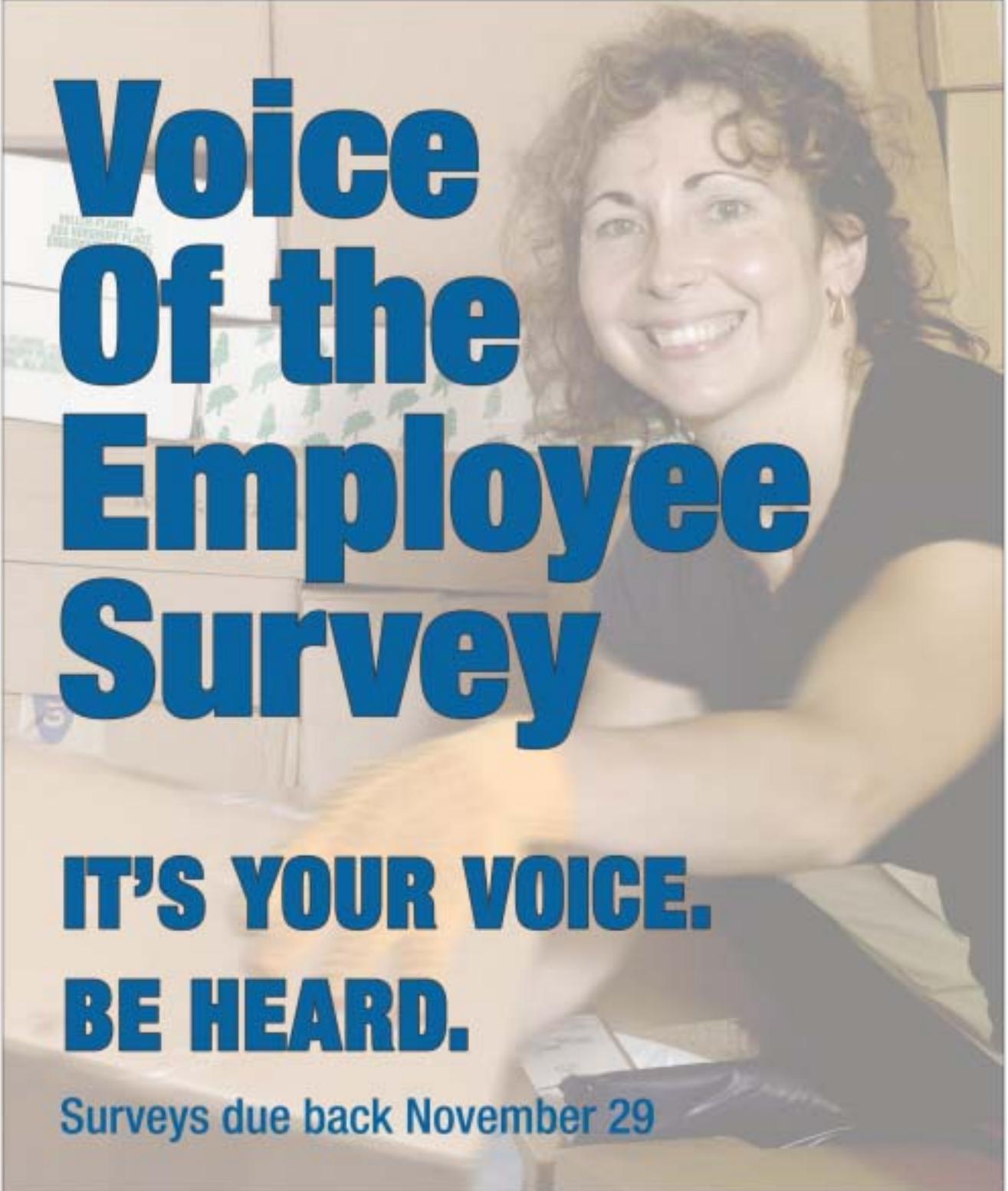


POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22141, November 11, 2004



Voice Of the Employee Survey

**IT'S YOUR VOICE.
BE HEARD.**

Surveys due back November 29

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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.



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

PB 22141: 7690-07-000-0125	PB 22133: 7690-07-000-0117	PB 22126: 7690-07-000-0110	PB 22119: 7690-05-000-5988
PB 22140: 7690-07-000-0124	PB 22132: 7690-07-000-0116	PB 22125: 7690-07-000-0109	PB 22118: 7690-05-000-5987
PB 22139: 7690-07-000-0123	PB 22131: 7690-07-000-0115	PB 22124: 7690-07-000-0108	PB 22117: 7690-05-000-5986
PB 22138: 7690-07-000-0122	PB 22130: 7690-07-000-0114	PB 22123: 7690-07-000-0107	PB 22116: 7690-05-000-5985
PB 22137: 7690-07-000-0121	PB 22129: 7690-07-000-0113	PB 22122: 7690-05-000-5991	PB 22115: 7690-05-000-5984
PB 22136: 7690-07-000-0120	PB 22128: 7690-07-000-0112	PB 22121: 7690-05-000-5990	PB 22114: 7690-05-000-5983
PB 22135: 7690-07-000-0119	PB 22127: 7690-07-000-0111	PB 22120: 7690-05-000-5989	PB 22113: 7690-05-000-5982
PB 22134: 7690-07-000-0118			

USPSNEWS@WORK

Wish fulfillment: USPS teams up with eBay for holiday promotion

The Postal Service™ is helping eBay deliver on holiday wishes.

Many of our Post Offices™ will display co-branded posters promoting eBay's "Just What You Wished For" sweepstakes. This instant win game offers participants a chance to win one of thousands of prizes, including family vacation packages, airline tickets and more.

The Postal Service role in this promotion is limited to simply displaying the posters in 7,500 Post Offices located in eBay's top 10 markets. If customers have any other questions about the contest or want more information, refer them to the eBay Web site, www.ebay.com/wish.

The Postal Service continues to build on its strong relationship with eBay. The Postal Service is a preferred shipper on its Web site. And, with millions of people buying and selling on eBay every day, that's a great revenue-building place for us to be.

A matter of diplomacy: Nine new Customer Service Ambassadors named



Nine letter carriers were chosen this summer to represent the Postal Service in radio, television and print advertising.

Now nine customer service employees — postmasters, station managers and supervisors — have joined the ambassador ranks, and they will be followed by other employee groups.

Who are the new customer service ambassadors?

The Capital Metro Area has reeled in Fishing Creek, MD, Postmaster Jeanne Phillips to serve as its ambassador. Representing the Eastern Area is Wayne, PA, Officer-in-Charge Margie Washington. Sailing out of the Great Lakes Area is Chicago's Rogers Park Station Customer Service Manager Elizabeth Owens.

From Beachwood, NJ, Postmaster Fulin Ritt is doing New York Metro proud. Branching out of Forrest City, AR, Postmaster Normal Gilchrest will speak for Southwest Area. Western Area will be turning to Tulare, SD, Postmaster Deborah Kopplin to help educate customers.

And finally, Lakewood, CA, Postmaster Robert Mcguire will represent Pacific Area. Southeast Area is being

championed by Arcadia, FL, Postmaster Raymond Bernicchi. And Greenwich, CT, Customer Service Manager Doreen Reichard will keep Northeast Area customers updated on products and services.

No matter where they're from, the ambassadors stand for our entire organization. They symbolize our performance-driven team — from retail to collection, transportation to processing, sales to support — all of us, delivering the best service possible.

Rural signage: USPS and NRLCA sign two-year contract extension

Postmaster General Jack Potter and National Rural Letter Carriers' Association (NRLCA) President Dale Holton signed a two-year contract extension between the Postal Service and the NRLCA recently in Washington, DC.

As a result, the current collective bargaining agreement — set to expire November 20, 2004 — will be extended to November 20, 2006.

The agreement provides for a 1.3 percent wage increase effective November 27, 2004, and a 1.3 percent increase effective November 26, 2005. Other terms include continuing the cost-of-living allowance, establishing a standard time allowance for reloading and unloading vehicles, increasing the reimbursement rate for rural carriers who furnish their own vehicles and creating a joint task force to discuss issues related to future developments in mail delivery.

Other provisions of the contract remain in effect.

New priorities: Easy as one, two, three

Customers are getting more shipping options in time for holiday mailings. The Postal Service Governors have approved a two-year test of Priority Mail® flat-rate boxes. Customers will be able to mail packages — regardless of the weight or destination, as long as the contents fit inside — for just \$7.70 each.

The new boxes don't have to be weighed, and no zone chart or rate calculations are required. The boxes are available in two shapes — one is ideal for garments, board games and books, and the other is perfect for shoes, model cars and taller items. (Actual sizes are 13-5/8 inches x 3-3/8 inches x 11-7/8 inches and 11 inches x 5-1/2 inches x 8-1/2 inches).

Now customers can use Click-N-Ship® to print a shipping label, pay postage and use carrier pickup to have a Priority Mail boxed-package collected the next day.

The flat-rate boxes will be available November 20 at most Post Offices and online at usps.com®.

Survey savvy: Your opinion counts in VOE survey



If you received a Voice of the Employee (VOE) survey this quarter and have filled it out and returned it — thanks!

If you received this quarter's survey and haven't finished it yet, please take time — on the clock — to complete and return it in the postage-paid envelope by November 29.

One-fourth of USPS® career employees have the opportunity to take the survey each quarter. It's your chance to let your opinion be known — confidentially, of course — and make a difference in how the Postal Service does business.

VOE survey responses help identify what can be improved in the workplace — and what USPS does well — to ensure continued success.

Questions about the VOE process? Check the Web site at <http://blue.usps.gov/hrisp/ser/voe/>.

Administrative Services

Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (June 1999), is revised. The tables below contain the document ID, edition date, title, PSN (Postal Service™ stock number), and the Postal Service and public supply source for all new, revised, and obsolete

directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms is available in chapter 1 of Publication 223.

Publication 223 is available electronically at www.usps.com/cpim/ftp/pubs/pub223.pdf.

New Directives

Handbooks

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK AS-508	6/04	Section 508	N/A	ASM5	IT	WWW	WWW
HBK AS-805-A	7/03	Application Information Security Assurance (ISA) Process	N/A	ASM 8	IT	IWEB	N/A
HBK AS-805-D	5/04	Information Security Network Connectivity Process	N/A	ASM 8	IT	IWEB	N/A
HBK AS-816	6/04	Open VMS Security	N/A	ASM 8	IT	IWEB	N/A
HBK F-23	8/04	Accounting Policy Reference	N/A	FMM2	FIN	IWEB	N/A
HBK MS-187-VOL-A	6/04	Delivery Bar Code Sorter Phase II, Background Information	7610-07-000-8261	POM	ENG	MDC	R
HBK MS-187-VOL-B	6/04	Delivery Bar Code Sorter Phase II, Maintenance Information	7610-07-000-8262	POM	ENG	MDC	R
HBK MS-191-VOL-A	8/04	Delivery Bar Code Sorter 5, Output Subsystem, Background Information	7610-05-000-4559	POM	ENG	MDC	R
HBK MS-223	6/04	Automatic Flats Tray Lidder	7610-07-000-1226	POM	ENG	MDC	R
HBK PO-101	8/04	Post Office Discontinuance Guide	7610-01-000-9324	POM	D&R	MDCIWB	N/A

Management Instructions

PSIN	Edition Date	Title	Org.	USPS Source	Public Source
MI AS-820-2004-6	6/04	The Advanced Computing System	IT	IWEB	N/A
MI AS-840-2004-2	4/04	Electronic Messaging (e-mail)	IT	IWEB	N/A
MI EL-660-2004-3	8/04	Limited Personal Use of Government Office Equipment Including Information Technology	IT	IWEB	N/A
MI PO-530-2004-2	5/04	Screening Highway Transportation Contract Employees	IS	IWEB	N/A

New Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 5054	9/04	9/04	BPOD Payment Authorization Form	N/A	CD	SH	MKT	IWEB	WWW

Revised Directives*Handbooks*

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK F-45	10/04	Data Collection User's Guide for In-Office Cost System	7610-01-000-9138	FMM4	FIN	MDC	N/A

Publications

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 80	9/04	Bulk Proof of Delivery Program	N/A	N/A	MKT	IWEB	WWW
PUB 119	9/04	Sources of Historical Information on Post Offices, Postal Employees, Mail Routes and Mail Contractors	7610-05-000-4418	POM	GR	MDCIWB	MDC
PUB 197	9/04	Confirm User Guide	7610-05-000-5495	POM	PD	MDCIWB	MDCWEB

Revised Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 1311	9/04	9/04	Carrier Transportation Agreement	7530-01-000-9279	PV	SH	D&R	MDC	N/A
PS 2848	7/04	7/04	Rural Carrier Route Mail Acceptance Data	7530-03-000-0807	CR	SH	ENG	MDCIWB	N/A
PS 3811-A	9/04	9/04	Request for Delivery Information/Return Receipt After Mailing	7530-02-000-9054	PO	SH	MKT	MDCIWB	N/A
PS 8144	9/04	9/04	Stamp Discrepancy Report	N/A	PO	SH	MKT	IWEB	N/A

Obsolete Forms

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
PS 2431	8/99	Request for Miscellaneous Disbursement Payment	N/A	FIN	MDCIWB	N/A
PS 4800	8/98	Parts/Supplies Issue Slip	7530-02-000-9325	ENG	MDC	N/A
PS 5301-A	1/81	Mail Box Vandalism	7530-02-000-9444	IS	MDC	N/A

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.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JCP Gift Shop	Standard/Catalog	11/12/04–11/15/04	4.0	Nationwide	Car-Rt	Quebecorworld
JCP On Trend – December	Standard/Catalog	11/12/04–11/15/04	2.6	Nationwide	Car-Rt	Quebecorworld
JCP Pre-Holiday Catalog	Standard/Postcard	11/12/04–11/15/04	10.0	Nationwide	Car-Rt	Harte-Hanks
JCP Week 42 Pre-Holiday Jewelry	Standard/Flat and Letter	11/12/04–11/15/04	4.9	Nationwide	Car-Rt	Harte-Hanks
JCP Men's Cold Weather	Standard/Catalog	11/13/04–11/18/04	3.0	Nationwide	Car-Rt	Quebecorworld
Catherine's Secret Sale	First-Class/Letter	11/14/04–11/18/04	1.2	Nationwide	Barcoded, 3/5-Digit	Cenveo, Memphis, TN
JCP Week 42 Mega Sale Preview	Standard/Letter	11/15/04–11/17/04	14.2	Nationwide	Car-Rt	Harte-Hanks
Midnight Velvet	Standard/Catalog	11/15/04–11/18/04	1.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
REI 2004 Wintersports Sale Flyer (16 pages)	Standard/Flat	11/15/04–11/18/04	2.1	Nationwide	3/5-Digit, Car-Rt	Quebecor World Color, Bensenville, IL
The Sportsman's Guide, November Gift	Standard/Catalog	11/15/04–11/19/04	1.0	Nationwide	3/5-Digit, Car-Rt	RR Donnelley, Spartanburg, SC
The Swiss Colony	Standard/Catalog	11/17/04–11/20/04	1.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
Pottery Barn Kids	Standard/Flat	11/22/04–11/23/04	4.61	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Hartford, WI
Williams-Sonoma	Standard/Flat	11/22/04–11/23/04	3.87	Nationwide	3/5-Digit, Car-Rt	Quad Graphics, Hartford, WI
JCP Christmas Bells Catalog	Standard/Postcard	11/22/04–11/24/04	11.0	Nationwide	Car-Rt	Harte-Hanks
The Sportsman's Guide, November Surplus	Standard/Catalog	11/22/04–11/26/04	1.0	Nationwide	3/5-Digit, Car-Rt	RR Donnelley, Spartanburg, SC

NOTICE

Delivery Policy — Collection of Mail Versus On-Call and Scheduled Pickup Services

This article clarifies the difference between the collection of mail during normal delivery and collection of mail for on-call and scheduled pickup services, and when the fee for on-call and scheduled pickup services described in *Domestic Mail Manual* (DMM®) D010.2.2 is applied.

Collection of Mail

Collection of mail is performed with consideration for the line of travel for the employee, customer convenience, and volume of mail. Collection of mail includes prepaid mail deposited in collection boxes, and outgoing mail collected from customers during normal delivery and collection and on the normal line of travel for the delivery or collection route. Postage must be prepaid, using uncanceled stamps, metered postage, Express Mail Corporate Accounts, or PC Postage®, as described in DMM D010.2.1. There is no fee for collection of mail, as described in DMM D010.2.3c.

For designated Post Offices, customers may also request collection of their Express Mail® and Priority Mail® (and Parcel Post®, if Express Mail or Priority Mail is also picked up) items through the USPS.com® carrier pickup program, using the Postal Service™ Internet Web site at *www.usps.com*. Post Office™ participation and requirements for Internet (online) requests can be found on the Web site. *Note:* Online pickup requests are fulfilled the next delivery day. For online advance notification pickup requests and online recurring pickup requests, pickups are made on the delivery day(s) for which the pickups are requested.

On-Call and Scheduled Pickup Services

On-call and scheduled pickup services are requested by customers based on their needs and schedules and are *not performed as part of routine delivery or collection service for the customer*. On-call and scheduled pickup services are available for Express Mail (domestic and international), Priority Mail, and single-piece rate Parcel Post items. On-call pickups are generally made within 2 hours of the request, as outlined in D010.3.2. DMM D010.2.2 outlines the fee requirements for on-call and scheduled pickup services (currently \$12.50). Post Offices should schedule and route on-call and scheduled pickups to meet customer needs,

maximize volume, and minimize travel requirements for employees. This does not preclude local management from authorizing deviations to lines of travel for on-call and scheduled pickup services. The fee for on-call and scheduled pickup services is due each time pickup service is provided, with no limit on the number of packages picked up for a single fee.

Specifically, the on-call and scheduled pickup fees are charged when a customer requests the pickup and either a separate trip or a significant deviation from the delivery or collection route is required. The fee is *not* charged when the “pickup” occurs as part of the regularly scheduled delivery or collection process, or if a reasonable deviation to an existing assignment can be made to accommodate the collection of this mail.

Packages that can be collected from locations in a reasonable proximity to a collection box, on a regularly scheduled basis, and at approximately the same time displayed on the collection box schedule should be considered part of the collection activity and *no pickup fee should be assessed*. For these purposes, “reasonable proximity” is defined as a stop along the line of travel to, from, or on the delivery of a collection route, at a similar time for that portion of the line of travel, or within a reasonable deviation to the normal line of travel to allow collection of the mail.

Aviation Mail Security policy, established to protect employees, the air transportation system, and the public, applies to carrier pickup and on-call and scheduled pickup services. Domestic First-Class Mail® and Priority Mail packages weighing 16 ounces or more, when postage is paid with uncanceled stamps, must be directly handed to a retail sales associate or Postal Service representative or agent, or a carrier *that knows* the sender. International mail with stamps, meter postage, or PC Postage must also be presented directly to a retail sales associate or a Postal Service representative or agent, or a carrier *that knows* the sender.

— *Delivery Operations,
Delivery and Retail, 11-11-04*

Domestic Mail

DMM REVISION

Periodicals Ride-Along Pieces — Label Carrier Option

Effective November 11, 2004, *Domestic Mail Manual* (DMM®) C200.1.10 and E260.1.4 are revised to add a new option for the endorsement location on Periodicals mailpieces with Ride-Along attachments or enclosures.

Currently mailers must place an endorsement for Ride-Along attachments or enclosures on the outer wrapper, polybag, envelop, or cover of the host piece if the endorsement is not included in the identification statement. With this change, mailers may place the words “Ride-Along Enclosed” on the label carrier when including a Ride-Along piece in a Periodicals rate mailing.

This option is added to the existing options for endorsement placement to be consistent with the standards for First-Class Mail® and Standard Mail® enclosures and attachments.

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

Domestic Mail Manual (DMM)

	*	*	*	*	*
C	Characteristics and Content				
	*	*	*	*	*
C200	Periodicals				
1.0	PERMISSIBLE MAILPIECE COMPONENTS				
	*	*	*	*	*
1.10	Label Carrier				
	*	*	*	*	*

[Revise item c to include the “Ride-Along Enclosed” label carrier option to read as follows:]

- c. As applicable, the label carrier may show the endorsement “First-Class Mail Enclosed,” “Standard

Mail Enclosed,” or “Ride-Along Enclosed”, or the permit imprint used to pay postage for the First-Class Mail or Standard Mail enclosure if that permit imprint is below the Periodicals imprint or the word “Periodicals.”

