

POSTAL BULLETIN

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PB 21980, September 10, 1998

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

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Postal Bulletin Indexes		
Quarterly Index	PB 21978 (8-13-98)	
1997 Annual Index	PB 21962 (1-1-98)	
Ordering Information: Following is the list of postal stock numbers (PSNs) to use when ordering copies of the <i>Postal Bulletin</i> from the MDCs:		
PB 21980: 7690-04-000-2612	PB 21974: 7690-04-000-2606	
PB 21979: 7690-04-000-2611	PB 21973: 7690-04-000-2605	
PB 21978: 7690-04-000-2610	PB 21972: 7690-04-000-2604	
PB 21977: 7690-04-000-2609	PB 21971: 7690-04-000-2603	
PB 21976: 7690-04-000-2608	PB 21970: 7690-04-000-2602	
PB 21975: 7690-04-000-2607	PB 21969: 7690-04-000-2601	

The *Postal Bulletin* is published biweekly; information is effective for 1 year unless it changes the text of permanent directives or unless otherwise specified.

Administrative Services

PS FORM REVISION

PS Form 61, *Appointment Affidavit*, Has Been Revised

PS Form 61, *Appointment Affidavit* (August 1998 edition), has been revised. The new edition incorporates information from PS Form 2591-A, *Applicant's Statement of Selective Service Registration Status*, and reflects a change in 39 CFR 222, which allows personnel representatives, levels 15 and above, to administer the oath of office.

Related instructions will be included in future updates of the pertinent subject matter guides.

PS Form 61 may be requisitioned from the material distribution centers (MDCs) using PS Form 7380, *MDC Supply Requisition*. Upon receipt, all previous editions of PS Form 61 should be discarded.

—*Selection, Evaluation, and Recognition, Human Resources, 9-10-98*

NEW ORDERING PROCEDURES

Ordering Procedures for Postmarking Ring Dies and Die Hubs

This article supersedes the article in *Postal Bulletin* 21953 (8-28-97) and updates information in Publication 247, *Supply and Equipment Catalog*, section 123.323, pertaining to ordering ring dies and die hubs. The prices below are effective September 1, 1998.

Supply and Equipment Catalog

1	Introduction			
*	*	*	*	*
12	Requisitioning Instructions			
*	*	*	*	*

123.323 Postmarking Ring Dies and Die Hubs

123.3231 General

Special cancellation die hubs are nonpostal cancellations. Post offices may not order a special die hub on behalf of a sponsor before contacting and receiving authorization from Headquarters Business Mail Acceptance (BMA). After authorization has been granted, BMA will supply PS Form 3617, *Order for Special Canceling Machine Die Hubs* (May 1978). Additional set-up fees will be incurred for these dies.

Special cancellation die hubs may be ordered only if the request meets the description outlined in *Domestic Mail Manual* (DMM) G900.2.1.

123.3232 Essential Information

* * * * *

123.3233 Ordering Procedures

Ordering procedures for postmarking ring dies and die hubs are as follows:

- Order using PS Form 4636, *Postmarking Dies and Engraved Station Die Hubs Requisition*. PS Form 4636 (February 1996, NSN 7530-02-000-9293, no Quick Pick Number) may be ordered on PS Form 7380 mailed to:

MATERIAL DISTRIBUTION CENTER
SUPPLY REQUISITIONS
500 SW MONTARA PKY
TOPEKA KS 66624-9702
FAX: 785-861-2939

or via Touch Tone Order Entry (TTOE) by calling 1-800-332-0317. PS Form 4636 may also be copied from PUB 247.

- Use a separate form for each vendor from whom you are ordering. Ensure that the exact engraving is specified in the appropriate field. You may call the vendors for help in selecting the correct ring die; however, you should have the machine model and serial number available prior to making the call. Or you can contact your local Maintenance Department for assistance in determining the correct part number.
- Complete **all** information blocks in the lower portion of the form.
- Method of Payment: If paying by USPS Credit Card, include the Expiration Date and Card Number. If paying by check or money order, make payable to the appropriate vendor for the total amount, and attach to the PS Form 4636.

- e. Submit the completed forms directly to the vendors at the addresses listed below.
- f. Delivery of the ring dies and die hubs will be made about 60 days from the date the vendor receives the order. Shipping charges are included in the prices of the parts, which will be shipped via USPS First-Class Mail.
- g. Year types will be distributed automatically to offices. Notification of the distribution will be given in a future *Postal Bulletin*.
- h. To order type sets (months, days, etc.), contact your maintenance department who must submit a request to TMDC using PS Form 4984, *Repair Parts Requisition*, using their FEDSTRIP.
- i. Questions or problems may be addressed to Materials Customer Service at 1-800-332-0317, Option 4. (The Minneapolis PMSC "Rubber Stamp Hotline" no longer handles these calls.)

Vendor

HANLEY POSTAL SUPPLY, INC.
 ATTN DIANE WILER WELSH
 PO BOX 10006
 ERIE PA 16514-0006
 PHONE: 814-898-2720
 FAX: 814-898-2825

Pricing

Part No.	Description	Unit Price
07413	Die Hub	\$97.00
no number	Artwork for Part No. 07413	\$450.00
256478-1	Ring Die (lead)	\$31.00
256478-2	Ring Die (trail)	\$31.00

Additional Engraving: Postal facilities may order up to 4 characters (letters or numbers) per die of additional engraving detail which may be used to identify specific machines or locations on either the lead or trail ring dies (or both). The cost of a lead or a trail with the additional engraving is \$35.00 (\$31.00 for the die and \$4.00 for the additional engraving). A lead and trail set with additional engraving on both dies is \$70.00.

Vendor

INTERNATIONAL PTT COMPANY
 ATTN JIM JIRANEK
 1400 ALPINE RD
 WELLSVILLE PA 17365-9779
 PHONE: 717-248-9665
 FAX: 717-248-4241

Pricing

Part No.	Description	Unit Price
076	Ring Die	\$66.24
077D	Die Hub (1st day)	\$249.59
0225	Die Hub (canc bars)	\$274.45
0225A	Die Hub (USPS msg)	\$241.96
133G	Ring Die	\$65.25
1207G	Die Hub (canc bars)	\$99.74
1535G	Die Hub (upside down)	\$236.43
1536G	Die Hub (rightside up)	\$240.12
681AG	Type Slug (APO)	\$18.36
HD100	Ring Die	\$66.34
HD102	Die Hub (upside down)	\$210.45
HD101X	Die Hub (canc bars)	\$163.30
HD105	Type Slug (APO)	\$25.96
8013133	Ring Die	\$67.69
8013220	Die Hub (canc bars)	\$244.13
8012978	Die Hub (USPS msg)	\$304.44

Vendor

PITNEY BOWES, INC.
 ATTN CINDY KULIS
 WALTER H WHEELER JR DR
 LOCATION 1103
 STAMFORD CT 06926-0700
 PHONE: 800-322-8000
 FAX: 203-356-5244

Pricing

Part No.	Description	Unit Price
076F	Ring Die (APO)	\$57.50
076S	Ring Die (1st day)	\$109.00
077	Die Hub (canc bars)	\$168.00
077A	Die Hub (USPS msg)	\$148.00
0217	Ring die (round face)	\$198.00
0217G	Ring die (square face)	\$167.00
0218	Die Hub (canc bars)	\$110.00
0218A	Die Hub (USPS msg)	\$168.00
0218E	Die Hub (USPS msg)	\$168.00
0218H	Die Hub (canc bars)	\$158.00
07410	Ring Die (postage meters)	\$27.50
07411	No longer authorized	

—Logistics Programs, Purchasing and Materials, 9-10-98

Ordering Hand Presses for Sealing Postage Meters and Mailbags

Effective September 1, 1998, this article supersedes *Postal Bulletin 21926* (8-15-96) and updates information in Publication 247, *Supply and Equipment Catalog*, section 123.3242, pertaining to ordering hand presses for sealing postage meters and mailbags.

Supply and Equipment Catalog

1	Introduction	*	*	*	*	*
12	Requisitioning Instructions	*	*	*	*	*

123.3242 Ordering Procedures

Ordering procedures for hand presses for sealing postage meters and mailbags are as follows:

- j. Complete PS Form 7381, *Requisition for Supplies, Services or Equipment*, to reflect current data in all fields. Block 10, Complete Delivery Address, must contain the name of the person placing the order as part of the address. The requisition must specify the impression for the bottom die insert only (4 characters or numbers maximum). The top die insert will always be USPS.
- k. Prepare a check or money order payable to E J BROOKS CO and attach it to PS Form 7381. Credit card orders are not accepted.
- l. Submit the completed PS Form 7381 and check or money order directly to the vendor at the address listed below.
- m. Delivery of hand presses from the vendor will be made about 45 days after the date the order is received by the vendor. Shipping charges are included in the price of the part and will be shipped via USPS Standard Mail.
- n. Questions or problems may be addressed to Materials Customer Service at 1-800-332-0317, Option 4. (The Minneapolis PMSC "Rubber Stamp Hotline" is no longer valid.)

Vendor

EJ BROOKS CO.
164 N 13TH ST
NEWARK NJ 07107-1299
PHONE: 973-597-2900

Pricing

Part No.	Description	Unit Price
0814A	Hand press with lever used on square lead seal with cord. PS item 0815.	\$51.75
0814B	Hand press, pliers type, used on tin band seals. PS item 0816A and B.	\$38.75
0814C	Hand press, pliers type, used to seal postage meters.	\$38.25

—Logistics Programs, Purchasing and Materials, 9-10-98

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 Customer Relations Program Management at 202-268-5885 at least 1 month preceding the requested delivery dates.

Title of Mailings	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Current — Early Christmas 1998	Standard A/flat	9/7–9/11	8.7	Nationwide	Car-Rt, 3/5-digit, basic	8" x 10"
Ginny's	Standard A/flat	9/7–9/10	1.0	Nationwide	Car-Rt, 3/5-digit, basic, barcode	7 15/16" x 10 1/4"
Service Merchandise — Juvenile Specialty	Standard A/flat	9/9–9/10	4.0	Nationwide	3/5-digit	RR Donnelley, Lynchburg, VA,
JC Penney — Fall Home & Fashion	Standard A/flat	9/10–9/12	14.8	Nationwide	Car-Rt	RR Donnelley
Service Merchandise — Home Specialty	Standard A/flat	9/14–9/15	4.0	Nationwide	3/5-digit	RR Donnelley, Lynchburg, VA,
Billy Graham Letter	Standard A/ltr	9/14–9/25	1.4	Nationwide	3/5-digit, basic, barcode	3 7/8" x 7 1/8", Minneapolis, MN
Seventh Avenue	Standard A/flat	9/14–9/17	1.1	Nationwide	Car-Rt, 3/5-digit, basic, barcoded	9 1/4" x 6 1/2"
Coldwater Creek — Bedding	Standard A/flat	9/14–9/16	1.3	Nationwide	3/5-digit	RR Donnelley, Lancaster, PA
LL Bean — 1998 Christmas Kids	Standard A/flat	9/15–9/17	2.4	Nationwide	Car-Rt, 5-digit, basic	7 7/16" x 10 1/4", 112 pages
Coldwater Creek — Spirit of the West	Standard A/flat	9/16–9/18	2.7	Nationwide	3/5-digit	RR Donnelley, Lancaster, PA
Coldwater Creek — Milepost Four	Standard A/flat	9/16–9/18	1.9	Nationwide	3/5-digit	RR Donnelley, Lancaster, PA
JC Penney — Styling Salon	Standard A/ltr	9/17–9/19	1.9	Nationwide	Car-Rt	Harte-Hanks
Service Merchandise — Anniversary Book	Standard A/flat	9/21–9/22	10.0	Nationwide	3/5-digit	RR Donnelley, Lynchburg, VA; World Color, Corinth, MS
Service Merchandise — \$300 Million Diamond Sale	Standard A/flat	9/21–9/22	12.0	Nationwide	3/5-digit	RR Donnelley, Lynchburg, VA; World Color, Corinth, MS
Eddie Bauer — Fall Resource	Standard A/flat	9/21–9/24	4.9	Nationwide	Car-Rt, 3/5-digit	
LL Bean — 1998 Christmas Prospect September	Standard A/flat	9/22–9/24	3.6	Nationwide	Car-Rt, 3/5-digit, basic	7 7/8" x 8 15/16", 92 pages
LL Bean — 1998 Christmas Full	Standard A/flat	9/22–9/24	10.2	Nationwide	Car-Rt, 5-digit, basic	7 7/8" x 8 15/16", 312 pages
JC Penney — Super Shoe Sale	Standard A/ltr	9/22–9/24	2.0	Nationwide	Car-Rt	Harte-Hanks
The Territory Ahead — Fall 2	Standard A/flat	9/22–9/24	1.5	Nationwide	Car-Rt, 3/5-digit	Quad Graphics, 64 pages

REQUESTS FOR TRANSACTIONS RECORDS

Customer Requests for Account Information

The Postal Service periodically receives requests for records of past transaction activities from customers who maintain various types of accounts with us. Upon receipt of a written request from the customer who holds the account, the records custodian at a postal facility will furnish transaction information for the types of permits or accounts listed below:

- Business Reply Account
- Advance Deposit Account for Permit Imprint Mailings
- Express Mail Corporate Account
- Postage Due Account
- Advance Deposit Account for Periodicals Mailings
- Intelpost Advance Deposit Account

The records custodian must not furnish account transaction information to anyone other than the customer who holds the account. Upon request, the records custodian will provide available information such as opening and closing balances, deposits, and withdrawals, including dates of transactions. The period of activity requested by the customer cannot exceed the retention period for the postal account records. Before the record is made available, the customer must pay the fees listed below. Upon request, the fee may be deducted from the customer's account. Record fees in AIC

198, Freedom of Information Act Fees, FOIA Account 43388.

Period of Activity Occurrence	Fee for Each Account From Which Information Is Being Sought
<i>For Automated Postal Bookkeeping:</i>	
Activity within current postal quarter	Free
Activity within previous 3 quarters	\$10.00 per quarter
Activity prior to previous 3 quarters	\$25.00 per quarter
<i>For Manual Postal Bookkeeping:</i>	
Any period of past activity	To assess labor and copying charges, refer to the <i>Administrative Support Manual</i> , 352.72.

Current administrative procedures generally require that postal personnel issue receipts for deposits and charges and for copies of billed postage statements whenever activity is transacted against a customer's account. Customers should be encouraged to use these receipts for their own accounting purposes.

—*Business Mail Acceptance, Marketing Systems, 9-10-98*

September 1998

Have You Seen Any of These Children?

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



Lenoria Jones
 Born: 1-3-92
 Date Missing: 7-20-95
 Missing From: Tacoma, WA



Samantha Richey
 Born: 10-21-82
 Date Missing: 8-9-98
 Missing From: Bixby, OK



Isabella Bravo
 Born: 6-27-94
 Date Missing: 8-4-98
 Missing From: Sacramento, CA



Timothy Wood
 Born: 9-2-81
 Date Missing: 4-27-98
 Missing From: Comptche, CA



Jacquelyn Platthy
 Born: 8-22-83
 Date Missing: 1-16-97
 Missing From: Madeira Beach, FL



Brandi Taylor
 Born: 8-25-82
 Date Missing: 4-23-98
 Missing From: Hazel Green, AL

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

Missing Children Poster Display Instructions

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

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

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see *Postal Bulletin* 21967 (3-12-98).

Missing Children posters are available for the U.S. Postal Service only through periodic issues of the *Postal Bulletin*.

September 1998

Have You Seen Any of These Children?

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



Andrew Bluestein
Born: 6-19-89
Date Missing: 10-30-95
Missing From: Nashua, NH



Antoinette Ross
Born: 11-23-81
Date Missing: 7-14-98
Missing From: Fresno, CA



Isaiver Teague
Born: 5-7-94
Date Missing: 7-14-98
Missing From: Fresno, CA



Heather Cole
Born: 11-5-80
Date Missing: 12-10-97
Missing From: Arkansas City,
KS



Zulma Flores
Born: 5-15-85
Date Missing: 7-16-98
Missing From: Arlington, VA



Jaime Medeiros
Born: 2-2-96
Date Missing: 2-11-98
Missing From: Bowling Green,
KY

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

Missing Children Poster Display Instructions

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

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

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see *Postal Bulletin* 21967 (3-12-98).

Missing Children posters are available for the U.S. Postal Service only through periodic issues of the *Postal Bulletin*.

Domestic Mail

APO/FPO Changes

Make the following ink changes to the most recent APO/
FPO tables published in *Postal Bulletin* 21979, 8-27-98.

APO/FPO	Action	Effective Date	See Restrictions
96618	Not Active	Immediately	
09157	Not Active	Immediately	
09178	Not Active	Immediately	

—*International and Military Mail Operations,*
International Business Unit, 9-10-98

Finance

HANDBOOK F-1 REVISION

Accountability Stamp Stock Limits

Effective September 10, 1998, the current procedures outlined in Handbook F-1, *Post Office Accounting Procedures*, are revised as follows to describe the calculation of stamp stock limits and to allow exclusions to those limits:

Handbook F-1, Post Office Accounting Procedures

	*	*	*	*	*
4	Managing Accountable Paper				
	*	*	*	*	*
42	Managing Accountable Paper at Stations, Branches, and Post Offices With Stamp Accountability				
	*	*	*	*	*
422	Accepting Custody — Postmaster or Stamp Stock Custodian				
	*	*	*	*	*

422.2 Establishing Stamp Stock Limits

422.21 For Main Stock/Unit Reserve

422.21.1 Stock Limits

>> Maintain a 9-week stock level, calculated as of the date of the order, of any item, if vault or safe space is available. Do not at any time exceed the 9-week sales level for your office. For example, if the average weekly sale totals 5 stamps, then the 9-week stock level should not exceed 45 stamps (9 weeks x 5 = 45) for that item number.

Note: When calculating the stamp stock limits, each item is calculated separately, and the total value of all item numbers is added together to determine the total accountability of a main stock or unit reserve.

422.21.2 Exclusions to the Stock Limits

>> The following items should not be considered when calculating the stamp stock limit:

- **Stamp Credits** — The value of inventory assigned to an employee from the main stock or unit reserve.
- **Commemorative Stamps** — Postage stamps that depict the cultural and historical heritage of the United States. These stamps have an item number beginning with the number 4.
- **Migratory Bird Hunting and Conservation Stamps** — Commonly called “duck stamps,” migratory bird hunting and conservation stamps are hunting permits which the Postal Service sells for the Department of the Interior. These stamps have item numbers in the 3300 series and are not usable as postage.
- **Philatelic Products** — Philatelic products are items containing stamps or pictures of stamps and are designed to promote the hobby of stamp collecting. Philatelic products usually have item numbers in the 8000 series.
- **Christmas Stamps** — Issued each year, usually in October, Christmas stamps are available in at least two varieties — contemporary and traditional. These stamps have a 5000 series item number for the sheet versions, and a 6000 series item number for the booklet versions.

* * * * *

—Corporate Accounting, Finance, 9-10-98

LODGING REMINDER

Payment for Lodging — William F. Bolger Center for Leadership Development

This is a reminder that when you attend official functions at the William F. Bolger Center for Leadership Development, lodging and board charges may not be claimed on your travel voucher. Lodging and board charges, and any other services

to which you are entitled, and which are shown on your completed PS Form 7381, *Requisition for Supplies, Services, or Equipment*, will be charged directly to your finance number.

