

# POSTAL BULLETIN

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## Priority Mail<sup>®</sup> bundles

1

with **Delivery Confirmation<sup>™</sup>** service



from **\$4.30**

2

with **Insurance\***



from **\$5.15**

3

with **Delivery Confirmation service & Insurance\***



from **\$5.60**



\*Prices reflect Insurance for packages up to 1 lb. and \$50 of coverage

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PB 22112: 7690-05-000-5981	PB 22104: 7690-05-000-5973	PB 22097: 7690-05-000-5966	PB 22090: 7690-05-000-4855
PB 22111: 7690-05-000-5980	PB 22103: 7690-05-000-5972	PB 22096: 7690-05-000-5965	PB 22089: 7690-05-000-4854
PB 22110: 7690-05-000-5979	PB 22102: 7690-05-000-5971	PB 22095: 7690-05-000-5964	PB 22088: 7690-05-000-4853
PB 22109: 7690-05-000-5978	PB 22101: 7690-05-000-5970	PB 22094: 7690-05-000-4859	PB 22087: 7690-05-000-4852
PB 22108: 7690-05-000-5977	PB 22100: 7690-05-000-5969	PB 22093: 7690-05-000-4858	PB 22086: 7690-05-000-4851

## USPSNEWS@WORK

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### **DANGERS, DISASTERS, AND GOOD DEEDS: Exhibit celebrates quiet heroism of Postal Service employees**

For more than 200 years, Postal Service™ employees have faced dangers, delivered through disasters and performed good deeds. That spirit of quiet heroism and everyday altruism is celebrated by the National Postal Museum in a new exhibit, "In the Line of Duty: Dangers, Disasters and Good Deeds."

In the early days of mail delivery, postal workers were often injured or killed during stagecoach holdups, train robberies and wrecks and mail plane crashes. More recent dangers include man-made bombs and the 2001 anthrax attacks.

On display at the exhibit are a detonator used in a 1923 train robbery, letters that survived a Unabomber package and a hand stamp from New York's Church Street Station — a Postal Service facility damaged severely during the Sept. 11, 2001, attacks.

The exhibit also celebrates the Postal Service's partnership with the National Center for Missing and Exploited Children (NCMEC) and ADVO in the America's Missing Children program. ADVO's "Have You Seen Me?" cards are delivered by carriers to 85 million homes each week. NCMEC President Ernie Allen announced that the 130th child was safely recovered after a lead that came from a "Have You Seen Me?" card.

The exhibit runs through Oct. 4, 2004. If you're in Washington, DC, during the next year, stop by the museum, located at 2 Massachusetts Ave., NE. It's open seven days a week from 10 a.m. to 5:30 p.m., except Dec. 25. Admission is free.

### **ASCENDING THE HEIGHTS: Thirty-two districts win Order of the Yellow Jersey award**

Service is the heart of our brand. It's part of our name. It's what we do. And the Order of the Yellow Jersey (OYJ) recognizes districts that attain high service levels in three areas: accurate delivery, consistent delivery and professional customer service, as measured by the Customer Satisfaction Measurement survey.

The OYJ quarter 4 award winners were announced recently with some old names and some new names making the list. First-time winners include the Mississippi and Arkansas Districts.

Winners can fly the special OYJ Postal Service flag in front of their facility as long as they maintain service levels. Employees in the winning districts receive a lapel pin with the unique Yellow Jersey logo.

The winners are as follows:

**Rural:** Albany, New Hampshire, Springfield, Maine, Erie, Kentuckiana, Dakotas, Appalachian, Big Sky, Hawkeye, Mississippi, Greater Michigan, South Georgia and Arkansas.

**Mixed:** Harrisburg, Central Plains, Northland, Spokane, Lakeland, Columbus, Mid-America, Oklahoma and Alaska.

**Urban:** Middlesex-Central, Southeast New England, Western New York, Suncoast, Pittsburgh and Royal Oak.

**Unique:** Dallas, San Francisco and Oakland.

### **RETURNS MADE EASY: Parcel Return Services test begins**

If you order merchandise on the Internet or by catalog, you probably know that returning items can be more difficult than getting them in the first place.

The Postal Service recently launched a two-year test of Parcel Return Services (PRS) that will make it easier for consumers to return items at very competitive prices for merchants. PRS will work like drop-shipping in reverse.

Qualifying merchants can choose to pick up return parcels at the Post Office™ or the bulk mail center that served the original customer. Companies will get a lower postage rate for saving the Postal Service the time and trouble of sorting and transporting returns all the way back to their warehouses. That makes PRS a good deal for merchants and for the Postal Service.

Companies will provide customers a special PRS mailing label with orders. If customers need to return items, merchants pay the postage. All customers have to do is stick the label on the package, give it to a letter carrier or drop it in a collection box, or bring it to a Post Office. That makes PRS a good deal for customers, too.

## USPSNEWS@WORK

This is a two-year experiment that will give the Postal Service a chance to gauge the market demand for PRS. During the first year of testing, the Postal Service will have a limit of 20 pre-qualified participants. That number could grow to 30 in the second year. Then Postal Service will evaluate PRS and see if it should be offered permanently.

### **UP, UP, AND A-WAAAY UP: Click-N-Ship ends fiscal year 2003 with a record month**

It's a stairway to success. The bars on the graph depicting volume growth of Click-N-Ship™ service during fiscal year 2003 went only one way — up. The popular online shipping solution ended the year with a record month.

For September, customers Click-N-Shipped their way through more than 930,000 labels. Both revenue and volume sustained strong growth throughout the year, with the percentage of labels with online postage steadily increasing. For the fiscal year, customers used Click-N-Ship service to generate more than 6.5 million labels with and without postage.

Click-N-Ship service introduces customers to the convenience of PC Postage™ and promotes our premier services while moving simple transactions out of the retail lobby. It also provides an excellent opportunity for employees to grow revenue — they can talk it up to customers looking for online shipping services.

There's really no secret to Click-N-Ship's success. It meets customer needs. And it's easy to use.

### **BIG GREEN MACHINE: Northeast Area wins prestigious EPA award**

Reducing waste reduces costs. Just ask Northeast Area employees who avoided more than \$2.6 million in annual landfill disposal costs by recycling during fiscal year 2002. For their efforts, the Northeast Area recently received the Environmental Protection Agency's (EPA) 2003 WasteWise Partner of the Year award in Washington, DC.

The Postal Service is one of only 12 organizations to receive a Partner of the Year award — the highest honor in the WasteWise program. It's the fourth time the Northeast Area has won the coveted award.

Area environmental compliance specialists inspired postmasters across New England and upstate New York to incorporate waste reduction into daily operations. More than 4,500 tons of cardboard, 30,000 tons of mixed office paper and 1,900 tons of pallets were recycled.

The Northeast Area distributed *Postmaster Environmental Compliance Guidebooks* that introduce waste reduction goals and environmental policies to postmasters and managers. They rose to the challenge, developing standard operating procedures for pollution prevention.

### **BRIDGING BARRIERS: South Florida employee coordinates Spanish-language learning program**

The South Florida District has a growing Hispanic population. That can present challenges to Postal Service employees who aren't fluent in Spanish.

Hispanic Program Specialist Jacinto Acebal decided to help employees bridge the language barrier. He conducted a survey of district employees to see if there was sufficient interest in learning Spanish. More than 500 employees responded "yes."

Acebal worked with other bilingual executive and administrative service employees to set up free, off-the-clock classes that followed a format used by Miami Dade Community College. So far, 65 employees have completed the 22-hour course.

Classes are geared toward conversational speech involving postal products and services. Volunteer teachers have included International Air Mail Records Unit Supervisor Maria Rivero, Direct Analysis Specialist Sonia Morales, Safety Specialist Sarah Chavez and Customer Services Manager Carlos Rodon.

## The Postal Bulletin — Help Us Save Paper and Money

The *Postal Bulletin* has been around for 123 years, and it's the most relied-upon, trusted source of information in the Postal Service™ today.

In the 1970s, when our nation became more concerned about our environment, the Postal Service began using recycled paper to print the *Postal Bulletin*. We have also tried over the years to print just the right number of copies to save our nation's resources.

Despite our efforts, some offices tell us that they receive too many copies. We need to do something about this.

### Reducing or Canceling Your Subscription

Therefore, if you want to reduce the number of copies your office receives or if you want to cancel your subscription altogether, **send an e-mail to [pbulleti@usps.gov](mailto:pbulleti@usps.gov) or call 202-268-5776** (if you reach a recording, be sure to leave a message with your name, telephone number, and ZIP Code). Please be assured that we will *not* reduce or cancel your subscription unless you ask us to do so.

As we review our subscription list, we will begin calling facilities that seem to have duplicate subscriptions. If we call your facility, please help us determine if we can reduce your subscription.

### Forwarding to Other Facilities

Are you using your own labels to forward *Postal Bulletins* to other facilities that don't have their own subscriptions? When those other facilities close down, the undeliverable *Postal Bulletins* are returned to us here at Headquarters. When we receive those returned *Postal Bulletins*, we have no way of correcting the problem, because those facilities aren't on our subscription list and because we don't know which is the forwarding facility.

If you are forwarding *Postal Bulletins* to other facilities, please contact us at the above e-mail address or phone number so we can create a separate subscription for them.

### Accessing the *Postal Bulletin* Online

Remember, each issue of the *Postal Bulletin* since 1995 is available online. To access the online version of the *Postal Bulletin*, please follow either of these routes:

- **On the *Intranet*:** Go to the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *View Postal Bulletins*.
- **On the *Internet*:** Go to [www.usps.com](http://www.usps.com); click on *About USPS & News*, then *Forms and Publications*, then *Postal Bulletin*.

### More Information

For more information on the *Postal Bulletin*, please see our article in *Postal Bulletin* 22097 (3-6-03, pages 5-6) titled "The *Postal Bulletin* — Your Source for Trusted Information."

We started publishing this article in early April, asking you to let us know if we can reduce or eliminate your subscriptions. Since April of this year, many of you have responded, and together we have reduced the total number of printed copies by more than 14,000!

We've come a long way, and we'll continue to evolve with the times. Our job is to make your job easier. As you know, the *Postal Bulletin* is here to serve you, as it has been for almost 125 years.

— *Policies and Procedures Information,  
Public Affairs and Communications, 10-30-03*

## Customer Relations

### Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 703-292-4041 at least 1 month preceding the requested delivery dates. The Postal Service™

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JCP Toy Book	Standard/Catalog	10/31/03–11/3/03	1.5	Nationwide	Car-Rt	Quebecorworld
Pottery Barn Kids	Standard/Flat	11/3/03–11/4/03	5.4	Nationwide	3/5-Digit, Car-Rt	Quad Graphics, Hartford, WI
Seventh Avenue	Standard/Catalog	11/3/03–11/6/03	1.2	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
The Swiss Colony	Standard/Catalog	11/3/03–11/6/03	13.6	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
The Sportsman's Guide, November Gift	Standard/Catalog	11/10/03–11/14/03	1.0	Nationwide	3/5-Digit, Car-Rt	Quebecor, Franklin, KY
Joey Green's Magic Brands	Standard	11/11/03–11/13/03	2.5	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct
The Swiss Colony	Standard/Catalog	11/12/03–11/15/03	1.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
Catherine's Secret Sale	First-Class/Letter	11/14/03–11/18/03	1.2	Nationwide	Barcoded, 3/5-Digit	Mail-Well Services, Memphis, TN

— Business Service Network Integration,  
Service and Market Development, 10-30-03

# Domestic Mail

DMM REVISION

## Labeling List Changes

Effective October 30, 2003, *Domestic Mail Manual* (DMM) L001, L007, L606, and L801 are revised to reflect changes in mail processing operations. Mailers are encouraged to label according to these revised lists immediately, but *must* comply with these changes no later than January 11, 2004.

We will incorporate these revisions into the printed version of DMM Issue 59 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

### Domestic Mail Manual (DMM)

\* \* \* \* \*

#### L Labeling Lists

##### L000 General Use

##### L001 5-Digit Scheme—Periodicals Flats and Irregular Parcels, Standard Mail Flats, and BPM Flats

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b> 26501-08 45011, 12, 20, 23, 25, 26	MORGANTOWN WV 26505 HAMILTON OH 45011
<b>Change To:</b> 26501, 02, 04-08 45011, 12, 25, 26	MORGANTOWN WV 26505 HAMILTON OH 45011
<b>Delete:</b> 73034, 83 73026, 69, 71 73501, 02, 07 73505, 06 73701-03, 05, 06	EDMOND OK 73034 NORMAN OK 73069 LAWTON OK 73501 LAWTON OK 73505 ENID OK 73701

\* \* \* \* \*

##### L007 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Packages

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b> 26501-08 36515, 45, 86 66101, 03 66102, 04 66207, 11, 12, 82 66209, 10, 13, 25 66215, 17-20, 26, 27, 85, 86 73115, 35, 55 89129-31, 43, 49 89431-33 89501, 06, 12 89503, 13, 23, 33	MORGANTOWN WV 26501 JACKSON AL 36545 KANSAS CITY KS 66101 KANSAS CITY KS 66102 OVERLAND PARK KS 66207 LEAWOOD KS 66209 LENEXA KS 66215 OKLAHOMA CITY OK 73115 LAS VEGAS NV 89129 SPARKS NV 89431 RENO NV 89501 RENO NV 89503

Column A Destination ZIP Codes	Column B Label Container To
<b>Change To:</b>	
26501, 02, 04-08	MORGANTOWN WV 26501
36515, 45	JACKSON AL 36545
66101, 15, 17, 18	KANSAS CITY KS 66101
66102, 10	KANSAS CITY KS 66102
66207, 11, 51	OVERLAND PARK KS 66207
66209, 13	LEAWOOD KS 66209
66215, 85	LENEXA KS 66215
73115, 35, 65	OKLAHOMA CITY OK 73115
89129, 49	LAS VEGAS NV 89129
89431, 32	SPARKS NV 89431
89501, 12	RENO NV 89501
89503, 13	RENO NV 89503
<b>Add:</b>	
61010, 54, 61, 88	BYRON IL 61010
66027, 43, 48	LEAVENWORTH KS 66048
66051, 61-63	OLATHE KS 66061
66103, 05	KANSAS CITY KS 66103
66109, 11-13	KANSAS CITY KS 66109
66205, 22	MISSION KS 66205
66210, 25	OVERLAND PARK KS 66210
66212, 82	OVERLAND PARK KS 66212
66217-20, 26, 27, 86	LENEXA KS 66217
66221, 23, 24, 83	OVERLAND PARK KS 66223
73105, 36	OKLAHOMA CITY OK 73105
79906, 08	EL PASO TX 79906
79922, 32	EL PASO TX 79922
79924, 34	EL PASO TX 79924
79927, 28	EL PASO TX 79927
89123, 39, 41	LAS VEGAS NV 89123
89130, 31, 43	LAS VEGAS NV 89130
89134, 35, 38, 44, 45	LAS VEGAS NV 89134
89523, 33	RENO NV 89523
<b>Delete:</b>	
61010, 54, 61, 88, 61103	ROCKFORD IL 61103
66027, 43, 48	FORT LEAVENWORTH KS 66027
66051, 61-63	OLATHE KS 66051
66106, 09, 11-13	KANSAS CITY KS 66106
66202, 03, 05, 06, 22	MISSION KS 66202
66204, 08, 14, 16	OVERLAND PARK KS 66204
66221, 23, 24, 83	OVERLAND PARK KS 66221
79901, 03-06, 08, 30, 38	EL PASO TX 79901
79907, 15, 24, 27, 28, 34	EL PASO TX 79907
79912, 13, 22, 32	EL PASO TX 79912
79925, 35, 36	EL PASO TX 79925
89120, 23, 39, 41	LAS VEGAS NV 89120
89128, 34, 35, 38, 44, 45	LAS VEGAS NV 89128
94595, 98	WALNUT CREEK CA 94595
95821, 60	SACRAMENTO CA 95821

\* \* \* \* \*

**L600 Standard Mail and Package Services**

\* \* \* \* \*

**L606 5-Digit Scheme—Standard Mail and Package Services Parcels**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b>	
36515, 45, 70, 86	JACKSON AL 36545
42603, 32, 33	MONTICELLO KY 42633
48439, 48519, 29	FLINT MI 48519
80217, 44, 52, 54-56, 61, 63, 66, 70, 71, 74, 75	DENVER CO 80217
83704, 11, 13, 88	BOISE ID 83704
95402, 04-06	SANTA ROSA CA 95402
<b>Change To:</b>	
36515, 45, 70	JACKSON AL 36545
42603, 33	MONTICELLO KY 42633
48519, 29	BURTON MI 48519
80217, 44, 52, 55, 56, 61, 63, 66, 70, 71, 74, 75	DENVER CO 80217
83704, 11, 13	BOISE ID 83704
95402, 04, 06	SANTA ROSA CA 95402
<b>Add:</b>	
40512, 50, 74-83	LEXINGTON KY 40512
<b>Delete:</b>	
03232, 41	HEBRON NH 03241
14660, 64	ROCHESTER NY 14660
36270, 80	WOODLAND AL 36280
36741, 78	FURMAN AL 36741
36756, 79	MARION AL 36756
40511, 12, 50, 74-83	LEXINGTON KY 40511
45723, 81	COOLVILLE OH 45723
60071, 80	RICHMOND IL 60071
76520, 55	CAMERON TX 76520
83540, 51	LAPWAI ID 83540
83612, 20	COUNCIL ID 83612
95401, 03, 07	SANTA ROSA CA 95403
95408, 09	SANTA ROSA CA 95408

\* \* \* \* \*

**L800 Automation Rate Mailings**

**L801 AADCs—Letter-Size Mailings**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label to
<b>Change From:</b>	
945-948	AADC OAKLAND CA 945
967-969	AADC HONOLULU HI 967
<b>Change To:</b>	
945-948	AADC OAKLAND CA 945 <sup>1</sup>
967-969	AADC HONOLULU HI 967 <sup>1</sup>
<b>Add:</b>	
945-948, 969	AADC OAKLAND CA 945 <sup>2</sup>
967-968	AADC HONOLULU HI 967 <sup>2</sup>

\* \* \* \* \*

## DMM REVISION

**Presort Destination Package Labels — New Barcoded Format**

Effective October 30, 2003, *Domestic Mail Manual* (DMM) M020.1.3, M030.1.0, M030.4.0, M032.1.0, M073.1.6, M130, M210, M220, M610, M620, M710, M722, M723, M730, M740, M820, M910.4.4, and M950 are revised to implement the use of new barcoded pressure-sensitive presort destination package labels and to clarify and reorganize the mailing standards for package preparation. (See also article titled Stand-Up Talk: Presort Labels Are Changing" on page 61 of this *Postal Bulletin*.)

**Background**

In recent years, numerous automated advances in mail processing developed by the Postal Service™ have led to faster, more efficient methods of sorting individual letter-size and flat-size pieces. A new system, to be designated as the Automated Package Processing System (APPS), would extend similar benefits of automated processing to small, lightweight parcels and to flat-size pieces, such as magazines and catalogs prepared in packages (several mailpieces presorted and secured together into a single unit). The APPS equipment represents the next generation of the small parcel and bundle sorter (SPBS) currently used by the Postal Service.

The use of barcoded pressure-sensitive package labels is one method to support the use of the APPS, which the Postal Service plans to deploy beginning in 2004 in major processing and distribution centers to improve operational efficiency and increase workhour productivity. The use of these new labels will not significantly affect mail preparation standards and processes or current mailer operations, especially for mailers who use optional endorsement lines (OELs) for designating the presort level of packages containing letter-size pieces or flat-size pieces. This change will not replace OELs. In fact, mailers currently using OELs should continue using these cost-effective, time-saving information lines rather than converting to the use of pressure-sensitive package labels.

**Automated Package Processing**

With its large processing capacity, the APPS will replace current labor-intensive methods with more efficient automated methods that improve the sortation of parcels, Priority Mail® items, and presort destination packages of flat-size mailpieces. The APPS contains several advanced features, including an integrated optical character/barcode reader with four-sided image capture. With this feature, the APPS can read and interpret information from properly prepared parcels and presort destination packages and automatically direct the parcels and presort packages to the appropriate bins.

Applying a pressure-sensitive package label to the top mailpiece in a presort package of banded mailpieces is one method that mailers use to indicate the sortation level for certain letter-size mail, flat-size mail, and small parcels that are required to be packaged before being placed into a tray or sack or placed onto a pallet. The proposed design changes to these presort labels would ensure that presort packages could be scanned and sorted automatically on the APPS.

**Label Format Changes**

The changes affect the five pressure-sensitive package labels that mailers currently use. The size of the new rectangular labels is 3/4 inch wide by 1/2 inch high. Current scalloped-shaped pressure-sensitive package labels are 7/8 inch wide and 1/2 inch high. A width-modulated barcode appears on the right side of the new labels as a unique indicator of the sortation level. The bars of the barcode are 0.02 inch wide and 0.50 inch high. The rightmost bar ends 0.04 inch from the right edge of the label. Each new label also contains a human-readable single alpha or numeric character to the left of the barcode, corresponding to the sortation level of the package as shown in the following table.

**Package Labels — Sortation Characters and Colors**

Sortation Level	Label Color	Approximate Pantone Equivalent	Presort Character
Firm (Periodicals use only)	Blue	PMS 306	F
5-digit	Red	PMS 811	5
3-digit	Green	PMS 373	3
ADC	Pink	PMS 224	A
Mixed ADC	Tan	PMS 727	X

The new label design allows the APPS equipment to find and read the necessary information quickly, and the redundant information on the redesigned labels ensures a higher read rate and lower false positive rate as well as accommodates incidental label damage. For letter-size mail, the label must be placed in the lower left corner of the address side of the top piece in the package. For flat-size mail, the label should be placed to the lower left of the address area on the address side of the top piece in the package to ensure optimal recognition. The label must not be obscured by banding or shrinkwrap.

The various pressure-sensitive package labels will be approximately of the same color as the current labels. Besides label shape, label size, and barcode, the only other changes will be the following:

- The alpha character “D” that appears on the current red labels for the 5-digit sortation level is replaced with the numeric “5.”
- The alpha characters “MXD” that appear on the current tan labels for the mixed ADC sortation level are replaced with the single alpha character “X.”

**Label Availability and Use**

The scheduled availability of the new pressure-sensitive package labels from the Postal Service (through existing procurement and supply sources) will begin in late October 2003, with the introduction of the green Label 3. As other labels become available, they will be stocked at the Material Distribution Center.

There will be no automatic distribution of any of the labels. The labels can be ordered through existing procurement and supply sources. Orders placed for labels will be fulfilled with the new barcoded labels when they become available.

Post Offices™ are not to dispose of current usable supplies of the older labels until the new labels are available for distribution to mailers. Managers of business mail entry, working with their staffs, must ensure that all Post Offices within the service area of their district have access to the new barcoded pressure-sensitive package labels as needed.

Mailers may use the new package labels as soon as they become available from their local Post Offices. Effective April 1, 2004, however, mailers not using OELs would be required to use only the barcoded pressure-sensitive package labels rather than the nonbarcoded labels. Mailers with any questions about the use or availability of the new labels should contact their district manager of business mail entry.

**Editorial and Organizational Changes**

This revision also includes minor editorial revisions that clarify and standardize the text of mailing requirements related to package preparation as follows:

- **Unit M031.** Clarification of label format used for the destination line (Line 1) for overseas military mail is made to the section on tray and sack labels and the section on pallet labels. Other sections throughout module M in the DMM for nonautomation mail now reference this section on overseas military mail.
- **Unit M032.** Clarification of label format used for the destination line (Line 1) for overseas military mail is made to the section on barcoded tray and sack la-

els. Other sections throughout module M in the DMM for automation rate mail now reference this section on overseas military mail. For the content identifier number (CIN) for presorted Standard Mail machinable and irregular parcels (CIN 603), the human-readable content line “STD MACH & IRREG 5D” is changed to “STD MACH-IRREG 5D.”

- **Section M073.1.6.** The sacking and labeling requirements for combined mailings of Standard Mail and Package Services parcels are standardized for simplicity and editorial consistency. Line 2 (content line) label information is now incorporated with requirements for preparation sequence, minimum sack size, and Line 1 labeling.
- **Unit M130.** The packaging, traying, sacking, and labeling requirements for Presorted First-Class Mail® pieces are standardized for simplicity and editorial consistency. Packaging requirements and exceptions to those requirements are also clarified.
- **Part M210.2.0.** The packaging and labeling requirements for presorted Periodicals mail are standardized for editorial consistency.
- **Unit M610.** The packaging requirements for presorted Standard Mail pieces are clarified, and the mailing standards for flat-size pieces and irregular parcels are separated into two distinct units. Additional organizational changes are made for editorial consistency.
- **Unit M722.** The packaging, sacking, and labeling requirements for Bound Printed Matter pieces are standardized throughout.
- **Unit M730.** The packaging and labeling requirements for Media Mail pieces are standardized for editorial consistency.
- **Unit M740.** The packaging and labeling requirements for Library Mail pieces are standardized for editorial consistency.

We will incorporate these revisions into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

	*	*	*	*	*
<b>M</b>	<b>Mail Preparation and Sortation</b>				
<b>M000</b>	<b>General Preparation Standards</b>				
	*	*	*	*	*
<b>M020</b>	<b>Packages</b>				
<b>1.0</b>	<b>BASIC STANDARDS</b>				
	*	*	*	*	*

**1.3 Labeling**

[Revise 1.3 to read as follows:]

Unless excepted by standard, the presort level of each package (other than carrier route packages) must be identified either with an optional endorsement line under M013 or with a barcoded pressure-sensitive package label. On letter-size mail (including card-size pieces), the package label must be placed in the lower left corner of the address side of the top piece in the package. On flat-size mail, the label may be placed anywhere on the address side of the top piece in the package. Package labels must not be obscured by banding or shrinkwrap. The following colors and presort characters apply to package labels (nonbarcoded labels, including red Label D and tan Label MXD, may be used until April 1, 2004):

- a. Firm (Periodicals use only), blue Label F.
- b. Five-digit presort level, red Label 5 or red Label D.
- c. Three-digit presort level, green Label 3.
- d. ADC presort level, pink Label A.
- e. Mixed ADC presort level, tan Label X, or tan Label MXD.

\* \* \* \* \*

**M030 Containers**

**M031 Labels**

**1.0 SACK AND TRAY LABELS**

\* \* \* \* \*

[Revise heading of 1.2 to read as follows:]

**1.2 Line 1 (Destination Line)**

[Revise 1.2 to read as follows:]

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., "ADC"). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, "APO" or "FPO," followed by "AE" (for ZIP Codes within the ZIP Code prefix range 090-098),

"AA" (for ZIP Codes within the 3-digit ZIP Code prefix 340), or "AP" (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

[Revise heading of 1.3 to read as follows:]

**1.3 Line 2 (Content Line)**

\* \* \* \* \*

[Revise heading of 1.4 to read as follows:]

**1.4 Line 3 (Origin Line)**

\* \* \* \* \*

**4.0 PALLET LABELS**

\* \* \* \* \*

[Revise heading of 4.5 to read as follows:]

**4.5 Line 1 (Destination Line)**

[Revise 4.5 to read as follows:]

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed on the pallet. If the pallet label does not provide enough space for all required Line 1 information, the destination ZIP Code may be placed right-justified on the line immediately below the rest of Line 1 and above Line 2 (content line). A standard abbreviation for the destination city name may be used.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., "ADC"). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit pallets for overseas military destinations, Line 1 shows, from left to right, "APO" or "FPO," followed by "AE" (for ZIP Codes within the ZIP Code prefix range 090-098), "AA" (for ZIP Codes within the 3-digit ZIP Code prefix 340), or "AP" (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail on the pallet.

[Revise heading of 4.6 to read as follows:]

**4.6 Line 2 (Content Line)**

\* \* \* \* \*

[Revise heading of 4.7 to read as follows:]

**4.7 Line 3 (Origin Line)**

\* \* \* \* \*

**M032 Barcoded Labels**

**1.0 BASIC STANDARDS—TRAY AND SACK LABELS**

\* \* \* \* \*

[Revise heading of 1.2 to read as follows:]

**1.2 Line 1 (Destination Line)**

\* \* \* \* \*

[Revise 1.2c to read as follows:]

- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, "APO" or "FPO," followed by "AE" (for ZIP Codes within the ZIP Code prefix range 090-098), "AA" (for ZIP Codes within the 3-digit ZIP Code prefix 340), or "AP" (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

[Revise heading of 1.3 to read as follows:]

**1.3 Line 2 (Content Line)**

\* \* \* \* \*

**Exhibit 1.3 3-Digit Content Identifier Numbers**

[Change "STD MACH & IRREG 5D" to "STD MACH-IRREG 5D" in Exhibit 1.3 to read as follows:]

Class and Mailing	CIN	Human-Readable Content Line
* * * * *	* * * * *	* * * * *
<b>STANDARD MAIL</b>		
* * * * *	* * * * *	* * * * *
<b>STD Machinable and Irregular Parcels — Presorted</b>		
5-digit sacks	603	STD MACH-IRREG 5D
* * * * *	* * * * *	* * * * *

[Revise heading of 1.4 to read as follows:]

**1.4 Line 3 (Origin Line)**

\* \* \* \* \*

**M070 Mixed Classes**

\* \* \* \* \*

**M073 Combined Mailings of Standard Mail and Package Services Parcels**

**1.0 COMBINED MACHINABLE PARCELS—RATES OTHER THAN PARCEL POST OBMC PRESORT, BMC PRESORT, DSCF, AND DDU**

\* \* \* \* \*

[Revise heading of 1.6 to read as follows:]

**1.6 Sacking and Labeling**

[Revise 1.6 to read as follows:]

Preparation sequence, sack size, and labeling:

- a. 5-digit scheme (optional, but required for Standard Mail 3/5 rate eligibility); 10-piece or 20-pound minimum; labeling:
  - (1) Line 1: L606.
  - (2) Line 2: "STD/PSVC MACH 5D SCH."
- b. 5-digit (optional, but required for Standard Mail 3/5 rate eligibility); 10-piece or 20-pound minimum; labeling:
  - (1) Line 1: 5-digit ZIP Code on mail (see M031 for overseas military mail).
  - (2) Line 2: "STD/PSVC MACH 5D."
- c. ASF (optional; allowed only for mail deposited at an ASF to claim DBMC rate); 10-piece or 20-pound minimum; labeling:
  - (1) Line 1: L602. DBMC rate eligibility determined by Exhibit E650.5.1 and Exhibit E751.1.3.
  - (2) Line 2: "STD/PSVC MACH ASF."
- d. BMC (required); 10-piece or 20-pound minimum; labeling:
  - (1) Line 1: L601. DBMC rate eligibility determined by Exhibit E650.5.1 and Exhibit E751.1.3.
  - (2) Line 2: "STD/PSVC MACH BMC."
- e. Mixed BMC (required); no minimum; labeling:
  - (1) Line 1: "MXD" followed by L601 Column B information for BMC serving 3-digit ZIP Code prefix of entry Post Office.
  - (2) Line 2: "STD/PSVC MACH WKG."

\* \* \* \* \*

**M100 First-Class Mail (Nonautomation)**

\* \* \* \* \*

**M130 Presorted First-Class Mail**

\* \* \* \* \*

**2.0 PREPARATION—MACHINABLE LETTER-SIZE PIECES**

\* \* \* \* \*

[Revise heading of 2.2 to read as follows:]

**2.2 Traying and Labeling**

*[Revise 2.2 to read as follows:]*

Preparation sequence, tray size, and labeling:

- a. 5-digit (optional); full trays (no overflow); labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).
  - (2) Line 2: "FCM LTR 5D MACH."
- b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:
  - (1) Line 1: L002, Column A.
  - (2) Line 2: "FCM LTR 3D MACH."
- c. AADC (required); full trays (no overflow), with pieces grouped by 3-digit ZIP Code prefix; labeling:
  - (1) Line 1: L801.
  - (2) Line 2: "FCM LTR AADC MACH."
- d. Mixed AADC (required); no minimum, with pieces grouped by AADC; labeling:
  - (1) Line 1: "MXD" followed by city, state, and 3-digit ZIP Code prefix of facility serving 3-digit ZIP Code prefix of entry office, as shown in L002, Column C.
  - (2) Line 2: "FMC LTR MACH WKG."

### **3.0 PREPARATION—NONMACHINABLE LETTER-SIZE PIECES**

*[Revise heading of 3.1 to read as follows:]*

#### **3.1 Packaging and Labeling**

*[Revise 3.1 to read as follows:]*

Except as provided in M020.1.9, packaging is required before traying. A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC packages. Mailers who prefer that the USPS® not automate letter-size pieces must also identify each package with a facing slip marked "MANUAL ONLY" or use a "MANUAL ONLY" optional endorsement line (see M013). Preparation sequence, package size, and labeling:

*[Change in 3.1a "red Label D" to "red Label 5"; change in 3.1d "tan Label MXD" to "tan Label X" to read as follows:]*

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL); labeling not required for pieces in full 5-digit trays.
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.

- d. Mixed ADC (required); no minimum; tan Label X or OEL.