	*	*	*	*	*
E	Eligibility				
	*	*	*	*	*
E200	Periodicals				
*	*	*	*	*	
E260	Ride Along				
1.0	BASIC ELIGIBILITY				
	*	*	*	*	*

1.4 Marking

[Revise 1.4 to include the “label carrier” addition to the marking requirements for a Periodicals Ride-Along piece to read as follows:]

The marking “Ride-Along Enclosed” must be placed on or in the host publication if it contains an enclosure or attachment paid at the Ride-Along rate. If placed on the outer wrapper, polybag, envelope, label carrier, or cover of the host publication, the marking must be set in type no smaller than any used in the required “POSTMASTER: Send change of address...” statement. If placed in the identification statement, the marking must meet the applicable standards. The marking must not be on or in copies not accompanied by a Ride-Along attachment or enclosure.

	*	*	*	*	*
--	---	---	---	---	---

— Mailing Standards,
Pricing and Classification, 11-11-04

DMM REVISION

Barcoding Standards for Machinable Parcels

Effective November 11, 2004, *Domestic Mail Manual* (DMM®) C850 is revised to clarify and correct various mailing standards. In addition, we have added exhibits to better define this section and add clarity.

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)

	*	*	*	*	*
C	Characteristics and Content				
	*	*	*	*	*
C800	Automation-Compatible Mail				
	*	*	*	*	*
C850	Barcoding Standards for Parcels				

1.0 GENERAL

[Revise the title and text of 1.1 to include new eligibility references to read as follows:]

1.1 Basic Requirements for Postal Routing Barcodes

The postal routing barcode discount applies to machinable parcels that meet the eligibility requirements in E610.5.4, E711.2.2, E712.3.0, E713.2.0, or E714.2.0. To be eligible for the barcode discount, each machinable parcel (see C050) must bear a properly prepared UCC/EAN Code 128 barcode symbology as described in 1.2 that accurately represents the correct ZIP Code or ZIP+4 code of the delivery address.

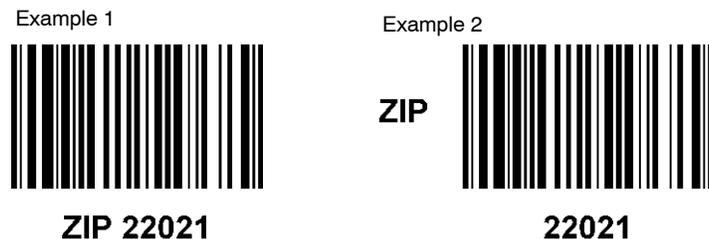
[Renumber current 1.2 and 1.3 as new 1.3 and 1.4. Add new 1.2 to include the required data elements and an exhibit for postal routing barcodes to read as follows:]

1.2 Basic Elements of Postal Routing Barcodes

UCC/EAN Code 128 postal routing barcode data elements (see Exhibit 1.2) include:

- a. *Barcode Type.* UCC/EAN Code 128 is the only acceptable barcode and must be printed within Subset C.
- b. *Start Code.* Postal routing barcodes must start with a Symbol Start Code, which is not shown in the human-readable text.
- c. *Function One (FNC1).* The FNC1 numeric character for UCC/EAN Code 128 follows the symbol start character, is part of the symbology overhead, and is not shown in the human-readable text.
- d. *Application Identifier (AI).* The AI for a postal routing barcode is “420” for domestic mail and is not shown in the human-readable text.
- e. *ZIP Code or ZIP+4 Code.* Postal routing barcodes must include the 5-digit ZIP Code or ZIP+4 code of the address. Only the 5-digit ZIP Code appears in the human-readable text.
- f. *Check Digit.* A check digit must be added at the end of the sequence of numbers to validate the authenticity of the number. UCC/EAN Code 128 postal routing barcodes must utilize a MOD 103 check digit, which is not shown in the human-readable text.
- g. *Stop Code.* The UCC/EAN Code 128 postal routing barcode must end with a Symbol Stop Code, which is not shown in the human-readable text.

Exhibit 1.2 Postal Routing UCC/EAN Code 128 Barcode Format



UCC/EAN Code 128 Format

Start	FNC1	4	2	0	2	2	0	2	1	Mod 103	Stop
-------	------	---	---	---	---	---	---	---	---	---------	------

1.3 Use With Delivery Confirmation or Signature Confirmation Service

[Revise new 1.3 to read as follows:]

Eligible machinable parcels may qualify for the barcode discount and bear a Delivery Confirmation or Signature Confirmation barcode using one of the following options:

- a. The Single Concatenated Barcode (see Exhibit 1.3a). Mailers may place a single concatenated barcode that combines the postal routing information and Delivery Confirmation or Signature Confirmation information. Single concatenated barcodes must be prepared in accordance with the technical

specifications and requirements in S918 for Delivery Confirmation service, S919 for Signature Confirmation service, and Publication 91, *Confirmation Services Technical Guide*. If a parcel bears a single concatenated barcode, then no other barcode that contains the postal routing barcode may be affixed to the package.

- b. Separate Barcodes (see Exhibit 1.3b). Mailers may place both a postal routing barcode described in 1.2 and a Delivery Confirmation barcode described in S918 or a Signature Confirmation barcode described in S919 (and Publication 91) on the same parcel.

Exhibit 1.3a Confirmation Services Concatenated UCC/EAN Code 128 Barcode Format



420 22021 9122 1234 5678 9123 4567 83

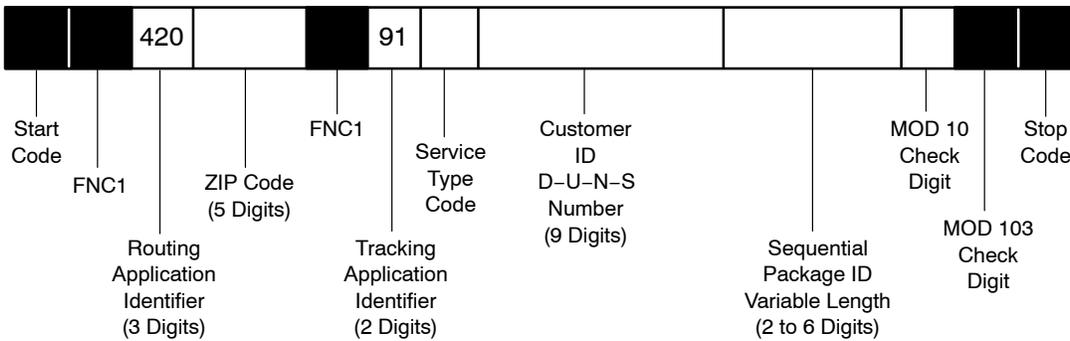
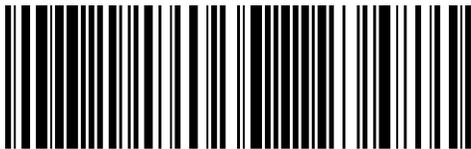
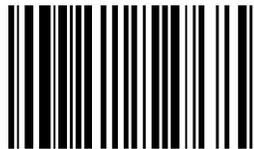


Exhibit 1.3b Confirmation Services UCC/EAN Code 128 Barcode Format Using a Separate Postal Routing Barcode

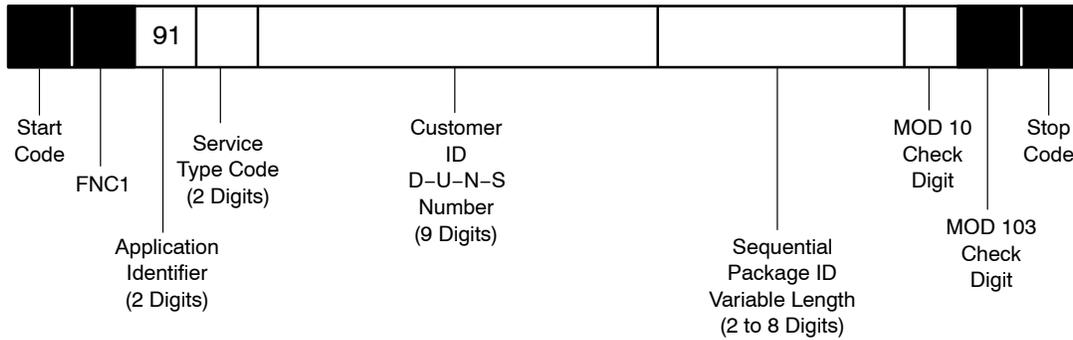


9122 1234 5678 9123 4567 83



ZIP 22021

Exhibit 1.3b Confirmation Services UCC/EAN Code 128 Barcode Format Using a Separate Postal Routing Barcode (Continued)



[Revise new 1.4 by making separate sections for concatenated and single barcodes to read as follows:]

1.4 Use With Confirmation Services and Insurance (Integrated Barcode)

To eliminate the need of placing one barcode for Delivery Confirmation service or Signature Confirmation service and another barcode for insurance, eligible machinable parcels may qualify for the barcode discount by placing a single integrated barcode that combines Delivery Confirmation service or Signature Confirmation service and insurance using one of the following options:

- a. Single Concatenated Integrated Barcode. Mailers may place a single concatenated integrated barcode that combines postal routing information and postal insurance (see S913) with Delivery Confirmation service or Signature Confirmation service. The single concatenated integrated barcode option allows electronic option mailers to combine multiple special services into a single barcode on their packages. Single concatenated integrated barcodes must be prepared in accordance with the technical specifications and requirements in S918 for Delivery Confirmation service, S919 for Signature Confirmation service, and Publication 91. If a parcel bears a single concatenated integrated barcode, then no other barcode that contains the postal routing barcode may be affixed to the package.
- b. Separate Barcodes. Mailers may place both a postal routing barcode described in 1.2 and an integrated barcode that combines insurance as described in 1.4a on the same parcel with Delivery Confirmation service in S918 or Signature Confirmation service in S919. The integrated barcode option allows electronic mailers to combine multiple special services into a single barcode on their packages.

2.0 BARCODE CHARACTERISTICS

2.1 Dimensions

[Revise 2.1 by deleting the last sentence, which is no longer applicable, to read as follows:]

The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least 0.75 inch high.

* * * * *

2.5 Human-Readable Information

[Revise 2.5 to simplify existing standards and correct information concerning human-readable parsing to read as follows:]

The human-readable information that appears with the barcode must conform to one of the following options:

- a. For postal routing barcodes printed under 1.2, 1.3b, and 1.4b, if the postal routing barcode is printed on a separate label, the human-readable equivalent of the ZIP Code or ZIP+4 code encoded in the barcode preceded by the word “ZIP” must be printed between 1/8 inch and 1/2 inch below the barcode in 10-point or larger bold sans-serif type. Alternatively, the word “ZIP” may be placed no less than 10 times the average narrow bar or space element width and no more than 1/2 inch to the left of the barcode, in 10-point or larger bold sans-serif type (see Exhibit 1.2). While not recommended, if the postal routing barcode is printed on the delivery address label and is in close proximity to the address, the human-readable equivalent of the ZIP Code (and the word “ZIP”) may be omitted.
- b. For barcodes printed under 1.3a or 1.4a, the human-readable information for the concatenated or

concatenated/integrated barcode must include as text the Application Identifiers (AI) 420 and 91 and the full tracking identification number. When the AI 420 and ZIP Code information is used, it must be parsed separately from the main body of text. The first group will contain the 420 AI, space, 5-digit ZIP Code, space, ZIP+4 code (if used), space, with the remaining human-readable text parsed in groups of

four with the remaining digits grouped at the end (e.g., 420 22021 9122 1234 5678 9123 4567 83).

* * * * *

— *Mailing Standards, Pricing and Classification, 11-11-04*

DMM REVISION

Priority Mail Flat-Rate Box

Effective November 20, 2004, *Domestic Mail Manual* (DMM®) G995 is added to set forth the rate, eligibility criteria, mailing standards, and classification information for the new Priority Mail® flat-rate box experiment. The experiment is expected to last for 2 years.

The Postal Service™ is conducting the Priority Mail flat-rate box experiment to enhance customer convenience through the introduction of two flat-rate box options for Priority Mail items. Many Postal Service customers, especially individual consumers and small businesses, are seeking simplicity and convenience when sending a package. Much like the Priority Mail flat-rate envelope offered since 1991, the flat-rate boxes will afford customers a single, predetermined rate, regardless of the actual weight or destination of the mailpiece. The simplified transaction with these two flat-rate boxes represents an opportunity for the Postal Service to enhance value for customers. For more information about the new flat-rate box, see the Information Kit on pages 13–17 of this *Postal Bulletin*.

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

Domestic Mail Manual (DMM)

* * * * *

G General Information

* * * * *

G900 Experimental Classification and Rate Filings

* * * * *

[Add new G995 to read as follows:]

G995 Priority Mail Flat-Rate Box

1.0 ELIGIBILITY

1.1 Description

The standards in G995 apply to each addressed USPS-produced Priority Mail flat-rate box (Postal Item Numbers: OFRB1 and OFRB2).

1.2 Rate Application

Each USPS-produced Priority Mail flat-rate box is charged the experimental Priority Mail flat-rate box rate regardless of weight or destination.

1.3 Basic Standards

Any amount of mailable material can be mailed in a USPS-produced Priority Mail flat-rate box. Only USPS-produced Priority Mail flat-rate boxes are eligible for the flat-rate box rate. All other applicable Priority Mail standards apply.

1.4 Package Preparation

The box flaps must be able to close within the normal folds. Tape may be applied to the flap and seams for closure or to reinforce the box, provided the design of the box is not enlarged by opening the sides of the box and taping or reconstructing the box in any way.

2.0 RATE

2.1 Priority Mail Flat-Rate Box Rate

The flat-rate box rate is \$7.70. This initial rate is subject to change in a future rate proceeding.

2.2 Postage Payment Methods

Postage may be paid with postage stamps, meter stamps, information-based indicia (IBI), PC Postage system, or permit imprint, providing all the standards for the postage payment method are met.

* * * * *

— *Mailing Standards, Pricing and Classification, 11-11-04*

FIELD INFORMATION KIT

Priority Mail Flat-Rate Boxes

This information kit contains the following elements that are designed to inform Postal Service™ employees about the new Priority Mail® flat-rate boxes:

- Fact Sheet.
- Frequently Asked Questions.
- Postmaster Checklist.
- Stand-Up Talk for All Employees *Except* Retail Associates and Mail Acceptance Employees.
- Stand-Up Talk for Retail Associates and Mail Acceptance Employees.
- Employee-Only Poster.

Fact Sheet

The new Priority Mail flat-rate box options are “Quick, Easy, Convenient”™ :

- Available as a part of a 2-year experiment starting November 20, 2004.
- No weighing required by the customer.
- No zone charts needed or rate calculations to make.

Boxes come in two familiar shapes (both of which have similar cubic-inch dimensions):

- 11-7/8" x 3-3/8" x 13-5/8" — ideal for garments, board games, books, and other thin items.
- 11" x 8-1/2" x 5-1/2" — perfect for shoes, model cars, and other taller items.
- Both boxes have large red starbursts printed on all sides to identify the Priority Mail flat-rate packaging.

One price fits all:

- Postage is \$7.70, regardless of weight or domestic delivery zone.
- This is exactly twice the postage of a Priority Mail flat-rate envelope.
- *Boxes are not prepaid.* Each box must bear \$7.70 in postage.
- For postage, customers can affix any combination of stamps equaling the \$7.70 rate (such as two \$3.85-rate *Jefferson Memorial* Priority Mail stamps), they can affix a postage meter strip or a permit imprint, or they can use Click-N-Ship® or other PC Postage® options to print their shipping labels and pay for postage using their computers, their printers, and the Internet.

- Fees for any special services, if purchased, are in addition to the \$7.70 rate.

Availability:

- For customers, boxes are available at most Post Office™ facilities. They can also order boxes at <http://supplies.usps.gov>; under “Browse Store” and under “Shipping Supplies,” click on either *Business Use* or *Personal Use*, and then click on *Priority Mail*.
- Each CAG A–G office will receive an automatic shipment of 100 boxes (50 of each shape) starting November 10, 2004. They can also reorder boxes as needed by calling the Postal Service Expedited Package Supply Center at 800-610-8734 or by faxing an order to 800-270-6233 (the Center started accepting orders November 3, 2004).
- CAG H–L offices may order boxes as needed by calling the Postal Service Expedited Package Supply Center at 800-610-8734 or by faxing an order to 800-270-6233.

Customers can choose from several mailing methods:

- Enter Priority Mail flat-rate boxes at any Post Office.
- Hand them to a letter carrier when mail is delivered to a home or office.
- Arrange for a next-day pickup at no extra charge using carrier pickup (which is available in most locations) using online notification at USPS.com®.

Proper acceptance:

- Update POS ONE / IRT software and use proper transaction procedures to produce the appropriate PVI label and barcode.
- Existing parcel acceptance procedures apply.
- All other existing Priority Mail standards apply.

Frequently Asked Questions

How much material can customers mail in the new flat-rate boxes?

Customers may mail any amount of mailable material in a USPS-produced Priority Mail flat-rate box. The postage for a flat-rate box is \$7.70, regardless of weight or destination. Only USPS-produced Priority Mail flat-rate boxes are eligible for the flat-rate box rate.

Can customers alter flat-rate boxes to accommodate larger items?

No. The box flaps must be able to close within the normal folds. Customers may apply tape to the flap and

seams to reinforce the box, but they cannot enlarge the design of the box by opening the sides and taping or reconstructing the box in any way.

Can customers use Click-N-Ship postage for the new flat-rate boxes?

Yes. All postage payment methods may be used, including Click-N-Ship, postage stamps, meter strips, information-based indicia (IBI) meter, PC Postage, and permit imprint, providing that the customer meets all standards for the postage payment method.

Can customers use the flat-rate box for Priority Mail drop shipments?

Yes. All applicable Priority Mail standards apply except that the Postal Service charges the flat-rate postage amount of \$7.70 regardless of the mailpiece's weight or destination.

Can customers use Delivery Confirmation™ service or other special services with the new boxes?

Yes. All special services available with Priority Mail items are also available with the new flat-rate boxes. Fees for any special services, if purchased, are in addition to the \$7.70 rate.

Why two different shapes?

The two shapes give customers more options when using the Priority Mail flat rate. One box is shaped like a garment box and is ideal for clothing, books, board games, and relatively thin items. The other box is similar to a shoe box and easily holds merchandise such as shoes, model cars, and taller items. Both shapes have similar cubic-inch dimensions.

Is the flat-rate box subject to the mailer identification restrictions?

Yes. If a customer uses postage stamps and the flat-rate box is not picked up by a carrier, the customer must present the flat-rate box at a Post Office retail counter.

Can customers use the flat-rate box for other mailing services?

No. The flat-rate box is clearly marked and can be used only for Priority Mail items at the \$7.70 Priority Mail flat-rate box rate.

Postmaster Checklist

- On November 11, 2004* (or as soon as possible thereafter), obtain boxes:
 - Each CAG A–G office will receive an automatic shipment of 100 boxes (50 of each shape)

starting November 10, 2004. Reorder boxes as needed by calling the Postal Service Expedited Package Supply Center at 800-610-8734 or by faxing an order to 800-270-6233 (the Center started accepting orders November 3, 2004).

- CAG H–L offices may order boxes as needed by calling the Postal Service Expedited Package Supply Center at 800-610-8734 or by faxing an order to 800-270-6233.
- Order numbers are OFRB1 (longer, thinner box) and OFRB2 (square-shaped box).
- On November 11, 2004* (or as soon as possible thereafter), get a copy of *Postal Bulletin* 22141 (11-11-04), which has the Field Information Kit on Priority Mail flat-rate boxes, and keep it for further use.
- Between November 11 and November 20, 2004*, use the Field Information Kit from *Postal Bulletin* 22141 (11-11-04) to do the following:
 - Give the appropriate employee stand-up talk(s).
 - Disseminate the Fact Sheet.
 - Post the information and the poster on employee bulletin boards.
- On November 13, 2004*, ensure that all POS ONE retail associates have reviewed the Release 18 Functionality Guide.
- On November 19, 2004*, ensure that all POS ONE sites properly close out their systems for receipt of download.
- Before opening for business on November 20, 2004*, ensure that IRT sites install the Version 57 update and new keyboard labels.
- On November 20, 2004 — but not before!* — ensure that the boxes are available at no cost to the customer. Position boxes in lobbies with other free shipping supplies.
- On November 20, 2004*, remind retail associates of the following:
 - A large red starburst is printed on all sides of the packaging to identify it as a Priority Mail flat-rate box.
 - *Boxes are not prepaid* — each box must bear \$7.70 in postage. (Fees for any special services, if purchased, are in addition to the \$7.70 rate.)
 - Use proper transaction procedures to produce the appropriate PVI label and barcode.