—Corporate Accounting, Finance, 9-10-98

CLARIFICATION

Clarification on AIC 525 for Precanceled Stamp Refunds

Postal Bulletin 21979 (8-27-98) announced several new refund Account Identification Codes (AICs) which go into effect September 12, the first day of Postal Fiscal Year (FY) 1999. One of these is AIC 525 for refunds of precanceled stamps. Please note that this AIC is to be used for refunds for *overpayment of precanceled stamps, or for torn or defaced First-Class precanceled stamp mail pieces*. There is no

change to the Postal Service's policy of exchanging precanceled stamps (see *Domestic Mail Manual (DMM) P014.1.6*).

For information on refunds for torn or defaced mail pieces, see DMM P014.2.3. For information on overpayment, see DMM P023.1.5 and P014.2.1.

—Retail, Marketing, 9-10-98

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 423

Keep all foreign order notices for use as reference.

Final Orders

The Tentative Decision and Order issued against the following has become final:

Australia

ALFI
MAIL FORWARDING CENTRE
LOCKED BAG 1282
GPO BRISBANE QLD 4001
AUSTRALIA

BLS
POST OFFICE BOX 246
KANGAROO FLAT VIC 3555
AUSTRALIA

BLS
PO BOX 1202
TULLAMARINE VICTORIA 3043
AUSTRALIA

Canada

ALFI
NORTH AMERICAN FORWARDING CENTER
PO BOX 13104 STN MAIN
VANCOUVER BC V6B 4G3
CANADA

ALFI
NORTH AMERICAN FORWARDING CENTER
PO BOX 13104
VANCOUVER BC V6B 4W6
CANADA

ALFI
NORTH AMERICAN FORWARDING CENTER
PO BOX 13105 STN MAIN
VANCOUVER BC V6B 4W6
CANADA

AUDIT OFFICE
7680 RIVER RD
PO BOX 94308 STN MAIN
RICHMOND BC V6Y 2A8
CANADA

AWARDLINE VERIFICATION CENTER
AL VERIFICATION CENTRE
16715-12 YONGE ST STE 401
NEWMARKET ON L3X 1X4
CANADA

AWARDS NETWORK OF AMERICA
16-1375 SOUTHDOWN RD STE 220
MISSISSAUGA ON L5J 2Z1
CANADA

CASH AND PRIZE REPORTING OFFICE
218 SILVERCREEK PKWY STE 461
GUELPH ON N1H 8E8
CANADA

CASH AND PRIZE REPORTING OFFICE
829 NORTH WEST RD STE 331
KINGSTON ON K7P 2N3
CANADA

CONSUMER AWARDS NETWORK
CAN ADMINISTRATION OFFICE
24-94 BRIDGEPORT RD E STE 620
WATERLOO ON N2J 2J9
CANADA

CONSUMER AWARDS NETWORK
CAN ADMINISTRATION OFFICE
509 COMMISSIONERS RD W STE 427
LONDON ON N6J 1Y5
CANADA

ISC/EXPRESS PROCESSING
4981 HWY 7 EAST UNIT 12A STE 305
MARKHAM ON L3R 1N1
CANADA

MONEY LIST OFFICE
2384 YONGE ST
PO BOX 159 STN K
TORONTO ON M4P 3H7
CANADA

MONEY LIST OFFICE
549 COLUMBIA ST
PO BOX 2676 STN MAIN
VANCOUVER BC V3L 5L2
CANADA

NAAN
238 DAVENPORT RD STE 139
TORONTO ON M5R 1J6
CANADA

RUSHWORTH & CO
1673 RICHMOND ST STE 111
LONDON ON N6G 2N3
CANADA

TARGET INC
BOX 15 GORDAN ST
ESSEX ON N8M 2M0
CANADA

Germany

HARITZ
 PO BOX 80 14 45
 D-81614 MUNCHEN
 GERMANY

HERRN C DE LA MOTTE
 PRUNER GANG 14
 POSTFACH 33 05
 D-24032 KIEL
 GERMANY

HERRN JW POLLITZ
 HAMBURG D-22079
 GERMANY

HERRN JW POLLITZ
 AM SALZERHOF 24
 D-34123 KASSEL
 GERMANY

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

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

Do not place any endorsement on the mailpieces themselves.

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

—Recorder's Office, Judicial Officer, 9-10-98

The Netherlands

EURO-AMERICAN
 WORLD EXPERT/GROUP EXPRESS
 PO BOX 75748
 1118 ZT SCHIPOL
 THE NETHERLANDS

Withholding of Mail Orders

Withholding of mail orders is enforced by the postmaster at the city listed below:

State/City	Names Covered
CA, Beverly Hills 90212-1672	Any And All Names, 9899 Santa Monica Blvd., #293

—Recorder's Office, Judicial Officer, 9-10-98

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.

The *Postal Bulletin* is available on the World Wide Web on the U.S. Postal Service home page at <http://www.usps.com>. To access a *Postal Bulletin*, go to "Business," then to "Business Publications," and then to "The Postal Bulletin."

The *Postal Bulletin* is also available on the Postal Service IntraNet. Click on "Corporate Information," then "Policies and Procedures," then "Postal Bulletin."

Back issues through *Postal Bulletin* 21883A (1-1-95) are available for downloading, as are the 1995, 1996, and 1997 annual indexes and 1998 quarterly index. Once downloaded, the *Postal Bulletin*, including all forms and posters, may be read and printed.

210 221 0548 to	389 887 9211 to 9230	403 260 7000 to 7499	414 640 0757 to 0799
210 221 0599	389 887 9234 to 9299	403 280 6470 to 6499	414 965 1727 to 1799
273 775 7700 to	390 001 3182 to 3199	403 685 8600 to 8699	417 302 8104 to 8199
273 775 7899	390 001 3500 to 3699	404 003 0300 to 0399	417 387 6532 to 6599
302 000 0000 to	390 545 5974 to 5999	404 041 8838 to 8899	417 496 6800 to 6999
302 123 9999	391 104 6146 to 6199	404 071 4268 to 4299	417 871 9250 to 9299
349 746 2056 to 2099	391 574 1466 to 1499	404 347 5356 to 5399	417 930 9533 to 9599
350 518 7350 to 7374	391 783 3020 to 3599	404 347 5548 to 5599	418 164 6500 to 6799
360 011 1690 to 1699	391 792 6100 to 6199	404 726 4500 to 4599	418 423 9863 to 9899
360 168 6008 to 6099	392 668 2956 to 2999	404 961 5001 to 5199	418 633 5922 to 5999
360 173 8800 to 8899	392 854 8500 to 8899	405 325 0188 to 0198	418 719 8520 to 8599
362 861 3064 to 3099	393 584 7566 to 7699	406 009 4587 to 4599	418 744 2235 to 2299
373 006 2176 to 2199	393 650 0074 to 0099	406 260 6830 to 6899	418 962 2848 to 2899
374 768 2600 to 2699	393 838 8316 to 8499	406 459 6641 to 6999	419 543 0286 to 0299
375 169 4400 to 4599	393 893 6007 to 6099	406 733 3000 to 3999	419 730 0300 to 0399
375 829 3400 to 3499	394 126 6907 to 6999	407 545 1557 to 1599	420 277 0015 to 0049
375 851 9100 to 9199	394 189 0405 to 0599	407 594 0412 to 0599	420 599 0734 to 0798
376 196 0911 to 0999	394 822 3243 to 3278	407 692 9100 to 9299	420 661 4115 to 4199
378 085 3679 to 3699	394 990 1810 to 1899	407 959 2190 to 2199	420 758 9500 to 9699
378 351 1063 to 1099	395 343 3264 to 3299	408 265 2275 to 2288	420 969 3951 to 3971
379 843 5100 to 5199	395 373 3035 to 3099	408 499 7700 to 7799	420 969 3973 to 3999
380 093 9600 to 9699	395 396 9649 to 9799	408 499 7900 to 7999	421 116 3565 to 3599
380 165 1165 to 1199	395 970 3240 to 3299	408 682 8484 to 8599	421 130 9300 to 9399
381 325 4500 to 4599	397 622 4054 to 4099	408 698 7015 to 7099	421 313 4500 to 4999
381 604 2510 to 2699	397 819 8902 to 8999	409 072 3941 to 3999	421 364 5537 to 5599
381 645 9525 to 9599	398 149 7200 to 7699	410 491 2311 to 2399	421 656 2609 to 2699
383 314 3968 to 3999	399 070 0872 to 0899	410 694 8400 to 8599	421 988 9700 to 9799
383 892 1000 to 1344	399 156 7119 to 7199	410 775 1500 to 1599	422 172 4667 to 4699
383 892 1382 to 1399	399 203 5064 to 5099	410 795 7927 to 7999	422 484 4212 to 4299
384 925 3641 to 3654	399 296 9910 to 9999	410 867 0917 to 0966	422 556 1270 to 1299
385 568 2331 to 2399	399 396 8935 to 8999	410 867 0970 to 0999	422 587 7024 to 7099
385 599 7554 to 7575	399 792 7775 to 7799	411 868 1023 to 1199	422 819 7533 to 7599
385 774 2024 to 2099	399 792 8300 to 8399	411 922 2322 to 2399	422 842 5073 to 5087
386 624 1412 to 1599	400 427 1051 to 1999	412 193 0900 to 0999	422 907 7563 to 7599
386 883 8936 to 8999	401 045 1505 to 1549	412 395 8599 to 8699	424 500 6050 to 6099
387 314 5574 to 5599	401 045 1571 to 1599	412 485 6500 to 6599	424 641 8500 to 8599
387 837 6300 to 6399	401 294 2700 to 2799	412 485 6610 to 6699	424 871 6600 to 6699
388 828 0656 to 0699	401 310 9505 to 9599	412 885 5953 to 5999	425 298 2352 to 2399
389 696 2400 to 2799	401 382 5312 to 5399	414 193 3608 to 3674	425 418 4269 to 4299
389 846 3104 to 3135	402 578 7876 to 7899	414 193 3677 to 3699	425 418 4405 to 4499
389 846 3145 to 3195	403 125 6744 to 6799	414 411 7348 to 7399	426 547 4566 to 4599

427 412 6337	to	6499	453 603 7841	to	7891	469 127 8000	to	8199	483 632 1521	to	1599
427 481 0900	to	0999	453 650 1140	to	1199	469 213 0359	to	0399	483 632 2600	to	2799
428 027 2742	to	2752	453 741 1300	to	1399	469 213 0500	to	0599	483 849 1615	to	1699
429 474 4172	to	4199	454 013 2919	to	2999	469 561 8011	to	8099	484 174 4803	to	5299
429 889 2900	to	2999	454 186 2411	to	2499	469 658 1961	to	1999	484 323 8900	to	9199
430 150 4401 to 4599			454 268 4883	to	4899	469 666 9900	to	9999	484 680 5000	to	5038
430 172 9800	to	9899	454 302 5400	to	5499	469 678 1900	to	1999	484 680 5040	to	5074
430 177 1900	to	2099	454 490 8300	to	8399	469 781 4900	to	4999	484 680 5077	to	5099
430 444 9500	to	9699	454 547 7434	to	7499	469 947 6960	to	6999	485 029 4913	to	4999
430 664 4070	to	4099	454 922 4867	to	4895	470 755 5800 to 5818			486 176 0600	to	0699
432 168 8419	to	8499	455 221 1348	to	1499	471 918 0300	to	0999	486 559 7555	to	7599
432 708 6800	to	6999	455 364 2147	to	2199	471 985 2408	to	2419	486 696 3023	to	3199
432 744 1544	to	1599	455 399 5400	to	5499	472 191 6700	to	6799	488 173 7900	to	7999
432 995 9775	to	9799	455 476 0676	to	0699	472 270 2555	to	2599	488 206 4100	to	4199
433 003 5800	to	5899	455 543 0618	to	0699	472 987 0213	to	0241	488 226 0200	to	0299
433 757 3047	to	3099	456 410 9006	to	9099	472 987 0290	to	0299	488 709 3906	to	3999
433 765 4003	to	4099	456 470 4146	to	4299	473 151 2069	to	2199	488 855 8359	to	8399
434 482 7060	to	7199	456 619 4460	to	4499	473 666 9138	to	9199	489 181 8963	to	8999
434 513 2386	to	2399	457 333 2686	to	2699	473 952 3429	to	3499	489 223 2000	to	2099
434 968 3076	to	3092	457 729 1767	to	1777	474 108 5402	to	5499	489 311 1930	to	1999
435 303 1831	to	1842	457 937 8615	to	8699	474 356 5193	to	5299	489 318 6200	to	6300
435 303 1986	to	1999	458 028 9810	to	9899	474 949 3366	to	3399	489 384 0027	to	0099
435 666 6092	to	6399	458 057 2712	to	2999	475 134 9362	to	9399	489 427 0658	to	0899
436 082 6400	to	6899	458 069 9537	to	9599	475 167 9667	to	9699	489 997 5252	to	5299
436 160 6441	to	6499	458 069 9665	to	9699	475 319 3415	to	3499	490 669 5850 to 6099		
437 316 7115	to	7199	458 337 5222	to	5299	475 319 3649	to	3799	490 717 7080	to	7099
437 427 0500	to	3499	458 354 7653	to	7999	475 340 6400	to	6599	490 721 6000	to	6099
439 179 2300	to	2399	458 671 8678	to	8699	475 424 8410	to	8499	490 793 1500	to	2099
439 310 0458	to	0499	458 671 8721	to	8798	475 629 9156	to	9199	490 886 8171	to	8199
440 698 1947 to 1999			458 847 5044	to	5999	475 850 6101	to	6199	490 977 9221	to	9240
440 858 6300	to	6399	459 274 7624	to	7699	475 875 2500	to	2599	491 258 8100	to	9099
440 858 6420	to	7299	459 365 5432	to	5499	476 169 8264	to	8299	491 567 1376	to	1399
441 199 1655	to	1699	459 378 5764	to	5799	476 189 3000	to	3499	492 254 4800	to	4899
443 127 3648	to	3699	459 472 4816	to	4999	476 331 2480	to	2499	492 283 5100	to	5199
443 127 4000	to	4099	460 349 6878 to 6899			477 289 8601	to	8699	492 610 6813	to	6899
443 673 7900	to	7999	460 550 1909	to	1999	477 681 5206	to	5299	493 394 5568	to	5599
443 800 9335	to	9399	460 997 5234	to	5299	478 010 4243	to	4268	493 470 2562	to	2599
444 382 8822	to	8899	461 973 6443	to	6499	478 010 4270	to	4291	493 473 7700	to	7799
444 390 1667	to	1699	462 152 0107	to	0299	478 450 5071	to	5099	493 716 2153	to	2199
444 457 3854	to	3899	462 274 1072	to	1099	478 469 7838	to	7858	494 206 2972	to	2999
450 048 4173 to 4199			462 277 8373	to	8399	478 469 7883	to	7899	494 217 3446	to	3999
450 048 4442	to	4699	462 554 6051	to	6099	479 280 9800	to	9899	494 224 0500	to	0599
450 560 5173	to	5199	463 011 5529	to	5540	479 365 9116	to	9176	495 145 0600	to	0699
450 620 3077	to	3099	463 176 4115	to	4199	479 412 9900	to	9999	496 209 7425	to	7499
450 620 3135	to	3199	463 176 4229	to	4299	479 667 6190	to	6199	496 213 8728	to	8799
450 780 2716	to	2799	463 185 2600	to	2799	479 748 9680	to	9699	496 474 5226	to	5248
450 801 2700	to	2799	463 227 7711	to	7799	479 860 7000	to	7199	497 053 8517	to	8699
451 109 2967	to	2984	463 414 4869	to	4899	480 526 2000 to 2099			497 854 8673	to	8699
451 115 4110	to	4125	463 808 3484	to	3499	480 640 6330	to	6399	498 449 8888	to	8899
451 115 4127	to	4199	463 945 7400	to	7899	480 658 0568	to	0599	498 929 8285	to	8499
452 265 0074	to	0099	464 629 9000	to	9399	480 689 5100	to	5199	498 936 5310	to	5399
452 265 0246	to	0299	464 711 4332	to	4399	481 072 9463	to	9499	499 016 5425	to	5499
452 265 0335	to	0999	465 692 3963	to	3999	481 673 0074	to	0095	499 440 8575	to	8899
452 509 1169	to	1199	465 698 8300	to	8599	482 527 1500	to	1599	499 731 6717	to	6799
452 855 6471	to	6499	465 743 7745	to	7799	482 541 5255	to	5299	500 064 1858 to 1869		
452 890 4679	to	4799	466 798 6056	to	6067	482 729 6800	to	6899	500 070 5725	to	7799
452 900 8215	to	8238	467 147 4300	to	4399	483 363 7207	to	7299	600 645 3223 to 3299		
453 117 9146	to	9199	468 079 5782	to	5799	483 402 2356	to	2399	601 339 1200	to	1399
453 334 3631	to	3699	469 067 2817	to	2899	483 486 5100	to	5199	601 661 7700	to	7799

675 464 3700	to	3799	683 378 2117	to	2299	700 228 6048	to	6099	701 838 2800	to	2899
675 464 4000	to	4199	683 415 1200	to	1499	700 650 0452	to	0499	701 941 0600	to	0699
676 365 5958	to	5999	683 444 8159	to	8199	700 666 1323	to	1349	702 171 1603	to	1699
676 669 1024	to	1099	685 154 7780	to	7789	700 786 9106	to	9142	702 195 5109	to	5199
677 126 6734	to	6799	685 623 5264	to	5299	700 859 0744	to	0758	702 254 9300	to	9399
677 333 9979	to	9999	685 650 9487	to	9499	701 028 6780	to	6899	702 264 7569	to	7599
677 466 1088	to	1099	685 669 4200	to	4299	701 213 3900	to	3999	702 713 1800	to	1809
678 071 4500	to	4799	685 757 8452	to	8499	701 267 2000	to	3999	806 087 1100	to	1499
678 096 7531	to	7599	686 071 2694	to	2799	701 335 7312	to	7399	806 268 9275	to	9299
679 909 2578	to	2599	686 176 3333	to	3354	701 369 2005	to	2050	806 534 3400	to	3477
680 112 9565	to	9599	686 644 5879	to	5899	701 503 2247	to	2299	807 342 3283	to	3399
680 244 0903	to	0999	687 601 0973	to	0999	701 553 6557	to	6599	808 086 7100	to	7199
680 761 6800	to	6899	688 120 9000	to	9999	701 601 3457	to	3499	808 090 3440	to	3499
681 677 0540	to	0699	690 941 6000	to	6199	701 605 5913	to	5999	808 325 5161	to	5699
682 956 6280	to	6299	691 941 0000	to	4999	701 695 3982	to	3999	808 784 8000	to	8299
682 956 6490	to	6599	693 445 0566	to	0999	701 695 4148	to	4199	869 800 0000	to	9999
682 956 6700	to	6799	693 448 8500	to	8999	701 695 4227	to	4299	870 054 4814	to	4899
682 965 1178	to	1199	700 065 2570	to	2599	701 708 1741	to	1799	870 491 4812	to	4849
682 965 1201	to	1299	700 065 4800	to	4899	701 736 3966	to	3999	870 541 7167	to	7239
683 118 2389	to	2399	700 190 3350	to	3359						
683 378 2000	to	2099									

