

## Postal Bulletin Annual Index

January – December 2002

**PB 22067 – PB 22092**

The following articles are updated regularly in the *Postal Bulletin* and are not listed in the Index: 800 Number Available to Verify Canadian Money Orders; Counterfeit Canadian Money Order Forms; Invalid Express Mail® Service Corporate Account Numbers; Mail Alert; Missing, Lost, or Stolen U.S. Money Order Forms; Missing, Lost, or Stolen Canadian Money Order Forms; Pictorial Cancellations Announcement; Special Cancellation Die Hubs; Summaries of Recent USPS News Releases; and USPS News @ Work.

– A –

### ADMINISTRATIVE SERVICES

Biweekly E-mail Message Announcing Online Postal Bulletin — Beginning September 5, 2002 ( <i>Announcement</i> )	22083 (08-08-02)
Biweekly E-mail Message Announcing Online Postal Bulletin — Beginning September 5, 2002 ( <i>Announcement</i> )	22084 (09-05-02)
Display U.S. Flags at Half-Staff on May 15, Peace Officers Memorial Day ( <i>Reminder</i> )	22074 (04-18-02)
Disposal of Computers, Laptops, Monitors, and Printers ( <i>Handbook Handbook AS-701 Revision</i> )	22085 (09-19-02)
Door, Keys, and LLVs — Postal Service Security Efforts Need Improvement	22088 (10-31-02)
Gold Tape Retirement ( <i>Portfolio Managers, Application Developers, and Business Managers Responsible for Gold Tape Applications</i> )	22084 (09-05-02)
Gratis Warranty Under Compaq ADEPT II Contract — Extended ( <i>Warranty Extension</i> )	22085 (09-19-02)
Guidelines — Obtaining and Evaluating Information Technology Hardware and Software Products for a Trial Period ( <i>Correction</i> )	22080 (07-11-02)
Handbook AS-701, Material Management ( <i>Handbook Revision</i> )	22087 (10-17-02)
Handbook AS-805, Information Security ( <i>Handbook Revision/Ordering Instructions</i> )	22076 (05-16-02)
Handbook AS-805-D, Information Security Network Connectivity Process ( <i>New Handbook</i> )	22090 (11-28-02)
Handbook AS-812, Relational Database Management System (RDMS) Naming Standards and Guidelines ( <i>Handbook Revision</i> )	22091 (12-12-02)
Handbook AS-820, Postal Computing Environment ( <i>Revised Handbook</i> )	22092 (12-26-02)
Hatch Act and Other Requirements Related to Election Campaigns	22088 (10-31-02)
Maintaining a Service Level Agreement ( <i>Guidelines</i> )	22075 (05-02-02)
MI AS 610-2002-14, Maintaining a Contact Center Support Agreement ( <i>New Management Instruction</i> )	22087 (10-17-02)
MI AS 810-2002-12, Restructuring IT Governance ( <i>New Management Instruction</i> )	22087 (10-17-02)
MI AS-850-2002-10, Information Technology Change and Configuration Management ( <i>New Management Instruction</i> )	22083 (08-22-02)
MI AS-850-2002-13, Naming Standards for Devices on the Postal Service Managed Network Services (MNS) Network and Implementation of Asset Management ( <i>New Management Instruction</i> )	22090 (11-28-02)
MI AS-885-2002-15, Managing Web Sites on the Corporate Intranet ( <i>New Management Instruction</i> )	22091 (12-12-02)
New Materials for the Associate Supervisor Program ( <i>Notice</i> )	22067 (01-10-02)
New Universal Associate Supervisor Program ( <i>Notice</i> )	22077 (05-30-02)
Obtaining and Evaluating Information Technology Hardware and Software Products for a Trial Period ( <i>Guidelines</i> )	22079 (06-27-02)
POW-MIA Flags ( <i>Ordering Instructions</i> )	22074 (04-18-02)
PS Form 8020, Report of Installation (Postmaster or Officer-In-Charge) ( <i>Officials Who Install Postmasters and Officers-In-Charge</i> )	22085 (09-19-02)
Postal Service Launches Online Telephone Directory	22083 (08-22-02)
PS Form 1357, Request for Computer Access ( <i>Form Revision</i> )	22082 (08-08-02)
Registering Systems in the Enterprise Information Repository ( <i>Guidelines</i> )	22075 (05-02-02)
Section 508 ( <i>New Handbook AS-508</i> )	22086 (10-03-02)
Secure Teleconferences	22072 (03-21-02)

### ADMINISTRATIVE SUPPORT MANUAL

Correction to ASM 274.5 ( <i>ASM Correction</i> )	22078 (06-13-02)
Disclosure of Information on Mail That Customers Send or Receive ( <i>ASM Revision</i> )	22073 (04-04-02)
Information Security ( <i>ASM Revision</i> )	22071 (03-07-02)
Licensing Policy ( <i>ASM Revision</i> )	22082 (08-08-02)
Lock Requirements ( <i>ASM Revision</i> )	22080 (07-11-02)
Maintenance Operating Plan Requirements ( <i>ASM Revision</i> )	22086 (10-03-02)
Part 286, Emergency Lines of Succession ( <i>ASM Revision</i> )	22075 (05-02-02)
Part 286, Emergency Lines of Succession ( <i>ASM Revision</i> )	22082 (08-02-02)

Photo Identification Requirements (*ASM Revision*) ..... 22076 (05-16-02)

– B –

**BARCODES**

Barcode Requirements for Delivery Confirmation and Signature Confirmation Services (*DMM Revision*) ..... 22079 (06-27-02)  
 Barcoding Standards Reference Change (*DMM Revision*) ..... 22072 (03-21-02)  
 Test Center for Voluntary Barcode Readability Pretesting on MERLIN (*Announcement*) ..... 22072 (03-21-02)

– C –

**CANCELLATIONS**

*See Philately.*

**CHILD ALERT PROGRAM**

Missing Children Posters ..... 22067 (01-10-02)  
 Missing Children Posters ..... 22069 (02-07-02)  
 Missing Children Posters ..... 22070 (02-21-02)  
 Missing Children Posters ..... 22072 (03-21-02)  
 Missing Children Posters ..... 22074 (04-18-02)  
 Missing Children Posters ..... 22076 (05-16-02)  
 Missing Children Posters ..... 22080 (07-11-02)  
 Missing Children Posters ..... 22082 (08-08-02)  
 Missing Children Posters ..... 22088 (10-31-02)  
 Missing Children Posters ..... 22091 (12-12-02)

**CITY CARRIERS**

*See Postal Employees.*

**COVER LETTERS**

Black History Month ..... 22067 (01-10-02)  
 Greetings From America Stamps and National Card and Letter Writing Month ..... 22070 (02-21-02)  
 Heroes of 2001 Semipostal Stamp Ceremonies ..... 22076 (05-16-02)  
 Mentoring a Child Stamp ..... 22068 (01-24-02)  
 Neuter or Spay Stamps ..... 22077 (05-30-02)  
 Postal Service Policy on Sexual Harassment ..... 22069 (02-07-02)  
 U.S. Postal Service Transformation Plan ..... 22074 (04-18-02)  
 U.S. Savings Bonds Campaign ..... 22076 (05-16-02)

**CUSTOMER RELATIONS**

*See also Retail and Publicity Kits.*

2002 International and Military Mail Christmas Dates ..... 22085 (09-19-02)  
 2002 International and Military Mail Christmas Dates ..... 22087 (10-17-02)  
 2002 International and Military Mail Recommended Christmas Mailing Dates (*Poster*) ..... 22089 (11-14-02)  
 Black History Month (*Publicity Kit*) ..... 22092 (12-26-02)  
 Communications Plan — USPS Pro and Amateur Team Sponsorship, 2002 Race Season ..... 22072 (03-21-02)  
 February 3–8: Identity Theft — Safeguard Your Personal Information (*National Consumer Protection Week*) ..... 22090 (11-28-02)  
 The Graceful Envelope Contest ..... 22076 (05-16-02)  
 Holiday 2002 Publicity Kit for Postmasters (*Publicity Kit*) ..... 22088 (10-31-02)  
 Introducing Notice 4314-C, We Want To Know (*Correction*) ..... 22075 (05-02-02)  
 Mailbox Improvement Week, May 20–25 (All Offices With City Motorized, Rural, and Highway Contract Box Delivery Routes) ..... 22076 (05-16-02)  
 Neuter or Spay Stamps (*Mini Publicity Kit*) ..... 22084 (09-05-02)  
 Notice 4314-C, We Want To Know (*Notice*) ..... 22075 (05-02-02)  
 Online Pickup Service Available on Shipping Center Web Site (*Notice*) ..... 22073 (04-04-02)  
 Order of the Yellow Jersey — Award Recipients (*Notice*) ..... 22072 (03-21-02)  
 Teddy Bears Stamps (*Mini Publicity Kit*) ..... 22081 (07-25-02)  
 Teddy Bears Stamps Mini Publicity Kit (*Correction*) ..... 22082 (08-08-02)  
 The USPS MicroPayment Service ..... 22084 (09-05-02)

– D –

**DIRECTIVES**

*See also Administrative Support Manual; Domestic Mail Manual; Employee and Labor Relations Manual; International Mail Manual; Postal Operations Manual; Purchasing Manual; Handbooks; Management Instructions; and Publications.*

Directives and Forms Update ..... 22069 (02-07-02)

Directives and Forms Update ..... 22075 (05-02-02)  
 Directives and Forms Update ..... 22078 (06-13-02)  
 Directives and Forms Update ..... 22080 (07-11-02)  
 Directives and Forms Update ..... 22082 (08-08-02)  
 Directives and Forms Update ..... 22084 (09-05-02)  
 Directives and Forms Update ..... 22086 (10-03-02)  
 Directives and Forms Update ..... 22088 (10-31-02)  
 Directives and Forms Update ..... 22091 (12-12-02)

**DIVERSITY**

2002 U.S. Postal Service National Awards Program for Diversity Achievement ..... 22078 (06-13-02)

**DOG BITE PREVENTION**

National Dog Bite Prevention Week (*Cover Letter*) ..... 22075 (05-02-02)  
 National Dog Bite Prevention Week — Coming Soon ..... 22074 (04-18-02)  
 National Dog Bite Prevention Week, May 19–25, 2002 (*Publicity Kit*) ..... 22075 (05-02-02)  
 Using Dog Repellent (*Correction*) ..... 22077 (05-30-02)

**DOMESTIC MAIL**

*See also Domestic Mail Manual, Labeling Lists, and Military Mail.*

2002 International and Military Mail Christmas Dates ..... 22085 (09-19-02)  
 2002 International and Military Mail Christmas Dates ..... 22087 (10-17-02)  
 2002 International and Military Mail Recommended Christmas Mailing Dates (*Poster*) ..... 22089 (11-14-02)  
 2002 International and Military Mail Recommended Christmas Mailing Dates (*Poster*) ..... 22090 (11-28-02)  
 3883, Firm Delivery Receipt for Accountable and Bulk Delivery Mail, and 3816, COD (*Correction/Revised Forms*) ..... 22071 (03-07-02)  
 3883, Firm Delivery Receipt for Accountable and Bulk Delivery Mail, and 3816, COD (*Revised Forms*) ..... 22070 (02-21-02)  
 Absentee Balloting Materials (*Notice*) ..... 22080 (07-11-02)  
 Accepting Articles With Certificates of Mailing (*Retail and Acceptance Employees*) ..... 22075 (05-02-02)  
 Administration of the Private Express Statutes (PES) (*Reminder*) ..... 22070 (02-21-02)  
 Air Transportation Surcharge for Day-Old Poultry (*Notice*) ..... 22078 (06-13-02)  
 “Any Service Member” Mail — Prohibited (*U.S. Armed Forces/Reminder*) ..... 22083 (08-22-02)  
 “Any Service Member” Mail — Prohibited (*U.S. Armed Forces/Reminder*) ..... 22091 (12-12-02)  
 “Any Service Member” Mail — Prohibited (*U.S. Armed Forces/Reminder*) ..... 22092 (12-26-02)  
 Bound Printed Matter (*Reminder*) ..... 22068 (01-24-02)  
 Business Mail Acceptance (*Handbook DM-109 Correction*) ..... 22082 (08-08-02)  
 Business Mail Entry Unit Operations — Proper Use of PS Form 3602-C (*Notice*) ..... 22085 (09-19-02)  
 Express Mail Corporate Account (EMCA) — Negative Account Balances (*District Marketing and Finance Managers*) ..... 22076 (05-16-02)  
 Express Mail Manifesting (*Correction*) ..... 22077 (05-30-02)  
 Express Mail Manifesting (*Publication 97 and Publication 97-A Revisions*) ..... 22075 (05-02-02)  
 Free Mail Program (*U.S. Armed Forces*) ..... 22083 (08-22-02)  
 Free Mail Program (*U.S. Armed Forces*) ..... 22087 (10-17-02)  
 Hazardous Materials — Mailability Rulings (*Reminder*) ..... 22075 (05-02-02)  
 Holiday HAZMAT ..... 22089 (11-14-02)  
 Holiday Mailing Questions? We’ve Got Answers (*DMM Transformation*) ..... 22091 (12-12-02)  
 International and Domestic Express Mail Pieces Receive the Same Level of Service (*Express Mail Service*) ..... 22086 (10-03-02)  
 New Issue of the Domestic Mail Manual (*Notice*) ..... 22082 (08-08-02)  
 New Service Measurement Reports — Parcel Select Service (*Notice*) ..... 22078 (06-13-02)  
 Online Express Mail Daily Log (*PS Form 5640*) ..... 22081 (07-25-02)  
 Ordering Information for DMM 100 (*DMM Transformation*) ..... 22088 (10-31-02)  
 Ordering Information for DMM 100 (*DMM Transformation/Correction*) ..... 22089 (11-14-02)  
 Over-the-Road Containers ..... 22078 (06-13-02)  
 Over-the-Road Containers ..... 22087 (10-17-02)  
 Over-the-Road Containers to Be Used in a Closed Loop (*Notice*) ..... 22073 (04-04-02)  
 Periodicals Mail Entered at a Destination Area Distribution Center (*Clarification*) ..... 22089 (11-14-02)  
 Postal Service Zone Charts (*Customer Ordering Instructions*) ..... 22076 (05-16-02)  
 Proper Handling of Plastic Mailbags — Drawstrings (*Notice*) ..... 22078 (06-13-02)  
 PS Form 1094, Request for Post Office Box Key or Lock Service (*Revised Form*) ..... 22069 (02-07-02)  
 Publication 401, Guide to the Manifest Mailing System (*Revised Publication*) ..... 22090 (11-28-02)  
 R2001-1 PAVE Cycle F Testing and Certification (*Reminder*) ..... 22076 (05-16-02)  
 Submission of PS Form 3510 for Additional Periodicals Entry (*Reminder*) ..... 22071 (03-07-02)  
 Test Center for Voluntary Barcode Readability Pretesting on MERLIN (*Announcement*) ..... 22072 (03-21-02)  
 To Help Get Your Mail There Before Christmas (*Poster*) ..... 22091 (12-12-02)

