

# POSTAL BULLETIN

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PB 22134, August 5, 2004

## CARRIER PICKUP

# 1 Million Packages and growing!



Augusta, GA, Letter Carrier Horace Taylor

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The *Postal Bulletin* is also available on the World Wide Web at <http://www.usps.com/cpim/ftp/bulletin/pb.htm> for customers and at <http://blue.usps.gov> for employees.

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The *Postal Bulletin* is published biweekly; information is effective for one year unless it changes a permanent directive or unless otherwise specified.



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PB 22132: 7690-07-000-0116	PB 22124: 7690-07-000-0108	PB 22117: 7690-05-000-5986	PB 22110: 7690-05-000-5979
PB 22131: 7690-07-000-0115	PB 22123: 7690-07-000-0107	PB 22116: 7690-05-000-5985	PB 22109: 7690-05-000-5978
PB 22130: 7690-07-000-0114	PB 22122: 7690-05-000-5991	PB 22115: 7690-05-000-5984	PB 22108: 7690-05-000-5977
PB 22129: 7690-07-000-0113	PB 22121: 7690-05-000-5990	PB 22114: 7690-05-000-5983	PB 22107: 7690-05-000-5976
PB 22128: 7690-07-000-0112	PB 22120: 7690-05-000-5989	PB 22113: 7690-05-000-5982	PB 22106: 7690-05-000-5975
PB 22127: 7690-07-000-0111			

## USPSNEWS@WORK

### Carrier pickup: A million packages and growing!

A cool million with a hot product! Online carrier pickup requests marked a milestone when the one-millionth package was picked up. The mailer, a small business in Augusta, GA, found the Postal Service's™ online shipping solutions a great way to deliver "great smells on the half shell" to a worldwide clientele.

"It's a great way to ship," says Sheila Roker, owner of CandleNuts, a company specializing in unique, colorful, scented candles that are hand-poured into real coconut shells. CandleNuts, at [www.candlenuts.net](http://www.candlenuts.net), primarily sells its products wholesale to gift shops.

Roker, who started her business in her garage, says she tried several delivery services as she built her business but turned to the Postal Service after being sold on the benefits of Priority Mail® service with Delivery Confirmation™ service via Click-N-Ship® service, including free pickup, free shipping supplies and free Delivery Confirmation.

"Whether it's a 1-pound box or 45-pound box, my postal carrier can pick up everything at one time," she says. "The free shipping supplies were a great bonus for me and the great rates were a big boon to me also."

Customers submit requests for carrier pickup via USPS.com. The local Post Office™ receives the information and letter carriers pick up the packages during their normal deliveries. And combined with Click-N-Ship service, it's a winning solution for businesses everywhere.

It's the scent of success — sweet!

### Talk to my agent: Your chance to be discovered could be soon

Let USPS® be your agent in the next casting call for new faces to represent the Postal Service™. You could be discovered doing what you do best — demonstrating the teamwork, dedication and top-notch service that makes it possible for the Postal Service to deliver results every day.

The carriers chosen to represent USPS in this fall's "Working for You" ad campaign were just the beginning. The next search will be underway shortly and employees from a variety of positions will be featured.

It takes all of us to deliver the mail — from processing to maintenance, from human resources to retail, from rural delivery to customer service, from account management to information technology.

So, smile and watch for your chance to be discovered — you could be next!

### Crowned the Kiosk King: Automated Postal Center wins industry award



The Postal Service's Automated Postal Center® (APC) has won the Best Retail Kiosk award from the Kiosks Org Association, representing the electronic,

self-service kiosk industry.

The award recognizes the APC for its ability to provide a full range of postal products, services and information — and its ease of use.

"We are expanding the concept of retail from four walls and a clerk — to making service available to our customers, wherever they are and whenever they need us," said USPS Governor David Fineman at the unveiling of Philadelphia's APC.

KIOSK magazine notes the APC has the potential to "revolutionize" transactions for customers, saying, "These terminals could do for the Post Office what ATMs did for the banking industry."

About 685 APCs are installed around the country — and the number will grow to 2,500 by this year's holiday season.

### 100,000 and counting: Picking up parcels — and customers

Carrier pickup service is growing by leaps and bounds — hitting its first month of more than 100,000 parcels back in March. Now it has picked up its 100,000th customer, Hall-O-Fame Group, a sports memorabilia seller.

Hall-O-Fame Group specializes in quality limited edition sports-themed lithographs at affordable prices, sold online at [www.hofgroup.com](http://www.hofgroup.com) and through eBay.

The company ships 40–70 Priority Mail® packages a day — as many as 200 a day during the holidays.

Quick, easy, convenient Carrier pickup service. It's where the business is headed.

## Watt's that: Zero-emission electric trucks plugged in to USPS fleet



Eight new zero-emission electric trucks have joined the USPS's New York Metro Area delivery fleet.

The 2-ton trucks are funded by the New York

Power Authority as part of a \$23 million voluntary initiative to offset emissions in New York State.

The vans will replace diesel trucks used to transport mail and bulk packages from distribution plants and Post Offices™ in Hunts Point and Mott Haven, Bronx.

The trucks can travel 40 miles on a complete charge, with a top speed of 60 miles per hour. Over the course of a year, the eight trucks will eliminate about 39,000 pounds of greenhouse gases and 8 pounds of particle emissions. They're even efficient when the brakes are on — a regenerative braking system captures lost energy.

The trucks are the latest addition to the Postal Service's eco-friendly fleet. Last month hydrogen fuel-cell-powered mini vans began delivering mail on several Capital Metro Area routes.

## SIX-CESS!: Lance is first rider to win six consecutive times in Tour de France

U.S. Postal Service® Pro Cycling team leader Lance Armstrong did what no cyclist has ever done — won the Tour de France, the world's most grueling bike race, six consecutive times. And he did it convincingly, dominating this year's Tour — the second fastest in the race's history — by winning five of the race's 20 stages. That tops his past record of four stage wins.

But the Tour de France is a team race, and Armstrong has said that this year's crew is perhaps the best Postal team ever. Together, they propelled Armstrong into the history books.

Chief Marketing Officer Anita Bizzotto congratulated the team at the finish line. "On behalf of Postmaster General Jack Potter and the 700,000 men and women of the U.S. Postal Service, our congratulations to Lance and the entire team," said Bizzotto. "Well done."

## Hottest site on the Web: The Postal Store racks up big sales following Lance's win

The digital ring of electronic cash registers resounded throughout The Postal Store's® Web site as they tallied up an astounding \$53,000 in sales in just 18 hours after Lance Armstrong and the USPS Pro Cycling Team brought home the record Tour title.

The clicking and ringing continues as fans purchase jerseys, T-shirts, hats, lapel pins and sets. Stop by The Postal Store on USPS.com® to get your gear, too.

## Drop Lance a line: Congratulate the team

Want to send a letter to Lance Armstrong and the rest of the USPS Pro Cycling Team congratulating them on their victory?

Write to Lance and the team at the following address:

CONGRATULATIONS LANCE AND THE BLUE TRAIN!  
C/O US POSTAL SERVICE  
PO BOX 23783  
WASHINGTON DC 20026-3783

## Investing in your future: Banking sick leave — with interest

Your Postal Service sick leave accumulates every pay period — building up a bank of hours you can withdraw when you need it. And few investments grow at the rate of saved sick leave. If you use an hour of sick leave that you earned 15 years ago, it's paid at your current wage — not your wage when the hour was earned.

HR Health and Resource Management has more information. Go to <http://blue.usps.gov/hrisp/hrm/eap.htm> for copies of posters and a service talk, and check the USPS-TV schedule for the video "Don't let your team down." New kits will be distributed every two months.

Protect your future — bank your sick leave.

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## Administrative Services

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### Lock ‘em Up — The key to Vehicle Security

USPS® has given it a lot of attention, but it’s still not a locked-in practice.

A safety check by the Inspection Service this spring uncovered 61 instances of vehicle security problems — most involving unlocked and unattended vehicles.

“The remedy to this is simple,” says COO Pat Donahoe, “Lock a vehicle when it is not in direct, full sight. This requires no money, no program, no task force, just awareness by every employee that this is a mandatory procedure.”

See Pat Donahoe’s letter on page 6.

Follow the steps below to keep all USPS vehicles safe and secure.

- Lock any vehicle when it is not in your direct, full sight.

- Report broken or malfunctioning vehicle locks so they can be repaired.
- Verify that all carriers have postal identification and a valid driver’s license.
- Take a physical inventory of vehicles and government license plates at least once a week.
- Note the presence and security of government license plates during pre-trip vehicle inspections.

For more information on vehicle security, visit our Web site at [http://blue.usps.gov/delivery/dvo/del\\_vehicles\\_security.htm](http://blue.usps.gov/delivery/dvo/del_vehicles_security.htm).

— Chief Operating Officer and  
Executive Vice President, 8-5-04

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### I Can Identify With That — Postal ID Protects Your Security

Protecting the security of Postal Service™ facilities isn’t just about keeping buildings, equipment, and the mail safe — it’s about your security too.

Fortunately, USPS® has a guide to help make sure only authorized personnel are permitted onto postal premises — it’s *Administrative Service Manual (ASM) 277, Identification Security*. And it clearly states that every Postal Service employee, contractor, and temporary, including casual employees, must have photo identification. All personnel assigned postal identification must wear it during official duty hours.

“It is absolutely critical that all employees protect the security of our facilities,” said Chief Operating Officer Pat Donahoe. “We must maintain our focus on critical security measures that protect USPS employees and assets, and we must be held accountable for compliance with these measures,” Donahoe said.

See Pat Donahoe’s letter on page 7.

Postal IDs are accountable property. That means employees and contractors are required to return their ID when leaving the Postal Service, or when a contract ends. If attempts to collect a postal ID are unsuccessful, the Inspection Service needs to know about it.

Access control is a key part of the USPS security system. Protecting employees, customers, and the mail depends on it. Do your part to make sure it’s done right.

— Chief Operating Officer and  
Executive Vice President, 8-5-04

PATRICK R. DONAHOE  
CHIEF OPERATING OFFICER  
AND EXECUTIVE VICE PRESIDENT



July 16, 2004

VICE PRESIDENTS, AREA OPERATIONS  
MANAGER, CAPITAL METRO OPERATIONS  
DISTRICT MANAGERS  
PLANT MANAGERS

SUBJECT: Vehicle Security

For the past several years there have been numerous efforts to heighten awareness of the importance of vehicle security and the requirement to keep vehicles locked. A variety of communications have been issued to the field on this issue including memos, a Postal Bulletin article, a vehicle security video, and posters with reminder decals to be used on the vehicles. Yet violations of vehicle security procedures continue to be an area of concern in the Observations of Mail Conditions (OMC) conducted by the Inspection Service.

During the spring follow-up OMCs conducted during the weeks of April 26 and May 17, there were 61 instances involving vehicle security. This is not the positive trend that was expected from the efforts we have put into this. The majority of these instances are unlocked and unattended vehicles. The remedy to this is simple: lock a vehicle when it is not in direct, full sight. This requires no money, no program, no task force, just awareness by every employee that this is a mandatory procedure.

I would like to reiterate the following the simple steps listed below,

- Lock a vehicle when it is not in direct, full sight
- Ensure that inoperable or malfunctioning vehicle locks are reported and repaired promptly
- Verify that all carriers have postal identification and a valid driver's license
- Take a physical inventory of vehicles and government license plates each week (unless a daily requirement has been issued in response to an elevated security alert)
- During pre-trip vehicle inspections, note the presence and security of government license plates

I am asking for your commitment to use the tools we have distributed to ensure that every employee is aware of these procedures.

A handwritten signature in black ink, appearing to read "Patrick R. Donahoe".

Patrick R. Donahoe

cc: Ms. Medvidovich  
Mr. Rapp  
Mr. Pankey  
Mr. Heath  
Mr. Galligan

475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-0080  
www.usps.com

PATRICK R. DONAHOE  
CHIEF OPERATING OFFICER  
AND EXECUTIVE VICE PRESIDENT



July 16, 2004

VICE PRESIDENTS, AREA OPERATIONS  
MANAGER, CAPITAL METRO OPERATIONS  
DISTRICT MANAGERS  
PLANT MANAGERS

SUBJECT: Postal Identification

It is absolutely critical that all employees protect the security of our facilities. We must maintain a focus on critical security measures that protect postal employees and assets, and we must be held accountable for compliance with those measures.

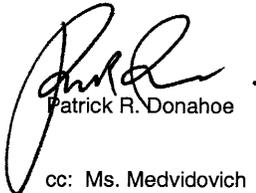
To ensure only authorized personnel are permitted to enter into postal premises, it is necessary to reiterate the policy prescribed in the Administrative Service Manual (ASM) dealing with Postal identification.

In ASM 277, it states that Postal identification is issued for security control of access to postal premises and operations and to identify individuals as Postal Service employees. Every postal employee, postal contractor and temporary employee, including casual employees, must have photo identification. All personnel assigned postal identification must wear it during official duty hours.

Also, as stated in ASM 277.6, all Postal Service identification is accountable property and must be surrendered when leaving the Postal Service or when a contract is terminated. Employees or contractors who are issued identification are responsible for returning such at the time of separation or transfer.

Management is responsible for compliance with the stated policy and should have a procedure in place to properly handle all Postal Service identification. Efforts should be made to obtain the identification from those employees who have given notice for their termination of employment both voluntary and involuntary. You will need to notify Inspection Service immediately if your attempts to collect identification were unsuccessful.

Your effort to ensure we comply with the Postal identification requirements is necessary and appreciated.



Patrick R. Donahoe

cc: Ms. Medvidovich  
Mr. Rapp  
Mr. Pankey  
Mr. Heath

## 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 202-268-2225 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.

<b>Title of Mailing</b>	<b>Class and Type of Mail</b>	<b>Requested Delivery Dates</b>	<b>Number of Pieces (Millions)</b>	<b>Distribution</b>	<b>Presort Level</b>	<b>Comments</b>
Seventh Avenue	Standard/Catalog	8/9/04–8/12/04	4.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
Midnight Velvet	Standard/Catalog	8/16/04–8/19/04	3.8	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
Monroe & Main	Standard/Catalog	8/16/04–8/19/04	1.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	RR Donnelly, Warsaw, IN
The Sportsman's Guide, August Surplus	Standard/Catalog	8/16/04–8/20/04	1.0	Nationwide	3/5-Digit, Car-Rt	RR Donnelly, Spartanburg, SC

— *Business Service Network Integration, Service and Market Development, 8-5-04*

August 2004

POSTMASTERS, MANAGERS, SUPERVISORS, and CUSTOMER RELATIONS COORDINATORS

SUBJECT: Publicity Kit — Good News "Benjamin" Recognition Program

Postal Service™ employees make important contributions to the communities where they work and live. A day rarely goes by without a Postal Service employee coming to the rescue of someone trapped in a fire, getting help for heart attack or stroke victims, feeding the hungry by sponsoring food drives, or reaching out to the underprivileged during the holidays. Good deeds lead to the kind of news everyone likes to hear about or read — human-interest stories. Unfortunately, editors and reporters often do not hear the stories or they hear about them when it is no longer news.

The more your community knows about you and your employees, the more they will appreciate the service you provide. Moreover, if customers have questions or problems, they are more likely to talk with you rather than the media or someone outside the Postal Service.

The Good News "Benjamin" Recognition Program provides all postmasters, managers, supervisors, and Customer Relations coordinators with the opportunity to achieve recognition for their efforts in promoting good news about the Postal Service and our employees. And, as we deliver results through transformation, there are more opportunities than ever for "good news" stories.

To help raise awareness about the many positive things your employees do in your communities, we are enclosing the program guidelines in this updated publicity kit for postmasters, managers, supervisors, Customer Relations coordinators, and others. This kit will help get positive messages to local organizations, local press, and the entire community. This kit includes:

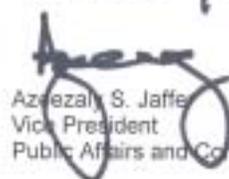
- Guidelines
- Submission tips
- Submitting news clips
- Suggestions for generating publicity
- How to make it happen
- Sample media advisory
- Sample fact sheet
- National Postal Service facts (go to <http://www.usps.com/communications/organization/postalfacts.htm> for updates)
- Submission form
- Suggested remarks for speech to a community group
- Area Public Affairs and Communications managers
- Government Relations contacts

The Postal Service is one of the finest postal systems in the world. Credit for this goes to our employees who deliver the mail — and more — to their customers and community. Use the materials in this kit as often as you can. When you do, you will enhance the standing of your Post Office within your community and demonstrate to your employees how proud we are of the "everyone, everywhere" effort put forth every day.



Patrick R. Donahoe  
Chief Operating Officer and  
Executive Vice President

THANK YOU!



Azezaly S. Jaffe  
Vice President  
Public Affairs and Communications

## PUBLICITY KIT

**Good News “Benjamin” Recognition Program****Guidelines***About the Program*

The Good News “Benjamin” Recognition Program provides all postmasters, managers, supervisors, and Customer Relations coordinators with the opportunity to achieve recognition for their efforts in promoting good news about the Postal Service and our employees.

Recognition comes in the form of a specially designed trophy called the “Benjamin.” Public Affairs and Communications employees and other communications-related employees are not eligible to participate.

*How to Submit Good News*

All submissions must be accompanied by a submission form (you may photocopy the one found on page 20 of this kit). You must complete the information requested on the top of the sheet, including the level of office. Incomplete submissions are not valid. Please use only one submission form for multiple entries sent in one envelope. Do not place submissions in a notebook or photo album. Mount your clippings on plain bond paper using clear adhesive tape, always including the date, name, city, and state of the newspaper in which the article appeared. Submissions must be submitted within 30 days of the event or within 30 days of media coverage.

Submissions dated later than 30 days will be ineligible. Your immediate supervisor must verify all submissions. Please submit only the appropriate article; do not send the entire newspaper. Please do not send videos.

Participation is by self-nomination only and must involve the activity of the participants, not their manager or employee. Participants must submit their own material from their own offices. Only participants who reach the required number of points in their category will receive a certificate for their Community Relations’ qualifying activities. Send submissions directly to:

GOOD NEWS  
COMMUNITY RELATIONS  
US POSTAL SERVICE  
475 L’ENFANT PLZ SW RM 10523  
WASHINGTON DC 20260-3100

All submissions must be locally generated “good news.” Post Office™ closings, holiday extended hours, syndicated stamp columns, obituaries, wire stories, weekly column on non-Postal Service issues, Postal Service publication articles, stand-up talks, wire stories, and paid

advertisements are not eligible. The good news must relate to the Postal Service’s transformation message of developing people, managing costs, improving service, growing revenue, and pursuing reform. This message supports our core mission to bind the nation together through universal service. To accomplish this, participants should:

- Learn as much as possible about our public policy efforts.
- Maximize the value of the Postal Service through everyday activities, such as dog-bite prevention, the Carrier Alert program, “America’s Looking for its Missing Children” program, etc.
- Have a Postmaster’s Steering Committee — be an overall driver of “grass roots” efforts.
- Highlight postmasters’, carriers’, clerks’, MHST, and maintenance folks’ value in the community.
- Develop internal communication strategies to create a more informed workforce that presents the Postal Service as a valuable part of the community:
  - Keep employees informed about real issues with competitors.
  - Clearly define the Postal Service’s economic and social contributions to the community.
- Identify opportunities to leverage existing key events and interaction with the public:
  - Stamp ceremonies and relevant local historical events.
  - New facilities and major improvements.
  - Open houses and postmaster installations.
  - Positive aspects of relevant stamp issues, such as health and social topics.
- Focus communications efforts on important and influential public groups, such as:
  - Newspaper publishers.
  - Large accounts.
  - Local schools/universities/colleges.
  - Congressional delegation.
  - State legislators.
  - Environmental issues.
  - Senior citizens.

- Participate in national initiatives such as:
  - National Association of Letter Carriers (NALC) Food Drive (May).
  - Marrow Donor Campaign (Delivering the Gift of Life) (Ongoing).
  - Dog Bite Prevention (May).
  - National Stamp Collecting Month (NSCM) (October).
  - Stamp collecting programs in schools (Ongoing).
  - National Card and Letter Writing Month (NCLWM) (April).
  - America's Looking For Its Missing Children (Ongoing).
- Participate in other activities, such as:
  - Write a weekly postmaster's column in local newspaper.
  - Give a speech built around postal issues at a community group.
  - Hold customer appreciation day/week.
  - Recognize employee heroes.
  - Have local stamp ceremonies.
  - Get media coverage (print, radio, television, Internet).
  - Partner with local schools, rehabilitation centers, hospitals, nursing homes, etc.
  - Celebrate milestones, safety goals, service levels, years of service.
  - Give interviews on television or radio about Postal Service issues.
  - Give Post Office tours.
  - Volunteer (community outreach).
  - Work with beautification of Post Office or similar activities that enhance the image of the Postal Service in the community.
- Obituaries.
- AP wire stories.
- Paid advertisements.
- Cartoon articles.
- Postal Service employee's name in a list of local marathon times.
- An employee's appearance as a disc jockey at weddings.
- Emcee at a college reunion.
- Weekly column on non-Postal Service issues.
- Postal Service publication articles.
- Holiday extended hours or closings.
- Employee fraud or theft stories.
- Mandatory stand-up talks.

Submit clear documentation showing that the participant is promoting the Postal Service. For example, if you are submitting information regarding a Rotary Club member, you must provide a point of contact and telephone number for verification. For newspaper articles, submit either the original or a copy of the article showing the date and name of newspaper. Submit information that is local and pertains to the area in which the participant works. Because submissions may be used in the *Daily News Digest* and as information for other Public Affairs and Communications materials, they must be timely. The calendar year for the Good News "Benjamin" Recognition program starts June 1 of the current year and ends May 31 of the following year.

#### *How Winners Are Determined*

Winners are determined by a cumulative point system. Each documented and qualifying activity, event, newspaper clipping, or Postal Service appearance will count as one point and must be approved by the participant's immediate supervisor. Public Affairs and Communications, Headquarters, will monitor and verify entries. When more than one radio or television station airs a story, the participant will receive one point for each station. If the radio or television station runs the story more than once in the same day, it counts for one point. If you submit a weekly postmaster's column, it is one point.

All newspaper, magazine, and newsletter submissions for the Benjamin Award must mention the participants or their Post Office by name. Do not send Postal Service publication articles taken from USPS News Link, Area Update, or local Postal Service newsletters. Examples of "good news" that will *not* be considered include:

- Syndicated stamp columns.

To qualify, participants must meet minimum point requirements. Participants with the highest number of points in their area and category will be selected as winners. Shown below are six categories:

Category	Minimum Point Requirement
<i>Non-Postmaster</i>	
EAS managers/supervisors	25 points
Customer Relations coordinators	55 points
<i>Postmaster</i>	
Postmaster, level 16 and below	35 points
Postmaster, level 18 and 20	45 points
Postmaster, level 21 and 22	55 points
Postmaster, level 24 and above	65 points

We will recognize one winner from each of the above categories.

#### *Who Administers and Monitors the Program*

Public Affairs and Communications, Headquarters, administers and monitors the program. We will provide updates through the *Postal Bulletin* and other internal communications. The program will be evaluated each year and is subject to revision. We will notify district managers of winners, and they must concur before individual notification. Public Affairs and Communications, Headquarters, will make decisions pending the district manager's approval. If you have questions or need clarification, please write to the Benjamin Award Coordinator at the "Good News" address provided on page 10 or send an e-mail to us at [goodnews@usps.gov](mailto:goodnews@usps.gov).

#### **Submission Tips**

To help us accurately track your points, please use the information shown below:

*Always include a cover sheet.* This packet contains a cover sheet that you may photocopy, or you may request a copy by e-mail, fax, or phone. You may also create your own computer version, but it must include all the information contained on the submission form on page 20 of this kit.

*Use one submission form for multiple entries.* If there is not enough room to summarize your activities on one submission form, include a summary sheet behind the submission form with numbered and dated entries divided into categories. Your submissions must be timely (received within 30 days of the event or media coverage date) or they will not be considered.

*Summarize your activities on your submission form.* To summarize events, please number and date each activity and include a very brief description.

*Get into a weekly reporting habit.* Send a submission form every week to keep your entries timely. Also, this helps you to review your outreach projects in a series of steps so you won't forget to report them. Submit only information for events that you actually were involved in or participated in. We will not accept an event that occurred in your area in which you had no involvement or did not participate.

*Alert us to any ZIP Code™ changes.* Your ZIP Code is used as your reference number and changes can disrupt our tracking capability. Notify us of changes to your address and position, but put your old ZIP Code on the top of the submission form so we can transfer your points to your new ZIP Code.

*Write your name as you would like it to appear on any official correspondence.* Please write your name exactly as you would like it to appear. If your name changes, write your former name on all submission forms and clearly put your new name on each submission form also.

#### **Submitting News Clips**

You play an important role in creating a positive media environment for the Postal Service and the news clippings you generate are important to us. Each work day, examples of national and local news efforts are reflected in the *Daily News Digest*, which is distributed to the postmaster general, senior vice presidents, vice presidents, members of the Board of Governors, district managers, area vice presidents, Post Office operations managers, managers, and some employees. Though only a fraction of our news coverage appears in the *Digest*, the media clip you send from your local newspaper could be included. To give your clip the best possible chance of being printing in our internal communications, please follow these simple tips:

*Keep it timely.* There's little value in "old news." As soon as you see your article or letter to the editor in print, clip it and send it to the address listed on page 10.

*Give us the source.* At a minimum, we need the name of the newspaper, the city where the paper is published, the date the article appeared, and the page number and section where it appeared. Include other information, such as your name, title, and Post Office as well.

*Paste it up.* Newspaper clips are easier to handle if you cut them out of your paper and attach them to a sheet or sheets of regular bond paper, typing or printing the necessary information (above) at the top of each page. To attach the clips, use regular cellophane tape on the top and bottom edges, or on the corners. Do not place tape across the print.

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

*Send everything.* Though only positive, locally generated news counts toward the Benjamin, we appreciate being kept informed about all stories. If a problem is brewing, we can often work with local management to calm the situation. In most cases, we can work to fix it, if we know about it soon enough.

### Suggestions for Generating Publicity

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

- Service anniversaries.
- Beautification of office or grounds.
- Safety Award winners.
- Promotions (within your office or another office).
- Employee of the Month (consider starting a program in your office to recognize employee contributions and increase public awareness).
- Customer compliments.
- Heroic acts.
- Volunteer service (consider giving "Volunteer of the Year" recognition to an employee who volunteers time to make your community a better place to live. If you have several outstanding volunteers, make this a semi-annual, quarterly, or monthly recognition).
- Successful blood drives.
- Holiday activities (toys for tots, coat drives, adopt-a-family).
- Environmental efforts.

- Involvement in career day at local schools.
- Book donations to the local library.
- Talks at schools on preventing dog bites.
- Employees who respond to Santa letters.
- Youth educational packages.
- National Association of Letter Carriers (NALC) sponsored food drives.
- Marrow donor campaign (Delivering the Gift of Life).
- Dog-bite prevention.
- National Stamp Collecting Month.
- Stamp collecting programs in schools.
- National Card and Letter Writing Month.
- America's Looking for its Missing Children Program.

*Note:* There may be other opportunities to highlight individual or group employee achievements. However, because different employees may feel differently about public recognition, it is a good idea to discuss with employee(s) first.

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

### How to Make it Happen

#### *Write a News Release*

Let's say this week an employee at your office has volunteered to speak to students about stamp collecting or the rescue of a child from an attacking dog. Write a short note on your office letterhead (if available) to your local media about this event and include as many of the elements of a news story as possible (who, what, when, where, and why). At the top of the page type the following:

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

See sample media advisory on page 15.

Mail or fax the release to your local media outlets. Address it to the assignment editor or the person at the station responsible for reviewing news releases. If you're not sure, call the station to ask. If it's a local, weekly paper, address it to the editor.

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

#### *Send a News Tip*

Not everyone can find time to write a news release during a hectic business day. Instead, send a newspaper editor or a reporter a handwritten note with a news tip, or a copy of a memo complimenting your staff. Just put in the mail and address it to the person to whom you'd send a news release.

#### *Pick up the Phone*

Sometimes a news story is so timely and important that an editor will want it immediately. For example, a story about a letter carrier or other employee who has helped a family escape from a burning building or saved someone who stopped breathing by administering CPR. Your local media will want this kind of story immediately.

In this case, just pick up the phone and call the editors of your local media. Tell the editor what happened. The editor may immediately assign a reporter to cover the story.

In small towns, you should include who the normal contact person would be in the position of Assignment Editor for television, radio, and print.

Publicity Kit

Good News "Benjamin" Recognition Program

**POSTAL NEWS**FOR IMMEDIATE RELEASE  
[INSERT DATE]Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)**SAMPLE MEDIA ADVISORY****RECOVERY OF MISSING CHILD BRINGS HONOR TO PHOENIX POSTAL SERVICE  
EMPLOYEES AND LOCAL WOMAN**

- WHAT:** U.S. Postal Service® employees in Phoenix and a local resident will be honored by ADVO, Inc., for their role in safely recovering a missing child.
- WHO:** **Michael Madrigal**, Postmaster, U.S. Postal Service, Phoenix, AZ  
**Troy Weber**, Station Manager, Shaw Butte Post Office, Phoenix, AZ  
**Ken Hybarger**, City Letter Carrier, Phoenix, AZ  
**Vince Giuliano**, Senior Vice President, Government Relations, ADVO, Inc.  
**Raymond Miller**, Recovered Child  
**Deanne Spencer**, Recovered Child's Mother
- WHEN:** 8 A.M. (PT)  
Thursday, November 13
- WHERE:** SHAW BUTTE POST OFFICE  
12208 N 19TH AVE  
PHOENIX AZ 85029
- BACKGROUND:** Raymond Miller, a four-year-old boy, from Calera, OK, was safely recovered and reunited with his mother, Deanne Spencer, on February 27, 2003, thanks to a lead generated by ADVO's "Have You Seen Me?"® direct mail card. The boy, now five, had been missing for 10 months when an unsung hero recognized his photograph on one of ADVO's direct mail cards, which a Postal Service letter carrier delivered as part of her regular mail.
- The Postal Service binds the nation together through delivering affordable, universal service to everyone, everywhere, every day.

ADVO direct mail cards identifying missing children are delivered to 85 million households weekly. These cards are also seen by more than 700,000 Postal Service employees at home and at work. This happy ending marks ADVO's 123rd safe recovery of a missing child.

ADVO, Inc., is the largest full-service targeted direct mail marketing services company in the United States and creator of the nation's largest and most successful missing child recovery initiative.

CONTACTS: Frances Frazier, U.S. Postal Service, 202-268-2898, cell 202-285-6374  
Alan Wald, U.S. Postal Service, 415-536-6495, cell 415-279-8777

# # #

*[Please use this sheet to fill in local information significant to your area.]*

**SAMPLE FACT SHEET — LOCAL POST OFFICE**

**Local Post Office Facts**

Post Office:

Year Established:

Postmaster:

Annual Mail Volume:

Annual Revenue:

Total Number of Employees:

Supervisors:

Clerks:

City Letter Carriers:

Rural Letter Carriers:

Mail Handlers:

Maintenance:

Others:

Number of Delivery Routes:

Number of Delivery Stops:

Number of Post Office Boxes:

Amount of Supplies and Services Purchased From Local Businesses:

## NATIONAL POSTAL SERVICE FACTS

Learn more about it . . .

### **Universal Access. Universal Service.**

The same high level of service for every American regardless of geographic location. The Postal Service delivers everywhere, every day to everyone. The Postal Service:

- Has annual operating revenue of \$68.5 billion.
- Has 729,000 career employees.
- Pays \$2 billion in salaries and benefits every two weeks.
- Delivers 202 billion pieces of mail a year, or five pieces per address per day to over 141 million homes, businesses, and Post Office boxes. Each of our 300,000 carriers delivers about 2,300 pieces of mail a day to about 500 addresses.
- Adds 1.8 million new addresses each year.
- Redirects 3 billion pieces of First-Class Mail® to new addresses for the 17% of the nation's population that moves every year, generating over 44 million address changes.
- Delivers more than 46% of the world's mail volume to more people over a larger geographic area than any other country.
- Serves 7 million customers daily at 37,579 Postal Service retail outlets.
- Makes stamps available on the Internet, by mail, by phone, and through 32,000 vending machines and 40,000 commercial retail outlets and Automatic Teller Machines (ATMS).