- *On November 20, 2004*, remind letter carriers of the following:
 - A large red starburst is printed on all sides of the packaging to identify it as a Priority Mail flat-rate box.
 - *Boxes are not prepaid* — each box must bear \$7.70 in postage. (Fees for any special services, if purchased, are in addition to the \$7.70 rate.)
 - Existing Priority Mail package acceptance procedures apply.
- *After November 20, 2004*, monitor supplies:
 - Based on demand, reorder boxes as needed by calling the Postal Service Expedited Package Supply Center at 800-610-8734 or by faxing an order to 800-270-6233.
 - Use order numbers OFRB1 (longer, thinner box) and OFRB2 (square-shaped box).

Stand-Up Talk for All Employees *Except* Retail Associates and Mail Acceptance Employees

[Please read this stand-up talk to all employees except retail associates and mail acceptance employees (who will receive a separate stand-up talk) and then post it on an employee bulletin board.]

New flat-rate box options add convenience to Priority Mail service.

Starting November 20, 2004, the Postal Service is adding simplicity and convenience to Priority Mail shipping with two new flat-rate box options. This new Priority Mail feature is a 2-year experiment approved last month by the Governors of the Postal Service.

What's new?

The Priority Mail flat-rate box does not have to be weighed by the customer, and there are no zone chart or rate calculations to make. Customers get the value of a Priority Mail flat-rate box in two convenient shapes at one consistent price. One box is ideal for garments, board games, books, and other relatively thin items; the other is perfect for shoes, model cars, and taller items.

While the shapes are different, both boxes have similar cubic-inch dimensions.

You can identify the new boxes by the large red starburst with the words "Flat Rate Box" printed on all sides of the packaging. Regardless of the actual weight or destination, the postage rate is \$7.70.

What stays the same?

Existing Priority Mail package acceptance rules and procedures apply. Fees for any special services, if purchased, are in addition to the \$7.70 rate.

For postage, customers can affix any combination of stamps equaling the \$7.70 rate (such as two \$3.85-rate *Jefferson Memorial* Priority Mail stamps), they can affix a postage meter strip or a permit imprint, or they can use Click-N-Ship and other PC Postage options to print their shipping labels and pay for postage using their computers, their printers, and the Internet.

What's next?

The new boxes are sure to be popular with lots of Priority Mail customers, especially during the upcoming holiday season. Let them know the new boxes will be available starting November 20, 2004.

Stand-Up Talk for Retail Associates and Mail Acceptance Employees

[Please read this stand-up talk to retail associates and mail acceptance employees and then post it on an official bulletin board.]

New flat-rate box options add convenience to Priority Mail service.

Starting November 20, 2004, the Postal Service is adding simplicity and convenience to Priority Mail shipping with two new flat-rate box options. This new Priority Mail feature is a 2-year experiment approved last month by the Governors of the Postal Service.

What's new?

The Priority Mail flat-rate box does not have to be weighed by the customer, and there are no zone chart or rate calculations to make. Customers get the value of a Priority Mail flat-rate box in two convenient shapes at one consistent price. One box is ideal for garments, board games, books, and other relatively thin items; the other is perfect for shoes, model cars, and taller items.

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For postage, customers can affix any combination of stamps equaling the \$7.70 rate (such as two \$3.85-rate

Jefferson Memorial Priority Mail stamps), they can affix a postage meter strip or a permit imprint, or they can use Click-N-Ship and other PC Postage options to print their shipping labels and pay for postage using their computers, printers, and the Internet.

What should you keep in mind?

Remember: *These are not prepaid boxes.* The Priority Mail flat-rate box must bear \$7.70 in postage. Fees for any special services, if purchased, are in addition to the \$7.70 rate. Only parcels using Postal Service-supplied Priority Mail flat-rate box packaging are eligible for the \$7.70 rate.

We also have to make sure that we follow guidelines for updating our POS ONE / IRT software so we can begin accepting the boxes starting November 20, and so that we use proper transaction procedures to produce the appropriate PVI label and barcode.

The boxes are available at no cost to the customer. We need to make sure we position the boxes in the lobbies with the other free shipping supplies for use starting November 20 — *but not before November 20.* Keep the

boxes stocked. This is especially important during the upcoming holiday season.

Each CAG A–G office will receive an automatic shipment of 100 boxes (50 of each shape). Shipments should begin arriving November 10. CAG H–L offices should order boxes as needed by calling the Postal Service Expedited Package Supply Center at 800-610-8734 or by faxing an order to 800-270-6233 (the Center started accepting orders November 3, 2004). CAG A–G offices can also reorder boxes by calling or faxing the Center. Order numbers are OFRB1 (longer, thinner box) and OFRB2 (square-shaped box).

What's next?

The new boxes are sure to be popular with lots of Priority Mail customers, especially during the upcoming holiday season. Let them know the new boxes will be available starting November 20, 2004.

— *Implementation and Outreach,
Pricing and Classification, 11-11-04*

New Priority Mail Flat-Rate Boxes



**Two shapes:
Postage is \$7.70 each**

IMPORTANT: Look for the red "starburst" on USPS®-produced Priority Mail® flat-rate boxes. Only USPS-produced Priority Mail flat-rate boxes are eligible for the \$7.70 flat rate.

- Any amount of mailable material may be mailed in a USPS-produced Priority Mail flat-rate box. Tape may be applied to the flap and seams to reinforce the box, provided that the design of the box is not enlarged by opening the sides and taping or reconstructing the box in any way.
- Each box is charged the \$7.70 flat rate, regardless of weight or destination.
- Boxes are not prepaid — postage can be paid by postage stamps, meter strips, Click-N-Ship®, information-based indicia (IBI) meter, PC Postage®, and permit imprint.
- POS ONE / IRT offices: follow proper transaction procedures to produce the appropriate PVI label and barcode.

Do not use the Priority Mail flat-rate boxes or make them available to customers before November 20, 2004.

FOR USPS EMPLOYEES ONLY — DO NOT POST IN RETAIL LOBBIES

Employees

Christmas Pay Procedures for Rural Carriers

The 2004 Christmas period for rural carriers begins Saturday, December 4, 2004 (Week 2, Pay Period (PP) 26-04), and ends Friday, December 24, 2004 (PP 27-04). During this period, certain timekeeping and pay rules apply. Timekeepers, including postmasters, supervisors, and other employees responsible for rural carrier time and attendance recording, should become familiar with Article 9.2.K, Christmas Allowances and Procedures, of the 2000–2004 USPS/National Rural Letter Carriers' Association (NRLCA) Agreement.

This article describes the types of compensation to which rural carriers are entitled during the Christmas period. It also describes related timekeeping procedures and regulations for the Christmas period, as well as special rules that begin with the start of the Guarantee Year (October 30, 2004) and continue through the end of the Christmas period.

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

List of Exhibits

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

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

Exhibit 3 — Regular Carrier Works Designated Holiday

Exhibit 4 — Regular Carrier Provides Christmas Assistance

Exhibit 5 — FLSA Code A Regular Carrier

Exhibit 6 — Designation 74 Works Designated Holiday

Exhibit 7 — Designation 74 Provides Christmas Assistance on Relief Day

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

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

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

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

Overtime During the Christmas Period

Regular Carriers (DES 71) — FLSA B

Types of Overtime

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

FLSA Overtime

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

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

Christmas Overtime

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

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

Overtime Rate

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

Replacement Carriers

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

Regular Carriers (DES 71) — FLSA A

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

Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during Week 2 of PP 26-04 and PP 27-04. During this period, carriers are not paid the evaluation of the route. Overtime is paid only when the carrier exceeds 40 hours for the week.

Christmas Assistance

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

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

Examples of Christmas assistance:

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

These are not examples of Christmas assistance:

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

Time Card Blocks Used During the Christmas Period

PS Form 1314 — FLSA Code B Regular Carriers

The image shows a sample of PS Form 1314, Jun 2000, titled "REGULAR RURAL CARRIER TIME CERTIFICATE". The form is divided into several sections. At the top, there are fields for "Name of Assigned Carrier", "Finance Number", "Social Security Number", "Sex", "Route No.", "PCA", "Title", and "RF". Below this is a table for recording weekly hours, with columns for "Actual Weekly Hours", "Days Assigned", "Carrier", "Route", "Code", "Date", "Time", "Total", "Daily Overtime", "Totaling Hours", "EOP Hours", "Limited Daily Hours", "1500 Hours", "Route Den", "OT Val.", "Max. Ovr.", "Xmas Assist Hours", and "Total Hours". Two rows are shown, with the first row having a circled "1" in the "Daily Overtime" column and the second row having a circled "2" in the "Xmas Assist Hours" column. Below the weekly hours table is a section for "Week 1 Information" and "Week 2 Information", each with columns for "Actual Weekly Hours", "Tr", "M", "EM", "CM", "Den", and "Ovr.". At the bottom, there are fields for "This certifies that the above carrier rendered service in compliance with Postal regulations.", "Postmaster's Signature", "Date", and "Carrier's Initial".

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

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

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

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

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

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

PS Form 1314-A — Replacement Carriers/Auxiliary Routes

The form is titled 'U.S. Postal Service' and 'PS Form 1314-A, Jun 2000'. It contains a header section for carrier and route information, followed by a table for recording weekly work hours. The table has two main columns: 'Actual Weekly Hours' and 'Equipment Allowance', each with sub-columns for 'Hours' and 'Mins'. There are also columns for 'Week 1 Information' and 'Week 2 Information'. A signature line and date field are at the bottom.

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

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

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

Work on Relief Days and Use of X Days

During the period from the beginning of the Guarantee Year (October 30, 2004) through the last day of the Christmas period (December 24, 2004) — which includes Pay Periods 24-04, 25-04, 26-04, and 27-04 — record relief days worked by regular rural carriers on PS Form 1314, as described below.

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

Christmas Period Timekeeping Instructions

A. FLSA B Regular Rural Carriers

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

When the regular carrier works the designated holiday:

- a. Enter DACA Code V in the Friday, Week 2 block on PS Form 1314.
- b. Include the hours worked on the designated holiday with all other work hours for that week in the Actual Weekly Work Hours block.
- c. The carrier is compensated at one and one half times the daily rate of pay (in addition to Holiday Leave) for working the designated Christmas holiday. The carrier is not entitled to a future day off (X day).

B. FLSA Code A Regular Carriers

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

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

C. Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during Week 2 of PP 26-04 and both weeks of PP 27-04. During this period, carriers are not paid the evaluation of the route. The only changes to standard timekeeping procedures for auxiliary routes are when a Designation (Des) 79 provides Christmas assistance on the assigned auxiliary route. (See Section E.2)

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

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

2. Designation 74

Work on relief day or holiday:

a. Carrier worked scheduled relief day:

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

b. Carrier worked designated holiday:

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

c. Carrier provided Christmas assistance on relief day:

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

E. Replacement Rural Carriers Serving as Christmas Auxiliary Assistants

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

1. Christmas assistance on a regular route:

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

2. Christmas assistance on an auxiliary route:

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

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

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

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

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

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

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

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

Important Items to Remember: Rural Carrier Christmas Pay Procedures

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

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

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

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

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

LEONARD J E										XX-XXXX				E XXX-XX-XXXX				710	K003	B	04	26							
Name of Employee/Carrier										Employee Number				Social Security Number				Dist.	Route No.	PLA	Year	WP							
WK	Actual Weekly Hours	Days Assigned Carrier (Enter codes on Monday)					Daily Overtime	Working Hours	COF Hours	Leased Day Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours									
1	42.08	K					A																						
2	48.75	S														0892													
U.S. Postal Service										Week 1 Information										Week 2 Information									
Day	Name of Relief Carrier					Social Security Number					Actual Weekly Hours	T	M	EM	Vehicle Miles	Actual Weekly Hours	T	M	EM	Vehicle Miles									
	760 Litchell, JM					yyy-xx-xxxx					16.50	2																	
											Hours	100%				Hours	100%												
											Hours	100%				Hours	100%												
											Hours	100%				Hours	100%												
											Hours	100%				Hours	100%												
											Hours	100%				Hours	100%												
This certifies that the above carrier rendered service in compliance with Postal regulations.										Postmaster's Signature					Date					Carrier's Initials									
										J Jones					12/10/04					JL									
REGULAR RURAL CARRIER TIME CERTIFICATE																													

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

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

KLEIN P K										XX-XXXX				E XXX-XX-XXXX				710		K007		B 04		27							
Name of Assigned Carrier										Position Number				Social Security Number				Dist		Route No.		FLSA		Year							
Name Assigned Carrier (Print or Reverse)										Daily Overtime				Training Hours				DCP Points		Lateness		Early Hours		Shorts		OT		Missed		Xmas Relief	
Sat Sun Mon Tue Wed Thu Fri										Hours 100s				Hours 100s				Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s			
1 45:00 K																															
2 46:50 K										V 01:08																					
Name of Relief Carrier										Social Security Number				Week 1 Information				Week 2 Information													
Lampert, R - XX-XX-XXXX										08:00																					
(Worked 13:08 hours on Monday)										Hours 100s				Hours 100s				Hours 100s													
										Hours 100s				Hours 100s				Hours 100s													
										Hours 100s				Hours 100s				Hours 100s													
										Hours 100s				Hours 100s				Hours 100s													
										Hours 100s				Hours 100s				Hours 100s													
This certifies that the above carrier rendered service in compliance with Postal regulations.										Postmaster's Signature				Date				Carrier's Initials													
										D. Jones				12/24/04				PK													
REGULAR RURAL CARRIER TIME CERTIFICATE																															

Exhibit 3. REGULAR CARRIER WORKS DESIGNATED HOLIDAY

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

PICARD L P				XX-XXXX				E XXX-XX-XXXX				710	K009	B	04	26													
WK	Name of Assigned Carrier							Finance Number				Social Security Number				Date		Route No.		P.S.S.		Year							
	Actual Weekly Hours	East	West	Tue	Wed	Thu	Fri	Daily Overtime	Training Hours	COF Hours	Letters Delivered	Hours	Hours	Hours	Hours	Route Dev.	ET	Miles Del.	Miles Del.	Xmas Assist Work Hours	Hours	100s							
1	43 ⁵⁰																												
2	42 ⁵²														025						0700								
Date	Name of Relief Carrier							Social Security Number				Actual Weekly Hours				Tr		No. EM		Whole Miles		Actual Weekly Hours		Tr		No. EM		Whole Miles	
	Bo Schlater PS							XXX-99-XXXX				08 ⁵⁰				1						09 ²⁵		1					
This certifies that the above carrier rendered service in compliance with Postal regulations.							Postmaster's Signature				Date				Carrier's Initials														
							D. Jones				12/10/04				df														

Exhibit 4. REGULAR CARRIER PROVIDES CHRISTMAS ASSISTANCE

- Carrier works 7 hours of Christmas assistance on the relief day Wednesday of Week 2 and uses a personal vehicle for 25 miles.
- Enter 7 hours in Xmas Assist Work Hours. Do not include in the total work hours for the week on PS Form 1314.
- Enter the 25 miles traveled on the relief day in whole miles in the Route Deviation block.
- No manual computation for Christmas overtime is necessary. This is automatically computed. Do not enter Christmas overtime in the Daily Overtime block.

LAWRENCE A P										XX-XXXX			E XXX-XX-XXXX			710	K011	A	04	27	
Name of Assigned Carrier										Reverse Number			Social Security Number			Dist.	Route No.	FLSA	Year	SP	
Days Assigned Carrier Absent (circle on reverse)										Daily Overtime			Feeling Hours			Total Hours			Total Hours		
Wk	Actual Weekly Hours	Sat	Sun	Tue	Wed	Thu	Fri			Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s		
1	39.88	R								00.32											
2	35.08	K																06.00			
Name of Relief Carrier										Social Security Number			Actual Weekly Hours			Total Hours			Total Hours		
Wk	Actual Weekly Hours	Sat	Sun	Tue	Wed	Thu	Fri			Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s		
1	08.75																				
2	1.08																				
Name of Relief Carrier										Social Security Number			Actual Weekly Hours			Total Hours			Total Hours		
Wk	Actual Weekly Hours	Sat	Sun	Tue	Wed	Thu	Fri			Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s		
1	8.32																				
2																					
This certifies that the above carrier rendered service in compliance with Postal regulations.										Postmaster's Signature			Date			Carrier's Initials					
										J. Jones			12/24/04			AJ					

Exhibit 5. FLSA CODE A REGULAR CARRIER

1. A regular carrier whose FLSA code is A is paid by the hour. Overtime is paid for all hours over 8 in a day or 40 in a week.
2. Carrier works 8.32 hours on Tuesday of Week 1. Enter 0.32 hours in the Daily Overtime block.
3. Carrier works relief day (Saturday) in Week 1. Include these hours in Actual Weekly Hours. Carrier is paid for these hours, so **no X day is due**.
4. Carrier works 39.88 total hours in Week 1.
5. Carrier works Christmas assistance (6 hours) on the relief day on the second Saturday. Record the Christmas assistance time in the Xmas Assist Work Hours block. Do not add to the Actual Weekly Work Hours. Overtime will be paid only if the carrier exceeds 40 hours for the week.
6. No manual computation for Christmas overtime is necessary. This is automatically computed. Carrier will receive 0.32 hours of overtime in Week 1, and 1.08 hours of overtime (35.08 + 06.00 = 41.08 hours) in Week 2.

U.S. Postal Service		HAMEL C H		XX-XXXX		E XXX-XX-XXXX		740	J002	P	04	27													
Name of Assigned Carrier				Date				Social Security Number																	
Des't Assigned Carrier (Marked for removal)				Overtime				Training Hours		OSP Hours		Unpaid Duty Hours		Rural Hours		Route Dev.		OT Walk		Miles Driv.		From Ass't			
WK	Actual Weekly Hours	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	
1	36 17.2	J							Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	
2	42 5.0								Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	
Des		Name of Relief Center		Social Security Number				Actual Weekly Hours		Tr		No EM		EM		Whole Miss		Actual Weekly Hours		Tr		No EM		EM	
R		Stou. Jim		XOX-00-XXX				0762		1								Hours		100s		Hours		100s	
								Hours		100s								Hours		100s		Hours		100s	
								Hours		100s								Hours		100s		Hours		100s	
								Hours		100s								Hours		100s		Hours		100s	
								Hours		100s								Hours		100s		Hours		100s	
								Hours		100s								Hours		100s		Hours		100s	
This certifies that the above carrier rendered service in compliance with Postal regulations.				Postmaster's Signature				Date		Carrier's Initials															
				J. Jones				12/24/04		CJ															

REGULAR RURAL CARRIER TIME CERTIFICATE

Exhibit 6. DESIGNATION 74 WORKS DESIGNATED HOLIDAY

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

EDISON D E										XX-XXXX				E XXX-XX-XXXX				740 K034		P	04 27						
Name of Assigned Carrier										Phone Number				Social Security Number				Des	Route No.		P.E.#	Year					
Days Assigned Carrier does not work on reverse										Daily Overtime		Feeding Hours		CCP Hours		Linked Duty Hours		Habit Hours		Route Den	OT Vch	Miss Cnt	Xmas Assist Work Hours				
WK	Actual Weekly Hours		Sat	Sun	Mon	Tue	Wed	Thu	Fri	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s						
1	36.52				K					Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s						
2	33.92				K					Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s						
Name of Relief Carrier										Social Security Number				Week 1 Information				Week 2 Information									
Des										Actual Weekly Hours				T1	Sat	Sun	EM	Week Miles		Actual Weekly Hours	T1	Sat	Sun	EM	Week Miles		
The Dilley D										111-XX-XXXX				9.00	1						08.00	1					
										Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s		
										Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s		
										Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s		
										Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s		
This certifies that the above carrier rendered service in compliance with Postal regulations.										Postmaster's Signature				Date				Carrier's Initials									
										J. Jones				12/24/04				DE									

PS Form 1314, Jun 2000
REGULAR RURAL CARRIER TIME CERTIFICATE

Exhibit 7. DESIGNATION 74 PROVIDES CHRISTMAS ASSISTANCE ON RELIEF DAY

1. The RCA is assigned to a vacant regular K route, with a relief day of Monday.
2. On the first Monday, the Des 74 carrier provides Christmas assistance for 7 hours. The replacement carrier works the route the entire day.
3. Enter K for the first Monday.
4. Enter 7.00 hours in the Xmas Assist Work Hours block. Do not include these hours in the Actual Weekly Hours block.
5. Carrier will be paid 3.52 hours overtime (36.52 + 7.00 = 43.52).
6. Enter appropriate information for relief carrier in bottom section of time certificate.