*[Delete current 3.2. Renumber current 3.3 as new 3.2. Revise heading of new 3.2 to read as follows:]*

### **3.2 Traying and Labeling**

*[Revise 3.2 to read as follows:]*

Preparation sequence, tray size, and labeling:

- a. 5-digit (required); full trays (no overflow); labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).
  - (2) Line 2: "FCM LTR 5D MANUAL."
- b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:
  - (1) Line 1: L002, Column A.
  - (2) Line 2: "FCM LTR 3D MANUAL."
- c. ADC (required); full trays (no overflow); labeling:
  - (1) Line 1: L004.
  - (2) Line 2: "FCM LTR ADC MANUAL."
- d. Mixed ADC (required); no minimum; labeling:
  - (1) Line 1: "MXD" followed by city, state, and 3-digit ZIP Code prefix of facility serving 3-digit ZIP Code prefix of entry Post Office, as shown in L002, Column C.
  - (2) Line 2: "FCM LTR MANUAL WKG."

*[Revise heading of 4.0 to read as follows:]*

### **4.0 PREPARATION—FLAT-SIZE PIECES**

*[Revise heading of 4.1 to read as follows:]*

#### **4.1 Packaging and Labeling**

*[Revise 4.1 to read as follows:]*

Except as provided in M020.1.9, packaging is required before traying. A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC packages. Preparation sequence, package size, and labeling:

*[Change in 4.1a "red Label D" to "red Label 5"; change in 4.1d "tan Label MXD" to "tan Label X" to read as follows:]*

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.

- d. Mixed ADC (required); no minimum; tan Label X or OEL.

*[Delete current 4.2. Renumber current 4.3 as new 4.2. Revise heading of new 4.2 to read as follows:]*

**4.2 Traying and Labeling**

*[Revise new 4.2 to read as follows:]*

Preparation sequence, tray size, and labeling:

- a. 5-digit (required); full trays (no overflow); labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).
  - (2) Line 2: "FCM FLTS 5D NON BC."
- b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:
  - (1) Line 1: L002, Column A.
  - (2) Line 2: "FCM FLTS 3D NON BC."
- c. ADC (required); full trays (no overflow); labeling:
  - (1) Line 1: L004.
  - (2) Line 2: "FCM FLTS ADC NON BC."
- d. Mixed ADC (required); no minimum; labeling:
  - (1) Line 1: "MXD" followed by city, state, and 3-digit ZIP Code prefix of facility serving 3-digit ZIP Code prefix of entry Post Office, as shown in L002, Column C.
  - (2) Line 2: "FCM FLTS NON BC WKG."

*[Delete current 4.4.]*

*[Revise heading of 5.0 to read as follows:]*

**5.0 PREPARATION—PARCELS**

*[Delete current 5.1. Renumber current 5.2 as new 5.1. Revise heading of new 5.1 to read as follows:]*

**5.1 Packaging and Labeling**

*[Revise introductory text of new 5.1 to read as follows:]*

Packaging is generally required before sacking. A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC packages. Packaging is not required if the parcels are 1/2 inch thick or greater and placed in a sack to the same destination to which they would otherwise be packaged (e.g., in a 3-digit sack rather than in a 3-digit package). Packaging is also not required if the parcels are so large

that 10 or fewer fill a sack. Preparation sequence, package size, and labeling:

*[Change in new 5.1a "red Label D" to "red Label 5"; change in new 5.1d "tan Label MXD" to "tan Label X" to read as follows:]*

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

*[Renumber current 5.3 as new 5.2. Revise heading of new 5.2 to read as follows:]*

**5.2 Sacking and Labeling**

*[Revise new 5.2 to read as follows:]*

Preparation sequence, sack size, and labeling:

- a. 5-digit (required); 10-pound minimum; labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).
  - (2) Line 2: "FCM PARCELS 5D."
- b. 3-digit (required); 10-pound minimum, except for required origin 3-digit(s); labeling:
  - (1) Line 1: L002, Column A.
  - (2) Line 2: "FCM PARCELS 3D."
- c. ADC (required); 10-pound minimum; labeling:
  - (1) Line 1: L004.
  - (2) Line 2: "FCM PARCELS ADC."
- d. Mixed ADC (required); no minimum; labeling:
  - (1) Line 1: "MXD" followed by city, state, and 3-digit ZIP Code prefix of facility serving 3-digit ZIP Code prefix of entry Post Office, as shown in L002, Column C.
  - (2) Line 2: "FCM PARCELS WKG."

*[Delete current 5.4.]*

\* \* \* \* \*

**M200 Periodicals (Nonautomation)**

**M210 Presorted Periodicals**

\* \* \* \* \*

**2.0 PACKAGE PREPARATION**

[Revise 2.0 by combining current 2.1 and 2.2 to read as follows:]

Packaging is required before trayng or sacking. A package must be prepared when the quantity of addressed pieces for a required presort level reaches the minimum package size. Smaller volumes are not permitted except mixed ADC packages and 5-digit and 3-digit packages prepared under 1.5. Packaging is also subject to M020. Preparation sequence, package size, and labeling:

[Change in 2.0b "red Label D" to "red Label 5"; change in 2.0e "tan Label MXD" to "tan Label X" to read as follows:]

- a. Firm (optional); two-piece minimum; blue Label F or optional endorsement line (OEL).
- b. 5-digit (required); six-piece minimum; red Label 5 or OEL; package labeling optional for pieces in full 5-digit trays.
- c. 3-digit (required); six-piece minimum; green Label 3 or OEL.
- d. ADC (required); six-piece minimum; pink Label A or OEL.
- e. Mixed ADC (required); no minimum; tan Label X or OEL.

[Revise heading of 3.0 to read as follows:]

**3.0 TRAY PREPARATION—LETTER-SIZE PIECES**

[Revise introductory text to read as follows:]

Preparation sequence, tray size, and labeling:

\* \* \* \* \*

[Revise 3.0a(1) to read as follows:]

- (1) Line 1: use city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

[Revise heading of 4.0 to read as follows:]

**4.0 SACK PREPARATION—FLAT-SIZE PIECES AND IRREGULAR PARCELS**

[Revise second sentence in introductory text to read as follows:]

\*\*\*For other mailing jobs, preparation sequence, tray size, and labeling:

\* \* \* \* \*

[Revise 4.0a(1) to read as follows:]

- (1) Line 1: use city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

**M220 Carrier Route Periodicals**

\* \* \* \* \*

**2.0 PACKAGE PREPARATION**

\* \* \* \* \*

[Revise heading of 2.4 to read as follows:]

**2.4 Packaging and Labeling**

[Revise 2.4 to read as follows:]

Preparation sequence, package size, and labeling:

- a. Firm (optional); two-piece minimum; blue Label F or optional endorsement line (OEL).
- b. Carrier route (optional, but required for rate eligibility); six-piece minimum (fewer pieces permitted under 1.5); labeling required (facing slip, OEL, or carrier route information line) except for packages placed in a carrier route tray or sack.

[Revise heading of 3.0 to read as follows:]

**3.0 PREPARATION—LETTER-SIZE PIECES**

**3.1 Basic Preparation**

[Revise introductory text to read as follows:]

Preparation sequence, tray size, and labeling:

\* \* \* \* \*

[Revise 3.1a(1) to read as follows:]

\* \* \* \* \*

- (1) Line 1: use city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

[Revise heading of 4.0 to read as follows:]

**4.0 PREPARATION—FLAT-SIZE PIECES AND IRREGULAR PARCELS**

[Revise introductory text to read as follows:]

Preparation sequence, sack size, and labeling:

\* \* \* \* \*

[Revise 4.0a(1) to read as follows:]

\* \* \* \* \*

- (1) Line 1: use city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

**M600 Standard Mail (Nonautomation)**

**M610 Presorted Standard Mail**

\* \* \* \* \*

**2.0 PREPARATION—MACHINABLE LETTER-SIZE PIECES**

\* \* \* \* \*

**2.2 Traying and Labeling**

\* \* \* \* \*

[Revise 2.2a(1) to read as follows:]

- (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

**3.0 PREPARATION—NONMACHINABLE LETTER-SIZE PIECES**

[Revise heading of 3.1 to read as follows:]

**3.1 Packaging and Labeling**

[Revise introductory text of 3.1 to read as follows:]

Except as provided in M020.1.9, packaging is required before traying. A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC packages. Mailers who prefer that the USPS not automate letter-size pieces must also identify each package with a facing slip marked “MANUAL ONLY” or use a “MANUAL ONLY” optional endorsement line (see M013). Preparation sequence, package size, and labeling:

[Change in 3.1a “red Label D” to “red Label 5”; change in 3.1d “tan Label MXD” to “tan Label X”.]

[Delete current 3.2. Renumber current 3.3 as new 3.2.]

**3.2 Traying and Labeling**

\* \* \* \* \*

[Revise new 3.2a(1) to read as follows:]

- (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

[Renumber current 5.0 as new 6.0. Revise 4.0 by moving standards for irregular parcels to new 5.0 to read as follows:]

**4.0 PREPARATION—FLAT-SIZE PIECES**

**4.1 Required Packaging**

Except as provided in 4.3, packaging is required before sacking. A package must be prepared when the quantity of addressed pieces for a required presort level reaches the required minimum package size in 4.2. Smaller volumes are not permitted except for mixed ADC packages.

**4.2 Packaging and Labeling**

Preparation sequence, package size, and labeling:

- a. 5-digit (required); 17-piece minimum, optional 10- to 16-piece minimum (one consistent minimum required for a mailing job); red Label 5 or optional endorsement line (OEL).

- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.

- c. ADC (required); 10-piece minimum; pink Label A or OEL.

- d. Mixed ADC (required); no minimum; tan Label X or OEL.

**4.3 Loose Packing**

District managers may authorize loose packing of unpackaged pieces to fill Number 3 sacks if no pieces in a sack would be more finely sorted if packaged. Pieces must be faced and packed to remain oriented in transit. The total weight of sacks containing such pieces may not exceed 70 pounds. Requests for loose packing must be made in advance through the Post Office of mailing.

**4.4 Required Sacking**

Except as provided in 4.5, a sack, or a letter tray under M033, must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, mailers must apply these methods:

- (1) Pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum.
- (2) Pieces weighing more than 1.92 ounces must be prepared using the 15-pound minimum.

- b. For nonidentical-weight pieces, mailers must apply either one of these methods:

- (1) The minimum that applies to the average piece weight for the entire mailing is used. The net weight of the mailing is divided by the number of pieces, and the resulting average single-piece weight is used to determine whether the 125-piece or 15-pound minimum applies.
- (2) The actual piece count or mail weight for each sack is used if documentation can be provided with the mailing that shows for each sack the number of pieces and the total weight.

- c. The accompanying postage statement must indicate whether the 125-piece minimum, the 15-pound minimum, or both minimums are applied.

**4.5 Drop Shipment**

A mailer using Priority Mail or Express Mail® service to drop ship Standard Mail flat-size pieces may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

#### 4.6 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit (required); 125-piece or 15-pound minimum; labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).
  - (2) Line 2: "STD FLTS 5D NON BC."
- b. 3-digit (required); 125-piece or 15-pound minimum; labeling:
  - (1) Line 1: L002, Column A.
  - (2) Line 2: "STD FLTS 3D NON BC."
- c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); one-package minimum (for origin or entry); labeling:
  - (1) Line 1: L002, Column A.
  - (2) Line 2: "STD FLTS 3D NON BC."
- d. ADC (required); 125-piece or 15-pound minimum; labeling:
  - (1) Line 1: L004.
  - (2) Line 2: "STD FLTS ADC NON BC."
- e. Mixed ADC (required); no minimum; labeling:
  - (1) Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry Post Office as shown in L004; if placed on an ASF or BMC pallet under option in M045.3.2, L802.
  - (2) Line 2: "STD FLTS NON BC WKG."

*[ReNUMBER current 5.0 as new 6.0. Add new 5.0 to read as follows:]*

#### 5.0 PREPARATION—IRREGULAR PARCELS

##### 5.1 Required Packaging

Except as provided in 5.3 and 5.5, packaging is required before sacking. A package must be prepared when the quantity of addressed irregular parcels for a required presort level reaches the required minimum package size. Smaller volumes are not permitted except for mixed ADC packages and packages prepared under 5.4.

##### 5.2 Packaging and Labeling

Preparation sequence, package size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.

- d. Mixed ADC (required); no minimum; tan Label X or OEL.

##### 5.3 Packaging Exceptions

Packaging is not required for irregular parcels under any of these conditions:

- a. The parcels are 1/2 inch thick or greater and placed in a sack to the same destination to which they would otherwise be packaged (e.g., in a 3-digit sack rather than a 3-digit package).
- b. The parcels are so large that 10 or fewer fill a sack.
- c. The parcels are in a 5-digit scheme or 5-digit sack containing both machinable and irregular parcels. Sacks containing both machinable and irregular parcels may not be prepared to other presort levels.

##### 5.4 Commingling Irregular Parcel Mailings

Business Mailer Support (BMS) (see G043 for address) may authorize the commingling of several permit imprint mailings of irregular parcels to achieve a finer presort if the payment of proper postage can be documented. BMS may waive minimum quantity standards for preparation of 5-digit and 3-digit presort destination packages if doing so results in a finer preparation of at least 50% of the mail.

##### 5.5 Loose Packing

District managers may authorize loose packing of unpackaged irregular parcels to fill Number 3 sacks if no parcels in a sack would be more finely sorted if packaged. Parcels must be faced and packed to remain oriented in transit. The total weight of sacks containing such parcels may not exceed 70 pounds. Requests for loose packing must be made in advance through the Post Office of mailing.

##### 5.6 Required Sacking

Except as provided in 5.7, a sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, mailers must apply these methods:
  - (1) Pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum.
  - (2) Pieces weighing more than 1.92 ounces must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must apply either one of these methods:
  - (1) The minimum that applies to the average piece weight for the entire mailing is used. The net weight of the mailing is divided by the number of

pieces, and the resulting average single-piece weight is used to determine whether the 125-piece or 15-pound minimum applies.

- (2) The actual piece count or mail weight for each sack is used if documentation can be provided with the mailing that shows for each sack the number of pieces and the total weight.

- c. The accompanying postage statement must indicate whether the 125-piece minimum, the 15-pound minimum, or both minimums are applied.

**5.7 Drop Shipment**

A mailer using Priority Mail or Express Mail to drop ship Standard Mail irregular parcels may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

**5.8 Sacking and Labeling**

Preparation sequence, sack size, and labeling:

- a. 5-digit scheme (optional), as applicable:
  - (1) Irregular parcels: 125-piece or 15-pound minimum; labeling for Line 1, L606; for Line 2, "STD IRREG 5D SCHEME" or "STD IRREG 5D SCH."
  - (2) Commingled machinable and irregular parcels: no minimum; labeling for Line 1, L606; for Line 2, "STD MACH-IRREG 5D SCH."
- b. 5-digit (required), as applicable:
  - (1) Irregular parcels: 125-piece or 15-pound minimum; labeling for Line 1, city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail); for Line 2, "STD IRREG 5D."
  - (2) Commingled machinable and irregular parcels: 10-pound minimum; labeling for Line 1, city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail); for Line 2, "STD MACH-IRREG 5D."
- c. 3-digit (required); 125-piece or 15-pound minimum; labeling:
  - (1) Line 1: L002, Column A.
  - (2) Line 2: "STD IRREG 3D."
- d. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); one-package minimum (for origin or entry); labeling:
  - (1) Line 1: L002, Column A.
  - (2) Line 2: "STD IRREG 3D."

- e. ADC (required); 125-piece or 15-pound minimum; labeling:

- (1) Line 1: L603.
- (2) Line 2: "STD IRREG ADC."

- f. Mixed ADC (required); no minimum; labeling:

- (1) Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry Post Office as shown in L604.
- (2) Line 2: "STD IRREG WKG."

**6.0 PREPARATION—MACHINABLE PARCELS**

**6.1 5-Digit Sacks**

*[Change at end of first sentence in 6.1 "under 4.0" to "under 5.0."]*

\* \* \* \* \*

*[Revise heading of redesignated 6.2 to read as follows:]*

**6.2 Sacking and Labeling**

\* \* \* \* \*

**M620 Enhanced Carrier Route Standard Mail**

\* \* \* \* \*

**3.0 PREPARATION—LETTER-SIZE PIECES**

**3.1 Required Tray Preparation**

Preparation sequence, tray size, and labeling:

\* \* \* \* \*

*[Revise 3.1a(1) to read as follows:]*

- (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

*[Revise 3.1b(1) to read as follows:]*

- (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

*[Revise 3.1c(1) to read as follows:]*

- (1) Line 1: city, state, and 3-digit ZIP Code prefix shown in L002, Column A, that corresponds to 3-digit ZIP Code prefix on mail.

\* \* \* \* \*

*[Revise heading of 3.2 to read as follows:]*

### 3.2 Alternative Line 2 Information

*[Revise 3.2 to read as follows:]*

For trays containing nonbarcoded or nonmachinable letter-size pieces, these Line 2 label designations are used in place of "BC":

- a. Trays containing nonbarcoded machinable pieces: "MACH."
- b. Trays containing nonmachinable pieces: "MAN."
- c. Trays containing simplified address pieces: "MAN."

*[Delete current 3.3 and 3.4.]*

### 4.0 PREPARATION—FLATS

\* \* \* \* \*

### 4.2 Sack Preparation

*[Revise introductory text to read as follows:]*

Preparation sequence, sack size, and labeling:

\* \* \* \* \*

*[Revise 4.2a(1) to read as follows:]*

- (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

*[Revise 4.2c(1) to read as follows:]*

- (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

### 5.0 PREPARATION—IRREGULAR PARCELS

\* \* \* \* \*

### 5.2 Sack Preparation

*[Revise introductory text to read as follows:]*

Preparation sequence, sack size, and labeling:

\* \* \* \* \*

*[Revise 5.2a(1) to read as follows:]*

- (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

*[Revise 5.2b(1) to read as follows:]*

- (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

### M700 Package Services

#### M710 Parcel Post

\* \* \* \* \*

#### 2.0 DSCF RATE

\* \* \* \* \*

*[Revise heading of 2.2 to read as follows:]*

#### 2.2 Sacking and Labeling

\* \* \* \* \*

*[Revise 2.2d to read as follows:]*

- d. 5-digit sack labeling: Line 1, use city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail); for Line 2, "PSVC PARCELS 5D."

\* \* \* \* \*

#### 3.0 DDU RATE

The requirements for the DDU rate are as follows:

\* \* \* \* \*

*[Revise 3.0e to read as follows:]*

- e. Sacked mail must be labeled as follows:
  - (1) 5-digit scheme: Line 1, L606; Line 2, "PSVC PARCELS 5D SCH."
  - (2) 5-digit: Line 1, city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail); Line 2, "PSVC PARCELS 5D."

\* \* \* \* \*

#### M720 Bound Printed Matter

\* \* \* \* \*

#### M722 Presorted Bound Printed Matter

\* \* \* \* \*

*[Revise heading of 2.0 to read as follows:]*

#### 2.0 PREPARATION—FLATS

##### 2.1 Required Packaging

*[Add sentence to beginning of 2.1 to read as follows:]*

Packaging is required before sacking.\*\*\*

\* \* \* \* \*

*[Revise heading of 2.2 to read as follows:]*

##### 2.2 Packaging and Labeling

*[Revise 2.2 to read as follows:]*

Preparation sequence and labeling:

- a. 5-digit (required); red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); green Label 3 or OEL.
- c. ADC (required); pink Label A or OEL.

- d. Mixed ADC (required); tan Label X or OEL.  
\* \* \* \* \*

[Revise heading of 2.4 to read as follows:]

**2.4 Sacking and Labeling**

[Revise 2.4 to read as follows:]

Preparation sequence and labeling:

- a. 5-digit (required); labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).
  - (2) Line 2: "PSVC FLTS 5D NON BC."
- b. 3-digit (required); labeling:
  - (1) Line 1: L002, Column A.
  - (2) Line 2: "PSVC FLTS 3D NON BC."
- c. SCF (optional); labeling:
  - (1) Line 1: L005.
  - (2) Line 2: "PSVC FLTS SCF NON BC."
- d. ADC (required); labeling:
  - (1) Line 1: L004.
  - (2) Line 2: "PSVC FLTS ADC NON BC."
- e. Mixed ADC (required); labeling:
  - (1) Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry Post Office, as shown in L004.
  - (2) Line 2: "PSVC FLTS NON BC WKG."

[Delete current 2.5.]

[Revise heading of 3.0 to read as follows:]

**3.0 PREPARATION—IRREGULAR PARCELS WEIGHING LESS THAN 10 POUNDS**

**3.1 Required Packaging**

[Revise first sentence of 3.1 to read as follows:]

Packaging is required before sacking, except for pieces placed in 5-digit scheme and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum package size is met.\*\*\*

\* \* \* \* \*

[Revise heading of 3.2 to read as follows:]

**3.2 Packaging and Labeling**

[Revise 3.2 to read as follows:]

Preparation sequence and labeling:

- a. 5-digit (required); red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); green Label 3 or OEL.

- c. ADC (required); pink Label A or OEL.
- d. Mixed ADC (required); tan Label X or OEL.

**3.3 Required Sacking**

[Revise 3.3 by adding current 3.6 before last sentence of introductory text to read as follows:]

\*\*\*Sacking is not required for 5-digit packages when prepared for and entered at DDU rates. Such packages may be bedloaded and may weigh up to 40 pounds.\*\*\*

\* \* \* \* \*

[Revise heading of 3.4 to read as follows:]

**3.4 Sacking and Labeling**

[Revise 3.4 to read as follows:]

Preparation sequence and labeling:

- a. 5-digit scheme (optional); labeling:
  - (1) Line 1: L606.
  - (2) Line 2: "PSVC IRREG 5D SCHEME" or "PSVC IRREG 5D SCH."
- b. 5-digit (required); labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).
  - (2) Line 2: "PSVC IRREG 5D."
- c. 3-digit (required); labeling:
  - (1) Line 1: L002, Column A.
  - (2) Line 2: "PSVC IRREG 3D."
- d. SCF (optional); labeling:
  - (1) Line 1: L005.
  - (2) Line 2: "PSVC IRREG SCF."
- e. ADC (required); labeling:
  - (1) Line 1: L004.
  - (2) Line 2: "PSVC IRREG ADC."
- f. Mixed ADC (required); labeling:
  - (1) Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry Post Office, as shown in L004.
  - (2) Line 2: "PSVC IRREG WKG."

[Delete current 3.5 and 3.6.]

[Revise heading of 4.0 to read as follows:]

**4.0 PREPARATION—IRREGULAR PARCELS WEIGHING 10 POUNDS OR MORE**

\* \* \* \* \*

**4.2 Required Sacking**

[Revise 4.2 by adding amended 4.5 to end of 4.2 to read as follows:]

\*\*\*Sacking is not required for 5-digit packages when prepared for and entered at DDU rates. Such packages may be bedloaded and may weigh up to 40 pounds.

[Revise heading of 4.3 to read as follows:]

**4.3 Sacking and Labeling**

[Revise 4.3 to read as follows:]

Preparation sequence and labeling:

- a. 5-digit scheme (optional); labeling:
  - (1) Line 1: L606.
  - (2) Line 2: "PSVC IRREG 5D SCHEME" or "PSVC IRREG 5D SCH."
- b. 5-digit (required); labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).
  - (2) Line 2: "PSVC IRREG 5D."
- c. 3-digit (required); labeling:
  - (1) Line 1: L002, Column A.
  - (2) Line 2: "PSVC IRREG 3D."
- d. SCF (optional); labeling:
  - (1) Line 1: L005.
  - (2) Line 2: "PSVC IRREG SCF."
- e. ADC (required); labeling:
  - (1) Line 1: L004.
  - (2) Line 2: "PSVC IRREG ADC."
- f. Mixed ADC (required); labeling:
  - (1) Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry Post Office, as shown in L004.
  - (2) Line 2: "PSVC IRREG WKG."

[Delete current 4.4 and 4.5.]

[Revise heading of 5.0 to read as follows:]

**5.0 PREPARATION—MACHINABLE PARCELS**

[Revise heading of 5.1 to read as follows:]

**5.1 DBMC Rates Not Claimed—Required Sacking**

\* \* \* \* \*

[Revise heading of 5.2 to read as follows:]

**5.2 DBMC Rates Not Claimed—Sacking and Labeling**

[Revise 5.2 by combining with current 5.3 to read as follows:]

Preparation sequence and labeling:

- a. 5-digit scheme (optional); labeling:
  - (1) Line 1: L606.
  - (2) Line 2: "PSVC MACH 5D SCHEME" or "PSVC MACH 5D SCH."
- b. 5-digit (required); labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).
  - (2) Line 2: "PSVC MACH 5D."
- c. BMC (required); labeling:
  - (1) Line 1: L601.
  - (2) Line 2: "PSVC MACH BMC."
- d. Mixed BMC (required); labeling:
  - (1) Line 1: "MXD" followed by L601, Column B, information for BMC serving 3-digit ZIP Code prefix of entry Post Office.
  - (2) Line 2: "PSVC MACH WKG."

[Redesignate current 5.4 and 5.5 as new 5.3 and 5.4, respectively.]

[Revise heading of new 5.3 to read as follows:]

**5.3 DMBC Rates—Required Sacking**

\* \* \* \* \*

[Revise heading of new 5.4 to read as follows:]

**5.4 DBMC Rates—Sacking and Labeling**

[Revise new 5.4 by combining with current 5.6 to read as follows:]

Preparation sequence and labeling:

- a. 5-digit scheme (optional); labeling:
  - (1) Line 1: L606.
  - (2) Line 2: "PSVC MACH 5D SCHEME" or "PSVC MACH 5D SCH."
- b. 5-digit (required); labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).
  - (2) Line 2: "PSVC MACH 5D."
- c. ASF (optional, allowed only for mail deposited at an ASF to claim DBMC rate); labeling:
  - (1) Line 1: L602. DBMC rate eligibility determined by E752 and Exhibit E751.1.3.
  - (2) Line 2: "PSVC MACH ASF."

- d. BMC (required); labeling:
  - (1) Line 1: L601. DBMC rate eligibility determined by E752 and Exhibit E751.1.3.
  - (2) Line 2: "PSVC MACH BMC."
- e. Mixed BMC (required); labeling:
  - (1) Line 1: "MXD" followed by information in L601, Column B, for BMC serving 3-digit ZIP Code prefix of entry Post Office.
  - (2) Line 2: "PSVC MACH WKG."

[Delete current 5.6.]

**M723 Carrier Route Bound Printed Matter**

\* \* \* \* \*

[Revise heading of 2.0 to read as follows:]

**2.0 PREPARATION—FLATS**

\* \* \* \* \*

**2.3 Sack Preparation**

\* \* \* \* \*

[Revise 2.3a to read as follows:]

- a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

[Revise heading of 3.0 to read as follows:]

**3.0 PREPARATION—IRREGULAR PARCELS WEIGHING LESS THAN 10 POUNDS**

\* \* \* \* \*

**3.3 Sack Preparation**

\* \* \* \* \*

[Revise 3.3a to read as follows:]

- a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

[Revise heading of 4.0 to read as follows:]

**4.0 PREPARATION—IRREGULAR PARCELS WEIGHING 10 POUNDS OR MORE**

\* \* \* \* \*

[Revise heading of 5.0 to read as follows:]

**5.0 PREPARATION—MACHINABLE PARCELS**

\* \* \* \* \*

**M730 Media Mail**

\* \* \* \* \*

**2.0 PREPARATION—FLATS**

[Revise heading of 2.1 to read as follows:]

**2.1 Required Packaging**

[Revise second sentence in 2.1 to read as follows:]

\*\*\*Smaller volumes are not permitted except for mixed ADC packages.\*\*\*

\* \* \* \* \*

[Revise heading of 2.2 to read as follows:]

**2.2 Packaging and Labeling**

[Revise 2.2 and change in 2.2a "red Label D" to "red Label 5" and in 2.2d "tan Label MXD" to "tan Label X" to read as follows:]

Preparation sequence, package size, and labeling:

- a. 5-digit (optional, but required for 5-digit rate eligibility); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

[Revise heading of 2.3 to read as follows:]

**2.3 Required Sacking**

\* \* \* \* \*

[Revise heading of 2.4 to read as follows:]

**2.4 Sacking and Labeling**

[Revise introductory text of 2.4 to read as follows:]

Preparation sequence, sack size, and labeling:

\* \* \* \* \*

[Revise 2.4a(1) to read as follows:]

- (1)Line 1: use city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

**3.0 PREPARATION—IRREGULAR PARCELS**

[Revise heading of 3.1 to read as follows:]

**3.1 Required Packaging**

[Replace first sentence of 3.1 with following text to read as follows:]

A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC packages. Packaging is not required for pieces placed in 5-digit scheme sacks and 5-digit sacks

when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum package volume is met.\*\*\*

\* \* \* \* \*

[Revise heading of 3.2 to read as follows:]

### 3.2 Packaging and Labeling

[Revise 3.2 and change in 3.2a “red Label D” to “red Label 5” and in 3.2d “tan Label MXD” to “tan Label X” to read as follows:]

Preparation sequence, package size, and labeling:

- a. 5-digit (optional, but required for 5-digit rate eligibility); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

[Revise heading of 3.3 to read as follows:]

### 3.3 Required Sacking

\* \* \* \* \*

[Revise heading of 3.4 to read as follows:]

### 3.4 Sacking and Labeling

[Revise introductory text to read as follows:]

Preparation sequence and labeling:

\* \* \* \* \*

[Revise 3.4b(1) to read as follows:]

- (1) Line 1: use city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

## 4.0 PREPARATION—MACHINABLE PARCELS

[Revise heading of 4.1 to read as follows:]

### 4.1 Required Sacking

\* \* \* \* \*

[Revise heading of 4.2 to read as follows:]

### 4.2 Sacking and Labeling

[Revise introductory text to read as follows:]

Preparation sequence and labeling:

\* \* \* \* \*

[Revise 4.2b(1) to read as follows:]

- (1) Line 1: use city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

## M740 Library Mail

\* \* \* \* \*

## 2.0 PREPARATION—FLATS

[Revise heading of 2.1 to read as follows:]

### 2.1 Required Packaging

[Revise second sentence in 2.1 to read as follows:]

\*\*\*Smaller volumes are not permitted except for mixed ADC packages.\*\*\*

\* \* \* \* \*

[Revise heading of 2.2 to read as follows:]

### 2.2 Packaging and Labeling

[Revise 2.2 and change in 2.2a “red Label D” to “red Label 5” and in 2.2d “tan Label MXD” to “tan Label X” to read as follows:]

Preparation sequence, package size, and labeling:

- a. 5-digit (optional, but required for 5-digit rate eligibility); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

[Revise heading of 2.3 to read as follows:]

### 2.3 Required Sacking

\* \* \* \* \*

[Revise heading of 2.4 to read as follows:]

### 2.4 Sacking and Labeling

[Revise introductory text to read as follows:]

Preparation sequence, sack size, and labeling:

\* \* \* \* \*

[Revise 2.4a(1) to read as follows:]

- (1) Line 1: use city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

## 3.0 PREPARATION—IRREGULAR PARCELS

[Revise heading of 3.1 to read as follows:]

### 3.1 Required Packaging

[Replace first sentence of 3.1 with following text to read as follows:]

A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted

except for mixed ADC packages. Packaging is not required for pieces placed in 5-digit scheme sacks and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum package volume is met.\*\*\*

\* \* \* \* \*

[Revise heading of 3.2 to read as follows:]

**3.2 Packaging and Labeling**

[Revise 3.2 and change in 3.2a "red Label D" to "red Label 5" and in 3.2d "tan Label MXD" to "tan Label X" to read as follows:]

Preparation sequence, package size, and labeling:

- a. 5-digit (optional, but required for 5-digit rate eligibility); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

[Revise heading of 3.3 to read as follows:]

**3.3 Required Sacking**

\* \* \* \* \*

[Revise heading of 3.4 to read as follows:]

**3.4 Sacking and Labeling**

[Revise introductory text to read as follows:]

Preparation sequence and labeling:

\* \* \* \* \*

[Revise 3.4b(1) to read as follows:]

- (1) Line 1: use city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

**4.0 PREPARATION—MACHINABLE PARCELS**

[Revise heading of 4.1 to read as follows:]

**4.1 Required Sacking**

\* \* \* \* \*

[Revise heading of 4.2 to read as follows:]

**4.2 Sacking and Labeling**

[Revise introductory text to read as follows:]

Preparation sequence and labeling:

\* \* \* \* \*

[Revise 4.2b(1) to read as follows:]

- (1) Line 1: use city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

\* \* \* \* \*

**M800 All Automation Mail**

\* \* \* \* \*

**M820 Flat-Size Mail**

\* \* \* \* \*

**2.0 FIRST-CLASS MAIL—REQUIRED PACKAGE-BASED PREPARATION**

[Revise heading of 2.1 to read as follows:]

**2.1 Packaging and Labeling**

[Change in 2.1a "red Label D" to "red Label 5"; change in 2.1d "tan Label MXD" to "tan Label X".]