—Inspection Service, 9-10-98

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

725 464 591 to 4 920	729 682 891 to 3 190	732 220 431 to 0 440	736 366 021 to 6 110
725 475 321 to 5 330	729 838 940 to 9 070	732 355 201 to 5 380	736 624 456 to 4 530
725 711 057 to 1 070	729 839 101 to 9 130	732 472 320 to 2 560	736 670 851 to 1 060
725 738 581 to 8 730	730 077 683 to 7 840	732 541 605 to 1 620	736 767 061 to 7 090
725 981 311 to 1 430	730 109 847 to 9 880	732 572 221 to 2 490	736 767 093 to 7 120
725 987 835 to 7 880	730 373 761 to 3 850	732 586 479 to 6 710	736 982 191 to 2 370
726 060 811 to 0 900	730 501 951 to 2 130	732 994 037 to 4 080	736 982 551 to 2 730
726 391 970 to 2 520	730 519 379 to 9 470	733 163 449 to 3 460	737 185 501 to 5 710
726 484 771 to 4 800	730 569 278 to 9 360	733 297 171 to 7 290	737 317 321 to 7 350
726 493 351 to 5 300	730 711 711 to 1 740	733 446 631 to 7 110	737 517 781 to 7 840
726 504 031 to 4 063	730 722 991 to 3 230	733 474 665 to 4 770	737 628 181 to 8 210
726 504 070 to 4 090	730 766 111 to 6 124	733 704 482 to 4 720	737 634 258 to 4 270
726 504 331 to 4 390	730 845 970 to 5 990	733 751 041 to 1 130	738 648 355 to 8 450
726 563 701 to 4 060	730 888 291 to 8 320	733 971 138 to 1 210	738 849 811 to 9 900
726 599 371 to 9 460	730 927 591 to 7 680	734 290 759 to 0 770	738 892 270 to 2 290
726 626 356 to 6 370	731 307 914 to 7 930	734 389 273 to 9 290	738 997 259 to 7 380
727 182 271 to 2 510	731 402 431 to 2 460	734 440 031 to 0 111	739 161 451 to 1 540
727 416 181 to 6 240	731 407 232 to 7 320	734 588 040 to 8 370	739 219 381 to 9 440
727 481 431 to 1 460	731 588 301 to 8 340	734 736 661 to 6 810	739 530 511 to 0 540
727 749 241 to 9 780	731 767 273 to 7 320	734 797 201 to 7 320	739 793 527 to 3 550
728 382 331 to 2 480	731 781 061 to 1 120	734 939 611 to 9 640	739 999 231 to 9 320
728 458 201 to 8 260	731 841 377 to 1 450	734 950 111 to 0 170	740 030 701 to 0 970
728 702 338 to 2 400	731 837 821 to 7 910	735 120 331 to 0 840	740 261 740 to 1 820
728 915 371 to 5 850	732 018 481 to 8 600	735 123 061 to 3 690	740 265 811 to 6 290
728 953 141 to 3 410	732 067 972 to 8 370	735 283 008 to 3 020	741 373 891 to 4 340
729 169 081 to 9 140	732 188 649 to 8 670	735 293 131 to 3 220	741 452 369 to 2 490
729 363 841 to 3 870	732 193 460 to 3 470	735 783 961 to 3,990	741 492 991 to 3 140
	732 201 241 to 1 390	735 803 401 to 3 430	741 553 460 to 3 470
		736 145 971 to 6 000	741 764 431 to 4 520

—Inspection Service, 9-10-98

Counterfeited 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
679,751,983	687,262,525
679,694,334	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	

—Inspection Service, 9-10-98

800 Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing an 800 number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 1-800-563-0444.

This 800 number is printed on the back of the Canadian Postal Money Orders.

—Inspection Service, 9-10-98

Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be destroyed. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

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

005041	010114	020495	023462	024137	038072	061710	069672	070781	071618	080522	093883	097853
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005734	010279	021007	023533	024140	038512	061734	069902	070796	071693	085226	093886	097871
005781	010452	021088	024002	024145	040031	062021	069969	070903	071717	085558	093910	097882
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464200	482896	531520	570034	602906	631530	735001	757531	800318	805086	852541	860038	901599
465013	482982	531558	571101	602939	631626	735007	761097	800359	805426	852563	860111	901610
468145	483004	531567	573012	602943	631676	735075	761600	800456	805536	852580	871599	901949
468364	483164	531581	573014	602966	631698	740147	762008	800554	806020	852608	871633	902007

902030	906080	911318	917096	918167	921476	926358	927099	928282	932755	946413	967085	972975
902154	906109	912378	917131	918245	921501	926386	927106	928322	932794	946470	967356	973242
902233	906257	912408	917177	918270	921550	926427	927126	928330	933146	946520	967383	974018
902294	906265	912443	917227	918283	921574	926437	927153	928339	933278	948187	967410	974051
902338	906492	913527	917265	918331	921593	926450	927158	928340	933308	948389	968159	974122
902364	906534	913637	917274	918412	921595	926452	927166	928341	933449	948401	968311	975015
902386	906540	913670	917287	918421	921640	926453	927175	928347	933527	948453	968450	976035
902546	906550	914004	917326	918458	921642	926464	927191	928349	933546	948541	968543	979002
902564	906601	914207	917366	918516	921660	926471	927225	928353	934213	948551	968575	980123
902575	906632	914290	917389	918543	921669	926498	927227	928409	935053	949303	968673	980224
902576	906659	914320	917391	918554	921755	926510	927302	928420	937289	949729	968747	980263
902585	906815	914358	917396	918701	921762	926533	927353	928437	937368	950088	968850	980310
902595	906853	914414	917411	918755	921768	926566	927386	928441	937486	950095	968937	980577
902619	906862	914733	917422	918796	921881	926581	927389	928466	937514	950232	968978	980653
902624	906871	914859	917431	918886	921967	926627	927421	928508	937741	950244	969011	980656
902666	906896	914866	917436	918923	922075	926650	927435	928547	937824	950342	969041	980717
902687	907049	914963	917443	918939	922231	926656	927453	928596	939596	950359	969102	980889
902689	907094	914970	917496	918941	922236	926694	927461	928681	939597	950396	970149	980917
902875	907134	914992	917503	920029	924228	926699	927471	928694	939602	950534	970161	980938
902917	907287	915027	917509	920034	924484	926705	927476	928708	940080	950746	970210	981521
903325	907371	915041	917529	920089	924540	926709	927512	928755	940164	950761	970306	982099
903482	907416	915196	917547	920198	924640	926766	927514	928777	940188	950844	970320	982127
903490	907513	915238	917562	920219	924675	926778	927575	928779	940403	950859	970414	982137
903491	907538	915294	917594	920239	925157	926866	927585	928827	940557	950879	970508	982266
903582	907551	915312	917613	920286	925225	926873	927696	928844	940950	951312	970518	992172
903608	907570	915337	917616	920305	926016	926903	927784	928888	941054	951713	970676	992687
903626	907715	915395	917628	920310	926045	926917	927863	931044	941216	951770	970679	995049
903641	907756	915398	917643	920342	926059	926933	927922	931059	941358	951781	970693	995202
904227	907757	915534	917644	921029	926060	926937	927957	931070	941364	951810	970721	995382
904299	910421	915536	917655	921086	926080	926957	927962	931252	941365	953260	970751	995433
904516	910422	915555	917665	921155	926093	926960	927977	931364	941534	954430	972283	995600
904602	910423	915574	917690	921198	926096	926962	928138	931420	941564	954451	972309	995770
904603	910425	915599	917966	921217	926120	926983	928163	931445	941830	958399	972465	997123
904607	911086	915624	918032	921219	926137	926992	928166	931627	945348	958835	972735	997159
904615	911162	915693	918081	921224	926231	927003	928194	931857	945539	959056	972827	997238
904634	911297	917003	918111	921432	926288	927016	928204	932735	945656	960064	972876	997249
904635	911316	917090	918147	921449	926322	927089	928278	932744	945693	967056	972954	997294

—Express and Priority Mail, Marketing, 9-10-98

International Mail

IMM REVISION

Suspension of International Mail Service to Democratic Republic of the Congo

Effective September 10, 1998, all international air and surface mail service to Democratic Republic of the Congo (formerly Zaire) is hereby suspended.

Any mail on hand for Democratic Republic of the Congo must be returned to sender endorsed "Service Temporarily Suspended." Postage may be refunded in full for return mail (see DMM PO14.2.4), or the mail may be reentered when service is resumed by obliterating the "Service Temporarily Suspended" endorsement.

Information concerning international mail service disruptions can be found via the Rapid Information Bulletin Board System (RIBBS) page of the Postal IntraNet located at <http://ribbs.usps.gov>. The changes to the Individual Country Listing for Democratic Republic of the Congo will be included in a future issue of the *International Mail Manual* (IMM).

—*International and Military Mail Operations,
International Business Unit, 9-10-98*

IMM REVISION

International Mail — Mailing to Belarus

Effective September 10, 1998, the following changes are being made to the Individual Country Listing for Belarus in the *International Mail Manual* (IMM):

International Mail Manual (IMM)

* * * * *

Country Conditions for Mailing — Belarus

Prohibitions (130)

[The entry which pertains to coins; banknotes; etc. is deleted.]

Restrictions

Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles must be enclosed in an insured parcel in order to be mailable to Belarus.

* * * * *

These changes to the Country Conditions for Mailing for Belarus will be incorporated into a future issue of the IMM.

—*Pricing, Costing, & Classification,
International Business Unit, 9-10-98*

IMM REVISION

International Mail — Mailing to Bulgaria

Effective September 10, 1998, the insurance indemnity limit for air and surface parcels that are mailed to Bulgaria is increased to a maximum of \$1,070. The insurance fee table for Bulgaria in the *International Mail Manual* (IMM) is revised as follows:

International Mail Manual (IMM)

* * * * *

Country Conditions for Mailing — Bulgaria

* * * * *

INSURANCE (320)

Available for **Parcel Post only** (see 324.2 for required markings)

Insured Amount not over	Fee
\$50	\$1.60
\$100	\$2.50
\$200	\$3.40
\$300	\$4.30
\$400	\$5.20
\$500	\$6.10
\$600	\$7.00
\$700	\$7.90
\$800	\$8.80
\$900	\$9.70
\$1000	\$10.60
\$1070 max.	\$11.50

* * * * *

This revision will be incorporated in a future issue of the IMM.

—Pricing, Costing, & Classification,
International Business Unit, 9-10-98

IMM REVISION

International Mail — Mailing to Tajikistan

Effective September 10, 1998, the maximum weight limit for air and surface parcels that are mailed to Tajikistan is being increased to 66 pounds.

This revision will be incorporated in a future issue of the IMM.

International Mail Manual (IMM)

* * * * *

Country Conditions for Mailing — Tajikistan

* * * * *

PARCEL POST (270) POSTAGE RATES

Air	Weight Not Over (lb.)	Surface
\$12.80	1	\$9.00
19.20	2	9.00
25.60	3	10.92
32.00	4	12.84
37.44	5	14.76
42.88	6	16.68
48.32	7	18.60
53.76	8	20.52
59.20	9	22.44
64.64	10	24.36
69.12	11	26.28
73.60	12	28.20
78.08	13	30.12
82.56	14	32.04
87.04	15	33.96
91.52	16	35.88
96.00	17	37.80
100.48	18	39.72
104.96	19	41.64
109.44	20	43.56
113.76	21	45.48
118.08	22	47.40
122.40	23	49.32
126.72	24	51.24
131.04	25	53.16
135.36	26	55.08
139.68	27	57.00
144.00	28	58.92
148.32	29	60.84
152.64	30	62.76
156.80	31	64.68
160.96	32	66.60
165.12	33	68.52
169.28	34	70.44
173.44	35	72.36
177.60	36	74.28
181.76	37	76.20

Air	Weight Not Over (lb.)	Surface
185.92	38	78.12
190.08	39	80.04
194.24	40	81.96
198.40	41	83.88
202.56	42	85.80
206.72	43	87.72
210.88	44	89.64
215.04	45	91.56
219.20	46	93.48
223.36	47	95.40
227.52	48	97.32
231.68	49	99.24
235.84	50	101.16
240.00	51	103.08
244.16	52	105.00
248.32	53	106.92
252.48	54	108.84
256.64	55	110.76
260.80	56	112.68
264.96	57	114.60
269.12	58	116.52
273.28	59	118.44
277.44	60	120.36
281.60	61	122.28
285.76	62	124.20
289.92	63	126.12
294.08	64	128.04
298.24	65	129.96
302.40	66	131.88

Weight Limit — 66 lbs.

* * * * *

—Pricing, Costing, & Classification,
International Business Unit, 9-10-98

Philately

STAMP ANNOUNCEMENT 98-40

Holiday Traditional: Florentine Madonna Definitive Stamp



Copyright USPS 1997

The Postal Service will issue a 32-cent Holiday Traditional: *Florentine Madonna* Definitive Stamp, in a book of 20 (one design) (Item No. 6613) on October 15, 1998, in Washington, DC. The stamp was designed by Richard Sheaff, Scottsdale, AZ, and goes on sale nationwide October 16, 1998.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamps at their local post office, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

HOLIDAY TRADITIONAL FLORENTINE MADONNA
 POSTMASTER
 900 BRENTWOOD RD NE
 WASHINGTON DC 20066-9991

Issue:	Holiday Traditional: <i>Florentine Madonna</i> Definitive Stamp
Item Number:	6613
Denomination & Type of Issue:	32-cent, definitive
Format:	Book of 20
Series:	Holiday Traditional
Issue Date & City:	October 15, 1998, Washington, DC
Designer:	Richard Sheaff, Scottsdale, AZ
Engraver:	N/A
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Modeler:	N/A
Manufacturing Process:	Offset
Printer:	BEP
Printed at:	BEP, Washington, DC
Press Type:	Optiforma
Stamps Per Book:	20
Print Quantity:	925.2 million stamps
Paper Type:	Pre-phosphored Type II
Gum Type:	Self-adhesive
Processed at:	BEP, Washington, DC
Stamp Orientation:	Vertical
Colors (PMS Colors):	Process Yellow, Process Magenta, Process Cyan, Process Black
Image Area (w x h):	0.77 x 1.05 in./19.6 x 26.7 mm
Overall Size (w x h):	0.91 x 1.16 in./23.1 x 29.5 mm
Full Pane Size (w x h):	3.47 x 6.75 in./88.1 x 171.5 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	Four (4) single digits
Marginal Markings:	N/A
Catalog Item Number:	661300 Convertible Booklet of 20 — \$6.40 661361 First Day Cover — \$.53
Sale Date:	October 15, 1998
Nationwide Sale Date:	October 16, 1998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by November 14, 1998.

Stamp Fulfillment Services also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly

USA Philatelic catalog. Customers may request a free catalog by telephoning 1-800-STAMP-24 or writing to:

INFORMATION FULFILLMENT
DEPT 6270
US POSTAL SERVICE
PO BOX 419014
KANSAS CITY MO 64141-6014

First day covers remain on sale for at least 1 year after the stamp's issuance.

Distribution

All stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive one-half their standard quantities for convertible self-adhesive booklets, rounded to the nearest master carton size (4,500 booklets).

SDOs and SDNs will make subsequent automatic distribution to post offices using Form 3309, *Advice of Shipment/Stamp Invoice*, and Form 17, *Stamp Requisition*.

SDOs and SDNs must not distribute stamps to post offices before October 8, 1998.

Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDO or SDN using a separate Form 17. All accountable paper depositories (APDs) and SDNs will have 360,000 additional booklets of Item 6613 for distribution.

Philatelic Requirement

SDOs and SDNs with authorized philatelic centers **will not receive** an automatic distribution of their standard philatelic quantity of these convertible self-adhesive booklets for subsequent automatic distribution to each philatelic center.

—Stamp Services, Marketing, 9-10-98

STAMP ANNOUNCEMENT 98-41

Holiday Contemporary: Wreaths Special Stamps



Copyright USPS 1997

The Postal Service will issue four 32-cent Holiday Contemporary: *Wreaths* Special Stamps, in a pane of 20 (Item No. 5585) (four designs) and in a book of 20 (Item No. 6612) (four designs) on October 15, 1998, in Christmas, MI. The stamps were designed by Chris Crinklaw, King City, CA; George de Bruin, San Francisco, CA; Lillian Dinihanian, Beaverton, OR; and Micheale Thunin, Berkeley, CA, and photographed by Marc Simon, San Francisco, CA. The stamps go on sale nationwide October 16, 1998.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamps at their local post office, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

HOLIDAY CONTEMPORARY WREATHS SPECIAL STAMPS
 POSTMASTER
 220 ELM AVE
 MUNISING MI 49862-9991

Note: The first day cancellation will appear as "Christmas, MI."

Issue:	Holiday Contemporary: <i>Wreaths</i>
Item Number:	5585
Denomination & Type of Issue:	32-cent, Special
Format:	Pane of 20
Series:	Holiday Contemporary
Issue Date & City:	October 15, 1998, Christmas, MI
Photographer:	Marc Simon, San Francisco, CA
Designers:	Chris Crinklaw, King City, CA (Chili pepper wreath) George de Bruin, San Francisco, CA (Victorian wreath) Lillian Dinihanian, Beaverton, OR (Evergreen wreath) Micheale Thunin, Berkeley, CA (Tropical wreath)
Engraver:	N/A
Art Director:	Howard Paine, Delaplaine, VA
Typographer:	Tom Mann, Vancouver, WA
Modeler:	Banknote Corporation of America (BCA)
Manufacturing Process:	Offset
Printer:	Banknote Corporation of America (BCA)
Printed at:	BCA, Browns Summit, NC
Press Type:	Muller Martini
Stamps Per Pane/Sheet:	20
Print Quantity:	71.5 million stamps
Paper Type:	Pre-phosphored Type I
Gum Type:	Self-adhesive
Processed at:	BCA, Browns Summit, NC
Colors (PMS Colors):	Process Yellow, Magenta, Cyan, Black, Special Green (PMS 349), Special Red (PMS 484)
Stamp Orientation:	Vertical
Image Area (w x h):	0.752 x 1.032 in./19.101 x 26.213 mm
Overall Size (w x h):	0.910 x 1.190 in./23.114 x 30.226 mm
Full Pane Size (w x h):	5.460 x 5.950 in./138.684 x 151.130 mm
Plate Size:	160 stamps per revolution
Plate Numbers:	"B" followed by six single digits
Marginal Markings:	"© USPS 1996" • Plate Position Diagram • Price • Plate Numbers
Catalog Item Number:	558540 PSA Pane of 20 w/plate no. — \$6.40 558563 First Day Cover (Set of 4) — \$2.12 558520 Block of 4 — \$1.28 558530 Block of 10 — \$3.20
Sale Date:	October 15, 1998
Nationwide Sale Date:	October 16, 1998

Issue:	Holiday Contemporary: <i>Wreaths (Cont'd)</i>
Item Number:	6612
Denomination & Type of Issue:	32-cent, Special
Format:	Booklet of 20
Series:	Holiday Contemporary
Issue Date & City:	October 15, 1998, Christmas, MI
Photographer:	Marc Simon, San Francisco, CA
Designers:	Chris Crinklaw, King City, CA (Chili pepper wreath) George de Bruin, San Francisco, CA (Victorian wreath) Lillian Dinihanian, Beaverton, OR (Evergreen wreath) Micheale Thunin, Berkeley, CA (Tropical wreath)
Engraver:	N/A
Art Director:	Howard Paine, Delaplaine, VA
Typographer:	Tom Mann, Vancouver, WA
Modeler:	Banknote Corporation of America (BCA)
Manufacturing Process:	Offset
Printer:	Banknote Corporation of America (BCA)
Printed at:	BCA, Browns Summit, NC
Press Type:	Muller Martini
Stamps Per Pane/Sheet:	20
Print Quantity:	920.25 million stamps
Paper Type:	Pre-phosphored Type I
Gum Type:	Self-adhesive
Processed at:	BCA, Browns Summit, NC
Colors (PMS Colors):	Process Yellow, Magenta, Cyan, Black, Special Green (PMS 349), Special Red (PMS 484)
Stamp Orientation:	Vertical
Image Area (w x h):	0.752 x 1.032 in./19.101 x 26.213 mm
Overall Size (w x h):	0.910 x 1.190 in./23.114 x 30.226 mm
Full Pane Size (w x h):	3.570 x 6.750 in./90.678 x 171.450 mm
Plate Size:	315 stamps per revolution
Plate Numbers:	"B" followed by six single digits
Marginal Markings:	"© USPS 1996" • Plate Position Diagram • Price • Plate
Catalog Item Number:	661200 Booklet of 20 — \$6.40 661263 First Day Cover (Set of 4) — \$2.12
Sale Date:	October 15, 1998
Nationwide Sale Date:	October 16, 1998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by November 14, 1998.

