines*.

**536.42 Emergencies**

In emergencies, the associate office postmaster uses the designated repair services, selected in advance (according to Handbook MS-110), or telephones the manager of field maintenance operations or maintenance support clerk and requests that the necessary work be performed.

[Revise 536.5 and 535.6 to read as follows:]

**536.5 Requesting Spare Parts**

Associate office postmasters who require spare parts for their postal equipment should requisition them from their FMO, using Form 4805, *Maintenance Work Order Request*, or a written request. In an emergency, the postmaster may contact the FMO by telephone.

**536.6 Contracting Authorities**

See section 72 of this manual for delegated work buying authorities. For requirements exceeding these authorities, contact your area purchasing and materials service center (PMSC).

# Child Alert Program

November 2000

## Have You Seen Any of These Children?

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



**Asha Degree**  
 Born: 8-5-90  
 Date Missing: 2-14-00  
 Missing From: Shelby, NC



**Coral Hall**  
 Born: 9-21-84  
 Date Missing: 9-22-98  
 Missing From: Flint, MI



**Shy'Kemnia Pate**  
 Born: 10-29-89  
 Date Missing: 9-4-98  
 Missing From: Unadilla, GA



**Arianna Trujillo-Robnett**  
 Born: 11-10-89  
 Date Missing: 1-10-00  
 Missing From: Wesley Hills,  
 NY



**Gabriella Trujillo-Robnett**  
 Born: 12-26-93  
 Date Missing: 1-10-00  
 Missing From: Wesley Hills,  
 NY



**Fernando Trujillo-Robnett**  
 Born: 2-25-92  
 Date Missing: 1-10-00  
 Missing From: Wesley Hills,  
 NY

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

### **Missing Children Poster Display Instructions**

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

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

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

In addition to *Postal Bulletin* updates, NCMEC distributes information via broadcast fax. Notification of newly reported missing children is sent to designated district "Missing Children" coordinators at fax numbers provided by district managers. Within 24 hours of receipt of a facsimile Missing Children poster, district coordinators should distribute copies to all postal facilities in their districts. Missing Children posters are to be displayed for 30 days in post office lobbies, workroom floor areas, and other postal facilities, unless notification is received (from NCMEC) to remove a particular poster sooner. The broadcast fax network is used to distribute posters and information in only the most urgent cases of missing and exploited children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

Missing Children posters are available to the U.S. Postal Service only as described above. If postal employees are contacted by individuals or local agencies about displaying a sign or poster of a missing child in local post offices, the individual or agency should be politely informed that the U.S. Postal Service displays only those posters provided by NCMEC, because it has been designated by the U.S. Department of Justice to be the national clearinghouse and resource center for missing and exploited children. The individual or agency should then be referred to NCMEC at 1-800-843-5678.

November 2000

## Have You Seen Any of These Children?

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



**Tristen Thorne**  
 Born: 9-22-98  
 Date Missing: 8-1-00  
 Missing From: Jacksonville,  
 NC



**Jacquelin Randhawa**  
 Born: 9-27-93  
 Date Missing: 7-25-00  
 Missing From: Farmington,  
 NY



**Jamir Newman**  
 Born: 4-11-96  
 Date Missing: 2-11-00  
 Missing From: Long Beach,  
 CA



**Adil Nasser**  
 Born: 11-23-95  
 Date Missing: 9-8-98  
 Missing From: Dearborn, MI



**Nahala Nasser**  
 Born: 6-3-93  
 Date Missing: 9-8-98  
 Missing From: Dearborn, MI



**Ezra Lui**  
 Born: 8-16-97  
 Date Missing: 11-13-99  
 Missing From: Irvine, CA

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

### **Missing Children Poster Display Instructions**

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November 2000

## Have You Seen Any of These Children?

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



**Nicolas DiPietro**  
Born: 5-22-98  
Date Missing: 7-27-00  
Missing From: Sanford, NC



**Bonnie Lunceford**  
Born: 8-1-85  
Date Missing: 6-4-00  
Missing From: Folsom, CA



**Daniel Herrera**  
Born: 4-13-93  
Date Missing: 7-13-00  
Missing From: Houston, TX

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

### **Missing Children Poster Display Instructions**

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

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# 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 Business Service Network Operations at 800-419-2769 at least one month preceding the requested delivery dates. The

Postal Service also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://www.ribbs.usps.gov/files/advance/ADVTECH.PDF> or contact the National Customer Support Center at 800-458-3181.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Eddie Bauer, Inc. Gift Resource	Standard A/ Flat	11/24–11/26	3.4	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Warsaw, IN
Eddie Bauer, Inc. Holiday Prospect Remail	Standard A/ Flat	11/24–11/26	2.7	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Warsaw, IN
The Territory Ahead Christmas Prospector	Standard A/ Flat	11/24–11/26	1.3	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Lancaster, PA; 48 pages
The Sportsman's Guide December It's Not Too Late Sale	Standard A/ Flat	11/24–11/29	2.9	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Spartanburg, SC
Billy Graham Letter	Standard A/ Flat	11/27–12/1	1.2	Nationwide	CarRt, 3/5-Digit, Basic, Barcoded	Minneapolis, MN; 8" x 10 5/8", 44-page magazine
JC Penney Wk 44 Sweet Sale	Standard A/ Postcard	11/28–11/30	13.0	Nationwide	CarRt, 3/5-Digit, Basic, Barcoded	Harte-Hanks
Sally Beauty Supply	Standard A/ Letter	11/28–11/30	2.5	Nationwide	CarRt, 3/5-Digit	Compass Print and Mail Services, Dallas, TX
JC Penney December Sale	Standard A/ Catalog	11/30–12/2	6.6	Nationwide	CarRt, 3/5-Digit	RR Donnelley

# Domestic Mail

## DMM REVISION

### Labeling List Changes

Effective November 16, 2000, *Domestic Mail Manual* (DMM) L001, L002, L003, L004, and L801 are amended to reflect changes in mail processing operations. Although mailers are encouraged to label according to these revised lists immediately, they must comply with these changes no later than January 28, 2001. These changes will be incorporated into the online DMM available via Postal Explorer (<http://pe.usps.gov>) on December 14, 2000, and will be included in the printed version of DMM Issue 56.

A complete version of the revised list L602 – ASFs was published in the “Preparation Changes for First-Class Mail, Periodicals, and Standard Mail” article in *Postal Bulletin* 22036 (11-2-00). This list has an optional effective date of December 15. The mandatory effective date for this list will coincide with the implementation of the rates resulting from the R2000-1 rate case. Also included in the 11-2-00 article are changes to headings and introductory paragraphs for lists L001, L601, and L605. Please note that these changes are applicable for the time period of optional use only. Implementation of R2000-1 will necessitate additional changes to support changing names of mail classes and the addition of bound printed matter to applicable labeling lists. The proposed revised list names and instructions for R2000-1 were published in the *Federal Register* notice (8-29-00), “Domestic Mail Manual to Implement Docket No. R2000-1, Proposed Changes; Proposed Rule.” Final revisions to those list names and instructions will be published in the *Postal Bulletin* that transmits the rates resulting from the R2000-1 rate case.

### Domestic Mail Manual (DMM)

\* \* \* \* \*

#### L Labeling Lists

#### L000 General Use

#### L001 5-Digit Scheme — Periodicals Flats and Irregular Parcels and Standard Mail (A) Flats

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b> 52804, 06, 07, 09	NORTHWEST STATION IA 52802
<b>Change To:</b> 52804, 06, 07, 09	NORTHWEST STATION IA 52804

**L002 3-Digit ZIP Code Prefix Matrix**

\* \* \* \* \*

<b>Change From: 3-Digit ZIP Code Prefix</b>	<b>Column A 3-Digit Destinations (1) Label to</b>	<b>Column B 3-Digit/Scheme Destinations Label to</b>	<b>Column C SCF Destinations Label to</b>
310	MACON GA 310	MACON GA 310 <sup>S</sup>	SCF MACON GA 310
312	MACON GA 312 <sup>U</sup>	MACON GA 310 <sup>S</sup>	SCF MACON GA 310
430	COLUMBUS OH 430	COLUMBUS OH 430 <sup>S</sup> SCHEME A	SCF COLUMBUS OH 430
431	COLUMBUS OH 431	COLUMBUS OH 430 <sup>S</sup> SCHEME A	SCF COLUMBUS OH 430
433	COLUMBUS OH 433	COLUMBUS OH 430 <sup>S</sup> SCHEME A	SCF COLUMBUS OH 430
437	ZANESVILLE OH 437	COLUMBUS OH 437 <sup>S</sup> SCHEME B	SCF ZANESVILLE OH 437
438	ZANESVILLE OH 438	COLUMBUS OH 437 <sup>S</sup> SCHEME B	SCF ZANESVILLE OH 437
654	SPRINGFIELD MO 654	SPRINGFIELD MO 654 <sup>S</sup> SCHEME A	SCF SPRINGFIELD MO 656
655	SPRINGFIELD MO 655	SPRINGFIELD MO 654 <sup>S</sup> SCHEME A	SCF SPRINGFIELD MO 656
656	SPRINGFIELD MO 656	SPRINGFIELD MO <sup>S</sup> SCHEME B	SCF SPRINGFIELD MO 656
657	SPRINGFIELD MO 657	SPRINGFIELD MO 656 <sup>S</sup> SCHEME B	SCF SPRINGFIELD MO 656

<b>Change To: 3-Digit ZIP Code Prefix</b>	<b>Column A 3-Digit Destinations Label to</b>	<b>Column B 3-Digit/Scheme Destinations Label to</b>	<b>Column C SCF Destinations Label to</b>
310	MACON GA 310	MACON GA 310	SCF MACON GA 310
312	MACON GA 312 <sup>U</sup>	MACON GA 312	SCF MACON GA 310
430	COLUMBUS OH 430	COLUMBUS OH 430	SCF COLUMBUS OH 430
431	COLUMBUS OH 431	COLUMBUS OH 431	SCF COLUMBUS OH 431
433	COLUMBUS OH 433	COLUMBUS OH 433	SCF COLUMBUS OH 430
437	ZANESVILLE OH 437	ZANESVILLE OH 437 <sup>S</sup>	SCF ZANESVILLE OH 437
438	ZANESVILLE OH 438	ZANESVILLE OH 437 <sup>S</sup>	SCF ZANESVILLE OH 437
654	SPRINGFIELD MO 654	SPRINGFIELD MO 654 <sup>S</sup>	SCF SPRINGFIELD MO 656
655	SPRINGFIELD MO 655	SPRINGFIELD MO 654 <sup>S</sup>	SCF SPRINGFIELD MO 656
656	SPRINGFIELD MO 656	SPRINGFIELD MO 656	SCF SPRINGFIELD MO 656
657	SPRINGFIELD MO 656	SPRINGFIELD MO 657	SCF SPRINGFIELD MO 656

**L003 3-Digit ZIP Code Prefix Groups — 3-Digit Scheme Sortation**

\* \* \* \* \*

<b>Column A 3-Digit ZIP Code Prefix Group</b>	<b>Column B Label to</b>
<b>Change From:</b> 437, 438	COLUMBUS OH 437 SCHEME B
654, 655	SPRINGFIELD MO 654 SCHEME A
<b>Change To:</b> 437, 438	ZANESVILLE OH 437
654, 655	SPRINGFIELD MO 654
<b>Delete:</b> 310, 312	MACON GA 310
430, 431, 433	COLUMBUS OH 430 SCHEME A
656, 657	SPRINGFIELD MO 656 SCHEME B

**L004 3-Digit ZIP Code Prefix Groups — ADC Sortation**

\* \* \* \* \*

Column A 3-Digit ZIP Code Prefix Group		Column B Label to
<b>Change From:</b>		
325, 365, 366, 394–396, 700, 701, 703–708	(FCM and PER only)	ADC NEW ORLEANS LA 700
325, 365, 366, 394–396, 700, 701, 703–708	(STD only)	ADC NEW ORLEANS LA 70099
369, 390–393, 397	(FCM and PER only)	ADC JACKSON MS 390
369, 390–393, 397	(STD only)	ADC JACKSON MS 39099
<b>Change To:</b>		
325, 365, 366, 394, 395, 700, 701, 703–708	(FCM and PER only)	ADC NEW ORLEANS LA 700
325, 365, 366, 394, 395, 700, 701, 703–708	(STD only)	ADC NEW ORLEANS LA 70099
369, 390–393, 396, 397	(FCM and PER only)	ADC JACKSON MS 390
369, 390–393, 396, 397	(STD only)	ADC JACKSON MS 39099

\* \* \* \* \*

**L800 Automation Rate Mailings**

**L801 AADCs — Letter-Size Mailings**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label to
<b>Change From:</b>	
369, 390–393, 397	AADC JACKSON MS 390
394–396, 700, 701, 703, 704	AADC NEW ORLEANS LA 700
<b>Change To:</b>	
369, 390–393, 396, 397	AADC JACKSON MS 390
394, 395, 700, 701, 703, 704	AADC NEW ORLEANS LA 700

— Logistics, Transportation, Field Support, 11-16-00

*DMM REVISION*

**Parcel Post ZIP Codes**

Effective November 16, 2000, *Domestic Mail Manual* (DMM) E652 Exhibit 8.0 is revised to add a ZIP Code for Parcel Post destination delivery unit (DDU) discounts.

These revisions will appear in the next printed version of the DMM and are included in the monthly update of the on-line DMM available via Postal Explorer (<http://pe.usps.gov>).

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

<b>E Eligibility</b>	* * * * *
<b>E600 Standard Mail</b>	* * * * *
<b>E650 Destination Entry</b>	* * * * *

**E652 Parcel Post**

\* \* \* \* \*

**8.0 DELIVERY FACILITIES DIFFERENT FROM THOSE IN THE DROP SHIPMENT PRODUCT**

\* \* \* \* \*

**Exhibit 8.0 Delivery Facilities Different From Those in the Drop Shipment Product**

[Amend Exhibit 8.0 by adding ZIP Code 02215 to the entry for Boston as follows:]

ZIP Codes Served	Destination Delivery Unit Location
<b>MASSACHUSETTS</b>	
02108–11, 14–16, 18–22, 24–25, 27, 34–35, 38–42, 63 02215	Parcel Post Annex, 647 Summer Street, Boston, MA 02210

— Operational Requirements, Operations Planning and Processing, 11-16-00

## REVISION

**Express Mail Labels and Forms**

The Postal Service has moved towards the elimination of manually filed delivery records with a new signature capture process and electronic record management system. With this new process, once the appropriate signature is collected on PS Form 3849, *Delivery Notice/Reminder/Receipt*, the delivery record will be stored electronically in a centralized database. This new signature capture process includes delivery records for Express Mail items delivered in the continental United States, Alaska, Hawaii, Puerto Rico, and the U.S. Virgin Islands.

This process change has resulted in the removal of the signature block from Label 11-A, *Express Mail Post Office to Post Office*; Label 11-B, *Express Mail Post Office to Addressee*; Label 11-E, *Express Mail Post Office to Post Office*; Label 11-F series, *Express Mail Post Office to Addressee*; PS Form 5625, *Express Mail Custom Designed*

*Service Receipt*; and PS Form 5625-C, *Express Mail Custom Designed Service*. Other changes to Express Mail Labels 11-A, -B, -E, and -F series include the movement of the barcode from a position parallel to the right edge of the label to the upper-right corner, parallel to the width of the label. Additionally, lightly shaded boxes for ZIP+4 information have been added in the "To" section of Label 11-B. (See illustration on page 22.)

The new labels and forms will be provided from the Express and Priority Mail Supply Centers (800-610-8734) as in the past. Existing supplies will be depleted before the October 2000 revised designs are shipped or distributed.

— Information Systems,  
Expedited/Package Services, 11-16-00

## ALL NIXIE OPERATIONS

**Recognition of Mail Participating in Address Change Service**

Proper treatment of undeliverable-as-addressed (UAA) mail, especially mail subject to electronic change-of-address notification via Address Change Service (ACS), presents an important opportunity to improve service and protect revenue.

ACS participant mail is not easy to recognize. Mailers must use a seven-letter participant code, preceded by a pound sign (#) as a delimiter, in conjunction with two of the four available ancillary service endorsements — "Change Service Requested" or "Address Service Requested." A keyline of up to 16 alpha and/or numeric characters, also with pound sign (#) delimiters before and after, may be used. These specially formatted keyline and participant codes are located directly above the customer name and address, in areas where nonpostal coding is commonly located. Their unique format, along with either of the two specified endorsements, identifies the pieces as ACS.