### **We deliver to every residence and business address in the nation.**

Our national delivery network gives us access to every American household and business.

- Performance for on-time local delivery of First-Class Mail® service for 2003 was 95%. Also, 94% of households surveyed in 2003 had a positive perception of the Postal Service, with more than two out of three rating their satisfaction as "very good" or "excellent."
- We operate a transport and delivery fleet of 213,585 vehicles driving approximately 1.15 billion miles a year.
- A one-cent fuel increase costs the USPS \$8 million annually.
- We lease 25,987 facilities at a rental cost of \$869.7 million.
- We operate 30,000 alternative-fuel vehicles (AFVs) — the nation's largest fleet of AFVs — using ethanol, compressed natural gas, and electricity.
- We purchase \$200 million worth of products with recycled content, including pallets and trays, stamp products, and mailing envelopes.
- We use latest technology to improve service, increase productivity, and reduce costs.

- The Postal Service is a leader in developing and using optical character recognition (sorting equipment reads more than 80% of the hand-written addresses on envelopes).
- We have upgraded flat-sorting equipment that rapidly deciphers hard-to-read addresses, saving \$292.5 million.

For additional information on National Postal Service Facts, visit the Postal Service Web site at [www.usps.com/communications/organization/postalfacts.htm](http://www.usps.com/communications/organization/postalfacts.htm).

### **Public Affairs and Communications Submission Form**

#### **MAIL TO:**

Good News  
Community Relations  
US Postal Service  
475 L'Enfant Plz SW Rm 10523  
Washington DC 20260-3100

Name:	ZIP Code (9-digit):
Street/PO Box:	District:
City and State:	Area:
Title and Level:	If a member of NAPUS, League of Postmasters, NAPS, please circle.
Telephone No.	

#### **Newspaper Clippings**

Include clips with the following information: name of newspaper, city, and state where published, page numbers and section where the story is found. Do not send the entire paper. Send only the article.

#### **Public Appearances**

Include documentation and a contact name and telephone number for verification. Provide dates and estimated number of people present.

#### **Radio Interviews**

Include documentation and a contact name and telephone number for verification. Provide dates, station information, and purpose of interview.

#### **Television Interviews**

Include documentation and a contact name and telephone number for verification. Provide dates, station information and purpose of interview.

#### **Community Project or Other**

Include documentation and a contact name and telephone number for verification. Provide dates and a brief explanation of what you and/or your employees accomplished.

### Suggested Remarks for Speech to a Community Group

- Thank you for that kind introduction.
- Everyone knows the Postal Service. Seven million customers come through our Post Office doors every day, in every community in America.
- At the same time, more than 240,000 carriers, including the [NUMBER OF CARRIERS FROM YOUR OFFICE] from [LOCATION], visit more than 120 million homes and businesses all across the nation.
- And we move a lot of mail — we deliver more than 200 billion pieces of mail each year — that's almost half of all the mail volume in the world. And we do that without any tax dollars! The United States Postal Service — the world's best postal system — is operated on the proceeds from the sale of our products and services.
- With more than 700,000 employees and 38,000 retail outlets, the Postal Service covers a lot of territory, literally. We are part, and, if you'll pardon the pun, parcel, of every city and town in the nation.
- We don't just deliver for America, we *are* America. Our employees are your friends and neighbors. Not only are we proud of the service we provide to every community, we are proud to be members of those communities.
- There are many ways we exhibit that pride.
- Through the 2004 Combined Federal Campaign, our employees pledged more than \$38 million to support local charities and community organizations. Recipients include the American Cancer Society, the American Heart Association, Habitat for Humanity, and many other community-based service groups.
- Since 1985, we have partnered with the National Center for Missing and Exploited Children and ADVO in support of the "America's Looking for its Missing Children" program. Every week, our letter carriers deliver ADVO's "Have You Seen Me" direct mail cards to more than 79 million households. Thanks to these efforts, we have already safely recovered more than 130 missing children.
- We also help America's children through our Safe Havens Program. And we look after our nation's senior citizens with our very successful Carrier Alert program.
- Through our cooperation with the National Association of Letter Carriers annual food drive, we collected more than 70 million pounds of food for food banks and shelters this year.
- We are also the nation's single largest group of blood donors. And more than 18,000 of our employees have joined the marrow donation registry — with 40 Postal Service employees having already donated marrow to save a life.
- We take the term "public service" very seriously. The proof is in the numbers — Postal Service employees believe in serving the local community all across the nation, in many different ways.
- Right here in [INSERT COMMUNITY NAME], our employees are continuing that proud tradition.
- We have donated more than [AMOUNT] gallons of blood to [LOCAL BLOOD DONATION ORGANIZATION].
- [IF POSSIBLE, MENTION OTHER LOCAL EMPLOYEE VOLUNTEER EFFORTS — LIKE AMOUNT OF FOOD COLLECTED IN FOOD DRIVE, OR MENTION EMPLOYEE WHO PERFORMED HEROIC RESCUE OR PROVIDED EXCEPTIONAL LIFE-SAVING ASSISTANCE.]
- [IF POSSIBLE, MENTION VOLUNTEER WORK DONE BY YOU OR YOUR EMPLOYEES. FOR EXAMPLE:] "I am a member of [LOCAL COMMUNITY ORGANIZATION]. And [NAME AND JOB TITLE OF USPS EMPLOYEE] serves on the town school board... or volunteers as a coach at [LOCAL LEAGUE]... or volunteers on the local Crisis Center Hotline... etc.]
- The Postal Service is very proud of our tradition of linking communities together for more than 225 years. We are proud of the public service we provide — in all its many forms — for the local communities we serve, and live, in.
- Thank you for giving me the opportunity to share that pride with you today.
- I'd be happy to answer any questions you may have.

## U. S. Postal Service Area Public Affairs and Communications Managers

EARL C. ARTIS JR  
MANAGER PUBLIC AFFAIRS & COMMUNICATIONS  
SOUTHEAST AREA US POSTAL SERVICE  
225 NORTH HUMPHREY BLVD  
MEMPHIS TN 38166-0832  
901-747-7544

STEPHEN SEEWOESTER  
ACTG MGR PUBLIC AFFAIRS & COMMUNICATIONS  
SOUTHWEST AREA US POSTAL SERVICE  
7800 N STEMMONS FREEWAY STE 450  
DALLAS TX 75247-4220  
214-819-8717

SCOTT BUDNY  
MANAGER PUBLIC AFFAIRS & COMMUNICATIONS  
WESTERN AREA US POSTAL SERVICE  
1745 STOUT ST STE 1075  
DENVER CO 80299-7500  
303-313-5125

DEBRA HAWKINS  
MANAGER PUBLIC AFFAIRS & COMMUNICATIONS  
NORTHEAST AREA US POSTAL SERVICE  
6 GRIFFIN RD N  
WINDSOR CT 06006-9876  
860-285-7265

JIM MRUK  
MANAGER PUBLIC AFFAIRS & COMMUNICATIONS  
GREAT LAKES AREA US POSTAL SERVICE  
244 KNOLLWOOD DR 4TH FL  
BLOOMINGDALE IL 60117-2208  
630-539-6565

PAUL SMITH  
MANAGER PUBLIC AFFAIRS & COMMUNICATIONS  
EASTERN AREA US POSTAL SERVICE  
PO BOX 40593  
PHILADELPHIA PA 19197-0593  
215-931-5054

DON SMERALDI  
MANAGER PUBLIC AFFAIRS & COMMUNICATIONS  
PACIFIC AREA US POSTAL SERVICE  
7001 S CENTRAL AVE RM 364A  
LOS ANGELES CA 90052-9641  
323-586-1212

PAT MCGOVERN  
ACTG MGR PUBLIC AFFAIRS & COMMUNICATIONS  
NY METRO AREA US POSTAL SERVICE  
421 EIGHTH AVE RM 5114  
NEW YORK NY 10199-9681  
212-330-3167

DEBORAH YACKLEY  
CAPITAL METRO  
PUBLIC AFFAIRS & COMMUNICATIONS  
16501 SHADY GROVE RD  
GAITHERSBURG MD 20898-9998  
301-548-1465

## Government Relations Contacts

Alphabetical State/Representative Listing: area code and prefix for all extensions is 202-268-XXXX.

Your Government Relations representatives are here to serve you. They can assist you in contacting and inviting elected officials to participate in your event — please let them know how they can help.

State	Abbr	Representative	Extension
Alabama	AL	Laurie Solnik	3743
Alaska	AK	Linda Macasa	3750
American Samoa	AS	Linda Macasa	3750
Arizona	AZ	Gerald Kreienkamp	3744
Arkansas	AR	Gerald Krienkamp	3744
California	CA	Bill Weagley	3745
Connecticut	CT	Jo Waterman	6748
Colorado	CO	Gerald Kreienkamp	3744
Delaware	DE	Jo Waterman	6748
District of Columbia	DC	Rebecca Sumner	3755
Florida	FL	Laurie Solnik	3743
Georgia	GA	Bill Weagley	3745
Guam	GU	Linda Macasa	3750
Hawaii	HI	Linda Macasa	3750
Idaho	ID	Linda Macasa	3750
Illinois	IL	Talaya Simpson	7839
Indiana	IN	Annie Kennedy	7505
Iowa	IA	Annie Kennedy	7505
Kansas	KS	Gerald Kreienkamp	3744
Kentucky	KY	Paul Harrington	6029
Louisiana	LA	Gerald Kreienkamp	3744
Maine	ME	Kathy Sitterle	6027
Maryland	MD	Rebecca Sumner	3755
Massachusetts	MA	Jo Waterman	6748
Michigan	MI	Talaya Simpson	7839
Minnesota	MN	Annie Kennedy	7505
Mississippi	MS	Laurie Solnik	3743
Missouri	MO	Annie Kennedy	7505
Montana	MT	Linda Macasa	3750
Nebraska	NE	Gerald Kreienkamp	3744
Nevada	NV	Linda Macasa	3750
New Hampshire	NH	Jo Waterman	6748
New Jersey	NJ	Jo Waterman	6748
New Mexico	NM	Gerald Kreienkamp	3744
New York	NY	Kathy Sitterle	6027
North Carolina	NC	Bill Weagley	3745
North Dakota	ND	Annie Kennedy	7505
Ohio	OH	Paul Harrington	6029
Oklahoma	OK	Gerald Kreienkamp	3744
Oregon	OR	Linda Macasa	3750
Pennsylvania	PA	Rebecca Sumner	3755
Puerto Rico	PR	Kathy Sitterle	6027
Rhode Island	RI	Jo Waterman	6748
South Carolina	SC	Linda Macasa	3750
South Dakota	SD	Annie Kennedy	7505

<b>State</b>	<b>Abbr</b>	<b>Representative</b>	<b>Extension</b>
Tennessee	TN	Linda Macasa	3750
Texas	TX	Gerald Kreienkamp	3744
Utah	UT	Gerald Kreienkamp	3744
Vermont	VT	Kathy Sitterle	6027
Virgin Islands	VI	Kathy Sitterle	6027
Virginia	VA	Paul Harrington	6029
Washington	WA	Linda Macasa	3750
West Virginia	WV	Paul Harrington	6029
Wisconsin	WI	Talaya Simpson	7839
Wyoming	WY	Gerald Kreienkamp	3744

— *Community Relations,  
Public Affairs and Communications, 8-5-04*

# Domestic Mail

## DMM REVISION

### Parcel Return Services — Change in Address Format for Labels

Effective August 5, 2004, *Domestic Mail Manual* (DMM™) G993.4.4 is revised to modify the address format for Parcel Return Services (PRS) labels used on items returned to bulk mail centers. Instead of a complete delivery address, including the street address, city, and state, the new address format must show only the agent or customer name, the words “PARCEL RETURN SERVICE,” the words “BULK MAIL CENTER,” and the unique ZIP Code™ assigned to each PRS participant.

Revisions are also made to G993.1.1 to change the terminology for offices where PRS items will be picked up to “return delivery units” rather than “delivery units”, and to G993.1.9 to clarify that the distribution of PRS labels by a party constitutes its authorization to the Postal Service™ to release mail bearing that label to the identified permit holder or its designee.

These new address requirements resolve operational concerns that arose under the previous address format. This revised address format must be used only on PRS labels affixed to mailpieces for return to bulk mail centers. ZIP Codes used on PRS labels for parcels addressed to bulk mail centers must be those assigned by the Postal Service. The address format for PRS pieces addressed to a return delivery unit is unchanged.

These revisions are effective on August 5, 2004, for all new PRS labels. Customers with approval for previous versions of PRS labels may continue to distribute those labels through September 8, 2004.

We will incorporate this revision 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>G</b>	<b>General Information</b>				
	*	*	*	*	*
<b>G900</b>	<b>Experimental Classification and Rate Filings</b>				
	*	*	*	*	*
<b>G990</b>	<b>Experimental Classifications and Rates</b>				
	*	*	*	*	*

#### G993 Parcel Return Services

##### 1.0 BASIC INFORMATION

###### 1.1 Description

*[Revise 1.1 to change “delivery unit” to “return delivery unit” and to add a sentence regarding label distribution, to read as follows:]*

The standards in G993 apply to parcels that are retrieved in bulk by authorized permit holders or their agents who are approved participants in the Parcel Return Services (PRS) experiment. The permit holder guarantees payment of postage and retrieval of all PRS parcels mailed with a PRS label. The provision, by a merchant or other party, of an approved PRS label to its customers or others constitutes the party’s designation of the permit holder identified on the label as the party’s agent for receipt of mail bearing that label, and authorizes the Postal Service to provide that mail to the permit holder or its designee. The permit holder has the option of retrieving parcels at a designated return delivery unit (one of the postal delivery unit facilities designated as a pickup location for PRS parcels, also known for PRS purposes as an “RDU”) or at the bulk mail center (also known for PRS purposes as an “RBMC”) that serves the post office where returned parcels are deposited by customers. Payment for parcels returned under PRS is deducted from a separate advance deposit (postage due) account that is funded through the Centralized Account Processing System (CAPS).

\* \* \* \* \*

###### 1.9 Pickup Schedule

*[Revise the first sentence of 1.9 by replacing DDU with RDU and adding an introductory clause, to read as follows:]*

Unless more frequent pickups are specified in the service agreement, parcels must be retrieved on a regular schedule: from RBMCs, a minimum of every 48 hours excluding Sundays and USPS holidays; and from RDUs, a minimum of once every 7 days.\*\*\*

\* \* \* \* \*

##### 4.0 LABEL FORMAT

\* \* \* \* \*

**4.4 Label Format Elements**

\* \* \* \* \*

c. Parcel Return Service legend. The legend must be placed directly above the address and include:

*[Revise item c (1) by specifying allowable abbreviations, to read as follows:]*

- (1) Line 1: In capital letters at least 3/16" high, "PARCEL SELECT RETURN SERVICE" (or "PARCEL SELECT RTN SVC") or "BOUND PRINTED MATTER RETURN SERVICE" (or "BPM RETURN SERVICE"), as appropriate.\*\*\*

\* \* \* \* \*

*[Revise item e by removing reference to RBMC labels, to read as follows:]*

e. Address for return delivery unit (RDU) labels. The address must be the physical location of the return delivery unit, as provided by the Postal Service specifically for PRS. The address must consist of at least three lines in all capital letters, as specified below. As an option, the PRS participant's or merchant's name may appear above the first line. The ZIP Code may appear left-justified on a line directly below the city and state line.

- (1) Line 1: "RETURN DELIVERY UNIT."
- (2) Line 2: Street address, including number, of the RDU.
- (3) Line 3: City, state, and ZIP Code.

*[Redesignate current items f through i as new items g through j. Add new item f to specify new format for RBMC labels, to read as follows:]*

f. Address for return bulk mail center (RBMC) labels. The address must consist of at least three lines in all capital letters, as specified below. The ZIP Code must be printed in at least 12-point type and may appear left-justified on a line directly below the bulk mail center line.

- (1) Line 1: PRS participant's or merchant's name.
- (2) Line 2: "PARCEL RETURN SERVICE" (or "PARCEL RETURN SVC").
- (3) Line 3: "BULK MAIL CENTER," followed by the unique PRS ZIP Code assigned by the USPS in the service agreement.

\* \* \* \* \*

*[Revise item g (3) to specify allowable abbreviations, to read as follows:]*

- (3) Human-readable text above the barcode must read "USPS PARCEL RETURN SERVICE" (or "USPS PARCEL RTN SVC"). If the barcode is a single concatenated barcode with the postal routing code described in 4.4h, the text above the barcode must read "BMC ZIP – USPS PARCEL RETURN SERVICE" (or "BMC ZIP – USPS PARCEL RTN SVC"). In the text below the barcode, the leading application identifier ("420"), ZIP Code information, and subsequent numbers must be parsed as shown in exhibits 4.4b, c, and d.

*[Revise item h by clarifying the exception to standards in C850, to read as follows:]*

h. Postal Routing Barcode. If a single concatenated barcode is not used for the PRS barcode, a postal routing barcode also must be printed directly on the label. The barcode may appear in any location on the label, except the upper left, upper right, and lower right corners. Postal routing barcodes must meet the standards in C850, except that the human readable text below the barcode must read "BMC ZIP – " followed by the unique PRS ZIP Code assigned by USPS in the service agreement.

\* \* \* \* \*

**Exhibit 4.4a Parcel Select Return Services Label Addressed to a Return Delivery Unit With Separate Parcel Return Services and Postal Routing Barcodes**

*[Revise Exhibit 4.4a to show the return address in the same delivery area as the RDU address, as follows:]*



**Exhibit 4.4b Parcel Select Return Services Label Addressed to a Return Delivery Unit With Concatenated Parcel Return Services and Postal Routing Barcode**

[Revise Exhibit 4.4b to show the return address in the same delivery area as the RDU address, as follows:]

John Doe 1258 Return Ln Bethesda MD 20817	NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES
	
<b>PARCEL SELECT RETURN SERVICE</b> <small>ABC RETURNS INC PERMIT NO. 77999</small>	
<b>BMC ZIP - USPS PARCEL RETURN SVC</b>  <small>420 56999 9158 0268 3733 1000 0010 14</small>	RETURN DELIVERY UNIT 10421 MOTOR CITY DR BETHESDA MD 20817
<b>X01</b>	

**Exhibit 4.4d Bound Printed Matter Return Services Label**

[Revise Exhibit 4.4d to incorporate new address format, as follows:]

John Doe 1258 Return Ln Bethesda MD 20817	NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES
	
<b>BPM RETURN SERVICE</b> <small>ABC RETURNS INC PERMIT NO. 77999</small>	
<b>BMC ZIP - USPS PARCEL RETURN SVC</b>  <small>420 56999 9157 0268 3733 1000 0010 15</small>	AGENT/CLIENT NAME PARCEL RETURN SERVICE BULK MAIL CENTER <b>56999</b>
<b>X01</b>	

— Mailing Standards,  
Pricing and Classification, 8-5-04

**Exhibit 4.4c Parcel Select Return Services Label Addressed to a Return Bulk Mail Center**

[Revise Exhibit 4.4c to incorporate new address format, as follows:]

John Doe 1258 Return Ln Bethesda MD 20817	NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES
	
<b>PARCEL SELECT RETURN SERVICE</b> <small>ABC RETURNS INC PERMIT NO. 77999</small>	
<b>BMC ZIP - USPS PARCEL RETURN SVC</b>  <small>420 56999 9157 0268 3733 1000 0010 15</small>	AGENT/CLIENT NAME PARCEL RETURN SERVICE BULK MAIL CENTER <b>56999</b>
<b>X01</b>	

DMM REVISION

**Indemnity Claims for Domestic Mail**

Effective August 5, 2004, the *Domestic Mail Manual* (DMM™) is revised to replace the word “loss” with the word “delay” in text relating to information on items and situations for which indemnity is paid. This change revises incorrect wording given in a past *Postal Bulletin* 22127 article titled “DMM and POM Revision: Indemnity Claims for Domestic Mail” (4-29-04, pages 36–42, 63–66).

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

**Domestic Mail Manual (DMM)**

	*	*	*	*	*
<b>S</b>	<b>Special Services</b>				
<b>S000</b>	<b>Miscellaneous Services</b>				
<b>S010</b>	<b>Indemnity Claims</b>				
	*	*	*	*	*

**2.0 GENERAL FILING INSTRUCTIONS**

\* \* \* \* \*

**2.14 Nonpayable Claims**

Indemnity is not paid for Insured Mail, Registered Mail, COD, or Express Mail in these situations:

\* \* \* \* \*

*[Revise item ae to replace the second “loss” in the second sentence with the word “delay” to read as follows:]*

- ae. Event or transportation tickets (e.g., concert, theater, sport, airline, bus, train, etc.) received after the event date. Such items are insured for loss, but not for delay or receipt after the event date for which they were purchased unless sent by Express Mail and the delay is attributable solely to the failure to meet the guaranteed delivery standard under the terms and conditions for the Express Mail service selected.

\* \* \* \* \*

— Revenue and Field Accounting,  
Finance, 8-5-04

DMM REVISION

**Standard Mail Low-Weight Flats: 15-Piece Minimum for 5-Digit and 5-Digit Scheme Bundles**

Effective August 5, 2004, *Domestic Mail Manual* (DMM™) M045.2.4, M930.2.3e, and M940.2.3e are updated to reflect the two bundle size minimums that took effect August 1, 2004, for Standard Mail® flat-size pieces prepared in 5-digit bundles and optional 5-digit scheme (L007) bundles. Depending on the weight and thickness of the piece, the minimum bundle size is now either 15 pieces or 10 pieces.

The new standards apply to both automation rate and nonautomation presorted rate flat-size Standard Mail pieces. The required minimum number of pieces in a 5-digit bundle or optional 5-digit scheme bundle is based on the weight and the thickness of the pieces. The following new minimums are used for Standard Mail mailings of identical-weight pieces as well as nonidentical-weight pieces:

- Flat-size pieces 5 ounces or less. The bundle minimum for 5-digit and 5-digit scheme bundles is 15 pieces for a mailing containing only pieces that weigh 5 ounces (0.3125 pound) or less and are 3/4 inch thick or less, including mailings of nonidentical-weight pieces.

- Flat-size pieces more than 5 ounces. The bundle minimum for 5-digit and 5-digit scheme bundles is 10 pieces for a mailing containing any pieces that weigh more than 5 ounces (0.3125 pound) or, for qualifying automation rate mail only under DMM C820.3.0, any pieces greater than 3/4 inch thick. As a reminder, nonautomation presorted rate pieces greater than 3/4 inch thick cannot qualify as, or be prepared as, flat-size pieces. See DMM C050.3.0.

The preparation standards for other bundle levels are unchanged, and mailers must continue to prepare 3-digit and area distribution center (ADC) bundles whenever there are 10 or more pieces to those destinations, regardless of weight or thickness.

**Additional Information**

Background information about the reason for the change in 5-digit and 5-digit scheme bundle minimums for Standard Mail flat-size pieces, along with the actual supporting mailing standards, appeared in *Postal Bulletin* 22125 (4-1-04, pages 12–14) and 22132 (7-8-04, page 36).

Mailers with questions about these new standards can go to their local Post Office™ or visit [www.usps.com](http://www.usps.com). Postal Service™ employees with questions should contact their district manager of business mail entry.

We will incorporate this revision 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)**

\* \* \* \* \*

**M Mail Preparation and Sortation**

**M000 General Preparation Standards**

\* \* \* \* \*

**M040 Pallets**

\* \* \* \* \*

**M045 Palletized Mailings**

\* \* \* \* \*

**2.0 BUNDLES ON PALLETS**

\* \* \* \* \*

**2.4 STANDARD MAIL**

*[Revise introductory text by changing "10-piece minimum" to "10-piece or 15-piece minimum as applicable", to read as follows:]*

Bundle size: 10-piece or 15-piece minimum as applicable; 20-pound maximum, except that:

\* \* \* \* \*

**M900 Advanced Preparation Options for Flats**

\* \* \* \* \*

**M930 Merged Palletization of Bundles Using a 5% Threshold**

\* \* \* \* \*

**2.0 STANDARD MAIL**

\* \* \* \* \*

**2.3 5% Threshold Standard**

5-digit bundles and carrier route bundles may be placed on the same merged 5-digit scheme and merged 5-digit pallet if all of the following conditions are met:

\* \* \* \* \*

*[Revise the second sentence of 2.3e to read as follows:]*

- e. \*\*\*Regardless of the option selected, a minimum of 10 pieces or 15 pieces as applicable must be prepared in 5-digit bundle(s) placed on the merged pallet and a minimum of 10 or 15 remaining pieces as applicable prepared in 5-digit bundle(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5% limit.\*\*\*

\* \* \* \* \*

**M940 Merged Palletization of Bundles Using the City State Product and a 5% Threshold**

\* \* \* \* \*

**2.0 STANDARD MAIL**

\* \* \* \* \*

**2.3 5% Threshold Standard**

5-digit bundles and carrier route bundles may be placed on the same merged 5-digit scheme and merged 5-digit pallet if all of the following conditions are met:

\* \* \* \* \*

*[Revise the second sentence of 2.3e to read as follows:]*

- e. \*\*\*Regardless of the option selected, a minimum of 10 pieces or 15 pieces as applicable must be prepared in 5-digit bundle(s) placed on the merged pallet and a minimum of 10 or 15 remaining pieces as applicable prepared in 5-digit bundle(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5% limit.\*\*\*

\* \* \* \* \*

## DMM REVISION

**Merged Five-Digit and Five-Digit Scheme Pallets: Periodicals, Standard Mail, and Package Services Mail**

Effective September 2, 2004, *Domestic Mail Manual* (DMM™) E220.2.1, E220.2.2, E230.2.1, E620.2.3, L001 heading, L802 heading and Summary, M011.1.2, M011.1.3, M041.5.6, M045.2.1, M045.2.2, M045.2.5, M045.3.0, M210.1.5, M220.1.5, and M820.1.9 are revised, and a new M045.15.0 is established, to allow mailers to merge (place together) carrier route bundles and noncarrier route 5-digit bundles of flat-size mailpieces or irregular parcels on the same 5-digit scheme pallet (using labeling list DMM L001) or on the same 5-digit pallet. Only noncarrier route flat-size mailpieces not meeting the criteria in DMM C820.2.0 for the automated flat sorting machine (AFSM) 100 may be placed on these merged pallets with carrier route flat-size mailpieces. Carrier route bundles may consist of mailpieces that meet the criteria in DMM C820.2.0.

Although the revised mailing standards in DMM M045.3.0 are optional, those same standards become mandatory effective January 6, 2005. Current DMM M045.3.0 is redesignated as DMM M045.15.0 to enable mailers to transition from the existing pallet preparation standards to the new ones by the mandatory compliance date of January 6, 2005. On that date, the redesignated standards in new DMM M045.15.0 will be eliminated.

No substantive changes have been made to current pallet preparation standards under current DMM M045.3.0 other than the addition of the new merged pallet levels for Periodicals flats and irregular parcels, Standard Mail® flats and irregular parcels, and Bound Printed Matter flats and irregular parcels. The chart titled "Five-Digit Pallet Levels Under New DMM M045.3.0 for Bundles, Trays, and Sacks" provides an overview of all possible 5-digit sort levels that will be available for mailers placing bundles, trays, or sacks directly onto pallets.

**Background**

Prior to this revision, mailing standards for palletizing mail under DMM M045.3.0 permitted mailers to merge only flat-size mailpieces prepared in carrier route bundles and noncarrier route 5-digit bundles, and only on the following pallet sort levels in descending sequence of preparation:

- 5-digit metro pallets.
- 3-digit pallets.
- Sectional center facility (SCF) pallets.
- Area distribution center (ADC) pallets (for Periodicals mail only).
- Auxiliary service facility (ASF) pallets (for Standard Mail and Package Services pieces only).

- Bulk mail center (BMC) pallets (for Standard Mail and Package Services pieces only).

Until September 2, 2004, mailers wanting to perform such mergers at a finer pallet level must still use the preparation options in DMM M900. Those optional standards, however, are limited to flat-size mailpieces only, and are basically intended for flat-size mailpieces meeting the criteria in DMM C820.2.0 for the automated flat sorting machine (AFSM) 100. These optional standards in DMM M900 will continue to be available for mailer use, and remain the best option for mailing jobs consisting of mailpieces meeting the criteria for the AFSM 100 in DMM C820.2.0.

Until September 2, 2004, the prohibition on merged 5-digit scheme (DMM L001) and merged 5-digit pallets under M045.3.0 also applies to bundles of all flats, including upgraded flat sorting machine (UFSM) 1000-compatible automation flats and irregular parcels (generally flat-shaped pieces exceeding one or more of the maximum dimensions for flats). The operational need for this prohibition, however, is relevant only to flat-size mailpieces compatible with the AFSM 100. DMM criteria for AFSM 100-compatible flats (DMM C820.2.0) can be viewed using Postal Explorer® at <http://pe.usps.gov>.

Five-digit bundles of non-AFSM 100-compatible flat-size mailpieces (that is, flats meeting the physical criteria of the UFSM 1000 under DMM C820.3.0) are further sorted to carrier routes at the delivery unit, where the carriers prepare mail for delivery, rather than the mail processing facility, where employees handle and stage the palletized mail before its transport to the delivery unit. As a consequence, it is more practical to have the 5-digit bundles of UFSM 1000-compatible flats merged on the same 5-digit or 5-digit scheme (DMM L001) pallets with the corresponding carrier route bundles so that both the carrier route mail and the noncarrier route mail can be cross-docked to the delivery unit at the mail processing facility.

The addition of these merged pallet sort levels to the existing pallet sort levels should increase operational efficiencies by reducing the total number of pallets that must be prepared. These additional pallet levels should also improve customer service by enabling the Postal Service™ to transport more mail closer to the point of delivery.

Unlike the limitations in DMM M920, M930, and M940, preparation of merged 5-digit scheme and merged 5-digit pallets under revised M045.3.0 is accomplished without limitations (that is, without the use of the "A" and "C" or the "B" and "D" indicators in the City State Product, and also

without the 5 percent threshold for 5-digit noncarrier route bundles).

As with all mail prepared on pallets, pallets prepared under DMM M045.3.0 must also meet the appropriate general pallet preparation standards under DMM M041, including the standard requiring a minimum load of 250 pounds of mail on each pallet. Preparation must be completed at each required level before the next required or optional level is prepared.

### Irregular Parcel Rate Eligibility

This revision also clarifies the rate eligibility standards and pallet preparation standards for Periodicals and Standard Mail irregular parcels to reflect clearly and accurately the relationship between rate eligibility and pallet preparation. The following explanation for both Periodicals rates and Standard Mail rates for palletized bundles reconciles and clarifies this relationship.

#### *Periodicals Rates*

The Periodicals rate structure recognizes nonautomation rates and automation rates. Automation rates are further divided into two separate rate categories: one for letter-size mail meeting the physical characteristics in DMM C810, and one for flat-size mail meeting the physical characteristics in DMM C820. Similar to First-Class Mail® Presorted rates, Periodicals nonautomation piece rates make no rate distinction by processing category.

The wording for presorted rate eligibility standards has therefore been revised to reflect the actual intent of the rate structure as presented in the Domestic Mail Classification Schedule, which classifies Periodicals rate categories as nonautomation (regardless of mail processing category), automation letter, and automation flat.

For purposes of mail preparation, the revised wording in DMM E220.2.0 distinguishes between letter-size mail and nonletter-size mail (which includes flat-size mailpieces and irregular parcel mailpieces). As a result, this aligns the revised rate eligibility standards for irregular parcels with the pallet preparation standards for irregular parcels. This does not change the Periodicals rate eligibility standards that have been in effect since January 10, 1999.