Stamp Fulfillment Services also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by telephoning 1-800-STAMP-24 or by writing to:

INFORMATION FULFILLMENT
DEPT 6270
US POSTAL SERVICE
PO BOX 419014
KANSAS CITY MO 64141-6014

First day covers remain on sale for at least 1 year after the stamp's issuance.

Distribution of Pane of 20 Self-Adhesive Special Stamps, Item 5585

All stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive one-quarter their standard quantities for a 20-stamps-per-pane issue, rounded to the nearest master carton size (40,000 stamps).

Initial Supply for Post Offices

SDOs and SDNs will make subsequent automatic distribution to post offices using Form 3309, *Advice of Shipment/Stamp Invoice*, and Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before October 8, 1998.

Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDO or SDN using a separate Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using Form 17.

For filling supplemental orders, the Dulles, VA, SDN and New York, NY; Chicago, IL; and San Francisco, CA, APDs will receive 560,000 stamps. The Kansas City, MO, SDN and Washington, DC; Memphis, TN; and Denver, CO, APDs will receive 520,000 stamps.

Philatelic Requirement

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

SDOs and SDNs That Serve This Many Philatelic Windows	Will Receive This Quantity of the Holiday Contemporary <i>Wreaths</i> Special Stamps
1	16,000
2	32,000
3	48,000
4	64,000
6	120,000
12	200,000
20	320,000

Distribution of Booklet of 20 Self-Adhesive Special Stamps, Item 6612

All stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive one-half their standard quantities for convertible self-adhesive booklets, rounded to the nearest master carton size (4,500 booklets).

SDOs and SDNs will make subsequent automatic distribution to post offices using Form 3309, *Advice of Shipment/Stamp Invoice*, and Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before October 8, 1998.

Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDO or SDN using a separate Form 17. Accountable paper depositories (APDs) and SDNs will not have additional supplies of Item 6612 for distribution. SDOs requiring additional booklets **cannot** order them from their designated APD or SDNs.

Philatelic Requirement

SDOs and SDNs with authorized philatelic centers **will not receive** an automatic distribution of their standard philatelic quantity of these convertible self-adhesive booklets for subsequent automatic distribution to each philatelic center.

—*Stamp Services, Marketing, 9-10-98*

STAMP ANNOUNCEMENT 98-42

Brandeis University Postal Card



Copyright USPS 1997

The Postal Service will issue a 20-cent *Brandeis University* Postal Card (Item 2291) on October 17, 1998, in Waltham, MA. The postal card was designed by Richard Sheaff, Scottsdale, AZ, and photographed by Julian Brown, Boston, MA, and goes on sale nationwide October 19, 1998.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamps at their local post office, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

BRANDEIS UNIVERSITY POSTAL CARD
POSTMASTER
25 DORCHESTER AVE
BOSTON MA 02205-9991

Note: The first day cancellation will appear as "Waltham, MA."

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by November 16, 1998.

Stamp Fulfillment Services also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by telephoning 1-800-STAMP-24 or by writing to:

INFORMATION FULFILLMENT
DEPT 6270
US POSTAL SERVICE
PO BOX 419014
KANSAS CITY MO 64141-6014

First day covers remain on sale for at least 1 year after the stamp's issuance.

Issue:	Brandeis University Postal Card
Item Number:	2291
Denomination & Type of Issue:	20-cent, Postal Card
Format:	Postal Card
Series:	Historic Preservation
Issue Date & City:	October 17, Waltham, MA
Designer:	Richard Sheaff, Scottsdale, AZ
Engraver:	N/A
Photographer:	Julian Brown, Boston, MA
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Modeler:	N/A
Manufacturing Process:	Offset
Printer:	Government Printing Office (GPO)
Printed at:	GPO, Washington, DC
Press Type:	Offset
Cards Per Pane/Sheet:	N/A
Print Quantity:	21 million postal cards
Paper Type:	22-lbs, bright white
Gum Type:	N/A
Processed at:	GPO, Washington, DC
Card Orientation:	Horizontal
Colors (PMS Colors):	Process Yellow, Magenta, Cyan, Black
Image Area (w x h):	1.875 x 1.25 in./47.6 x 31.73 mm
Overall Size (w x h):	5.5 x 3.5 in./139.59 x 88.83 mm
Full Pane Size (w x h):	N/A
Plate Size:	N/A
Plate Numbers:	N/A
Marginal Markings:	"© 1997" • recycled logo followed by "Recycled"
Catalog Item Number:	229100 Postal Card — \$.20 229161 Card w/First Day Cancellation — \$.30
Sale Date:	October 17, 1998
Nationwide Sale Date:	October 19, 1998

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive approximately their full standard automatic distribution for a commemorative postal card. Distributions are rounded to the nearest master carton size (5,000 postal cards).

Initial Supply for Post Offices

All post offices should immediately requisition Item 2291, *Brandeis University* Postal Card, from their designated SDO/SDN using a separate Form 17, *Stamp Requisition*.

SDOs and SDNs must not distribute stamps to post offices before October 13, 1998.

Additional Supply

The Government Printing Office (GPO) will disburse all of these commemorative postal cards to SDOs and SDNs; therefore, the GPO will not have any additional cards available for reordering. Post offices requiring additional postal cards must requisition them from their designated SDO or SDN using a separate Form 17. Accountable paper depositories (APDs) will not receive additional quantities of Item 2291 for filling supplemental orders from SDOs.

Philatelic Requirement

SDOs and SDNs with authorized philatelic centers will provide a subsequent automatic distribution to each philatelic center from their standard automatic distribution quantity.

Sales Policy

All post offices must acquire and maintain a supply of each new commemorative postal card as long as customer demand exists or until the postal card is officially withdrawn from sale, generally 1 year from date of issue. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures.

—Stamp Services, Marketing, 9-10-98

SPACE DISCOVERY BOOK

Space Discovery Collectible Book



In conjunction with the October 1 issuance of the *Space Discovery* stamps, we will make available for sale an 18-page collector story book featuring the travels of two children through a space galaxy. *The Space Discovery* Collectible Book (Item 9829) contains informative text along with vivid photography. As an added bonus, each collectible book will contain a space hologram along with two hidden icons that can be easily revealed through a stamp decoder (not included). The *Space Discovery* Collectible Book will retail for \$9.95 and will come in a collector case that includes a strip of five *Space Discovery* stamps.

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive an automatic distribution based on the following table:

Number of Mint Sets Office Ordered for Survey	Number of Books Office Will Receive
100–599	400
600–1,199	600
1,200–2,249	800
2,250–2,999	1,000
3,000–7,999	1,200
8,000	2,200
16,000	5,000

All post offices requiring the *Space Discovery* Collectible Books should requisition them from their designated SDO or SDN using a separate PS Form 17, *Stamp Requisition*. Requisitions must be in multiples of 5.

Sales

Report sales of Item 9829 in AIC 092.

—Stamp Marketing, Marketing, 9-10-98

Pictorial Cancellations Announcement 98-18

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 (32 cents per envelope or 20 cents per postcard). Items submitted for cancellation may not include postage issued

after the date of the requested cancellation. Such items will be returned unserved.

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

After applying the pictorial cancellation, the Postal Service returns the envelope or postcard through the mail. Customers who want their serviced item returned under protected cover should include a larger, stamped, self addressed envelope.

The following pictorial cancellations have been extended for an additional 30 days.



September 5, 1998
TOWN & COUNTRY DAYS STATION
POSTMASTER
110 W 5TH AVE
SHELL LAKE WI 54871-9998

September 6, 1998
WISCONSIN SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
PORT WING WI 54865-9998

WISCONSIN SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
HERBSTER WI 54844-9998

EXELAND TROUT FESTIVAL STATION
POSTMASTER
PO BOX 9998
EXELAND WI 54835-9998

September 12, 1998
SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
NEW LISBON WI 53950-9998



September 8, 1998
SESQUICENTENNIAL COACH STATION
POSTMASTER
PO BOX 9998
MADISON WI 53703-9998

SESQUICENTENNIAL COACH STATION
POSTMASTER
PO BOX 9998
BLACK EARTH WI 53515-9998

SESQUICENTENNIAL COACH STATION
POSTMASTER
PO BOX 9998
MAZOMANIE WI 53560-9998

SESQUICENTENNIAL COACH STATION
POSTMASTER
PO BOX 9998
CROSS PLAINS WI 53528-9998

September 9, 1998
SESQUICENTENNIAL COACH STATION
POSTMASTER
PO BOX 9998
MUSCODA WI 53573-9998

SESQUICENTENNIAL COACH STATION
POSTMASTER
PO BOX 9998
SPRING GREEN WI 53588-9998

September 10, 1998
SESQUICENTENNIAL COACH STATION
POSTMASTER
PO BOX 9998
BOSCOBEL WI 53805-9998

SESQUICENTENNIAL COACH STATION
POSTMASTER
PO BOX 9998
PRAIRIE DU CHIEN WI 53821-9998

**PUT YOUR
STAMP ON
HISTORY
→1930s←**



September 10, 1998

Fort Worth Post Office

CELEBRATE THE CENTURY STATION
POSTMASTER
4600 MARK IV PKWY
FORTH WORTH TX 76161-9998

Peaster Post Office

CELEBRATE THE CENTURY STATION
POSTMASTER
8616 FM 920
PEASTER TX 76485-9998

Arlington Post Office

CELEBRATE THE CENTURY STATION
POSTMASTER
300 E SOUTH ST
ARLINGTON TX 76004-9998

Denton Post Office

CELEBRATE THE CENTURY STATION
POSTMASTER
101 E MCKINNEY ST
DENTON TX 76201-9998

Bedford Post Office

CELEBRATE THE CENTURY STATION
POSTMASTER
1300 HARWOOD RD
BEDFORD TX 76021-9998

Millsap Post Office

CELEBRATE THE CENTURY STATION
POSTMASTER
107 FANNIN ST
MILLSAP TX 76066-9998

Abilene Post Office

CELEBRATE THE CENTURY STATION
POSTMASTER
341 PINE ST
ABILENE TX 79604-9998

Grapevine Post Office

CELEBRATE THE CENTURY STATION
POSTMASTER
1251 WILLIAM D TATE AVE
GRAPEVINE TX 76051-9998

Lueders Post Office

CELEBRATE THE CENTURY STATION
POSTMASTER
125 E MAIN ST
LUEDERS TX 79533-9998

Seminole Post Office

CELEBRATE THE CENTURY STATION
POSTMASTER
210 SE 3RD ST
SEMINOLE TX 79360-9998

Wellington Post Office

CELEBRATE THE CENTURY STATION
POSTMASTER
1000 WEST AVE
WELLINGTON TX 79095-9998

San Angelo Post Office

CELEBRATE THE CENTURY STATION
POSTMASTER
1 N BRYANT
SAN ANGELO TX 76902-9998

Wichita Falls Post Office

CELEBRATE THE CENTURY STATION
POSTMASTER
1000 LAMAR ST
WICHITA FALLS TX 76301-9998



August 21–September 7, 1998

CALIFORNIA STATE FAIR
POSTMASTER
2000 ROYAL OAKS DR
SACRAMENTO CA 95813-9998



August 21–September 7, 1998

CALIFORNIA STATE FAIR
POSTMASTER
2000 ROYAL OAKS DR
SACRAMENTO CA 95813-9998



August 21–September 7, 1998

CALIFORNIA STATE FAIR
POSTMASTER
2000 ROYAL OAKS DR
SACRAMENTO CA 95813-9998



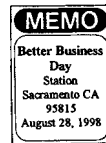
August 21–September 7, 1998

CALIFORNIA STATE FAIR
POSTMASTER
2000 ROYAL OAKS DR
SACRAMENTO CA 95813-9998



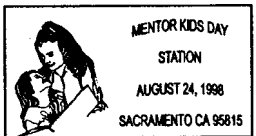
August 21–September 7, 1998

CALIFORNIA STATE FAIR
POSTMASTER
2000 ROYAL OAKS DR
SACRAMENTO CA 95813-9998



August 21–September 7, 1998

CALIFORNIA STATE FAIR
POSTMASTER
2000 ROYAL OAKS DR
SACRAMENTO CA 95813-9998



August 21–September 7, 1998

CALIFORNIA STATE FAIR
POSTMASTER
2000 ROYAL OAKS DR
SACRAMENTO CA 95813-9998



August 21–September 7, 1998

CALIFORNIA STATE FAIR
POSTMASTER
2000 ROYAL OAKS DR
SACRAMENTO CA 95813-9998



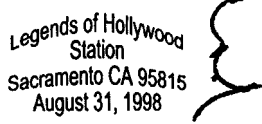
August 21–September 7, 1998

CALIFORNIA STATE FAIR
POSTMASTER
2000 ROYAL OAKS DR
SACRAMENTO CA 95813-9998



August 21–September 7, 1998

CALIFORNIA STATE FAIR
POSTMASTER
2000 ROYAL OAKS DR
SACRAMENTO CA 95813-9998



August 21–September 7, 1998
 CALIFORNIA STATE FAIR
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 7, 1998
Huckleberry Festival Committee
 HUCKLEBERRY STATION
 POSTMASTER
 PO BOX 9998
 TROUT CREEK MT 59874-9998



August 21–September 7, 1998
 CALIFORNIA STATE FAIR
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



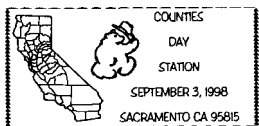
August 10–15, 1998
 JUNIOR FAIR STATION
 POSTMASTER
 5 W STIMSON ST
 ATHENS OH 45701-9998



August 21–September 7, 1998
 CALIFORNIA STATE FAIR
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998

ARTWORK UNAVAILABLE

August 12, 1998
 DONATION STATION
 POSTMASTER
 1664 FROGTOWN RD
 UNION KY 41091-9998



August 21–September 7, 1998
 CALIFORNIA STATE FAIR
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 12, 1998
 KASILOF HISTORICAL STATION
 POSTMASTER
 PO BOX 9998
 KASILOF AK 99610-9998



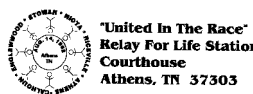
August 21–September 7, 1998
 CALIFORNIA STATE FAIR
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 13–23, 1998
 IOWA STATE FAIR STATION
 POSTMASTER
 1165 2ND AVE
 DES MOINES IA 50318-9998



August 21–September 7, 1998
 CALIFORNIA STATE FAIR
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 14, 1998
Postmasters of McMinn County (Athens, Calhoun, Englewood, Etowah, Niota, Riceville)
 UNITED IN THE RACE RELAY FOR LIFE
 STATION
 POSTMASTER
 PO BOX 9998
 ATHENS TN 37303-9998



August 21–September 7, 1998
 CALIFORNIA STATE FAIR
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 14, 1998
 OCEANA POST OFFICE STATION
 POSTMASTER
 PO BOX 9998
 OCEANA WV 24870-9998



August 21–September 7, 1998
 CALIFORNIA STATE FAIR
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 14–23, 1998
Illinois State Fair U.S. Postal Service
 STATE FAIR STATION
 POSTMASTER
 PO BOX 19499
 SPRINGFIELD IL 62794-9499



August 15, 1998
 WILD BLUEBERRY FESTIVAL STATION
 POSTMASTER
 51 COURT ST
 MACHIAS ME 04654-9998

100th Anniversary



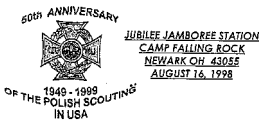
August 17, 1998
 100TH ANNIVERSARY CENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 PULASKI IL 62976-9998



August 15, 1998
 BREAST HEALTH AWARENESS NIGHT
 STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



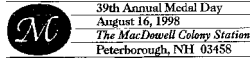
August 17, 1998
 NORTHVILLE LONG ISLAND CLASSIC
 STATION
 POSTMASTER
 PO BOX 9998
 JERICHO NY 11753-9998



August 15 & 16, 1998
 JUBILEE JAMBOREE STATION
 POSTMASTER
 30 E CHURCH ST
 NEWARK OH 43055-9998



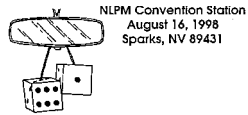
August 17, 1998
 112TH FAIR STATION
 POSTMASTER
 34 E GARDINER PL
 WALTON NY 13856-9998



August 16, 1998
 The MacDowell Colony
 THE MACDOWELL COLONY STATION
 POSTMASTER
 23 GROVE ST
 PETERBOROUGH NH 03458-9998



August 17-20, 1998
 USPS
 35TH ANNUAL SUMMER GRAND
 INTERNATIONAL CONVENTION STATION
 POSTMASTER
 3680 PACIFIC AVE
 OGDEN UT 84401-9998



August 16, 1998
 John Ascugas Nugget
 NLPM CONVENTION STATION
 POSTMASTER
 PO BOX 9998
 SPARKS NV 89431-9998



August 18-22, 1998
 ESSEX COUNTY FAIR STATION
 POSTMASTER
 PO BOX 9998
 WESTPORT NY 12993-9998



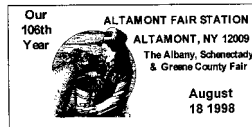
August 16, 1998
 Downers Grove Post Office
 USPS PRO CRITERIUM CHAMPIONSHIP
 STATION
 POSTMASTER
 920 CURTISS ST
 DOWNERS GROVE IL 60515-9998



August 18-23, 1998
 STEUBEN COUNTY FAIR STATION
 POSTMASTER
 104 BROADWAY
 BATH NY 14810-9998



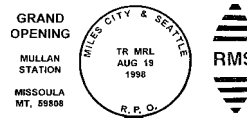
August 16, 1998
 25TH ANNIVERSARY STATION
 POSTMASTER
 80 COUNTY RD
 JERSEY CITY NJ 07097-9998



August 18-23, 1998
 ALTAMONT FAIR STATION
 POSTMASTER
 108 PARK ST
 ALTAMONT NY 12009-9998



August 16, 1998
 UNITY STATION
 POSTMASTER
 396 S CALIFORNIA AVE
 WEST COVINA CA 91793-9998



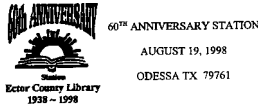
August 19, 1998
 USPS
 MULLAN STATION
 POSTMASTER
 PO BOX 9998
 MISSOULA MT 59801-9998



August 19, 1998
 SYLVESTER & TWEETY STATION
 POSTMASTER
 PO BOX 9998
 ST CHARLES MO 63301-9998



August 20-23, 1998
 SWISSVALE CENTENNIAL CELEBRATION
 STATION
 POSTMASTER
 1911 MONONGAHELA AVE
 SWISSVALE PA 15218-9998



August 19, 1998
 60TH ANNIVERSARY STATION
 POSTMASTER
 200 N TEXAS AVE
 ODESSA TX 79761-9998



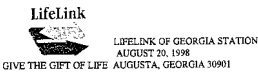
August 20-30, 1998
 Kentucky State Fair
 KENTUCKY STATE FAIR STATION
 POSTMASTER
 PO BOX 31905
 LOUISVILLE KY 40231-9905



