

Policies, Procedures, and Forms Updates

Temporary Suspension of Mailing Standards Publications

Effective May 11, 2009, the Postal Service™ will temporarily discontinue the following publications and posters:

- Publication 51, *International Postal Prices and Fees*.
- DMM 200, *An Introduction to Mailing for Businesses and Organizations*.
- Poster 123-L, *Postal Prices and Fees* (large only).
- The Quick Service Guide (QSG) posters.

Mailers may take advantage of the newly redesigned Notice 123, *Price List*, which has incorporated the international prices and fees.

We encourage customers to use the online or printed version of Publication 95, *Quick Service Guide*, or Business Mail 101 on Postal Explorer® at <http://pe.usps.com>, for help with business mailing questions.

— *Mailing Standards,
Pricing, 5-7-09*

Manuals

ASM Revision: Categories of International Mail Sealed Against Postal Inspection

Effective May 11, 2009, the Postal Service™ is revising the *Administrative Support Manual* (ASM), parts 213 and 274, to properly identify international mail categories sealed and not sealed against inspection. These revisions will align the ASM with the revised standards in the *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) and revisions to definitions found at 39 C.F.R. 233 that are also implemented on June 1, 2009.

Administrative Support Manual (ASM)

* * * * *

2 Audits and Investigations

21 General

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213 Mail Covers

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213.3 Definitions

The following definitions apply to mail covers:

* * * * *

[Revise items c and d as follows:]

c. *Sealed mail* is mail which under postal laws and regulations is included within a class of mail maintained by the Postal Service for the transmission of letters sealed against inspection. Sealed mail includes the following:

1. First-Class Mail® items.
2. Priority Mail® items.
3. Express Mail® items.

4. Global Express Guaranteed® (GXG®) items that contain only documents.
 5. Express Mail International® items.
 6. Priority Mail International™ flat-rate envelope and small flat-rate box.
 7. First-Class Mail International items.
 8. International Priority Airmail™ (IPA®) items, excluding IPA M-bags.
 9. International Surface Air Lift® (ISAL®) items, excluding ISAL M-bags.
 10. Global Bulk Economy (GBE) items, excluding M-bags.
 11. Certain Global Direct™ (GD) mail. Refer to the customer's specific USPS® International Customized Mail (ICM) agreement for determination.
 12. International transit mail.
- d. *Unsealed mail* is mail that under postal laws or regulations is not included within a class of mail maintained by the Postal Service for the transmission of letters sealed against inspection. Unsealed mail includes the following:
1. Periodicals items.
 2. Standard Mail items.
 3. Package Services (including Parcel Select®) items.
 4. Incidental First-Class Mail attachments or enclosures mailed under DMM 703.9.
 5. GXG items that contain nondocuments.
 6. Priority Mail International items except the flat-rate envelope and small flat-rate box.

- 7. M-bags.
- 8. Items sent via “Free Matter for the Blind or Other Physically Handicapped Person” under 39 U.S.C. §§ 3403–06 and IMM 270.
- 9. Certain GD mail. Refer to the customer’s specific USPS ICM agreement for determination.

* * * * *

27 Security

* * * * *

274 Mail Security

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274.2 Opening, Searching, and Reading Mail Generally Prohibited

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274.23 Definitions

274.231 Mail Sealed Against Inspection

The following terms and definitions apply:

* * * * *

[Revise item b as follows:]

- b. The terms include the following:
 - 1. First-Class Mail items.
 - 2. Priority Mail items.
 - 3. Express Mail items.
 - 4. GXG items that contain only documents.
 - 5. Express Mail International items.
 - 6. Priority Mail International flat-rate envelope and small flat-rate box.
 - 7. First-Class Mail International items.
 - 8. IPA items, excluding IPA M-bags.
 - 9. ISAL items, excluding ISAL M-bags.
 - 10. GBE items, excluding M-bags.
 - 11. Certain GD mail. Refer to the customer’s specific USPS ICM agreement for determination.
 - 12. International transit mail.