#### *Standard Mail Rates*

The Standard Mail rate structure recognizes presorted rates (nonautomation rates) and automation rates. Both rate categories are further divided into two designations for pieces weighing 3.3 ounces or less:

- Letter-size mail meeting the physical characteristics in DMM C050.2.0 (and DMM C810 for automation letters).
- Nonletter-size mail meeting the physical characteristics in DMM C050.3.0 for flats (and DMM C820 for

automation rate flats), DMM C050.4.0 for machinable parcels, and DMM C050.5.0 for irregular parcels.

The actual preparation standards, however, impose specific requirements based on mail processing categories. For example, the preparation of letter-size mail is quite different from the preparation of flat-size mail, machinable parcels, or irregular parcels.

Irregular parcels (see DMM C050.5.0), in particular, are best described as “none of the above” when reviewing the dimensional standards in DMM C050 for letter-size mail and flat-size mail, and the dimensional standards and relative uniform shape of machinable parcels. Only in rare occurrences — such as a publication or catalog exceeding the maximum 15-inch length or maximum 12-inch height permitted for flat-size mailpieces and thus categorizing the mailpiece as an irregular parcel — would bundles of irregular parcels be uniform in thickness and suitable for placement directly onto pallets without compromising the integrity or stability of the pallets.

Before this revision, all irregular parcels eligible for the 3/5 rate were required to be sacked (whether first bundled or not), including irregular parcels to be placed onto pallets. Five-digit scheme (L606) groups, 5-digit groups, and 3-digit groups of irregular parcels placed directly into sacks before placement onto pallets compensate for parcels that are not even in shape or uniform in thickness, such as padded bags containing film or cylindrical medicine bottles, or parcels not easily stackable, such as rolls or mailing tubes. Requiring sacking of such irregular parcels stabilizes the pallets and prevents individual presort destination bundles from breaking apart, thus assuring the maintenance of the required separations for the rates being claimed.

Other points about Standard Mail irregular parcels that can affect the placement of presort destination bundles directly onto pallets include the preparation of 5-digit scheme (DMM L001) pallets and the exceptions to required bundling (DMM M610.5.3). The 5-digit scheme under DMM L606 may be used only for:

- Sacking machinable and irregular parcels (usually consisting of merchandise) and placing the sacks (containing parcels) onto pallets.
- Placing machinable parcels directly onto a pallet.

The L606 5-digit scheme was not developed for preparing presort destination bundles (mailpieces consisting of publications, catalogs, etc.). In the revision to pallet preparation under DMM M045.3.0, the 5-digit scheme preparation for flats and irregular parcels, which is under DMM L001, applies to pallets as the containers.

The standards in DMM M610.5.3 that permit sorting irregular parcels directly into sacks without first preparing presort destination bundles apply to nearly all Standard Mail irregular parcel mailings except for those infrequent

mailings containing “oversized flats” and irregular parcels that are less than 1/2 inch thick. Here 5-digit and 3-digit pieces can qualify for the 3/5 rate as sacked pieces.

For purposes of mail preparation, the revised wording in DMM E620.2.0 distinguishes between irregular parcels consisting of:

- Mailpieces of uniform thickness (that is, printed publications or catalogs) that exceed 15-inches in length, or 12-inches in height, prepared in presort destination bundles under DMM M020, and placed directly onto pallets.
- Mailpieces consisting of padded bags (and plastic envelopes) containing film or cylindrical medicine bottles, or parcels not easily stackable, such as rolls or mailing tubes.

As a result, this aligns the revised rate eligibility standards for irregular parcels with the pallet preparation standards for irregular parcels.

Mailers and Postal Service employees are reminded that Standard Mail irregular parcels of uniform thickness prepared in presort destination bundles are still subject to the residual shape surcharge in addition to the applicable Standard Mail nonletter rates (see DMM E620.3.0).

**Low-Volume Periodicals Bundles**

Wording has been added to the appropriate sections in the DMM to clarify that low-volume 5-digit bundles of Periodicals are permitted on merged 5-digit scheme (DMM L001) and merged 5-digit pallets. This revision thus aligns the preparation standards in DMM M045.3.0 with those found in other sections of the DMM for palletizing low-volume 5-digit bundles.

**PAVE Certification**

The Postal Service plans to offer tests for PAVE certification as an option, but will not require the use of PAVE-certified software with the palletization standards in revised DMM M045.3.0.

**Additional Revisions**

Besides adding the new merged pallet levels in DMM M045, this revision:

- Standardizes the presentation and language of mailing standards used for pallet preparation and labeling in DMM E230, L001, L802, M011, M041.5.0, and M045.3.0, including the standards for Package Services irregular parcels and for Standard Mail and Package Services machinable parcels.
- Clarifies the availability of DMM M045.3.0 for palletizing flat-size mailpieces cobundled under DMM M950.
- Replaces the mail preparation term “package” with “bundle” when referring to multiple mailpieces prepared as a single unit to a presort destination. This change was announced in *Postal Bulletin* 22132 (7-8-04, page 35).

Mailers with questions about these new standards can go to the Post Office™ where they enter their mailings, or visit [www.usps.com](http://www.usps.com). Postal Service employees with questions should contact their district manager of business mail entry.

We will incorporate this revision into the printed version of DMM 59 and into the September 2, 2004, update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

**Five-Digit Pallet Levels Under New DMM M045.3.0 for Bundles, Trays, and Sacks**

Pallet level sequence	Sort: optional or required	Line 1 pallet label Information	Containers permitted on pallet	Rate categories required on pallet	Noncarrier route AFSM 100 flats permitted?
1 Merged 5-Digit Scheme	Required	L001	Bundles only	Carrier route and noncarrier route (Presorted and/or automation rate)	No
2 5-Digit Scheme Carrier Routes	Required	L001	Bundles only	Carrier route only	No
3 5-Digit Scheme (Periodicals and Package Services, flats and irregulars only)	Required	L001	Bundles only	Noncarrier route only	No
4 Merged 5-Digit	Required	City, state, 5-digit ZIP Code on mail	Bundles only	Carrier route and noncarrier route	No
5 5-Digit Carrier Routes	Required, except for trays	City, state, 5-digit ZIP Code on mail	Bundles, sacks, or trays	Carrier route only	Yes
6 5-Digit	Required, except for trays	City, state, 5-digit ZIP Code on mail	Bundles, sacks, or trays	Noncarrier route only	Yes
7 5-Digit Metro	Optional	L006	Bundles only	Carrier route and/or noncarrier route	Yes

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**E Eligibility**

\* \* \* \* \*

**E200 Periodicals**

\* \* \* \* \*

**E220 Presorted Rates**

\* \* \* \* \*

**2.0 RATES**

**2.1 5-Digit Rates**

Subject to M045, M210, or M900, 5-digit rates apply to:

\* \* \* \* \*

*[Revise 2.1b to read as follows:]*

- b. Nonletter-size pieces in 5-digit scheme (L007) bundles and 5-digit bundles of six or more addressed pieces each, placed in applicable merged 5-digit scheme (L001) sacks, merged 5-digit sacks, 5-digit scheme (L001) sacks, or 5-digit sacks, or palletized under M045, M920, M930, or M940.

**2.2 3-Digit Rates**

Subject to M045, M210, or M900, 3-digit rates apply to:

\* \* \* \* \*

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

- b. Nonletter-size pieces in 5-digit scheme (L007) bundles, 5-digit bundles, and 3-digit bundles of six or more addressed pieces each, placed in 3-digit sacks; or 3-digit bundles of six or more addressed pieces each, placed onto 3-digit or lower pallets under M045, M920, M930, or M940.

\* \* \* \* \*

**E230 Carrier Route Rates**

\* \* \* \* \*

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

**2.0 RATES**

*[Revise heading and text of 2.1 to read as follows:]*

**2.1 Preparation**

Preparation to qualify eligible pieces for carrier route rates is optional and need not be performed for all carrier routes in a 5-digit area. Carrier route rates apply to copies that are prepared in carrier route bundles of six or more addressed pieces each subject to these standards:

- a. *Letter-size mailings.* Carrier route rates apply to carrier route bundles that are sorted into carrier route,

5-digit carrier routes, or 3-digit carrier routes trays under M220. Trays may be palletized under M045.

- b. *Nonletter-size mailings.* Carrier route rates apply to carrier route bundles that are sorted onto pallets prepared under M045, M920, M930, or M940, as appropriate, or prepared in carrier route, 5-digit scheme (L001) carrier routes, or 5-digit carrier routes sacks under M220. Sacks may be palletized under M045.

\* \* \* \* \*

**E600 Standard Mail**

\* \* \* \* \*

**E620 Presorted Rates**

\* \* \* \* \*

**2.0 RATES**

\* \* \* \* \*

**2.3 3/5 Rates**

\* \* \* \* \*

*[Revise 2.3d, redesignate current 2.3e as new 2.3f, and add new 2.3e, to read as follows:]*

- d. For irregular parcels (see C050.5.0) of uniform thickness and more than 15 inches long or more than 12 inches high in a 5-digit bundle of 10 or more pieces, or in a 3-digit bundle of 10 or more pieces, palletized under M045.
- e. For all other irregular parcels (see C050.5.0) in a 5-digit scheme (L606), 5-digit, or 3-digit sack containing at least 125 parcels or 15 pounds of parcels. (The 3/5 rates are available only when all possible 5-digit scheme and 5-digit sacks are prepared.)

\* \* \* \* \*

**L Labeling Lists**

**L000 General Use**

*[Revise heading of L001 to read as follows:]*

**L001 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels**

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

L001 describes the 5-digit scheme sort list for pallets and sacks of Periodicals, Standard Mail, and Package Services flats and irregular parcels destined for multiple 5-digit ZIP Codes served by a single delivery unit. When the 5-digit scheme sort is used, mail for the 5-digit ZIP Codes shown in Column A must be combined on pallets or in sacks as follows:

\* \* \* \* \*

**L800 Automation Rate Mailings**  
\* \* \* \* \*

[Revise heading of L802 to read as follows:]

**L802 BMC/ASF Entry—Periodicals and Standard Mail letters, Flats and Irregular Parcels, and Package Services Flats and Irregular Parcels Mail**

**Summary**

[Revise text to read as follows:]

L802 lists the 3-digit ZIP Code prefix for labeling mixed automation rate and nonautomation rate Periodicals, Standard Mail, and Package Services mailings entered at an ASF or BMC.

\* \* \* \* \*

**M Mail Preparation and Sortation**

**M000 General Preparation Standards**

**M010 Mailpieces**

**M011 Basic Standards**

**1.0 TERMS AND CONDITIONS**

\* \* \* \* \*

**1.2 Presort Levels**

Terms used for presort levels are defined as follows:

\* \* \* \* \*

[Revise 1.2f, 1.2g, 1.2j, 1.2l, and 1.2m, to read as follows:]

f. *5-digit scheme carrier routes (pallets and sacks) for Periodicals flats and irregular parcels, Standard Mail flats, Bound Printed Matter flats (sacks only); and Bound Printed Matter irregular parcels (pallets only):* the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in L001.

g. *5-digit scheme (pallets) for Periodicals flats and irregular parcels and Bound Printed Matter flats and irregular parcels:* the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in L001.

\* \* \* \* \*

j. *Merged 5-digit pallet:* contains carrier route bundles and noncarrier route 5-digit bundles (automation rate 5-digit bundles and/or presorted rate 5-digit bundles).

\* \* \* \* \*

l. *Merged 5-digit scheme pallet:* contains carrier route bundles and noncarrier route 5-digit bundles (automation rate 5-digit bundles and/or presorted rate

5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in L001.

m. *5-digit metro pallets for Periodicals, Standard Mail, and Bound Printed Matter flats and irregular parcels:* the 5-digit ZIP Codes on pieces in carrier route, automation rate, and presorted rate bundles are all destined for the same mail processing facility listed in L006.

\* \* \* \* \*

**1.3 Preparation Instructions**

For purposes of preparing mail:

\* \* \* \* \*

[Revise 1.3o through 1.3r to read as follows:]

o. *A merged 5-digit sort for Periodicals, Standard Mail, and Bound Printed Matter flats and irregular parcels prepared as bundles on pallets yields merged 5-digit pallets that contain carrier route bundles and noncarrier route 5-digit bundles (automation rate 5-digit bundles and/or presorted rate 5-digit bundles). The merged 5-digit sort is optional for Periodicals flats and irregular parcels and Standard Mail flats prepared in sacks under M920. Sacks or pallets prepared for a merged 5-digit destination that contain only a single rate level of bundle(s) (only carrier route bundle(s) or only automation rate 5-digit bundle(s) or only presorted rate 5-digit bundle(s)) or only two rate levels of bundle(s) are still considered to be merged 5-digit sorted and must be labeled accordingly.*

p. *A merged 5-digit scheme sort for Periodicals flats and irregular parcels and Standard Mail flats prepared in sacks under M920 yields merged 5-digit scheme sacks that contain carrier route bundles and noncarrier route 5-digit bundles (automation rate 5-digit bundles and/or presorted rate 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in L001. Sacks prepared for a merged 5-digit scheme destination that contain only a single rate level of bundle(s) (only carrier route bundle(s) or only automation rate 5-digit bundle(s) or only presorted rate 5-digit bundle(s)), or only two rate levels of bundle(s), or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme sacks is performed, it must be done for all 5-digit scheme destinations in L001.*

q. *A merged 5-digit scheme sort for Periodicals flats and irregular parcels, Standard Mail flats and irregular parcels, and Bound Printer Matter flats and irregular parcels prepared as bundles on pallets under*

M045, M920, M930, or M940, as appropriate, yields merged 5-digit scheme pallets that contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or presorted rate 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in L001. Pallets prepared for a merged 5-digit scheme destination that contain only a single rate level of bundle(s) (only carrier route bundle(s) or only automation rate 5-digit bundle(s) or only presorted rate 5-digit bundle(s)), or only two rate levels of bundle(s), or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme pallets is performed, it must be done for all 5-digit scheme destinations in L001.

- r. A 5-digit metro sort for Periodicals, Standard Mail, and Bound Printed Matter flats and irregular parcels prepared as bundles on pallets yields 5-digit metro pallets that contain carrier route and/or noncarrier route 5-digit and 3-digit bundles (automation rate and/or presorted bundles) for the 5-digit ZIP Codes listed in L006. The ZIP Codes in L006 are treated as a single presort destination, with no further separation by 5-digit ZIP Code required. The 5-digit metro sort is optional and need not be done for all possible destinations in L006.

\*   \*   \*   \*   \*

**M040 Pallets**

**M041 General Standards**

\*   \*   \*   \*   \*

**5.0 PREPARATION**

\*   \*   \*   \*   \*

**5.6 Mail on Pallets**

\*   \*   \*   \*   \*

*[Combine current 5.6g and 5.6h into new 5.6g and redesignate current 5.6i as new 5.6h, to read as follows:]*

- f. For Bound Printed Matter irregular parcels, presorted and carrier route rate mail may be combined on all pallet levels. For Bound Printed Matter flats, presorted and carrier route rate mail may be combined on all levels of pallet except as provided in 5.6g.
- g. For sacks of Periodicals, Standard Mail, and Bound Printed Matter flats or irregular parcels, carrier route rate mail must be prepared on separate 5-digit pallets from automation rate and/or presorted rate mail.
- h. Periodicals, Standard Mail, and Bound Printed Matter flats or irregular parcels prepared in carrier route and

noncarrier route 5-digit bundles may be placed on the same merged 5-digit scheme, merged 5-digit, and 5-digit metro pallet, as appropriate.

\*   \*   \*   \*   \*

**M045 Palletized Mailings**

\*   \*   \*   \*   \*

**2.0 BUNDLES ON PALLETS**

**2.1 Applicability**

*[Revise 2.1 to read as follows:]*

Presort destination bundles of Periodicals, Standard Mail, and Package Services flats and irregular parcels may be placed directly on pallets under 2.2 through 2.5, 3.0 (and, until January 6, 2005, under 15.0). Mail that cannot be placed on pallets must be prepared in sacks under the applicable standards in M200, M600, M700, M910, or M920. Sacks containing any remaining bundles after all pallets are prepared may be presented with the palletized portion of the mailing job (and, subject to 8.5, reported on the same postage statement) if the sacked portion is presented separately from the palletized portion.

**2.2 Basic Bundling Standards**

*[Revise 2.2 to read as follows:]*

Bundle preparation for Periodicals, Standard Mail, and Package Services mailpieces must meet the general standards in M010 and M020 as well as the applicable standards in M200, M600, M700, M820, and M950, except as noted in 2.3 through 2.5. Bundles may be sorted onto pallets under 3.0 (and, until January 6, 2005, under 15.0), as well as M920, M930, and M940.

\*   \*   \*   \*   \*

**2.5 Bound Printed Matter**

\*   \*   \*   \*   \*

*[Revise 2.5b by combining current 2.5b and 2.5c into new 2.5b, to read as follows:]*

- b. Presorted and Carrier Route Bound Printed Matter:
  - (1) Only individual pieces of flats or irregular parcels that weigh less than 10 pounds each may be prepared as bundles on pallets. Presorted rate pieces that weigh 10 or more pounds each must be prepared and palletized as machinable parcels under 3.5 or prepared in sacks under M722. Carrier Route pieces that individually weigh 10 or more pounds each must either be prepared and palletized as machinable parcels under 3.5 and qualify for presorted rates or be prepared in sacks under M723 and qualify for carrier route rates.

- (2) Bundles must be prepared under M722, M723, or M950, as appropriate. The minimum bundle size is 10 addressed pieces or 10 pounds, whichever occurs first, except that the last bundle to a presort destination may contain fewer than 10 pieces or weigh less than 10 pounds. When there are at least 10 pieces but less than 10 pounds for a presort destination, the pieces must be prepared in a single physical bundle. The maximum physical bundle size for pallets prepared under 3.3a through 3.3g, and 3.4a through 3.4g is 40 pounds. The maximum physical bundle size for pallets prepared under 3.3h through 3.3l, and 3.4h through 3.4l is 20 pounds. The total number of bundles for a single presort destination must not exceed the number of 10-pound increments to that destination. Each physical bundle must contain at least two addressed pieces.

[Delete current 2.5c.]

[Redesignate current 3.0 as new 15.0. Add new 3.0 to read as follows:]

\* \* \* \* \*

**3.0 PALLET PRESORT AND LABELING**

**3.1 Periodicals—Bundles, Sacks, or Trays**

Until January 6, 2005, Periodicals mailings may also be palletized under 15.1. Pallets must be prepared under M041 in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. See E250 for additional requirements for destination entry rates eligibility. For mailings of sacks or trays on pallets, pallet preparation begins with 3.1e. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031. All pallets prepared under 3.1 may contain firm bundles, and pallets prepared under 3.1a through 3.1i may contain low-volume bundles. Bundles of Periodicals nonletters (flats and irregular parcels) may also be palletized under M920, M930, or M940.

- a. *Merged 5-Digit Scheme (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under C820. Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or presorted rate bundles) for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, merged 5-digit pallet preparation begins with 3.1d. Pallet labeling:
  - (1) Line 1: L001.

- (2) Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “CR/5D”; followed by “SCHEME” (or “SCH”).
- b. *5-Digit Scheme Carrier Routes (required)*. Permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit carrier routes pallet preparation begins with 3.1e. Pallet labeling:
  - (1) Line 1: L001.
  - (2) Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “SCHEME” (or “SCH”).
- c. *5-Digit Scheme (required)*. Permitted for bundles only. Not permitted for bundles containing AFSM 100-compatible flats under C820. Required for bundles containing all other flats and irregular parcels. Pallet must contain only 5-digit bundles of automation rate and/or presorted rate mail for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit pallet preparation begins with 3.1f. Pallet labeling:
  - (1) Line 1: L001.
  - (2) Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “5D”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains presorted rate mail; followed by “SCHEME” (or “SCH”).
- d. *Merged 5-Digit (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under C820. Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or presorted rate bundles) for the same 5-digit ZIP Code. Pallet labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code destination (see M031 for overseas military mail).
  - (2) Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “CR/5D.”
- e. *5-Digit Carrier Routes (required except for trays)*. Permitted for bundles, sacks, and trays. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Pallet labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code destination (see M031 for overseas military mail).

- (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS," "IRREG," or "LTRS," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS").
- f. *5-Digit (required except for trays)*. Permitted for bundles, sacks, and trays. Pallet must contain only automation rate and/or presorted rate mail for the same 5-digit ZIP Code or the same 5-digit scheme under L007 (for AFSM 100-compatible flats only under C820). Five-digit scheme (L007) bundles are assigned to pallets according to the OEL "label to 5-digit ZIP Code. Pallet labeling:
- (1) Line 1: city, state, and 5-digit ZIP Code destination (see M031 for overseas military mail).
  - (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS," "IRREG," or "LTRS," as applicable; followed by "5D"; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains presorted rate mail.
- g. *5-Digit Metro (optional)*. Permitted for bundles only. Pallet may contain carrier route, automation rate, and/or presorted rate bundles for the 5-digit ZIP Codes in L006, Column A, and for 3-digit ZIP Code groups in L006, Column B. Pallet labeling:
- (1) Line 1: L006.
  - (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS" or "IRREG," as applicable; followed by "METRO" (or "MET"); followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or presorted rate mail.
- h. *3-Digit (optional)*. Option not available for 3-digit ZIP Code prefixes marked "N" in L002. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or presorted rate mail. Pallet labeling:
- (1) Line 1: L002, Column A.
  - (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS," "IRREG," or "LTRS," as applicable; followed by "3D"; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or presorted rate mail.
- i. *SCF (required)*. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or presorted rate mail for the 3-digit ZIP Code groups in L005. Pallet labeling:
- (1) Line 1: L002, Column C.
  - (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS," "IRREG," or "LTRS," as applicable; followed by "SCF"; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or presorted rate mail.
- j. *ADC (required)*. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or presorted rate mail for the 3-digit ZIP Code groups in L004. Pallet labeling:
- (1) Line 1: L004.
  - (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS," "IRREG," or "LTRS," as applicable; followed by "ADC"; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or presorted rate mail.
- k. *Mixed ADC (optional)*. Permitted for sacks and trays only. Pallet may contain carrier route, automation rate, and/or presorted rate mail. Pallet labeling:
- (1) Line 1: "MXD" followed by city, state, and ZIP Code information for ADC serving 3-digit ZIP Code prefix of entry post office as shown in L004, Column A (label to plant serving entry post office if authorized by processing and distribution manager).
  - (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS," "IRREG," or "LTRS," as applicable; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or presorted rate mail; followed by "WKG."

### 3.2 Standard Mail—Bundles, Sacks, or Trays

Until January 6, 2005, Standard Mail mailings may also be palletized under 15.2. Pallets must be prepared under M041 in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. See E650 for additional requirements for destination entry rates eligibility. Irregular parcels prepared in bundles directly onto pallets are limited to those mailpieces that are of uniform thickness and more than 15 inches long or more than 12 inches high.

For mailings of sacks or trays on pallets, pallet preparation begins with 3.2d. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031. Bundles of Standard Mail flats may also be palletized under M920, M930, or M940.

- a. *Merged 5-Digit Scheme (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under C820. Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or presorted rate bundles) for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, merged 5-digit pallet preparation begins with 3.2c. Pallet labeling:
  - (1) Line 1: L001.
  - (2) Line 2: "STD" followed by "FLTS" or "IRREG," as applicable; followed by "CR/5D"; followed by "SCHEME" (or "SCH").
- b. *5-Digit Scheme Carrier Routes (required)*. Permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit carrier routes pallet preparation begins with 3.2d. Pallet labeling:
  - (1) Line 1: L001.
  - (2) Line 2: "STD" followed by "FLTS" or "IRREG," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").
- c. *Merged 5-Digit (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under C820. Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or presorted rate bundles) for the same 5-digit ZIP Code. Pallet labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code destination (see M031 for overseas military mail).
  - (2) Line 2: "STD" followed by "FLTS" or "IRREG," as applicable; followed by "CR/5D."
- d. *5-Digit Carrier Routes (required except for trays)*. Permitted for bundles, sacks, and trays. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Pallet labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code destination (see M031 for overseas military mail).
  - (2) Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS"). For letters, "STD LTRS"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters.
- e. *5-Digit (required except for trays)*. Permitted for bundles, sacks, and trays. Pallet must contain only automation rate and/or Presorted rate mail for the same 5-digit ZIP Code or same 5-digit scheme under L007 (for AFSM 100-compatible flats only under C820). Five-digit scheme (L007) bundles are assigned to 5-digit pallets according to the OEL "label to" 5-digit ZIP Code. Pallet labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code destination (see M031 for overseas military mail).
  - (2) Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "5D"; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains Presorted rate mail. For letters, "STD LTRS 5D"; followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters.
- f. *5-Digit Metro (optional)*. Permitted for bundles only. Pallet may contain carrier route, automation rate, and/or Presorted rate bundles for the 5-digit ZIP Codes in L006, Column A, and for 3-digit ZIP Code groups in L006, Column B. Pallet labeling:
  - (1) Line 1: L006.
  - (2) Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "METRO" (or "MET"); followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail.
- g. *3-Digit (optional)*. Option not available for 3-digit ZIP Code prefixes marked "N" in L002. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail. Pallet labeling:
  - (1) Line 1: L002, Column A.
  - (2) Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "3D"; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail. For letters, "STD LTRS 3D"; followed by "BC" if

- pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters.
- h. *SCF (required)*. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in L005. Pallet labeling:
- (1) Line 1: L002, Column C.
  - (2) Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "SCF"; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail. For letters, "STD LTRS SCF"; followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters.
- i. *ASF (required, unless bundle reallocation used under 5.0)*. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in L602. ADC bundles, sacks, or trays are assigned to pallets according to the "label to" ZIP Code in L004 or L603, as appropriate. AADC trays are assigned to pallets according to the "label to" ZIP Code for the AADC tray in L801. At the mailer's option, appropriate mixed ADC bundles, sacks, or trays and mixed AADC trays may be sorted to ASF pallets according to the "label to" ZIP Code in L802. All mixed ADC bundles, sacks, and trays and mixed AADC trays must contain only pieces destinating within the ASF in Exhibit E650.5.1. Pallet labeling:
- (1) Line 1: L602.
  - (2) Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "ASF"; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail. For letters, "STD LTRS ASF"; followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters.
- j. *BMC (required)*. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in L601. ADC bundles, sacks, or trays are assigned to pallets according to the "label to" ZIP Code in L004 or L603, as appropriate. AADC trays are assigned to pallets according to the "label to" ZIP Code for the AADC tray in L801. At the mailer's option, appropriate mixed ADC bundles, sacks, or trays and mixed AADC trays may be sorted to BMC pallets according to the "label to" ZIP Code in L802. All mixed ADC bundles, sacks, and trays and mixed AADC trays must contain only pieces destinating within the BMC in Exhibit E650.5.1. Pallet labeling:
- (1) Line 1: L601.
  - (2) Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "BMC"; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail. For letters, "STD LTRS BMC"; followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters.
- k. *Mixed BMC (optional)*. Permitted for sacks and trays only. Pallet may contain carrier route, automation rate, and/or Presorted rate mail. Pallet labeling:
- (1) Line 1: "MXD" followed by information in L601, Column B, for BMC serving 3-digit ZIP Code prefix of entry post office (label to plant serving entry post office if authorized by processing and distribution manager).
  - (2) Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail; followed by "WKG." For letters, "STD LTRS"; followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters; followed by "WKG."

### 3.3 Package Services Flats—Bundles and Sacks

Until January 6, 2005, Package Services mailings of flats may also be palletized under 15.3. Pallets must be prepared under M041 in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. Carrier route mail and presorted rate mail with a barcode apply only to Bound Printed Matter mailings. Destination entry rate eligibility also applies only to Bound Printed Matter (see E752). At the mailer's option, all Package Services flats may be prepared for destination entry. For mailings of

sacks on pallets, pallet preparation begins with 3.3e. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031.

- a. *Merged 5-Digit Scheme (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under C820. Required for bundles containing all other flats. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (presorted rate bundles) for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, merged 5-digit pallet preparation begins with 3.3d. Pallet labeling:
  - (1) Line 1: L001.
  - (2) Line 2: "PSVC FLTS CR/5D"; followed by "SCHEME" (or "SCH").
- b. *5-Digit Scheme Carrier Routes (required)*. Permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit carrier routes pallet preparation begins with 3.3e. Pallet labeling:
  - (1) Line 1: L001.
  - (2) Line 2: "PSVC FLTS"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").
- c. *5-Digit Scheme (required)*. Permitted for bundles only. Not permitted for bundles containing AFSM 100-compatible flats under C820. Required for bundles containing all other flats. Pallet must contain only 5-digit bundles of presorted rate mail for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit pallet preparation begins with 3.3f. Pallet labeling:
  - (1) Line 1: L001.
  - (2) Line 2: "PSVC FLTS 5D"; followed by "SCHEME" (or "SCH").
- d. *Merged 5-Digit (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under C820. Required for bundles containing all other flats. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (presorted rate bundles) for the same 5-digit ZIP Code. Pallet labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code destination (see M031 for overseas military mail).
  - (2) Line 2: "PSVC FLTS CR/5D."
- e. *5-Digit Carrier Routes (required)*. Permitted for bundles and sacks. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Pallet labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code destination (see M031 for overseas military mail).
  - (2) Line 2: "PSVC FLTS"; followed by "CARRIER ROUTES" (or "CR-RTS").
- f. *5-Digit (required)*. Permitted for bundles and sacks. Pallet must contain only Presorted rate mail with or without a barcode for the same 5-digit ZIP Code or same 5-digit scheme under L007 (for AFSM 100-compatible flats only under C820). Five-digit scheme (L007) bundles are assigned to pallets according to the OEL "label to" 5-digit ZIP Code. Pallet labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code destination (see M031 for overseas military mail).
  - (2) Line 2: "PSVC FLTS 5D"; followed by "BARCODED" (or "BC") if pallet contains presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains presorted rate mail without a barcode.
- g. *5-Digit Metro (optional)*. Permitted for bundles only. Pallet may contain carrier route and/or presorted rate mail with or without a barcode for the 5-digit ZIP Codes in L006, Column A, and for the 3-digit ZIP Code groups in L006, Column B. Pallet labeling:
  - (1) Line 1: L006.
  - (2) Line 2: "PSVC FLTS"; followed by "METRO" (or "MET"); followed by "BARCODED" (or "BC") if pallet contains presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or presorted rate mail without a barcode.
- h. *3-Digit (optional)*. Option not available for 3-digit ZIP Code prefixes marked "N" in L002. Permitted for bundles and sacks. Pallet may contain carrier route and/or presorted rate mail with or without a barcode. Pallet labeling:
  - (1) Line 1: L002, Column A.
  - (2) Line 2: "PSVC FLTS 3D"; followed by "BARCODED" (or "BC") if pallet contains presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or presorted rate mail without a barcode.