Fraud Alert

Domestic Orders

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

State/City/ZIP Code	Names and Addresses Covered	Product
Dallas, TX 75240-1117	DSL and/or Dealer Services Links, 13237 Montfort Drive, Suite 747	A false billing scheme

— *Judicial Officer, 11-11-04*

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Invalid Express Mail Corporate Account Numbers

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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.

005058	021807	063408	088720	109801	156075	221257	312215	322864	332743	402789	481800	551101
005248	021840	063487	089216	110075	156232	221284	314628	322873	332788	402950	481986	551121
006805	022124	064027	089666	111665	169005	221615	320067	322874	332800	410010	481992	551130
007370	022257	064203	089683	112475	169014	222034	321193	322898	332960	410041	481993	551141
008039	022309	064667	090641	113320	170338	222129	322025	322937	333172	421020	482202	551142
008354	023004	065477	091056	113372	171275	222193	322035	322941	333534	423092	482399	551180
008699	023011	065782	091117	113616	171276	222212	322040	322951	333754	430184	482550	551274
008965	023021	067076	091393	113960	171310	222322	322053	322961	334031	431064	482573	551278
009160	023105	067123	091675	114102	171315	223373	322054	322965	334035	432259	482804	551302
009232	023129	067187	091775	114469	172056	229094	322068	322970	334039	432449	482809	551316
010746	023178	068508	091937	115040	173050	229119	322075	322973	334047	432655	482918	551332
011247	023301	069153	092527	115314	173056	232316	322094	322984	334061	439714	483149	551372
011395	023445	069168	093363	115435	174055	232364	322099	322990	334841	441002	483209	551384
011399	023530	069222	094498	115440	174059	240507	322108	323099	335111	441082	483212	551388
011404	023570	069272	094603	115476	175094	260055	322120	323646	335188	441133	483229	551407
012206	023589	070043	094883	115540	176109	262001	322124	324074	335287	441467	483331	551409
012404	025356	070459	095472	116020	177041	272338	322167	326360	335294	441552	483664	551451
013246	027595	070715	095971	116021	177074	275011	322211	326420	335306	441609	483941	551471
014282	027688	071083	096262	117357	178035	275012	322224	326699	335606	441698	485133	551536
014486	027900	071096	096455	117635	182006	275101	322253	326765	336027	441701	485338	551551
014597	028029	071287	096908	117796	184030	276038	322283	327027	336053	441834	489314	551584
015394	028863	071479	096941	118046	184062	276409	322303	327470	336145	443021	489368	551631
015566	029703	071632	097690	118072	186011	277024	322304	328067	336508	443554	489426	551648
015596	029704	071668	097878	118900	186014	277161	322307	328282	337085	452038	490498	551652
015647	029773	071789	097989	119155	186039	278012	322319	329692	339028	452078	490709	551686
015675	029793	071815	098056	119502	187027	279002	322331	330067	339303	452142	492015	551705
015710	029815	075064	098602	123145	187086	280107	322379	330138	340139	453042	492037	551726
016221	029872	075340	098803	125209	191796	281086	322388	330311	340144	454504	492071	551766
018125	029902	075372	098860	127043	192221	281138	322396	330522	340312	454704	492096	551780
018226	037140	075603	100034	142165	192314	282907	322404	330523	340748	454746	492105	551825
018281	038259	075661	100105	142253	192863	282916	322477	330646	340780	454813	492109	551875
018327	040052	075701	100173	142306	192950	282921	322484	330666	340853	462727	492114	551906
018391	041004	075895	100232	142875	193197	283308	322503	330702	340990	466571	492117	551945
018471	042068	076232	100338	146020	193721	283413	322515	330723	344086	469196	493311	553011
018652	042102	076319	100410	146261	198247	286146	322519	330745	350025	473118	495096	553052
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018988	048025	076808	102535	146665	200771	292654	322582	331047	351073	476013	497059	553099
019231	051030	076832	103403	150018	200809	296467	322587	331106	352206	479048	497228	553117
019296	053022	076845	104314	150024	200831	296529	322594	331155	352500	480377	497302	553167
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019329	054084	077375	105049	150035	207906	300288	322613	331326	352599	480764	527030	553230
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019396	055192	077847	105177	152021	208561	300884	322649	331493	354104	481114	532960	553310
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— Product Information Requirements, Product Development, 11-11-04

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	077 999 4001 to 077 999 4090
011 582 1889 to 011 582 1899	026 492 3180 to 026 492 3199	043 205 5922 to 043 205 5999	210 221 0548 to 210 221 0599
011 588 2900 to 011 588 3099	027 361 0430 to 027 361 0499	044 087 3457 to 044 087 3499	227 275 9400 to 227 275 9999
012 579 5675 to 012 579 5699	027 369 4482 to 027 369 4495	044 087 4000 to 044 087 4099	273 070 8059 to 273 070 8099
013 289 6176 to 013 289 6199	027 671 8762 to 027 671 8776	045 524 4121 to 045 524 4298	273 775 7700 to 273 775 7899
013 610 0014 to 013 610 0099	027 787 9886 to 027 787 9899	046 800 9870 to 046 800 9899	302 000 0000 to 302 123 9999
014 932 1000 to 014 932 1099	027 965 9487 to 027 965 9499	047 352 4000 to 047 352 4099	349 746 2056 to 2099
014 972 0800 to 014 972 0899	028 191 1852 to 028 191 1999	047 552 4370 to 047 552 4399	350 518 7350 to 7374
015 363 0007 to 015 363 0099	028 850 3000 to 028 850 3199	048 383 7650 to 048 383 7659	360 011 1690 to 1699
017 028 3200 to 017 028 3299	029 510 1500 to 029 510 1599	048 396 3647 to 048 396 3699	360 168 6008 to 6099
018 569 5333 to 018 569 5399	030 687 0903 to 030 687 0999	051 774 8857 to 051 774 8899	360 173 8800 to 8899
018 986 5264 to 018 986 5299	030 701 3442 to 030 701 3499	051 781 2875 to 051 781 2885	360 324 2326 to 2399
019 518 2814 to 019 518 2899	031 077 4507 to 031 077 4799	058 187 3836 to 058 187 3899	362 861 3064 to 3099
020 698 5159 to 020 698 5199	032 295 7500 to 032 295 9999	058 591 1153 to 058 591 1299	373 006 2176 to 2199
020 844 7307 to 020 844 7399	034 394 1000 to 034 394 1099	058 895 3746 to 058 895 3799	374 768 2600 to 2699
020 972 8948 to 020 972 8999	034 943 0400 to 034 943 0799	059 986 0814 to 059 986 0899	375 169 4400 to 4599
022 021 9110 to 022 021 9181	035 035 4337 to 035 035 4399	060 406 7650 to 060 406 7699	375 829 3400 to 3499
022 037 1411 to 022 037 1499	037 706 9578 to 037 706 9599	065 392 6345 to 065 392 6399	375 851 9100 to 9199
022 527 9201 to 022 527 9210	037 805 3677 to 037 805 3699	066 787 3639 to 066 787 3699	376 196 0911 to 0999
023 637 7169 to 023 637 7199	037 909 5490 to 037 909 5499	066 845 7500 to 066 845 9999	378 085 3679 to 3699
024 380 4100 to 024 380 4199	040 024 3901 to 040 024 3999	067 093 3869 to 067 093 3899	378 351 1063 to 1099
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025 092 0987 to 025 092 0999	040 688 8816 to 040 688 8899	068 895 0334 to 068 895 0399	379 843 5100 to 5199
025 369 5535 to 025 369 5599	041 299 6752 to 041 299 6799	071 179 9800 to 071 179 9899	380 093 9600 to 9699
025 729 1151 to 025 729 1199	041 623 8889 to 041 623 8899	071 386 3682 to 071 386 3699	380 165 1165 to 1199
		072 045 9641 to 072 045 9699	381 325 4500 to 4599
			381 604 2510 to 2699
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			383 314 3968 to 3999
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			384 925 3641 to 3654
			385 568 2331 to 2399
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390 001 3182 to	3199	408 499 7900 to	7999	426 547 4566 to	4599	453 334 3631 to	3699
390 001 3500 to	3699	408 682 8484 to	8599	427 412 6337 to	6499	453 603 7841 to	7891
390 545 5974 to	5999	408 698 7015 to	7099	427 481 0900 to	0999	453 650 1140 to	1199
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391 574 1466 to	1499	410 491 2311 to	2399	429 474 4172 to	4199	454 013 2919 to	2999
391 783 3020 to	3599	410 694 8400 to	8599	429 889 2900 to	2999	454 186 2411 to	2499
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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
397 819 8902 to	8999	417 302 8104 to	8199	435 303 1986 to	1999	458 028 9810 to	9899
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
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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	450 048 4173 to	4199	462 277 8373 to	8399
404 003 0300 to	0399	421 130 9300 to	9399	450 048 4442 to	4699	462 554 6051 to	6099
404 041 8838 to	8899	421 313 4500 to	4999	450 560 5173 to	5199	463 011 5529 to	5540
404 071 4268 to	4299	421 364 5537 to	5599	450 620 3077 to	3099	463 176 4115 to	4199
404 347 5356 to	5399	421 656 2609 to	2699	450 620 3135 to	3199	463 176 4229 to	4299
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404 726 4500 to	4599	422 172 4667 to	4699	450 801 2700 to	2799	463 227 7711 to	7799
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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

469 127 8000 to	8199	483 632 2600 to	2799	601 928 1600 to	1699	621 648 8500 to	8599
469 213 0359 to	0399	483 849 1615 to	1699	602 512 2972 to	2999	621 904 8351 to	8599
469 213 0500 to	0599	484 174 4803 to	5299	602 555 2400 to	2799	621 916 1978 to	1989
469 561 8011 to	8099	484 323 8900 to	9199	602 829 7061 to	7099	622 989 8032 to	8099
469 658 1961 to	1999	484 680 5000 to	5038	603 483 9572 to	9599	623 076 9300 to	9399
469 666 9900 to	9999	484 680 5040 to	5074	603 490 7200 to	7299	623 819 5006 to	5099
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470 755 5800 to	5818	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
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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	490 669 5850 to	6099	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	630 389 3056 to	3071
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
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477 289 8601 to	8699	493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799
477 681 5206 to	5299	493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299
478 010 4243 to	4268	493 473 7700 to	7799	612 751 5171 to	5199	634 807 2474 to	2499
478 010 4270 to	4291	493 716 2153 to	2199	612 751 5226 to	5299	634 827 5900 to	5999
478 450 5071 to	5099	494 206 2972 to	2999	612 751 6083 to	6099	634 886 3428 to	3499
478 469 7838 to	7858	494 217 3446 to	3999	612 751 6268 to	6299	635 559 3449 to	3499
478 469 7883 to	7899	494 224 0500 to	0599	612 751 6572 to	6599	636 289 6214 to	6299
479 280 9800 to	9899	495 145 0600 to	0699	612 774 2111 to	2199	636 634 8007 to	8042
479 365 9116 to	9176	496 209 7425 to	7499	612 774 2254 to	2299	637 150 1200 to	1299
479 412 9900 to	9999	496 213 8728 to	8799	612 774 2500 to	2599	637 562 5828 to	5899
479 667 6190 to	6199	496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699
479 748 9680 to	9699	497 053 8517 to	8699	614 474 3000 to	3099	638 049 4984 to	4999
479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
480 526 2000 to	2099	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
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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	500 064 1858 to	1869	618 840 9200 to	9299	639 469 3517 to	3799
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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

641 378 6500 to	6999	654 238 0000 to	0399	680 412 6046 to	6099	700 650 0452 to	0499
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641 877 3187 to	3299	654 962 2900 to	3199	681 677 0540 to	0699	700 786 9106 to	9142
641 877 3310 to	3399	655 103 5081 to	5199	682 070 1029 to	1099	700 859 0744 to	0758
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642 900 0018 to	0099	657 347 4438 to	4999	682 956 6700 to	6799	701 267 2000 to	3999
643 030 6254 to	6299	657 710 8100 to	8999	682 965 1178 to	1199	701 335 7312 to	7399
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
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645 930 7948 to	7999	663 763 5300 to	5399	686 931 7636 to	7699	702 195 5109 to	5199
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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	690 291 1361 to	1371	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
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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	670 368 3400 to	3499	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
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650 213 0406 to	0499	675 464 3700 to	3799	693 965 4200 to	4299	806 087 1100 to	1499
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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
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653 426 3300 to	3399	680 112 9565 to	9599	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

830 983 3635 to	3699	852 589 6560 to	6599	870 536 5820 to	5829	911 508 1620 to	1799
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832 525 3810 to	3899	854 529 2200 to	2299	870 589 0485 to	0494	912 057 9922 to	9999
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834 316 5444 to	5499	856 226 0490 to	0499	900 845 0044 to	0099	914 063 4300 to	4399
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834 354 8824 to	8838	856 752 0200 to	0299	900 936 0435 to	0499	914 453 1366 to	1399
835 269 5700 to	5799	857 111 1352 to	1399	901 058 5255 to	5280	914 529 6185 to	6299
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845 746 2618 to	2635	865 151 0526 to	0599	908 622 4225 to	4235	920 857 5500 to	5899
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847 374 7055 to	7065	867 366 9108 to	9118	909 568 8900 to	9099	922 278 1048 to	1399
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847 636 5304 to	5399	867 737 5623 to	5699	909 725 7307 to	7399	922 280 2233 to	2299
847 700 5447 to	5499	868 169 4529 to	4599	909 833 0947 to	0999	922 773 0459 to	0499
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849 485 3427 to	3499	868 514 9000 to	9099	910 265 1100 to	1199	923 045 3630 to	3699
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850 546 1862 to	1899	869 523 7033 to	7099	911 140 1000 to	2199	924 252 1200 to	1299
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851 209 9880 to	9899	870 054 4814 to	4899	911 268 9077 to	9099	924 685 1957 to	1999
851 928 9221 to	9299	870 491 4812 to	4849	911 400 8948 to	8999		

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.

000 000 001 to	702 104 368 to 4 900	709 649 804 to 9 820	719 869 731 to 9 760
692 600 000	702 128 306 to 8 400	709 733 281 to 3 580	720 227 871 to 7 930
692 720 871 to 0 900	702 179 891 to 9 900	710 046 813 to 6 840	720 227 949 to 7 960
692 876 955 to 7 050	702 260 751 to 0 850	710 358 093 to 8 166	720 368 543 to 8 570
693 290 380 to 0 400	702 410 595 to 1 050	710 358 257 to 8 270	720 392 151 to 2 570
693 290 426 to 0 450	702 660 151 to 0 540	711 021 501 to 1 510	720 556 491 to 6 640
694 063 700 to 3 897	702 723 429 to 3 450	711 049 411 to 9 560	720 558 621 to 8 650
694 063 900 to 4 000	703 004 401 to 4 820	711 408 045 to 8 090	720 575 361 to 5 570
694 550 501 to 0 530	703 083 819 to 4 020	712 003 381 to 3 650	720 590 152 to 0 179
694 595 031 to 5 050	703 432 131 to 2 230	712 104 220 to 4 230	721 638 331 to 9 170
694 595 087 to 5 300	703 626 061 to 6 090	712 327 861 to 7 890	721 815 391 to 5 420
694 698 551 to 8 650	703 863 121 to 3 240	712 327 952 to 7 980	721 969 713 to 9 740
694 745 458 to 5 600	703 863 477 to 3 540	712 647 061 to 7 090	722 072 137 to 2 160
695 105 313 to 5 350	703 867 801 to 7 980	713 284 171 to 4 260	722 378 265 to 8 280
695 142 809 to 3 050	704 030 628 to 0 640	713 292 871 to 2 990	722 413 990 to 4 004
695 144 666 to 4 700	704 154 024 to 4 120	714 035 101 to 5 160	722 764 948 to 4 980
695 272 601 to 2 750	704 227 561 to 7 829	714 155 011 to 5 400	722 825 840 to 5 889
695 277 576 to 7 650	704 227 831 to 8 069	714 328 231 to 8 440	723 153 841 to 3 850
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696 487 701 to 7 800	704 420 344 to 0 490	714 562 843 to 2 860	723 331 081 to 1 110
696 784 101 to 4 550	704 568 751 to 8 990	714 590 391 to 0 430	723 496 443 to 6 470
696 870 601 to 0 650	704 965 301 to 5 770	714 609 811 to 9 930	723 967 291 to 7 320
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697 217 251 to 7 400	705 475 651 to 6 040	714 871 321 to 1 500	724 711 538 to 1 560
697 249 952 to 50 050	705 566 127 to 6 280	714 928 529 to 8 590	724 793 221 to 3 250
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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
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700 161 501 to 1 650	707 292 636 to 2 660	717 228 591 to 8 680	726 060 811 to 0 900
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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
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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
730 077 683	to	7 840	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	750 071 587	to	1 610	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	760 004 596	to	4 610
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	740 011 517	to	1 530	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	773 858 011	to	8 100	780 778 894	to	8 920	790 448 020	to	8 460
765 387 365	to	7 450	773 892 721	to	7 190	780 865 851	to	5 920	790 597 485	to	7 530
765 541 801	to	2 100	773 958 061	to	8 660	780 873 421	to	3 450	790 911 883	to	1 900
765 638 461	to	8 970	774 101 148	to	1 190	781 141 891	to	1 980	791 057 441	to	7 550
765 647 101	to	7 190	774 107 161	to	7 190	781 238 697	to	8 730	791 239 081	to	9 290
765 813 781	to	4 029	774 177 226	to	7 270	781 503 151	to	3 180	791 374 483	to	4 500
765 879 314	to	9 390	774 279 481	to	9 810	781 518 818	to	8 840	791 387 971	to	8 030
765 954 001	to	4 030	774 408 399	to	8 420	781 624 126	to	4 200	791 447 521	to	7 850
766 120 286	to	0 320	774 431 821	to	2 450	781 679 221	to	9 340	791 451 151	to	1 240
766 125 716	to	5 750	774 510 451	to	0 780	781 723 771	to	3 890	791 500 009	to	0 470
766 158 824	to	8 840	774 652 981	to	3 010	781 723 964	to	3 990	791 771 431	to	1 490
766 388 433	to	8 460	774 778 981	to	9 040	781 761 391	to	1 720	792 004 293	to	4 320
766 509 421	to	9 660	774 867 481	to	7 510	781 878 721	to	9 020	792 018 379	to	8 420
766 572 901	to	3 020	774 867 515	to	7 540	782 424 840	to	4 900	792 070 621	to	0 740
766 748 500	to	8 521	774 934 275	to	4 290	782 939 821	to	9 850	792 145 211	to	5 230
767 024 341	to	4 370	774 961 261	to	1 290	782 985 347	to	5 360	792 391 381	to	1 620
767 326 471	to	6 590	775 106 223	to	6 235	783 063 631	to	3 690	792 452 779	to	2 790
767 332 561	to	2 950	775 106 237	to	6 248	783 578 101	to	8 130	792 772 728	to	2 770
768 009 841	to	9 960	775 331 515	to	1 550	783 578 143	to	8 160	792 903 511	to	3 990
768 011 489	to	1 520	775 444 210	to	4 230	783 663 991	to	4 050	793 282 518	to	2 533
768 177 980	to	7 990	775 579 301	to	9 320	783 739 838	to	0 280	794 041 831	to	2 040
768 391 081	to	1 170	775 622 683	to	2 760	784 142 598	to	2 610	794 397 709	to	7 780
768 661 569	to	1 650	776 144 621	to	4 670	784 380 061	to	0 090	794 581 741	to	2 040
769 000 051	to	0 080	776 154 010	to	4 060	784 507 591	to	7 740	794 592 122	to	2 150
769 050 841	to	0 900	777 561 631	to	2 080	784 507 759	to	7 860	795 032 251	to	2 340
769 159 081	to	9 178	776 657 371	to	7 490	784 913 509	to	3 531	795 796 291	to	6 350
769 737 496	to	7 510	776 817 421	to	7 450	785 429 491	to	9 520	796 143 151	to	3 630
769 778 491	to	8 730	776 951 225	to	1 250	785 989 351	to	9 440	796 373 406	to	3 430
769 827 331	to	7 450	777 141 601	to	2 140	786 036 450	to	6 480	796 602 961	to	3 050
770 216 071	to	6 100	777 297 421	to	7 510	786 111 854	to	1 930	796 708 441	to	8 500
770 723 281	to	3 400	777 621 721	to	1 750	786 510 527	to	0 540	796 886 281	to	6 430
770 790 451	to	0 480	777 810 309	to	0 330	786 510 571	to	0 600	796 901 701	to	2 000
770 915 150	to	5 490	778 049 651	to	9 670	786 676 937	to	6 980	796 975 466	to	5 590
771 455 551	to	5 610	778 106 225	to	6 310	786 730 831	to	0 920	797 272 917	to	2 950
771 609 661	to	9 690	778 218 730	to	8 780	786 743 671	to	3 700	797 519 441	to	9 460
771 932 551	to	2 580	778 251 871	to	1 930	786 743 711	to	3 730	797 519 731	to	0 240
772 057 224	to	7 440	778 286 911	to	6 940	786 743 711	to	3 730	797 535 181	to	5 330
772 162 660	to	3 070	778 286 911	to	6 940	786 854 491	to	4 550	798 040 053	to	0 080
772 718 615	to	8 640	778 328 699	to	8 730	786 977 256	to	7 461	798 055 813	to	5 830
772 940 140	to	0 160	778 567 471	to	7 860	787 158 121	to	8 390	798 055 891	to	5 950
772 970 886	to	0 940	778 570 771	to	0 830	787 158 121	to	8 390	798 326 371	to	6 520
773 009 419	to	9 430	778 699 096	to	9 110	787 325 701	to	5 910	798 339 167	to	9 210
773 112 031	to	2 060	778 779 471	to	9 480	787 493 281	to	3 340	798 562 411	to	2 440
773 125 387	to	5 410	779 146 205	to	6 230	787 793 816	to	3 880	798 632 461	to	2 490
773 179 320	to	9 410	779 233 681	to	3 710	787 822 428	to	2 440	798 807 151	to	7 510
773 202 989	to	3 140	779 316 961	to	7 200	787 887 881	to	7 901	798 944 761	to	5 030
773 208 991	to	9 290	779 316 961	to	7 200	788 306 478	to	6.490	799 133 191	to	3 220
773 231 311	to	1 340	779 339 221	to	9 400	788 326 339	to	6 380	799 177 626	to	7 650
773 348 739	to	8 940	779 702 191	to	2 250	788 403 671	to	3 690	799 854 751	to	5 200
773 348 739	to	8 940	779 994 001	to	4 090	788 815 771	to	5 860	800 044 320	to	4 410
773 575 891	to	5 950	780 103 591	to	3 650	789 044 014	to	4 100	800 211 901	to	2 440
773 852 971	to	3 030	780 533 288	to	3 310	789 326 341	to	6 880	800 427 530	to	7 540
			780 625 208	to	5 920	790 209 421	to	9 480	800 872 741	to	2 830
			780 711 345	to	1 540	790 418 170	to	8 190	801 676 681	to	7 100