[Revise heading of 2.2 to read as follows:]

\* \* \* \* \*

**2.2 Traying and Labeling**

\* \* \* \* \*

[Revise 2.2a(1) to read as follows:]

- (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M032 for overseas military mail).

\* \* \* \* \*

**4.0 PERIODICALS**

[Revise heading of 4.1 to read as follows:]

**4.1 Packaging and Labeling**

[Change in 4.1b "red Label D" to "red Label 5"; change in 4.1e "tan Label MXD" to "tan Label X".]

[Revise heading of 4.2 to read as follows:]

**4.2 Sacking and Labeling**

\* \* \* \* \*

[Revise 4.2b(1) to read as follows:]

- (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M032 for overseas military mail).

\* \* \* \* \*

**5.0 STANDARD MAIL**

[Revise heading of 5.1 to read as follows:]

**5.1 Packaging and Labeling**

[Change in 5.1b(1) and 5.1b(2) "red Label D" to "red Label 5"; change in 5.1e "tan Label MXD" to "tan Label X".]

\* \* \* \* \*

[Revise heading of 5.3 to read as follows:]

**5.3 Sacking and Labeling**

\* \* \* \* \*

[Revise 5.3b(1) to read as follows:]

- (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M032 for overseas military mail).

\* \* \* \* \*

**6.0 BOUND PRINTED MATTER**

[Revise heading of 6.1 to read as follows:]

**6.1 Packaging and Labeling**

[Change in 6.1b “red Label D” to “red Label 5”; change in 6.1e “tan Label MXD” to “tan Label X”.]

[Revise heading of 6.2 to read as follows:]

**6.2 Sacking and Labeling**

\* \* \* \* \*

[Revise 6.2b(1) to read as follows:]

- (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M032 for overseas military mail).

\* \* \* \* \*

**M900 Advanced Preparation Options for Flats**

**M910 Co-Traying and Co-Sacking Packages of Automation and Presorted Mailings**

\* \* \* \* \*

**4.0 BOUND PRINTED MATTER**

\* \* \* \* \*

**4.4 Sack Preparation and Labeling**

\* \* \* \* \*

[Revise 4.4a(1) to read as follows:]

- (1) Line 1: city, state, and 5-digit ZIP Code destination (see M031 for overseas military mail).

\* \* \* \* \*

**M950 Co-Packaging Automation Rate and Presorted Rate Pieces**

**1.0 FIRST-CLASS MAIL**

\* \* \* \* \*

**1.2 Package Preparation**

[Change in 1.2a “red Label D” to “red Label 5”; change in 1.2d “tan Label MXD” to “tan Label X”.]

\* \* \* \* \*

**2.0 PERIODICALS**

\* \* \* \* \*

**2.2 Package Preparation**

[Change in 2.2c “red Label D” to “red Label 5”; change in 2.2f “tan Label MXD” to “tan Label X”.]

\* \* \* \* \*

**3.0 STANDARD MAIL**

\* \* \* \* \*

**3.2 Package Preparation**

[Change in 3.2b all instances of “red Label D” to “red Label 5”; change in 3.2e “tan Label MXD” to “tan Label X”.]

\* \* \* \* \*

**4.0 BOUND PRINTED MATTER**

\* \* \* \* \*

**4.2 Package Preparation**

[Change in 4.2b “red Label D” to “red Label 5”; change in 4.2e “tan Label MXD” to “tan Label X”.]

\* \* \* \* \*

— Mailing Standards,  
Pricing and Classification, 10-30-03

DMM REVISION

**Nonprofit Standard Mail — Cooperative Mail**

Effective November 13, 2003, *Domestic Mail Manual* (DMM) E670.5.3 is revised to provide a limited exception to the cooperative mail rule for mailings that solicit donations to organizations authorized to mail at Nonprofit Standard Mail rates. Mail that includes advertising for the sale or lease of products or services is not eligible for the exception.

We will incorporate these revisions into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

	*	*	*	*	*
<b>E</b>	<b>Eligibility</b>				
	*	*	*	*	*
<b>E600</b>	<b>Standard Mail</b>				
	*	*	*	*	*
<b>E670</b>	<b>Nonprofit Standard Mail</b>				
	*	*	*	*	*

**5.0 ELIGIBLE AND INELIGIBLE MATTER**

\* \* \* \* \*

**5.3 Cooperative Mailing**

*[Add the following at the end of 5.3:]*

\*\*\*Exception: This standard does not apply to mailings by an organization authorized to mail at Nonprofit Standard Mail rates soliciting monetary donations to the authorized mailer and not promoting or otherwise facilitating the sale or lease of any goods or services. This exception applies only where the organization authorized to mail at Nonprofit Standard Mail rates is given a list of each donor, contact information (e.g., address, telephone number) for each, and the amount of the donation or waives in writing the receipt of this list.

\* \* \* \* \*

— *Mailing Standards, Pricing and Classification, 10-30-03*

## REVISED LABEL

## Label 3, Same 3-digit ZIP Code



The Postal Service™ has revised the design and format of five different pressure-sensitive presort destination package labels that mailers affix to the address side of the top mailpiece in packages of mailpieces instead of using optional endorsement lines (OELs). The new designs will have no impact on mail preparation and current mailing standards.

The new presort labels are 3/4 inch wide by 1/2 inch high and include a width-modulated barcode and a presort character that identify the presort level of the package. The new labels will be printed with colors similar to the ones used for the current nonbarcoded pressure-sensitive labels.

The new formats will allow the Automated Package Processing System (APPS) to find and read the necessary information quickly and efficiently. With its large processing capacity, the APPS will extend the benefits of automated processing to small, lightweight parcels and to mailpieces prepared in packages. APPS represents the next generation of the small parcel and bundle sorter (SPBS) currently used by the Postal Service.

The first new label to be released is Label 3, *Same 3-digit ZIP Code*, used to identify 3-digit presort packages. This new label is available from the Material Distribution Center and may be used immediately. Orders placed for the green Label 3 will be fulfilled with the new barcoded label.

You can order Label 3 from the Material Distribution Center (MDC) as follows:

- **Touch Tone Order Entry (TTOE):** Call 800-332-0317, option 2.

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

- **E-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or using FormFlow), and send it as an attachment to the e-mail address *MDC, Customer Service* or to *mcustome@usps.gov*.
- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

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

Use the following information to order Label 3:

<b>PSIN:</b>	LAB3
<b>NSN:</b>	7690-01-000-9791
<b>Unit of Measure:</b>	Roll
<b>Bulk Pack Quantity:</b>	300
<b>Quick Pick Number:</b>	52
<b>Price:</b>	\$0.45
<b>Edition Date:</b>	10/03

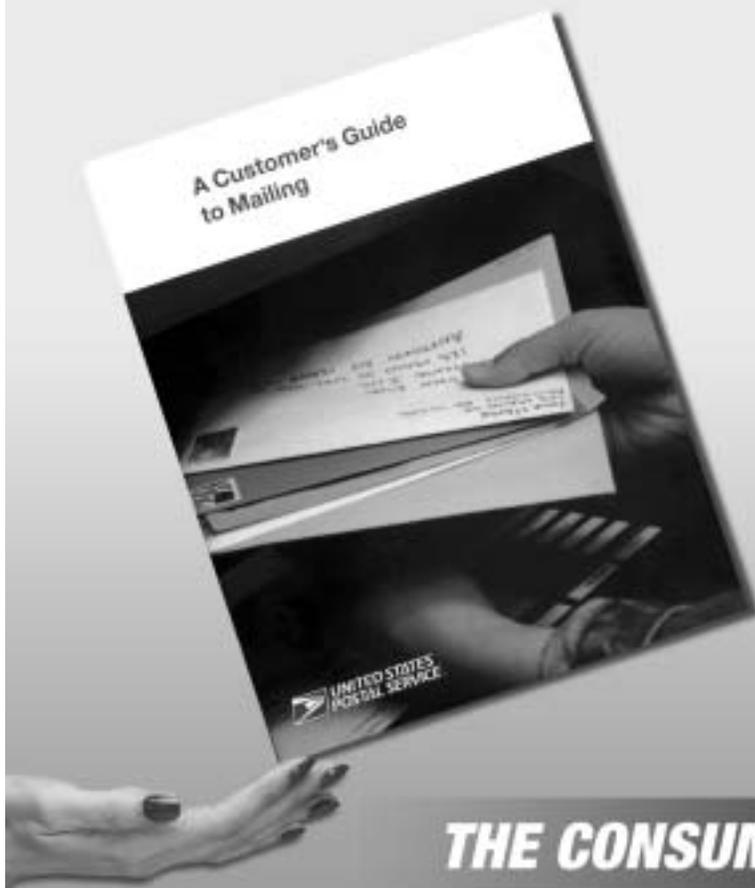
Until further notice, mailers may continue using the nonbarcoded Label 3. We will publish more information as the other labels are produced and stocked.

— *Mailing Standards,  
Pricing and Classification, 10-30-03*

CONVENIENT, EASY-TO-FOLLOW INFORMATION...

# A Customer's Guide to Mailing

***A self-help book for the consumer that takes the mystery out of the mail!***



**“This booklet is the BEST informational source for our customers that I have seen in the 12 years that I have worked for the Postal Service. Thank you for making my job easier!”**

*Vickie Koltiska  
Postmaster  
Wyarno, WY*

***THE CONSUMER'S POST OFFICE!***

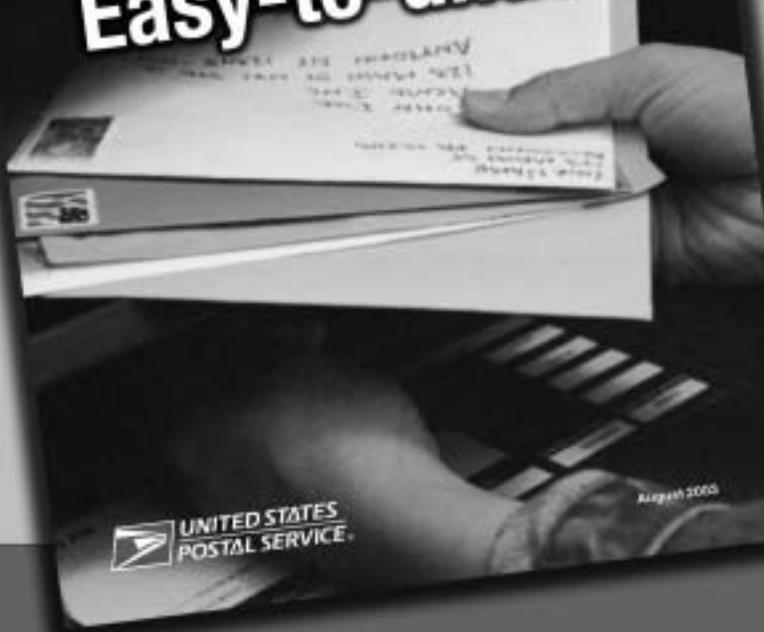
# DMM 100-S

Guía para el consumidor  
de los servicios postales

**Sale  
a la  
calle  
este mes.**

Hay aproximadamente  
1.2 millón de negocios  
propiedad de Hispanos  
en los Estados Unidos.  
Y todos usan el correo.

**Fácil de entender**  
**Easy-to-understand**



**DMM 100-S  
hits the streets this month.**

There are approximately 1.2 million Hispanic-owned businesses in the United States.  
And they all use the mail.



## Employees

POSTMASTERS/INSTALLATION HEADS AT LEVEL 13 AND BELOW POST OFFICES

### Conducting Annual Safety and Health Inspections

Within the next 30 days, Safety Performance Management at Headquarters is mailing a package to Level 13 and below Post Offices that contains safety and health inspection checklists and instructions for completing a facility inspection. Instructions are provided in the cover letter included in the package. Postmasters/installation heads (PMs/IHs) at those offices, or their designees, must complete a safety and health inspection using the checklist within 30 days of receiving the package. These annual safety and health inspections are required by the *Employee and Labor Relations Manual*, part 824.

PMs/IHs must provide a copy of the inspection report to the employee representative(s), post a copy for employee review (ELM 824.426), and ensure abatement of all deficiencies in accordance with the instructions. PMs/IHs must also certify completion of the inspection to their servicing safety office. PMs/IHs in Level 13 or below Post Offices should contact their servicing safety office if they need technical or program assistance or if they do not receive the package that includes the inspection checklists and instructions.

— *Safety Performance Management,  
Employee Resource Management, 10-30-03*

### 2004 Social Security and Medicare Tax Withholding

For 2004, the maximum limit on earnings for withholding in the Old-Age, Survivors, and Disability (OASDI) portion of the Social Security tax increases from \$87,000 to \$87,900. This is a \$900 increase from the 2003 limit. The Social Security tax rate remains at 6.2 percent, resulting in a maximum Social Security tax of \$5,449.80. This is a \$55.80 increase from the 2003 limit of \$5,394.00. There is still no limit on the amount of earnings subject to the Medicare portion of the tax rate. The Medicare tax rate applies to all taxable wages, and remains at 1.45 percent. The FICA tax rate, which is the combined Social Security tax rate of 6.2 percent and the Medicare tax rate of 1.45 percent, remains at 7.65 percent for 2004.

The information in the following table is effective January 1, 2004.

Tax Withholding Limit	2003	2004
Social Security Gross Limit	\$87,000	\$87,900
Social Security Liability Limit	\$5,394.00	\$5,449.80
Medicare Gross Limit	No Limit	No Limit
Medicare Liability Limit	No Limit	No Limit

— *Payroll Accounting,  
Finance, 10-30-03*

### Penalty Overtime Exclusion

As referenced in Article 8, Sections 4 and 5, of the USPS-NALC and USPS-APWU national agreements, the December period (during which penalty overtime regulations are not applicable) consists of 4 consecutive service weeks. This year, the December period begins Pay Period 26-03 — Week 2 (December 6, 2003) — and ends Pay Period 02-04 — Week 1 (January 2, 2004).

— *Labor Relations Policies and Programs,  
Labor Relations, 10-30-03*

## Christmas Pay Procedures for Rural Carriers

The 2003 Christmas period for rural carriers begins Saturday, December 6, 2003 (Week 2, Pay Period (PP) 26-03), and ends Friday, December 26, 2003 (PP 01-04). During this period, certain timekeeping and pay rules apply. Timekeepers, including postmasters, supervisors, and other employees responsible for rural carrier time and attendance recording, should become familiar with Article 9.2.K, Christmas Allowances and Procedures, of the 2000–2004 USPS/National Rural Letter Carriers' Association (NRLCA) Agreement.

This article describes the types of compensation to which rural carriers are entitled during the Christmas period. It also describes related timekeeping procedures and regulations for the Christmas period, as well as special rules that begin with the start of the Guarantee Year (November 1, 2003) and continue through the end of the Christmas period.

Exhibits are included to assist in completing PS Form 1314, *Regular Rural Carrier Time Certificate*, and PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, during the Christmas period.

### List of Exhibits

Exhibit 1 — Regular Carrier Works In Excess of Route's Evaluation

Exhibit 2 — Regular Carrier Not on Relief Day Work List Works Relief Day (Week 2) and Does Not Receive an X Day in Same Pay Period

Exhibit 3 — Regular Carrier Works Designated Holiday

Exhibit 4 — Regular Carrier Provides Christmas Assistance

Exhibit 5 — FLSA Code A Regular Carrier

Exhibit 6 — Designation 74 Works Designated Holiday

Exhibit 7 — Designation 74 Provides Christmas Assistance on Relief Day

Exhibit 8 — Replacement Carrier Provides Christmas Assistance on a Regular Route

Exhibit 9 — Replacement Carrier Provides Christmas Assistance on an Auxiliary Route

Exhibit 10 — Nonrural Employee Provides Christmas Assistance on Rural Route (EMA Only)

Exhibit 11 — Designation 79 Provides Christmas Assistance on Assigned Auxiliary Route

## Overtime During the Christmas Period

### Regular Carriers (DES 71) — FLSA B

#### Types of Overtime

During the Christmas period, regular rural carriers are eligible for two types of overtime — FLSA overtime and Christmas overtime:

#### FLSA Overtime

FLSA overtime is paid at all times of the year, not just during the Christmas period. Regular rural carriers are paid FLSA overtime under two circumstances:

- a. Hours worked in excess of 12 hours in a day — If a carrier works more than 12 hours in a day, the amount over 12 is entered in the Daily Overtime block on PS Form 1314.
- b. Hours worked in excess of 56 in a week — These hours are calculated automatically when the total weekly work hours are greater than 56, so no separate entries are required.

#### Christmas Overtime

Christmas overtime is paid only during the designated Christmas period. Regular rural carriers are paid Christmas overtime under two circumstances:

- a. Christmas Assistance — This is assistance provided by the regular carrier on her or his relief day. Christmas assistance work hours are entered in the Xmas Assist Work Hours block on PS Form 1314.
- b. Hours worked in excess of the route's evaluation — This is based on the total actual work hours for the week, not on individual days. For example, if a route has a daily evaluation of 9 hours and the regular carrier works 10 hours on 2 days and 8 hours on the other 3 days, no overtime would be paid. Even though the carrier exceeded the daily evaluation on 2 days of the week, he did not exceed the *weekly* evaluation. The weekly evaluation is 45 hours; the carrier worked 44 hours. (See Handbook F-21, Section 567, for overtime calculation when leave days are taken during the week and for routes with an evaluation of less than 40 hours.) These hours are calculated automatically, so no separate entries or calculations are required.

### Overtime Rate

The overtime rate paid to regular (FLSA Code B) carriers is 150% of the carrier's regular rate. The regular rate is determined by dividing the total compensation received for hours actually worked by the carrier since the beginning of the Guarantee Year (not including overtime), by the total number of hours worked since the beginning of the Guarantee Year (not including overtime). This overtime rate is used for both FLSA overtime and Christmas overtime.

### Replacement Carriers

Replacement carriers (Designations 70, 73, 74, 75, 76, 77, 78, 79) are entitled only to FLSA overtime. For these employees, FLSA overtime is paid for hours worked in excess of 40 in a week.

### Regular Carriers (DES 71) — FLSA A

Regular carriers whose FLSA code is A are paid for actual hours worked, not evaluated hours. They are paid overtime for hours in excess of 8 in a day, or 40 in a week. For FLSA Code A carriers, enter hours in excess of 8 in a day to the Daily Overtime block on PS Form 1314. Hours in excess of 40 in a week are calculated automatically by the system.

### Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during Week 2 of PP 26-03 and PP 01-04. During this period, carriers are not paid the evaluation of the route. Overtime is paid only when the carrier exceeds 40 hours for the week.

### Christmas Assistance

Christmas assistance is additional service provided on a rural route during the Christmas period. For regular carriers, Christmas assistance applies only to assistance given by the carrier, on his/her relief day, while a replacement carrier carries the full route. For replacement carriers, it applies to any assistance provided on a regular or auxiliary route during the Christmas period. Christmas assistance is reported in the Xmas Assist Work Hours block on PS Form 1314 (for regular carriers) or PS Form 1314-A (for replacement carriers).

Regular carriers can perform Christmas assistance only on their relief day. Therefore, only regular carriers assigned to J or K routes may report Christmas assistance. Regular carriers assigned to route types H or M cannot perform Christmas assistance because these route types do not have a relief day. **NOTE:** There are no provisions for paying a regular carrier for performing service on a Sunday, on an actual holiday, or other than on the assigned route. These situations should be avoided.

Examples of Christmas assistance:

- A regular carrier comes in on his/her relief day and helps the replacement carrier case the route.
- A regular carrier comes in on his/her relief day and carries part of his/her regular route. (Replacement carrier is listed on PS Form 1314.)
- A replacement carrier carries part of a regular route due to heavy Christmas volume.

These are not examples of Christmas assistance:

- A regular carrier comes in on his/her relief day and carries his/her regular route.
- A regular carrier works 2 hours beyond the daily evaluation of his/her regular route.
- A regular carrier performs any work while assigned to an H or M route.

**Time Card Blocks Used During the Christmas Period**

PS Form 1314 — FLSA Code B Regular Carriers

U.S. Postal Service	Name of Assigned Carrier		Finance Number		Social Security Number		Des	Route No.	FLSA	Year	PP					
	WK	Actual Weekly Hours	Days Assigned Carrier Absent (codes on reverse)				Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Xmas Assist Work Hours				
		Hours 100s	Sat	Mon	Tue	Wed	Thur	Fri	Hours 100s	Hours 100s	Hours 100s	Hours 100s				
1																
2																
PS Form 1314, Jun 2000	Name of Relief Carrier		Social Security Number		Week 1 Information			Week 2 Information								
	Des				Actual Weekly Hours	Tr	No EM	EM	Whole Miles Dev +	Omit -	Actual Weekly Hours	Tr	No EM	EM	Whole Miles Dev +	Omit -
					Hours 100s						Hours 100s					
					Hours 100s						Hours 100s					
					Hours 100s						Hours 100s					
					Hours 100s						Hours 100s					
					Hours 100s						Hours 100s					
This certifies that the above carrier rendered service in compliance with Postal regulations.			Postmaster's Signature			Date			Carrier's Initials							
<b>REGULAR RURAL CARRIER TIME CERTIFICATE</b>																

1. Daily Overtime — For FLSA B carriers, this block is used **ONLY** to record when the carrier works more than 12.00 hours in a single day. (See Exhibit 5 for use of this block for FLSA Code A regular carriers. This block is not used for FLSA Code P.) Record the total amount of work hours in excess of 12 per day in this box. *Include the amount of daily overtime in the Actual Weekly Hours block.* For example, if the carrier works 10.00 hours each day, Monday through Wednesday, and works 12.50 on Thursday and 13.00 on Friday, the amount entered to the Daily Overtime block is 1.50 and the amount entered to the Actual Weekly Hours block is 55.50.

The Daily Overtime block is **NOT** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route's evaluation.
- Hours worked when the carrier works his/her relief day.
- Additional hours worked by the carrier after completing his/her route (except for those that are over 12 hours for the day).

2. Xmas Assist Work Hours — For FLSA Code B regular carriers, this block is used **ONLY** when the carrier comes in on his/her relief day to *provide assistance*, not to carry his/her full route. A relief carrier must be listed on PS Form 1314 as the replacement carrier for that day. Do not include the amount of Xmas Assist Work Hours in the Actual Weekly Hours block.

The Xmas Assist Work Hours block is **NOT** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route's evaluation.
- Hours worked when the carrier works his/her relief day and DACA Code R, 3, or 5 is entered on the PS Form 1314.
- Additional hours worked by the carrier after completing his/her route.

PS Form 1314-A — Replacement Carriers/Auxiliary Routes

U.S. Postal Service	Name of Assigned Carrier		Finance Number		Social Security Number		Des/Act	Route No. (1)		FLSA	Year	PP
	WK	Actual Weekly Hours	Work Days	Training Hours	Equipment Allowance		Leave - Whole Hours		N - No Service		Xmas Assist Work Hours	
1	Hours	100s	Hours	100s	Hours	Tr	Miles	GT	Annual	Sick	Other	COP
2	Hours	100s	Hours	100s	Hours	Tr	Miles	GT	Annual	Sick	Other	COP
PS Form 1314-A, Jun 2000	Name of Relief Carrier		Social Security Number		Week 1 Information		Week 2 Information		N - No Service		Xmas Assist Work Hours	
	Des/Act	Actual Weekly Hours		Equipment Allowance		Actual Weekly Hours		Equipment Allowance		Hours		100s
	Hours	100s	Hours	100s	Hours	Tr	Miles	GT	Hours	100s	Hours	100s
	Hours	100s	Hours	100s	Hours	Tr	Miles	GT	Hours	100s	Hours	100s
	Hours	100s	Hours	100s	Hours	Tr	Miles	GT	Hours	100s	Hours	100s
	Hours	100s	Hours	100s	Hours	Tr	Miles	GT	Hours	100s	Hours	100s
	Hours	100s	Hours	100s	Hours	Tr	Miles	GT	Hours	100s	Hours	100s
This certifies that the above carrier rendered service in compliance with Postal regulations.		Postmaster's Signature		Date		Carrier's Initials						

**AUXILIARY RURAL CARRIER TIME CERTIFICATE**

1. Rt. No. — Use the chart below to determine which route number to enter on PS Form 1314-A when reporting Christmas assistance by replacement carriers or on auxiliary routes.

<b>Christmas assistance provided on:</b>	<b>Route # on PS Form 1314-A</b>
Regular route	Actual route # (e.g., K001, J014)
One or more auxiliary routes (Except for Des 79 providing assistance on assigned auxiliary route)	A998 (Combine all Christmas assistance on auxiliary routes on one PS Form 1314-A)
Auxiliary route — assistance provided by Des 79 on assigned route	Use PS Form 1314-A for assigned route

2. Xmas Assist Work Hours — This block is used whenever a replacement carrier provides Christmas assistance. *Do not include the amount of Xmas Assist Work Hours in the Actual Weekly Work Hours block.*

**Work on Relief Days and Use of X Days**

During the period from the beginning of the Guarantee Year (November 1, 2003) through the last day of the Christmas period (December 26, 2003) — which includes Pay Periods 24-03, 25-03, 26-03, and 01-04 — record relief days worked by regular rural carriers on PS Form 1314, as described below.

1. Carriers who work a relief day during this period and who are entitled to a future day off (X day) must be given that X day in the same pay period. Record DACA Code R or 3 on PS Form 1314 for the relief day that is worked, and DACA Code X on the day that is taken off. The Rural Time and Attendance Collection System (RTACS) will not accept any PS Form 1314 that contains a DACA Code 3 or DACA Code R without a corresponding DACA Code X.
2. Record DACA Code 5 on PS Form 1314 for the relief day that is worked if an X day is not taken in the same pay period that the relief day is worked, or if the carrier is on the relief day work list and selects the option for 150% compensation. When DACA Code 5 is entered, the carrier does not receive an X day.
3. Carriers may not use any X days that were earned in previous pay periods during this period. RTACS will not accept any PS Form 1314 that contains a DACA Code X without a corresponding DACA Code 3 or DACA Code R.
4. Carriers must have a sufficient balance of X days available in order to use an X day. Carriers with a negative X day balance cannot use any X days until the negative balance is erased.

## Christmas Period Timekeeping Instructions

### A. FLSA B Regular Rural Carriers

1. Work on Relief Day — Only regular carriers on J or K routes have an assigned relief day. Any work performed by a regular on his/her relief day must be reported in one of the following ways:
  - a. Regular carries entire route — If the carrier reports on the relief day and cases and carries the assigned route (as is done on a scheduled day), enter DACA Code R, 3, or 5 (as appropriate) on PS Form 1314 for that day. If the carrier is due an X day for working the relief day (i.e., DACA Code R or 3 is entered), this X day must be granted in the same pay period. If the X day is not granted within the same pay period, DACA Code 5 must be entered on PS Form 1314.
  - b. Christmas assistance — If a relief carrier carries the assigned route and the regular carrier provides assistance on the relief day, record the hours worked by the regular as Xmas Assist Work Hours. If additional Equipment Maintenance Allowance (EMA) is due for work performed on the relief day, enter the mileage traveled in whole miles in the Route Deviation block for the appropriate week.
2. Work on Designated Holiday — If Thursday, December 25, is a regular carrier's scheduled relief day, Wednesday, December 24, is the employee's designated holiday. If a regular carrier is assigned to work the designated holiday, the regular must work the full day. Regular carriers may not provide Christmas assistance on their designated holiday.  
When the regular carrier works the designated holiday:
  - a. Enter DACA Code V in the Wednesday, Week 2 block on PS Form 1314.
  - b. Include the hours worked on the designated holiday with all other work hours for that week in the Actual Weekly Work Hours block.
  - c. The carrier is compensated at one and one half times the daily rate of pay (in addition to Holiday Leave) for working the designated Christmas holiday. The carrier is not entitled to a future day off (X day).

### B. FLSA Code A Regular Carriers

Regular carriers (FLSA Code A) are paid at the regular rate for all hours worked up to 8 per day and 40 per week, and at the overtime rate for all hours worked in excess of 8 per day or 40 hours per week. FLSA Code A employees are not entitled to any X days, as they are paid for working the relief day.

1. Report total hours worked for the week in Actual Weekly Hours.
2. If the carrier worked more than 8.00 hours in a day, enter total hours worked in excess of 8 for that day in the Daily Overtime block.
3. If the carrier worked on a scheduled relief day, enter R on the day the carrier worked the relief day and include the hours worked in Actual Weekly Hours. The employee is **not** entitled to a future X day.
4. If the carrier worked on a designated holiday, enter V on the day the carrier worked the designated holiday and include the hours worked in Actual Weekly Hours. The employee is **not** entitled to a future X day.

### C. Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during Week 2 of PP 26-03 and both weeks of PP 01-04. During this period, carriers are not paid the evaluation of the route. The only changes to standard timekeeping procedures for auxiliary routes are when a Designation (Des) 79 provides Christmas assistance on the assigned auxiliary route. (See Section E.2)

### D. Replacement Carriers Assigned to Vacant Regular Routes (Designations 72/74)

1. Designation 72
  - a. FLSA B — Procedures are the same as for Des 71 (Regular Carrier), FLSA B.
  - b. FLSA A — Procedures are the same as for Des 71 (Regular Carrier), FLSA A.

## 2. Designation 74

Work on relief day or holiday:

### a. Carrier worked scheduled relief day:

- (1) Enter R on the day the carrier worked the relief day.
- (2) Include the hours worked in Actual Weekly Work Hours. The employee is **NOT** entitled to a future X day.

### b. Carrier worked designated holiday:

- (1) Do not enter a V on the day worked. Leave blank.
- (2) Include the work hours in the Actual Weekly Work Hours block.
- (3) Enter the relief day (J or K day) in the block for the actual holiday (Thursday).
- (4) Replacement carrier data is not needed to crossfoot PS Form 1314 for the holiday.

### c. Carrier provided Christmas assistance on relief day:

- (1) Enter the Christmas auxiliary assistance time on PS Form 1314 in the Xmas Assist Work Hours block.
- (2) Do not include these hours in the Actual Weekly Work Hours block.
- (3) Enter J or K in the appropriate block on PS Form 1314 if the replacement carrier worked a full day on the route.

## ***E. Replacement Rural Carriers Serving as Christmas Auxiliary Assistants***

All replacement carriers serving as Christmas auxiliary assistants are compensated at their regular rate for actual hours worked up to 40 per week, and at the FLSA overtime rate for actual hours worked in excess of 40.

### 1. Christmas assistance on a regular route:

- a. Manually prepare PS Form 1314-A for each carrier that provides Christmas assistance.
- b. Do not enter more than one carrier on each PS Form 1314-A.
- c. Submit a separate certificate for each regular route on which the carrier provides assistance.
- d. Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
- e. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.

### 2. Christmas assistance on an auxiliary route:

#### a. Assigned carrier (Des 79) provided Christmas assistance on assigned auxiliary route:

- (1) Enter N in the appropriate block in the No Service section of the carrier's PS Form 1314-A for the assigned route.
- (2) Record hours worked in the Xmas Assist Work Hours block. Only enter Christmas assistance when the rural carrier associate works his/her Des 79 position.
- (3) Include EMA hours and miles (not trips) in the total for the appropriate week. Trips may not exceed the number of days worked in the No Service blocks.
- (4) A replacement carrier is required to crossfoot the card.

#### b. Replacement carrier (Designations 70, 73, 74, 75, 76, 78) provided Christmas assistance on auxiliary route:

- (1) Manually prepare PS Form 1314-A. Enter route number A998. Use this route type and number for overburdened service or Christmas assistance on auxiliary routes only.
- (2) Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
- (3) Enter EMA hours, trips, and miles (if applicable) in the appropriate Week 1 and/or Week 2 EMA blocks.
- (4) If Christmas assistance is performed on two or more auxiliary routes in the same pay period, combine all work hours and EMA data on one manually prepared PS Form 1314-A.

## ***F. Postal Employees (Other Than Rural) Serving as Christmas Auxiliary Assistants***

Postal Service employees (other than Des 7X) who provided Christmas assistance on rural routes are compensated at their regular rate of pay for actual time worked. Include all work hours using their normal Time and Attendance System (Manual Timecards or TACS).

Nonrural employees are entitled to EMA payment if a personal vehicle is used. Prepare PS Form 1314-A as follows: (Do not prepare PS Form 1314-A if a government vehicle is provided.)

1. Report the hours worked on the rural routes on PS Form 1230-C, *Time Card*.
2. Manually prepare PS Form 1314-A for EMA compensation.
3. Complete indicative data at the top of the certificate. Use Des 99/0, actual route type and number, FLSA Code P, and correct employee and pay period information.
4. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.