* * * * *

274.232 Mail Not Sealed Against Inspection

The following terms and definitions apply:

* * * * *

[Revise item b as follows:]

- b. The terms include the following:
 - 1. Periodicals items.
 - 2. Standard Mail items.
 - 3. Package Services (including Parcel Select) items.
 - 4. Incidental First-Class Mail attachments or enclosures mailed under DMM 703.9.
 - 5. GXG mailpieces containing nondocuments.
 - 6. Priority Mail International items except for flat-rate envelopes and small flat-rate boxes.
 - 7. M-bags.
 - 8. Items sent via “Free Matter for the Blind or Other Physically Handicapped Persons” under 39 U.S.C. §§ 3403–06 and IMM 270.
 - 9. Certain GD mail. Refer to the customer’s specific USPS ICM agreement for determination.

* * * * *

We will incorporate these revisions into the next printed version of the ASM and also into the online update, available on the Postal Service™ PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left hand column under “Essential Links,” click *PolicyNet*.
- On the PolicyNet page, click *Manuals*.

The direct, URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.

— *Mailing Standards, Pricing, 5-7-09*

DMM Revision: Change of Address for Authorized Meter Providers

Effective May 11, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 604.4.1.3 to update the address of two authorized meter providers from our list of vendors.

Typically, PC Postage® products are offered by commercial providers approved by the USPS® through subscription service agreements. This revision updates the contact information for Hasler, Inc., and Neopost, Inc.

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

*	*	*	*	*
600	Basic Standards for All Mailing Services			
	*	*	*	*
604	Postage Payment Methods			
	*	*	*	*
4.0	Postage Meters and PC Postage Products (“Postage Evidencing Systems”)			
4.1	Basic Information			
	*	*	*	*

4.1.3 Authorized Meter Providers

The following providers are authorized:

[Revise 4.1.3 to update addresses as follows:]

* * * * *

Hasler, Inc.
478 Wheelers Farms Rd.
Milford, CT 06461
800-995-2035
www.haslerinc.com

Neopost, Inc.
478 Wheelers Farms Rd.
Milford, CT 06461
800-624-7892
www.neopostinc.com

* * * * *

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

*— Postage Technology Management,
Business Mail Entry and Payment Technologies, 5-7-09*

ELM Revision: Exhibit 418.1, Equivalent Grades

Effective immediately, *Employee and Labor Relations Manual* (ELM) Exhibit 418.1, Equivalent Grades, is revised to reflect:

- The one-pay-level upgrade, effective February 16, 2008, for rate schedules: P – Postal Service, C – Mail Equipment Shops and Material Distribution, and K – Operating Services.
- The addition of a new rate schedule: V – Pay Band.
- The modification of rate schedule E – EAS to move all EAS levels, beginning with level 17, downward by two positions, and the corresponding shift of rate schedule: U – Attorneys to maintain equivalency with EAS 25.

Employee and Labor Relations Manual (ELM)

*	*	*	*	*
4	Pay Administration			
410	Pay Administration Policy for Nonbargaining Unit Employees			
	*	*	*	*
418	Assignment to a Different Salary Schedule			
418.1	Equivalent Grades			
	*	*	*	*

Exhibit 418.1

[Revise Exhibit 418.1 as follows:]