Special training and procedures for carriers are not required. Carriers need only decide if a piece is deliverable or not, and place it with forwardable mail (if a change of address is on file) or endorse it with the reason for nondelivery and place it in the throwback case.

ACS recognition problems occur primarily in delivery unit nixie operations, where mail that is UAA and not forwardable is processed. *Nixie clerks must be alert for and recognize ACS participant codes and ancillary return service endorsements.*

In an effort to assist postal employees in recognizing ACS pieces, mailer BMG Direct has added the phrase "ACS: If UAA – Send to CFS" to selected packaging, just below their return address. Delivery units should begin seeing the revised packaging in November. The phrase can appear only on ACS mail that is also endorsed "Change Service Requested" or "Address Service Requested," in accordance with *Domestic Mail Manual* (DMM) F010.

Remember that if the piece is UAA and there is no valid forwarding order on file, it must be prepared and submitted to Computerized Forwarding System (CFS) units in accordance with ACS nixie preparation and dispatch requirements. *Postmasters must ensure that ACS nixies are submitted to their CFS units for processing, rather than handled locally.*

BMG's use of this message does not alter its obligation to comply with DMM standards for the placement and use of correct ancillary service endorsements and other packaging and marking requirements.

— Delivery Policies and Programs,  
Delivery, 11-16-00

Revised Express Mail Labels and Forms

**EXPRESS MAIL**  
POST OFFICE TO POST OFFICE

FROM: [ ]  
TO: [ ]

MAILING LABEL

FOR PICKUP OR TRACKING CALL 1-800-222-1811 www.usps.com EMS

Label 11-A

**EXPRESS MAIL**  
POST OFFICE TO ADDRESSEE

FROM: [ ] TO: [ ]

MAILING LABEL

FOR PICKUP OR TRACKING CALL 1-800-222-1811 www.usps.com EMS

Label 11-F Series

**EXPRESS MAIL**  
POST OFFICE TO ADDRESSEE

FROM: [ ] TO: [ ]

MAILING LABEL

FOR PICKUP OR TRACKING CALL 1-800-222-1811 www.usps.com EMS

Label 11-B

**EXPRESS MAIL**  
CUSTOM DESIGNED SERVICE

FROM: [ ] TO: [ ]

MAILING LABEL

FOR PICKUP OR TRACKING CALL 1-800-222-1811 www.usps.com EMS

PS Form 5625-C

**EXPRESS MAIL**  
POST OFFICE TO POST OFFICE

FROM: [ ] TO: [ ]

MAILING LABEL

FOR PICKUP OR TRACKING CALL 1-800-222-1811 www.usps.com EMS

Label 11-E

# Finance

## Use of Airline City-Pair Contracts for Official Travel

City-pair contracts negotiated by the General Services Administration (GSA) are now providing government rate fares between major U.S. cities. These fares are substantially lower than unrestricted commercial rates for the same routes. Noncontract carriers may offer the same rates ("me too" fares) as the contract carriers in order to get a share of the government's travel dollars.

Postal employees are *required* to use contract airline carriers when traveling on official postal business because the U.S. Postal Service is an independent entity within the executive branch of the government of the United States under the Postal Reorganization Act of August 12, 1970 (Public Law 91-375, 84 Stat. 719).

Noncontract airline carriers may be used only as follows:

- Use a noncontract carrier if space is not available on a scheduled contract flight so that your time of arrival allows you to accomplish your travel purpose.
- Use a noncontract carrier if use of the contract carrier requires the Postal Service to incur unnecessary overnight costs (such as lodging, per diem, etc.).

- Use a noncontract carrier if use of the contract carrier would prevent scheduling of travel during normal working hours.

In order to obtain government rate fares, postal employees must use their government-issued travel credit cards.

Effective October 1, 2000, American Airlines began enforcing a policy requiring that tickets purchased at government rate fares on non-city-pair contract flights be issued no longer than three days after making your reservation. American Airlines is canceling reservations if tickets are not issued within that time frame. Northwest Airlines has instituted a similar policy with a two-day limit. Other airlines are expected to institute similar policies.

— *Corporate Accounting, Finance, 11-16-00*

# Fraud Alert

## Withholding of Mail Orders

Withholding of mail orders is enforced by the postmaster at the city listed below:

State/City	Names Covered
CA, Los Angeles 90015-1702	David Schwartz, Michael Stern, And All Other Names, 225 East 9th Street, PMB 150

— *Recorder's Office, Judicial Officer, 11-16-00*

## 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	383 314 3968 to 3999	399 792 7775 to 7799	412 485 6610 to 6699
011 588 2900 to 011 588 3099	383 892 1000 to 1344	399 792 8300 to 8399	412 885 5953 to 5999
012 579 5675 to 012 579 5699	383 892 1382 to 1399	<b>400 427 1051 to 1999</b>	414 193 3608 to 3674
013 289 6176 to 013 289 6199	384 925 3641 to 3654	401 045 1505 to 1549	414 193 3677 to 3699
013 610 0014 to 013 610 0099	385 568 2331 to 2399	401 045 1571 to 1599	414 411 7348 to 7399
014 932 1000 to 014 932 1099	385 599 7554 to 7575	401 294 2700 to 2799	414 640 0757 to 0799
014 972 0800 to 014 972 0899	385 774 2024 to 2099	401 310 9505 to 9599	414 965 1727 to 1799
015 363 0007 to 015 363 0099	386 624 1412 to 1599	401 382 5312 to 5399	417 302 8104 to 8199
018 986 5264 to 018 986 5299	386 883 8936 to 8999	402 578 7876 to 7899	417 387 6532 to 6599
210 221 0548 to 210 221 0599	387 314 5574 to 5599	403 125 6744 to 6799	417 496 6800 to 6999
273 070 8059 to 273 070 8099	387 837 6300 to 6399	403 260 7000 to 7499	417 871 9250 to 9299
273 775 7700 to 273 775 7899	388 828 0656 to 0699	403 280 6470 to 6499	417 930 9533 to 9599
302 000 0000 to 302 123 9999	389 696 2400 to 2799	403 685 8600 to 8699	418 164 6500 to 6799
349 746 2056 to 2099	389 846 3104 to 3135	404 003 0300 to 0399	418 423 9863 to 9899
350 518 7350 to 7374	389 846 3145 to 3195	404 041 8838 to 8899	418 633 5922 to 5999
360 011 1690 to 1699	389 887 9211 to 9230	404 071 4268 to 4299	418 719 8520 to 8599
360 168 6008 to 6099	389 887 9234 to 9299	404 347 5356 to 5399	418 744 2235 to 2299
360 173 8800 to 8899	<b>390 001 3182 to 3199</b>	404 347 5548 to 5599	418 962 2848 to 2899
360 324 2326 to 2399	390 001 3500 to 3699	404 726 4500 to 4599	419 543 0286 to 0299
362 861 3064 to 3099	390 545 5974 to 5999	404 961 5001 to 5199	419 730 0300 to 0399
<b>373 006 2176 to 2199</b>	391 104 6146 to 6199	405 325 0188 to 0198	<b>420 277 0015 to 0049</b>
374 768 2600 to 2699	391 574 1466 to 1499	406 009 4587 to 4599	420 599 0734 to 0798
375 169 4400 to 4599	391 783 3020 to 3599	406 260 6830 to 6899	420 661 4115 to 4199
375 829 3400 to 3499	391 792 6100 to 6199	406 459 6641 to 6999	420 758 9500 to 9699
375 851 9100 to 9199	392 668 2956 to 2999	406 733 3000 to 3999	420 969 3951 to 3971
376 196 0911 to 0999	392 854 8500 to 8899	407 545 1557 to 1599	420 969 3973 to 3999
378 085 3679 to 3699	393 584 7566 to 7699	407 594 0412 to 0599	421 116 3565 to 3599
378 351 1063 to 1099	393 650 0074 to 0099	407 692 9100 to 9299	421 130 9300 to 9399
379 843 5100 to 5199	393 838 8316 to 8499	407 959 2190 to 2199	421 313 4500 to 4999
<b>380 093 9600 to 9699</b>	393 893 6007 to 6099	408 265 2275 to 2288	421 364 5537 to 5599
380 165 1165 to 1199	394 126 6907 to 6999	408 499 7700 to 7799	421 656 2609 to 2699
381 325 4500 to 4599	394 189 0405 to 0599	408 499 7900 to 7999	421 988 9700 to 9799
381 604 2510 to 2699	394 822 3243 to 3278	408 682 8484 to 8599	422 172 4667 to 4699
381 645 9525 to 9599	394 990 1810 to 1899	408 698 7015 to 7099	422 484 4212 to 4299
	395 343 3264 to 3299	409 072 3941 to 3999	422 556 1270 to 1299
	395 373 3035 to 3099	<b>410 491 2311 to 2399</b>	422 587 7024 to 7099
	395 396 9649 to 9799	410 694 8400 to 8599	422 819 7533 to 7599
	395 970 3240 to 3299	410 775 1500 to 1599	422 842 5073 to 5087
	397 622 4054 to 4099	410 795 7927 to 7999	422 907 7563 to 7599
	397 819 8902 to 8999	410 867 0917 to 0966	424 500 6050 to 6099
	398 149 7200 to 7699	410 867 0970 to 0999	424 641 8500 to 8599
	399 070 0872 to 0899	411 868 1023 to 1199	424 871 6600 to 6699
	399 156 7119 to 7199	411 922 2322 to 2399	425 298 2352 to 2399
	399 203 5064 to 5099	412 193 0900 to 0999	425 418 4269 to 4299
	399 296 9910 to 9999	412 395 8599 to 8699	425 418 4405 to 4499
	399 396 8935 to 8999	412 485 6500 to 6599	426 547 4566 to 4599



427 412 6337 to	6499	452 890 4679 to	4799	464 711 4332 to	4399	<b>480 526 2000 to</b>	<b>2099</b>
427 481 0900 to	0999	452 900 8215 to	8238	465 692 3963 to	3999	480 640 6330 to	6399
428 027 2742 to	2752	453 117 9146 to	9199	465 698 8300 to	8599	480 658 0568 to	0599
429 474 4172 to	4199	453 334 3631 to	3699	465 743 7745 to	7799	480 689 5100 to	5199
429 889 2900 to	2999	453 603 7841 to	7891	466 798 6056 to	6067	481 072 9463 to	9499
<b>430 150 4401 to</b>	<b>4599</b>	453 650 1140 to	1199	467 147 4300 to	4399	481 673 0074 to	0095
430 172 9800 to	9899	453 741 1300 to	1399	468 079 5782 to	5799	482 527 1500 to	1599
430 177 1900 to	2099	454 013 2919 to	2999	469 067 2817 to	2899	482 541 5255 to	5299
430 444 9500 to	9699	454 186 2411 to	2499	469 127 8000 to	8199	482 729 6800 to	6899
430 664 4070 to	4099	454 268 4883 to	4899	469 213 0359 to	0399	483 363 7207 to	7299
432 168 8419 to	8499	454 302 5400 to	5499	469 213 0500 to	0599	483 402 2356 to	2399
432 708 6800 to	6999	454 490 8300 to	8399	469 561 8011 to	8099	483 486 5100 to	5199
432 744 1544 to	1599	454 547 7434 to	7499	469 658 1961 to	1999	483 632 1521 to	1599
432 995 9775 to	9799	454 922 4867 to	4895	469 666 9900 to	9999	483 632 2600 to	2799
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	<b>470 755 5800 to</b>	<b>5818</b>	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
<b>440 698 1947 to</b>	<b>1999</b>	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	<b>490 669 5850 to</b>	<b>6099</b>
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	<b>460 349 6878 to</b>	<b>6899</b>	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
<b>450 048 4173 to</b>	<b>4199</b>	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

496 209 7425 to	7499	612 751 5226 to	5299	633 438 6429 to	6599	646 242 6200 to	6299
496 213 8728 to	8799	612 751 6083 to	6099	633 588 7173 to	7182	646 270 7639 to	7799
496 474 5226 to	5248	612 751 6268 to	6299	634 725 0700 to	0799	646 798 4000 to	4999
497 053 8517 to	8699	612 751 6572 to	6599	634 803 3239 to	3299	647 048 7035 to	7099
497 854 8673 to	8699	612 774 2111 to	2199	634 807 2474 to	2499	647 049 2900 to	2999
498 449 8888 to	8899	612 774 2254 to	2299	634 827 5900 to	5999	647 398 8300 to	8399
498 929 8285 to	8499	612 774 2500 to	2599	634 886 3428 to	3499	647 398 8481 to	8499
498 936 5310 to	5399	614 469 0979 to	0999	635 559 3449 to	3499	647 437 3000 to	4999
499 016 5425 to	5499	614 474 3000 to	3099	636 289 6214 to	6299	647 811 2188 to	2199
499 440 8575 to	8899	614 521 3490 to	3499	636 634 8007 to	8042	648 009 6057 to	6099
499 731 6717 to	6799	614 645 1800 to	1899	637 150 1200 to	1299	648 163 5300 to	5499
<b>500 064 1858 to</b>	<b>1869</b>	614 832 1100 to	2099	637 562 5828 to	5899	648 722 5283 to	5299
500 070 5725 to	7799	615 017 7505 to	7599	638 042 1647 to	1699	648 892 3164 to	3199
<b>600 645 3223 to</b>	<b>3299</b>	617 711 6609 to	6699	638 049 4984 to	4999	649 100 3989 to	3999
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	<b>620 073 9400 to</b>	<b>9499</b>	639 415 2019 to	2099	<b>650 114 7707 to</b>	<b>7719</b>
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	<b>640 289 7500 to</b>	<b>7599</b>	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	<b>630 389 3056 to</b>	<b>3071</b>	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	<b>660 510 4100 to</b>	<b>4199</b>
609 893 1000 to	1099	631 459 9117 to	9199	645 318 7240 to	7499	660 673 0400 to	0599
<b>610 092 3200 to</b>	<b>3299</b>	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	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