August 19-21, 1998
 LCLAA STATION
 POSTMASTER
 PO BOX 9998
 SAN JUAN PR 00902-9998



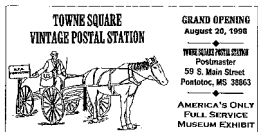
August 21, 1998
 BRIGHT EYES STATION
 POSTMASTER
 PO BOX 9998
 CLEAR LAKE SD 57226-9998



August 20, 1998
 LifeLink of Georgia
 LIFELINK OF GEORGIA STATION
 POSTMASTER
 525 8TH ST
 AUGUSTA GA 30901-9998



August 21, 1998
 DANISH FESTIVAL STATION
 POSTMASTER
 AUG 21 1998
 GREENVILLE MI 48838-9998



August 20, 1998
 TOWNE SQUARE VINTAGE POSTAL
 STATION
 POSTMASTER
 59 S MAIN ST
 PONTOTOC MS 38863-9998



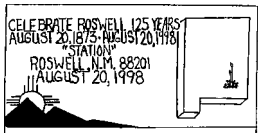
August 21, 1998
 GREAT LAKES RED POWER ROUNDUP
 STATION
 POSTMASTER
 PO BOX 9998
 OAKLEY MI 48649-9998



August 20, 1998
 THE IRON CENTER STATION
 POSTMASTER
 PO BOX 9998
 PORT HENRY NY 12974-9998



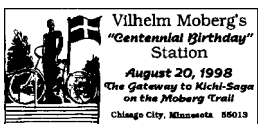
August 21, 1998
 CORTLAND POST OFFICE STATION
 POSTMASTER
 88 MAIN ST
 CORTLAND NY 13045-9998



August 20, 1998
 CELEBRATE ROSWELL 125 YEARS
 STATION
 POSTMASTER
 415 N PENNSYLVANIA
 ROSWELL NM 88201-9998



August 21, 1998
 MT LOGAN STATION
 POSTMASTER
 40 S WALNUT
 CHILLICOTHE OH 45601-9998



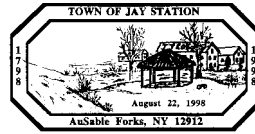
August 20, 1998
 VILHELM MOBERGS CENTENNIAL
 BIRTHDAY STATION
 POSTMASTER
 PO BOX 9998
 CHISAGO CITY MN 55013-9998



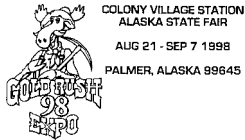
August 21-23, 1998
 PARKERSBURG HOME COMING
 POSTMASTER
 401 JULIANA ST
 PARKERSBURG WV 26101-9998

ARTWORK UNAVAILABLE

August 21-24, 1998
 ALL OHIO BALLOON FESTIVAL STATION
 POSTMASTER
 202 N MAIN ST
 MARYSVILLE OH 43040-9998



August 22, 1998
 TOWN OF JAY STATION
 POSTMASTER
 24 FORGE ST
 AU SABLE FORKS NY 12912-9998



August 21-September 7, 1998
 COLONY VILLAGE STATION
 POSTMASTER
 500 S COBB ST
 PALMER AK 99645-9998



August 22, 1998
 TOWN OF JAY STATION
 POSTMASTER
 PO BOX 9998
 JAY NY 12941-9998



August 22, 1998
 Pullman Chamber of Commerce
 NATIONAL LENTIL STATION
 POSTMASTER
 1135 S GRAND AVE
 PULLMAN WA 99163-9998



August 22, 1998
 THE VAN HORN MANSION STATION
 POSTMASTER
 2165 LOCKPORT-OLCOTT RD
 BURT NY 14028-9998



August 22, 1998
 SPENCER STATION
 POSTMASTER
 196 N MAIN ST
 SPENCER NY 14883-9998



CHAMPIONS STATION
 CARMICHAELS PA 15320

August 22, 1998
 CHAMPIONS STATION
 POSTMASTER
 111 N MARKET ST
 CARMICHAELS PA 15320-9998



August 22, 1998
 MARSHALL TOWNSHIP STATION
 POSTMASTER
 PO BOX 9998
 WARRENDALE PA 15086-9998



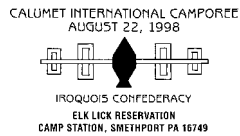
August 22, 1998
 MARSHFIELD FAIR STATION
 POSTMASTER
 11 SNOW ST
 MARSHFIELD MA 02050-9998



August 22, 1998
 1998 SMITH HILL COMMUNITY JAM
 STATION
 POSTMASTER
 1 CORLISS ST
 PROVIDENCE RI 02908-9998



August 22, 1998
 HAMS FORK RENDEZVOUS STATION
 POSTMASTER
 PO BOX 9998
 GRANGER WY 82934-9998



August 22, 1998
 Boy Scouts of America
 ELK LICK RESERVATION CAMP STATION
 POSTMASTER
 PO BOX 9998
 SMETHPORT PA 16749-9998



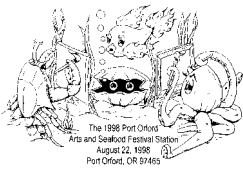
August 22, 1998
 AG-DAZE STATION
 POSTMASTER
 PO BOX 9998
 FENNIMORE WI 53809-9998



August 22, 1998
 TOWN OF JAY STATION
 POSTMASTER
 PO BOX 9998
 UPPER JAY NY 12987-9998



August 22, 1998
 SARATOGA ARC DAY AT THE RACES
 STATION
 POSTMASTER
 245 WASHINGTON ST
 SARATOGA SPRINGS NY 12866-9998



August 22, 1998
 The Port Orford Arts Council
 ARTS AND SEAFOOD FESTIVAL STATION
 POSTMASTER
 311 7TH ST
 PORT ORFORD OR 97465-9998

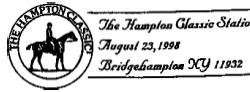


THE GLEN
 STATION
 AUGUST 23, 1998

August 23, 1998
 THE GLEN STATION
 POSTMASTER
 274 ATHOL RD
 ATHOL NY 12810-9998



August 22, 1998
 Bicentennial Committee
 DALMATIA BICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 DALMATIA PA 17017-9998



August 23, 1998
 THE HAMPTON CLASSIC STATION
 POSTMASTER
 PO BOX 9998
 BRIDGEHAMPTON NY 11932-9998



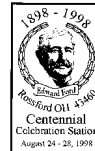
August 22, 1998
 Kylerstown Community Association
 KYLERTOWN COMMUNITY STATION
 POSTMASTER
 PO BOX 9998
 KYLERTOWN PA 16847-9998



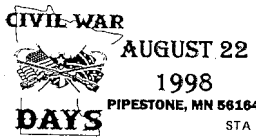
August 24, 1998
 INGLESIDE ROTARY STATION
 POSTMASTER
 2728 DALLAS AVE
 INGLESIDE TX 78362-9998



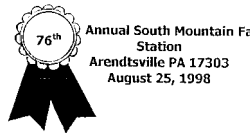
August 22, 1998
 THE 1998 GREAT FALLS BALLOON FESTIVAL STATION
 POSTMASTER
 258 RODMAN RD
 AUBURN ME 04210-9998



August 24-28, 1998
 CENTENNIAL CELEBRATION STATION
 STATION MANAGER
 313 GLENWOOD RD
 ROSSFORD OH 43060-9998



August 22 & 23, 1998
 CIVIL WAR DAYS STATION
 POSTMASTER
 PO BOX 9998
 PIPESTONE MN 56164-9998



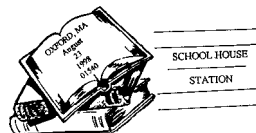
August 25-29, 1998
 ANNUAL SOUTH MOUNTAIN FAIR STATION
 POSTMASTER
 26 S HIGH ST
 ARENDTSVILLE PA 17303-9998



August 23, 1998
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9997
 DALLAS SD 57529-9997



August 25-30, 1998
 CONVENTION STATION
 POSTMASTER
 PO BOX 9998
 TUCSON AZ 85714-9998



August 23, 1998
 SCHOOL HOUSE STATION
 POSTMASTER
 PO BOX 9998
 OXFORD MA 01540-9998



August 26, 1998
 STILLWATER STATION
 POSTMASTER
 PO BOX 9998
 STILLWATER MN 55082-9998



August 23, 1998
 Klamath Agency Post Office Refurbishing Committee
 LITTLE RED POST OFFICE STATION
 POSTMASTER
 52649 HWY 62
 FORT KLAMATH OR 97626-9998



August 27, 1998
 BREAST CANCER RESEARCH STATION
 POSTMASTER
 2035 2ND ST
 LAKE PARK MN 56554-9998



August 27, 1998
BADEN BOROUGH SHOWCASE STATION
POSTMASTER
394 STATE ST
BADEN PA 15005-9998



August 28, 1998
GREEN RIVER STATION
POSTMASTER
350 UINTA DR
GREEN RIVER WY 82935-9998



August 27, 1998
CELEBRATE THE CENTURY STATION
POSTMASTER
2575 ALSTON DR SE
ATLANTA GA 30317-3333



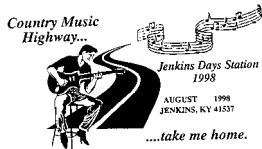
August 28, 1998
UNION FAIR STATION
POSTMASTER
309 COMMON RD
UNION ME 04862-9998



August 27 & 28, 1998
PA State Association of Boroughs
CONWAY BOROUGH STATION
POSTMASTER
1216 3RD AVE
CONWAY PA 15027-9998



August 28 & 29, 1998
ARROWS TO AEROSPACE STATION
POSTMASTER
PO BOX 9998
BELLEVUE NE 68005-9998



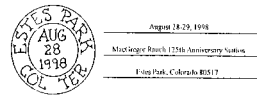
August 27-29, 1998
Jenkins Festival Committee
JENKINS DAYS STATION
POSTMASTER
PO BOX 9998
JENKINS KY 41537-9998



August 28 & 29, 1998
POTATO DAYS STATION
POSTMASTER
55 2ND AVE SW
BARNESVILLE MN 56514-9998



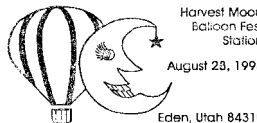
August 27-30, 1998
Rail Charity Golf Classic State Farm
THE RAIL STATION
POSTMASTER
2105 E COOK
SPRINGFIELD IL 62703-9998



August 28 & 29, 1998
MACGREGOR RANCH 125TH ANNIVERSARY STATION
POSTMASTER
215 W RIVERSIDE DR
ESTES PARK CO 80517-9998



August 27-September 7, 1998
MINNESOTA STATE FAIR STATION
POSTMASTER
141 4TH ST E
ST PAUL MN 55101-1636



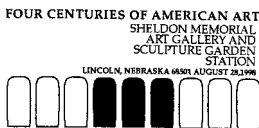
August 28-30, 1998
USPS
HARVEST MOON BALLOON FEST STATION
POSTMASTER
2800 N HWY 166
EDEN UT 84310-9998



August 28, 1998
Centennial Committee
WEST ELIZABETH SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
WEST ELIZABETH PA 15088-9998



August 28-30, 1998
Grand Valley Festival Committee
GRAND VALLEY FESTIVAL STATION
POSTMASTER
PO BOX 9998
ORWELL OH 44076-9998



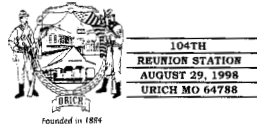
August 28, 1998
SHELDON MEMORIAL ART GALLERY AND SCULPTURE GARDEN STATION
POSTMASTER
PO BOX 9998
LINCOLN NE 68501-9998



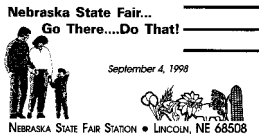
August 28-30, 1998
DELAWARE-KNOWLTON RIVERFEST STATION
POSTMASTER
9 CLINTON ST
DELAWARE NJ 07833-9998



August 28-September 3, 1998
 Grange Fair Committee
 GRANGE FAIR STATION
 POSTMASTER
 PO BOX 9998
 CENTRE HALL PA 16828-9998



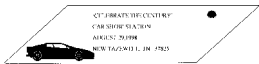
August 29, 1998
 104TH REUNION STATION
 POSTMASTER
 310 MAIN ST
 URICH MO 64788-9998



August 28-September 7, 1998
 NEBRASKA STATE FAIR STATION
 POSTMASTER
 PO BOX 9998
 LINCOLN NE 68501-9998



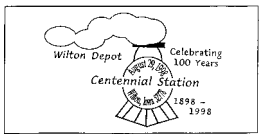
August 29, 1998
 BRIDGING THE GAP STATION
 POSTMASTER
 PO BOX 9998
 SPRINGFIELD SD 57062-9998



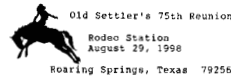
August 29, 1998
 QWL/EI
 CELEBRATE THE CENTURY CAR SHOW STATION
 POSTMASTER
 855 MAIN ST
 NEW TAZEWELL TN 37825-9998



August 29, 1998
 Governors Council on Organ Donor Awareness
 CAPITOL STATION
 POSTMASTER
 PO BOX 9998
 HELENA MT 59601-9998



August 29, 1998
 WILTON DEPOT CENTENNIAL STATION
 POSTMASTER
 118 E FOURTH ST
 WILTON IA 52778-9998



August 29, 1998
 Roaring Springs Rodeo Association
 RODEO STATION
 POSTMASTER
 403 2ND ST
 ROARING SPRINGS TX 79256-9998



August 29, 1998
 NORTHPEX STATION
 POSTMASTER
 10 MILLER ST
 PLATTSBURGH NY 12901-9998



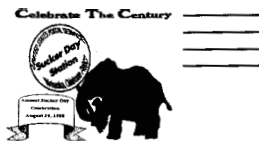
August 29, 1998
 RAGWEED FESTIVAL STATION
 POSTMASTER
 125 N RAILROAD
 CHOUTEAU OK 74337-9998



August 29, 1998
 MIDDLEVILLE STATION
 POSTMASTER
 PO BOX 9998
 MIDDLEVILLE NY 13406-9998



August 29, 1998
 CENTENNIAL CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 VALLEY STREAM NY 11580-9998



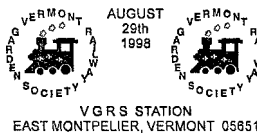
August 29, 1998
 SUCKER DAY STATION
 POSTMASTER
 119 N MAIN
 WETUMKA OK 74883-9998



August 29, 1998
 THE TRAVERS STATION
 POSTMASTER
 245 WASHINGTON ST
 SARATOGA SPRINGS NY 12866-9998



August 29, 1998
 FOUR CENTURIES OF AMERICAN ART STATION
 POSTMASTER
 404 NEW YORK ST
 REDLANDS CA 92373-9998

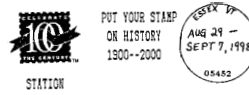


August 29, 1998
 VERMONT GARDEN RAILWAY SOCIETY STATION
 POSTMASTER
 685 KELTON RD
 EAST MONTPELIER VT 05651-9998



August 29, 1998
Dry Capital of the Nation Station
Westerville OH 43082

August 29, 1998
Anti-Saloon League Museum
DRY CAPITAL OF THE NATION STATION
POSTMASTER
617 MCCORKLE BLVD
WESTERVILLE OH 43082-9998



August 29-September 7, 1998
QWL/EI New Dream Team
CELEBRATE THE CENTURY STATION
POSTMASTER
22 ESSEX WAY
ESSEX JCT VT 05452-9998

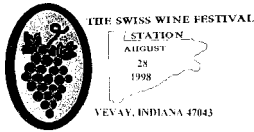


August 29, 1998
Atlanta Motor Speedway
INAUGURAL ATLANTA 500 CLASSIC
STATION
POSTMASTER
998 HWY 19/41
HAMPTON GA 30228-9998



ABATE "Run for the Kids" Sta
The Ronald McDonald House
Wilmington, DE 19803
August 30, 1998

August 30, 1998
Ronald McDonald House
ABATE RUN FOR THE KIDS STATION
POSTMASTER
PO BOX 7500
WILMINGTON DE 19803-9998



August 29, 1998
SWISS WINE FESTIVAL STATION
POSTMASTER
PO BOX 9998
VEVAY IN 47043-9998



August 30, 1998
PALOMAR MOUNTAIN STATION
POSTMASTER
PO BOX 9998
PALOMAR MOUNTAIN CA 92060-9998



"The Final Flight of the Looking Glass"
Offutt Air Show Station
August 29, 1998
Omaha NE 68113

August 29 & 30, 1998
OFFUTT AIR SHOW
POSTMASTER
PO BOX 9998
OMAHA NE 68113-9998



August 30, 1998
TOWN OF BLUE MOUNDS STATION
POSTMASTER
PO BOX 9998
BLUE MOUNDS WI 53517-9998



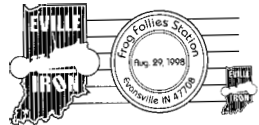
GOLDSMITH GASHOPPER DAYS
STATION
2nd ANNUAL
August 29 - 30, 1998
GOLDSMITH TX 79741

August 29 & 30, 1998
GOLDSMITH GASHOPPER DAYS
STATION
POSTMASTER
310 E GULF ST
GOLDSMITH TX 79741-9998



CONFEDERATE AIR FORCE
"Gathering of Eagles"
CAF Station - Chesapeake, VA 23320
AUGUST 30, 1998

August 30 & 31, 1998
CAF STATION
POSTMASTER
1425 N BATTLEFIELD BLVD
CHESAPEAKE VA 23320-9998



August 29 & 30, 1998
Eastland Mall Postal Store
FROG FOLLIES STATION
POSTMASTER
PO BOX 9998
EVANSVILLE IN 47708-9998

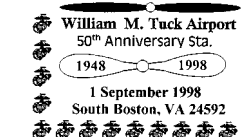


September 1, 1998
Fleet Reserve Assn & Ladies Auxiliary
FLEET RESERVE ASSOCIATION STATION
POSTMASTER
715 SW HOYT ST
PORTLAND OR 97208-9998



MARYLAND STATE FAIR STA
AUGUST 1998
TIMONIUM MD 21093

August 29-September 7, 1998
MARYLAND STATE FAIR STATION
POSTMASTER
9603 DEERCO RD
LUTHERVILLE-TIMONIUM MD 21093-9998



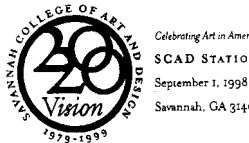
William M. Tuck Airport
50th Anniversary Sta.
1948 - 1998
1 September 1998
South Boston, VA 24592

September 1, 1998
WILLIAM M TUCK AIRPORT 50TH
ANNIVERSARY STATION
POSTMASTER
601 N MAIN ST
SOUTH BOSTON VA 24592-9998



BIG FUN AT THE FAIR
Champlain Valley Fair
August 29-September 7

August 29-September 7, 1998
CHAMPLAIN VALLEY FAIR STATION
POSTMASTER
22 ESSEX WAY
ESSEX JCT VT 05452-9998



SAVANNAH COLLEGE OF ART AND DESIGN
Celebrating Art in America
SCAD STATION
September 1, 1998
Savannah, GA 31401