C Mail Equipment Shops & Material Distribution	E EAS	V Pay Band	U Attorney	F A-E Postmasters	G Postal Nurses	K Operating Services	M Mail Handlers	N Information/Technology Accounting Service	P Postal Service	Q City Carriers	R Rural Carriers	T Tool & Die Shop	Y Postal Police Officers
-	1-4	-	-	-	-	-	-	-	-	-	-	-	-
-	5	-	-	A-E	-	-	-	-	-	-	-	-	-
-	6	-	-	-	-	-	-	-	-	-	-	-	-
-	7	-	-	-	-	-	-	-	-	-	-	-	-
-	8	-	-	-	-	-	-	-	-	-	-	-	-
-	9	-	-	-	-	3	-	-	-	-	-	-	-
3	-	-	-	-	-	4	-	-	3	-	-	-	-
4	10	-	-	-	-	5	4	6,7,8	4	-	-	4	-
5	11	-	-	-	X*	6	5	9,10	5	-	X*	-	-
6	12	-	-	-	-	7	6	11,12	6	1	-	6	X*
7	-	-	-	-	-	-	-	13	7	2	-	7	-
8	13	-	-	-	-	8	-	14	8	-	-	8	-
9	14	-	-	-	-	9	-	15	9	-	-	9	-
-	15	-	-	-	-	10	-	16	-	-	-	-	-
-	16	-	-	-	-	-	-	17	-	-	-	11	-
10	-	-	-	-	-	-	-	18	10	-	-	-	-
11	-	-	-	-	-	-	-	19	11	-	-	-	-
-	17	-	-	-	-	-	-	20	-	-	-	-	-
-	18	-	-	-	-	-	-	21	-	-	-	-	-
-	19	-	-	-	-	-	-	22	-	-	-	-	-
-	20	-	-	-	-	-	-	23	-	-	-	-	-
-	21	-	-	-	-	-	-	-	-	-	-	-	-
-	22	-	-	-	-	-	-	-	-	-	-	-	-
-	23	-	-	-	-	-	-	-	-	-	-	-	-
-	24	-	-	-	-	-	-	-	-	-	-	-	-
-	25	-	x*	-	-	-	-	-	-	-	-	-	-
-	26	-	-	-	-	-	-	-	-	-	-	-	-
-	-	01	-	-	-	-	-	-	-	-	-	-	-
-	-	02	-	-	-	-	-	-	-	-	-	-	-

* X signifies a single-level schedule.

EQUIVALENT GRADE DETERMINATION – To use the chart:

Step 1. In the horizontal list at the top, locate the salary schedule and grade of the employee’s position before the change action.

Step 2. Cross over to the salary schedule into which the employee is being assigned.

Step 3. Determine the nature of the placement action from the following:

If the new grade is...

- On the same line as the previous grade
- On a lower line than the previous grade
- On a higher line than the previous grade

Then the placement action is...

- Lateral reassignment to an equivalent grade.
- Promotion.
- Reduction in grade (change to lower level).

The number of lines on the chart between the old grade and the new grade is considered to be the number of grades changed for the purpose of calculating promotions or reductions in grade.

* * * * *

We will incorporate this revision into the next printed version of the ELM and into the next online update, available on the Postal Service™ PolicyNet website:

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

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

The ELM is also available on the Postal Service Internet:

- Go to www.usps.com.
- Click *About USPS and News*, then under “What We Do,” click *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

— Compensation, Human Resources, 5-7-09

ELM Revision: Reporting Violations

Effective immediately, *Employee and Labor Relations Manual* (ELM) 665.14, Reporting Violations, is revised to reflect current Postal Service™ policy.

Employee and Labor Relations Manual (ELM)

	*	*	*	*	*
6	Employee Relations				
	*	*	*	*	*
660	Conduct				
	*	*	*	*	*
665	Postal Service Standards of Conduct				
665.1	General Expectations				
	*	*	*	*	*

665.14 Reporting Violations

[Revise 665.14 as follows:]

Allegations of violations of postal laws by postal employees, including mail theft, must be reported immediately to the Office of Inspector General.

	*	*	*	*	*
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We will incorporate this revision into the next printed version of the ELM and into the next online update, available on the Postal Service Internet:

- Go to www.usps.com.
- Click *About USPS and News*, then under “What We Do,” click *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

— Contract Administration (APWU), Labor Relations, 5-7-09

IMM Revision: Categories of International Mail Sealed Against Postal Inspection

Effective May 11, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) subchapters 210, 220, 230, 240, 260, and 290 to properly identify international mail categories sealed and not sealed against inspection by the U.S. Postal Service®.

These revisions will provide clarity and guidance to our employees in determining which international mail may or may not be opened for inspection. These revisions will also more closely align our international mailing standards with the Postal Regulatory Commission (PRC) *Mail Classification Schedule* (MCS) and definitions provided at 39 C.F.R. section 233.