662 068 0700 to 0899	683 444 8159 to 8199	701 267 2000 to 3999	<b>840 323 0600 to 0699</b>
662 553 0774 to 0799	685 154 7780 to 7789	701 335 7312 to 7399	840 875 6235 to 6299
663 078 7034 to 7099	685 623 5264 to 5299	701 369 2005 to 2050	840 910 0900 to 0999
663 763 5300 to 5399	685 650 9487 to 9499	701 503 2247 to 2299	841 349 5000 to 5099
663 883 7039 to 7499	685 669 4200 to 4299	701 541 2271 to 2299	841 805 7747 to 7899
664 253 8000 to 8499	685 757 8452 to 8499	701 553 6557 to 6599	841 805 7944 to 8099
664 656 3055 to 3099	686 071 2694 to 2799	701 601 3457 to 3499	842 226 0685 to 0695
665 174 6400 to 6499	686 176 3333 to 3354	701 605 5913 to 5999	842 685 4600 to 4699
665 274 8208 to 8299	686 372 3200 to 3299	701 695 3982 to 3999	842 685 4742 to 4999
665 669 5400 to 5499	686 644 5879 to 5899	701 695 4148 to 4199	842 860 0300 to 0399
666 132 8226 to 8299	686 931 7636 to 7699	701 695 4227 to 4299	842 898 5582 to 5599
666 696 2209 to 2299	687 601 0973 to 0999	701 708 1741 to 1799	843 062 7100 to 7199
666 696 2309 to 2399	687 614 6774 to 6799	701 736 3966 to 3999	843 077 6288 to 6299
667 032 9300 to 9399	688 120 9000 to 9999	701 838 2800 to 2899	843 077 6378 to 6399
667 729 5529 to 5599	688 314 3107 to 3191	701 941 0600 to 0699	843 758 5769 to 5778
668 383 8400 to 8699	<b>690 291 1361 to 1371</b>	702 171 1603 to 1699	843 786 2554 to 2699
<b>670 368 3400 to 3499</b>	690 788 2877 to 2899	702 195 5109 to 5199	845 727 2100 to 2199
670 369 7336 to 7399	690 893 5344 to 5399	702 254 9300 to 9399	845 746 2618 to 2635
670 750 7169 to 7199	690 893 5512 to 5599	702 264 7569 to 7599	847 284 2481 to 2499
671 046 6200 to 6399	690 904 1300 to 1599	702 713 1800 to 1809	847 374 7055 to 7065
671 251 5448 to 5499	690 941 6000 to 6199	702 821 5730 to 5799	847 636 5304 to 5399
671 926 5600 to 5799	691 313 6383 to 6399	702 821 5805 to 5899	847 700 5447 to 5499
672 444 2000 to 2999	691 313 6600 to 6699	702 878 0114 to 0199	847 723 7500 to 7599
672 828 3410 to 3499	691 582 8003 to 8099	<b>740 002 7710 to 7719</b>	849 792 2600 to 2699
673 167 5776 to 5799	691 664 1800 to 1999	<b>806 087 1100 to 1499</b>	<b>850 546 1862 to 1899</b>
675 464 3700 to 3799	691 664 2400 to 2499	806 268 9275 to 9299	851 143 6826 to 6844
675 464 4000 to 4199	692 727 9362 to 9399	806 534 3400 to 3477	851 209 9880 to 9899
676 365 5958 to 5999	692 798 1800 to 1899	807 342 3283 to 3399	851 928 9221 to 9299
676 669 1024 to 1099	693 249 0779 to 0799	808 086 7100 to 7199	852 589 6560 to 6599
677 126 6734 to 6799	693 249 0877 to 1699	808 090 3440 to 3499	854 304 4089 to 4999
677 333 9979 to 9999	693 445 0566 to 0999	808 325 5161 to 5699	855 319 9364 to 9399
677 466 1088 to 1099	693 448 8500 to 8999	808 784 8000 to 8299	856 226 0490 to 0499
678 071 4500 to 4799	693 645 9583 to 9599	<b>830 602 5800 to 5999</b>	856 656 5800 to 5999
678 096 7531 to 7599	693 965 4200 to 4299	830 610 3700 to 3799	856 752 0200 to 0299
679 909 2578 to 2599	695 741 2906 to 2999	830 983 3500 to 3599	857 279 3450 to 3499
<b>680 112 9565 to 9599</b>	695 947 8518 to 8599	830 983 3635 to 3699	858 124 7643 to 7699
680 244 0903 to 0999	696 662 8247 to 8299	831 354 1387 to 1399	859 063 8200 to 8699
680 412 6046 to 6099	697 447 8285 to 8296	831 815 8240 to 8299	859 190 0600 to 0644
680 761 6800 to 6899	698 042 4816 to 4899	832 525 3810 to 3899	859 811 2888 to 2899
681 677 0540 to 0699	698 227 0000 to 0099	833 159 1884 to 1899	859 855 8873 to 8999
682 070 1029 to 1099	<b>700 065 2570 to 2599</b>	833 456 2567 to 2599	<b>861 637 6010 to 6099</b>
682 956 6280 to 6299	700 065 4800 to 4899	833 566 3015 to 3071	869 800 0000 to 999 9999
682 956 6490 to 6599	700 190 3350 to 3359	834 316 5444 to 5499	<b>870 054 4814 to 4899</b>
682 956 6700 to 6799	700 228 6048 to 6099	835 269 5700 to 5799	870 491 4812 to 4849
682 965 1178 to 1199	700 650 0452 to 0499	835 496 7303 to 7399	870 536 5820 to 5829
682 965 1201 to 1299	700 666 1323 to 1349	835 539 5200 to 5999	870 541 7167 to 7239
683 118 2389 to 2399	700 786 9106 to 9142	835 813 3015 to 3099	870 575 8155 to 8999
683 378 2000 to 2099	700 859 0744 to 0758	838 518 1257 to 1299	870 589 0485 to 0494
683 378 2117 to 2299	701 028 6780 to 6899	839 718 8257 to 8299	870 691 7060 to 7099
683 415 1200 to 1499	701 213 3900 to 3999		

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

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

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

<b>000 000 001 to 692 600 000</b>	702 053 601 to 3 800	709 243 479 to 3 500	718 961 721 to 1 780
<b>692 720 871 to 0 900</b>	702 104 368 to 4 900	709 411 171 to 1 320	718 982 001 to 2 300
692 876 955 to 7 050	702 128 306 to 8 400	709 649 804 to 9 820	719 869 731 to 9 760
693 290 380 to 0 400	702 179 891 to 9 900	709 733 281 to 3 580	<b>720 227 871 to 7 930</b>
693 290 426 to 0 450	702 260 751 to 0 850	<b>710 046 813 to 6 840</b>	720 227 949 to 7 960
694 063 700 to 3 897	702 410 595 to 1 050	710 358 093 to 8 166	720 368 543 to 8 570
694 063 900 to 4 000	702 660 151 to 0 540	710 358 257 to 8 270	720 392 151 to 2 570
694 550 501 to 0 530	702 723 429 to 3 450	711 021 501 to 1 510	720 556 491 to 6 640
694 595 031 to 5 050	703 004 401 to 4 820	711 049 411 to 9 560	720 558 621 to 8 650
694 595 087 to 5 300	703 083 819 to 4 020	711 408 045 to 8 090	720 575 361 to 5 570
694 698 551 to 8 650	703 432 131 to 2 230	712 003 381 to 3 650	720 590 152 to 0 179
694 745 458 to 5 600	703 626 061 to 6 090	712 104 220 to 4 230	721 638 331 to 9 170
695 105 313 to 5 350	703 863 121 to 3 240	712 327 861 to 7 890	721 815 391 to 5 420
695 142 809 to 3 050	703 863 477 to 3 540	712 327 952 to 7 980	721 969 713 to 9 740
695 144 666 to 4 700	703 867 801 to 7 980	712 647 061 to 7 090	722 072 137 to 2 160
695 272 601 to 2 750	704 030 628 to 0 640	713 284 171 to 4 260	722 378 265 to 8 280
695 277 576 to 7 650	704 154 024 to 4 120	713 292 871 to 2 990	722 413 990 to 4 004
695 530 761 to 0 800	704 227 561 to 7 829	714 035 101 to 5 160	722 764 948 to 4 980
696 487 701 to 7 800	704 227 831 to 8 069	714 155 011 to 5 400	722 825 840 to 5 889
696 784 101 to 4 550	704 228 071 to 8 100	714 328 231 to 8 440	723 153 841 to 3 850
696 870 601 to 0 650	704 420 344 to 0 490	714 442 952 to 2 980	723 237 616 to 7 630
697 047 501 to 7 600	704 568 751 to 8 990	714 562 843 to 2 860	723 331 081 to 1 110
697 052 101 to 2 350	704 965 301 to 5 770	714 590 391 to 0 430	723 496 443 to 6 470
697 217 251 to 7 400	705 116 780 to 6 790	714 609 811 to 9 930	723 967 291 to 7 320
697 249 952 to 50 050	705 280 801 to 0 980	714 609 961 to 9 990	724 655 196 to 5 340
697 414 886 to 4 900	705 475 651 to 6 040	714 807 181 to 7 240	724 711 441 to 1 500
697 469 606 to 9 700	705 566 127 to 6 280	714 871 321 to 1 500	724 711 538 to 1 560
697 850 401 to 0 750	705 740 581 to 0 730	714 928 529 to 8 590	724 793 221 to 3 250
698 098 446 to 8 550	705 782 796 to 2 820	715 128 183 to 8 330	724 908 109 to 8 120
698 300 251 to 0 300	705 822 271 to 2 480	715 144 171 to 4 470	724 937 461 to 7 670
698 504 383 to 4 650	705 822 271 to 2 480	715 197 211 to 7 570	725 163 118 to 3 151
698 533 927 to 4 200	706 180 148 to 0 290	715 595 910 to 6 180	725 202 735 to 2 750
698 562 268 to 2 400	706 184 041 to 4 220	715 941 781 to 1 810	725 398 591 to 8 800
699 090 686 to 0 750	706 357 861 to 8 190	715 962 421 to 2 480	725 464 591 to 4 920
699 752 699 to 2 850	706 382 419 to 2 430	716 477 396 to 7 430	725 475 321 to 5 330
<b>700 068 473 to 8 500</b>	706 628 735 to 8 820	716 556 635 to 6 660	725 711 057 to 1 070
700 161 501 to 1 650	706 638 211 to 8 420	717 191 648 to 1 690	725 738 581 to 8 730
700 202 522 to 2 700	706 817 959 to 8 000	717 193 161 to 3 490	725 981 311 to 1 430
700 290 275 to 0 300	707 034 391 to 4 450	717 228 591 to 8 680	725 987 835 to 7 880
700 465 730 to 5 750	707 292 636 to 2 660	717 333 902 to 3 950	726 060 811 to 0 900
700 561 444 to 1 550	707 441 401 to 1 687	717 739 745 to 9 910	726 391 970 to 2 520
701 423 101 to 3 150	707 441 836 to 1 940	717 884 991 to 5 050	726 484 771 to 4 800
701 625 469 to 5 550	707 958 541 to 8 570	718 026 171 to 6 290	726 493 351 to 5 300
701 643 829 to 3 850	707 960 107 to 0 160	718 466 370 to 6 420	726 504 031 to 4 063
701 945 451 to 5 500	708 059 941 to 60 000	718 466 370 to 6 420	726 504 070 to 4 090
702 033 701 to 4 050	708 115 830 to 5 860	718 568 451 to 8 479	726 504 331 to 4 390
702 051 501 to 1 750	708 116 251 to 6 310	718 590 741 to 0 770	726 563 701 to 4 060
	708 138 301 to 8 480	718 714 210 to 4 370	726 599 371 to 9 460
	709 222 591 to 2 920	718 795 881 to 6 000	

726 626 356	to	6 370	734 389 273	to	9 290	742 325 500	to	5 520	753 008 941	to	9 030
727 182 271	to	2 510	734 440 031	to	0 111	742 325 668	to	5 700	753 194 311	to	4 370
727 416 181	to	6 240	734 797 201	to	7 320	742 408 771	to	8 830	753 620 378	to	0 400
727 481 431	to	1 460	734 939 611	to	9 640	742 512 120	to	2 150	754 013 917	to	3 940
727 749 241	to	9 780	734 950 111	to	0 170	742 684 849	to	4 890	754 161 061	to	1 120
728 382 331	to	2 480	735 120 331	to	0 840	742 839 553	to	9 630	754 358 445	to	8 610
728 702 338	to	2 400	735 283 008	to	3 020	742 913 668	to	3 700	754 410 451	to	0 660
728 915 371	to	5 850	735 293 131	to	3 220	742 917 287	to	7 296	754 438 393	to	8 410
728 953 141	to	3 410	735 635 010	to	5 040	742 921 891	to	1 980	754 493 109	to	3 130
728 954 280	to	4 310	735 783 961	to	3 990	742 983 631	to	3 810	754 664 182	to	4 220
729 169 081	to	9 140	735 803 401	to	3 430	743 020 021	to	0 170	754 816 377	to	6 470
729 363 841	to	3 870	736 005 420	to	5 440	743 206 491	to	6 500	755 487 421	to	7 600
729 682 891	to	3 190	736 366 021	to	6 110	743 235 992	to	6 050	755 592 901	to	3 140
729 838 940	to	9 070	736 624 456	to	4 500	743 940 631	to	0 900	755 790 020	to	0 030
729 839 101	to	9 130	736 670 851	to	1 060	743 978 011	to	8 070	755 791 730	to	1 800
<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	736 767 061	to	7 090	744 234 751	to	4 780	755 926 951	to	7 070
730 109 847	to	9 880	736 767 093	to	7 120	744 499 591	to	9 680	755 934 332	to	4 510
730 373 761	to	3 850	736 982 191	to	2 370	744 626 901	to	6 910	755 957 701	to	8 000
730 501 951	to	2 130	736 982 551	to	2 730	745 388 794	to	8 910	755 962 981	to	3 280
730 519 379	to	9 470	737 110 141	to	0 170	746 446 806	to	6 820	756 035 371	to	5 490
730 569 278	to	9 360	737 185 501	to	5 710	746 818 351	to	8 410	756 301 257	to	1 290
730 711 711	to	1 740	737 317 321	to	7 350	747 245 266	to	5 280	756 371 565	to	1 580
730 722 991	to	3 230	737 517 781	to	7 840	747 364 813	to	4 830	756 876 031	to	6 120
730 845 970	to	5 990	737 628 181	to	8 210	747 501 434	to	1 450	756 876 151	to	6 240
730 888 291	to	8 320	737 634 258	to	4 270	747 739 891	to	0 070	756 970 129	to	0 140
730 927 591	to	7 680	738 361 971	to	1 980	748 148 649	to	8 760	757 059 613	to	9 630
731 307 914	to	7 930	738 447 601	to	7 660	748 259 960	to	9 970	757 078 540	to	8 560
731 402 431	to	2 460	738 648 355	to	8 450	748 565 162	to	5 280	757 086 209	to	6 240
731 407 232	to	7 320	738 849 811	to	9 900	748 874 988	to	5 030	757 240 591	to	0 650
731 588 301	to	8 340	738 892 270	to	2 290	749 137 381	to	7 410	757 277 371	to	7 700
731 767 273	to	7 320	738 997 259	to	7 380	749 190 192	to	0 210	757 291 591	to	2 730
731 781 061	to	1 120	739 161 451	to	1 540	749 685 421	to	5 450	757 964 251	to	4 280
731 837 821	to	7 910	739 219 381	to	9 440	749 846 791	to	6 850	758 324 941	to	5 000
731 841 377	to	1 450	739 740 151	to	0 180	749 993 131	to	3 580	758 593 628	to	3 650
732 018 481	to	8 600	739 793 491	to	3 520	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>	758 709 038	to	9 060
732 067 972	to	8 370	739 793 527	to	3 550	750 408 167	to	8 183	758 744 101	to	4 160
732 188 649	to	8 670	739 942 621	to	2 650	750 438 421	to	8 501	758 850 883	to	0 900
732 193 460	to	3 470	739 999 231	to	9 320	750 743 911	to	4 030	759 152 851	to	2 880
732 201 241	to	1 390	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	750 779 118	to	9 400	759 740 941	to	1 090
732 220 431	to	0 440	740 030 701	to	0 970	750 910 981	to	1 010	<b>760 118 191</b>	<b>to</b>	<b>8 250</b>
732 355 201	to	5 380	740 261 740	to	1 820	750 960 841	to	0 900	760 155 001	to	5 090
732 472 320	to	2 560	740 265 811	to	6 290	751 296 211	to	6 240	760 378 002	to	8 020
732 541 605	to	1 620	740 299 111	to	9 170	751 539 121	to	9 180	761 055 460	to	5 480
732 572 221	to	2 490	740 299 231	to	9 260	751 541 311	to	1 790	761 504 941	to	5 120
732 586 479	to	6 710	740 329 266	to	9 320	751 757 641	to	7 700	761 516 836	to	6 850
732 994 037	to	4 080	740 889 081	to	9 090	751 936 951	to	7 010	761 516 851	to	6 910
733 163 449	to	3 460	741 010 421	to	0 530	751 951 861	to	1 890	761 613 588	to	3 600
733 297 171	to	7 290	741 113 041	to	3 370	751 999 021	to	9 110	761 688 631	to	8 690
733 446 631	to	7 110	741 373 891	to	4 340	752 139 516	to	9 570	761 805 199	to	5 240
733 474 665	to	4 770	741 452 369	to	2 490	752 182 892	to	2 950	761 826 106	to	6 120
733 704 482	to	4 570	741 492 991	to	3 140	752 206 861	to	7 100	761 881 171	to	1 560
733 751 041	to	1 130	741 553 460	to	3 470	752 295 241	to	5 600	762 304 144	to	4 170
734 009 101	to	9 130	741 764 431	to	4 520	752 731 351	to	1 410	762 324 931	to	4 960
734 290 759	to	0 770	742 178 834	to	8 880	752 767 441	to	7 470	766 205 616	to	5 640

## 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	

— *Postal Inspection Service, 11-16-00*

## 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.

— *Postal Inspection Service, 11-16-00*

### 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 recycled. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer num-

ber" 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.