September 1, 1998
Savannah College of Art & Design
SCAD STATION
POSTMASTER
2 N FAHM ST
SAVANNAH GA 31402-9998



September 1 & 5, 1998
 Marion County Historical Society
 HERITAGE HALL STATION
 POSTMASTER
 230 BARKS RD W
 MARION OH 43302-9998



September 3, 1998
 BREAST CANCER RESEARCH STATION
 POSTMASTER
 123 W ADAMS AVE
 MAHNOMEN MN 56557-9998



September 1-7, 1998
 The Great Allentown Fair
 THE GREAT ALLENTOWN FAIR STATION
 POSTMASTER
 PO BOX 9998
 ALLENTOWN PA 18101-9998



September 3-5, 1998
 OSNABRUCKFEST STATION
 POSTMASTER
 PO BOX 9998
 HOFFMAN IL 62250-9998



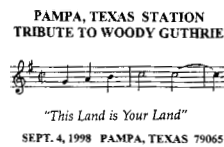
September 1-7, 1998
 SYLVESTER & TWEETY
 POSTMASTER
 1 W MAIN ST
 FONDA NY 12068-9998



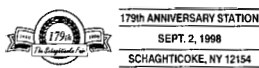
September 3-7, 1998
 175TH ANNIVERSARY STATION
 POSTMASTER
 2200 ORANGE AVE RM 206
 CLEVELAND OH 44101-9998



September 1-30, 1998
 US Postal Service
 NEW WINDSOR STATION
 POSTMASTER
 204 MAPLE AVE
 NEW WINDSOR MD 21776-9998



September 4, 1998
 Pampa Post Office
 PAMPA TEXAS STATION
 POSTMASTER
 120 E FOSTER AVE
 PAMPA TX 79065-9998



September 2-7, 1998
 179TH ANNIVERSARY STATION
 POSTMASTER
 172 MAIN ST
 SCHAGHTICOKE NY 12154-9998



September 4, 1998
 WORLD IFYE CONFERENCE STATION
 POSTMASTER
 PO BOX 9998
 ARLINGTON VA 22210-9998



September 2-7, 1998
 Richwood Independent Fair
 INDEPENDENT FAIR STATION
 POSTMASTER
 12 E OTTAWA ST
 RICHWOOD OH 43344-9998



September 4, 1998
 City of Cave Junction OR
 CITY OF CAVE JUNCTION STATION
 POSTMASTER
 120 S HUSSEY ST
 CAVE JUNCTION OR 97523-9998



September 3, 1998
 Midwest Electric Co-Op Association
 MIDWEST ELECTRIC CO-OP
 ANNIVERSARY STATION
 POSTMASTER
 2312 AVENUE R
 SNYDER TX 79549-9998



September 4 & 5, 1998
 HARVEST FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 UNDERWOOD MN 56586-9998



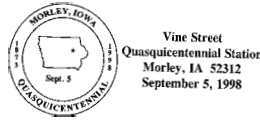
September 3, 1998
 Midwest Electric Co-Op Association
 MIDWEST ELECTRIC CO-OP
 ANNIVERSARY STATION
 POSTMASTER
 117 E NORTH 1ST ST
 ROBY TX 79543-9998



September 4 & 5, 1998
 Zanesville Indiana Sesquicentennial
 Committee
 OLD POST OFFICE STATION
 POSTMASTER
 1017 WASHINGTON ST
 ZANESVILLE IN 46799-9998



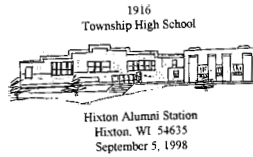
September 4 & 5, 1998
Bluegrass Pickin Time Festival
30TH ANNUAL BLUEGRASS PICKIN TIME STATION
POSTMASTER
151 E SECOND ST
DIXON MO 65459-9998



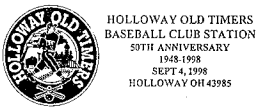
September 5, 1998
Vine Street
Quasquicentennial Station
Morley, IA 52312
September 5, 1998
VINE STREET QUASQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
MORLEY IA 52312-9998



September 4 & 5, 1998
TOUCHDOWN BALTIMORE '98 STA
SEPTEMBER 4, 1998
BALTIMORE, MD 21230
TOUCHDOWN BALTIMORE 98 STATION
POSTMASTER
900 E FAYETTE ST
BALTIMORE MD 21233-9715



September 5, 1998
1916
Township High School
Hixton Alumni Station
Hixton, WI 54635
September 5, 1998
HIXTON ALUMNI STATION
POSTMASTER
PO BOX 9998
HIXTON WI 54635-9998



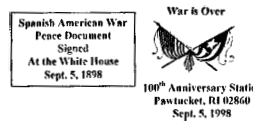
September 4 & 5, 1998
HOLLOWAY OLD TIMERS BASEBALL CLUB STATION
POSTMASTER
3321 S 72ND ST
HOLLOWAY OH 43985-9998



September 5, 1998
IFYE Associates of USA
50TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
CHEVY CHASE MD 20815-9998



September 4-6, 1998
EXPOSITION STATION
POSTMASTER
3321 S 72ND ST
OMAHA NE 68124-9998



September 5, 1998
100th ANNIVERSARY STATION
POSTMASTER
40 MONTGOMERY ST
PAWTUCKET RI 02860-9998

ARTWORK UNAVAILABLE

September 4-6, 1998
Gallitzin Boro
GALLITZIN STATION
POSTMASTER
312 CHURCH ST
GALLITZIN PA 16641-9998

ARTWORK UNAVAILABLE

September 5, 1998
Everly Brothers Foundation
EVERLY BROTHERS HOMECOMING STATION
POSTMASTER
PO BOX 9998
CENTRAL CITY KY 42330-9998



September 4-6, 1998
BALPEX 98 STATION
POSTMASTER
900 E FAYETTE ST
BALTIMORE MD 21233-9715



September 5, 1998
100 YEAR CELEBRATION STATION
POSTMASTER
120 E BARTON ST
COVE AR 71937-9998

ARTWORK UNAVAILABLE

September 4-7, 1998
LONGS PARK ART & CRAFT FESTIVAL STATION
POSTMASTER
1400 HARRISBURG PIKE
LANCASTER PA 17604-9998



September 5, 1998
COTTON PLANT DAY STATION
POSTMASTER
PO BOX 9998
COTTON PLANT AR 72036-9998



September 4-7, 1998
VFV POST 1115 STATION
POSTMASTER
409 S MAIN
HILLSVILLE VA 24343-9998



September 5, 1998
BURLINGTON BEES FAN APPRECIATION DAY STATION
POSTMASTER
300 N MAIN ST
BURLINGTON IA 52601-9998



Sternwheeler Station
Delta Queen
September 5, 1998
Gallipolis, OH 45631

September 5, 1998
Gallia County Chamber of Commerce
STERNWHEELER STATION
POSTMASTER
440 2ND AVE
GALLIPOLIS OH 45631-9998



September 5, 1998
All Home Days Committee
ALL HOME DAYS STATION
POSTMASTER
PO BOX 9998
ELYSBURG PA 17824-9998



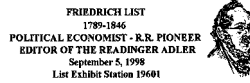
September 5, 1998
MUSCLE CAR STATION
POSTMASTER
815 ROANE ST
HARRIMAN TX 37748-9998



September 5, 1998
Doniphan County Chamber of Commerce
TALL OAK STATION
POSTMASTER
205 S MAIN ST
TROY KS 66087-9998



September 5, 1998
Lynchburg & Metro Moore County Chamber of Commerce
JACK DANIELS BIRTHDAY STATION
POSTMASTER
PO BOX 9998
LYNCHBURG TN 37352-9998



September 5, 1998
LIST EXHIBIT STATION
POSTMASTER
59 N 5TH ST
READING PA 19601-9998



September 5, 1998
BUFFALO GROVE DAYS STATION
POSTMASTER
PO BOX 9998
BUFFALO GROVE IL 60089-9998



September 5, 1998
Klondike Main Post Office
KLONDIKE STATION
POSTMASTER
100 MAIN ST
KLONDIKE TX 75448-9998



Centennial Station
At the Craft Show
September 5, 1998
Seaside Park NJ 08752

September 5, 1998
CENTENNIAL STATION
POSTMASTER
900 SE CENTRAL AVE
SEASIDE PARK NJ 08752-9998

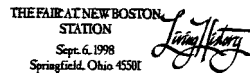


September 5 & 6, 1998
GULFPEX STATION
POSTMASTER
11110 HWY 49
GULFPORT MS 39503-9998



Commissioning Day 57th
USS RAVEN (MHC-61)
Name: A. L. Lammie
September 5, 1998
Baltimore MD 21204-9998

September 5, 1998
COMMISSIONING DAY STATION
POSTMASTER
900 E FAYETTE ST
BALTIMORE MD 21233-9715



September 5 & 6, 1998
THE FAIR AT NEW BOSTON STATION
POSTMASTER
PO BOX 9998
SPRINGFIELD OH 45506-9998



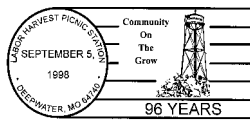
September 5, 1998
Papa Johns & University of Louisville
INAUGURAL GAME STATION
POSTMASTER
PO BOX 9998
LOUISVILLE KY 40209-9998



September 5 & 6, 1998
FESTIVAL OF THE LAKES STATION
POSTMASTER
110 NE COMMERCIAL CIR
KEYSTONE HEIGHTS FL 32656-9998



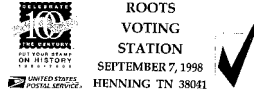
September 5, 1998
ANNIVERSARY STATION
POSTMASTER
208 W MAIN
CORN OK 73024-9998



September 5 & 7, 1998
Deepwater MO Labor Harvest Picnic
Festival Committee
LABOR HARVEST PICNIC STATION
POSTMASTER
108 S 8TH ST
DEEPWATER MO 64740-9998



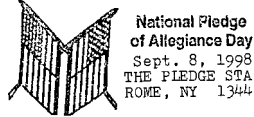
September 5-7, 1998
Green Hills Ballooning Association
HOT AIR STATION
POSTMASTER
607 PERSHING DR
LACLEDE MO 64651-9998



September 7, 1998
City of Henning
ROOTS VOTING STATION
POSTMASTER
PO BOX 9998
HENNING TN 38041-9998



September 5-7, 1998
PIQUA HERITAGE FESTIVAL STATION
POSTMASTER
PO BOX 9998
PIQUA OH 45356-9998



September 8, 1998
THE PLEDGE STATION
POSTMASTER
110 E GARDEN ST
ROME NY 13440-9998



September 6, 1998
KICK OFF 98 STATION
POSTMASTER
900 E FAYETTE ST
BALTIMORE MD 21233-9715



September 8-13, 1998
HARDIN COUNTY FAIR STATION
POSTMASTER
305 W FRANKLIN
KENTON OH 43326-9998



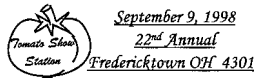
September 6, 1998
RHODE ISLAND LABOR & ETHNIC HERITAGE FESTIVAL STATION
POSTMASTER
1 CORLISS ST
PAWTUCKET RI 02860-9998



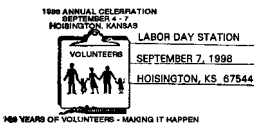
September 9, 1998
CENTENNIAL STATION
POSTMASTER
PO BOX 9998
TANANA AK 99777-9998



September 6 & 7, 1998
Hooray for Harriman Committee
HOORAY FOR HARRIMAN STATION
POSTMASTER
815 ROAN ST
HARRIMAN TN 37748-9998



September 9-12, 1998
TOMATO SHOW STATION
POSTMASTER
67 N PLEASANT ST
FREDERICKTOWN OH 43019-9998



September 7, 1998
LABOR DAY STATION
POSTMASTER
121 E 2ND ST
HOISINGTON KS 67544-9998



September 9-13, 1998
SANDWICH FAIR STATION
POSTMASTER
PO BOX 9998
SANDWICH IL 60548-9998



September 7, 1998
CLEO SPRINGS WATERMELON FESTIVAL STATION
POSTMASTER
123 N SQUARE
CLEO SPRINGS OK 73729-9998



September 9-13, 1998
TOMATO FESTIVAL STATION
POSTMASTER
7175 E MAIN ST
REYNOLDSBURG OH 43068-9998



September 7, 1998
SWEET TATER FESTIVAL STATION
POSTMASTER
14820 COUNTY RD 222
CRANE HILL AL 35053-9998



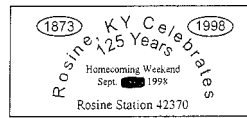
September 10, 1998
CREATIVE PHOTOGRAPHIC ART CENTER STATION
POSTMASTER
49 ASH ST
LEWISTON ME 04240-9998

September 10, 1998



Take Back The Night Alliance

TAKE BACK THE NIGHT ALLIANCE
ENDING VIOLENCE AGAINST WOMEN
STATION
POSTMASTER
PO BOX 9998
LOUISVILLE KY 40202-9998



September 10-13, 1998

City of Rosine Homecoming Committee
ROSINE STATION
POSTMASTER
PO BOX 9998
ROSINE KY 42370-9998



September 10, 1998

DISCOVERY STATION
POSTMASTER
580 W MONTEREY AVE
POMONA CA 91766-9998



September 10-13, 1998

SALT CREEK VALLEY FESTIVAL STATION
POSTMASTER
1024 MAIN ST
RICHMOND DALE OH 45673-9998



September 10-12, 1998

Johnson County Old Settlers Association
OLD SETTLERS STATION
POSTMASTER
110 N CHESTNUT ST
OLATHE KS 66061-9998

—Stamp Services, Marketing, 9-10-98

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
Only You Can Prevent Forest Fires	April 1–Oct. 31
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give, the United Way	Sept. 15–Oct. 31
Learn About Lupus, October, Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Help Retarded Children	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

—Business Mail Acceptance, Marketing Systems, 9-10-98

Post Offices

POM REVISION

New Selective Service System Registration Changes

Effective September 12, 1998, new Selective Service System (SSS) registration procedures become effective at all classified post offices, stations, and branches. The U.S. Postal Service (USPS) and the SSS have joined together to improve the way young men register for the Selective Service at U.S. post offices by streamlining procedures.

Under the new procedure, a potential registrant will come to the post office, get a *Registration Mail-Back Form*, complete the form, and mail it directly to the SSS. This process will no longer require the direct assistance of retail clerks and postmasters.

SSS/USPS Registration Procedures

There are just a few simple steps in getting the new registration process started:

- Replace the blue and gray SSS Form 1, *Registration Form*, with the new SSS Form 1M (UPO), *Registration Mail-Back Form*.
- Postal clerks are to maintain a supply of SSS Form 1M (UPO), *Registration Mail-Back Form*, and SSS Form 2, *Change of Information Form*, at the display counter for registrants.

Required Registration Materials

All necessary materials to implement new procedures have been distributed to all effective offices.

In the Interagency Agreement with SSS, the USPS agrees to stock, provide, and display Selective Service registration forms and materials. The following is a list of the required registration materials that can be obtained from the material distribution centers (MDCs):

- SSS Form 1M (UPO), *Registration Mail-Back Form*
- SSS Form 2, *Change Of Information Form*
- SSS Lobby Poster 46, *Read It. Fill It. Mail It.*
- SSS Display Box 45, Plastic Display Box

Order SSS/USPS Registration Handbook as needed by writing to the following address:

SSS (OPR)
1515 WILSON BLVD
ARLINGTON VA 22209-2425

SSS Brochure No. 10, *Selective Service and You, Time to Register*, will no longer be available at the MDCs, but will be available for registrants who request them from:

CONSUMER INFORMATION CENTER
PUEBLO CO 81009-0001

For further information, registrants should call 1-888-655-1825. All other inquiries may be directed to 1-847-688-6888.

Therefore, effective September 12, 1998, the *Postal Operations Manual* (POM) is revised as follows:

Postal Operations Manual

1	Retail Management	*	*	*	*	*
17	Public Services	*	*	*	*	*

172.1 Purpose

To assist the Selective Service System (SSS) with its registration effort by providing space in lobbies of classified post offices, stations, and branches for registration materials. Contract postal units are not involved.

172.2 Scope

With only limited exceptions, the requirement to register with the SSS applies to all male U.S. citizens and male aliens aged 18 through 25 residing in the United States. That includes undocumented workers, recent parolees, and applicants for asylum. Handicapped men must also register.

172.3 Request for Materials

In the Interagency Agreement with SSS, the USPS agrees to stock, provide, and display Selective Service Registration forms and materials. The following is a list of the required registration materials that can be obtained through the material distribution centers, Topeka, KS and South River, NJ and should always be available in the lobby.

- a. SSS Form 1M (UPO), *Registration Mail-Back Form*
- b. SSS Form 2, *Change Of Information Form*
- c. SSS Lobby Poster 46, *Read It. Fill It. Mail It*
- d. SSS Display Box 45, Plastic Display Box

Check stock several times a week to make sure adequate supplies of the SSS Form 1M (UPO), *Registration Mail-Back Form*, are on display at the service table areas or behind the counter.

Note: Order SSS/USPS Registration Handbook as needed by writing to:

SELECTIVE SERVICE SYSTEM (OPR)
1515 WILSON BLVD
ARLINGTON VA 22209-2425

SSS Brochure No. 10., *Selective Service and You*, will not be maintained in our lobbies and will no longer be available through the material distribution centers. Registrants may only request Brochure No. 10 by writing to:

CONSUMER INFORMATION CENTER
PUEBLO CO 81009-0001

172.4 Registration Procedures

There are just a few simple steps in the registration process:

- a. Direct the prospective registrant to the counter display or the Display Box 45 at the service table area where he may retrieve an SSS Form 1M (UPO), *Registration*

Mail-Back Form, which he uses to register. Or if forms are kept behind the counter, give him an SSS Form 1M (UPO), *Registration Mail-Back Form*, which he uses to register.

- b. If asked by the prospective registrant, instruct him to complete the form according to the directions on the form and mail the form (with the proper postage) himself directly to Selective Service's address shown on the SSS Form 1M (UPO).
- c. If a prospective registrant has specific questions about registration, he should be directed to call Selective Service's Information Office at 1-888-655-1825. All other inquirers may be directed to 1-847-688-6888.

172.5 The Reminder Mail-Back Registration Program

[Delete this entire section.]

* * * * *

—Retail Operations Support, Marketing, 9-10-98

Post Office Changes Number 98-16

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	03-5217	85212	AZ	Mesa	Maricopa	Main Office	Post Office	7/1/1998	This announcement expands the use of ZIP Code 85212 to include delivery.
New	03-5217	85212	AZ	Mesa	Maricopa	Main Office	Post Office	7/1/1998	
Old	12-0440	30322	GA	Atlanta	Fulton	Main Office	Post Office	9/12/1998	This announcement expands the use of ZIP Code 30322 to include delivery.
New	12-0440	30322	GA	Atlanta	Fulton	Main Office	Post Office	9/12/1998	
Old	12-5588	30090	GA	Marietta	Cobb	Main Office	Post Office	9/12/1998	This announcement expands the use of ZIP Code 30090 to include delivery.
New	12-5588	30090	GA	Marietta	Cobb	Main Office	Post Office	9/12/1998	

—Address Management, Operations Support, 9-10-98

Postal Employees

CORRECTION

Thrift Savings Plan Fact Sheet Poster Correction

In *Postal Bulletin* (PB) 21979 (8-27-98), the 1998 C Fund listing for July should have been -1.09. Please use the revised poster on page 55 and discard the poster from PB 21979.