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,
Postal Inspection Service, 11-11-04

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–Mail Theft, Violent Crimes, and Narcotics Investigations, Postal Inspection Service, 11-11-04*

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–Mail Theft, Violent Crimes, and Narcotics Investigations, Postal Inspection Service, 11-11-04*

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.

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

Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09303	Add M	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
APO AE 09310	Add M	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
APO AE 09313	Add M	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
APO AE 09346	Add M	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
APO AE 09348	Add M	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
APO AE 09358	Add C1, M, R1	Immediately	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
APO AE 09371	Add M	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
APO AE 09373	Add M	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
APO AE 09374	Add M	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
APO AE 09378	Add M	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
APO AE 09379	Add M	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
APO AE 09380	Add M	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
APO AE 09381	Add M	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
APO AE 09395	Add M	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
APO AE 09396	Add M	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1

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	09056	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09058	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09059	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-U	09060	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09165	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09063	A1-B-B1-C-D-L-U	09104	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09067	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-U	09069	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09074	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U
09031	A1-B-B1-C-D-U	09076	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U
09033	A1-B-B1-C-D-U	09080	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U
09034	A1-B-B1-C-D-U	09081	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09180	A1-B-B1-C-D-U
09036	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U
09042	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U
09045	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09185	A1-B-B1-C-D-U
09046	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09137	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U
09050	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U
09053	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V
09054	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09140	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
09214	A1-B-B1-C-D-U	09330	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09370	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09447	A1-B-B1-C-C1-U-V
09225	A1-B-B1-C-D-U					09454	A1-B-B1-C-C1-U-V
09226	A1-B-B1-C-D-U	09331	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09371	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09456	A1-B-B1-C-C1-U
09227	A1-B-B1-C-D-U					09459	A1-B-B1-C-C1-U
09229	A1-B-B1-C-D-U	09332	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09373	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09461	A1-B-B1-C-C1-U
09237	A1-B-B1-C-D-U-V					09463	A1-B-B1-C-C1-U
09244	A1-B-B1-C-D-U	09333	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09374	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09464	A1-B-B1-C-C1-U
09245	A1-B-B1-C-D-U					09468	A1-B-B1-C-C1-U
09250	A1-B-B1-C-D-U	09334	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09375	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U
09252	A1-B-B1-C-D-U					09470	A1-B-B1-C-C1-U
09261	A1-B-B1-C-D-U	09337	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09378	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09479	A1-B-B1-C-C1-U
09262	A1-B-B1-C-D-U					09494	A1-B-B1-C-C1-U
09263	A1-B-B1-C-D-U	09338	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09379	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09496	A1-B-B1-C-C1-U-V
09264	A1-B-B1-C-D-U					09498	A1-B-B1-C-C1-U
09265	A1-B-B1-C-D-N-U	09339	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09380	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09499	A1-B-B1-C-C1-U
09266	A1-B-B1-C-D-U					09501	A1-B-V
09267	A1-B-B1-C-D-U	09340	A-A1-B-B1-C1-F-R-V	09381	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09502	A1-B-V
09301	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09342	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09383	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09503	A1-B-V
09303	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09344	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09384	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09504	A1-B-V
09304	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V- Z1	09345	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09505	A1-B-V
09305	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09346	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09386	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09506	A1-B-V
09306	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1					09507	A1-B-V
09307	A1-B-B1-V-Z1	09347	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09508	A1-B-V
09308	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1					09509	A1-B-V
09309	A-A1-B-B1-C1-E2-F- H1-M- R-R1-V-Z1	09348	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09388	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09510	A1-B-V
09310	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09351	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09511	A1-B-V
09311	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1					09517	A1-B-V
09313	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09352	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	09521	A1-B-V
09314	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09353	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09391	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09524	A1-B-V
09315	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09354	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09532	A1-B-V
09316	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1					09534	A1-B-V
09317	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09355	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	09542	A1-B-V
09318	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1					09543	A1-B-V
09321	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09358	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09394	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09545	A1-B-V
09326	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09395	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09549	A1-B-V
09327	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09360	A1-B-B1-V	09396	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09550	A1-B-V
09328	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09363	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09397	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09554	A1-B-B1-V
09329	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09364	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09398	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09556	A1-B-V
		09365	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09399	A-A1-B-B1-C-F-M-V- Z1	09557	A1-B-V
		09366	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09564	A1-B-V
		09367	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09420	A1-B-B1-C-C1-U	09565	A1-B-V
		09368	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09421	A1-B-B1-C-C1-U	09566	A1-B-V
						09567	A1-B-V
						09568	A1-B-V
						09569	A1-B-V
						09570	A1-B-V
						09573	A1-B-V
						09574	A1-B-V
						09575	A1-B-V
						09576	A1-B-V
						09577	A1-B-V
						09578	A1-B-V
						09579	A1-B-V
						09581	A1-B-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09582	A1-B-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U	09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	34002	A1-B-B1-N-U-Z1
09586	A1-B-V	09711	A1-B-B1-F1-Z1	09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1
09587	A1-B-V	09713	A1-B-B1-C-F1	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34007	A-A1-B-B1-C1-F1-V-Z1
09588	A1-B-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34008	A-A1-B-B1-C1-F1-V-Z1
09589	A1-B-B1-V	09715	A1-B-B1-F1	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34020	A1-B-B1-M-N-V-Z1
09590	A1-B-V	09716	A1-B-B1-C-D-N-U-V	09819	A-A1-B-F-P-V-Z1	34021	A1-B-M-N-V-Z1
09591	A1-B-V	09717	A1-B-B1-M-W	09821	A-A1-B-F-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1
09593	A1-B-V	09718	A1-B-B1-F-I-N-U-V	09822	A-A1-B-F-V-Z1	34023	A1-B-B1-M-N-V-Z1
09594	A1-B-V	09719	A1-B-B1-C-F1-V	09823	A-A1-B-F-V-Z1	34024	A1-B-B1-M-N-V-Z1
09595	A1-B-V	09720	A1-B-B1-U-V	09824	A-A1-B-F-V-Z1	34025	A1-B-B1-F-N-U-V-Z1
09596	A1-B-V	09721	A1-B-B1-N-U-V-Z1	09827	A-A1-B-F-Z1	34030	A1-B-B1-M-N-V-Z1
09599	A1-B-V	09722	A1-B-B1-C-D-N-U-V	09828	A1-B-N-V-Z1	34031	A1-B-B1-M-N-V-Z1
09601	A1-B-B1-C-F-F1-U	09723	A1-B-B1-N-U-V-Z1	09830	A1-B-B1-C-N-V-Z1	34032	A1-B-M-N-V-Z1
09602	A1-B-B1-C-F-F1-N-U	09724	A1-B-B1-C-C1-F1-M-R-R1-U	09831	A1-B-B1-F-N-U-V-Z1	34033	A1-B-C-F-M-N-V-Z1
09603	A1-B-B1-C-F-F1-U	09725	A1-B-B1-C	09832	A-B-B1-U1-V-Z1	34034	A1-B-B1-M-N-V-Z1
09604	A1-B-B1-C-F-F1-U	09726	A1-B-B1-N-U	09833	A1-B-B1-U1-V-Z1	34035	A1-B-B1-H-M-N-V-Z1
09609	A1-B-B1-C-F-U	09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09834	A1-B-B1-V-Z1	34036	A1-B-M-N-V-Z1
09610	A1-B-B1-C-F-U	09728	A1-B-B1-C-F1-U-V	09835	A-A1-B-B1-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1
09612	A1-B-B1-C-F-U	09729	A1-B-B1-N-U-V	09836	A-A1-B-B1-C-F-M-V-Z1	34038	A1-B-B1-M-N-V-Z1
09613	A1-B-B1-C-F-U-V	09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09837	A1-B-B1-V-Z1	34039	A1-B-N-V-Z1
09617	A1-B-B1-C-F-U	09731	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09838	A1-B-B1-V-Z1	34040	A1-B-V-Z1
09618	A1-B-B1-C-F-U	09732	A1-B-B1-N-V-Z1	09839	A-A1-B-B1-U-V-Z1	34041	A1-B-B1-M-N-U-V-Z1
09619	A1-B-B1-C-F-U	09733	A1-B-B1-V	09840	A-A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1
09620	A1-B-B1-C-F-U	09735	A1-B-B1-N-V-Z1	09841	A-A1-B-B1-U-Z1	34043	A1-B-B1-D-F-M-N-V-Z1
09621	A1-B-B1-C-F-U	09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09842	A-A1-B-B1-Z1	34050	A1-B-V
09622	A1-B-B1-C-F-U	09777	A-A1-B-B1-C-E1-N	09843	A-A1-B-B1-U-V-Z1	34051	A1-B-V-Z1
09623	A1-B-B1-C-F-U	09779	A-A1-B-B1-F-R-V	09844	A-A1-B-B1-U-V-Z1	34053	A1-B-V-Z1
09624	A1-B-B1-C-F-U	09780	A-A1-B-B1-F-R-V	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34055	A1-B-N-V-Z1
09625	A1-B-B1-C-F-U	09788	A-A1-B-B1-F-R-V	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34058	A1-B-B1-V-Z1
09626	A1-B-B1-C-F-U	09789	A-A1-B-B1-F-R-V	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34071	A1-B-I-M-N-V-Z
09627	A1-B-B1-C-F-U	09790	A-A1-B-B1-C1-F-R-V	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34076	A1-B-B1-F1-N-V-Z1
09628	A1-B-B1-C-F-F1-U-V	09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09865	A-A1-B-B1-V-Z1	34078	A1-B-B1-F1-N-V-Z1
09630	A1-B-B1-C-F-U-V	09793	A-A1-B-B1-F-R-V	09868	A-A1-B-B1-U-V-Z1	34079	A1-B-B1-F1-N-V-Z1
09631	A1-B-B1-C-F-U	09797	A1-B-B1-C-D-P-V	09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	34090	A1-B-V
09636	A1-B-B1-C-F-U	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R1-V-Z1	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	34091	A1-B-V
09642	A1-B-B1-N-U	09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34092	A1-B-V
09643	A1-B-B1-U	09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34093	A1-B-V
09644	A1-B-B1-U	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09892	A-A1-B-B1-F-N-R-R1-V-Z1	34095	A1-B-V
09645	A1-B-U	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34098	A1-B-V
09647	A1-B-B1-N-U					34099	A1-B-V
09648	A1-B-B1-N-U-V-Z1					96201	A-A1-B
09649	A1-B-B1-U					96202	A-A1-B1-U-V
09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1					96203	A-A1-B
09703	A1-B-B1-C-F1					96204	A-A1-B-B1
09704	A1-B-B1-C-D-V					96205	A-A1-B-B1-U
09705	A1-B-B1-U					96206	A-A1-B-B1-U
09706	A1-B-B1-C-U-V					96207	A-A1-B-B1-V
09707	A1-B-B1-C-N-U-V						
09708	A1-B-B1						
09709	A1-B-B1-F1						

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96208	A-A1-B-B1-U	96338	A1-B-B1-M-W	96517	A1-B-B1-F-U3-V	96614	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1
96212	A-A1-B-B1-U	96339	A1-B-B1-M-V-W	96518	A1-B-B1-V	96615	A1-B-V
96213	A-A1-B-B1-U	96343	A1-B-B1-M-W	96520	A1-B-F-U3-V	96616	A-A1-B-B1-V-Z1
96214	A-A1-B-B1-U	96347	A1-B-B1-F-F1-F2-M- W	96521	A1-B-F-N	96617	A1-B-V
96215	A-A1-B-B1-U-V	96348	A1-B-B1-F-F1-F2-M- W	96522	A1-B-F-N-U	96619	A1-B-V
96217	A-A1-B-B1-U-V	96349	A1-B-B1-F-F1-F2-M- W	96530	A-A1-B-B1-H-M-N-U- V	96620	A1-B-V
96218	A-A1-B-B1-U	96350	A1-B-B1-F-F1-F2-M- W	96531	A1-B-B1-H-M-U-V	96621	A1-B-V
96219	A-A1-B-B1-U-V	96351	A1-B-B1-F-F1-F2-M- W	96534	A-A1-B-F	96622	A1-B-V
96220	A-A1-B-B1-U-V	96362	A1-B-B1-F-F1-F2-M- W	96535	A-A1-B-B1-F-V	96623	A1-B-V
96221	A-A1-B-B1-U-V	96365	A1-B-B1-M-V-W	96536	A1-B-B1-V	96624	A1-B-V
96224	A-A1-B-B1-U	96367	A1-B-B1-L-M-W	96537	A1-B-B1-V	96628	A1-B-V
96251	A-A1-B-B1-U	96368	A1-B-B1-M-W	96538	A1-B-B1-V	96629	A1-B-V
96257	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2-M- W	96540	A1-B-B1-V	96634	A1-B-V
96258	A-A1-B-B1-U	96372	A1-B-B1-M-W	96541	A1-B-B1-V	96635	A1-B-V
96259	A-A1-B-B1-U	96373	A1-B-B1-M-W	96542	A1-B-B1-V	96643	A1-B-V
96260	A-A1-B-B1-U	96374	A1-B-B1-M-W	96543	A1-B-B1-P-V	96657	A1-B-V
96262	A-A1-B-B1-U	96375	A1-B-B1-M-W	96544	A1-B-F-U3-V	96660	A1-B-V
96264	A-A1-B-B1-U	96376	A1-B-B1-M-W	96546	A1-B-F-U3	96661	A1-B-V
96266	A-A1-B-B1-U	96377	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U	96662	A1-B-V
96267	A-A1-B-B1-U-V	96378	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U	96663	A1-B-V
96269	A-A1-B-B1-U	96379	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U	96664	A1-B-V
96271	A-A1-B-B1-U	96384	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U	96665	A1-B-V
96275	A-A1-B-B1-V	96386	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U- V	96666	A1-B-V
96276	A-A1-B-B1	96387	A1-B-B1-M-W	96554	A-A1-B-B1-H-M-U	96667	A1-B-V
96278	A-A1-B-B1-U	96388	A1-B-B1-M-W	96555	A1-B-B1-F-M-V	96668	A1-B-V
96283	A-A1-B-B1-U	96401	A1-B-B1-F-N-V-Z1	96557	A1-B-B1-F-M-V	96669	A1-B-V
96284	A-A1-B-B1-U-V	96424	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96595	A1-B-B1-V	96670	A1-B-V
96284	A-A1-B-B1-U-V	96425	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96598	A1-B-B1-V	96671	A1-B-V
96297	A-A1-B-B1-U	96426	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96599	A1-B-B1-V	96672	A1-B-V
96306	A1-B-B1-F-F1-F2-M- W	96427	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96601	A1-B-V	96673	A1-B-V
96309	A1-B-B1-M-V-W	96490	A1-B-B1-V	96602	A1-B-V	96674	A1-B-V
96310	A1-B-B1-M-W	96507	A-A1-B-F-V	96603	A1-B-V	96675	A1-B-V
96311	A1-B-B1-M-W	96511	A1-B-B1-I-N-V	96604	A1-B-V	96677	A1-B-V
96313	A1-B-B1-F-F1-F2-M- W	96515	A1-B-B1-F	96605	A1-B-O-V	96678	A1-B-V
96319	A1-B-B1-M-W			96606	A1-B-V	96679	A1-B-V
96321	A1-B-B1-F-F1-F2-M- W			96607	A1-B-V	96681	A1-B-V
96322	A1-B-B1-F-F1-F2-M- W			96608	A1-B-V	96682	A1-B-V
96323	A1-B-B1-M-V-W			96609	A1-B-V	96683	A1-B-V
96326	A1-B-B1-M-W			96610	A1-B-V	96684	A1-B-V
96328	A1-B-B1-M-W			96611	A1-B-V	96686	A1-B-V
96330	A1-B-B1-M-W			96612	A1-B-V	96687	A1-B-V
96336	A1-B-B1-M-V-W			96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96698	A1-B-V
96337	A1-B-B1-M-W						

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.

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released November 2, 2004, by the Federal Retirement Thrift Investment Board

ANNUAL RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S * Fund	Wilshire 4500 Stock Index	I * Fund	EAFE Stock Index
1994	7.22	-2.96	-2.92	1.33	1.32	—	-2.66	—	7.75
1995	7.03	18.31	18.47	37.41	37.58	—	33.48	—	11.27
1996	6.76	3.66	3.63	22.85	22.96	18.52	17.18	6.27	6.14
1997	6.77	9.60	9.65	33.17	33.36	26.61	25.69	1.46	1.55
1998	5.74	8.70	8.69	28.44	28.58	7.51	8.63	20.46	20.09
1999	5.99	-0.85	-0.82	20.95	21.04	32.70	35.49	26.81	26.72
2000	6.42	11.67	11.63	-9.14	-9.10	-8.76	-15.77	-14.11	-14.17
2001	5.39	8.61	8.44	-11.94	-11.89	-2.22*	-2.52*	-15.42*	-14.88*
2002	5.00	10.27	10.26	-22.05	-22.10	-18.14	-17.80	-15.98	-15.94
2003	4.11	4.11	4.10	28.54	28.69	42.92	43.84	37.94	38.59

*Rates of return for May (inception of S and I Funds) through December 2001.