- i. *SCF (required)*. Permitted for bundles and sacks. Pallet may contain carrier route and/or presorted rate mail with or without a barcode for the 3-digit ZIP Code groups in L005. Pallet labeling:
  - (1) Line 1: L002, Column C.
  - (2) Line 2: "PSVC FLTS SCF"; followed by "BAR-CODED" (or "BC") if pallet contains presorted rate mail with a barcode; followed by "NONBAR-CODED" (or "NBC") if pallet contains carrier route and/or presorted rate mail without a barcode.
- j. *ASF (required)*. Permitted for bundles and sacks. Pallet may contain carrier route and/or presorted rate mail with or without a barcode for the 3-digit ZIP Code groups in L602. ADC bundles or sacks are assigned to pallets according to the "label to" ZIP Code in L004. At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to ASF pallets according to the "label to" ZIP Code in L802. All mixed ADC bundles and sacks must contain only pieces destinating within the ASF in Exhibit E751.1.3. Pallet labeling:
  - (1) Line 1: L602.
  - (2) Line 2: "PSVC FLTS ASF"; followed by "BAR-CODED" (or "BC") if pallet contains presorted rate mail with a barcode; followed by "NONBAR-CODED" (or "NBC") if pallet contains carrier route and/or presorted rate mail without a barcode.
- k. *BMC (required)*. Permitted for bundles and sacks. Pallet may contain carrier route and/or presorted rate mail with or without a barcode for the 3-digit ZIP Code groups in L601. ADC bundles or sacks are assigned to pallets according to the "label to" ZIP Code in L004. At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to BMC pallets according to the "label to" ZIP Code in L802. All mixed ADC bundles and sacks must contain only pieces destinating within the BMC in Exhibit E751.1.3. Pallet labeling:
  - (1) Line 1: L601.
  - (2) Line 2: "PSVC FLTS BMC"; followed by "BAR-CODED" (or "BC") if pallet contains presorted rate mail with a barcode; followed by "NONBAR-CODED" (or "NBC") if pallet contains carrier route and/or presorted rate mail without a barcode.

- l. *Mixed BMC (optional)*. Permitted for sacks only. Pallet may contain carrier route and/or presorted rate mail with or without a barcode. Pallet labeling:
  - (1) Line 1: "MXD" followed by information in L601, Column B, for BMC serving 3-digit ZIP Code prefix of entry post office (label to plant serving entry post office if authorized by processing and distribution manager).
  - (2) Line 2: "PSVC FLTS WKG."

### 3.4 Package Services Irregular Parcels—Bundles and Sacks

Until January 6, 2005, Package Services mailings of irregular parcels may also be palletized under 15.4. Pallets must be prepared under M041 in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. Carrier route (3.4a, 3.4b, 3.4d, and 3.4e) applies to Bound Printed Matter mailings only. Destination entry rate eligibility applies only to Parcel Select (see E751) and Bound Printed Matter (see E752). At the mailer's option, all Package Services irregular parcels also may be prepared for destination entry (see E753). For mailings of sacks on pallets, pallet preparation begins with 3.4e. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031.

- a. *Merged 5-Digit Scheme (required)*. Permitted for bundles only. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (presorted rate bundles) for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, merged 5-digit pallet preparation begins with 3.4d. Pallet labeling:
  - (1) Line 1: L001.
  - (2) Line 2: "PSVC IRREG CR/5D"; followed by "SCHEME" (or "SCH").
- b. *5-Digit Scheme Carrier Routes (required)*. Permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit carrier routes pallet preparation begins with 3.3e. Pallet labeling:
  - (1) Line 1: L001.
  - (2) Line 2: "PSVC IRREG"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").
- c. *5-Digit Scheme (required)*. Permitted for bundles only. Pallet must contain only 5-digit bundles of presorted rate mail for the same 5-digit scheme

- under L001. For 5-digit destinations not part of L001, 5-digit pallet preparation begins with 3.4d. Pallet labeling:
- (1) Line 1: L001.
  - (2) Line 2: "PSVC IRREG 5D"; followed by "SCHEME" (or "SCH").
- d. *Merged 5-Digit (required)*. Permitted for bundles only. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (presorted rate bundles) for the same 5-digit ZIP Code. Pallet labeling:
- (1) Line 1: city, state, and 5-digit ZIP Code destination (see M031 for overseas military mail).
  - (2) Line 2: "PSVC IRREG CR/5D."
- e. *5-Digit Carrier Routes (required)*. Permitted for bundles and sacks. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Pallet labeling:
- (1) Line 1: city, state, and 5-digit ZIP Code destination (see M031 for overseas military mail).
  - (2) Line 2: "PSVC IRREG"; followed by "CARRIER ROUTES" (or "CR-RTS").
- f. *5-Digit (required)*. Permitted for bundles and sacks. Pallet must contain only presorted rate mail for the same 5-digit ZIP Code. Pallet labeling:
- (1) Line 1: city, state, and 5-digit ZIP Code destination (see M031 for overseas military mail).
  - (2) Line 2: "PSVC IRREG 5D."
- g. *5-Digit Metro (optional)*. Permitted for bundles only. Pallet must contain carrier route and/or presorted rate bundles for the 5-digit ZIP Codes in L006, Column A, and for the 3-digit ZIP Code groups in L006, Column B. Pallet labeling:
- (1) Line 1: L006.
  - (2) Line 2: "PSVC IRREG"; followed by "METRO" (or "MET").
- h. *3-Digit (optional)*. Option not available for 3-digit ZIP Code prefixes marked "N" in L002. Permitted for bundles and sacks. Pallet may contain carrier route and/or presorted rate mail. Pallet labeling:
- (1) Line 1: L002, Column A.
  - (2) Line 2: "PSVC IRREG 3D."
- i. *SCF (required)*. Permitted for bundles and sacks. Pallet may contain carrier route and/or presorted rate mail for the 3-digit ZIP Code groups in L005. Pallet labeling:
- (1) Line 1: L002, Column C.
  - (2) Line 2: "PSVC IRREG SCF."
- j. *ASF (required)*. Permitted for bundles and sacks. Pallet may contain carrier route and/or presorted rate mail for the 3-digit ZIP Code groups in L602. ADC bundles or sacks are assigned to pallets according to the "label to" ZIP Code in L004. At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to ASF pallets according to the "label to" ZIP Code in L802. All mixed ADC bundles and sacks must contain only pieces destinating within the ASF in Exhibit E751.1.3. Pallet labeling:
- (1) Line 1: L602.
  - (2) Line 2: "PSVC IRREG ASF."
- k. *BMC (required)*. Permitted for bundles and sacks. Pallet may contain carrier route and/or presorted rate mail for the 3-digit ZIP Code groups in L601. ADC (L004) bundles or sacks are assigned to pallets according to the "label to" ZIP Code in L004. At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to BMC pallets according to the "label to" ZIP Code in L802. All mixed ADC bundles and sacks must contain only pieces destinating within the BMC in Exhibit E751.1.3. Pallet labeling:
- (1) Line 1: L601.
  - (2) Line 2: "PSVC IRREG BMC."
- l. *Mixed BMC (optional)*. Permitted for sacks only. Pallet may contain carrier route and/or presorted rate mail. Pallet labeling:
- (1) Line 1: "MXD" followed by information in L601, Column B, for BMC serving 3-digit ZIP Code prefix of entry post office (or labeled to plant serving entry post office if authorized by processing and distribution manager).
  - (2) Line 2: "PSVC IRREG WKG."

### 3.5 Machinable Parcels—Standard Mail and Package Services

Until January 6, 2005, Standard Mail and Package Services mailings of machinable parcels may also be palletized under 15.5. Pallets must be prepared under M041 in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. At the mailer's option, Inter-BMC/ASF and Intra-BMC/ASF Parcel Post mailings may be prepared on pallets under this section. Destination entry rates eligibility applies only to Standard Mail (see E650), Parcel Select (see E751), and Bound Printed Matter (see E752). At the mailer's option, all Package Services machinable parcels also may be prepared for destination entry (see E753). Combined mailings of Standard Mail and Package Services machinable parcels must also meet the standards in M073. Pallets must be labeled according to

the Line 1 and Line 2 information listed below and under M031.

a. *5-Digit Scheme (optional)*. Pallet may contain parcels for the same 5-digit scheme under L606. Pallets need not be prepared for all 5-digit scheme destinations. For 5-digit destinations not part of L606, or for which scheme sorts are not performed, 5-digit pallets are prepared under 3.5b. Pallet labeling:

- (1) Line 1: L606.
- (2) Line 2: "STD MACH 5D" or "PSVC MACH 5D," as applicable; followed by "SCHEME" (or "SCH").

b. *5-Digit (required)*. Optional for Standard Mail if 3/5 rates are not claimed. Pallet must contain parcels only for the same 5-digit ZIP Code. Pallet labeling:

- (1) Line 1: city, state, and 5-digit ZIP Code destination (see M031 for military mail).
- (2) Line 2: "STD MACH 5D" or "PSVC MACH 5D," as applicable.

c. *ASF (required if claiming DBMC rates, otherwise optional)*. Not available for the Buffalo, NY ASF in L602. Pallets must contain only parcels for the 3-digit ZIP Code groups in L602.

- (1) Line 1: L602.
- (2) Line 2: "STD MACH ASF" or "PSVC MACH ASF," as applicable.

d. *BMC (required)*. Pallets must contain only parcels for the 3-digit ZIP Code groups in L601. Pallet labeling:

- (1) Line 1: L601.
- (2) Line 2: "STD MACH BMC" or "PSVC MACH BMC," as applicable.

e. *Mixed BMC (optional)*. Pallet labeling:

- (1) Line 1: "MXD" followed by information in L601, Column B, for BMC serving 3-digit ZIP Code prefix of entry post office (or labeled to plant serving entry post office if authorized by processing and distribution manager).
- (2) Line 2: "STD MACH WKG" or "PSVC MACH WKG," as applicable.

\* \* \* \* \*

**M200 Periodicals (Nonautomation)**

**M210 Presorted Periodicals**

**1.0 BASIC STANDARDS**

\* \* \* \* \*

**1.5 Low-Volume Bundles and Sacks**

*[Revise 1.5 to read as follows:]*

As a general exception to 2.0 and 4.0, nonletter-size Periodicals may be prepared in low-volume 5-digit and 3-digit bundles containing fewer than six pieces when the publisher determines that such preparation improves service, if those bundles are placed in 5-digit, 3-digit, and SCF sacks. Low-volume bundles also may be placed on merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 5-digit metro, 3-digit, and SCF pallets.

\* \* \* \* \*

**M220 Carrier Route Periodicals**

**1.0 BASIC INFORMATION**

\* \* \* \* \*

**1.5 Low-Volume Bundles and Sacks**

*[Revise 1.5 to read as follows:]*

As a general exception to 2.4 and 4.0, nonletter-size Periodicals may be prepared in low-volume carrier route bundles containing fewer than six pieces when the publisher determines that such preparation improves service, if those bundles are placed in merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sacks. Low-volume carrier route bundles also may be placed on merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, 5-digit carrier routes, 5-digit metro, 3-digit, and SCF pallets.

\* \* \* \* \*

**M800 All Automation Mail**

\* \* \* \* \*

**M820 Flat-Size Mail**

**1.0 BASIC STANDARDS**

\* \* \* \* \*

**1.9 Exception—Periodicals Preparation**

*[Revise 1.9 to read as follows:]*

As a general exception to 4.1 and 4.2, Periodicals may be prepared in low-volume 5-digit scheme, 5-digit, and 3-digit bundles containing fewer than six pieces, when the publisher determines that such preparation improves service, if those bundles are placed in 5-digit scheme, 5-digit, and 3-digit sacks under M820. Low-volume bundles may also be placed in merged 5-digit scheme, merged 5-digit, 5-digit, 5-digit scheme, 3-digit, and SCF sacks under M920. Low-volume sacks may also consist of a firm bundle(s) when optional 5-digit scheme sortation is performed with mailings prepared in sacks. Low-volume bundles also may be

placed on merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 5-digit metro, 3-digit, and SCF pallets.

\* \* \* \* \*

— Mailing Standards,  
Pricing and Classification, 8-5-04

REMINDER

**Delivery Confirmation and Signature Confirmation Service — Eligible Mailpieces**

Employees can reference the following table to easily determine class-specific Delivery Confirmation™ and Signature Confirmation™ service standards.

<b>Priority Mail® Items</b>	<b>Parcels</b>	<b>Letters</b>	<b>Flats</b>
	Yes	Yes	Yes

**All Priority Mail pieces are eligible** for Delivery Confirmation or Signature Confirmation service, regardless of mail processing category.

<b>First-Class Mail® Items</b>	<b>Parcels</b>	<b>Letters</b>	<b>Flats</b>
	Yes	No	No

**Only First-Class Mail parcels are eligible** for Delivery Confirmation or Signature Confirmation service as specified in *Domestic Mail Manual* (DMM) S918.1.2c and S919.1.2c.

Parcels that measure 1/4 inch to 3/4 inch thick must be machinable according to DMM C050.4 (except there is no minimum weight restriction for First-Class Mail service) and must be relatively rigid or inflexible either because of the mailing container or because of the item itself. A parcel greater than 3/4 inch thick at its thickest point is eligible and need not be rigid. The address side of parcels must be large enough to contain all address, endorsement, postage, and label elements. For complete information, see DMM S918.1.2 and S919.1.2.

<b>Package Services Items</b>	<b>Parcels</b>	<b>Letters</b>	<b>Flats</b>
	Yes	No	No

**Only Package Services parcels are eligible** for Delivery Confirmation or Signature Confirmation service as specified in DMM S918.1.2c and S919.1.2c.

Parcels that measure 1/4 inch to 3/4 inch thick must be machinable according to DMM C050.4 (minimum piece weight for Package Services machinable parcels is 6 ounces) and must be relatively rigid or inflexible either because of the mailing container or because of the item itself. A parcel greater than 3/4 inch thick at its thickest point is eligible and need not be rigid. The address side of parcels must be large enough to contain all address, endorsement, postage, and label elements. For complete information, see DMM S918.1.2 and S919.1.2.

<b>Standard Mail® Items</b>	<b>Parcels</b>	<b>Letters</b>	<b>Flats</b>
	Yes*	No	No

**Only Standard Mail pieces subject to the residual shape surcharge are eligible** for Delivery Confirmation service (and only for the electronic option).

\*Standard Mail pieces, regardless of mail processing category or whether a residual shape surcharge is applied, are not eligible for any form of Signature Confirmation service.

— Mailing Standards,  
Pricing and Classification, 8-5-04

## PUBLICATION 91 REVISION

**Updated PS Form 5051 and PS Form 1357-S Appear in Publication 91**

Effective August 5, 2004, Publication 91, *Confirmation Services Technical Guide*, is revised to reflect the most current edition of applicable forms.

- We are replacing the March 2003 edition of PS Form 5051, *Confirmation Services — Electronic Option Application*, with the June 2004 edition.
- We are removing PS Form 5051-C, *Confirmation Services — Electronic Option Application Checklist*, which was made obsolete when the information contained in it was included in the June 2004 edition of PS Form 5051.
- We are replacing the March 2003 edition of PS Form 1357-S, *(Customer) Request for Computer Access*, with the September 2003 edition.

Copies of PS Form 5051 and PS Form 1357-S appear in this *Postal Bulletin* starting on page 45.

We are incorporating these revisions into the online version of Publication 91, which is available on the Postal Service™ PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, click on *PolicyNet*.
- Click on *PUBs*.

(The direct URL for the Postal Service PolicyNet Web Site is <http://blue.usps.gov/cpim>.)

Publication 91 is also available on the Postal Service Internet Web site:

- Go to [www.usps.com](http://www.usps.com).
- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Publications*.

This publication is available only online and not in printed format.

**Publication 91, Confirmation Services Technical Guide**

\* \* \* \* \*

**9 Forms**

*[Revise the list of forms at the beginning of chapter 9 by removing the entry for PS Form 5051-C, Electronic Option Application Checklist. Revise the forms appearing in chapter 9 by replacing the March 2003 edition of PS Form 5051 with the June 2004 edition, by removing PS Form 5051-C, and by replacing the March 2003 edition of PS Form 1357-S with the September 2003 edition.]*

\* \* \* \* \*

— *Product Information Requirements,  
Product Development, 8-5-04*



## Confirmation Services Electronic Option Application

### A. Customer Information (Please print or type)

1. Company Name		8. Telephone Number, including Area Code and Extension	
2. Dun & Bradstreet (DUNS®) Number		9. Fax Number including Area Code	
3. Point(s) of Contact		10. E-mail Address of Company Point(s) of Contact	
4. Street Address (Number, street, suite, apt., etc.)		11. How will you send your electronic file? NOTE: You can obtain this information from your software vendor. a. <input type="checkbox"/> Internet FTP b. <input type="checkbox"/> Dial-up (modem) FTP c. <input type="checkbox"/> No Transmission From This Site	
5. City		12. Name of Shipping/Manifesting System	
6. State	7. ZIP+4®	13. Will you print your own bar coded labels? <input type="checkbox"/> Yes <input type="checkbox"/> No	14. Application Date

### B. Optional Customer Information

15. Please provide additional information unique to your process, or discuss other issues.

### C. Postal Service™ Information (to be completed by USPS® Representative)

16. Name	17. Title
18. Telephone Number, including Area Code and Extension	19. Area and District

### D. Application Processing

Fax and mail PS Form 5051 and PS Form 1357-S to:

PRODUCT INFORMATION REQUIREMENTS  
 PRODUCT DEVELOPMENT  
 UNITED STATES POSTAL SERVICE  
 475 L'ENFANT PLZ RM 425 PROMENADE  
 WASHINGTON DC 20260-0425  
 Fax Number: 202-268-4620

Privacy Notice: See our Privacy Policy on [www.usps.com](http://www.usps.com)

**Note: If you have questions about completing this form, call Confirmation Services Technical Support Center at 877-264-9693, Option 1.**

**Customer Completion Checklist**

(Upon completing each task, place a check in the box and write in the date. Please retain a copy of the checklist for your records.)

- \_\_\_\_\_ 1. Obtain a DUNS<sup>®</sup> number by contacting Dun & Bradstreet at 800-333-0505, or by accessing their website at [www.dnb.com](http://www.dnb.com). If your company has any questions about obtaining a DUNS number, call Confirmation Services Technical Support at 877-264-9693, Option 1, for assistance.
- \_\_\_\_\_ 2. If purchasing a shipping/manifesting system, obtain a listing of Confirmation Services Certified Vendors at [www.usps.com](http://www.usps.com); search on "Certified Vendors."
- \_\_\_\_\_ 3. Complete page 1 of this form and PS Form 1357-S, *Request for Computer Access*.
- \_\_\_\_\_ 4. Fax and mail completed PS Form 5051 (page 1 only) and PS Form 1357-S to:
- PRODUCT INFORMATION REQUIREMENTS  
PRODUCT DEVELOPMENT  
UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLZ RM 425 PROMENADE  
WASHINGTON DC 20260-0425  
Fax Number 202-268-4620
- \_\_\_\_\_ 5. Receive Test Kit and login ID information from the Postal Service.
- \_\_\_\_\_ 6. Call Technical Support at 877-264-9693, Option 1, to receive password.
- \_\_\_\_\_ 7. Create electronic test file that represents 100 packages.
- \_\_\_\_\_ 8. If you are printing your own labels, print 20 test labels from each printer. Complete PS Form 5052, *Confirmation Services Printer Certification*, supplied in Publication 91, and mail it with the test labels to the address on the form.
- \_\_\_\_\_ 9. Call Confirmation Services Certification Support at 877-264-9693, Option 3, before sending your test file.
- \_\_\_\_\_ 10. After successfully completing certification, you will receive PS Form 3152, *Confirmation Services Certification*, and an acceptance letter from the U.S. Postal Service<sup>®</sup>. If requested, you will need to present a copy of this form to your local U.S. Postal Facility as proof of mailing at the electronic rate.

**Confirmation Services Support Line: 877-264-9693**

The telephone number for the Confirmation Services Support Line is **877-264-9693**. The options are explained below. Please select the appropriate option when making the call.

<b>Option 1, Technical Support</b> Hours: 8 AM to 6 PM (ET) Monday - Friday	Assists with electronic file formats — e.g., Confirmation Services, Delivery and Signature Confirmation, Express Mail Manifesting, and Merchandise Return. Provide Test Kit, login ID, and password.
<b>Option 2, Connectivity Support</b> Request Management Center Hours: 24 hours everyday (24/7)	Assists with transmitting an electronic file or connecting to the Postal Service network.
<b>Option 3, Certification Support</b> Hours: 7:30 AM to 5 PM (CT) Monday - Friday	Assists with certification, transmitting test files, and formatting labels.

PS Form **5051**, June 2004 (Reverse)

(Article continues on page 75.)

# Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

## Foreign Order No. 499

Keep all foreign order notices for use as reference.

### Tentative Orders

#### Australia

BOYSTOWN AND  
MS TRACY ADAMS  
SUITE 5  
LANG BUSINESS CENTRE  
97 CASTLEMAINE STREET  
MILTON Q 4064  
AUSTRALIA

#### The Netherlands

WORLD EXPERT FUND  
PROCESSING CENTRE  
GELDERLANDPLEIN 75L  
1082 LV AMSTERDAM  
THE NETHERLANDS

WORLD EXPERT FUND  
PROCESSING CENTRE  
PO BOX 10006  
NEDERLAND

GLOBAL SEARCH NETWORK  
AND WWE: GSN PROCESSING CENTER  
POSTUS 232  
1180 AE AMSTELVEEN  
THE NETHERLANDS

Do not dispatch any mail to the above. Place the mail pieces in a pouch endorsed "Foreign Order Mail" and send it to:

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

Do not place any endorsement on the mail pieces themselves.

Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all Processing and Distribution plants, designated international exchange offices, and Customer Service plants.

— Judicial Officer, 8-5-04

## Domestic Orders

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

State/City/ZIP Code	Names and Addresses Covered	Product
KS, Pittsburg 66762-1143	Winton Louis Baker a/ka/ Louis Baker d/b/a B&B Enterprise and/or Training & After Care Center, P.O. Box 1143	A work-at-home envelope-stuffing scheme
MN, St. Paul 55105-2610	Confirmation Services Desk, Office of Records and Administration or A.A.R.N. Operations Office, Special Concerns — Identified Candidate, 1043 Grand Avenue, PMB 278	A sweepstakes scheme

— Judicial Officer, 8-5-04

## 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.

005208	018640	061090	078107	097109	107333	125011	220211	285035	322353	340030	452035	495448
005296	018670	061179	079014	097288	108140	125382	220260	286080	322410	340302	452261	496149
005416	018706	061238	079047	097364	108691	125415	220304	292412	322538	340331	452300	<b>500012</b>
005621	018782	061540	079054	097586	108730	125474	220568	292569	322987	340353	452809	503039
005845	018851	061757	079126	097701	108750	127012	221090	292640	323062	340397	452906	532342
005878	018980	064192	079774	097826	108777	131488	221165	292649	323065	340564	454472	532362
006350	019030	064202	080020	098044	109019	132133	221174	294309	325480	340903	454636	532595
006613	019290	064227	080028	098098	109809	135213	221283	294316	326005	340995	454729	537350
006768	019358	064449	080084	098252	109977	135245	221323	294391	326264	344006	454811	551156
006809	019735	064746	080116	098309	109982	135246	221324	294429	326623	344179	458153	551494
006950	020465	064886	080664	098426	110092	142386	221335	294486	327021	344181	460118	551777
006982	021453	065121	085316	098532	110340	142629	221383	294529	327038	347100	461013	551902
007031	022196	065188	088358	098626	110400	142876	221455	294531	327883	349197	461020	551966
007044	022276	065224	088400	098761	110717	146089	221547	294544	328017	349544	461060	553003
007135	025059	065252	088742	098812	111551	150221	222180	294570	328019	349619	462023	553017
007227	027142	065848	089111	098815	112157	152007	222252	294575	328032	352246	462064	553238
007304	028798	066247	089758	098830	112862	152041	222327	295460	328084	352807	462440	553429
007347	028982	066414	089871	098977	113002	152087	223143	295468	329022	361268	462698	553762
008192	029597	067127	089952	<b>100010</b>	113130	152136	229019	296359	329029	361331	462911	553819
008325	029706	067249	090078	100076	113353	152143	232311	<b>300206</b>	329392	363136	462942	553927
008378	029814	067303	090473	100302	113798	152309	235358	300458	330116	371004	468409	554029
008396	030179	067318	090705	100343	113821	152755	235469	300491	330211	371005	470002	554067
008577	030303	067361	090895	100354	114353	152771	243150	300702	330579	372028	472072	554401
008628	030448	067419	091329	100360	114626	159204	247110	301244	330709	372074	473021	554633
008737	030558	068265	092058	100436	115091	165049	249107	301279	330800	372089	474211	554904
008755	035007	068285	092204	100754	115135	165254	254008	301291	331004	372096	477169	557016
008873	037128	068388	092311	101268	115219	170161	254025	301303	331025	372275	480352	557034
008957	038292	068591	092514	101289	115226	171154	260010	301326	331341	372342	480684	558006
009051	038414	069126	092527	101472	115270	175082	260051	301336	331650	372696	480816	558022
009114	039301	069183	092722	101824	115308	183003	262005	301378	331656	374140	480938	558049
009321	040006	069207	092884	102117	115340	192621	265008	301398	331840	374147	480963	558058
009542	040096	069296	093027	102354	115697	192700	271005	301417	332201	381152	480968	558074
009596	040112	069931	093061	102538	117008	192866	271050	301441	332335	381235	481163	558094
009651	041313	070333	093280	102779	117059	193116	271203	302477	332353	381673	481392	558102
009799	042016	070432	093317	102845	117150	193128	272024	302595	332591	381926	481811	563014
010426	046066	070532	093723	102872	117188	193226	272097	302670	332655	385005	481947	563031
010551	048062	070635	093898	103181	117252	193281	272130	303709	332863	391164	482939	563050
010621	051044	070963	093929	103200	117566	197150	272133	303809	332897	<b>400035</b>	483048	564019
010687	052045	071290	094204	103232	117802	198184	272136	304008	332944	402006	483107	564028
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605053	661102	762017	801598	820833	847096	906043	915399	921507	926948	941482	968231	992409
605151	662251	763018	801653	823200	847158	906581	915400	921546	927293	941585	968267	992532
605179	666790	765617	801681	823222	852629	906609	915401	921659	927344	941719	968520	995154
607397	681507	770773	802030	826011	853440	907025	917141	921705	927363	941946	968630	995217
607455	681634	770869	802116	826102	853582	907112	917146	921750	928336	945258	968908	995259
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607842	<b>708526</b>	771305	802373	826311	856179	907406	917476	921793	930018	947031	970496	995300
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608223	731040	774382	803240	829504	891889	910024	920042	921953	930394	948186	970908	995918
608255	731371	775271	804218	829824	891948	910270	920054	921966	930397	948279	972428	995961
615007	731390	775310	804268	830074	895004	910332	920083	921994	931198	948633	972541	997181
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627120	740036	784332	805493	833175	<b>900062</b>	912240	920172	922138	931483	950955	973322	
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631283	741447	785453	807023	840216	900352	913087	920338	922329	931919	951929	977033	

## 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	025 729 1643 to 025 729 1799	041 803 6565 to 041 803 6599	302 000 0000 to 302 123 9999
011 582 1889 to 011 582 1899	026 492 3180 to 026 492 3199	043 205 5922 to 043 205 5999	349 746 2056 to 350 518 7350 to
011 588 2900 to 011 588 3099	027 361 0430 to 027 361 0499	044 087 3457 to 044 087 3499	360 011 1690 to 360 168 6008 to
012 579 5675 to 012 579 5699	027 369 4482 to 027 369 4495	044 087 4000 to 044 087 4099	360 173 8800 to 360 324 2326 to
013 289 6176 to 013 289 6199	027 671 8762 to 027 671 8776	045 524 4121 to 045 524 4298	362 861 3064 to 373 006 2176 to
013 610 0014 to 013 610 0099	027 787 9886 to 027 787 9899	046 800 9870 to 046 800 9899	374 768 2600 to 375 169 4400 to
014 932 1000 to 014 932 1099	027 965 9487 to 027 965 9499	047 352 4000 to 047 352 4099	375 829 3400 to 375 851 9100 to
014 972 0800 to 014 972 0899	028 191 1852 to 028 191 1999	047 552 4370 to 047 552 4399	376 196 0911 to 378 085 3679 to
015 363 0007 to 015 363 0099	028 850 3000 to 028 850 3199	048 383 7650 to 048 383 7659	378 351 1063 to 379 843 5100 to
017 028 3200 to 017 028 3299	029 510 1500 to 029 510 1599	048 396 3647 to 048 396 3699	380 093 9600 to 380 165 1165 to
018 569 5333 to 018 569 5399	030 687 0903 to 030 687 0999	051 774 8857 to 051 774 8899	381 325 4500 to 381 604 2510 to
018 986 5264 to 018 986 5299	030 701 3442 to 030 701 3499	051 781 2875 to 051 781 2885	381 645 9525 to 383 314 3968 to
019 518 2814 to 019 518 2899	031 077 4507 to 031 077 4799	058 187 3836 to 058 187 3899	383 892 1000 to 383 892 1382 to
020 698 5159 to 020 698 5199	032 295 7500 to 032 295 9999	058 591 1153 to 058 591 1299	384 925 3641 to 385 568 2331 to
020 844 7307 to 020 844 7399	034 394 1000 to 034 394 1099	058 895 3746 to 058 895 3799	385 599 7554 to 385 774 2024 to
020 972 8948 to 020 972 8999	034 943 0400 to 034 943 0799	059 986 0814 to 059 986 0899	386 624 1412 to 386 883 8936 to
022 021 9110 to 022 021 9181	035 035 4337 to 035 035 4399	060 406 7650 to 060 406 7699	387 314 5574 to 387 837 6300 to
022 037 1411 to 022 037 1499	037 706 9578 to 037 706 9599	065 392 6345 to 065 392 6399	388 828 0656 to 389 696 2400 to
022 527 9201 to 022 527 9210	037 805 3677 to 037 805 3699	066 787 3639 to 066 787 3699	389 846 3104 to 389 846 3145 to
023 637 7169 to 023 637 7199	037 909 5490 to 037 909 5499	066 845 7500 to 066 845 9999	389 887 9211 to 389 887 9234 to
024 380 4100 to 024 380 4199	040 024 3901 to 040 024 3999	077 999 4001 to 077 999 4090	390 001 3182 to 390 001 3500 to
024 496 6870 to 024 496 6896	040 674 7100 to 040 674 7199	210 221 0548 to 210 221 0599	390 545 5974 to 391 104 6146 to
025 092 0987 to 025 092 0999	040 688 8816 to 040 688 8899	227 275 9400 to 227 275 9999	391 574 1466 to 391 783 3020 to
025 369 5535 to 025 369 5599	041 299 6752 to 041 299 6799	273 070 8059 to 273 070 8099	391 792 6100 to 392 668 2956 to
025 729 1151 to 025 729 1199	041 623 8889 to 041 623 8899	273 775 7700 to 273 775 7899	2099 7374 1699 6099 8899 2399 3099 2199 2699 4599 3499 9199 0999 3699 1099 5199 9699 1199 4599 2699 9599 3999 1344 1399 3654 2399 7575 2099 1599 8999 5599 6399 0699 2799 3135 3195 9230 9299 3199 3699 5999 6199 1499 3599 6199 2999

392 854 8500 to 8899	410 867 0917 to 0966	430 177 1900 to 2099	454 490 8300 to 8399
393 584 7566 to 7699	410 867 0970 to 0999	430 444 9500 to 9699	454 547 7434 to 7499
393 650 0074 to 0099	411 868 1023 to 1199	430 664 4070 to 4099	454 922 4867 to 4895
393 838 8316 to 8499	411 922 2322 to 2399	432 168 8419 to 8499	455 221 1348 to 1499
393 893 6007 to 6099	412 193 0900 to 0999	432 708 6800 to 6999	455 364 2147 to 2199
394 126 6907 to 6999	412 395 8599 to 8699	432 744 1544 to 1599	455 399 5400 to 5499
394 189 0405 to 0599	412 485 6500 to 6599	432 995 9775 to 9799	455 476 0676 to 0699
394 822 3243 to 3278	412 485 6610 to 6699	433 003 5800 to 5899	455 543 0618 to 0699
394 990 1810 to 1899	412 885 5953 to 5999	433 757 3047 to 3099	456 410 9006 to 9099
395 343 3264 to 3299	414 193 3608 to 3674	433 765 4003 to 4099	456 470 4146 to 4299
395 373 3035 to 3099	414 193 3677 to 3699	434 482 7060 to 7199	456 619 4460 to 4499
395 396 9649 to 9799	414 411 7348 to 7399	434 513 2386 to 2399	457 333 2686 to 2699
395 970 3240 to 3299	414 640 0757 to 0799	434 968 3076 to 3092	457 729 1767 to 1777
397 622 4054 to 4099	414 965 1727 to 1799	435 303 1831 to 1842	457 937 8615 to 8699
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398 149 7200 to 7699	417 387 6532 to 6599	435 666 6092 to 6399	458 057 2712 to 2999
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399 296 9910 to 9999	418 164 6500 to 6799	437 427 0500 to 3499	458 354 7653 to 7999
399 396 8935 to 8999	418 423 9863 to 9899	439 179 2300 to 2399	458 671 8678 to 8699
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399 792 8300 to 8399	418 719 8520 to 8599	440 698 1947 to 1999	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
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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
408 682 8484 to 8599	427 412 6337 to 6499	453 603 7841 to 7891	469 213 0359 to 0399
408 698 7015 to 7099	427 481 0900 to 0999	453 650 1140 to 1199	469 213 0500 to 0599
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