**Important Items to Remember: Rural Carrier Christmas Pay Procedures**

- Hours entered in the Daily Overtime block are **always** included in Actual Weekly Hours.
- Hours entered in the Xmas Assist Work Hours block are **not** included in Actual Weekly Hours.
- Carriers on auxiliary routes are paid for actual hours worked, not the route's evaluation, during the Christmas period.
- An X day cannot be entered on a time card unless there is a corresponding R or 3 day in the same pay period and the carrier's X day balance is zero or greater.
- If a regular carrier works his/her relief day and carries his/her assigned route, this is **not** reported as Christmas assistance.
- Regular carriers may only work on their assigned route.
- **Regular carriers may not work on an actual holiday (December 25th or January 1st).**

HOLM		E H		XX-XXXX		E XXX-XX-XXXX		710	K001	B	04	01										
Name of Assigned Carrier				Finance Number				Social Security Number				Des.	Route No.	FLSA	Year	PP						
Days Assigned Carrier Absent (codes on reverse)				Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours					
WK	Actual Weekly Hours	Carrier		Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hours	100s	Hours	100s	Hours	100s	Hours	100s					
1	45.28	K																				
2	38.08	K						H														
Name of Relief Carrier				Social Security Number				Actual Weekly Hours		Tr	No EM	EM	Whole Miles		Actual Weekly Hours		Tr	No EM	EM	Whole Miles		
710 LEIGH, CR				XXX-YY-XXXX				08 50 1					09 25 1									
This certifies that the above carrier rendered service in compliance with Postal regulations.				Postmaster's Signature				Date				Carrier's Initials										
				J. Jones				12/27/03				EA										

PS Form 1314, Jun 2000

**REGULAR RURAL CARRIER TIME CERTIFICATE**

**Exhibit 1. REGULAR CARRIER WORKS IN EXCESS OF ROUTE'S EVALUATION**

1. Regular carrier is assigned to a 45-hour evaluated route (Daily evaluation = 9.00 hours).
2. Carrier works 45.28 hours in Week 1, and 38.08 hours in Week 2 as follows:

	Week 1 (Hours)	Week 2 (Hours)
Mon	9.00	11.08
Tue	8.00	8.00
Wed	10.28	9.50
Thu	9.00	Holiday
Fri	9.00	9.50

- Carrier will be paid Christmas overtime for 0.28 hours in Week 1, and 2.08 hours in Week 2, based on hours worked over the route's evaluated hours.
- No manual computation for Christmas overtime is necessary. This is automatically computed. No entries are made to the Daily Overtime block.

LELIAS		J E		XX-XXXX		E XXX-XX-XXXX		710	K003	B	03	26																																																																				
Name of Assigned Carrier				Finance Number				Social Security Number				Des.		Route No.		FLSA		Year		PP																																																												
Days Assigned Carrier Absent (codes on reverse)				Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Route Dev.		CY Veh.		Miles Omit		Xmas Assist Work Hours																																																												
WK	Actual Weekly Hours		Sat.		Mon.		Tue.		Wed.		Thur.		Fri.		Hours		100s		Hours		100s																																																											
1	42.08		K										A																																																																			
2	49.75		S												08		92																																																															
<table border="1"> <thead> <tr> <th rowspan="2">Des</th> <th rowspan="2">Name of Relief Carrier</th> <th rowspan="2">Social Security Number</th> <th colspan="2">Actual Weekly Hours</th> <th rowspan="2">Tr</th> <th rowspan="2">No EM</th> <th rowspan="2">EM</th> <th colspan="2">Whole Miles</th> <th colspan="2">Actual Weekly Hours</th> <th rowspan="2">Tr</th> <th rowspan="2">No EM</th> <th rowspan="2">EM</th> <th colspan="2">Whole Miles</th> </tr> <tr> <th>Hours</th> <th>100s</th> <th>Dev +</th> <th>Omit -</th> <th>Hours</th> <th>100s</th> <th>Dev +</th> <th>Omit -</th> </tr> </thead> <tbody> <tr> <td></td> <td>No Litchell, JM</td> <td>yyy-xx-xxxx</td> <td>16</td> <td>50</td> <td>2</td> <td></td> </tr> <tr> <td></td> <td colspan="2">(X day not given before end of PP, so DACA 3 is changed to DACA 5)</td> <td></td> </tr> </tbody> </table>																						Des	Name of Relief Carrier	Social Security Number	Actual Weekly Hours		Tr	No EM	EM	Whole Miles		Actual Weekly Hours		Tr	No EM	EM	Whole Miles		Hours	100s	Dev +	Omit -	Hours	100s	Dev +	Omit -		No Litchell, JM	yyy-xx-xxxx	16	50	2													(X day not given before end of PP, so DACA 3 is changed to DACA 5)															
Des	Name of Relief Carrier	Social Security Number	Actual Weekly Hours		Tr	No EM	EM	Whole Miles		Actual Weekly Hours		Tr	No EM	EM	Whole Miles																																																																	
			Hours	100s				Dev +	Omit -	Hours	100s				Dev +	Omit -																																																																
	No Litchell, JM	yyy-xx-xxxx	16	50	2																																																																											
	(X day not given before end of PP, so DACA 3 is changed to DACA 5)																																																																															
This certifies that the above carrier rendered service in compliance with Postal regulations.										Postmaster's Signature				Date				Carrier's Initials																																																														
										J. Jones				12/13/03				JJ																																																														

**Exhibit 2. REGULAR CARRIER NOT ON RELIEF DAY WORK LIST WORKS RELIEF DAY (WEEK 2) AND DOES NOT RECEIVE AN X DAY IN THE SAME PAY PERIOD**

- Regular carrier is required to work the second relief day of Pay Period 26. Carrier initially selects option to receive a future X day (DACA 3). However, carrier does not get an X day in the same pay period.
- Enter DACA Code 5 on the relief day (Saturday) of Week 2.
- Carrier is paid 150% of a day's evaluation for working the relief day and does not receive a future X day.

KENNELY		P K		XX-XXXX		E XXX-XX-XXXX		710	K007	B	04	01										
Name of Assigned Carrier												Finance Number		Social Security Number				Das	Route No.	PLSA	Year	PP
WK	Actual Weekly Hours	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours							
1	45 00 Hours 100s	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s					
					K			01	08													
2	46 50 Hours 100s				V	K		Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s					
Name of Relief Carrier												Social Security Number		Week 1 Information				Week 2 Information				
Das	Name of Relief Carrier					Social Security Number		Actual Weekly Hours	Tr	No EM	EM	Whole Miles		Actual Weekly Hours	Tr	No EM	EM	Whole Miles				
	780 Lampert, R L					XXY-XY-XXXX		08	00			Dev +	Omit -	Hours	100s			Dev +	Omit -			
	(Worked 13.08 hours on Sat.)																					
This certifies that the above carrier rendered service in compliance with Postal regulations.												Postmaster's Signature				Date				Carrier's Initials		
												J. Jones				12/27/03				PK		
REGULAR RURAL CARRIER TIME CERTIFICATE																						

**Exhibit 3. REGULAR CARRIER WORKS DESIGNATED HOLIDAY**

1. Regular carrier's relief day is Thursday. Carrier works the designated holiday on Wednesday, December 24th.
2. Enter V on Wednesday of Week 2.
3. Include hours worked on the designated holiday in Actual Weekly Hours.
4. Carrier is not entitled to an X day for working the holiday.
5. No manual computation for Christmas overtime is necessary. This is automatically computed. Do not enter Christmas overtime in the Daily Overtime block.
6. Carrier will receive 150% of one day's evaluation for working the designated Christmas holiday. **NOTE:** Regular rural carriers cannot work on Thursday, December 25th.

U.S. Postal Service		PICCIALO		L P		XX-XXXX		E XXX-XX-XXXX		710		K009		B		03		26			
Name of Assigned Carrier		Finance Number		Social Security Number		Des.		Route No.		FLSA		Year		PP							
WK	Actual Weekly Hours	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Route Dev.	GT Ven.	Miles Omit	Xmas Assist Work Hours						
1	43 Hours	50 100s				K															
2	42 Hours	92 100s				K															07 00 Hours
		Week 1 Information		Week 2 Information																	
Das	Name of Relief Carrier	Social Security Number		Actual Weekly Hours	Tr	No EM	EM	Whole Miles		Actual Weekly Hours	Tr	No EM	EM	Whole Miles							
	780 Schlaber, P.S.	xxx-99-xxxx		08 50 Hours	1			Dev +	Omit -	09 25 Hours	1			Dev +	Omit -						
				Hours	100s					Hours	100s										
				Hours	100s					Hours	100s										
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# Fraud Alert

## Withholding of Mail Orders

Withholding of mail orders are enforced by postmasters at the cities listed below.

State/City/ZIP Code	Names and Addresses Covered
CA, Sacramento 95814-3707	Any and All Various Names Other Than Jhoana B Miranda, 915 L Street, Suite C, PMB 442
ME, Jefferson 04348-3425	Any and All of Various Names Other Than the Surname of Doucette, 197 Gates Road

— Judicial Officer, 10-30-03

## Domestic Orders

False Representation. Enforced by postmasters at the cities listed below.

State/City/ZIP Code	Names and Addresses Covered	Product
CA, Los Angeles 90069-4507	Capital Publishers, 8721 Santa Monica Boulevard, PMB 531	A work-at-home income scheme

— Judicial Officer, 10-30-03

## Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be recycled. Retail/acceptance clerks must not accept Express Mail® shipments bearing any of the invalid numbers (listed below) in the “customer

number” or “agreement number” section of the label or form.

**Note:** The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

<b>005171</b>	018496	054008	070795	095436	111975	132064	174079	200656	261004	302213	330331	335774
006155	018522	054141	071437	095563	112470	134052	175053	200827	263002	302927	330465	336669
006160	018653	054300	071584	095995	113432	134057	175057	207001	263010	305036	330594	337045
006333	018770	055044	071587	096123	114218	135139	175061	207212	271086	305066	330673	337072
006357	018891	056086	071647	096199	114550	135216	175065	207453	272018	305078	330699	337081
007195	018932	057114	071689	096711	115038	136015	176053	208596	272117	305188	330717	337159
007240	019086	058074	075505	097184	115171	136035	176075	208636	272164	306035	331129	338149
007352	019252	060225	075836	097292	115214	136177	176081	210389	272262	306178	331568	338152
007389	019266	060266	075865	097569	115242	138011	177025	210530	272268	306817	331572	338341
008255	019303	060302	075894	097781	115286	139063	177069	210533	274128	311163	331619	339053
008651	019402	060447	076078	097807	115299	139282	177077	210577	274145	311486	331631	339073
009007	019423	060679	076539	097815	115353	142113	178069	210716	274250	311557	331924	340046
009162	019437	060830	076625	097822	115504	142745	178070	210794	274350	311693	331981	340141
009239	019605	061586	076659	097947	116029	142788	180007	210810	275043	312527	331982	340471
009264	019717	061608	076899	098148	116046	146061	180117	210825	276003	314358	332024	340601
009301	019846	062067	077449	098151	117056	146613	182003	212928	276408	317266	332064	340644
009348	019983	063139	077645	098559	117163	150040	184038	220092	277045	319102	332100	340682
009471	020137	063147	078429	098671	117268	150233	184053	220129	277115	319142	332103	340909
009645	020267	064068	079032	098681	117292	150298	185038	220188	280179	320209	332107	340912
009710	020308	064113	079035	098933	117320	151229	185040	220251	283344	320808	332129	340982
009784	021140	064281	079148	098952	117342	152008	185046	220252	283460	321031	332181	344125
009845	021454	064329	079762	<b>100150</b>	117547	152018	185067	220257	283473	321066	332248	344197
009871	021837	064511	080173	100198	117625	152315	185071	220279	283500	321117	332503	347091
009944	022155	064562	080194	100395	117730	152635	185080	220383	283507	321219	332534	347108
010127	022391	064640	080208	102679	117819	156026	186009	220645	283510	322142	332777	347119
010133	022600	064869	080319	102919	117884	156141	186036	220706	292373	322187	332921	347139
010300	023230	065002	080371	103265	118621	156194	187014	220726	292631	322351	332926	349405
010524	023314	065044	080457	103341	118886	156249	187025	220749	294347	322858	332942	349484
010602	023626	065110	080543	103351	119021	159234	187031	221015	294573	323066	332982	349613
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011406	027539	065923	080561	103703	119527	165152	187053	221135	296345	323653	333002	349735
013081	028017	065979	080610	103895	120182	169015	187058	221191	<b>300024</b>	324592	333012	349770
014342	028101	066025	080681	103970	120183	170099	187069	221263	300090	325126	333047	349814
014355	028497	066187	085459	104386	120295	170150	191976	221376	300321	325149	333161	349828
014430	028602	067277	085472	104633	120319	170210	192268	221559	300407	325604	333243	349888
014766	028838	067330	088535	105046	120334	170278	192319	222200	300434	325611	333334	352399
014959	028988	068005	088644	105248	121178	170285	192827	222329	300445	326346	333388	352731
015136	030412	068006	089315	105340	122363	170291	192974	223035	300519	326414	333456	356700
015261	033226	068037	089902	106184	122364	170318	193125	223036	300659	326457	333501	365076
015568	033253	068230	090391	107137	122426	170322	193380	223157	300683	326518	333560	372857
015641	038073	068232	091463	108162	123089	171112	195059	223305	300688	326734	334014	392683
015702	038089	068367	091515	108240	123140	171139	195061	223310	300731	326745	334024	<b>400034</b>
015708	038246	068434	091982	108803	125046	171150	195067	223371	300863	327129	334032	402026
016093	038449	068526	092240	109173	125257	171267	195076	226079	300952	327144	334075	402303
016171	038529	068539	092335	109227	125363	171280	196108	229108	301002	327709	334210	402573
016269	038640	068552	092574	109583	125395	171289	196111	232114	301082	328994	334327	402754
016700	040035	069071	093068	109584	128504	171329	196143	232293	301121	329028	334349	405069
016833	041143	069150	093223	109682	128999	171331	196149	232331	301133	330004	334351	405108
016914	041336	069279	093262	109733	129877	171332	196151	232377	301142	330051	334874	417004
016935	041342	069550	093502	109875	129928	172041	196161	235337	301322	330148	334882	430078
018051	041359	069555	093768	110002	130018	172062	198120	235540	301324	330197	335114	431061
018102	042092	070131	093931	110728	130698	172065	198200	245001	301368	330212	335172	432333
018135	049315	070455	094646	110851	131264	173054	198260	254012	301426	330216	335704	432922
018140	053036	070788	094854	111410	131484	173073	<b>200272</b>	257133	301947	330303	335768	432965

439526	481837	494121	600593	631579	741742	760032	782786	805062	891489	907566	926859	952344
441007	481841	494163	600651	631803	744081	761053	782831	805102	891519	907950	927017	953254
441129	481909	495490	601024	631852	746007	761151	782843	805278	891542	910372	927315	953326
441430	481924	497254	601065	631878	746021	761709	782893	805465	891717	911013	931020	953366
441714	481949	<b>503009</b>	601130	631984	749110	762008	782902	805473	891741	911018	931065	954436
441745	481990	511017	601170	631986	749155	762035	782914	805505	891901	911020	931206	958125
441987	482218	515015	601191	641026	750038	762056	782933	806011	891955	911332	931222	958570
443135	482330	526034	601526	641120	750257	763132	784384	806156	895016	912257	931315	958643
443219	482335	531453	601612	641238	750385	767533	785516	809083	895057	912321	931355	958778
443312	482412	531766	601663	652245	750472	767557	785725	811007	895662	913016	931502	958791
447134	482423	532460	601739	652335	750493	770023	787012	811011	<b>900021</b>	913073	932706	958816
447143	482442	532759	601791	652390	750604	770133	787060	813027	900054	913084	933202	958862
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452019	482477	551070	601998	658107	750741	770580	787090	813252	900224	913109	935114	958910
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452231	482493	551358	603195	658247	751061	771338	787968	815251	900260	913539	937516	958941
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458095	482838	554379	606878	685080	752545	775008	799029	832068	901415	917535	940769	968621
462026	482864	554650	606888	<b>701657</b>	752554	775283	<b>800220</b>	832080	901451	917745	940912	968845
462065	482868	554705	607074	711525	752644	775322	800224	832095	901481	918160	940935	969086
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467099	483245	572031	607649	722206	752742	778301	801410	834020	901909	918858	941393	972628
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478109	483319	585228	610113	731461	752976	779102	802112	837145	901985	921092	941639	982984
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480334	483366	591415	610150	731720	753137	780091	802324	837700	902668	921302	941746	992671
480456	483528	591440	611185	737021	754025	780127	802356	840010	902839	921372	941993	992683
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481007	485308	591997	620040	740101	757075	782292	802506	846087	904757	924476	945967	992763
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481369	489225	597510	628130	740592	757225	782331	802754	850833	906032	925138	948241	995340
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481522	489366	598541	631341	740890	757319	782491	802843	852205	906602	926368	948751	995823
481688	489440	599501	631377	740926	757339	782531	802945	871608	906883	926372	950513	995850
481707	492034	<b>600043</b>	631398	740982	757364	782639	804127	891282	906924	926418	950950	998345
481726	492060	600135	631435	741020	757517	782683	804281	891348	907028	926512	952247	
481788	493025	600211	631499	741115	757561	782767	805037	891435	907288	926813	952338	

— Product Information Requirements,  
Product Development, 10-30-03

## Missing, Lost, or Stolen U.S. Money Order Forms

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

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The

actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

010 504 1932 to 010 504 1999	026 492 3180 to 026 492 3199	044 087 3457 to 044 087 3499	381 325 4500 to 4599
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	044 087 4000 to 044 087 4099	381 604 2510 to 2699
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	045 524 4121 to 045 524 4298	381 645 9525 to 9599
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	046 800 9870 to 046 800 9899	383 314 3968 to 3999
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	047 552 4370 to 047 552 4399	383 892 1000 to 1344
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	048 396 3647 to 048 396 3699	383 892 1382 to 1399
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	050 311 2252 to 050 311 2299	384 925 3641 to 3654
014 972 0800 to 014 972 0899	028 850 3000 to 028 850 3199	051 774 8857 to 051 774 8899	385 599 7554 to 2399
015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	058 187 3836 to 058 187 3899	385 599 7554 to 7575
017 028 3200 to 017 028 3299	030 687 0903 to 030 687 0999	058 591 1153 to 058 591 1299	385 774 2024 to 2099
018 569 5333 to 018 569 5399	030 701 3442 to 030 701 3499	077 999 4001 to 077 999 4099	386 624 1412 to 1599
018 986 5264 to 018 986 5299	031 077 4507 to 031 077 4799	210 221 0548 to 210 221 0599	386 883 8936 to 8999
019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	227 275 9400 to 227 275 9999	387 314 5574 to 5599
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	273 070 8059 to 273 070 8099	387 837 6300 to 6399
020 844 7307 to 020 844 7399	034 943 0400 to 034 943 0799	273 775 7700 to 273 775 7899	388 828 0656 to 0699
020 972 8948 to 020 972 8999	037 706 9578 to 037 706 9599	302 000 0000 to 302 123 9999	389 696 2400 to 2799
022 021 9110 to 022 021 9181	037 805 3677 to 037 805 3699	349 746 2056 to 2099	389 846 3104 to 3135
022 037 1411 to 022 037 1499	037 909 5490 to 037 909 5499	350 518 7350 to 7374	389 846 3145 to 3195
023 637 7169 to 023 637 7199	040 024 3901 to 040 024 3999	360 011 1690 to 1699	389 887 9211 to 9230
024 380 4100 to 024 380 4199	040 674 7100 to 040 674 7199	360 168 6008 to 6099	389 887 9234 to 9299
024 496 6870 to 024 496 6896	040 688 8816 to 040 688 8899	360 173 8800 to 8899	390 001 3182 to 3199
025 092 0987 to 025 092 0999	041 299 6752 to 041 299 6799	360 324 2326 to 2399	390 001 3500 to 3699
025 369 5535 to 025 369 5599	041 623 8889 to 041 623 8899	362 861 3064 to 3099	390 545 5974 to 5999
025 729 1151 to 025 729 1199	041 803 6565 to 041 803 6599	362 861 3064 to 3099	391 104 6146 to 6199
025 729 1643 to 025 729 1799	043 205 5922 to 043 205 5999	373 006 2176 to 2199	391 574 1466 to 1499
		374 768 2600 to 2699	391 783 3020 to 3599
		375 169 4400 to 4599	391 792 6100 to 6199
		375 829 3400 to 3499	392 668 2956 to 2999
		375 851 9100 to 9199	392 854 8500 to 8899
		376 196 0911 to 0999	393 584 7566 to 7699
		378 085 3679 to 3699	393 650 0074 to 0099
		378 351 1063 to 1099	393 838 8316 to 8499
		379 843 5100 to 5199	393 893 6007 to 6099
		380 093 9600 to 9699	394 126 6907 to 6999
		380 165 1165 to 1199	394 189 0405 to 0599
			394 822 3243 to 3278
			394 990 1810 to 1899
			395 343 3264 to 3299
			395 373 3035 to 3099
			395 396 9649 to 9799
			395 970 3240 to 3299
			397 622 4054 to 4099
			397 819 8902 to 8999
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			399 156 7119 to 7199
			399 203 5064 to 5099
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399 792 7775 to 7799	418 633 5922 to 5999	439 310 0458 to 0499	458 671 8721 to 8798
399 792 8300 to 8399	418 719 8520 to 8599	<b>440 698 1947 to 1999</b>	458 847 5044 to 5999
<b>400 427 1051 to 1999</b>	418 744 2235 to 2299	440 858 6300 to 6399	459 274 7624 to 7699
401 045 1505 to 1549	418 962 2848 to 2899	440 858 6420 to 7299	459 365 5432 to 5499
401 045 1571 to 1599	419 543 0286 to 0299	441 199 1655 to 1699	459 378 5764 to 5799
401 294 2700 to 2799	419 730 0300 to 0399	443 127 3648 to 3699	459 472 4816 to 4999
401 310 9505 to 9599	<b>420 277 0015 to 0049</b>	443 127 4000 to 4099	<b>460 349 6878 to 6899</b>
401 382 5312 to 5399	420 599 0734 to 0798	443 673 7900 to 7999	460 550 1909 to 1999
402 578 7876 to 7899	420 661 4115 to 4199	443 800 9335 to 9399	460 997 5234 to 5299
403 125 6744 to 6799	420 758 9500 to 9699	444 382 8822 to 8899	461 973 6443 to 6499
403 260 7000 to 7499	420 969 3951 to 3971	444 390 1667 to 1699	462 152 0107 to 0299
403 280 6470 to 6499	420 969 3973 to 3999	444 457 3854 to 3899	462 274 1072 to 1099
403 685 8600 to 8699	421 116 3565 to 3599	<b>450 048 4173 to 4199</b>	462 277 8373 to 8399
404 003 0300 to 0399	421 130 9300 to 9399	450 048 4442 to 4699	462 554 6051 to 6099
404 041 8838 to 8899	421 313 4500 to 4999	450 560 5173 to 5199	463 011 5529 to 5540
404 071 4268 to 4299	421 364 5537 to 5599	450 620 3077 to 3099	463 176 4115 to 4199
404 347 5356 to 5399	421 656 2609 to 2699	450 620 3135 to 3199	463 176 4229 to 4299
404 347 5548 to 5599	421 988 9700 to 9799	450 780 2716 to 2799	463 185 2600 to 2799
404 726 4500 to 4599	422 172 4667 to 4699	450 801 2700 to 2799	463 227 7711 to 7799
404 961 5001 to 5199	422 484 4212 to 4299	451 109 2967 to 2984	463 414 4869 to 4899
405 325 0188 to 0198	422 556 1270 to 1299	451 115 4110 to 4125	463 808 3484 to 3499
406 009 4587 to 4599	422 587 7024 to 7099	451 115 4127 to 4199	463 945 7400 to 7899
406 260 6830 to 6899	422 819 7533 to 7599	451 746 0700 to 0799	464 629 9000 to 9399
406 459 6641 to 6999	422 842 5073 to 5087	452 265 0074 to 0099	464 711 4332 to 4399
406 733 3000 to 3999	422 907 7563 to 7599	452 265 0246 to 0299	465 692 3963 to 3999
407 545 1557 to 1599	424 500 6050 to 6099	452 265 0335 to 0999	465 698 8300 to 8599
407 594 0412 to 0599	424 641 8500 to 8599	452 509 1169 to 1199	465 743 7745 to 7799
407 692 9100 to 9299	424 871 6600 to 6699	452 855 6471 to 6499	466 798 6056 to 6067
407 959 2190 to 2199	425 298 2352 to 2399	452 890 4679 to 4799	467 147 4300 to 4399
408 265 2275 to 2288	425 418 4269 to 4299	452 900 8215 to 8238	468 079 5782 to 5799
408 499 7700 to 7799	425 418 4405 to 4499	453 117 9146 to 9199	469 067 2817 to 2899
408 499 7900 to 7999	426 547 4566 to 4599	453 334 3631 to 3699	469 127 8000 to 8199
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409 072 3941 to 3999	428 027 2742 to 2752	453 741 1300 to 1399	469 561 8011 to 8099
<b>410 491 2311 to 2399</b>	429 474 4172 to 4199	454 013 2919 to 2999	469 658 1961 to 1999
410 694 8400 to 8599	429 889 2900 to 2999	454 186 2411 to 2499	469 666 9900 to 9999
410 775 1500 to 1599	<b>430 150 4401 to 4599</b>	454 268 4883 to 4899	469 678 1900 to 1999
410 795 7927 to 7999	430 172 9800 to 9899	454 302 5400 to 5499	469 781 4900 to 4999
410 867 0917 to 0966	430 177 1900 to 2099	454 490 8300 to 8399	469 947 6960 to 6999
410 867 0970 to 0999	430 444 9500 to 9699	454 547 7434 to 7499	<b>470 755 5800 to 5818</b>
411 868 1023 to 1199	430 664 4070 to 4099	454 922 4867 to 4895	471 918 0300 to 0999
411 922 2322 to 2399	432 168 8419 to 8499	455 221 1348 to 1499	471 985 2408 to 2419
412 193 0900 to 0999	432 708 6800 to 6999	455 364 2147 to 2199	472 191 6700 to 6799
412 395 8599 to 8699	432 744 1544 to 1599	455 399 5400 to 5499	472 270 2555 to 2599
412 485 6500 to 6599	432 995 9775 to 9799	455 476 0676 to 0699	472 987 0213 to 0241
412 485 6610 to 6699	433 003 5800 to 5899	455 543 0618 to 0699	472 987 0290 to 0299
412 885 5953 to 5999	433 757 3047 to 3099	456 410 9006 to 9099	473 151 2069 to 2199
414 193 3608 to 3674	433 765 4003 to 4099	456 470 4146 to 4299	473 666 9138 to 9199
414 193 3677 to 3699	434 482 7060 to 7199	456 619 4460 to 4499	473 952 3429 to 3499
414 411 7348 to 7399	434 513 2386 to 2399	457 333 2686 to 2699	474 108 5402 to 5499
414 640 0757 to 0799	434 968 3076 to 3092	457 729 1767 to 1777	474 356 5193 to 5299
414 965 1727 to 1799	435 303 1831 to 1842	457 937 8615 to 8699	474 949 3366 to 3399
417 302 8104 to 8199	435 303 1986 to 1999	458 028 9810 to 9899	475 134 9362 to 9399
417 387 6532 to 6599	435 666 6092 to 6399	458 057 2712 to 2999	475 167 9667 to 9699
417 496 6800 to 6999	436 082 6400 to 6899	458 069 9537 to 9599	475 319 3415 to 3499
417 871 9250 to 9299	436 160 6441 to 6499	458 069 9665 to 9699	475 319 3649 to 3799
417 930 9533 to 9599	437 316 7115 to 7199	458 337 5222 to 5299	475 340 6400 to 6599
418 164 6500 to 6799	437 427 0500 to 3499	458 354 7653 to 7999	475 424 8410 to 8499
418 423 9863 to 9899	439 179 2300 to 2399	458 671 8678 to 8699	475 629 9156 to 9199

475 850 6101 to	6199	491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	599 9999
475 875 2500 to	2599	491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199
476 169 8264 to	8299	492 254 4800 to	4899	609 893 1000 to	1099	633 110 4303 to	4499
476 189 3000 to	3499	492 283 5100 to	5199	<b>610 092 3200 to</b>	<b>3299</b>	633 438 6429 to	6599
476 331 2480 to	2499	492 610 6813 to	6899	610 582 4200 to	4299	633 588 7173 to	7182
477 289 8601 to	8699	493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799
477 681 5206 to	5299	493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299
478 010 4243 to	4268	493 473 7700 to	7799	612 751 5171 to	5199	634 807 2474 to	2499
478 010 4270 to	4291	493 716 2153 to	2199	612 751 5226 to	5299	634 827 5900 to	5999
478 450 5071 to	5099	494 206 2972 to	2999	612 751 6083 to	6099	634 886 3428 to	3499
478 469 7838 to	7858	494 217 3446 to	3999	612 751 6268 to	6299	635 559 3449 to	3499
478 469 7883 to	7899	494 224 0500 to	0599	612 751 6572 to	6599	636 289 6214 to	6299
479 280 9800 to	9899	495 145 0600 to	0699	612 774 2111 to	2199	636 634 8007 to	8042
479 365 9116 to	9176	496 209 7425 to	7499	612 774 2254 to	2299	637 150 1200 to	1299
479 412 9900 to	9999	496 213 8728 to	8799	612 774 2500 to	2599	637 562 5828 to	5899
479 667 6190 to	6199	496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699
479 748 9680 to	9699	497 053 8517 to	8699	614 474 3000 to	3099	638 049 4984 to	4999
479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
<b>480 526 2000 to</b>	<b>2099</b>	498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499
480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
480 658 0568 to	0599	498 936 5310 to	5399	615 017 7505 to	7599	638 903 4362 to	4373
480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
481 072 9463 to	9499	499 440 8575 to	8899	617 760 5266 to	5299	639 415 2019 to	2099
481 673 0074 to	0095	499 731 6717 to	6799	617 813 3601 to	3699	639 420 6200 to	6299
482 527 1500 to	1599	<b>500 064 1858 to</b>	<b>1869</b>	618 840 9200 to	9299	639 469 3517 to	3799
482 541 5255 to	5299	500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199
482 729 6800 to	6899	<b>600 645 3223 to</b>	<b>3299</b>	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	<b>620 073 9400 to</b>	<b>9499</b>	<b>640 289 7500 to</b>	<b>7599</b>
483 402 2356 to	2399	601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999
483 486 5100 to	5199	601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499
483 632 1521 to	1599	601 682 5343 to	5399	621 648 8021 to	8199	641 318 3133 to	3199
483 632 2600 to	2799	601 928 1600 to	1699	621 648 8500 to	8599	641 378 6500 to	6999
483 849 1615 to	1699	602 512 2972 to	2999	621 904 8351 to	8599	641 383 8739 to	8799
484 174 4803 to	5299	602 555 2400 to	2799	621 916 1978 to	1989	641 877 3187 to	3299
484 323 8900 to	9199	602 829 7061 to	7099	622 989 8032 to	8099	641 877 3310 to	3399
484 680 5000 to	5038	603 483 9572 to	9599	623 076 9300 to	9399	642 355 8094 to	8199
484 680 5040 to	5074	603 490 7200 to	7299	623 819 5006 to	5099	642 355 8308 to	8999
484 680 5077 to	5099	603 678 7100 to	7199	623 895 8200 to	8399	642 900 0018 to	0099
485 029 4913 to	4999	603 678 7662 to	7699	623 917 0000 to	0099	643 030 6254 to	6299
486 176 0600 to	0699	603 678 7902 to	7999	623 917 0200 to	0299	644 066 0882 to	0899
486 559 7555 to	7599	603 678 8418 to	8499	624 468 5288 to	5299	644 069 0600 to	0699
486 696 3023 to	3199	603 678 8700 to	9999	624 665 3162 to	3198	644 077 7506 to	7699
488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799	644 085 8157 to	8199
488 206 4100 to	4199	604 349 1414 to	1499	625 916 9500 to	9799	644 112 9839 to	9899
488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999	644 373 9083 to	9099
488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999	644 380 1460 to	1499
488 855 8359 to	8399	605 685 4010 to	4099	627 384 3907 to	4099	644 733 4715 to	4799
489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599	644 900 9712 to	9799
489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699	644 901 0109 to	1299
489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599	644 901 1325 to	1399
489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199	644 923 6800 to	7799
489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799	644 932 4655 to	4699
489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699	645 318 7240 to	7499
489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299	645 333 1766 to	1799
<b>490 669 5850 to</b>	<b>6099</b>	609 067 5488 to	5499	629 964 4200 to	4294	645 790 8632 to	8699
490 717 7080 to	7099	609 067 5600 to	5699	<b>630 389 3056 to</b>	<b>3071</b>	645 821 0657 to	0699
490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599	645 930 7948 to	7999
490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199	645 975 0737 to	0762
490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399	646 242 6200 to	6299
490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999	646 270 7639 to	7799