005021	008562	009938	014462	018869	023427	065703	088583	103290	117175	125232	171226	200525
005541	008573	009960	014474	018893	023610	065936	088619	103292	117215	125243	173067	200628
005664	008601	010249	014475	018904	026427	066340	088626	106580	117216	125322	173074	200629
005680	008610	010265	014634	018969	026607	066460	088670	106606	117225	126036	174075	200757
006103	008680	010270	014669	019011	026615	068243	088695	107190	117234	128119	174077	200792
006158	008705	010460	014670	019091	026618	068275	088711	107210	117259	128501	176070	200836
006244	008778	010471	014796	019132	028016	068550	090718	107228	117297	129864	177065	200920
006262	008781	010516	014885	019168	028430	068604	091067	107248	117359	129889	180073	200993
006278	008787	010618	014968	019316	028499	069005	091300	108027	117378	129920	180082	207934
006288	008791	010623	015022	019550	028606	069025	091334	108082	117420	130031	191017	208905
006328	008853	010626	015074	019636	028939	069103	091377	108083	117432	130411	191261	210301
006630	008855	010639	015080	019876	028959	069324	091970	108161	117448	131018	191271	210304
006733	008873	010708	015116	020119	029049	069461	092113	108544	117502	131024	191282	210494
006747	008878	010714	015192	020457	029411	069495	092368	108602	117510	132007	191360	210605
006799	008886	011013	015205	020481	029731	069642	092580	108734	117518	132042	191374	210611
006841	008888	011052	015285	020592	029755	069762	093466	108791	117521	132123	191418	210622
006859	008904	011129	015297	021005	031030	070020	093483	108860	117526	132126	191572	210677
006991	008921	011169	015319	021074	031162	070188	093586	108908	117532	132162	191864	212246
007032	008934	011183	015352	021133	031217	070309	094304	108911	117595	132198	191913	212280
007067	009020	011225	015361	021206	032001	070324	095143	108945	117647	132216	192018	212954
007101	009032	011228	015413	021300	032122	070364	095256	109158	117667	132412	192032	212962
007182	009040	011240	015431	021371	034637	070454	095353	109290	117713	133021	192066	220069
007187	009046	011268	015466	021378	038116	070684	095489	109395	117723	135190	192086	220118
007193	009121	011271	015502	021405	038137	071286	095611	109410	117727	136001	192120	220358
007207	009175	011278	015535	021441	038179	075007	096252	109575	117728	136041	192269	220362
007261	009203	011310	015595	021455	038481	075240	097067	109628	117769	136144	192359	220735
007297	009307	011321	015654	021470	038599	075313	097259	109916	117778	136191	192388	220782
007311	009312	011356	016001	021472	040008	075317	097290	109971	117815	138012	192393	220826
007323	009334	011369	016033	021570	040110	075556	097374	109974	117951	139053	192457	220904
007333	009387	011392	016056	021585	041082	075944	097729	110605	117996	139074	192516	221057
007347	009426	012119	016071	021626	041176	076015	097747	110844	118048	139098	192658	221148
007366	009508	012140	016237	021652	041337	076507	097808	110864	118066	139203	192823	221219
007412	009539	012237	016331	021687	043047	076670	097889	111141	118119	139254	192832	221326
008002	009553	012267	016336	021692	050025	076952	098025	111396	118120	139280	192901	221460
008018	009566	012308	016422	021727	050076	078884	098318	111488	118250	142597	192956	221462
008040	009577	012314	016510	021805	052054	079155	098368	113013	118347	142659	192986	221516
008049	009593	012318	016532	021863	052103	079808	098482	113278	118892	146805	192988	221566
008072	009597	012319	016542	021896	054155	080146	098571	113785	119045	146811	193129	221592
008112	009617	012379	016581	021982	054230	080245	098573	114161	119156	150124	193151	221696
008119	009619	012389	016663	022218	060287	080248	098737	114402	119221	150172	193247	222011
008147	009634	013224	016685	022272	060329	080263	098793	114523	119311	150209	193348	222019
008220	009657	013247	016706	022281	060645	080282	098842	114528	120118	151176	193411	222116
008251	009680	014015	016922	022287	061031	080327	098846	114619	120214	151224	193493	222219
008328	009692	014047	018016	022421	061042	080381	098991	114621	121183	152079	193539	222249
008332	009702	014055	018037	022483	061263	080398	<b>100007</b>	115166	121214	152405	195065	222282
008333	009706	014066	018074	022632	061512	080550	100029	115186	122234	152479	196062	222285
008338	009725	014082	018081	022638	061578	080733	100062	115195	122287	152672	196074	222343
008372	009732	014110	018381	022667	064073	085030	100070	115302	122386	152690	196100	227104
008404	009741	014116	018502	022713	064111	085043	100087	115418	122390	152735	196121	232367
008451	009758	014164	018589	022741	064153	085114	100106	115499	122393	153058	196159	235202
008457	009771	014278	018677	022820	064306	088012	100133	115879	122396	154040	198073	235363
008484	009779	014309	018688	022839	064403	088040	100256	115942	123077	159001	198256	235497
008497	009807	014329	018705	022894	064582	088046	103013	117010	123101	165087	<b>200146</b>	240887
008522	009923	014382	018838	022991	064798	088270	103087	117033	124013	165089	200162	244015

257113	315021	331794	340349	432943	489321	573014	606870	701237	761058	799200	840091	895072
264006	317127	331843	340365	436187	489357	573023	606927	701261	761130	799239	840581	895221
270008	317137	331883	340382	437060	489385	581008	607220	701359	761382	<b>800513</b>	840597	895384
272002	317195	331988	340440	441538	489423	581018	607461	701377	761759	801383	840607	895581
272066	317239	332056	340458	441573	490042	581201	607721	701390	768506	801497	840614	898004
272163	317282	332108	340568	441637	490476	591074	608134	701403	770061	801677	841107	898035
272269	317284	332157	340572	443020	490547	591075	608211	701614	770178	801729	841109	898064
274508	317291	332174	340621	443227	490589	591410	609317	701887	770179	801744	841110	<b>900127</b>
275147	320173	332325	340649	443301	490680	591750	610145	701930	770455	801765	841201	900131
276010	320928	332490	340700	444851	492112	591780	610174	705052	770513	802122	841232	900448
276013	321081	332496	340709	445053	494168	591801	611124	705194	770583	802131	841525	900560
277005	321188	332634	340714	445126	495401	591850	611135	705223	770639	802137	841868	901497
278087	322001	332766	340724	450203	495480	591992	611156	711662	770667	802144	846181	901598
280057	322016	332815	340725	452042	496133	599551	611211	720014	770732	802150	846223	902415
280101	322109	333031	340732	452116	497293	<b>600148</b>	611218	721058	770753	802155	847155	902494
281093	322139	333117	340735	452208	<b>503158</b>	600201	611225	723079	770801	802156	850197	903181
282205	322176	333127	340737	452265	515060	600228	612009	724062	771013	802204	850679	904285
282624	322385	333385	340767	452342	527027	600303	612062	730093	771057	802205	850765	904714
282766	322510	333403	340772	452431	531114	600589	616098	730309	771095	802206	852018	904715
282869	322588	333545	340803	452461	531182	600609	616175	731030	771118	802213	852026	904731
282909	323058	333558	340867	452576	531322	600715	617166	731366	771181	802214	852103	904743
283362	323571	333581	340883	452599	531414	600883	617172	731442	771774	802222	852107	904759
284007	323710	333674	340953	453035	531417	601032	617192	731449	771835	802228	852303	906863
286075	324047	333757	340958	454139	531437	601073	620039	731487	771951	802240	852952	906936
292199	326185	334035	340969	454407	531671	601153	628143	740383	772466	802243	853062	906950
292524	326230	334342	340974	454629	531714	601193	628144	740563	773025	802259	853065	907024
292630	326671	334862	349043	460002	531731	601234	629119	740975	773545	802269	853376	907238
294261	326692	335098	349446	460131	532158	601239	629131	741021	774027	802272	853398	907255
294462	326743	335171	349884	462981	532220	601248	631041	741198	775017	802291	853414	907322
294521	326754	335232	352686	463047	532437	601359	631111	741246	775282	802300	853431	907794
294536	326767	335234	352786	468119	532498	601382	631217	741660	778312	802312	853521	907897
294543	327389	335376	356004	468274	532591	601464	631233	743092	781067	802716	853555	910203
294550	327428	335409	358013	471094	532899	601518	631597	749120	782008	802787	853569	910316
294560	327661	335562	362014	472004	532998	601597	631815	749167	782013	802864	853580	910332
295141	327740	335718	365006	480106	537387	601763	631887	750235	782042	803059	853616	910358
295448	327788	335758	366041	480143	541170	601771	631894	750292	782057	805272	853621	910417
298010	327824	335863	371012	480244	543180	601801	631928	750382	782644	805326	853639	911075
<b>300096</b>	327859	335877	372049	480488	544015	602103	641013	750427	782723	805353	853644	911223
300631	328008	335908	372080	480544	544038	602366	641034	750449	782750	805400	853653	911274
300862	328017	335991	377125	480598	549163	602643	641049	750452	782951	805433	853655	911329
300921	328018	336064	381426	480603	551017	604146	641066	750457	782975	805452	853657	912001
300970	328026	336165	381520	480713	551105	604169	641426	750462	782990	805502	853663	912420
301056	328063	336178	381909	480723	551110	604200	641522	750773	784350	805524	853665	912445
301204	328067	336378	381951	481370	551130	604270	641783	751085	785442	805531	853669	913031
301805	328071	336765	392104	481546	551210	604293	641908	752006	785450	805593	853688	913033
301916	328423	336810	392690	481630	551282	604395	657132	752049	785499	806144	856402	913042
301962	328495	337051	<b>402018</b>	481750	551329	604660	660101	752316	785532	806171	856536	913050
301989	328587	338052	402035	481817	551546	604887	662130	752453	786017	806186	871567	913540
302988	328622	338072	402148	481994	551657	605057	662384	752513	786018	806205	891214	913557
303724	328814	339010	402193	482742	551835	605135	662444	752670	787053	807022	891253	913734
305139	328976	339042	402329	482916	551847	605721	662642	752675	787914	807029	891408	913987
305473	329351	339051	402342	482929	551868	605768	662658	757004	787919	809015	891480	914020
311480	329595	339052	402405	483080	553680	605829	666135	757308	787921	809060	891676	914054
311611	329690	339058	402525	483166	553751	606029	668105	757355	787938	809161	891705	914119
312208	330255	339292	402808	483178	553779	606173	668115	757572	787990	809183	891792	914203
312446	330656	339294	405079	483239	553935	606374	672088	757587	788031	809365	891833	914213
312477	330695	340019	405081	483838	554312	606413	674285	759007	791158	810002	891838	914244
314002	330827	340056	405114	483962	554354	606483	679007	760082	791322	813007	891852	914320
314154	331172	340159	405120	485101	554385	606526	681323	760106	793005	814081	891859	914323
314217	331255	340171	410003	485144	559042	606545	681324	760111	794006	815114	891872	914367
314268	331514	340201	423057	485310	570193	606565	681546	760138	794293	816002	891874	914386
314375	331622	340268	430167	486300	571083	606574	684003	761004	797024	816072	891878	914401
314851	331633	340290	430186	488604	571121	606620	<b>701116</b>	761022	799034	823501	891895	914460
314941	331727	340330	432691	489279	571130	606629	701204	761023	799159	832094	895048	914527



914633	917434	921580	926267	927237	930010	931736	941284	951644	967087	968560	970548	983058
914635	917440	921588	926300	927306	930266	931740	941332	951718	967141	968567	970554	984180
914794	917452	921594	926350	927450	930270	931851	941363	951779	967224	968579	970647	988044
914891	917486	921607	926406	927490	930297	931856	941442	951804	967237	968616	970831	989091
915004	917512	921608	926494	927533	930323	931867	941468	951896	967242	968646	972449	992737
915036	917722	921700	926519	927579	930335	931912	941535	951912	967260	968664	972511	995041
915037	917742	921703	926618	927611	930340	931941	941598	951969	967286	968669	972779	995078
915048	917773	921817	926626	927637	930359	932770	941637	952234	967293	968726	973224	995167
915074	917780	921829	926647	927670	930386	934290	941851	952235	967314	968810	980058	995277
915081	917840	921931	926654	927673	930390	935138	946466	952341	967317	968871	980403	995318
915160	918060	921938	926655	927744	930399	935228	946560	953206	967372	968916	980588	995498
915559	918064	922348	926667	927800	931065	935243	948162	953224	967375	968954	980654	995684
915627	918193	924449	926685	928220	931130	935285	948310	953349	967388	968959	980979	995822
915645	918463	924666	926730	928293	931245	936102	948390	953351	967414	968961	981600	995966
915670	918481	924678	926760	928325	931255	937253	948540	953354	967433	968976	981681	997225
915725	918847	925189	926804	928331	931273	937692	948579	958612	968059	968981	981937	998318
917100	918974	926037	926882	928337	931305	937698	948606	958674	968215	968985	982036	999305
917163	918985	926039	926911	928346	931323	937819	948624	958753	968326	968999	982043	
917209	920080	926045	927038	928376	931353	940259	949133	958768	968334	969155	982149	
917226	920098	926050	927044	928397	931565	940400	949509	958898	968346	970059	982153	
917244	920369	926066	927070	928401	931587	940424	950614	958956	968404	970231	982237	
917252	920376	926101	927157	928644	931592	940740	950777	967033	968427	970235	982307	
917256	920402	926181	927185	928703	931691	940768	950903	967041	968462	970323	982359	
917345	921457	926220	927193	928839	931706	940776	950923	967061	968504	970351	982412	
917433	921495	926224	927231	928894	931720	940819	951625	967076	968541	970473	982436	

# International Mail

REVISED FORM

## PS Form 5626, Express Mail International Service — Delivery Receipt for Inbound EMS Service

PS Form 5626, *Express Mail International Service — Delivery Receipt for Inbound EMS Service*, has been revised (see below). The signature block has been removed to comply with the new signature capture program.

All delivery record signatures will be captured on the new peach-colored barcoded PS Form 3849, *Delivery Notice/Reminder/Receipt*, as noted in *Postal Bulletin 22028 (7-13-00)*.

**EMS**  
Delivery Receipt  
For Inbound EMS Items Only

ARRIVAL FOR EXCHANGE OFFICE USE ONLY	
MO. OF ARRIVAL	DISPATCH NUMBER
DATE OF ARRIVAL	COUNTRY OF ORIGIN
TIME OF ARRIVAL	CITY OF ORIGIN

DELIVERY OBTAIN ADDRESSEE SIGNATURE AND ENTER DELIVERY ZIP CODE. RETURN THIS LABEL COPY TO DELIVERY OFFICE		
DELIVERY ATTEMPT MO. DAY	TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	EMPLOYEE SIGNATURE
DELIVERY ATTEMPT MO. DAY	TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	EMPLOYEE SIGNATURE
DATE OF DELIVERY MO. DAY	TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	EMPLOYEE SIGNATURE
DELIVERY ZIP CODE		

**INTERNATIONAL EXPRESS MAIL**  
UNITED STATES POSTAL SERVICE®

PS Form 5626, July 2000

ITEM NUMBER

▲ DETACH HERE ▲

# Philately

## 2001 Requisition Schedule: Postage Stamps and Stamped Cards

All stamp distribution offices (SDOs) and authorized CAG A–G post offices submitting requisitions to the Bureau of Engraving and Printing (BEP) for postage stamps and to the Government Printing Office (GPO) for stamped cards should refer to the 2001 requisition schedule appearing with this article.

When ordering postage stamps from the BEP, submit PS Form 3356, *Stamp Requisition — Bulk Quantities* (note: use PS Form 3356 to order only those postage stamps manufactured by the BEP). When ordering stamped cards from GPO, submit PS Form 3216, *Requisition for Postal Cards — Bulk Quantities*.

Offices should mail requisitions to the BEP in preaddressed Envelope EP-10A, and requisitions to the GPO in preaddressed Envelope EP-10C. Offices can obtain these envelopes from the Material Distribution Center (see Publication 247, *Supply and Equipment Catalog*, for specific ordering instructions).

Requisitions for postage stamps and for stamped cards must be mailed at least one week before the date assigned on the schedule. Shipments will begin approximately seven to 10 days after that date. Strict compliance with this schedule equalizes the workload and maximizes transportation efficiency.

Requisitions to the BEP that are received after their assigned date are processed and shipped as time permits, but no later than the next designated ordering cycle. Requisitions to the GPO that are received after their assigned date are deferred until the next designated ordering cycle.

This schedule does not apply to orders for precanceled stamps or to *properly identified and documented* emergency orders. Such orders are processed immediately upon receipt. Nevertheless, it takes seven to 10 days from the date of submission before the requisitioning office receives the stock. Offices must identify emergency orders by enclosing a memorandum with the requisition. The memorandum must list the reason for out-of-schedule ordering and include the requisition number; item number; and manager’s signature and city, state, and ZIP Code. Unless such a memorandum is enclosed, the BEP and the GPO will follow normal processing procedures. Processing orders “out of schedule” increases shipping and handling costs; consequently, this practice must be avoided when possible.

Complete instructions for ordering stock in bulk quantities may be found in the current edition of Handbook F-1, *Post Office Accounting Procedures*, section 423.4. Handbook F-1 is accessible on the corporate intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Handbooks*).