469 947 6960 to	6999	486 176 0600 to	0699	603 678 7902 to	7999	623 917 0200 to	0299
<b>470 755 5800 to</b>	<b>5818</b>	486 559 7555 to	7599	603 678 8418 to	8499	624 468 5288 to	5299
471 918 0300 to	0999	486 696 3023 to	3199	603 678 8700 to	9999	624 665 3162 to	3198
471 985 2408 to	2419	488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799
472 191 6700 to	6799	488 206 4100 to	4199	604 349 1414 to	1499	625 916 9500 to	9799
472 270 2555 to	2599	488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999
472 987 0213 to	0241	488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999
472 987 0290 to	0299	488 855 8359 to	8399	605 685 4010 to	4099	627 384 3907 to	4099
473 151 2069 to	2199	489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599
473 666 9138 to	9199	489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699
473 952 3429 to	3499	489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599
474 108 5402 to	5499	489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199
474 356 5193 to	5299	489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799
474 949 3366 to	3399	489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699
475 134 9362 to	9399	489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299
475 167 9667 to	9699	<b>490 669 5850 to</b>	<b>6099</b>	609 067 5488 to	5499	629 964 4200 to	4294
475 319 3415 to	3499	490 717 7080 to	7099	609 067 5600 to	5699	<b>630 389 3056 to</b>	<b>3071</b>
475 319 3649 to	3799	490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599
475 340 6400 to	6599	490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199
475 424 8410 to	8499	490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399
475 629 9156 to	9199	490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999
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
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479 667 6190 to	6199	496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699
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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

644 066 0882 to 0899	657 780 0985 to 0999	682 965 1201 to 1299	701 369 2005 to 2050
644 069 0600 to 0699	658 586 1400 to 1499	683 118 2389 to 2399	701 499 2260 to 2299
644 077 7506 to 7699	658 877 8000 to 8199	683 378 2000 to 2099	701 503 2247 to 2299
644 085 8157 to 8199	658 880 8000 to 8199	683 378 2117 to 2299	701 541 2271 to 2299
644 112 9839 to 9899	659 398 7300 to 7399	683 415 1200 to 1499	701 553 6557 to 6599
644 373 9083 to 9099	659 706 8113 to 8199	683 444 8159 to 8199	701 578 7460 to 7469
644 380 1460 to 1499	659 846 7837 to 7899	685 154 7780 to 7789	701 578 7475 to 7499
644 733 4715 to 4799	<b>660 510 4100 to 4199</b>	685 297 7645 to 7699	701 601 3457 to 3499
644 900 9712 to 9799	660 673 0400 to 0599	685 623 5264 to 5299	701 605 5913 to 5999
644 901 0109 to 1299	661 488 5000 to 5099	685 650 9487 to 9499	701 695 3982 to 3999
644 901 1325 to 1399	661 609 9100 to 9199	685 669 4200 to 4299	701 695 4148 to 4199
644 923 6800 to 7799	661 716 9420 to 9499	685 757 8452 to 8499	701 695 4227 to 4299
644 932 4655 to 4699	661 906 6522 to 6599	686 071 2694 to 2799	701 708 1741 to 1799
645 318 7240 to 7499	662 021 8332 to 8399	686 176 3333 to 3354	701 736 3966 to 3999
645 333 1766 to 1799	662 068 0700 to 0899	686 372 3200 to 3299	701 838 2800 to 2899
645 790 8632 to 8699	662 553 0774 to 0799	686 644 5879 to 5899	701 941 0600 to 0699
645 821 0657 to 0699	663 078 7034 to 7099	686 899 1371 to 1399	702 171 1603 to 1699
645 930 7948 to 7999	663 763 5300 to 5399	686 931 7636 to 7699	702 195 5109 to 5199
645 975 0737 to 0762	663 883 7039 to 7499	687 601 0973 to 0999	702 254 9300 to 9399
646 242 6200 to 6299	663 938 9200 to 9299	687 614 6774 to 6799	702 264 7569 to 7599
646 270 7639 to 7799	664 253 8000 to 8499	688 120 9000 to 9999	702 519 0513 to 0524
646 798 4000 to 4999	664 656 3055 to 3099	688 314 3107 to 3191	702 713 1800 to 1809
647 048 7035 to 7099	665 174 6400 to 6499	<b>690 291 1361 to 1371</b>	702 821 5730 to 5799
647 049 2900 to 2999	665 274 8208 to 8299	690 788 2877 to 2899	702 821 5805 to 5899
647 398 8300 to 8399	665 669 5400 to 5499	690 893 5344 to 5399	702 846 6331 to 6399
647 398 8481 to 8499	666 132 8226 to 8299	690 893 5512 to 5599	702 848 3900 to 3999
647 437 3000 to 4999	666 696 2209 to 2299	690 904 1300 to 1599	702 857 7302 to 7499
647 811 2188 to 2199	666 696 2309 to 2399	690 941 6000 to 6199	702 878 0114 to 0199
648 009 6057 to 6099	667 032 9300 to 9399	691 313 6383 to 6399	703 364 1707 to 1799
648 163 5300 to 5499	667 729 5529 to 5599	691 313 6600 to 6699	<b>740 002 7710 to 7719</b>
648 722 5283 to 5299	668 383 8400 to 8699	691 582 8003 to 8099	740 241 9049 to 9099
648 892 3164 to 3199	<b>670 368 3400 to 3499</b>	691 664 1800 to 1999	740 255 1718 to 1799
649 100 3989 to 3999	670 369 7336 to 7399	691 664 2400 to 2499	740 470 2420 to 2443
649 647 0370 to 0399	670 750 7169 to 7199	692 727 9362 to 9399	740 523 7432 to 7449
649 647 0522 to 0599	671 046 6200 to 6399	692 798 1800 to 1899	740 535 1555 to 1580
649 647 5237 to 5399	671 251 5448 to 5499	693 249 0779 to 0799	740 701 6105 to 6114
649 647 9100 to 9299	671 926 5600 to 5799	693 249 0877 to 1699	740 705 9790 to 9799
649 666 7800 to 8299	672 444 2000 to 2999	693 445 0566 to 0999	740 726 6400 to 6500
<b>650 114 7707 to 7719</b>	672 828 3410 to 3499	693 448 8500 to 8999	740 765 3306 to 3399
650 130 3400 to 3599	673 167 5776 to 5799	693 645 9583 to 9599	<b>805 885 8411 to 8499</b>
650 213 0406 to 0499	675 464 3700 to 3799	693 965 4200 to 4299	806 087 1100 to 1499
650 555 1749 to 1799	675 464 4000 to 4199	695 741 2906 to 2999	806 268 9275 to 9299
650 564 1900 to 1999	676 365 5958 to 5999	695 947 8518 to 8599	806 534 3400 to 3477
650 627 4212 to 4299	676 669 1024 to 1099	696 662 8247 to 8299	807 342 3283 to 3399
650 736 2043 to 2099	677 126 6734 to 6799	697 447 8285 to 8296	808 086 7100 to 7199
650 739 1540 to 1699	677 333 9979 to 9999	698 042 4816 to 4899	808 090 3440 to 3499
651 741 4415 to 4499	677 466 1088 to 1099	698 131 2138 to 2157	808 325 5161 to 5699
651 882 2800 to 2899	678 071 4500 to 4799	698 227 0000 to 0099	808 784 8000 to 8299
652 754 6317 to 6399	678 096 7531 to 7599	<b>700 065 2570 to 2599</b>	<b>830 125 0672 to 0699</b>
653 131 4945 to 4999	679 909 2578 to 2599	700 065 4800 to 4899	830 602 5800 to 5999
653 426 3300 to 3399	<b>680 112 9565 to 9599</b>	700 190 3350 to 3359	830 610 3700 to 3799
653 455 4874 to 4899	680 244 0903 to 0999	700 228 6048 to 6099	830 983 3500 to 3599
654 238 0000 to 0399	680 412 6046 to 6099	700 650 0452 to 0499	830 983 3635 to 3699
654 404 3065 to 3092	680 761 6800 to 6899	700 666 1323 to 1349	831 354 1387 to 1399
654 962 2900 to 3199	681 677 0540 to 0699	700 786 9106 to 9142	831 815 8240 to 8299
655 103 5081 to 5199	682 070 1029 to 1099	700 859 0744 to 0758	832 525 3810 to 3899
655 523 2600 to 2999	682 956 6280 to 6299	701 028 6780 to 6899	833 159 1884 to 1899
656 305 2448 to 2499	682 956 6490 to 6599	701 213 3900 to 3999	833 456 2567 to 2599
657 347 4438 to 4999	682 956 6700 to 6799	701 267 2000 to 3999	833 566 3015 to 3071
657 710 8100 to 8999	682 965 1178 to 1199	701 335 7312 to 7399	834 130 5200 to 5299

834 316 5444	to	5499	854 532 0000	to	2999	870 536 5820	to	5829	911 140 1000	to	2199
834 354 8747	to	8766	855 001 6204	to	6249	870 541 7167	to	7239	911 245 2545	to	2599
834 354 8824	to	8838	855 319 9364	to	9399	870 575 8155	to	8999	911 268 9077	to	9099
835 269 5700	to	5799	855 361 3390	to	3399	870 589 0485	to	0494	911 400 8948	to	8999
835 496 7303	to	7399	856 226 0490	to	0499	870 691 7060	to	7099	911 508 1620	to	1799
835 539 5200	to	5999	856 656 5800	to	5999	872 029 9306	to	9399	911 509 9310	to	9399
835 813 3015	to	3099	856 752 0200	to	0299	872 100 0445	to	0459	911 523 3000	to	3999
837 672 8967	to	8999	857 111 1352	to	1399	<b>900 556 4178</b>	<b>to</b>	<b>4199</b>	912 057 9922	to	9999
837 784 3282	to	3299	857 279 3450	to	3499	900 845 0044	to	0099	912 882 0563	to	0899
838 176 8377	to	8399	857 843 4000	to	4099	900 936 0217	to	0299	913 605 2218	to	2299
838 518 1257	to	1299	858 124 7644	to	7699	900 936 0435	to	0499	913 709 2429	to	2499
839 718 8257	to	8299	858 756 3111	to	3299	901 058 5255	to	5280	913 818 3501	to	3999
<b>840 323 0600</b>	<b>to</b>	<b>0699</b>	859 063 8200	to	8699	901 273 1082	to	1099	914 063 4300	to	4399
840 875 6235	to	6299	859 190 0600	to	0644	901 287 5143	to	5199	914 346 7621	to	7644
840 910 0900	to	0999	859 437 5538	to	5599	901 291 2789	to	2799	914 529 6185	to	6299
841 349 5000	to	5099	859 811 2888	to	2899	901 525 7122	to	7199	914 896 4658	to	4699
841 805 7747	to	7899	859 855 8873	to	8999	902 089 1253	to	1299	915 300 2783	to	2799
841 805 7944	to	8099	<b>860 240 8520</b>	<b>to</b>	<b>8599</b>	902 198 9769	to	9799	915 546 6822	to	6999
842 226 0685	to	0695	860 275 3900	to	3999	902 948 1269	to	1299	915 671 3963	to	3980
842 685 4600	to	4699	860 518 9629	to	9699	902 985 0833	to	0899	915 671 3982	to	3999
842 685 4742	to	4999	860 600 0021	to	0999	903 370 6934	to	6999	915 675 2217	to	2299
842 860 0300	to	0399	861 158 2350	to	2599	904 600 6523	to	6599	916 440 3377	to	3399
842 898 5582	to	5599	861 367 5400	to	5499	904 892 0378	to	0399	916 670 6352	to	6399
843 062 7100	to	7199	861 637 6010	to	6099	904 892 0648	to	1299	916 682 5300	to	5399
843 077 6288	to	6299	861 979 7292	to	7499	905 056 2216	to	2299	916 694 1414	to	1499
843 077 6378	to	6399	862 216 6100	to	6199	905 510 6647	to	6799	916 703 0802	to	0821
843 758 5769	to	5778	862 263 9213	to	9299	905 510 6900	to	7099	917 089 0709	to	0799
843 786 2554	to	2699	862 271 0800	to	0999	905 794 0000	to	0199	917 089 0842	to	0899
845 656 8165	to	8199	862 271 5000	to	5099	905 794 0288	to	0299	917 216 2928	to	2999
845 727 2100	to	2199	863 871 5138	to	5199	905 873 6900	to	6999	917 370 6300	to	6499
845 746 2618	to	2635	863 949 5300	to	5399	905 873 7100	to	7299	917 486 4900	to	4999
846 390 7531	to	7599	864 088 8200	to	8299	905 880 8900	to	8999	918 460 0602	to	0699
846 918 0572	to	0599	864 426 3972	to	3999	905 889 7100	to	7199	918 492 5200	to	5399
847 237 7690	to	7699	864 520 6117	to	6136	906 158 1508	to	1599	918 951 7231	to	7299
847 284 2481	to	2499	865 151 0526	to	0599	906 558 8812	to	8899	919 519 2786	to	2799
847 374 7055	to	7065	865 500 4034	to	4099	906 982 2214	to	2299	919 536 0770	to	0799
847 374 7055	to	7065	865 883 6082	to	6099	907 725 8500	to	8599	919 915 2774	to	2787
847 636 5304	to	5399	866 004 3000	to	3999	907 815 0216	to	0257	<b>920 155 4662</b>	<b>to</b>	<b>4687</b>
847 700 5447	to	5499	866 442 4100	to	4899	908 622 4225	to	4235	920 309 9039	to	9199
847 723 7500	to	7599	867 366 9108	to	9118	908 936 9254	to	9299	920 857 5500	to	5899
849 485 3427	to	3499	867 633 7403	to	7499	909 100 1787	to	1799	920 864 3480	to	3499
849 520 9850	to	9899	867 737 5623	to	5699	909 100 1900	to	2099	921 333 7400	to	7499
849 608 1357	to	1399	868 169 4529	to	4599	909 355 0422	to	0499	921 414 3762	to	3799
849 792 2600	to	2699	868 173 8400	to	8599	909 568 8900	to	9099	921 477 3762	to	3799
<b>850 546 1862</b>	<b>to</b>	<b>1899</b>	868 514 9000	to	9099	909 568 9300	to	9499	922 278 1048	to	1399
851 143 6826	to	6844	868 566 9200	to	9299	909 725 7307	to	7399	922 280 2019	to	2099
851 209 9880	to	9899	869 387 1150	to	1199	909 833 0947	to	0999	922 280 2233	to	2299
851 928 9221	to	9299	869 505 3500	to	3599	<b>910 219 8631</b>	<b>to</b>	<b>8699</b>	922 773 0459	to	0499
852 589 6560	to	6599	869 523 7033	to	7099	910 265 1100	to	1199	923 032 7000	to	7399
853 049 3646	to	3699	869 800 0000	to	999 9999	910 471 7273	to	7299	923 045 3630	to	3699
854 304 4089	to	4999	<b>870 054 4814</b>	<b>to</b>	<b>4899</b>	910 536 2505	to	2599	923 810 7800	to	8299
854 529 2200	to	2299	870 491 4812	to	4849	910 958 7499	to	7599			

## 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
696 487 701 to 7 800	704 420 344 to 0 490	714 442 952 to 2 980	723 331 081 to 1 110
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
697 469 606 to 9 700	705 782 796 to 2 820	715 144 171 to 4 470	724 937 461 to 7 670
697 850 401 to 0 750	705 822 271 to 2 480	715 197 211 to 7 570	725 163 118 to 3 151
698 098 446 to 8 550	706 180 148 to 0 290	715 595 910 to 6 180	725 202 735 to 2 750
698 300 251 to 0 300	706 184 041 to 4 220	715 941 781 to 1 810	725 398 591 to 8 800
698 504 383 to 4 650	706 357 861 to 8 190	715 962 421 to 2 480	725 464 591 to 4 920
698 533 927 to 4 200	706 382 419 to 2 430	716 477 396 to 7 430	725 475 321 to 5 330
698 562 268 to 2 400	706 628 735 to 8 820	716 556 635 to 6 660	725 711 057 to 1 070
699 090 686 to 0 750	706 638 211 to 8 420	717 083 841 to 3 960	725 738 581 to 8 730
699 752 699 to 2 850	706 817 959 to 8 000	717 191 648 to 1 690	725 981 311 to 1 430
<b>700 068 473 to 8 500</b>	707 034 391 to 4 450	717 193 161 to 3 490	725 987 835 to 7 880
700 161 501 to 1 650	707 292 636 to 2 660	717 228 591 to 8 680	726 060 811 to 0 900
700 202 522 to 2 700	707 441 401 to 1 687	717 333 902 to 3 950	726 391 970 to 2 520
700 290 275 to 0 300	707 441 836 to 1 940	717 739 745 to 9 910	726 484 771 to 4 800
700 465 730 to 5 750	707 958 541 to 8 570	717 884 991 to 5 050	726 493 351 to 5 300
700 561 444 to 1 550	707 960 107 to 0 160	718 026 171 to 6 290	726 504 031 to 4 063
701 423 101 to 3 150	708 059 941 to 60 000	718 466 370 to 6 420	726 504 070 to 4 090
701 625 469 to 5 550	708 115 830 to 5 860	718 568 451 to 8 479	726 504 331 to 4 390
701 643 829 to 3 850	708 116 251 to 6 310	718 590 741 to 0 770	726 563 701 to 4 060
701 945 451 to 5 500	708 138 301 to 8 480	718 714 210 to 4 370	726 599 371 to 9 460
702 033 701 to 4 050	709 222 591 to 2 920	718 795 881 to 6 000	726 626 356 to 6 370
702 051 501 to 1 750	709 243 479 to 3 500	718 961 721 to 1 780	727 182 271 to 2 510
702 053 601 to 3 800	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 to 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 to 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 to 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 to 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	773 575 891	to	5 950	<b>780 103 591</b>	<b>to</b>	<b>3 650</b>	788 403 671	to	3 690
765 387 365	to	7 450	773 852 971	to	3 030	780 533 288	to	3 310	788 815 771	to	5 860
765 541 801	to	2 100	773 858 011	to	8 100	780 625 208	to	5 920	789 044 014	to	4 100
765 638 461	to	8 970	773 892 721	to	7 190	780 711 345	to	1 540	789 326 341	to	6 880
765 647 101	to	7 190	773 958 061	to	8 660	780 778 894	to	8 920	<b>790 209 421</b>	<b>to</b>	<b>9 480</b>
765 813 781	to	4 029	774 101 148	to	1 190	780 865 851	to	5 920	790 418 170	to	8 190
765 879 314	to	9 390	774 107 161	to	7 190	780 873 421	to	3 450	790 448 020	to	8 460
765 954 001	to	4 030	774 177 226	to	7 270	781 141 891	to	1 980	790 597 485	to	7 530
766 120 286	to	0 320	774 279 481	to	9 810	781 238 697	to	8 730	790 911 883	to	1 900
766 125 716	to	5 750	774 408 399	to	8 420	781 503 151	to	3 180	791 057 441	to	7 550
766 158 824	to	8 840	774 431 821	to	2 450	781 518 818	to	8 840	791 239 081	to	9 290
766 388 433	to	8 460	774 510 451	to	0 780	781 624 126	to	4 200	791 374 483	to	4 500
766 509 421	to	9 660	774 652 981	to	3 010	781 679 221	to	9 340	791 387 971	to	8 030
766 572 901	to	3 020	774 778 981	to	9 040	781 723 771	to	3 890	791 447 521	to	7 850
766 748 500	to	8 521	774 867 481	to	7 510	781 723 964	to	3 990	791 451 151	to	1 240
767 024 341	to	4 370	774 867 515	to	7 540	781 761 391	to	1 720	791 500 009	to	0 470
767 326 471	to	6 590	774 934 275	to	4 290	781 878 721	to	9 020	791 771 431	to	1 490
767 332 561	to	2 950	774 961 261	to	1 290	782 424 840	to	4 900	792 004 293	to	4 320
768 009 841	to	9 960	775 106 223	to	6 235	782 939 821	to	9 850	792 018 379	to	8 420
768 011 489	to	1 520	775 106 237	to	6 248	782 985 347	to	5 360	792 070 621	to	0 740
768 177 980	to	7 990	775 331 515	to	1 550	783 063 631	to	3 690	792 145 211	to	5 230
768 391 081	to	1 170	775 444 210	to	4 230	783 578 101	to	8 130	792 391 381	to	1 620
768 661 569	to	1 650	775 579 301	to	9 320	783 578 143	to	8 160	792 452 779	to	2 790
769 000 051	to	0 080	775 622 683	to	2 760	783 663 991	to	4 050	792 772 728	to	2 770
769 050 841	to	0 900	776 144 621	to	4 670	783 739 838	to	0 280	792 903 511	to	3 990
769 159 081	to	9 178	776 154 010	to	4 060	784 142 598	to	2 610	793 282 518	to	2 533
769 737 496	to	7 510	777 561 631	to	2 080	784 380 061	to	0 090	794 041 831	to	2 040
769 778 491	to	8 730	776 657 371	to	7 490	784 507 591	to	7 740	794 397 709	to	7 780
769 827 331	to	7 450	776 817 421	to	7 450	784 507 759	to	7 860	794 581 741	to	2 040
<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	776 951 225	to	1 250	784 913 509	to	3 531	794 592 122	to	2 150
770 723 281	to	3 400	777 141 601	to	2 140	785 429 491	to	9 520	795 032 251	to	2 340
770 790 451	to	0 480	777 297 421	to	7 510	785 989 351	to	9 440	796 373 406	to	3 430
770 915 150	to	5 490	777 621 721	to	1 750	786 036 450	to	6 480	796 602 961	to	3 050
771 455 551	to	5 610	777 810 309	to	0 330	786 111 854	to	1 930	796 708 441	to	8 500
771 609 661	to	9 690	778 049 651	to	9 670	786 510 527	to	0 540	796 886 281	to	6 430
771 932 551	to	2 580	778 106 225	to	6 310	786 510 571	to	0 600	796 901 701	to	2 000
772 057 224	to	7 440	778 218 730	to	8 780	786 676 937	to	6 980	796 975 466	to	5 590
772 162 660	to	3 070	778 251 871	to	1 930	786 730 831	to	0 920	797 272 917	to	2 950
772 718 615	to	8 640	778 286 911	to	6 940	786 743 671	to	3 700	797 519 441	to	9 460
772 940 140	to	0 160	778 328 699	to	8 730	786 743 711	to	3 730	797 519 731	to	0 240
772 970 886	to	0 940	778 567 471	to	7 860	786 854 491	to	4 550	797 535 181	to	5 330
773 009 419	to	9 430	778 570 771	to	0 830	786 977 256	to	7 461	798 040 053	to	0 080
773 112 031	to	2 060	778 699 096	to	9 110	787 158 121	to	8 390	798 055 813	to	5 830
773 125 387	to	5 410	778 779 471	to	9 480	787 325 701	to	5 910	798 055 891	to	5 950
773 179 320	to	9 410	779 146 205	to	6 230	787 493 281	to	3 340	798 326 371	to	6 520
773 202 989	to	3 140	779 233 681	to	3 710	787 793 816	to	3 880	798 562 411	to	2 440
773 208 991	to	9 290	779 316 961	to	7 200	787 822 428	to	2 440	798 632 461	to	2 490
773 231 311	to	1 340	779 339 221	to	9 400	787 887 881	to	7 901	798 807 151	to	7 510
773 348 739	to	8 940	779 702 191	to	2 250	788 306 478	to	6.490	798 944 761	to	5 030
773 348 739	to	8 940	779 994 001	to	4 090	788 326 339	to	6 380	799 133 191	to	3 220
									799 177 626	to	7 650
									799 854 751	to	5 200
									<b>800 211 901</b>	<b>to</b>	<b>2 440</b>

## 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, 8-5-04*

## 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, 8-5-04*

### 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.

### Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09302	Close	Immediately	

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

### APO/FPO Table

APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions
09003	A1-B-B1-C-D-P-U-V	09099	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U	09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09007	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U		
09009	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U	09313	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09012	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09227	A1-B-B1-C-D-U		
09013	A1-B-B1-C-D-U-Z1	09104	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U	09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09014	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V		
09021	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09028	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U		
09031	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U	09316	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09033	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U		
09034	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09261	A1-B-B1-C-D-U	09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09036	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U		
09042	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09045	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09264	A1-B-B1-C-D-U		
09046	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U	09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09050	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U		
09053	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U	09322	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09054	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09056	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U			09324	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09058	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09059	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U			09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09060	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09063	A1-B-B1-C-D-L-U	09166	A1-B-B1-C-D-U			09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09067	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09069	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U			09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09074	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09076	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U			09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09080	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09307	A1-B-B1-V-Z1		
09081	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09086	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U				
09089	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09090	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U				
09094	A1-B-B1-C-D	09186	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09095	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U				
09096	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09336	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09098	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09337	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09549	A1-B-V	09701	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1
09338	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09387	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09550	A1-B-V	09702	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1
09339	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09554	A1-B-B1-V	09703	A1-B-B1-C-F1
09340	A-A1-B-B1-C1-F-R-V	09389	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09556	A1-B-V	09704	A1-B-B1-C-D-V
09342	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09557	A1-B-V	09705	A1-B-B1-U
09344	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09391	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09564	A1-B-V	09706	A1-B-B1-C-U-V
09346	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09392	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09565	A1-B-V	09707	A1-B-B1-C-N-U-V
09347	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	09708	A1-B-B1
09348	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09394	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09567	A1-B-V	09709	A1-B-B1-F1
09351	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09395	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09568	A1-B-V	09710	A1-B-B1-C-C1-F1-M- R-R1-U
09353	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09396	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09569	A1-B-V	09711	A1-B-B1-F1-Z1
09354	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09399	A-A1-B-B1-C-F-M-V-Z 1	09570	A1-B-V	09713	A1-B-B1-C-F1
09355	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09573	A1-B-V	09714	A1-B-B1-C-C1-F1-M- R-R1-U
09356	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09420	A1-B-B1-C-C1-U	09574	A1-B-V	09715	A1-B-B1-F1
09357	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09421	A1-B-B1-C-C1-U	09575	A1-B-V	09716	A1-B-B1-C-D-N-U-V
09358	A-A1-B-B1-E2-F-H1- N-R-V-Z1	09447	A1-B-B1-C-C1-U-V	09576	A1-B-V	09717	A1-B-B1-M-W
09359	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09454	A1-B-B1-C-C1-U-V	09577	A1-B-V	09718	A1-B-B1-F-I-N-U-V
09360	A1-B-B1-V	09456	A1-B-B1-C-C1-U	09578	A1-B-V	09719	A1-B-B1-C-F1-V
09363	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09579	A1-B-V	09720	A1-B-B1-U-V
09365	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09463	A1-B-B1-C-C1-U	09581	A1-B-V	09721	A1-B-B1-N-U-V-Z1
09366	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09464	A1-B-B1-C-C1-U	09582	A1-B-V	09722	A1-B-B1-C-D-N-U-V
09367	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09468	A1-B-B1-C-C1-U	09586	A1-B-V	09723	A1-B-B1-N-U-V-Z1
09370	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09469	A1-B-B1-C-C1-U	09587	A1-B-V	09724	A1-B-B1-C-C1-F1-M- R-R1-U
09371	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09470	A1-B-B1-C-C1-U	09588	A1-B-V	09725	A1-B-B1-C
09373	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09494	A1-B-B1-C-C1-U	09589	A1-B-B1-V	09726	A1-B-B1-N-U
09374	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09498	A1-B-B1-C-C1-U	09590	A1-B-V	09727	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1
09375	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09499	A1-B-B1-C-C1-U	09591	A1-B-V	09728	A1-B-B1-C-F1-U-V
09378	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09501	A1-B-V	09593	A1-B-V	09729	A1-B-B1-N-U-V
09379	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09502	A1-B-V	09594	A1-B-V	09730	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1
09380	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09503	A1-B-V	09595	A1-B-V	09731	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1
09381	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09504	A1-B-V	09596	A1-B-V	09732	A1-B-B1-N-V-Z1
09384	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09505	A1-B-V	09599	A1-B-V	09733	A1-B-B1-V
09385	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09506	A1-B-V	09601	A1-B-B1-C-F-F1-U	09735	A1-B-B1-N-V-Z1
		09507	A1-B-V	09602	A1-B-B1-C-F-F1-N-U	09736	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1
		09508	A1-B-V	09603	A1-B-B1-C-F-F1-U		
		09509	A1-B-V	09604	A1-B-B1-C-F-F1-U	09777	A-A1-B-B1-C-E1-N
		09510	A1-B-V	09609	A1-B-B1-C-F-U	09779	A-A1-B-B1-F-R-V
		09511	A1-B-V	09610	A1-B-B1-C-F-U	09780	A-A1-B-B1-F-R-V
		09517	A1-B-V	09612	A1-B-B1-C-F-U	09788	A-A1-B-B1-F-R-V
		09521	A1-B-V	09613	A1-B-B1-C-F-U-V	09789	A-A1-B-B1-F-R-V
		09524	A1-B-V	09617	A1-B-B1-C-F-U	09790	A-A1-B-B1-C1-F-R-V
		09532	A1-B-V	09618	A1-B-B1-C-F-U	09791	A-A1-B-B1-C1-E1-F- M-N-R-V
		09534	A1-B-V	09619	A1-B-B1-C-F-U	09793	A-A1-B-B1-F-R-V
		09542	A1-B-V	09620	A1-B-B1-C-F-U	09797	A1-B-B1-C-D-P-V
		09543	A1-B-V	09622	A1-B-B1-C-F-U	09801	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1
		09545	A1-B-V	09623	A1-B-B1-C-F-U	09802	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1
				09624	A1-B-B1-C-F-U		
				09625	A1-B-B1-C-F-U		
				09626	A1-B-B1-C-F-U		
				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		
				09642	A1-B-B1-N-U		
				09643	A1-B-B1-U		
				09644	A1-B-U		
				09645	A1-B-B1-N-U		
				09647	A1-B-B1-N-U		
				09648	A1-B-B1-N-U-V-Z1		
				09649	A1-B-B1-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	96220	A-A1-B-B1-U-V	96378	A1-B-B1-M-W
09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34007	A-A1-B-B1-C1-F1-V-Z1	96221	A-A1-B-B1-U-V	96379	A1-B-B1-M-W
09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	96224	A-A1-B-B1-U	96384	A1-B-B1-M-W
09808	A-A1-B-B1-C-C1-F-I-V-Z1	34009	A-A1-B-B1-D-F-I-M-N-R-R1-V-Z1	96251	A-A1-B-B1-U	96386	A1-B-B1-M-W
09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34020	A1-B-B1-M-N-V-Z1	96257	A-A1-B-B1-U	96387	A1-B-B1-M-W
09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34021	A1-B-M-N-V-Z1	96258	A-A1-B-B1-U	96388	A1-B-B1-M-W
09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96259	A-A1-B-B1-U	96401	A1-B-B1-F-N-V-Z1
09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z1	34023	A1-B-B1-M-N-V-Z1	96260	A-A1-B-B1-U	96424	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1
09819	A-A1-B-F-P-V-Z1	34024	A1-B-B1-M-N-V-Z1	96264	A-A1-B-B1-U	96425	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1
09821	A-A1-B-F-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96266	A-A1-B-B1-U	96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1
09822	A-A1-B-F-V-Z1	34030	A1-B-B1-M-N-V-Z1	96267	A-A1-B-B1-U-V	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1
09823	A-A1-B-F-V-Z1	34031	A1-B-B1-M-N-V-Z1	96269	A-A1-B-B1-U	96490	A1-B-B1-V
09824	A-A1-B-F-V-Z1	34032	A1-B-M-N-V-Z1	96271	A-A1-B-B1-U	96507	A-A1-B-F-V
09827	A-A1-B-F-Z1	34033	A1-B-C-F-M-N-V-Z1	96275	A-A1-B-B1-V	96511	A1-B-B1-I-N-V
09828	A1-B-N-V-Z1	34034	A1-B-B1-M-N-V-Z1	96276	A-A1-B-B1	96515	A1-B-B1-F
09830	A1-B-B1-C-N-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96278	A-A1-B-B1-U	96517	A1-B-B1-F-U3-V
09831	A1-B-B1-F-N-U-V-Z1	34036	A1-B-M-N-V-Z1	96283	A-A1-B-B1-U	96518	A1-B-B1-V
09832	A-B-B1-U1-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z1	96284	A-A1-B-B1-U-V	96520	A1-B-F-U3-V
09833	A1-B-B1-U1-V-Z1	34038	A1-B-B1-M-N-V-Z1	96297	A-A1-B-B1-U	96521	A1-B-F-N
09834	A1-B-B1-V-Z1	34039	A1-B-N-V-Z1	96306	A1-B-B1-F-F1-F2-M-W	96522	A1-B-F-N-U
09835	A-A1-B-B1-V-Z1	34040	A1-B-V-Z1	96309	A1-B-B1-M-V-W	96530	A-A1-B-B1-H-M-N-U-V
09836	A-A1-B-B1-C-F-M-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96310	A1-B-B1-M-W	96531	A1-B-B1-H-M-U-V
09837	A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96311	A1-B-B1-M-W	96534	A-A1-B-F
09838	A1-B-B1-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1	96313	A1-B-B1-F-F1-F2-M-W	96535	A-A1-B-B1-F-V
09839	A-A1-B-B1-U-V-Z1	34050	A1-B-V	96319	A1-B-B1-M-W	96536	A1-B-B1-V
09840	A-A1-B-B1-V-Z1	34051	A1-B-V-Z1	96321	A1-B-B1-F-F1-F2-M-W	96537	A1-B-B1-V
09841	A-A1-B-B1-U-Z1	34053	A1-B-V-Z1	96322	A1-B-B1-F-F1-F2-M-W	96538	A1-B-B1-V
09842	A-A1-B-B1-Z1	34055	A1-B-N-V-Z1	96323	A1-B-B1-M-V-W	96540	A1-B-B1-V
09843	A-A1-B-B1-U-V-Z1	34058	A1-B-B1-V-Z1	96326	A1-B-B1-M-W	96541	A1-B-B1-V
09844	A-A1-B-B1-U-V-Z1	34071	A1-B-I-M-N-V-Z	96328	A1-B-B1-M-W	96542	A1-B-B1-V
09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96330	A1-B-B1-M-W	96543	A1-B-B1-P-V
09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96336	A1-B-B1-M-V-W	96544	A1-B-F-U3-V
09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96337	A1-B-B1-M-W	96546	A1-B-F-U3
09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34090	A1-B-V	96338	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U
09865	A-A1-B-B1-V-Z1	34091	A1-B-V	96339	A1-B-B1-M-V-W	96549	A-A1-B-B1-H-M-U
09868	A-A1-B-B1-U-V-Z1	34092	A1-B-V	96343	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U
09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	34093	A1-B-V	96347	A1-B-B1-F-F1-F2-M-W	96551	A-A1-B-B1-H-M-U
09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34095	A1-B-V	96349	A1-B-B1-F-F1-F2-M-W	96553	A-A1-B-B1-H-M-N-U-V
09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34098	A1-B-V	96350	A1-B-B1-F-F1-F2-M-W	96554	A-A1-B-B1-H-M-U
09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34099	A1-B-V	96351	A1-B-B1-F-F1-F2-M-W	96555	A1-B-B1-F-M-V
09892	A-A1-B-B1-F-N-R-R1-V-Z1	96201	A-A1-B	96362	A1-B-B1-F-F1-F2-M-W	96557	A1-B-B1-F-M-V
09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96202	A-A1-B1-U-V	96365	A1-B-B1-M-V-W	96595	A1-B-B1-V
34002	A1-B-B1-N-U-Z1	96203	A-A1-B	96367	A1-B-B1-L-M-W	96598	A1-B-B1-V
		96204	A-A1-B-B1	96368	A1-B-B1-M-W	96599	A1-B-B1-V
		96205	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2-M-W	96601	A1-B-V
		96206	A-A1-B-B1-U	96372	A1-B-B1-M-W	96602	A1-B-V
		96207	A-A1-B-B1-V	96373	A1-B-B1-M-W	96603	A1-B-V
		96208	A-A1-B-B1-U	96374	A1-B-B1-M-W	96604	A1-B-V
		96212	A-A1-B-B1-U	96375	A1-B-B1-M-W	96605	A1-B-O-V
		96213	A-A1-B-B1-U	96376	A1-B-B1-M-W	96606	A1-B-V
		96214	A-A1-B-B1-U	96377	A1-B-B1-M-W	96607	A1-B-V
		96215	A-A1-B-B1-U-V			96608	A1-B-V
		96217	A-A1-B-B1-U-V			96609	A1-B-V
		96218	A-A1-B-B1-U			96610	A1-B-V
		96219	A-A1-B-B1-U-V				