—*Benefits Program, Compensation, 9-10-98*

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released August 10, 1998

MONTHS	C	F	G
1989 JAN.–DEC. %	31.03	13.89*	8.81
1990	-3.15	8.00*	8.90
1991	30.77	15.75	8.15
1992	7.70	7.20	7.23
1993	10.13	9.52	6.14
1994	1.33	-2.96	7.22
1995	37.41	18.31	7.03
1996	22.85	3.66	6.76
1997	33.17	9.60	6.77
1997			
AUGUST	-5.59	-.86	.53
SEPTEMBER	5.46	1.48	.54
OCTOBER	-3.38	1.45	.54
NOVEMBER	4.61	.46	.50
DECEMBER	1.71	1.01	.52
1998			
JANUARY	1.12	1.28	.51
FEBRUARY	7.20	-.07	.44
MARCH	5.11	.34	.50
APRIL	1.00	.52	.49
MAY	-1.72	.95	.51
JUNE	4.05	.85	.48
JULY	-1.09	.21	.49
LAST 12 MONTHS	19.14	7.84	6.21

*Through 1990 the F Fund was invested in the Wells Fargo Bond Index Fund.

The C Fund is invested in the Barclays Equity Index Fund, which tracks the S&P 500 stock index. The F Fund is invested in the Barclays U.S. Debt Index Fund, which tracks the Lehman Brothers Aggregate Bond index. Because of expenses and changing balances in the C and F Funds, their returns vary from Barclays' returns. The G Fund is invested in special issues of U.S. Treasury securities.

Future performance of the three funds will vary and may differ significantly 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 C, F, and G Fund returns represent net earnings after deduction of accrued administrative expenses. The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The C, F, and G Fund monthly returns are dollar-weighted: they reflect net earnings on the changing balances invested during the month. The C, F, and G Fund returns for the last 12 months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and that earnings are compounded on a monthly basis.

Federal Retirement Thrift Investment Board



Please post on bulletin boards.
Destroy all previous notices.

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Retail

FIELD RETAIL OPERATIONS PILOT

Overview of Retail Operations Pilot



September 1998

Area Vice-Presidents
District Managers
Vice-President, Corporate Relations

Over the last 200 years, the Postal Service has built a rich tradition of universal service — delivering to everyone, everywhere, every day, at affordable, uniform rates.

Throughout those years, the Postal Service has developed unparalleled expertise in two broad operational areas — Processing/Distribution and Mail Delivery. We've focused our energies toward carefully managing both areas to get the most efficiency at the lowest operational cost. As part of this strategic focus, we have developed a nationwide retail network that is the envy of the business world. Each day, over seven million Americans visit a local post office to take advantage of one of the best values in the U.S. economy — postal services and products.

We must build on the trust customers put in us. Fax, e-mail, electronic billing and the Internet are making huge advances. Bottom line — customers have more options than ever. Consequently, we need to advance the level of customer access to our products and services and enhance customer satisfaction. Now, more than ever, the Postal Service is being challenged to demonstrate the benefits it offers to the customer.

If we are to continue to prosper and grow, the Postal Service must add to our strong concentration on Processing/Distribution and Mail Delivery. To give the customer improved service and enhance our long-term viability, we must now give similar focus to our retail business.

That is what the Field Retail Operations pilot is about — a focused retail management effort designed to improve customer satisfaction, achieve greater retail efficiencies and maximize retail revenues. Attached you'll find communication materials to assist you with informing your employees about the pilot and what it can mean for them. In the kit, you'll find a Newsbreak, stand-up talk, and a series of answers to frequently asked questions. You will also find a letter that could be sent to local elected officials in the pilot site areas, and a set of community talking points you can use with interested business, customer or civic groups.

It's an exciting venture, for there's no greater opportunity to enhance our viability than where we meet seven million customers every day — at the front lines, in the retail environment.

A handwritten signature in black ink, appearing to read "W. J. Brown".

William J. Brown
Vice President
Field Retail Operations

A handwritten signature in black ink, appearing to read "Patricia M. Gibert".

Patricia M. Gibert
Vice President
Retail Marketing

Stand Up Talk

I'd like to take a few minutes to tell you about some exciting changes going on in both the Midwest and Southeast Areas of the Postal Service — changes that address the way we serve our customers at our retail locations.

In particular, we are focusing on retail by using line-of-sight management to provide better support to employees so they can better serve the mailing public. Field retail managers will provide more effective training and tools to retail employees. They will also address ways to better evaluate, recognize, and encourage superior customer service. The Postal Service will measure the effectiveness of this pilot by looking at measures of customer service performance and tracking revenue trends.

Why are we doing this? We're doing it because retail is a key area for increasing customer satisfaction and enhancing our revenues. We take in approximately 25 cents out of every revenue dollar through our 34,000 retail locations. We're doing it because customers have more options than ever. Fax, e-mail, electronic billing, and the Internet are making huge advances. We need to secure our position in today's business environment by improving customer access to our products and services and enhancing customer satisfaction.

The desired output from this pilot is improved customer satisfaction and an enhanced image of the postal employee and the service he or she provides, particularly in the retail environment. We expect to more clearly demonstrate the benefits we offer the customer, and see a corresponding improvement in revenues. Success in these areas can only strengthen the long-term viability of the Postal Service.

Q&As — Field Retail Operations

Q: What is the Field Retail Operations pilot?

A: The Field Retail Operations pilot is a focused retail management effort to improve customer satisfaction, benefit from employee potential, and achieve revenue growth.

Q: Why is the Postal Service expanding Field Retail Operations in both the Southeast and the Midwest Areas?

A: Our organization has been traditionally focused on two major areas — the processing/distribution of the mail and the delivery of the mail. Actually, the Postal Service has a third area that features extensive assets and a nationwide network — retail operations. We need to intensify our retail focus by using line-of-sight management to improve customer service, benefit from employee potential, and thereby increase retail revenues.

Q: How important is retail?

A: It's critical. The Postal Service takes in approximately 25 cents out of every revenue dollar at our retail locations — without the resources to actively manage the function to maximize customer service and better tap retail employee potential. This fact alone points to our opportunity to improve postal services through a focused retail management effort. We must avoid a "build it and they will come" approach to customers. Instead, we need to look to our tremendous retail presence — more than 34,000 units across the nation — and develop a proactive, customer-focused approach. By focusing on satisfying the retail customer at the front line, we'll reap the full benefit of our vast retail network.

Q: What are the main objectives of Field Retail Operations?

A: We want to use a line-of-sight structure to actively manage our retail assets. We anticipate that this approach will result in increased retail effectiveness that will make the Postal Service more customer-friendly and increase revenue flows by enhancing customer access to products and services.

Q: What specific areas will Field Retail Operations be focusing on?

A: There are at least three general areas where Field Retail Operations wants to effect change:

- Implement a more effective Field Retail Operations structure.
- Develop consistent excellence in our field retail practices.
- Better utilize retail employee potential.

Q: What is the new retail structure designed to do?

A: The new Field Retail Operations structure will roll out immediately to the 16 districts within the Midwest and the Southeast Areas. Primary concentration will be at the larger retail units within the major metro areas. It will smooth communication flow, set up a clear line-of-sight from the local level on up, and establish good feedback loops from the individual unit through Area Retail Operations to Field Retail Operations. The bottom line behind this new structure: making sure that window clerks, postmasters, station managers, and retail supervisors are given the tools and information they need to delight the customer.

Q: What kind of structure will you use?

A: This line-of-sight management will feature, at the district level, trained retail management to guide retail activities. Similarly, Area Retail offices for both the Midwest and the Southeast will provide retail guidance to the districts. A Field Retail Operations office will directly oversee the Area Retail offices. Two structures will be tested — Structure 1 (S1) (page 73) and Structure 2 (S2) (page 75).

Q: What are Structure 1 and Structure 2?

A: Structure 1 features line-of-sight management of retail locations using a new structure, with new resources. Structure 2 features line-of-sight management of retail locations using the existing structure, and applying additional retail resources. Both structures will be tested in both the Southeast and Midwest Areas. (See charts at the end of this section.)

Q: How will the Postal Service measure results from these structures?

A: Performance will be measured by examining historical trends and comparing the performance of the 16 districts in the Midwest and Southeast against comparable control districts outside the pilot areas. More specifically, the Postal Service will look at retail data trends in such areas as total retail revenue, retail revenue per workhour, cost per retail dollar, ease of use to the customer, and mystery shopper survey results.

Q: Where do you want to make improvements in Field Retail Operations?

A: From the customer point of view, we want to make the retail experience consistently excellent. This means:

- Faster and friendlier service.
- Employees who are more knowledgeable about our products — and use that knowledge to better identify and meet customer needs.
- Easier, quicker customer access to products.
- Convenient postal services — featuring the location, the hours, and the products that customers want.

Q: What specific management approaches are you taking to achieve excellence in Field Retail Operations?

A: Field Retail Operations will place an unprecedented emphasis on providing the management structure, attention, and tools necessary to ensure consistent professionalism in retail operations. We're examining our current practices and are constructing standard operating procedures (SOPs). In fact, we're constantly scanning retail activities and asking what are our "best practices." With these new SOPs comes the establishment of direct responsibility for retail results and a clearer communication of true business requirements. Furthermore, we have measurement devices to evaluate our progress in each voice area.

- Within the Voice of the Business, we are establishing SOPs concerning revenue/expense reports, reviewing SOPs for conducting stamp/cash counts, and evaluating Contract Postal Unit performance. Field Retail Operations will gauge progress in this voice area by gathering data on total retail revenue, retail revenue per workhour and labor costs, and cost per retail revenue dollar.
- Within the Voice of the Customer, we are designing SOPs for retail advertising and long-term retail facility and network plans. We're also working with HQ Retail to design SOPs for the national mystery shopper program. In addition to mystery shopper scores, we'll use independently conducted customer surveys, known as "Ease of Use" measurements, to tell us how well we're serving the customer.
- Within the Voice of the Employee, we're working with HQ Retail to identify training requirements and devise retail-specific training for managers and craft employees. In addition, we'll use employee attitude surveys to measure our progress in this voice area.

Q: Where do you see opportunities to help employees better serve the customer?

A: Here are some areas that Field Retail Operations is examining:

- Making sure retail employees have the training and tools — from sales technique training to process management — and then encouraging all retail employees to use these “best practices.”
- Improving the use of existing incentive and recognition systems to acknowledge superior employee performance, within current organizational guidelines.
- Examining additional ways to motivate retail employees and units to meet customer needs more effectively.

Q: How will you measure whether you’re helping employees better serve customer needs?

A: Field Retail Operations will measure unit performance through retail revenue, service, efficiencies, and customer satisfaction indicators. We’ll also examine how well adjustments in the Field Retail Operations structure empowers each employee along the line-of-sight. That is, we’ll look to see how well Field Retail Operations supports the retail provider — the person who is greeting the customers each day.

Q: What kind of skills are required for these new Field Retail Operations management positions?

A: There are a wide range of skill requirements within diverse Field Retail Operations management positions, from executive level to the retail unit level. In general, candidates for these positions should display a familiarity with the range of core postal products and services and their respective selling points. In addition, candidates should show skills in gathering and analyzing relevant retail data, applying professional retail standards to the workplace, and working cooperatively with employees from a variety of functions.

Q: How long will the Field Retail Operations pilot in the Midwest Area and the Southeast Area last?

A: To properly measure success criteria, once the new Field Retail Operations structure has been staffed, the pilot will be evaluated after the first year.

Q: When will the recruitment and selection process be completed?

A: Initial EAS postings occurred this past June. A second phase of vacancy announcements will be issued at the district level by the end of this fiscal year. Selections will be made by the Field Retail Operations office as well as the respective areas and districts. The goal is to be staffed by early calendar year 1999.

Q: Who is making the selection of local retail EAS positions?

A: Managers, Retail Operations, for each district will lead the selection process for retail positions within their district.

Q: Will postmasters and station managers experience downgrades during the pilot?

A: No.

Q: What will be different about these retail management positions?

A: These positions will exclusively focus on retail operations — including such areas as supervision, planning, budget, facilities, and staffing. Managers, Retail Operations (District); Managers, Post Office Operations (Retail); and retail supervisors will function under a clear line-of-sight reporting structure that will assist them in getting the resources necessary to be successful.

Q: What units will be the focus of this pilot?

A: The focus of the pilot will be on approximately 2,000 post offices (level 20 and above), stations, and branches in the 16 districts of the Midwest and Southeast Areas.

Q: How could this new retail supervisor affect delivery operations?

A: The presence of a local retail supervisor will allow delivery managers and supervisors to concentrate on delivery matters.

Q: Will the retail clerk staffing come from the unit's distribution resources?

A: Some sharing of resources will be required, and some staffing adjustments may be needed. Retail clerk staffing will be determined based on customer requirements, revenue, and volume. Staffing will be increased or decreased in accordance with existing contracts.

Q: What factors will determine the station/branch manager and/or the postmaster responsibility for retail? For example, who controls the stock, auditing, timekeeping, and staffing?

A: The factors include:

- Whether the location is within Structure 1 or Structure 2.
- The size of the office.
- The resulting retail resources allocated to the office.

Q: Who will deal with customer complaints/suggestions regarding the lobby area?

A: Retail management will assume the lead responsibility for making sure customer complaints and suggestions pertaining to retail issues are listened to and acted upon appropriately. Retail managers and supervisors will actively work with station managers and postmasters to ensure complaints and suggestions are handled in a timely manner. Bottom line — no postal employee should walk away from a customer contact, regardless of the issue.

Q: Will retail share in the expenses for the facility — for example, the cost of heat, air, light, power, and telephones?

A: Facility maintenance costs and related facility administration remains the responsibility of the station manager or postmaster. Long term, we would like to identify all resources and expenses associated with each retail unit in order to improve efficiency and customer service.

Q: How will this affect my EVA?

A: The focused management of retail should improve EVA results by positively driving financial returns, customers' Ease of Use scores, and retail employee effectiveness/proficiencies.

Q: How would changes in the post offices affect managers of post office operations (MPOOs)?

A: The Field Retail Operations Pilot calls for new MPOO-Retail positions within the districts. The current MPOO positions would receive retail functional support for the post offices in their area. Some retail units, directly managed by a retail supervisor, would report to the MPOO-Retail. Changes to MPOO responsibilities vary under the two pilot structures — Structure 1 and Structure 2 (see charts).

Q: How will job duties change for the MPOOs?

A: EAS 22 MPOO position responsibilities would change very little. For the most part, these individuals will continue to be responsible for all operations in EAS 21 and below post offices. Retail MPOOs will provide retail support to EAS 20 and 21 offices through retail supervisors. This support will not include day to day supervision of retail but will include providing merchandising guidance, assistance in program implementation, and evaluation of retail performance. Under Structure 1, EAS 25 MPOOs will be impacted to a greater degree — retail operations in about half of EAS 22 and EAS 24 offices will be supervised by retail supervisors and managed by retail MPOOs. The other half of EAS 22 and EAS 24 offices will maintain direct responsibility for retail. EAS 25 MPOOs will no longer have retail responsibilities for these offices, allowing these MPOOs to concentrate more on distribution and delivery issues. In Structure 2, EAS 25 MPOOs will continue to oversee retail in offices at level 24 and below; retail MPOOs will oversee retail operations for Level 26 and PCES postmaster-run units.

Q: Will the pilot trigger a RIF?

A: No.

Q: What will be the reporting relationship of the retail supervisor to the MPOO-Retail?

A: Retail supervisors would report directly to their respective retail MPOOs. However, under Structure 2, retail supervisors at level 24 and below offices will report to the respective postmasters.

Q: How is it determined how many offices will be under a retail supervisor?

A: The Manager, Retail Operations (District), will assess the workloads of all market retail units under his or her supervision and determine how best to assign retail supervisors to those units. Generally, retail supervisors will manage multiple retail units in contiguous areas.

Q: On what indicators will retail managers and retail supervisors be evaluated?

A: Retail managers and retail supervisors will be evaluated based on financial results, customer service measurements, and employee proficiencies. Within the Voice of the Business, these managers will be held accountable for total retail revenue, retail revenue per workhour, and cost per retail revenue dollar figures. Under the Voice of the Customer, they will be held accountable to relevant Ease of Use scores and Mystery Shopper results. Within the Voice of the Employee, they will be held accountable to retail proficiency scores and other factors that affect employee potential.

Q: Will craft positions be affected by this project?

A: All activities within the Field Retail Operations pilot will be consistent with national agreements. Beyond this, employees will see more support from management to provide excellent customer service in the retail environment. Retail employees will play a crucial part in realizing a greater professionalism and standardization of retail operations.

Q: What effect will these changes have on window clerks' job security?

A: Job security will be maintained, consistent with the national agreement. In fact, this pilot, by focusing on better customer service, should enhance postal retail revenue and thereby protect postal employment.

Q: Will the pilot affect bidding rights?

A: Bidding rights will be consistent with the national agreement.

Q: Will there be new training for window clerks?

A: Additional training in such areas as customer service, revenue generation, and professional image is being planned.

Q: Who will approve scheduling, overtime, leave, etc., in the retail operation?

A: Generally, the retail supervisor will approve scheduling of the retail operation in those retail units under his/her direction.

Q: Will there be certain appearance requirements for clerks in retail?

A: All clerks working in retail will be required to wear provided, approved, window clerk uniforms, in accordance with national policy.

Q: What part does the new POS ONE play in this pilot?

A: As POS ONE rolls out, it will serve a crucial role in the modernization of our retail units. In particular, its capacity to better track sales transactions will allow us to better manage our inventory to meet customer needs. POS ONE will also allow us to more accurately track retail revenue figures.

Q: Are you considering relocating current retail operations or adding to locations in some markets?

A: Field Retail Operations is using demographic research known as "retail location mapping" to examine where our customers are, and whether our current retail unit locations are serving their needs. The Postal Service needs to leverage location to best position itself to fulfill customer demand for convenient and quality service.

Q: Are you likely to establish new postal stores or CPUs?

A: Postal stores have very specific requirements when it comes to in-store traffic, anticipated revenue, transportation patterns, availability of land, and facility space. In general, we would look at the feasibility of postal stores in high-density areas that are served by out-of-date facilities. Contract postal units will continue to be one of our alternatives to serving the customer in high-traffic areas.

Q: Couldn't the desired results from the Field Retail Operations pilot be accomplished in the existing structure?

A: The Field Retail Operations pilot is designed to evaluate whether a focused retail management structure will improve retail revenues and customer service and better tap employee potential. This pilot is being evaluated against existing structure in 16 "control" districts across the United States.

Q: How will the recent policy change concerning sales of certain merchandise like t-shirts, ties, earrings, mugs, and caps affect this pilot?

A: Sales of those kinds of merchandise are shifting to mail order, the USPS website, the Postmark America store at the Mall of America in Bloomington, Minnesota, and to special events such as stamp dedication ceremonies. Mailing-related items such as post cards, stationery, greeting cards, and packaging products will continue to be sold at postal retail outlets. In addition, limited stamp-related collectibles such as magnets, pins, pens, key chains, and stamp albums will also be sold at postal retail outlets.

Q: Why has the Postal Service taken this step?

A: This decision reflects the necessary balance between concerns about certain merchandise and the interests and expectations of customers who find value in our stamp-themed products.

Sample Letter to Local Elected Officials, Chamber of Commerce in Pilot Sites

I'd like to share with you some important changes that are addressing the way the Postal Service serves the mailing public at our retail locations.