Mailing Standards of the United States Postal Service, International Mail Manual (IMM)

	*	*	*	*	*
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2 Conditions for Mailing

210 Global Express Guaranteed

211 Description

	*	*	*	*	*
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[Renummer 211.3 as 211.4. Insert new 211.3 as follows:]

211.3 Mail Sealed Against Inspection

Global Express Guaranteed (GXG) mailpieces containing only documents are sealed against inspection. Global Express Guaranteed mailpieces containing non-documents are not sealed against inspection. Regardless of physical closure, the mailing of Global Express Guaranteed mailpieces containing non-documents constitutes consent by the mailer to inspection of the contents.

211.4 Global Express Guaranteed Service

[Revise new 211.4 as follows:]

Global Express Guaranteed (GXG) service may be used for shipments that contain documents and general correspondence for which no duty is assessed by the customs

authority of the destinating country or for shipments that contain non-documents, including merchandise for which duty may be assessed by the customs authority of the destinating country. See the listing of destinating countries in 213 for specific availability.

* * * * *

220 Express Mail International

221 General

* * * * *

[Renumber 221.3 and 221.4 as new 221.4 and 221.5. Insert new 221.3 as follows:]

221.3 Mail Sealed Against Inspection

Express Mail International mailpieces are sealed against inspection.

* * * * *

230 Priority Mail International

231 General

[Revise 231 to read as follows:]

231.1 Description

Priority Mail International is considered a parcel stream for mail exchange purposes, with the exception of the flat-rate envelope and the small flat-rate box.

231.2 Eligibility

Written correspondence having the nature of current and personal correspondence is not permitted generally in Priority Mail International items but may be sent in the Priority Mail International flat-rate envelope or small flat-rate box.

231.3 Mail Sealed Against Inspection

Only the Priority Mail International flat-rate envelope and small flat-rate box are sealed against inspection. Any other Priority Mail International item (e.g., USPS-produced large flat-rate box, USPS-produced Tyvek envelope, or customer-supplied box) is not sealed against inspection. Regardless of physical closure, the mailing of Priority Mail International items constitutes consent by the mailer to inspection of the contents.

* * * * *

240 First-Class Mail International

241 Description

* * * * *

[Revise the title of 241.2 to read as follows.]

241.2 Eligibility

* * * * *

[Renumber current 241.3 through 241.6 as new 241.4 through 241.7. Insert new 241.3 as follows:]

241.3 Mail Sealed Against Inspection

First-Class Mail International mailpieces are sealed against inspection.

* * * * *

260 Direct Sacks of Printed Matter to One Addressee (M-bags)

261 Description

* * * * *

261.2 Eligibility

* * * * *

[Insert new 261.23 as follows:]

261.23 Mail Not Sealed Against Inspection

M-bags are not sealed against inspection. Regardless of physical closure, the mailing of an M-bag, including an air-mail, IPA, or ISAL M-bag, constitutes consent by the mailer to inspection of the contents.

* * * * *

270 Free Matter for the Blind or Other Physically Handicapped Persons

* * * * *

274 Mail Preparation

* * * * *

274.4 Packaging

[Revise the title and text of 274.41 as follows:]

274.41 Mail Not Sealed Against Inspection

Free Matter for the Blind or Other Physically Handicapped Persons items mailed under 270 are not sealed against inspection (see ASM 274). Items must be prepared in such a way that the contents are protected but inspection of the contents is not hindered.

* * * * *

290 Commercial Services

* * * * *

292 International Priority Airmail Service

292.1 Description

* * * * *

[IMM 292 has been significantly revised for the upcoming May 11 edition, and it will include the following section:]

292.12 Mail Sealed Against Inspection

With the exception of M-bags (see 261.23), IPA mailpieces are sealed against inspection.

* * * * *

293 International Surface Air Lift Service

293.1 Description

* * * * *

[IMM 293 has been significantly revised for the upcoming May 11 edition, and it will include the following section:]

293.12 Mail Sealed Against Inspection

With the exception of M-bags (see 261.23), ISAL mailpieces are sealed against inspection.