**DOMESTIC MAIL MANUAL**

Additional Placement Option for Address Change Service Participant Code <i>(DMM Revision)</i> . . . . .	22086 (10-03-02)
Barcode Requirements for Delivery Confirmation and Signature Confirmation Services <i>(DMM Revision)</i> . . . . .	22079 (06-27-02)
Barcoding Standards Reference Change <i>(DMM Revision)</i> . . . . .	22072 (03-21-02)
Bedloaded Bundles of Periodicals <i>(DMM Revision)</i> . . . . .	22072 (03-21-02)
Business Mail Acceptance <i>(Handbook DM-109 Revision)</i> . . . . .	22081 (07-25-02)
Business Reply Mail Window Envelopes <i>(DMM Revision)</i> . . . . .	22090 (11-28-02)
Cards Claimed at the First-Class Mail Card Rates <i>(DMM Revision)</i> . . . . .	22086 (10-02-03)
Change in Administrative Charges for Refunds of Unused Meter Stamps and Returned Business Reply Mail Mailpieces With Postage Affixed <i>(DMM Revision)</i> . . . . .	22092 (12-26-02)
“Change Service Requested” Endorsement With Delivery Confirmation or Signature Confirmation . . . . .	22086 (10-03-02)
Confirm Service <i>(DMM Revision)</i> . . . . .	22083 (08-22-02)
Co-Packaging of Automation Rate and Presorted Rate Flats <i>(DMM Reminder)</i> . . . . .	22072 (03-21-02)
Delivery Confirmation and Signature Confirmation Labels <i>(DMM Revision)</i> . . . . .	22080 (07-11-02)
Deposit of Metered Mail <i>(DMM Revision)</i> . . . . .	22071 (03-07-02)
Express Mail Manifesting Systems <i>(DMM Revision)</i> . . . . .	22075 (05-02-02)
Five-Digit Scheme Package Preparation for Periodicals, Standard Mail, and Bound Printed Matter Flats, and Limitations to Optional 3-Digit Pallet and 3-Digit Sack Preparation <i>(DMM Revision)</i> . . . . .	22092 (12-26-02)
Five Percent Error Limit for Sequenced Mailings <i>(DMM Revision)</i> . . . . .	22087 (10-17-02)
Free Matter for the Blind and Other Physically Handicapped Persons <i>(DMM Revision)</i> . . . . .	22081 (07-25-02)
Holiday Mailing Questions? We’ve Got Answers <i>(DMM Transformation)</i> . . . . .	22091 (12-12-02)
Label Carriers for Periodicals <i>(DMM Revision)</i> . . . . .	22067 (01-10-02)
Labeling List Changes <i>(DMM Revision)</i> . . . . .	22067 (01-10-02)
Labeling List Changes <i>(DMM Revision)</i> . . . . .	22071 (03-07-02)
Labeling List Changes <i>(DMM Revision)</i> . . . . .	22075 (05-02-02)
Labeling List Changes <i>(DMM Revision)</i> . . . . .	22080 (07-11-02)
Labeling List Changes <i>(DMM Revision)</i> . . . . .	22084 (09-05-02)
Labeling List Changes <i>(DMM Revision)</i> . . . . .	22088 (10-31-02)
Licensing <i>(DMM Revision)</i> . . . . .	22073 (04-04-02)
Mailing Magnets <i>(DMM Notice)</i> . . . . .	22083 (08-22-02)
Metal Strapping Materials on Pallets <i>(DMM Revision)</i> . . . . .	22089 (11-14-02)
Metal Strapping Materials on Pallets <i>(DMM Revision/Correction)</i> . . . . .	22090 (11-28-02)
Mixed ADC Packages, Sacks, and Trays on ASF and BMC Pallets <i>(DMM Revision)</i> . . . . .	22086 (10-03-02)
Mixed Forms of Postage Evidencing <i>(DMM Revision)</i> . . . . .	22074 (04-18-02)
Name Change for Authorized Postage Meter (Postage Evidencing System) Provider <i>(DMM Revision)</i> . . . . .	22074 (04-18-02)
The New DMM 100, A Customer’s Guide to Mailing <i>(DMM Transformation)</i> . . . . .	22084 (09-05-02)
New Issue of the Domestic Mail Manual <i>(Notice)</i> . . . . .	22082 (08-08-02)
New Sort Level for Pallets <i>(DMM Reminder)</i> . . . . .	22072 (03-21-02)
New Specifications for Automated Flats <i>(DMM Revision)</i> . . . . .	22078 (06-13-02)
New Specifications for Automated Flats <i>(DMM Revision)</i> . . . . .	22084 (09-05-02)
Nonmachinable Surcharge for Folded Self-Mailers <i>(DMM Revision)</i> . . . . .	22078 (06-13-02)
Optional Increase in Minimum Number of Pieces Required for Preparing 5-Digit Packages of Standard Mail Flats <i>(DMM Revision)</i> . . . . .	22083 (08-22-02)
Optional Increase in Minimum Number of Pieces Required for Preparing 5-Digit Packages of Standard Mail Flats <i>(DMM Revision/Correction)</i> . . . . .	22085 (09-19-02)
Optional Procedure Mailing System <i>(DMM Revision)</i> . . . . .	22071 (03-07-02)
Ordering Information for DMM 100 <i>(DMM Transformation)</i> . . . . .	22088 (10-31-02)
Ordering Information for DMM 100 <i>(DMM Transformation/Correction)</i> . . . . .	22089 (11-14-02)
Palletized Automation Flats With Nonautomation Process <i>(DMM Revision)</i> . . . . .	22081 (07-25-02)
Parcel Select Exhibit ZIP Code Addition <i>(DMM Revision)</i> . . . . .	22085 (09-19-02)
Parcel Select Exhibit ZIP Code Addition <i>(DMM Revision)</i> . . . . .	22091 (12-12-02)
Parcel Select ZIP Code Addition <i>(DMM Revision)</i> . . . . .	22079 (06-27-02)
Periodicals Accuracy, Grading, and Evaluation (PAGE) Program <i>(DMM Revision)</i> . . . . .	22071 (03-07-02)
Postage Meters (Postage Evidencing System) <i>(DMM Revision)</i> . . . . .	22085 (09-19-02)
Postal Zone Charts <i>(DMM Revision)</i> . . . . .	22075 (05-02-02)
Postal Zone Charts <i>(DMM Revision)</i> . . . . .	22077 (05-30-02)
Products Mailable at Nonprofit Standard Mail Rates <i>(DMM Revision)</i> . . . . .	22069 (02-07-02)
Online Express Mail Daily Log <i>(PS Form 5640)</i> . . . . .	22081 (07-25-02)
Rate and Postage Markings <i>(DMM Revision)</i> . . . . .	22077 (05-30-02)
Rate Case . . . . .	22075A (05-09-02)

Realignment of Buffalo and Pittsburgh Postal Service Facilities for Deposit of DBMC Rate Standard Mail and Package Services Machinable Parcels (*DMM Revision*) . . . . . 22089 (11-14-02)  
 Refunds and Exchanges for Metered Postage (*DMM Revision*) . . . . . 22080 (07-11-02)  
 Restricted Delivery and Collect on Delivery (*DMM Revision*) . . . . . 22074 (04-18-02)  
 Reusable Mailpieces (*DMM Revision*) . . . . . 22075 (05-02-02)  
 Semipostal Stamps (*DMM Revision*) . . . . . 22071 (03-07-02)  
 Simplified Address Format for Letter-Size and Flat-Size Standard Mail and Periodicals (*DMM Revision*) . . . . . 22089 (11-14-02)  
 Standard Mail Flats in Letter Trays (*DMM Revision*) . . . . . 22089 (11-14-02)  
 Uniform Thickness for Automation Flats (*DMM Revision*) . . . . . 22089 (11-14-02)  
 Upcoming Mail Preparation Changes (*DMM Revision*) . . . . . 22070 (02-21-02)

**DOMESTIC ORDERS**

See *Fraud*.

**- E -**

**ELECTRONIC RECORD MANAGEMENT**

See *Barcodes and Domestic Mail*.

**EMPLOYEE AND LABOR RELATIONS MANUAL**

Administrative Leave Changes (*ELM Revision*) . . . . . 22073 (04-04-02)  
 Authorized Uniform Items and Combinations (*ELM Revision*) . . . . . 22090 (11-28-02)  
 Employee and Labor Relations Manual (*ELM 17 Revision*) . . . . . 22085 (09-19-02)  
 Employee and Labor Relations Manual Issue 17 (*New Edition*) . . . . . 22087 (10-17-02)  
 Employee Assistance Program (*ELM Revision*) . . . . . 22089 (11-14-02)  
 Paid Military Leave Changes (*ELM Revision*) . . . . . 22072 (03-21-02)  
 Summer Shirt and Tie Policy (*ELM Revision*) . . . . . 22079 (06-27-02)  
 Work Clothes and Uniforms (*ELM Revision*) . . . . . 22080 (07-11-02)  
 Work Clothes and Uniforms (*ELM Revision*) . . . . . 22081 (07-25-02)

**EMPLOYEES**

See also *Diversity, Employee and Labor Relations Manual, Payroll, Safety and Health, Thrift Savings Plan, and Uniforms*.

**Benefits**

2002 Social Security and Medicare Tax Withholding . . . . . 22089 (11-14-02)  
 Annual Leave Exchange Option (*Poster*) . . . . . 22088 (10-31-02)  
 Back-to-School Computer Deals (*Employee Connectivity Program*) . . . . . 22082 (08-08-02)  
 EFT eTravel Reimbursements — Verification Period (*All Employees*) . . . . . 22069 (02-07-02)  
 Employee Assistance Program (*ELM Revision*) . . . . . 22089 (11-14-02)  
 Enhancement of Relocation Benefits — Outsourcing (*All Employees*) . . . . . 22074 (04-18-02)  
 Enhancements to the Goodyear VIP Program Credit Card (*All Postal Employees*) . . . . . 22069 (02-07-02)  
 Flexible Spending Accounts (FSA) Open Season (*Poster*) . . . . . 22088 (10-31-02)  
 Flexible Spending Accounts Open Season . . . . . 22088 (10-31-02)  
 Goodyear VIP Program (*All Employees*) . . . . . 22078 (06-13-02)  
 Health Benefits Open Season . . . . . 22086 (10-03-02)  
 Is Thrift Savings Part of Your Retirement Plan? (*Thrift Savings Plan*) . . . . . 22078 (06-13-02)  
 Long-Term Care — Eligibility Information . . . . . 22075 (05-02-02)  
 New Year Brings “Goodyear” — Goodyear VIP Program (*All Postal Employees*) . . . . . 22068 (01-24-02)  
 Paid Military Leave Changes (*ELM Revision*) . . . . . 22072 (03-21-02)  
 Postal Service Partners With eBay Online Auction (*All Postal Employees*) . . . . . 22069 (02-07-02)

**General**

2001 Tax Information — Form W-2, Wage and Tax Statement (*All Postal Employees*) . . . . . 22067 (01-10-02)  
 2002 Combined Federal Campaign Guidelines . . . . . 22086 (10-03-02)  
 2002 to 2003 Leave Year — Annual Leave Carryover . . . . . 22089 (11-14-02)  
 2002 U.S. Postal Service National Awards Program for Diversity Achievement . . . . . 22078 (06-13-02)  
 2002 U.S. Savings Bond Campaign Results (*Notice*) . . . . . 22086 (10-03-02)  
 2002 U.S. Savings Bond Campaign Results (*Notice*) . . . . . 22087 (10-17-02)  
 2002 U.S. Savings Bond Campaign Results (*Notice*) . . . . . 22088 (10-31-02)  
 2002 U.S. Savings Bond Campaign Results (*Notice*) . . . . . 22089 (11-14-02)  
 Administrative Leave Changes (*ELM Revision*) . . . . . 22073 (04-04-02)  
 Anniversary Promotion (*Employee Connectivity Program*) . . . . . 22073 (04-04-02)  
 Authorized Uniform Items and Combinations (*ELM Revision*) . . . . . 22090 (11-28-02)  
 Business Finance Workshop — Online and in CD-ROM (*New Finance Course*) . . . . . 22083 (08-22-02)

Can You Afford the Cost of Long Term Care? .....	22080 (07-11-02)
Changes to Regular Uniform and Work Clothes Programs Allowances 2000–2003 (USPS–APWU National Agreement) .....	22076 (05-16-02)
Changes to Regular Uniform and Work Clothes Programs Allowances 2000–2003 (USPS–APWU National Agreement) .....	22081 (07-25-02)
Changes to Uniform and Work Clothes Program Allowances 2000–2004 (USPS–NPMHU Agreement) .....	22081 (07-25-02)
Changes to Uniform Program Allowance, 1999–2004 (USPS–NPPN National Agreement) .....	22086 (10-03-02)
Changes to Uniform Program Allowance, 2001–2006 (USPS–NALC National Agreement) .....	22085 (09-19-02)
The Chief Marketing Officer's Growth Award .....	22087 (10-17-02)
Conducting Annual Safety and Health Inspections (Postmasters/Installation Heads at Level 13 and Below Post Offices) .....	22088 (10-31-02)
Disposing of Florescent Lamps and Ballasts (Announcement) .....	22074 (04-18-02)
Disposing of Hazardous Waste (Announcement) .....	22074 (04-18-02)
Documentation of Underground Storage Tanks (Announcement) .....	22074 (04-18-02)
Employee and Labor Relations Manual (ELM 17 Revision) .....	22085 (09-19-02)
Employee and Labor Relations Manual Issue 17 (New Edition) .....	22087 (10-17-02)
Federal Long Term Care Insurance Program .....	22081 (07-25-02)
Fire Prevention Week — October 6–12 (Safety Alert) .....	22085 (09-19-02)
Form W-5 Renewal .....	22089 (11-14-02)
Grads and Dads Promotion (Employee Connectivity Program) .....	22077 (05-30-02)
Hazardous Material Storage Spill Containment (Announcement) .....	22074 (04-18-02)
Implementing a Facility Storm Water Pollution Prevention Plan and/or Spill Prevention Control and Countermeasures Plan (Announcement) .....	22074 (04-18-02)
Labeling Hazardous Waste Containers (Announcement) .....	22074 (04-18-02)
LEAD — Leadership Excellence at the Desktop (New Performance Tool) .....	22076 (05-16-02)
Maintaining Refrigerant Management Records (Announcement) .....	22074 (04-18-02)
Managing Hazardous Waste Documentation (Announcement) .....	22074 (04-18-02)
MI EL 410-2002-1, Process for Completing EAS Merit Performance Evaluations and Setting Objectives (Reminder) .....	22076 (05-16-02)
Misperceptions About Long Term Care Insurance .....	22082 (08-08-02)
National Dog Bite Prevention Week — Coming Soon .....	22074 (04-18-02)
New Automotive Mechanic, PS-6, Examination 943 (New Examination) .....	22086 (10-03-02)
New Marketing Campaign (Notice) .....	22070 (02-21-02)
Old, Unused, or Excessive Materials On-Site (Announcement) .....	22074 (04-18-02)
Penalty Overtime Exclusion .....	22089 (11-14-02)
Postal Service Policy on Sexual Harassment (Letter from Postmaster General) .....	22069 (02-07-02)
Postal Service Supports the Guard and Reserve .....	22091 (12-12-02)
Praise for the Federal Long Term Care Insurance Program .....	22082 (08-08-02)
Reasonable Accommodations (Handbook EL-307 and Publication 317 Revisions) .....	22081 (07-25-02)
Receipt of U.S. Savings Bonds (Notice) .....	22088 (10-31-02)
RIF Competitive Areas for the Postal Service (Correction) .....	22081 (07-25-02)
RIF Competitive Areas for the Postal Service (Notice) .....	22080 (07-11-02)
RIF Competitive Areas for the Postal Service (Notice) .....	22091 (12-12-02)
Fire Prevention Week — October 6–12 (Safety Alert) .....	22085 (09-19-02)
Safety and Health Inspections (Level 13 and Below Post Offices) .....	22068 (01-24-02)
Safety and Health Inspections (Level 15–18 Post Offices) .....	22071 (03-07-02)
Safety and Health Inspections (Level 20–26 Offices) .....	22074 (04-18-02)
Safety and Health Inspections — Level 20–26 Offices (Correction) .....	22075 (05-02-02)
Safety and Health Inspections (Notice) .....	22077 (05-30-02)
Seizures/Epilepsy — New-Hire Applicants (Handbook EL-806 Revision) .....	22076 (05-16-02)
Snowblower Safety (Safety Bulletin) .....	22071 (03-07-02)
Storing and Labeling Used Oil (Announcement) .....	22074 (04-18-02)
Three Trek Bikes Offered in USPS Pro Cycling Team National Drawing (National Career Employee Drawing) .....	22079 (06-27-02)
Time Is Running Out! .....	22087 (10-17-02)
Using Dog Repellent (Correction) .....	22077 (05-30-02)
What Long Term Care Is and Isn't .....	22080 (07-11-02)
Work Clothes and Uniforms (ELM Revision) .....	22081 (07-25-02)