2003 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Nov.	0.30	0.30	0.24	0.91	0.88	3.47	3.42	2.22	2.22
Dec.	0.49	1.01	1.02	5.24	5.24	2.04	2.08	7.68	7.81

2004 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Jan.	0.29	0.80	0.80	1.80	1.84	3.53	3.58	1.32	1.41
Feb.	0.39	1.09	1.08	1.35	1.39	1.78	1.75	2.22	2.31
March	0.29	0.69	0.75	-1.50	-1.51	0.38	0.42	0.60	0.56
April	0.29	-2.54	-2.60	-1.52	-1.57	-3.94	-4.02	-2.31	2.26
May	0.39	-0.50	-0.40	1.37	1.37	1.50	1.52	0.30	0.34
June	0.38	0.60	0.57	1.86	1.94	2.72	2.75	2.89	2.19
July	0.38	1.00	0.99	-3.24	-3.31	-5.52	-5.54	-3.76	-3.25
Aug.	0.38	1.88	1.91	0.34	0.40	0.00	0.01	1.00	0.44
Sept.	0.38	0.29	0.27	1.11	1.08	3.92	3.84	2.05	2.61
Oct.	0.38	0.87	0.84	1.52	1.53	1.85	1.85	3.94	3.41
LAST 12 MONTHS	4.43	5.58	5.53	9.39	9.42	11.84	11.72	19.20	18.84

Fund	Invested In	Index Tracked
G — Government Securities Investment Fund	Special issues of U.S. Treasury securities	N/A
F — Fixed Income Index Investment Fund	Barclays U.S. Debt Index Fund	Lehman Brothers U.S. Aggregate bond index
C — Common Stock Index Investment Fund	Barclays Equity Index Fund	S&P 500 stock index
S — Small Capitalization Stock Index Investment Fund	Barclays Extended Market Index Fund	Wilshire 4500 stock index
I — International Stock Index Investment Fund	Barclays EAFE Index Fund	Europe, Australasia, and Far East stock index

Future performance of the funds will vary and may be significantly different from the returns shown above. See the *Summary of the Thrift Savings Plan* for detailed information about the funds and their investment risks. The monthly returns of the TSP Funds represent net earnings for the month after deduction of accrued administrative

expenses and, except for the G Fund, after deduction of trading costs and accrued investment management fees as well. The returns for the four indexes shown do not include any of these deductions.

* Implemented May 2001.

Please post on bulletin boards. Discard/recycle all previous notices.



**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
- Telephone Job Bidding
- Computerized Job Bidding

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

Tim Doulette
Sales, Services and Distribution Associate




PostalEASE

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FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

To get your USPS Personal Identification Number (PIN):

- Dial 1-877-4PS-EASE (1-877-477-3273).
- Press 1 for **PostalEASE**.
- When prompted, enter your eight-digit Employee ID.*
- Don't know your Employee ID?
It's printed at the top of your earnings statement.
- When prompted for your PIN,
pause, then press 2.
- Your USPS PIN will be mailed to
your address of record the next
business day.

Don't wait. Call today.

* Beginning Sept. 29, 2004, you must use your Employee ID to access PostalEASE, not your Social Security number (SSN). This helps to safeguard your SSN.



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**The Postal Service brand is
a customer's perception.**



Flexible Spending Accounts (FSA) Open Season

FSA Policy Changes

See all changes described on page 12 of the FSA employee brochure, FSA BK1, *Flexible Spending Accounts*, November 2004.

Enrollment

Career employees must use the *PostalEASE* enrollment system to enroll in FSAs for 2005 during the FSA open season:

- Call toll free: 877-4PS-EASE (877-477-3273) or
- Go to <http://blue.usps.gov>, click on *Employee Self-Service*, then *PostalEASE* or
- Use an Employee Self-Service kiosk (available in some facilities)

Should you have any trouble using *PostalEASE*, or if you are unable to use the telephone because you are deaf or hard of hearing, or you cannot use the telephone, Intranet, or an Employee Self-Service kiosk for a medical reason, you may contact your local personnel office for assistance.

USPS® Personal Identification Number (PIN)

To use *PostalEASE*, enter your Employee ID and USPS PIN. If you don't know your USPS PIN, call *PostalEASE* and, when prompted to enter your PIN, simply pause. The system provides an option to have your USPS PIN mailed to your address of record the next business day. Or you may request a USPS PIN via the Intranet or an Employee Self-Service kiosk — just follow the instructions.

When

November 8 through 5:00 P.M. Central Time on December 31, 2004.

Eligibility

Career employees only — noncareer employees are not eligible.

Plan Information

Leaflet and brochure with *PostalEASE* FSA worksheet included mailed to all career employees. If material is not received by November 29, 2004, contact local personnel office.

Effective Date

FSA open season enrollments become effective January 1, 2005.

Questions

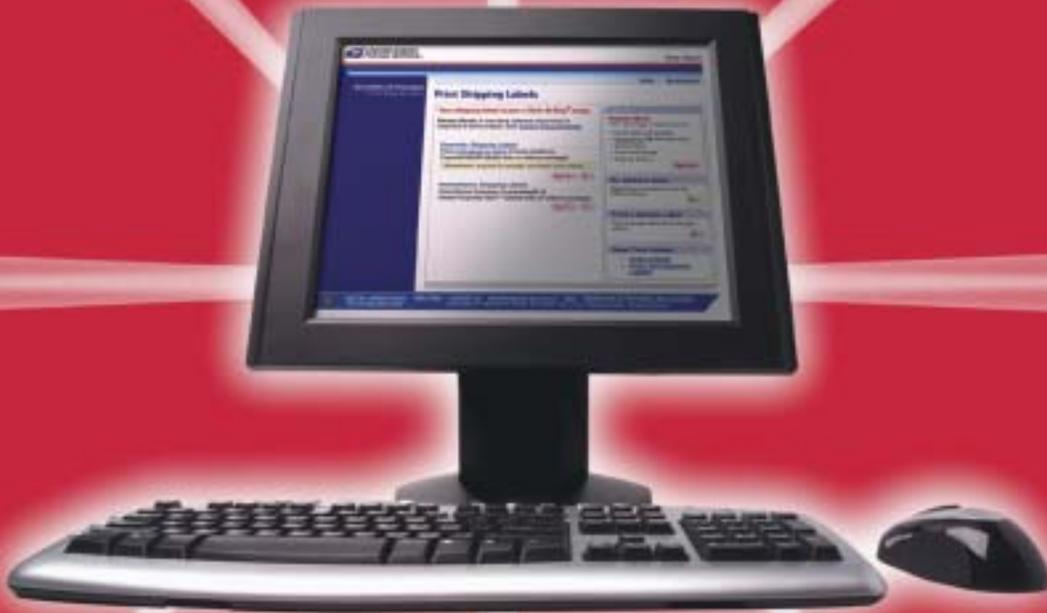
Hotline for FSA questions: 800-842-2026.

TTY line for employees who are deaf or hard of hearing: 866-206-7810 or 866-649-4869. Advance call to hotline encouraged.

Please Post on All Bulletin Boards Through December 31, 2004.

(See article on page 58.)

IT'S EASY TO SHIP FROM HO, HO, HOME.



Pay for postage and request a carrier pickup at
usps.com/clicknship



usps.com



Employees (Continued)

PS Form 1314-A, Jun 2000

Rogers A **XX-XXXX** **XXX-XX-XXXX** **990** **J029** **P 0427**

WK	Actual Weekly Hours		YTD Hours		Equipment Allowance		Leave - Whole Hours				No Service					Short Term Work Hours	
	Hours	100s	Hours	100s	Hours	Miles	Annual	Sick	Other	CSP	Sun	Mon	Tue	Wed	Thu		Fri
1	Hours	100s	Hours	100s	04	2	036										
2	Hours	100s	Hours	100s	06	3	054										

DATE	Name of Regular Carrier	Social Security Number	Week 1 Information					Week 2 Information				
			Actual Weekly Hours	Hours	T	Miles	ET	Actual Weekly Hours	Hours	T	Miles	ET
			Hours	100s				Hours	100s			
			Hours	100s				Hours	100s			
			Hours	100s				Hours	100s			
			Hours	100s				Hours	100s			
			Hours	100s				Hours	100s			
			Hours	100s				Hours	100s			
			Hours	100s				Hours	100s			

This certifies that the above carrier rendered service in compliance with Postal regulations.

Postmaster's Signature: *J Jones* Date: **12/24/04** Carrier's Initials: **AR**

AUXILIARY RURAL CARRIER TIME CERTIFICATE

Exhibit 10. NONRURAL EMPLOYEE PROVIDES CHRISTMAS ASSISTANCE ON RURAL ROUTE (EMA ONLY)

1. Clerk works as a Christmas auxiliary assistant on Route J029 and provides her or his own vehicle.
2. Complete PS Form 1314-A, using Des Code 99 and the route number of the regular route. (Use A998 if assistance is provided on an auxiliary route.)
3. Enter the hours, trips, and miles in the Equipment Allowance blocks.
4. Do not enter any Actual Weekly Work Hours or Xmas Assist Work Hours. Work hours for nonrural employees are paid using their regular timekeeping system (e.g., manual timecards, TACS).
5. If Christmas assistance is provided on more than one regular route, complete a separate PS Form 1314-A for each employee and for each route on which they provide Christmas assistance.
6. If Christmas assistance is provided on more than one auxiliary route, combine the EMA data and enter the totals on one PS Form 1314-A using route number A998.

U.S. Postal Service
PS Form 1314-A, Jan 2000
AUXILIARY RURAL CARRIER TIME CERTIFICATE

Name of Assigned Carrier: GREENE G S
 Postal Number: XX-XXXX
 Social Security Number: E XXX-XX-XXXX
 (DACA): 790
 Route No: A005
 PCRA: P
 Year: 04
 Day: 27

Week	Actual Weekly Hours	Work Days	Equipment Allowance				Private Vehicle				Other				Total	Other Assist. Work Hours
			Hours	MI	Miles	OT	Actual	MI	Other	DDP	MI	Other	DDP			
1	24.50		08	6	100											
2	12.98		06	4	080			04								01.50

Carrier	Name of Relief Carrier	Social Security Number	Week 1 Information				Week 2 Information			
			Actual Weekly Hours	Hours	MI	OT	Actual Weekly Hours	Hours	MI	OT
760	Chang L	XXX-00-11XX					09.50	03	2	040

This certifies that the above carrier rendered service in compliance with Postal regulations.
 Postmaster's Signature: [Signature]
 Date: 12-24-04
 Carrier's Initial: [Initials]

Exhibit 11. DESIGNATION 79 PROVIDES CHRISTMAS ASSISTANCE ON ASSIGNED AUXILLIARY ROUTE

1. Des 79 assigned to route A005 carried a regular route on Saturday, Week 2 and another replacement carrier worked on Saturday. Enter an N in the DACA block.
2. Des 79 provided 1.5 hours Christmas assistance on route A005 on Saturday, Week 2.
3. Des 79 took 4 hours of annual leave on Monday, Week 2.
4. Enter hours worked (1.5) in the Xmas Assist Work Hours block. Do not include in Actual Weekly Work Hours.
5. Enter the replacement carrier that carried route A005 on Saturday and Monday on the bottom of PS Form 1314-A.

— Payroll Accounting, Finance, 11-11-04

Flexible Spending Accounts Open Season

The 2004 open season for the Flexible Spending Account (FSA) program for career employees is scheduled for November 8 through December 31, 2004, 5:00 P.M. Central Time (CT). Enrollments made during this open season are effective January 1, 2005, for the 2005 plan year (January 1 through December 31, 2005). (Enrollment ends sooner for participants who separate or have extended leave without pay.)

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

The booklet FSA BK1, *Flexible Spending Accounts* (November 2004), provides a good overview of FSAs. The following information should assist local personnel offices in conducting this open season.

Use PostalEASE to Enroll

To enroll in FSA during open season, employees have two options: (1) the *PostalEASE* telephone system or (2) the *PostalEASE* employee Web site.

To enroll by telephone: Call the *PostalEASE* toll-free number at 877-4PS-EASE (877-477-3273).

To enroll via the Intranet: Go to <http://blue.usps.gov>, click on *Employee Self-Service*, and then on *PostalEASE*. Or use an Employee Self-Service kiosk (available in some facilities).

Publicity

To publicize FSA open season, all offices must post the open season notice provided on page 55 on bulletin boards through December 31, 2004.

Direct Mailings to Employees

Headquarters (HQ) Compensation is coordinating FSA open season mailings to career employees at their mailing addresses of record. Employees receive a leaflet, postcards, and an enrollment kit comprising an FSA brochure, a *PostalEASE* FSA worksheet, and a withdrawal request form.

Undeliverable mailed kits are returned to the employing office of record. When an office receives a returned kit, the office should encourage the employee to update his or her address. An employee with access to Employee Change of Address on the Intranet (from the blue page) or to an Employee Self-Service kiosk (available in some facilities) should use these entry methods. Any other employee should submit an updated PS Form 1216, *Employee's Current Mailing Address*.

Order PS Form 1216 from the Material Distribution Center (MDC) by using 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 1216:

PSIN: PS 1216

PSN: 7530-02-000-7354

Unit of Measure: SE

Quick Pick Number: 118

Bulk Pack Quantity: 4,000

Minimum Order Quantity: 1

Price: \$0.0147

Edition Date: 06/93

Eligibility

Participation in the FSA program is limited to career employees. To enroll, a career employee must have completed at least 26 full pay periods of postal career service during the current appointment by the end of pay period (PP) 27-2004 (December 24, 2004). A career employee who is in a leave without pay (LWOP) status that has lasted for more than eight consecutive full pay periods as of December 24, 2004, is not eligible to participate in the FSA program. However, an employee who is returning from unformed military service may enroll, even if he or she has exceeded the eight pay periods of LWOP.

Election Opportunities

Health Care FSA and Dependent Care FSA

Eligible career employees may elect to participate in one, or both, of two FSAs — the Health Care FSA and the

Dependent Care FSA. Each FSA covers eligible expenses for services that are received during the employee's period of participation during 2005 plan year (for most employees this will be January 1 through December 31, 2005). Employees who elect to participate must enroll via *PostalEASE* no later than 5:00 P.M. CT on December 31, 2004. The brochure FSA BK1, *Flexible Spending Accounts*, that employees receive in the mail describes eligible and ineligible expenses and guidelines for estimating 2005 expenses.

FSA Open Season Contribution Levels

For the 2005 plan year, eligible career employees may elect to contribute up to \$5,000 to the Health Care FSA. Eligible career employees may also elect to contribute up to \$5,000 to the Dependent Care FSA. Contributions are withheld in equal amounts through payroll deductions covering 26 pay periods (PP 01-2005 through PP 26-2005). The minimum annual contribution employees may make to either FSA is \$130 (\$5 per pay period).

Election Changes and Enrollment Processing

Participants may neither cancel enrollments nor change contribution levels during the plan year except following qualified life status changes, as explained in the brochure FSA BK1, *Flexible Spending Accounts*.

Open Season Materials

Direct Mailings to Career Employees

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

- Publicity postcards:
 - A postcard with instructions on how to obtain a USPS® Personal Identification Number (PIN).
 - Postcards on other topics such as using FSAs to cover over-the-counter medications and other eligible expenses.
 - A postcard with a reminder of the closing date.
- FSA LF1, *Flexible Spending Accounts Overview and Tax Savings Estimator* (October 2004). This leaflet provides an overview of the advantages of the FSA program.
- An enrollment kit that includes the following items:
 - FSA BK1, *Flexible Spending Accounts* (November 2004), a brochure explaining plan policies and provisions.
 - The FSA *PostalEASE* worksheet.
 - FSA1, *Flexible Spending Accounts (FSA) Withdrawal Request* (November 2004). This form is used to request to withdraw funds from an FSA for

payment of eligible expenses for services received during the period of participation.

Additional Supplies of Materials

During November, HQ Compensation coordinates the distribution of extra supplies of the leaflet, enrollment kit, and copies of the worksheet and withdrawal request form to Human Resources at district offices, area offices, processing and distribution centers, bulk mail centers, airport mail centers, remote encoding centers, the Office of Inspector General, Inspection Service divisions, Headquarters, and selected Headquarters field units.

Additional copies of the following FSA items will be available from the MDC but *not* until the distribution of extra supplies has been completed. The relevant ordering information follows.

Flexible Spending Accounts Overview and Tax Savings Estimator

PSIN: FSA LF1

PSN: 7610-04-000-5138

Unit of Measure: EA

Quick Pick Number: N/A

Bulk Pack Quantity: 2,100

Minimum Order Quantity: 1

Price: No cost

Edition Date: 10/04

Flexible Spending Accounts

PSIN: FSA BK1

PSN: 7530-02-000-9910

Unit of Measure: EA

Quick Pick Number: N/A

Bulk Pack Quantity: 250

Minimum Order Quantity: 1

Price: No cost

Edition Date: 11/04

Flexible Spending Accounts (FSA) Withdrawal Request

PSIN: FSA1

PSN: 7530-02-000-9911

Unit of Measure: EA

Quick Pick Number: N/A

Bulk Pack Quantity: 2,000

Minimum Order Quantity: 1

Price: No cost

Edition Date: 11/04

Responsibilities of Personnel Offices

Personnel offices are responsible for the following tasks:

- Respond to employee inquiries about eligibility.
- Determine the participant's eligibility to enroll or to change contribution levels during the plan year based on the participant's qualified life status changes.

Personnel offices are reminded of the following points:

- Refer to *PostalEASE* Update 2001-03 (June 4, 2001) for instructions on processing FSA elections in cases of belated election or administrative error. These instructions are found at <http://blue.usps.gov/hrisp/hrisp/updates/postalease/2001/>.
- Employees should include health care expenses for dependents in the Health Care FSA contribution amount and not in the Dependent Care FSA.
- The Internal Revenue Service (IRS) annual limits on the Dependent Care FSA contribution are \$5,000 for a family and \$2,500 for a married employee filing a separate return. These limits are explained fully in the FSA BK1, *Flexible Spending Accounts*.
- Personnel offices do not process Form FSA1, *Flexible Spending Accounts (FSA) Withdrawal Request*. Participants are responsible for mailing or faxing Form FSA1 directly to the FSA Customer Service Center in El Paso, Texas, as explained on Form FSA 1.
- Personnel offices must not provide tax advice. Offices must refer employees with tax questions to their tax advisors or to the IRS toll-free information line at 800-TAX-1040 (800-829-1040). In addition, a section of the FSA BK1, *Flexible Spending Accounts*, presents certain tax information related to FSAs.
- Refer employees with questions about the FSA program to the FSA toll-free hotline given below.

FSA Customer Service Center Toll-Free Hotline

For inquiries about FSAs, employees should call the FSA Customer Service Center's toll-free hotline at 800-842-2026. Following enrollment, participants may use the hotline to:

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

The FSA Customer Service Center also provides a tele-type (TTY) line at 866-206-7810 and 866-649-4869. The Center encourages employees who want to use the TTY

line to have a colleague place an advance call to the toll-free hotline.

— Compensation,
Employee Resource Management, 11-11-04

Finance

HANDBOOKS F-15 AND F-12 REVISION/CORRECTION

Fiscal Year 2005 Travel Per Diem Rates

This article corrects the article “Handbook Revisions: Travel Per Diem Rates — Handbooks F-15 and F-12” published in *Postal Bulletin* 22138 (9-30-04, pages 28–39).

We will incorporate these revisions into the next printed edition of Handbook F-15 and into the next update of the online version 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*.
- Then click on *HBKs*.