<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>
96611	A1-B-V	96621	A1-B-V	96663	A1-B-V	96677	A1-B-V
96612	A1-B-V	96622	A1-B-V	96664	A1-B-V	96678	A1-B-V
96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96623	A1-B-V	96665	A1-B-V	96679	A1-B-V
96614	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96624	A1-B-V	96666	A1-B-V	96681	A1-B-V
96615	A1-B-V	96628	A1-B-V	96667	A1-B-V	96682	A1-B-V
96616	A-A1-B-B1-V-Z1	96629	A1-B-V	96668	A1-B-V	96683	A1-B-V
96617	A1-B-V	96634	A1-B-V	96669	A1-B-V	96684	A1-B-V
96619	A1-B-V	96635	A1-B-V	96670	A1-B-V	96686	A1-B-V
96620	A1-B-V	96643	A1-B-V	96671	A1-B-V	96687	A1-B-V
		96657	A1-B-V	96672	A1-B-V	96698	A1-B-V
		96660	A1-B-V	96673	A1-B-V		
		96661	A1-B-V	96674	A1-B-V		
		96662	A1-B-V	96675	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	= <i>Domestic Mail Manual</i>
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.

Are you in the **who, where, when** business?

**4** Priority Mail<sup>®</sup> service with **Signature Confirmation<sup>™</sup>** service\*

\*Signature Confirmation service does not include Insurance

**\$5.65**  
and up



usps.com

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August 2004

## Have You Seen Any of These Missing Children?

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



**Jamie Caswell**  
 Born: 9-11-86  
 Date Missing: 11-16-02  
 Missing From: Danville, VA



**Susan Furman**  
 Born: 10-15-86  
 Date Missing: 7-3-03  
 Missing From: Frederick, MD



**William Grant**  
 Born: 6-8-88  
 Date Missing: 1-21-04  
 Missing From: Matteson, IL



**Louis Haney**  
 Born: 12-17-88  
 Date Missing: 7-24-03  
 Missing From: Tucson, AZ



**Amada Hollaway**  
 Born: 3-11-88  
 Date Missing: 5-27-04  
 Missing From: Las Vegas, NV



**Brooke Stephenson**  
 Born: 1-7-89  
 Date Missing: 7-5-04  
 Missing From: Fort Smith, AR

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

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

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

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

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

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

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

If you have any information, or for free prevention tips, please call 1-800-THE-LOST (1-800-843-5678).

August 2004

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



**Jesus Cantu**  
 Born: 7-6-90  
 Date Missing: 7-8-96  
 Missing From: Hereford, TX



**Vianca Cantu**  
 Born: 8-4-91  
 Date Missing: 7-8-96  
 Missing From: Hereford, TX



**Vianney Cantu**  
 Born: 12-11-88  
 Date Missing: 7-8-96  
 Missing From: Hereford, TX



**Laura Wishnack**  
 Born: 6-30-87  
 Date Missing: 7-3-04  
 Missing From: San Jose, CA



**Kelia Critchfield**  
 Born: 6-5-94  
 Date Missing: 11-11-98  
 Missing From: Auburn, WA



**Shania Supanich**  
 Born: 5-17-97  
 Date Missing: 4-2-04  
 Missing From: Auburn, WA

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

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**Angelo Hudek**  
 Born: 5-19-95  
 Date Missing: 4-18-04  
 Missing From: Tinley Park, IL



**Joseph Hudek**  
 Born: 6-22-94  
 Date Missing: 4-18-04  
 Missing From: Tinley Park, IL



**Sabrae Vanzandt**  
 Age progressed to 6 years  
 Born: 5-28-98  
 Date Missing: 5-13-03  
 Missing From: Muldrow, OK



**Tony Toledo**  
 Born: 11-13-95  
 Date Missing: 4-12-03  
 Missing From: Athens, GA



**Yaribeth Toledo**  
 Born: 2-17-01  
 Date Missing: 4-12-03  
 Missing From: Athens, GA



**Justin Richardson**  
 Born: 6-6-88  
 Date Missing: 7-2-01  
 Missing From: Grand Canyon, AZ

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

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If you have any information, or for free prevention tips, please call 1-800-THE-LOST (1-800-843-5678).



This office will be

**CLOSED**

Monday,

**September 6, 2004,**

Labor 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**  
Monday,  
**September 6, 2004,**  
Labor 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.

# Help Keep the Mail Safe

## Here's what we are doing:

- Our employees ask if you are mailing anything liquid, fragile, perishable or potentially hazardous. This helps ensure that items are mailed safely.



### Restricted & Hazardous\*

Do not send



### Fragile

Send with caution



### Perishable

Send with extra care

## Here's what you can do:

- Know the contents of your mail.
- Do not accept or mail items from strangers.
- Remove or completely mark-out any old labels/markings on reused boxes so they are not legible.



Incorrect



Correct

\*For additional information, please ask for a copy of the *Let's Keep the Mail Safe* (Notice 107) brochure or call 1-800-ASK-USPS.



# Need to Manage Your Business Mail Better?



Business Solutions Are at Your Service.

 UNITED STATES  
POSTAL SERVICE®

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SF04-FLZ-00-395  UP 7/1/04 DOWN 10/21/04

**Shaded Boxes for US Postal Service use Only**

Original PS 1357-S Located at:

U.S. Postal Service

Logon ID Assigned

**Request for Computer Access**  
(Instructions for completing form on reverse side.)

**Section A: User Identification**

1. Requestor's Name	2. eAccess Unique ID or Last 4 Digits of SSN	3. Area N/A	4. Finance No. N/A
5. Requestor's Job Title	6. Employment Status (Check one) <input type="checkbox"/> Contractor <input type="checkbox"/> Temporary <input type="checkbox"/> Career <input type="checkbox"/> Casual <input type="checkbox"/> Foreign <input checked="" type="checkbox"/> Nonpostal		
7. USPS Organization/Department N/A	8. USPS or Company Mailing Address (Include ZIP+4)		
9. Telephone No.			
10. District Code and Name N/A			

**11. User Responsibility Agreement Statement**  
I am responsible for Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. I agree that access to computer data or files not authorized to me is prohibited. I understand my logon ID may be suspended indefinitely if I violate security procedures or fail to provide update information for Section A whenever I change job positions. I agree that misuse of a USPS computer system may result in disciplinary action and/or criminal prosecution. I understand that any detected misuse of a computer system will be reported to the Inspection Service.  
(Read Privacy Act Statement on reverse side before signing. Note: Privacy Act Statement **MUST** be on reverse side of this form.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**12. Manager Responsibility Agreement Statement**  
I agree that modifications to existing service agreements will require additional PS Form 1357 requests. I agree that this logon ID will be used for authorized USPS work within the scope of my organization. I also agree that upon termination or transfer of the user, I will advise the Computer Systems Security Officer in writing as to the disposition of the computer files and/or data and logon ID. I will periodically review the use of the assigned logon ID and computer files and/or data.

USPS Manager's Name (Please print) \_\_\_\_\_ Logon ID \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone No. \_\_\_\_\_

**Section B: Computer Access Requested**

13a. Describe Support Required

Logon ID (Circle one): New Change Delete  DDE/DR: Access Code: \_\_\_\_\_ User Type: \_\_\_\_\_

Facility Where Access Is Required: Eagan Data Center San Mateo Data Center  
 List Existing Logon IDs & Facilities: \_\_\_\_\_

<b>Access for Delivery Confirmation System</b> <input type="checkbox"/> PPP Dial-up Account Access to: PTSMFTP.USPS.GOV <input type="checkbox"/> Internet Access	<b>Access for Confirm System</b> <input type="checkbox"/> Web Site Access <input type="checkbox"/> File Transmission Account
<b>Access for Entry Information System</b> <input type="checkbox"/> Web Site Access <input type="checkbox"/> File Transmission Account	<b>Access for Performance Reporting System</b> <input type="checkbox"/> Web Site Access

13b. Resource Name (Additional room is available on the reverse side)	13c. Sensitive or Proprietary	13d. Access Level Required (See instructions)

**Section C: Computer Access Approvals**

14. Contractor Information (Must be completed by the Contracting Officer's Representative (COR))

a. Does the Contract Contain Provisions for (Circle Yes or No):

1. Screening?	Yes	No
2. Security of Information?	Yes	No
3. Privacy of Information?	Yes	No
4. Contractor Screening by the Inspection Service?	Yes	No

b. Contract Number: \_\_\_\_\_

c. Contract Expiration Date: \_\_\_\_\_

d. USPS Organization/Department: \_\_\_\_\_

15. USPS COR's Name (Please Print)	Signature	Date	Telephone No.
16. Functional System Coordinator's Name (Please Print)	Signature	Date	Telephone No.
17. Logon ID Administrator's Name (Please Print)	Signature	Date	Telephone No.

**Instructions for Completing PS Form 1357-S**

Note: Please print all entries except for signatures. Incomplete information may cause delays in implementation or return of this form.

**Section A: User Identification**

1. Print your full name.
2. Enter your eAccess Unique Identifier or last 4 digits of Social Security Number.
3. Enter your Area.
4. Enter your Finance Number.
5. Enter your official job title.
6. Enter your employment status.
7. Specify your work organization.
8. Enter your USPS or company mailing address (include ZIP+4).
9. Enter your telephone number.
10. Enter your District Code and District Name, if applicable.
11. Read and understand the User Responsibility Agreement Statement \* and Privacy Act Statement (printed below) before signing and dating this document.
12. Your USPS manager must read and understand the Manager Responsibility Agreement Statement \* prior to affixing his/her name, Logon ID (Unique Identifier), signature, date, and phone number.

**Section B: Computer Access Requested**

13a. Please check, circle, and describe the support that you will require. Specify any system compilers or other special software required in support of your request. Include all data access (CICS transaction IDs, IDMS codes, etc.) requirements or any special security required of the system or data. Include any support services (data entry, etc.) needed. Estimate the number of service hours required per week in support of your request. Special access request to the DDE/DR system will require DDE/DR Functional System Coordinator to supply the access code and user type.

13b. Enter the name of the application(s) or resources to which access is sought.

13c. Specify if applications or files within applications are sensitive or proprietary.

13d. Specify the appropriate access level to applications and files.

READ access allows a user to read and copy, but not to change a filename or it's contents.

WRITE access allows a user to change the contents of or delete a file, to create files within a catalog or directory, and may permit renaming and relocating files.

EXECUTE access allows a user to execute or use a program file, but generally not to see or change it.

ALLOCATE access allows a user to delete, rename, catalog, uncatalog, or archive a file.

**Section C: Computer Access Approvals**

14a-d. The Contracting Officer's Representative (COR) will complete this block -- reference the Administrative Support Manual (ASM); Procurement Manual (PM); and Handbook AS-805. If the contractor has not been screened, the contractor must complete and attach PS Forms 2025 and 2181 with this request.

15. The COR will complete Block 14 before entering his/her name, signature, date, and phone number.

16. To approve grants of access, the Functional System Coordinator enters his/her name, signature, date, and phone number.

17. The person (Logon ID Administrator) responsible for creating a logon ID for a user enters his/her name, signature, phone number, and date. The Logon ID Administrator must also indicate in the upper left hand corner of PS Form 1357-S where the original of this PS Form 1357-S will be kept and in the upper right hand corner the Logon ID assigned.

\* Additional responsibilities can be found in Handbook AS-805 and Administrative Support Manual (ASM).

**Privacy Act Statement**

The collection of this information is authorized by 39 U.S.C. 401 and Public Law 100-235, Computer Security Act of 1987. This information will be used to assign computer logon IDs by which access to data and/or files on computer systems is limited to authorized persons through the use of computer security access control products. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by the NLRA; where pertinent, in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against the USPS under 29 CFR 1613; and to the Merit Systems Protection Board or Offices of Special Counsel for proceedings involving possible prohibited personnel practices. Completion of this form is voluntary; however, if this information is not provided, you may not be granted a computer logon ID.

13b. Resource Name (Continued from front)	13c. Sensitive or Proprietary	13d. Access Level Required (See instructions)

# Employees

## Election Campaigns — Hatch Act and Other Requirements

### Hatch Act Requirements for Postal Service Employees

The Hatch Act affects some political activities, including off-duty activities, for Postal Service™ employees. The Office of Special Counsel, which investigates possible Hatch Act violations, has prepared examples of permitted and prohibited activities for federal, including Postal Service, employees:

*Postal Service employees may:*

- Be candidates for public office in nonpartisan elections.
- Register and vote as they choose.
- Assist in voter registration drives.
- Express opinions about candidates and issues.
- Contribute money to political organizations.
- Attend political fundraising functions.
- Attend and be active at political rallies and meetings.
- Join and be an active member of a political party or club.
- Sign nominating petitions.
- Campaign for or against referendum questions, constitutional amendments, and municipal ordinances.
- Campaign for or against candidates in partisan elections.
- Make campaign speeches for candidates in partisan elections.
- Distribute campaign literature in partisan elections.
- Hold office in political clubs or parties.

*But, Postal Service employees may not:*

- Be candidates for public office in partisan elections.
- Use their official authority or influence to interfere with an election.
- Collect political contributions unless both individuals are members of the same federal labor organization or employee organization and the one solicited is not a subordinate employee.
- Knowingly solicit or discourage the political activity of any person who has business before the agency.
- Engage in political activity while on duty.
- Engage in political activity in any government office.
- Engage in political activity while wearing an official uniform.

- Engage in political activity while using a government vehicle.
- Solicit political contributions from the general public.
- Wear political buttons on duty.

For further information about the Hatch Act, please contact the Field Law Office that serves your location, or contact the Ethics Helpline by telephone at 202-268-6346 or by e-mail at [ethics.help@usps.gov](mailto:ethics.help@usps.gov).

### Campaigning on Postal Service Premises

Because 2004 is an election year, candidates may seek to use Postal Service premises for campaign purposes. Postal Service regulations (see *Postal Operations Manual* 124.54; 39 CFR 232.1; and Poster 7, *Rules and Regulations Governing Conduct on Postal Property*) prohibit campaigning for election to public office on leased or owned Postal Service property. Tell individuals who ask about the availability of Postal Service property for such purposes about the prohibition, and give them a copy of the regulations. The following points will help you interpret and apply the regulations:

- The focus of the regulations is to identify activities that are “prohibited.” Activities that are not prohibited by any of the regulations are permitted. For example, in the context of political campaigning, informational leafletting would be permitted, so long as the information in the leaflet itself is not political campaigning and the leafletting were carried out in a way that does not disrupt Postal Service business.
- Campaigning for election to public office is prohibited on Postal Service property, even if the candidate is independent of any political party.
- The regulations do not prohibit all activities related to political issues. For example, distributing literature pertaining to a referendum or ballot measure is permitted. The regulations do prohibit, however, the solicitation of signatures on petitions, polls, and surveys.
- The regulations prohibit depositing posters or literature on Postal Service property, obstructing entrances, any activity that tends to impede or disturb the public in transacting Postal Service business, the sale of goods, and the solicitation of contributions on Postal Service property.

- The regulations cover activity only on Postal Service premises. Activity outside Postal Service property, even if it affects our premises, is not governed by our regulations.

Local managers should pose questions about the Postal Service's conduct regulations to their district or plant manager or designee, who should contact counsel in the

appropriate area legal office. When necessary, counsel will coordinate with the Postal Inspection Service to enforce the regulations.

— *Ethics and Federal Government,  
Law Department, 6-24-04*

## Thinking of Backing up? Don't! Backing Accidents on the Rise

Most of us back our personal vehicles without thinking twice. But when we sit behind the wheel of a postal vehicle, it's a different story, because most postal vehicles have *blind spots*. You can't look out the rear window of an LLV because it doesn't have one.

In fact, it's USPS® policy to avoid placing yourself in situations that require unauthorized backing while on your route.

All backing accidents are preventable. USPS employees are averaging about 10 backing accidents a day. And here's the worst part. Many involve children.

Here are some of the "reasons" postal drivers have given for backing:

- I was in a hurry! Going around the block would have taken too much time.
- I wanted to avoid the misdelivery. Walking back would have taken too long.
- I've done it a hundred times and nothing happened.
- I was careful — checked all mirrors and tapped the horn.
- It was only a few feet.
- That's what reverse is for.
- I thought I was allowed to back at this location.

But what do you say to a grief-stricken mother who has just lost a child? Or a father who has had a child seriously injured by a vehicle backing up? No "reason" is good enough!

Children live and play where you work — in their neighborhoods. All it takes is a second for a child to dart behind a backing vehicle. You want to be the driver who hit a kid in a backing accident?



Only you can avoid backing on your route. Next time you decide to back your postal vehicle, ask yourself: Am I backing because I'm in a hurry? Is there a safe alternative to backing my vehicle? Is this my last resort? Could someone be behind me, perhaps a child? Am I relying on Lady Luck?

Backing a postal vehicle is your decision. Remember, the safety of others depends on you. Do the right thing — avoid backing while on your route. A child's life could be in your hands.

Through the end of Quarter 3, USPS has experienced 2,222 motor vehicle accidents caused by backing vehicles. You don't have to be a math wizard to know that's way too many.

— *Safety Performance Management,  
Employee Resource Management, 8-5-04*

## You Can Take That to the Bank — New Campaign Focuses on Saving Sick Leave

Building a cushion or a nest egg to protect yourself during hard times makes sense. You get a little money and set it aside in case your roof needs repairs or your car needs work.

That’s exactly what banking your sick leave is like. It’s a little something set aside for days when you’re physically unable to make it to work due to illness or injury.

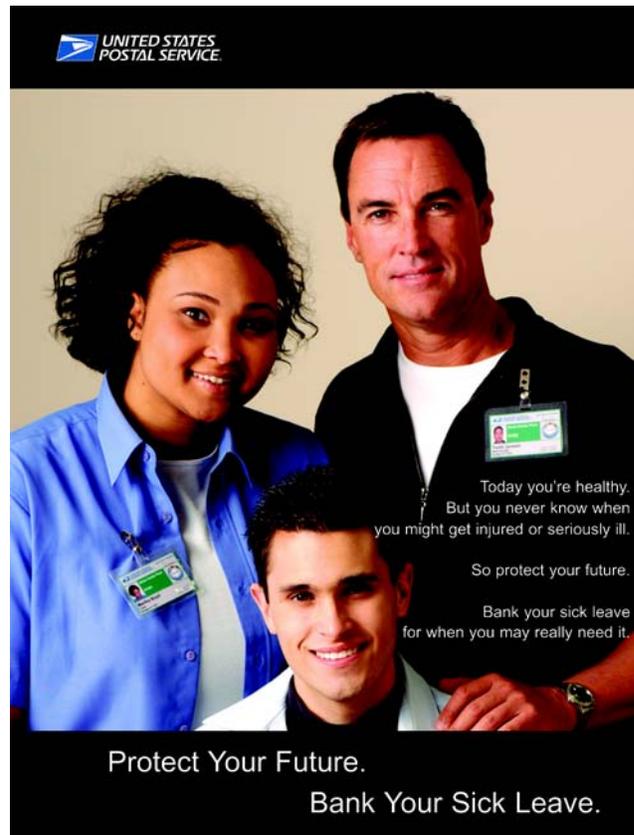
That’s the theme behind a new employee awareness campaign from Health and Resource Management called “Protect Your Future — Bank Your Sick Leave.”

About 10,000 Postal Service™ facilities will receive a copy of the field kit this month. The kit contains a video titled “Don’t Let Your Team Down,” related service talk, and poster. (An additional 26,000 facilities will receive the posters.) Six new kits will be issued every other month.

Remember, sick leave is an employee benefit — a cushion — for when you fall on hard times.

And it’s one you can bank on.

For more informaton about the kit, visit us at <http://blue.usps.gov/hrisp/hrm/eap.htm>.



— Health and Resource Management,  
Employee Resource Management, 8-5-04



Don't know your  
**USPS PIN?**  
You'll need it for:

- Health Benefits
- Flexible Spending Accounts
- Thrift Savings Plan
- Annual Leave Exchange
- Allotments
- Direct Deposit

*and for*

- Phone Bidding
- Computerized Bidding

**CALL 1-877-477-3273**





Flexible Spending Accounts



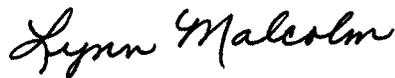
# Finance

## Fiscal Year Closing Guidance

### Message from the Controller

I ask that each of you continue your efforts to control expenses. It is important that we carry this effort through to the end of the fiscal year, September 30. We must also control discretionary activity. This does not mean curtailing business, but it does mean making prudent choices by deferring or eliminating noncritical activity, and purchasing goods or services throughout the year rather than at the end of the fiscal year simply because there are available budget funds. I ask that you encourage your contractors to bill us in a timely manner for goods received and services rendered so we can recognize the expense prior to the close of the fiscal year. Additionally, I ask that you process accruals for goods received and services rendered but not invoiced. Please note the minimum expense accrual is \$20,000.

The following instructions will assist you, when appropriate, in helping the Postal Service™ close its financial books in a timely and efficient manner.



Lynn Malcolm  
Acting Vice President, Finance, Controller

### I. Instructions for Fiscal Year Closing

We ask all organizations to limit their expenditures to essential spending. Accordingly, all vice presidents should review discretionary spending to ensure that the Postal Service attains its financial target for this fiscal year (FY).

The instructions and reporting dates in this *Postal Bulletin* supplement procedures followed during the normal monthly or quarterly reporting schedule.

### II. Fiscal Year

The Postal Service prepares its annual reports on a government FY basis, which comprises 365 days (366 in leap years) always ending on September 30.

### III. Capital and Expense Commitment or Accrual Activities

#### A. Capital

Supply Management will not accept capital and expense requisitions and request for contract modifications after September 10, unless work is currently under way on advance requirements or the buying manager grants an exception. Supply Management will accept capital purchase card transactions through September 17. Also, organizations should limit capital commitments, particularly Postal Service support equipment, to essential needs. The schedule for Supply Management processing is as follows:

- For requisitions received on or before September 10, Supply Management will attempt to issue the required contract/modification in time for the San Mateo Accounting Service Center (ASC) to process against FY 2004 funds.
- Requisitions received after September 10 and before September 30 that require issuance of a solicitation or negotiation with vendors/modification *may not be issued in time for processing against FY 2004 funds* depending on workload, etc.
- Requisitions received on or after October 1 will be processed against FY 2005 funds.

Supply Management will process all requisitions for the issuance of contracts against FY 2004 funds according to the following priorities:

- Priority 1 — Capital commitment requisitions.
- Priority 2 — Expense commitment requisitions.

Organizations must forward commitment documents with award dates on or before September 30 to reach the San Mateo ASC no later than October 4. Appropriate receiving reports or certified invoices for goods and services received by September 30 must be forwarded to the San Mateo ASC for receipt no later than October 4. Please expedite processing of receiving reports and certified invoices as these documents are used to charge costs to the proper

FY. Additionally, review contracts to ensure sufficient funds are available.

*B. Unpaid Expenses or Accruals for Goods and Services Received on or Before September 30 (expense accrual minimum for FY 2004 is \$20,000)*

If it is impossible to furnish a receiving report or certified invoice in time to reach the San Mateo ASC by October 4, and the expense per contract sequence number or miscellaneous (noncommitment) purchase or service is \$20,000 or more, the expense may be accrued.

Complete PS Form 8163, *Request for Fiscal Year Expense Accrual*, a copy of which is found on page 85 of this *Postal Bulletin*. Documentation supporting accruals must be attached (see PS Form 8163 for examples of proper vendor documentation). Documents received at the San Mateo ASC pertaining to activities occurring October 1 and later will be recorded in FY 2005.

#### IV. Liquidation of Accruals

When submitting an actual certified invoice to liquidate an accrual, include the statement "Accrued to FY 2004" on the face of the document. Mail these invoices to the following address (*do not mail invoices to the Scanning and Imaging Center*):

MANAGER  
ACCOUNTING SERVICE CENTER  
2700 CAMPUS DR  
SAN MATEO CA 94497-9401

Liquidate accruals as soon as possible. Offices must monitor their accruals and payments to ensure that the accruals are properly liquidated. All FY 2004 accruals processed by the San Mateo ASC that are not liquidated by the close of February 2005 (FY 2005), will be reversed to finance number 10-4380 as a prior-year credit. Subsequent payments will be charged to the appropriate budget finance number as a FY 2005 expense.

#### V. Submission Schedules

Please use the following schedules relating to FY 2004 closing:

- Schedule I — Accrual Processing Information (see item A below).
- Schedule II — Submission Processing (see item B on page 86).

*A. Schedule I — Accrual Processing Information*

The following are examples of items that may be accrued using PS Form 8163 if goods or services have been received on or before September 30:

- You have not received a receiving report.
- The dollar amount of service rendered is \$20,000 or more.

- You will not get an invoice to certify for payment by September.

Document calculation of accrual on PS Form 8163 or other means that must be attached to the form; for example, an adding machine tape.

#### Service Maintenance Contract — Copier

Review the last invoice processed to determine the amount to accrue from the service ending date through September 30.

To estimate the accrual amount, perform the following calculation:

- Calculate number of days to accrue.  
Billing period last invoice = 8/19 – 9/17  
Number of days to accrue = **13** (9/18 – 9/30)
- Calculate the daily rate.  
Divide the last invoice amount by the number of days in the billing period to determine a daily rate.  
Invoice amount = \$60,000  
Billing period = 30 days (8/19 – 9/17)  
Daily rate = **\$2,000** (\$60,000 / 30 days)
- Calculate the accrual amount.  
Multiply the daily rate calculated by the number of days that will be accrued.  
Accrual amount = \$2,000 x 13 = \$26,000

#### Utility Billing Accrual — Natural Gas

Use the accrual amount calculation for service maintenance as shown above.

#### Other Goods or Services Accrual — Consultant Contract

Calculate the accrual amount.

Check with the vendor to validate the cost of goods or services received during the unbilled period ending September 30 and obtain the necessary supporting documentation.

*Note:* Do not accrue if the amount is less than \$20,000.