**RURAL CARRIERS**

Equipment Maintenance Allowance Schedule for Rural Routes (*Rural Carriers*) . . . . . 22080 (07-11-02)  
 Equipment Maintenance Allowance Schedule for Rural Routes (*Rural Carriers*) . . . . . 22092 (12-26-02)  
 Christmas Pay Procedures for Rural Carriers . . . . . 22089 (11-14-02)  
 Christmas Pay Procedures for Rural Carriers (*Correction*) . . . . . 22091 (12-12-02)

**EXPRESS MAIL MANIFESTING**

Express Mail Manifesting (*Correction*) . . . . . 22077 (05-30-02)  
 Express Mail Manifesting (*Publication 97 and Publication 97-A Revisions*) . . . . . 22075 (05-02-02)  
 Express Mail Manifesting Systems (*DMM Revision*) . . . . . 22075 (05-02-02)

**- F -**

**FINANCE**

*See also Payroll and Travel/Relocation.*

2002 IRS Tax Packages . . . . . 22091 (12-12-02)  
 2003 Pay Dates, Organization Dues, and Leave Year . . . . . 22092 (12-26-02)  
 Accountbooks and Statements of Account for PFY 2003 (*Financial Reporting — Manual SOA CAG H-L Offices Only*) . . . . . 22083 (08-22-02)  
 AIC Change — Sure Money (Dinero Seguro) Refunds (*Handbook F-1 Revision*) . . . . . 22084 (09-05-02)  
 Annual Vending Machine Income Report Due Soon . . . . . 22089 (11-14-02)  
 Automated Salary Advance Collection System (*Handbook F-1 Revision/Postmasters, Managers, Supervisors*) . . . . . 22088 (10-31-02)  
 Bank Charges (*SAFR Offices Only — F-1 Revision*) . . . . . 22081 (07-25-02)  
 Cease Payments to Wright Express and Its Affiliated Fuel Companies (*Notice*) . . . . . 22072 (03-21-02)  
 Change Funds Payment (*SAFR Offices Only — F-1 Revision*) . . . . . 22081 (07-25-02)  
 Christmas Pay Procedures for Rural Carriers . . . . . 22089 (11-14-02)  
 Christmas Pay Procedures for Rural Carriers (*Correction*) . . . . . 22091 (12-12-02)  
 Claiming Miscellaneous Expenses and Reimbursement for Equity Loss (*Handbook F-15 Revision*) . . . . . 22090 (11-28-02)  
 Closing Express Mail Corporate Accounts (*Handbook F-1 Revision*) . . . . . 22087 (10-17-02)  
 Closing Express Mail Corporate Accounts (*Handbook F-1 Revision*) . . . . . 22088 (10-31-02)  
 COD Transactions at Postal Service Retail Offices (*Handbook F-1 Revision*) . . . . . 22084 (09-05-02)  
 Credit Card Acceptance Program (*Handbook F-1 Revision*) . . . . . 22081 (07-25-02)  
 Customs Transactions (*SAFR Offices Only — F-1 Revision*) . . . . . 22081 (07-25-02)  
 Discontinuance/Destruction of International Money Order (ATI) Form Sets (*Instruction to Post Offices*) . . . . . 22084 (09-05-02)  
 Disposition of Foreign Coins (*Handbook F-1 Revision*) . . . . . 22091 (12-12-02)  
 Domestic/International Money Order Reconciliation (*Handbook F-1 Revision*) . . . . . 22082 (08-08-02)  
 EFT eTravel Reimbursements — Verification Period (*All Employees*) . . . . . 22069 (02-07-02)  
 Eliminate Change Funds Issued (*SAFR Offices Only — Handbook F-1 Revision*) . . . . . 22086 (10-03-02)  
 Elimination of PS Form 3036 (*Handbook F-1 Revision*) . . . . . 22081 (07-25-02)  
 Elimination of PS Form 3613 and Establishment of New Refund Threshold (*Handbook F-1 Revision*) . . . . . 22081 (07-25-02)  
 Employees Accountability Overages and Shortages (*SAFR Offices Only — F-1 Revision*) . . . . . 22086 (10-03-02)  
 Enhancement of Relocation Benefits — Outsourcing (*All Employees*) . . . . . 22074 (04-18-02)  
 eTravel Pilot Roll-Out for Bargaining Unit Employees . . . . . 22084 (09-05-02)  
 eTravel Roll-Out for Bargaining Unit Employees . . . . . 22082 (08-08-02)  
 Exhibit 213, AIC Amount Multiples (*Correction*) . . . . . 22080 (07-11-02)  
 EZ Pass and Toll Collection Payment Process (*Notice*) . . . . . 22091 (12-12-02)  
 Federal Income Tax Withholding . . . . . 22092 (12-26-02)  
 Federal Taxation Percentages for Supplemental Wages . . . . . 22086 (10-03-02)  
 Financial Reporting for Nontransmitting Contract Postal Units (*SAFR Offices Only*) . . . . . 22081 (07-25-02)  
 Fiscal Year Closing Guidance . . . . . 22081 (07-25-02)  
 Form W-4 Completion for Calendar Year 2003 . . . . . 22091 (12-12-02)  
 Government-Issued Individually Billed Travel Charge Cards (*Management Instruction*) . . . . . 22075 (05-02-02)  
 Handbook F-15, Travel and Relocation, and Handbook F-12, Relocation Policy (*Handbook Revision*) . . . . . 22072 (03-21-02)  
 International Reply Coupons (*Handbook F-1 Revision*) . . . . . 22081 (07-25-02)  
 International Reply Coupons (*IMM Revision*) . . . . . 22077 (05-30-02)  
 International Reply Coupons (*Instructions*) . . . . . 22068 (01-24-02)  
 In-Transit Stock Shipments (*SAFR Offices Only — Handbook F-1 Revision*) . . . . . 22086 (10-03-02)  
 IRS Form 1099 — Reporting for Local Payments (*Notice*) . . . . . 22087 (10-17-02)  
 Issuance of Postal Payroll Checks (*Revised Procedure*) . . . . . 22072 (03-21-02)  
 Lobby Service Collection (*Clarification*) . . . . . 22084 (09-05-02)  
 Lobby Service Collection (*Handbook F-1 Revision*) . . . . . 22081 (07-25-02)

Local Money Order Payments ( <i>Handbook F-1 Revision</i> )	22081 (07-25-02)
Local Tax Code Information	22086 (10-03-02)
Migratory Bird Stamp Destruction ( <i>Reminder</i> )	22067 (01-10-02)
Money Order Vouchers ( <i>Handbook F-1 Revision</i> )	22081 (07-25-02)
New AICs for Overages and Shortages ( <i>SAFR Offices Only — F-1 Revision</i> )	22081 (07-25-02)
No-Fee Replacement Postal Money Orders Issued ( <i>Handbook F-1 and POM Revision</i> )	22081 (07-25-02)
Notice 25, Postal Accounting Period Planning Schedule, Postal Fiscal Year 2003 ( <i>Notice Available Online</i> )	22083 (08-22-02)
Notice 25, Postal Accounting Period Planning Schedule, Postal Fiscal Year 2003 ( <i>Notice Available Online</i> )	22089 (11-14-02)
Notice 25, Postal Accounting Period Planning Schedule, Postal Fiscal Year 2003 ( <i>Notice Available Online</i> )	22090 (11-28-02)
Notice 25, Postal Accounting Period Planning Schedule, Postal Fiscal Year 2003 ( <i>Notice Available Online</i> )	22091 (12-12-02)
Notice 25, Postal Accounting Period Planning Schedule, Postal Fiscal Year 2003 ( <i>Notice Available Online</i> )	22092 (12-26-02)
Paymaster Reconfiguration for Postal Money Order Increase ( <i>Notice</i> )	22077 (05-30-02)
Payments to Utility Companies ( <i>Handbook F-1 Revision</i> )	22087 (10-17-02)
Permit Customer Payment at Time of Mailing for Nonpermit Sites ( <i>Handbook F-1 Revision</i> )	22081 (07-25-02)
Postage Meter Refunds ( <i>SAFR Offices Only — Handbook F-1 Revision</i> )	22086 (10-03-02)
Postage Meter Resetting System ( <i>Handbook F-1 Revision</i> )	22073 (04-04-02)
Postal Business Center Advance Deposit ( <i>Handbook F-1 Revision</i> )	22081 (07-25-02)
Postal Money Orders — \$1,000 Maximum ( <i>Notice</i> )	22077 (05-30-02)
Processing Refunds for Postage ( <i>POM Revision</i> )	22088 (10-31-02)
Refunds From Advance Deposit Accounts ( <i>Handbook F-1 Revision</i> )	22087 (10-17-02)
Refunds From Advance Deposit Accounts ( <i>SAFR Offices — F-1 Revision</i> )	22081 (07-25-02)
Revenue Unit for Fiscal Year 2001	22067 (01-10-02)
SAFR Offices: Official Mail Accounting System Changes ( <i>Handbook DM-103 Revision</i> )	22088 (10-31-02)
SAFR Offices Only: Payments to Telecommunications Companies ( <i>Handbook F-1 Revision</i> )	22087 (10-17-02)
SAFR-SS/A Implementation ( <i>SAFR Offices Only</i> )	22081 (07-25-02)
SAFR Unit Maintenance Application ( <i>Districts Migrating From SFAS to SAFR</i> )	22089 (11-14-02)
Sale of Postal Service-Owned Motor Vehicles ( <i>Handbook F-1 Revision</i> )	22088 (10-31-02)
SSPC and Vending Stamp Stock Credit Financial Reporting ( <i>SAFR Offices Only — F-1 Revision</i> )	22081 (07-25-02)
Stamp Stock Destruction ( <i>Handbook F-1 Revision</i> )	22082 (08-08-02)
Statement of Account Differences — Eliminated ( <i>Handbook F-1 Revision</i> )	22084 (09-05-02)
Stamp Stock Destruction ( <i>Handbook F-1 Revision</i> )	22085 (09-19-02)
Tax Exemption for Lodging ( <i>Handbook F-15 Correction</i> )	22069 (02-07-02)
Telephone Charges Payment Process ( <i>Handbook F-1 Revision</i> )	22081 (07-25-02)
Travel Advances for Bargaining Unit Employees ( <i>Reminder</i> )	22084 (09-05-02)
Travel Per Diem Rates ( <i>Handbook F-12, F-15 Revision</i> )	22085 (09-19-02)
Trust Account for Military Post Office Coverage ( <i>Handbook F-1 Revision</i> )	22081 (07-25-02)
Update to Exhibit 213, AIC Amount Multiples ( <i>Handbook F-1 Revision</i> )	22079 (06-27-02)
Use of the Invoice Certification Stamp ( <i>Notice</i> )	22087 (10-17-02)
Using I.M.P.A.C. Credit Cards for Payments ( <i>Notice</i> )	22087 (10-17-02)
Vending Machine Commission (Randolph-Sheppard Act) ( <i>Handbooks F-1 and EL-602 Revision</i> )	22087 (10-17-02)

## FOREIGN ORDERS

See *Fraud*.