**Note:** BEP will be closed for Christmas from December 24, 2001, through January 1, 2002.

Offices Within These States:	Submit Requisitions to Reach Supplier by:					
Alaska, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming	Jan. 2	Feb. 26	April 23	June 25	Aug. 20	Oct. 22
Arizona, California, Guam, Hawaii	Jan. 8	Mar. 5	April 30	July 2	Aug. 27	Oct. 29
Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin	Jan. 16	Mar. 12	May 7	July 9	Sept. 10	Nov. 5
Illinois, Indiana, Kansas, Kentucky, Missouri, Ohio	Jan. 22	Mar. 19	May 14	July 16	Sept. 17	Nov. 13
Arkansas, Louisiana, Mississippi, Oklahoma, Tennessee, Texas	Jan. 29	Mar. 26	May 21	July 23	Sept. 24	Nov. 19
Alabama, District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia	Feb. 5	April 2	June 4	July 30	Oct. 1	Nov. 26
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	Feb. 12	April 9	June 11	Aug. 6	Oct. 9	Dec. 3
Delaware, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands	Feb. 20	April 16	June 18	Aug. 13	Oct. 15	Dec. 3

**Note:** The requisition schedule for stamps and stamped cards *is not* the same as the schedule for stamped envelopes.

## Plain Stamped Envelope Ordering Information

The following information is provided to postmasters and/or accountable paper custodians regarding the ordering of plain stamped envelopes. Follow these procedures to ensure the timely receipt of plain stamped envelope orders. Current and new accountable paper custodians should retain this document for reference and review it frequently. For complete information, refer to Handbook F-1, *Post Office Accounting Procedures*, section 423.43. The current edition of Handbook F-1 is accessible on the Corporate Intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Handbooks*).

### Ordering Plain Stamped Envelopes

All authorized CAG A–G postmasters and/or accountable paper custodians may submit requisitions to Stamp Fulfillment Services (SFS) for stamped envelopes. Plain stamped envelopes can be ordered once every accounting period according to the requisition schedule shown in Figure 1. Submit requests to SFS using PS Form 3205, *Requisition for Plain Stamped Envelopes*, which is shown in Figure 2. Submit all requisitions to arrive at least seven days before the due date indicated on this schedule. Shipments are made in the second week following the scheduled submission week. Please maintain an eight-week inventory of stamped envelopes. Note: The submission week for stamped envelopes *is not* the same as those for stamps and stamped cards (see Handbook F1, 423.43-5).

Use a preaddressed EP-10E envelope, which is available from the Material Distribution Center (MDC; see paragraph below), to submit Form 3205 to SFS. Do not lend PS Form 3205 to other post offices. These forms are preprinted with your finance number and office information. They are issued in ascending numerical sequence in lots of 100 cards to stamp distribution offices (SDOs) and 50 cards to authorized CAG A–G post offices (see Handbook F-1, 423.43-2). When your current supply of PS Forms 3205 is depleted, order a new supply by submitting PS Form 3206, *Order for PS Forms 3205*, which is shown in Figure 3.

*Please note the new packing requirements.* To facilitate the processing of your requisition, order only in the carton sizes shown on PS Form 3205 (Figure 2) and/or the chart of carton sizes shown in Figure 4. You must circle a specific packing size on PS Form 3205 or you will receive the 2,500-size carton for the #10 and #9 envelopes, and the 5,000-size carton for the #6-3/4 envelopes, for quantities in those amounts or greater. When ordering full pallets of envelopes, refer to Figure 5 for the standard palletized quantities used to meet new Postal Service shipping and stacking requirements.

The EP-10E envelope, preaddressed to SFS, has been revised. The new envelope can be ordered as follows:

- Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
- Send an F3Fill-completed PS Form 7380 by cc:Mail to MDC Customer Service @TOKS001L.
- Mail a completed PS Form 7380 to the following address:

SUPPLY REQUISITIONS  
500 SW GARY ORMSBY DR  
TOPEKA KS 66624-9702

The relevant ordering information for the EP-10E envelope is as follows:

PSN:	7530-01-364-7065
PSIN:	EP-10E
Unit of Issue:	EA
Quick Pick#:	N/A
Bulk Pack Quantity:	2,500
Price:	\$0.0545
Edition Date:	10/99

If you have not already done so, please order this new envelope immediately, and destroy all previous issues of EP-10E envelope. Using the new envelope will speed up the delivery and processing of your requisition.

### Emergency Requisitions

If stamped envelopes are urgently needed to fulfill customer demand outside the normal requisitioning cycle, you may submit an emergency requisition. Submit a memorandum with the requisition listing the reason for the out-of-cycle order, the date the envelopes are required, the requisition number, the quantity and item, the signature of the local manager, and the post office telephone number, city, state, and ZIP Code. If this information is not included on the memo, the requisition will be processed as a normal requisition. Processing orders out-of-cycle increases shipping and handling cost, so please submit emergency requisitions only if you are unable to get stock from your SDO or accountable paper depository (APD).

### Receipt of Stock

Examine each shipping carton to ascertain that all cartons are addressed to your office, that the seals are not broken, and that the cartons are not damaged. If there are any signs of tampering, report to inspector in charge immediately (see Handbook F-1, 423.6-3).

*Always enter the total value of the stock as noted on PS Form 3309, Advice of Shipment/Stamp Invoice, even if physical quantity is not the same. This amount has been charged to your finance number as of the date of shipment. If you enter a figure other than the total from PS Form 3309,*

you will receive a statement of difference from the postal data center (PDC). Allow three weeks from date of shipment before reporting full-carton nonreceipts to SFS. If you ordered the incorrect item, contact your SDO for permission to return or exchange the stock. If the contractor furnished you the incorrect item, contact SFS for information on how to receive a PS Form 3309 for stock received (Treat-As-Filled) or how to return stock to SFS for replacement if it cannot be used. To report nonreceipt of a carton or cartons, send a memo to SFS. Do not use PS Form 8144, Stamp Discrepancy Report, to report nonreceipts of full cartons or for incorrect items.

**Shortages in Sealed Cartons**

Report by telephone to Stamp Acquisition, Quality Assurance (202-268-6542) if one or more boxes of 500 are missing in a sealed carton. Follow up by reporting shortage on PS Form 8144 to the address on the form. Total all PS Forms 8144 at end of accounting period and file a claim for loss (see Handbook F-1, 423.72-2).

Include the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box on the PS Form 8144 so that the contractor can be appropriately notified.

**Shortages in Open/Damaged Cartons**

If there are any signs of tampering and stock is missing from a carton, report it to the inspector in charge immediately (see Handbook F-1, 423.6-3).

**Damaged Cartons**

Handle stamped envelopes that are damaged according to Handbook F-1, Part 452.

**Overages in Sealed Cartons**

Report overages on PS Form 8144 immediately and send a copy to the address on the form. Send the overage stock with the original PS Form 8144 by registered mail to the following address:

US POSTAL SERVICE  
 STAMP DISTRIBUTION NETWORK  
 22403 RANDOLPH DR  
 DULLES VA 20103-0001

Include on the PS Form 8144 the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box so that the contractor can be appropriately notified.

**Defective Stock**

Defective stock is not saleable and must remain the property of the Postal Service. It must be returned immediately to main stock and then to the SDO, if applicable. Follow the procedures for shortages as noted previously (report on PS Form 8144 and file a claim for loss).

Include the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box on the PS Form 8144 so that the contractor can be appropriately notified.

**Stamped Envelope Discount**

Full boxes of stamped envelopes may be sold to customers using the rates shown in *Domestic Mail Manual* (DMM) P020, which results in making sales at a discount. Your office was charged the individual price when the envelopes were shipped to you. Use PS Form 3220, *Claim for Stamped Envelope Discount*, to account for all full boxes of envelopes sold to customers at a discount (see Handbook F-1, 426.82).

**Figure 1. Requisition Schedule FY 2001**

Offices having ZIP Codes beginning with:	Submit requisition to reach SFS before:
004-099, 100-199, 200-239, 244, 254, 260-268, 439-447	<b>1st week of each A/P</b> (A/P 1: 9/9 - 9/15) (A/P 2: 10/7 - 10/13) (A/P 3: 11/4 - 11/10) (A/P 4: 12/2 - 12/8) (A/P 5: 12/30 - 1/5) (A/P 6: 1/27 - 2/2) (A/P 7: 2/24 - 3/2) (A/P 8: 3/24 - 3/30) (A/P 9: 4/21 - 4/27) (A/P 10: 5/19 - 5/25) (A/P 11: 6/16 - 6/22) (A/P 12: 7/14 - 7/20) (A/P 13: 8/11 - 8/17)
240-243, 245-253, 255-259, 270-299, 300-397, 400-418, 421-422, 425-438, 448-462, 465-474, 480-497, 700-705, 707-709, 713-717, 719-729	<b>2nd week of each A/P</b> (A/P 1: 9/16 - 9/22) (A/P 2: 10/14 - 10/20) (A/P 3: 11/11 - 11/17) (A/P 4: 12/9 - 12/15) (A/P 5: 1/6 - 1/12) (A/P 6: 2/3 - 2/9) (A/P 7: 3/3 - 3/9) (A/P 8: 3/31 - 4/6) (A/P 9: 4/28 - 5/4) (A/P 10: 5/26 - 6/1) (A/P 11: 6/23 - 6/29) (A/P 12: 7/21 - 7/27) (A/P 13: 8/18 - 8/24)
420, 423-424, 463-464, 475-479, 498-499, 500-588, 600-678, 680-689	<b>3rd week of each A/P</b> (A/P 1: 9/23 - 9/29) (A/P 2: 10/21 - 10/27) (A/P 3: 11/18 - 11/24) (A/P 4: 12/16 - 12/22) (A/P 5: 1/13 - 1/19) (A/P 6: 2/10 - 2/16) (A/P 7: 3/10 - 3/16) (A/P 8: 4/7 - 4/13) (A/P 9: 5/5 - 5/11) (A/P 10: 6/2 - 6/8) (A/P 11: 6/30 - 7/6) (A/P 12: 7/28 - 8/3) (A/P 13: 8/25 - 8/31)

<b>Offices having ZIP Codes beginning with:</b>	<b>Submit requisition to reach SFS before:</b>
590-599, 679, 690-693, 706, 710-712, 718, 730-799, 800-898, 900-999	<b>4th week of each A/P</b> (A/P 1: 9/30 - 10/6) (A/P 2: 10/28 - 11/3) (A/P 3: 11/25 - 12/1) (A/P 4: 12/23 - 12/29) (A/P 5: 1/20 - 1/26) (A/P 6: 2/17 - 2/23) (A/P 7: 3/17 - 3/23) (A/P 8: 4/14 - 4/20) (A/P 9: 5/12 - 5/18) (A/P 10: 6/9 - 6/15) (A/P 11: 7/7 - 7/13) (A/P 12: 8/4 - 8/10) (A/P 13: 9/1 - 9/7)

**Note:** The requisition schedule for stamped envelopes is *not* the same as the schedule for stamps and postal cards.

Figure 2. PS Form 3205, Requisition for Plain Stamped Envelopes


						St.	Office			
City, State, and ZIP Code				Req. No.	Region No.	Finance Number		Your Week to Order		
Item No.	Quantity Requisitioned	Date of Requisition		Phone Number (Include area code)				Signature		
		Mo.	Day	Year						
See Handbook F-1 for Instructions as to HOW and WHEN to order										
<b>Postmaster/Accountable Paper Custodian:</b> Check packing specifications for each envelope type ordered		<b>6¾</b>	<input type="checkbox"/>	Package of 500	<input type="checkbox"/>	Package of 1,000	<input type="checkbox"/>	Package of 2,500	<input type="checkbox"/>	Package of 5,000
		<b>9 &amp; 10</b>	<input type="checkbox"/>	Package of 500	<input type="checkbox"/>	Package of 1,000	<input type="checkbox"/>	Package of 2,500		
		<ol style="list-style-type: none"> <li>Use a separate form for each item or packaging configuration ordered (the minimum order for banded items is 1,000). Complete and verify each data element. Use forms in ascending requisition sequence. This is an accountable form and is preprinted with your office name and finance number. <b>Do not</b> lend to another office.</li> <li>Send this completed form to <b>STAMP FULFILLMENT SERVICES (SFS)</b> in a pre-addressed EP10E envelope, (available from your servicing MDC). <b>NOTE:</b> This requisition must arrive at the SFS a week before the week shown above to be shipped in cycle. <b>Emergency Orders:</b> Attach a justifying memo stating reason for expedited request. <b>Do not write messages on this form.</b></li> </ol>								
		<p>PS Form <b>3205</b>, August 1999</p> <p style="text-align: right;"><b>Requisition for Plain Stamped Envelopes</b></p>								

Figure 3. PS Form 3206, Order for PS Forms 3205


City, State, and ZIP Code	Req. No.	Region No.	St.	Office	
Postmaster/Accountable Paper Custodian: Complete <i>Quantity</i> and <i>Date of Request</i>					Signature
					Phone Number (Include area code)
Quantity Ordered <input type="checkbox"/> 100 (SDOs Only) <input type="checkbox"/> 50 (All other post offices)		Date of Request Mo.    Day    Year			
<p>1. Use this form to order additional Forms 3205.</p> <p>2. Place this form in your deck of unused Forms 3205 to serve as a replenishment reminder.</p> <p>3. Complete <i>Quantity Ordered</i> (NOTE: SDOs order 100; all other post offices order 50) and <i>Date Requested</i>. Sign and mail to <b>STAMP FULFILLMENT SERVICES</b> in a pre-addressed EP10E envelope, (available from your servicing MDC). Another Form 3206 will accompany your new supply of Forms 3205.</p> <p>4. This is an accountable form and is preprinted with your office name and finance number. <b>Do not</b> lend to another office.</p>					
					
PS Form 3206, August 1999		<b>Order for Form 3205, Requisition for Plain Stamped Envelopes</b>			

Figure 4. Carton Sizes

Type of Envelope	Carton Sizes
#6-3/4	500; 1,000; 2,500; 5,000*
#9 & #10	500; 1,000; 2,500**
#6-3/4 Banded	1,000; 2,500; 5,000*
#9 & #10 Banded	1,000; 2,500**

Maximum quantity that can be ordered per requisition is 2,500,000.

\* For quantities greater than 5,000, must order in multiples of 5,000.

\*\* For quantities greater than 2,500, must order in multiples of 2,500.

Figure 5. Standard Palletized Quantities

Quantities To Order To Receive Full Pallet			
Pallet Size		Quantity	Number Of Cartons
500 Carton:	#10	56,000	112
	#9	56,000	112
	#6-3/4	72,000	144
1,000 Carton:	#10	64,000	64
	#9	64,000	64
	#6-3/4	72,000	72
2,500 Carton:	#10	75,000	30
	#9	75,000	30
	#6-3/4	140,000	56
5,000 Carton:	#6-3/4	140,000	28

— Stamp Services,  
Public Affairs and Communications, 11-16-00

## 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 post-marked 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).

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

The following pictorial cancellations have been extended for 30 days.