The following items may not be accrued on PS Form 8163:

- Basic Pricing Agreements (BPA)
- Bulk fuel deliveries, oil purchases, and vehicle parts
- Capital
- Carrier drive-outs
- Credit card purchases \*
- Direct Vendor Delivery (DVD) and eBuy purchases

- FEDSTRIPs \*
  - Gasoline credit card (fleet card) purchases
  - Government Printing Office (GPO) printings
  - Government Travel Accounts (GTAs)
  - Imprest funds
  - Incentive awards
  - Inventory
  - Nonpostal training
  - Nonmetered fuel
  - Telecommunications (Raleigh)\*
  - Relocation Management Firm (RMF) services \*
  - Tort claims
  - Travel
  - Uniform allowances
  - Vehicle repairs on PS Form 4541, *Order-Invoice for Vehicle Repair (Commercial Work Order)*
- \* Items that will be accrued by Corporate Financial Reporting or the San Mateo ASC.



## Request for Fiscal Year Expense Accrual

Office Name

The following information is for processing fiscal year end accruals. These goods and/or services *have been received* during the period ending September 30, \_\_\_\_\_, and a *certified invoice or receiving report has not been submitted for payment*. All required vendor documentation to substantiate the accrual is attached. **Vendor documentation may include a letter from the vendor indicating unbilled charges, a copy of a previous bill where the billing amount is consistent, or a signature by a vendor representative in the vendor concurrence block.**

**Offices should review their contracts to ensure sufficient funds are available for their access.**

### Vendor Information

Vendor Name	Contract/Task Order Number <i>(If applicable)</i>
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### Complete the Information Below

**Field Accrual** *(Check if payment for accrual will be processed by San Mateo ASC.)*

Sequence Number <i>(If applicable)</i>			
Amount <i>(Per sequence, if applicable)</i>			
Budgetary Finance Number			
General Ledger Account Number			

### Direct Questions Regarding This Accrual to the Following Postal Contact:

Name	Telephone Number <i>(Include area code)</i>
------	---

### Authorization

Authorizing Postal Official's Name	Title
Authorizing Postal Official's Signature	Date
Office Name	Telephone Number <i>(Include Area Code)</i>
Vendor Concurrence Signature	Date

Send To:

MANAGER  
 ACCOUNTING SERVICE CENTER  
 2700 CAMPUS DR  
 SAN MATEO CA 94497-9401

### ASC USE ONLY

Vendor Number	Input By	Batch Number
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## B. Schedule II — Submission Processing

Form No.	Item	Submit by	Submit to	Rec'd by Date
	Back pay awards	All offices	Eagan ASC	31-July
PS 7381	Requisition for Supplies, Services, or Equipment (Capital)	All offices	Supply Management, Headquarters	13-Sept
PS 17	Stamp Requisition/Stamp Return	Field offices	SSC/SDO	13-Sept
PS 1727	Award Recommendation/Authorization (Quality Step Increase)	All offices	eAwards	28-Sept
PS 1270	Idea Proposal	All offices	eAwards	28-Sept
PS 8124	Award Report (Postal Service waiver for purchase of right-hand drive vehicles)	All offices	eAwards	28-Sept
PS 8167	PCES Recognition Authorization or Vice President Award Authorization for PCES in EAS Positions	All offices	eAwards	28-Sept
PS 8168	Individual EAS Recognition/Awards Program Authorization	All offices	eAwards	28-Sept
PS 8169	EAS Team Recognition Authorization	All offices	eAwards	28-Sept
	Right-hand Drive Vehicle Incentive Award	All offices	Eagan ASC	24-Sept
PS 1727	Health Nurse (COHN) Award	All offices	Eagan ASC	24-Sept
PS 1839	Payment Record for Carrier Drive-Out Agreements	Field offices	Scanning & Imaging Ctr.	13-Sept
PS 1164-A	Claim for Reimbursement for Postal Supervisors	Field offices	Scanning & Imaging Ctr.	13-Sept
	Inspection Service/Office of Inspector General Award Forms	Field offices	Eagan ASC	N/A
	Commercial Bank Reconciliations	U.S. Bank, JP Morgan Chase, and Citibank	Eagan ASC	15-Oct
	BPA cover sheets	All offices	San Mateo ASC	4-Oct
	Capital and expense receiving report	All offices	San Mateo ASC	4-Oct
	Certified invoices — supplies and services, bulk fuel and oil purchases, motor vehicle parts, nonmetered heating fuel	All offices	San Mateo ASC	4-Oct
PS 1782	Training Request and Authorization	All offices	San Mateo ASC	4-Oct
PS 8163	Request for Fiscal Year Expense Accrual	All offices	San Mateo ASC	4-Oct
PS 8230	Authorization for Payment	All offices	Scanning & Imaging Ctr.	4-Oct
	Tort claims	All offices	Scanning & Imaging Ctr.	4-Oct
	eTravel (Approving Official)	All offices	St. Louis ASC	4-Oct
	eTravel (Receipts)	All offices	Back Office	4-Oct
PS 1129	Cashier Reimbursement Voucher and/or Accountability Report (imprest funds)	All offices (imprest)	San Mateo ASC	4-Oct
	Project facility system	Facilities	St. Louis ASC	4-Oct
	Money order vouchers	Field offices	St. Louis ASC	4-Oct
	Official Mail Accounting System (OMAS)	Field offices	Scanning & Imaging Ctr.	4-Oct
PS 4541	Order-Invoice for Vehicle Repair (Commercial Work Order)	Field offices	Support VMF	4-Oct
PS 835	Quarterly Report of Originating Registered and C.O.D. Transactions	Field offices	District Statistical Programs	4-Oct
PS 7370	Request for Funds Transfer	Field offices	District Budget Office	4-Oct
PS 8049	Vehicle Hire Pay Adjustment	Field offices	St. Louis ASC	4-Oct
	Vehicle hire payment certification reports	Field offices	Support VMF	4-Oct

Form No.	Item	Submit by	Submit to	Rec'd by Date
SF 97	The U.S. Government Certificate of Release of a Motor Vehicle	Field offices	San Mateo ASC	30-Sept
	Government bills of lading	National Traffic Service	San Mateo ASC	4-Oct
	Capital contracts	Supply Management, Headquarters	San Mateo ASC	4-Oct
	Government Printing Office	Supply Management, Headquarters	San Mateo ASC	4-Oct
	Telecommunications	Raleigh Network Operations	San Mateo ASC	4-Oct
	Government Travel Account (GTA)	St. Louis ASC	San Mateo ASC	4-Oct
	Gasoline Credit Card (fleet card) payment and accrual	U.S. Bank	San Mateo ASC	4-Oct
	Direct Vendor Delivery (DVD) and eBuy**	Topeka MDC	San Mateo ASC	4-Oct
	U.S. Bank VISA accrual tape	U.S. Bank	San Mateo ASC	4-Oct
	Relocation Management Firm (RMF) accruals	Accounting, Headquarters	San Mateo ASC	4-Oct

\*\* Do not place orders for DVD or eBuy purchases from October 1 through October 7, 2004, except for critical needs.

Address questions concerning these instructions to the appropriate servicing Finance office.

— National Accounting,  
Finance, 8-5-04

## International Mail

### ICM UPDATES

#### International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 15 ICM updates appear here.

On July 12, 2004, 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:** July 26, 2004, through July 25, 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 600 pieces of EMS mail.

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 May 7, 2004, 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:** May 21, 2004, through May 20, 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 \$20,000 in EMS postage.

On May 14, 2004, 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:** May 28, 2004, through May 29, 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 1,000 pieces of EMS mail or \$20,000 in EMS postage.

On July 12, 2004, 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:** July 26, 2004, through July 25, 2005.

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

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

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 EMS postage.
- 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 nondis-

counted 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 May 11, 2004, 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:** May 25, 2004, through May 24, 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 600 pieces of EMS mail.

- 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 May 21, 2004, 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:** June 4, 2004, through June 3, 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 1,000 pieces of EMS mail.
- 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

On May 27, 2004, 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:** June 10, 2004, through June 9, 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 1,000 pieces of EMS mail.

On May 18, 2004, 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:** June 1, 2004, through May 31, 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 600 pieces of EMS mail or \$20,000 in EMS postage.

**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

**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

On May 13, 2004, 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:** May 27, 2004, through May 26, 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 3,000 pieces of EMS mail.

On May 11, 2004, 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:** May 25, 2004, through May 24, 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 1,000 pieces of EMS mail.

On May 5, 2004, 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:** May 19, 2004, through May 18, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM 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

- 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

- 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 EMS postage.

- 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.

On April 26, 2004, 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:** May 10, 2004, through May 9, 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 EMS postage.

On April 26, 2004, 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:** May 10, 2004, through May 9, 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.

#### 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

- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$12,000 in EMS postage.
- 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 (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 May 26, 2004, 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:** June 9, 2004, through June 8, 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 EMS postage.

On July 12, 2004, 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:** July 26, 2004, through July 25, 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 \$60,000 in EMS postage.

**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

**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

Promotion. Postal Service Official Licensed Products



# USPS® Products

**Quantity Discounts Available for All Products**

**Mail Truck Flashlight Keychain (METAL) \$7.25**



**USPS Chrome plated License Plate Frame \$7.25**  
(Qty discounts available)



Your Post Office Name on the back of the Truck



**Stop Family Violence Gift Set (keychain and Pin) \$5.00**



**G57 5" x 7" x 1/2" clear Optical glass with the laser engraved United States Postal Service® logo enclosed in the glass. Wood base can be engraved. Ideal for awards and recognition \$39.99**



**Metal Letter Opener \$6.50**



**P113B Custom Pen \$4.75**



**PENSABER Custom Pen \$4.75**

**Metal Lapel Pins \$1.25**



\* Variety of Stamp Pins Available



**ROSEWOODSET Rosewood Pen and Pencil Set \$12.00**

## Concord Industries, Inc.

19 Willard Rd. Norwalk, CT 06851

Toll-Free: 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.

Promotion. Postal Service Official Licensed Products



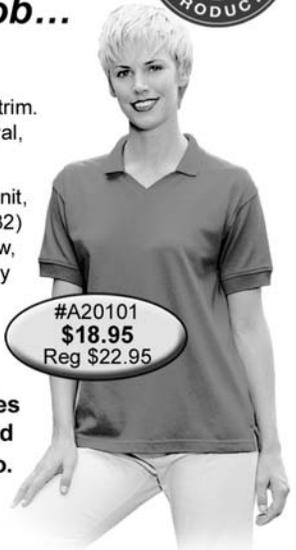
**WWW.POSTALSTUFF.COM**  
**Easy-care Fashion Polo's,**  
**Perfect for Every Day on the Job...**  
**...Perfect for Every Job!**



100% combed cotton, 7oz. pique knit polo with bold stripe trim.  
**Sizes:** S-6XL\*; LT-6XLT\* **Colors:** Khaki, White, Black, Royal, Navy, Maroon, Forest, Red w/contrasting stripe trim.

#A20178  
**\$24.95**  
 Reg \$28.95

Ladies' 60/40 cotton/polyester 7oz. pique knit, v-neck collar polo. **Sizes:** XS(2-4)-4XL\*(30-32)  
**Colors:** Black, White, Red, Lt. Yellow, Navy, Grey



#A20101  
**\$18.95**  
 Reg \$22.95

#A20179  
**\$22.95**  
 Reg \$26.95

**Price Includes Embroidered USPS® logo.**

Pocketed, 60/40 cotton/polyester, 7oz. pique knit polo with bold stripe trim.  
**Sizes:** XS-6XL\*; LT-6XLT\*  
**Colors:** Black, Lt. Yellow, Navy, Khaki, White, Charcoal, Royal, Red w/contrasting stripe trim.

#A20102  
**\$18.95**  
 Reg \$22.95

#A20105  
**\$18.95**  
 Reg \$22.95



#A79007

#A79006

Easy-care, 60/40 cotton/polyester, 7oz. pique knit polo available in men's, women's and pocketed styles. **Men's Sizes:** S-6XL\*; LT-6XLT  
**Women's Sizes:** XS(2-4)-4XL\*(30-32)  
**Colors:** Dark Maroon, Navy, Lt. Blue, Royal, Melon, Purple, Pink, Jade, Khaki, Forest, Sand, Grey, Red, Lt. Yellow, Maroon, White, Black

#A20106  
**\$19.95**  
 Reg \$24.94



**USA Made**, 5 panel denim and denim/suede caps with plastic snap adjustable closure. Terry sweatband. **\$12.95**

**Pocketed Sizes:** S-6XL\*; LT-6XLT\*  
**Colors:** As above except Pink, Melon and Lt. Blue

**SALE PRICES THROUGH 9/12/04**

**ORDER YOURS TODAY**  
 VISIT US ONLINE  
**WWW.POSTALSTUFF.COM**  
**800-877-7492**

**\*Additional charges for sizes 2X and larger**  
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**POSTALSTUFF, LLC**  
 2699 HARRISON RD  
 COLUMBUS OH 43204-3591  
 614-276-9717 FAX 614-276-9726



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.

# Official First Aid Kit of the U.S. Postal Service®

*We're always ON THE JOB®*

**SPECIAL OFFER**  
**BUY ONE**  
**GET ONE FREE!**

The first 500 Post Offices will receive a USPS custom designed first aid kit absolutely FREE with the purchase of an additional kit at a reduced price of \$69.00 (\$105.00 value)

*Limit of one free kit per Post Office*





*Injury-specific supply packs make it easy to give first aid.*

Bug bites. Dog bites. Burns. Bee stings. Broken bones. Cuts and scrapes. Is your office's first-aid kit up to the challenge of handling these common injuries?

**TO ORDER**

**For prompt response fax orders along with VISA IMPAC payment information to 732-544-4869 or call toll free at 888-388-4854.**

- Catalog No. ERS100USPS
1. Please allow 1 week for delivery
  2. Shipping & Handling: \$9.50 per kit – Priority Mail® Delivery
  3. Payment: VISA IMPAC

Even if it does have the ointment, bandages, and tape you'll need, do you know how to use them effectively?

Only The Intelligent First Aid Kit provides a comprehensive package of first-aid supplies along with easy to follow, step by step picture instructions on how to handle medical emergencies.

With injury-specific supply packs, the guess work is gone letting you keep your attention focused... possibly making the difference between life and death.



DLH, Inc.  
The Intelligent First Aid Kit™  
US Patents: 5,931,304, 6,460,702

Official USPS® Licensee

## Philately

STAMP ANNOUNCEMENT 04-27

### John Wayne Stamp



Copyright USPS 2004

The Postal Service™ will issue a 37-cent, *John Wayne* commemorative stamp (Item 455700) in a pressure-sensitive adhesive (PSA) pane of 20, in one design on September 9, 2004, in Los Angeles, California. The stamp, designed by Derry Noyes of Washington, DC, goes on sale nationwide September 10, 2004.

John Wayne remains one of America's most beloved celebrities. He played many memorable characters: heroic soldiers, revered figures in history, and ordinary men with a deep loyalty to country and a strong commitment to justice. His films celebrate courage, patriotism, and independence — characteristics that many Americans hold dear.

Issue:	<i>John Wayne</i>
Item Number:	455700
Denomination & Type of Issue:	37-cent commemorative
Format:	Pane of 20 (1 design)
Series:	<i>Legends of Hollywood</i>
Issue Date & City:	September 9, 2004, Los Angeles, CA 90052
Designer:	Derry Noyes, Washington, DC
Engraver:	Arnotek Industries
Illustrator:	Drew Struzan, Pasadena, CA
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Donald Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec, 3000
Stamps per Pane:	20
Print Quantity:	100 million stamps
Paper Type:	Phosphored tagged, Block
Adhesive Type:	Pressure-sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Yellow, Cyan, Black, PMS 5435 (Gray) PMS 7463 (Dark blue)
Stamp Orientation:	Vertical
Image Area (w x h):	0.84 x 1.41 in./21.34 x 35.81 mm
Overall Size (w x h):	0.99 x 1.56 in./25.15 x 39.62 mm
Pane Size (w x h):	8.57 x 7.208 in./217.68 x 183.08 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	"S" followed by six (6) single digits
Marginal Markings:	"© 2004 USPS" • Plate numbers in four corners • Plate position diagram • Price • Two barcodes • Header "LEGENDS OF HOLLYWOOD" • Biographical text • "TENTH IN A SERIES" Copyright information on Warner Bros. Entertainment Inc., Paramount Pictures and Wayne Enterprises
Catalog Item Number(s):	455720 Block of 4 — \$1.48 455730 Block of 10 — \$3.70 455740 Full Pane of 20 — \$7.40 455761 First Day Cover Single Stamp — \$0.75 455762 Full Pane First Day Cover — \$9.90 455784 Press Sheet — \$44.40 455793 Full Pane w/First Day Cover — \$8.15

With the issuance of this tenth stamp in the *Legends of Hollywood* series, the Postal Service will honor this American film legend. Artist Drew Struzan based his painting for the stamp on a black-and-white publicity still of Wayne taken during the filming of *The Man Who Shot Liberty Valance* (1962).

**How to Order First Day of Issue Postmark**

This information is not available at the time of this printing.

**How to Order First Day Covers**

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by calling 800-STAMP-24 or writing to:

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

**Philatelic Products**

There are no philatelic products for this stamp issue.

**Distribution: 37-cent John Wayne Commemorative Stamp, Item 455700**

Stamp distribution offices (SDOs) will receive approximately three-fourths their standard automatic distribution quantities for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

**Initial Supply to Post Offices**

SDOs will make a subsequent automatic distribution to Post Offices of one-half their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before September 3, 2004.

**Philatelic Requirement**

SDOs with authorized philatelic centers will receive an automatic distribution of these stamps in six positions for subsequent distribution to each philatelic window.

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the John Wayne Commemorative Stamp, Item 455700
1	12,000
2	24,000
3	36,000
4	48,000
5	60,000
6	72,000
7	84,000
8	96,000
9	108,000
12	144,000
13	156,000
16	192,000
19	228,000

Post Offices requiring additional Item 455700 must requisition them from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the San Francisco APD will receive 1,280,000 additional stamps; the Chicago, Memphis, and New York APDs will each receive 1,120,000 additional stamps; and the Denver APD will receive 400,000 additional stamps.

**Sales Policy**

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services,  
 Government Relations, 8-5-04

## Pictorial Cancellations Announcement

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

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

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. 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 has been extended for 30 days.



July 4, 2004

LEWIS AND CLARK STATION  
POSTMASTER  
PO BOX 9998  
ATCHISON KS 66002-9998



North Penn Valley Boys & Girls  
Club  
Friendship Station  
July 21, 2004  
Lansdale PA 19446

July 21, 2004

North Penn Valley Boys & Girls  
Club  
FRIENDSHIP STATION  
POSTMASTER  
20 VINE ST  
LANSDALE PA 19446-9998

North Penn Valley Boys & Girls  
Club  
FRIENDSHIP STATION  
POSTMASTER  
450 BEAVER ST  
NORTH WALES PA 19454-9998



July 15, 2004  
 The Center for Architecture  
 THE BUCKMINSTER FULLER  
 INSTITUTE STATION  
 POSTMASTER  
 SPECIAL EVENTS  
 JAF BLDG  
 421 EIGHTH AVE RM 2029B  
 NEW YORK NY 10199-9998



ATHENS BICENTENNIAL  
 1804-2004  
 FAIRGROUNDS STATION

August 6, 2004  
 Athens Wesserunsett Valley Fair  
 ATHENS BICENTENNIAL 1804  
 THROUGH 2004  
 FAIRGROUNDS STATION  
 POSTMASTER  
 4 BRIGHTON RD  
 ATHENS ME 04912-9998



July 16, 2004  
 Corps of Engineers  
 USS RAZORBACK STATION  
 POSTMASTER  
 PO BOX 9998  
 TICHNOR AR 72166-9998

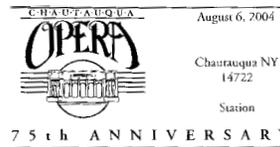


INTERNATIONAL BICYCLING HALL OF FAME  
 INDUCTION STATION  
 AUGUST 6, 2004  
 UTICA, NY 13501

August 6, 2004  
 Utica Children's Museum  
 INTERNATIONAL BICYCLING  
 HALL OF FAME INDUCTION  
 STATION  
 POSTMASTER  
 100 PITCHER ST  
 UTICA NY 13501-9998



July 17, 2004  
 Radio Disney  
 GARFIELD FESTIVAL STATION  
 POSTMASTER  
 PO BOX 5066  
 MILWAUKEE WI 53201-5066



August 6, 2004

Chautauqua NY  
 14722  
 Station

75th ANNIVERSARY

August 6, 2004  
 Chautauqua Opera  
 CHAUTAUQUA OPERA 75TH  
 ANNIVERSARY STATION  
 POSTMASTER  
 6 ROBERTS AVE  
 CHAUTAUQUA NY 14722-9998



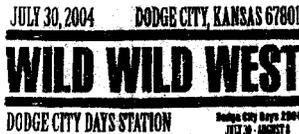
Soldotna Chamber  
 of Commerce  
 44<sup>th</sup> ANNUAL  
 PROGRESS  
 DAYS STATION  
 JULY 24, 2004  
 SOLDOTNA, AK 99669

July 24, 2004  
 Chamber of Commerce  
 PROGRESS DAYS STATION  
 POSTMASTER  
 175 N BINKLEY ST  
 SOLDOTNA AK 99669-9998



Homecoming Bee Station  
 Dresden, OH 43821  
 August 6, 2004

August 6, 2004  
 Longaberger Bee Committee  
 HOMECOMING BEE STATION  
 POSTMASTER  
 PO BOX 9998  
 DRESDEN OH 43821-9998



July 30-August 8, 2004  
 Dodge City Days 2004 Committee  
 DODGE CITY DAYS STATION  
 POSTMASTER  
 PO BOX 9998  
 DODGE CITY KS 67801-9998



Braham  
 Pie Day  
 Friday, August 6, 2004  
 Braham, MN 55006  
 Braham Pie Day Station

August 6, 2004  
 Braham Pie Day Committee  
 BRAHAM PIE DAY STATION  
 POSTMASTER  
 PO BOX 9998  
 BRAHAM MN 55006-9998

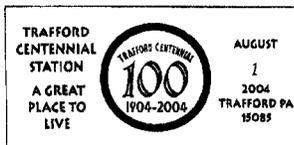


August 1, 2004  
 Blessed Sacrament  
 MADEIRA FIELD STATION  
 POSTMASTER  
 695 PLEASANT ST  
 NEW BEDFORD MA 02741-9998



37<sup>th</sup> Annual Show  
 Western Illinois Threshers  
 Station  
 August 6, 2004  
 Hamilton, Illinois 62341

August 6, 2004  
 Threshers Organization  
 37TH ANNUAL SHOW  
 WESTERN ILLINOIS  
 THRESHERS STATION  
 POSTMASTER  
 PO BOX 9998  
 HAMILTON IL 62341-9998

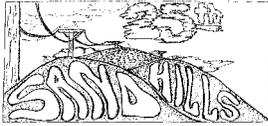


August 1-7, 2004  
 Postal Service  
 TRAFFORD CENTENNIAL  
 STATION  
 POSTMASTER  
 411 CAVETT AVE  
 TRAFFORD PA 15085-9998



August 6, 2004  
 Dighton All School Reunion  
 Committee  
 DIGHTON KS STATION  
 POSTMASTER  
 PO BOX 9998  
 DIGHTON KS 67839-9998

Sand Hills Station August 6, 2004 Olton TX 79064



August 6, 2004  
 Postal Service  
 SAND HILLS STATION  
 POSTMASTER  
 416 8TH ST  
 OLTON TX 79064-9998



August 7, 2004  
 New York Racing Association  
 THE WHITNEY HANDICAP  
 STATION  
 POSTMASTER  
 245 WASHINGTON ST  
 SARATOGA SPRINGS NY  
 12866-9998



USCGC EAGLE WIX-327  
 Port Visit Station  
 August 6, 2004  
 Rockland, ME 04841

August 6-7, 2004  
 Universal Ship Cancellation  
 Society, Stephen Decatur  
 Chapter No. 4  
 USCGC EAGLE WIX 327 PORT  
 VISIT STATION  
 POSTMASTER  
 21 LIMEROCK ST  
 ROCKLAND ME 04841-9998

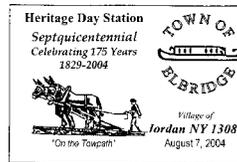


August 7, 2004  
 Town of Elbridge  
 HERITAGE DAY STATION  
 POSTMASTER  
 106 SOUTH ST  
 ELBRIDGE NY 13060-9998



ATHENS COUNTY  
 FAIR STATION  
 ATHENS, OH 45701  
 AUG 6, 2004

August 6-14, 2004  
 Athens County Fair and Country  
 Couriers QWL Team  
 ATHENS COUNTY FAIR  
 STATION  
 POSTMASTER  
 5 W STIMSON AVE  
 ATHENS OH 45701-9998



August 7, 2004  
 Town of Elbridge  
 HERITAGE DAY STATION  
 POSTMASTER  
 9 MECHANIC ST  
 JORDAN NY 13080-9998

China Community Days Station



China ME 04358  
 August 7, 2004

August 7, 2004  
 Town of China — China  
 Community Days Committee  
 CHINA COMMUNITY DAYS  
 STATION  
 POSTMASTER  
 382 RT 3  
 SOUTH CHINA ME 04358-9998



Celebrating Magic in Minetto Day

August 7, 2004  
 Town of Minetto  
 MINETTO BRIDGE STATION  
 POSTMASTER  
 10 COUNTY RTE 24  
 MINETTO NY 13115-9998

Homecoming Station  
 Dover-Foxcroft, Maine 04426



Your Town My Town Our Town

August 7, 2004  
 Town of Dover-Foxcroft  
 HOMECOMING STATION  
 POSTMASTER  
 41 NORTH ST  
 DOVER FOXCROFT ME  
 04426-9998

60th Anniversary  
 Celebration  
 August 7, 2004



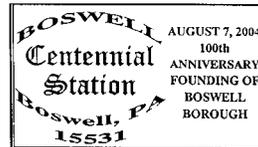
SAFE HAVEN MUSEUM STATION  
 Fort Ontario, Oswego, N Y 13126

August 7, 2004  
 Hudson Valley Stamp Society  
 SAFE HAVEN MUSEUM  
 STATION  
 POSTMASTER  
 391 FIRST ST  
 OSWEGO NY 13126-9998



Bear Island  
 1904-2004  
 Centennial Celebration  
 Station  
 August 7, 2004  
 Sunset, ME 04683

August 7, 2004  
 Bear Island Centennial Committee  
 BEAR ISLAND 1904 THROUGH  
 2004 CENTENNIAL  
 CELEBRATION STATION  
 POSTMASTER  
 300 SUNSET RD  
 SUNSET ME 04683-9998



August 7, 2004  
 Boswell Area Historical Society  
 BOSWELL CENTENNIAL  
 STATION  
 POSTMASTER  
 908 ATKINSON WAY  
 BOSWELL PA 15531-9998



AUGUST 7, 2004  
 HEISLERVILLE,  
 NJ 08324

August 7, 2004  
 Maurice River Historical Society  
 EAST POINT LIGHT STATION  
 POSTMASTER  
 222 MAIN ST  
 HEISLERVILLE NJ 08324-9998



August 7, 2004  
 Postal Service  
 ALICE IN EDINBURG LAND  
 STATION  
 POSTMASTER  
 205 N MAIN ST  
 EDINBURG VA 22824-9998



August 7, 2004  
 Downtown Leavittsburg  
 Improvement Association  
 CANOE CITY STATION  
 POSTMASTER  
 3825 W MARKET ST  
 LEAVITTSBURG OH 44430-9998



Spirit of the West Station  
 August 7, 2004  
 Beach ND 58621

August 7, 2004  
 Postal Service  
 SPIRIT OF THE WEST STATION  
 POSTMASTER  
 PO BOX 9998  
 BEACH ND 58621-9998



August 7, 2004  
 Arcola Volunteer Fire Department,  
 Inc.  
 ARCOLA FIRE STATION  
 POSTMASTER  
 PO BOX 9998  
 ARCOLA IN 46704-9998



August 7, 2004  
 Village of Gardner  
 GARDNER  
 SESQUICENTENNIAL STATION  
 POSTMASTER  
 106 E JEFFERSON ST  
 GARDNER IL 60424-9998



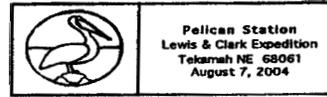
August 7, 2004  
 Oakford Community Committee  
 Nancy S. Drake Sec./Treas.  
 SESQUICENTENNIAL  
 CELEBRATION STATION  
 POSTMASTER  
 PO BOX 9998  
 OAKFORD IN 46965-9998



August 7, 2004  
 Marquette Celebration Committee  
 MARQUETTE 130TH STATION  
 POSTMASTER  
 PO BOX 9998  
 MARQUETTE KS 67464-9998



August 7, 2004  
 Don Kurylowicz  
 HISTORIC CANNONSBURG  
 FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 CANNONSBURG MI 49317-9998



August 7, 2004  
 Lewis & Clark Committee  
 PELICAN STATION  
 POSTMASTER  
 PO BOX 9998  
 TEKAMAH NE 68061-9998



August 7, 2004  
 City of Mitchell  
 MITCHELL  
 SESQUICENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 ORCHARD IA 50460-9998



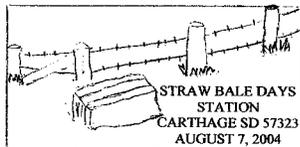
August 7, 2004  
 WATER CARNIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 BATESVILLE AR 72501-9998



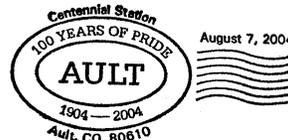
August 7, 2004  
 Brandon Area Community Club  
 SESQUICENTENNIAL STATION  
 POSTMASTER  
 704 MAIN ST  
 BRANDON IA 52210-9998



August 7, 2004  
 Postal Service  
 GROOM DAY STATION  
 POSTMASTER  
 104 W FIRST ST  
 GROOM TX 79039-9998



August 7, 2004  
 Postal Service  
 STRAW BALE DAYS STATION  
 POSTMASTER  
 PO BOX 9998  
 CARTHAGE SD 57323-9998



August 7, 2004  
 Ault Centennial Committee  
 CENTENNIAL CELEBRATION  
 STATION  
 POSTMASTER  
 122 FIRST AVE  
 AULT CO 80610-9998



**Idaho's First Courthouse**  
Station  
Pierce 1860 Days  
August 7, 2004  
Pierce, Id. 83546

August 7, 2004  
1860 Days Committee  
IDAHO'S FIRST COURT HOUSE  
STATION  
POSTMASTER  
111 S MAIN ST  
PIERCE ID 83546-9998



*The*  
**2004 PGA**  
CHAMPIONSHIP  
AUGUST 9-16, 2004  
WHISTLING STRAITS STATION  
Kobler, Wisconsin

August 9-15, 2004  
Whistling Straits Golf Course  
WHISTLING STRAITS  
STATION  
POSTMASTER  
PO BOX 9998  
SHEBOYGAN WI 53081-9998

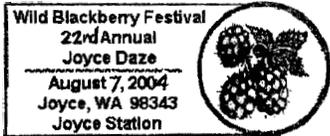


Sesquicentennial 1854-2004

August 7, 2004  
Mendocino Area Parks  
Association  
FORD HOUSE STATION  
POSTMASTER  
PO BOX 9998  
MENDOCINO CA 95460-9998



August 10, 2004  
Bates Dance Festival  
BATES DANCE FESTIVAL  
STATION  
POSTMASTER  
49 ASH ST  
LEWISTON ME 04240-9998



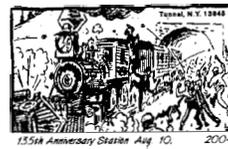
August 7, 2004  
Joyce Daze  
JOYCE STATION  
POSTMASTER  
PO BOX 9998  
JOYCE WA 98343-9998



August 10, 2004  
Canal Celebration Committee  
CANAL CELEBRATION STATION  
POSTMASTER  
25 W MAIN ST  
LITTLE FALLS NY 13365-9998



August 7-8, 2004  
Postal Service  
COMMUNITY SPIRIT STATION  
POSTMASTER  
PO BOX 9998  
STRATHCONA MN 56759-9998