## FORMS

3883, Firm Delivery Receipt for Accountable and Bulk Delivery Mail, and 3816, COD ( <i>Correction/Revised Forms</i> )	22071 (03-07-02)
3883, Firm Delivery Receipt for Accountable and Bulk Delivery Mail, and 3816, COD ( <i>Revised Forms</i> )	22070 (02-21-02)
Business Mail Entry Unit Operations — Proper Use of PS Form 3602-C ( <i>Notice</i> )	22085 (09-19-02)
Directives and Forms Update	22069 (02-07-02)
Directives and Forms Update	22075 (05-02-02)
Directives and Forms Update	22078 (06-13-02)
Directives and Forms Update	22080 (07-11-02)
Directives and Forms Update	22082 (08-08-02)
Directives and Forms Update	22084 (09-05-02)
Directives and Forms Update	22086 (10-03-02)
Directives and Forms Update	22088 (10-31-02)
Directives and Forms Update	22091 (12-12-02)
Form W-4 Completion for Calendar Year 2003	22091 (12-12-02)
Form W-5 Renewal	22089 (11-14-02)
IRS Form 1099 — Reporting for Local Payments ( <i>Notice</i> )	22087 (10-17-02)
Location Workload Worksheet ( <i>PS Form 5701 Revision</i> )	22078 (06-13-02)



Mail Count Forms ( <i>Handbook PO-603 Revision</i> )	22092 (12-26-02)
Online Express Mail Daily Log ( <i>PS Form 5640</i> )	22081 (07-25-02)
Overprinted PS Form 3849, Delivery Notice/Reminder/Receipt ( <i>Ordering Instructions</i> )	22077 (05-30-02)
Overprinted PS Form 3849, Delivery Notice/Reminder/Receipt ( <i>Ordering Instructions</i> )	22092 (12-26-02)
PS Form 1091-A, Post Office Box Fee Register ( <i>Revised Form</i> )	22087 (10-17-02)
PS Form 1094, Request for Post Office Box Key or Lock Service ( <i>Correction</i> )	22067 (01-10-02)
PS Form 1094, Request for Post Office Box Key or Lock Service ( <i>Correction</i> )	22068 (01-24-02)
PS Form 1094, Request for Post Office Box Key or Lock Service ( <i>Correction</i> )	22084 (09-05-02)
PS Form 1094, Request for Post Office Box Key or Lock Service ( <i>Revised Form</i> )	22069 (02-07-02)
PS Form 1357, Request for Computer Access ( <i>Revision</i> )	22082 (08-08-02)
PS Forms 2970 and 8106 ( <i>New</i> )	22082 (08-08-02)
PS Form 5445, Stamp Vending Machine Reimbursement Request	22083 (08-22-02)
PS Form 8020, Report of Installation (Postmaster or Officer-In-Charge) ( <i>Officials Who Install Postmasters and Officers-In-Charge</i> )	22085 (09-19-02)
PS Forms 5139, Non Postal Service Temporary Employee, and 5140, Non Postal Service Contractor Employee ( <i>Revised Forms</i> )	22087 (10-17-02)
Stamps By Mail Forms	22072 (03-21-02)
Submission of PS Form 3510 for Additional Periodicals Entry ( <i>Reminder</i> )	22071 (03-07-02)
Vending Service Employees ( <i>PS Form 2018 Revision</i> )	22068 (01-24-02)

**FRAUD**

Domestic Order	22080 (07-11-02)
Domestic Orders	22068 (01-24-02)
Domestic Orders	22069 (02-07-02)
Domestic Orders	22077 (05-30-02)
Domestic Orders	22082 (08-08-02)
Domestic Orders	22087 (10-17-02)
Domestic Orders	22091 (12-12-02)
Foreign Order No. 460	22075 (05-02-02)
Foreign Order No. 461	22076 (05-16-02)
Foreign Order No. 462	22079 (06-27-02)
Foreign Order No. 463	22080 (07-11-02)
Foreign Order No. 464	22081 (07-25-02)
Foreign Order No. 465	22082 (08-08-02)
Foreign Order No. 466	22083 (08-22-02)
Foreign Order No. 467	22084 (09-05-02)
Foreign Order No. 468	22085 (09-19-02)
Foreign Order No. 469	22086 (10-03-02)
Foreign Order No. 470	22087 (10-17-02)
Foreign Order No. 471	22089 (11-14-02)
Withholding of Mail Orders	22068 (01-24-02)
Withholding of Mail Orders	22069 (02-07-02)
Withholding of Mail Orders	22071 (03-07-02)
Withholding of Mail Orders	22073 (04-04-02)
Withholding of Mail Orders	22074 (04-18-02)
Withholding of Mail Orders	22075 (05-02-02)
Withholding of Mail Orders	22076 (05-16-02)
Withholding of Mail Orders	22077 (05-30-02)
Withholding of Mail Orders	22078 (06-13-02)
Withholding of Mail Orders	22079 (06-27-02)
Withholding of Mail Orders	22080 (07-11-02)
Withholding of Mail Orders	22082 (08-08-02)
Withholding of Mail Orders	22083 (08-22-02)
Withholding of Mail Orders	22084 (09-05-02)
Withholding of Mail Orders	22085 (09-19-02)
Withholding of Mail Orders	22086 (10-03-02)
Withholding of Mail Orders	22089 (11-14-02)
Withholding of Mail Orders	22090 (11-28-02)
Withholding of Mail Orders	22091 (12-12-02)
Withholding of Mail Orders	22092 (12-26-02)

## - G -

**GLOBAL EXPRESS MAIL**

International Mail — Air Parcel Post and Global Express Mail (*IMM and Publication 51 Revisions*) . . . . . 22072 (03-21-02)

## - H -

**HANDBOOKS**

AIC Change — Sure Money (Dinero Seguro) Refunds ( <i>Handbook F-1 Revision</i> ) . . . . .	22084 (09-05-02)
Automated Salary Advance Collection System ( <i>Handbook F-1 Revision/Postmasters, Managers, Supervisors</i> ) . . . . .	22088 (10-31-02)
Bank Charges ( <i>SAFR Offices Only — F-1 Revision</i> ) . . . . .	22081 (07-25-02)
Business Mail Acceptance ( <i>Handbook DM-109 Correction</i> ) . . . . .	22082 (08-08-02)
Business Mail Acceptance ( <i>Handbook DM-109 Revision</i> ) . . . . .	22081 (07-25-02)
Change Funds Payment ( <i>SAFR Offices Only — F-1 Revision</i> ) . . . . .	22081 (07-25-02)
Change in Vending Refund Process ( <i>Handbook PO-102 Revision</i> ) . . . . .	22073 (04-04-02)
Claiming Miscellaneous Expenses and Reimbursement for Equity Loss ( <i>Handbook F-15 Revision</i> ) . . . . .	22090 (11-28-02)
Clarification of Accounting Procedures and Processes for Handling Customer Complaints, Claims, and Reimbursements ( <i>Handbook PO-102 Revision</i> ) . . . . .	22083 (08-22-02)
Clarification of Accounting Procedures and Processes for Handling Customer Complaints, Claims, and Reimbursements ( <i>Handbook PO-102 Revision</i> ) . . . . .	22084 (09-05-02)
Clarification of Accounting Procedures and Processes for Handling Customer Complaints, Claims, and Reimbursements ( <i>Handbook PO-208 Revision</i> ) . . . . .	22083 (08-22-02)
Closing Express Mail Corporate Accounts ( <i>Handbook F-1 Revision</i> ) . . . . .	22087 (10-17-02)
Closing Express Mail Corporate Accounts ( <i>Handbook F-1 Revision</i> ) . . . . .	22088 (10-31-02)
COD Transactions at Postal Service Retail Offices ( <i>Handbook F-1 Revision</i> ) . . . . .	22084 (09-05-02)
Credit Card Acceptance Program ( <i>Handbook F-1 Revision</i> ) . . . . .	22081 (07-25-02)
Customs Transactions ( <i>SAFR Offices Only — F-1 Revision</i> ) . . . . .	22081 (07-25-02)
Disposal of Computers, Laptops, Monitors, and Printers ( <i>Handbook AS-701 Revision</i> ) . . . . .	22085 (09-19-02)
Disposition of Foreign Coins ( <i>Handbook F-1 Revision</i> ) . . . . .	22091 (12-12-02)
Domestic/International Money Order Reconciliation ( <i>Handbook F-1 Revision</i> ) . . . . .	22082 (08-08-02)
Eliminate Change Funds Issued ( <i>Handbook F-1 Revision</i> ) . . . . .	22086 (10-03-02)
Elimination of PS Form 3036 ( <i>Handbook F-1 Revision</i> ) . . . . .	22081 (07-25-02)
Elimination of PS Form 3613 and Establishment of New Refund Threshold ( <i>Handbook F-1 Revision</i> ) . . . . .	22081 (07-25-02)
Employees Accountability Overages and Shortages ( <i>Handbook F-1 Revision</i> ) . . . . .	22086 (10-03-02)
Financial Reporting for Nontransmitting Contract Postal Units ( <i>SAFR Offices Only</i> ) . . . . .	22081 (07-25-02)
Handbook AS-701, Material Management ( <i>Handbook Revision</i> ) . . . . .	22087 (10-17-02)
Handbook AS-805, Information Security ( <i>Handbook Revision/Ordering Instructions</i> ) . . . . .	22076 (05-16-02)
Handbook AS-805-D, Information Security Network Connectivity Process ( <i>New Handbook</i> ) . . . . .	22090 (11-28-02)
Handbook AS-812, Relational Database Management System (RDMS) Naming Standards and Guidelines ( <i>Handbook Revision</i> ) . . . . .	22091 (12-12-02)
Handbook AS-820, Postal Computing Environment ( <i>Revised Handbook</i> ) . . . . .	22092 (12-26-02)
Handbook F-15, Travel and Relocation and Handbook F-12, Relocation Policy ( <i>Handbook Revision</i> ) . . . . .	22072 (03-21-02)
Handbook PO-512, Plant Loading Authorization and Procedures Guidelines ( <i>Revised Handbook Available</i> ) . . . . .	22091 (12-12-02)
Inclusion of PS Form 8185 as Exhibit in Handbook PO-102 ( <i>Handbook PO-102 Revision</i> ) . . . . .	22081 (07-25-02)
International Reply Coupons ( <i>Handbook F-1 Revision</i> ) . . . . .	22081 (07-25-02)
In-Transit Stock Shipments ( <i>SAFR Offices Only — Handbook F-1 Revision</i> ) . . . . .	22086 (10-03-02)
Lobby Service Collection ( <i>Handbook F-1 Revision</i> ) . . . . .	22081 (07-25-02)
Local Money Order Payments ( <i>Handbook F-1 Revision</i> ) . . . . .	22081 (07-25-02)
Mail Count Forms ( <i>Handbook PO-603 Revision</i> ) . . . . .	22092 (12-26-02)
Money Order Vouchers Submission ( <i>Handbook F-1 Revision</i> ) . . . . .	22081 (07-25-02)
New AICs for Overages and Shortages ( <i>SAFR Offices Only — F-1 Revision</i> ) . . . . .	22081 (07-25-02)
No-Fee Replacement Postal Money Orders Issued ( <i>Handbook F-1 and POM Revision</i> ) . . . . .	22081 (07-25-02)
Payments to Utility Companies ( <i>Handbook F-1 Revision</i> ) . . . . .	22087 (10-17-02)
Permit Customer Payment at Time of Mailing for Nonpermit Sites ( <i>Handbook F-1 Revision</i> ) . . . . .	22081 (07-25-02)
Postal Business Center Advance Deposit ( <i>Handbook F-1 Revision</i> ) . . . . .	22081 (07-25-02)
Postage Meter Refunds ( <i>Handbook F-1 Revision</i> ) . . . . .	22086 (10-03-02)
Postage Meter Resetting System ( <i>Handbook F-1 Revision</i> ) . . . . .	22073 (04-04-02)
Reasonable Accommodations ( <i>Handbook EL-307 and Publication 317 Revisions</i> ) . . . . .	22081 (07-25-02)
Refund Policies for Self Service Vending Machines ( <i>Handbook PO-102 Revision</i> ) . . . . .	22068 (01-24-02)
Refund Policies for Self Service Vending Machines ( <i>Handbook PO-102 Revision</i> ) . . . . .	22069 (02-07-02)
Refunds From Advance Deposit Accounts ( <i>Handbook F-1 Revision</i> ) . . . . .	22087 (10-17-02)

Refunds From Advance Deposit Accounts (*SAFR Offices — F-1 Revision*) . . . . . 22081 (07-25-02)

SAFR Offices: Official Mail Accounting System Changes (*Handbook DM-103 Revision*) . . . . . 22088 (10-31-02)

SAFR Offices Only: Payments to Telecommunications Companies (*Handbook F-1 Revision*) . . . . . 22087 (10-17-02)

Sale of Postal Service-Owned Motor Vehicles (*Handbook F-1 Revision*) . . . . . 22088 (10-31-02)

Section 508 (*New Handbook AS-508*) . . . . . 22086 (10-03-02)

Seizures/Epilepsy — New-Hire Applicants (*Handbook EL-806 Revision*) . . . . . 22076 (05-16-02)

Self Service Vending Operations (*Handbook PO-102 Revision*) . . . . . 22069 (02-07-02)

Semipostal Stamp Vending Information (*Handbook PO-102 Revision*) . . . . . 22072 (03-21-02)

SSPC and Vending Stamp Stock Credit Financial Reporting (*SAFR Offices Only — F-1 Revision*) . . . . . 22081 (07-25-02)

Stamp Stock Destruction (*Handbook F-1 Revision*) . . . . . 22082 (08-08-02)

Stamp Stock Destruction (*Handbook F-1 Revision*) . . . . . 22085 (09-19-02)

Statement of Account Differences — Eliminated (*Handbook F-1 Revision*) . . . . . 22084 (09-05-02)

Tax Exemption for Lodging (*Handbook F-15 Correction*) . . . . . 22069 (02-07-02)

Telephone Charges Payment Process (*Handbook F-1 Revision*) . . . . . 22081 (07-25-02)

Travel Per Diem Rates (*Handbook F-12, F-15 Revision*) . . . . . 22085 (09-19-02)

Trust Account for Military Post Office Coverage (*Handbook F-1 Revision*) . . . . . 22081 (07-25-02)

Update to Exhibit 213, AIC Amount Multiples (*Handbook F-1 Revision*) . . . . . 22079 (06-27-02)

Vending Machine Commission (Randolph-Sheppard Act) (*Handbooks F-1 and EL-602 Revision*) . . . . . 22087 (10-17-02)

Workload Analysis (*Handbook PO-102*) . . . . . 22078 (06-13-02)

**HAZARDOUS MATERIALS**

Disposing of Florescent Lamps and Ballasts (*Announcement*) . . . . . 22074 (04-18-02)

Disposing of Hazardous Waste (*Announcement*) . . . . . 22074 (04-18-02)

Documentation of Underground Storage Tanks (*Announcement*) . . . . . 22074 (04-18-02)

Hazardous Material Storage Spill Containment (*Announcement*) . . . . . 22074 (04-18-02)

Hazardous Materials — Mailability Rulings (*Reminder*) . . . . . 22075 (05-02-02)

HAZMAT Information (*Reminder*) . . . . . 22071 (03-07-02)

Implementing a Facility Storm Water Pollution Prevention Plan and/or Spill Prevention Control and Countermeasures Plan (*Announcement*) . . . . . 22074 (04-18-02)

Labeling Hazardous Waste Containers (*Announcement*) . . . . . 22074 (04-18-02)

Maintaining Refrigerant Management Records (*Announcement*) . . . . . 22074 (04-18-02)

Managing Hazardous Waste Documentation (*Announcement*) . . . . . 22074 (04-18-02)

Old, Unused, or Excessive Materials On-Site (*Announcement*) . . . . . 22074 (04-18-02)

Safety and Health Inspections (*Level 20–26 Offices*) . . . . . 22074 (04-18-02)

Storing and Labeling Used Oil (*Announcement*) . . . . . 22074 (04-18-02)

**HEROES OF 2001**

Heroes of 2001 Merchandise for Sale (*Correction*) . . . . . 22081 (07-25-02)

Heroes of 2001 Merchandise for Sale (*Notice*) . . . . . 22080 (07-11-02)

Heroes of 2001 Merchandise for Sale (*Notice*) . . . . . 22084 (09-05-02)

Heroes of 2001 Merchandise for Sale (*Notice*) . . . . . 22089 (11-14-02)

Heroes of 2001 Merchandise for Sale (*Notice*) . . . . . 22091 (12-12-02)

Heroes of 2001 Merchandise for Sale (*Notice*) . . . . . 22092 (12-26-02)

Heroes of 2001 Pins for Sale (*Clarification*) . . . . . 22079 (06-27-02)

Heroes of 2001 Pins for Sale (*Correction*) . . . . . 22077 (05-30-02)

Heroes of 2001 Pins for Sale (*Notice*) . . . . . 22075 (05-02-02)

**HOLIDAYS**

Christmas Day Posters . . . . . 22089 (11-14-02)

Christmas Day Posters . . . . . 22090 (11-28-02)

Columbus Day Posters . . . . . 22084 (09-05-02)

Columbus Day Posters . . . . . 22085 (09-19-02)

Columbus Day Posters . . . . . 22086 (10-03-02)

Independence Day Posters . . . . . 22076 (05-16-02)

Independence Day Posters . . . . . 22077 (05-30-02)

Independence Day Posters . . . . . 22079 (06-27-02)

Labor Day Posters . . . . . 22081 (07-25-02)

Labor Day Posters . . . . . 22082 (08-08-02)

Labor Day Posters . . . . . 22083 (08-22-02)

Martin Luther King, Jr.'s, Birthday Posters . . . . . 22067 (01-10-02)

Martin Luther King, Jr.'s, Birthday Posters . . . . . 22092 (12-26-02)

Memorial Day Posters . . . . . 22074 (04-18-02)

Memorial Day Posters .....	22075 (05-02-02)
Memorial Day Posters .....	22076 (05-16-02)
New Year's Day Posters .....	22090 (11-28-02)
New Year's Day Posters .....	22091 (12-12-02)
Thanksgiving Day Posters .....	22087 (10-17-02)
Thanksgiving Day Posters .....	22088 (10-31-02)
Thanksgiving Day Posters .....	22089 (11-14-02)
Veterans Day Posters .....	22086 (10-03-02)
Veterans Day Posters .....	22087 (10-17-02)
Veterans Day Posters .....	22088 (10-31-02)
Washington's Birthday Poster .....	22068 (01-24-02)
Washington's Birthday Posters .....	22069 (02-07-02)

## HUMAN RESOURCES

See *Postal Employees*.