**Subway Series Station  
October 21, 2000  
Bronx, NY 10451**

October 21, 2000

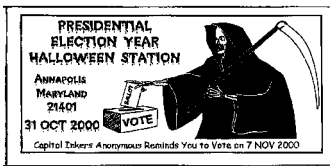
*New York Metro Area*  
SUBWAY SERIES STATION  
SPECIAL EVENTS UNIT  
JAF SPECIAL EVENTS  
421 8TH AVE RM 2029B  
NEW YORK NY 10199-9998



**Subway Series Station  
October 24, 2000  
Flushing, NY 11368**

October 24, 2000

*New York Metro Area*  
SUBWAY SERIES STATION  
POSTMASTER  
PO BOX 9998  
FLUSHING NY 11355-9998



**PRESIDENTIAL  
ELECTION YEAR  
HALLOWEEN STATION**

ANNAPOLIS  
MARYLAND  
21401  
31 OCT 2000

*Capitol Inkers Anonymous Reminds You to Vote on 7 NOV 2000*

October 31, 2000

*Capitol Inkers Anonymous Rubber  
Stamp Club*  
PRESIDENTIAL ELECTION  
YEAR HALLOWEEN STATION  
PHILATELIC CLERK  
1 CHURCH CIR  
ANNAPOLIS MD 21401-9998



November 3-5, 2000

*Celebrate The Century Express*  
CELEBRATE THE CENTURY  
EXPRESS STATION  
POSTMASTER  
2 N FAHM ST  
SAVANNAH GA 31402-9998

**Adopting a CHILD - Shaping a LIFE  
Creating a WORLD - Building a HOME**



**ADOPTION STATION**  
November 1, 2000  
Manchester NH 03103  
Downtown Station - Hooksett Station  
South Station - West Station

November 1, 2000

*Wendy's International Corporation*  
ADOPTION STATION  
POSTMASTER  
PO BOX 9998  
MANCHESTER NH 03103-9998



**SYLVESTER HOMECOMING STATION  
NOVEMBER 4, 2000  
SYLVESTER TX 79560**

November 4, 2000

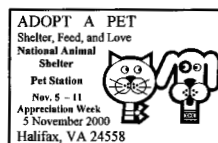
*Sylvester Homecoming  
Association*  
SYLVESTER HOMECOMING  
STATION  
POSTMASTER  
399 FRM 57 S  
SYLVESTER TX 79560-9998



**Celebrate Adoption Station  
November 3, 2000  
Glen Burnie MD 21060**

November 3, 2000

CELEBRATE ADOPTION  
STATION  
MANAGER MOWS  
900 E FAYETTE ST  
BALTIMORE MD 21233-9715



**ADOPT A PET**  
Shelter, Feed, and Love  
National Animal  
Shelter  
Pet Station  
Nov. 5 - 11  
Appreciation Week  
5 November 2000  
Halifax, VA 24558

November 5, 2000

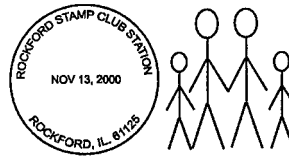
PET STATION  
POSTMASTER  
231 S MAIN  
HALIFAX VA 24558-9998





November 5, 2000  
**Family Fun Day Station**  
 Monticello, AR 71655

November 5, 2000  
 USPS AR District Diversity Council  
**FAMILY FUN DAY STATION**  
 POSTMASTER  
 1492 N HYATT ST  
 MONTICELLO AR 71655-9998

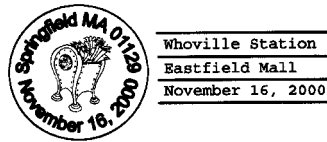


November 13, 2000  
 Children's Home & Aid Society  
 Rockford Stamp Club  
**ADOPTION STATION**  
 POSTMASTER  
 5225 HARRISON AVE  
 ROCKFORD IL 61125-9998

Veteran's Day Memorial Station  
 November 8, 2000  
 Albany NY 12205



November 8, 2000  
 Albany District Veteran's Committee  
**VETERANS DAY MEMORIAL STATION**  
 PHILATELIC CLERK  
 PO BOX 50001  
 ALBANY NY 12205-9998



November 16, 2000  
**Whoville Station**  
 Eastfield Mall  
 November 16, 2000  
 WHOVILLE STATION  
 POSTMASTER  
 1883 MAIN ST  
 SPRINGFIELD MA 01101-9998



November 10-12, 2000  
 ALASKA BALD EAGLE FESTIVAL STATION  
 KATHY LOERA  
 PO BOX 9998  
 HAINES STATION AK 99827-9998



November 16, 2000  
 Texas Tech University  
**INTERNATIONAL CULTURAL CENTER STATION**  
 POSTMASTER  
 1515 AVE G  
 LUBBOCK TX 79409-9998

KNOX COUNTY VETERANS MEMORIAL STATION  
 NOVEMBER 11, 2000  
 BENJAMIN, TEXAS 79505

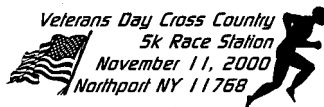


November 11, 2000  
 Knox County Historical Commission  
**KNOX COUNTY VETERANS MEMORIAL STATION**  
 POSTMASTER  
 105 S HINTON  
 BENJAMIN TX 79505-9998



Library Stamp Day Station  
 November 16, 2000  
 Prince William, VA 22192  
 Salute to the Library of Congress  
 Library Board  
 County Executive  
 Board of Supervisors  
 Foundation  
 Friends

November 16, 2000  
**LIBRARY STAMP DAY STATION**  
 POSTMASTER  
 1810 REDDY DR  
 WOODBRIDGE VA 22191-9998



November 11, 2000  
 Northport Running Club  
**VETERANS DAY CROSS COUNTRY 5K RACE STATION**  
 POSTMASTER  
 PO BOX 9998  
 NORTHPORT NY 11768-9998



100<sup>th</sup> Anniversary Station  
 November 17, 2000  
 Washington, PA 15301

November 17, 2000  
 Court House Centennial Committee  
**100TH ANNIVERSARY STATION**  
 POSTMASTER  
 153 JEFFERSON AVE  
 WASHINGTON PA 15301-9998



November 11, 2000  
 Northport Running Club  
**HEALTHY PEOPLE 2K RUN STATION**  
 POSTMASTER  
 PO BOX 9998  
 NORTHPORT NY 11768-9998



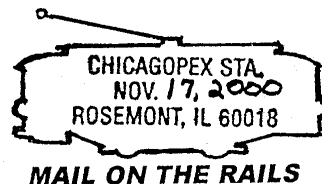
November 17, 2000  
 Johnny Mize Athletic Center & Baseball Museum  
**JOHNNY MIZE ATHLETIC CENTER & BASEBALL MUSEUM STATION**  
 POSTMASTER  
 120 GEORGIA ST  
 DEMOREST GA 30535-9998

Gilbert Days Station  
 Gilbert AZ 85234



Honors Our Veterans  
 November 11, 2000  
 Pony Express 16th Annual Run

November 11, 2000  
**GILBERT DAYS STATION**  
 POSTMASTER  
 PO BOX 9998  
 GILBERT AZ 85234-9998



November 17-19, 2000  
**CHICAGOPEX STATION**  
 POSTMASTER  
 1000 EAST OAKTON ST  
 DES PLAINES IL 60018-9998

The  
Norman Rockwell Museum  
Station

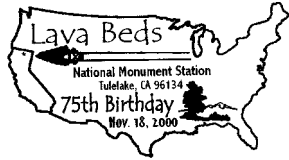
November 18, 2000  
Stockbridge, MA 01262  
PUSHING THE ENVELOPE:  
THE ART OF THE POSTAGE STAMP



November 18, 2000  
*The Norman Rockwell Museum*  
THE NORMAN ROCKWELL  
MUSEUM STATION  
POSTMASTER  
1 ELM ST  
STOCKBRIDGE MA 01262-9998



November 18, 2000  
DUNDEE PUBLIC LIBRARY AND  
DUNDEE DEPOT STATION  
POSTMASTER  
PO BOX 9998  
DUNDEE FL 33838-9998



November 18, 2000  
*Lava Bed National Park*  
NATIONAL MONUMENT  
STATION  
POSTMASTER  
PO BOX 9998  
TULELAKE CA 96134-9998



November 18-19, 2000  
ADAM GRIMM STATION  
POSTMASTER  
345 E BRIDGE ST  
ELYRIA OH 44035-9998

Fairmont Glows Station  
Fairmont, MN 56031  
November 18, 2000



November 18, 2000  
*Fairmont Chamber of Commerce*  
FAIRMONT GLOWS STATION  
POSTMASTER  
PO BOX 9998  
FAIRMONT MN 56031-9998



November 19, 2000  
*Topeka Zoological Park & Topeka Stamp Club*  
TOPEKA STAMP SAFARI  
STATION  
POSTMASTER  
424 S KANSAS AVE  
TOPEKA KS 66603-9998



November 18, 2000  
HOMETOWN CHRISTMAS  
STATION  
POSTMASTER  
1217 YOLO ST  
CORNING CA 96021-9998



200TH ANNIVERSARY STATION  
TOWN OF JEFFERSON NC  
JEFFERSON NC 28640  
NOVEMBER 20, 2000

November 20, 2000  
*Jefferson Bicentennial Committee*  
200TH ANNIVERSARY STATION  
TOWN OF JEFFERSON NC  
POSTMASTER  
PO BOX 9998  
JEFFERSON NC 28640-9998



JOHNSTOWN, PA.  
BICENTENNIAL  
1800 - 2000

November 18, 2000  
*Johnstown Stamp Club*  
JOSEX STATION  
POSTMASTER  
111 FRANKLIN ST  
JOHNSTOWN PA 15901-9998



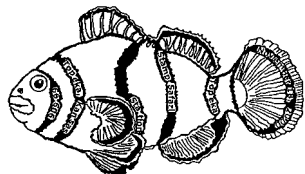
November 21-December 24,  
2000  
*Woodland Park Chamber of Commerce*  
MILLENNIUM TREE STATION  
POSTMASTER  
PO BOX 9998  
WOODLAND PARK CO  
80866-9998



November 18, 2000  
*Knife River Heritage Association*  
KNIFE RIVER STATION  
POSTMASTER  
PO BOX 9998  
STANTON ND 58571-9998



November 21, 2000  
*Weatherford Chamber of Commerce*  
PARKER COUNTY CUTTING  
HORSE CAPITAL OF THE  
WORLD STATION  
POSTMASTER  
103 FAIRVIEW RD  
MILLSAP TX 76066-9998



November 18, 2000  
*Topeka Zoological Park & Topeka Stamp Club*  
TOPEKA STAMP SAFARI  
STATION  
POSTMASTER  
424 S KANSAS AVE  
TOPEKA KS 66603-9998



Millsboro PA 15347  
Nov 22 2000

November 22, 2000  
LIGHT UP NIGHT STATION  
POSTMASTER  
PO BOX 9998  
MILLSBORO PA 15348-9998



**HOLIDAY TREE STATION**  
**NOVEMBER 22, 2000**  
 PONCHA SPRINGS, COLORADO 81242

November 22–December 21, 2000  
*Dave & Vicki Romani and Sunshine Logging*  
 HOLIDAY TREE STATION  
 POSTMASTER  
 PO BOX 9998  
 PONCHA SPRINGS CO 81242-9998



November 25–26, 2000  
*Cheekowaga Stamp and Coin Society*  
 CHECOPEX STATION  
 POSTMASTER  
 1200 WILLIAM ST  
 BUFFALO NY 14240-9998



**15th Anniversary Station**  
**USS PITTSBURGH**  
**SSN-720**  
 Nov. 23, 2000  
 Groton, CT 06340

November 23, 2000  
 USS PITTSBURGH 15TH ANNIVERSARY STATION  
 POSTMASTER  
 100 PLAZA CT  
 GROTON CT 06340-9998



November 26, 2000  
 GEORGETOWN LETTER DAY STATION  
 POSTMASTER  
 PO BOX 9998  
 GEORGETOWN CO 80444-9998



November 24, 2000  
*Clinton Main Street Inc.*  
 CLINTON MAIN STREET STATION  
 POSTMASTER  
 101 S 2ND ST  
 CLINTON MO 64735-9998



November 27, 2000  
 CENTENNIAL STATION  
 POSTMASTER  
 315 EMERSON ST  
 HILLROSE CO 80733-9998



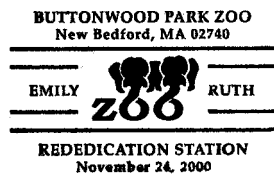
**HAPPY FEET STA.**  
 Oakmound 4-H  
 Nov. 24, 2000  
 Georgetown, MN 56546

November 24, 2000  
*Oakmound 4-H Club*  
 HAPPY FEET STATION  
 POSTMASTER  
 PO BOX 9998  
 GEORGETOWN MN 56546-9998



Helping the children of Racine find a place to call home!  
 Foster Care Awareness Station  
 Racine, WI 53404  
 November 27, 2000

November 27, 2000  
*Racine Foster Care*  
 FOSTER CARE AWARENESS STATION  
 POSTMASTER  
 2635 FOUR MILE RD  
 RACINE WI 53404-9998



November 24, 2000  
*Buttonwood Park Zoo*  
 REDEDICATION STATION  
 POSTMASTER  
 695 PLEASANT ST  
 NEW BEDFORD MA 02740-9998



Share Your Love - A Child Is Waiting  
 Celebrate Adoption Station  
 Fargo, ND 58102 - Nov. 27, 2000

November 27, 2000  
*ND Adoption Agencies*  
 CELEBRATE ADOPTION STATION  
 POSTMASTER  
 PO BOX 9998  
 FARGO ND 58102-9998



November 24–26, 2000  
 FESTIVAL OF TREES STATION  
 POSTMASTER  
 PO BOX 9998  
 OLD WESTBURY NY 11568-9998



November 30, 2000  
*Saratoga Springs Downtown Business Association*  
 SARATOGA SPRINGS STATION  
 POSTMASTER  
 245 WASHINGTON ST  
 SARATOGA SPRINGS NY 12866-9998



*Christmas Station*  
 Deep in the Heart of Comfort, Texas  
 November 25, 2000  
 Comfort TX 78013

November 25, 2000  
 CHRISTMAS STATION  
 POSTMASTER  
 726 FRONT ST  
 COMFORT TX 78013-9998



Custom House Station  
 December 1, 2000  
 Barnstable, MA 02630



November 30 and December 1–2, 2000  
*Town of Barnstable*  
 CUSTOM HOUSE STATION  
 POSTMASTER  
 3230 MAIN ST  
 BARNSTABLE MA 02630-9998

## 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.

<b>Cancellation</b>	<b>Period of Use</b>
Employ People With Disabilities	Sept. 1–Nov. 30
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— *Mail Preparation and Standards, Pricing and Product Design, 11-16-00*

# THE WHITE HOUSE'S 200TH BIRTHDAY: A UNIQUE STAMP AND CURRENCY ISSUE

Limited issue of the 200th Anniversary of The White House. First joint issue of the United States Postal Service and U.S. Treasury.



A newly constructed White House became home to its first president, John Adams, on November 1, 1800. To honor the occasion, the United States Postal Service and the U.S. Treasury offer collectors a one-time opportunity to own a unique portfolio honoring that historic event.

This portfolio, which celebrates the 200th anniversary of that historic day, contains a pane of 20 White House commemorative postage stamps and a \$20 currency note that includes special anniversary-note series numbering. Each is placed in a handsome gold-blocked package with archive-quality protection encasing the stamp and currency.

A certificate of authenticity with matching currency note serial number will add to the issue's distinctiveness. Worldwide distribution is limited to just 30,000 portfolios.

Don't miss the chance to own this historical tribute to America's home, at only \$198.00 plus \$1.00 shipping.

**1-800-782-6724**  
**www.stampsonline.com**

**Call to order or order on-line**

Product code: 446989  
Source code: 20004



## *Post Offices*

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*ALL MAIL PROCESSING OFFICES*

### **Substitute Mailbag for the First-Class Mail Number 1 Pouch**

Effective immediately, the contingency substitute mailbag for the FCM No. 1 pouch is the No. 1 canvas or plastic sack, *not* the Priority pouch. PS Tag 6 must be attached to each substitute sack prepared with First-Class Mail.

This notification is being distributed to prevent the misuse of priority sacks and to eliminate First-Class Mail being routed to Priority Mail processing centers.

— *Mail Transport Equipment,  
Network Operations Management, 11-16-00*



This office  
will be closed  
**Monday,**  
**December 25, 2000,**  
to celebrate  
**Christmas Day.**

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This office  
will be closed  
**Monday,**  
**December 25, 2000,**  
to celebrate  
**Christmas Day.**

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This office  
will be closed  
**Monday,**  
**January 1, 2001,**  
to celebrate  
**New Year's Day.**

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# Postal Employees

## Penalty Overtime Exclusion

As referenced in Article 8, Sections 4 and 5, of the USPS–NALC and USPS–APWU national agreements, the December period (during which penalty overtime regulations are not applicable) consists of four consecutive service weeks. This year, the December period begins Pay

Period 26 — Week 1 (December 2, 2000) and ends Pay Period 1 — Week 2 (December 29, 2000).

— *Labor Relations Policies and Programs, Labor Relations, 11-16-00*

UPDATE

## Public Affairs and Communications Good News Recognition Program Guidelines

Headquarters, Public Affairs and Communications, has a Good News program that provides nonmonetary recognition in the form of a specially designed trophy called “The Benjamin.” This award is our highest public relations’ honor for postmasters and EAS managers and supervisors across the country who are most successful in generating positive publicity for the Postal Service. The program is open *only* to postmasters and EAS managers and supervisors. This year’s Good News program began on May 26, 2000, and ends on May 25, 2001.

Winners are determined by a cumulative point system. Each activity, event, newspaper clipping, and postal appearance submitted will count as one point and will be monitored and verified by Headquarters Public Affairs and Communications. When more than one radio or television station uses your material, you will receive one point for each station. There can be up to five (5) winners for each area. 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

The awards are presented at the League, NAPUS, and NAPS national conventions. If a winner does not attend one of these conventions, the Benjamin award is sent to the area’s respective Public Affairs and Communications manager, who will coordinate a presentation ceremony with the appropriate district official.