* * * * *

We will incorporate these revisions into the next printed version of the IMM and into the monthly update of the online IMM, which is available via Postal Explorer® at <http://pe.usps.com>.

— Mailing Standards, Pricing, 5-7-09

IMM Revision: Modifying References to “Rifling”

Effective May 11, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service, International Mail Manual (IMM®)* to modify all references of “rifled” and “rifling” to “missing contents.”

We believe that the term “missing contents” is more intuitive for our customers submitting a claim for loss or damage, and that it more accurately conveys that circumstances other than rifling can be attributed to missing contents in an article.

We will incorporate these revisions into the next printed version of the IMM and into the monthly update of the online IMM, which is available via Postal Explorer® at <http://pe.usps.com>.

— Mailing Standards, Pricing, 5-7-09

IMM Revision: Revised PS Form 2976-A, Customs Declaration and Dispatch Note — CP 72

Effective May 11, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service, International Mail Manual (IMM®)* part 123 to reflect revisions to PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*. The revised PS Form 2976-A has an edition date of May 2009 and includes several enhancements to the edition published in January 2009. An image of Copy 1 of the revised form appears on page 34 in this issue of the *Postal Bulletin*.

Summary of Changes from the January 2009 Edition

The only revisions to the May edition of PS Form 2976-A are textual revisions to the Instructions page and to the reverse of Copy 6 (Sender’s Copy):

- The Instructions page accounts for governmental regulations regarding exportation, and it clarifies that customers should use multiple forms if there is insufficient space on a single form to list all articles.
- The reverse of Copy 6 provides additional guidance on parcel indemnity coverage, and it includes the current Privacy Act Statement.

Use of Previous and Revised Forms

Upon receipt, mailers may immediately begin using the revised PS Form 2976-A. Postmasters should encourage customers to use the revised PS Form 2976-A as soon as possible, but customers can continue to use the January 2009 edition of PS Form 2976-A until supplies are depleted. For ease of use, mailers also have the option of completing and printing customs declarations electronically at <https://webapps.usps.com/customsforms>.

Availability of Forms

We will publish a separate article in a later issue of the *Postal Bulletin* when the revised PS Form 2976-A is available from the Material Distribution Center (MDC).

Mailing Standards of the United States Postal Service, International Mail Manual (IMM)

1	International Mail Services	* * * * *
120	Preparation for Mailing	* * * * *

123 Customs Forms and Online Shipping Labels

123.1 General

* * * * *

[Revise the Note by changing the edition date for PS Form 2976-A to read as follows:]

the current edition of PS Form 2976-A is May 2009;

* * * * *

123.7 Completing Customs Forms

* * * * *

123.72 PS Form 2976-A, Customs Declaration and Dispatch Note – CP 72

123.721 Sender's Preparation of PS Form 2976-A

* * * * *

[Revise item c by adding a new fifth sentence to read as follows:]

When using this option, customers must ensure that the barcodes on the subsequent forms are *totally obliterated* to avoid multiple barcodes being assigned to the package.

* * * * *

Exhibit 123.721

PS Form 2976-A, Customs Declaration and Dispatch Note – CP 72 (Instructions, Copies 1 and 4, and Indemnity Statement)

[Replace the images of the January 2009 edition with images of the May 2009 edition.]

* * * * *

We will incorporate these revisions into the next printed version of the IMM and into the monthly update of the online IMM, which is available via Postal Explorer® at <http://pe.usps.com>.