Each day, nationwide, more than seven million Americans visit a local post office to take advantage of our postal products and services. Approximately 25 cents out of every postal revenue dollar is earned at our retail locations.

At the same time, consumer choices continue to grow. Fax, e-mail, electronic billing, and the Internet are all adding to the vast array of options in the marketplace. The Postal Service must also respond to this changing environment by improving the level of customer access to our products and services and enhancing customer satisfaction. Now, more than ever, the Postal Service is being challenged to clearly demonstrate the benefits it offers to the consumer.

That's why this postal district, which serves customers throughout (*give geographical description*), is focusing on retail by applying management resources to better support our retail employees so they can better serve customers. In early June, the Postal Service began filling new management retail positions which will allow the Postal Service to establish direct, accountable management of retail.

This effort, which we call the Field Retail Operations pilot, will allow us to make our customers' retail experience consistently excellent. We expect customers will receive faster and friendlier service from employees who are knowledgeable about our products and who use that knowledge to meet customer needs.

This pilot is just one of the Postal Service's retail initiatives which is improving the way we serve the American people. We are confident that the Field Retail Operations pilot will help the Postal Service become the premier provider of 21st Century postal communications with products and services recognized as the best value in America.

Sincerely,

District Manager

Community Talking Points for the Field Retail Operations Pilot

Summer/Fall 1998

Good (morning/afternoon). Thank you for that warm reception.

I'd like to spend some time today sharing with you a few things that are changing at your local post office (or alternatively, "at some post offices in the Midwest and Southeast Areas of the country"), particularly at the post office retail counter.

To understand what's happening, I'd like to share with you a little about the environment we're facing, what kind of overall changes we will be making, and how we see these changes benefiting the mailing public.

First — the business environment.

Over the last 200 years, we've built a rich tradition of universal service — delivering to everyone, everywhere, every day at affordable, uniform rates.

Throughout those years, we've developed unparalleled expertise in two broad operational areas — Mail Processing and Distribution and Mail Delivery.

We've focused our energies on both those areas to get the most efficiency at the lowest operational cost.

We have a nationwide retail network that is the envy of the business world. Each day, more than seven million customers visit one of our 34,000 post offices or retail locations. They come to take advantage of one of the best values in the U.S. economy — postal services and products.

But, we know that we face a changing communications environment that offers many options. Fax, e-mail, electronic billing, and the Internet are changing the communications marketplace — and challenging the Postal Service to show the clear benefits of its products and services.

We know we must avoid a "build it and they will come" approach to customers. Instead, we need to leverage our tremendous nationwide retail presence and develop a proactive, consumer-focused approach — this is the driving force behind our new retail efforts.

So, how are we changing?

The Postal Service is taking progressive steps in its retail operation.

From the research the Postal Service has done over the last year, we've determined that we have a significant need to examine and improve the retail structure.

We've examined critical questions regarding smooth communication flow, concerns about hierarchy and protocol, and the establishment of good feedback loops.

One of the key questions we faced was "How can we streamline the structure so that the *retail provider* is given the tools and information he or she needs to get the job done?"

The retail provider is understood to be anyone who provides or participates in a retail transaction with a customer. So, the description "retail provider" includes retail clerks, postmasters, and retail supervisors.

As a result of the needs identified by the research, we're evaluating a retail structure that places individuals in direct management of retail and holds them responsible for results.

We are experimenting with new field retail operations structures, throughout the Postal Service's Midwest and Southeast Areas. We want to see whether these structural changes, which place an increasing focus on retail management, enable the retail provider to better satisfy every customer.

We realize the need to develop consistent excellence in our retail operations. We're working on standard operating procedures, known as SOPs, to build that consistency.

We're developing extensive SOPs that cover such areas as revenue and expense reports, retail advertising, facility operation, and management and clerk training.

We will also constantly scan retail activities, both inside and outside the Postal Service, asking what is a "best practice" for a particular retail function.

In addition, the Field Retail Operations pilot promotes a culture change in the postal workplace. This endeavor is designed to give our retail staff the tools to more effectively provide the products and services customers want and need. We must embrace one simple but effective notion — we are here to serve the customer.

And we want not only to enable and empower our retail employees to serve you better, but to reward and recognize them as they continue to make progress. We're working on improving our use of existing reward and recognition systems to reinforce good customer service. We want the right people in the right place providing you the right product or service — and we want to give those employees the right reward for serving you well.

We believe the consumer is going to see real benefits.

We expect to make the retail experience consistently excellent. This means:

- Faster and friendlier service.
- Employees who are knowledgeable about our products — and who use that knowledge to meet customer needs.
- Easier, quicker customer access to products.
- More convenient postal services — featuring the location, the hours and the products that you want.

From what I've shared today, I hope I have left you with a more complete picture of the changing environment the Postal Service is operating in today, the overall changes we are planning in the management of our retail locations, and the likely benefits of those changes to you.

The Postal Service realizes, now more than ever, the vast array of communication choices you have. We know we must anticipate your needs and deliver the service you want efficiently and economically.

With this retail pilot, we intend to build on our tradition of service to the American people and serve you well in the ever-changing environment of the 21st century.

Thank you.

—Retail Operations, Retail, 9-10-98

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NEWSBREAK

September 1998

Field Retail Operations Pilot Takes Off in Both Midwest and Southeast Areas

A proposed Field Retail Operations pilot structure -- which focuses on retail by using line-of-sight management to improve customer service -- is underway in both the Midwest (MW) and Southeast (SE) Areas. Field managers will focus on improved results through providing more effective training and tools to retail employees. The pilot will update and streamline retail operating procedures to allow the employee to better serve the customer. It will also address ways to better evaluate, recognize and encourage superior customer service.

In June, the Postal Service posted new retail management positions at the Field Retail Operations level, the Area level and the District level. These new positions will allow the Postal Service to put in place direct, accountable retail management in both the MW and SE Areas.

To determine how well the direct management of retail is working during the pilot, both Areas will track customer service performance and revenue and productivity trends. Those results will be compared with areas of the country which are not in the test. The results from the pilot will be used to help shape the future development of the Postal Service's retail operations.

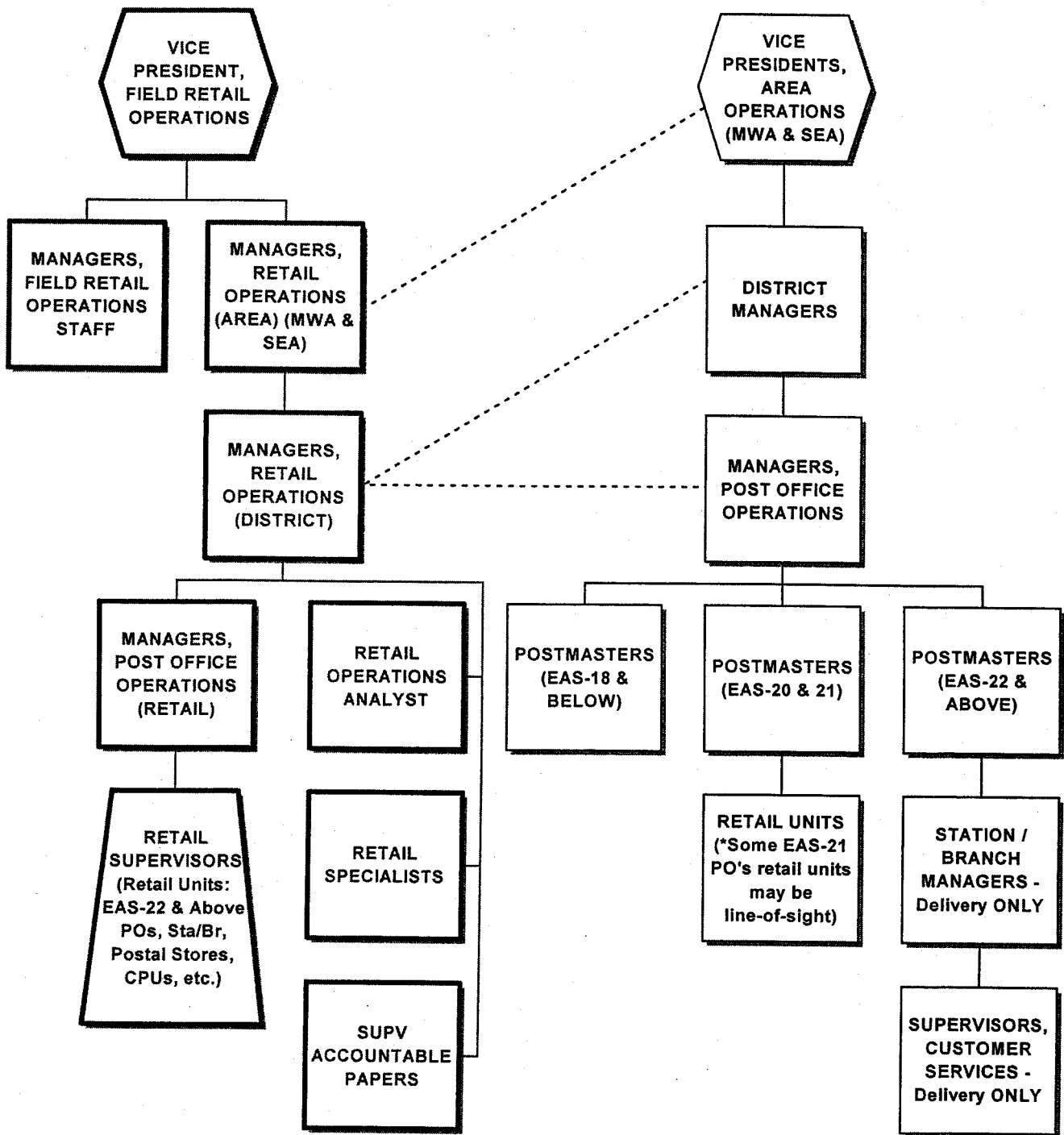
The Postal Service takes in approximately 25 cents out of every revenue dollar at the retail counter. Retail presents the Postal Service key opportunities for increasing customer satisfaction and enhancing revenue.

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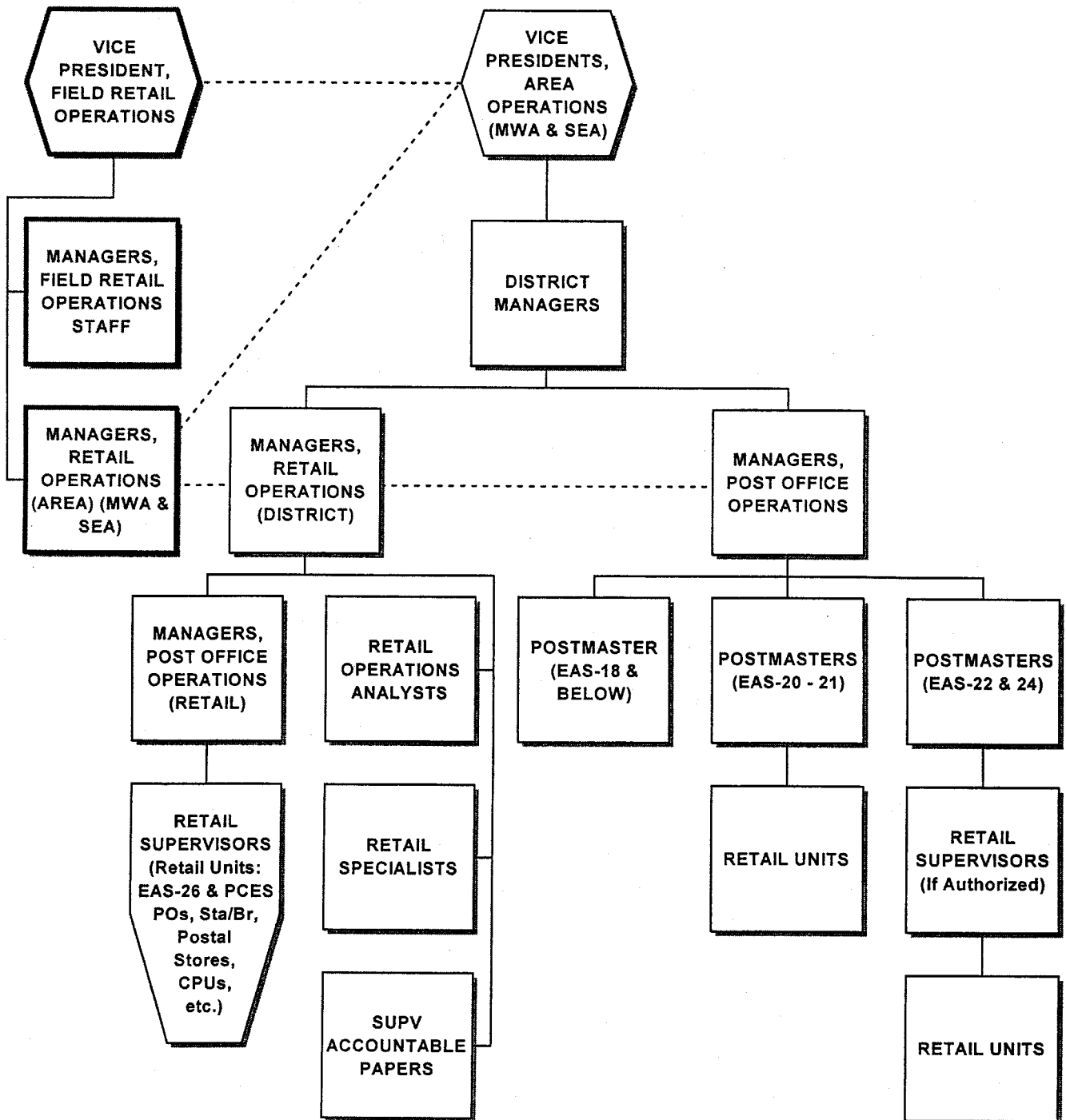
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Field Retail Operations (S1)



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Field Retail Operations (S2)



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RETAIL MERCHANDISE PROMOTION

Stamp Collector Album

In early September, postal stores will begin receiving the first in a sustaining series of stamp collector albums that will include refillable pages as a standard item. The refills, which are made from acid-free insert plastic pockets to protect the stamps and make it easier for novice collectors to store their collections, are packaged to meet the needs of various collectors. The sheets come in 60-pocket sheets for single-stamp collections, 10-pocket sheets for strip collections, 8-pocket sheets for plate-block collections, and 2-pocket sheets for full-sheet collections. All refills come with index sheets that make it easier for collectors to specify information about their stamps. The first children's album will be the *American Ballet* stamp collecting album and will include 24 pocket refills.

The collector albums and refills are to be displayed on the commemorative stamp slat wall. It is important to watch the inventory and reorder the stock through Centrobe (1-800-247-4000) as the stock gets low. The initial quantity sent to each postal store will be as follows:

Item Number	Item	Price (\$)	Quantity
98530043	Stamp Album	15.00	6
98530044	60-pocket Refill	5.00	6
98530045	8-pocket Refill	5.00	6
98530046	10-pocket Refill	5.00	6
98530047	2-pocket Refill	5.00	6

This product must be scanned into the postal store inventory and tracked by the item number because it will be reordered from the vendor to keep an appropriate inventory in the warehouse. The packaging also gives the customer the option to order the album and refills through the Postal Service Merchandise Center (1-800-851-1661), which is operated by Hermann Marketing. (**Note:** This number is **not** intended to be used by postal stores to obtain more stock; it is to enable customers in non-postal store locations to obtain more refills.)

This album will also be featured in the fall catalog and on the Internet at <http://www.usps.com/postmark>.

—Retail Products and Services, Marketing, 9-10-98

RETAIL MERCHANDISE PROMOTION

Celebrate The Century — Superman Stamp

During the week of September 7, approximately 26,000 offices nationwide will begin receiving retail merchandise depicting the Superman stamp image from the 1930s *Celebrate The Century* (CTC) series. To commemorate this stamp, the following Superman series items will be available for sale in post offices:

Item Number	Item	Price (\$)
98350047	Key Chain	4.99
98350048	2-D Magnet	5.99
98370019	Lapel Pin	4.99
98390013	Spiral Notebook	2.99
98400014	Bubble Mailer	2.99
98400015	Shipping Labels	2.99
98430043	Memo Pad	3.99
98440024	Foil Notecard	6.99
98450034	Gift Bag	3.99
98460044	Puzzle Postcard	2.49
98460045	Magnetic Postcard	2.99
98480035	Color Clings	2.49
98480036	Metal Gift Tag/Magnet	3.99

Each participating office will receive a one-time distribution of selected merchandise based on the amount of slat wall space available. The merchandise is to be displayed on the slat wall according to the planogram and the "What's in Store" accompanying the merchandise.

To ensure total sell-through, limited quantities of each product are being distributed. This promotion begins immediately upon receipt of the merchandise. Merchandise may be transferred among participating offices using the transfer

procedures currently in place. No discounts are planned. **DO NOT** return any product until you receive specific instructions from Headquarters.

The following items will be available only at special events, on the Internet at <http://www.usps.com/postmark>, and through the fall catalog and Postmark America.

Item Number	Item	Price (\$)
98570066	Baseball Cap	9.99
98580889	T-shirt — Adult S/M	14.99
98580858	T-shirt — Adult L/XL	14.99
98580859	T-shirt — Adult XXL	14.99
98580860	T-shirt — Youth S/M	14.99
98580861	T-shirt — Youth L/XL	14.99
98580890	Sweatshirt — Adult S/M	25.99
98580862	Sweatshirt — Adult L/XL	25.99
98580863	Sweatshirt — Adult XXL	25.99
98580864	Sweatshirt — Youth S/M	19.99
98580865	Sweatshirt — Youth L/XL	19.99
98600027	Tie	9.99
98640038	Ceramic Stein	19.99

Report sales of CTC retail merchandise in AIC 098 rather than AIC 085, which is reserved for CTC stamps and stamp products only.

Watch for future issues of the *Postal Bulletin* containing articles regarding more CTC retail product promotions.

—Retail Products and Services, Marketing, 9-10-98

STAMP SERIES ISSUED

Bright Eyes Stamp Series Retail Merchandise Promotion

The *Bright Eyes* stamps were issued on August 20, 1998. Participating retail post offices and postal stores will receive new merchandise depicting the five animal characters honored in the series. To commemorate the stamps and to generate stamp awareness among children, about 12,000 offices will receive the following quantities of children-themed items:

Item Number	Item	Price (\$)	Quantity			
			Mini Wall	Large Wall	Mobile Units	Postal Stores
98350053	Dog Key Chain	1.99	6	6-12	6	12
98350054	Fish Key Chain	1.99	6	6-12	6	12
98350055	Bird Key Chain	1.99	6	6-12	6	12
98350056	Cat Key Chain	1.99	6	6-12	6	12
98350057	Hamster Key Chain	1.99	6	6-12	6	12
98530051	5-pack Ball Point Pens	3.99	6	6-12	6	12
98400020	10-pack Ball Point Pens	4.99	6	6-12	6	12
98460049	5-pack Sticker Postcards	4.99	6	6-12	6	12
98430046	Memories Journal	4.99	6	6-12	6	12

This merchandise is designed for placement on slat walls. The planogram guide included with shipment shows where each product is to be displayed on the slat wall.

***Note:** *The Bright Eyes 5-pack Sticker Postcards have been tested and cleared for automated mail processing but will require First-Class Mail letter postage to mail due to the size dimensions.*

There is a one-time distribution to participating offices, and merchandise may be transferred using the transfer procedures currently in place. Total sell-through is the goal; therefore, offices are receiving limited quantities. Report sales in AIC 098.

Direct questions regarding shipments to Centrobe at 1-800-247-4000.



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