Handbook F-15, *Travel and Relocation*

* * * * *

Part 4 Appendices

Appendix A Rates

* * * * *

A-2 Travel Per Diem Rates

* * * * *

A-2.4 High Cost Localities

* * * * *

State and Key City ¹	County and/or Other Defined Location ^{2,3}	Rate (\$)
* * *	* * *	*
California		
* * *	* * *	*
<i>[Insert Santa Rosa to read as follows:]</i>		
Santa Rosa	Sonoma	47
* * *	* * *	*

State and Key City ¹	County and/or Other Defined Location ^{2,3}	Rate (\$)
Colorado		
* * *	* * *	*
<i>[Revise the Denver entry to read as follows:]</i>		
Denver	Denver, Adams, Arapahoe, and Lakewood, that portion of Westminster located in Jefferson County, and Lone Tree in Douglas County.	47
* * *	* * *	*
<i>[Delete the Lakewood entry.]</i>		
* * *	* * *	*
Louisiana		
* * *	* * *	*
<i>[Revise the Baton Rouge and New Orleans entries to read as follows:]</i>		
Baton Rouge	East Baton Rouge Parish	43
* * *	* * *	*
New Orleans	Orleans, Plaquemine, Jefferson, and St. Bernard Parishes	47
* * *	* * *	*
Massachusetts		
* * *	* * *	*
<i>[Revise the Lowell/Chelmsford/Tewksbury entry to read as follows:]</i>		
Lowell/Chelmsford/Tewksbury	Burlington/Woburn	39
* * *	* * *	*
New York		
* * *	* * *	*
<i>[Delete the Bronx/Brooklyn/Queens/Staten Island entry.]</i>		

State and Key City ¹	County and/or Other Defined Location ^{2,3}	Rate (\$)
* * *	* *	*
<i>[Revise the Manhattan entry to read as follows:]</i>		
Manhattan	The boroughs of Manhattan, The Bronx, Brooklyn, Queens, Staten Island, and Richmond	51
* * *	* *	*
Texas		
* * *	* *	*
<i>[Revise the Arlington/Fort Worth entry to read as follows:]</i>		
Arlington/Fort Worth	Tarrant	43
* * *	* *	*

Handbook F-12, Relocation Policy

* * *	* *	*
B	Reimbursement Rates	*
		*
I	Mileage Rates	*
		*
C	High cost localities	*
		*

State and Key City ¹	County and/or Other Defined Location ^{2,3}	Rate (\$)
* * *	* *	*
California		
* * *	* *	*
<i>[Insert Santa Rosa to read as follows:]</i>		
Santa Rosa	Sonoma	47
* * *	* *	*
Colorado		
* * *	* *	*
<i>[Revise the Denver entry to read as follows:]</i>		
Denver	Denver, Adams, Arapahoe, and Lakewood, that portion of Westminster located in Jefferson County, and Lone Tree in Douglas County.	47
* * *	* *	*
<i>[Delete the Lakewood entry.]</i>		
* * *	* *	*

State and Key City ¹	County and/or Other Defined Location ^{2,3}	Rate (\$)
* * *	* *	*
Louisiana		
* * *	* *	*
<i>[Revise the Baton Rouge and New Orleans entries to read as follows:]</i>		
Baton Rouge	East Baton Rouge Parish	43
* * *	* *	*
New Orleans	Orleans, Plaquemine, Jefferson, and St. Bernard Parishes	47
* * *	* *	*
Massachusetts		
* * *	* *	*
<i>[Revise the Lowell/Chelmsford/Tewksbury entry to read as follows:]</i>		
Lowell/Chelmsford/Tewksbury	Burlington/Woburn	39
* * *	* *	*
New York		
* * *	* *	*
<i>[Delete the Bronx/Brooklyn/Queens/Staten Island entry.]</i>		
* * *	* *	*
<i>[Revise the Manhattan entry to read as follows:]</i>		
Manhattan	The boroughs of Manhattan, The Bronx, Brooklyn, Queens, Staten Island, and Richmond	51
* * *	* *	*
Texas		
* * *	* *	*
<i>[Revise the Arlington/Fort Worth entry to read as follows:]</i>		
Arlington/Fort Worth	Tarrant	43
* * *	* *	*

— National Accounting, Finance, 11-11-04

*REMINDER***Federal Taxation Percentages for Supplemental Wages**

The percentage used to tax supplemental wages is different from the normal taxation percentage(s). As information, supplemental wages include, but are not limited to: prizes, awards, back-pay awards, severance pay, and reimbursements for moving expenses. Until further notice, all supplemental wages up to and including \$1 million will continue to be taxed at the current 25 percent rate.

However, a recent change to federal taxation laws has provided for establishment of a two-tiered taxation rate for

higher-end supplemental wages. Effective for payments received after December 31, 2004, once the total of monies paid to an employee as supplemental wages exceeds \$1 million, the amount above the \$1 million will be subject to withholding at the highest income tax rate of 35 percent.

— *Payroll Accounting,
Finance, 11-11-04*

ROBERT L. OTTO
VICE PRESIDENT
CHIEF TECHNOLOGY OFFICER



October 25, 2004

ALL EMPLOYEES

SUBJECT: Computer Security Day

Over the past few weeks, we have all become more sensitive than ever to the critical issue of security. From the routine activities we engage in every day, to the movement of mail throughout our system, we are acutely aware of the need for increased awareness and attention in all of our surroundings.

We are working hard to protect the safety and security of our employees, our customers, and the nation's mail. Heightened procedures, including the formation of a new, cross-functional task force on mail security and hazardous materials will go a long way toward helping us maintain the nation's confidence in the mail.

Our focus must also include information security. The Postal Service, like many private and government institutions, will observe annual *Computer Security Day* on November 18, 2004. This *Computer Security Day*, Information Technology will provide information in several forms to observe this Day — broadcasts on USPS-TV, awareness brochures, and articles in our national publications. You can also get additional information at <http://blue.usps.gov/security>.

I encourage you to look closely at your practices in handling information in your daily work routines. Please become more familiar with the policies that guide authorized uses of computers and information, and pursue improvements in behavior and business processes that contribute to stronger information security. Even the greatest computer technology can be undermined by human behavior, whether intentional or accidental. A security-aware workforce is our best first line of defense against most threats — either internal or external. Threats to our information come in a greater variety and appear faster than ever before. Your eyes and ears assist us to respond quickly to incidents before harm spreads across our network.

Information security is everyone's business. Thank you for your continued vigilance in securing Postal Service information assets.

A handwritten signature in cursive script that reads "Robert L. Otto".

Robert L. Otto

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-1500
202-268-6900
FAX: 202-268-4492
rotto@email.usps.com
www.usps.com



Value

Knowledge

Use. Don't Abuse.



Remember—

your e-mail and Internet access are for work.

- Keep away from prohibited web sites.
- Don't send or receive restricted material.
- Avoid more than occasional personal use.
- Follow policy — computer use may be monitored.

Confidence

PRIVACY

Deterrence

Protection

SOLUTIONS



Value

Knowledge

Worms, Viruses & Bugs



PRIVACY

Deterrence

Oh No!

Stop worms and viruses before they get to your computer — and the Postal Service.

- Delete (never open!) suspicious e-mails.
- Keep your e-mail address off of public mailing lists to help avoid SPAM.
- Avoid commercial Web-based e-mail services.
- Never install unauthorized software.

Confidence

Protection

SOLUTIONS

International Mail

ICM UPDATES

International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 4 ICM updates appear here.

On October 15, 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:** October 29, 2004, through October 28, 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.

On October 20, 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:** November 3, 2004, through November 2, 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.

- 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 twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

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

On October 25, 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:** November 8, 2004, through November 7, 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.

On October 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:** November 9, 2004, through November 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.
- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.

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

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

— Pricing Strategy,
Pricing and Classification, 11-11-04

IMM REVISION

Discontinuance of Volume Discount Availability for IPA and ISAL Mailers

Effective November 3, 2004, *International Mail Manual* (IMM) 292.212, 292.213, and 293.75 are deleted to reflect the discontinuation of discounted postage rates for mailers who spent \$2 million or more combined on International Priority Airmail (IPA) and International Surface Air Lift (ISAL) in the preceding Postal Service™ fiscal year.

The Postal Service has discontinued these discounts due to recent reviews of costs for providing these services. These cost reviews identified increases in transportation, terminal dues, and other costs that have all risen while published rates for IPA and ISAL have remained static since 2001. When costs rise above the rate we are charging, we are obliged to adjust prices and discounts (in this case for IPA and ISAL) so they are not subsidized by other domestic or international product offerings. These changes do not affect the standards for existing or prospective customers who use IPA or ISAL mail and participate or would like to participate in the International Customized Mail (ICM) service agreement program as defined in IMM 297.

We will incorporate these revisions into the printed version of IMM 31 and also into the online version of the IMM, which can be accessed via Postal Explorer® at <http://pe.usps.gov>.

International Mail Manual (IMM)

	*	*	*	*	*
2	Conditions for Mailing				
	*	*	*	*	*

290 Commercial Services
* * * * *

292 International Priority Airmail Service
* * * * *

292.2 Postage

292.21 Rates
* * * * *

[Delete 292.212 and 292.213; renumber existing 292.214 through 292.217 as new 292.212 through 292.215, respectively.]

* * * * *

293 International Surface Air Lift (ISAL) Service

* * * * *

293.7 Postage

* * * * *

[Delete 293.75; renumber existing 293.76 through 293.763 as new 293.75 through 293.753, respectively.]

* * * * *

— Mailing Standards,
Pricing and Classification, 11-11-04

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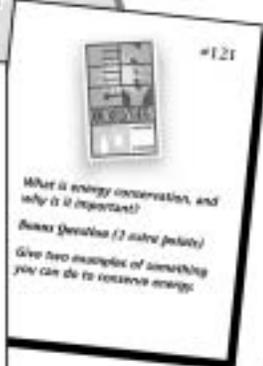
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Philately

Pictorial Cancellations Announcement

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

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

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for cancellation may not include

postage issued after the date of the requested cancellation. Such items will be returned unserviced.

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 cancellations have been extended for 30 days.



October 9, 2004
The Catalina Council "Show Down"
 OLD TUCSON STATION
 POSTMASTER
 PO BOX 9998
 TUCSON AZ 85735-9998



October 9, 2004
John Wayne Birthplace
 JOHN WAYNE BIRTHPLACE STATION
 POSTMASTER
 PO BOX 9998
 WINTERSSET IA 50273-9998



October 9, 2004
CUPEX Station
 CUPEX STATION
 POSTMASTER
 2001 N MATTIS AVE
 CHAMPAIGN IL 61821-9998



October 14–17, 2004
ASDA/USPS/APS
 ASDA STATION
 POSTMASTER
 SPECIAL EVENTS UNIT
 421 8TH AVE RM 2029B
 NEW YORK NY 10199-9998

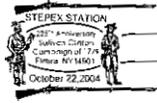


October 17, 2004
Belle of Louisville
 BELLE OF LOUISVILLE STATION
 SPECIAL CANCELLATION
 PO BOX 31903
 LOUISVILLE KY 40231-9903



October 21, 2004
The Safe Place
 THE SAFE PLACE STATION
 POSTMASTER
 PO BOX 9998
 MORRILTON AR 72110-9998

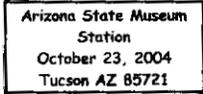
The following cancellations have been extended for 30 days.



October 22-23, 2004
 Elmira Stamp Club
 STEPEX STATION
 POSTMASTER
 1580 SULLIVAN ST
 ELMIRA NY 14901-9998



November 10, 2004
 North Central Kansas Vietnam Veterans
 VETERANS DAY MEMORIAL STATION
 POSTMASTER
 PO BOX 9998
 JAMESTOWN KS 66948-9998



October 23, 2004
 Arizona State Museum
 ARIZONA STATE STATION
 POSTMASTER
 PO BOX 9998
 TUCSON AZ 85721-9998



November 20, 2004
 Chetopa Community Task Force
 PECAN FEST STATION
 POSTMASTER
 PO BOX 9998
 CHETOPA KS 67336-9998



October 25, 2004
 MADISON STATION
 POSTMASTER
 PO BOX 9998
 MADISON WI 53714-9998

The following cancellation has been extended for 60 days.

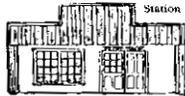


September 4, 2004
 ONEIDA 1164-2004
 SUNDAY
 SEPTEMBER 4, 2004
 ONEIDA, IL 61467
 ONEIDA SESQUICENTENNIAL
 STATION
 PO BOX 9998
 ONEIDA, IL 61467-9998

September 4, 2004
 Oneida Sesquicentennial Committee
 ONEIDA SESQUICENTENNIAL STATION
 POSTMASTER
 126 E HOLMES ST
 PO BOX 9998
 ONEIDA IL 61467-9998

The following cancellation had an incorrect ZIP Code in *Postal Bulletin* 22140. The correct ZIP Code appears here.

Fall Country Jamboree
 Station



Pioneer Settlement for the Creative Arts
 Barberville, FL 32105 November 6, 2004

November 6-7, 2004
 Pioneer Settlement For The Creative Arts
 FALL COUNTRY JAMBOREE STATION
 POSTMASTER
 1680 RAILROAD AVE
 BARBERVILLE FL 32105-9998

November 10, 2004



Honoring Veterans Sta
November 10, 2004
Austin MN 55912

Postal Service
HONORING VETERANS STATION
POSTMASTER
PO BOX 9998
AUSTIN MN 55912-9998

Postal Service
HONORING VETERANS STATION
POSTMASTER
PO BOX 9998
LACROSSE WI 54601-9998

Postal Service
HONORING VETERANS STATION
POSTMASTER
PO BOX 9998
ROCHESTER MN 55901-9998

Postal Service
HONORING VETERANS STATION
POSTMASTER
PO BOX 9998
SPARTA WI 54656-9998

Postal Service
HONORING VETERANS STATION
POSTMASTER
PO BOX 9998
WINONA MN 55987-9998

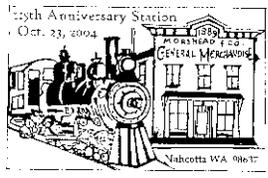
November 18, 2004



Clinton Presidential Center Foundation
BIRTHPLACE STATION
POSTMASTER
121 S LAUREL ST
HOPE AR 71801-9998

Clinton Presidential Center Foundation
BOYHOOD HOME STATION
POSTMASTER
335 SECTION LINE RD
HOT SPRINGS AR 71913-9998

Clinton Presidential Center Foundation
LIBRARY STATION
POSTMASTER
600 E CAPITOL AVE
LITTLE ROCK AR 72202-2422



October 23, 2004

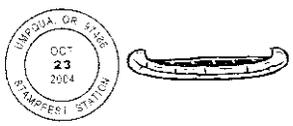
Postal Service
115TH ANNIVERSARY STATION
POSTMASTER
26910 SANDRIDGE RD
NAHCOTTA WA 98637-9998

Honoring Veterans Sta
November 4, 2004
St. Paul, MN 55101



November 4, 2004

U.S. Army and Postal Service
HONORING VETERANS STATION
POSTMASTER PIONEER STATION
141 4TH ST E
ST PAUL MN 55101-9998



October 23-24, 2004

Umpqua Valley Stamp Club
UMPQUA STAMPFEST STATION
POSTMASTER/PHILATELIC SERVICES
6451 FORT MCKAY RD
UMPQUA OR 97486-9706

Sickle Cell Disease Awareness Station
2nd Day Cancellation
November 4, 2004
Fort Worth, TX 76107
Break The Sickle Cycle - Test Early!



November 4, 2004

University of North Texas Health Science Center
SICKLE CELL DISEASE AWARENESS STATION
POSTMASTER
251 W LANCASTER AVE
FORT WORTH TX 76102-9998



October 24, 2004

City Point Central Railroad
BELFAST AND BURNHAM RPO STATION
POSTMASTER
1 FRANKLIN ST
BELFAST ME 04915-9998

100 Years of Compassion in Action
1904 - 2004
Coshocton, Ohio, 43812
November 5, 2004
Salvation Army Anniversary Station



November 5, 2004

Coshocton Salvation Army
SALVATION ARMY ANNIVERSARY STATION
POSTMASTER
516 CHESTNUT ST
COSHOCTON OH 43812-9998



GWINNETT COUNTY PUBLIC LIBRARY
SUWANEE BRANCH DEDICATION STATION
OCTOBER 30, 2004
SUWANEE GA 30024

October 30, 2004

Gwinnett County Public Library
SUWANEE BRANCH DEDICATION STATION
POSTMASTER
990 PEACHTREE INDUSTRIAL BLVD
SUWANEE GA 30024-9998

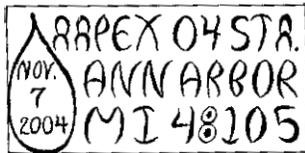
OKLAHOMA CITY, OK
NOV 5 2004
73116



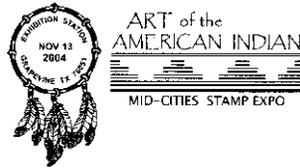
CLOUDSCAPES
OKPEX 2004 STATION

November 5-6, 2004

OKPEX 2004 Club
OKPEX 2004 STATION
POSTMASTER
320 SW 5TH ST
OKLAHOMA CITY OK 73125-9998



November 6-7, 2004
AAPEX
 AAPEX 04 STATION
 POSTMASTER
 2075 WT STADIUM BLVD
 ANN ARBOR MI 48106-9998



November 13-14, 2004
Art of the American Indian
 Mid-Cities Stamp EXPO
 EXHIBITION STATION
 POSTMASTER
 1251 WILLIAM D TATE AVE
 GRAPEVINE TX 76051-9998



Honoring Veterans
 Station
 November 10, 2004
 Detroit, MI 48226

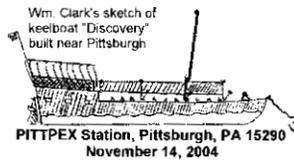
November 10, 2004
Detroit Veterans Parade
 HONORING VETERANS
 STATION
 POSTMASTER
 1401 W FORT ST RM 902
 DETROIT MI 48233-9998



November 13-14, 2004
POWPEX STATION
 POSTMASTER
 PO BOX 9998
 SAN DIEGO CA 92111-9998



November 11, 2004
Three Rivers Council
 Boy Scouts of America
RONNE ANTARCTIC
 EXPEDITION REUNION
 STATION
 POSTMASTER
 5815 WALDEN RD
 BEAUMONT TX 77707-9998



November 13-14, 2004
The Philatelic Society of Pittsburgh
PITTPEX STATION
 PHILATELIC CLERK
 700 GRANT ST
 PITTSBURGH PA 15219-9998



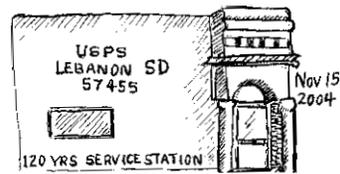
November 12-14, 2004
Tidewater Stamp Club
WATERFOWL FESTIVAL
 STATION
 POSTMASTER
 116 E DOVER ST
 EASTON MD 21601-9998



November 14, 2004
Postal Service
50TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 ISLAND PARK NY 11558-9998



November 13, 2004
Colorado City Chamber of Commerce
COLORADO CITY RAILHEAD
 STATION
 POSTMASTER
 116 W 3RD ST
 COLORADO CITY TX 79512-9998



November 15, 2004
Postal Service
120 YEARS SERVICE
 STATION
 POSTMASTER
 PO BOX 9998
 LEBANON SD 57455-9998



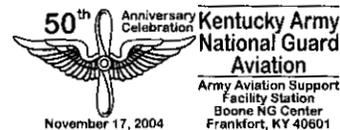
November 13, 2004
GILBERT DAYS STATION
 POSTMASTER
 PO BOX 9998
 GILBERT AZ 85234-9998



November 15, 2004
U.S. Army
Fort Lewis WA
ART OF THE AMERICAN
INDIAN STATION
 POSTMASTER
 4001 S PINE ST
 TACOMA WA 98413-9996



November 13-14, 2004
STAR OF INDIA SAILING SHIP
 STATION
 POSTMASTER
 PO BOX 9998
 SAN DIEGO CA 92101-9998



November 17, 2004
Kentucky Military History
Museum
ARMY AVIATION SUPPORT
FACILITY STATION
 POSTMASTER
 PO BOX 9998
 FRANKFORT KY 40601-9998



Mobile International Festival Station
Mobile, Alabama 36601
Thursday, November 18, 2004

November 18–20, 2004

Mobile International Festival
MOBILE INTERNATIONAL
FESTIVAL STATION
POSTMASTER
250 SAINT JOSEPH ST
MOBILE AL 36601-9998



125th Year Anniversary Celebration

Stuart's Opera House Station
34 Public Square
Nelsonville OH 45764

November 20, 2004

November 20, 2004

Stuart's Opera House
STUARTS OPERA HOUSE
STATION
POSTMASTER
PO BOX 9998
NELSONVILLE OH
45764-9998



November 19, 2004

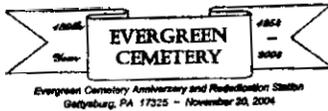
Alaska Bald Eagle Festival
HAINES STATION
POSTMASTER
PO BOX 9998
HAINES AK 99827-9998



GREEN HOLIDAY FESTIVAL
NOVEMBER 20, 2004
GREEN HORNET STATION
POSTMASTER
110 NIXON STREET
GREEN, KS 67447-0000

November 20, 2004

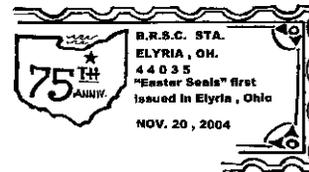
Green Holiday Festival
Committee
GREEN HORNET STATION
POSTMASTER
PO BOX 9998
GREEN KS 67447-9998



Evergreen Cemetery Anniversary and Rededication Station
Gettysburg, PA 17325 - November 20, 2004

November 20, 2004

Evergreen Cemetery Committee
EVERGREEN CEMETERY
ANNIVERSARY AND
REDEDICATION STATION
POSTMASTER
PO BOX 9998
GETTYSBURGH PA
17325-9998



B.R.S.C. STA.
ELYRIA, OH.
44035
"Easter Seals" first
issued in Elyria, Ohio
NOV. 20, 2004

November 20–21, 2004

BLACK RIVER STAMP CLUB
STATION
POSTMASTER
345 E BRIDGE ST
ELYRIA OH 44035-9998

— Stamp Services,
Government Relations, 11-11-04

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
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
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, 11-11-04

Retail

REMINDER

Postage Meter Activity Discontinued

As announced in *Postal Bulletin* 22104 (6-12-03, page 116), **local Post Office™ employees must no longer install, withdraw, and refund postage meter balances.** Post Office employees must not refund account balances on postage meters because these refunds are processed electronically by the product provider. Not adhering to these rules could result in a duplicate payment.