– I –

## INFORMATION BASED INDICIA

New IBI Being Tested ( <i>Notice</i> ) .....	22084 (09-05-02)
New IBI Meter Approvals ( <i>Notice</i> ) .....	22073 (04-04-02)

## INFORMATION SECURITY

Handbook AS-805, Information Security ( <i>Handbook Revision/Ordering Instructions</i> ) .....	22076 (05-16-02)
Information Security ( <i>ASM Revision</i> ) .....	22071 (03-07-02)
Registering Systems in the Enterprise Information Repository ( <i>Guidelines</i> ) .....	22075 (05-02-02)
Secure Teleconferences .....	22072 (03-21-02)

## INSPECTION SERVICE

See also *Fraud*.

## INTERNAL REVENUE SERVICE

2001 Tax Information — Form W-2, Wage and Tax Statement ( <i>All Postal Employees</i> ) .....	22067 (01-10-02)
---	------------------

## INTERNATIONAL MAIL

See also *individual services and International Mail Manual*.

2002 International and Military Mail Christmas Dates .....	22085 (09-19-02)
2002 International and Military Mail Christmas Dates .....	22087 (10-17-02)
2002 International and Military Mail Recommended Christmas Mailing Dates ( <i>Poster</i> ) .....	22089 (11-14-02)
2002 International and Military Mail Recommended Christmas Mailing Dates ( <i>Poster</i> ) .....	22090 (11-28-02)
Exceptional Size Limits for Parcels to Japan ( <i>IMM Revision</i> ) .....	22091 (12-12-02)
Foreign Customs Information — Customs Clearance and Delivery Fee ( <i>IMM Revision</i> ) .....	22087 (10-17-02)
International and Domestic Express Mail Pieces Receive the Same Level of Service ( <i>Express Mail Service</i> ) .....	22086 (10-03-02)
International Customized Mail ( <i>ICM Update</i> ) .....	22068 (01-24-02)
International Customized Mail ( <i>ICM Update</i> ) .....	22072 (03-21-02)
International Customized Mail ( <i>ICM Update</i> ) .....	22077 (05-30-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22073 (04-04-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22074 (04-18-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22076 (05-16-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22078 (06-13-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22079 (06-27-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22080 (07-11-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22082 (08-08-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22083 (08-22-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22084 (09-05-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22085 (09-19-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22086 (10-03-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22087 (10-17-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22088 (10-31-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22089 (11-14-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22090 (11-28-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22091 (12-12-02)
International Customized Mail ( <i>ICM Updates</i> ) .....	22092 (12-26-02)
International Mail — Introduction of New Canada Post Corporation Mailing Service ( <i>Notice</i> ) .....	22086 (10-03-02)

International Mail Manual Issue 26 ( <i>New Edition</i> ) .....	22070 (02-21-02)
International Mail Manual Issue 27 ( <i>New Edition</i> ) .....	22082 (08-08-02)
International Money Orders ( <i>IMM Revision</i> ) .....	22090 (11-28-02)
International Money Orders ( <i>IMM Revision</i> ) .....	22091 (12-12-02)
International Reply Coupons ( <i>Instructions</i> ) .....	22068 (01-24-02)
International Special Services Fees ( <i>Publication 51 Correction</i> ) .....	22082 (08-08-02)
Introduction of New Canada Post Corporation Mailing Service ( <i>Notice</i> ) .....	22086 (10-03-02)
PS Forms 2970 and 8106 ( <i>New Forms</i> ) .....	22082 (08-08-02)
Publication 141, <i>Global Express Guaranteed Service Guide (Revision)</i> .....	22067 (01-10-02)
Standard International Postal Money Orders — Discontinued August 10, 2002 .....	22069 (02-07-02)
Your Window of Opportunity — Introduction ( <i>International Mail Services Stand-Up Talk</i> ) .....	22090 (11-28-02)

**INTERNATIONAL MAIL MANUAL**

Exceptional Size Limits for Parcels to Japan ( <i>IMM Revision</i> ) .....	22091 (12-12-02)
Foreign Customs Information — Customs Clearance and Delivery Fee ( <i>IMM Revision</i> ) .....	22087 (10-17-02)
International Mail — Air Parcel Post and Global Express Mail ( <i>IMM and Publication 51 Revisions</i> ) .....	22072 (03-21-02)
International Mail — New Parcel Post Insurance Limit to Belarus ( <i>IMM and Publication 51 Revisions</i> ) .....	22077 (05-30-02)
International Mail — Payments for Registered Letter-Post Mail and Insured Parcel Post ( <i>IMM Revision</i> ) .....	22073 (04-04-02)
International Mail — Resumption of Airmail Letter-Post Service to Afghanistan ( <i>IMM Revision</i> ) .....	22069 (02-07-02)
International Mail Manual Issue 26 ( <i>New Edition</i> ) .....	22070 (02-21-02)
International Mail Manual Issue 27 ( <i>New Edition</i> ) .....	22082 (08-08-02)
International Money Orders ( <i>IMM Revision</i> ) .....	22090 (11-28-02)
International Money Orders ( <i>IMM Revision</i> ) .....	22091 (12-12-02)
International Reply Coupons ( <i>IMM Revision</i> ) .....	22077 (05-30-02)
International Special Service Fees ( <i>IMM and Publication 51 Revisions</i> ) .....	22078 (06-13-02)

**- L -**

**LABELING LISTS**

Labeling List Changes ( <i>DMM Revision</i> ) .....	22067 (01-10-02)
Labeling List Changes ( <i>DMM Revision</i> ) .....	22071 (03-07-02)
Labeling List Changes ( <i>DMM Revision</i> ) .....	22075 (05-02-02)
Labeling List Changes ( <i>DMM Revision</i> ) .....	22080 (07-11-02)
Labeling List Changes ( <i>DMM Revision</i> ) .....	22084 (09-05-02)
Labeling List Changes ( <i>DMM Revision</i> ) .....	22088 (10-31-02)

**LICENSING**

Heroes of 2001 Merchandise for Sale ( <i>Correction</i> ) .....	22081 (07-25-02)
Heroes of 2001 Merchandise for Sale ( <i>Notice</i> ) .....	22084 (09-05-02)
Heroes of 2001 Merchandise for Sale ( <i>Notice</i> ) .....	22089 (11-14-02)
Heroes of 2001 Merchandise for Sale ( <i>Notice</i> ) .....	22091 (12-12-02)
Heroes of 2001 Merchandise for Sale ( <i>Notice</i> ) .....	22092 (12-26-02)
Field Handbook of Frequently Asked Questions (FAQs) ( <i>Licensing</i> ) .....	22082 (08-08-02)
Licensing Policy ( <i>ASM Revision</i> ) .....	22082 (08-08-02)
Licensing Poster .....	22082 (08-08-02)
Licensing Program ( <i>Letter</i> ) .....	22082 (08-08-02)
Postal Service Official Licensed Products ( <i>Advertisement</i> ) .....	22089 (11-14-02)
Promotions .....	22091 (12-12-02)
Promotions .....	22092 (12-26-02)
Thurgood Marshall and Zora Neale Hurston Licensed Products ( <i>Notice</i> ) .....	22092 (12-26-02)
USPS Official Licensed Product (OLP) Manufacturers and Distributors .....	22082 (08-08-02)
USPS Official Licensed Product Manufacturers and Distributors ( <i>Update</i> ) .....	22084 (09-05-02)
USPS Official Licensed Product Manufacturers and Distributors ( <i>Update</i> ) .....	22089 (11-14-02)
USPS Official Licensed Product Manufacturers and Distributors ( <i>Update</i> ) .....	22090 (11-28-02)
USPS Official Licensed Product Manufacturers and Distributors ( <i>Update</i> ) .....	22091 (12-12-02)
USPS Official Licensed Product Manufacturers and Distributors ( <i>Update</i> ) .....	22092 (12-26-02)

**- M -**

**MACHINERY**

See also *Vending Machines*.

Setting Clocks for Daylight Saving Time ( <i>All IRT and Debit/Credit Card Offices</i> ) .....	22073 (04-04-02)
--	------------------

**MAIL ACCEPTANCE**

See *Domestic Mail Manual*.

**MAIL RECOVERY CENTERS**

Matter That Must Not Be Sent to Mail Recovery Centers (*Clarification*) . . . . . 22070 (02-21-02)

**MAILBOXES**

Mailbox Improvement Week, May 20–25 (*All Offices With City Motorized, Rural, and Highway Contract Box Delivery Routes*) . . . . . 22076 (05-16-02)

**MANAGEMENT INSTRUCTIONS**

MI AS 610-2002-14, Maintaining a Contact Center Support Agreement (*New Management Instruction*) . . . . . 22087 (10-17-02)

MI AS 810-2002-12, Restructuring IT Governance (*New Management Instruction*) . . . . . 22087 (10-17-02)

MI AS-850-2002-10, Information Technology Change and Configuration Management (*New Management Instruction*) . . . . . 22083 (08-22-02)

MI AS-850-2002-13, Naming Standards for Devices on the Postal Service Managed Network Services (MNS) Network and Implementation of Asset Management (*New Management Instruction*) . . . . . 22090 (11-28-02)

MI AS-885-2002-15, Managing Web Sites on the Corporate Intranet (*New Management Instruction*) . . . . . 22091 (12-12-02)

MI EL 410-2002-1, Process for Completing EAS Merit Performance Evaluations and Setting Objectives (*Reminder*) . . . . . 22076 (05-16-02)

**MIGRATORY BIRD STAMPS**

Migratory Bird Hunting and Conservation Stamp (*Stamp Announcement 02-22*) . . . . . 22078 (06-13-02)

Migratory Bird Stamp Destruction (*Reminder*) . . . . . 22067 (01-10-02)

**MILITARY MAIL**

2002 International and Military Mail Christmas Dates . . . . . 22085 (09-19-02)

2002 International and Military Mail Christmas Dates . . . . . 22087 (10-17-02)

2002 International and Military Mail Recommended Christmas Mailing Dates (*Poster*) . . . . . 22089 (11-14-02)

2002 International and Military Mail Recommended Christmas Mailing Dates (*Poster*) . . . . . 22090 (11-28-02)

Acceptance of Mail for New APO/FPO ZIP Codes . . . . . 22071 (03-07-02)

“Any Service Member” Mail — Prohibited (*U.S. Armed Forces/Reminder*) . . . . . 22083 (08-22-02)

“Any Service Member” Mail — Prohibited (*U.S. Armed Forces/Reminder*) . . . . . 22091 (12-12-02)

“Any Service Member” Mail — Prohibited (*U.S. Armed Forces/Reminder*) . . . . . 22092 (12-26-02)

APO/FPO Changes . . . . . 22067 (01-10-02)

APO/FPO Changes . . . . . 22068 (01-24-02)

APO/FPO Changes . . . . . 22069 (02-07-02)

APO/FPO Changes . . . . . 22070 (02-21-02)

APO/FPO Changes . . . . . 22072 (03-21-02)

APO/FPO Changes . . . . . 22073 (04-04-02)

APO/FPO Changes . . . . . 22075 (05-02-02)

APO/FPO Changes . . . . . 22076 (05-16-02)

APO/FPO Changes . . . . . 22077 (05-30-02)

Free Mail Program (*U.S. Armed Forces*) . . . . . 22072 (03-21-02)

Free Mail Program (*U.S. Armed Forces*) . . . . . 22083 (08-22-02)

Free Mail Program (*U.S. Armed Forces*) . . . . . 22087 (10-17-02)

Overseas Military Mail . . . . . 22068 (01-24-02)

Overseas Military Mail . . . . . 22069 (02-07-02)

Overseas Military Mail . . . . . 22070 (02-21-02)

Overseas Military Mail . . . . . 22071 (03-07-02)

Overseas Military Mail . . . . . 22072 (03-21-02)

Overseas Military Mail . . . . . 22073 (04-04-02)

Overseas Military Mail . . . . . 22074 (04-18-02)

Overseas Military Mail . . . . . 22075 (05-02-02)

Overseas Military Mail . . . . . 22076 (05-16-02)

Overseas Military Mail . . . . . 22077 (05-30-02)

Overseas Military Mail . . . . . 22078 (06-13-02)

Overseas Military Mail . . . . . 22079 (06-27-02)

Overseas Military Mail . . . . . 22080 (07-11-02)

Overseas Military Mail . . . . . 22081 (07-25-02)

Overseas Military Mail . . . . . 22082 (08-08-02)

Overseas Military Mail . . . . . 22083 (08-22-02)

Overseas Military Mail . . . . . 22084 (09-05-02)

Overseas Military Mail .....	22085 (09-19-02)
Overseas Military Mail .....	22086 (10-03-02)
Overseas Military Mail .....	22087 (10-17-02)
Overseas Military Mail .....	22088 (10-31-02)
Overseas Military Mail .....	22089 (11-14-02)
Overseas Military Mail .....	22090 (11-28-02)
Overseas Military Mail .....	22091 (12-12-02)
Overseas Military Mail .....	22092 (12-26-02)

**MISSING CHILDREN POSTERS**

See *Child Alert Program*.