August 10, 2004  
Town of Tunnel, NY  
135TH ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
TUNNEL NY 13848-9998

LEWIS & CLARK STATE PARK STATION  
Encampment August 9, 1804  
BICENTENNIAL CELEBRATION



August 7-9, 2004  
Friends of Discovery Lewis and  
Clark Committee  
LEWIS AND CLARK STATE  
PARK STATION  
POSTMASTER  
PO BOX 9998  
BLENCOE IA 51523-9998



August 10, 2004  
Huron County 4-H  
HURON COUNTY 4H PROGRAM  
STATION  
POSTMASTER  
133 N HANSELMAN ST  
BAD AXE MI 48414-9998



August 8, 2004  
BRICKYARD 400 STATION  
POSTMASTER  
125 W SOUTH ST  
INDIANAPOLIS IN 46206-9998

2<sup>nd</sup> Oldest Settlement Station



August 10, 2004  
Postal Service  
2ND OLDEST SETTLEMENT  
STATION  
POSTMASTER  
PO BOX 9998  
DECATUR NE 68020-9998



August 8-14, 2004  
The Hartford Fair  
HARTFORD FAIR STATION  
POSTMASTER  
PO BOX 9998  
CROTON OH 43013-9998



August 11, 2004  
Oregon-California Trails  
Association  
OREGON CALIFORNIA TRAILS  
ASSOCIATION CONVENTION  
STATION  
POSTMASTER PHILATELIC  
SERVICES  
PO BOX 9998  
VANCOUVER WA 98661-9998



August 11-13, 2004  
 Faith on Fire Headquarters  
 FAITH ON FIRE STATION  
 POSTMASTER  
 PO BOX 9998  
 OSHKOSH WI 54902-9998



August 13, 2004  
 Huckleberry, Inc.  
 HUCKLEBERRY STATION  
 POSTMASTER  
 PO BOX 9998  
 TROUT CREEK MT 59874-9998



**150 Years: 1854—2004  
 Birthday Celebration  
 August 12, 2004**  
 Grinnell Sesquicentennial Station  
 Grinnell, Iowa 50112

August 12, 2004  
 Grinnell Renaissance  
 GRINNELL  
 SESQUICENTENNIAL STATION  
 POSTMASTER  
 932 BROAD ST  
 GRINNELL IA 50112-9998



August 13-15, 2004  
 150th Anniversary Committee  
 OFALLON ILLINOIS 150TH  
 ANNIVERSARY STATION  
 POSTMASTER  
 1111 S LINCOLN  
 OFALLON IL 62269-9998

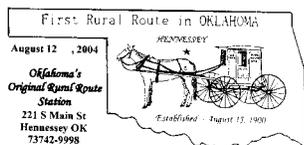


56<sup>TH</sup> ANNUAL -----  
 PRCA RODEO -----  
 CROSSETT, AR 71635  
 AUGUST 12, 2004 -----

August 12, 2004  
 PRCA Rodeo  
 PONY EXPRESS SOUTH  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 CROSSETT AR 71635-9998



August 14, 2004  
 Pawtucket Red Sox  
 ALL STAR GAME STATION  
 POSTMASTER  
 40 MONTGOMERY ST  
 PAWTUCKET RI 02860-9998



August 12-14, 2004  
 Hennessey Post Office  
 OKLAHOMAS ORIGINAL RURAL  
 ROUTE STATION  
 POSTMASTER  
 221 S MAIN ST  
 HENNESSEY OK 73742-9998



The Penobscot  
 Expedition  
 225th Anniversary  
 Station  
 August 14, 2004  
 Castine, ME 04421

August 14, 2004  
 Castine Historical Society  
 THE PENOBSCOT EXPEDITION  
 225TH ANNIVERSARY  
 STATION  
 POSTMASTER  
 43 MAIN ST  
 CASTINE ME 04421-9998



August 12-15, 2004  
 Postal Service  
 COVENTRY STATION  
 POSTMASTER  
 PO BOX 9998  
 COVENTRY VT 05825-9998



August 14, 2004  
 Fletcher Free Library  
 FLETCHER FREE LIBRARY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 BURLINGTON VT 05402-9998



August 12-22, 2004  
 Iowa State Fair  
 DES MOINES MAIN OFFICE  
 STATION  
 POSTMASTER  
 1165 2ND AVE  
 DES MOINES IA 50318-9998



August 14, 2004  
 Albany Heritage Area Visitors  
 Center  
 DOGS DAY OF SUMMER  
 STATION  
 POSTMASTER  
 50001 COLONIE CENTER MALL  
 ALBANY NY 12205-9998



August 12-22, 2004  
 Postal Service  
 MISSOURI STATE FAIR STATION  
 POSTMASTER  
 405 E 5TH ST  
 SEDALIA MO 65301-9998



August 14, 2004  
 HILLSDALE COMMUNITY DAY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 HILLSDALE NY 12529-9998



August 14, 2004  
 Westport Federated Church  
 HERITAGE FESTIVAL STATION  
 POSTMASTER  
 9 HARRIS LANE  
 WESTPORT NY 12993-9998



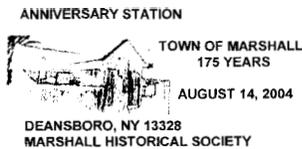
August 14, 2004  
 Cannon Falls Chamber of Commerce  
 CANNON FALLS SESQUICENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 CANNON FALLS MN 55009-9998



August 14, 2004  
 CanalFest Committee  
 CANALFEST STATION  
 POSTMASTER  
 1404 MAIN ST  
 SYLVAN BEACH NY 13157-9998



August 14, 2004  
 Almelund Threshing Company and Committee  
 ALMELUND THRESHING SHOW STATION  
 POSTMASTER  
 PO BOX 9998  
 TAYLORS FALLS MN 55084-9998



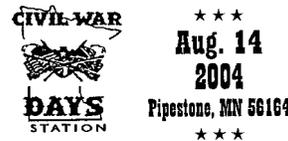
August 14, 2004  
 Marshall Historical Society  
 ANNIVERSARY STATION  
 POSTMASTER  
 2700 STATE RTE 12B  
 DEANSBORO NY 13328-9998



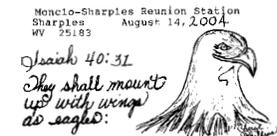
August 14, 2004  
 Brown County Historical Society  
 NEW ULM 150TH YEAR ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 NEW ULM MN 56073-9998



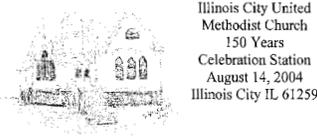
August 14, 2004  
 Postal Service  
 CELEBRATION STATION  
 POSTMASTER  
 PO BOX 9998  
 EVERGREEN VA 23939-9998



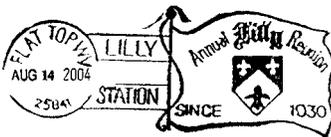
August 14-15, 2004  
 Civil War Days Committee  
 CIVIL WAR DAYS STATION  
 POSTMASTER  
 PO BOX 9998  
 PIPESTONE MN 56164-9998



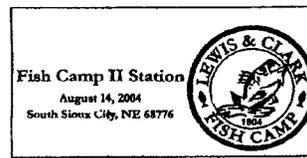
August 14, 2004  
 The Spruce Fork Community Organization  
 MONCLO SHARPLES REUNION STATION  
 POSTMASTER  
 PO BOX 9998  
 SHARPLES WV 25183-9998



August 14, 2004  
 Illinois City United Methodist Church  
 ILLINOIS CITY UNITED METHODIST CHURCH 150 YEARS CELEBRATION STATION  
 POSTMASTER  
 23828 124TH AVE W  
 ILLINOIS CITY IL 61259-9998



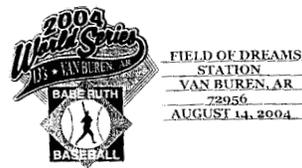
August 14, 2004  
 Lilly Reunion  
 LILLY REUNION STATION  
 POSTMASTER  
 PO BOX 9998  
 FLAT TOP WV 25841-9998



August 14, 2004  
 Dakota County Lewis and Clark Bicentennial Committee  
 FISH CAMP II STATION  
 POSTMASTER  
 PO BOX 9998  
 SOUTH SIOUX CITY NE 68776-9998



August 14, 2004  
 Postal Service  
 QUASQUICENTENNIAL CELEBRATION STATION  
 POSTMASTER  
 PO BOX 9998  
 SPIRIT LAKE IA 51360-9998



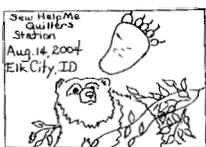
August 14, 2004  
 FIELD OF DREAMS STATION  
 POSTMASTER  
 PO BOX 9998  
 VAN BUREN AR 72956-9998



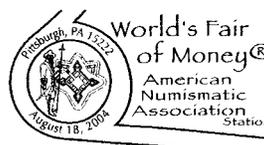
August 14, 2004  
*UFO Watchtower*  
 MOTHERSHIP SUB STATION  
 POSTMASTER  
 PO BOX 9998  
 HOOPER CO 81136-9998



August 18, 2004  
*Rooks County Fair Committee*  
 ROOKS COUNTY FREE FAIR  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 STOCKTON KS 67669-9998



August 14, 2004  
*Sew Help Me Quilters*  
 SEW HELP ME QUILTERS  
 STATION  
 POSTMASTER  
 313 MAIN ST  
 ELK CITY ID 83525-9998



August 18-22, 2004  
*American Numismatic Association*  
 WORLDS FAIR OF MONEY  
 AMERICAN NUMISMATIC  
 ASSOCIATION STATION  
 PHILATELIC CLERK  
 700 GRANT ST  
 PITTSBURGH PA 15222-9998



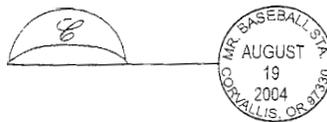
August 14-15, 2004  
*Mitchell County Historical Society*  
 CEDAR VALLEY MEMORIES  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 ORCHARD IA 50460-9998



August 19, 2004  
*Appanoose County Historical and Coal Mining Museum*  
 100TH ANNIVERSARY  
 CENTERVILLE POST OFFICE  
 STATION  
 POSTMASTER  
 300 N 10TH ST  
 CENTERVILLE IA 52544-9998



August 14-15, 2004  
*St. Josaphat Church*  
 UKRAINIAN SUNFLOWER  
 FESTIVAL STATION  
 POSTMASTER  
 28401 MOUND RD  
 WARREN MI 48090-9998



August 19, 2004  
*Linn County Philatelic Society*  
 MR BASEBALL STATION  
 POSTMASTER PHILATELIC  
 SERVICES  
 311 SW 2ND ST  
 CORVALLIS OR 97333-9998



August 14-15, 2004  
*Chamber of Commerce*  
 LAKE FARLEY PARK STATION  
 POSTMASTER  
 PO BOX 9998  
 MILBANK SD 57252-9998



August 19-21, 2004  
*New Windsor Fair, Rodeo, and Horse Show Association*  
 RODEO PARK STATION  
 POSTMASTER  
 PO BOX 9998  
 NEW WINDSOR IL 61465-9998



August 15, 2004  
*Maple Mount Flatboat Committee*  
 URSULINE FLATBOAT  
 ADVENTURE STATION  
 POSTMASTER  
 PO BOX 9998  
 MAPLE MOUNT KY 42356-9998

— Stamp Services,  
 Government Relations, 8-5-04

## CORRECTION

**Art of the American Indian Stamps**

In the article "Stamp Announcement 04-26: *Art of the American Indian Stamps*," in *Postal Bulletin* 22133 (7-22-04, pages 65–67), the second paragraph incorrectly states that (1) the number of jumbo stamps on the pane is 100 and (2) the number of photographs featured on the pane is 100. However, the number of stamps on the pane and the number of photographs featured on the pane should have been stated as 10.

The corrected text should read as follows:

This pane of 10 jumbo stamps offers a sampling of the diverse ways in which American Indians, in their everyday lives, created utilitarian, social, spiritual, and commercial objects that were also extraordinary expressions of beauty. The pane features photographs of 10 American Indian artifacts dating from around the 11th century A.D. to circa 1969.

— *Stamp Services,*  
*Government Relations, 8-5-04*

## CORRECTION

**Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers**

In the article "Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers" in *Postal Bulletin* 22130 (6-10-04, page 83), the information listed in the table incorrectly lists two stamp issues as being off sale. However, the stamp issues remain on general sale until further notice (see table below).

Item Number	Description
453900	37-cent Ohio Statehood Stamp
453915	\$7.40 Ohio Statehood Pane
454200	37-cent Zora Neale Hurston Stamp
454215	\$7.40 Zora Neale Hurston Pane

— *Stamp Services,*  
*Government Relations, 8-5-04*

### Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die

hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
Only You Can Prevent Forest Fires	April 1–Oct. 31
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give 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, 8-5-04

## Post Offices

### Post Office Changes

Old/New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/Unit	Unit Type	Effective Date	Comments
Old	05-6786	94110	CA	San Francisco	San Francisco	Main Office	Post Office		Establish a new ZIP Code™ for Post Office™ boxes. Use San Francisco CA 94172 as last line of address for the brand new Post Office boxes.
New	05-6786	94172	CA	San Francisco	San Francisco	Bernal Heights	Classified Station	07/09/2004	
Old	08-9044	06091	CT	West Hartland	Hartford	Main Office	Post Office	07/15/1998	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use West Hartland 06091 as last line of address.
New	08-6460	06091	CT	Riverton	Hartford	West Hartland	Place Name	03/13/2004	
Old	11-4380	32220	FL	Jacksonville	Duval	Whitehouse	Community Post Office	04/30/2003	Community Post Office discontinued. Retain ZIP Code. Use Jacksonville FL 32220 as last line of address.
New	11-4380	32220	FL	Jacksonville	Duval	Jacksonville	Place Name	03/20/2004	
Old	18-0270	50014	IA	Ames	Story	Main Office	Post Office		Realign ZIP Code boundaries. Use Ames IA 50010 as last line of address for the 96 deliveries previously in ZIP Code 50014.
New	18-0270	50010	IA	Ames	Story	Main Office	Post Office	09/01/2004	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	17-8415	47464	IN	Stinesville	Monroe	Main Office	Post Office	10/02/1992	Post Office discontinued. Retain ZIP Code. Establish a community Post Office. Continue to use Stinesville IN 47464 as last line of address.
New	17-0660	47464	IN	Bloomington	Monroe	Stinesville	Community Post Office	05/15/2004	
Old	20-3408	40830	KY	Gulston	Harlan	Main Office	Post Office	03/23/2001	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Gulston KY 40830 as last line of address.
New	20-5088	40830	KY	Mary Alice	Harlan	Gulston	Place Name	01/03/2004	
Old	21-0416	71002	LA	Ashland	Natchitoches	Main Office	Post Office	08/07/2004	This announcement expands the use of ZIP Code 71002 to include delivery.
New	21-0416	71002	LA	Ashland	Natchitoches	Main Office	Post Office		
Old	37-1424	58219	ND	Buxton	Traill	Main Office	Post Office	08/20/2004	This announcement expands the use of ZIP Code 58219 to include delivery.
New	37-1424	58219	ND	Buxton	Traill	Main Office	Post Office		
Old	37-7536	58565	ND	Riverdale	Mclean	Main Office	Post Office	08/20/2004	This announcement expands the use of ZIP Code 58565 to include delivery.
New	37-7536	58565	ND	Riverdale	Mclean	Main Office	Post Office		
Old	37-4640	58002	ND	Hunter	Cass	Main Office	Post Office	08/20/2004	This announcement expands the use of ZIP Code 58002 to include delivery.
New	37-4640	58002	ND	Hunter	Cass	Main Office	Post Office		
Old	30-9285	68433	NE	Falls City	Richardson	Salem	Community Post Office	12/05/2003	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Salem NE 68433 as last line of address.
New	30-3210	68433	NE	Falls City	Richardson	Salem	Place Name	06/19/2004	
Old	32-4950	03587	NH	Meadows	Coos	Main Office	Post Office	12/03/1988	Post Office and ZIP Code discontinued. Use Jefferson NH 03583 as the last line of address.
New	32-4260	03583	NH	Jefferson	Coos	Jefferson	Place Name	02/07/2004	
Old	35-2150	13752	NY	Delancey	Delaware	Main Office	Post Office	10/29/1993	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Delancey NY 13752 as last line of address.
New	35-2165	13752	NY	Delhi	Delaware	Delancey	Place Name	01/03/2004	
Old	35-2150	13752	NY	De Lancey	Delaware	Main Office	Post Office	07/26/2004	This announcement corrects the spelling of the De Lancey NY Post Office to Delancey .
New	35-2150	13752	NY	Delancey	Delaware	Main Office	Post Office		
Old	38-2093	45407	OH	Dayton	Montgomery	Dayton View	Classified Station	10/16/2004	ZIP Code discontinued. ZIP Code consolidated into an existing ZIP Code. Use Dayton OH 45402 as last line of address for a portion of deliveries previously in ZIP Code 45407.
New	38-2093	45402	OH	Dayton	Montgomery	Dayton View	Classified Station		
Old	45-8080	29941	SC	Sheldon	Beaufort	Main Office	Post Office	08/07/2004	This announcement expands the use of ZIP Code 29941 to include delivery.
New	45-8080	29941	SC	Sheldon	Beaufort	Main Office	Post Office		

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	45-7980	29914	SC	Seabrook	Beaufort	Dale	Community Post Office	10/22/2003	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Dale SC 29914 as last line of address.
New	45-7980	29914	SC	Seabrook	Beaufort	Dale	Place Name	05/29/2004	
Old	46-6156	57364	SD	New Holland	Douglas	Main Office	Post Office	08/20/2004	This announcement expands the use of ZIP Code 57364 to include delivery.
New	46-6156	57364	SD	New Holland	Douglas	Main Office	Post Office		
Old	49-2720	84030	UT	Fort Duchesne	Uintah	Gusher	Community Post Office	06/01/1995	Community Post Office and PO Box ZIP discontinued. Establish a place name. Use Fort Duchesne UT 84026 as the last line of address.
New	49-2720	84026	UT	Fort Duchesne	Uintah	Fort Duchesne	Place Name	06/26/2004	
Old	49-2278	84521	UT	Elmo	Emery	Main Office	Post Office	08/20/2004	This announcement expands the use of ZIP Code 84521 to include delivery.
New	49-2278	84521	UT	Elmo	Emery	Main Office	Post Office		
Old	49-2312	84724	UT	Elsinore	Sevier	Main Office	Post Office	08/20/2004	This announcement expands the use of ZIP Code 84724 to include delivery.
New	49-2312	84724	UT	Elsinore	Sevier	Main Office	Post Office		
Old	49-3128	84525	UT	Green River	Emery	Main Office	Post Office	08/20/2004	This announcement expands the use of ZIP Code 84525 to include delivery.
New	49-3128	84525	UT	Green River	Emery	Main Office	Post Office		
Old	49-3332	84630	UT	Gunnison	Sanpete	Main Office	Post Office	08/20/2004	This announcement expands the use of ZIP Code 84630 to include delivery.
New	49-3332	84630	UT	Gunnison	Sanpete	Main Office	Post Office		
Old	49-7310	84621	UT	Redmond	Sanpete	Main Office	Post Office	10/01/2003	This announcement changes the administrative office for this ZIP Code from Redmond UT to Gunnison UT. Continue to use Axtell UT 84621 as last line for addresses.
New	49-7310	84621	UT	Gunnison	Sanpete	Main Office	Post Office		
Old	50-3164	05840	VT	Granby	Essex	Main Office	Post Office	07/18/1992	Post Office discontinued. Retain ZIP Code. Establish a community Post Office. Continue to use Granby VT 05840 as last line of address.
New	50-5264	05840	VT	North Concord	Essex	Granby	Community Post Office	02/14/2004	

ASM REVISION

**Displaying the U.S. Flag on Peace Officers Memorial Day**

Effective August 5, 2004, *Administrative Support Manual* (ASM) 472.231 is revised to clarify the procedures for displaying the U.S. flag at Postal Service™ facilities on Peace Officers Memorial Day, which is observed each year on May 15. Also, we have corrected the text to note that Memorial Day is observed on the last Monday (rather than the fourth Monday) in May.

We will incorporate these revisions into the next printed version of the ASM and also into the online version of the ASM, which is accessible on the Postal Service PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, click on *PolicyNet*.
- Click on *Manuals*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

**Administrative Support Manual (ASM)**

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<b>4</b>	<b>Relations With Other Organizations</b>
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<b>47</b>	<b>Flags</b>
	*   *   *   *   *
<b>472</b>	<b>U.S. Flag Display</b>
	*   *   *   *   *

**472.2 Postal Display**

\*   \*   \*   \*   \*

**472.23 When Displayed Half-Staff**

**472.231 Specific Days**

When the flag is being displayed, it must be flown at half-staff (see 472.132) on the following dates:

*[Revise the table and its notes to read as follows:]*

May 15	Peace Officers Memorial Day (see note 1 below)
Last Monday in May	Memorial Day Observed (see note 2 below)
July 27	National Korean War Veterans Armistice Day
December 7	National Pearl Harbor Remembrance Day

*Note 1:* When May 15, which is the date for Peace Officers Memorial Day, falls on the third Saturday in May, which is the date for Armed Forces Day, the Postal Service follows the regulations in the United States Code (36 U.S.C. 175) and flies the U.S. flag in the full-staff position, not at half-staff.

*Note 2:* On the last Monday in May, when Memorial Day is observed, the flag must be flown at half-staff from sunrise, or the hour at which it is raised, *until 12 noon*, and then hoisted to the peak of the staff, where it must be flown until the time of closing or no later than sunset.

\*   \*   \*   \*   \*

— *Communication Integration,  
Public Affairs and Communications, 8-5-04*

*OFFICIALS WHO INSTALL POSTMASTERS AND OFFICERS-IN-CHARGE*

**PS Form 8020, Report of Installation (Postmaster or Officer-In-Charge)**

Postmaster Finder, online at [www.usps.com/postmasterfinder](http://www.usps.com/postmasterfinder), is the Postal Service’s™ national historic record of postmasters by Post Office™. To ensure the accuracy of this public record, when installing a postmaster or officer-in-charge, please send a completed copy of PS Form 8020, *Report of Installation (Postmaster or Officer-In-Charge)*, to the following address:

HISTORIAN  
UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 2P100  
WASHINGTON DC 20260-0012

Complete PS Form 8020 for *all* postmaster and officer-in-charge installations and for *all* Post Office service

suspensions. Provide the full names of employees and, if applicable, give the reason for the transfer, such as detail, leave, promotion, or retirement. Also use the form whenever an incumbent officer-in-charge is promoted to postmaster at the same Post Office, that is, list the individual on the form twice, as the outgoing officer-in-charge and as the incoming postmaster.

You can obtain PS Form 8020 the following ways:

- By visiting the Postal Service PolicyNet Web site:
  - Go to <http://blue.usps.gov>.

- Under "Essential Links" in the left-hand column, click on *References*.
- Under "References" in the right-hand column, click on *PolicyNet*.
- Click on *Forms*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

- By photocopying the form shown on page 114.
- By ordering the form from the Material Distribution Center. Use 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.

Use the following information to order PS Form 8020:

<b>PSIN:</b>	PS 8020
<b>PSN:</b>	7530-02-000-9298
<b>Unit of Measure:</b>	SE
<b>Minimum Order Quantity:</b>	1
<b>Quick Pick Number:</b>	N/A
<b>Bulk Pack Quantity:</b>	4,000
<b>Price:</b>	\$0.0822
<b>Edition Date:</b>	1/94

— *Historian,*  
*Government Relations and Public Policy, 8-5-04*

## Retail

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### REMINDER

#### Clerk Acceptance of Internet Change-of-Address Forms

Retail associates must accept the Internet change-of-address form (ICOA), also known as PS Form 3575-WWW, *Change-of-Address Order — World Wide Web*, from customers. There is no fee required when presenting this information in person.

Customers may submit this form online using a major credit card for a \$1 fee, or print the form for free and give it to their letter carrier or a retail associate at their local Post Office™.

Retail associates must not refuse to accept these ICOAs and must not collect a fee.

— *Customer Service Support,*  
*Delivery and Retail, 8-5-04*



**Report of Installation**  
*(Postmaster or Officer-In-Charge)*

Post Office (City, State, ZIP + 4)	County	Post Office Level
Post Office Telephone No. (Include Area Code) (      )	Date of Transfer	
Name and Title of Appointee	Installed as: <input type="checkbox"/> Postmaster <input type="checkbox"/> Officer-In-Charge	
Name and Title of Former Postmaster/Officer-In-Charge	Reason for Transfer (Specify)	
Completed by (Name, Title)	District	
Signature	Telephone No. (Include Area Code) (      )	

PS Form **8020**, January 1994

Historian - 1    Official Personnel Folder - 2    Person Completing Form - 3

# What's in Store

## A refreshing touch



Another “standee” and counter card are coming to Post Offices™ soon. These new elements are intended to add to and “refresh” the Summer/Fall drive period POP materials already on display. Both new elements promote Carrier Pickup service and feature two letter carriers who are among the Postal Service™ employees selected to tell the story of the Postal Service in its new advertising. Depending on the size of your office, you will get either the standee or the counter card.

Also coming in the “refresh” package is the new poster promoting National Stamp Collection Month this October. The new *Cloudscapes* stamps are featured.

Remember: The new arrival will refresh your Post Office promotional materials, not replace them. Whichever you get — standee or counter card — just add it to your current POP.

## Current events



Check the expiration date! Every POP element comes with directions included on when to put it up and when to take it down. Let the up-down arrows in the lower right corner of every piece of POP be your guide.

## BSD realignment

*New Business Solutions sites*

The number of Business Solutions Display (BSD) sites is being reduced from about 9,700 to 5,685 Post Offices that serve the top small business markets. This realignment began with the July 1 start of the Summer/Fall drive period. These top markets were identified according to the following criteria:

- Small business index (SBI) of a minimum of 120. (SBI is the comparative index of the average number of small businesses in each site’s service area compared to the national average of 100.)
- Minimum of 480 businesses in area.
- Minimum of 300 daily walk-in traffic.
- Minimum of \$400,000 walk-in revenue.

## What's in Store

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It's understood that offices that did not meet these criteria still serve small business customers. But the primary rationale for the realignment is to reduce printing/production costs for BSD brochures.

During this transition period, non-BSD sites may continue to display the BSD units and their contents, provided the red sign that identifies the display as a "Business Solutions" display is removed. These offices will be sent instructions on where to send the red sign and suggestions on how to use the display.

### See it now

*See it all  
online*

If you want the "big picture" view of Postal Service advertising and promotional efforts, go online to the Advertising information source — [blue.usps.gov/advertising](http://blue.usps.gov/advertising). You'll find the latest print and TV ads, retail POP elements, links to useful Web sites, and much more. Click it often to see what's new.

### Feedback

Send comments and questions to:

WHATS IN STORE  
US POSTAL SERVICE  
475 L'ENFANT PLAZA SW RM 1141  
WASHINGTON DC 20260-1019

## What's in Store

# august

retail employee bulletin

Summer/Fall '04 Retail Drive Period

7/1/04–10/31/04

## Stock up on ReadyPost Shipping Supplies

The busiest time of the year for mailing packages is just around the corner, so take the time to ensure that you have ReadyPost® Shipping Supplies on hand.

If you are a category 1 or 2 office, consider ordering the ReadyPost Variety Pack, which includes nine of the best-selling ReadyPost items. It's a great way for smaller offices to stock a variety of this top revenue-generating product and still meet the \$50 minimum order.

If you are a category 2 or 3 office, ensure you have a good selection of decorative product, along with your other best sellers. The current ReadyPost line includes 42 generic (white with logo) retail packaging and mailing supplies and 56 decorative items from which to choose.

The ReadyPost Variety Pack (1PJM1033, \$50.97) and other ReadyPost products may be ordered through eBay, by mail or fax (refer to your order forms), or by calling the number below. You may also call the number below to determine whether your Post Office™ is category 1, 2, or 3.

**ReadyPost supplies: Call 800-711-0428**

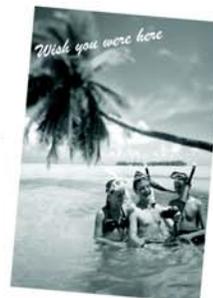
### ReadyPost Variety Pack

6 Mailing Cartons (20" x 14" x 10")
12 Cushion Mailers (6" x 10")
8 Cushion Mailers (10.5" x 16")
8 Cushion Mailers (14.25" x 20")
8 Cushion Mailers (8.5" x 12")
3 Bubble Packing Rolls (16" x 9")
6 Clear Tape Rolls (1.88" x 800")
10 Envelopes (6" x 9")
18 Envelopes (10" x 13")

## NetPost Premium Postcards — Quick, Easy, and Personalized

NetPost Premium Postcards™ make it easy for customers to send customized full-color postcards right from a computer. They can choose a 4" x 6" or 6" x 9" postcard, upload their own photo, or pick one from the extensive image gallery. It's that simple! It's a perfect way to share vacation photos, announce a special event, show off a new product, or follow up with a customer. And the first card is free!

Orders placed online before 5pm EST will be mailed the next business day. Tell your customers to visit [usps.com/premiumpostcard](http://usps.com/premiumpostcard) today and try NetPost Premium Postcards.



Refer to the "Retail Employee Calendar" hanging in the Employee Zone of your Post Office™ for additional information. Visit <http://blue.usps.gov/marketing/retail> to access the Retail Intranet Site.

# What's in Store

# august

retail employee bulletin

Summer/Fall '04 Retail Drive Period  
7/1/04-10/31/04



William L. Krejci  
Postmaster  
14 years of service

SUN	MON	TUES	WED	FRI	SAT
1	2	3	4	5	6 Gather VESS data for July
8	9	10	11	12 \$ \$\$ \$ payday! Last day for districts to input VESS data	13  "Magnolia" by Heade American Treasures nationwide sales begin
15	16	17	18	19	20  Navaho Jewelry 2¢ nationwide sales begin
22  Art of the American Indian nationwide sales begin	23	24	25	26	27 \$ \$\$ \$ payday!
29	30	31	 <p><b>focus!</b> Keep FIRSTCLASS PHONECARDS® where customers can see them. They can't be used until they are purchased and activated, so give them the visibility they deserve! Call 800-711-0428 if you need to order more — low stock or no stock can mean less revenue for your Post Office™</p>		

Refer to the "Retail Employee Calendar" hanging in the Employee Zone of your Post Office™ for additional information.  
Visit <http://blue.usps.gov/marketing/retail> to access the Retail Intranet Site.

## Supply Management

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### Allsteel Orders — End of FY 2004 Is Coming Soon

It's that time of year again — we are drawing close to the end of fiscal year (FY) 2004. If you anticipate a furniture requirement and you want to use FY 2004 funds, you must place your order now.

Please keep in mind that Allsteel is a *make-to-order* company and has a lead time for product manufacture. For example, if you order a Trooper Task Chair through eBuy on August 23, the invoice will not be applied to your FED-STRIP until September 13.

If you need assistance, please call an Allsteel USPS® customer support representative at 800-529-5781. If you need a catalog, please send an e-mail request to [uspsqa@allsteeloffice.com](mailto:uspsqa@allsteeloffice.com).

— *SCM Strategies,  
Supply Management, 8-5-04*



475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-5540

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

## Does your business depend on the mail?

There may be a handful of people in this country who know more about the mail than you.

**Guess where they're going to be on September 19?**

## 2004 National Postal Forum

Washington DC Convention Center

September 19 - 22, 2004

- Speakers like Postmaster General John E. Potter and *Meet The Press* host Tim Russert.
- Industry leaders holding symposiums on today's most challenging business issues.
- Over 100 workshops...and more!
- Log on to [www.NPF.org](http://www.NPF.org) or call 703-218-5015 and register today!



Register now at [www.NPF.org](http://www.NPF.org)  
Save \$50