Processing refund requests for unused postage meter stamps (meter indicia) in accordance with *Domestic Mail Manual* (DMM®) P014.3.2 is the only postage meter-related activity Post Office employees should perform. Customers may submit valid, legible, and complete unused

meter stamps for refund using PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*, within 60 days of the date in the indicia. Local Post Office employees process refunds up to \$500.00 and forward requests for refunds of \$500.01 or more to Shared Services for disbursement in accordance with PS Form 3533.

See page 77 for new instructions specific to meter resetting activities.

— *Postage Technology Management,
Product Development, 11-11-04*

NOTICE

Stop Resetting Date for Postage Meters

Effective February 28, 2005, Phase II, manual set meters are being retired and Post Office™ employees must not reset any meters. Postage Technology Management (PTM) recently announced in the *Federal Register* (69 FR 59281, 10-04-04) this stop setting date for Phase II meters. Phase II meters are those meters that require manual resetting (i.e., they must be brought to a Post Office to be reset). The retirement date for all manually reset meters is May 31, 2005, and the stop setting date is February 28, 2005.

As stated in *Postal Bulletin* 22104 (6-12-04, page 116), there are a limited number of manual set meters (less than 100 by year end) that remain in use and may still be reset by Post Office employees when authorized by PTM.

Customers must have an authorization letter or copy of an emergency e-mail message sent by PTM in order to reset a manual meter. The retirement of manual set meters effectively ends **all** postage meter transactions by local Post Offices after February 28, 2005.

A letter from the manager, Postage Technology Management, and communications from meter manufacturers will advise customers of these dates. Refer customers requesting postage meter resets after February 28, 2005, to their meter manufacturer or dealer.

— *Postage Technology Management,
Product Development, 11-11-04*

NOTICE

Tyvek Envelopes/Stamps by Mail

Supply-chain purchasing remains a Postal Service™ Transformation Plan initiative as well as a smart business decision. Another opportunity to support this effort is through purchasing Tyvek envelopes. These are most commonly used to package Stamps by Mail® orders, but have other uses as well.

Effective immediately, all Stamps by Mail fulfillment sites (from centralized operations to local Post Offices™) should purchase Tyvek envelopes from the Material Distribution

Center (MDC). You may purchase envelopes locally only in an emergency. This ordering system saves the Postal Service money while assuring efficient service and quality products for you.

Ordering Information:

You can order a 7.5" x 10" peel 'n' seal Tyvek envelope (inventory code EP192A) and a 9" x 12" peel 'n' seal Tyvek envelope (inventory code EP192B) from the MDC by using

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 EP192A:

PSIN: EP192A
PSN: 7530-07-000-0531
Unit of Measure: CT
Minimum Order Quantity: 1
Bulk Pack Quantity: 1
Quick Pick Number: 596
Price: \$26.80/ctn

Use the following information to order EP192B:

PSIN: EP192B
PSN: 7530-07-000-0532
Unit of Measure: CT
Minimum Order Quantity: 1
Bulk Pack Quantity: 1
Quick Pick Number: 614
Price: \$36.60/ctn

— Retail Access,
 Delivery and Retail, 11-11-04

REMINDER

Stamps by Mail — Brochure Ordering Information

The next deadline date for ordering Stamps by Mail® brochures is **January 12, 2005**. These brochures should be delivered by no later than February 25, 2005. This print run will be for the year-round brochure design.

To order Stamps by Mail brochures, submit PS Form 3227-0, *Stamps by Mail Supply Order* (January 2002), to Cyril-Scott Company:

CYRIL SCOTT COMPANY
 PO BOX 627
 LANCASTER OH 43130-0627
 Telephone: 800-466-0455
 Fax: 740-689-0210

You can find this form at <http://blue.usps.gov>; click on *Forms*, then select the form by number. A copy of this form appears on page 79 in this *Postal Bulletin*.

Stamps by Mail centralized computer processing sites automatically receive quantities funded by Postal Service™ Headquarters. These quantities are based on revenue generated by site. This does not require the centralized site to place an order. However, centralized sites may order additional quantities from Cyril-Scott Company from local funds by following the ordering instructions contained within this article. Noncentralized sites must pay for all brochures ordered.

The cost per unit of 500 is \$11.00. This cost includes overprinting the address of the fulfillment office placing the order. You may pay for orders with local IMPAC credit cards, checks, or money orders. However, Cyril-Scott Company cannot process the order until it receives payment. Local eBuy procedures may also apply (refer to local procurement procedures).

Cyril-Scott Company will deliver orders within 35 calendar days after printing. Actual receipt of the order will depend on the ultimate destination and the corresponding delivery service standard. You should save copies of all orders placed at your local Post Office™ until the order has been received.

The remaining print **deadline dates** for the balance of calendar year 2005 are being determined.

— Retail Marketing,
 Service and Market Development, 11-11-04

Stamps by Mail Supply Order

Required Entry

Order No. (mm-dd-yy-ZIP+ 4) Example: 12-18-00-22209-6057

You MUST complete ALL fields on this form

To: STAMPS BY MAIL
CYRIL-SCOTT CO
PO BOX 627
LANCASTER OH 43130-0627

Office Name _____
Contact Name _____
Contact Telephone No. *(Include area code)* _____
Contact Fax No. *(Include area code)* _____
Contact Email Address _____

Telephone No. 800-466-0455 Fax No. 740-689-0210

Quantity

Item	Specify No. of Packs <i>(500 forms per pack)</i>	Unit Cost	Total
Form 3227 <i>(English)</i>	_____	@ \$11.00 ea. per pkg. =	
Spanish-language forms will be available in the future	_____	@ \$ _____ ea. per pkg. =	
Chinese-language forms will be available in the future	_____	@ \$ _____ ea. per pkg. =	
Total			\$

Ship to *(Cannot ship to post office boxes):*

(No., street, apt./ste., city, state, ZIP + 4)

Contact Name _____

Contact Telephone No. *(Include area code)* _____

Imprint Information

(Type or print clearly. Printer is not responsible for errors due to illegible or unclear copy.)



1. Imprint Address *(Where order is sent for fulfillment - MUST include ZIP + 4)* **2 & 3.** Return Address *(MUST include ZIP + 4)*

Payment Information: Orders will be shipped within 35 calendar days after receipt of order.

Actual delivery times will vary based upon the destination and the shipment method used.

VISA IMPAC Card No.: _____ Ex. Date _____ Check *(Include with order)* USPS Money Order *(Include with order)*
Requestor Signature _____ Manager/Supervisor Signature _____

Funding/Credit Card Official Signature _____ Date Signed _____

If shipment is over 20,000 forms (40 packs), enter finance no. to be charged for transportation costs: _____

What's in Store

Priority Mail flat-rate boxes

*Just in time
for the
holidays*



Simplicity and convenience — delivered with new Priority Mail® flat-rate boxes. The two boxes will be available to customers Nov. 20, beginning a 2-year test. The boxes offer a single postage rate — \$7.70 — regardless of the actual weight or destination of the parcel. The rate is exactly twice the postage for the Priority Mail flat-rate envelope. Customers can take care of postage with two \$3.85 *Jefferson Memorial* postage stamps — or they can use a postage meter indicia or any combination of U.S. postage stamps, of course. For the ultimate convenience, customers can go to USPS.com® and use Click-N-Ship® service to print a shipping label with postage, and then schedule a pickup via carrier pickup online notification.

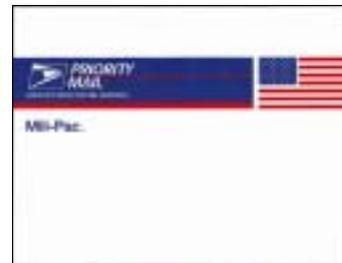
Approximately 14,000 Post Offices™ (CAG A–G) — those with the highest customer traffic and corresponding walk-in revenue — will receive an automatic shipment of 50 each of the two boxes. Shipments began Nov. 5. Offices not included in this distribution should order boxes as needed by calling the fulfillment center directly at 800-610-8734.

For more information on the new Priority Mail flat-rate boxes, see pages 12 and 13–17 in this issue of the *Postal Bulletin*.

Packaged with care

*Mailing to
the military*

The Postal Service™ is offering specially packaged Priority Mail supplies for holiday shipping to members of the U.S. military stationed overseas. Each of these kits includes five small boxes, five large boxes, five Tyvek envelopes, and a roll of tape — all labeled for Priority Mail use — as well as Customs forms and envelopes. Customers may order the kits by calling 800-610-8734 and requesting “CAREKIT04.”



What's in Store

eBay promotion

Is your poster up?

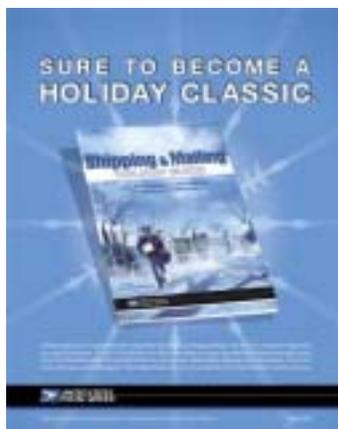


The Postal Service is helping eBay deliver on holiday wishes. Many of our Post Offices are displaying co-branded posters promoting eBay's "Just What You Wished For" sweepstakes. This instant win game offers participants a chance to win one of thousands of prizes. The Postal Service role in this promotion is limited to simply displaying the posters in 7,500 Post Offices located in eBay's top 10 markets. If customers have any other questions about the contest or want more

information, refer them to the eBay Web site at www.ebay.com/wish.

Holiday guide

Must reading

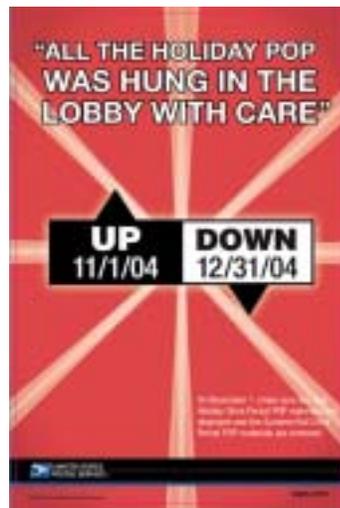


The Postal Service is offering America ease and convenience this holiday mailing season. The Postal Service is spreading the word by providing every household in the country with a *Shipping & Mailing Holiday Guide*. It covers the holiday bases: Click-N-Ship service, carrier pickup online notification, parcel shipping, NetPost® CardStore, and Priority Mail bundles. In addition to being mailed to homes, the guide also will be available on USPS.com.

What's in Store

Signs of the holiday

Happy holidays!



'Tis the season to generate revenue! The Holiday Drive Period is here. New point-of-purchase materials are bright red and bold to quickly communicate the benefits of our products and to help customers focus on what they need during this busy time at the Post Office. The signs feature Priority Mail bundles, Click-N-Ship service, and ReadyPost Shipping Supplies. There's also a FIRSTCLASS PHONECARD® promotion.

Put signs up now! And keep them up through Dec. 31! Go to blue.usps.gov/advertising to see them all.

Looking good!

Now, that's transformation!

Have you seen the new look at the San Carlos, CA, Post Office? Have you seen what a lobby makeover can do for your revenue figures? Go to the Advertising Web site at blue.usps.gov/advertising to see how easy and economical is it to transform your lobby and build revenue for the Postal Service. The San Carlos Post Office is now being featured. Beginning Nov. 15, the lobby makeover at East Sandwich, MA, will be in the spotlight on the Web site.

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

november

retail employee bulletin

Holiday '04 Retail Drive Period
11/1/04-12/31/04

The Holiday POP is Something to Celebrate!

To take advantage of our highest revenue-generating time of the year, the United States Postal Service® is promoting its best products and services for the season on our attention-grabbing Holiday POP materials. POP materials assist customers with their holiday shipping needs by highlighting products and services and quickly communicating their benefits. And that helps drive sales.

The 2004 Holiday Drive Period focuses on the needs of our residential customers. Familiarize yourself with the new POP materials and the featured products so you'll be ready to help customers with their holiday shipping:

- Priority Mail® bundles let customers ship with all the trimmings, like Delivery Confirmation™ service, USPS® Insurance, and Signature Confirmation™ service.
- Click-N-Ship® service makes it easy to ship holiday gifts from home.
- Decorative ReadyPost® Shipping Supplies make a holiday shipment look festive.



Make sure you began displaying the Holiday POP on November 1 according to your Planograms.

Recommend the FIRSTCLASS PHONECARD Holiday Multipack!

Point your customers to the FIRSTCLASS PHONECARD® promotion this Holiday Drive Period. They can save 40% on the purchase of a multipack. The multipack includes four 100-minute cards, each featuring a decorative winter design. What a great stocking-stuffer!



What's in Store

november

retail employee bulletin

Holiday '04 Retail Drive Period

11/1/04-12/31/04

The Holiday Guide Will Soon be Everywhere!

The *Shipping & Mailing Holiday Guide* is such a useful brochure that we're mailing it to every household in America! In it your customers will find information about the products and services we offer to help them ship and mail with ease throughout the holiday season.

For example:

- **usps.com**, where customers can ship holiday packages the easy, convenient way. The Holiday Guide spells out how customers can pay for postage and print shipping labels, add USPS® Insurance, buy stamps, and more!
- Priority Mail® bundles, which make it easy for customers to choose the extra services they need for their shipments.
- The NetPost® CardStore, where customers can design their own holiday cards.

The Holiday Guide also includes a helpful chart to guide customers through the wide variety of different shipping options we offer so they can find the one that best meets their needs. It even shows when to ship parcels so they arrive in time for the holidays!

Make sure your customers know about the wealth of information in the Holiday Guide!



What's in Store

november

retail employee bulletin

Holiday '04 Retail Drive Period
11/1/04-12/31/04

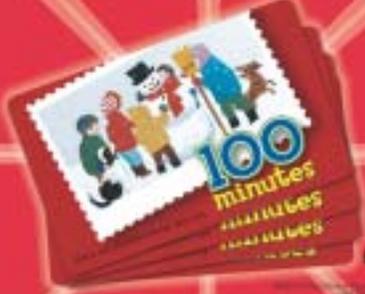
Larry Hodek
Carrier
34 years of service



	MON	TUES	WED	THU	FRI	SAT
	1	2	3	4	5	6
					 Gather VESS data for October	
SUN	Holiday Drive Period POP up in store	Election Day				
7	8	9	10	11	12	13
				Veterans' Day Offices closed	Last day for districts to input VESS data for October	Eid
14	15	16	17	18	19	20
			 Holiday Ornaments stamps on sale today			
21	22	23	24	25	26	27
				Thanksgiving Day Offices closed		
28	29	30	 focus! Remind customers that they can purchase USPS® Insurance and other time-saving online package services at usps.com/clicknship . Point them to the Holiday POP poster!			

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.

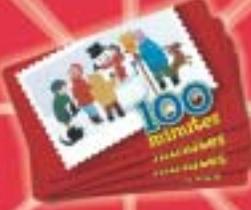
Save 40%*
when you buy a
FIRSTCLASS PHONECARD®
multi-pack!



usps.com

*Save 40% off the regular rate of a 100-minute FIRSTCLASS PHONECARD.

Save 40%*
when you buy a
FIRSTCLASS PHONECARD®
multi-pack!



usps.com

*Save 40% off the regular rate of a 100-minute FIRSTCLASS PHONECARD.

Save 40%*
when you buy a
FIRSTCLASS PHONECARD®
multi-pack!



usps.com

*Save 40% off the regular rate of a 100-minute FIRSTCLASS PHONECARD.

Supply Management

Redistributing and Ordering Rotary Locks

Postal Service™ sites can obtain rotary locks at no cost in fiscal year 2005. Previously, sites were charged for rotary locks. The change will ensure the security of registered mail and non-saleable stamp stock. You can order rotary locks from the Material Distribution Center using PSN 5340-04-000-5608, PSIN O832.

Registered Mail™ is the most secure method of mailing. Rotary locks are required to secure Registered Mail and non-saleable stamp stock in transit, whether in pouches, sacks, CON-CON containers, or LD-3 Dacon containers. Under the Postal Service and FedEx CON-CON Program, Registered Mail must be secured in a red and blue CON-CON container using a rotary/registry lock. **No seals or outside locks are permitted.**

Handbook DM-901, *Registered Mail*, Section 523.1, states that numbered tin band sealed pouches (PSIN O817-C) should be used *only when rotary locks are not available.*

The first source of supply should always be through local redistribution. We have conducted audits showing that even when rotary locks are available locally, units are not redistributing them because they are not stored in a visible location, and coordinators thus don't have a visual reminder. Area registry coordinators must monitor and coordinate the redistribution of rotary locks within their area, and sites should maintain up to a 15-day supply of locks. Quantities greater than a 15-day supply are considered excess.

If you cannot redistribute, you can order rotary locks by contacting your area Registered Mail coordinator, listed below. You can find ordering restrictions for rotary locks in

the *Postal Operations Manual (POM)*, Sections 633.22 and 633.32.

Area	Area Registered Mail Coordinator	Telephone Number
Capitol Metro	John Beck	703-406-6612
Eastern	James D. Adams	412-494-2617
Great Lakes	Cornelius Owens	630-539-4727
New York Metro	Rich Miller	646-473-3742
Northeast	Dave McClelland	860-285-7330
Pacific	Al Rofe Carol Ziegler	626-855-6617 510-292-2460
Southeast	Dan Slattery	901-747-7416
Southwest Backups:	Sandra Carroll	214-819-8833
Western	George P. Medina Dwayne Lee	303-313-5167 214-819-8840

If you have excess and non-functioning rotary locks, return them for national redistribution and repair to make sure there is a sufficient supply of rotary locks available. Please send them to:

MAIL EQUIPMENT SHOPS
 2135 5TH ST NE
 WASHINGTON DC 20260-6224
 Telephone: 202-281-2620

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