**MONEY ORDERS**

Paymaster Reconfiguration for Postal Money Order Increase ( <i>Notice</i> ) .....	22077 (05-30-02)
Postal Money Orders — \$1,000 Maximum ( <i>Notice</i> ) .....	22077 (05-30-02)
Standard International Postal Money Orders — Discontinued August 10, 2002 .....	22069 (02-07-02)
Standard International Postal Money Orders — Discontinued August 10, 2002 ( <i>Reminder</i> ) .....	22079 (06-27-02)

**MOVER'S GUIDE**

Mover's Guide Shipping Information ( <i>Mover's Guide News</i> ) .....	22072 (03-21-02)
Mover's Guide Shipping Information ( <i>Mover's Guide News</i> ) .....	22083 (08-22-02)
Ordering Information for January 2003 Mover's Guide ( <i>Mover's Guide News</i> ) .....	22090 (11-28-02)
Ordering Information for January 2003 Mover's Guide ( <i>Mover's Guide News</i> ) .....	22091 (12-12-02)
Post Offices Must Not Give Large Quantities of Mover's Guide to Organizations ( <i>Publication 75 Notice</i> ) .....	22068 (01-24-02)

– **P** –

**PACKAGE SERVICES**

Parcel Select ZIP Code Addition ( <i>DMM Revision</i> ) .....	22079 (06-27-02)
---	------------------

**PAYROLL**

2001 Tax Information — Form W-2, Wage and Tax Statement ( <i>All Postal Employees</i> ) .....	22067 (01-10-02)
Issuance of Postal Payroll Checks ( <i>Revised Procedure</i> ) .....	22072 (03-21-02)

**PERSONNEL**

See *Postal Employees*.

**PHILATELY**

**Cancellations**

225 <sup>th</sup> Anniversary of the American Revolution ( <i>Pictorial Cancellations</i> ) .....	22080 (07-11-02)
---	------------------

**General**

2002 Commemorative Stamp Poster ( <i>Notice</i> ) .....	22067 (01-10-02)
2002 Commemorative Stamp Yearbook .....	22086 (10-03-02)
2002 Stamps and Postal Stationery ( <i>Updated Announcement 02-B</i> ) .....	22072 (03-21-02)
2002 Stamps and Postal Stationery ( <i>Updated Announcement 02-C</i> ) .....	22075 (05-02-02)
2002 Stamps and Postal Stationery ( <i>Updated Announcement 02-D</i> ) .....	22080 (07-11-02)
2002 Stamps and Postal Stationery ( <i>Updated Announcement 02-E</i> ) .....	22084 (09-05-02)
2002 Stamps and Postal Stationery ( <i>Updated Announcement 02-F</i> ) .....	22087 (10-17-02)
2002 Stamps and Postal Stationery (May 2002) ( <i>Revision</i> ) .....	22076 (05-16-02)
2002 Stamps and Postal Stationery — Revised Announcement 02-C (May 2002) ( <i>Correction</i> ) .....	22077 (05-30-02)
2003 Commemorative Stamp Poster ( <i>Notice</i> ) .....	22091 (12-12-02)
2003 Requisition Schedule — Postage Stamps and Stamped Cards .....	22091 (12-12-02)
2003 Stamps and Postal Stationery ( <i>Announcement 03-A</i> ) .....	22090 (11-28-02)
2003 Stamps and Postal Stationery — Announcement 03-A (November 2002) ( <i>Revision</i> ) .....	22091 (12-12-02)
2003 Stamps Insert .....	22091 (12-12-02)
American Commemorative Collectibles .....	22083 (08-22-02)
American Commemorative Collectibles .....	22084 (09-05-02)
American Commemorative Collectibles .....	22085 (09-19-02)
American Commemorative Collectibles .....	22086 (10-03-02)
Plain Stamped Envelope Ordering Information .....	22091 (12-12-02)
Postage Stamp Master Item Numbers ( <i>Periodic Update</i> ) .....	22069 (02-07-02)
The Postal Service Guide to U.S. Stamps, 29 <sup>th</sup> Edition .....	22086 (10-03-02)
Semipostal Stamps ( <i>DMM Revision</i> ) .....	22071 (03-07-02)
Stamp Cool-Lecting 1-2-3 — Coming Soon ( <i>Publication 192 Revision</i> ) .....	22088 (10-31-02)

Stamp Cool-Lecting 1-2-3 — Coming Soon ( <i>Publication 192 Revision</i> ) .....	22092 (12-26-02)
<b>New Issues</b>	
American Bats Commemorative Stamps ( <i>Stamp Announcement 02-33</i> ) .....	22082 (08-08-02)
American Clock Definitive Stamp ( <i>Stamp Announcement 02-51</i> ) .....	22092 (12-26-02)
American Toleware Definitive Stamp ( <i>Stamp Announcement 02-09</i> ) .....	22075 (05-02-02)
American Treasures — John James Audubon Commemorative Stamp ( <i>Stamp Announcement 02-18</i> ) .....	22077 (05-30-02)
Andy Warhol Commemorative Stamp ( <i>Stamp Announcement 02-27</i> ) .....	22080 (07-11-02)
Antique Toys Definitive Stamps ( <i>Stamp Announcement 02-26</i> ) .....	22079 (06-27-02)
Antique Toys Stamps ( <i>Stamp Announcement 02-13</i> ) .....	22076 (05-16-02)
Carlsbad Caverns National Park Stamped Card ( <i>Stamp Announcement 02-16</i> ) .....	22076 (05-16-02)
Christmas — Madonna and Child ( <i>Stamp Announcement 02-40</i> ) .....	22084 (09-05-02)
Coverlet Eagle Definitive Stamp ( <i>Stamp Announcement 02-21</i> ) .....	22078 (06-13-02)
Duke Kahanamoku Commemorative Stamp ( <i>Stamp Announcement 02-32</i> ) .....	22081 (07-25-02)
Edna Ferber Definitive Stamp ( <i>Stamp Announcement 02-25</i> ) .....	22079 (06-27-02)
George Washington Definitive Stamp ( <i>Stamp Announcement 02-20</i> ) .....	22077 (05-30-02)
Greetings From America Stamps ( <i>Publicity Kit</i> ) .....	22070 (02-21-02)
Greetings From America Stamps ( <i>Stamp Announcement 02-47</i> ) .....	22086 (10-03-02)
Greetings From America Stamps ( <i>Stamp Announcement 02-07</i> ) .....	22071 (03-07-02)
Greetings From America Stamps and National Card and Letter Writing Month ( <i>Letter from Vice President</i> ) .....	22070 (02-21-02)
Happy Birthday Stamp ( <i>Stamp Announcement 02-46</i> ) .....	22085 (09-19-02)
Harry Houdini Commemorative Stamp ( <i>Stamp Announcement 02-19</i> ) .....	22077 (05-30-02)
Hawaiian Missionaries Stamp ( <i>Stamp Announcement 02-44</i> ) .....	22085 (09-19-02)
Heroes of 2001 Semipostal Stamp ( <i>Publicity Kit</i> ) .....	22076 (05-16-02)
Heroes of 2001 Semipostal Stamp ( <i>Stamp Announcement 02-17</i> ) .....	22076 (05-16-02)
Heroes of 2001 Semipostal Stamp Ceremonies ( <i>Letter From Vice President</i> ) .....	22076 (05-16-02)
Heroes of 2001 Stamp Unveiling .....	22072 (03-21-02)
Holiday — Snowmen ( <i>Stamp Announcement 02-41</i> ) .....	22084 (09-05-02)
Holiday Celebrations — EID ( <i>Stamp Announcement 02-38</i> ) .....	22084 (09-05-02)
Holiday Celebrations — Hanukkah ( <i>Stamp Announcement 02-39</i> ) .....	22084 (09-05-02)
Holiday Celebrations — Kwanzaa ( <i>Stamp Announcement 02-37</i> ) .....	22084 (09-05-02)
Irving Berlin Commemorative Stamp ( <i>Stamp Announcement 02-42</i> ) .....	22084 (09-05-02)
Jefferson Memorial Priority Mail Stamp ( <i>Stamp Announcement 02-23</i> ) .....	22079 (06-27-02)
Legends of Hollywood — Cary Grant ( <i>Stamp Announcement 02-43</i> ) .....	22084 (09-05-02)
Longleaf Pine Forest Stamps ( <i>Stamp Announcement 02-08</i> ) .....	22072 (03-21-02)
Love Special Stamps ( <i>Stamp Announcement 02-28</i> ) .....	22080 (07-11-02)
Lunar New Year — Ram Commemorative Stamp ( <i>Stamp Announcement 02-49</i> ) .....	22091 (12-12-02)
Masters of American Photography Stamps ( <i>Stamp Announcement 02-14</i> ) .....	22076 (05-16-02)
Mentoring a Child Stamp ( <i>Publicity Kit</i> ) .....	22068 (01-24-02)
Migratory Bird Hunting and Conservation Stamp ( <i>Stamp Announcement 02-22</i> ) .....	22078 (06-13-02)
Neuter or Spay Stamps ( <i>Cover Letter</i> ) .....	22077 (05-30-02)
Neuter or Spay Stamps ( <i>Publicity Kit</i> ) .....	22077 (05-30-02)
Neuter or Spay Commemorative Stamps ( <i>Stamp Announcement 02-35</i> ) .....	22082 (08-08-02)
Nurturing Love Stamped Envelopes ( <i>Stamp Announcement 02-52</i> ) .....	22092 (12-26-02)
Official Mail Definitive Stamp ( <i>Stamp Announcement 02-31</i> ) .....	22080 (07-11-02)
Ogden Nash Commemorative Stamp ( <i>Stamp Announcement 02-30</i> ) .....	22080 (07-11-02)
Presorted Standard Graphic Eagle Stamped Envelope ( <i>Stamp Announcement 02-36</i> ) .....	22083 (08-22-02)
Publication 153, People and Places of the Pacific ( <i>New Publication</i> ) .....	22078 (06-13-02)
Repricing the Breast Cancer Research Semipostal Stamp ( <i>Publicity Kit</i> ) .....	22071 (03-07-02)
Ribbon Star Stamped Envelope ( <i>Stamp Announcement 02-15</i> ) .....	22076 (05-16-02)
Sea Coast Nonprofit Stamp ( <i>Stamp Announcement 02-45</i> ) .....	22085 (09-19-02)
Stamp Announcement 02-E: 2002 Stamps and Postal Stationery ( <i>Update</i> ) .....	22084 (09-05-02)
Stamp Announcement 02-02 — Winter Sports Commemorative Stamps ( <i>Correction</i> ) .....	22067 (01-10-02)
Stamp Announcement 02-07 — Greetings from America Stamps ( <i>Correction</i> ) .....	22074 (04-18-02)
Stamp Announcement 02-10, Star Definite Stamp ( <i>Correction</i> ) .....	22078 (06-13-02)
Stamp Announcement 02-14, Masters of American Photography Stamps ( <i>Correction</i> ) .....	22078 (06-13-02)
Stamp Announcement 02-17, Heroes of 2001 Semipostal Stamp ( <i>Correction</i> ) .....	22077 (05-30-02)
Stamp Announcement 02-17, Heroes of 2001 Semipostal Stamp ( <i>Correction</i> ) .....	22078 (06-13-02)
Stamp Announcement 02-18, American Treasures — John James Audubon Commemorative Stamp ( <i>Correction</i> ) .....	22078 (06-13-02)



Stamp Announcement 02-19, Harry Houdini Commemorative Stamp (*Correction*) . . . . . 22078 (06-13-02)  
 Stamp Announcement 02-29, *Teddy Bears* Stamps (*Additional Information*) . . . . . 22081 (07-25-02)  
 Stamp Announcement 02-30, Ogden Nash Commemorative Stamp (*Correction*) . . . . . 22081 (07-25-02)  
 Star Definitive Stamp (*Stamp Announcement 02-10*) . . . . . 22076 (05-16-02)  
 Teddy Bears Stamps (*Stamp Announcement 02-29*) . . . . . 22080 (07-11-02)  
 Thurgood Marshall Commemorative Stamp (*Stamp Announcement 02-48*) . . . . . 22091 (12-12-02)  
 United States Military Academy Commemorative Stamp (*Stamp Announcement 02-06*) . . . . . 22070 (02-21-02)  
 U.S. Capitol at Dusk Express Mail Stamp (*Stamp Announcement 02-24*) . . . . . 22079 (06-27-02)  
 U.S. Flag Definitive Stamp (*Stamp Announcement 02-11*) . . . . . 22076 (05-16-02)  
 U.S. Flag Nondenominated Definitive Stamp (*Stamp Announcement 02-12*) . . . . . 22076 (05-16-02)  
 Women in Journalism Commemorative Stamps (*Stamp Announcement 02-34*) . . . . . 22082 (08-08-02)  
 Zora Neale Hurston Commemorative Stamp (*Stamp Announcement 02-50*) . . . . . 22092 (12-26-02)

**Remaining on Sale or Removed From Sale**

Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers . . . . . 22072 (03-21-02)  
 Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers . . . . . 22077 (05-30-02)  
 Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers . . . . . 22087 (10-17-02)

**POST OFFICES**

**General**

Aviation Mail Security and Hazardous Materials (*New Web Site*) . . . . . 22090 (11-28-02)  
 Conduct on Postal Property — Limited Exceptions to the Voter Registration Process (*Postmasters and Managers*) . . . . . 22084 (09-05-02)  
 “Firm” Packages of Periodicals Must Remain Intact (*Reminder*) . . . . . 22092 (12-26-02)  
 FY2003 A/P Planner in Material Distribution Center . . . . . 22082 (08-08-02)  
 Mail Transport Equipment Procedures (*Managers, P&DCs, and BMCs*) . . . . . 22081 (07-25-02)  
 Mail Transport Equipment Round-Up — Fall and Holiday Mailing Seasons . . . . . 22086 (10-03-02)  
 Miscellaneous Cardboard Boxes (*Ordering Instructions*) . . . . . 22075 (05-02-02)  
 Miscellaneous Cardboard Boxes (*Ordering Instructions/Reminder*) . . . . . 22081 (07-25-02)  
 Miscellaneous Cardboard Boxes (*Ordering Instructions/Reminder*) . . . . . 22082 (08-08-02)  
 Miscellaneous Cardboard Boxes (*Ordering Instructions/Reminder*) . . . . . 22083 (08-22-02)  
 Miscellaneous Cardboard Boxes (*Ordering Instructions/Reminder*) . . . . . 22084 (09-05-02)  
 Miscellaneous Cardboard Boxes (*Ordering Instructions/Reminder*) . . . . . 22085 (09-19-02)  
 Mover’s Guide Shipping Information (*Mover’s Guide News*) . . . . . 22072 (03-21-02)  
 Mover’s Guide — September–December 2002, Volume 26 (*Mover’s Guide News*) . . . . . 22083 (08-22-02)  
 Ordering Information for January 2003 Mover’s Guide (*Mover’s Guide News*) . . . . . 22090 (11-28-02)  
 Ordering Information for January 2003 Mover’s Guide (*Mover’s Guide News*) . . . . . 22091 (12-12-02)  
 Post Offices Must Not Give Large Quantities of Mover’s Guide to Organizations (*Publication 75 Notice*) . . . . . 22068 (01-24-02)  
 Preparation of Sacks, Mail Trays, and Lids for Reuse . . . . . 22075 (05-02-02)  
 Retrieval of Plastic Label Holders (*Reminder*) . . . . . 22082 (08-02-02)  
 Retrieval of Plastic Label Holders (*Reminder*) . . . . . 22089 (11-14-02)  
 Retrieval of Plastic Label Holders (*Reminder*) . . . . . 22090 (11-28-02)  
 Retrieval of Plastic Label Holders (*Reminder*) . . . . . 22091 (12-12-02)  
 Round-Up Notice . . . . . 22089 (11-14-02)  
 Round-Up Notice . . . . . 22090 (11-28-02)  
 Round-Up Notice . . . . . 22091 (12-12-02)  
 Safety and Health Inspections (*Level 13 and Below Post Offices*) . . . . . 22068 (01-24-02)  
 Safety and Health Inspections (*Level 15–18 Post Offices*) . . . . . 22071 (03-07-02)  
 Safety and Health Inspections (*Level 20–26 Offices*) . . . . . 22074 (04-18-02)  
 Safety and Health Inspections — Level 20–26 Offices (*Correction*) . . . . . 22075 (05-02-02)  
 Securing Registry/Accountable Cages (*Reminder*) . . . . . 22067 (01-10-02)  
 Snowblower Safety (*Safety Bulletin*) . . . . . 22071 (03-07-02)  
 Unauthorized Modifications to Plastic Hampers . . . . . 22075 (05-02-02)

**Post Office Changes**

New 3-Digit ZIP Code Area (*Notice*) . . . . . 22073 (04-04-02)  
 Post Office Changes . . . . . 22068 (01-24-02)  
 Post Office Changes . . . . . 22070 (02-21-02)  
 Post Office Changes . . . . . 22073 (04-04-02)  
 Post Office Changes . . . . . 22074 (04-18-02)  
 Post Office Changes . . . . . 22075 (05-02-02)  
 Post Office Changes . . . . . 22076 (05-16-02)

Post Office Changes .....	22081 (07-25-02)
Post Office Changes .....	22083 (08-22-02)
Post Office Changes .....	22084 (09-05-02)
Post Office Changes .....	22086 (10-03-02)
Post Office Changes .....	22087 (10-17-02)
Post Office Changes .....	22090 (11-28-02)
Post Office Changes .....	22091 (12-12-02)

**Post Office Closing Posters**

See *Holidays*.