– Global Business Development,
Global Business, 5-7-09

 CPAAAAAAAAXUS				United States Postal Service® Customs Declaration and Dispatch Note – CP 72			
IMPORTANT: This item may be opened officially. Please print in English, using blue or black ink, and press firmly; you are making multiple copies. See Privacy Notice and Indemnity Coverage on Customer Copy.							
FROM: Sender's Last Name		First		MI			
Business							
Address (Number, street, suite, apt., P.O. Box, etc. Residents of Puerto Rico include Urbanization Code preceded with URB)							
City		State		ZIP+4®			
TO: Addressee's Last Name		First		MI			
Business							
Address (Number, street, suite, apt., P.O. Box, etc.)							
Postcode		City		State/Province			
State/Province		Country					
1. Detailed Description of Contents (enter one item per line)		2. Qty.		3. Lbs. Oz.			
4. Value (U.S. \$)		14. Sender's Customs Reference (If any)					
15. Importer's Reference - Optional (If any)							
16. Importer's Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> (select one)							
17. License No.							
18. Certificate No.							
19. Invoice No.							
5. Check One:		6. Check One		7. Other Restrictions: (pertains to No. 12)			
<input type="checkbox"/> Gift <input type="checkbox"/> Documents <input type="checkbox"/> Merchandise		<input type="checkbox"/> Returned Goods <input type="checkbox"/> Commercial Sample <input type="checkbox"/> Other:		<input type="checkbox"/> Airmail <input type="checkbox"/> Surface			
8. Total Gross Wt: (all items Lbs. & Ozs.)		9. Total Value US \$ (all items)		10. If non-deliverable: <input type="checkbox"/> Treat as Abandoned <input type="checkbox"/> Return to Sender (see inst) <input type="checkbox"/> Redirect to Address Below:			
11. EEL/PFC		12. Restrictions <input type="checkbox"/> Quarantine <input type="checkbox"/> Sanitary or Phytosanitary Inspection					
13. I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations. Sender's Signature and Date							
Mailing Office Date Stamp							
20. HS Tariff Number		21. Country of Origin of Goods					
PS Form 2976-A, May 2009 PSN: 7530-01-000-9834							
Do not duplicate this form without USPS® approval. 1 - Manifesting/Scan Copy							

Publications

Mover's Guide News: The May 2009 Mover's Guide Has Been Distributed

The May 2009 issue of Publication 75, *Mover's Guide*, has been shipped to all Post Offices™. As of May 1, 2009, you *must* recycle all expired versions.

Important Shipping Information

All Post Offices in the United States will automatically receive copies of *Mover's Guide* for the May 2009 print run.

- Copies of *Mover's Guide* will be delivered in one or two shipments. The first shipments arrived in mid-April. The second shipments will arrive 4 to 6 weeks later. Shipments will be sent in quantities of 25, 100, and 300.
- To find out when your second shipment will arrive, check the following website: http://blue.usps.gov/purchase/operations/ops_downloads.htm; click *Mover's Guide (Pub75) Distribution for April 2009*.
- To change the quantity your office receives, call Imagitas at 800-816-6837 or visit http://blue.usps.gov/delret/L4CustServSupp_Mover.htm.
- Your facility may receive copies of *Mover's Guide* addressed to other offices. Check the labels and forward the guides as necessary. Remember to scan delivery confirmations affixed to each box.

Important Mover's Guide Information

- *Mover's Guide* is printed and distributed three times per year — December (for January use), April (for May use), and August (for September use).
- It is important that all offices distribute the *entire Mover's Guide* to customers. *Mover's Guide* contains instructions on how to fill out PS Form 3575, *Change-of-Address Order*, and valuable

move-related offers that generate revenue for the Postal Service™.

Note: Offices participating in the “Behind the Counter” program should only provide *Mover's Guide* to customers when necessary.

- Remember, consumers can visit www.usps.com to change their address online.

Inventory Management

- Businesses and other organizations must purchase the *Mover's Guide* and can obtain order forms by calling Imagitas at 800-816-6837.
- For further information, visit our Frequently Asked Questions at http://blue.usps.gov/delret/L4CustServSupp_Mover.htm.

Catalog Address Change and Request Card

The Catalog Address Change and Request Card is attached to PS Form 3575, which allows movers to let catalogers know their new address.