Participation is by self-nomination only. Participants must submit information pertaining to the area in which they work. Send all submissions directly to:

GOOD NEWS  
 COMMUNITY RELATIONS  
 475 L'ENFANT PLAZA SW ROOM 10523  
 WASHINGTON DC 20260-3100

A submission cover sheet (you can photocopy the one attached) must accompany all submissions. 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 valid. 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,” such as:

- 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.
- Television or radio interview on postal issues.

- Post office tours.
- Volunteerism.
- Beautification of post office.
- Or any other activities that enhance the image of the Postal Service in your community.

News that *will not* count toward the Benjamin award includes, for example:

- Post office closings.
- Syndicated stamp columns.
- Obituaries.
- AP wire stories.
- Paid advertisements.
- Cartoon articles.
- 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.
- A weekly column on gardening.
- Postal publication articles.
- Internet articles or information from the Postal Service web page.
- Postal employees' fraud or theft stories.

All newspaper, magazine, and newsletter submissions must mention the post office, postmaster, manager, and/or post office employee. There must be clear documentation that the employee involved in the activity is there to promote the USPS.

Headquarters Public Affairs and Communications will administer this program, and any updates to the program will be provided in the *Postal Bulletin*. 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 Headquarters Public Affairs and Communications will be final. If you have any questions or need clarification, please write to "Benjamin Award Coordinator" at the Good News address provided in this article.

Postmasters and supervisors across the nation are encouraged to participate. This year's program runs through May 25, 2001. Why not make this an early new year's resolution to catch the Benjamin fever!

For additional information on the recognition program guidelines, submission form tips, and suggested remarks to a community group, refer to *Postal Bulletin* 22012, dated 12-2-99.

— *Community Relations,  
Public Affairs and Communications, 11-16-00*

## Public Affairs and Communications Submission Form

**MAIL TO:** Good News  
 Community Relations  
 Room 10523  
 475 L'Enfant Plaza SW  
 Washington DC 20260-3100

Name: ZIP Code: -9998  
 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, and 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.

## Flexible Spending Accounts Open Season and Implementation of PostalEASE

Open season for the Flexible Spending Account (FSA) program for career employees is November 13 through December 11, 2000. Enrollments made during this open season are effective January 1, 2001, for the 2001 plan year (January 1 through December 31, 2001).

FSAs provide employees with the ability to set aside a portion of their pre-tax earnings for certain types of out-of-pocket health care and dependent care expenses. The money withheld for FSAs is not subject to income, Medicare, or Social Security taxes. United Health Care administers the FSA program for the Postal Service.

FSA BK1, *Flexible Spending Accounts* (November 2000), provides a good overview of FSAs. The following information should assist local personnel offices in conducting this open season.

### PostalEASE Used for Enrollment

For the first time, the *PostalEASE* telephone enrollment system is the method employees must use to enroll in FSAs during open season. PS Form 8200, *Flexible Spending Account Enrollment Form*, must not be used for FSA Open Season enrollments. PS Form 8200 may only be used for enrollments or changes related to the 2000 FSA plan year, or for enrollments or changes for the 2001 FSA plan year after FSA Open Season. It is expected that PS Form 8200 will become obsolete during February 2001; Headquarters (HQ) Compensation will issue further instructions then.

### Publicity

To assist in publicizing FSA open season, all offices must post the open season notice on page 59 on bulletin boards through December 11, 2000. Also, offices must post the *PostalEASE* FSA Open Season color poster on bulletin boards through December 11, 2000. (Refer to the section below, Open Season Materials, for a description of the distribution of the color poster.)

### Direct Mailings to Employees

HQ Compensation is coordinating three mailings — first a post card, then a leaflet, and finally an enrollment kit of an FSA brochure, a *PostalEASE* FSA worksheet, and a withdrawal request form to career employees at their mailing addresses of record. The return addresses for undeliverable enrollment kits are the employing offices of record. While the disposition of returned kits is at the discretion of the Customer Service and Sales district office or other administering office, giving a returned kit to an employee offers the employee an opportunity to submit a correct PS Form 1216, *Employee's Current Mailing Address*. PS Form 1216 may be ordered from the Material

Distribution Center (MDC) using Postal Stock Number 7530-02-000-7354 or through Touch Tone Order Entry (TTOE) using Quick Pick number 118.

### Eligibility

Participation in the FSA program is limited to career employees. Furthermore, to enroll, a career employee must have completed at least 26 full pay periods of postal career service during the current appointment by the end of pay period (PP) 26-00 (December 15, 2000). A career employee who is in a leave without pay (LWOP) status that has lasted for more than eight consecutive full pay periods as of December 15, 2000, is *not* eligible to participate in the FSA program.

### Election Opportunities

#### *Health and Dependent Care FSAs*

Eligible career employees may elect to participate in either or both of two FSAs — the Health Care FSA and the Dependent Care FSA. Each FSA covers eligible expenses for services received during the employee's period of participation during 2001 plan year (January 1 through December 31, 2001). Employees who elect to participate must enroll via *PostalEASE* no later than 5:00 p.m. Central Time on December 11, 2000. The brochure employees receive in the mail describes eligible and ineligible expenses and guidelines for estimating 2001 expenses.

#### *FSA Open Season Contribution Levels*

For the 2001 plan year, eligible career bargaining unit employees may elect to contribute up to \$2,600 and career nonbargaining unit employees may elect to contribute up to \$5,000 to the Health Care FSA. All eligible career employees may elect to contribute up to \$5,000 to the Dependent Care FSA. Contributions are withheld in equal amounts through payroll deductions covering 26 pay periods (PP 01-2001 through PP 26-2001). The minimum annual contribution employees may make to either FSA is \$130, which equals \$5 per pay period.

### Election Changes and Enrollment Processing

Participants may not cancel enrollments or change contribution levels during the plan year except following qualified life status changes, as explained in the brochure.

### Open Season Materials

#### *Direct Mailings to Career Employees*

Each career employee receives the following items at his or her mailing address of record:

- Publicity postcard announcing FSA in *PostalEASE*. (This item was mailed the week of October 16, 2000.)



- FSA LF1, *Flexible Spending Accounts Overview and Tax Savings Estimator* (October 2000), a leaflet that outlines how FSAs work in a simple question-and-answer format and that also contains a tax savings estimator. (This item was mailed the week of October 23, 2000.)
- An enrollment kit including:
  - FSA BK1, *Flexible Spending Accounts* (November 2000), a brochure explaining plan policies and provisions.
  - The FSA *PostalEASE* Worksheet.
  - FSA1, *Flexible Spending Account (FSA) Withdrawal Request* (November 2000), the form used to request to withdraw funds from an FSA for payment of eligible expenses for services received during the period of participation.

#### *Enrollment Form*

PS Form 8200, *Flexible Spending Account Enrollment Form*, must not be used for FSA Open Season enrollments. PS Form 8200 may only be used for enrollments or changes related to the 2000 FSA plan year, or for enrollments or changes for the 2001 FSA plan year after FSA Open Season. It is expected that PS Form 8200 will become obsolete during February 2001; HQ Compensation will issue further instructions then.

#### *Color Poster*

As noted above, offices will receive and must post the *PostalEASE* FSA Open Season color poster on bulletin boards through December 11, 2000. Posters are distributed in early November to the same installations listed in the following subsection.

#### *Extra Supplies of Materials*

HQ Compensation will coordinate a contractor's distribution of extra supplies of the leaflet, enrollment kit (brochure, worksheet, and withdrawal request form), and stand-alone copies of the worksheet and withdrawal request form to Human Resources at district offices, area offices, processing and distribution centers, bulk mail centers, airport mail centers, remote encoding centers, the Office of Inspector General, Inspection Service divisions, Headquarters, and selected Headquarters field units by the beginning of the open season.

Additional copies of the following FSA items will be available for ordering, but *not* until the distribution of extra supplies has been completed:

- FSA LF1 (7610-04-000-5138, no Quick Pick number).
- FSA BK1 (7530-02-000-9910, no Quick Pick number).
- FSA1 (7530-02-000-9911, no Quick Pick number).

When available, FSA LF1, FSA BK1, and FSA1 can be ordered using PS Form 7380, *MDC Supply Requisition*, or TTOE.

#### *Administration Manual*

HQ Compensation will also be posting FSA BK2, *FSA Administration Manual* (November 2000), on the HR Personnel Desktop site on the intranet. This manual provides information for personnel offices on the FSA program including *PostalEASE* information. This item is not available from the MDC.

### **Responsibilities of Personnel Offices**

The *FSA Administration Manual* explains personnel office responsibilities and processing procedures. Responsibilities include:

- Responding to employee inquiries regarding eligibility.
- Determining eligibility to enroll or to change contribution levels during the plan year based upon participants' qualified life status changes.

Offices are reminded of the following points:

- Offices may refer to the *FSA Administration Manual* for instructions on processing FSA elections in cases of belated election or administrative error or for processing FSA elections in *PostalEASE* for employees who are unable to use a telephone because they are deaf or hard of hearing or because of a medical reason.
- *PostalEASE* will remind employees to include health care expenses for dependents in the Health Care FSA contribution amount, not in the Dependent Care FSA. Although the brochure and worksheet advise employees of this provision, some employees did not understand this distinction in past open seasons.
- *PostalEASE* also reminds employees of the Internal Revenue Service (IRS) annual limits on the Dependent Care FSA contribution — \$5,000 for a family and \$2,500 for a married employee filing a separate return. These limits are explained fully in the brochure.
- Offices do not process form FSA1 (request to withdraw FSA funds for the payment of eligible expenses). Participants are responsible for mailing these directly to the FSA Customer Service Center at the address on the form.
- Offices must not provide tax advice. Offices must refer employees with tax questions to their tax advisors or the IRS toll-free information line, 800-TAX-1040 (800-829-1040). In addition, a section of the brochure presents certain tax information related to FSAs.

- Offices should refer employees with questions about the FSA program to the toll-free hotline described below.

### **FSA Customer Service Center Toll-Free Hotline**

The FSA Customer Service Center provides a toll-free hotline for inquiries about FSAs. Employees with FSA questions may use the hotline by calling 800-842-2026. Following enrollment, participants may use the hotline to:

- Make account inquiries.
- Discuss expenses eligible for payment through the FSA program.
- Obtain other plan information.

The FSA Customer Service Center also provides a Telecommunications Device for the Deaf (TDD) line for the hard of hearing: 801-523-6955. The FSA Customer Service Center encourages employees using the TDD line to place an advance call to the toll-free hotline.

— *Compensation,  
Employee Resource Management, 11-16-00*



## Flexible Spending Accounts (FSA) Open Season and *PostalEASE*

### What's New

Career employees must use *PostalEASE* telephone enrollment system if they wish to enroll in FSAs for 2001 during the FSA Open Season.

Call toll free: 877-4PS-EASE (877-477-3273).

Career employees who have trouble using *PostalEASE*, or who are unable to use a telephone because they are deaf or hard of hearing or because of a medical reason, may contact the local personnel office.

### USPS PIN

To use *PostalEASE*, enter Social Security Number and USPS Personal Identification Number (PIN). An employee who doesn't know his or her USPS PIN should call *PostalEASE* and, when prompted to enter the PIN, simply pause, and the system will provide an option to have the PIN mailed to the employee's address of record.

### When

November 13 through 5:00 p.m. Central Time on December 11, 2000.

### Eligibility

Career employees only — noncareer employees are not eligible.

### Plan Information

Leaflet, brochure with *PostalEASE* FSA Worksheet included mailed to all career employees.

If not received by November 28, 2000, contact local personnel office.

### Effective Date

FSA Open Season enrollments become effective January 1, 2001.

### Questions

Hotline for FSA questions: 800-842-2026.

TDD line for hearing impaired: 801-523-6955. Advance call to hotline encouraged.

**Please Post on All Bulletin Boards Through December 11, 2000**

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NOTICE TO ALL EMPLOYEES

# THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released November 16, 2000

<b>ANNUAL RETURNS</b>	<b>C</b>	<b>F</b>	<b>G</b>
1989 JAN.–DEC. %	31.03	13.89*	8.81
1990	-3.15	8.00*	8.90
1991	30.77	15.75	8.15
1992	7.70	7.20	7.23
1993	10.13	9.52	6.14
1994	1.33	-2.96	7.22
1995	37.41	18.31	7.03
1996	22.85	3.66	6.76
1997	33.17	9.60	6.77
1998	28.44	8.70	5.74
1999	20.95	-.85	5.99
<b>1999</b>	<b>C</b>	<b>F</b>	<b>G</b>
NOVEMBER	2.00	-.01	.51
DECEMBER	5.90	-.45	.54
<b>2000</b>	<b>C</b>	<b>F</b>	<b>G</b>
JANUARY	-5.03	-.34	.56
FEBRUARY	-1.93	1.07	.53
MARCH	9.74	1.32	.55
APRIL	-2.98	-.29	.52
MAY	-2.05	-.03	.54
JUNE	2.44	2.07	.53
JULY	-1.56	.89	.53
AUGUST	6.19	1.46	.52
SEPTEMBER	-5.27	.64	.49
OCTOBER	-0.40	.66	.51
<b>LAST 12 MONTHS</b>	<b>6.01</b>	<b>7.36</b>	<b>6.51</b>

\*Through 1990 the F Fund was invested in the Wells Fargo Bond Index Fund.

The C Fund is invested in the Barclays Equity Index Fund, which tracks the S&P 500 stock index. The F Fund is invested in the Barclays U.S. Debt Index Fund, which tracks the Lehman Brothers Aggregate Bond index. Because of expenses and changing balances in the C and F Funds, their returns vary from Barclays' returns. The G Fund is invested in special issues of U.S. Treasury securities.

Future performance of the three funds will vary and may differ significantly from the returns shown above. See the "Summary of the Thrift Savings Plan" for detailed information about the funds and their investment risks.

The monthly C, F, and G Fund returns represent net earnings after deduction of accrued administrative expenses. The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The C, F, and G Fund monthly returns are dollar-weighted: they reflect net earnings on the changing balances invested during the month. The C, F, and G Fund returns for the last 12 months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and that earnings are compounded on a monthly basis.



Federal Retirement Thrift Investment Board

Please post on bulletin boards.  
Recycle all previous notices.

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# Purchasing and Materials

PM REVISION

## Purchasing Manual 2.4.6 and Appendixes A and B

Effective immediately, *Purchasing Manual* (PM) section 2.4.6, Ordering, and Appendix A, Solicitations, and Appendix B, Contract Clauses, are revised to remove the references to a specific type of Postal Service credit card and to rename Provision 2-7, Credit Card Order Acceptance Requirement.

The revised PM 2.4.6 and Appendixes A and B will be incorporated in an incremental update of the PM on the Policies and Procedures page of the Postal Service Intranet (<http://blue.usps.gov/cpim/manuals>) and the Postal Service Internet (<http://www.usps.com>; click on *About USPS*, then *Doing Business With Us*, then *Purchasing Publications*).

### Purchasing Manual (PM)

\* \* \* \*

### 2 Purchase Planning

\* \* \* \*

#### 2.4.6.e Ordering

\* \* \* \*

3. Ordinarily, orders should be placed:

- (a) In writing;
- (b) By authorized Postal Service credit card;

\* \* \* \*

**2.4.6.h Provisions.** For contracts where orders will be placed by authorized Postal Service credit card, the solicitation must include Provision 2-7, *Credit Card Order Acceptance Requirement*.

\* \* \* \*

### Appendix A Solicitations

\* \* \* \*

#### Provision 2-7 Credit Card Order Acceptance Requirement (November 2000) (2.4.6)

The Postal Service intends to place credit card orders, using an authorized Postal Service credit card, under the ordering agreement or contract resulting from this solicitation. Any supplier entering into an ordering agreement or awarded a contract as a result of this solicitation must have the capability to accept orders made with such a credit card.

\* \* \* \*

### Appendix B Contract Clauses

\* \* \* \*

#### Clause 2-39 Ordering (November 2000) (2.4.6)

- a. Supplies or services to be furnished under this contract will be ordered by authorized Postal Service credit card, or issuance of delivery orders, during the period and by the activities specified in the Schedule.
- b. Orders may be issued in writing, by written telecommunication, electronic data interchange (EDI), or orally. Oral orders, other than authorized Postal Service credit card orders, must be confirmed in writing. Orders sent by mail are considered issued when placed in the mail.
- c. The supplier must report to the contracting officer in the format and intervals specified in the Schedule all orders charged to an authorized Postal Service credit card.
- d. All orders are subject to the terms and conditions of this contract. If there is any conflict between an order and this contract, the contract is controlling.