**POSTAGE METERS**

Continue to Manually Set Electronic Postage Meters ( <i>Clarification</i> ) .....	22070 (02-21-02)
E-Mail Notification for Resetting Electronic Manually Reset Meters ( <i>Field Notification</i> ) .....	22076 (05-16-02)
Meter Manufacturer Contacts — Setting Electronic Manually Reset Meters After April 30, 2002 ( <i>Follow-Up</i> ) .....	22073 (04-04-02)
Name Change for Authorized Postage Meter (Postage Evidencing System) Provider ( <i>DMM Revision</i> ) .....	22074 (04-18-02)
Postage Meter Resetting System ( <i>Handbook F-1 Revision</i> ) .....	22073 (04-04-02)
Refunds and Exchanges for Metered Postage ( <i>DMM Revision</i> ) .....	22080 (07-11-02)
Requests for Information on Meter Licensees ( <i>Field Notification</i> ) .....	22075 (05-02-02)
Setting Electronic Manually Reset Meters ( <i>Reminder</i> ) .....	22075 (05-02-02)
Setting Electronic Manually Reset Meters After April 30, 2002 ( <i>Announcement</i> ) .....	22072 (03-21-02)
Setting Electronic Manually Reset Meters After April 30, 2002 ( <i>Reminder</i> ) .....	22074 (04-18-02)

**POSTAL EMPLOYEES**

See *Employees*.

**POSTAL OPERATIONS MANUAL**

Dead Mail ( <i>POM Revision</i> ) .....	22088 (10-31-02)
Mail Recovery Center Service Area Changes ( <i>POM Revision</i> ) .....	22082 (08-08-02)
Mail Recovery Center Service Area Changes ( <i>POM Revision/Correction</i> ) .....	22083 (08-22-02)
Elimination of Special Delivery References ( <i>POM Revision</i> ) .....	22078 (06-13-02)
Political Campaign Mail ( <i>POM Revision</i> ) .....	22073 (04-04-02)
Processing Refunds for Postage ( <i>POM Revision</i> ) .....	22088 (10-31-02)

**POSTMASTER GENERAL**

Postal Service Policy on Sexual Harassment .....	22069 (02-07-02)
--	------------------

**POSTMASTERS**

Holiday 2002 Publicity Kit for Postmasters ( <i>Publicity Kit</i> ) .....	22088 (10-31-02)
---	------------------

**PRO CYCLING TEAM**

Communications Plan — USPS Pro and Amateur Team Sponsorship, 2002 Race Season .....	22072 (03-21-02)
Order of the Yellow Jersey — Award Recipients ( <i>Notice</i> ) .....	22072 (03-21-02)
Three Trek Bikes Offered in USPS Pro Cycling Team National Drawing ( <i>National Career Employee Drawing</i> ) .....	22079 (06-27-02)

**PUBLICATIONS**

Clarification of Accounting Procedures and Processes for Handling Customer Complaints, Claims, and Reimbursements ( <i>Publication 211 Revision</i> ) .....	22083 (08-22-02)
Express Mail Manifesting ( <i>Publication 97 and Publication 97-A Revisions</i> ) .....	22075 (05-02-02)
Global Express Guaranteed Service Guide ( <i>Publication 141 Revision</i> ) .....	22067 (01-10-02)
International Mail — Air Parcel Post and Global Express Mail ( <i>IMM and Publication 51 Revisions</i> ) .....	22072 (03-21-02)
International Mail — New Parcel Post Insurance Limit to Belarus ( <i>IMM and Publication 51 Revisions</i> ) .....	22077 (05-30-02)
International Special Service Fees ( <i>IMM and Publication 51 Revisions</i> ) .....	22078 (06-13-02)
International Special Services Fees ( <i>Publication 51 Correction</i> ) .....	22082 (08-08-02)
The New DMM 100, A Customer's Guide to Mailing ( <i>DMM Transformation</i> ) .....	22084 (09-05-02)
Ordering Procedures for Postmarking Ring Dies and Die Hubs ( <i>Publication 247 Revision</i> ) .....	22075 (05-02-02)
Post Offices Must Not Give Large Quantities of Mover's Guide to Organizations ( <i>Publication 75 Notice</i> ) .....	22068 (01-24-02)
Publication 51, International Special Services Fees ( <i>Revision</i> ) .....	22082 (08-08-02)
Publication 153, People and Places of the Pacific ( <i>New Publication</i> ) .....	22078 (06-13-02)
Publication 162, Because the Mail Matters ( <i>New Publication</i> ) .....	22083 (08-22-02)
Publication 401, Guide to the Manifest Mailing System ( <i>Revised Publication</i> ) .....	22090 (11-28-02)
Reasonable Accommodations ( <i>Handbook EL-307 and Publication 317 Revisions</i> ) .....	22081 (07-25-02)
Stamp Cool-Lecting 1-2-3 — Coming Soon ( <i>Publication 192 Revision</i> ) .....	22088 (10-31-02)
Stamp Cool-Lecting 1-2-3 — Coming Soon ( <i>Publication 192 Revision</i> ) .....	22092 (12-26-02)

**PUBLICITY KITS**

Black History Month ..... 22067 (01-10-02)  
 Black History Month ..... 22092 (12-26-02)  
 Communications Plan — USPS Pro and Amateur Team Sponsorship, 2002 Race Season ..... 22072 (03-21-02)  
 Greetings From America Stamps ..... 22070 (02-21-02)  
 Heroes of 2001 Semipostal Stamp ..... 22076 (05-16-02)  
 Heroes of 2001 Semipostal Stamp Ceremonies (*Letter From Vice President*) ..... 22076 (05-16-02)  
 Holiday 2002 Publicity Kit for Postmasters ..... 22089 (11-14-02)  
 Introducing Notice 4314-C, We Want To Know ..... 22073 (04-04-02)  
 Introducing Notice 4314-C, We Want To Know (*Correction*) ..... 22075 (05-02-02)  
 Mentoring a Child Stamp ..... 22068 (01-24-02)  
 National Dog Bite Prevention Week, May 19–25, 2002 ..... 22075 (05-02-02)  
 Neuter or Spay Stamps ..... 22077 (05-30-02)  
 Neuter or Spay Stamps (*Mini Publicity Kit*) ..... 22084 (09-05-02)  
 Repricing the Breast Cancer Research Semipostal Stamp ..... 22071 (03-07-02)  
 Teddy Bear Stamps (*Mini Publicity Kit*) ..... 22081 (07-25-02)  
 Teddy Bears Stamps Mini Publicity Kit (*Correction*) ..... 22082 (08-08-02)  
 Transformation Plan ..... 22074 (04-18-02)

**PURCHASING AND MATERIALS**

*See Supply Management.*

**PURCHASING MANUAL**

Noncompetitive Purchases (*PM Revision*) ..... 22074 (04-18-02)

**– R –**

**RATE CASE**

Domestic Mail Manual Text ..... 22075A (05-09-02)  
 Field Implementation Kit ..... 22075A (05-09-02)  
 Implementation Resources ..... 22075A (05-09-02)  
 Mail Acceptance ..... 22075A (05-09-02)  
 New Rates and Fees Effective June 30, 2002 ..... 22075A (05-09-02)  
 Postage Statements ..... 22075A (05-09-02)  
 Retail Information ..... 22075A (05-09-02)  
 Summary of Changes by Class of Mail ..... 22075A (05-09-02)  
 Summary of Changes by DMM Module ..... 22075A (05-09-02)

**RETAIL**

*See also Information Based Indicia, Postage Meters, Vending Machines, and What's in Store.*

Change in Vending Refund Process (*Handbook PO-102 Revision*) ..... 22073 (04-04-02)  
 Continue to Manually Set Electronic Postage Meters (*Clarification*) ..... 22070 (02-21-02)  
 Clarification of Accounting Procedures and Processes for Handling Customer Complaints, Claims, and Reimbursements  
 (*Handbook PO-102 Revision*) ..... 22083 (08-22-02)  
 Clarification of Accounting Procedures and Processes for Handling Customer Complaints, Claims, and Reimbursements  
 (*Handbook PO-102 Revision*) ..... 22084 (09-05-02)  
 Clarification of Accounting Procedures and Processes for Handling Customer Complaints, Claims, and Reimbursements  
 (*Handbook PO-208 Revision*) ..... 22083 (08-22-02)  
 Clarification of Accounting Procedures and Processes for Handling Customer Complaints, Claims, and Reimbursements  
 (*Publication 211 Revision*) ..... 22083 (08-22-02)  
 Click-N-Ship (*Correction*) ..... 22086 (10-03-02)  
 Click-N-Ship Field Information ..... 22085 (09-19-02)  
 Delivery Policy Pickup Service Versus Collection Service (*Notice/Clarification*) ..... 22083 (08-22-02)  
 E-Mail Authorizations for Resetting Electronic Manual Reset Postage Meters (*Field Notification*) ..... 22083 (08-22-02)  
 E-Mail Notification for Resetting Electronic Manually Reset Meters (*Field Notification*) ..... 22076 (05-16-02)  
 Examining Self Service Vending Credit (*New Course*) ..... 22070 (02-21-02)  
 Fee Increase — Passport Application (*Notice*) ..... 22082 (08-08-02)  
 Frequency of Handling Funds From Retail Stamp Vending Machines (*Correction*) ..... 22091 (12-12-02)  
 Frequency of Handling Funds From Retail Stamp Vending Machines (*Reminder*) ..... 22090 (11-28-02)  
 HAZMAT Information (*Reminder*) ..... 22071 (03-07-02)  
 Inclusion of PS Form 8185 as Exhibit in Handbook PO-102 (*Handbook PO-102 Revision*) ..... 22081 (07-25-02)  
 Items Authorized for Sale in Self Service Vending Machines ..... 22068 (01-24-02)  
 Location Workload Worksheet (*PS Form 5701 Revision*) ..... 22078 (06-13-02)

Mail Count Forms ( <i>Handbook PO-603 Revision</i> )	22092 (12-26-02)
Meter Manufacturer Contacts — Setting Electronic Manually Reset Meters After April 30, 2002 ( <i>Follow-Up</i> )	22073 (04-04-02)
Migratory Bird Stamp Destruction ( <i>Reminder</i> )	22067 (01-10-02)
New FIRSTCLASS PHONECARD Vending Rate Implementation ( <i>Notice</i> )	22081 (07-25-02)
New Form of PC Postage	22081 (07-25-02)
New IBI Being Tested ( <i>Notice</i> )	22084 (09-05-02)
New IBI Meter Approvals ( <i>Notice</i> )	22073 (04-04-02)
New Information to Help Non-English-Speaking Customers Complete Mailing Forms ( <i>Reference Guides and Bilingual Decals Available</i> )	22090 (11-28-02)
Online Shipping Labels With PC Postage Service ( <i>Correction</i> )	22081 (07-25-02)
Online Shipping Labels With PC Postage Service ( <i>Notice</i> )	22078 (06-13-02)
Placement of Certified Mail Labels ( <i>Reminder</i> )	22074 (04-18-02)
Postage Meter Refunds ( <i>SAFR Offices Only — Handbook F-1 Revision</i> )	22086 (10-03-02)
Postage Meters (Postage Evidencing System) ( <i>DMM Revision</i> )	22085 (09-19-02)
PS Form 1091-A, Post Office Box Fee Register ( <i>Revised Form</i> )	22087 (10-17-02)
PS Form 1094, Request for Post Office Box Key or Lock Service ( <i>Correction</i> )	22067 (01-10-02)
PS Form 1094, Request for Post Office Box Key or Lock Service ( <i>Correction</i> )	22068 (01-24-02)
PS Form 1094, Request for Post Office Box Key or Lock Service ( <i>Revised Form</i> )	22084 (09-05-02)
PS Forms 5139, Non Postal Service Temporary Employee, and 5140, Non Postal Service Contractor Employee ( <i>Revised Forms</i> )	22087 (10-17-02)
Refund Policies for Self Service Vending Machines ( <i>Handbook PO-102 Revision</i> )	22068 (01-24-02)
Requests for Information on Meter Licensees ( <i>Field Notification</i> )	22075 (05-02-02)
Requests for Information on Motor Licensing ( <i>Update</i> )	22083 (08-22-02)
Return to Sender Nixie Mail ( <i>Notice</i> )	22080 (07-11-02)
Rural Carrier Guarantee Period ( <i>All Post Offices With Rural Delivery Service</i> )	22087 (10-17-02)
Self Service Vending Operations ( <i>Handbook PO-102 Revision</i> )	22069 (02-07-02)
Semipostal Stamp Vending Information ( <i>Handbook PO-102 Revision</i> )	22072 (03-21-02)
Setting Clocks for Daylight Saving Time ( <i>All IRT and Debit/Credit Card Offices</i> )	22073 (04-04-02)
Setting Clocks for Standard Time ( <i>All IRT and Debit/Credit Card Offices</i> )	22087 (10-17-02)
Setting Electronic Manually Reset Meters ( <i>Reminder</i> )	22075 (05-02-02)
Setting Electronic Manually Reset Meters After April 30, 2002 ( <i>Announcement</i> )	22072 (03-21-02)
Setting Electronic Manually Reset Meters After April 30, 2002 ( <i>Reminder</i> )	22074 (04-18-02)
Stamp Vending Machine Reimbursement Request ( <i>PS Form 5445 Revision</i> )	22083 (08-22-02)
Stamps By Mail Forms	22072 (03-21-02)
Standard International Postal Money Orders — Discontinued August 10, 2002 ( <i>Reminder</i> )	22079 (06-27-02)
Unnumbered Insured Mail Purchases ( <i>Reminder</i> )	22072 (03-21-02)
Vending Product Identifier — Correction ( <i>Notice</i> )	22092 (12-26-02)
Vending Service Employees ( <i>PS Form 2018 Revision</i> )	22068 (01-24-02)
Workload Analysis ( <i>Handbook PO-102</i> )	22078 (06-13-02)

**RETIREMENT**

See Payroll, Thrift Savings Plan.