646 798 4000 to 4999	664 656 3055 to 3099	688 314 3107 to 3191	702 846 6331 to 6399
647 048 7035 to 7099	665 174 6400 to 6499	<b>690 291 1361 to 1371</b>	702 848 3900 to 3999
647 049 2900 to 2999	665 274 8208 to 8299	690 788 2877 to 2899	702 878 0114 to 0199
647 398 8300 to 8399	665 669 5400 to 5499	690 893 5344 to 5399	<b>740 002 7710 to 7719</b>
647 398 8481 to 8499	666 132 8226 to 8299	690 893 5512 to 5599	740 241 9049 to 9099
647 437 3000 to 4999	666 696 2209 to 2299	690 904 1300 to 1599	740 255 1718 to 1799
647 811 2188 to 2199	666 696 2309 to 2399	690 941 6000 to 6199	740 470 2420 to 2443
648 009 6057 to 6099	667 032 9300 to 9399	691 313 6383 to 6399	740 523 7432 to 7449
648 163 5300 to 5499	667 729 5529 to 5599	691 313 6600 to 6699	740 535 1555 to 1580
648 722 5283 to 5299	668 383 8400 to 8699	691 582 8003 to 8099	740 701 6105 to 6114
648 892 3164 to 3199	<b>670 368 3400 to 3499</b>	691 664 1800 to 1999	740 705 9790 to 9799
649 100 3989 to 3999	670 369 7336 to 7399	691 664 2400 to 2499	740 726 6400 to 6500
649 647 0370 to 0399	670 750 7169 to 7199	692 727 9362 to 9399	740 765 3306 to 3399
649 647 0522 to 0599	671 046 6200 to 6399	692 798 1800 to 1899	<b>805 885 8411 to 8499</b>
649 647 5237 to 5399	671 251 5448 to 5499	693 249 0779 to 0799	806 087 1100 to 1499
649 647 9100 to 9299	671 926 5600 to 5799	693 249 0877 to 1699	806 268 9275 to 9299
649 666 7800 to 8299	672 444 2000 to 2999	693 445 0566 to 0999	806 534 3400 to 3477
<b>650 114 7707 to 7719</b>	672 828 3410 to 3499	693 448 8500 to 8999	807 342 3283 to 3399
650 130 3400 to 3599	673 167 5776 to 5799	693 645 9583 to 9599	808 086 7100 to 7199
650 213 0406 to 0499	675 464 3700 to 3799	693 965 4200 to 4299	808 090 3440 to 3499
650 555 1749 to 1799	675 464 4000 to 4199	695 741 2906 to 2999	808 325 5161 to 5699
650 564 1900 to 1999	676 365 5958 to 5999	695 947 8518 to 8599	808 784 8000 to 8299
650 627 4212 to 4299	676 669 1024 to 1099	696 662 8247 to 8299	<b>830 125 0672 to 0699</b>
650 736 2043 to 2099	677 126 6734 to 6799	697 447 8285 to 8296	830 602 5800 to 5999
650 739 1540 to 1699	677 333 9979 to 9999	698 042 4816 to 4899	830 610 3700 to 3799
651 741 4415 to 4499	677 466 1088 to 1099	698 131 2138 to 2157	830 983 3500 to 3599
651 882 2800 to 2899	678 071 4500 to 4799	698 227 0000 to 0099	830 983 3635 to 3699
652 754 6317 to 6399	678 096 7531 to 7599	<b>700 065 2570 to 2599</b>	831 354 1387 to 1399
653 131 4945 to 4999	679 909 2578 to 2599	700 065 4800 to 4899	831 815 8240 to 8299
653 426 3300 to 3399	<b>680 112 9565 to 9599</b>	700 190 3350 to 3359	832 525 3810 to 3899
653 455 4874 to 4899	680 244 0903 to 0999	700 228 6048 to 6099	833 159 1884 to 1899
654 238 0000 to 0399	680 412 6046 to 6099	700 650 0452 to 0499	833 456 2567 to 2599
654 404 3065 to 3092	680 761 6800 to 6899	700 666 1323 to 1349	833 566 3015 to 3071
654 962 2900 to 3199	681 677 0540 to 0699	700 786 9106 to 9142	834 130 5200 to 5299
655 103 5081 to 5199	682 070 1029 to 1099	700 859 0744 to 0758	834 316 5444 to 5499
655 523 2600 to 2999	682 956 6280 to 6299	701 028 6780 to 6899	834 354 8747 to 8766
656 305 2448 to 2499	682 956 6490 to 6599	701 213 3900 to 3999	834 354 8824 to 8838
657 347 4438 to 4999	682 956 6700 to 6799	701 267 2000 to 3999	835 269 5700 to 5799
657 710 8100 to 8999	682 965 1178 to 1199	701 335 7312 to 7399	835 496 7303 to 7399
657 780 0985 to 0999	682 965 1201 to 1299	701 369 2005 to 2050	835 539 5200 to 5999
658 586 1400 to 1499	683 118 2389 to 2399	701 499 2260 to 2299	835 813 3015 to 3099
658 877 8000 to 8199	683 378 2000 to 2099	701 503 2247 to 2299	837 672 8967 to 8999
658 880 8000 to 8199	683 378 2117 to 2299	701 541 2271 to 2299	837 784 3282 to 3299
659 398 7300 to 7399	683 415 1200 to 1499	701 553 6557 to 6599	838 176 8377 to 8399
659 706 8113 to 8199	683 444 8159 to 8199	701 601 3457 to 3499	838 518 1257 to 1299
659 846 7837 to 7899	685 154 7780 to 7789	701 605 5913 to 5999	839 718 8257 to 8299
<b>660 510 4100 to 4199</b>	685 297 7645 to 7699	701 695 3982 to 3999	<b>840 323 0600 to 0699</b>
660 673 0400 to 0599	685 623 5264 to 5299	701 695 4148 to 4199	840 875 6235 to 6299
661 488 5000 to 5099	685 650 9487 to 9499	701 695 4227 to 4299	840 910 0900 to 0999
661 609 9100 to 9199	685 669 4200 to 4299	701 708 1741 to 1799	841 349 5000 to 5099
661 716 9420 to 9499	685 757 8452 to 8499	701 736 3966 to 3999	841 805 7747 to 7899
661 906 6522 to 6599	686 071 2694 to 2799	701 838 2800 to 2899	841 805 7944 to 8099
662 021 8332 to 8399	686 176 3333 to 3354	701 941 0600 to 0699	842 226 0685 to 0695
662 068 0700 to 0899	686 372 3200 to 3299	702 171 1603 to 1699	842 685 4600 to 4699
662 553 0774 to 0799	686 644 5879 to 5899	702 195 5109 to 5199	842 685 4742 to 4999
663 078 7034 to 7099	686 899 1371 to 1399	702 254 9300 to 9399	842 860 0300 to 0399
663 763 5300 to 5399	686 931 7636 to 7699	702 264 7569 to 7599	842 898 5582 to 5599
663 883 7039 to 7499	687 601 0973 to 0999	702 713 1800 to 1809	843 062 7100 to 7199
663 938 9200 to 9299	687 614 6774 to 6799	702 821 5730 to 5799	843 077 6288 to 6299
664 253 8000 to 8499	688 120 9000 to 9999	702 821 5805 to 5899	843 077 6378 to 6399

PULL-OUT SECTION

843 758 5769 to	5778	859 190 0600 to	0644	870 536 5820 to	5829	909 100 1900 to	2099
843 786 2554 to	2699	859 437 5538 to	5599	870 541 7167 to	7239	909 355 0422 to	0499
845 656 8165 to	8199	859 811 2888 to	2899	870 575 8155 to	8999	909 568 8900 to	9099
845 727 2100 to	2199	859 855 8873 to	8999	870 589 0485 to	0494	909 568 9300 to	9499
845 746 2618 to	2635	<b>860 240 8520 to</b>	<b>8599</b>	870 691 7060 to	7099	909 725 7307 to	7399
846 390 7531 to	7599	860 275 3900 to	3999	872 100 0445 to	0459	909 833 0947 to	0999
846 918 0572 to	0599	860 518 9629 to	9699	<b>900 556 4178 to</b>	<b>4199</b>	<b>910 219 8631 to</b>	<b>8699</b>
847 237 7690 to	7699	860 600 0021 to	0999	900 845 0044 to	0099	910 265 1100 to	1199
847 284 2481 to	2499	861 158 2350 to	2599	900 936 0217 to	0299	910 471 7273 to	7299
847 374 7055 to	7065	861 367 5400 to	5499	900 936 0435 to	0499	910 536 2505 to	2599
847 374 7055 to	7065	861 637 6010 to	6099	901 058 5255 to	5280	910 958 7499 to	7599
847 636 5304 to	5399	861 979 7292 to	7499	901 273 1082 to	1099	911 140 1000 to	2199
847 700 5447 to	5499	862 216 6100 to	6199	901 287 5143 to	5199	911 245 2545 to	2599
847 723 7500 to	7599	862 263 9213 to	9299	901 291 2789 to	2799	911 268 9077 to	9099
849 485 3427 to	3499	862 271 0800 to	0999	901 525 7122 to	7199	911 400 8948 to	8999
849 520 9850 to	9899	862 271 5000 to	5099	902 198 9769 to	9799	911 508 1620 to	1799
849 608 1357 to	1399	863 871 5138 to	5199	902 948 1269 to	1299	911 509 9310 to	9399
849 792 2600 to	2699	863 949 5300 to	5399	902 985 0833 to	0899	911 523 3000 to	3999
<b>850 546 1862 to</b>	<b>1899</b>	864 088 8200 to	8299	903 370 6934 to	6999	912 057 9922 to	9999
851 143 6826 to	6844	864 426 3972 to	3999	904 600 6523 to	6599	913 605 2218 to	2299
851 209 9880 to	9899	864 520 6117 to	6136	904 892 0378 to	0399	913 709 2429 to	2499
851 928 9221 to	9299	865 151 0526 to	0599	904 892 0648 to	1299	913 818 3501 to	3999
852 589 6560 to	6599	865 500 4034 to	4099	905 056 2216 to	2299	914 063 4300 to	4399
853 049 3646 to	3699	865 883 6082 to	6099	905 510 6647 to	6799	914 346 7621 to	7644
854 304 4089 to	4999	866 004 3000 to	3999	905 510 6900 to	7099	914 529 6185 to	6299
854 529 2200 to	2299	866 442 4100 to	4899	905 794 0000 to	0199	915 546 6822 to	6999
854 532 0000 to	2999	867 366 9108 to	9118	905 794 0288 to	0299	915 671 3963 to	3980
855 001 6204 to	6249	867 633 7403 to	7499	905 873 6900 to	6999	915 671 3982 to	3999
855 319 9364 to	9399	867 737 5623 to	5699	905 873 7100 to	7299	915 675 2217 to	2299
855 361 3390 to	3399	868 169 4529 to	4599	905 880 8900 to	8999	916 440 3377 to	3399
856 226 0490 to	0499	868 173 8400 to	8599	905 889 7100 to	7199	916 670 6352 to	6399
856 656 5800 to	5999	868 514 9000 to	9099	906 158 1508 to	1599	916 682 5300 to	5399
856 752 0200 to	0299	868 566 9200 to	9299	906 558 8812 to	8899	916 694 1414 to	1499
857 111 1352 to	1399	869 387 1150 to	1199	906 982 2214 to	2299	916 703 0802 to	0821
857 279 3450 to	3499	869 505 3500 to	3599	907 725 8500 to	8599	917 370 6300 to	6499
857 843 4000 to	4099	869 523 7033 to	7099	907 815 0216 to	0257	917 486 4900 to	4999
858 124 7644 to	7699	869 800 0000 to	999 9999	908 622 4225 to	4235	918 951 7231 to	7299
858 756 3111 to	3299	<b>870 054 4814 to</b>	<b>4899</b>	908 936 9254 to	9299	<b>920 309 9039 to</b>	<b>9199</b>
859 063 8200 to	8699	870 491 4812 to	4849	909 100 1787 to	1799	920 857 5500 to	5899

— Group2—Internal and External Investigations,  
Postal Inspection Service, 10-30-03

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

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

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first 9 digits. The 10th digit is a check digit only.

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

<b>000 000 001 to 692 600 000</b>	702 104 368 to 4 900	709 649 804 to 9 820	719 869 731 to 9 760
<b>692 720 871 to 0 900</b>	702 128 306 to 8 400	709 733 281 to 3 580	<b>720 227 871 to 7 930</b>
692 876 955 to 7 050	702 179 891 to 9 900	<b>710 046 813 to 6 840</b>	720 227 949 to 7 960
693 290 380 to 0 400	702 260 751 to 0 850	710 358 093 to 8 166	720 368 543 to 8 570
693 290 426 to 0 450	702 410 595 to 1 050	710 358 257 to 8 270	720 392 151 to 2 570
694 063 700 to 3 897	702 660 151 to 0 540	711 021 501 to 1 510	720 556 491 to 6 640
694 063 900 to 4 000	702 723 429 to 3 450	711 049 411 to 9 560	720 558 621 to 8 650
694 550 501 to 0 530	703 004 401 to 4 820	711 408 045 to 8 090	720 575 361 to 5 570
694 595 031 to 5 050	703 083 819 to 4 020	712 003 381 to 3 650	720 590 152 to 0 179
694 595 087 to 5 300	703 432 131 to 2 230	712 104 220 to 4 230	721 638 331 to 9 170
694 698 551 to 8 650	703 626 061 to 6 090	712 327 861 to 7 890	721 815 391 to 5 420
694 745 458 to 5 600	703 863 121 to 3 240	712 327 952 to 7 980	721 969 713 to 9 740
695 105 313 to 5 350	703 863 477 to 3 540	712 647 061 to 7 090	722 072 137 to 2 160
695 142 809 to 3 050	703 867 801 to 7 980	713 284 171 to 4 260	722 378 265 to 8 280
695 144 666 to 4 700	704 030 628 to 0 640	713 292 871 to 2 990	722 413 990 to 4 004
695 272 601 to 2 750	704 154 024 to 4 120	714 035 101 to 5 160	722 764 948 to 4 980
695 277 576 to 7 650	704 227 561 to 7 829	714 155 011 to 5 400	722 825 840 to 5 889
695 530 761 to 0 800	704 227 831 to 8 069	714 328 231 to 8 440	723 153 841 to 3 850
696 487 701 to 7 800	704 228 071 to 8 100	714 442 952 to 2 980	723 237 616 to 7 630
696 784 101 to 4 550	704 420 344 to 0 490	714 562 843 to 2 860	723 331 081 to 1 110
696 870 601 to 0 650	704 568 751 to 8 990	714 590 391 to 0 430	723 496 443 to 6 470
697 047 501 to 7 600	704 965 301 to 5 770	714 609 811 to 9 930	723 967 291 to 7 320
697 052 101 to 2 350	705 116 780 to 6 790	714 609 961 to 9 990	724 655 196 to 5 340
697 217 251 to 7 400	705 280 801 to 0 980	714 807 181 to 7 240	724 711 441 to 1 500
697 249 952 to 50 050	705 475 651 to 6 040	714 871 321 to 1 500	724 711 538 to 1 560
697 414 886 to 4 900	705 566 127 to 6 280	714 928 529 to 8 590	724 793 221 to 3 250
697 469 606 to 9 700	705 740 581 to 0 730	715 128 183 to 8 330	724 908 109 to 8 120
697 850 401 to 0 750	705 782 796 to 2 820	715 144 171 to 4 470	724 937 461 to 7 670
698 098 446 to 8 550	705 822 271 to 2 480	715 197 211 to 7 570	725 163 118 to 3 151
698 300 251 to 0 300	706 180 148 to 0 290	715 595 910 to 6 180	725 202 735 to 2 750
698 504 383 to 4 650	706 184 041 to 4 220	715 941 781 to 1 810	725 398 591 to 8 800
698 533 927 to 4 200	706 357 861 to 8 190	715 962 421 to 2 480	725 464 591 to 4 920
698 562 268 to 2 400	706 382 419 to 2 430	716 477 396 to 7 430	725 475 321 to 5 330
699 090 686 to 0 750	706 628 735 to 8 820	716 556 635 to 6 660	725 711 057 to 1 070
699 752 699 to 2 850	706 638 211 to 8 420	717 083 841 to 3 960	725 738 581 to 8 730
<b>700 068 473 to 8 500</b>	706 817 959 to 8 000	717 191 648 to 1 690	725 981 311 to 1 430
700 161 501 to 1 650	707 034 391 to 4 450	717 193 161 to 3 490	725 987 835 to 7 880
700 202 522 to 2 700	707 292 636 to 2 660	717 228 591 to 8 680	726 060 811 to 0 900
700 290 275 to 0 300	707 441 401 to 1 687	717 333 902 to 3 950	726 391 970 to 2 520
700 465 730 to 5 750	707 441 836 to 1 940	717 739 745 to 9 910	726 484 771 to 4 800
700 561 444 to 1 550	707 958 541 to 8 570	717 884 991 to 5 050	726 493 351 to 5 300
701 423 101 to 3 150	707 960 107 to 0 160	718 026 171 to 6 290	726 504 031 to 4 063
701 625 469 to 5 550	708 059 941 to 60 000	718 466 370 to 6 420	726 504 070 to 4 090
701 643 829 to 3 850	708 115 830 to 5 860	718 568 451 to 8 479	726 504 331 to 4 390
701 945 451 to 5 500	708 116 251 to 6 310	718 590 741 to 0 770	726 563 701 to 4 060
702 033 701 to 4 050	708 138 301 to 8 480	718 714 210 to 4 370	726 599 371 to 9 460
702 051 501 to 1 750	709 222 591 to 2 920	718 795 881 to 6 000	726 626 356 to 6 370
702 053 601 to 3 800	709 243 479 to 3 500	718 961 721 to 1 780	727 182 271 to 2 510
	709 411 171 to 1 320	718 982 001 to 2 300	727 416 181 to 6 240

727 481 431	to	1 460	735 783 961	to	3 990	744 234 751	to	4 780	756 371 565	to	1 580
727 749 241	to	9 780	735 803 401	to	3 430	744 499 591	to	9 680	756 876 031	to	6 120
728 382 331	to	2 480	736 005 420	to	5 440	744 626 901	to	6 910	756 876 151	to	6 240
728 702 338	to	2 400	736 366 021	to	6 110	745 388 794	to	8 910	756 970 129	to	0 140
728 915 371	to	5 850	736 624 456	to	4 500	746 446 806	to	6 820	757 059 613	to	9 630
728 953 141	to	3 410	736 670 851	to	1 060	746 818 351	to	8 410	757 078 540	to	8 560
728 954 280	to	4 310	736 767 061	to	7 090	747 245 266	to	5 280	757 086 209	to	6 240
729 169 081	to	9 140	736 767 093	to	7 120	747 364 813	to	4 830	757 240 591	to	0 650
729 363 841	to	3 870	736 982 191	to	2 370	747 501 434	to	1 450	757 277 371	to	7 700
729 682 891	to	3 190	736 982 551	to	2 730	747 739 891	to	0 070	757 291 591	to	2 730
729 838 940	to	9 070	737 110 141	to	0 170	748 148 649	to	8 760	757 964 251	to	4 280
729 839 101	to	9 130	737 185 501	to	5 710	748 259 960	to	9 970	758 067 001	to	7 090
<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	737 317 321	to	7 350	748 565 162	to	5 280	758 105 221	to	5 250
730 109 847	to	9 880	737 517 781	to	7 840	748 874 988	to	5 030	758 324 941	to	5 000
730 373 761	to	3 850	737 628 181	to	8 210	749 137 381	to	7 410	758 593 628	to	3 650
730 501 951	to	2 130	737 634 258	to	4 270	749 190 192	to	0 210	758 709 038	to	9 060
730 519 379	to	9 470	738 361 971	to	1 980	749 685 421	to	5 450	758 744 101	to	4 160
730 569 278	to	9 360	738 447 601	to	7 660	749 846 791	to	6 850	758 850 883	to	0 900
730 711 711	to	1 740	738 648 355	to	8 450	749 993 131	to	3 580	758 860 951	to	1 550
730 722 991	to	3 230	738 849 811	to	9 900	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>	759 152 851	to	2 880
730 845 970	to	5 990	738 892 270	to	2 290	750 408 167	to	8 183	759 740 941	to	1 090
730 888 291	to	8 320	738 997 259	to	7 380	750 438 421	to	8 501	<b>760 004 596</b>	<b>to</b>	<b>4 610</b>
730 927 591	to	7 680	739 161 451	to	1 540	750 743 911	to	4 030	760 118 191	to	8 250
731 307 914	to	7 930	739 219 381	to	9 440	750 779 118	to	9 400	760 155 001	to	5 090
731 402 431	to	2 460	739 740 151	to	0 180	750 910 981	to	1 010	760 378 002	to	8 020
731 407 232	to	7 320	739 793 491	to	3 520	750 960 841	to	0 900	760 692 722	to	2 749
731 588 301	to	8 340	739 793 527	to	3 550	751 296 211	to	6 240	761 055 460	to	5 480
731 767 273	to	7 320	739 942 621	to	2 650	751 539 121	to	9 180	761 169 781	to	9 810
731 781 061	to	1 120	739 999 231	to	9 320	751 541 311	to	1 790	761 504 941	to	5 120
731 837 821	to	7 910	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	751 757 641	to	7 700	761 516 836	to	6 910
731 841 377	to	1 450	740 030 701	to	0 970	751 936 951	to	7 010	761 613 588	to	3 600
732 018 481	to	8 600	740 261 740	to	1 820	751 951 861	to	1 890	761 688 631	to	8 690
732 067 972	to	8 370	740 265 811	to	6 290	751 999 021	to	9 110	761 805 199	to	5 240
732 188 649	to	8 670	740 299 111	to	9 170	752 139 516	to	9 570	761 826 106	to	6 120
732 193 460	to	3 470	740 299 231	to	9 260	752 182 892	to	2 950	761 881 171	to	1 560
732 201 241	to	1 390	740 329 266	to	9 320	752 206 861	to	7 100	761 975 641	to	5 670
732 220 431	to	0 440	740 889 081	to	9 090	752 295 241	to	5 600	761 975 886	to	5 895
732 355 201	to	5 380	741 010 421	to	0 530	752 731 351	to	1 410	762 304 144	to	4 170
732 472 320	to	2 560	741 113 041	to	3 370	752 767 441	to	7 470	762 324 931	to	4 960
732 541 605	to	1 620	741 373 891	to	4 340	753 008 941	to	9 030	762 439 261	to	9 290
732 572 221	to	2 490	741 452 369	to	2 490	753 194 311	to	4 370	762 524 158	to	4 220
732 586 479	to	6 710	741 492 991	to	3 140	753 620 378	to	0 400	762 584 872	to	4 970
732 994 037	to	4 080	741 553 460	to	3 470	754 013 917	to	3 940	762 593 431	to	3 460
733 163 449	to	3 460	741 764 431	to	4 520	754 161 061	to	1 120	763 155 160	to	5 180
733 297 171	to	7 290	742 178 834	to	8 880	754 358 445	to	8 610	763 178 631	to	8 660
733 446 631	to	7 110	742 325 500	to	5 520	754 410 451	to	0 660	763 506 001	to	6 060
733 474 665	to	4 770	742 325 668	to	5 700	754 438 393	to	8 410	763 522 141	to	2 470
733 704 482	to	4 570	742 408 771	to	8 830	754 493 109	to	3 130	763 717 694	to	7 800
733 751 041	to	1 130	742 512 120	to	2 150	754 664 182	to	4 220	763 826 461	to	6 520
734 009 101	to	9 130	742 684 849	to	4 890	754 816 377	to	6 470	763 900 460	to	0 471
734 290 759	to	0 770	742 839 553	to	9 630	755 487 421	to	7 600	763 900 479	to	0 530
734 389 273	to	9 290	742 913 668	to	3 700	755 592 901	to	3 140	763 917 271	to	7 750
734 440 031	to	0 111	742 917 287	to	7 296	755 790 020	to	0 030	764 125 801	to	5 860
734 797 201	to	7 320	742 921 891	to	1 980	755 791 730	to	1 800	764 284 525	to	4 560
734 939 611	to	9 640	742 983 631	to	3 810	755 926 951	to	7 070	764 526 241	to	6 330
734 950 111	to	0 170	743 020 021	to	0 170	755 934 332	to	4 510	764 601 421	to	1 600
735 120 331	to	0 840	743 206 491	to	6 500	755 957 701	to	8 000	764 650 231	to	0 470
735 283 008	to	3 020	743 235 992	to	6 050	755 962 981	to	3 280	764 984 371	to	4 850
735 293 131	to	3 220	743 940 631	to	0 900	756 035 371	to	5 490	765 003 667	to	3 680
735 635 010	to	5 040	743 978 011	to	8 070	756 301 257	to	1 290	765 042 517	to	2 540

765 194 728	to	4 970	773 112 031	to	2 060	778 049 651	to	9 670	784 142 598	to	2 610
765 387 365	to	7 450	773 125 387	to	5 410	778 106 225	to	6 310	784 380 061	to	0 090
765 541 801	to	2 100	773 179 320	to	9 410	778 218 730	to	8 780	784 507 591	to	7 740
765 638 461	to	8 970	773 202 989	to	3 140	778 251 871	to	1 930	784 507 759	to	7 860
765 647 101	to	7 190	773 208 991	to	9 290	778 286 911	to	6 940	784 913 509	to	3 531
765 813 781	to	4 029	773 231 311	to	1 340	778 328 699	to	8 730	785 429 491	to	9 520
765 879 314	to	9 390	773 348 739	to	8 940	778 567 471	to	7 860	785 989 351	to	9 440
765 954 001	to	4 030	773 575 891	to	5 950	778 570 771	to	0 830	786 036 450	to	6 480
766 120 286	to	0 320	773 852 971	to	3 030	778 699 096	to	9 110	786 111 854	to	1 930
766 125 716	to	5 750	773 858 011	to	8 100	778 779 471	to	9 480	786 510 527	to	0 540
766 158 824	to	8 840	773 892 721	to	7 190	779 146 205	to	6 230	786 510 571	to	0 600
766 388 433	to	8 460	773 958 061	to	8 660	779 233 681	to	3 710	786 676 937	to	6 980
766 509 421	to	9 660	774 101 148	to	1 190	779 316 961	to	7 200	786 730 831	to	0 920
766 572 901	to	3 020	774 107 161	to	7 190	779 339 221	to	9 400	786 743 671	to	3 700
766 748 500	to	8 521	774 177 226	to	7 270	779 702 191	to	2 250	786 743 711	to	3 730
767 024 341	to	4 370	774 279 481	to	9 810	779 994 001	to	4 090	786 854 491	to	4 550
767 326 471	to	6 590	774 408 399	to	8 420	<b>780 103 591</b>	<b>to</b>	<b>3 650</b>	786 977 256	to	7 461
767 332 561	to	2 950	774 431 821	to	2 450	780 533 288	to	3 310	787 158 121	to	8 390
768 009 841	to	9 960	774 510 451	to	0 780	780 625 208	to	5 920	787 325 701	to	5 910
768 011 489	to	1 520	774 652 981	to	3 010	780 711 345	to	1 540	787 493 281	to	3 340
768 177 980	to	7 990	774 778 981	to	9 040	780 778 894	to	8 920	787 793 816	to	3 880
768 391 081	to	1 170	774 867 481	to	7 510	780 865 851	to	5 920	787 822 428	to	2 440
768 661 569	to	1 650	774 867 515	to	7 540	780 873 421	to	3 450	787 887 881	to	7 901
769 000 051	to	0 080	774 934 275	to	4 290	781 141 891	to	1 980	788 306 478	to	6 490
769 050 841	to	0 900	774 961 261	to	1 290	781 238 697	to	8 730	788 326 339	to	6 380
769 159 081	to	9 178	775 106 223	to	6 235	781 503 151	to	3 180	788 403 671	to	3 690
769 737 496	to	7 510	775 106 237	to	6 248	781 518 818	to	8 840	788 815 771	to	5 860
769 778 491	to	8 730	775 331 515	to	1 550	781 624 126	to	4 200	789 044 014	to	4 100
769 827 331	to	7 450	775 444 210	to	4 230	781 679 221	to	9 340	<b>790 209 421</b>	<b>to</b>	<b>9 480</b>
<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	775 579 301	to	9 320	781 723 771	to	3 890	790 911 883	to	1 900
770 723 281	to	3 400	775 622 683	to	2 760	781 723 964	to	3 990	791 057 441	to	7 550
770 790 451	to	0 480	776 144 621	to	4 670	781 761 391	to	1 720	791 239 081	to	9 290
770 915 150	to	5 490	776 154 010	to	4 060	781 878 721	to	9 020	791 374 483	to	4 500
771 455 551	to	5 610	777 561 631	to	2 080	782 424 840	to	4 900	791 387 971	to	8 030
771 609 661	to	9 690	776 657 371	to	7 490	782 939 821	to	9 850	791 447 521	to	7 850
771 932 551	to	2 580	776 817 421	to	7 450	782 985 347	to	5 360	791 451 151	to	1 240
772 057 224	to	7 440	776 951 225	to	1 250	783 063 631	to	3 690	791 500 009	to	0 470
772 162 660	to	3 070	777 141 601	to	2 140	783 578 101	to	8 130	791 771 431	to	1 490
772 718 615	to	8 640	777 297 421	to	7 510	783 578 143	to	8 160	792 018 379	to	8 420
772 940 140	to	0 160	777 621 721	to	1 750	783 663 991	to	4 050	792 070 621	to	0 740
772 970 886	to	0 940	777 810 309	to	0 330	783 739 838	to	0 280	792 391 381	to	1 620
773 009 419	to	9 430									

— Group2—Internal and External Investigations,  
Postal Inspection Service, 10-30-03

## Counterfeit Canadian Money Order Forms

### Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

— *Group2—Internal and External Investigations,  
Postal Inspection Service, 10-30-03*

## Toll-Free Number Available to Verify Canadian Money Orders

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

This toll-free number is printed on the back of the Canadian Postal Money Orders.

— *Group2—Internal and External Investigations,  
Postal Inspection Service, 10-30-03*

### Overseas Military Mail

Mail addressed to military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO table below outlines these conditions by APO/FPO ZIP Codes through the use of footnoted mailing restrictions codes (see the Restrictions page following the table).

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO ZIP Codes are active and

which conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1630.**

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

The entries under “Changes” appear in bold in the APO/FPO table below.

### Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09303	Close	29 October 2003	
APO AE 09314	Close	25 October 2003	
APO AE 09355	Delete N	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09385	Delete I,Z Add N	Immediately	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1

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

### APO/FPO Table

APO/FPO	See Restrictions						
09007	A1-B-B1-C-D-U	09080	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09081	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09089	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09166	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U
09031	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U
09033	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09034	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09036	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09042	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09045	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09182	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09046	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09050	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09053	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09307	A1-B-B1-V-Z1
09054	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09056	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09058	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09059	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09214	A1-B-B1-C-D-U		
09060	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09131	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U		
09067	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09227	A1-B-B1-C-D-U		
09069	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U		
09074	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V		
09076	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09315	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09349	A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09557	A1-B-V
09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09564	A1-B-V
09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09565	A1-B-V
09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09566	A1-B-V
09322	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	<b>09355</b>	<b>A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1</b>	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09567	A1-B-V
09323	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09397	A-A1-B-B1-C-F-I-M-V-Z-Z1	09568	A1-B-V
09324	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09399	A-A1-B-B1-C-F-M-V-Z1	09569	A1-B-V
09325	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09358	A-A1-B-B1-E2-F-H1-N-R-V-Z1	09409	A1-B-B1-C-C1-U-V	09570	A1-B-V
09326	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09420	A1-B-B1-C-C1-U	09573	A1-B-V
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09360	A1-B-B1-V	09421	A1-B-B1-C-C1-U	09574	A1-B-V
09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09361	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09447	A1-B-B1-C-C1-U-V	09575	A1-B-V
09329	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09454	A1-B-B1-C-C1-U-V	09576	A1-B-V
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-U	09577	A1-B-V
09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09459	A1-B-B1-C-C1-U	09578	A1-B-V
09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09368	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09579	A1-B-V
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09372	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09463	A1-B-B1-C-C1-U	09581	A1-B-V
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09464	A1-B-B1-C-C1-U	09582	A1-B-V
09335	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09376	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09586	A1-B-V
09336	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09377	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09587	A1-B-V
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09470	A1-B-B1-C-C1-U	09588	A1-B-V
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09494	A1-B-B1-C-C1-U	09589	A1-B-B1-V
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09383	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09496	A1-B-B1-C-C1-U-V	09590	A1-B-V
09340	A-A1-B-B1-C1-F-R-V	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09498	A1-B-B1-C-C1-U	09591	A1-B-V
09342	A-A1-B-B1-C1-E2-F-H1-M-I-R-R1-V-Z-Z1	<b>09385</b>	<b>A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1</b>	09499	A1-B-B1-C-C1-U	09593	A1-B-V
09344	A-A1-B-B1-C1-E2-F-H1-M-I-R-R1-V-Z-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09501	A1-B-V	09594	A1-B-V
09345	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09502	A1-B-V	09595	A1-B-V
09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09503	A1-B-V	09596	A1-B-V
09347	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09504	A1-B-V	09599	A1-B-V
09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1			09505	A1-B-V	09601	A1-B-B1-C-F-F1-U
				09506	A1-B-V	09602	A1-B-B1-C-F-F1-N-U
				09507	A1-B-V	09603	A1-B-B1-C-F-F1-U
				09508	A1-B-V	09604	A1-B-B1-C-F-F1-U
				09509	A1-B-V	09609	A1-B-B1-C-F-U
				09510	A1-B-V	09610	A1-B-B1-C-F-U
				09511	A1-B-V	09612	A1-B-B1-C-F-U
				09517	A1-B-V	09613	A1-B-B1-C-F-U-V
				09521	A1-B-V	09617	A1-B-B1-C-F-U
				09524	A1-B-V	09618	A1-B-B1-C-F-U
				09532	A1-B-V	09619	A1-B-B1-C-F-U
				09534	A1-B-V	09620	A1-B-B1-C-F-U
				09542	A1-B-V	09621	A1-B-B1-C-F-U
				09543	A1-B-V	09622	A1-B-B1-C-F-U
				09545	A1-B-V	09623	A1-B-B1-C-F-U
				09549	A1-B-V	09624	A1-B-B1-C-F-U
				09550	A1-B-V	09625	A1-B-B1-C-F-U
				09554	A1-B-B1-V	09626	A1-B-B1-C-F-U
				09556	A1-B-V	09627	A1-B-B1-C-F-U
						09628	A1-B-B1-C-F-F1-U-V
						09630	A1-B-B1-C-F-U-V
						09631	A1-B-B1-C-F-U
						09636	A1-B-B1-C-F-U
						09638	A1-B-B1-C-E2-F-U-V
						09642	A1-B-B1-N-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09643	A1-B-B1-U	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09892	A-A1-B-B1-F-N-R-R1-V-Z1	96213	A-A1-B-B1-U
09644	A1-B-B1-U					96214	A-A1-B-B1-U
09645	A1-B-U	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96215	A-A1-B-B1-U-V
09647	A1-B-B1-N-U					96217	A-A1-B-B1-U-V
09648	A1-B-B1-N-U-V-Z1	09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	34002	A1-B-B1-N-U-Z1	96218	A-A1-B-B1-U
09649	A1-B-B1-U			34020	A1-B-B1-M-N-V-Z1	96219	A-A1-B-B1-U-V
09703	A1-B-B1-C-F1	09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34021	A1-B-M-N-V-Z1	96220	A-A1-B-B1-U-V
09704	A1-B-B1-C-D-V			34022	A1-B-B1-D-F-M-N-V-Z1	96221	A-A1-B-B1-U-V
09705	A1-B-B1-U	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1			96224	A-A1-B-B1-U
09706	A1-B-B1-C-U-V			34023	A1-B-B1-M-N-V-Z1	96251	A-A1-B-B1-U
09707	A1-B-B1-C-N-U-V	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34024	A1-B-B1-M-N-V-Z1	96257	A-A1-B-B1-U
09708	A1-B-B1			34025	A1-B-B1-F-N-U-V-Z1	96258	A-A1-B-B1-U
09709	A1-B-B1-F1	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34030	A1-B-B1-M-N-V-Z1	96259	A-A1-B-B1-U
09710	A1-B-B1-C-C1-F1-M-R-R1-U			34031	A1-B-B1-M-N-V-Z1	96260	A-A1-B-B1-U
		09819	A-A1-B-F-P-V-Z1	34032	A1-B-M-N-V-Z1	96264	A-A1-B-B1-U
		09821	A-A1-B-F-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96266	A-A1-B-B1-U
09711	A1-B-B1-F1-Z1			34034	A1-B-B1-M-N-V-Z1	96267	A-A1-B-B1-U-V
09713	A1-B-B1-C-F1	09822	A-A1-B-F-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96269	A-A1-B-B1-U
09714	A1-B-B1-C-C1-F1-M-R-R1-U			34036	A1-B-M-N-V-Z1	96271	A-A1-B-B1-U
		09823	A-A1-B-F-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96275	A-A1-B-B1-V
		09824	A-A1-B-F-V-Z1			96276	A-A1-B-B1
		09827	A-A1-B-F-Z1	34038	A1-B-B1-M-N-V-Z1	96278	A-A1-B-B1-U
09715	A1-B-B1-F1			34039	A1-B-N-V-Z1	96283	A-A1-B-B1-U
09716	A1-B-B1-C-D-N-U-V	09828	A1-B-N-V-Z1	34040	A1-B-V-Z1	96284	A-A1-B-B1-U-V
09717	A1-B-B1-M-W	09830	A1-B-B1-C-N-Z1	34041	A1-B-B1-M-N-U-V-Z1	96297	A-A1-B-B1-U
09718	A1-B-B1-F-I-N-U-V			34042	A1-B-B1-D-F-M-N-V-Z1	96306	A1-B-B1-F-F1-F2-M-W
09719	A1-B-B1-C-F1-V	09831	A1-B-B1-F-N-U-V-Z1				
09720	A1-B-B1-U-V			34043	A1-B-B1-D-F-M-N-V-Z1	96309	A1-B-B1-M-V-W
09721	A1-B-B1-N-U-V-Z1	09832	A-B-B1-U1-V-Z1	34050	A1-B-V	96310	A1-B-B1-M-W
09722	A1-B-B1-C-D-N-U-V			34051	A1-B-V-Z1	96311	A1-B-B1-M-W
09723	A1-B-B1-N-U-V-Z1	09833	A1-B-B1-U1-V-Z1	34053	A1-B-V-Z1	96313	A1-B-B1-F-F1-F2-M-W
09724	A1-B-B1-C-C1-F1-M-R-R1-U			34055	A1-B-N-V-Z1		
		09834	A1-B-B1-V-Z1	34058	A1-B-B1-V-Z1	96319	A1-B-B1-M-W
09725	A1-B-B1-C			34071	A1-B-I-M-N-V-Z	96321	A1-B-B1-F-F1-F2-M-W
09726	A1-B-B1-N-U	09835	A-A1-B-B1-V-Z1	34076	A1-B-B1-F1-N-V-Z1		
09728	A1-B-B1-C			34078	A1-B-B1-F1-N-V-Z1	96322	A1-B-B1-F-F1-F2-M-W
09729	A1-B-B1-N-U-V	09836	A-A1-B-B1-C-F-M-V-Z1	34079	A1-B-B1-F1-N-V-Z1		
09732	A1-B-B1-N-V-Z1			34090	A1-B-V	96323	A1-B-B1-M-V-W
09733	A1-B-B1-V	09837	A1-B-B1-V-Z1	34091	A1-B-V	96326	A1-B-B1-M-W
09735	A1-B-B1-N-V-Z1			34092	A1-B-V	96328	A1-B-B1-M-W
09777	A-A1-B-B1-C-E1-N	09838	A1-B-B1-V-Z1	34093	A1-B-V	96330	A1-B-B1-M-W
09788	A-A1-B-B1-F-R-V			34095	A1-B-V	96336	A1-B-B1-M-V-W
09779	A-A1-B-B1-F-R-V	09839	A-A1-B-B1-U-V-Z1	34098	A1-B-V	96337	A1-B-B1-M-W
09780	A-A1-B-B1-F-R-V			34099	A1-B-V	96338	A1-B-B1-M-W
09789	A-A1-B-B1-F-R-V	09841	A-A1-B-B1-U-Z1	96201	A-A1-B	96339	A1-B-B1-M-V-W
09790	A-A1-B-B1-C1-F-R-V			96202	A-A1-B1-U-V	96343	A1-B-B1-M-W
09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09842	A-A1-B-B1-Z1	96203	A-A1-B	96347	A1-B-B1-F-F1-F2-M-W
				96204	A-A1-B-B1		
09793	A-A1-B-B1-F-R-V	09844	A-A1-B-B1-U-V-Z1	96205	A-A1-B-B1-U	96348	A1-B-B1-F-F1-F2-M-W
09797	A1-B-B1-C-D-P-V			96206	A-A1-B-B1-U		
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09848	A-A1-B-B1-U-V-Z1	96207	A-A1-B-B1-V	96349	A1-B-B1-F-F1-F2-M-W
				96208	A-A1-B-B1-U		
09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	96212	A-A1-B-B1-U	96350	A1-B-B1-F-F1-F2-M-W
09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1				
		09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1				
		09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1				
		09865	A-A1-B-B1-V-Z1				
		09868	A-A1-B-B1-U-V-Z1				
		09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1				
		09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1				
		09888	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1				
		09889	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1				
		09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96351	A1-B-B1-F-F1-F2-M-W	96515	A1-B-B1-F	96598	A1-B-B1-V	96634	A1-B-V
96362	A1-B-B1-F-F1-F2-M-W	96517	A1-B-B1-F-U3-V	96599	A1-B-B1-V	96635	A1-B-V
96365	A1-B-B1-M-V-W	96518	A1-B-B1-V	96601	A1-B-V	96643	A1-B-V
96367	A1-B-B1-L-M-W	96520	A1-B-F-U3-V	96602	A1-B-V	96657	A1-B-V
96368	A1-B-B1-M-W	96521	A1-B-F-N	96603	A1-B-V	96660	A1-B-V
96370	A1-B-B1-F-F1-F2-M-W	96522	A1-B-F-N-U	96604	A1-B-V	96661	A1-B-V
96372	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U-V	96605	A1-B-O-V	96662	A1-B-V
96373	A1-B-B1-M-W	96531	A1-B-B1-H-M-U-V	96606	A1-B-V	96663	A1-B-V
96374	A1-B-B1-M-W	96534	A-A1-B-F	96607	A1-B-V	96664	A1-B-V
96375	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96608	A1-B-V	96665	A1-B-V
96376	A1-B-B1-M-W	96536	A1-B-B1-V	96609	A1-B-V	96666	A1-B-V
96377	A1-B-B1-M-W	96537	A1-B-B1-V	96610	A1-B-V	96667	A1-B-V
96378	A1-B-B1-M-W	96538	A1-B-B1-V	96611	A1-B-V	96668	A1-B-V
96379	A1-B-B1-M-W	96540	A1-B-B1-V	96612	A1-B-V	96669	A1-B-V
96384	A1-B-B1-M-W	96541	A1-B-B1-V	96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96670	A1-B-V
96386	A1-B-B1-M-W	96542	A1-B-B1-P-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96671	A1-B-V
96387	A1-B-B1-M-W	96543	A1-B-B1-F-U3-V	96615	A1-B-V	96672	A1-B-V
96388	A1-B-B1-M-W	96544	A1-B-F-U3	96617	A1-B-V	96673	A1-B-V
96401	A1-B-B1-F-N-V-Z1	96546	A1-B-F-U3	96619	A1-B-V	96674	A1-B-V
96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96548	A-A1-B-B1-H-M-U	96620	A1-B-V	96675	A1-B-V
96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96549	A-A1-B-B1-H-M-U	96621	A1-B-V	96677	A1-B-V
96490	A1-B-B1-V	96551	A-A1-B-B1-H-M-U	96622	A1-B-V	96678	A1-B-V
96507	A-A1-B-F-V	96553	A1-B-B1-F-M-V	96623	A1-B-V	96679	A1-B-V
96511	A1-B-B1-I-N-V	96555	A1-B-B1-F-M-V	96624	A1-B-V	96681	A1-B-V
		96557	A1-B-B1-F-M-V	96628	A1-B-V	96682	A1-B-V
		96558	A1-B-V	96629	A1-B-V	96683	A1-B-V
		96595	A1-B-B1-V			96684	A1-B-V
						96686	A1-B-V
						96687	A1-B-V
						96688	A1-B-V
						96698	A1-B-V

RESTRICTIONS

LEGEND

PS Form 2976, *Customs - CN 22 (Old C 1) and Sender's Declaration* (green label)

PS Form 2976-A, *Customs Declaration and Dispatch Note*

- AAFES = Army and Air Force Exchange Service
- APO = Army/Air Force Post Office
- Box R = Retired military personnel
- FPO = Fleet Post Office
- DMM = *Domestic Mail Manual*
- MOM = Military Ordinary Mail
- MPO = Military Post Office
- PAL = Parcel Airlift
- PSC = Postal Service Center
- SAM = Space Available Mail
- USDA = United States Department of Agriculture

Note: Mail order catalogs are prohibited as SAM or PAL mail.

A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

A1. Mail addressed to "Any Servicemember," or similar wording such as "Any Soldier," "Sailor," "Airman," or "Marine"; "Military Mail"; etc., is prohibited. Mail must be addressed to an individual or job title such as "Commander," "Commanding Officer," etc.

B. PS Form 2976-A is required for all mail weighing 16 ounces or more, with exceptions noted below. In addition, mailers must properly complete required customs documentation when mailing any potentially dutiable mail addressed to an APO or FPO regardless of weight. The following are exceptions to the requirement for customs documentation on nondutiable mail that weighs 16 ounces or more:

- Known mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more. (A known mailer is anyone who legally applies a permit imprint to a mailpiece. Mail with meter postage is not considered to be from a known mailer.)
- All federal, state, and local government agencies are exempt from providing customs documentation on mail addressed to an APO or FPO, except for those APOs/FPOs to which restriction B2 applies.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

B1. PS Form 2976 or 2976-A is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents. **Exceptions:** All other exceptions listed in restriction B above are applicable to this restriction.

B2. All federal, state, and local government agencies must complete customs documentation when sending mail addressed to or from this APO or FPO weighing 16 ounces or more.

C. Cigarettes and other tobacco products are prohibited.

C1. Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.

D. Coffee is prohibited.

E1. Medicines or vaccines not conforming to French laws are prohibited.

E2. Any matter depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited. Although religious materials contrary to the Islamic faith are prohibited in bulk quantities, items for the personal use of the addressee are permissible.

E3. Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and handheld transmitters are prohibited.

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C024.1.1C. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO ZIP Code does not apply to firearms mailed from this APO/FPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM C024.2.0 and ATF regulations; they do not require an ATF form.

F1. Privately owned weapons addressed to an individual are prohibited in any class of mail.

F2. Importation of firearms is restricted to one shotgun and one single shot .22 caliber rifle per individual.

G. Only First-Class Mail letters, Periodicals, and Standard Mail items are authorized.

H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H1. Pork or pork by-products are prohibited.

I. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

Length	
42" .....	72" length and girth combined
over 42" to 44" .....	24" girth
over 44" to 46" .....	20" girth
over 46" to 48" .....	16" girth
	Maximum length 48"

This restriction does not apply to registered mail and official government mail marked MOM.

I1. This restriction does not apply to registered mail.

I2. This restriction does not apply to official government mail marked MOM.

J. Parcels may not exceed 108 inches in length and girth combined.

K. Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."

L. All official mail is prohibited.

M. Fruits, animals, and living plants are prohibited.

N. Registered mail is prohibited.

O. Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail items and certified mail. Other classes of mail are prohibited.

P. APO is used for the receipt and dispatch of official mail only.

Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

R. All alcoholic beverages, including those mailable under DMM C021, are prohibited.

R1. Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.

T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

U1. Mail is limited to First-Class Mail weighing 13 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

U2. Mail is limited to First-Class Mail letters only when addressed to Box R.

U3. Mail is limited to First-Class Mail correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.

V. Express Mail Military Service (EMMS) not available from any origin.

W. Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

X. Personal mail is limited to First-Class Mail items (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.

Y. Mail is limited to First-Class and Priority Mail items only. All Periodicals, Standard Mail items, and Package Services items (including SAM and PAL) are not authorized. This restriction also applies to official mail.

Z. No outside pieces (OSPs).

Z1. The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No O817E or O818A) is required on all pouches and sacks.

PULL-OUT SECTION

Make medical  
payments and  
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And save on taxes!

# FLEXIBLE SPENDING ACCOUNTS

Open Season  
Nov. 10 - Dec. 21, 2003  
5 p.m. Central Time

Call **PostalEASE**

1-877-4PS-EASE  
(1-877-477-3273)

 **UNITED STATES  
POSTAL SERVICE**

*STAND-UP TALK***Presort Labels Are Changing**

*Please read this stand-up talk to all employees. Show them the accompanying poster. Post both on official bulletin boards.*

The Postal Service™ is changing the design of the five stick-on labels that mailers use to identify the presort level on their packages of mail. Take a look at the accompanying poster on page 62.)

Two changes are being made. First, the new labels have barcodes on them. These barcodes will allow us to process packages of mail faster and more efficiently on the new Automated Package Processing System (APPS) being installed in major mail processing and distribution centers starting next year.

Second, the code letters on two of the labels have changed.

- The tan label “MXD” for “mixed or working mail” is now simply “X” to allow room for the barcode.
- The red label “D” now uses the numeral “5” for five-digit mail.

The colors remain the same for all five labels.

The new labels will be available soon. Customers can request the new labels through their local Post Office™ or their business mail entry unit (BMEU).

Any questions?

— *Implementation and Outlook,  
Pricing and Classification, 10-30-03*

# New Barcoded Presort Labels

Old Label → New Label    Sortation Level

(Actual label size: 3 1/2 inch long by 10 inch high)  
(Label colors do not change)

**MXD** → **X**  Mixed ADC (working)

**A** → **A**  ADC

**3** → **3**  3-Digit

**D** → **5**  5-Digit

**F** → **F**  Firm (Periodicals only)



## Annual Leave Exchange Option

The Annual Leave Exchange Program provides an option for eligible employees to receive a lump sum payment in exchange for a portion of the annual leave that would otherwise be advanced at the beginning of the 2004 leave year.

*Note:* Annual leave earned and accumulated through the 2003 leave year, which ends January 9, 2004, cannot be exchanged for cash.

### Eligible Employees

Employees eligible for the Annual Leave Exchange Program include the following:

- Career nonbargaining employees from Rate Schedule Codes (RSCs) E, F, J, S, and U who have an annual leave balance of at least 160 hours at the end of the leave year.
- Bargaining employees from the following RSCs who have an annual leave balance of at least 440 hours at the end of the leave year and have used less than 75 hours of sick leave during the leave year:
  - National Postal Mail Handlers Union — RSC M.
  - International Association of Machinists — RSC T.
  - American Postal Workers Union, AFL-CIO — RSCs C, N, and P.
  - Operating Services Division Agreement — RSC K.
  - Fraternal Order of Police, National Labor Council, USPS No. 2 — RSC Y.

### Letter Soon Mailed to Eligible Employees

The Eagan Accounting Service Center (ASC) will mail a letter providing details of the eligibility criteria and instructions for using *PostalEASE* to make annual leave exchange elections to eligible employees at their address of record during November 2003. Undeliverable letters will be returned to the personnel office, which should ensure that they are forwarded to the employee's work location along with PS Form 1216, *Employee's Current Mailing Address*. Employees who have access to either the Employee Change of Address feature on the intranet (go to <http://blue.usps.gov>; under "Employee Resources," click on *Employee Change of Address*) or to an employee Self-Service kiosk (available at some facilities) should use those methods rather than completing PS Form 1216.

### *PostalEASE* Elections

Employees who meet the eligibility criteria and want to exercise that option must use *PostalEASE* to make elections. For the election to be considered timely, employees must complete their entries in *PostalEASE* by midnight, Central Time, December 15, 2003.

Employees who are unable to use *PostalEASE* to complete their elections should contact their local personnel office before December 15, 2003, for assistance.

We will not distribute forms for the November 15, 2003, to December 15, 2003, election period.

### Payment by Lump Sum

Payment under the Annual Leave Exchange Program will be a lump sum calculated on the employee's base salary as of the first day of the 2004 leave year (January 10, 2004). Paychecks dated January 30, 2004, will include the 2004 lump sum payment.

— Compensation,  
*Employee Resource Management, 10-30-03*

**PLEASE POST ON ALL BULLETIN BOARDS THROUGH DECEMBER 15, 2003.**

PULL-OUT SECTION

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**FEDERAL EMPLOYEES HEALTH BENEFITS  
OPEN SEASON  
NOVEMBER 10 TO 5:00 CENTRAL TIME DECEMBER 9, 2003**

***HEALTH BENEFITS OPEN  
SEASON ON POSTALEASE  
NEW THIS YEAR!***

FOR THE FIRST TIME, HEALTH BENEFITS OPEN SEASON CHANGES WILL BE DONE USING *PostalEASE*. THE SF 2809, HEALTH BENEFITS ELECTION FORM WILL NO LONGER BE USED. THE *2004 GUIDE TO FEDERAL EMPLOYEES HEALTH BENEFIT PLANS* WITH NEW INFORMATION IS BEING MAILED TO ALL ELIGIBLE EMPLOYEES AND CONTAINS THE HEALTH BENEFITS WORKSHEET.

DURING THIS OPEN SEASON ELIGIBLE EMPLOYEES MAY MAKE ANY ONE, OR A COMBINATION OF, THE FOLLOWING CHANGES USING *POSTALEASE*:

- Enroll if not enrolled.
- Cancel enrollment.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.

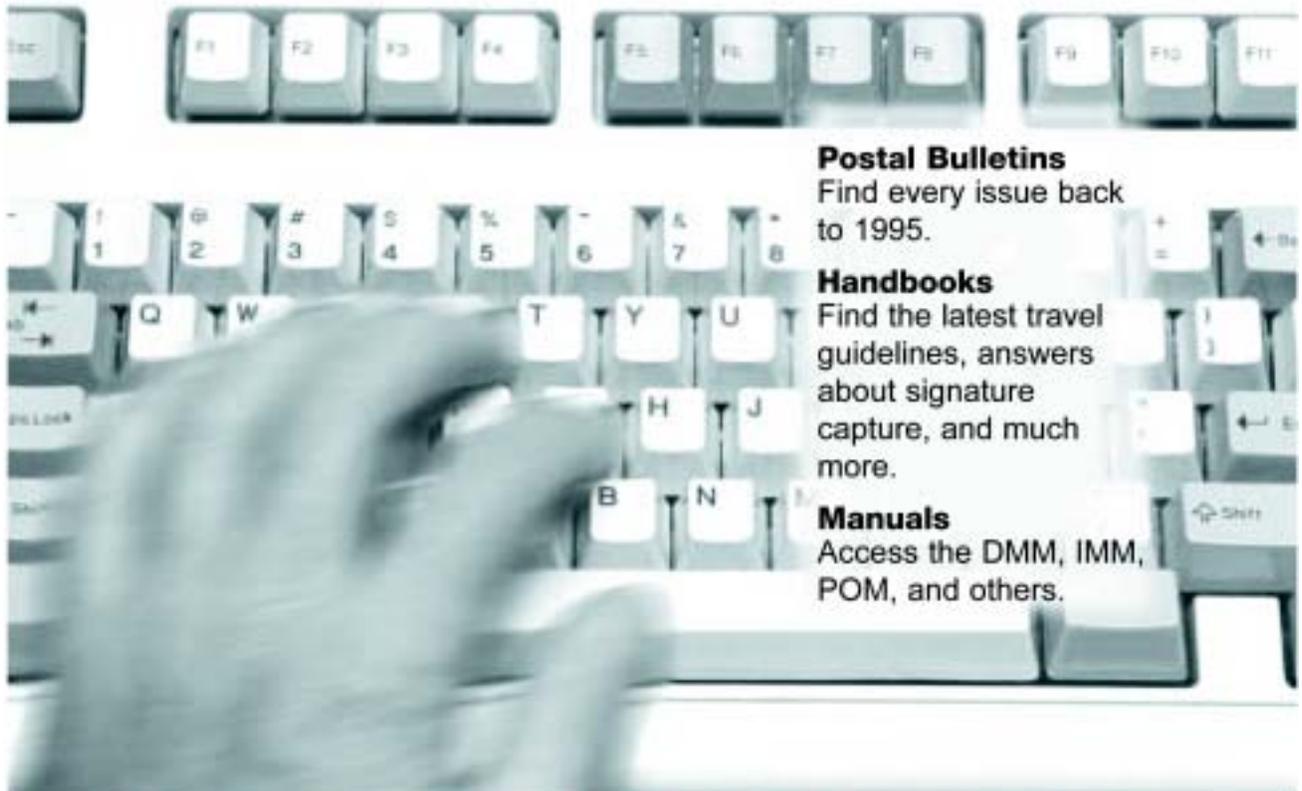
Enrollment changes and new enrollments made during the 2003 open season will be effective January 10, 2004 (Pay Period 03-04). New premium payments will be reflected in paycheck dated January 30, 2004.

— Compensation,  
Employee Resource Management, 10-30-03

**PLEASE POST ON ALL BULLETIN BOARDS THROUGH DECEMBER 9, 2003.**

# FAST. EASY TO USE. There when you need it.

The Postal Service PolicyNet Web site:  
***<http://blue.usps.gov/cpim>***

**Postal Bulletins**

Find every issue back to 1995.

**Handbooks**

Find the latest travel guidelines, answers about signature capture, and much more.

**Manuals**

Access the DMM, IMM, POM, and others.

Next time you need a Postal Service publication, check the Postal Service PolicyNet Web site first.



This office will be  
**CLOSED**  
Tuesday,  
**November 11, 2003,**  
Veterans Day.

Need Postal Service information? Call 800-ASK-USPS, 24 hours a day, 365 days a year. Or visit our Web site, [www.usps.com](http://www.usps.com), for information, stamps, and so much more.



This office will be  
**CLOSED**  
Tuesday,  
**November 11, 2003,**  
Veterans Day.

Need Postal Service information? Call 800-ASK-USPS, 24 hours a day, 365 days a year. Or visit our Web site, [www.usps.com](http://www.usps.com), for information, stamps, and so much more.



This office will be  
**CLOSED**  
Thursday,  
**November 27, 2003,**  
Thanksgiving Day.

Need Postal Service information? Call 800-ASK-USPS, 24 hours a day, 365 days a year. Or visit our Web site, [www.usps.com](http://www.usps.com), for information, stamps, and so much more.



This office will be  
**CLOSED**  
Thursday,  
**November 27, 2003,**  
Thanksgiving Day.

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U.S. Postal Service		HULBARD		C H		XX-XXXX		E XXX-XX-XXXX		740		J002		P		04		01											
Name of Assigned Carrier		Finance Number		Social Security Number		Des.		Route No.		FLSA		Year		PP															
WK	Actual Weekly Hours	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Route Dev.		GT Veh.		Miles Omit		Xmas Assist Work Hours						
1	40 Hours	72 100s																											
2	42 Hours	50 100s				J																							
Des		Name of Relief Carrier		Social Security Number		Actual Weekly Hours		Tr		No EM		EM		Whole Miles Dev +		Omit -		Actual Weekly Hours		Tr		No EM		EM		Whole Miles Dev +		Omit -	
						Hours 100s												Hours 100s											
						Hours 100s												Hours 100s											
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						Hours 100s												Hours 100s											
						Hours 100s												Hours 100s											
						Hours 100s												Hours 100s											
PS Form 1314, Jun. 2000		This certifies that the above carrier rendered service in compliance with Postal regulations.		Postmaster's Signature		Date		Carrier's Initials																					
				J. Jones		12/27/03		GH																					

**Exhibit 6. DESIGNATION 74 WORKS DESIGNATED HOLIDAY**

1. A rural carrier associate (RCA) is assigned to a vacant regular J route, with a relief day on Thursday of Week 2.
2. Carrier works the designated Christmas holiday on Wednesday, December 24th.
3. Do not enter V or H for working the Christmas holiday. Designation 74s are not entitled to holiday leave pay. Wednesday is a regular workday.
4. Include hours worked on Wednesday of Week 2 in Actual Weekly Hours.
5. Replacement carrier is not needed to crossfoot the card for the second week.



U.S. Postal Service		SLYDER		E S		XX-XXXX		XXX-XX-XXXX		780	K001	P	0401						
Name of Assigned Carrier		Finance Number		Social Security Number		Des/Act		Route No.		FLSA		Year PP							
WK	Actual Weekly Hours	Work Days	Training Hours	Equipment Allowance			Leave - Whole Hours				N - No Service					Xmas Assist Work Hours			
	Hours	100s	Hours	Hours	Tr	Miles	GT	Annual	Sick	Other	COP	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hours	100s
1				06	2	080												10	00
2				03	1	040												04	50
U.S. Postal Service		Name of Relief Carrier		Social Security Number		Week 1 Information				Week 2 Information									
Des/Act	Actual Weekly Hours			Equipment Allowance				Actual Weekly Hours				Equipment Allowance							
	Hours	100s		Hours	Tr	Miles	GT	Hours	100s		Hours	100s		Hours	100s		Hours	100s	
	Hours	100s		Hours	100s			Hours	100s		Hours	100s		Hours	100s		Hours	100s	
	Hours	100s		Hours	100s			Hours	100s		Hours	100s		Hours	100s		Hours	100s	
	Hours	100s		Hours	100s			Hours	100s		Hours	100s		Hours	100s		Hours	100s	
	Hours	100s		Hours	100s			Hours	100s		Hours	100s		Hours	100s		Hours	100s	
This certifies that the above carrier rendered service in compliance with Postal regulations.		Postmaster's Signature		Date		Carrier's Initials													
		<i>J. Jones</i>		12/27/03		ESJ													

PS Form 1314-A, Jun 2000

**AUXILIARY RURAL CARRIER TIME CERTIFICATE**

**Exhibit 8. REPLACEMENT CARRIER PROVIDES CHRISTMAS ASSISTANCE ON A REGULAR ROUTE**

1. Regular carrier on Route K001 carries his/her route on regularly scheduled day.
2. Replacement carrier provides Christmas assistance on Route K001 for 3.25 hours on Tuesday, Week 1; 6.75 hours on Friday, Week 1; and 4.50 hours on Saturday, Week 2.
3. On each of these days, the replacement carrier spends 3 hours on the street and travels 40 miles each day (in his/her own vehicle).
4. Prepare PS Form 1314-A using the actual route number (K001) on which service was performed.
5. Enter 10.00 hours in the Xmas Assist Work Hours block for Week 1, and 4.50 hours for Week 2. Do not include these hours in Actual Weekly Work Hours.
6. Enter EMA data in the appropriate Equipment Allowance blocks.
7. Do not enter any information to the bottom (relief carrier) section of the card.
8. If the replacement carrier provides Christmas assistance on more than one regular route, complete a separate PS Form 1314-A for each route on which Christmas assistance is provided.

DENNIS		D C		XX-XXXX		XXX-XX-XXXX		780	A998	P	04	01										
Name of Assigned Carrier				Finance Number				Social Security Number				Des/Act	Route No.	FLSA	Year	PP						
WK	Actual Weekly Hours		Work Days	Training Hours		Equipment Allowance				Leave - Whole Hours				N - No Service		Xmas Assist Work Hours						
1	Hours	100s		Hours	100s	Hours	Tr	Miles	GT	Annual	Sick	Other	COP	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hours	100s	
2	Hours	100s		Hours	100s	01	1	010													04	25
												Week 1 Information		Week 2 Information								
Des/Act	Name of Relief Carrier			Social Security Number			Actual Weekly Hours				Equipment Allowance				Actual Weekly Hours				Equipment Allowance			
							Hours	100s														
							Hours	100s														
							Hours	100s														
							Hours	100s														
							Hours	100s														
							Hours	100s														
This certifies that the above carrier rendered service in compliance with Postal regulations.				Postmaster's Signature				Date				Carrier's Initials										
				<i>J Jones</i>				12/27/03				<i>JJ</i>										

PS Form 1314-A, Jun 2000

AUXILIARY RURAL CARRIER TIME CERTIFICATE

**Exhibit 9. REPLACEMENT CARRIER PROVIDES CHRISTMAS ASSISTANCE ON AN AUXILIARY ROUTE**

1. Replacement carrier provides 3.00 hours Christmas assistance on Route A003 on Monday, Week 1; 1.25 hours Christmas assistance on Route A009 on Thursday, Week 1; and 2.50 hours Christmas assistance on Route A003 on Saturday, Week 2. All hours are worked in the office, except 1 hour on the street on Saturday, Week 2 (10 miles).
2. Prepare one PS Form 1314-A using route number A998 for all Christmas assistance hours on auxiliary routes.
3. Enter hours worked in the Xmas Assist Work Hours block. Do not include in Actual Weekly Work Hours.
4. Enter EMA data in the appropriate Equipment Allowance blocks.





## Handling Suspicious Mailpieces

Managers must continue to ensure that employees follow policies and procedures for handling suspicious mailpieces. The most recent incident involved the biotoxin ricin, a biochemical substance that is a potential terrorist threat.

Emergency action plans, as well as spill and leak standard operating procedures, must include instructions for handling suspicious mailpieces.

The recent tabletop exercises for “suspicious powder” contain guidance that you can apply to many incidents. See below for navigation information about where to find these tabletop exercises.

Members of the facility spill and leak teams have been trained at the OSHA First Responder operations level. Those team members *must not* take action beyond the defensive measures indicated in that training. If they suspect or confirm an emergency, they must retreat and call for expert assistance.

### Actions to Take

Review emergency action plans (EAPs), continuity of operations plans (COOPs), and crisis management plans (CMPs), and other plans to ensure that they contain guidance for initial action, isolations, evacuations, notifications, and so on.

Use tabletop exercises (based on the suspicious powder exercises) to ensure everyone in management knows what to do.

Remind employees to be alert for suspicious mailpieces.

Post Poster 84, *Suspicious Mail*, which is available on the Postal Service PolicyNet Web site; go to <http://blue.usps.gov>; click on *Posters*. It is also available on the Internet; go to [www.usps.com](http://www.usps.com); click on *About USPS & News*, then *Forms & Publications*, then *Browse All Periodicals & Publications*, and then *Posters* (either *PDF Format* or *Text Format*).