REVISED PUBLICATION

## Employee and Labor Relations Manual 16

Issue 16 of the *Employee and Labor Relations Manual* (ELM) has been published in paper and online with substantial changes to chapters 1, 2, and 3 and subchapters 410, 430, 510, 540, and 670. You can locate the online copy of ELM 16 on the Postal Service Intranet (<http://blue.usps.gov>) and Internet (<http://www.usps.com>). Printed copies of ELM 16 may be requisitioned as follows:

- Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
- Send an F3Fill-completed PS Form 7380, *MDC Supply Requisition*, by cc:Mail to MDC Customer Service @ TOKS001L.
- Mail a completed PS Form 7380 to the following address:

SUPPLY REQUISITIONS  
500 GARY ORMSBY DR  
TOPEKA KS 66624-9702

The relevant ordering information is as follows:

PSN:	7610-02-000-9963
PSIN:	ELMISSUE
Unit of Issue:	EA
Quick Pick #:	353
Bulk Pack Quantity:	10
Price:	\$3.99
Edition Date:	August 2000

— *Employee Resource Management, 11-16-00*

### ORDERING ALERT

## Case Dividers

Be sure to check the number of case dividers per box when you place an order for them. There have been recent instances of offices over-ordering city and rural dividers, Postal Service Item Numbers (PSINs) 124C117, 124R57, and 124V40. Please refer to Publication 247, *Supply and Equipment Catalog*, page 167, which lists the number of dividers per box. The number of dividers per box is listed in the "Quantity Per Set" column. When ordering dividers, the quantity refers to divider *sets*, not the individual number of dividers.

Over-ordering dividers produces waste at the receiving site and unnecessary transportation costs paid by the ordering office. Ordering offices need to familiarize themselves with the quantity of issue for these and other items in Publication 247.

Contact your district material management specialist if you have questions about the unit of issue or if you have over-ordered.

— *Logistics Programs,  
Purchasing and Materials, 11-16-00*



## Retail

# What's in Store

### Give back the holidays

New  
promotion

The Postal Service and VISA® are sponsoring the "VISA® and the Grinch Give Back the Holidays" promotion during the Holiday Drive Period. This sweepstakes is being promoted in 22,755 locations nationwide (all A and B kit offices). Three POP elements — a counter mat, counter card, and tent card — support this promotion. Please make sure all POP elements are displayed according to your planogram and instructions in *Ready, Set, Retail*.

The sweepstakes began November 1 and will end December 31. A customer who uses a VISA® card to pay for purchases at a Post Office or online at [www.usps.com](http://www.usps.com) will automatically be entered in the sweepstakes. There will be 10 winners. Each will receive a check in the amount of his or her total purchase transactions at a USPS location or online at [www.usps.com](http://www.usps.com) made during the sweepstakes period, based on an individual VISA® account that matches the winning transaction. Each winner also will receive a \$1,000 VISA® gift card.

### New branded packaging

Ready to  
Roll

ReadyPost™ is the new, national USPS brand of packaging and mailing supplies currently being shipped to select retail locations. Nationwide implementation is scheduled for March 2001.

USPS has partnered with the Ensemble Company, a subsidiary of Hallmark, to produce and distribute these mailing and packaging supplies. Information and retail guides on this new effort have been sent to retail offices, as well as to area and district offices.

### Pop goes the revenue

Check signage

Get some 'pop' out of your POP. Take advantage of high traffic during the Holiday Drive Period to increase revenue. Effective merchandising is the best way to generate sales and communicate with your customers. Make sure signage has impact — put it in the right places. Help customers make choices on products and services before they arrive at the counter. Use your planogram (in the holiday kit pack) as a guide, and refer to the *90 Day Retail Calendar* and *Ready, Set, Retail*.

### And the winner is...

Stay tuned

Congratulations to the retail employees of the Hillsdale, NJ, Post Office for winning Race 3 of the VISA/USPS Retail Employee Contest. The Hillsdale Post Office was the Northern New Jersey District winner of Race 1 and the New York Metro Area winner of Race 2, and it now is the national winner of Race 3.

Still to come... a grand prize drawing of all the winners to determine the winner of the trip for two to the 2001 Tour de France.

## What's in Store

### A dollar is a dollar

Buck stops here

It's money. So use it. We accept the new golden dollar coins for all postal retail transactions. The Postal Service is one of the largest users of the new golden dollar coin in the vending community. USPS has been honored by the National Automatic Merchandising Association and the U.S. Mint for its support of the currency.

### Phone card reminder

Retail sales associates must swipe-activate a FIRSTCLASS PHONECARD® at time of sale. Customers can no longer activate the phone cards themselves by telephone after purchase. When customers call customer service to activate a card, they will be told to return, with their receipt, to a Post Office that sells FIRSTCLASS PHONECARDS. Post Offices should activate cards only with a receipt.

### Look for Lance

New look

Last month, Expedited/Package Services (E/PS) printed and began distributing 20 million Priority Mail flat rate envelopes featuring USPS Pro Cycling Team captain Lance Armstrong and his teammates. The envelopes also feature the VISA® logo, as part of the new promotion with VISA® card, and the motto, "Lance Delivers Again!"

- Employees should display and use these envelopes immediately.
- A two-month supply of envelopes will be available at retail offices only and can be restocked by phoning 1-800-610-8734.

### Call center hours

New hours

There are new hours for call center service agents at 1-800-222-1811 and 1-800-ASK-USPS.

*The new 1-800-222-1811 service agent hours are (all times are Eastern Standard Time):*

Monday through Friday: 6:30 AM to 10:30 PM.

Saturdays, Sundays, & Holidays: 9 AM to 8 PM.

*The new 1-800-ASK-USPS service agent hours are:*

Monday through Friday: 6:30 AM to 10:30 PM.

Saturdays: 7:30 AM to 8 PM.

Closed Sundays and holidays.

Customers still have 24-hour access through [www.usps.com](http://www.usps.com) and automated information through the Integrated Voice Response system.

### Feedback

Send comments and questions to:

WHAT'S IN STORE  
US POSTAL SERVICE  
1735 N LYNN STREET RM 6042  
ARLINGTON VA 22209-6008

# What's in Store

your

# Retail Calendar

'00  
Holiday

November			WED	THU	FRI	SAT
			1 <b>Retail Reminder:</b> Make sure new 'EPROMS' are installed in PMB-7, PS-22, PS-22B, and PBSM-624 machines	2 <b>Inform your customers</b> that if they use their VISA® card they could win a VISA gift card and receive all of their USPS VISA holiday purchases for free	3 <b>Retail Reminder:</b> Walk into the Post Office today like you're a customer and notice the POP	4 <b>Retail Reminder:</b> Make sure the Holiday office closed sign is properly displayed
SUN	MON	TUE				
5 <b>Did You Know?</b> November is National Adoption Month — be sure to promote the Adoption Awareness stamp	6 <b>Retail Reminder:</b> We accept the new golden dollar coins featuring the likeness of Sacagawea	7 <b>Election Day</b>	8 <b>Retail Reminder:</b> Use your cleaning cards for vending machine bill validators on a regular basis	9	10 <b>Retail Reminder:</b> Make sure to fly the POW-MIA flag in honor of Veterans Day <i>payday</i>	11 <b>Offices Closed</b>  <b>Veterans Day</b>
12 <b>Did You Know?</b> The POS ONE Message Center was introduced this fall to communicate corporate and retail information directly to you	13	14 <b>Inform your customers</b> that Global Express Guaranteed™ (GXG) (formerly PMGG) has the lowest published rates of any similar service	15	16 <b>Retail Reminder:</b> Make sure the Holiday office closed sign is properly displayed	17 The movie <b>Dr. Seuss' How the Grinch Stole Christmas!</b> releases today <b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 2	18
19 <b>Did You Know?</b> POP influences purchase decisions, increases recognition of products/services, and makes the Post Office™ easier to use	20 <b>Retail Reminder:</b> Keep vending machines fully stocked and remind customers that they are easy and convenient to use	21 <b>Inform your customers</b> that next time they should try vending machines as an easier way to get stamps fast	22	23 <b>Offices Closed</b>  <b>Thanksgiving</b>	24 <i>payday</i>	25
26 <b>Did You Know?</b> When people use credit cards, they tend to spend more money — encouraging credit card use will help build USPS revenue	27 <b>Inform your customers</b> that Priority Mail® service with Delivery Confirmation™ is a worry-free way to send packages	28	29 <b>Retail Reminder:</b> Asking customers the 5 questions is important for upgrading customer service and keeping the Post Office competitive	30	<b>NOVEMBER STAMP RELEASES:</b> • <i>New York City Public Library Lion</i>	

Refer to your 90-Day Retail Calendar Swingroom Poster for additional information.

The movie *Dr. Seuss' How the Grinch Stole Christmas!* ©2000 Universal Studios. Based on *How the Grinch Stole Christmas!* book and characters™ & © Dr. Seuss Enterprises, L.P. 1957. Licensed by Studios Licensing, Inc. All rights reserved.

Access the Retail Intranet Site at: <http://retail.usps.gov>

# What's in Store

# your Retail Calendar '00 Holiday

<b>December</b>					FRI	SAT
SUN	MON	TUE	WED	THU	1	2
					<b>Vending Reminder:</b> Make sure your vending machines are accepting the new \$5/\$10 bills — If not, contact SSPC Techs or Maintenance	<b>Retail Reminder:</b> You are Who makes the holidays bright for your customers — get in the Whoville spirit
<b>Did You Know?</b> The movie <b>Dr. Seuss' How the Grinch Stole Christmas!</b> is the most anticipated movie for the 2000 holiday season	<b>Inform your customers</b> that when they buy a Whoville 30-minute <b>FIRSTCLASS PHONECARD®</b> they can buy a matching greeting card	<b>Vending Reminder:</b> Use your cleaning cards for vending machine bill validators on a regular basis	<b>Vending Reminder:</b> Be sure to return your validator installation sheets immediately after installation	<b>Inform your customers</b> that they can buy two 60-minute <b>FIRSTCLASS PHONECARDS</b> and get a third free	<b>Retail Reminder:</b> We accept the new golden dollar coins featuring the likeness of Sacagawea  <i>payday</i>	
					<b>Make sure your Rate Change POP is displayed</b>	<b>Inform your customers</b> that they can save time by packing their gifts right at the Post Office™ with USPS shipping supplies
<b>Did You Know?</b> Seussical, a new musical based on Dr. Seuss' books, came out this fall on Broadway	<b>Retail Reminder:</b> Getting customers to add on products/ services will help build revenue		<b>Inform your customers</b> that adding insurance will give them peace of mind	<b>Vending Reminder:</b> All vending machines must have the new "Ardac" validators installed	<b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 3	
	<b>Make sure Holiday office closed sign is displayed</b>	<b>Inform your customers</b> that Express Mail® service is great for sending last-minute gifts	Last day for Global Express Guaranteed™ service (formerly PMGG) delivery to arrive before Christmas*	<i>First Day of Winter</i>	<b>First Day of Hanukkah</b>  Last day for Priority Mail® and Express Mail International™ to arrive by Christmas*  <i>payday</i>	Last day for Express Mail to arrive on Christmas*
<b>Did You Know?</b> The Grinch is one of the most popular characters among all of Dr. Seuss' books	Last day for Global Priority Mail™ to arrive by Christmas*			Thanks for making the Wholidays a success!	<b>Inform your customers</b> that they can order stamps 24 hours a day on usps.com or 1-800 STAMP-24	
	<b>Offices Closed</b>  <i>Christmas Day</i>	<i>First Day of Kwanzaa</i>				
<b>Did You Know?</b> Dr. Seuss' real name is Theodor Seuss Geisel	<b>DECEMBER STAMP RELEASES:</b> • <i>Flowers</i> • <i>Statue of Liberty</i>					
<b>New Year's Eve</b>	Refer to your 90-Day Retail Calendar Swingroom Poster for additional information.  *Dates that indicate last date to mail are dependent on drop-off location, time, and destination.  The movie <i>Dr. Seuss' How the Grinch Stole Christmas!</i> ©2000 Universal Studios. Based on <i>How the Grinch Stole Christmas!</i> book and characters™ & © Dr. Seuss Enterprises, L.P. 1957. Licensed by Studios Licensing, Inc. All rights reserved.					

Access the Retail Intranet Site at: <http://retail.usps.gov>

# What's in Store

# your Retail Calendar '01 Love

## January

SUN	MON	TUE	WED	THU	FRI	SAT
	1 <b>Offices Closed</b> <i>New Year's Day</i>	2 <b>Retail Reminder:</b> Remember that we accept the new golden dollar coins featuring the likeness of Sacagawea	3 <b>Vending Reminder:</b> Make sure your vending machines are accepting the new \$5/\$10 bills — If not, contact SSPC Techs or Maintenance	4 <b>Retail Reminder:</b> Review the security and theft prevention information in section 35 of Handbook PO-208 and chapter 11 of Handbook PO-204	5 <b>Vending Reminder:</b> Use your cleaning cards for vending machine bill validators on a regular basis <i>payday</i>	6 <b>Make sure you remove Extra Services poster and Mailing Options poster</b>
7 <b>Did You Know?</b> Global Express Guaranteed service (formerly PMGG) offers guaranteed delivery in 2 business days from the U.S. to most of Western Europe	8 <b>Make sure you adhere new rate stickers on menuboards and backlights</b>  <b>Mastercard®/Coloring Book promotion begins</b>	9 <b>Inform your customers</b> that they can receive a free postcard coloring book with every \$12 or more Mastercard® purchase <i>Love Drive Period begins — remove Holiday POP and display Love POP and Product</i>	10	11	12 <b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 4	13
14 <b>Did You Know?</b> Delivery Confirmation™ service status information remains available for 80 days	15 <b>Inform your customers</b> that Love FIRSTCLASS PHONECARDS and matching Love retail products make great gifts	16 <b>Inform your customers</b> that a FIRSTCLASS PHONECARD with stamp-inspired sachet makes a great gift	17 <b>Retail Reminder:</b> Make sure to keep retail merchandise well stocked	18	19 <b>Inform your customers</b> that money orders are a safe, secure way to pay <i>payday</i>	20 <b>Vending Reminder:</b> Be sure to return your validator installation sheets immediately after installation
21 <b>Did You Know?</b> usps.com averages 3 million visits per month	22 <b>Retail Reminder:</b> make sure all POP displays new rates	23 <b>Inform your customers</b> that Priority Mail service is our best shipping value	24 <b>Retail Reminder:</b> POS One users can now check the POS One Message Center for important corporate and retail information	25 <b>Retail Reminder:</b> The key to selling retail products is making them visible to your customers	26 <b>Inform your customers</b> that the new Love stamp is here — it's perfect for Valentine's Day, weddings, and wedding showers	27 <b>Retail Reminder:</b> Be sure your EAS system is functioning and your cameras are set correctly
28 <b>Did You Know?</b> The Postal Service is recognized as a leader in making the world safer and cleaner, and has won environmental awards for its practices	29	30 <b>Retail Reminder:</b> Don't forget the GIST when servicing customers (Greet, Inquire, Suggest, Thank)	31 <b>Inform your customers</b> that Delivery Confirmation service is a great way to verify package delivery dates and times	<b>JANUARY STAMP RELEASES:</b> • Love • Lunar New Year • Roy Wilkins		

Refer to your 90-Day Retail Calendar Swingroom Poster for additional information.

Access the Retail Intranet Site at: <http://retail.usps.gov>

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### Postal Bulletin 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. The *Postal Bulletin* is also available online at <http://www.usps.com> (click on *Info*, then *Postal Periodicals and Publications*).

If your postal facility has access to cc:Mail, you may send a request for a new subscription order, an address and/or quantity change, or a subscription query to the

cc:Mail address POSTAL BULLETIN. If you are using another email product, you can use the Internet email address [pbulleti@email.usps.gov](mailto:pbulleti@email.usps.gov).

If you do not have access to email, you may complete the order form and mail it to:

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

Either way you send it, please include the "POO" subscription number from your address label.

#### Postal Service Orders for Postal Bulletin

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

Attention Line \_\_\_\_\_

Postal Facility Name \_\_\_\_\_

Delivery Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_

Person to Contact  
 ( \_\_\_\_\_ ) \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

Current Quantity \_\_\_\_\_ New Quantity \_\_\_\_\_

**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](mailto:pbulleti@email.usps.gov). Please include old and new address and quantities, and the "POO" subscription number from your address label. Postal facilities may also complete this form and mail it to:

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Company Name \_\_\_\_\_

Delivery Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_  
 ( \_\_\_\_\_ )

Daytime Telephone \_\_\_\_\_

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Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

#### Mail Completed Form and Payment To:

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