**RURAL CARRIERS**

See Employees.

**– S –****SAFETY AND HEALTH**

See also Employees.

Conducting Annual Safety and Health Inspections ( <i>Postmasters/Installation Heads at Level 13 and Below Post Offices</i> )	22088 (10-31-02)
Disposing of Florescent Lamps and Ballasts ( <i>Announcement</i> )	22074 (04-18-02)
Disposing of Hazardous Waste ( <i>Announcement</i> )	22074 (04-18-02)
Documentation of Underground Storage Tanks ( <i>Announcement</i> )	22074 (04-18-02)
Fire Prevention Week — October 6–12 ( <i>Safety Alert</i> )	22085 (09-19-02)
Hazardous Material Storage Spill Containment ( <i>Announcement</i> )	22074 (04-18-02)
Hazardous Materials — Mailability Rulings ( <i>Reminder</i> )	22075 (05-02-02)
Implementing a Facility Storm Water Pollution Prevention Plan and/or Spill Prevention Control and Countermeasures Plan ( <i>Announcement</i> )	22074 (04-18-02)
Labeling Hazardous Waste Containers ( <i>Announcement</i> )	22074 (04-18-02)
Managing Hazardous Waste Documentation ( <i>Announcement</i> )	22074 (04-18-02)

Maintaining Refrigerant Management Records (*Announcement*) . . . . . 22074 (04-18-02)

National Dog Bite Prevention Week (*Cover Letter*) . . . . . 22075 (05-02-02)

National Dog Bite Prevention Week — Coming Soon . . . . . 22074 (04-18-02)

National Dog Bite Prevention Week, May 19–25, 2002 (*Publicity Kit*) . . . . . 22075 (05-02-02)

Old, Unused, or Excessive Materials On-Site (*Announcement*) . . . . . 22074 (04-18-02)

Safety and Health Inspections (*Level 13 and Below Post Offices*) . . . . . 22068 (01-24-02)

Safety and Health Inspections (*Level 15–18 Post Offices*) . . . . . 22071 (03-07-02)

Safety and Health Inspections (*Level 20–26 Offices*) . . . . . 22074 (04-18-02)

Safety and Health Inspections — Level 20–26 Offices (*Correction*) . . . . . 22075 (05-02-02)

Safety and Health Inspections (*Notice*) . . . . . 22077 (05-30-02)

Seizures/Epilepsy — New-Hire Applicants (*Handbook EL-806 Revision*) . . . . . 22076 (05-16-02)

Snowblower Safety (*Safety Bulletin*) . . . . . 22071 (03-07-02)

Storing and Labeling Used Oil (*Announcement*) . . . . . 22074 (04-18-02)

**STAMPS**

See *Philately*.

**SUPPLY MANAGEMENT**

See also *Purchasing Manual*.

0401B Central Delivery Keylock — No Longer at Material Distribution Center . . . . . 22082 (08-08-02)

2003 Year Type for Hand Stamping and Cancelling Machines . . . . . 22086 (10-03-02)

Boise Internet Ordering Site “i97” — Deactivated . . . . . 22068 (01-24-02)

CFS Ergonomic Chairs (*Ordering Instructions*) . . . . . 22074 (04-18-02)

Consolidate Custodial Product Ordering — Action Required . . . . . 22083 (08-22-02)

Copiers and Related Maintenance (*Ordering Procedures*) . . . . . 22090 (11-28-02)

COR and MAO — From Purchasing and Materials (*New Online Training Courses*) . . . . . 22070 (02-21-02)

Corrugated Boxes Now on eBuy (*Ordering Instructions*) . . . . . 22072 (03-21-02)

Custodial Products Rental Services . . . . . 22090 (11-28-02)

Disposal of Unserviceable and/or Obsolete Post Office Box Units (*Reminder*) . . . . . 22086 (10-03-02)

Economic Pay Adjustments for Highway and Inland Domestic Water Contracts (*New Management Instruction*) . . . . . 22082 (08-08-02)

Glassine Envelopes Available From Boise Cascade (*Notice*) . . . . . 22077 (05-30-02)

Goodyear VIP Program (*All Employees*) . . . . . 22078 (06-13-02)

Handbook PO-512, Plant Loading Authorization and Procedures Guidelines (*Revised Handbook Available*) . . . . . 22091 (12-12-02)

Heroes of 2001 Merchandise for Sale (*Correction*) . . . . . 22081 (07-25-02)

Heroes of 2001 Merchandise for Sale (*Notice*) . . . . . 22080 (07-11-02)

Heroes of 2001 Merchandise for Sale (*Notice*) . . . . . 22084 (09-05-02)

Heroes of 2001 Merchandise for Sale (*Notice*) . . . . . 22089 (11-14-02)

Heroes of 2001 Merchandise for Sale (*Notice*) . . . . . 22091 (12-12-02)

Heroes of 2001 Merchandise for Sale (*Notice*) . . . . . 22092 (12-26-02)

Heroes of 2001 Pins for Sale (*Clarification*) . . . . . 22079 (06-27-02)

Heroes of 2001 Pins for Sale (*Correction*) . . . . . 22077 (05-30-02)

Heroes of 2001 Pins for Sale (*Notice*) . . . . . 22075 (05-02-02)

I.M.P.A.C. Credit Card Holders: I.M.P.A.C. VISA Payment Process . . . . . 22089 (11-14-02)

Industrial and Automotive Batteries on eBuy . . . . . 22091 (12-12-02)

Interest Rate on Contract Claims (*Notice*) . . . . . 22067 (01-10-02)

Interest Rate on Contract Claims (*Notice*) . . . . . 22080 (07-11-02)

Mandatory Sources for Custodial Products — Cleanwise, Inc., and W.W. Grainger, Inc. (*Ordering Instructions*) . . . . . 22069 (02-07-02)

Mandatory Source for Office and System Furniture — Allsteel Inc. (*Ordering Instructions*) . . . . . 22077 (05-30-02)

Mandatory Sources for POS ONE Receipt Rolls (*Ordering Instructions*) . . . . . 22078 (06-13-02)

New Discount for AT&T Wireless Services . . . . . 22083 (08-22-02)

New Excess Item Catalog Available to eBuy Users . . . . . 22089 (11-14-02)

New Mandatory Contract for Temporary Personnel Services (*All Employees*) . . . . . 22079 (06-27-02)

New Organization — Supply Management (*All Employees*) . . . . . 22080 (07-11-02)

Noncompetitive Purchases (*PM Revision*) . . . . . 22074 (04-18-02)

Omega World Travel Contract for Nationwide Travel Management Services (*New Travel Procedures*) . . . . . 22078 (06-13-02)

Ordering Procedures for Postmarking Ring Dies and Die Hubs (*Publication 247 Revision*) . . . . . 22075 (05-02-02)

Overprinted PS Form 3849, Delivery Notice/Reminder/Receipt (*Ordering Instructions*) . . . . . 22077 (05-30-02)

Overprinted PS Form 3849, Delivery Notice/Reminder/Receipt (*Ordering Instructions*) . . . . . 22092 (12-26-02)

Partnership Between Postal Service and Toyota Material Handling USA, Inc. (*Notice*) . . . . . 22067 (01-10-02)

Postal Service/Enersys, Inc., Partnership for Industrial and Automotive Batteries (*Notice and Ordering Instructions*) . . . . . 22075 (05-02-02)

Postal Service Official Licensed Products ( <i>Advertisement</i> )	22089 (11-14-02)
Quick Pick List	22071 (03-07-02)
Quick Pick List	22085 (09-19-02)
Renewing Copier Maintenance Agreements ( <i>New Procedure</i> )	22084 (09-05-02)
Security Containers (PSIN 293–299) ( <i>Ordering Instructions</i> )	22069 (02-07-02)
Semiannual Review of Capital Records — Instructions ( <i>Installation Heads and MAOs</i> )	22070 (02-21-02)
Semiannual Review of Capital Records — Instructions ( <i>Installation Heads, DMMSs, and MAOs</i> )	22088 (10-31-02)
USPS Business Cards ( <i>Price Change/Ordering Instructions</i> )	22078 (06-13-02)
USPS Official Licensed Product Manufacturers and Distributors ( <i>Update</i> )	22084 (09-05-02)
USPS Official Licensed Product Manufacturers and Distributors ( <i>Update</i> )	22086 (10-03-02)
USPS Official Licensed Product Manufacturers and Distributors ( <i>Update</i> )	22089 (11-14-02)
USPS Official Licensed Product Manufacturers and Distributors ( <i>Update</i> )	22090 (11-28-02)
USPS Official Licensed Product Manufacturers and Distributors ( <i>Update</i> )	22092 (12-26-02)
Vehicle Maintenance Agreements ( <i>Notice</i> )	22088 (10-31-02)
You Are a VIP, Says Goodyear ( <i>Discounts for Employees and Retirees</i> )	22090 (11-28-02)

## – T –

### THRIFT SAVINGS PLAN

Is Thrift Savings Part of Your Retirement Plan? ( <i>Thrift Savings Plan</i> )	22078 (06-13-02)
Thrift Savings Plan Fact Sheet	22068 (01-24-02)
Thrift Savings Plan Fact Sheet	22070 (02-21-02)
Thrift Savings Plan Fact Sheet	22072 (03-21-02)
Thrift Savings Plan Fact Sheet	22074 (04-18-02)
Thrift Savings Plan Fact Sheet	22076 (05-16-02)
Thrift Savings Plan Fact Sheet	22078 (06-13-02)
Thrift Savings Plan Fact Sheet	22081 (07-25-02)
Thrift Savings Plan Fact Sheet	22083 (08-22-02)
Thrift Savings Plan Fact Sheet	22085 (09-19-02)
Thrift Savings Plan Fact Sheet	22087 (10-17-02)
Thrift Savings Plan Fact Sheet	22089 (11-14-02)
Thrift Savings Plan Fact Sheet	22091 (12-12-02)
Thrift Savings Plan Policy Changes, TSP Open Season, and PostalEASE	22075 (05-02-02)
Thrift Savings Plan Policy Changes, TSP Open Season, and PostalEASE ( <i>Poster</i> )	22075 (05-02-02)
Thrift Savings Plan Policy Changes, TSP Open Season, and PostalEASE	22086 (10-03-02)
Thrift Savings Plan Policy Changes, TSP Open Season, and PostalEASE ( <i>Poster</i> )	22086 (10-03-02)

### TRAVEL/RELOCATION

EFT eTravel Reimbursements — Verification Period ( <i>All Employees</i> )	22069 (02-07-02)
Enhancement of Relocation Benefits — Outsourcing ( <i>All Employees</i> )	22074 (04-18-02)
Government-Issued Individually Billed Travel Charge Cards ( <i>Management Instruction</i> )	22075 (05-02-02)
Handbook F-15, Travel and Relocation and Handbook F-12, Relocation Policy ( <i>Handbook Revision</i> )	22072 (03-21-02)
Omega World Travel Contract for Nationwide Travel Management Services ( <i>New Travel Procedures</i> )	22078 (06-13-02)
Tax Exemption for Lodging ( <i>Handbook F-15 Correction</i> )	22069 (02-07-02)

### TRANSFORMATION PLAN

Transformation Plan ( <i>Executive Summary</i> )	22074 (04-18-02)
Transformation Plan ( <i>Publicity Kit</i> )	22074 (04-18-02)
U.S. Postal Service Transformation Plan	22074 (04-18-02)

## – U –

### UNIFORMS

Authorized Uniform Items and Combinations ( <i>ELM Revision</i> )	22090 (11-28-02)
Changes to Regular Uniform and Work Clothes Programs Allowances 2000–2003 ( <i>USPS–APWU National Agreement</i> )	22076 (05-16-02)
Changes to Regular Uniform and Work Clothes Programs Allowances 2000–2003 ( <i>USPS–APWU National Agreement</i> )	22081 (07-25-02)
Changes to Uniform and Work Clothes Program Allowances 2000–2004 ( <i>USPS–NPMHU Agreement</i> )	22081 (07-25-02)
Changes to Uniforms Program Allowance, 1999–2004 ( <i>USPS–NPPN National Agreement</i> )	22086 (10-03-02)
Changes to Uniform Program Allowance, 2001–2006 ( <i>USPS–NALC National Agreement</i> )	22085 (09-19-02)
Summer Shirt and Tie Policy ( <i>ELM Revision</i> )	22079 (06-27-02)
Work Clothes and Uniforms ( <i>ELM Revision</i> )	22080 (07-11-02)

Work Clothes and Uniforms (*ELM Revision*) ..... 22081 (07-25-02)

**- V -**

**VENDING MACHINES**

Items Authorized for Sale in Self Service Vending Machines ..... 22068 (01-24-02)  
 Refund Policies for Self Service Vending Machines (*Handbook PO-102 Revision*) ..... 22068 (01-24-02)  
 Refund Policies for Self Service Vending Machines (*Handbook PO-102 Revision*) ..... 22069 (02-07-02)

**- W -**

**WHAT'S IN STORE**

What's in Store ..... 22067 (01-10-02)  
 What's in Store ..... 22069 (02-07-02)  
 What's in Store ..... 22071 (03-07-02)  
 What's in Store ..... 22073 (04-04-02)  
 What's in Store ..... 22075 (05-02-02)  
 What's in Store ..... 22078 (06-13-02)  
 What's in Store ..... 22080 (07-11-02)  
 What's in Store ..... 22082 (08-08-02)  
 What's in Store ..... 22084 (09-05-02)  
 What's in Store ..... 22086 (10-03-02)  
 What's in Store ..... 22087 (10-17-02)  
 What's in Store ..... 22089 (11-14-02)  
 What's in Store ..... 22091 (12-12-02)

**WITHHOLDING OF MAIL ORDERS**

*See Fraud.*

**- Z -**

**ZIP CODES**

*See Post Offices — Post Office Changes.*

**ZONE CHARTS**

Postal Service Zone Charts (*Customer Ordering Instructions*) ..... 22076 (05-16-02)  
 Postal Zone Charts (*DMM Revision*) ..... 22075 (05-02-02)  
 Postal Zone Charts (*DMM Revision*) ..... 22077 (05-30-02)