Here's what you should do if you see a suspicious letter or package:

- Don't touch it!
- Isolate the area, and keep others away.
- Tell your supervisor, postmaster, or manager.
- Notify the Postal Inspection Service, local law enforcement officials, or community first responders immediately.

And if you have any questions, please ask your supervisor.

### Resources Available to You on the Safety Resources Web Site

In addition to Postal Service regulations and policies, the following resources are available on the Safety Resources Web site. (Go to the Intranet at <http://blue.usps.gov>; click on *Headquarters*, and under “Human Resources,” click on *Safety Performance Management*, and then click on *Safety Resources*.)

- Emergency Action Plans (click on *Emergency Management*).
- Programs Guides for hazardous materials spill and leak programs at small and large facilities (click on *Program Management*).
- Suspicious powder tabletop exercises and checklists (click on *Emergency Management*).
- Links to OSHA and other web sites with information on emergency preparedness for all types of hazards, including biological and chemical terrorism (click on *Useful Links*).

— *Safety Performance Management, Employee Resource Management, 10-30-03*



# SUSPICIOUS MAIL

THESE TIPS CAN HELP PROTECT YOU, YOUR BUSINESS, AND YOUR MAILROOM

## IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE:

- 1** Handle with care. Don't shake or bump.
- 2** Isolate it immediately.
- 3** Don't open, smell, touch, or taste.
- 4** Treat it as suspect. Call local law enforcement authorities.



## IF YOU SUSPECT THE MAIL MAY CONTAIN:

**A BOMB:**  
 Evacuate Immediately  
 Call Police  
 Contact Postal Inspectors  
 Call Local Fire Department/HAZMAT Unit

**A RADIOLOGICAL THREAT:**  
 Limit Exposure — Don't Handle  
 Evacuate Area  
 Shield Yourself From Object  
 Call Police  
 Contact Postal Inspectors  
 Call Local Fire Department/HAZMAT Unit

**A BIOLOGICAL OR CHEMICAL THREAT:**  
 Isolate — Don't Handle  
 Evacuate Immediate Area  
 Wash Your Hands With Soap and Warm Water  
 Call Police  
 Contact Postal Inspectors  
 Call Local Fire Department/HAZMAT Unit

## Health Benefits Open Season

### FEHB on PostalEASE — New This Year!

The 2003 Federal Employees Health Benefits (FEHB) Open Season is scheduled for November 10 through December 9, 2003. For the first time, many open season changes may be made via self-service on *PostalEASE*. During this open season, eligible employees may make any one, or a combination of, the following changes:

- Enroll if not enrolled.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.
- Cancel enrollment.
- Change from pre-tax to post-tax payment of health insurance premiums, or vice versa.

Enrollment changes and new enrollments made during the 2003 open season will be effective January 10, 2004 (Pay Period 03-04).

### Distribution of Open Season Materials

#### Employees

Prior to the start of open season, the *2004 Guide to Federal Employees Health Benefits (FEHB) Plans* for (1) Career employees (RI 70-2); (2) Postal Inspection Service and Office of Inspector General (OIG) employees (RI 70-2IN); and (3) Certain Temporary (Noncareer) employees (RI 70-8PS) will be mailed from the national level to each employee's address of record. Each 2004 Guide includes:

- Instructions for using *PostalEASE* to make an Open Season election.
- An overview of FEHB Program eligibility requirements and election choices during open season.
- A table combining the FEHB permitting events that is shown on the current version of the SF 2809 and the IRS qualifying life status changes that allow pre-tax members to reduce or cancel FEHB coverage
- A comparison of biweekly premium costs of participating plans.
- An explanation of the pre-tax payment feature, including a revised listing of qualified life status changes.
- Enrollee survey results provided by the individual health plans.
- Information about accreditation of the key systems and processes that managed care organizations use.

#### Installations

Distribution of FEHB guides will be made as in previous years by Headquarters Compensation to customer service district offices, processing and distribution centers, airport mail centers, bulk mail centers, remote encoding centers, Office of the Inspector General and the Newark ISOSG.

Headquarters Compensation will arrange for personnel offices to receive an automatic distribution of the following:

- RI 70-2, *2004 Guide to FEHB Plans* (postal career employees) — NSN 7690-03-000-3774.
- RI 70-21N, *2004 Guide to FEHB Plans* (United States Postal Service (USPS) Inspectors and Office of Inspector General employees),
- RI 70-5, *2004 Guide to FEHB Plans* (temporary continuation of coverage and former spouses) — NSN 7690-03-000-3772.
- Most fee-for-service plan brochures,

The Rural Carrier Benefit Plan will arrange to distribute to District and Area Human Resources offices the following:

- RI 72-5, *Rural Carriers Benefit Plan* (individual plan brochure for the Rural Carriers closed enrollment fee-for-service plan) — NSN 7690-03-000-3809.

Order from Topeka MDC:

- RI 70-8 PS, *2004 Guide to FEHB Plans* (certain temporary/non-career employees) — NSN 7690-03-000-3754.

Offices may also requisition additional copies of *all guides from the Topeka MDC*.

Order from Headquarters Compensation Insurance Officer, if needed (limited supply):

- PS Form 8201, *Pre-Tax Health Insurance Premium Waiver/Restoration Form for Career Employees*.
- PS Form 8202, *Pre-Tax Health Insurance Premium Waiver/Restoration Form for Non-career Employees*.

Order directly from plan sponsors:

- Brochures for health maintenance organizations (HMOs) and Point of Service Plans (POSs).

**Additional Information**

Publication 12, *Health Benefits Open Season Administrative and Processing Information*, (November 2003) addresses FEHB open season administrative issues in more detail than the various guides. It contains information on:

- FEHB *PostalEASE* requirements.
- Open season materials, including details of when and how to requisition a residual supply of materials.
- Eligibility requirements for coverage.
- A list of FEHB health plan terminations and other significant changes.

- Comprehensive medical plan (HMO) contact information.
- Personnel processing information.
- Open season publicity material.

Publication 12 may be found on the Postal Service Intranet web site at the following URL address: <http://blue.usps.gov/cpim/ftp/pubs/pub12.pdf>

— *Compensation, Employee Resource Management, 10-30-03*

# Finance

*HANDBOOK F-1 REVISION*

## Credit and Debit Card Refunds, Retrievals, Chargebacks, Undercharges, and Overcharges

Effective October 1, 2003, Handbook F-1, *Post Office Accounting Procedures*, is revised to incorporate procedures for issuing refunds, retrievals, chargebacks, undercharges, and overcharges to credit card and debit card transactions.

We will incorporate these revisions into the next printed edition of Handbook F-1 and into the next update of the on-line version accessible on the Postal Service™ PolicyNet Web site at <http://blue.usps.gov>; click on *More References*; then *HBKs*.

### Handbook F-1, *Post Office Accounting Procedures*

\* \* \* \* \*

**3 Managing Postal Funds**

**31 Acceptable Payment for Postal Goods and Services**

\* \* \* \* \*

**317 Credit and Debit Cards**

\* \* \* \* \*

*[Revise the title and text of 317.5 to read as follows:]*

**317.5 Credit and Debit Card Amount Discrepancy**

The accounting service center (ASC) verifies daily credit and debit card transactions by comparing amounts reported on the unit's PS Form 1412 to the automated file generated by the card processor. Any difference requires an adjustment to the unit's expense account.

\* \* \* \* \*

*[Revise the title and text of 317.7 to read as follows:]*

**317.7 Issuing Refunds for Credit and Debit Cards**

All refunds and exchanges are processed at the postal retail unit or Post Office per the *Domestic Mail Manual* (DMM), Section PO14, Refunds and Exchanges. Postal Service refund and exchange policies are the same regardless of whether the payment method is cash, check, credit card, or debit card.

**317.71 Retrieval Requests**

A retrieval request is a request initiated by a customer's credit or debit card company for a legible copy of a credit or debit card receipt. The card company is required to fax a retrieval request to the ASC. The ASC, in turn, contacts the postal retail unit or Post Office where the original transaction occurred. The postal retail unit or Post Office must promptly locate the requested receipt, enlarge it on the photocopy machine, if possible, and fax or mail the photocopy of the information to the ASC.

**Note:** Processing a retrieval request is a time-sensitive procedure; the postal retail unit or Post Office postmaster, supervisor, or officer in charge must respond to the ASC immediately after receiving a request. Failure to do so could result in monetary loss of the sale and expense item for the postal retail unit or Post Office.

**317.72 Chargebacks**

A chargeback occurs when the bank debits the Postal Service for a previously settled credit/debit card transaction. If this occurs, the ASC will contact the postal retail unit or Post Office postmaster, supervisor, or officer in charge for documentation of the transaction. If the chargeback is not

resolved, the ASC will expense the disputed amount to the postal retail unit or Post Office. If a Sales and Service associate (SSA) accepted the credit card incorrectly, the postal retail unit or Post Office is responsible for initiating collection procedures to clear the expense.

**Note:** Do not give the customer a copy of the Postal Service's credit or debit receipt. If a customer requests a copy of the receipt, refer the customer to his or her bank for assistance. A chargeback must be disputed within the time frame established by the credit card company. The postal retail unit or Post Office postmaster, supervisor, or officer in charge must respond to a chargeback immediately after receiving a request. Failure to do so could result in monetary loss of the sale and expense for the postal retail unit or Post Office.

### 317.8 Overcharges

*[Revise the title and text of 317.81 to read as follows:]*

#### 317.81 Credit Card Overcharges

##### Same Day

If a customer reports an error on the day of the transaction, the transaction should be voided and the card reprocessed for the correct amount.

**Note:** A credit card void must be processed by the same SSA, on the same day, and on the same terminal as the original transaction.

If the original SSA is not available follow the procedures for Subsequent Day.

##### Subsequent Day

If a customer reports an error after the day of the transaction, then the postmaster, supervisor, or designated employee at the postal retail unit or Post Office verifies that the customer card was overcharged. If the customer card was overcharged, the postal employee who completed the original transaction enters the overcharged amount into AIC 247, Financial Difference—Overage. The postal retail unit or Post Office then calls the Accounting Help Desk to obtain information about the documentation required to process the adjustment.

**Note:** ASCs are the only facilities authorized to issue credit to card companies for transactions that originate at postal retail units and Post Offices.

*[Revise the title and text of 317.82 to read as follows:]*

#### 317.82 Credit Card Undercharges

If a customer reports an error on the day of the transaction, then void the transaction and reprocess the card for the correct amount.

**Note:** A credit card void must be processed by the same SSA, on the same day, and on the same terminal as the original transaction.

If the original SSA is not available follow the procedures for Subsequent Day.

##### Subsequent Day

If a customer credit card undercharge error is identified on a subsequent day, there are no provisions to recharge the customer. It is a violation of credit card rules and regulations to charge a customer without his or her knowledge or consent.

*[Insert 317.83 to read as follows:]*

#### 317.83 Debit Card Overcharges

##### Same Day

If a customer reports an error on the day of the transaction, the postmaster, supervisor, or designated employee of the postal retail unit or Post Office will verify the debit card transaction by reviewing customer transaction receipt with the Postal Service employee's debit card transaction receipt. If the customer's debit card was overcharged, the postal employee who completed the original transaction must follow these steps:

- 1> Complete PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*. Write "debit overcharge" on the form, and include the debit card receipt information, the amount overcharged, and the signature of the supervisor or designated employee.
- 2> Issue the customer a cash refund or no-fee postal money order for overcharged amount. If cash is given, write the amount on PS Form 3533. If a money order is issued, record the amount and money order number on PS Form 3533. Have the customer sign PS Form 3533. **Note:** Do not make refund or disbursement entries on PS Form 1412.
- 3> Staple original debit card receipt to PS Form 3533 and submit it at close of business with all documents associated with PS Form 1412.
- 4> Ensure that AIC 772 on the PS Form 1412 matches the debit transaction amount from the debit card terminal.

**Example:** (This example applies to both POS ONE and IRT offices.) A customer purchases \$3.70 in stamps and the Postal Service employee enters \$37.00 when completing the debit card transaction on the terminal. Debit card transaction receipt reflects \$37.00. The Postal Service owes the customer an overcharge amount of \$33.30. Complete PS Form 3533 and give the customer cash or issue a no-fee money order.

If the SSA issues a cash refund, then the charges are recorded as follows:

AIC (090) Postage Sales	\$3.70	AIC (772) Debit Card	\$37.00
		AIC (752) Cash Remitted	-\$33.30

**Note:** AIC 752 will automatically decrease by \$33.30. This will balance the PS Form 1412.

If the SSA issues a no-fee money order, then the charges are recorded as follows:

AIC (090) Postage Sales	\$3.70	AIC (772) Debit Card	\$37.00
AIC (100) Domestic Money Order	\$33.30	AIC (586) No-Fee Money Order	\$0.90
AIC (101) Money Order Fee	\$0.90		

**Note:** This will not affect AIC 752, Cash Remitted.

**Subsequent Day**

If a customer reports an error after the day of the transaction, the postmaster, supervisor, or designated employee of the postal retail unit or Post Office verifies whether the debit card transaction was overcharged. If the customer’s debit card was overcharged the Postal Service employee who completed the original transaction enters the overcharged amount into AIC 247, Financial Differences—Overage. The employee then processes the adjustment by following section 317.81, Credit Card Overcharges, Subsequent Day.

\* \* \* \* \*

— Revenue and Field Accounting, Finance, 10-30-03

HANDBOOK F-1 REVISION

**Examining Stamp Vending Equipment**

Effective October 1, 2003, Handbook F-1, *Post Office Accounting Procedures*, is revised to incorporate procedures for the examination of vending equipment located in postal retail units, Post Offices™, or offsite locations.

We will incorporate these revisions into the next printed edition of Handbook F-1 and into the next update of the on-line version accessible on the Postal Service™ PolicyNet Web site at <http://blue.usps.gov>; click on *More References*; then *HBKs*.

**Handbook F-1, Post Office Accounting Procedures**

\* \* \* \* \*

**4 Managing Accountable Paper**

\* \* \* \* \*

**42 Managing Accountable Paper at Stations, Branches, and Post Offices With Stamp Accountability**

\* \* \* \* \*

**429 Conducting Examinations**

\* \* \* \* \*

**429.4 Examining Stamp Vending Equipment**

[Revise the text of 429.4 to read as follows:]

Use PS Form 3293, *Retail Vending Credit Examination*, for counts.

If...	Then...
An overage exists,	Record the overage amount in AIC 175, Vending Machine Overage, with an offset entry to AIC 096, Vending Equipment Postage Sales, on the vending PS Form 1412. This will bring the vending machine back into balance and no further adjustment is necessary.  For financial discrepancies of \$100.00 or more, the supervisor must submit PS Form 571, <i>Discrepancy of \$100.00 or More in Financial Responsibility</i> , to the Inspection Service. The servicing person must submit acceptable documentation supporting the overage to the postmaster. The documentation must include all necessary forms, copies, and statements pertaining to the overage.
A shortage exists,	Record the shortage amount in AIC 612, Vending Machine Shortage, with an offset entry to AIC 096, Vending Equipment Postage Sales, on the vending PS Form 1412. This will bring the vending machine back into balance and no further adjustment is necessary.  For financial discrepancies of \$100.00 or more, the supervisor must submit PS Form 571 to the Inspection Service. The servicing person must submit acceptable documentation supporting the shortage to the postmaster. The documentation must include all necessary forms, copies, and statements pertaining to the shortage.

See also Handbook PO-102, *Self Service Vending Operational and Marketing Program*, Chapter 6, Examining Self Service Vending Credit.

\* \* \* \* \*

— Revenue and Field Accounting, Finance, 10-30-03

## HANDBOOK M-32 REVISION

**Stand-by Operations**

Effective October 30, 2003, Handbook M-32, *Management Operating Data Systems*, is revised to emphasize the need for accurate accounting and use of stand-by operations to record nonproductive bargaining unit guaranteed hours.

We will incorporate these revisions into the next printed edition of Handbook M-32 and also into the online version of the handbook, which is accessible at the Postal Service™ PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *HBKs*.

**Handbook M-32, Management Operating Data Systems**

	*	*	*	*	*
<b>3</b>	<b>Work Hours</b>				
	*	*	*	*	*
<b>3-4</b>	<b>Specific Clocking Procedures</b>				
	*	*	*	*	*

[Revise title and text of 3-4.4 to read as follows:]

**3-4.4 Stand-by Hours and Operations**

Paid hours guaranteed by contractual agreements with the bargaining units that cannot be applied to performance of work must be recorded as nonproductive work hours using stand-by operation numbers.

**3-4.4.1 Definitions**

*Stand-by hours* are hours recorded for which career bargaining unit employees are guaranteed work hours, as required by applicable national labor agreements, but for which there is insufficient work available. Normally, stand-by time is used for unplanned, low-work-volume periods on a particular day or days, or unplanned events such as equipment or communication breakdowns. Other examples include idle time as a result of storms, power failures, and lack of work. Stand-by hours do not include nonproductive time for temporary equipment breakdowns of 10 minutes or less.

*Stand-by operations* are designated by operation numbers specifically provided for recording nonproductive hours in Section 3-4.4.6 and Appendix A.

**3-4.4.2 Applicability to Facilities**

This policy applies to bargaining unit work hours in Function 1 processing facilities, such as processing and distribution centers/facilities, bulk mail centers, and air mail centers or facilities; in Function 2 installations, such as Post

Offices™, stations, and delivery distribution units; and in Function 4 retail units and central forwarding units.

Generally, remote encoding centers must use staffing flexibilities provided by their transition employee workforce to adjust to workload fluctuations. However, equipment and communication failures that are expected to be overcome, but meet the definition of nonproductive time above, are appropriate conditions for stand-by operations at remote encoding centers.

**3-4.4.3 Responsibility**

The vice president of Network Operations Management provides the policy direction and the reporting systems and operation numbers for recording all types of workhours, including those for stand-by operations.

Field site managers and supervisors have responsibility for directing and ensuring the accurate recording of nonproductive hours.

**3-4.4.4 Use of Stand-by Operations**

Recording of stand-by time is encouraged, when necessary, to accurately account for employee paid hours that cannot be used for productive work activity. Accurate recording produces a true picture of workload and productivity and is preferred over the concept of “keep employees busy” during short periods of no work in a day or a portion of the day.

Stand-by operations are intended for short-term use in response to situations that are not likely to continue.

Field managers must monitor stand-by time use on an ongoing basis to ensure that staffing and scheduling match workload requirements and must make adjustments as necessary to minimize nonproductive time.

Regular use of stand-by time for groups of employees or at regular time periods, or frequent use of Article 7.2.C provisions in national agreements, indicates a need for staffing adjustments. In those situations, stand-by operations should be used as necessary while complying with contract notice periods related to employee schedule, category, or excessing changes.

**3-4.4.5 Placing Employees on Stand-by Operations**

Employees who are directed to clock onto stand-by operations are “on the clock” and subject to the same direction, supervision, and work rules as when assigned to productive operations. Employees on stand-by should remain in the work facility in an area removed from normal work activity, such as in a break or meeting room, cafeteria, or an area designated for stand-by use. Employees must remain

ready to assume normal work activities as needed and directed by supervisors.

**3-4.4.6 Stand-by Operation Numbers**

The following operations numbers should be used to record stand-by hours:

MODS	
340	Stand-by — Mail Processing
353	Stand-by — Customer Service
354	Stand-by — Delivery Service
Productivity Information Management System	
300	Stand-by — Bulk Mail Centers

\* \* \* \* \*

— *Operations Technical Support,  
Network Operations Management, 10-30-03*

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# Information Technology

## HANDBOOK REVISION

### Handbook AS-805, Information Security

Handbook AS-805, *Information Security*, Section 9-7.9.3, Time-out Requirements (Re-authentication), is revised as follows to address inactivity time-out standards for workstations, applications, and remote access.

We will incorporate these revisions into the online version of this handbook available on the Potal Service™ PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *HBKs*.

### Handbook AS-805, Information Security

\* \* \* \* \*

#### 9 Information Security Services

\* \* \* \* \*

#### 9-7 Authentication

\* \* \* \* \*

#### 9-7.9 Session Management

\* \* \* \* \*

#### 9-7.9.3 Time-out Requirements (Re-authentication)

[Revise 9-7.9.3 to read as follows:]

##### 9-7.9.3.1 Workstations

The inactivity time-out standard for *all* Postal Service workstations is *15 minutes*. After 15 minutes of inactivity, the time-out event must, where the platform permits, automatically engage the password-protected screen saver or blank the screen and lock the keyboard to allow only the keying of the appropriate password. Manual re-authentication must be required before access to the workstation is re-established.

##### 9-7.9.3.2 Applications

The inactivity time-out standard for *all* application sessions must be set at a minimum of *30 minutes*, unless *business and operational necessities dictate an extension on the period of inactivity*. The business and operational needs and the risks associated with any extension of the 30-minute standard must be reviewed, approved, and documented in the ISA process.

##### 9-7.9.3.3 Remote Access

For remote access, the communications session will be limited to 2 hours. After 2 hours, the workstation will be disconnected from the network. The normal workstation inactivity time-out standard described above applies.

\* \* \* \* \*

— Corporate Information Security Office,  
Information Technology, 10-30-03

# International Mail

IMM AND PUBLICATION 51 REVISIONS

## Japan — New Weight Limit for Parcel Post

Effective October 30, 2003, the *International Mail Manual* (IMM) and Publication 51, *International Postage Rates and Fees*, are revised to reflect a new weight limit of 66 pounds for international airmail and economy (surface) mail parcel post to Japan. Previously, the weight limit was 44 pounds.

We will incorporate these revisions into the printed version of IMM 30 and into the next printed version of Publication 51, and also into the online versions of the IMM and Publication 51, both of which can be accessed via Postal Explorer at <http://pe.usps.gov>.

### International Mail Manual (IMM)

\* \* \* \* \*

### Country Conditions for Mailing

\* \* \* \* \*

### Japan

\* \* \* \* \*

### Airmail Parcel Post Rates

[Revise the Airmail Parcel Post Rates table by adding weights and rates from 45 pounds to 66 pounds and by changing the last line, to read as follows:]

Weight Not Over (lbs.)	Parcel Post Rate
* * * * *	
45	\$165.50
46	168.80
47	172.10
48	175.40
49	178.70
50	182.00
51	185.30
52	188.60
53	191.90
54	195.20
55	198.50
56	201.80
57	205.10
58	208.40
59	211.70
60	215.00
61	218.30
62	221.60
63	224.90
64	228.20
65	231.50

Weight Not Over (lbs.)	Parcel Post Rate
66	234.80
Weight Limit: 66 lbs.	

\* \* \* \* \*

### Economy Mail Parcel Post Rates

[Revise the Economy Mail Parcel Post Rates table by adding weights and rates from 45 pounds to 66 pounds and by changing the last line, to read as follows:]

Weight Not Over (lbs.)	Parcel Post Rate
* * * * *	
45	\$63.75
46	64.65
47	65.55
48	66.45
49	67.35
50	68.25
51	69.15
52	70.05
53	70.95
54	71.85
55	72.75
56	73.65
57	74.55
58	75.45
59	76.35
60	77.25
61	78.15
62	79.05
63	79.95
64	80.85
65	81.75
66	82.65
Weight Limit: 66 lbs.	

\* \* \* \* \*

### Publication 51, International Postal Rates and Fees

\* \* \* \* \*

### Rate Tables

\* \* \* \* \*

**Table 9: Parcel Post**

**Table 9a: Airmail Parcel Post**

[Revise the column for Rate Group 4, which is for Japan, by adding prices for weights from 45 pounds to 66 pounds, to read as follows:]

Weight Not Over (lbs.)	Parcel Post Rate
45	\$165.50
46	168.80
47	172.10
48	175.40
49	178.70
50	182.00
51	185.30
52	188.60
53	191.90
54	195.20
55	198.50
56	201.80
57	205.10
58	208.40
59	211.70
60	215.00
61	218.30
62	221.60
63	224.90
64	228.20
65	231.50
66	234.80

\* \* \* \* \*

**Table 9b: Economy (Surface) Parcel Post**

[Revise the column for Rate Group 4, which is for Japan, by adding prices for weights from 45 pounds to 66 pounds, to read as follows:]

Weight Not Over (lbs.)	Parcel Post Rate
45	\$63.75
46	64.65
47	65.55
48	66.45
49	67.35
50	68.25
51	69.15
52	70.05
53	70.95
54	71.85
55	72.75
56	73.65
57	74.55
58	75.45
59	76.35
60	77.25
61	78.15
62	79.05
63	79.95
64	80.85
65	81.75
66	82.65

\* \* \* \* \*

**Country Listing**

\* \* \* \* \*

[Revise the entry for Japan to read as follows (showing a revision in the "Parcel Post Max. Weight Limit (lb.)" column):]

Country	EMS Rate Group	EMS Max. Weight Limit (lb.)	Airmail Parcel Post Rate Group	Economy (Surface) Parcel Post Rate Group	Parcel Post Max. Weight Limit (lb.)	Parcel Post Insurance Indemnity Limit (\$)	Letter-post Rate Group *	GXG Rate Group
Japan	4	66	4	4	66	5000	4 *	-

IMM REVISION

**Revised U.S. Exchange Office Code**

Effective October 30, 2003, *International Mail Manual* (IMM) 292.455 is revised to reflect a change to a U.S. exchange office code.

We will incorporate this revision into the printed version of IMM 30 and also into the online version of the IMM, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

**International Mail Manual (IMM)**

	*	*	*	*	*
<b>2</b>	<b>Conditions for Mailing</b>	*	*	*	*
<b>290</b>	<b>Commercial Services</b>	*	*	*	*
<b>292</b>	<b>International Priority Airmail Service</b>	*	*	*	*
<b>292.4</b>	<b>Preparation Requirements for Individual Items</b>	*	*	*	*
<b>292.45</b>	<b>Sacking Requirements</b>	*	*	*	*

**292.455 Preparation Requirements for Canada**

\* \* \* \* \*

[Revise the example in 292.455a to read as follows:]

**Example:**

MONTREAL QC FWD	003
IPA	
ABC COMPANY NEW YORK NY	

\* \* \* \* \*

**Exhibit 292.455 Canadian Labeling Information**

[Revise Exhibit 292.455 by changing the U.S. Exchange Office Code in the first entry so that the entire first entry reads as follows:]

Origin ZIP Code	Exchange Office	Canadian Destination	U.S. Exchange Office Code
004-005, 010-089, 100-129, 150-268, 270-297, 400-418, 420-427, 470-471, 476-477	JFK	MONTREAL QC FWD	003

\* \* \* \* \*

— International Network Operations,  
Network Operations Management, 10-30-03

ICM UPDATES

**International Customized Mail**

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 8 ICM updates appear here.

On August 4, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** August 18, 2003, through August 17, 2006.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$60,000 in postage for EMS.

- f. **Worksharing:** The Mailer has agreed to:
  1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
  2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On August 4, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated September 9, 2002. The Agreement was published on page 72 of *Postal Bulletin* 22086 (10-03-02). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and now makes public the following information regarding this Amendment:

- a. **Term:** September 23, 2002, through September 24, 2004.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** *All other provisions of the Agreement shall remain in force.*

On August 18, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** September 1, 2003, through August 31, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$12,000 in postage for EMS.

On August 11, 2003, the Postal Service entered into an International Customized Mail (ICM) service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 297.4, the USPS hereby makes public the following information concerning the Agreement:

- a. **Term:** August 9, 2003, through August 31, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
  1. Furnish Mailer with the equipment and supplies necessary for the use of Qualifying Mail.
  2. Provide Mailer with the preparation requirements for Qualifying Mail and any training necessary to prepare Qualifying Mail in conformity with Postal Service requirements.
  3. Arrange with carriers to transport Qualifying Mail to international destinations for delivery by the appropriate authority.
  4. Provide Mailer with a Corporate Account Mailing Statement at the end of each postal accounting period.

f. **Worksharing:** The Mailer has agreed to:

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

#### Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

e. **Minimum volume commitment:** The Mailer has agreed to tender a minimum of 25,000 pieces of Qualifying Mail on an annualized basis.

f. **Worksharing:** The Mailer has agreed to:

1. Pay postage for EMS in accordance with the payment methods referenced in IMM 220 and DMM P500 except as those requirements conflict with the terms of the Agreement.
2. Use a dedicated EMCA for payment of all Qualifying Mail shipments under this Agreement.
3. Use the EMCA number on all EMS shipments in lieu of affixing postage.
4. Provide the Postal Service with notification of each dedicated EMCA number used for Qualifying Mail before the first date of mailing.

g. **Rates:** The Mailer has agreed to pay postage for Qualifying Mail at a discount of thirteen and one half percent (13.5%) off the nondiscounted published rate.

On August 8, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** August 22, 2003, through August 21, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 1,000 pieces of EMS or \$20,000 in postage for EMS..

On August 18, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** September 1, 2003, through August 31, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$12,000 in postage for EMS.

f. **Worksharing:** The Mailer has agreed to:

- 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
- 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off of non-discounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

f. **Worksharing:** The Mailer has agreed to:

- 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
- 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On August 18, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** September 1, 2003, through August 31, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$20,000 in postage for EMS.

On July 29, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** August 12, 2003, through August 11, 2005.
- b. **Type of mail:** Global Express Mail (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$12,000 in postage for EMS.
- f. **Worksharing:** The Mailer has agreed to:
  1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
  2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

f. **Worksharing:** The Mailer has agreed to:

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

— Pricing Strategy,  
Pricing and Classification, 10-30-03

## Global Customs Forms Web Tools

The United States Postal Service® now has two new Web Tools designed to provide internet customers with the ability to generate and print customs forms from their personal computers.

The first of these new applications produces a black-and-white copy of PS Form 2976, *Customs Declaration CN 22 — Sender's Declaration*, which has an edition date of January 2004 and has the legend "Letter-Post" printed on it. PS Form 2976 is slightly modified from the printed Postal Service™ version that has an edition date of June 1997.

The second of these new applications produces a version of PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72* (October 2001). The Web Tool-produced version is unchanged from the printed Postal Service version with the required number of copies.

Users can view images of the customs forms (which are similar to the Web Tool-produced versions) at [www.usps.com/global/customs.htm](http://www.usps.com/global/customs.htm) — click on the links under "Declaration Forms."

At this time, users can print out only copies of these forms. At a later date, the Postal Service will offer the ability to complete and print out these customs forms online.

The criteria for using these customs forms are unchanged and appear in section 123 of the *International Mail Manual* (IMM), which is available online at <http://pe.usps.gov>. Retail offices must handle these Web-based customs forms the same way they do the Postal Service-printed versions of the customs forms.

Mailers who want information on how to integrate the online customs forms applications can go to the Web Tools site at [www.uspswebtools.com](http://www.uspswebtools.com) or may e-mail their request to [webtools@usps.com](mailto:webtools@usps.com).

The Postal Service will revise PS Form 2976 and PS Form 2976-A next year to comply with Universal Postal Union (UPU) and World Customs Organizations (WCO) requirements. Look for a future *Postal Bulletin* notice announcing these changes.

— *International Product Development,  
Product Development, 10-30-03*

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You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBuy.

Promotion. Postal Service Official Licensed Products



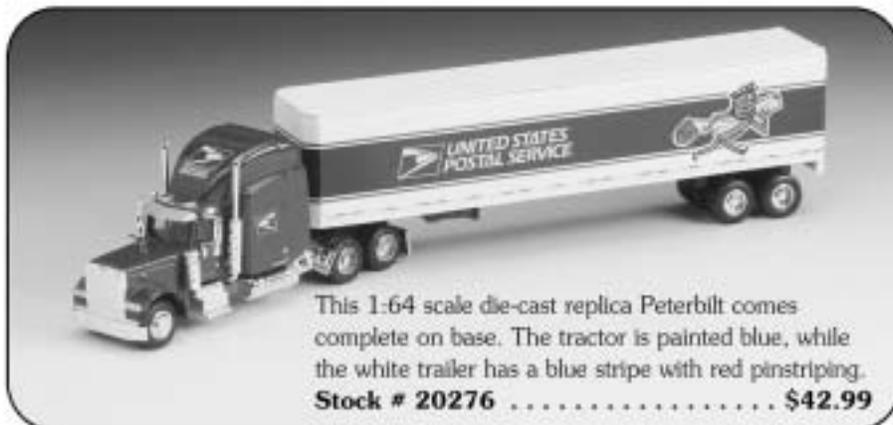
## Officially Licensed United States Postal Service® Die-Cast Collectibles



Above: This 1:25 scale die-cast replica 1938 Studebaker Van features opening doors and rear doors. The fenders are painted red with the lower body painted blue with a red stripe. The U.S. Mail® logos are imprinted in metallic gold.  
**Stock # 20232 . . . . . \$29.99**



Below: This 1:25 scale die-cast replica 1947 International Pickup features opening cab doors and hood. The blue fenders and two-tone red and white body compliment the metallic gold imprinted logos and mailbags in the truck bed.  
**Stock # 20296. . . . . \$29.99**



This 1:64 scale die-cast replica Peterbilt comes complete on base. The tractor is painted blue, while the white trailer has a blue stripe with red pinstriping.  
**Stock # 20276 . . . . . \$42.99**

To order any of these collectibles contact Liberty Classics at  
1860 West Winchester Suite 103, Libertyville, IL 60048  
Phone 847-367-1288 • Fax 847-367-1295 • [www.libertyclassics.com](http://www.libertyclassics.com)  
**FREE SHIPPING WITHIN THE CONTINENTAL UNITED STATES.**  
Wholesale pricing is available in case quantities of 6 units.