Important Note: The Catalog Address Change and Request Card must be *detached* from PS Form 3575 and must be *detached* from the catalog description card and online adoption message. The Catalog Address Change and Request Card and PS Form 3575 should be mailed separately. *This is important for change-of-address processing.*

— Address Management,
Intelligent Mail and Address Quality, 5-7-09

Publication 431 Revision: Changes to Post Office Box Service and Caller Service Fee Groups

Effective May 7, 2009, Publication 431, *Post Office Box Service and Caller Service Fee Groups*, is revised to include the following change.

Publication 431, Post Office Box Service and Caller Service Fee Groups

* * * * *

[Add the following entry:]

ZIP Code	Fee Group
77434	5

* * * * *

The online version of Publication 431 is dated January 31, 2008. Changes made after January 31, 2008, have been published in the *Postal Bulletin*, and are also reflected in WebBATS. Publication 431 is currently

available on the Postal Service™ PolicyNet website (<http://blue.usps.gov/cpim>):

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

Offices with WebBATS access can view current Publication 431 information by generating a WebBATS Facility Information Report as follows:

1. Go to the “WebBATS main menu,” and select Reports. The reports page opens.
2. Under the “Clients/System column,” System category, click *Facility Information*.
3. View the “Fee Group” field in the report.

— Value Added and Special Services,
Retail Products and Services, 5-7-09

Management Instructions

Revised MI FM-530-2009-1, Use of Postal Vehicles for Home-to-Work Transportation

In response to feedback from the field regarding use of postal vehicles from home to work, Management Instruction (MI) FM 530-2001-1 has been updated to clarify those instructions. This MI does not affect employees:

- Involved in protective services and criminal law enforcement duties.
- Attending official business meetings during the course of the workday.
- On official travel or in a detail status to a location away from their home.

Postal Service™ policy is stated as “under very limited circumstances employees may use a postal vehicle for transportation between work and home.” Those circumstances pertain to field work and are:

- When an official calls on the way to or from the employees place of employment.
- In connection with overnight travel.

The fieldwork circumstances do not apply when the employee workday begins at his/her assigned duty station or if the employee commutes to a fixed location, regardless of the distance. In addition, vehicles may be parked overnight at the postal facility nearest to the employee’s home, provided approval has been granted by the installation head prior to the vehicle being parked.

Approval for a use of a postal vehicle comes from your PCES manager (previously the postmaster general) using the updated PS Form 8217 (February 2009), *Administrative Vehicle Take-Home Authorization*, only. No prior version of the form will be accepted. Job titles no longer determine policy in regard to approval for home-to-work authorization.

Policy exceptions may be granted in special circumstances (i.e., public transportation shutdown and emergency vehicles only) by the area finance manager (AFM).

— Accounting Policy,
Controller, 5-7-09

Forms

Revised PS Form 5006, Payment Order Application

Effective immediately, PS Form 5006, *Solicitud Para Envío de Dinero (Payment Order Application)*, has been revised to include the customer’s signature and dollar thresholds for obtaining customer information. Following is an overview of the changes regarding completion and processing of PS Form 5006.

A PS Form 5006 must be submitted with the purchaser’s name and signature for every Sure Money® transaction, regardless of dollar value. If the transaction value is \$800 or more, the following additional fields on the PS Form 5006 must also be completed:

- Purchaser’s address and phone number.
- Recipient’s name and address.

The dollar threshold for requiring purchaser’s photo ID for Sure Money transactions is changed to \$800. The only acceptable photo identifications for purchasing Sure Money transactions are:

- A valid U.S. government-issued photo identification.
- A valid passport from any country.
- A Matricula Consular identification card issued by the Mexican government.

All completed PS Forms 5006 must be mailed daily to the same address to which PS Form 8105-A, *Funds Transaction Report (FTR)*, and PS Form 8105-B, *Suspicious Transaction Report (STR)*, are mailed. The address is USPS BSA Compliance, PO Box 9005, Sioux Falls, SD 57117-9005. Completed copies of PS Form 5006 may be placed in the same envelope as completed PS Forms 8105-A and 8105-B.

Direct any questions regarding these changes to the USPS® Bank Secrecy Act (BSA) Compliance Office at bsa@usps.gov.

— BSA/AML Programs,
Corporate Treasury, 5-7-09