Products featured in this promotion are for individual purchases or Postal Service promotional events. These items are *not* for resale in Postal Service retail stores.

You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBuy.

Promotion. Postal Service Official Licensed Products



# USPS Products

P113B Custom Pen \$4.75



**ALL KEYCHAINS \$2.90**  
Engrave your Post Office™ name on the back of the Key tag



Custom Gift Sets \$8.75



K6623 Trillium Key Tag



K089 Flashlight Key Tag



K076 Millenium Key Tag



O101 Wreath Ornament \$5.50



C103 Crystal Cube \$12.00



K2008 Millenium Key Tag



K2011 Millenium Key Tag



Lapel Pins \$1.10



O104 Globe Ornament \$5.50

## Concord Industries, Inc.

19 Willard Rd. Norwalk, CT 06851

Tel: 800-553-9824 Fax: 203-750-6057 Web: [www.uspsproducts.com](http://www.uspsproducts.com)

Products featured in this promotion are for individual purchases or Postal Service promotional events. These items are *not* for resale in Postal Service retail stores.

You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBuy.

## Philately

### Pictorial Cancellations Announcement

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

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

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® post-

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

Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL CANCELLATIONS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP+4 CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP+4 code).

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

The following cancellation contained the incorrect state abbreviation in the address to the right of the graphic (in *Postal Bulletin* 22113, 10-16-03, page 74). The corrected address appears here.



**October 25, 2003**  
**Wooden Boat Festival**  
**Station**  
**Madisonville, LA 70447**

October 25–26, 2003

*Madisonville Wooden Boat Festival*

MADISONVILLE WOODEN BOAT FESTIVAL STATION  
 POSTMASTER  
 100 COVINGTON ST  
 MADISONVILLE LA 70447-9998

The following cancellations have been extended for 30 days.



September 22, 2003  
 Sociedad Filatelica de Puerto Rico Capitulo 342 de la American Philatelic Society  
 PURIPEX 2003 CENTENNIAL STATION  
 POSTMASTER  
 PICTORIAL CANCELLATION COORDINATOR  
 585 AVE FD ROOSEVELT STE 223  
 SAN JUAN PR 00936-9996



October 6, 2003  
 Postal Service  
 CELEBRATION STATION  
 POSTMASTER  
 20512 TODD AVE  
 BATTERY PARK VA 23304-9998



September 27-28, 2003  
 Howard Co. Antique Farm Machinery Club  
 FARM HERITAGE DAYS STATION  
 POSTMASTER  
 10501 OLD FREDERICK RD  
 WOODSTOCK MD 21163-9998



October 9, 2003  
 Museo de Arte Contemporaneo de Puerto Rico  
 MUSEO DE ARTE CONTEMPORANEO DE PUERTO RICO STATION  
 POSTMASTER  
 PICTORIAL CANCELLATION COORDINATOR  
 585 AVE FD ROOSEVELT STE 223  
 SAN JUAN PR 00936-9996



October 2, 2003  
 Estado Libre Asociado de Puerto Rico Departamento de Recursos Naturales y Ambientales  
 Administración de Asuntos de Energía  
 CONSERVACION DE ENERGIA STATION  
 POSTMASTER  
 PICTORIAL CANCELLATION COORDINATOR  
 585 AVE FD ROOSEVELT STE 223  
 SAN JUAN PR 00936-9996



October 10, 2003  
 GLEN ROCK STATION  
 POSTMASTER  
 143 EAST RIDGEWOOD AVE  
 RIDGEWOOD NJ 07451-9998



October 4-5, 2003  
 Postal Service  
 FALL FESTIVAL STATION  
 CRC  
 101 25TH ST  
 NEWPORT NEWS VA 23607-9998



October 11-13, 2003  
 Postal Service  
 VAPEX STATION  
 CRC  
 PO BOX 2156  
 VIRGINIA BEACH VA 23450-9998



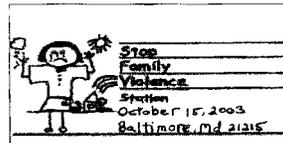
October 6, 2003  
 200TH YEAR ANNIVERSARY STATION  
 POSTMASTER  
 101 RAILROAD AVE  
 EAST NEW MARKET MD 21631-9998



October 12, 2003  
 Postal Service  
 VAPEX STATION  
 CRC  
 PO BOX 2156  
 VIRGINIA BEACH VA 23450-9998



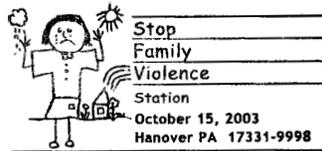
October 14, 2003  
 STOP FAMILY VIOLENCE STATION  
 POSTMASTER  
 6701 WINTON BLOUNT BLVD  
 MONTGOMERY AL 36119-9998



October 15, 2003  
 STOP FAMILY VIOLENCE STATION  
 POSTMASTER  
 3500 DOLFIELD RD  
 BALTIMORE MD 21215-9715



October 15, 2003  
 STOP FAMILY VIOLENCE STATION  
 POSTMASTER  
 250 ST JOSEPH ST  
 MOBILE AL 36601-9813



October 15, 2003  
 Postal Service  
 STOP FAMILY VIOLENCE STATION  
 POSTMASTER  
 PO BOX 9998  
 HANOVER PA 17331-9998



October 15, 2003  
 Coalition Against Domestic Violence  
 AR COALITION AGAINST DOMESTIC VIOLENCE STATION  
 POSTMASTER  
 PO BOX 9998  
 LITTLE ROCK AR 72206-9998



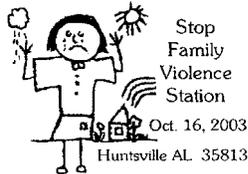
October 15, 2003  
 City of Cincinnati  
 TALL STACKS STATION  
 POSTMASTER  
 1591 DALTON AVE  
 CINCINNATI OH 45202-9998



October 15, 2003  
 Lubec Coalition for the Prevention  
 of Intimate Partner Violence  
 DOMESTIC VIOLENCE  
 AWARENESS STATION  
 POSTMASTER  
 9 WASHINGTON ST  
 LUBEC ME 04652-9998



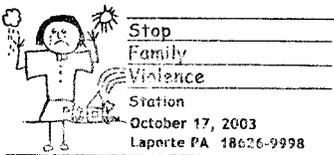
October 18, 2003  
 Crossroads Stamp Show  
 CROSSROADS STAMP SHOW  
 STATION  
 POSTMASTER  
 195 SYKES MOUNTAIN AVE  
 WHITE RIVER JUNCTION VT  
 05001-9998



October 16-17, 2003  
 STOP FAMILY VIOLENCE  
 STATION  
 POSTMASTER  
 3408 WALL TRIANA HWY  
 HUNTSVILLE AL 35813-9813



October 18-19, 2003  
 MOTOPEX-03 STATION  
 POSTMASTER  
 26200 FORD RD  
 DEARBORN HEIGHTS MI  
 48127-9998



October 17, 2003  
 Postal Service  
 STOP FAMILY VIOLENCE  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 LAPORTE PA 18626-9998

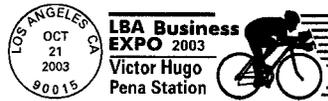


October 20, 2003  
 Postal Service  
 VICTOR HUGO PENA STATION  
 POSTMASTER  
 325 NORTH MAPLE DR  
 BEVERLY HILLS CA  
 90210-9998



USS IWO JIMA Reunion Station  
 LPH-2 LHD-7  
 Oct 18, 2003  
 Norfolk VA 23513-9998

October 18, 2003  
 Postal Service  
 USS IWO JIMA REUNION  
 STATION  
 CRC  
 2600 ELTHAM AVE STE 109  
 NORFOLK VA 23513-2501



October 21, 2003  
 Postal Service  
 VICTOR HUGO PENA STATION  
 RETAIL MANAGER  
 7001 SOUTH CENTRAL AVE RM  
 338  
 LOS ANGELES CA 90052-9602



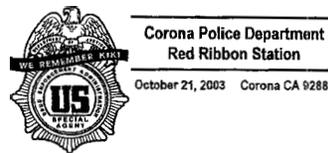
October 18, 2003  
 Autumn of the River Festival  
 BETHLEHEM STATION  
 POSTMASTER  
 PO BOX 9998  
 BETHLEHEM IN 47104-9998



October 21, 2003  
 TOMAHAWK WI STATION  
 POSTMASTER  
 PO BOX 9998  
 TOMAHAWK WI 54487-9998



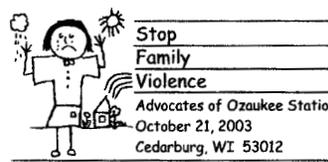
October 18, 2003  
 Burnt Cabins Civics Association  
 BURNT CABINS STATION  
 POSTMASTER  
 PO BOX 9998  
 BURNT CABINS PA 17215-9998



October 21, 2003  
 CORONA POLICE  
 DEPARTMENT RED RIBBON  
 STATION  
 POSTMASTER  
 414 WEST GRAND BLVD  
 CORONA CA 92878-9998



October 18, 2003  
 Champaign Urbana Stamp Club  
 CUPEX STATION  
 POSTMASTER  
 2001 NORTH MATTIS AVE  
 CHAMPAIGN IL 61821-9998



October 21, 2003  
 STOP FAMILY VIOLENCE  
 ADVOCATES OF OZAUKEE  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 CEDARBURG WI 53012-9998

**Take Back the Night**



Take Back the Night Station

October 22, 2003  
Jacksonville, FL 32203  
Jacksonville Landing

Jacksonville

October 22, 2003

Postal Service

TAKE BACK THE NIGHT  
STATION  
POSTMASTER  
1100 KINGS RD  
JACKSONVILLE FL 32203-9998



LEWIS & CLARK BICENTENNIAL COMMITTEE

October 25-28, 2003

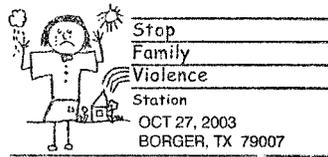
Lewis & Clark Bicentennial  
Committee

WEST POINT STATION  
POSTMASTER  
PO BOX 9998  
WEST POINT KY 40177-9998



October 22, 2003

BAY BEACH WILDLIFE  
SANCTUARY STATION  
POSTMASTER  
PO BOX 9998  
GREEN BAY WI 54303-9998



October 27, 2003

Borger Post Office  
STOP FAMILY VIOLENCE  
STATION  
POSTMASTER  
500 SOUTH MCGEE ST  
BORGER TX 79007-9998



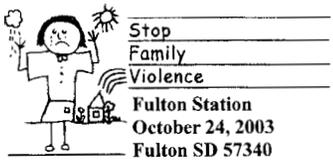
October 23, 2003

HAVE FUN COLLECTING  
MONTH STATION  
POSTMASTER  
231 SOUTH MAIN  
HALIFAX VA 24558-9998



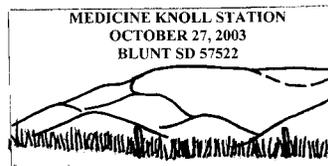
October 27, 2003

STOP FAMILY VIOLENCE  
WAYNE STATE UNIVERSITY  
STATION  
POSTMASTER  
GEORGE W YOUNG FINANCE  
UNIT  
1401 WEST FORT ST  
DETROIT MI 48233-9998



October 24, 2003

Postal Service  
STOP FAMILY VIOLENCE  
FULTON STATION  
POSTMASTER  
PO BOX 9998  
FULTON SD 57340-9998



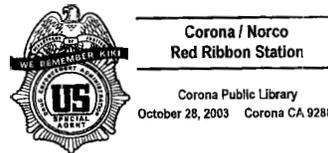
October 27, 2003

Postal Service  
MEDICINE KNOLL STATION  
POSTMASTER  
PO BOX 9998  
BLUNT SD 57522-9998



October 25, 2003

City of Sugar Hill  
FALL FESTIVAL 2003 STATION  
POSTMASTER  
2030 BUFORD HWY  
BUFORD GA 30518-9998



October 28, 2003

CORONA NORCO RED RIBBON  
STATION  
POSTMASTER  
414 WEST GRAND BLVD  
CORONA CA 92878-9998



October 25, 2003

Friends of the Wardsboro Library  
GILFEATHER TURNIP FESTIVAL  
STATION  
POSTMASTER  
861 RTE 100  
WARDSBORO VT 05355-9998



October 29-30, 2003

Tulsa City County Library  
100 YEARS OF FLIGHT STATION  
POSTMASTER  
333 WEST 4TH  
TULSA OK 74103-9998



October 25, 2003

Bismarck, AR, HealthCenter  
STATION  
POSTMASTER  
PO BOX 9998  
BISMARCK AR 71929-9998



October 31, 2003

Reptile Museum  
REPTILE MUSEUM STATION  
POSTMASTER  
PO BOX 9998  
HICKSVILLE NY 11802-9998

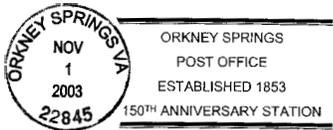


November 1, 2003  
 Airport Extravaganza/Chamber of Commerce  
 AIRPORT EXTRAVAGANZA STATION  
 POSTMASTER  
 640 EAST NEW HAVEN AVE  
 MELBOURNE FL 32901-9998

**Veteran Station**  
 November 7 2003  
 Burseson Texas 76028-9998



November 7, 2003  
 Postal Service  
 VETERAN STATION  
 POSTMASTER  
 232 SOUTHWEST JOHNSON AVE  
 BURLESON TX 76028-9998



Fall Country Jamboree Station



Barberville, FL 32105  
 November 1, 2003

November 1, 2003  
 Postal Service  
 150TH ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 ORKNEY SPRINGS VA  
 22845-9998



November 8, 2003  
 Greater Hartford Arts Council  
 LET FREEDOM RING STATION  
 MAIN OFFICE WINDOW UNIT  
 141 WESTON ST  
 HARTFORD CT 06101-9998

November 1-2, 2003  
 Pioneer Settlement for the Creative Arts  
 FALL COUNTRY JAMBOREE STATION  
 POSTMASTER  
 1680 RAILROAD AVE  
 BARBERVILLE FL 32105-9998

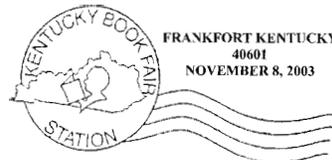


Celebrating the Cornerstone Laying and Cathedral Dedication of the Scottish Rite Valley of Central Jersey

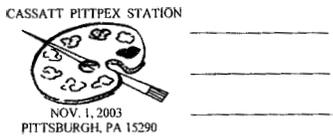
November 8, 2003  
 MASONIC STATION  
 POSTMASTER  
 14 WALNUT ST  
 BORDENTOWN NJ 08505-9998



November 1-2, 2003  
 AAPEX 2003 STATION  
 POSTMASTER  
 2075 WEST STADIUM BLVD  
 ANN ARBOR MI 48106-9998



November 8, 2003  
 Kentucky Book Fair, Inc.  
 KENTUCKY BOOK FAIR STATION  
 POSTMASTER  
 PO BOX 9998  
 FRANKFORT KY 40601-9998



November 1-2, 2003  
 Bourse, Philatelic Society of Pittsburgh  
 CASSATT PITTPTEX STATION  
 PHILATELIC CLERK  
 700 GRANT ST  
 PITTSBURGH PA 15219-9998



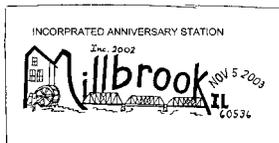
November 8, 2003  
 Cumberland Valley Philatelic Society  
 EXPO STATION  
 POSTMASTER  
 PO BOX 9998  
 CHAMBERSBURG PA 17201-9998



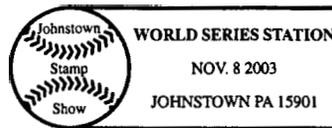
November 3, 2003  
 Postal Service  
 MASONIC LODGE STATION  
 POSTMASTER  
 150 RIDGEDALE AVE  
 MORRISTOWN NJ 07960-9998



November 8, 2003  
 Veterans' Day Committee  
 SOLDIERS MEMORIAL STATION  
 POSTMASTER  
 1720 MARKET ST RM 3031  
 ST LOUIS MO 63155-9998



November 5, 2003  
 Village of Millbrook  
 INCORPORATED ANNIVERSARY STATION  
 POSTMASTER  
 27 HARRIS ST  
 MILLBROOK IL 60536-9998



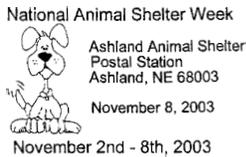
November 8, 2003  
 Johnstown Stamp Club  
 WORLD SERIES STATION  
 POSTMASTER  
 111 FRANKLIN ST  
 JOHNSTOWN PA 15901-9998



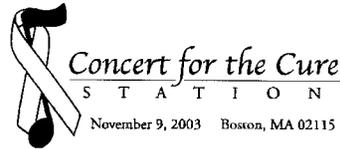
November 8, 2003  
 Postal Service  
 120TH ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 BEDROCK CO 81411-9998



November 9, 2003  
 Warrenville Public Library District  
 GRAND OPENING STATION  
 POSTMASTER  
 3S101 ROCKWELL ST  
 WARRENVILLE IL 60555-9998



November 8, 2003  
 Ashland Animal Shelter  
 ASHLAND ANIMAL SHELTER  
 POSTAL STATION  
 POSTMASTER  
 PO BOX 9998  
 ASHLAND NE 68003-9998



November 9, 2003  
 CONCERT FOR THE CURE  
 STATION  
 POSTMASTER  
 25 DORCHESTER AVE RM 4009  
 BOSTON MA 02205-9998



November 8, 2003  
 Indio Post Office  
 VETERANS DAY STATION  
 POSTMASTER  
 45805 FARGO ST  
 INDIO CA 92201-9998



November 10, 2003  
 Yell Lodge # 64  
 CARROLLTON STATION  
 POSTMASTER  
 PO BOX 9998  
 ALPENA AR 72611-9998



November 8, 2003  
 American Parkinson Disease  
 Association  
 WTC STATION  
 POSTMASTER  
 401 DFW TURNPIKE  
 DALLAS TX 75260-9998



November 10, 2003  
 MARINE CORPS 228TH  
 ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 SOUTH BOSTON VA  
 24592-9998



November 8-9, 2003  
 Mid-Cities Stamp Club  
 100 YEARS OF FLIGHT STATION  
 POSTMASTER  
 1251 WILLIAM D TATE AVE  
 GRAPEVINE TX 76051-9998



November 10, 2003  
 Postal Service  
 VETERANS STATION  
 POSTMASTER  
 PO BOX 9998  
 PAINTED POST NY 14870-9998



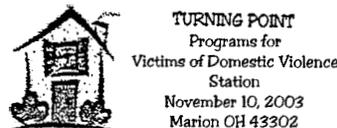
November 8-9, 2003  
 Syracuse Stamp Club  
 SYRAPEX STATION  
 POSTMASTER  
 5640 EAST TAFT RD  
 SYRACUSE NY 13220-9998



November 10, 2003  
 Korean War Veterans of Maine,  
 Inc. Burton-Goode-Sargent  
 Chapter 1  
 MAINE KOREAN WAR  
 MEMORIAL ANNIVERSARY  
 STATION  
 POSTMASTER  
 202 HARLOW ST  
 BANGOR ME 04401-9998



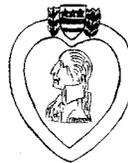
November 8-9, 2003  
 Rubber City Stamp Club  
 RCSC EXHIBITION STATION  
 RCSC MANAGER  
 PO BOX 1721  
 AKRON OH 44309-1721



November 10, 2003  
 Turning Point Programs of  
 Domestic Violence  
 TURNING POINT PROGRAMS  
 FOR VICTIMS OF DOMESTIC  
 VIOLENCE STATION  
 POSTMASTER  
 230 BARKS RD WEST  
 MARION OH 43302-9998

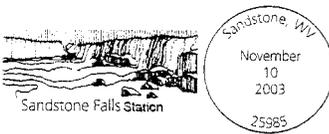


November 10, 2003  
 Mullens Area Chamber of Commerce  
 VOLUNTEERS STATION  
 POSTMASTER  
 101 4TH ST  
 PO BOX 9998  
 MULLENS WV 25882-9998



AMERICAN LEGION POST 514  
 DANIEL L. CROWLEY STATION  
 WINTHROP NY 13697  
 NOVEMBER 11 2003

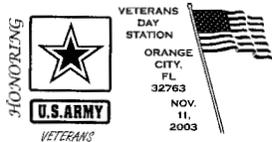
November 11, 2003  
 Daniel L. Crowley Post 514,  
 American Legion  
 DANIEL L. CROWLEY STATION  
 POSTMASTER  
 656 STATE HIGHWAY 11C  
 WINTHROP NY 13697-9998



November 10, 2003  
 National Park Source  
 SANDSTONE FALLS STATION  
 POSTMASTER  
 PO BOX 9998  
 SANDSTONE WV 25985-9998



November 11, 2003  
 VETERANS DAY CELEBRATION  
 STATION  
 POSTMASTER  
 1335 JEFFERSON RD  
 ROCHESTER NY 14692-9998



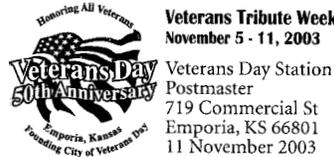
November 11, 2003  
 VETERANS DAY ARMY  
 STATION  
 POSTMASTER  
 260 NORTH INDUSTRIAL DR  
 PO BOX 9998  
 ORANGE CITY FL 32763-9998



November 11, 2003  
 Veterans of Foreign Wars  
 MEMORY PLAZA DEDICATION  
 STATION  
 POSTMASTER  
 151 SUMMER ST  
 MORRISON CO 80465-9998



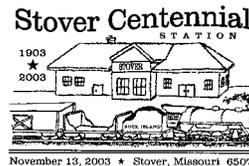
November 11, 2003  
 VETERANS DAY STATION  
 POSTMASTER  
 260 NORTH INDUSTRIAL DR  
 PO BOX 9998  
 ORANGE CITY FL 32763-9998



November 11, 2003  
 VETERANS DAY STATION  
 POSTMASTER  
 625 MERCHANT ST  
 EMPORIA KS 66801-9998



November 11, 2003  
 VETERANS DAY COAST GUARD  
 STATION  
 POSTMASTER  
 260 NORTH INDUSTRIAL DR  
 PO BOX 9998  
 ORANGE CITY FL 32763-9998



November 13, 2003  
 Stover Centennial Postal  
 Cancellation Design Committee  
 STOVER CENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 STOVER MO 65078-9998



November 11, 2003  
 VETERANS DAY MARINES  
 STATION  
 POSTMASTER  
 260 NORTH INDUSTRIAL DR  
 PO BOX 9998  
 ORANGE CITY FL 32763-9998



November 13, 2003  
 THE IRISH COTTAGE STATION  
 POSTMASTER  
 901 GALENA SQ  
 GALENA IL 61036-9997



November 11, 2003  
 VETERANS DAY NAVY STATION  
 POSTMASTER  
 260 NORTH INDUSTRIAL DR  
 PO BOX 9998  
 ORANGE CITY FL 32763-9998

— Stamp Services,  
 Government Relations, 10-30-03

CORRECTION

**Stamp Announcement 03-28, Stop Family Violence Semipostal Stamp**

The article titled “Stamp Announcement 03-28: *Stop Family Violence Semipostal Stamp*” in *Postal Bulletin* 22111 (9-18-03, pages 104–106) stated that the first day of issue and city for this stamp were October 11, 2003, and Denver, Colorado. This information was modified after we published the article.

**The actual first day of issue and city are October 8, 2003, and Washington, DC.**

— *Stamp Services, Government Relations, 10-30-03*

**Special Cancellation Die Hubs**

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

<b>Cancellation</b>	<b>Period of Use</b>
Only You Can Prevent Forest Fires	April 1–Oct. 31
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— *Mailing Standards, Pricing and Classification, 10-30-03*

## Post Offices

### MOVER'S GUIDE NEWS

#### Publication 75, Mover's Guide — January 2004 Edition

The January 2004 edition of Publication 75, *Mover's Guide*, will begin arriving at your facility by the first week of December. **Please do not use the January 2004 edition before January 1, 2004.** The advertisers included in the January edition are not expecting to receive consumer requests until after that date.

If you run out of the September 2003 *Mover's Guide* before the next print cycle, you can order additional copies (up to 100) from the Material Distribution Center as follows:

- **Touch Tone Order Entry (TTOE):** Call 800-332-0317, option 2.

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

- **E-Mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or using FormFlow), and send it as an attachment to the e-mail address *MDC, Customer Service* or to *mcustome@usps.gov*.
- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

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

Use the following information to order the September 2003 edition of Publication 75:

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<b>NSN:</b>	7610-03-000-4795
<b>Unit of Measure:</b>	EA
<b>Bulk Pack Quantity:</b>	100
<b>Minimum Order Quantity:</b>	N/A
<b>Quick Pick Number:</b>	441
<b>Price:</b>	N/A
<b>Edition Date:</b>	09/03

If you need more than 100 additional copies or would like to request any changes in the number of copies that your Post Office™ presently receives, contact Imagitas at 800-816-6837.

If *Mover's Guide* is not usually shipped directly to your facility, please begin placing your orders for the January 2004 edition by the last week of December. Follow the instructions given above for ordering from the MDC.

— Address Management,  
*Intelligent Mail and Address Quality, 10-30-03*

## Retail

### CORRECTION

#### Priority Mail Service for Guam, APO/FPO

The article "What's in Store" in *Postal Bulletin* 22112 (10-2-03, page 82) included incorrect information. In the Retail Coaches Corner segment of What's in Store, under the heading "Priority Mail Service for Guam, APO/FPO," some qualifying information was omitted. The current text states "Domestic Priority Mail items to Army Post Offices, Fleet Post Offices, and Guam (plus other U.S. territories and possessions) weighing 16 ounces or more must include either PS Form 2976 or PS Form 2976-A." However, only U.S. territories and possessions **with ZIP Code 969** must include PS Form 2976 or PS Form 2976-A.

Retail associates must reference the "Overseas Military Mail" article in the current edition of the *Postal Bulletin* to be sure of the latest conditions or restrictions of mailing regarding content, preparation, and handling.

The original article was in reference to Priority Mail® service only. Other mail classes were not mentioned and the service information for those classes should not be assumed based on this article.

— Retail Operations,  
*Delivery and Retail, 10-30-03*

# Supply Management

## FY 2004–2006 Investment Recovery Plan

Supply Management announces its Investment Recovery Plan (the “Plan”), the first strategic plan centered on investment recovery. The 2004–2006 Plan provides a strategic approach for completing the final phase of the life cycle of Postal Service™ equipment and material.

This dynamic plan provides guidance to the Postal Service for managing its excess, nonrepairable, or obsolete equipment and material. And it continues to evolve with the implementation of industry’s best practices and the issuance of management instructions (MIs) for commodity-specific processes.

The Plan, which is cross-functional within the Postal Service and encompasses all category management centers (CMCs), takes a green logistics approach and ensures the Postal Service is consistent with the Environmental Protection Agency’s requirements for decomposition, recycling, and material disposal.

The investment recovery process adds immense value by maximizing the return on inactive assets and realizing significant cost savings, cost avoidance, and revenue while providing for the environmentally safe disposal of material assets. Results from Fiscal Year 2003 show a significant increase in revenue, cost avoidance, and reallocation: \$98 million (including \$5.4 million in revenue), compared with \$68 million (including \$3.1 million in revenue) in the same period last year (SPLY).

The Plan is available on the Supply Management site at <http://blue.usps.gov/purchase/material/IR/irpframes.htm> (please note that this URL is case sensitive). Please take the time to review the contents of this plan and to understand the significance of your role. The success of the Plan lies with the user’s understanding and compliance with the policies and procedures identified within.

— *SCM Strategies,*  
*Supply Management, 10-30-03*

## Industrial Equipment Supply Chain Initiative

The Delivery and Industrial Equipment Category Management Center (CMC) prequalified suppliers in the following four categories of industrial lifting equipment on August 1, 2003:

- Aerial lifts
- Dock lifts
- Container unloaders
- Work positioners

Experts from maintenance, engineering, and facilities and operations conducted a 6-month evaluation process of potential suppliers. These suppliers were evaluated in critical areas such as product line, program management, production capacity, maintenance/service capabilities, and financial responsibility. The Postal Service™ will award contracts by the end of November with the intent of forming a strategic partnership for industrial lifting equipment with one or more of the following prequalified suppliers:

### Category A (Aerial Lifts)

JLG Industries Inc.  
Lift-A-Loft Corp.  
United Rentals

### Category B (Dock Lifts)

Advance Lifts, Inc.  
Autoquip Corporation (Werres)  
Bishamon  
Southworth

### Category C (Container Unloaders)

Advance Lifts, Inc.  
Haynes Enterprises  
Lockheed Martin  
Southworth  
Systems & Electronics Inc. (SEI)

### Category D (Work Positioners)

Advance Lifts, Inc.  
Autoquip Corporation (Werres)  
Bishamon  
Southworth

If you have any questions regarding this initiative, contact Patrick J. Freeman, Purchasing and Supply Management Specialist, Delivery and Industrial Equipment CMC, 336-665-2876.

— *SCM Strategies, Supply Management, 10-30-03*

NEW NOTICE 23

## **28-Day HCR Transportation Pay Cycles Calendar, 2004–2005**

Notice 23, *28-Day HCR Transportation Pay Cycles Calendar — 2004-2005*, is printed on page 111. It is also available on the Postal Service™ PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *Notices*.

— *Surface Transportation CMC,  
Supply Management, 10-30-03*

U.S. POSTAL SERVICE																		
28-Day HCR Transportation Pay Cycles Calendar, 2004-2005																		
September 6, 2003 - September 3, 2004							Month	Wk	TPC	Holidays	Month	September 4, 2004 - September 2, 2005						
PP	S	S	M	T	W	T						F	PP	S	S	M	T	W
	09/06						12	SEP	1			SEP	09/04		6			10
20	13						19		2			20	11				17	
	20						26		3	1			18				24	
21	27						3		4			21	25				1	
	4						10	OCT	5			OCT	2				8	
22	11		13				17		6			22	9	11			15	
	18						24		7	2		23	16				22	
23	25						31		8				23				29	
	1						7	NOV	9				30				5	
24	8			11			14		10			24	6			11	12	
	15						21		11	3			13				19	
25	22					27	28		12			25	20			25	26	
	29						5	DEC	13				27				3	
26	6						12		14				4				10	
	13						19		15	4			11				17	
1	20					25	26		16			1	18				24	
	27					1	2	JAN	17				25				31	
2	3						9		18			2	1				7	
	10						16		19	5			8				14	
3	17		19				23		20			3	15	17			21	
	24						30	FEB	21				22				28	
4	31						6		22			4	29				4	
	7						13		23	6			5				11	
5	14		16				20		24				12				18	
	21						27	MAR	25				19	21			25	
6	28						5		26			6	26				4	
	6						12		27	7			5				11	
7	13						19		28				12				18	
	20						26	APR	29				19				25	
8	27						2		30			8	26				1	
	3						9		31	8			2				8	
9	10						16		32			9	9				15	
	17						23	MAY	33				16				22	
10	24						30		34			10	23				29	
	1						7		35	9			30				6	
11	8						14		36			11	7				13	
	15						21	JUN	37				14				20	
12	22						28		38			12	21				27	
	29		31				4		39	10			28	30			3	
13	5						11		40				4				10	
	12						18	JUL	41				11				17	
14	19						25		42				18				24	
	26						2		43	11			25				1	
15	3	4					9		44				2	4			8	
	10						16	AUG	45				9				15	
16	17						23		46				16				22	
	24						30		47	12			23				29	
17	31						6		48				30				5	
	7						13	SEP	49				6				12	
18	14						20		50				13				19	
	21						27		51	13			20				26	
19	28						3		52				27				2	

Note: Legal holidays observed are Columbus Day, the 2nd Monday in October; Veterans' Day, November 11; Thanksgiving, the 4th Thursday in November; Christmas, December 25; New Year's Day, January 1; Martin Luther King, Jr.'s Birthday, the 3rd Monday in January; Presidents' Day, the 3rd Monday in February; Memorial Day, the last Monday in May; Independence Day, July 4; and Labor Day, the first Monday in September. See *Domestic Mail Manual G011 Exhibit 1.5* for holiday service levels and *Employee and Labor Relations Manual 518* for holiday leave.

Notice 23, October 2003  
Surface CMC, Transportation Portfolio



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